

Prodacapo Activity Tracker Upgrade

This document is intended for users who are currently using Prodacapo Activity Tracker version 1.2.x. and want to upgrade to Prodacapo 7 or later. It gives information on the best practice for upgrading to Prodacapo version 7 where Activity Tracker is an integrated component in Prodacapo Web Solution and also lists the major changes in Prodacapo Activity Tracker.

Background

Activity Tracker was initially released as a separate product from Prodacapo. It had its own setup program and a unique website on the server that was not shared with Prodacapo Web Solution. As of Prodacapo version 7, Activity Tracker is an integrated component in Prodacapo Web Solution, just as the process or scorecard component.

Upgrading to Prodacapo 7

When upgrading to Prodacapo 7, your current installation of Activity Tracker will be replaced with the new Activity Tracker component in Prodacapo Web Solution, after upgrade you will not be able to use your old Activity Tracker installation.

Uninstall Prodacapo Activity Tracker

Start by uninstalling Prodacapo Activity Tracker from the Control Panels Add/remove programs. Verify that the Activity Tracker site is removed from Internet Information Services. If not, remove it manually. Removing the Activity Tracker application will not affect your Activity Tracker data in any way.

Install Prodacapo and Prodacapo Web Solution

Follow the instructions for installing Prodacapo version 7 (or later) and Prodacapo Web Solution. The installation instructions are available on the CD or from our support web site at <http://support.prodacapo.com>

Database upgrade

During the database upgrade (as part of the Prodacapo installation), your Activity Tracker data will automatically be updated and converted to conform with the improved functionality of Activity Tracker in Prodacapo Web Solution. Please see below for a list of the most significant changes:

Users

Activity Tracker users are no longer separate from the Prodacapo users but are now the same. During the database upgrade process, any Activity Tracker users that do not already exist in Prodacapo are automatically created. Users that are created are given the default password **Prodacapo1** and are prompted to change their password once they log on to Prodacapo Web Solution. Users that already exist in Prodacapo (for example the sys user) will keep their existing Prodacapo password. Since the Activity Tracker users name are not divided into first and last name, as in Prodacapo; the Activity Tracker name is split when the user is created in Prodacapo. Anything before the first space in the name will become the first name and the rest will be the last name in Prodacapo. E.g. John Smith will have John as first name and Smith as last name. Brian Smith Williams will have Brian as first name and Smith Williams as last name. If the Activity Tracker user name does not contain a space, the whole name will be the first name in Prodacapo.

Security

For a user to have access to Activity Tracker the user must be a member of a group that has read/write permission to the Activity Tracker module. To allow Activity Tracker users access, the database update process will create groups and access control lists according to the following rules.

1. Create a group **Activity Tracker group** and add all Activity Tracker users that are created as Prodacapo users to that group
2. Create an access control list **ACL – Activity Tracker module** with read/write permissions to the Activity Tracker module
3. Add the ACL to the Activity Tracker group in the security tab to allow members access.

Please note that users that existed in Prodacapo prior to this installation procedure will in addition to their previous security settings now also be given read/write permissions to Activity Tracker.

Single Sign-on / Language support

Since Activity Tracker is now an integrated component in Prodacapo Web Solution users can now benefit from the built-in functions in Prodacapo Web Solution such as single sign-on and support for multiple languages.

Activity Tracker settings

After upgrade you need to go into the Activity Tracker settings page and change the default settings to suite your needs. You can setup the upload method, activity copy options etc. Access this page by clicking Activity Tracker / Setup / Settings. To access this page you need to login to Prodacapo Web Solution with as an administrator.

There are many improvements implemented in Activity Tracker. For more information about the changes and improvements in Prodacapo Activity Tracker see the section regarding Activity Tracker in the Online help of Prodacapo Web Solution.