



## GROUPCALENDAR

### Installation Manual

#### **INTRODUCTION:**

The enclosed evaluation copy of the AedifiComm GroupCalendar for Lotus Notes R5 and R6 is for unlimited use during the evaluation period. After the expiration date of the evaluation period, the GroupCalendar can only be opened and consulted, but the information in the application will no longer be updated. By entering a correct license key, this evaluation version can be changed into a permanent application. Contact AedifiComm for the purchase of the requested license key.

#### **CONTENTS OF THE INSTALLATION PACKAGE:**

The installation package consists of the following items:

1. This documentation.
2. A zip-file, containing the installation software for the AedifiComm GroupCalendar.

In case the installation package does not contain these two items, contact AedifiComm by e-mail at [support@aedifcomm.com](mailto:support@aedifcomm.com)

#### **INSTALLATION PROCEDURE:**

Detach the zip-file you received to your local hard drive and open the file. The zip-file contains a single Lotus Notes Database. Extract this database and open it using a Lotus Notes R5 or R6 client.

The installation software gathers all information necessary for a successful installation and configuration of the GroupCalendar. All configuration settings can also be changed after completing the installation.

#### **# LANGUAGE CHOICE DIALOG**

After starting the installation database you will be prompted which language to use. Available options are 'Dutch' and 'English'. The choice affects both the installation software and the installed version of the GroupCalendar. Once the GroupCalendar is installed it is always possible to change the language setting.

#### **# LICENSE INFORMATION DIALOG**

After the language choice, a dialog window is displayed, containing the license information of this version of the GroupCalendar. Please verify that the license information is correct and contact AedifiComm if you find any failures.

*Pay special attention to the Notes Organization names that are shown. During the retrieval of appointments in the GroupCalendar, only calendar entries for users that have one of the listed organization names in their Lotus Notes username will be retrieved.*

#### **# LICENSE AGREEMENT DIALOG**

After verifying the license information and clicking OK, the license agreement is displayed. Please read this agreement. Only if you agree you can continue the rest of the installation.

### **# INSTALLATION PATH DIALOG**

After accepting the license agreement and clicking OK, you will be prompted for the installation path. Please select a server to install the GroupCalendar on. This should be the *home/mail* server of the people whose calendar entries should be retrieved in the GroupCalendar.

If the mail files of the GroupCalendar members are located on several Lotus Domino Servers, please select the server on which most of the members reside. After finishing the installation it is possible to place replicas of the GroupCalendar on other Lotus Domino mail servers.

After selecting the correct mail server, two file paths have to be entered. The first is the path to the Domino Directory, which is used for collecting information about GroupCalendar members. The second path is the location where the GroupCalendar will be installed. It is not possible to overwrite an existing file; therefore it is important to verify that there is no file in the selected location.

### **# MEMBERS DIALOG**

After entering the name of the Domino server and the file paths, the next dialog window will retrieve information about the GroupCalendar members. It is possible to select any Notes user or user group from the Domino Directory. The use of nested groups is allowed. The users can be listed in multiple of the selected groups without causing problems.

### **# ADDITIONAL MEMBER INFO DIALOG**

In the next dialog window you can select the data source for additional member information. Information on departments, phone numbers, and companies can be used in the GroupCalendar for reference and to create overviews.

The available options for additional information are either from the Domino Directory, or by manual entry. If the Domino Directory is selected, all additional information is retrieved from the corresponding fields in the directory. By selecting manual entry, it is possible to modify the member documents after they have been created for the first time.

*Pay attention to the fact that if you select manual entry, your modifications may be lost when the configuration is modified in a later stage and the Domino Directory is selected as the data source.*

The option 'Always update' determines whether or not the member information has to be updated each time before the process for retrieving the calendar entries runs. The advantage of selecting this option is that only one process has to be scheduled and that the member information is always accurate. The disadvantage of this option however, is that retrieving the appointments will take longer.

By not selecting this option, the process of retrieving person information has to be executed before any calendar entries can be retrieved. It is recommended that the option is only deselected in case of performance problems.

### **# LOG OPTIONS DIALOG**

After completing the configuration of the additional member information, the next dialog window is used to collect information about logging. The automatic processes in the GroupCalendar can write run-time information to an agent log that is on the same server that the GroupCalendar is installed on. The logfile should be based on the standard Lotus Notes agent log template, which is available as an advanced template on your Lotus Domino Server.

It is recommended only to turn on logging in case of problems with retrieving member information or calendar entries in the GroupCalendar. During the installation you can turn-off the logging by selecting the log option 'None'.

### **# CALENDAR CONTENT DIALOG**

The dialog window Calendar Content retrieves information about the calendar entries that have to be included in the GroupCalendar. Please select the appropriate appointment types you want included in the GroupCalendar. The options are 'All day event', 'Appointment' and 'Meeting'.

The option 'Merge Meetings' allows you to combine meetings that are attended by several GroupCalendar members, into a single view row. This is especially convenient if there are many appointments in the GroupCalendar.

After enabling the option 'Merge Meetings', an additional field will be shown in which the servers that the Group Calendar will run on must be selected. If replicas of the Group Calendar are installed on multiple servers and the option 'Merge Meetings' is enabled, it is essential that the server will merge the meetings one after another, to prevent replication conflicts. By listing all servers in the Group Calendar configuration, each server will enable the next to merge the meetings.

It is evident that the group calendar must be installed on each of the servers listed here, that the servers will run the appointment retrieval agent and that the GroupCalendar will be replicated among the servers. If these conditions are not met the merging of meetings will not work correctly.

The GroupCalendar will not only retrieve calendar entries, but also To-Do items. Only To-Do items that are not marked private can be included in the GroupCalendar by selection the option "Include To Do's".

### **# RESTRICT CALENDAR CONTENT DIALOG**

In the next dialog window you can determine if the GroupCalendar should be restricted to a defined timeframe. Using this option decreases the total number of documents in the GroupCalendar, increases the performance and keeps the database size limited.

After selecting the options for restricting the past or the future, additional fields will be displayed for entering the number of days that the past or the future should be restricted to.

### **# INCLUDE PRIVATE APPOINTMENTS DIALOG**

In the last dialog window, the options for retrieving private appointments are displayed. Calendar entries that were marked private will never be completely displayed in the GroupCalendar. However, it is possible to show these appointments with an alternate description, allowing you to see that a GroupCalendar member is unavailable in a timeframe.

The available options for retrieving private appointments are 'Yes', 'No' or 'Subset'. After selecting 'Subset' or 'Yes', please provide an alternate description to display the private appointments in the GroupCalendar.

After choosing 'Subset' the conditions, which private appointments have to meet in order to be included, can be selected. For example: only if a private appointment is on workdays between 08:00 AM and 08:00 PM, it will be included in the GroupCalendar.

## **INSTALLATION**

After cycling through all these dialog windows, the application can be installed. A Lotus Notes database will be placed on the Lotus Domino Server. It is recommended to first sign the database with the server ID. After that, the Access Control List should be adjusted and the automatic processes can be scheduled. More information on these last two steps can be found in the 'About this database' and the 'Using this database' document of the GroupCalendar.

## **CONTACTING AEDIFICOMM**

If you have any questions or suggestions, please contact AedifiComm.

Technical support: [support@aedifcomm.com](mailto:support@aedifcomm.com)

Information: [info@aedifcomm.com](mailto:info@aedifcomm.com)

Sales: [sales@aedifcomm.com](mailto:sales@aedifcomm.com)

Or call us during *Dutch* office hours at +31 180 555 111