

How to install the Leave Planner

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1 Setup types

We provide two different setups. The **admin-setup** and the **user-setup**. The differences are explained below.

The Leave Planner can also be used under *Citrix*, *Terminal Server* and other virtualization solutions.

1.1 Admin-Setup

As the name suggests, you need admin rights to install the Absence Calendar. The program will be installed for **all** users.

The setup checks if the following requirements are met:

.Net Framework 4.6.2 or higher must be installed.

Further the certificates for DeltaVision are installed so that the software is trusted.

→ **This is the recommended installation option.**

If required, perform manual installation of the .Net Framework. We recommend version 4.6.2 or higher.

Download from Microsoft: <https://dotnet.microsoft.com/en-us/download/dotnet-framework/net462>

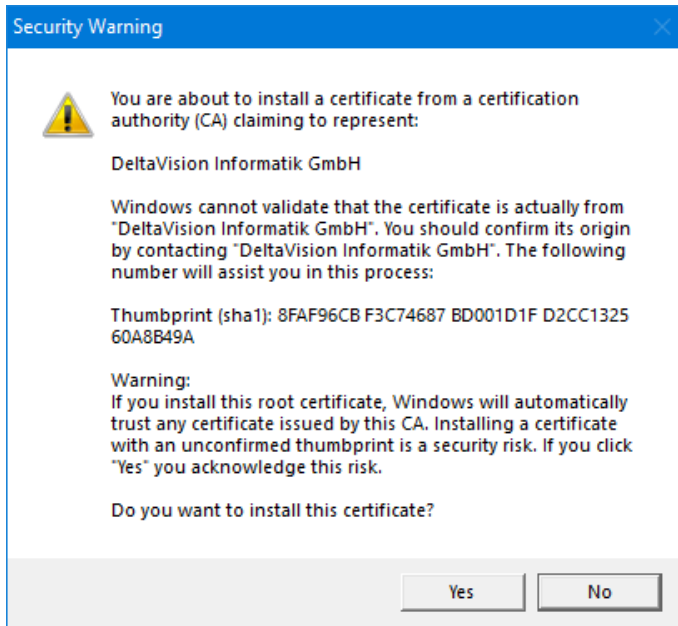
1.2 User-Setup

The setup can be run without admin privileges and installs the software in the user's context.

The setup checks if the following requirements are met:

.Net Framework 4.6.2 or higher must be installed.

Further the certificates for DeltaVision are installed so that the software is trusted. The following dialog may appear which must be confirmed with **YES**.



If the following dialog appears during the installation, please click YES.

(Appears only during user-setup)

If the system requirements (.Net Framework) are not met, the software cannot be installed.

2 Installation

The Leave Planner consists of the following **two** components:

- a) **Excel calendar file**. There are 4 templates (A12, B12, A24, B24) available.
- b) **Software component** (Excel AddIn)

From one of the templates, the calendar administrator creates the annual file, which is then used by all employees. The software component provides the **Leave Planner** ribbon which is automatically visible when a calendar file is open.

Note: If the software is not installed, the ribbon **Leave Planner** is missing!

2.1 Standalone installation

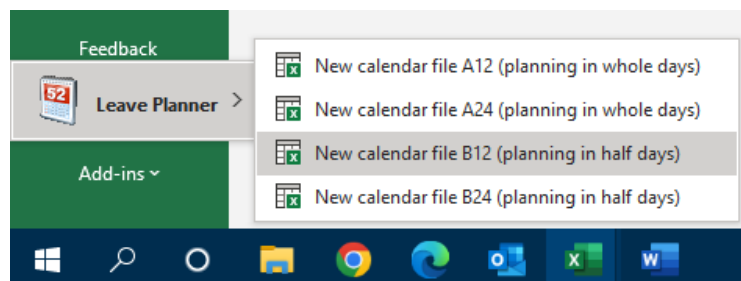
For the standalone installation, the software and the four Excel templates are installed locally on the computer.

Start the installation by double-clicking on the downloaded setup file and follow the instructions on the screen. Apply all defaults.

The software is available **after the next start of Excel**. (Possibly restart Excel)

Create a new calendar file using the following menu command

File / Add-ins / Leave Planner

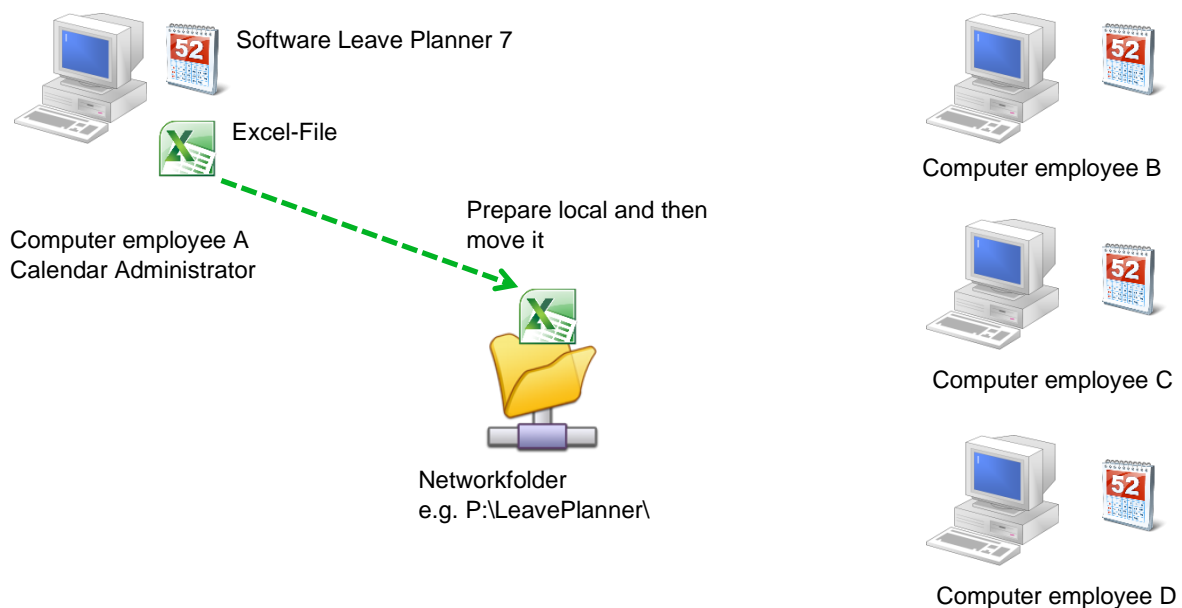


2.2 Multi-user-installation

In the following, the context and requirements will be shown how the Leave Planner can be used by several persons in a company.

The calendar administrator (usually the person who uses the Leave Planner for the first time and also prepares it) performs a normal single-user installation on his own Computer.

The calendar can now be prepared for the desired year. Enter employees, make basic settings, enter license number and so on. So that all employees can now access the calendar, the Excel file must be copied/moved to a network drive (or SharePoint/Teams). All employees must have at least read rights there. If the employees should also make entries, they must have write rights in the corresponding folder. If necessary, contact your IT support if you have questions about the rights in your network drive.



All employees who work with the calendar must have the software installed!

2.3 Procedure when most users are only allowed to view the calendar

2.3.1 Option 1

In larger companies, it is often handled in such a way that only a few people enter the mutations in the calendar. All other employees are only allowed to view the calendar, but not to make any changes.

To achieve this easily, proceed as follows:

- The Excel file is stored on a network share, where only the calendar administrators have read and write permission. All other employees may only have read permission here. (Your IT department will help you to set up the rights).
- The calendar software is installed on all PCs.

Make sure that the logins of all users are entered correctly in the calendar. If an employee opens the calendar, the current day is always selected in the employee's row. If the employee is not found (because the login is missing or entered incorrectly), cell A1 is selected. This is of course very annoying at the end of the year, because then you always have to scroll to the end of the year after opening.

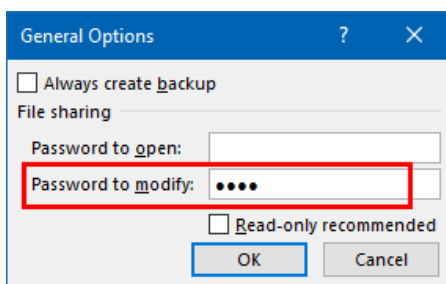
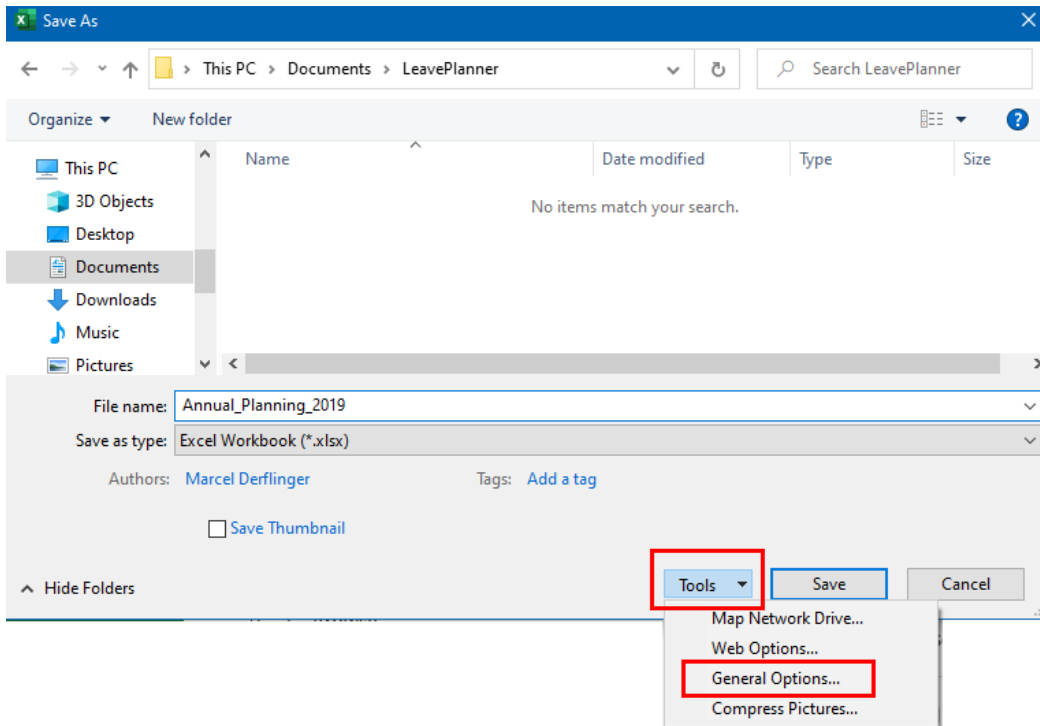
Furthermore, you have the possibility to configure the calendar in a way that the employees are only allowed to mutate their own row. (Under **settings**, disable the checkbox **all users are calendar administrators**). However, this requires that each employee has write access to the fileshare.

2.3.2 Option 2

If you cannot control who is allowed to make changes to the calendar and who is not, as in option 1, Excel offers the possibility to set a password for write access only.

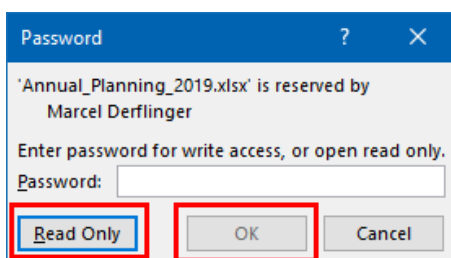
The calendar administrators who know the password enter it when opening the calendar and can make changes. The remaining employees click on the **Read only** button when opening the calendar.

To set this up a calendar administrator has to save the workbook once with **File / Save as**. In the save dialog, the password for changing can be specified under **Tools / General Options....**



Specify a **password to modify** the workbook.

The password must be reentered a second time for security.



After assigning a password and closing the workbook, the following dialog will be displayed each time the workbook is opened. Calendar administrators enter the password and click **OK**, the rest of the employees open the workbook in **Read Only** mode.

3 Unattended Setup (only Admin-Setup)

To easily roll out the software to many clients, you can control the setup using command line parameters. To perform the full installation, invoke the setup with the following parameters:

```
AdminSetup_LeavePlanner_V7.exe /SP- /VERYSILENT /SUPPRESSMSGBOXES
```

Note: An older installation of the *Leave Planner* will be uninstalled automatically.

Logging:

If necessary, you can specify the parameter `/Log="Path to log file"` to get more information about the installation process.

You can get more information with the parameter `/?`

3.1 Uninstallation

Like any software, the Leave Planner can be uninstalled via **Control Panel / Add or Remove Programs**.

For administrators, the silent uninstallation is again interesting.

The following registry key can be read for this:

```
HKLM\SOFTWARE\Wow6432Node\Microsoft\Windows\CurrentVersion\Uninstall\DeltaVision  
LeavePlanner_is1\QuietUninstallString
```

Der Eintrag dort lautet in etwa so:

```
"C:\Program Files (x86)\DeltaVision\LeavePlanner_7\unins000.exe" /SILENT
```

With this command the Leave Planner can be uninstalled.

Tip: To not see a progress bar and other message boxes, call the Uninstaller as follows:

```
unins000.exe /VERYSILENT /SUPPRESSMSGBOXES
```