

Group Calendar for Domino

Quick install manual

Version 11.2.x

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About OnTime[®]

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

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

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

This Quick Install guide is the fast track to installing or upgrading OnTime. The guide works for both the Freemium version and the Premium version. The guide is primarily targeted at single server installs.

For a full overview of features, see the section 'Compare features', at <u>https://www.ontimesuite.com</u>

You will find all the OnTime manuals at https://www.ontimesuite.com



Preparing the new OnTime installation

System requirements

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

	Domino 9.0.1	Domino 10	Domino 11	Domino 12	Domino
	FP 10	(all	(all versions)	(all	14
	(minimum)	versions)		versions)	(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 to run
- The Domino mail servers from which OnTime collects and synchronises data can be any of the Domino supported operating systems. OnTime supports Domino version 9.x or higher on the mail servers.
- To support Mime conversion from the Notes mail body text, we do not allow the Notes mail database property setting 'Don't allow URL open' checked.







Web Desktop interface – Supported internet browsers

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

For the desktop user - the following browsers are supported: Please refer to **OnTime Web Desktop**

	Chrome (Latest)	Safari (Latest)	Firefox (Latest)	Edge Chromium (Latest)	Internet Explorer 11 (Latest)
Windows	Supported	N/A	Supported	Supported	Not supported
macOS	Supported	Supported	Supported	Supported	N/A

Web Mobile add-on requirements

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

Please refer to OnTime Web Mobile

For the mobile user - the following browsers are supported:

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

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

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



Prerequisites

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

Note about upgrade:

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

Install or Upgrade OnTime

Download the zipped file with OnTime for Domino from:

For a trial version go to: https://www.ontimesuite.com





For a Freemium version go to: <u>https://www.ontimesuite.com</u>

For a version to upgrade your existing Premium version https://www.ontimesuite.com

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

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

Extract the zip-file:

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

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

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

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

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

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





Exe	cution Security Alert	:	? ×	
	Notes Security Alert			
	Notes has been aske on your system. You this action.	d to execute a potentially dangerous action by a progra have not authorized the signer of the program to perform	m n	
	Details			
	Program signed by On	On Time Group Calendar/IntraVision 25-07-2023 16:58:19		
	ls attempting With the action	Access to current database NotesItem.Values		
١	What to Do			
	Allowing this action to continue could damage your system or expose confidential information. Disallowing it could cause the current activity to display incorrectly or not complete.			
	O Do NOT execute t	he action		
	O Execute the action this one time			
	◯ Trust the signer to	execute this action for this Notes session		
	Start trusting the s	igner to execute this action		
		OK More In	nfo	





Next you will see the Welcome screen of the installer:

OnTime®	OnTime® Group Calendar - Installer ver. 11.1.0.rc.16 Local - templonTime@C-11.1.0-rc.16\installer.nsf	Open Log
On ⁻ for D	Time Group Calendar	
	English Deutch	
	日本語	

Click your preferred language.

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

OnTime® OnoTime® Group Calendar - Installer ver. 11.1.0-rc.16 Local - templOnTimeGC-11.1.0-rc.16installer.ns/	O Open Log
OnTime Group Calendar for Domino	
Install Upgrade	
How To ?	



Install

For a new installation of OnTime click 'Install'.

OnTime®	OnTime® Group Calendar - Installer ver. 11.1.0-rc.16 Local - templonTme9C-11.1.0-rc.16/installer.nsf	
	Install	
Server Directory Users	[™] Server2/0nTime ⊒ ■ [™] ontime ⊒ [™] Amanda Jones/OnTime ⊒ ■ [™] user(s) selected	
I accept the 'Terms a described in the linke	d Conditions' as 1 document Continue Product License Terms	
	OK Cancel	\supset

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

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



Upgrade

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

OnTime®	OnTime® Group Calendar - Installer ver. 11.1.0-rc.16 Local - templOnTmeGC-11.1.0-rc.16\installer nsf	
	Upgrade	
Server Directory	^{IP} Server2/0nTime IM	
I accept the 'Terms an described in the linke	Id Conditions' as ☐ Accept <u>OnTime ProductLicense Terms</u> d document	
		OK Cancel

Click 'OK' to initiate an upgrade of OnTime.

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

Execution Security Alert	? ×			
() Notes Security Alert				
Notes has been asked to execute a potentially dangerous action b on your system. You have not authorized the signer of the program this action.	y a program n to perform			
Details				
Program signed by On Time Group Calendar/IntraVision On 25-07-2023 16:58:19				
ls attempting Access to current database With the action NotesItem.Values				
What to Do				
Allowing this action to continue could damage your system or expose confidential information. Disallowing it could cause the current activity to display incorrectly or not complete.				
◯ Do NOT execute the action				
O Execute the action this one time				
\bigcirc Trust the signer to execute this action for this Notes session				
Start trusting the signer to execute this action				
ОК	More Info			





Example of Install Log:

Install Log Remove Templates: OnTime Config: ontime/continego.ntf OnTime Deta: contime/data ntf OnTime Lies: contime/data ntf OnTime Lies: contime/data ntf OnTime State: contime/data ntf OnTime State: contime/data ntf OnTime State: contime/data ntf OnTime State: contime/data: contime/data: contime/contine.contf Replicate OnTime Config: template - Flepath: contime/contine.contf Replicate Confime Config: template - Flepath: contime/content.ntf Replicate OnTime Config: template - Flepath: contime/condcast.ntf Replicate OnTime Tom Of the replate - Flepath: contime/condcast.ntf Replicate OnTime Tom Of the replate - Flepath: contime/condcast.ntf Replicate OnTime Config: template - Flepath: contime/config: template.flepath: contime/config: template.flepath: contime/condcast.ntf Upgrade OnTime Config: template - Flepath: contime/config: template.flepath: contime/conf	DnTime®	OnTime® Group Calendar - Installer ver. 11.1.0-rc.17 Local - templOnTimeGC-11.1.0-rc.17\installer.nsf	
Install Log Remove Templates: OnTime Config. onlime/onlimegc.ntf OnTime Config. onlime/oldat.ntf OnTime Clean: onlime/oldat.ntf OnTime Clean: onlime/oldat.ntf OnTime Clean: onlime/oldat.ntf OnTime Clean: onlime/oldat.ntf OnTime Clean: onlime/oldat.ntf OnTime Clean: onlime/oldat.ntf OnTime Clean: Notice Clean: Onlime/oldat.ntf OnTime Stark: Replicate Config template - Flepath: onlime/oldat.ntf Replicate OnTime Cleant template - Flepath: onlime/cleant.ntf Replicate OnTime Cleant template - Flepath: onlime/cleant.ntf Replicate OnTime Cleant template - Flepath: onlime/cleant.ntf Replicate OnTime Cleant template - Flepath: onlime/cleant.ntf Replicate OnTime Cleant template - Flepath: onlime/cleant.ntf Replicate OnTime Cleant template - Flepath: onlime/cleant.ntf Replicate OnTime Cleant template - Flepath: onlime/cleant.ntf Replicate OnTime Cleant template - Flepath: onlime/cleant.ntf Replicate OnTime Cleant template - Flepath: onlime/cleant.ntf Replicate OnTime Cleant.ntf Replicate OnTime Cleant template - Flepath: onlime/cleant.ntf Replicate OnTime Cleant.ntf Replicate OnTime Cleant sign first template (may take up to 2 min.) Wating for AdminP to sign all templates Variant for AdminP to sign first template Flepath: onlime/oldatn.ntf			
Remove Templates: OnTime Config: ontime/cleat.ntf OnTime Clean: ontime/cleat.ntf OnTime Clean: ontime/cleat.ntf OnTime Clean: ontime/cleat.ntf OnTime Clean: ontime/clean.ntf OnTime Clean: ontime/clean.ntf OnTime Clean: ontime/clean.ntf OnTime Clean: ontime/clean.ntf OnTime Clean: ontime/clean.ntf Replicate OnTime Clean: Server Replicate DnTime Clean: Implate - Flepath: ontime/ontimegc.ntf Replicate OnTime Clean: Implate - Flepath: ontime/ontimegc.ntf Replicate OnTime Clean: Implate - Flepath: ontime/ontinegc.ntf Replicate OnTime Clean: Implate - Flepath: ontime/ontine Replicate OnTime Clean: Implate - Flepath: ontime/ontine Replicate OnTime Clean: Implate - Flepath: ontime/ontine Replicate OnTime Clean: Implate - Flepath: ontime/ontiny.ntf Replicate OnTime Clean: Implate - Flepath: ontime/ontiny.ntf Replicate OnTime Clean: Implate - Flepath: ontime/ontiny.ntf Replicate OnTime Flepath: Implate - Flepath: ontime/ontiny.ntf Replicate OnTime Polary template - Flepath: ontime/ontiny.ntf Replicate OnTime Polary template - Flepath: ontime/ontiny.ntf Replicate OnTime Polary template Wathing for AdminP to sign first template At databases signed. Upgrade Config database - Flepath: ontime/ontingc.nsf Upgrade Clean databases - Flepath: ontime/ontingc.nsf Upgrade Clean databases - Flepath: ontime/olding.nsf Upgrade Clean databases - Flepath: ontime/olding.nsf Upgrade Clean database - Flepath: ontime/olding.nsf Upgrade Llaga Atmine database - Flepath: ontime/olding.nsf Upgrade Llaga Atmine Distabase - Flepath: ontime/olding.nsf Upgrade Llaga Atmine Distabase - Flepath	Install Log		
none	Remove Templates: OnTime Config: ontime/o OnTime Data: ontime/data OnTime Cate: ontime/data OnTime Cate: ontime/data OnTime Catering: ontime/o OnTime Catering: ontime/o OnTime Polarity: ontime/ OnTime Polarity: ontime/ OnTime Share My Time: Stop OnTime Task Replicate templates to ser Replicate OnTime Data to Replicate OnTime Data to Replicate OnTime Data to Replicate OnTime Data to Replicate OnTime Data Replicate OnTime Broad Replicate OnTime Data Replicate OnTime Broad Replicate OnTime Data Replicate OnTime Data Replicate OnTime Polarit Replicate OnTime Ata Data Vating for AdminP to sig Wating for AdminP to sig Vating for AdminP to sig Vating of AdminP to sig Vating of AdminP to sig Vata Data databases Upgrade Confing database Upgrade Confing database Upgrade Client database Upgrade Client database Upgrade Client database Upgrade Client database Upgrade Confing Cateri Upgrade Share M Time OnTime Main serviet fil Htp task has been reid Start OnTime Task Done	ntimegc.ntf a.ntf ent.ntf ntf me/broadcast.ntf /catering.ntf polarity.ntf ontime/share-mytime.ntf ver j template - Filepath: ontime/ontimegc.ntf emplate - Filepath: ontime/cleint.ntf mplate - Filepath: ontime/cleint.ntf mplate - Filepath: ontime/cleatering.ntf 2.ff template - Filepath: ontime/cleatering.ntf 3.ff template - Filepath: ontime/sharemytime.ntf 1.mf template - Filepath: ontime/olarity.ntf 1.Mf Time template - Filepath: ontime/sharemytime.ntf 1.m first template es	
		Close	

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 'notes.ini'

(C:) > Notes > Data > temp > OnTimeGC-10.0.1 > ExtraFiles > Tasks							
Name	Date modified	Туре	Size				
Linux32 (Domino 9)	21-11-2022 12:56	File folder					
Linux64 (Domino 9)	21-11-2022 12:56	File folder					
Linux64 (Domino 10 - 12)	21-11-2022 12:56	File folder					
Windows32	21-11-2022 12:56	File folder					
Windows64	21-11-2022 12:56	File folder					





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

Install Log
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 On Time 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
Client database reference document saved
Install Server files
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 config database 'ontimegc.nsf' at your OnTime server.



OnTime Configuration

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

Click 'Server Settings'.

OnTime®	Configuration Tutorial Server2/OnTime ontime\ontimegc.nsf		License for: OnTime Inc. 50 of 50 Premium Users in use Freemium 2 Never Expires			
Configuration	Edit Add OnTime Server	Add External Access Server	Domino Commands < Opprade De	esign 🔹 Install/Update 🔻		
	Server Name	Info	Admin Monitored Servers			
Global Settings	Server2/OnTime	Domain: OnTime	Server2/OnTime			
Server Settings	Disabled: Domain: otms-	exh.ontime.local - Users: allo	ersons@ontime.local.lmc@ontime.local.AllRo	oms@ontime.local.allresour		
>Users	Disabled: Domain: outloo	k.office365.com - Users: ont	time-tutorial-users@ontimecalendar.com,ontin	nerooms@ontimecalendar.c		
Legends						
Roles						
 Display Groups Static Dynamic External Directory 						
✓Application Custom Fields Name Formats Default Settings Languages						
Region						

Open your OnTime server's document.

OnTime Server Setting			
OnTime Server	Server2/OnTime @ OnTime	OnTime Admin Server	Ves
Synchronization Settings			
Servers being monitored for synchronisation	Server2/OnTime	OnTime Cluster name	
Monitored servers excluded from update in		Number of Threads per monitored server	3
personal mail databases.		Max number of Mailfiles to de-queue	100
Web Settings			
Host URL	https://ontime2demo.intravision.dk	CORS Allow Origin	
Login method Desktop	Both O Password O Mail Link	Users allowed to run 'OnBehalfOf'	Amanda Jones/OnTime
Mobile	€ Both C Password C Mail Link	Trust All Certificate	T Yes
OnTime Token Timeout	1500 hours	Use Buffer during http response	□ Yes
Database Settings			
Data Database		Log Database	
Filepath	ontime\data.nsf Open	Log db. filename	ontime\log.nsf Open
Client Database		Log Level	○ No Log ○ Only Errors ④ Info Only ○ Extended
Filepath	ontime\client.nsf Open	Keep Entries	3 days
Launch Desktop in Notes Client	□ Yes		







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

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

License key

Freemium Level 1 – with up to 25 users – works without a license Freemium Level 2 – with up to 50 users - needs a licence, registration is required Premium License – needs a license.

A license key for OnTime Mobile can be obtained from your preferred OnTime[®] business partner. A list of OnTime[®] Business partners is available at <u>https://www.ontimesuite.com</u>

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



Verse Configuration

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

← → ♂ ✿	🖸 🔒 🖙 https://d	ph006.intravisio	n.dk/verse	
HCL Verse Mail	Calendar OnTime	People ~	More ~	
999+ P		JA	Н	SR MS
∧ Compose				
				TODAY 들 🗘
OnTime GC for Mid	crosoft Product Manager	ment		10:01

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

OnTime®	Configuration Tutorial Version: 11.1.0-rc.17 Server2/OnTime - ontime\ontimego					License f 73 of 10.000 Premium U Perpetual license Net	or: OnTime sers in use ver Expires
Configuration	Edit Add OnTime Server	Add External Access 5	Server	▼ ● Task Commands ▼ ●	Servlet Commands 🔻	Install / Upgrade	● Verse on Prem. ▼
	Server Name	Info Ad	Imin Monitored Servers	Client Database	Log		Selected Server
Global Settings	Server2/OnTime	Domain: OnTime 🔗	Server2/OnTime	ontime\client.nsf	Logging Extended - Filepath: ontime\log.ns:	f (3days)	Other Server(s)
Server Settings	Domain: outlook.offic	ce365.com - Users: tutoria	al-users@ontimecalendar.com,t	utorial-rooms@ontimecalendar	r.com,tutorial-equipment@ontim	ecalendar.com	
> Users	Disabled: Domain: of	ms-exh.ontime.local - Use	ers: allpersons@ontime.local,lm	c@ontime.local,AllRooms@ont	time.local,allresources@ontime	local	
Legends							
Roles							

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

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

Quick Install Guide



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

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

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

Example:

VOP_Extensibility_Applications_Json_FilePath=D:\example\applications.json





Implementing Clients

OnTime Web Desktop

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

Web Desktop interface - Supported internet browsers.

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

Example URL:

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





OnTime Web Mobile

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

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

Installation procedure

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

Direct links to Web Mobile

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

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

https://demo.ontimesuite.com/demosite.nsf/dominomobile





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

Example:

