

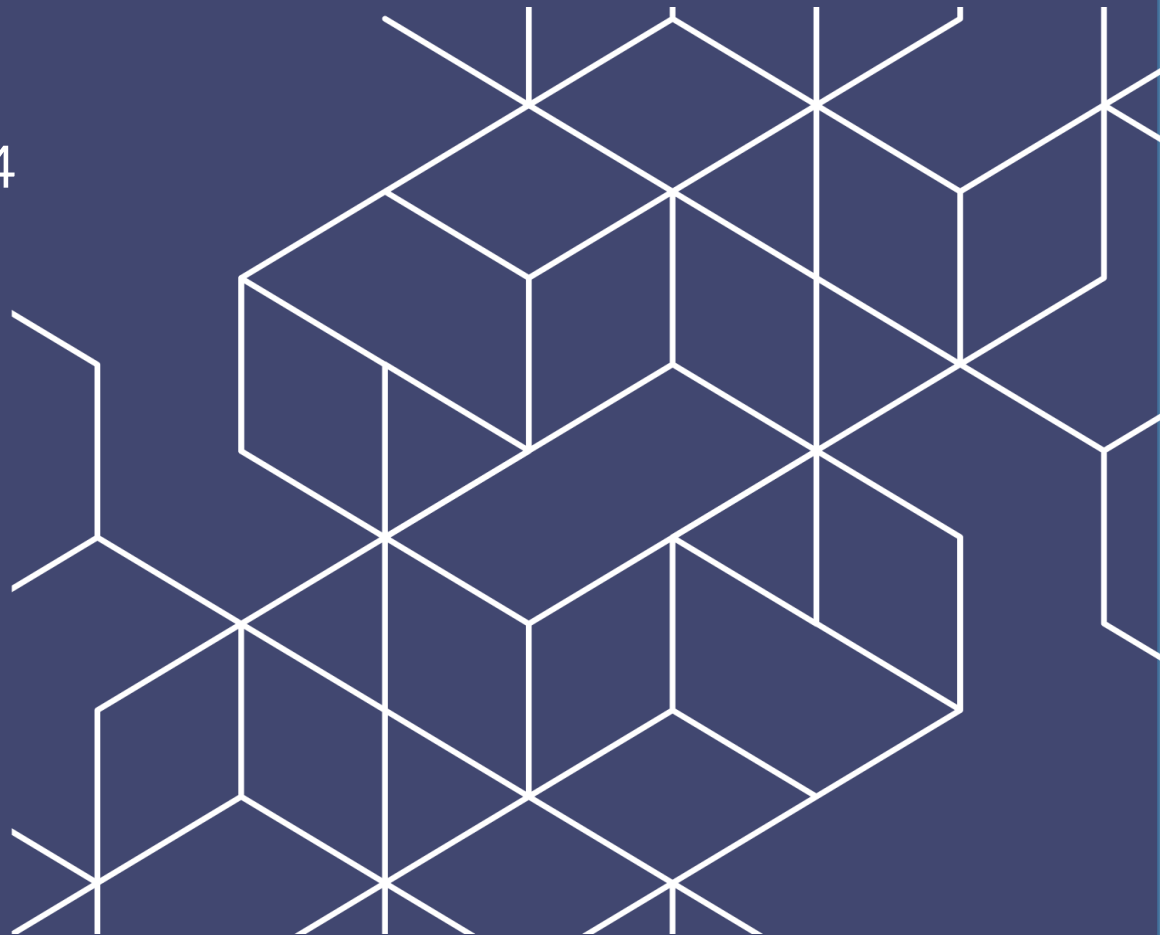
# eCAGE



## Portal Installation Manual

v11.3.0

May 2024



# eCASE 11.3.0 Portal Installation Manual

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# 1 Introduction

## 1.1 Scope

The purpose of this manual is to guide the user through the eCASE Portal installation process. Information presented in this document presumes the following:

- Windows 2016 R2/Windows 2019 Server is installed on the application server.
- eCASE is installed and configured on the application server.

## 1.2 Overview

eCASE is a comprehensive web-based case management platform that allows users to implement business applications that can automate business process, workflows, and interactions between case workers and employees/public.

eCASE Portal is a website that provides eCASE users the ability to access and submit forms which are generated as folders in eCASE for further processing. eCASE Portal is built by using Microsoft .NET-connected technologies so that it is easy to deploy, customize, and use.



## 2 Getting Started

### 2.1 Prerequisites

Before proceeding with the installation, it is necessary to:

- Create and configure the SQL 2016/17/19 database server.
- Install Microsoft .NET Framework 4.8 on the application server.
- Configure the SMTP Server to relay email to the email server when using eCASE Portal. The SMTP server must be configured to relay email messages to other domains.
- Portal Sync is a feature of the eCASE Scheduler service and runs on 4.8 with ADO.NET Data Services Update for .NET Framework 4.8.

### 2.2 eCASE Portal Database Account Requirements

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

Account	Purpose	Requirement
<b>Application Setup User</b>	This user installs and configures the eCASE Portal application.	This account is setup as a Domain/Local User and is a member of the Administrators Server Groups.
<b>eCASE Portal Database Creation User</b>	This user creates the eCASE database user account and grants the required permissions.	This account is added to the following SQL Server security roles for the user that creates the database either in SQL Server (Window User) or Windows Authentication Mode (NT User): <ul style="list-style-type: none"><li>• dbcreator</li><li>• securityadmin</li></ul>



## Getting Started

Account	Purpose	Requirement
<b>eCASE Portal Database User</b>	This user performs all eCASE Portal application database actions.	This account must be assigned as a member of the db_owner database role for the eCASE Portal SQL Server database.



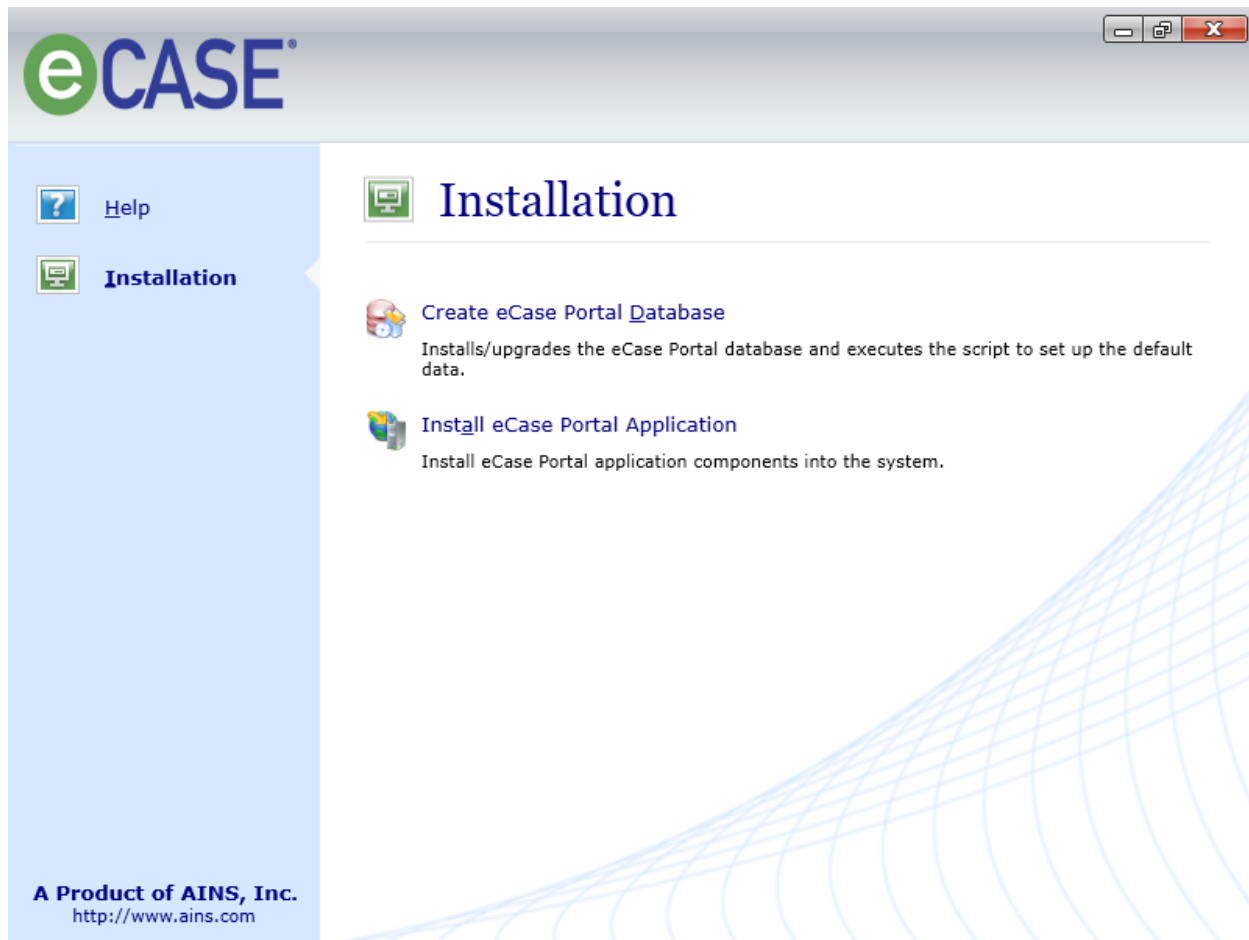
### 3 Create the eCASE Portal Database

The purpose of the eCASE Portal database is to collect, store, and organize data in a way that eCASE Portal user can access. This section outlines the procedures to create a database for use with the eCASE Portal application, specifically the SQL Server database type.

**(!!) Notes:**

- Please review the database server requirements prior to setting up the database. If the requirements are not met, the database will not function.
- Make sure to run the Setup.exe file from the application server.
- Install Microsoft .NET Framework 4.8 on the application server.

1. Open the *eCASE Portal 11.2.0* folder and right-click the **Setup.exe** file.
2. Select **Run as administrator**. The *eCASE Portal Setup* wizard appears.



3. Select **Create eCASE Portal Database > SQL Server** for the database type.



## Create the eCASE Portal Database



### Create eCase Portal Database

SQL Server

Portal database and executes the script to set up the default

4. The *eCASE Portal Database Server* window appears.
5. Ensure the **Set up new eCASE Portal 11.2.0 database** radio button is selected and click **Continue**. The *eCASE Portal Database Setup* window appears.
6. Enter the required information outlined in the table below and click **Next**.

**(!!) Note: If Windows Mode is selected as the *Authentication Mode*, enter the Server Name only. The *Domain* and *Windows User* fields are automatically populated based on the current user.**

Field Name	Description
Server Name	The name given to the eCASE Portal database server.
Login Name	The unique identifier for the database owner that manages the database.
Password	The security credential associated with the database owner Login Name used to gain access to the database.





## Create the eCASE Portal Database

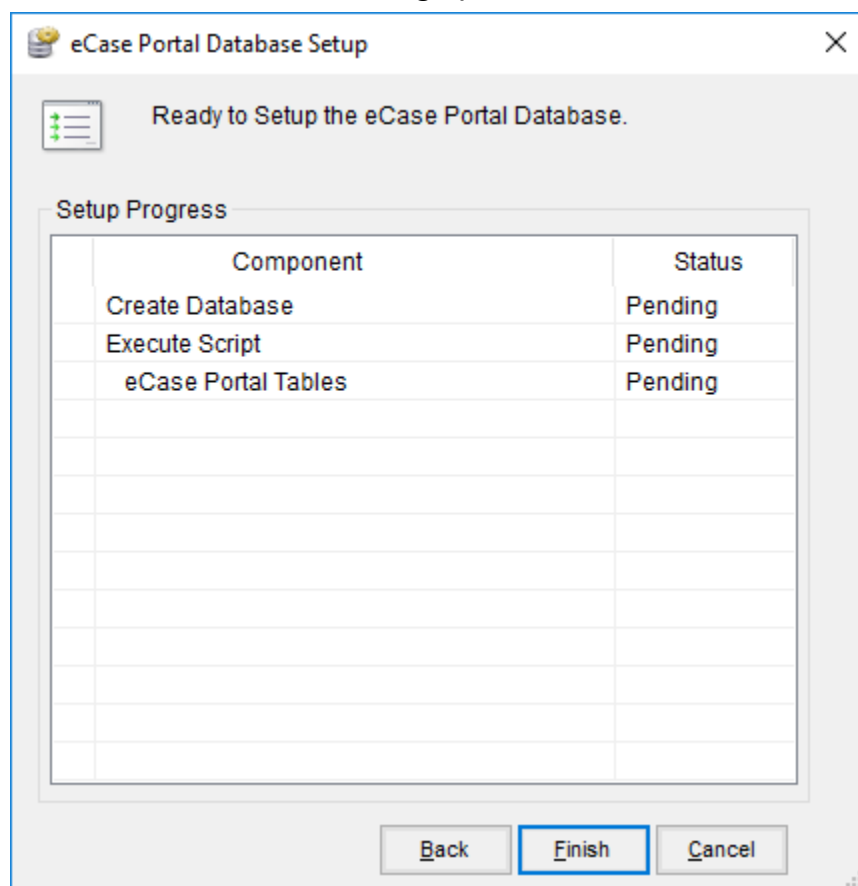
Field Name	Description
<b>Domain</b>	The name of the IP resource used to access the database server.
<b>Windows User</b>	A user with dbcreator and security admin privileges.

7. Enter the required information outlined in the table below and click **Next**.

Field Name	Description
<b>Database Name</b>	The name given to the eCASE Portal database during creation.
<b>Login ID</b>	The unique identifier for a user who has access to the eCASE Portal database.
<b>Password</b>	The security credential associated with the above user to gain access to the database.
<b>Enforce Password Policy</b>	Click this checkbox to enforce the password policy for SQL Server.



8. The *Database Name* and *Login ID* fields are automatically populated as **PortalDB** and **PortalUser**, respectively. Users can accept the preset or change the database and login names, if desired. Enter the **Password** for the user account in the *Password* field and click **Next**.
9. The *Setup Progress* window appears and displays a list of components to configure. Click **Finish** to continue setting up the eCASE Portal database.



10. A confirmation message appears after the database has been created. Click **OK** to close the message and return to the *eCASE Portal Setup* wizard.

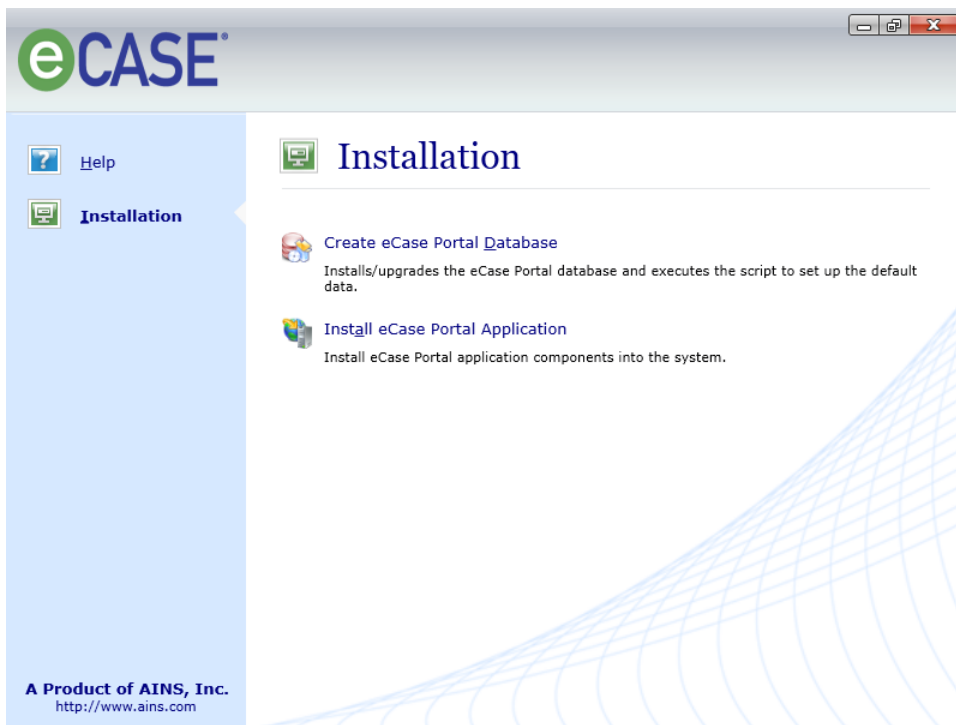
## 4 Application Installation

The purpose of the application server is to handle all eCASE Portal application operations between users and the eCASE Portal database. This section provides instructions on how to install the eCASE Portal on the application server.

**(!!) Note: Begin Step 3 if continuing from the previous section (Create the eCASE Portal Database).**

### 4.1 Set up the eCASE Portal Application

1. Open the **eCASE Portal 11.2.0** folder.
2. Right-click the **Setup.exe** file and select **Run as administrator**. The *eCASE Portal Setup* wizard launches.
3. Click **Install eCASE Portal Application Server**. The *eCASE Portal Application Server* window appears.



4. Click **Continue**.
5. The *eCASE Portal Setup* window appears.
6. Click **Next**. The *License Agreement* window appears.
7. Read the License Agreement carefully and select the **I accept the license agreement** radio button.

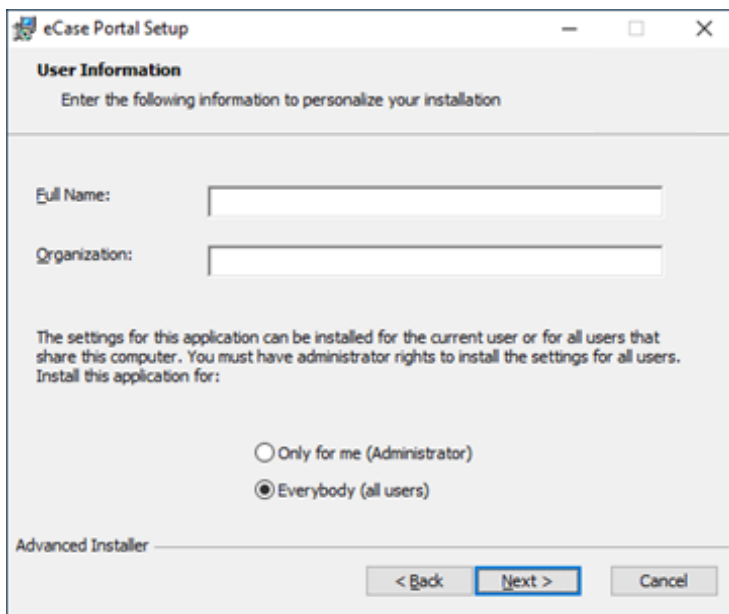


8. Click **Next** to continue the setup process.
9. Click the **Back** button to return to the *Welcome* window.
10. Click **Cancel** to abort the eCASE Portal installation.

**(!!) Notes:**

- **The Next button remains disabled until the option to accept the license agreement is selected.**
- **The Reset button sets the selection to the default option of *I do not Accept the License Agreement*.**

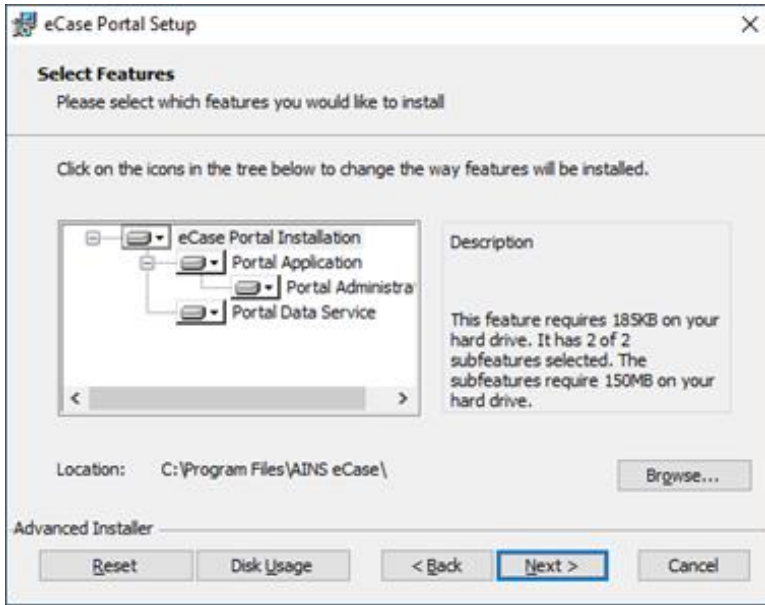
11. Enter the name of the user and organization, then click **Next**.
12. Ensure that the *Anyone Who Uses This Computer* radio button is selected.



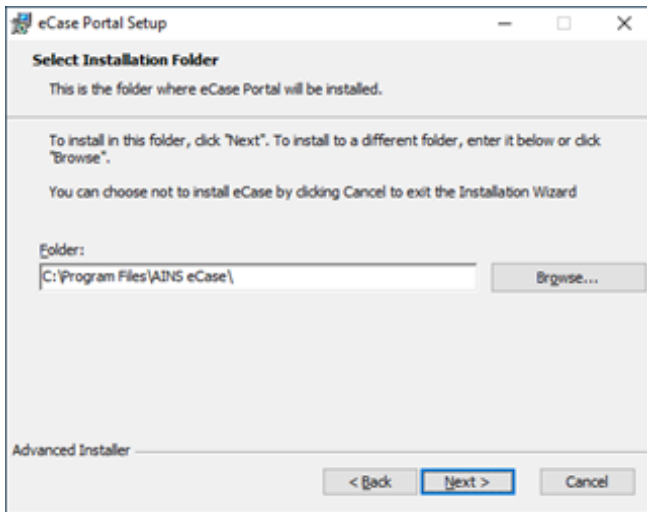
The screenshot shows the 'eCase Portal Setup' window with the 'User Information' tab selected. The window title is 'eCase Portal Setup'. Below the title bar, it says 'User Information' and 'Enter the following information to personalize your installation'. There are two text input fields: 'Full Name:' and 'Organization:'. Below these fields, there is a paragraph of text: 'The settings for this application can be installed for the current user or for all users that share this computer. You must have administrator rights to install the settings for all users. Install this application for:'. Below this text are two radio buttons: 'Only for me (Administrator)' and 'Everybody (all users)'. The 'Everybody (all users)' radio button is selected. At the bottom left, it says 'Advanced Installer'. At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'. The 'Next >' button is highlighted with a blue border.

13. Select the eCASE features to include in the installation by clicking the drop-down arrow next to a feature and selecting one of the following options:
  - a. **Will be installed on the local drive:** Installs the selected feature only.
  - b. **Entire feature will be installed on local hard drive:** Installs everything associated with the selected feature.
  - c. **Entire feature will be unavailable:** Excludes installation of a feature.

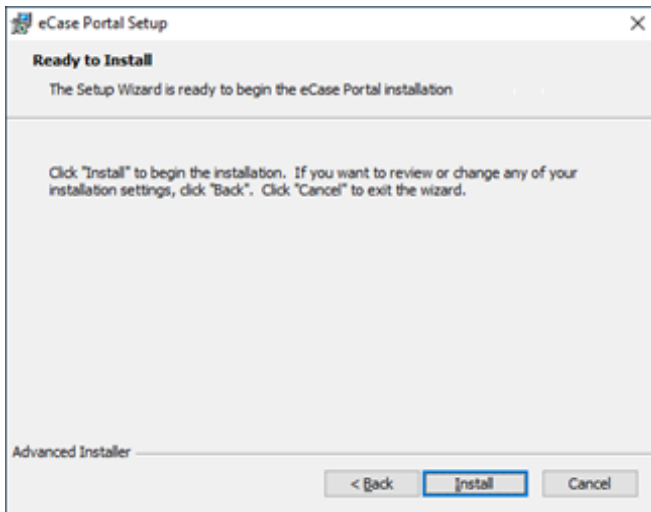




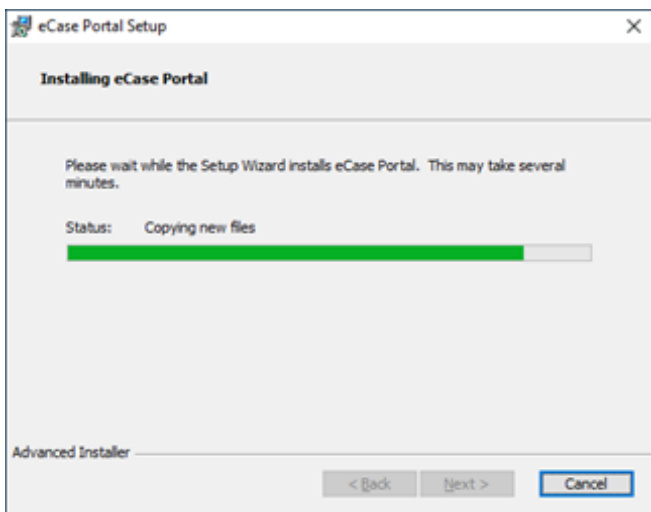
14. Review the instructions for setting up the default folder location. Click **Browse** to change the destination folder.



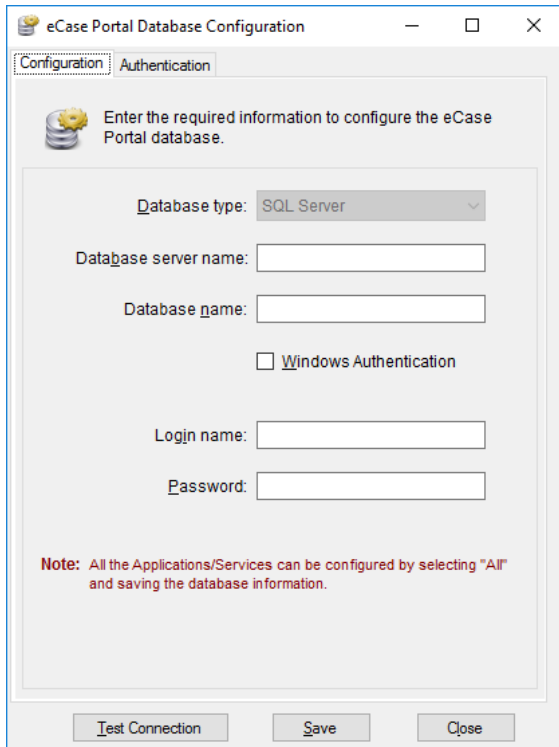
15. Click **Next** to accept the destination folder and to continue with the installation. The *Ready to Install* window appears.



16. Click **Next** to proceed with the installation. The *Updating System* window appears. The *eCASE Portal Setup* wizard begins the process of copying files and configuring the system. (This may take several minutes.)



- (!!) Note: It is highly recommended not to interrupt the Update process. Refer to Appendix A for uninstall procedures.**
17. Once the eCASE Portal application is installed, the *eCASE Portal Configuration* window opens.
18. Users can close this window and enter the database and authentication details later or enter the required information outlined in the table below.



**eCase Portal Database Configuration**

Configuration Authentication

Enter the required information to configure the eCase Portal database.

Database type: SQL Server

Database server name:

Database name:

☐ Windows Authentication

Login name:

Password:

**Note:** All the Applications/Services can be configured by selecting "All" and saving the database information.

Test Connection Save Close

**(!!) Notes:**

- The **Database Type** field is automatically populated and disabled. SQL Server is the only database type supported at this time.
- The user is automatically logged in to the database when Windows is selected as the **Portal Login Mode**.

Field Name	Description
<b>Database Server Name</b>	The title of the server where the database is stored.
<b>Database Name</b>	The name given to the eCASE Portal database during creation.
<b>Windows Authentication</b>	Clicking this checkbox enables Windows Authentication.

Field Name	Description
<b>Login ID</b>	The unique identifier for the user having access to the eCASE Portal database.
<b>Password</b>	The security credential associated with the user to gain access to the database.
<b>Enforce Password Policy</b>	Select this checkbox to enforce the password policy for SQL Server.
<b>Login Name</b>	The unique identifier for the user who has administrative privileges for the database server.
<b>Password</b>	The security credential associated with the admin user.

### 19. Complete the Authentication details.

The screenshot shows the 'eCase Portal Database Configuration' window with the 'Authentication' tab selected. The window is divided into three main sections: Authentication Details, Admin Details, and Data Service Details.

**Authentication Details:**

- Portal login mode: Forms (dropdown menu)
- Membership provider: Database (dropdown menu)

**Admin Details:**

- Portal admin login mode: Forms (dropdown menu)
- Login Name: Admin (text field)
- Password: (text field)
- Two Factor Authentication: ☐
- Client Cert Subject Fields: (text field)

**Data Service Details:**

- Authentication Mode: None (dropdown menu)
- ☐ Require SSL

At the bottom of the window are three buttons: Test Connection, Save, and Close.





The Portal Login Mode selection may open additional fields, and the available selections include:

Selection	Definition
<b>Forms</b>	The standard level of access to the eCASE application, Username and Password.
<b>SAML</b>	Allows the user to automatically log into eCASE without being prompted for login credentials.
<b>Windows</b>	An authentication service provided by one remote server to other distributed servers, on the Internet or an intranet; users must submit requests to obtain login/logout credentials.

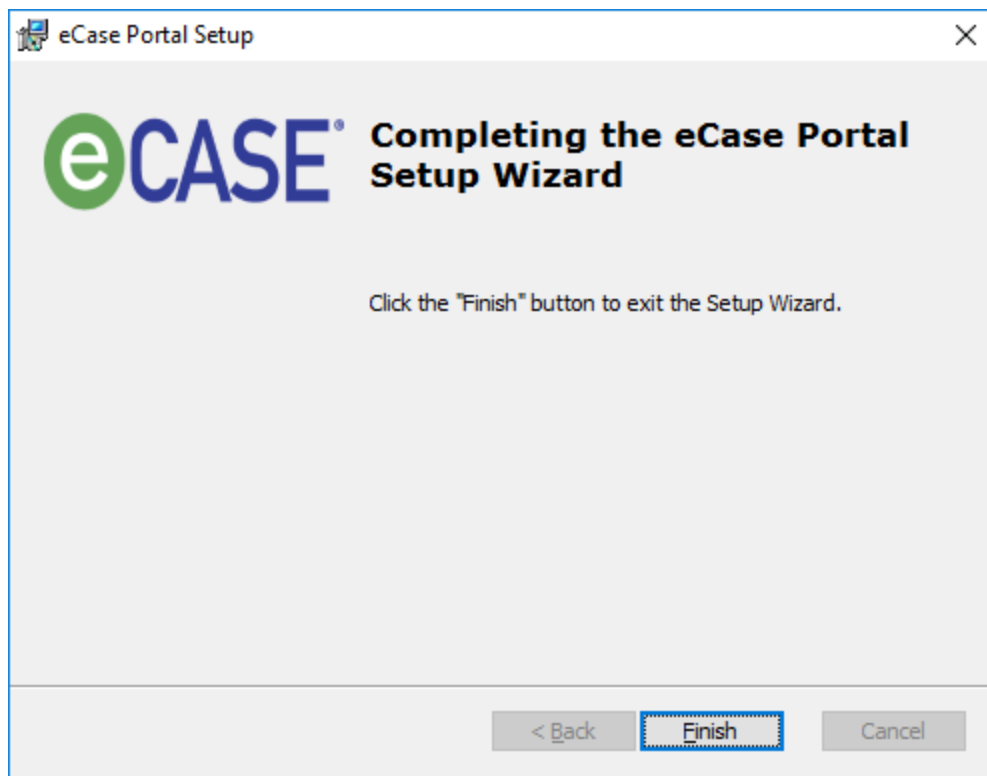
**(!!) Note: If the Forms portal login mode is selected, enter the password for Admin account and complete the authentication details.**

The screenshot shows the 'eCase Portal Database Configuration' window with the 'Authentication' tab selected. The window is divided into several sections:

- Authentication Details:**
  - Portal login mode: Forms (dropdown menu)
  - Membership provider: Database (dropdown menu)
- Admin Details:**
  - Portal admin login mode: Forms (dropdown menu)
  - Login Name: Admin (text field)
  - Password: \*\*\*\*\* (password field)
  - Two Factor Authentication: ☐
  - Client Cert Subject Fields: (empty text field)
- Data Service Details:**
  - Authentication Mode: None (dropdown menu)
  - ☐ Require SSL

At the bottom of the window are three buttons: 'Test Connection', 'Save', and 'Close'.

20. Enter the database details described in the table above and click **Save**. A confirmation message appears. Click **OK** to close the message window.
21. Click **Close** to exit the *eCASE Portal Configuration* window.
22. The following screen is displayed informing users that the application has been installed successfully. Click **Finish** to return to the setup wizard.

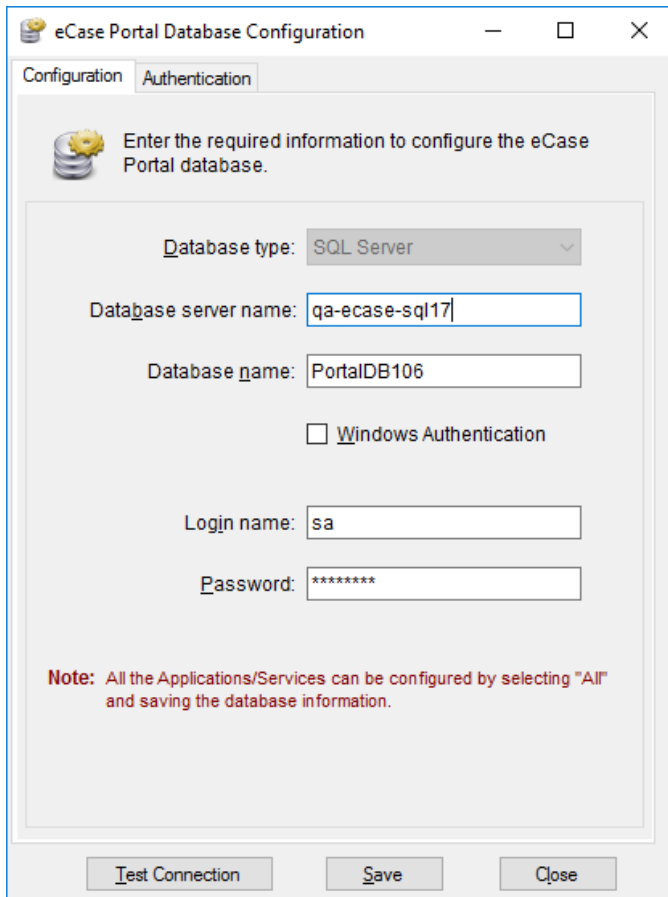


23. Continue with the next section to install eCASE Portal components.

## 4.2 eCASE Portal Database Configuration

If the eCASE Portal database was not configured during the Installation procedure, administrators can configure it using the configuration utility.

1. Navigate to **Start > All Programs > eCASE Portal**.
2. Right-click **Database Configuration** and select **Run as administrator**. The *eCASE Portal Configuration* window appears.



The image shows a screenshot of the 'eCase Portal Database Configuration' window. The window has a title bar with the text 'eCase Portal Database Configuration' and standard window controls (minimize, maximize, close). Below the title bar, there are two tabs: 'Configuration' and 'Authentication'. The 'Configuration' tab is selected. Inside the window, there is a message: 'Enter the required information to configure the eCase Portal database.' Below this message, there are several input fields and a checkbox. The 'Database type' is set to 'SQL Server'. The 'Database server name' is 'qa-ecase-sql17'. The 'Database name' is 'PortalDB106'. There is an unchecked checkbox for 'Windows Authentication'. The 'Login name' is 'sa'. The 'Password' is masked with asterisks. At the bottom of the window, there are three buttons: 'Test Connection', 'Save', and 'Close'. A note at the bottom of the configuration area states: 'Note: All the Applications/Services can be configured by selecting "All" and saving the database information.'

eCase Portal Database Configuration

Configuration Authentication

Enter the required information to configure the eCase Portal database.

Database type: SQL Server

Database server name: qa-ecase-sql17

Database name: PortalDB106

☐ Windows Authentication

Login name: sa

Password: \*\*\*\*\*

Note: All the Applications/Services can be configured by selecting "All" and saving the database information.

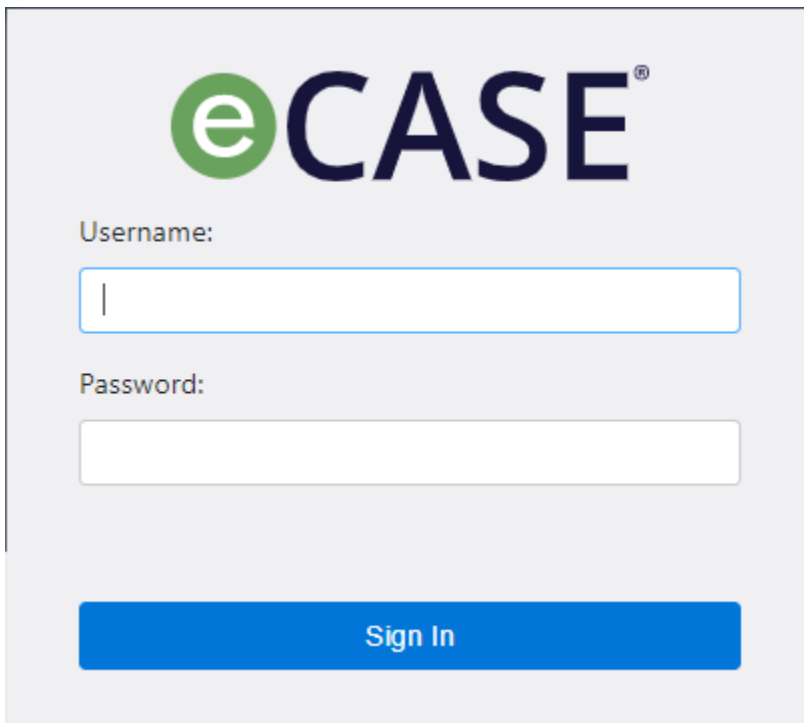
Test Connection Save Close

3. Enter the required information.
4. Click **Test Connection** to verify the information entered enables a successful connection.
5. Click **Save** to accept the configuration details. A message window appears. Click **OK** to close the message window.
6. Click **Close** to exit the *eCASE Portal Configuration* window.

## 5 Verify Access to eCASE Portal

After the eCASE Portal application and its components are installed and configured, it is recommended to verify access to the application. By verifying access administrators can resolve any issues or problems encountered in the event the application is inaccessible.

1. Select **Start > All Programs > Administrative Tools > Internet Information Services (IIS) Manager**.
2. Select **Start Page > Sites > Default Web Site**.
3. Select **eCASEPortal**.
4. Select **Manage Applications > Browse Application**.
5. Click **Browse \*:80 (http)**. The *eCASE Portal Login Screen* appears.


The image shows the eCASE Portal Login Screen. At the top is the eCASE logo, with a green 'e' in a circle followed by 'CASE' in dark blue. Below the logo are two input fields: 'Username:' and 'Password:'. The 'Username:' field has a blue border and a cursor. The 'Password:' field has a grey border. At the bottom is a blue button with the text 'Sign In' in white.

6. Repeat steps 3 – 5, however, select **eCasePortalDataServices** instead of **eCasePortal**.  
**(!!) Note: If a server error page appears, enable Directory Browsing in IIS Manager by double-clicking Directory Browsing, selecting Enable from the Actions pane, and refreshing the browser.**
7. Click the **PortalDataServices.svc** link. The *Portal Web Service* URL appears with XML coding.



## Verify Access to eCASE Portal

```
<?xml version="1.0" encoding="UTF-8"?>
- <service xmlns:atom="http://www.w3.org/2005/Atom" xmlns="http://www.w3.org/2007/app"
  xml:base="http://localhost:81/eCasePortalDataServices/PortalDataService.svc/">
  - <workspace>
    <atom:title>Default</atom:title>
    - <collection href="Forms">
      <atom:title>Forms</atom:title>
    </collection>
    - <collection href="Files">
      <atom:title>Files</atom:title>
    </collection>
    - <collection href="AuditActions">
      <atom:title>AuditActions</atom:title>
    </collection>
    - <collection href="FormTemplates">
      <atom:title>FormTemplates</atom:title>
    </collection>
  </workspace>
</service>
```



8. Make note of the Portal Data Services URL. It is required in the *Configuring Portal Settings in the eCASE Application* section.
9. Close both browser windows.



## 6 Configuring Portal Settings in the eCASE Application

This section details how to setup the eCASE Portal for use in the eCASE application. Before performing these procedures, ensure that the eCASE application and the eCASE Portal are installed and configured on the application server.

1. Login to the eCASE application.
2. Click **Administration > Connectors**. The *Connectors* screen appears.
3. Select Portal row and click on **Edit** or click the **portal link**.
4. Ensure the **Enable eCASE Portal** checkbox is checked.
5. Enter the **Portal Web Service URL** in the *Portal Web Service URL* field.

Portal - Google Chrome

Not secure | qa-ecase-106/eCaseAdmin/Connectors/Portal.aspx

Save | Close

Note: \* fields are mandatory when enabled

Enable/Disable	<input checked="" type="checkbox"/>
Portal Web Service URL *:	<input type="text"/>
Sender Display Name *:	<input type="text"/>
Sender Email Address *:	<input type="text"/>
User Registration Form :	[Select User Registration Form]
First Name Field *:	<input type="text"/>
Last Name Field *:	<input type="text"/>
Email/Login Field *:	<input type="text"/>
User Registration Contact Type *:	[Select Contact Type]
Security Questions Choice List *:	[Select Security Questions Choice List]

6. Complete the fields outlined in the table below and click **Next**.



## Configuring Portal Settings in the eCASE Application

☒ **Enable eCase Portal** ?

<b>Portal Web Service Url *:</b>	<input type="text"/>
<b>Sender Display Name *:</b>	<input type="text"/>
<b>Sender Email Address *:</b>	<input type="text"/>
<b>User Registration Form :</b>	New Portal User Registration Form ▼
<b>First Name Field *:</b>	first_name
<b>Last Name Field *:</b>	last_name
<b>Email/Login Field *:</b>	email_id
<b>User Registration Contact Type *:</b>	Congressperson ▼
<b>Security Questions Choice List *:</b>	Security Questions ▼

- Click **Save** or click the **Back** button to return to the *Administration* screen.
- Click **Scheduled Job > Portal Sync** and make sure the Inactive checkbox is blank.
- Set the *Refresh time* to 1 minute.
- Click **Save**.

Job

**Job Information**

<b>Job Name</b>	Portal Sync
<b>Description:</b>	Performs data sync between eCase and Portal databases
<b>Start Date/Time</b>	4/26/2019 3 PM 00
<b>Repeat for every</b>	1 Minutes
<b>Execute only on Business Days:</b>	<input checked="" type="checkbox"/>
<b>Deactivate on Failure:</b>	<input type="checkbox"/>
<b>Inactive:</b>	<input type="checkbox"/> <span>Remove Checkmark</span>

Note: \* fields are mandatory

- On the *Scheduled Jobs* screen, click **Portal Update Folder Data Sync** and make sure the **Inactive** checkbox is blank.
- Set the **Repeat for every time** to 1 minute.
- Click **Save** and return to the *Administration* page by clicking the **Back** button.

**(!!) Note: For the Portal to function, ensure that the HTTP Activation Service in the eCASE Application Server Manager is enabled:**

- **Navigate to the Application Server where the eCASE Portal is installed.**



- **Select to Start > Server Manager > Add Roles and Features.**
- **The *Add Roles and Features* wizard appears. Click Features.**
- **Ensure the HTTP Activation Protocol checkbox is selected.**

14. Navigate to [http://\[ServerName\]/eCasePortal](http://[ServerName]/eCasePortal).

15. Click **Sign-Up**. The registration form appears. Complete the fields outlined in the table below and click **Next**.

Field Name	Description
<b>First Name</b>	The first name of the user whom is registering.
<b>Last Name</b>	The last name of the user whom is registering.



Field Name	Description
Email ID	The email which belongs to the registering user.
Password	The password which will authenticate the login credentials of the registering user.

**(!!) Note: The following screenshot is for demonstration use only. The administrative user can create and customize forms.**

16. The following message appears. Click the link to return to the *Login* page.

17. After receiving the Registration Confirmation email, return to [http://\[ServerName\]/eCasePortal](http://[ServerName]/eCasePortal) and login with the User ID and Password in the email you received.
18. The *Create New Password* form appears. Enter a **new password** in the *New Password* and *Confirm Password* fields.
19. Select a **question** from each of the **Security Questions** drop down lists.
20. Enter an **answer** to each Security Question in the *Security Answer* fields.

**eCASE®** Workflow Case Tracking and Processing

**Create New Password**

New Password

Confirm Password

Security Question 1

Security Answer 1

Security Question 2

Security Answer 2

Security Question 3

Security Answer 3

[Save New Password](#)

NOTE : User Password should contain at least 1 uppercase letter, 1 lowercase letter, 1 Special character, 1 Numeric character.

21. Click **Save New Password**. A confirmation message will appear.

**eCASE®** Workflow Case Tracking and Processing

**Registration Confirmation**

Your password and security questions have been updated successfully!

[Click here to return to the login page](#)

## 6.1 Main Form Templates

To create a folder for the Case Type Form template, enable the Portal flag for the corresponding template.

1. Click **Administration > Case Types**.
2. Select a case type.
3. Select **Actions > Main Form Template**. The *Main Form Template* screen appears.
4. Click the **Enable for Portal** check box. The *Portal Display Name*, *Portal Group Name*, and *Portal User Role* fields appear.
5. Enter a **name** in the *Portal Display Name* field.
6. Select a **group name** from the *Portal Group Name* drop down list.
7. Enter the **user role** in the *Portal User Role* field.



## Configuring Portal Settings in the eCASE Application

Form Template: Employee

Required Database Column Validation: ☐

Enable Locking: ☐

Enable Auto-Locking: ☐

Role Type: InfoPath Workflow

Enable For Portal: ☒ Click this checkbox

Portal Display Name\*: eCase Portal

Portal Group Name: Correspondence New Edit Reveals these fields

Portal User Role: Manager

(!!) Note: The *Portal Group Name* field displays option(s) corresponding to the case type form template.

- To create a new Portal Group Name, click **New** or edit an existing group name click **Edit**. The result appears in the *Portal Group Name* drop-down list. If a group name was deleted, it is removed from the drop-down list.

Portal Group Name: \* Note: \* fields are mandatory

Portal Group Name: \* Correspondence Note: \* fields are mandatory

- Click **Save** to accept the settings.

## 6.2 Other Form Templates

Enabling the Portal flag for other form templates uses the same procedures as in the previous section.

- Click **Administration > Case Types > Actions > Other Form Template**. The *Other Form Template* screen appears.
- Select a **Form Template** from the Form Template drop-down list.
- Click **Add**. The screen corresponding to the selection appears. (e.g. Telework)



## Configuring Portal Settings in the eCASE Application

Select Form Template to add :

[Select Form Template] Add

[Select Form Template]  
Correspondence  
Issue Tracker  
Service Request  
Awards  
Reasonable Accommodation  
Telework  
CBP-Tasking  
QFR-CBP  
QFR-Component Clearance  
Congressional-Report  
Citizen-Mail  
Congressional  
Memorandum of Agreement  
Memorandum of Understanding  
Policy Directive  
BI Draft  
ROI Draft  
Audit  
Audit Plan  
Audit Recommendation  
Closure-Request  
Information-Request  
Investigation

Found.

- Click the **Enable For Portal** checkbox. The *Portal Display Name*, *Portal Group Name* and *Portal User Role* fields appear.
- Enter a **name** in the *Portal Display Name* field.

Save Preview Back

Form Template: Telework

Required Database Column Validation: ☐

Display Name: Telework

Enable Locking: ☐

Enable Auto-Locking: ☒

Role Type: ☒ InfoPath ☐ WorkFlow

Enable For Portal: ☒

Portal Display Name\*: eCase Portal

Portal Group Name: Employee New Edit

Portal User Role: Manager

- Select a **group name** from the *Portal Group Name* drop down list.
- (!!) Note : The Portal Group Name field displays option(s) corresponding to the case type form template.**
- Enter the **user role** in the *Portal User Role* field.
  - To create a new Portal Group Name, click **New** or edit an existing group name click **Edit**. The result appears in the *Portal Group Name* drop-down list. If a group name was deleted, it is removed from the drop-down list.
  - Click **Save**.
  - After the Portal settings are configured in eCASE, a sync service job transfers the form template to the eCASE Portal. As a result, users in eCASE Portal can see the form template, thus enabling the submission of forms from the Portal.
  - Open Internet Explorer and type the **eCASE Portal URL** in the address field. For example, <http://localhost:80/ecaseportal>. The eCASE Portal Login screen should appear.
  - Enter the **User Name** and **Password**.



13. Click **Login**. The *eCASE Portal Home* screen appears.

Submittable Forms	
Form Name	Help
Test	<a href="#">Instructions</a>
<a href="#">View more »</a>	

My Forms			
Form Name	Status	Case Number	Case Status
You have not submitted any forms			

Unread Messages (0) [Inbox](#)

If users submit requests via the eCASE Portal, a corresponding case folder is created in eCASE and made available in the user's eCASE inbox after initiating an assignment. The form status is updated in the eCASE Portal.

The eCASE user and the corresponding user in the eCASE Portal can communicate with each other through the *Portal Messages* feature.

## 7 eCASE Portal Uninstallation

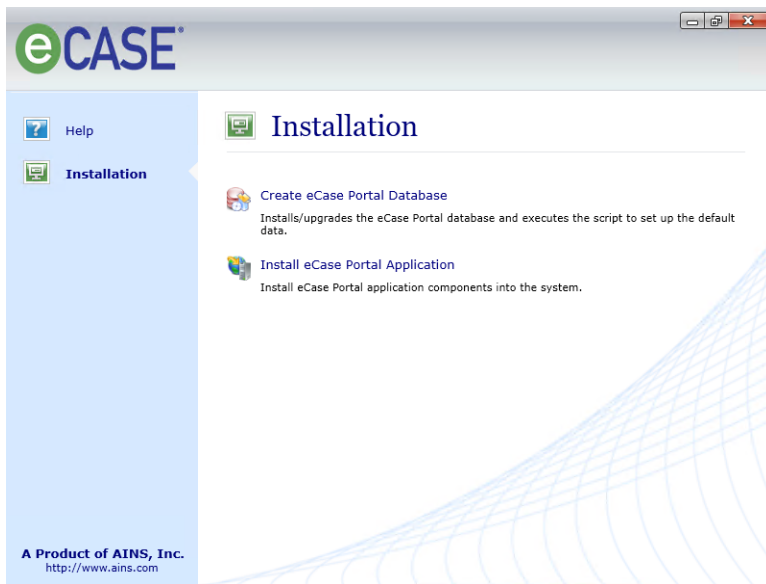
This section provides instructions on uninstalling eCASE Portal from the application server.

### 7.1 Uninstall the eCASE Portal Application

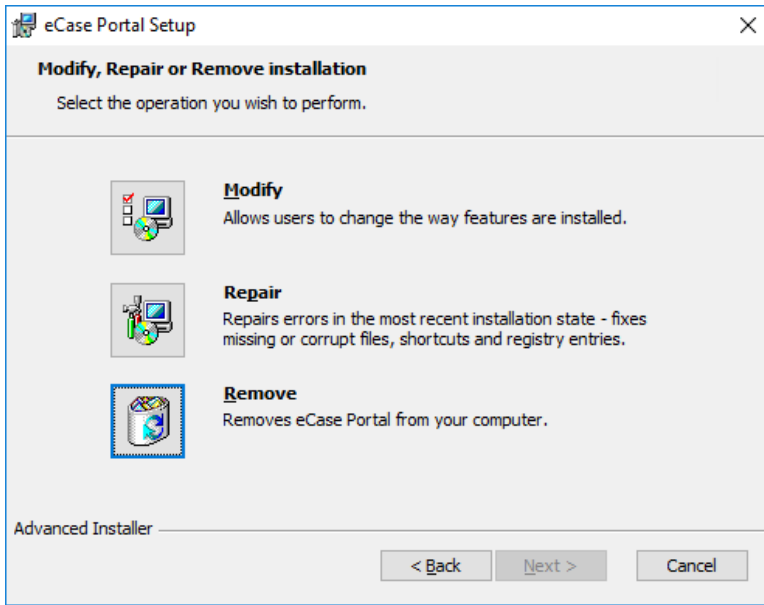
The eCASE Portal application can be uninstalled manually or by using the *eCASE Portal Setup Wizard*. If uninstalling the application using the setup wizard, it automatically detects the previous installation and redirect users to uninstall the application. The uninstall process occurs on the application server.

**(!!) Note: To manually uninstall the application click Start > All Programs > Control Panel > Programs and Features. Select eCASE Portal then click Uninstall. The application is removed from the server.**

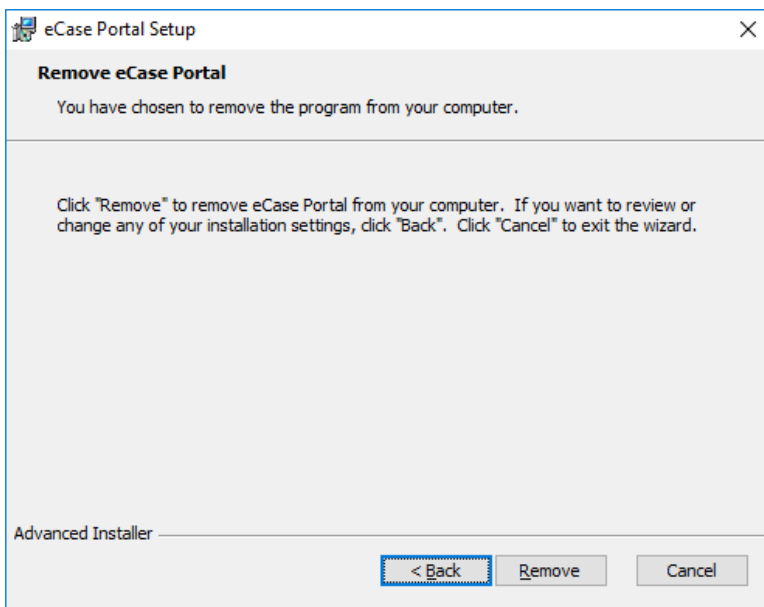
1. Expand the eCASE Portal 11.2.0 folder.
2. Right-click on the **Setup.exe** file and select **Run As administrator**. The *eCASE Portal Setup* window appears.



3. Click **Install eCASE Portal Application Server**. The *Windows Installer* window appears briefly. After several seconds the *Application Maintenance* window opens with **Modify** selected as the default radio button.
4. Select **Remove** and click **Next**. The *eCASE Uninstall* window appears.

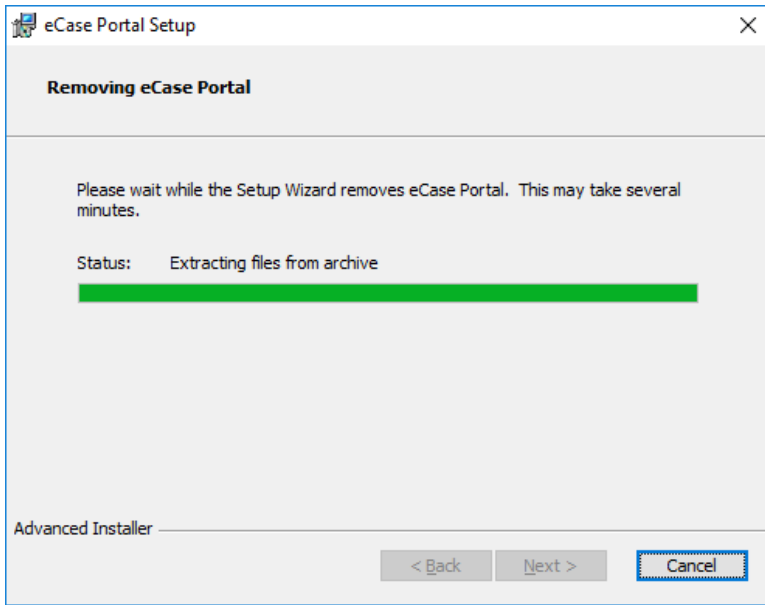


5. Click **Next**. The *Updating System* window appears.

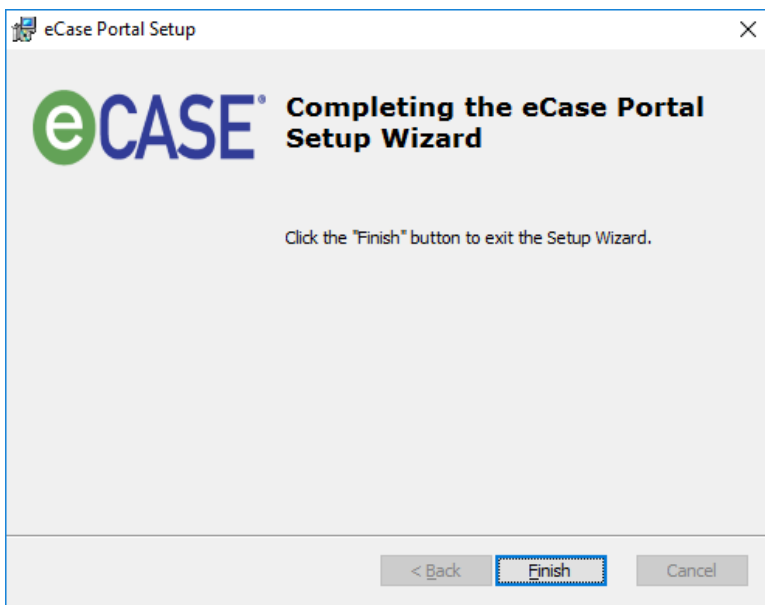


6. The uninstallation process may take several minutes. Once complete the *Successful Uninstallation* window appears.





7. Click **Finish** to close the *eCASE Setup* window once the application is uninstalled.



**(!!) Notes:**

- It is highly recommended not to interrupt the Updating System process. To interrupt, click the **Cancel** button. The *eCASE Portal Setup* window appears. Review the information before proceeding then click **Exit Setup** to stop the uninstall process or **Resume** to continue with the uninstallation.
- Exiting the uninstall process while the system is updating does not remove the entire application. Users must restart the entire uninstallation sequence to completely remove the application from the server.

