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),
  Quick installation/upgrade of 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**

OnTime® - Freemium	Level 1	Level 2
Free of charge	✓	✓
Total of users, rooms, and resources included in OnTime	25	50
OnTime desktop client with limited features	✓	✓
Share My Time add-on with limited features		✓
Mobile Add on		✓
2 hours of complimentary support from OnTime/partners included	✓	✓
License key required		✓
Included in the download for the Domino CCB entitlement from HCL Flexnet starting with Domino Thames (12.0.3). Available for download from www.ontimesuite.com when Domino Danube (12.0.2) releases.	✓	✓
Terms and conditions applies for each level	✓	✓

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 http://www.ontimesuite.com

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.
In the table below you will see the different Licensing options and the level of ‘Share My Time’ functionality.

OnTime® - 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.

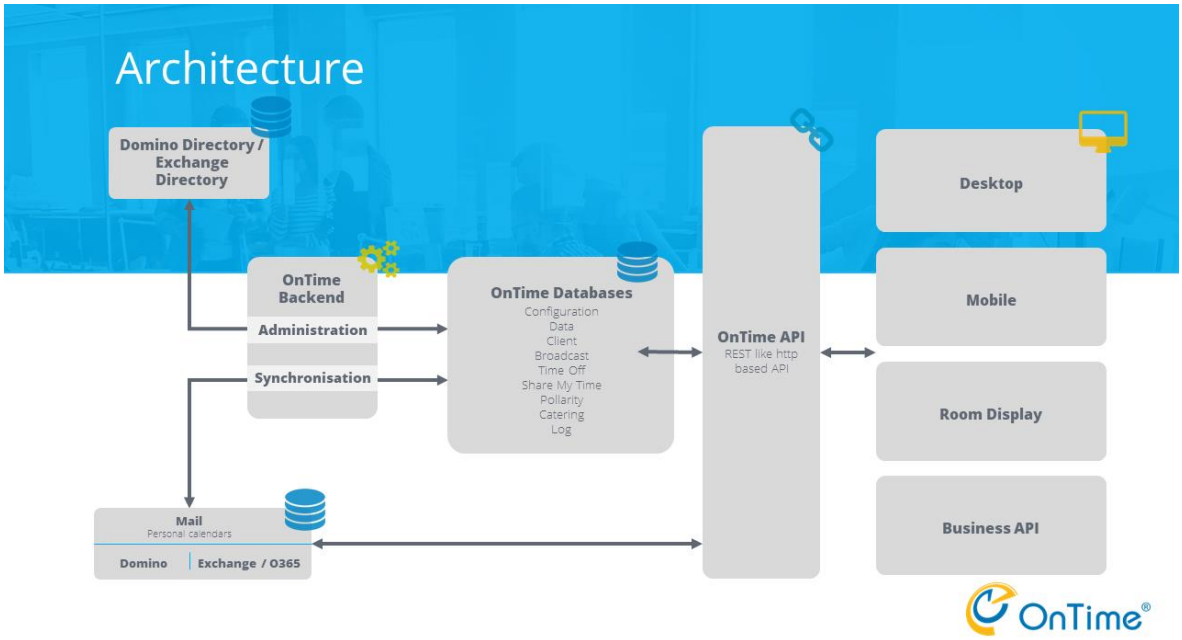
We offer the following OnTime Clients and Interfaces:

- 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 **Appendix A – ACL Setup**.

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

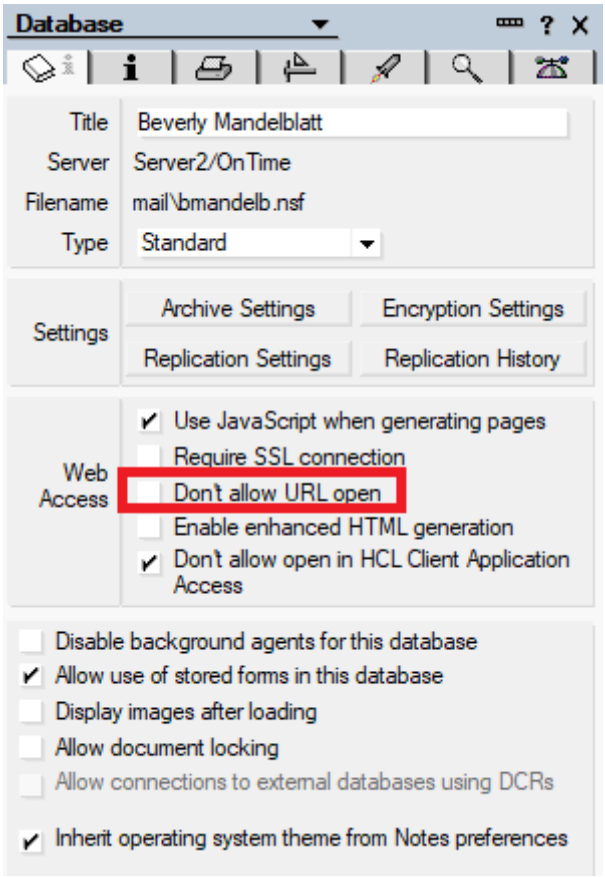
Supported Operating Systems and Domino versions

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)
Windows	Supported	N/A	Supported	Supported
macOS	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.

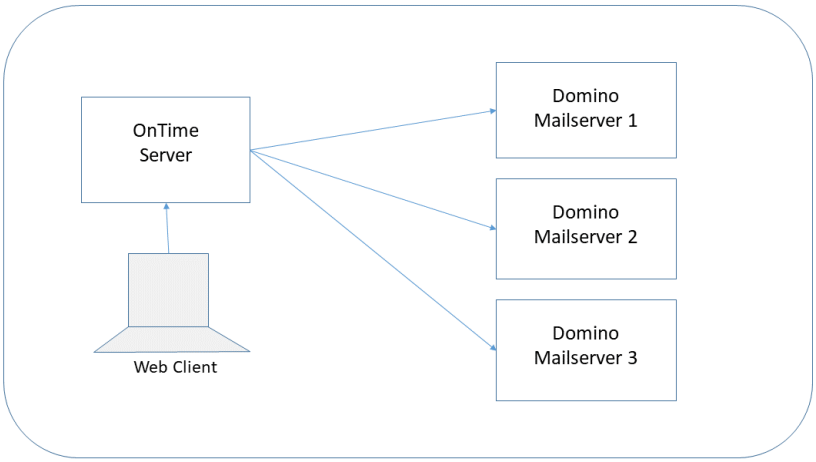
OnTime environment

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

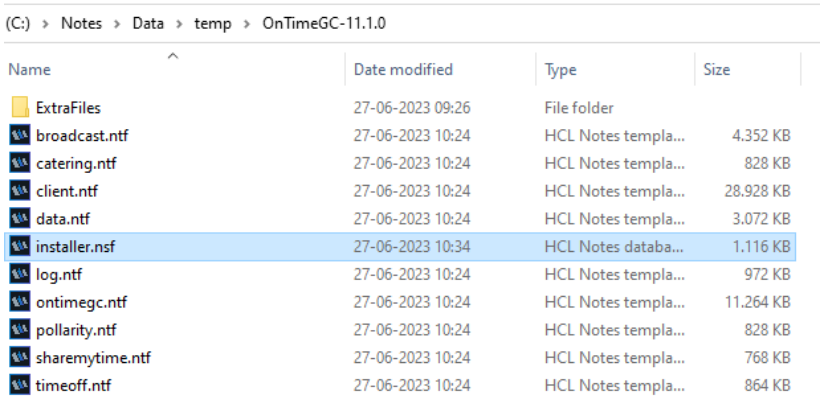
For a Freemium version go to:
https://ontimesuite.com/en/domino/downloads/download-freemium

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:



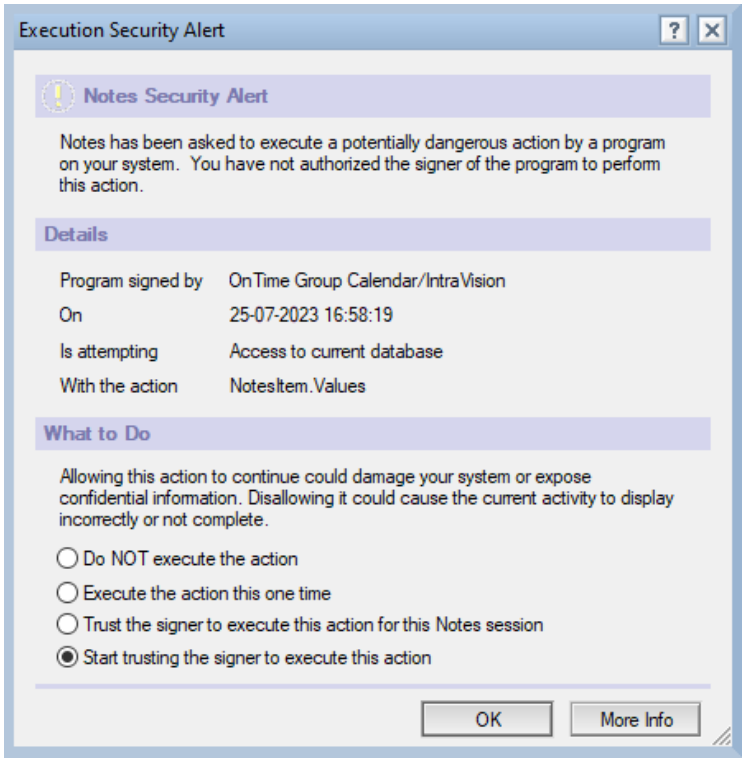
Note: If you intend an upgrade of OnTime – the database filenames of your environment should reflect the filenames of the templates shown above.

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

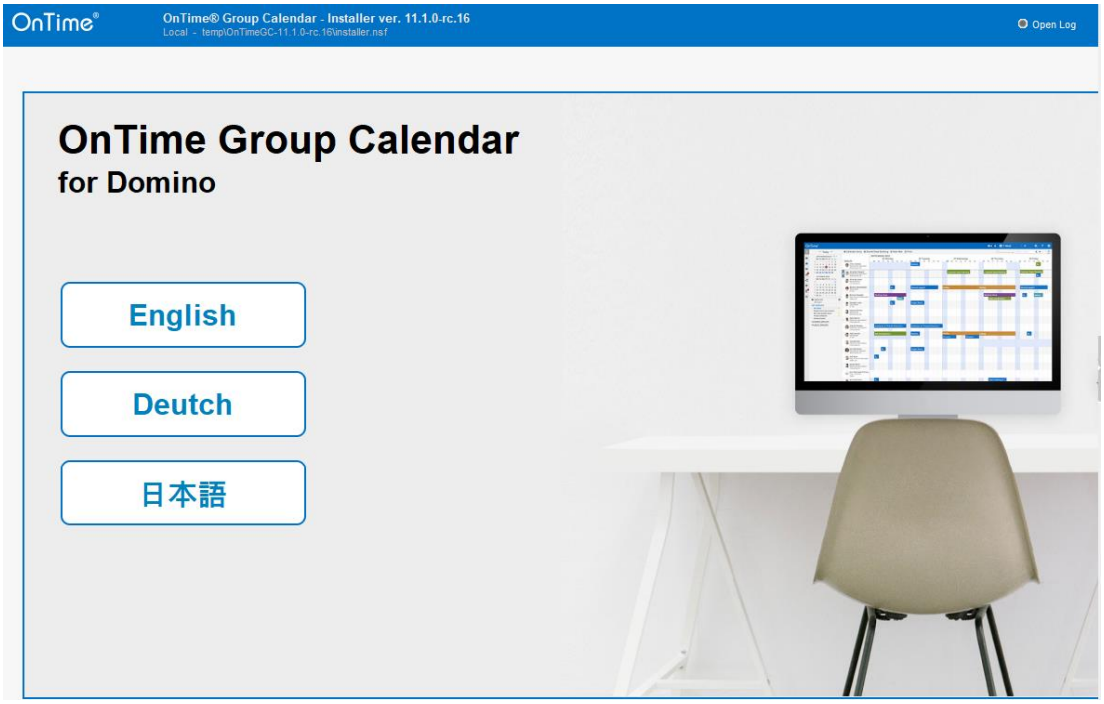
Open the Notes database ‘installer.nsf’ in your Notes client.
The ‘installer.nsf’ is signed by the OnTime developer, and in a new installation you will experience ‘Execution Security Alerts’ in your Notes client.

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.

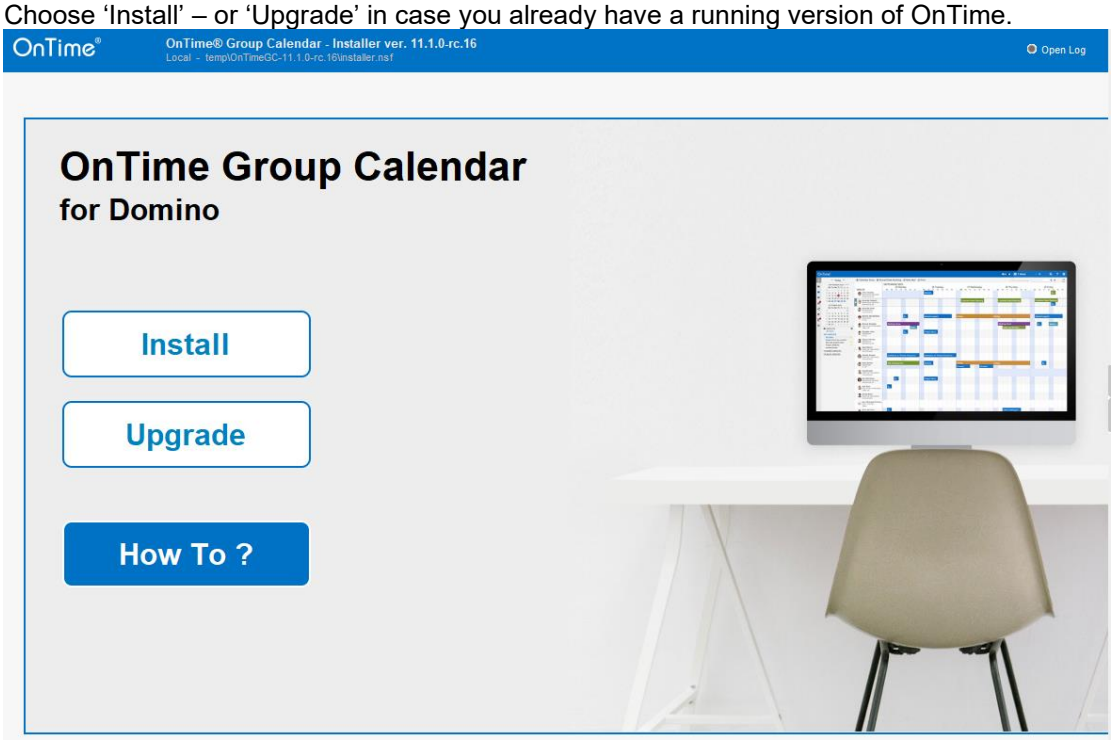


Next you will see the Welcome screen of the installer:



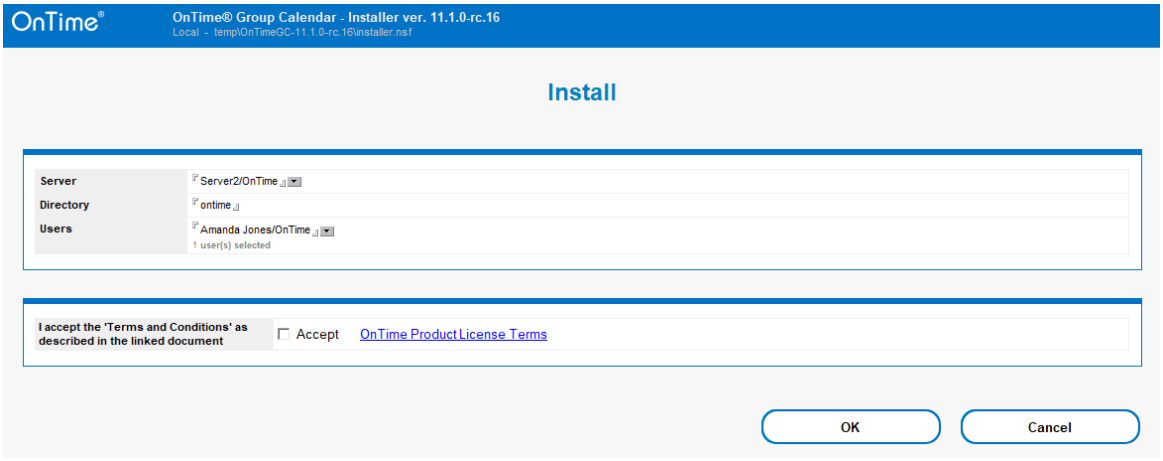
Click your preferred language.

Choose ‘Install’ – or ‘Upgrade’ in case you already have a running version of OnTime.



Install

For a new installation of OnTime click ‘Install’.



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.

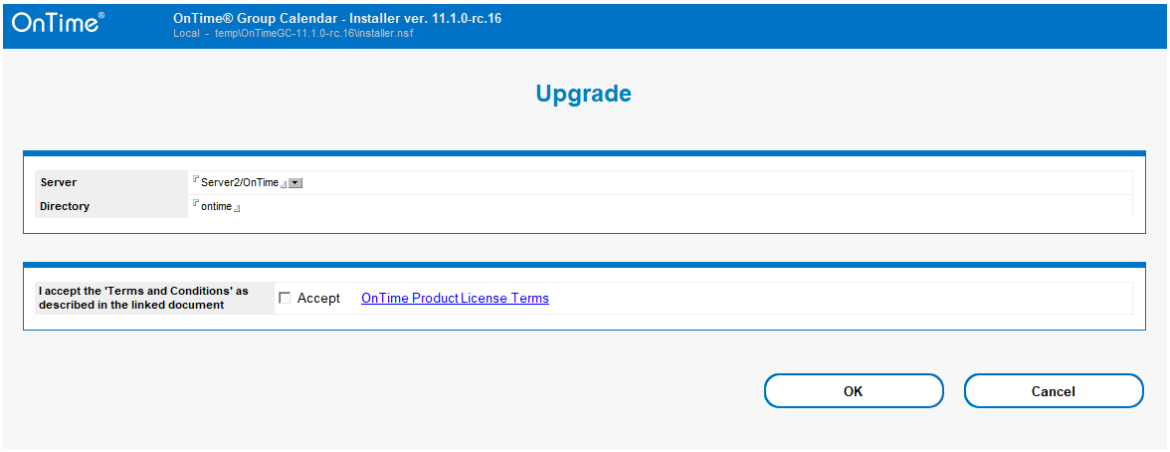
Accept the ‘Terms and Conditions’.

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.

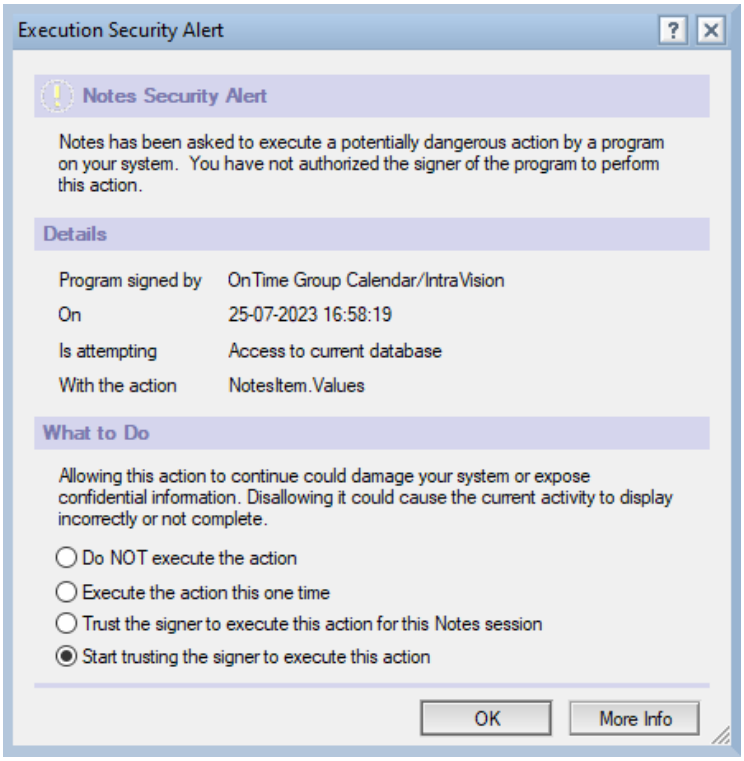
Upgrade

To upgrade an existing installation of OnTime, click ‘Upgrade’.

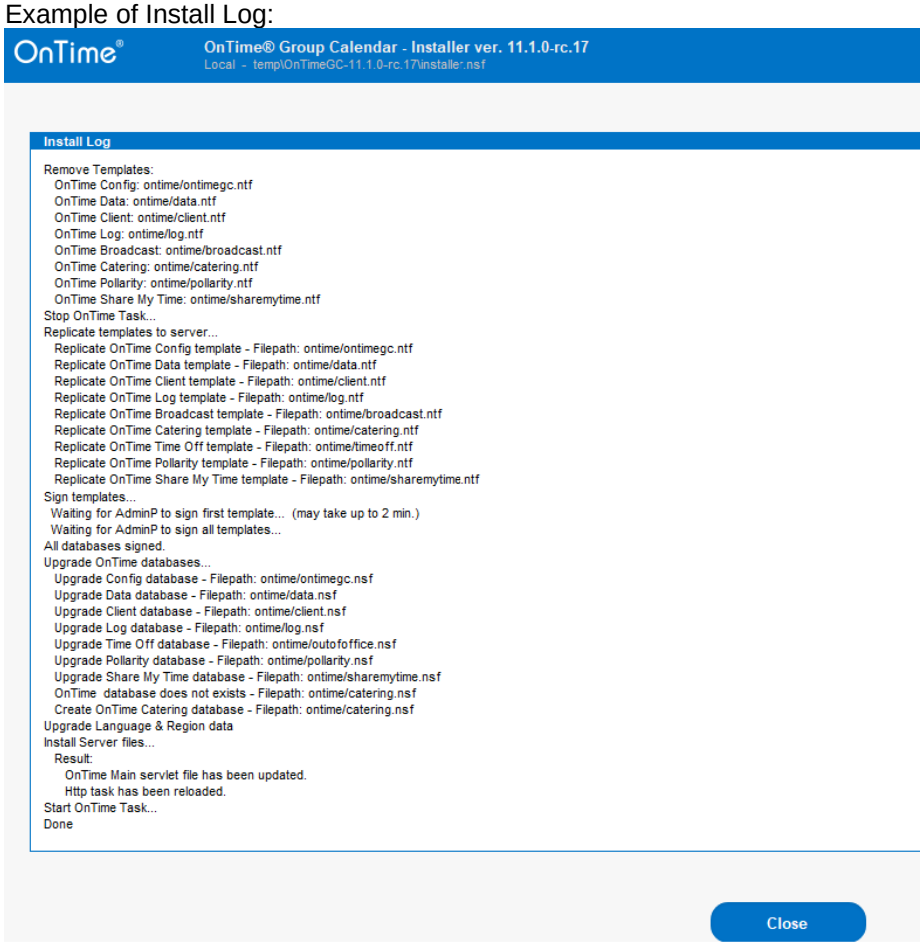


Click ‘OK’ to initiate an upgrade of OnTime.

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



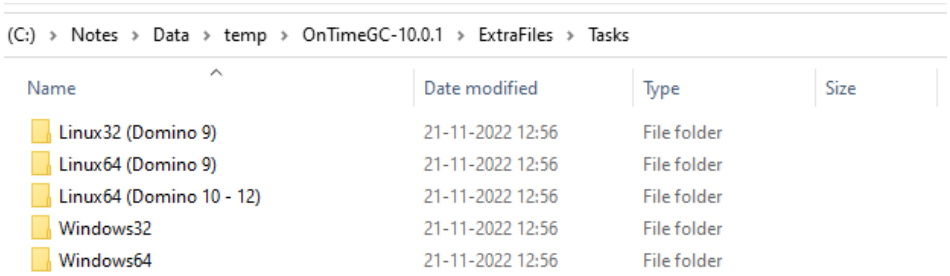
Example of Install Log:



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.
2. Ensure the tasks’ operation in Linux.
   Run as owner or root ‘chmod 755 ontimegc’ (-rwxr-xr-x)
3. Load the task in the Domino console - ‘load ontimegc’.
4. Add ‘ontimegc’ to the line ‘Servertasks’ in the ‘notes.ini’file in the Ontime server.



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

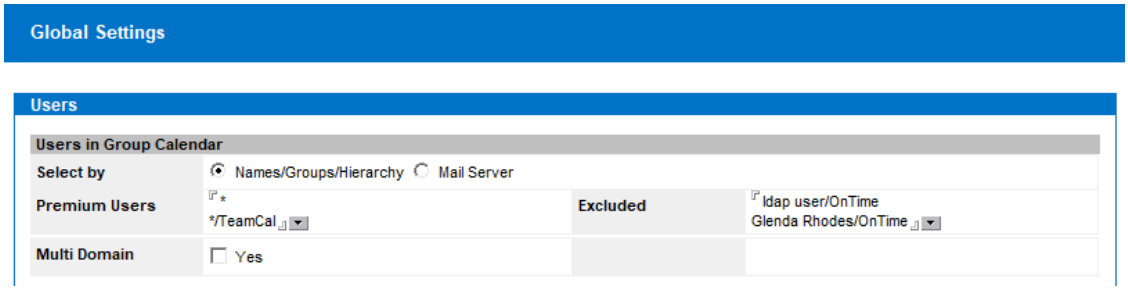
Global Settings are all the settings that are global for OnTime. Below is a list of the sections in the Global Settings document.

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.



Users

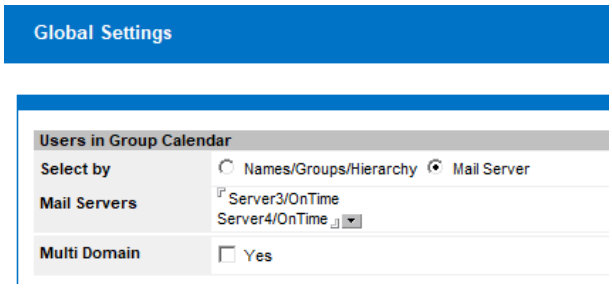
You can select users by “Names/Groups/Hierarchy or by Mail Server.

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.

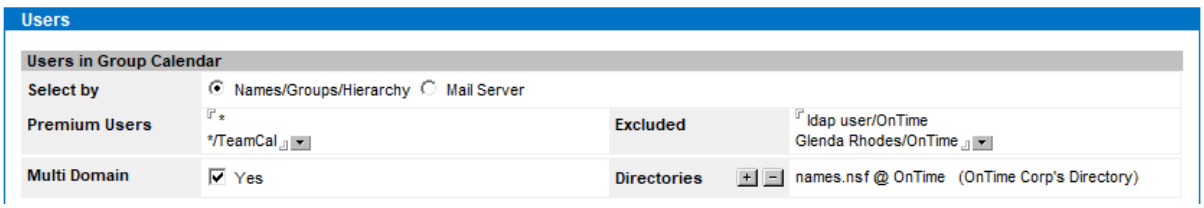
‘Premium Users’ have the full set of OnTime features.
‘Free Time Users’ in OnTime are limited to see freetime/availability - no subjects, details.

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.

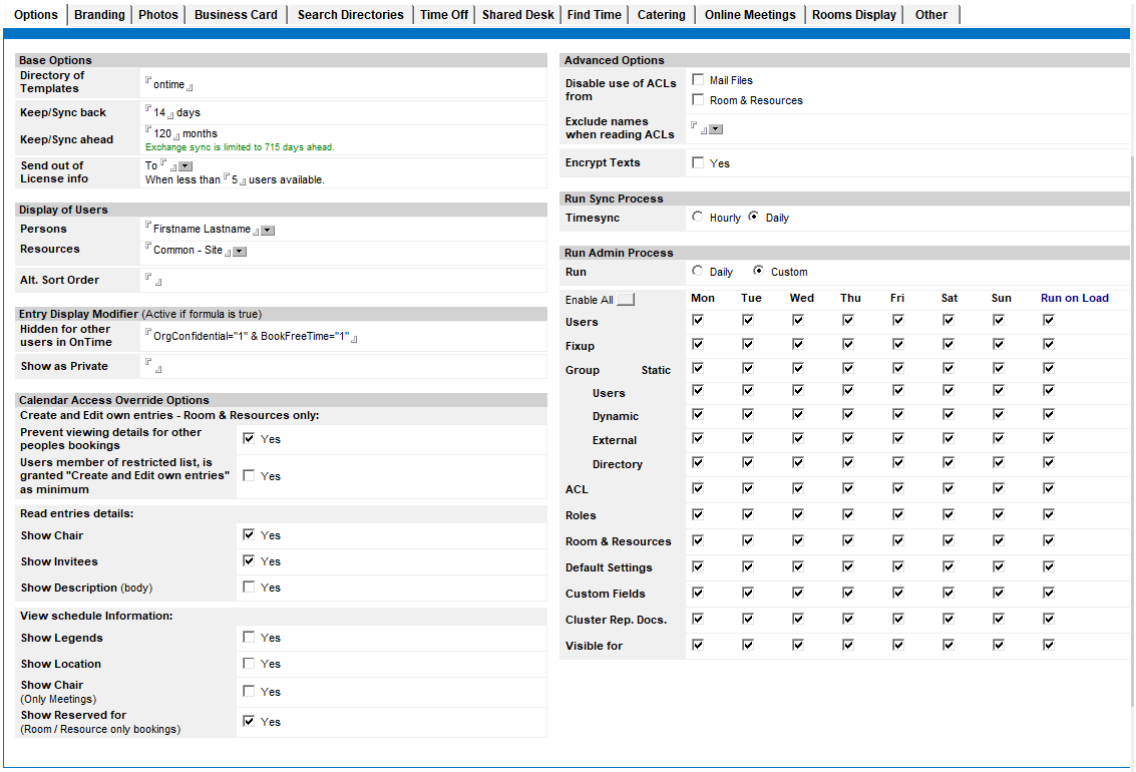


Multi Domain

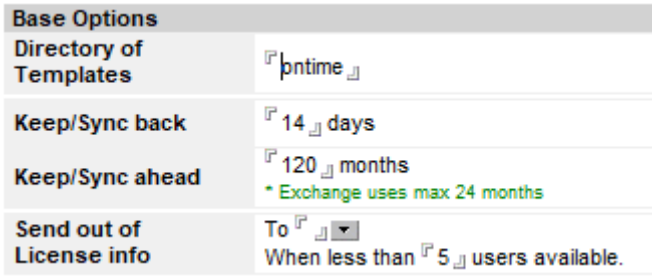
Selecting “yes” allows you to select the Domino Directories you wish to include. It gives you the option to read users from multiple Domino Directories. All directories to include has to be replicated to the OnTime Admin server.



Options



Base Options



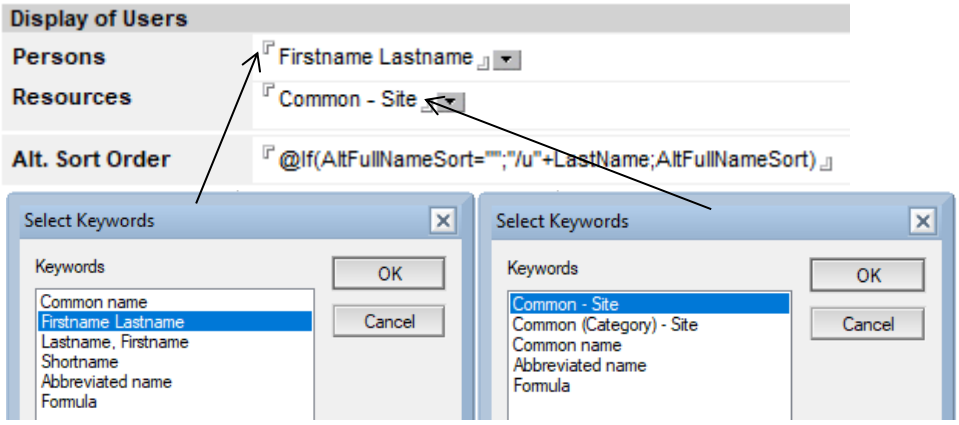
- **Directory of templates** - Specify the directory where you have placed your OnTime templates. By default, the value is “ontime”, which is the recommended directory for the OnTime® templates.

- **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.

- **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.

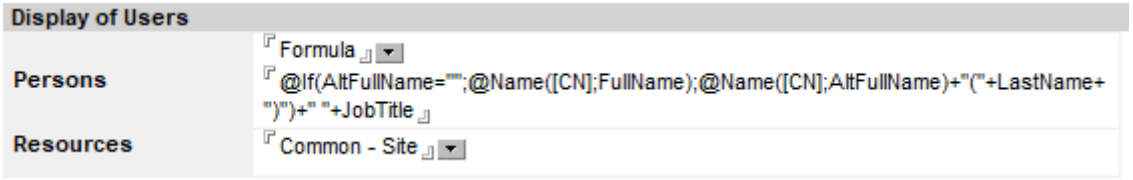
- **Send out of License info to** - A reminder email for the OnTime Administrator if you are running low on available licenses. Choose who the reminder should be sent to and a threshold of licenses available.

Display of Users



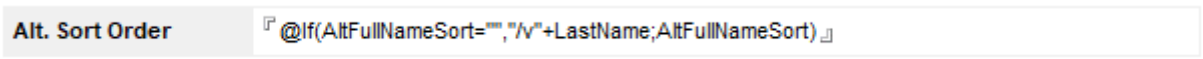
This section is a simple, global, legacy way to configure display names.
Note: Formulas are based on the Domino Directory.
We recommend that you use Name Formats instead of this option.
Please refer to **Name Formats**

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



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.



Entry Display Modifier

Entry Display Modifier (Active if formula is true)	
Hidden for other users in OnTime	OrgConfidential="1" & BookFreeTime="1"
Show as Private	

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 & Resources only:	
Prevent viewing details for other peoples bookings	☑ Yes
Users member of restricted list, is granted "Create and Edit own entries" as minimum	☐ Yes
Read entries details:	
Show Chair	☑ Yes
Show Invitees	☑ Yes
Show Description (body)	☐ Yes
View schedule Information:	
Show Legends	☐ Yes
Show Location	☐ Yes
Show Chair (Only Meetings)	☐ Yes
Show Reserved for (Room / Resource only bookings)	☑ Yes

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**

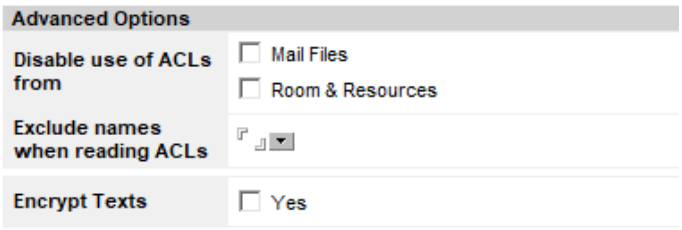
- Legends: Allows users to view the actual legend information. More about legends in a later section.

- **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



- **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.

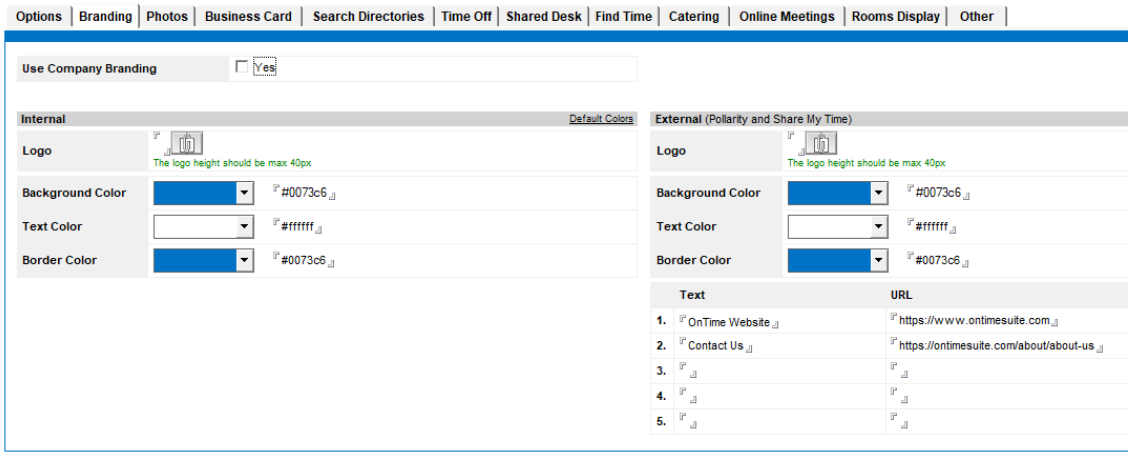
Run Admin Process
You have the choice of 'Daily' or 'Custom'.
'Daily' means that all OnTime tasks run at 2 AM.

Run Admin Process		
Run	◉ Daily	○ 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	○ Daily	◉ Custom						
Enable All ☐	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Run on Load
Users	☑	☑	☑	☑	☑	☑	☑	☑
Fixup	☑	☑	☑	☑	☑	☑	☑	☑
Group Static	☑	☑	☑	☑	☑	☑	☑	☑
Users	☑	☑	☑	☑	☑	☑	☑	☑
Dynamic	☑	☑	☑	☑	☑	☑	☑	☑
External	☑	☑	☑	☑	☑	☑	☑	☑
Directory	☑	☑	☑	☑	☑	☑	☑	☑
ACL	☑	☑	☑	☑	☑	☑	☑	☑
Roles	☑	☑	☑	☑	☑	☑	☑	☑
Room & Resources	☑	☑	☑	☑	☑	☑	☑	☑
Default Settings	☑	☑	☑	☑	☑	☑	☑	☑
Custom Fields	☑	☑	☑	☑	☑	☑	☑	☑
Cluster Rep. Docs.	☑	☑	☑	☑	☑	☑	☑	☑
Visible for	☑	☑	☑	☑	☑	☑	☑	☑

Branding



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.

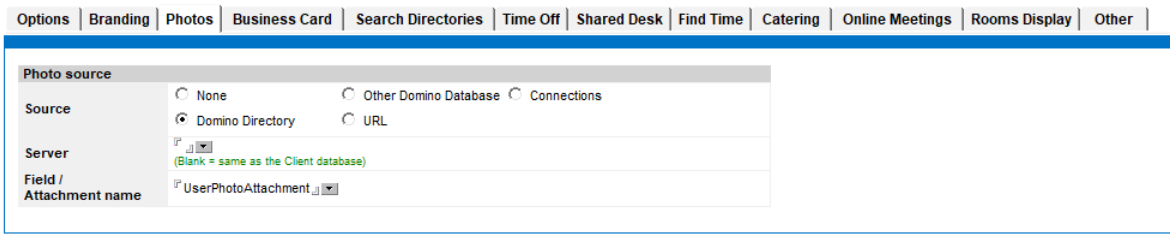
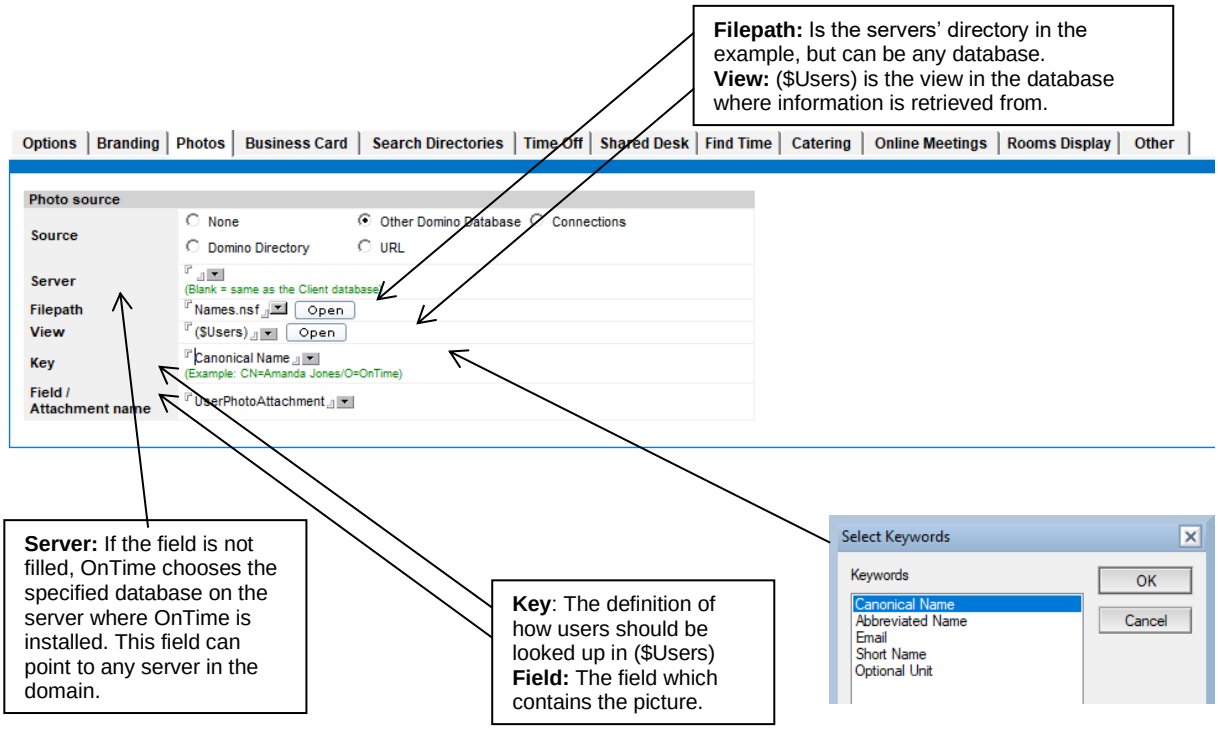
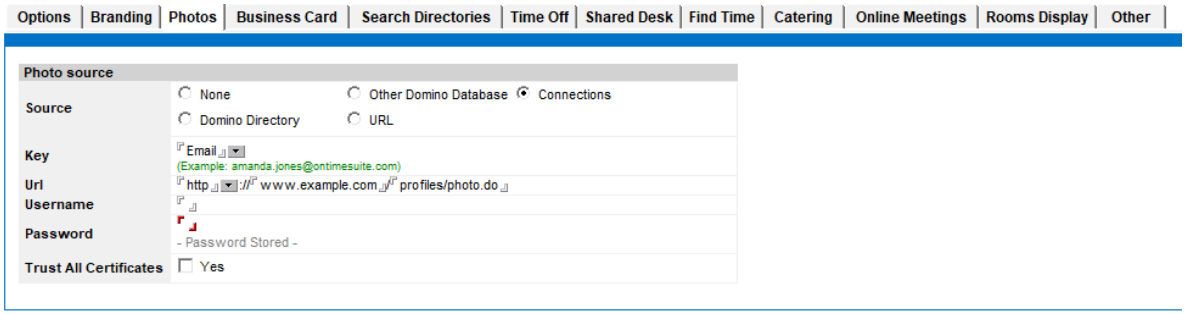


Photo Source

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:

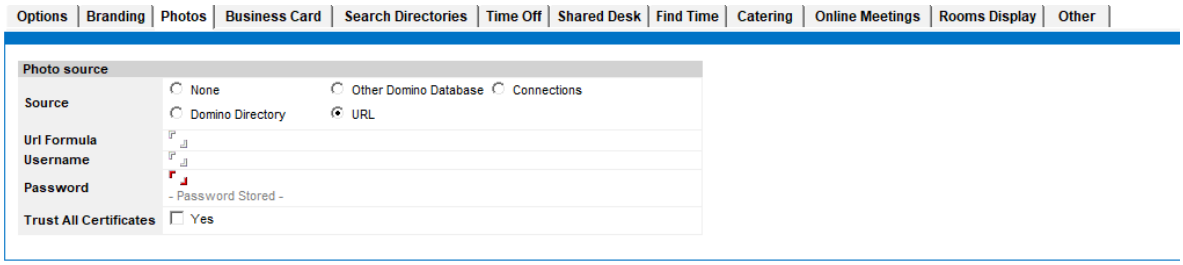
- Domino directory
- Other – any other notes database specified.
- Connections
- URL





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.



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

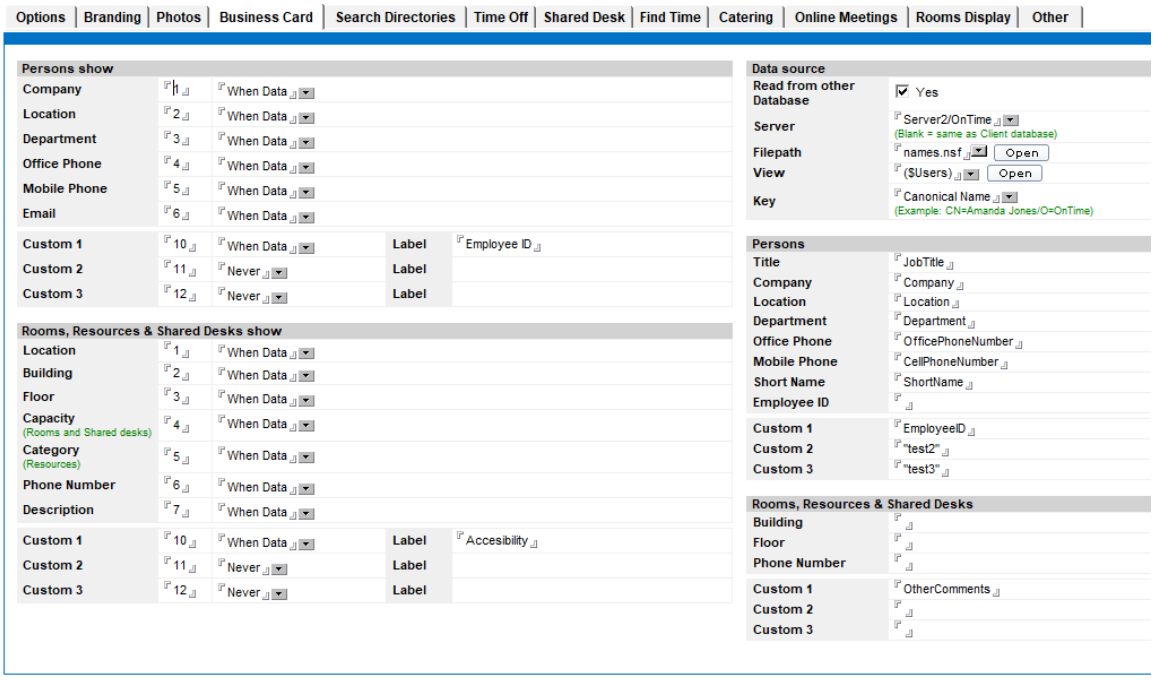
Trust All Certificates – Tick 'Yes' to accept any root certificate – for use in a test scenario.

Supported image file formats are

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

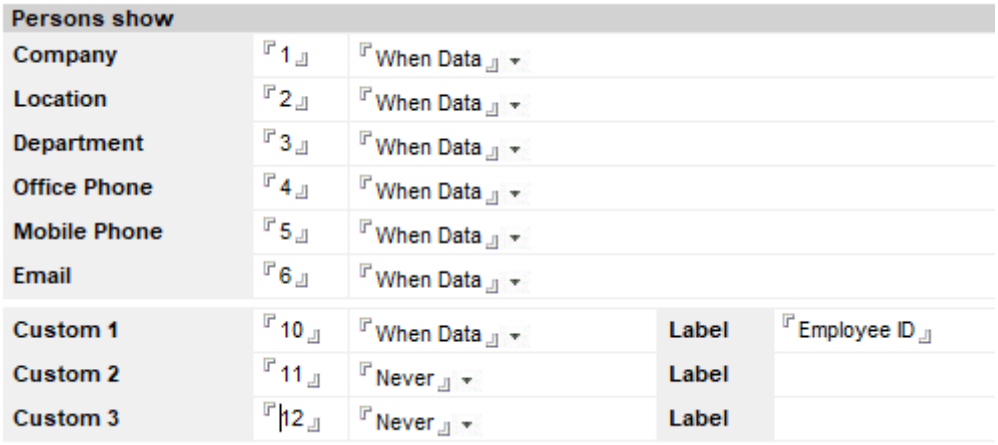
Business Card

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



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.



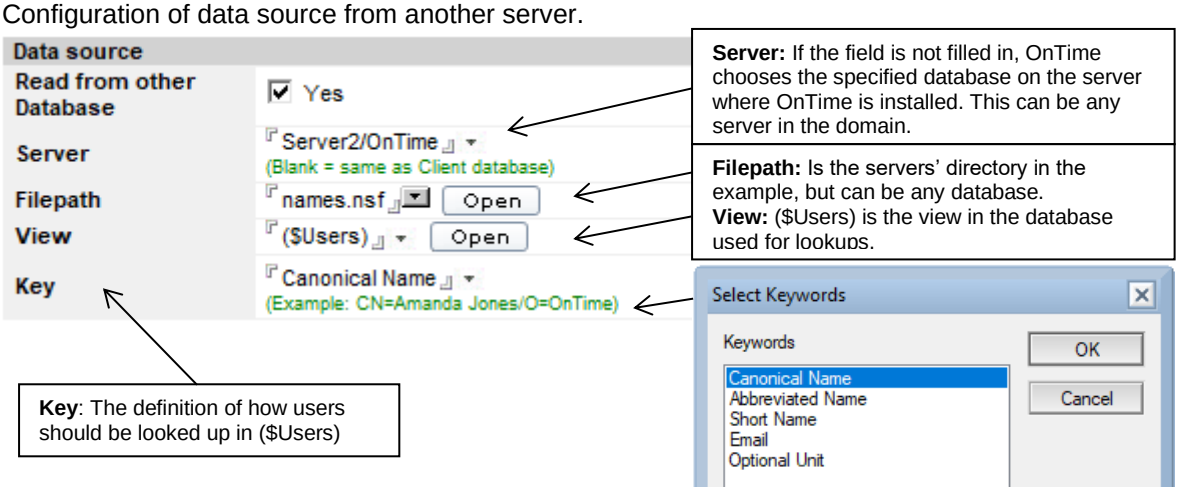
Rooms, Resources & Shared Desks show

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 & Shared Desks show				
Location	1	When Data		
Building	2	When Data		
Floor	3	When Data		
Capacity (Rooms and Shared desks)	4	When Data		
Category (Resources)	5	When Data		
Phone Number	6	When Data		
Description	7	When Data		
Custom 1	10	Allways	Label	Custom 1
Custom 2	11	Never	Label	
Custom 3	12	Never	Label	

Data Source

Configuration of data source from another server.



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	JobTitle
Company	Company
Location	Location
Department	Department
Office Phone	OfficePhoneNumber
Mobile Phone	CellPhoneNumber
Short Name	ShortName
Employee ID	EmployeeID
Custom 1	EmployeeID
Custom 2	"test2"
Custom 3	"test3"

Fields: Fields which contains the data.

Rooms, Resource & Shared Desks

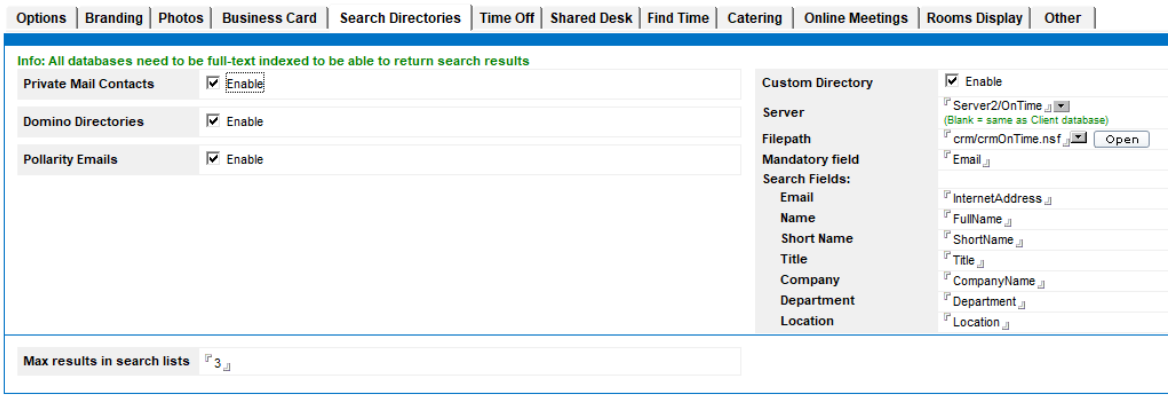
Rooms, Resources & Shared Desks	
Building	
Floor	
Phone Number	
Custom 1	
Custom 2	
Custom 3	

Fields: Fields which contains the data.

Search Directories

When selecting invitees for a meeting, the OnTime Group Calendar is the basis.
Please refer to **Users in Group calendar** 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.



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’.

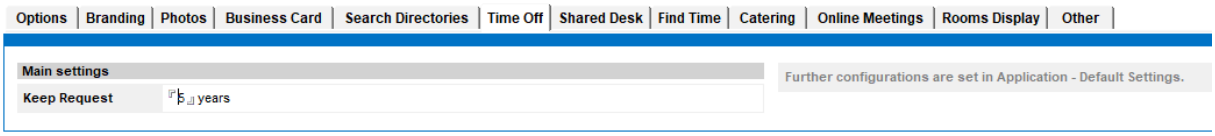
Domino Directories:
To enable lookup in the Domino Directory, ‘names.nsf’, choose ‘Enable’. Beware that the lookup in names.nsf is done at the same server as where the database ‘client.nsf’ is situated. If you choose to enable **Multi Domain** in the ‘Users in Group Calendar’ section, you will have lookup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

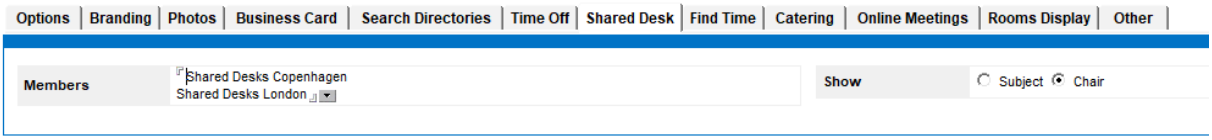
Custom Directory:
To use the “Custom Directory” function, the database you are searching against must have a view with the name ‘($PeopleGroupsFlat)’, in this view an email address is required in column 3, and the database must have a full-text index.
To search for people, the ‘Mandatory field’ must 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



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

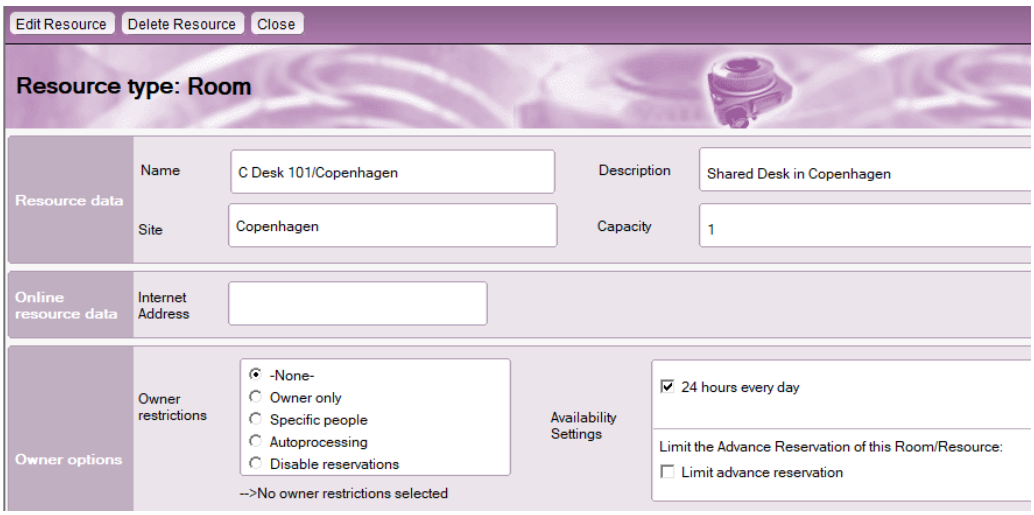
Shared Desk



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'.



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.

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.

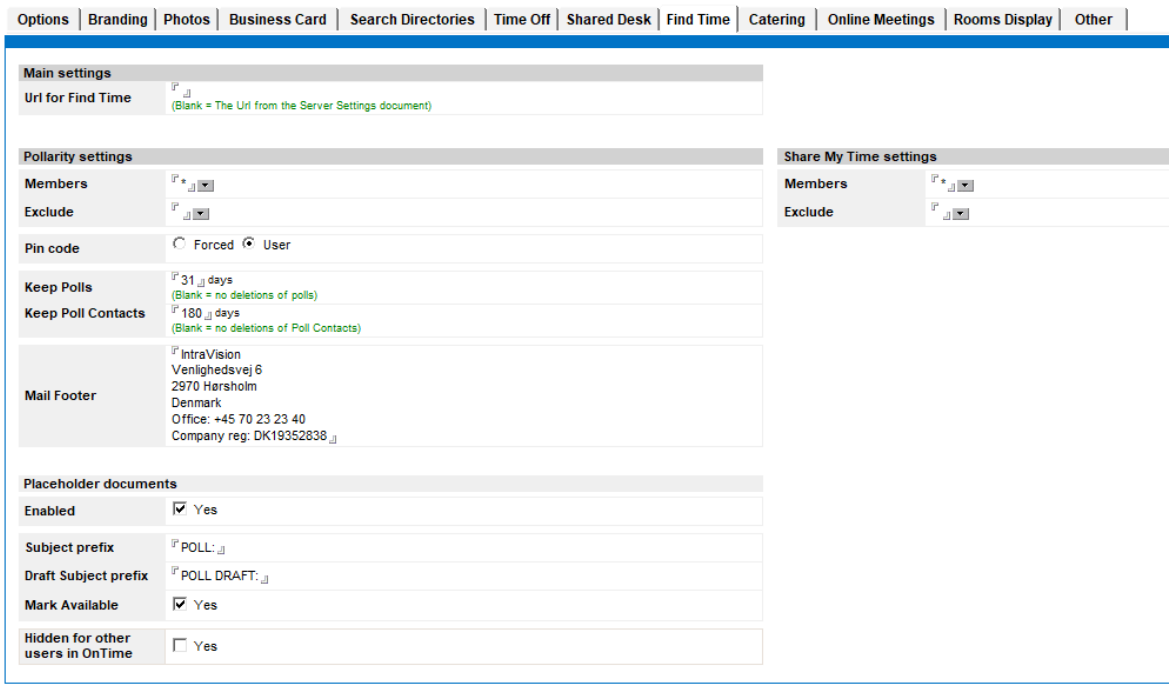
The voting form is situated in the database, 'client.nsf/findtime.
To support users external to your organisation, some consideration must be done concerning the access to this database.
A common setup of OnTime is with an internal 'OnTime server' and an 'External Access Server' in the DMZ. Both servers 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 http://www.example.com 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 http://findtime.example.com this requires a setup with a Home URL like http://findtime.example.com/ontime/client.nsf/findtime for this website.

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



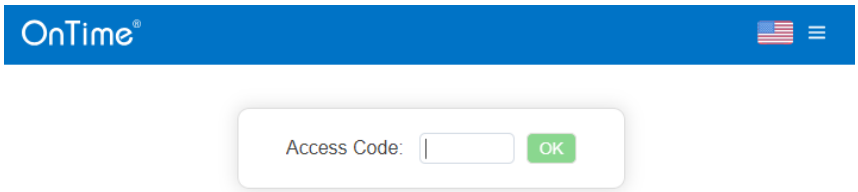
Main settings
URL for Find Time: The web URL for the 'findtime' form.

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

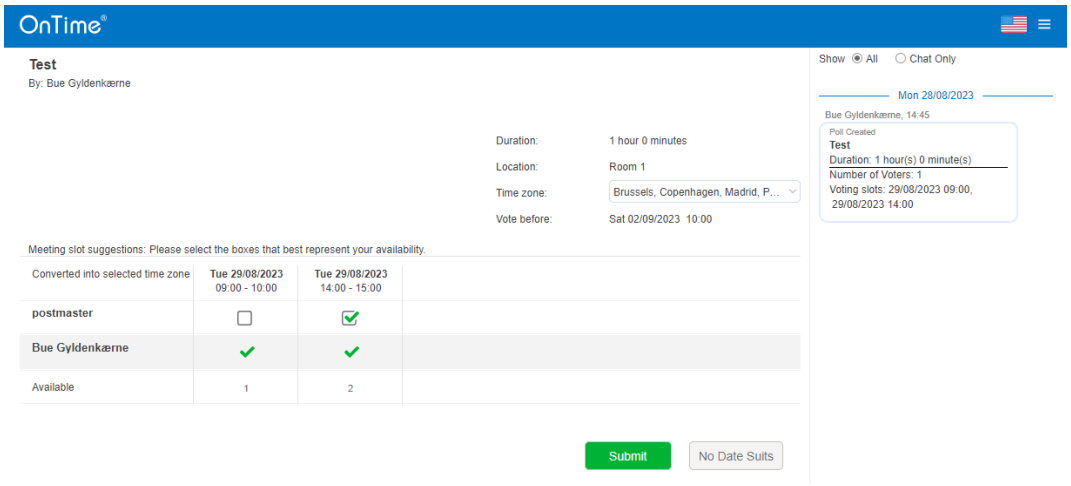
Placeholder documents
Enable – Yes - when meeting dates are proposed the time slots are created as placeholders in the 'poll owners' calendar. When a 'poll voter' votes for a certain date, a time slot is created as a placeholder in the voter's calendar.
Subject prefix – This text is inserted in the mail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



Example of the pollarity voting form:



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:

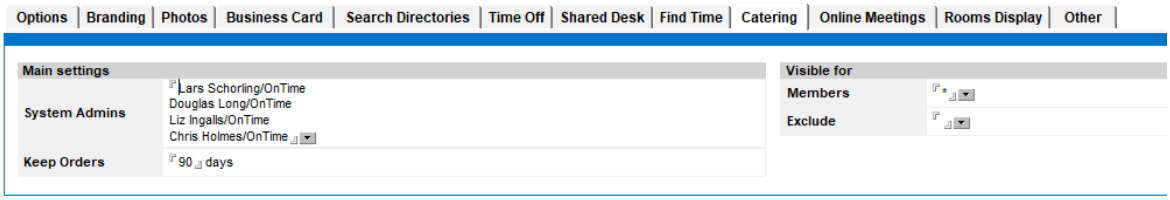
	System Admin	Canteen Manager	Canteen Staff
Create Canteen	Yes	No	No
Edit Canteen	Yes	Yes	No
Remove Canteen	Yes	No	No
Maintain Menu item	No	Yes	No
Create Orders	No	Yes	Yes
Edit Order	No	Yes	Yes
Remove Order	No	Yes	No

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



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
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.

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

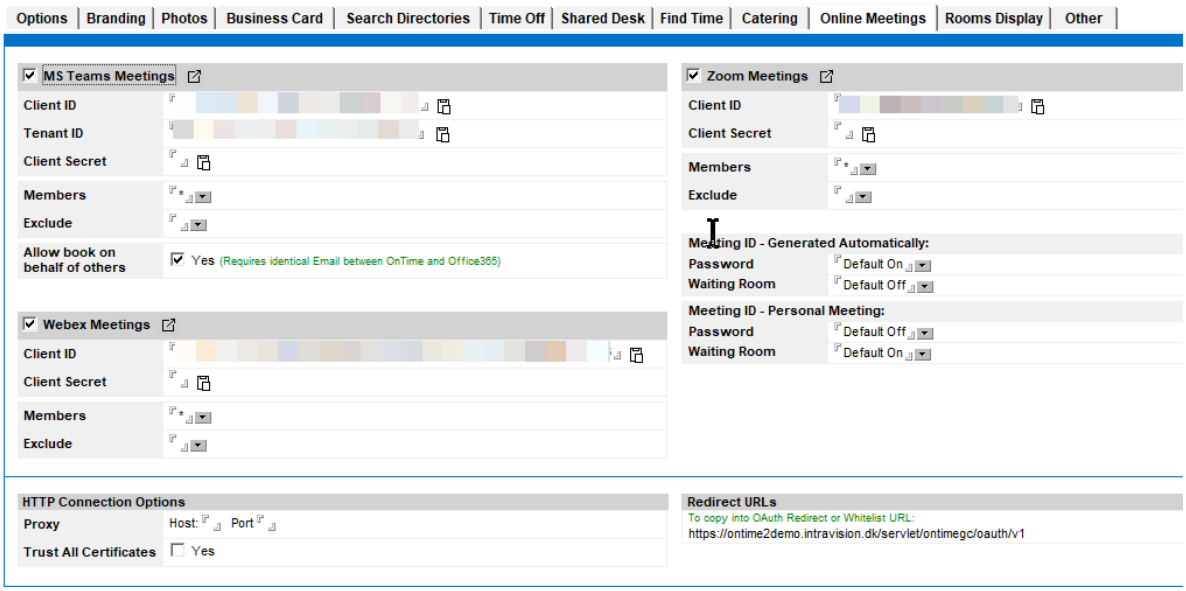
or
https://ontime.example.com/cateringmobile
- for the touchscreen client.

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.



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

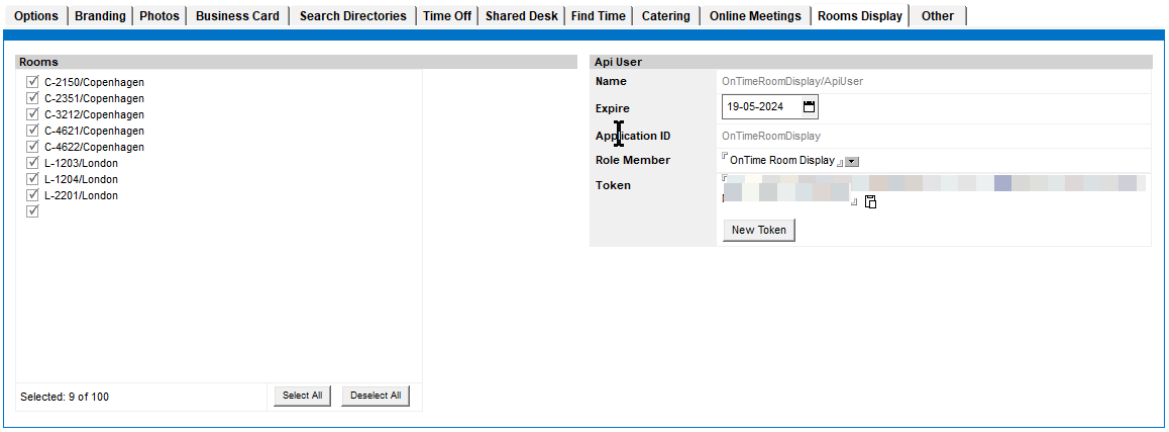
Appendix K - Webex Online Meetings registration

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.



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

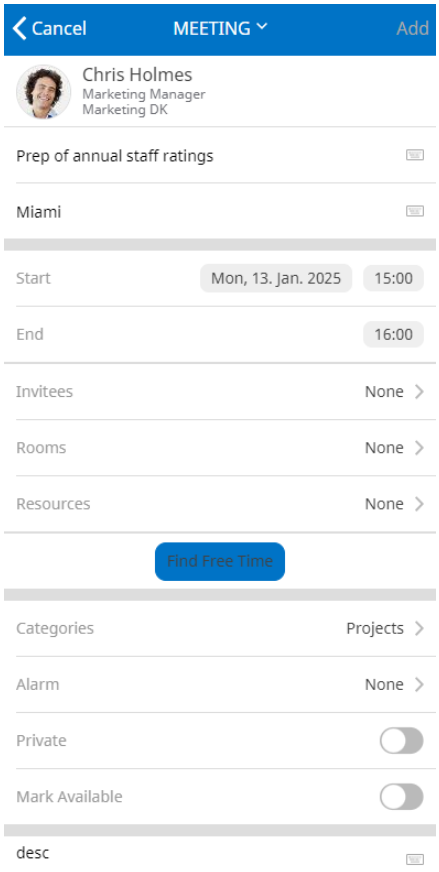
Example:
https://otmsdemo.intravision.dk/ontimegcms/mobile? openitem={"Email": "user@user.dk", "EventID" : "<EventID>"}

Open the mobile client creating a new entry

Example:

https://demo.ontimesuite.com/ontime/client.nsf/mobile?open&newitem={"required":["bh@ontimecalendar.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
Add
Chris Holmes
Marketing Manager
Marketing DK
Prep of annual staff ratings
Miami
Start
Mon, 13. Jan. 2025
15:00
End
16:00
Invitees
None
Rooms
None
Resources
None
Find Free Time
Categories
Projects
Alarm
None
Private
Mark Available
desc

Using the API.

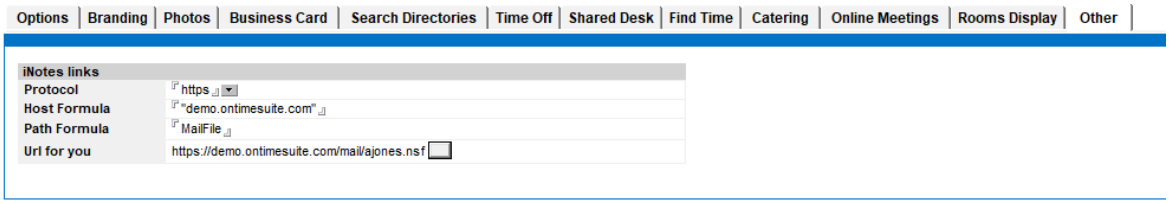
Expire – expiration date for the Api User.

Application ID – the Application ID for ‘Rooms Display’, equal to ‘OnTimeRoomDisplay’

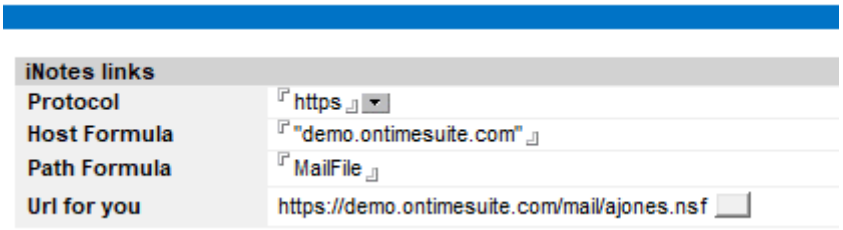
Role Member – a role defined in the Roles section specific to ‘Rooms Display’, the name may be ‘OnTime Room Display’. See ref. to **Roles.**

Token – click the button ‘New Token’ if required.

Other



iNotes Links



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.

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.

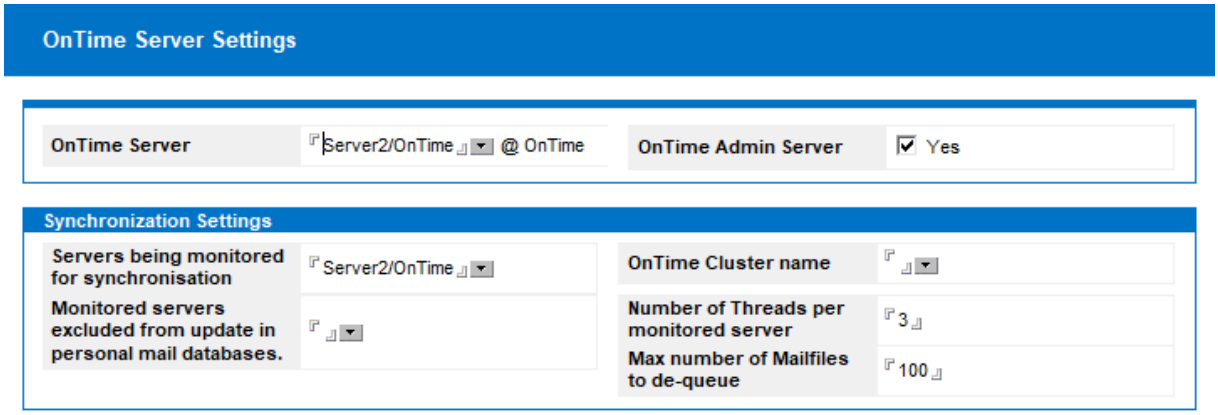
The following sections are configured in the server settings document.

- **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



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.

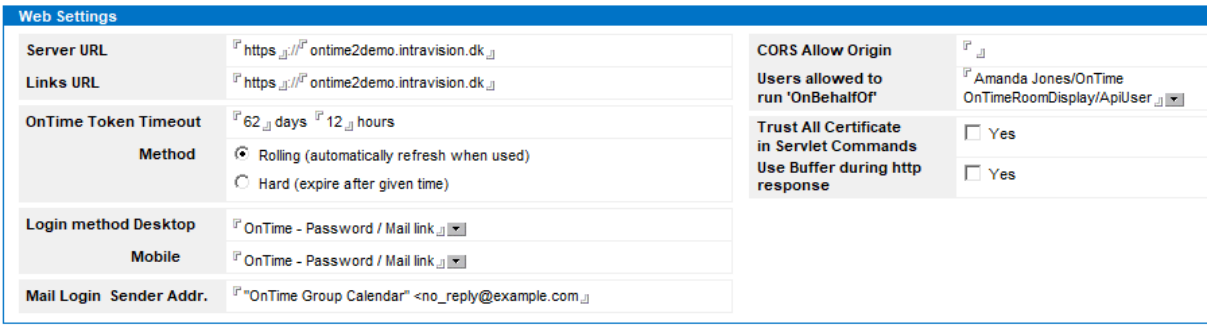
- **Monitored servers excluded from update in personal mail databases**: By default, the OnTime server will update the mail calendar profile in each users mail file, for categories. By enabling this setting all other operations than the update of information in the user's personal mail files will still 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



- **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.

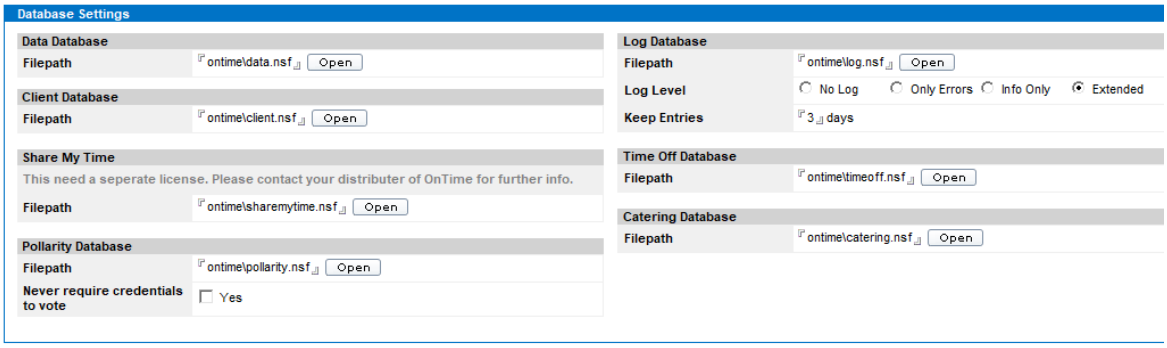
- **CORS Allow Origin:** Support for 'Cross-Origin Resource Sharing'. For whitelisting foreign web access to the OnTime API, this access requires a separate license.

  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



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.

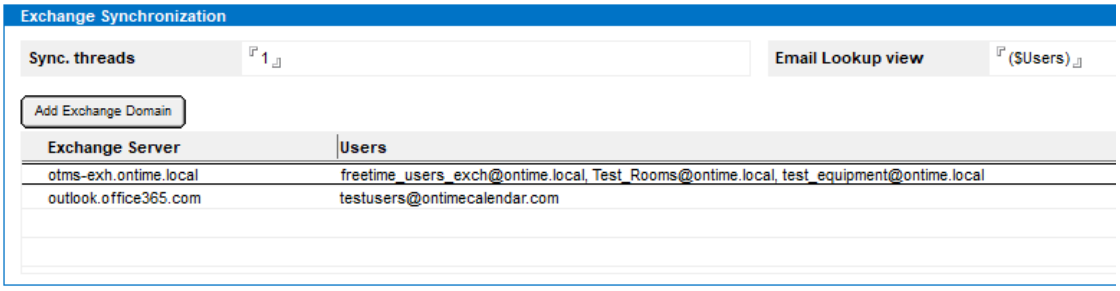
Time Off Database

The database stores Time Off requests.

Catering Database

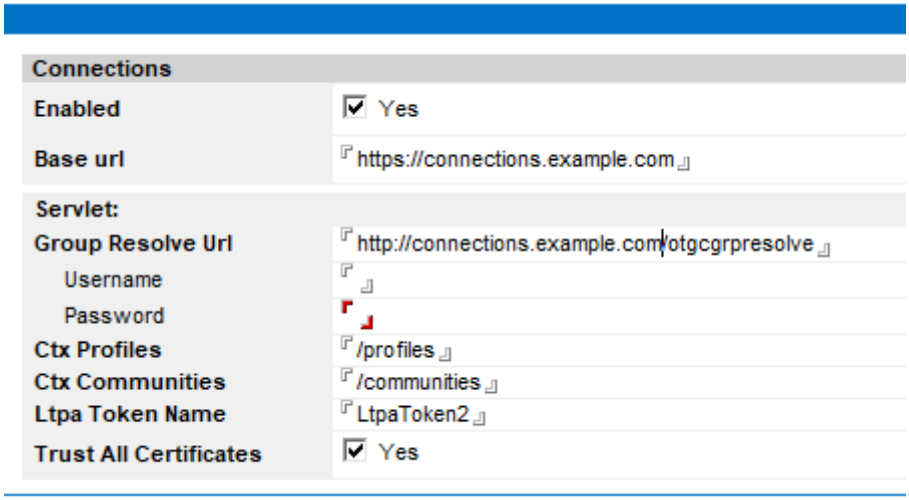
This database stores orders for catering. Catering requires a license in OnTime.

Exchange Servers



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

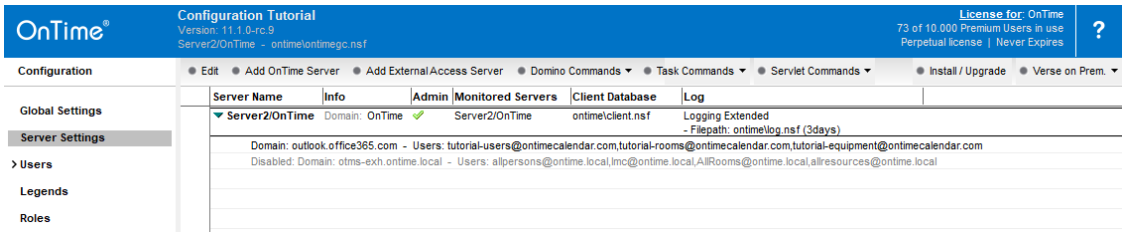
Connections Settings



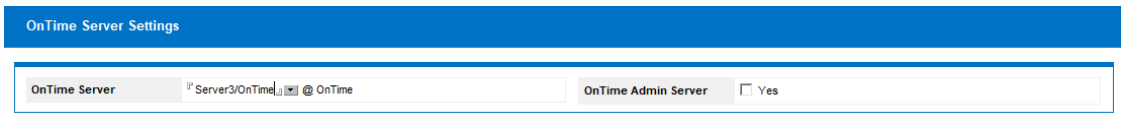
For details, please refer to the manual 'OnTime Group Calendar for HCL Connections' available at http://www.ontimesuite.com

Additional OnTime Server

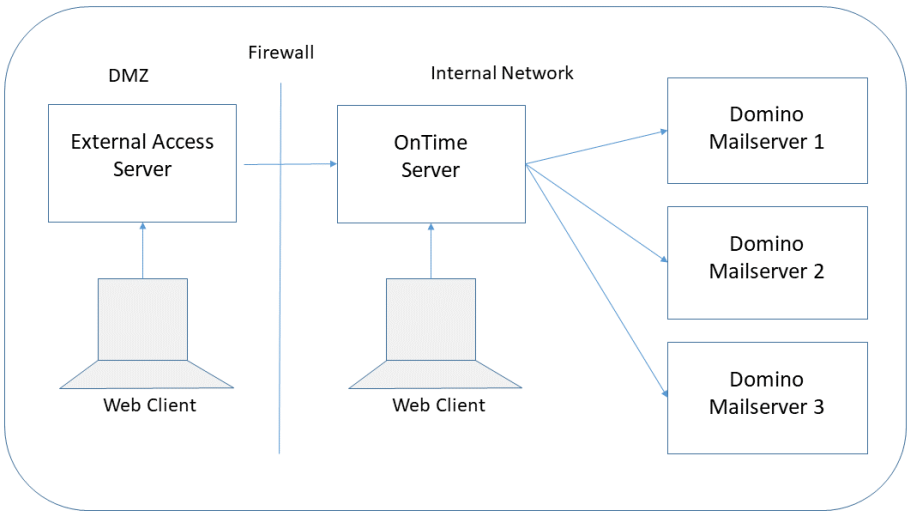
The first OnTime server is the OnTime Admin server. In case you want more OnTime server based on regional requirements you may install additional OnTime servers, click ‘Add OnTime Server.



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



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.

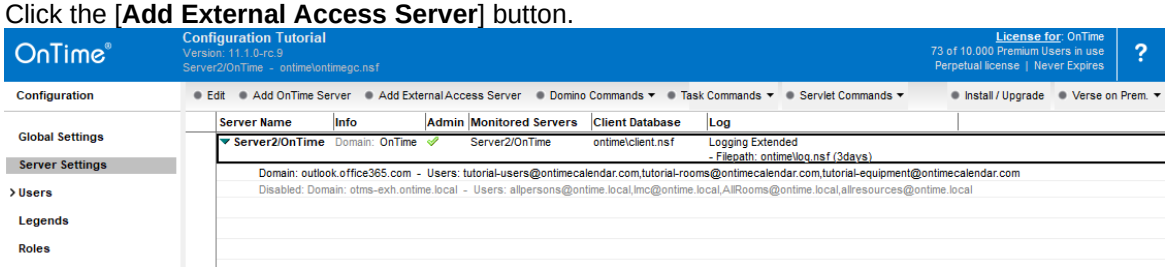
External Access Server installation

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

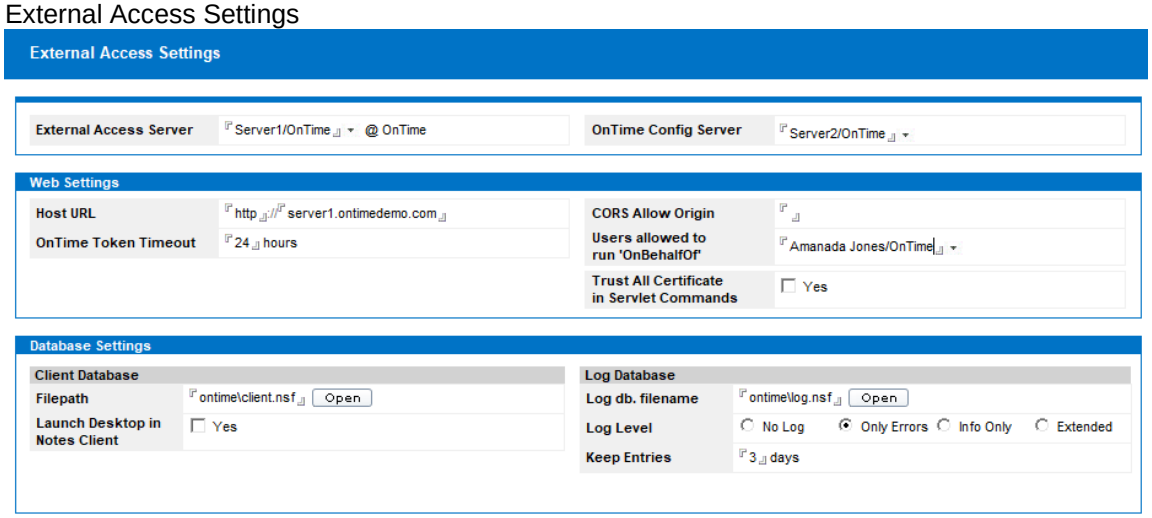
The External Access server needs access to all mail databases.

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.

- Click the [**Add External Access Server**] button.



External Access Settings



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. http://enable-cors.org/.
  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

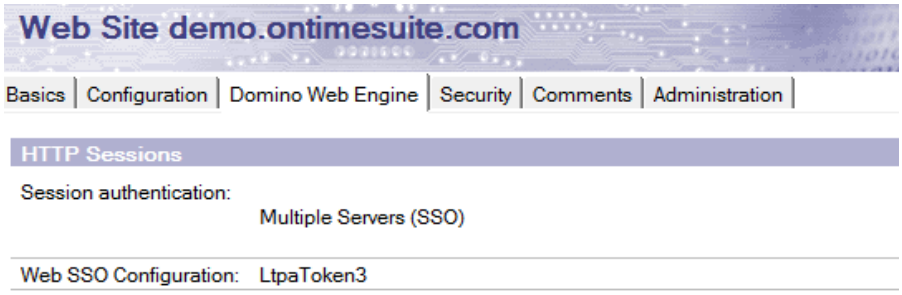
When saving and closing the 'External Access Settings' you will be prompted to confirm the following:

- 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.

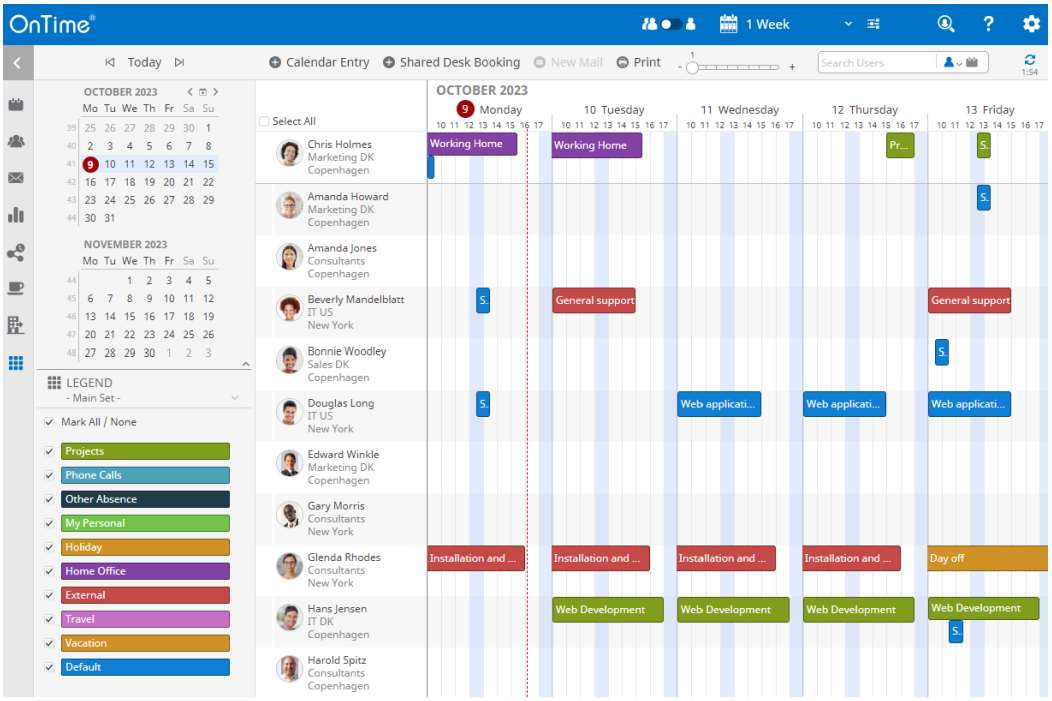


At the bottom of the tab:
- Compress output - Enable
- Compress to file threshold – 2 MB (default 1 MB), compression is handled in memory!

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

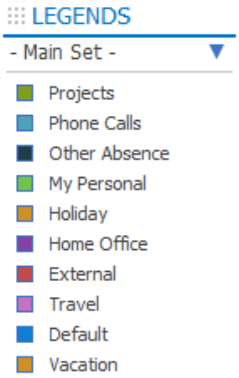
Legends

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.

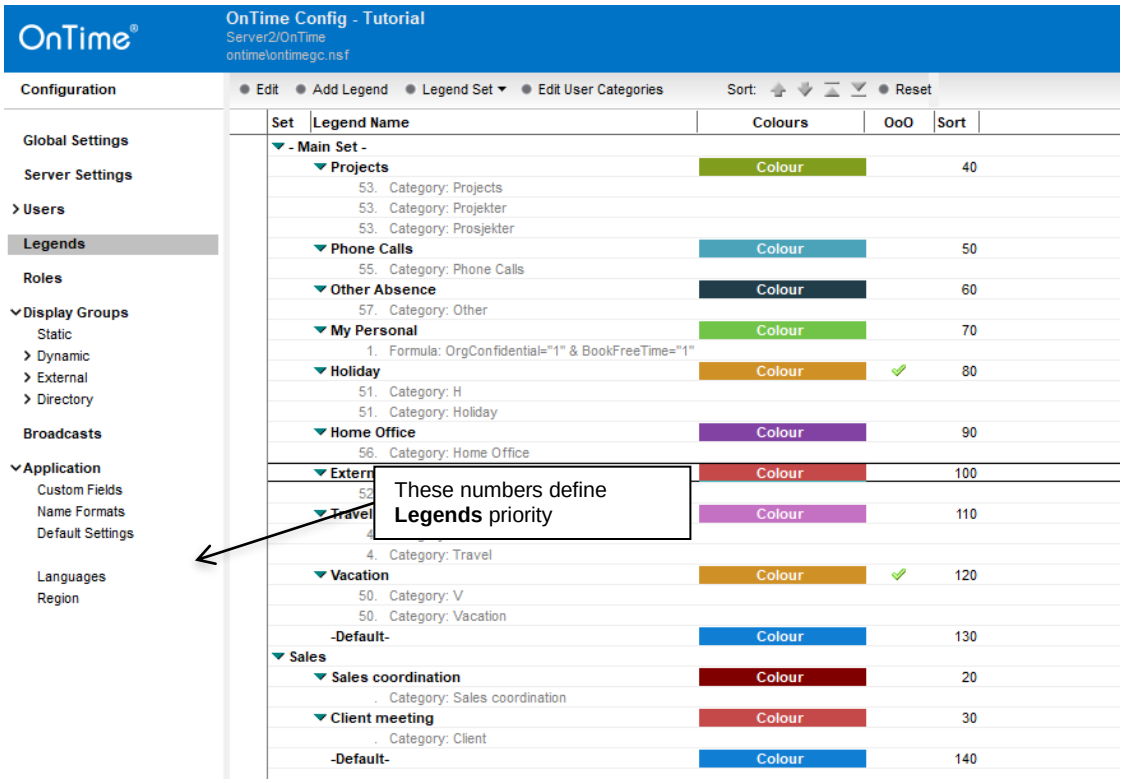


For clarity, let us start by defining some OnTime terms related to legends:

- **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.



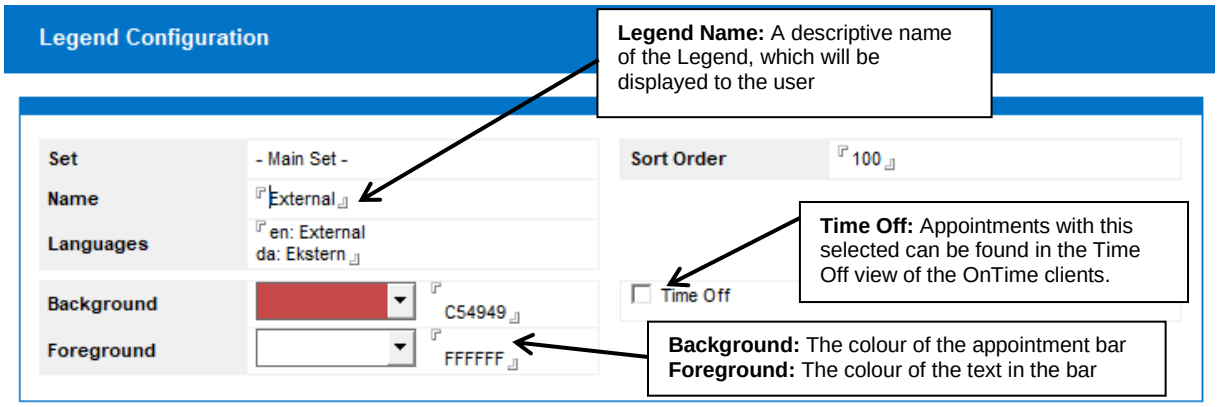
Legend Configuration

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



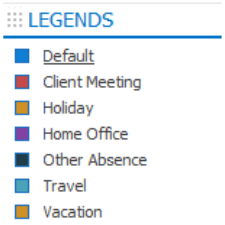
The [*Languages*] field contains the language specific descriptions used by the clients.

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

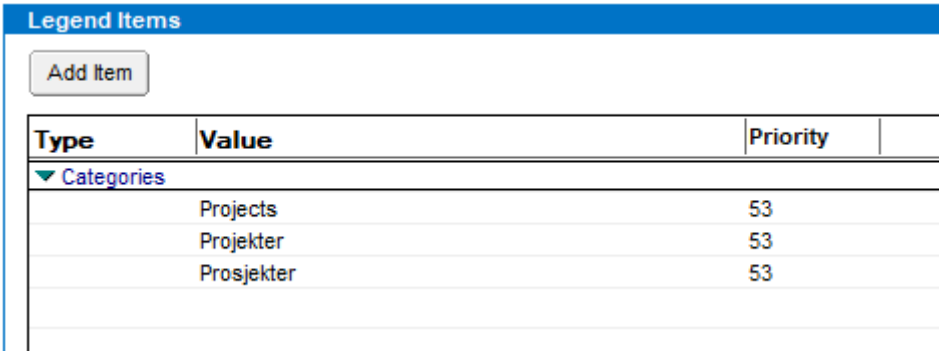
- *en: English texts*
- *da: Danish text*
- *de: German text*
- *no: Norwegian text*
- *ja: Japanese text*
- *zh_hans: Chinese text*
- *zh_hant: Chinese text*

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.

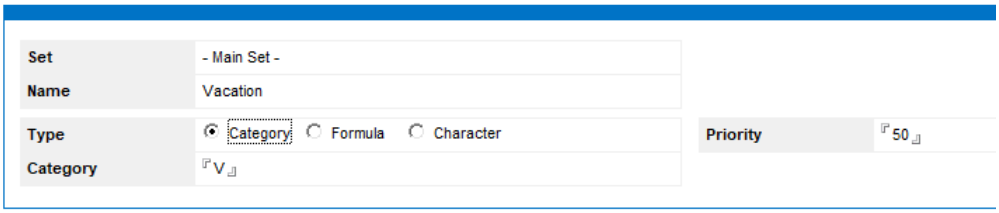
Configure Legend recognition parameters

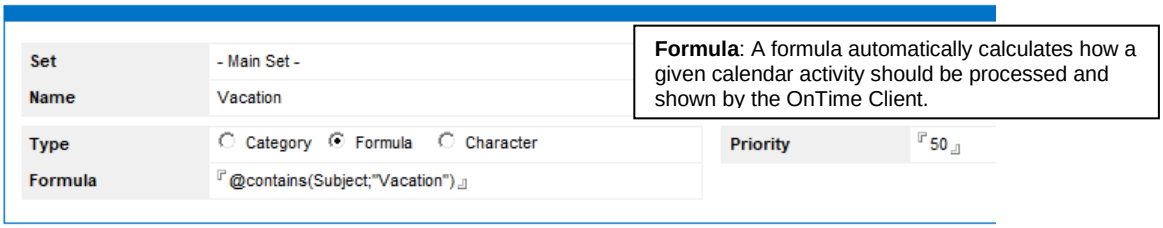


Once a legend has been created, it is time to configure the **Legend items**. The **Legend items** are the recognition parameters. The parameters determine which **Legend** a given calendar entry should be part of in each Legend Set when displayed in the OnTime clients. To add an item, open the **Legend** 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**.

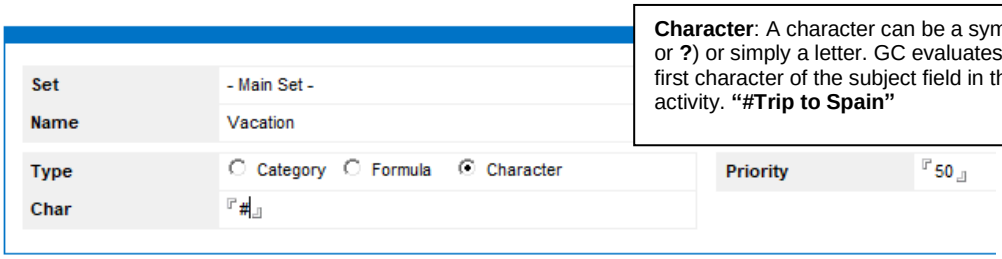


The **Legends** can be identified by using Category, Formula or Character for the “Main Legend Set”. For additional Legend sets, you are restricted to using the category as the parameter.





Formula: A formula automatically calculates how a given calendar activity should be processed and shown by the OnTime Client.



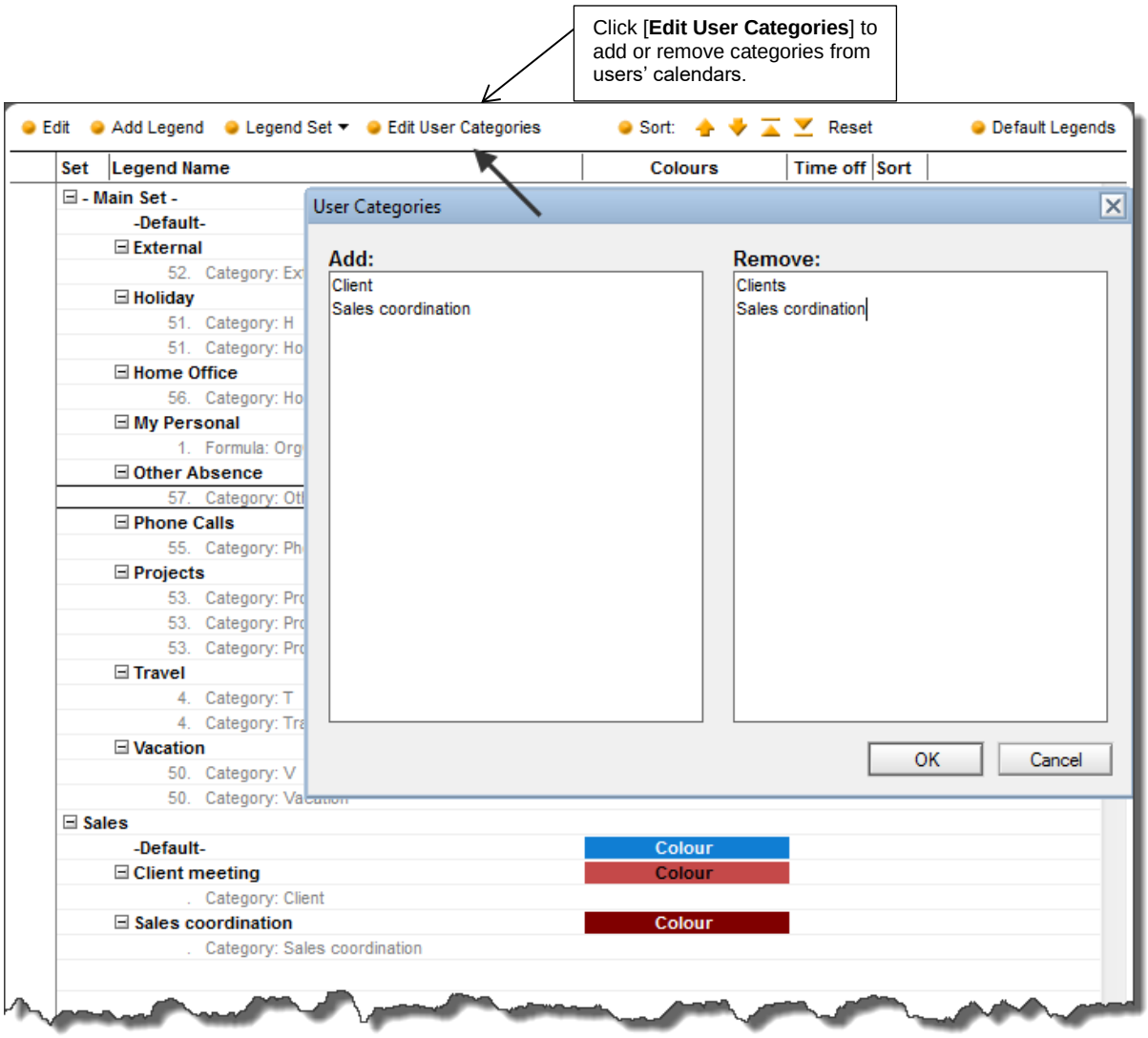
Character: A character can be a symbol (I.e. **#**, **!** or **?**) or simply a letter. GC evaluates based on the first character of the subject field in the calendar activity. **“#Trip to Spain”**

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.



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.

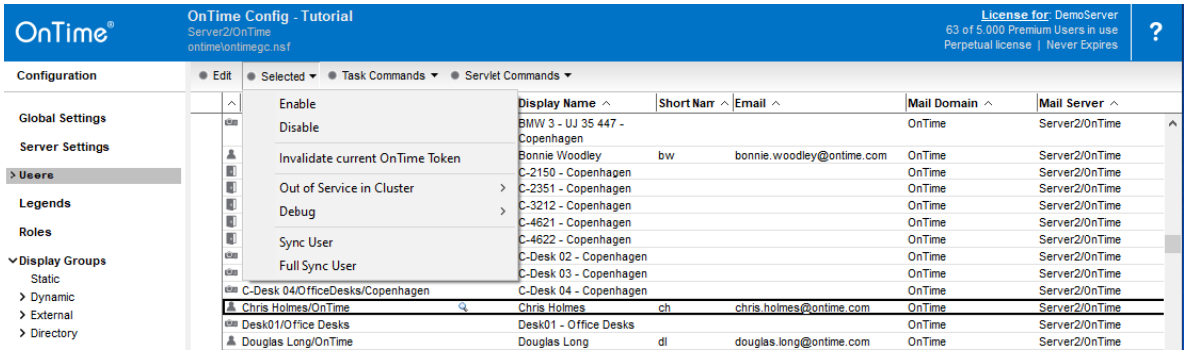
Users

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

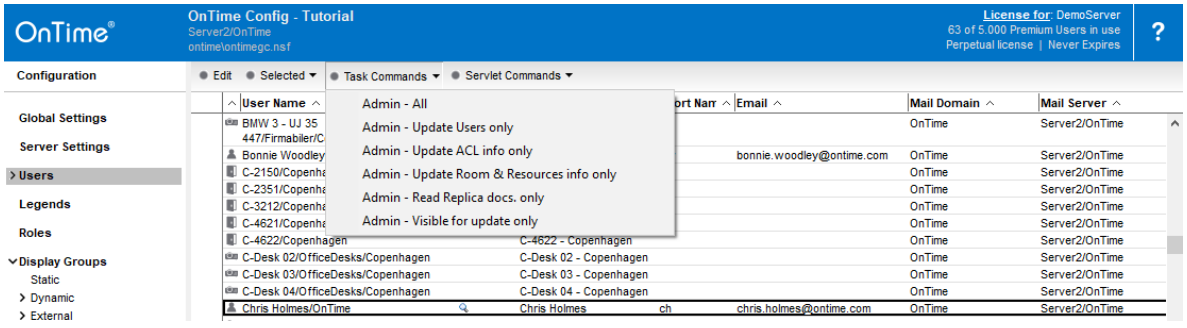
When you select a user in the Users view you have the following actions available:

- 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.



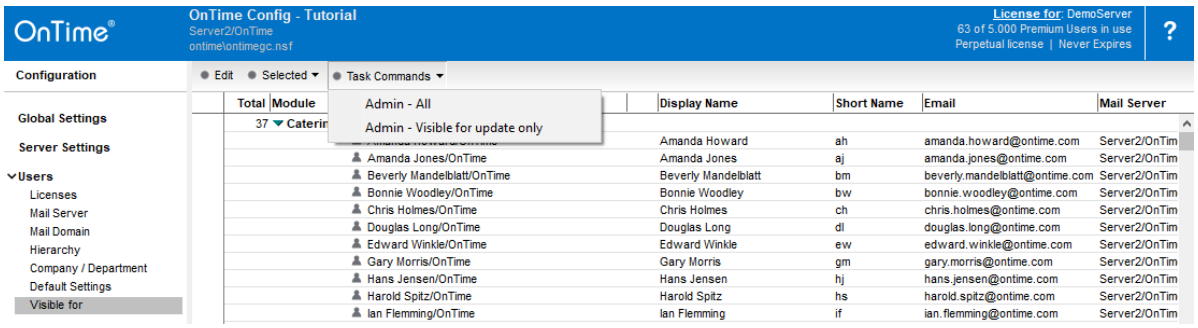
Users - Task Commands

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



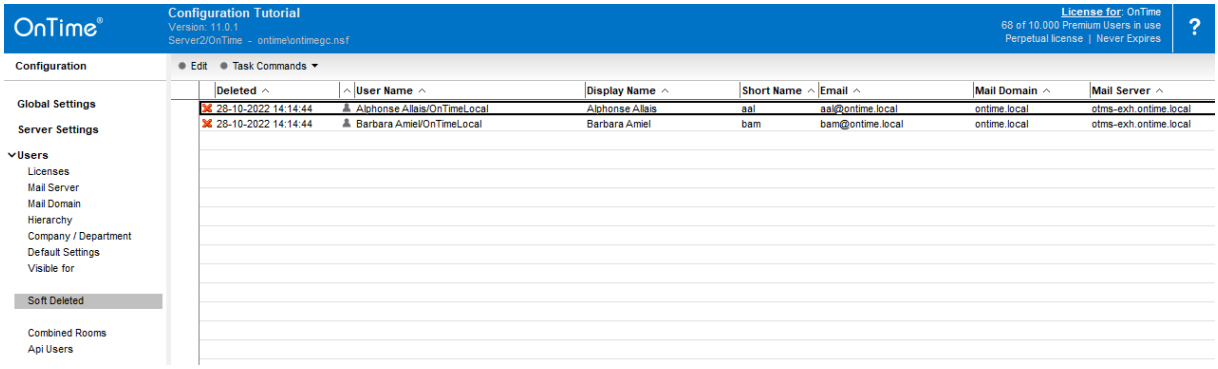
Users - Servlet Commands

To refresh image(s) for the selected user



Visible for – Task Commands
- to update the view 'User/Visible for'

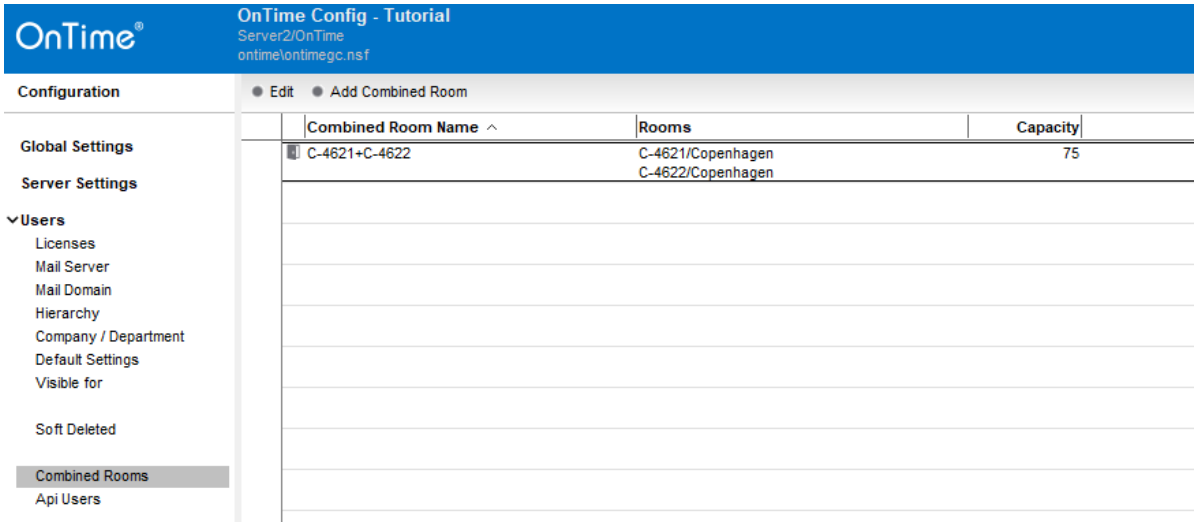
Users – Soft Deleted



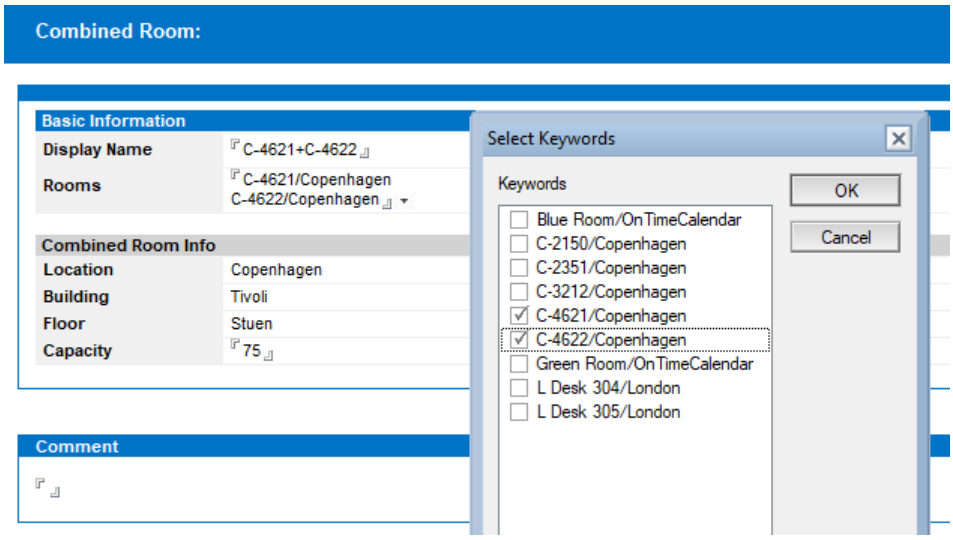
When a user is deleted from OnTime by the Admin task, the user is soft deleted and may be reenabled within 7 days.

Users – Combined Rooms

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



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



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.

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.

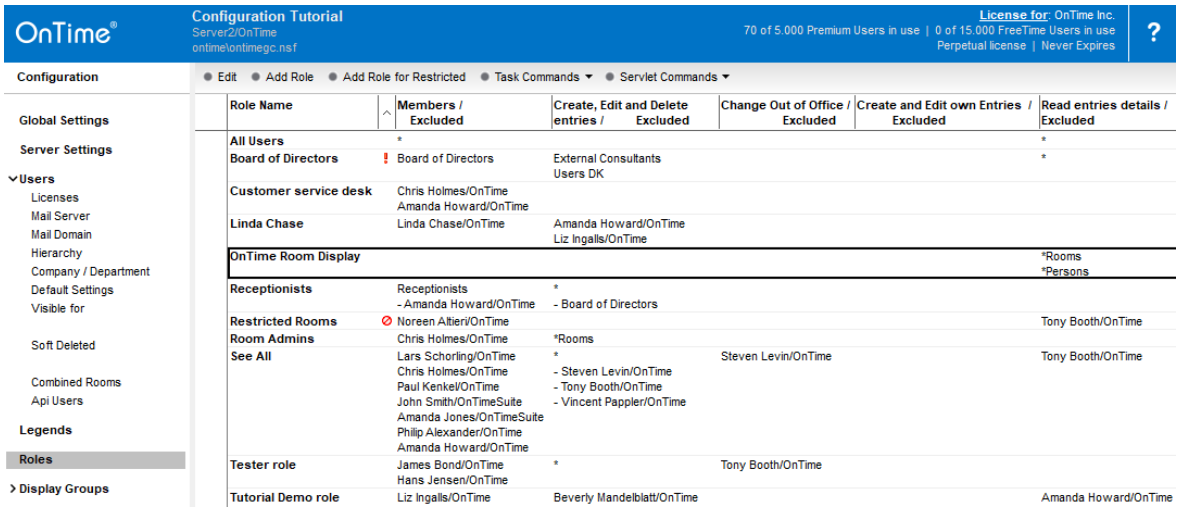
OnTime Roles

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

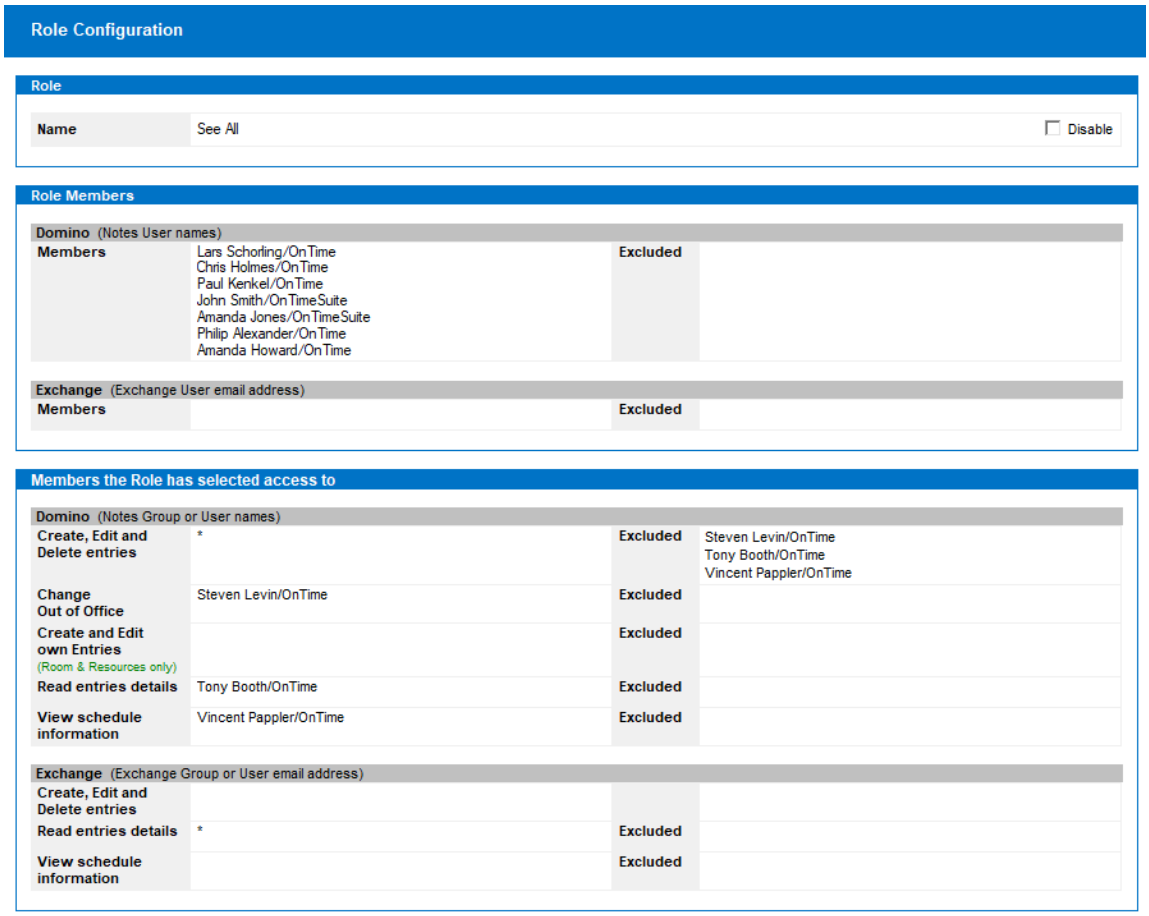
- Directory users
- Directory groups
- A hierarchical name structure such as */Sales/Acme

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.

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:



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.

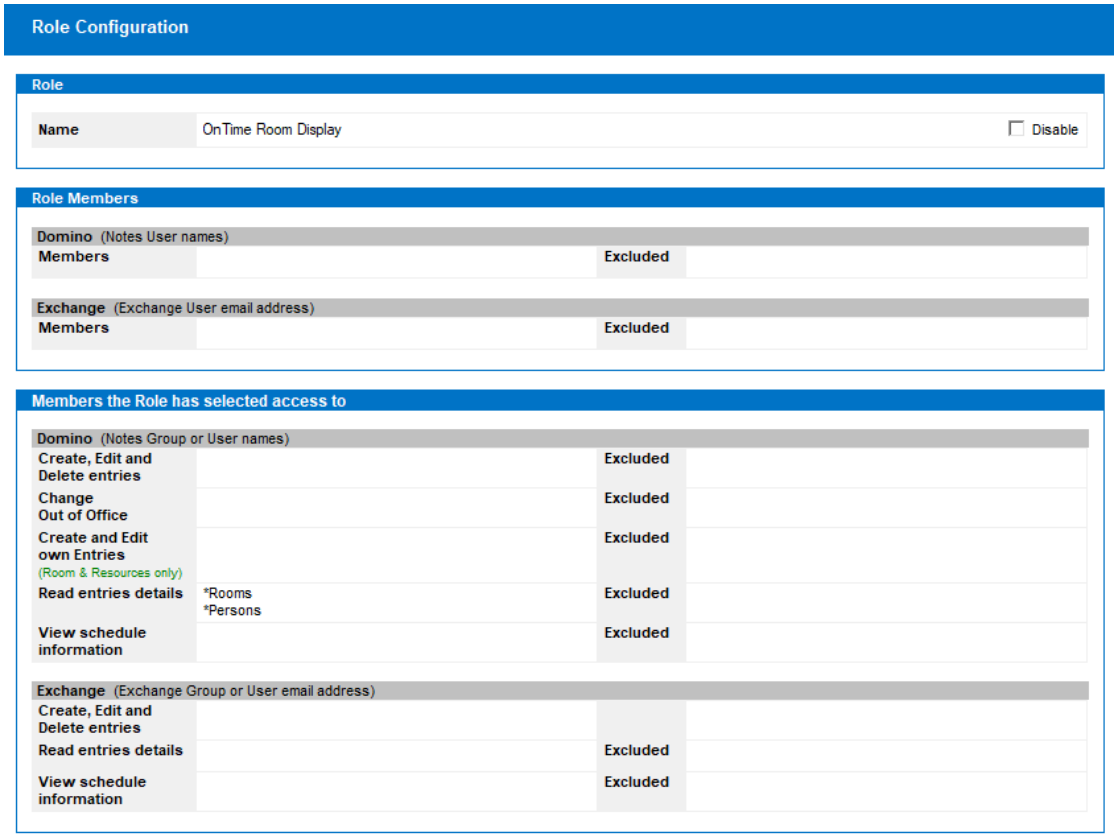
Create and Edit own Entries (Rooms and Resources only): – users that have the ability only to edit events they have created themselves.

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	OnTime Room Display	Disable

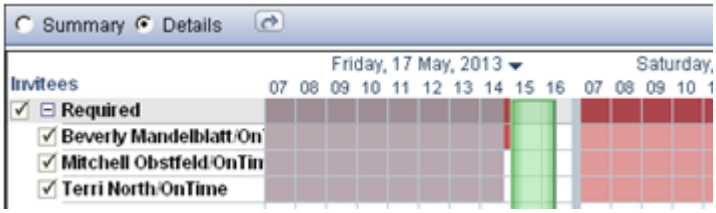
Role Members

Domino (Notes User names)			
Members		Excluded	
Exchange (Exchange User email address)			
Members		Excluded	

Members the Role has selected access to

Domino (Notes Group or User names)			
Create, Edit and Delete entries		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 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

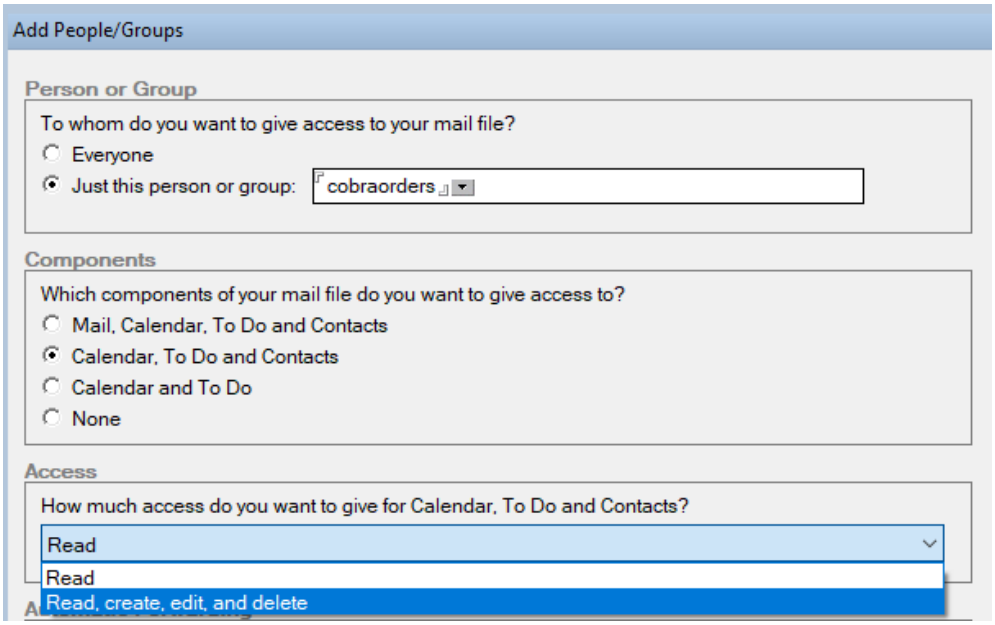
Access level	Description
Create, Edit and Delete entries	This level allows users to Read, Create, Edit and Delete entries for the people that the users have been granted this access for. Private appointments still have all information hidden by default.
Change Out of Office	This level allows users access 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.  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.



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.

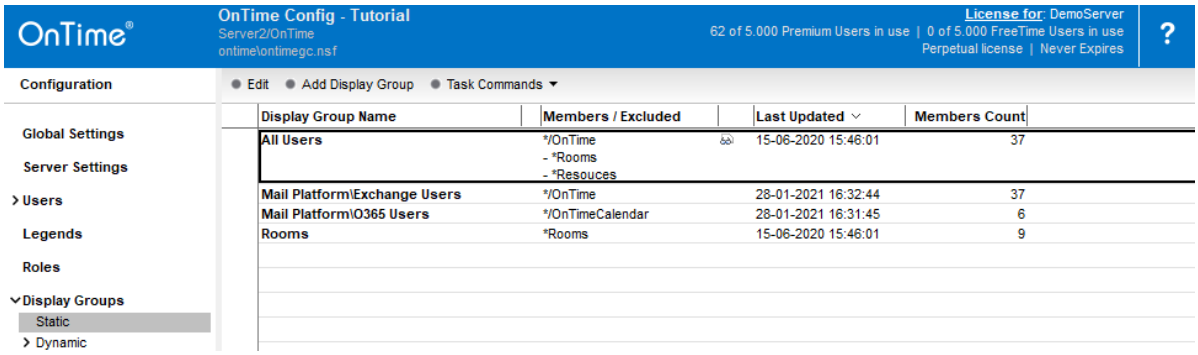
Display Groups are created and maintained from the [**Display Groups**] overview in the OnTime config database.

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.

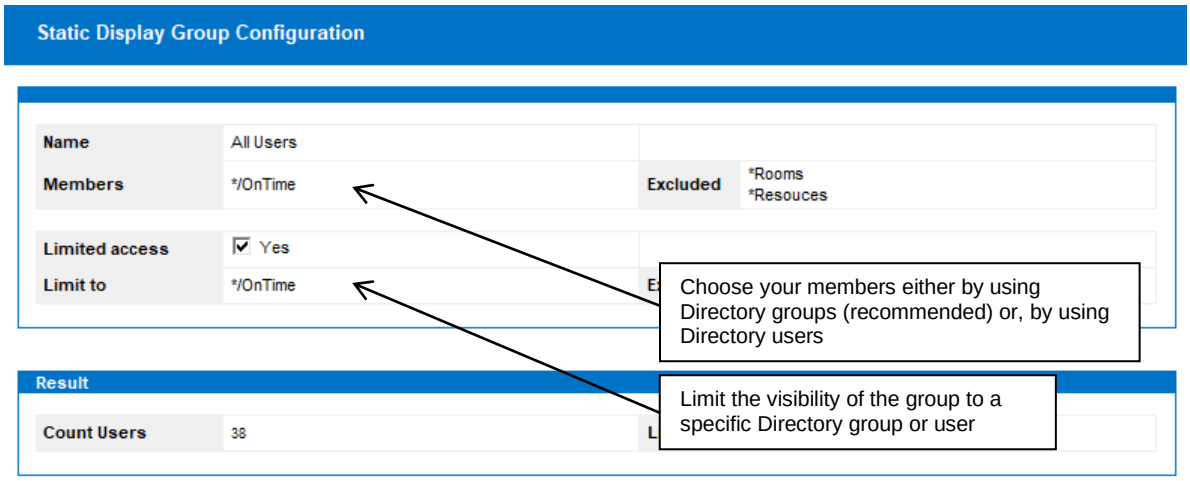
Display Groups do not control security. They are merely used to segment business units into relevant groups.

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.

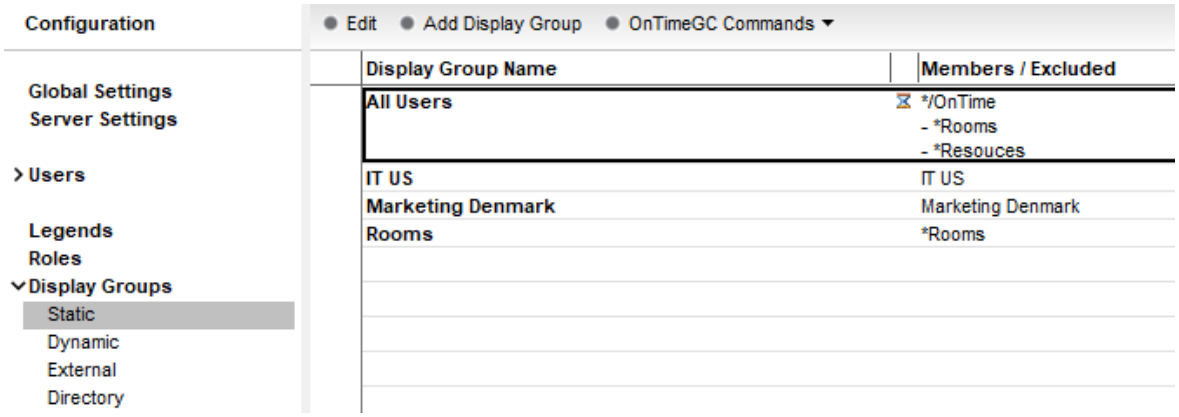


This view shows a group which is created in OnTime, where *Members* may be specified as a group from the Domino Directory - or based on the Domino organisation. When the Admin task runs on the server, the Users field will be updated with the persons listed in the group in the Domino Directory. The maintenance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



Limit to

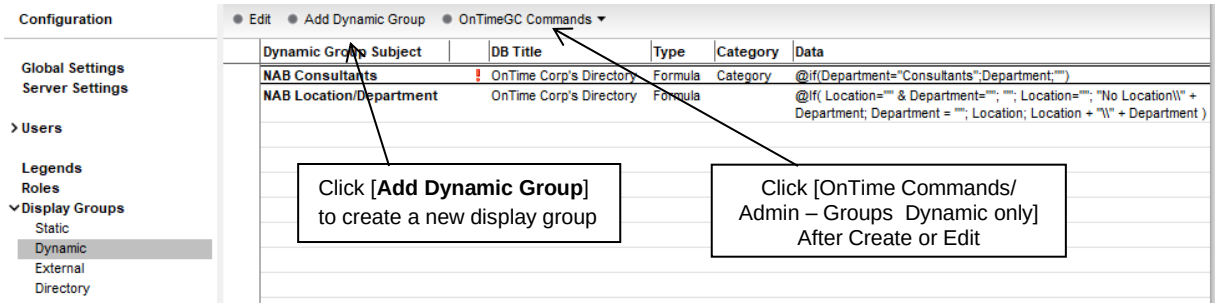
With the [**Limit to**] functionality OnTime administrators have the option to limit the visibility of the created static groups to certain Domino Directory groups or specific persons. It is used in larger environments where one would reduce the visible display groups from all of the users in the organisation.



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

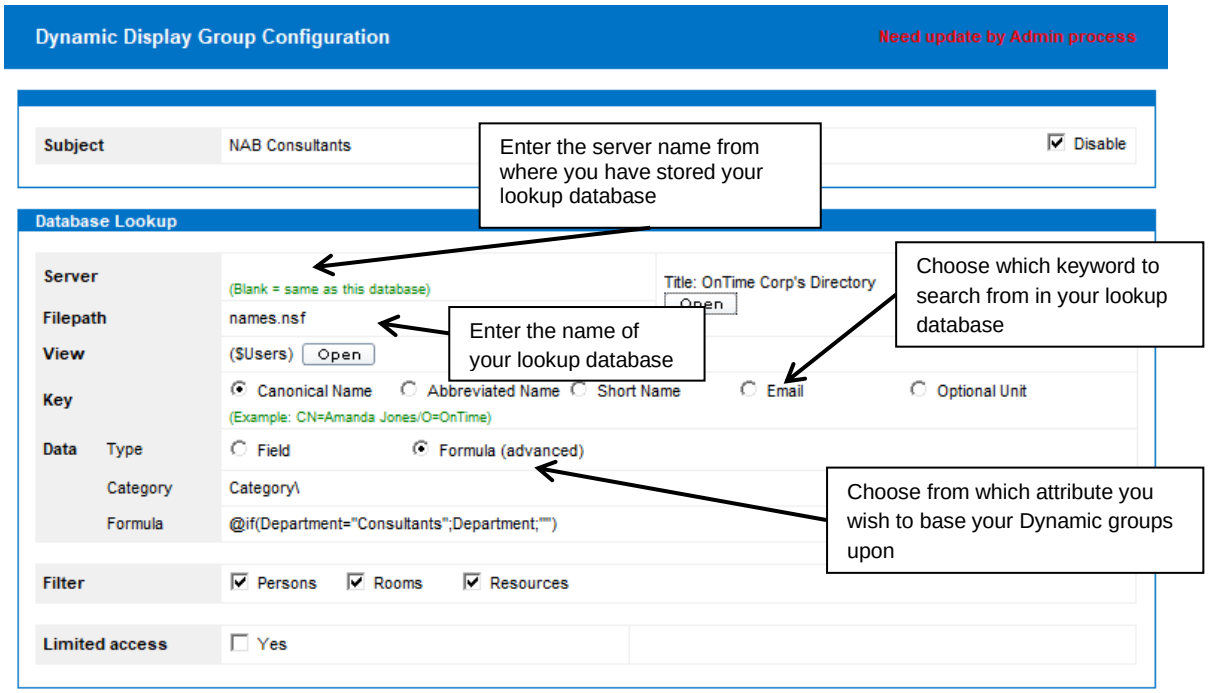
When creating Dynamic Display Groups, it is possible to populate various groups dynamically by utilising the Domino Directory (names.nsf) or other lookup databases.



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.



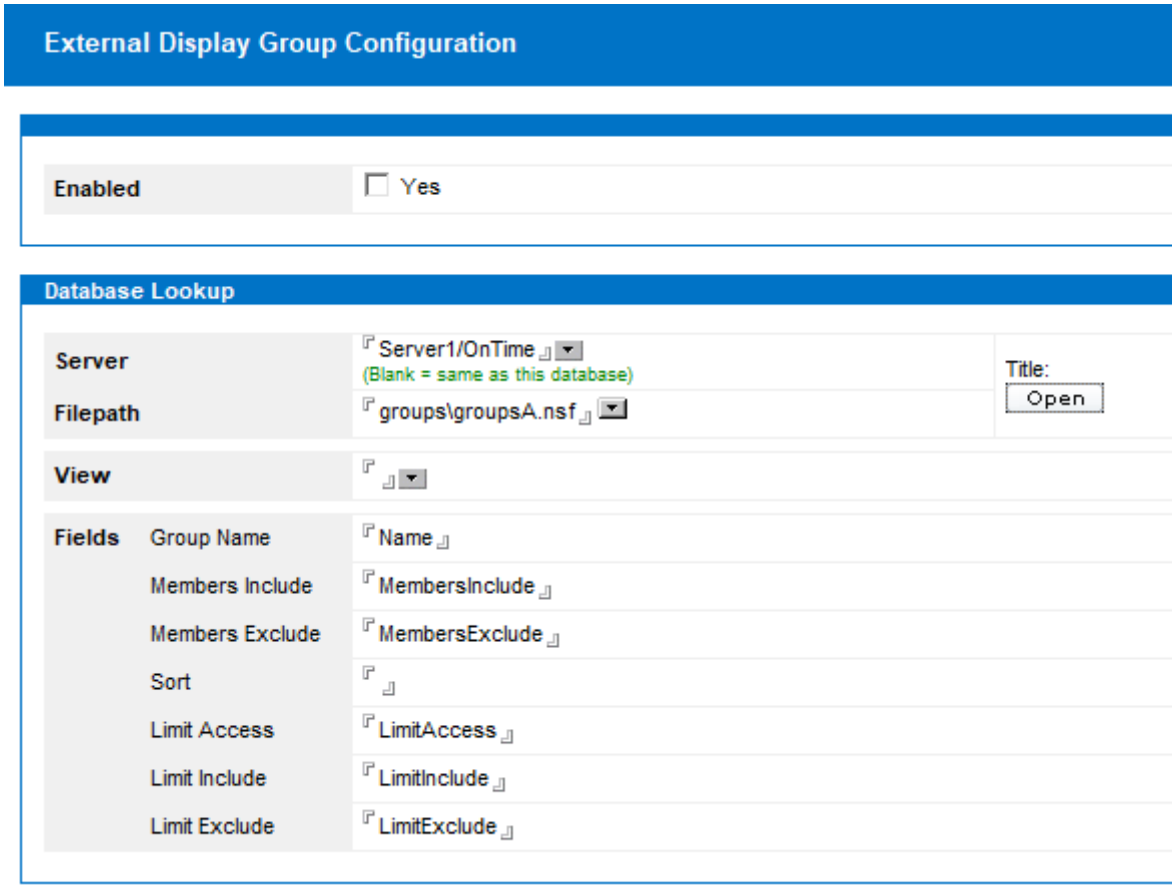
The Dynamic Group will automatically create and populate groups depending on entries found in your desired lookup database.

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

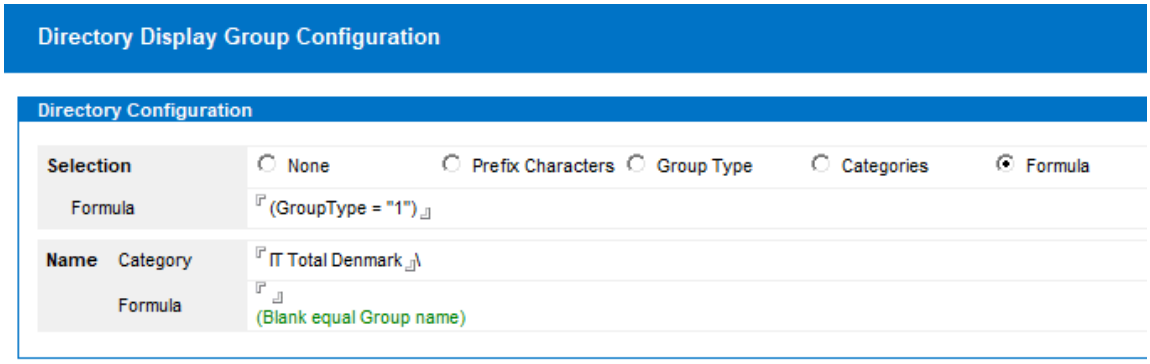


External group administration in systems other than Domino is supported.

“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



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.

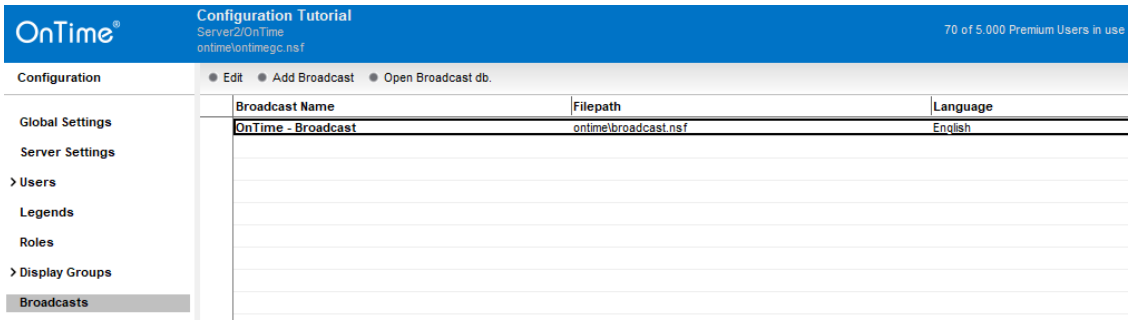
For on-demand running Admin click ‘OnTime Commands/Admin – Groups Directory only’
- your configuration will be saved and run at once.

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.

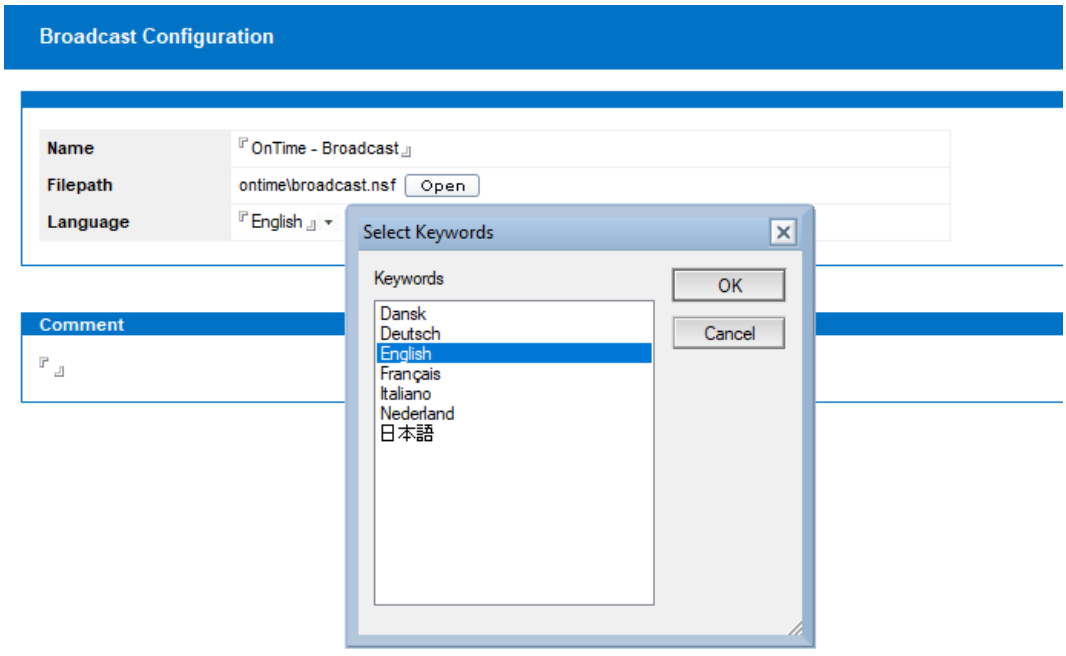
Configure OnTime Broadcast

To implement Broadcast, add a configuration document.



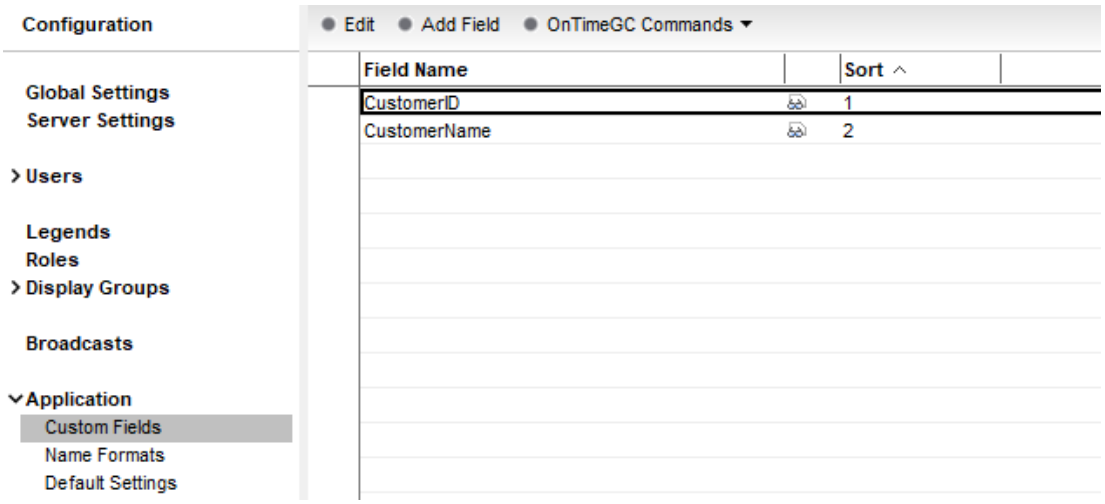
To create broadcast appointments, please refer to the user guide.

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.



Application User Settings

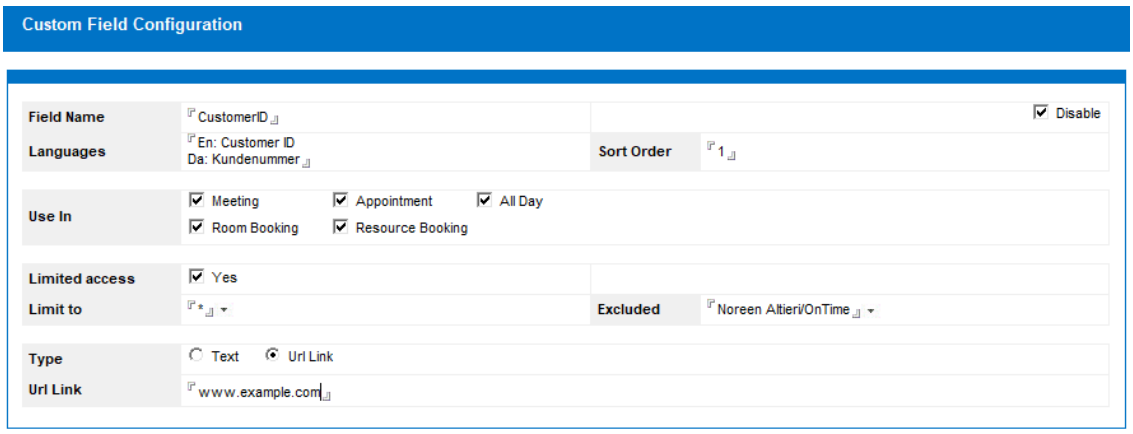
Custom Fields



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

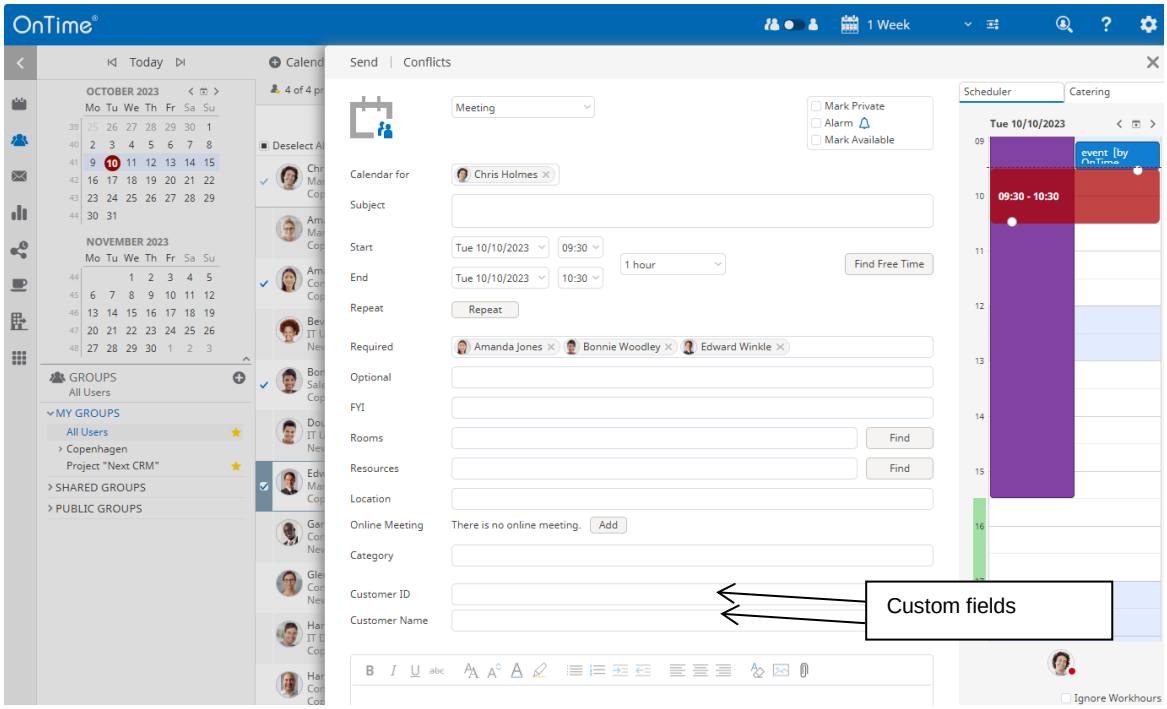
OnTime synchronizes the fields and values back into the Notes calendar documents in the mail file.

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



Custom 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.

Example with custom fields in the Web Desktop client:



Name Formats

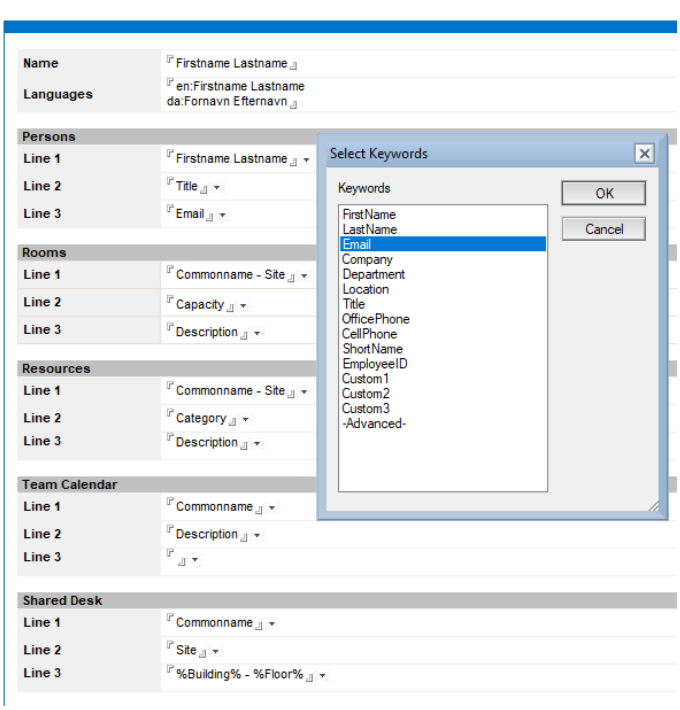
Naming conventions can be different in different countries. By using Name Formats, you can customise your name-display to your company's specific preference. Multiple Name Formats can be created. To implement them, add them to Default Settings.

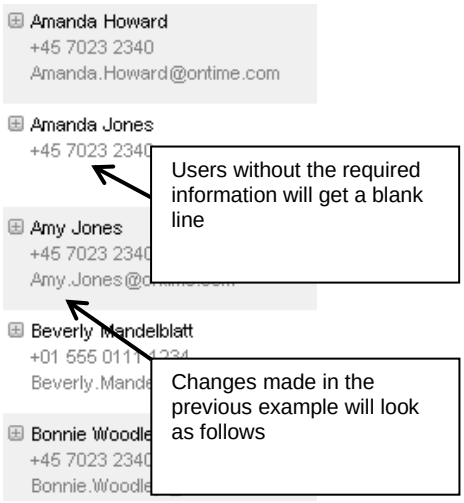
Edit | Add Name Format | Default Name Formats

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

Name Format examples:

Example of Name Format Configuration:





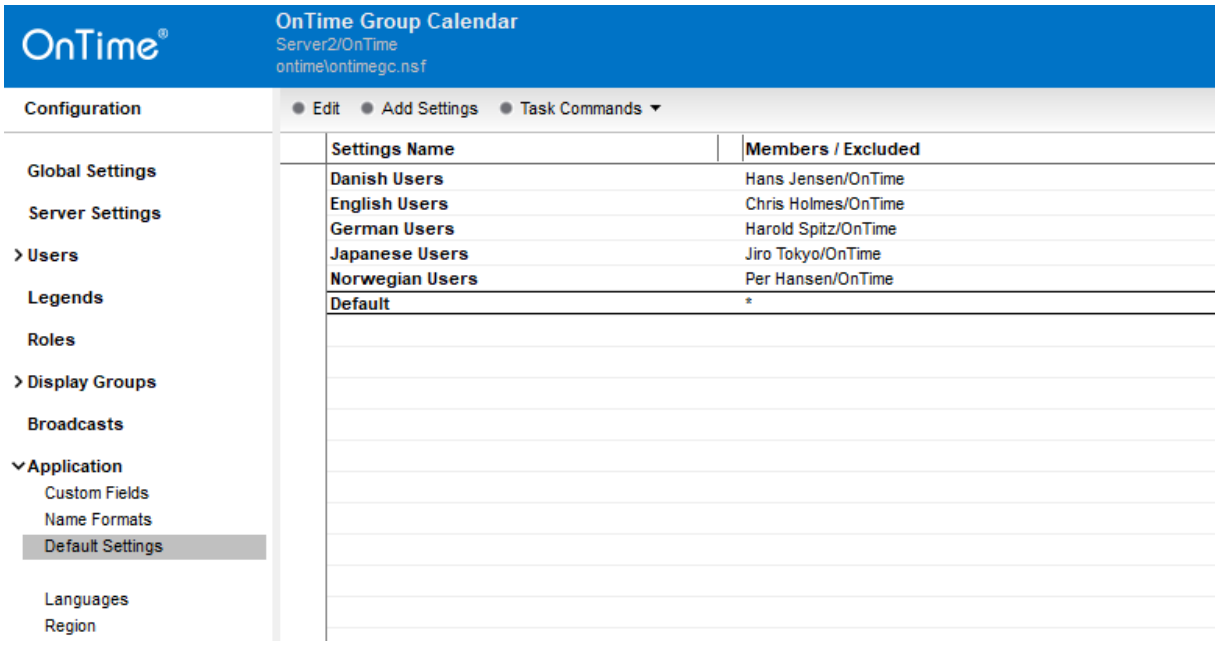
To apply the changes made in Name Formats Configuration, remember to select them from the "Default Settings" view

Default Settings

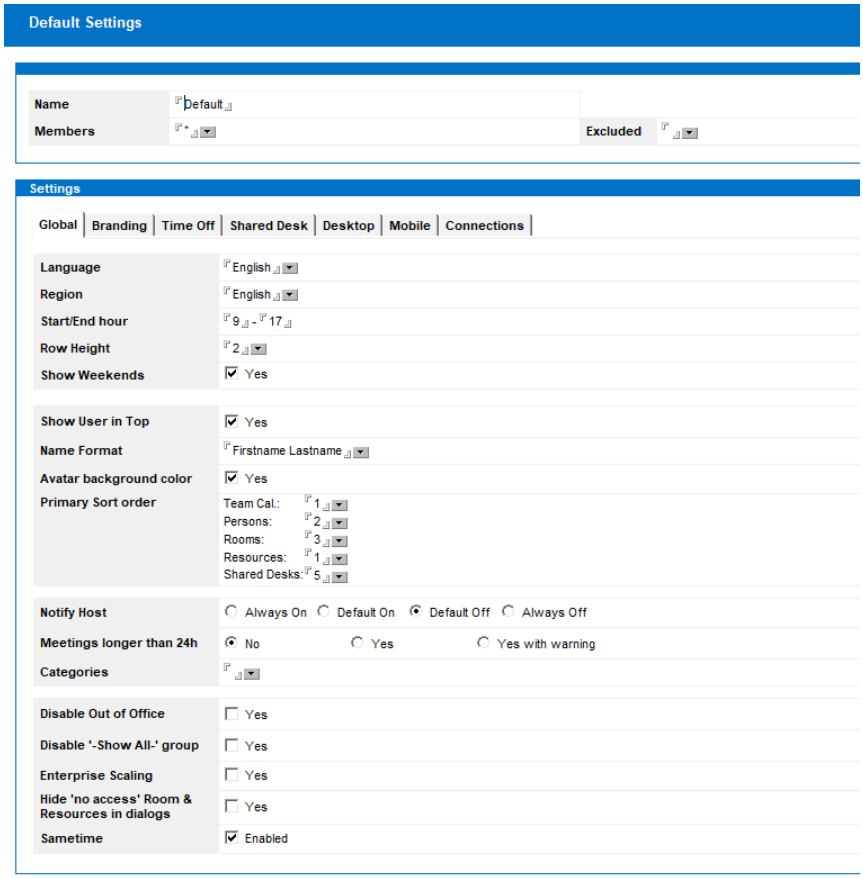
To configure how the user's clients should look and behave, Default Settings may be customised. Multiple application default settings can be implemented to accommodate different requirements in different countries, regions, departments and so forth.

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.

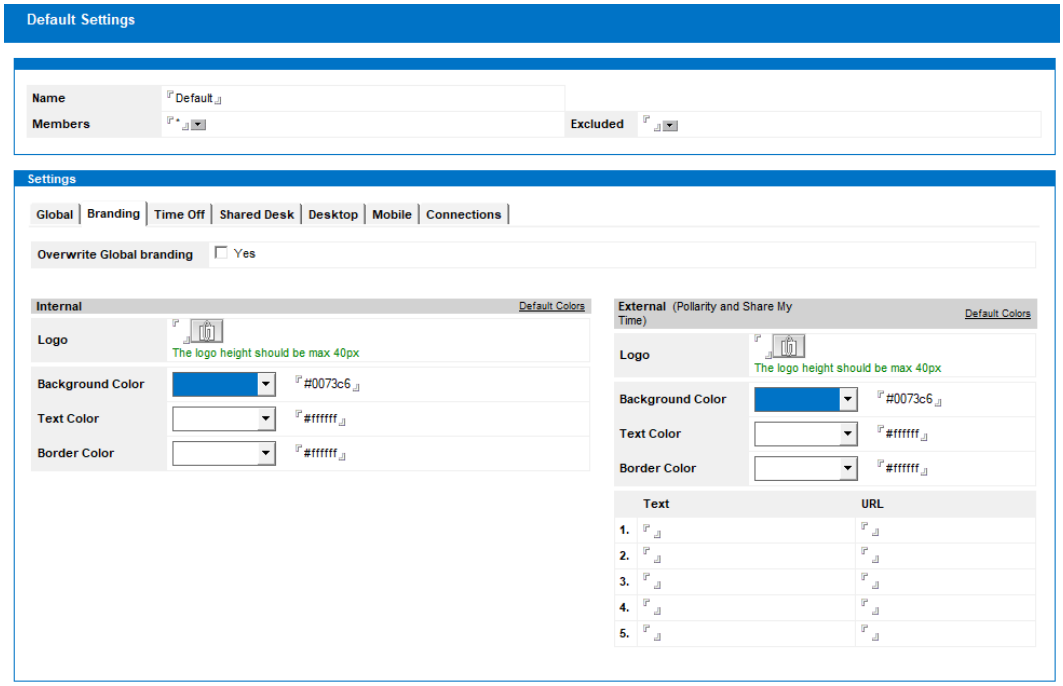


Default Settings/Global



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



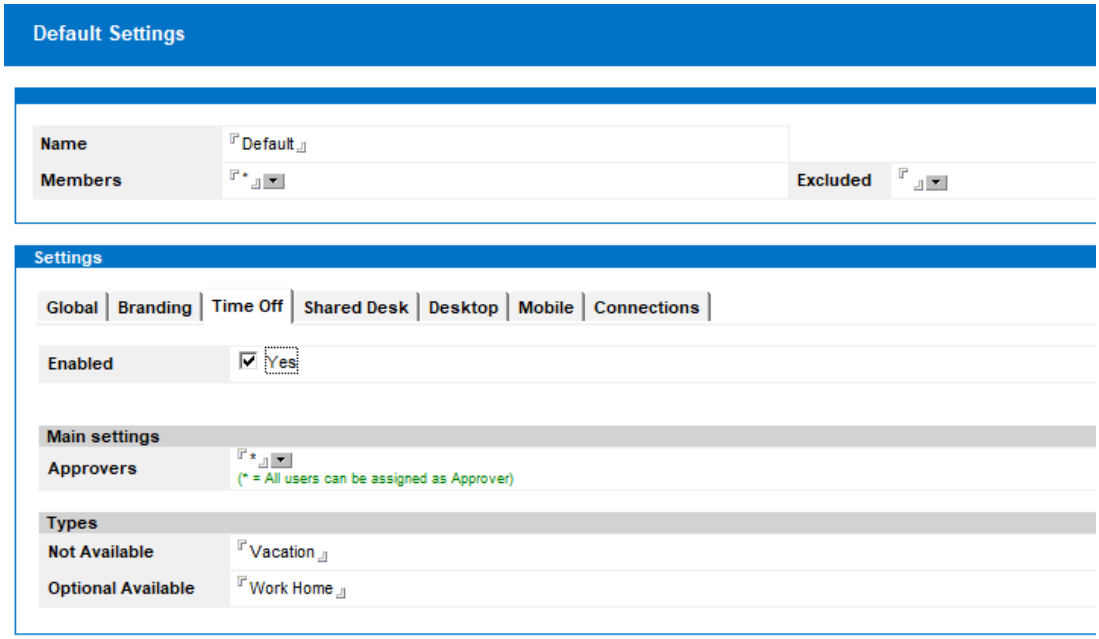
For the users you may overwrite the ‘Company Branding’ chosen in ‘Global Settings/Branding’. The user settings have priority over ‘Company Branding’.

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

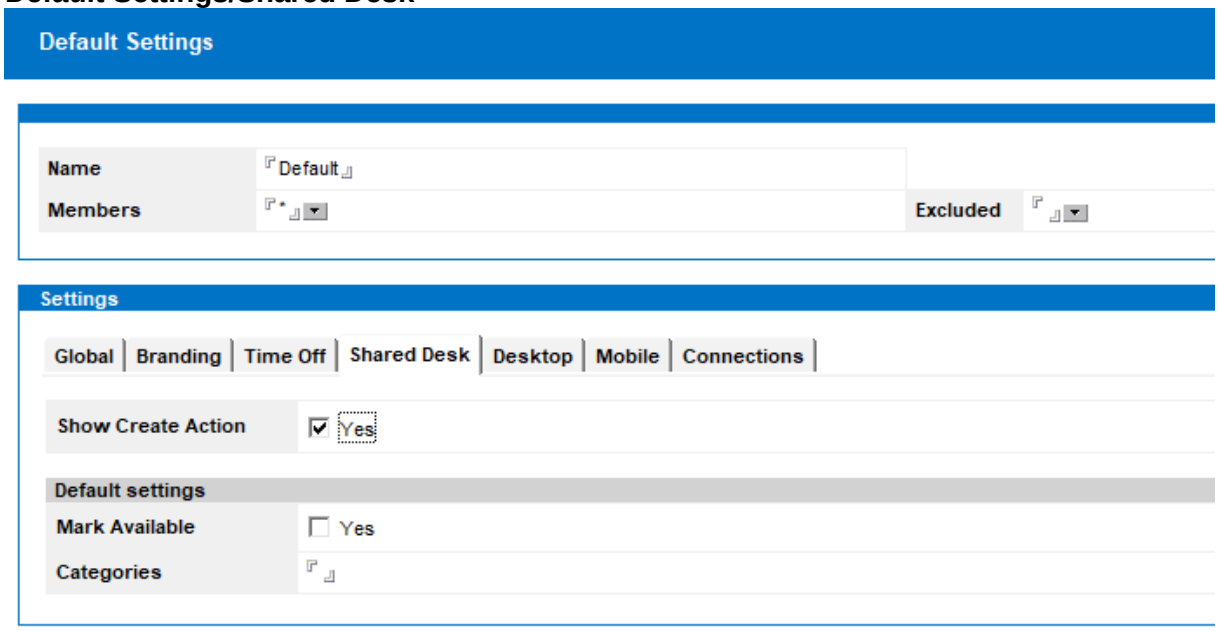
Links in the Column ‘External’ are for Pollarity only – used for customizing the form for Pollarity. You may enter ‘Link Title’ and the ‘Link URL’.

Default Settings/Time Off



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

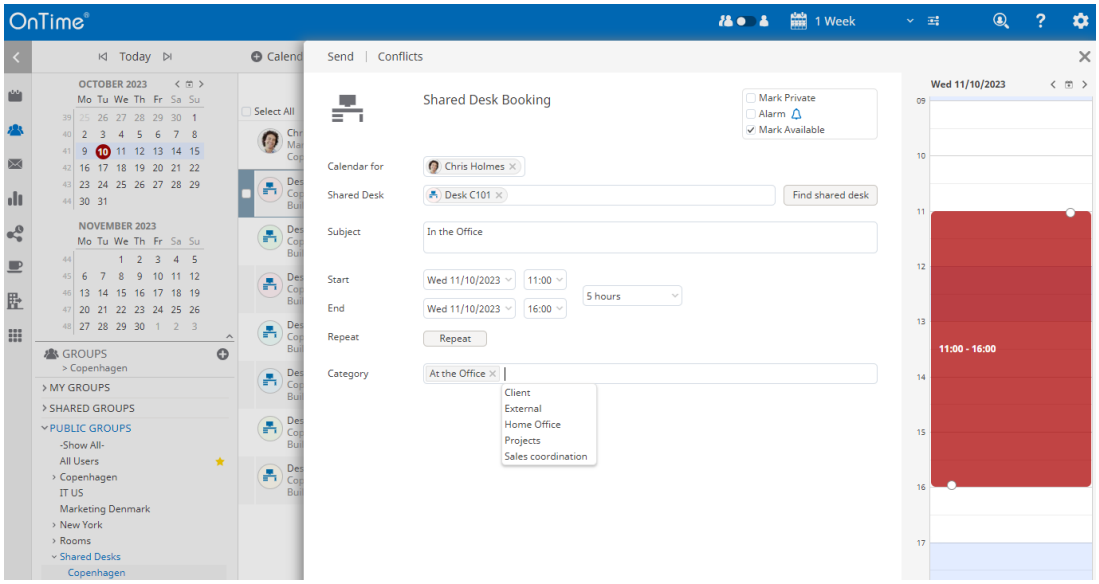
Default Settings/Shared Desk



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.



Implementing Clients

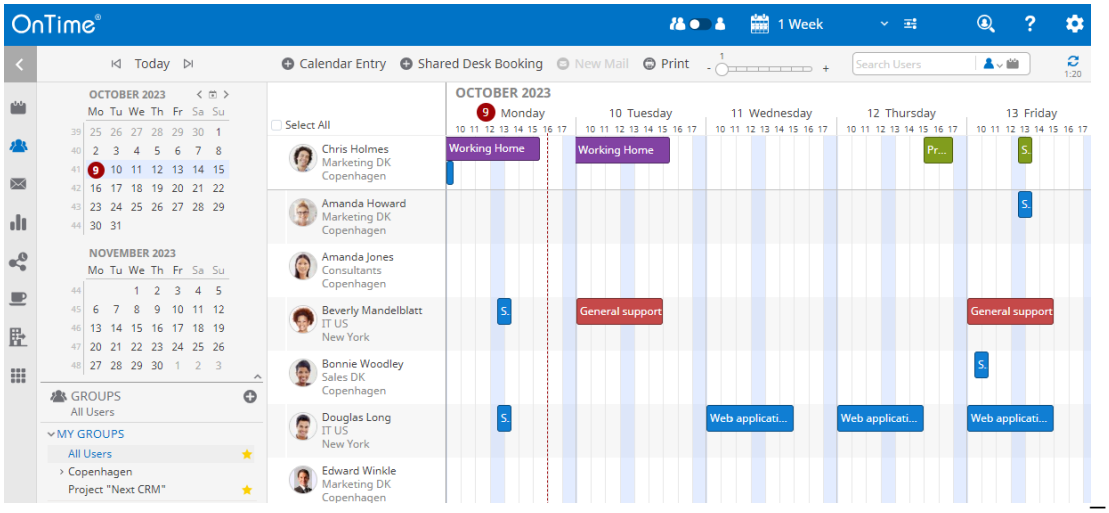
OnTime Web Desktop

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

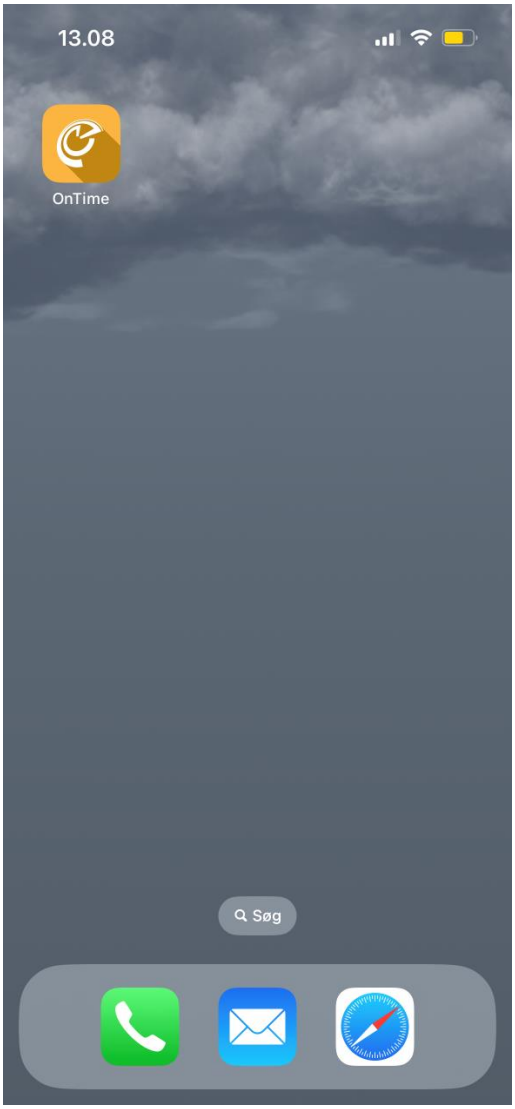
To retrieve the path to the application, open the OnTime Config database, click Server Settings. Open the document for your preferred web server and check the URL for the OnTime client database – add /mobile

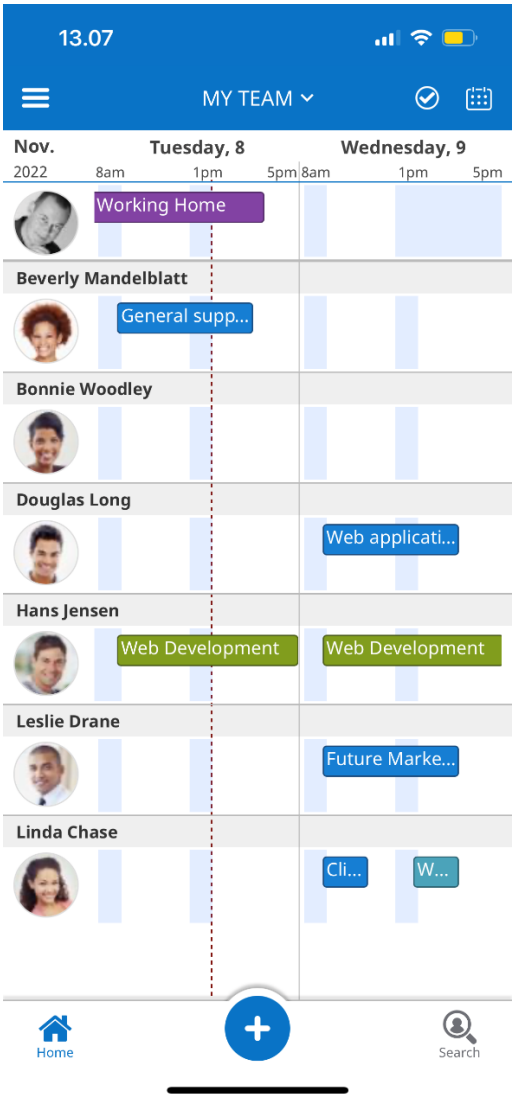
Direct links to Web Mobile

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

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





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}

Key	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"}

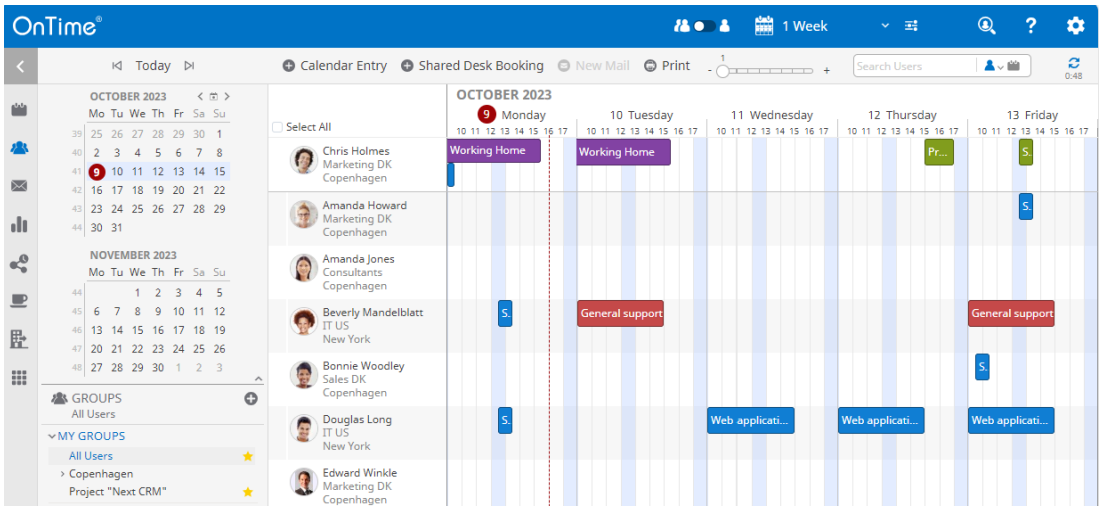
view = {key1:value,keyN:valueN}

Key	Value	Description
"view"	"days" "weeks" “ooo” “list” “day” “week”	Group view Group view Time off view List view Person view 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

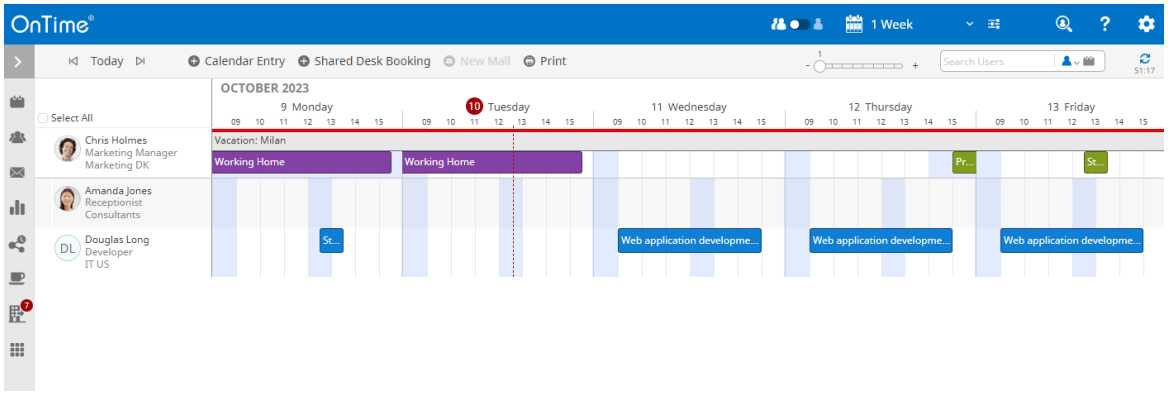
Open the desktop client with a specified user selected

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



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

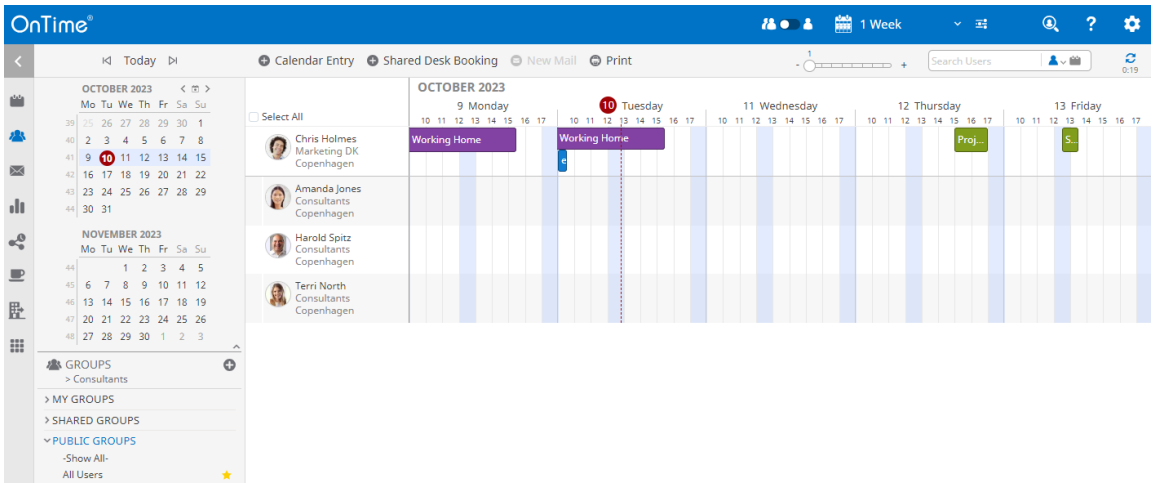
https://demo.ontimesuite.com/ontime/client.nsf/desktop?open&users=["chris.holmes@ontime.com","amanda.jones@ontime.com","douglas.long@ontime.com"]



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".

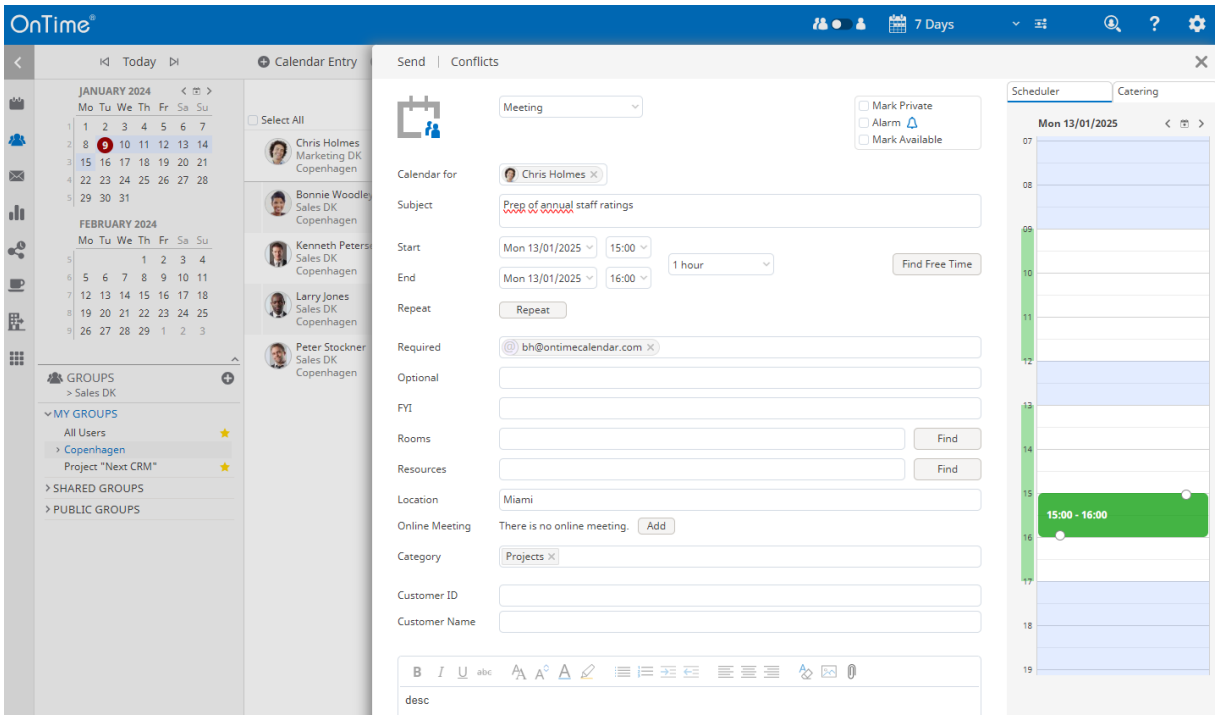


Open the desktop client with an existing Entry Selected

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

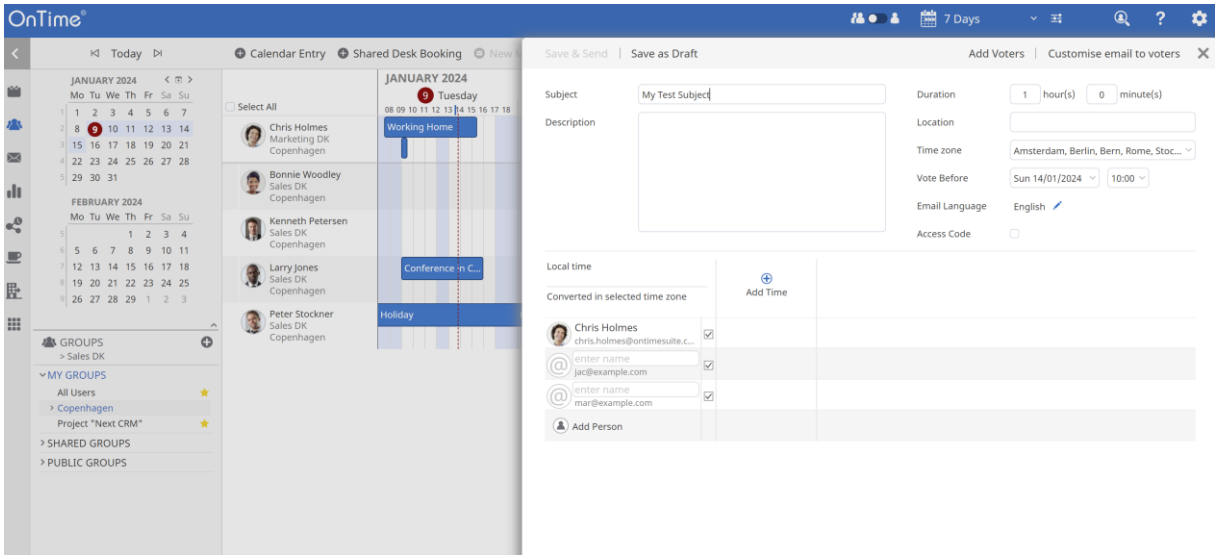
Open the desktop client creating a new entry

Example:
https://demo.ontimesuite.com/ontime/client.nsf/desktop?open&newitem={"required":["bh@ontimecalendar.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"}



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"}

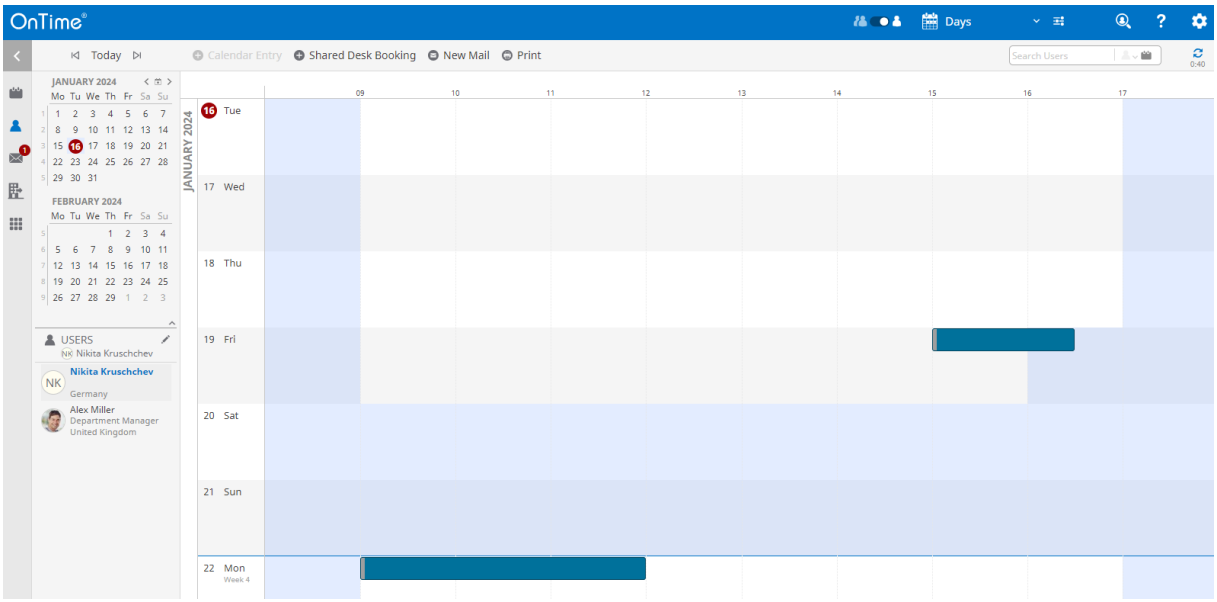


Open the desktop client in a view

Examples:

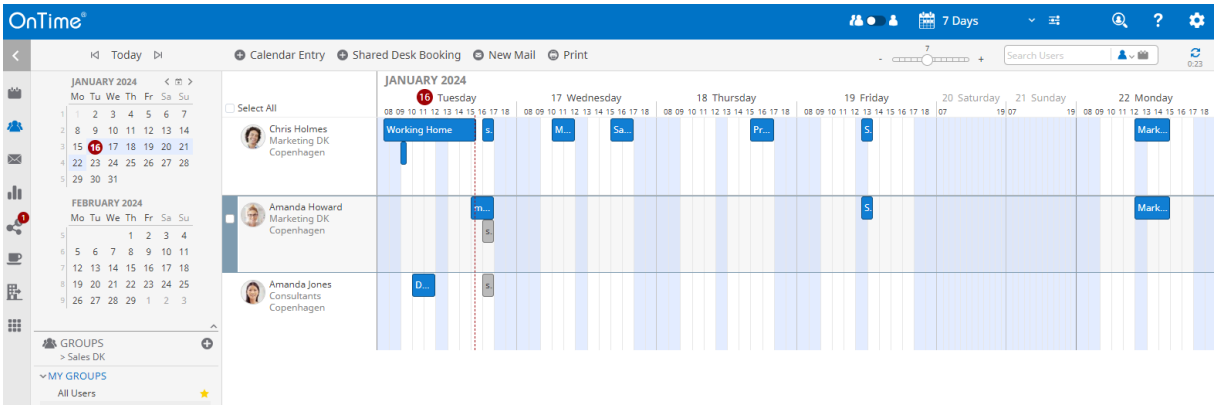
Person view:

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

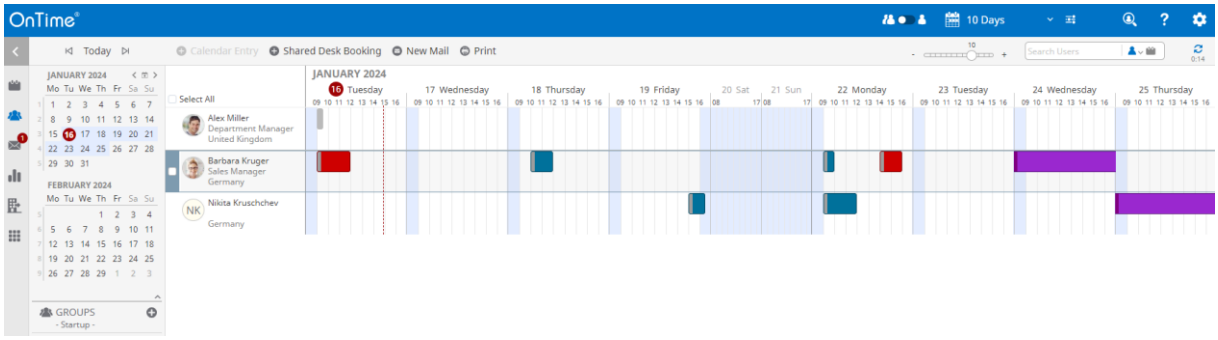


Group views:

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



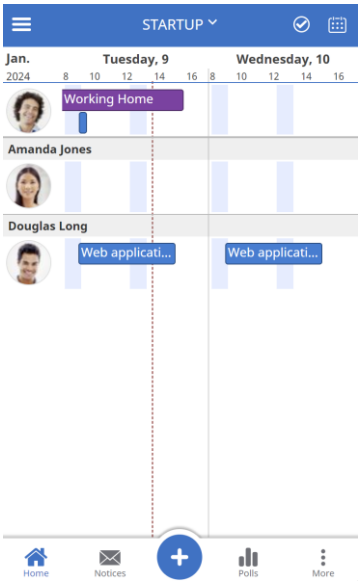
https://demo.ontimesuite.com/ontime/client.nsf/desktop?open&view={"view":"days","rowheight":3,"units":10,"weekends":true}&users=["amanda.howard@ontimesuite.com","amanda.jones@ontimesuite.com"]



Creating Integrations with OnTime Mobile

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

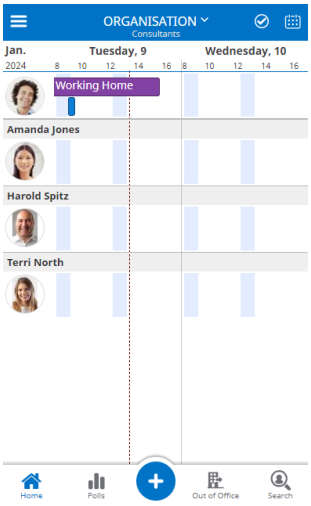
https://demo.ontimesuite.com/ontime/client.nsf/mobile?open&users=["chris.holmes@ontimesuite.com","amanda.jones@ontimesuite.com","douglas.long@ontimesuite.com"]



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

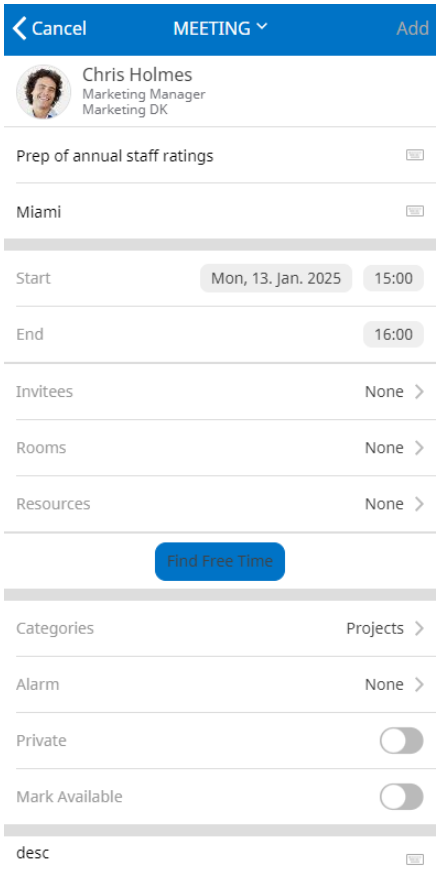
Example:
https://otmsdemo.intravision.dk/ontimegcms/mobile? openitem={"Email": "user@user.dk", "EventID" : "<EventID>"}

Open the mobile client creating a new entry

Example:

https://demo.ontimesuite.com/ontime/client.nsf/mobile?open&newitem={"required":["bh@ontimecalendar.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"

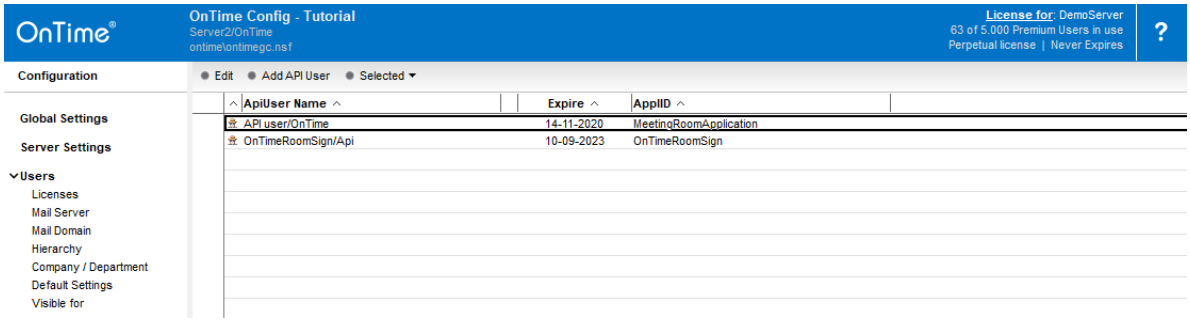
Times are coded in ISO 8601 format, UTC (GMT)

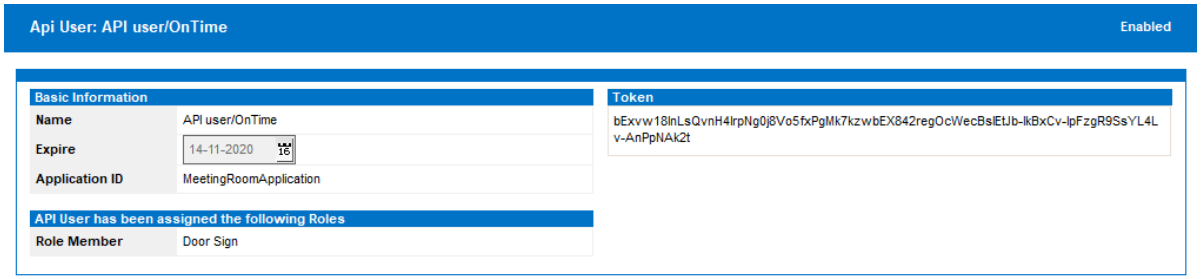


Using the API

- requires a separate "APIUser" license.

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





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'.

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

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
Config Filepath	ontime\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 www.ontimesuite.com. 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 www.ontimesuite.com 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

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 Reads in users, rooms and resources from the 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.	tell ontimegc admin u	X	X	
Fixup/cleanup Does maintenance work associated with the internal data structures when required during an upgrade between versions.	tell ontimegc admin f	X	X	
Static groups Processes static groups 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.	tell ontimegc admin gs	X	X	
Dynamic groups Processes dynamic group definitions 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.	tell ontimegc admin gd	X	X	
External groups Processes external groups 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.	tell ontimegc admin ge	X	X	
Directory (NAB) groups 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.	tell ontimegc admin gn	X	X	
Process ACLs Reads the mail file ACL read during the synchronization of a user and writes the exploded result to the "users document" for the particular user.	tell ontimegc admin a	X	X	
Process roles Processes the role definitions according to the rules and assigns roles to users. Required to run for a change in a role to take effect.	tell ontimegc admin r	X	X	
Rooms and resources Reads information for rooms and resources as read from the corresponding room and resource database during synchronisation. This process updates information such as capacity, restriction on rooms etc. meaning data maintained in the room and resource database(s).	tell ontimegc admin o	X	X	

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			X
Update 'Visible for' fields in Caterings settings	tell ontimegc admin t	X	X	

* 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)

4. 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.

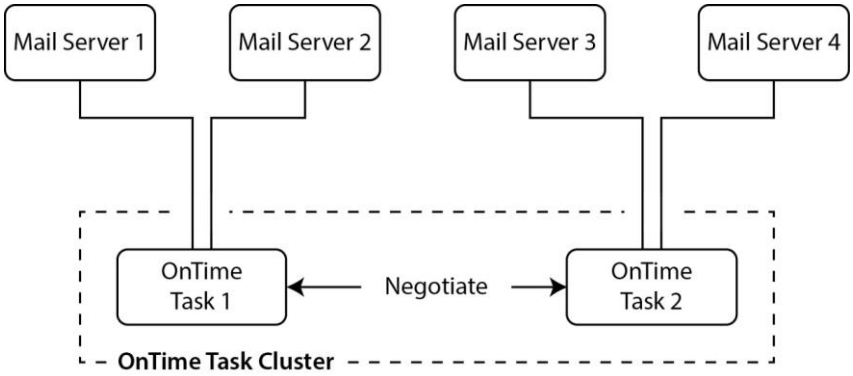
OnTime support for Domino clustering is at this time only available on servers running Microsoft Windows.

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.

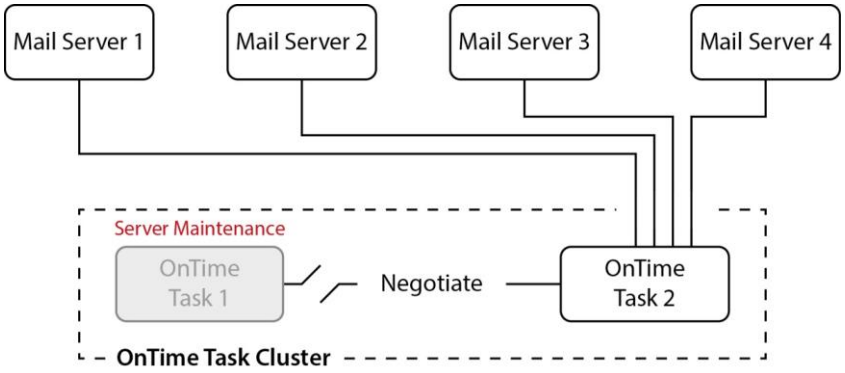
For as long as a clustered OnTime task is not running, other tasks in the same OnTime Cluster will take over synchronisation of its Domino mail-servers until the task is again operational.



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.

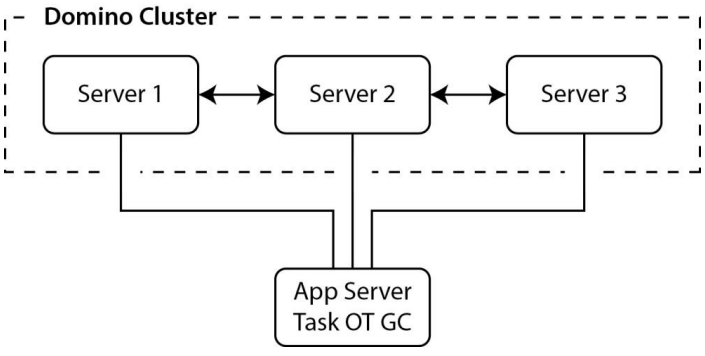


To see the mail-servers monitored by an OnTime task-cluster task issue “show task only” from the domino console on the application server that hosts the OnTime task.

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.

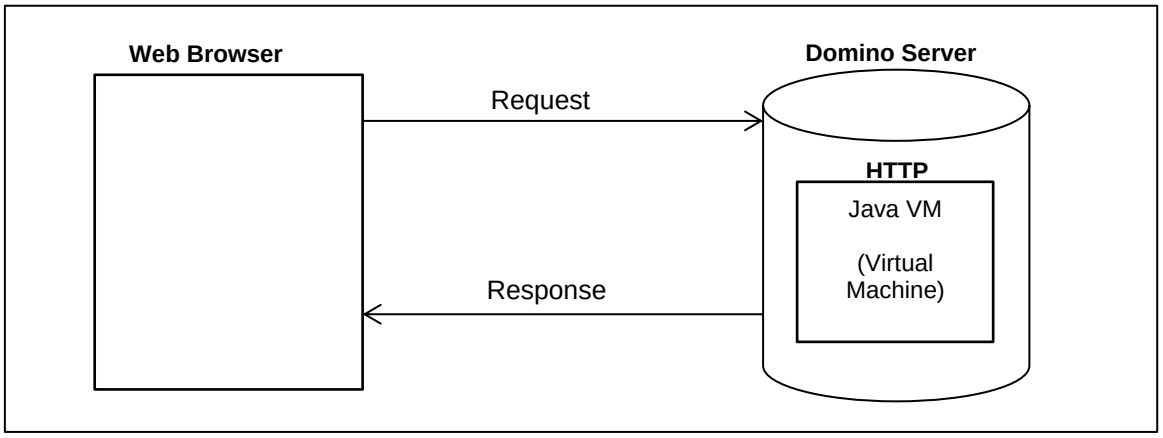
The OnTime task synchronises calendars on servers marked as monitored by the synchronisation server in the Server Settings document letting the server specified in the Person- or Database-document in Domino directory be the primary source server for synchronisation.



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.

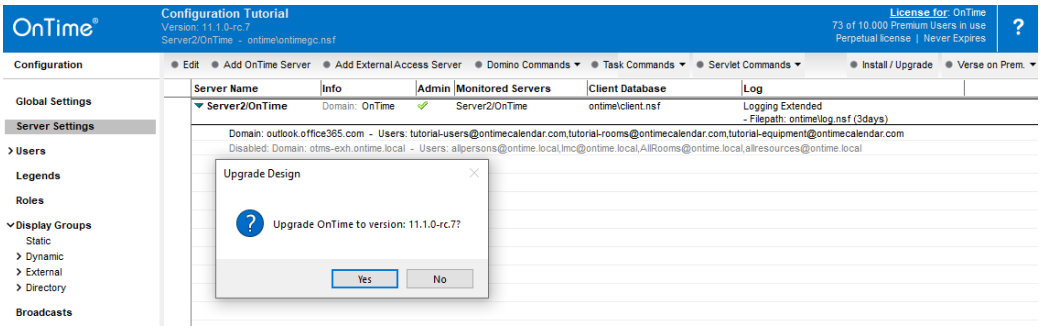
Installing OnTime Domino Servlet

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.



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

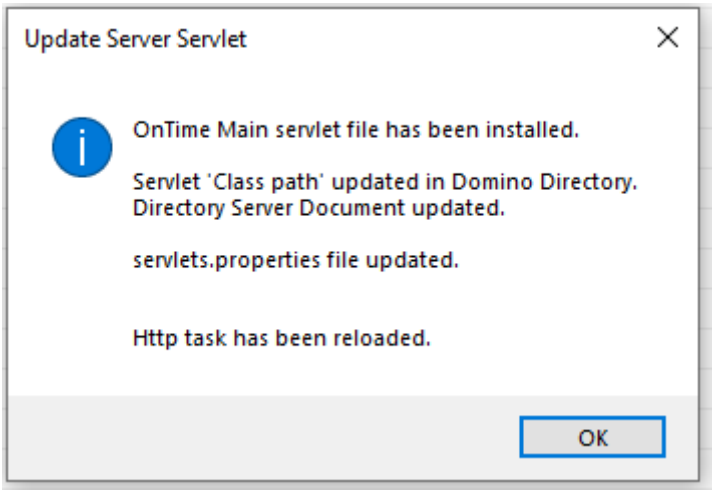
2. **Main Servlet** - must be selected for the base OnTime functions. The Exchange Servlet is described in the OnTime manuals for this configuration.

   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.



Manual Installation

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

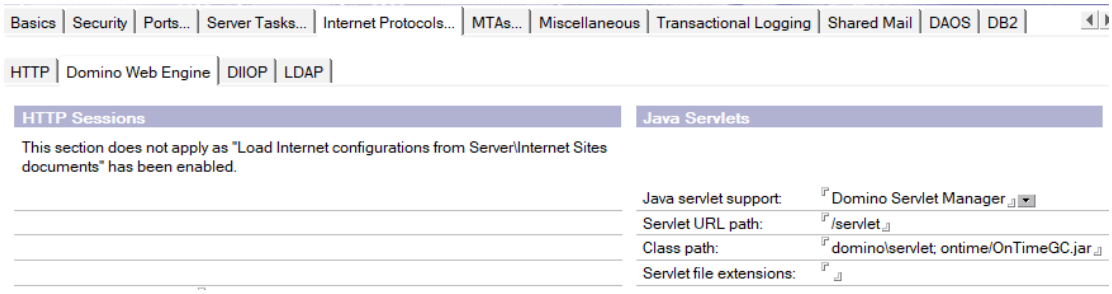
Note: If running on Linux, beware of casing in files and folders.

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.



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

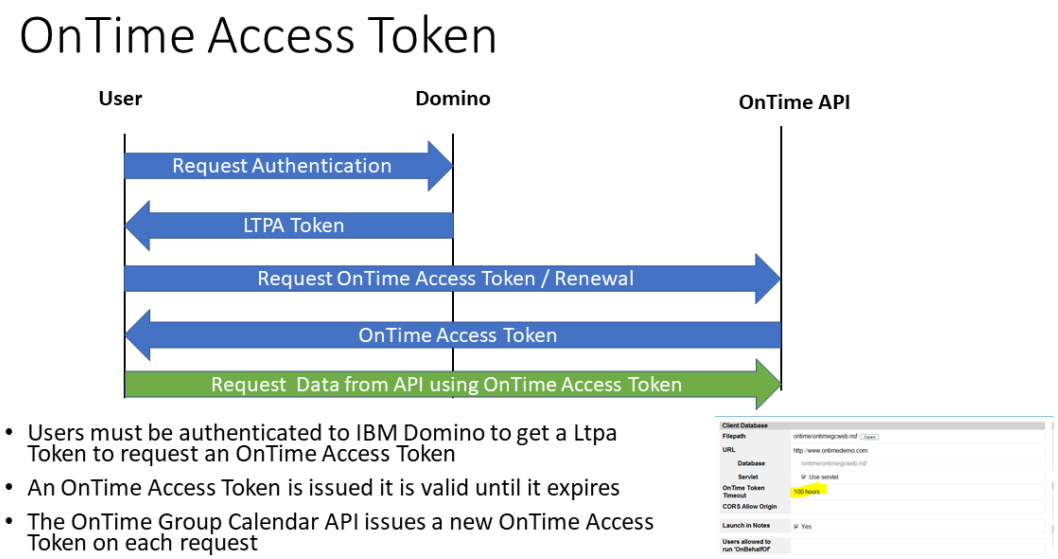
1. Find the Servlet in the Servlet folder of the OnTime Release files.
2. Replace the OnTimeGC.jar file on the Domino Server.
3. **Restart the HTTP Task**
   The new servlet can be activated by running a “Tell HTTP Restart” on the server console.

Troubleshooting of the servlet

Example:
http://demo.ontimesuite.com/servlet/ontimegc should return the text – ‘OK’.

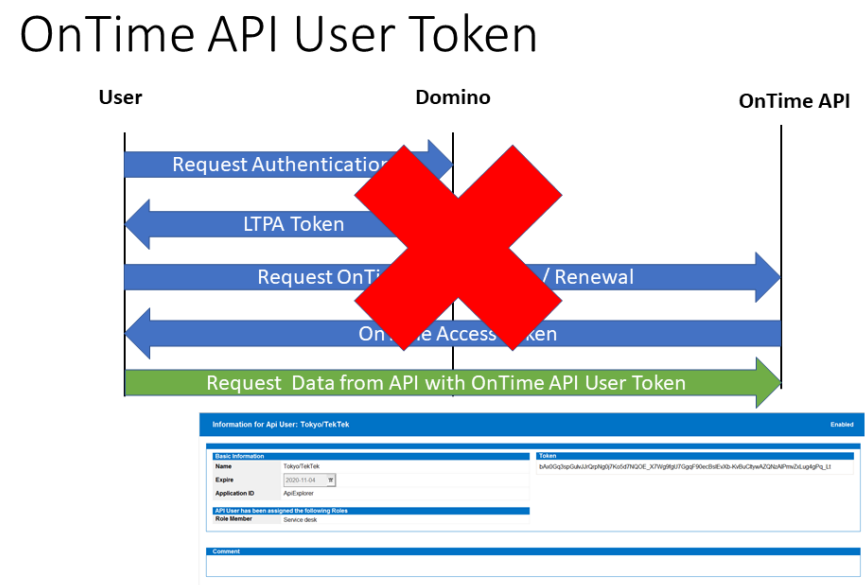
Appendix F - OnTime Access Token protocol

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



- Users must be authenticated to IBM Domino to get a Ltpa Token to request an OnTime Access Token
- An OnTime Access Token is issued it is valid until it expires
- 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'.



For the creation of an API user, refer to **Open the mobile** `client with an existing Entry Selected`

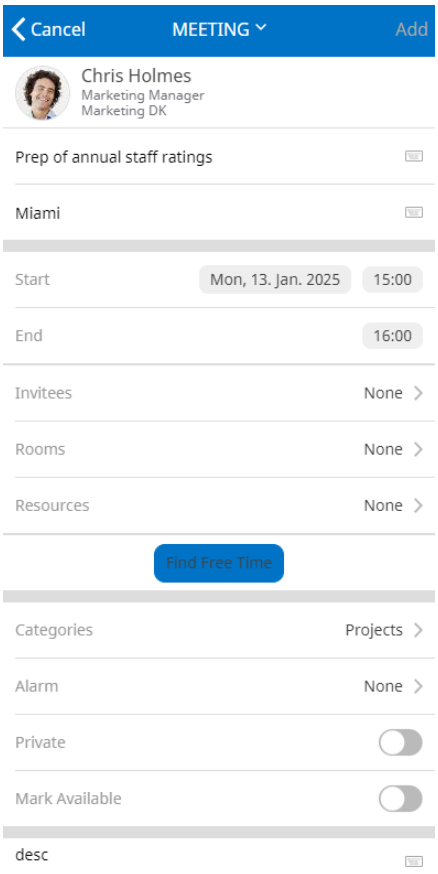
Example:
https://otmsdemo.intravision.dk/ontimegcms/mobile? openitem={"Email": "user@user.dk", "EventID" : "<EventID>"}

Open the mobile client creating a new entry

Example:

https://demo.ontimesuite.com/ontime/client.nsf/mobile?open&newitem={"required":["bh@ontimecalendar.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)



Appendix G – OnTime Roles

Rooms and Resources, Case 1

- No restrictions on room

Notes Access List (everything in this table assumes the user has "No Access" in the Rooms and Resources database ACL)		Case 1					
		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

Notes Access List (everything in this table assumes the user has "No Access" in the Rooms and Resources database ACL)		Case 2							
		no roles	View Schedule Information	Read entries details	Create and Edit own entries	Change Out of Office	Create Edit and Delete entries	Restricted View Schedule Information (Through "Restricted role" in OnTime)	Restricted Read entries details (Through "Restricted role" in OnTime)
		NEVER ACCESS						BUSYTIMER	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 this table assumes the user has "No Access" in the Rooms and Resources database ACL)		Case 3					
		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 not enabled

Notes Access List (everything in this table assumes the user has "No Access" in the Rooms and Resources database ACL)		Case 4					
		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
```

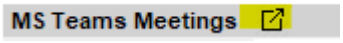
This .ini setting causes any new "Private" entry to display in the R&R database as:

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

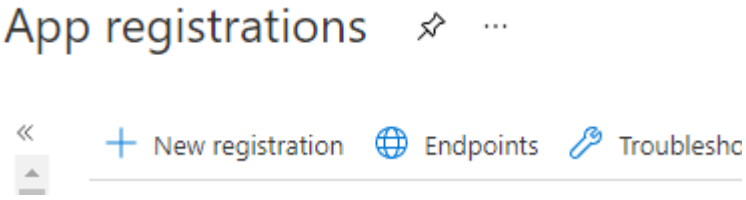
Appendix I – MS Teams Online Meetings registration

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

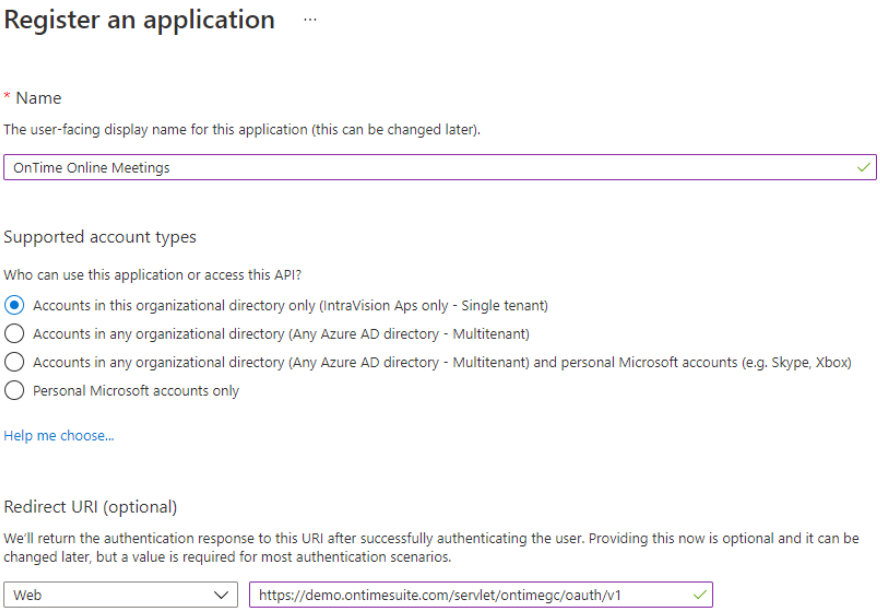
Or use the button in OnTime Global settings



that will go directly to “App registrations”.



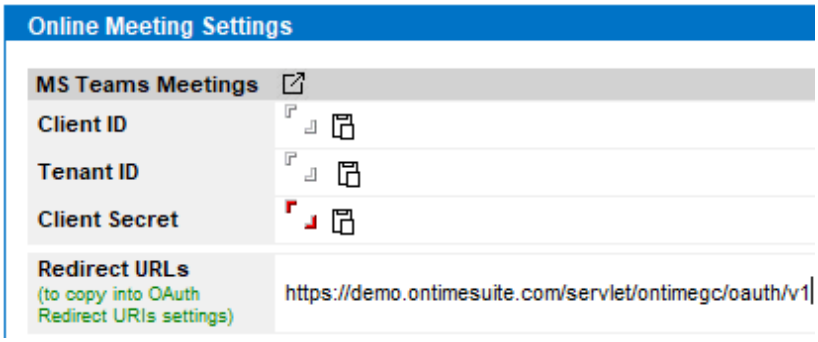
Click “+ New registration”.



Enter a Name.

Select “Accounts in this organizational directory only”.

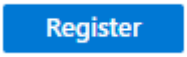
From the OnTime/Global Settings/Online Meeting settings page



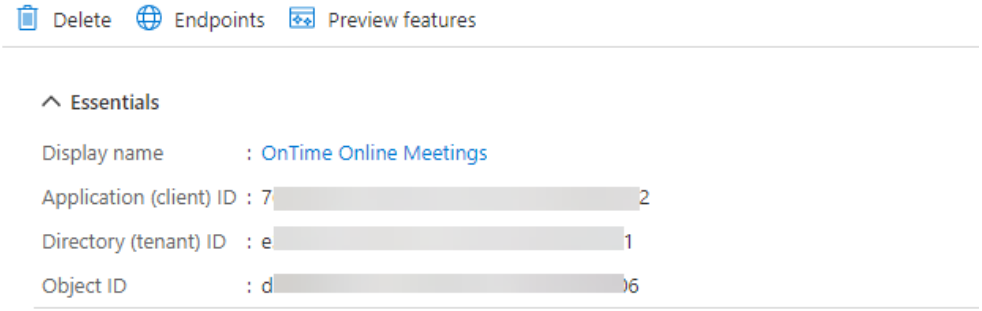
Redirect URI - Copy from 'OnTime Global settings'. (if multiple servers select one).

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

Click



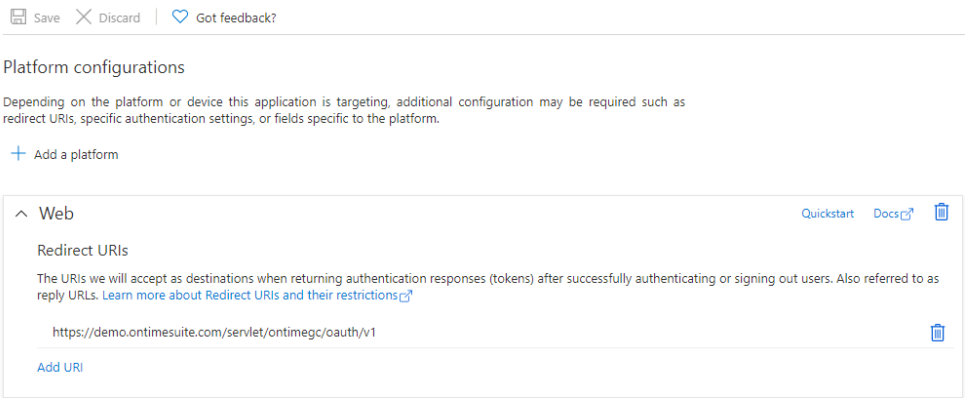
The next page will show the IDs for your new registration.



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

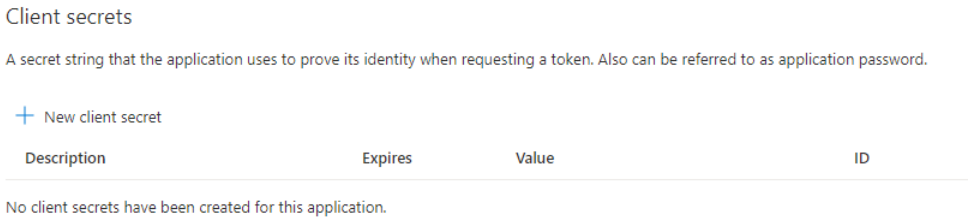
PS: Due to a change in the MS page the copy / paste to OnTime 7.8.x may add an extra blank character at the end of the string – please verify. It will be handled in future versions.

Click Authentication:

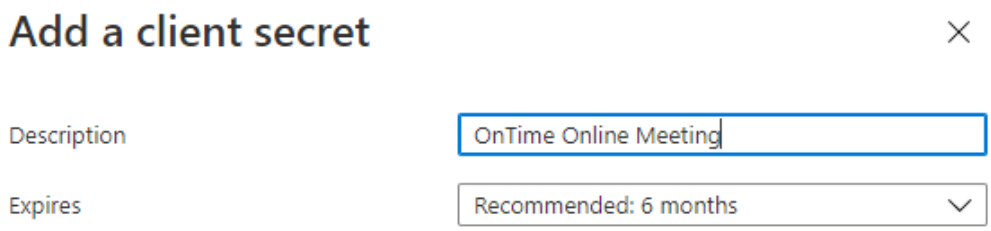


In the 'Platform configurations' page - if multiple OnTime servers, add URI for each server, and remember to 'Save'.

Click 'Certificates & secrets'



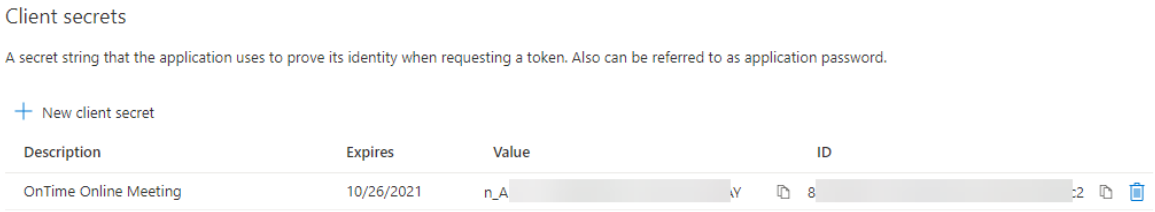
Click '+ New client secret'.



Enter a description and select an Expiration.

Attention: The administrator needs to register a new 'Client secret' after the expiry.

Click 'Add'

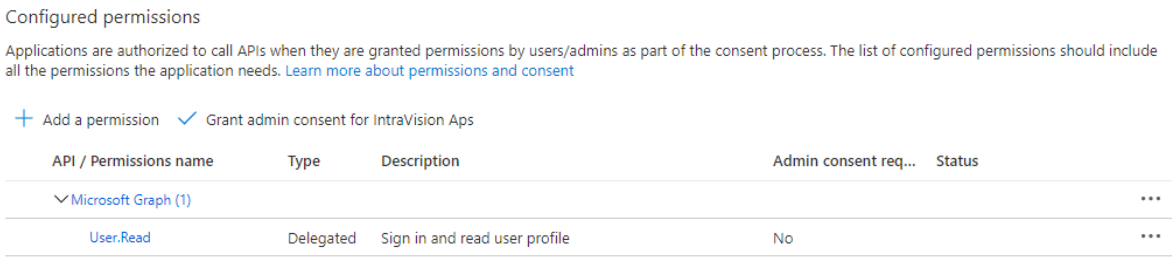


Copy the 'Value' (not the ID) to OnTime Global settings (buttons to Copy and Paste).

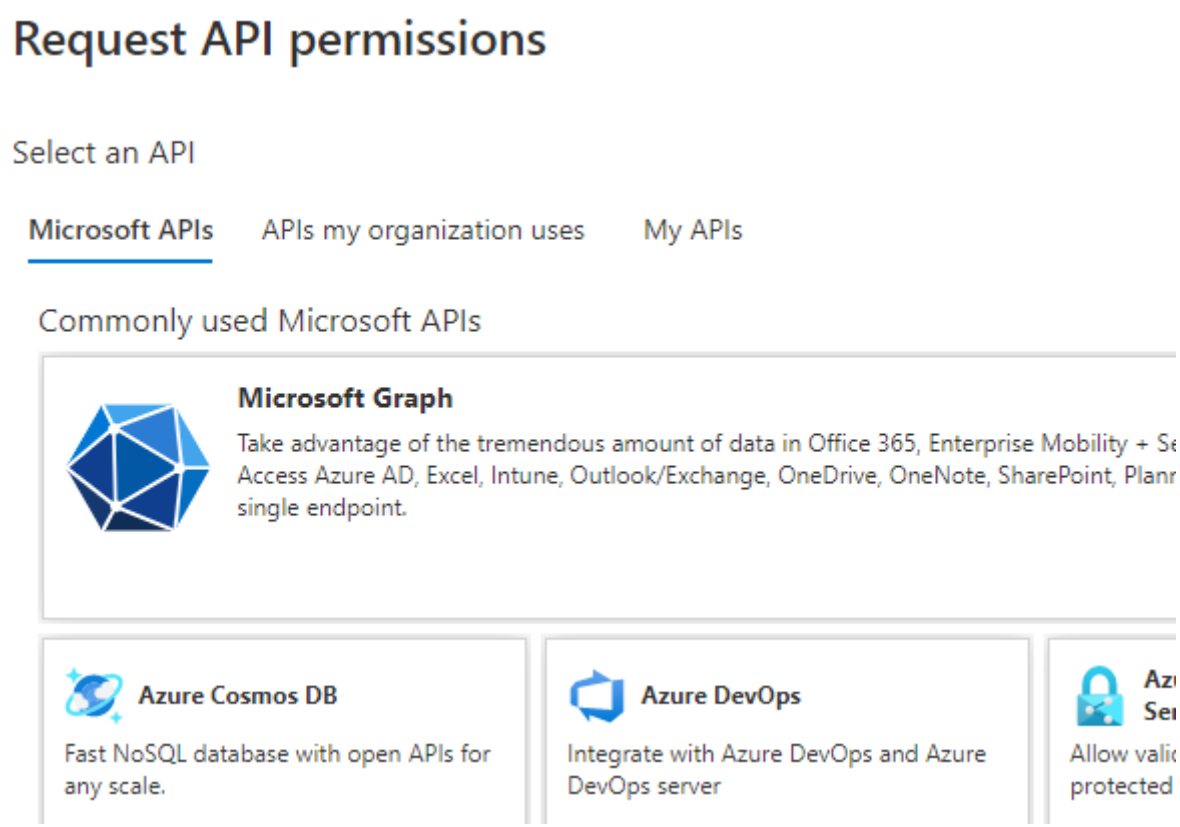
Attention: The value is ONLY visible and available to copy now. If you come back to this page later you do not have the option to see it and copy again, so make sure to make copy now and perhaps save it somewhere safe if you need it.

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

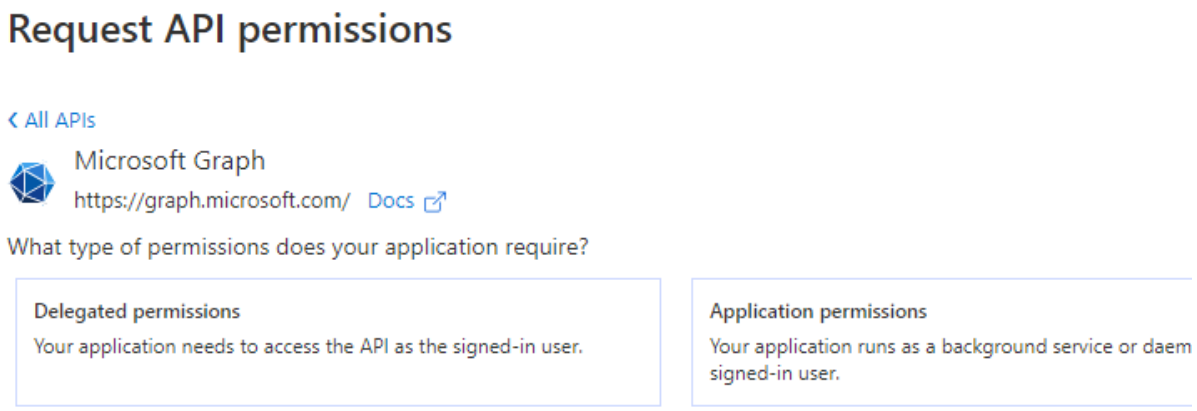
Click 'API Permissions'



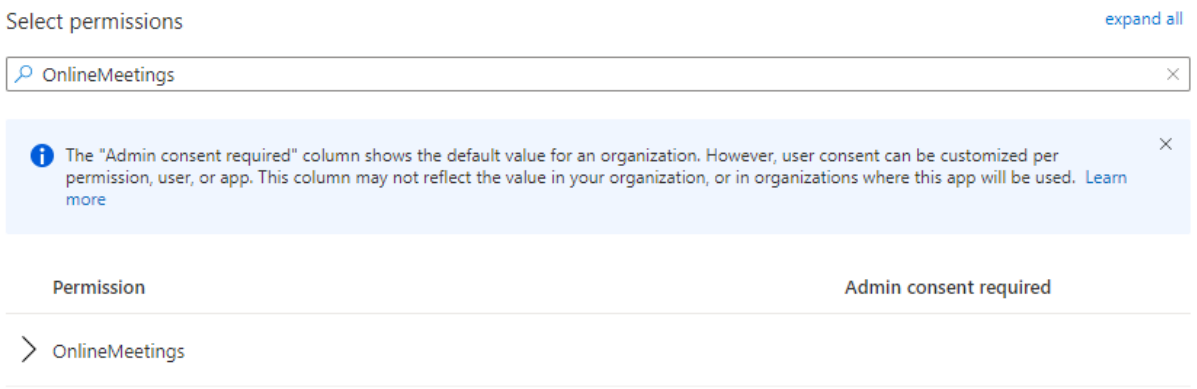
Click ' Add a permission'



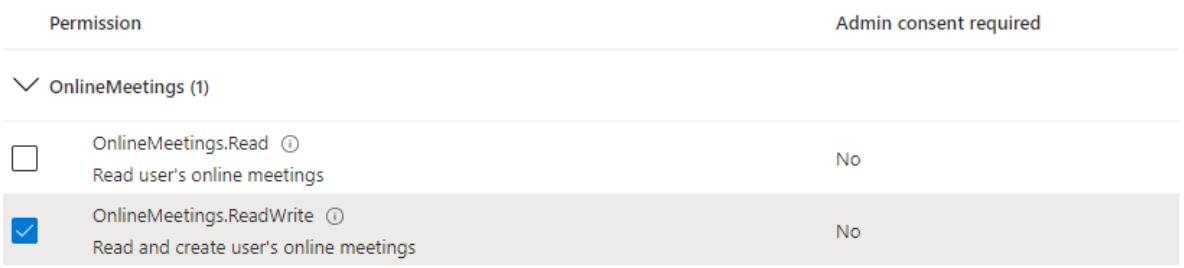
Click 'Microsoft Graph'



Click 'Delegated Permissions'

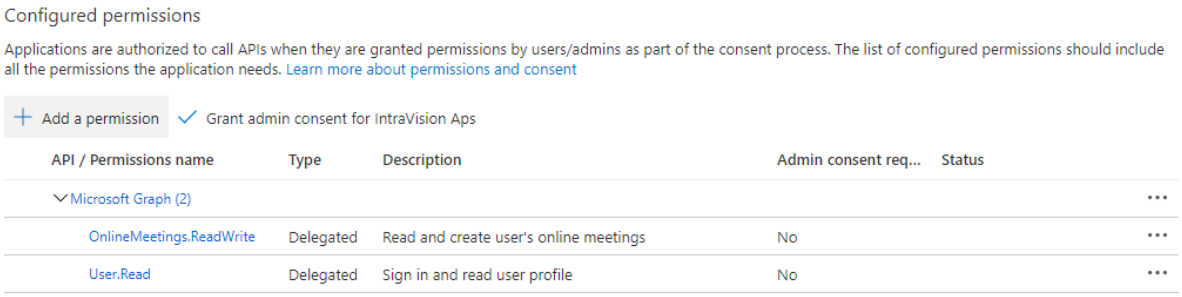


Search for “OnlineMeetings”



Select “OnlineMeetings.ReadWrite”.

Click 'Add permissions'



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.

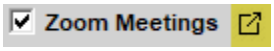
End of MS Teams Meeting registration in Azure for OnTime.

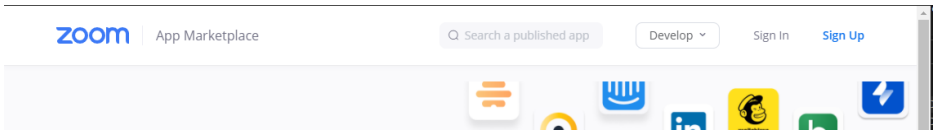
Note: It is a requirement that the Domino server is setup for https with a certificate publicly trusted - and access out into the Internet is open for port 443.

Appendix J – Zoom Online Meetings registration

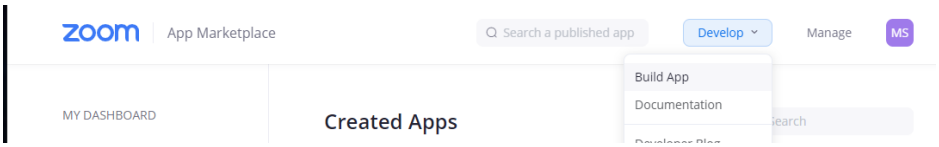
Go to the page https://marketplace.zoom.us/

Or use the button in OnTime Global settings

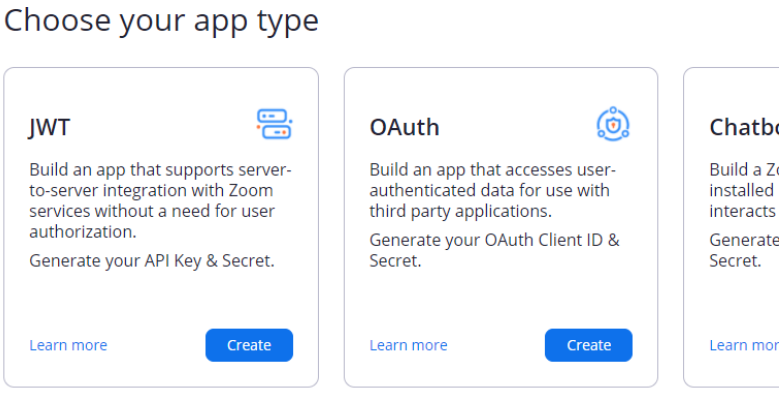




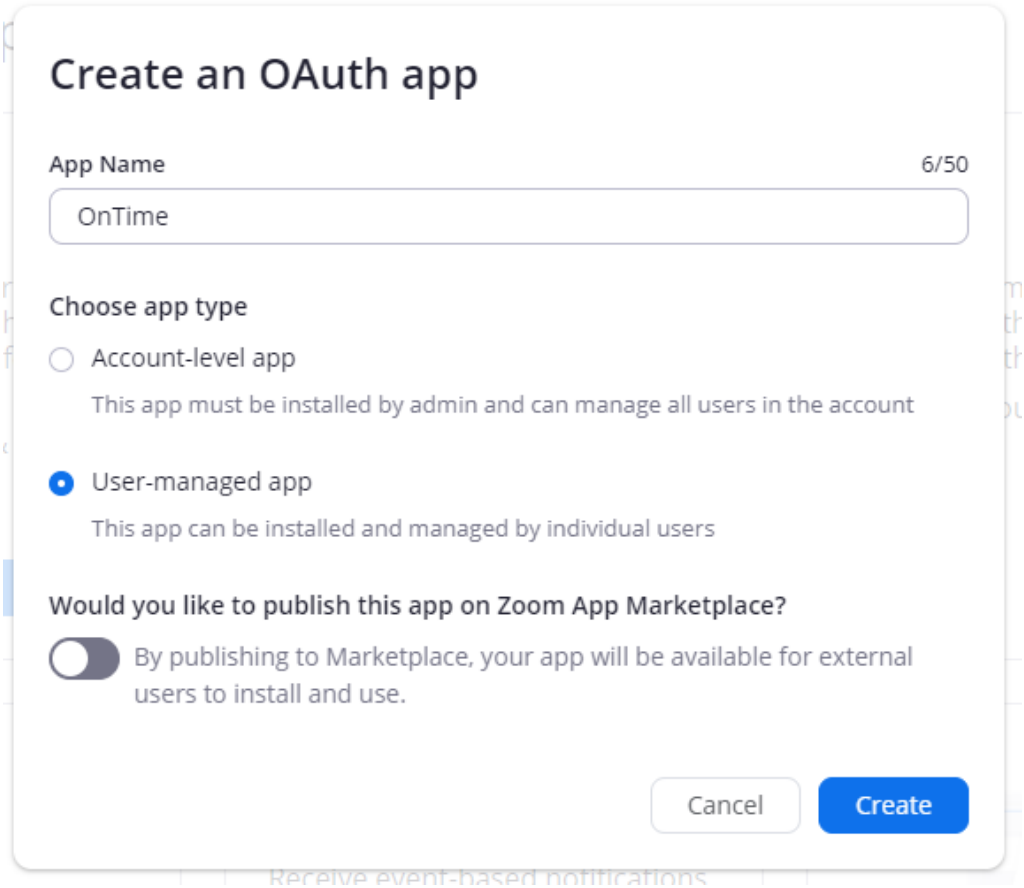
Click 'Sign in' and enter credentials.



Click 'Develop' – 'View App Types'



Click 'OAuth – Create'



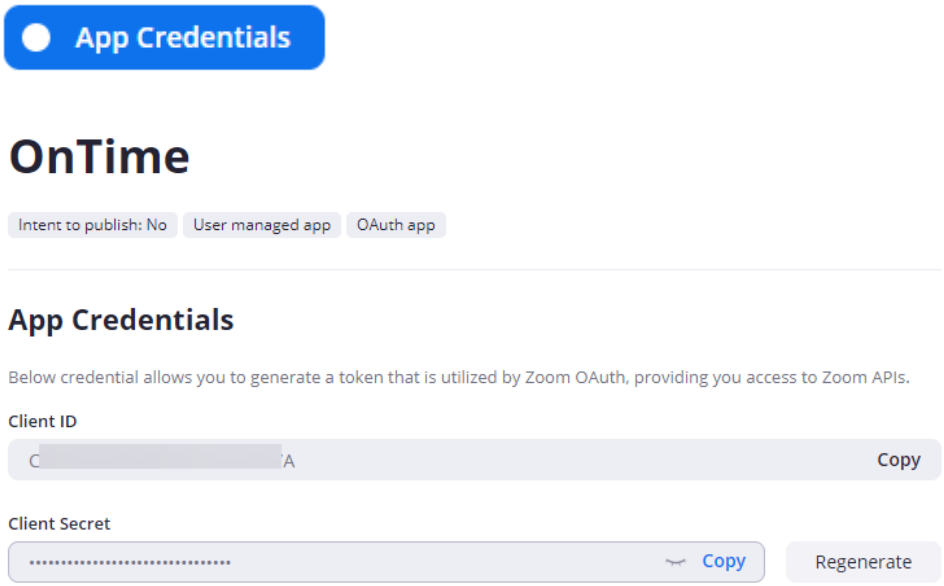
Enter App Name: OnTime (can be any name)

Click 'User-managed app'

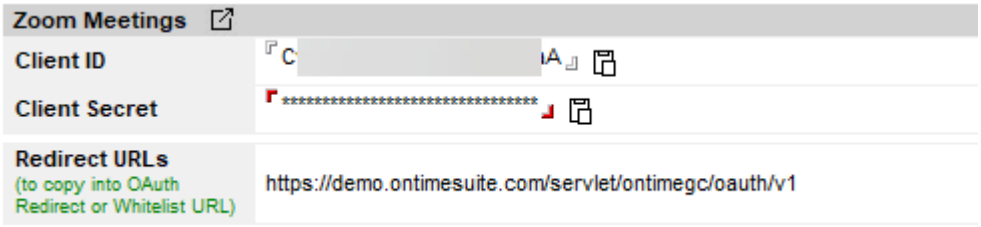
Disable: Publish this app to Zoom App Marketplace

Click 'Create'

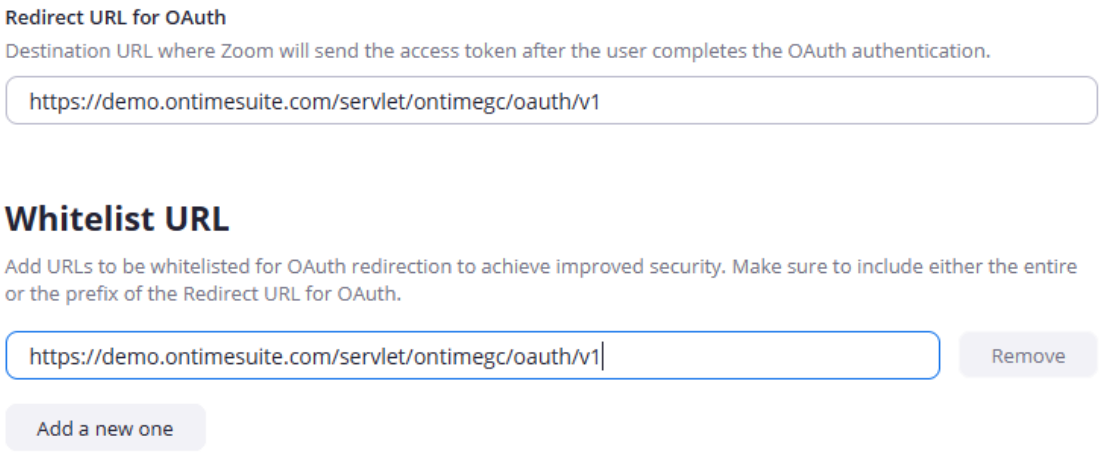
The page:



In OnTime 'Global Settings':



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

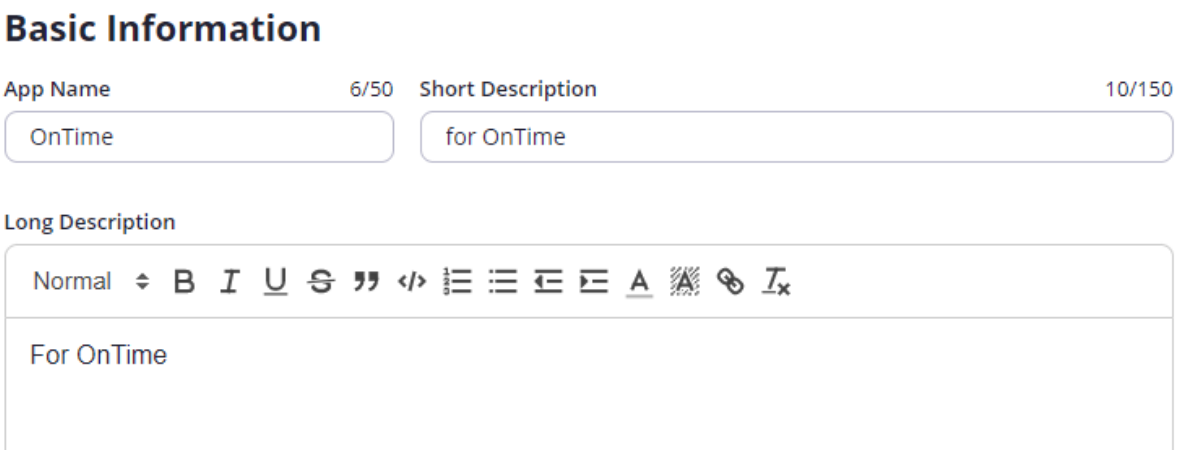


Insert the Redirect URL from 'OnTime Meetings Settings' in both “Redirect URL for OAuth” and “Whitelist URL”.

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

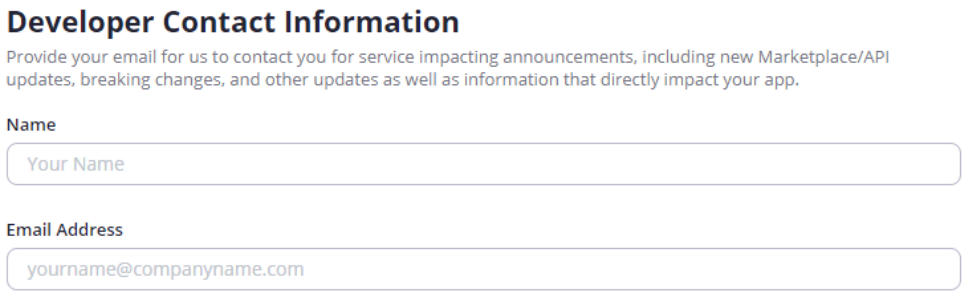
If multi OnTime servers insert all the servers in “Whitelist URL”.

Click 'Continue'



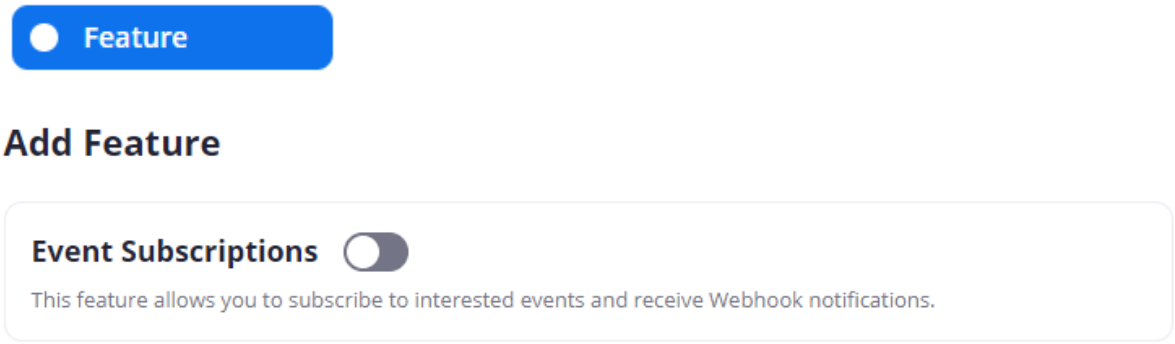
The fields are mandatory, so please fill in some text.

At the bottom of the page:



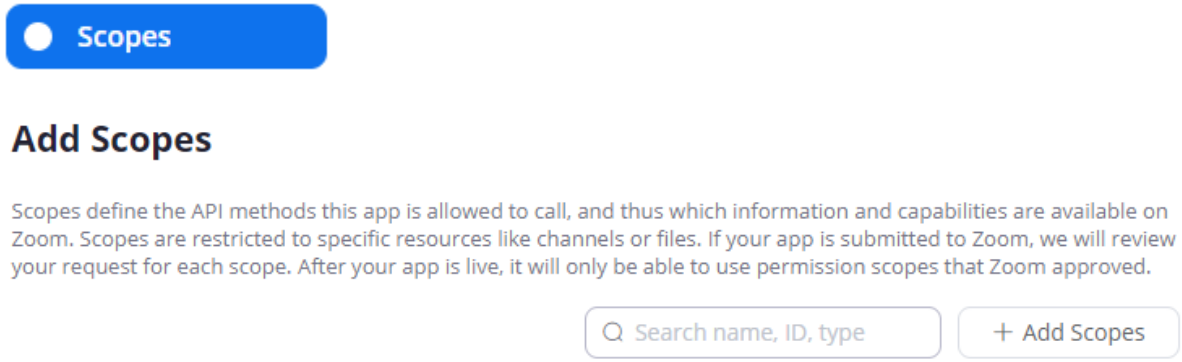
Fields are mandatory, so please fill in some data.

Click 'Continue'

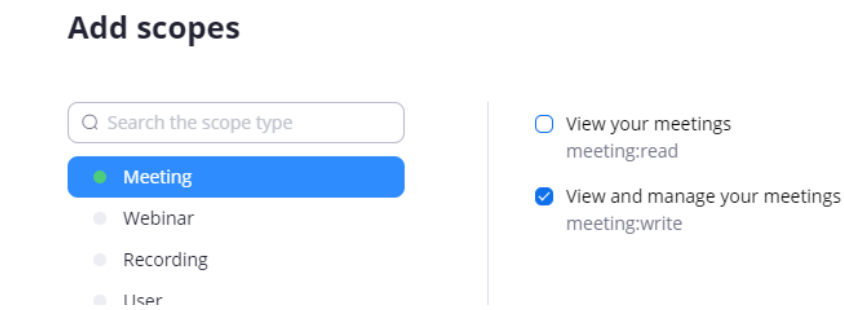


Leave “disabled”.

Click 'Continue'



Click '+ Add Scopes'.



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

Click ‘User’
Select ‘View your user information’

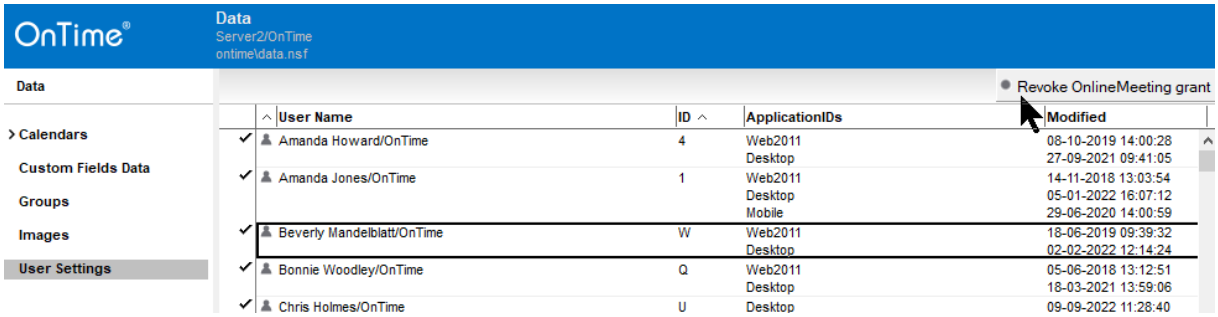
Click 'Chat'
Select 'View current user's chat contact information'

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

Click 'Done'

Click 'Continue'

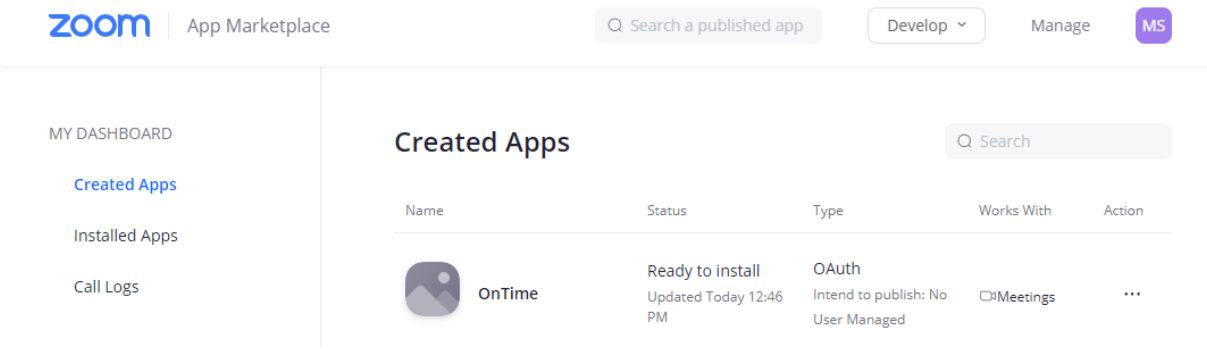
Note: The use of the Scope ‘User’ is new in OnTime version 8.3.
If you upgrade from an older version of OnTime, please open the OnTime ‘Data’ database, select the View ‘User Settings’, press the keys (Ctrl + ‘a’) to select all OnTime Users, and click the button ‘Revoke OnlineMeeting grant’.



Activation

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.



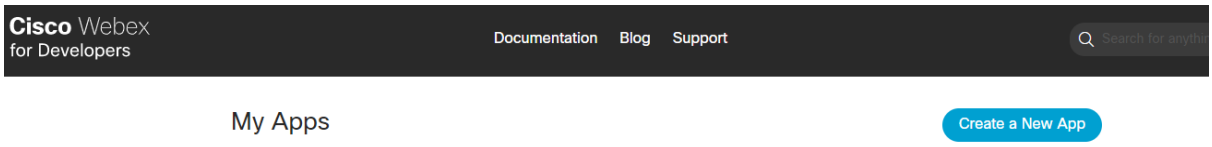
End of Zoom Online Meeting registration for OnTime.

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.

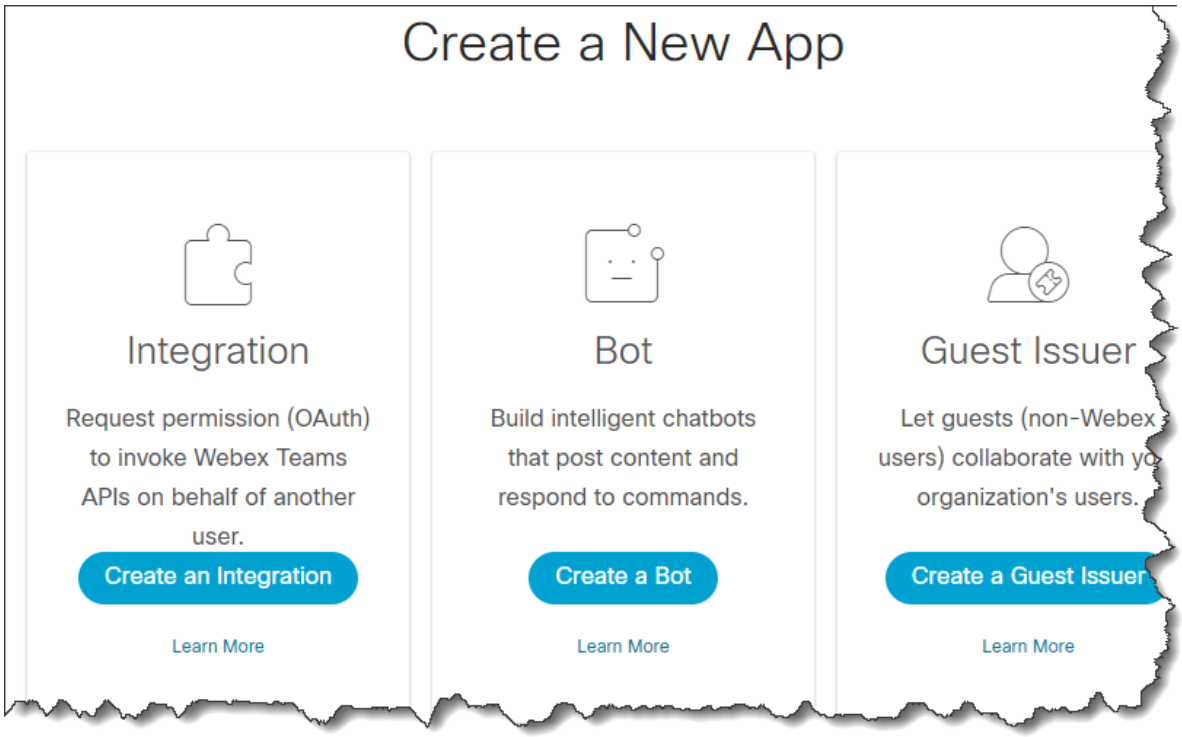
Appendix K - Webex Online Meetings registration

Sign in to https://webex.com

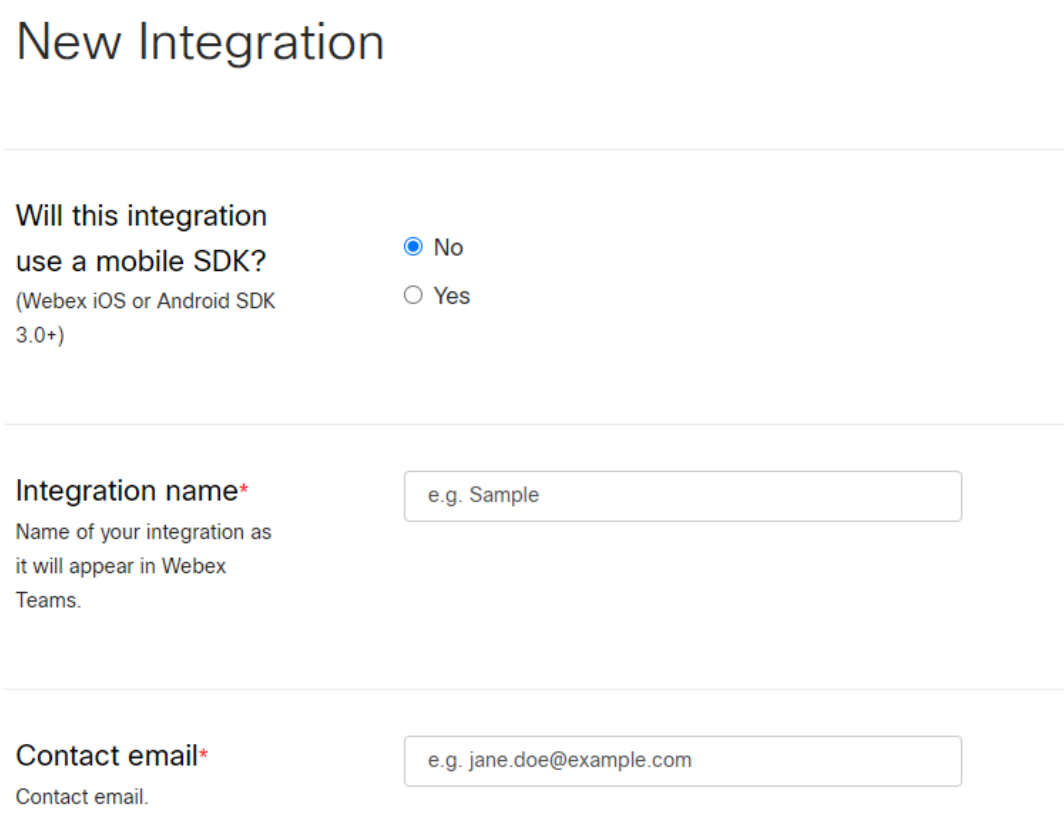
Or use the button in OnTime Global settings



Select "Create a New App"



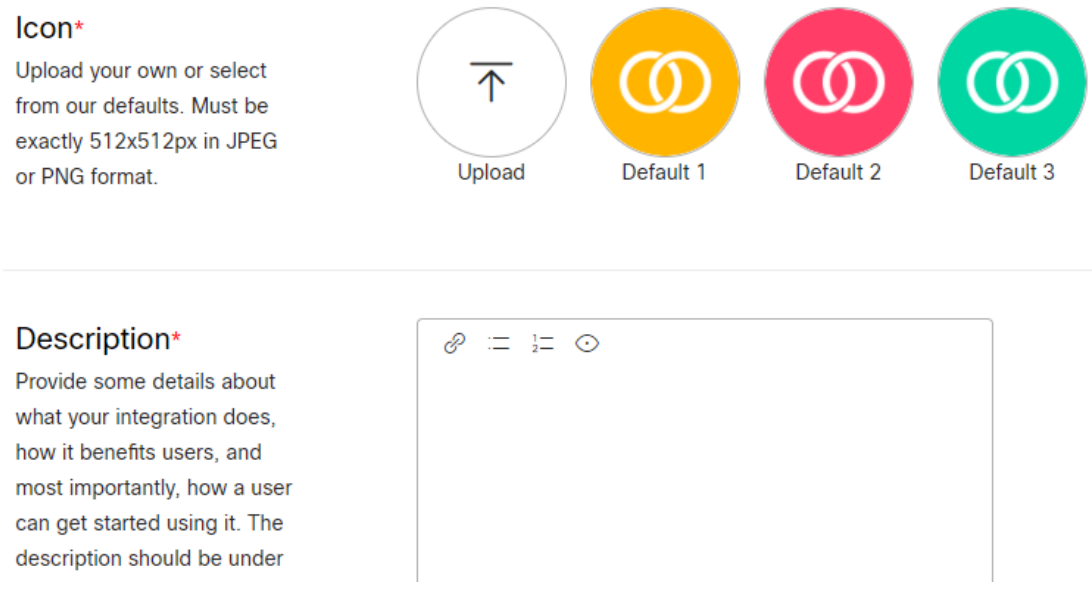
Select "Create an Integration"



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

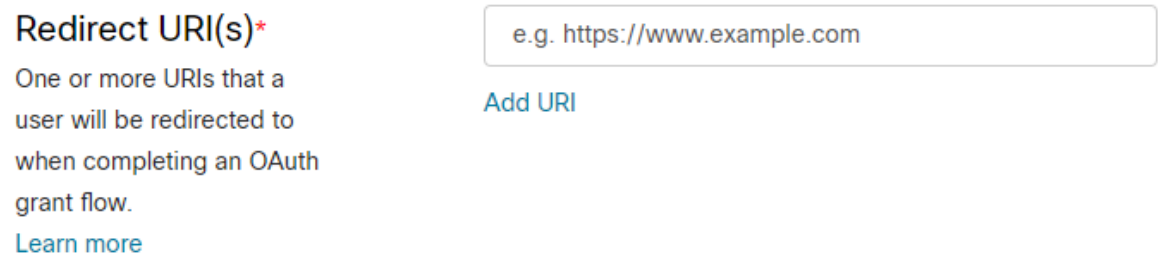
Enter any name into "Integration Name" - ex. "OnTime Online Meeting"

Enter a Contact email

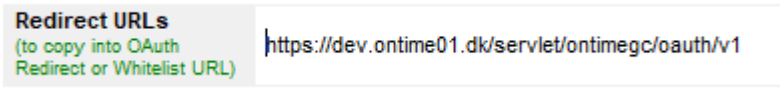


Select an Icon -Any will work.

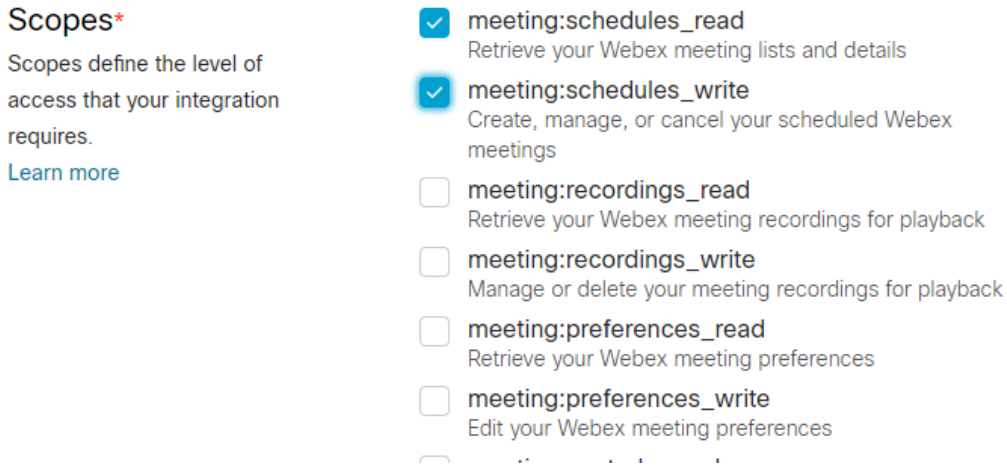
Enter a short description – Ex. OnTime Online Meeting



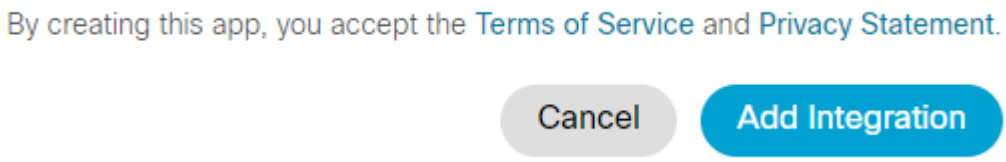
Enter the first Redirect URL – you can copy from Global Settings document



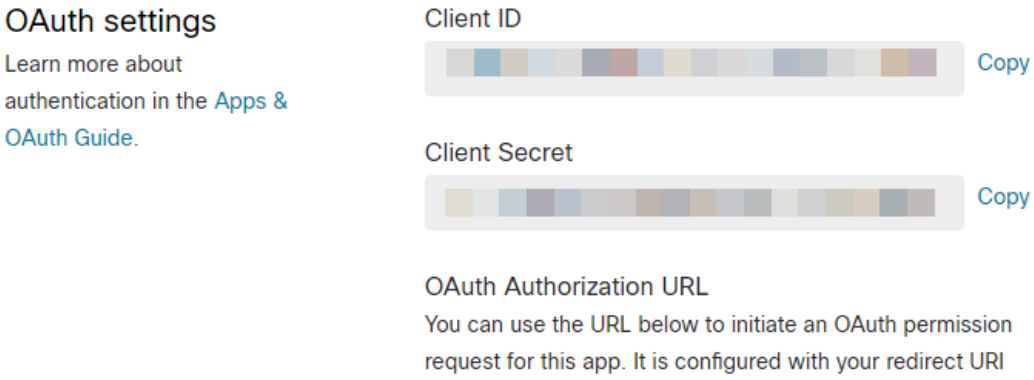
If you have multiple servers, please add all server url's in the "Redirect URL(s)" fields.



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



Click "Add Integration"



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

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.

Appendix L - Manual installation/upgrade of OnTime

Templates

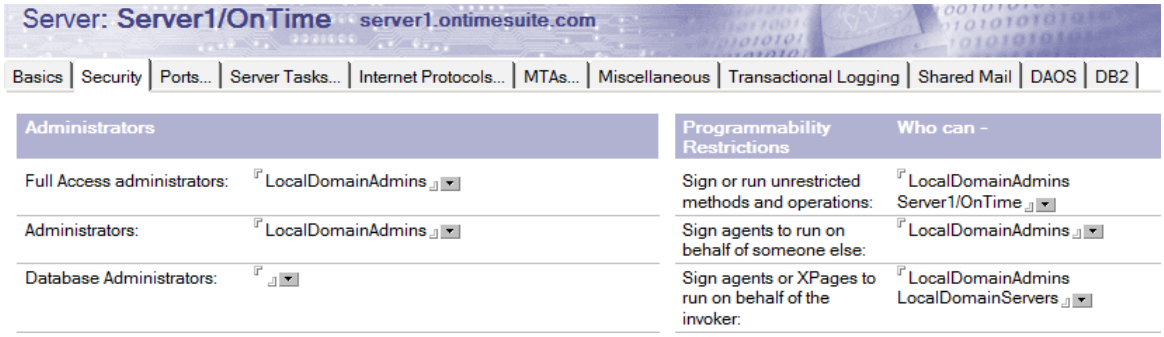
Please make sure that you have received all the files listed below before starting your installation process.

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

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’.



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:	
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	- Template for the Config database
data.ntf	- 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.

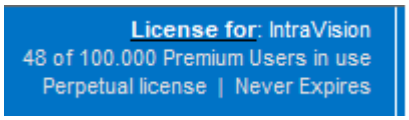
For ACL please refer to **Appendix A – ACL Setup**

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.



Click the link 'License for'.
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.

Enter License Key

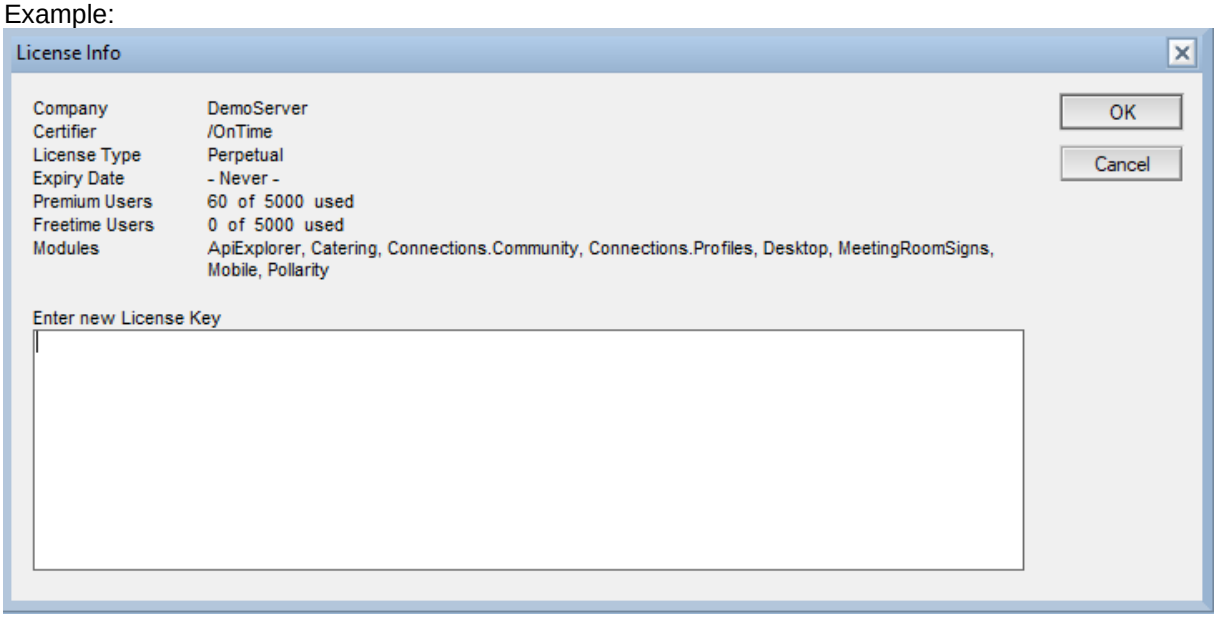
An alternative to the link above, you may click Actions from the Notes menu – and choose Enter License Key

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':

Example:



5. The Global Settings document

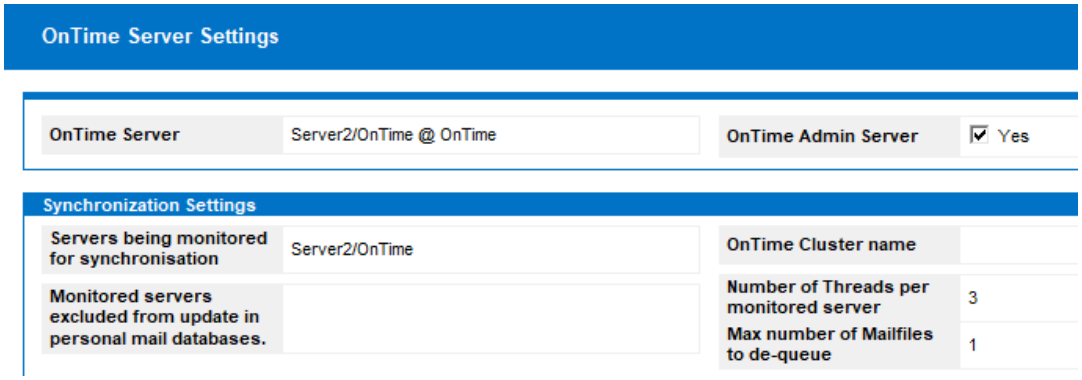
Open the OnTime Configuration database and Click [**Global Settings**] to open the Global Settings document.

Please refer to **Global Settings** for detailed information about how to configure the Global Settings document.

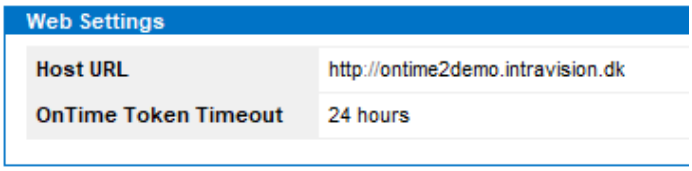
Note: Saving the document is important for later synchronisation, even if no changes were made.

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**].



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.



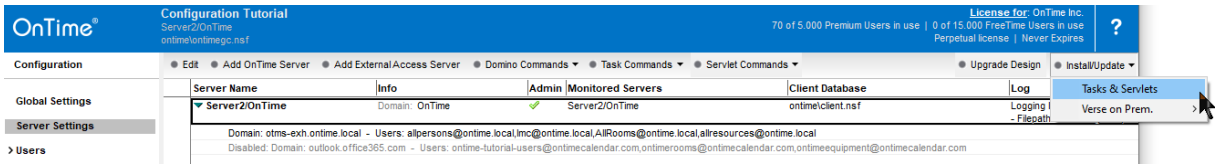
Please refer to

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.



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’.

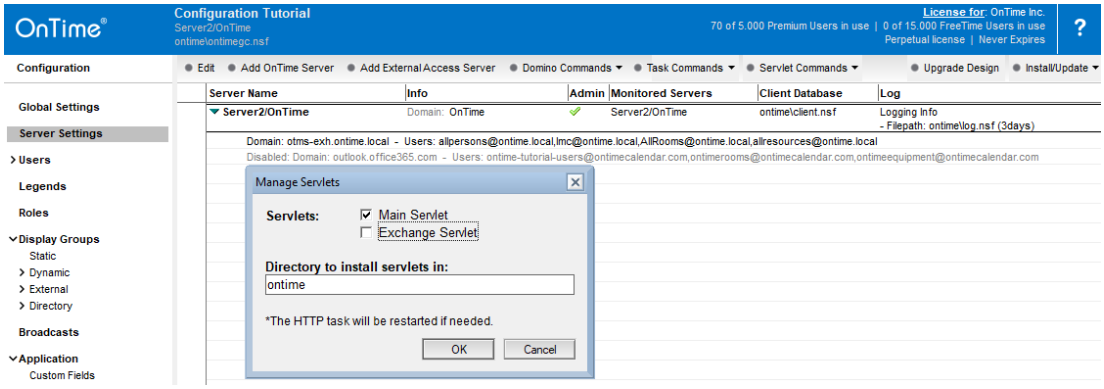
If you have Domino mail servers 'monitored for synchronisation' as 'non-OnTime' servers, you will have to install the UFT task manually at these servers. You will find an executable 'nontimeuft.exe' in the folder Tasks/Windows64 of the OnTime distribution package. Copy the nontimeuft.exe file to the '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 **https://www.ontimesuite.com/freetime**

OnTime Servlets



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

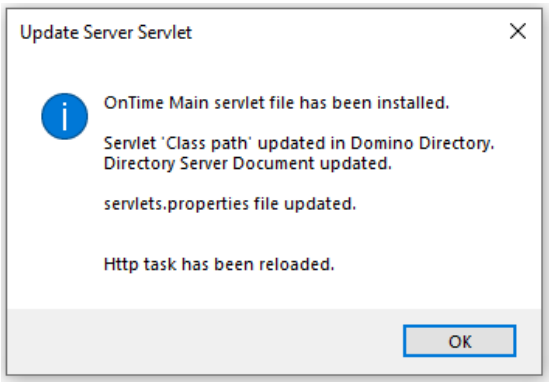
Choose the Directory where to install the servlet.
Default directory suggested is the directory where the OnTime Config database is located.
Our recommendation is to add it to this directory since it makes it easier to maintain OnTime files and databases.

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.

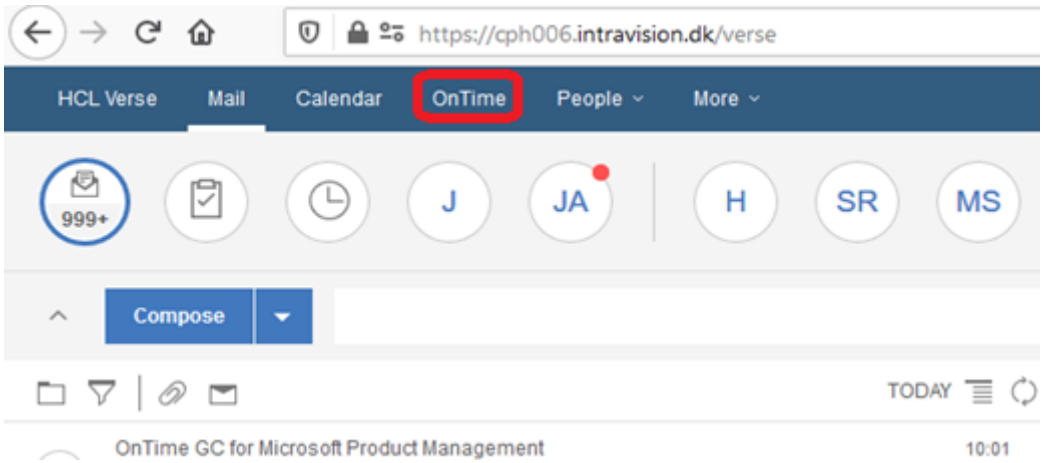
Note: If Domino is running on Linux, beware of casing in files and folders.
For more details, ref. to **Appendix E – OnTime Domino Servlet**

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

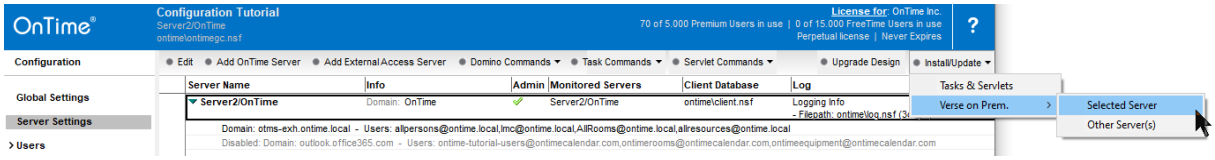


8. Verse

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



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



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

The '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).

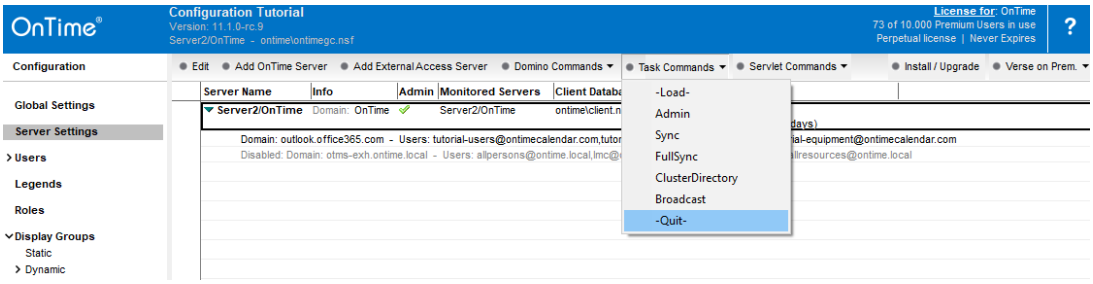
!!! Do NOT upgrade from OnTime 9.x.x Classic to the newest OnTime version!!!

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-**].



   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**

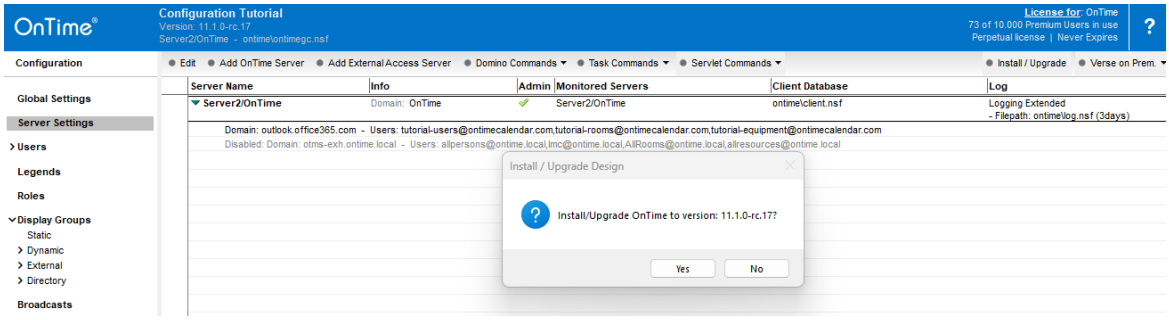
   If you have followed our recommendation and placed the template files in an ‘OnTime’ folder, please replace these files. If you have placed them in another folder or in the root of the Domino Data directory remember to specify this in the [**Global Configuration**] document.

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**.

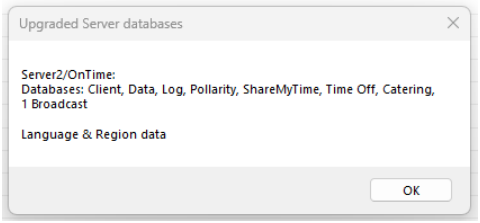
6. **In the Server Settings – click “Install/Upgrade”**



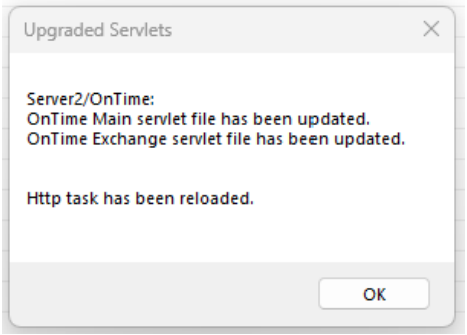
Verify that you see the expected version of templates in the pop-up box.

Click “Yes” to upgrade

The Pollarity and Catering databases are optional modules in OnTime.



Click ‘OK’.



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

Click ‘OK’.

7. **Validate Global Settings and all Server Settings documents**

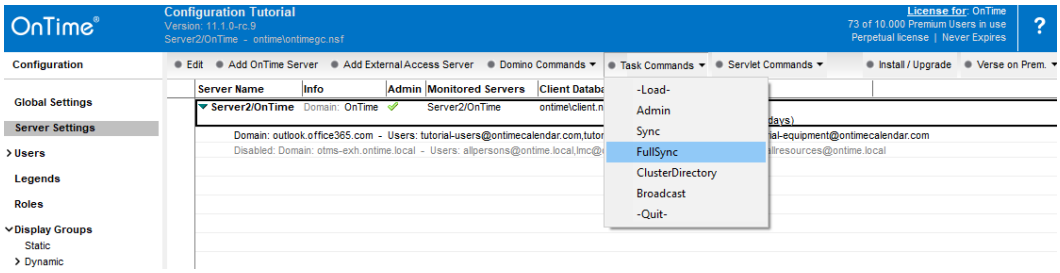
   As the design may have changed in OnTime it is recommended that the OnTime administrator **checks** and **re-saves** both the Global Configuration and Server Settings documents

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

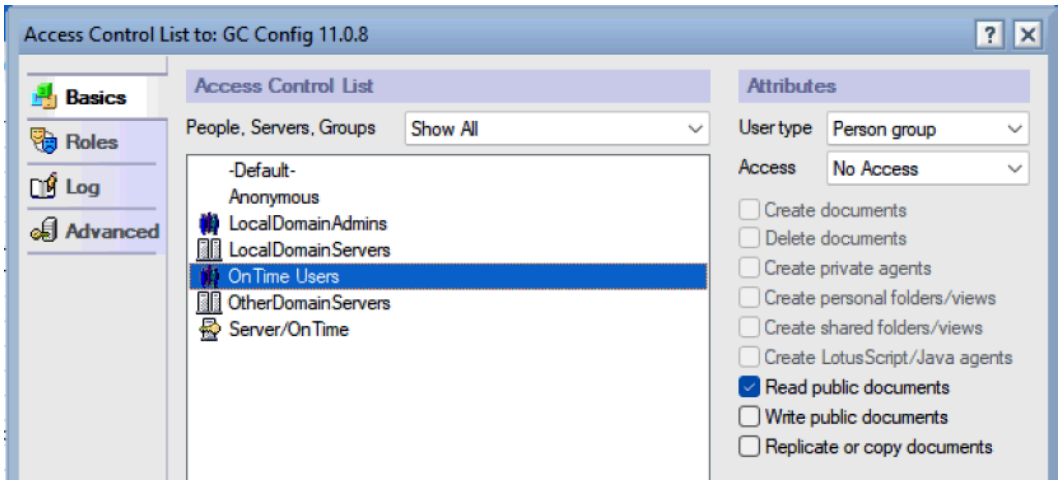
   For each server document in the Server Settings view
   – click the document and use the button “Install/Update”.

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



OnTime Config database review

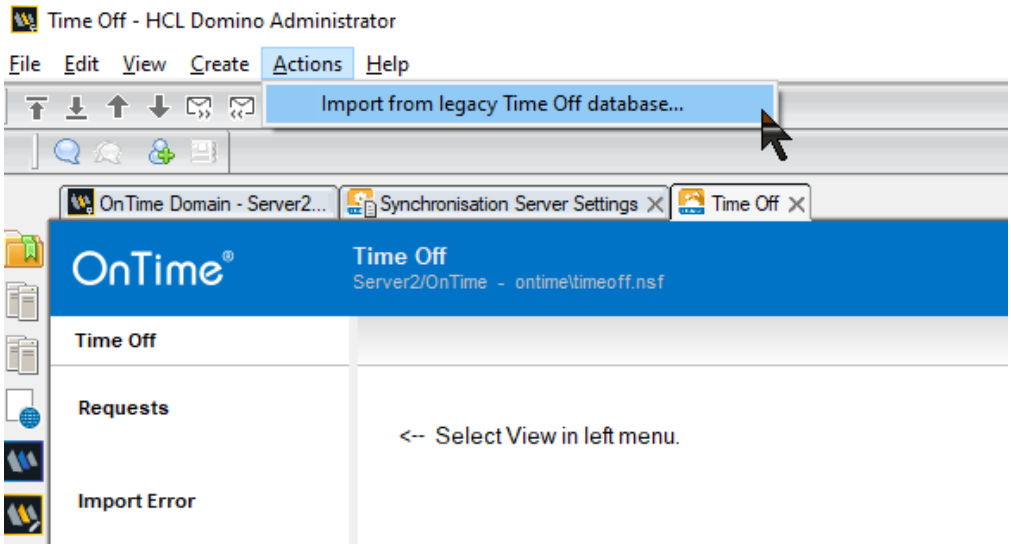
After upgrade review the ACL settings for ontimegc.nsf.
The ACL setting for OnTime users should be changed from “Reader” to “No access” with “Read public documents” selected.



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'.



Broadcast database

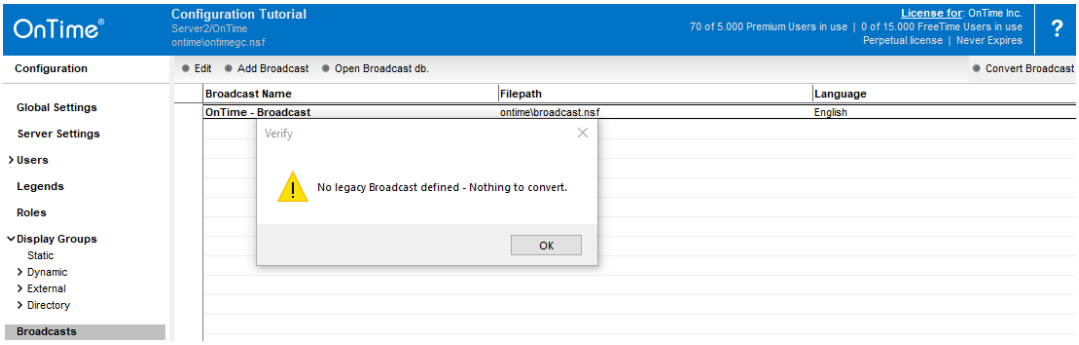
Only necessary if you are upgrading from OnTime versions earlier than 3.8.0

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.



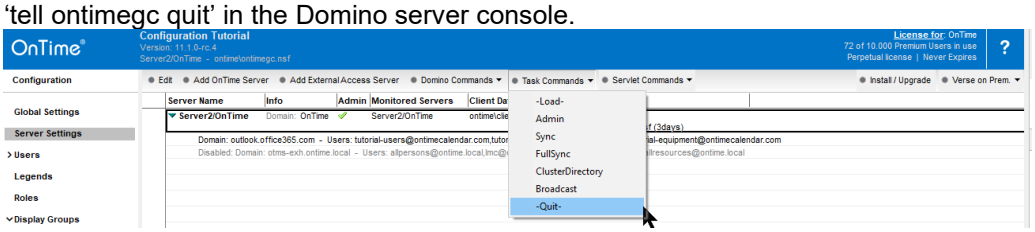
Upgrading to OnTime 8.3 and onwards

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

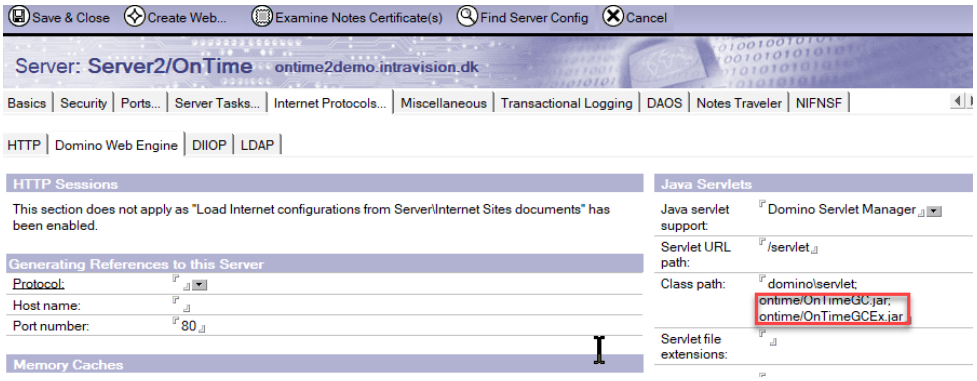
If you decide to uninstall OnTime for Domino – you might have installed OnTime for Microsoft – here is the steps:

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.



2. 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.



   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