

Group Calendar for Domino

Installation Manual OnTime[®] Group Calendar version 11.1.x

Revision 1

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OnTime[®] Group Calendar

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Installation Manual

The main audience for this manual is Notes/Domino Administrators and users who have experience in administrating Notes databases. It is expected that the reader of this manual is no stranger to the Domino environment and know how to configure server documents using the Domino Administrator client.

The manual follows these font conventions:

- **Bold** Group names
- Underlined bold (Hyperlinked) Section/chapter
- [Bold in brackets] Functions, buttons
- Italic Information, Field
- [Italic in brackets] Checkboxes, access rights

Installation of OnTime

From release 11.0 we support two methods of installing OnTime

- The Quick install/upgrade from a Notes client (only Windows), <u>Quick installation/upgrade of</u> OnTime
- The traditional manual installation working at the Domino server, - Manual installation/upgrade of OnTime

Upgrading OnTime

From release 11.0 we support two methods of upgrading OnTime - The Quick install/upgrade - from a Notes client (only Windows), Quick installation/upgrade of OnTime

If you are going to upgrade OnTime Group Calendar traditionally from a previous version, you may jump to **Manually upgrading from previous versions of** OnTime.

Uninstall OnTime for Domino

If you are going to uninstall the OnTime Group Calendar you may jump to





Uninstalling the OnTime for Domino product.





Freemium or Premium license

Three levels of OnTime features may be obtained

- 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

©O∩Time° - Freemium		Level 2
Free of charge	0	0
Total of users, rooms, and resources included in OnTime	25	50
OnTime desktop client with limited features	0	0
Share My Time add-on with limited features		0
Mobile Add on		0
2 hours of complimentary support from OnTime/partners included	0	0
License key required		0
Included in the download for the Domino CCB entitlement from HCL <u>Flexnet</u> starting with Domino Thames (12.0.3). Available for download from <u>www.ontimesuite.com</u> when Domino Danube (12.0.2) releases.	0	0
Terms and conditions applies for each level	0	0

For a full overview of features, scroll down in the section 'Compare features' https://ontimesuite.com/ontime-freemium

Premium License Key

OnTime® business partner delivers premium license keys. A list of OnTime® Business partners is available at <u>http://www.ontimesuite.com</u>



Share My Time

To handle external users outside your OnTime environment we have introduced the concept of 'Share My Time'.

Until recently our 'Pollarity' option made it possible to vote between different suggestions from the chairperson for meetings date and time. Now with 'Share My Time' it is also possible for the meeting chairperson to share available timeslots.

Now with 'Share My Time' it is also possible for the meeting chairperson to share available timeslots. In the table below you will see the different Licensing options and the level of 'Share My Time' functionality.

ConTime° - Share My Time	Freemium level 2	Core	Pollarity
Number of Event Request Links (URL)	1	3	Unlimited (tested for 200 per user
Time Scheduling Options -All Hours -Office Hours -Time slots -Custom	All Hours, Office Hours	All Hours, Office Hours	All Hours, Office Hours, Time Slots, Custom
Timeframe from - till	Maximum 15 days from time link is saved.	Limited to 12 months	Limited to 12 months
Rolling X days from any time link is used (Maximum 365)	No	Yes	Yes
Buffer time option (must request x hours before, time before meeting and time after meeting)	Yes	Yes	Yes
Event Types per Event (Name / Description / Duration)	2	Unlimited (tested with 20 people)	Unlimited (tested with 20 people)
Branding	No	No	Yes
Auto Approval	No	No	Yes



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.

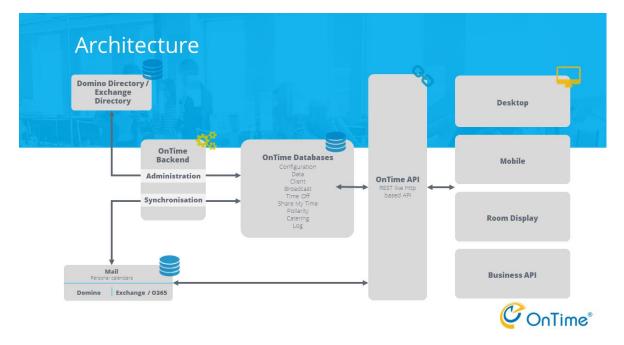
We offer the following OnTime Clients and Interfaces:

- OnTime Web Desktop Client
- OnTime Web Mobile Client
- OnTime for HCL Connections
- OnTime API
- Catering Manager

Note: The OnTime[®] databases all need to have the ACL's properly configured for the OnTime solution to work. For more information about the ACL's, please refer to <u>Appendix A – ACL Setup</u>.

OnTime Architecture

The diagram below shows the overall architecture of OnTime.





OnTime Synchronisation

The OnTime server task has two main responsibilities: starting the processing of synchronization and other related tasks within the OnTime system. To handle these tasks, the server task utilizes two types of threads:

Admin Process: This thread is responsible for collecting data from the Domino Directory. The data collected includes information about users, rooms, groups, and other relevant configurations. Sync Process: This thread handles the synchronization of data between different mail servers. It synchronizes various items such as calendar entries, user preferences, work hours, etc. The synchronized data is used to populate user information in the OnTime Config database.

The Sync process is initiated or "triggered" by changes in calendar entries. Whenever there are updates or modifications to calendar entries, the Sync process is activated to synchronize the changes between the different mail servers and the OnTime system.

Additionally, when you make changes to the configuration settings in OnTime, you have the option to either update the changes immediately "on demand" or wait for a scheduled synchronization process to apply the changes.

In summary, the OnTime server task plays a crucial role in ensuring that data synchronization and processing occur correctly in the OnTime system, helping to keep user information up-to-date and accurate.

The OnTime server task has three main groups of commands:

- Admin
- Sync
- FullSync

The commands work on different scopes of users, the whole system, groups or a single user. In large environments, the FullSync command may take a considerable amount of time to process.

Admin

The Admin part of the OnTime server task keeps user, group and room & resource information in the Domino Directory in sync with the OnTime Config database. The information that a user needs to reach the OnTime server is stored in an OnTime profile document in the user's mail database. This task is by default scheduled to run daily at 2 AM.

For a full list of admin commands go to the section Run Admin **Process**.

For a more detailed description of the OnTime administration process and available console commands go to Appendix B – Administration task and Console commands

Sync

Sync - is scheduled to run daily at 2 AM. The Sync process updates calendar entries for Users and Rooms where no triggered synchronisation has taken place since the last time the Sync ran. In the OnTime Config, the schedule for the Sync can be changed to run hourly instead.

FullSync

FullSync - is comparable to a Sync. However, the FullSync is automatically executed on calendar data which has not been processed by a Sync for 7 days. The FullSync is the weekly housekeeping to clean up for obsolete data and references for optimised performance. The FullSync is required when the definitions of





Legends have been changed.





The OnTime databases

OnTime[®] Config

It is the central OnTime configuration database. In this database the administrator can configure:

- Global settings
- Server settings
- Delegation of rights through roles
- Specify display groups
- Control and specify legends
- Specify the default application settings

Only administrators need access to this database.

OnTime[®] Data

Private and shared groups, info about users, configured through the Server Settings in the OnTime[®] Config database.

OnTime[®] Client

Access point for the Clients, configured through the Server Settings in the OnTime[®] Config database.

OnTime[®] Log

This database keeps track of any errors, also used for debugging and tracking performance.

OnTime[®] Broadcast

OnTime[®] Broadcast is a calendar database from which you can broadcast (push) events and holidays to some or all employees' calendars.

Administration staff (receptionists and secretaries) are the typical users of this database.

OnTime[®] Time Off

This database allows users to fill out a Time Off request and send it to a selected approver. When the Time Off request is approved, the time off is automatically created in the user's personal calendar and from there, synchronised with the Time Off view in the OnTime Group Calendar.

OnTime[®] Pollarity

This database stores votes and users when polls for the best meeting time are made in OnTime.

OnTime[®] Share my Time

This database stores links and replies for Share my Time made in OnTime

OnTime[®] Catering

This database stores orders for catering.



System Requirements

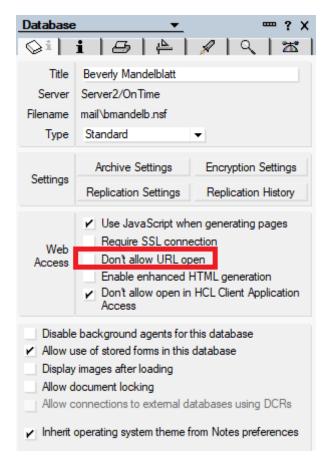
Supported Operating Systems and Domino versions

The central Domino server(s) running OnTime and synchronising with mail servers must be running on Domino supported versions of Microsoft Windows or Linux operating systems.

	Domino 9.0.1 FP 10 (minimum)	Domino 10 (all versions)	Domino 11 (all versions)	Domino 12 (all versions)	Domino 14 (all versions)
Windows	Supported	Supported	Supported	Supported	Supported
Linux	Supported	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.
- OnTime requires the http task running
- 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.





Client versions supported

In the tables below are the requirements for the various calendar user interfaces. OnTime does not support older versions of Notes than the ones listed.

OnTime client versions for the Notes client

Notes client versions	10.x	11.x	12.x	14.x
Notes administrators of OnTime	Supported	Supported	Supported	Supported

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:

Please refer to OnTime Web Desktop

- the following browsers are supported:

	Chrome (Latest)	Safari (Latest)	Firefox (Latest)	Edge (Latest)
Windo ws	Supported	N/A	Supported	Supported
macO S	Supported	Supported	Supported	Supported

Note: For the Domino server we recommend a 'notes.ini' setting for security against 'phishing':

DominoDisableRedirectTo=2

Please refer to the HCL documentation: https://support.hcltechsw.com/csm?id=kb_article&sysparm_article=KB0079974



For the Catering and Visitor manager clients: - the following browsers are supported:

	Chrome (Latest)	Safari (Latest)	Firefox (Latest)	Edge (Latest)
Windows	Supported	N/A	Supported	Supported
macOS	Supported	Supported	Supported	Supported

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**

- the following browsers are supported:

	Chrome (Latest)	Safari (Latest)
Android (8 and later)	Supported	
iOS (16 and later)	Supported	Supported

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

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

Roles and Rights

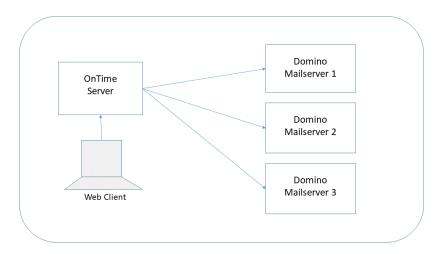
Before installing OnTime, we recommend that you plan the assignment of Roles and Rights to view calendar information or create calendar appointments on behalf of other people very carefully. You can change the assignments after the installation, but you will benefit from reading **Roles** before you start installing.

OnTime environment

When planning your OnTime server environment, you must decide whether your environment will have one or multiple OnTime servers. If you plan to use multiple OnTime servers, you need to consider whether to cluster the OnTime servers to allow for failover of the OnTime service. *The definition of an OnTime Server is*: One or more servers with the OnTime databases and the OnTime-task installed.

The OnTime server(s) can be any Domino server(s) within the domain running the appropriate version of Domino and Microsoft Windows or Linux. The mail servers, which OnTime® synchronises its data with, can be running any of the operating systems Domino supports.

- **Single OnTime Server installation**: One OnTime server synchronising calendar data with one or more mail servers. The OnTime server can be installed on a mail server or a separate application server.
- **Multiple OnTime Servers installation**: Installation on multiple replicated OnTime Servers each synchronising calendar data with one or many mail servers. The OnTime servers and the mail servers could, for example, be located in different regions of the world. Clustering of OnTime servers is supported.



An OnTime server may monitor one or more mail servers. Domino clustering is supported both on the OnTime server and on the mail servers.

The clients connect to the OnTime servers web server.

Depending on the bandwidth in your network you may add more OnTime servers for a faster local response to the clients. Data are replicated between multiple OnTime servers.





Clients

Now that you have decided your OnTime server topology you must consider which clients/user interfaces you will need. Below is a list of the current interfaces. You can find more information about each interface at www.ontimesuite.com

- -
- OnTime Web Desktop OnTime Web Catering Manager OnTime Web Mobile client -
- -
- OnTime for HCL connections -
- _ OnTime API





Quick installation/upgrade of OnTime

New process of installing and upgrading OnTime

Recently a new process of installing and upgrading OnTime has been developed. It uses a Notes client with administrator access to a Domino server.

Note: If you upgrade the Domino server to ver. 14.0 the OnTime databases are already present on the Domino server. You may open the 'installer.nsf' in /DominoData/ontime from your Notes client.

If you prefer the manual installation of OnTime with more details – please go to the section - **Manual installation/upgrade** of OnTime.

Note about upgrade:

The upgrade process using the "Installer" database is only supported with the filename "ontimegc.nsf" for the OnTime Config database.

Download the zipped file with OnTime for Domino from:

For a trial version go to: https://ontimesuite.com/en/domino/downloads/trial

For a Freemium version go to: <u>https://ontimesuite.com/en/domino/downloads/download-freemium</u>

For a version to upgrade your existing Premium version https://ontimesuite.com/en/domino/downloads/upgrade

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

Note: The installation is not supported with the 'Notes client' for macOS





Extract the zip-file:

C:) > Notes > Data > temp >	OnTimeGC-11.1.0		
Name	Date modified	Туре	Size
ExtraFiles	27-06-2023 09:26	File folder	
👐 broadcast.ntf	27-06-2023 10:24	HCL Notes templa	4.352 KB
👐 catering.ntf	27-06-2023 10:24	HCL Notes templa	828 KB
👐 client.ntf	27-06-2023 10:24	HCL Notes templa	28.928 KB
👐 data.ntf	27-06-2023 10:24	HCL Notes templa	3.072 KB
👐 installer.nsf	27-06-2023 10:34	HCL Notes databa	1.116 KB
👐 log.ntf	27-06-2023 10:24	HCL Notes templa	972 KB
👐 ontimegc.ntf	27-06-2023 10:24	HCL Notes templa	11.264 KB
👐 pollarity.ntf	27-06-2023 10:24	HCL Notes templa	828 KB
👐 sharemytime.ntf	27-06-2023 10:24	HCL Notes templa	768 KB
👐 timeoff.ntf	27-06-2023 10:24	HCL Notes templa	864 KB

Note: If you intend an upgrade of OnTime – the database filenames of your environment should reflect the filenames of the templates shown above.

Example: The filename of the client database should be 'client.nsf'.

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

The 'installer.nsf' is signed by the OnTime developer, and in a new installation you will experience 'Execution Security Alerts' in your Notes client.

Please choose 'Start trusting the signer to execute this action' - and click 'OK'.

The alert will come several times. Choose 'Start trusting...' and 'OK' for each design element.

Ex	ecution Security Aler	t	? ×			
	Notes Security	Alert				
		ed to execute a potentially dangerous action by a progra have not authorized the signer of the program to perfor				
	Details					
Program signed by On Time Group Calendar/Intra Vision On 25-07-2023 16:58:19						
	ls attempting With the action	Access to current database Notestrem Values				
	What to Do					
	Allowing this action to continue could damage your system or expose confidential information. Disallowing it could cause the current activity to display incorrectly or not complete.					
O Do NOT execute the action						
	O Execute the actio	n this one time				
	\bigcirc Trust the signer to execute this action for this Notes session					
	Start trusting the s	igner to execute this action				
	OK More Info					





Next you will see the Welcome screen of the installer:

OnTime® Group Call Local - templonTimeGC-1	endar - Installer ver. 11.1.0-rc.16 1.0-rc.16\installer.nsf	O Open Log
OnTime Gro	up Calendar	
English		
Deutch		
日本語		
		M

Click your preferred language.

Choose 'In: OnTime®	stall' – or 'Upgrade' in case you a onTime® Group Calendar - Installer ver. 11.1.0-rc.16 Local - templonTimeCC-11.1.0-rc.16instaler.nsf	already have a running version of OnTime. O Open Log
	T ime Group Calenda ı ^{omino}	r
	Install	
	Upgrade	
ŀ	łow To ?	



Install

For a new installation of OnTime click 'Install'.

OnTime®	OnTime® Group Calendar - Installer ver. 11.1.0-rc.16 Local - templonTimeGC-11.1.0-rc.16\installer.nsf	
	Install	
Server Directory Users	^{IP} Server2/OnTime▼ ^{IP} ontime ^{IP} Amanda Jones/OnTime 1 user(s) selected	
l accept the 'Terms ar described in the linke	nd Conditions'as CAccept <u>On Time Product License Terms</u>	
		OK Cancel

The server field will automatically show your 'Home/mail server' from you 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.

Accept the 'Terms and Conditions'.

Click 'OK' to start a new installation.

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.

Upgrade

To upgrade an existing installation of OnTime, click 'Upgrade'.

OnTime®	OnTime® Group Calendar - Installer ver. 11.1.0-rc.16 Local - templOnTme6C-11.1.0-rc.16Unstaler.nsf	
	Upgrade	
Server Directory	^p Server2/OnTime ⊒ ▼ ^p ontime ⊒	
I accept the 'Terms a described in the link	and Conditions ¹ as Continue Product License Terms	
		OK Cancel



Click 'OK' to initiate an upgrade of OnTime.

If you meet Execution Security Alerts in the Notes client, please click 'Start trusting the signer' and 'OK'.

Ex	Execution Security Alert					
	Notes Security	Alert				
		ed to execute a potentially dangerous action by a program have not authorized the signer of the program to perform				
Program signed by On Time Group Calendar/Intra Vision						
	ls attempting With the action	Access to current database Notesitem.Values				
	What to Do					
	o continue could damage your system or expose on. Disallowing it could cause the current activity to display nplete.					
	O Do NOT execute the action					
	O Execute the action this one time					
	O Trust the signer to	execute this action for this Notes session				
	Start trusting the s	signer to execute this action				
	OK More Info					





Example of Install Log:

Replicate OnTime Data temple Replicate OnTime Client templ Replicate OnTime Log templat Replicate OnTime Log templat Replicate OnTime Claring ten Replicate OnTime Claring ten Replicate OnTime Pollarity ten Replicate OnTime Mare My Sign templates Waiting for AdminP to sign all All databases signed. Upgrade OnTime database - File Upgrade ConTig database - File Upgrade Log database - File Upgrade Clerit database - File Upgrade Clerit database - File Upgrade Contarbatabase - File Upgrade Contarbatabase - File Upgrade Time Off database - Upgrade Time Off database - Upgrade Share My Time data OnTime database does not et	f f late - Filepath: ontime/ontimegc.ntf e/sharemytime.ntf late - Filepath: ontime/data.ntf te - Filepath: ontime/client.ntf e - Filepath: ontime/client.ntf emplate - Filepath: ontime/broadcast.ntf mplate - Filepath: ontime/broadcast.ntf mplate - Filepath: ontime/catering.ntf mplate - Filepath: ontime/catering.ntf mplate - Filepath: ontime/pollarity.ntf ime template - Filepath: ontime/pollarity.ntf		
Remove Templates: OnTime Config: ontime/otime OnTime Data: ontime/data.ntf OnTime Log: ontime/log.ntf OnTime Broadcast: ontime/br OnTime Broadcast: ontime/br OnTime Pollarty: ontime/colla OnTime Pollarty: ontime/colla OnTime Share My Time: ontim Stop OnTime Task Replicate Hemplates to server Replicate OnTime Data templa Replicate OnTime Catering templa Replicate OnTime Catering templa Replicate OnTime Catering templa Replicate OnTime Catering templa Replicate OnTime Broadcast Replicate OnTime Broadcast Replicate OnTime Share My T Sign templates Waiting for AdminP to sign all All databases signed. Upgrade OnTime database - File Upgrade Conting database - File Upgrade Conting database - File Upgrade Conting database - File Upgrade Conting database - File Upgrade Dimer Jitabase - Upgrade Pollarity database - Upgrade Dimer My Time data OnTime database does not e Create OnTime Catering data	f f late - Filepath: ontime/ontimegc.ntf e/sharemytime.ntf late - Filepath: ontime/data.ntf te - Filepath: ontime/client.ntf e - Filepath: ontime/client.ntf emplate - Filepath: ontime/broadcast.ntf mplate - Filepath: ontime/broadcast.ntf mplate - Filepath: ontime/catering.ntf mplate - Filepath: ontime/catering.ntf mplate - Filepath: ontime/pollarity.ntf ime template - Filepath: ontime/pollarity.ntf		
OnTime Config: contine/ontime OnTime Clean: ontime/data.ntf OnTime Clean: ontime/data.ntf OnTime Clean: ontime/data.ntf OnTime Clean: ontime/loant OnTime Cleant: ontime/loant OnTime Cleant: ontime/loant OnTime Cleant: ontime/loant OnTime Share My Time: ontim Stop OnTime Task Replicate templates to server Replicate templates to server Replicate OnTime Client templ Replicate OnTime Polarity tem Replicate OnTime Polarity tem Replicate OnTime Houses Upgrade ConTime Stabases - Fil Upgrade ConTime Stabases - Fil Upgrade Client database - Fil Upgrade Client database - Fil Upgrade Client database - Fil Upgrade Client database - Il Upgrade Client database - Il Upgrade Client database - Il Upgrade Dalarty database - Upgrade Pollarity database - Upgrade Dalarts database Antime data OnTime database Region di	f f late - Filepath: ontime/ontimegc.ntf e/sharemytime.ntf late - Filepath: ontime/data.ntf te - Filepath: ontime/client.ntf e - Filepath: ontime/client.ntf emplate - Filepath: ontime/broadcast.ntf mplate - Filepath: ontime/broadcast.ntf mplate - Filepath: ontime/catering.ntf mplate - Filepath: ontime/catering.ntf mplate - Filepath: ontime/pollarity.ntf ime template - Filepath: ontime/pollarity.ntf		
Result: OnTime Main servlet file has Http task has been reloaded Start OnTime Task	emplates lepath: ontime/ontimegc.nsf path: ontime/data.nsf spath: ontime/client.nsf ath: ontime/client.nsf liepath: ontime/outofoffice.nsf liepath: ontime/cliently.nsf pase - Filepath: ontime/sharemytime.nsf kists - Filepath: ontime/catering.nsf ta s been updated.		
Done			

Click 'Close'

Note: When running 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.
- 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 'Servertasks' in the 'notes.ini'file in the Ontime server.

Name	Date modified	Туре	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/outofoffice.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 NotoSansCJKjp-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.



Configuring OnTime

All configuration settings of OnTime are managed from the Group Calendar Configuration database. Below are the different areas of configuration.

- Global Settings
- Server Settings
- Users
- Legends
- Roles
- Display Groups
- Broadcast
- Application Default Settings

To immediately apply your changes please run the action [OnTimeGC Commands] [Admin] from the [Server Settings] view.

Global Settings

Global Settings are all the settings that are global for OnTime. Below is a list of the sections in the Global Settings document.

Note: Please remember to configure and save the OnTime Global Settings when you install.

- Users in Group Calendar Source, members, sort and display style of usernames
- **Options** Template directory, Sync Back days and License Notification details.
- Entry Display Modifier (Hidden for other users in Ontime)
- Advanced Options Access (ACL, Encryption), and encryption of calendar details.
- **Business Card Configuration** Configure Photo - and data source
- Additional Search Directory Sources for name selection
- Pollarity Settings
- Catering Settings
- Online Meeting Settings
- Queue database (Enablement)
- **iNotes**: Configuration of iNotes URLs using @Formula





Users in Group calendar

To add users to the Group Calendar, open the [**Global Settings**]. "Users" in OnTime terminology includes people, rooms, resources.

Global Settings					
Users Users in Group Caler	- dar				
Select by	Names/Groups/Hierarchy C Mail Server				
Premium Users	ீ∗ */TeamCal ு	Excluded	ି ldap user/OnTime Glenda Rhodes/OnTime ଥ ▼		
Multi Domain	☐ Yes				

Users

You can select users by "Names/Groups/Hierarchy or by Mail Server.

When adding users by **Names/Groups/Hierarchy**, you can either import all users in your domain by typing an asterisk (*), enter single users, Domino Directory groups or hierarchical structures such as */France/Acme in the "Members" field. Consider that rooms and resources must be represented in this field to enable booking in the OnTime calendar.

You can exclude certain users/groups if, for example, your Domino Directory groups are not a 100% match to the users you would like to add to the group calendar.

'Premium Users' have the full set of OnTime features. 'Free Time Users' in OnTime are limited to see freetime/availability - no subjects, details.

If you choose to add users by '**Mail Server**' all users from the specified servers will be added to OnTime. Please note that you lose the option to exclude specific users or groups when adding all the users that have mail on a specific server.

Global Settings		
Users in Group Ca	lendar	
Select by	O Names/Groups/Hierarchy Mail Server	
Mail Servers	ି Server3/OnTime Server4/OnTime ଥ ▼	
Multi Domain	T Yes	

Multi Domain

Selecting "yes" allows you to select the Domino Directories you wish to include. It gives you the option to read users from multiple Domino Directories. All directories to include has to be replicated to the OnTime Admin server.

Users			
Users in Group Cale	ndar		
Select by	Names/Groups/Hierarchy C Mail Server		
Premium Users	ீ∗ */TeamCal ு	Excluded	ି ldap user/OnTime Glenda Rhodes/OnTime ୍ଥ ▼
Multi Domain	Ves Ves	Directories	+ = names.nsf @ OnTime (OnTime Corp's Directory)



Options

Options Branding Photos Business Card Search Directories Time Off Shared Desk Find Time Catering Online Meetings Rooms Display Other

Base Options			Advanced Options								
Directory of Femplates	$^{\mathbb{P}}$ ontime $_{\exists}$		Disable use of ACLs from	Mail Files							
Keep/Sync back	[™] 14 _l days		Exclude names								
Keep/Sync ahead	^了 120 months Exchange sync is lim	ited to 715 days ahead.	when reading ACLs	۲.							
Send out of License info	To ^P When less than ^P 5 users available.		Encrypt Texts	□ Ye	8						
			Run Sync Process								
Display of Users Persons	^P Firstname Lastna		Timesync	C Hou	irly 🖲 D	aily					
Resources	Common - Site										
(caourcea		•	Run Admin Process Run	O Dai		Custom					
Alt. Sort Order	۲.										
Entry Display Modifie	ar (Active if formula is	true)	Enable All	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Run on Load
lidden for other		"1" & BookFreeTime="1" ,	Users	~	•	V	\checkmark	V	~	v	V
users in OnTime			Fixup	▼		V	◄	-	~	~	•
Show as Private	۲ ا		Group Static	•		v	\checkmark	v	~	~	\checkmark
Calendar Access Ov	erride Options		Users	•		v	V	✓	~	~	▼
Create and Edit own		lesources only:	Dynamic	V		v	-	V	~	~	V
Prevent viewing det peoples bookings	ails for other	Ves	External	•	•		\checkmark	•	◄	•	\mathbf{v}
Users member of re granted "Create and			Directory	V		-	\checkmark	-	~	~	\checkmark
as minimum	Edit Own entries	I_ Yes	ACL	•		V	~	7	•	v	V
Read entries details	:		Roles	$\overline{\mathbf{v}}$	V	V	v	V	~	~	V
Show Chair		Ves Ves	Room & Resources	~		~	~		~	v	~
Show Invitees		₩ Yes	Default Settings	~	V	~	V		~	v	V
Show Description (b	ody)	☐ Yes	Custom Fields	~	~	~	V		~	~	~
View schedule Infor	mation:		Cluster Rep. Docs.	V	V	V	V	V	v	V	V
Show Legends		☐ Yes	Visible for	•	•	~	~	~	~	~	V
Show Location											
Show Chair Only Meetings)		□ Yes									
Show Reserved for (Room / Resource only		Ves									

Base Options

Base Options	
Directory of Templates	ீ pntime ு
Keep/Sync back	^I 14 _J days
Keep/Sync ahead	^了 120 <u></u> months * Exchange uses max 24 months
Send out of License info	To ^Г ⊿ ▼ When less than ^Γ 5 ⊿ users available.

- **Directory of templates** Specify the directory where you have placed your OnTime templates. By default, the value is "ontime", which is the recommended directory for the OnTime[®] templates.
- **Keep/Sync back** Specify how many days of the past, you wish to have synchronised in OnTime. Please note that the days are actually synchronised and not just archived. Note: OnTime includes calendar entries scheduled for the next 10 years.



Display of Users

- **Keep/Sync ahead** Specify how many days ahead, you wish to have synchronised in OnTime. **Note:** OnTime includes calendar entries scheduled for the next 10 years.
- Send out of License info to A reminder email for the OnTime Administrator if you are running low on available licenses. Choose who the reminder should be sent to and a threshold of licenses available.

Display of Users			
Persons	Firstname Lastname		
Resources	Common - Site 💦		
Alt. Sort Order		="";"/u"+LastName;AltFullNameS	ort) _
Select Keywords	×	Select Keywords	>
Keywords Common name Firstname Lastname Lastname, Firstname Shortname Abbreviated name Fomula	OK	Keywords Common - Site Common (Category) - Site Common name Abbreviated name Formula	OK Cancel

This section is a simple, global, legacy way to configure display names. **Note:** Formulas are based on the Domino Directory. We recommend that you use Name Formats instead of this option. Please refer to <u>Name Formats</u>

An example of a common Japanese configuration can be seen below.

Display of Users	
	Formula 🔤 💌
Persons	ି @lf(AltFullName="";@Name([CN];FullName);@Name([CN];AltFullName)+"("+LastName+ ")")+" "+JobTitle ୍ର
Resources	Common - Site 🔤 💌

Enable Alternate Sort Order

OnTime Group Calendar sorts all name lists alphabetically. You can, however, choose an alternate sort order. Using the 'Alternate Sort Order' option allows organisations to add a hidden column for sorting as the primary sort key for name lists. An example of this could be to group people by the hierarchy in the organisation. Within each grouping created by alternate sort order names are sorted alphabetically.

Alt. Sort Order

[™]@If(AltFullNameSort="","/v"+LastName;AltFullNameSort) _



Entry Display Modifier

Entry Display Modifier (Active if formula is true)						
Hidden for other users in OnTime	$^{\mathbb{F}}$ OrgConfidential="1" & BookFreeTime="1" _]					
Show as Private	٢					

This section allows you to include additional privacy settings to hide personal/private information from being viewed by other users.

- **Hidden for other users in OnTime**: Used to restrict others from viewing entries which are considered "My personal". (This uses @Formula to return true or false.)
- **Show as Private**: This allows for displaying entries as private if they meet one or more criteria, e.g. @Contains(Subject, "Private"). (This Uses @Formula to return true or false.)

Calendar Access Override Options

Calendar Access Override Options	
Create and Edit own entries - Room & R	esources only:
Prevent viewing details for other peoples bookings	Ves
Users member of restricted list, is granted "Create and Edit own entries" as minimum	☐ Yes
Read entries details:	
Show Chair	Ves
Show Invitees	Ves
Show Description (body)	🗌 Yes
View schedule Information:	
Show Legends	🗌 Yes
Show Location	T Yes
Show Chair (Only Meetings)	T Yes
Show Reserved for (Room / Resource only bookings)	Ves

Create and Edit own entries – Room & Resources only

- Prevent viewing details for other people's bookings: Yes or No
- Users member of the restricted list is granted "Create and Edit own entries" as a minimum:
 - Yes, to let a restricted user create and edit their own entries

No, to grant a restricted user access according to the combined rights of their ACL and Role setting. Please refer to the section **Roles**.





Read entries details

- **Show Chair**: Allows OnTime users who have only been granted Read access to information, to view the full description of an entry. The default is, that only users with "create, edit and delete" rights can who view the full details.
- **Show Invitees**: Allows OnTime users who have only been granted Read access to information, to view the list of invitees. The default is, that only users with "create, edit and delete" rights can who view the list of invitees.
- **Show Description (body)**: Allows OnTime users who have only been granted Read access to information, to view the full description of an entry. The default is, that only users with "create, edit and delete" rights can who view the full details.

View schedule Information

These settings below are only relevant for users who have only been granted "View Schedule information" access to users' calendar in OnTime.

- Show





- Legends: Allows users to view the actual legend information. More about legends in a later section.
- Show Location:
 Enabling this option will show calendar entry location information to users with "View Schedule information" throughout the system.
 The option is only visible if the setting "Extracted Calendar Details" Location, has been enabled in the Domino Directory. This Domino configuration is configured from the Basics part of the Server Configurations document for "All Servers".
- Show Chair:

Enabling this option will show the name of the meeting chairperson

- Show Reserved for -Enable this option to show the name of the person that reserved the room

Advanced Options

Advanced Options	
Disable use of ACLs from	☐ Mail Files ☐ Room & Resources
Exclude names when reading ACLs	r . •
Encrypt Texts	□ Yes

 Disable use of ACLs from - The OnTime role system grants access to the group calendar by combining the access granted by the OnTime administrator in the Role system and the access delegated to a user by the owner of the personal calendar. Using ACL's from mail files can only increase the access level for an OnTime user. This feature should be considered as an option to handle exceptions from the general configuration.

Mail Files – if this option is used, OnTime does not respect additional access to the personal calendar granted by the user. To learn more please refer to the section **Roles**.

Room & Resources – if this option is used, OnTime does not respect additional access to the Rooms & Resources granted in the resource database. To learn more please refer to the section **Roles**.

- **Exclude names when reading ACLs**: To restrict access to grant access based on ACL's. Specified users and groups will be ignored if they occur in an ACL. An example could be an entry of "LocalDomainAdmins".
- **Encrypt Texts**: In environments where some calendar entries may contain classified information, it is possible to let OnTime encrypt all text data in its internal database structure. Enabling encryption has a negative influence on overall OnTime performance. Consequently, this feature should only be enabled in scenarios where security is of critical importance.

Run Sync Process



Run Sync Process	
Timesync	⊕ Hourly ○ Daily

An update of a user's calendar triggers a synchronisation with OnTime. If users have no updates within 24 hours, the automatic "Run Sync Process" ensures that all users data are still fully updated in OnTime. "Hourly" runs every hour. "Daily" runs at 2:00 AM.

Run Admin Process

You have the choice of 'Daily' or 'Custom'. '**Daily**' means that all OnTime tasks run at 2 AM.

Run Admin Process		
Run	• Daily	C Custom

'Custom' means that you may schedule each subtask by the day of the week and whether it should run when the OnTime task is loaded on the OnTime Admin server. 'Custom' allows you to distribute the subtasks during the week – in large installations of OnTime with more than 25000 users. The "Enable All" button checks all boxes which mean that all parts of the admin task will run every day.

Run Admin Process								
Run	O Daily O Custom							
Enable All	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Run on Load
Users	V	v	\checkmark	v	\checkmark	v	v	V
Fixup	V	v	\checkmark	\checkmark	\checkmark	v	v	V
Group Static		v	~	~	~	v	v	
Users		\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	V
Dynamic	•	•	\checkmark	•	\checkmark	v	v	V
External	•	•	\checkmark	•	\checkmark	v	v	V
Directory		v	\checkmark	v	v	v	v	V
ACL		v	v	v	v	V	V	
Roles		v	v	~	v	•	•	V
Room & Resources		v	v	v	v	•	•	V
Default Settings		v	v	v	v	V	V	V
Custom Fields		v	v	v	~	V	V	V
Cluster Rep. Docs.		•	v	•	V	•	•	V
Visible for	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark		V



Branding

Options | Branding | Photos | Business Card | Search Directories | Time Off | Shared Desk | Find Time | Catering | Online Meetings | Rooms Display | Other |

se Company Brandi	ng 🗆 🗹	es					
nternal			Default Colors	Exte	ernal (Pollarity and S	hare My Time)	
ogo	The logo height should be	e max 40px		Log	go	The logo height should	be max 40px
ackground Color	•	ீ #0073c6 _		Bac	kground Color	-	ר #0073c6 מון #0073c6 מון די
ext Color	•	°#ffffff_		Те	kt Color	•	°#ttttf
order Color		ິ #0073c6 ຼ		Bor	rder Color	-	[™] #0073c6 _
					Text		URL
				1.	^P OnTime Website		P https://www.ontimesuite.com
				2.	Contact Us		P https://ontimesuite.com/about/about-u
				3.	۳		۳
				4.	۲		۳
				5.	۳.,		٢

You may enable company branding.

The section on the left allows you choose logo and colours in the client UI internally. The section on the right is for external users. You may additionally add text and URLs.





Photos

This section describes how to configure the data source for photos.

Opt	ions Branding	Photos Business Card	I Search Directories Time Off Shared Desk Find Time	Catering Online Meetings	Rooms Display Other
Ph	oto source				
	_	C None	C Other Domino Database C Connections		
50	urce	O Domino Directory	C URL		
Se	rver	『 (Blank = same as the Client dat	tabase)		
	ld / achment name	UserPhotoAttachment	×		

Photo Source

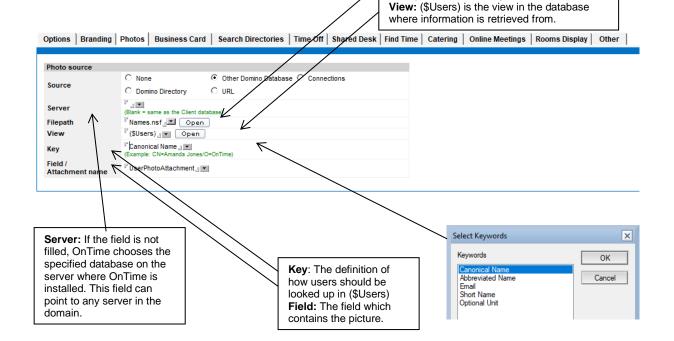
The business card photo source allows you to link to any Domino database that holds employee photos. The photo source can be one of the following:

- Domino directory
- Other any other notes database specified.
- Connections
- URL



Filepath: Is the servers' directory in the example, but can be any database.

0: +01 655 0111 1234 C: +01 655 0111 9876



Intra>ision



Photo source						
Source	C None	C Other Domino Database	Connections			
	C Domino Directory	C URL				
Key						
Uri	[™] http					
Username	C _1					
Password	- Password Stored -					
Trust All Certificates	Ves					

Connections selected as Photo source:

Key – choose 'Short Name' or 'Email'
Url – Connections URL with a path to photos
Username/Password – to login to Connections
Trust All Certificates – Tick 'Yes' to accept any root certificate – for use in a test scenario.

Options Branding	Photos Business Card	Search Directories	Time Off	Shared Desk	Find Time	Catering	Online Meetings	Rooms Display	Other
Dhada a suusa					_				
Photo source Source	C None C Domino Directory	 Other Domino Databas URL 	e 🔿 Connect	ions					
Url Formula Username		V. URL							
Password	- Password Stored -								
Trust All Certificates	T Yes								

URL selected as Photo source:

Url Formula - Example: "https://www.example.com/rest/image?email=" + Email

Username/Password - to login, only Basic Authentication is supported

Trust All Certificates - Tick 'Yes' to accept any root certificate - for use in a test scenario.

Supported image file formats are

- .jpg
- .png
- .gif (non-animated)
- .bmp either attached or inline





Business Card

At the righthand you specify the 'Data source' and the content of the fields for the business card for Persons, Rooms, Resources, Shared Desks.

.

You may use Notes @-functions to populate the fields.

1

At the lefthand you specify how to display the fields – more details below.

ersons show							source		
Company	۳13	🖁 When Data 🖉 💌				Datal	from other base	Ves Yes	
Location	2_	🕫 When Data 🖉 💌				Serv	er		
Department	۳з.	🖥 When Data 🖉 💌						(Blank = same as Client da	
Office Phone	۲4.	^𝕫 When Data ▼				Filep		Clusers)	
Mobile Phone	۳5.	[™] When Data _ ▼					'	Canonical Name	en
Email	°6_	[™] When Data _ ▼				Key		(Example: CN=Amanda Jo	nes/O=OnTime)
Custom 1	″10 _	When Data ,	Label	Employee ID	1	Pers	ons		
Custom 2	° 11 _	[™] Never , ▼	Label			Title		[₽] JobTitle _	
	° 12 _		Label			Com	pany	Company 🔄	
Custom 3	* 12 J	[™] Never _ ▼	Label			Loca	tion	CLocation _	
Rooms, Resources &	Shared D	esks show					rtment	Department _	
	۲1_	[™] When Data , 1 ▼					e Phone	^C OfficePhoneNumber	1
Building	°2_	When Data					le Phone	CellPhoneNumber	
Floor	۳з_	[©] When Data ▼					t Name oyee ID	C ShortName	
Capacity	۲4.	[™] When Data _ ▼				Cust	-	EmployeeID ,	
(Rooms and Shared desks) Category	_						om 2	"rtest2" "	
(Resources)	ິ5 _	"When Data 🖉 💌				Cust	om 3	"test3"	
Phone Number	6_	🕫 When Data 🖉 💌							
Description	۲.	🕫 When Data 🖉 💌					ns, Resources &	2	
Custom 1	[©] 10 _	[®] When Data ,₁ ▼	Label	^C Accesibility	1	Build		ັ <u>ມ</u> ເ	
Custom 2	° 11 _	[®] Never	Label		-		e Number		
Custom 3	۳ 12 _	[™] Never	Label			Cust	om 1	ConterComments	
						Cust	om 2	r _	
						Cust	om 3	r	

Persons show

The column with numbers specifies the line numbers in the business card. In the righthand column you may specify if data is displayed. Choice of display - 'When data', 'Always', 'Never'. A label (free text) may be defined for the custom fields.

Persons show				
Company	۳1ي	^C When Data _ ▼		
Location	ີ2_	^C When Data _ →		
Department	ீ3ு	^C When Data _ →		
Office Phone	۳ 4 _	^C When Data _ →		
Mobile Phone	ິ 5 _	[₽] When Data _ →		
Email	۳6_	^C When Data		
Custom 1	ີ 10 ຼ	[௴] When Data _ →	Label	^C Employee ID _
Custom 2	ີ 11 ຼ	^C Never ▼	Label	
Custom 3	ິ 12 ຼ	^C Never	Label	



Rooms, Resources & Shared Desks show

The column with numbers specifies the line numbers in the business card. In the righthand column you may specify if data is displayed. Choice of display 'When data', 'Always', 'Never'. A label (free text) may be defined for the custom fields.

Rooms, Resources &		esks show		
Location	۳1_	🖥 When Data 🔄 💌		
Building	ິ2 _	[₽] When Data _ ▼		
Floor	ິ3 _	[₽] When Data _ →		
Capacity (Rooms and Shared desks)	۳ <mark>4</mark> ا	^C When Data _ ▼		
Category (Resources)	ິ5_	^{I°} When Data _ ▼		
Phone Number	6_	[₽] When Data _ ▼		
Description	۳7_	^ℙ When Data _ →		
Custom 1	ິ 10 ຼ	^r Allways _ ▼	Label	Custom 1
Custom 2	^r 11 _	^C Never +	Label	
Custom 3	ິ 12 ຼ	[©] Never_ →	Label	





Data Source

Configuration of data source from another server.

5			
Data source		Server: If the field is not filled in	
Read from other Database	Ves	chooses the specified database where OnTime is installed. This server in the domain.	
Server	Server2/OnTime ▼ (Blank = same as Client database)	Filepath: Is the servers' directo	,
Filepath	names.nsf 🖸 Open	example, but can be any databa View: (\$Users) is the view in the	
View	(\$Users) v Open	used for lookups.	eualabase
Key	Canonical Name J ▼ (Example: CN=Amanda Jones/O=OnTime)	Select Keywords	×
		Keywords	ОК
Key: The definition of h should be looked up in		Canonical Name Abbreviated Name Short Name Email	Cancel

If "Read from other database" is unchecked the information is retrieved from the Person document in the Domino Directory. To collect employee information from a different source, select "Yes" to "Read from other database".

Note: If the data source is on a different server than the one running OnTime, please confirm that the selected server has granted the proper access to the OnTime server. The target server must trust the OnTime server and the ACL on the target server must include the OnTime server with at least 'reader-access'. For best performance, IntraVision recommends the OnTime source database on the same server as the OnTime installation.







Persons

Persons		
Title	^{ເຕ} JobTitle	
Company	Company _	
Location	C Location 2	
Department	C Department _	
Office Phone	^{I°} OfficePhoneNumber _]	
Mobile Phone	CellPhoneNumber	Fields: Fields which contains the
Short Name	^ℙ ShortName _ ←	data.
Employee ID	^ℙ EmployeeID _	
Custom 1	^Г EmployeelD _	
Custom 2	[╔] "test2" _	
Custom 3	[╔] "test3" _	

Rooms, Resource & Shared Desks

Rooms, Resources &	Shared Desks	
Building		Fields: Fields which contains the
Floor		data.
Phone Number		
Custom 1	۲	
Custom 2		
Custom 3		





Search Directories

When selecting invitees for a meeting, the OnTime Group Calendar is the basis. Please refer to <u>Users in Group calendar</u> to see the configuration of users in OnTime.

Additional sources of name selection for meetings may be enabled. Selection of Private Address Book, Domino Directories, Pollarity Emails, and a custom directory are possible.

Options Branding Pho	otos Business Card	Search Directories	Time Off	Shared Desk	Find Time	Catering	Online Meetings	Rooms Display	Other
Info: All databases need to	o be full-text indexed to	be able to return sear	h results						
Private Mail Contacts	Enable					Cust	tom Directory	Enable	
Demine Disectories	Enable					Serv	er	Server2/OnTim (Blank = same as C	
Domino Directories	Iv Enable					Filep	bath		e.nsf 🔳 Open
Pollarity Emails	Enable					Man	datory field	『Email』	
						Sear	ch Fields:		
						E	mail	InternetAddres	S _]
						N	ame	FullName _	
						S	hort Name	GhortName _	
						т	itle	Title "	
						С	ompany	CompanyName	4
						D	epartment	C Department	
						L.	ocation	C Location	
						_			
Max results in search list	ts 『3』								

Private Mail Contacts:

The private address book choice is dependent on a setting in the Notes client – Enable "Synchronize Contacts" (to the mail database) – in the Personal Address book, Preferences. Additionally, the 'My Contacts' documents must contain an email address in the field 'Email - Default'.

Domino Directories:

To enable lookup in the Domino Directory, 'names.nsf', choose 'Enable'. Beware that the lookup in names.nsf is done at the same server as where the database 'client.nsf' is situated. If you choose to enable **Multi Domain** in the 'Users in Group Calendar' section, you will have lookup in multiple directories.

Pollarity Emails:

External user emails in Pollarity are now searchable.

Max results in search lists: The value determines the max results in the initial list in the result box when you create a meeting and search for invitees. If there are more results from the search than this max value, there will be a link for a longer list.

Custom Directory:

To use the "Custom Directory" function, the database you are searching against must have a view with the name '(\$PeopleGroupsFlat)', in this view an email address is required in column 3, and the database must have a full-text index.

To search for people, the 'Mandatory field' must be present in the documents, not necessarily populated.

The 'Search Fields' settings with actual 'fieldnames' give the user choices for selecting the results.





Time Off

Options Branding	Photos Business Card Search Directories Time Off Shared Desk Find Time	Catering Online Meetings Rooms Display Other
Main settings		Further configurations are set in Application - Default Settings.
Keep Request	『片』years	

Keep Requests - time span for keeping Time Off requests in the database 'timeoff.nsf'

Shared Desk

Members Fared Desks Copenhagen Show C Subject C Chair	Options Branding I	Photos Business Card	Search Directories	Time Off	Shared Desk	Find Time	Catering	Online Meetings	Rooms Display	Other
Members Shared Desks Copenhagen Show O Subject Chair		Chu un un un								
Shared Desks London	Members						Sho	w	C Subject 🖲 Chai	r

Shared desk booking is supported in OnTime. A user may book a desk which is shared among the OnTime users.

In the Members field you may add a group of shared desks. The booking may be shown as 'Subject' or 'Chair person'.

The procedure to create shared desks for booking in OnTime:

1. In the Domino 'Room & Resources'-database (RoomRes.nsf) - create resources of the type 'Room' with a Capacity of '1'.

Edit Resource	Delete Resourc	Close			
Resource	type: Roc	m	15		
Resource data	Name	C Desk 101/Copenhagen	Descript	tion	Shared Desk in Copenhagen
Nesource data	Site	Copenhagen	Capacity	· [1
Online resource data	Internet Address				
	Owner restrictions	 None- Owner only Specific people 	Availability	☑ 24 h	rours every day
Owner options		C Autoprocessing C Disable reservations >No owner restrictions selected	Settings		

2. When a group of shared desks is added to the 'Members field above – OnTime will convert these 'rooms' into 'shared desks' – available for booking. The conversion happens due to the OnTime task-command 'Admin All'. This task is running automatically default at 2 PM. If you remove shared desks from the 'Members' field in OnTime, the 'Admin All' task will convert the shared desks to ordinary rooms.

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Intra>ision



Find Time

Two options determine the way of finding time for meetings in OnTime – 'Pollarity' and 'Share my Time'.

Pollarity

- requires a license for enabling polls for meetings slots in OnTime. If you acquire the licence for Pollarity, update the license info - and open the 'Server Settings' document, edit and save it, to have your Pollarity database created.

When mails are sent out to the participants for voting for a meeting time, a web link is provided for opening the voting form. Users in a poll require an internet mail-address.

The voting form is situated in the database, 'client.nsf/findtime.

To support users external to your organisation, some consideration must be done concerning the access to this database.

A common setup of OnTime is with an internal 'OnTime server' and an 'External Access Server' in the DMZ. Both servers have a replica of the 'client.nsf' database.

URL for Find Time: A redirection for the database 'client.nsf/findtime' may be solved in two ways.

If you already have a general reference to your website, like <u>http://www.example.com</u> you may add a redirect rule - example '/pollarity' redirects to '/ontime/client.nsf/tindtime'.

Another way is to make a DNS subdomain specific to pollarity, like <u>http://findtime.example.com</u> this requires a setup with a Home URL like <u>http://findtime.example.com/ontime/client.nsf/findtime</u> for this website.

For the field 'URL for Find Time' below, you may choose between the two redirection examples above: http://findtime.example.com/findtime or http://findtime.example.com/findtime or http://findtime.example.com/findtime or http://findtime.example.com/findtime or http://findtime.example.com/findtime or http://findtime.example.com/findtime or http://findtime.example.com/findtime or http://findtime or http://findtime.example.com/findtime or http://findtime.example.com/findtime or http://findtime.example.com/findtime or http://findtime.example.com/findtime or http://findtime.example.com/findtime or <a hr

Options Branding	Photos	Business Card	Search Directories	Time Off	Shared Desk	Find Time	Catering	Online Meetings	Rooms Display	Other
Main settings Url for Find Time	ි ු (Blank = Th	e Uri from the Server S	lettings document)							
Pollarity settings							Shar	e My Time settings	3	
Members	°*						Mem	nbers	⁷ * •	
Exclude	۳						Exclu		r	
Pin code	C Force	d 🖲 User								
Keep Polls	^{IF} 31 _ day (Blank = no	s deletions of polls)								
Keep Poll Contacts	ੇ 180 ੂ da (Blank = no	ys deletions of Poll Conta	cts)							
Mail Footer		lsvej 6								
Placeholder docume	nts									
Enabled	Ves									
Subject prefix	『POLL:』									
Draft Subject prefix	POLL DF	RAFT: _								
Mark Available	Ves Yes									
Hidden for other users in OnTime	🗌 Yes									



Main settings

URL for Find Time: The web URL for the 'findtime' form.

Pollarity settings

Members – Users and groups who should have access to Pollarity
Exclude – Possibility to exclude persons from groups entered above from having access to 'Pollarity PIN code – 'Forced' always on, or 'User' decides
Mail Footer – Example with company info.
Keep Polls – Expiry of poll messages in OnTime
Keep Poll Contact – Expiry of poll contacts in OnTime

Placeholder documents

Enable – Yes - when meeting dates are proposed the time slots are created as placeholders in the 'poll owners' calendar. When a 'poll voter' votes for a certain date, a time slot is created as a placeholder in the voter's calendar.

Subject prefix – This text is inserted in the mail messages subject field.

Draft Subject prefix – In case a 'poll owner' saves a draft of instead of sending the mail the text is inserted in the subject.

Mark Available – Yes – the proposed time slots will be marked as 'Available'.

Hidden for other users in OnTime – Click yes to hide placeholder documents from other users calendar views.

Pollarity/Clients UI

You may design the voting form that is sent out to participants in a proposed meeting in the Branding section.

You may upload your company logo, determine the colour of the menu background, the text, and the border.

You may add URL links to the menu in the mail, with a link text and the corresponding URL.





When a user receives a link to the meeting poll – depending on the settings for PIN code and eventually the sender – there will be a PIN code included that must be entered before reaching the voting form.

OnTime®		=
	Access Code:	

Example of the pollarity voting form:

OnTime®				= =
Test By: Bue Gyldenkærne			Duration: 1 hour 0 minutes Location: Room 1 Time zone: Brussels, Copenhagen, Madrid, P v Vote before: Sat 02/09/2023 10:00	Show @ All O Chat Only Mon 28/08/2023
Meeting slot suggestions: Please se	elect the boxes that bes	st represent your availa	ility.	
Converted into selected time zone	Tue 29/08/2023 09:00 - 10:00	Tue 29/08/2023 14:00 - 15:00		
postmaster				
Bue Gyldenkærne	×	×		
Available	1	2		
			Submit No Date Suits	

Share my Time settings

Members – Users and groups who should have access to Share my Time **Exclude** – Possibility to exclude persons from groups entered above from having access to 'Share My time.



Catering

The OnTime licensed option, Catering means that ordering of for example food and beverages for meetings can be arranged. Three roles for OnTime Catering are described in the following table:

	System Admin	Canteen Manager	Canteen Staff
Create Canteen	Yes	No	No
Edit Canteen	Yes	Yes	No
Remove Canteen	Yes	No	No
Maintain Menu item	No	Yes	No
Create Orders	No	Yes	Yes
Edit Order	No	Yes	Yes
Remove Order	No	Yes	No

The role 'System Admin' is to create/remove/edit canteens in the 'Catering Manager'.

The role **'Canteen Manager'** is to administer orders, add items for consumption and edit info about an existing canteen.

The role 'Canteen' Staff' is to administer orders.

Main Settings

Options Branding	Photos Business Card	Search Directories	Time Off	Shared Desk	Find Time	Catering	Online Meetings	Rooms Display	Other
Main settings						Vis	ible for		
System Admins	[¬] Lars Schorling/OnTime Douglas Long/OnTime Liz Ingalls/OnTime Chris Holmes/OnTime						mbers lude	°*. •	
Keep Orders	^r 90 days								

System Admins - Access to Catering Manager

Keep Orders – If this field is blank, catering orders are kept forever. To limit growth in the catering database you may enter the number of days to keep old orders.

Visible for

Installation Manual

Members – Users and groups that have buttons for catering enabled in the OnTime user interface when creating or editing a meeting event.

Exclude – Possibility to exclude persons from groups entered above from having access to the button for catering.





GROUP CALENDAR

URLs for 'Catering Manager'

The URLs for access to the 'Catering Manager' are in the examples below:

https://ontime.example.com/ontime/client.nsf/cateringdesktop

or

https://ontime.example.com/cateringmobile - for the touchscreen client.





Online Meetings

OnTime supports three sources of Online meetings – MS Teams, Zoom, Webex. In this section you may add OAuth IDs and Secrets from your Online meeting vendor. When the Ontime calendar user books a meeting, the user may add an online meeting room for the meeting.

Limitation: If the chairperson of a meeting decides to move a meeting in time – and it is done in the Notes calendar client – it will have no effect upon the scheduled online meeting.

Note: It is a requirement that the Domino server setup is for https with a certificate - publicly trusted - and access out into the Internet is open for port 443.

Options Branding	Photos	Business Card	Search Directories	Time Off	Shared Desk	Find Time	Catering	Online Meetings	Rooms Display	Other	
MS Teams Meetin	ngs 🖸					Zoo	m Meetings	ď			
Client ID	r		- 6			Client	ID	5	۲ I		
Tenant ID	ū					Client	Secret	° - C			
Client Secret	° . C							_			
	_					Memb	ers	°*			
Members	°.					Exclud	e	°			
Exclude	۲ _ ۲					T					
Allow book on	Ver	(Decision identical Free	il between OnTime and Offic	205)			-	ated Automatically:			
behalf of others	I tos	(Requires identical Ema	i between On time and Offic	6000)		Passw	rord g Room	^C Default On _ ▼ C Default Off _ ▼			
							ng ID - Perso				
Vebex Meetings	ď					Passw	-	Default Off			
Client ID	F				16		g Room	Default On J V			
Client Secret	° _ 6										
	_										
Members	°*. 💌										
Exclude	۳ _ ۲										
HTTP Connection Op	tions					Redire	ct URLs				
Proxy	Host: 🕫	Port [©] _						rect or Whitelist URL: ntravision.dk/servlet/on	timeselecuth/ut		
Trust All Certificates	s 🗆 Yes					nups.//	unumezdemo.i	nu avision.uk/serviei/on	tumegc/oadth/v1		

HTTP Connection Options

Proxy – in case you have a forward proxy for outgoing traffic – hostname or ip-address – and port

Trust All certificates - for initial setup and test, enable

Redirect URLs – The redirect URL configured in the vendors meeting setup.

For details of the meetings setup at the vendor, please see:

Appendix I – MS Teams Online Meetings registration

Appendix J – Zoom Online Meetings registration

Appendix K - Webex Online Meetings registration





Rooms Display

- requires a license for configuring 'OnTime Rooms Display', devices outside meeting rooms.

Note: Included with the licence is the license for the 'Api User' with the 'Application ID' equal to 'OnTimeRoomDisplay'.

If you acquire the licence for 'Rooms Display', update the license info.

Options Branding Photos Business Card Search Director	es Time Off Shared Desk Find Time Catering	Online Meetings Rooms Display Other
Rooms C-2150/Copenhagen C-2251/Copenhagen C-4621/Copenhagen C-4622/Copenhagen C-4622/London C-12201/London C-12201/London C-2201/London	Api User Name Expire App <mark>l</mark> cation ID Role Member Token	OnTimeRoomDisplay/ApUSer 19-05-2024 OnTimeRoomDisplay ^{9*} OnTime RoomDisplay J * New Token
Selected: 9 of 100 Select All Deselect		

Rooms – the list represents all available of rooms in OnTime, select the rooms that are available for the 'Rooms Display' admin.

Note: You can only select number of rooms for which you have licence.

Api User

Name – the name is a reference to the 'Api User' defined with the 'Application ID' equal to 'OnTimeRoomDisplay'. For registering the Api User, see the reference **Open the mobile** client with an existing Entry Selected

Example:

https://otmsdemo.intravision.dk/ontimegcms/mobile? openitem={"Email": "user@user.dk", "EventID" : "<EventID>"}

Open the mobile client creating a new entry

Example:

https://demo.ontimesuite.com/ontime/client.nsf/mobile?open&newitem={"required":["bh@ontimecalend ar.com"], "subject":"Prep of annual staff ratings", "location":"Miami", "categories":["Projects"], "start":"2025-01-13T14:00:00Z", "end":"2025-01-13T15:00:00Z", "body":"desc","showas":"Busy"

Times are coded in ISO 8601 format, UTC (GMT)



Cancel M	EETING ~	Add
Chris Holmes Marketing Manag Marketing DK		
Prep of annual staff ratir	ngs	
Miami		
Start	Mon, 13. Jan. 2025	15:00
End		16:00
Invitees		None >
Rooms		None >
Resources		None >
Fine	d Free Time	
Categories		Projects >
Alarm		None >
Private		
Mark Available		
desc		102



Using the API.

Expire – expiration date for the Api User.

Application ID - the Application ID for 'Rooms Display', equal to 'OnTimeRoomDisplay'

Role Member – a role defined in the Roles section specific to 'Rooms Display', the name may be 'OnTime Room Display'. See ref. to <u>**Roles.**</u>

Token – click the button 'New Token' if required.





Other

Options Branding	Photos Business Card	Search Directories	Time Off	Shared Desk	Find Time	Catering	Online Meetings	Rooms Display	Other
iNotes links									
Protocol	🖥 https 🔄 💌								
Host Formula	"demo.ontimesuite.com"								
Path Formula	¹⁷ MailFile _1								
Url for you	https://demo.ontimesuite.com/	mail/ajones.nsf							

iNotes Links

iNotes links	
Protocol	r https _ ▼
Host Formula	
Path Formula	^C MailFile _
Url for you	https://demo.ontimesuite.com/mail/ajones.nsf

The settings in this section are for enabling the users access details about calendar events in iNotes. OnTime 'computes' the URL including the server name for the user's mail database. Click the button to test the mail URL.





GROUP CALENDAR

Server Settings

In the Server Settings document, you find the configuration that applies to a specific OnTime server.

Note: When installing OnTime, this document needs to be configured and saved.

The following sections are configured in the server settings document.

- Server Configuration
- Client and Log Configuration
- Exchange Servers

When saving the Server Settings document, you will be asked whether you want to create the OnTime[®] Client database (and the OnTime[®] Log database, which is used to enable logging). Click **[Yes]**, and the databases will be created automatically in the directory you have specified.

To create a Server settings document, go to the Server settings view and click the [Add Server] button.

Server Configuration

OnTime Server Settings			
OnTime Server	ି Şerver2/OnTime ଥ 💌 @ OnTime	OnTime Admin Server	Ves
Synchronization Settings			
Servers being monitored for synchronisation	^Г Server2/OnTime 』▼	OnTime Cluster name	
Monitored servers excluded from update in personal mail databases.	r	Number of Threads per monitored server Max number of Mailfiles	°3.
		to de-queue	^Г 100 _

Synchronisation Server: Server name

OnTime Admin Server: Check Yes, if this is the Admin Server.

- Servers being monitored for synchronisation: Specify with which mailserver(s) you want this
 OnTime server to monitor and synchronise data. Remember to include the OnTime® server itself
 on this list, if it contains mail files which should be synchronised with OnTime.
 If you have multiple OnTime Servers, a mailserver must be monitored by only one OnTime Server.
- **Monitored servers excluded from update in personal mail databases**: By default, the OnTime server will update the mail calendar profile in each users mail file, for categories. By enabling this setting all other operations than the update of information in the user's personal mail files will still run. This option enables users to be part of multiple OnTime installations and only have their mail files updated from one OnTime installation. An example where this could be used would be if you have an OnTime test environment and want to use real calendar data to populate it.







- **OnTime Cluster name**: If running OnTime in a cluster (for OnTime fail-over), fill in a cluster name on all Server Setting documents for OnTime servers that will be part of the cluster.
- **Number of Threads per monitored server**: The default value is 3. However, if server resources allows it and you have a need for more simultaneous sync processes it may be increased.
- **Max number of Mailfiles to de-queue:** Sync requests are processed in batches pr. thread. The default value is 10, for larger environments (500+ users) we recommend a value of 100.

Web Settings

Web Settings			
Server URL	${}^{l'}$ https _j://{}^{l'} ontime2demo.intravision.dk _j	CORS Allow Origin	۲_1
Links URL	${}^{i r} \ https _ :: {}^{j r} \ ontime 2 demo.intravision.dk _ :$	Users allowed to run 'OnBehalfOf'	^{I7} Amanda Jones/OnTime OnTimeRoomDisplay/ApiUser ▼
OnTime Token Timeout	^I ^C 62 ⊿ days ^I ^C 12 ⊿ hours	Trust All Certificate	□ Yes
Method	Rolling (automatically refresh when used)	in Servlet Commands Use Buffer during http	-
	O Hard (expire after given time)	response	T Yes
Login method Desktop	௴OnTime - Password / Mail link		
Mobile	^Г OnTime - Password / Mail link▼		
Mail Login Sender Addr.	[™] "OnTime Group Calendar" <no_reply@example.com _]<="" th=""><th></th><th></th></no_reply@example.com>		

- **Server URL:** Specify the URL of the physical OnTime server.
- Links URL: The URL for the user to access the OnTime server
- **OnTime Token Timeout:** Specify the timeout period of the OnTime Token (hours). **Method:** Choose Rolling for auto refresh or Hard for exact expire.
- Login Method Desktop: Login with Domino standard login, Password, Mail Link or Password/Mail link.
 Mobile: Login with Domino standard login, Password, Mail Link or Password/Mail link.
- Mail Login Sender Addr.: Configuration of sender address. Substitute your own mail domain.
- **CORS Allow Origin:** Support for 'Cross-Origin Resource Sharing'. For whitelisting foreign web access to the OnTime API, this access requires a separate license.

Users allowed to run 'OnBehalfOf: When external code sends a request to the OnTime API, the requestor is a person who in OnTime is referenced as "run OnBehalfOf". The field can have one or more persons with different rights in OnTime.

- Trust All Certificates in Servlet Commands: Tick if acceptable for initial configuration.
- -
- Use Buffer during http response: Tick if it is acceptable



Database Settings

- Data, Client, Share My Time, Pollarity, Log, Time Off, Catering

Database settings				
Data Database		Log Database		
Filepath	f ontime\data.nsf Open	Filepath	^r ontime\log.nsf _ Open	
Client Database		Log Level	○ No Log ○ Only Errors ○ Info Only ⓒ Extended	
Filepath	^C ontime\client.nsf Open	Keep Entries	『3』days	
Share My Time		Time Off Database		
This need a seperate licen	se. Please contact your distributer of OnTime for further info.	Filepath	^𝕫 ontime\timeoff.nsf _ □ Open	
Filepath	^C ontime\sharemytime.nsf Open			
moputi		Catering Database		
		Filepath	^r ontime\catering.nsf Open	
Pollarity Database		•		
Filepath	f ontime\pollarity.nsf Open			
Never require credentials to vote	T Yes			

Data Database configuration

- **Filepath:** Filepath for the Data database

Client Database configuration

- Filepath: Specify file path for the Client database.

Share My Time Database

- The database stores shared events.

Pollarity Database

This database stores votes and users when polls for the best meeting time slots are made in OnTime.

Pollarity requires a license for enabling polls in OnTime. When editing a Server Settings document, the license will be checked.

- **Filepath:** Click 'Open' to open the database. The database contains actual data about Polls, Votes and Users of the Pollarity feature.
- **Never require credentials to vote:** Enable, to avoid authentication of internal web users for voting. External users are not met by authentication requirements.

Log Database configuration

Should you need to troubleshoot in OnTime, the OnTime log file is necessary. Please be aware that the log file may take up a lot of disk space depending on your environment. We recommend that you only log what you need to log.

Filepath: Specify file path and filename for the Log database.

Log Level: Choose whether to log, log only errors, info only or enable extended logging.

Keep entries: Specify how many days log entries should be kept before they are purged.

Time Off Database

The database stores Time Off requests.

Catering Database

This database stores orders for catering. Catering requires a license in OnTime.





GROUP CALENDAR

Exchange Servers

Exchange Synchronization				
Sync. threads	۳1.		Email Lookup view	ິ (\$Users) ຼ
Add Exchange Domain				
Exchange Server		Users		
otms-exh.ontime.local		freetime_users_exch@ontime.local, Test_Rooms@ontime.loc	al, test_equipment@ontime.local	
outlook.office365.com		testusers@ontimecalendar.com		

For information regarding Exchange Server Setup and Configuration, please refer to Exchange Install Manual available at <u>http://www.ontimesuite.com</u>.

Connections Settings

Connections	
Enabled	Ves
Base url	^I ^r https://connections.example.com _]
Servlet:	
Group Resolve Url	^r http://connections.example.com/otgcgrpresolve_
Username	r
Password	- 5 j
Ctx Profiles	r/profiles _
Ctx Communities	^𝔽 /communities
Ltpa Token Name	^了 LtpaToken2 _
Trust All Certificates	Ves

For details, please refer to the manual 'OnTime Group Calendar for HCL Connections' available at http://www.ontimesuite.com





Additional OnTime Server

The first OnTime server is the OnTime Admin server. In case you want more OnTime server based on regional requirements you may install additional OnTime servers, click 'Add OnTime Server.

OnTime®		guration Tutorial n: 11.1.0-rc.9 2/OnTime - ontime\ont	imegc.nsf						<u>License fo</u> 73 of 10.000 Premium Us Perpetual license Nev	ers in use 🛛 ?
Configuration	• Ec	lit 🔹 Add OnTime Se	rver 🔹 Add Ext	ernalAcc	ess Server 🔹 Domino	Commands 🔻 🖲 Tas	sk Commands 🔻	Servlet Commands •	Install / Upgrade	● Verse on Prem. ▼
		Server Name	Info	Admin	Monitored Servers	Client Database	Log			
Global Settings		Server2/OnTime	Domain: OnTime	1	Server2/OnTime	ontime\client.nsf	Logging Exten	ded me\log.nsf(3days)		
Server Settings	- 1	Domain: outloo	k.office365.com -	Users: t	utorial-users@ontimecal	endar.com,tutorial-roo		dar.com,tutorial-equipment(@ontimecalendar.com	
>Users		Disabled: Dom	ain: otms-exh.ontii	me.local -	Users: allpersons@ont	ime.local,lmc@ontime.	local,AllRooms@	ontime.local,allresources@	ontime.local	
Legends										
Roles										

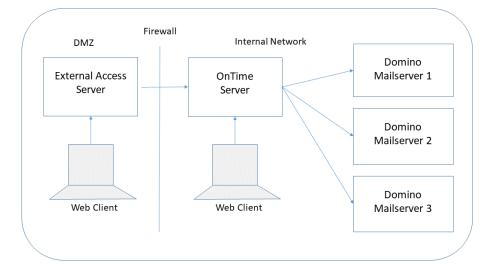
The configuration is same as above except – the field 'OnTime Admin Server' is not ticked.

OnTime Server Setting	S		
OnTime Server	[™] Server3/OnTime	OnTime Admin Server	□ Yes





External Access Server



The web service is a standard part of the OnTime Server with the URL defined in a Server Settings document. It is possible to create an "External Access Server" at a Domino server in a DMZ. In this way, the webserver is handling port 80/443 requests from the Internet – and all backend requests to the OnTime server in the internal net are handled through the Notes port, 1352 through the firewall.

If more security is required we recommend a solution, that monitors the HTTP traffic.

External Access Server installation

The databases client.nsf and log.nsf are the only databases necessary in the 'External Access Server' to reach the OnTime backend.

The External Access server needs access to all mail databases.

Before installing OnTime 'External Access Server' please ensure that the HTTP server task is started on the target Domino server. For preparation purposes, you must also know the DNS URL of the target server.

OnTime®	Configuration Tutorial Version: 11.1.0-rc 9 Server20nTime - ontimelontimegc.nsf	<u>License for</u> : OnTime 73 of 10.000 Premium Users in use Perpetual license Never Expires	?
Configuration	Edit Add OnTime Server Add External Access Server Domino Commands Serviet Commands Serviet Commands	 Install / Upgrade Verse on 	n Prem. 🔻
	Server Name Info Admin Monitored Servers Client Database Log		
Global Settings	✓ Server2/OnTime Domain: OnTime ✓ Server2/OnTime ontime\client.nsf Logging Extended – Filepath: ontime\log.nsf (3davs)		
Server Settings	Domain: outlook.office365.com - Users: tutorial-users@ontimecalendar.com,tutorial-rooms@ontimecalendar.com,tutorial-equipment@	ontimecalendar.com	
Users	Disabled: Domain: otms-exh.ontime.local - Users: allpersons@ontime.local.lmc@ontime.local.AllRooms@ontime.local.allresources@o	ntime.local	
Legends			
Roles			

Click the [Add External Access Server] button.



External Access Settings

External Access Se	ttings		
External Access Serv	er [©] Server1/OnTime _□ → @ OnTime	OnTime Config Serve	er ^{[7} Server2/OnTime]] •
Web Settings			
Host URL OnTime Token Time	$\stackrel{l^{\prime\prime}}{\longrightarrow} http_{,d} \mathcal{N}^{l^{\prime\prime}} server1.ontimedemo.com_{,d}$	CORS Allow Origin Users allowed to run 'OnBehalfOf'	ਾ ੁ F Amanada Jones/OnTime¦ੁ ਦ
		Trust All Certificate in Servlet Command	s Ves
Database Settings			
Client Database		Log Database	
Filepath	^ℓ ontime\client.nsf _ Open	Log db. filename	^了 ontime\log.nsf_」 Open
Launch Desktop in Notes Client	T Yes	Log Level	○ No Log
		Keep Entries	°3⊿ days

Web Seetings:

- External Access Server: Specify the Domino server in the DMZ
- OnTime Server: The OnTime server where the OnTime Config database is located
- Host URL: The Fully Qualified Domain Name of your Web server
- OnTime Token Timeout: Specifies the lifetime of the OnTime token
- CORS Allow Origin: Support for Cross-origin resource sharing. Ref. <u>http://enable-cors.org/.</u> For whitelisting foreign web access to the OnTime API, this access requires a separate license.
- **Users allowed to run 'OnBehalfOf':** When external code sends a request to the OnTime API, the requestor is a person who in OnTime is referenced as "run OnBehalfOf". The field can have one or more persons with different rights in OnTime.
- **Trust All Certificates in Servlet commands:** If internet certificates are missing in a test phase, you may choose to trust the servlet communication between the external server and the OnTime server.

Database Settings:

- **Filepath**: Specify the file path for the OnTime Client database.
- **Launch Desktop in Notes**: To launch the OnTime web interface embedded in the Notes client when opening the Web database, select 'Yes'.
- Log db. Filename: The reference to the OnTime log database
- Log level: Specify the amount of data in the log
- Keep Entries: Specify when old content in the log is deleted



When saving and closing the 'External Access Settings' you will be prompted to confirm the following:

- The OnTime Configuration database to be replicated to the new server -
 - The Client and Log database to be created on the new server

Web performance

We recommend compressing network traffic for all clients.

In the 'Domino Administrator' locate the tab "Domino Web Engine" for your web site.

	o.ontimesuite.com
Basics Configuration D	omino Web Engine Security Comments Administration
HTTP Sessions	
Session authentication:	Multiple Servers (SSO)
Web SSO Configuration:	LtpaToken3

At the bottom of the tab:

- Compress output Enable
- Compress to file threshold 2 MB (default 1 MB), compression is handled in memory!

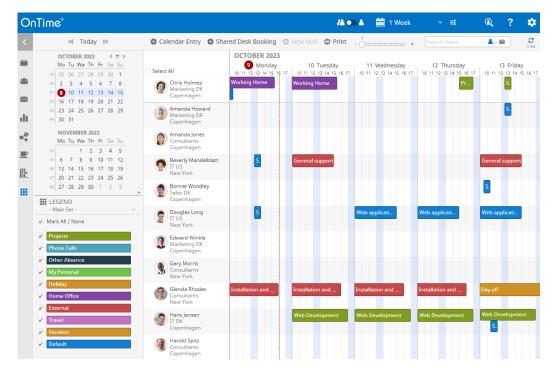
Compression Settings	
Compress output:	Enable
Include MIME types:	text/*; application/*
Exclude MIME types:	application/x-gzip; application/x-zip
Compress to file threshold:	2 MB
Minimum compress content length:	300 bytes





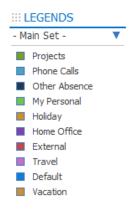
Legends

You can configure OnTime to display clusters of similar calendar entries in different colours, based on sets of criteria. Legends provide users of the calendar interfaces with a better overview of colleagues' appointments and an ability to filter by type. In general, each legend will have unique colours, but this does not have to be the case.



For clarity, let us start by defining some OnTime terms related to legends:

- Legend. An OnTime legend identifies all calendar entries that meet a set of criteria. This set of criteria can be a combination of category, formula, a character and a TimeOff indication. In OnTime, these set of criteria are referred to as Legend Items.
- Legend item priority. Let us assume that you have defined multiple legends, each with multiple legend items. If a specific calendar entry meets the criteria defined for more than one legend item, the legend item priority will be the deciding factor.
- Legend sets. You can define multiple legend sets. Each legend set contains one or multiple legends targeted at providing a specific view/grouping of the calendar entries. Whether you define a specific set of legends for a department, location or even a country is completely up to each organisation to decide





Click 'Legends' in the left-hand navigation of the OnTime Configuration database.

OnTime®	OnTime Config - Tutorial Server2/OnTime ontime\ontimegc.nsf		
Configuration	● Edit ● Add Legend ● Legend Set ▼ ● Edit User Categories	Sort: 👍 🦊 🛣	💌 🔹 Reset
	Set Legend Name	Colours	OoO Sort
Global Settings	▼ - Main Set -		
Server Settings	Projects	Colour	40
oon oo taaligo	53. Category: Projects		
Users	53. Category: Projekter		
Lawrenda	53. Category: Prosjekter		
Legends	Phone Calls	Colour	50
Roles	55. Category: Phone Calls		
	Other Absence	Colour	60
Display Groups	57. Category: Other		
Static	My Personal	Colour	70
> Dynamic	 Formula: OrgConfidential="1" & BookFreeTime="1" 		
> External	Holiday	Colour	✓ 80
> Directory	51. Category: H		
	51. Category: Holiday		
Broadcasts	▼ Home Office	Colour	90
Application	56. Category: Home Office		
Custom Fields	▼ Extern	Colour	100
Name Formats	02		
Default Settings	Legends priority	Colour	110
Default Settings	4. 4. Category: Travel		
	Vacation	Colour	120
Languages	50. Category: V	Colour	V 120
Region	50. Category: Vacation		
	-Default-	Colour	130
	-∋eraut-	Colour	150
	▼ Sales coordination	Colour	20
	. Category: Sales coordination	Coloar	20
	Client meeting	Colour	30
	. Category: Client	Coloar	
	-Default-	Colour	140

Legend Configuration

A predefined set of Legends ' - Main Set – ' can be found in the Legends view when implementing OnTime. Each Legend can be configured by clicking the + twistie and opening the corresponding document. In the above screenshot, all Legends are fully expanded.

You can add additional Legends sets by using the button **Legend Set – Make New.** Individual departments might have different focuses on their Legends with their preferred colours. In the screenshot above you can see a "Sales" Legend set with Legends "Client meeting" and "Sales coordination".

To edit a Legend, select the Legend and click **Edit –** Legend Configuration You can add additional Legends by clicking the [**Add Legend**] button in the view.





Click Edit - to edit a Legend Configuration

Legend Configu	Legend Configuration		Legend Name: A descriptive name of the Legend, which will be displayed to the user	
Set	- Main Set -	Sort Order	^C 100 _	
Name	『External』			
Languages	ି en: External da: Ekstern ୍ର		Time Off: Appoint selected can be fo Off view of the On	ound in the Time
Background	C54949	Time Off	On view of the On	Time clients.
Foreground	FFFFFF _		d: The colour of the ap d: The colour of the tex	

The [Languages] field contains the language specific descriptions used by the clients.

The format of the standard OnTime languages should look like this:

- en: English texts
- da: Danish text
- de: German text
- no: Norwegian text
- ja: Japanese text
- zh_hans: Chinese text
- zh_hant: Chinese text

If the user's selected language is not in the list, the name of the Legend will be used instead, and therefore it is important to make it descriptive.

Configure Legend recognition parameters

Once a legend has been created, it is time to configure the **Legend items**. The **Legend items** are the recognition parameters. The parameters determine which **Legend** a given calendar entry should be part of in each Legend Set when displayed in the OnTime clients. To add an item, open the **Legend** document and click the [**Add Item**] Button. Add as many items as you need to ensure that each calendar entry is displayed with the intended **Legend**.

ii L	EGENDS
	<u>Default</u>
	Client Meeting
	Holiday
	Home Office
	Other Absence
	Travel
	Vacation

Add Item)	
Туре	Value	Priority
Categori	ies	
	Projects	53
	Projekter	53
	Prosjekter	53



GROUP CALENDAR

The **Legends** can be identified by using Category, Formula or Character for the "Main Legend Set". For additional Legend sets, you are restricted to using the category as the parameter.

Set	- Main Set -		
Name	Vacation		
Туре	Category C Formula C Character	Priority	ິ 50 ຼ
Category	۲v_		

Set Name	- Main Set - Vacation	Formula : A formula automatically calculates how given calendar activity should be processed and shown by the OnTime Client.			
Туре	C Category • Formula C Character		Priority	^ت 50 _	
Formula	^I [™] @contains(Subject;"Vacation") _□				

Set	- Main Set -	Character : A character can be a symbol (I.e. # , ! or ?) or simply a letter. GC evaluates based on the first character of the subject field in the calendar
Name	Vacation	activity. "#Trip to Spain"
Туре	○ Category ○ Formula ● Character	Priority [©] 50 _
Char	۳ #	

Legend item priority. Let us assume that you have defined multiple legends. If a specific calendar entry meets the criteria defined for more than one legend item OnTime will not be able to determine which legend should be used to display the entry in the OnTime clients. For example, if a user selects a category for a calendar entry and in addition uses a specific Character in the subject field like in the above example. The Legend item priority will be the deciding factor

Note: Changes of Legend Items requires a run of the [FullSync] command.





Maintaining Custom Categories in the users' private calendars

By default, custom categories are not listed in the end users' private calendar. The User Categories feature provides the ability to distribute custom categories to the users' calendars.

it 🥥 Add Legend 🛛 🥥 Leg	end Set 🔻 🥥 Edit User Categories	🗕 Sort: 👍 🦊 🛣 💆 Reset	🥥 Default Leg
Set Legend Name	K	Colours Time off Sort	
🖃 - Main Set -	User Categories		
-Default-	•		
External	Add:	Remove:	
52. Category	Client	Clients	
⊟ Holiday	Sales coordination	Sales cordination	
51. Category			
51. Category	: Ho		
Home Office			
56. Category	: HO		
My Personal	0.00		
1. Formula:	Org		
57. Category			
Phone Calls	. 01		
55. Category	Db		
Projects	. =0		
53. Category	Dro		
53. Category			
53. Category			
□ Travel			
4. Category	T		
4. Category			
□ Vacation			
50. Category	V		OK Cance
50. Category	Vacation		
🖃 Sales			
-Default-		Colour	
Client meeting		Colour	
. Category			
Sales coordination		Colour	
. Category	Sales coordination		

Note: To remove an unwanted custom category, it must be listed in the *Remove* field. Simply removing the field name from the *Add* list will not work once the custom category has been applied to the users' mail files.



Users

The Users section of the OnTime Configuration database is where you will find user documents for all users, rooms, shared desks, resources configured in OnTime. For more information about adding users, please refer to **Users in Group calendar**.

Users – Selected

When you select a user in the Users view you have the following actions available:

- Enable/Disable: By disabling a user in OnTime, you make that user's license available for another user. In the views, you can easily locate disabled users, as they are marked with a red exclamation point.
- Invalidate current OnTime Token: This invalidates the current OnTime token for the user and forces the user to login with credentials to create a new token.
- Out of Service in Cluster: When a mail database is clustered, the Domino cluster administrator has the possibility to configure the database "Cluster Out of service" for compact/restore operations.

Please Note: The database status as "Cluster – Out of Service is not available for the OnTime coder – so the setting in OnTime must be made together with the setting in the Domino Administrator for OnTime to function correctly.

- Debug Enable/Disable: If enabled the users OnTime client sessions will be logged. The logged information can be retrieved from the API log view of the OnTime Log database.
- Sync User: To force a synchronization of the selected user.
- Full Sync User: To force a full synchronization of the selected user.

OnTime®	OnTin Server ontime\							63 of 5.000 P	<u>se for</u> : DemoServer remium Users in use nse Never Expires	?
Configuration	• Ed	it 🔹	Selected 🔻 🔹 Task Commands 🔻 🛎 Se	ervlet C	ommands 🔻					
		~	Enable		Display Name 🔿	Short Narr ^	Email ^	Mail Domain ^	Mail Server ^	
Global Settings		ê.o	Disable		BMW 3 - UJ 35 447 - Copenhagen			OnTime	Server2/0nTime	
Server Settings		*	Invalidate current OnTime Token		Bonnie Woodley	bw	bonnie.woodley@ontime.com	OnTime	Server2/0nTime	
Users					C-2150 - Copenhagen			OnTime	Server2/0nTime	
			Out of Service in Cluster	>	C-2351 - Copenhagen			OnTime	Server2/0nTime	
Legends			Debug		C-3212 - Copenhagen			OnTime	Server2/0nTime	
			Debug		C-4621 - Copenhagen			OnTime	Server2/0nTime	
Roles			Sync User		C-4622 - Copenhagen			OnTime	Server2/0nTime	
Display Groups		80			C-Desk 02 - Copenhagen			OnTime	Server2/0nTime	
Static		80	Full Sync User		C-Desk 03 - Copenhagen			OnTime	Server2/0nTime	
		en C-D	esk 04/OfficeDesks/Copenhagen		C-Desk 04 - Copenhagen			OnTime	Server2/0nTime	
> Dynamic			s Holmes/OnTime		Chris Holmes	ch	chris.holmes@ontime.com	OnTime	Server2/0nTime	—
> External		in Des	k01/Office Desks		Desk01 - Office Desks			OnTime	Server2/0nTime	
> Directory		& Dou	glas Long/OnTime		Douglas Long	dl	douglas.long@ontime.com	OnTime	Server2/0nTime	

Users - Task Commands

To force admin process on-demand, use the following commands:

OnTime®	OnTime Config - Tutorial Server2/OnTime ontime/ontimegc.nsf			63 of 5.000 P	se for : DemoServer remium Users in use nse Never Expires	?
Configuration	Edit Selected Arrow Task Commands Servlet Commands	nmands 🔻				
	∧ User Name ∧ Admin - All		ort Nam 🔿 Email 🔿	Mail Domain ^	Mail Server ^	
Global Settings	BMW 3 - UJ 35 Admin - Update Users only			OnTime	Server2/OnTime	^
Server Settings	447/Firmabiler/C Bonnie Woodley Admin - Update ACL info on	ly	bonnie.woodley@ontime.com	OnTime	Server2/OnTime	
Users	C-2150/Copenha Admin - Update Room & Res	ources info only		OnTime	Server2/OnTime	
	C-2351/Copenha			OnTime	Server2/OnTime	
Legends	C-3212/Copenha Admin - Read Replica docs. o	oniy		OnTime	Server2/OnTime	
	C-4621/Copenha Admin - Visible for update or	nly		OnTime	Server2/OnTime	
Roles	C-4622/Copenhagen	-4622 - Copenhagen	1	OnTime	Server2/OnTime	
Display Groups	C-Desk 02/OfficeDesks/Copenhagen	-Desk 02 - Copenhagen		OnTime	Server2/OnTime	_
Static	C-Desk 03/OfficeDesks/Copenhagen	-Desk 03 - Copenhagen		OnTime	Server2/OnTime	
> Dvnamic	E-Desk 04/OfficeDesks/Copenhagen	C-Desk 04 - Copenhagen		OnTime	Server2/OnTime	
> External	Linis Holmes/OnTime	Chris Holmes ch	n chris.holmes@ontime.com	OnTime	Server2/OnTime	_



Users - Servlet Commands

To refresh image(s) for the selected user

OnTime®	OnTime Config - Tuto Server2/OnTime ontime\ontimegc.nsf	orial			License for: Dem 63 of 5.000 Premium User Perpetual license Never	s in use 🛛 🥐
Configuration	● Edit ● Selected ▼	Task Commands				
	Total Module	Admin - All	Display Name	Short Name	Email	Mail Server
Global Settings	37 🔻 Caterin	Admin - Visible for update only				
Server Settings		- /	Amanda Howard	ah	amanda.howard@ontime.com	Server2/OnTim
berver bettings		Amanda Jones/OnTime	Amanda Jones	aj	amanda.jones@ontime.com	Server2/OnTim
Users		Beverly Mandelblatt/OnTime	Beverly Mandelblatt	bm	beverly.mandelblatt@ontime.com	Server2/OnTim
Licenses		Bonnie Woodley/OnTime	Bonnie Woodley	bw	bonnie.woodley@ontime.com	Server2/OnTim
Mail Server		Chris Holmes/OnTime	Chris Holmes	ch	chris.holmes@ontime.com	Server2/OnTim
Mail Domain		Douglas Long/OnTime	Douglas Long	dl	douglas.long@ontime.com	Server2/OnTim
Hierarchy		Edward Winkle/OnTime	Edward Winkle	ew	edward.winkle@ontime.com	Server2/OnTim
Company / Department		Gary Morris/OnTime	Gary Morris	gm	gary.morris@ontime.com	Server2/OnTim
Default Settings		Hans Jensen/OnTime	Hans Jensen	hj	hans.jensen@ontime.com	Server2/OnTim
-		Harold Spitz/OnTime	Harold Spitz	hs	harold.spitz@ontime.com	Server2/OnTim
Visible for		Ian Flemming/OnTime	lan Flemming	if	ian.flemming@ontime.com	Server2/OnTim

Visible for – Task Commands

- to update the view 'User/Visible for'

Users – Soft Deleted

OnTime®	Configuration Tutorial Version: 11.0.1 Server2/OnTime - ontime\ontime					68 of 10.000 l	<u>License for</u> : OnTime Premium Users in use ense Never Expires
Configuration	● Edit ● Task Commands ▼						
	Deleted A	∧ User Name ∧	Display Name 🔿	Short Nar	me ^ Email ^	Mail Domain A	Mail Server ^
Global Settings	X 28-10-2022 14:14:44	Alphonse Allais/OnTimeLocal	Alphonse Allais	aal	aal@ontime.local	ontime.local	otms-exh.ontime.loca
Server Settings	28-10-2022 14:14:44	Barbara Amiel/OnTimeLocal	Barbara Amiel	bam	bam@ontime.local	ontime.local	otms-exh.ontime.loca
Users							
Licenses							
Mail Server							
Mail Domain							
Hierarchy							
Company / Department							
Default Settings							
Visible for							
Soft Deleted							
Combined Rooms							
Api Users							

When a user is deleted from OnTime by the Admin task, the user is soft deleted and may be reenabled within 7 days.

Users – Combined Rooms

OnTime support the combination of rooms to be handled like one bigger room.





GROUP CALENDAR

OnTime®	OnTime Config - Tutorial Server2/OnTime ontime\ontimegc.nsf		
Configuration	Edit Add Combined Room		
	Combined Room Name A	Rooms	Capacity
Global Settings	C-4621+C-4622	C-4621/Copenhagen	75
Server Settings		C-4622/Copenhagen	
∨Users			
Licenses			
Mail Server			
Mail Domain			
Hierarchy			
Company / Department			
Default Settings			
Visible for			
Soft Deleted			
Combined Rooms			
Api Users	_		

Click 'Add Combined room' or 'Edit' to enter details about a combined room.

Display Name C-462	1+C-4622 _	Select Keywords	×
	1/Copenhagen /Copenhagen _	Keywords	ОК
Combined Room Info		C-2150/Copenhagen	Cancel
Location Copenh	agen	C-2351/Copenhagen	
Building Tivoli		C-3212/Copenhagen	
Floor Stuen		✓ C-4621/Copenhagen	
Capacity 75		C-4622/Copenhagen Green Room/On TimeCalendar	
		L Desk 304/London	
		L Desk 305/London	
Comment			

Display Name: Simply text.

Rooms: Rooms may be combined from already existing rooms.

Capacity: The total capacity of the combined room





Users - Document

A users document is used to review a person's information in an overview form. Below you can find how/from where the user document is populated/configured.

oodley/OnTime oodley oodley@ontime.com	Global Settir	Database Informati Mail Domain Mail Server Mail File Mail Replica ID Extra Info Visible for	ion OnTime Server2/OnTime mailbwoodley.nsf C12574F8:0078F763 Catering, MSTeams Online Meeting, Zoom Online Meeting, Webex Online Meeting
oodley oodley@ontime.com	Global Settir	Mail Domain Mail Server Mail File Mail Replica ID Extra Info Visible for	OnTime Server2/OnTime mail/bwoodley.nsf C12574F8:0078F763 Catering, MSTeams Online Meeting, Zoom Online
oodley oodley@ontime.com	Global Settir	Mail Server Mail File Mail Replica ID Extra Info Visible for	Server2/OnTime mail/bwoodley.nsf C12574F8:0078F763 Catering, MSTeams Online Meeting, Zoom Online
boodley@ontime.com	Global Settir	Mail File Mail Replica ID Extra Info Visible for	mail/bwoodley.nsf C12574F8:0078F763 Catering, MSTeams Online Meeting, Zoom Online
	Global Settir	Mail Replica ID Extra Info Visible for	C12574F8:0078F763 Catering, MSTeams Online Meeting, Zoom Online
jen	Global Settir	Extra Info Visible for	Catering, MSTeams Online Meeting, Zoom Online
ien	Global Settir	Visible for	
ien	Global Settir		
ien	Global Settir		Meeting, Webex Online Meeting
ien	Global Settir	ngs:	
ien	Global Settir	ngs:	
ien K	Global Settir	ngs:	
	Global Settir	ngs:	
	Global Settir	ngs:	
		-	
	Business ca	rd data source	Visible for:
•			
			Listing of extra info
following Roles		Person has been as Application Setting	assigned the following Application Setting Default
entries			
g access			in the personal calendar (Preferences/ACL)
ceptionists,See All,Tes	ter role	Create, Edit and Delete entries	LocalDomainAdmins
	Л	Read entries detail	Is
oom & Resources or	nly)		
Users,Door Sign	\leftarrow	Roles	Global settings:
	, ,		Advanced options
		entries ng access ceptionists,See All,Tester role	entries entrie

Custom fields

Custom fields are only showed when values are added to the business card in 'Global Settings', 'Data source/Read from other Database'.

More images

If you click 'Edit' you will be able to add more images for this user. More images are mainly provided for adding more images for Rooms and Resources. In the user interface you may choose between these images.





Roles

Organisations most often need to differentiate access level to sensitive data. It is true for the group calendars as well. In most cases, only a few users will be allowed access to all details for everybody's calendar entries.

Access through Roles

OnTime determines the individual user's access to the entries in the group calendar based on a highly flexible model of combining:

- Roles defined in the Group Calendar configuration database.
- Rights granted to individual users from delegation access in the personal calendars (ACL)

The rights of the OnTime user are cumulative and as such will grant the highest access level that one of the two methods allow for.

OnTime Roles

OnTime Roles represents a set of system administrator configured access rights to calendar entries. These rights can be granted in a combination of:

- Directory users
- Directory groups
- A hierarchical name structure such as */Sales/Acme

To allow for the greatest possible flexibility when defining the members of the role it is possible to use Domino Directory groups and then exclude specific users who will not be allowed this role. The exclude function is particularly helpful if you want to grant access to almost every user in a Domino Directory group or a hierarchical structure.

OnTime®	Configuration Tutorial Server2/OnTime ontime\ontimegc.nsf			<u>License</u> 70 of 5.000 Premium Users in use 0 of 15.000 FreeT Perpetual license	
Configuration	Edit Add Role Add R	ole for Restricted 🔹 Task Com	mands 🔻 🔍 Servlet Command	is 🔻	
Global Settings	Role Name	A Members / Excluded	Create, Edit and Delete entries / Excluded	Change Out of Office / Create and Edit own Entries Excluded Excluded	/ Read entries details Excluded
Server Settings	All Users	*			*
server settings	Board of Directors	Board of Directors	External Consultants		*
Users			Users DK		
Licenses	Customer service desk	Chris Holmes/OnTime Amanda Howard/OnTime			
Mail Server	Linda Chase	Linda Chase/OnTime	Amanda Howard/OnTime		
Mail Domain			Liz Ingalls/OnTime		
Hierarchy	OnTime Room Display				*Rooms
Company / Department					*Persons
Default Settings	Receptionists	Receptionists	*		
Visible for	D. 1111 1D	- Amanda Howard/OnTime	- Board of Directors		
	Restricted Rooms Room Admins	Noreen Altieri/OnTime Chris Holmes/OnTime	*Rooms		Tony Booth/OnTime
Soft Deleted	See All	Lars Schorling/OnTime	*	Steven Levin/OnTime	Tony Booth/OnTime
Combined Rooms Api Users	Jee All	Carls Scholing/OnTime Chris Holmes/OnTime Paul Kenkel/OnTime John Smith/OnTimeSuite Amanda Jones/OnTimeSuite	- Steven Levin/OnTime - Tony Booth/OnTime - Vincent Pappler/OnTime	Steven Leving III inte	tony boom/on time
Legends		Philip Alexander/OnTime Amanda Howard/OnTime			
Roles	Tester role	James Bond/OnTime Hans Jensen/OnTime	*	Tony Booth/OnTime	
Display Groups	Tutorial Demo role	Liz Ingalls/OnTime	Beverly Mandelblatt/OnTime		Amanda Howard/OnTim

Click 'Roles' in the lefthand navigation to get an overview of the Roles configured in OnTime:



Click 'Add Role' or 'Edit' to enter details like members and access:

Role Configuration				
Role				
Name	See All			Disable
Role Members				
Domino (Notes User na	imes)			
Members	Lars Schorling/On Time Chris Holmes/OnTime Paul Kenkel/OnTime John Smith/OnTimeSuite Amanda Jones/OnTimeSuite Philip Alexander/OnTime Amanda Howard/OnTime	Excluded		
Exchange (Exchange U	ser email address)			
Members		Excluded		
Members the Role has Domino (Notes Group of				
Create, Edit and Delete entries	×	Excluded	Steven Levin/OnTime Tony Booth/OnTime Vincent Pappler/OnTime	
Change Out of Office	Steven Levin/OnTime	Excluded		
Create and Edit own Entries (Room & Resources only)		Excluded		
Read entries details	Tony Booth/OnTime	Excluded		
View schedule information	Vincent Pappler/OnTime	Excluded		
Exchange (Exchange G	roup or User email address)			
Create, Edit and Delete entries				
Read entries details	ż	Excluded		
View schedule information		Excluded		

Default role

In a new configuration, a role named 'Default' is configured with a star, '*' – meaning 'All Users' in the members field and a star, '*' in the lowest value of access to calendars, 'View schedule information'. You may change the name of the role as you like – it could be 'All Users'.

Role Members

In this section members of OnTime are described as users from Domino and eventually users from MS Exchange. Users from Domino are mentioned as Notes username, groups or in Notes hierarchical name format. If Groups and hierarchical names are too large you may exclude members, groups, names in Notes hierarchical format.





Members the Role has selected access to:

In this section explicit levels of access to calendar data are described with members and eventually 'Excluded'.

Create, Edit and Delete entries: - the highest access to change calendar data for all users.

Change Out of Office: - ability to change Out of Office information for other users.

Create and Edit own Entries (Rooms and Resources only): – users that have the ability only to edit events they have created themselves.

Read entries details: - ability to see availability and details for the calendar events.

View schedule information: - ability to see availability.

Rooms Display Role

If you acquire the license for 'OnTime Rooms Display' you may need to add a new role as the example below. The 'Rooms Display' application requires access with 'Read entries details' to both Rooms and Persons.

In case you have another role configured for at least 'Read entries detail' for both Rooms and Persons, you may use this existing role for 'Rooms Display' configuration.

Role Configuration			
Role			
Name	On Time Room Display		sable
Role Members			
Domino (Notes User na Members	ames)	Excluded	
Exchange (Exchange U Members	lser email address)	Excluded	
Members the Role ha			
Domino (Notes Group) Create, Edit and Delete entries	or User names)	Excluded	
Change Out of Office		Excluded	
Create and Edit own Entries (Room & Resources only)		Excluded	
Read entries details	*Rooms *Persons	Excluded	
View schedule information		Excluded	
Exchange (Exchange G	Group or User email address)		
Create, Edit and Delete entries			
Read entries details		Excluded	
View schedule information		Excluded	







There are five different levels of access supported by OnTime

Access level	Description				
Create, Edit and Delete entries	nd Delete This level allows users to Read, Create, Edit and Delete entries for the people that the users have been granted this access for.				
	Private appointments still have all information hidden by default.				
Change Out of Office	This level allows users access to read all details of a calendar entry.				
	Private appointments still have all information hidden by default. Includes access to Modify Time Off for others.				
Create and Edit own Entries	This level allows users access to create and edit their own calendar entries. Designed for use with Rooms & Resources.				
Read entries details	This level allows users access to read all details of a calendar entry.				
	Private appointments still have all information hidden by default.				
View schedule information	View schedule information is the lowest level of access to calendar entries a user can be granted. The equivalent for the user is the dialogue a user sees when inviting somebody to a meeting from the personal calendar.				
	C Summary C Details				
	Friday, 17 May, 2013 ▼ Saturday, Invitees 07 08 09 10 11 12 13 14 15 16 07 08 09 10 1 ✓ Required Ø Ø ✓ Beverly Mandelblatt/On Ø Ø ✓ Mitchell Obstfeld/OnTin Ø Ø ✓ Terri North/OnTime Ø Ø				
	Users, in the standard configuration, can see whether the individuals				
	are busy but not the subject of the meeting or any other details.				

Note: More details of OnTime's handling of restricted rooms are described in Appendix G – OnTime Roles

Note: Time Off: OnTime supports the standard time-off notification. Alternate Notification and Exclusions are not supported.





Private Access and delegation profile

Access can also be set through the person's Notes Mail Preferences - Access and delegation tab. Find below a list of how access rights granted by an individual user map into OnTime.

Add People/Groups
Person or Group To whom do you want to give access to your mail file? C Everyone Just this person or group:
Components Which components of your mail file do you want to give access to? O Mail, Calendar, To Do and Contacts Image: Calendar, To Do and Contacts Image: Calendar, To Do and Contacts Image: Calendar and To Do Image: Calendar and To Do
Access How much access do you want to give for Calendar, To Do and Contacts? Read Read A Read, create, edit, and delete

This is what the private access level equals to in OnTime:

Access and delegation- level	Access in OnTime
Read	Equals the "Read" role in OnTime.
Read, edit, create, delete and send; enable out-of- office	Equals the "Create, Edit and Delete entries" role in OnTime.





Display Groups

Often, when viewing the full list of all users, the OnTime calendar interfaces present the user with an overwhelming amount of information.

A Display Group is within the OnTime in many ways considered as a fixed search or filter that presents calendar entries for a predefined set of users to the group calendar user.

Display Groups are created and maintained from the [**Display Groups**] overview in the OnTime config database.

Display Groups are available to all users of the OnTime system. The groups may, however, present different results to different OnTime users based on the access they have been granted to view calendar information. I.e. even though an OnTime user can use the Display Groups "Sales Worldwide" does not in any way mean that the user can see entries for all members of this Display Group.

Display Groups do not control security. They are merely used to segment business units into relevant groups.

Static Groups

When creating Static Display Groups, it is possible to populate various groups statically, either by users individually or by utilising Domino Directory groups.

OnTime®	OnTime Config - Tutorial Server2/OnTime ontime\ontimegc.nsf		62 of 5.000 Premium Users in u	License for: DemoServer se 0 of 5.000 FreeTime Users in use Perpetual license Never Expires	?
Configuration	Edit Add Display Group Task C	Commands 🔻			
	Display Group Name	Members / Excluded	Last Updated 🗸	Members Count	
Global Settings	All Users	*/OnTime	30 15-06-2020 15:46:01	37	
Server Settings		- *Rooms - *Resouces			
Vusers	Mail Platform\Exchange Users	*/OnTime	28-01-2021 16:32:44	37	
	Mail Platform\0365 Users	*/OnTimeCalendar	28-01-2021 16:31:45	6	
Legends	Rooms	*Rooms	15-06-2020 15:46:01	9	
Roles					
∕Display Groups					
Static					
> Dynamic					



This view shows a group which is created in OnTime, where *Members* may be specified as a group from the Domino Directory - or based on the Domino organisation. When the Admin task runs on the server, the Users field will be updated with the persons listed in the group in the Domino Directory. The maintenance of this group is performed in the Domino Directory.

Static Display Gro	up Configuration	
Name	All Users	
Members	*/OnTime	Excluded *Rooms *Resouces
Limited access	Ves	
Limit to	*/OnTime	E Choose your members either by using Directory groups (recommended) or, by using Directory users
Result		Limit the visibility of the group to a
Count Users	38	L specific Directory group or user

Limit to

With the [Limit to] functionality OnTime administrators have the option to limit the visibility of the created static groups to certain Domino Directory groups or specific persons. It is used in larger environments where one would reduce the visible display groups from all of the users in the organisation.

Configuration	Edit Add Display Group OnTimeGC Commands			
	Display Group Name	Members / Excluded		
Global Settings	All Users	X */OnTime		
Server Settings		- *Rooms		
		- *Resouces		
> Users	IT US	IT US		
	Marketing Denmark	Marketing Denmark		
Legends	Rooms	*Rooms		
Roles				
✓Display Groups				
Static				
Dynamic				
External				
Directory				

When you have Created or Edited a static group, click "Save & Close". You will see an hourglass to remind you about the Admin update. In the view click "OnTimeGC Commands", "Admin – Groups Static only" unless you want to leave the update to the scheduled Admin task at night.



Dynamic Groups

When creating Dynamic Display Groups, it is possible to populate various groups dynamically by utilising the Domino Directory (names.nsf) or other lookup databases.

	Dynamic Grown Subject DB Title Type Category Data
lobal Settings erver Settings	NAB Consultants I OnTime Corp's Directory Formula Category @if(Department="Consultants";Department,"") NAB Location/Department OnTime Corp's Directory Formula @lf(Location=" & Department="; "; Location="; "No Location\" +
sers	NAB Location/oppartment Online Corps Directory Pointina @int_Docation= & Department= , Location= , No Location: + Department; Department; Department = ""; Location; Location + "\\" + Department
egends oles isplay Groups Static Dynamic	Click [Add Dynamic Group] to create a new display group After Create or Edit

This is the view from which you configure your Dynamic Group(s). The *Subject* field is merely the name of the Dynamic Group, to help distinguish between the various created groups and not the actual display name of the group.

The Stop icon means that the group is [Disabled]

The Time glass means that the group **is not visible** in the OnTime client before the [OnTime Commands/Admin – Groups Dynamic only] has been run.

After Create – Edit or Delete, remember to run the [OnTime Commands/Admin – Groups Directory only].

Otherwise, you have to wait until the next day before it will take effect.

Dynamic Display	Group Configuration		Need update by Admin process
Subject Database Lookup	NAB Consultants	Enter the server name from where you have stored your lookup database	V Disable
Server Filepath View Key Data Type	(\$Users) Open y Canonical Name C Abbrev (Example: CN=Amanda Jones/O=OnTim	Title: OnTime Corp's Di Open Enter the name of your lookup database viated Name C Email ne) ula (advanced)	Choose which keyword to search from in your lookup database
Category Formula	Category\ @if(Department="Consultants";Dep	partment;"")	Choose from which attribute you wish to base your Dynamic groups upon
Filter Limited access	Persons Rooms	Resources	



The Dynamic Group will automatically create and populate groups depending on entries found in your desired lookup database.

Filter – for performance reasons deselect, for example, Rooms and Resources to collect Persons faster.

Limited Access – is ghosted until you enter and save a category.

Note: It is recommended having the referred database on the same server, for best performance.

External Groups

External Display Group Configuration				
Enabled	1	☐ Yes		
Databas	e Lookup			
Server Filepath		^C Server1/OnTime	Title: Open	
View		° . •		
Fields	Group Name Members Include Members Exclude Sort Limit Access Limit Include	RembersInclude MembersExclude LimitAccess LimitInclude		
	Limit Exclude	[™] LimitExclude _		

External group administration in systems other than Domino is supported.

"Save & Close" leaves the Admin task to act upon the document during the nightly run.

For on-demand running Admin click 'OnTime Commands/Admin – Groups External only' - your configuration will be saved and run at once.



Directory Display Groups

Directory Display Group Configuration					
Directory Configuratio	on				
Selection	C None	$\mathbb C$ $\operatorname{Prefix}\nolimits\operatorname{Characters}\nolimits\ \mathbb C$ $\operatorname{Group}\nolimits\operatorname{Type}$	C Categories	Formula	
Formula		"1") _			
Name Category	Г T Total Denma	rk _ا			
Formula	ି ୍ଧ (Blank equal Gro	oup name)			

When creating Directory Display Groups, it is possible to populate groups using various selections ranging from Group Types to Formula based selections.

A more detailed explanation of "Directory Configuration" is given below.

Selection:

"Selection" is the groups that are read from Domino Directory

- **Prefix Characters:** All groups that start with the characters like #, or % from your Domino Directory will be included.
- Group Type: Groups are chosen based on the groups from your Domino Directory.
- **Categories:** Groups chosen here will be based on the categories from your Domino Directory.
- Formula: A @Formula that decides which groups to read.

Name:

It is the name, the OnTime user sees in their clients. Sometimes you don't want a user's name to be identical to the one in the Domino Directory.

- **Category:** This is like dynamic groups where you can choose a category, and all created groups will be under the created under that category.
- Formula: A @Formula that can calculate which group name to give the group in your OnTime based on the group document from your NAB. Example: "@RightBack(ListName;1)" would remove the first character.

"Save & Close" leaves the Admin task to take action upon the document during the nightly run.

For on-demand running Admin click 'OnTime Commands/Admin – Groups Directory only' - your configuration will be saved and run at once.





Broadcasts

The OnTime Broadcast calendar offers the ability to manage calendar entries centrally from within your Broadcast database. The Broadcast database is used to create calendar entries which are then synchronised to the users' personal calendar.

Configure OnTime Broadcast

To implement Broadcast, add a configuration document.

OnTime®	Configuration Tutorial Server2/OnTime ontime\ontimegc.nsf		70 of 5.000 Premium Users in use
Configuration	Edit Add Broadcast Open Broadcast	icast db.	
	Broadcast Name	Filepath	Language
Global Settings	OnTime - Broadcast	ontime\broadcast.nsf	English
Server Settings			
>Users			
Legends			
Roles			
> Display Groups			
Broadcasts			

To create broadcast appointments, please refer to the user guide.

Click 'Add Broadcast' to configure the broadcast database.

Configure the Name and Filepath of the database.

When you save the document, the broadcast database will be created for you. If you have more OnTime servers for synchronising mail databases, it will create replicas of the Broadcast database at these servers.

Broadcast Configuration					
Name Filepath Language	ConTime - Bro ontime\broadca P English ▼		OK Cancel		



Application User Settings

Custom Fields

Configuration	● Edit ● Add Field ● OnTimeGC Commands ▼				
	Field Name	Sort A			
Global Settings	CustomerID	ଛି 1			
Server Settings	CustomerName	ଛି 2			
> Users					
Legends					
Roles					
> Display Groups					
Broadcasts					
✓Application					
Custom Fields					
Name Formats					
Default Settings					

Custom fields can be created and used when creating Calendar Entries.

OnTime synchronizes the fields and values back into the Notes calendar documents in the mail file.

After having added Custom Fields

- click the button 'Tasks Commands'.
- click 'Admin Custom Fields only'.

Custom Field Con	figuration			
				_
Field Name	『 CustomerID 』			Disable
Languages	^{IF} En: Customer ID Da: Kundenummer _	Sort Order	۳ _{1.} ,	
Use In	✓ Meeting ✓ Appointment ✓ All Day ✓ Room Booking ✓ Resource Booking			
Limited access	Ves			
Limit to	°*	Excluded	^{I°} Noreen Altieri/OnTime _ →	
Туре	C Text			
Url Link	^[7] www.example.com			

Custom Fields includes choices of languages and the use of fields in types of calendar entries. Sort Order chooses the placement of fields shown in the Calendar Entry. Limit to/Excluded determines the users access to view the Custom field. If you choose type 'Url Link' you may specify a link to a system external to OnTime.



GROUP CALENDAR

Example with custom fields in the Web Desktop client:

Or	nTime®				👪 🚥 👗 🎆 1 Week	× ⊒	۹ ?	2 🌣
<	너 Today 🖂	Calend	Send Conflict	5				×
	OCTOBER 2023 < (1)	🧸 4 of 4 pr	t i	Meeting	Mark Private	Scheduler Tue 10/10/2	Catering	<
*	40 2 3 4 5 6 7 8 41 9 10 11 12 13 14 15	Deselect Al			Mark Available	09	event	
\bowtie	42 16 17 18 19 20 21 22 43 23 24 25 26 27 28 29	V Q Chr Mar Cop	Calendar for	O Chris Holmes ×		10 09:30 - 10:		
dt	44 30 31	Am. Mar	Subject			•		
e(0	Mo Tu We Th Fr Sa Su 44 1 2 3 4 5	Cop Ami	Start	Tue 10/10/2023 V 09:30 V Tue 10/10/2023 V 10:30 V	Find Free Time	11		
P	45 6 7 8 9 10 11 12 46 13 14 15 16 17 18 19	✓ () Con Cop	Repeat	Repeat		12		
₽±	47 20 21 22 23 24 25 26 48 27 28 29 30 1 2 3	Per Hev IT U Nev	Required	🗿 Amanda Jones 🗙 👰 Bonnie Woodley 🗙 🐧 Edward W	finkle ×	13		
•••	All Users	D v 🛞 Bon Sale Con	Optional			13		
	✓MY GROUPS		FYI			14		
	All Users		Rooms		Find			
	 Copenhagen Project "Next CRM" 	Nev	Resources		Find	15		
	> SHARED GROUPS	- 🖉 🎑 Edw Mar				15		
	> PUBLIC GROUPS	Сор	Location					
		Gar Con	Online Meeting	There is no online meeting. Add		16		
		Nev	Category					
		Glen Con Nev	Customer ID	5	Custo	om fields		
		Har T D Cop	Customer Name					
		Har Con	B I U abe	A A° A 🖉 ≡ 🗏 🚟 🚍 ≣ 🚍	☆ 🖂 🖡		@.	
		Con					Ignore	Workhours





Name Formats

Naming conventions can be different in different countries. By using Name Formats, you can customise your name-display to your company's specific preference. Multiple Name Formats can be created. To implement them, add them to Default Settings.

Format Name \land	Persons	Rooms	Resources
Firstname Lastname	%FirstName% %LastName%	%CommonName% - %Site%	%CommonName% - %Site%
	%Department%	%Capacity%	%Category%
	%Location%	%Description%	%Description%
LastName FirstName	%LastName% %FirstName%	%CommonName% - %Site%	%CommonName% - %Site%
	%Department%	%Capacity%	%Category%
	%Location%	%Description%	%Description%
LastName, FirstName	%LastName%, %FirstName%	%CommonName% - %Site%	%CommonName% - %Site%
	%Department%	%Capacity%	%Category%
	%Location%	%Description%	%Description%

Name Format examples:

Example of Name Format Configuration:

				🖽 Amanda Howar	'd
	2			+45 7023 2340	
Name	Firstname Lastname			Amanda.Howar	rd@ontime.com
Languages	ି en:Firstname Lastname da:Fornavn Efternavn ୍ଧ				
Persons			à	🗄 Amanda Jones	
Line 1	『Firstname Lastname 』 🔹	Select Keywords	×	+45 7023 2340	Users without the required
Line 2	^C Title _ +	Keywords	ок	R	information will get a blank
Line 3	[™] Email_ +	FirstName		🖂 Anus Jaman	line
Rooms		LastName Email	Cancel	E Amy Jones +45 7023 2340	
Line 1	Commonname - Site	Company Department		+45 7023 2340 Amy.Jones@d	
Line 2	Capacity	Location Title		Anytoones ge	in the second
Line 3	[™] Description _ +	OfficePhone CellPhone		🗄 Beverly Mande	lblatt
-		ShortName EmployeeID		+01 555 0111 1	034
Resources Line 1	Commonname - Site 🖉 🕶	Custom1 Custom2		Beverly.Mande	Changes made in the
Line 2	Category	Custom3			previous example will look
Line 3	[®] Description _→ +	-Advanced-		🗄 Bonnie Woodle	as follows
				+45 7023 2340	
Team Calendar				Bonnie.Woodle	
Line 1	Commonname 🔄 👻		- li		
Line 2	C Description _ +				
Line 3	° _ •		Π		
Shared Desk			~		
Line 1	Commonname , +			\mathbf{i}	
Line 2	Site _ +				
Line 3	"%Building% - %Floor%				
		-		made in N Configura remembe	r to select n the "Default



Default Settings

To configure how the user's clients should look and behave, Default Settings may be customised. Multiple application default settings can be implemented to accommodate different requirements in different countries, regions, departments and so forth.

Note: Some of these settings can be overruled by a user's own specified settings in the client.

It is not possible for a user to be a member of two different application settings. The first setting in the list will automatically be set as a default setting for that user. In such a case, it would be advised to name the default settings with numbers to prioritise.

Settings with Members "*" will be placed at the bottom of the Default Settings view – and will be read by OnTime as the last.

OnTime®	OnTime Group Calendar Server2/OnTime ontime\ontimegc.nsf		
Configuration	Edit Add Settings Task Cor	mmands 🔻	
	Settings Name	Members / Excluded	
Global Settings	Danish Users	Hans Jensen/OnTime	
Server Settings	English Users	Chris Holmes/OnTime	
	German Users	Harold Spitz/OnTime	
>Users	Japanese Users	Jiro Tokyo/OnTime	
Langeda	Norwegian Users	Per Hansen/OnTime	
Legends	Default	ź	
Roles			
> Display Groups			
Broadcasts			
✓Application			
Custom Fields			
Name Formats			
Default Settings			
Languages Region			





GROUP CALENDAR

Default Settings/Global

Default Settings					
	faultFxcluded				
Members "*	• Excluded ^P				
Settings					
Global Branding Time	Off Shared Desk Desktop Mobile Connections				
Language	⁽⁷ English				
Region	^{[7} English _]				
Start/End hour	⁶⁷ 9 <u>J</u> - ⁶⁷ 17 <u>J</u>				
Row Height	Ĩ 2 J 💌				
Show Weekends	Ves				
Show User in Top	Ves Ves				
Name Format	¹⁷ Firstname Lastname				
Avatar background color	Ves				
Primary Sort order	Team Cal: ${}^{P}1$ Persons: ${}^{P}2$ Rooms: ${}^{P}3$ Resources: ${}^{P}1$ Shared Desks: ${}^{P}5$				
Notify Host	C Always On C Default On . O Default Off C Always Off				
Meetings longer than 24h	No O Yes O Yes C Yes with warning				
Categories	°				
Disable Out of Office	□ Yes				
Disable '-Show All-' group	Yes				
Enterprise Scaling	T Yes				
Hide 'no access' Room & Resources in dialogs	□ Yes				
Sametime	Enabled				

Name: Name of the Setting

Members: Users affected by this setting

Excluded: Users excluded from this setting

Language: Configuration of language in the calendar

Region: Configuration of time zone

Start/End hour: Configuration of work hours

Row Height: Configuring the level of details for the user

Show Weekends: Configuration of showing Saturdays and Sundays

Show User in Top: When selected, the user is displayed at the top of the calendar

Name Format: Chosen from the setup in 'Name Formats'

Avatar background color: If 'Yes' the avatars background colors are calculated from the user ID. **Primary Sort Order:** Configuration of the sort order in the user's calendar, different numbers mean that the smallest number is at the top. Equal numbers mean that the categories are mixed and sorted alphabetically.

Notify Host: When creating meetings on behalf of other users the host ('calendar owner person') is notified. The Default settings determine the choice of notifying the host in the calendar interface **Meetings longer than 24h:** Choose Yes/No/Yes with a warning.

Categories: A choice of categories from 'Legends'

Disable Automatic Replies: Enabled, the users are not able to set 'Automatic Replies' from the OnTime calendar

Disable '-Show All-' group: Disable in large systems for performance reasons

Enterprise Scaling: In large environments, enable to improve performance and implement pagination Hide 'no access' Room & Resources in dialogues: Enable to hide Rooms & Resources from dialogues

Sametime: Enabled, Sametime awareness shows the users online status in the OnTime calendars





Default Settings/Branding

Default Settings			
Name ^{I™} Defaut.j Members ^{I™} .j.▼	Exclus	ded 『』、	
Settings Global Branding Time Off Shared Desk Desktop Mobile Connections Overwrite Global branding Yes			
Internal	Default Colors	External (Pollarity and Time)	Share My Default Colors
Logo The logo height should be max 40px		Logo	ິ ຼີ ເມື່ອງ The logo height should be max 40px
Background Color ♥#0073c6 ☐ Text Color ♥#fffff _		Background Color Text Color	♥ ##0073c6
Border Color		Border Color	· · · · · · · · · · · · · · · · · · ·
		Text	URL
		1. 『』	r "
		2.	۲ ۲
		3. 『』 4. 『』	۲.
		•.] 5.]	2 7

For the users you may overwrite the 'Company Branding' chosen in 'Global Settings/Branding'. The user settings have priority over 'Company Branding'.

The lefthand column 'Internal' is for the Desktop. The righthand column 'External' is for applications like 'Pollarity'

Overwrite Global Branding – tick to overwrite Logo Image (Max 2 MB) – click or drag the logo to the field Background Color – tick the arrow to choose the background color Text Color - tick the arrow to choose the background color Border Bottom Color - tick the arrow to choose the Border Bottom color

Links in the Column 'External' are for Pollarity only – used for customizing the form for Pollarity. You may enter 'Link Title' and the 'Link URL'.





Default Settings/Time Off

Default Settings		
Name Members	^{I°} Defautt _ ^{I°} * _ ▼	Excluded ⁽⁷⁾
Settings Global Branding T Enabled	Time Off Shared Desk Desktop Mobile Connections	
Main settings Approvers	『*』] (* = All users can be assigned as Approver)	
Types Not Available Optional Available	[©] Vacation _] [©] Work Home _]	

Name: Name of the user setting
Members: * for all, or list of users, groups
Excluded: users not included
Enabled: Tick to enable
Approvers: List of approvers of Time Off requests
Only see own approval requests: Option to tick if you have more approvers
Not available: Type of Time Off request, choices for the user
Optional Available: Time Off – but still available – choice(s) for the user





Default Settings/Shared Desk

efault Settings		
lame	[╔] Default_	
Members	°•	Excluded 🖓 🗉 💌
ettings		
	Time Off Shared Desk Desktop Mobile Con	nections
Global Branding	,	nections
	,	nections
Global Branding	,	nections

Show create action: Tick 'Yes' if a button, 'Shared Desk Booking' is relevant in the users OnTime desktop.

Mark Available: Tick 'Yes' if the default should be to show the shared desk as available in the users' desktop.

Categories: Here you may define the default categories shown in the desktop client – like: At the Office, Client, External.

Or	Time®				ઢ 🖜 👗 🛗 1 Week	~ =	٩	?	۵
<	너 Today Di	Calend	Send Conf	licts					×
*** ***	OCTOBER 2023 < (±) > Mo Tu We Th Fr Sa Su 39 25 26 27 28 29 30 1 40 2 3 4 5 6 7 8	Select All		Shared Desk Booking	 Mark Private Alarm ▲ ✓ Mark Available 	Wed 11/1	0/2023	< 8	* >
œ .lt	41 9 10 11 12 13 14 15 42 16 17 18 19 20 21 22 42 23 24 25 26 27 28 29 44 30 31	Cop Cop Cop Bui	Calendar for Shared Desk	 Chris Holmes × Desk C101 × 	Find shared desk	10			
¢.0	NOVEMBER 2023 Mo Tu We Th Fr Sa Su 44 1 2 3 4 5	Des Cop Bui	Subject	In the Office		11			
₽ ₽	45 6 7 8 9 10 11 12 46 13 14 15 16 17 18 19 47 20 21 22 23 24 25 26 48 27 28 29 30 1 2 3	Des Cop Bui	Start End	Wed 11/10/2023 ~) 11:00 ~) Wed 11/10/2023 ~) 16:00 ~)		12			
	GROUPS Copenhagen	Des Cop Bui	Repeat	Repeat At the Office ×		11:00 -	16:00		
	> MY GROUPS > SHARED GROUPS - PUBLIC GROUPS - Show All- All Users * - Copenhagen IT US Markeing Denmark - New York - New York - New York - New Shared Desks Copenhagen	Des Buil Des Cop Buil Des Cop Buil Des	Category	Client External Home Office Projects Sales coordination		14 15 16 17			



Implementing Clients

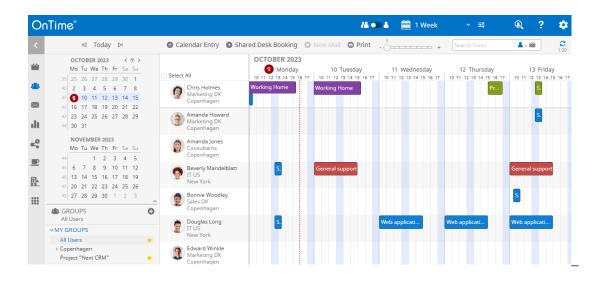
OnTime Web Desktop

OnTime Web Desktop can be accessed from your preferred internet browser. A supported browsers list is available in the System Requirements section.

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

Example URL:

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









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.

This feature requires a separate license. A required 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

To enter the license key, refer to step 4 - OnTime Server installation

Installation procedure

Access the application from your device

To retrieve the path to the 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

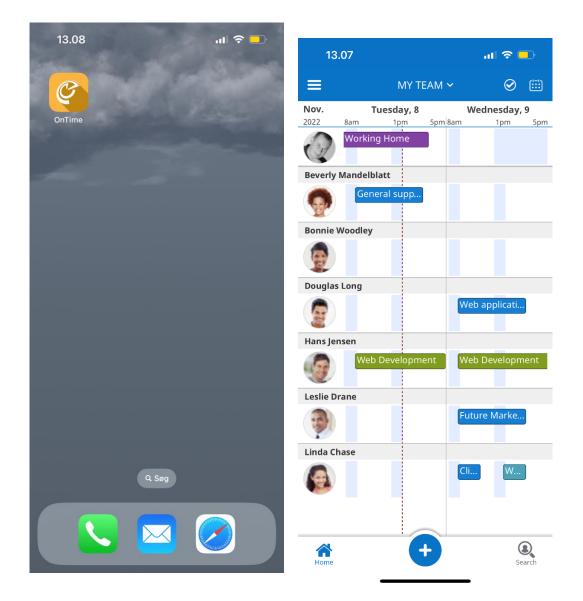
Direct links to Web Mobile

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



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





Integrating OnTime Group Calendar with other systems

OnTime provides two different ways of integrating with your business solutions.

- 1. Launching the OnTime interface from your business solution using custom url's
- 2. Integration on the data level by using the OnTime Open Api (add-on module)

Integrating and launching OnTime from other solutions using custom URL's

A powerful way to use the graphical interfaces of the OnTime Desktop and Mobile Web App for integration with other systems like CRM, HRM or other solution, is to use custom url's. In the following sections we will show examples from the OnTime Desktop and Mobile client.

Note: Some systems require the parameters as 'URL encoded'.

```
Parameters:

user = " < value> "

value:email

example: user="abc@example.com"

users = [ <value> ]

value:email

example: users=["abc@example.com","def@example.com"]

group = " <value> "

value:groupname

example: group="Copenhagen"
```

openitem = {key:value, key2:value2}

Кеу	Value	Description
"Email"	"Email"	Open existing item
"EventID"	"EventID"	The EventID may be obtained from an API call (an APIUser license key is required)

newitem = {key:value, keyN:valueN}

Key	Value	Description
"required"	"Email"	Persons required
"subject"	"Subject"	Text
"location"	"Location"	Text
"categories"	"Categories"	Text
"start"	"Start time"	Coded in ISO 8601 format, (UTC–GMT)
"end"	"End time"	Coded in ISO 8601 format, (UTC–GMT)
"body"	"Body"	Text
"desc"	"Description"	Text
"showas"	"Busy" "Free"	



newpoll = {"emails":["Email1","Email2","EmailN"],"subject"}

view = {key1:value,keyN:valueN}

Key	Value	Description	
"view"	"days"	Group view	
	"weeks"	Group view	
	"000"	Time off view	
	"list"	List view	
	"day"	Person view	
	"week"	Person view	
"starthour"	0-23		
"endhour"	1 – 24		
"units"	1 – 9 weeks, 1 – 14 days		
"offhours"	true/false		
"weekends"	true/false		
"rowheight"	1 – 9		





Creating Integrations with OnTime Desktop

Open the desktop client with a specified user selected

https://demo.ontimesuite.com/ontime/client.nsf/desktop?open&user="chris.holmes@ontime.com"

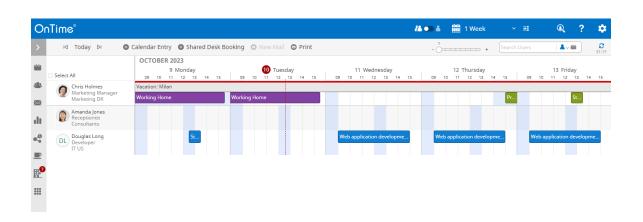
Or	nTime®			<i>i</i> & •	🕒 👗 🔛 1 Week	~ =	۹. ?	
<	id Today 🖂	🕀 Calendar Entry 🕒 Sha	red Desk Booking 🛛 💿	New Mail 🛛 🖨 Print	+	Search Users		2 0:48
	OCTOBER 2023 < () > Mo Tu We Th Fr Sa Su 39 25 26 27 28 29 30 1	Select All	OCTOBER 2023 9 Monday 10 11 12 13 14 15 16 17	10 Tuesday	11 Wednesday	12 Thursday	13 Friday	16 17
<u>~</u>	40 2 3 4 5 6 7 8 41 9 10 11 12 13 14 15 42 16 17 18 19 20 21 22	Chris Holmes Marketing DK Copenhagen	Working Home	Working Home		Pr	S.	
ılı	42 16 17 18 19 20 21 22 43 23 24 25 26 27 28 29 44 30 31	Amanda Howard Marketing DK Copenhagen					S.	
•••	MOVEMBER 2023 Mo Tu We Th Fr Sa Su 44 1 2 3 4 5	Amanda Jones Consultants Copenhagen						
₽ ₽	45 6 7 8 9 10 11 12 46 13 14 15 16 17 18 19 47 20 21 22 23 24 25 26	Beverly Mandelblatt IT US New York	s.	General support			General support	
	48 27 28 29 30 1 2 3	Bonnie Woodley Sales DK Copenhagen					5.	
	All Users	Douglas Long IT US	s.		Web applicati	Web applicati	Web applicati	
	All Users \bigstar > Copenhagen Project "Next CRM"	New York						





Open the desktop client with a set of users selected in a temporary group:

https://demo.ontimesuite.com/ontime/client.nsf/desktop?open&users=["chris.holmes@ontime.com","a manda.jones@ontime.com","douglas.long@ontime.com"]



Open the desktop client with a group selected

https://demo.ontimesuite.com/ontime/client.nsf/desktop?open&group="Copenhagen\\Consultants"

"Consultants" is a subgroup in the group "Copenhagen".

O	nTime®		28 🖜 B	🋗 1 Week	× =	Q ? 🎝
<	너 Today 더	Calendar Entry Shared Desk Booking New Mail Print	- 🗇=	+	Search Users	🕹 🗸 🛍 🛛 😂
¹¹¹	OCTOBER 2023 < ☺ > Mo Tu We Th Fr Sa Su	OCTOBER 2023 9 Monday 10 Tuesday	11 Wednesday		Thursday	13 Friday
<u>∕</u> ≱	39 25 26 27 28 29 30 1 40 2 3 4 5 6 7 8 41 9 10 11 12 13 14 15	Object All 10 11 12 13 14 15 16 17 10 11 12 14 15 16 17 10 11 12 14 15 16 17 10 11 12 14 15 16 17 10 11 12 14 15 16 17 10 11 12 14 15 16 17 10 11 12 14 15 16 17 10 Openhagen Christeling DK Copenhagen Openhagen	11 12 13 14 15 16	5 17 10 11 12	13 14 15 16 17 Proj	10 11 12 13 14 15 16 13
	42 16 17 18 19 20 21 22 43 23 24 25 26 27 28 29 44 30 31	Amanda Jones Consultants Consulta				
0	NOVEMBER 2023 Mo Tu We Th Fr Sa Su 44 1 2 3 4 5	Harold Spitz Consultants Consultagen				
	45 6 7 8 9 10 11 12 46 13 14 15 16 17 18 19 47 20 21 22 23 24 25 26	Terri North Copenhagen				
	Consultants					
	> MY GROUPS					
	> SHARED GROUPS					
	✓ PUBLIC GROUPS -Show All-					
	All Users 🔶					



Open the desktop client with an existing Entry Selected

Example:

https://otmsdemo.intravision.dk/ontimegcms/desktop? openitem={"Email": "user@user.dk", "EventID" : "<EventID>"}

Open the desktop client creating a new entry

Example:

https://demo.ontimesuite.com/ontime/client.nsf/desktop?open&newitem={"required":["bh@ontimecalen dar.com"], "subject":"Prep of annual staff ratings", "location":"Miami", "categories":["Projects"], "start":"2025-01-13T14:00:00Z", "end":"2025-01-13T15:00:00Z", "body":"desc", "showas":"Busy"}

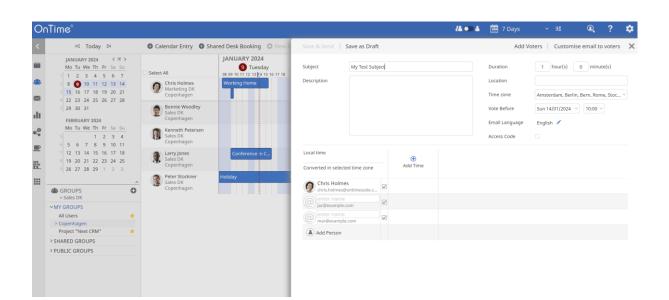
Or	nTime®			<i>i</i> k e) 4 🛗 7	7 Days	~ ==	0, 1	? 🌣
<	너 Today 더	Calendar Entry	Send Conflict	s					×
*** ***	JANUARY 2024 < (17) > Mo Tu We Th Fr Sa Su 1 2 3 4 5 6 7 2 8 9 10 11 12 13 14	Select All		Meeting ~	Mark Priva		Scheduler Mon 13/	Catering	< * >
\boxtimes	3 15 16 17 18 19 20 21 4 22 23 24 25 26 27 28	Marketing DK Copenhagen	Calendar for	Chris Holmes ×			08		
dt	5 29 30 31 FEBRUARY 2024	Bonnie Woodley Sales DK Copenhagen	Subject	Prep of annual staff ratings					
e.0	s Mo Tu We Th Fr Sa Su	Kenneth Peterso Sales DK Copenhagen	Start	Mon 13/01/2025 v 15:00 v 1 hour v	Find	d Free Time			
	6 5 6 7 8 9 10 11 7 12 13 14 15 16 17 18 8 19 20 21 22 23 24 25	Larry Jones Sales DK	End	Mon 13/01/2025 V 16:00 V			10		
₽ 	9 26 27 28 29 1 2 3	Copenhagen Peter Stockner	Required	bh@ontimecalendar.com ×			11		
***	GROUPS Sales DK	Sales DK Copenhagen	Optional				12		
	✓MY GROUPS		FYI				13		
	All Users 🔶		Rooms			Find			
	Project "Next CRM"		Resources			Find	14		
	> SHARED GROUPS						15		
	> PUBLIC GROUPS		Location	Miami			15:00 -	16:00	
			Online Meeting	There is no online meeting. Add			16		
			Category	Projects ×			17		
			Customer ID				17		
			Customer Name				18		
			B I U abc	A, A° A 🖉 ≔ ≔ ≖ ≖ ≡ ≡ ≡ & ∞ ⊠	0		19		
			desc						



GROUP CALENDAR

Open the desktop client creating a poll

https://demo.ontimesuite.com/ontime/client.nsf/desktop?open&newpoll={"emails":["mar@example.com","jac@example.com"],"subject":"My Test Subject"}





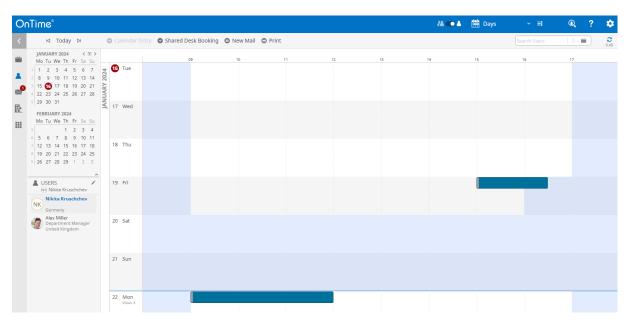


Open the desktop client in a view

Examples:

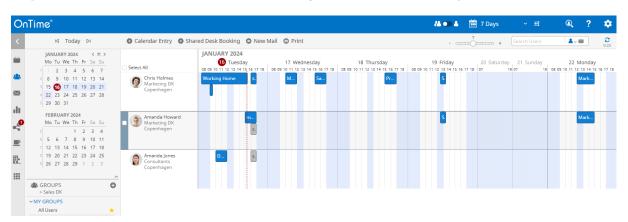
Person view:

<u>https://demo.ontimesuite.com/ontime/client.nsf/desktop?open&view={"view":"day","rowheight":5}&user</u> ="amanda.howard@ontimesuite.com"



Group views:

https://demo.ontimesuite.com/ontime/client.nsf/desktop?open&view={"view":"days","rowheight":5}&use rs=["amanda.howard@ontimesuite.com","amanda.jones@ontimesuite.com"]





GROUP CALENDAR

<u>https://demo.ontimesuite.com/ontime/client.nsf/desktop?open&view={"view":"days","rowheight":3,"unit</u> s":10,"weekends":true}&users=["amanda.howard@ontimesuite.com","amanda.jones@ontimesuite.co <u>m"</u>]



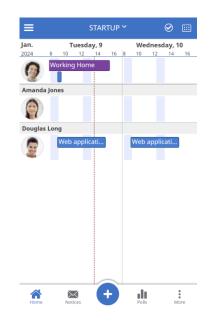




Creating Integrations with OnTime Mobile

Open the mobile client with a set of users selected in a temporary group

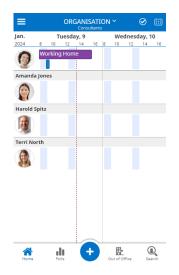
<u>https://demo.ontimesuite.com/ontime/client.nsf/mobile?open&users=["chris.holmes@ontimesuite.com"</u>, "amanda.jones@ontimesuite.com", "douglas.long@ontimesuite.com"]



Open the mobile client with a selected group

https://demo.ontimesuite.com/ontime/client.nsf/mobile?open&group="Copenhagen\\Consultants"

"Consultants" is a subgroup in the group "Copenhagen".







Open the mobile client with an existing Entry Selected

Example:

https://otmsdemo.intravision.dk/ontimegcms/mobile? openitem={"Email": "user@user.dk", "EventID" : "<EventID>"}

Open the mobile client creating a new entry

Example:

https://demo.ontimesuite.com/ontime/client.nsf/mobile?open&newitem={"required":["bh@ontimecalend ar.com"], "subject":"Prep of annual staff ratings", "location":"Miami", "categories":["Projects"], "start":"2025-01-13T14:00:00Z", "end":"2025-01-13T15:00:00Z", "body":"desc","showas":"Busy"

Times are coded in ISO 8601 format, UTC (GMT)

〈 Cancel	MEETING Y	Add
Chris Holi Marketing M Marketing D	anager	
Prep of annual staff	ratings	
Miami		1.00 m
Start	Mon, 13. Jan. 2025	15:00
End		16:00
Invitees		None >
Rooms		None >
Resources		None >
	Find Free Time	
Categories	I	Projects >
Alarm		None >
Private		
Mark Available		
desc		100



Using the API - requires a separate "APIUser" license.

For authentication of applications using the API, click the button 'Add API User' in the OnTime Configuration menu

OnTime®	OnTime Config - Tutorial Server2/OnTime ontime\ontimegc.nsf			License for: DemoServer 63 of 5.000 Premium Users in use Perpetual license Never Expires	?
Configuration	● Edit ● Add API User ● Selected ▼				
	∧ ApiUser Name ∧	Expire ^	AppilD ^		
Global Settings	API user/OnTime	14-11-2020	MeetingRoomApplication		
Server Settings	☆ OnTimeRoomSign/Api	10-09-2023	OnTimeRoomSign		
∀Users					
Licenses					
Mail Server					
Mail Domain					
Hierarchy					
Company / Department					
Default Settings					
Visible for					

Api User: API us	er/OnTime	Enable
Basic Information		Token
Name	API user/OnTime	bExvw18lnLsQvnH4lrpNg0j8Vo5fxPgMk7kzwbEX842regOcWecBslEtJb-lkBxCv-lpFzgR9SsYL4L
Expire	14-11-2020 16	v-AnPpNAk2t
Application ID	MeetingRoomApplication	
API User has been	assigned the following Roles	
Role Member	Door Sign	

Name:	Name of the API user in the Domino hierarchical format
Expiration:	Expiration of the OnTime Token
Application ID:	The ID is 'Company specific' and it is created when you buy a license for the API usage.
Role Member:	Choose a role from the 'Roles' documents
Token:	Click the 'New Token' button to create a token for the application.

For the explanation of the communication protocol refer to Appendix F - OnTime Access Token protocol



Troubleshooting OnTime

To help troubleshoot OnTime backend you may enable logging. For information regarding OnTime logging, please refer to implementing the Log database. **Database Settings**

- Data, Client, Share My Time, Pollarity, Log, Time Off, Catering.

OnTime Web Desktop and Web Mobile

To confirm the OnTime web configuration of Domino, HTTP is running, and credentials are set up correctly for users of OnTime please run the test link below with your OnTime server hostname substituted.

https://ontime2demo.intravision.dk/ontime/client.nsf/test

To login as Anonymous, it is required that the ACL of the database 'client.nsf' has an entry of Anonymous – 'No Access' and additionally 'Write Public documents'.

User Name	Anonymous
Server Name	CN=Server2/O=OnTime
HTTP Host	ontime2demo.intravision.dk
Path Info Decoded	/ontime/client.nsf/test
Path Translated	/ontime/client.nsf/test
Query String Decoded	
Remote Addr	10.10.10.13
Remote User	
Server Protocol	HTTP/1.1
Server Port	443
	·
navigator	
.cookieEnabled	true
.language	en
.languages	en,ja,da,sv
.maxTouchPoints	0
.platform (can be empty)	Win32
.userAgent	Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/104.0.0.0 Safari/537.36
.vendor (not standard)	Google Inc.
.vendorSub (not standard)	
Cookies	
Config Server	CN=Server2/O=OnTime

The resulting page is the basic requirement for web users accessing OnTime.

Config Server	CN=Server2/O=OnTime	
Config Filepath	time\ontimegc.nsf	
Login	/names.nsf?login&RedirectTo=/ontime/client.nsf/test	
Logout	/names.nsf?logout&RedirectTo=/ontime/client.nsf/test	





Support

To receive support for OnTime® Group Calendar, contact your local OnTime® Partner.

If you do not have an OnTime[®] Technical Support Contract, support must be obtained from an OnTime[®] reseller. The support service from the reseller is usually a payable service.

If you have purchased OnTime[®] directly from IntraVision, refer to our website <u>www.ontimesuite.com</u>. Remember to state the following information:

- OnTime[®] Group Calendar version
- Domino platform release
- Notes platform release
- Description of the issue
- Log file if necessary

For further information about the OnTime[®] product please look at <u>www.ontimesuite.com</u> from where our manuals and guides may be downloaded.





Appendix A – ACL Setup

Below are the minimum criteria for what users should be delegated via the ACL.

OnTime [®] Configuration database				
Administrators & Servers	Manager access + Delete documents			
OnTime Users	No Access with Read Public Documents (For versions prior to 11.0.7 Reader access is required)			
Anonymous	No access			
-Default-	No access			

Data database	
Administrators & Servers	Manager access + Delete documents
OnTime Users	No access
Anonymous	No access
Default	No access

Client database	
Administrators & Servers	Manager access with [ReadAll] role
OnTime Users	Author access with Create rights
Anonymous	No access with Read public documents
-Default-	No access

Log database	
Administrators & Servers	Manager access + Delete documents
Anonymous	No access
-Default-	Depositor

Broadcast database	
Administrators & Servers	Manager access
Anonymous	No access
OnTime Users	Editor
-Default-	No access

Intra>ision





OnTime [®] Time Off database	
Administrators & Servers	Manager access with [ReadAll] role
OnTime Users	Author access with Create documents
Approvers	Author access with Create and Delete documents+ Approver & Read All roles
Anonymous	No access
Default	No access

Pollarity database	
Administrators & Servers	Manager access + Delete documents
OnTime Users	No access
Anonymous	No access
Default	No access

ShareMyTime database	
Administrators & Servers	Manager access + Delete documents
OnTime Users	No access
Anonymous	No access
Default	No access

Catering database	
Administrators & Servers	Manager access + Delete documents
OnTime Users	No access
Anonymous	No access
Default	No access

Note: It is recommended that you only grant access to person groups and not users individually.



Appendix B – Administration task and Console commands

By default, the OnTime Group Calendar Administration task ("admin") runs every night at 2. AM on the OnTime Group Calendar Administration Server. The admin-task can also be initiated on-demand from the OnTime Group Calendar Config database or in the Domino Server console using "tell ontimegc admin".

One of the purposes of the admin-task is to process information read by the synchronisation process from mail files into the Configuration database such as mail file Access Control List (ACL), calendar settings profile document (work hours etc.) In OnTime Group Calendar each user has 3 documents:

- User document (maintained by the admin-task)
- Calendar document (maintained by the synchronisation task, created on the first synchronisation of a user)
- Settings document

It is important to know that all user-based calls to OnTime Group Calendar are processed from the "user document" and hence the admin-task is required to run to "bring in" information read from the mail file. For instance, if a user changes his/her work hours in the mail file OnTime Group Calendar will first need to synchronize the user (reads information from the mail file into the "calendar document") and then run the admin-task to transfer the information from the "calendar document" to the "user document". OnTime Group Calendar maintains a very strict separation between which tasks may write to which documents to avoid data corruption and save/replica conflicts.

Sometimes the admin-task will take a while to run - sometimes even a long time if you have many thousands of users in OnTime Group Calendar. The admin-task does a lot of things from maintaining users from associated directories to maintaining groups and groups membership. That does not mean that moving the admin-task to a separate server cannot be a good idea as it certainly will optimise I/O, but it describes why the task may take a while to run.

Please note: For most organisations, there should be no need to run admin during the day or even multiple times a day. It runs daily at 2. AM.





The following commands can be used to trigger different events from the OnTime task out of its normal cycle.

Function description	Console commands
Load the ontimegc server task	load ontimegc
Synchronise all the people and resources between the Domino Directory and the OnTime [®] Calendar configuration. The admin command also updates Roles, Display Groups, Application default settings and reads ACL calendar documents which are synchronised into OnTime. More specific sub-commands for the admin task are described in the table below for faster results.	tell ontimegc admin
Synchronise all the people and resources on all mail servers	tell ontimegc sync
Synchronise all users starting with "name" (i.e. tell ontimegc sync peter)	tell ontimegc sync name
Synchronise the server with the name "server". NOTE: This command only reads common names and not canonical names. i.e. "Server3" and not "Server3/OnTime".	tell ontimegc server sync
Synchronise all users matching "name" on server matching "server" (I.e. tell ontimegc sync server1 peter)	tell ontimegc server sync name
Trigger a full synchronisation on all calendar documents – is used when legends are modified	tell ontimegc fullsync
Trigger a full synchronisation on all calendar documents on a user(s) matching "name" (I.e. tell ontimegc fullsync peter)	tell ontimegc fullsync name
Trigger the broadcast command which applies all created broadcast documents to the users' calendars	tell ontimegc broadcast
Shut down the ontimegc server task	tell ontimegc quit
Load the OnTimeUFT task (OnTime server)	load ontimeuft
Load the OntimeUFT task (non-OnTime server)	load ontimeuft https://ontime.example.com
Shut down the OnTimeUFT	tell ontimeuft quit

If you need to run the admin-task during the day consider using one of the sub-commands to tell the admin-task exactly what you would like it to do. If you only want to process static groups i.e. update group membership you could run "tell ontimegc admin gs" from the Domino Server console.



All of the "sub commands" from the admin-task are available to be run separately as shown in the below table. The sub-commands are listed in the actual sequence they are run.

Description	Console Command	Load*	Day**	Hour***
Update users	tell ontimegc admin u	Х	Х	
Reads in users, rooms and resources from the		1		
Domino Directories setup in OnTime Group				
Calendar. This operation also transfers certain				
pieces of information from the "calendar document"				
to the "user document" i.e. work hours etc. read				
from the mail files during synchronization of users.				
Fixup/cleanup	tell ontimegc admin f	Х	Х	
Does maintenance work associated with the internal				
data structures when required during an upgrade				
between versions.				
Static groups	tell ontimegc admin gs	Х	Х	
Processes static groups as configured in OnTime	ion on minogo sammi go			
Group Calendar considering users currently in				
OnTime Group Calendar e.g. that must have been		1		
brought into OnTime Group Calendar by the "users				
sub-command" first.		1		
Dynamic groups	tell ontimegc admin gd	Х	Х	
Processes dynamic group definitions as configured	ge aanni ga			
in OnTime Group Calendar considering users		1		
currently in OnTime Group Calendar e.g. that must				
have been brought into OnTime Group Calendar by				
the "users sub-command" first.				
External groups	tell ontimegc admin ge	Х	Х	
Processes external groups as configured in OnTime	5 5			
Group Calendar considering users currently in				
OnTime Group Calendar e.g. that must have been				
brought into OnTime Group Calendar by the "users				
sub-command" first.				
Directory (NAB) groups	tell ontimegc admin gn	Х	Х	
Processes Domino Directory groups ("NAB") as				
configured in OnTime Group Calendar considering				
users currently in OnTime Group Calendar e.g. that				
must have been brought into OnTime Group				
Calendar by the "users sub-command" first.				
Process ACLs	tell ontimegc admin a	Х	Х	
Reads the mail file ACL read during the	-			
synchronization of a user and writes the exploded		1		
result to the "users document" for the particular		1		
user.				
Process roles	tell ontimegc admin r	Х	Х	
Processes the role definitions according to the rules	-	1		
and assigns roles to users. Required to run for a		1		
change in a role to take effect.				
Rooms and resources	tell ontimegc admin o	Х	Х	
Reads information for rooms and resources as read	Ĭ	1		
from the corresponding room and resource		1		
database during synchronisation. This process		1		
updates information such as capacity, restriction on		1		
rooms etc. meaning data maintained in the room		1		
and resource database(s).		1		
	•		•	•



Process settings Assigns Default Settings to users based on the configuration in the OnTime Group Calendar Configuration database. Changing Default Setting documents requires this command to be run to take effect.	tell ontimegc admin s	X	X	
Process replica documents Cleans up mail file replica information generated by the OnTime Group Calendar cluster sub-system.	tell ontimegc admin e			Х
Update 'Visible for' fields in Caterings settings	tell ontimegc admin t	Х	Х	

* When task loads on OnTime admin server

** Daily job that runs at 2. AM

*** Job that runs every hour

Please note: Starting from version 4.2.2 you can control which admin sub-commands run on which days and on load in Global Settings. You also have the option of terminating a running admin-task by issuing the following command on the Domino Server console.

Set Config OnTimeGCAdmin=Quit

Loading OnTime from a different path

In cases where the OnTime configuration database has been installed in a directory different from the recommended or named differently than "ontimegc.nsf", the server task must be started manually via the server console by typing the full name and path to the OnTime configuration database. Example: "load ontimegc path\ontimegc.nsf". The server task can also be appended to the notes.ini file manually or by creating a program document in names.nsf.





Appendix C – Installation on Linux platforms

Installing OnTime Group Calendar on Linux is basically not different from installing OnTime Group Calendar on MS Windows.

For System Administrators unaccustomed with the extra security facilities offered by the Linux operating systems some pitfalls exist. The intention of this document is to help avoid these pitfalls while installing OnTime[®] Group Calendar.

Installation

During installation on MS Windows the distribution/installation of the server task is performed by the action [Install/Upgrade] button on the Server Settings document. It is not possible on Linux due to security measures. Therefore, installing the server task is a manual process. Be aware that Linux is case sensitive regarding file paths. It is therefore recommended to type ALL directories and database filenames in lowercase.

Along with your OnTime[®] distribution, you should have received the file 'ontimegc', in the folder '/tasks/linux' in the .zip file.

Installation steps:

- 1. Establish writer-access privileges to the domino binary depository directory usually /opt/domino/notes/latest/linux/. on Linux,
- 2. Copy the file "ontimegc" to the directory by using FTP or any other method.
- 3. Ensure proper ownership of the tasks: It is critical that the owner: group for 'ontimegc' should be the same as for every other file in the /opt/domino/ directory structure. Without proper ownership the server could freeze -- and would have to be manually killed/system rebooted. ex. as root: 'chown domino:domino ontimegc' (where "domino" is the proper owner names)
- Ensure the proper mode of the tasks. ex. as owner or root: 'chmod 755 ontimegc' (-rwxr-xr-x)
- 5. Load the tasks by typing standard domino commands "load ontimegc"

Please be aware, that not all platform versions are supported by Domino and hereby also not OnTime[®] Group Calendar. Please refer to HCL's website for a full list of supported platforms regarding Domino.

Please notice that OnTime[®] Group Calendar only supports Linux Server and not Linux clients. You can therefore only install OnTime[®] Group Calendar from a Windows client.

Currently we do not have an OnTimeUFT task for Domino on Linux. This task is delivering UFT, 'Universal Free Time' lookup across installations with both 'Domino on Windows' and Exchange/Office 365.

Servlets:

For installing the servlets for Domino on Linux please refer to **Appendix E – OnTime Domino Servlet**.





Appendix D – Domino Cluster Support

OnTime cluster support can be divided into three main categories:

- 1. User Access to the OnTime Group Calendar in a situation where the user's primary OnTime server experiences an outage.
- 2. OnTime server synchronisation of calendar entries if the OnTime task on the Domino server becomes unresponsive due to task failure or Domino server outage.
- 3. OnTime server synchronisation of calendar entries if a mail server, which is part of a cluster, becomes unreachable and the user fails-over to another mail server.

1. The primary OnTime server experiences an outage

The cluster support allows all clients including social and web mobile to present data to the users even if the primary OnTime Group Calendar server becomes unavailable.

It is not an absolute requirement that the OnTime servers that are part of this scenario are clustered but it is a recommendation, as this will increase the timeliness of the data rendered to the user.

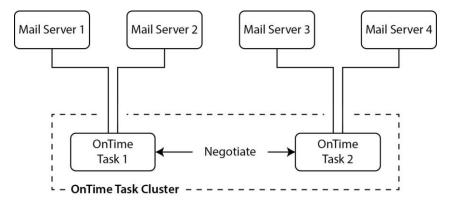
OnTime support for Domino clustering is at this time only available on servers running Microsoft Windows.

Note: Failover strategy to reach the Web db, from any browser client, in case the primary server becomes unavailable, should be achieved using standard infrastructure components such as a sprayer.

2. Task failure or Domino server outage.

For high-availability systems, the OnTime task itself can be set up as clustered. If this option is chosen the OnTime task will negotiate synchronisation of mail servers with other OnTime tasks in the same OnTime task cluster.

For as long as a clustered OnTime task is not running, other tasks in the same OnTime Cluster will take over synchronisation of its Domino mail-servers until the task is again operational.



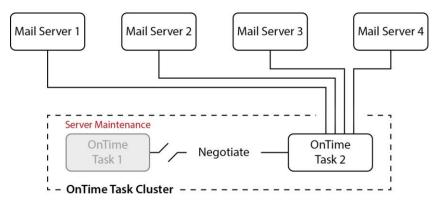
If an OnTime Task Cluster has been set up with two application servers TaskServer1 and TaskServer2, and TaskServer1 is configured to monitor MailServer1 and MailServer2, and TaskServer2 is configured to monitor MailServer3 and MailServer4. When an OnTime task is not running the other task will take over the responsibility of synchronisation of the other tasks mail-servers.





Immediately after setup and configuration neither the TaskServer1 - nor TaskServer2 the OnTime task is not running. If the TaskServer1 OnTime task is loaded at first it will assume responsibility for synchronising MailServer1, MailServer2, MailServer3, and MailServer4. After TaskServer2 task is loaded and OnTime task cluster negotiation the TaskServer1 task will only synchronise MailServer1 and MailServer2 while the TaskServer2 task will synchronise MailServer3 and MailServer4.

If TaskServer1 needs to be taken out of service, then the TaskServer2 task will within 10 seconds of TaskServer1 task termination take over synchronisation of both MailServer1 and MailServer2.

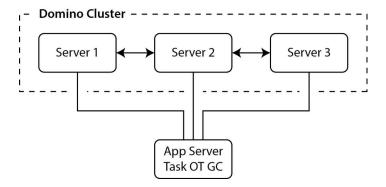


To see the mail-servers monitored by an OnTime task-cluster task issue "show task only" from the domino console on the application server that hosts the OnTime task.

Mail server (in cluster), becomes unreachable.

To support Domino cluster the OnTime task relies on the Domino Cluster replication task. It enables the OnTime task to synchronise calendars in near real-time even during fail-over or server outage.

The OnTime task synchronises calendars on servers marked as monitored by the synchronisation server in the Server Settings document letting the server specified in the Person- or Database-document in Domino directory be the primary source server for synchronisation.

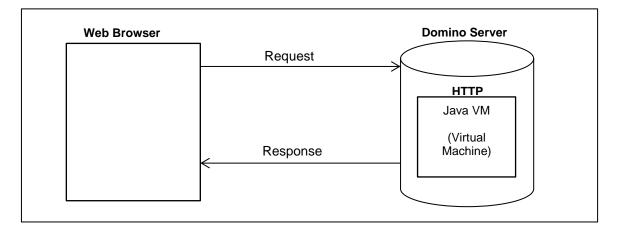


User1 has mail-file replicas on three servers MailServer1, MailServer2, MailServer3. MailServer1 is specified as home/mail-server on the person document in the directory. While the MailServer1 is in service, the user's calendar is synchronised when the database on MailServer1 is updated no matter which server the user is connected to. If MailServer1 goes out of service calendar synchronisation is performed from either MailServer2 or MailServer3. If only one server is in service that server will be used for synchronisation.

To see the status of mail-servers enter "show task only" from the Domino console on the application server that hosts the OnTime task.



Appendix E – OnTime Domino Servlet



The user lists will be loaded as the Domino Server starts when the servlet is initialised. The list will be automatically updated throughout run time, causing no latency in the requests for user lists information, and always ensuring that data is up to date.

Installing OnTime Domino Servlet

The Servlet, OnTimeGC.jar, can run on any Domino Server with the domain running the appropriate version of Domino and Microsoft Windows or Linux.

Install using OnTime Configuration database - Install/Upgrade button.

The OnTime Config install button for installation works both for Domino servers on Microsoft Windows and in Linux

1. Go to the Server Settings view in OnTime Config database. Click the 'Install/Upgrade' button.

OnTime®	Configuration Tutorial Version: 11.1.0-02 Server2070/ime - ontimejontimego.nsf	<u>License for</u> : OnTime 73 of 10.000 Premium Users in use Perpetual license Never Expires		
Configuration	Edit Add OnTime Server Add External Access Server Domino Commands Task Commands Serviet Commands	Install / Upgrade	Verse on Prem.	
	Server Name Info Admin Monitored Servers Client Database Log			
Global Settings	▼ Server2/OnTime Domain: OnTime	n.nsf (3davs)		
Server Settings	Domain: outlook.office365.com - Users: tutorial-users@ontimecalendar.com,tutorial-rooms@ontimecalendar.com,tutorial-equipment@ont			
> Users	Disabled: Domain: otms-exh.ontime.local - Users: allpersons@ontime.local,Hmc@ontime.local,AllRooms@ontime.local,allresources@ontime	ne.local		
Legends	Upgrade Design X			
Roles				
 Display Groups Static 	Upgrade OnTime to version: 11.1.0-rc.??			
> Dynamic				
> External > Directory	Ves No			
Broadcasts				

Note: If running on **Linux**, beware of the casing of the directory, we recommend 'ontime' on Linux.

2. Main Servlet - must be selected for the base OnTime functions. The Exchange Servlet is described in the OnTime manuals for this configuration.

Choose the Directory where to install the servlet.

The default directory suggested is the directory where the 'OnTime Config' database is located.





Our recommendation is to add it to this directory since it makes it easier to maintain OnTime files and databases.

An existing directory needs to be entered; otherwise, the installation will not complete.

3. Status information once completed

Once completed a status information dialogue will display with information on what changes have occurred.

Update S	erver Servlet	×
1	OnTime Main servlet file has been installed. Servlet 'Class path' updated in Domino Directory. Directory Server Document updated.	
	servlets.properties file updated.	
	Http task has been reloaded.	
	ОК	



Manual Installation

In case you want to do the servlet installation manually, find the Servlet in the Servlet folder of the OnTime Release.

Note: If running on Linux, beware of casing in files and folders.

1. Add the jar-file to the Domino Server

Add the OnTimeGC.jar file to the Domino Server. Our recommendation is to add it to the same directory as the OnTime Configuration database. It makes it easier to maintain OnTime files and databases.

Recommendation:

[data]/ontime/OnTimeGC.jar

Default suggestion by Domino: (Domino Directory Server Document) [data]/domino/servlet

2. Let Domino know, that it needs to run Servlets

Configure the Server document in the Domino Directory, to enable the Domino Server to run Servlets.

- Go to the Domino Directory (NAB)
- Find the Server Document
- Select tabs Internet Protocols / Domino Web Engine
- Find 'Java Servlets' section
- In 'Java servlet Support' change from 'None' to 'Domino Servlet Manager'
- 'Servlet URL path' should not be changed from the default value (/servlet)
- Write path to OnTimeGC.jar file in the 'Class path' field. Multiple class files can be configured.

Basics Security Ports Server Tasks Internet Protocols MTAs Miscellaneou	us Transactional Logging	Shared Mail DAOS DB2
HTTP Domino Web Engine DIIOP LDAP		
HTTP Sessions	Java Servlets	
This section does not apply as "Load Internet configurations from ServerIInternet Sites documents" has been enabled.		
	Java servlet support:	[『] Domino Servlet Manager 』 •
	Servlet URL path:	^r /servlet _
	Class path:	^r domino\servlet; ontime/OnTimeGC.jar 』
	Servlet file extensions:	۲

Note: There is a Domino default 'Class path' reference to domino\servlet. Please create a directory \servlet in the \domino\data\domino\ folder; otherwise, you will get a warning in the Domino Console when you enable the 'Domino Servlet Manager'.



3. Generate the servlet properties file

Find or generate the file servlets.properties. Locate it in the Domino data directory or make a new file.

Example without the Exchange servlet, only the main OnTime servlet:

```
Servlets.startup=ontimegc
```

```
servlet.ontimegc.code=com.ontimesuite.main.servlet.OnTimeGC
servlet.ontimegc.initArgs=
```

Example with both the main OnTime servlet and the Exchange servlet:

servlets.startup=ontimegc ontimegcex

```
servlet.ontimegc.code=com.ontimesuite.main.servlet.OnTimeGC
servlet.ontimegc.initArgs=
```

```
servlet.ontimegcex.code=com.ontimesuite.exchange.servlet.OnTimeGCEx
servlet.ontimegcex.initArgs=
```

initArgs are normally not needed, but options are:

Server	The server the OnTime Config database is located on (default = the current server)
Filepath	The filepath for the OnTime Config database (default = "ontime/ontimegc.nsf")

Examples of servlet.ontimegc.initArgs settings:

servlet.ontimegc.initArgs=Server=Server2/OnTime

OR if you want to state both server and a Filepath:

servlet.ontimegc.initArgs=Server=Server2/OnTime,Filepath=ontime/ontimegc.nsf

4. Restart the HTTP Task

If there are any changes in the above, please restart the Domino HTTP server.





Updating OnTime Domino Servlet

Updating using OnTime Configuration database Install/Upgrade

To update the OnTime Servlet to the latest version, use the steps 1.- 4. in the section **Install using OnTime Configuration database - Install/Upgrade button**.

Manual Update

- 1. Find the Servlet in the Servlet folder of the OnTime Release files.
- 2. Replace the OnTimeGC.jar file on the Domino Server.
- **3.** Restart the HTTP Task The new servlet can be activated by running a "Tell HTTP Restart" on the server console.

Troubleshooting of the servlet

Example: <u>http://demo.ontimesuite.com/servlet/ontimegc</u> should return the text – 'OK'.

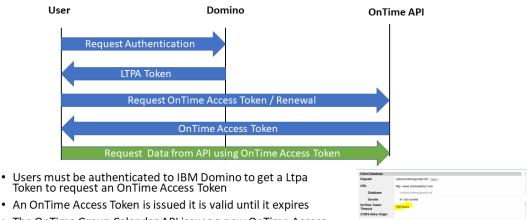




Appendix F - OnTime Access Token protocol

OnTime users are authenticated in Domino. After obtaining an LTPA token in Domino, they request an 'OnTime Access Token' for accessing OnTime calendar data.

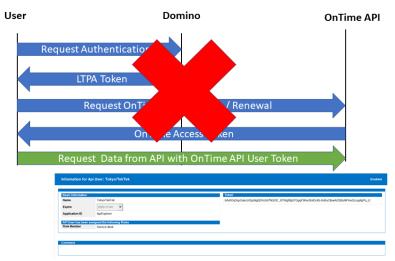
OnTime Access Token



The OnTime Group Calendar API issues a new OnTime Access
 Token on each request

API users are validated through the created 'API User' with a generated 'OnTime API User Token'. An application is authenticated by knowledge of the 'OnTime API User Token'.

OnTime API User Token



For the creation of an API user, refer to $\underline{Open \ the \ mobile}$ client with an existing Entry Selected





Example: https://otmsdemo.intravision.dk/ontimegcms/mobile? openitem={"Email": "user@user.dk", "EventID" : "<EventID>"}

Open the mobile client creating a new entry

Example:

https://demo.ontimesuite.com/ontime/client.nsf/mobile?open&newitem={"required":["bh@ontimecalend ar.com"], "subject":"Prep of annual staff ratings", "location":"Miami", "categories":["Projects"], "start":"2025-01-13T14:00:00Z", "end":"2025-01-13T15:00:00Z", "body":"desc","showas":"Busy"

Times are coded in ISO 8601 format, UTC (GMT)

Cancel ME	ETING Y	
Chris Holmes Marketing Manage Marketing DK	er	
Prep of annual staff ratin	gs	1993) 1993
Miami		10.0
Start	Mon, 13. Jan. 2025	15:00
End		16:00
Invitees		None >
Rooms		None >
Resources		None >
Find	l Free Time	
Categories	Ρ	rojects >
Alarm		None >
Private		
Mark Available		
desc		100



Using the API

Appendix G – OnTime Roles

Rooms and Resources, Case 1

- No restrictions on room

	Notes Access List				Case 1		
a: A	everything in this table ssumes the user has "No ccess" in the Rooms and esources database ACL)	no roles	View Schedule Information	Read entries details	Change Out of Office	Create and edit their own entries	Create Edit and Delete entries
		NO ACCESS	BUSYTIMER	READER	>	AUTHOR	EDITOR
1	Room appears in dialogue boxes and can be added to an invitation	Yes	Yes	Yes	n/a	Yes	Yes
2	Room appears in views	No	Yes	Yes	n/a	Yes	Yes
3	Can view basic details of entries for the room from the OnTime interface	No	Yes	Yes	n/a	Yes	Yes
4	Can view details for own entries	n/a	Yes	Yes	n/a	Yes	Yes
5	Can view entry details for other people's entries	No	No	Yes	n/a	No (can be yes via Global option)	Yes
6	Can create room only reservation	No	No	No	n/a	Yes	Yes
7	Edit and delete own entries	No	Yes	Yes	n/a	Yes	Yes
8	Edit and delete other people entries	No	No	No	n/a	No	Yes



Rooms and Resources, Case 2

- User is NOT in the list of names for the restricted room

	otes Access	Case 2							
in as as Ac R	st (everything this table sourcess the ser has "No ccess" in the coms and esources atabase ACL)	no roles	View Schedule Informatio n	Read entrie s details	Creat e and Edit own entrie s	Chang e Out of Office	Creat e Edit and Delete entrie s	Restricted View Schedule Information (Through "Restricted role" in OnTime)	Restricted Read entries details (Through "Restricte d role" in OnTime)
		NEVER ACCES S						BUSYTIME R	READER
1	Room appears in dialogue boxes and can be added to an invitation	No	n/a	n/a	n/a	n/a	n/a	Yes (Room will never accept)	Yes (Room will never accept)
2	Room appears in views	No	n/a	n/a	n/a	n/a	n/a	Yes	Yes
3	Can view basic details of entries for the room from the OnTime interface	No	n/a	n/a	n/a	n/a	n/a	Yes	Yes
4	Can view details for own entries	n/a	n/a	n/a	n/a	n/a	n/a	Yes (if the user at some point had access)	Yes (if the user at some point had access)
5	Can view entry details for other people's entries	No	n/a	n/a	n/a	n/a	n/a	No	Yes
6	Can create room only reservation	No	n/a	n/a	n/a	n/a	n/a	No	No
7	Edit and delete own entries	No	n/a	n/a	n/a	n/a	n/a	No	No
8	Edit and delete other people entries	No	n/a	n/a	n/a	n/a	n/a	No	No



Rooms and Resources, Case 3

- User is IN the list of names for the restricted room

In OnTime Global Settings, the setting: 'Users member of restricted list, is granted "Create and Edit own entries" as minimum' is enabled

	Notes Access List (everything in		Case 3							
	his table assumes the user has "No Access" in the Rooms and Resources database ACL)	no roles	View Schedule Information Original	Read entries details	Create and Edit own entries	Change Out of Office	Create Edit and Delete entries			
					AUTHOR	<	EDITOR			
1	Room appears in dialogue boxes and can be added to an invitation	n/a	n/a	n/a	Yes	n/a	Yes			
2	Room appears in views	n/a	n/a	n/a	Yes	n/a	Yes			
3	Can view basic details of entries for the room from the OnTime interface	n/a	n/a	n/a	Yes	n/a	Yes			
4	Can view details for own entries	n/a	n/a	n/a	Yes	n/a	Yes			
5	Can view entry details for other people's entries	n/a	n/a	n/a	No (can be yes via Global option)	n/a	Yes			
6	Can create room only reservation	n/a	n/a	n/a	Yes	n/a	Yes			
7	Edit and delete own entries	n/a	n/a	n/a	Yes	n/a	Yes			
8	Edit and delete other people entries	n/a	n/a	n/a	No	n/a	Yes			



Rooms and Resources, Case 4

- User is in the list of names for the restricted room

In OnTime Global Settings, the setting:

'Users member of restricted list, is granted "Create and Edit own entries" as minimum' is <u>not</u> enabled

	Notes Access List (everything in		Case 4						
this table assumes the user has "No Access" in the Rooms and Resources database ACL)		no roles	View Schedule Information Original	Read entries details	Create and Edit own entries	Change Out of Office	Create Edit and Delete entries		
					AUTHOR	<	EDITOR		
1	Room appears in dialogue boxes and can be added to an invitation	Yes	Yes	Yes	Yes	n/a	Yes		
2	Room appears in views	No	Yes	Yes	Yes	n/a	Yes		
3	Can view basic details of entries for the room from the OnTime interface	No	No	Yes	Yes	n/a	Yes		
4	Can view details for own entries	No	Yes	Yes	Yes	n/a	Yes		
5	Can view entry details for other people's entries	No	No	Yes	No (can be yes via Global option)	n/a	Yes		
6	Can create room only reservation	No	No	No	Yes	n/a	Yes		
7	Edit and delete own entries	No	No	No	Yes	n/a	Yes		
8	Edit and delete other people entries	No	No	No	No	n/a	Yes		



Appendix H – Hiding the subject of a room reservation

When a meeting chairperson uses the 'Mark Private' in the Lotus Notes Calendar Entry form, the subject of the meeting is only visible in chair's calendar. If a room is reserved for this meeting the subject is shown in the Resource Reservations database.

To hide the subject in the R & R database, add a line to the 'notes.ini' file of the server that is running the RnRMgr task:

RNR MAKE TOPIC PRIVATE=1

This .ini setting causes any new "Private" entry to display in the R&R database as:

[** Private entry. The description is not available for display. **]





Appendix I – MS Teams Online Meetings registration

Login to <u>https://portal.azure.com</u> Click View at 'Manage Azure Active Directory Click 'App Registrations'

Or use the button in OnTime Global settings

MS Teams Meetings 🛛 🖸

that will go directly to "App registrations".

App registrations 🛷 …	
 New registration Endpoints Proubleshc 	
Click "+ New registration".	
Register an application	
* Name The user-facing display name for this application (this can be changed later).	
OnTime Online Meetings	~
Supported account types	
Who can use this application or access this API?	
Accounts in this organizational directory only (IntraVision Aps only - Single tenant)	
Accounts in any organizational directory (Any Azure AD directory - Multitenant) Accounts in any organizational directory (Any Azure AD directory - Multitenant) and personal Microsoft accounts (e.g. Skype, Xbox)	
Personal Microsoft accounts only	
Help me choose	
Redirect URI (optional)	
We'll return the authentication response to this URI after successfully authenticating the user. Providing this now is optional and it can be changed later, but a value is required for most authentication scenarios.	
Web https://demo.ontimesuite.com/servlet/ontimegc/oauth/v1 ✓	

Enter a Name.

Select "Accounts in this organizational directory only".

From the OnTime/Global Settings/Online Meeting settings page



Online Meeting Settings			
MS Teams Meetings	ß		
Client ID			
Tenant ID			
Client Secret			
Redirect URLs (to copy into OAuth Redirect URIs settings)	https://demo.ontimesuite.com/servlet/ontimegc/oauth/v1		

Redirect URI - Copy from 'OnTime Global settings'. (if multiple servers select one).

Note: https with a trusted root certificate from a public certification authority is required.

Click



The next page will show the IDs for your new registration.

📋 Delete ⊕Endpo	ints 💀 Preview features	
∧ Essentials		
Display name	: OnTime Online Meetings	
Application (client) ID):7	2
Directory (tenant) ID	: e	1
Object ID	: d)6

Copy the 'Directory (tenant) ID' and 'Application (Client) ID' to OnTime Global settings (buttons to Copy and Paste)

PS: Due to a change in the MS page the copy / paste to OnTime 7.8.x may add an extra blank character at the end of the string – please verify. It will be handled in future versions.



Click Authentication:

🔄 Save 🗙 Discard 🛇 Got feedback?			
Platform configurations			
Depending on the platform or device this application is targeting, additional configuration may be required such as redirect URIs, specific authentication settings, or fields specific to the platform.			
+ Add a platform			
^ Web	Quickstart	Docs 🗗	Ŵ
Redirect URIs			
The URIs we will accept as destinations when returning authentication responses (tokens) after successfully authenticating or sign reply URLs. Learn more about Redirect URIs and their restrictions of	ng out users. Also	referred to	as
https://demo.ontimesuite.com/servlet/ontimegc/oauth/v1			۱.
Add URI			

In the 'Platform configurations' page - if multiple OnTime servers, add URI for each server, and remember to 'Save'.





Click 'Certificates & secrets'

Client secrets

A secret string that the application uses to prove its identity when requesting a token. Also can be referred to as application password.

Description Expires Value ID	+ New client secret				
	Description	Expires	Value	ID	

No client secrets have been created for this application.

Click '+ New client secret'.

Add a client secret	×
Description	OnTime Online Meeting
Expires	Recommended: 6 months
Enter a description and select an Expira	ation.
Attention: The administrator needs to r	register a new 'Client secret' after the expiry.
Click 'Add'	

Client secrets A secret string that the application uses to	prove its identity when re	questing a token. A	Also can be referred to as application password.	
+ New client secret				
Description	Expires	Value	ID	
OnTime Online Meeting	10/26/2021	n_A	.v 🗈 8	:2 🗅 📋

Copy the 'Value' (not the ID) to OnTime Global settings (buttons to Copy and Paste).

Attention: The value is ONLY visible and available to copy now. If you come back to this page later you do not have the option to see it and copy again, so make sure to make copy now and perhaps save it somewhere safe if you need it.

You can always make a new secret later, and it will "only" require users to Authenticate again.



Click 'API Permissions'

Configured permissions

Applications are authorized to call APIs when they are granted permissions by users/admins as part of the consent process. The list of configured permissions should include all the permissions the application needs. Learn more about permissions and consent

+ Add a permission 🗸 Grant admin consent for IntraVision Aps

API / Permissions name	Туре	Description	Admin consent req Status	
∽ Microsoft Graph (1)				
User.Read	Delegated	Sign in and read user profile	No	•••

Click ' Add a permission'

Request API permissions

Select an API

Microsoft APIs	APIs my organization uses	My APIs
----------------	---------------------------	---------

Commonly used Microsoft APIs



Take advantage of the tremendous amount of data in Office 365, Enterprise Mobility + Se Access Azure AD, Excel, Intune, Outlook/Exchange, OneDrive, OneNote, SharePoint, Planr single endpoint.



Fast NoSQL database with open APIs for any scale. Azure DevOps

Integrate with Azure DevOps and Azure DevOps server



Click 'Microsoft Graph'





Request API permissions

All APIs

Microsoft Graph

https://graph.microsoft.com/ Docs 🗗

What type of permissions does your application require?

Delegated permissions Your application needs to access the API as the signed-in user. Application permissions

Your application runs as a background service or daem signed-in user.

Click 'Delegated Permissions'

Select permissions	expand all
OnlineMeetings	×
The "Admin consent required" column shows the default value for an organization. However, user consent can be customized p permission, user, or app. This column may not reflect the value in your organization, or in organizations where this app will be u more	
Permission Admin consent require	d
> OnlineMeetings	

Search for "OnlineMeetings"

P	ermission	Admin consent required
\checkmark o	nlineMeetings (1)	
	OnlineMeetings.Read ① Read user's online meetings	No
	OnlineMeetings.ReadWrite	No

Select "OnlineMeetings.ReadWrite".

Click 'Add permissions'





Configured permissions

Applications are authorized to call APIs when they are granted permissions by users/admins as part of the consent process. The list of configured permissions should include all the permissions the application needs. Learn more about permissions and consent

+ Add a permission	✓ Grant admin consent for IntraVision Ap	s
--------------------	--	---

API / Permissions name	Туре	Description	Admin consent req Status	
∽Microsoft Graph (2)				
OnlineMeetings.ReadWrite	Delegated	Read and create user's online meetings	No	
User.Read	Delegated	Sign in and read user profile	No	•••

You may now (if you are administrator for tenant) click "Grant admin consent for XXXX" and thereby users do not need to grant access individually.

If you do not grant admin consent, OnTime will still work, but users then must grant access during first use.

End of MS Teams Meeting registration in Azure for OnTime.

Note: It is a requirement that the Domino server is setup for https with a certificate publicly trusted - and access out into the Internet is open for port 443.





Appendix J – Zoom Online Meetings registration

Go to the page https://marketplace.zoom.us/

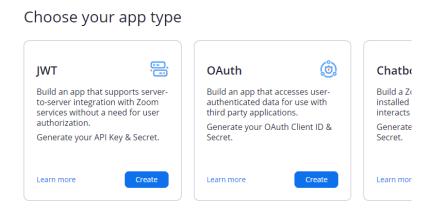
Or use the button in OnTime Global settings

Zoom M	leetings 🖸	
	ZOOM App Marketplace	Q Search a published app Develop Sign In Sign Up
		🚍 🚬 👑 📩 🦉 📩

Click 'Sign in' and enter credentials.

ZOOM App Marketplace	e	Q Search a published a	pp	Develop ~	Manage	MS
			Build Ap	p		
MY DASHBOARD	Created Apps		Docume	ntation	jearch	
	Created Apps	Developer Plag		Jearch		

Click 'Develop' – 'View App Types'



Click 'OAuth - Create'

Intra>ision



App Name				6/5
OnTime				
Choose app ty	pe			
 Account-lev 	vel app			
This app mu	st be installed by	admin and can m	nanage all users in the accour	nt
💿 User-mana	ged app			
This app can	be installed and	managed by indi	vidual users	
Would you like	to publish this	app on Zoom A	pp Marketplace?	
	ishing to Market) install and use.	1 2 11	will be available for externa	al

Enter App Name: OnTime (can be any name)

Click 'User-managed app'

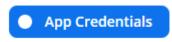
Disable: Publish this app to Zoom App Marketplace

Click 'Create'



Intra>ision

The page:



OnTime

Intent to publish: No User managed app OAuth app

App Credentials

Below credential allows you to generate a token that is utilized by Zoom OAuth, providing you access to Zoom APIs.

Client ID			
c	A		Сору
Client Secret			
		🛩 Сору	Regenerate

In OnTime 'Global Settings':

Zoom Meetings	
Client ID	°c 🏳 🖓
Client Secret	۲
Redirect URLs (to copy into OAuth Redirect or Whitelist URL)	https://demo.ontimesuite.com/servlet/ontimegc/oauth/v1

Copy "Client ID" and "Client Secret" to OnTime 'Global settings' (buttons to Copy and Paste)



Redirect URL for OAuth

Destination URL where Zoom will send the access token after the user completes the OAuth authentication.

https://demo.ontimesuite.com/servlet/ontimegc/oauth/v1

Whitelist URL

Add URLs to be whitelisted for OAuth redirection to achieve improved security. Make sure to include either the entire or the prefix of the Redirect URL for OAuth.

https://demo.ontimesuite.com/servlet/ontimegc/oauth/v1	Remove
--	--------

Add a new one

Insert the Redirect URL from 'OnTime Meetings Settings' in both "Redirect URL for OAuth" and "Whitelist URL".

Note: https with a trusted root certificate from a public certification authority is required

If multi OnTime servers insert all the servers in "Whitelist URL".

Click 'Continue'

Basic Information

App Name	6/50	Short Description	10/150
OnTime		for OnTime	
Long Description			
Normal 🗢 B I U	S 11 (ፆ▤≡☲⊵Ă▒�Jx	
For OnTime			

The fields are mandatory, so please fill in some text.

At the bottom of the page:



Intra>ision

Developer Contact Information

Provide your email for us to contact you for service impacting announcements, including new Marketplace/API updates, breaking changes, and other updates as well as information that directly impact your app.

Name		
Your Name		
Email Address		
vourname@companyname.com		

Fields are mandatory, so please fill in some data.

Click 'Continue'

Add Feature	
Event Subscriptions O	terested events and receive Webhook notifications.
eave "disabled".	
lick 'Continue'	
Scopes	
Add Scopes	
Zoom. Scopes are restricted to specific reso	Illowed to call, and thus which information and capabilities are available purces like channels or files. If your app is submitted to Zoom, we will rev o is live, it will only be able to use permission scopes that Zoom approved



Add scopes

1 Added

Q :	Q Search the scope type					
•	Meeting					
	Webinar					
	Recording					
	llser					

- View your meetings meeting:read
- View and manage your meetings meeting:write

Click 'Meeting' Select 'View and manage your meetings'

Click 'User' Select 'View your user information'

Click 'Chat' Select 'View current user's chat contact information'

Click 'Contacts' Select 'View current user's contacts'

Click 'Done'

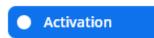
Click 'Continue'

Note: The use of the Scope 'User' is new in OnTime version 8.3.

If you upgrade from an older version of OnTime, please open the OnTime 'Data' database, select the View 'User Settings', press the keys (Ctrl + 'a') to select all OnTime Users, and click the button 'Revoke OnlineMeeting grant'.

OnTime®		r2/OnTime Adata.nsf			
Data					Revoke OnlineMeeting gr
		Vser Name	ID ^	ApplicationIDs	Modified
> Calendars	~	Amanda Howard/OnTime	4	Web2011	08-10-2019 14:00:28
Custom Fields Data				Desktop	27-09-2021 09:41:05
Custom rields bata	~	Amanda Jones/OnTime	1	Web2011	14-11-2018 13:03:54
Groups				Desktop	05-01-2022 16:07:12
oroupo				Mobile	29-06-2020 14:00:59
Images	~	Beverly Mandelblatt/OnTime	W	Web2011	18-06-2019 09:39:32
°				Desktop	02-02-2022 12:14:24
User Settings	✓	Bonnie Woodley/OnTime	Q	Web2011	05-06-2018 13:12:51
	_			Desktop	18-03-2021 13:59:06
	✓	A Chris Holmes/OnTime	U	Desktop	09-09-2022 11:28:40





Nothing to do here – Do not use the "Install" button. OnTime will do it when required.

Click 'Manage' in the top bar - you now have a OnTime app created.

ZOOM App Marketplace		Q Search a published ap	p Develop	 Manag 	ge MS
MY DASHBOARD	Created Apps			Q Search	
Created Apps	Name	Status	Туре	Works With	Action
Call Logs	OnTime	Ready to install Updated Today 12:46 PM	OAuth Intend to publish: No User Managed	□IMeetings	

End of Zoom Online Meeting registration for OnTime.

Note: It is a requirement that the Domino server is setup for https with a certificate publicly trusted - and access out into the Internet is open for port 443.





Appendix K - Webex Online Meetings registration

Sign in to https://webex.com

Or use the button in OnTime Global settings

Cisco Webex Documentation Blog Support for Developers Create a New App My Apps Select "Create a New App" Create a New App Integration Bot Guest Issuer Request permission (OAuth) Build intelligent chatbots Let guests (non-Webex users) collaborate with yo to invoke Webex Teams that post content and APIs on behalf of another respond to commands. organization's users. user. **Create an Integration** Create a Guest Issuer Create a Bot Learn More Learn More Learn More

Select "Create an Integration"





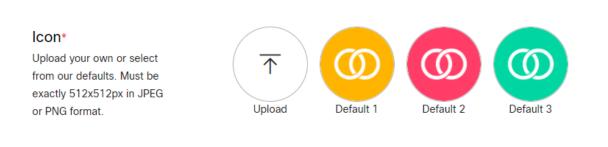
New Integration

Will this integration use a mobile SDK? (Webex iOS or Android SDK 3.0+)	 No Yes
Integration name* Name of your integration as it will appear in Webex Teams.	e.g. Sample
Contact email* Contact email.	e.g. jane.doe@example.com

Select "No" in Will this integration use a Mobile SDK

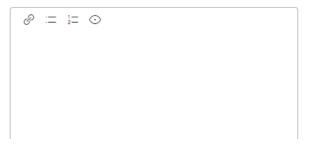
Enter any name into "Integration Name" - ex. "OnTime Online Meeting"

Enter a Contact email



Description*

Provide some details about what your integration does, how it benefits users, and most importantly, how a user can get started using it. The description should be under

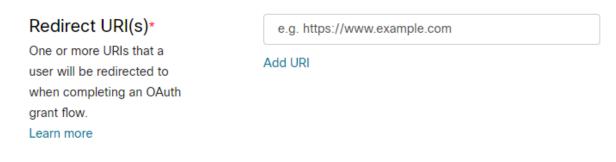


Intra>ision



Select an Icon -Any will work.

Enter a short description – Ex. OnTime Online Meeting



Enter the first Redirect URL – you can copy from Global Settings document

Redirect URLs (to copy into OAuth Redirect or Whitelist URL)

If you have multiple servers, please add all server url's in the "Redirect URL(s)" fields.

Scopes*	~]	meeting:schedules_read Retrieve your Webex meeting lists and details
Scopes define the level of access that your integration requires.	~	meeting:schedules_write Create, manage, or cancel your scheduled Webex meetings
Learn more		meeting:recordings_read Retrieve your Webex meeting recordings for playback
(meeting:recordings_write Manage or delete your meeting recordings for playback
		meeting:preferences_read Retrieve your Webex meeting preferences
		meeting:preferences_write Edit your Webex meeting preferences

Select the "meeting:schedules_read" and "meeting:schedules_write" scopes.



By creating this app, you accept the Terms of Service and Privacy Statement.

	Cancel Add Integration
Click "Add Integration"	
OAuth settings Learn more about authentication in the Apps &	Client ID Copy
OAuth Guide.	Client Secret
	OAuth Authorization URL You can use the URL below to initiate an OAuth permission request for this app. It is configured with your redirect URI

Copy / paste the "Client ID" and the "Client Secret" to OnTime Global settings.

Vebex Meetings	C					
Client ID						
Client Secret	۲					
Members	°*					
Exclude						

You can also select users that Webex Online Meeting shall be available for, by the "Members" and "Exclude" fields.

Note: It is a requirement that the Domino server is setup for https with a certificate publicly trusted - and access out into the Internet is open for port 443.

Installation Manual



Appendix L - Manual installation/upgrade of OnTime

Templates

Please make sure that you have received all the files listed below before starting your installation process.

Template files:				
ontimegc.ntf data.ntf client.ntf log.ntf sharemytime.ntf	Configuration template file Data template file Client template file Log template file Sharemytime template file	The core functions of OnTime® Group Calendar are supported in these five databases.		
timeoff.ntf broadcast.ntf pollarity.ntf catering.ntf	Time Off template file Broadcast template file Pollarity template file Catering template file	These databases support optional features in <i>OnTime</i> ® <i>Group Calendar</i>		

Domino security settings for OnTime

Below are the steps you need to complete to install OnTime.

- The OnTime server must be allowed to run "Unrestricted methods & operations".
- The OnTime server must be listed as a "Trusted Server" in all the other mail servers.
- The OnTime server must have at least Editor access with the "Delete" documents option in the ACL of all mail databases.
- The Domino web server must be configured for 'Form-Based' authentication HTTP Session authentication must be configured for 'Single server' or 'Multiple Servers'.

Server: Server1/OnTime server1.ontimesuite.com						
Basics Security Ports Server Tasks Internet Protocols MTAs Miscellan	neous Transactional Logging Shared Mail DAOS DB2	ail DAOS DB2				
Administrators	Programmability Who can - Restrictions					
Full Access administrators:	Sign or run unrestricted ^{II} LocalDomainAdmins methods and operations: Server1/OnTime					
Administrators: ^{IF} LocalDomainAdmins	Sign agents to run on ^{II} LocalDomainAdmins I	inAdmins 🛛 🔹				
Database Administrators:	Sign agents or XPages to run on behalf of the invoker: ^{I[°] LocalDomainAdmins LocalDomainServers _ ▼}					



Trusted Servers

If the OnTime server needs to synchronise data with other Domino mail servers, these other Domino mail servers must trust the OnTime server.

Server Access	Who can -
Access server:	All users can access this server
Not access server:	
Create databases & templates:	LocalDomainAdmins LocalDomainServers
Create new replicas:	LocalDomainAdmins LocalDomainServers
Create master templates:	LocalDomainAdmins LocalDomainServers
Allowed to use monitors:	*
Not allowed to use monitors	5:
Trusted servers:	Server1/OnTime

Web servers

OnTime supports 'Form-based authentication'. The 'Domino Web Engine' must be configured for 'Single server' or 'Multiple Servers (SSO)'.

OnTime Server installation

1. Templates

Copy the template files to the Domino Data Directory - we recommend a subdirectory named "ontime". Remember to edit the template path to the appropriate value, in your **Global Settings** document in the OnTime Config database.

ontimegc.ntf data.ntf	 Template for the Config database Template for the Data database
client.ntf	 Template for the Client database
log.ntf	 Template for the Log database
broadcast.ntf	 Template for the Broadcast database
timeoff.ntf	 Template for the Time Off database
pollarity.ntf	 Template for the Pollarity database
sharemytime.ntf	- Template for the Share my Time database
catering.ntf	- Template for the Catering database

2. Sign the templates

After copying the templates to the data directory, sign the templates using an appropriate ID. It is recommended to use the server's ID to sign the OnTime[®] templates. The signing of several templates might take a minute or two. In the Domino console, run 'tell adminp process new'. Check the Domino Administration Requests database to verify the signing process completes.





3. Create the OnTime[®] Group Calendar Configuration database

Create the Group Calendar Config database in the 'ontime' directory based on the ontimegc.ntf template. Deselect [*Inherit future design changes*].

Note - We recommend the filename of this OnTime config database as 'ontimegc.nsf'. The commands for the server tasks will be more complicated if you do not name it this way.

For ACL please refer to Appendix A – ACL Setup

4. License key

To implement the OnTime[®] Group Calendar, you will need a license key. Your preferred OnTime[®] Partner sends the license key to you when you purchase or begin a trial period.

Note: When downloading a trial version from www.ontimesuite.com, you will receive a time-limited trial key. (The trial version of OnTime[®] Group Calendar is a full version of OnTime with a license key that will expire).

When you open the OnTime Config database you will see a link 'License for' in the upper right corner.

License for: IntraVision 48 of 100.000 Premium Users in use Perpetual license | Never Expires Click the link '<u>License for</u>'. Paste the license key in the field and click 'OK'.

Note: The license key includes certifier and license count information. OnTime[®] Group Calendar can only run-on servers with the registered certifier. If your organisation uses multiple certifiers, please contact your OnTime[®] Partner to have additional certifiers added to the license key. The number of users, rooms and resources ("users") cannot exceed the license count. If the number of "users" exceeds the license count, the OnTime server task will shutdown and stop synchronising calendar information.

Intra>ision

Enter License KeyAn alternative to the link above, you may click
Actions from the Notes menu – and choose Enter
License Key

To check the license details, modules – 2 choices:

- 1. Open the OnTime Config database and from the Notes menu click 'Help – About This Application'.
- 2. In the OnTime Config database, click the link 'Licence for':



xample: .icense Info		×
	60 of 5000 used 0 of 5000 used ApiExplorer, Catering, Connections.Community, Connections.Profiles, Desktop, MeetingRoomSigns, Mobile, Pollarity	OK

5. The Global Settings document

Open the OnTime Configuration database and Click [**Global Settings**] to open the Global Settings document.

Please refer to <u>Global Settings</u> for detailed information about how to configure the Global Settings document.

Note: Saving the document is important for later synchronisation, even if no changes were made.

6. Create the first Server Settings document for your OnTime Admin Server

Open the OnTime Configuration database and Click [Server Settings] to open the Server Settings view. Click [Add OnTime Server].

OnTime Server Settings			
OnTime Server	Server2/OnTime @ OnTime	OnTime Admin Server	Ves
Synchronization Settings			
Servers being monitored for synchronisation	Server2/OnTime	OnTime Cluster name	
Monitored servers excluded from update in		Number of Threads per monitored server	3
personal mail databases.		Max number of Mailfiles to de-queue	1

Enter the OnTime Domino server name.

Click "Yes" for configuring it as the OnTime Admin server. Only one server within the OnTime environment can be the Admin server. In the "Servers being monitored for synchronisation" field, you list the mail servers you want to monitor for synchronisation.

In the Web Settings section, please enter the proper URL for web client access.



GROUP CALENDAR

Web Settings

Host URL

http://ontime2demo.intravision.dk

OnTime Token Timeout 24 hours

Please refer to





Server Settings for detailed information about configuring the Server Settings document.

When saving and closing the Server Settings document, you will be prompted to confirm that you want to create the OnTime Data database, OnTime Client database, OnTime Log, OnTime ShareMyTime database on the new server. Click "Yes" in all four cases.

7. Install/Update Domino tasks and servlets

Install the server task and servlets by clicking the [Install/Upgrade] button. The button installs the two OnTime server tasks, updates the **notes.ini** file and loads the tasks. Afterwards you will be presented with a box 'Manage Servlets' as seen further below.

OnTime®	Configuration Tutorial Server2/OnTime ontime\ontimegc.nsf			70 of 5.000 Premium Users in use	License for: On 0 of 15.000 FreeTime User Perpetual license Never	rsin use 🤶
Configuration	Edit Add OnTime Server Add	External Access Server	Domino Commands Task Commands	Servlet Commands •	Upgrade Design	Install/Update
	Server Name	Info	Admin Monitored Servers	Client Database	Log	Tasks & Servlets
Global Settings	Server2/OnTime	Domain: OnTime	Server2/OnTime	ontime\client.nsf	Logging - Filepati	
Server Settings	Domain: otms-exh.ontime.loc	al - Users: allpersons@or	ntime.local,Imc@ontime.local,AllRooms@ontime.loca	al,allresources@ontime.local		
> Users	Disabled: Domain: outlook.of	fice365.com - Users: ontin	me-tutorial-users@ontimecalendar.com,ontimerooms	s@ontimecalendar.com,ontimeequipment@ontimecale	ndar.com	

Note: Please refer to Appendix C - Installation on Linux platforms, if you are running on Linux.

Two OnTime tasks are installed. The OnTimeGC task is for synchronizing calendar data into the OnTime database. The OnTimeUFT task is for displaying UFT, 'Universal Free Time' across installations of Domino and Exchange/Office365. Freetime/busytime is seen in the Notes client, the iNotes client and in the Verse client.

The notes.ini file in Domino will normally show the task 'OnTimeUFT' task without a parameter, expecting the path to the OnTime config database being 'ontime/ontimegc.nsf. If the config database filename and path are different, a parameter is added, like: 'OntimeUFT -db ot/ontimeConfig.nsf'.

If you have Domino mail servers 'monitored for synchronisation' as 'non-OnTime' servers, you will have to install the UFT task manually at these servers. You will find an executable 'nontimeuft.exe' in the folder Tasks/Windows64 of the OnTime distribution package. Copy the nontimeuft.exe file to the 'non-OnTime' Domino program directory. Add the task 'OnTimeUFT' to the notes.ini file in the line with 'Servertasks'.

A 'non-OnTime' server' does not have an OnTime Config database (ontimgc.nsf). To direct requests to an OnTime server, add a parameter to the servertasks line in 'notes.ini, like in: 'OnTimeUFT http://ontime.example.com/servlet/ontimegc/main/8/ontimeuft'

For troubleshooting OnTimeUFT a parameter '-debug' may be used, for printing OnTimeUFT-api requests/responses to the Domino console.

For more on the user experience please refer to <u>https://www.ontimesuite.com/freetime</u>



OnTime Servlets

OnTime®	Configuration Tutorial Server2/OnTime ontime\ontimegc.nsf			70 of 5	5.000 Premium Users in use	License for: On 0 of 15.000 FreeTime User Perpetual license Never	sin use 🛛 🥐
Configuration	Edit Add OnTime Server	Add External Access Server	Domino Commande	s 🔹 🔍 Task Commands 👻	Servlet Commands •	Upgrade Design	● Install/Update ▼
	Server Name	Info	Admin	Monitored Servers	Client Database	Log	
Global Settings	Server2/OnTime	Domain: OnTime	s an	Server2/OnTime	ontime\client.nsf	Logging Info	4
Server Settings	Domain: otms-exh.o	ntime.local - Users: allpersons@or	ntime.local,lmc@ontime	e.local,AllRooms@ontime.loc	al,allresources@ontime.loca	 Filepath: ontime\log.nsf (3) 	Jays)
> Users	Disabled: Domain: o	utlook.office365.com - Users: ontin	ne-tutorial-users@ont	imecalendar.com,ontimeroon	ns@ontimecalendar.com,onti	meequipment@ontimecalend	ar.com
Legends	Manage Servlets		×				
Roles	Servlets:	Main Servlet					
✓Display Groups Static		Exchange Servlet					
> Dynamic	Directory to	install servlets in:					
> External	ontime						
> Directory							
Broadcasts	*The HTTP tas	k will be restarted if needed.					
✓Application		ОК	Cancel				
Custom Fields							

Main Servlet – must be selected for the base OnTime functions. The Exchange Servlet is described in the OnTime manual for this configuration.

Choose the Directory where to install the servlet.

Default directory suggested is the directory where the OnTime Config database is located. Our recommendation is to add it to this directory since it makes it easier to maintain OnTime files and databases.

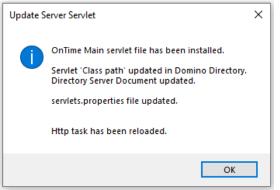
An existing directory needs to be entered; otherwise, the installation will not complete.

The Servlet, OnTimeGC.jar, can run on any Domino Server with the domain running the appropriate version of Domino and Microsoft Windows or Linux.

Note: If Domino is running on Linux, beware of casing in files and folders. For more details, ref. to **Appendix E – OnTime Domino Servlet**

Status information once completed

Once completed a status information dialogue will display with information on what changes have occurred.









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.

← → ♂ ✿	₪ 🔒 ≌5	D ♣ ♣ ħttps://cph006.intravision.dk/verse					
HCL Verse Mail	Calendar	OnTime	People ~	More ~			
999+ P	9	J	JA	Н	SR MS		
∧ Compose	-						
					TODAY 📃 🗘		
OnTime GC for Mi	crosoft Produc	t Managemei	nt		10:01		

The Verse extension is installed from the [Verse on Prem] button.

OnTime®	Configuration Tutorial Server2/OnTime ontime\ontimegc.nsf	ver2/OnTime 70 of 5.000 Premium Users in use 0 of 15.000 FreeTime Users in use 2							
Configuration	Edit Add OnTime Server Add	External Access Server	Domino Commands 🔻 🔹 Task Commands 🔻	Servlet Commands •	Upgrade Design	● Instal/Update ▼			
	Server Name	Info	Admin Monitored Servers	Client Database	Log	Tasks & Servi	ets		
Global Settings	Server2/OnTime	Domain: OnTime	Server2/OnTime	ontime\client.nsf	Logging Info - Filepath: ontime\log.nsf (3	Verse on Pren	n. →	Selected Server	
Server Settings	Domain: otms-exh.ontime.loca	al - Users: allpersons@ont	ime.local,Imc@ontime.local,AllRooms@ontime.loca	al,allresources@ontime.loo				Other Server(s)	
> Users	Disabled: Domain: outlook.off	ice365.com - Users: ontim	e-tutorial-users@ontimecalendar.com,ontimeroom	s@ontimecalendar.com,or	timeequipment@ontimecalenda	ar.com			

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 'applications.json' file 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







9. Update ACL in the OnTime Databases

The Broadcast database is created in your chosen language the first time you click 'Broadcasts in your left navigation of the OnTime Configuration database.

The Pollarity database is created when you configure Pollarity in your Synchronization Server Settings document – a license for Pollarity is required.

The Catering database is created when you configure Catering in your Synchronization Server Settings document – a license for Catering is required.

Default ACL includes ACL the entries "OnTime Users" and "LocalDomainAdmins". These ACL entries can be modified or used as templates for "company specific" access levels. Please refer to **Appendix A – ACL Setup** for setting up the ACL.





Manually upgrading from previous versions of OnTime

Note: This is the alternative to the new Quick upgrade – New process of installing and upgrading OnTime

Important! It is not possible to upgrade from OnTime 9.x.x Classic to OnTime version 10.0.x (or later).

!!! Do NOT upgrade from OnTime 9.x.x Classic to the newest OnTime version!!!

To upgrade your current version of OnTime to the latest version, follow the steps below.

1. Delete your old OnTime templates – use the Notes Admin client to delete the old templates to avoid locked files and template name caching.

2. Shut down the OnTime server task

From the OnTime Config database, go to the [Server Settings] view. Choose the server(s) that you want to upgrade, click the [Task Commands] button and choose [-Quit-].

OnTime®	Configuration Tutorial Version: 11:10-rc 9 Server2/OnTime - ontenelontimegc.nsf	License for: OnTime 73 of 10.000 Premium Users in use Perpetual license Never Expires
Configuration	Edit Add OnTime Server Add External Access Server Domino Commands Task Commands Servlet Commands	● Install / Upgrade ● Verse on Prem. ▼
Global Settings	Server Name Info Admin Monitored Servers Client Databa -Load-	
0	▼ Server2/OnTime Domain: OnTime	
Server Settings		ontimecalendar.com
> Users	Disabled: Domain: otms-exh.ontime.local - Users: allpersons@ontime.local.lmc@ FullSync Illresources@o	ntime.local
Legends	ClusterDirectory	
-	Broadcast	
Roles	-Quit-	
✓Display Groups		
Static		
> Dynamic		

You may instead in the server console type: "tell ontimegc quit".

If you have installed OnTime[®] on multiple servers with replicated databases, the server tasks must also be shut down on the other server(s).

3. Copy the template files into the Domino Data directory

If you have followed our recommendation and placed the template files in an 'OnTime' folder, please replace these files. If you have placed them in another folder or in the root of the Domino Data directory remember to specify this in the [**Global Configuration**] document.

4. Sign the templates

After copying the templates to the data directory, sign the templates using an appropriate ID. It is recommended that it is the server's ID that signs the OnTime[®] templates. The signing of several templates might take a minute or two. In the Domino console, run 'tell adminp process new'. Check the Domino Administration Requests database to verify the signing is completed.

5. Replace design on OnTime Config database Manually.

- [Inherit future design changes] is checked as default. It should be unchecked.



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6. In the Server Settings – click "Install/Upgrade"

OnTime®	Configuration Tutorial Version: 11.1.0-rc.17 Server2/OnTime - ontime\ontimegc.nsf				License for: OnTime 73 of 10.000 Premium Users in use Perpetual license Never Expires
Configuration	Edit Add OnTime Server	Add External Access Server	Domino Commands 🔻 🔹 Task Commands 👻 🔹 Ser	viet Commands 🔻	 Install / Upgrade Verse on Prem.
	Server Name	Info	Admin Monitored Servers	Client Database	Log
Global Settings	Server2/OnTime	Domain: OnTime	Server2/OnTime	ontime\client.nsf	Logging Extended - Filepath: ontime\log.nsf (3days)
Server Settings	Domain: outlook.office36	5.com - Users: tutorial-users@	ontimecalendar.com,tutorial-rooms@ontimecalendar.com	n,tutorial-equipment@ontimecalendar.com	
Users	Disabled: Domain: otms-e	exh.ontime.local - Users: allpers	ons@ontime.local,Imc@ontime.local,AllRooms@ontime.l	local,allresources@ontime.local	
Legends			Install / Upgrade Design		
Roles					
Display Groups Static			? Install/Upgrade OnTime to versio	on: 11.1.0-rc.17?	
> Dynamic					
External			Yes	No	
> Directory					
Broadcasts					

Verify that you see the expected version of templates in the pop-up box.

Click "Yes" to upgrade

The Pollarity and Catering databases are optional modules in OnTime.

Upgraded Server databases	×
Server2/OnTime: Databases: Client, Data, Log, Pollarity, ShareMyTime, Time Off, Catering, 1 Broadcast Language & Region data	

Click 'OK'.

Upgraded Servlets	×
Server2/OnTime: OnTime Main servlet file has been updated. OnTime Exchange servlet file has been updated	l.
Http task has been reloaded.	
ОК	

After a few minutes you will see the result of the upgrade.

Click 'OK'.

7. Validate Global Settings and all Server Settings documents

As the design may have changed in OnTime it is recommended that the OnTime administrator **checks** and **re-saves** both the Global Configuration and Server Settings documents





 Note: The installation of OnTime tasks is a done manually on Linux. Please refer to <u>Appendix C - Installation on Linux platforms</u> for further information about [Install/Update] Task on Linux platform. Please refer to <u>Appendix E – OnTime Domino Servlet</u> for further information.

9. Replicate databases.

If you have **not** installed OnTime on multiple servers - skip this point. Replicate the Group Calendar Config database to the other OnTime synchronisation server(s).

For each server document in the Server Settings view – click the document and use the button "Install/Update".

10. Run a "FullSync" – in larger OnTime installations it may take a long time.

OnTime®	Configuration Tutorial Version: 11.1 o-rc.9 Serve:200Tme - ontimetontmegc.nsf			<u>License f</u> 73 of 10.000 Premium U Perpetual license Ne	
Configuration	Edit Add OnTime Server Add External Access Server Domino Commands	Task Commands •	Servlet Commands •	Install / Upgrade	Verse on Prem. •
Global Settings	Server Name Info Admin Monitored Servers Client Databi		days)		
Server Settings	Domain: outlook.office365.com - Users: tutorial-users@ontimecalendar.com,tutor		ial-equipment(@ontimecalendar.com	
>Users Legends	Disabled: Domain: otms-exh.ontime.local - Users: alipersons@ontime.local,Imc@	FullSync ClusterDirector Broadcast	illresources@	ontime.local	
Roles		-Quit-			
 Display Groups Static Dynamic 					



OnTime Config database review

After upgrade review the ACL settings for ontimegc.nsf.

The ACL setting for OnTime users should be changed from "Reader" to "No access" with "Read public documents" selected.

Access Control L	ist to: GC Config 11.0.8					? ×
🛃 Basics	Access Control List			Attribute	s	
Roles	People, Servers, Groups	Show All	~	User type	Person group	~
CIÝ Log	-Default-			Access	No Access	~
Advanced	Anonymous LocalDomainAdmins LocalDomainServers			Delete o	documents documents	
	On Time Users OtherDomainServers				private agents personal folders/vie	ws
	🗟 Server/On Time				shared folders/view	
					LotusScript/Java ag	gents
					ublic documents ublic documents	
				= .	te or copy documer	nts

Time Off database

In version 7.9 we introduced a new Time Off database.

If you upgrade from an earlier version of OnTime you must import the documents from the old 'Out of Office' database.

Open the new database - timeoff.nsf.

From the Notes menu line - Select the action 'Import from legacy Time Off database'.

11	Time Off - HCL Domino Administrator					
<u>F</u> ile	<u>E</u> dit	<u>V</u> iew	<u>C</u> reate	<u>A</u> ctions	Help	
Ŧ	\pm	† +	\mathbb{S}	Imp	port from legacy Time Off database	
	W)nTime [Domain - Se	erver2	Synchronisation Server Settings 🗙 🎇 Time Off 🗙	
in Fi	0	nTir	ne®		Time Off Server2/OnTime - ontime\timeoff.nsf	
Ē	Tim	e Off				
	Rec	quests			< Select View in left menu.	
(//	Im	oort Err	or			





Broadcast database

Only necessary if you are upgrading from OnTime versions earlier than 3.8.0

For legacy reason a button still is present to move the configuration of one Broadcast database from a "Server Settings" document to the section OnTime Config - Broadcasts

Now OnTime supports several Broadcasts databases

Convert Broadcasts

Select 'Broadcasts' in the left hand navigation. Click the button 'Convert Broadcast' Your configurations will not display until this action has been completed. After the conversion, the original entry will be deleted.

OnTime®	Configuration Tutorial Server2/OnTime ontime\ontimegc.nsf		License for: OnTime Inc. 70 of 5.000 Premium Users in use 0 of 15.000 FreeTime Users in use Perpetual license Never Expires ?
Configuration	Edit Add Broadcast Open Broadc	ast db.	Convert Broadcast
	Broadcast Name	Filepath	Language
Global Settings	OnTime - Broadcast	ontime\broadcast.nsf	English
Server Settings	Verify	×	
>Users			
Legends	No legacy Broad	cast defined - Nothing to convert.	
Roles			
✓Display Groups		01	
Static		ОК	
> Dynamic			
> External			
> Directory			
Broadcasts			

Upgrading to OnTime 8.3 and onwards

If you use 'Zoom Online Meetings registration' - please check **Appendix J – Zoom Online Meetings registration** for changes in the 'Scopes' section.





Uninstalling the OnTime for Domino product

If you decide to uninstall OnTime for Domino – you might have installed OnTime for Microsoft – here is the steps:

1. Go to the Server Settings view in OnTime Config database

Click 'Task Commands'/'Quit' to close the OnTime application – this command is the same as 'tell ontimegc quit' in the Domino server console.

OnTime®	Configuration Tutorial Version: 11.0-rc.4 Server2007ms - oxinmetoratimegc.nsf	License for: OnTime 72 of 10.000 Premium Users in use Perpetual license Never Expires ?
Configuration	Edit Add OnTime Server Add External Access Server Domino Commands Task Commands Serviet Commands	● Install / Upgrade ● Verse on Prem. ▼
	Server Name Info Admin Monitored Servers Client Da -Load-	
Global Settings	Server2/OnTime Domain: OnTime & Server2/OnTime ontime\clie Admin	
Server Settings	Domain: outlook:office365.com - Users: tutorial-users@ontimecalendar.com.tutor Sync ial-equipment@ontimecalendar.com	
> Users	Disabled: Domain: otms-exh.ontime.local - Users: allpersons@ontime.local.tmc@/ FullSync Ilresources@ontime.local	
Legends	ClusterDirectory	
Roles	Broadcast	
Roles	-Quit-	
✓Display Groups		

- Check the file 'servlets.properties' in your OnTime servers Domino/data directory. If the file only contains OnTime servlets you may delete the whole file. Look for the line 'servlets.startup=ontimegc ontimegcex' – if the line contains other components than ontimegc (the OnTime application), and ontimegcex (if your Ontime connects to an Exchange server) you may only clean the file from OnTime related components.
- **3.** Edit your Domino server document. Jump to 'Internet Protocols'/'Domino Web Engine'. Remove OnTime .jar file(s) from the Class Path field.

Bave & Close Ocreate Web Examine Notes Certificate(s) O Find Server Config	ancel
Server: Server2/OnTime ontime2demo.intravision.dk	00100100101010
Basics Security Ports Server Tasks Internet Protocols Miscellaneous Transactional Logging	DAOS Notes Traveler NIFNSF
HTTP Domino Web Engine DIIOP LDAP	
HTTP Sessions	Java Servlets
This section does not apply as "Load Internet configurations from ServerIInternet Sites documents" has been enabled.	Java servlet ^P Domino Servlet Manager J 💌 support:
Generating References to this Server	Servlet URL [『] /servlet』 path:
Protocol:	Class path: domino\servlet;
Host name:	ontime/On LimeGC.jar; ontime/OnTimeGCEx.jar,
Port number: "80	Servlet file
Memory Caches	2

More details may be found in the section Appendix E - OnTime Domino Servlet.

- 4. In the 'notes.ini' file in the Domino program directory, remove 'ontimegc' and 'ontimeuft' if used from the line listing the 'servertasks'.
- 5. Stop the Domino server
- 6. Delete the directory 'ontime' from Domino data. This is the default folder for the OnTime databases and templates
- 7. Restart the Domino server
- 8. Remove the two servertasks 'nontimegc.exe' and 'nontimeuft.exe' if in use -from the Domino program folder