ATIPXpress

Deployment Manual



ATIPXpress v11.8.0 Deployment Manual

Notice of Rights

Copyright © 2024, OPEXUS, LLC d/b/a OPEXUS. All rights reserved. No part of this publication may be reproduced, transmitted, transcribed, stored in a retrieval system, or translated into any language, in any form or by any means, electronic, mechanical, photocopying, recording, or otherwise, without prior written permission of the publisher: OPEXUS, LLC. For information on obtaining permission for reprints and excerpts, contact info@opexustech.com.

Additionally, all copyrights, confidential information, patents, design rights and all other intellectual property rights of whatsoever nature contained herein are, and shall remain, the sole and exclusive property of the publisher.

Notice of Liability

The information in this publication is believed to be accurate and reliable. However, the information is distributed by the publisher (OPEXUS, LLC.) on an "As Is" basis without warranty for its use, or for any infringements of patents or other rights of third parties resulting from its use.

While every precaution has been taken in the preparation of this publication, neither the author (or authors) nor the publisher will have any liability to any person or entity with respect to any loss or damage caused or alleged to be caused, directly or indirectly, by the information contained in this publication or by the computer software and hardware products described in it.

Notice of Trademarks

The publisher's company name, company logo, company patents, and company proprietary products are trademarks or registered trademarks of the publisher: OPEXUS, LLC. All other trademarks or registered trademarks are the property of their respective owners.

Non-Disclosure Statement

This document's contents are confidential and proprietary to OPEXUS, LLC. This document cannot be released publicly or outside the purchasing agency without prior written permission from OPEXUS, LLC.

Images in this manual are used as examples and may contain data and versioning that may not be consistent with your version of the application or information in your environment.

Additional Notice

Information in this documentation is subject to change without notice and does not represent a commitment on the part of OPEXUS, LLC.

Notwithstanding any of the foregoing, if this document was produced as a Deliverable or other work for hire under a contract on behalf of a U.S. Government end user, the terms and conditions of that contract shall apply in the event of a conflict.

Version History

#	Date	Description
1.0	1/12/2024	New version for v11.5.0
1.1	5/10/2024	Added steps for enabling the Pendo integration (for SaaS customers only). See Section 10.9 for details.
1.2	7/3/2024	 There are several new required steps when deploying or upgrading an application to v11.7.0 and up: Section 1.2 was added to call out these new steps and outline what's changed for v11.7.0. Added steps to install or upgrade the FOIAXpress API (required). See Section 10.10 (and subsections). Added new required steps for applications using the AI Assistant feature, see Section 10.11 (and subsections) for details. These steps must be followed to use the AI Assistant in v11.7.0. There is a known issue with the User Manual link in v11.7.0, and
		this must be manually updated after the installation. This process is outlined in Section 10.12
1.3	7/24/2024	Updated Section 10.10.1 (API Installation Prerequisites) to note that both .NET v7.0.11 and 8.0.6 are required to be installed for the API to function correctly in v11.7.X.

Overview

#	Date	Description
1.4	8/8/2024	 Updated the following: Section 3.2.3: Revised steps to direct administrators to create an "AXRepo" directory as the parent directory for the various ATIPXpress file repositories. See steps 2 and 3. Section 8: Added a note that if the repository details are ever edited during an application update, IIS must also be restarted on the application server.
1.5	10/01/2024	 New update for v11.8.0: All installations and upgrades now require the IIS CORS Module to be installed. See section 2.7 - <i>Install CORS Module</i> for more information and a link to download the CORS Module. A new EDR Calculate Page Count job was added. This must be manually added to the Scheduler as a post-installation procedure. See section 10.7.2 - <i>Calculate Page Count Job</i> for steps and details. Removed the User Manual URL section as this is fixed for v11.8.0 Added two sections missing from previous versions: 2.3.4 - <i>Account Permissions</i> and 2.5 - <i>Install Full Text Search on SQL Server</i>
1.6	10/18/2024	Revised the API Installation Prerequisites (10.10.1) to remove the requirement for .NET 7.0.11, as this is not required for v11.8.0.

1	A	ΓIPXp	ress Deployment Manual	9
	1.1	Ab	out This Document	9
	1.2	No	tes About v11.8.0	9
	1.3	AT	PXpress Installation Package	9
	1.4	De	ployment Procedure	9
	1.5	De	ployment Requirements	10
2	Ap	oplica	tion Installation Prerequisites	11
	2.1	Red	commended System Requirements	11
	2.2	De	ployment System Requirements	11
	2.3	Pre	requisites Checklists	
	2.3	3.1	Application Server Checklist	13
	2.3	3.2	Database Checklist	
	2.3	3.3	ATIPXpress Database Account Requirements	14
	2.3	3.4	Account Permissions	14
	2.4	Ins	tall SQL Server Module	
	2.5	Ins	tall Full Text Search on SQL Server	16
	2.6	ΗT	TP Redirection and Activation	17
	2.	6.1	Install HTTP Redirection Feature	
	2.	6.2	Install HTTP Activation Feature	
	2.7	Ins	tall CORS Module	24
3	Az	zure l	nstallation Prerequisites	25
	3.1	Co	nfigure Azure SQL Database	25
	3.2	File	Repository Setup	25
	3.2	2.1	Create Storage Account	25
	3.2	2.2	Create ATIPXpress File Repository as a File Share	26
	3.2	2.3	Create ATIPXpress File Repository subfolders in the File Share	

4	AW	'S Prerequisites	30
	4.1	Configure Amazon Web Services RDS for SQL Server	30
	4.2	File Repository Setup Using Amazon FSx	30
5	Upį	grading ATIPXpress	31
	5.1	Upgrade Assumptions	31
	5.2	Upgrade Prerequisites	31
6	Dov	wnload the Installation Package	33
	6.1	Verify the Integrity of the Installation Package	33
	6.2	About the Installation Package	34
7	Inp	uts.json Settings for New Installations	35
	7.1	About the Inputs.json File	35
	7.2	Install Type	36
	7.3	Install Components	36
	7.4	Application and Scheduler	37
	7.5	Database Settings	38
	7.6	File Repository Settings	40
	7.7	Authentication Settings	41
	7.8	SMTP Server Settings	43
	7.9	EDR Settings	44
	7.9.	1 EDR Inputs	44
	7.9.	2 Multiple EDR Servers	46
	7.10	General Application Configuration	47
8	Inp	uts.json Settings for Upgrade	51
	8.1	Install Type	51
	8.2	Install Components	51
	8.3	Application and Scheduler	52
	8.4	Database Settings	53
	8.5	File Repository Settings	54

	8.6	Authentication Settings	. 54
	8.7	SMTP Server Settings	. 54
	8.8	EDR Settings	. 55
	8.9	General Application Configuration	. 56
9	Rur	n Install.ps1	. 57
1	0 Pos	t-Installation Procedures	. 59
	10.1	ATIPXpress Site	. 59
	10.2	Application Pool - FXAppPool Exists	. 59
	10.3	Database Check	. 60
	10.4	URL Access	. 60
	10.5	Update License	. 61
	10.6	Add Scheduler Jobs	. 62
	10.7	EDR Post-Installation	. 63
	10.	7.1 EDR Database Password	. 63
	10.	7.2 Calculate Page Count Job	. 65
	10.8	Logs	. 65
	10.9	Pendo Integration	. 66
	10.10	API Installation	. 66
	10.	10.1 Installation Prerequisites	. 66
	10.	10.2 Unzip the Installation Package	. 66
	10.	10.3 About the Installation Package	. 67
	10.	10.4 Inputs.Json Settings for Installation	. 67
	10.	10.5 Install the API	. 70
	10.	10.6 Managing API Access	.71
	10.11	AI Assistant Integration	. 73
	10.	11.1 CoreNLP for Docker	. 74
	10.	11.2 Install CoreNLP Using Java	. 75
	10.	11.3 Application Configuration	77

10.12 User Manual URL	77
11 Azure Post-Installation Procedures	79
11.1 Creating App Service on Azure Portal	79
11.2 Zip Deploy ATIPXpress to the Azure App Service	81
11.3 Configure the ATIPXpress App Service	82
11.4 Services Server Setup	87
11.4.1 Install Required Dependencies	87
11.4.2 Configure the ATIPXpress Scheduler Service	87
11.5 Steps to Configure Single Sign-On in Azure AD	88
11.6 EDR in Azure	91
11.6.1 EDR File Repository Setup	91
11.6.2 EDR File Repository Configuration	92

1 ATIPXpress Deployment Manual

1.1 About This Document

This manual is intended to guide system administrators through the required steps to deploy ATIPXpress 11.7.X within their organization, including both new installations and upgrades.

1.2 Notes About v11.8.0

Two requirements were added for v11.8.0:

- The IIS CORS Module must be installed on the application server. See steps in section 2.7.
- Added a new EDR Calculate Page Counts job. See section 10.7.2

In addition, requirements were added for v11.7.0 that we wanted to call out:

- The ATIPXpress API must be installed with all applications on v11.7.0 and up. Steps to install the API can be found in Section 10.10 (and subsections).
- If you will be using the AI Assistant feature, there are some new steps you must follow when deploying or upgrading. These details are included in Section 10.11 (and subsections).

1.3 ATIPXpress Installation Package

The ATIPXpress installation package is a zip file containing all the files needed to install ATIPXpress, Scheduler, EDR and the ATIPXpress database. Your customized installation is driven by the values set in the *Inputs.Json* file located at the root of directory where the zip file is extracted.

Contact OPEXUS support at support@opexustech.com for your installation package.

1.4 Deployment Procedure

Deploying ATIPXpress follows the procedure outlined below. Each step is covered in the subsections in this manual.

- 1. Review the Application Installation Prerequisites
 - a. If this is an Azure installation, also review the Azure Installation Prerequisites
 - b. If this is an upgrade of an existing ATIPXpress application, review the Upgrading ATIPXpress section.

- 2. Download and verify the installation package, then extract the files.
- 3. Update the Inputs.json file with your deployment details.
- 4. Run Install.ps1
- 5. Perform post-installation procedures.
- 6. For Azure-based environments, also perform the Azure Post-Installation procedures.

1.5 Deployment Requirements

While the ATIPXpress deployment package (and this manual) are designed to be usable by anyone, we recommend that installation be completed by an experienced system administrator, as knowledge about your organization's architecture are necessary to execute this deployment. It is important to check the person doing the installation has the level of access and the accounts specified in the Inputs.json have the access level needed for upgrading or installing the application, databases and services specified.

2 Application Installation Prerequisites

The installation prerequisites are crucial as they outline the minimum system requirements and necessary preparations that need to be met before proceeding with the installation process. Ensuring that your system meets these prerequisites will ensure a smooth and successful ATIPXpress deployment. Please take the time to thoroughly review and fulfill the requirements outlined in this section before moving on to the next steps.

(!!) Notes:

- These prerequisites apply to new installations. For upgrades to existing environments, see the Upgrading ATIPXpress section.
- From version 11.4.0 onward, the application will only deploy with a valid HTTPS certificate.

2.1 Recommended System Requirements

The Recommended System Requirements provides information about the environment required for setting up the ATIPXpress (AX) application. It outlines the recommended hardware and software to install the application and its related components. The manual also mentions basic networking recommendations to enhance performance.

2.2 Deployment System Requirements

The installation package must be deployed from the application server, which must meet the requirements outlined below:

Requirement	Description
Location	Deployment scripts can be executed from Application server. The script must be executed from application server if the Application or Scheduler are installed.
User Permissions	The logged-in user should have the local administrator permissions.

Application Installation Prerequisites

Requirement	Description
Operating System Requirements	Windows 2016/2019/2022
Microsoft .NET Framework 4.8 Runtime	Microsoft .NET Framework 4.8 Runtime must be downloaded and installed. It can be downloaded and installed from the following location: <u>https://dotnet.microsoft.com/en-us/download/dotnet- framework/net48</u>
SqlPackage	The SqlPackage must be downloaded and installed. It can be downloaded and installed from the following location: <u>https://learn.microsoft.com/en-us/sql/tools/sqlpackage/sqlpackage- download?view=sql-server-ver16#windows-net-framework</u>
SqlServer	The SqlServer module must be downloaded and installed on the application server. See the <i>Install SQL Server Module</i> section for steps.
PowerShell Version	PowerShell 5.1.22621.963 must be installed for deployment using auto deployment. https://www.microsoft.com/en-us/download/details.aspx?id=54616
Microsoft Visual C++ Redistributable	The Microsoft Visual C++ Redistributable must be downloaded and installed on the application server for all new FX installs. Note: Both executables below must be downloaded and installed. <u>https://aka.ms/vs/17/release/vc_redist.x64.exe</u> <u>https://download.microsoft.com/download/1/6/5/165255E7-1014-4D0A-B094-B6A430A6BFFC/vcredist_x64.exe</u>

2.3 Prerequisites Checklists

Prerequisites for the Application Server, Database, and Permissions are outlined in the following tables:

2.3.1 Application Server Checklist

Requirement	Description
Operating System	Windows 2016, 2019, or 2022 Server installed on the database, repository, and application servers.
Disk Space	20 GB
Software	Microsoft .NET Framework 4.8 or later

2.3.2 Database Checklist

Requirement	Description
Database Server Version	Microsoft SQL Server 2017, 2019, or 2022
Disk Space	20 GB
Database User Permissions	 To Create New Database To Upgrade an Existing Database Windows Authentication vs Mixed Mode Authentication User
Server Collation	Ensure SQL Server collation is configured for not case-sensitive.

Note: These are the minimum requirements, and the actual requirements may change depending on the factors such as data size, number of documents and users, etc.

2.3.3 ATIPXpress Database Account Requirements

There are three accounts you must setup to configure the application, database, and repository servers. The table below outlines the type of accounts, their purpose, and requirements.

Account	Purpose	Requirement
Application Setup	This user will install and configure the ATIPXpress application and its services.	This account must be setup as a Domain/Local User and a member of the Administrators on server groups. This user must also have Write permissions on the "C:/Windows:Temp/AINS" folder in order to configure the App Pool and Scheduler Service.
ATIPXpress Database Creation	This user setups the ATIPXpress database user account and grants required permissions.	 This account must be added to the following SQL Server security roles for the user that will create the database either in SQL Server (Window User) or Windows Authentication Mode (NT User): dbcreator securityadmin GRANT ANY OBJECT PRIVILEGE
ATIPXpress Database User	This user performs all ATIPXpress database transactions required for the ATIPXpress application	This account must be assigned as a member of the db_owner database role for the ATIPXpress SQL Server database.

2.3.4 Account Permissions

Ensure the following accounts are granted full permissions as outlined below:

Account	Description
Application App Pool Account	This is the account used for app pool of the application in IIS.
Scheduler Service Account	This is the account used as the service account for Scheduler Windows service.

The above accounts must have full access to the file share path configured as the file repository location. The following folders will be created by the deployment tool under this file repository location (for on-prem deployments only). For AWS and Azure, the following folders should be manually created in the file repository location before running the deployment tool.

The following table summarizes the permissions required on the subfolders in the file repository location.

Location	Access Type	Comments	
\AFXWDOCS	Modify, Read & Execute, List Folder Contents, Read, Write	All ATIPXpress original are stored in this location.	
\AFXWCORL	Modify, Read & Execute, List Folder Contents, Read, Write	All ATIPXpress correspondence documents are stored in this location.	
\AFXWDOFL	Modify, Read & Execute, List Folder Contents, Read, Write	All ATIPXpress web download documents are stored in this location.	
\AFXWERR	Modify, Read & Execute, List Folder Contents, Read, Write	All ATIPXpress electronic reading room documents are stored in this location.	

2.4 Install SQL Server Module

Follow the steps below to install the SQL Server Module on the application server:

- 1. Navigate to the following link: <u>https://www.powershellgallery.com/packages/Sqlserver/21.1.18256</u>
- 2. Under Installation Options, select Manual Download:



- 3. Click **Download the raw nupk file**. The SQLserver .nupkg file downloads.
- 4. Locate the downloaded "SQLserver" file, then right click it and select Properties.
- 5. On the General tab, select **Unblock**, then click **Apply**.
- 6. Next, edit the "SQLserver" file extension from .nupkg to .zip.
- 7. Extract the .zip package in the downloaded location. After the folder is extracted, remove "sqlserver." from the folder name:

- 8. Navigate to C:\ProgramFiles\WindowsPowerShell\Modules and create a folder called **SqlServer**.
- 9. Copy the renamed .zip folder from the downloaded location to the *SqlServer* folder created in the previous step (*C*:*ProgramFiles**WindowsPowerShell**Modules**SqlServer*)

2.5 Install Full Text Search on SQL Server

Note: The steps below are for SQL Server 2019. SQL Server 2016 and 2020 may require a different series of steps.

- 1. Copy the SQL Server setup files on the server where you want to install it or add it to existing installation. Right click the **SQL Server setup** file and select **Run as Administrator...**.
- 2. The installation center screen appears where you'll install the full text search feature. Click **Installation** on the left side of the screen.
- 3. Select the New SQL Server stand-alone installation or add features to an existing installation option.
- 4. The SQL Server Setup screen appears. Click the **Next** button to continue.
- 5. Setup files will be installed as part of the prerequisites. Once this is complete, the **Next** button will be enabled. Click **Next** to continue.
- 6. The *Install Rules* screen appears, which checks install rules. If no rules are failed, click the Next button to continue.

Note: If any rule returns a *Warning*, you can continue. You will not be able to continue if any failures are encountered.

- 7. The next screen will allow you to choose an existing instance to enable Full Text Search. Click the **Add features to an existing instance of SQL Server** radio button then click **Next** to continue.
- 8. The Feature Selection screen appears. Click the checkbox beside the Full-Text and Semantic Extractions for Search option, then click **Next**.
- 9. At the Server Configuration screen, click Next.
- 10. The Ready to Install screen appears. When you're ready to proceed, click Install.
- 11. The *Installation Progress* screen appears where you can track the installation using the progress bar. Wait until it is completed.
- 12. Once Full Text Search is installed successfully, the *Complete* screen appears. You can click on the link for the log file for this installation if you want to see more details.
- 13. Click the **Close** button to close the window. Full Text Search is now installed for your SQL Server instance, and you can create Full Text Catalogs and Indexes based on your requirements

2.6 HTTP Redirection and Activation

2.6.1 Install HTTP Redirection Feature

Prior to installing the application, you must install and configure the HTTP Redirection feature on the IIS web server. This serves to navigate between ATIPXpress controls (Scan, Correspondence, Document Management, etc.).

(!!) Notes:

• Make sure to perform this installation on the application server.

- You must install the Windows 2016, 2019, or 2022 on the application server for this feature to function properly.
- URL to download hotfix: <u>http://support.microsoft.com/kb/980368</u>
- 1. Click Start > All Programs > Administrative Tools > Server Manager. The Server Manager application launches.
- 2. Click Roles.
- 3. Click **IIS**. The Servers screen appears.
- 4. Select Add Roles and Features from the *Tasks* drop-down list. The *Add Roles and Features* wizard appears.
- 5. Click Server Roles. The Add Role Services window opens displaying a list of services.
- 6. Click the **Web Server (IIS)** checkbox.



- 7. Click Add Features.
- 8. Click Next. The Features list appears.
- 9. Click Next. The Destination Server detail page appears.
- 10. Click Next.
- 11. Click the **Web Server** checkbox.
- 12. Click the **Common HTTP Features** checkbox.
- 13. Click the HTTP Redirection checkbox under the Common HTTP Features node.

Application Installation Prerequisites

a	Add Roles and Features Wizard	_ D X
ES Select role service Before You Begin Installation Type Server Selection Server Roles Features Web Server Role (IIS) Role Services Confirmation Results	Add Roles and Features Wizard S Select the role services to install for Web Server (IIS) Role services	DESTINATION SERVER TW-Sandbox.ains-inc.com
	< Previous Next	:> Install Cancel

14. Click **Next**. The *Confirm Installation Selections* window opens displaying the feature to be installed.

2	Add Roles and Features Wizard	_ 🗆 🗙		
Confirm installation selections				
Before You Begin	Before You Begin To install the following roles, role services, or features on selected server, click Install.			
Installation Type	Restart the destination server automatically if required			
Server Selection	Optional features (such as administration tools) might be displayed on this page be	ecause they have		
Server Roles	been selected automatically. If you do not want to install these optional features, cl their check boxes.	lick Previous to clear		
Features				
Web Server Role (IIS)	Web Server (IIS)	^		
Role Services	Web Server			
Confirmation	Static Content			
Results	Default Document	=		
Directory Browsing HTTP Errors				
	HTTP Redirection			
	Security			
	Request Filtering	~		
	Export configuration settings Specify an alternate source path	Ľ		
	< Previous Next > Insta	all Cancel		

15. Click **Install**. The *Installation Progress* window appears depicting the progress of the installation on the web server. This may take a few minutes.

a	Add Roles and Features Wizard	_ D X
Installation progr	ess tw	DESTINATION SERVER -Sandbox.ains-inc.com
Before You Begin	View installation progress	
Installation Type	i Feature installation	
Server Selection		
Server Roles	Installation started on TW-Sandbox.ains-inc.com	
Features	Web Server (IIS)	^
Web Server Role (IIS)	Web Server	
Role Services	Common HTTP Features	
Confirmation	Static Content	=
Results	Directory Browsing	
	HTTP Errors	
	HTTP Redirection	
	Security	
	Request Filtering	~
	Health and Diagnostics	
	You can close this wizard without interrupting running tasks. View task prog	ress or open this ails
	Evort configuration settings	
	Export comparador settings	
	< Previous Next > Close	Cancel

16. Once the installation is completed, the *Installation Results* window appears confirming the feature(s) that was installed on the web server. Click **Close** to exit the application.

Ē.	Add Roles and Features Wizard	_ D X
Installation progre	255	DESTINATION SERVER IW-Sandbox.ains-inc.com
Before You Begin	View installation progress	
Installation Type	Feature installation	
Server Selection		
Server Roles	Installation succeeded on TW-Sandbox.ains-inc.com.	
Features	Web Server (IIS)	^
Web Server Role (IIS)	Web Server	
Role Services	Common HTTP Features	
Confirmation	Static Content	=
Results	Directory Browsing	
	HTTP Errors	
	HTTP Redirection	
	Security	
	Request Filtering	
	Health and Diagnostics	
	You can close this wizard without interrupting running tasks. View task pro	ogress or open this letails
	Event configuration of these	
	export configuration settings	
	< Previous Next > Ch	ose Cancel

2.6.2 Install HTTP Activation Feature

Prior to installing the application, you must install and configure the HTTP Activation feature on the IIS web server. This is a required element for Microsoft .NET Framework 4.8.

- 1. Click **Start > All Programs > Administrative Tools > Server Manager**. The Server Manager application launches.
- 2. Right-click Features.
- 3. Click Roles.
- 4. Click IIS. The Servers screen appears.
- 5. Select **Add Roles and Features** from the *Tasks* drop-down list. The *Add Roles and Features* wizard appears.
- 6. Click **Features**. The Add Features window opens displaying a list of features.
- 7. Click .NET Framework 4.8 Features.
- 8. Click WCF Services.

🚘 Add Roles and Features Wizard		– 🗆 X
Select features		DESTINATION SERVER QA-Upgrade.ains-inc.com
Before You Begin	Select one or more features to install on the selected server.	
Installation Type Server Selection Server Roles Features Confirmation Results	Features Image: State Sta	Description .NET Framework 3.5 combines the power of the .NET Framework 2.0 APIs with new technologies for building applications that offer appealing user interfaces, protect your customers' personal identity information, enable seamless and secure communication, and provide the ability to model a range of
	 Direct Play Enhanced Storage Failover Clustering Group Policy Management I/O Quality of Service IIS Hostable Web Core Internet Printing Client IP Address Management (IPAM) Server 	business processes.
	< Previous Next	> Install Cancel

9. Click the HTTP Activation checkbox. The Add Features Wizard window appears.

Þ		Add Roles and Features Wizard		
	Add features that are required for HTTP Activation? You cannot install HTTP Activation unless the following role services or features are also installed.			
	4	Web Server (IIS) Web Server Application Development ASP.NET 4.5 ISAPI Extensions ISAPI Filters .NET Extensibility 4.5		
	>	Include management tools (if applicable) Add Features Cancel		

- 10. Click **Add Features**. The *Add Features Wizard* window closes. The *Select Features* window appears.
- 11. Click Next. The Confirm Installation Selections window appears.

onfirm installa	ation selections	DESTINATION SERVER	
OTHER TRANSPORT	ation selections	TW-Sandbox,ains-inc.com	
Before You Begin	To install the following roles, role services, or features on selecte	d server, click Install.	
Installation Type	Restart the destination server automatically if required		
Server Selection	Optional features (such as administration tools) might be display	ed on this page because they have	
Server Roles	been selected automatically. If you do not want to install these of their check boxes.	optional features, click Previous to clea	
Features			
Confirmation	NET Framework 4.8 Features		
	WCF Services		
	His Country Activities		
	Web Server (IIS) Web Server		
	Application Development		
	ASPINET 4.5		
	ISAPI Extensions		
	ISAPI Filters		
	.NET Extensionity 4.3		
	Export configuration settings		
	Specify an alternate source path		

12. Verify the components for installation are correct and click **Install**. The *Installation Progress* window appears.

4	Add Roles and Features Wizard	_ 0 X
Installation pro	gress	DESTINATION SERVER TW-Sandbox.ains-inc.com
	View installation progress Feature installation Installation started on TW-Sandbox.ains-inc.com	
Features Confirmation Results	INET Framework 4.8 Features WCF Services HTTP Activation Web Server (IIS) Web Server Application Development ASPNET 4.5 ISAPI Extensions ISAPI Filters INET Extensibility 4.5	
	You can close this wizard without interrupting running tasks. page again by clicking Notifications in the command bar, and Export configuration settings	View task progress or open this then Task Details.
	< Previous Next >	Close

13. Once the installation is completed, the *Installation Results* window appears confirming the feature(s) that was installed on the web server. Click **Close**.

a	Add Roles and Features Wizard	_ 🗆 X
Installation progre	PSS DEST DEST	INATION SERVER Ibox.ains-inc.com
Results	View installation progress	
	1 Feature installation	
	Installation succeeded on TW-Sandbox.ains-inc.com.	
	Web Server (IIS) Web Server Common HTTP Features Static Content Default Document Directory Browsing HTTP Errors HTTP Redirection Security	< III
	Request Filtering Health and Diagnostics	~
	You can close this wizard without interrupting running tasks. View task progress page again by clicking Notifications in the command bar, and then Task Details. Export configuration settings	or open this
	< Previous Next > Close	Cancel

2.7 Install CORS Module

For all installations (v11.8.0 and up) you must also install IIS CORS Module on the application server using the Web Platform Installer. The IIS CORS module allows the application to support the CORS protocol. Learn more and download the CORS module from the following location:

https://www.iis.net/downloads/microsoft/iis-cors-module

3 Azure Installation Prerequisites

3.1 Configure Azure SQL Database

Please refer to the following link for detail on using Azure SQL database.

https://azure.microsoft.com/en-us/products/azure-sql/database

Use these RDS SQL server database details for your FOIAXpress application deployment if using AWS.

3.2 File Repository Setup

The first prerequisite for Azure installation is to create the required file repository. This is created through the Azure portal as a directory in an Azure File Share. To ensure full functionality, it is recommended that users access the Azure Portal site using Google Chrome or Microsoft Edge.

3.2.1 Create Storage Account

Complete the steps below to create a storage account:

- 1. Navigate to the Azure portal and select **Storage Accounts** from the sidebar.
- 2. Add a new storage account to your resource group titled "fxfilestorage".
- 3. Click **Review + create**.

Azure Installation Prerequisites

Create storage account			
Basics Advanced Tags Review	w + create		
Azure Storage is a Microsoft-managed servic Azure Storage includes Azure Blobs (objects) your storage account depends on the usage	:e providing cloud storage that is highly available, secure, durable, scalable, and redundan), Azure Data Lake Storage Gen2, Azure Files, Azure Queues, and Azure Tables. The cost of and the options you choose below. Learn more	it.	
PROJECT DETAILS			
Select the subscription to manage deployed resources.	resources and costs. Use resource groups like folders to organize and manage all your		
* Subscription	Pay-As-You-Go	~	
* Resource group	AinsFX	~	
	Create new		
INSTANCE DETAILS			
The default deployment model is Resource A classic deployment model instead. Choose of	Vanager, which supports the latest Azure features. You may choose to deploy using the classic deployment model		
* Storage account name 🚯	fxfilestorage	~	
* Location	East US	~	
Performance ()	Standard O Premium		
Account kind 👩	StorageV2 (general purpose v2)	\sim	
Replication 🔀	Read-access geo-redundant storage (RA-GRS)	\sim	
Access tier (default) 💿	Cool 🖲 Hot		
Review + create Prev	vious Next : Advanced >		

3.2.2 Create ATIPXpress File Repository as a File Share

Complete the steps below to create the ATIPXpress File Repository/File Share:

4. Select the newly created storage account and click **Files** (or select **Files** under *File Service* from the inner sidebar).



5. Add a new File Shares to the storage account ("fxrepo") and specify a disk size quota (>50GB is recommended).

Note: The File Share is used to contain all documents uploaded into and generated by the AX application and should be sized accordingly.

Home > Storage accounts > fxfilestorage - Files			File share ×
Storage accounts « ☆ × Ains, Inc	fxfilestorage - Files		* Name
+ Add 🗮 Edit columns \cdots More		+ File share 💍 Refresh	
Filter by name	III Properties	Storage account fxfilestorage	Quota 🛛
NAME 👈	Locks	P.	GiB
ainsfxdevstorage	Automation script	NAME MODIFIED	Create Discard
ainsfxqastorage	Blob service	No file shares found.	
ainsfxstorage	Blobs		
cs2c2b755c7e834x4089xa63	Custom domain		
docusignainslistener	Soft delete		
fxfilestorage	Azure CDN		
hqqafilestorage	🐴 Add Azure Search		
📰 insdiag441	Lifecycle Management (previ		
usaidstorageaccount	File service		
	Files		
	Table service		
	Tables		
	Queue service		
	III Queues		
	Monitoring		
	👎 Alerts		
	iii Metrics		
	Advisor recommendations		
	Monitoring (classic)		
	· · · · · · · · · · · · · · · · · · ·		

Note: After creation, the File Share is not immediately accessible, but it will appear after a short time (<5 minutes).

3.2.3 Create ATIPXpress File Repository subfolders in the File Share

To create the necessary ATIPXpress File Repository Subfolders within the File Share:

- 1. Open the newly created file repository once available in the list of File Shares.
- 2. Click Add Directory and add a new directory called AXRepo.
- 3. Within the AXRepo directory, add a new directory for each of the following folder names:
 - a. afxwcorl
 - b. afxwdocs
 - c. afxwdofl
 - d. afxwerr
 - e. afxwpng

Home > Storage accounts > fxfilestorage - Files > fxrepo								
fxrepo File share								×
	Connect Upload	I 🕂 Add directory 💍 Refresh	📋 Delete share	🖍 Quota	 View snapshots 	🗗 Create Snapshot		
Overview	0 Backup (Preview) is not enabled for this file share. Click here to enable backup.							
Access Control (IAM)	Location: doshrepo							
Settings								
Access policy	NAME				TYPE		SIZE	
Properties	afxwcorl				Directory			
	afxwdocs				Directory			
	afxwdofl				Directory			
	afxwerr				Directory			
	afxwpng				Directory			
		L						

- 4. After the required folders are created, click **Connect** from the *Folder* screen to view connection details.
- 5. Save the text content from the second PowerShell command this contains the UNC path, and the Username and Password information that will be required in later configuration steps. The Username should be the name of the Storage Account that was created in the first step.

Alternatively, run this command if the key doesn't begin with a forward slash:



4 AWS Prerequisites

4.1 Configure Amazon Web Services RDS for SQL Server

Please refer to the following link for detail on using RDS for SQL server. Please use the RDS SQL server database details for your ATIPXpress application deployment if using AWS.

https://aws.amazon.com/rds/sqlserver/

4.2 File Repository Setup Using Amazon FSx

The link below provides details to configure an Amazon FSx shared storage for use with your ATIPXpress application.

https://aws.amazon.com/fsx/windows/

When complete, this will enable a UNC path for a Windows file share for use in ATIPXpress to store AX documents and files. Please refer to the Application Installation Prerequisites for details on the permissions required for these file shares.

5 Upgrading ATIPXpress

This section provides steps and details for users upgrading an existing ATIPXpress environment to the latest version.

5.1 Upgrade Assumptions

Information presented in this section assumes that the applications listed below are installed on the server:

- Windows 2016/2019/2022 Server
- Microsoft .NET Framework 4.8
- Microsoft .NET Framework 4.8 is required to use the Permissions Migration tool.
- Previous version of ATIPXpress installed and configured.

5.2 Upgrade Prerequisites

Note: Important upgrade prerequisites were added for v11.3.0. Review the following section in full before proceeding.

Prior to deploying ATIPXpress 11.3.0 or above, we must first execute an analysis of the database. This analysis is intended to identify and discrepancies between the production database and the application schema.

A dacpac tool is used to identify discrepancies in the current database version against the database schema. Please contact OPEXUS support to have this tool run on your application.

This tool generates a report of changes that will be made by the upgrade tool to the schema. On deploying the latest version of AX (11.3.0 or higher), the database automatically updates to the latest schema, and deletes any custom updates made to the customer's schema.

It is crucial to run this report prior to an upgrade to gauge the impact of the upgrade on the customer system. The report must be analyzed by OPEXUS for any potential issues or data loss prior to taking any further steps in deploying the application.

In addition, ensure you have fulfilled the prerequisites below:

- Backup the database(s) before upgrading.
- The upgrade installation must be performed on the database, application, and services servers.

- A new license key is required. It is included in the Setup file, or was sent to you in a separate email. If you cannot find your key, please email <u>support@opexustech.com</u>.
- Speak with your ATIPXpress administrator before upgrading to determine how you want to convert your existing System, Request, and File Cabinet privileges to ATIPXpress's new role-based permission structure. This can be done manually, or automatically during the upgrade. You must determine your approach before proceeding with the upgrade.
- If your agency has purchased the EDR module, please make a note of the EDR database name(s) before starting the upgrade process.
- You must have full control permissions to all ATIPXpress folders, databases, and backup folders.
- The application upgrade can be run from the specific drive where your database and application servers have access. However, this guide is written assuming you have copied the application to the C: drives on the respective servers.

6 Download the Installation Package

The ATIPXpress installation package contains the files needed to install ATIPXpress and its associated components. Contact OPEXUS support at support@opexustech.com for your installation package.

After downloading the package, follow the steps below to unzip the file:

- 1. Locate the downloaded .zip file, then right click it and select **Properties**.
- 2. On the *General* tab, select **Unblock**, then click **Apply**.
- 3. Next, unzip the contents of the folder. The contents of the package appear as shown in the following example:

Name	Туре	Date modified
dbscripts	File folder	2/24/2023 8:26 PM
FOIAXpress	File folder	2/24/2023 8:27 PM
installscripts	File folder	2/24/2023 8:20 PM
inputs.json	JSON File	2/24/2023 8:20 PM
📓 install	Windows PowerShell Script	2/24/2023 8:20 PM
📓 uninstall	Windows PowerShell Script	2/24/2023 8:20 PM

6.1 Verify the Integrity of the Installation Package

Steps to verify the integrity of the installation package.

- 1. Open Windows Powershell ISE.
- 2. Use the command below to verify the integrity of installation package:

Test-FileCatalog -CatalogFilePath "<<catalog file path(with extension of .cat) from downloaded artifact>>" -Path "<< folder that should be validated against the catalog file >>"

3. It will show as valid, as shown in the following example:



6.2 About the Installation Package

There are two primary files you'll interact with during installation:



- 1. *Inputs.json*: Drives the installation of the ATIPXpress system components. The file is in a standard json format and needs to remain a valid json file for successful installation.
- 2. *Install.ps1*: The executable file you will run to deploy the installation package with the parameters configured in the Inputs.json file.

7 Inputs.json Settings for New Installations

7.1 About the Inputs.json File

The Inputs.json file located in the root directory of the extracted deployment package zip file drives the installation of the different components of the ATIPXpress system. The file is in a standard json format and needs to remain a valid json file post updates prior to the installation.

The settings are grouped into sections, each addressing settings which may or may not require configuration, depending on your specific installation. The following subsections in this chapter describe each section of the Inputs. Json file.

The parent node is the 'inputs' section. This section appears as follows:

```
{
    "inputs": {
        "InstallType": {
            "New": "N",
            "Upgrade": "Y"
        },
        "Components": {
            "APP": "Y",
            "DB": "N"
        },
    }
```

Each section has parameters you can adjust to configure your installation. An example section is shown below, with an explanation for how it works:

Each (1) *Section* ("InstallType" in this example) includes various (2) *Settings* ("New" in this example) to configure.



For each (**A**) Setting ("Upgrade" here), you can edit the (**B**) text in quotations ("N" here to indicate "No") to configure the settings for your installation. This might include adding a file path, user name, password, or simply a "Y" or "N" depending on the field you are configuring.

The first section under the parent node is the Install Type. See the following section for details on configuring your install type, with the remaining sections following in the order they appear in the Inputs file.

7.2 Install Type

Use the "InstallType" section to determine if this is a new installation, or an upgrade for an existing system:

```
"inputs": {
"InstallType": {
"New": "Y",
"Upgrade": "N"
```

Setting	Description
New	Determine whether this is a new installation. For new installations this should be a "Y" value.
Upgrade	Determine whether this is an upgrade for an existing application. For new installations this should be a "N" value.

7.3 Install Components

The "Components" section allows you to determine which components to include with this installation. To include a component with your installation, be sure to assign the component a "Y" value on the corresponding line:

```
"Components": {
    "APP": "Y",
    "SCHEDULER": "Y",
    "DB": "Y",
    "EDRDB": "N"
```
Setting	Description
ΑΡΡ	Include the ATIPXpress Application in this installation procedure. This should be a "Y" value for new installations and upgrades if the applications needs to be installed or upgraded respectively.
SCHEDULER	Include the ATIPXpress Scheduler in this installation procedure. This should be a "Y" value for new installations and upgrades if the scheduler needs to be newly installed or upgraded respectively.
DB	Include the ATIPXpress Database in this installation procedure. This should be a "Y" value for new installations and upgrades if the database needs to be newly installed or upgraded respectively
EDRDB	Include the Electronic Document Review (EDR) Database in this installation procedure. This should be a "Y" value if you want to include EDR in either a new installation or an upgrade.

7.4 Application and Scheduler

The "APPANDSCHEDULER" section has settings related to the ATIPXpress application and scheduler installations. A value must be set for all values in this section to successfully install the application:

Note: any files paths specified must have two backslashes where a path in windows explorer requires a single backslash.

```
"APPANDSCHEDULER": {
    "InstallLocation": "C:\\Program Files",
    "BackupLocation": "C:\\backup",
    "SSLCert": {
        "SSLPort": "443",
        "CertPath": "<<CERTIFICATE PATH>>",
        "CertPassword": "<<CERTIFICATE PASSWORD>>",
        "DNSName": "FOIAXpress"
    },
    "AppPool": "FXAppPool"
```

Setting	Description
InstallLocation	Specify a path for the application installation. Note this must be a file path for the .json file the execute.
BackupLocation	Specify a path for the application backup location. Note this must be a file path for the .json file the execute
SSLCert	The following lines contain the SSL Certificate information. No data is required on this line. This is the grouping for SSL Certification settings to be used for the installation.
SSLPort	The network port designated for your application's secure communications using SSL.
CertPath	Specify a path where the .pfx certificate file is located. Note this must a file path for the .json file to execute
CertPassword	Enter the password associated with the certificate linked in the "CertPath" field
DNSName	Enter the Domain Name System (DNS) name for the domain associated with the application.
AppPool	Enter the name of the application pool associated with your ATIPXpress application,

7.5 Database Settings

The "DB" section contains the settings for installing or upgrading your ATIPXpress database. In case of a new installation, an agent account will be created.

```
"DB": {
    "DBServer": "<<DATABASE SERVER NAME>>",
    "DBName": "<<DATABASE NAME>>",
    "CreaterDBUserId": "<<DB CREATER USER ID>>",
    "CreaterDBUserPassword": "<<DB CREATER USER ID PASSWORD>>",
    "IntegratedSecurity": "N",
    "AgentAccount": "<<AGENT NAME TO CONNECT FOIAXpress DB>>",
    "AgentAccountIntegratedSecurity": "N"
```

Setting	Description
DBServer	Name assigned to the server responsible for storing, retrieving, and managing ATIPXpress data
DBName	Name given to the specific database used for ATIPXpress
CreaterDBUserID	Database User ID to be used for this installation. The CreaterDBUserId should have admin rights with the ability to create a new database or database object on the specified Database server
CreaterDBUserPassword	Password associated with the account used in the "CreaterDBUserID" field
IntegratedSecurity	The Integrated Security property instructs the SQL Client to connect to SQL Server using Windows Authentication through the Security Support Provider Interface (SSPI). Use "Y" or "N" to determine if you are using Integrated Security in this installation.
AgentAccount	The SQL server login account to be created in case of a new database install or the login already setup for the database being upgraded

Setting	Description
AgentAccountPassword	The SQL server Agent Account password specified in the AgentAcount setting
AgentAccountIntegratedSecurity	Whether integrated security should be used when connecting to the database, default is "N"

7.6 File Repository Settings

The "FileRepository" section contains the setting for different file paths used by the ATIPXpress application to store files.

Note: The "DocumentsComments" lines in this section are included to provide additional information and do not need to be edited or configured as part of the installation. Each comment line indicates the folder name you must use for the corresponding repository. File paths are required to have two backslashes for the regular one backslash used in specifying windows paths.

"FileRepository": {
"Documents": "C:\\AFXWDOCS",
"DocumentsComments": "Documents path should end with AFXWDOCS directory",
"Correspondence": "C:\\AFXWCORL",
"CorrespondenceComments": "Correspondence path should end with AFXWCORL directory",
"DownloadLocation": "C:\\AFXWDOFL",
"DownloadLocationComments": "DownloadLocation path should end with AFXWDOFL directory",
"PALReadingRoom": "C:\\AFXWERR",
"PALReadingRoomComments": "PALReadingRoom path should end with AFXWERR directory",
"PNGCacheLocation": "C:\\AFXWPNG",
"PNGCacheLocationComments": "PNGCacheLocation path should end with AFXWPNG directory"

Setting	Description
Documents	Enter the file path location for the Documents repository.
DocumentsComments	Indicates that the "Documents" repository must end with a folder named "AFXWDOCS"

Setting	Description
Correspondence	Enter the file path location for the Correspondence repository
CorrespondenceComments	Indicates that the "Correspondence" repository must end with a folder named "AFXWCORL"
DownloadLocation	Enter the file path location for downloads from the application.
DownloadLocationComments	Indicates that the "DownloadLocation" repository must end with a folder named "AFXWDOFL"
PALReadingRoom	Enter the file path location for the PAL Reading Room repository.
PALReadingRoomComments	Indicates that the "PALReadingRoom" repository must end with a folder named "AFXWERR"
PNGCacheLocation	Enter the file path location for the PNG cache repository.
PNGCacheLocationComments	Indicates that the "PNGCacheLocation" repository must end with a folder named "AFXWPNG"

7.7 Authentication Settings

The "Authentication" section contains settings needed for ATIPXpress to authenticate using FORMS authentication after the application is installed:

Setting	Description
Туре	Enter the type of authentication used. Options include FORMS, SSO, and EAUTHENTICATION.
Type Comment	Lists the authentication Types that can be entered in the field above (FORMS, SSO, and EAUTHENTICATION).
Forms	The Forms authentication fields are listed in this subsection. These only need to be filled in if using FORMS authentication.
MembershipProvider	Enter the membership provider type. Options include DATABASE or LDAP.
MembershipProvider Comments	Lists the membership provider types that can be entered in the field above (DATABASE or LDAP).
LdapAccountUsername	Username associated with the LDAP account used for authentication.

Setting	Description
LdapAccountPassword	Password associated with the LDAP account username used in the field above.
LdapUrl	URL associated with the LDAP server
LdapSynchronizeAdUsersUserName	LDAP User Name
LdapSynchronizeAdUsersPassword	LDAP Password
LdapSynchronizeAdUsersUrl	LDAP URL
eAuthentication	eAuthentication details are included in this subsection (if eAuthentication is the selected authentication type).
eAuthenticationLogoutUrl	Redirect URL for users when logged out using eAuthentication.

7.8 SMTP Server Settings

The "SMTPServer" section contains setting for the application's mail server:

```
"SMTPServer": {
    "Address": "0.0.0.0",
    "PortNo": "25"
```

Setting	Description
Address	Address of the server responsible for sending email messages from the ATIPXpress application.

Setting	Description
PortNo	Port number associated with the SMTP server entered in the "Address" setting

7.9 EDR Settings

7.9.1 EDR Inputs

The "EDRDBS" section is used to store database settings for one or more EDR databases. The settings should specify the database server where the named database(s) should be installed using the CreaterDBUserId and password. If the AgentAccount is not present, the given AgentAccount must be created.

```
"EDRDBS": [
    {
        "DBServer": "<<EDR DATABASE SERVER NAME>>",
        "DBName": "<<EDR DATABASE NAME>>",
        "CreaterDBUserId": "<<EDR DB USER CREATER ID>>",
        "CreaterDBUserPassword": "<<EDR DB USER CREATER PWD>>",
        "IntegratedSecurity": "N",
        "AgentAccount": "<<AGENT NAME TO CONNECT EDR DB>>",
        "AgentAccountIntegratedSecurity": "N",
        "AgentAccountIntegratedSecurity": "N",
        "AgentAccountIntegratedSecurity": "N",
        "AgentAccountIntegratedSecurity": "N",
        "ConnectionName": "<<CONNECTOR NAME>>"
```

Setting	Description
DBServer	Name assigned to the server responsible for storing, retrieving, and managing EDR data
DBName	Name given to the specific database used for ATIPXpress EDR.

Setting	Description
CreaterDBUserId	Database User ID to be used for this installation. The CreaterDBUserId should have admin rights with the ability to create a new database or database object on the specified Database server
CreaterDBUserPassword	Password associated with the account used in the "CreaterDBUserID" field
IntegratedSecurity	The Integrated Security property instructs the SQL Client to connect to SQL Server using Windows Authentication through the Security Support Provider Interface (SSPI). IntegratedSecurity in this section relates to the EDR database. Use "Y" or "N" to determine if you are using integrated security in this installation
AgentAccount	Login account to be created in SQL Server on a new installation and an existing Login account previously created in the SQL Server previously used for the database being upgraded
AgentAccountPassword	The password for the login specified in the AgentAccount setting
AgentAccountIntegratedSecurity	The Integrated Security property instructs the SQL Client to connect to SQL Server using Windows Authentication through the Security Support Provider Interface (SSPI). Here IntegratedSecurity in this section related to EDR database.
ConnectionName	To register EDR database with this name in the respective FX/AX database mentioned in the DB section.

7.9.2 Multiple EDR Servers

You can configure multiple EDR Servers within the inputs.json file. Follow the steps below to configure multiple EDR Servers:

- 1. Configure the settings for the first EDR server using the existing fields.
- 2. Select and copy the fields under the EDRDBS section. Be sure to only copy the lines highlighted below:



3. Next place your cursor here, after the closing bracket that follows the last input field, and add a comma (","):

```
"EDRDBS": [
{
    "DBServer": "<<EDR DATABASE SERVER NAME>>",
    "DBName": "<<EDR DATABASE NAME>>",
    "CreaterDBUserId": "<<EDR DB USER CREATER ID>>",
    "CreaterDBUserPassword": "<<EDR DB USER CREATER PWD>>",
    "IntegratedSecurity": "N",
    "AgentAccount": "<<AGENT NAME TO CONNECT EDR DB>>",
    "AgentAccountIntegratedSecurity": "N",
    "ConnectionName": "<<CONNECTOR NAME>>"
},
```

4. Next, paste the content you copied in step 2 after the comma you added in the previous step:

```
"EDRDBS": [
   {
        "DBServer": "<<EDR DATABASE SERVER NAME>>",
        "DBName": "<<EDR DATABASE NAME>>",
        "CreaterDBUserId": "<<EDR DB USER CREATER ID>>",
       "CreaterDBUserPassword": "<<EDR DB USER CREATER PWD>>",
        "IntegratedSecurity": "N",
        "AgentAccount": "<<AGENT NAME TO CONNECT EDR DB>>",
       "AgentAccountPassword": "<<Agent PWD>>",
        "AgentAccountIntegratedSecurity": "N",
        "ConnectionName": "<<CONNECTOR NAME>>'
   },{
       "DBServer": "<<EDR DATABASE SERVER NAME>>",
        "DBName": "<<EDR DATABASE NAME>>",
       "CreaterDBUserId": "<<EDR DB USER CREATER ID>>",
       "CreaterDBUserPassword": "<<EDR DB USER CREATER PWD>>",
       "IntegratedSecurity": "N",
       "AgentAccount": "<<AGENT NAME TO CONNECT EDR DB>>",
        "AgentAccountPassword": "<<Agent PWD>>",
        "AgentAccountIntegratedSecurity": "N",
       "ConnectionName": "<<CONNECTOR NAME>>>"
   }
```

- 5. Configure the second set of EDRDBS fields with the details of the second EDR Server:
- 6. Repeat steps 2 through 6 to add more EDR servers as needed.

7.10 General Application Configuration

The "Configuration" section contains settings for initial install application configuration, setting up the basic details required to log in and get started in the application. This account is the primary administrator account for the application.

```
"Configuration": {
    "AdminUser": {
        "Login": "Admin",
        "Password": "<<PASSWORD>>",
        "FirstName": "Admin",
        "LastName": "Admin",
        "Email": "<<EMAIL ID>>"
   },
    "Organization": {
        "Name": "<<ORGANIZATION NAME>>",
        "OfficeName": "<<OFFICE NAME>>",
        "OfficeCode": "<<OFFICE CODE>>"
   },
    "FiscalYear": {
        "CurrentFY": "2023",
        "Starts": "10/01/2022",
        "Ends": "09/30/2023"
    },
   "ActType": {
        "ATIAPA": "N",
        "FOIP": "N",
        "FIPPA": "N"
```

Setting	Description
AdminUser	This subsection allows you to configure the basic details and sign in information for the initial Admin user account you'd like to create in the system.
Login	Enter the username you'd like to assign for the first Admin application user.
Password	Enter a password for the Admin account associated with the username you entered above.
FirstName	Enter the first name you'd like to associate with this Admin account
LastName	Enter the last name you'd like to associate with this Admin account

Setting	Description
Email	Enter an email address for this Admin account.
Organization	Use this subsection to provide your basic organization details.
Name	Enter a name for your organization, as it should appear in the system.
OfficeName	Provide an initial office name for an organization office. You'll be able to add more offices in the application configuration.
OfficeCode	Enter a system code assigned to this office, to assist with request identification and assignment.
FiscalYear	Use this subsection to configure the fiscal year details for your application
CurrentFY	Enter the current fiscal year used in your application in "YYYY" format (e.g., "2023")
Starts	Provide a start date for your fiscal year in MM/DD/YYYY format (e.g., "01/01/2023")
Ends	Provide an end date for your fiscal year in MM/DD/YYYY format (e.g., "12/31/2023")
ActType	Determine which Act types to enable during this installation. Note that you must select "Y" for at least one of the act types listed below.
ΑΤΙΑΡΑ	Enter Y in this field to enable the ATIAPA act type.
FOIP	Enter Y in this field to enable the FOIP act type.

Setting	Description
FIPPA	Enter Y in this field to enable the FIPPA act type.

8 Inputs.json Settings for Upgrade

This section discusses the inputs.json settings used when upgrading an existing AX environment. For information on using the inputs.json file, see the *About the Inputs.json File* section of this manual.

Note: Some fields that would be required for a new installation should be left as-is for an upgrade. It is important to not edit or remove these fields as this could compromise the integrity of the inputs.json file. These are described where appropriate in the following sections.

8.1 Install Type

Use the "InstallType" section to determine if this is a new installation, or an upgrade for an existing system:

```
"InstallType": {
    "New": "N",
    "Upgrade": "Y"
```

Setting	Description
New	Determine whether this is a new installation. For upgrades this should be a "N" value
Upgrade	Determine whether this is an upgrade for an existing application. For upgrades this should be a "Y" value

8.2 Install Components

The "Components" section allows you to determine which components to include with this upgrade. If you included a component in your previous installation, be sure to assign the component a "Y" value on the corresponding line:

```
"Components": {
    "APP": "Y",
    "SCHEDULER": "Y",
    "DB": "Y",
    "EDRDB": "N"
```

Setting	Description
АРР	Include the ATIPXpress Application in this upgrade procedure. This should be a "Y" value for upgrades.
SCHEDULER	Include the ATIPXpress Scheduler in this upgrade procedure. This should be a "Y" value for upgrades if the scheduler needs to be upgraded.
DB	Include the ATIPXpress Database in this upgrade procedure. This should be a "Y" value for upgrades.
EDRDB	Include the Electronic Document Review (EDR) Database in this installation procedure. This should be a "Y" value if your application includes EDR.

8.3 Application and Scheduler

The "APPANDSCHEDULER" section only requires input in the InstallLocation and BackupLocation fields.

Note: All fields not listed above can remain as-is during an upgrade.

```
"APPANDSCHEDULER": {
    "InstallLocation": "C:\\Program Files",
    "BackupLocation": "C:\\backup",
    "SSLCert": {
        "SSLPort": "443",
        "CertPath": "<<CERTIFICATE PATH>>",
        "CertPassword": "<<CERTIFICATE PASSWORD>>",
        "DNSName": "FOIAXpress"
    },
    "AppPool": "FXAppPool"
```

Setting	Description
InstallLocation	Specify a path for the application installation. Note this must be a file path for the .json file the execute.
BackupLocation	Specify a path for the application backup location. Note this must be a file path for the .json file the execute. Note: The BackupLocation must exist in the specified file path

8.4 Database Settings

The "DB" section contains the settings for installing or upgrading your ATIPXpress database. In case of a new installation, an agent account will be created.

Note: You do not need to edit the AgentAccount fields during an upgrade, these can remain as-is.

```
"DB": {
    "DBServer": "<<DATABASE SERVER NAME>>",
    "DBName": "<<DATABASE NAME>>",
    "CreaterDBUserId": "<<DB CREATER USER ID>>",
    "CreaterDBUserPassword": "<<DB CREATER USER ID PASSWORD>>",
    "IntegratedSecurity": "N",
    "AgentAccount": "<<AGENT NAME TO CONNECT FOIAXpress DB>>",
    "AgentAccountIntegratedSecurity": "N"
```

Setting	Description
DBServer	Name assigned to the server responsible for storing, retrieving, and managing ATIPXpress data
DBName	Name given to the specific database used for ATIPXpress

Setting	Description
CreaterDBUserID	Database User ID to be used for this installation. The CreaterDBUserId should have admin rights with the ability to create a new database or database object on the specified Database server
CreaterDBUserPassword	Password associated with the account used in the "CreaterDBUserID" field
IntegratedSecurity	Use "Y" or "N" to determine if you are using integrated security in this installation

8.5 File Repository Settings

The "FileRepository" section contains the setting for different file paths used by the ATIPXpress application to store files.

Notes:

- These fields can remain as-is during the upgrade.
- If these settings are ever updated, you must restart IIS on the application server. Failure to restart IIS on the application server after changing the file repository settings will cause cache-related issues

8.6 Authentication Settings

The "Authentication" section contains settings needed for ATIPXpress to authenticate using FORMS authentication after the application is installed. These fields can remain as-is during the upgrade.

Note: These fields can remain as-is during the upgrade.

8.7 SMTP Server Settings

The "SMTPServer" section contains setting for the application's mail server. These fields can remain as-is during the upgrade.

Note: These fields can remain as-is during the upgrade.

8.8 EDR Settings

The "EDRDBS" section is used to store database settings for one or more EDR databases. The settings should specify the database server where the named database(s) should be installed using the CreaterDBUserId and password. If the AgentAccount is not present, you must create the given AgentAccount.

Note: You do not need to edit the AgentAccount fields during an upgrade, these can remain as-is.

```
"EDRDBS": [
    {
        "DBServer": "<<EDR DATABASE SERVER NAME>>",
        "DBName": "<<EDR DATABASE NAME>>",
        "CreaterDBUserId": "<<EDR DB USER CREATER ID>>",
        "CreaterDBUserPassword": "<<EDR DB USER CREATER PWD>>",
        "IntegratedSecurity": "N",
        "AgentAccount": "<<AGENT NAME TO CONNECT EDR DB>>",
        "AgentAccountIntegratedSecurity": "N",
        "AgentAccountIntegratedSecurity": "N",
        "AgentAccountIntegratedSecurity": "N",
        "AgentAccountIntegratedSecurity": "N",
        "ConnectionName": "<<CONNECTOR NAME>>"
```

Setting	Description
DBServer	Name assigned to the server responsible for storing, retrieving, and managing EDR data
DBName	Name given to the specific database used for ATIPXpress EDR.
CreaterDBUserId	Database User ID to be used for this installation. The CreaterDBUserId should have admin rights with the ability to create a new database or database object on the specified Database server
CreaterDBUserPassword	Password associated with the account used in the "CreaterDBUserID" field

Setting	Description
IntegratedSecurity	Use "Y" or "N" to determine if you are using integrated security in this installation

8.9 General Application Configuration

The "Configuration" section contains settings for initial install application configuration, setting up the basic details required to log in and get started in the application. This account is the primary administrator account for the application.

Note: These fields can remain as-is during the upgrade.

9 Run Install.ps1

Before you are ready to run the Install.ps1 file, review the steps below to verify you've completed all the steps to this point:

- Ensure your system meets the minimum requirements outlined in the Deployment System Requirements section.
- Make sure you have connectivity to the servers where the software is being installed.
- Complete the procedures described in the Application Installation Prerequisites section.
- Download, verify, and extract the ATIPXpress Installation package.
- Configure the Inputs.json file for your installation.

Once the above prerequisites are complete, follow the steps below to deploy the ATIPXpress Installation package.

- 1. Open Windows Powershell ISE.
- 2. Use PowerShell to navigate to the location where you extracted the installation package:



3. Type .\install.ps1 for either install or upgrade.



4. If the inputs.json file is in same location as the extracted installation files, simply click enter to execute the installation. Alternatively, if you have file in different location provide this file location, then execute the script.

Run Install.ps1



5. Once the inputs.json parameter is passed, it will ask whether to show/not to show prompts for passwords during the installation process. If you provided the password in the Inputs.json file, enter **N**. To enter the password manually, or if you did not enter the password in the Inputs.json file, enter **Y**. Next, hit **Enter** on your keyboard.



- 6. The installation procedure executes. See the following section for post-installation procedures to verify the application deployed successfully.
- 7. If you elected to enter your password manually, you will be prompted to do so at times during the installation.

10 Post-Installation Procedures

After successfully executing the install, you'll want to complete the post-install procedures outlined in the following sections to ensure the application and associated components are present and accessible in the installed location.

10.1 ATIPXpress Site

Follow the steps below to verify creation of the ATIPXpress site:

- 1. Open IIS.
- 2. Click to expand the Default Web Site list:

onnections			lama								A	ctions
• 🔜 🖄 😥	Filter:	/-FX-01 F	• 7 Go -	Show All	Group by: Ar	ea					2	Manage Server Restart
Dev rector (Alliss Fredsmenrabanzad) Application Pools Sites Of Default Web Site FolAXpress FolAXpress ADR App_Data App_Themes Billion Billion Billion Billion	ASP.NET INET Authorizat	.NET Compilation	.NET Error Pages SMTP E-mail	.NET Globalization	.NET Trust Levels	Application Settings	Connection Strings	Machine Key	Pages and Controls	- ^ ^	•	Start Stop View Application Pools View Sites Change .NET Framewo Version Get New Web Platform Components Help
>	IIS Authentic (Compression	Default Document	Directory Browsing	A04 Error Pages	Handler Mappings	HTTP Respon	ISAPI and CGI Restri	ISAPI Filters	- ^		
Construction Construction	Logging Management Internet Configurat Editor	MIME Types t Feature Delegation	Modules Shared Configurat	Output Caching	Request Filtering	Server Certificates	URL Rewrite	Worker Processes		•		
> 🚰 ZFPDocs	Features View	w 💦 Conten	t View									

3. Verify that the ATIPXpress application is listed.

10.2 Application Pool - FXAppPool Exists

Follow the steps below to verify that the application pool created for the application exists:

- 1. Open IIS.
- 2. Click to expand the Application Pools list:

(← →						
File View Help						
Connections Q. • [] [2] Start Page • • [] DEV-FX-01 (AINS_HQ\smehrabanzad) - • [] Application Pools	Applicatio	on Poo and manag plications,	S ge the list of ap and provide iso	plication pools on t lation among diffe	the server. Application erent applications.	pools are associated
Image: Stres Fitter: Image: Stres Fitter: Image: Stres Name Image: Stres Image: Stres Image: Stres Image: Stre	T v4.5 S T v4.5 Classic S aultAppPool S ppPool S	Status Started Started Started Started	.NET CLR V v4.0 v4.0 v4.0 v4.0	Managed Pipel Integrated Classic Integrated Integrated	Identity ApplicationPoolld ApplicationPoolld ApplicationPoolld NetworkService	Applications 0 0 1 1

3. Verify that the Application Pool specified in the inputs.json file is listed.

10.3 Database Check

Follow the steps below to check that the databases specified in inputs.json were successfully created:

- 1. Using management studio, connect to the database server specified in the Inputs. Json.
- 2. Login with the CreaterDBUserId login and password specified in the Inputs.Json.
- 3. Expand the list of databases.
- 4. Verify that the database specified in the Inputs. Json is listed.
- 5. Open up a query window and execute the following query. select * from tblConfig where vckey = 'Version'
- 6. In the row returned from this query, the vcValue should match the database version:
- 🖃 🗟 FXDEVTESTING (SQL Server 14.
 - Databases
 System Databases
 Database Snapshots
 FX_0201
 FXEDR_0201

10.4 URL Access

To verify that the application successfully loads when accessing the URL, open a supported web browser and navigate to the configured application URL. The ATIPXpress log in screen appears as shown below. Enter the Admin credentials configured in the general settings section of the Inputs.json file (see *General Application Configuration*) to log in.

Sign In	English Français
Username]
Password	
Forgot your password?	

10.5 Update License

Follow the steps below to update the ATIPXpress license within the application:

- 1. Log in to ATIPXpress.
- 2. Navigate to Administration > Features and Licenses:

ome Requesters \checkmark	Requests \checkmark	Document Management \checkmark	Administration	Reports	Request #
Home >> Administratio	n				
System Configuration		Features and Licenses			
System Administration		š∃ Application Features		Opprad	le Licenses
Dashboards		C License Information			
Security					
Organization Setup					
Collaboration Room					
Lookups					
Request Management					
Document Management					
Retention Module					
Jobs					
Electronic Document Rev	iew (EDR)				
Features and Licenses					

- 3. Select Upgrade Licenses.
- 4. The *Upgrade Licenses* window appears as shown below. Click **Browse** to locate and select the license file from your local machine or other network location.

Home >> Administration	
System Configuration	Features and Licenses
System Administration	
Dashboards	Upgrade Licenses
Security	To select the file, type the path of the file or click on 'Browse'":
Organization Setup	File :
Collaboration Room	Browse
Lookups	Save Close
Request Management	
Document Management	
Retention Module	
Jobs	
Electronic Document Review (EDR)	
Features and Licenses	

5. After selecting the file, click **Save** to save your application license.

10.6 Add Scheduler Jobs

After installing FOIAXpress, you must manually add any required scheduler jobs via FOIAXpress Administration:

- 6. Log in to FOIAXpress.
- 7. Navigate to Administration > System Administration

Home Requesters \checkmark Requests \checkmark	Document Management \checkmark	Administration	Reports	Request
Home >> Administration				
System Configuration	System Administration			
System Administration	Discrete Science Scien		Ū	Request Recycle Bin
Dealtheande	Export/Purge Audits		Ø	Scheduler Configuration
	(a) Global Address List Settings		0	Services Configuration
Security			P	System Jobs
Organization Setup	\rightarrow] Look Up Data Localization			System Settings
Collaboration Room				
Lookups				
Request Management				

8. Click **Scheduler Configuration**. The *Scheduler Configuration* screen appears as shown below:

Scheduler Configuration					×
Schedulers: SchedulerService@QA-FX-WIN2022	✓ Remove S	Scheduler			
SchedulerService@QA-FX-WIN2022 Allowed	d Jobs				
Job Name	Is System Job?	Instances	Remove		
Sends all outgoing email messages	Yes	1	×		
EDR - Jobs	No	1	\times		
EDR Search Criteria	No	1	\times		
Send/Save Documents for Consultation	No	1	\times		
Add collaboration Documents to Request folder	No	1	\times		
Save To Disk	No	1	\times		
Document Delivery	No	1	\times		-
	Add New Jobs				
			Save Refresh	Close	

9. Select your respective scheduler and jobs from the drop-down lists. When you've configured your scheduled jobs, click **Save** to save the configuration.

10.7 EDR Post-Installation

10.7.1 EDR Database Password

For new installations which include the EDR module, the EDR Database Password must be manually updated within the application to enable EDR access. Follow the steps below to update the EDR password following application deployment.

1. Access the application as an Administrator and select Administration > Electronic Document Review (EDR) > EDR Databases:

Home >> Administration			
System Configuration	Electronic Document Review (EDR)		
System Administration	EDR Configuration	🖄 EDR Requests	
Dashboards	EDR Databases	EDR Usage Report	
Security			
Organization Setup			
Collaboration Room			
Lookups			
Request Management			
Document Management			
Retention Module			
Jobs			
Electronic Document Review (EDR)			
Workflows			
Features and Licenses			

2. Select the EDR database from the list then click **Change Password**:

٦	EDR Databases - FOIAXpress					
	Edit Change Password Refresh Close					
	Name	Request #	Multiple Requests	Single Request		
H	EDRDB		Yes	No		
		Page size: 100 🔻			1 items in 1	pages

3. Enter the EDR database password in the **New Password** and **Confirm New Password** fields, then click **Save**:

l	Change Password - FOIAXpress	¤		×
	Database server name :	192.168.3.68		
	Database name :	EDRDB		
	Login name :	EDRUser		
	Password Information			
	New Passw	word*:		
	Confirm New Passw	word*:		
	Note: * Fields are mandatory			
		Save Back C	lose	

10.7.2 Calculate Page Count Job

A new job was added to EDR for v11.8.0 to calculate page counts. When completing a new installation or upgrading from version 11.7.2 or earlier, add the new EDR – Calculate Page Count job to the *Scheduler Configuration* (Administration > System Administration > Scheduler Configuration) to enable the EDR Page Count:

Scheduler Configuration			I	
Schedulers: SchedulerService@QA-AX-DAILY	Remove S	Scheduler		
SchedulerService@QA-AX-DAILY Allowed J	ODS			
Job Name	Is System Job?	Instances	Remove	
EDR - Calculate Page Count	No	1	×	
Computer Texaster Start States				
terms of any state of the second				
and and the second				
And the December 11 Constants				-
	 Add New Jobs 			
			Save Refresh Cl	ose

10.8 Logs

There are multiple logs that get generated during the installation that provide more detail:

- Databasedeploy.txt: Contains ATIPXpress database detailed deployment information.
- Edrdatabasedeploy.txt: contains EDR database detailed deployment information.
- ATIPXpress_Install_LOG_<date>.txt: Contains the top-level deployment log.
- Scheduler Logs: Scheduler log files will be in the ATIPXpress application log folder.

10.9 Pendo Integration

For SaaS customers, Pendo integration must be enabled when upgrading from any version below 11.5.1. This integration only needs to be enabled once.

Note: Pendo integration is only for SaaS customers and should not be enabled for on-prem installations.

To enable Pendo integration for SaaS customers:

- 1. Update the 'PendoIntegration' value to 'Y' by running the following query in the database: update tblConfig set vcValue='Y' where vcKey='PendoIntegration' and vcSection='General'
- 2. Use the IISRESET command to restart IIS.

10.10 API Installation

We've created the ATIPXpress API to allow for integration with external data monitoring applications. This is a standalone API that is included in the ATIPXpress installation package. This API must be installed separately from the ATIPXpress application, and users of the API must be authenticated application users with permissions to access the data being queried.

Notes:

- The API is required for v11.7.0 and above.
- The API must be upgraded along with the application. If you already have the API installed, you're still required to upgrade the API to the latest version.

10.10.1 API Installation Prerequisites

The following prerequisites must be fulfilled to use the API:

- The application and the API must be on the same version. Update the application to the latest version before installing or upgrading the API.
- You must install .Net Core Hosting Bundle v.8.0.6: <u>https://dotnet.microsoft.com/en-us/download/dotnet/thank-you/runtime-aspnetcore-8.0.6-windows-hosting-bundle-installer</u>

10.10.2 Unzip the Installation Package

The API installation package is included in the ATIPXpress application files. After downloading the package, follow the steps below to unzip the file:

- 1. Locate the downloaded .zip file, then right click it and select **Properties**.
- 2. On the *General* tab, select **Unblock**, then click **Apply**.
- 3. Next, unzip the contents of the folder. The contents of the package appear as shown in the following example:

Name	Туре	Compressed size	
FOIAXpressAPI	File folder		
📁 installscripts	File folder		
inputs	JSON File		1 KB
🧟 install	Windows PowerShell Script		6 KB
📄 uninstall	Windows PowerShell Script		5 KB

10.10.3 About the Installation Package

There are two primary files you'll interact with during installation:

Name ^	Туре	Compressed size
EOIAXpressAPI	File folder	
installscripts	File folder	
inputs	JSON File	1 KB
install 2	Windows PowerShell Script	6 KB
🧟 uninstall	Windows PowerShell Script	5 KB

- 1. *Inputs.json*: Drives the installation of the API components. The file is in a standard json format and needs to remain a valid json file for successful installation.
- 2. *Install.ps1*: The executable file you will run to deploy the installation package with the parameters configured in the Inputs.json file.

10.10.4 Inputs.Json Settings for Installation

The Inputs.json file located in the root directory of the extracted deployment package zip file drives the installation of the different components of the ATIPXpress API. The file is in a standard json format and needs to remain a valid json file post updates prior to the installation.

The settings are grouped into sections, each addressing different parts of your installation. This section describes each part of the Inputs.Json file.

Use the "InstallType" section to determine if this is a new installation, or an upgrade for an existing system:

```
{
    "inputs": {
        "InstallType": {
            "New": "Y",
            "Upgrade": "N"
        },
```

Setting	Description
New	Determine whether this is a new installation. For new installations this should be a "Y" value.
Upgrade	Determine whether this is an upgrade for an existing application. For new installations this should be a "N" value.

The "API" section has settings related to the Collaboration Portal application and scheduler installations. A value must be set for all fields in this section to successfully install the application:

Notes:

- For the SSLCert and AppPool fields, use the same values provided for ATIPXpress installation
- Any files paths specified must have two backslashes where a path in windows explorer requires a single backslash.

```
"API": {
    "Name": "FOIAXpressAPI",
    "InstallLocation": "C:\\Program Files",
    "BackupLocation": "C:\\backup",
    "SSLCert": {
        "SSLPort": "443",
        "CertPath": "<<Certificate Path>>",
        "CertPassword": "<<Certificate Password>>"
    },
    "AppPool": "<<AppPoolName>>"
```

Post-Installation Procedures

Setting	Description
Name	Name for the API program file.
InstallLocation	Specify a path for the API installation.Note this must be a file path for the .json file the execute.
BackupLocation	Specify a path for the API backup location.Note this must be a file path for the .json file the execute.
DevelopmentMode	This should be "Y" by default, and you should not change this value.
SSLCert	The following lines contain the SSL Certificate information. No data is required on this line. This is the grouping for SSL Certification settings to be used for the installation.
SSLPort	The network port designated for your application's secure communications using SSL.
CertPath	Specify a path where the .pfx certificate file is located.Note this must a file path for the .json file to execute.
CertPassword	Enter the password associated with the certificate linked in the "CertPath" field.
AppPool	Enter the name of the application pool associated with your ATIPXpress API.
Domain	Enter the fully qualified Domain Name for the server hosting with the API.

The "DB" section contains the settings for installing or upgrading your API database. In case of a new installation, an agent account will be created.

Note: Database details should be the same as used for the ATIPXpress installation.

```
"DB": {
    "DBServer": "<<SQL Server Name>>",
    "DBName": "<<SQL DB Name>>",
    "DBUserId": "<<DB UserId>>",
    "DBUserPassword": "<<DB Password>>"
```

Setting	Description
DBServer	Name assigned to the server responsible for storing, retrieving, and managing API data.
DBName	Name given to the specific database used for ATIPXpress API.
DBUserID	Database User ID to be used for this installation. The DBUserId should have admin rights with the ability to create a new database or database object on the specified Database server.
DBUserPassword	Password associated with the account used in the "DBUserID" field.

10.10.5 Install the API

Before you are ready to run the Install.ps1 file, review the steps below to verify you've completed all the steps to this point:

- Make sure you have connectivity to the servers where the software is being installed.
- Download, verify, and extract the API Installation package.
- Configure the Inputs.json file for your installation.

Once the above prerequisites are complete, follow the steps below to deploy the API installation package.

- 1. Open Windows Powershell ISE.
- 2. Use PowerShell to navigate to the location where you extracted the installation package:

Post-Installation Procedures



Administrator: Windows PowerShell ISE File Edit View Tools Debug Add-ons Help



4. If the inputs.json file is in same location as the extracted installation files, simply click enter to execute the installation. Alternatively, if you have file in different location provide this file location, then execute the script.



5. The installation procedure executes. To verify the installation, launch the API

10.10.6 Managing API Access

10.10.6.1 About Authentication

Each API user must be authenticated before they are able to use the API. To provision API access, we've created an Access Token Tool which you'll use to create tokens for each API user. These tokens are time limited and must be provisioned again after expiration. This expiration period is configurable, and we recommend a 30-day expiration period for these tokens.

10.10.6.2Authentication using Access Token Tool

Each API user must be authenticated before they are able to use the API. To provision API access, we've created an Access Token Tool which you'll use to create tokens for each API user. These tokens are time limited and must be provisioned again after expiration. This expiration period is configurable, and we recommend a 30-day expiration period for these tokens.

Follow the steps below to create access tokens for your API users:

1. When logged into the application as an Administrator, click your **User Menu** then select **Access Token**:

	~	Help 🗸 Sign Out
	Q My Profile	
	Preferences	
Request #	My Jobs	Q
Dashboards 🗗	Access Token	d 👻
My Work	k <u>S</u> ummary	

2. After selecting Access Token, the tool appears as shown in the following example:

Access Token			×
Access Token Tool			
Access Token ID :	5db54a6a-40df-4db8-8827-98e1bde655bd		
Access Token Name :			
User :	igatewood		
Expiration :			
	Create	ancel	

- 3. You'll use the fields on this screen to configure tokens for your API users. These are described below:
 - a. The AccessToken ID is a random GUID which is assigned to each token. This is prepopulated.
 - b. Enter a name in the Access Token Name field, which should help reference back to the token's assignee.
 - c. In the User field, enter the application username for the user who will be assigned this token. This must be a valid application username, and the user must have application permissions to view the request data they will be querying using the API.
 - d. Enter an Expiration time for the token. The token will expire after the listed date, and a new token must be provided for that user to access the tool. Expiration options include **30 days**, **60 days**, **90 days**, or you can use the **Custom days** option to configure a custom expiration period. Use the **Calendar** to select the custom expiration date
- 4. Click the **Create** button to create the token with the provided details.
- 5. After clicking **Create**, the screen refreshes to display the generated token. You can manually copy the token, or click **Copy** to copy it to your clipboard.
| ſ | E Access Token | | × |
|---|---|------|----|
| | Access Token Tool | | |
| | A new access token has been created successfully. Copy the token now! | | |
| | ld: 78b64d0b-c233-401f-a097-541cebd107c6 | | |
| | Name: Sample token | | |
| | eyJhbGciOiJodHRwOi8vd3d3LnczLm9yZy8yMDAxLzA0L3htbGRzaWctbW9yZSNobWFjLXNoYTUxMilsInR5cCl6lkpXVCJ9.eyJodHRwOi8vc2NoZW1hcy54bWx
zb2FwLm9yZy93cy8yMDA1LzA1L2lkZW50aXR5L2NsYWItcy9uYVUIJjoiamdhdGV3b29kliwiaHR0cDovL3NjaGVtYXMueG1sc2PhcCSvcmcvd3MvMjAwNS8wNS
9pZGVudGi0eS9jbGFpbXMvbmFtZWlkZW50aWZpZXliOil3OGI2NGQwY11jMjMzLTQwMWYtYTA5Ny01NDFjZWJkMTA3YzYILCJleHAiOjE3MDU1NTQwMDB9
vprB1v3ZD11JVsgq9_xRsCcKQvYS3xrzCr_2PXWor1x14zK36KXY8AvrMhtkjakww_V4ur_g-KcpVj8ZObo5BA | Сору | |
| | !. Warning - Make Sure you copy the above token now. We DO NOT store it and you will not be able to see it again. | | |
| | Validate Access Token | Clo | se |
| | | | |

Note: You must copy the token from this screen, as the token is not stored anywhere in the application and cannot be retrieved once this screen is closed.

- 6. Save the copied token to a secure location, where you can retrieve it to authenticate this user.
- 7. You can also click **Validate Access Token** to check whether the token is currently validated. If validated, a pop up appears as shown below:



10.10.6.3API Logs

You can view logs of actions taken in the API. These are available in the following location: <ATIPXpress_Install_Location>\Logs\ATIPXpress\API

If the default location is chosen, the logs should be located at:

C:\Program Files\ATIPXpress\Logs\ATIPXpress\API

10.11AI Assistant Integration

To integrate with the ATIPXpress AI Assistant, you must complete the following:

- Install CoreNLP, either via Docker or Java (both processes are outlined in the following sections)
- Configure the application with the ATIPXpress API and AI API details

10.11.1 CoreNLP for Docker

Follow the steps in the section below to deploy CoreNLP using Docker.

10.11.1.1 Install Docker Desktop for Windows

You must have Docker Desktop installed. If you don't have Docker Desktop installed, follow the steps below:

- 1. **Download Docker Desktop**: Visit the official Docker website and download the Docker Desktop version for Windows. <u>Docker Desktop</u>
- 2. **Run the Installer**: Execute the installer and follow the instructions. You may need to enable virtualization in your BIOS if it's not already activated.
- 3. **Restart Your Computer**: Restarting ensures all necessary features are activated and functioning.
- 4. **Start Docker Desktop**: Open Docker Desktop from the **Start** menu. It might take a while to initiate for the first time as it sets everything up.

10.11.1.2 Configure Docker Desktop

Check Settings: Click on the **Docker** icon in the system tray and open **Settings** or **Preferences**. Make sure to adjust the memory and CPUs allocated according to the software's needs you plan to run CoreNLP.

10.11.1.3 Get the Docker Image for Stanford CoreNLP

- 1. **Open Command Prompt or PowerShell**: You can do this by searching for "cmd" or "PowerShell" in the **Start** menu and selecting the application.
- 2. **Download the CoreNLP Docker Image**: Run the following command to download the official image:

Bash:

docker pull nlpbox/corenlp

This command pulls the Docker image containing Stanford CoreNLP from Docker Hub.

10.11.1.4 Run CoreNLP Inside a Docker Container

Start the Container with Custom Settings: To use CoreNLP with extended timeout settings and a custom port, execute the following command:

Bash:

docker run -p 59000:59000 -e TIMEOUT_MILLISECONDS=600000 -d
nlpbox/corenlp

This command starts the Docker container exposing port 59000 for local use and sets the server's timeout to 600,000 milliseconds (10 minutes). The -d option ensures the container runs in "detached" mode, freeing up the command line for other uses.

10.11.1.5 Verify Execution

To check if the CoreNLP server is running correctly, you can try accessing http://localhost:59000 in your browser. If configured correctly, you should be able to see the Stanford CoreNLP web interface.

With these steps, Docker and Stanford CoreNLP are now set up on your Windows system with specific customizations to better suit your analysis needs and extended timeout settings.

10.11.2 Install CoreNLP Using Java

10.11.2.1 Install Java

Stanford CoreNLP requires Java 8 or later. If you do not already have this application installed on the application server, follow the steps below:

- 1. Download Java:
 - a. Visit the Oracle website to download the Java JDK: Oracle JDK Downloads.
 - b. Choose the appropriate Windows installer for your system architecture (32-bit or 64-bit).
- 2. Install Java:
 - a. Run the downloaded installer and follow the installation instructions.
- 3. Verify Java Installation:
 - a. Open Command Prompt and type:

Bash:

java -version

b. This should display the installed version of Java. Ensure it is Java 8 or higher.

10.11.2.2 Download and Set Up Stanford CoreNLP

Download Stanford CoreNLP:

- 1. Go to the Stanford CoreNLP official website: <u>https://stanfordnlp.github.io/CoreNLP/index.html</u>
- 2. Download the latest version of Stanford CoreNLP zip file.
- 3. Once downloaded, extract the zip file to a directory of your choice, for example, C:\StanfordNLP.
- 10.11.2.3 Run Stanford CoreNLP Server
- 1. Launch the Stanford CoreNLP Server:
- 2. Open **Command** Prompt.
- 3. Navigate to the directory where you extracted Stanford CoreNLP: Bash (example):

cd C:\StanfordNLP

4. Use the following command to start the server:

Bash:

```
java -mx4g -cp "*"
edu.stanford.nlp.pipeline.StanfordCoreNLPServer -port 59000 -
timeout 15000
```

Note: Port 59000 is an example, you are not required to use this port. If you change this value, use the updated value in the following section when entering the URL.

5. This command starts the CoreNLP server on port 59000 with a timeout of 15000 milliseconds and allocates 4 GB of memory to the process.

10.11.2.4 Verify the Server

1. Open a web browser and go to http://localhost:59000

Note: The "59000" value above is based on the port configured in the previous section. Use your configured port value in this URL.

2. You should see the Stanford CoreNLP server interface, indicating that the server is running and ready to process text. Leave this browser tab open, you'll need to retrieve this URL and add it to ATIPXpress configuration later in this process

10.11.3 Application Configuration

10.11.3.1 General Configuration

- 1. Log in to the application as an administrator and access Administration > System Configuration > General Configuration.
- 2. Under Application Next-Gen URL, copy and paste the API This should follow the format https://<IP>/ATIPXpressAPI where <IP> is the installed IP for the API.
- 3. In *the AI API URL* field, copy and paste the AI URL (from step 2 in section 10.11.2.4).
- 4. Click **Save** to save the configuration.

10.11.3.2 AI Roles and Permissions

There are three types of AI user permissions within the application:

- 1. Al Config Application Role Permission: Users with the Al Config application role permission can view and edit three Al configuration pages. Click the links below to learn more about these configuration pages:
 - a. <u>AI Redaction Templates</u>
 - b. <u>Redaction Knowledge Base</u>
 - c. <u>AI Trainers</u>
- 2. AI User Role: Application users who are allowed to use the AI Assistant feature within document management. This is a license-based role, and all AI users must have an active license.
- 3. AI Trainer Role: A subset of the AI Users, AI Trainers are selected to feed redaction data into the Redaction Knowledge Base, which contains a repository of all redactions performed by AI Trainer to identify patterns and frequently encountered data.

10.11.3.3 Using the AI Assistant

There are two main components to the AI Assistant feature. AI Redaction Templates, and applying these templates to documents in Document Management. Follow the links below to learn more about using the AI Assistant with CoreNLP:

Using the AI Assistant

AI Redaction Templates

10.12 User Manual URL

An important note when upgrading to AX 11.7.2: you must manually update the User Manual URL in the *General Settings*. The incorrect link was provided as a default value in the setup files, so these must be corrected manually. Follow the steps below after upgrading to v11.7.2 to correct the manual link:

- 4. Log in to the application as an Administrator
- 5. Access Administration > System Configuration > General Configuration and locate the User Manual URL field:

E	General Configuration		. (×
	Default Date Format* :			•
	Example :	06/27/2024		
	Work Hours* :	1650		
	Number of Days to Retain Job Listing on Home > My Jobs Link * :	14		
	Application URL* :	http://		
	Application Next-Gen API URL :	x		
	ALAPI URL*:	x		
	User Manual URL* :	https://docs.opexustech.com/docs/atipxpress/11.7.0/atipxpress/user		
	Error Log Backup Policy			
	Exceeds Size* :	1 (in MB)		
	Exceeds Days* :	30		
	Dashboard Configuration			
	Update for Logged-in Users Every* :	15 Vinutes V		
	In Officer Dashboard Display Workload by :	Action Office 🔹		
	Note: Refresh dashboard to update configuration change.			
		Sam Defrech Cloce		Ŧ

6. In the User Manual URL field, paste the following over the existing link:

ATIPXpress	https://docs.opexustech.com/docs/atipxpress/11.7.0/atipxpress/usermanual/

- 7. If no values are present in the *Application Next-Gen API URL* field, enter dummy data here to bypass the requirement ("x" for example).
- 8. Click Save.
- 9. Log out of the application, then log back in.
- 10. Click **Help > Online Manual** and verify that the correct version of the User Manual opens at the correct link (with v**11.7.0** in the URL).

For environments using Azure, you must also complete the following procedures after running the installation file.

Note: These steps only apply to Azure based environments.

11.1 Creating App Service on Azure Portal

Follow the steps below to crate the app service on the Azure portal:

1. Log in to the Azure portal and navigate to App Services in the left sidebar.

+ Create a resource
🛧 Home
🖼 Dashboard
E All services
— 🛨 FAVORITES ————————————————————————————————————
All resources
📦 Resource groups
🚫 App Services
Function Apps

2. Select Add to create a new App Service. Click the Web App option and click the Create.



3. Enter the name the application ("**fxapp**") in the App Name field and click **Create**.

«	Home > App Services > Marketplace > Web Ap
+ Create a resource	Web App 🛛 🗠 🗡
🟫 Home	Create
🔤 Dashboard	* App name
≣ All services	fxapp 🗸
🕂 🛨 FAVORITES	* Subscription
All resources	Pay-As-You-Go 🗸
😭 Resource groups	* Resource Group
🔇 App Services	Create new Use existing
Function Apps	txapp 🗸
a SQL databases	* OS Windows Linux
X Azure Cosmos DB	* Dublich
Virtual machines	Code Docker Image
- Load balancers	
Storage accounts	 App Service plan/Location FXAppServicePlan(East US)
Virtual naturalis	
	Application Insights
	fxapp
Monitor	
Advisor	
Security Center	
Ost Management + Billing	
Provide Help + support	
	Create Automation options
https://portal.azure.com/#home	(

Note: The newly created App Service is not immediately accessible but will appear after a short time (<5 minutes).



11.2 Zip Deploy ATIPXpress to the Azure App Service

Follow the steps below to zip deploy AX to the Azure app service:

1. Click the newly created App Service ("**fxapp**") and navigate to the *Development Tools* section in the middle pane. Select **Advanced Tools** and click **Go** in the right pane.

Development Tools				
B	Clone App			
≥	Console			
K	Advanced Tools			
-				

2. The site opens the *Diagnostic Console* in a new tab. Navigate to the new tab, click the **Debug console** drop-down list and select **CMD**.

Kudu Environment	Debug console 🗸	Process explorer	Tools 👻	Site extensions
Environment	CMD PowerShell			
Build	79.20110.3714.0 (2ac	:8f3685d)		
Azure App Service	79.0.8598.64 (rd_web	sites_stable.181217-1	1712)	
Site up time	00.00:05:09			
Site folder	D:\home			
Temp folder	D:\local\Temp\			

- 3. Using either file browser at the top or the command line console at the bottom, add new folders for Application Logs by creating the path **D:\home\site\Logs\ATIPXpress**.
- 4. Navigate to D:\home\site\wwwroot and delete hostingstart.html.
- 5. Click the Tools drop down, and select Zip Push Deploy.



6. Locate the **AzureApp.zip** file provided in the ATIPXpress setup folder. Drag and drop the zip file onto the Kudu console and wait for 100% completion.

Note: Use Google Chrome or Microsoft Edge to ensure Drag and Drop functionality is available in the Kudu console.

	FXAX10.7		
Name	Date modified	Туре	Size
PAL	12/1/2020 9:54 AM	File folder	
Sprint 1	12/8/2020 2:44 PM	File folder	
/wwwroot + 0 items			
Name	Modified	Size	
Drop here to dep: ک باللالمینی: باللالمینی:	loy your ZIP		
Deployment Id :			
Name	Modified	10%	
~~			

11.3 Configure the ATIPXpress App Service

Follow the steps below to configure the AX app service:

1. Navigate to the *Azure Portal* tab in your browser and select **Application Settings** within the *Settings* section in the middle pane.

Ains, inc	App service	
➡ Add III Edit columns ···· More		1 We're working on revamping Application Settings. Click here to try out the new preview experience. →
Filter by name	Overview	R Save X Discard
NAME 💠	Activity log	General settings
(S) ander	Access control (IAM)	
(2) apportaleses/best	🛷 Tags	.NET Framework version 🜒 v4.7 v4.7
🚸 DocumigerWebHookListener2018091-	X Diagnose and solve problems	PHP version 🖲 Off 🗸 🗸
🛞 бхарр	Deployment	App Service supports installing newer versions of Python. Click here to learn more.
@ fragg2	📣 Quickstart	Pithon version 0
(@ fodeplay!	Deployment slots (Preview)	Off Version V
() here	Deployment slots	Java version 🛈 Off 🗸
🚸 shuttlebuildy	🐔 Deployment Center	Java minor version 🖲 🗸 🗸
🚸 shuttlebuddgjoorresponse	Settings	Java web container 🜒 🗸 🗸
(2) topos	Application settings	Platform 1 32-bit 64-bit

- 2. Within *General Settings*, make the following changes and click **Save**.
- 3. Change the PHP version to Off.
- 4. Change the *Platform* setting to **64-bit**.
- 5. Change the Always On setting to **On**.

-	Abb Service		_
۶.	Search (Ctrl+/)	We're working on revamping Application Settings. Click here to try out the new preview	experien
٢	Overview 🔨	🕞 Save 🗙 Discard	
	Activity log	General settings	
.	Access control (IAM)		
	Tags	.NET Framework version 🛈 v4.7	~
×	Diagnose and solve problems	PHP version () Off	~
De	ployment	App Service supports installing newer versions of Python. Click here to learn more.	Ø
-	Quickstart		
n.	Deployment slots (Preview)	Python version U Off	~
<u>n</u>	Deployment slots	Java version 🛈 Off	\sim
6.	Deployment Center	Java minor version	~
Set	tings	Java web container 🚯	\sim
÷	Application settings	Platform 1 32-bit 64-bit	
ti t	Configuration (Preview)		
Ŷ	Authentication / Authorizati	Web sockets 🛈 Off On	
Ŷ	Application Insights	Always On 🚯 Off On	
8	Identity	Managed Pipeline Version	
2	Backups		
	Custom domains	HTTP Version 1.1 2.0	
0	SSL settings	You can improve the performance of your stateless applications by turning off the	Z
$\langle \cdots \rangle$	Networking	 Affinity Cookie, stateful applications should keep the Affinity Cookie turned on for increased compatibility. Click to learn more. 	
2	Scale up (App Service plan)	APP Affinity	
Ľ	Scale out (App Service plan)		
-	WebJobs	() Auto swap destinations cannot be configured from production slot	
U	Push		

6. Scroll down to *Application Settings*, click **+ Add a new setting** to add each of the following settings and click **Save**:

App Setting Name	Value
WEBSITE_TIME_ZONE	Eastern Standard Time
APPINSIGHTS_PROFILERFEATURE_VERSION	Disabled
APPINSIGHTS_SNAPSHOTFEATURE_VERSION	Disabled

App Setting Name	Value
DiagnosticServices_EXTENSION_VERSION	Disabled
InstrumentationEngine_EXTENSION_VERSION	Disabled
SnapshotDebugger_EXTENSION_VERSION	Disabled
${\tt XDT_MicrosoftApplicationInsights_BaseExtensions}$	Disabled

Application settings

 Application Settings are encrypted at rest 	and transmitted over an encrypted channel. You can choose to display them in plain text in your browser by using	the controls below.	
Hide Values Show Values			
APP SETTING NAME	VALUE	SLOT SETTING	DELET
APPINSIGHTS_INSTRUMENTATIONKEY	Hidden value. Click to edit.	✓	×
APPINSIGHTS_PROFILERFEATURE_VERSION	Hidden value. Click to edit.		×
APPINSIGHTS_SNAPSHOTFEATURE_VERSION	Hidden value. Click to edit.		×
ApplicationInsightsAgent_EXTENSION_VERSION	Hidden value. Click to edit.		×
DiagnosticServices_EXTENSION_VERSION	Hidden value. Click to edit.		×
InstrumentationEngine_EXTENSION_VERSION	Hidden value. Click to edit.		×
SnapshotDebugger_EXTENSION_VERSION	Hidden value. Click to edit.		×
WEBSITE_TIME_ZONE	Hidden value. Click to edit.		×
XDT_MicrosoftApplicationInsights_BaseExtensi	Hidden value. Click to edit.		×
XDT_MicrosoftApplicationInsights_Mode	Hidden value. Click to edit.		×

7. Within the Connection Strings section, click + Add to add a new connection string. Enter the following values, substituting YourSQLServerName, YourFXDatabaseName, YourFXDatabaseLoginID and YourFXDatabasePassword that was provided during ATIPXpress database creation:

Name	ConnectionString
Value	Server= YourSQLServerName;Database= YourFXDatabaseName;Uid= YourFXDatabaseLoginID;Pwd= YourFXDatabasePassword;
Туре	SQLServer

Connection strings

() Connection	Strings are encryp	ted at rest and transmitted over an encry	rpted channel. You can choose to dis	splay them in plain text in your browser by u
Hide Values	Show Values			
CONNECTION STRING	5 NAME	VALUE Hidden value. Click to edit.		SOLServer
+ Add new connec	tion string			

8. Click Save.

Default documents

9. Navigate to the *Default Documents* section, remove all default entries, add login.aspx and click **Save** at the top of the pane.

DOCUMENT NAME			
login.aspx			
+ Add new document			

10. Navigate back to the *Overview* section in the middle pane and click **Browse** to view the ATIPXpress application.

	Home > App Services > fxapp		
+ Create a resource	App Services ≪ ☆ ×	🚫 fxapp	
🛧 Home	Ains, inc	App service K	🔽 Brannes 🗮 Stars 🌾 Surger 🚺 Brastant 👼 Dalata
Dashboard	T Add EE Edit Columns More		Stop y swap O Restart w Delete
≣ All services	Filter by name	Overview	Click here to access our Quickstart guide for deploying code to y
+ FAVORITES	NAME **	Activity log	Resource group (change) fxapp
All resources	(Research	Access control (IAM)	Status
📦 Resource groups	(R apportations) that	🖉 Tags	Running
S App Services	Description and the set of the	X Diagnose and solve problems	East US
Function Apps	(S fxapp	Deployment	Subscription (change) Pay-As-You-Go
🗟 SQL databases	@ freed	duickstart	Subscription ID
🥭 Azure Cosmos DB	(a) findequiry!	Deployment slots (Preview)	Taos (channe)
Virtual machines	@ http:	i Deployment slots	Click here to add tags
🔶 Load balancers	· automaty	🕼 Deployment Center	
Storage accounts	🚸 skuttebuddyjoorresponse	Settings	
Virtual networks	(S) topos	Application settings	problems Problems Application
Azure Active Directory		III Configuration (Browiew)	Our self-service diagnostic and detect and dia troubleshooting experience helps in your apps, a

- 11. Once the application has finished loading, add ATIPXpress to your Trusted Sites.
- 12. Click the **cog** at the top right of the screen and select **Internet Options** from the drop-down list.
- 13. In the Internet Options window that appears, navigate to the Security tab.
- 14. Select the Trusted sites zone and click Sites. The Trusted Sites pop-up window appears.
- 15. Click Add and enter the ATIPXpress site to the list of Trusted sites.

Internet Options 7 × General Security Privacy Content Connections Programs Advanced Select a zone to view or change security settings.	Print File Zoom (100%) Safety	> > >
Internet Local inhanet Tusted sites Restricted Image: Security level for this zone, on have websites in this zone. Sites Sites Image: Security level for this zone, on have websites in this zone. Sites Sites Security level for this zone. Sites Sites Image: Security level for this zone will use the zone's security settings. Sites Sites Image: Security level for this zone will use the zone's security settings. Sites Sites	Add site to Apps View downloads Manage add-ons F12 Developer Tools Go to pinned sites Compatibility View settings	Ctrl+J
Add this website to the zone: http:://dosfnapplazurewebsites.net/Login.asp/Ito Add Websites: Close Websites: Close Websites: Close Websites: Close	About internet opiorer	
SIGN IN		

11.4 Services Server Setup

The next step in the ATIPXpress Azure setup installs and configures the ATIPXpress Scheduler Service in an Azure VM environment. Complete the following steps for each Service server in the ATIPXpress Azure environment.

11.4.1 Install Required Dependencies

Follow the steps below to install required dependencies:

- 1. In the local copy of the setup files, locate the ATIPXpress\Server\Setup\VCRedist folder.
- 2. Install both versions of the Microsoft Visual C++ Redistributables: "vcredist2015_x64.exe" and "vcredist2010_x64.exe".

11.4.2 Configure the ATIPXpress Scheduler Service

Once the installation is finished, the ATIPXpress Scheduler Service is further configured to permit access to the Azure File Shares created in the first step of the ATIPXpress Azure setup process. Follow the steps below to configure the AX scheduler service.

- 1. Create a new user account on the ATIPXpress Services server using the username and password information obtained after creating the Azure File Shares.
- In the example provided, username is "fxfilestorage" and password is "44yH0quDSoAmapeAKVGoNhqh3vEhD169U8n8SSyYS2jNNSmj5Z7n2znBQ2tTZSElw4 GbE9RB/CwGesjesjyGlg==".



- 3. Grant Read and Write permissions to the newly created user for the ATIPXpress Scheduler Service installation folder ("C:\Program Files\AINS ATIPXpress\").
- 4. Grant Read and Write permissions to the newly-created user to the Windows system folder ("C:\Windows\Temp") to permit access to the Temp folder and .NET Framework resources.

FOIAXpress Scheduler Service Properties (Local Computer)						×
General	Log On	Recovery	Dependencies			
Log on	as:					
	al System Allow servi	account ce to interac	t with desktop			
This	account:	fxfil	estorage		Browse	
Pas	sword:		•••••	•••••		
Con	firm passw	ord:	•••••	•••••		
			OK	Cancel	Apply	

5. Navigate to Services from the start menu and locate the ATIPXpress Scheduler Service. Right click on the service and select **Properties**. Click on the **Log O**n tab and configure the Service to log on using the newly created user account.

11.5 Steps to Configure Single Sign-On in Azure AD

The process to configure SSO in AD is described in the following steps:

6. Login to the Azure portal and create an application for ATIPXpress (under **Enterprise Application**), and Select **Set up Single Sign On:**

<	Home >			
+ Create a resource	fxsso Overview -			
👚 Home	Enterprise Application			
Cwhored	4			
Al services	Cverview	Properties		
· INMONITES	Ceployment Plan	Name Copy to diploard		
Al resources	Manage	feao 🕅		
Resource groups	T Properties	Application ID ()		
App Services	Owners	Chief D. O.		
SQL databases	Acles and administrators	D D	4	
S Azure Cosmos Dill	Users and groups	Cattles Dasted		
Virtual machines	Single sign on	Getting started		
Load balancers	D Invisioning			
Storage accounts	Application provy	 Assign users and groups 	2. Set up single sign on	3. Provision User Accounts
Vitual networks	Self-service	Provide specific users and groups access to the explications	Enable users to sign into their application using their Ature AT mediatelials	Automatically create and delete user
Azure Active Directory	Custom security attributes	Assign users and groups	Get started	Cet started
C Monitor				
Advisor	Security			
O Microsoft Defender for	Sconditional Access		C L Salf arraige	
Cevel	👃 Permissions	4. Conditional Access	Enable users to request access to the	
Help + support	Token encryption	oustomizable access policy.	application using their Azure AD createristics	
Cost Management + Billing	Activity	Create a policy	Get started	
	Sign-in logs			
	👹 Usage & insights	Wheet's Mean		
	Audit logs	THE PARTY		
	Provisioning logs	Sign in charts have moved! The new incipits view charse can in info along with other		
	Access reviews	Delete Application has moved to Properties	Lasse. View Droberties.	

Note: While images in this manual are from the ATIPXpress configuration, the process is the same for this application.

7. Next, select **SAML**:

< c	Home > fisso									
+ Create a resource	Single sign-	on —								
🟫 Home	Enterprise Application									
Deshboard	4									
III All services	Cverview	Single sign-on DSSC adds security and commentations when users sign on to applications in Apare Anti-Directory by embling a user and the security of the security and commentations when users sign on to applications in Apare Anti-Directory by embling a user								
 Auronimis 	Deployment Plan	Deployment Plan in your dragmatication in the mere application mere use immore or a decourt. Under the user logs into an application, that or element is used for all the deriver applications they need access to Laam more.								
All resources	Manage	nage								
(>) Resource groups	Roperties	speries Select a single sign-on method. Help me decide								
App Services	Owners									
😅 SQL databases	A Roles and administrators									
S Azure Cosmos DB	Users and groups	Disabled Single sign-on is not enabled. The user SAML Rich and secure authentication to Password-based Password storage and replay using a								
Virtual machines	3 Single sign-on	won't be able to launch the app from applications using the SAM, (Security web browser extension or mobile app. My Apps. Assertion Markup Language) protocol.								
Load balancers	Provisioning									
Storage accounts	Application proxy									
Virtual networks	Self-service									
Azure Active Directory	Custom security attributes									
🕑 Monitor	(preview)	C Linked Link to an application in Ma January								
🗢 Advisor	Security	and/or Office 365 application launcher.								
O Microsoft Defender for	Conditional Access									
Cloud	👃 Permissions									
Help + support	Token encryption									
Cost Management + Billing	Activity									
	Sign-in logs									
	📫 Usage & insights									
	Audit logs									
	Provisioning logs									
	1									

8. Under Basic SAML Configuration, click Edit:

 \times

Microsoft Azure		P Search resources, services, and docs (G+/)
	Home > Ains, Inc > fxsso > fxsso >	
+ Create a resource	fxsso SAML-based Sig	n-on …
Dashboard All services FAVORITES All resources	« Overview Deployment Plan Manage	↑ Upload metadata file Change single sign-on mode Test this application R Got feedback? An osci implementation based on rederation protocols improves security, reliability, and end user experiences and is easier to implement. Choose SAML single sign-on whenever possible for existing applications that do not use OpenID Connect or OAuth. Lear more. Read the configuration guide of to help integrating fisso. Change Sign-On
 Resource groups App Services SQL databases Azure Cosmos DB Virtual machines 	 Properties Owners Roles and administrators Users and groups Single sign-on 	Image: Basic SAML Configuration Edit Identifier (Entry ID) ATIPXPRESS Reply URL (Assertion Consumer Service URL) https://dev.aims.com/atixpress/HomePage.aspx Sign on URL Optional Relay State (Optional) Optional Logout Url (Optional) Optional
Coad balancers Storage accounts Virtual networks Azure Active Directory Monitor Advisor	 Provisioning Application proxy Self-service Custom security attributes (preview) Security 	Attributes & Claims

- 9. Next, provide the (A) Identifier (Entity ID) and (B) Reply URL:
 - a. Identifier (Entity ID): Enter the name of your application site, i.e. ATIPXpressTest
 - b. *Reply URL*: Enter the following, using your org's app URL: https://[YOUR APPLICATION URL]/foiaxpress/homepage.aspx

naan ar an ar a	Huma J Read 5				Basic SAML Configuration		×
+ Create a resolution	fxsso SAML-based :	Sign-on					
Recent	Dranpia Application				E Int R to bedad!		
E Dathcard	Charlows	1	atad neladata fis 🦻 Charge angle agn of	mode IN Test this application A	identifier (Intity ID) *		
•	Diskyment Han	Sets	ip Single Sign-On with SAML		The default identifier will be the automotive and response for SPA instanted SSO	120257	
M moore	Matoge	At 15	At 110 inglewenger based on federation protocits improve security, whishing and end user reglement. Obsoir UAM, tengts sign on whenever prosible for anising applications that do only with the off-the conference such of the federatesets from.			Default	
(H Manaca progr	T Properties	ingle ingle			A725/9818	신 때 오	
App Services	Ja Curren	- feel			All Certhe		
Di 10. Infaharan	A Roles and administration:	0			Basin Life Assertion Consumer Service Life(1+1)		
S apre Const 28	2 Coast and groups		Ease SAML Configuration		The default rapy UNL will be the desirution in the SAM, requires the Communicat 1211		
Visual machines	D Single Juge von	gie lage set	standar (brig C), Anis 10, Assertion Computer Series 14(1)	APPORTS		Default	
🗘 uzat belenien	# Producing		Sign on URL	Optional Optional Optional	Manual States and and Address in Constitution and		
Tranja annuris	Application premy		Astay State Optional 0 Lossed MitCohonal 0		All matrices		
#3 Vital Infechi	© Setsevia		S IST D				
Acure Active Destitory	Carton seconda photocolor	0	Attributes & Carrie		Sign on URL (Optional) 🛇		
C Marika			givense Lingen enablighes nam (ingue (per literation	uar pressonale una construccióne una construcciónere una construcciónere	Enter & ope on UPC		
 Advisor Advisor Advisor Advisor 	Conditional Access				Relay State (Optional) ()		
City	di Persones				Erine a teles state		
T well + solding	Totan encryption						
C Cod Management + Billing	Advery	•	SAMI, Signing Carthoata		Ligout UM (Optional) (
	🕼 Sign et lega		ties. a	Active	(Dree a legent of		
	dar Uniepe & mitghts	1.1.1	Septem	2/18/2023 4/93/28 PM			
	🖬 Aulititigs		Nettholiton Isnail Are: Enteration Unitability Life	dar/settad@anarc.comotocA.com			
	App Federation Inflations (Inflations)	portical					

- 10. Mark both the Identifier and Reply URL as **Default**, then click **Save**.
- 11. Once complete, download the Federation **Metadata XML** and email it to your OPEXUS Project Manager or Implementation Specialist.



11.6 EDR in Azure

11.6.1 EDR File Repository Setup

The file repository required by the EDR module is created on one of the Azure VM instances in the ATIPXpress Azure environment. Follow the steps below to create the repository:

- 1. Create a root-level repository folder in C:\ ("edrrepo"). Add the following subfolders: data, index, reports, and text.
- 2. Share the root folder with the user account created on the ATIPXpress Services server ("fxfilestorage") with Read/Write access and note the UNC path that is designated for the share ("\\MachineName\edrrepo").

← → ~ ↑ 🖵 > Netv	work > dosedrrep	0		
	Name	^ Date modified	Type Size	
📌 Quick access 📃 Desktop	data	2/19/2019 6:10 PM	File folder	
Downloads	reports	2/13/2019 2:04 PM 2/19/2019 6:10 PM	File folder File folder	
Documents Pictures	≉ <mark>la</mark> text	2/13/2019 2:04 PM	File folder	

11.6.2 EDR File Repository Configuration

The ATIPXpress Database will also store information about the location of the EDR File Repository folders. Once the EDR File Repository folders are created, this information can be updated through the ATIPXpress web application.

- 1. Log in to the ATIPXpress web application using the admin user account.
- 2. Navigate to the *Administration* screen, select the **Electronic Document Review (EDR)** section in the sidebar and open the **EDR Configuration** menu.
- 3. Provide the relevant path information to the *Path* sections:

- a. Data Path Root, Index Path Root, Reports Path and Text Path Root are the UNC location of the corresponding Azure VM shared folders.
- b. *EDR File Download Url* is the URL associated with the EDRFileDownload web service ("http://<EDRServerIP>/EDRFILEDOWNLOAD").

EDR Configuration		
EDR Configuration		
File extensions to exclude from indexing* :	db,mdb,exp,ilk,res,trg,tlh,idb,pdb,pch,opt,lib,cab,mov,psp,bmp,chi,c hm,com,dll,exe,gif,hlp,ivi,ivt,ix,jpeg,jpg,msi,nls,obj,ocx,rmi,tif,tiff,tmp, vbx,wpg	
	(Note: To enter multiple extensions use a comma as a separator with NO SP	ACES between file extensions)
	\\ <edrrepovm>\dosedrrepo\Data</edrrepovm>	
Data Path Root * :		
	(Format: \\ServerName\FolderName)	
	\\ <edrrepovm>\dosedrrepo\Index</edrrepovm>	
Index Path Root * :		
	(Format: \\ServerName\FolderName)	
	\\ <edrrepovm>\dosedrrepo\Text</edrrepovm>	
Text Path Root * :		
	(Format: \\ServerName\FolderName)	
	\\ <edrrepovm>\dosedrrepo\Reports</edrrepovm>	
Reports Path * :		
	(Format: \\ServerName\FolderName)	
Edr File Download Url * :	http:// <webserviceip>/EDRFILEDOWNLOAD</webserviceip>	

92