AgendaX

Microsoft Exchange Corporate Calendar

Administrator Guide

Version 4.5, Revision 4

TABLE OF CONTENTS

1 Welcome to Agenda/X

Welcome to Agenda/X, the Organization- wide Agenda overview for Microsoft Exchange and Outlook from Amrein Engineering. Agenda/X extracts Outlook calendar information stored on the Microsoft Exchange Server and makes it available on the company intranet. Users can get an overview of all the appointments using their web browser. A server-based calendar agent regularly copies all Outlook appointments into a central database. Microsoft Internet Information Server publishes this information as a set of tabular overviews on the company intranet or internet site.

What's the purpose of this Administrator Guide?

The Agenda/X Administrator Guide explains the features of Agenda/X, and provides step-by-step instructions for setup and configuration of Agenda/X. The Agenda/X Administrator Guide is designed to get new and experienced Exchange / Internet Information Server Administrators up and running with Agenda/X quickly.

About AMREIN ENGINEERING AG

AMREIN ENGINEERING AG is a Messaging and Groupware company founded in 1985. All employees have several years of experience in systems programming or in the organizational / administrative segment. In the beginning, we concentrated our business on programming custom-built applications for individual customers.
Today, our activities cover the entire communications area in networks (e-mail, gateways, Internet / Intranet) and range from application development to porting complex systems, combined with installation- and support services.

What's new in Agenda/X V4.5?

For detailed descriptions, please see the appropriate section.

New features include:

- Full Netscape 4.7 / 6.x compatibility
- Improved Administration homepage
- Online Help for Administration homepage
- New detailed Day view (dayview3.asp)
- Improved Category / Meeting status filters. Filters can now be turned on / off and are displayed in bold when in effect. A special status line informs of active filters
- Option to hide the Meeting status / Category filters
- Option to restrict displayed meetings to a time range (e.g., office work hours)
- The Group menu, Who is Where View, and Quarter View can optionally be hidden
- New JavaScript- based calendar to pick dates in the overviews
- All colors now adjustable in the Administration homepage
- Support for background images
- Color printing
- Printing buttons have moved to the top of the views for easier navigation
- Category colors for the black & white print view can now be set
- With Free/Busy Setup, choice to view details or meeting status only in User Detailed Views (Week / Month calendar)
- Easier editing of Main Menu (in CALAGENT.INC)
- Option to select displayed group members as meeting attendees or not when booking meetings
- Movement in Quarter View optionally by month or by number of months displayed (Quarter)
- Title bar in the Main Menu and all overviews can optionally be replaced by a smaller header for better design integration into existing Intranets
- Link to another Agenda/X installation or any URL can be displayed in the overviews
- Updated / completed French and Danish language strings
- Added Norwegian language support
- Support for frames, support to run Agenda/X in an IFrame
- Added configuration of an Address book Logon Mailbox to Setup to facilitate access to the Address book in installations where LDAP access to the address book is not possible and in certain Exchange 2000 configurations
- Second language descriptor for Categories can now be displayed to filter views

Version History

Features added to V4.0

▸ Microsoft Exchange 2000 compatibility

▸ Oracle® database compatibility

▸ Possibility to only gather free/busy information in large-scale enterprises and to get appointment details upon request

▸ Possibility to send Outlook Meeting Requests with the Agenda/X Web- interface (no Outlook installation necessary)

▸ Possibility to dynamically filter overviews by Outlook category or meeting status

▸ Improved address book interface for booking meetings

▸ Up to 9 Personal Groups per user

▸ An improved address book interface for defining Personal Groups

▸ Possibility to display appointment body text in 'Detailed Weekly View'

▸ Improved overviews for easier printing

▸ Possibility to define a default group for all views, to set colors used in the overviews, and to define the working hours

▸ Replacement of Microsoft DTPicker control by own calendar control to prevent security issues

Features added to V3.1

▸ Multiple Agenda/X Update services can now be installed on the same machine. This requires an additional tool that can be found on the Add-Ons section on the Agenda/X homepage.
▸ The handling of corrupt appointment items in users calendars has been improved and more detailed error messages are generated in the Application Event Log.

▸ Agenda/X as well as the Setup program now fully support Windows 2000

▸ Holidays and Bank holidays imported into Outlook were previously automatically filtered out and not shown in the overviews. This feature can now be turned off in the Agenda/X Configuration.

▸ Groups can now be sorted in the Agenda/X Configuration

▸ When updating the Agenda/X Configuration with the Configuration program (AgendaXCfg.exe), the Agenda/X Service can now be automatically stopped and restarted to immediately reflect the changes to the Service.
▸ Additional Outlook categories now support color setting via the Administration homepage
▸ Tooltips now show all appointments (instead of just the 1st one)
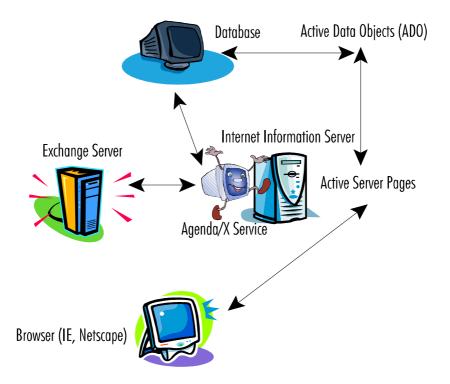
Features added to V3.0

- Access permissions for individual users (three possibilities)
- Booking of Appointments in the Web- interface
- Personal groups (everybody can set up his/her own group in addition to the groups set up by the Administrator)
- Time-zone support
- Unlimited number of custom Outlook form fields (previously limited to 3)
- Richer set of views
- Multiple site support (multiple Agenda/X installations with the possibility to view users' calendars from multiple sites on one web- page)
- Web Interface in four languages (English, French, Italian, German)
- Administration homepage to set configuration parameters
- Team statistics (who was busy how long, etc.)
- Better SQL- server integration, support for localized SQL- servers
- Better Netscape Navigator support

Agenda X
Microsoft Exchange Corporate Calendar

How does Agenda/X work?

A server-based NT Service (the Agenda/X Service) reads appointments of selected users in regular intervals from the Microsoft Exchange Server message store and writes the information into a central database (any kind of ODBC compliant database, e.g., Microsoft Access, SQL Server, etc.).
The calendar information is published by Microsoft Internet Information Server on the corporate Intranet or Internet using a set of Active Server Pages accessed by the browser.

Schematic Overview

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2 Installing Agenda/X

System Requirements

Agenda/X is preferably installed on the Internet Information Server, but can also be installed on the Microsoft Exchange Server.
Please note the following prerequisites for successfully installing and operating Agenda/X:

Server
✔ Microsoft Windows NT Server 4.0, SP3 **- or -** Microsoft Windows 2000 Server
✔ Microsoft Exchange Server 5.5 **- or -** Microsoft Exchange 2000 Server
✔ Microsoft Internet Information Server V4.0 or newer and CDO V1.21 (Collaboration Data Objects), File Version 5.5.2178.0 or higher (installed with Microsoft Exchange Administrator and the latest Microsoft Exchange Service Pack)
✔ Microsoft Data Access Components (MDAC). This package includes ODBC and ADO drivers to access various databases (Access, SQL server, etc.). Windows 2000 already includes MDAC. On earlier operating systems, MDAC can be installed from the Microsoft Web Site (http://www.microsoft.com/data).
Please note: Microsoft Office or Microsoft Access DO NOT need to be installed on the server.

Client
✔ Microsoft Windows NT Workstation 4.0 or Windows 2000/95/98/ME
✔ Microsoft Internet Explorer 3.0 or newer / Netscape Navigator 4.2 or newer
✔ Microsoft Outlook V8.03 or newer (optional)

Before running the Setup program

Running Setup on an IIS 5 computer (Windows 2000 Server)

 # Microsoft Exchange 2000 Server installed on a different computer
▸ Log on as an Administrator
▸ Create an Exchange Service Account as explained in Q262054 in the Microsoft Knowledge Base (http://support.microsoft.com/support/kb/articles/q262/0/54.asp). See also 'Minimum permissions required for the Service Account' later in this chapter.
▸ Install the Microsoft Exchange 5.5 Administrator from the Microsoft Exchange 2000 Server CD-ROM. If Outlook 2000 was previously installed, the required versions of MAPI32.DLL and CDO.DLL have been overwritten by the Office Setup program. In this case, the Microsoft Exchange Administrator Setup program will re-copy the required versions of MAPI32.DLL and CDO.DLL into the WINNT\system32 folder. If you run into problems during the Agenda/X setup or have errors in the Application Event log when starting the Agenda/X Update Service, you should register the CDO.DLL with the system registry, as some setup programs fail to do so.
Register CDO.DLL in your WINNT\system32 folder by issuing the following command:
regsvr32 c:\winnt\system32\cdo.dll

- ▸ Add the ExchSrv\Bin folder to the path (My Computer / Properties / Advanced / Environment Variables / System Variables / Path)
- ▸ In some cases, MAPI is unable to see the Global Catalog Server to read Address book Information. You can set a registry key to force MAPI to use the correct Global Catalog Server by following the instructions below:
    - ▸ On the Start menu, click Run.
    - ▸ In Open, type "regedit" (without the quotation marks).
    - ▸ Locate the following registry key: HKEY_Local_Machine\Software\Microsoft\Exchange\Exchange Provider
    - ▸ Right-click Exchange Provider, point to New, and then click String Value.
    - ▸ Type "ds server" (without the quotation marks), and then press ENTER.
    - ▸ Right-click ds server, and then click Modify.
    - ▸ In Value data, type the NETBIOS name of the global catalog server.

Microsoft Exchange 2000 Server installed on the same computer
- ▸ Log on as an Administrator
- ▸ Install the Microsoft Exchange 5.5 Administrator from the Microsoft Exchange 2000 Server CD-ROM
- ▸ Run the Agenda/X setup program. When prompted for an Exchange Service Account, specify 'Local System Account'. This account is also used to start the Microsoft Exchange 2000 services.
- ▸ If you're getting errors in the Application Event Log after starting the Agenda/X Update Service, create an Exchange Service Account as explained in Q262054 in the Microsoft Knowledge Base (http://support.microsoft.com/support/kb/articles/q262/0/54.asp) and start the Agenda/X Update Service with this account (Control Panel / Services / AgendaX Update Service / Log on / This account). See also 'Minimum permissions required for the Service Account' later in this chapter.
- ▸ In some cases, MAPI is unable to see the Global Catalog Server to read Address book Information. You can set a registry key to force MAPI to use the correct Global Catalog Server by following the instructions below:
    - ▸ On the Start menu, click Run.
    - ▸ In Open, type "regedit" (without the quotation marks).
    - ▸ Locate the following registry key: HKEY_Local_Machine\Software\Microsoft\Exchange\Exchange Provider
    - ▸ Right-click Exchange Provider, point to New, and then click String Value.
    - ▸ Type "ds server" (without the quotation marks), and then press ENTER.
    - ▸ Right-click ds server, and then click Modify.
    - ▸ In Value data, type the NETBIOS name of the global catalog server.

Running Setup on an IIS 4 computer (Windows NT 4 Server)

Microsoft Exchange 5.5 Server installed on a different computer
- ▸ Log on as an Administrator
- ▸ Install the Microsoft Exchange Administrator with the latest Exchange Server Service pack. This will ensure that all required DLLs are available in their most recent version on the IIS server. Since some Service packs do not correctly register CDO.DLL, you must register it manually by issuing the following command: regsvr32 c:\winnt\system32\cdo.dll
- ▸ Run the Agenda/X setup program. When prompted for an Exchange Service Account, specify the Service Account that was created when you first installed Microsoft Exchange Server. If you don't know the name of this account, run the Microsoft Exchange Administrator, go to the Org/Site/Configuration container, select File/Properties/Service Account Password and note the NT account displayed there.

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See also 'Minimum permissions required for the Service Account' later in this chapter.

 #   Microsoft Exchange 5.5 Server installed on the same computer
   ▸   Log on as an Administrator
   ▸   Run the Agenda/X setup program. When prompted for an Exchange Service Account,
          specify the Service Account that was created when you first installed Microsoft
          Exchange Server. If you don't know the name of this account, run the Microsoft
          Exchange Administrator, go to the Org/Site/Configuration container, select
          File/Properties/Service Account Password and note the NT account displayed there.
          See also 'Minimum permissions required for the Service Account' later in this chapter.

When installing Agenda/X on an IIS 4 computer, we also encourage you to install the latest version of
the Microsoft Data Access Components (MDAC) on your Internet Information Server. They are
available from the following Microsoft homepage: http://www.microsoft.com/data.

Minimum permissions required for the Service Account
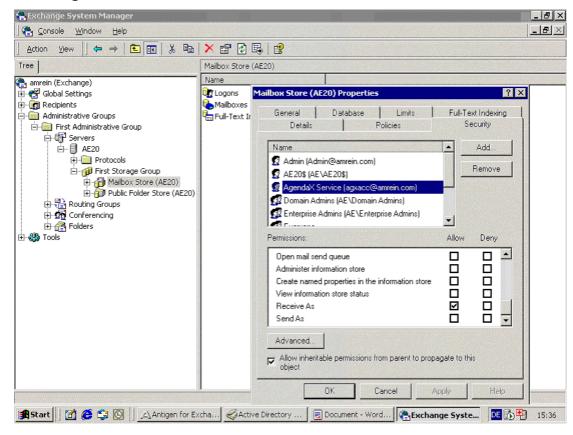
\# **Exchange 5.5**

On the **Organization** container, the Service Account needs '**Replication**' rights
(all other rights are unchecked).
On the **Site** container, the Service Account needs '**Mailbox Owner**' rights
(all other rights are unchecked)
On the **Configuration** container, the Service Account needs '**Send As**' rights
(all other rights are unchecked)

\# **Exchange 2000**

The Service Account must have '**Receive As**' permissions on the Mailbox Store.

Running the Setup Wizard

Extract the downloaded AgendaX.zip file into a temporary folder on your Internet Information Server, then run Setup.exe to start the Setup Wizard.
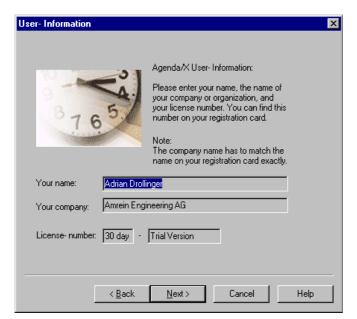
Press 'Next' on the Welcome screen to display the Agenda/X Software Licence Agreement.
Please note: You can press 'Help' at any time to display additional information about a Setup- topic.

Click 'Yes' if you agree with the Software Licence Agreement.
Note: If you select 'No', the Setup Wizard will be terminated. This program cannot be installed unless you agree to the terms of the licence agreement.
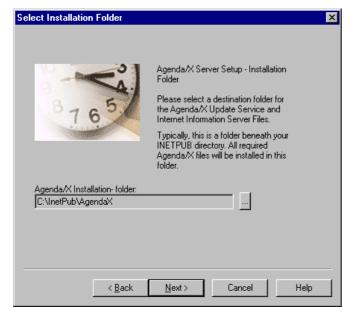
Enter your name and your company name. If you have purchased Agenda/X, enter the License number in the field provided.
If you are evaluating Agenda/X, leave the Licence number field as it is.
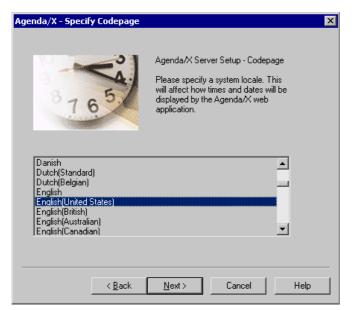
Click 'Next' to continue.
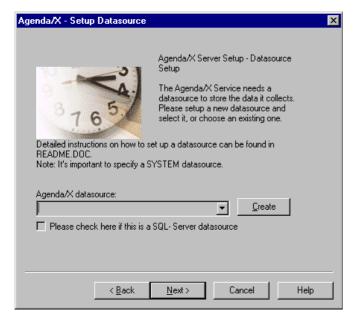
Select the folder, where you would like to install Agenda/X. Typically, this is a folder beneath your 'InetPub' directory. You can also enter a path that does not exist. The Setup Wizard will then create the folder for you.

Click 'Next' to continue.

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Next, select a codepage to be used by the Agenda/X Web application. This setting will affect how times and dates will be displayed. You can later change this setting by editing the GLOBAL.ASA file in the Agenda/X installation folder.
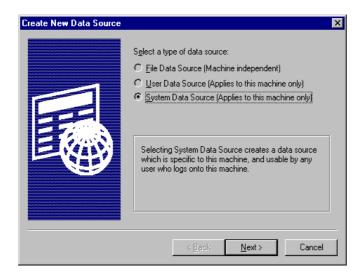
Click 'Next' to continue.

Now you need to select a datasource that will be used by Agenda/X. If this is not the first time you are installing Agenda/X, you can select a datasource from the list, otherwise, you need to create a new datasource. It's easiest to use a Microsoft Access Datasource. Microsoft Access databases are efficient enough if you have less than 300-400 mailboxes that you want to scan with Agenda/X. For more users and for multiple site environments, we recommend using SQL- server or Oracle®.
The following will guide you through the steps necessary to set up a Microsoft Access Datasource. For detailed instructions on setting up a datasource for SQL- server, please refer to the appropriate section later in this Administrator guide.
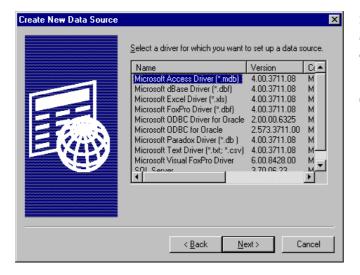
To create a datasource, click 'Create'.
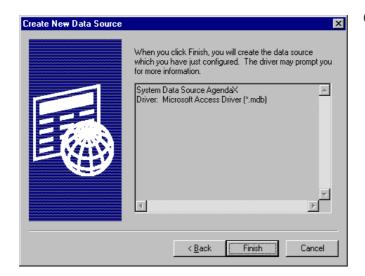
Select 'System Data Source' to create a datasource that is visible to all users on this machine, as both the Agenda/X Service and the Internet Information Server will access the database bound to this datasource.

Click 'Next' to continue.

Select 'Microsoft Access Driver' to create a datasource bound to a Microsoft Access database.

Click 'Next' to continue.

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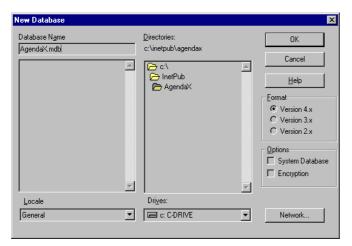
Click 'Finish' to create the datasource.
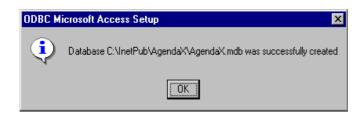
You are now ready to create an empty database that will be used by Agenda/X. Click on 'Create' to specify where the new database should be created.

Move to the installation folder of Agenda/X (typically C:\InetPub\AgendaX) and enter 'AgendaX.mdb' for the name of the database to be created.
Note: You can create the database anywhere you like, however, in the case of a Microsoft Access database, the database file needs to be on the same machine like the Agenda/X Service, since the Microsoft Access driver does not allow the use of UNC names for the database file.

Click 'OK' to continue.

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<AgendaX Header>
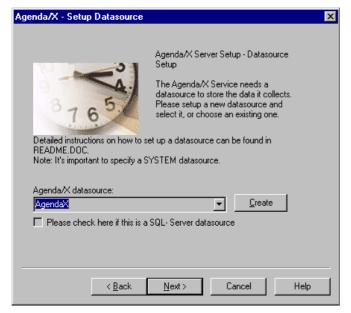
This displays a dialog saying that the database was successfully created.

Click 'OK' to continue.

This shows the Microsoft Access datasource setup screen again. Note that the name of the database file you just created is now displayed.
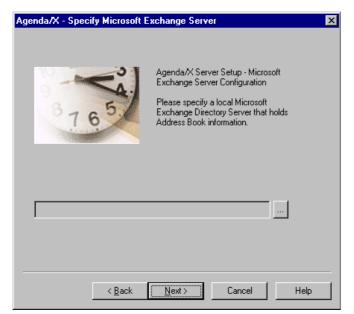
Click 'OK' to leave the Microsoft Access datasource configuration screen.

Back in the Agenda/X Setup Wizard, select the datasource you just created.

Note: If you created a datasource for SQL-Server, you need to check the SQL-Server checkbox.

Click 'Next' to continue.

Now the Setup Wizard prompts you to specify an Exchange Directory Server that will be used to gather Global Address Book information.

Click the '...' Button to specify an Exchange Directory Server.

Next, choose whether this is a Microsoft Exchange 5.5 or Microsoft Exchange 2000 server.

Click 'OK' to continue.

For Microsoft Exchange 5.5:
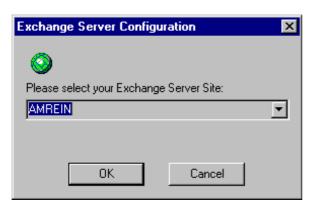
Enter the name of an Exchange server in your domain that holds Global Address Book information.

Click 'OK' to continue.

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Exchange Server Configuration ✕

Please select your Exchange Server Organization:

AmreinEng ▾

[OK]   [Cancel]

The Setup Wizard retrieves information about your Microsoft Exchange Server Organization, then prompts you to select the Organization that this Microsoft Exchange Server belongs to.

Select your Microsoft Exchange Server Organization and click 'OK' to continue.

Exchange Server Configuration ✕

Please select your Exchange Server Site:

AMREIN ▾

[OK]   [Cancel]

The Setup Wizard retrieves information about your Microsoft Exchange Server Site, then prompts you to select the Site that this Microsoft Exchange Server belongs to.

Select your Microsoft Exchange Server Site and click 'OK' to continue.

Agenda/X - Specify Microsoft Exchange Server ✕

Agenda/X Server Setup - Microsoft Exchange Server Configuration

Please specify a local Microsoft Exchange Directory Server that holds Address Book information.

/o=AmreinEng/ou=AMREIN/cn=Configuration/cn=Servers/cn=A [ ]

[< Back] [Next >] [Cancel] [Help]

This brings you back to the Microsoft Exchange Server configuration screen.

Click 'Next' to continue.

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For Microsoft Exchange 2000:

The Setup Wizard retrieves information about your Microsoft Exchange Server Organization, then prompts you to select the Organization that this Microsoft Exchange Server belongs to.

Select your Microsoft Exchange Server Organization and click 'OK' to continue.

Then, select the name of an Exchange server in your domain that holds Global Address Book information.

Click 'OK' to continue.

This brings you back to the Microsoft Exchange Server configuration screen.

Click 'Next' to continue

Enter the name of the NT account in the 'DOMAIN\AccountName' format and specify its password, or tick the 'Local System account' box.

Click 'Next' to continue

For both Exchange 5.5 and Exchange 2000 configurations, check that the Service Account has full control file access rights in the folder, where you installed Agenda/X (typically 'C:\InetPub\AgendaX'), as well as the TEMP and WINNT, WINNT\system32 folders.

The Agenda/X Service needs a valid NT account to logon to the system.

In case of a Microsoft Exchange 5.5 environment, this account must be part of the NT 'Domain Admins' group. The account also needs 'Replication' permissions in the 'Organization', 'Mailbox Owner' permissions on the 'Site', and 'Send As' permissions on the 'Configuration' container in Microsoft Exchange.
Typically, you use the Service Account that you specified during Microsoft Exchange Server setup or an account with similar rights.
Please note that you cannot have 'Search' permissions enabled on the Microsoft Exchange containers mentioned above, since this would prevent Agenda/X from seeing any mailboxes in your Global Address Book.
Check that the Service Account has full control file access rights in the 'ExchSrv' folder (and its subfolders) on your Exchange Server.

In case of a Microsoft Exchange 2000 environment, you need to create an Exchange Service Account manually as explained in Q262054 in the Microsoft Knowledge Base (http://support.microsoft.com/support/kb/articles/q262/0/54.asp), if Agenda/X is installed on a computer that does not have Microsoft Exchange 2000 installed (if IIS and MS Exchange Server are not on the same machine). See also 'Minimum permissions required for the Service Account' earlier in this chapter.
If both IIS and Microsoft Exchange Server are located on the machine on which you install Agenda/X, you can simply tick the 'Local System account' box, as this account has already been granted the necessary rights by the Microsoft Exchange Server setup program. However, if the Local System account has been otherwise restricted, you still need to create a Service Account as explained above.

There are two different methods to logon to the Exchange address book: anonymous or authenticated access. If you choose to logon to the address book anonymously, you have to enable the **LDAP** protocol and **anonymous access** to the Exchange directory.

If you choose authenticated access to the address book, you must specify a **mailbox** and the **Exchange Server** that hosts this mailbox. The address book will then be read by the Agenda/X Service with the credentials specified. Please note that this mailbox **does not need any special access rights**.

Click "Next" to continue.

The Setup Wizard has now gathered all information necessary to setup Agenda/X on your Internet Information Server.

Click on 'Finish' to install the software or 'Cancel' to terminate the Setup Wizard.

After copying all files necessary and installing the Agenda/X Service, you will see the confirmation shown on the left. If you are getting error messages about unsuccessful service installation, you may have entered an invalid NT account or password, or the Service account may not have 'Log on as a service' permissions on the local machine. In this case, follow the instructions given in the error message and specify the NT account to start the Agenda/X service manually under Control Panel / Services. Note that since some files might be installed that may currently be used by other processes, you may have to reboot the machine to complete Setup. In this case, the Agenda/X Service is automatically started. Otherwise, you have to start it manually in Control Panel / Services. Please watch the Application Event Log for possible error messages generated by the Agenda/X Service.

After running the Setup program

After successful installation of the Agenda/X program files, you have to

Configure groups of users to publish with the Agenda/X Configuration, AgendaXCfg.exe

⇨ see 'Configuring Agenda/X'
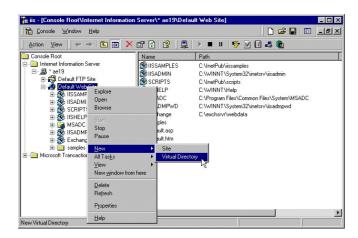
Set up a virtual directory for the Agenda/X Web Application

⇨ see 'Setting up a Virtual Directory on IIS for Agenda/X'

Setting up a Virtual Directory on IIS for Agenda/X

The information collected by the Agenda/X Service is displayed by Internet Information Server using a set of ASPs (Active Server Pages).
You need to set up a virtual directory on your Internet Information Server to access these pages.
Start the 'Internet Service Manager' or the 'Microsoft Management console' on your Internet Information Server.

Right click the Web site where you would like to add the Agenda/X application (usually 'Default Web Site'), select 'New', 'Virtual Directory'.
This starts the 'New Virtual Directory'-Wizard.

Enter a name to be used for the virtual directory, e.g., 'AgendaX'. Note: This name determines how you will access Agenda/X from your Web browser. In this example, you would access Agenda/X by browsing to 'http://servername/AgendaX'.

Click 'Next' to continue.

Select your Agenda/X installation directory (usually C:\InetPub\AgendaX).
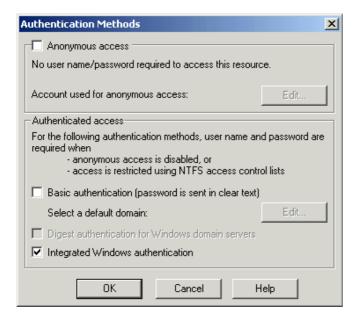
Click 'Next' to continue.

Select 'Read, Script, and Execute' access for the new virtual directory.

Click 'Finish' to create the virtual directory.

Right-click the new virtual directory and select 'Properties'. Select the 'Directory Security' tab and click on 'Edit'. This will bring up the 'Authentication Methods' dialog.

Depending on your security require-
ments, check the 'Allow Anonymous
Access' **or** the 'Windows NT Chal-
lenge/Response' ('Integrated Windows
authentication' on IIS5) checkbox **and
uncheck the others**.
Use 'Basic authentication' if you need to
access Agenda/X from the Internet, or if
you have Netscape users (see 'Using
Agenda/X with Netscape Navigator').
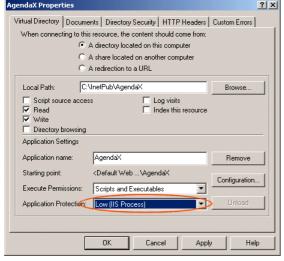
Please note that if you don't choose to
work with either the 'Chal-
lenge/Response' protocol ('Integrated
Windows authentication' on IIS5) or
'Basic Authentication', some features of
Agenda/X such as Personal Groups,
Meeting booking, and the Admin
homepage are unavailable.
Note also that **'Anonymous Access'** is
overriding all the other settings.

Click 'OK' to close the dialog.
Your Agenda/X virtual directory is now
set up.

Note for installing Agenda/X on a Windows 2000 Server (IIS 5):

If you are running Agenda/X with a SQL- Server or
Oracle® Datasource or only read Free/Busy
information with the Agenda/X service (Free/Busy
data only option), you need to set the '**Application
Protection**' of the virtual directory to '**Low (IIS
Process)**'. This is due to additional security added by
Windows 2000.

This does not affect installations with MS Access
datasources, and where the full calendar information
is read by the Agenda/X Update service (not just
free/busy information).

Setting up a SQL- Server Datasource
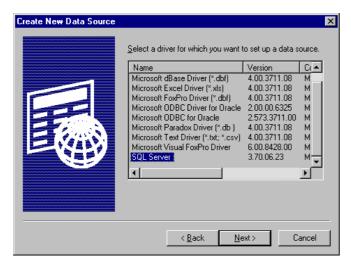
The following section will help you set up a SQL- server database for use with Agenda/X. Since working with Microsoft Access databases is much simpler, we recommend using SQL- server datasources only when working in multiple site / server configurations (e.g., if Agenda/X is set up on multiple servers and you want to display calendar information of groups that span multiple servers) or if you have more than 300 - 500 users on the same server.

If you want to set up a SQL- server datasource:	click on:
in the Setup Wizard	'Create' in the 'Setup Datasource' screen
for your local Agenda/X installation	'Config' in the Agenda/X Configuration, then 'New'
to access a remote Agenda/X server	'...' on the Server configuration screen within the Agenda/X Configuration, then 'New'
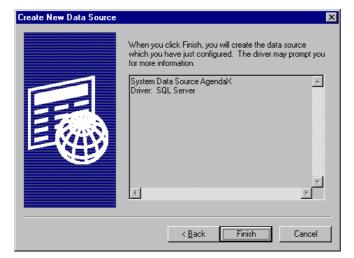
Select 'System Data Source' to create a datasource that is visible to all users on this machine, as both the Agenda/X Service and the Internet Information Server will access the database bound to this datasource.

Click 'Next' to continue
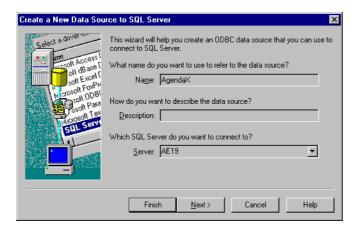
Select ' SQL Server' from the list of available drivers.

Click 'Next' to continue.
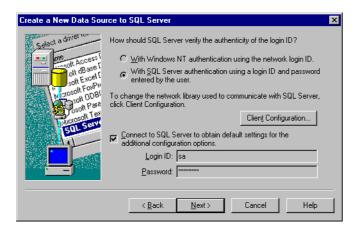
Click 'Finish' to create the datasource.
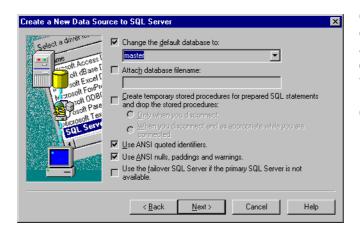
Enter a name for the datasource (e.g., AgendaX) and select or enter the name of the SQL- server that you want to use with Agenda/X.

Click 'Next' to continue.
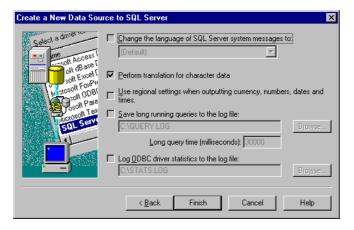
Select 'SQL Server authentication' and 'Connect to SQL Server to obtain...'. Enter the account and password that you want to use to access the SQL server. Please note that this account must have write access on the database.

Click 'Next' to continue.
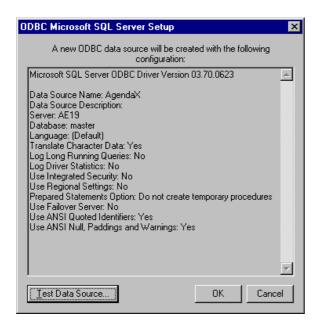
Configure the screen as shown in the example on the left. If you prefer to use a separate database for Agenda/X, enter or select the name of the database in the first field.

Click 'Next' to continue.

Configure the screen as shown in the example on the left or to your liking.

Click 'Finish' to create the datasource.

Verify that the configuration parameters are correct and click on 'Test Data Source' to test the connection to your SQL-server.

If a connection can't be established or the tests fail, you have to go back and change the 'Login ID' and password or click on the 'Client Configuration' button to modify the Client settings.

Finally, select the newly created datasource in the Agenda/X Configuration or the Setup Wizard screen.

Note for installing Agenda/X on a Windows 2000 Server (IIS 5):
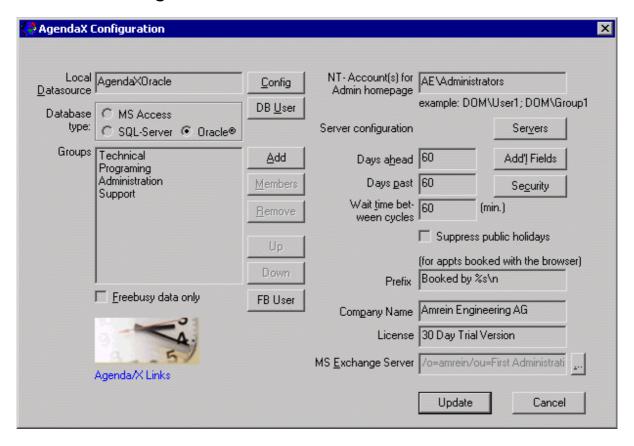
If you are running Agenda/X with a SQL-Server or Oracle® Datasource or only read Free/Busy information with the Agenda/X service, you need to set the '**Application Protection**' of the virtual directory to **'Low (IIS Process)**'. This is due to additional security added by Windows 2000.

This does not affect installations with MS Access datasources, and where the full calendar information is read by the Agenda/X Update service (not just free/busy information).

3 Configuring Agenda/X

After setting up Agenda/X, you need to configure which users will be included in the Agenda/X overviews. The Agenda/X configuration program (AgendaXCfg.exe) in your installation folder is used to setup groups of users and many other aspects of how Agenda/X works. Please note that modifications will not take effect until the Service starts a new cycle. You can force the Service to start a new cycle by stopping and restarting it, or by clicking 'Update' in the Agenda/X configuration program.

The main configuration screen

Local Datasource	Datasource name of the database used for the local Agenda/X installation. The datasource can be any kind of an ODBC compliant database. Note that this datasource has to be a 'System datasource', because both the Agenda/X Service and IIS are accessing this database. This datasource is specified during Agenda/X Setup and rarely needs to be modified. Click on 'Config' to create / modify the datasource. If your database is secured (e.g., SQL- server, Oracle®) and prompts you to login to access it, click on 'DB User' to specify a username and password. **Please note:** If you change the datasource name or the access parameters (username / password), you have to also modify the 'Servers' configuration (see 'Server Configuration (Servers)' below).
Database type	Specify what kind of database you configured in 'Local datasource'. Available types are Microsoft Access, Microsoft SQL Server, and Oracle®.
Config	Click this button to configure / create a datasource for Agenda/X and to modify the date / time format used to write records to your database. This will bring up the Agenda/X Datasource screen explained below. **Please note** that if you change a setting here, you must also modify the according entry in the 'Servers' configuration (see Server configuration below)
DB User	Click this button to specify a username / password to access your database in case it is secured. This is usually only needed with SQL- server or Oracle®, as Microsoft Access databases are normally not secured. **Please note** that if you change the username or the password, you must also modify the according entry in the 'Servers' configuration (see Server configuration below)
Groups	You can configure an unlimited number of individual groups that consist of Exchange distribution lists and / or individual users as a source for the recipient mailboxes (calendars) to be scanned by the Agenda/X Service. The group names are later used to limit the views (e.g., dayview / week-view / monthview etc.) to members of these groups.
Add	Click this button to add a group.
Members	Click this button to show the members of the selected group or to modify the members of a group.
Remove	Click this button to remove a group.
Up	Click this button after selecting a group to move it up in the list
Down	Click this button after selecting a group to move it down in the list
FB data only	Check this box if you want to retrieve only free/busy information from the selected calendars. This option is useful for large organizations, where it would otherwise take too long to scan all calendars. Appointment details can then be retrieved for individual users via the Agenda/X web interface (user detailed weekly / monthly views).

FB User	If you use 'no security' in Agenda/X (see 'Security' below) and only free/busy information is retrieved, you need to specify a user account that can be used to get appointment details upon request by the Agenda/X Web interface. Please use the following format when specifying a free/busy user: DOMAIN\account
NT- Account(s) for Admin homepage	Specify the NT- accounts that are permitted to make changes to the Agenda/X configuration. Only the NT- accounts entered here will have access to the Admin- homepage of Agenda/X. This feature requires the use of the 'NT Challenge- response' protocol / Integrated Windows authentication on IIS5, or 'Basic authentication' (see the section about Agenda/X Security for additional information).
Server configuration (Servers)	Click this button to configure your Microsoft Exchange servers, including associated datasources and time differences, if you have multiple sites / servers in your organization or if Agenda/X is running on multiple servers. This will allow you to create groups of users that are not all scanned by the same Agenda/X service. Clicking the 'Servers' button will open the 'Multiple server / site configuration' dialog. For more information, please refer to the 'Multiple server / site configuration' section.
Days ahead	Number of days in the future (starting with the current date) for which calendar information is retrieved from Outlook calendars. Default value is 365 days if this field is left empty.
Days past	Number of days in the past for which calendar information in retrieved from Outlook calendars. Default value is 15 days if this field is left empty.
Wait time between cycles (min.)	Agenda/X Service idle time between scans. The service will wait the specified number of minutes until it updates the information retrieved from Outlook calendars. The default value is 60 minutes.
Suppress public holidays	Microsoft Outlook has a feature to import public holidays into people's calendars. These **public holidays**, as well as all **appointments categorized with the 'Holiday' category**, are filtered by Agenda/X and not shown in the overviews by default. If you want to see public holidays and appointments categorized with the 'Holiday' category in the Agenda/X overviews, you can turn this feature off. Please note that this will increase the database size, as public holidays in the specified time range of every mailbox scanned will be added to the database.
Additional fields	You can specify an unlimited number of additional fields (both standard Outlook form fields and custom form fields that may have been added to the standard Outlook Appointment form). Please note that **you will need to modify the Agenda/X web application** (ASP- pages) in order to display the information contained in these fields.

Security	Agenda/X offers three security levels: No security, minimal security, and full security.
	• **No security** allows everybody to view everybody else's calendar information. If you specify to have the Agenda/X Update Service retrieve only free/busy data, the account specified under 'FB user' will be used to retrieve detailed calendar data by the Agenda/X web interface.
	• **Minimal security** disables Agenda/X from publishing appointment details such as the subject and location fields for certain users. By default, this feature is turned off for all users (all properties are published). You can select a Mailbox Custom Attribute to use to turn on/off publishing of appointment details for every individual user (mailbox). If you turn this feature on, you need to specify a value of "1" for the selected Mailbox Custom Attribute of each mailbox for which you don't want to publish appointment details (in Microsoft Exchange Administrator). The default value is "0", meaning all details are published. If you specify to have the Agenda/X Update Service retrieve only free/busy data, the account specified under 'FB user' will be used to retrieve detailed calendar data by the Agenda/X web interface.
	• **Full security** provides the same security standard as Microsoft Outlook (only people that grant each other access to their calendar folder can view their appointments in Agenda/X).
Prefix for appointments booked with the browser	If a user is booking a meeting with the Agenda/X web interface, the text you specify here will prefix the appointment text. For security reasons, this text should include the name of the user that booked the meeting, so that it is traceable who booked the meeting. This feature requires the use of the 'NT Challenge- response' protocol / Integrated Windows authentication on IIS5, or 'Basic authentication' (see the section about Agenda/X Security for additional information). Available formatting codes: %s inserts the name of the user that booked the meeting \n inserts a newline character \r inserts a carriage- return character \t inserts a horizontal tab character
Company name	Company name as entered in the setup program. If you have purchased a license for Agenda/X, please note that the company name entered here must match the name on your registration card exactly.
License	Agenda/X license number. Enter the license number exactly as it appears on your registration card. For evaluation versions, enter "30 Day Trial Version" (without the quotes) in this field.
MS Exchange server	This specifies your local Microsoft Exchange Directory server. The Agenda/X Service uses this server to access the Global Address book.
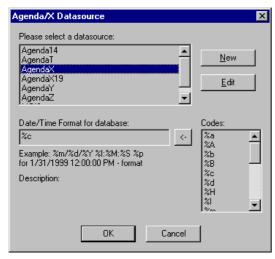
The Agenda/X Datasource screen

Datasources are needed because the Agenda/X service writes the information retrieved from Outlook calendars into a database for faster retrieval by the Web application. The Agenda/X Datasource screen lets you set up and modify datasources used by Agenda/X. It also lets you specify the format used for dates / times when working in different language environments. This dialog is displayed, when you click on 'Config' in the main Agenda/X Configuration screen or if you click on the '...' button in the Server configuration (multiple site configuration).

Datasource	A list of local System datasources that can be used by Agenda/X. Click 'New' to create a new datasource or select a datasource in the list and click 'Edit' to modify the selected datasource.
New	Click this button to create a new datasource for Agenda/X.
Edit	Select an existing datasource in the list and click this button to modify an existing datasource.
Date/Time Format for database	**Change this setting only if you're getting database errors in the Application Event Log.** In multi language environments, it may sometimes be necessary to specify the date / time format used by the database. You can usually leave this value to '%c' or empty which means that the ODBC driver translates dates and times to a format suitable for your database. If you are getting errors in the NT Event Log, that the Agenda/X Service is unable to add records to the database because it is unable to convert date / time values, you should set the format used by your database here. Examples: US format: %m/%d/%Y %I:%M:%S %p European format: %d.%m.%Y %H:%M:%S
Codes	Click on the list of available codes to display a description of the currently-selected code. Click on the arrow button to copy the code to the 'Date / Time format' field.

The Database access properties screen

The Agenda/X Database Access Properties dialog is used to specify a username and password to access the database used by the Agenda/X Service. **For Microsoft Access databases**, you usually **don't need to fill out** this information, as Microsoft Access databases are usually not secured. When using SQL- server or Oracle® databases however, you need to provide a valid username and password (e.g., sa / password) that the Agenda/X Service and IIS can use to access the database. This user account needs permissions to write to the database. For details about setting up a datasource for SQL-server, please refer to the section 'Setting up a SQL- server datasource'.

Username	Enter a valid username to access the database (e.g., sa).
Password	Enter the corresponding password.
Verify	Enter the password again for verification.
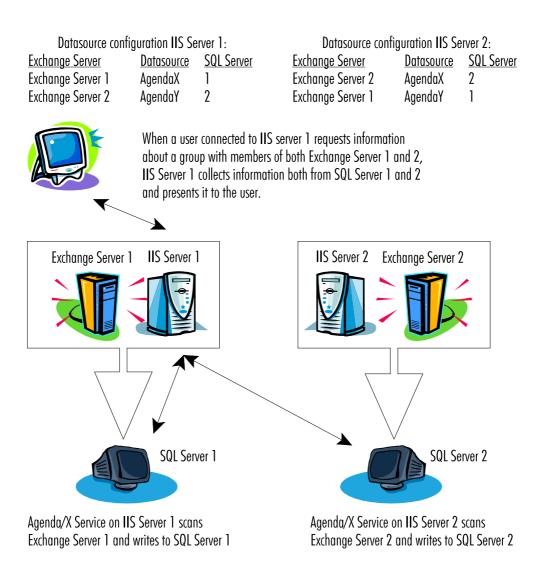
Multiple server / site configuration
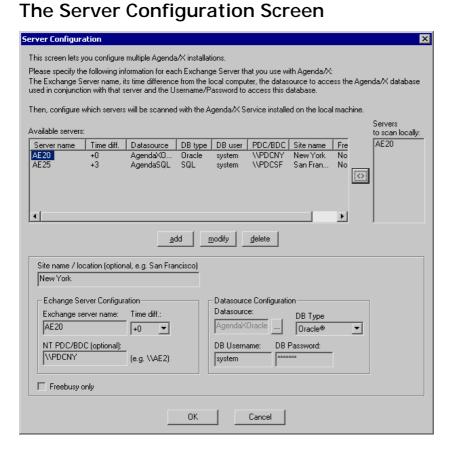
Agenda/X can be configured to run in multiple sites or on multiple servers. If you have only one Microsoft Exchange Server, you will never need to modify the settings in the 'Server Configuration' screen.

If you have more than one Microsoft Exchange Server or if you are running Agenda/X on multiple Internet Information Servers to balance work load, you need to specify the server name, its time difference to the local server, and the datasource to access the information collected by the corresponding Agenda/X service for each Microsoft Exchange server computer.

You can also choose which Microsoft Exchange servers will be scanned by the local Agenda/X installation ('Local servers'), and which will be scanned by other Agenda/X installations. Please note that you have to repeat this configuration for every installation of Agenda/X, and that group names must be the same across all sites.

Multiple Agenda/X Services can be installed on the same machine with the **Agenda/X Multiple Services Configuration Utility**. This tool can be downloaded from the Agenda/X website (http://www.amrein.com/agendax).

Datasource configuration **IIS** Server 1:

Exchange Server	Datasource	SQL Server
Exchange Server 1	AgendaX	1
Exchange Server 2	AgendaY	2

Datasource configuration **IIS** Server 2:

Exchange Server	Datasource	SQL Server
Exchange Server 2	AgendaX	2
Exchange Server 1	AgendaY	1

When a user connected to **IIS** server 1 requests information about a group with members of both Exchange Server 1 and 2, **IIS** Server 1 collects information both from SQL Server 1 and 2 and presents it to the user.

Exchange Server 1   IIS Server 1

IIS Server 2   Exchange Server 2

SQL Server 1

SQL Server 2

Agenda/X Service on **IIS** Server 1 scans Exchange Server 1 and writes to SQL Server 1

Agenda/X Service on **IIS** Server 2 scans Exchange Server 2 and writes to SQL Server 2

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The Server Configuration Screen

Site name / location	(optional) This name will be used in overviews of groups that contain members of multiple sites.
Exchange server name	The name of the Microsoft Exchange server computer
Time difference	The time difference of the Exchange server to the local computer.
NT PDC / BDC	(optional) You can specify an NT Primary / Backup Domain Controller to be used to read NT Security Information of Exchange mailboxes. Specify an NT PDC / BDC to improve efficiency of the Agenda/X Service or if you are getting errors in the Event Log about getting Primary Windows NT account information for certain mailboxes.
Datasource	The local datasource used by the Agenda/X Service to store calendar information of the specified Microsoft Exchange Server.
DB Type	Select the type of database this datasource points to.
DB Username	The username used to access the database bound to this datasource
DB Password	The password used to access the database bound to this datasource

Freebusy only

Check this box if you want to retrieve only free/busy information. This option is useful for large organizations, where it would otherwise take too long to scan all calendars. Appointment details can then be retrieved for individual users via the Agenda/X web interface (user detailed weekly / monthly views).

Available servers

List of available servers in your organization

Servers to scan locally

Microsoft Exchange Server computers scanned by the local Agenda/X installation (by the Service you are currently configuring).
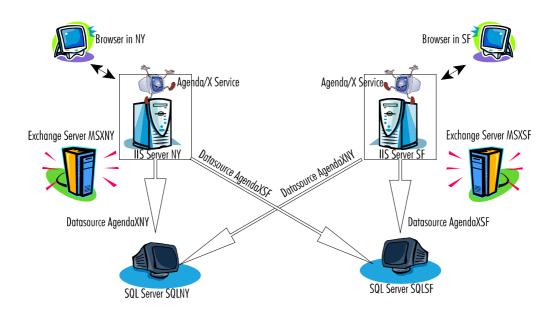
Example 1 (2 Microsoft Exchange Servers in 2 sites):

In multiple site environments, it's best to install Agenda/X on an Internet Information Server on each site and have the Agenda/X Service scan only the local Microsoft Exchange calendars. If you set up datasources to point to databases on the other site like in the example below, it is still possible to view calendars of users on the other site. When calendar information from another site is requested, Internet Information server opens a connection to the other site and collects the information from the remote database. Since the two Agenda/X installations are only connected by datasources and information is only retrieved upon request, network traffic across the WAN is minimal.

New York Site

Available servers:

Exchange Server Name	Time diff.	Datasource	SQL- Server?
MSXNY	+0	AgendaXNY	Yes
MSXSF	+3	AgendaXSF	Yes

Local Servers:
MSXNY

Agenda/X Service on IIS Server NY scans Exchange Server MSXNY and writes to SQL Server SQLNY

San Francisco Site

Available servers:

Exchange Server Name	Time diff.	Datasource	SQL- Server?
MSXSF	+0	AgendaXSF	Yes
MSXNY	-3	AgendaXNY	Yes

Local Servers:
MSXSF

Agenda/X Service on IIS Server SF scans Exchange Server MSXSF and writes to SQL Server SQLSF

Example 2 (2 Microsoft Exchange Servers in 1 site, many users):

In a one-site environment with many Microsoft Exchange Servers, you can reduce the workload of the Agenda/X Service by installing Agenda/X first on your Internet Information Server and then on every Microsoft Exchange Server of your site. Every Agenda/X Service then collects calendar information of one or more Microsoft Exchange servers. You can choose to collect the information gathered by the different Agenda/X Services in a central SQL- server like in the example below, or in multiple SQL-servers. Please note in the example that the Internet Information Server needs datasources to point to all databases or data collection points, since requests from the Browser are always routed through the IIS server.

Internet Information Server

Available servers:

Exchange Server Name	Time diff.	Datasource	SQL- Server?
MSX1	+0	AgendaX	Yes
MSX2	+0	AgendaY	Yes
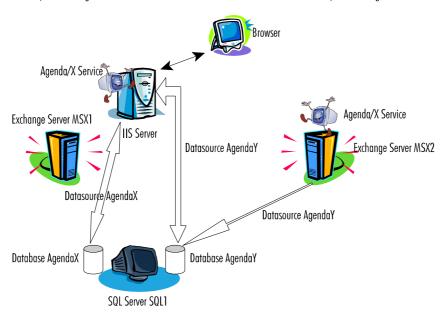
Local Servers:
MSX1
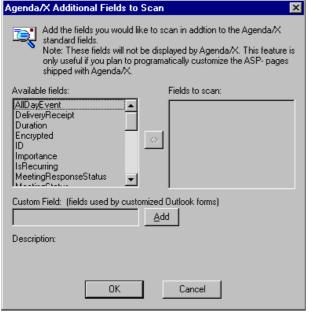
Agenda/X Service on IIS Server scans only calendars of Exchange Server MSX1 and writes to SQL Server SQL1, database AgendaX

Microsoft Exchange Server MSX2

Available servers:

Exchange Server Name	Time diff.	Datasource	SQL- Server?
MSX2	+0	AgendaX	Yes

Local Servers:
MSX2

Agenda/X Service on Exchange Server MSX2 scans only calendars of Exchange Server MSX2 and writes to SQL Server SQL1, database AgendaY

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The Additional Fields screen

You can specify additional fields to be added to the Agenda/X database. These fields can be standard Outlook Appointment fields or fields added by customizing the standard Outlook Appointment form. **The fields you select will be added to the database, but not displayed by the Agenda/X browser application.** It's up to you to modify the ASP (Advanced Server Pages) and display the information retrieved in a way that suits your needs. Please note that SQL- server database tables are only created the first time the Agenda/X Service is run. Since the tables are PURGED as opposed to DROPPED, when a new cycle starts, and the table definition changes when you add or remove fields, you need to manually DROP the AgendaXTable1 and AgendaXTable2 tables in your database when you make changes to the fields scanned by the Agenda/X Service. With Microsoft Access databases, tables are recreated at the start of every cycle, so you don't need to change anything on the table definition.
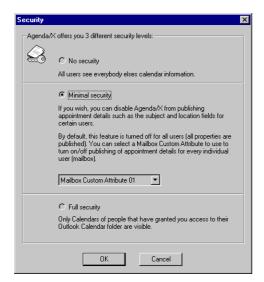
Available fields	The list of available fields to scan. Custom fields are also first added to this list when you click 'Add'.
Fields to scan	Move the fields that you would like to scan to this list.
Custom field	If you are working with a modified Appointment form in your Outlook calenders, you can specify an unlimited number of User- defined fields from your form and have the Agenda/X Service write their values to the database.
Description	Description of the currently-selected field.
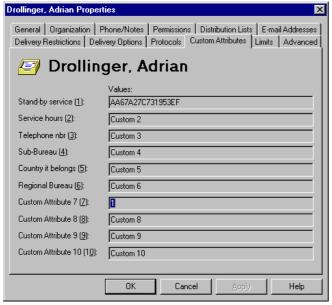
The Security screen

Agenda/X offers you three different Security levels:

- **No security** (everybody sees all calendars)
- **Minimal security** (details such as the subject and location are not published for certain users)
- **Full security** (users will only see the calendar information of users that have granted them access rights in their Outlook calendar folder. This feature requires the use of the 'NT Challenge-response' protocol / Integrated Windows authentication on IIS5, or 'Basic authentication').

Minimal security can be accomplished by selecting a 'Mailbox Custom Attribute'. Open Microsoft Exchange Administrator to see which custom attributes are available. (Select a mailbox, choose 'Properties' in the 'File'-menu, and select the 'Custom Attributes' tab). If you wish to disable Agenda/X from publishing appointment details such as the subject and location fields for certain users, you need to set the custom mailbox attribute of these users to 1. The custom attribute of the other users can be left empty and is by default set to 0, meaning all details are published.
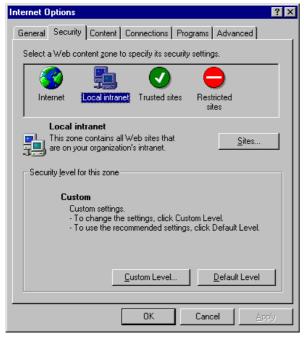
Please note that appointment details of 'private' entries are never published.

Browser Configuration

Agenda/X is compatible with Microsoft Internet Explorer V3.0 or newer and Netscape Navigator V4.2 or newer. Since Netscape Navigator does not support the use of ActiveX controls, we recommend using Microsoft Internet Explorer.

Depending on the security settings, Internet Explorer may warn you about ActiveX controls. To override this warning, we recommend using the following security settings (be sure to make these configurations for the Local intranet zone only):

> ► Select Tools / Internet Options from the menu.
> ► Click the Security tab.
> ► Select the 'Local Intranet' zone.
> ► Click on 'Custom Level'

Enable the following settings:

- Download signed ActiveX controls
- Run ActiveX controls and plug-ins
- Script ActiveX controls marked safe for scripting

The DTPicker control is made by Microsoft and not marked safe for scripting. Unfortunately, we have no way to change this. If you are using this control (you can enable or disable this control on the Administration homepage), you need to also *enable* the 'Initialize and script ActiveX controls not marked as safe' setting.

We recommend using the Agenda/X supplied date control by selecting '**Agenda/X Built-in Javascript Calendar**' on the Administration homepage of the Agenda/X web application. This control does not need the 'Initialize and script ActiveX controls not marked as safe' setting in the browser.

Using Agenda/X without Active/X Controls

You can use Agenda/X without any Active/X Controls, if your corporate security policy prohibits any Active/X Controls. Just use the '**Agenda/X Built-in Javascript Calendar**' as the date selector instead of the Microsoft DTPicker control, and **disable the Outlook icon** in the overviews that enables you to open Outlook with the corresponding users calendar by setting

OutlookURL = False
OutlookScript = False
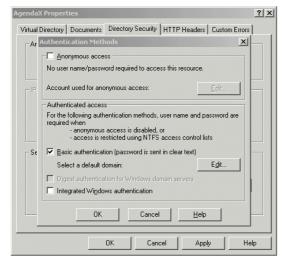
in CALAGENT.INC.

Using Agenda/X with Netscape Navigator

Since Netscape Navigator does not support Active/X controls, you have to **disable the Outlook icon** in the overviews that enables you to open Outlook with the corresponding users calendar by setting

OutlookURL = False
OutlookScript = False

in CALAGENT.INC.

Netscape Navigator also does not support the NT Challenge/Response protocol (Integrated Windows Authentication on IIS5) on the virtual directory set up for Agenda/X on your IIS server, used to identify who is using the Agenda/X Web Application. Instead, you have to set the Directory Security of the virtual directory to 'Basic authentication'. Please note that in this case, any passwords are transmitted in clear text over the network.

When you browse to the Agenda/X Web application with Netscape Navigator, you will be asked to enter your username and password to be authenticated. Enter your **username** in the form **DOMAIN\username**. Please note that this does not apply for Internet Explorer users when using the NT challenge/response protocol (Integrated Windows authentication on IIS5), as logging on is performed automatically in the background.

4 The Web Interface

The Main Menu

An example Agenda/X homepage called "DEFAULT.ASP" is supplied in the package and is located in the AGENDA subdirectory. Its purpose is to be a switchboard for the user to access the different calendar views.

Please note that calling this page cancels any previous group selection. **Once you select a group in the group menu, that selection stays active for all views until you click the 'Home' button to return to the main menu.** Clicking 'Back' in your browser to return to the Main Menu will not deactivate any group selection.

The Main Menu of Agenda/X serves only as an example. You can integrate the links on this page or in the Group Menu into your existing Intranet.

If you intend to use the Main Menu as it is, you might wish to edit the DEFAULT.ASP and DEFAULTS.INC definition files with a text editor. You can modify menu entries in CALAGENT.INC and modify the parameters in the table below to change the layout of the Main Menu page:

Title	Page title (as displayed in the browser header line)
HeaderText	Page header text
Subheader	Page subheader
TableLeft	Left page margin in pixels
TableRight	Right page margin in pixels
Footer	Page footer text and/or graphics
Padding	Distance between individual menu entries in pixels
Previous	URL of previous page
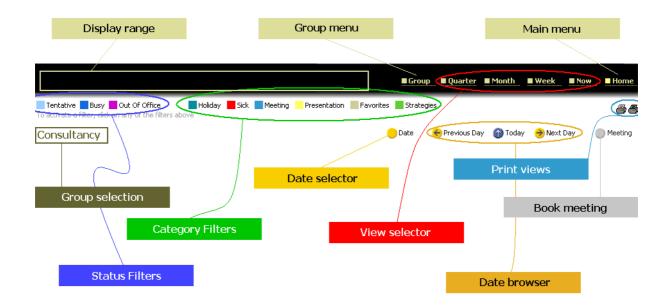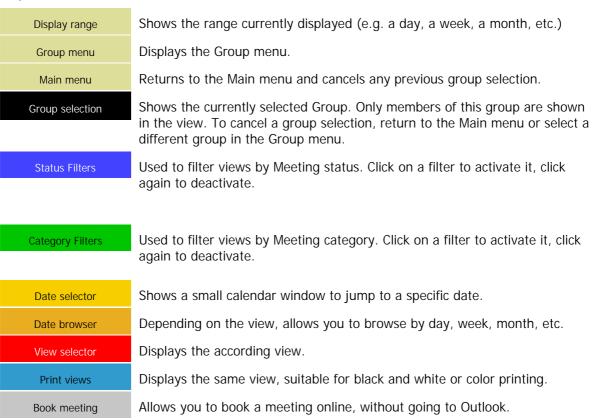
The Screen Elements

Explanation of the Screen Elements:

Display range	Shows the range currently displayed (e.g. a day, a week, a month, etc.)
Group menu	Displays the Group menu.
Main menu	Returns to the Main menu and cancels any previous group selection.
Group selection	Shows the currently selected Group. Only members of this group are shown in the view. To cancel a group selection, return to the Main menu or select a different group in the Group menu.
Status Filters	Used to filter views by Meeting status. Click on a filter to activate it, click again to deactivate.
Category Filters	Used to filter views by Meeting category. Click on a filter to activate it, click again to deactivate.
Date selector	Shows a small calendar window to jump to a specific date.
Date browser	Depending on the view, allows you to browse by day, week, month, etc.
View selector	Displays the according view.
Print views	Displays the same view, suitable for black and white or color printing.
Book meeting	Allows you to book a meeting online, without going to Outlook.

Snapshot View (Who is Where?)

The Snapshot view shows the present availability and is automatically refreshed in regular intervals. Availability is shown using different symbols (at the office, tentative, busy, out of office, categories). A click on a symbol opens the detailed Week Overview of the corresponding user. Navigate your mouse over a symbol to display details about an appointment.
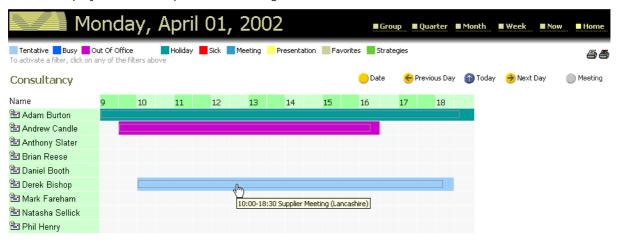
▢ **Group**	Displays the Group menu.
▢ **Month**	Displays the Month Overview of the current group.
▢ **Day**	Displays the Day Overview of the current group.
▢ **Week**	Displays the Week Overview of the current group.
▢ **Home**	Returns to the Main Menu and cancels any previous group selection.
Consultancy	Shows the currently selected Group. Only members of this group are shown in the view. To cancel a group selection, return to the Main menu or select a different group in the Group menu.
updated:	Shows when the Agenda/X Update Service was last run to collect Calendar information.

Day Overview

The Day Overview displays all appointments of a group of employees for a day. There are three different day views to choose from:
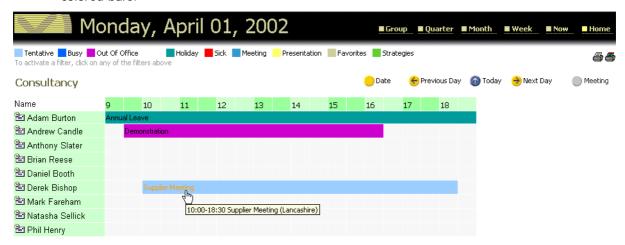
▸ dayview.asp (the original) shows the day view with colored bars. Meeting details are displayed with tooltips when hovering over the bars.

▸ dayview2.asp shows the day view in table view. Meeting details are displayed in the table cells.
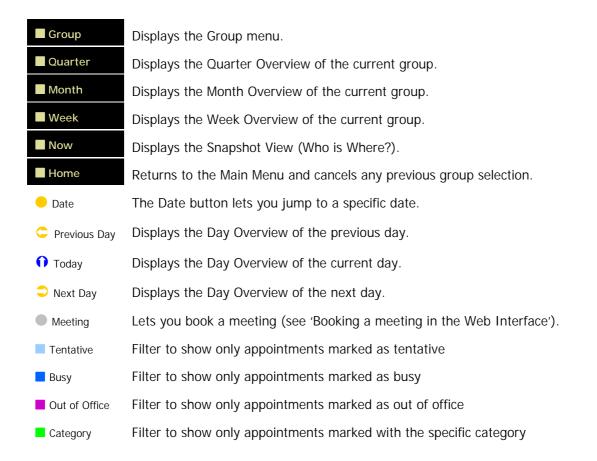
▸ dayview3.asp shows the dayview with colored bars. Meeting details are displayed on the colored bars. Additional details such as the location are displayed when hovering over the colored bars.

Clicking on an entry navigates to the detailed weekly view of the corresponding user. Click on a status icon (tentative, busy, out of office) or on a category icon to limit the view to entries of the selected status / category.

|	
■ Group	Displays the Group menu.
■ Quarter	Displays the Quarter Overview of the current group.
■ Month	Displays the Month Overview of the current group.
■ Week	Displays the Week Overview of the current group.
■ Now	Displays the Snapshot View (Who is Where?).
■ Home	Returns to the Main Menu and cancels any previous group selection.
● Date	The Date button lets you jump to a specific date.
↺ Previous Day	Displays the Day Overview of the previous day.
⌂ Today	Displays the Day Overview of the current day.
↻ Next Day	Displays the Day Overview of the next day.
● Meeting	Lets you book a meeting (see 'Booking a meeting in the Web Interface').
■ Tentative	Filter to show only appointments marked as tentative
■ Busy	Filter to show only appointments marked as busy
■ Out of Office	Filter to show only appointments marked as out of office
■ Category	Filter to show only appointments marked with the specific category

Note: Category and appointment status filters can be combined, you can for example display all appointments marked as 'out of office' and 'Sick' by clicking on the two filters.

Switch to the print view with printer-friendly colors
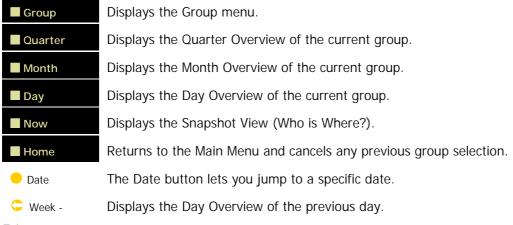Choose Black and white or Color printing depending on your printer.

Consultancy | Shows the currently selected Group. Only members of this group are shown in the view. To cancel a group selection, return to the Main menu or select a different group in the Group menu.

Week Overview

The week overview shows all appointments of a selected group of users for a specific week. Appointment details are shown using tooltips. You can either navigate to an individual user's detail view or launch the user's Outlook calendar (if permission has been granted). Clicking on an entry navigates to the detailed weekly view of the corresponding user. Navigate your mouse over an entry to display details about an appointment. Click on a status icon (tentative, busy, out of office) or on a category icon to limit the view to entries of the selected status / category. Click on a date in the column headings to jump to the day view of the selected date.

	Displays the Group menu.
■ Group	Displays the Group menu.
■ Quarter	Displays the Quarter Overview of the current group.
■ Month	Displays the Month Overview of the current group.
■ Day	Displays the Day Overview of the current group.
■ Now	Displays the Snapshot View (Who is Where?).
■ Home	Returns to the Main Menu and cancels any previous group selection.
● Date	The Date button lets you jump to a specific date.
● Week -	Displays the Day Overview of the previous day.

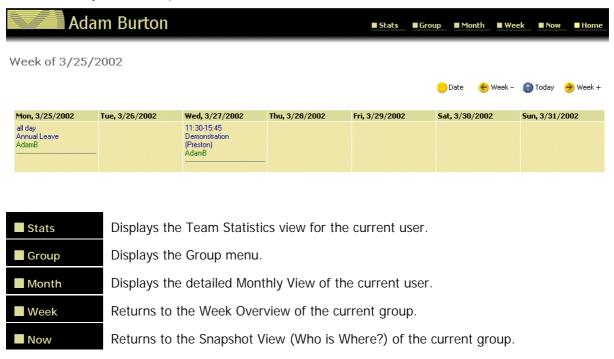|		
🎧 Today	Displays the Day Overview of the current day.	
➲ Week +	Displays the Day Overview of the next day.	
⚪ Meeting	Lets you book a meeting (see 'Booking a meeting in the Web Interface').	
🟦 Tentative	Filter to show only appointments marked as tentative	
🟦 Busy	Filter to show only appointments marked as busy	
🟪 Out of Office	Filter to show only appointments marked as out of office	
🟩 Category	Filter to show only appointments marked with the specific category	

Note: Category and appointment status filters can be combined, you can for example display all appointments marked as 'out of office' and 'Sick' by clicking on the two filters.

🖨️🖨️ Switch to the print view with printer-friendly colors

Choose Black and white or Color printing depending on your printer.

Consultancy   Shows the currently selected Group. Only members of this group are shown in the view. To cancel a group selection, return to the Main menu or select a different group in the Group menu.
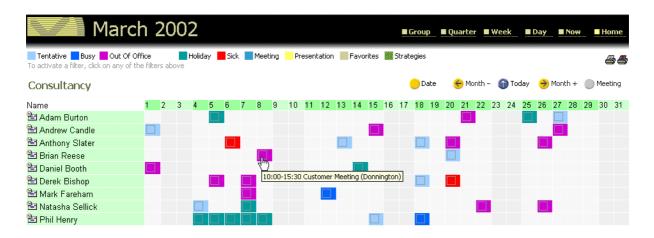

The detailed Weekly View of a specific user

The detailed Weekly View of a specific user is displayed when you click on any meeting in any other view. It shows an overview of the users meetings for a week. It can easily be printed and resembles most accurately a common printed calendar.

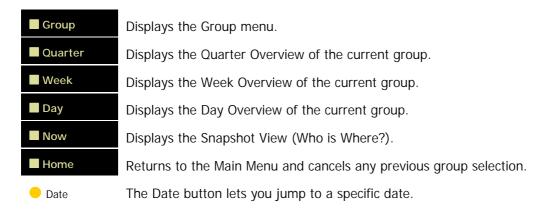| 🟨 Stats	Displays the Team Statistics view for the current user.
🟨 Group	Displays the Group menu.
🟨 Month	Displays the detailed Monthly View of the current user.
🟨 Week	Returns to the Week Overview of the current group.
🟨 Now	Returns to the Snapshot View (Who is Where?) of the current group.

🟨 Home	Returns to the Main Menu and cancels any previous group selection.
🟡 Date	The Date button lets you jump to a specific date.
🔄 Week -	Displays the detailed Weekly View of the previous week.
🎧 Today	Displays the detailed Weekly View of the current week.
➲ Week +	Displays the detailed Weekly View of the next week.

Month Overview

The monthly overview shows all appointments of a selected group of users for a specific month. Appointment details are shown using tooltips. You can either navigate to an individual user's detail view or launch the user's Outlook calendar (if permission has been granted). Clicking on an entry navigates to the detailed weekly view of the corresponding user. Navigate your mouse over an entry to display details about an appointment. Click on a status icon (tentative, busy, out of office) or on a category icon to limit the view to entries of the selected status / category. Click on a date in the column headings to jump to the day view of the selected date.

🟨 Group	Displays the Group menu.
🟨 Quarter	Displays the Quarter Overview of the current group.
🟨 Week	Displays the Week Overview of the current group.
🟨 Day	Displays the Day Overview of the current group.
🟨 Now	Displays the Snapshot View (Who is Where?).
🟨 Home	Returns to the Main Menu and cancels any previous group selection.
🟡 Date	The Date button lets you jump to a specific date.

Month -   Displays the Month Overview of the previous month.

Today   Displays the Month Overview of the current month.

Month +   Displays the Month Overview of the next month.

Meeting   Lets you book a meeting (see 'Booking a meeting in the Web Interface').

Tentative   Filter to show only appointments marked as tentative

Busy   Filter to show only appointments marked as busy

Out of Office   Filter to show only appointments marked as out of office

Category   Filter to show only appointments marked with the specific category

Note: Category and appointment status filters can be combined, you can for example display all appointments marked as 'out of office' and 'Sick' by clicking on the two filters.

Switch to the print view with printer-friendly colors

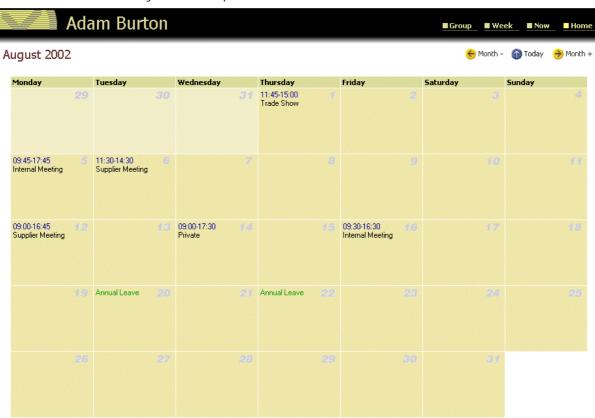Choose Black and white or Color printing depending on your printer.

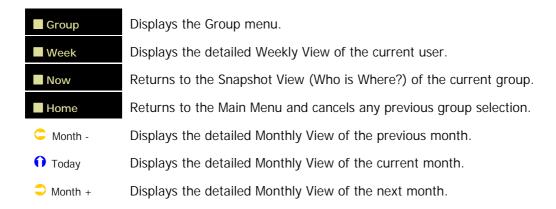Consultancy   Shows the currently selected Group. Only members of this group are shown in the view. To cancel a group selection, return to the Main menu or select a different group in the Group menu.
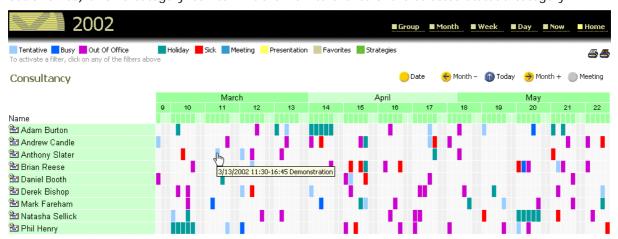
The detailed Monthly View of a specific user

The detailed Monthly View of a specific user is displayed when you click on 'Month' in a detailed Weekly View. It shows an overview of the users meetings for a month. It can easily be printed and resembles most accurately a common printed calendar.

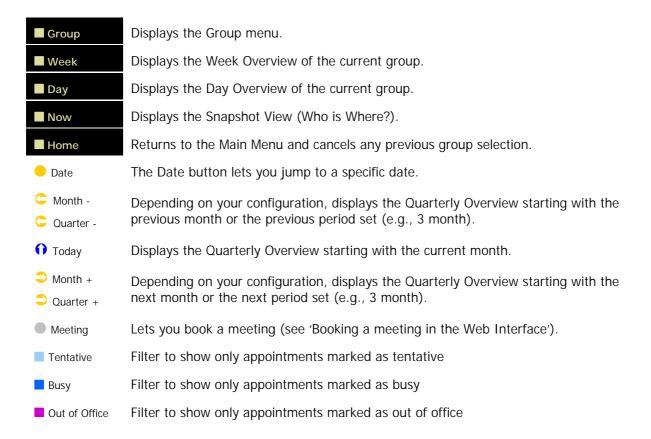| ■ Group | Displays the Group menu. |
■ Week	Displays the detailed Weekly View of the current user.
■ Now	Returns to the Snapshot View (Who is Where?) of the current group.
■ Home	Returns to the Main Menu and cancels any previous group selection.
Month -	Displays the detailed Monthly View of the previous month.
Today	Displays the detailed Monthly View of the current month.
Month +	Displays the detailed Monthly View of the next month.

Quarterly Overview

The quarterly overview shows all appointments of a selected group of users for a configurable time period of up to 12 months. Appointment details are shown using tooltips. You can either navigate to an individual user's detail view or launch the user's Outlook calendar (if permission has been granted). Clicking on an entry navigates to the detailed weekly view of the corresponding user. Navigate your mouse over an entry to display details about an appointment. Click on a status icon (tentative, busy, out of office) or on a category icon to limit the view to entries of the selected status / category.

■ Group	Displays the Group menu.
■ Week	Displays the Week Overview of the current group.
■ Day	Displays the Day Overview of the current group.
■ Now	Displays the Snapshot View (Who is Where?).
■ Home	Returns to the Main Menu and cancels any previous group selection.
● Date	The Date button lets you jump to a specific date.
↺ Month - / ↺ Quarter -	Depending on your configuration, displays the Quarterly Overview starting with the previous month or the previous period set (e.g., 3 month).
↑ Today	Displays the Quarterly Overview starting with the current month.
↪ Month + / ↪ Quarter +	Depending on your configuration, displays the Quarterly Overview starting with the next month or the next period set (e.g., 3 month).
● Meeting	Lets you book a meeting (see 'Booking a meeting in the Web Interface').
■ Tentative	Filter to show only appointments marked as tentative
■ Busy	Filter to show only appointments marked as busy
■ Out of Office	Filter to show only appointments marked as out of office

■ Category   Filter to show only appointments marked with the specific category

Note: Category and appointment status filters can be combined, you can for example display all appointments marked as 'out of office' and 'Sick' by clicking on the two filters.

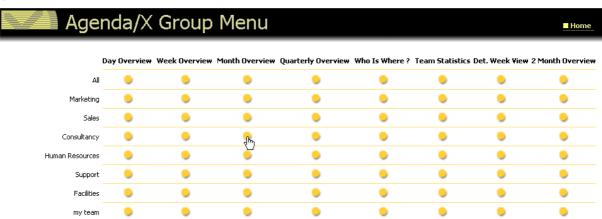Switch to the print view with printer-friendly colors

Choose Black and white or Color printing depending on your printer.

Consultancy   Shows the currently selected Group. Only members of this group are shown in the view. To cancel a group selection, return to the Main menu or select a different group in the Group menu.

The Group Menu

The groups defined with the Agenda/X Configuration Program (AgendaXCfg.exe) as well as the individual users personal groups can be used for selectively displaying only the members of a particular group in the different views. The Group Menu serves as an example on how this is accomplished. Clicking on any of the yellow buttons jumps to the selected view of the particular group.

To programmatically or interactively select a specific group, append the group name to the URL used to display a particular view. The parameter has to be preceded by the string "?Z=".

Example: Display only the members of the group "Team X" in the Week Overview:
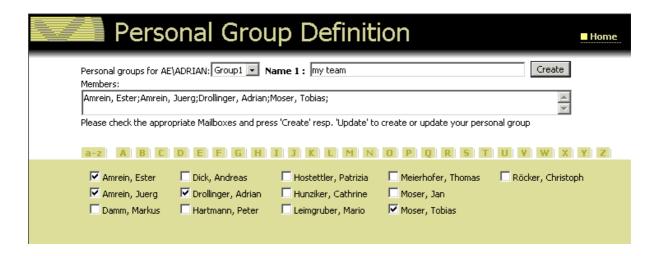
weekview.asp?Z=Team X

The default Group Menu can be used to display day-, week-, month-, quarterly-, and snapshot- views of all defined groups. Depending upon your configuration, team statistics- and two Administrator- configurable views can also be selected.

Please note that once you select a group in the group menu, that selection stays active for all views until you click the 'Home' button to return to the main menu. Clicking 'Back' in your browser to return to the Main Menu will not deactivate any group selection.

Personal Groups Definition

Every Agenda/X user can define up to 9 personal groups in addition to the groups set up by the Administrator. This feature requires the use of the 'NT Challenge- response' protocol (Integrated Windows Authentication on IIS5), or 'Basic authentication' on the virtual directory (see the section about Agenda/X Security for additional information).
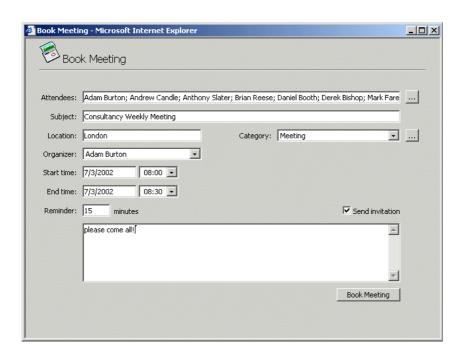

The personal groups are specific to the individual user. They are displayed in the Group menu, along with the predefined groups set up by the Administrator.

To create or modify a personal group, click on 'Personal Groups' in the Main Menu, then select the group you wish to create / modify and name it. In the list of available users, place a checkmark next to every user you wish to include in the group. You can limit the display of available users by clicking on one of the buttons on the a to z bar.

Click on Create / Update to validate your selection.
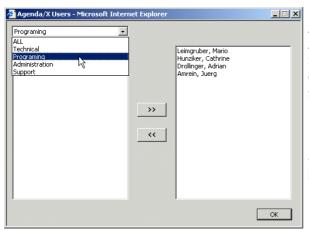
Booking a Meeting in the Web Interface

You can book a meeting in the Web Interface of Agenda/X, provided that this feature has been enabled by the Administrator on the Administration Homepage (see 'The Administration Homepage' in the 'Configuring the Web Interface' chapter.

This feature also requires the use of the 'NT Challenge- response' protocol (Integrated Windows authentication on IIS5), or 'Basic Authentication' on the virtual directory (see the section about Agenda/X Security for additional information).

A meeting can be booked for an individual or a group of people.

A meeting booked in the Web Interface of Agenda/X is added by the Agenda/X Update Service to the users Outlook Calendars. The text of the meeting will be preceded by the prefix text specified in the Agenda/X Configuration program (see 'The main configuration screen' in the 'Configuring Agenda/X'- chapter for further information). This prefix defaults to the NT account of the user booking the meeting to prevent fraud. You can change this text to your liking or disable it.

Depending on your configuration, the 'Send invitation' checkbox is displayed, which allows you to send an Outlook meeting request to the attendees (see 'Configuring the Web interface').

Meetings can also be categorized. The standard Outlook categories, as well as the Administrator-defined categories are available for selection. **Please note that the Outlook category will only be displayed for the Organizer of the meeting** due to a limitation in the Outlook programming interface. Attendees other than the organizer will not show any category for the meeting booked.

Meetings booked in the Web- Interface are kept on file for 60 days from the date of booking. Within this time frame, they can be deleted. The Agenda/X Update Service will then remove the meeting from the users Outlook calendars.

5 Configuring the Web Interface

The Administration Homepage

The Administration Homepage is used to configure the most common settings of Agenda/X. Other settings can be modified manually in the 'CALAGENT.INC' file (see 'Global settings' later in this chapter).

The Administration homepage can only be accessed by users defined in 'NT accounts for Admin homepage' in the Agenda/X Configuration (AgendaXCfg.exe). See 'The main configuration screen' in the 'Configuring Agenda/X'- chapter for more information. You also need to enable the 'NT Challenge-response' protocol / Integrated Windows Authentication on IIS5, or 'Basic authentication' on the virtual directory set up for Agenda/X (see the section about Agenda/X Security for additional information), so Agenda/X can distinguish between users.
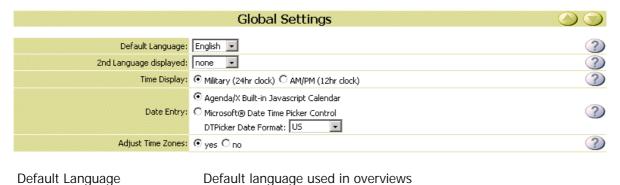
The page is divided into the following sections: **Global Settings**, **Display Settings**, **Feature Settings**, **View Settings**, **Categories**, and **Additional Settings**. Click on the appropriate link to jump to the desired section, or use the down arrow to jump to the end and save the settings.

Help for each setting can be obtained by hovering over the help icon or by clicking it.

Definition of your global Agenda/X settings:
For support issues and late-breaking news, visit the Agenda/X online resources.

Global Settings **Display Settings** **Feature Settings** **View Settings** **Categories** **Additional Settings**

Global Settings

Global Settings are settings that affect all views (such as time format, language, etc.)

Global Settings		
Default Language:	English	
2nd Language displayed:	none	
Time Display:	Military (24hr clock) AM/PM (12hr clock)	
Date Entry:	Agenda/X Built-in Javascript Calendar Microsoft® Date Time Picker Control DTPicker Date Format: US	
Adjust Time Zones:	yes no	

Default Language	Default language used in overviews
2nd Language displayed	Optional second caption descriptor language

Time Display	Display time values either with a 24-hour or a 12-hour clock
	Military: 24- hour clock
	AM/PM: 12- hour clock with AM/PM indicators
Date Entry	Choice of controls to use for selecting dates in the overviews and format used to display them.
	Note: The Date Picker control needs special Security settings in the browser (see **Browser Configuration** in the "Configuring Agenda/X" chapter for further information)
Adjust Time Zones	For multiple site configurations only.
	yes: times are shown in the local site's time (e.g., a meeting of a user in the NY site from 1pm to 2pm will be displayed to a user in the LA site from 10am to 11am)
	no: times are shown in local times (e.g., a meeting of a user in the NY site from 1pm to 2pm will be displayed to a user in the LA site from 1pm to 2pm)
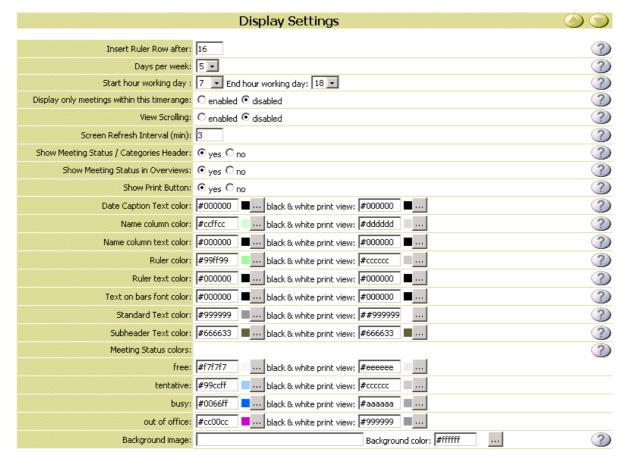
Display Settings

Display Settings affect how views are constructed (which colors to use, how many days to display, etc.)

Insert Ruler Row after	Number of rows, after which a date/hour ruler will be inserted in the overviews to ease navigation
Days per week	Number of days per week displayed
Start hour working day	Start and End hours of day in day view
End hour working day	(24hr time format, e.g., 6pm = 18)
Display only meetings within this time range	When enabled, overviews will **only show meetings** that fall within the **time range** entered above (Start / End hour working day)
View Scrolling	Specify if a scrollbar should be displayed when the view exceeds the screen height
Screen Refresh Interval (min)	Page refresh interval in minutes. **Note**: This setting only controls after how many minutes the page (overview) is redisplayed. **It does not affect the interval in which calendar data is gathered from the Exchange Server.** This can be set in the **Agenda/X Configuration** (see the "Configuring Agenda/X" chapter).
Show Meeting Status / Categories Header	Controls whether to display the Meeting Status (tentative/busy/out of office) and Categories filter caption in the overviews
Show Meeting Status in Overviews	Controls whether to display the Meeting Status (tentative/busy/out of office) filter caption in the overviews
Show Print Button	Displays a Print Button in the overviews to facilitate printing on grayscale printers
Date Caption Text color	Color used for text of the Date caption (⬤ Date, ↻ Month -, ↺ Month +, 🎧 Today, ↻ Week -, ↺ Week +, etc.)
Name column color	Color used for the Name column (Mailbox names) in the overviews
Name column text color	Color used for the text of the Name column (Mailbox names) in the overviews
Ruler color	Color used for the date / time ruler in the overviews
Ruler text color	Color used for the text of the date / time ruler in the overviews
Text on bars font color	Color used for text displayed on bars in the overviews (currently only used in the dayview3.asp)
Standard text color	Color used for normal text (such as text in the Personal Groups definition, deleting meetings, and the description text for filters in the overviews).
Subheader Text color	Color used for subheaders (such as the name of the active group in the overviews or the display range in the detailed user views (detailed user weekly and monthly views).
Meeting Status colors	Colors used to color-code the meeting status in the overviews

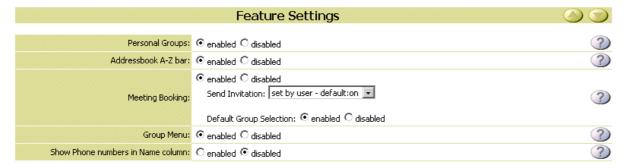| Background image | You can display any image as a tiled background for the various Agenda/X overviews or choose a background color that fits your needs. |
| Background color | |

If the picture is not located in the AGENDA subfolder of your Agenda/X Installation, please provide the full URL to the picture, e.g. http://yourserver/virualdir/pic.jpg

Please note: If you specify both a background picture and a background color, only the background picture will be displayed.

Feature Settings

Feature Settings lets you enable / disable various Agenda/X features.

Personal Groups	Enable / disable Personal Groups
Address book A-Z bar	Enable / disable the A to Z bar in the Personal Groups Definition to facilitate navigation
Meeting Booking	Enable / disable Meeting Booking in Agenda/X.

Send Invitation	Controls whether and how the Send invitation checkbox will be displayed when booking meetings. For meetings booked with Send invitation turned on, Agenda/X will send an Outlook meeting request to all attendees, except the organizer.
	Please note that if a meeting request is not sent, users will **not be notified** of new appointments in their calendar and they do not have the option to accept or decline a meeting.

set by user - default: on	The user can control if a meeting request should be sent to attendees or not. The 'Send invitation' checkbox is checked by default.
set by user - default: off	The user can control if a meeting request should be sent to attendees or not. The 'Send invitation' checkbox is not checked by default.
always send invitation	The 'Send invitation' checkbox is not displayed and Agenda/X sends Outlook meeting requests for meetings booked with the web interface to all attendees, except the organizer.
never send invitation	The 'Send invitation' checkbox is not displayed and Agenda/X never sends Outlook meeting requests for meetings booked with the web interface. All meetings will be directly booked in peoples calendars, without their knowledge.

Default Group Selection	Default Group Selection controls whether group members are automatically selected as meeting attendees or not.
Group Menu	Enable / disable the Group Menu
Show Phone numbers in Name column	Shows phone numbers of employees next to their name in the name column, provided they have been entered in the Exchange addressbook.
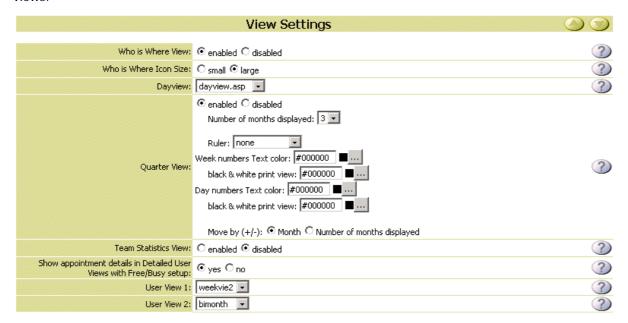
View Settings

View Settings lets you define which views are enabled and lets you configure various aspects of these views.

Who is Where View	Enable / disable the Who is Where View
Who is Where Icon Size	Controls whether to show small or large icons in the Who is Where View
Dayview	Choose from the following options:
	dayview.asp: Shows the day view with colored bars. Meeting details are displayed with tooltips when hovering over the bars.
	dayview2.asp: Shows the day view in table view. Meeting details are displayed in the table cells.
	dayview3.asp: Shows the dayview with colored bars. Meeting details are displayed on the colored bars. Additional details such as the Location are displayed when hovering over the colored bars.
Quarter View	Enable / disable the Quarter View
Number of months displayed	Number of months to display in the Quarter View
Ruler	Enable / disable day numbers and/or week numbers in the Quarter View
Week numbers Text color	Text color for week numbers in the Quarter View and in the Bimonthly view.
Day numbers Text color	Text color for day numbers in the Quarter View

Move by (+/-)	Select whether to navigate in the Quarter View by **months** or by the **number of months displayed** above
Team Statistics View	Enable / disable the Team Statistics View
Show appointment details in Detailed User Views with Free/Busy setup	In a free/busy Setup, no appointment details are gathered from Exchange Server. Instead, only the meeting status (free/busy/out of office) is displayed. You can display meeting details in the detailed user views (week and month calendar) in a free/busy Setup when this setting is enabled. In this case, meeting details will be requested by the Web application in realtime.
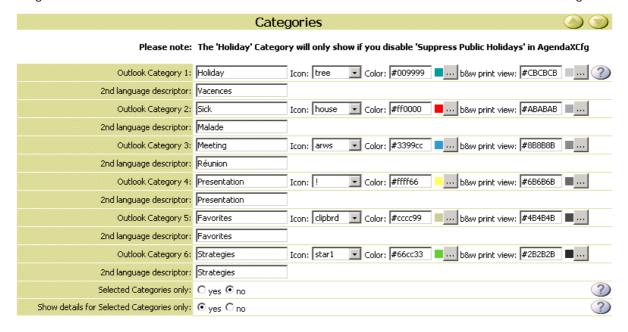
Please note: If you have set the Agenda/X security to No security, you have to enter a Free/Busy Username and password in the **Agenda/X Configuration** (see the "Configuring Agenda/X" chapter). This account must have read access to all Calendar folders. |
| User View 1 | Additional view selectable in the Group Menu |
| User View 2 | Additional view selectable in the Group Menu |

Categories

Categories lets you define which Outlook Categories are color coded in the overviews. It lets you assign an Icon to use in the Who Is Where view, and define the colors used to mark the meetings.

2nd language descriptor	The Category name in an (optional) 2nd language
Selected Categories only	Hide all meetings that do **not** contain one of the categories defined above
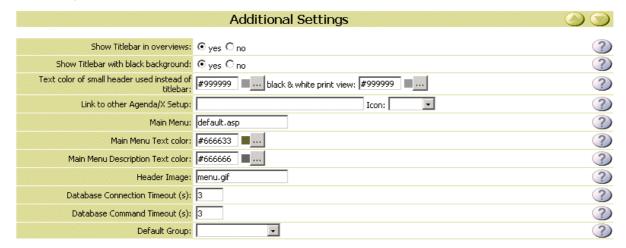
Show details for Selected Categories only	Normally, when you use the **Selected categories only** option, details of the meetings are not displayed. Select **yes** to still show meeting details when the **Selected categories only** option is in effect.

Additional Settings

Additional Settings lets you define other Agenda/X settings not commonly used, such as a Link to another Agenda/X installation, database connection timeouts etc.

Show Title bar in overviews	Allows you to show / hide the title bar in the Main Menu and the overviews for better integration into an existing Intranet.
	If you disable the Title bar, it will be replaced by a small header and a horizontal line.
Show Titlebar with black background	Lets you enable / disable the black background of the titlebar.
	Note that this setting is only available if no background image is set. If you set a background image, this image will be displayed as a background for the titlebar instead of the black bar.
Text color of small header used instead of titlebar	Color of the small header that is displayed if you disable the titlebar (Show Titlebar in overviews setting).
Link to other Agenda/X Setup	Allows you to create a link to another Agenda/X Setup.
	Specify the full URL and an icon to use in the overviews.
Main Menu	Agenda/X Main menu and URL of Home navigation button
Main Menu Text color	Color used for items in the Main Menu (e.g. 'Who Is Where?', 'Agenda Day Overview', 'Agenda Week Overview', etc.)

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Main Menu Description Text color	Color used for description text in the Main Menu (e.g. 'The Snapshot view shows the current availability status of your co-workers', 'Daily overview for all co-workers', etc.)
Header Image	Picture displayed in upper left corner of header in the overviews and on the main menu
Database Connection Timeout (s)	Connection timeout in seconds for connections to Agenda/X databases.
	Change this value **only** if you have connection timeouts from the ODBC driver when trying to display any of the Agenda/X overviews.
Database Command Timeout (s)	Command timeout in seconds for commands carried out on Agenda/X databases.
	Change this value **only** if you have connection timeouts from the ODBC driver when trying to display any of the Agenda/X overviews.
Default Group	Group to show by default. This disables showing all users in the overviews. All views will always be limited by a group selection.
	UserProfile: The most recently selected group in the Group Menu is the default group displayed.
	Personal: The first personal group is the default group displayed.

Integrating Agenda/X into your existing Corporate Intranet

Below you can find some sample configurations that show how Agenda/X can be integrated into your existing corporate Intranet by changing colors, background images, and headers.
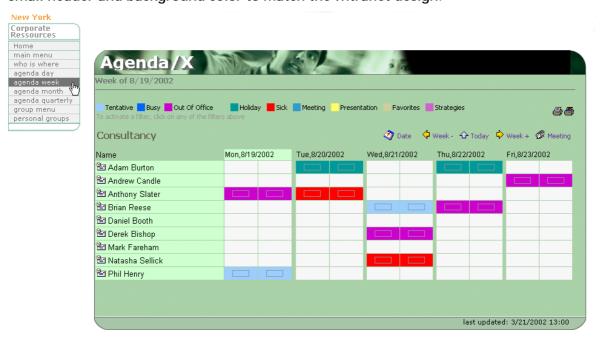
Example Agenda/X homepage with standard header, added background image, modified colors, standard black header bar removed:

Example Agenda/X integrated into an Intranet with small header, image background, and modified color attributes:

Example Agenda/X run in an IFrame, integrated into an existing corporate Intranet, with small header and background color to match the Intranet design:

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Global Settings (CALAGENT.INC / CONFIG.INC)

All of the Agenda/X calendar views access the common parameter files "CALAGENT.INC" and "CONFIG.INC" located in the "AGENDA" subdirectory. The most common settings can be modified with the Administration homepage (see 'The Administration Homepage' in this chapter). The Administration Homepage saves its settings in the "**CONFIG.INC**" file, **which has precedence** over the "**CALAGENT.INC**" file. Change any of the global settings not configurable with the Administration Homepage in CALAGENT.INC with a text editor.

ADOCommandTimeout	Timeout in seconds for commands carried out at Agenda/X databases.
ADOConnectionTimeout	Connection timeout in seconds for connections to Agenda/X databases.
AgendaButtons	True/False: turns navigation buttons on/off
AZbar	True/False: Specify whether to display an A-Z bar in the Personal Groups Configuration to limit the users to those that start with the selected letter.
BackgroundColor	You can choose a background color to display as a background for the various overviews. Use either standard HTML color names as, e.g., "brown", "red" etc. or RGB hex color values as e.g.. "#FF0000" (red) etc. **Please note:** If you specify both a background picture and a background color, only the background picture will be displayed.
BackgroundPic	You can display any image as a tiled background for the various Agenda/X overviews. If the picture is not located in the AGENDA subfolder of your Agenda/X Installation, please provide the full URL to the picture, e.g. http://yourserver/virualdir/pic.jpg **Please note:** If you specify both a background picture and a background color, only the background picture will be displayed.
BarFontColor	Color used for text displayed on bars in the overviews. Currently only dayview3.asp uses text on bars. Use either standard HTML color names as, e.g., "brown", "red" etc. or RGB hex color values as e.g.. "#FF0000" (red) etc.
BlackHeader	True/False: Lets you enable / disable the black background of the titlebar. **Note** that this setting is only available if no background image is set. If you set a background image, this image will be displayed as a background for the titlebar instead of the black bar.

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BusyStatus	True/False:
	True: For color coding the status of the entry is used (0 = free, 1 = tentative, 2 = busy, 3 = out of office)
	False: For color coding the following information is used: 0 = free, 1 = default, 2 = "Location"- field is set, 3 = category = "Holiday"
CalendarBox	True/False: enables/disables the Outlook ActiveCalendar ActiveX Control (made by The Buster Group) for easier date picking. Contact The Buster Group via http://www.thebustergroup.com to obtain a license.
Caption	True/False: Inserts a descriptive caption (color codes and icons used) into the header section of the various views
CaptionLanguage2	Caption language index for an optional second caption descriptor (1=German, 2=English, 3=French, 4=Italian, 5=Danish, 6=Norwegian)
Category(n,1)	Enter up to 10 different Outlook categories for which you want to display information using a specific icon in the snapshot view and a specific color in the day overview. Category(n,1) specifies the Outlook Category name.
Category(n,2)	Enter the name tag of the corresponding GIF picture. The picture must be 32 by 32 pixels and located in the AGENDA subdirectory. Use the following naming convention: ico-<name>.gif
	Example: name tag=dog GIF filename=ico-dog.gif
Category(n,3)	Enter the custom color for the category as used in the day and week overview. Use standard HTML color names as, e.g., "brown", "red" etc. See also the COLORNAM.HTM file in the AGENDA folder for a list of available colors.
Category(n,4)	Enter the custom color for the category as used in the black & white Print view. Use standard HTML color names as e.g. "brown", "red" etc. See also the COLORNAM.HTM file in the AGENDA folder for a list of available colors.
Category(n,5)	Category name in an (optional) 2nd language.
Color(0..3)	HTML color code values for the 4 different Outlook status options:
	0: free 1:tentative 2:busy 3:out of office
	Use either standard HTML color names as, e.g., "brown", "red" etc. or RGB hex color values as e.g.. "#FF0000" (red) etc.
DateBox	True/False: turns date navigation entry field on/off
DateCaptionColor	Color used for text of the Date caption (Date, Month+, Month-, Week+, Week-, etc.)
	Use either standard HTML color names as, e.g., "brown", "red" etc. or RGB hex color values as e.g.. "#FF0000" (red) etc.
DateFormat	"US" or "European" - Displays the date in the DTPicker control in the US (mm/dd/yy) or European (dd/mm/yy) format.

DayNbrFontColor	Color of day numbers in the Quarterly Overview.
	Use either standard HTML color names as, e.g., "brown", "red" etc. or RGB hex color values as e.g.. "#FF0000" (red) etc.
DaysPerWeek	Number of days per week displayed
DayView	Choose from the following options:
	dayview.asp: Shows the day view with colored bars. Meeting details are displayed with tooltips when hovering over the bars.
	dayview2.asp: Shows the day view in table view. Meeting details are displayed in the table cells.
	dayview3.asp: Shows the dayview with colored bars. Meeting details are displayed on the colored bars. Additional details such as the Location are displayed when hovering over the colored bars.
DefaultGroup	Group to show by default. This disables showing all users in the overviews. All views will always be limited by a group selection.

Examples:

	DefaultGroup = "Administration"	The default group displayed is the global 'Administration' group
	DefaultGroup = "Personal"	The first user-defined personal group is the default group displayed in the overviews.
	DefaultGroup = "UserProfile"	The most recently selected group in the Group Menu is the default group displayed in the overviews.

DefaultLanguage	Default language used in overviews
	1 = German, 2 = English, 3 = French, 4 = Italian, 5 = Danish, 6 = Norwegian
DTPicker	True/False
	True: Microsoft DTPicker control is used to select dates in the views
	False: Agenda/X supplied date control is used to select dates in the views
FirstCellColor	Background color of cell that contains the mailbox names in the overviews

FreebusyShowNoDetails	In a free/busy Setup, no appointment details are gathered from Exchange Server. Instead, only the meeting status (free/busy/out of office) is displayed. You can display meeting details in the detailed user views (week and month calendar) in a free/busy Setup when this setting is enabled. In this case, meeting details will be requested by the Web application in realtime.
	Please note: If you have set the Agenda/X security to No security, you have to enter a Free/Busy Username and password in the **Agenda/X Configuration** (see the "Configuring Agenda/X" chapter). This account must have read access to all Calendar folders.
	true: don't gather appointment details for the detailed user views (show only appointment status: free/busy/tentative/out of office)
	false: get appointment details for detailed user views in realtime from Exchange Server
GlobalCategory(n,m)	Standard Outlook categories displayed when booking a meeting
	n = Counter
	m = Language
Header	Graphic file used in header area
HeadingFontColor	Color used for the text of the date / time ruler in the overviews.
	Use either standard HTML color names as, e.g., "brown", "red" etc. or RGB hex color values as e.g.. "#FF0000" (red) etc.
HideEntries	True/False: optionally hide all entries that do not contain one of the categories as defined below
HopByQuarter	true: Navigate by number of months displayed in the Quarter Overview (nbrMonths)
	false: Navigate by month in the Quarter Overview
IconAway	Snapshot View: Icon used for entries marked as "out of office" (32 by 32 pixel GIF format)
IconBusy	Snapshot View: Icon used for entries marked as "busy" (32 by 32 pixel GIF format)
IconEmpty	Snapshot View: Icon used for empty entries (32 by 32 pixel GIF format)
IconHoliday	Snapshot View: Icon used for entries containing the string "vacation" in either the Outlook field "Category" or "Details" (32 by 32 pixel GIF format)
IconTentative	Snapshot View: Icon used for entries marked as "tentative" (32 by 32 pixel GIF format)
Lit(n,m)	Literals used by all pages (index 1=German, 2 = English, 3 = French, 4 = Italian, 5 = Danish, 6 = Norwegian)
MainMenu	URL of "Home" navigation button

MainMenuDescColor	Color used for description text in the Main Menu (e.g. The 'Snapshot view shows the current availability status of your co-workers', 'Daily overview for all co-workers', etc.)
	Use either standard HTML color names as, e.g., "brown", "red" etc. or RGB hex color values as e.g.. "#FF0000" (red) etc.
MainMenuEntry(n,m)	Main Menu Selections
	n = Counter
	m = Language
	MainMenuEntry(0,m) Main Menu title
	MainMenuEntry(n,m) Main Menu Entry in the following form:
	Entry\description=ASPfile
	Example: "Who is Where ?\The Snapshot view shows the current availability status of your co-workers=whowhere.asp"
MainMenuFontColor	Color used for items in the Main Menu (e.g. Who Is Where?, Agenda Day Overview, Agenda Week Overview, etc.)
	Use either standard HTML color names as, e.g., "brown", "red" etc. or RGB hex color values as e.g.. "#FF0000" (red) etc.
MaxRul	Number of rows, after a date/hour ruler will be inserted in the week/day overview to ease navigation
MeetingButton	True/False: Enables/disables booking of meetings
Military	True/False: turns on/off military time (24hr time format)
MonthView	True/False: enables the Month View button on the user weekly overview page
MtgDefGrpSel	Controls whether group members are automatically selected as meeting attendees or not.
	true: when clicking the meeting button in a group selection, the group members will automatically be selected as meeting attendees
	false: when clicking the meeting button in a group selection, the group members will **not** be selected as meeting attendees.
NameColumnFontColor	Color used for the text of the Name column (Mailbox names) in the overviews. Use either standard HTML color names as, e.g., "brown", "red" etc. or RGB hex color values as e.g.. "#FF0000" (red) etc.
nbrMonths	Number of months to show in the Quarterly view.
NoHeader	Allows you to show / hide the title bar in the Main Menu and the overviews for better integration into an existing Intranet.
	true: hide the title in the Main menu
	false: show the title in the Main menu
OLCalendar	Outlook calendar folder name as displayed by the Outlook client

OLMailbox	Outlook mailbox folder name as displayed by the Outlook client
OtherSetup	Allows you to create a link to another Agenda/X Setup. Specify the full URL, e.g. "http://www.company.com/AgendaXSE/weekview.asp"
OtherSetupIcon	Icon to display in the overviews as a link to another Agenda/X Setup. Possible values: "now, day, week, month, quarter, group, frebusy" or another, custom icon of your choice. **Please note** that Agenda/X will add a number to the name specified here, depending on the language used (1=German, 2=English, 3=French, 4=Italian, 5=Danish, 6=Norwegian), and that the file must be a GIF- file located in the **AGENDA** subfolder. Example: If you specify "myIcon" and you use English, Agenda/X will look for a picture named "myIcon2.gif" in the **AGENDA** subfolder.
OutlookScript	True/False: turns Outlook client hyperlinks on/off. Use this option for Internet Explorer 4.x and later, since standard Outlook hyper linking does not reliably work for certain configurations.
OutlookURL	True/False: turns Outlook client hyperlinks on/off. Use this option for Internet Explorer 3.x (see also OutlookScript below)
PersonalGroups	True/False: Enables/disables personal groups
PrintButton	True/False: Specifies whether the 'Print' button is displayed in the overviews.
PrintName	True/False: includes/excludes the meeting organizer names in the day or weekly overview
Privat	Do not change this setting, instead, modify the Lit(29,x) settings to change the text displayed for private entries
PrtBarFontColor	Color used for text displayed on bars in the black and white print views. Currently only dayview3.asp uses text on bars. Use either standard HTML color names as, e.g., "brown", "red" etc. or RGB hex color values as e.g.. "#FF0000" (red) etc.
Prtcolor(0..3)	HTML color code values for the 4 different Outlook status options in print view: 0: free 1:tentative 2:busy 3:out of office Use either standard HTML color names as, e.g., "brown", "red" etc. or RGB hex color values as e.g.. "#FF0000" (red) etc.
PrtDateCaptionColor	Color used for text of the Date caption in the black and white print views (Date, Month+, Month-, Week+, Week-, etc.) Use either standard HTML color names as, e.g., "brown", "red" etc. or RGB hex color values as e.g.. "#FF0000" (red) etc.

PrtDayNbrFontColor	Color of day numbers in the black and white print view of the Quarterly Overview.
	Use either standard HTML color names as, e.g., "brown", "red" etc. or RGB hex color values as e.g.. "#FF0000" (red) etc.
PrtFirstCellColor	Background color of cell that contains the mailbox names in the print view
PrtHeadingFontColor	Color used for the text of the date / time ruler in the black & white print views.
	Use either standard HTML color names as, e.g., "brown", "red" etc. or RGB hex color values as e.g.. "#FF0000" (red) etc.
PrtNameColumnFontColor	Color used for the text of the Name column (Mailbox names) in the black and white print views.
	Use either standard HTML color names as, e.g., "brown", "red" etc. or RGB hex color values as e.g.. "#FF0000" (red) etc.
PrtRulerColor	Background color of the cell headings in the print view (contain dates / times)
PrtSmallHeaderFontColor	Color in the black and white print views of the small header that is displayed if you disable the titlebar (NoHeader setting).
	Use either standard HTML color names as, e.g., "brown", "red" etc. or RGB hex color values as e.g.. "#FF0000" (red) etc.
PrtStdTextFontColor	Color used for normal text in the black & white print views (such as the description text for filters in the overviews).
	Use either standard HTML color names as, e.g., "brown", "red" etc. or RGB hex color values as e.g.. "#FF0000" (red) etc.
PrtSubHeaderFontColor	Color used for subheaders in the black and white print views (such as the name of the active group in the overviews or the display range in the detailed user views (detailed user weekly and monthly views).
	Use either standard HTML color names as, e.g., "brown", "red" etc. or RGB hex color values as e.g.. "#FF0000" (red) etc.
PrtWeekNbrFontColor	Color of week numbers in the black and white print view of the Quarterly and Bimonthly Overviews.
	Use either standard HTML color names as, e.g., "brown", "red" etc. or RGB hex color values as e.g.. "#FF0000" (red) etc.
QVRuler	Ruler to use in the Quarter View
	0 = none
	1 = days
	2 = weeknumbers
	3 = days and weeknumbers
RefreshMinutes	Page refresh interval in minutes

RulerColor	Background color of the cell headings in the overviews (contain dates / times)
ScrollView	True/False: Specify if a scrollbar should be displayed when the view exceeds the screen height.
SendInvitation	Controls whether and how the 'Send invitation' checkbox will be displayed when booking meetings. For meetings booked with 'Send invitation' turned on, Agenda/X will send an Outlook meeting request to all attendees, except the organizer. Please note that if a meeting request is not sent, users will not be notified of new appointments in their calendar and they don't have the option to accept or decline a meeting.

	1: set by user - default: on	The user can control if a meeting request should be sent to attendees or not. The 'Send invitation' checkbox is checked by default.
	2: set by user - default: off	The user can control if a meeting request should be sent to attendees or not. The 'Send invitation' checkbox is not checked by default.
	3: always send invitation	The 'Send invitation' checkbox is not displayed and Agenda/X sends Outlook meeting requests for meetings booked with the web interface to all attendees, except the organizer.
	4: never send invitation	The 'Send invitation' checkbox is not displayed and Agenda/X never sends Outlook meeting requests for meetings booked with the web interface. All meetings will be directly booked in peoples calendars, without their knowledge.

	Example: SendInvitation = 1
ShowAll	True/False: either includes or suppresses users that have no agenda entries either in the day or week overview
ShowBody	Specifies the column name in the database that contains the body-text of the appointment. If you specify 'Text' in the Additional fields configuration (see 'Configuring Agenda/X', the corresponding column name is 'ApptText'.
	If ShowBody is specified, Agenda/X will display not only the appointment subject, but also the appointment body text in the User Detailed Weekly view.
	Example: ShowBody = "ApptText"
ShowCalVersion	Version number of the ShowCal.ocx. Do not change this setting.

ShowDetForHideEntries	Normally, when you use the **Selected categories only** option, details of the meetings are not displayed.
	true: to show meeting details when the **Selected categories only** option is in effect.
	false: to **not** show meetings details when the **Selected categories only** option is in effect.
ShowNoGroupMenu	Enable / disable the Group Menu
	true: disable the Group Menu
	false: enable the Group Menu
ShowNoQuarter	Enable / disable the Quarter View
	true: Disable the Quarter View
	false: Enable the Quarter View
ShowNoStatus	Controls whether to display the Meeting Status (tentative/busy/out of office) filter caption in the overviews
	true: hide the Meeting Status filter caption
	false: show the Meeting Status filter caption
ShowNoWIW	Enable / disable the Who is Where View
	true: Disable the Who is Where View
	false: Enable the Who is Where View
ShowPhone	True/False: Shows phone numbers of employees next to their name in the name column, provided they have been entered in the Exchange addressbook.
SmallHeaderFontColor	Color of the small header that is displayed if you disable the titlebar (NoHeader setting).
	Use either standard HTML color names as, e.g., "brown", "red" etc. or RGB hex color values as e.g.. "#FF0000" (red) etc.
StdTextFontColor	Color used for normal text (such as text in the Personal Groups definition, deleting meetings, and the description text for filters in the overviews).
	Use either standard HTML color names as, e.g., "brown", "red" etc. or RGB hex color values as e.g.. "#FF0000" (red) etc.
SubHeaderFontColor	Color used for subheaders (such as the name of the active group in the overviews or the display range in the detailed user views (detailed user weekly and monthly views).
	Use either standard HTML color names as, e.g., "brown", "red" etc. or RGB hex color values as e.g.. "#FF0000" (red) etc.
TeamStatView	True/False: Enables/disables user and team statistics views
TimeRangeOnly	When enabled, overviews will **only show meetings** that fall within the **time range** specified in WorkhourStart / WorkhourEnd.

TimeZoneAdjust	True/False: For multiple site configurations only.

	True:	times are shown in the local site's time (e.g., a meeting of a user in the NY site from 1pm to 2pm will be displayed to a user in the LA site from 10am to 11am)
	False:	times are shown in local times (e.g., a meeting of a user in the NY site from 1pm to 2pm will be displayed to a user in the LA site from 1pm to 2pm)

UserInfo	True/False: adds the Exchange address book fields "Phone", "Office" and "Initials" to the display name tooltips
UserView1	Additional views selectable in the Group menu.
UserView2	
WeekNbrFontColor	Color of week numbers in the Quarterly and Bimonthly Overviews.
	Use either standard HTML color names as, e.g., "brown", "red" etc. or RGB hex color values as e.g.. "#FF0000" (red) etc.
WIWSmallIcons	True/False: Specify whether to display small or large icons in the Who is Where view.

	WIWSmallIcons = false	Large Icons are displayed
	WIWSmallIcons = true	Small Icons are displayed

WorkhourEnd	End hour of day in day view (24hr time format, e.g., 6pm = 18)
WorkhourStart	Start hour of day in day view (24hr time format, e.g., 6pm = 18)

AgentX.ini configuration parameters

The AgentX.ini file is used by the Agenda/X Update Service. Normally, you do not need to make any changes in this file, as all parameters can be configured with the Agenda/X Configuration (AgendaXCfg.exe, see the "Configuring Agenda/X" chapter). Some rarely used parameters are hidden from the Agenda/X Configuration, mostly needed for special tuning and logging purposes. These parameters can be manually modified or added with a Text Editor.

DelayAfterNumMbx

If your server is overloaded when the Agenda/X Update Service is running, you can configure it to 'sleep' after a number of mailboxes have been scanned. The time the service is 'sleeping' can be specified with the "DelaySecs" parameter

Example: DelayAfterNumMbx=10

The Agenda/X Update Service will 'sleep' after scanning 10, 20, 30, etc. mailboxes.

DelaySecs

Number of seconds the Agenda/X Update Service is sleeping after a number of mailboxes have been scanned. The number of mailboxes that have to be scanned before 'sleeping' can be set with the "DelayAfterNumMbx" parameter.

Example: DelaySecs=20

The Agenda/X Update Service will 'sleep' for 20 seconds after the number of mailboxes specified in "DelayAfterNumMbx" has been scanned.

LogEvents

The Agenda/X Update Service logs any errors or information in the Application Event Log. If you wish to turn this logging off, you can do so with this setting.

Please note: If you turn off Event Logging, **no** errors will be reported in the Application Event Log, except "The service was started" and "The service was stopped" information messages.

LogEvents=0   turn logging **off**

LogEvents=1   turn logging **on** (default)

LogonMailbox

The Agenda/X Update Service logs on to the Exchange Address book anonymously. This requires, that LDAP anonymous access is enabled. If you do not wish or can't enable anonymous LDAP queries on your Exchange Server, you can specify a mailbox account used to read the Exchange Address book.

This parameter can be set interactively in the Agenda/X Setup. If you want to change it later, you can edit the LogonMailbox and LogonServer parameters in AgentX.ini.

Specify the full X.500 address (directory name) of the mailbox. Please note that you also need to set the 'LogonServer' parameter.

Examples:

/o=Org/ou=First Administrative Group/cn=Recipients/cn=user1 (MSX2000)

/o=Org/ou=Site/cn=Recipients/cn=user1 (MSX5.5)

LogonServer	The Agenda/X Update Service logs on to the Exchange Address book anonymously. This requires, that LDAP anonymous access is enabled. If you do not wish or can't enable anonymous LDAP queries on your Exchange Server, you can specify a mailbox account used to read the Exchange Address book.
	This parameter can be set interactively in the Agenda/X Setup. If you want to change it later, you can edit the LogonMailbox and LogonServer parameters in AgentX.ini.
	Specify the NETBIOS- name of the Exchange Server that hosts the mailbox you set with the 'LogonMailbox' parameter.
	Example:
	LogonServer=SRVEG01
NoOrganizer	If you do not wish to display who organized a meeting, you can disable scanning for the Organizer field.
	NoOrganizer=0 Organizer field is scanned (default)
	NoOrganizer=1 Organizer field is **not** scanned
OracleHint	If you are using Oracle®, you can optimize the time needed to insert a record into the Agenda/X database by using HINTS. The statement set for this parameter will be appended to all INSERT statements the Agenda/X Update Service sends to the Oracle® database.
	Example:
	OracleHint=/*+ APPEND */
	This hint will disable redoes when inserting records to the Oracle® database.
TimeLog	This setting is used to trace network / permission problems. When activated, it creates event logs for every mailbox that detail how much time is spent for which actions during a mailbox scan.
	TimeLog=0 turn detailed logging **off** (default)
	TimeLog=1 turn detailed logging **on**

Date Settings (GLOBAL.ASA)

The GLOBAL.ASA file is located in the Agenda/X installation folder and contains an entry that determines the way dates are displayed in the client's browser. The setup wizard lets you chose a default locale. If you want to change this setting, edit GLOBAL.ASA as indicated below by setting the "CodePage" variable to the corresponding locale identifier ("LCID"). Different locale ID's exist for many countries and the most popular one's are shown below, the rest can be found in GLOBAL.ASA. Remove the leading quotation mark for the line you want to activate and add a leading quotation mark for the line to be deactivated:
Do not leave 2 or more lines unquoted. In this case, the last unquoted line would override the preceding lines.

```
<SCRIPT LANGUAGE="VBScript" RUNAT="Server">
Sub Application_OnStart
  Application("CodePage") = 0     'Use Server default
' Application("CodePage") = 1031 'Germany
' Application("CodePage") = 1033 'USA
' Application("CodePage") = 2057 'UK
End Sub

Sub Application_OnEnd
End Sub

Sub Session_OnStart
  Session("LEVEL") = 0
End Sub

</SCRIPT>
```

Note: If you use Internet Information Server 3.0, you should leave the default setting ("0") since IIS 3.0 does not support Locale ID settings!
Also note that language support for the selected locale must be installed on IIS.

6 Support and Services

Technical support on the World Wide Web

If you have problems setting up Agenda/X on your computer, please visit our FAQ at
http://www.amrein.com/agendax/go/faq for answers to the most frequently asked questions.

Other Agenda/X Support Options

A licensed version of Agenda/X enables you to access regular tech support via e-mail or self- help
(FAQ, Knowledge Base, etc.). If you cannot find the solution to the problem you experience with
Agenda/X on our Web site, please fill out the Support Request form, which can also be found on our
Web Site, as this will help us to better assist you. We also offer limited technical support during the
30-day evaluation period to get you up and running with Agenda/X.

If you require a faster response time, you have the option of purchasing a Priority Support Package
for a nominal fee that includes

- first level support (9 - 5.30 Monday - Friday, except Public Holidays) in the UK
- priority support (24hr response time Monday - Friday, except Public Holidays) elsewhere.

Feedback / Technical questions

We appreciate your feedback on Agenda/X. Many of the features presented in the current version of
Agenda/X originate from 'wish-lists' of our customers. Please understand that not all suggestions can
be integrated into future versions of Agenda/X. However, we will try to incorporate the most
commonly suggested features.
Please direct all enquiries, technical questions, and suggestions to the following e-mail addresses:
info@amrein.com, support@amrein.com, or write to:

Amrein Engineering AG, Rohrerstrasse 100, CH- 5000 Aarau, Switzerland

For UK Supply & Support, contact:
Essential Computing, Channel Court, Hill Road, Clevedon, BS21 7NB
Tel. +44 01275 343199, Fax. +44 01275 340974
sales@essential.co.uk or support@essential.co.uk

7 Common Problems and Solutions (FAQ)

This is a list of frequently asked questions and their answers / solutions. If you don't find the answer to your problem here, please visit http://www.amrein.com/agendax/go/faq for the latest edition of this FAQ.

Service related Problems

Problem: **The Agenda/X Update Service reports one of the following Errors in the Application Event Log:**
- MAPI_E_LOGON_FAILED (80040111)
- MAPI_E_UNKNOWN_FLAGS (80040106)
- General Error - Output: The version of MAPI installed is not supported.

Solution: A version of MAPI32.DLL or CDO.DLL that is unsupported by Agenda/X might be installed on your system. Outlook 2000 replaces the 'real' MAPI32.DLL with a 'stub'- DLL that doesn't work and doesn't contain the functions used by Agenda/X to read Calendar information from Exchange Server.
Please check the following:
- ✓ Did you install the Exchange 5.5 Administrator from the Exchange 5.5 or Exchange 2000 CD-ROM?
- ✓ Did you add the ExchSrv\BIN path to the PATH environment variable ((My Computer / Properties / Advanced / Environment Variables / System Variables / Path)?
- ✓ Search in the registry for the following string: "MAPI.Session" (without the double quotes). When you've found it (or "MAPI.Session.1"), look in the same key for an InprocServer32- Default value and compare the location of the CDO.DLL set there with the one that you're looking at. Both the MAPI32.DLL and CDO.DLL in this location should have a File version of V5.5.2178.0 or higher.
- ✓ Search your hard drive for other locations of MAPI32.DLL and CDO.DLL and replace the ones found there with the V5.5.2178.0 (or higher) version found above or delete them.

Problem: **Agenda/X does not work with MAPI- Version installed by Outlook 2000.**
Agenda/X reports logon failures or reports that the version of MAPI installed is not supported by Agenda/X.
(General Error - Output: The version of MAPI installed is not supported.)

Solution: Agenda/X V4.0 works with the most recent versions of Exchange 5.5 as well as Exchange 2000 (V6.x). Outlook 2000 installs 'stub'- versions of MAPI32 and CDO DLLs. These stubs should in turn call the 'real' versions that contain the functions needed by Agenda/X and were originally located in MAPI32.DLL and CDO.DLL. However, this mechanism does not work, and is out of our hands to solve.
Because of that, we require the 'real' MAPI32 and CDO DLLs to be installed in order for Agenda/X to work properly. This can easily be accomplished by installing the Exchange Administrator and by registering CDO.DLL with the regsvr32 command.
- ➪ Install a MAPI32.DLL / CDO.DLL pair higher or equal to V5.5.2178.0 by installing the Exchange Administrator and registering CDO.DLL with the 'regsvr32 [path to system32]\cdo.dll command.

Problem: **Application Event Log states 0 mailboxes scanned - x mailboxes on other sites**
Solution: Run the Agenda/X Configuration program and click on 'Servers'. Then, enter each Exchange server in your organization that contains mailboxes that you want to scan with the service, and point them all to the same datasource (the one that you entered during Setup / the datasource that is listed on the configuration main screen under 'local datasource'). Be sure to enter the db username and password in case of a SQL- server datasource.
Once all your Exchange servers are listed in the 'Available servers' list, copy them with the '<>' button to the 'Servers to scan locally' list.
Then, restart the service and wait some time for it to complete.

Problem: **The Agenda/X Update service reports one of the following 2 errors:**
- The Microsoft Exchange Address Book was unable to log on to the Microsoft Exchange Server computer. Contact your system administrator if the problem persists. MAPI was unable to load the information service EMSABP.DLL. Be sure the service is correctly installed and configured.
- General Error - Output: The version of MAPI installed is not supported.

Solution: This problem can have different causes:
- You have an old version of MAPI32.dll installed.
- MAPI may be unable to locate the correct Global Catalog Server (Exchange 2000 only).
- In some cases, the way the Agenda/X Update Service logs on to the address book to read information about the calendars to scan fails. In this case, another method can be used (V4.5 only).

➪ Please check the version of your MAPI32.DLL in your SYSTEM32 directory. It should be at least 5.5.2178.0 or higher. If you have a MAPI32x.DLL which meets this version requirement, rename it to MAPI32.DLL. The next time you start Outlook on this machine, Outlook will prompt you with the following error message:
"A recently installed program may cause MS Office or other e-mail-enabled programs to function improperly. Outlook can resolve this conflict without affecting the program that originally caused the problem. Do you want Outlook to resolve this problem? Yes/No". Answer NO to this prompt at all times, otherwise, Outlook will again replace MAPI32.DLL with an old version (V1.0.xxxx).

➪ Set a registry key on the machine that runs the Agenda/X Update Service to force MAPI to use the correct Global Catalog Server:
1. On the Start menu, click Run.
2. In Open, type "regedit" (without the quotation marks).
3. Locate the following registry key: HKEY_Local_Machine\Software\Microsoft\Exchange\Exchange Provider
4. Right-click Exchange Provider, point to New, and then click String Value.
5. Type "ds server" (without the quotation marks), and then press ENTER.
6. Right-click ds server, and then click Modify.
7. In Value data, type the NETBIOS name of the global catalog server.

➪ The alternative method to log on to the address book has been added to Agenda/X V4.5. Please provide a 'Logon Mailbox' to use to logon to the address book during Setup, instead of selecting 'Logon anonymously'.

Problem: **Agenda/X does not scan public calendar folders**
Solution: Due to a lack in the Microsoft SDKs for Exchange Server and Microsoft refusing to give us information about some unpublished interfaces, it is currently not possible to scan public folder calendars.

Problem: **New appointments do not show - Wait time between cycles in Agenda/X.**
I have 'Wait time between cycles' set to 5 minutes in the Agenda/X Configuration (AgendaXCfg.exe). Why is my data not updated after 5 minutes?
When I create a new appointment in Outlook, it's still not visible in Agenda/X after 5 minutes.
Solution: The update time of data visible in the Agenda/X overviews depends on two factors:
- How long it takes for a complete cycle
- The Wait time between cycles setting in the Agenda/X Configuration.

You can find out how long the Agenda/X Update Service takes to complete a full cycle by looking at the Application Event Log on the machine where the Agenda/X Update Service is installed. After each cycle, you will see a 'Task finished. Elapsed Time: hh:mm:ss' event. This is the time, the Agenda/X Update Service needs to complete a full cycle. This time varies from machine to machine and depends on the number of mailboxes you scan with the Service.
After completing a cycle, the Agenda/X Update Service waits for the amount of time you specify for 'Wait time between cycles' in the Agenda/X Configuration. For example, if it takes 5 minutes to complete a cycle and you have 'Wait time between cycles' set to 15 minutes, the data you see in the Agenda/X overviews will be updated every 20 minutes.

Problem: **General Error - Output: Process [path]\AgentX.exe returned an error**
Solution: A required DLL is missing.
➪ Install Exchange Administrator on the machine where you run the Agenda/X Update Service.
➪ Download and install the latest MDAC (Microsoft Data Access Components) from the following Web site: http://www.microsoft.com/data
➪ Reinstall Agenda/X.

Web Application related Problems

Problem: **What are the filters in the Agenda/X overviews for? What field in Outlook must be populated in order for it to be filtered?**

Solution: The first 3 filters at the top (tentative, busy, out of office) are the meeting status. This is what you select in the 'show time as' field when creating an appointment. These cannot be changed. The rest of the filters refer to the categories you specify when you create a meeting. They can be configured in the Administration homepage to whatever you like, not just the standard Outlook categories.

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Problem: **'Unknown User - Please contact your system administrator' when booking a meeting with Agenda/X**

Solution: Agenda/X was not able to pick up your NT username, which is required for meeting booking. The meeting booking feature does not work with anonymous access.
   ➮   You have to set 'NT challenge/response' (Integrated Windows Authentication on IIS5), or 'Basic authentication' on the virtual directory as the ONLY directory security method. This is required for the meeting booking feature as stated in the manual. Please note that if you have 'anonymous' access set also, this will override all the other settings.

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Problem: **You are not authorized to view this page - HTTP Error 403 - Forbidden.**

Solution: Your current security prohibits access to the Agenda/X Web application.
   ➮   Make sure that you are using 'NT challenge-response' (Integrated Windows Authentication on IIS5), or 'Basic authentication' ONLY as the directory security option on the virtual directory that you set up for Agenda/X. In addition to that, make sure that you have sufficient NTFS- permissions on that directory - both the Agenda/X installation folder and the AGENDA subfolder. Please ensure that Everyone has 'Full control' on those directories.

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Problem: **Application restarting error and Anti-virus software**

Solution: When Agenda/X or any other Web application is used on a server that runs Anti- virus software, the following error may appear from time to time: Application restarting.
When anti-virus software scans an IIS Web application, IIS may behave as if the GLOBAL.ASA has been modified and thus restart the web application.
   ➮   Turn off virus scanning on the GLOBAL.ASA file.

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Problem: **Meeting booking displays error.**
When you try to book a meeting, you get the following error message:
Microsoft VBScript runtime error '800a01b6' Object doesn't support this property or method: 'RS.GetString'

Solution: The RS.GetString method is not implemented in earlier versions of the Microsoft Data Access Components (MDAC). Please download and install the latest MDAC (Microsoft Data Access Components) from the following Web site: http://www.microsoft.com/data

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Problem: **How to change the Browser update time in Agenda/X**

Solution: Edit the "Screen Refresh Interval" on the Administration homepage.

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Problem: **Holidays and Bank holidays are not shown in the overviews**

Solution: Holidays and Bank holidays imported into Outlook are automatically filtered out and not shown in the overviews. This is by design. Adding public and bank holidays from each Outlook calendar dramatically increases the Agenda/X database. These holidays, as well as all appointments categorized as 'Holiday' or 'Feiertag' in German are thus filtered out by the Agenda/X Service. Version 3.1 of Agenda/X added a feature to turn the filtering of public and bank holidays off.
   ➮   Please note that turning filtering off will increase the database size and may affect performance.

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Problem: **Administration homepage cannot be found**
'Administration'- entry not visible on Agenda/X Main menu

Solution: Specify all Agenda/X Administrator NT Accounts in the Agenda/X Configuration (AgendaXCfg.exe). Separate multiple account names by semicolons. Use the Microsoft Management Console application to configure the

Agenda/X virtual directory to use the 'Microsoft Challenge Response Protocol' (Integrated Windows Authentication on IIS5), or 'Basic authentication' as outlined in the Administrator Guide.

Problem: **Unspecified Error in Agenda/X Web application / overviews**
When trying to connect to an Access.mdb file, an ODBC error is returned stating "Disk or Network Error".
The Microsoft OLE DB Provider for the Microsoft Jet database engine may also return an "Unspecified error" (error code = 0x80004005) message.
The problem can occur only when the data source is opened under the Microsoft Internet Information Server (IIS) or a Microsoft Windows NT service but not under a logged-on user account.

Solution: Define a TMP or TEMP environment variable and assign the variable to an existing folder. Be certain to check the system environment settings rather than environment variables of the logged-on user. Also ensure that the IUSER anonymous IIS account has access to the temporary folder.
You must restart the computer after changing any environment variables. Environment variables are set by going to the Control Panel and clicking System and then selecting the Environment tab (Advanced, Environment variables under Windows 2000).

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Problem: **Booking meeting shows all users with read permission as meeting Organizers**
When you book a meeting in Agenda/X with the Send Invitation checkbox selected, you can select any user that has granted you read permissions to his/her calendar folder as the Meeting Organizer.

Solution: This is by design. As Agenda/X is a Web Application and therefore not related with Exchange Server, Agenda/X only knows the NT username of the person currently logged on to the Agenda/X application. There is no relation between an NT username and a Mailbox name. As Agenda/X currently only reads 'Read' permission from Calendar folders, Agenda/X presents the user with a list of all mailboxes, where he or she has read permissions to select as a meeting Organizer.

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Problem: **No information displayed in the overviews**
Solution: Please check the following:
- ✓ Check the Application Event log on the machine where the Agenda/X service is running for possible errors.
- ✓ Check that the Agenda/X Update Service is running with the Exchange Service Account
- ✓ Check that the Agenda/X Update Service has completed a full cycle. You will see an Application Event log that says:
  Task finished.
  Elapsed Time: xxx
  Mailboxes Scanned: x.
  Mailboxes on other sites (not scanned locally): x.

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Problem: **"Could not use '(unknown)'; file already in use" displayed in the overviews**
The Agenda/X Web application displays the following Error message:
001: -2147467259:[Microsoft][ODBC Microsoft Access Driver] The Microsoft Jet database engine cannot open the file '(unknown)'. It is already opened exclusively by another user, or you need permission to view its data.

Solution: Either a user has opened the Agenda/X database with MS Access, or security problems prohibit access to the database.
Jet creates a temporary file when the engine is started. In doing so, it first checks the TMP environment variable and uses that path to define where the temporary file is created. If it doesn't see a TMP environment variable, it looks for the TEMP environment variable. If TEMP is not defined, it then uses the Windows folder (\WINDOWS or \WINNT).
If TMP/TEMP is defined but points to a nonexistent folder, the error occurs.
Moreover, when opening the Access database through IIS or a Windows NT service, and when IIS or the service is running under the local system account, the TMP or TEMP system environment variable is used. When the Web services or Windows NT service are started using a user account, the TMP/TEMP user profile environment variables is used.
- ➪ Make sure that no user has the database opened with MS Access. Define a TMP or TEMP environment variable and assign the variable to an existing folder. Be certain to check the system environment settings rather than environment variables of the logged-on user. Also ensure that the IUSER anonymous IIS account has access to the temporary folder.

You must restart the computer after changing any environment variables. Environment variables are set by going to the Control Panel and clicking System and then selecting the Environment tab (in Windows 2000: Advanced / Environment Variables).

General Questions

Problem: **Why do I need to install the Exchange Administrator on IIS?**
Solution: We require the Exchange Administrator to be installed because Agenda/X uses some Microsoft DLLs that we are not allowed to redistribute.

- ➭ You can install the Exchange Administrator by running the Exchange Server Setup and deselecting everything but the Administrator.
- ➭ Alternatively, though more tricky, you can run the Setup program and it will tell you which DLLs you are missing. You then have to manually copy them from your Exchange Server and register them with the System Registry (regsvr32 xxx.dll).
  After Setup, make sure that AgendaXCfg.exe and 'AgentX.exe x' (from the command prompt) starts without errors.

Problem: **How can I make Agenda/X secure?**
Solution: There are currently 3 possible security settings you can make in Agenda/X, as described in "The Security Screen" in the "Configuring Agenda/X" chapter of the manual (AgendaX Manual V4.5.pdf). Please note that some of the security settings require you to set 'NT challenge/response' (Integrated Windows Authentication), or 'Basic authentication' as the ONLY directory security option on the IIS virtual directory you created (turn off anonymous access).

- ➭ If you want to further secure Agenda/X, you can do so by installing it on multiple virtual directories, each having their own Agenda/X Update Service, and just scanning the users you want to see in this installation. You can then use NTFS or the properties of the virtual directory to make it available for just a closed user group.

Problem: **How do I install multiple Agenda/X Services on one machine?**
Solution: You can install any number of Agenda/X Update Services on the same machine. You might want to do this to

- • Increase speed if you are scanning a lot of mailboxes
- • Add additional security with each of the services scanning just the groups of people that are allowed to see each others calendars and denying others to access

Setting up multiple virtual directories on the same server is actually quite simple, just follow these steps:

- ✓ You must have a working copy already installed in virtual directory 1
- ✓ Copy all of the contents of both the AgendaX and AGENDA subdirectory into other directories of your choice (e.g., AgendaX2, AgendaX3 etc.)
- ✓ Set up a virtual directory on IIS for each of the newly created directories
- ✓ Download the Multiple Service configuration utility from our homepage (http://www.amrein.com/agendax), it's located under downloads, tools
- ✓ Start the AGXMultiSvcCfg.exe tool downloaded and setup the additional services, giving each an individual name and specifying the additional directories into which you copied the contents of your original installation
- ✓ Go into each of the installation directories and make the appropriate changes, e.g., which groups to scan with this installation, specify a separate datasource for each installation, etc.
- ✓ Finally, start the Agenda/X services and watch the Event log for possible errors
- ✓ Optionally, set NTFS access permissions in each of the virtual directories to specify which users are allowed to access and which aren't.
- ➭ Note that if you want to connect the different Agenda/X installations (e.g., if you are setting up multiple services to increase speed), group names in the individual installations must match exactly and you have to fill out the Server configuration in AgendaXCfg.exe as described in the Administrators guide.

As far as licensing, you just have to make sure that the total number of mailboxes scanned with all of the services (one mailbox scanned with multiple services counts as one) does not exceed the total number of licenses purchased.

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