

for Microsoft

Installation & Configuration Manual OnTime[®] for Microsoft version 6.2.x

Revision 4

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Installation Manual

The main audience for this manual is Microsoft administrators with proper experience in Windows Server and Exchange on-premises / Office 365 administration. It is therefore expected that the reader of this manual is no stranger to the Microsoft environment.





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About OnTime[®] for Microsoft

OnTime[®] for Microsoft (hereafter OnTime) 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 and simple access.

OnTime presents other users calendar information according to the individual Exchange access rights of the logged-in user combined with access rights granted by roles in OnTime. If user access rights are determined by groups in Exchange, OnTime supports non-hidden groups.

OnTime is configured and administrated through an admin web interface. A server task allows for almost real-time updates of the group calendar when a user creates, updates, or deletes a calendar entry in the personal Outlook calendar.

We offer the following Clients and Interfaces: OnTime Web Desktop

- OnTime Add-in for MS Teams
- OnTime Add-in for Outlook
- OnTime API Licensed separately for other applications than standard OnTime
- OnTime Web Mobile Licensed as an OnTime add-on
- OnTime Pollarity Licensed as an OnTime add-on
- OnTime Catering Licensed as an OnTime add-on
- OnTime Visitor Licenced as an OnTime add-on

Note: The OnTime server must be configured with a certificate from a publicly trusted certification authority - unless you run OnTime with an on-prem exchange server without add-ins for Teams, Outlook etc. We highly recommend running OnTime with secure communication.

Ref. to SSL certificates for the OnTime Auth Service

Note: Self-signed OnTime server certificates are not supported.





OnTime API

If you have developed calendar applications based on the OnTime API ver. 1, you must adapt the applications to API ver. 2. OnTime API ver. 1 is no longer supported.

Pollarity

Pollarity is an optional module which supports voting for the best suitable meeting time.

Catering

Catering is an optional module which is the organisation's one-stop shop for managing catering within the organisation, in a simple and timesaving way for everyone involved.

Visitor

Visitor, is an optional module for the organisation's ability to register and manage visitors within the organisation, in a simple and timesaving way for everyone involved.

Flyway database tool

An OnTime tool called 'otdbupdate.cmd' is used to install and update databases. This tool is powered by the open-source tool 'Flyway'.





Structure of the technical part of this manual

In the "**Preparing the new OnTime installation**" section we will provide you with an overall understanding of the main technical components of the OnTime product and what you need to have prepared before you can begin the actual install process.

We will then move on to the actual installation and configuration of your new OnTime environment.

The actual installation process may be done as a 'Quick installation' or as a 'Manual installation'.

Quick installation

- an MSSQL server 2019 Express database server is installed at the OnTime server

Manual installation

- more details are described, including the use of an MSSQL server installed externally to the OnTime server.

OnTime configuration

- the 'OnTime Admin Center' with the 'Dashboard' for stopping and starting the different processes in the backend

- configuration of user synchronisation

- different types of groups of users.

OnTime clients

- Web Desktop Client, MS Teams, Web Mobile Client and an add-in for Outlook





Preparing the new OnTime installation

OnTime Topology

The diagram below shows the overall topology of the OnTime Group Calendar for Microsoft.







Server requirements

The following requirements represent the minimum specifications based on our experience from multiple installations of OnTime Group Calendar. These guidelines are intended to provide a foundation for a functioning system. However, as the number of users increases or additional modules are deployed, the resource requirements will also grow. Furthermore, factors such as backup processes, antivirus software, or other server activities can significantly impact performance and must be considered. We strongly recommend utilizing performance measurement tools in your specific environment to assess whether additional resources are necessary to support the increased demands of your installation.

The following server requirements are based on our experience from several installations.

OnTime must be installed running as a Windows administrator.

The OnTime installation is supported on

- Windows Server 2019 with Microsoft SQL Server® 2016/2019 Express
- Windows Server 2019 with Microsoft SQL Server[®] 2016/2019

For small and medium-sized installations of OnTime, you can use Microsoft SQL Server[®] 2016/2019 Express which is free.

We recommend using the full Microsoft SQL Server if your OnTime installation has more than 2.000 users.

For further comparison between the Express and the full version of the SQL Server: <u>https://learn.microsoft.com/en-us/sql/sql-server/editions-and-components-of-sql-</u> <u>server-2019?view=sql-server-ver15&preserve-view=true</u>

Processor

Intel-compatible processor(s) with a minimum speed of 2 GHz or a faster processor

RAM

Minimum of 8 GB Ram dedicated for the OnTime solution

If you are running OnTime on a Hyper V configuration, then you need to configure it to use static memory for the SQL Server to perform properly.

Hard Disk Space

Minimum of 20 GB hard drive dedicated to the OnTime solution

The above specification has been tested with environments with 2000 users.

As with most software solutions, we prefer a dedicated server for the OnTime solution. Should you, however, choose to install on a multipurpose server we have the following minimum requirements:

Installing OnTime on a Windows Server running a Microsoft Exchange Server is not recommended.



If you want to use an existing MS SQL Server installation, it must have TCP/IP enabled on TCP port 1433.

The Tomcat application server must be exclusive for OnTime and can serve no other applications.

Ports for the OnTime server

The ports 80 and 9080 are required open for HTTP data. The ports 443 and 9443 are required open for HTTPS data. The port 8080 is required for the admin client, http is only supported for localhost. The port 8443 is required for the admin client, https is supported remotely

Ref. to OnTime server components and ports.

Ports for Office 365

If OnTime configuration for Office 365, please check ports outwards through the firewall (port 443) from the OnTime server:

https://login.microsoftonline.com https://graph.microsoft.com https://portal.azure.com

Ports for Exchange on-premises

The ports for the Exchange server must be open for port 443



GROUP CALENDAR

Intra>ision



Prerequisites

AD domain

The OnTime server can be part of your user AD domain to ensure your OnTime users web authentication (SSO) without providing their AD password.

An OnTime server installed in a Windows 'Workgroup' is supported. We expect the Workgroup server to be dedicated to OnTime because this will be more secure. The name of the workgroup must be descriptive. Workgroup names like 'Workgroup' or 'Workgroup01' will not be accepted.

SQL Server 2016/2019 Express or an existing MS SQL Server must be available.

The SQL Server Express may be downloaded from Microsoft. It is free. Limitations: Microsoft SQL Server Express supports 1 physical processor, 1 GB memory, and 10 GB database storage.

Note: For larger installations we do not recommend the SQL Server Express

Create a user for OnTime in MS Exchange/Office 365

Mailbox user (minimum type 1, if in Office 365)

External access to OnTime

OnTime is most often installed on a server in the internal network. When external access to desktop and mobile clients is required, the configuration of the firewall and DMZ must be considered.

Solutions include VPN access or a reverse proxy server in the DMZ. Scenarios are described in the appendix **External access to OnTime.**



User requirements

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. 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:

Refer to **OnTime client Web Desktop**

- the following browsers are supported:

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

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

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

Note: The Catering Manager and the Visitor Manager are NOT supported in the Internet Explorer.



For the admin client

- the following browsers are supported:

	Chrome (Latest)	Safari (Latest)	Firefox (Latest)	Edge Chrominum (Latest)	Internet Explorer 11 (Latest)
Windows	Supported		Supported	Supported	Not supported

Only port 80 and 443 are supported for the desktop client, and the browsers need to have cookies enabled.

OnTime Mobile add-on requirements

The OnTime 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 client Web Mobile**

-the following browsers are supported:

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

OnTime Mobile web app add-on has the following specific requirements

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



License key

- OnTime requires a license key with the required number of users enabled to run.
- These keys are delivered directly by IntraVision or an OnTime Partner.
- A list of OnTime Partners is available at <u>www.ontimesuite.com</u>.

To obtain a license key, please provide the following info:

- your Company name
- the total number of users, including rooms and equipment
- a. OnTime server in an AD domain,

check your OnTime server's environment by logging in as a domain user.

In a Command prompt > set (Enter) - to see your 'USERDOMAIN'

📾 Administrator: C:\Windows\system32\cmd.exe	_ 🗆 🗡
TMP=C:\Users\ADMINI~1\AppData\Local\Temp\2 USERDOMAIN <mark>+</mark> ONTIMEMSDEMO USERNAME=Administrator USERPROFILE=C:\Users\Administrator windir=C:\Windows	
C:\Program Files\IntraVision}set_	

b. OnTme server in a workgroup, check your Workgroup name.

Enter 'net config workstation' in a Command prompt to see your 'Workstation domain' (Workgroup name).

• If you are running a trial installation, a time-limited, fully functional key with all OnTime options should have been provided for you when you downloaded the OnTime software from <u>www.ontimesuite.com</u>.



OnTime Installation

We have two options for installing OnTime, quick or manual.

Quick installation

The easy way of installing OnTime

with a local, silent installation of the MS SQL Server 2019 at 'C:\Program Files'
one 'install' command file that in turn creates a database for OnTime, and installs
Windows services for OnTime

An MS SQL Server 2019 Express with scripts for a silent install may be downloaded from this download link: http://file.ontimesuite.com/SQLExpress

The tool to inspect the databases in the Microsoft 'SQL Server Management Studio' (SSMS). Currently, a link to download the tool from Microsoft: <u>https://docs.microsoft.com/en-us/sql/ssms/download-sql-server-management-studio-ssms</u>

Note: Run the SSMS tool as an administrator to get the proper permissions to run queries against the OnTime database.

Manual installation

Is applicable if you need to be able to configure custom settings for the SQL server. Please refer to the **Manual installation**.



Quick installation

Quick installation expects:

- SQL Server being installed on the same machine as the OnTime distribution
- Integrated Security is used, instead of SQL Server Security
- Port number for SQL Server is 1433

If you want to change anything of the above, you should do the manual setup of the database.

Installing the SQL Server Express

Extract the file downloaded from http://file.ontimesuite.com/SQLExpress

C:\install			
Name	Date modified	Туре	Size
OnTime (silent)-MS SQL Server 11.0	01-07-2020 12:00	File folder	
🔋 OnTime (silent)-MS SQL Server 11.0.zip	21-05-2020 08:45	Compressed (zipp	808.812 KB

To install the SQL server, start a Command Prompt in administrator mode in the OnTime (silent) folder.

Run the command: sql_express_full_setup.cmd

This command will silently install the SQL server. A log file, 'installLog.txt' from the installation is created in the folder.

If you see other messages than "Installing SQL Express Server" your Windows server probably needs some updates from Microsoft, please resolve these prerequisites and rerun the command.

It may take 5-10 minutes to execute the installation of SQL Server Express.

Result:

The SQL Server is installed in the default path, C:\Program Files\Microsoft SQL Server.

It is installed with 'Windows Authentication', 'Integrated Security' is used - and TCP/IP is enabled and listening on port 1433



Install OnTime

Unzip the downloaded OnTime package to a temporary location, move the directory OnTimeMS-x.x to the recommended path: C:\Program Files\IntraVision\

PC > Windows (C:) > Program	n Files > IntraVisior	n > OnTimeMS-xx
🖻 🔟 î Sort 🔪 🗮 View	~	
Name	Date modified	Type Size
addin-classic-outlook-poll	19/12/2024 10.18	File folder
📒 addin-new-outlook-teams-rail	19/12/2024 10.18	File folder
🚞 addin-teams-channel	19/12/2024 10.18	File folder
🚞 admintoken	19/12/2024 10.18	File folder
atering	19/12/2024 10.18	File folder
🚞 cmd	19/12/2024 10.18	File folder
늘 jdk	19/12/2024 10.18	File folder
💼 ontime.ms.acs	19/12/2024 10.18	File folder
늘 ontime.ms.auth	19/12/2024 10.18	File folder
🚞 otdbupdate	19/12/2024 10.18	File folder
늘 pollarity	19/12/2024 10.19	File folder
늘 programdata	19/12/2024 10.19	File folder
늘 scripts	19/12/2024 10.19	File folder
늘 sqlserver	19/12/2024 10.19	File folder
늘 tomcat	19/12/2024 10.19	File folder
늘 visitor	19/12/2024 10.19	File folder
🗟 command.cmd	19/12/2024 10.18	Windows Comma
🕤 install.cmd	19/12/2024 10.18	Windows Comma
Dffice365TomcatRestart.zip	19/12/2024 10.18	Compressed (zipp
🐨 start-catering.cmd	19/12/2024 10.19	Windows Comma
🐨 start-pollarity.cmd	19/12/2024 10.19	Windows Comma
🕤 start-visitor.cmd	19/12/2024 10.19	Windows Comma
🐁 stop-catering.cmd	19/12/2024 10.19	Windows Comma
🐁 stop-pollarity.cmd	19/12/2024 10.19	Windows Comma
stop-visitor.cmd	19/12/2024 10.19	Windows Comma
🐨 uninstall.cmd	19/12/2024 10.19	Windows Comma
🖫 upgrade.cmd	19/12/2024 10.19	Windows Comma

Right-click 'install.cmd' and choose 'Run as Administrator'

This command will execute the following tasks:

- 1. You will be asked for a new password for the OnTime admin **Note:** Special characters may make the Tomcat server unwilling to start
- 2. It will create the 'ontimems' database for OnTime use in the local SQL Server
- 3. It will configure the user NT AUTHORITY\USER as a user in the ontimems database with the api_role
- 4. It will install a Windows service 'OnTimeMS Auth' that offers Windows domain logon authentication for web users, SSO Single Sign-On



- It will install the Tomcat server for OnTime.
 Windows service 'Apache Tomcat x.x OnTimeTomcat'
- 6. It will create a database, 'pollarity' for Pollarity
- 7. Note: Pollarity has an optional licence.
- 8. It will create a database, 'catering' for Catering
- 9. It will create a database, 'visitor' for Visitor

Note: Pollarity, Catering, Visitor has each an optional licence.

Proceed to OnTime Configuration





Manual installation

All the components may be configured after the usual Quick Installation completion. The only exception is the SQL Server. This manual option is based on your installation of MS SQL Server, locally or externally to your OnTime server.

The network protocol TCP/IP must be enabled for the SQLServer, the default port is 1433. If you want to use another port, remember to enter your chosen port in the OnTime Admin clients Database section. Refer to the **SQL Server network protocol setup**

'SQL Server Management Studio', SSMS is used in this section.

Command-line scripts

In order to run OnTime 'otdbupdate.cmd' scripts later in the SQL server, we need an administrative user, 'BUILTIN\Administrators' with the database role 'db_owner'.

In SSMS right-click the SQL-servers Security section, click 'New Login'



Enter the login name 'BUILTIN\Administrators'

Click 'OK'



Create the OnTime database at the SQL server

At your MS SQL server create a new database with the name 'ontimems' for OnTime. In SSMS right-click 'Databases'



Click 'New database'. Enter the database name 'ontimems'. Click 'OK'

Object Explorer	New Database					-	Х
Connect - 🛱 🎽 🗏 🍸 🖒 🔸	Select a page	C Contrat - O	Uala				
🖃 🐻 TEST\SQLEXPRESS (SQL Server 15.0.2000 - TEST\Administrator)	🔑 General	🗐 Scribt 🔺 😯	пер				
🖃 🛑 Databases	👂 Options						_
🗄 🛑 System Databases	👂 Filegroups	Database name:		ontimems			
🕀 🛑 Database Snapshots		Owner:		<default></default>			
🕀 📕 Security							_
🕀 📕 Server Objects		🗸 Use full-text i	ndexing				
🗄 📕 Replication							
🗄 🛑 PolyBase		Database files:					_
🗄 📕 Management		Logical Name	File Type	Filegroup	Initial Size (MB)	Autogrowth / Maxsize	Pa
		ontimems	ROWS	PRIMARY	8	By 64 MB, Unlimited	 C:
		ontimems_log	LOG	Not Applicable	8	By 64 MB, Unlimited	 C:



In the folder: C:\Program Files\IntraVision\OnTimeMS-x.x\sqlserver\ you will find the sql-script – 'ontimems.sql'

You may open the script in "SQL Server Management Studio" or a text editor. Check the first line of the script. The first line must be changed to 'USE [ontimems]' instead of a programmatical parameter for the database name.

```
ontimems.sql - OTM...dministrator (61))* × SQLQuery1.sql - OT...Administrator (66))*
USE [ontimems]
GO
/****** Object: DatabaseRole [api_role] Script Date: 01/06/2018 15.19.04 ******/
CREATE ROLE [api_role]
GO
/****** Object: DatabaseRole [sb_role] Script Date: 01/06/2018 15.19.04 ******/
CREATE ROLE [sb_role]
GO
/****** Object: Schema [adm] Script Date: 01/06/2018 15.19.05 ******/
CREATE SCHEMA [adm]
GO
GRANT EXECUTE ON SCHEMA::[adm] TO [api_role] AS [dbo]
GO
GRANT EXECUTE ON SCHEMA::[api] TO [api_role] AS [dbo]
GO
GRANT EXECUTE ON SCHEMA::[api] TO [api_role] AS [dbo]
GO
```

Two methods are posssible to create the tables in the database 'ontimems', in SSMS or in the command-line.

- SSMS: Click 'New Query' Copy all the text from the script, 'ontimems.sql' to the new Query Window. Click 'Execute'.
- 2. Alternatively run the sql script from the command-line.

C:\Program Files\IntraVision\OnTimeMS-x.x\sqlserver>

sqlcmd -S .\SQLExpress -i ontimems.sql

- here SQLExpress is representing your SQL server's instance.

After running the SQL-script open the database and check that the database tables have been created.



The OnTime application user, local SQL Server

 In the OnTime database's Security section, right-click 'Users' and choose 'New User'. Click the button by 'Login name' and click 'Browse' Among the possible 'Logins', select 'NT AUTHORITY\SYSTEM' as the OnTime application user in the OnTime database. Click 'OK'.

Additionally, add 'NT AUTHORITY\SYSTEM' to the 'User name' field. Click 'OK'.

0	Database User - NT AUTHORITY\SYSTEM	- 🗆 X
Select a page	🔄 Script 🔻 📑 Help	
Membership	User type:	
Securables Extended Properties	Windows user	¥
	User name:	
	NT AUTHORITY\SYSTEM	
	Default language:	
	Default schema:	
Connection		
Server: OTMSQA\SQLEXPRESS		
Connection: OTMSQA\Administrator		
View connection properties		
Progress		
Ready		
	ОК	Cancel



electa nane		
General Owned Schemas Membership Securables Extended Properties	Image: Script ▼ ? Help Database role membership: Role Role Members Image:	
Connection Server: OTMSTUTORIAL\SQLEXPRESS Connection:	sb_role	
Y View connection properties		
rogress		
Ready		

2. Click 'Membership' and select the 'api_role'. Click 'OK'.

3. A configuration with the 'NT AUTHORITY SYSTEM' ensures that you may choose 'integratedSecurity=yes' in the database configuration.

Please refer to **Database** in the 'OnTime Configuration' section.

 Add an administrative user 'BUILT\Administrators' in the 'ontimems' database's security section in the same way as above. In the 'membership' for 'BUILT\Administrators', tick 'db_owner' and click 'OK'.



The OnTime application user, external SQL Server, same Windows Domain

In the SQL server's Security section, create a Login for access from the OnTime server. Right-click 'Logins', select 'New Login'.



1. As 'Login name' you manually enter your OnTime servers hostname in the format: DOMAINNAME\HOSTNAME\$

- remember the '\$' character at the end of the server's hostname.

In the SQL server, this name is for authenticating your OnTime server.

Note: Searching for the hostname is not possible – the name entered cannot be verified.

Example:				_	П	×
Select a page & General	🖵 Script 🔻 🕜 Help					
 Server Roles User Mapping Securables Status 	Login name:	INTRAVISION\OTMS] Search		
Connection	 Mapped to asymmetric key 			~		
Server: OTMSTUTORIAL\SQLEXPRESS	Map to Credential			~		
Connection: INTRAVISION\administrator vi View connection properties	Mapped Credentials	Credential	Provider			
Progress						ve
Ready	Default database: Default language:	master English		~		
				ОК	Can	cel



2. In the Security section of your new OnTime database, right-click Users, choose 'New User'.

-	6	от	MS	TUTORIAL\SQLEXPRESS (SQL Server 15.0.2000 - INTRA\
	—		Da	tabases
		+		System Databases
		+		Database Snapshots
		+		catering
			8	ontimems
			+	🛑 Database Diagrams
			+	📕 Tables
			+	Views
			+	External Resources
			+	Synonyms
			+	🛑 Programmability
			+	📕 Service Broker
			+	📕 Storage
				Security
				New User

Click the button at 'Login name', click 'Browse' and choose the server Login entry you entered above.

Copy the 'Login name' to the field 'User name'. Click OK

3. The server Login entry must have the role "api_role'



Click 'OK'

- Add an administrative user 'BUILT\Administrators' in the 'ontimems' database's security section in the same way as above. In the 'membership' for 'BUILT\Administrators', tick 'db_owner' and click 'OK'.
- The database is now ready for access with 'Integrated Security' from the OnTime server within the same domain.
 Please refer to <u>Database</u> in the 'OnTime Configuration' section.





The OnTime application user, external SQL Server, outside the Windows Domain

The SQL server must be enabled for 'SQL Server and Windows Authentication'. If you have installed with 'Windows Authentication', you may change the authentication mode:

https://docs.microsoft.com/en-us/sql/database-engine/configure-windows/changeserver-authentication-mode?view=sql-server-ver15

 In the SQL server's Security section, create a Login for access from the OnTime server. Right-click 'Logins', select 'New Login'. Enter a login name 'OnTimeApp'. Choose 'SQL Server authentication. Enter a password twice. Take a note of the password. Click 'OK'

Eugin - New				_		×
Select a page	🖵 Script 🔻 😯 Help					
 Server Roles User Mapping Securables Status 	Login name: Vindows authentication SQL Server authentication Password: Confirm password: Specify old password Old password: Enforce password expiral User must change passwo Mapped to certificate	On Time App	~	Search	1	
Connection	O Mapped to asymmetric key			\sim		
Server: OTMSTUTORIAL\SQLEXPRESS Connection: INTRAVISION\administrator Y View connection properties	Map to Credential Mapped Credentials	Credential	Provider	~		
Progress						re
Ready	Default database: Default language:	master <default></default>		~		





2. In the Security section of your new OnTime database, right-click Users, choose 'New User'.

At 'Login Name' click the button with the 3 dots. Click 'Browse'. Choose the OnTimeApp user. Click 'OK'. Copy the login name 'OnTimeApp' to the 'User name' field. Click 'OK'

📔 Database User - New							_	·		\times		
Select a page	🖵 Script 🔻 🄇	Help										
 Øwned Schemas Membership 	User type:											
 Securables Extended Properties 	SQL user with	login								~		
	User name	:							_			
	Login name	e:										
	Default sc	P Select	t Login								×	
		Select the	nese object t	ypes:								
		Logins							Objec	t lypes.		
Connection												
Server: OTMSTUTORIAL\SQLEXPRESS		Enter the	e object nan	nes to sele	ect (<u>examples</u>):		_		1 . 5.1		
Connection: INTRAVISION\administrator									Chec	owse	S	
View connection properties			P Brows	e for Obje	ects							×
Progress			14 objects	s were four	nd matching th	e types you	selected					
Ready	L		Matching	obiects:								
Page V				Name							Ту	pe 🔺
			🗆 📲	[NT Serv	rice\MSSQL\$	SQLEXPRE	SS]				Lo	
				[NT SEF		LEMETRY	SQLEXP	RESS]			Lo	
			□ a [®]	[NT SEF	RVICE\SQLWr	iter]					Lo	
			□ a ⁸	[NT SEF	RVICE\Winmgr	nt]					Lo	
			🗹 🝰	[On Time	App]						Lo	
			□ " \$	[sa]							Lo	···· 🗸
										-		
							(OK		Cancel	He	elp

 Right-click your your new user 'OnTimeApp', choose properties. In the section 'Membership' select the api_role and the db_owner. Click 'OK'

	Database User - OnTimeApp	0	_	×
Seld بر بر بر	Database User - OnTimeApp ect a page General Owned Schemas Membership Securables Extended Properties	Script P Help Database role membership: Role Members api_role db_accessadmin db_backupoperator db_datareader db_datareader db_datawriter db_ddladmin db_denydatareader	-	×
		db_denydatawriter db_owner db_securityadmin sb_role		

4. The database is now ready for access with 'SQL Server Authentication' from the OnTime server.

Please refer to **Database** in the 'OnTime Configuration' section.





Update the OnTime database using 'otdbupdate.cmd'

From the folder C:\Program Files\IntraVision\OnTimeMS-x.x. open a command window as Administrator.

Otdbupdate.cmd requires an environment variable for JAVA_HOME in your OnTime installation files.

Set the environment variable for **JAVA_HOME** by running the command: set JAVA_HOME=C:\Program Files\IntraVision\OnTimeMS-x.x\jdk

Set the environment variable for **Path** by running the command: set PATH=%JAVA_HOME%\bin;%PATH%

Navigate to C:\Program Files\IntraVision\OnTimeMS-x.x\otdbupdate

Run this command, if you are using integratedSecurity:

```
otdbupdate.cmd -skipDefaultCallbacks=true
-url=jdbc:sqlserver://localhost:1433;databaseName=ontimems;
encrypt=true;trustServerCertificate=true;
integratedSecurity=true migrate
```

All in one line!

This command, if you are using a specific database user:

```
otdbupdate.cmd -skipDefaultCallbacks=true
-url=jdbc:sqlserver://localhost:1433;databaseName=ontimems;
encrypt=true;trustServerCertificate=true;
-user=OnTimeApp -password=xxxx migrate
```

All in one line!



Pollarity

Pollarity requires a database and the installation of an application on the Tomcat OnTime server.

Pollarity database

Depending on you setup of the SQL server, local or external to the OnTime server the process is similar to the section **<u>Create the OnTime database</u>**.

- 1. Create a database named 'pollarity' in the SQL Server.
- 2. In the database's security section add a database user, the same as the database user of the 'ontimems' database.
- 3. Double-click the database user, select 'Membership', tick db_owner, click 'OK'

Update the Pollarity database using 'otdbupdate.cmd'

From the folder C:\Program Files\IntraVision\OnTimeMS-x.x. open a command prompt as administrator.

Otdbupdate.cmd requires an environment variable for JAVA_HOME in your OnTime installation files.

Set the environment variable for **JAVA_HOME** by running the command: set JAVA_HOME=C:\Program Files\IntraVision\OnTimeMS-x.x\jdk

Set the environment variable for **Path** by running the command: set PATH=%JAVA_HOME%\bin;%PATH%

Navigate to C:\Program Files\IntraVision\OnTimeMS-x.x\pollarity\otdbupdate

Depending on your setup use 'integratedSecurity' or 'SQL server authentication'.:





Run this command, if you prefer 'integratedSecurity' in your SQL server:

otdbupdate.cmd -skipDefaultCallbacks=true -url=jdbc:sqlserver://localhost:1433;databaseName=pollarity; encrypt=true;trustServerCertificate=true;integratedSecurity=true migrate

All in one line!

This command, if you prefer 'SQL Server authentication':

otdbupdate.cmd -skipDefaultCallbacks=true -url=jdbc:sqlserver://localhost:1433;databaseName=pollarity; encrypt=true;trustServerCertificate=true; -user=OnTimeApp -password=xxxx migrate

All in one line!

Pollarity application

- Copy Pollarity files to the Tomcat server. This is accomplished by running the command 'start-pollarity.cmd' in the directory: C:\Program Files\IntraVision\OnTimeMS-x.x\pollarity\cmd\
- 2. Restart the Tomcat service 'Apache Tomcat 9.0 OnTimeTomcat'.





Catering

Catering requires a database and the installation of an application on the Tomcat OnTime server.

Catering database

Depending on you setup of the SQL server, local or external to the OnTime server the process is similar like the section **<u>Create the OnTime database</u>**.

- 1. Create a database named 'catering' in the SQL Server.
- 2. In the database's security section add a database user, the same as the database user of the 'ontimems' database.
- 3. Double-click the database user, select 'Membership', tick db_owner, click 'OK'

Update the Catering database using 'otdbupdate.cmd'

From the folder C:\Program Files\IntraVision\OnTimeMS-x.x. open a command window as Administrator.

Otdbupdate.cmd requires an environment variable for JAVA_HOME in your OnTime installation files.

Set the environment variable for **JAVA_HOME** by running the command: set JAVA_HOME=C:\Program Files\IntraVision\OnTimeMS-x.x\jdk

Set the environment variable for **Path** by running the command: set PATH=%JAVA_HOME%\bin;%PATH%

Navigate to C:\Program Files\IntraVision\OnTimeMS-x.x\catering\otdbupdate

Depending of your setup use 'integratedSecurity' or 'SQL server authentication'.:



Run this command, if you prefer 'integratedSecurity' in your SQL server:

otdbupdate.cmd -skipDefaultCallbacks=true -url=jdbc:sqlserver://localhost:1433;databaseName=catering; encrypt=true;trustServerCertificate=true; integratedSecurity=true migrate

All in one line!

This command, if you prefer 'SQL Server authentication':

otdbupdate.cmd -skipDefaultCallbacks=true -url=jdbc:sqlserver://localhost:1433;databaseName=catering; encrypt=true;trustServerCertificate=true; -user=OnTimeApp -password=xxxx migrate

All in one line!

Catering application

1. Copy Catering files to the Tomcat server. This is accomplished by running the command 'setup-catering.cmd' in the directory:

C:\Program Files\IntraVision\OnTimeMS-x.x\catering\cmd\

2. Restart the Tomcat service 'Apache Tomcat 9.0 OnTimeTomcat'.





Visitor

Catering requires a database and the installation of an application on the Tomcat OnTime server.

Visitor database

Depending on you setup of the SQL server, local or external to the OnTime server the process is similar to the section **<u>Create the OnTime database</u>**.

- 1. Create a database named 'visitor' in the SQL Server.
- 2. In the database's security section add a database user, the same as the database user of the 'ontimems' database.
- 3. Double-click the database user, select 'Membership', tick db_owner, click 'OK'

Update the Visitor database using 'otdbupdate.cmd'

From the folder C:\Program Files\IntraVision\OnTimeMS-x.x. open a command window as Administrator.

Otdbupdate.cmd requires an environment variable for JAVA_HOME in your OnTime installation files.

Set the environment variable for **JAVA_HOME** by running the command: set JAVA_HOME=C:\Program Files\IntraVision\OnTimeMS-x.x\jdk

Set the environment variable for **Path** by running the command: set PATH=%JAVA_HOME%\bin;%PATH%

Navigate to C:\Program Files\IntraVision\OnTimeMS-x.x\visitor\otdbupdate

Depending on your setup use 'integratedSecurity' or 'SQL server authentication'.:





Run this command, if you prefer 'integratedSecurity' in your SQL server:

otdbupdate.cmd -skipDefaultCallbacks=true ^ -url=jdbc:sqlserver://localhost:1433;databaseName=visitor; encrypt=true;trustServerCertificate=true;integratedSecurity=true migrate

All in one line!

This command, if you prefer 'SQL Server authentication':

otdbupdate.cmd -skipDefaultCallbacks=true ^ -url=jdbc:sqlserver://localhost:1433;databaseName=visitor; encrypt=true;trustServerCertificate=true; -user=OnTimeApp -password=xxxx migrate

All in one line!

Visitor application

1. Copy the Visitor files to the Tomcat server. This is accomplished by running the command 'setup-visitor.cmd' in the directory:

C:\Program Files\IntraVision\OnTimeMS-x.x\visitor\cmd\

2. Restart the Tomcat service 'Apache Tomcat 9.0 OnTimeTomcat'.




OnTime Server

In the folder C:\Program Files\IntraVision\OnTimeMS-x.x\cmd - you will find the command 'install-ontime-services.cmd'

Run it as 'administrator' to install the Tomcat server and the 'OnTimeMS Auth' service.

The Tomcat service for OnTime is now running within Windows Services as 'Apache Tomcat 9.0 OnTimeTomcat'.

The Auth service for OnTime is now running within Windows Services as 'OnTimeMS Auth'.

OnTime addon products

If you have licenses for the OnTime addon products, Catering, Pollarity, Visitor you may run the scripts below to enable the applications.

In the folder C:\Program Files\IntraVision\OnTimeMS-x.x - you will find the commands:

start-catering.cmd

start-pollarity.cmd

start-visitor



Local SQL server

In the web admin interface, "OnTime Admin Center", click "Database".

If you have followed the 'Quick installation path' the fields are already populated with Server, 'localhost' and 'Integrated Security', ticked.

Click "Test" in the upper menu line to test the database connection.

Upon the response "OK Connection to Database is working" click "Back". Click Save.

OnTime®			
ONTIME ADMIN CENTER	TEST SAVE RES	SET	
DASHBOARD	DATABASE SETTINGS		
DATABASE	Server	localho	ost
DOMAINS	Integrated Security	✓	ОК
GLOBAL SETTINGS			Connection to Database is working
USERS			
GROUPS			Back

If you have the SQL server external to you OnTime server we have two cases:



External SQL server, same Windows domain

You have to reference the SQL server and eventually and optionally a port number

TEST SAVE R	ESET
DATABASE SETTING	5
Server	sql.example.local:1433
Integrated Security	\checkmark

External SQL server, outside the Windows domain

Enter the reference to the SQL server and optionally a port number

Deselect the 'Integrated security' setting.

Enter the database name 'ontimems'

Enter username, OnTimeApp and the corresponding password

TEST	SAVE	RESE	т		
DATABASE SETTINGS					
Server			sql.example.com:1433		
Integrated Security					
Database	name		ontimems		
Username	1		OnTimeApp		
Password			(present)		







OnTime Configuration

OnTime Setup

From a browser - Open the administration URL – example https:// example.com:8443/ontimegcms/code.html - or only on localhost, at the OnTime server! http://127.0.0.1:8080/ontimegcms/admin

Note: Please insert your relevant URL instead of 'ontime.example.com'. If you try administration remotely, http and port 8080, to the OnTime server you will get a yellow warning: 'Caution: Opening the admin interface on port 8080 is not recommended ...'

← → C ▲ Not secur	- 🔶 🖸 🗛 Not secure otmstutorial.intravision.dks8080/ontimegcms/admin					
OnTime®	CAUTION: OPENING THE ADMIN INTERFACE ON PORT 8000 ON YOUR DESKTOP IS NOT RECOMMENDED. FROM YOUR DESKTOP WE RECOMMEND USING HTTPS USING PORT 643.	Licensed to OnTime Inc. demo (LS) 128 of 2500 Users in use Perpetual	*			
ONTIME ADMIN CENTER	EDIT LICENSE REFRESH					
DASHBOARD	DASHBOARD					
DATABASE						

Administrator: admin		(beware of the casing, no capitals)
Password:	****	(your password from the OnTime installation phase)

Reset of password, if it is lost:

In the folder C:\Program Files\IntraVision\OnTimeMS-x.x\cmd - you will find the command 'change-tomcat-password.cmd'. Run it as an administrator to reset the admin password. **Note:** Special characters may make the Tomcat service unwilling to start

🗲 승 尾 http://localhost:8080/onti	megcms/admin P - X O localhost				
Windows Security	×				
iexplore.exe					
The server localhost is asking for your user name and password. The server reports that it is from OnTimeGCMSAdmin. Warning: Your user name and password will be sent using basic authentication on a connection that isn't secure.					
admin					
•••••					
Remember my credentials					
ОК	Cancel				





Dashboard

The main page of the OnTime Admin Center is the Dashboard. This page presents an overview of the processes in OnTime. When you change the values in the other pages, you must restart the OnTime application by clicking "Stop/Start" in the corresponding section.

С	onTime®				Licensed to OnTime Inc. demo (LS) 115 of 2500 Users in use Perpetual	3
ON	TIME ADMIN CENTER	EDIT LICENSE REFRESH				
	DASHBOARD	DASHBOARD				
	DATABASE					
	DOMAINS	Application	RUNNING	START ST	TOP Last Status Change: Tue Mar 08 11:36:30 CET 2022	
	GLOBAL SETTINGS	Subscription for calendar changes:	RUNNING	START ST	TOP Last Status Change: Tue Mar 08 11:37:02 CET 2022	
	USERS	Connection Services				
	GROUPS	SQL Database Connection:	RUNNING		Last Status Change: Tue Mar 08 11:36:26 CET 2022	
	LEGEND	Active Exchange Domains:	3 OUT OF 3 RUNNING			
di	POLLARITY	Scheduled Services				
		Directory Synchronisation:	SCHEDULED TO RUN 02:00	START	Last Status Change: Tue Mar 08 11:58:21 CET 2022	
	CATERING	User & Group Synchronisation:	SCHEDULED TO RUN 02:00	START	Last Status Change: Tue Mar 08 11:58:25 CET 2022	
Å	VISITOR	Photo Synchronisation:	SCHEDULED TO RUN 02:00	START	Last Status Change: Tue Mar 08 11:58:13 CET 2022	
		Permission Synchronisation:	SCHEDULED TO RUN 02:00	START	Last Status Change: Tue Mar 08 11:58:47 CET 2022	
		Event Synchronisation:	SCHEDULED TO RUN TOMORROW 02:00	START	Last Status Change: Tue Mar 08 11:58:32 CET 2022	

The section **Persistent** shows the status of the OnTime Application and the automatic subscription of calendar changes. Both should be running within normal production.

The section **Connection** shows the status of the connections to the OnTime SQL database and the Exchange service(s). Both should be running/green within normal production.

The section **Scheduled** normally shows the time when the services will be started automatically. The time can be configured in the Global -> Backend settings.

Five services within this section can be started on-demand to reflect changes at once.

Directory Sync takes care of updating users/groups from Exchange.

User & Group Sync synchronises the Exchange users/groups onto the OnTime SQL tables (starts automatically whenever Directory Sync finishes)

Photo Sync imports the users' photos/avatars from the Exchange 2013 server

Permission Sync updates the users' permissions to update other users' calendars

Event Sync is synchronising all users calendar entries and may take a considerable amount of time.







Administration of OnTime in Japanese is supported

- the settings in the upper right corner of the dashboard allow for the change of the preferred language in the OnTime Admin Center.

С	nTime®					Licensed to OnTime Inc. demo (LS) 115 of 2500 Users in use Perpetual	*	•
ON	TIME ADMIN CENTER	EDIT LICENSE	REFRESH	5	Save Cancel	Ab	out	×
	DASHBOARD	DASHBOARD		L	Language	English (en)		^
9	DATABASE					English (en) 日本語 (ja)		
	DOMAINS	Application Application:	RUNNING					

License key

Click 'Dashboard'

– Enter your license key by clicking 'License' in the upper right corner of the dashboard. Click 'Save'

0	nTime®						Licensed to OnTime Inc. demo (LS) 115 of 2500 Users in use Perpetual	\$
	TME ADMIN CENTER	EDIT LICENSE RE	FRESH					
	DASHBOARD	DASHBOARD						
	DATABASE							
: :	DOMAINS	Application Application:	Company User Domain	OnTime Inc. demo (LS) INTRAVISION			Last Status Change: Tue Mar 08 11:36:30 CET	2022
	GLOBAL SETTINGS	Subscription for c	Appl. IDs Users Trial Expires:	Admin, Desktop, Mobile, Pollarity, Catering, V 115 / 2500 Never	isitor		Last Status Change: Tue Mar 08 11:37:02 CET	2022
	USERS	Connection Serv	License Key					
	GROUPS	SQL Database Co					Last Status Change: Tue Mar 08 11:36:26 CET	2022
	LEGEND	Active Exchange [
ılı	POLLARITY	Scheduled Servic	CANCEL			SAVE	Last Status Change: Tue Mar 08 11:58:21 CET	2022
	CATERING	User & Group Synch	nronisation:	SCHEDULED TO RUN 02:00	START		Last Status Change: Tue Mar 08 11:58:25 CET	2022

In the 'Dashboard' click 'Start' at 'Subscription' – the state colour should change into green.

OnTime®				Licensed to OnTime 157 of 250	Inc. demo (LS) 0 Users in use Perpetual	\$
ONTIME ADMIN CENTER	EDIT LICENSE REFRESH					
DASHBOARD	DASHBOARD					
DATABASE	Application Application: Subscription for calendar changes: Connection Services SQL Database Connection: Active Exchange Domains:	STOPPED STOPPED STOPPED 0 OUT OF 0 RUNNING	STAR	Last Status Change: Tue Jan 05 15:32:25 CET 2021 Last Status Change: Tue Jan 05 15:32:21 CET 2021 Last Status Change: Tue Jan 05 15:32:10 CET 2021		



Note: When you see the Connection Services/SQL Database Connection - "Running" (green), press 'F5' to refresh the whole web page from the database.

Domains

Click "Domains" to configure the directory settings.



If you are upgrading from an OnTime version from before 2.8 you will see an entry 'Imported Domain', it represents the single domain configuration from before the upgrade.

Authentication

OnTime supports three authentication method in Office 365:

- 1. OAuth Client Credentials
- 2. Oauth Impersonation User
- 3. Basic authentication.

If you connect to MS Exchange Online, Microsoft Office 365, you should choose OAuth, Microsoft recommends 'OAuth – Client Credentials' authentication – it supports multifactor authentication.

OnTime does not support **multifactor** authentication for the 'Oauth - Impersonation user', in Office 365.

Note: The ApplicationImpersonation Role Based Access Control (RBAC) role in Exchange Online will be retired in February 2025. Organizations using this feature should review their current configuration and usage and implement necessary changes to minimize disruption to their service. More information can be found at https://admin.microsoft.com/AdminPortal/home?ref=MessageCenter/:/messages/MIC724

Basic authentication is deprecated by Microsoft.





Note: Basic authentication/Form Based – Pass-through with multifactor authentication in Office 365 is not supported.

Notes: MS Teams configuration works only with OAuth authentication. Ref. **Add-ins for OnTime**.

Note: If you choose Authentication type – Legacy Method (Basic) – you will miss details for rooms – like 'Capacity' and 'Floor' in OnTime.

Prerequisites

For getting data from Office 365, Azure, Graph we need access from the OnTime server to the internet - with the following url's:

https://login.microsoftonline.com

https://graph.microsoft.com

https://portal.azure.com

Note: The secure connection from the OnTime server to these Microsoft sites has been an issue for one customer. Please check appendix **SSL root certificates for the OnTime server**

Click 'Create New' to add a domain. If you already have a domain configured you may click the domain name to 'Edit'.

0	nTime®			
ONT	TIME ADMIN CENTER	Save Cancel Register	Application Remove	
	DASHBOARD	ADD/EDIT DOMAIN		
		Domain Name	Office 365 Users	Domain Disabled
		Priority	3 ्	
	DOMAINS	Domain Type	Office 365	
	GLOBAL SETTINGS	Office 365 Sour	rce Field Mapping Advanced	
	USERS	Authentication Type	Modern Method (OAuth - Client Credentials)	
*	GROUPS	Anchor EWS User	Legacy Method (Basic) Modern Method (OAuth - Impersonation User) Modern Method (OAuth - Client Credentials)	
	LEGEND	Proxy		
ılı	POLLARITY	Hostname		

Add Domain

Domain Name - is a text field for naming your domain setup.

Domain Disabled – 'ticked' is used when you are working on setup, not ready for production.

Priority - is for prioritising the users in OnTime. Priority '1' is the highest priority. If a users' email address is found in more than one domain, the one from the domain with the highest priority will be synchronised into OnTime.

Domain Type – choose between a configuration for 'Office 365' or 'On-Premises'



Authentication Type: choose between ; Modern Method (Oauth – Client Credentials), Modern Method (Oauth – Impersonation User), Legacy Method (Basic) authentication.

Anchor EWS User - Is a user required only for technical purposes.

EWS API fails when a user is not provided for a call. Some calls have an explicit user, others don't. There have to be a user in the call, so that EWS does not fail, we introduced an anchor user, which is simply a valid user that has no special abilities, apart from making EWS API succeed on the user-less calls.

Impersonation User: is the user in Exchange that has the **role** "ApplicationImpersonation". This user is used by OnTime to read and edit all users calendars.

Proxy

If the Exchange server is behind a proxy server, you may enter DNS name (or IP) and a port number for access from the OnTime server.

The three values, for Application (client) ID, Directory (tenant) ID, Client Secret Value - are obtained from Microsoft Azure Portal, look below.

Missing permissions in the Azure configuration, will be listed in red characters.

Register OnTime in 'Microsoft Entra ID'

The Oauth registering of the OnTime application in 'Microsoft Entra ID' is relevant for Modern Method (Oauth – Client Credentials)

- and

Modern Method (Oauth – Impersonation User)

Note: We suggest Notepad as a media in-between for copying values to OnTime.

- a) Login to <u>https://portal.azure.com</u>
- b) Click view 'Manage Microsoft Entra ID'
- c) Click 'App registrations'.
- d) Click 'New registration'.
- e) Enter a 'Name' for the application.
 Choose 'Accounts in this organizational directory only Single tenant'.
 Populate 'Redirect URI' (optional), https:// example.com:8443/ontimegcms/code.html



Select a Platform 'Web' Click 'Register'.

- f) On next page (Overview) Copy the values [Application (client) ID] and [Directory (tenant) ID] into a text editor e.g. Notepad.
- g) Click 'Add a certificate or secret'
- h) Click '+ New client secret'
- i) Add a description, such as 'OnTime Client Secret'
- j) Choose expiration. Click Add
- k) Copy the value of the secret ID into the text editor.
- I) Click 'Authentication' tab. Tick 'Access Tokens'. Click 'Save'.
- m) Copy the three values from 'Microsoft Entra ID' in the text editor into the page 'OnTime Admin Center' – 'Domains Add/Edit Domain/Authentication'.
- n) Click 'API permissions' tab. Click 'Add a permission'.
- o) Click 'Microsoft Graph'
- p) Click 'Application permissions'
- q) The following 'API permissions' have to be ticked, type a few letters in the Search field and tick the five permissions: Calendars.ReadWrite, Directory.Read.All, MailboxSettings.ReadWrite, People.Read.All, Place.Read.All, User.Read.All,

You may remove 'User.Read', if already selected.

- r) Click 'Add a permission'.
- s) Click 'Microsoft Graph'
- t) Click 'Delegated permissions'
- u) Search for EWS, tick: EWS.AccessAsUser.All



- v) Click 'Add a permission'
- w) Click 'APIs my organization uses'
- x) In the field for search, enter 'Office'
- y) Click 'Office 365 Exchange Online
- z) Click 'Application permissions'
- aa)Tick 'full-access_as_app'
- bb)Click 'Add permissions'
- cc) Click 'Grant admin consent for "your company" Click 'Yes' to answer the question ' Do you want to grant consent ...'
- dd) If it is a configuration update of 'Microsoft Entra ID' for your OnTime server remember to stop/start the OnTime application.
- ee) All done ;-)

Description of OnTime functionality by 'Microsoft Entra ID' permissions

Calendars.ReadWrite - get Online Meeting event, build Online Meeting event or add to existing event.

Directory.Read.All - used for get members for MS Teams group, get Office Location for room, get and validate current application permissions.

MailboxSettings.ReadWrite - used for automaticRepliesSetting and make it possible to get and update AutoReply for mailboxes.

User.Read.All - translate event Ids between MS Graph and MS Outlook API's.

Place.Read.All - get room extended information like capacity.

People.Read.All – used for Advanced Search.

EWS.AccessAsUser.All - Delegated permissions used for OAuth authentication functionality



On-Premises configuration

The example below is with a local 'On-premises' Exchange server:

Note: The Exchange server has to be configured for 'Basic Authentication'.

OnTime®				Licensed to OnTime Inc. demo (LS) 120 of 2500 Users in use Perpetual	\$
ONTIME ADMIN CENTE	Save Cancel Register	Application Remove			×
DASHBOARD	ADD/EDIT DOMAIN Domain Name	ontime.local	Domain Disabled		
DATABASE	Priority	1 🗘			
DOMAINS	Domain Type	On-premises	~		
GLOBAL SETTINGS	On-premises Sou	rce Field Mapping Advanced			
USERS	Impersonation User	ius@ontime.local			
GROUPS	Password Domain	(present)			
LEGEND	Server				
POLLARITY	EWS URL	https://otms-exh.ontime.local			
	Autodiscover URL	https://otms-exh.ontime.local			
	Domain Type	Exchange2013 or newer	~		
	Proxy				
	Hostname				
	Port				
		Test Connection			
	Use Teams	No	~		

Domain Name - is a text field for naming your domain setup.

Domain Disabled – 'ticked' is used when you are working on setup, not ready for production.

Priority - is for prioritising the users in OnTime. Priority '1' is the highest priority. If a users' email address is found in more than one domain, the one from the domain with the highest priority will be synchronised into OnTime.

Impersonation User - is the user in Exchange that has the role

"ApplicationImpersonation". This user is used by OnTime to read and edit all users calendars. Normally this username is written as an email address (UPN name), then the domain name is not required.

Password – OnTime supports passwords with numbers, letters (uppercase and lowercase). Special characters tested :.;,-_*=@!#%&/()?'+[]{}\£\$€. If you change the password, please stop/start the OnTime application in the OnTime Dashboard.





Server

The "Server URLs" are preconfigured for Office 365, the URLs must be changed accordingly, if the Exchange backend is 'on-prem'.

'Exchange Version'

- 'Exchange2013 or newer' is chosen for Exchange 2013 or newer, including Office 365
- 'Exchange2010_SP2' is chosen for Exchange 2010 SP2 or newer ServicePack.
 - o limited support for avatars/pictures and description fields
 - o no support for Show As "Working Elsewhere".

Proxy

If the Exchange server is behind a proxy server, you may enter DNS name (or IP) and a port number for access from the OnTime server.

Teams

Use Teams – choose 'Yes' to configure Teams. In this section it is possible to configure parameters for MS Teams

Use Teams	Yes
Application (client) ID	6
Directory (tenant) ID	e 21
Client Secret Value	••••••
Missing parameters	

Get the values from the section below. I case you see a value in the field 'Missing parameters' you will have to recheck your parameters from 'Microsoft Entra ID' portal.

Teams registering the OnTime application in 'MS Entra ID' Portal

Note: We suggest Notepad as a media in-between for copying values to OnTime.

- a) Login to <u>https://portal.azure.com</u>
- b) Click 'View' at 'Manage Microsoft Entra ID'
- c) Click 'App registrations'.
- d) Click 'New registration'.



- e) Enter a 'Name' for the application. Choose 'Accounts in this organizational directory only - Single tenant'. Populate 'Redirect URI', example https:// example.com:8443/ontimegcms/code.html Click 'Register'.
- f) On next page (Overview) Copy the values [Application (client) ID] and [Directory (tenant) ID]
- g) Click 'Authentication' tab. Tick 'Access Tokens'. Click 'Save'.
- h) Click 'API permissions' tab. Click 'Add a permission'.
- i) Click 'Microsoft Graph'
- j) Click 'Application permissions'
- k) The following API permission have to be ticked, type a few letters in the Search field and tick the permission Directory.Read.All
- I) At the bottom click 'Add permissions'.
- m) Click 'Grant admin consent for "your company"
- n) Click 'Yes' to answer the question ' Do you want to grant consent ...'
- o) Click the 'Certificate & secrets' tab
- p) Click 'New client secret'
- q) Copy the value.
- r) Copy the three values from 'Microsoft Entra ID' into the page 'OnTime Admin Center' –
 'Domains Add/Edit Domain/Teams'.
 Click Overview - in the Microsoft Entra ID portal,
 Copy the values 'Application (client) ID' and Directory (tenant) ID to the according fields in 'Domains Add/Edit Domain/Authentication' page.

Click 'Save and Consent Domain'. You will get a list of the permissions accepted for your organization. Click 'Accept'.

Description of OnTime functionality by 'Microsoft Entra ID' permission

Directory.Read.All – is used to get members for MS Teams group, get Office Location for room, get and validate current application permissions.

Source

In this section, the users included in the OnTime Calendar are configured. Users generally may be People, Rooms, Equipment.

Shared desks

Note: OnTime also supports booking of 'Shared Desks', which is not a resource type (Mailbox type) in MS Exchange.

Register 'Shared Desks' as rooms – not as equipment. Registered as rooms, they will be searchable according to location in MS Exchange. OnTime will allow booking and overview of 'Shared Desks'.

The users in the OnTime Calendar may be included in two ways

- 1. Distribution groups from the Exchange server (EWS, Exchange Web Services)
- 2. Via LDAP lookup from Active Directory.

For LDAP setup please refer to Source, LDAP.

Untick 'Enable LDAP' to include users from the 'Exchange distribution groups'.

The section describes the Persons, Rooms, Shared Desks, Equipment groups that can be seen in the OnTime group

On-premises	Source	Field Mapping	Advanced		
LDAP	Enabl	e LDAP			
					To get the correct information, please restart the application and run the sync from the dashboard
Persons	allperso	ons@ontime.local ×	aad × Imc@ontim	e.local ×	Resolve Persons
Rooms	AllRoom	ns@ontime.local ×			Resolve Rooms
Shared Desks	allshare	eddesks@ontime.local	×		Resolve Shared Desks
Equipment	allreso	urces@ontime.local ×			Resolve Equipment
5 I I I I I I I I I I I I I I I I I I I					
Exclude from Domain					

The email addresses of these distribution groups are entered into the fields. More groups or individuals can be added, separated by commas. To check the content click the resolve button.

The configuration for 'Exchange distribution groups' means that the lookup is done from the Exchange server using 'EWS', Exchange Web Services.

Click 'Save' to save your Domain Settings.

To reflect your new domain settings go to the Dashboard - Stop and Start the Application. Then check that the "Database Service" and "Exchange Service" both show "Running".





Source, LDAP

Tick 'Enable LDAP (Save) to use LDAP/LDAPS as the source of users in OnTime.

With this configuration for LDAP, the lookup of all types of OnTime users (persons, rooms, shared desks, equipment) are received via the LDAP service from a domain controller.

The OnTime backend will figure out what is rooms/shared desks, equipment or persons.

In the 'Source' section a domain controller is referenced, the URL states the LDAP or the LDAPS protocol.

We recommend to use 'LDAPS' to ensure a secure connection to Active Directory. This way you also support if the domain controller is setup for 'LDAP Signing'. The non-secure 'LDAP' setup is meant for testing or initial setup for OnTime.

The LDAP authentication (bind) user's name is written in the distinguished name format.

Username and password is required if the LDAP service does not accept 'Anonymous' access. Press the "Test" button to check that you have access to the LDAP service. The response should show "Connections to LDAP is working". Click Back to clear the popup box.

On-premises	Source	Field Mapping	Advanced	
LDAP	🗸 Enable	LDAP		
URL	Idap://10	.10.10.33		
User	CN=Impe	ersonation User,CN=U	Jsers,DC=ontime,DC=	local
Password	Tes	st		
Base	OU=OnTi	imeGC,DC=ontime,D([=local	
Scope	SUB_TRE	E		~
Filter	(CN=AII P	'ersons)		
Shared Desk	Yes Tes	st		



In the 'Base' section, the distinguished name format is used as a base for searching the AD. The scope One_Level will only find members within the base mentioned above, not from OUs below this base. The scope Sub_Tree will add members also from OUs below the base.

Shared Desk are included by including a Base reference to a group, like 'All Shared Desks' and ticking 'Shared Desk 'Yes'.'

Example 1: All mail users from the OU 'Test' including mail users from OUs below.

Base:	OU=Test,DC=ontime,DC=local
Scope:	SUB_TREE
Filter:	(mail=*)

Example 2: Finding all members of a certain group, with canonical name: CN=Test_grp,OU=Test,DC=ontime,DC=local

Base:	OU=Test,DC=ontime,DC=local
Scope:	ONE_LEVEL
Filter:	(cn=Test_grp)

Press the "Test" button to check your search entries – a good response could be "Connection to LDAP is working, Matches found: 23".

More base entries are possible, to add different parts of the AD tree to the search.

Click 'Save' to save your Domain settings.

To reflect your new settings go to the Dashboard - Stop and Start the Application.

Then check that the "Database Service" and "Exchange Service" both show "Running".







Field Mapping

Here you may configure parameters included in the business card.

OnTime®				Li
ONTIME ADMIN CENTER	Save Cancel Register	Application Remove		
DASHBOARD	ADD/EDIT DOMAIN			
DATABASE	Domain Name Priority	ontime.local		Domain Disabled
DOMAINS	Domain Type	On-premises	~	
GLOBAL SETTINGS	On-premises Sou	rce Field Mapping A	dvanced	
LUSERS	People			
GROUPS	Department	ExtensionAttribute1	~	
LEGEND	Office Location	ExtensionAttribute2	~	
	Office Phone	- Default Value -	~	
	Mobile Phone	ExtensionAttribute4	~	
CATERING	JobTitle	Default Value -	^	
VISITOR	Rooms/Equipment/Shared I	Department OfficeLocation BusinessPhone		
	Office Location	MobilePhone JobTitle		
	Office Phone	ExtensionAttribute1 ExtensionAttribute2		
	Building	ExtensionAttribute3 ExtensionAttribute4 ExtensionAttribute5		
		ExtensionAttribute0	I	

Parameters for the business card includes values from the AD like

Department Office Location Office Phone Mobile Phone Job Title

Values may be fetched from AD Extension attributes.

Note: if you make changes here, remember to run 'User and Group Synchronization' in the Dashboard.





Add/Edit Domain - Advanced

Office 365	Source	Field Mapping	Advanced	
Trace Communication	Be aw	are that enabling Trac	e will increase sync ti	me substantially
Directory Sync Method	Use Gra	ph Method	\ \	
Syncronisation Sett	ings			
Streaming subscription :	start-up threads (?)	5 🗘		
Streaming synchronisati	ion threads (?)	5 🗘		
Number of directory syn	c threads (Graph) (?)	10		

Trace Communication - may be enabled in case of trouble-shooting the OnTime service.

Please refer to **Trace Communication**

Directory Sync Method – Choice between 'Use Graph Method' and 'Use Legacy EWS Method'.

Synchronisation settings

Note: These default settings should not be changed normally.

Streaming subscription start-up threads – '5' is the minimum.

Streaming synchronisation threads – '5' is the minimum. Recommendations are 5 threads for 1000 users, 25 threads for 8000 users.

Number of directory sync threads (Graph) – '2' is the minimum, '10' is the maximum.

Throttling

OnTime is a highly scalable application that has been optimized for both performance and throughput. However, when optimizing these aspects, it's common to encounter throttling for certain functions. Throttling is when the number of API requests a user or system can make within a specified time is limited, and Microsoft applies these limits in various ways through the Graph / EWS API.

To handle more API requests simultaneously, OnTime splits tasks across multiple threads. While this improves performance, it also increases the risk of throttling. If the throttling limit is exceeded, Microsoft Graph will restrict further requests from that client for a period. When throttling occurs, Microsoft Graph responds with an HTTP status code 429, 503, 509 (Too Many Requests), causing the requests to fail.

The default values for the maximum number of simultaneous threads in the Graph / EWS API, as shown in the screenshot above, have been successfully tested by IntraVision. However, these values may need to be adjusted over time based on your specific environment. We recommend consulting with your OnTime partner or IntraVision before making any changes to these values.





Global Settings

Global settings for the OnTime application

Backend

Click "Global/Backend" to enter the "Global Settings-Backend" page.

0	oTime"		
01		SAVE DECET	
UN	TIME ADMIN CENTER	SAVE RESET	
	DASHBOARD	GLOBAL SETTINGS - BACKEND	
9	DATABASE	settings saved	
	DOMAINS	Past events synchronisation period 30 🗘 Da	ays
	DOMAINS	Sync Forward 24 🗘 Me	lonths (Be aware that the total time span synchronised cannot be more than 4 years in total)
٢	GLOBAL SETTINGS		
	Backend	Overnight Maintenance Tasks	
	Name Formats	Number of threads for scheduled event synchronisation 5 🛇	
	Default Settings	Time to start maintenance tasks 02:00 V	
	Roles	Days to perform catch-up event synchronisation Mon Tue Wed Thu	ı Fri Sat Sun
	USERS	Directory/User/Group syncronization	V V V
5 8 2	GROUPS	Photo syncronization	V V V
		Permission syncronization	V V V
	LEGEND	Event syncronization	
ılı	POLLARITY		
	CATERING	Enabling of Services at Server Startup	
_		Enable Subscription for Calendar Changes at Startup $$Y_{\mbox{ES}}$$ \sim	
Å	VISITOR	Out of Office	
		Keep requests for # years 2 🗘 Yee	ears
		Logging	
		Log level EXTENDED V	
		Max. combined OnTime log size (each file is 50MB) 500 🛇 MB	ß
		Send out of license info	
		Send mails from	
		Send mails to	
		If less than this number of users available 100 🗘	
		If less than this number of days left 30 🗘	
		Tomcat Heap Memory on Windows (Please be adviced that a restart of	Tomcat service is needed after changing memory settings)
		Initial memory pool 4,048 🛇 ME	ß
		Maximum memory pool 12,096 🗘 MB	IB
		Performance	
		Minimum number of Connection Pools	
		Maximum number of Connection Pools 20 🗘	

Synchronisation Time Interval

Here you set the number of days for synchronising the past calendar events. The total synchronisation time frame is 4 years from your choice of days. The maximum value for 'Past events synchronisation period' is 180 days.





Overnight Maintenance Tasks

Number of threads for scheduled event synchronisation – Minimum value is 5. Time to start maintenance tasks – Specify time from 0 to 24 – server's time.

Weekdays to perform event synchronisation

You may choose to tick certain weekdays to run the event synchronisations.

Enabling of Services

The setting 'ticked' loads the synchronisation service every time you start the Tomcat service. Normally you set it to "No" while you do your installation. When everything has been confirmed and OK, change it to 'ticked'.

Click 'Save' and go to the Dashboard. Stop/Start the Application.

Out of Office

Time to keep requests in the OnTime database for # years – default is 2 years.

Logging

Here you can decide the level of logging for troubleshooting purposes and limiting of the log file size in MBs. Standard setting is 'INFO'.

Logging			
Log level	INFO	~	
Max. combined OnTime log size (each file is 50MB)		300 🗘	MB

Refer to the **OnTime Catering add-in in Outlook**

In your OnTime installation files you will find a .cmd file 'add-url-add-in.cmd' in the folder \outlook-catering-add-in

- Run it as 'Administrator'
- you will be asked to enter the name (URL) of your OnTime server

example: https://ontime.example.com



The manifest file 'outlook-catering-manifest.xml' has been created in the '\outlook-catering-add-in' folder. Please copy this file to a temporary folder on your PC where you have access to the Microsoft 365 Admin Center."

For deploying catering-add-in from Microsoft 365 admin centre choose below link:

Integrated apps - Microsoft 365 admin center

In the **Microsoft 365 Admin Center**, go to **Settings** and select **Integrated Apps**. From there, choose **Upload Custom Apps**.

	Microsoft 365 admin	center	✓ Search			2		Q		
=			Deployed apps Available apps Blocked apps Requeste	ed apps Shared agents						
52	Devices	\sim	All apps in this list have been installed for tenant users.							
ሳ ጵቶ	Teams & groups	~	Popular apps to be deployed							^
<i>?</i> ≞	Roles	\sim					_			
唇	Resources	~			39		er 💁 🗊			\sim
	Billing	\sim	Supercharge your meetings with 1Page Tiny breaks training with a summary & conversation starters, minutes	o share and play, built right into	Bring em surveys, a	oloyee re nd birthc	cogniti days/an	on, rewar iniversarie	ds, es to whe	\odot
្ច	Support	~	Get it now View details Get it n	ow View details	Get	t now		View o	details	
ŝ	Settings	^								
	Domains		View more apps							
	Search & intelligence									
	Org settings		🖽 Get apps Upload custom apps 💍 Refresh	4 items	🍸 Filter 🔎	Search	ı			=
	Microsoft 365 Backup		S							
1	Integrated apps		Name Host pro	oducts Status		Т	est dep	oloyment		

And choose File 'outlook-catering-manifest.xml' and upload it 'App type' as 'office add-in' from below:





	Microsoft 365 admin center	♀ Search	Σ	ß	Ω	ŝ
=	Deploy New App					
*	Upload custom app	Upload Apps to deploy				
¹ 	Users	App type Office Add-in				
0	Deployment	Choose how to upload app				
225		Upload manifest file (.xml) from device Choose file from your desktop Choose File				
1		Provide link to manifest file https:// Validate				

After the 'outlook-catering-manifest.xml' file has been deployed, and depending on Microsoft's update cycle, you can launch the Outlook client and search after 'Ontime Catering' add-in.

From the left-hand navigation panel in Outlook, select "Add Apps". In the search field, type "OnTime Catering".

When it appears in the list of available apps, click "Add" to install the "OnTime Catering" add-in.





Logfiles section for references to the log files.

Send out of license info

Send mails from – OnTime user that is mentioned as sender in a license info mail

Send mail to – any internet mail user, eventually more addressees

If less than this number of users available – warning threshold of users left within the OnTime license limit

If less than this number of days left – warning threshold of days before the OnTime license expiry

Tomcat Heap Memory on Windows

Dependent on your setup and amount of users you may increase the memory for the Tomcat server.

When user installs/upgrades OnTimeGCMS and the Tomcat memory settings has not been configured, then the memory will be configured automatically.

By default that would be Initial Memory Pool of 2 Gb and Maximum Memory Pool of 4 Gb.

If the server has more than than 8Gb of RAM then the Initial Memory Pool will be 3 Gb and the Maximum Memory Pool of 6 Gb.

Note: A restart of the Tomcat in Windows Services is required if you change the values for the memory pool.

Performance

Connection pools describe the connection between the Tomcat server and the SQL server.

Default numbers at minimum 10 and maximum 30.

After a change in the values a restart of OnTime application is required.



Frontend

Click "Global Settings/Frontend" to enter the "Global Settings - Frontend" page.

0	nTime®	
ON	TIME ADMIN CENTER	SAVE RESET
	DASHBOARD	
	DATABASE	GLOBAL SETTINGS - FRONTEND
-	DOMAINS	Settings Branding Business Card Mark as My Personal Room Disolay
۲	GLOBAL SETTINGS	
	Backend	Calendar Access Override Options
	Frontend	Disregard Permissons
	Name Formats	Default permissions spans across domains
	Default Settings	
	Roles	How many days of past unanswered notifications should be displayed in the notification area 3 Days
*	USERS	Enforce HTTPS
	GROUPS	Allow Conflicts on Rooms
	LEGEND	Hide Subjects on Invitations until Responded 🥢
dt	POLLARITY	Authentication Services
		Desktop/Teams Authentication method HTTPS Mail Auth
₽	CATERING	Mobile Authentication method HTTPS Mail Auth

Settings

In Exchange/Outlook, the default permissions granted by a user does not span to other domains. In OnTime we allow the administrator to set that these default permissions should span across domains. It is, for example, useful if your organisation has two domains and you want the users to have the experience as if they were all within the same domain from a permissions perspective without using a federated domain.

Default permissions span across domains = Unticked, default permissions set on users are <u>ignored</u> across domains.

Default permissions span across domains = Ticked, default permissions set on users are included in the permissions across domains. If set to 'Yes' your personal level of 'Organizational permissions' in Exchange/Outlook is used for all users across all the domains.

How many days of past unanswered notifications should be displayed in the notification area – Number of days unanswered invitations are kept in OnTime.

Enforce HTTPS – web clients with http are redirected to https (port 443)

Allow conflicts on Rooms – tick to allow calendar conflicts on rooms.

Hide Subjects on Invitations until Responded – tick to enable





Authentication Services

OnTime®						
ONTIME ADMIN CENTER	SAVE RESET					
DASHBOARD	Hide Subjects on Invitations until Responded					
DATABASE	Authentication Services					
DOMAINS	Desktop/Teams Authentication method	HTTPS Mail Auth				
	Mobile Authentication method	HTTPS Mail Auth				
GLOBAL SETTINGS	Mailauth Timeout in minutes					
Backend		15 🗸				
Frontend	Outlook mail authentication	YES ~				
Name Formats	Token expiry	60 🗘 Days				
Default Settings		· · ·				

This section describes different methods for users to obtain an OnTime authentication token for access to OnTime calendar data. More details about the token in the section **OnTime Authentication Token**.

Desktop/Teams login methods in OnTime:

Authentication Services		
Desktop/Teams Authentication method	Form Based - Pass-through	~
	Custom	_
Mobile Authentication method	Form Based - Pass-through	~
	HTTP Domain (SSO)	
Outlook mail authentication	HTTP Mail Auth	
Token expire	HTTPS ADFS (SSO)	
loken expiry	HTTPS Domain (SSO)	
	HTTPS Mail Auth	

Note: Basic Authentication/Form Based – Pass-through with multifactor authentication in 'Office 365' is not supported.

- a drop-down menu shows the different choices for authentication.

Form-Based – Pass-through - authentication is only supported when the domain Windows AD has the 'userPrincipalName' value the same as the 'mail' address.

HTTP(S) Domain (SSO) The choice of HTTP may be preferable instead of HTTPS in the OnTime setup phase when you have not yet acquired a certificate for your OnTime server, to ensure secure connections to your OnTime server. This choice relies on the 'OnTimeMS Auth' (NTLM) service.

Ref. to OnTime Domain Authentication (SSO)



Note: The choice of HTTP(S) Domain (SSO) is not supported with the reverse proxy server for external access from the internet. Ref. <u>External access to OnTime.</u> It is only supported if you provide a VPN-solution for external access from desktops.

Ref. Browser setup for SSO for the browser to trust your OnTime server.

HTTPS ADFS (SSO) - is described further in the appendix Browser setup for SSO

In organizations a trusted OnTime server in the 'Local intranet' is configured by a 'Group Policy' at the domain level.

Individual user configuration:

For the Microsoft IE browser, go to Internet Options/Security/Local intranet.

Click "Sites" and "Advanced" to add your OnTime server.

Internet Options				? ×				
General Security P	ivacy Content	Connections	Programs	Advanced				
Select a zone to view	or change securit	y settings. d sites Re	Stricted sites					
This zone is	for all websites th	at are	Site	es				
tound on y	Local intranet					×		
Security level for t	nis 💣 Use the loo	ne settings bel cal intranet zo	low to define me.	e which web	sites are include	d in		
Custor	n 🗹 Au	tomatically de	etect intrane	t network				
- To	n 🗹	Include all lo	cal (intranet)) sites	al intranet			×
Enable Prote	is M M	Include all sit	tes that bypa etwork paths	ass th ; (UNC	You can ad this zone w	ld and remove vill use the zor	e websites from this zo ne's security settings.	ne. All websites in
	What are intra	net settings?	Advance	ed Ado	this website to	the zone:		
		Reset all zone	es to default	level				Add
				We	bsites:			
	OK	C	ancel	Ar	tps://ontime.ex	ample.com		Remove
					Require server \	verification (h	ttps:) for all sites in this	s zone
								Close

The Chrome and Edge browsers trust your OnTime server because of the setup you made in Internet Explorer.

The Firefox browser is treated differently. In an empty tab of Firefox enter 'about:config' as the URL.

Accept the risk and Continue.

In the search field, enter: network.negotiate-auth.trusted-uris

Click Edit and enter the name of your server - e.g. 'ontime.example.com'





ADFS login (SSO)

HTTP(S) Mail Auth – OnTime supports authentication by email. A request with an email address is sent from the user, and OnTime responds with an email containing a link for the user to click. The link is valid for 15 minutes.

Custom – In case you have a special setup, you can select custom and type in your customised Authentication URL.

Mobile Authentication Method

Authentication Services		
Desktop/Teams Authentication method	Form Based - Pass-through	~
Mobile Authentication method	Form Based - Pass-through	^
Outlook mail authentication Token expiry	Form Based - Pass-through HTTP Mail Auth HTTPS ADFS (SSO) HTTPS Mail Auth	

- a drop-down menu shows the different choices for Mobile authentication.

Form-Based – Pass-through - authentication is only supported when the Windows AD has the 'userPrincipalName' value the same as the 'mail' address.

HTTP(S) Mail Auth – OnTime supports authentication by email. A request with an email address is sent from the user, and OnTime responds with an email containing a link for the user to click. The link is valid for 15 minutes.

HTTPS ADFS (SSO) - is described further in the appendix ADFS login (SSO)

Mailauth Timeout in minutes

-default 15 minutes timeout for Mail authentication

Outlook Mail Authentication

- enables the Outlook mail authentication in the 'Outlook add-in'. Set to 'Yes', when you are authenticating through ADFS, otherwise, it is optional.

Please refer to the appendix ADFS login (SSO).

Token expiry

- the OnTime user's authentication token lifetime in days. Which means how long the users can remain idle in OnTime before they need to log in again.

Default is 7 days. The minimum value is 1 day.

For details about the OnTime token see the section **OnTime Authentication Token**.

Click 'Save' and go to the Dashboard.

Stop/Start the Application.





Branding

С	nTime®									Licensed to IntraVision ApS 42 of 50 Users in use Perpetual	٠
ON	TIME ADMIN CENTER	SAVE RESET									
	DASHBOARD										
	DATABASE	GLOBAL SETTINGS - FRONTE	END								
	DOMAINS	Settings Bra	anding Business Card	Mark as My Personal	Room Display						
$\langle \hat{\psi} \rangle$	GLOBAL SETTINGS										
	Backend	Use Company Branding	V								
	Frontend										
	Name Formats										
	Default Settings	Internal				External					
	Roles	Background Color	#1074C2 ~			Background Color	#1074C2	~			
	USERS	Text Color	#FFFFFF ~			Text Color	#FFFFFF				
	GROUPS	Border Bottom Color	#1074C2 ~			Border Bottom Color	#1074C2	~			
	LEGEND	Logo Image (Max 2 MB)	click or drag the logo here			Logo Image (Max 2 MB)	click or drag the logo here				
ılı	POLLARITY					Link Title			Link URL		
	CATERING										
ria.	VISITOR										

The tab 'Branding' is used for customizing the look and feel of the OnTime.

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

Use Company Branding – tick to enable.

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.
Logo Image (Max 2 MB) – click or drag the logo to the field.

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'.





Business Card

The display of information in the business cards may be configured here. Business cards specifies individual data for People, Rooms, Shared Desks, Equipment.

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 'Only When data', 'Always', 'Never'.

-	_						Licensed to IntraVision - OTMSQA	-
0	nTime						73 of 30000 Users in use Subscription Expires in 816 Days	*
ON	TIME ADMIN CENTER	SAVE RESET						
	DASHBOARD							
	DATABASE	GLOBAL SETTINGS - FRO	NTEND					
:	DOMAINS	Settings	Branding	Business Card	Mark as My Personal	Room Display		
۲	GLOBAL SETTINGS							
	Backend	People						
	Frontend	Department	1 🗘	Only When Da	ta ^			
	Name Formats	Office	3 🗘	Always Never				
	Default Settings	Business Phone	4.	Only When Da	ta			
	Roles	business mone						
	USERS	Mobile Phone	5.0	Only When Da	ta 🗸			
		Email	6 🗘	Only When Da	ta 🗸			
	GROUPS							
	LEGEND	Rooms/Equipment/Sha	rd Desks					
•••	LEGEND	Office	2 🗘	Only When Da	ta 🗸			
ılt	POLLARITY	Business Phone	3 ्	Only When Da	ta v			
	CATERING	Capacity	4 💭	Only When Da	ta 🗸			
ria.	VISITOR	Building	5 💸	Only When Da	ta 🗸			
<u> </u>	VISITOR .	Floor	6 🗘	Only When Da	ta 🗸			
		Tags	7 🗘	Only When Da	ta 🗸			
		Audio Device Name	8 🗘	Only When Da	ta 🗸			
		Video Device Name	9 💝	Only When Da	ta ~			
		Display Device Name	10 🗘	Only When Da	ta 🗸			
		Is Wheelchair Accessible	11 ~	Only When Da	ta v			



Mark as My Personal

The setup in this section is used to restrict other users from viewing calendar entries which are "My Personal".

Exam	ple:	

0	nTime®		Licensed to IntraVision - OTMSQA 73 of 30000 Users in use Subscription Expires in 816 Days	\$
ON	TIME ADMIN CENTER	SAVE RESET		
	DASHBOARD	SETTINGS SAVED		
	DATABASE	GLOBAL SETTINGS - FRONTEND		
:	DOMAINS	Settings Branding Business Card Mark as My Personal Room Display		
٢	GLOBAL SETTINGS			
	Backend	Mark as My Personal		
	Frontend	ADD MARK PERSONAL SETTING		
	Name Formats			
	Default Settings	Subjects: Confidential		
	Roles			

Click 'Add Mark Personal Setting' to setup.

Sensitivity is the levels as in Outlook.

All the parameters in the 'Mark As My Personal' section have to be true to take effect.

The calendar 'Event categories' are configured within the Legend section.

Sensitivity:		
Save Cancel		
MARK AS MY PERSONAL		
Event categories		
Sensitivity		
Show As	Private Personal Confidential	
Subjects		



Show As:

Save Cancel				
MARK AS MY PERSONAL				
Event categories				
Sensitivity	Personal ×			
Show As				
Subjects	Away Busy			
	Tentative			
	Free			
	Working Elsewhere			

Click 'Save' and 'Save'. Go to the Dashboard. Click Stop/Start the Application.

Room Display

0	nTime®	
ONT	TIME ADMIN CENTER	SAVE RESET
	DASHBOARD	
	DATABASE	GLOBAL SETTINGS - FRONTEND
	DOMAINS	Settings Branding Business Card Mark as My Personal Room Display
۲	GLOBAL SETTINGS	
	Backend	Api User (only API Users with On Behalf Of set to yes) Rooms for Room Display solution (Maximum: 10)
	Frontend	OnTimeRoomDisplay 🗸 Add
	Name Formats	B-2323
	Default Settings	B-2323@ontimecalendar.com
	Roles	B-7788@ontimecalendar.com
	USERS	Green Room Greenroom@ontime.local

Choose an Api User, with 'On Behalf Of' set to yes.

Add rooms with Room Display solution. The Maximum value shows your licenses for 'Rooms Display Solution' – allowed number of Rooms in the list.

Click 'Save' – and restart the OnTime application in the Dashboard.

Installation Manual





Name Formats

Click "Global – Name Formats" to work with the display of names etc.

0	nTime®		Licensed to OnTime Inc. demo (LS) 115 of 2500 Users in use Perpetual
ON	TME ADMIN CENTER	CREATE NEW	
	DASHBOARD	NAME FORMATS	
	DATABASE	First Name Last Name	Persons: First Name Last Name, Email, Department Rooms: Display Name, Office Location, Capacity Shared Desks: Display Name, Building, Floor Equipment: Display Name, Office Location, Business, Cou
۲	GLOBAL SETTINGS	Last Name, First Name	Persons: Last Name, First Name, Job Title, Department Rooms: Display Name, Department, Office Location Shared Desks: Display Name, Department, Office Location Equipment: Display Name, Department, Office Location
	Backend		
	Frontend		
	Name Formats		
	Default Settings		
	Roles		

Click "Create New" or click an existing entry to edit. The dropdown menus let you choose the content of Line1, Line 2, Line 3 for Persons, Rooms, Shared Desks, Equipment.

Or	nTime®			
ONT	IME ADMIN CENTER	Save Cancel Remove		
	DASHBOARD	NAME FORMATS		
	DATABASE	Name	First Name Last Name	
	DOMAINS	Persons		
	GLOBAL SETTINGS	Line 1	First Name Last Name	
	Backend	Line 2	Job Title 🗸	
	Name Formats	Line 3	Business, Country Or Region	
	Default Settings Roles	Rooms	First Name Last Name Last Name First Name Last Name First Name	
	USERS	Line 1	First Name Display Name	
	GROUPS	Line 2	Last Name Department	
	LEGEND	Line 3	Job Title Business, Country Or Region Office Location	
ılı	POLLARITY	Shared Desks	Office Phone Mobile Phone Email	
	CATERING	Line 1	-Advanced- Extension Attribute 1	
ria (VISITOR	Line 2	Extension Attribute 2 Extension Attribute 3	
		Line 3	Extension Attribute 4 Extension Attribute 5	





Name Formats/Advanced

If you choose 'Advanced' in the dropdown menus you can have more information in each line. You may add more parameters to the field in the middle column. The parameters are enclosed with '%' characters. To avoid misspelling click 'Copy' and 'Paste' into the field in the middle column. You may add text/characters in between the parameters.

Example of field in the middle column:

%FirstName% %LastName% Email: %Email%

Line 1 may display as:

FirstName Lastname Email: email@example.com

NAME FORMATS					
Name	First Name Last Name				
Persons			Test	IDs	
Line 1	-Advanced-	%FirstName% %LastName% Email: %Email%	First Name Last Name	%FirstName% %LastName%	Сору
Line 2	lob Title 🗸		Last Name First Name	%LastName% %FirstName%	Сору
11 2			Last Name, First Name	%LastName%, %FirstName%	Сору
Line 5	Business, Country Or Region		First Name	%FirstName%	Сору
Rooms			Display Name	%DisplayName%	Сору
Line 1	Display Name 🗸		Last Name	%LastName%	Сору
Line 2	Office Learning		Department	%Department%	Сору
circ 2			Job Title	%JobTitle%	Сору
Line 3	Capacity		Business, Country Or Region	%BusinessCountryOrRegion%	Сору
Shared Desks			Office Location	%OfficeLocation%	Сору
Line 1	Display Name		Office Phone	%BusinessPhone%	Сору
	o sproy more		Mobile Phone	%MobilePhone%	Сору
Line 2	Building		Email	%Email%	Сору
Line 3	Floor		Building	%Building%	Сору

Click 'Save' to save your configuration



Default Settings

Click 'Default Settings'.

OnTime®							
ONTIME ADMIN CENTER		CREATE NEV	V CREATE D	DEFAULT			
	DASHBOARD	USERS DEF	AULT SETTING	iS			
	DATABASE	Default			Language: English (en) Date/Time Format: English (en)		
• • •	DOMAINS						
۲	GLOBAL SETTINGS						
	Backend						
	Frontend						
	Name Formats						
	Default Settings						
	Roles						

Click 'Create New', or chose an existing entry, to change the OnTime User's Default Settings.

Save Cancel									
USERS DEFAULT SETTINGS									
Settings Bran	nding Working Hours	Sorting	Search	Shared Desk	Out of Office	Salesforce			
Name	Default								
Language	English (en)	~							
Date/Time Format English (en)									
Help Link (?)									
Row Height	2 🗘								
Viewer Show Hours									
Online Meeting Type MS Teams ~									
Add Online Meeting by default									
View Display Format First Name Last Name 🗸									
Visitor Display Format First Name Last Name 🗸									
Visitor Name Order	Visitor Name Order First Name - Last Name 🗸								
Categories	Clients × TimeOff × Travel Support × HomeOffice × Ir Training × Education × Vac	Projects ×	No Sorting						
Notify Organizer	Default On	~							





Settings

Name - Name of the Setting.

Regional settings, like Language and Date/Time Format may be chosen.

Help Link(?) - Reference to customized help.

Row Height - number of lines per user

Viewer Show Hours – time span for showing the users appointments/meetings.

Online Meeting Type - choose between 'MS Teams' or 'Skype for Business'.

Add OnLine Meeting by Default – ticked by the administrator, the user may individually choose to untick Online meetings as default

View Display Format – order of 'First Name', 'Last Name'

Visitor Display Format - order of 'First Name', 'Last Name'

Visitor Name order - order of 'First Name', 'Last Name'

The **Categories** entered will be visible as options when the user creates a calendar event. The Categories origins from the Legends defined in the Legends section. Please refer to

Members

If you create 'Default Settings' other than 'Default' you may work with **members**, include and eventually exclude persons for this particular 'Default Setting'

Save Cancel Remove									
USERS DEFAULT SETTINGS									
Settings Mem	ibers	Branding	Working Hours	Sorting	Search	Shared Desk	Out of Office	Salesforce	
Name	"My Com	npany" staff							
Priority	10								
Language English (en) ~			~						
Date/Time Format	English (en)	~						
Help Link (?)									
Row Height	3 🗘								
Viewer Show Hours	8 🗘	- 17 🗘							
Online Meeting Type	MS Team	15	~						
Add Online Meeting by default	✓ Yes								
View Display Format	First Nan	ne Last Name	~						
Visitor Display Format	First Nan	ne Last Name	Ý						
Visitor Name Order	First Nan	ne - Last Name	~						
Categories	Vacation	n × Education × T	raining ×	No Sorting					
	InOffice	\times HomeOffice \times	Projects ×						
	Confere	nce × Travel × Tir	meOff × Clients ×						
Notify Organizer	Default 0	Dn	~						


Branding

The tab 'Branding' is used for customizing the look and feel of the OnTime.

Save Cancel			
USERS DEFAULT SETTINGS Settings Bran	ding Working Hours Sorting Search Share	d Desk Out of Office	Salesforce
Overwrite Company Branding	R		
Internal		External	
Background Color	#1074C2	Background Color	#00FF00
Text Color	#FFFFFF ~	Text Color	#FFFFFF ~
Border Bottom Color	#1074C2	Border Bottom Color	#1074C2
Logo Image (Max 2 MB)	click or drag the logo here	Logo Image (Max 2 MB)	click or drag the logo here
		Link Title	Link URL

For the users you may overwrite the 'Company Branding' chosen in 'Global Settings/Frontend'. 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 Company Branding – tick to overwrite 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 Logo Image (Max 2 MB) – click or drag the logo to the field

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'.





Working Hours

– in the section 'Working Hours' you may configure the Time Zone and the working hours each day.

Save Cancel					
USERS DEFAULT SETTINGS	USERS DEFAULT SETTINGS				
Settings Brand	ting Working Hours Sorting Search Shared Desk Out of Office Salesforce				
Time Zone	Brussels, Copenhagen, Madrid, Paris				
	(Example: 09:00 - 12:00, 12:30 - 17:00)				
✓ Monday	09:00 - 12:00, 12:30 - 17:00				
✓ Tuesday	09:00 - 12:00, 12:30 - 17:00				
✓ Wednesday	09:00 - 12:00, 12:30 - 17:00				
✓ Thursday	09:00 - 12:00, 12:30 - 17:00				
 Friday 	09:00 - 12:00, 12:30 - 17:00				
Saturday					
Sunday					





Sorting

 in the section, 'Sorting' you may determine the sort order of Persons, Rooms, Shared Desks, Equipment. Tick 'Sort by Type'.

Save Cancel						
USERS DEFAULT SETTI	INGS					
Settings	Branding Working Hours	Sorting	Search	Shared Desk	Out of Office	Salesforce
Sort by Type	✓ Yes					
1. Persons						
Level 1	JobTitle	~	Sort orde	r 1 CEO,CFO,HR	,Developer	
Level 2	Department	~	Sort orde	r 2 Headquarte	r	
Level 3	~			r 3		
Level 4		~	Sort orde	r 4		
Level 5	~			r 5		
2. Rooms						
Level 1		~	Sort orde	r 1		
Level 2		~	Sort orde	r 2		
Level 3		\sim	Sort orde	r 3		
Level 4		\sim	Sort orde	r 4		
Level 5		~	Sort orde	r 5		
3. Shared Desks	3. Shared Desks					
Level 1		~	Sort orde	r1		

Sorting of persons, rooms, shared desks, equipment is done alphabetically upon their names.

When you activate the "Sort by Type" feature in the "Sorting" tab, the desktop views will be organized based on user types.

Specifically, individuals (Persons) will be prioritized first, followed by Rooms, and so forth.

If both Level and Sort orders are specified, the configuration might look like this:

Level 1: JobTitle

Sort order 1: CEO, CFO, HR, Developer

Level 2: Department

Sort order 2: Headquarter

As a result, the desktop views will display people sorted by their job titles, with CEOs appearing first, followed by CFOs, HR personnel, and Developers.

In cases where multiple individuals share the same job title, a secondary sorting will be applied based on the Department, placing those from the Headquarter at the forefront. If there are still multiple people with identical job titles and departments, the final sorting criterion will be alphabetical, based on their name format.



Search

Save Cancel Remove									
USERS DEFAULT SETTINGS									
Settings Men	nbers	Branding	Working Hours	Sorting	Search	Shared Desk	Out of Office	Salesforce	
Freetime Search Max Users	200 🗘								
Number of Search Results	50 🗘								
Search in My Contacts									
Search in Exchange Directory									
Search in my 150 most relevant contacts									
Search in Visitors									
Search in Pollarity Users									

Freetime Search Max Users: This performance parameter limits the time spent searching Freetime in a view with many users.

Number of Search Results: This number limits the number of persons and rooms shown in the list when the user types characters to search for people and rooms.

Search in My Contacts – 'tick' to avoid search in the private Contacts.

Search in Exchange Directory - tick to enable

Search in my 150 most relevant contacts – tick to enable

Search in Visitors - tick to enable

Search in Pollarity Users - tick to enable





Shared Desk

ave Cancel Remove				
USERS DEFAULT SETTINGS				
Settings Members Branding Working	ng Hours Sorting Search	Shared Desk Out of Office Salesforce		
Show Create Shared Desk Action 🗹 Yes				
Shared Desk Default Show As Free	~			
Shared Desk Default Categories				

Show Create Shared Desk Action – tick 'Yes' to show the action button in the user's desktop

Shared Desk Default Show As – The availability shown for user reserving a Shared Desk.

Shared Desk Default Categories – The legend (color) shown for the user reserving a Shared Desk.

Out of Office

Save Cancel Remove					
USERS DEFAULT SETTINGS	USERS DEFAULT SETTINGS				
Settings Mem	bers Branding Working Hours Sorting Search Shared Desk Out of Office Salesforce				
Enable Out of Office	Enable Out of Office Ves				
Approvers	List of Approvers				
	List of Approvers				
	List of Approvers + manager from AD				
	Air Unitime Users				
Busy: "Show As" will always be ma	rked as "Busy"				
Out of Office: "Show As" will alway	s be marked as "Out of Office"				
User chooses: "Show As" allows user to choose between "Free", "Busy", "Working Elsewhere" and "Out of Office". Default is "Free"					
Busy					
Out of Office					
User Chooses					

Enable Out of Office: Tick 'Yes' to enable.

Approvers: Choose 'List of Approvers', '+ manager from Active Directory', 'All OnTime Users'.





In the 'Add' field type a few letters to search for people.

Enter categories available in 'Out of Office' for the user.

If the categories correspond to your definitions of legends, they will be colored according to the legends in the user interface.

Busy: 'Show As' will be marked as 'Busy'Out of Office: 'Show as' will be marked as 'Busy'User Chooses: The user may decide Busy/Available

Salesforce

Search in Salesforce contacts is supported in OnTime.

С	nTime°						
ON	TIME ADMIN CENTER	Save Cancel					
	DASHBOARD	USERS DEFAULT SETTINGS	Working Hours	Search	Shared Desk	Out of Office	Salesforce
	DATABASE	Jotangs Dianoing	Morking Hours Sorking	Search	Sharea besk	outoronice	
	DOMAINS	Search in Salesforce contacts					
	GLOBAL SETTINGS	My Domain URLmy.sa	alesforce.com				
	Backend	Client ID 4NW_k8	8				
	Frontend	Secret D07					
	Name Formats	Get Contacts Query SELECT	Id, Name, Email FROM Contact WHERE Em	ail != null AND (Email I	LIKE '% <pattern>%' C</pattern>	OR Name LIKE '% <patte< th=""><th>ERN>%') AND Owner.Em</th></patte<>	ERN>%') AND Owner.Em
	Default Settings						
	Roles						

Search in Salesforce contacts – tick to enable.

My Domain URL – Your domain registered with Salesforce

Client ID – Your Salesforce Client ID

Secret – The secret for accessing your Salesforce account

Get Contacts Query – Example: 'SELECT Id, Name, Email FROM Contact WHERE Email != null AND (Email LIKE '%<PATTERN>%' OR Name LIKE '%<PATTERN>%') AND Owner.Email = '<USER_EMAIL>' LIMIT 20'



Roles

In Exchange/Outlook the access to the users' calendar is configured as permissions like 'Busy/Available', 'View Titles and Locations', 'View all details' and 'Edit'.

In the OnTime Calendar, a system with Roles has been added to override the individual settings of calendar permissions. With Roles, the administrator may give certain users a level of access to the users' calendars, which are different from the configured permissions in Exchange/Outlook. The permissions will be the cumulated value of the Exchange/Outlook permissions and the role setup, which means that the roles setup cannot be used to lower the permissions.

Dynamic Distribution Groups from Office 365 are supported.

Click "Global Settings – Roles" to Create/Edit the users' roles.

0	onTime®	
ON	TIME ADMIN CENTER	CREATE NEW
	DASHBOARD	ROLES
	DATABASE	Encode accessinging and are accompanied and a permission non-exchange and permission grances of roles notes can only due to permissions grances non-exchange-
	DOMAINS	IT Ledelsen
۲	GLOBAL SETTINGS	IAL
	Backend	
	Frontend Name Formats	Jeannie role
	Default Settings Roles	JOD Rooms

Click 'Create New' to create a role.

Enter a 'Role Name'.

0	nTime®			l	icensed to OnTime Inc. demo (LS) 122 of 2500 Users in use Perpetual	\$
ON	TIME ADMIN CENTER	Save Cancel	Remove			×
	DASHBOARD	ROLES				
	DATABASE	Role Name	Test			
8 9 9	DOMAINS	Role Members	Role members can do the following	Set Automated Reply on		
۲	GLOBAL SETTINGS	Role Members	ADD/REMOVE			
	Backend	Included	Excluded			
	Frontend	(None)	(None)			
	Name Formats					
	Default Settings					
	Roles					





Click 'Add/Remove' at 'Role Members' to configure the selection of users in this role. Enter characters to look up persons or groups from the directory. Click the persons to include them in the 'Role Members'. Click 'OK' to save the list.

0	nTime®	Licensed to OnTime Inc. demo (LS 122 of 2500 Users in use Perpetua	\$
ON ⁻	TIME ADMIN CENTER	Save Cancel Remove	×
	DASHBOARD	OK Cancel	×
9	DATABASE	ROLE MEMBERS	
	DOMAINS	Included Excluded	
۲	GLOBAL SETTINGS Backend Frontend Name Formats	Adam Warner awa@ontimecalendar.com John Adams jad@ontime.local	
	Default Settings Roles		

Click 'Role members can do the following' and 'Add/Remove' to select the role members' access to the group or the users' details.

0	nTime®			
ONT	TME ADMIN CENTER	Save Cancel Remove		
	DASHBOARD	ROLES		
9	DATABASE	Role Name		
	DOMAINS	Role Members Role members ca	n do the following Set Automated f	Reply on
۲	GLOBAL SETTINGS	Role members can do the followin	g	
	Backend			
	Frontend	Create, Edit and Delete on (?)	ADD/REMOVE	
	Name Formats	Included		Excluded
	Default Settings	(None)		(None)
	Roles	Author (?)	ADD/REMOVE	
		Included		Excluded
-	USERS	(None)		(None)
		View Full Details on (?)	ADD/REMOVE	
	GROUPS	Included		Excluded
		(None)		(None)
	LÉGEND	View Titles & Location on (?)	ADD/REMOVE	
		Included		Excluded
111	POLLARITY	(None)		(NUTE)
	CATERING	view Availability Only on (?)	AUD/REMOVE	
_		Included (None)		Excluded (None)
Å=	VISITOR	· ·/		,





There are five different levels of what Role menbers can do to Calendar entries in OnTime.

Access level	Description		
Create, Edit and Delete	This level allows users to Read, Create, Edit and Delete entries for the people that the users have been granted this access for		
	Private appointments still have all information hidden by default.		
Author	This level allows users to Read, Create, Edit and Delete entries for the people that the users have been granted this access for. The Author may only edit their own entries.		
	Private appointments still have all information hidden by default		
View full details	This level allows users access to read all details of a calendar entry.		
	Private appointments still have all information hidden by default.		
View Titles & Location	This level allows users access view Titles/Subjects and Locations Private appointments still have all information hidden by default.		
View Availabilty Only	View Availability/Busytime information is the lowest level of access to calendar entries a user can be granted. Users can see whether the individuals are busy but not the subject of the meeting. Users can see Type and Category (Legend colour) of calendar entries.		

Automated Reply

Click 'Set Automated Reply on' to select groups or users. The Role member may enter 'Out of Office' information for the users included.

0	nTime®		
ONTIME ADMIN CENTER		Save Cancel Remove	
	DASHBOARD	ROLES	
	DATABASE	Role Name AWA	
	DOMAINS	Role Members Role members can do the following Set Automated Reply on	
۲	GLOBAL SETTINGS	Set Automated Reply on (?) ADD/REMOVE	
	Backend	Included	Excluded
	Frontend	Adam Warner (Office 365 Test users)	(None)
	Name Formats	Barbara Amiei (ontimeu) - EX2016(idaps))	
	Default Settings		
	Roles		

When done editing permissions, click 'Save' on the roles document.

The new configuration of roles is designed to be working after a few seconds.

Installation Manual





Users

Members

Click 'Users/Members' to see the list of available users in OnTime.

0	nTime®						
ΟΝΤ	TIME ADMIN CENTER	SHOW STATISTICS	EXPORT USERS	EXPORT SYNCHRONIS	ATION STATISTICS	MANAGE FIELDS ON SELECTED	SYNC SELECTED USERS
	DASHBOARD	MEMBERS SELECTIO	N				
	DATABASE	129 licenses out of 2500 is in use					
1 1 1	DOMAINS	Search					
۲	GLOBAL SETTINGS	SHOW ALL SH	HOW ERRORS ONLY	SHOW INACTIVE US	ERS		
	USERS	User	s		Last logged in	Sync info	
	Members API Users	Adel adel 3vyx	le Vance e@3vyx0b.onmicroso 0b.onmicrosoft.com	ft.com	08-06-2023 14:13:18	Last event synced: 30-10	-2023 15:05:02
	Combined Rooms	Adm Adm ontir	linistrator inistrator@ontime.loo me.local	cal		Last event synced: 31-10	-2023 01:01:16
	GROUPS	Alex ami@ ontir	Miller Dontime.local me.local			Last event synced: 31-10	-2023 08:01:42

The 'Filter Box' may be used to reduce the scope of searching – just add a few characters.



Click 'Show Statistics' at the top to view statistics about the 'Monthly Unique Users'

The N/A – not applicable, means no data available for the month. Blank fields are for the months in the future.





You may export a list of OnTime users in a comma-separated file by clicking 'Export Users'.

You may export statistics from OnTime in a comma-separated file by clicking 'Export Statistics'.

The button 'Manage Fields on Selected' – is used for changing values in editable fields for the resources selected:

On	Time°					
ONTIN	ME ADMIN CENTER	SHOW STATISTIC	S EXPORT USERS	EXPORT STATISTICS	MANAGE FIELDS ON SE	LECTED
	DASHBOARD	MEMBERS SELE	CTION		Update Field	Capacity ~
9	DATABASE	119 licenses out of	2500 is in use		To this value	14
	DOMAINS	room				OK
	GLOBAL SETTINGS	SHOW ALL	SHOW ERRORS ONLY	SHOW INACTIVE USE	ERS	
2 (JSERS	, I	Jsers	I	Last logged in	Sync info
N	Members		Room 123 Room123@ontime.local			Last event synced: 13-12-2022
A	API Users		ontime.local			
C	Combined Rooms		Room 401 Room401@ontime.local ontime.local			Last event synced: 13-12-2022
\mathbb{Z}	GROUPS		Room 402			Last event synced: 13-12-2022
		 Image: Image: Ima	room402@ontime.local			

If the result box shows fewer updates than you expected – some of the resources do not have editable fields in their 'Business Card'.

You may Sync selected users Events and Permissions by clicking 'Sync Selected Users'.

0	nTime®		otmstutorial.intravision.dk:8443 says	
ΟΝΊ	ONTIME ADMIN CENTER SHOW STATISTICS EXPORT USERS		Now Syncronizing Users Events and Permissions.	ED SYNC SELECTED USERS
	DASHBOARD	MEMBERS SELECTION		ок
	DATABASE	129 licenses out of 2500 is in use		
8 8 8	DOMAINS	Search		
۲	GLOBAL SETTINGS	SHOW ALL SHOW ERRORS ONL	Y SHOW INACTIVE USERS	
	USERS	Users	Last logged in	Sync info
	Members API Users	Adele Vance Adele Vance adele@3vyx0b.onmicros 3vyx0b.onmicrosoft.com	08-06-2023 14:13:18 oft.com	Last event synced: 31-10-2023 14:11:59
	Combined Rooms	Administrator Administrator@ontime.l ontime.local	ocal	Last event synced: 31-10-2023 14:11:02
	GROUPS	Alex Miller ami@ontime.local ontime.local		Last event synced: 31-10-2023 14:11:59



If a user is shown in red in the list of users, it means there is a synchronisation error for that user. Click it to see the error and refer to the log for more info.

MEMBERS SELECTION						
48 licenses out of 50000 is in use	l8 licenses out of 50000 is in use					
Search						
SHOW ALL SHOW ERRORS ONLY	SHOW INACTIVE USERS					
Alex Miller ami@ontime01.dk ontime01-Exchange2019	Sync Error: java.sql.BatchUpdateException: Violation of PRIMARY KEY constraint Last event synced: dec. 11, 2019					
Alphonse Allais aal@ontime01.dk ontime01-Exchange2019	Sync Error: java.sql.BatchUpdateException: Violation of PRIMARY KEY constraint Last event synced: dec. 11, 2019					
Charles Barkley cba@ontime01.dk ontime01-Exchange2019	Sync Error: java.sql.BatchUpdateException: Violation of PRIMARY KEY constraint Last event synced: dec. 11, 2019					

"Show Inactive Users" tab shows information about the users who are currently not active in the system. These users can be permanently removed by clicking on them and invoking action "Purge User"





For details choose a user. We have four types of users: **Person, Room, Equipment, Shared Desk**.

The screenshot below is relevant for persons.

Values coming from the Active Directory are shown without a frame – and they are not editable from 'OnTime Admin Center'.

Basic

Save Invalidate Token					
Basic	Business Card Custom Attributes Show Permissons Manage Images				
Name	Adam Warner				
E-mail	awa@ontimecalendar.com				
Last event synced	13-12-2022				
Last logged in	09-12-2022				
Default Settings	Default				
Domain	Office 365 Users				
Туре	Person				
User ID	184597F3-C7D3-4680-B895-DAC6AEDFFC92				
Manager Name Roman Narepekha					
Manager UserID C895F3D9-38CB-4A07-AF43-55C0F24646AC					

The action button at the top - 'Invalidate Token' is used to invalidate the user's OnTimeToken.

The next login from the user requires a new authentication. For details see the section **OnTime Authentication Token**



Booking Options

This tab is only relevant for the three user types – Room, Equipment, SharedDesk – not for the user type, person.

Save Invalidate	Save Invalidate Token					
Basic	Booking Options	Business Card	Custom Attributes	Show Permissons	Manage Images	
Booking Window Maximum Duration		12 💸 🛛 D 24 💸 H)ays Iours			

Booking Window – Number of days it is possible to book ahead of time. **Maximum Duration** – Number of hours it is possible to book this resource.

Business Card

Click 'Business Card', to see details – for a person

Save Invalidate Token							
Basic Busin	Basic Business Card Custom Attributes Show Permissons Manage Images						
Job Title	Account Manager						
City Hørsholm							
Country or Region	Denmark						
State	Danmark						
Company Name	OnTimeCalendar						
Department	Sales DK						
Office Location	Hørsholm						
Business Phone	+45 88 25 69 99						
Mobile Phone	+45 22 33 66 99						







Custom Attributes

Click 'Custom Attributes' to see extension attributes from Active Directory

Save Invalidate Token						
Basic Business Card Custom Attributes Show Permissons Manage Images						
Phonetic Display Name						
Extension Attribute 1	xtension Attribute 1 OnTime/CA					
Extension Attribute 2	Extension Attribute 2 ExtensionAttribute2					
Extension Attribute 3	Extensio	onAttribute3				
Extension Attribute 4	Extension Attribute 4 Extension Attribute 4					
Extension Attribute 5	ttension Attribute 5 Extension Attribute5					
Extension Attribute 6	Extension Attribute 6 ExtensionAttribute6					
Extension Attribute 7						

More details about the fields and their mappings to the user, EWS or Active Directory (LDAP) may be seen in the appendix <u>Mapping of directory fields.</u>

Save Invalidate Token	Save Invalidate Token						
Basic Business Card Custom Attributes Show Permissons Manage Images SHOW PERMISSONS							
Name	Adam Warner (awa@ontimecalendar.com)						
Select Permission type	Show permissions other people have for the calend	dar of this person 🗸					
Can at least	Can Create Events and Edit events						
Filter Search Results	Search						
Name	Email	Permission level					
Johnny Arentz	jal@ontimecalendar.com	Can Create Events and Edit events					
Lars Schorling	ls@ontimecalendar.com	Can Create Events and Edit events					
Loreena McKennitt Imc@ontime.local Can Create Events and Edit events							
Michael Damm	md@ontimecalendar.com	Can Create Events and Edit events					
Mira Rune	mpr@ontimecalendar.com	Can Create Events and Edit events					
Tobias Balderlou	tbj@ontimecalendar.com	Can Create Events and Edit events					

Show Permissions





'Show Permissions' is used to get an overview of the calendar permissions for the specific user. Two selections of permission types are possible, permissions for other users to this person's calendar, and permissions that this user has to other user's calendars.

'Show permissions other people have for the calendar of this person'
'Can at least' 'Can Create Events and Edit events'
'View availability only'

'Show permissions this person has for other people's calendar'
'Can at least' –
'Can Create Events and Edit events'
'View Full Details'
'View availability only'

Manage Images

For upload of images – max. 10 images of max. 2MB each:

Save Invalidate Token						
Basic	Business Card	Custom Attributes	Show Permissons	Manage Images		
MANAGE IMAGES						
You can have a maximu	im of 10 images and	each image can only b	e 2MB			
Upload Images Click or drag your image(s) here						





API Users

The API user is used for developing your own external applications using the OnTime API.

A special "APIUser" license key is required to enable this functionality.

Click 'Users/API Users'

0							
ONTIME ADMIN CENTER		ADD API USER					
	DASHBOARD	API USERS					
	DATABASE	test-api-user Act on Behalf of: Yes Application ID: 12355-abcdef-xxxxxxx TWO5hMqn7RLaMPAC0VuV7z4fVCSIxa0w67Z8Bnz9rhvE/Dv	ISOc				
1	DOMAINS						
۲	GLOBAL SETTINGS						
	USERS						
	Members						
	API Users						
	Combined Rooms						

Click 'Add API User' to create a new OnTime API User.

Save Cancel		
API USERS		
Name	mns	
Expiration Date	Sat 11-12-2021 ×	
Application ID		
Token	Ů	
Act on Behalf of		
Roles		
	Create on Jocal	

Name – enter a name of the API User.

Expiration Date – enter the expiration date for this API User

Application ID – license acquired

Token – when you click 'Save' a token is generated in the OnTime back-end.

Act on Behalf of – ticked, means that the API User acts with the individual rights of all users (bypasses Roles)

Roles – the API User acts according to the role defined in Global\Roles.



Combined Rooms

Click 'Users/Combined Rooms' to view or create rooms that are combinations of two or more rooms.

OnTime®				
ONTIME ADMIN CENTER	CREATE NEW			
DASHBOARD	COMBINED ROOMS			
B DATABASE	Search			
DOMAINS				
GLOBAL SETTINGS	Room 123			
LUSERS Members API Users	Rooms B-7654 & B-2323			
Combined Rooms				

Click 'Create New' or edit an existing 'Combined Room':

Save Cancel Remove		
COMBINED ROOM		
Combined Room Name	Rooms B-7654 & B-2323	Disabled
Combined Room Location	Berlin	
Combined Room Building	Building B	
Combined Room Floor	1	
Combined Room Capacity	100 🔷	
Combined Rooms		
B-7654 B-7654@ontimecalendar.com	0	
B-2323 B-2323@ontimecalendar.com	0	





Groups

Four variants of groups are available, Directory groups, Static Groups, Dynamic groups and Linked AD Groups.

Directory Groups

Click "Groups/Directory" to see a list of Directory groups from the AD, included in the OnTime calendar.

0	OnTime®				
ONT	IME ADMIN CENTER	SAVE			
	DASHBOARD	DIRECTORY GROUPS			
	DATABASE	Groups Settings	Application restart required after change)		
8 8 8	DOMAINS	Search	······································		
۲	GLOBAL SETTINGS				
*	USERS	All Persons ontime.local	A2604D9A-73B7-44DD-9703-6F127BA4C46F		
/2 :	GROUPS Directory	All Rooms ontime.local	BB826819-A18C-49E7-AA20-DE8E07756E9E		
	Static Dynamic Linked AD Groups	Denmark_All ontime.local	87965B84-4EB1-4F04-BFBF-5A5FFD62C34B		
	LEGEND	Denmark_IT Denmark ontime.local	3C82E04F-A53D-4037-9005-679EF8F17B3A		

To show these groups in the OnTime client, tick 'Show Directory Groups in Clients' and "Save".

If you change your groups in Active Directory

- go to the Dashboard and click "Start" at "Directory Sync".



Static Groups

Click 'Groups/Static' and 'Create New' for groups within OnTime.

OnTime®					
ONTIME ADMIN CENTER	CREATE NEW				
DASHBOARD	STATIC GROUPS				
DATABASE	Search				
DOMAINS					
GLOBAL SETTINGS	All Persons				
USERS	By Mail Platform\Exchange Users				
GROUPS					
Directory	By Mail Platform\Exchange Users				
Static					
Dynamic	By Mail Platform\O365 Users				
Linked AD Groups					

Here you can administrate an OnTime group structure that will be displayed for all users. It could be an organisational structure or maybe different projects. You can assign both Exchange groups, Persons, Rooms, and Equipment as members of your Static Groups.

Changes in the static Groups must be followed by clicking "Start" at "User & Group Sync" in the **Dashboard**

Click "Create New" to create a new Static group. You may search elements by entering a few characters, click to add members to the group.

OnTime®				
ONTIME ADMIN CENTER	Save Cancel Remove			
DASHBOARD	MEMBERS SELECTION			
D ATABASE	Group Name	By Mail Platform\Exch	hange Users	Group Disabled
DOMAINS	Group Members	Manual Sorting	Visible For	
GLOBAL SETTINGS	All Persons	0	✓ All Group Members	
LUSERS	onume.local		Custom	
CROUPS				
Directory				
Static				
Dynamic				
Linked AD Groups				







Group Name – Enter a name for the group

Group Disabled – tick, to hide it from the user interface

Manual Sorting

- 'Tick'. Hold' the grey buttons at the left-hand side of an element and drag to the position you want it.
- Click 'Save'.

The visibility of the static group may be chosen for 'All' persons, only 'Group Members' or selected users/groups in 'Custom'.

Save	Cancel Remov	re	
MEMBER	S SELECTION		
Group Nar	ne	All test users Office 36	Group Disabled
Group Me	mbers	Manual Sorting	Visible For
:	André Bazin aba@ontime01.dk	٥	☐ All ☐ Group Members ☑ Custom
: 🔊	OnTime Rooms	0	
:	Test users	0	André Bazin

Click "Save" to save your group.

Changes in the static groups must be followed by clicking 'Start' at 'User & Group Sync' in the **Dashboard.**



Dynamic Groups

Click Groups/Dynamic to configure your dynamic groups. These groups depend on the users' attributes in 'Active Directory/Exchange'.

Dynamic Distribution Groups from Office 365 are supported.

Click "Create New" to configure a new dynamic group - or chose an existing entry to edit.

0	OnTime					
ON	TIME ADMIN CENTER	CREATE NEW				
	DASHBOARD	DYNAMIC GROUPS				
_						
	DATABASE	All				
	DOMAINS	By Company	CompanyName			
(A)		All				
	GLOBAL SETTINGS					
	LICEDC	By Department All	BusinessCountryOrRegion/BusinessCity/Department			
	USERS					
	CROURE	By Department	BusinessCountryOrRegion			
	GROUPS	All				
	Directory					
	Static	Disp 1	ExtensionAttribute1/ExtensionAttribute2			
	Dynamic	2 MI				
	Linked AD Groups	Disp 2	ExtensionAttribute12/ExtensionAttribute13			
	Linked AD Groups	All				

Click 'Create New' or select an existing Dynamic Group.

0	nTime®				
ONT	TIME ADMIN CENTER	Save Cancel			
	DASHBOARD	EDIT GROUP			
9	DATABASE	Group Name	By Company	Group Disabled	
	DOMAINS	Category	By Company		
	GLOBAL SETTINGS	Domain	All		
	USERS	Show all from domain selection			
	500105	Directory Groups			
	Directory Static	Show only groups and subgroups, that are formed from values defined in the levels section for thi user.	is		
	Dynamic	Level 1	BusinessCountryOrRegion		
	Linked AD Groups	Level 2	BusinessCity		
	LEGEND	Level 3	Department ~		
.11		Level 4	~		
	FULLARIT	Level 5	~		



You may design a tree hierarchy for showing the users filtered by Department, Job Title, and so on.

You can decide if you want the groups created for a single domain or all domains.

Click 'Save'.

After making changes in the dynamic groups, click 'Start' at 'User & Group Sync' in the **Dashboard.**

It is possible to add a "Show All" group for the OnTime clients, by adding a group and tick "Show All". This group will contain all members in OnTime.

Linked AD Groups

This is only possible if Domain configuration is using Idap.

The scope of users included in the OnTime calendar is defined in the section 'Domains/Synchronisation Source'. If you want to relate to groups outside the main scope of users in OnTime, it is possible with a definition of a Linked AD Group.

Click Groups/Linked AD Groups to configure your Linked AD Group, click 'Create New' or choose a group to edit.

0	nTime®		
ΟΝΊ	TME ADMIN CENTER	CREATE NEW	
	DASHBOARD	LINKED AD GROUPS	
	DATABASE	Partial Group from M&M ontime.local	CN=OnTimeGCUsers,OU=M&M,OU=Test,DC=ontime,DC=local
	DOMAINS		
	GLOBAL SETTINGS		
	USERS		
	GROUPS		
	Directory		
	Static		
	Dynamic		
	Linked AD Groups		

An example:



GROUP CALENDAR

Save Cancel Resolve Remove					
LINKED AD GROUPS					
Display Name	Partial Group from M&M				
Domain	ontime.local ~				
AD Lookup Name	CN=OnTimeGCUsers,OU=M&M,OU=Test,DC=ontime				
Group visible in clients	\checkmark				

If you click 'Resolve' a result of users belonging to the scope of OnTime users will be shown:

Save Cancel Resolve	Remove	
LINKED AD GROUPS		
Display Name	Partial Group from M&M	
Domain	Demo users by AD (Disabled) \vee	
AD Lookup Name	CN=OnTimeGCUsers,OU=M & M,OU=Test,DC=ontim	
Group visible in clients	✓	

Matches Found: 0, Out of a total number of AD Users: 3





Click "Legend".

You may configure OnTime to display different types of calendar entries in different colours, based on a set of criteria. This feature provides the user of the calendar interfaces with a better overview of colleagues' appointments and an ability to visually filter by type.

OnTime® CREATE NEW MAKE DEFAULT SET DASHBOARD LEGEND DATABASE Legend is based on Any of the critirias: Subjects: Ferie,Vacation Event Categories: Vacation 1 DOMAINS Legend is based on Any of the critirias: Subjects: Training Event Categories: Education,Training GLOBAL SETTINGS Event Categories: InOffice Legend is based on Any of the critirias: In the Office LUSERS Event Categories: HomeOffice,Home Office Legend is based on Any of the critirias: GROUPS Working from Home LEGEND Legend is based on Any of the critirias: Event Categories: Projects Projects POLLARITY Legend is based on Any of the critirias: Event Categories: Conference Legend is based on Any of the critirias: Event Categories: Travel VISITOR Legend is based on Any of the critirias: Event Categories: TimeOff Other Time-Off Legend is based on Any of the critirias: Event Categories: Clients

The color coding of the categories will show in the user's calendar overview.

The button "Create New" is for adding a new legend to the list of legends. To remove a legend, click the legend and the button "Remove".

"Create Default" is utilised if you have removed the default legend and you want it back.

The button "Make Default Set" creates eight standard legends, as shown above.



Click the Legend name to see the details:

Save Cancel Remove		
LEGEND CONFIGURATION		
Legend Name	Client meetings	
Definition		
Legend is based on	Any of the criteria below	~
Event Categories	Clients ×	
Subjects		
Show As		
Appearance		
Background Colour	#CE0000	
Text Colour	#FFFFFF ~	
Include in Time Off		
Importance		
Priority	1 🔆	
Sort Order	1 🗘	
Languages		
Dansk (da)		
Deutsch (de)		
English (en)		



Definition

The **Legend is based on** – **Any of the criteria below**, or **All criteria below**. The criteria are "Event Categories", "Subjects" (written in one of the ways listed) and a calendar event selection of "Show As". If **All criteria below** is chosen, all the three criteria have to be fulfilled to fire the chosen background colour. If only one or two criteria are fulfilled the event will be shown with the default colouring.

Save Cancel Remove		
LEGEND CONFIGURATION		
Legend Name	Client meetings	
Definition		
Legend is based on	Any of the criteria below	\sim
Event Categories	Clients ×	
Subjects	Client Meeting × Kundemøde × Kunde × Client ×	
Show As	Busy ×	

The subjects mentioned below lets the user write one of the possibilities in the list, in his subject for the meeting.

Show As determines how the appointment is shown in the calendar.

LEGEND CONFIGURATION	
Legend Name	Client meetings
Definition	
Legend is based on	Any of the criteria below
Event Categories	Clients ×
Subjects	Client Meeting × Kundemøde × Kunde × Client ×
Show As	Busy ×
	Away Tentative
Appearance	Free
Background Colour	Working Elsewhere #CE0000





Appearance

Background Colour, Text Colour and the setting of whether to include this legend in the users "**Time Off** view" can be set.

Importance

Priority – determines the winning legend type in case of overlapping definitions – most likely if the **Legend is based on** – **Any of the criteria below.** "1" is the highest priority.

Sort order - determines the occurrence of the different legend types when the user creates a calendar event.

Languages

Translations of the Legend Name can be entered in the different languages supported.

The translations are utilised in the left-hand navigation for the user interface when Legend is chosen.

Changes in the "Legend Configuration" only requires clicking "Save", no further actions in the Dashboard are necessary.







The OnTime licensed option, Pollarity means that voting for meeting times is possible.

If Pollarity is used in OnTime with users external to the environment, a reverse proxy solution in the DMZ is required.

Ref. to **Reverse Proxy.**

When licensed for Pollarity, the admin dashboard shows Pollarity for configuration and status.

0	nTime°					
ONT	TME ADMIN CENTER	EDIT LICENSE REFRESH				
	DASHBOARD	DASHBOARD				
	DATABASE					
	DOMAINS	Application:	RUNNING		STOP	Last Status Change: Thu Mar 10 16:20:04 CET 2022
	GLOBAL SETTINGS	Subscription for calendar changes:	RUNNING		STOP	Last Status Change: Thu Mar 10 16:20:13 CET 2022
	USERS	Connection Services				
-	GROUPS	SQL Database Connection:	RUNNING			Last Status Change: Thu Mar 10 16:20:00 CET 2022
	LEGEND	Active Exchange Domains:	3 OUT OF 3 RUNNING			
лh	POLLARITY	Scheduled Services				
		Directory Synchronisation:	SCHEDULED TO RUN 02:00	START		Last Status Change: Mon Mar 14 02:00:19 CET 2022
	CATERING	User & Group Synchronisation:	SCHEDULED TO RUN 02:00	START		Last Status Change: Mon Mar 14 02:00:23 CET 2022
Ľ	VISITOR	Photo Synchronisation:	SCHEDULED TO RUN 02:00	START		Last Status Change: Mon Mar 14 02:01:17 CET 2022
		Permission Synchronisation:	SCHEDULED TO RUN 02:00	START		Last Status Change: Mon Mar 14 02:01:08 CET 2022
		Event Synchronisation:	SCHEDULED TO RUN TOMORROW 02:00	START		Last Status Change: Mon Mar 14 02:01:19 CET 2022
		Pollarity Services				
		Application:	RUNNING			
		SQL Database Connection:	ОК			



Configuration of Pollarity

In the 'OnTime Admin Center' click 'Pollarity'.

OnTime®		
ONTIME ADMIN CENTER	SAVE CANCEL	
DASHBOARD	POLLARITY	
DATABASE	Pollarity Available for Desktop	9
DOMAINS		
	Pollarity Url	https://otmstutorial.intravision.dk/ontime/pollarity
(T) GLODAE SETTINGS	Poll Subject	POLL:
LUSERS	Poll Subject Draft	POLL DRAFT:
K GROUPS	Poll Show As	Free
LEGEND		
POLLARITY		

Pollarity Available for Desktop: tick, to choose availability to the users.

Pollarity URL: This is the link sent to invitees for voting in Pollarity.

Poll Subject: This text is automatically inserted in the mail message subject field

Poll Subject Draft: In case a 'poll owner' saves a draft instead of sending the mail this text will be inserted in the subject of the placeholder document

Poll Show As: Determines if placeholder documents will be shown as 'Busy', 'Tentative' or 'Free'.



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.



Administering Catering

Click 'Catering' in the 'OnTime Admin Center' to administer the persons involved in Catering.

0	nTime®		
ON	TIME ADMIN CENTER	SAVE CANCEL	
	DASHBOARD	CATERING System Admins	
	DATABASE	Add	
-	DOMAINS	Adam Warner awa@ontimecalendar.com	
۲	GLOBAL SETTINGS	Alfred Adler ad@ontme.local Iames North	
	USERS		
	GROUPS	Keep orders for # days 365 🗘	
	LEGEND	Members Excluded	
ılı	POLLARITY	Add Add	
	CATERING	Additivening awa@entimecialar.com Alfred Adler ad@entime.iocal	

Catering 'System Admins'

Add Catering 'System Admins' by entering characters and selecting persons or OnTime 'Directory Groups' in the 'Add' box.

Keep orders for # days

Enter number of days that canteen orders are kept in the system after being served. Default value is 365.

Catering 'Members'

Add Catering 'Members' by entering characters and selecting persons or OnTime 'Directory Groups' in the 'Add' box.

The members in the list are dedicated to the two roles 'Canteen Managers' and 'Canteen Staff' in the 'Catering Manager'

Catering 'Excluded'

Person or directory groups that are excluded from a group in the Members list

Catering 'Members' have a button for 'Catering Order' when creating a meeting in Ontime.

Members have an overview with 'My Orders' in the lefthand navigation of the desktop client



URLs for 'Catering Manager'

The 'Catering Manager' is accessed by the URLs: https://ontime.example.com/cateringdesktop or https://ontime.example.com/cateringmobile

- for the touchscreen client

Note: Please insert your relevant URL instead of 'ontime.example.com'. - and it is further described in a tutorial video at <u>www.ontimesuite.com</u>

Visitor

The OnTime licensed option, Visitor, enables registering and managing visitors within the organisation.

	System Admin	Visitor Manager	Visitor Staff
Create Location	Yes	No	No
Edit Location	Yes	Yes	No
Remove Location	Yes	No	No
Maintain Locations	No	Yes	No
Check in Visitor	No	Yes	Yes
Edit Visitor	No	Yes	Yes
Check out Visitor	No	Yes	Yes

Three roles for OnTime Visitor are described in the following table:

The role 'System Admin' is to create/edit/remove locations in the 'Visitor Manager'.

The role 'Visitor Manager' is to edit locations - and administer visitors.

The role 'Visitor' Staff' is to administer visitors.



The 'Visitor Manager' is accessed by the URL: <u>https://ontime.example.com/ontimegcms/visitormanager</u> **Note:** Please insert your relevant URL instead of 'ontime.example.com'.

- and it is further described in a tutorial video at <u>www.ontimesuite.com</u> Click 'Visitor' in the 'OnTime Admin Center' to administer the persons involved in the Visitor module.

0	nTime®			
ΟΝΤ	TIME ADMIN CENTER	SAVE CANCEL		
	DASHBOARD	VISITOR System Admins		
	DATABASE	Add		
	DOMAINS	Adam Warner awa@ontimecalendar.com		
	GLOBAL SETTINGS	Administrator		
	USERS			
	GROUPS	Keep visitors for # days 30 🗘		
	LEGEND	Members	Excluded	
.lt	POLLARITY	Add	Add	
	CATERING	Adam Warner awa@ontimecalendar.com		
	VISITOR	ami@ontime.local		
		bam@ontime.local		

Visitor 'System Admins'

Add Visitor 'System Admins' by entering characters and selecting persons or OnTime 'Directory Groups' in the 'Add' box.

Keep visitors for # days

Enter number of days that the visitors are kept in the system after the visit. Default value is 365.

Visitor 'Members'

Add Visitor 'Members' by entering characters and selecting persons or OnTime 'Directory Groups' in the 'Add' box.

The members in the list are dedicated to the two roles 'Visitor Managers' and 'Visitor Staff' in the 'Visitor Manager':

https://ontime.example.com/ontimegcms/visitormanager

Note: Please insert your relevant URL instead of 'ontime.example.com'.

Visitor 'Excluded'

Person or directory groups that are excluded from a group in the Members list Visitor 'Members' have a button for 'Visitor registration' when creating a meeting in Ontime.

Note: Concerning membership - if a secretary is editing an event for a manager, the secretary also needs to be added as a member in the visitor section in the admin ui.



OnTime User – Calendar

OnTime client Web Desktop

From a browser - Open the user URL https://ontime.example.com/ontimegcms/desktop Note: Please insert your relevant URL instead of 'ontime.example.com'.







OnTime client Web Mobile

From a browser - Open the user URL -

https://ontime.example.com/ontimegcms/mobile Note: Please insert your relevant URL instead of 'ontime.example.com'.

Note: The 'OnTime Mobile Client' requires a separate license.

≡	MY	TEAM	~ @) (::)
Mar.		Tuesd	lay, 15		
2022	8 10	12	14	16	18
BG					
Adam W	arner				
-	1				
Alphons	e Allais				
F					
Barbara	Kruger				
9					
09:00					
12:00					
Home	Polls	+	Dut of 0	Sea	λ arch






Add-ins for OnTime

You have the option to include the OnTime calendar inside MS Teams and MS Outlook.

Now while using Teams integration you will have the possibility to create Online Meetings based on Teams meeting provider or Skype for business.

If you are using multiple domains, you need to register an OnTime application for each of the domains you want to use in MS Teams or create online meetings by users from the domain. If you have users from the same Microsoft domain in different OnTime domains, you can use the same credentials for different domains.

Note: MS Teams, and Outlook require a secure connection, only https is allowed, and the OnTime server must be configured with a certificate from a publicly trusted certification authority.

The users must authenticate to the OnTime server using https.

Note:

Registering of OnTime in Office 365 is described in the section Upload of add-ins for OnTime





Add-in for OnTime New Outlook and in MS Teams Navigation Panel

Note: MS Teams requires a secure connection, only https is allowed, and the OnTime server must be configured with a certificate from a publicly trusted certification authority.

The users must authenticate to the OnTime server using https.

To create the application that can be used in MS Teams, a .json file needs to be edited and zipped together with some images.

In the install package a 'manifest.json' file can be found in the folder: 'C:\Program Files\IntraVision\OnTimeMS-x.x\addin-new-outlook-teams-rail'

1. Run the cmdlet build_manifest.cmd as Administrator.

2. You will be asked to enter the name (DNS name - with https!) of your OnTime

server e.g. https://ontime.example.com. A manifest.json file will be created. Refresh

the folder if you do not see it.

3. Zip the three files: color.png, outline.png, and manifest.json into a file

'teams_outlook_ navigation_panel.zip'

Note:

Upload of the zip-file is described in the section Upload of add-ins for OnTime



User setup for Teams Channels

In your OnTime installation files you will find a .cmd file 'add-url-config.cmd' in the folder \teams

- Run it as 'Administrator'
- you will be asked to enter the name (URL) of your OnTime server

- in the resulting config.html file you see your resulting server name as example: <u>https://ontime.example.com/ontimegcms/teams</u>

From current location edit file with name manifest.json and

	01-08-2022 15:53	Windows Comma	2 KB
config.html	08-08-2024 10:41	Chrome HTML Do	1 KB
manifest.ison - Notenad	04 00 0000 45 53	TELINI ATE EL	4.1/8
File - Edit Fermet View Hel			
L L	p		
"icons": {			
"color": "img/onti	me-192.png".	~	
"outline": "img/on	time-32.png"	at the end	save
},		the fil	e
"name": {			
"short": "OnTime",			
"full": "DnTime"			
},			
"description": {			
"description": { "short": "Opens On "Gull": "Opens On	Time calendar with cu	rrent team members	΄,
"description": { "short": "Opens On "full": "Opens OnT	Time calendar with cu ime calendar with cur	rrent team members.	
<pre>"description": { "short": "Opens On "full": "Opens OnT }, "accentColor": "#FFF</pre>	Time calendar with cu ime calendar with cur	rrent team members.	
<pre>"description": { "short": "Opens On "full": "Opens OnT }, "accentColor": "#FFF "permissions": ["ide</pre>	Time calendar with cu ime calendar with cur FFF", ntity"].	rrent team members. rent team members.	ert your
<pre>"description": { "short": "Opens On "full": "Opens OnT }, "accentColor": "#FFF "permissions": ["ide "validDomains": [</pre>	Time calendar with cu ime calendar with cur FFF", ntity"],	rrent team members.	ert your URL
<pre>"description": { "short": "Opens On "full": "Opens OnT }, "accentColor": "#FFF "permissions": ["ide "validDomains": ["*.ontimesuite.com</pre>	Time calendar with cu ime calendar with cur FFF", ntity"], ",	rrent team members."	ert your URL
<pre>"description": { "short": "Opens On "full": "Opens OnT }, "accentColor": "#FFF "permissions": ["ide "validDomains": ["*.ontimecalendar.</pre>	Time calendar with cu ime calendar with cur FFF", ntity"], ", com",	rrent team members.	ert your URL
<pre>"description": { "short": "Opens On "full": "Opens OnT }, "accentColor": "#FFF "permissions": ["ide "validDomains": ["*.ontimesuite.com "*.ontimecalendar. "*.intravision.dk"</pre>	Time calendar with cu ime calendar with cur FFF", htity"], ", com",	rrent team members.	ert your URL
<pre>"description": { "short": "Opens On "full": "Opens OnT }, "accentColor": "#FFF "permissions": ["ide "validDomains": ["*.ontimesuite.com "*.ontimecalendar. "*.intravision.dk"],</pre>	Time calendar with cu ime calendar with cur FFF", ntity"], ", com",	rrent team members."	ert your URL
<pre>"description": { "short": "Opens On "full": "Opens OnT }, "accentColor": "#FFF "permissions": ["validDomains": ["*.ontimesuite.com "*.ontimecalendar. "*.intravision.dk"], "configurableTabs":</pre>	Time calendar with cu ime calendar with cur FFF", ntity"], ", com",	rrent team members."	ert your URL
<pre>"description": { "short": "Opens On "full": "Opens OnT }, "accentColor": "#FFF "permissions": ["validDomains": ["*.ontimesuite.com "*.ontimecalendar. "*.intravision.dk"], "configurableTabs": { "</pre>	Time calendar with cu ime calendar with cur FFF", ntity"], ", com", [rrent team members."	ert your URL
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- The .cmd script also copies config.html to the webservers teams folder: C:\Program Files\Intravision\OnTimeMS-x.x\tomcat\webapps\teams

- From current location mark 'img' folder and "manifest.json" file and zip these.
- Go to your Company MicrosoftOnline Admin URL:
- https://admin.teams.microsoft.com/dashboard

	Microsoft Teams admin center	ρ search ≟ ⊠ ⊚ ?
=		
ŵ	Dashboard	Manage apps
⁴ 4	Teams ~	Control which apps are available to install for people in your organization by allowing and blocking apps. You can also upload,
RR	Users 🗸	approve, an posan control apprinted spectrum (or your organization or the approver, and posant control page) use an app setup policy to pre-install apps for your users. Learn more about managing apps
10	Teams devices \checkmark	
B	Teams apps	Pending approval
1	Manage apps	0 0 Deptoy configure and manage secure and collaborative whiteboards seamlessly to end-to-
·	Permission policies	Judmined Castom eggs Cyboled Castom eggs
	Setup policies	
	Customize store	The app management experience has been redesigned! It's time to migrate your app permission policies. A step-by-step wizard will assist in updating your app availability. Note: You can save your progress, but migration can only be completed one time. Learn more about the new app management experience Get started
8	Meetings ~	
Ţ	Messaging ~	All apps All subscriptions
R.,	Vinina	Browse by Everything ~

- And upload your Zip'ed file you have created earlier.
- And wait while to deployed.
- Now start your Teams App and Click on Teams and + as shown in below figure:



When you are signed into Teams at <u>https://teams.microsoft.com</u>, you may click the '+' sign in one of the Teams menus. Click at the 'OnTime Calendar for Teams Channel'. Click 'Use these settings' and 'Save'.

Click 'OnTime' in the Teams menu to see the OnTime calendar for your team.

	Microsoft Teams	Ľ	Search or type a command
Activity E Chat	Favorites OnTime for Team Test Demo test		ConTime for Team Test > General ··· This team has guests Conversations Files Wiki Meeting Notes OnTime - +
Teams			OnTime [®] I DAG < > 19 - 25. november 2018
Heetings			November <>> Nybegivenhed This Team Create Teams Meeting See Ma Ti On To Fr Lo Sa Ma Ti On To Fr Lo Sa See See See See See See See See See See See See See

Upload of add-ins for OnTime

To add the OnTime add-in into the new Outlook and MS Teams Navigation Panel, login as 'Teams Admin' into <u>https://admin.teams.microsoft.com</u>

In the 'Microsoft Teams Admin Center' choose 'Teams apps/Manage apps' in the lefthand navigation:

\leftarrow	C 🗈 https://admin.teams.microsoft.com/policies/mai	nage-apps	A 🗘 🗘 🧯	· · · ·
	Microsoft Teams admin center	,∕⊃ Search	¥ 📼	©?
=				
ŵ	Manage apps			Actions $ \smallsetminus $
⁴ 2 ⁶	Control which apps are available to install for people in your approve, and publish custom apps made specifically for you use an app setup policy to pre-install apps for your users. In	organization by allowing and blocking apps. You can also upload, r organization to the app store. After managing apps on this page, am more about managing apps.		
Ŕ	use an app setap poney to pre instan apps for your agers, ee			
坮		Featured app		
B	Teams apps	Mural		
	Manage apps Opens your organization's	apps. Enable effortless whiteboarding sessions with this secure, publisher-attested, M365-certified collaboration agent.		
Ţ	Permission policies	00 •••••		
0	Setup policies			
S	Customize store erience has been redesign	ed! It's time to migrate your app permission policies. A step-by-step wizard will migration can only be completed one time. Learn more about the new app	assist in updating your app management experience and the	Continue
٩	time it takes for admin actions to take effect.			
缩				
٢	All apps All subscriptions			
Ē	Browse by Everything ~			
	✓ Allow 🛇 Block ⅔ Add to team 🖉 Customize 2	549 items	Q Search by name	🗱 = 🔅

At the top right corner Click 'Actions' and click 'Upload new app' Select the zip file you made.



\leftarrow	C 👌 https://admin.teams.microsoft.com/policies/manage-apps/8c18b46b-14ac-4a41-98a9-2d5812abb89c					é G	- ~s	
	Microsoft Teams admin center	,			7	. 🖸		?
=	Manage apps \ OnTime							
ŵ	0.7						Actions	~
⁴ 2 ⁴	IntraVision Aps							
٨٩	Supported on ③							
42	Status ()	New version						
∎	Published version	↑ Upload file						
Ħ	1.1.0							
Ţ	App is installed. Manage global app setup policy							
S	By using this app, you and your users agree to the P	rivacy policy and Terms of use.						
٩	About Permissions Plans and pricit	ng Security and compliance						
2 <u>6</u>	App details			^				(
۵	Short name Ca	tegories	Supported on (i)					Ģ
Ē	OnTime		🕼 💁 🕸					Channel and
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To allow or designate users to the OnTime application, a Teams Admin has to setup 'Permission policies' and 'Setup policies' for the OnTime application. In the section 'Permission policies' you designate the users for the application. In the section 'Setup policies' you configure the position of OnTime in the 'Rail' – the lefthand navigation in Teams.

For help regarding details of managing Teams, please refer to: https://learn.microsoft.com/en-us/microsoftteams/teams-overview

OnTime Pollarity - add-in in Outlook

Installation

To get the add-in to work, you need to create a manifest file. You can do this from the 'C:\Program Files\IntraVision\OnTimeMS-x.x\addin-classic-outlook-poll' folder.

Name	Date modified	Туре	Size	
add-url-add-in.cmd	27-08-2021 15:35	Windows Comma	2 KI	3
outlook-poll-manifest.template	27-08-2021 15:35	TEMPLATE File	7 KI	3







Right-click the 'add-url-add-in.cmd' file and choose 'Run as administrator' to start up the process.

Here you type in your OnTime server name (DNS Name – with https!) and the manifest file will be created.

The generated file 'ontime-outlook-poll-manifest.xml' lets you deploy on the admin Office 365 account. Remember to choose "add from file" in the selection, when adding.

Note:

Upload of the zip-file is described in the section Upload of add-ins for OnTime

For more information:

https://support.office.com/en-us/article/Manage-deployment-of-Office-365-addins-in-the-Office-365-admin-center-737e8c86-be63-44d7-bf02-492fa7cd9c3f

Your Outlook, with OnTime Poll-add-in

- visible when you open an incoming mail

18 9 0 ↑	↓ <i>-</i>		t	ester - Message (HTML)				Ŧ	-	o x
File Message	Help Q Tell me what	you want to do								
Image: Constraint of the second se	Reply Reply Forward C	Share to Teams	Move Nove	Assign Policy Po	P Read Immersive Aloud Reader	Translate	Zoom Send to OneNote	OnTime) Insights	
Delete	Respond	Teams Quick Steps	Fal Move	Tags Fy	Editing Immersive	Language	Zoom OneNote	Pollarity Add in	Add-in	^
tester										
Johnny Ar To Bue Gyl	rentz Idenkærne						S Reply	S Reply All	→ Forward ma 06-09-	2021 10:52
Dfette er en test										





OnTime Catering add-in in Outlook

In your OnTime installation files you will find a .cmd file 'add-url-add-in.cmd' in the folder \outlook-catering-add-in

- Run it as 'Administrator'
- you will be asked to enter the name (URL) of your OnTime server

example: https://ontime.example.com

The manifest file 'outlook-catering-manifest.xml' has been created in the '\outlook-catering-add-in' folder. Please copy this file to a temporary folder on your PC where you have access to the Microsoft 365 Admin Center."

For deploying catering-add-in from Microsoft 365 admin centre choose below link:

Integrated apps - Microsoft 365 admin center

In the **Microsoft 365 Admin Center**, go to **Settings** and select **Integrated Apps**. From there, choose **Upload Custom Apps**.





And choose File 'outlook-catering-manifest.xml' and upload it 'App type' as 'office add-in' from below:

	Microsoft 365 admin center	✓ Search		Σ	<u>z</u> h 1	Q	
=	Deploy New App						
2 2 2	Upload custom app	Upload Apps to deploy					
24 45	Users	App type	()				
0	O Deployment	Choose how to upload app					
<u>نې</u>		Upload manifest file (xml) from device					
		choose file from your desktop	Choose File				
		Provide link to manifest file					
		https://	Validate				

After the 'outlook-catering-manifest.xml' file has been deployed, and depending on Microsoft's update cycle, you can launch the Outlook client and search after 'Ontime Catering' add-in.

From the left-hand navigation panel in Outlook, select "Add Apps". In the search field, type "OnTime Catering".

When it appears in the list of available apps, click "Add" to install the "OnTime Catering" add-in.



Logfiles

OnTime, Pollarity Catering, Visitor Logs:

C:\Program Files\IntraVision\OnTimeMS-x.x\tomcat\logs

- in the \logs directory the newest log file from the OnTime application: **ontimegcms.log**
- in the \tomcat\logs directory look for 'pollarity.log', 'catering.log', 'visitor.log'.
- in the\logs\dev directory you will find logfiles for Support from IntraVision

There are many other log files in the tomcatlogs folder. Some of them are Tomcat generated.

commons-daemon, ontimetomcat-stderr and ontimetomcat-stdout are the log files generated by the Tomcat Service. Because Tomcat runs as a service, there is no opened output console, and the ontimetomcat-stderr and ontimetomcatstdout are the files, which capture the console output and they may contain interesting information, especially the ontimetomcat-stderr, which captures errors. The commons-daemon is the logger specially for Tomcat Service and does not contain anything interesting for us.

The following log files are provided by Tomcat by default:

catalina - Tomcat output, similar to ontimetomcat-stderr and ontimetomcatstdout

localhost - Usually of no interest, only when something is really wrong this file may help. ServletAppender logs go here.

localhost_access_log - All requests to the server are logged here

manager - Log for the manager application which is shipped with Tomcat by default

host-manager - Log for the host-manager application which is shipped with Tomcat by default





Trace Communication

A deeper level of error tracing in OnTime can be obtained in the "OnTime Admin Center" – click "Domains", choose your domain for tracing.

In the 'Advanced' section 'Tick' at 'Trace Communication', click 'Save'.

OnTime®		Licensed to OnTime Inc. demo (LS) 115 of 2500 Users in use Perpetual
ONTIME ADMIN CENTER	Save Cancel Register Application Remove	×
DASHBOARD	ADD/EDIT DOMAIN Domain Name Office 365 Users	Domain Disabled
DATABASE	Priority 3	
DOMAINS	Domain Type Office 365	~
GLOBAL SETTINGS	Office 365 Source Proxy Field	Mapping Advanced
USERS	Trace Communication	rease sync time substantially
K GROUPS	Syncronisation Settings	
LEGEND	Streaming subscription start-up threads (?) $6 \stackrel{\wedge}{_{\bigtriangledown}}$	
POLLARITY	Streaming synchronisation threads (?) 5 🗇	

Restart the OnTime Application from the Dashboard.

Remember to untick 'Trace Communication', – click 'Save' and restart the OnTime application when you have obtained the required info. Tracing communication will increase the sync time substantially.

In the C:\Program Files\IntraVision\OnTimeMS-x.x\tomcat\logs directory the trace log is found as the filename starting with ontimetomcat-stdout (current date).

- like

ontimetomcat-stdout.2021-xx-xx.log





ConTime Appendices

OnTime server components and ports









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 URLs
- 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 client for integration with other systems like CRM, HRM or other solutions, is to use custom url's. In the following sections we will show examples from the OnTime Desktop and Mobile client.

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

Parameters:

```
user = " < value> "
value:email
example: user="abc@example.com"
```

```
users = [ <value> ]
value:email
example: users=["abc@example.com","def@example.com"]
```

```
group = " <value> "
value:groupname
example: group="Copenhagen"
```

openitem = {key:value, key2:value2}

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



newitem = {key:value, keyN:valueN}

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

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

view = {key1:value,keyN:valueN}

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

viewstart = " <value> "
value:date (yyyymmdd)
example: viewstart="20240501"







Creating Integrations with OnTime Desktop

Open the desktop client with a specified user selected.

https://otmsdemo.intravision.dk/ontimegcms/desktop?user="bkr@ontime.local"



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

https://otmsdemo.intravision.dk/ontimegcms/desktop?users=["ami@ontime.local","aad@ontime.local"]

List of 'users' mail addresses.

Or	nTime°		/4 • ••	🛔 🛗 1 Week	× ±	Q ? 🌣
<	너 Today Di	Calendar Entry Shared Desk Booking New Mail Print	- (1 +	Search Users	▲ ~ ⅲ 2 0:09
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<u>*</u>	1 1 2 3 4 5 6 7 2 8 9 10 11 12 13 14 15 16 17 18 19 20 21 2 0 20 24 25 26 27 20	Kruger, Barbara Sales DE bkr@ontime.local	1 1 1 1 1 0 0 0 10 11 12 13 14 13	Per	13 14 13 10	05 10 11 12 13 14 13 16
- II	4 22 23 24 25 26 27 28 5 29 30 31 FEBRUARY 2024	Adler, Alfred Sales DE aad@ontime.local				
•	Mo Tu We Th Fr Sa Su 5 1 2 3 4 6 5 6 7 8 9 10 11	Miller, Alex Software update IT UK ami@ontime.local				
	7 12 13 14 15 16 17 18 8 19 20 21 22 23 24 25 9 26 27 28 29 1 2 3					

Open the desktop client with a public group selected

https://otmsdemo.intravision.dk/ontimegcms/desktop?group="All Persons"

GROUP CALENDAR



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	> By Department > Projects Resources	BA Amiel, Barbara Sales DE bam@ontime.local	s.	0	Per	Day off

Open the desktop client with an existing Entry Selected

Example:

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

Open the desktop client creating a new entry

Example:

https://otmsdemo.intravision.dk/ontimegcms/desktop?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"}



GROUP CALENDAR

Intra>ision



Or	nTime®					40	4	1 Week	× ±	Q	?	\$
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*	2 8 9 10 11 12 13 14 3 15 16 17 18 19 20 21	Alex Miller IT UK	Software update	Location	Miami		٩	Resource	8			
	4 22 23 24 25 26 27 28	Alfred Adler Sales DE		Required	bh@ontimecalendar.com ×		Vi	sitor registration				
ılı	FEBRUARY 2024	Alphonse Allais IT France	Design Workshop	Optional					9			
	Mo Tu We Th Fr Sa Su	André Bazin Sales FR	Conf	Start	Mon 13-01-2025 V 15:00 V All day event							
昰	6 5 6 7 8 9 10 11 7 12 13 14 15 16 17 18	BA Barbara Amiel Sales DE	S. .	End	Mon 13-01-2025 V 16:00 V			Find Free time	10			
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		Björk Guðmundsdóttir IT Germany	Grou						11			
	All Persons	Charles Barkley Board		Reminder	Never							
	> MY GROUPS	Chester Bowles Marketing USA	Event co	Show as	Busy				12			
	Y PUBLIC GROUPS	CW Christian Wolff Marketing		Category	Projects ×							
	All Persons > By Department	David Gergen Marketing USA	Event co	Calendar for	Alex Miller ×				13			
	 Projects Resources 	David Sedaris Sales UK	Travel to	Description								
	Rooms > Shared Desks	Dietrich Bonhoeffer IT Germany	Grou	Description					14			
	Test incl Shared mailbox	EH Edmund Hillary Marketing		B I U ab		lo № [D					
		EA Edwin Armstrong Marketing	Lunc	desc					15			
		Elk Black Sales DE							15:0			
		ED Eugène Delacroix Marketing France	Mon						16			

Open the desktop client creating a poll

https://otmsdemo.intravision.dk/ontimegcms/desktop?newpoll={"emails":["mar@example.com","jac@e xample.com"],"subject":"My Test Subject"}





Open the desktop client in a view

Examples:

Person view:



Group view:

https://otmstutorial.intravision.dk/ontimegcms/desktop?view={"view":"days","rowheight":5}&users=["nkr @ontime.local","bkr@ontime.local"]



https://otmstutorial.intravision.dk/ontimegcms/desktop?view={"view":"days","rowheight":3,"units":10,"w eekends":true}&users=["nkr@ontime.local","bkr@ontime.local"]

0	nTime®							<i>i</i> & •	🛔 🛗 10 Days	× ±	0	? 🌣
<	너 Today 더	Calendar Entry Shared	d Desk Booking 🛛 🕲 N	ew Mail 🔘 Print					+	Search Users	1 - 100	0:14
۵۵ ۸۹ ۵۹	JANUARY 2024 < 10 > Mo Tu We Th Fr Sa Su 1 2 3 4 5 6 7 2 8 9 10 11 12 13 14 3 15 17 18 19 20 21	Select All c Alex Miller Department Manager United Kingdom	JANUARY 2024 Tuesday 09 10 11 12 13 14 15 16	17 Wednesday 09 10 11 12 13 14 15 16	18 Thursday 09 10 11 12 13 14 15 16	19 Friday 09 10 11 12 13 14 15 16	20 Sat 21 Su 08 17 08	IN 22 Monday 17 09 10 11 12 13 14 15 16	23 Tuesday 09 10 11 12 13 14 15 16	24 Wednesday 09 10 11 12 13 14 15 16	25 Th 09 10 11 12	nursday 2 13 14 15 16
ılı	4 22 23 24 25 26 27 28 5 29 30 31 FEBRUARY 2024	Barbara Kruger Sales Manager Germany										
<u>₿</u>	Mo Tu We Th Fr Sa Su 5 1 2 3 4 6 5 6 7 8 9 10 11	Nikita Kruschchev Germany										
	7 12 13 14 15 16 17 18 8 19 20 21 22 23 24 25 9 26 27 28 29 1 2 3											



Open the desktop client a certain date with 'viewstart'

Example:

https://otmstutorial.intravision.dk/ontimegcms/desktop?viewstart="20240501"

The view opens with the group recently viewed.



Creating Integrations with OnTime Mobile

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

https://otmsdemo.intravision.dk/ontimegcms/mobile?users=["ami@ontime.local", "aad@ontime.local"]





GROUP CALENDAR



Open the mobile client with a selected group

https://otmsdemo.intravision.dk/ontimegcms/mobile?group="By Department\\France\\Paris\\Sales Fr" Note: The backslashes must be preceded by another backslash as an 'escape' character.





Open the mobile client with an existing Entry Selected

Example:

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

Open the mobile client creating a new entry

Example:

https://otmsdemo.intravision.dk/ontimegcms/mobile?newitem={"required":["bh@ontimecalendar.com"], "subject":"Prep of annual staff ratings", "location":"Miami", "categories":["Projects"], "start":"2025-01-13T14:00:00Z", "end":"2025-01-13T15:00:00Z", "body":"desc","showas":"Busy"

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

〈 Cancel	MEETING Add
Bar bkr@ Sales	bara Kruger
Prep of annua	l staff ratings
Miami	
Start	Wed, 13. jan. 2021 15:00
Ends	Wed, 13. jan. 2021 16:00
All Day	
Invitees	1 Person 📏
Rooms	None 📏
Equipment	None 📏
	Find Free Time
Categories	Projects 📏
Private	
Show As	Busy 📏
desc	





Redirection whitelists

Configure the whitelist to prevent malicious URL redirection

Using malicious redirects is a risk that we recommend organisations take very seriously. OnTime for Microsoft normally only needs to allow for redirection to a very limited number of URLs.

If whitelist is configured, the authentication token will be passed only to the URLs which match the whitelist. If any other redirect URL is passed to the authentication service, the token will not be issued.

In the folder Programdata\Intravision\OnTime\Microsoft you create a file called 'common.ini' and enter your whitelist configuration.

] C:\ProgramData\IntraVision\OnTime\Microsoft								
Name	Date modified	Туре	Size					
.services-configuration	02-01-2020 09:28	SERVICES-CONFIG		0 KB				
💓 common.ini	17-09-2020 09:33	Configuration sett		1 KB				
🗊 ontime.ms.acs.ini	03-07-2020 11:06	Configuration sett		1 KB				
🗿 ontime.ms.auth.ini	03-07-2020 12:47	Configuration sett		1 KB				

The REDIRECT_WHITELIST is used as a prefix. If a redirection starts with a URL from REDIRECT_WHITELIST, then it is allowed.

It means that if common.ini has a single property like this:

REDIRECT_WHITELIST= - it means that all URLs are allowed.

REDIRECT_WHITELIST=https:// - this will allow all https redirects:

If no REDIRECT_WHITELIST is provided in the .ini files, then the Auth services behave exactly as they do now - allow any redirect to happen.

However, these are the misconfigurations.

A correct configuration example could be: REDIRECT_WHITELIST=https://ontime.example.com/ Note: Please insert your relevant URL instead of 'ontime.example.com'

You may add multiple lines with REDIRECT_WHITELIST=



In case an external application is accessing the OnTime server from a browser, standard CORS (Cross-Origin Resource Sharing) rules will apply. To allow these 'third party' requests at the OnTime server a change in the configuration of the Tomcat server is required.

In the folder C:\Program Files\IntraVision\OnTimeMS-x.x/tomcat/conf the configuration is made in the file 'web.xml'.

In the filter section add a 'CorsFilter'. The example below is wide open, should only be used in a development scenario:

```
<filter>
<filter-name>CorsFilter</filter-name>
<filter-class>org.apache.catalina.filters.CorsFilter</filter-class>
<init-param>
<param-name>cors.allowed.origins</param-name>
<param-value>*</param-value>
</filter>
</filter>
<filter-mapping>
<ifilter-name>CorsFilter</filter-name>
<url-pattern>/*</url-pattern>
</filter-mapping>
```

Further information:

https://tomcat.apache.org/tomcat-10.0-doc/config/filter.html#CORS_Filter



SSL certificates for the OnTime Tomcat Server

If the OnTimeTomcat server is required to run on SSL then three certificate files are needed for the Tomcat server.

- 1. ontime-rsa-key.pem
- 2. ontime-rsa-cert.pem
- 3. ontime-rsa-chain.pem

The three files mentioned are in '.pem' format (base64 encoded). The first file contains the server's private key. The second file contains the servers ssl-certificate. The third file contains the signing chain certificates from the 'Root CA' and the 'Intermediate CA'.

In the OnTime installation the three files are mentioned in the server.xml file, placed in: C:\Program Files\IntraVision\Ontime.x.x\tomcat\conf\

Depending on the system where you obtained the SSLcertificate you might get the SSL certificate as a .pfx or .p12 (pkcs12 format) file for the OnTime server.

Generating the OnTime .pem files from the certificate file:

Install the OpenSSL 'command line' tool - may be found from <u>https://wiki.openssl.org/index.php/Binaries</u>

In a command prompt ensure that OpenSSL is working with your certicate file: C:\test>

openssl pkcs12 certs.pfx

- Enter passwords and you should see a list of certificates on the screen.

Retrieve the private key to a file:

openssl pkcs12 -in certs.pfx -out private.pem -nocerts -noenc

Enter Import Password: ***** (Enter) A private password protected .pem file is generated with the private key.

1. Remove the password from the private.pem file and generate the first file for OnTime:

openssl rsa -in private.pem -out ontime-rsa-key.pem

The OnTime-rsa-key.pem file contains the private key without a password.



Example:

-----BEGIN RSA PRIVATE KEY-----MIIEowIBAAKCAQEAi451sXhcxMMBUf96S5kS92HHLmMECAzkOJtTK14o3FnbMWMz RlunTVL0VibOxdBraVfyEY2DbiBnwamHtBx6PEXVmk48AtohoMUWRajW6xQXZ/xa 7oGd6zwnkau9ns04AFXPKfLf2YfD/MbevtU6xhbXKWsjq6kAeQSMF6BbrumJ5uTx 6XT2SnS+z2NL+FmFuwdjnjA1JRbTFgYSII1094K2p1eY3XAz5HUbxK9QsvPmfi9I D/NRmM4sdFYVUxqJxgUju6vY9XRqGids3KcpenQ4R++AJwn5yckIyQAp32ern5vn HDVuqvYnxeV0n4hEe9o2267RhS4NKkQHjsd8/wIDAQABAoIBAH2650XwjoOmvHXH

2. Retrieve the server's certificate, generate the second file for OnTime:

openssl pkcs12 -in certs.pfx -out ontime-rsa-cert.pem -clcerts -nokeys

Option:

Depending on the certificate supplier you may get this file as 'ssl_certificate.crt'. Rename it to 'ontime-rsa-cert.pem'

Example:

-----BEGIN CERTIFICATE-----MIIGLzCCBRegAwIBAgIQCEyp1wG8D7vWyBkyjLso6DANBgkqhkiG9w0BAQsFADBe MQswCQYDVQQGEwJVUzEVMBMGA1UEChMMRG1naUN1cnQgSW5jMRkwFwYDVQQLExB3 d3cuZG1naWN1cnQuY29tMR0wGwYDVQQDExRSYXBpZFNTTCBSU0EgQ0EgMjAxODAe Fw0xOTA0MDEwMDAwMDBaFw0yMTAzMzExMjAwMDBaMBgxFjAUBgNVBAMMDSoub250 aW11MDEuZGswggEiMA0GCSqGSIb3DQEBAQUAA4IBDwAwggEKAoIBAQCLjnWxeFzE

3. Extract the certificate chain, generate the third file for OnTime:

openssl pkcs12 -in certs.pfx -out ontime-rsa-chain.pem -nokeys

An ontime-rsa-chain.pem file is generated with the certificate chain, Root CA and Intermediate CA, base64 encoded.

Option:

If you copy this file into a .crt extension - you may double-click/Open the file to check your 'Certification Path'.

4. The three OnTime .pem files are placed in the folder as referenced in the server.xml file:

C:\ProgramData\IntraVision\OnTimeGCMS\keys\

5. After the update of the key files, restart the Apache Tomcat service



SSL certificates for the OnTime Auth Service

If HTTPS Domain (SSO) authentication is configured – please check the OnTime setup in the 'OnTime Admin Center/Global Settings/Frontend' – a certificate is required for the OnTimeMS Auth service.

You must install a certificate at the Windows server. Acquire an SSL certificate pfx or p12 (pkcs12 format) file for the OnTime server.

 Open a command prompt in administrator mode: Run >certIm

- to open the Microsoft Certificates application for 'Local Computer'.

Right-click 'Personal', choose 'All Tasks/Import'. Click 'Next'. Browse for your SSL certificate file, searching in – Personal Information Exchange (*.pfx,*.p12) files – click 'Open' – click 'Next'. Enter the password for your SSL certificate file, click 'Next' and click 'Finish'. Upon the message 'The Import was successful' – click 'OK'.

Check the imported certificates – click 'Personal/Certificates' in the Certificates application.

 Acquire the thumbprint of the certificate. Expand 'Certificates' – 'Personal' – 'Certificates'. Open the certificate for your server. Choose details – and thumbprint.

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Copy the thumbprint characters into a text editor fx. Notepad. Remove the spaces in between the characters. Copy the characters to the clipboard for use as 'certhash' in the next section.

4. Open a command prompt in administrator mode:

Run 'netsh' with parameters, substitute the value of 'certhash' with your own value. The 'appid' is just a dummy value (needed).

In case you want to change the certificate – delete the old, run: netsh http delete sslcert ipport=0.0.0.0:9443 - and rerun the 'netsh http add' command above with new parameters.

In case you want to show (list) the certificate(s), run: netsh http show sslcert ipport=0.0.0.0:9443

In case you want to add the certificate, run: Note: Run the following three lines as one line in the command prompt:

netsh http add sslcert ipport=0.0.0.0:9443
certhash=5f2072919ce663718a0f57fe7a7d510532d1cd04
appid={00112233-4455-6677-8899-AABBCCDDEEFF}

The response text should show: SSL Certificate successfully added.

At this stage, you have enabled the SSL communication for all Windows web services that need it.



SSL root certificates for the OnTime server

A customer has reported issues with the secure connection from the OnTime server to the Microsoft sites that provide access to the cloud:

https://login.microsoftonline.com https://graph.microsoft.com https://portal.azure.com

The issue turned out to be a missing trusted root certificate in common between the Microsoft site and the Apache Tomcat server used in OnTime.

Example with <u>https://graph.microsoft.com</u>

Obtain the root certificate

Open the site <u>https://graph.microsoft.com</u>

in a web browser

In the URL bar, click the padlock to display the SSL certificate information. Check the root certificate in the 'Certification path' – 'Digicert Baltimore Root' Export the root certificate into a file, C:\tmp\baltimoreca.cer in 'Base-64 encoded X.509' format.

In a text editor check the content of the file – should include 'BEGIN CERTIFICATE' and 'END CERTIFICATE' at the top and bottom.

Import the root certificate

In OnTime's Apache Tomcat server import the root certificate to the java root certificate store, the file 'cacerts'. The tool 'keytool.exe' is used for the import.

The tool to change the 'cacerts' file is 'keytool.exe' it is found in the directory: C:\Program Files\Intravision\OnTimeMS-x.x\jdk\lib\bin

The 'cacerts' file is found in the directory: C:\Program Files\Intravision\OnTimeMS-x.x\jdk\lib\security

Open a command prompt in administrative mode at: C:\Program Files\Intravision\OnTimeMS-x.x\jdk\lib\security





To check the path and functioning of 'keytool.exe' described, try the following command:

List the entries of the certificate store: ...\.bin\keytool.exe -list -cacerts

The fingerprints of the supported root certificates will be listed.

In case you want a further inspection, redirect to a file:

../../bin/keytool.exe -list -cacerts > c:/tmp/cacerts.txt

Add the new root certificate authority:

Adapt the following command to your requirement, **all in one line**, the example input file here mentioned is 'baltimoreca.crt':

```
..\..\bin\keytool.exe -import -keystore cacerts -noprompt -storepass
'changeit' -trustcacerts -alias 'baltimoretrustedca' -file
C:\tmp\baltimoreca.crt
```

The password to the file 'cacerts' is by default 'changeit'.





OnTime Authentication Token

OnTime uses a token system for authentication.

There are no special OnTime username/password as OnTime relies on authentication services to verify the users' identity.

Currently there are the following methods for authentication:

- Domain SSO, which uses identity of a user logged into the Windows domain

- ADFS SSO

- Form based authentication, which passes the credentials to the Exchange server, and checks for the response (multifactor authentication is not supported)

- Mail based authentication, which sends an email to the user's inbox and waits for the user's confirmation

In all cases after the user successfully completes the login procedure (which in SSO solutions may be automated), a Temporary Login Token is generated by the authentication service. Temporary Login Token has a short timespan (30 seconds by default) and is then passed to OnTime which generates the User Token.

The User Token can now be used for further interaction with the system. The User Token has a longer expiration time (1 week by default, it can be configured in the Admin UI) and is renewed every time it is used, so users do not have to login again if they are continuously using OnTime. The User Token is saved in a cookie, so users can continue using OnTime after the browser is reopened.

There is one exception to the above flow: Form based authentication creates a User Token immediately.

The API User can also be used to create a User Token if the Login method is called with the OnBehalfOf rights. The User Token created by the API User is not renewable and should be created again after expiration.

In case the User Token is compromised, then all the currently issued User Tokens for a particular user can be invalidated through the Invalidate Token functionality on the Admin UI.



OnTime Domain Authentication (SSO)

When Windows users have authenticated with the MS AD domain they may access the OnTime web application easily without a login box with password for OnTime. A Windows service "OnTimeMS Auth" is used to authenticate the Windows users access to OnTime.

This domain (SSO) authentication is configured in Global/Backend - <u>Authentication</u> <u>Services.</u>

When the service is installed, it is seen in the list of Windows services with the name 'OnTimeMS Auth'.

Installation of the service:

In the folder C:\Program Files\IntraVision\OnTimeMS-x.x\cmd you will find the command 'ontime.ms.auth-install.cmd'. Run it as an administrator to install the OnTimeMS Auth service.

The OnTimeMS Auth service offers Windows domain logon authentication in the browser. To have SSO, your browser has to trust the OnTime server. For details please have a look at **Browser setup for SSO.**





Customisation of the "OnTimeMS Auth" service

In the folder C:\Program Files\IntraVision\OnTimeMS-x.x\ontime.ms.auth, look for the file 'ontime.ms.auth.ini'. Make a copy of the file to the folder C:\ProgramData\IntraVision\OnTime\Microsoft. In the default setup of a Windows server, the folder 'ProgramData' is normally a 'hidden item'.

The default version of 'ontime.ms.auth.ini' reflects the default parameters in the service:

```
;=THIS IS A COMMENT prepended by ;=
;=VERSION=12.1.0.0multifactor
;=Default settings sample ini file
;=%ProgramData%\IntraVision\OnTime\Microsoft\ontime.ms.auth.ini
;=Multiple values are represented by new lines
;=URL=http://+:9080/ontime/auth.html
;=URL=https://+:9443/ontime/auth.html
;=MAIL ATTRIBUTE=mail
;=AUTH SCHEME implementations Negotiate, Basic, and NTLM
;=AUTH SCHEME=Negotiate
;=AUTH SCHEME=NTLM
;=AUTH SCHEME=Basic
;=Below are optional parameters
;=Note: LDAP URL is the ldap binding url
;=LDAP URL=LDAP://SERVER:PORT/DC=acme,DC=inc
;=Note: Authentication is ADS SECURE AUTHENTICATION thus omitting credentials
implies using calling thread security context
;=LDAP USR=USER NAME
;=LDAP PWD=PASSWORD IN CLEAR TEXT
```

The 'URL' parameters are interrelated. To disable http (port 9080), remove the ';=' characters in front of 'URL=https' to enable 'https', this setting will disable 'http'. Save the file and restart the service.

The three 'AUTH_SCHEME implementations' are enabled by default. To disable for example 'NTLM' you remove the ';=' characters in front of 'Negotiate' and 'Basic'. Save the file and restart the service.

If your OnTime server is not part of the AD (untrusted), you might need the LDAP settings.

The parameter 'LDAP_URL' may be used to address a certain LDAP server and eventually a certain 'OU' in your AD domain.

For authentication, you remove the ';=' characters in front of LDAP_USER and LDAP_PWD and adapt the parameters to your environment.



Browser setup for SSO

In organizations a trusted OnTime server in the 'Local intranet' is configured by a 'Group Policy' at the domain level.

Individual user configuration:

For the Microsoft IE browser, go to Internet Options/Security/Local intranet.

Click "Sites" and "Advanced" to add your OnTime server.

Internet Options ? General Security Security Privacy Content Connections Programs Advanced Select a zone to view or change security settings. Internet Internet Local intranet Trusted sites Restricted Security level for the Internet Outoon Indude all local (intranet) sites Indude all local (intranet) sites Indude all local (intranet) sites Include all network paths (UNC You can add and remove websites from this zone. All websites in Include all network paths (UNC You can add and remove websites from this zone. All websites in Undude all network paths (UNC What are intranet settings? Advanced Add this website to the zone's security settings. Add Websites: Internet OK Cancel Method websites in this zone						
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Custom	Automatically det	ect intranet netwo	rk			
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- To us	Include all site	s that bypass th				
Enable Protect	✓ Indude all net	work paths (UNC	٩	You can add and remove this zone will use the zor	e websites from this zor ne's security settings.	ne. All websites in
Select a zone to view or change security settings. Internet Local intranet Trusted sites Restricted sites Local intranet Loc		Advanced	Add thi	s website to the zone:		
	Reset all zones	to default level	1			Add
			Websit	es:		
			https	//ontime.example.com		Remove
	OK Car	ncel Ap				
			Req	uire server verification (h	ttps:) for all sites in this	zone
						Close

The Chrome and Edge browsers trust your OnTime server because of the setup you made in Internet Explorer.

The Firefox browser is treated differently. In an empty tab of Firefox enter 'about:config' as the URL. Accept the risk and Continue.

In the search field, enter: network.negotiate-auth.trusted-uris

Click Edit and enter the name of your server - e.g. 'ontime.example.com'





ADFS login (SSO)

ADFS login (SSO) in Azure

- 1. Login to <u>https://portal.azure.com</u>
- 2. Click for 'Microsoft Entra ID'
- 3. Click 'Add/Enterprise Application'
- 4. Click 'Create your own application'
- 5. Enter a name for your application
- Choose 'Integrate any other application you don't find in the gallery (Nongallery)'
- 7. Click 'Create'
- 8. Click on 'Properties' in the created Enterprise application
- 9. Check that 'Enabled for users to sign-in', 'Assignment required', 'Visible to users' are set to 'Yes'
- 10. Click on 'Single sign-on' and then 'SAML'
- 11. Click 'Edit' "Basic SAML Configuration" Identifier (Entity ID): <u>https://ontime.example.com/unique_identifier</u> (mark as Default/copy value for later) The unique identifier can be created from <u>https://www.uuidgenerator.net/version1</u> Reply URL: <u>https://ontime.example.com/ontime/acs.html</u> Sign on URL: <u>https://ontime.example.com/ontimegcms/desktop</u> Click 'Save', click the 'X' in the upper right corner.
- 12. Click 'Users and Groups Click 'Add users/group.' The group has to be a Security group Click 'none selected', add users and then click 'Select' Click 'Assign'
- 13. If your UserPrincipalName differs from your email addresses, click on edit 'Attributes & Claims' click on 'Unique User Identifier (Name-ID)' Select 'user.mail' in 'Source attribute' Click 'Save', click the 'X' in the upper right corner.
- 14. Copy "App Federation Metadata Url" in the "SAML Signing Certificate" area 15. Go to the section <u>ADFS at the OnTime server</u>

Note: Only one tenant configuration for ADFS is supported in OnTime.



ADFS login (SSO) on-prem

The OnTime backend software was changed from OnTime ver. 4.1.7 onwards. If you migrate from an earlier version of OnTime, please review the steps below.

Single-sign-on (SSO) for the users of OnTime may be configured through ADFS (Active Directory Federation Services). SSL must be enabled at the OnTime server.

Configuration steps:

1. Creation of RPT, 'Relying Party Trusts' in AD FS Management. Open 'AD FS Management'.

Click 'Add Relying Party Trust' in the right-hand navigation

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AD FS	AD FS	Actions
Service		AD FS
Trust Relationships Claims Provider Trusts	Overview	Add Relying Party Trust
Relying Party Trusts	AD FS provides single sign on (SSO) access for client computers.	Add Claims Provider Trust
Attribute Stores	Learn More	Add Attribute Store
Authentication Policies	Configuring Trust Relationships	Edit Federation Service Properti
	Configuring Authentication Policies	Edit Published Claims
	Troubleshooting AD FS	Revoke All Proxies
	AD FS Help	View 🕨
		New Window from Here
		Q Refresh
		Z Help
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Enter data about the relying party:

- Display Name: OnTime GC AD FS profile Skip 'Optional token encryption certificate'.
- 1.2 Check 'Enable support for the SAML 2.0 WebSSO protocol' 'Relying party SAML 2.0 SSO service URL' (Endpoint). Example: <u>https://ontime.example.com/ontime/acs.html</u>





- 1.3 Add the "Relying party trust identifier" (Identifier). Example: <u>https://ontime.example.com/ontime/acs.html</u>
- 1.4 Choose "I do not want to configure multi-factor authentication settings for this relying party trust at this time".
- 1.5 Choose "Permit all users to access this relying party".
- 1.6 Check "Open the Edit Claim Rules dialogue ...".
- 1.7 Close
- 1.8 Take a note of the Identifier
- 1.9 Edit Claim Rules

Add Rule... Claim rule template: Send LDAP Attributes as Claims Claim rule name, e.g., Email Attribute store: Active Directory Mapping of LDAP attributes to outgoing claim types LDAP Attribute: E-Mail-Addresses Outgoing Claim Type: Name ID

\$	Add Transform Claim Rule Wizard	x
Configure Rule		
Steps Choose Rule Type Configure Claim Rule	You can configure this rule to send the values of LDAP attributes as claims. Select an attribute store from which to extract LDAP attributes. Specify how the attributes will map to the outgoing claim types that will be issued from the rule. Qaim rule name: Email Email Rule template: Send LDAP Attributes as Claims Attribute glore: Active Directory Active Directory V Mapping of LDAP attributes to outgoing claim types: Dut patributes to outgoing claim types: LDAP Attribute (Select or type to add more) V Machael Select or type to add more) V	
	< Previous Finish Cancel	



ADFS - at the OnTime server

Customisation of 'OnTime ACS' is done by copying the file 'ontime.ms.acs.ini' from the folder:

C:\Program Files\Intravision\OnTime-x.x\ontime.ms.acs

to the folder C:\ProgramData\IntraVision\OnTime\Microsoft.

The folder 'ProgramData' is by default a hidden item in 'Windows Explorer'.

The default version of 'ontime.ms.acs.ini' reflects the default parameters in the service code, replace with your own IDs:

Cloud setup:

```
;=THIS IS A COMMENT prepended by ;=
;=VERSION 13.0.0.0
;=Default settings sample ini file
;=%ProgramData%\IntraVision\OnTime\Microsoft\ontime.ms.acs.ini
APP_ID_URI=https://ontime.example.com
;=Enter link here or download the file manually, name it FederationMetadata.xml and
place it in this folder
FEDERATION_METADATA_URL=https://login.microsoftonline.com/b24bc1f9-4f5b-4959-87d6-
43b68225381d/FederationMetadata/2007-06/FederationMetadata.xml?appid=667cdd71-cde5-
4c36-9e9e-25918aa22574
;=In case you use proxy, uncomment following lines and provide the correct values:
;=PROXY_HOST=proxy.mydomain.dk
;=PROXY_PORT=1256
```

If you are running on-prem, you need to change it to:

```
;=THIS IS A COMMENT prepended by ;=
;=VERSION 13.0.0.0
;=Default settings sample ini file
;=%ProgramData%\IntraVision\OnTime\Microsoft\ontime.ms.acs.ini
APP_ID_URI=https://ontime.example.com
;=Enter link here or download the file manually, name it FederationMetadata.xml and
place it in this folder
FEDERATION_METADATA_URL=https://fs.example.com/FederationMetadata/2007-
06/FederationMetadata.xml
;=In case you use proxy, uncomment following lines and provide the correct values:
;=PROXY_HOST=proxy.mydomain.dk
;=PROXY_PORT=1256
```

From your note of the Identifier, adapt the ini file accordingly:

The parameter 'APP_ID_URI' should reflect your OnTime application Identifier.

Note: Using the 'OnTimeMS ACS' service requires an SSL certificate for the OnTime server from a publicly trusted certification authority. Establishing an SSL certificate for the OnTime Server is described in the Appendix <u>SSL</u> <u>certificates for the OnTime Tomcat Server.</u>


Whitelist

In the folder C:\ProgramData\Intravision\OnTime\Microsoft\ - you may add a text file 'common.ini' to control redirection from the OnTime server. A missing file allows any redirection.

The common.ini file controls redirection for all auth-methods.

Entries in the common.ini file can be:

REDIRECT_WHITELIST=https://example1.com or REDIRECT_WHITELIST=https://ontime.example1.com

More entries require more lines like

REDIRECT_WHITELIST=https://example2.com





SQL Server network protocol setup

At the SQL Server open the 'SQL Server 201X Configuration Manager'.

In the 'Network Configuration' section, choose 'Protocols', right-click TCP/IP and choose 'Enable'. Click 'OK'.

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 SQL Server Configuration Manager (Local) SQL Server Services SQL Server Network Configuration (32bit) SQL Native Client 11.0 Configuration (32bit) SQL Server Network Configuration SQL Server Network Configuration Protocols for SQLEXPRESS SQL Native Client 11.0 Configuration 	Protocol Name Shared Mem Named Pipes	ory s	Status Enabled Disabled			
		Enabl Disab	le le			
		Help	erties			

Right-click TCP/IP and choose properties.

Click 'IP Addresses'.

Scroll down to the bottom and enter the value 1433 in the field 'TCP Port'.

Click 'OK'.

Restart the SQL Server Service!





External access to OnTime

In the following scenarios, OnTime is installed on a server in the internal network.

Scenario 1

If there already is a working VPN solution with reference to the internal DNS, access to OnTime will work right away.

Scenario 2

A reverse proxy server may be installed in the DMZ and configured for access to the internal OnTime server.

Note: The OnTime authentication method 'HTTP(S) Domain (SSO)' is not supported through a reverse proxy.

OnTime desktop and mobile clients require the following two URL's working both from the internal net and externally from the internet: <u>https://ontime.example.com/ontimegcms/desktop</u> https://ontime.example.com/ontimegcms/mobile

Note: Please insert your relevant URL instead of 'ontime.example.com'.

The external URL should be registered in your external DNS. In your internal DNS, the OnTime server should be added as an alias for the ontimehostname of your internal DNS reference.

Example of configuration:



In the example, the proxy server has the virtual server definition – 'ontime.example.com'

- the OnTime server has the hostname - 'ontime-hostname.example.com'



The hostname 'ontime.example.com' is a virtual hostname that the clients reference both externally and internally.

The port 443 is open from the proxy server to the internal OnTime server in the firewall.

Note: It is a requirement that the internal OnTime server has an SSL certificate installed – refer to the section **SSL certificates for the OnTime Tomcat Server**

Note: After the installation of the SSL certificate, it is required to change the authentication of clients to https – refer to the section <u>Authentication</u>.

Reverse Proxy

In this example, an Apache 2.4 HTTP server is used as a proxy server in the DMZ.

The package 'httpd-2.4.58-win64-VS17.zip' – with OpenSSL version 3.1.3 - may be downloaded from:

https://www.apachelounge.com/download/#google_vignette

Extract the zipped package to C:\ The Apache server files are extracted to the folder C:\Apache24

To enable the Apache server as a Windows service:

Open a command prompt as the administrator:

cd C:\Apache24\bin

> httpd.exe -k install

Running this command might request you to install 'Visual C++ Redistributable' from Microsoft.

Among the Windows 'Services' you will see a new service 'Apache2.4'.



The configuration is done in the file C:\Apache24\conf\httpd.conf

In the example below:

- the Apache modules should be enabled by removing the hash characters
- the Server name (FQDN) is 'ontime.example.com', the external virtual website.
- the generation of the two certificate files referenced are described in more detail in

SSL certificates for the OnTime Tomcat Server

- the ProxyPass statements include the FQDN of the internal OnTime server.

Virtual server configurations are added at the end of the file C:\Apache24\conf\httpd.conf. Adjust the settings to your server environment:

Enable the following modules by removing the leading hash characters #LoadModule rewrite_module modules/mod_rewrite.so #LoadModule proxy_module modules/mod_proxy.so #LoadModule proxy_http_module modules/mod_proxy_http.so #LoadModule ssl_module modules/mod_ssl.so #LoadModule http2_module modules/mod_http2.so ### Enable the following http/https ports if not already enabled above, by removing the leading hash character #Listen 80 http #Listen 443 https ### Handle OnTime Group Calendar request from incoming host "ontime.example.com" to "ontimehostname.example.com" <VirtualHost *:80> ### This virtual server is redirecting from http to https ServerName ontime.example.com ProxyPreserveHost on ProxyRequests Off RewriteEngine on RewriteCond %{HTTPS} !=on RewriteRule ^/?(.*) https://%{SERVER_NAME}/\$1 [R,L] </VirtualHost> <VirtualHost *:443> ### This virtual server is mapping request for the main OnTime web applications to the OnTime Tomcat server ### Authentication 'Form-Based - Pass-through' ### Authentication 'HTTP(S) Mail Auth' ### Authentication 'HTTP(S) ADFS (SSO)' ### Authentication.'HTTP(S) Domain (SSO)' is not supported through the proxy!!! ServerName ontime.example.com Protocols h2 http/1.1 ProxyPreserveHost on ProxyRequests Off SSLEngine on SSLProxvEngine on SSLCertificateFile "C:\Apache24\keys\ontime-rsa-chain.pem" SSLCertificateKeyFile "C:\Apache24\keys\ontime-rsa-key.pem" SSLProtocol -all +TLSv1.2 +TLSv1.3 <Location "/"> ProxyPass https://ontime-hostname.example.com/ ProxyPassReverse https://ontime-hostname.example.com/ </Location> #ErrorLog logs/ontime443_error.log #CustomLog logs/ontime443_access.log common </VirtualHost>



If you want to use the proxy server for other purposes than OnTime you may add other virtual host definitions with their own DNS names, registered in the external DNS service. But beware that the Apache HTTP server defaults to the first listed virtual server definition - if it is not able to parse the URL.

The line 'ProxyPassReverse' preserves the URL seen in the browser.

An SSL certificate has been added to the proxy server. In this setup, a star certificate was chosen, for both the proxy server and the internal OnTime server.

An ip reference to the internal OnTime server, 'ontime-hostname.example.com' has been added to the 'hosts' file at C:\Windows\System32\drivers\etc of the proxy server (no DNS in the DMZ).

Access to OnTime - only through the reverse proxy

In case OnTime is deployed in a way that it can only be accessed through the reverse proxy, then the setup can be simplified.

It may be decided that the reverse proxy does the SSL offloading. Then the internal OnTime Tomcat server does not need to have the .pem files installed.

Note: The authentication choice of 'HTTP(S) Domain (SSO)' is not supported with the reverse proxy server for external access.

The reverse proxy needs to proxy one to two addresses, depending on which authentication method is used.

The OnTime Tomcat server by default runs on ports 80, 8080, 8443, 443 (if .pem files are present). The reverse proxy can be configured to proxy the calls to port 8443 – recommended, or 8080.

```
Example configuration:
<VirtualHost *:443>
### This virtual server is addressing the main OnTime application on Tomcat
### Authentication 'Form-Based - Pass-through'
### Authentication 'HTTP(S) Mail Auth'
### Authentication 'HTTP(S) ADFS (SSO)'
         ServerName ontime.example.com
         ProxyPreserveHost on
         ProxyRequests Off
         SSLEngine on
         SSLProxyEngine on
         SSLCertificateFile "C:\Apache24\keys\ontime-rsa-chain.pem"
         SSLCertificateKeyFile "C:\Apache24\keys\ontime-rsa-key.pem"
         SSLProtocol -all +TLSv1.2 +TLSv1.3
         <Location "/">
                  ProxyPass https://ontime-hostname.example.com:8443/
                  ProxyPassReverse https://ontime-hostname.example.com:8443/
         </Location>
         #ErrorLog logs/ontime443_error.log
         #CustomLog logs/ontime443_access.log common
</VirtualHost>
```



Mapping of directory fields

*The OnTime application looks for the UPN in the AD for the presence of 'mail OR email OR emailaddress' in this order.

OnTime Admin	EWS	AD
Upn *	EmailAddress.Address	mail OR email OR emailaddress
DisplayName	EmailAddress.Name	displayName
CompanyName	CompanyName	company
BusinessCity	PhysicalAddressDictionary[Business].City	
BusinessState	St	st
BusinessCountryOrRegion	PhysicalAddressDictionary[Business].CountryOrRegion	со
BusinessPhone	PhoneNumberDictionary[BusinessPhone]	telephoneNumber
MobilePhone	PhoneNumberDictionary[MobilePhone]	mobile
Department	Department	Department
JobTitle	JobTitle	title
OfficeLocation	OfficeLocation	physicalDeliveryOfficeName
PhoneticDisplayName		msds-phoneticdisplayname
Capacity	(Graph call /places/microsoft.graph.room) capacity	msExchResourceCapacity
Building	(Graph call /places/microsoft.graph.room) building	
Floor	(Graph call /places/microsoft.graph.room) floorNumber	
ExtensionAttribute1		ExtensionAttribute1
ExtensionAttribute2		ExtensionAttribute2
ExtensionAttribute3		ExtensionAttribute3
ExtensionAttribute4		ExtensionAttribute4
ExtensionAttribute5		ExtensionAttribute5
ExtensionAttribute6		ExtensionAttribute6
ExtensionAttribute7		ExtensionAttribute7
ExtensionAttribute8		ExtensionAttribute8
ExtensionAttribute9		ExtensionAttribute9
ExtensionAttribute10		ExtensionAttribute10
ExtensionAttribute11		ExtensionAttribute11
ExtensionAttribute12		ExtensionAttribute12
ExtensionAttribute13		ExtensionAttribute13
ExtensionAttribute14		ExtensionAttribute14
ExtensionAttribute15		ExtensionAttribute15



Configuring private settings for Rooms

Overview

In response to feedback regarding the visibility of meeting subjects in rooms designated for private meetings, OnTime developers recommend a specific configuration to ensure the privacy of such meetings. By default, the privacy setting of incoming meeting requests for a room is deactivated upon booking, making the meeting visible to others. This section provides guidance on how to maintain the privacy of meetings within OnTime.

Procedure

To uphold the privacy settings of a room, ensuring that meetings designated as private remain private, administrators should execute a PowerShell command. This command explicitly retains the private status of meetings, preventing unauthorized visibility of the meeting's subject to other users.

Required Command

Utilize the following PowerShell command to preserve the privacy settings of a room:

Set-CalendarProcessing -Identity "Room" -RemovePrivateProperty \$False

Replace "Room" with the actual name of the resource (room) you intend to configure. This command prevents the clearing of the private flag on incoming meeting requests for the specified room, thereby ensuring the meetings stay private as intended.

Important Notes

Execution Rights: Ensure you have the appropriate administrative rights to execute PowerShell commands within your OnTime environment.

Identity Parameter: The Identity parameter uniquely identifies the room whose settings you wish to configure. It should be replaced with the name of the room as recognized by OnTime.

Impact of the Command: This configuration affects all future meeting requests for the specified room, ensuring their private status is maintained upon booking.

Reference

For further details on the Set-CalendarProcessing command and its parameters, please consult the Microsoft PowerShell documentation: Ref: <u>https://learn.microsoft.com/en-us/powershell/module/exchange/set-</u> calendarprocessing?view=exchange-ps

