



Group Calendar for Domino

Quick install guide

Version 10.0.x
Revision 1

OnTime is a registered community trademark (#004918124). The trademark is registered with the Trade Marks and Designs Registration Office of the European Union.
OnTime is a registered Japanese trademark (#5569584). The trademark is registered with the Japan Patent Office

This Quick Install guide is the fast track to install or upgrade OnTime.

Three levels of OnTime features are obtainable

- Freemium Level 1 for up to 25 users – free, incognito
- Freemium Level 2 for up to 50 users – free, but registration is required
- Premium License, pay for more features and add-ons

OnTime® - Freemium	Level 1	Level 2
Free of charge	✓	✓
Total of users, rooms, and resources included in OnTime	25	50
OnTime desktop client with limited features	✓	✓
Mobile Add on		✓
2 hours of complimentary support from OnTime and OnTime partners included	✓	✓
License key required (Free of charge)		✓
Included in the download for HCL Domino Thames for Domino CCB customers	✓	✓
Available after Domino Danube from www.ontimesuite.com/ontime-freemium	✓	✓
Terms and conditions apply	✓	✓

For a full overview of features, see the section ‘Compare features’
<https://ontimesuite.com/ontime-freemium>

For details about the full, premium version, please obtain the guide:

OnTime for Domino - Installation & Configuration guide
<https://ontimesuite.com/en/domino/support/documentation>

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About OnTime®

This 'quick install guide' describes the fewest possible steps to make the OnTime Group Calendar available for web and mobile users.

OnTime® Group Calendar provides your organisation with an overview of where people are, what they are doing right now, and what they will be doing in the future. Further, OnTime provides you with a rich graphical interface, simple access, and unmatched server compatibility.

OnTime is configured and administrated through a set of Notes databases and a server task which allows for almost real-time updates. Updates of the group calendar are triggered when a user creates an entry, updates an entry, deletes an entry, receives an invitation, or updates their personal calendar preferences in the personal Domino calendar.

Preparing the new OnTime installation

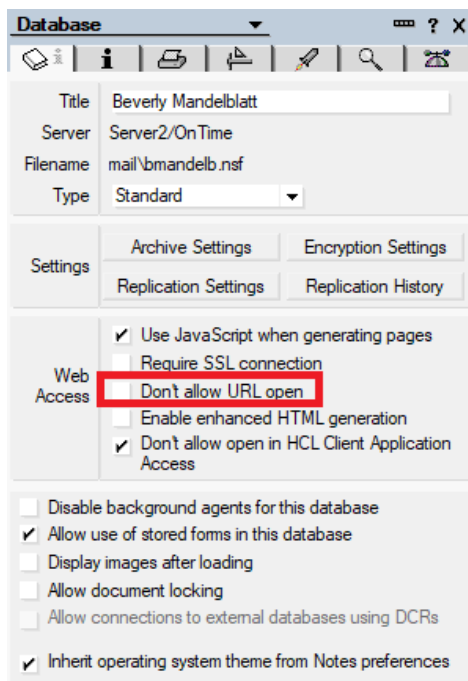
System requirements

The OnTime Freemium installation is supported on Domino server(s) on Windows and Linux. Synchronising with mail servers on Domino supported operating systems.

	Domino 9.0.1 FP 10 (minimum)	Domino 10 (all versions)	Domino 11 (all versions)	Domino 12 (all versions)
Windows	Supported	Supported	Supported	Supported
Linux	Supported	Supported	Supported	Supported

Please note that we recommend using the most current version of Domino.

- OnTime requires the http task running
- The Domino mail servers from which OnTime collects and synchronises data can be any of the Domino supported operating systems. OnTime supports Domino version 9.x or higher on the mail servers.
- To support Mime conversion from the Notes mail body text, we do not allow the Notes mail database property setting 'Don't allow URL open' checked.



Web Desktop interface – Supported internet browsers

Due to the increased rate at which vendors are now releasing new versions of their browsers, support for browser updates will only be maintained for the most recent shipping release of OnTime. Product testing on new browser versions will continue at periodic intervals which may or may not align with the browser vendor's release schedule. Should a problem be found when using a browser update with the most recent release of OnTime, we will make every effort to resolve the issue. To expedite this resolution, we recommend that you contact the browser vendor as well as IntraVision Support about the situation.

For the desktop user - the following browsers are supported:

Please refer to [OnTime Web Desktop](#)

	Chrome (Latest)	Safari (Latest)	Firefox (Latest)	Edge Chromium (Latest)	Internet Explorer 11 (Latest)
Windows	Supported	N/A	Supported	Supported	Supported
macOS	Supported	Supported	Supported	Supported	N/A

Web Mobile add-on requirements

The OnTime Web Mobile add-on is a web app which uses a browser on the device. Due to the increased rate at which vendors are now releasing new versions of their mobile browsers, support for mobile browser updates will only be maintained for the most recent shipping release of OnTime. OnTime product testing on new mobile browser versions will continue at periodic intervals which may or may not align with the browser vendor's release schedule. Should a problem be found when using a browser update with the most recent release of OnTime, we will make every effort to resolve the issue. To expedite this resolution, we recommend that you contact the browser vendor as well as IntraVision Support about the situation.

Please refer to [OnTime Web Mobile](#)

For the mobile user - the following browsers are supported:

	Chrome (Latest)	Safari (Latest)
Android (8 and later)	Supported	
iOS (13.6 and later)	Supported	Supported

OnTime Web Mobile app add-on has the following specific requirements.

- A Smartphone with touch gestures
- JavaScript enabled
- Cookies enabled

Prerequisites

The process of installing OnTime Freemium requires access to a Domino server as a Notes Administrator.

New installation of OnTime

Download the zipped file with OnTime for Domino from <https://ontimesuite.com/downloads/download-freemium>

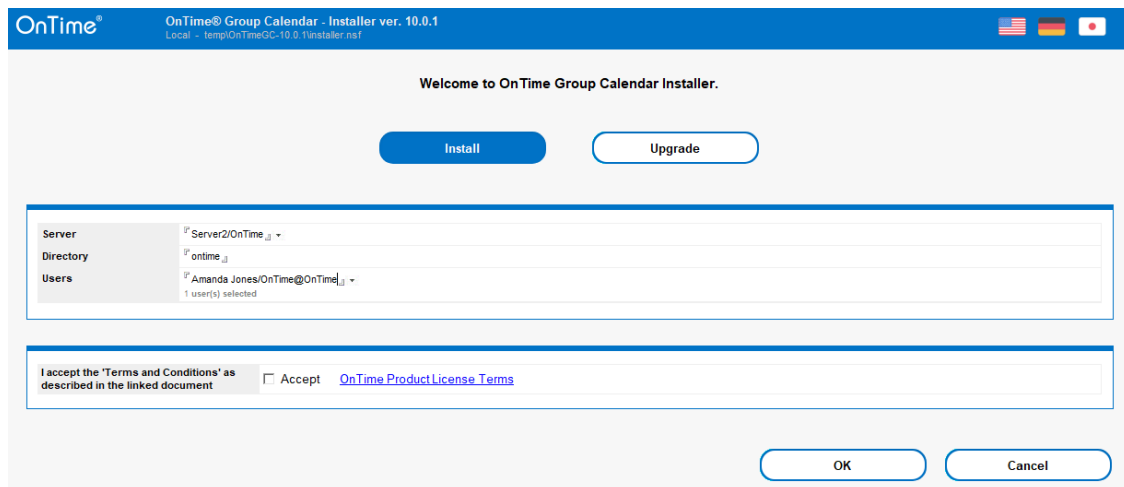
Move the zip-file to a new 'temp' directory in your Notes client.
Example: C:\notes\data\temp

Extract the zip-file:

(C:) > Notes > Data > temp > OnTimeGC-10.0.1

Name	Date modified	Type	Size
ExtraFiles	21-11-2022 12:56	File folder	
broadcast.ntf	21-11-2022 13:17	HCL Notes templa...	4.352 KB
catering.ntf	21-11-2022 13:17	HCL Notes templa...	936 KB
client.ntf	21-11-2022 13:17	HCL Notes templa...	28.160 KB
data.ntf	21-11-2022 13:17	HCL Notes templa...	3.328 KB
installer.nsf	21-11-2022 13:26	HCL Notes databa...	992 KB
log.ntf	21-11-2022 13:17	HCL Notes templa...	1.116 KB
ontimegc.ntf	21-11-2022 13:16	HCL Notes templa...	10.496 KB
outoffice.ntf	21-11-2022 13:17	HCL Notes templa...	864 KB
pollarity.ntf	21-11-2022 13:17	HCL Notes templa...	864 KB

Open the Notes database 'installer.nsf' in your Notes client.



The server field will automatically show your 'Home/mail server' from your Notes location document. You may choose another server for your OnTime server from the servers Name & address book.

The directory field shows the default installation directory, 'ontime' for the OnTime files – it may be changed.

The users field reflects your username – more users may be added as persons or groups.

Tick 'Accept' to accept 'Terms and Conditions'.






'Install' is to start a new installation – or click 'Upgrade' to upgrade an existing installation of OnTime. Click 'OK'.

The OnTime templates will be replicated to your OnTime server, the templates will get signed for operation on the server, the OnTime databases will be created from the templates, the OnTime server task and servlet will be installed.

Note: When running the Domino on Linux, there are a few manual steps with the OnTime server task:

1. Copy the OnTime task for Linux, 'ontimegc' from the installation files /ExtraFiles/Tasks to the Domino servers program directory.
2. Ensure the tasks' operation in Linux.
Run as owner or root 'chmod 755 ontimegc' (-rwxr-xr-x)
3. Load the task in the Domino console 'load ontimegc'.
4. Add 'ontimegc' to the line 'Srvtasks' in 'notes.ini'

(C:) > Notes > Data > temp > OnTimeGC-10.0.1 > ExtraFiles > Tasks

Name	Date modified	Type	Size
 Linux32 (Domino 9)	21-11-2022 12:56	File folder	
 Linux64 (Domino 9)	21-11-2022 12:56	File folder	
 Linux64 (Domino 10 - 12)	21-11-2022 12:56	File folder	
 Windows32	21-11-2022 12:56	File folder	
 Windows64	21-11-2022 12:56	File folder	

Example of the 'Install log' from installing OnTime on a Windows server is seen below:

```
Install Log
Replicate templates to server...
  Replicate OnTime Config template - Filepath: ontime/ontimegc.ntf
  Replicate OnTime Data template - Filepath: ontime/data.ntf
  Replicate OnTime Client template - Filepath: ontime/client.ntf
  Replicate OnTime Log template - Filepath: ontime/log.ntf
  Replicate OnTime Broadcast template - Filepath: ontime/broadcast.ntf
  Replicate OnTime Catering template - Filepath: ontime/catering.ntf
  Replicate OnTime Out of Office template - Filepath: ontime/outoffoffice.ntf
  Replicate OnTime Pollarity template - Filepath: ontime/pollarity.ntf
Verify template signatures...
  OnTime Config: ontime/ontimegc.ntf
Sign templates...
Waiting for AdminP to sign first template... (may take up to 2 min.)
Waiting for AdminP to sign all templates...
All databases signed.
Create databases...
  Create OnTime Config database - Filepath: ontime/ontimegc.nsf
  Create OnTime Data database - Filepath: ontime/data.nsf
  Create OnTime Client database - Filepath: ontime/client.nsf
  Create OnTime Log database - Filepath: ontime/log.nsf
Set Configuration documents...
  Global Settings document saved
  Server Settings document saved
  Data database reference document saved
  Client database reference document saved
  Log database reference document saved
Install Server files...
Result:
  OnTimeGC has been installed
  Notes.ini updated
  OnTimeGC has been started
  OnTime Main servlet file has been installed.
  Servlet 'Class path' updated in Domino Directory.
  Directory Server Document updated.
  servlets.properties file updated.
  OnTime NotoSans-Regular font file has been installed.
  OnTime NotoSansCJKp-Regular font file has been installed.
  Http task has been reloaded.
Done
```

When 'Done', close the 'installer.nsf' database.

Further configuration of OnTime is done by opening the database 'ontimegc.nsf' at your OnTime server.

Upgrade OnTime

Download the zipped file with OnTime for Domino from <https://ontimesuite.com/downloads/download-freemium>

Move the zip-file to a new 'temp' directory in your Notes client.
Example: C:\notes\data\temp

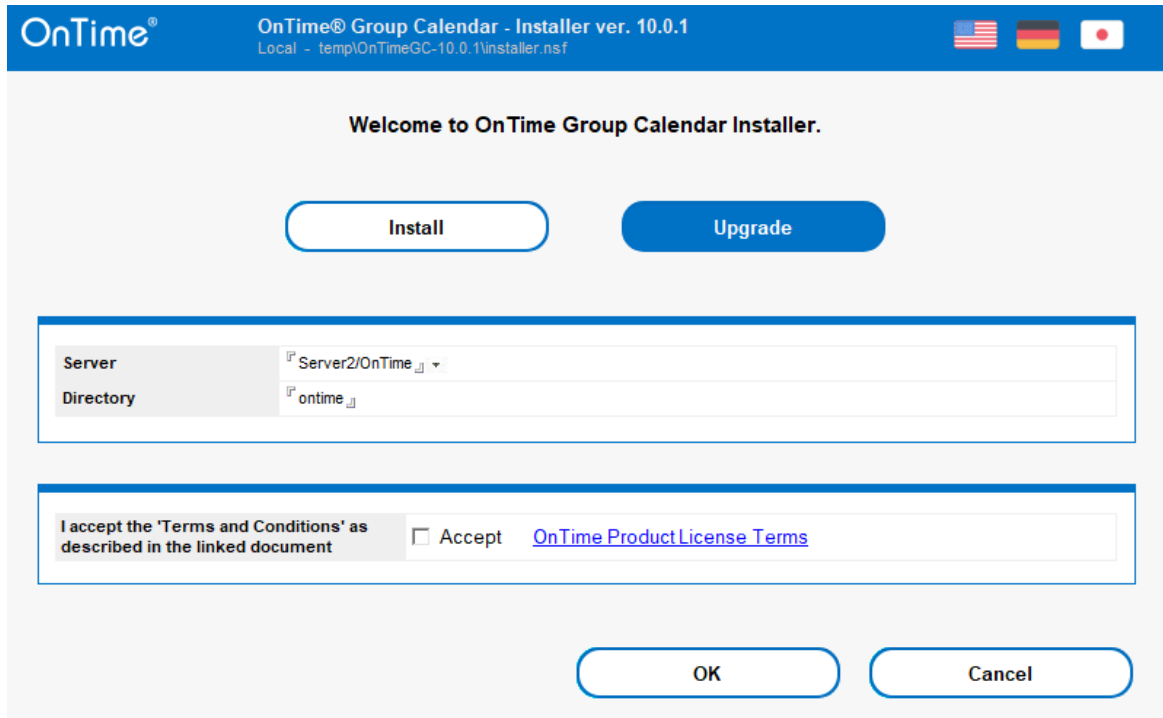
Extract the zip-file:

(C:) > Notes > Data > temp > OnTimeGC-10.0.1

Name	Date modified	Type	Size
ExtraFiles	21-11-2022 12:56	File folder	
broadcast.ntf	21-11-2022 13:17	HCL Notes templa...	4.352 KB
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client.ntf	21-11-2022 13:17	HCL Notes templa...	28.160 KB
data.ntf	21-11-2022 13:17	HCL Notes templa...	3.328 KB
installer.nsf	21-11-2022 13:26	HCL Notes databa...	992 KB
log.ntf	21-11-2022 13:17	HCL Notes templa...	1.116 KB
ontimegc.ntf	21-11-2022 13:16	HCL Notes templa...	10.496 KB
outofoffice.ntf	21-11-2022 13:17	HCL Notes templa...	864 KB
pollarity.ntf	21-11-2022 13:17	HCL Notes templa...	864 KB

Open the Notes database 'installer.nsf' in your Notes client.

Click 'Upgrade' to upgrade your OnTime server.



The server field will automatically show your 'Home/mail server' from your Notes location document. You may choose another server for your OnTime server from the servers Name & address book.

The directory field shows the default installation directory, 'ontime' for the OnTime files – it may be changed.

Click 'Accept' to accept 'Terms and Conditions'.

Click 'Upgrade' to upgrade an existing installation of OnTime. Click 'OK'.

Note: If your filenames for your OnTime databases are different from the following, the upgrade process is not supported:






Config database -	ontimegc.nsf
Data database -	data.nsf
Client database -	client.nsf
Log database -	log.nsf
Out of Office database -	outofoffice.nsf
Pollarity database -	pollarity.nsf
Catering database -	catering.nsf

The OnTime templates will be replicated to your OnTime server, the templates will get signed for operation on the server, the OnTime databases will be created from the templates, the OnTime server task and servlet will be installed.

Note: When running the Domino on Linux, there are a few manual steps with the OnTime server task:

1. Copy the OnTime task for Linux, 'ontimegc' from the installation files /ExtraFiles/Tasks to the Domino servers program directory.
2. Ensure the tasks' operation in Linux.
Run as owner or root 'chmod 755 ontimegc' (-rwxr-xr-x)
3. At the server console enter 'tell ontimegc quit' to unload the old task
4. Load the task in the Domino console 'load ontimegc'.

(C:) > Notes > Data > temp > OnTimeGC-10.0.1 > ExtraFiles > Tasks

Name	Date modified	Type	Size
 Linux32 (Domino 9)	21-11-2022 12:56	File folder	
 Linux64 (Domino 9)	21-11-2022 12:56	File folder	
 Linux64 (Domino 10 - 12)	21-11-2022 12:56	File folder	
 Windows32	21-11-2022 12:56	File folder	
 Windows64	21-11-2022 12:56	File folder	

Example of the 'Install log' from upgrading OnTime on a Windows server is seen below:

```
Install Log
Remove Templates:
OnTime Config: ontime/ontimegc.ntf
OnTime Data: ontime/data.ntf
OnTime Client: ontime/client.ntf
OnTime Log: ontime/log.ntf
OnTime Broadcast: ontime/broadcast.ntf
OnTime Catering: ontime/catering.ntf
OnTime Out of Office: ontime/outofoffice.ntf
OnTime Pollarity: ontime/pollarity.ntf
Replicate templates to server...
Replicate OnTime Config template - Filepath: ontime/ontimegc.ntf
Replicate OnTime Data template - Filepath: ontime/data.ntf
Replicate OnTime Client template - Filepath: ontime/client.ntf
Replicate OnTime Log template - Filepath: ontime/log.ntf
Replicate OnTime Broadcast template - Filepath: ontime/broadcast.ntf
Replicate OnTime Catering template - Filepath: ontime/catering.ntf
Replicate OnTime Out of Office template - Filepath: ontime/outofoffice.ntf
Replicate OnTime Pollarity template - Filepath: ontime/pollarity.ntf
Sign templates...
Waiting for AdminP to sign first template... (may take up to 2 min.)
Waiting for AdminP to sign all templates...
All databases signed.
Upgrade OnTime databases...
Upgrade Config database - Filepath: ontime/ontimegc.nsf
Upgrade Data database - Filepath: ontime/data.nsf
Upgrade Client database - Filepath: ontime/client.nsf
Upgrade Log database - Filepath: ontime/log.nsf
Upgrade Out of Office database - Filepath: ontime\outofoffice.nsf
Upgrade Pollarity database - Filepath: ontime\pollarity.nsf
Upgrade Catering database - Filepath: ontime\catering.nsf
Upgrade Language & Region data
Install Server files...
Result:
No changes - Everything is up to date.
Done
```

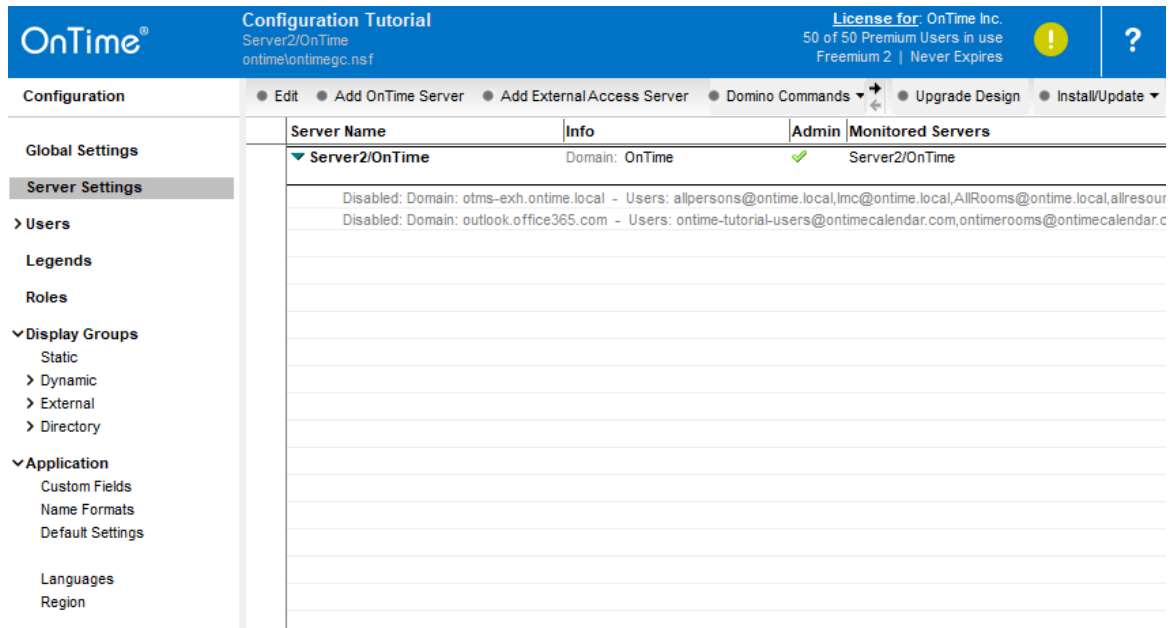
When 'Done', close the 'installer.nsf' database.

Further configuration of OnTime is done by opening the database 'ontimegc.nsf' at your OnTime server.

OnTime configuration

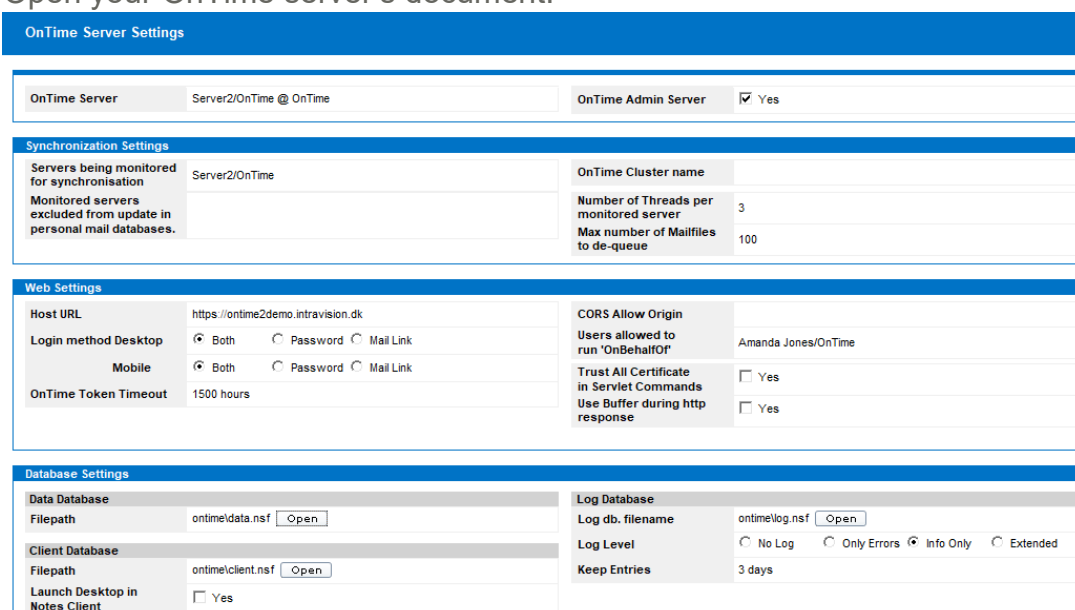
Open the database, 'ontimegc.nsf' at your OnTime server.

Click 'Server Settings'.



The screenshot shows the OnTime Configuration Tutorial interface. The top navigation bar includes 'OnTime', 'Configuration Tutorial', 'Server2/OnTime', and 'ontime\ontimegc.nsf'. A license notice for OnTime Inc. is visible in the top right. The main content area is divided into a left sidebar with navigation options like 'Global Settings', 'Server Settings', 'Users', 'Legends', 'Roles', 'Display Groups', and 'Application', and a main table area. The table has columns for 'Server Name', 'Info', 'Admin', and 'Monitored Servers'. The 'Server2/OnTime' server is listed with its domain and a status of 'Server2/OnTime'. Below the table, there are several disabled entries for other domains.

Open your OnTime server's document.



The screenshot displays the 'OnTime Server Settings' configuration page. It is organized into several sections:

- OnTime Server Settings:** Includes fields for 'OnTime Server' (Server2/OnTime @ OnTime) and 'OnTime Admin Server' (checked Yes).
- Synchronization Settings:** Includes 'Servers being monitored for synchronisation' (Server2/OnTime), 'OnTime Cluster name', 'Number of Threads per monitored server' (3), and 'Max number of Mailfiles to de-queue' (100).
- Web Settings:** Includes 'Host URL' (https://ontime2demo.intravision.dk), 'Login method Desktop' (Both selected), 'Login method Mobile' (Both selected), 'OnTime Token Timeout' (1500 hours), 'CORS Allow Origin' (Amanda Jones/OnTime), 'Trust All Certificate in Servlet Commands' (unchecked), and 'Use Buffer during http response' (unchecked).
- Database Settings:** Includes 'Data Database' (Filepath: ontime\data.nsf), 'Client Database' (Filepath: ontime/client.nsf), 'Log Database' (Log db. filename: ontime\log.nsf), 'Log Level' (No Log selected), and 'Keep Entries' (3 days).

Check your 'Host URL' in 'Web Settings'. The 'Host URL' is used for web and mobile client access.

Ref. **Implementing Clients.**

Details of the OnTime Configuration may be obtained from the main OnTime manual, '**OnTime Group Calendar for Domino – Installation Manual**'.

License key

Freemium Level 1 – with up to 25 users – works without a license

Freemium Level 2 – with up to 50 users - needs a licence, registration is required

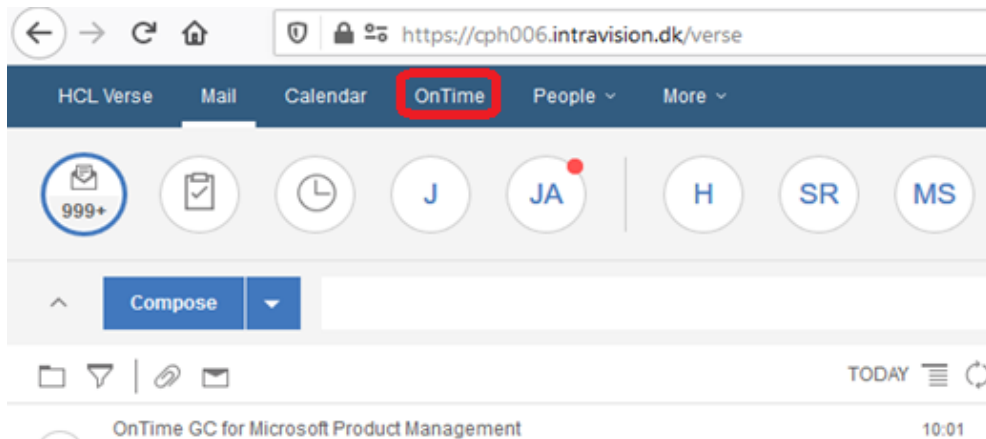
Premium License – needs a license

A license key for OnTime Mobile can be obtained from your preferred OnTime® business partner. A list of OnTime® Business partners is available at www.ontimesuite.com

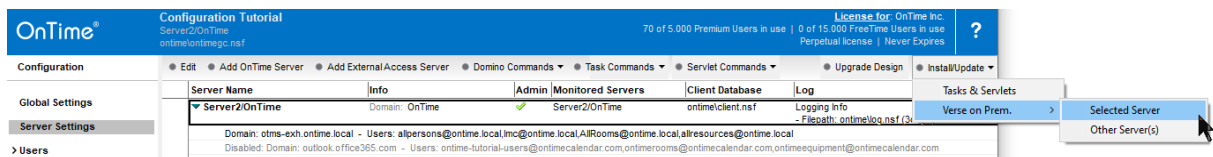
The license key is entered by clicking the label 'License for' in upper right corner of the 'Server Settings' view of the 'ontimegc.nsf database.

Verse Configuration

If you have installed Verse on your Domino mail server, you may install the OnTime Verse extension and have access to the OnTime Calendar in the menu line of the Verse client.



The Verse extension is installed from the [Install/Update – Verse on Prem] button.



If your OnTime server has 'Verse for Domino' installed you choose 'Selected Server', the button installs a file 'applications.json' in the directory \Domino\data\vop\ per default.

The file, 'applications.json' has a reference to the OnTime server.

If your OnTime server is monitoring more mail servers, you choose 'Other Server(s) – you will be prompted for a directory in your local filesystem where the file 'applications.json' will be saved.

Afterwards you will have to copy this file to the Domino mail servers where 'Verse for Domino' are installed. Per default, the file 'applications.json' should be copied to the directory \Domino\data\vop\.

The \vop directory may be customised by a parameter in the 'notes.ini' file of the Domino server –

Example:

VOP_Extensibility_Applications_Json_FilePath=D:\example\applications.json

Implementing Clients

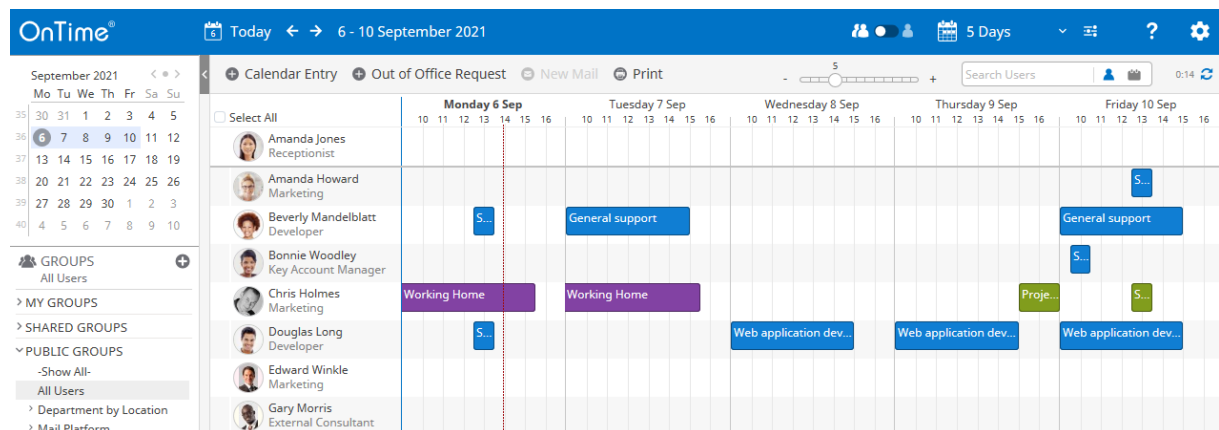
OnTime Web Desktop

OnTime Web Desktop can be accessed from your preferred internet browser. A supported browsers list is available in the section **Web Desktop interface – Supported internet browsers**.

Check the URL for web access in your Server Settings document.

Example URL:

<https://demo.ontimesuite.com/ontime/client.nsf/desktop>



The screenshot displays the OnTime Web Desktop interface. At the top, there is a navigation bar with the OnTime logo, a date selector for 'Today' and '6 - 10 September 2021', and icons for user profile, notifications, calendar, and settings. Below the navigation bar, there is a search bar and a 'Search Users' field. The main content area is divided into two columns. The left column shows a list of users with their names and roles, including Amanda Jones (Receptionist), Amanda Howard (Marketing), Beverly Mandelblatt (Developer), Bonnie Woodley (Key Account Manager), Chris Holmes (Marketing), Douglas Long (Developer), Edward Winkle (Marketing), and Gary Morris (External Consultant). The right column shows a calendar grid for the week of September 6-10, 2021. The calendar grid has columns for each day and rows for each user. Events are displayed as colored blocks: purple for 'Working Home', blue for 'General support' and 'Web application dev...', and green for 'Proje...'. A vertical red dashed line is positioned at the start of Monday, September 6th.

OnTime Web Mobile

OnTime Group Calendar Web Mobile is a calendar client compatible with mobile devices running JavaScript supported browsers and a minimum logical width of 320 pixels.

Note: This feature requires a separate license – a Freemium Level 2 key or an add-on to a Premium license.

Installation procedure

To retrieve the path to the OnTime application, open the OnTime Config database, click Server Settings. Open the document for your preferred web server and check the URL for the OnTime client database – add '/mobile'.

Direct links to Web Mobile

From the server configuration document, you can choose a general setting for using the OnTime Web Mobile. It is, however, also possible to launch each of the client versions by using links with the following structure.

OnTime Web Mobile (Launch using setting from the OnTime Server Configuration document)

<https://demo.ontimesuite.com/ontime/client.nsf/mobile>

Add this path to your device's home screen for easy access and look/feel as a mobile app.

Example:

