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## Lotus Notes Calendar Tips and Tricks

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## Agenda

- Managing with User Preferences
- Repeating Meetings
- Rooms and Resources
- Upgrades and Coexistence
- Scheduling and Printing
- Time Zones and Daylight Saving Time
- Tips and Tricks

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## Managing with User Preferences

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### Help Users Avoid Mistakes

- Most users simply use their calendar
  - They may find a few functions they like
  - They may make mistakes that are easy to make
  - Accidental deletions from calendars are common
- Notes preferences can give users more options
  - Most make working in calendars more efficient
  - And can help stop mistakes
  - But sometimes more options lead to confusion

Helping users control their environment with preferences is possibly the highest impact change you can do

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## Options for Displaying in Mail Views

- There are ways to reduce the chances for inadvertent deletions
  - Don't display meetings in views that would tempt users to delete them
    - All Documents and Sent seem to be the most tempting
    - Users often don't understand that only one copy exists
    - Remove notices after you respond to keep Inbox clean

To set additional calendar preferences, including display an alternate time zone, choose File - Preferences - User Preferences and click International - Calendar.

Displaying Calendar Entries in Mail Views

Put C&S documents into a special New Notices MiniView for processing  
 Don't display new calendar entries and notices in the All Documents view of Mail  
 Don't display new Meeting invitations in the Sent view of Mail  
 Remove Meeting invitations from your Inbox after you have responded to them

Types of Meeting notices to be shown in your Inbox



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## Options for Displaying in Mail Views (cont.)

- Types of notices to be shown in Inbox
  - Options are:
    - All
    - None
    - All except responses
      - This one seems right
      - But, if a room sends a decline, it's a response

With this option, the response shows in the MiniView and in the All Calendar Entries view

You'll need to train your users to check the MiniView

Otherwise, they might miss a response

Because it won't be in the inbox (where they might delete it)



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## Options for Displaying in Mail Views (cont.)

- Autoprocessing

Automatic Inbox Management

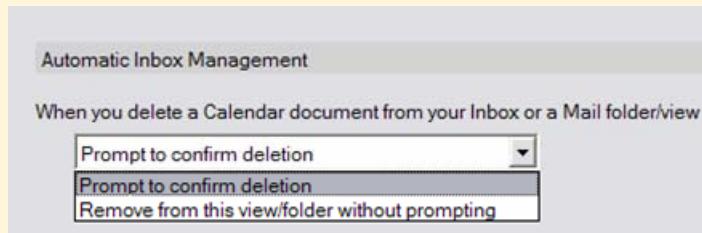
By default, users are prompted when they try to remove a calendar entry from any *non-calendar* view

A better option is available

Choose “Remove without prompting”!

The notice is removed from the inbox, reducing clutter

The notices are always in the All Calendar Entries view



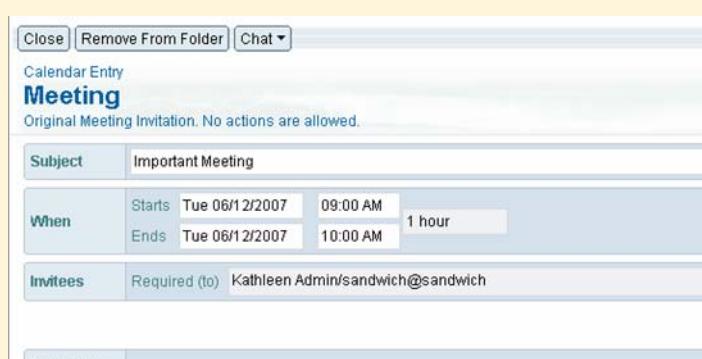
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## A New Option for Notes 7

- Designed to help reduce the temptation to delete important notices

After an invitation is accepted, if it's in a mail folder

“Remove From Folder” option is now available



## **Deleting from Calendar Views**

- When users delete entries from any Calendar view:  
Not the Inbox, but Calendar views  
Calendar, All Calendar Entries, etc.  
There is no prompt unless it's a repeating meeting  
Soft deletions do not apply to calendar notices  
The workflow would be broken  
Education is the only option!  
When a document is deleted from the calendar, it's gone  
Let's see why



## **About Soft Deletions with Calendars**

- Soft deleted documents are not truly deleted  
Busystime would never be freed if Calendar entries were stored in Trash  
Also there is no way for the code to know what is restored versus new
- Example: You have a meeting with a room  
You cancel that meeting, freeing up the room and your time  
I book that room and invite you at the newly free time  
24 hours later, you "restore" your meeting  
We both now have valid acceptances – NOT GOOD!
- Soft deletes do not work for Resources or Meetings  
You must let your users know this



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**Repeating Meetings in Lotus Notes**

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### How Repeating Meetings Work in Calendars

- In all releases since R5, repeating meetings have worked as parent/child document hierarchy
  - Parent document doesn't show in calendar
  - Child documents show in calendar
  - Child documents have CalendarDateTime field
- CalendarDateTime field is on anything that shows in the mail calendar
  - Verify using the view selection formula of the calendar views
- Not the same in the Resource database in Domino 7 and beyond
  - All reservations show in the calendar in the RRDB
  - There is no parent/child relationship

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## How Repeating Meetings Work in Calendars (cont.)

- All instances of a meeting, parent or child, have the same ApptUNID
  - This field is a text version of the UNID
  - Child documents have RepeatInstanceDates field
    - The pair of ApptUNID and RepeatInstanceDates identifies an individual instance of a meeting
  - Each repeat instance (child document) also contains a \$Ref field, which is the ApptUNID
    - There is a hidden view called (\$ApptUNID) in your mail
    - In case you need it for troubleshooting
- TIP: If a meeting doesn't show on the calendar
  - Look in the All Calendar Entries view to see if it's there
  - Check for missing CalendarDateView fields



## How Repeating Meetings Work in Calendars (cont.)

- Initially, 2 documents appear in the All Calendar Entries View for repeating meetings
  - The Parent documents contains the original dates
  - The child document has the list of consecutive meetings in which all the items of the meeting are the same
  - The child document shows in the calendar views
    - Repeat instances are the same document displayed multiple times

	Day	Week	Month	All Calendar Entries
	Meeting Time	Subject	Chair	
▶	06/04/2007 01:30 PM	Accepted: Plan presentations	Chris Miller	
▶	06/14/2007 01:00 PM	Online Meeting test	Susan Admin	
▼	09/10/2007 03:00 AM	Repeating meeting with no reschedules	Susan Admin	
★		Kathleen Admin can meet at the suggested time		
★		Meeting Room A has been reserved		
		Repeating meeting with no reschedules (09/10/2007 03:00:00 AM), Repeating meeting with no reschedules (09/11/2007 03:00:00 AM), Repeating meeting with no reschedules (09/12/2007 03:00:00 AM), Repeating meeting with no reschedules		



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## How Repeating Meetings Work in Calendars (cont.)

- As individual meetings are rescheduled or changed, other child documents are created.

For each instance changed, a new child document is created with the new information.

For instances that are not changed, documents will be similar to the original child document

Meeting Time	Subject	Chair
06/04/2007 01:30 PM	Accepted: Plan presentations	Chris Miller
06/14/2007 01:00 PM	Online Meeting test	Susan Admin
09/10/2007 03:00 AM	Repeating meeting with no reschedules	Susan Admin
09/10/2007 07:00 AM	Repeating Meeting with one reschedule	Susan Admin

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## Troubleshooting Repeating Meetings

- If a meeting fails to show in the calendar views
  - It could have been deleted
  - The CalendarDateTime field could be corrupt
  - Or even missing
  - Some instances tied to virus or scanning software

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## How Repeating Meetings Work in Calendars (cont.)

- There is currently no API to allow programmers to access this workflow  
But one is being developed
  - No delivery date yet
- The C&S schema can help your developers  
<http://www.ibm.com/developerworks/lotus/documentation/dw-l-calendarschema.html>



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## Rooms and Resources



## How Repeating Rooms and Resources Work

- Pre-R7, room repeats are the same as the calendar
- In R7 and beyond:
  - Rooms and Resource database went back to the "old" (pre-R5) model
    - Each meeting instance is a single document
    - Easier to edit or modify single instances
      - Yes, even repeating meetings
      - If direct booked in the RRDB
    - Allowed the ability to implement Transfer Reservation
  - Troubleshooting is clear cut
    - One document per repeat instance



## How Repeating Rooms and Resources Work (cont.)

- Any non-repeating reservation request is a single document
  - The RnRMgr will process it and make changes to that specific doc as it is processed
- Any repeating reservation request is a single document that gets changed into a single document per repeat instance
  - All docs in the same meeting have the same ApptUNID value
    - There is no \$Ref field involved
    - Use the ApptUNID item to find all the "children" docs
      - All part of the same set



## Resource Reservations

- The Resource Reservation system changes completely after Domino 6.5.x
  - A new server task controls the Resource system
  - In Domino 6, there is still a chance for double-booking
    - If a user books in the resource database while a mail user is also booking
    - There's no workaround for this
    - That's why we re-worked the process
  - A few tips will make the system work smoother until then



## Resource Reservations Tips

- Having room owners can slow responses
  - Requesters must wait for approval
  - If possible, set rooms for No Owner restrictions
- Restricting available hours for rooms can confuse users
  - Choose to allow rooms to be used 24 hours a day
- For repeating meetings, book using the Resource Reservation database
  - Free time searches the first instance only
    - When searched from the mail
    - Still this way in Domino 7 and 8
  - When booked from inside the Resource database, all repeat instances are searched



## Resource Reservations Tips (cont.)

- Users often want private rooms
  - You can hide the room from the directory with reader fields
  - You CANNOT hide it from schedule
  - It will return the rooms in a search for free rooms
- You cannot create a separate directory
  - Free time searches the primary directory only
  - You can create a room with no mail-in database document
  - That just doesn't work ...
  - Make them "Owner only can book"
  - Users can see and request them, but they get turned down



## Quick Setup Tips (Domino 6.x)

- To set up your Resource Reservations system:
  - Create a new resource database from the template
  - Give yourself the proper role to create resource
    - You'll forget to do this
  - Create your site
    - Your location document must list the correct domain
  - Create resources
    - Let adminp run
      - It creates the mail-in database documents
    - Replicate and index the directory
  - Use your new system!



## Quick Upgrade Tips (Domino 6 to 7 or 8)

- File → Database → Replace Design
  - Or use the convert task with the -d option
    - See Admin Help for details
- Load the RnRMgr server task
  - Only needed on the servers where Resource databases exist
    - Add to the server INI or config doc to ensure startup
- Enable all four scheduled agents
  - They are disabled when you replace a design
    - For all databases, every time
- Earlier versions of the Resource Reservation databases will fail on a Domino 7 server!
  - Technote 1219243 gives details



## Which Does What?

- In versions prior to Notes 7
  - Sched task manages busystime
    - For each server individually
  - CalConn talks server to server
  - Router does autoprocessing and other processing functions
    - Responses, Mail workflow
  - The template itself has much code and does lots of work
    - Both mail template and RRDB template
    - Look at the Script libraries, forms, and views if you need proof



### Which Does What? (cont.)

- Schedule Manager task in R7.x ignores the RRDB
  - During task startup, Sched task registers any database with a Calendar Profile
    - Unless it's a Resource Database
    - RnRMgr does the things Sched used to do (and more)
    - Handles busytime
    - Talks to CalConn
  - This is one reason Domino 6 RRDBs will not function on D7 servers
    - Domino 6 RRDBs also require router functionality that is moved to RnRMgr
    - R5 RRDBs will not work either
      - And aren't supported



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### Which Does What? (cont.)

- RnRMgr is responsible for accepting or rejecting requests from all sources
  - Direct booked docs
  - Replicated from clustermates
  - Booked through mail
    - Helps prevent double booking
- Handles work formerly done elsewhere
  - By the Sched task – mentioned already
  - By the Router
    - In the RRDB template for the resource databases



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## Changes in the Direct Book Process

- When you create a new reservation in the database

The views and forms look almost the same as in Notes 6

Except

When you create a new reservation, the text on the form says "Your reservation request is not booked until the system determines that there are no conflicts for the requested date(s) and time(s)."

This means that the RnRMgr must run first

### New Reservation Request

Your reservation request is not booked until the system determines that there are no conflicts for the requested date(s) and time(s).



## Digging a Little Deeper

- A new field is inserted on the request

RQStatus

The R7 RRDB template and the R7 Router set the field

"T" on any new docs that are created/delivered

- The request lands in a hidden view for processing

\$nlookup

If multiple requests for the same room are sent, they sort out here

- RnRMgr processes the request

Changes the RQStatus field

"A" – Accepted

"R" – Rejected or Declined



## Digging a Little Deeper (cont.)

- Some documents may be missing the RQStatus field
  - These are pre-R7 documents
- RnRMgr requires this field on documents
  - If you are programming to generate your own requests, you need to add this field with this value
  - Or risk RnRMgr not picking up and processing the request



## RRDB Clustering

- R7 and beyond support clustering of the Resource database
  - Requirements:
    - Primary server must be R7 or later
    - The design of all clustered copies of the database must be R7 or later
    - RnRMgr must be running on the servers that will act as backup
  - The Admin server of an RRDB is considered the primary server
    - Other clustermates will be used in alphabetical order



## How RRDB Clustering Works

- When the primary server stops processing requests:
  - Clustermates realize it's not coming back
  - The next server in the cluster picks up the processing
    - Remember, they go in alphabetical order
  - This server will continue to process all requests
    - Until it goes down or is recycled
    - Then processing will fail back to the primary
  - You do not need to let it fail back
    - Any of the clustermates can do the work



## Clustering

- Once a day, RnRMgr scans for any "missed" docs
  - Or docs that were created by clustermates and replicated over
    - Refresh runs at 2 am
      - Also when RnRMgr task restarts
- Plan your cluster in advance
  - So you know which server will be the first backup
- Release 6 servers can hold a replica copy of a D7 RRDB
  - It cannot process requests, only supply backup copy of RRDB
    - You won't do it though
      - You have to turn off the router



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## Preferred Sites and Resources

- Problem: There are often too many rooms listed  
You have to drill down through many levels to find "your" rooms
- Solution: Favorite Sites and Favorite Resources  
You can limit the list to the ones you use the most
  - Create a list on the Preferences tab of your calendar
  - Create a list as you use the rooms
  - You can also use a mail policy

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## Preferred Sites and Resources (cont.)

- Set up in preferences (or use a policy)

The fields below allow you to have default settings for scheduling rooms and resources in meetings. Example: The Room and Resource pickers will allow you to choose from your preferred list specified below, and the Find Room and Find Resource dialogs will open with your default site specified below.

Default Meeting Settings for choosing Site

Preferred Site

New Building

Use preferred site as the default site in the Find Room and Find Resource dialogs

Prompt to reset your preferred site when scheduling within a site that is not your current preferred site.

Default Meeting Settings for Rooms and Resources

Rooms | Resources |

Preferred Room(s) List

Big Room/New Building  
Keith's Room/New Building  
Average Room/New Building

Manage Rooms List

Preferred Room list management:

Prompt me to add rooms to my list when scheduling meetings

Always add rooms to my list when scheduling meetings

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## Preferred Sites and Resources (cont.)

- How it works:
  - List is maintained in the user's Calendar Profile
- How to use this:
  - Use a policy to set for users if you know their location at registration time
    - Leave it open for them to add or modify
- If a room is deleted or renamed
  - The user list isn't updated
    - User still sees old name or deleted room

SPR # GFLY6K8QFK

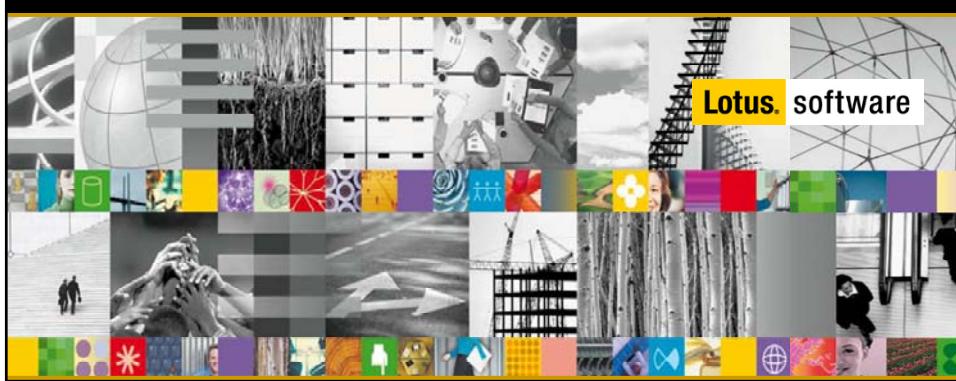
Investigating for future fix



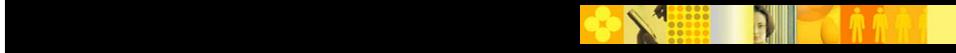
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## Upgrades and Coexistence



## Coexistence and Upgrades

- Notes Calendar and Resource systems are complex
  - The code exists in several places
    - In the "core" code (compiled code) of the server and client
    - In the server in several places
      - Router
      - Sched
      - CalConn
      - RnRMgr
    - In the mail templates
    - In the resrcx.ntf template
  - When you upgrade only one of these, you may not get the optimum experience



## Coexistence and Upgrades (cont.)

- Notes and Domino are famous for backward compatibility
  - And C&S systems are backward compatible
  - To a point
- Domino 7 servers require the Domino 7 design for RRDB
  - Any older designs will fail
  - We saw the reasons why earlier
    - The new server task made the change necessary
    - You must upgrade the design



## Coexistence and Upgrades (cont.)

- Some of the newest features require that you upgrade server, templates, and client

Because changes are made in several places

You can get partial functioning of new features with partial upgrades sometimes

- Notes 6 clients can use the Domino 7 RRDB

Either through the calendar or direct booking

You do not have to upgrade the client mail server or template

You can upgrade RRDB today

Get the new features



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## Coexistence and Upgrades (cont.)

- Notes 5 clients cannot use the Domino 7 RRDB

Even through the calendar in early versions of 7

Technote 7006547 states that SUPPORTED clients can use the new RRDB

R5 is an unsupported client version

Domino 7.0.3 has a template fix for R5 clients booking through C&S



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## Upgrading the Resource Reservation System

- Upgrade the server to Domino 7.0.2 (or later)
- Before restarting the server

Upgrade the design of the database

nconvert -d databasefilename \* resrc7.ntf

Use the correct syntax for your OS

Open the database and enable the four scheduled agents

Autoreminder

Purge Documents

RenameReservations and SendNotice

Update Blocker Documents

Use an ID that will allow the agents to run properly

Select the proper server



## Upgrading the Resource Reservation System (cont.)

- Check the ACL to ensure that an Admin server is selected
  - This will be your primary server if clustering
- Make sure the RnRMgr task is set to run
- Restart the server

You're ready to use your new system



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## Upgrading the Resource Reservation System (cont.)

- There's currently a problem with 7.0, 7.0.1, and 7.0.2 templates
  - They improperly convert some entries created when the database design was Domino 5 or 6
  - Some fields are missing or empty
- Fixed in 7.0.3, but you'll need to repair the documents
  - Technote 1255213 has the details and a tool to repair the fields
  - <http://www.ibm.com/support/docview.wss?rs=203&uid=swg21255213>



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## Scheduling and Printing



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## Fine-Tune Scheduling

- Let Notes help you find free time

The default view for the Scheduler is the “Details” view

- This is a good view with a graphical interface
- It's very good for small groups of invitees
- Also good for single instance meetings

The Summary selection works better with larger groups

- It's also the only real option for repeating meetings

**When repeat meetings are booked from the calendar, Notes checks first instance only!**

And it's always done it this way



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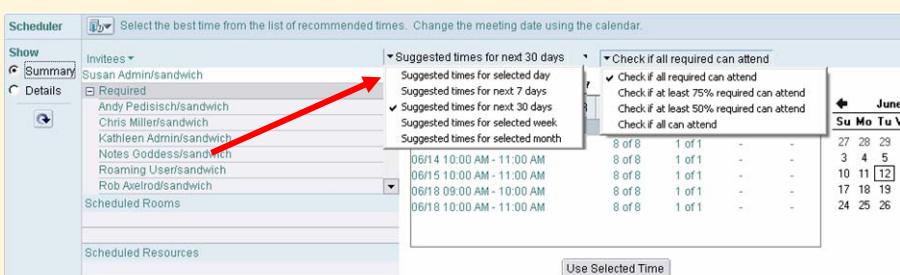
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## Scheduling Options

- The Summary scheduler allows you to select the percent of users to check
- This can be important when a large group is involved
- You can also check times for the next *n* days
- For up to 30 days

Note that the default is for the suggested day only!

Even for repeating meetings



Day	Su	Mo	Tu	We	Th	Fr	Sa
June	-	-	-	-	-	-	27 28 29
	3	4	5	-	-	-	10 11 12
	17	18	19	-	-	-	24 25 26



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## Printing Your Calendar

- Many options exist for printing calendars
- Cal Print support was dropped after Notes 5

Almost every option it had is included in the calendar now

People still miss the planner if they ever used it

Printing to document is very helpful

Calendar List helps save space and paper

Plus many other styles

- Let's explore

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## Printing Basics

- This is easy enough
 

Some views get crowded

You have many choices

So many you may not know them all

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## Calendar Style Tab

- Notice the handy entry at the bottom
  - Hide private entries
  - Prints the word "Private" beside the entry
- Vary the font and layout of the printed product!
  - Get more on your paper

Name	Font	Size	Style
Icon	Default Sans Serif	9	Plain
Start	Default Sans Serif	9	Plain
-	Default Sans Serif	9	Plain
End	Default Sans Serif	9	Plain
Subject/Location/Chair	Default Sans Serif	9	Plain

**Style Options**

- Print first line only
- Expand rows, time-slots as needed
- Spread week across 3 pages
- Use row/column format
- Include weekends
- Print three month banner
- Hide private entries

**Page types**

- Full Page
- DayRunner Classic
- DayRunner Entrepreneur
- DayRunner Running Mate
- Day-Timer Senior Desk
- Day-Timer Senior Portable
- Day-Timer Junior Desk
- Day-Timer Junior Portable
- Franklin Day Planner Monarch

Reset      OK      Preview...      Cancel

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## Calendar Style Tab (cont.)

- Grayed out options appear only when they are applicable
  - Expand rows, time slots as needed
  - Spread week across three pages
    - For weekly style
    - Use row/column format
    - Weekly style only
    - Prints days down the page
  - Include weekends
  - Print three month banner
    - Helps to visualize your schedule

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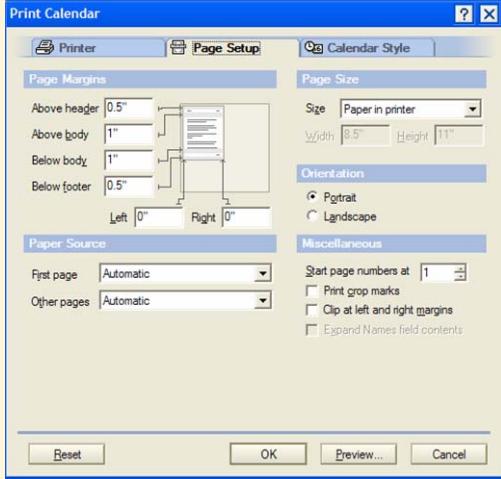
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## Page Setup Tab

- Choose how the page is laid out
- If the invitee list would print more than three lines The Expand Names field content box is available

By default, Notes now only prints three lines of invitees

In mail, too!



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## Print to Document

- There's no Print button! You must Preview first Then print or forward the document

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## Time Zones and Daylight Saving Time

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### Daylight Saving Time

- What a headache that was!  
It's not over yet ...
- How Notes and Domino handle time:  
Time is stored as GMT internally  
Converted to your time zone  
The OS supplies the time to Notes/Domino  
The time zone is also supplied  
Can be overridden in the client

## Daylight Saving Time (cont.)

- Time zone information is stored in Notes C&S documents like this  
 $Z=5\$DO=1\$DL=4\ 1\ 1\ 10\ -1\ 1\$ZX=26\$ZN=Eastern$   
 Detailed in "How time zone information is stored in Notes/Domino"  
[www.ibm.com/support/docview.wss?rs=899&uid=swg21163045](http://www.ibm.com/support/docview.wss?rs=899&uid=swg21163045)  
 For 20 years, this line showed  
 $Z=5\$DO=1\$DL=3\ 2\ 1\ 11\ 1\ 1\$ZX=26\$ZN=Eastern$
- All stored documents had to be changed  
 After the OS was changed  
 A non-IBM software limitation



## Daylight Saving Time (cont.)

- It's over now, right?  
 Not necessarily  
 DST was extended an hour in the Fall  
 If you relied on users to change meetings before, they'll need to check again  
 The last week of October may be affected  
 Plus, the US Congress reserved the right to roll back the changes in two years  
 Which is why the DST fix agents supplied by Lotus only changed items two years out  
 The change could be reversed by the US Congress  
 Meetings scheduled more than two years out from today will be wrong if it isn't  
 Plus, Australia is getting into the act also



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## Daylight Saving Time (cont.)

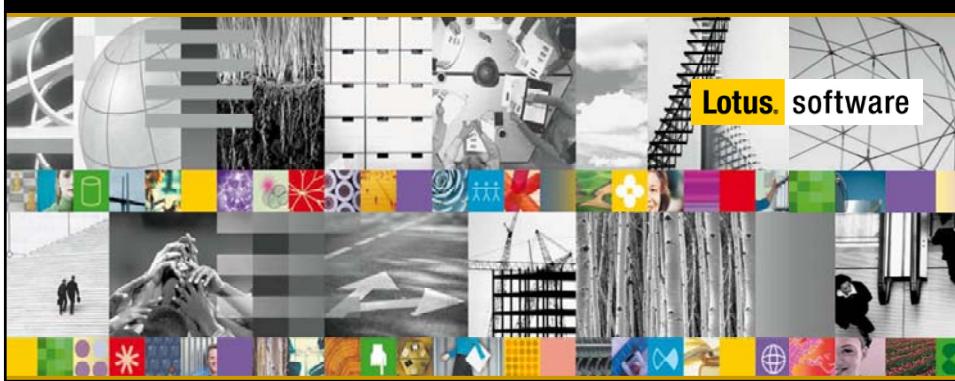
- But for now, things are calm with respect to DST  
Some nuances are arising
  - iCal meetings are showing unexpected time differences
  - Computers in Europe may still have versions of Windows with old DST rules
    - Can affect times for three weeks in the Spring and one week in the Fall
    - This year and next



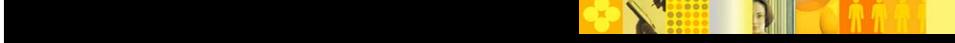
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## Tips and Tricks



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## Imported Calendars

- Notes can now import iCal calendars
  - www.icalshare.com is a good place to find some
  - Companies and schools use this standard to publish schedules
- How to use:
  - Download the calendar (example: Cambridge U Calendar)
  - Import the schedule
    - File → Import → Calendar File (\*.ics)
    - Or simply drag and drop the file onto the calendar
    - Give it a name and choose which to import



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## Imported Calendars (cont.)

- Import Dialog Box

**Import Calendar**

Calendar Name:

Preview Entries

Subject	Date
Michaelmas Term 2006 (full term) begins	10/03/2006, all day
Michaelmas Term 2006 (full term) ends	12/01/2006, all day
Lent Term 2007 (full term) begins	01/16/2007, all day
Lent Term 2007 (full term) ends	03/16/2007, all day
Easter Term 2007 (full term) begins	04/24/2007, all day

OK Cancel

 Note created from iCalendar Conversion has been placed on your Calendar



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## Exported Calendars

- Limitations exist in ND6 and 7
  - It does not currently support exporting anniversaries, all day events, and repeating entries
    - They are exported as Broadcast meetings
      - Meaning they must be accepted
- Lotus Notes 8 updates iCal processing
  - Import and export options and performance are improved
    - Stay tuned for new features



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## Calendar Cleanup

- Calendar Cleanup can help users get rid of old entries
  - This can help with mail file size

**Calendar Cleanup**

Which entries do you want to delete?

Delete entries that occurred over  Month(s) ago

Delete entries that occurred before

What type of entries do you want to delete?

Calendar entries  
Meetings, Appointments, Reminders, Events, Anniversaries, and all related documents

To Do entries  
Personal To Dos, Group To Dos, and all related documents

An entry will not be deleted if it occurred or was modified in the last 6 Month(s).  
Repeating entries will not be deleted if any entry in the set occurred or was modified in the last 6 Month(s)

For more deletion and archiving options, choose Actions - Archive - Settings from the menu.

OK Cancel



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## Calendar Cleanup (cont.)

- It uses the archiving function of Notes

The code exists today, but under the Archiving function

Access Calendar Cleanup under More action bar item

This feature deletes calendar entries permanently

Use for true cleanup!

We do warn you!



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## Summarizing Your Schedule

- This is my personal favorite
- Users will forget they selected this and call

"Hello, Help Desk – the boxes are gone on my calendar"

What?

Training is the only workaround

But it's a clean look

Schedule a Meeting	New	Owner Actions	Participant Actions	Copy Into New																				
Day	Week	Month	All Calendar Entries																					
<b>Monday, June 4, 2007</b> <table border="1"> <tr><td>09:00 AM - 09:15 AM</td><td>Meet with Chris</td></tr> <tr><td>09:15 AM - 09:30 AM</td><td>Meet with Kathleen</td></tr> <tr><td>10:00 AM - 10:30 AM</td><td>Meet with Andy</td></tr> <tr><td>11:00 AM - 12:00 PM</td><td>Meet with Bill</td></tr> <tr><td>01:00 PM - 02:00 PM</td><td>Work on Proposal</td></tr> </table> <b>Tuesday, June 5, 2007</b> <table border="1"> <tr><td>09:00 AM - 10:00 AM</td><td>Budget Meeting Room: Grand Hall/Palace@NotesGoddess Chair: Susan</td></tr> <tr><td>03:00 PM - 04:00 PM</td><td>Dentist</td></tr> </table> <b>Wednesday, June 6, 2007</b> <table border="1"> <tr><td>09:00 AM - 10:00 AM</td><td>New Manager in Town Chair: Susan</td></tr> <tr><td>10:00 AM - 11:00 AM</td><td>Work with Tom Room: Grand Hall/Palace@NotesGoddess Chair: Susan</td></tr> </table> <b>Thursday, June 7, 2007</b> <table border="1"> <tr><td colspan="2">Planing Meeting in Raleigh</td></tr> </table>					09:00 AM - 09:15 AM	Meet with Chris	09:15 AM - 09:30 AM	Meet with Kathleen	10:00 AM - 10:30 AM	Meet with Andy	11:00 AM - 12:00 PM	Meet with Bill	01:00 PM - 02:00 PM	Work on Proposal	09:00 AM - 10:00 AM	Budget Meeting Room: Grand Hall/Palace@NotesGoddess Chair: Susan	03:00 PM - 04:00 PM	Dentist	09:00 AM - 10:00 AM	New Manager in Town Chair: Susan	10:00 AM - 11:00 AM	Work with Tom Room: Grand Hall/Palace@NotesGoddess Chair: Susan	Planing Meeting in Raleigh	
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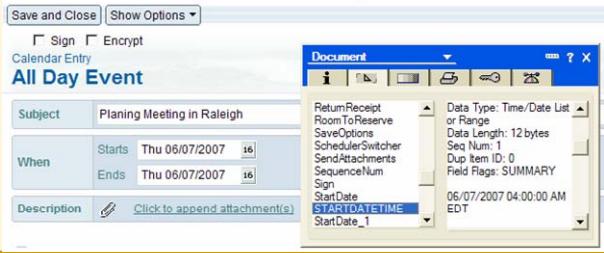
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## Alarms

- Alarms are a good thing
 

You choose when the alarms go off and for which entries  
 You'll get this call at some point  
 "Hello, Help Desk, my BlackBerry goes off at 4 am for All Day Events"  
 Don't set alarms on All Day Events!  
 The start time is 4 am, end time is 8 pm  
 Worse yet, it does for this for holidays too

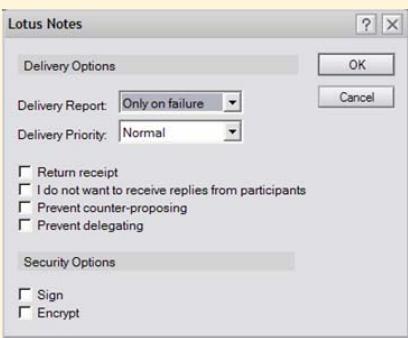


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## Delivery Options for Calendar Notices

- The Delivery Options button is on notices involving others
 

Meeting Notice  
 Group To Do  
 Some are similar to Mail options  
 Signing and Encrypting  
 Delivery Reports  
 Some are unique  
 I do not want replies  
 These are Broadcast Meetings  
 Prevent counter or delegation



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## Yearly Calendar View

- This exists in DWA only

January							February							March							April																					
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S															
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7	8	9	10	11	12	13	14	15	16	17	18	19	20	11	12	13	14	15	16	17	18	19	20	21	22	23	24															
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13	14	15	16	17	18	19	10	11	12	13	14	15	16	19	16	17	18	19	20	21	22	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		
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30							29	30	31					30	31						30	31																				

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## Quick Check of Free Resources

- To quickly check the schedules of rooms or resources

Create a group calendar with those rooms

Group calendars are a display of free time

Set up several

One per floor!

Monday, April 30, 2007							Tuesday, May 1, 2007						
9 am	10 am	11 am	12 pm	1 pm	2 pm	3 pm	9 am	10 am	11 am	12 pm	1 pm	2 pm	3 pm
Back Bay/Admin2007			■							■			
Conference Room 11/Admin2007											■		
Grand Ballroom/Admin2007												■	
Room 27/Admin2007													■

Available    Already Scheduled    Unavailable    No Info    Info Restricted

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## International Calendar Options

- Set in User Preferences → International → Calendar
- You can display two time zones or add a secondary calendar  
These are visible on views where space is available  
They don't show in Monthly views
- There are other localized display options

User Preferences

Calendar Settings	
Calendar view starts on	Monday
Date picker starts on	Sunday
Popup calendar starts on	Sunday
Date picker/	Left to right
Popup calendar direction	
Secondary calendar	None
Current time zone label	Eastern
<input checked="" type="checkbox"/> Display an additional time zone	
Time zone label	London
Time zone	GMT-00:00

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## Copy Into

- Copy Calendar entries into Calendar, Mail, or To Do items
  - Use the Copy into New button in the Calendar views Message, Calendar Entry, To Do
  - Or simply drag onto the icon on the bookmark bar!
  - Invitees are copied into To: field for mail
    - You may need to edit the list
  - All data and attachments are copied across
- This saves you time and effort!

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## Protect Your Free Minutes

- You've had those busy days
  - You only have one hour of free time between meetings
  - You really want to have some time
    - But don't want a calendar entry people can see
    - "Buffer" the meetings you're invited to
      - If you're not the chair, add time to the end of a meeting
      - Instead of ending at 10:00 am, it ends at 10:10 am
      - When people search for a free hour, you don't have one!



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## Finding the Unread Mail

- Here's a call you've had
  - "Hello, Help Desk?"
    - "My mail file icon shows a bunch of unread documents, but I don't have any in my Inbox"
- Before you start troubleshooting unread marks:
  - Check the All Calendar Entries view
  - If you're not showing meeting responses in your Inbox, they never get marked as "Read"
  - Sometimes reschedules leave unread notices
- Open the Meetings or All Calendar Entry view
  - Expand All (Ctrl +)
  - Select All and Mark All Read



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## Working with To Do

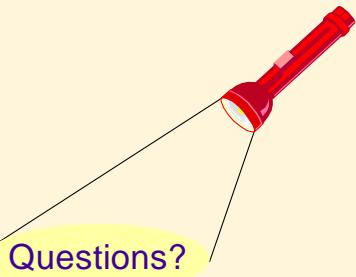
- To Do can be a simple task management tool
  - Assign items to yourself or others
  - Can help keep timeline for your records
  - Track on your calendar or in To Do view
- Workflow is similar to repeating meetings
  - Can prohibit delegation or declining
  - Can repeat
  - Notes will move the tasks forward in your Calendar until you mark them complete
- Follow Up Flags act like To Do entries
  - When you synch them with handhelds



## Find More Information

- IBM Lotus/Domino Hints and Tips Web Site  
[www.alanlepofsky.net](http://www.alanlepofsky.net)
- Notes/Domino Best Practices: Calendaring & Scheduling  
[www.ibm.com/support/docview.wss?rs=899&uid=swg27009325](http://www.ibm.com/support/docview.wss?rs=899&uid=swg27009325)
- Numerous developerWorks articles
- Lotus Notes Help database
  - It's VERY detailed
- Lotus Notes C&S Schema  
<http://www.ibm.com/developerworks/lotus/documentation/dw-l-calendarschema.html>





Questions?

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