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## for Microsoft

**Installation & Configuration Manual**  
**OnTime® for Microsoft version 6.3.x**

**Revision 16**

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OnTime is a registered Japanese trademark (#5569584). The trademark is registered with the Japan Patent Office

**OnTime® for Microsoft**

## Installation Manual

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

# Table of Contents

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<b>About OnTime® for Microsoft</b>	<b>6</b>
<i>OnTime API</i> .....	7
<i>Polarity</i> .....	7
<i>Catering</i> .....	7
<i>Visitor</i> .....	7
<b>Structure of the technical part of this manual</b> .....	<b>8</b>
<b>Preparing the new OnTime installation</b> .....	<b>9</b>
<i>OnTime Topology</i> .....	9
<i>Server requirements</i> .....	10
<i>Ports for Microsoft 365</i> .....	11
<i>Ports for Exchange on-premises</i> .....	11
The ports for the Exchange server must be open for port 443.....	11
<i>Prerequisites</i> .....	12
External access to OnTime .....	12
User requirements .....	13
<i>Supported internet browsers</i> .....	13
<i>OnTime Mobile add-on requirements</i> .....	14
License key .....	15
<b>OnTime Installation</b> .....	<b>16</b>
<i>Quick installation</i> .....	17
<i>Installing the SQL Server Express</i> .....	17
<i>Install OnTime</i> .....	19
<i>Manual installation</i> .....	21
<i>Command-line scripts</i> .....	21
<i>Create the OnTime database at the SQL server</i> .....	22
<i>Polarity</i> .....	32
<i>Catering</i> .....	34
<i>Visitor</i> .....	36
<i>OnTime Server</i> .....	38
<i>OnTime addon products</i> .....	38
<i>Database</i> .....	39
<i>Local SQL server</i> .....	39
<i>External SQL server, same Windows domain</i> .....	40
<i>External SQL server, outside the Windows domain</i> .....	40
<b>OnTime Configuration</b> .....	<b>41</b>
<i>OnTime Setup</i> .....	41
<i>License key</i> .....	45
<i>Domains</i> .....	46
<i>Authentication</i> .....	46
<i>Add Domain</i> .....	47
<i>Introducing the OnTime Subscription Hub</i> .....	52
<i>Subscription Hub Topology</i> .....	52
<i>Why the Subscription Hub?</i> .....	52

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<i>Register Subscription Hub in “Microsoft Entra ID”</i> .....	54
<i>Subscription Hub “otSubHub” Installation and Configuration Steps</i> .....	56
<i>Upgrading Subscription Hub (otSubHub)</i> .....	59
<i>Configuring the Subscription Hub in OnTime Admin</i> .....	60
<b>On-Premises configuration</b> .....	62
<i>Source</i> .....	65
<i>Source, LDAP</i> .....	67
<i>Field Mapping</i> .....	69
<i>Add/Edit Domain - Advanced</i> .....	70
<i>Synchronisation settings</i> .....	70
<i>Global Settings</i> .....	72
<i>Name Formats</i> .....	85
<i>Name Formats/Advanced</i> .....	86
<i>Default Settings</i> .....	87
<i>Roles</i> .....	95
<b>Users</b> .....	98
<i>Members</i> .....	98
<i>API Users</i> .....	104
<i>Combined Rooms</i> .....	105
<b>Groups</b> .....	106
<i>Directory Groups</i> .....	106
<i>Static Groups</i> .....	107
<i>Dynamic Groups</i> .....	109
<i>Linked AD Groups</i> .....	111
<b>Legend</b> .....	113
<i>Definition</i> .....	115
<i>Appearance</i> .....	116
<i>Importance</i> .....	116
<i>Languages</i> .....	116
<b>Polarity</b> .....	117
<i>Configuration of Polarity</i> .....	118
<b>Catering</b> .....	119
<i>Administering Catering</i> .....	120
<i>URLs for ‘Catering Manager’</i> .....	121
<b>Visitor</b> .....	122
<b>OnTime User – Calendar</b> .....	<b>124</b>
<i>OnTime client Web Desktop</i> .....	124
<i>OnTime client Web Mobile</i> .....	125
<b>Add-ins for OnTime</b> .....	<b>126</b>
<i>Add-in for OnTime New Outlook and in MS Teams Navigation Panel</i> .....	127
<i>User setup for Teams Channels</i> .....	128
<i>Upload of add-ins for OnTime first time</i> .....	130
<i>Upload of add-ins for OnTime, Upgrade</i> .....	131
<i>How to add OnTime to a Teams Shared Channel</i> .....	133
<i>OnTime Polarity - add-in in Outlook</i> .....	135
<i>Your Outlook, with OnTime Poll-add-in</i> .....	135
<i>OnTime Catering add-in Outlook</i> .....	136
<b>Logfiles</b> .....	<b>138</b>
<i>OnTime, Polarity Catering, Visitor Logs</i> .....	138

<b>Appendices .....</b>	<b>140</b>
OnTime server components and ports .....	140
Integrating OnTime Group Calendar with other systems .....	141
Integrating and launching OnTime from other solutions using custom URLs .....	141
Creating Integrations with OnTime Desktop .....	143
<i>Open the desktop client with a specified user selected.</i> .....	143
<i>Open the desktop client with a public group selected.</i> .....	144
<i>Open the desktop client creating a new entry.</i> .....	145
<i>Open the desktop client creating a poll</i> .....	146
<i>Open the desktop client in a view.</i> .....	147
<i>Open the desktop client a certain date with ‘View start’</i> .....	148
<i>Open the mobile client with a selected group</i> .....	148
<i>Open the mobile client with an existing Entry Selected</i> .....	149
Redirection whitelists .....	151
CORS .....	152
SSL certificates for the OnTime Tomcat Server .....	153
SSL certificates for the OnTime Auth Service .....	155
SSL root certificates for the OnTime server .....	157
OnTime Authentication Token .....	159
OnTime Domain Authentication (SSO) .....	160
Customisation of the “OnTimeMS Auth” service .....	161
Browser setup for SSO .....	162
ADFS login (SSO) .....	163
Whitelist .....	167
SQL Server network protocol setup .....	168
External access to OnTime .....	169
Mapping of directory fields .....	174
Configuring private settings for Rooms .....	175

# About OnTime® for Microsoft

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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 – Licensed 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](#)

## OnTime API

If you have developed calendar applications based on the OnTime API v1, you must adapt the applications to API v3.

OnTime API ver. 1 is no longer supported. Documentation for OnTime API v3 is available from [www.ontimesuite.com](http://www.ontimesuite.com) upon request.

## Polarity

Polarity 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

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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 2019/2022 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 Centre’ with the ‘Dashboard’ for stopping and starting the different processes in the backend
- configuration of user synchronisation
- different types of groups of users.

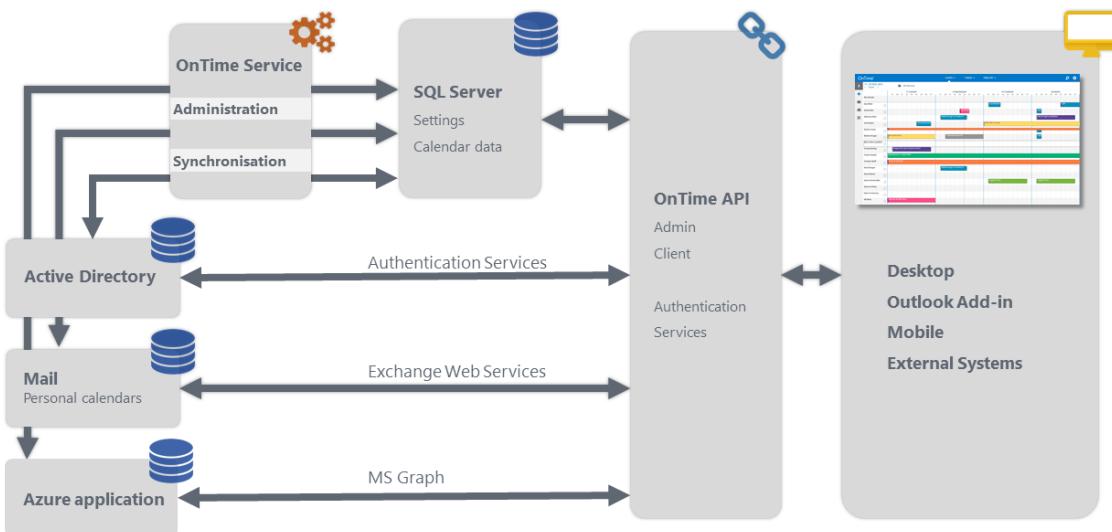
## **OnTime clients**

- 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 2019/2022 with Microsoft SQL Server® 2019/2022 Express
- Windows Server 2019/2022 with Microsoft SQL Server® 2019/2022

For small and medium-sized installations of OnTime, you can use Microsoft SQL Server® 2019/2022 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:

<https://learn.microsoft.com/en-us/sql/sql-server/editions-and-components-of-sql-server-2019?view=sql-server-ver15&preserve-view=true>

### 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 Microsoft 365**

If OnTime configuration for Microsoft 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

## 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. (Caution: Recommended only for test or isolated installations)

### **SQL Server 2019/2022 Express or an existing MS SQL Server must be available.**

The SQL Server Express may be downloaded from Microsoft. It is free.

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

Note: Microsoft mainstream support for SQL Server 2016 ended in July 2022.

### **SQL Server Express Limitation**

Maximum Database Size	10 GB
Compute Capacity	1 socket or 4 cores
Maximum Memory	1 GB

### **Create a user for OnTime in Exchange/Microsoft 365**

Mailbox user (minimum type 1, if in Microsoft 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, Catering and Visitor manager clients:

Refer to [OnTime client Web Desktop](#)

- the following browsers are supported:

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

For the admin client

- the following browsers are supported:

	Chrome (Latest)	Safari (Latest)	Firefox (Latest)	Edge Chromium (Latest)
Windows	Supported	Not Supported	Not Supported	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:

	<b>Chrome (Latest)</b>	<b>Safari (Latest)</b>
<b>Android (14 and later)</b>	Supported	
<b>iOS (18 and later)</b>	Supported	Supported

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

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

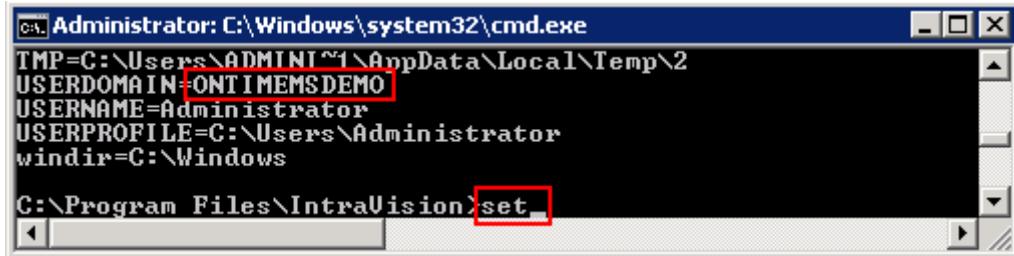
## License key

- 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 [www.ontimesuite.com](http://www.ontimesuite.com).

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=ONTIMEMSDEMO
USERNAME=Administrator
USERPROFILE=C:\Users\Administrator
windir=C:\Windows
C:\Program Files\IntraVision>set
```

- b. OnTime 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 [www.ontimesuite.com](http://www.ontimesuite.com).

# OnTime Installation

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

## Quick installation

The simplified installation procedure of installing OnTime

- with a local, silent installation of the MS SQL Server 2019/2022 at 'C:\Program Files'
- one 'install' command file that in turn creates a database for OnTime, and installs Windows services for OnTime

Microsoft SQL Server 2019 Express with scripts for a silent install may be downloaded from this download link:

[SQL Server 2019 Express](#)

An MS SQL Server 2022 Express with scripts for a silent install may be downloaded from this download link:

[SQL Server 2022 Express](#)

The tool to inspect the databases in the Microsoft 'SQL Server Management Studio' (SSMS). Currently, a link to download the tool from Microsoft:

<https://docs.microsoft.com/en-us/sql/ssms/download-sql-server-management-studio-ssms>

**Note:** Run the SSMS tool as an administrator to obtain the required permissions to run queries against the OnTime database.

## Manual installation

This method applies when you need to configure custom settings applicable if you need to be able to configure custom settings for the SQL server.

Please refer to the [Manual installation](#).

## Quick installation

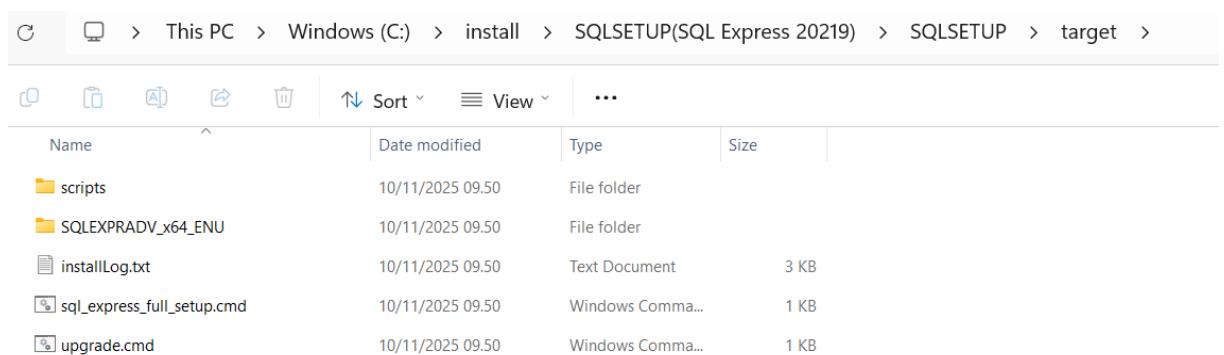
Quick installation expects:

- 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 [SQL Server 2019 Express](#)



Name	Date modified	Type	Size
scripts	10/11/2025 09:50	File folder	
SQLEXPRAADV_x64_ENU	10/11/2025 09:50	File folder	
installLog.txt	10/11/2025 09:50	Text Document	3 KB
sql_express_full_setup.cmd	10/11/2025 09:50	Windows Comma...	1 KB
upgrade.cmd	10/11/2025 09:50	Windows Comma...	1 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.

### 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

Extract the file downloaded from [SQL Server 2022 Express](#)

.Server2022-x64-ENU-Expr > SQLServer2022-x64-ENU-Expr >			
Name	Date modified	Type	Size
1033_ENU_LP	12-01-2026 10:44	File folder	
redist	12-01-2026 10:45	File folder	
resources	12-01-2026 10:45	File folder	
Tools	12-01-2026 10:45	File folder	
x64	12-01-2026 10:45	File folder	
autorun.inf	08-10-2022 16:39	Setup Information	1 KB
MediaInfo.xml	08-10-2022 18:20	XML Document	1 KB
setup.exe	08-10-2022 16:39	Application	130 KB
setup.exe.config	08-10-2022 16:39	CONFIG File	1 KB
setup_silent.bat	10-01-2026 15:48	Windows Batch File	1 KB
SqlSetupBootstrapper.dll	08-10-2022 16:39	Application extens...	226 KB

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

Run the command:

**setup\_silent.bat**

This command will silently install the SQL server.

A log file, during installation is created in the folder: 'C:\Program Files\Microsoft SQL Server\160\Setup Bootstrap\Log'

### Result:

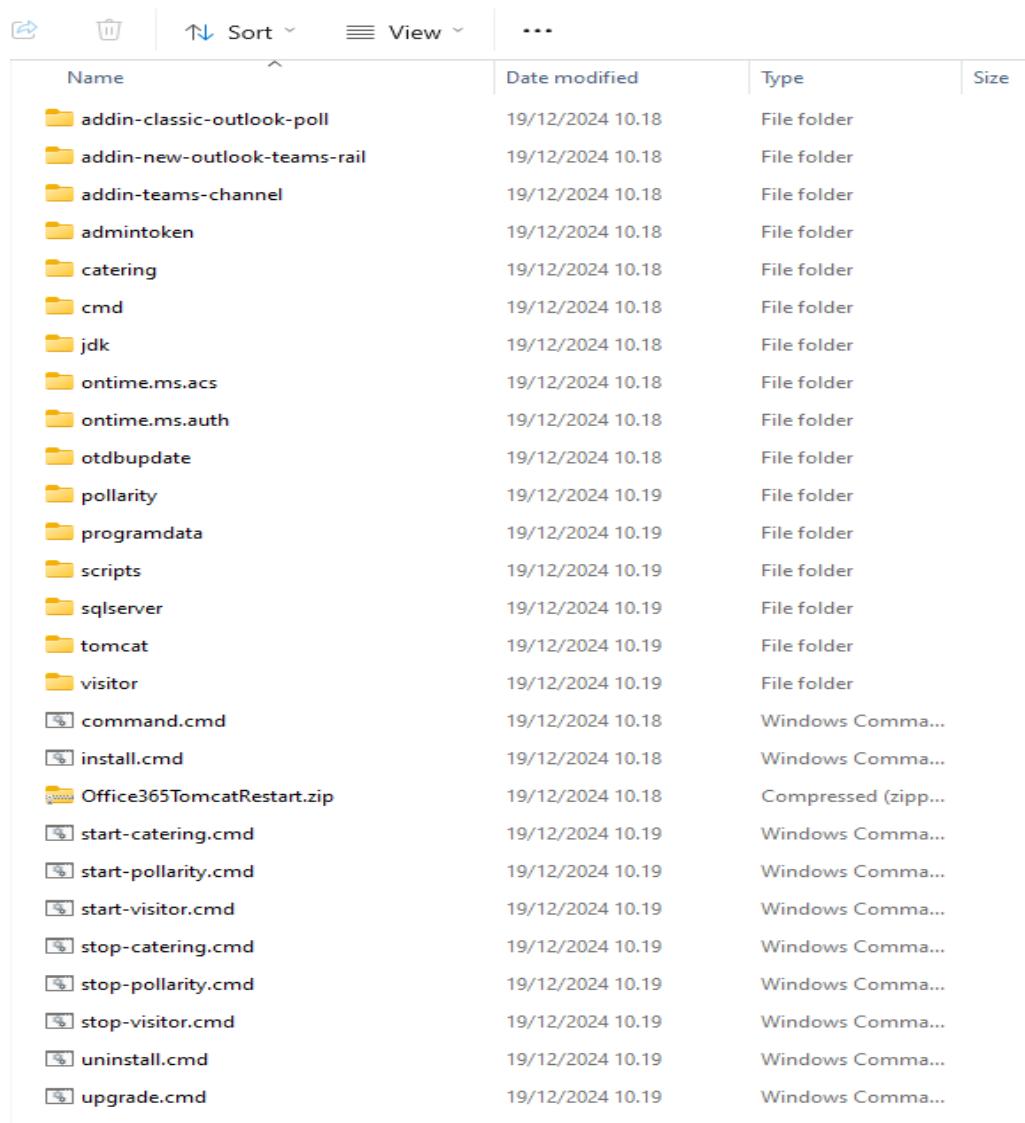
The SQL Server is installed in the default path, C:\Program Files\Microsoft SQL Server.

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 Files > IntraVision > OnTimeMS-xx >



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	
catering	19/12/2024 10.18	File folder	
cmd	19/12/2024 10.18	File folder	
jdk	19/12/2024 10.18	File folder	
ontime.ms.acs	19/12/2024 10.18	File folder	
ontime.ms.auth	19/12/2024 10.18	File folder	
otdbupdate	19/12/2024 10.18	File folder	
polarity	19/12/2024 10.19	File folder	
programdata	19/12/2024 10.19	File folder	
scripts	19/12/2024 10.19	File folder	
sqlserver	19/12/2024 10.19	File folder	
tomcat	19/12/2024 10.19	File folder	
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...	
Office365TomcatRestart.zip	19/12/2024 10.18	Compressed (zipp...	
start-catering.cmd	19/12/2024 10.19	Windows Comma...	
start-polarity.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-polarity.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

5. It will install the Tomcat server for OnTime.  
Windows service – ‘Apache Tomcat x.x OnTimeTomcat’
6. It will create a database, ‘polarity’ for Polarity
7. **Note:** Polarity has an optional License.
8. It will create a database, ‘catering’ for Catering
9. It will create a database, ‘visitor’ for Visitor

**Note:** Polarity, Catering, Visitor has each an optional License.

Proceed to [OnTime Configuration](#)

## Manual installation

All components can be configured after completing the Quick installation.  
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.

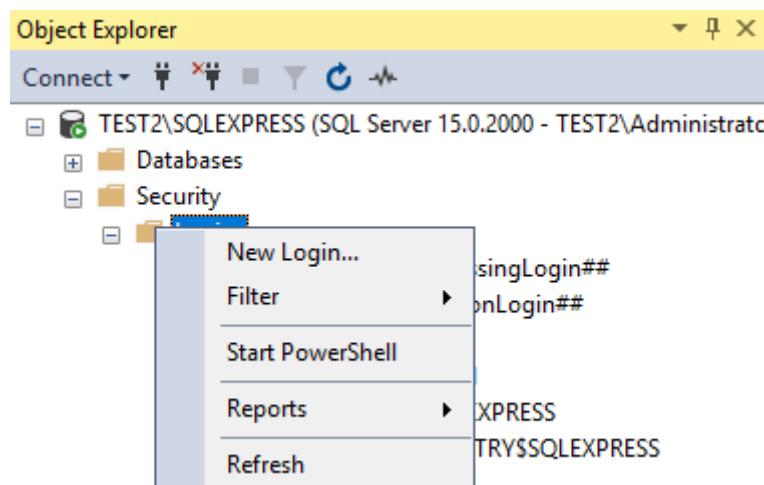
Refer to the [SQL Server network protocol setup](#)

‘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, an administrative user 'BUILTIN\Administrators' is required with the database role 'db\_owner'.

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

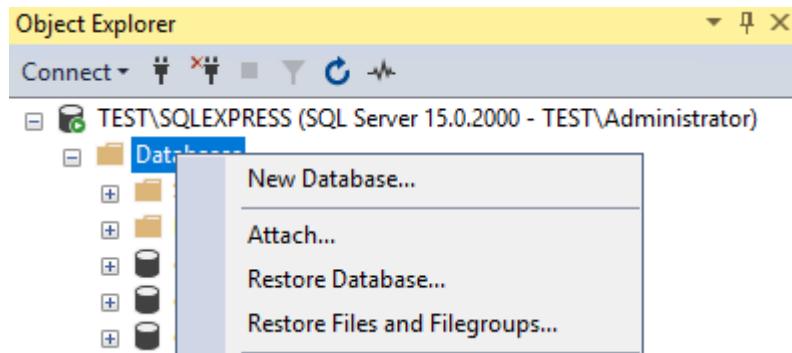


Enter the login name 'BUILTIN\Administrators'

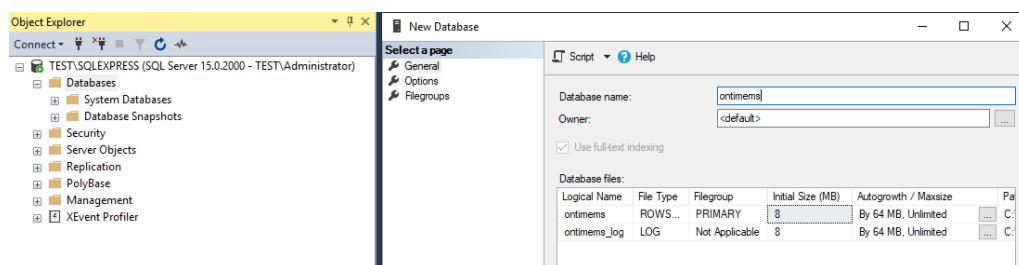
Click 'OK'

## 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'



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))*  X  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
***** Object: Schema [api]  Script Date: 01/06/2018 15.19.05 *****/
CREATE SCHEMA [api]
GO
GRANT EXECUTE ON SCHEMA::[api] TO [api_role] AS [dbo]
GO
```

Two methods are possible to create the tables in the database ‘ontimems’, in SSMS or in the command-line.

1. 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

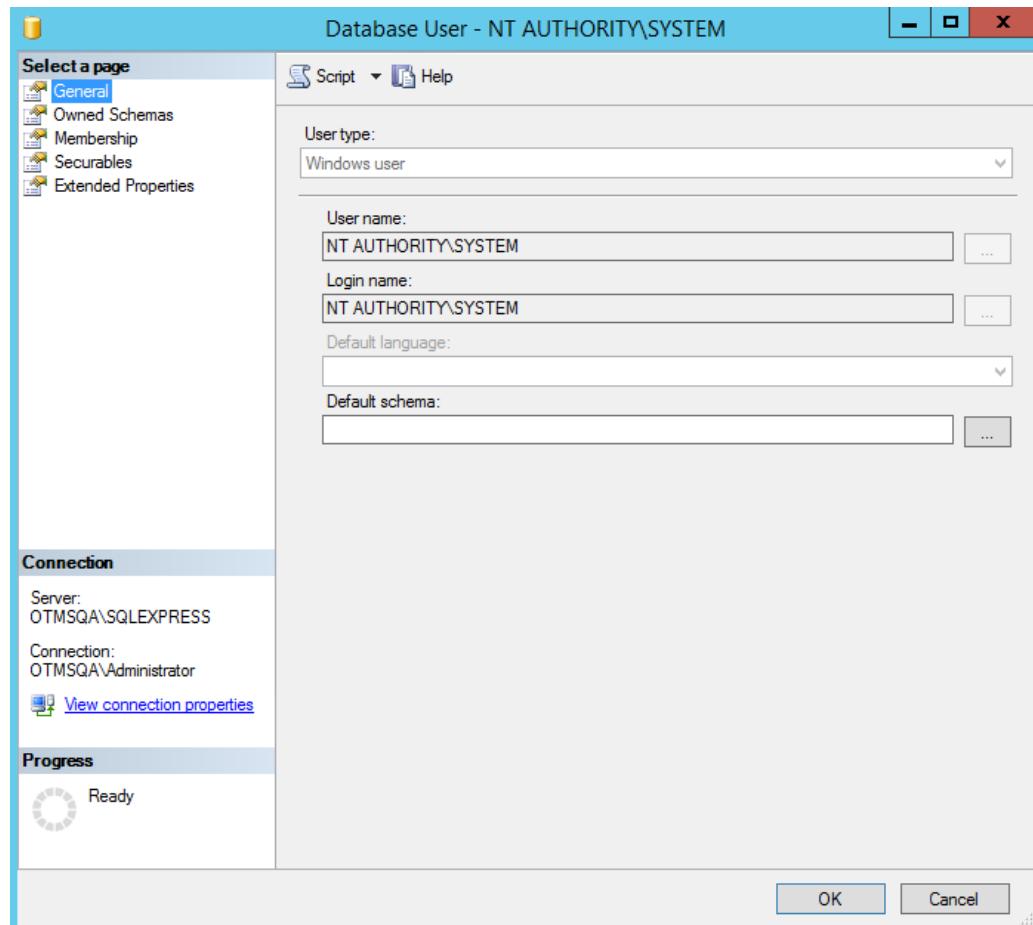
- here SQLExpress is representing your SQL server’s instance.

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

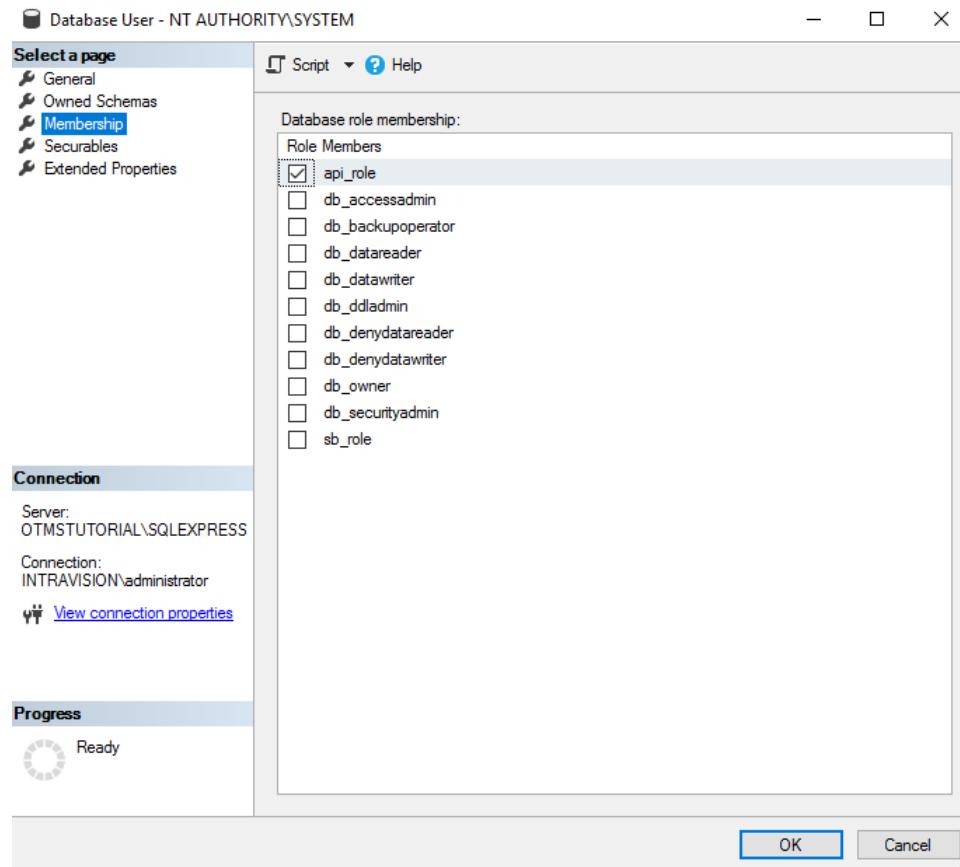
### The OnTime application user, local SQL Server

1. 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 'Username' field. Click 'OK'.



2. Click 'Membership' and select the 'api\_role'. Click 'OK'.



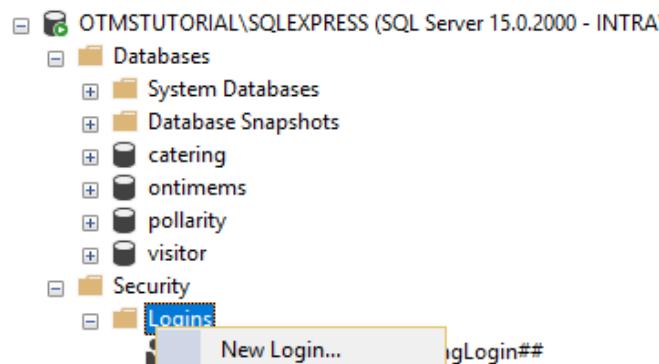
3. A configuration with the 'NT AUTHORITY SYSTEM' allows that you may choose 'integratedSecurity=yes' in the database configuration.

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

4. 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'.

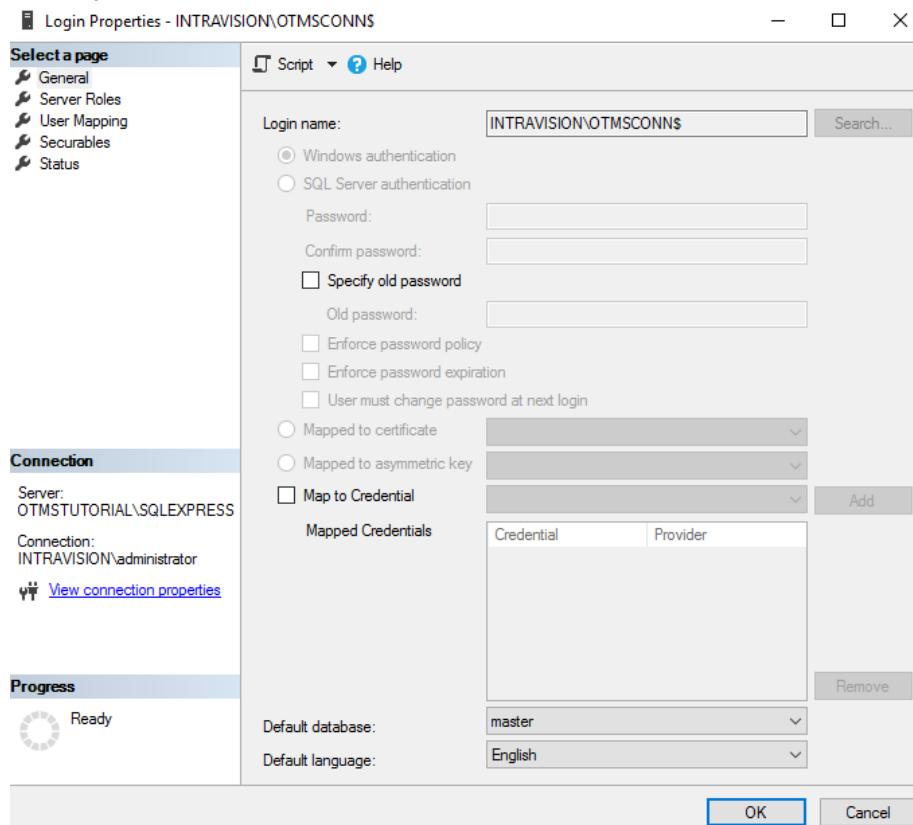
The OnTime application user, external SQL Server, same Windows Domain

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

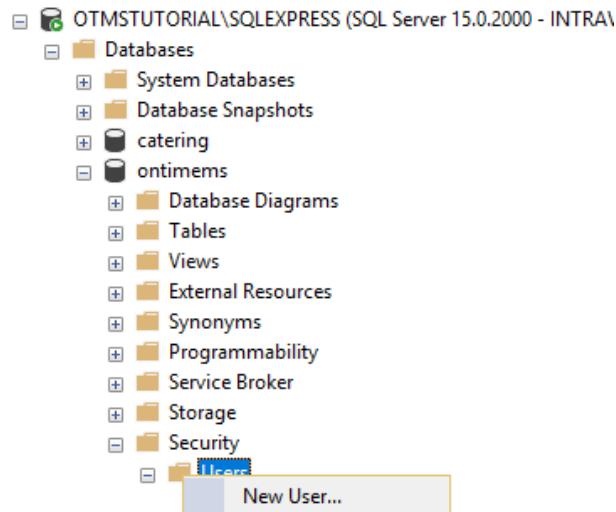


1. As 'Login name' you manually enter your OnTime servers hostname in the format: DOMAINNAME\HOSTNAME\$  
 - remember the '\$' character at the end of the server's hostname.  
 In the SQL server, this name is for authenticating your OnTime server.  
**Note:** Searching for the hostname is not possible – the name entered cannot be verified.

Example:



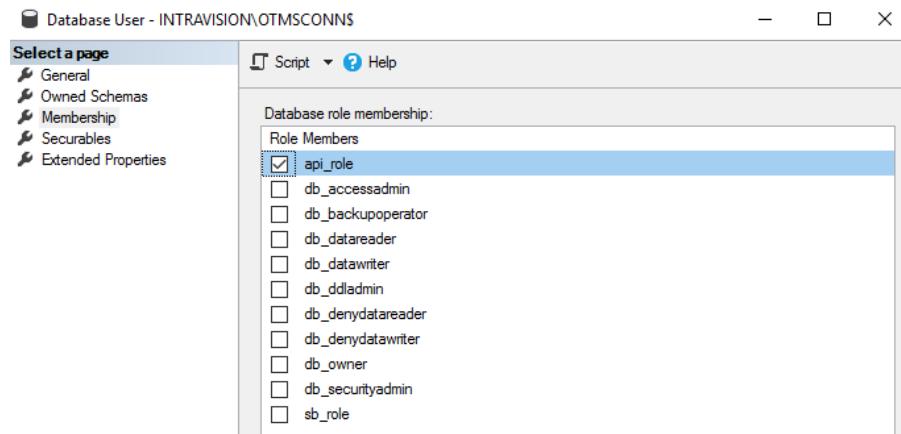
2. In the Security section of your new OnTime database, right-click Users, choose 'New User'.



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

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

3. The server Login entry must have the role "api\_role"



Click 'OK'

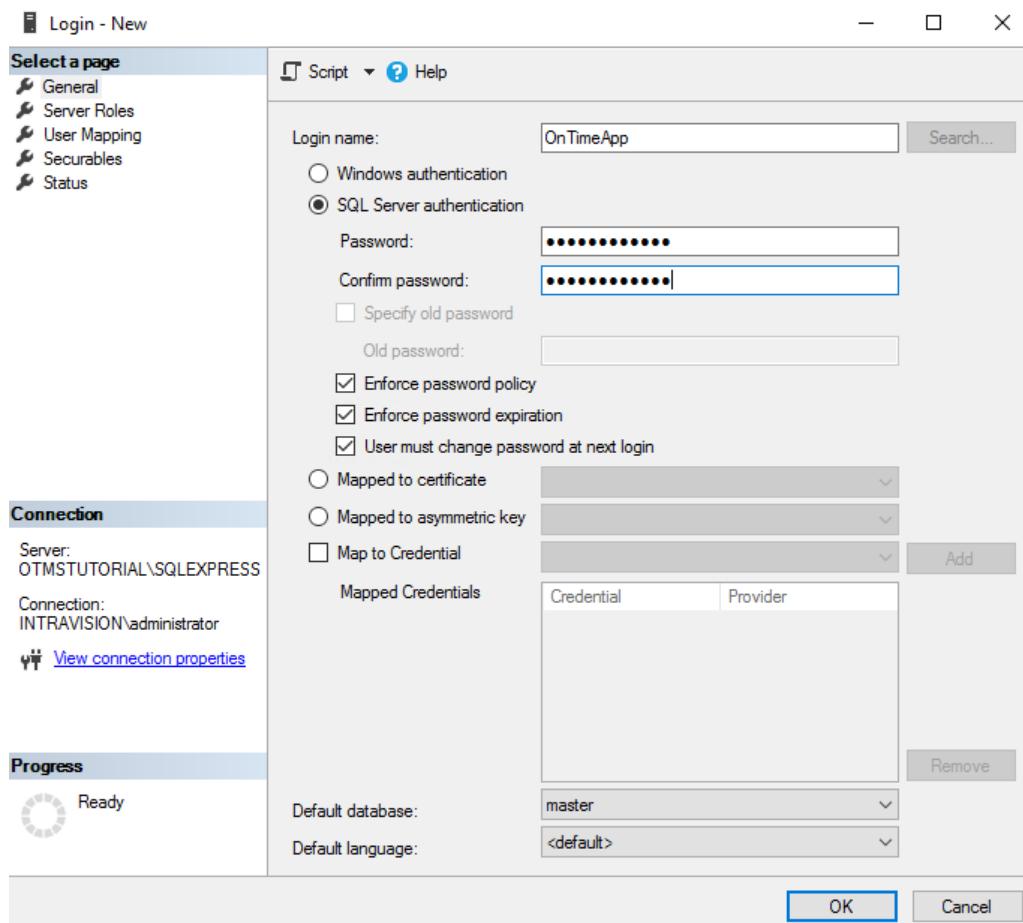
4. Add an administrative user 'BUILT\Administrators' in the 'ontimems' database's security section in the same way as above.  
In the 'membership' for 'BUILT\Administrators', tick 'db\_owner' and click 'OK'.
5. The database is now ready for access with 'Integrated Security' from the OnTime server within the same domain.  
Please refer to [Database](#) 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:

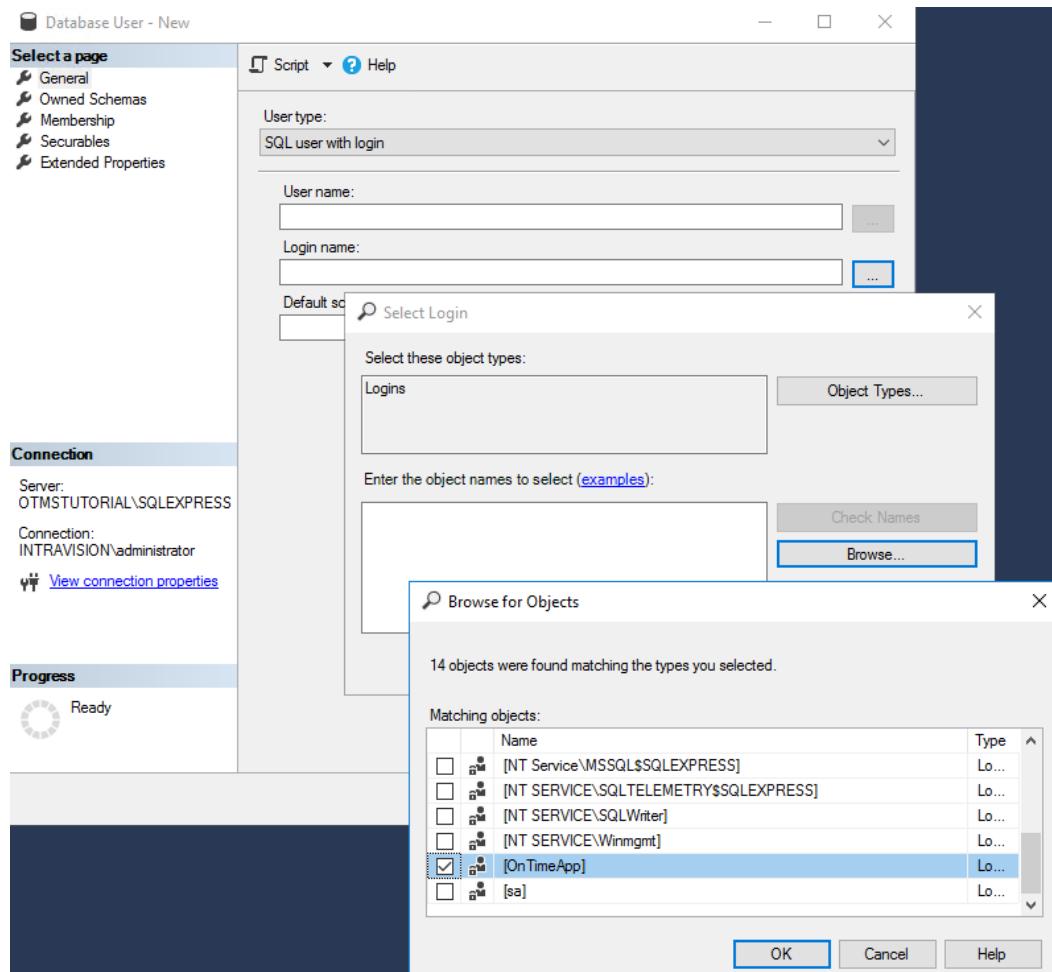
<https://docs.microsoft.com/en-us/sql/database-engine/configure-windows/change-server-authentication-mode?view=sql-server-ver15>

1. 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. Make a note of the password. Click 'OK'

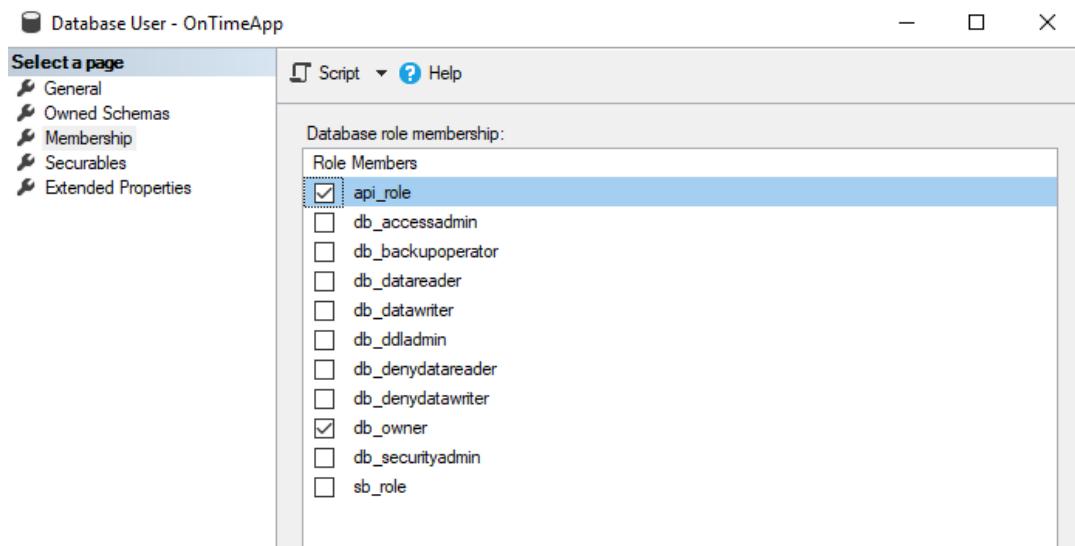


2. In the Security section of your new OnTime database, right-click Users, choose 'New User'.

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 'Username' field. Click 'OK'



3. Right-click your new user 'OnTimeApp', choose properties.  
In the section 'Membership' select the api\_role and the db\_owner. Click 'OK'



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.

Note: Requires OpenJDK 17 or later (included with OnTime 6.3.x)

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 parameters must be entered on 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 parameters must be entered on one line.**

## Polarity

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

### Polarity database

Depending on your setup of the SQL server, local or external to the OnTime server the process is similar to the section [Create the OnTime database](#).

1. Create a database named '**polarity**' 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 Polarity 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\polarity\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=polarity;  
encrypt=true;trustServerCertificate=true;integratedSecurity=true migrate
```

**All parameters must be entered on one line.**

**This command, if you prefer ‘SQL Server authentication’:**

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

**All parameters must be entered on one line.**

### Polarity application

1. Copy Polarity files to the Tomcat server. This is accomplished by running the command ‘start-polarity.cmd’ in the directory:  
C:\Program Files\IntraVision\OnTimeMS-x.x\polarity\cmd\
2. Restart the Tomcat service ‘Apache Tomcat 10.x OnTimeTomcat’.

## Catering

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

### Catering database

Depending on your setup of the SQL server, local or external to the OnTime server the process is similar like the section [Create the OnTime database](#).

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 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=catering;  
encrypt=true;trustServerCertificate=true;  
integratedSecurity=true migrate
```

**All parameters must be entered on 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 parameters must be entered on 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 10.x OnTimeTomcat’.

## Visitor

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

### Visitor database

Depending on your setup of the SQL server, local or external to the OnTime server the process is similar to the section [Create the OnTime database](#).

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 parameters must be entered on 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 parameters must be entered on 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 10.x 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 10.x 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-polarity.cmd

start-visitor

## Database

### Local SQL server

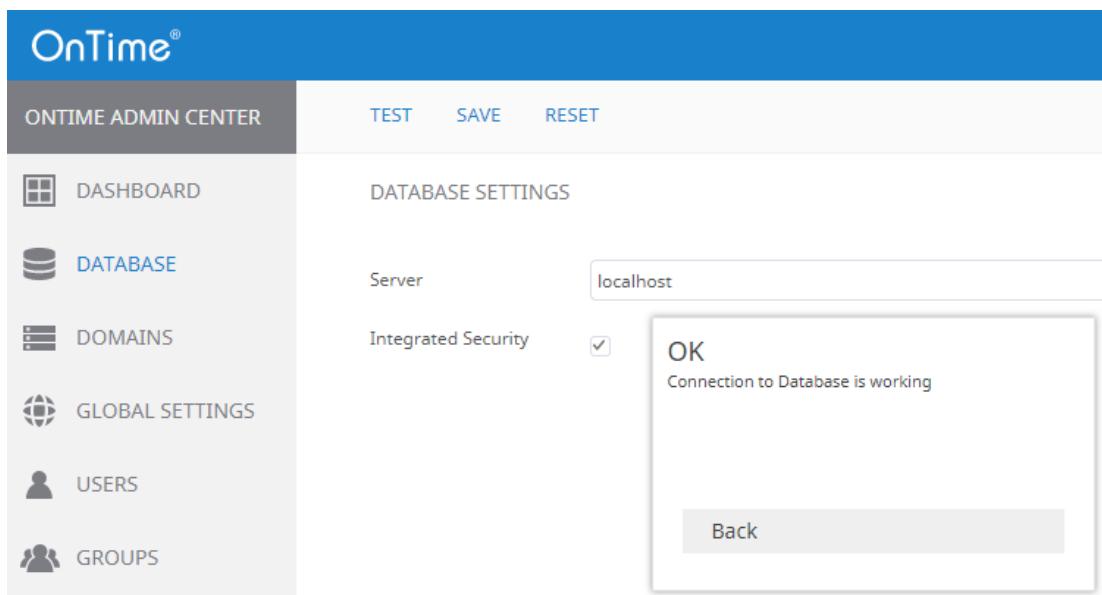
In the web admin interface, “OnTime Admin Centre”, click “Database”.

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

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.



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    RESET

### DATABASE SETTINGS

Server

Integrated Security

## 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    RESET

### DATABASE SETTINGS

Server

Integrated Security

Database name

Username

Password

# OnTime Configuration

## OnTime Setup

From a browser: open the administration URL

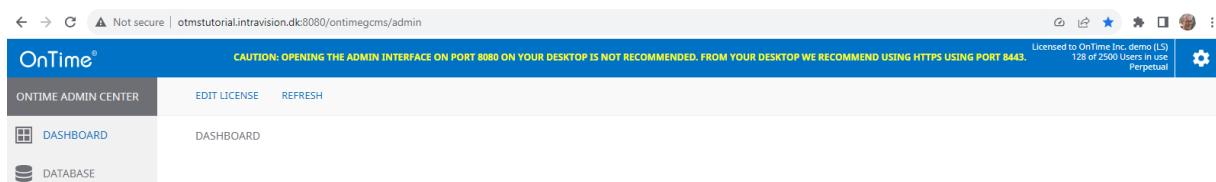
<https://ontime.example.com:8443/ontimegcms/admin>

- or only on localhost, at the OnTime server.

<http://127.0.0.1:8080/ontimegcms/admin>

**Note:** Replace 'ontime.example.com' with your actual OnTime server URL.

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 ...'



Administrator: admin

(Administrator username: admin (case-sensitive; use lowercase only))

Password: \*\*\*\*\*

(Password: [the password set during installation])

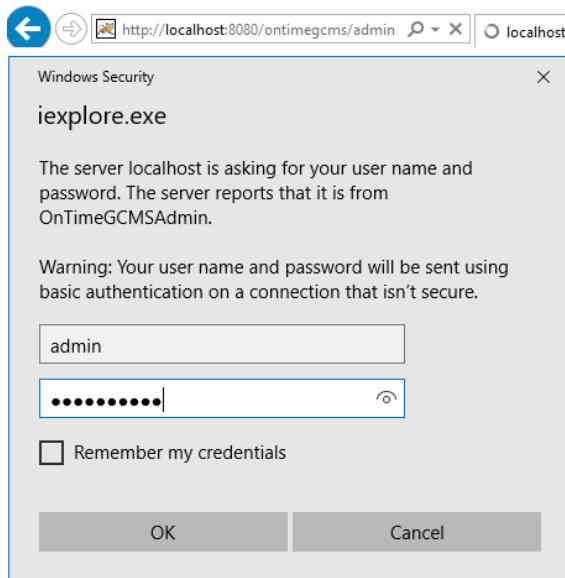
**Reset of password**, if it is lost:

In the folder C:\Program Files\IntraVision\OnTimeMS-x.x\cmd

- you will find the command 'change-tomcat-password.cmd'.

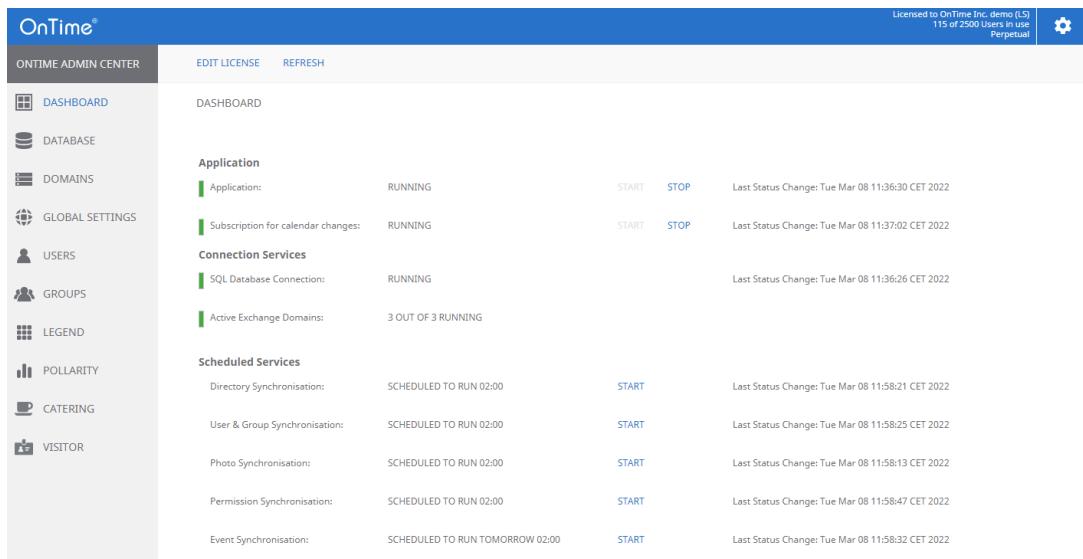
Run it as an administrator to reset the admin password.

**Note:** Special characters may prevent the Tomcat service from starting



## Dashboard

The main page of the OnTime Admin Centre 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.



The screenshot shows the OnTime Admin Centre dashboard. The left sidebar contains links for DASHBOARD, DATABASE, DOMAINS, GLOBAL SETTINGS, USERS, GROUPS, LEGEND, POLLARITY, CATERING, and VISITOR. The main area is titled 'DASHBOARD' and contains sections for 'Application', 'Connection Services', and 'Scheduled Services'.

Section	Service	Status	Action	Last Status Change
Application	Application	RUNNING	START STOP	Tue Mar 08 11:36:30 CET 2022
	Subscription for calendar changes	RUNNING	START STOP	Tue Mar 08 11:37:02 CET 2022
Connection Services	SQL Database Connection	RUNNING		Last Status Change: Tue Mar 08 11:36:26 CET 2022
	Active Exchange Domains	3 OUT OF 3 RUNNING		
Scheduled Services	Directory Synchronisation	SCHEDULED TO RUN 02:00	START	Last Status Change: Tue Mar 08 11:58:21 CET 2022
	User & Group Synchronisation	SCHEDULED TO RUN 02:00	START	Last Status Change: Tue Mar 08 11:58:25 CET 2022
	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 under normal operating conditions.

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 manually to reflect changes at once.

**Directory Sync** updates users/groups from Exchange.

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

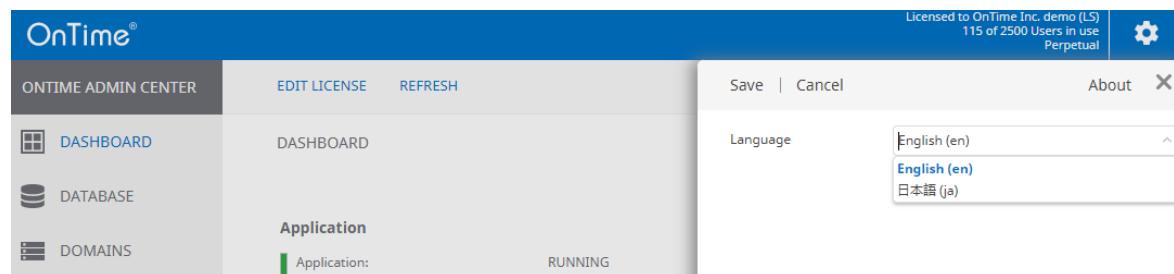
**Photo Sync** imports the users' photos/avatars from the Exchange 2013 server

**Permission Sync** updates the users' permissions to modify 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**

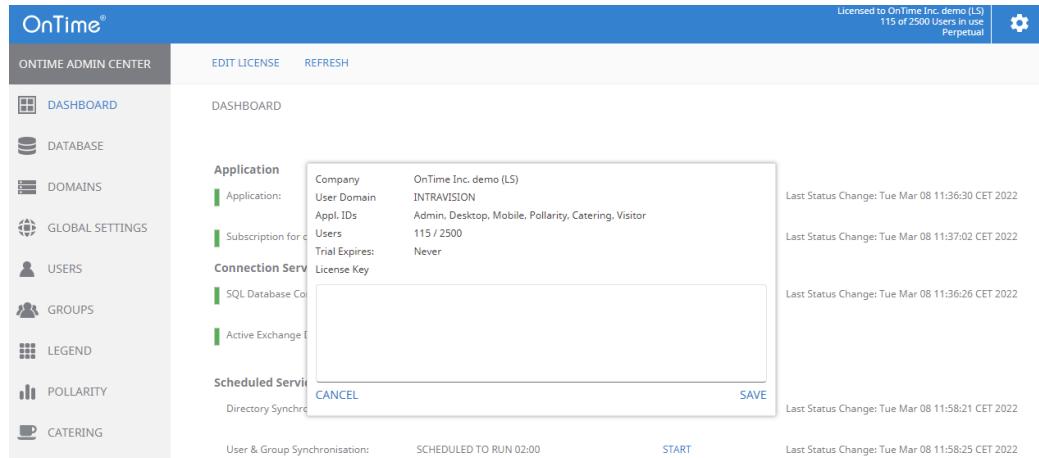
- the settings in the upper right corner of the dashboard allow for the change of the preferred language in the OnTime Admin Centre.



## License key

Click 'Dashboard'

- In the Dashboard, click **License**, enter your license key, and click **Save**



Licensed to OnTime Inc. demo (LS)  
115 of 2500 Users in use  
Perpetual 

ONTIME ADMIN CENTER [EDIT LICENSE](#) [REFRESH](#)

**DASHBOARD**

**Application**

- Application: OnTime Inc. demo (LS)
- User Domain: INTRAVISION
- Appl. IDs: Admin, Desktop, Mobile, Polarity, Catering, Visitor
- Users: 115 / 2500
- Trial Expires: Never

**Connection Services**

- SQL Database Connection:  Active Exchange Domains: 

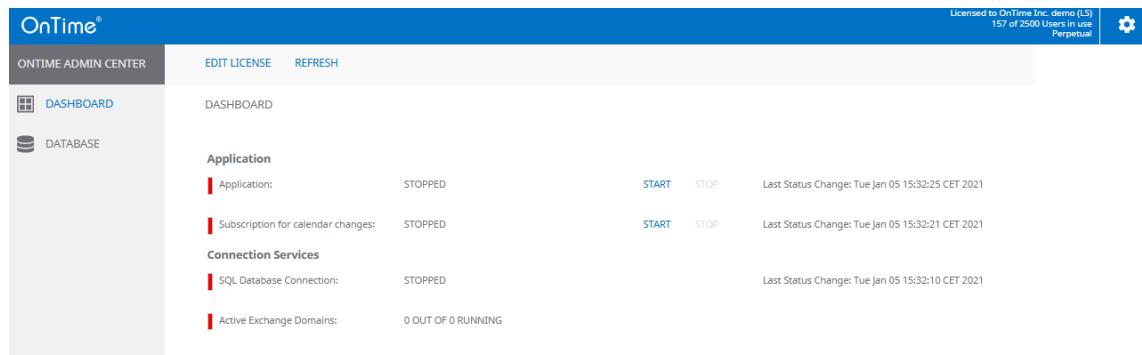
**Scheduled Services**

- Directory Syncronization:  SCHEDULED TO RUN 02:00

**User & Group Synchronisation:**  **START**  Last Status Change: Tue Mar 08 11:58:21 CET 2022

**SAVE** 

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



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157 of 2500 Users in use  
Perpetual 

ONTIME ADMIN CENTER [EDIT LICENSE](#) [REFRESH](#)

**DASHBOARD**

**Application**

- Application:  STOPPED   Last Status Change: Tue Jan 05 15:32:25 CET 2021
- Subscription for calendar changes:  STOPPED   Last Status Change: Tue Jan 05 15:32:21 CET 2021

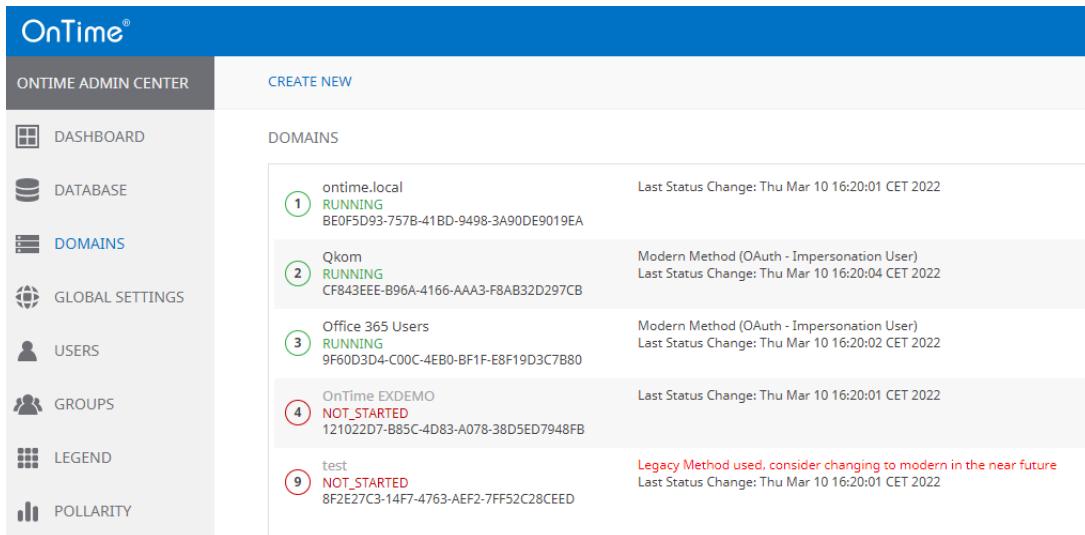
**Connection Services**

- SQL Database Connection:  STOPPED   Last Status Change: Tue Jan 05 15:32:20 CET 2021
- Active Exchange Domains:  0 OUT OF 0 RUNNING

**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.



Domain	Status	Last Status Change
ontime.local	RUNNING	Thu Mar 10 16:20:01 CET 2022
Qkorn	RUNNING	Thu Mar 10 16:20:04 CET 2022
Office 365 Users	RUNNING	Thu Mar 10 16:20:02 CET 2022
OnTime EXDEMO	NOT_STARTED	Thu Mar 10 16:20:01 CET 2022
test	NOT_STARTED	Legacy Method used, consider changing to modern in the near future Thu Mar 10 16:20:01 CET 2022

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

## Authentication

OnTime supports three authentication methods in Microsoft 365:

1. OAuth – Client Credentials
2. OAuth – Impersonation User
3. Basic authentication.

If you connect to Exchange Online, Microsoft 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 Microsoft 365.

Note: Basic authentication is deprecated by Microsoft for Microsoft 365.

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

**Note:** MS Teams configuration works only with OAuth authentication.  
Ref. [Add-ins for OnTime](#).

**Note:** If you choose the authentication type Legacy Method (Basic), you will miss details such as room 'Capacity' and 'Floor' in OnTime.

## Prerequisites

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

<https://login.microsoftonline.com>

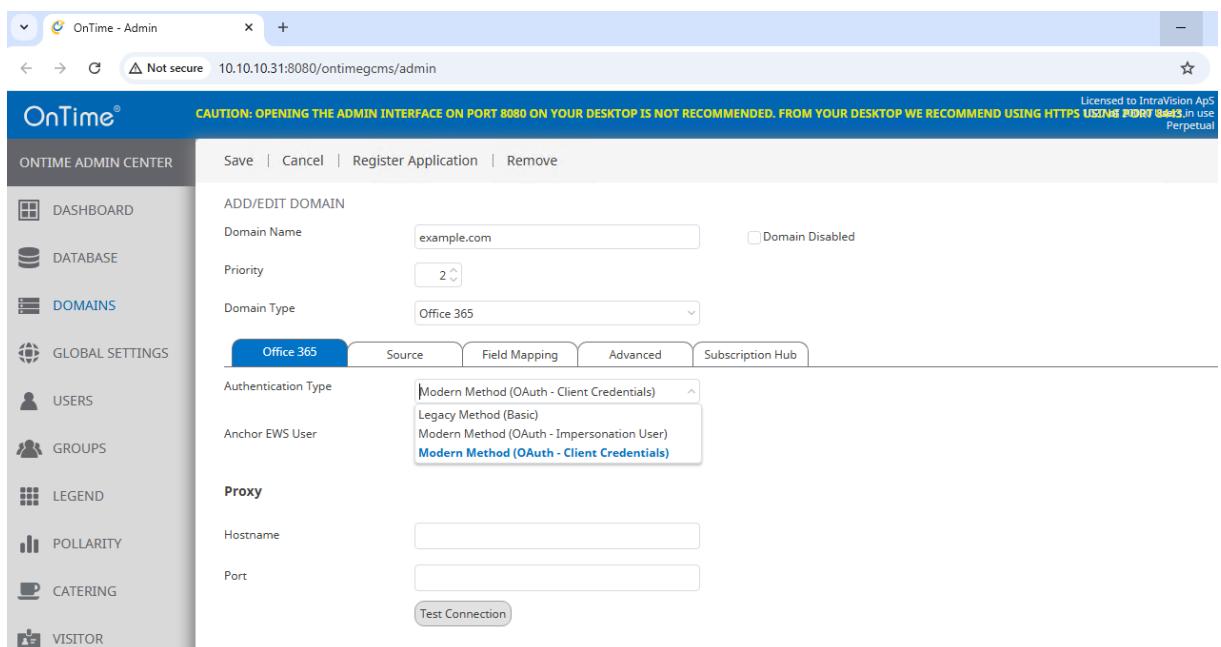
<https://graph.microsoft.com>

<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'.

## Add Domain



ONTIME ADMIN CENTER

Save | Cancel | Register Application | Remove

CAUTION: OPENING THE ADMIN INTERFACE ON PORT 8080 ON YOUR DESKTOP IS NOT RECOMMENDED. FROM YOUR DESKTOP WE RECOMMEND USING HTTPS USING PORT 443 IN USE Perpetual

DASHBOARD

DOMAINS

Office 365

Domain Name: example.com

Priority: 2

Domain Type: Office 365

Authentication Type: Modern Method (OAuth - Client Credentials)

Proxy

Hostname:

Port:

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

**Domain Disabled** – 'checked' 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 ‘Microsoft 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 Microsoft Entra admin center (portal.azure.com), see below.

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

### Register OnTime in 'Microsoft Entra ID'

The following permissions are required for OnTime functionality to work with Microsoft Entra ID. The following permissions are required.

Application.Read.All	Allows the app to read all applications and service principals without a signed-in user.
Mail.Send	App-only access, without user context
Calendars.ReadWrite	get Online Meeting event, build Online Meeting event or add to existing event.
Group.Read.All	Allows the app to read group properties and memberships, and read conversations for all groups, without a signed-in user.
GroupMember.Read.All	Allows the app to read memberships and basic group properties for all groups without a signed-in user and allows to read membership Teams Group and members.
MailboxSettings.ReadWrite	Used for automaticRepliesSetting and make it possible to get and update AutoReply for mailboxes.
People.Read.All	Allows the app to read any user's scored list of relevant people, without a signed-in user. The list can include local contacts, contacts from social networking, your organization's directory, and people from recent communications
Place.Read.All	Allows the app to read company places (conference rooms and room lists) for calendar events and other applications, without a signed-in user
User.Read.All	Allows the app to read user profiles without a signed in user.
EWS.AccessAsUser.All	Delegated permissions used for OAuth authentication functionality

- a) Login to <https://portal.azure.com>
- b) Select View 'Manage Microsoft Entra ID'
- c) Click 'App registrations.'
- d) Click 'New registration'.  
Choose 'Accounts in this organizational directory only - Single tenant'.  
Populate 'Redirect URL' (optional), <https://example.com:8443/ontimegcms/code.html>
- f) Select a Platform 'Web'  
Click 'Register'.
- g) On next page (Overview) Copy the values [Application (client) ID] and [Directory (tenant) ID] into a text editor e.g. Notepad.
- h) Click "Add a certificate or secret".
- i) Click '+ New client secret'
- j) Add a description, such as 'OnTime Client Secret'
- k) Choose expiration. Click Add
- l) Copy the value of the secret ID into the text editor.
- m) Click 'Authentication' tab. Tick 'Access Tokens'. Click 'Save'.
- n) Copy the three values from 'Microsoft Entra ID' in the text editor into the page 'OnTime Admin Centre' – 'Domains Add/Edit Domain/Authentication'.
- o) Click 'API permissions' tab. Click 'Add a permission'.
- p) Click 'Microsoft Graph'
- q) Click 'Application permissions'
- r) The following 'API permissions' must be checked, type a few letters in the Search field and tick the ten permissions:  
  
Application.Read.All, EWS.AccessAsUser.All, Calendars.ReadWrite,  
MailboxSettings.ReadWrite, Group.Read.All, GroupMember.Read.All,

Place.Read.All, User.Read.All, People.Read.All, Mail.Send

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

- s) Click 'Add a permission'.
- t) Click 'Microsoft Graph'
- u) Click 'Delegated permissions'
- v) Search for EWS, tick:  
EWS.AccessAsUser.All
- w) Click 'Add a permission'
- x) Click 'APIs my organization uses'
- y) In the field for search, enter 'Office'
- z) Click 'Microsoft 365 Exchange Online'
- aa) Click 'Application permissions'
- bb) Tick 'full-access\_as\_app'
- cc) Click 'Add permissions'
- dd) Click "Grant admin consent for \*Your Company\*".  
Click 'Yes' to answer the question 'Do you want to grant consent ...'
- ee) If it is a configuration update of 'Microsoft Entra ID' for your OnTime server – remember to stop/start the OnTime application.

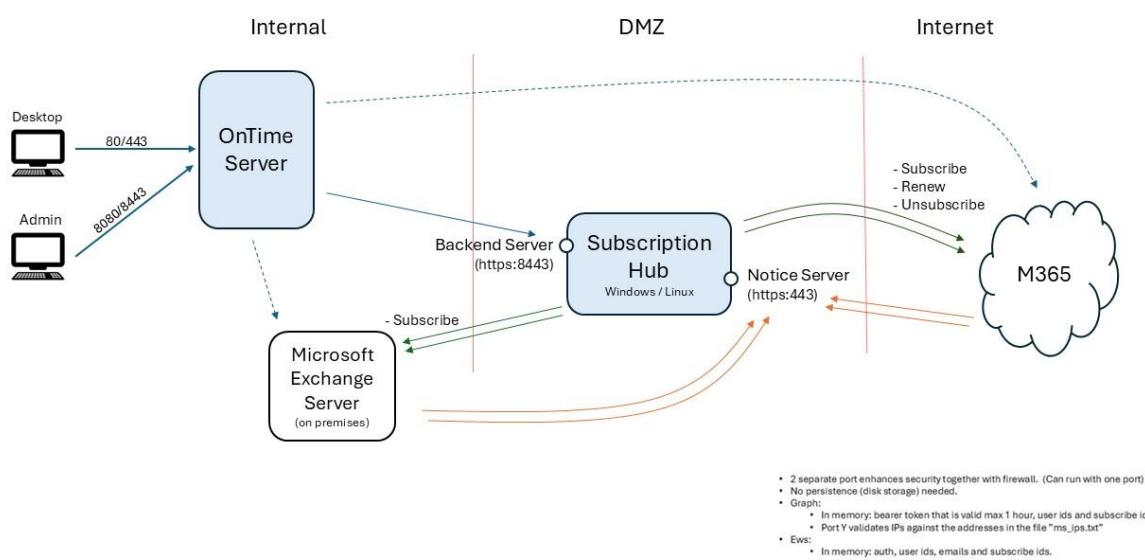
## Introducing the OnTime Subscription Hub

For many years, the notification mechanism in OnTime for Microsoft has relied on **streaming subscriptions**, a technology that in turn depends on **Exchange Web Services (EWS)**. However, Microsoft has officially announced the deprecation of EWS in Microsoft 365, and with it the end of streaming subscriptions. This change is currently scheduled to take effect on **October 1, 2026**.

Once EWS is removed, the existing subscription-based notifications used by OnTime in Microsoft 365 will no longer function. Streaming subscriptions will continue to work for OnTime connected to an Exchange on-premises environment.

To address this – and to introduce a more robust, scalable, and future-proof synchronisation model — we have introduced the **OnTime Subscription Hub** in OnTime for Microsoft 6.3

### Subscription Hub Topology



### Why the Subscription Hub?

- **Removes dependency on EWS** by moving from streaming subscriptions to Microsoft Graph-based technology
- **Improves scalability and performance** by offloading subscription handling from the main OnTime server
- **Prepares all OnTime environments for the coming Microsoft 365 changes**

By separating the subscription handling into its own dedicated service, the Subscription Hub significantly reduces processing load on the core OnTime server. For that reason, **we in general recommend running the Subscription Hub on a separate system rather than on the main OnTime server**.

## Requirements:

### Operating System

- **Windows:** Windows Server 2019 or later, or Windows 10 or later
- **Linux:** Kernel 4.18 or later, glibc 2.28 or later

### CPU

- The Subscription Hub service requires a single CPU core.
- Additional cores may be beneficial for the operating system but are not required by the application.

### Memory

- Operating system requirements **plus 1 GB** for Subscription Hub.
- Actual memory usage depends on the number of subscriptions (users).
- The service consumes **less than 1 KB of RAM per subscription**.

### Disk

- Operating system requirements **+ 1 GB** for application files and logs.

### Network

- The Subscription Hub requires inbound access from the internal OnTime server on port **80 or 443**.
- It is recommended deploying Subscription Hub in a DMZ, as this avoids the need to open additional firewall ports.

## Register Subscription Hub in “Microsoft Entra ID”

The following permissions are required for Subscription Hub functionality to work with Microsoft Entra ID. The following permissions are required.

Calendars.Read	Allows the app to read events in user calendars
User.Read	Allows users to sign in to the app and allows the app to read the user's profile

- a) Login to <https://portal.azure.com>
- b) Select 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 URL’, insert <https://example.com:8443/ontimegcms/code.html>  
- this field cannot be empty  
Select a Platform ‘Web’  
Click ‘Register’.
- f) On next page (Overview) Copy the values [Application (client) ID] into a text editor e.g. Notepad.
- g) Click ‘Add a certificate or secret’ for Subscription Hub
- h) Click ‘+ New client secret’ for Subscription Hub
- i) Add a description, such as ‘Subscription Hub for OnTime Client Secret’
- j) Choose expiration. Click Add
- k) Click ‘API permissions’ tab. Click ‘Add a permission’.
- l) Click ‘Microsoft Graph’
- m) Click ‘Application permissions’
- n) The following ‘API permissions must be checked, type a few letters in the Search field and tick the following permissions:  
Calendars.Read (application), User.Read (delegated)

- o) Click 'Add a permission'
- p) Click "Grant admin consent for \*Your Company\*"  
Click 'Yes' to answer the question 'Do you want to grant consent ...'

## Subscription Hub “otSubHub” Installation and Configuration Steps

### 1. Unzip the installation file

Unzip the file ‘otSubHub-10.x.zip’ from the OnTime server into a temporary folder on the Subscription Hub server. (Required when installing the Subscription Hub on a separate machine). If you are using the same machine for both OnTime and Subscription Hub, you can simply unzip package locally on that machine. (For both options, see example below)

### 2. Run the installer

Go to the folder where you extracted the files and run install.cmd as Administrator. (see example below)

The Subscription Hub service will be installed in the folder ‘c:\node\otsubhub’.

### 3. Add SSL certificates

Create a folder named ‘certs’ (under C:\node) and copy the PEM certificate files used by your domain into the folder ‘c:\node\certs’. (see example page 169)

### 4. Edit the configuration file

Open the configuration file ‘otSubHub.json’ located in ‘C:\node\otsubhub’.

### 5. Set the certificate paths

In the configuration file ‘otSubHub.json’ update the paths for the certificate files ‘key.pem’ and ‘cert.pem’. (see example below)

### 6. Set the service URL

In the ‘URL’ field of the configuration file ‘otSubHub.json’ enter the full HTTPS domain name where the service will run. (see example below)

### 7. Save and restart the service

Save your changes and ‘restart the Subscription Hub service’ on the server. (see example below)

---

### Additional Notes:

- Both services can also run on the same port if required.
- Log files for the Subscription Hub service are stored in the folder. ‘C:\node\otsubhub’.

File | Home | Share | View

This PC > Local Disk (C:) > install > otSubHub-10.3 >

	Name	Date modified	Type	Size
Quick access				
Downloads	license	20-01-2025 22:12	File folder	
install	nodejs.org	25-09-2025 10:32	File folder	
Temp	otSubHub	29-09-2025 17:42	File folder	
Local Disk (C:)	service	20-01-2025 20:30	File folder	
Desktop	install.cmd	25-09-2025 13:56	Windows Comma...	1 KB
node	install_node.cmd	25-09-2025 10:32	Windows Comma...	2 KB
otsuhub	install_node.log	29-09-2025 17:42	LOG File	154 KB
This PC	install_otsuhub.cmd	25-09-2025 13:57	Windows Comma...	1 KB
Network	install_otsuhub.js	23-09-2025 14:35	JS File	2 KB
	install_service.cmd	25-09-2025 13:55	Windows Comma...	1 KB
	uninstall.cmd	25-09-2025 13:48	Windows Comma...	1 KB
	upgrade.cmd	29-09-2025 12:33	Windows Comma...	1 KB
	upgrade.log	29-09-2025 17:43	LOG File	1 KB

File | Home | Share | View

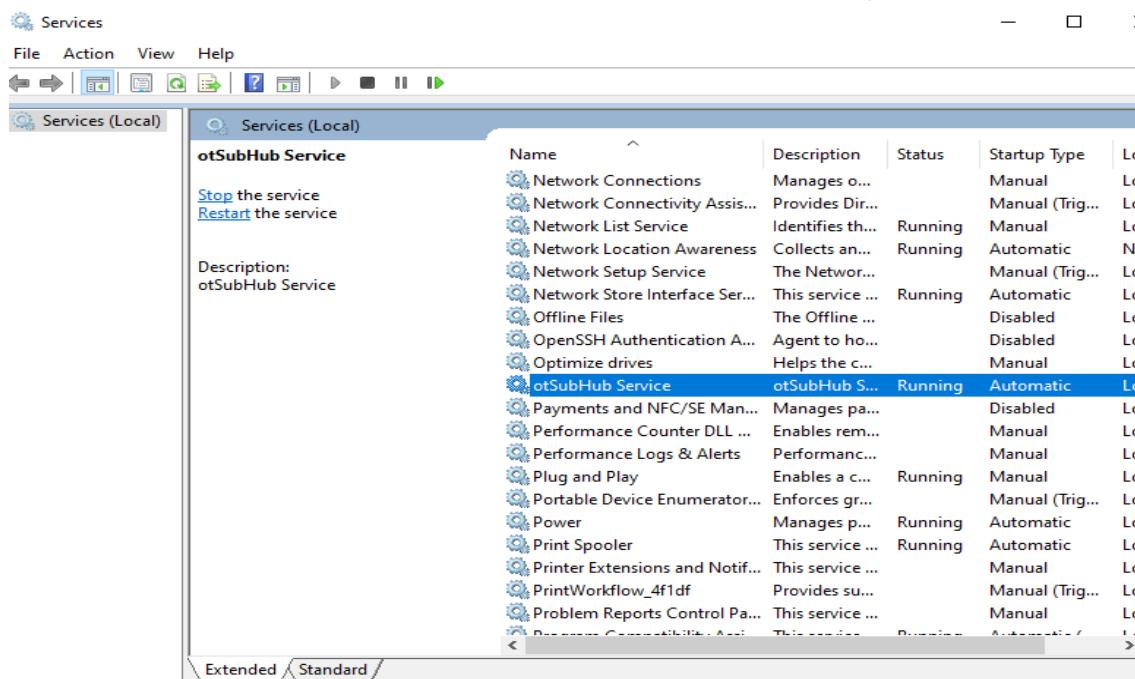
This PC > Local Disk (C:) > node > certs

	Name	Date modified	Type	Size
Quick access				
Desktop	cert.pem	13-02-2025 08:50	PEM File	10 KB
Downloads	key.pem	13-02-2025 08:56	PEM File	4 KB
Documents				
Pictures				

Example of the 'otSubHub.json' file is shown below:

```
{
  "noticeServer": {
    "protocol": "https",
    "port": 443,
    "key": "c:/node/certs/key.pem",
    "cert": "c:/node/certs/cert.pem",
    "payload": {
      "URL": "https://otsubhub.example.com",
      "clientState": "05vy+WNM2JurnOc/HuEFg+tsVco="
    }
  },
  "backendServer": {
    "protocol": "http",
    "port": 8443,
    "secretKey": "kH7KoGfI42Wqp5f/fIKrCBJnB2I"
  },
  "graph": {
    "expiration_min": 60,
    "subscribe_threads": 3,
    "renew_threads": 3,
    "unsubscribe_threads": 5
  },
  "ews": {
    "subscribe_threads": 5
  }
}
```

You can now find 'otSubHub' listed under Windows Services, as shown below:



Since the Subscription Hub server only requires HTTPS access from the internet, we recommend applying an IP filter in the firewall. See Microsoft Graph Change Notifications for more details.

<https://learn.microsoft.com/en-us/microsoft-365/enterprise/additional-office365-ip-addresses-and-urls?view=o365-worldwide>

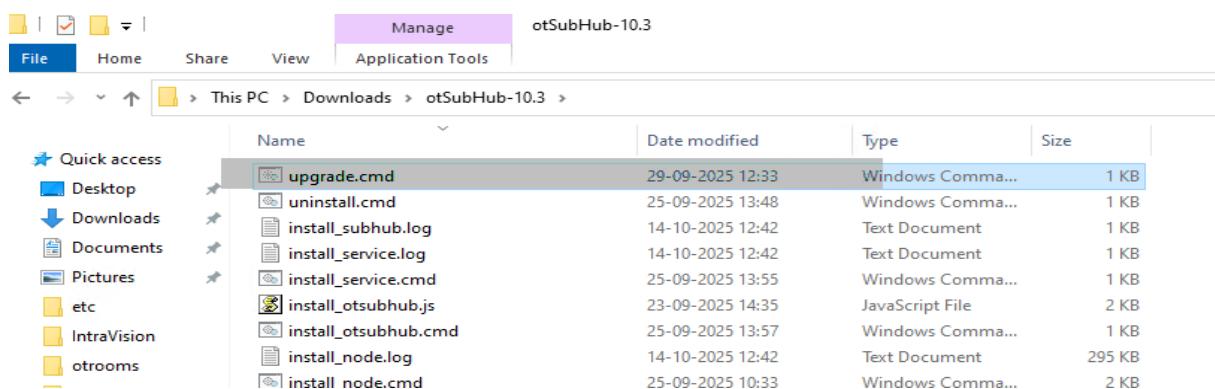
See the section *Microsoft Graph Change Notifications* for more information

**Note:** 'clientstat' is a unique value defined in the *otSubHub.json* file during installation of the *otSubHub* service. It represents the 'clientState' property included in each change notification (max length: 128 characters) and allows the client to verify the notification's authenticity by matching it with the subscribed 'clientState' value.

**Note:** The 'secretKey' is a unique value generated in the *otSubHub.json* file during *otSubHub* installation. It is sent from the backend server (OnTime) to the Subscription server, defining the 'secretKey' property exchanged between them.

## Upgrading Subscription Hub (otSubHub)

1. Unzip the file 'otSubHub-10.x.zip' from the OnTime server into a temporary folder on the Subscription Hub server. (This is needed if you are installing the Subscription Hub on a separate machine). If you are using the same machine for both OnTime and Subscription Hub, you can simply unzip the file locally on that machine.
2. Go to the folder where you extracted the files and run **upgrade.cmd** as an administrator. The Subscription Hub will be upgraded under existing 'C:\node\otsubhub' (see example below)
3. Finally, make sure that 'otSubHub' service listed under Windows Services after the upgrade assignment.



The screenshot shows a Windows File Explorer window with the following details:

- File Bar:** File, Home, Share, View, Manage, Application Tools.
- Address Bar:** This PC > Downloads > otSubHub-10.3 >
- Table:** A list of files in the 'otSubHub-10.3' folder.

Name	Date modified	Type	Size
upgrade.cmd	29-09-2025 12:33	Windows Comma...	1 KB
uninstall.cmd	25-09-2025 13:48	Windows Comma...	1 KB
install_subhub.log	14-10-2025 12:42	Text Document	1 KB
install_service.log	14-10-2025 12:42	Text Document	1 KB
install_service.cmd	25-09-2025 13:55	Windows Comma...	1 KB
install_otsubhub.js	23-09-2025 14:35	JavaScript File	2 KB
install_otsubhub.cmd	25-09-2025 13:57	Windows Comma...	1 KB
install_node.log	14-10-2025 12:42	Text Document	295 KB
install_node.cmd	25-09-2025 10:33	Windows Comma...	2 KB

## Configuring the Subscription Hub in OnTime Admin

### 1. Copy Credentials

Copy the values of the 'Client Application ID' and 'Client Secret Value' from the registered Subscription Hub application into a text editor, e.g., Notepad

### 2. Navigate to the OnTime Admin Centre

### 3. Open 'Domains' Section

From the left-hand navigation bar, select Domains.

### 4. Configure Subscription Hub

Select the Subscription Hub tab and enter the two values from step 1 under 'Subscription Hub App Registration' (see example below).

### 5. Set Subscription Hub URL

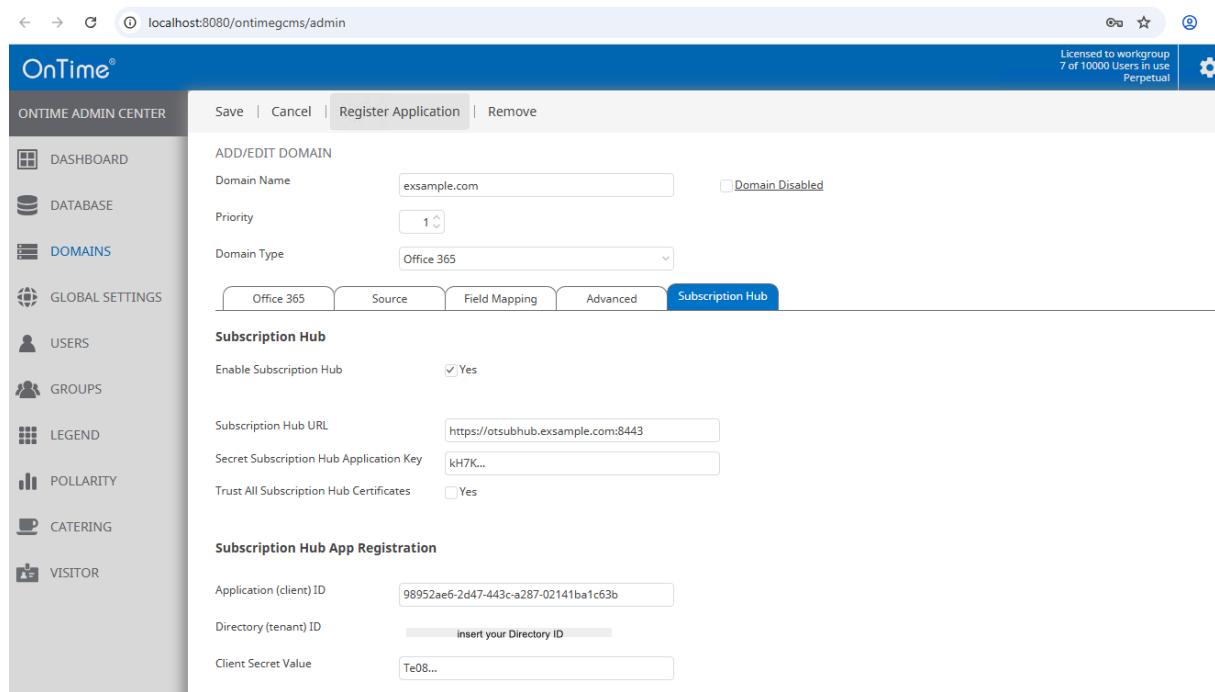
Open the 'otSubHub.json' file located in 'C:\node\otsubhub' in a text editor, copy the Subscription Hub URL (including the port number) values, and paste it into the 'Subscription Hub URL' field (see example below).

### 6. Insert Secret Key

Open the 'otSubHub.json' file located in 'C:\node\otsubhub' in a text editor, copy the 'secretKey' value, and paste it into the 'Secret Subscription Hub Application Key' field (see example below).

### 7. Enable Subscription Hub

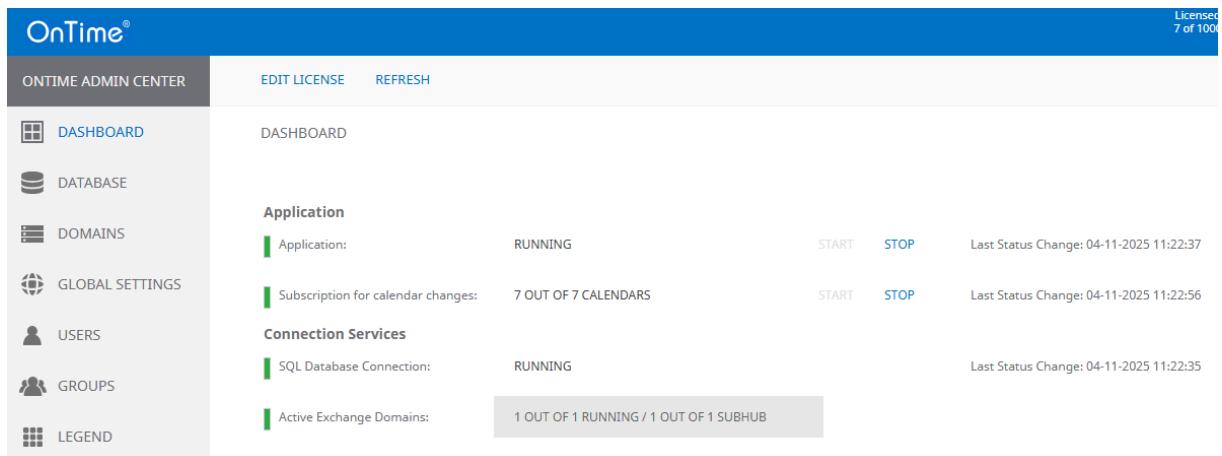
Enable the option Enable Subscription Hub and save the changes. (see example below).



An example of the 'otSubHub.json' file is shown below.

```
{
  "noticeServer": {
    "protocol": "https",
    "port": 443,
    "key": "c:/node/certs/key.pem",
    "cert": "c:/node/certs/cert.pem",
    "payload": {
      "URL": "https://otsubhub.example.com",
      "clientState": "05vy+WNM2JurnOc/HuEFg+tsVco="
    }
  },
  "backendServer": {
    "protocol": "http",
    "port": 8443,
    "secretKey": "kH7KoGfI42Wqp5f/fIKrCBJnBzI"
  },
  "graph": {
    "expiration_min": 60,
    "subscribe_threads": 3,
    "renew_threads": 3,
    "unsubscribe_threads": 5
  },
  "ews": {
    "subscribe_threads": 5
  }
}
```

8. Now by navigating to the OnTime Admin Dashboard, you can view the status of 'SUBHUB' when it is running (see example below)

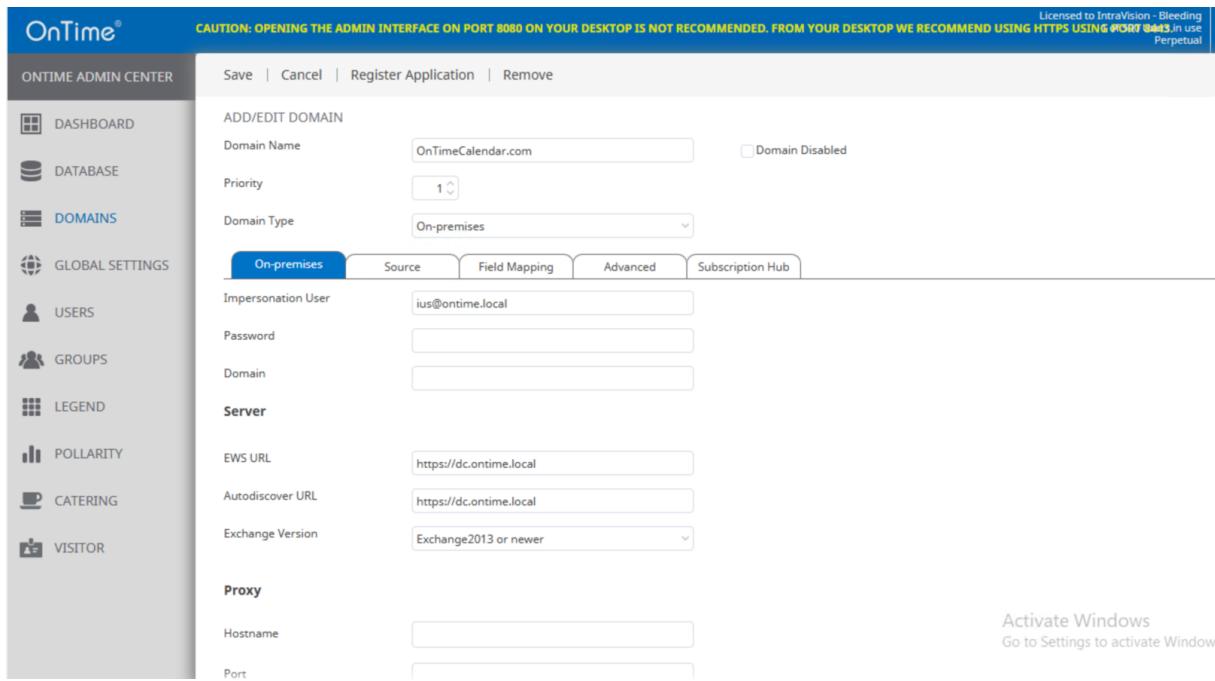


The screenshot shows the OnTime Admin Center dashboard. The left sidebar lists navigation options: DASHBOARD, DATABASE, DOMAINS, GLOBAL SETTINGS, USERS, GROUPS, and a LEGEND. The main content area has tabs for EDIT LICENSE and REFRESH. The DASHBOARD tab is selected, showing the Application section with an Application status of RUNNING, a Subscription for calendar changes status of 7 OUT OF 7 CALENDARS, a Connection Services section with an SQL Database Connection status of RUNNING, and an Active Exchange Domains status of 1 OUT OF 1 RUNNING / 1 OUT OF 1 SUBHUB. The top right corner shows a license status: Licensed 7 of 1000.

## 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 ADMIN CENTER

Save | Cancel | Register Application | Remove

CAUTION: OPENING THE ADMIN INTERFACE ON PORT 8080 ON YOUR DESKTOP IS NOT RECOMMENDED. FROM YOUR DESKTOP WE RECOMMEND USING HTTPS USING PORT 8443 IN USE  
Perpetual

DASHBOARD

DATABASE

DOMAINS

GLOBAL SETTINGS

USERS

GROUPS

LEGEND

POLARITY

CATERING

VISITOR

ADD/EDIT DOMAIN

Domain Name: OnTimeCalendar.com  Domain Disabled

Priority: 1

Domain Type: On-premises

On-premises  Source  Field Mapping  Advanced  Subscription Hub

Impersonation User: ius@ontime.local

Password:

Domain:

Server

EWS URL: https://dc.ontime.local

Autodiscover URL: https://dc.ontime.local

Exchange Version: Exchange2013 or newer

Proxy

Hostname:

Port:

Activate Windows  
Go to Settings to activate Windows

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

**Domain Disabled** – ‘checked’ 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 Microsoft 365, the URLs must be changed accordingly, if the Exchange backend is ‘on-prem’.

‘Exchange Version’

- Exchange On Prem including Microsoft 365

## 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	<input type="text" value="Yes"/>
Application (client) ID	<input type="text" value="6"/>
Directory (tenant) ID	<input type="text" value="e1"/>
Client Secret Value	<input type="text" value="....."/>
Missing parameters	

Get the values from the section below. In 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 ‘Microsoft Entra ID’ Portal

The following permissions are required for OnTime functionality to work with Microsoft Entra ID. The following permissions are required.

GroupMember.Read.All	Allows the app to read memberships and basic group properties for all groups without a signed-in user and allows to read membership Teams Group and members.
----------------------	--

- Login to <https://portal.azure.com>
- Click ‘View’ at ‘Manage Microsoft Entra ID’
- Click ‘App registrations’
- Click ‘New registration’
- Enter a ‘Name’ for the application  
Choose ‘Accounts in this organizational directory only - Single tenant’.  
Populate ‘Redirect URI’, example <https://localhost:8443/ontimegcms/code.html>  
Click ‘Register’.

- f) Click 'Add a certificate or secret' tab
- g) Click 'New client secret'
- h) Copy the value
- i) Click 'API permissions' tab. Click 'Add a permission'
- j) Click 'Microsoft Graph'
- k) Click 'Application permissions'
- l) The following API permission must be checked, type a few letters in the Search field and tick the permission  
(GroupMember.Read.All)
- m) At the bottom click 'Add permissions'
- n) Click "Grant admin consent for \*Your Company\*\*"
- o) Click 'Yes' to answer the question 'Do you want to grant consent ...'
- p) Copy the three values from 'Microsoft Entra ID' into the page 'OnTime Admin Centre' –  
'Domains Add/Edit Domain/Teams'.  
Click Overview - in the Microsoft Entra ID portal  
Copy the values 'Application (client) ID', Directory (tenant) ID and 'Client Secret Value' to the according fields in 'Domains Add/Edit Domain/Authentication' page.

## 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 Exchange.

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

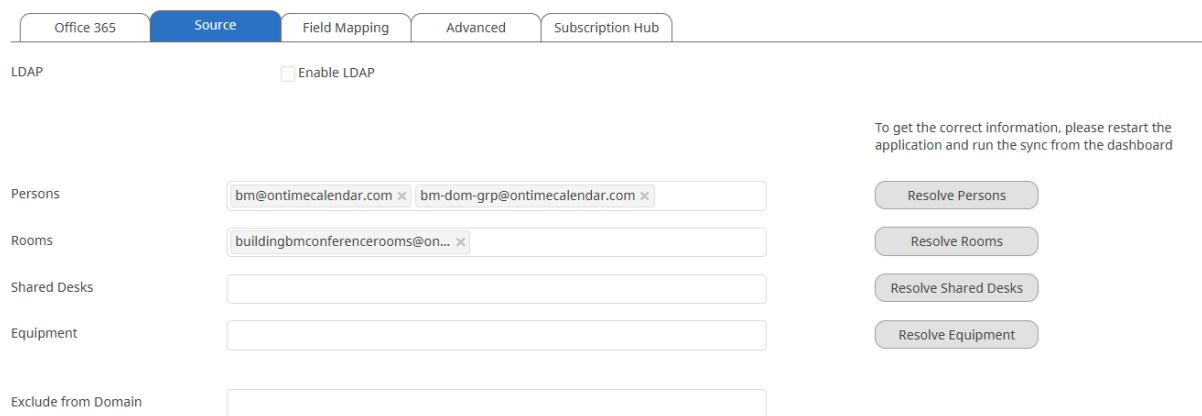
The users in the OnTime Calendar may be included in two ways

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.



Office 365    **Source**    Field Mapping    Advanced    Subscription Hub

LDAP     Enable LDAP

To get the correct information, please restart the application and run the sync from the dashboard

Persons	<input type="text" value="bm@ontimecalendar.com"/> <input type="text" value="bm-dom-grp@ontimecalendar.com"/>	<input type="button" value="Resolve Persons"/>
Rooms	<input type="text" value="buildingbmconferencerooms@on..."/>	<input type="button" value="Resolve Rooms"/>
Shared Desks	<input type="text"/>	<input type="button" value="Resolve Shared Desks"/>
Equipment	<input type="text"/>	<input type="button" value="Resolve Equipment"/>
Exclude from Domain	<input type="text"/>	

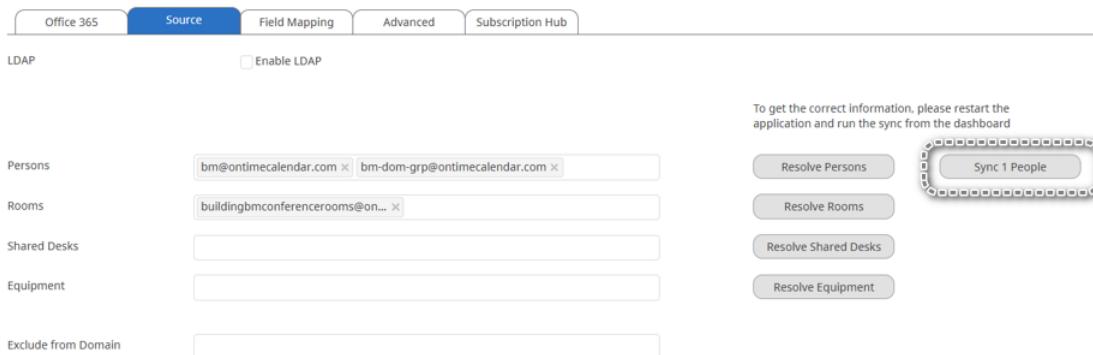
The email addresses of these distribution groups are entered into the fields. More groups or individuals can be added, separated by commas. To check the content Click the Resolve button.

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".

During production, if additional users have been added to the resources to reduce server load, you have the option to run a synchronization for only the recently added people. This eliminates the need to perform a full 'Directory synchronization' through the OnTime Admin Dashboard.



The screenshot shows the 'Source' tab of the OnTime Admin Dashboard. At the top, there are tabs for 'Office 365', 'Source' (which is selected and highlighted in blue), 'Field Mapping', 'Advanced', and 'Subscription Hub'. Below the tabs, there is a 'LDAP' section with an 'Enable LDAP' checkbox. To the right of the checkbox, a note says: 'To get the correct information, please restart the application and run the sync from the dashboard'. The main area contains five input fields for 'Persons', 'Rooms', 'Shared Desks', 'Equipment', and 'Exclude from Domain', each with a clear button. To the right of these fields are four buttons: 'Resolve Persons', 'Resolve Rooms', 'Resolve Shared Desks', and 'Resolve Equipment'. A prominent button labeled 'Sync 1 People' is highlighted with a decorative border.

## 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 ‘We recommend using ‘LDAPS’ to ensure a secure connection to Active Directory. This also supports environments where the domain controller is configured 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. Click 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	<input checked="" type="checkbox"/> Enable LDAP		
URL	ldap://10.10.10.33		
User	CN=Impersonation User,CN=Users,DC=ontime,DC=local		
Password	*****		
	<b>Test</b>		
Base	OU=OnTimeGC,DC=ontime,DC=local		
Scope	SUB_TREE		
Filter	(CN=All Persons)		
Shared Desk	<input type="checkbox"/> Yes		
	<b>Test</b>		

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 Desks 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)

Click 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.

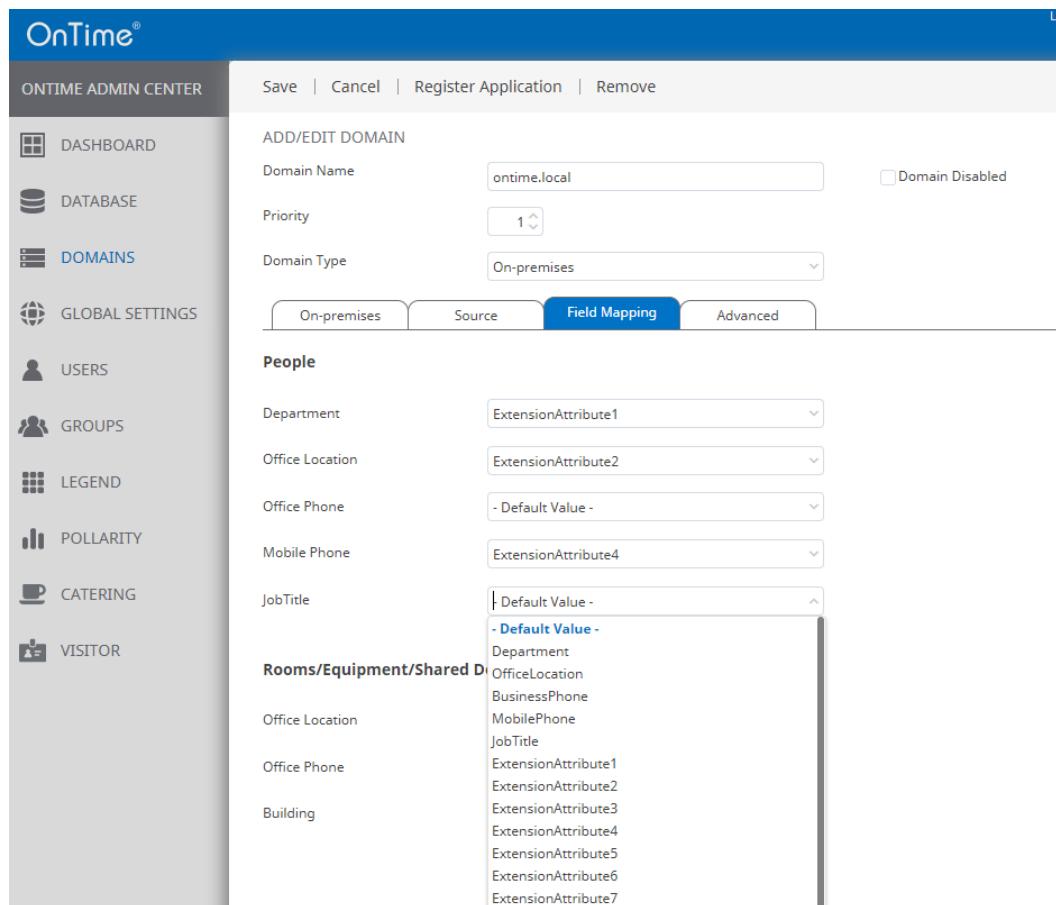
Click ‘Save’ to save your Domain settings.

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 ADMIN CENTER

Save | Cancel | Register Application | Remove

ADD/EDIT DOMAIN

Domain Name: ontime.local  Domain Disabled

Priority: 1

Domain Type: On-premises

On-premises | Source | **Field Mapping** | Advanced

**People**

Department: ExtensionAttribute1

Office Location: ExtensionAttribute2

Office Phone: - Default Value -

Mobile Phone: ExtensionAttribute4

JobTitle:   
- Default Value -  
- Default Value -  
Department  
OfficeLocation  
BusinessPhone  
MobilePhone  
JobTitle  
ExtensionAttribute1  
ExtensionAttribute2  
ExtensionAttribute3  
ExtensionAttribute4  
ExtensionAttribute5  
ExtensionAttribute6  
ExtensionAttribute7

**Rooms/Equipment/Shared D...**

Office Location: OfficeLocation  
BusinessPhone  
MobilePhone  
JobTitle  
ExtensionAttribute1  
ExtensionAttribute2  
ExtensionAttribute3  
ExtensionAttribute4  
ExtensionAttribute5  
ExtensionAttribute6  
ExtensionAttribute7

Office Phone: OfficePhone  
MobilePhone  
JobTitle  
ExtensionAttribute1  
ExtensionAttribute2  
ExtensionAttribute3  
ExtensionAttribute4  
ExtensionAttribute5  
ExtensionAttribute6  
ExtensionAttribute7

Building: OfficeLocation  
BusinessPhone  
MobilePhone  
JobTitle  
ExtensionAttribute1  
ExtensionAttribute2  
ExtensionAttribute3  
ExtensionAttribute4  
ExtensionAttribute5  
ExtensionAttribute6  
ExtensionAttribute7

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

Save | Cancel | Register Application | Remove

### ADD/EDIT DOMAIN

Domain Name   Domain Disabled

Priority

Domain Type

Trace Communication  Be aware that enabling Trace will increase sync time substantially

Directory Sync Method

### Synchronisation Settings

Streaming subscription start-up threads (?)

Streaming synchronisation threads (?)

Number of directory sync threads (Graph) (?)

**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.

**OnTime®**

ONTIME ADMIN CENTER SAVE RESET

**GLOBAL SETTINGS - BACKEND**

**SETTINGS SAVED**

**Synchronisation Time Interval**

Past events synchronisation period  Days

Sync Forward  Months (Be aware that the total time span synchronised cannot be more than 4 years in total)

**Overnight Maintenance Tasks**

Number of threads for scheduled event synchronisation

Time to start maintenance tasks

Days to perform catch-up event synchronisation

Directory/User/Group synchronization

Photo synchronization

Permission synchronization

Event synchronization

**Enabling of Services at Server Startup**

Enable Subscription for Calendar Changes at Startup

**Out of Office**

Keep requests for # years  Years

**Logging**

Log level

Max. combined OnTime log size (each file is 50MB)  MB

**Send out of license info**

Send mails from

Send mails to

If less than this number of users available

If less than this number of days left

**Tomcat Heap Memory on Windows (Please be advised that a restart of Tomcat service is needed after changing memory settings)**

Initial memory pool  MB

Maximum memory pool  MB

**Performance**

Minimum number of Connection Pools

Maximum number of Connection Pools

#### Synchronisation Time Interval

Here you set the number of days for synchronising the past calendar events. The total synchronisation time frame is four from the selected number 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.

**Specify the maintenance task start time (0–24, server time).**

### Weekdays to perform event synchronisation

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

### Enabling of Services

The setting ‘checked’ loads the synchronisation service every time you start the Tomcat service. Normally you set it to “No” while you do your installation. After confirming all configurations, enable this option.

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

### Out of Office

Specify how many years Out of Office requests are retained in the database (default: 2 years)

### Logging

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

#### Logging

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

Refer to the section [OnTime Catering add-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

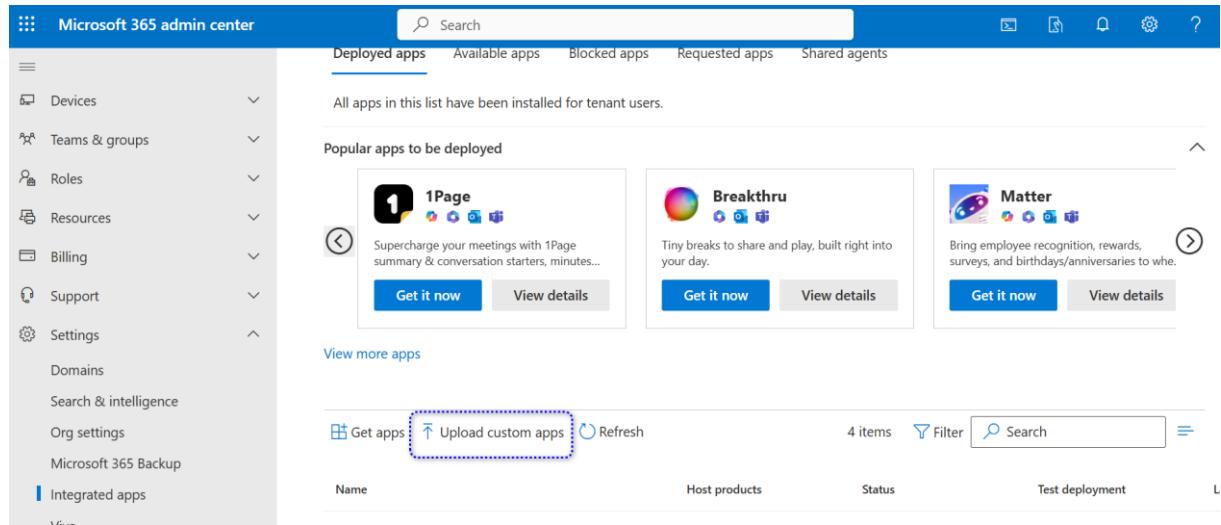
Example: <https://ontime.example.com>

The manifest file ‘outlook-catering-manifest.xml’ has been created in the ‘outlook-catering-add-in’ folder. Copy the file to a temporary folder on your PC where you have access to the ‘Microsoft 365 Admin Centre’.

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

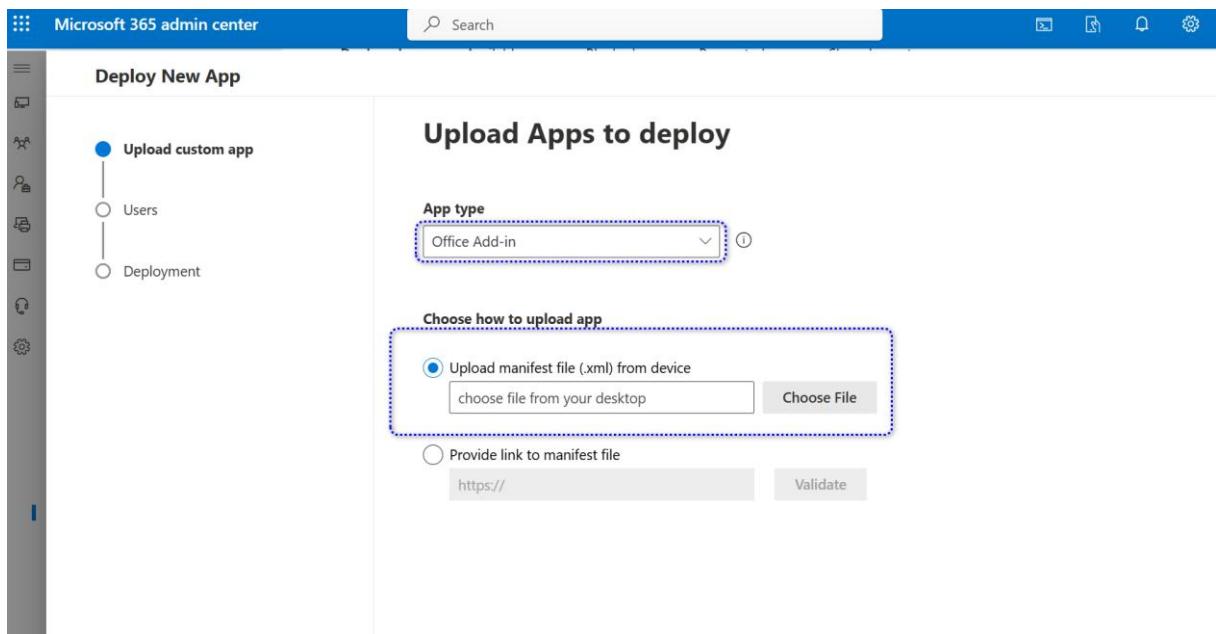
**Integrated Apps - Microsoft 365 Admin Centre**

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



The screenshot shows the Microsoft 365 Admin Center interface. The left sidebar is collapsed. The main content area is titled 'Integrated Apps' and shows a list of 'Popular apps to be deployed'. Three apps are listed: '1Page', 'Breakthru', and 'Matter'. Each app has a 'Get it now' button and a 'View details' button. Below this, there is a 'View more apps' link. At the bottom of the page, there is a toolbar with buttons for 'Get apps', 'Upload custom apps' (which is highlighted with a dashed blue box), and 'Refresh'. A search bar and a filter button are also present. The table below the toolbar has columns for 'Name', 'Host products', 'Status', and 'Test deployment'.

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



The screenshot shows the Microsoft 365 admin center with the 'GROUP CALENDAR' page selected. The left navigation bar includes icons for Home, Admin, Groups, and more. The main content area is titled 'Deploy New App' and shows a tree structure: 'Upload custom app' (selected), 'Users', and 'Deployment'. To the right, under 'Upload Apps to deploy', the 'App type' is set to 'Office Add-in'. The 'Choose how to upload app' section shows 'Upload manifest file (.xml) from device' selected, with a 'choose file from your desktop' button and a 'Choose File' button. Below it is an option to 'Provide link to manifest file' with a text input field containing 'https://'. A 'Validate' button is also present.

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 for the '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 a user installs or 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***

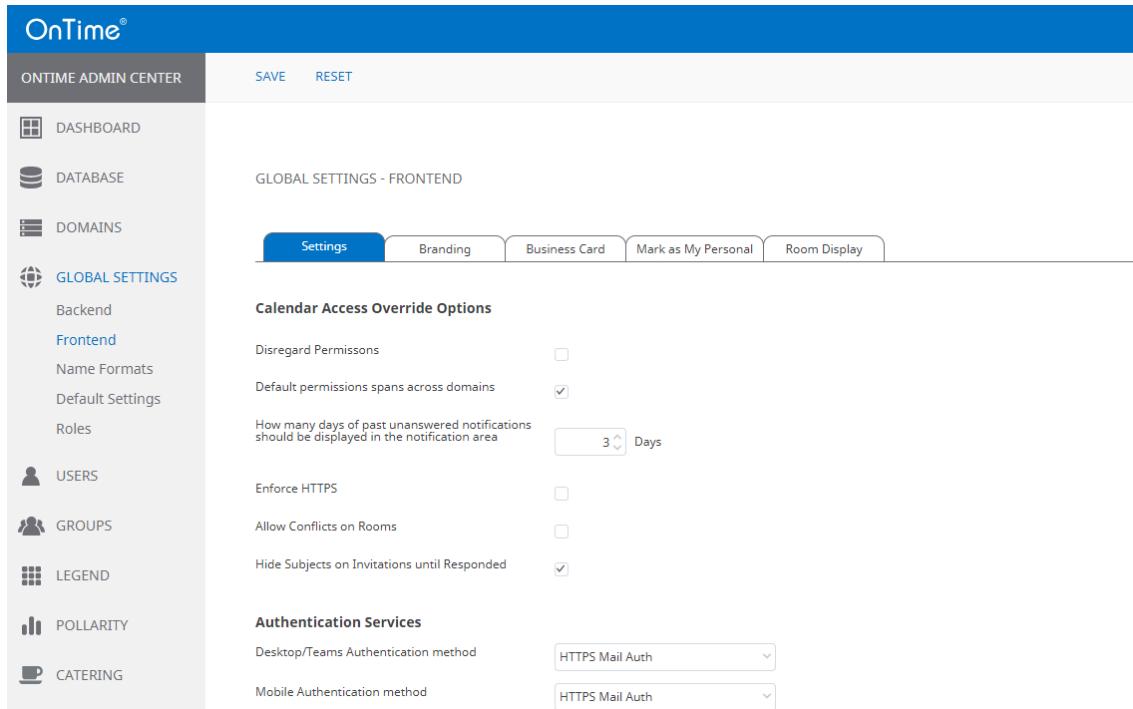
Connection pools define the connection between the Tomcat and SQL servers.

Default numbers at minimum 10 and maximum 30.

After changing the values, a restart of the OnTime application is required.

## Frontend

Click “Global Settings>Frontend” to enter the “Frontend” page.



The screenshot shows the OnTime Admin Center interface. The left sidebar has a 'GLOBAL SETTINGS' section with 'Frontend' selected. The main content area is titled 'GLOBAL SETTINGS - FRONTEND' and has a 'Settings' tab selected. It includes sections for 'Calendar Access Override Options' (with checkboxes for 'Disregard Permissions', 'Default permissions spans across domains', and a 'Days' dropdown set to 3), 'Authentication Services' (with dropdowns for 'Desktop/Teams Authentication method' and 'Mobile Authentication method', both set to 'HTTPS Mail Auth'), and other settings like 'Enforce HTTPS' and 'Allow Conflicts on Rooms'.

## 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 = Unchecked**, default permissions set on users are ignored across domains.

**Default permissions span across domains = Checked**, 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.

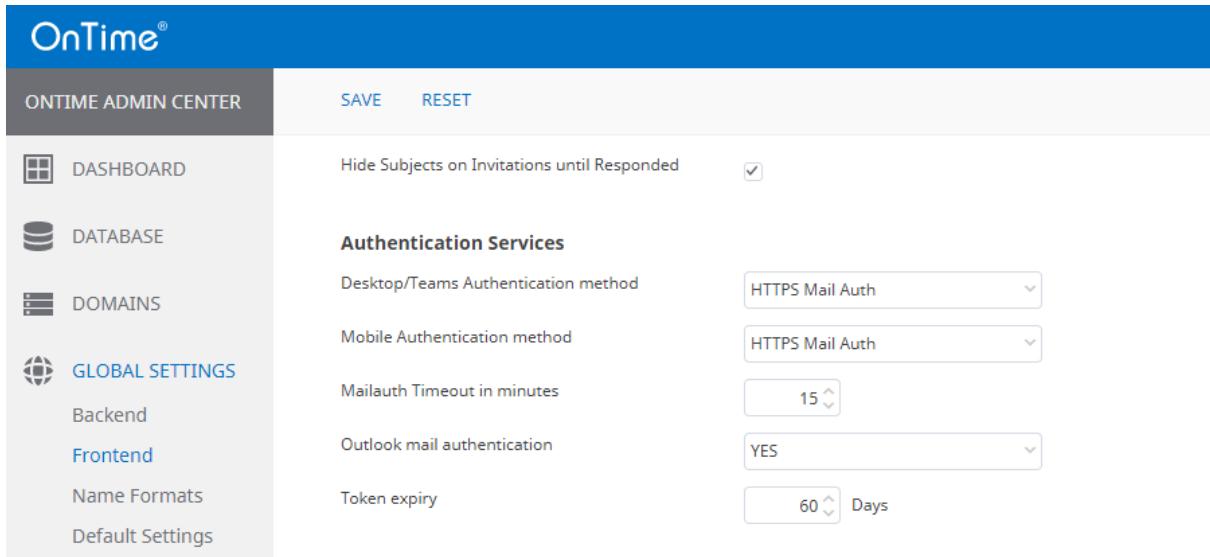
**Specify how many days of past unanswered notifications are displayed the notification area** – Number of days unanswered invitations are kept in OnTime.

**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** – check to enable.

## Authentication Services



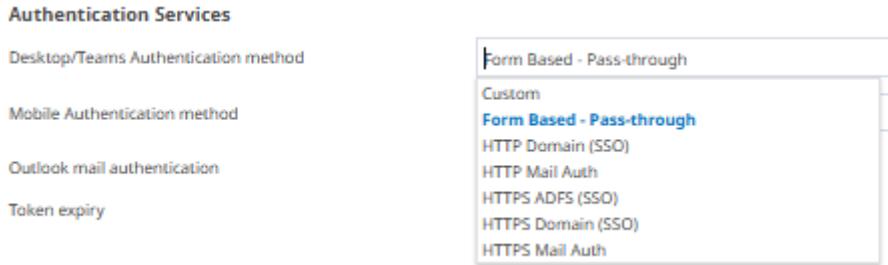
The screenshot shows the OnTime Admin Center interface. The left sidebar has a 'GLOBAL SETTINGS' section with 'Backend', 'Frontend', 'Name Formats', and 'Default Settings' options. The main content area has 'SAVE' and 'RESET' buttons. A checkbox 'Hide Subjects on Invitations until Responded' is checked. The 'Authentication Services' section contains the following settings:

- Desktop/Teams Authentication method: HTTPS Mail Auth
- Mobile Authentication method: HTTPS Mail Auth
- Mailauth Timeout in minutes: 15
- Outlook mail authentication: YES
- Token expiry: 60 Days

This section describes different methods for users to obtain an OnTime authentication token for access to OnTime calendar data.

For more details about the token, see the section [OnTime Authentication Token](#).

### Desktop/Teams login methods in OnTime:



The screenshot shows a dropdown menu for 'Desktop/Teams Authentication method'. The options listed are:

- Form Based - Pass-through
- Custom
- Form Based - Pass-through** (highlighted in blue)
- HTTP Domain (SSO)
- HTTP Mail Auth
- HTTPS ADFS (SSO)
- HTTPS Domain (SSO)
- HTTPS Mail Auth

**Note: Basic authentication and form-based pass-through with multi-factor authentication in Microsoft 365 are 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. 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. [External access to OnTime](#). It is only supported if you provide a VPN-solution for external access from desktops.

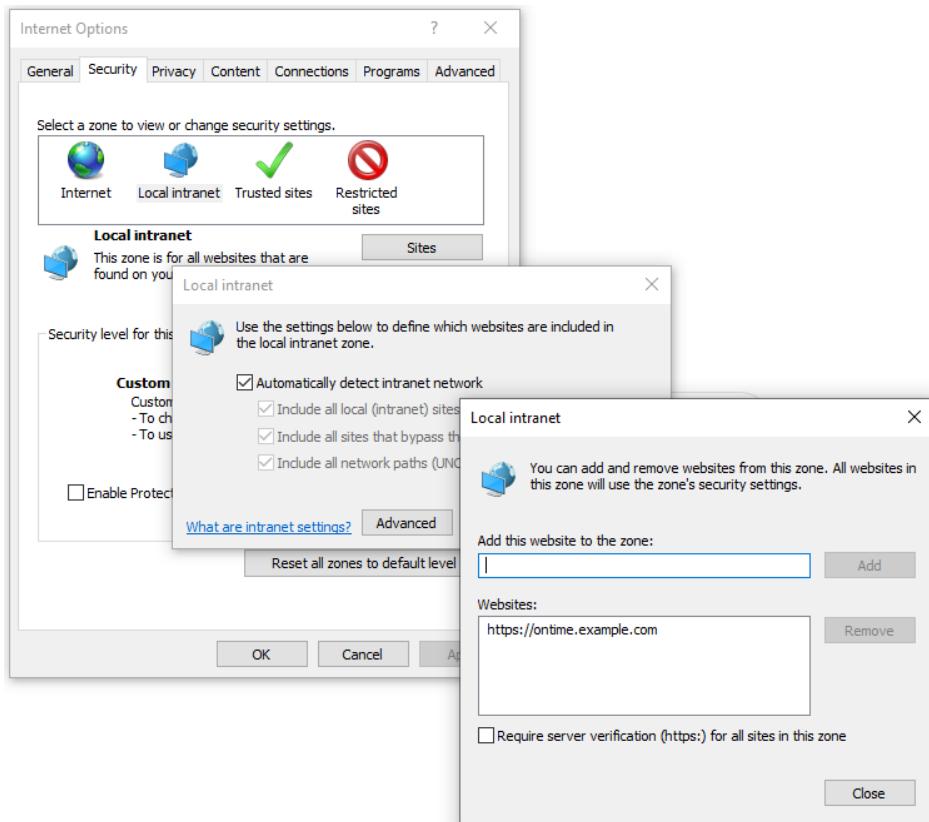
See **bBrowser setup for SSO** for the browser to trust your OnTime server.

**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**:

**The Chrome and Edge** browsers trust your OnTime server due to the configuration you applied in the Internet Options settings via the Windows Control Panel. Click “Sites” and “Advanced” to add your OnTime server.



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.

Note: ADFS is supported but no longer recommended by Microsoft. Entra ID (Microsoft Entra ID) cloud-based SSO is

### Mobile Authentication Method

Authentication Services

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

– 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 \(SSO\)](#)

Note: “ADFS SSO is still supported, but Microsoft recommends migrating to Entra ID federation or cloud-native SSO solutions.”

### 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 authenticating through ADFS; otherwise 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.

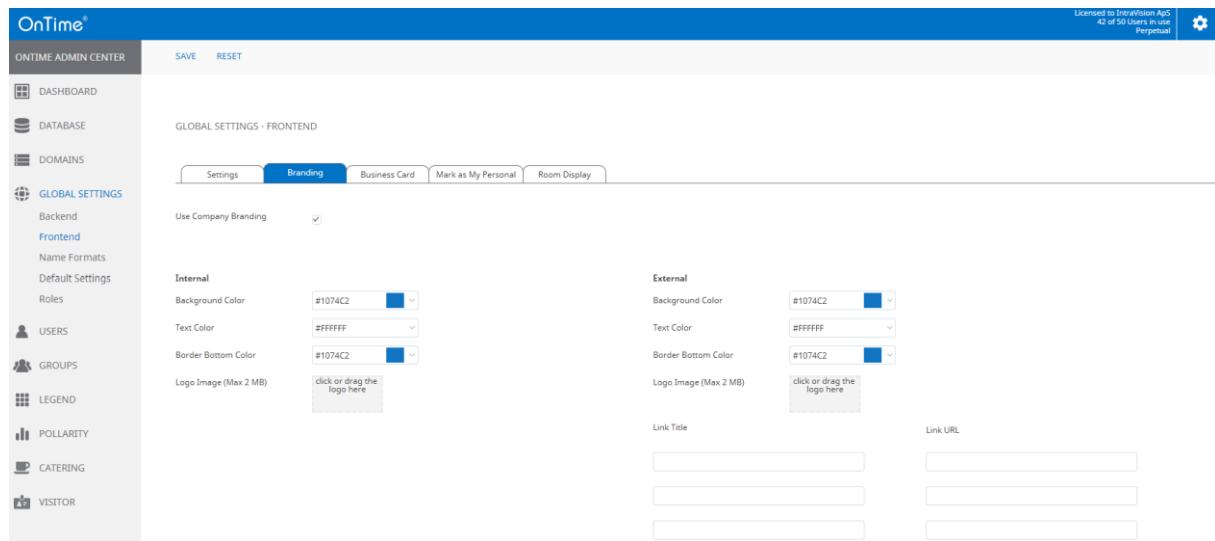
Default is 7 days. The minimum value is 1 day.

For details about the OnTime token, see the section [OnTime Authentication Token](#).

Click ‘Save’ and go to the Dashboard.

Stop/Start the Application.

## Branding



The screenshot shows the 'Branding' tab selected in the 'Global Settings - Frontend' section of the OnTime Admin Center. The left sidebar lists various settings like Backend, Frontend, Name Formats, and more. The branding section has two main columns: 'Internal' and 'External'. Each column contains settings for Background Color, Text Color, Border Bottom Color, and Logo Image (Max 2 MB). The 'Internal' column also includes 'Link Title' and 'Link URL' fields. The 'External' column is specifically for 'Polarity' applications.

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 'Polarity'

**Use Company Branding** – tick to enable.

**Background Color** – use the arrow to select a color.

**Text Color** - tick the arrow to choose the background color.

**Border Bottom Color** - tick the arrow to choose the Border Bottom color.

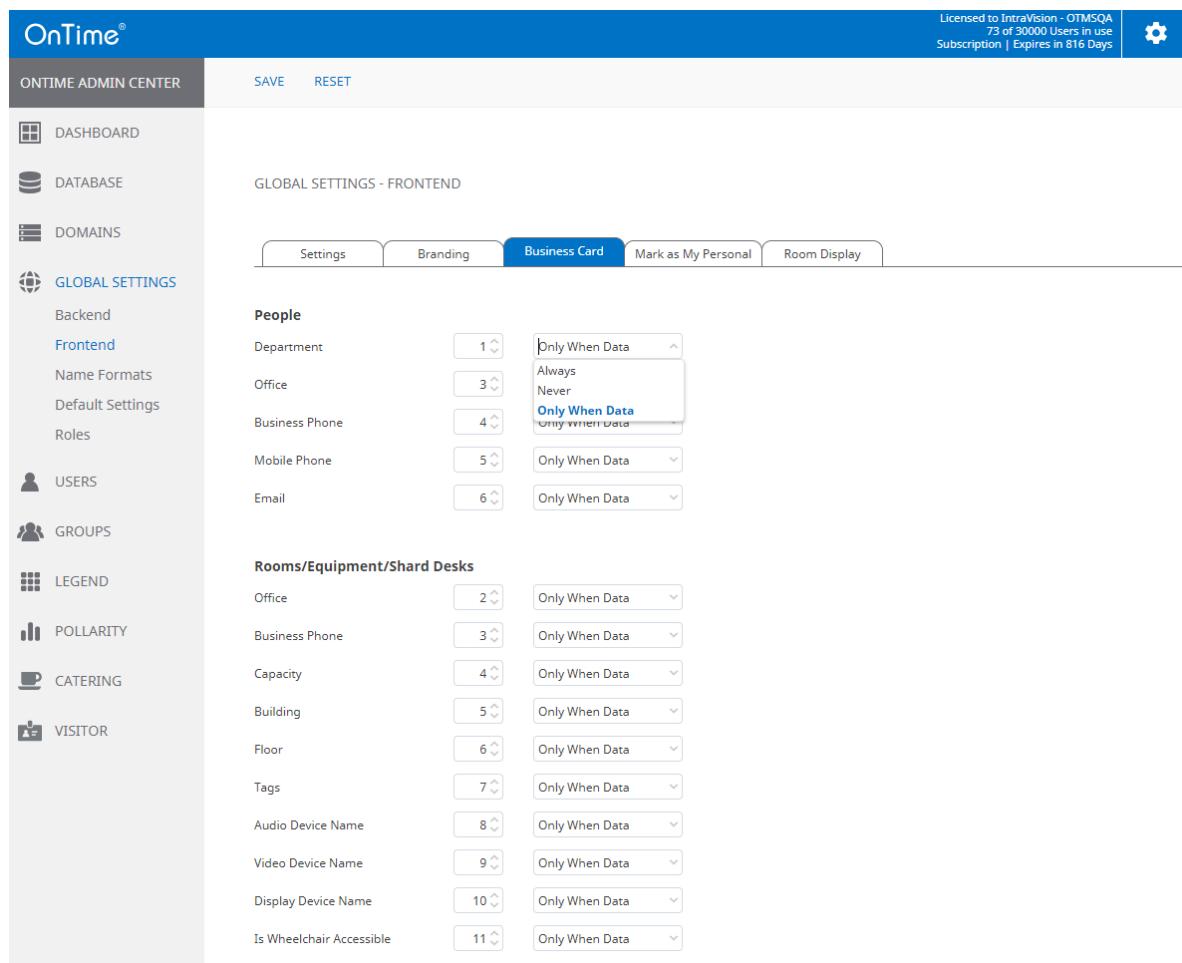
**Logo Image (Max 2 MB)** – click or drag the logo to the field.

**Links in the Column 'External' are for Polarity only** – used for customizing the form for Polarity. 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 specify 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'.



**GLOBAL SETTINGS - FRONTEND**

**Business Card**

**People**

Line Number	Display
1	Only When Data
2	Always
3	Never
4	Only When Data
5	Only When Data
6	Only When Data

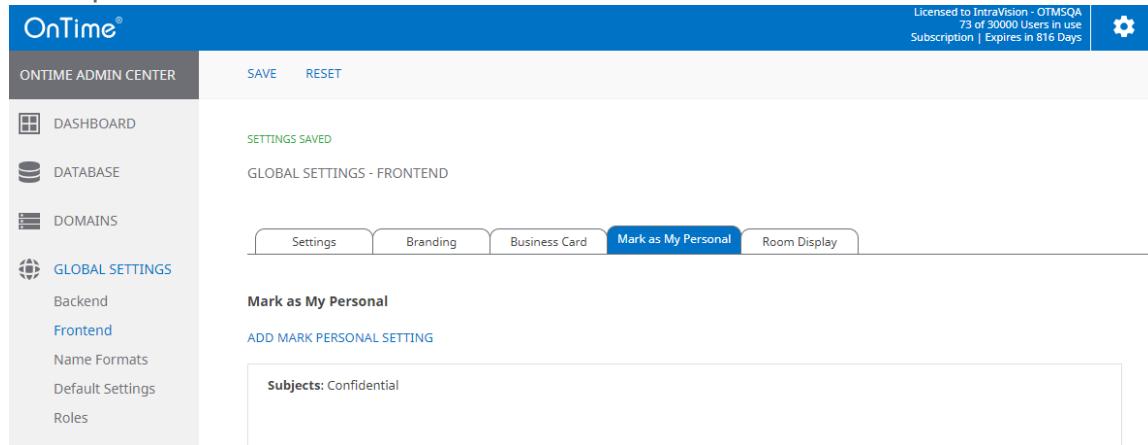
**Rooms/Equipment/Shard Desks**

Line Number	Display
2	Only When Data
3	Only When Data
4	Only When Data
5	Only When Data
6	Only When Data
7	Only When Data
8	Only When Data
9	Only When Data
10	Only When Data
11	Only When Data

### Mark as My Personal

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

Example:



The screenshot shows the OnTime Admin Center interface. The left sidebar has 'ONTIME ADMIN CENTER' and a list including 'DASHBOARD', 'DATABASE', 'DOMAINS', and 'GLOBAL SETTINGS' (which is currently selected). Under 'GLOBAL SETTINGS', there are sub-options for 'Backend', 'Frontend', 'Name Formats', 'Default Settings', and 'Roles'. The main content area has 'SAVE' and 'RESET' buttons at the top. Below that, it says 'SETTINGS SAVED' and 'GLOBAL SETTINGS - FRONTEND'. A navigation bar at the bottom includes 'Settings', 'Branding', 'Business Card', 'Mark as My Personal' (which is highlighted in blue), and 'Room Display'. The 'Mark as My Personal' section contains a sub-section titled 'Mark as My Personal' with a 'ADD MARK PERSONAL SETTING' button. A 'Subjects' field is shown with the value 'Confidential'.

Click ‘Add Mark Personal Setting’ to setup.

Sensitivity is the levels as in Outlook.

All the parameters in the ‘Mark as My Personal’ section must 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

Subjects

Personal

Confidential

Show As:

Save | Cancel

MARK AS MY PERSONAL

Event categories

Sensitivity

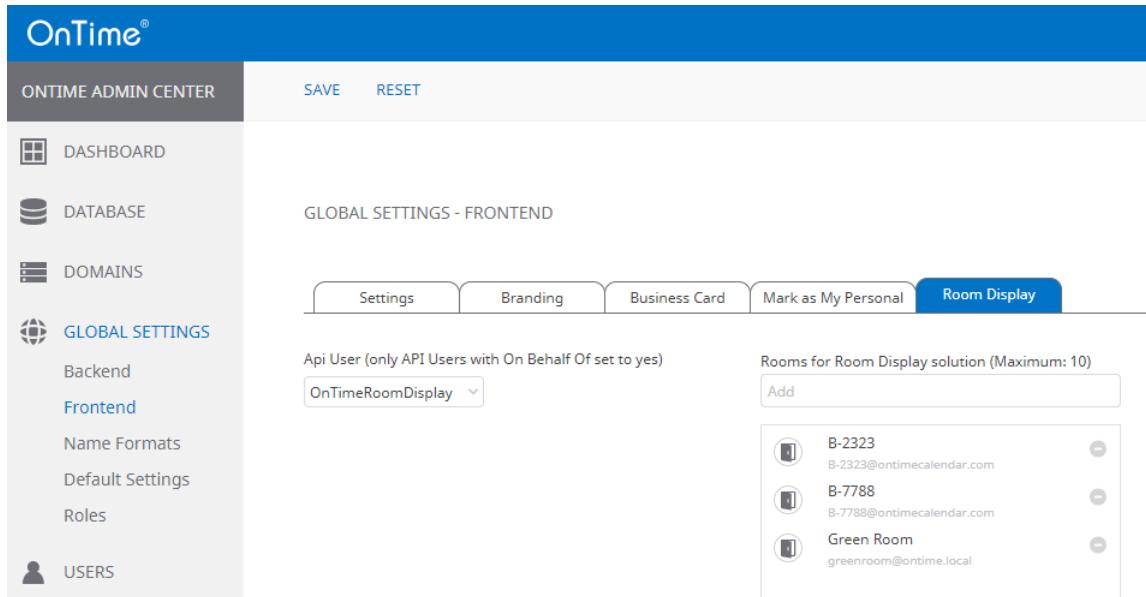
Show As

Subjects

Away	<input type="text"/>
Busy	<input type="text"/>
Tentative	<input type="text"/>
Free	<input type="text"/>
Working Elsewhere	<input type="text"/>

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

### Room Display



The screenshot shows the OnTime Admin Center interface. The left sidebar has a 'GLOBAL SETTINGS' section with 'Frontend' selected. The main content area is titled 'GLOBAL SETTINGS - FRONTEND' and shows tabs for 'Settings', 'Branding', 'Business Card', 'Mark as My Personal', and 'Room Display', with 'Room Display' being the active tab. Under 'Room Display', there is a dropdown for 'Api User (only API Users with On Behalf Of set to yes)' containing 'OnTimeRoomDisplay'. There is also a list for 'Rooms for Room Display solution (Maximum: 10)' with three items: 'B-2323' (B-2323@ontimecalendar.com), 'B-7788' (B-7788@ontimecalendar.com), and 'Green Room' (greenroom@ontime.local).

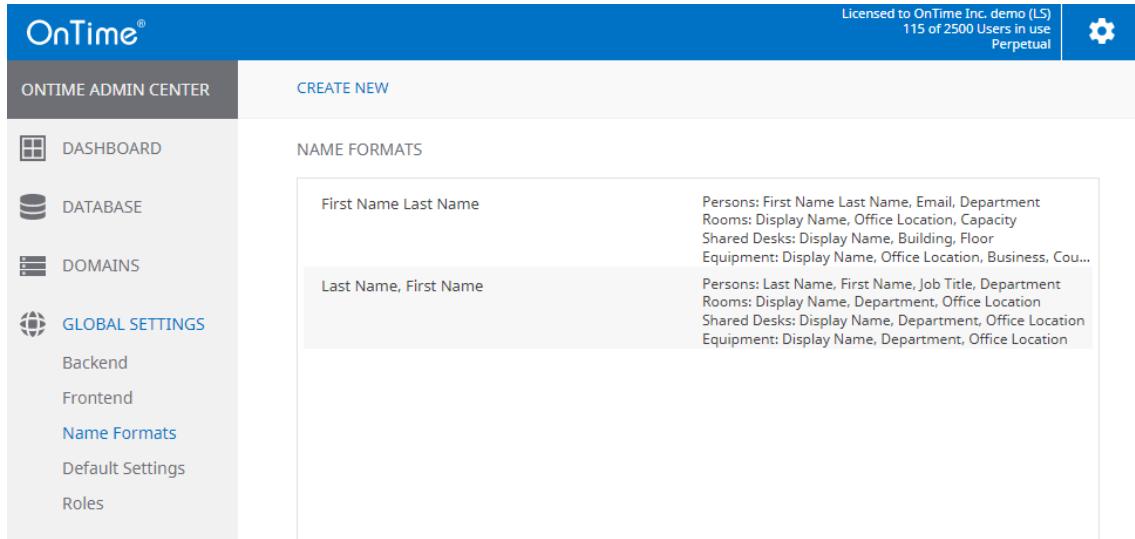
Choose an Api User, with 'On Behalf Of' set to yes.

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.

## Name Formats

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



ONTIME ADMIN CENTER

CREATE NEW

DASHBOARD

DATABASE

DOMAINS

GLOBAL SETTINGS

Backend

Frontend

**Name Formats**

Default Settings

Roles

NAME FORMATS

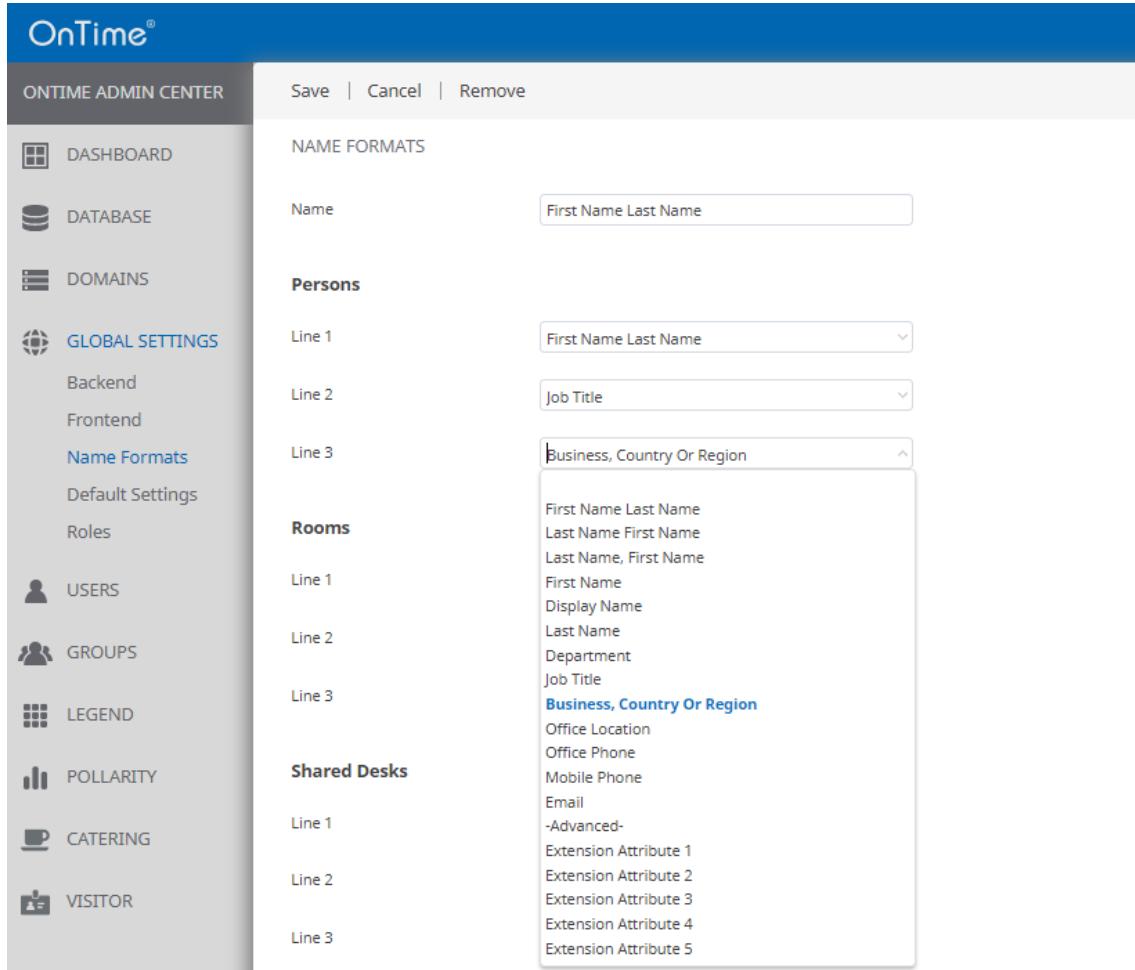
First Name Last Name

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...

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

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.



ONTIME ADMIN CENTER

Save | Cancel | Remove

DASHBOARD

DATABASE

DOMAINS

GLOBAL SETTINGS

Backend

Frontend

**Name Formats**

Default Settings

Roles

NAME FORMATS

Name

Persons

Line 1

First Name Last Name

Line 2

Job Title

Line 3

Business, Country Or Region

Rooms

Line 1

First Name

Display Name

Last Name

Department

Job Title

Line 2

Business, Country Or Region

Office Location

Office Phone

Mobile Phone

Email

Advanced

Extension Attribute 1

Line 3

Extension Attribute 2

Extension Attribute 3

Extension Attribute 4

Extension Attribute 5

Shared Desks

Line 1

Line 2

Line 3

## 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

#### Persons

Line 1

Line 2

Line 3

#### Test

#### IDs

First Name Last Name	%FirstName% %LastName%	<a href="#">Copy</a>
Last Name First Name	%LastName% %FirstName%	<a href="#">Copy</a>
Last Name, First Name	%LastName%, %FirstName%	<a href="#">Copy</a>
First Name	%FirstName%	<a href="#">Copy</a>
Display Name	%DisplayName%	<a href="#">Copy</a>
Last Name	%LastName%	<a href="#">Copy</a>
Department	%Department%	<a href="#">Copy</a>
Job Title	%jobTitle%	<a href="#">Copy</a>
Business, Country Or Region	%BusinessCountryOrRegion%	<a href="#">Copy</a>
Office Location	%OfficeLocation%	<a href="#">Copy</a>
Office Phone	%BusinessPhone%	<a href="#">Copy</a>
Mobile Phone	%MobilePhone%	<a href="#">Copy</a>
Email	%Email%	<a href="#">Copy</a>
Building	%Building%	<a href="#">Copy</a>

#### Rooms

Line 1

Line 2

Line 3

Display Name	%DisplayName%	<a href="#">Copy</a>
Last Name	%LastName%	<a href="#">Copy</a>
Department	%Department%	<a href="#">Copy</a>
Job Title	%jobTitle%	<a href="#">Copy</a>
Business, Country Or Region	%BusinessCountryOrRegion%	<a href="#">Copy</a>
Office Location	%OfficeLocation%	<a href="#">Copy</a>
Office Phone	%BusinessPhone%	<a href="#">Copy</a>
Mobile Phone	%MobilePhone%	<a href="#">Copy</a>
Email	%Email%	<a href="#">Copy</a>
Building	%Building%	<a href="#">Copy</a>

#### Shared Desks

Line 1

Line 2

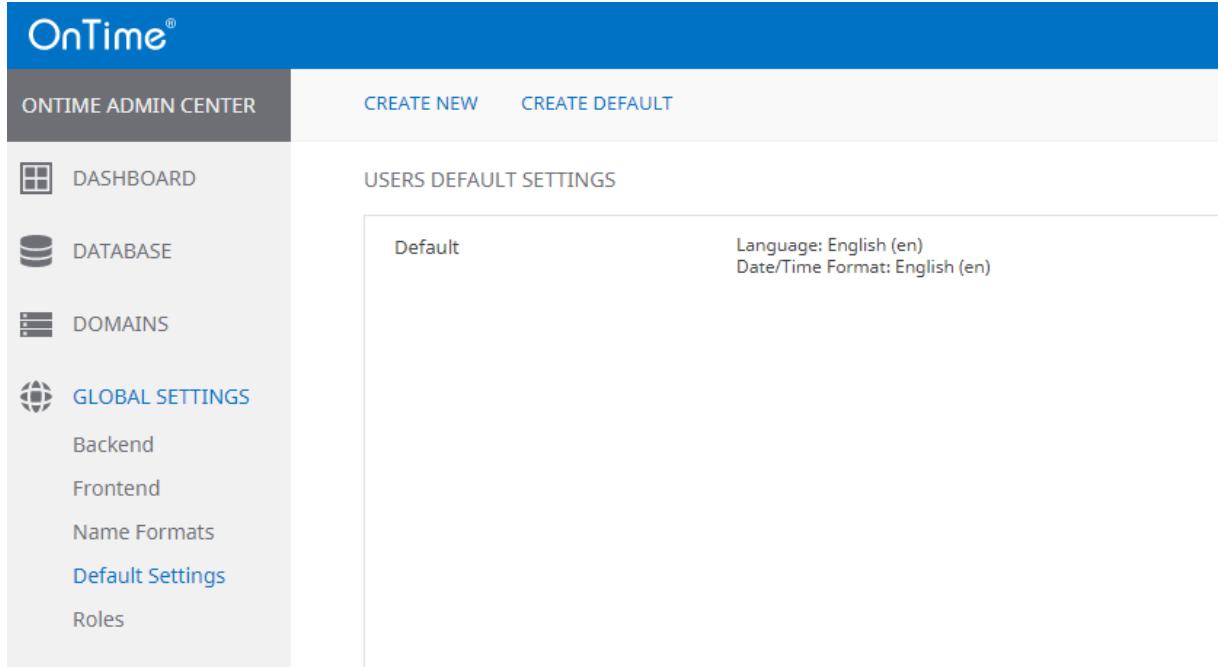
Line 3

Display Name	%DisplayName%	<a href="#">Copy</a>
Last Name	%LastName%	<a href="#">Copy</a>
Department	%Department%	<a href="#">Copy</a>
Job Title	%jobTitle%	<a href="#">Copy</a>
Business, Country Or Region	%BusinessCountryOrRegion%	<a href="#">Copy</a>
Office Location	%OfficeLocation%	<a href="#">Copy</a>
Office Phone	%BusinessPhone%	<a href="#">Copy</a>
Mobile Phone	%MobilePhone%	<a href="#">Copy</a>
Email	%Email%	<a href="#">Copy</a>
Building	%Building%	<a href="#">Copy</a>

**Click 'Save' to save your configuration**

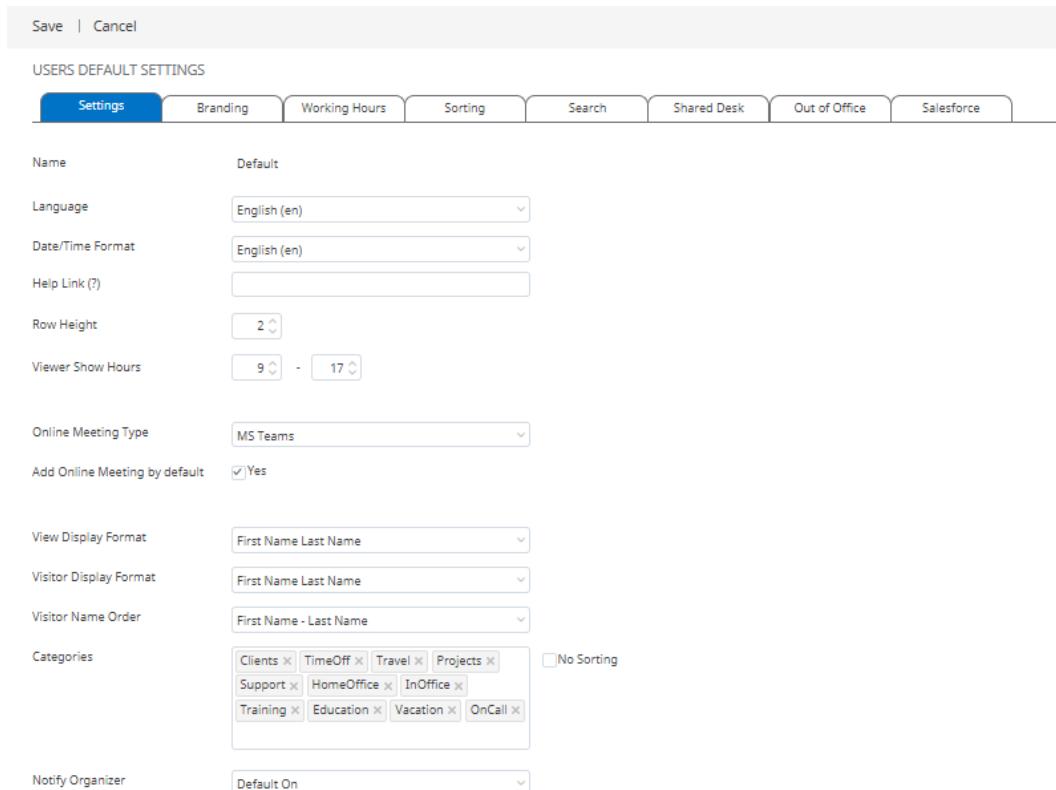
## Default Settings

Click 'Default Settings'.



The screenshot shows the OnTime Admin Center interface. The left sidebar has a 'GLOBAL SETTINGS' section with 'Default Settings' highlighted. The main content area is titled 'USERS DEFAULT SETTINGS' and shows a 'Default' entry with 'Language: English (en)' and 'Date/Time Format: English (en)'.

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



The screenshot shows the 'USERS DEFAULT SETTINGS' configuration page. The 'Settings' tab is selected. The form includes fields for Name (Default), Language (English (en)), Date/Time Format (English (en)), Help Link, Row Height (2), Viewer Show Hours (9 - 17), Online Meeting Type (MS Teams), and a checked 'Add Online Meeting by default' option. It also includes dropdowns for View Display Format (First Name Last Name), Visitor Display Format (First Name Last Name), and Visitor Name Order (First Name - Last Name). The 'Categories' section contains a list of tags: Clients, TimeOff, Travel, Projects, Support, HomeOffice, InOffice, Training, Education, Vacation, and OnCall. A 'No Sorting' checkbox is also present. The 'Notify Organizer' dropdown is set to '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’.

**Add OnLine Meetings by Default** – checked 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’

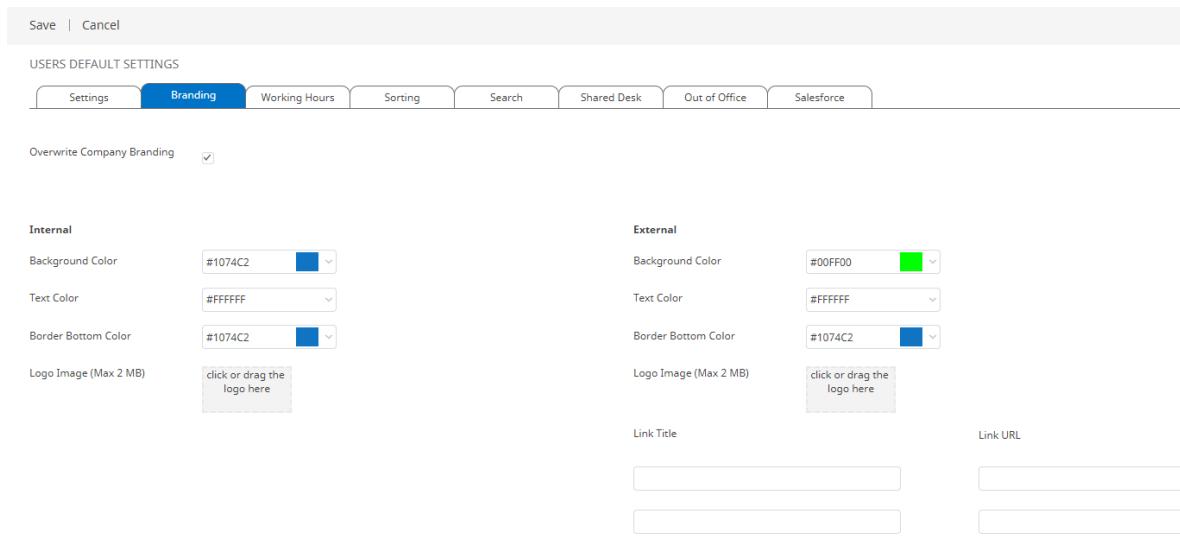
Save | Cancel | Remove

USERS DEFAULT SETTINGS

Settings	Members	Branding	Working Hours	Sorting	Search	Shared Desk	Out of Office	Salesforce
Name	"My Company" staff							
Priority	1							
Language	English (en)							
Date/Time Format	English (en)							
Help Link(?)								
Row Height	3							
Viewer Show Hours	8	-	17					
Online Meeting Type	MS Teams							
Add Online Meeting by default	<input checked="" type="checkbox"/> Yes							
View Display Format	First Name Last Name							
Visitor Display Format	First Name Last Name							
Visitor Name Order	First Name - Last Name							
Categories	Vacation X Education X Training X InOffice X HomeOffice X Projects X Conference X Travel X TimeOff X Clients X			<input type="checkbox"/> No Sorting				
Notify Organizer	Default On							

## Branding

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



Save | Cancel

USERS DEFAULT SETTINGS

Overwrite Company Branding

Internal		External	
Background Color	#1074C2 <input type="color"/>	Background Color	#00FF00 <input type="color"/>
Text Color	#FFFFFF <input type="color"/>	Text Color	#FFFFFF <input type="color"/>
Border Bottom Color	#1074C2 <input type="color"/>	Border Bottom Color	#1074C2 <input type="color"/>
Logo Image (Max 2 MB)	click or drag the logo here		
		Link Title	Link URL
		<input type="text"/>	<input type="text"/>
		<input type="text"/>	<input type="text"/>

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 'Polarity'

**Overwrite Company Branding** – tick to overwrite

**Background Color** – use the arrow to select a 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 Polarity only** – used for customizing the form for Polarity. 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

Working Hours

Settings   Branding   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: 09:00 - 12:00, 12:30 - 17:00

Sunday: 09:00 - 12:00, 12:30 - 17:00

## 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 SETTINGS

Settings | Branding | Working Hours | **Sorting** | Search | Shared Desk | Out of Office | Salesforce

Sort by Type  Yes

**1. Persons**

Level 1	<input type="text" value="JobTitle"/>	<input type="text" value="Sort order 1"/>	<input type="text" value="CEO,CFO,HR,Developer"/>
Level 2	<input type="text" value="Department"/>	Sort order 2	<input type="text" value="Headquarter"/>
Level 3	<input type="text"/>	Sort order 3	<input type="text"/>
Level 4	<input type="text"/>	Sort order 4	<input type="text"/>
Level 5	<input type="text"/>	Sort order 5	<input type="text"/>

**2. Rooms**

Level 1	<input type="text"/>	<input type="text" value="Sort order 1"/>	<input type="text"/>
Level 2	<input type="text"/>	Sort order 2	<input type="text"/>
Level 3	<input type="text"/>	Sort order 3	<input type="text"/>
Level 4	<input type="text"/>	Sort order 4	<input type="text"/>
Level 5	<input type="text"/>	Sort order 5	<input type="text"/>

**3. Shared Desks**

Level 1	<input type="text"/>	<input type="text" value="Sort order 1"/>	<input type="text"/>
---------	----------------------	---	----------------------

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	Members	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	<input type="checkbox"/>							
Search in Exchange Directory	<input type="checkbox"/>							
Search in my 150 most relevant contacts	<input type="checkbox"/>							
Search in Visitors	<input type="checkbox"/>							
Search in Polarity Users	<input type="checkbox"/>							

**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 Polarity Users** - tick to enable

## Shared Desk

Save | Cancel | Remove

USERS DEFAULT SETTINGS

Settings	Members	Branding	Working Hours	Sorting	Search	Shared Desk	Out of Office	Salesforce
Show Create Shared Desk Action	<input checked="" type="checkbox"/> 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

Settings Members Branding Working Hours Sorting Search Shared Desk **Out of Office** Salesforce

Enable Out of Office  Yes

Approvers

List of Approvers  
List of Approvers + manager from AD  
All OnTime Users

Busy: "Show As" will always be marked as "Busy"

Out of Office: "Show As" will always 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 coloured according to the legends in the user interface.

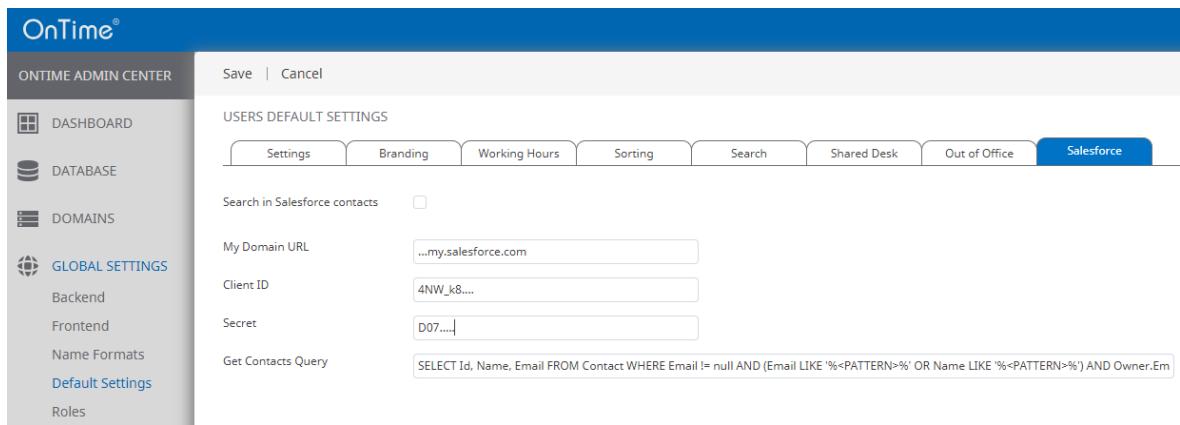
**Busy:** 'Show As' will be marked as 'Busy'

**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.



**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’

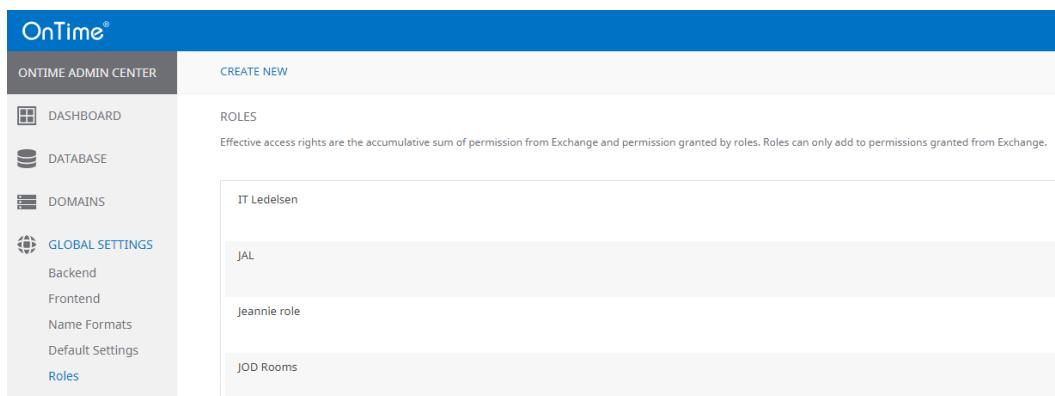
## Roles

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.

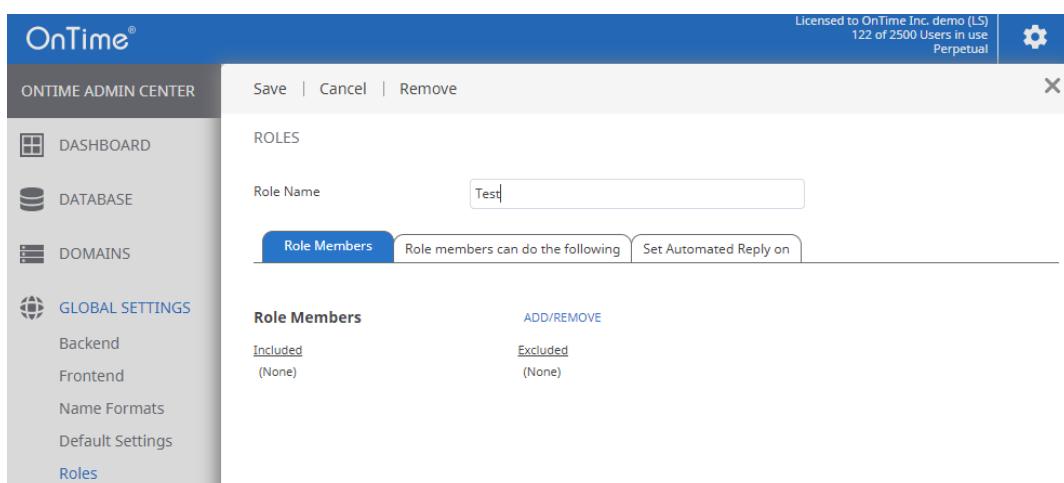
Dynamic Distribution Groups from Microsoft 365 are supported.

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

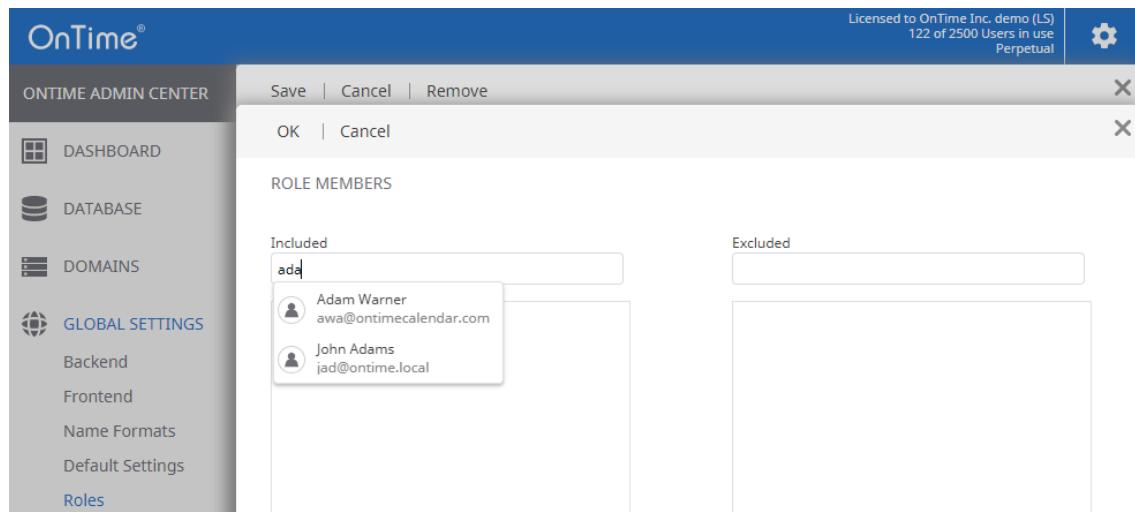


Click 'Create New' to create a role.

Enter a 'Role Name'.



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.



Licensed to OnTime Inc. demo (LS)  
122 of 2500 Users in use  
Perpetual 

Save | Cancel | Remove 

OK | Cancel 

ROLE MEMBERS

Included

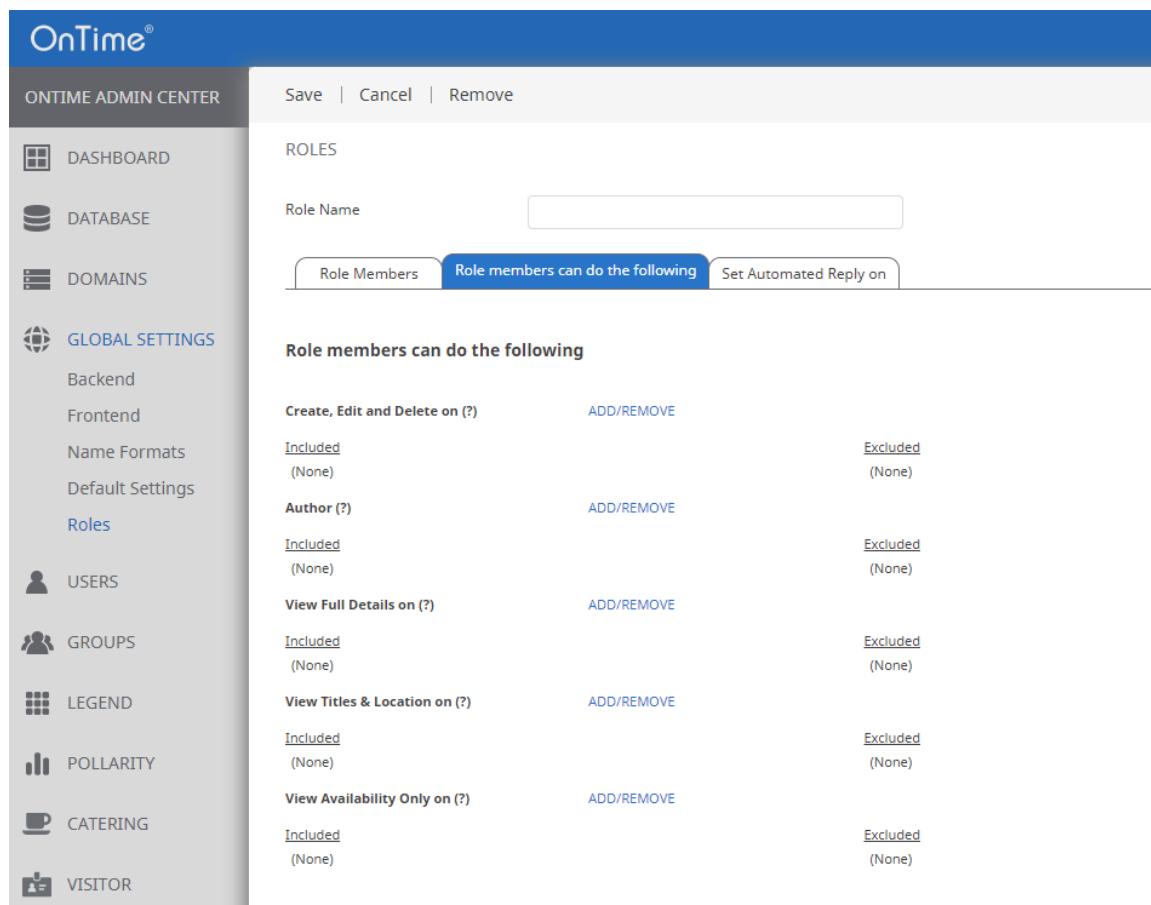
Excluded

ada

Adam Warner awa@ontimecalendar.com

John Adams jad@ontime.local

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



Save | Cancel | Remove

ROLES

Role Name

Role Members **Role members can do the following** Set Automated Reply on

**Role members can do the following**

**Create, Edit and Delete on (?)** **ADD/REMOVE**

Included  
(None) Excluded  
(None)

**Author (?)** **ADD/REMOVE**

Included  
(None) Excluded  
(None)

**View Full Details on (?)** **ADD/REMOVE**

Included  
(None) Excluded  
(None)

**View Titles & Location on (?)** **ADD/REMOVE**

Included  
(None) Excluded  
(None)

**View Availability Only on (?)** **ADD/REMOVE**

Included  
(None) Excluded  
(None)

**Dashboard**

**Database**

**Domains**

**Global Settings**

Backend

Frontend

Name Formats

Default Settings

**Roles**

**Users**

**Groups**

**Legend**

**Polarity**

**Catering**

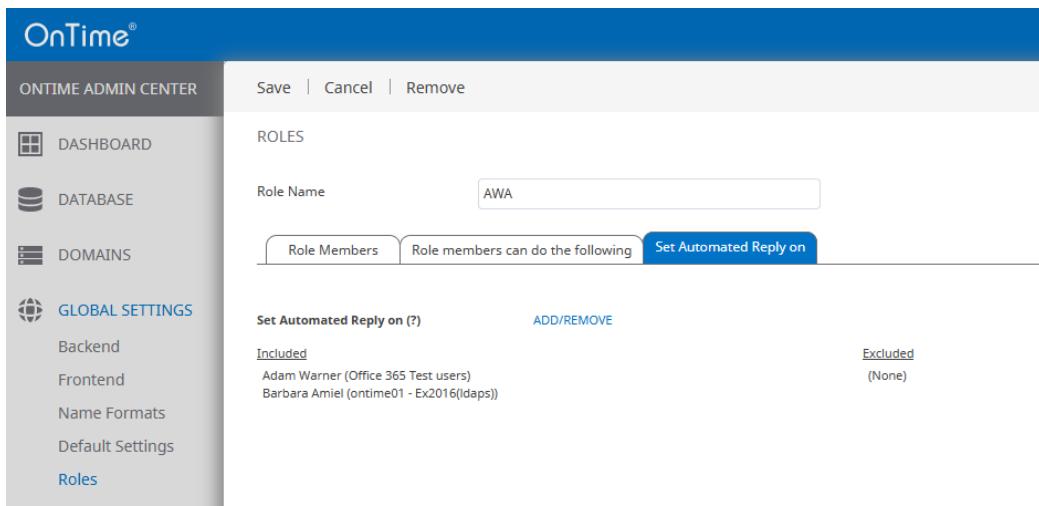
**Visitor**

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

Access level	Description
<b>Create, Edit and Delete</b>	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.
<b>Author</b>	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
<b>View full details</b>	This level allows users access to read all details of a calendar entry. Private appointments still have all information hidden by default.
<b>View Titles &amp; Location</b>	This level allows users access view Titles/Subjects and Locations Private appointments still have all information hidden by default.
<b>View Availability Only</b>	View Availability/Busy time 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.



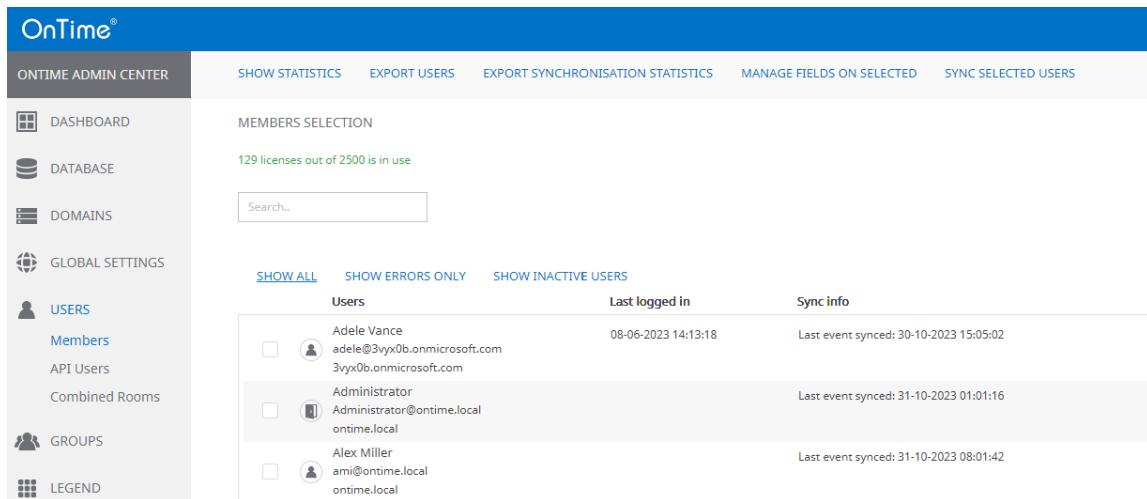
When done editing permissions, click 'Save' on the roles document.

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

# Users

## Members

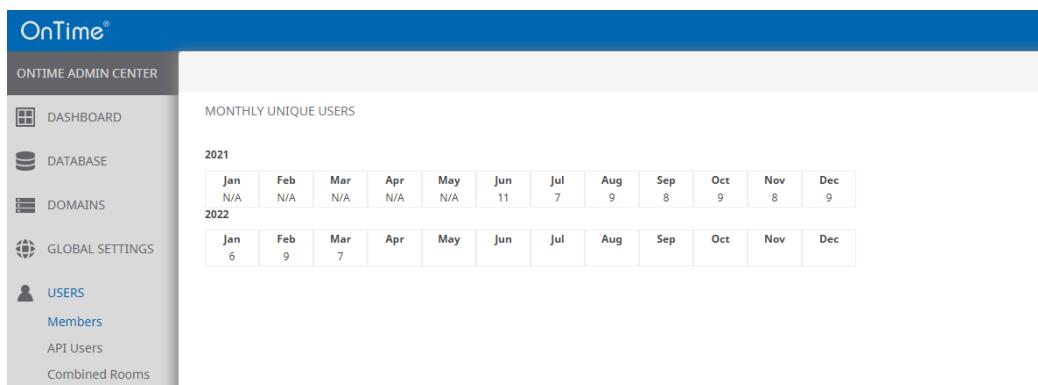
Click 'Users/Members' to see the list of available users in OnTime.



Users	Last logged in	Sync info
Adele Vance adele@3vyx0b.onmicrosoft.com 3vyx0b.onmicrosoft.com	08-06-2023 14:13:18	Last event synced: 30-10-2023 15:05:02
Administrator Administrator@ontime.local ontime.local		Last event synced: 31-10-2023 01:01:16
Alex Miller armi@ontime.local ontime.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'



2021											
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
N/A	N/A	N/A	N/A	N/A	11	7	9	8	9	8	9

2022											
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
6	9	7	N/A								

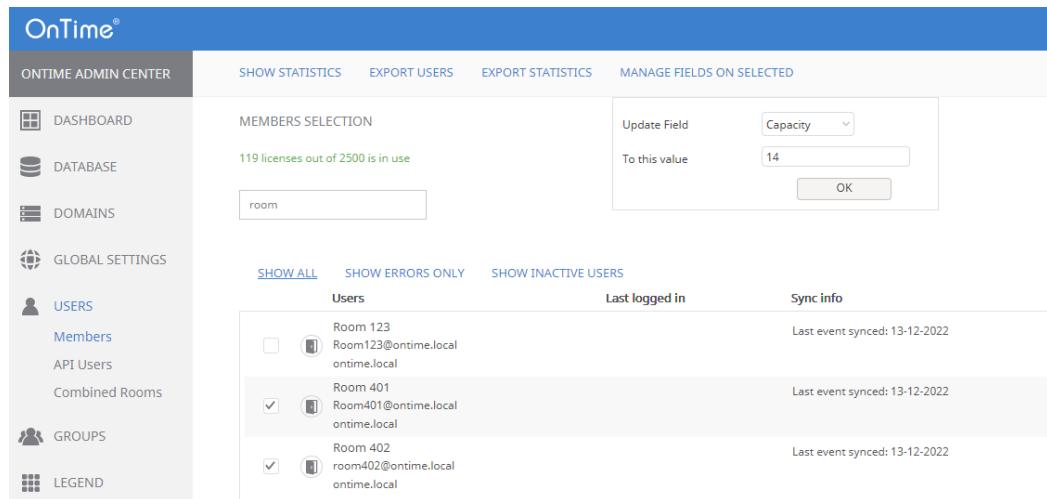
The N/A – not applicable, means no data available for the month.

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:



ONTIME ADMIN CENTER

SHOW STATISTICS EXPORT USERS EXPORT STATISTICS MANAGE FIELDS ON SELECTED

DASHBOARD DATABASE DOMAINS GLOBAL SETTINGS

USERS Members API Users Combined Rooms GROUPS LEGEND

MEMBERS SELECTION 119 licenses out of 2500 is in use

room

Update Field Capacity To this value 14 OK

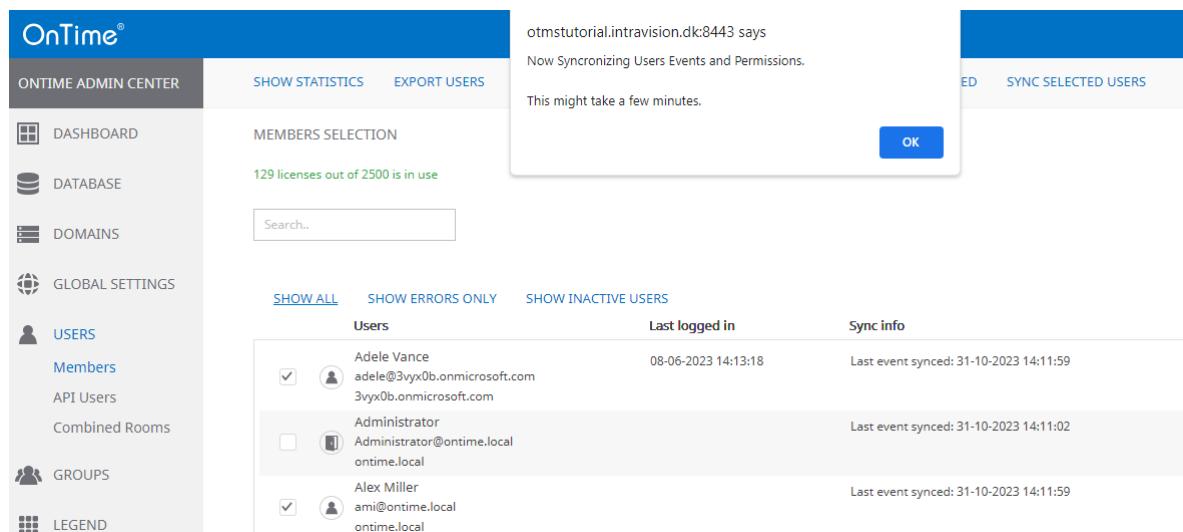
SHOW ALL SHOW ERRORS ONLY SHOW INACTIVE USERS

Users Last logged in Sync info

<input type="checkbox"/> Room 123 Room123@ontime.local ontime.local	Last event synced: 13-12-2022
<input checked="" type="checkbox"/> Room 401 Room401@ontime.local ontime.local	Last event synced: 13-12-2022
<input checked="" type="checkbox"/> Room 402 room402@ontime.local ontime.local	Last event synced: 13-12-2022

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'.



ONTIME ADMIN CENTER

SHOW STATISTICS EXPORT USERS

DASHBOARD DATABASE DOMAINS GLOBAL SETTINGS

USERS Members API Users Combined Rooms GROUPS LEGEND

MEMBERS SELECTION 129 licenses out of 2500 is in use

Search..

SHOW ALL SHOW ERRORS ONLY SHOW INACTIVE USERS

Users Last logged in Sync info

<input checked="" type="checkbox"/> Adele Vance adele@3vyx0b.onmicrosoft.com 3vyx0b.onmicrosoft.com	08-06-2023 14:13:18	Last event synced: 31-10-2023 14:11:59
<input type="checkbox"/> Administrator Administrator@ontime.local ontime.local		Last event synced: 31-10-2023 14:11:02
<input checked="" type="checkbox"/> Alex Miller amil@ontime.local ontime.local		Last event synced: 31-10-2023 14:11:59

ED SYNC SELECTED USERS

otmstutorial.intravision.dk:8443 says  
Now Syncronizing Users Events and Permissions.  
This might take a few minutes.

OK

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

Search...

[SHOW ALL](#)
[SHOW ERRORS ONLY](#)
[SHOW INACTIVE USERS](#)

 Alex Miller ami@ontime01.dk ontime01-Exchange2019	<b>Sync Error:</b> java.sql.BatchUpdateException: Violation of PRIMARY KEY constraint Last event synced: dec. 11,2024
 Alphonse Allais aal@ontime01.dk ontime01-Exchange2019	<b>Sync Error:</b> java.sql.BatchUpdateException: Violation of PRIMARY KEY constraint Last event synced: dec. 11,2024
 Charles Barkley cba@ontime01.dk ontime01-Exchange2019	<b>Sync Error:</b> java.sql.BatchUpdateException: Violation of PRIMARY KEY constraint Last event synced: dec. 11,2024

“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 Centre’. Basic

[Save](#) | [Invalidate Token](#)

Basic

[Business Card](#)
[Custom Attributes](#)
[Show Permissions](#)
[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

**Type** 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 Token

Basic    **Booking Options**    Business Card    Custom Attributes    Show Permissons    Manage Images

**Booking Window**     Days  
**Maximum Duration**     Hours

**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    **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 Permissions Manage Images

**Phonetic Display Name**

<b>Extension Attribute 1</b>	OnTime/CA
<b>Extension Attribute 2</b>	ExtensionAttribute2
<b>Extension Attribute 3</b>	ExtensionAttribute3
<b>Extension Attribute 4</b>	ExtensionAttribute4
<b>Extension Attribute 5</b>	ExtensionAttribute5
<b>Extension Attribute 6</b>	ExtensionAttribute6
<b>Extension Attribute 7</b>	

More details about the fields and their mappings to the user, EWS or Active Directory (LDAP) may be seen in the appendix [Mapping of directory fields](#).

## Show Permissions

Save | Invalidate Token

Basic Business Card Custom Attributes **Show Permissions** Manage Images

SHOW PERMISSIONS

Name	Adam Warner (awa@ontimecalendar.com)
Select Permission type	Show permissions other people have for the calendar 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	lmc@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' 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 Permissions](#)

[Manage Images](#)

#### MANAGE IMAGES

You can have a maximum of 10 images and each image can only be 2MB

[Upload Images](#)

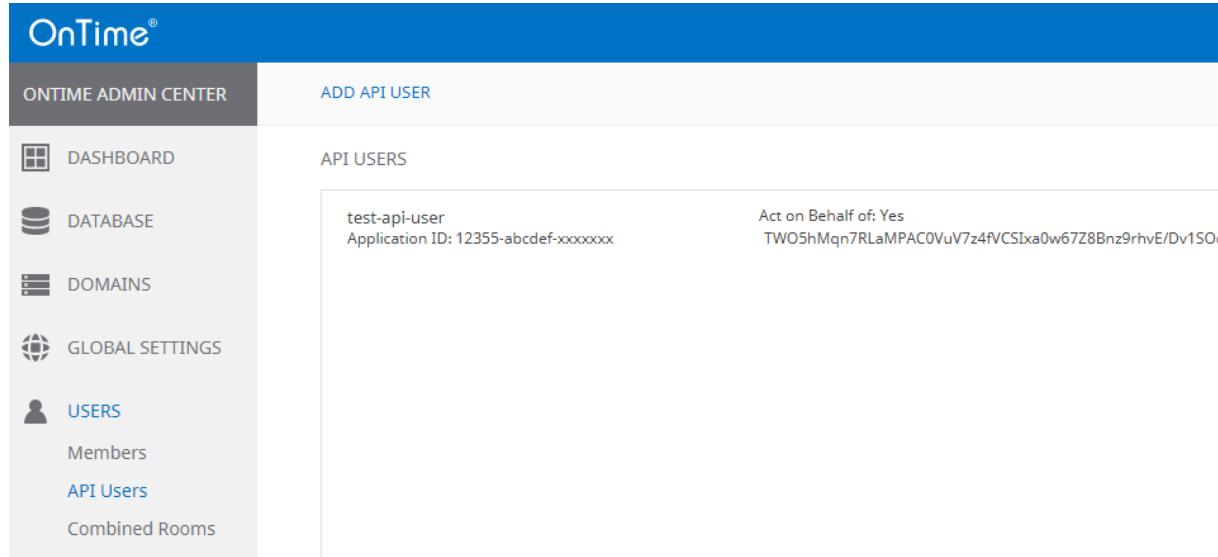
Click or drag your  
image(s) here

## 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’



ONTIME ADMIN CENTER      ADD API USER

DASHBOARD      API USERS

test-api-user  
Application ID: 12355-abcdef-xxxxxx      Act on Behalf of: Yes  
TWO5hMqn7RLaMPAC0VuV7z4fVCSIxa0w67Z8Bnz9rhvE/Dv1SOc

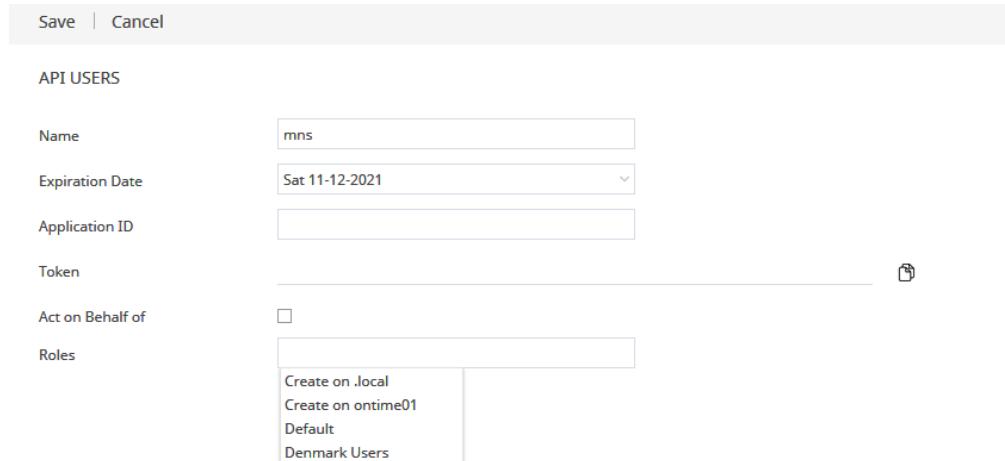
DATABASE      GLOBAL SETTINGS

DOMAINS

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:

Act on Behalf of:

Roles:   
 Create on .local  
 Create on ontime01  
 Default  
 Denmark Users

**Name** – enter a name of the API User.

**Expiration Date** – enter the expiration date for this API User

**Application ID** – license acquired

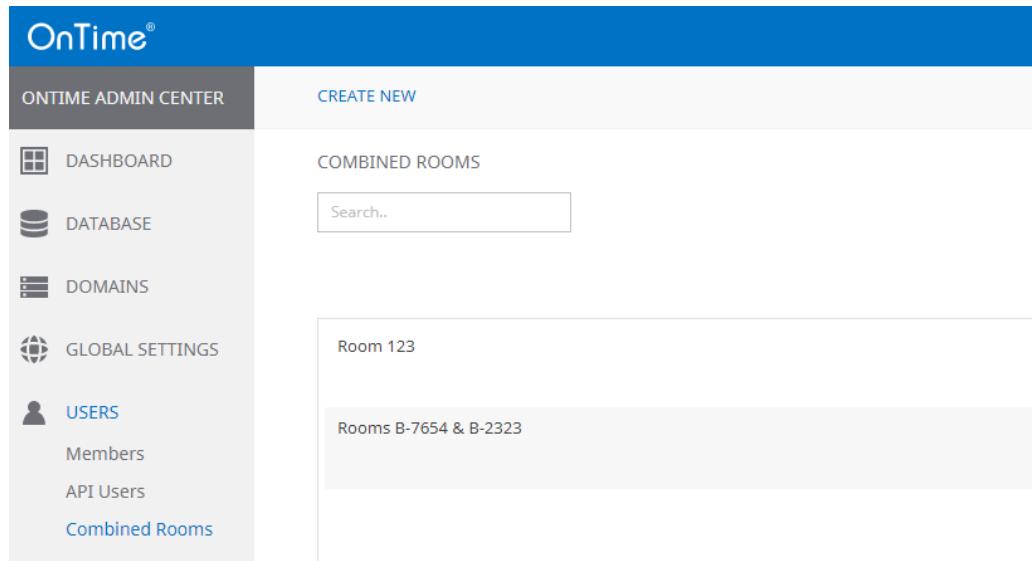
**Token** – when you click ‘Save’ a token is generated in the OnTime back-end.

**Act on Behalf of** – checked, 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 ADMIN CENTER

CREATE NEW

DASHBOARD

DATABASE

DOMAINS

GLOBAL SETTINGS

USERS

Members

API Users

Combined Rooms

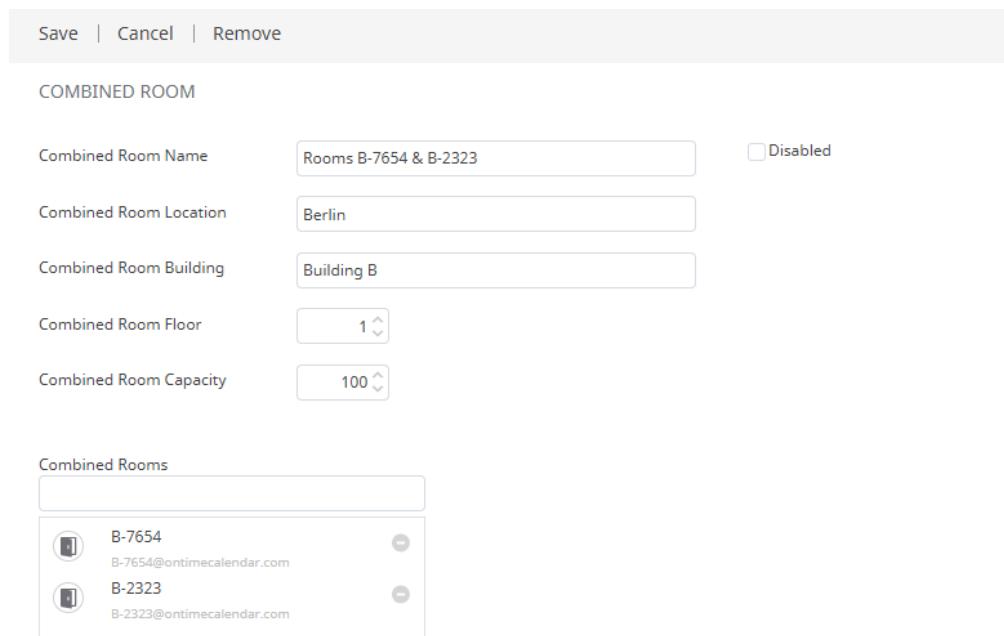
COMBINED ROOMS

Search..

Room 123

Rooms B-7654 & B-2323

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

Rooms

B-7654  
B-7654@ontimecalendar.com

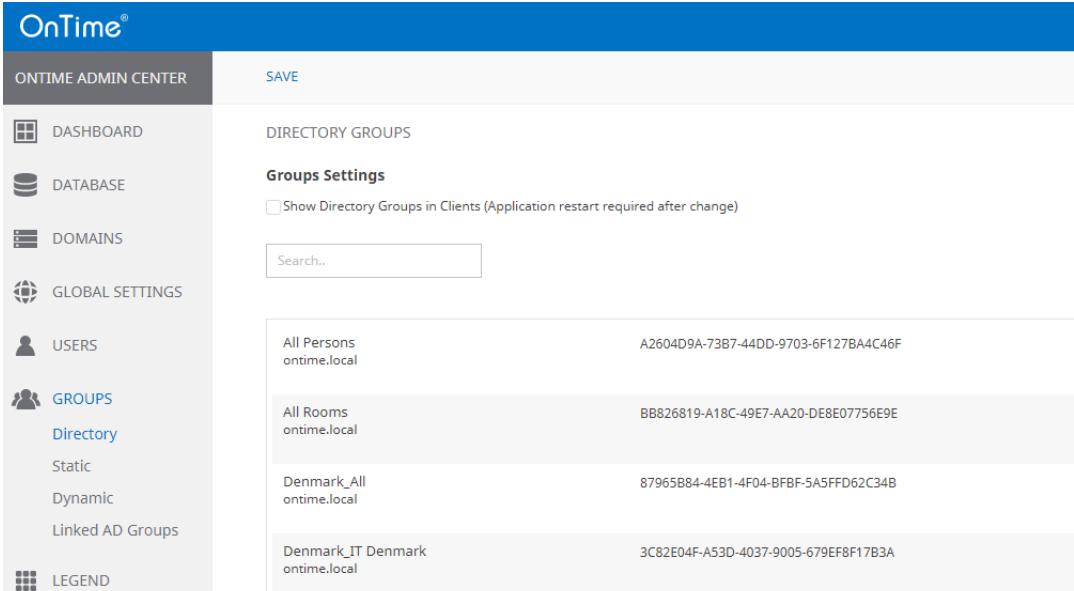
B-2323  
B-2323@ontimecalendar.com

## 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.



**Groups Settings**

Show Directory Groups in Clients (Application restart required after change)

Search..

All Persons ontime.local	A2604D9A-73B7-44DD-9703-6F127BA4C46F
All Rooms ontime.local	BB826819-A18C-49E7-AA20-DE8E07756E9E
Denmark_All ontime.local	87965B84-4EB1-4F04-BFBF-5A5FFD62C34B
Denmark_IT Denmark ontime.local	3C82E04F-A53D-4037-9005-679EF8F17B3A

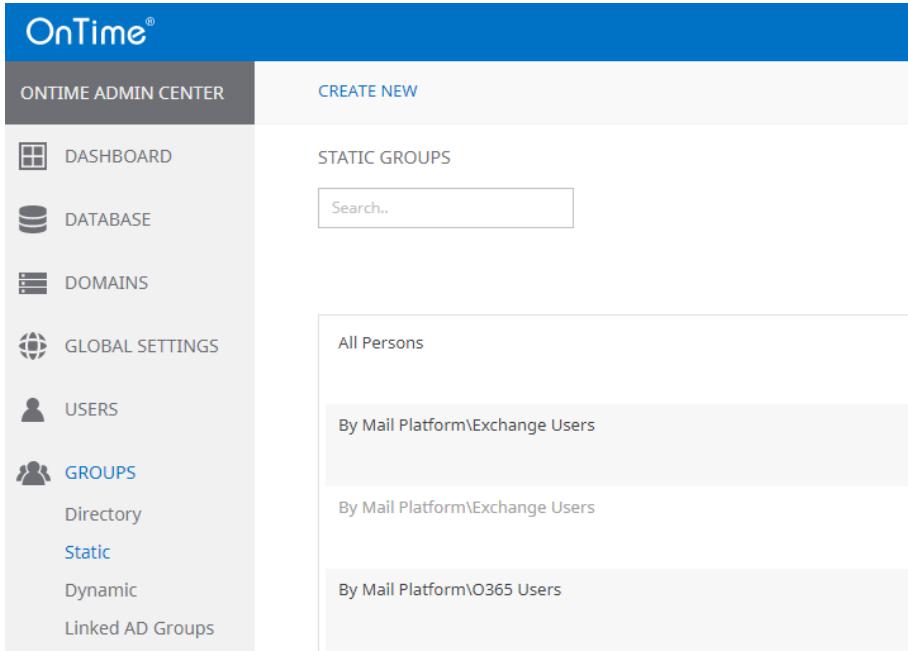
To show these groups in the OnTime client, tick ‘Show Directory Groups in Clients’ and “Save”.

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.

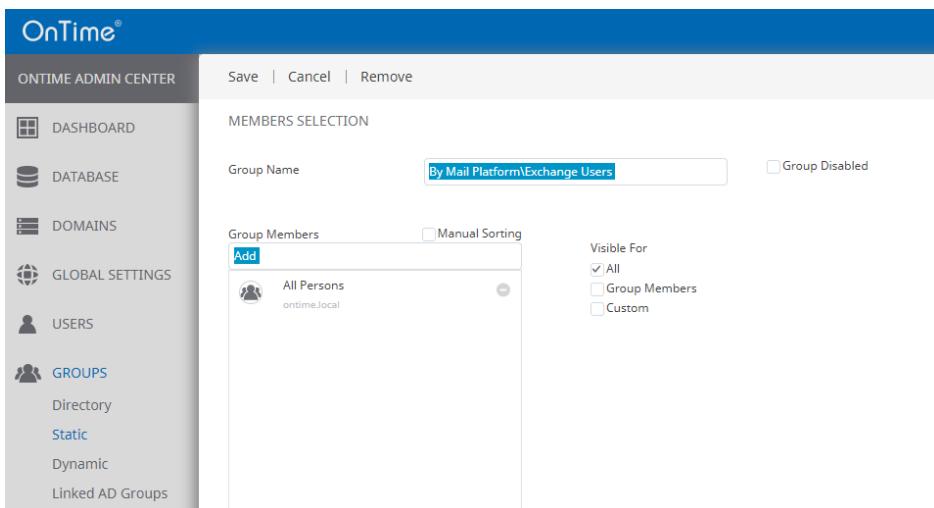


The screenshot shows the OnTime Admin Center interface. The left sidebar has a 'GROUPS' section with sub-options: Directory, Static (which is selected and highlighted in blue), Dynamic, and Linked AD Groups. The main content area is titled 'STATIC GROUPS' and contains a search bar with 'Search..'. Below the search bar, there are three sections: 'All Persons' (which is currently selected and highlighted in blue), 'By Mail Platform\Exchange Users', and 'By Mail Platform\O365 Users'.

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.



The screenshot shows the 'Create New' dialog for a Static group. The 'Group Name' field is set to 'By Mail Platform\Exchange Users'. The 'Group Members' section shows a list with 'All Persons' and 'ontime.local'. There are checkboxes for 'Manual Sorting' and 'Group Disabled'. The 'Visible For' section includes checkboxes for 'All', 'Group Members', and 'Custom', with 'All' being checked.

**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 | Remove

#### MEMBERS SELECTION

Group Name	<input type="text" value="All test users Office 365"/>	<input type="checkbox" value="Group Disabled"/>
<input checked="" type="checkbox" value="Manual Sorting"/> Manual Sorting		
<input type="button" value="Add"/> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;">  André Bazin aba@ontime01.dk OnTime Rooms    Test users           </div>		<b>Visible For</b> <input type="checkbox"/> All <input type="checkbox"/> Group Members <input checked="" type="checkbox"/> Custom <input type="button" value="Add"/> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;">  André Bazin aba@ontime01.dk           </div>

Click “Save” to save your group.

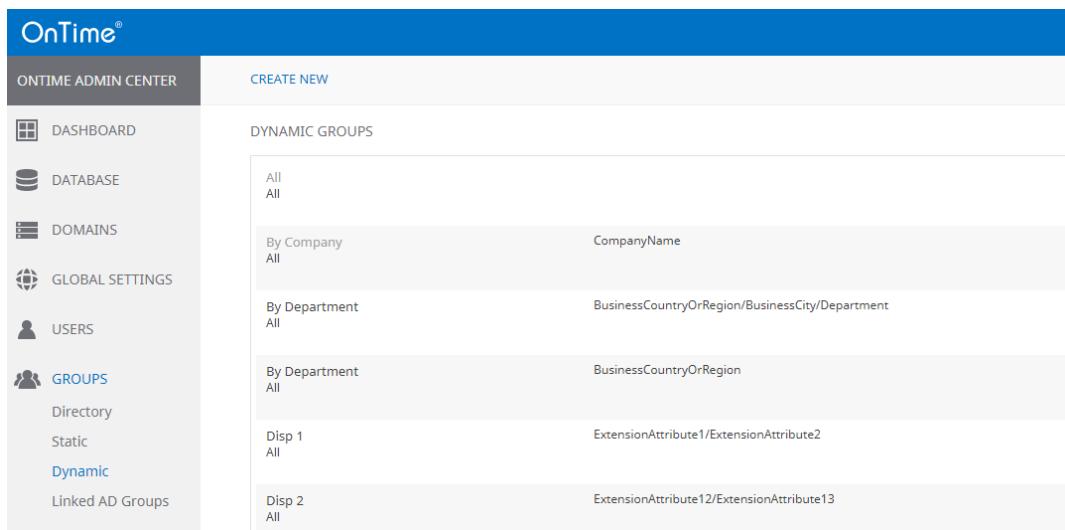
Changes in the static groups must be followed by clicking ‘Start’ at ‘User & Group Sync’ in the **Dashboard**.

## 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 Microsoft 365 are supported.

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

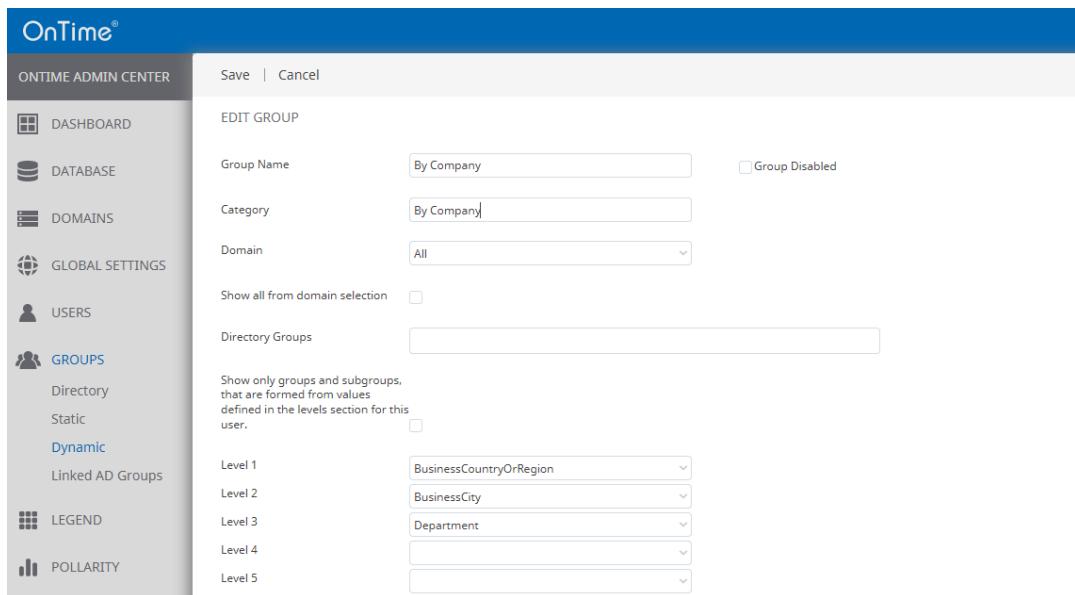


**CREATE NEW**

**DYNAMIC GROUPS**

All	All
By Company	CompanyName
All	
By Department	BusinessCountryOrRegion/BusinessCity/Department
All	
By Department	BusinessCountryOrRegion
All	
Disp 1	ExtensionAttribute1/ExtensionAttribute2
All	
Disp 2	ExtensionAttribute12/ExtensionAttribute13
All	

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



**ONTIME ADMIN CENTER**

**EDIT GROUP**

Save | Cancel

Group Name: By Company  Group Disabled

Category: By Company

Domain: All

Show all from domain selection:

Directory Groups:

Show only groups and subgroups, that are formed from values defined in the levels section for this user:

Level 1: BusinessCountryOrRegion

Level 2: BusinessCity

Level 3: Department

Level 4:

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**.

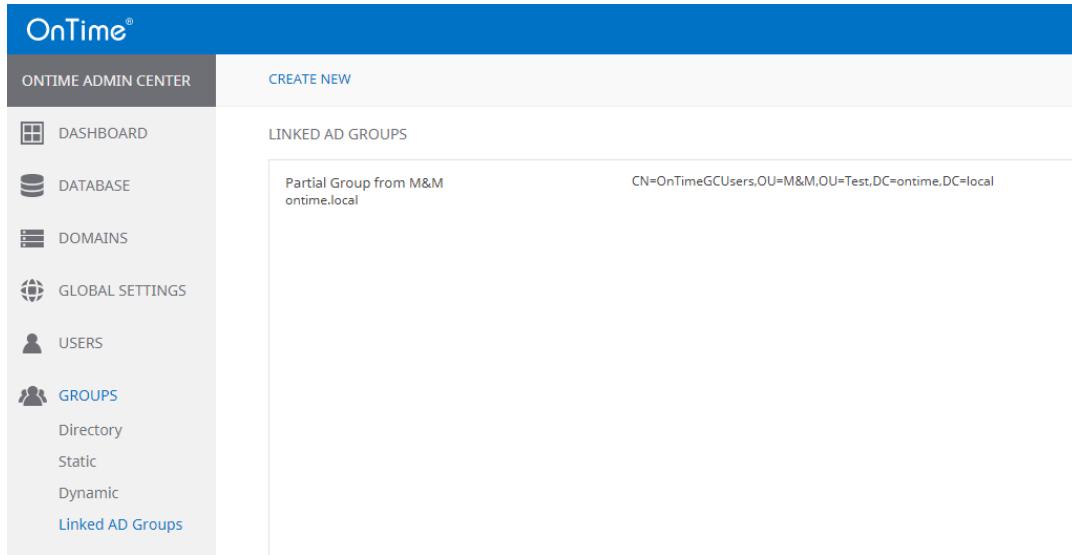
It is possible to add a "Show All" group for the OnTime clients, by adding a group and tick "Show All". This group will contain all members in OnTime.

## Linked AD Groups

This is only possible if Domain configuration is using LDAP.

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.



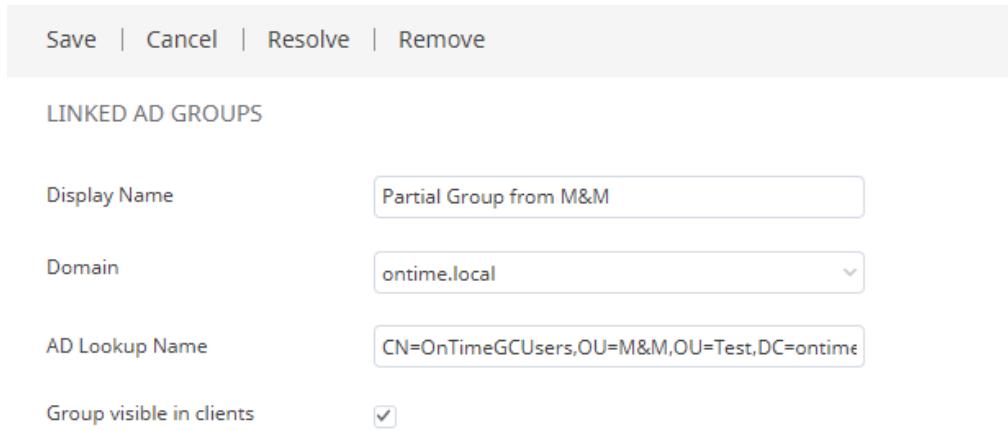
The screenshot shows the OnTime Admin Center interface. The left sidebar is titled 'ONTIME ADMIN CENTER' and contains the following navigation items:

- DASHBOARD
- DATABASE
- DOMAINS
- GLOBAL SETTINGS
- USERS
- GROUPS** (selected)
- Directory
- Static
- Dynamic
- Linked AD Groups

The main content area is titled 'CREATE NEW' and shows a list of 'LINKED AD GROUPS'. There is one entry listed:

- Partial Group from M&M  
ontime.local  
CN=OnTimeGCUsers,OU=M&M,OU=Test,DC=ontime,DC=local

An example:



The screenshot shows the 'CREATE NEW' configuration page for a 'LINKED AD GROUPS' entry. The fields are as follows:

- Display Name: Partial Group from M&M
- Domain: ontime.local
- AD Lookup Name: CN=OnTimeGCUsers,OU=M&M,OU=Test,DC=ontime,DC=local
- Group visible in clients:

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)
AD Lookup Name	CN=OnTimeGCUsers,OU=M & M,OU=Test,DC=ontim
Group visible in clients	<input checked="" type="checkbox"/>

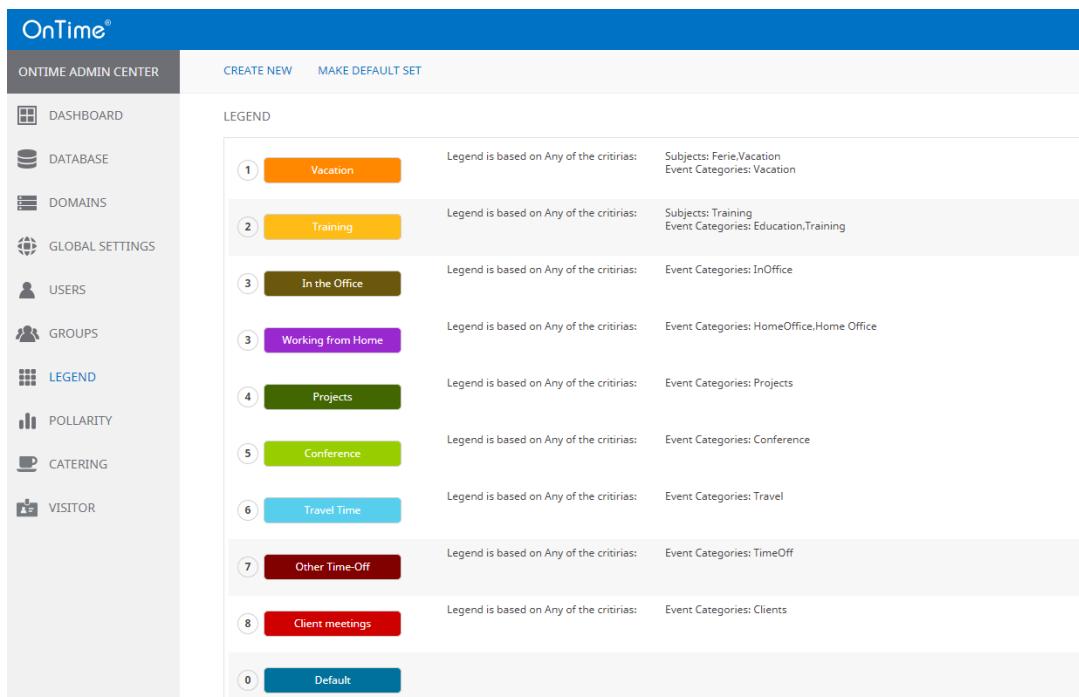
Matches Found: 0, Out of a total number of AD Users: 3

## Legend

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.

The colour coding of the categories will show in the user’s calendar overview.



	Legend	Criteria	Categories
1	Vacation	Legend is based on Any of the criterias:	Subjects: Ferie,Vacation Event Categories: Vacation
2	Training	Legend is based on Any of the criterias:	Subjects: Training Event Categories: Education,Training
3	In the Office	Legend is based on Any of the criterias:	Event Categories: InOffice
4	Working from Home	Legend is based on Any of the criterias:	Event Categories: HomeOffice,Home Office
5	Projects	Legend is based on Any of the criterias:	Event Categories: Projects
6	Conference	Legend is based on Any of the criterias:	Event Categories: Conference
7	Travel Time	Legend is based on Any of the criterias:	Event Categories: Travel
8	Other Time-Off	Legend is based on Any of the criterias:	Event Categories: TimeOff
0	Client meetings	Legend is based on Any of the criterias:	Event Categories: Clients
0	Default		

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 Example

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** are 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

#### Definition

Legend is based on

Event Categories

Subjects

Show As

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

#### Definition

Legend is based on

Event Categories

Subjects

Show As

#### Appearance

Background Colour

**Text Example**

## 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.

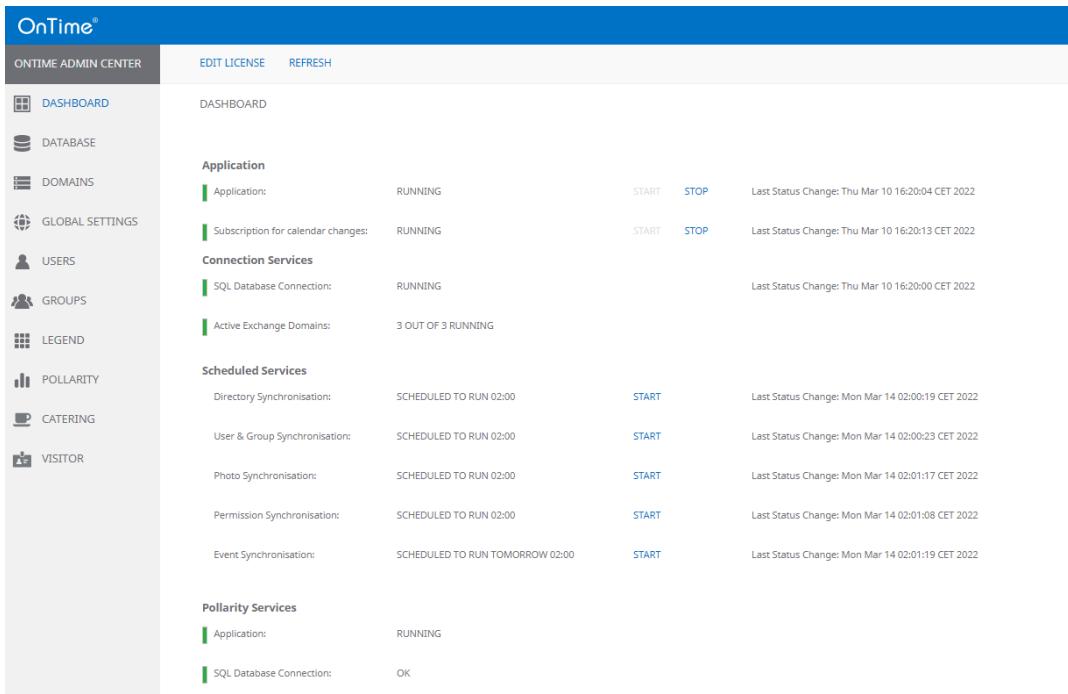
## Polarity

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

If Polarity 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 Polarity, the admin dashboard shows Polarity for configuration and status.

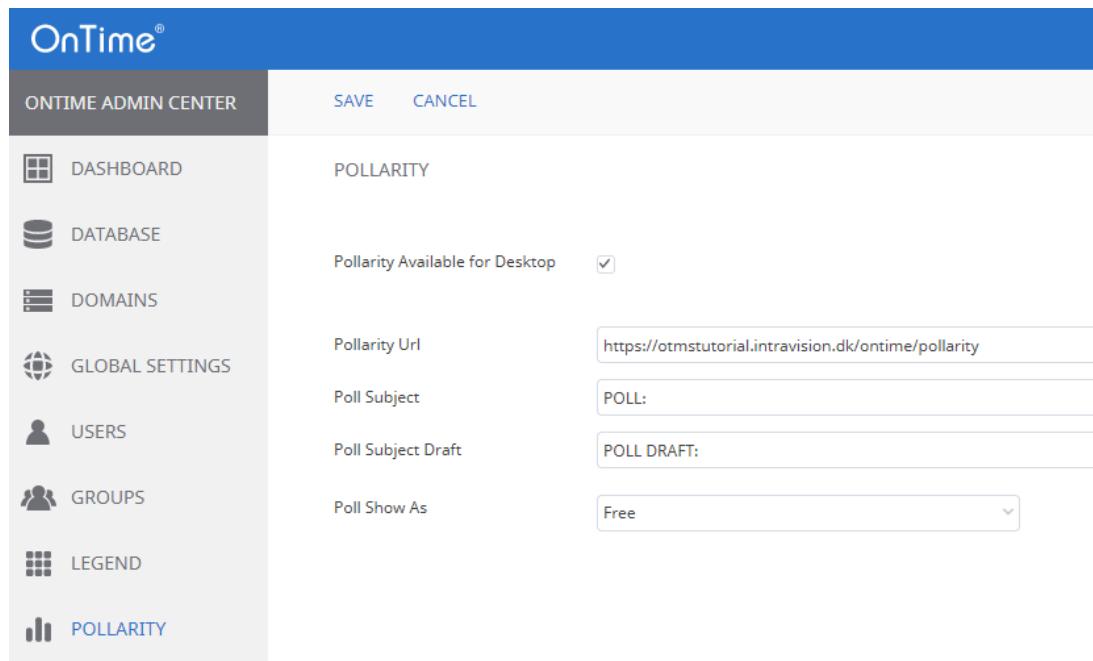


The screenshot shows the OnTime Admin Center dashboard. The left sidebar has a 'ONTIME ADMIN CENTER' tab, an 'EDIT LICENSE' button, and a 'REFRESH' button. The main content area has a 'DASHBOARD' tab selected. The 'Polarity' section is expanded, showing the following status table:

Polarity Services				
Application:	RUNNING	START	STOP	Last Status Change: Thu Mar 10 16:20:04 CET 2022
Subscription for calendar changes:	RUNNING	START	STOP	Last Status Change: Thu Mar 10 16:20:13 CET 2022
SQL Database Connection:	RUNNING	Last Status Change: Thu Mar 10 16:20:00 CET 2022		
Active Exchange Domains:	3 OUT OF 3 RUNNING			
Scheduled Services				
Directory Synchronisation:	SCHEDULED TO RUN 02:00	START	Last Status Change: Mon Mar 14 02:00:19 CET 2022	
User & Group Synchronisation:	SCHEDULED TO RUN 02:00	START	Last Status Change: Mon Mar 14 02:00:23 CET 2022	
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	

## Configuration of Polarity

In the 'OnTime Admin Centre' click 'Polarity'.



ONTIME ADMIN CENTER

SAVE CANCEL

DASHBOARD

POLLARITY

POLLARITY Available for Desktop

Polarity Url

Poll Subject

Poll Subject Draft

Poll Show As

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

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

**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

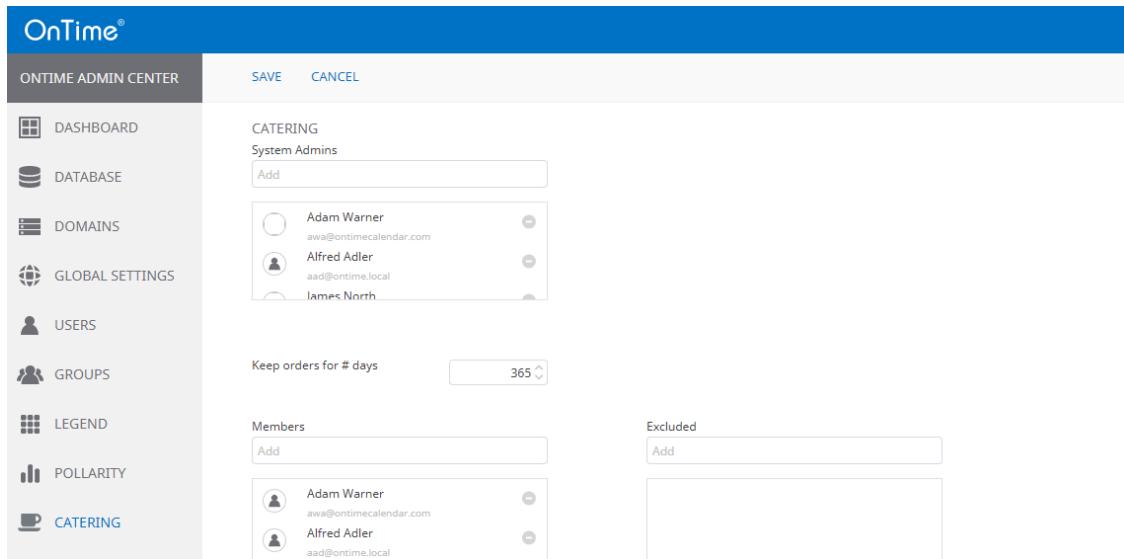
The role '**System Admin**' is to create/remove/edit canteens in the 'Catering Manager'.

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 Centre' to administer the persons involved in Catering.



### 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 [www.ontimesuite.com](http://www.ontimesuite.com)

## Visitor

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

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

	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

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.

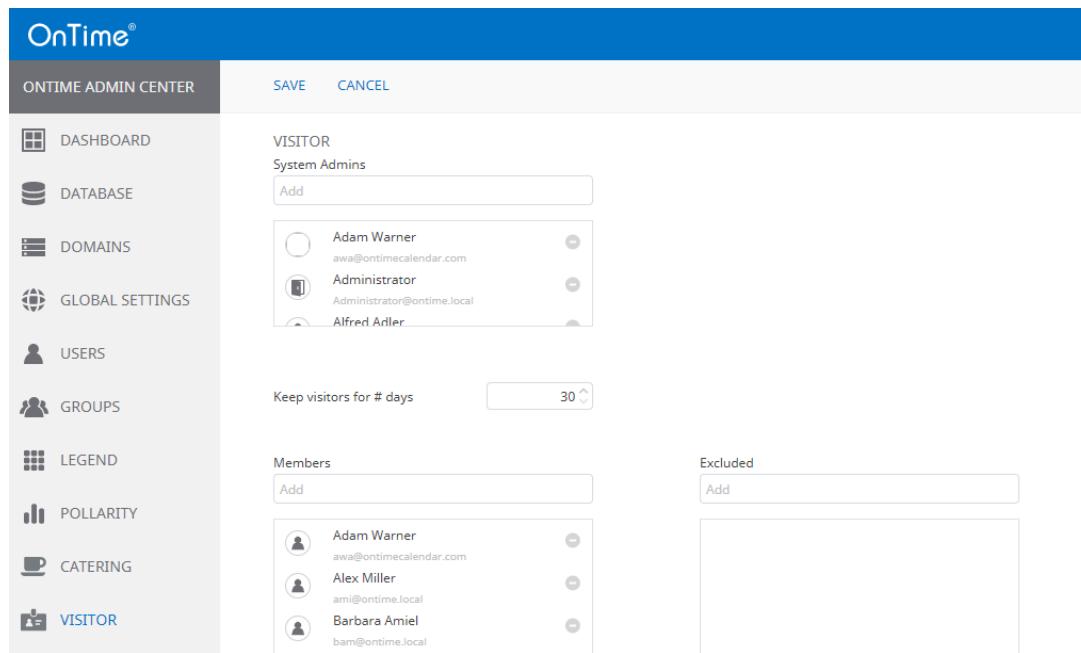
The 'Visitor Manager' is accessed by the URL:

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

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

- and it is further described in a tutorial video at [www.ontimesuite.com](http://www.ontimesuite.com)

Click 'Visitor' in the 'OnTime Admin Centre' to administer the persons involved in the Visitor module.



ONTIME ADMIN CENTER

SAVE CANCEL

VISITOR

System Admins

Add

Adam Warner  
awa@ontimecalendar.com

Administrator  
Administrator@ontime.local

Alfred Adler

Keep visitors for # days 30

Members

Add

Adam Warner  
awa@ontimecalendar.com

Alex Miller  
amill@ontime.local

Barbara Amiel  
bam@ontime.local

Excluded

Add

### 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.

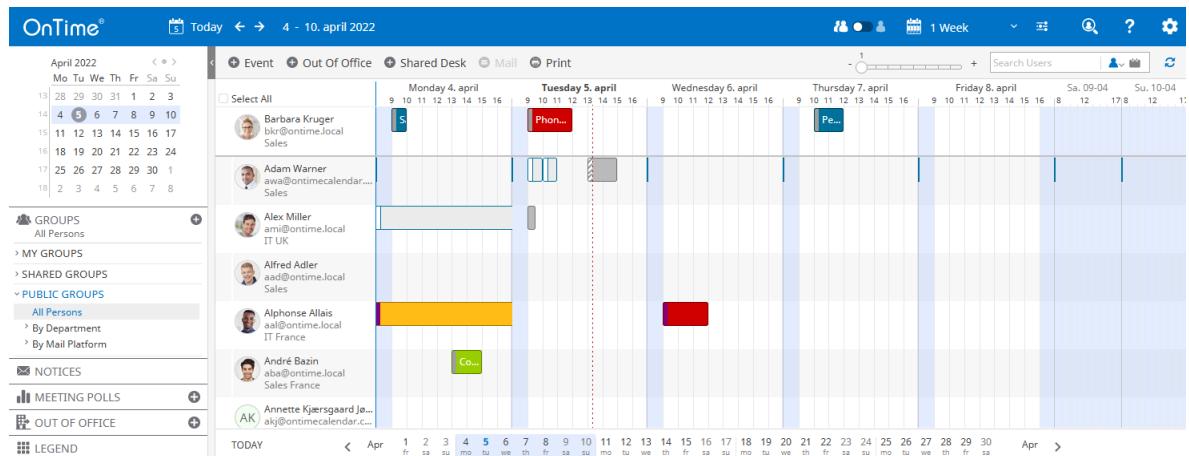
# OnTime User – Calendar

## 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'.



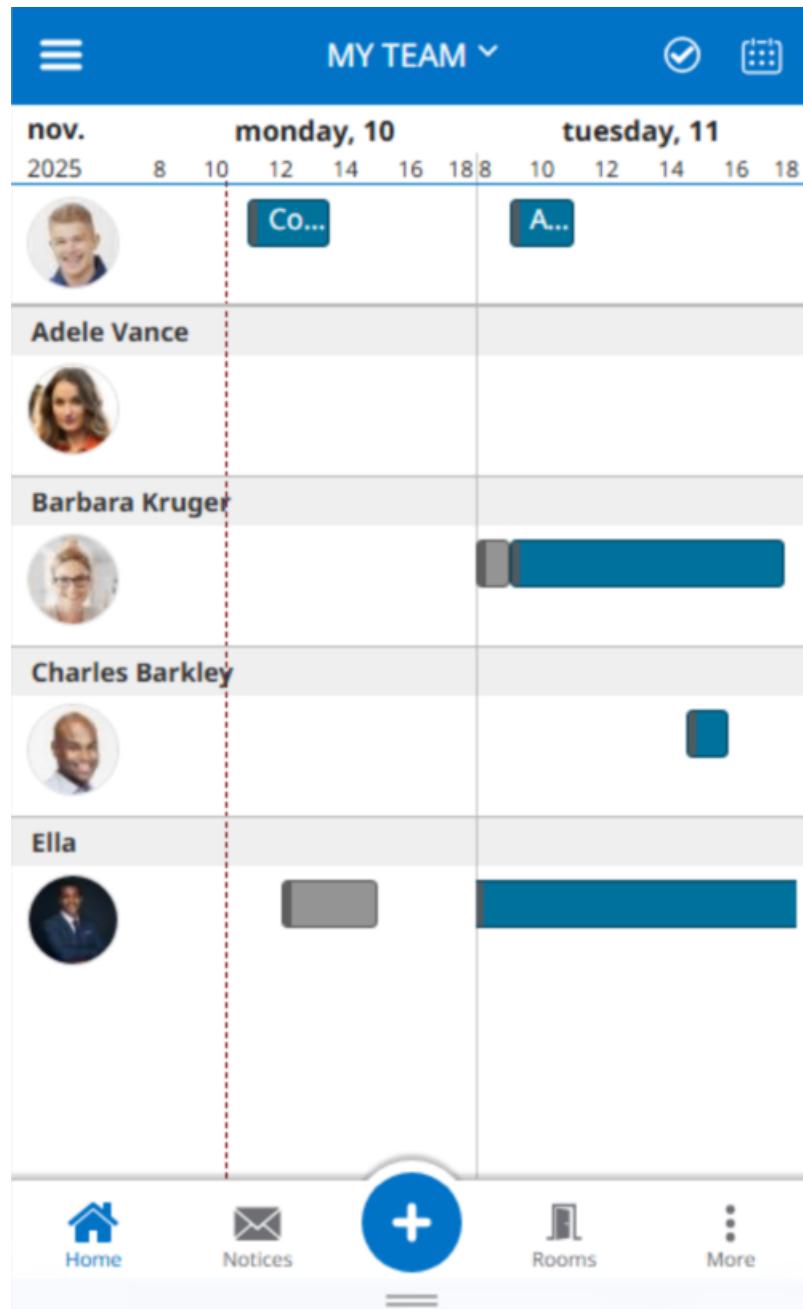
## OnTime client Web Mobile

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.



The screenshot shows a group calendar interface for 'MY TEAM' on November 10, 2025, and November 11, 2025. The calendar grid displays availability for six team members: Adele Vance, Barbara Kruger, Charles Barkley, and Ella. Adele Vance has a blue box from 12:00 to 14:00 on Monday. Barbara Kruger has a long blue bar from 14:00 to 18:00 on Monday. Charles Barkley has a small blue bar at 16:00 on Monday and a small blue bar at 16:00 on Tuesday. Ella has a grey box from 12:00 to 13:00 on Monday and a long blue bar from 14:00 to 18:00 on Tuesday. The interface includes a sidebar on the left with team member profiles and names, and a bottom navigation bar with Home, Notices, a central plus button, Rooms, and More.

# 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.

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 Microsoft 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

Note: The following guidelines apply only to version 6.3.3 and later.

In your OnTime installation files you will find the command file 'add-url-config.cmd' in the folder 'C:\Program Files\IntraVision\OnTimeMS-x.x\addin-teams-channel'

- a. Run cmd file 'add-url-config.cmd' as Administrator
- b. You will be asked to enter the name (URL) of your OnTime server
- c. From the current location, edit the file named manifest.json and update it with your OnTime server DNS name, including https, as shown below:

```

manifest.json - Notepad
File Edit Format View Help
[{"$schema": "https://developer.microsoft.com/en-us/json-schemas/teams/v1.22/MicrosoftTeams.schema.json",
"manifestVersion": "1.22",
"version": "10.1",
"id": "78b20fa4-cb8f-4b84-bc66-4630af3b43f1",
"developer": {
  "name": "OnTime Group Calendar ApS",
  "websiteUrl": "https://www.ontimesuite.com",
  "privacyUrl": "https://www.ontimesuite.com/privacy",
  "termsOfUseUrl": "https://www.ontimesuite.com/termsofuse"
},
"icons": {
  "color": "img/ontime-192.png",
  "outline": "img/ontime-32.png"
},
"name": {
  "short": "OnTime",
  "full": "OnTime"
},
"description": {
  "short": "OnTime Calendar for Teams Channels.",
  "full": "This will open a group calendar containing all members of a channel."
},
"accentColor": "#FFFFFF",
"permissions": ["identity"],
"validDomains": [
  "*.ontimesuite.com",
  "*.ontimecalendar.com",
  "*.intravision.dk"
],
"supportedChannelTypes": [ "sharedChannels" ],
"configurableTabs": [
  {
    "configurationUrl": 'https://www.example.com/teams/config.html',
    "scopes": [ "team" ]
  }
]
}

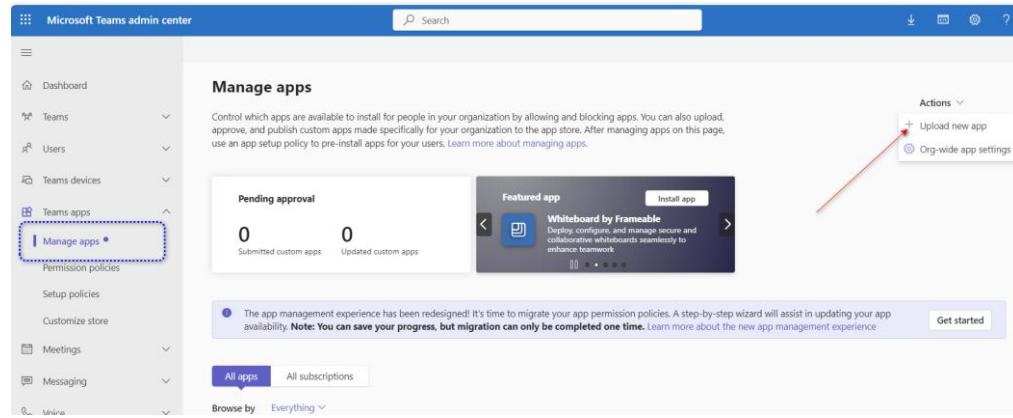
```

a) Replace and  
 Insert your URL  
 b) Save the file and  
 exit

- d. From the current location, select the 'img' folder and the 'manifest.json' file, then compress them into a ZIP file. Copy the zipped file and transfer it to a location where you have access to your Microsoft Online Admin Portal.

- Go to your Company Microsoft Online Admin URL:

<https://admin.teams.microsoft.com/dashboard>



The screenshot shows the 'Manage apps' section of the Microsoft Teams Admin Center. On the left, there's a sidebar with 'Teams apps' selected. In the center, there's a 'Pending approval' section showing 0 submitted and 0 updated custom apps. To the right, a 'Featured app' card for 'Whiteboard by Frameable' is displayed with an 'Install app' button. A red arrow points to the 'Actions' dropdown menu, specifically the 'Upload new app' option.

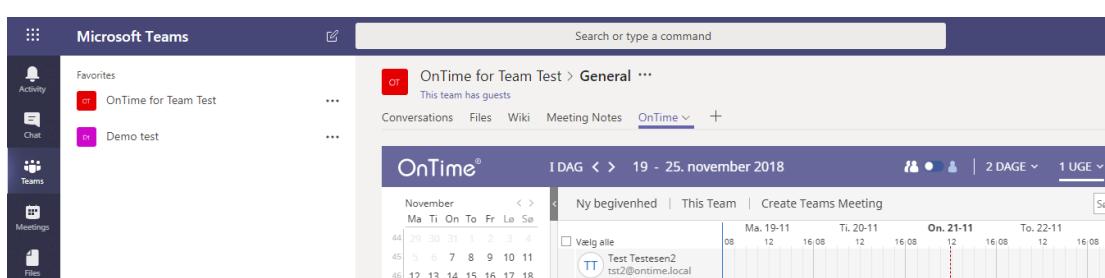
- And upload the zipped file you created earlier
- And wait while to deployed.
- Now start your Teams App and Click on Teams and + as shown in below figure:

When you are signed into Teams at <https://teams.microsoft.com>, you may click the ‘+’ sign in one of the Teams menus.

Click at the ‘OnTime Calendar for Teams Shared Channel’.

Click ‘Use these settings’ and ‘Save’.

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

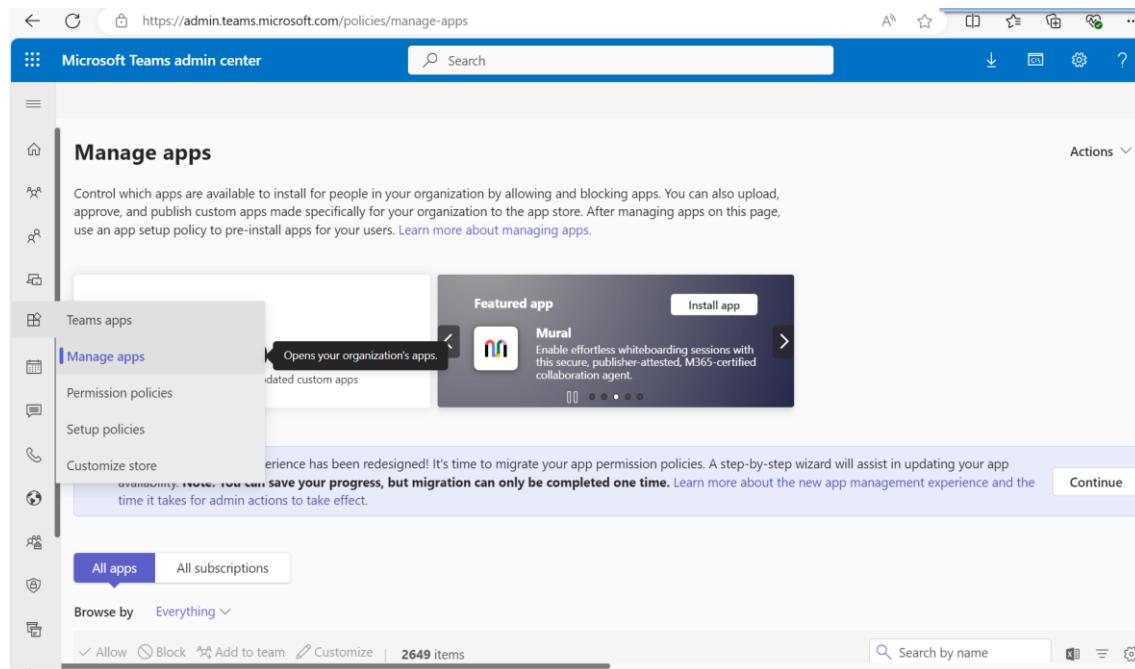


The screenshot shows the Microsoft Teams interface with the 'OnTime' calendar open. The calendar view is for the week of November 19-25, 2018. A specific event for 'On. 21-11' is highlighted. The Teams menu is visible on the left, and the 'OnTime' app is selected in the top navigation bar.

## Upload of add-ins for OnTime first time

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

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



Control which apps are available to install for people in your organization by allowing and blocking apps. You can also upload, approve, and publish custom apps made specifically for your organization to the app store. After managing apps on this page, use an app setup policy to pre-install apps for your users. [Learn more about managing apps](#).

**Manage apps**

Opens your organization's apps.

**Featured app**

**Mural**

Enable effortless whiteboarding sessions with this secure, publisher-attested, M365-certified collaboration agent.

Install app

Manage apps

Permission policies

Setup policies

Customize store

Experience has been redesigned! It's time to migrate your app permission policies. A step-by-step wizard will assist in updating your app. **WARNING: You can save your progress, but migration can only be completed one time.** Learn more about the new app management experience and the time it takes for admin actions to take effect.

All apps

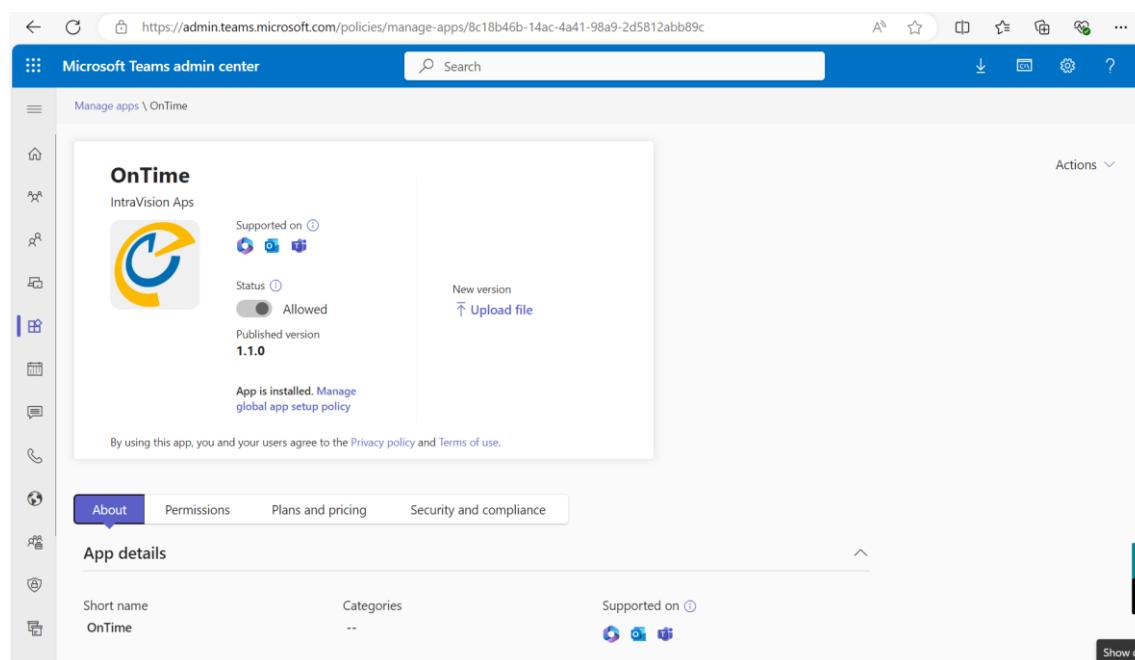
All subscriptions

Browse by Everything

Allow Block Add to team Customize | 2649 items

Search by name

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



Manage apps \ OnTime

**OnTime**

IntraVision Apps

Supported on 

Status  Allowed

Published version 1.1.0

New version 

App is installed. [Manage global app setup policy](#)

By using this app, you and your users agree to the [Privacy policy](#) and [Terms of use](#).

About Permissions Plans and pricing Security and compliance

**App details**

Short name OnTime Categories 

Supported on 

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>

#### For uninstalling existing OnTime Add-ins

Go to Microsoft Teams Admin Center, <https://admin.teams.microsoft.com/dashboard>

In the Microsoft Teams Admin Center, navigate to **Teams apps > Manage apps** in the left-hand menu. Locate the desired add-in, select it, and then click **Delete** under the **Actions** menu in the top-right corner.

## Upload of add-ins for OnTime, Upgrade

### Upgrading the OnTime Add-in for Outlook and Microsoft Teams

1. Log in as a **Teams Admin** at <https://admin.teams.microsoft.com>.
2. In the **Microsoft Teams Admin Center**, go to **Teams apps > Manage apps** in the left-hand navigation panel.
3. In the search field, type **OnTime**.
4. From the list of results, locate the **OnTime add-ins** that require an upgrade, as shown below.



## GROUP CALENDAR

https://admin.teams.microsoft.com/policies/manage-apps

Microsoft Teams admin center

Search: ontime

10 items

Name	Supported on	Available to	Certification	App st
OnTime Calendar for the Outlook and Teams Navigation Panels.	Outlook, Teams, Microsoft Edge	Everyone	--	Unblk
bm-navi-on-nextOnTime	Outlook, Teams, Microsoft Edge	Everyone	--	Unblk
bm-navi-OnTime	Outlook, Teams, Microsoft Edge	Everyone	--	Unblk
bm-tstchannelOnTime	Teams	Everyone	--	Unblk
<b>OnTime</b> OnTime Calendar for Teams Channels.	Teams	Everyone	--	Unblk
OnTime	Outlook, Teams, Microsoft Edge	Everyone	--	Unblk
OnTime-Bleeding1	Outlook, Teams, Microsoft Edge	Everyone	--	Unblk
OnTimeShared	Teams	Everyone	--	Unblk

Select the add-in you want to replace, then upload the new version of the manifest file you created, as shown below.

Microsoft Teams admin center

Manage apps \ OnTime

OnTime

OnTime Group Calendar ApS

Supported on: Outlook, Teams, Microsoft Edge

Published version: 10.1

New version:

Available to: Everyone

Actions

About

Users and groups

Permissions

Plans and pricing

Security and compliance

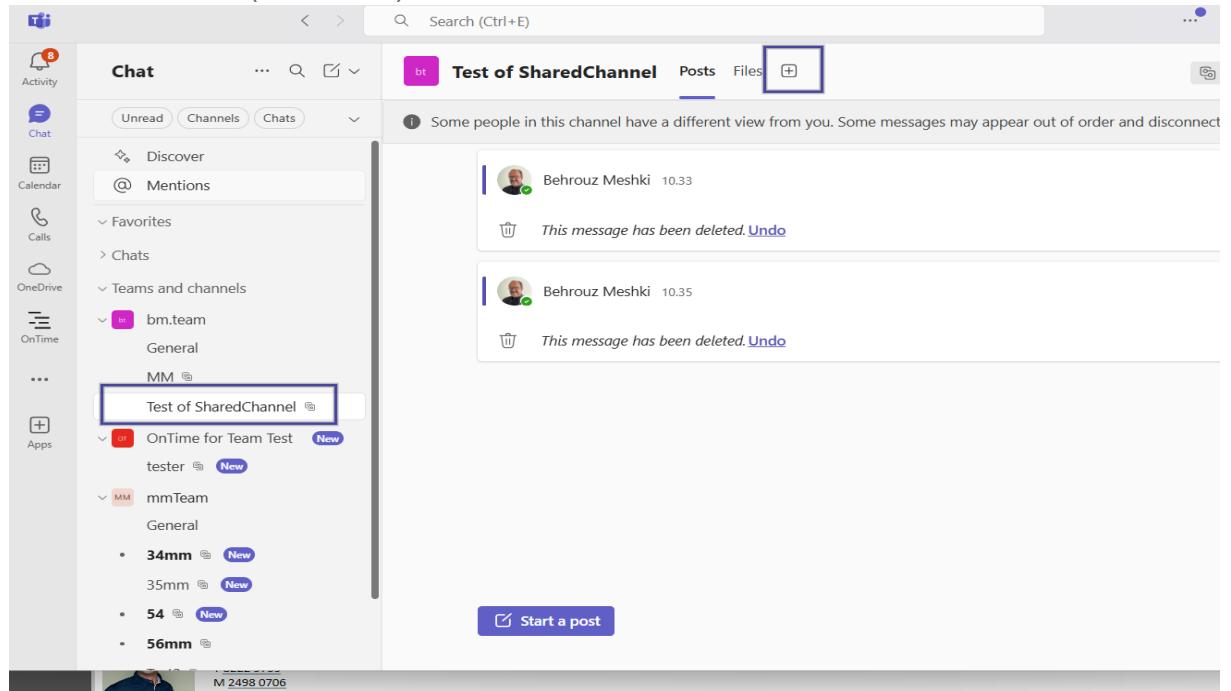
App details

Short name: OnTime	Categories: --	Supported on: Outlook
Certification: --	Short description: OnTime Calendar for Teams Channels.	Scope: Team

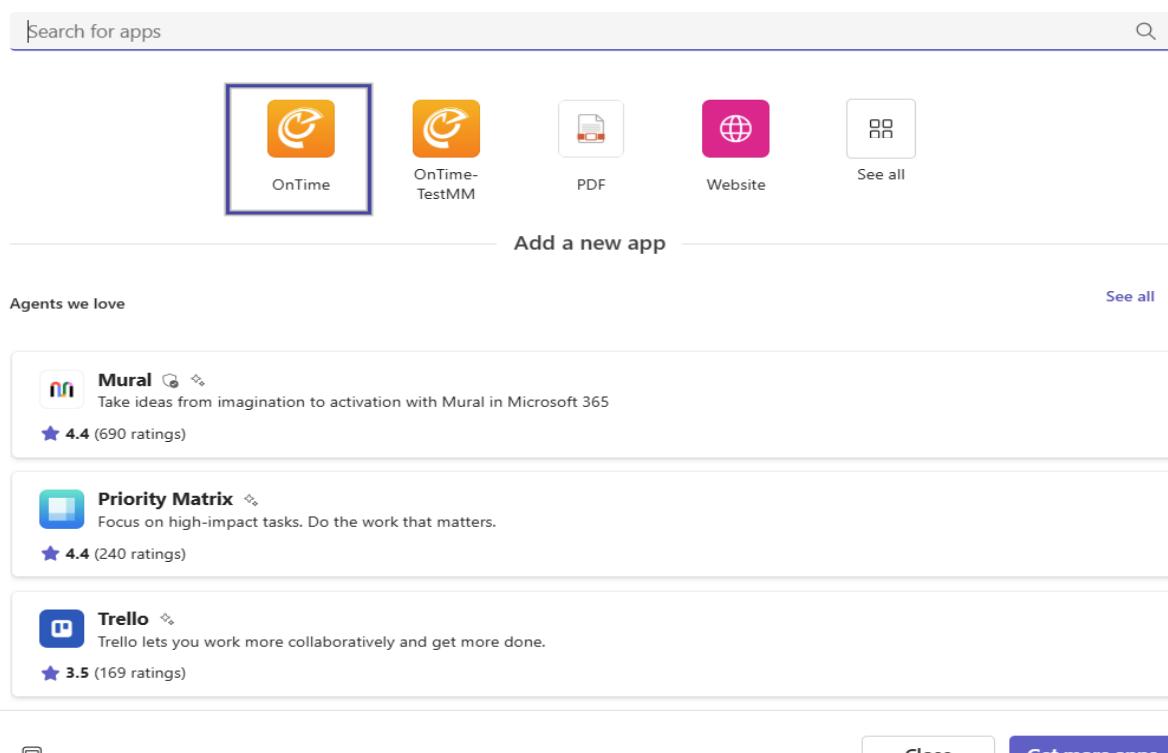
## How to add OnTime to a Teams Shared Channel:

**Note: This feature is currently unavailable in current OnTime version.**

Open the Teams app or Teams web, create a Shared Channel, invite members, and then click the '+' (Add a tab) icon.



From the list, select 'OnTime' as shown below



Search for apps

OnTime

OnTime-TestMM

PDF

Website

See all

Agents we love

**Mural** Take ideas from imagination to activation with Mural in Microsoft 365  
★ 4.4 (690 ratings)

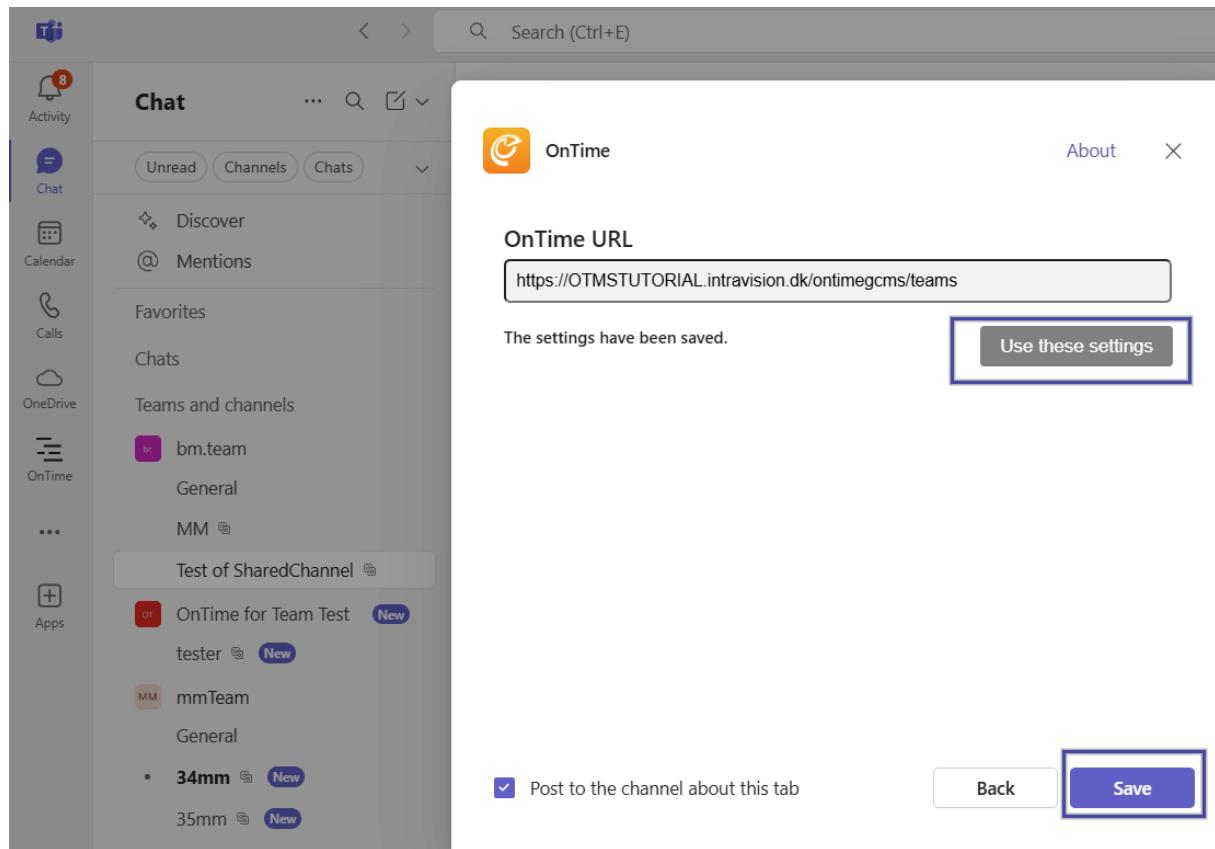
**Priority Matrix** Focus on high-impact tasks. Do the work that matters.  
★ 4.4 (240 ratings)

**Trello** Trello lets you work more collaboratively and get more done.  
★ 3.5 (169 ratings)

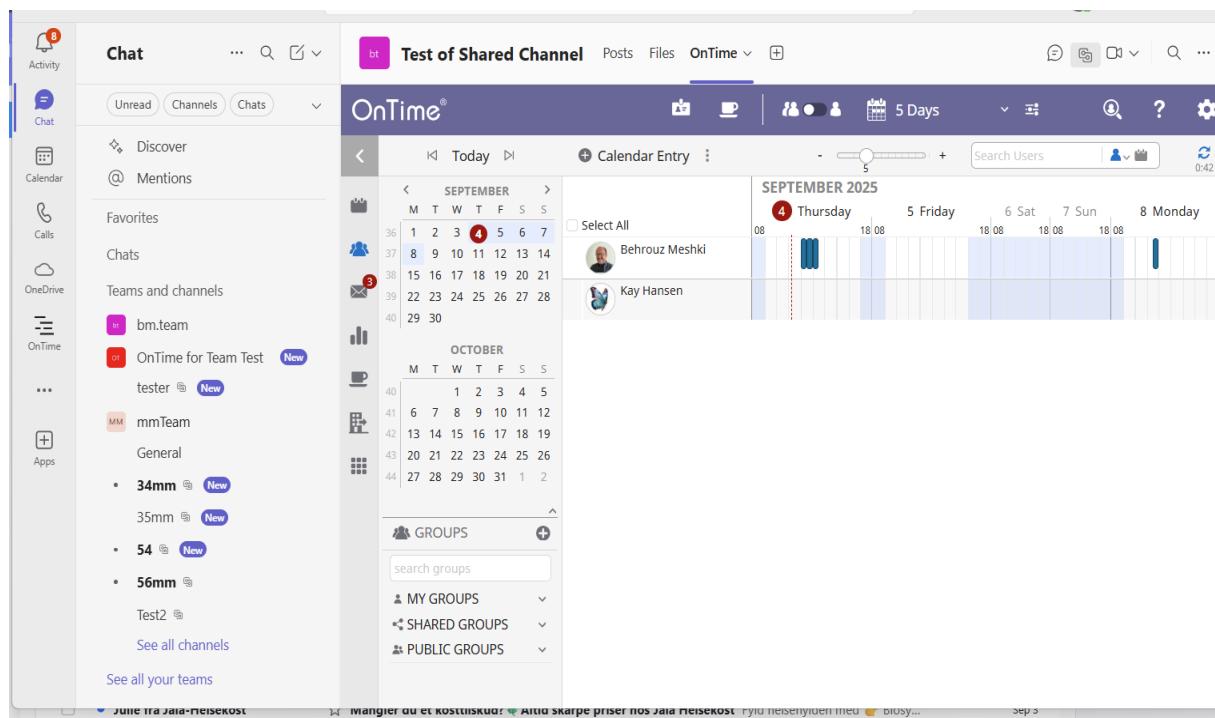
Close

Get more apps

Accept the URL link, then click ‘Use these settings’ followed by ‘Save’



Finally, ‘OnTime’ will be added to your Shared Channel.



## 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	Type	Size
 <b>add-url-add-in.cmd</b>	27-08-2021 15:35	Windows Comma...	2 KB
 <b>outlook-poll-manifest.template</b>	27-08-2021 15:35	TEMPLATE File	7 KB

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

Enter 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 Microsoft 365 account. Remember to choose "add from file" in the selection, when adding.

#### Note:

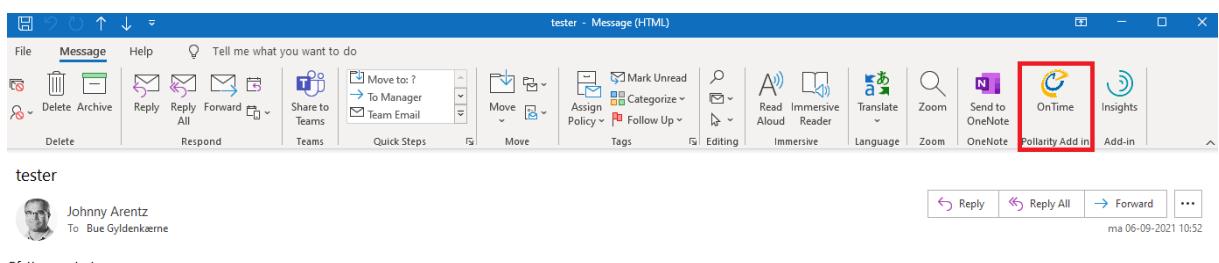
Upload of the zip-file is described in the section [Upload of add-ins for OnTime](#)

For more information:

<https://support.office.com/en-us/article/Manage-deployment-of-Office-365-add-ins-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



## OnTime Catering add-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

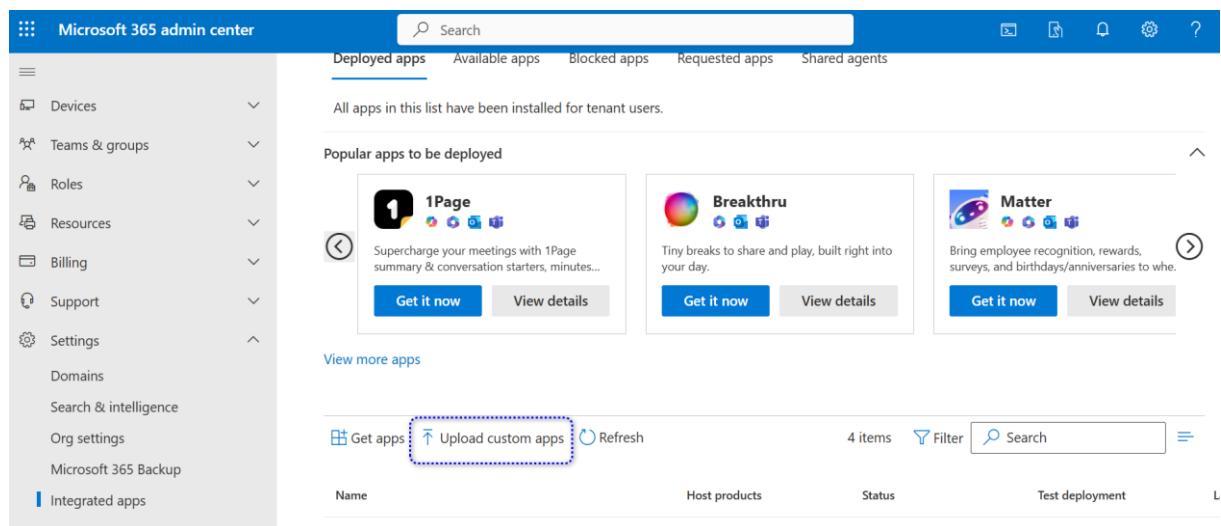
Example: <https://ontime.example.com>

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

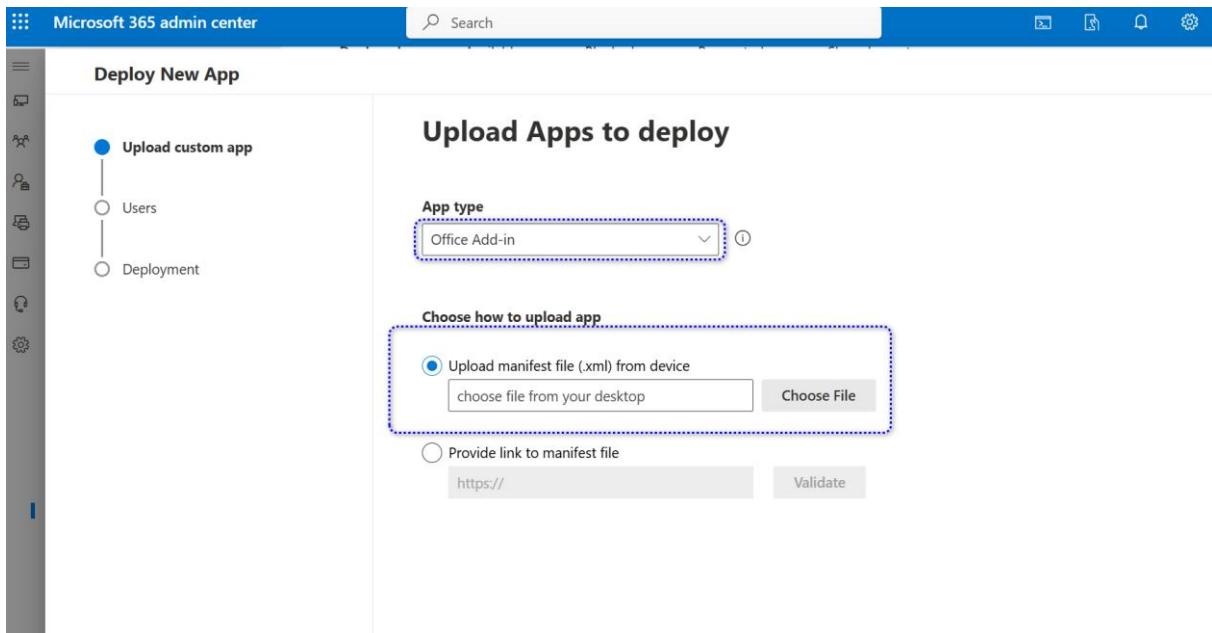
For deploying catering-add-in from Microsoft 365 admin centre choose below link:

[Integrated Apps - Microsoft 365 Admin Centre](#)

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:



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 for the '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, Polarity 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 '**polarity.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 `tomcat\logs` 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 open output console, and the `ontimetomcat-stderr` and `ontimetomcat-stdout` 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 especially 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 `ontimetomcat-stdout`

`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

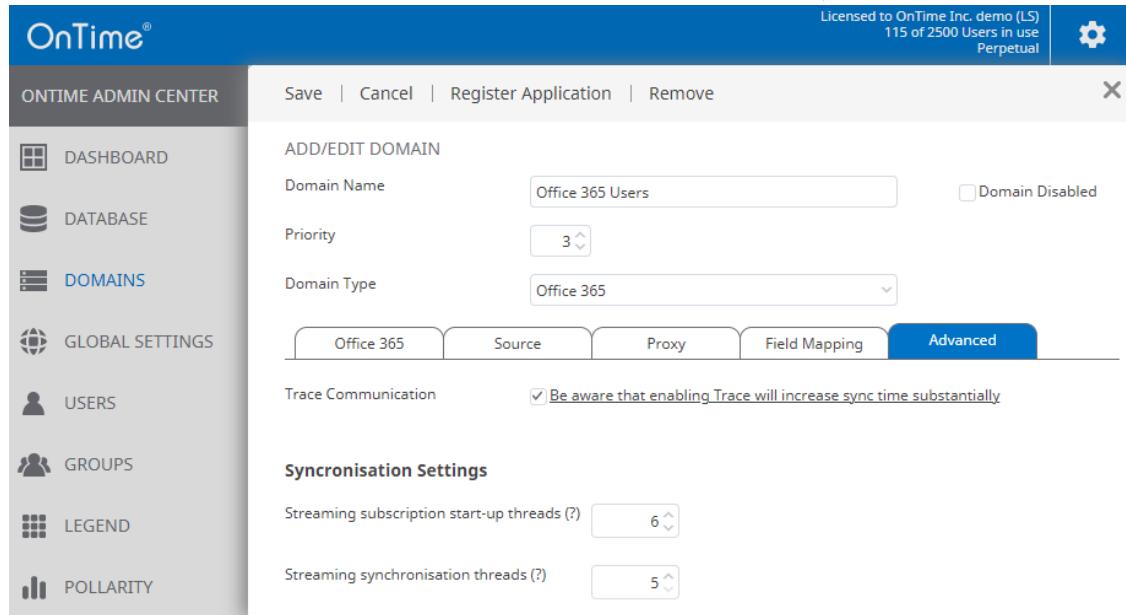
`manager` - Log for the `manager` application which is shipped with Tomcat by default

`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 Centre” – click “Domains”, choose your domain for tracing.

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



The screenshot shows the 'ONTIME ADMIN CENTER' interface. The left sidebar has links for DASHBOARD, DATABASE, DOMAINS (which is selected and highlighted in blue), GLOBAL SETTINGS, USERS, GROUPS, LEGEND, and POLARITY. The main panel shows 'ADD/EDIT DOMAIN' settings for 'Domain Name' (Office 365 Users), 'Priority' (3), 'Domain Type' (Office 365), and a 'Trace Communication' checkbox which is checked. A warning message 'Be aware that enabling Trace will increase sync time substantially.' is displayed next to the checkbox. Below this are 'Synchronisation Settings' for 'Streaming subscription start-up threads' (6) and 'Streaming synchronisation threads' (5). At the top, there are 'Save', 'Cancel', 'Register Application', and 'Remove' buttons, and a 'Advanced' tab which is currently selected.

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.

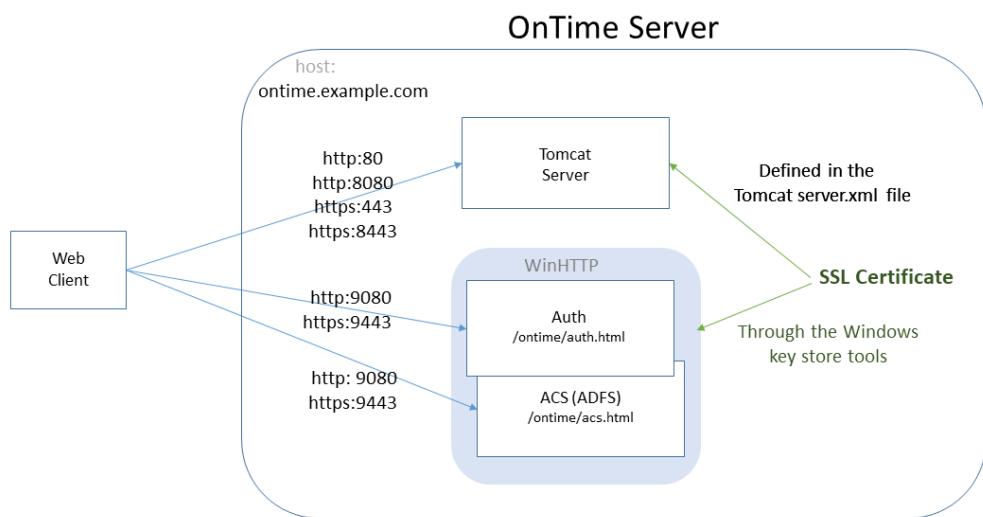
In the C:\Program Files\IntraVision\OnTimeMS-x.x\tomcat\logs directory the trace log is found as the filename starting with `ontimetomcat-stdout` (current date).

- like

`ontimetomcat-stdout.2021-xx-xx.log`

# 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 URLs

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 URLs. 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"	"Busy" "Free"	

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

view = {key1:value, keyN:valueN}

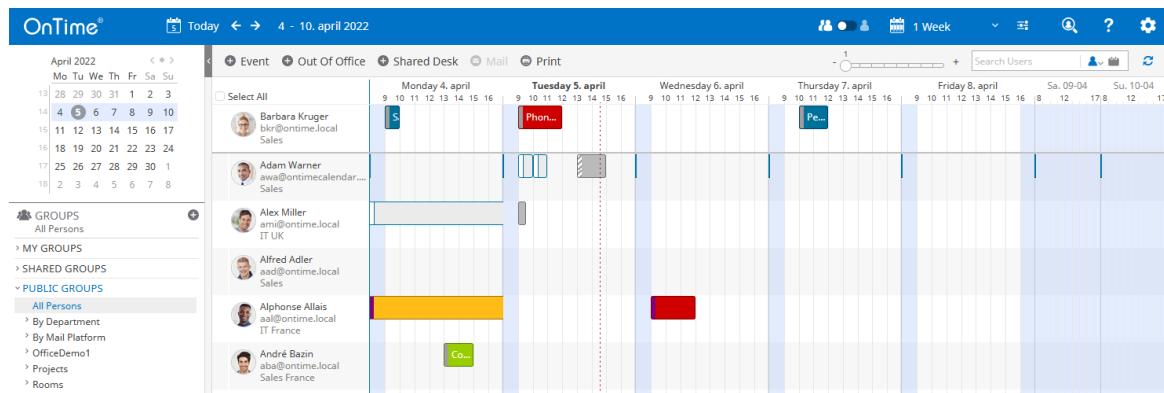
Key	Value	Description
"view"	"days" "weeks" "ooo" "list" "day" "week"	Group view Group view Time off view List view Person view Person view
"starthour"	0 – 23	
"endhour"	1 – 24	
"units"	1 – 9 weeks, 1 – 14 days	
"offhours"	true/false	
"weekends"	true/false	
"rowheight"	1 – 9	

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

# Creating Integrations with OnTime Desktop

Open the desktop client with a specified user selected.

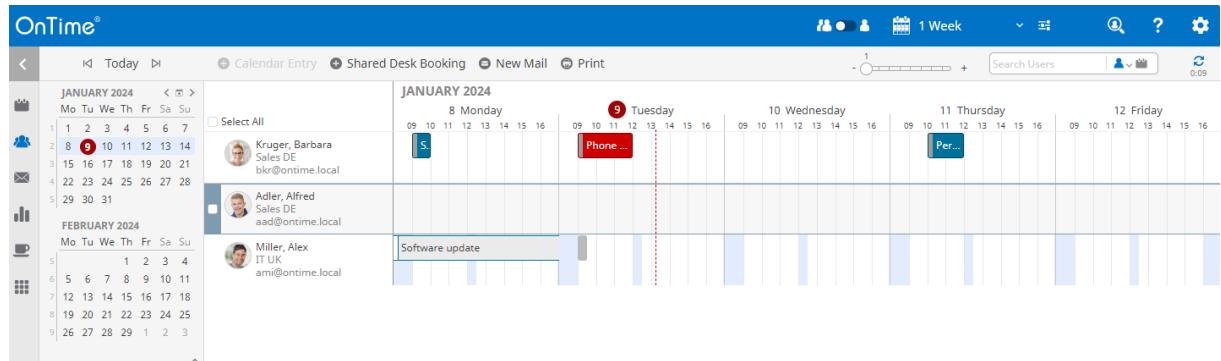
<https://otmsdemo.intravision.dk/ontimegcms/desktop?user=bkr@ontime.local>



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

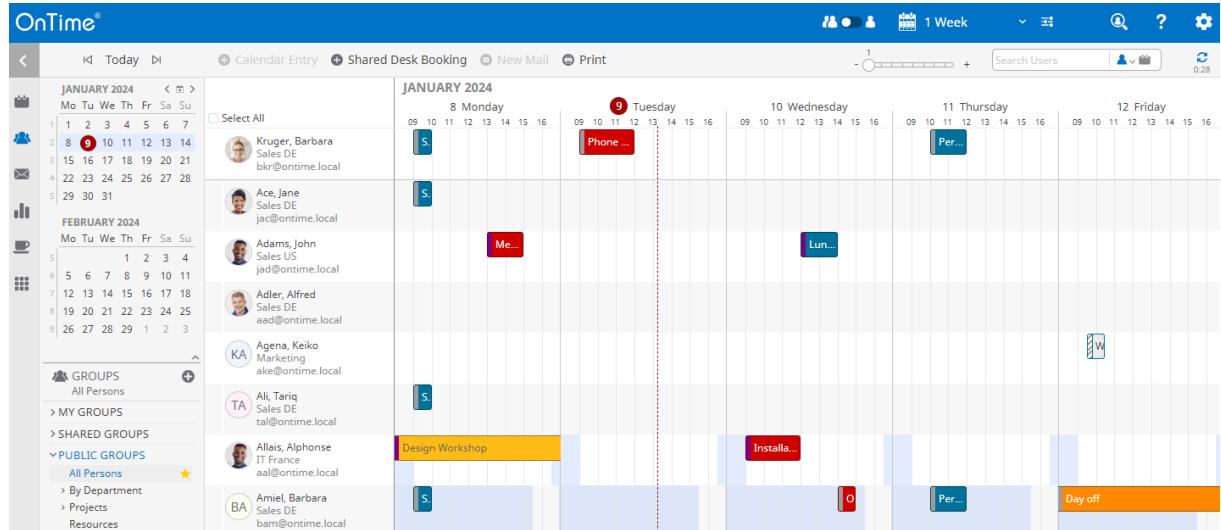
[https://otmsdemo.intravision.dk/ontimegcms/desktop?users=\[\"ami@ontime.local\", \"aad@ontime.local\"\]](https://otmsdemo.intravision.dk/ontimegcms/desktop?users=[\)

List of 'users' mail addresses.



## Open the desktop client with a public group selected

[https://otmsdemo.intravision.dk/ontimegcms/desktop?group="All Persons"](https://otmsdemo.intravision.dk/ontimegcms/desktop?group='All Persons')



The screenshot shows the OnTime desktop client interface. The left sidebar displays a navigation menu with sections for Groups (All Persons), My Groups, Shared Groups, and Public Groups (All Persons selected). The main area is a weekly calendar for January 2024, showing events for each day from Monday to Friday. Notable events include a 'Phone ...' call on Tuesday, a 'Design Workshop' on Wednesday, and a 'Day off' on Friday. The calendar also shows scheduled time off for various users, such as 'Me...' on Wednesday and 'Lun...' on Thursday.

Open the desktop client with an existing Entry Selected

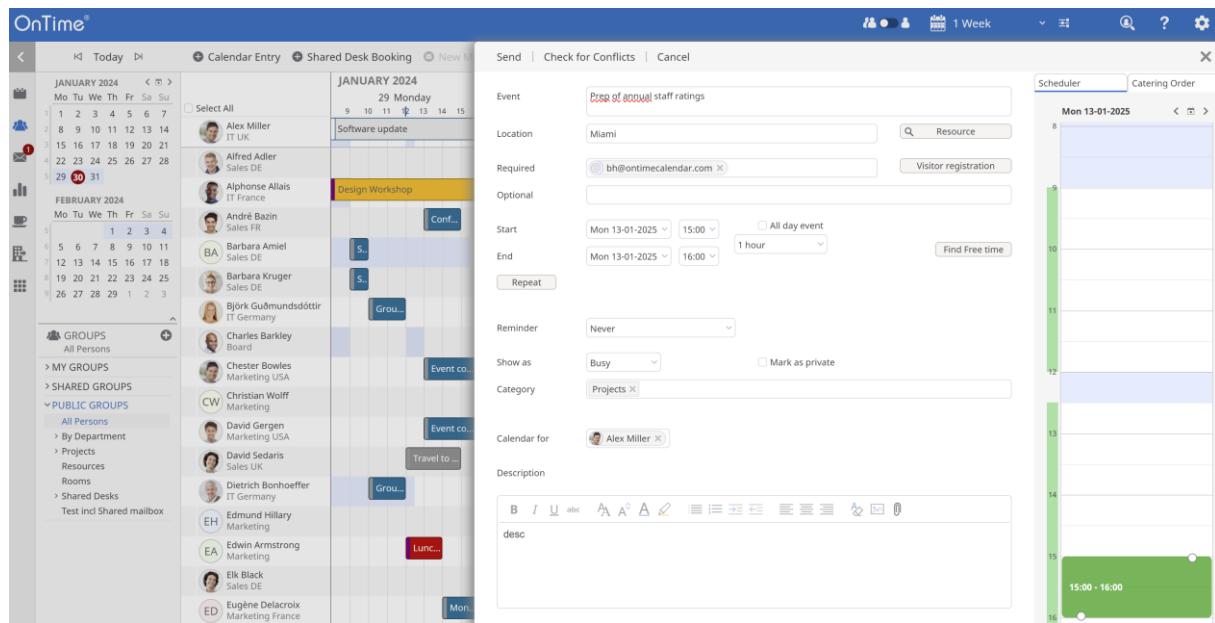
Example:

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

## Open the desktop client creating a new entry

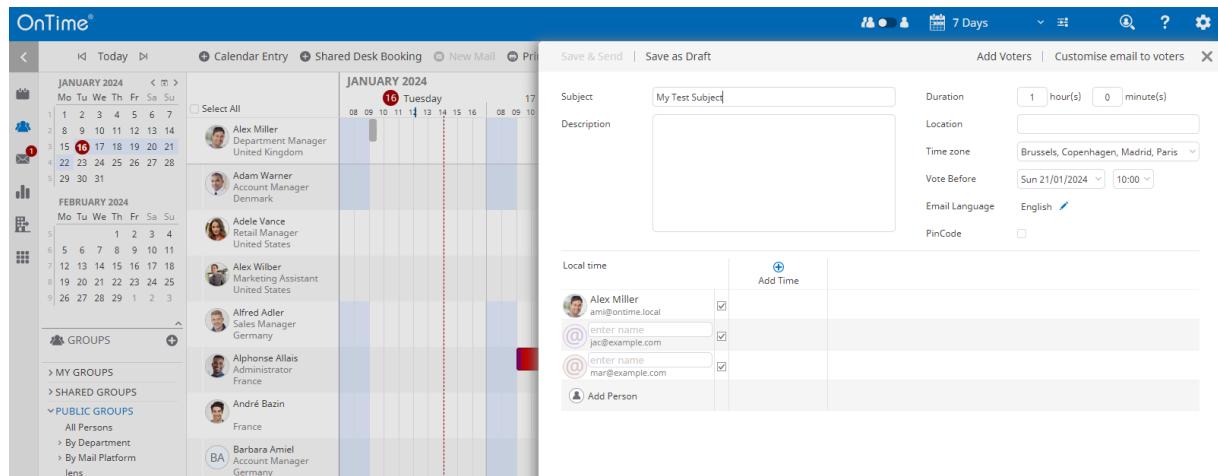
Example:

[https://otmsdemo.intravision.dk/ontimegcmc/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"}](https://otmsdemo.intravision.dk/ontimegcmc/desktop?newitem={)



## Open the desktop client creating a poll

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



OnTime®

Today | Calendar Entry | Shared Desk Booking | New Mail | Print | Save & Send | Save as Draft | Add Voters | Customise email to voters | 7 Days | ? | X

**JANUARY 2024**

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**FEBRUARY 2024**

1	2	3	4			
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	1	2	3

**GROUPS**

- > MY GROUPS
- > SHARED GROUPS
- > PUBLIC GROUPS
  - All Persons
  - > By Department
  - > By Mail Platform
  - Jens

**Subject:** My Test Subject

**Description:**

**Duration:** 1 hour(s) 0 minute(s)

**Location:**

**Time zone:** Brussels, Copenhagen, Madrid, Paris

**Vote Before:** Sun 21/01/2024 10:00

**Email Language:** English

**PinCode:**

**Local time:**

Alex Miller ami@ontime.local	<input checked="" type="checkbox"/>
jac@example.com	<input checked="" type="checkbox"/>
mar@example.com	<input checked="" type="checkbox"/>
Add Person	

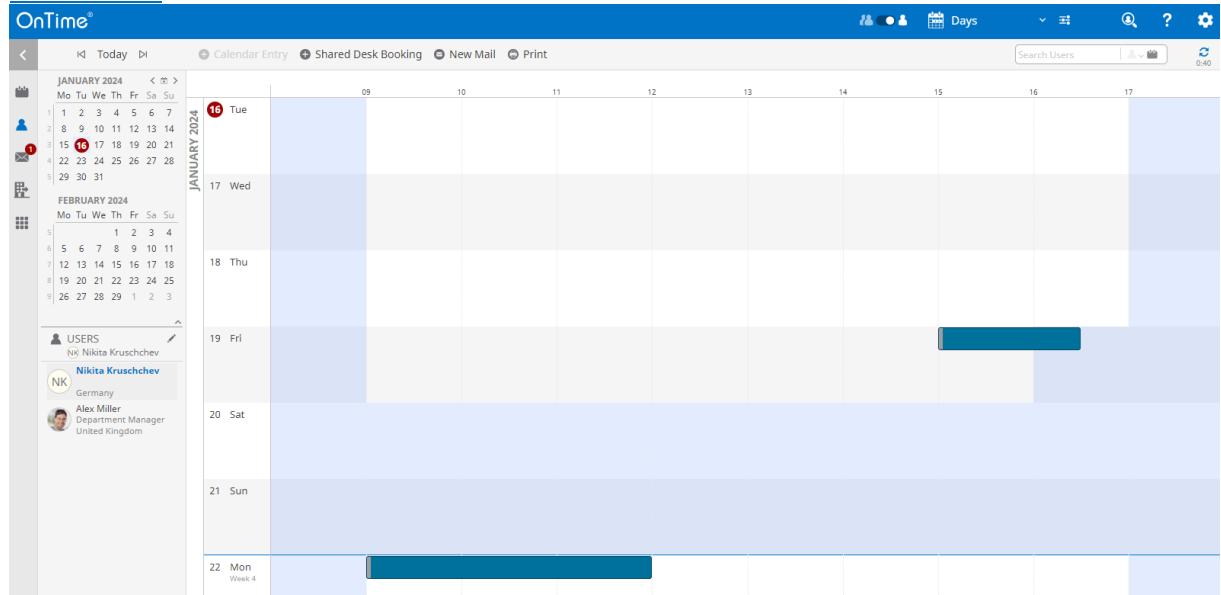
**Add Time:**

## Open the desktop client in a view

### Examples:

Person view:

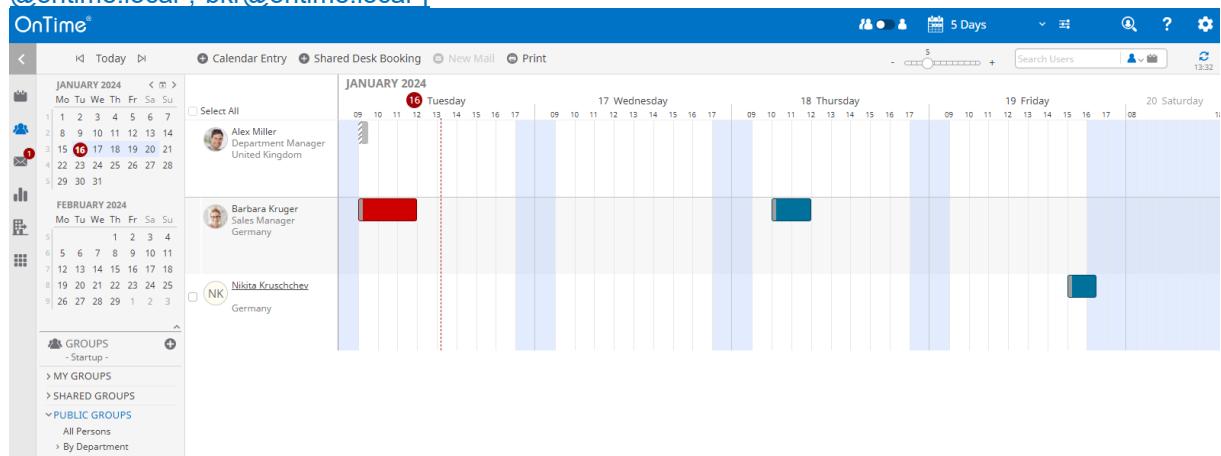
[https://otmstutorial.intravision.dk/ontimegcms/desktop?view={"view":"day","rowheight":5}&user=nkr@ontime.local"](https://otmstutorial.intravision.dk/ontimegcms/desktop?view={)



The screenshot shows a 5-day calendar grid for the week of January 16-22, 2024. The grid is divided into 15 time slots per day. A dark blue bar is visible in the 14:00-15:00 slot on Friday, January 19. The sidebar on the left displays the calendar for January and February 2024, and the user profiles for Nikita Krushchev, Alex Miller, and Barbara Kruger.

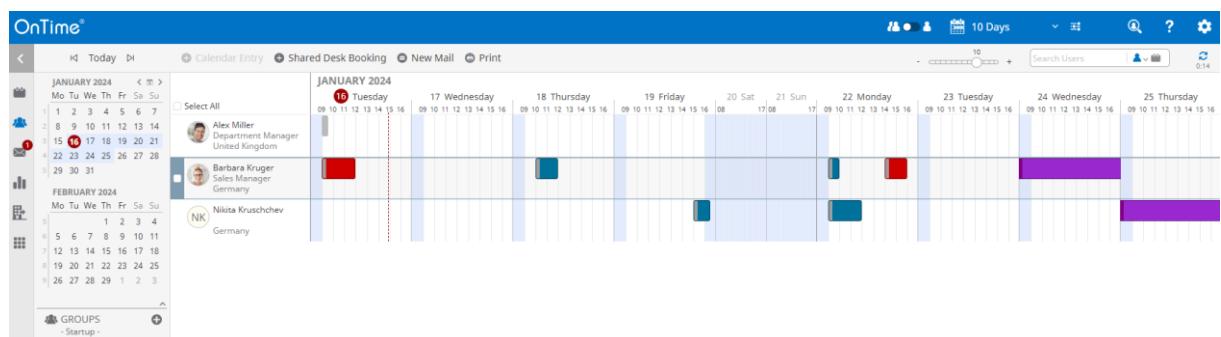
Group view:

[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={)



The screenshot shows a 5-day calendar grid for the week of January 16-20, 2024. The grid includes a sidebar with group profiles for Startup, My Groups, Shared Groups, and Public Groups. The calendar shows various colored bars representing events for users Alex Miller, Barbara Kruger, and Nikita Krushchev.

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



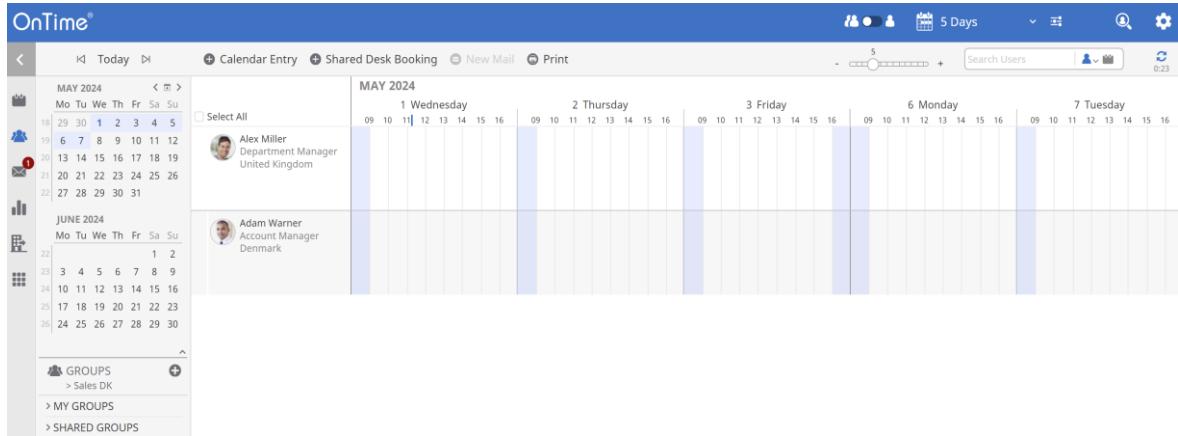
The screenshot shows a 10-day calendar grid for the week of January 16-25, 2024. The grid includes a sidebar with user profiles for Alex Miller, Barbara Kruger, and Nikita Krushchev. The calendar shows various colored bars representing events for these users.

## Open the desktop client a certain date with 'View start'

Example:

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

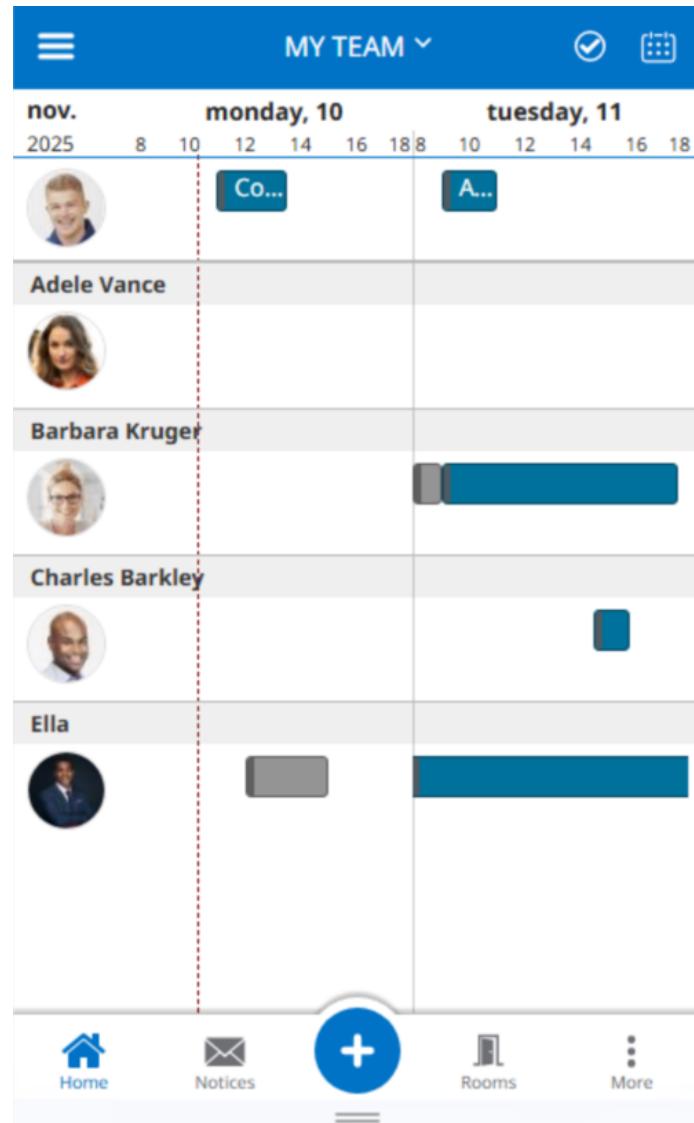
The view opens with the group recently viewed.



## Open the mobile client with a selected group

<https://otmsdemo.intravision.dk/ontimegcms/mobile?group=By%20Department\\France\\Paris\\Sales%20Fr>

**Note:** The backslashes must be preceded by another backslash as an 'escape' character.



## Open the mobile client with an existing Entry Selected

Example:

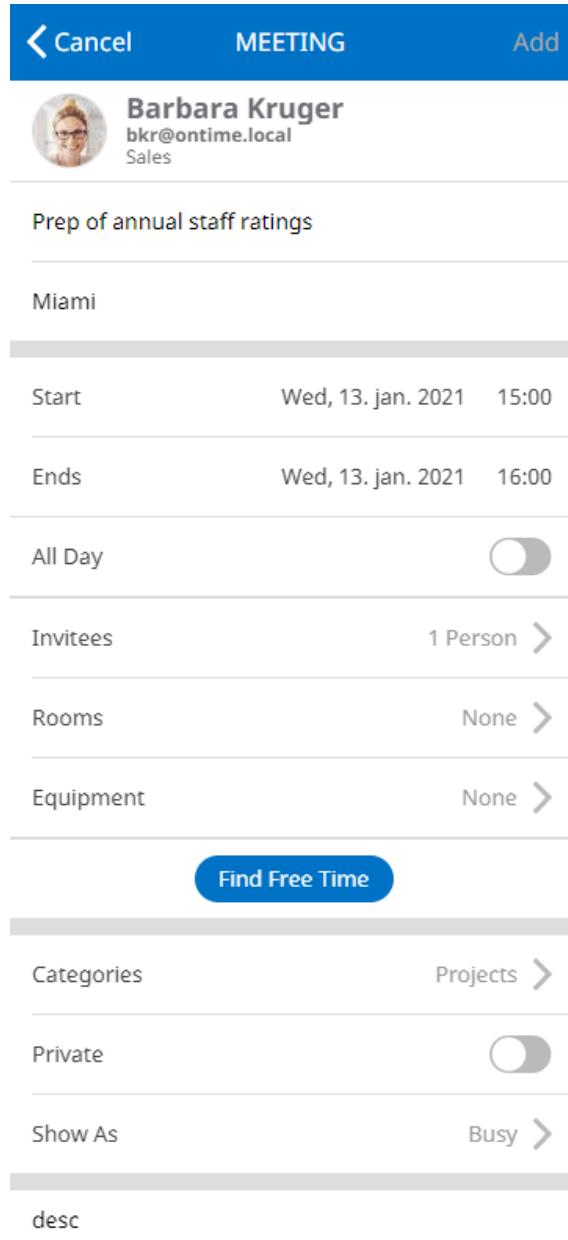
[https://otmsdemo.intravision.dk/ontimegcms/mobile? openitem={"Email": "user@user.dk", "EventID" : "<EventID>"}](https://otmsdemo.intravision.dk/ontimegcms/mobile? openitem={)

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"}](https://otmsdemo.intravision.dk/ontimegcms/mobile?newitem={)

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



The screenshot shows the 'MEETING' creation screen in the OnTime mobile app. The top bar has 'Cancel' and 'Add' buttons. The main area displays the following details:

- Organizer:** Barbara Kruger (bkr@ontime.local, Sales)
- Subject:** Prep of annual staff ratings
- Location:** Miami
- Start:** Wed, 13. jan. 2021 15:00
- Ends:** Wed, 13. jan. 2021 16:00
- All Day:** (Switch is off)
- Invitees:** 1 Person (with a right-pointing arrow)
- Rooms:** None (with a right-pointing arrow)
- Equipment:** None (with a right-pointing arrow)
- Find Free Time:** A blue button at the bottom of the list.
- Categories:** Projects (with a right-pointing arrow)
- Private:** (Switch is off)
- Show As:** Busy (with a right-pointing arrow)
- Description:** desc

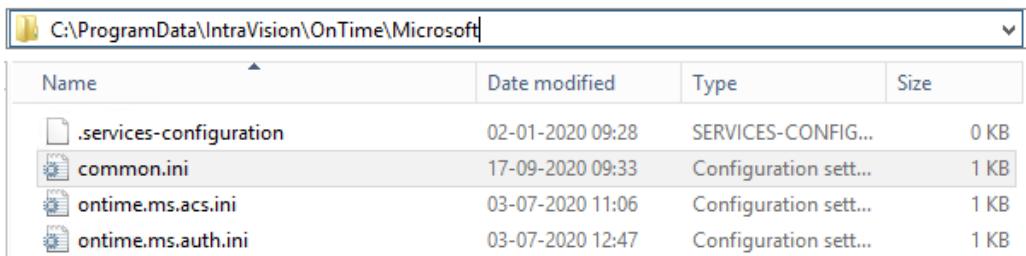
## Redirection whitelists

### 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.



Name	Date modified	Type	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=

## CORS

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>
    </init-param>
</filter>
<filter-mapping>
    <filter-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](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 <https://wiki.openssl.org/index.php/Binaries>

In a command prompt ensure that OpenSSL is working with your certificate 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-----  
MIIEowIBAAKCAQEAI451sXhcXMMBuF96S5kS92HHLmMECAzkOJtTK14o3FnBMMz  
R1unTVL0VibOxdBraVfyEY2DbiBnwamHtBx6PEXVm48AtohoMUWRajW6xQXZ/x  
7oGd6zwnka9ns04AFXPKfLf2YfD/MbevtU6xhbXKWsjq6kAeQSMF6BbrumJ5uTx  
6XTZSnS+z2NL+FmFuwdijnjA1JRbTFgYSII1O94K2p1eY3XAz5HUbxBK9QsvPmf9I  
D/NRmM4sdFYVUxqJxgUju6vY9XRqGids3KcpnQ4R++AJwn5yckIyQAp32ern5vn  
HDVuqvYnxeV0n4hEe9o2267RhS4NKKQHjsd8/wIDAQABaoIBAH2650Xwj0OmVHXH
```

## 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-----  
MIIGLzCCBRegAwIBAgIQCEyplwG8D7vWyBkjLso6DANBgkqhkiG9w0BAQsFADBe  
MQswCQYDVQQGEwJVUzEVMBMGA1UEChMMRGlnaUNlcnQgSW5jMRkwFwYDVQQLExB3  
d3cuZGlnaWNlcnQuY29tMR0wGwYDVQQDExRSYXBpZFNTCBSU0EgQ0EgMjAxODAe  
Fw0xOTA0MDEwMDAwMDBaFw0yMTAzMzExMjAwMDBaMBgxFjAUBgNVBAMMDSoub250  
aW1lMDEuZGswggEiMA0GCSqGSIb3DQEBAQUAA4IBDwAwggEKAoIBAQCLjnWxeFzE
```

## 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 Centre/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.

1. Open a command prompt in administrator mode:

Run >certlm

- 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’.

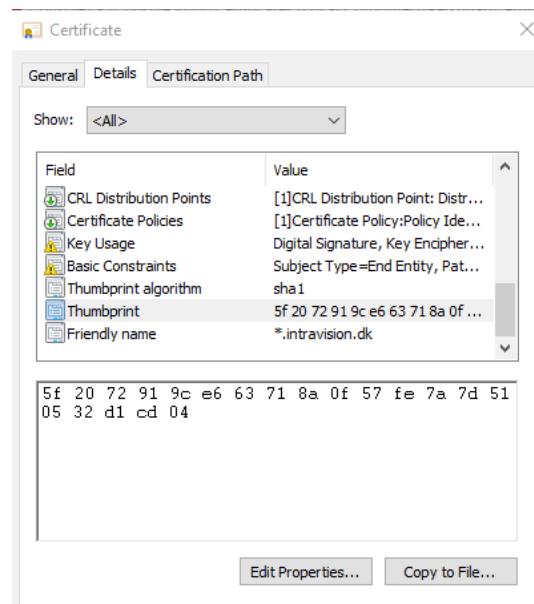
Check the imported certificates – click ‘Personal/Certificates’ in the Certificates application.

2. Acquire the thumbprint of the certificate.

Expand ‘Certificates’ – ‘Personal’ – ‘Certificates’.

Open the certificate for your server.

Choose details – and thumbprint.



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-AABBCDDDEEFF}
```

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 <https://graph.microsoft.com>

### Obtain the root certificate

Open the site <https://graph.microsoft.com> 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 parameters must be entered on 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 - [Authentication Services](#).

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.

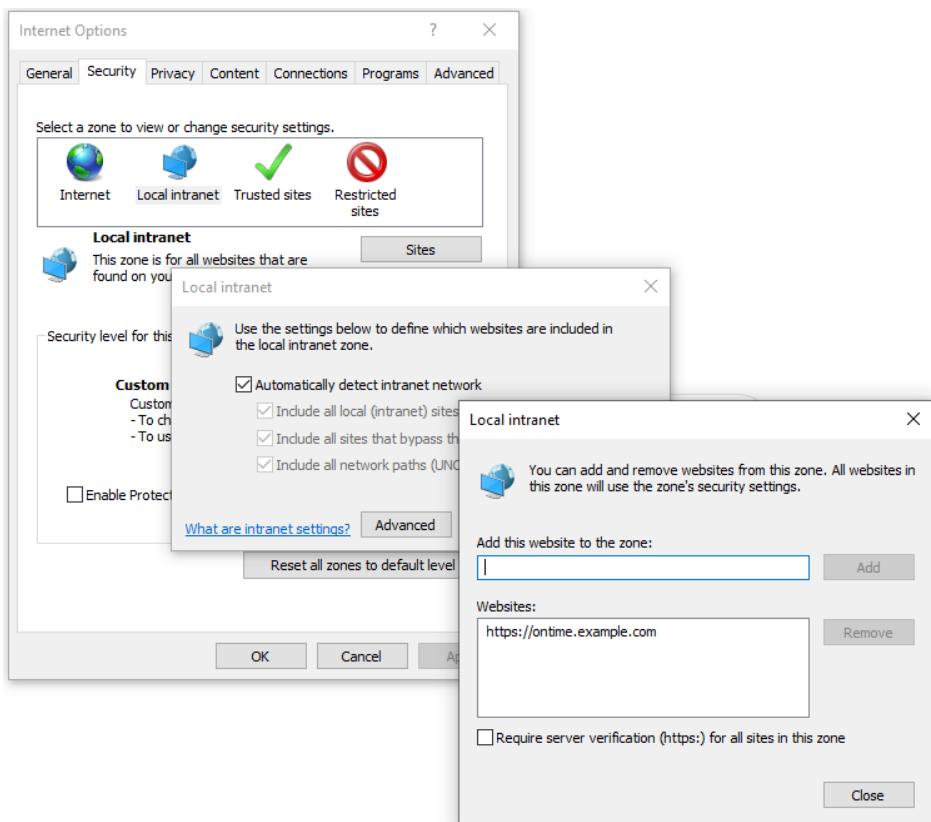
The parameter ‘LDAP\_URL’ may be used to address a certain LDAP server and eventually a certain ‘OU’ in your AD domain. For authentication, you remove the ‘;=’ characters in front of LDAP\_USER and LDAP\_PWD and adapt the parameters to your environment.

## 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:

The Chrome and Edge browsers trust your OnTime server due to the configuration you applied in the Internet Options settings via the Windows Control Panel. Click “Sites” and “Advanced” to add your OnTime server.



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 <https://portal.azure.com>
2. Click for 'Microsoft Entra ID'
3. Click 'Add/Enterprise Application'
4. Click 'Create your own application'
5. Enter a name for your application
6. Choose 'Integrate any other application you don't find in the gallery (Non-gallery)'
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): [https://ontime.example.com/unique\\_identifier](https://ontime.example.com/unique_identifier) (mark as Default/copy value for later)  
The unique identifier can be created from  
<https://www.uuidgenerator.net/version1>  
Reply URL: <https://ontime.example.com/ontime/acs.html>  
Sign on URL: <https://ontime.example.com/ontimegcms/desktop>  
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 - **ADFS - at the OnTime server**

**Note:** Only one tenant configuration for ADFS is supported in OnTime.

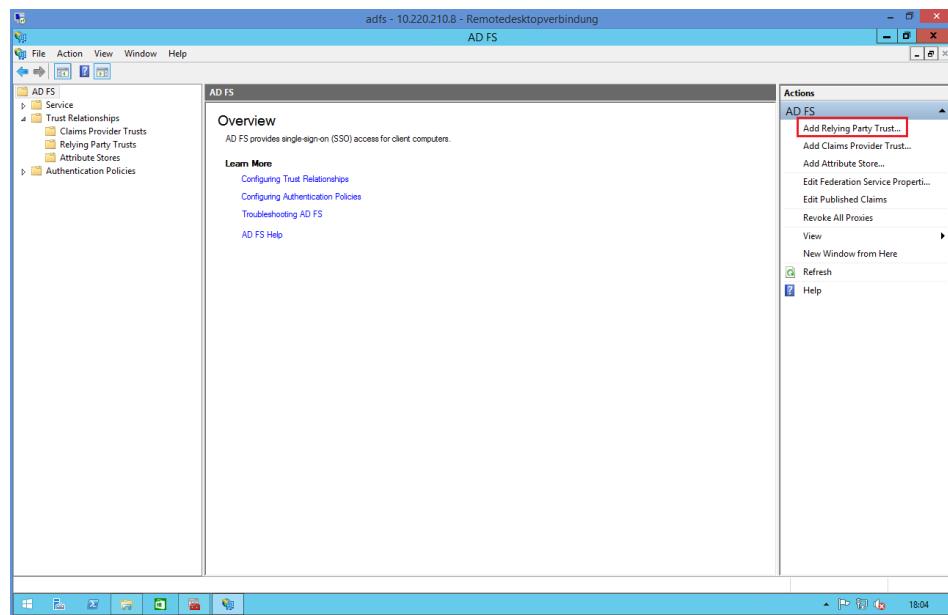
## ADFS login (SSO) on-prem

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



Enter data about the relying party:

- 1.1 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:  
<https://ontime.example.com/ontime/acs.html>

1.3 Add the „Relying party trust identifier“ (Identifier).

Example:

<https://ontime.example.com/ontime/acs.html>

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

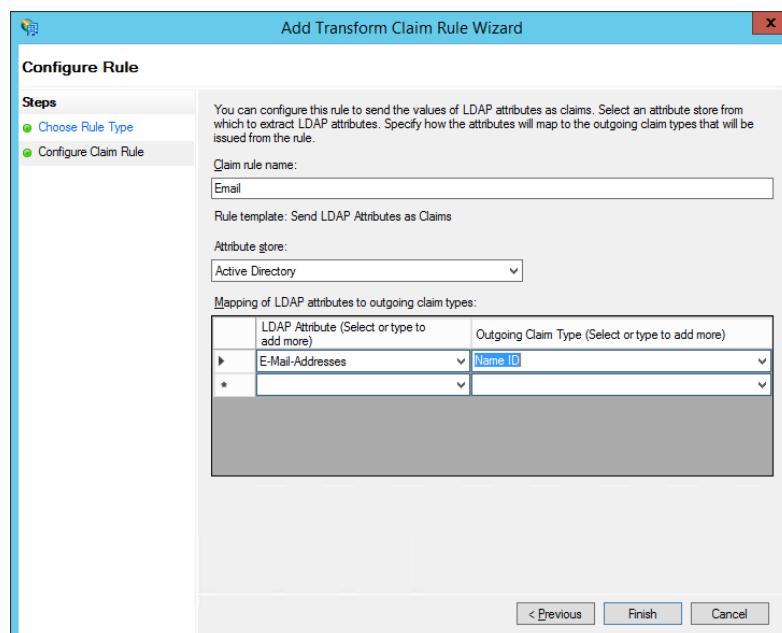
Claim rule name, e.g., Email

Attribute store: Active Directory

Mapping of LDAP attributes to outgoing claim types

LDAP Attribute: E-Mail-Addresses

Outgoing Claim Type: Name ID



## 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 [SSL certificates for the OnTime Tomcat Server](#).

## 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

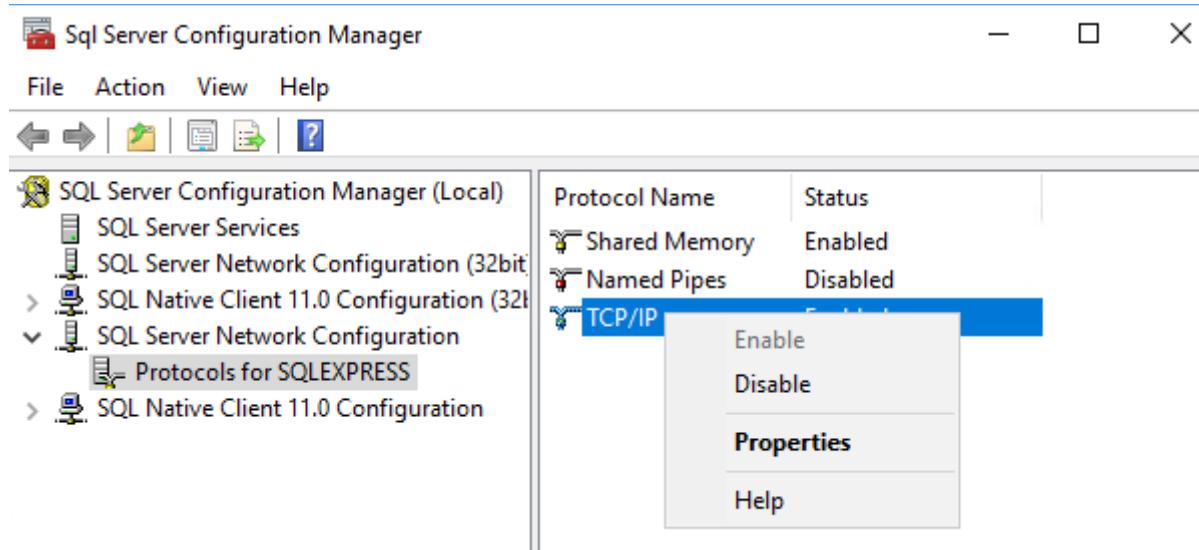
More entries require more lines like

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'.



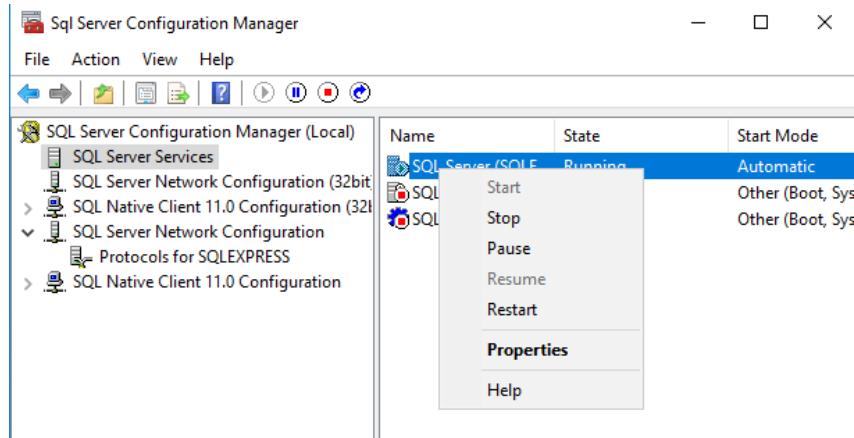
Right-click TCP/IP and choose properties.

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:

<https://ontime.example.com/ontimegcms/desktop>

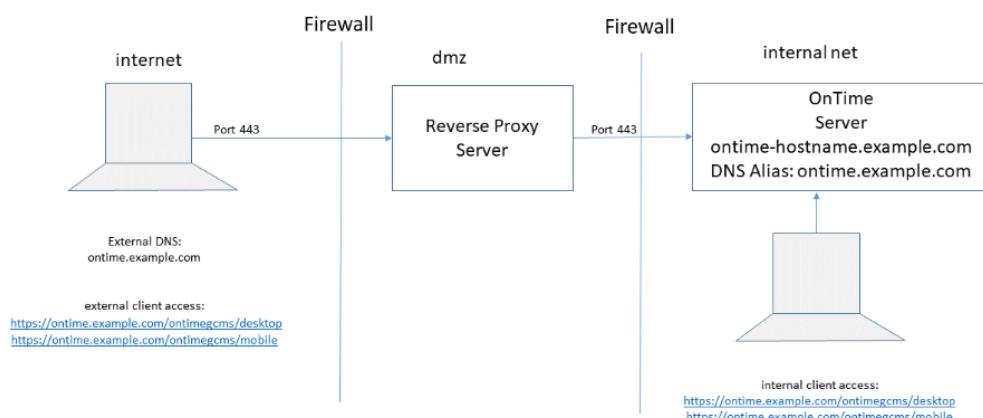
<https://ontime.example.com/ontimegcms/mobile>

**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 ontime-hostname 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 [Authentication](#).

### 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](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 "ontime-
hostname.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
  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/
    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 cannot 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	I
BusinessState	St	st
BusinessCountryOrRegion	PhysicalAddressDictionary[Business].CountryOrRegion	co
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: <https://learn.microsoft.com/en-us/powershell/module/exchange/set-calendarprocessing?view=exchange-ps>