

## for Microsoft

## **Installation Guide**

OnTime<sup>®</sup> for Microsoft version 2.0.x Revision 3

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## OnTime<sup>®</sup> for Microsoft

## **Installation Manual**

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

The manual follows these font conventions:

- Bold Group names
- <u>Underlined bold</u> (Hyperlinked) Section/chapter
- [Bold in brackets] Functions, buttons
- Italic Information, Field
- [Italic in brackets] Checkboxes, access rights





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### **GROUP CALENDAR**

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# **About OnTime<sup>®</sup> for Microsoft**

OnTime<sup>®</sup> 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 info according to the individual Exchange access rights of the logged in user. If user access rights are determined by groups in Exchange, this version of OnTime supports non-hidden groups.

OnTime is configured and administrated through an admin web interface and a server task that 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 Desktop Client Web
- OnTime Add-in for Outlook
- OnTime Mobile Web App Client
- OnTime API

Soon to be released (Scheduled for 2017)

• OnTime for IBM Connections







# Structure of the technical part of this manual

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

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

The actual installation and configuration process is divided into the following main tasks:

- 1. First we need to install a database server. OnTime uses a MS SQL Server 2014 or 2016 Express database server. This manual contains a step by step instruction of the install process.
- 2. With the MS SQL Server Express database server installed we then need to create the OnTime database which will be used to store all calendar, user and configuration data.
- 3. Once the database is correctly installed we will move on to install the OnTime application server which has three main functions
  - a. Synchronise calendar data whenever something is changed in a personal calendar.
  - b. Manage and maintain the user and group list from either the Exchange directory or the AD on-premises or in the cloud. This is your choice.
  - c. Acting as the API end point
- 4. The installation process is now complete and it is time to start the configuration process.
- 5. Once the configuration process has been completed the system is almost ready. All you need to now is to read and carry out the processes described in the administration section and OnTime will be ready to use.



# 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 server requirements are based on our experience from a number of installations. Please bear in mind that in some cases other factors such as backup, anti-virus main affect the performance of the server and must be factored in.

The OnTime installation requires Windows Server 2008 R2 or newer.

OnTime must be installed running as Windows administrator.

For small and medium size installations of OnTime you can use Microsoft SQL Server<sup>®</sup> 2014 or 2016 Express which is free. We recommend using the full Microsoft SQL Server if your OnTime installation has more than 2.000 users. You can read





about the full limitations and requirements here <u>https://www.microsoft.com/en-us/download/details.aspx?id=42299</u>

#### Processor

Intel - compatible processor with a minimum speed of 1 GHz or a faster processor

#### RAM

• Minimum 512 MB for MS SQL Server Express with Tools

#### Hard Disk Space

• 4.2 GB of Disk Space

Limitations: Microsoft SQL Server Express supports 1 physical processor, 1 GB memory, and 10 GB storage

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 be configured for SQL authentication
  - it must be configured for SQL authentication and have TCP/IP enabled on TCP port 1433.
- The Tomcat application server must be exclusive for OnTime and can serve no other applications.

## Typical 500 users install

- Intel compatible processor with a minimum speed of 2 GHz or a faster processor
- Minimum of 2 GB Ram dedicated for the OnTime solution
- Minimum of 20 GB hard drive dedicated for the OnTime solution

## 1. AD domain

The server has to be part of your user AD domain in order to ensure your





OnTime users web authentication (SSO) without providing their AD password. Ref. **OnTime Users Web Authentication (SSO)** 

- 2. Firewall settings:
  - a. port 8080 open for access to the Tomcat webserver
  - b. port 80 open for user AD web authentication (SSO)
- 3. SQL Server 2014, 2016 Express or an existing MS SQL Server must be available.

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

- 4. Create an Impersonation User in MS Exchange/Office 365
  - a. Mail box user (minimum type 1 if in Office 365)
  - b. Assign the user to the "ApplicationImpersonation Role"
- 5. **Include calendar users OnTime.** Ref. to <u>Servers Synchronization Source</u>

## **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, it is our recommendation that you contact the browser vendor as well as IntraVision Support about the situation.

Version 2.0.x is tested on Internet Explorer 8.x. but moving forward OnTime will no longer support other versions of Internet Explorer than the ones listed below.

For the desktop user URL - <u>http://servername:8080/ontimegcms/desktop</u>

	Internet Explorer 11, Edge (Latest)	Mozilla FireFox ESR, FireFox (Latest)	Google Chrome (Latest)	Apple Safari 8, 9 (Latest)
Windows	Supported	Supported	Supported	
Mac OS		Supported	Supported	Supported

the following browsers are supported





For the admin URL - <u>http://servername:8080/ontimegcms/admin</u>

the following browsers are supported

	Internet Explorer 11	Mozilla FireFox ESR, FireFox (Latest)	Google Chrome (Latest)	Apple Safari 8, 9 (Latest)
Windows	Supported	Supported		

## **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, it is our recommendation that you contact the browser vendor as well as IntraVision Support about the situation.

	Edge (Latest)	Chrome (Latest)	Safari (Latest)
Windows Phone 10	Supported	(Editosi)	(Latost)
Android (5 and later)		Supported	
iOS (9 and later)			Supported

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

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





## License key

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

For obtaining a license key please provide the following info:

- your Company name
- total number of users, including rooms and equipment
- the name of your 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} <mark>set_</mark>	▼ ▶ //

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





# Installing the SQL Server Express

## **Ensure that .NET Framework 3.5 is installed**

The framework is required for Microsoft SQL Server 2014 Express.

Follow the instruction in Appendix A – Installing .Net 3.5

## Installing Microsoft SQL Server Express

Install SQL Server 2014 Express SP1 with Advanced Services 64-bit. DO NOT INSTALL SQL SERVER REPLICATION, FULL-TEXT INDEXER, OR REPORTING SERVICES.

Ensure port 1433 TCP/IP connectivity and Mixed Authentication mode.

1. Download Microsoft SQL Server 2014 Express Advanced. http://www.microsoft.com/en-us/download/details.aspx?id=42299

Http://www.microsoft.com/en-us/download/details.aspx?id=42299	、 ク マ ♂ 🧭 Internet Explorer Enhanced	d Sec 🚏 Download Microsof	ft® SQL ×	₼ ★ 🌣
				^
			$\otimes$	
Choose the download you want				
File Name	Size			- 1
Express 32BIT WoW64\SQLEXPR32_x86_ENU.exe	149.9 MB	Download S     1 ExpressAdv	648IT/SOI EXPRADV x64 ENI Leve	
Express 32BIT\SQLEXPR_x86_ENU.exe	168.4 MB			
Express 64BIT\SQLEXPR_x64_ENU.exe	196.7 MB			
ExpressAdv 32BIT\SQLEXPRADV_x86_ENU.exe	1.1 GB			
ExpressAdv 64BIT\SQLEXPRADV_x64_ENU.exe	1.1 GB			
ExpressAndTools 32BIT\SQLEXPRWT_x86_ENU.exe	840.8 MB	Total Size: 1.1	GB	
			Next	





## GROUP CALENDAR

## 2. Choose New Server Stand alone

1	SQL Server Installation Center
Planning Installation Maintenance Tools Resources Options	<ul> <li>New SQL Server stand-alone installation or add features to an existing installation</li> <li>Launch a wizard to install SQL Server 2014 in a non-clustered environment or to add features to an existing SQL Server 2014 instance.</li> <li>Upgrade from SQL Server 2005, SQL Server 2008, SQL Server 2008 R2 or SQL Server 2012</li> <li>Launch a wizard to upgrade SQL Server 2005, SQL Server 2008, SQL Server 2008, SQL Server 2008 R2 or SQL Server 2012</li> <li>Launch a wizard to upgrade SQL Server 2005, SQL Server 2008, SQL Server 2008 R2 or SQL Server 2012 to SQL Server 2014.</li> </ul>

## 3. Accept and Next

1	SQL Server 2014 Setup
<b>License Terms</b> To install SQL Server 2014, yo	u must accept the Microsoft Software License Terms.
License Terms Global Rules Microsoft Update Product Updates Install Setup Files Install Rules Feature Selection Feature Rules Feature Configuration Rules	support services     for this software, unless other terms accompany those items. If so, those terms apply.     BY USING THE SOFTWARE, YOU ACCEPT THESE TERMS. IF YOU DO NOT ACCEPT THEM, DO     NOT USE THE SOFTWARE.     If you comply with these license terms, you have the rights below.     I. INSTALLATION AND USE RIGHTS. You may install and use any number of copies of the     software on your devices.
Installation Progress Complete	Copy Print     I accept the license terms.     Turn on Customer Experience Improvement Program ("CEIP") and Error Reporting to help improve the

### 4. Enable Use Microsoft Update

1	SQL Server 2014 Setup
<b>Microsoft Update</b> Use Microsoft Update to check	for important updates
License Terms Global Rules <b>Microsoft Update</b> Product Updates Install Setup Files Install Rules Feature Selection Feature Rules Feature Configuration Rules	Microsoft Update offers security and other important updates for Windows and other Microsoft software, including SQL Server 2014. Updates are delivered using Automatic Updates, or you can visit the Microsoft Update website. Use Microsoft Update to check for updates (recommended) <u>Microsoft Update FAQ</u> <u>Microsoft Update Privacy Statement</u>





### 5. Remove selections

5	SQL Server	2014 Setup	
Feature Selection Select the Express features to ins	tall.		
License Terms Global Rules Microsoft Update Product Updates Install Setup Files Install Rules <b>Feature Selection</b> Feature Rules Instance Configuration Server Configuration Database Engine Configuration Feature Configuration Rules Installation Progress Complete	Features: Instance Features Database Engine Services SQL Server Replication Full-Text and Semantic Reporting Services - Native Shared Features Client Tools Connectivity Client Tools Backwards Co Client Tools Backwards Co Client Tools SDK Documentation Compone Management Tools - Basic Management Tools - Basic SQL Client Connectivity SE SQL Client Connectivity SE Select All Unselect All Instance root directory: Shared feature directory (x86):	Extractions for Sea mpatibility nts omplete K C:\Program Files\Mic: C:\Program Files\Mic: C:\Program Files (x86)	Feature description:         The configuration and operation of each instance feature of a SQL Server instance is isolated from other SQL Server instances. SQL         Server instances can operate side-by-side on         Prerequisites for selected features:         Needs to be manually installed:         Microsoft .NET Framework 3.5         Image: Construct a selected features:         Disk Space Requirements         Drive C: 2550 MB required, 25771 MB available         Image: Construct a selected feature in the selected featur
		< Back	Next > Cancel Help





6. If .Net Framework 3.5 Service Pack 1 has not been installed, this message will appear:

1	SQL Server 2014 Setup	_ <b>D</b> X
Feature Rules	mine if the installation process will be blocked. For more information,	click Help.
License Terms Global Rules	Operation completed. Passed: 1. Failed 1. Warning 0. Skipped 0	).
Microsoft Update		
Product Updates	Hide details <<	Re-run
Install Setup Files	View detailed report	
Install Rules		
Feature Selection	Rule	Status
Feature Rules	Prior Visual Studio 2010 instances requiring update.	Passed
Instance Configuration	Microsoft .NET Framework 3.5 Service Pack 1 is required	Failed
Server Configuration		
Database Engine Configuration		
Feature Configuration Rules		
Installation Progress		

For help on installing Microsoft .Net 3.5 go to <u>Appendix A – Installing .Net 3.5</u> After installing .NET press the Re-run button

#### 7. Next

Instance Configuration	L					
Specify the name and instance	ID for the instance of SC	QL Server. Instance	ID becomes part of t	he installation path.		
License Terms	<ul> <li>Default instance</li> </ul>					
Global Rules	Named instance:	SOI Everage				
Microsoft Update	O Numea motaneer	SQLEXPIESS				
Product Updates						
Install Setup Files	Instance ID:	SQLEXPRESS				
Install Rules						
Feature Selection						
Feature Rules	SQL Server directory:	C:\Program Files	\Microsoft SQL Server	\MSSQL12.SQLEXPRE	22	
Instance Configuration	Installed instances					
Server Configuration	installeu instances:					
Database Engine Configuration	Instance Name	Instance ID	Features	Edition	Version	
Feature Configuration Rules						
Installation Progress						
o						



## **GROUP CALENDAR**

## 8. Next

<b>1</b>	SQL Server 2	2014 Setup			ו
Server Configuration	d collation configuration.				
License Terms Global Rules Microsoft Update	Service Accounts Collation Microsoft recommends that you	use a separate account for each	SQL Server serv	ice.	
Product Updates	Service	Account Name	Password	Startup Type	
Install Setup Files	SQL Server Database Engine	NT Service\MSSQL\$SQL	-	Automatic	7
Install Rules	SQL Server Browser	NT AUTHORITY\LOCAL		Disabled	~
Feature Selection					
Feature Rules					
Instance Configuration					
Server Configuration					
Database Engine Configuration					
Feature Configuration Rules					
Installation Decarace					





9. Choose "Mixed mode" and type in a password for the SQL Server system administrator

Database Engine Config Specify Database Engine auther	guration tication security mode, administrators and data directories.
License Terms Global Rules Microsoft Update Product Updates Install Setup Files Install Rules Feature Selection Feature Rules Instance Configuration Server Configuration Database Engine Configuration Feature Configuration Rules Installation Progress Complete	Server Configuration       Data Directories       User Instances       FILESTREAM         Specify the authentication mode and administrators for the Database Engine.       Authentication Mode         O Windows authentication mode       O Windows authentication mode         Image: Mixed Mode (SQL Server authentication and Windows authentication)         Specify the password for the SQL Server system administrator (sa) account.         Enter password:       Image: Confirm password:         Specify SQL Server administrators         Specify SQL Server administrators         Image: Specify SQL Server administrator         Specify SQL Server administrators         Specify SQL Server administrators         Image: Specify SQL Server administrator         Image: Specify SQL Server administrators         Square administrators         Image: Specify SQL Server administrator         Image: Specify SQL Server administrators         Square administrator         Image: Add Current User         Add         Remove
	< Back Next > Cancel Help

#### 10. Close

Complete Your SQL Server 2014 installat	ion completed successfully with product updat	tes.
License Terms Global Rules Microsoft Update Product Updates Install Setup Files Install Rules Feature Selection	Information about the Setup operation or p Feature Documentation Components SQL Writer SQL Client Connectivity SQL Client Connectivity SDK Setup Support Files	possible next steps: Status ^ Succeeded Succeeded Succeeded Succeeded Succeeded Succeeded
Feature Selection Feature Rules Instance Configuration Server Configuration Database Engine Configuration Feature Configuration Rules Installation Progress <b>Complete</b>	Details: Documentation and Links To install the .NET Framework SDK, set (< <u>http://go.microsoft.com/fwlink/?Linkle</u> For information about SQL Server 2014 Configuration (< <u>http://go.microsoft.com</u> 2014. Summary log file has been saved to the foll <u>C:\Program_Files\Microsoft_SQL_Server\12</u> SQL 20150930_090851.txt	ee Installing the .Net Framework SDK <u>j=141693&gt;</u> ). Surface Area Configuration, see Surface Area <u>/fwlink/?LinkId=299580&gt;</u> ), in MSDN Library of SQL Server ■ lowing location: <u>i0\Setup. Bootstrap\Log\20150930_090851\Summary_OTMS-</u>
		Close Help

11. Close the SQL Installation Center window



## **SQL Server configuration**

- 1. Choose Start and "Arrow down"
- 2. Then start the "SQL Server 2014 Configuration Manager"

8	Performance Monitor	1	Windows Memory Diagnostic	<b>@</b>	Download Microsoft SQL	1	SQL Server 2014 NEW		
8	Resource Monitor		Windows PowerShell (x86)	-	Manage Help NEW		SQL Server 2014 NEW		Calculator
E.	Security Configuration		Windows PowerShell ISE	×	Resource Center	¥	SQL Server 2014 NEW		Notepad
4	Server Manager		Windows PowerShell ISE		SQL Server 2014 NEW	-	SQL Server 2014 NEW	ø	Paint
Ö,	Services			III	SQL Server 2014 NEW		SQL Server 2014 NEW	-	Remote Desktop Connection
2	System Configuration	ï	SQL Server NEW	<b>1</b>	SQL Server 2014 NEW		SQL Server 2014 NEW		Steps Recorder
9	System Information			<b>B</b> 1	SQL Server 2014 NEW		SQL Server 2014 NEW	*	Windows Server Backup
Ð	Task Scheduler	6	Community Projects & Samples		SQL Server 2014 NEW	?	SQL Server Documentation	<u></u>	WordPad
	Windows Firewall with Advanced	2	Deployment NEW		SQL Server 2014 NEW				
	$\textcircled{\bullet}$								



3. Enable "Protocols" and then choose "Properties"

			SqLSe			
File Action View Help				File Action View Help		
🗢 🔿 🙍 📷 🗟				← ⇒   2   🖾 🕞 🛛		
SQL Server Configuration Manager (Local)         ■ SQL Server Services         ■ SQL Server Network Configuration (32bit)         ● ■ SQL Network Configuration (32bit)	Protocol Name Shared Memory Named Pipes	Status Enabled Disabled Enable		SQL Server Configuration Manager (Local) SQL Server Services SQL Server Network Configuration (32bit SQL Server Network Configuration (32t) J. SQL Server Network Configuration	Protocol Name Shared Memory Named Pipes TCP/IP	Status Enabled Disabled Enable
SUL Server Network Configuration     SUL Native Client 11.0 Configuration		Disable Properties Help				Disable Properties Help

4. Choose "IPAII" and enter 1433 in the "TCP Port" field

5. Click "OK"

		TCP/IP P	Propert	ies	?	x
Prote	ocol IP Addresses					
	TCP Dynamic Ports		0			^
	TCP Port					
•	IP5					
	Active		Yes			
	Enabled		No			
	IP Address		2001:0:5	9d38:9 <b>0</b> d7:406:30	067:b2b7:	
	TCP Dynamic Ports		0			
	TCP Port					
Ξ	IP6					
	Active		Yes			
	Enabled		No			
	IP Address		fe80::40	6:3067:b2b7:cfa	2%15	
	TCP Dynamic Ports		0			_
8	IPAII					=
	<del>TCP Dynam</del> ic Ports		0			
	TCP Port		1433	-		
			_	_		*
TCF	Port					
TCF	port					
	4					
	ок	Ca	ncel	Apply	Help	)
_						_





6. Remember to restart the SQL Server

 TCP Dynamic Po	irts O			_
	Warnii	ng	×	
Any changes r the service is s	nade will be saved; ho topped and restarted.	owever, they will not	take effect until	
			ОК	
TCP Port TCP port				
	OK Cancel	Apply	Help	

🕵 SQL Server Configuration Manager (Local) State Sta Name 🚦 SQL Server Services 🙃 SQL Server Browser Ot Stopped 👤 SQL Server Network Configuration (32bit) Running 🔂 SQL Server Start ▷ 🚊 SQL Native Client 11.0 Configuration (32) 🔞 SQL Server Stopped Ot ⊿ <u>↓</u> SQL Server Network Configuration Stop ■ Protocols for SQLEXPRESS Pause ▶ 💂 SQL Native Client 11.0 Configuration Resume Restart Properties Help





## **OnTime Database**

1. Open "SQL Server Management Studio" and connect to server



Change the Authentication to "SQL Server Authentication" and login as "sa".

Microsoft S	SQL Server 2014	
Server type:	Database Engine	v
Server name:	OTMS-SQL\SQLEXPRESS	Ý
Authentication:	SQL Server Authentication	~
Login:	sa	~
Password:	********	
-	Remember password	
Conne	ect Cancel Help	Ontions >>





## **Create the OnTime application User**

- 1. In the SQLServer-Security section
  - choose "New login"



2. Create the OnTime application user named "OnTimeApp" with a low grade password. Choose SQL Server authentication. Deselect "Enforce password policy".

Click "OK"

8	Login Properties	- OnTimeApp	L	- 🗆 X				
Select a page	Script 👻 📭 Help							
Server Roles Server Roles User Mapping Securables Status	Login name: Viindows authentication SQL Server authentication Password: Confirm password: Specify old password Old password: Enforce password policy Enforce password expirat User must change passw Mapped to certificate Mapped to asymmetric key	On Time App		Search				
Connection	Map to Credential		~	Add				
Server: INSID552\SQLEXPRESS Connection: sa IP View connection properties	Mapped Credentials	Credential Pr	ovider					
Progress				Remove				
Ready	Default database: Default language:	master English	v v					
			ОК	Cancel				



## **Create database**

Unzip the OnTime package, OnTimeMS-x.x.zip.
 "C:\Program Files\IntraVision\OnTimeMS-x.x" is the recommended path.

#### Example:

🔍 🔻 讣 « Local Disk (C:) 🕨 Prog	Iram	Files 🕨 IntraVision 🕨 OnTimeMS-x.x	~	Ç	Search OnT
4 퉬 OnTimeMS-x.x	^	Name		Date	modified
ontime.ms.auth-2.0.1.3 Image: Wight with the second sec		ontime.ms.auth-2.0.1.3		13-12	2-2016 13:21
in b in b in conf		otd-apache-concat-o.o.14 otd-jdk1.8.0_25 outlook-client-1.1.0		13-12	2-2016 13:21
퉬 lib ] logs	_	sqlserver-express-2014-advanced		13-12	2-2016 13:21
퉬 temp 4 퉬 webapps	=	Office365TomcatRestart.zip		13-12	2-2016 13:21
▷ 퉬 docs ▷ 퉬 examples		intime.ms.auth-install.cmd		13-12	2-2016 13:21
Þ 퉬 host-manager Þ 퉬 manager		itd-apache-tomcat-install.cmd		13-12	2-2016 13:21

3. Open the SQL server folder using Windows Explorer - ontimems.x.x



- 4. Two sql scripts are available
  - the one with "defaults" in the filename does a simple database installation with default settings. Please proceed below with <u>Simple</u> <u>database creation</u>.
  - the one without "defaults" in the filename lets you decide many parameters for the OnTimeMS database (for the advanced SQL server administrator). Jump to <u>Advanced database creation</u>



## Simple database creation

 For the simple installation you choose to open the "defaults" sql-file. The sql script will display in the Microsoft SQL Server Management Studio client.



6. Click the tab of the SQL-script, check the syntax by clicking  $[\sqrt{}]$  and then Execute.



When you click the plus sign by the new ontime.x.x database you can see that the tables have been created.

7. Proceed with the installation of the **Tomcat server** 



## Advanced database creation

8. The advanced SQL server administrator installs the database without using the "defaults" sql script.

Open the ontime.x.x.sql script.



The script opens in "SQL Server Management Studio"

Check the first line of the SQL-script "USE [ontimems.x.x]" – the new database name is between the square brackets

```
ontimems.x.x.sql - O...ESS.master (sa (52)) X
USE [ontimems.x.x]
GO
/****** Object: DatabaseRole [api_role]
GO
/****** Object: Schema [adm] Script Date
CREATE SCHEMA [adm]
GO
GRANT EXECUTE ON SCHEMA::[adm] TO [api_role]
GO
```

9. Right click "Databases" - choose "New Database"





10. Enter the Database name according to the script – and click "OK".

🚪 New Database						_ 🗆 ×			
Select a page	🔄 🔄 Script 👻 📑 H	🔄 Script 👻 📑 Help							
⊡ Deticions	Database name: Owner: I Use full-text in	dexing	ontimems.x. <default></default>						
	Database files:								
	Logical Name	File Type	Filegroup	Initial Size (MB)	Autogrowth / Maxsize				
	ontimems.x.x	ROWS	PRIMARY	5	By 1 MB, Unlimited				
	ontimems.x.x	LOG	Not Applicable	1	By 10 percent, Unlimited				

11. Ensure focus on the new database



- 12. Click the tab of the SQL-script, check the syntax by clicking  $[\sqrt{}]$  and then Execute.
- Open the database and check that the database tables have been created







- 14. Configure the OnTime application user. In the new database ontimems.x.x
  - click security
  - Right click Users
  - Choose "New User"

Object Explorer	
Connect 🕶 🛃 📑	7 🛃 🍒
😑 🐻 INSID552\SQLEX	PRESS (SQL Server 12.0.20
🖃 🚞 Databases	
🕀 🚞 System D	atabases
🖃 🧻 ontimem	5.X.X
🕀 📄 Datab	ase Diagrams
🕀 🧰 Table	s
🕀 🧰 Views	
🕀 🧰 Synor	nyms
🕀 🧰 Progr	ammability
🕀 🧰 Servic	e Broker
🕀 🧰 Stora	ge
🖃 🧰 Secur	ity
E	New User
E _	
± _	Filter 🕨
	Policies •
	Foreste
🗏 🖿 Security	Facets
E E Logi	Start PowerShell

- 15. In the "General" section
  - Add the OnTime application user
  - and choose the default schema "api"

Select a page Page General	🔄 Script 🔻 💽 Help
Owned Schemas Membership Securables Extended Properties	User type: SQL user with login
	User name: OnTimeApp Login name:
	Default schema:

16. In the "Membership" section – assign the api\_role to complete the installation.

Select a page Page General	🔄 Script 👻 🎼 Help
Membership Securables Extended Properties	Database role membership: Bole Members api_role the accessed min
	db_backupoperator         db_datareader         db_datawriter         db_ddladmin







## **Tomcat server**

1. Among the OnTime files you will find the command 'otd-apache-tomcat-install.cmd'. Run it as administrator to install the Tomcat server.



 The Tomcat Service is now installed within Windows Services.
 Please change the properties to Startup Type – Automatic and start the Tomcat service.

	Services			_ □
Help				
Services (Local)				
Select an item to view its description.	Name 🔺	Description	Status	Startup Type
	🔍 Apache Tomcat 8.0 Tomcat8	Apache To		Manual



**Note** – if you are going to synchronize calendar information from "Office 365" it is recommended to restart the Tomcat webserver service once every night. This helps to reduce the number of threads collected, referencing mailboxes that may be moved by Microsoft between different Exchange servers in the cloud. This is not necessary with Exchange servers "on-premises". XML scripts for the Windows Task Scheduler are included in the install package.

C:\Program Files\IntraVision\OnTimeMS-x.x\Office365TomcatRestart.zip							
Extract all files							
]) OnTimeMS-x.x	Name *	Туре					
📔 ontime.ms.auth-2.0.0	🕐 TomcatStart ym	XML Document					
퉬 otd-apache-tomcat-8.							
]) otd-jdk1.8.0_25	TomcatStartMonitor.xml	XML Document					
🔒 outlook-client-1.0.0.0	📄 TomcatStop.×ml	XML Document					
🌗 sqlserver-express-201							
📔 ontimems.x.x							
🚹 Office365TomcatRest/							





# **OnTime Configuration**

## **OnTime Setup**

From a browser - Open the administration URL – <u>http://servername:8080/ontimegcms/admin</u>

Remember TCP/IP port 8080 for the Apache Tomcat webserver.

Administrat	or: admin	(beware of casing, no	capitals)			
Password:	Innovation	(capital i)				
File Edit	http://10.10.10.32:8080/oni /iew Favorites Tools H	timegcms/admin	O 🗕 X 🥔 Velko			
Wi	idows Security		×			
ie	kplore.exe					
Th pa Or Wa ba	The server 10.10.10.32 is asking for your user name and password. The server reports that it is from OnTimeGCMSAdmin. Warning: Your user name and password will be sent using basic authentication on a connection that isn't secure.					
a	dmin					
	••••••					
	Husk mine legitimatio	onsoplysninger				
	ОК	Cancel				





## Dashboard

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

OnTime®				۵
ONTIME ADMIN CENTER	DASHBOARD			LICENSED TO INTRAVISION - TEST
DASHBOARD	Persistent			
<b>D</b> ATABASE	Application Status:	RUNNING	START STOP	Last Run: Tue Dec 27 10:08:09 CET 2016
GLOBAL	Subscription:	RUNNING	START STOP	Last Run: Tue Dec 27 10:08:11 CET 2016
SERVERS	Connection			
LUSERS	Database Service:	RUNNING		Last Run: Tue Dec 27 10:08:08 CET 2016
	Exchange Service:	RUNNING		Last Run: Tue Dec 27 10:08:09 CET 2016
GROUPS				
LEGENDS	Scheduled			
	Directory Sync:	STOPPED	START	Last Run: Tue Dec 27 10:15:11 CET 2016
	User & Group Sync:	STOPPED	START	Last Run: Tue Dec 27 10:15:11 CET 2016
	Photo Sync:	STOPPED	START	Last Run: Tue Dec 27 10:15:17 CET 2016
	Permission Sync:	STOPPED	START	Last Run: Tue Dec 27 10:15:24 CET 2016
	Event Sync:	STOPPED	START	Last Run: Tue Dec 27 10:15:31 CET 2016

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

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

The section **Scheduled** normally shows the status stopped because running is done automatically at midnight. But the five positions within this section can be started on demand to reflect changes at once.

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

**User & Group Sync** synchronises the Exchange users/groups onto the OnTime SQL tables.

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

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

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

**License key** – enter your license key by clicking in the upper right corner of the page.





#### Administration of OnTime in Japanese is supported

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

OnTime®				۵
ONTIME ADMIN CENTER	DASHBOARD			SETTINGS X
DASHBOARD	Persistent			Language
<b>DATABASE</b>	Application Status:	RUNNING	START STOP	English (en)
GLOBAL	Subscription:	RUNNING	START <b>STOP</b>	SAVE
SERVERS	Connection			
LUSERS	Database Service:	RUNNING		
ROUPS	Exchange Service:	RUNNING		
LEGENDS	Scheduled			
	Directory Sync:	STOPPED	START	
	User & Group Sync:	STOPPED	START	
	Photo Sync:	STOPPED	START	
	Permission Sync:	STOPPED	START	
	Event Sync:	STOPPED	START	ABOUT



## Database

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

Enter localhost or a hostname of an external SQL Server as Server, Database name, Username and Password for the OnTime application user in the SQLserver, "OnTimeApp".

Click "Test" to test the database connection.

Upon the response "OK Connections to database is working" click "Back". Click Save.

OnTime®				\$
ONTIME ADMIN CENTER	DATABASE SETTINGS SETTINGS SAVED	TEST	SAVE	RESET
DASHBOARD DATABASE GLOBAL SERVERS USERS GROUPS LEGENDS	Server       localhost         Database Name       ontimems. 13.7         Username       OnTimeApp         Password       OK         Advanced       OK         Extra Parameters       Back		SAVE	RESEI

Extra parameters can be used when creating the connection to the SQL Server.

Click "Dashboard" and "Stop/Start" at the "Application Status" - like explained in the <u>Dashboard</u> section.

**Note:** When you see the Connection/Database Service "Running" (green) press **F5** to refresh the whole web page.

OnTime®			
ONTIME ADMIN CENTER	DASHBOARD		
DASHBOARD	Persistent		
DATABASE	Application Status:	RUNNING	START STOP
GLOBAL	Subscription:	STOPPED	START STOP
SERVERS	Connection Database Service:	RUNNING	START <b>STOP</b>

Installation Manual



## **Server settings**

0	nTime°					\$
ONT	TME ADMIN CENTER	SERVER SETTINGS			SAVE	RESET
	IME ADMIN CENTER DASHBOARD DATABASE GLOBAL SERVERS Settings Source USERS GROUPS LEGENDS	SERVER SETTINGS Syncronisation Settings Impersonation User Password Domain Server EWS URL Autodiscover URL Exchange Version Proxy Hostname Port	lus@OnTime.local (present) https://10.10.10.33/EWS/Exchange.asmx https://10.10.10.33/autodiscover/autodiscover.svc Exchange2013 or newer Exchange2013.or newer Exchange2013 or newer	(Not needed for office 365)	SAVE	RESET

Click "Servers/Settings" in order to configure the settings.

The "Impersonation User" is the user in Exchange that has the role "ApplicationImpersonation". This user is used by OnTime to read and edit all users calandars. Normally this username is written as an email address, then the domain name is not required.

The "Server Path" is preconfigured for Office 365, the URLs have to be changed accordingly if the Exchange backend is "on-prem".

#### Exchange Version:

- 'Exchange2013 or newer' is chosen for Exchange 2013 or newer, including Office 365
- 'Exchange2010\_SP2' is chosen for Exchange 2010 SP2 or newer ServicePack.
  - limited support for avatars/pictures
  - o no support for Show As "Working Elsewhere"

Proxy settings - 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

Click Save in order to save your Server 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".







## **Servers Synchronization Source**

Click Servers/Source in order to include OnTime Calendar users.

The users in the OnTime Calendar can be included in two ways – distribution groups from the Exchange server – or via LDAP lookup from Active Directory.

Select Enable LDAP = No (Save) to include users from the Exchange distribution groups.

•	) 🜏   localhost:8080/onti	megcms/admii 🛛 🤁 🔍 Search	☆ 自 ♥	÷	<b>A</b> 9	Ξ
0	nTime®					
ONT	IME ADMIN CENTER	SYNCHRONIZATION SOURCE			SAVE	RE SE T
	DASHBOARD					
9	DATABASE	Enable LDAP	YES NO			
٢	GLOBAL	Includes Persons	AllPersons@ontime.local			
8 8	SERVERS	Rooms	AllRooms@ontime.local			
	Settings	Equipment				
	Source					
	USERS					

The "Includes" section describes the Persons, Rooms and Equipment groups that can be seen in the OnTime group calendar. The email addresses of these distribution groups are written into the fields. More groups or individuals can be added, separated by commas.

Select LDAP = Yes (Save) to use LDAP as the source of users in OnTime.

The configuration for LDAP means that the lookup of users (persons, rooms, and equipment) is done in the Active Directory, on a domain controller.

In the LDAP section a domain controller is referenced, the URL states the Idap protocol. The Idap authentication user's name is written in the distinguished name format. Press the "Test" button to check that you have access to the Idap service. The response should show "Connections to LDAP is working". Click Back to clear the popup box.





(	i <b>10.10.10.32</b> ;8080	/ontimegcms/admin/	C Q Search	ê 🛡	1
О	nTime®				
ON	TIME ADMIN CENTER	SYNCHRONISATION SOURCE			
	DASHBOARD				
9	DATABASE	Enable LDAP	YES NO		
	GLOBAL	URL	ldap://10.10.10.33	TEST	
	SERVERS	User	CN=ldap user,CN=Users,DC=ontime,DC=local	1231	
	Settings	Password	(present)		
	Source	Search			
*	USERS	Base	OU=Test,DC=ontime,DC=local	TEST	
23	GROUPS	Scope	SUB_TREE		
		Filter	(CN=Test OK		
	LEGENDS	Base	Connection to LDAP is working	TEST	
		Scope	SUB_TREE		
		Filter	Back		
		Base		TEST	
		Scope	SUB TREE		

In the Search section the distinguished name format is used as 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.

The filter limits the search of members according to Idap attributes, like (distinguishedName=\*).

Another example could be (&(objectClass=Group)(name=OnTimeAll)).

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

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

Click Save in order to save your Ldap Server 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".







## **Global Settings - Backend**

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

OnTime®				
ONTIME ADMIN CENTER	GLOBAL SETTINGS - BACKEND		SAVE	RE SE T
DASHBOARD	Syncronization Settings			
	Sync Back	Days		
🚯 GLOBAL	Sync Forward	180 Days		
Backend	Load Services on Server Startup	YES NO		
Frontend	Logging			
SERVERS	Log Level	FINE ST -		
LUSERS	Log Size	200 MB (Each log file Is		
ROUPS	Trace Communication	YES NO		
	Authentication			
	Authentication Service URL	http://10.10.10.32/ontime/auth.html		
	Advanced			
	Auto Discover Max	90 (Names per request)		
	Subscription Startup Threads	1 (No of threads In		
	Syncronization Threads	1 (No of threads in		
	Max Entries	1000 (Max sync events per calendar)		
	Wax Entites			

#### Synchronization Settings:

#### Sync Back / Sync Forward

Here you can decide the time frame of synchronising the calendar events both backward and forward in time. Be aware that Office 365 only handles a time span of 2 years and the total days may therefore not exceed this value.

#### Load Services on Server Startup

This setting loads the synchronisation service every time you start the Tomcat service. Normally you set it to "No" while you do your installation. When everything has been confirmed and OK, change it to "Yes. Click Save and go to the **Dashboard**. Stop/Start the Application.

#### Logging settings:

Here you can decide the level of logging for troubleshooting purposes.

Refer to the **Troubleshooting** section for references to the log files.





#### Authentication section:

You may enter the URL for user AD web authentication (SSO).

The server is your OnTime server and it has to be part of your AD domain.

This function requires that you have installed the service "OnTimeMSAuth" by running "ontime.ms.auth-install.cmd" from your current \IntraVision\ path:

C:\Program Files\IntraVision\OnTimeMS-2.0.x.x\

#### Advanced Settings:

These default settings should not be changed normally.

The "Auto Discover Max = 90" is the current limit in "Office 365" of requests of names/users for subscription of calendars changes.

The "Max Entries = 1000" is the current limit in "Office 365" of number of events per calendar to sync to OnTime.

The number of threads should not be changed without contacting OnTime Support.

Click Save at the Server Settings - Backend page.

## **Global Settings - Frontend**

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

OnTime®		
ONTIME ADMIN CENTER	GLOBAL SETTINGS - FRONTEND	SAVE
DASHBOARD	Legends Settings	
	Always show legends YES NO	
GLOBAL		
Backend		
Frontend		

Always show legends = No, the user logged in sees legends depending on his personal rights in the other users' calendars.

Always show legends = Yes, the user sees legends for all users calendars independent of his own rights.

Click Save. No further actions in the Dashboard are necessary.



## Groups

Three variants of groups are available, Directory groups, Static Groups, and Dynamic groups.

## **Directory Groups**

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

0	nTime°						\$
ON.	TIME ADMIN CENTER	DIRECTORY GROUPS	SAVE	SAVE	SAVE R	SAVE RES	SAVE RESET
	DASHBOARD	Groups Settings					
	DATABASE	Show Directory Groups in Clients YES NO					
٢	GLOBAL	Search					
0 0	SERVERS	Directory groups O All Persons					
*	USERS	All Rooms     France All					
	GROUPS						
	Directory	O France_Marketing					
	Static	○ France_Sales					
	Dynamic	O Germany_All					

To show these groups in the OnTime client click "Yes" 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" in order to create your own groups within OnTime.

OnT	ime°		
ONTIME ADMIN CENTER		STATIO	C GROUPS
DA:	SHBOARD		Search
	TABASE		ADD REMOVE EDIT
-			Name of Groups
🔅 GLO	OBAL		All Persons
			All Rooms
SER	RVERS		<ul> <li>Projects\CRM integration</li> </ul>
LUSI	ERS		Projects\Web2
🗥 GR	OUPS		
Dir	rectory		
Sta	atic		
Dyr	namic		

Here you can administrate an OnTime group structure that will be displayed for all users. This 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 has to be followed by clicking "Start" at "User & Group Sync" in the **Dashboard** 

Click "Add" to create a new Static group, you can search elements by entering a few characters, click the "+" sign in front of the element to add members to the group and click "Save" to save your group.

OnTime®							
ONTIME ADMIN CENTER	STATIC GROU	MEMBERS SELECTION	AEMBERS SELECTION S				
DASHBOARD	Search	Group Name New S	tatic Group		Group Disabled	ì	
	ADD Name	Şearch					
	O All	Available users	Туре	Selected users included	Туре		
GLODAL		Alex Miller	Person	Alphonse Allais	Person		
SERVERS	O Pro	Alfred Adler	Person	André Bazin	Person		
	O Pro	All Persons	Distribution				
LUSERS	0	All Rooms	Distribution				
		Alphonse Allais	Person				
GROUPS		André Bazin	Person				
Directory		Barbara Amiel	Person				
Static		<ul> <li>Barbera Kruger</li> </ul>	Person				

Changes in the static groups has to be followed by clicking "Start" at "User & Group Sync" in the **Dashboard.** 





## **Dynamic Groups**

Click Groups/Dynamic to configure your dynamic groups.

0	OnTime®							
ONTIME ADMIN CENTER		DYNAI	AIC GROU	IPS				
	DASHBOARD							
9	DATABASE		ADD REMOVE					
	GLOBAL		Name of (	Groups	Levels BusinessCountryOrRegion/Bus			
₹₹2	GLODAL		O Room	s	OfficeLocation			
9 9 9	SERVERS							
*	USERS							
	GROUPS							
	Directory							
	Static							
	Dynamic							

Click "Add" to configure a new dynamic group.

0	nTime®						
ΟΝΤ	TIME ADMIN CENTER	DYNAN	VIC GROUPS				
	DASHBOARD						
	DATABASE		ADD REMOVE	Levels	SAVE	CANCEL	
	GLOBAL		Country/City/Department	BusinessCountryOrRegion/Business		Group Name	Country/City/Department
	SERVERS		Rooms	OfficeLocation		Category	By Country
	LISERS					Group Disabled	YES NO
	ODEND					Level 1	BusinessCountryOrRegion
*	GROUPS					Level 2	BusinessCity
	Directory					Level 3	Department
	Static					Level 4	
	Dynamic					Level 5	
	LEGENDS						

Changes in the dynamic groups has to be followed by clicking "Start" at "User & Group Sync" in the **Dashboard.** 



## **Users**

## **Members**

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

OnTime®									
ONTIME ADMIN CENT	TER MEMBERS SELECTION								
DASHBOARD									
	Search								
GLOBAL	Available users	Туре							
SERVERS	O Alex Miller	Person							
USERS	Alfred Adler     Alphonse Allais	Person Person							
Members	🔿 André Bazin	Person							
Default Settings	O Barbara Amlel	Person							
	🔿 Barbera Kruger	Person							
	O Björk Guðmundsdóttir	Person							
LEGENDS	O Blue Room	Room							
	O Charles Barkley	Person							

More details can be obtained by choosing a user.

Available users	Туре		
André Bazin	User	André Bazin	
🔘 Keiko Agena	User	E-mail	aba@ontime.local
All Persons	Group	Туре	User
All Rooms	Group	User ID	E67E2939-0170-4C2B-BEB6-77190611C7EA
O Alex Miller	User		
O Barbara Amiel	User		



To search for certain users enter a few characters in the Search field:

OnTime®		
ONTIME ADMIN CENTER	MEMBERS SELECTION	
DASHBOARD		
<b>DATABASE</b>	rob	
GLOBAL	Available users	Туре
SERVER	O Robert Browning	User
USERS	O Robert Morrison	User
Members		
Default Settings		

## **Default Settings**

0	nTime®							•
	IME ADMIN CENTER	USER:	5 DEFAULT SETTINGS					
	DASHBOARD							
9	DATABASE		CREATE DEFAULT	SAVE	CANCEL			
-			Settings					
٢	GLOBAL		Default		Settings	Default		
=	SERVERS				Language	English (en)	Ŧ	
	SERVERS				Date/Time Format	Dansk (da)	~	
	USERS				Categories	Client Meeting, Trave	1,Holiday,Vacation	
	Members				-			
	Default Settings							
	CROUPS				Width of Sidebar	205 px		
	GROOFS				Basic Event Details	YES NO	(Slow environments on)	y)
	LEGENDS				Avatar rounding	50 % (Max. roundi	ng is 50%)	

Here you change the Users Default Settings - the language and the Date/Time Format.

The Categories entered will be visible as options when the user creates a calendar event.

Width of Sidebar – the width of the users left hand sidebar is determined in pixels.

Basic Event Details – a value of "Yes" gives better performance in slow environments.

Avatar rounding – a zero inserted results in square shaped avatars in the user interface. The value "50" results in round avatars. Values in between are possible.





## Legends

Click "Legends".

You can 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.

OnTime®					
ONTIME ADMIN CENTER	LEGENDS				
DASHBOARD					
	ADD REMOVE Name	CREATE DEFAULT	MAKE DEFAULT SET	#	Priority
GLOBAL	O Default	No	Text Example		
SERVERS	<ul> <li>Client Meeting</li> <li>Holiday</li> </ul>	No Yes	Text Example Text Example		1 0
LUSERS	Home Office     Travel	No	Text Example		0
🗥 GROUPS	O Vacation	Yes	Text Example		0
LEGENDS					

The button "Add" are for adding new legend to the list of legends.

To remove a legend, click the legend then the button "Remove".

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

"Make Default Set" creates six standard legends as shown above.



Click the Legend type to see the details.

ADD REMOVE CREAT	E DEFAULT MAKE D	DEFAULT SET			E DIT CANCE L
Name	Time Off	Colour	#	Priority	
Client Meeting	No	Text Example	1	1	Client Meeting
⊖ Travel	No	Text Example	1	1	
○ Vacation	Yes	Text Example	1	1	Definition Legend is based on ANY of the criticians below
🔵 Default	No	Text Example			Event Categories Client Meeting
) Holiday	Yes	Text Example		0	OR
○ Home Office	No	Text Example		0	Subjects Client Meeting,Kundemøde,Kundmöte
					OR
					Show As Busy

## Click "Edit" to change the Legend Configuration.

LEGENDS	LEGEND CONFIGURATION		SAVE	CANCEL
	Name	Client Meeting		
ADD	Definition			
Nai	Legend is based on	All criteria below 👻		
O De	Event Categories	Client Meeting		
	Subjects	Client Meeting, Client,Kunde,Kundemøde		
Онс	Show As	Busy 🌍		
О ти О Va	Appearance			
	Background Colour			
	Text Colour	Fext Example		
	Include in Time Off	YES NO		
	Importance			
	Priority	1		
	Sort Order			
	Languages			
	English (en)	Client Meeting		
	Dansk (da)	Kunde møde		
	Deutsch (de)	Kunden		
	日本語 (Ja)			



**Definition** section

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

LEGENDS	LEGEND CONFIGURATION		SAVE	CANCEL
	Name	Client Meeting		
ADD	Definition			
Na	Legend is based on	All criteria below		
	Event Categories	Client Meeting		
	Subjects	Client Meeting, Client,Kunde,Kundemøde		
Он	Show As	Busy		
О ти				
O Va	Appearance			
	Background Colour	Tavit Pramile		
	Text Colour			
	Include In Time Off	YES NO		

#### Appearance section

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

#### Importance section

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 section

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

The translations are utilized in the left hand navigation for the user interface, when Legends is chosen

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





# OnTime Users Web Authentication (SSO)

In order to let users log into the web interface without providing a password, a Windows service is added to the services in the OnTime server. When the service is installed it can be seen in the list of Windows services with the name "OnTimeMSAuth".

#### Installation of the service:

 Among the OnTime files you will find the command 'ontime.ms.auth-install.cmd'. Run it as administrator to install the OnTimeMSAuth service.



2. In Windows services: Change the service OntimeMSAuth's properties to Startup type "Automatic", click "Start" and "OK"

The Ontime.MS.Auth service offers Windows domain logon authentication.

In order to get SSO, automatic logon for the user you have to tell the browser that it may send credentials to the OnTime.MS.Auth server (the Ontime server).





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

Click "Sites" and "Advanced" to add the Ontime server.

Internet Options	? ×	
Select a zone to view or ch	hange security settings.	
Internet	Local intranet Trusted sites	
This zone is for al found on your int	I websites that are ranet. Local intranet	×
Security level for this zor Allowed levels for this : Medium-lov Appropria - (intranet) Most con Unsigned Same as I	Use the settings below to define which websites are included in the local intranet zone. Automatically detect intranet network  Include all local (intranet) sites not listed in other zones Include all sites that bypass the proxy server Include all network paths (UNCs)	
	What are intranet settings?         Advanced         OK         Cancel           Reset all zones to derault level         Local intranet         Image: Cancel         Image: Ca	×
	OK OK OK Add this website to the zone:	All websites in
	Websites: http://10.10.10.22 http://nljexchange.intravision.dk http://nlj-t430.intravision.dk	Remove
	Require server verification (https:) for all sites in this zo	Close



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

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

Go down to 'network.negotiate-auth.trusted-uris' and enter your Ontime server name in the Value field.



# **OnTime User – Calendar**

## **OnTime Desktop Client Web**

## From a browser - Open the user URL - http://servername:8080/ontimegcms/desktop

C Q Search (i) localhost:8080/ontimegcms/desktop ☆ 自 ♣ 俞 ອ  $\equiv$ TIME OFF -**ب** ک OnTime® 5 - 7 SEP, 2016 < TODAY > > 🗥 All Persons 5 MONDAY 11 12 7 WE DNE SDAY 11 12 13 6 TUE SDAY 12 13 14 14 Robert Morrison 44 Alex Miller 2 Alfred Adler Alphonse Allais André Bazin Barbara Amiel Barbera Kruger evel back from N Björk Guðmundsdóttir Charles Barkley nent - Project Web Chester Bowles Christian Wolff

Remember port 8080 for the Apache Tomcat webserver.







## **OnTime – embedded in Outlook**

#### Software requirements

The following software packages are required to be installed on the client:

Visual Studio 2010 Tools for Office Runtime https://www.microsoft.com/en-us/download/details.aspx?id=48217

Microsoft .NET framework v. 4.5 or newer (earlier versions may work but haven't been tested) https://www.microsoft.com/net

#### Installation

Install the OnTime Group Calendar for Outlook.msi from the folder:

"C:\Program Files\IntraVision\OnTimeMS-x.x\outlook-client-10.x.x.x"



Click "Next"







The default URL presents the OnTime Group Calendar demo site.

You may change the URL to your own OnTime server URL now, or leave it for later

Please refer to Changing the URL of the OnTime server.

Click "Next"



Click "Install"

Installation Manual







Click "Yes"

🕼 OnTime Group Calendar for Outlook Setup — 🗌 🗌				×
Ð	Completed the OnTime for Outlook Setup Wizar	Group ( d	Calend	ar
	Click the Finish button to exit the Se	etup Wizaro	H.	
	Back Fin	iish	Cano	:el

Click "Finish"





## Outlook

In Outlook click "OnTime" to see your OnTime Calendar.







You may encounter a Log-in page dependant on the OnTime configuration of authentication (SSO) in **Global Settings.** 

If you do not configure SSO your log-in will be token based with a timeout of one week.

	OnTime Group Cale	ndar - MS - Outlook	0	$\langle (\pi)$	□ -	a ×
File Home Send / Receive Folder	View Add-ins Q Tell me what you want	to do (15.)				11
New New New New New New New New Delete	All Reply Forward More - All Reply & C	r ♀ ♀ To Manager a nil ✓ Done = elete ♀ Create New ♥ Quick Steps r	Move -	<ul> <li>○ Unread/ Read</li> <li>○ Categorize -</li> <li>▷ Follow Up -</li> <li>Tags</li> </ul>	Search People	~
' OnTime'						$\sim$
	Lo	og-in				
	Username					
	Password					
		Login				
Mail Calendar OnTime	People					
Done	reopie					+ 107%

## Changing the URL of the OnTime server

By default the add-in displays the URL of the OnTime Group Calendar for Microsoft demo environment but this may be changed as follows:

Add a key to the registry either locally on the machine or centrally using group policies. If this approach is used the user may not change the URL using the preference page (the URL is then ghosted).

**Please note:** Describing the use of Active Directory Group Policies for distributing registry keys are beyond the scope of this document.

- 1. Open Regedit on the local machine
- 2. Navigate to HKEY\_CURRENT\_USER\Software
- 3. Create the follow hierarchy of keys: "IntraVision\OnTimeMS\Outlook"
- 4. Below this key insert a string value with name "URL" and value data of the URL of your OnTime Group Calendar for Microsoft e.g. http://ontime.example.com:8080/ontimegcms



## About Microsoft Add-ins and load times

Microsoft Office imposes some very strict guidelines for add-in performance and start up times. In some cases some add-ins including the OnTime Group Calendar for Outlook add-in may become disabled by Outlook even though they are very performant. Users may then either manually or you may deploy a group policy to make sure Outlook does not disable the add-in. More information about the group policy approach may be found below but here are the basic steps for adding the necessary keys to the registry:

#### Open regedit

Navigate to HKEY\_LOCAL\_MACHINE\SOFTWARE\Microsoft\Office

Open the version key e.g. "16.0" for Office 2016

Open or create the key called "Outlook"

Open or create the key called "Resiliency"

Open or create the key called "addinlist"

Here create a DWORD value as follows:

Name: OnTime.Outlook

Value: 1

#### More information

Group Policy Administrative Template files (ADMX, ADML) and Office
 Customization Tool (OCT) files for Office 2013





# Troubleshooting

## Path for Tomcat logfiles:

C:\Program Files\IntraVision\OnTimeMS-x.x\otd-apache-tomcat-8.0.14\logs

- in the \logs directory the newest log file from the OnTime application: **ontimegcms.0.0.log** 

## **Trace Communication**

A deeper level of error tracing can be obtained in the "OnTime Admin Center" – click "Global/Backend", click "Trace Communication/Yes" – and "Save" and restart the OnTime Application from the Dashboard. Remember to click "No" – "Save" and restart when you have obtained the required info.

(	) 🕙 <b>10.30.1.9</b> :8080/onti	megcms/admin/		
₽ N	lost Visited 曼 Mozilla	Firefox Start Pa 📄 IBM 뒐 MS 🔒	Intravision 🔊 Latest Headlines 🗌	] Connecting
0	onTime®			
ONT	TIME ADMIN CENTER	GLOBAL SETTINGS		
	DASHBOARD	Superanization Settings		
	DATABASE	Sync Back	7 Days	
	GLOBAL	Sync Forward	180 Days	
	SERVER	Load Services on Server Startup	YES   NO	
	USERS	Logging	TINECT	¥
2	GROUPS	Log Size	200 MB (Each log file is 50MB)	
	LEGENDS	Trace Communication	YES NO	

In the \logs directory the trace log is found as the filename starting with Tomcat8stdout (current date).

- like

Tomcat8-stdout.2016-xx-xx.log



# Appendix A – Installing .Net 3.5

1. Open the Control panel, Programs and choose "Turn Windows features on or off" in the "Program" menu



- 2. Press next until you reach "Select installation type"
- 3. Choose "Role-based or Feature based installation





#### **GROUP CALENDAR**

## 4. Select "Select a server from the server pool"

Select destination	n server			DESTINATION SERVER OTMS-SQL
Before You Begin Installation Type	Select a server or a vi	irtual hard disk on which om the server pool	to install roles and features.	
Server Selection	O Select a virtual hat	ırd disk		
Server Roles	Server Pool			
Features				
Confirmation	Filter:			
Results	Name	IP Address	Operating System	
	OTMS-SQL	10.10.10.32	Microsoft Windows Server 2012 R2	Standard

#### 5. Next

Select server role	S	DESTINATION SERVER OTMS-SQL
Before You Begin	Select one or more roles to install on the selected server.	
Installation Type	Roles	Description
Server Selection		File and Storage Services includes
Server Roles	Application Server	services that are always installed, as
Features	DNS Server	install to help manage file servers
Confirmation	Fax Server	and storage.
Results	File and Storage Services (1 of 12 installed)	
	Hyper-V	
	Network Policy and Access Services	

#### 6. Select .NET Framework 3.5 Features

Select features		DESTINATION SERVER OTMS-SQL
Before You Begin Installation Type	Select one or more features to install on the selected server.	Description
Server Selection Server Roles		.NET Framework 3.5 combines the power of the .NET Framework 2.0
Features	<ul> <li>▷ Background Intelligent Transfer Service (BITS)</li> </ul>	APIs with new technologies for building applications that offer
Confirmation	BitLocker Drive Encryption	appealing user interfaces, protect your customers' personal identity
Results	BitLocker Network Unlock BranchCache	information, enable seamless and secure communication, and provide the ability to model a range of
	Client for NFS	the ability to model a lange of

7. Choose "Yes" to "Restart the destination server" and press "Install"



OnTime		GROUP CALENDAR
Confirm installatio	on selections	DESTINATION SERVER OTMS-SQL
Before You Begin Installation Type	To install the following role:	s, role services, or features on selected server, click Install.
Server Roles	been selected automatic their check boxes.	Add Roles and Features Wizard
Features Confirmation Results	.NET Framework 3.5 Fea .NET Framework 3.	If a restart is required, this server restarts automatically, without additional notifications. Do you want to allow automatic restarts?

- 8. In case of failure of installing .Net Framework 3.5 features, check for the existence of a WSUS server (Windows Server Updates Services) in your domain. The WSUS server might not allow the feature installation directly from the Microsoft Windows Update site.
- 9. Proceed with Installing Microsoft SQL Server.

