



Automatic Network Deployment

Easy way to manage add-in deployment

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Standss (South Pacific) Limited

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Introduction

When you buy multiple licenses, you often face the problem of installing add-ins on separate network computers. Installing the software and registering it for a large number of users takes a lot of time and becomes quite difficult to manage.

In this guide we will show you an easy way to manage add-in deployment and licensing over a corporate network silently.

Getting Started

To begin with, contact support at support@standss.com for the QuickFile for Outlook MSI package.

We have given you the privilege to set the registry properties of QuickFile for Outlook in the MSI package provided. You can set the *registration* information together with *other* properties in this MSI package through the use of the *Orca Tool* before deployment. To learn more about editing the properties of the MSI file refer to section “[Editing Properties of the MSI Package using Orca Tool](#)” of this document.

Installing MSI Package using Software Deployment

To carry out the add-in deployment, follow the steps below:

1.0 Create Network share for installation

1. Create a network share (e.g. [\\myserver\apps](#))
2. Place in the QuickFile for Outlook MSI package in the folder.

Note: Modify this MSI package and place in the registration information & other product details before you start with the deployment. [See here for details.](#)

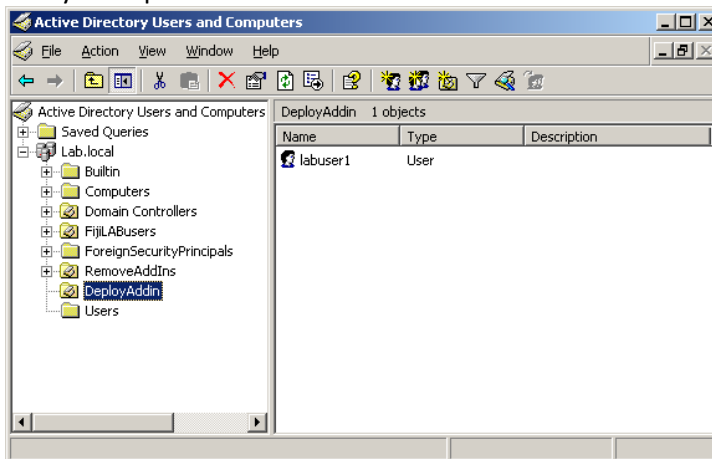
2.0 Configure Active Directory Users and Computers

Active Directory Users and Computers utility which is part of any Windows Based Server will be used together with Group Policy Objects to perform a network install.

In order to deploy the add-in across multiple users and computers, these must be placed into one organizational unit. If you already have all users and computers in an OU then you may skip the steps below and go directly to [Create Group Policy Object for remote installation](#) further below.

To open the Active Directory Users and Computers utility on your Windows based server:

1. Go to Control Panel
2. Double Click Administrative Tools
3. Double Click **Active Directory Users and Computers**. The Active Directory Users and Computers utility will open as shown below



Next add all Domain Computers and Domain Users that you want to install the add-in for into an Organizational Unit (OU) as shown above.

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3.0 To create an OU:

1. Right Click the node in the list where you want to create the OU – Go to New –Click Organizational Unit.
2. Enter a name for the Organizational Unit.
3. Click OK.

4.0 To add a domain computer or user to an OU:

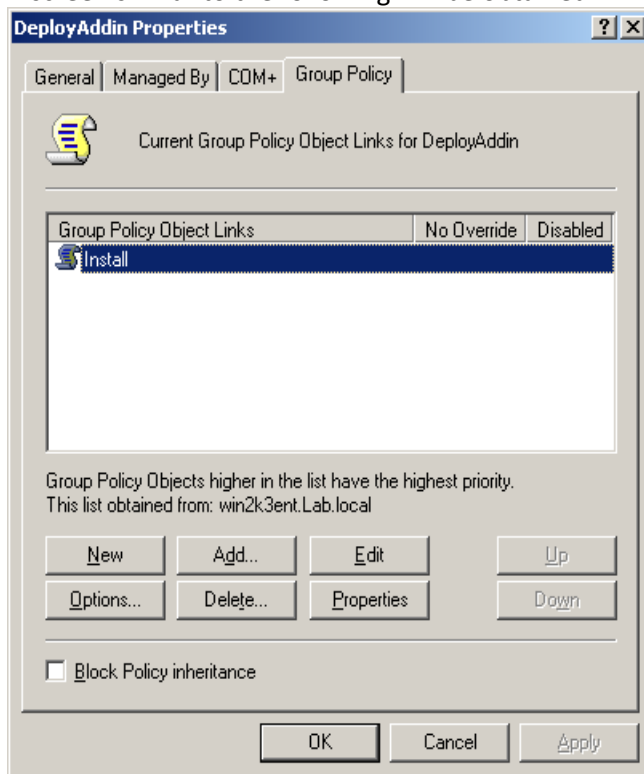
1. Right click the Computer or User and click Move.
2. Select the location to move to
3. Click OK.
You can also drag-and-drop the user to this OU

5.0 Create Group Policy Object for remote installation

To carry out the actual installation, Group Policy Objects (GPO) will be used. You will have to create a new Group Policy Object and configure it to install the MSI package.

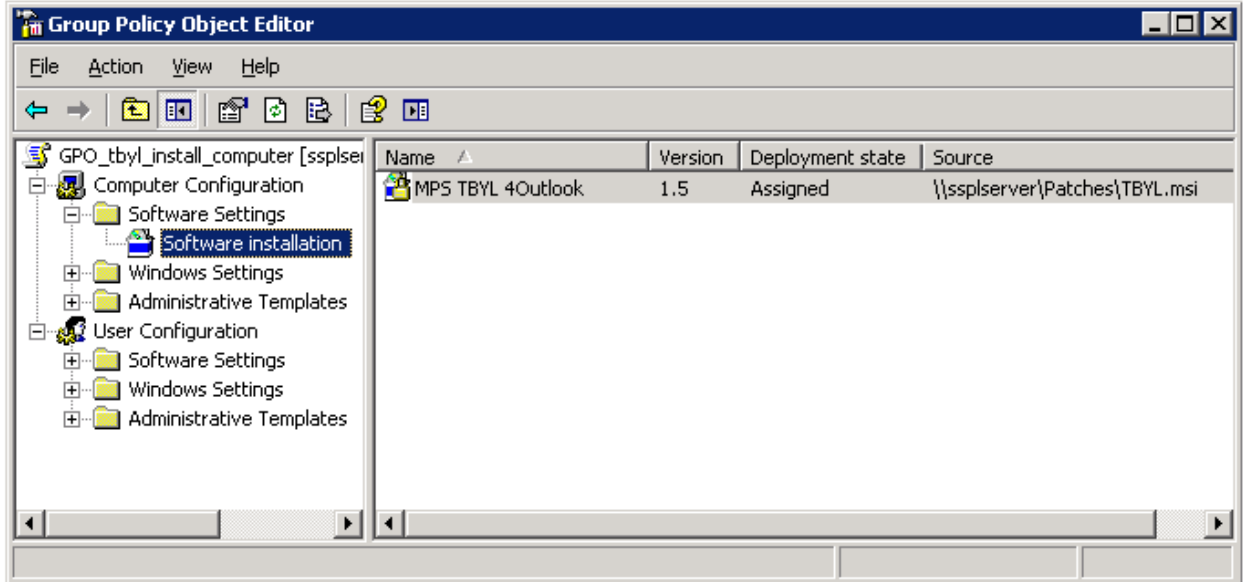
6.0 Create a New Group Policy Object

1. Right Click the OU that you have just added and click Properties
2. Go to the Group Policy tab
3. Click New to create a new Group Policy Object.
4. Enter a name for your Group Policy Object.
5. A screen similar to the following will be obtained:

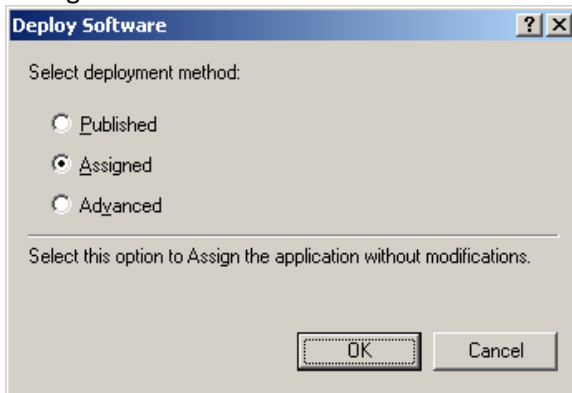


7.0 To Configure Group Policy Object

1. Select the GPO you created above
2. Click Edit.
3. The GPO Editor shown below will open:



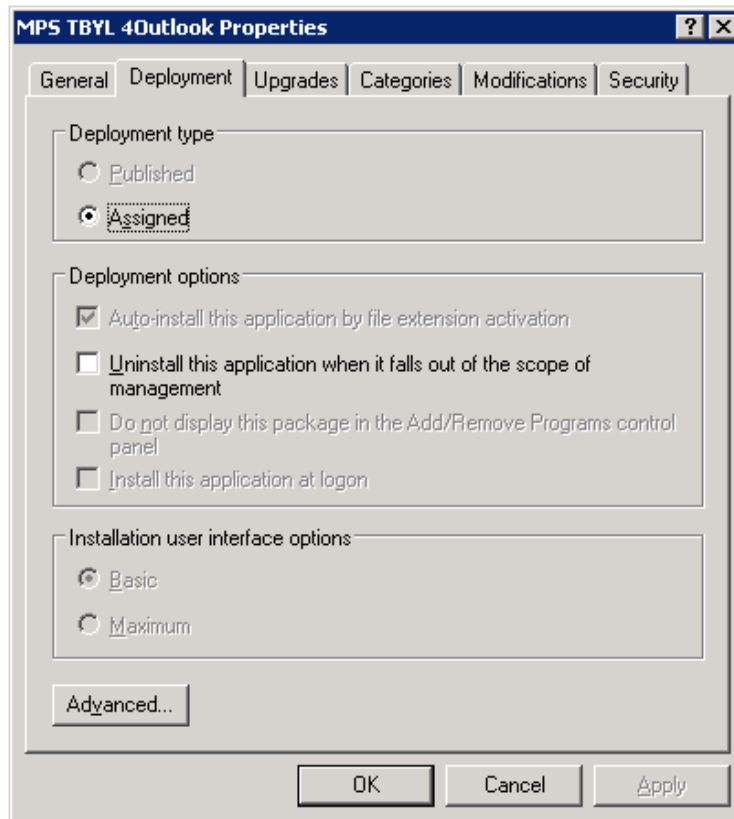
4. Since we want to use assign the installation to computers, we should use the “Computer Configuration > Software Settings > Software Installation” as shown above
5. Add the product that you want to install
 - a. Right-click Software Installation > New > Package ...
 - b. Browse for the QuickFile for Outlook MSI package file and click Open
6. Select “Assigned” as the deployment method. This option will not display the Deploy Software Dialog box to the users.



7. Configure package to install on next logon
 - a. Right-click on the QUICKFILE msi package > Properties
 - b. Go to the Deployment tab

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- c. Ensure that 'Assigned' option is selected as Deployment type and 'Basic' is selected in the Installation user interface options as shown below and Click OK.



8.0 Deployment Complete

That's it! When the Computer (computers included in the OU) is restarted the next time, QuickFile for Outlook will be installed.

9.0 Post-Installation Tasks

After the installation over the network is completed, you should do the following:

1. Remove the group policy object created on the server.
 - a. Select the Group Policy Object.
 - b. Click Delete.
2. Move the domain computers and users back to as they were organized if you changed the structure.
 - a. Right Click the User or Computer in the Organizational Unit.
 - b. Click Move and select the original location to move to.
3. Remove the Organizational Unit created on the server.
 - a. Right Click the Organizational Unit created.
 - b. Click Delete.

Un-installing MSI Package using Software Deployment

To uninstall an already deployed MSI package, follow the steps below:

1.0 Create an OU on the server Active Directory Users and Computers ([See above for details](#))

2.0 Create the GPO ([See above for details](#))

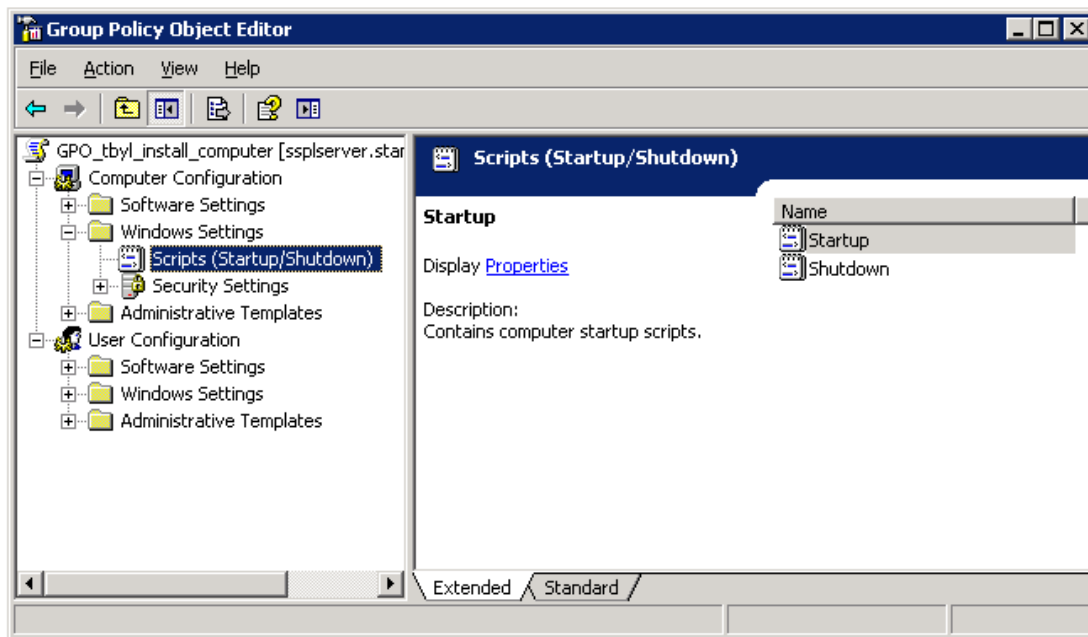
3.0 Configure GPO

1. Create a **batch file** with the following line in it:

```
msiexec /x {Product Code} /qn
```

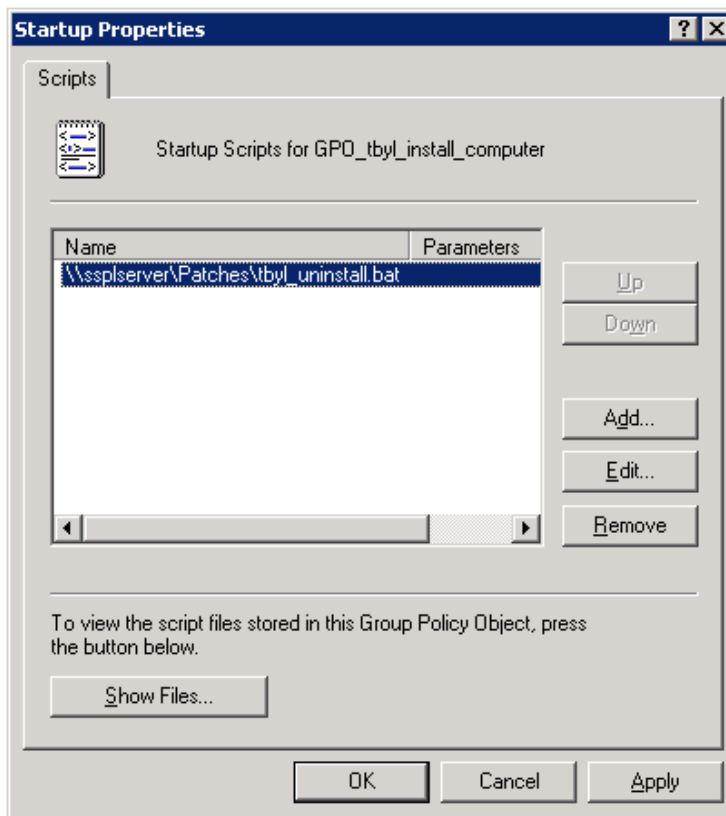
Note: Replace the {Product Code} with the actual product code of the QuickFile for Outlook MSI package that you want to un-install. Ensure to have this code enclosed in braces.

2. Place the batch file on the shared network drive.
3. Select the GPO you created above, Click Edit.
4. On the GPO Editor screen, go to Windows Settings > Scripts (Startup/Shutdown) under User Configuration as shown below:



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5. Double-click on Logon to get to the following screen:



6. Click on Add and browse for the batch file placed on the shared network folder.
7. Click OK to apply the changes.

4.0 Deployment Complete

That's it! When the computer (computers included in the OU) is started the next time, QuickFile for Outlook will be un-installed.

5.0 Post Un-Installation Tasks

Remove the GPO and move the computers and users back to its original location. ([See above for details.](#))

Editing Properties of the MSI Package using Orca Tool

Download and Install Orca

To edit the properties of MSI package, you need to install the Orca tool. Download and install [Windows® Server 2003 SP1 Platform SDK](#) (the Orca tool has been included in it) if you have not installed it.

Editing the MSI file properties

1. Right-click the MSI file "QUICKFILE.msi" > Select **Edit with Orca**
 - a. In Orca, under **Tables**, select **Property**
 - b. On the right side you will see the properties of this MSI file
 - c. Edit the properties by double clicking on it and the make the relevant changes

*The important modification to make here is to place in the **registration information**:*

- i. Find and change the *value* of the property "**PROP_USERNAME**" (on the right side) to your license name that we sent to you.
- ii. Find and change the *value* of the property "**PROP_UNLOCKCODE**" to your license code.

Note: To modify other default settings of QUICKFILE, refer to [Properties Table](#) below.

2. After making all the necessary changes, click **Save** to save the changes made and close Orca.

QuickFile MSI Properties

Below is a list of properties/settings for QuickFile that you can modify using Orca in the MSI package:

Property	Property when viewed in Orca	Value: Meaning
Allow filing of emails in the data file root folder	PROP_ALLOWROOTSELECT	True: Allow filing False: Do not allow filing
Automatically file original email with sent email for Forwards	PROP_AUTOFILEORGONFORWARD	True: File original email False: Do not file original email
Automatically file original email with sent email for Replies	PROP_AUTOFILEORGONREPLY	True: File original email False: Do not file original email
Automatically file original email with sent email for Reply-to-Alls	PROP_AUTOFILEORGONREPLYALL	True: File original email False: Do not file original email
Show only Mail and Post Folders in search results	PROP_CHKSHOWMAILONLY	True: Only show Mail and Post Folders False: Show all Folders
Action to take when <choose another folder ...> is used	PROP_CHOOSANOTHERFLDRACTION	0: Do not prompt or add shortcut 1: Prompt to add shortcut 2: Automatically add shortcut
Do not Show the QuickFile Startup Wizard	PROP_DONOTSHOWSTARTUPWIZARD	True: Do not Show Wizard False: Show Wizard
Number of days after which automatic check for updates takes place.	PROP_INTNUMDAYUPDATE	Days: A whole number of days. By default this is 30 days.
The Date on which last Automatic Check for updates was run.	PROP_DTMLASTUPDATE	Date: Date on which last update was run DoNotCheck: Do not automatically check for updates
Mark Unread emails as Read when Filing	PROP_MAILMOVEMARKUNREAD	True: Mark as Read False: Do not mark as Read
Method to use when filing emails. (Refer to QuickFile Help file for more information)	PROP_METHODMAILMOVE	1: Use the default method to do filing 2: Use the alternate method to do filing
Show/do not show the 'Multiple -Select' Link on QuickFile screen which allows to File emails to multiple folders at once.	PROP_MULTIPLEMODEACTION	0: Do not show link to Multiselect 1: Show link to Multi-Select (with Multi-Select on) 2: Show link to Multi-Select (with Multi-Select off)
Show/not show ND - Archive folder in Search Results. (NetDocuments users only)	PROP_NDARCHIVEFOLDERALLOW	True: Do not Show Archive folder in Search False: Show Archive folder in Search
Show/not show ND Recent Customers folder in Search Results (NetDocuments users only)	PROP_NDRECENTCUSTSFOLDERALLOW	True: Show Recent Customers folder in Search False: Do not Show Recent Customers folder in Search
The version of EMS installed for users of NetDocuments	PROP_NDSTRUCTURE	1: version before 2.5.8 2: EMS version 2.5.8 or later

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When connecting a data File in Outlook	PROP_REBUILDINDEX	True: Re-index folders in the data file False: Load index from QuickFile index if it already exists
Set the number of folders you want to see in the recent folders section on the QuickFile screen.	PROP_RECENTFOLDERSCOUNT	Number: The number should be a multiple of 5 and less than 25.
File a Copy/Original Email when using QuickFile	PROP_RETAINONQUICK	True: File a copy False: File original
File a Copy/Original of Compose Email when using Send&File	PROP_RETAINONSEND	True: File a copy False: File original
Include Public Folders in Search results	PROP_SEARCHPUBLICFOLDERS	True: Show Public Folders False: Hide Public Folders
What action to take when Send Is Clicked	PROP_SENDACTION	0: Do a Normal Send 1: Prompt to display QuickFile screen 2: Display QuickFile screen
Set QuickFile not to show Deleted Items folders in searches when choosing for another folder to file in from QuickFile	PROP_SHOWDELETEDFOLDERSWHENFILING	True: Show folders in deleted items to file to False: Do not show folders in deleted items to file to
Set QuickFile to show or not to show Deleted Items folders in searches in Find&Goto.	PROP_SHOWDELETEDFOLDERSWHENFINDGOTO	True: Show folders in deleted items to find&Goto False: Do not show folders in deleted items to find&Goto
Show 'Attachment-File' button on Email	PROP_SHOWEATTFILEBUTTON	True: Show 'Attachment-File' button False: Hide 'Attachment-File' button
Show 'Help' button on Email	PROP_SHOWEHELPBUTTON	True: Show 'Help' button False: Hide 'Help' button
Show 'One-Click Filing' button on Email	PROP_SHOWEONECLICKBUTTON	True: Show 'One-Click Filing' button False: Hide 'One-Click Filing' button
Show 'Pick&Move' button on Email	PROP_SHOWEPICKMOVEBUTTON	True: Show 'Pick&Move' button False: Hide 'Pick&Move' button
Show 'Pick&Send' button on Compose Email	PROP_SHOWEPICKSEENDBUTTON	True: Show 'Pick&Send' button False: Hide 'Pick&Send' button
Expand or contract QuickFile screen 'Show Options'	PROP_SHOWEXTRAOPTION	True: expand the QuickFile form always to show more options. False: contract the QuickFile form always to hide more options.
Show 'Attachment-File' button on Folder	PROP_SHOWFATTFILEBUTTON	True: Show 'Attachment -File' button False: Hide 'Attachment -File' button
Show 'Auto Quick-File' button on Folder	PROP_SHOWFAUTOFILEBUTTON	True: Show 'Auto Quick-File' button False: Hide 'Auto Quick-File' button
Show 'QuickFile Help' button on Folder	PROP_SHOWFHHELPBUTTON	True: Show 'QuickFile Help' button False: Hide 'QuickFile Help' button
Show 'More' drop-down on Folder	PROP_SHOWFMOREBUTTON	True: Show 'More' drop-down on Folder False: Hide 'More' drop-down on Folder

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Show 'one-click filing' button on Folder	PROP_SHOWFONECLICKBUTTON	True: Show 'one-click filing' button False: Hide 'one-click filing' button
Show 'Pick & Move' button on Folder	PROP_SHOWFPICKMOVEBUTTON	True: Show 'Pick & Move' button False: Hide 'Pick & Move' button
Show 'QuickCopy' button on Folder	PROP_SHOWFQUICKCOPYBUTTON	True: Show 'QuickCopy' button False: Hide 'QuickCopy' button
Alert the user when settings multiple shortcuts as default	PROP_SHOWDEFAULTMSG	True: Do not Alert False: Alert
Show NetDocuments icons on NetDocuments folders	PROP_SHOWNDICONS	True: Show NetDocument Icons False: Do not show NetDocument Icons
Show ToolTips on QuickFile screens	PROP_SHOWTIPS	True: show tooltips False: Do not show tooltips
Unlock code for the product	PROP_UNLOCKCODE	Your unlock code
Registration Name	PROP_REGNAME	Your registered name
Use Shared Shortcuts stored in Public Folders	PROP_USEPUBLIC	True: Use Shared Shortcuts False: Do not use Shared Shortcuts

Additional properties in QuickFile Pro

Property	Property when viewed in Orca	Value: Meaning
Attach emails to created appointments or copy the email body to the body of appointments.	PROP_APPOINTMENTSETTING	0: Attach email to the appointment body 1: Copy the body of the email to the appointment body
Date that will be picked on the Defer form until that date has passed.	PROP_DEFERDATE	Date: Date that will be picked on the Defer form until that date has passed.
Date that will be picked on the Defer form until that date has passed.	PROP_DEFERTIME	Time: Date that will be picked on the Defer form until that date has passed.
Do not automatically check for unprocessed emails in the Sent Items	PROP_DONOTCHKUNPROCESSEDMSG	True: Do not Check False: Check
Create a notification email in your inbox if any newsletters are available	PROP_NEWSLETTERCREATEEMAIL	1 – Create email 0 – Do not create email
The time that the newsletter notification email should be created on.	PROP_NEWSLETTEREMAILCREATETIME	Time: in hh:nn am/pm format
Show 'Newsletter' button on Email	PROP_SHOWNEWSLETTERBUTTON	True: Show 'Newsletter' button False: Hide 'Newsletter' button
Show 'Quick-Appointment' button on Email	PROP_SHOWEQUICKAPPOINTMENTBUTTON	True: Show 'Quick-Appointment' button False: Hide 'Quick-Appointment' button
Show 'Quick-Task' button on Email	PROP_SHOWEQUICKTASKBUTTON	True: Show 'Quick-Task' button False: Hide 'Quick-Task' button
Show 'Defer' button on Email	PROP_SHOWESNOOZEBUTTON	True: Show 'Defer' button False: Hide 'Defer' button
Show 'Newsletter' button on Folder	PROP_SHOWFNEWSLETTERBUTTON	True: Show 'Newsletter' button False: Hide 'Newsletter' button
Show 'Quick-Appointment' button on Folder	PROP_SHOWFQUICKAPPOINTMENTBUTTON	True: Show 'Quick-Appointment' button False: Hide 'Quick-Appointment' button
Show 'Quick-Task' button on Folder	PROP_SHOWFQUICKTASKBUTTON	True: Show 'Quick-Task' button False: Hide 'Quick-Task' button
Show 'Defer' button on Folder	PROP_SHOWFSNOOZEBUTTON	True: Show 'Defer' button False: Hide 'Defer' button
Attach emails to created Task or copy the email body to the body of Task.	PROP_TASKSETTING	0: Attach email to the Task body 1: Copy the body of the email to the Task body