



OnTime

Group Calendar for Domino

Installation Manual

OnTime® Group Calendar version 11.5.x

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

OnTime® Group Calendar

Table of Contents

Installation Manual	6
Installation of OnTime	6
Upgrading OnTime	6
Uninstall OnTime for Domino.....	6
Freemium or Premium license.....	8
Premium License Key.....	8
Share My Time.....	9
OnTime Architecture.....	10
OnTime Synchronisation	11
Admin	11
Sync	11
FullSync.....	11
The OnTime databases	13
System Requirements	14
Supported Operating Systems and Domino versions.....	14
Client versions supported	15
OnTime client versions for the Notes client	15
Web Desktop interface – Supported internet browsers	15
Web Mobile add-on requirements.....	16
Roles and Rights	17
OnTime environment.....	17
Clients	18
Quick installation/upgrade of OnTime	19
New process of installing and upgrading OnTime	19
Install.....	22
Upgrade.....	22
Configuring OnTime	26
Global Settings.....	26
Users in Group calendar	27
Options.....	28
Branding.....	34
Photos	35
Business Card.....	37
Search Directories.....	41
Time Off.....	42
Shared Desk	42

Find Time	43
Catering.....	46
Online Meetings	48
Rooms Display	49
Other	50
Server Settings	51
Server Configuration	51
Web Settings	52
Database Settings	53
Exchange Servers	54
Connections Settings	54
Additional OnTime Server.....	55
External Access Server	56
External Access Server installation.....	56
Web performance	58
Legends	59
Legend Configuration.....	60
Users.....	64
Users – Selected.....	64
Users - Task Commands	64
Users - Servlet Commands	65
Users – Soft Deleted	65
Users – Combined Rooms	65
Users - Document	67
Roles.....	68
Access through Roles	68
OnTime Roles	68
Rooms Display Role.....	70
Private Access and delegation profile	72
Display Groups	73
Static Groups	73
Dynamic Groups	75
External Groups	76
Directory Display Groups	77
Event Calendars	78
Broadcasts	80
Configure OnTime Broadcast.....	80
Application User Settings.....	82
Custom Fields	82
Name Formats	84

Default Settings.....	85
Implementing Clients.....	90
OnTime Web Desktop	90
Example URL:	90
OnTime Web Mobile	91
Installation procedure	91
Integrating OnTime Group Calendar with other systems	93
Creating Integrations with OnTime Desktop	95
Creating Integrations with OnTime Mobile.....	101
Using the API.....	103
Troubleshooting OnTime.....	104
OnTime Web Desktop and Web Mobile	104
Support	105
Appendix A – ACL Setup.....	106
Appendix B – Administration task and Console commands	109
Loading OnTime from a different path.....	112
Appendix C – Installation on Linux platforms	113
Appendix D – Domino Cluster Support	114
1. The primary OnTime server experiences an outage	114
2. Task failure or Domino server outage.....	114
Mail server (in cluster), becomes unreachable.	115
Appendix E – OnTime Domino Servlet	116
Installing OnTime Domino Servlet	116
Install using OnTime Configuration database - Install/Upgrade button.	116
Manual Installation	118
Updating OnTime Domino Servlet.....	120
Updating using OnTime Configuration database Install/Upgrade.....	120
Manual Update	120
Troubleshooting of the servlet.....	120
Appendix F - OnTime Access Token protocol.....	121
Appendix G – OnTime Roles.....	122
Rooms and Resources, Case 1	122
- No restrictions on room	122
Rooms and Resources, Case 2.....	123
- User is NOT in the list of names for the restricted room	123
Rooms and Resources, Case 3.....	124
- User is IN the list of names for the restricted room	124
Rooms and Resources, Case 4.....	125
- User is in the list of names for the restricted room	125
Appendix H – Hiding the subject of a room reservation	126

Appendix I – MS Teams Online Meetings registration 127

Appendix J – Zoom Online Meetings registration 134

 Note: The use of the Scope ‘User’ is new in OnTime version 8.3. 139

Appendix K - Webex Online Meetings registration..... 141

Appendix L - Installation of OnTime 145

 Templates 145

 Domino security settings for OnTime..... 145

 Trusted Servers..... 146

 Web servers 146

 OnTime Server installation 146

Manually upgrading from previous versions of OnTime..... 154

 OnTime Config database review..... 157

 Time Off database..... 157

 Broadcast database..... 158

 Convert Broadcasts..... 158

 Upgrading to OnTime 8.3 and onwards..... 158

Uninstalling the OnTime for Domino product 159

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,
=

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 (limited features)		✓
Event Hub (limited features)		✓
Mobile Add on	✓	✓
2 hours of complimentary support from OnTime/partners included	✓	✓
License key required	✓	✓
Included in the Domino 14.x download (Domino CCB entitlement required)	✓	✓
Terms and conditions applies for each level	✓	✓

For a full overview of features, scroll down in the section ‘Compare features’

<https://www.ontimesuite.com/features/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.

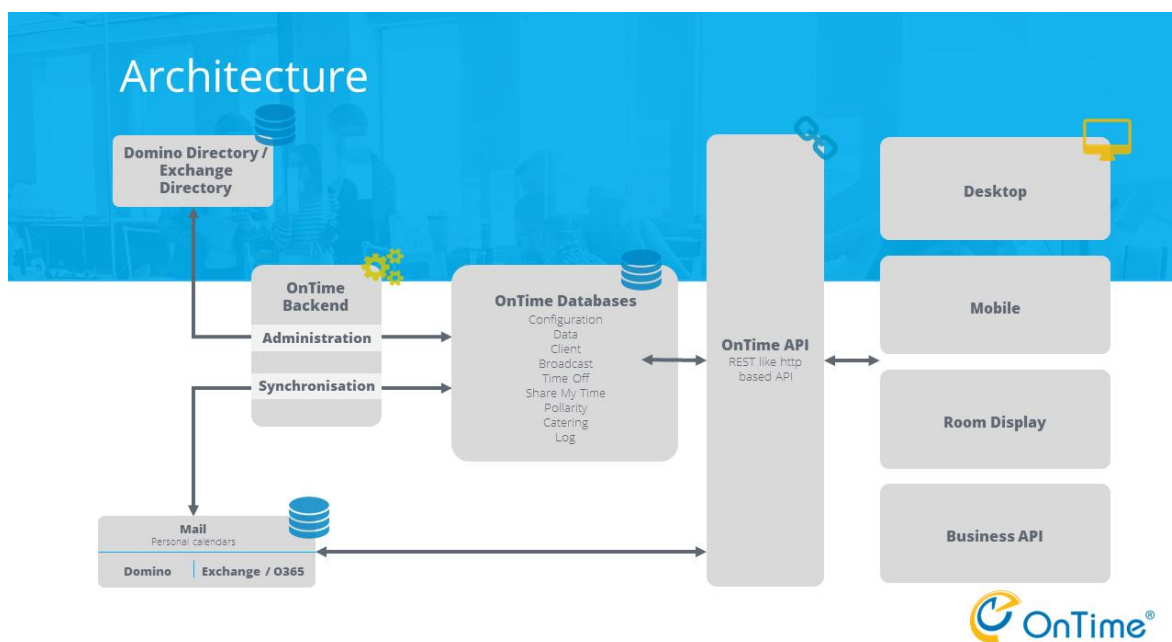
We offer the following OnTime Clients and Interfaces:

- 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.



GROUP CALENDAR

The OnTime databases

<p>OnTime® Config It is the central OnTime configuration database. In this database the administrator can configure:</p> <ul style="list-style-type: none"> • Global settings • Server settings • Delegation of rights through roles • Specify display groups • Control and specify legends • Specify the default application settings <p>Only administrators need access to this database.</p>
<p>OnTime® Data Private and shared groups, info about users, configured through the Server Settings in the OnTime® Config database.</p>
<p>OnTime® Client Access point for the Clients, configured through the Server Settings in the OnTime® Config database.</p>
<p>OnTime® Log This database keeps track of any errors, also used for debugging and tracking performance.</p>
<p>OnTime® Broadcast OnTime® Broadcast is a calendar database from which you can broadcast (push) events and holidays to some or all employees' calendars.</p> <p>Administration staff (receptionists and secretaries) are the typical users of this database.</p>
<p>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.</p>
<p>OnTime® Pollarity This database stores votes and users when polls for the best meeting time are made in OnTime.</p>
<p>OnTime® Share my Time This database stores links and replies for Share my Time made in OnTime</p>
<p>OnTime® Catering This database stores orders for catering.</p>

System Requirements

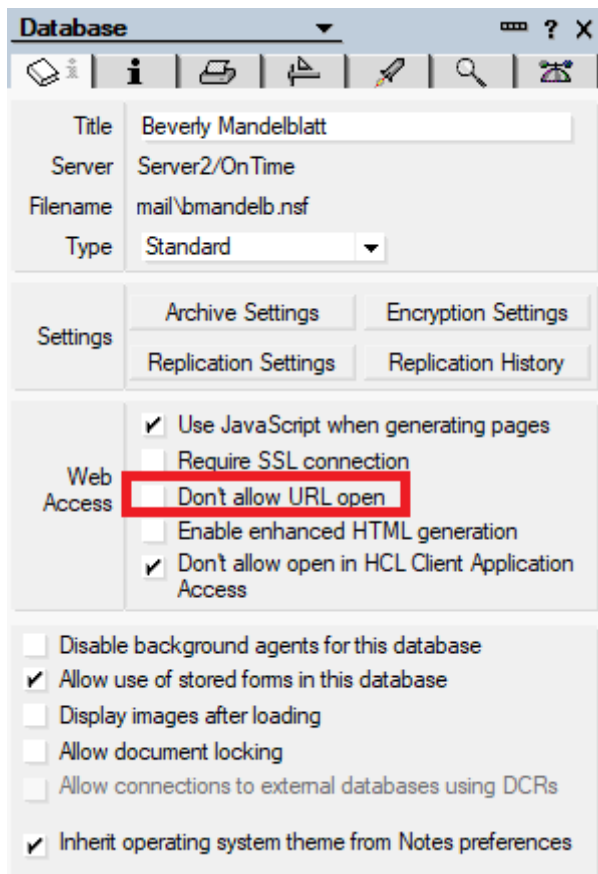
Supported Operating Systems and Domino versions

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.

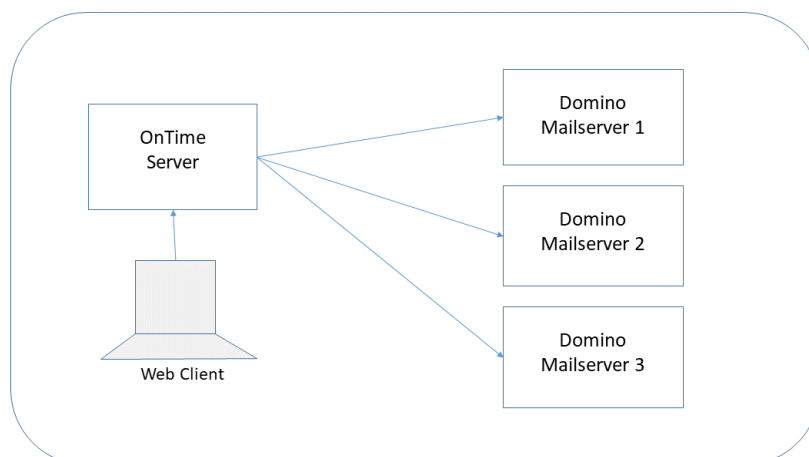
OnTime environment

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 <https://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 -

☰.

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://www.ontimesuite.com>

For a Freemium version go to:

<https://www.ontimesuite.com>

For a version to upgrade your existing Premium version

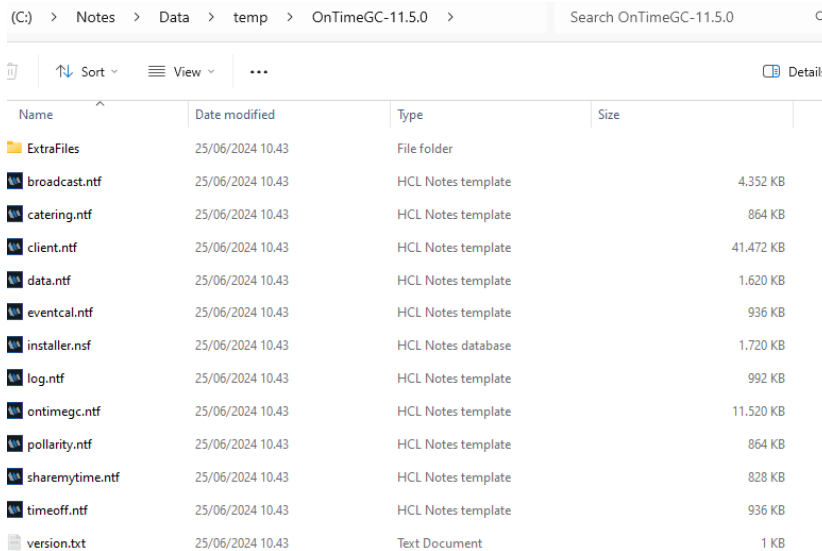
<https://www.ontimesuite.com>

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:



Name	Date modified	Type	Size
ExtraFiles	25/06/2024 10:43	File folder	
broadcast.ntf	25/06/2024 10:43	HCL Notes template	4.352 KB
catering.ntf	25/06/2024 10:43	HCL Notes template	864 KB
client.ntf	25/06/2024 10:43	HCL Notes template	41.472 KB
data.ntf	25/06/2024 10:43	HCL Notes template	1.620 KB
eventcal.ntf	25/06/2024 10:43	HCL Notes template	936 KB
installer.nsf	25/06/2024 10:43	HCL Notes database	1.720 KB
log.ntf	25/06/2024 10:43	HCL Notes template	992 KB
ontimegc.ntf	25/06/2024 10:43	HCL Notes template	11.520 KB
pollarity.ntf	25/06/2024 10:43	HCL Notes template	864 KB
sharemytime.ntf	25/06/2024 10:43	HCL Notes template	828 KB
timeoff.ntf	25/06/2024 10:43	HCL Notes template	936 KB
version.txt	25/06/2024 10:43	Text Document	1 KB

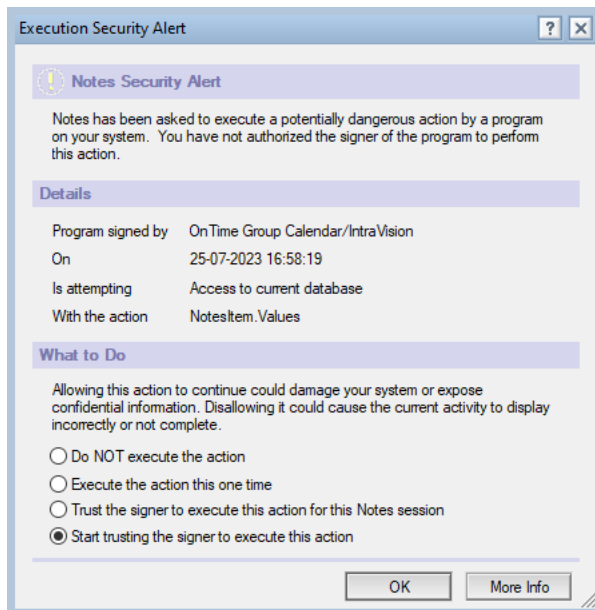
Note: If you intend an upgrade of OnTime – the database filenames of your environment should reflect the filenames of the templates shown above.

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

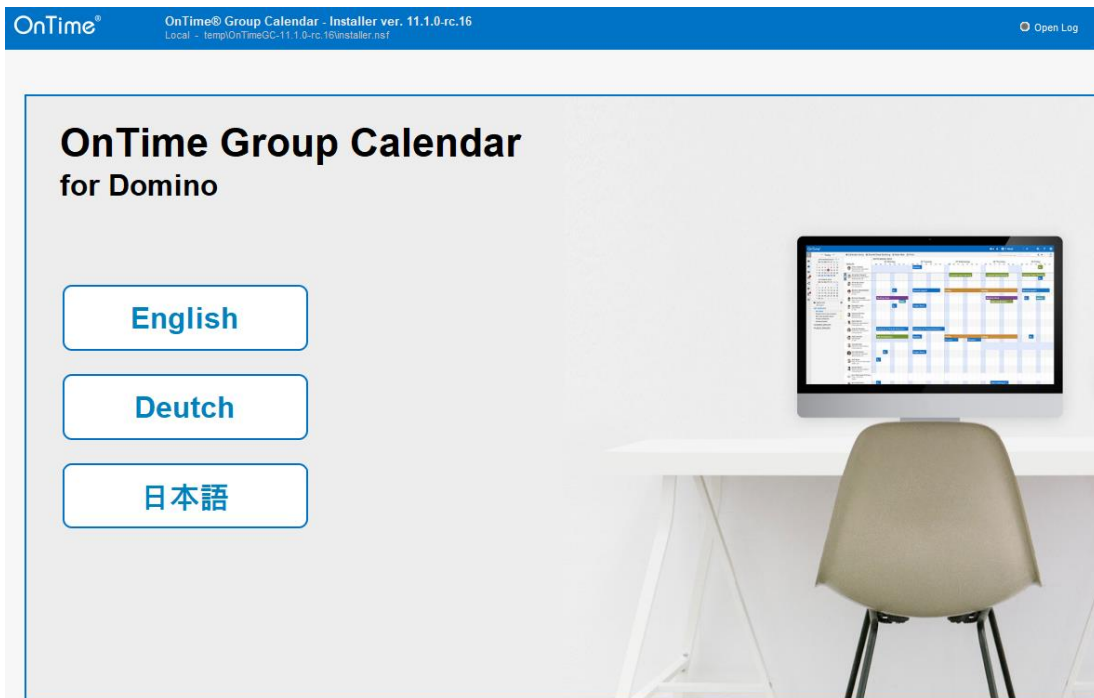
Open the Notes database 'installer.nsf' in your Notes client. The 'installer.nsf' is signed by the OnTime developer, and in a new installation you will experience 'Execution Security Alerts' in your Notes client.

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

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

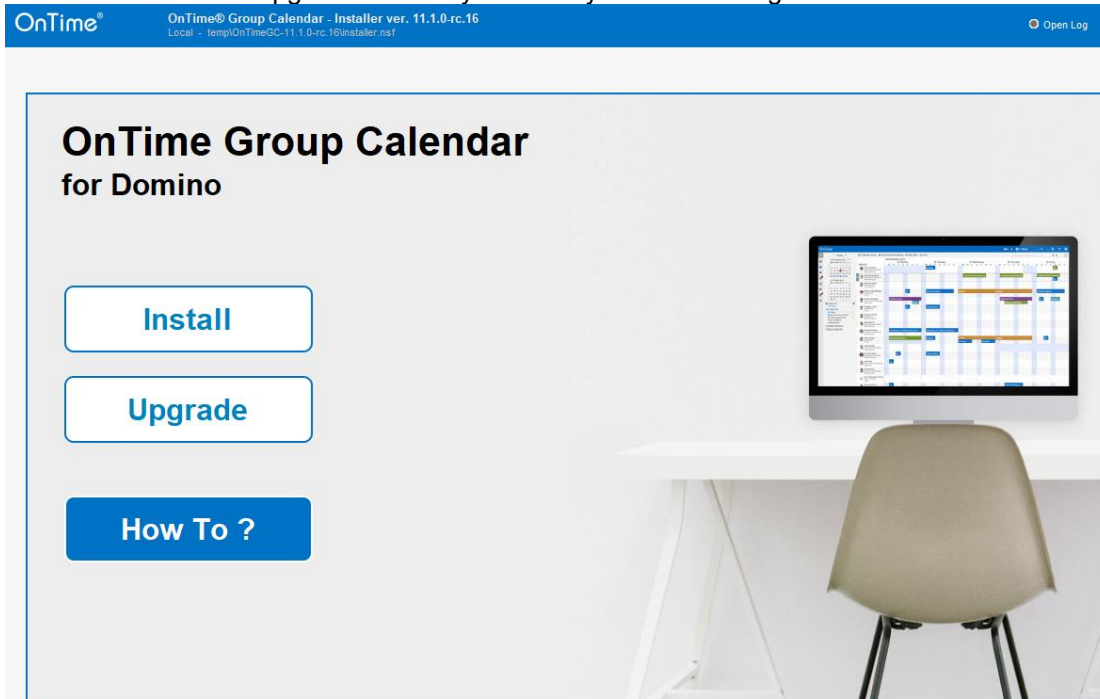


Next you will see the Welcome screen of the installer:



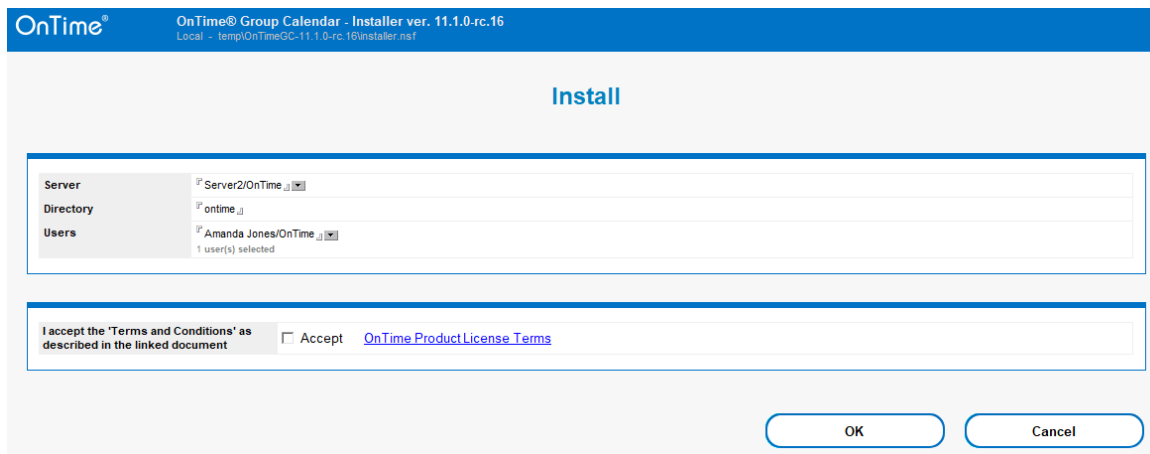
Click your preferred language.

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



Install

For a new installation of OnTime click 'Install'.



OnTime® OnTime® Group Calendar - Installer ver. 11.1.0-rc.16
Local - temp\OnTimeGC-11.1.0-rc.16\installer.nsf

Install

Server	Server2/OnTime
Directory	ontime
Users	Amanda Jones/OnTime 1 user(s) selected

I accept the 'Terms and Conditions' as described in the linked document Accept [OnTime Product License Terms](#)

OK Cancel

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

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

The users field reflects your username.

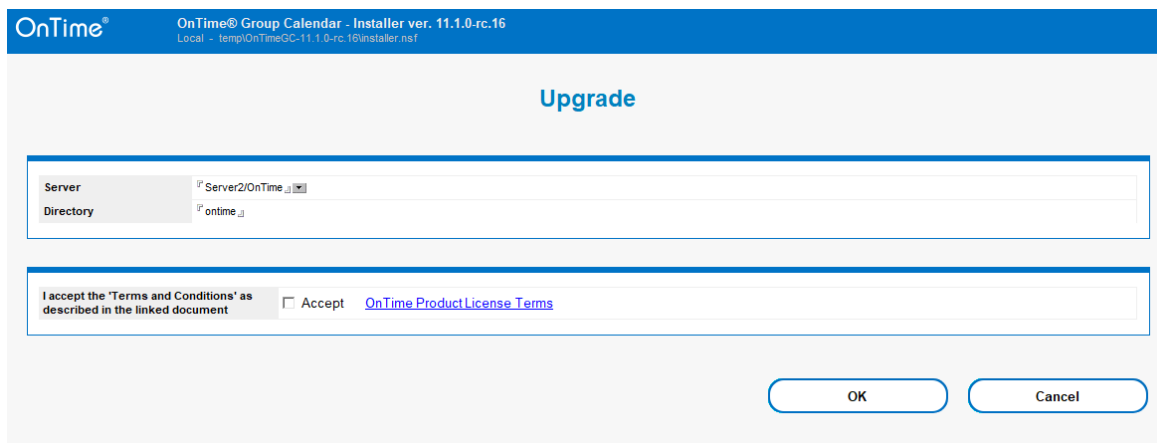
Accept the 'Terms and Conditions'.

Click 'OK' to start a new installation.

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

Upgrade

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



OnTime® OnTime® Group Calendar - Installer ver. 11.1.0-rc.16
Local - temp\OnTimeGC-11.1.0-rc.16\installer.nsf

Upgrade

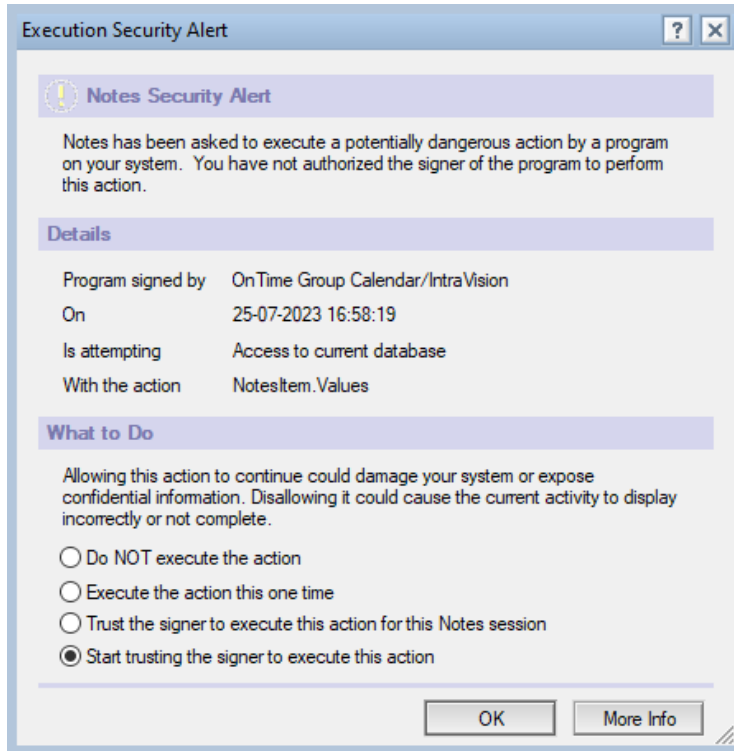
Server	Server2/OnTime
Directory	ontime

I accept the 'Terms and Conditions' as described in the linked document Accept [OnTime Product License Terms](#)

OK Cancel

Click 'OK' to initiate an upgrade of OnTime.

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



Example of Install Log:

OnTime®
OnTime® Group Calendar - Installer ver. 11.5.0-beta.10
Local - temp\OnTimeGC-11.5.0-beta.10\installer.nsf

Install Log

```
Copy templates to server...
Copy OnTime Config template - Filepath: ontime/ontimegc.ntf
Copy OnTime Data template - Filepath: ontime/data.ntf
Copy OnTime Client template - Filepath: ontime/client.ntf
Copy OnTime Log template - Filepath: ontime/log.ntf
Copy OnTime Time Off template - Filepath: ontime/timeoff.ntf
Copy OnTime Polarity template - Filepath: ontime/polarity.ntf
Copy OnTime Share My Time template - Filepath: ontime/sharemytime.ntf
Copy OnTime Catering template - Filepath: ontime/catering.ntf
Copy OnTime Events template - Filepath: ontime/EventCal.ntf
Copy OnTime Broadcast template - Filepath: ontime/broadcast.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 Client database - Filepath: ontime/client.nsf
Create OnTime Log database - Filepath: ontime/log.nsf
Create OnTime Data database - Filepath: ontime/data.nsf
Create OnTime Polarity database - Filepath: ontime/polarity.nsf
Create OnTime Time Off database - Filepath: ontime/timeoff.nsf
Create OnTime Share My Time database - Filepath: ontime/sharemytime.nsf
Create OnTime Catering database - Filepath: ontime/catering.nsf
Set Configuration documents...
The Group 'OnTime Users' is created/updated in the Domino Directory
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:
Notes.ini updated
OnTime Main servlet file has been installed.
Servlet 'Class path' updated in Domino Directory.
Directory Server Document updated.
servlets.properties file created in Domino Data directory.
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
```

Close

Example of Upgrade Log:

OnTime®
OnTime® Group Calendar - Installer ver. 11.5.0-beta.10
Local - temp\OnTimeGC-11.5.0\installer.nsf

Install Log

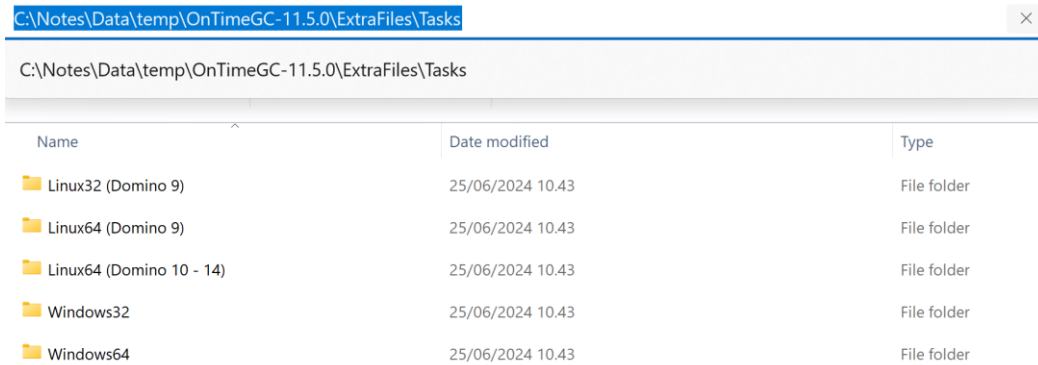
```
Remove Templates:
OnTime Config: ontime/ontimegc.ntf
OnTime Data: ontime/data.ntf
OnTime Client: ontime/client.ntf
OnTime Log: ontime/log.ntf
OnTime Time Off: ontime/timeoff.ntf
OnTime Polarity: ontime/polarity.ntf
OnTime Share My Time: ontime/sharemytime.ntf
OnTime Catering: ontime/catering.ntf
OnTime Events: ontime/EventCal.ntf
OnTime Broadcast: ontime/broadcast.ntf
Stop OnTime Task...
Copy templates to server...
Copy OnTime Config template - Filepath: ontime/ontimegc.ntf
Copy OnTime Data template - Filepath: ontime/data.ntf
Copy OnTime Client template - Filepath: ontime/client.ntf
Copy OnTime Log template - Filepath: ontime/log.ntf
Copy OnTime Time Off template - Filepath: ontime/timeoff.ntf
Copy OnTime Polarity template - Filepath: ontime/polarity.ntf
Copy OnTime Share My Time template - Filepath: ontime/sharemytime.ntf
Copy OnTime Catering template - Filepath: ontime/catering.ntf
Copy OnTime Events template - Filepath: ontime/EventCal.ntf
Copy OnTime Broadcast template - Filepath: ontime/broadcast.ntf
Sign templates...
Waiting for AdminP to sign first template... (may take up to 2 min.)
Waiting for AdminP to sign all templates...
All databases signed.
Upgrade OnTime databases...
Upgrade Config database - Filepath: ontime/ontimegc.nsf
Upgrade Data database - Filepath: ontime/data.nsf
Upgrade Client database - Filepath: ontime/client.nsf
Upgrade Log database - Filepath: ontime/log.nsf
Upgrade Time Off database - Filepath: ontime/timeoff.nsf
Upgrade Polarity database - Filepath: ontime/polarity.nsf
Upgrade Share My Time database - Filepath: ontime/sharemytime.nsf
Upgrade Catering database - Filepath: ontime/catering.nsf
Upgrade Events database - Filepath: ontime/engageevent.nsf
Upgrade Broadcast database - Filepath: ontime/broadcast.nsf
Upgrade Language & Region data
Install Server files...
Result:
No changes - Everything is up to date.
Start OnTime Task...
Done
```

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 'Srvtasks' in the 'notes.ini'file in the Ontime server.



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**
- **Polarity Settings**
- **Catering Settings**
- **Online Meeting Settings**
- **Queue database** (Enablement)
- **iNotes**: Configuration of iNotes URLs using @Formula

Users in Group calendar

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

Global Settings			
Users			
Users in Group Calendar			
Select by	<input checked="" type="radio"/> Names/Groups/Hierarchy <input type="radio"/> Mail Server		
Premium Users	<input type="text" value="*"/> */TeamCal	Excluded	<input type="text" value="Idap user/OnTime"/> Glenda Rhodes/OnTime
Multi Domain	<input type="checkbox"/> Yes		

Users

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

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

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

‘Premium Users’ have the full set of OnTime features.

‘Free Time Users’ in OnTime are limited to see freetime/availability - no subjects, details.

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

Global Settings			
Users			
Users in Group Calendar			
Select by	<input type="radio"/> Names/Groups/Hierarchy <input checked="" type="radio"/> Mail Server		
Mail Servers	<input type="text" value="Server3/OnTime"/> Server4/OnTime		
Multi Domain	<input type="checkbox"/> Yes		

Multi Domain

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

Global Settings			
Users			
Users in Group Calendar			
Select by	<input type="radio"/> Names/Groups/Hierarchy <input checked="" type="radio"/> Mail Server		
Premium Users	<input type="text" value="*"/> */TeamCal	Excluded	<input type="text" value="Idap user/OnTime"/> Glenda Rhodes/OnTime
Multi Domain	<input checked="" type="checkbox"/> Yes	Directories	<input type="button" value="+"/> <input type="button" value="-"/> names.nsf @ OnTime (OnTime Corp's Directory)

Options

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

Base Options Directory of Templates: <input type="text" value="ontime"/>	Advanced Options Disable use of ACLs from: <input type="checkbox"/> Mail Files <input type="checkbox"/> Room & Resources Exclude names when reading ACLs: <input type="text" value=""/>																																																																																																																																							
Keep/Sync back: <input type="text" value="14"/> days	Encrypt Texts: <input type="checkbox"/> Yes																																																																																																																																							
Keep/Sync ahead: <input type="text" value="120"/> months <small>Exchange sync is limited to 715 days ahead.</small>	Run Sync Process Timesync: <input type="radio"/> Hourly <input checked="" type="radio"/> Daily																																																																																																																																							
Send out of License info: To <input type="text" value=""/> <input type="text" value=""/> When less than <input type="text" value="5"/> users available.	Run Admin Process Run: <input type="radio"/> Daily <input checked="" type="radio"/> Custom																																																																																																																																							
Display of Users Persons: <input type="text" value="Firstname Lastname"/> Resources: <input type="text" value="Common - Site"/> Alt. Sort Order: <input type="text" value=""/>	<table border="1"> <thead> <tr> <th>Enable All</th> <th>Mon</th> <th>Tue</th> <th>Wed</th> <th>Thu</th> <th>Fri</th> <th>Sat</th> <th>Sun</th> <th>Run on Load</th> </tr> </thead> <tbody> <tr> <td>Users</td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Fixup</td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Group Static</td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td> Users</td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td> Dynamic</td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td> External</td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td> Directory</td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>ACL</td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Roles</td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Room & Resources</td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Default Settings</td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Custom Fields</td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Cluster Rep. Docs.</td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Visible for</td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table>	Enable All	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Run on Load	Users	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Fixup	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Group Static	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Users	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Dynamic	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	External	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Directory	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	ACL	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Roles	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Room & Resources	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Default Settings	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Custom Fields	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Cluster Rep. Docs.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Visible for	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Enable All	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Run on Load																																																																																																																																
Users	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>																																																																																																																																
Fixup	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>																																																																																																																																
Group Static	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>																																																																																																																																
Users	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>																																																																																																																																
Dynamic	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>																																																																																																																																
External	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>																																																																																																																																
Directory	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>																																																																																																																																
ACL	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>																																																																																																																																
Roles	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>																																																																																																																																
Room & Resources	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>																																																																																																																																
Default Settings	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>																																																																																																																																
Custom Fields	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>																																																																																																																																
Cluster Rep. Docs.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>																																																																																																																																
Visible for	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>																																																																																																																																
Entry Display Modifier (Active if formula is true) Hidden for other users in OnTime: <input &="" bookfreetime='1"/' type="text" value="OrgConfidential=1"/> Show as Private: <input type="text" value=""/>																																																																																																																																								
Calendar Access Override Options Create and Edit own entries - Room & Resources only: Prevent viewing details for other peoples bookings: <input checked="" type="checkbox"/> Yes Users member of restricted list, is granted "Create and Edit own entries" as minimum: <input type="checkbox"/> Yes																																																																																																																																								
Read entries details: Show Chair: <input checked="" type="checkbox"/> Yes Show Invitees: <input checked="" type="checkbox"/> Yes Show Description (body): <input type="checkbox"/> Yes																																																																																																																																								
View schedule information: Show Legends: <input type="checkbox"/> Yes Show Location: <input type="checkbox"/> Yes Show Chair (Only Meetings): <input type="checkbox"/> Yes Show Reserved for (Room / Resource only bookings): <input checked="" type="checkbox"/> Yes																																																																																																																																								

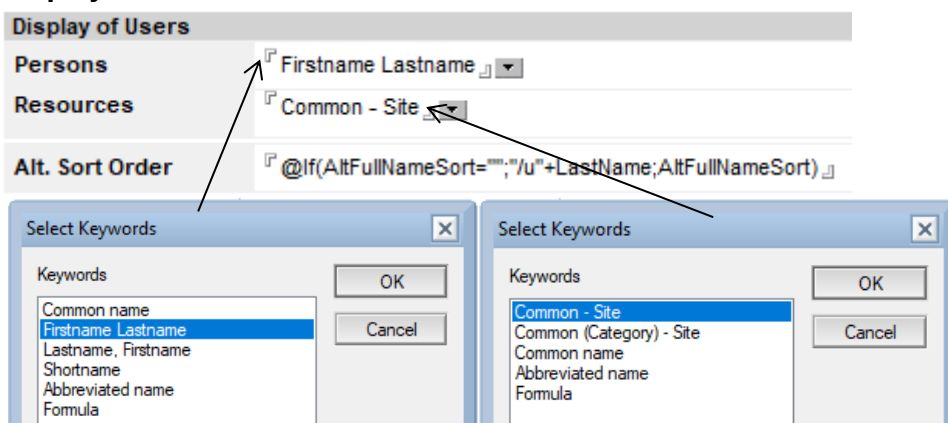
Base Options

Base Options	
Directory of Templates	<input type="text" value="ontime"/>
Keep/Sync back	<input type="text" value="14"/> days
Keep/Sync ahead	<input type="text" value="120"/> months <small>* Exchange uses max 24 months</small>
Send out of License info	To <input type="text" value=""/> <input type="text" value=""/> When less than <input type="text" value="5"/> users available.

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

- **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.

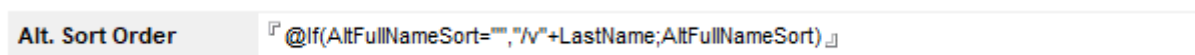
Please refer to [Name Formats](#)

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	<code>OrgConfidential="1" & BookFreeTime="1"</code>
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	<input checked="" type="checkbox"/> Yes
Users member of restricted list, is granted "Create and Edit own entries" as minimum	<input type="checkbox"/> Yes
Read entries details:	
Show Chair	<input checked="" type="checkbox"/> Yes
Show Invitees	<input checked="" type="checkbox"/> Yes
Show Description (body)	<input type="checkbox"/> Yes
View schedule Information:	
Show Legends	<input type="checkbox"/> Yes
Show Location	<input type="checkbox"/> Yes
Show Chair (Only Meetings)	<input type="checkbox"/> Yes
Show Reserved for (Room / Resource only bookings)	<input checked="" type="checkbox"/> 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

Advanced Options	
Disable use of ACLs from	<input type="checkbox"/> Mail Files <input type="checkbox"/> Room & Resources
Exclude names when reading ACLs	<input type="checkbox"/> [v]
Encrypt Texts	<input type="checkbox"/> Yes

- **Disable use of ACLs from** - The OnTime role system grants access to the group calendar by combining the access granted by the OnTime administrator in the Role system and the access delegated to a user by the owner of the personal calendar. Using ACL’s from mail files can

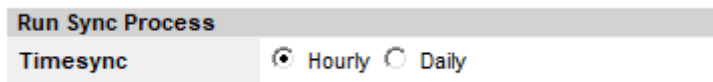
only increase the access level for an OnTime user. This feature should be considered as an option to handle exceptions from the general configuration.

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

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

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

Run Sync Process



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.





'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	<input type="radio"/> Daily <input checked="" type="radio"/> Custom							
Enable All <input type="checkbox"/>	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Run on Load
Users	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Fixup	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Group Static	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Users	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Dynamic	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
External	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Directory	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
ACL	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Roles	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Room & Resources	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Default Settings	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Custom Fields	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Cluster Rep. Docs.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Visible for	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Branding

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

Use Company Branding Yes

Internal	External (Pollarity and Share My Time)												
<p>Logo  <small>The logo height should be max 40px</small></p> <p>Background Color <input type="text" value="#0073c6"/></p> <p>Text Color <input type="text" value="#ffffff"/></p> <p>Border Color <input type="text" value="#0073c6"/></p>	<p>Logo  <small>The logo height should be max 40px</small></p> <p>Background Color <input type="text" value="#0073c6"/></p> <p>Text Color <input type="text" value="#ffffff"/></p> <p>Border Color <input type="text" value="#0073c6"/></p> <table border="1"> <thead> <tr> <th>Text</th> <th>URL</th> </tr> </thead> <tbody> <tr> <td>1. <input type="text" value="OnTime Website"/></td> <td><input type="text" value="https://www.ontimesuite.com"/></td> </tr> <tr> <td>2. <input type="text" value="Contact Us"/></td> <td><input type="text" value="https://ontimesuite.com/about/about-us"/></td> </tr> <tr> <td>3. <input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>4. <input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>5. <input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table>	Text	URL	1. <input type="text" value="OnTime Website"/>	<input type="text" value="https://www.ontimesuite.com"/>	2. <input type="text" value="Contact Us"/>	<input type="text" value="https://ontimesuite.com/about/about-us"/>	3. <input type="text"/>	<input type="text"/>	4. <input type="text"/>	<input type="text"/>	5. <input type="text"/>	<input type="text"/>
Text	URL												
1. <input type="text" value="OnTime Website"/>	<input type="text" value="https://www.ontimesuite.com"/>												
2. <input type="text" value="Contact Us"/>	<input type="text" value="https://ontimesuite.com/about/about-us"/>												
3. <input type="text"/>	<input type="text"/>												
4. <input type="text"/>	<input type="text"/>												
5. <input type="text"/>	<input type="text"/>												

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.

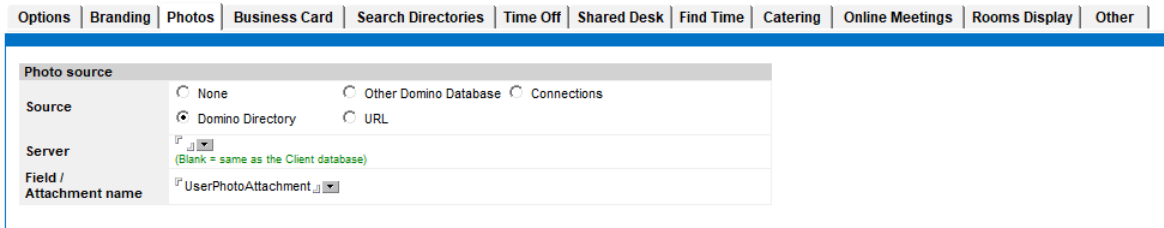
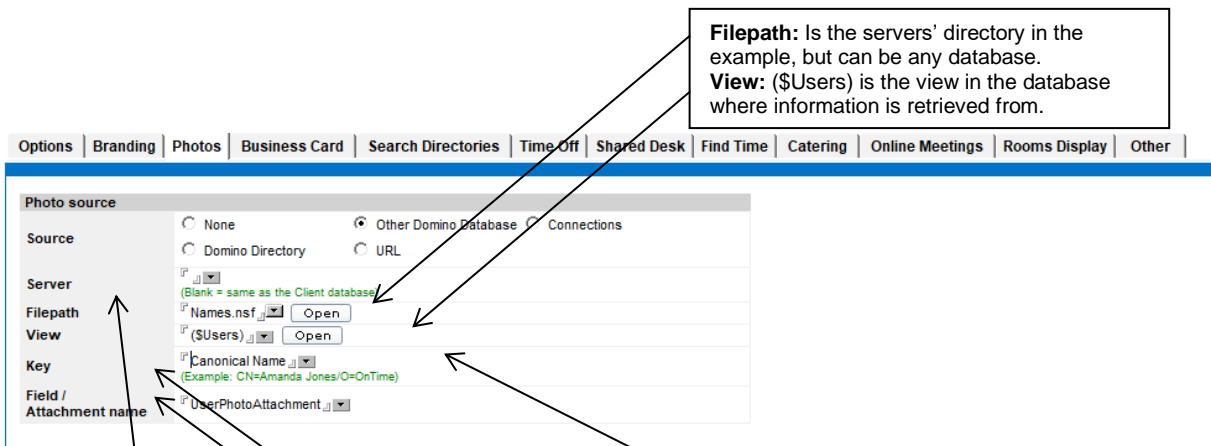


Photo Source

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:

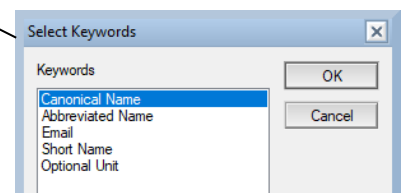
- Domino directory
- Other – any other notes database specified.
- Connections
- URL



Filepath: Is the servers' directory in the example, but can be any database.
View: (\$Users) is the view in the database where information is retrieved from.

Server: If the field is not filled, OnTime chooses the specified database on the server where OnTime is installed. This field can point to any server in the domain.

Key: The definition of how users should be looked up in (\$Users)
Field: The field which contains the picture.



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

Photo source

Source: None Other Domino Database Connections
 Domino Directory URL

Key: (Example: amanda.jones@ontimesuite.com)

Url:

Username:

Password:

Trust All Certificates: Yes

Connections selected as Photo source:

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

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

Photo source

Source: None Other Domino Database Connections
 Domino Directory URL

Url Formula:

Username:

Password:

Trust All Certificates: Yes

URL selected as Photo source:

- Url Formula** – Example: "https://www.example.com/rest/image?email=" + Email
- Username/Password** – to login, only Basic Authentication is supported
- Trust All Certificates** – Tick 'Yes' to accept any root certificate – for use in a test scenario.

Supported image file formats are

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

Business Card

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

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

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

Options Branding Photos Business Card Search Directories Time Off Shared Desk Find Time Catering Online Meetings Rooms Display Other			
Persons show			
Company	1	When Data	
Location	2	When Data	
Department	3	When Data	
Office Phone	4	When Data	
Mobile Phone	5	When Data	
Email	6	When Data	
Custom 1	10	When Data	Label Employee ID
Custom 2	11	Never	Label
Custom 3	12	Never	Label
Rooms, Resources & Shared Desks show			
Location	1	When Data	
Building	2	When Data	
Floor	3	When Data	
Capacity <small>(Rooms and Shared desks)</small>	4	When Data	
Category <small>(Resources)</small>	5	When Data	
Phone Number	6	When Data	
Description	7	When Data	
Custom 1	10	When Data	Label Accessibility
Custom 2	11	Never	Label
Custom 3	12	Never	Label
Data source			
Read from other Database	<input checked="" type="checkbox"/> Yes		
Server	Server2/OnTime <small>(Blank = same as Client database)</small>		
Filepath	names.nsf <input type="button" value="Open"/>		
View	(\$Users) <input type="button" value="Open"/>		
Key	Canonical Name <small>(Example: CN=Amanda Jones/O=OnTime)</small>		
Persons			
Title	JobTitle		
Company	Company		
Location	Location		
Department	Department		
Office Phone	OfficePhoneNumber		
Mobile Phone	CellPhoneNumber		
Short Name	ShortName		
Employee ID			
Custom 1	EmployeeID		
Custom 2	"test2"		
Custom 3	"test3"		
Rooms, Resources & Shared Desks			
Building			
Floor			
Phone Number			
Custom 1	OtherComments		
Custom 2			
Custom 3			

Persons show

The column with numbers specifies the line numbers in the business card.

In the righthand column you may specify if data is displayed.

Choice of display - 'When data', 'Always', 'Never'.

A label (free text) may be defined for the custom fields.

Persons show			
Company	1	When Data	
Location	2	When Data	
Department	3	When Data	
Office Phone	4	When Data	
Mobile Phone	5	When Data	
Email	6	When Data	
Custom 1	10	When Data	Label Employee ID
Custom 2	11	Never	Label
Custom 3	12	Never	Label

Rooms, Resources & Shared Desks show

The column with numbers specifies the line numbers in the business card.

In the righthand column you may specify if data is displayed.

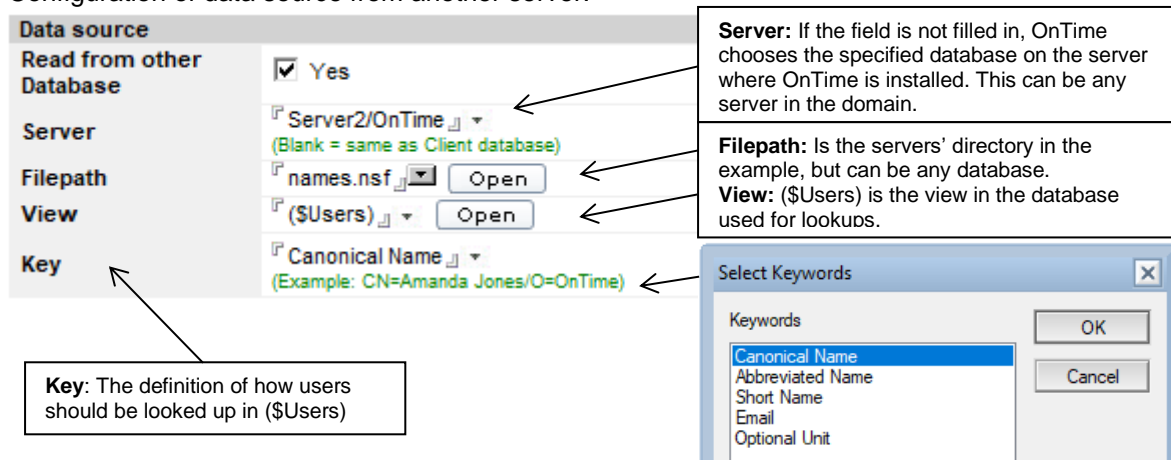
Choice of display 'When data', 'Always', 'Never'.

A label (free text) may be defined for the custom fields.

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

Data Source

Configuration of data source from another server.



The screenshot shows the 'Data source' configuration window. The 'Read from other Database' checkbox is checked. The 'Server' field is set to 'Server2/OnTime', the 'Filepath' to 'names.nsf', and the 'View' to '\$Users'. The 'Key' field is set to 'Canonical Name'. A 'Select Keywords' sub-dialog is open, showing a list of keywords: Canonical Name, Abbreviated Name, Short Name, Email, and Optional Unit. Callout boxes provide definitions for 'Server', 'Filepath', 'View', and 'Key'.

Server: If the field is not filled in, OnTime chooses the specified database on the server where OnTime is installed. This can be any server in the domain.

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

View: (\$Users) is the view in the database used for lookups.

Key: The definition of how users should be looked up in (\$Users)

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	

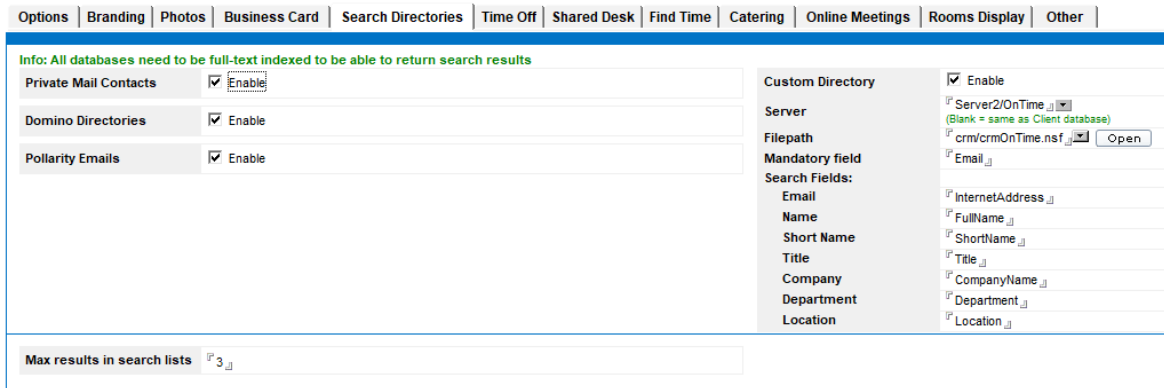
Fields: Fields which contains the data.



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

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

Main settings

Keep Request years

Further configurations are set in Application - Default Settings.

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

Shared Desk

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

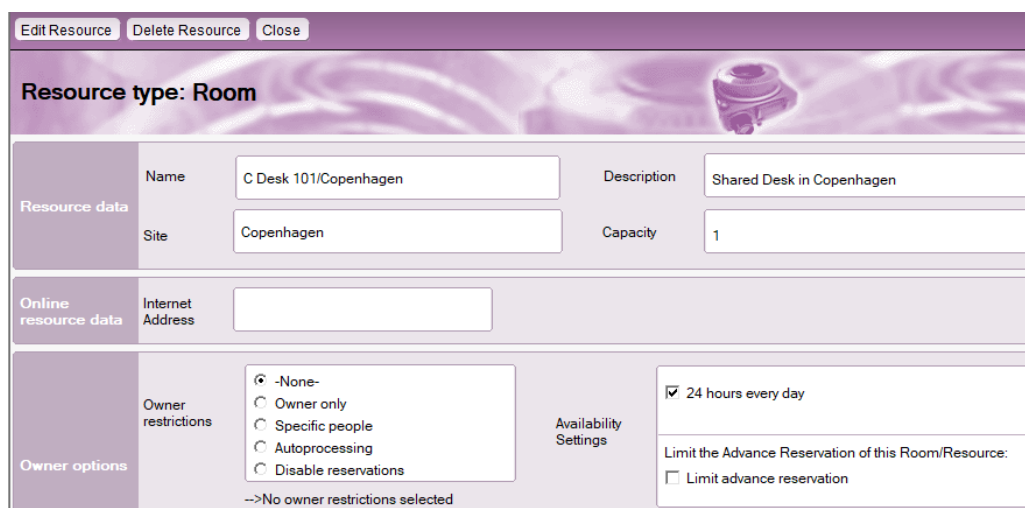
Members Show Subject Chair

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

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

The procedure to create shared desks for booking in OnTime:

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



Edit Resource | Delete Resource | Close

Resource type: Room

Resource data

Name: C Desk 101/Copenhagen | Description: Shared Desk in Copenhagen

Site: Copenhagen | Capacity: 1

Online resource data

Internet Address:

Owner options

Owner restrictions: -None-
 Owner only
 Specific people
 Autoprocessing
 Disable reservations
 -->No owner restrictions selected

Availability Settings

24 hours every day

Limit the Advance Reservation of this Room/Resource:
 Limit advance reservation

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/>

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

Main settings	
Uri for Find Time	<input type="text" value=""/> <small>(Blank = The Uri from the Server Settings document)</small>
Pollarity settings	
Members	<input type="text" value=""/>
Exclude	<input type="text" value=""/>
Pin code	<input type="radio"/> Forced <input checked="" type="radio"/> User
Keep Polls	<input type="text" value="31"/> days <small>(Blank = no deletions of polls)</small>
Keep Poll Contacts	<input type="text" value="180"/> days <small>(Blank = no deletions of Poll Contacts)</small>
Mail Footer	<input type="text" value="IntraVision
Venlighedsvej 6
2970 Hørsholm
Denmark
Office: +45 70 23 23 40
Company reg: DK19352838"/>
Placeholder documents	
Enabled	<input checked="" type="checkbox"/> Yes
Subject prefix	<input type="text" value="POLL:"/>
Draft Subject prefix	<input type="text" value="POLL DRAFT:"/>
Mark Available	<input checked="" type="checkbox"/> Yes
Hidden for other users in OnTime	<input type="checkbox"/> Yes

Share My Time settings	
Members	<input type="text" value=""/>
Exclude	<input type="text" value=""/>

Main settings

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

Pollarity settings

Members – Users and groups who should have access to Pollarity

Exclude – Possibility to exclude persons from groups entered above from having access to 'Pollarity

PIN code – 'Forced' always on, or 'User' decides

Mail Footer – Example with company info.

Keep Polls – Expiry of poll messages in OnTime

Keep Poll Contact – Expiry of poll contacts in OnTime

Placeholder documents

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

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

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

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

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

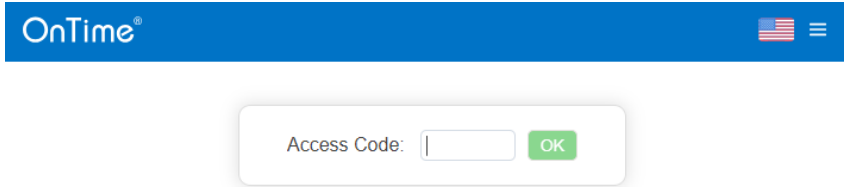
Pollarity/Clients UI



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

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

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

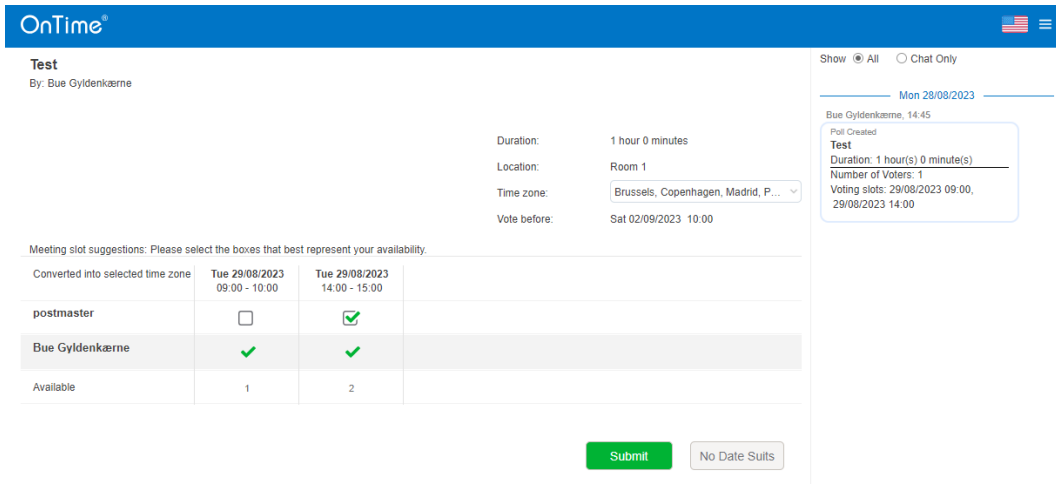
When a user receives a link to the meeting poll – depending on the settings for PIN code and eventually the sender – there will be a PIN code included that must be entered before reaching the voting form.





OnTime®  

Access Code:

Example of the pollarity voting form:



OnTime®  

Show All Chat Only

Mon 28/08/2023

Blue Gyldenkerne, 14:45

Poll Created

Test
Duration: 1 hour(s) 0 minute(s)
Number of Voters: 1
Voting slots: 29/08/2023 09:00, 29/08/2023 14:00

Test
By: Bue Gyldenkerne

Duration: 1 hour 0 minutes
Location: Room 1
Time zone: Brussels, Copenhagen, Madrid, P...
Vote before: Sat 02/09/2023 10:00

Meeting slot suggestions: Please select the boxes that best represent your availability.

Converted into selected time zone	Tue 29/08/2023 09:00 - 10:00	Tue 29/08/2023 14:00 - 15:00
postmaster	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Bue Gyldenkerne	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Available	1	2

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:

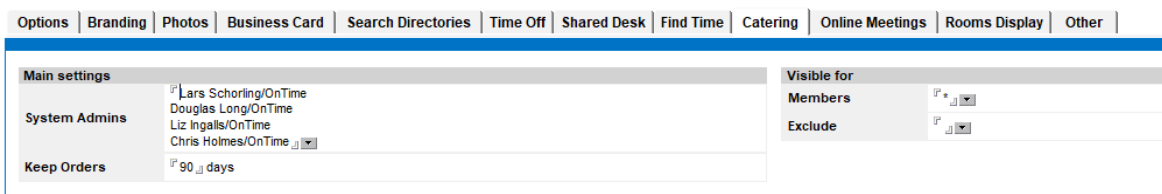
	System Admin	Canteen Manager	Canteen Staff
Create Canteen	Yes	No	No
Edit Canteen	Yes	Yes	No
Remove Canteen	Yes	No	No
Maintain Menu item	No	Yes	No
Create Orders	No	Yes	Yes
Edit Order	No	Yes	Yes
Remove Order	No	Yes	No

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



The screenshot shows the 'Main Settings' page with a navigation bar at the top containing: Options | Branding | Photos | Business Card | Search Directories | Time Off | Shared Desk | Find Time | Catering | Online Meetings | Rooms Display | Other. The 'Catering' tab is active. The settings are organized into sections:

- Main settings**:
 - System Admins**: A list of users with a dropdown arrow: Lars Schorling/OnTime, Douglas Long/OnTime, Liz Ingalls/OnTime, Chris Holmes/OnTime.
 - Keep Orders**: A text input field containing '90' followed by a 'days' label.
- Visible for**:
 - Members**: A dropdown menu with a plus sign and a dropdown arrow.
 - Exclude**: A dropdown menu with a plus sign and a dropdown arrow.

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.

Options Branding Photos Business Card Search Directories Time Off Shared Desk Find Time Catering Online Meetings Rooms Display Other	
<p><input checked="" type="checkbox"/> MS Teams Meetings</p> <p>Client ID: [text field]</p> <p>Tenant ID: [text field]</p> <p>Client Secret: [text field]</p> <p>Members: [text field]</p> <p>Exclude: [text field]</p> <p>Allow book on behalf of others: <input checked="" type="checkbox"/> Yes (Requires identical Email between OnTime and Office365)</p>	<p><input checked="" type="checkbox"/> Zoom Meetings</p> <p>Client ID: [text field]</p> <p>Client Secret: [text field]</p> <p>Members: [text field]</p> <p>Exclude: [text field]</p> <p>Meeting ID - Generated Automatically:</p> <p>Password: [text field] Default On</p> <p>Waiting Room: [text field] Default Off</p> <p>Meeting ID - Personal Meeting:</p> <p>Password: [text field] Default Off</p> <p>Waiting Room: [text field] Default On</p>
<p><input checked="" type="checkbox"/> Webex Meetings</p> <p>Client ID: [text field]</p> <p>Client Secret: [text field]</p> <p>Members: [text field]</p> <p>Exclude: [text field]</p>	
<p>HTTP Connection Options</p> <p>Proxy: [text field] Host: [text field] Port: [text field]</p> <p>Trust All Certificates: <input type="checkbox"/> Yes</p>	<p>Redirect URLs</p> <p>To copy into OAuth Redirect or Whitelist URL:</p> <p>https://ontime2demo.intravision.dk/servlet/ontimegc/oauth/v1</p>

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](#)

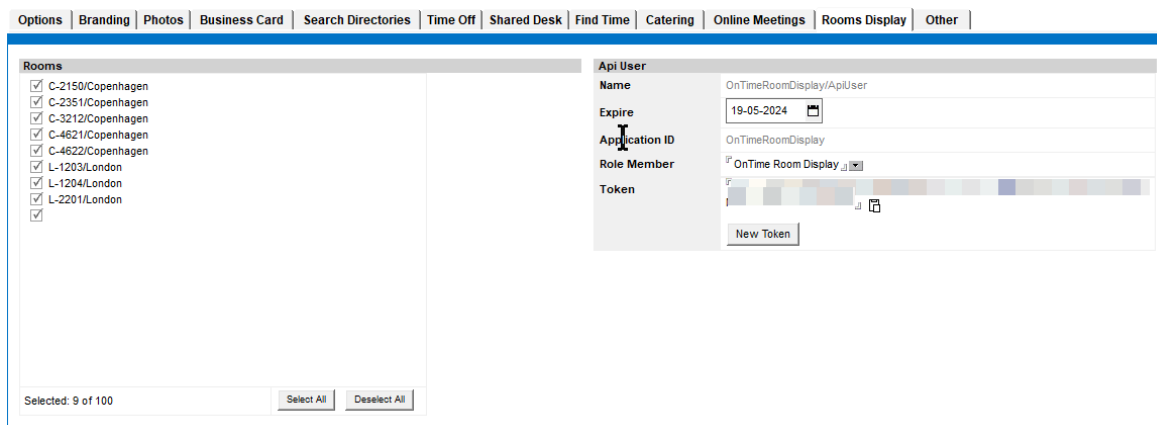
[Appendix K - Webex Online Meetings registration](#)

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

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

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

iNotes links	
Protocol	https
Host Formula	"demo.ontimesuite.com"
Path Formula	MailFile
Url for you	https://demo.ontimesuite.com/mail/ajones.nsf

iNotes Links

iNotes links	
Protocol	https
Host Formula	"demo.ontimesuite.com"
Path Formula	MailFile
Url for you	https://demo.ontimesuite.com/mail/ajones.nsf

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

Server Settings

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

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

The following sections are configured in the server settings document.

- **Server Configuration**
- **Client and Log Configuration**
- **Exchange Servers**

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

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

Server Configuration

OnTime Server Settings

OnTime Server	<input type="text" value="Server2/OnTime"/> @ OnTime	OnTime Admin Server	<input checked="" type="checkbox"/> Yes
----------------------	--	----------------------------	---

Synchronization Settings

Servers being monitored for synchronisation	OnTime Cluster name
<input type="text" value="Server2/OnTime"/>	<input type="text" value=""/>
Monitored servers excluded from update in personal mail databases.	Number of Threads per monitored server
<input type="text" value=""/>	<input type="text" value="3"/>
	Max number of Mailfiles to de-queue
	<input type="text" value="100"/>

Synchronisation Server: Server name

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

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

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

Web Settings

Web Settings	
Server URL	<input type="text" value="https://ontime2demo.intravision.dk"/>
Links URL	<input type="text" value="https://ontime2demo.intravision.dk"/>
OnTime Token Timeout	<input type="text" value="62"/> days <input type="text" value="12"/> hours
Method	<input checked="" type="radio"/> Rolling (automatically refresh when used) <input type="radio"/> Hard (expire after given time)
Login method Desktop	<input type="text" value="OnTime - Password / Mail link"/>
Mobile	<input type="text" value="OnTime - Password / Mail link"/>
Mail Login Sender Addr.	<input <no_reply@example.com"="" type="text" value="OnTime Group Calendar"/>
CORS Allow Origin	<input type="text" value=""/>
Users allowed to run 'OnBehalfOf'	<input type="text" value="Amanda Jones/OnTime OnTimeRoomDisplay/ApiUser"/>
Trust All Certificate in Servlet Commands	<input type="checkbox"/> Yes
Use Buffer during http response	<input type="checkbox"/> Yes

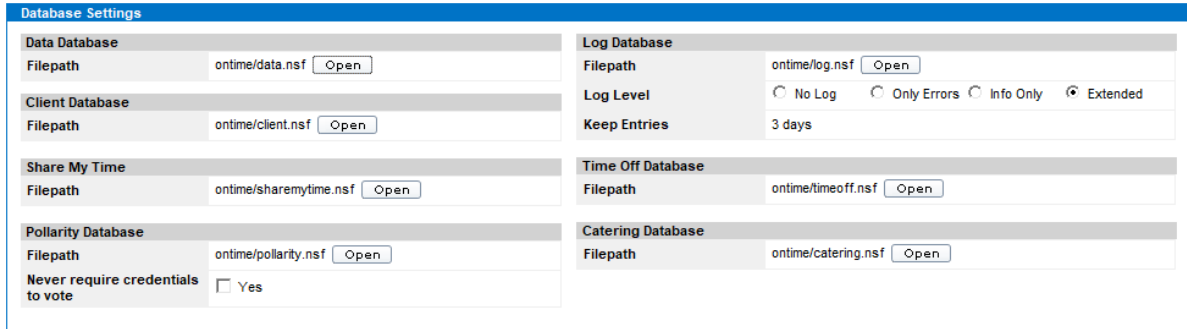
- **Server URL:** Specify the URL of the physical OnTime server.
- **Links URL:** The URL for the user to access the OnTime server
- **OnTime Token Timeout:** Specify the timeout period of the OnTime Token (hours).
Method: Choose Rolling for auto refresh or Hard for exact expire.
- **Login Method Desktop:**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

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

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

Database Settings

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



Database Settings	
Data Database	Filepath: <input type="text" value="ontime/data.nsf"/> <input type="button" value="Open"/>
Client Database	Filepath: <input type="text" value="ontime/client.nsf"/> <input type="button" value="Open"/>
Share My Time	Filepath: <input type="text" value="ontime/sharemytime.nsf"/> <input type="button" value="Open"/>
Pollarity Database	Filepath: <input type="text" value="ontime/pollarity.nsf"/> <input type="button" value="Open"/> Never require credentials to vote: <input type="checkbox"/> Yes
Log Database	Filepath: <input type="text" value="ontime/log.nsf"/> <input type="button" value="Open"/> Log Level: <input type="radio"/> No Log <input type="radio"/> Only Errors <input type="radio"/> Info Only <input checked="" type="radio"/> Extended Keep Entries: 3 days
Time Off Database	Filepath: <input type="text" value="ontime/timeoff.nsf"/> <input type="button" value="Open"/>
Catering Database	Filepath: <input type="text" value="ontime/catering.nsf"/> <input type="button" value="Open"/>

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

Exchange Synchronization

Sync. threads
Email Lookup view

Exchange Server	Users
otms-exh.ontime.local	freetime_users_exch@ontime.local, Test_Rooms@ontime.local, test_equipment@ontime.local
outlook.office365.com	testusers@ontimecalendar.com

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

Connections Settings

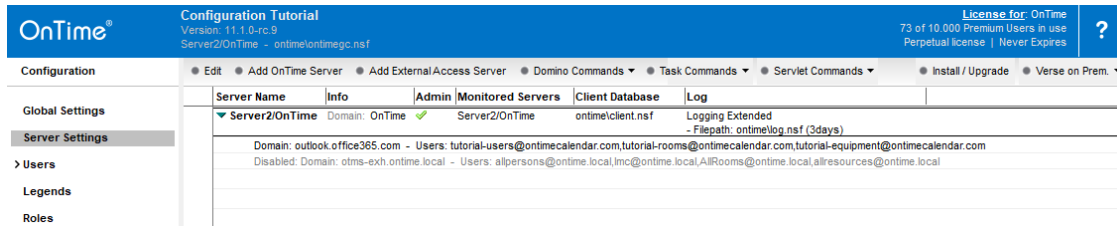
Connections

Enabled	<input checked="" type="checkbox"/> Yes
Base url	<input type="text" value="https://connections.example.com"/>
Servlet:	
Group Resolve Url	<input type="text" value="http://connections.example.com/otggrpresolve"/>
Username	<input type="text" value=""/>
Password	<input type="password" value=""/>
Ctx Profiles	<input type="text" value="/profiles"/>
Ctx Communities	<input type="text" value="/communities"/>
Ltpa Token Name	<input type="text" value="LtpaToken2"/>
Trust All Certificates	<input checked="" type="checkbox"/> Yes

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

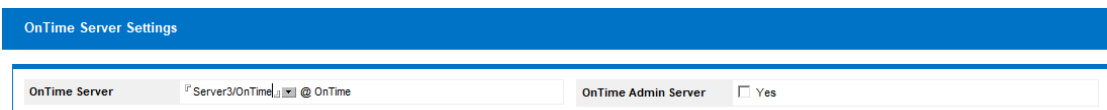
Additional OnTime Server

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'.



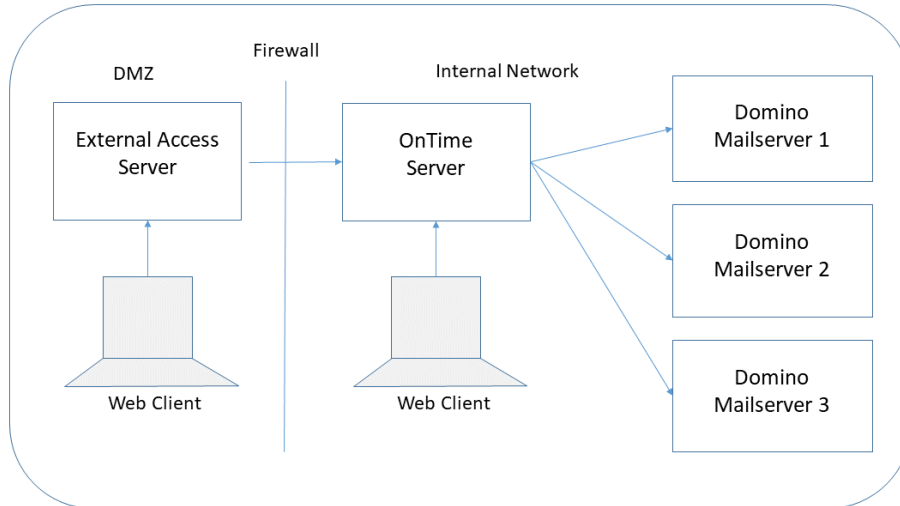
The screenshot shows the OnTime Configuration Tutorial interface. The top navigation bar includes 'Configuration Tutorial', 'Version: 11.1.0-rc.9', 'Server2/OnTime - ontime\ontimegc.nsf', and 'License for: OnTime 73 of 10,000 Premium Users in use Perpetual license | Never Expires'. The main configuration area has tabs for 'Server Name', 'Info', 'Admin', 'Monitored Servers', 'Client Database', and 'Log'. The 'Server Name' tab is active, showing a table with columns for 'Server Name', 'Domain', 'Admin', 'Monitored Servers', 'Client Database', and 'Log'. The table contains one entry for 'Server2/OnTime' with a green checkmark in the 'Admin' column. Below the table, there are sections for 'Domain: outlook.office365.com - Users: tutorial-users@ontimecalendar.com, tutorial-rooms@ontimecalendar.com, tutorial-equipment@ontimecalendar.com' and 'Disabled: Domain: otms-exh.ontime.local - Users: alpersons@ontime.local, mc@ontime.local, AllRooms@ontime.local, allresources@ontime.local'.

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



The screenshot shows the 'OnTime Server Settings' dialog box. It has a title bar 'OnTime Server Settings' and a main area with two fields: 'OnTime Server' with a dropdown menu showing 'Server3/OnTime' and '@ OnTime', and 'OnTime Admin Server' with an unchecked checkbox and the text 'Yes'.

External Access Server



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

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

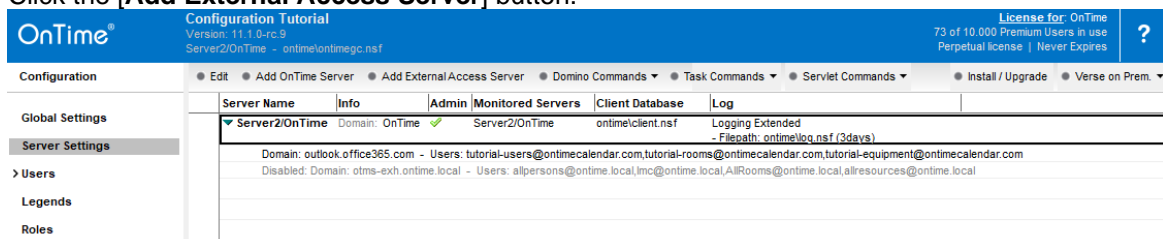
External Access Server installation

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

The External Access server needs access to all mail databases.

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

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



Server Name	Info	Admin	Monitored Servers	Client Database	Log
Server2/OnTime	Domain: OnTime	✓	Server2/OnTime	ontimeclient.nsf	Logging Extended - Filepath: ontime\log.nsf (3days)
Domain: outlook.office365.com - Users: tutorial-users@ontimecalendar.com,tutorial-rooms@ontimecalendar.com,tutorial-equipment@ontimecalendar.com					
Disabled: Domain: otms-exh.ontime.local - Users: alpersons@ontime.local,lmcc@ontime.local,AllRooms@ontime.local,allresources@ontime.local					

External Access Settings

External Access Settings	
External Access Server	Server1/OnTime @ OnTime
OnTime Config Server	Server2/OnTime
Web Settings	
Host URL	http://server1.ontimedemo.com
OnTime Token Timeout	24 hours
CORS Allow Origin	
Users allowed to run 'OnBehalfOf'	Amanada Jones/OnTime
Trust All Certificate in Servlet Commands	<input type="checkbox"/> Yes
Database Settings	
Client Database	
Filepath	ontimeclient.nsf <input type="button" value="Open"/>
Launch Desktop in Notes Client	<input type="checkbox"/> Yes
Log Database	
Log db. filename	ontimelog.nsf <input type="button" value="Open"/>
Log Level	<input type="radio"/> No Log <input checked="" type="radio"/> Only Errors <input type="radio"/> Info Only <input type="radio"/> Extended
Keep Entries	3 days

Web Settings:

- **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

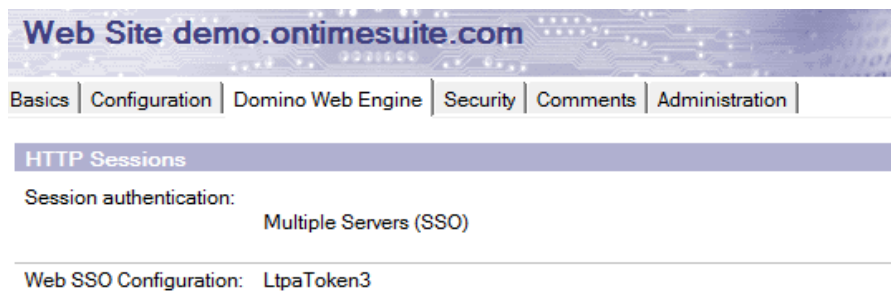
When saving and closing the 'External Access Settings' you will be prompted to confirm the following:

- 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.



The screenshot shows the configuration page for 'Web Site demo.ontimesuite.com'. The navigation tabs include Basics, Configuration, Domino Web Engine, Security, Comments, and Administration. The 'HTTP Sessions' section is expanded, showing 'Session authentication' set to 'Multiple Servers (SSO)' and 'Web SSO Configuration' set to 'LtpaToken3'.

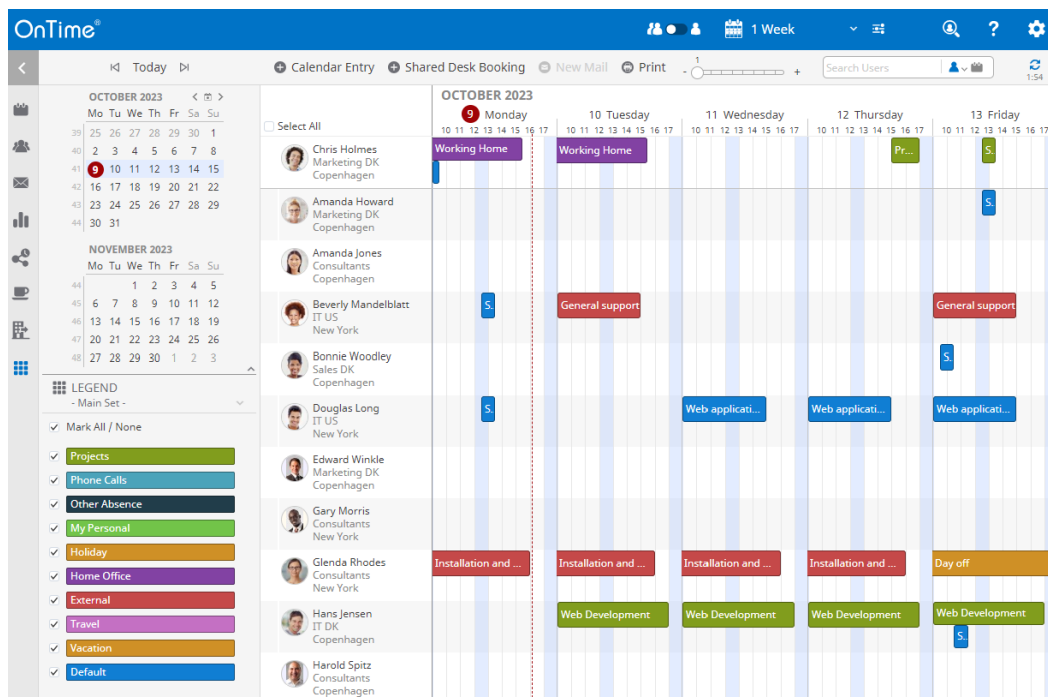
At the bottom of the tab:

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

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

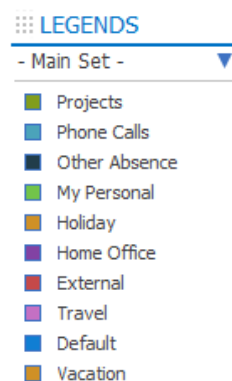
Legends

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

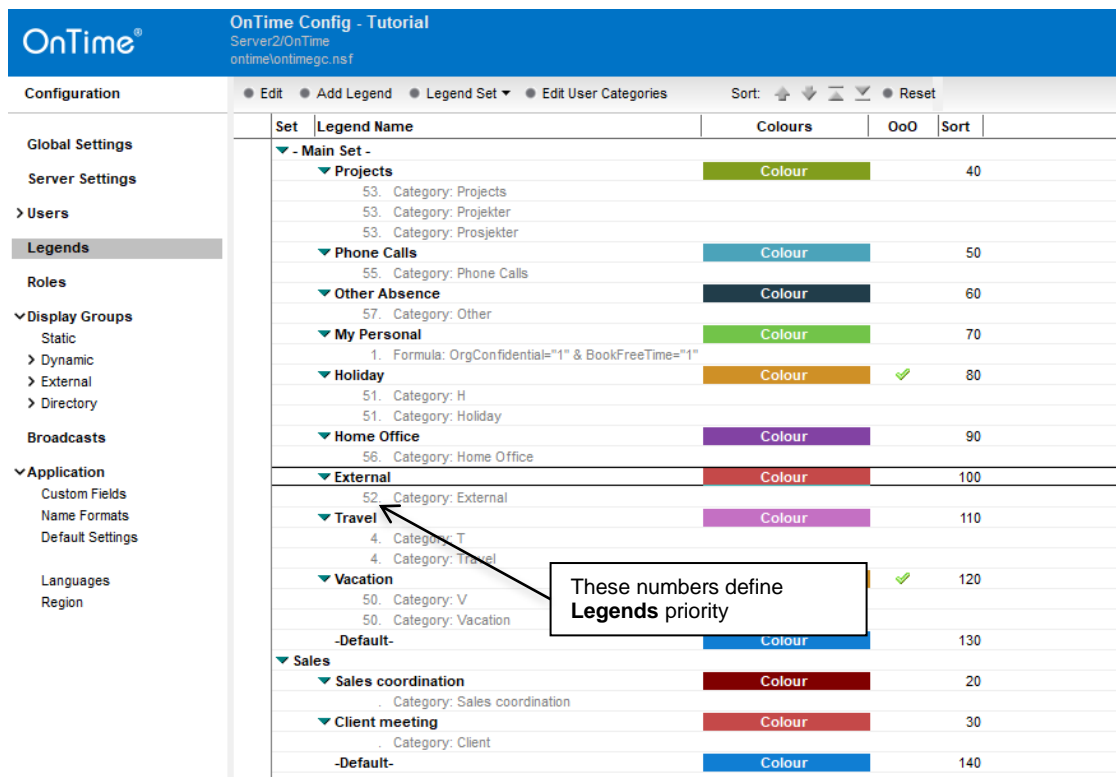


For clarity, let us start by defining some OnTime terms related to legends:

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



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



Set	Legend Name	Colours	OoO	Sort
- Main Set -				
▼ Projects				
	53. Category: Projects	Colour		40
	53. Category: Projekter			
	53. Category: Prosjekter			
▼ Phone Calls				
	55. Category: Phone Calls	Colour		50
▼ Other Absence				
	57. Category: Other	Colour		60
▼ My Personal				
	1. Formula: OrgConfidential="1" & BookFreeTime="1"	Colour		70
▼ Holiday				
	51. Category: H		✓	80
	51. Category: Holiday			
▼ Home Office				
	56. Category: Home Office	Colour		90
▼ External				
	52. Category: External	Colour		100
▼ Travel				
	4. Category: T			
	4. Category: Travel			
▼ Vacation				
	50. Category: V		✓	120
	50. Category: Vacation			
-Default-				
		Colour		130
▼ Sales				
▼ Sales coordination				
	. Category: Sales coordination	Colour		20
▼ Client meeting				
	. Category: Client	Colour		30
-Default-				
		Colour		140

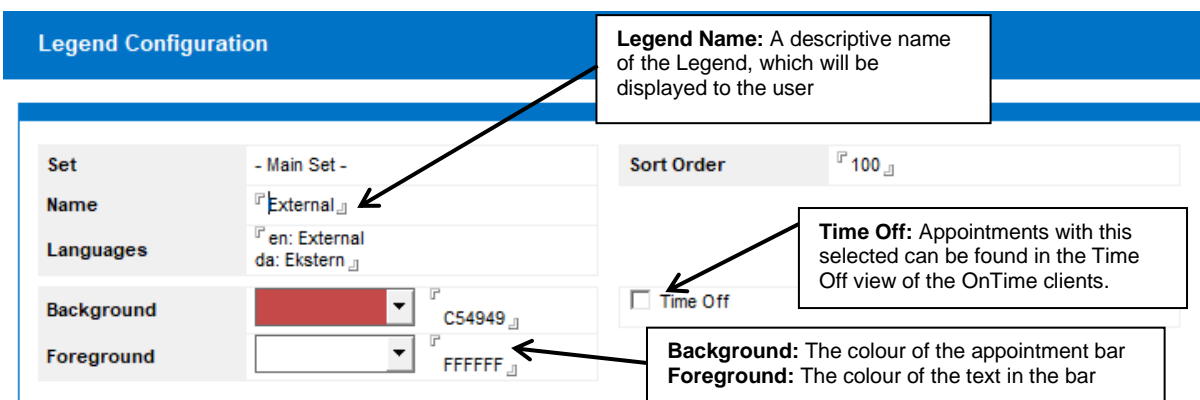
Legend Configuration

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

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

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

Click Edit – to edit a Legend Configuration



Legend Configuration

Legend Name: A descriptive name of the Legend, which will be displayed to the user

Name: External

Languages: en: External, da: Ekstern

Background: C54949

Foreground: FFFFFFFF

Time Off: Appointments with this selected can be found in the Time Off view of the OnTime clients.

Background: The colour of the appointment bar
Foreground: The colour of the text in the bar

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

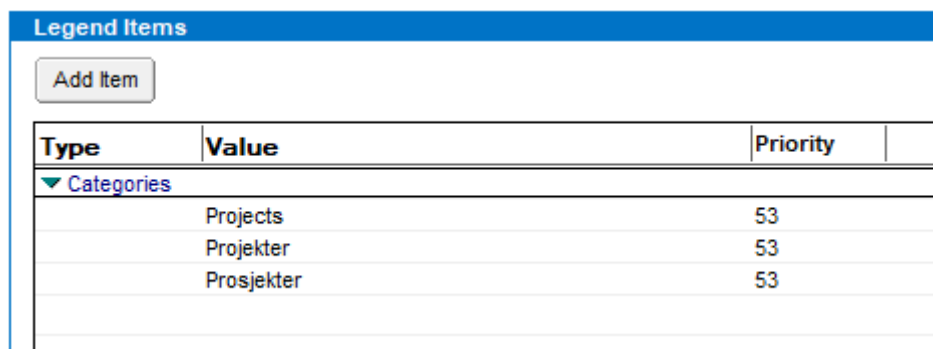
If the user's selected language is not in the list, the name of the Legend will be used instead, and therefore it is important to make it descriptive.

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**.

LEGENDS

- Default
- Client Meeting
- Holiday
- Home Office
- Other Absence
- Travel
- Vacation



Legend Items

Add Item

Type	Value	Priority
▼ Categories		
	Projects	53
	Projekter	53
	Prosjekter	53

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

Set	- Main Set -	
Name	Vacation	
Type	<input checked="" type="radio"/> Category <input type="radio"/> Formula <input type="radio"/> Character	Priority <input type="text" value="50"/>
Category	<input type="text" value="V"/>	

Set	- Main Set -	Formula: A formula automatically calculates how a given calendar activity should be processed and shown by the OnTime Client.
Name	Vacation	
Type	<input type="radio"/> Category <input checked="" type="radio"/> Formula <input type="radio"/> Character	Priority <input type="text" value="50"/>
Formula	<input type="text" vacation\")"="" value="@contains(Subject;\"/>	

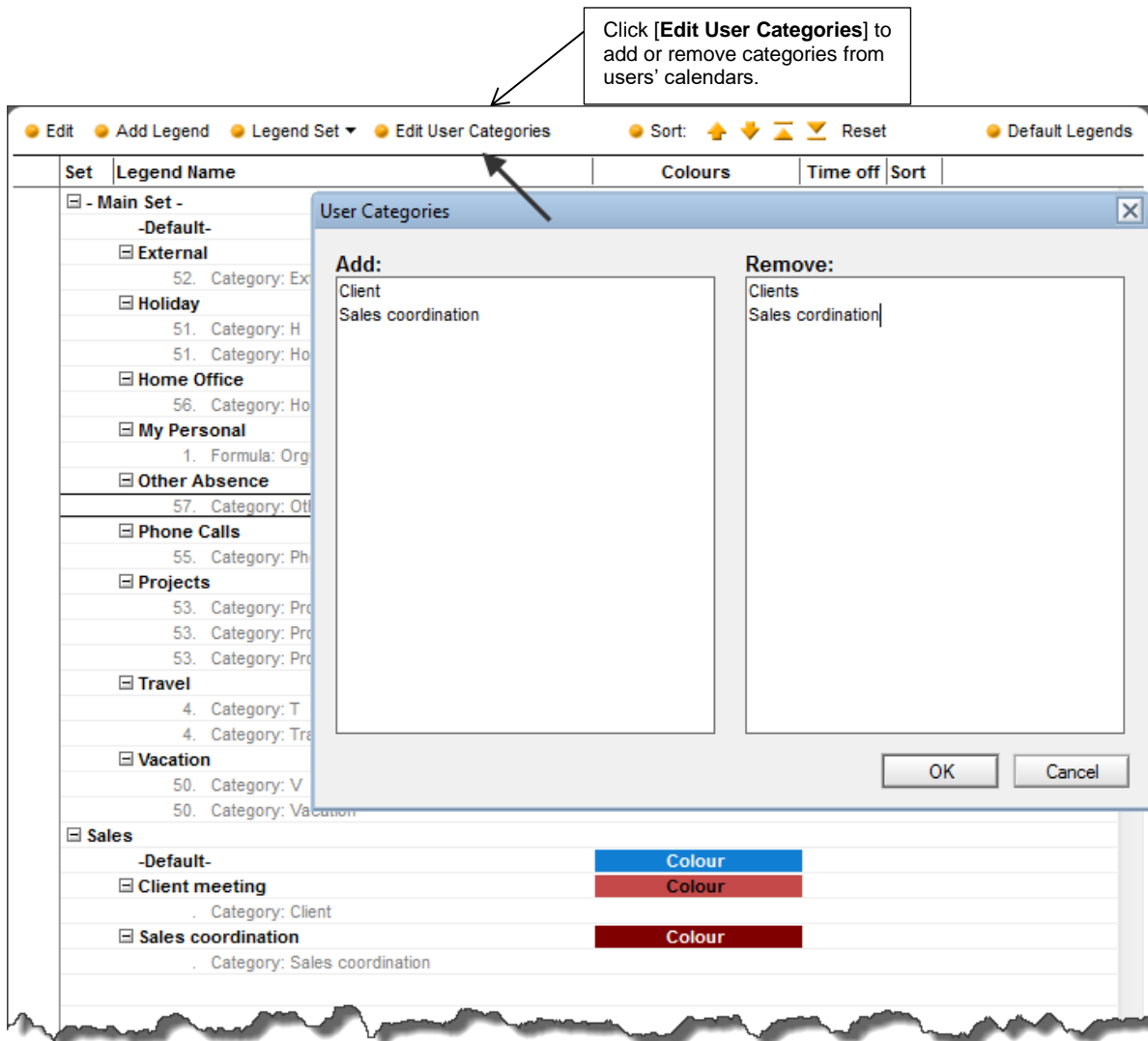
Set	- Main Set -	Character: A character can be a symbol (I.e. #, ! or ?) or simply a letter. GC evaluates based on the first character of the subject field in the calendar activity. “#Trip to Spain”
Name	Vacation	
Type	<input type="radio"/> Category <input type="radio"/> Formula <input checked="" type="radio"/> Character	Priority <input type="text" value="50"/>
Char	<input type="text" value="#"/>	

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.

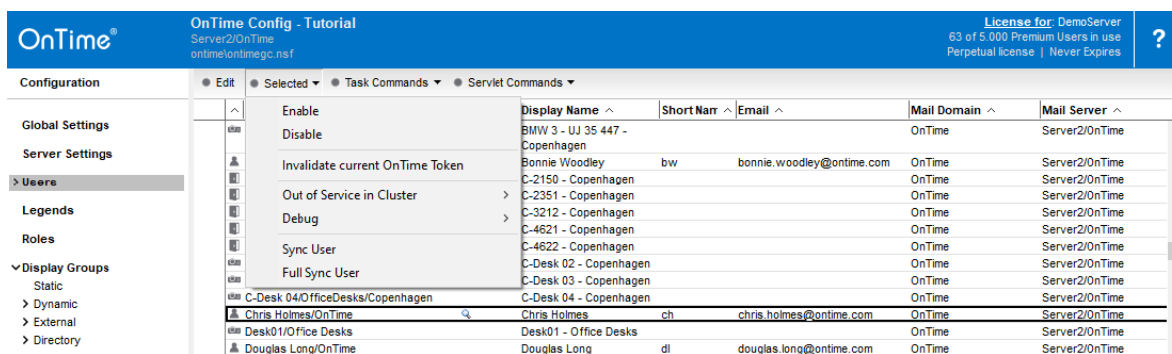
Users

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

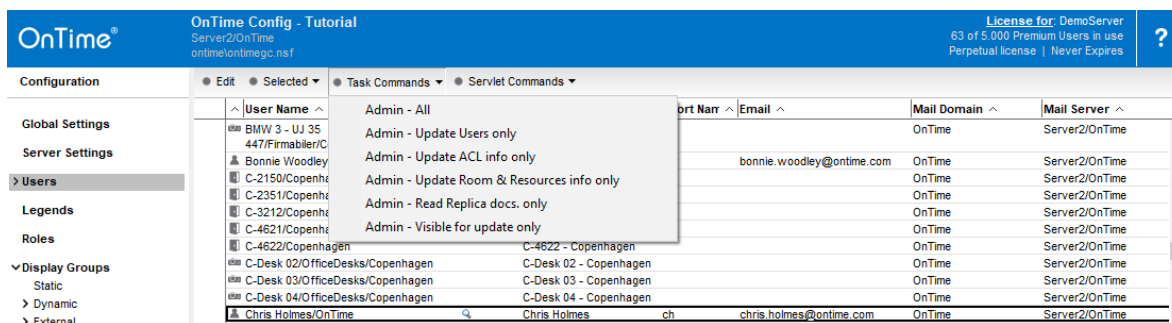
When you select a user in the Users view you have the following actions available:

- **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.



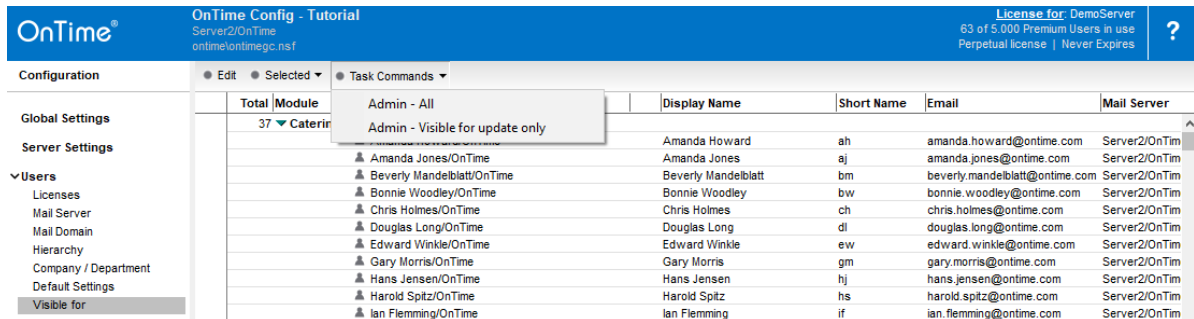
Users - Task Commands

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



Users - Servlet Commands

To refresh image(s) for the selected user

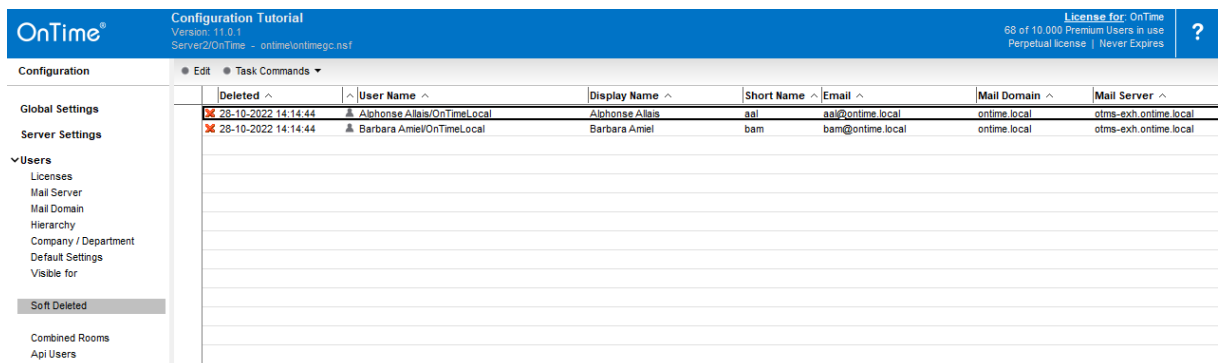


Total	Module	Display Name	Short Name	Email	Mail Server
37	Caterin	Amanda Howard	ah	amanda.howard@ontime.com	Server2/OnTim
		Amanda Jones/OnTime	aj	amanda.jones@ontime.com	Server2/OnTim
		Beverly Mandelblatt/OnTime	bm	beverly.mandelblatt@ontime.com	Server2/OnTim
		Bonnie Woodley/OnTime	bw	bonnie.woodley@ontime.com	Server2/OnTim
		Chris Holmes/OnTime	ch	chris.holmes@ontime.com	Server2/OnTim
		Douglas Long/OnTime	dl	douglas.long@ontime.com	Server2/OnTim
		Edward Winkle/OnTime	ew	edward.winkle@ontime.com	Server2/OnTim
		Gary Morris/OnTime	gm	gary.morris@ontime.com	Server2/OnTim
		Hans Jensen/OnTime	hj	hans.jensen@ontime.com	Server2/OnTim
		Harold Spitz/OnTime	hs	harold.spitz@ontime.com	Server2/OnTim
		Ian Flemming/OnTime	if	ian.flemming@ontime.com	Server2/OnTim

Visible for – Task Commands

- to update the view 'User/Visible for'

Users – Soft Deleted

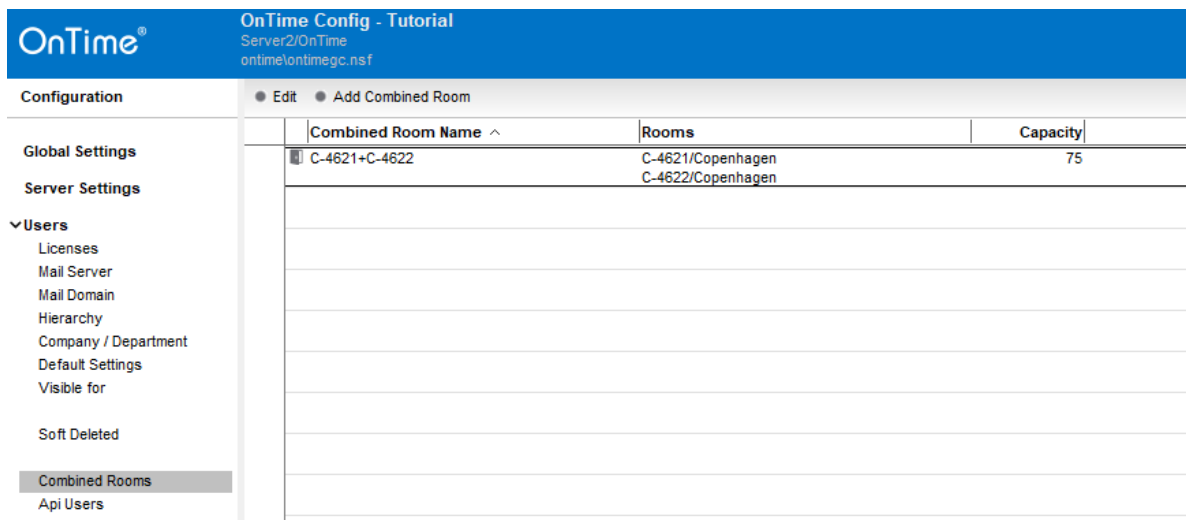


Deleted	User Name	Display Name	Short Name	Email	Mail Domain	Mail Server
28-10-2022 14:14:44	Alphonse Alias/OnTime.local	Alphonse Alias	aal	aal@ontime.local	ontime.local	ctms-exh.ontime.local
28-10-2022 14:14:44	Barbara Amiel/OnTime.local	Barbara Amiel	bam	bam@ontime.local	ontime.local	ctms-exh.ontime.local

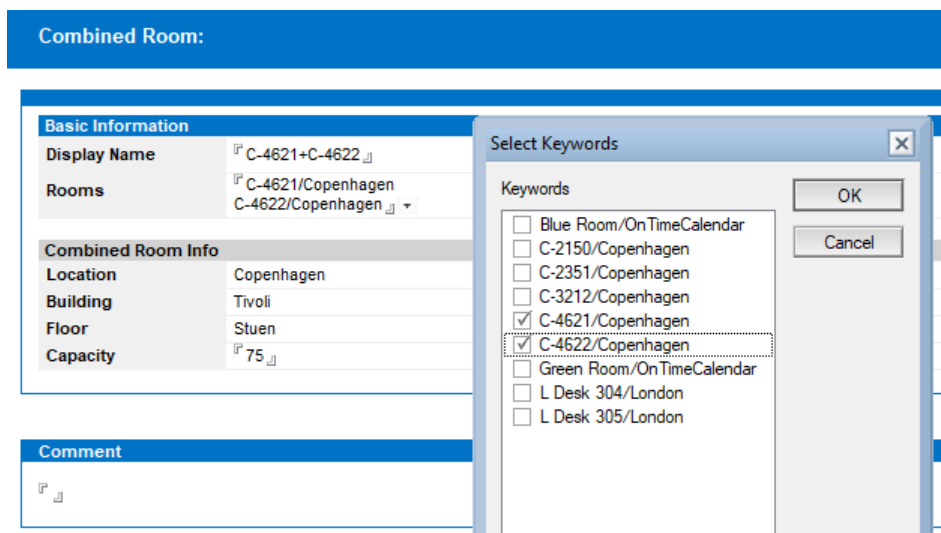
When a user is deleted from OnTime by the Admin task, the user is soft deleted and may be reenabled within 7 days.

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.

Information for Person: Bonnie Woodley/OnTime
Enabled
Last Sync: 08-02-2022 02:00:13

Basic Information	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; border-bottom: 1px solid #ccc;">Person</td> <td style="border-bottom: 1px solid #ccc;">Bonnie Woodley/OnTime</td> <td rowspan="3" style="text-align: center; vertical-align: middle;"></td> </tr> <tr> <td style="border-bottom: 1px solid #ccc;">Display Name</td> <td style="border-bottom: 1px solid #ccc;">Bonnie Woodley</td> </tr> <tr> <td style="border-bottom: 1px solid #ccc;">Email</td> <td style="border-bottom: 1px solid #ccc;">bonnie.woodley@ontime.com</td> </tr> </table>	Person	Bonnie Woodley/OnTime		Display Name	Bonnie Woodley	Email	bonnie.woodley@ontime.com	Database Information	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-bottom: 1px solid #ccc;">Mail Domain</td> <td style="border-bottom: 1px solid #ccc;">OnTime</td> </tr> <tr> <td style="border-bottom: 1px solid #ccc;">Mail Server</td> <td style="border-bottom: 1px solid #ccc;">Server2/OnTime</td> </tr> <tr> <td style="border-bottom: 1px solid #ccc;">Mail File</td> <td style="border-bottom: 1px solid #ccc;">mailbwoodley.nsf</td> </tr> <tr> <td style="border-bottom: 1px solid #ccc;">Mail Replica ID</td> <td style="border-bottom: 1px solid #ccc;">C12574F8:0078F763</td> </tr> </table>	Mail Domain	OnTime	Mail Server	Server2/OnTime	Mail File	mailbwoodley.nsf	Mail Replica ID	C12574F8:0078F763									
Person	Bonnie Woodley/OnTime																										
Display Name	Bonnie Woodley																										
Email	bonnie.woodley@ontime.com																										
Mail Domain	OnTime																										
Mail Server	Server2/OnTime																										
Mail File	mailbwoodley.nsf																										
Mail Replica ID	C12574F8:0078F763																										
Person Info	<table style="width: 100%; border-collapse: collapse;"> <tr><td style="border-bottom: 1px solid #ccc;">Short Name</td><td style="border-bottom: 1px solid #ccc;">bw</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">Title</td><td style="border-bottom: 1px solid #ccc;"></td></tr> <tr><td style="border-bottom: 1px solid #ccc;">Company</td><td style="border-bottom: 1px solid #ccc;"></td></tr> <tr><td style="border-bottom: 1px solid #ccc;">Department</td><td style="border-bottom: 1px solid #ccc;">Sales DK</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">Location</td><td style="border-bottom: 1px solid #ccc;">Copenhagen</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">Office Phone</td><td style="border-bottom: 1px solid #ccc;"></td></tr> <tr><td style="border-bottom: 1px solid #ccc;">Cell Phone</td><td style="border-bottom: 1px solid #ccc;"></td></tr> <tr><td style="border-bottom: 1px solid #ccc;">EmployeeID</td><td style="border-bottom: 1px solid #ccc;"></td></tr> <tr><td style="border-bottom: 1px solid #ccc;">Custom 1</td><td style="border-bottom: 1px solid #ccc;">test</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">Custom 2</td><td style="border-bottom: 1px solid #ccc;">test2</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">Custom 3</td><td style="border-bottom: 1px solid #ccc;">test3</td></tr> </table>	Short Name	bw	Title		Company		Department	Sales DK	Location	Copenhagen	Office Phone		Cell Phone		EmployeeID		Custom 1	test	Custom 2	test2	Custom 3	test3	Extra Info	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-bottom: 1px solid #ccc;">Visible for</td> <td style="border-bottom: 1px solid #ccc;">Catering, MStTeams Online Meeting, Zoom Online Meeting, Webex Online Meeting</td> </tr> </table>	Visible for	Catering, MStTeams Online Meeting, Zoom Online Meeting, Webex Online Meeting
Short Name	bw																										
Title																											
Company																											
Department	Sales DK																										
Location	Copenhagen																										
Office Phone																											
Cell Phone																											
EmployeeID																											
Custom 1	test																										
Custom 2	test2																										
Custom 3	test3																										
Visible for	Catering, MStTeams Online Meeting, Zoom Online Meeting, Webex Online Meeting																										

Global Settings:
Business card data source

Visible for:
Listing of extra info

Assigned

Person has been assigned the following Roles	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-bottom: 1px solid #ccc;">Role Member</td> <td style="border-bottom: 1px solid #ccc;">All Users</td> </tr> </table>	Role Member	All Users	Person has been assigned the following Application Setting	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-bottom: 1px solid #ccc;">Application Setting</td> <td style="border-bottom: 1px solid #ccc;">Default</td> </tr> </table>	Application Setting	Default
Role Member	All Users						
Application Setting	Default						

Access to this Person calendar entries

Roles have granted the following access	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-bottom: 1px solid #ccc;">Create, Edit and Delete entries</td> <td style="border-bottom: 1px solid #ccc;">Receptionists, See All, Tester role</td> </tr> <tr> <td style="border-bottom: 1px solid #ccc;">Change Automatic Replies</td> <td style="border-bottom: 1px solid #ccc;"></td> </tr> <tr> <td style="border-bottom: 1px solid #ccc;">Create and Edit own entries</td> <td style="border-bottom: 1px solid #ccc;">(Room & Resources only)</td> </tr> <tr> <td style="border-bottom: 1px solid #ccc;">Read entries details</td> <td style="border-bottom: 1px solid #ccc;">All Users, Door Sign</td> </tr> <tr> <td style="border-bottom: 1px solid #ccc;">View schedule information</td> <td style="border-bottom: 1px solid #ccc;"></td> </tr> </table>	Create, Edit and Delete entries	Receptionists, See All, Tester role	Change Automatic Replies		Create and Edit own entries	(Room & Resources only)	Read entries details	All Users, Door Sign	View schedule information		Delegated access in the personal calendar (Preferences/ACL)	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-bottom: 1px solid #ccc;">Create, Edit and Delete entries</td> <td style="border-bottom: 1px solid #ccc;">LocalDomainAdmins</td> </tr> <tr> <td style="border-bottom: 1px solid #ccc;">Read entries details</td> <td style="border-bottom: 1px solid #ccc;"></td> </tr> </table>	Create, Edit and Delete entries	LocalDomainAdmins	Read entries details	
Create, Edit and Delete entries	Receptionists, See All, Tester role																
Change Automatic Replies																	
Create and Edit own entries	(Room & Resources only)																
Read entries details	All Users, Door Sign																
View schedule information																	
Create, Edit and Delete entries	LocalDomainAdmins																
Read entries details																	

Roles

Global settings:
Advanced options

Images (Extra images for Business Card)

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.

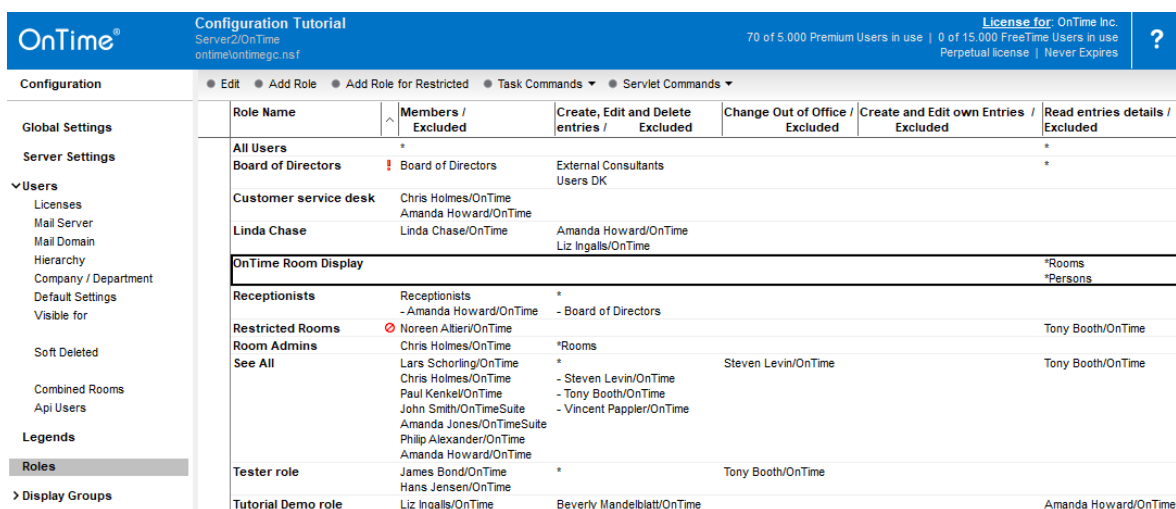
OnTime Roles

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:



Role Name	Members / Excluded	Create, Edit and Delete entries / Excluded	Change Out of Office / Excluded	Create and Edit own Entries / Excluded	Read entries details / Excluded
All Users	*				*
Board of Directors	Board of Directors	External Consultants Users DK			*
Customer service desk	Chris Holmes/OnTime Amanda Howard/OnTime				
Linda Chase	Linda Chase/OnTime	Amanda Howard/OnTime Liz Ingalls/OnTime			
OnTime Room Display					*Rooms *Persons
Receptionists	Receptionists - Amanda Howard/OnTime	- Board of Directors			
Restricted Rooms	Noreen Altieri/OnTime				Tony Booth/OnTime
Room Admins	Chris Holmes/OnTime	*Rooms			
See All	Lars Schorling/OnTime Chris Holmes/OnTime Paul Kenkel/OnTime John Smith/OnTimeSuite Amanda Jones/OnTimeSuite Philip Alexander/OnTime Amanda Howard/OnTime	* - Steven Levin/OnTime - Tony Booth/OnTime - Vincent Pappler/OnTime	Steven Levin/OnTime		Tony Booth/OnTime
Tester role	James Bond/OnTime Hans Jensen/OnTime	*		Steven Levin/OnTime	Tony Booth/OnTime
Tutorial Demo role	Liz Ingalls/OnTime	Beverly Mandelblatt/OnTime			Amanda Howard/OnTime

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

Role Configuration

Role

Name	See All	<input type="checkbox"/> Disable
-------------	---------	----------------------------------

Role Members

Domino (Notes User names)		
Members	Lars Schorling/OnTime Chris Holmes/OnTime Paul Kenkel/OnTime John Smith/OnTimeSuite Amanda Jones/OnTimeSuite Philip Alexander/OnTime Amanda Howard/OnTime	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	Steven Levin/OnTime Tony Booth/OnTime Vincent Pappler/OnTime
Change Out of Office	Steven Levin/OnTime	Excluded	
Create and Edit own Entries <small>(Room & Resources only)</small>		Excluded	
Read entries details	Tony Booth/OnTime	Excluded	
View schedule information	Vincent Pappler/OnTime	Excluded	
Exchange (Exchange Group or User email address)			
Create, Edit and Delete entries		Excluded	
Read entries details	*	Excluded	
View schedule information		Excluded	

Default role

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

Role Members

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

Members the Role has selected access to:

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

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

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

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

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

View schedule information: - ability to see availability.

Rooms Display Role

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

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

Role Configuration

Role

Name OnTime Room Display	<input type="checkbox"/> Disable
---------------------------------	----------------------------------

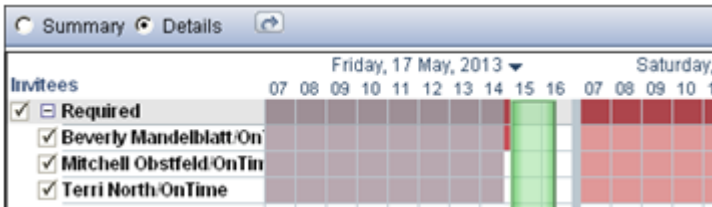
Role Members

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	Excluded
Read entries details	Excluded
View schedule information	Excluded

There are five different levels of access supported by OnTime

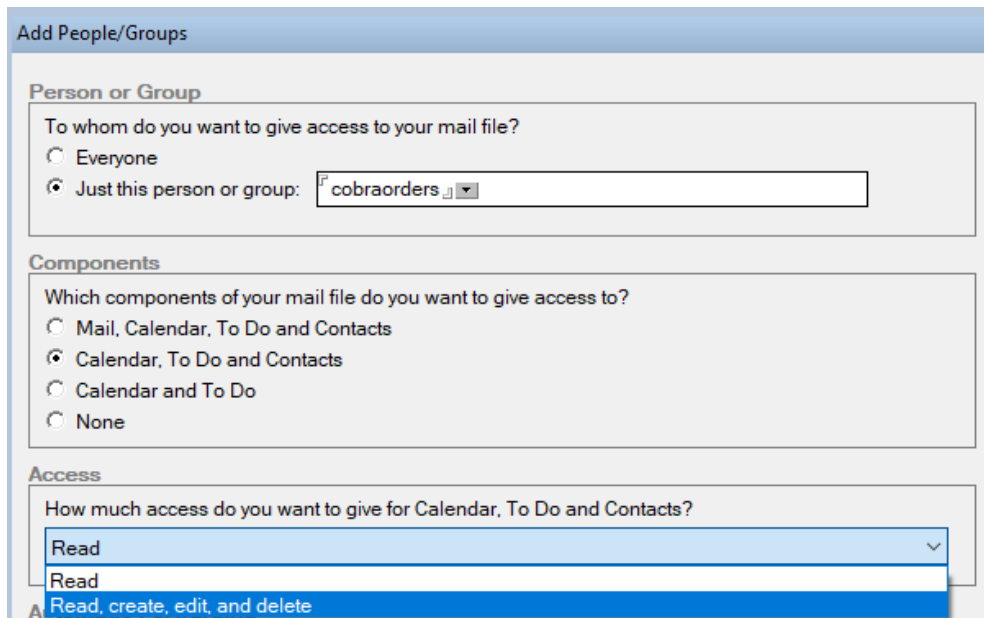
Access level	Description
Create, Edit and Delete entries	This level allows users to Read, Create, Edit and Delete entries for the people that the users have been granted this access for. Private appointments still have all information hidden by default.
Change Out of Office	This level allows users access 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.  <p>Users, in the standard configuration, can see whether the individuals are busy but not the subject of the meeting or any other details.</p>

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

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

Private Access and delegation profile

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



Add People/Groups

Person or Group

To whom do you want to give access to your mail file?

Everyone

Just this person or group: cobraorders_j

Components

Which components of your mail file do you want to give access to?

Mail, Calendar, To Do and Contacts

Calendar, To Do and Contacts

Calendar and To Do

None

Access

How much access do you want to give for Calendar, To Do and Contacts?

Read

Read

Read, create, edit, and delete

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

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

Display Groups

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

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

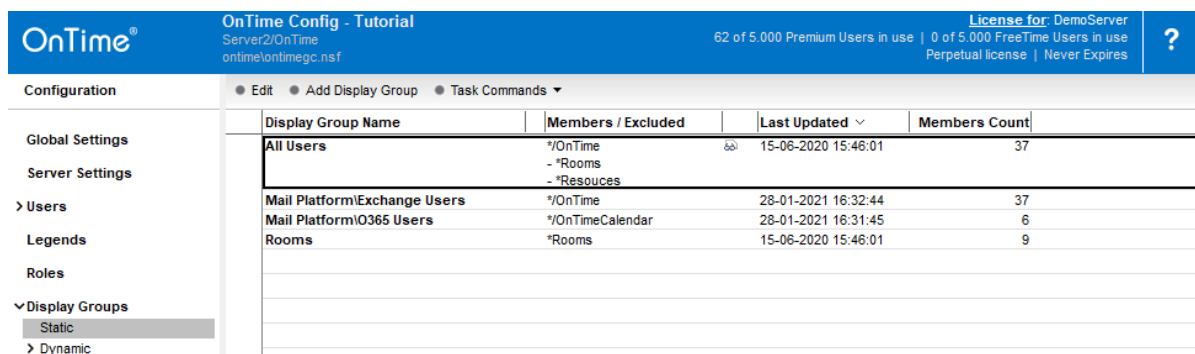
Display Groups are created and maintained from the **[Display Groups]** overview in the OnTime config database.

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

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

Static Groups

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



Display Group Name	Members / Excluded	Last Updated	Members Count
All Users	*OnTime - *Rooms - *Resources	15-06-2020 15:46:01	37
Mail PlatformExchange Users	*OnTime	28-01-2021 16:32:44	37
Mail PlatformO365 Users	*OnTimeCalendar	28-01-2021 16:31:45	6
Rooms	*Rooms	15-06-2020 15:46:01	9

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

Static Display Group Configuration

Name	All Users	
Members	*/OnTime	Excluded *Rooms *Resouces
Limited access	<input checked="" type="checkbox"/> Yes	
Limit to	*/OnTime	

Choose your members either by using Directory groups (recommended) or, by using Directory users

Limit the visibility of the group to a specific Directory group or user

Result

Count Users	38
--------------------	----

Limit to

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

Configuration

- Global Settings
- Server Settings
- > Users
- Legends
- Roles
- ▼ Display Groups
 - Static
 - Dynamic
 - External
 - Directory

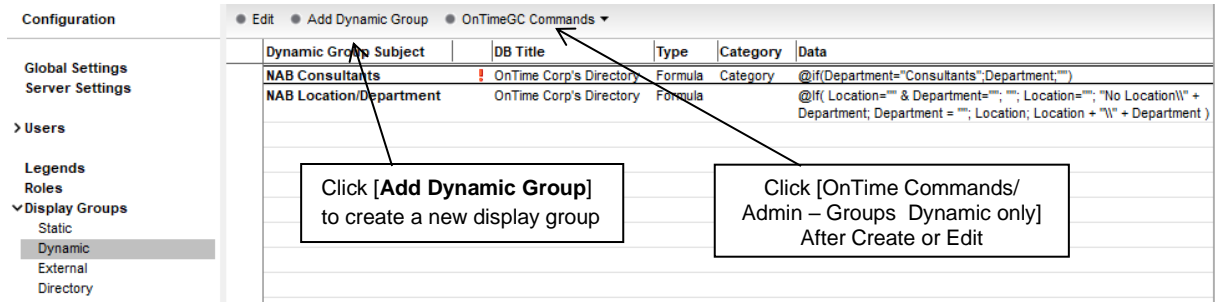
● Edit ● Add Display Group ● OnTimeGC Commands ▼

Display Group Name	Members / Excluded
All Users	<input checked="" type="checkbox"/> */OnTime - *Rooms - *Resouces
IT US	IT US
Marketing Denmark	Marketing Denmark
Rooms	*Rooms

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.



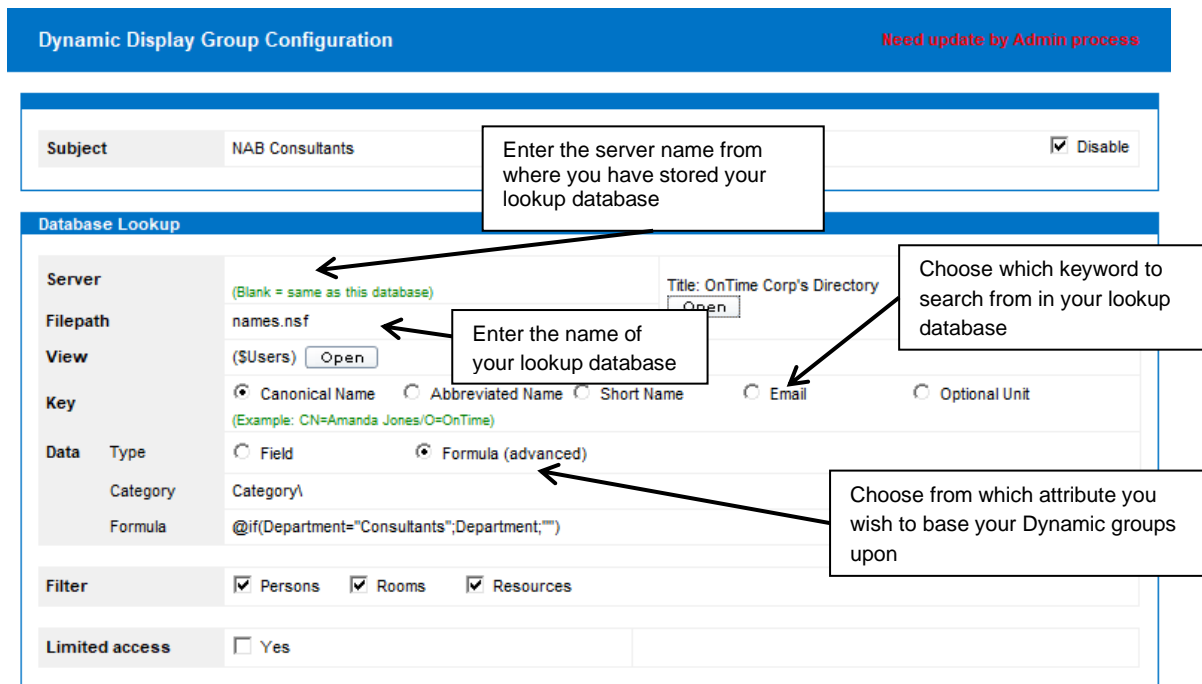
This is the view from which you configure your Dynamic Group(s). The *Subject* field is merely the name of the Dynamic Group, to help distinguish between the various created groups and not the actual display name of the group.

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 Display Group Configuration

Enabled	<input type="checkbox"/> Yes
----------------	------------------------------

Database Lookup

Server	<input type="text" value="Server1/OnTime"/> <small>(Blank = same as this database)</small>	Title: <input type="text" value="Open"/>														
Filepath	<input type="text" value="groups\groupsA.nsf"/>															
View	<input type="text" value=""/>															
Fields	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Group Name</td> <td style="width: 70%;"> <input type="text" value="Name"/> </td> </tr> <tr> <td>Members Include</td> <td> <input type="text" value="MembersInclude"/> </td> </tr> <tr> <td>Members Exclude</td> <td> <input type="text" value="MembersExclude"/> </td> </tr> <tr> <td>Sort</td> <td> <input type="text" value=""/> </td> </tr> <tr> <td>Limit Access</td> <td> <input type="text" value="LimitAccess"/> </td> </tr> <tr> <td>Limit Include</td> <td> <input type="text" value="LimitInclude"/> </td> </tr> <tr> <td>Limit Exclude</td> <td> <input type="text" value="LimitExclude"/> </td> </tr> </table>		Group Name	<input type="text" value="Name"/>	Members Include	<input type="text" value="MembersInclude"/>	Members Exclude	<input type="text" value="MembersExclude"/>	Sort	<input type="text" value=""/>	Limit Access	<input type="text" value="LimitAccess"/>	Limit Include	<input type="text" value="LimitInclude"/>	Limit Exclude	<input type="text" value="LimitExclude"/>
Group Name	<input type="text" value="Name"/>															
Members Include	<input type="text" value="MembersInclude"/>															
Members Exclude	<input type="text" value="MembersExclude"/>															
Sort	<input type="text" value=""/>															
Limit Access	<input type="text" value="LimitAccess"/>															
Limit Include	<input type="text" value="LimitInclude"/>															
Limit Exclude	<input type="text" value="LimitExclude"/>															

External group administration in systems other than Domino is supported.

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

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

Directory Display Groups

Directory Display Group Configuration

Directory Configuration

Selection	<input type="radio"/> None <input type="radio"/> Prefix Characters <input type="radio"/> Group Type <input type="radio"/> Categories <input checked="" type="radio"/> Formula
Formula	<code>{(GroupType = "1")}</code>
Name	<code>{IT Total Denmark}</code>
Category	<code>{}</code>
Formula	<code>{(Blank equal Group name)}</code>

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.

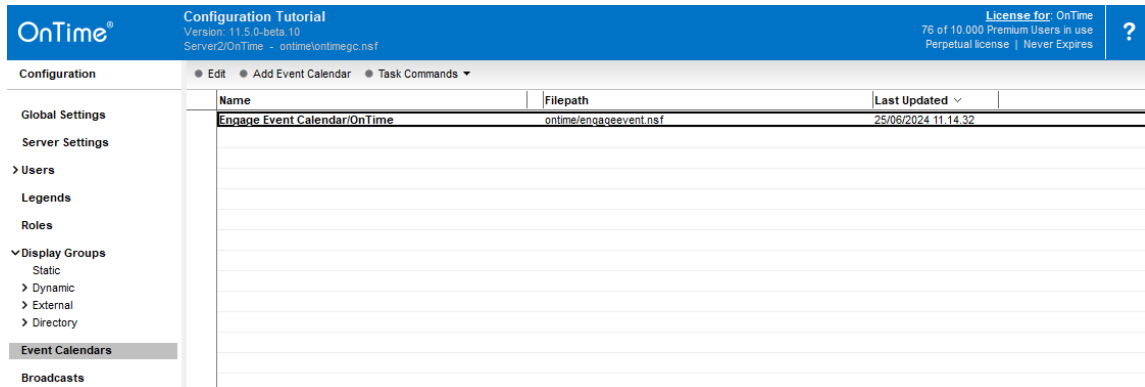
- **Category:** This is like dynamic groups where you can choose a category, and all created groups will be under the created under that category.
- **Formula:** A @Formula that can calculate which group name to give the group in your OnTime based on the group document from your NAB. Example: “@RightBack(ListName;1)”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

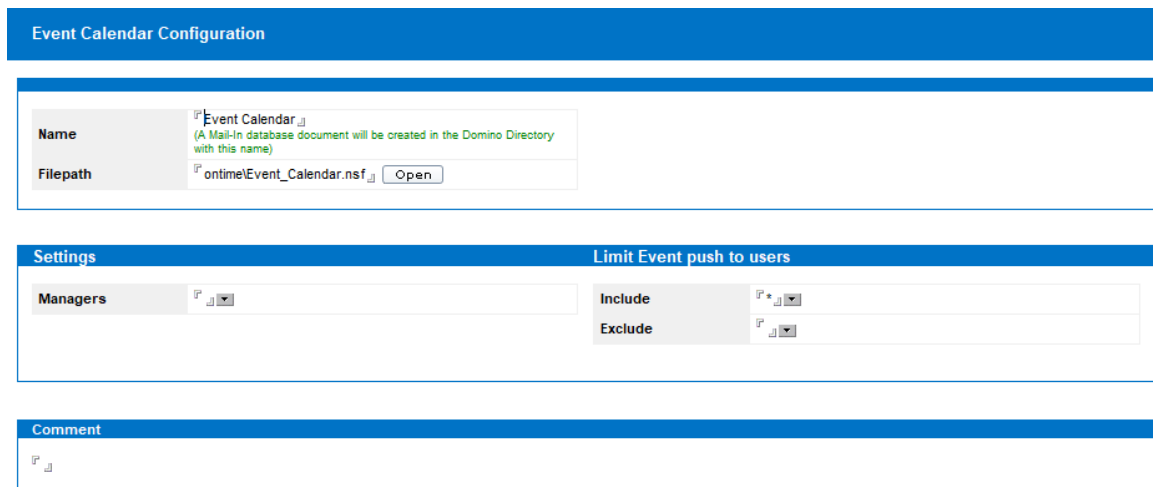
Event Calendars

The OnTime event Calendar system manages distributions of events centrally to selected users. The OnTime event calendar system will take the role of the older 'OnTime Broadcast system', which is obsolete.



The screenshot shows the OnTime Configuration interface. The top navigation bar includes 'OnTime', 'Configuration Tutorial', 'Version: 11.5.0-beta.10', 'Server2/OnTime - ontime@ontimegc.nsf', and 'License for OnTime' (76 of 10,000 Premium Users in use, Perpetual license | Never Expires). The left sidebar lists configuration categories: Global Settings, Server Settings, Users, Legends, Roles, Display Groups (Static, Dynamic, External, Directory), Event Calendars (selected), and Broadcasts. The main content area shows a table with columns: Name, Filepath, and Last Updated. One entry is visible: 'Engage Event Calendar/OnTime' with filepath 'ontime/engageevent.nsf' and last updated '25/06/2024 11.14.32'. Above the table are buttons for 'Edit', 'Add Event Calendar', and 'Task Commands'.

Click 'Add Event Calendar' to create a new calendar.



The screenshot shows the 'Event Calendar Configuration' form. It has three main sections:

- Name:** 'Event Calendar' (with a note: '(A Mail-In database document will be created in the Domino Directory with this name)').
- Filepath:** 'ontime\Event_Calendar.nsf' with an 'Open' button.
- Settings:**
 - Managers:** A dropdown menu.
 - Limit Event push to users:**
 - Include:** A dropdown menu with a star icon.
 - Exclude:** A dropdown menu.
- Comment:** A text area.

Name for the database is suggested, you may change it. A mail-In document is created to allow for the users' responses to invitations.

Filepath is suggested, you may change it.

Manager: You may enter person(s) or groups that manages events.

Limit Event push to users:

Include: A star means all users in OnTime, persons and groups may be entered.

Exclude: person or groups excluded.

Click Edit to change Settings for the calendar

Event Calendar Configuration	
Name	Engage Event Calendar/OnTime <small>(A Mail-In database document will be created in the Domino Directory with this name)</small>
Filepath	ontime/engageevent.nsf <input type="button" value="Open"/>
Settings	
Managers	Chris Holmes/OnTime
Limit Event push to users	
Include	*
Exclude	
Comment	
Some comment here	

If you change Managers or Include/Exclude fields and click 'Save & Close' – you should click 'Tasks Commands' and 'Admin – Event Calendars only' – to reflect your new settings. Anyway the new settings will be activated in the nighttime.

If you change the name of the calendar the mail-in document will be updated.

Note: If you change the name after the distribution of some events - new responses from the users will be lost. You may solve the problem of the old nsf-filename by adding one more mail-in document pointing to the old nsf-filename.

Note: In case you are licenced with Freeminum Level 1 or 2 – your days ahead will be limited to 30 and 45 days.

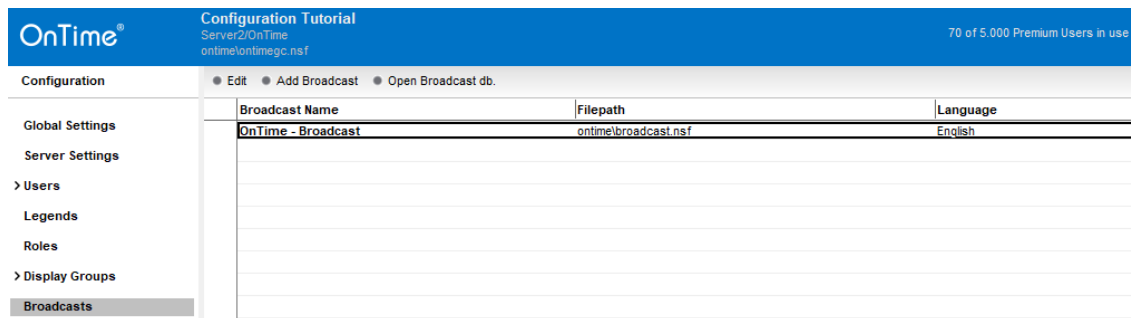
Broadcasts

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.

Note: The OnTime Broadcasts system is considered obsolete. Please use the 'OnTime Event Calendar' system for new events.

Configure OnTime Broadcast

To implement Broadcast, add a configuration document.



The screenshot shows the OnTime Configuration Tutorial interface. The top navigation bar includes the OnTime logo, the title 'Configuration Tutorial', the server path 'Server2/OnTime', the database path 'onTime/onTimegc.nsf', and a user count '70 of 5,000 Premium Users in use'. Below the navigation bar, there are three buttons: 'Edit', 'Add Broadcast', and 'Open Broadcast db.'. A table with three columns is displayed: 'Broadcast Name', 'Filepath', and 'Language'. The first row contains the values 'OnTime - Broadcast', 'onTime/broadcast.nsf', and 'English'. The left sidebar contains a menu with items: 'Global Settings', 'Server Settings', '> Users', 'Legends', 'Roles', '> Display Groups', and 'Broadcasts' (which is highlighted).

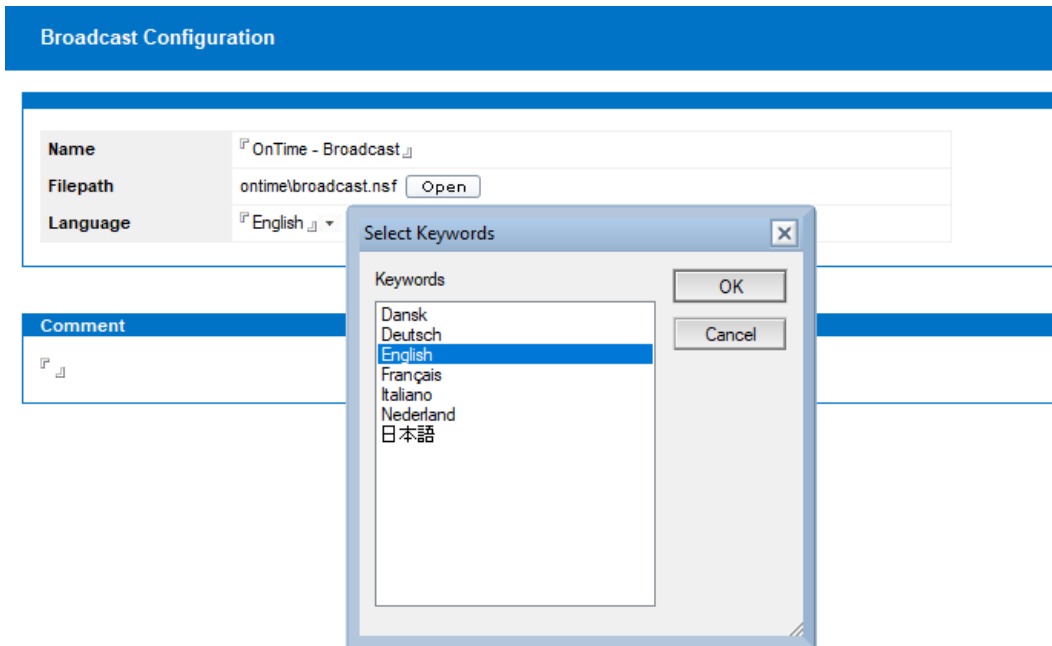
Broadcast Name	Filepath	Language
OnTime - Broadcast	onTime/broadcast.nsf	English

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

Click 'Add Broadcast' to configure the broadcast database.

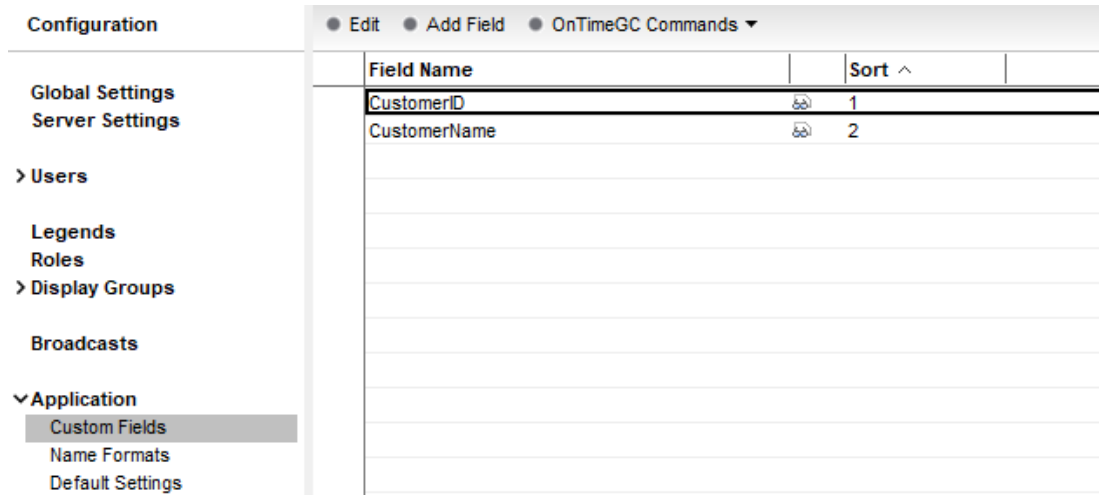
Configure the Name and Filepath of the database.

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



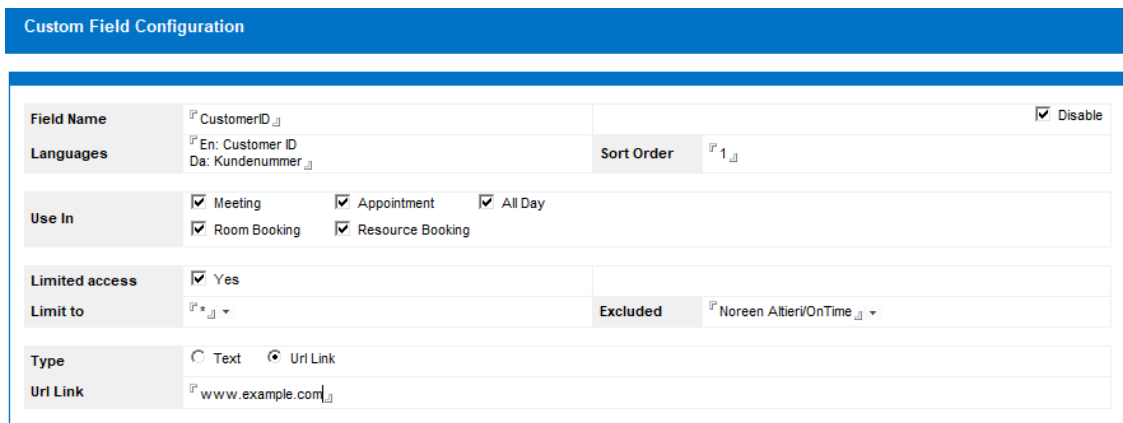
The screenshot shows the 'Custom Fields' configuration window. On the left is a navigation menu with options: Configuration, Global Settings, Server Settings, Users, Legends, Roles, Display Groups, Broadcasts, and Application (with sub-items: Custom Fields, Name Formats, Default Settings). The main area has a toolbar with 'Edit', 'Add Field', and 'OnTimeGC Commands'. Below is a table with columns 'Field Name' and 'Sort'. Two fields are listed: 'CustomerID' with sort order 1 and 'CustomerName' with sort order 2.

Field Name	Sort ^
CustomerID	1
CustomerName	2

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.

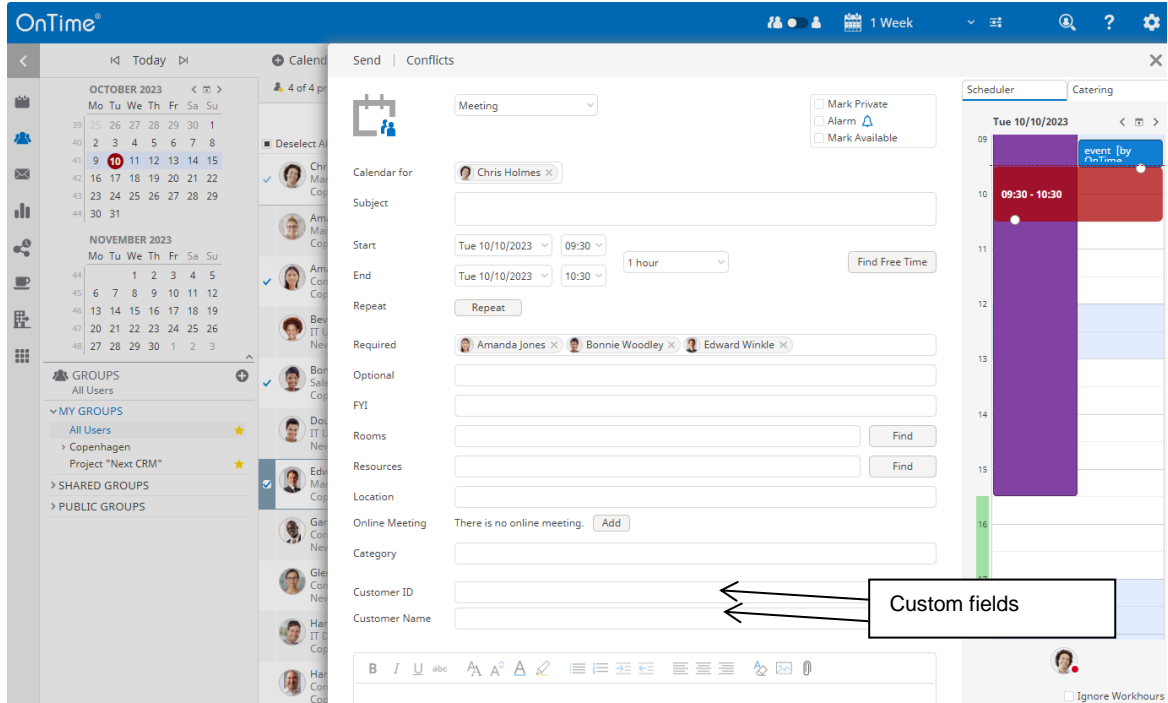
- After having added Custom Fields
- click the button 'Tasks Commands'.
 - click 'Admin - Custom Fields only'.



The screenshot shows the 'Custom Field Configuration' form. It includes fields for 'Field Name' (CustomerID), 'Languages' (En: Customer ID, Da: Kundenummer), 'Sort Order' (1), 'Use In' (Meeting, Appointment, All Day, Room Booking, Resource Booking), 'Limited access' (Yes), 'Limit to' (Noreen Altieri/OnTime), 'Type' (Text, Uri Link), and 'Uri Link' (www.example.com).

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

Example with custom fields in the Web Desktop client:



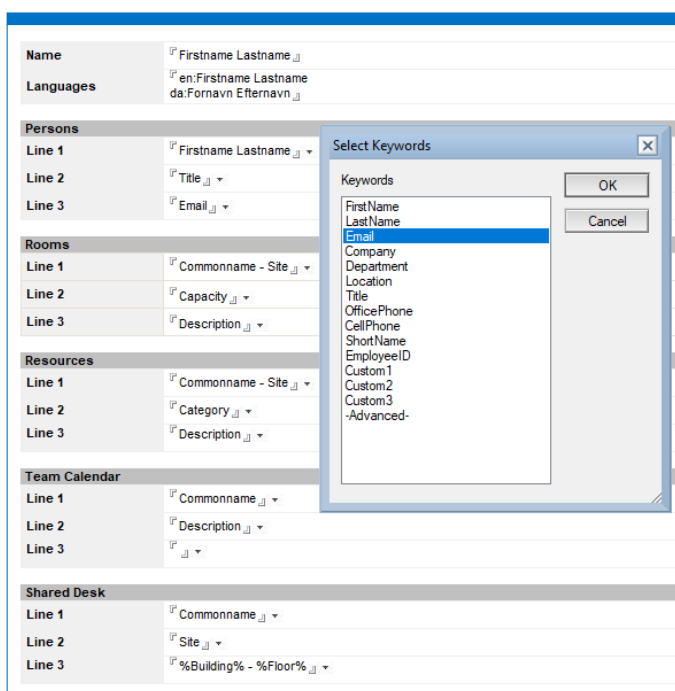
Name Formats

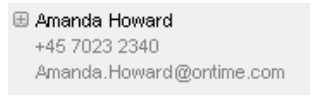
Naming conventions can be different in different countries. By using Name Formats, you can customise your name-display to your company's specific preference. Multiple Name Formats can be created. To implement them, add them to Default Settings.


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:




- 

Amanda Howard
+45 7023 2340
Amanda.Howard@ontime.com
- 

Amanda Jones
+45 7023 2340
- 

Amy Jones
+45 7023 2340
Amy.Jones@ontime.com
- 

Beverly Mandelblatt
+01 555 0111 1234
Beverly.Mandelblatt@ontime.com
- 

Bonnie Woodle
+45 7023 2340
Bonnie.Woodle@ontime.com

Users without the required information will get a blank line

Changes made in the previous example will look as follows

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

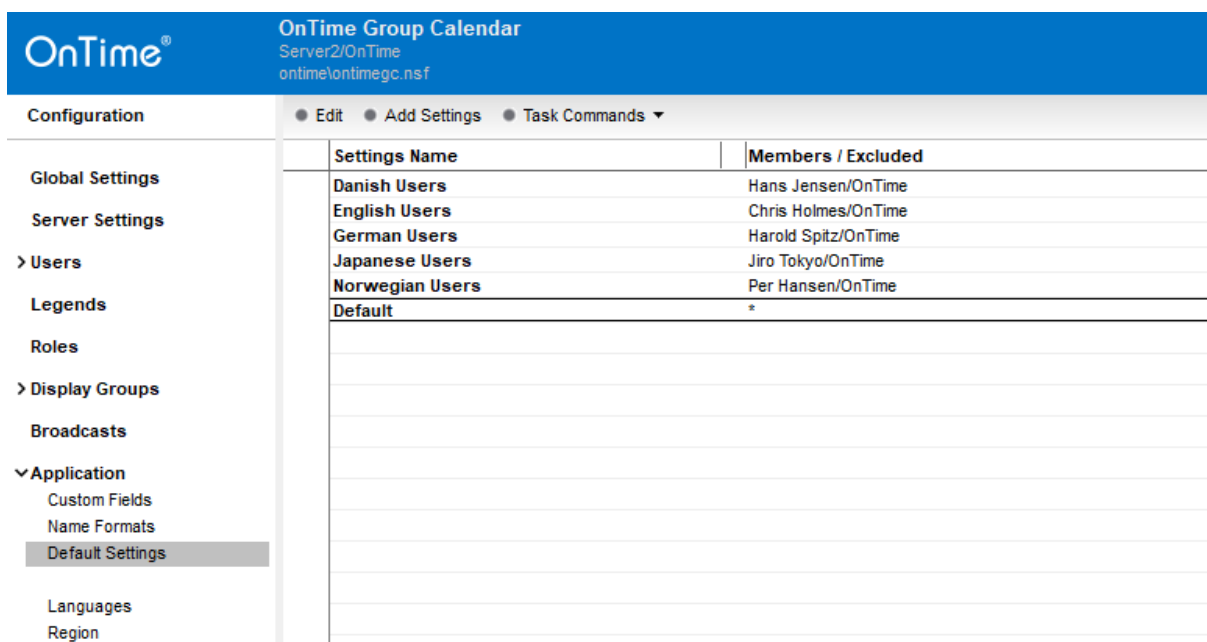
Default Settings

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.



The screenshot shows the OnTime Group Calendar configuration interface. The header includes the OnTime logo and the text "OnTime Group Calendar Server2/OnTime ontime\ontimegc.nsf". Below the header is a navigation menu with options: Edit, Add Settings, and Task Commands. The main content area is a table with two columns: "Settings Name" and "Members / Excluded". The table lists several settings: Danish Users (Hans Jensen/OnTime), English Users (Chris Holmes/OnTime), German Users (Harold Spitz/OnTime), Japanese Users (Jiro Tokyo/OnTime), and Norwegian Users (Per Hansen/OnTime). At the bottom of the table is a "Default" setting with an asterisk (*) in the "Members / Excluded" column. The left sidebar contains a navigation menu with categories: Global Settings, Server Settings, Users, Legends, Roles, Display Groups, Broadcasts, Application (with sub-items: Custom Fields, Name Formats, Default Settings), Languages, and Region.

	Settings Name	Members / Excluded
Global Settings	Danish Users	Hans Jensen/OnTime
Server Settings	English Users	Chris Holmes/OnTime
	German Users	Harold Spitz/OnTime
> Users	Japanese Users	Jiro Tokyo/OnTime
	Norwegian Users	Per Hansen/OnTime
Legends	Default	*
Roles		
> Display Groups		
Broadcasts		
Application		
Custom Fields		
Name Formats		
Default Settings		
Languages		
Region		

Default Settings/Global

Default Settings

Name	<input type="text" value="Default"/>	
Members	<input type="text" value="*"/>	Excluded <input type="text" value=""/>

Settings

Global | Branding | Time Off | Shared Desk | Desktop | Mobile | Connections

Language	<input type="text" value="English"/>
Region	<input type="text" value="English"/>
Start/End hour	<input type="text" value="9"/> - <input type="text" value="17"/>
Row Height	<input type="text" value="2"/>
Show Weekends	<input checked="" type="checkbox"/> Yes
Show User in Top	<input checked="" type="checkbox"/> Yes
Name Format	<input type="text" value="Firstname Lastname"/>
Avatar background color	<input checked="" type="checkbox"/> Yes
Primary Sort order	Team Cal.: <input type="text" value="1"/> Persons: <input type="text" value="2"/> Rooms: <input type="text" value="3"/> Resources: <input type="text" value="1"/> Shared Desks: <input type="text" value="5"/>
Notify Host	<input type="radio"/> Always On <input type="radio"/> Default On <input checked="" type="radio"/> Default Off <input type="radio"/> Always Off
Meetings longer than 24h	<input checked="" type="radio"/> No <input type="radio"/> Yes <input type="radio"/> Yes with warning
Categories	<input type="text" value=""/>
Disable Out of Office	<input type="checkbox"/> Yes
Disable '-Show All-' group	<input type="checkbox"/> Yes
Enterprise Scaling	<input type="checkbox"/> Yes
Hide 'no access' Room & Resources in dialogs	<input type="checkbox"/> Yes
Sametime	<input checked="" type="checkbox"/> Enabled

Name: Name of the Setting

Members: Users affected by this setting

Excluded: Users excluded from this setting

Language: Configuration of language in the calendar

Region: Configuration of time zone

Start/End hour: Configuration of work hours

Row Height: Configuring the level of details for the user

Show Weekends: Configuration of showing Saturdays and Sundays

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

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

Avatar background color: If 'Yes' the avatars background colors are calculated from the user ID.

Primary Sort Order: Configuration of the sort order in the user's calendar, different numbers mean that the smallest number is at the top. Equal numbers mean that the categories are mixed and sorted alphabetically.

Notify Host: When creating meetings on behalf of other users the host ('calendar owner person') is notified. The Default settings determine the choice of notifying the host in the calendar interface

Meetings longer than 24h: Choose Yes/No/Yes with a warning.

Categories: A choice of categories from 'Legends'

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

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

Enterprise Scaling: In large environments, enable to improve performance and implement pagination

Hide 'no access' Room & Resources in dialogues: Enable to hide Rooms & Resources from dialogues

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

Default Settings/Branding

Default Settings

Name

Members Excluded

Settings

Global | **Branding** | Time Off | Shared Desk | Desktop | Mobile | Connections

Overwrite Global branding Yes

Internal Default Colors

Logo

The logo height should be max 40px

Background Color

Text Color

Border Color

External (Pollarity and Share My Time) Default Colors

Logo

The logo height should be max 40px

Background Color

Text Color

Border Color

Text	URL
1.	
2.	
3.	
4.	
5.	

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'.

Installation Manual

Page 87



Default Settings/Time Off

Default Settings

Name	<input type="text" value="Default"/>	
Members	<input type="text" value="*"/>	Excluded <input type="text"/>

Settings

Global | Branding | **Time Off** | Shared Desk | Desktop | Mobile | Connections

Enabled Yes

Main settings

Approvers
(* = All users can be assigned as Approver)

Types

Not Available

Optional Available

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

Default Settings

Name

Members **Excluded**

Settings

Global | Branding | Time Off | **Shared Desk** | Desktop | Mobile | Connections

Show Create Action Yes

Default settings

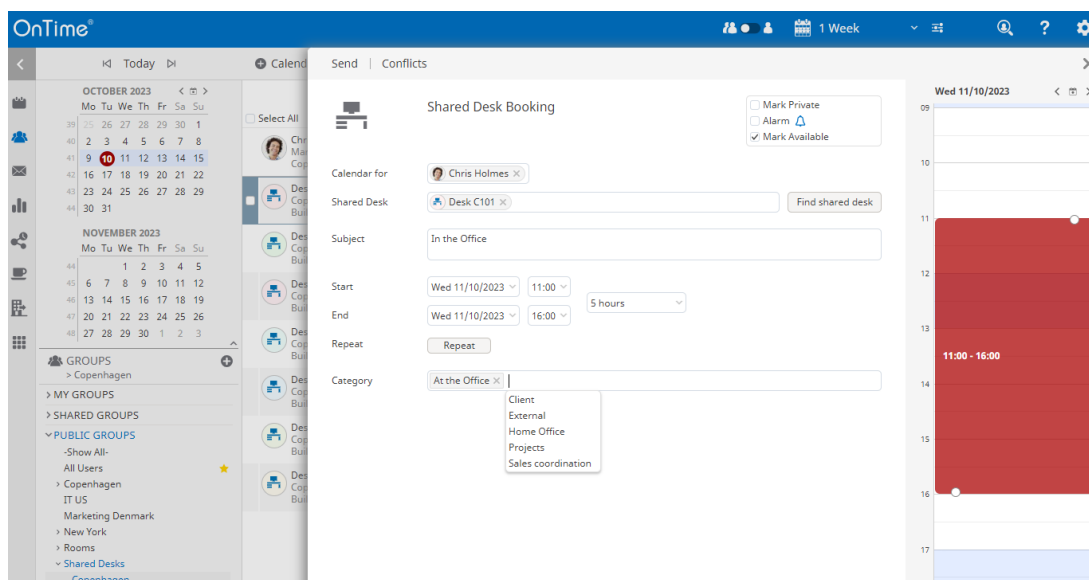
Mark Available Yes

Categories

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

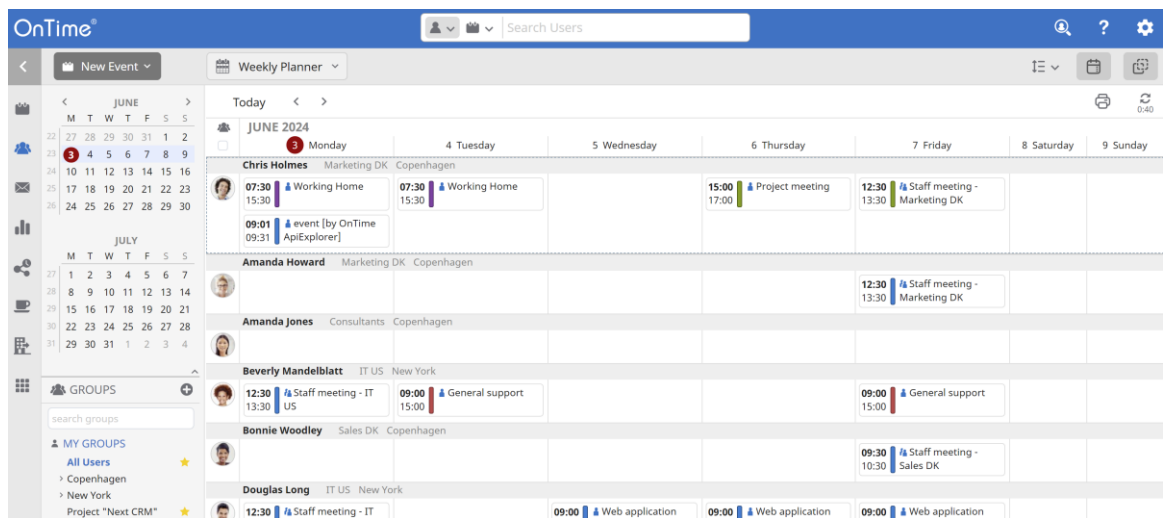
OnTime Web Desktop

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 <https://www.ontimesuite.com>

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

Installation procedure

Access the application from your device

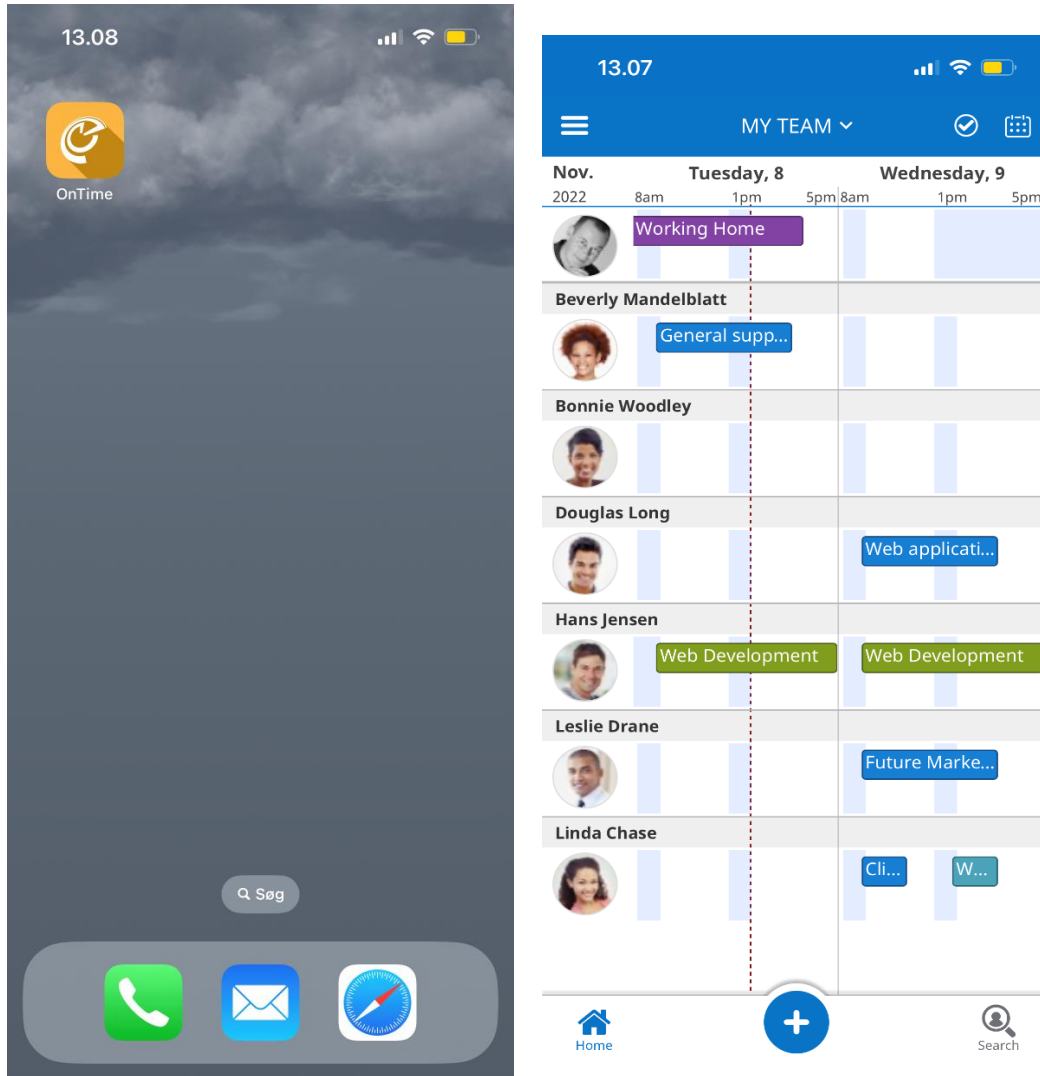
To retrieve the path to the application, open the OnTime Config database, click Server Settings. Open the document for your preferred web server and check the URL for the OnTime client database – add /mobile

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
"subject"	"Subject"	Text
"start"	"Start time"	Coded in ISO 8601 format, (UTC-GMT)
"end"	"End time"	Coded in ISO 8601 format, (UTC-GMT)
"required"	"Email" or ["Email"]	Persons required
"optional"	"Email" or ["Email"]	
"fyi"	"Email" or ["Email"]	
"rooms"	"Email" or ["Email"]	
"resources"	"Email" or ["Email"]	
"location"	"Location"	Text
"categories"	"Categories" or ["Categories"]	Text
"body"	"Body"	Text

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

Key	Value	Description
"emails"	"Email"	List of emails
"subject"	"Subject"	Text

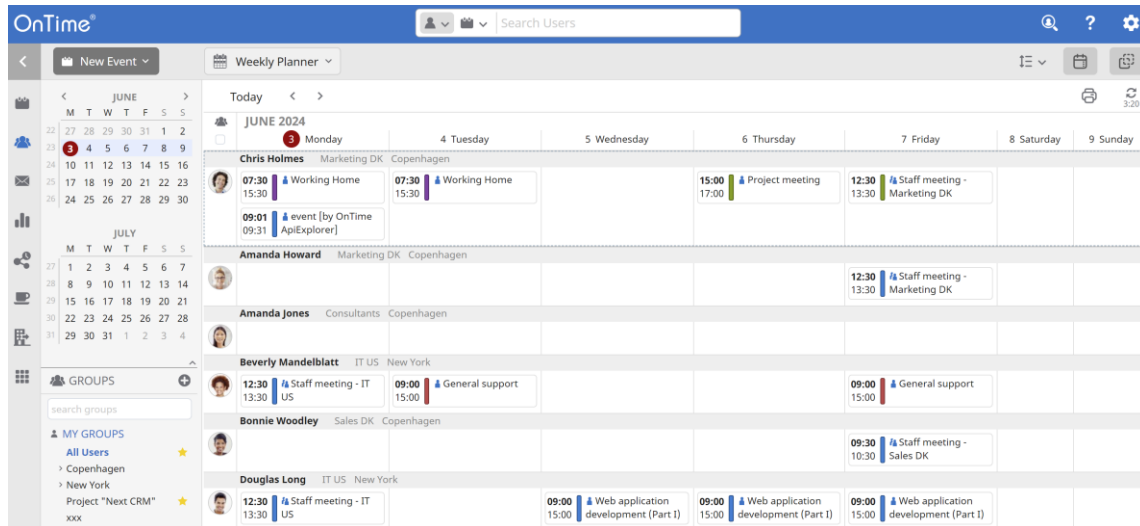
view = {key1:value,keyN:valueN}

Key	Value	Description
"view"	"group" "person" "planner" "timeoff" "list"	Group View Person view Weekly Planner view Time off view List view
Backward Compatible: "view"	"days" "weeks" "ooo" "list" "day" "week"	Group view Group view Time off view List view Person view Person view
"unit"	"days" or "weeks"	Only valid for view "group" and "person"
"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

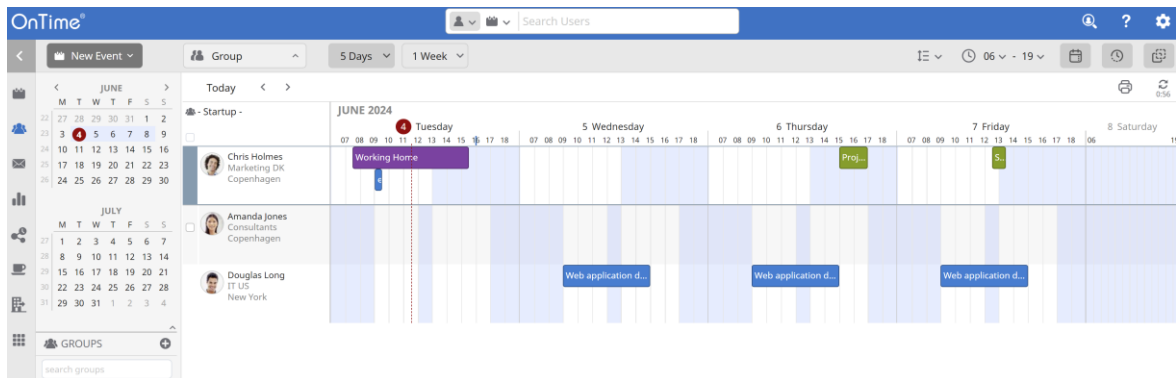
Open the desktop client with a specified user selected

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



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

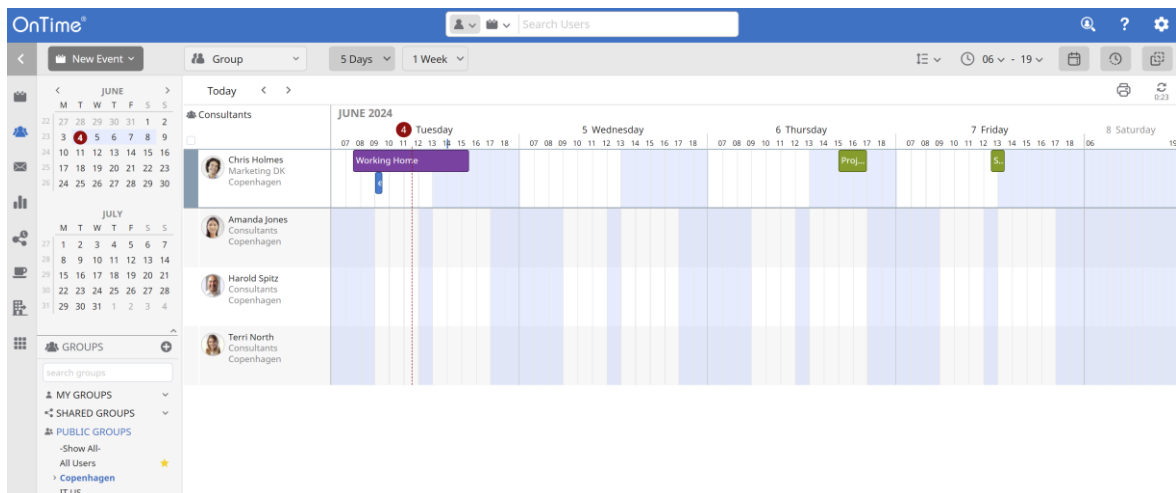
[https://demo.ontimesuite.com/ontime/client.nsf/desktop?open&users=\[""chris.holmes@ontimesuite.com"",""amanda.jones@ontimesuite.com"",""douglas.long@ontimesuite.com""\]](https://demo.ontimesuite.com/ontime/client.nsf/desktop?open&users=[)



Open the desktop client with a group selected

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

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



Open the desktop client with an existing Entry Selected

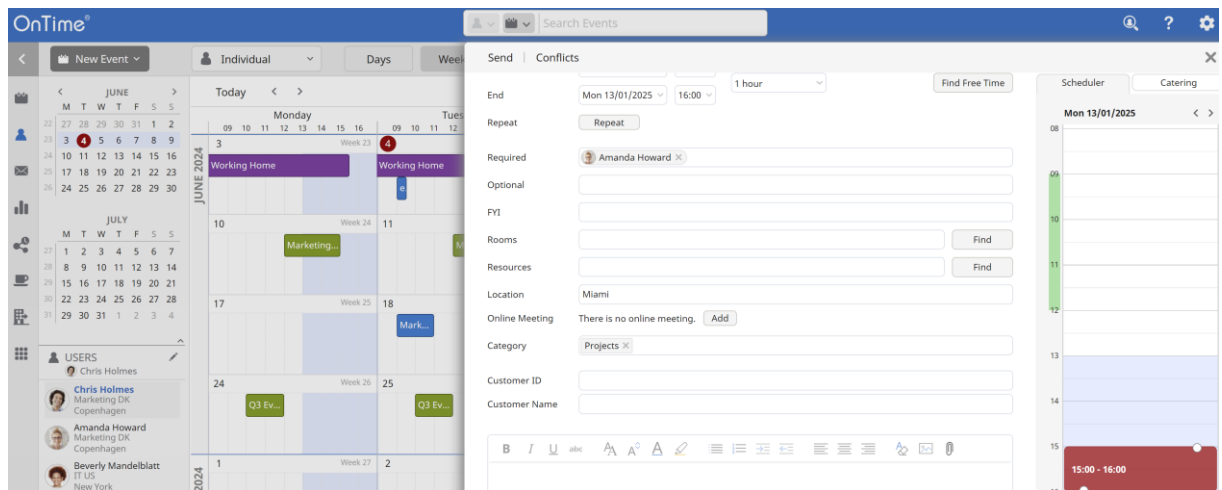
Example:

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

Open the desktop client creating a new entry

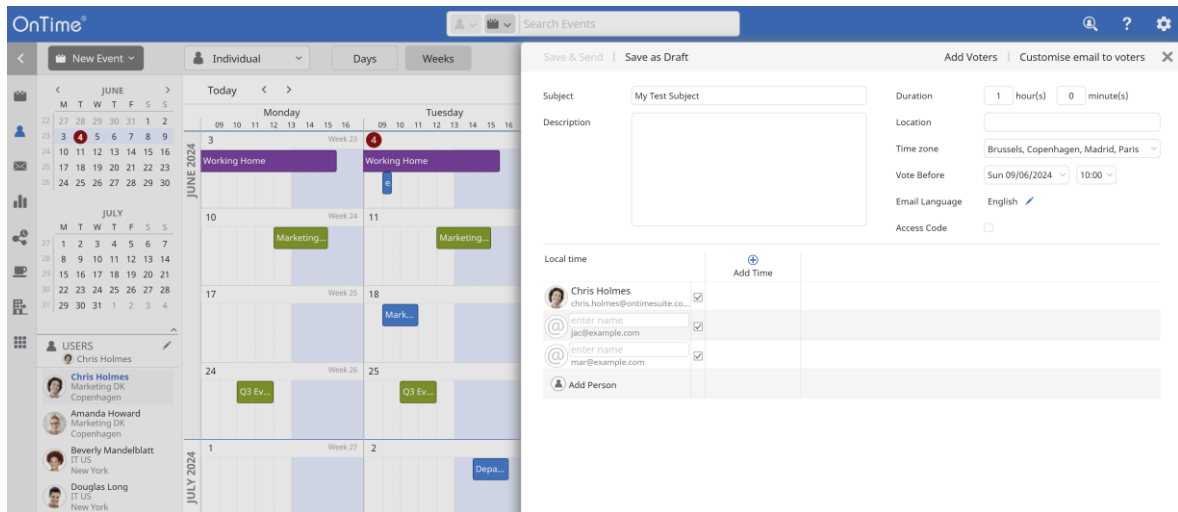
Example:

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



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"}](https://demo.ontimesuite.com/ontime/client.nsf/desktop?open&newpoll={)

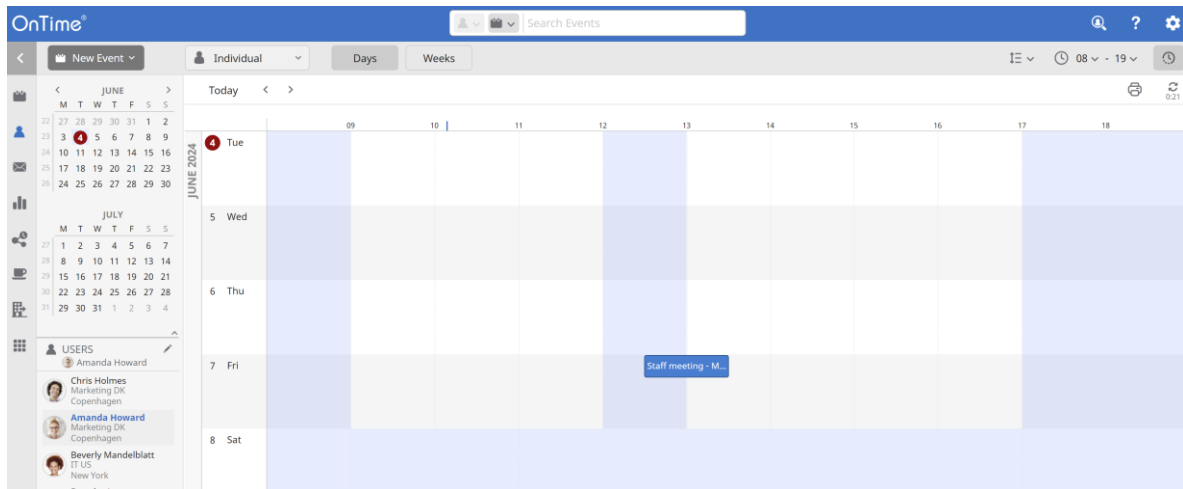


Open the desktop client in a view

Examples:

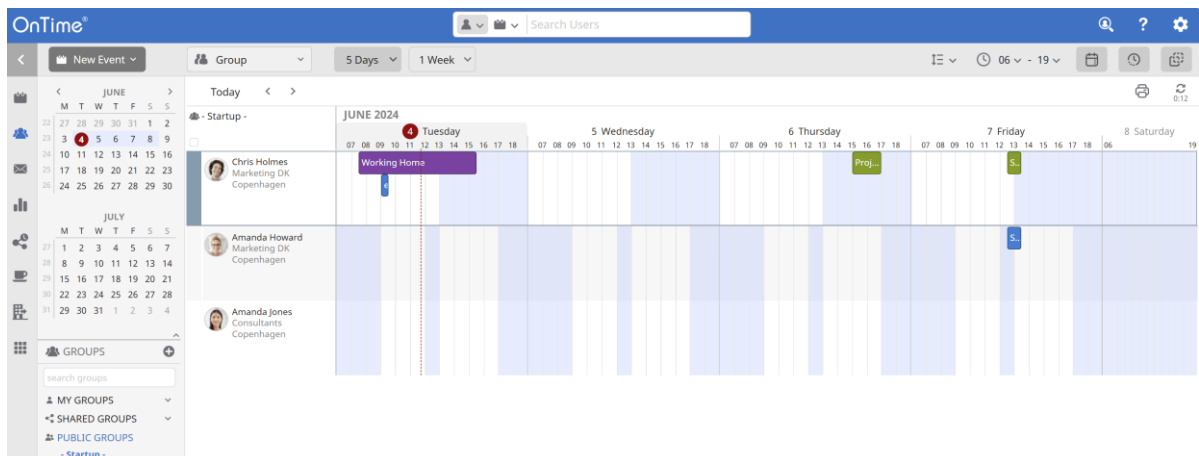
Person view:

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

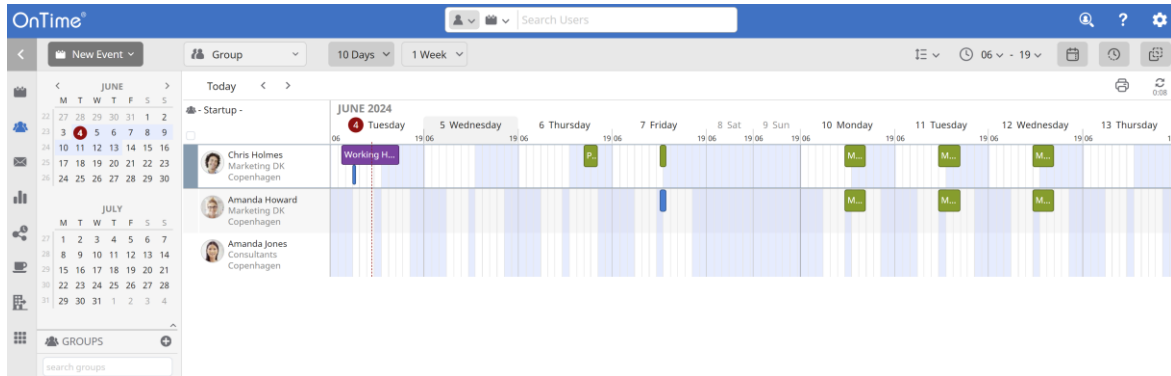


Group views:

[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={)



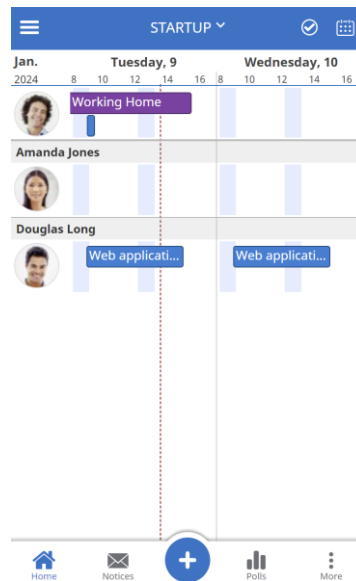
[https://demo.ontimesuite.com/ontime/client.nsf/desktop?open&view={"view":"days","rowheight":3,"units":10,"weekends":true}&users=\["amanda.howard@ontimesuite.com","amanda.jones@ontimesuite.com"\]](https://demo.ontimesuite.com/ontime/client.nsf/desktop?open&view={)



Creating Integrations with OnTime Mobile

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

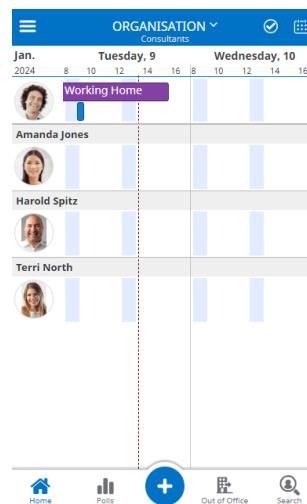
[https://demo.ontimesuite.com/ontime/client.nsf/mobile?open&users=\["chris.holmes@ontimesuite.com","amanda.jones@ontimesuite.com","douglas.long@ontimesuite.com"\]](https://demo.ontimesuite.com/ontime/client.nsf/mobile?open&users=[)



Open the mobile client with a selected group

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

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



Open the mobile client with an existing Entry Selected

Example:

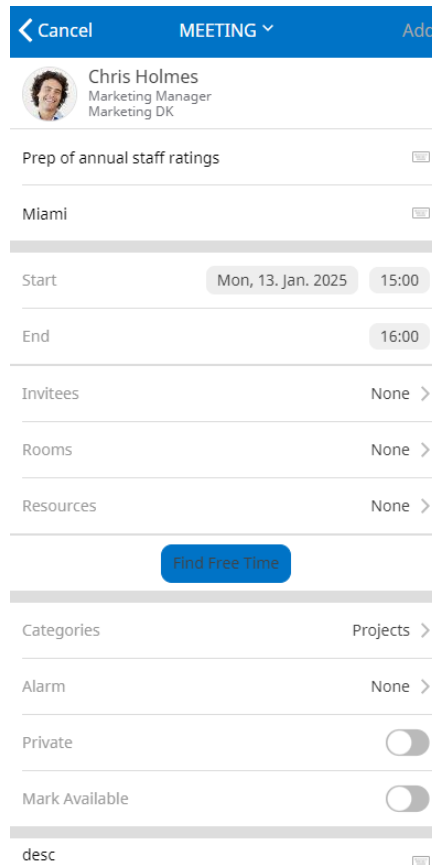
[https://otmsdemo.intravision.dk/ontimegcms/mobile?openitem={"Email": "user@user.dk", "EventID" : "<EventID>"}](https://otmsdemo.intravision.dk/ontimegcms/mobile?openitem={)

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"}](https://demo.ontimesuite.com/ontime/client.nsf/mobile?open&newitem={)

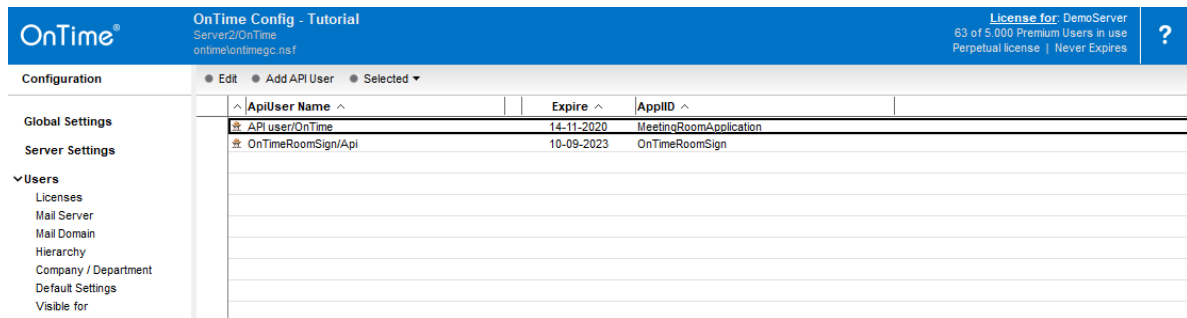
The times are coded in ISO 8601 format, UTC (GMT)



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



The screenshot shows the OnTime configuration interface. At the top, there is a navigation bar with the OnTime logo, the text 'OnTime Config - Tutorial', and a license status: 'License for: DemoServer, 63 of 5,000 Premium Users in use, Perpetual license | Never Expires'. Below the navigation bar, there is a 'Configuration' menu with options for 'Edit', 'Add API User', and 'Selected'. The main content area displays a table of API users:

ApiUser Name	Expire	AppID
* API user/OnTime	14-11-2020	MeetingRoomApplication
* OnTimeRoomSign/Api	10-09-2023	OnTimeRoomSign



The screenshot shows the configuration page for the API user 'API user/OnTime'. The page is titled 'Api User: API user/OnTime' and is marked as 'Enabled'. It contains two main sections: 'Basic Information' and 'Token'.

Basic Information:

- Name: API user/OnTime
- Expire: 14-11-2020
- Application ID: MeetingRoomApplication

Token:

bExvw18inLsQvnH4lrpNg0j8Vo5fxPgMk7kzwbEX842regOcWecBsIEUj-b-kBxCv-lpFzgr9SsYL4L v--AnPpNAk2t

API User has been assigned the following Roles:

- Role Member: Door Sign

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

For the explanation of the communication protocol refer to [Appendix F - OnTime Access Token protocol](#)

Troubleshooting OnTime

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

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

OnTime Web Desktop and Web Mobile

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

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

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

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 <https://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 <https://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

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

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.

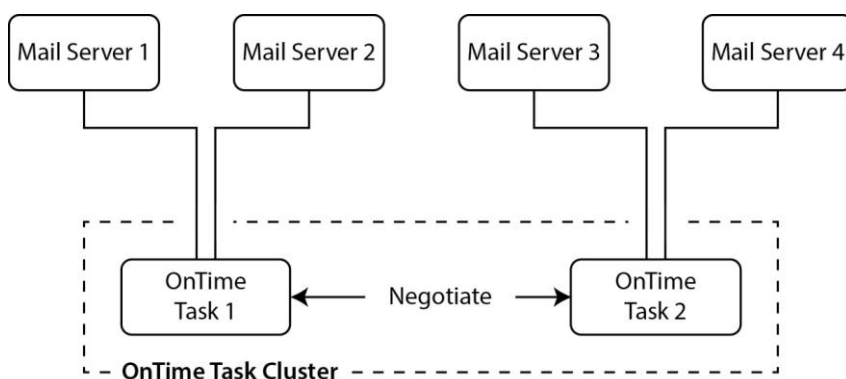
OnTime support for Domino clustering is at this time only available on servers running Microsoft Windows.

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.

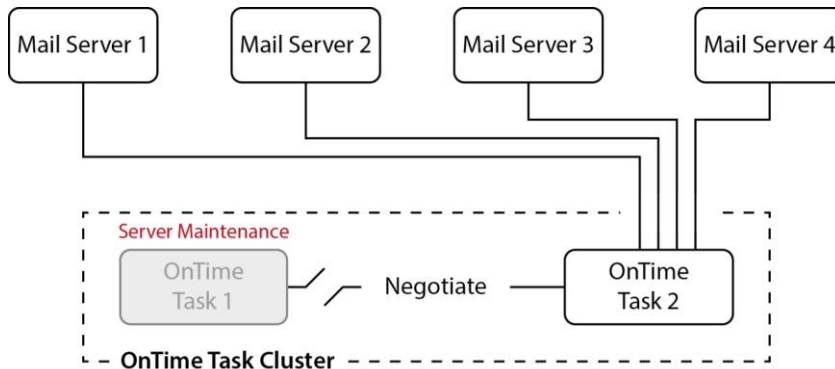
For as long as a clustered OnTime task is not running, other tasks in the same OnTime Cluster will take over synchronisation of its Domino mail-servers until the task is again operational.



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.

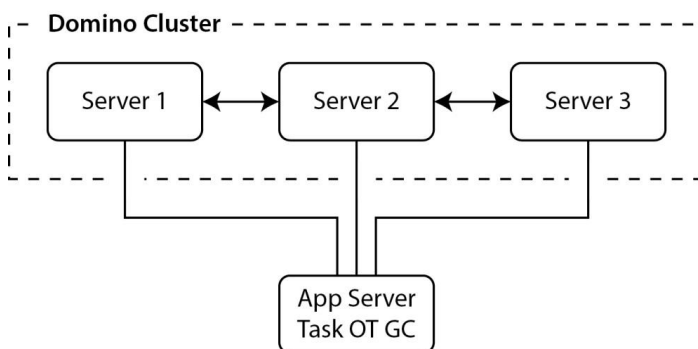


To see the mail-servers monitored by an OnTime task-cluster task issue “show task only” from the domino console on the application server that hosts the OnTime task.

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.

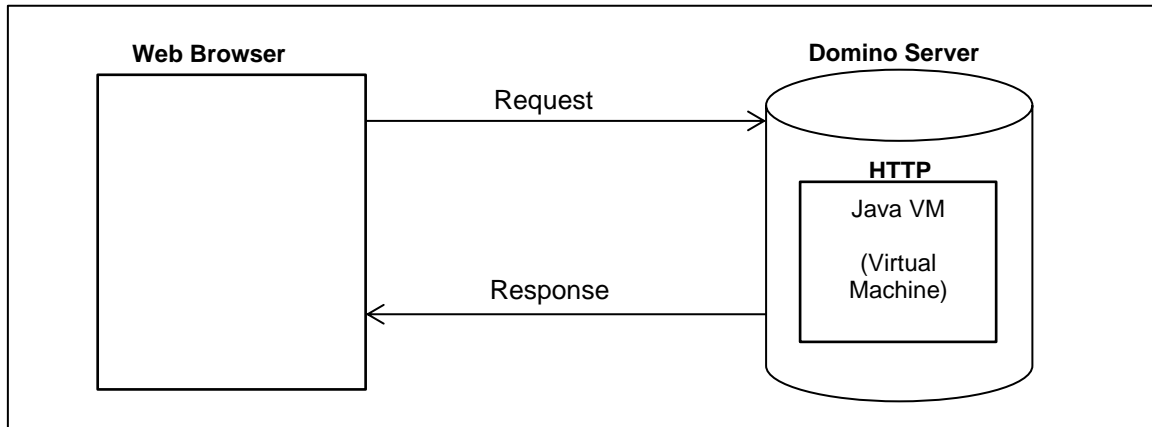
The OnTime task synchronises calendars on servers marked as monitored by the synchronisation server in the Server Settings document letting the server specified in the Person- or Database-document in Domino directory be the primary source server for synchronisation.



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.

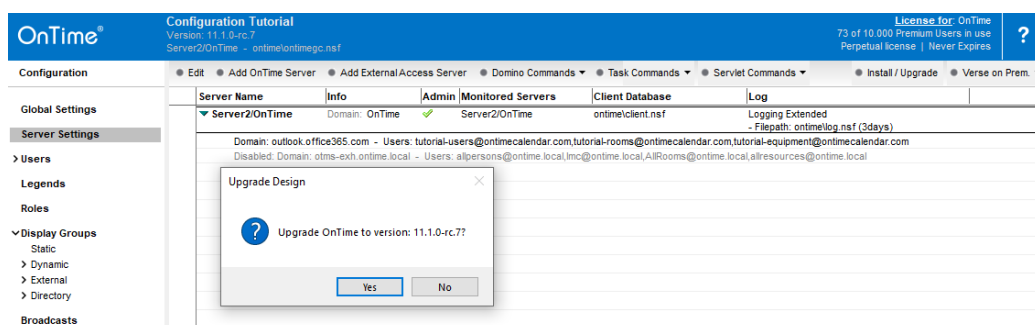
Installing OnTime Domino Servlet

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.

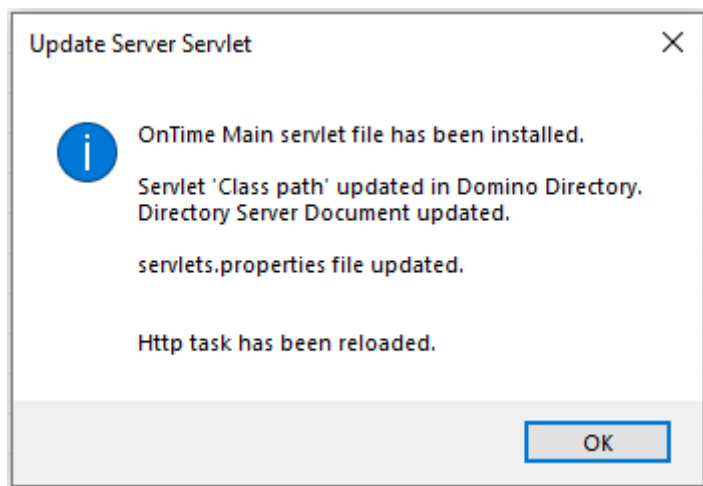
The default directory suggested is the directory where the 'OnTime Config' database is located.

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.

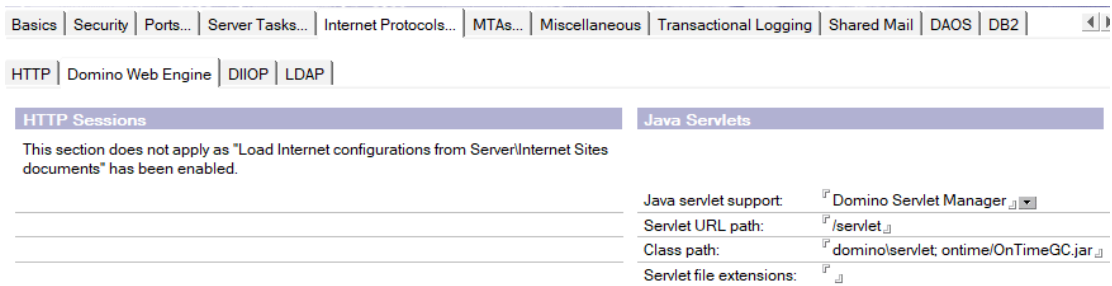
Recommendation: [data]/ontime/OnTimeGC.jar

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

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

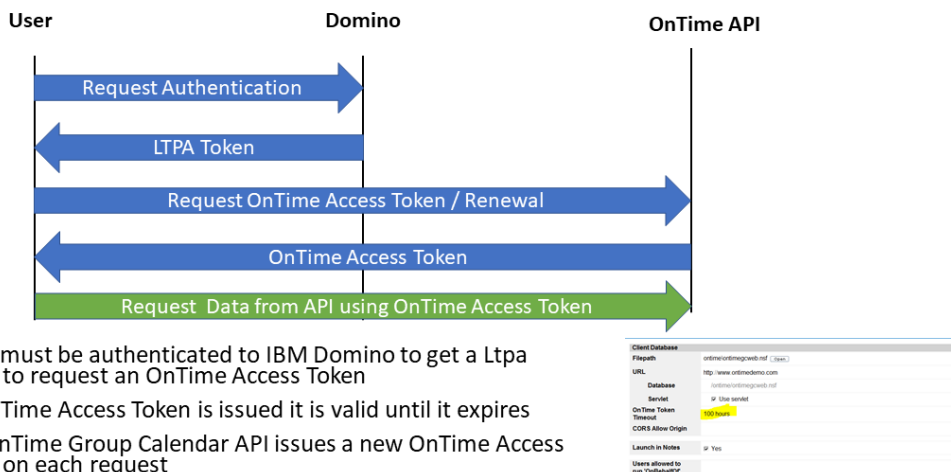
Example:

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

Appendix F - OnTime Access Token protocol

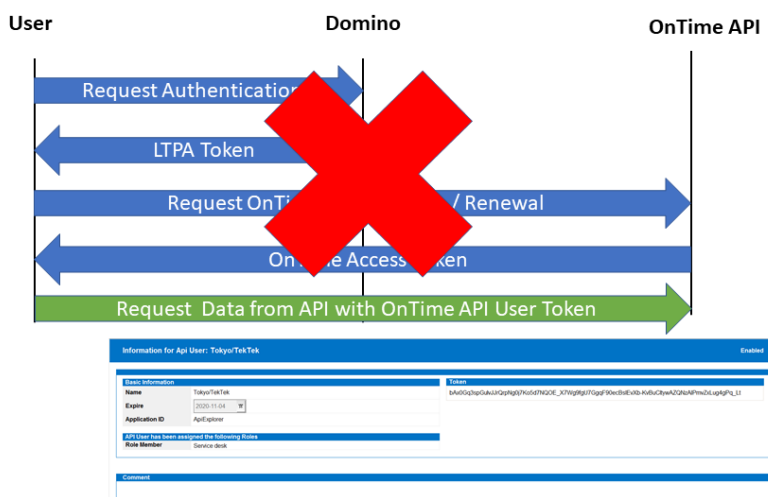
OnTime users are authenticated in Domino. After obtaining an LTPA token in Domino, they request an 'OnTime Access Token' for accessing OnTime calendar data.

OnTime Access Token



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

OnTime API User Token



For the creation of an API user, refer to [Using the API](#)

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						BUSYTIME R	READER	
1	Room appears in dialogue boxes and can be added to an invitation	No	n/a	n/a	n/a	n/a	n/a	Yes (Room will never accept)	Yes (Room will never accept)
2	Room appears in views	No	n/a	n/a	n/a	n/a	n/a	Yes	Yes
3	Can view basic details of entries for the room from the OnTime interface	No	n/a	n/a	n/a	n/a	n/a	Yes	Yes
4	Can view details for own entries	n/a	n/a	n/a	n/a	n/a	n/a	Yes (if the user at some point had access)	Yes (if the user at some point had access)
5	Can view entry details for other people's entries	No	n/a	n/a	n/a	n/a	n/a	No	Yes
6	Can create room only reservation	No	n/a	n/a	n/a	n/a	n/a	No	No
7	Edit and delete own entries	No	n/a	n/a	n/a	n/a	n/a	No	No
8	Edit and delete other people entries	No	n/a	n/a	n/a	n/a	n/a	No	No

Rooms and Resources, Case 3

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

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

Notes Access List (everything in 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. **]
```

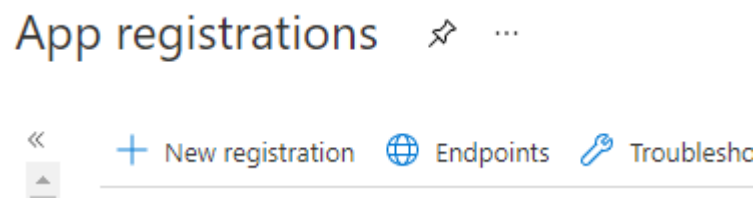
Appendix I – MS Teams Online Meetings registration

Login to <https://portal.azure.com>
Click View at 'Manage Microsoft Entra ID'
Click 'App Registrations'

Or use the button in OnTime Global settings

MS Teams Meetings 

that will go directly to “App registrations”.




Click “+ New registration”.

Register an application ...

* Name

The user-facing display name for this application (this can be changed later).

OnTime Online Meetings 

Supported account types

Who can use this application or access this API?

- Accounts in this organizational directory only (IntraVision Aps only - Single tenant)
- Accounts in any organizational directory (Any Azure AD directory - Multitenant)
- Accounts in any organizational directory (Any Azure AD directory - Multitenant) and personal Microsoft accounts (e.g. Skype, Xbox)
- Personal Microsoft accounts only

[Help me choose...](#)

Redirect URI (optional)

We'll return the authentication response to this URI after successfully authenticating the user. Providing this now is optional and it can be changed later, but a value is required for most authentication scenarios.








Web 

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

Enter a Name.

Select “Accounts in this organizational directory only”.

From the OnTime/Global Settings/Online Meeting settings page

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




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

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

Click

[Register](#)

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

 Delete
  Endpoints
  Preview features

^ Essentials

Display name : [OnTime Online Meetings](#)

Application (client) ID : 7[redacted]2

Directory (tenant) ID : e[redacted]1

Object ID : d[redacted]6

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

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

Click Authentication:

Save | Discard | Got feedback?

Platform configurations

Depending on the platform or device this application is targeting, additional configuration may be required such as redirect URIs, specific authentication settings, or fields specific to the platform.

+ Add a platform

Web Quickstart Docs

Redirect URIs

The URIs we will accept as destinations when returning authentication responses (tokens) after successfully authenticating or signing out users. Also referred to as reply URLs. [Learn more about Redirect URIs and their restrictions](#)

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

[Add URI](#)

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

Click 'Certificates & secrets'

Client secrets

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

+ New client secret

Description	Expires	Value	ID
-------------	---------	-------	----

No client secrets have been created for this application.

Click '+ New client secret'.

Add a client secret ✕

Description

Expires

Enter a description and select an Expiration.

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

Click 'Add'

Client secrets

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

+ New client secret

Description	Expires	Value	ID
OnTime Online Meeting	10/26/2021	n_A... v	8... :2

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

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

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

Click 'API Permissions'

Configured permissions

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

+ Add a permission Grant admin consent for IntraVision Aps

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


Click ' Add a permission'

Request API permissions

Select an API


Microsoft APIs APIs my organization uses My APIs

Commonly used Microsoft APIs




Microsoft Graph

Take advantage of the tremendous amount of data in Office 365, Enterprise Mobility + Security, and Azure AD. Access Azure AD, Excel, Intune, Outlook/Exchange, OneDrive, OneNote, SharePoint, Planner, and more through a single endpoint.




Azure Cosmos DB

Fast NoSQL database with open APIs for any scale.



Azure DevOps

Integrate with Azure DevOps and Azure DevOps server



Azure Security

Allow valid protected

Click 'Microsoft Graph'

Request API permissions

[< All APIs](#)



Microsoft Graph

<https://graph.microsoft.com/> [Docs](#) [↗](#)

What type of permissions does your application require?

Delegated permissions

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

Application permissions

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

Click 'Delegated Permissions'

Select permissions

[expand all](#)

i The "Admin consent required" column shows the default value for an organization. However, user consent can be customized per permission, user, or app. This column may not reflect the value in your organization, or in organizations where this app will be used. [Learn more](#)

Permission	Admin consent required
> OnlineMeetings	

Search for "OnlineMeetings"

Permission	Admin consent required
<input checked="" type="checkbox"/> OnlineMeetings (1)	
<input type="checkbox"/> OnlineMeetings.Read ⓘ Read user's online meetings	No
<input checked="" type="checkbox"/> OnlineMeetings.ReadWrite ⓘ Read and create user's online meetings	No

Select "OnlineMeetings.ReadWrite".

Click 'Add permissions'

Configured permissions

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

+ Add a permission ✓ Grant admin consent for IntraVision Aps

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

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

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

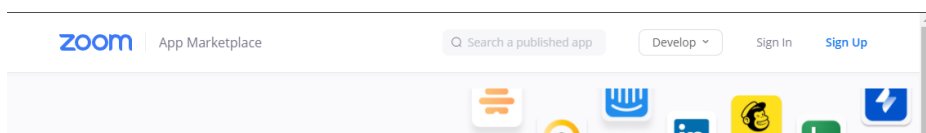
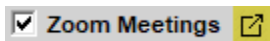
End of MS Teams Meeting registration in 'Microsoft Entra ID' for OnTime.

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.

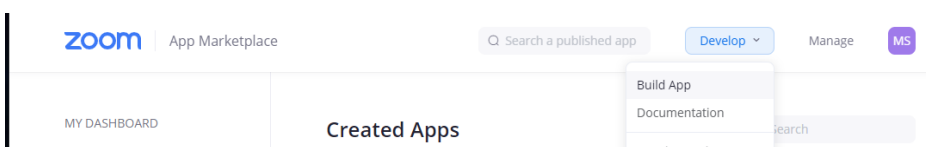
Appendix J – Zoom Online Meetings registration

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

Or use the button in OnTime Global settings





Click 'Sign in' and enter credentials.

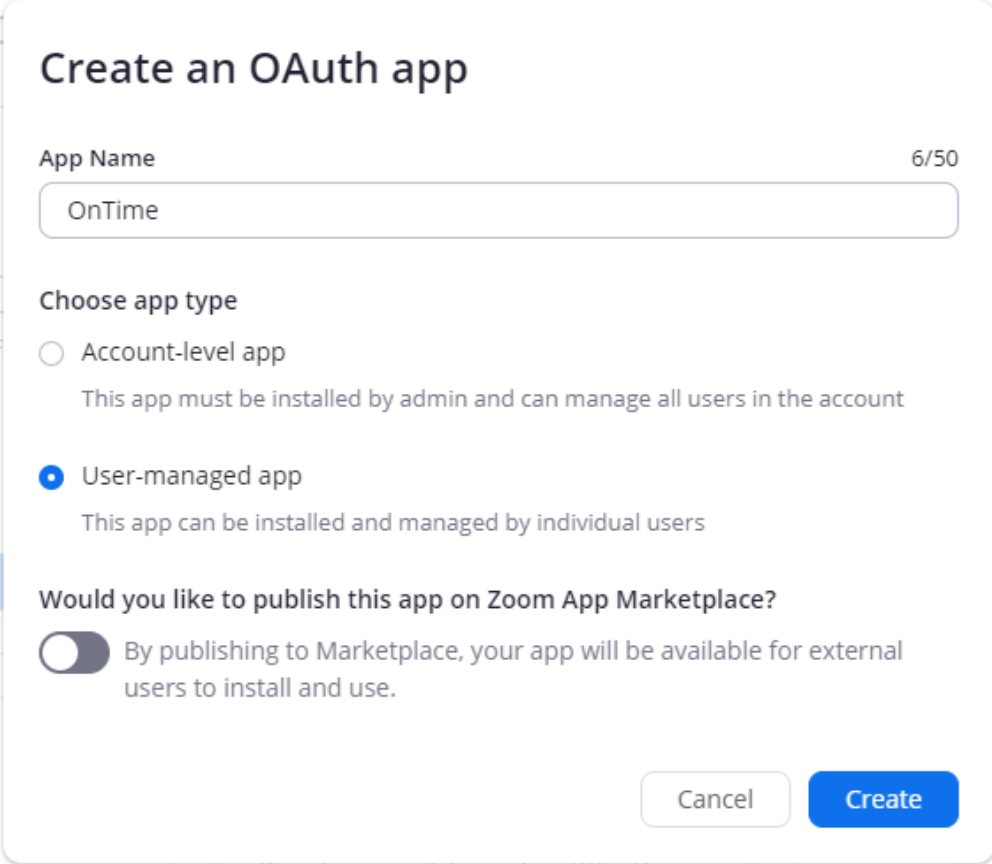


Click 'Develop' – 'View App Types'

Choose your app type

<p>JWT </p> <p>Build an app that supports server-to-server integration with Zoom services without a need for user authorization. Generate your API Key & Secret.</p> <p>Learn more Create</p>	<p>OAuth </p> <p>Build an app that accesses user-authenticated data for use with third party applications. Generate your OAuth Client ID & Secret.</p> <p>Learn more Create</p>	<p>Chatbot</p> <p>Build a Zoom installed interacts Generate Secret.</p> <p>Learn more</p>
---	---	--

Click 'OAuth – Create'



Create an OAuth app

App Name 6/50

OnTime

Choose app type

Account-level app
This app must be installed by admin and can manage all users in the account

User-managed app
This app can be installed and managed by individual users

Would you like to publish this app on Zoom App Marketplace?

By publishing to Marketplace, your app will be available for external users to install and use.

Cancel 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:

App Credentials

OnTime

Intent to publish: No User managed app OAuth app

App Credentials

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




Client ID

C [redacted] A Copy

Client Secret

..... Copy Regenerate

In OnTime 'Global Settings':

Zoom Meetings 	
Client ID	C [redacted] A 
Client Secret 
Redirect URLs <small>(to copy into OAuth Redirect or Whitelist URL)</small>	https://demo.ontimesuite.com/servlet/ontimegc/oauth/v1

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

Redirect URL for OAuth

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

Whitelist URL

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

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

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

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

Click 'Continue'

Basic Information


App Name

6/50

Short Description

10/150

Long Description

Normal  **B** *I* U        **A**    

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

At the bottom of the page:

Developer Contact Information

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

Name

Email Address

Fields are mandatory, so please fill in some data.

Click 'Continue'

Feature

Add Feature

Event Subscriptions

This feature allows you to subscribe to interested events and receive Webhook notifications.

Leave "disabled".

Click 'Continue'

Scopes

Add Scopes

Scopes define the API methods this app is allowed to call, and thus which information and capabilities are available on Zoom. Scopes are restricted to specific resources like channels or files. If your app is submitted to Zoom, we will review your request for each scope. After your app is live, it will only be able to use permission scopes that Zoom approved.

Click '+ Add Scopes'.

Add scopes

1 Added

Q Search the scope type

- Meeting
- Webinar
- Recording
- User

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

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

Click 'User'
Select 'View your user information'

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

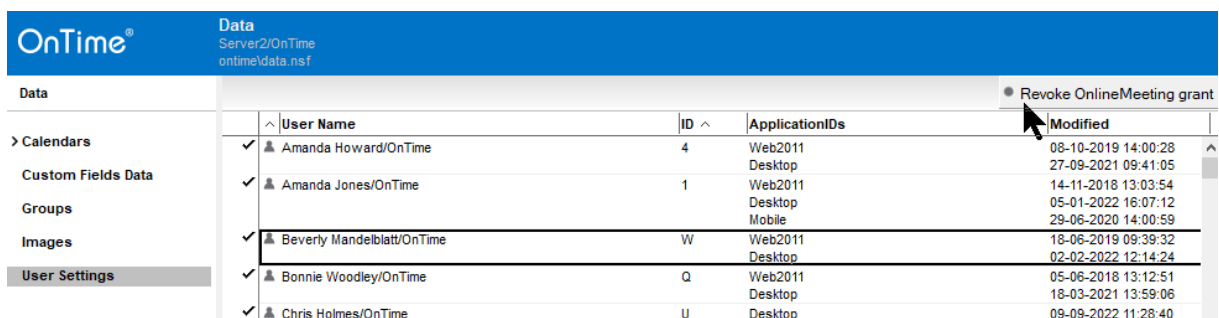
Click 'Contacts'
Select 'View current user's contacts'

Click 'Done'

Click 'Continue'

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

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

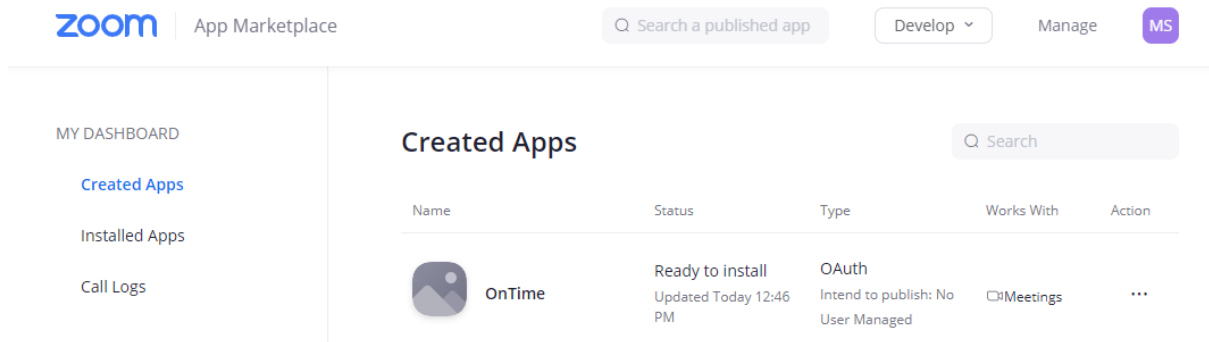


	User Name	ID	ApplicationIDs	Modified
✓	Amanda Howard/OnTime	4	Web2011 Desktop	08-10-2019 14:00:28 27-09-2021 09:41:05
✓	Amanda Jones/OnTime	1	Web2011 Desktop Mobile	14-11-2018 13:03:54 05-01-2022 16:07:12 29-06-2020 14:00:59
✓	Beverly Mandelblatt/OnTime	W	Web2011 Desktop	18-06-2019 09:39:32 02-02-2022 12:14:24
✓	Bonnie Woodley/OnTime	Q	Web2011 Desktop	05-06-2018 13:12:51 18-03-2021 13:59:06
✓	Chris Holmes/OnTime	U	Desktop	09-09-2022 11:28:40


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.



The screenshot shows the Zoom App Marketplace interface. At the top, there is a search bar for published apps and a 'Develop' dropdown menu. A 'Manage' button with an 'MS' icon is visible. On the left, a sidebar lists 'MY DASHBOARD' with sub-items: 'Created Apps' (highlighted), 'Installed Apps', and 'Call Logs'. The main area is titled 'Created Apps' and contains a table with the following data:

Name	Status	Type	Works With	Action
 OnTime	Ready to install Updated Today 12:46 PM	OAuth Intend to publish: No User Managed	<input type="checkbox"/> Meetings	...

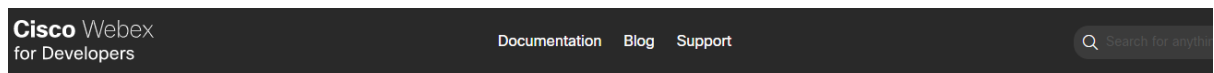
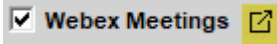
End of Zoom Online Meeting registration for OnTime.

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://developer.webex.com/my-apps>

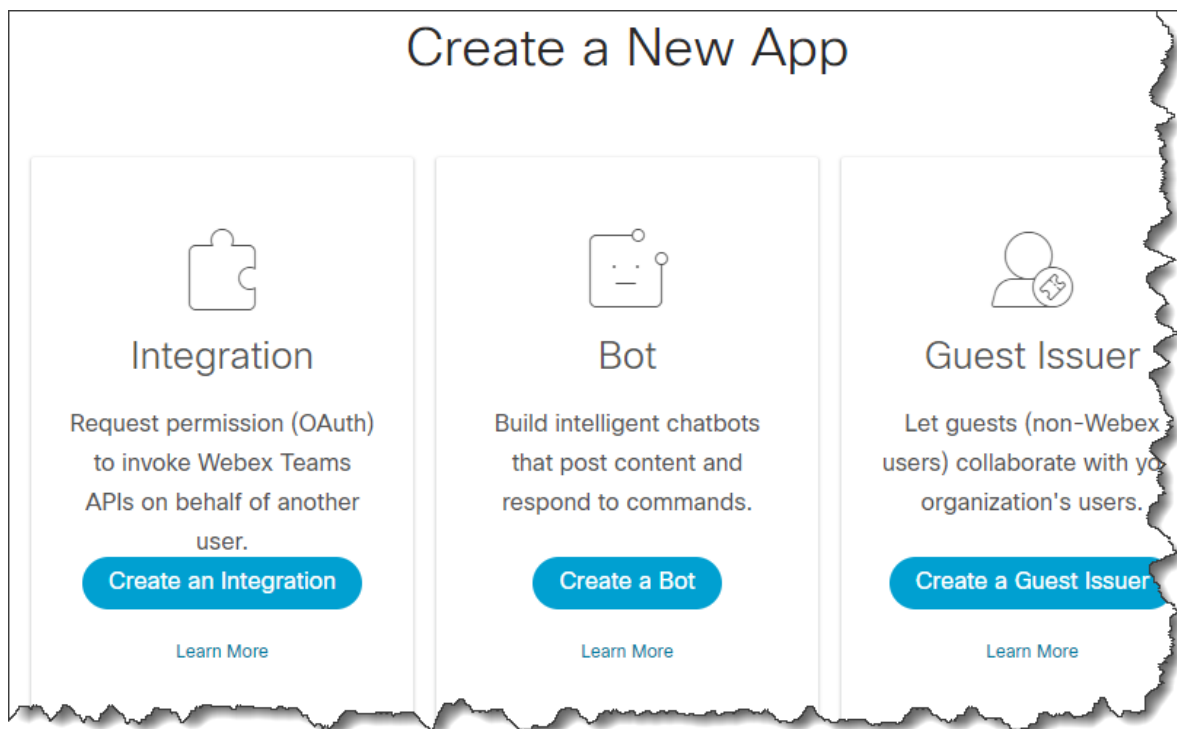
Or use the button in OnTime Global settings



My Apps

Create a New App

Select "Create a New App"



Select "Create an Integration"

New Integration

Will this integration
use a mobile SDK?

(Webex iOS or Android SDK
3.0+)

- No
 Yes

Integration name*

Name of your integration as
it will appear in Webex
Teams.

e.g. Sample

Contact email*

Contact email.

e.g. jane.doe@example.com

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

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

Enter a Contact email

Icon*

Upload your own or select
from our defaults. Must be
exactly 512x512px in JPEG
or PNG format.



Upload



Default 1



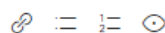
Default 2



Default 3

Description*

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



Select an Icon -Any will work.

Enter a short description – Ex. OnTime Online Meeting

Redirect URI(s)*

One or more URIs that a user will be redirected to when completing an OAuth grant flow.

[Learn more](#)

[Add URI](#)

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

Redirect URLs <small>(to copy into OAuth Redirect or Whitelist URL)</small>	<code>https://dev.ontime01.dk/servlet/ontimegc/oauth/v1</code>
---	--

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

Scopes*

Scopes define the level of access that your integration requires.

[Learn more](#)

- meeting:schedules_read**
Retrieve your Webex meeting lists and details
- meeting:schedules_write**
Create, manage, or cancel your scheduled Webex meetings
- meeting:recordings_read**
Retrieve your Webex meeting recordings for playback
- meeting:recordings_write**
Manage or delete your meeting recordings for playback
- meeting:preferences_read**
Retrieve your Webex meeting preferences
- meeting:preferences_write**
Edit your Webex meeting preferences

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

By creating this app, you accept the [Terms of Service](#) and [Privacy Statement](#).



Click "Add Integration"

OAuth settings

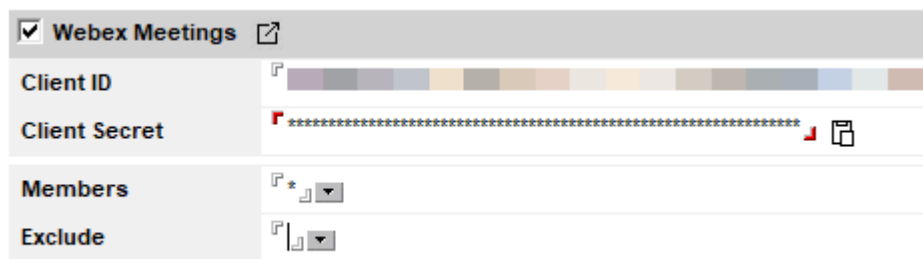
Learn more about authentication in the [Apps & OAuth Guide](#).

Client ID  [Copy](#)

Client Secret  [Copy](#)

OAuth Authorization URL
You can use the URL below to initiate an OAuth permission request for this app. It is configured with your redirect URI

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



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 - Installation of OnTime

Templates

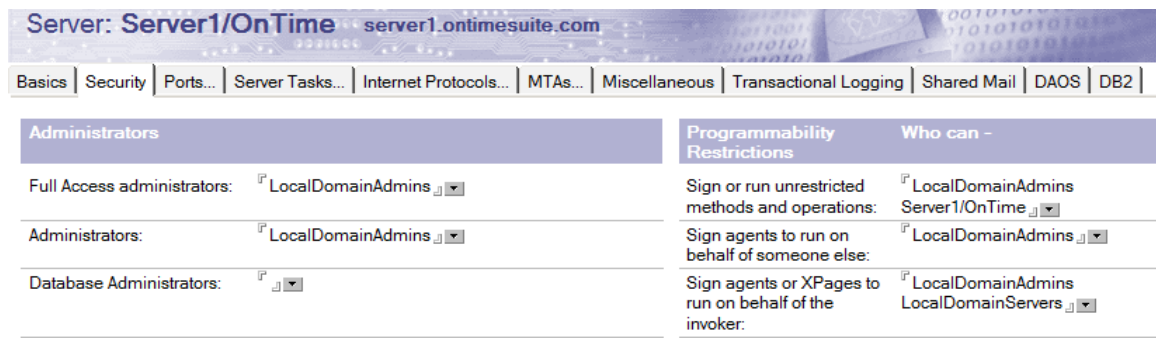
Please make sure that you have received all the files listed below before starting your installation process.

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



The screenshot shows the Domino server configuration interface for 'Server: Server1/OnTime' at 'server1.ontimesuite.com'. The 'Security' tab is selected. Under 'Administrators', the following settings are visible:

- Full Access administrators: LocalDomainAdmins
- Administrators: LocalDomainAdmins
- Database Administrators: LocalDomainAdmins

Under 'Programmability Restrictions', the following settings are visible:

- Sign or run unrestricted methods and operations: LocalDomainAdmins, Server1/OnTime
- Sign agents to run on behalf of someone else: LocalDomainAdmins
- Sign agents or XPages to run on behalf of the invoker: LocalDomainAdmins, LocalDomainServers

Trusted Servers

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

Server Access	Who can -
Access server:	All users can access this server
Not access server:	
Create databases & templates:	LocalDomainAdmins LocalDomainServers
Create new replicas:	LocalDomainAdmins LocalDomainServers
Create master templates:	LocalDomainAdmins LocalDomainServers
Allowed to use monitors:	*
Not allowed to use monitors:	
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 |
| eventcal.ntf | - Template for the Event Calendar 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.

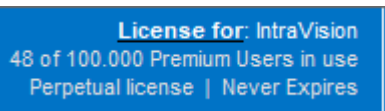
For ACL please refer to **Appendix A – ACL Setup**

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 <https://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

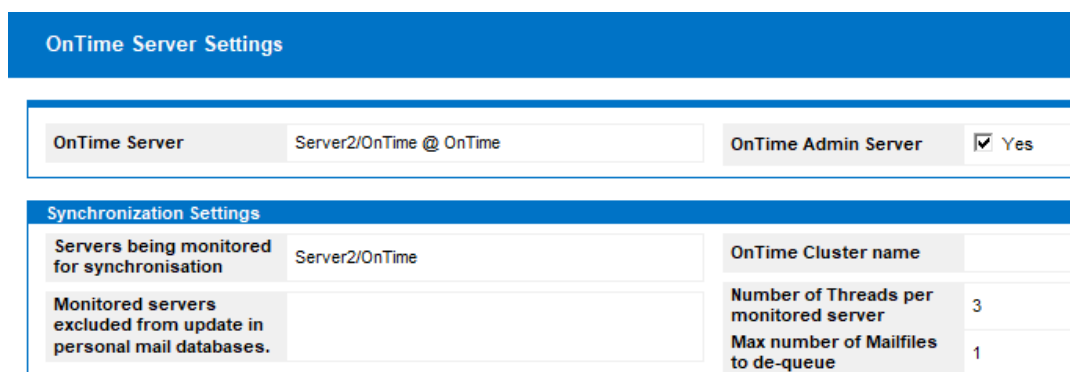
Open the OnTime Configuration database and Click [**Global Settings**] to open the Global Settings document.

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.



GROUP CALENDAR

Web Settings	
Host URL	<code>http://ontime2demo.intravision.dk</code>
OnTime Token Timeout	24 hours

Please refer to

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

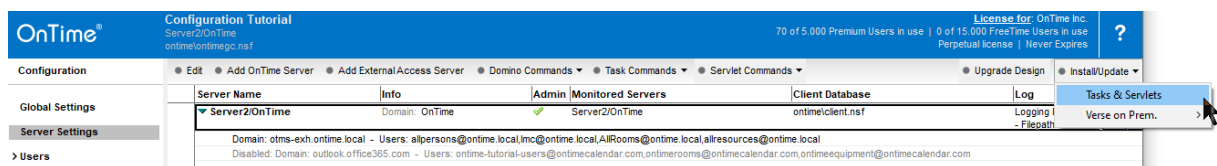
When saving and closing the Server Settings document, you will be prompted to confirm that you want to create the OnTime Data database, OnTime Client database, OnTime Log, OnTime ShareMyTime database on the new server. Click “Yes” in all four cases.

7. Install/Update Domino tasks and servlets

Install the server task and servlets by clicking the **[Install/Upgrade]** button.

The button installs the two OnTime server tasks, updates the **notes.ini** file and loads the tasks.

Afterwards you will be presented with a box 'Manage Servlets' as seen further below.



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'.

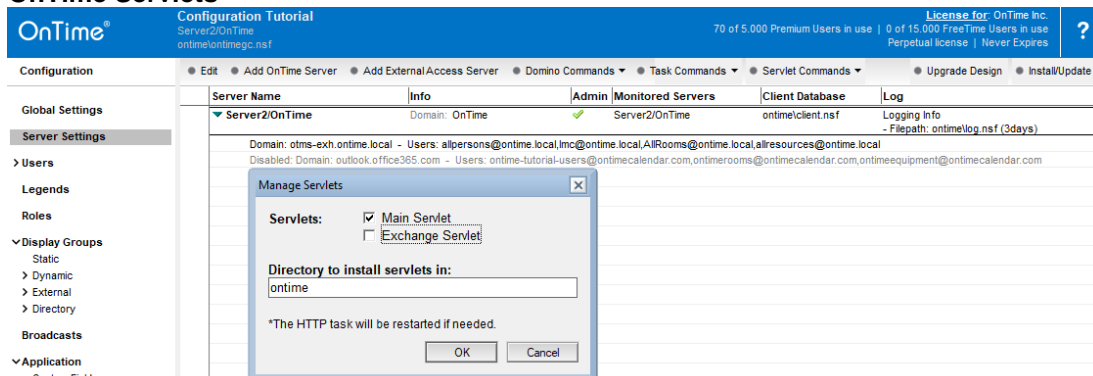
A 'non-OnTime' server does not have an OnTime Config database (ontimegc.nsf). To direct requests to an OnTime server, add a parameter to the servertasks line in 'notes.ini, like in:

'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>

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.

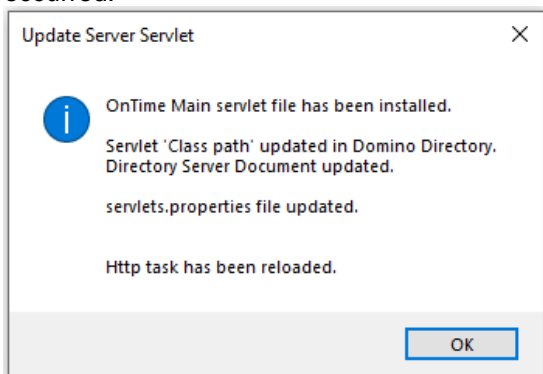
An existing directory needs to be entered; otherwise, the installation will not complete.

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**

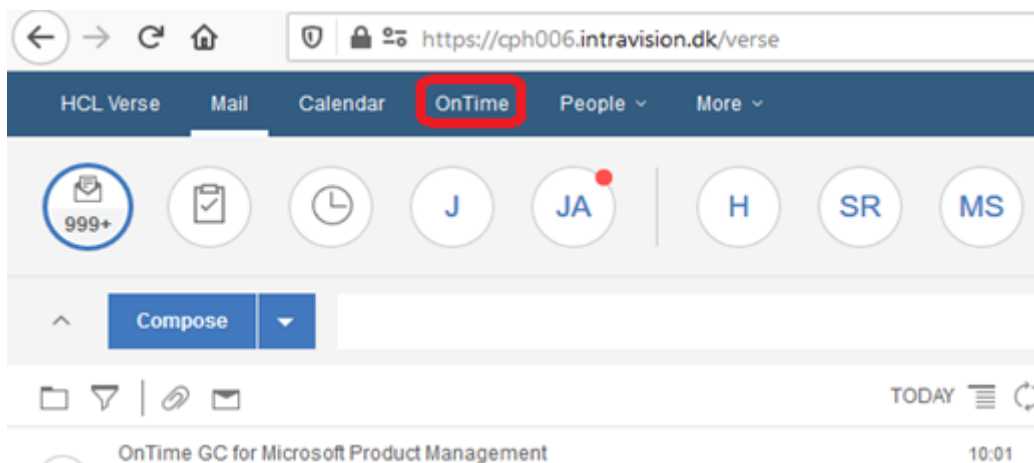
Status information once completed

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

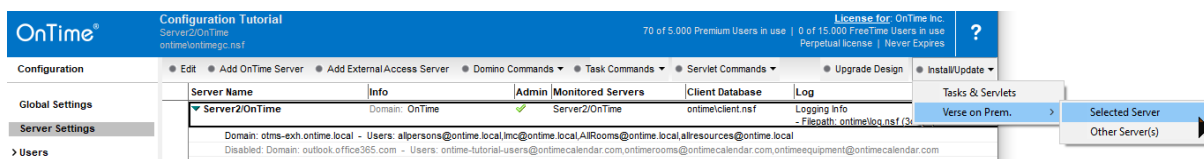


8. Verse

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

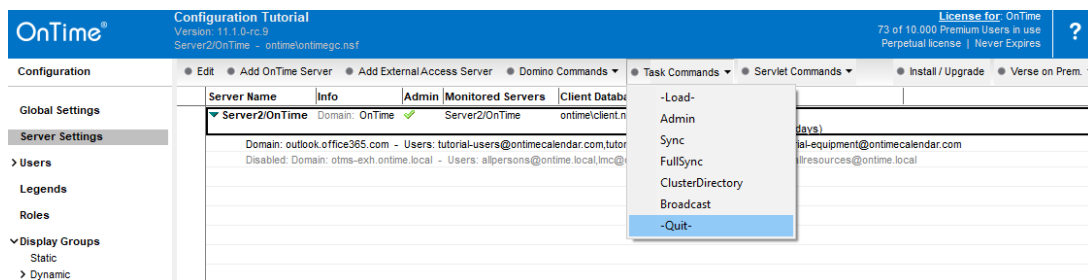
Important! It is not possible to upgrade from OnTime 9.x.x Classic to OnTime version 10.0.x (or later).

!!! 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.

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

- 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.

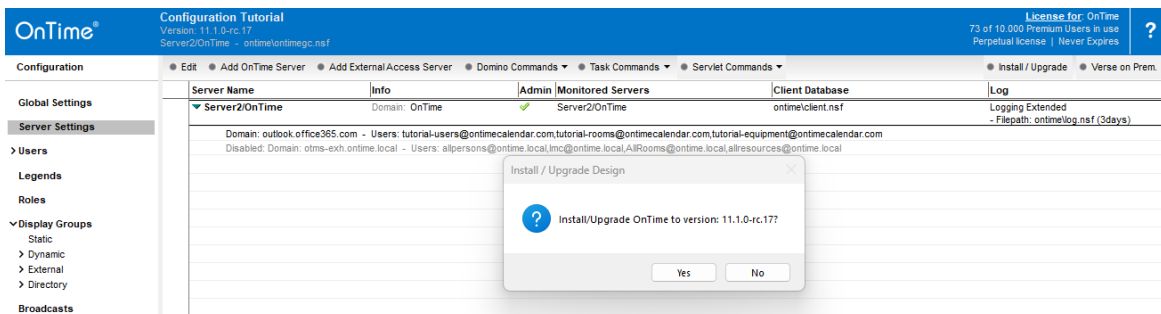
- Sign the templates**

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.

- Replace design on OnTime Config database Manually.**

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

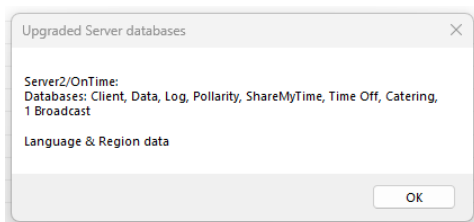
6. In the Server Settings – click “Install/Upgrade”



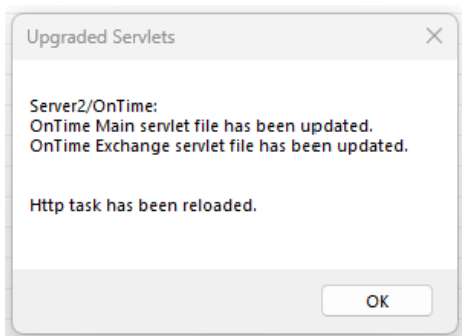
Verify that you see the expected version of templates in the pop-up box.

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

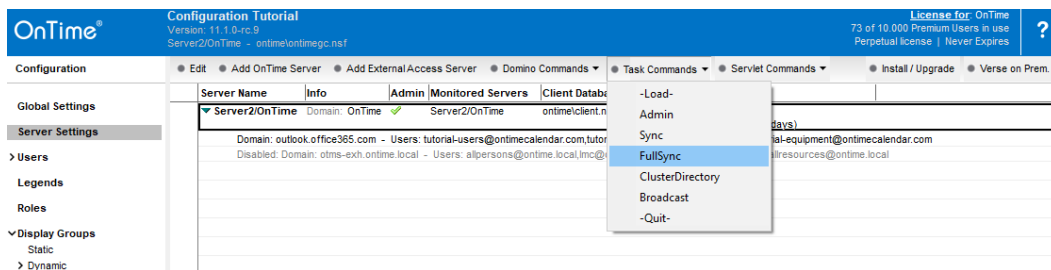
8. **Note:** The installation of OnTime tasks is a done manually on Linux.
 Please refer to **Appendix C - Installation on Linux platforms** for further information about [Install/Update] Task on Linux platform.
 Please refer to **Appendix E – OnTime Domino Servlet** for further information.

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”.

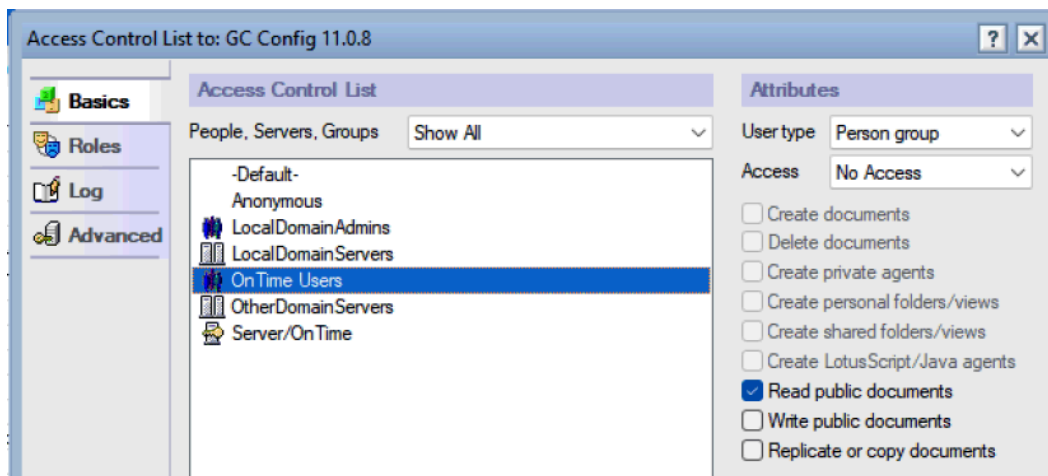
10. Run a “FullSync” – in larger OnTime installations it may take a long time.



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.



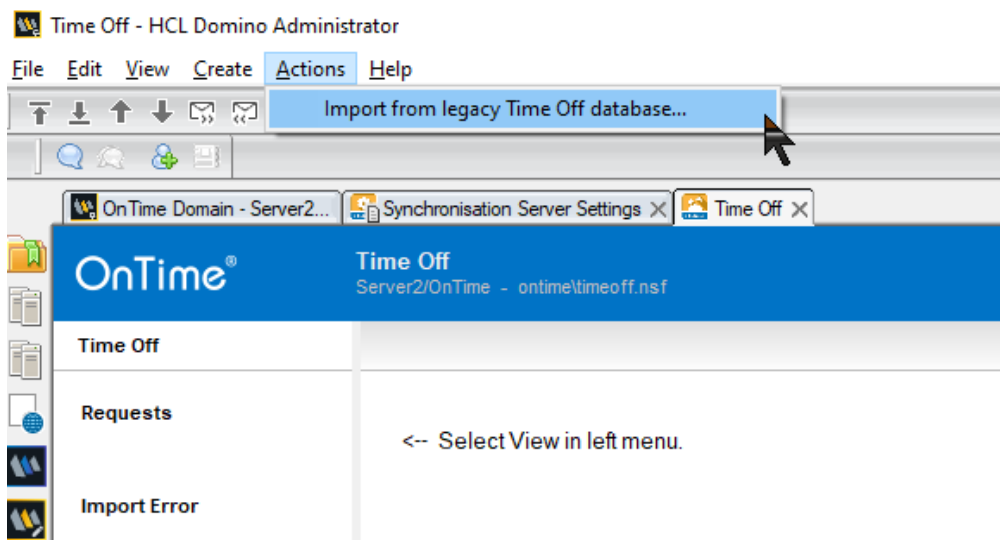
Time Off database

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

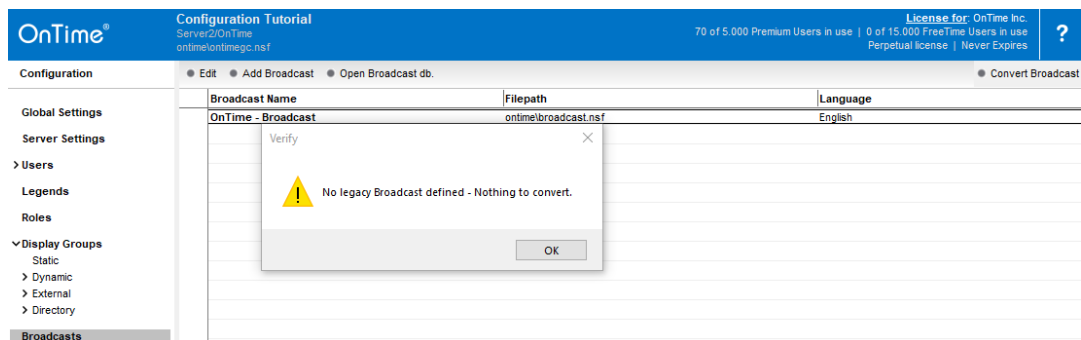
Convert Broadcasts

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

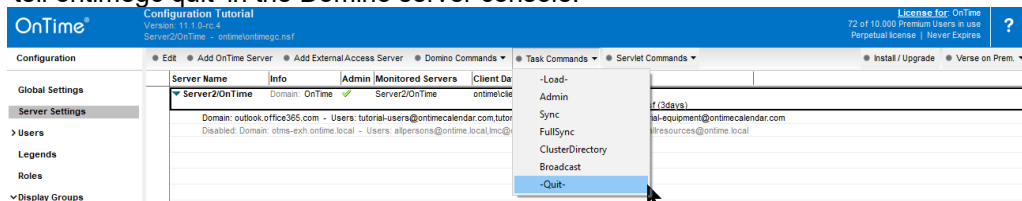
If you use 'Zoom Online Meetings registration' -

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