

IBM<sup>®</sup> Lotus<sup>®</sup> Notes<sup>®</sup>

# Calendaring & Scheduling Schema

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## **Purpose**

The purpose of this document is to assist development of products that interact with the IBM® Lotus Notes®/ IBM Lotus Domino® Calendaring and Scheduling feature.

**NOTE: IBM reserves the right to change this schema in later versions to accommodate maintenance and enhancements of the product.**

**Additionally, though the information this document is believed to be accurate, it may contain errors.**

## **Introduction**

This document presents the schema for Lotus Notes/Domino Calendaring and Scheduling (C&S) in versions 6 and later. We first introduce some of the concepts in Notes C&S, then describe and inventory the fields for each document type (invitation, reschedule, etc.), and finally describe each field, including its type and allowable values.

Note that ToDo documents is missing from this version.

## *General Discussion*

### *Calendar and Scheduling in Lotus Notes*

There are five different types of supported calendar events in Lotus Notes up through the Version 7 codestream. In Lotus Notes 8, a sixth type is added.

#### Calendar Events:

**Meeting.** Meetings involve more than one party, and this is the major difference between this type of event and the next four. The owner of the meeting, usually the chair of the meeting, is the only person allowed to make changes to a meeting. Changes include general information updates, rescheduling, adding users, and other actions. Invitees can only accept, decline, delegate, or counter propose the request. Meetings are the most complicated of the calendaring events and, because of the dialog between invitees and the chair person, meeting events are workflow events.

**Appointment.** These are like meetings, except that there is no participant to send to or receive notices from. An example is a doctor appointment. Appointment events are assumed to be workflow events.

**Reminder.** A calendar entry used as a reminder.

**Anniversary.** Designed to be used to mark an anniversary This event is used for holidays and other anniversaries that repeat at regular intervals.

**All Day.** Used for events that last all day, such as a day away from work, or a seminar.

**Event Announcement.** (New in Lotus Notes 8.) The event announcement is similar to a broadcast meeting in earlier releases, except that it does not expand groups, so it's now possible to send a single invitation to an extremely large number of people. It is used when the chair does not want responses, such as when a large group of people are invited to a teleconference. The event announcement workflow is the same as Meeting, with certain response options disabled.

#### Calendar Views

The Notes calendar contains a variety of views, each of which can be configured to the user's preferences. Calendar events appear in the calendar views if they contain the fields `CalendarDateTime` (for placement in the view) and usually `StartDateTime` and `EndDateTime`, to calculate duration of the entry. Some entries like Reminders have a duration of zero and do not have `EndDateTime` but are still valid in the Calendar view. Items that do not contain these fields appear in the list-type views, called All Documents, Meetings, or All Calendar Entries.

Two major types of calendar items not usually showing in the calendar views are Responses, which use the form "Notice", and parent documents of repeating meetings or appointments. These



do not show in the Calendar view because they do not have the CalendarDateTime item. Notices can display in the Calendar view if ghosting (an optional new feature in Lotus Notes 8) is enabled. This feature allows incoming unprocessed meeting notices (like invites and reschedules) to appear on the calendar, so they can also have CalendarDateTime and will appear in Calendar views.

If Calendar documents are malformed or corrupted, they may not appear correctly in Calendar views. Use the list-type views to determine if documents are missing from a Calendar view.

### Simple and Repeating Events

**Simple Events.** Simple events are events that do not repeat. They can have invitees or not, but the key is that they occur only once. These events are stored as a single note in the Notes calendaring system. The note contains a CalendarDateTime item set to the date and time where it should appear in the Calendar view. Usually this is the same value as for the item StartDateTime. (If the note does not contain the CalendarDateTime item, it will appear only in the All Documents, Meetings, or All Calendar Entries views.) The ApptUNID value is used to uniquely identify an event.

**Repeating Events.** Repeating events are scheduled more than once over time and are represented by at least two notes in a parent-child relationship. The parent note is identified by its ApptUNID item (which is its note universal ID), and the child note is identified by the same ApptUNID as the parent and the original RepeatInstanceDate. The ApptUNID and RepeatInstanceDate items form a key pair of values that uniquely identify a particular repeat instance. More details are covered in the Repeat Model section of this paper.

### Important Notes

**Notice Types in Calendars.** Response documents sent by Invitees, Delegees, and/or Resources are an integral part of the C&S workflow. These notices are used to track attendance and report on the status of each attendee, and they must remain in the mail file for these functions to work. These notices do not usually contain a CalendarDateTime field, so they do not appear in the Calendar views, only in the list views and mail views. If these documents are deleted from the chair's calendar, the invitees will show as No Response.

**Participant Types.** In meetings, attendees can be invited in three ways: Required, Optional, and FYI. Upon receiving the invitation notice, Required and Optional attendees can accept, decline, counter, or delegate the request. FYI attendees, on the other hand, can only add the event to their calendar or request new information about it. Only the chair is aware of FYI attendees; the other participants do not see FYI attendees.

## ***Repeat Model***

The repeat model is used for Appointments, Anniversaries, Reminders, Meetings, and Event Announcements.

Repeating entries consist of a minimum of two documents. Both use the Appointment form, but one is a child of the other. The children are tied to the parent by the \$Ref item. When the parent document is created, the UNID of that note is converted to text and saved as the ApptUNID. When the child documents are created, the \$Ref item is created with a UNID value equivalent to the ApptUNID, and the ApptUNID item is copied to each of the children. This helps tie all the repeating documents together.

The child documents have CalendarDateTime items and therefore appear in the Calendar view (repeat instances are the same document displayed multiple times). The parent document has no CalendarDateTime item and can be seen only in the All Documents, Meetings (versions 6), or All Calendar Entries (versions 7 and later) views.

The parent document contains two important items that are unique to repeating:

1. RepeatInstanceDates – always a list of the original datetimes of the meetings.
2. RepeatDates – a corresponding list of the current datetimes of the meetings.

The position of the elements of these lists cannot change. Even if one of the meetings days is canceled, the item is not removed from these lists.

One child document is created for each run of consecutive days in which all the items of the meeting are the same. The RepeatInstanceDates of each child document have just the consecutive initial meeting dates for this run. The StartDateTime item has the current meeting start dates & times for this run, and the EndDateTime item has the current meeting end datetimes.

### Example:

Suppose a user (chair) creates a five-day repeating calendar entry from 3:00pm to 4:00pm, starting on 4/16/07. Initially the parent document contains RepeatInstanceDates of 4/16/07 @ 3:00pm through 4/20/07 @ 3:00pm. We also have one child document containing RepeatInstanceDates of 4/16/07 @ 3:00pm through 4/20/07 @ 3:00pm, StartDateTime item containing dates of 4/16/07 @ 3:00pm through 4/20/07 @ 3:00pm, and EndDateTime item containing dates of 4/16/07 @ 4:00pm through 4/20/0 @ 4:00pm.

Now, if the chair changes the third repeat instance to start at 4:00pm and end at 5:00pm, the third datetime of the parent document's RepeatDates will be changed to the new time of 4/18/07 @ 4:00pm. In the parent document, the RepeatInstanceDates remains the same.

Also, the existing child document will be split into three documents:

- o The first child document will have RepeatInstanceDates of 4/16/07 @ 3:00pm and 4/17/07 @ 3:00pm, StartDateTimes of 4/16/07 @ 3:00pm and 4/17/07 @ 3:00pm, and EndDateTimes of 4/16/07 @ 4:00pm and 4/17/07 @ 4:00pm.
- o The second child document will have a RepeatInstanceDates of just 4/18/07 @ 3:00pm, StartDateTime of 4/18/07 @ 4:00pm, and an EndDateTime of 4/18/07 @ 5:00pm.

- The third child document will have RepeatInstanceDates of 4/19/07 @ 3:00pm and 4/20/07 @ 3:00pm, STARTDATETIMES of 4/19/07 @ 3:00pm and 4/20/07 @ 3:00pm, and EndDateTimes of 4/19/07 @ 4:00pm and 4/20/07 @ 4:00pm.

Repeat dates and times for these events are computed by use of a repeat rule (except when the repeat type is custom, in which case the dates and times are specified explicitly by the calendar user). The chair's parent document has additional fields that describe the repeat rule. *These fields exist only in the parent document of the repeat meeting and on notices sent to the original invitees, as follows:*

- **RepeatAdjust:** A text list describing the days/dates that the rule should use to calculate the list of repeat dates and times (for example, Monday, first day of the month). Currently only repeat types of WEEKLY and MONTHLY require this item. Negative numbers cannot be used.
- **RepeatCustom:** A list of custom repeat dates generated by a user selecting dates manually. No repeat rule. These dates are copied into the RepeatDates field once they are saved.
- **RepeatFor:** Number of RepeatForUnits for which the entry repeats. Positive integers only. Zero or negative values are treated as the number one. This field is ignored only when RepeatUntil is chosen.
- **RepeatForUnit:** Text that describe the repeat time unit, further defined by RepeatUnit value. Valid values are "Nul" for Custom, "D" for Daily, "W" for Weekly, "M" for Monthly, and "Y" for Yearly.
- **RepeatFromEnd:** Flag for a monthly repeat rule to indicate whether to count from the end of the month instead of the start of the month. Valid values are "1" for counting from the end of month, and all other values (including missing value) for counting from start of the month.
- **RepeatHow:** Text to indicate how the user wanted the repeat set to be terminated (either by a count or by an explicit date). Valid values are "F" to indicate that the user used the count, and "U" to specify that an ending date was chosen.
- **RepeatInterval:** Text that indicates the interval at which the rule applies. Only positive integer values are valid. The value is used with the RepeatUnit value to calculate the next repeat date.
- **RepeatStartDate:** Date/Time to use as the starting date of the repeating entries (usually pulled from the StartTime item or EndTime/DueDate/Time item), if calculating the proper end time.
- **RepeatUnit:** Text describing the unit of time over which the entry repeats. Valid values are "C" for Custom set of explicit dates, "D" for Daily, "W" for Weekly, "MD" for Monthly by date (for example, first day of the month), "MP" for Monthly by day (for example, first Monday of each month), and "Y" for Yearly.
- **RepeatUntil:** Date/Time describing the UTC date (and time) up to which the entry should repeat.
- **RepeatWeekends:** Text indicating what should happen to a repeat instance that falls on a weekend. Valid values are "D" for do not move, "F" for move occurrence to previous workday (which is usually a Friday), "M" for move occurrence to next workday (which is usually a Monday), "N" for move occurrence to next closest workday, and "X" for remove occurrence from the repeat set.

Parent documents have the \$CSFlags field set to “c”. Child documents (the ones that show in the Calendar views) contain \$CSFlags = “i”. Workflow items such as Updates or Confirmations are noted with \$CSFlags = ”w”.

Note, however, that All Day Events are an exception to this model. All Day Repeating events are represented by a parent document and a child document for each repeat instance. All documents use the form Appointment. As above, the child document has item "CalendarDateTime," which allows it to be seen in the Calendar view, while the parent has no such item and can be seen only in the All Documents view. Item \$CSFlags exists only in the parent event document, and its value is set to "c".

**Workflow and Notice notes.** Workflow processes are implemented by notices sent back and forth by the meeting's organizer (the Chair) and the invitees. Notice documents have an item "NoticeType" that describes each type of notice. These types are detailed in the “Description of Fields” section of this document.

## **Description of Entries and Associated Documents**

The following describes the static state of the various calendar entry types. Since most of the fields are the same for each entry type, a complete listing of available fields is provided on page 51. Only the fields that are unique to a particular entry are listed separately.

## **Entry Type: Simple Appointment**

### ***Simple Appointment document***

Form: \_Calendar Entry

Alias: Appointment

This form can contain the following common field types:

[Alarm Items](#)

[BusyTime Items](#)

[Mail Items](#) - Not used for appointments

[DataBase Control Items](#)

#### Unique Appointment Items

[\\_ViewIcon](#) – Value is always 160 for Appointment

[AppointmentType](#) = 0 for Appointment

[Form](#) = “Appointment”

[Repeats](#) – value is “” for non repeating

[SequenceNum](#) – Value is always 1 for appointment

#### Usage

Chair creates a new Appointment, chooses the time and date options, the busytime and encryption options, the optional categories, and then saves the document. The CalendarDateTime is set to the starting date and time chosen by the Chair to make it appear in the Calendar view. The alarm options are set based on preferences, unless changed during appointment creation.

## **Entry Type: Repeating Appointment**

### ***Appointment Parent Repeat document***

Form: \_Calendar Entry

Alias: Appointment

[Mail Items](#)- Not used for appointments

[DataBase Control Items](#)

[Repeat UI fields](#)

### **Unique Appointment Items**

\$CSFlags value of 'c' on repeat parent

\_ViewIcon = 160

AppointmentType = 0 for Appointment

Form = "Appointment"

Repeats – value is "1" for repeating

SequenceNum – Value is always 1 for appointment

### ***Appointment Child Repeat documents***

[Alarm Items](#)

[BusyTime Items](#)

[Mail Items](#)- Not used for appointments

[DataBase Control Items](#)

### **Unique Appointment Items**

\$CSFlags value of 'i' on repeat child

\$Ref value of parent document ApptUNID

\$RefOptions = "1"

\_ViewIcon = 160

AppointmentType = 0 for Appointment

Form = "Appointment"

Repeats – value is "1" for repeating

SequenceNum – Value is always 1 for appointment

### **Usage**

Chair creates a new Appointment, chooses the time, date, and repeat options as well as the busytime and encryption options, and the optional categories, and saves the document. A child document is created with its CalendarDateTime set to the starting date and time generated by the repeat rule specified by the Chair, to make them appear in the Calendar view. The alarm options are set based on preferences, unless changed.

## **Entry Type: Simple Anniversary**

### ***Anniversary Non-Repeat document***

Form: \_Calendar Entry

Alias: Appointment

[Alarm Items](#)

[BusyTime Items](#)

[Mail Items](#) Not used for anniversaries

[DataBase Control Items](#)

### **Unique Anniversary Items**

[\\_ViewIcon](#) = 63 for Anniversary

[AppointmentType](#) = 1 for Anniversary

[Form](#) = "Appointment"

[Repeats](#) – value is "" for non repeating

[SequenceNum](#) – Value is always 1 for Anniversary

### **Usage**

Chair creates a new Anniversary, chooses date options as well as the busytime and encryption options and optional categories, and saves the document. The `CalendarDateTime` is set to the starting date chosen by the Chair (with the time component added as explained below); the alarm options are set based on preferences, unless changed at creation time; and the Anniversary appears on the calendar.

NOTE: There is no Time component associated with anniversaries. Start time (and the associated `StartDateTime` component) is always set to 04:00am local time, and the End time is set to 08:00pm. Alarms that are set for anniversaries will default to this time unless modified by the chair.



## **Entry Type: Repeating Anniversary**

### ***Anniversary Parent Repeat document***

Form: \_Calendar Entry

Alias: Appointment

[Mail Items](#) Not used for anniversaries

[DataBase Control Items](#)

[Repeat UI fields](#)

#### Unique Appointment Items

\$CSFlags value of 'c' on repeat parent

\_ViewIcon = 63 for Anniversary

AppointmentType = 1 for Anniversary

Form = "Appointment"

Repeats – value is "1" for repeating

SequenceNum – Value is always 1 for Anniversary

### ***Anniversary Children Repeat documents***

[Alarm Items](#)

[BusyTime Items](#)

[Mail Items](#) - Not used for anniversaries

[DataBase Control Items](#)

#### Unique Appointment Items

\$CSFlags value of 'i' on repeat child

\_ViewIcon = 63 for Anniversary

AppointmentType = 1 for Anniversary

Form = "Appointment"

Repeats – value is "1" for repeating

SequenceNum – Value is always 1 for Anniversary

#### Usage

Chair creates a New Anniversary, chooses date options, repeat options, busytime and encryption options, optional categories, and saves the document. Repeat child document is created and saved with its CalendarDateTime field set to the starting date generated by the repeat rule specified by the Chair (with the time component added as explained below), to make them appear in the calendar view. The alarm options are set based on preferences, unless changed.

NOTE: There is no Time component associated with anniversaries. Start time (and the associated StartDateTime component) is always set to 04:00am local time, and the End time is set to 08:00pm. Alarms that are set for anniversaries will default to this time unless modified by the owner.

## **Entry Type: Simple All-Day Event**

### ***All-Day-Event Non-Repeat document***

Form: \_Calendar Entry

Alias: Appointment

[Alarm Items](#)

[BusyTime Items](#)

[Mail Items](#) – not used

[DataBase Control Items](#)

### Event items

[\\_ViewIcon](#) = 9 for Event

[AppointmentType](#) = 2 for Event

[Form](#) = “Appointment”

[Repeats](#) – value is “” for non repeating

[SequenceNum](#) – Value is always 1 for event

### Usage

Chair creates a new All-Day Event, chooses the time, date, and encryption options, and saves the document. The CalendarDateTime is set to the starting date and time chosen by the Chair to make it appear in the Calendar view; the alarm options are set based on preferences, unless changed.

## Entry Type: Repeating All-Day Event

### *All-Day-Event Repeat Document*

Form: \_Calendar Entry

Alias: Appointment

[Alarm Items](#)

[BusyTime Items](#)

[Mail Items](#)- not used

[DataBase Control Items](#)

[Repeat UI fields](#)

#### Event items

[\\$CSFlags](#) – exists only on repeat parent with value of ‘c’

[\\$Ref](#) – ApptUNID of the parent document

[\\$RefOptions](#) = “1”

[\\_ViewIcon](#) = 9 for Event

[AppointmentType](#) = 2 for Event

[Form](#) = “Appointment”

[Repeats](#) – value is “1” for repeating

[SequenceNum](#) – Value is always 1 for Event

#### Usage

In the case of Repeating All-Day Events, **one parent document and multiple child documents** (one for each repeating instance) are created. All the documents use the Appointment form. The children have the CalendarDateTime item and therefore appear in the Calendar view. The parent document has no CalendarDateTime item and can be seen only in the All Documents view.

NOTE: There is no Time component associated with All-Day Events. Start time (and the associated StartDateTime component) is always set to 04:00AM local time; the End time is set to 08:00 PM. Alarms that are set for All-Day Events will default to this time unless modified by the owner.

## **Entry Type: Simple Reminder**

### ***Reminder Non-Repeat Document***

Form: \_Calendar Entry

Alias: Appointment

#### [Alarm Items](#)

[BusyTime Items](#)– Not used in Reminders

[Mail Items](#)– not used

[DataBase Control Items](#)

#### [Reminder Items](#)

[\\_ViewIcon](#) = 10 for Reminder

[AppointmentType](#) = 4 for Reminder

[Form](#) = “Appointment”

[Repeats](#) – value is “” for non repeating

[SequenceNum](#) – Value is always 1 for Reminder

#### Usage

Chair creates a new Reminder, chooses the time, date, and encryption options, and saves the document. The CalendarDateTime is set to the starting date and time chosen by the Chair to make it appear in the Calendar view; the alarm options are set based on preferences, unless changed.

## **Entry Type: Repeating Reminder**

### ***Reminder Parent Repeat Document***

Form: \_Calendar Entry

Alias: Appointment

[Mail Items](#) Not used in Reminders

[DataBase Control Items](#)

[Repeat UI fields](#)

#### **Reminder Items**

[\\$CSFlags](#) value of 'c' on repeat parent

[\\_ViewIcon](#) = 10 for Reminder

[AppointmentType](#) = 4 for Reminder

[Form](#) = "Appointment"

[Repeats](#) – value is "1" for Reminder

[SequenceNum](#) – Value is always 1 for Reminder

### ***Reminder Children Repeat Documents***

[Alarm Items](#)

[BusyTime Items](#)- Not used in Reminders

[Mail Items](#) - Not used in Reminders

[DataBase Control Items](#)

#### **Reminder Items**

[\\$CSFlags](#) value of 'i' on repeat child

[\\_ViewIcon](#) = 10 for Reminder

[AppointmentType](#) = 4 for Reminder

[Form](#) = "Appointment"

[Repeats](#) – value is "1" for repeating

[SequenceNum](#) – Value is always 1 for Reminder

#### **Usage**

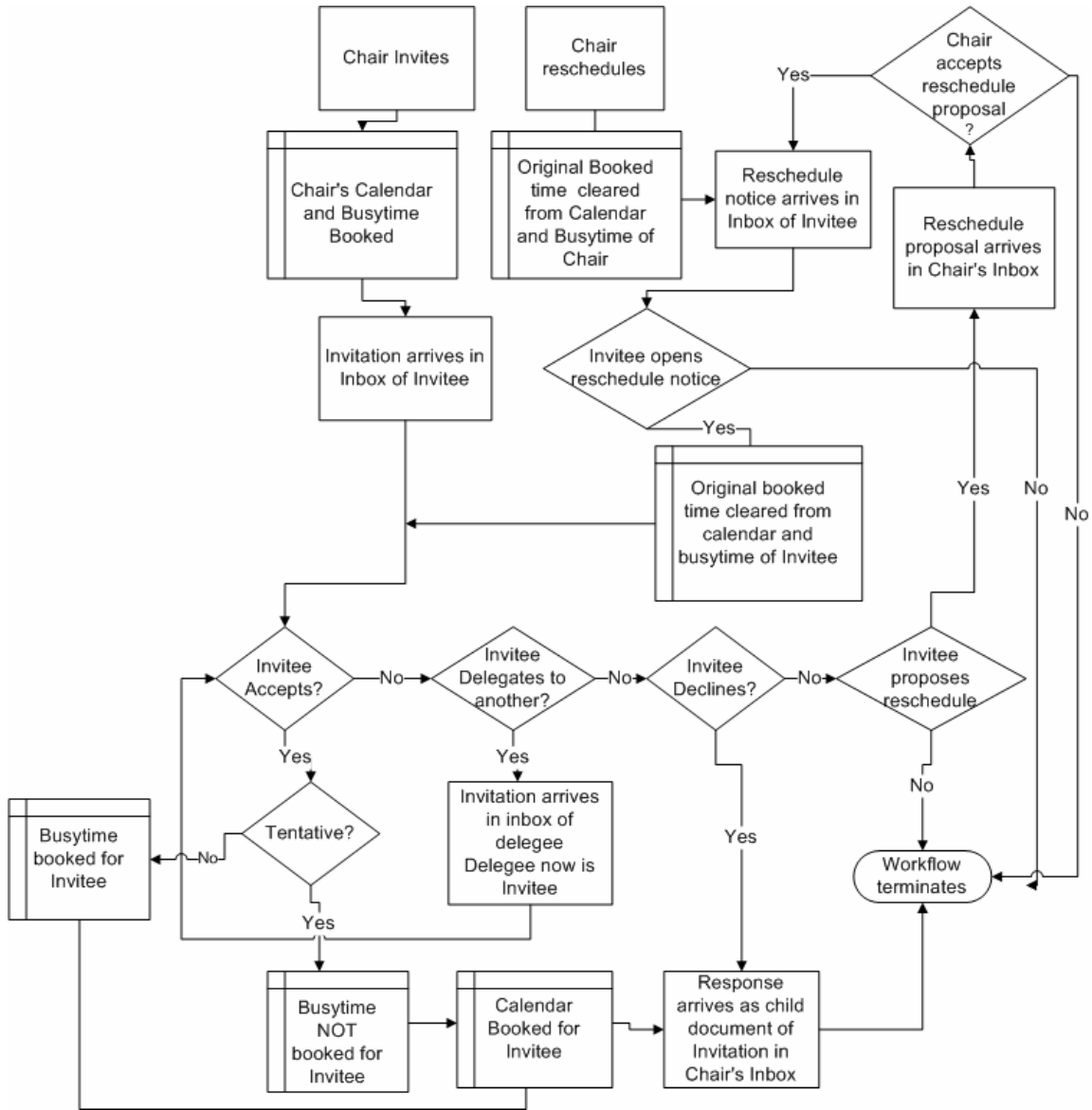
Chair creates a new Reminder, chooses the time, date, repeat, and encryption options, and saves the document. Child documents are created and saved with their `CalendarDateTime` field set to the starting date and time generated by the repeat rule specified by the Chair, to make them appear in the Calendar view. The alarm options are set based on preferences, unless changed.

## Meeting Workflow Processes

Meetings can be created as single-instance meetings (Simple meetings) or Repeating meetings. The overall workflow for meetings (see figure 1) is the same:

- The Chair creates a meeting in the Chair's calendar.
- Default information is gathered from the calendar profile, including alarm options, notification preferences, busytime preferences, etc.
- Other information such as start and end date, time, timezone for the meeting, room (if used), and participants is gathered from the Chair input.
- The Chair can choose to save the document as a draft up to this point. If the draft option is chosen, the information is saved but no invitations are sent, and busytime information for the chair is not altered.
- Once the Chair decides that the meeting is ready for processing, the Save and Send Invitation button is used to send invitations to the participants (invitees, room, resources), and the meeting is saved into the Chair's calendar.
- Rooms and Resources send replies to the Chair after processing at the Reservation database. In Domino 7 and later, the RnRMgr task is involved at this point also.
- Invitees choose to respond in any of a number of ways:
  - Accept
  - Decline
  - Tentatively Accept
  - Delegate
  - Counter
- In all cases, when the invitee takes action, the chair is sent a notification describing the action. This notice document is a part of the C&S workflow and is used to track attendee status, among other actions. The document must stay in the calendar as long as the meeting is there. These documents are tied to the parent document by the \$Ref field.
- Even after a meeting is accepted, it can be further acted on by the invitee, who can request further information, can decline, or can delegate the meeting.
- Any action (from the Chair or participants) can include comments.
- The Chair has actions that can be taken after a meeting is created and responses returned, among which are Confirm, Send Notice, View invitee status, and Cancel.

**Figure 1. Meetings workflow**

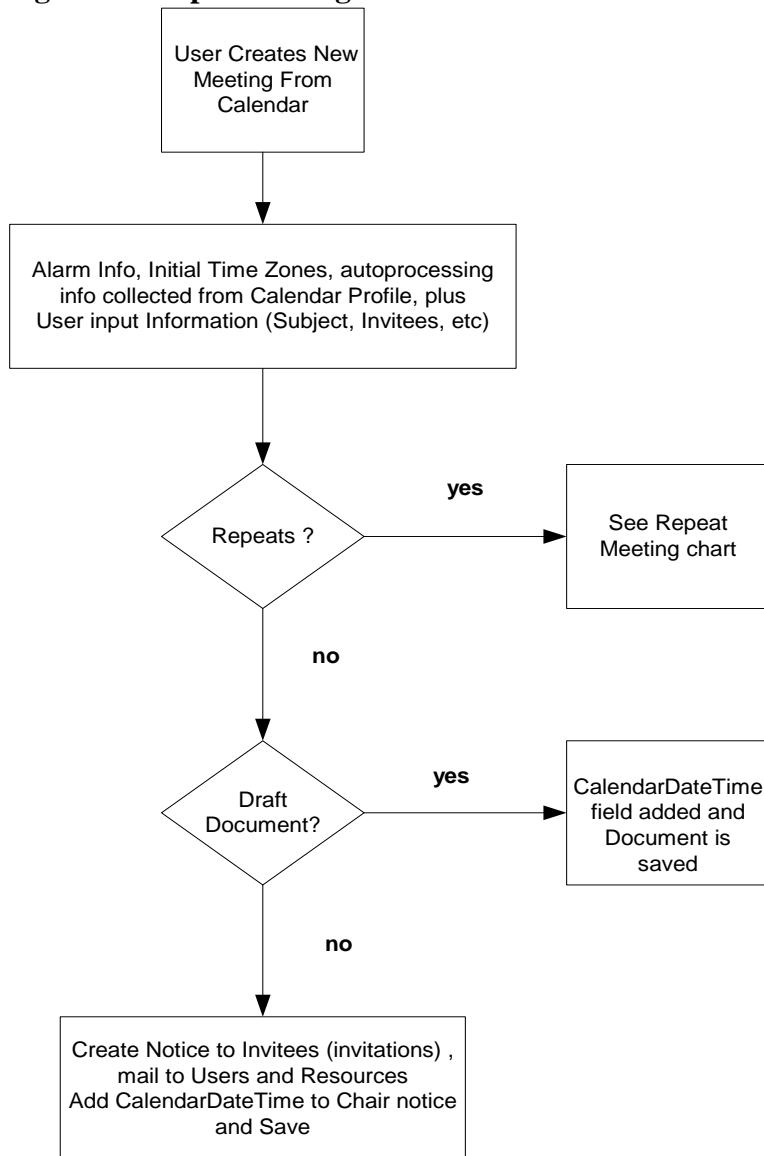


## Entry Type: Simple Meeting with Invitations

### *Workflow Discussion – Simple Meeting with Invitations*

In this case **one document** representing the event is created in the Chair's Calendar file with the CalendarDateTime field set to the starting date and time of the event. The document is displayed in the Chair's calendar. Invite **Notices** are mailed to the invitees, rooms, and resources. Accepted, declined, and countered notices arrive back in the Chair's inbox (see figure 2).

**Figure 2. Simple Meeting with Invitees**





- When an invitee accepts the invitation, the notice is altered by adding the CalendarDateTime item for display on the invitee's calendar. An Accept notice is also sent to the Chair's mail file.
- When an invitee tentatively accepts an invitation, the notice is altered by addition of the CalendarDateTime item for display on the invitee's calendar. The notice sent to the Chair has information that the invitee has tentatively accepted. The Busy/Free time appears in the invitee's calendar as free time.
- When an invitee counters an invitation, the invitation document is altered to show that the invitee has proposed a new time. A counter notice is sent to the Chair's mailbox. The notice does not display in the invitee's calendar.
- When an invitee declines an invitation, a decline notice is mailed to the Chair of the meeting.
- When an invitee delegates an invitation, a Delegate notice is sent to the Chair of the meeting. The Chair uses the notice to tie the delegator to the delegee so that the delegee starts receiving updates on the meeting. The delegator also sends a Delegate notice to the delegee advising them of the delegation.

## ***Chair's Document***

Form: \_Calendar Entry

Alias: Appointment

[Alarm Items](#)

[BusyTime Items](#)

[Mail Items](#)

[DataBase Control Items](#)

[Online Meeting Items](#)

### Unique Meeting Items

\$CSFlags value of 'c' on repeat parent and 'i' and child document

\_ViewIcon – Value is always 158 for Chair's meeting note

AppointmentType = 3 for Meeting

Form = "Appointment"

Repeats – value is "" for non-repeating

## ***Simple Meeting - Notice to Invitees***

Form: (Notice)

Alias: Notice

[Mail Items](#)

[DataBase Control Items](#)

[Online Meeting Items](#)

## Unique Meeting Items

`_ViewIcon` – Value is always 133 for invitation

`AppointmentType` = 3 for Meeting

`Form` = “Notice”

`NoticeType` = ”I”

`Repeats` – value is “” for non-repeating

### ***Simple Meeting – Notice to additional invitee***

There is no real difference for a non-repeating meeting invitation to a new invitee. This is here for completeness, because an invitation to a new attendee to an existing repeating meeting is different from the original invitees notice. See [Simple Meeting - Notice to Invitees](#).

## **Entry Type: Accept Notice – Simple Meeting**

### ***Invitee's document***

Form: \_Calendar Entry

Alias: Appointment

[Alarm Items](#)

[BusyTime Items](#)

[Mail Items](#)

[DataBase Control Items](#)

[Online Meeting Items](#)

### **Unique Meeting Items**

`_ViewIcon` – Value is always 158 for meeting now on calendar

`AppointmentType` = 3 for Meeting

`Form` = “Notice”

`NoticeType`=”A”

`Repeats` – value is “” for non-repeating

### ***Accept - Simple Meeting - Notice to Chair***

Form: (Notice)

Alias: Notice

[Mail Items](#)

[DataBase Control Items](#)

[Online Meeting Items](#)

### **Unique Meeting Items**

`$CSFlags` = ‘w’

`_ViewIcon` = 83 for accept

`AppointmentType` = 3 for Meeting

`Form` = “Notice”

`NoticeType` =”A”

`Repeats` – value is “” for non repeating

`StatusUpdate` – if invitee accepted with comment, this item contains that comment.

## **Entry Type: Counter Notice – Simple Meeting**

### ***Invitee's document***

Form: \_Calendar Entry

Alias: Appointment

#### [Alarm Items](#)

Alarm items are removed from note when user counters.

[BusyTime Items](#) - [\\$BusyPriority](#) = 2

[Mail Items](#) This information is still the original information from the invitation.

[DataBase Control Items](#)

[Online Meeting Items](#)

#### [Unique Meeting Items](#)

[\\_ViewIcon](#) = 39

[AppointmentType](#) = 3 for Meeting

[BookFreeTime](#) = 1

[Form](#) = "Notice"

[NoticeType](#) ="T"

[Repeats](#) – value is "" for non repeating

## ***Counter – Simple Meeting - Notice to Chair***

Form: (Notice)

Alias: Notice

#### [Mail Items](#)

[DataBase Control Items](#)

[Online Meeting Items](#)

#### [Unique Meeting Items](#)

No \$CSWISL item on Counter

[\\_ViewIcon](#) = 39

[AppointmentType](#) = 3 for Meeting

[Form](#) = "Notice"

[NoticeType](#) ="T"

[Repeats](#) – value is "" for non-repeating

## **Entry Type: Update Notices**

### ***Cancellation Notice to Invitees – Simple Meeting***

Form: (Notice)

Alias: Notice

[Mail Items](#)

[DataBase Control Items](#)

[Online Meeting Items](#)

#### Unique Meeting Items

\$CSFlags = "w"

\_ViewIcon = 81

AppointmentType = 3 for Meeting

Form = "Notice"

NoticeType = "C"

Repeats – value is "" for non-repeating

### ***Remove Attendee – Simple Meeting***

Form: (Notice)

Alias: Notice

[Mail Items](#)

[DataBase Control Items](#)

[Online Meeting Items](#)

#### Unique Meeting Items

\$CSFlags = "w"

\_ViewIcon = 157

AppointmentType = 3 for Meeting

Form = "Notice"

NoticeType = "S"

**OptionalAttendees** – person being removed is removed from RequiredAttendees/OptionalAttendees list

**Repeats** – value is "" for non-repeating

**RequiredAttendees** – person being removed is removed from RequiredAttendees/OptionalAttendees list

## ***Reschedule Notice to Invitees – Simple Meeting***

Form: (Notice)

Alias: Notice

[Mail Items](#)

[DataBase Control Items](#)

[Online Meeting Items](#)

### **Unique Meeting Items**

\$CSFlags = 'w'

\_ViewIcon = 33

ViewIcon2 = 11 present when reschedule contains comment

AppointmentType = 3 for Meeting

Form = "Notice"

NoticeType="U"

Repeats – value is "" for non repeating

SequenceNum – sequence number is bumped on reschedule. Req/Opt invitees must re-accept/decline.

## ***Decline Invitees Document – Simple Meeting***

Form: (Notice)

Alias: Notice

[Mail Items](#)

[DataBase Control Items](#)

[Online Meeting Items](#)

### **Unique Meeting Items**

\_ViewIcon = 84

AltChair

AppointmentType = 3 for Meeting

Form = "Notice"

NoticeType = "R"

Repeats – value is "" for non-repeating

## ***Decline Notice to Chair – Simple Meeting***

Form: (Notice)

Alias: Notice

Actually, this is same as [Decline Invitees Document – Simple Meeting](#), except that the SendTo item is the Chair. The From item is who is sending the notice. The "Principal" item is the owner of the mail file from which the Decline is sent. The PostedDate item is set to the datetime at which the client sends the Decline notice.

## **Entry Type: Delegate – Simple Meeting**

### ***Delegate – Simple Meeting - Notice to Chair***

Form: (Notice)  
Alias: Notice

This document ties the original invitee to the delegee in the Chair’s calendar. This allows the delegee to receive future reschedules, updates, and emails sent to participants.

#### Mail Items

**From** – sender of delegation notice

**Principal** – owner of calendar delegation from which notice is being sent

#### DataBase Control Items

#### Online Meeting Items

#### Unique Meeting Items

**\$CSFlags** = “w”

**\_ViewIcon** = 133

**AppointmentType** = 3 for Meeting

**ChairDomain** –Not always present.

**Form** = “Notice”

**NoticeType** = ”D”

**Repeats** – value is “” for non-repeating

### ***Delegate – Simple Meeting - Notice to Delegee***

Form: (Notice)  
Alias: Notice

#### Mail Items

**From** – sender of delegation notice

**Principal** – owner of calendar delegation from which notice is being sent

#### DataBase Control Items

#### Online Meeting Items

#### Unique Meeting Items

**\$CSFlags** = “w”

**\_ViewIcon** = 133

**AppointmentType** = 3 for Meeting

**ChairDomain** – ChairDomain must be on delegation notice.

**Form** = “Notice”

**NoticeType** = ”L”

**Repeats** – value is “” for non-repeating

## **Entry Type: Tentative Accept – Simple Meeting**

In the case of a simple meeting, when an invitee tentatively accepts an invitation, the invitation document itself is modified appropriately (for instance, the CalendarDateTime item is added) for display on the calendar. Also, an Accept notice is sent to the Chair's mail file.

The Invitee's Document is exactly the same as when a user accepts the invitation (see [Accept Notice – Simple Meeting - Invitee's Document](#)), except that BookFreeTime is set to "1", and \$BusyPriority is set to "2", so that the time appears as free time.

The Notice sent to the Chair is exactly the same as when a user accepts the invitation (see [Accept Notice – Simple Meeting – Notice to Chair](#)), except that NoticeType is set to "P" to indicate that the invitee has tentatively accepted.

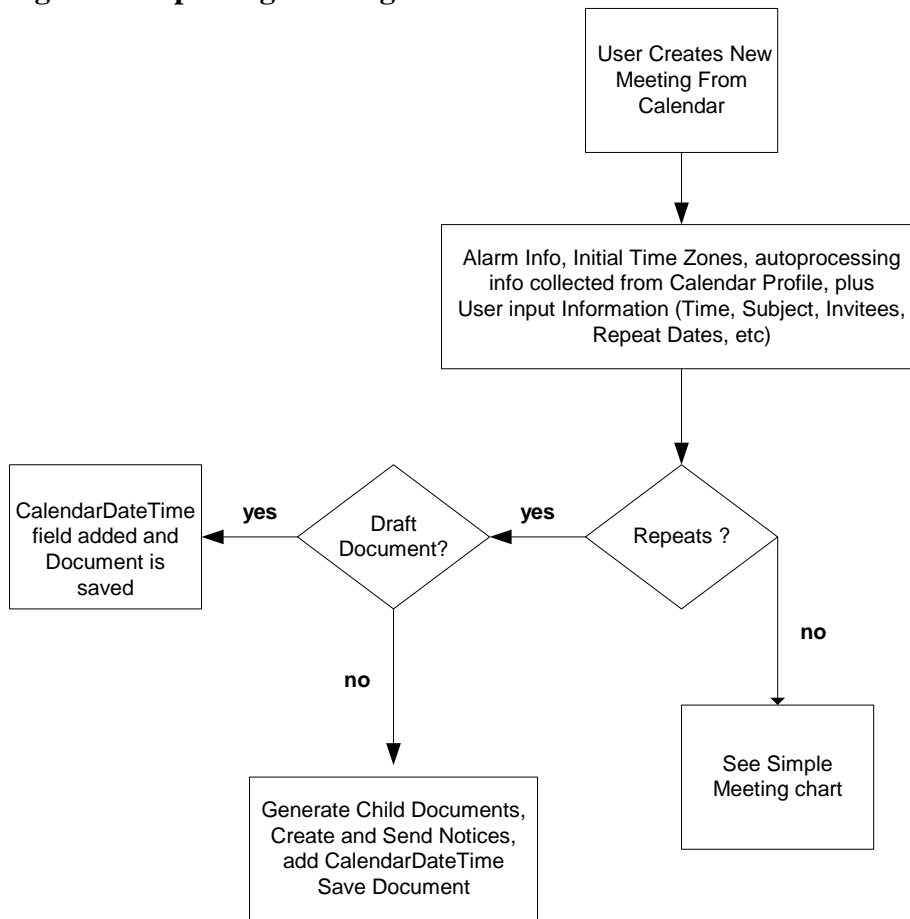


## Entry Type: Repeating Meeting

### *Workflow Discussion – Repeating Meeting*

Repeating meetings follow the [Repeat Model](#) described earlier. [Notices](#) are mailed to the invitees, rooms, and resources. Accepted, Declined, and Countered notices arrive back in the Chair's inbox. Figure 3 shows the workflow for Repeating Meetings with Invitees.

**Figure 3. Repeating Meetings with Invitees**



### *Chair's Documents*

Form: \_Calendar Entry

Alias: Appointment

[Mail Items](#)

[DataBase Control Items](#)

[Repeat UI fields](#)

[Online Meeting Items](#)

### Unique Meeting Items

\$CSFlags value of 'c' on repeat parent

\_ViewIcon = 158

AppointmentType = 3 for meeting

Form = "Appointment"

Repeats – value is "1" for repeating

SequenceNum – The sequence number on parent document is always 1

## ***Chair's Children Repeat Documents***

Alarm Items

BusyTime Items

Mail Items

DataBase Control Items

Online Meeting Items

### Unique Meeting Items

\$CSFlags value of 'i' on repeat child

\_ViewIcon = 158

AppointmentType = 3 for meeting

Form = "Appointment"

Repeats – value is "1" for repeating

## **Repeating Meeting - Notice to Invitees**

### ***Repeat Meeting Document***

Form: (Notice)

Alias: Notice

[Mail Items](#)

[DataBase Control Items](#)

[Repeat UI fields](#)

[Online Meeting Items](#)

### **Unique Meeting Items**

`_ViewIcon` – Value is always 133 for invitation

`AppointmentType` = 3 for meeting

`Form` = “Notice”

`NoticeType`=”I”

`Repeats` – value is “1” for repeating

### ***Repeat Meeting – Notice to Additional Invitee***

Form: (Notice)

Alias: Notice

[Mail Items](#)

[DataBase Control Items](#)

[Online Meeting Items](#)

### **Unique Meeting Items**

`$CSFlags` = “m”

`_ViewIcon` – Value is always 133 for invitation

`AppointmentType` = 3 for meeting

`Form` = “Notice”

`NoticeType` =”I”

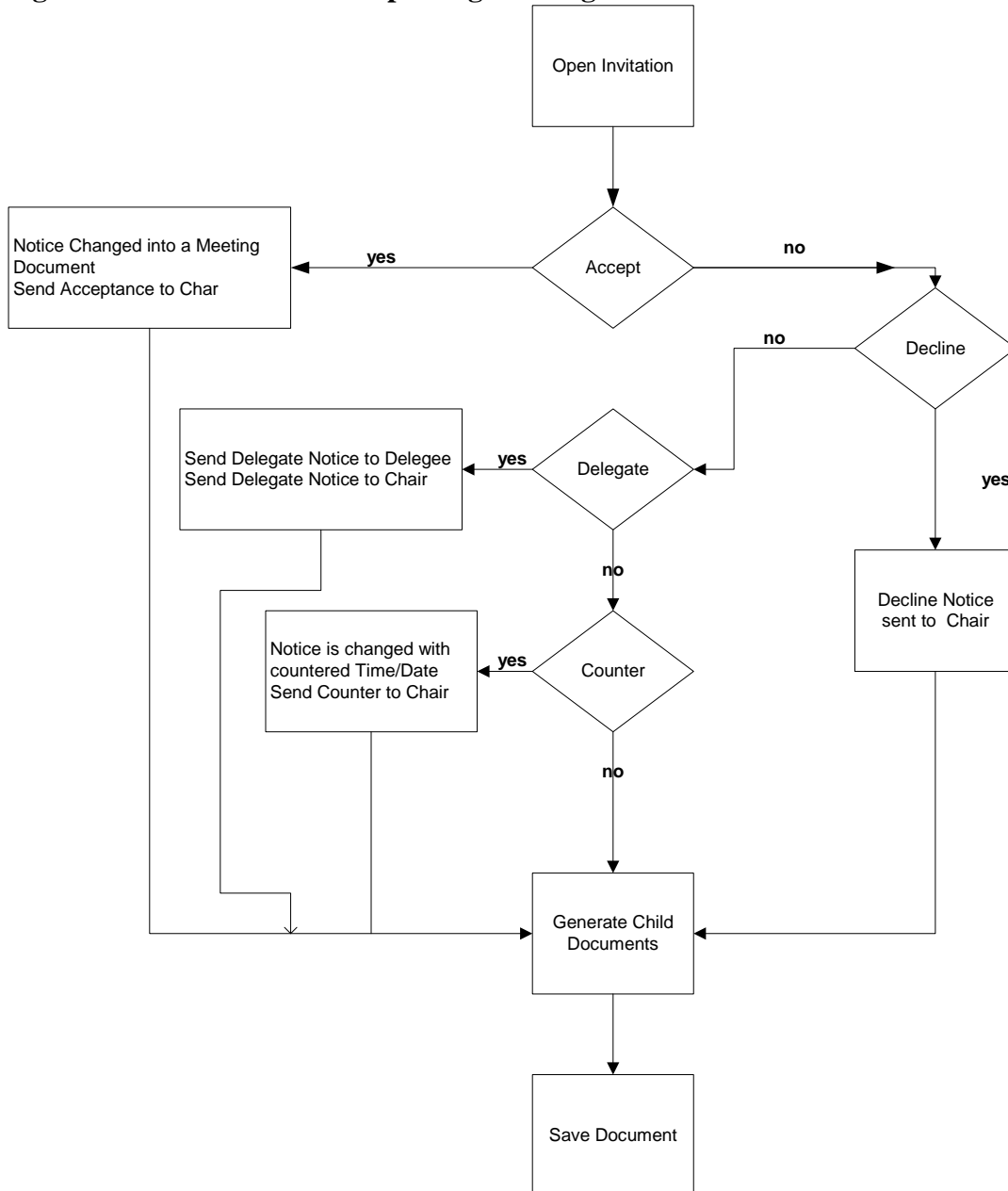
`Repeats` – value is “1” for repeating

`StorageRequiredNames` – This item is overloaded in this case

## Invitee Actions – Repeating Meetings

Invitees have several response options available when a repeat meeting invitation is received, or after the meeting is initially accepted. Figure 4 shows the workflow for Invitee Actions – Repeating Meetings. The documents used in this workflow are addressed below.

**Figure 4. Invitee Actions – Repeating Meetings**



## **Entry Type: Accept Notice – Repeat Meeting**

Invitee accepts an invitation. When an invitee receives a notice in their mail file and accepts the invitation, the notice in their mail file is suitably altered to become the parent document of the repeat meeting. Child documents to this parent are created for display in the Calendar view. An accept notice is sent to the Chair's mail file.

Repeat meeting notices to additional invitees are slightly different from those to original invitees in that the invitation is a document that has the \$Ref item set to a non-existent parent repeat document. That parent repeat document is initially created as a ghost note when the invitation is deposited in the invitee's inbox. When the user takes action on the invitation, an actual parent repeat document is created. The invitation itself is modified into a repeat child document, and an accept notice is then sent to the Chair's mail file.

### ***Invitee's parent repeat document***

Form: \_Calendar Entry

Alias: Appointment

In the case of a repeat meeting, when an invitee accepts an invitation, the invitation document is itself modified suitably to be the "parent document" in the invitee's mail file. A child to this parent repeat document is created for display in the Calendar view. Also, an accept notice is sent to the Chair's mail file.

[Mail Items](#)

[DataBase Control Items](#)

[Repeat UI fields](#)

[Online Meeting Items](#)

### **Unique Meeting Items**

\$CSFlags = 'c'

\_ViewIcon = 158

AppointmentType = 3 for Meeting

Form = "Appointment"

NoticeType ="A"

RepeatInstanceDates – These are put on document at acceptance

Repeats – value is "1" for repeating

### ***Invitee's child repeat document***

[Alarm Items](#)

[BusyTime Items](#)

[Mail Items](#)

[Online Meeting Items](#)

[DataBase Control Items](#)

## Unique Meeting Items

[\\$CSFlags](#) = 'i'

[\\_ViewIcon](#) = 158

[AppointmentType](#) = 3 for Meeting

[Form](#) = "Appointment"

[NoticeType](#) ="A"

[Repeats](#) – value is "1" for repeating

## ***Accept - Repeat Meeting - Notice to Chair***

Form: (Notice)

Alias: Notice

## Mail Items

### Online Meeting Items

### DataBase Control Items

## Meeting Items

[\\$CSFlags](#) = "wm"

[\\_ViewIcon](#) = 83 for accept

[AppointmentType](#) = 3 for Meeting

[Form](#) = "Notice"

[NoticeType](#) ="A"

[OriginalStartDate](#) – In most cases this is the same as the [StartDateTime](#) of the invitation. If the invitee accepts all, then declines partial set, then accepts some or all of that partial set, then this is the selected date from his/her calendar when he/she accepted.

[RepeatInstanceDates](#) – In most cases this item is not present on accept. If invitee accepts all, then declines partial set, then accepts some or all of that partial set, then this is the initial repeat date corresponding to the selected date from his/her calendar when he/she accepted.

[Repeats](#) – value is "" for non-repeating

[RescheduleEndDateTimes](#) – item not present on original accept. See [RepeatInstanceDate](#) above.

[RescheduleInstanceDates](#) – item not present on original accept. See [RepeatInstanceDate](#) above.

[RescheduleStartDateTimes](#) – item not present on original accept. See [RepeatInstanceDate](#) above.

## ***Accept Notice – Repeat Meeting -- Additional Invitee***

In the case of a repeat meeting to an additional invitee, when an invitee accepts an invitation, the invitation is a document that contains a \$Ref to a non-existing parent. That parent repeat document is initially created as a ghost note when the invitation is deposited in the invitees' inbox. When the user takes action on the invitation, an actual parent repeat document is created. The invitation itself is modified into a repeat child document. Also, an accept notice is sent to the Chair's mail file.

## ***Accept – Repeat Meeting -- Invitee’s parent repeat document-- Additional Invitee***

Form: \_Calendar Entry

Alias: Appointment

[Mail Items](#)

[DataBase Control Items](#)

[Online Meeting Items](#)

### **Unique Meeting Items**

\$CSFlags = ‘c’

\_ViewIcon = 158

AppointmentType = 3 for Meeting

ChairDomain – When repeat parent is created, Chair domain is inserted.

Form = “Appointment”

RepeatInstanceDates – These are put on document at acceptance.

Repeats – value is “1” for repeating

StorageRequiredNames – overloaded with meeting StartDates copied from invitation.

## ***Accept – Repeat Meeting -- Invitee’s child repeat document-- Additional Invitee***

[Alarm Items](#)

[BusyTime Items](#)

[Mail Items](#)

[Online Meeting Items](#)

[DataBase Control Items](#)

### **Unique Meeting Items**

\$CSFlags = ‘i’

\_ViewIcon = 158

AppointmentType = 3 for Meeting

Form = “Appointment”

NoticeType =”A”

Repeats – value is “1” for repeating

RescheduleEndDateTimes -- item removed when acceptance is done

RescheduleInstanceDates -- item removed when acceptance is done

RescheduleStartDateTimes -- item removed when acceptance is done

RescheduleWhich -- item removed when acceptance is done

StorageRequiredNames – overloaded with meeting StartDates from invitation

## ***Accept - Repeat Meeting - Notice to Chair -- Additional Invitee***

Form: (Notice)

Alias: Notice

[Mail Items](#)

[Online Meeting Items](#)

[DataBase Control Items](#)

### **Unique Meeting Items**

**\_ViewIcon** = 83 for accept

**AppointmentType** = 3 for Meeting

**Form** = "Notice"

**NoticeType** ="A"

**OriginalStartDate** – In most cases this is the same as the StartDateTime of invitation. If invitee accepts all, then declines partial set, then accepts some or all of that partial set, then this is the selected date from his/her calendar when he/she accepted.

**RepeatInstanceDates** – In most cases this item is not present on accept. If invitee accepts all, then declines partial set, then accepts some or all of that partial set, then this is the initial repeat date corresponding to the selected date from his/her calendar when he/she accepted.

**Repeats** – value is "" for non-repeating

**StartDateTime**– In most cases this is the same as the StartDateTime of invitation. If invitee accepts all, then declines partial set, then accepts some or all of that partial set, then this is the selected date from his/her calendar when he/she accepted.

**StorageRequiredNames**– overloaded with meeting StartDates from invitation



## **Entry Type: Counter Notice – Repeat Meeting**

### ***Counter --Repeating -- Invitee's repeat children documents***

Form: \_Calendar Entry  
Alias: Appointment

In the case of a repeat meeting, an invitee can propose a new time only after the invitation has been accepted. When the invitee counters the invitation, the repeat child documents are modified suitably to reflect that the invitee has proposed a different time. A counter notice is sent to the Chair's mail file.

The counter action might cause a split in the child repeat documents. The counter notice to the Chair has the item "OriginalStartDate" set to the selected day on the calendar when the counter was proposed. The item "\$CSFlags" is set to "wm". The CalendarDateTime item is removed from the repeat child document(s), and the meeting does not show in the Calendar (only in the Meetings, All Calendar Entries views).

[Alarm Items](#) - Alarm items are removed from note when user counters.

[BusyTime Items](#) - \$BusyPriority = 2

[Mail Items](#) This is still the original information from the invitation.

[Online Meeting Items](#)

[DataBase Control Items](#)

### Unique Meeting Items

\$CSFlags = 'i'

\_ViewIcon = 39

AppointmentType = 3 for Meeting

BookFreeTime = 1

Form = "Notice"

NoticeType="T"

OriginalStartDate – Selected day on calendar when counter was proposed

RepeatInstanceDates – multiple dates corresponding to the dates being countered

Repeats – value is "1" for non-repeating

### ***Counter – Repeat Meeting - Notice to Chair***

Form: (Notice)  
Alias: Notice

[Mail Items](#)

[Online Meeting Items](#)

[DataBase Control Items](#)

### Unique Meeting Items

\$CSFlags = 'wm'

No \$CSWISL item on Counter

[\\_ViewIcon](#) = 39

[AppointmentType](#) = 3 for Meeting

[ChairDomain](#) – Inconsistent behavior in Notes for this item. Not always present.

[Form](#) = “Notice”

[NoticeType](#) = ”T”

[OriginalStartDate](#) – Selected day on calendar when counter was proposed

[RepeatInstanceDates](#) – Single initial meeting date corresponding to OriginalStartDate

[Repeats](#) – value is “” for non-repeating

### ***Decline Repeat Meeting – Invitees Documents***

Form: (Notice)

Alias: Notice

**Invitee Declines an invitation:** If the original invitee (or delegue of entire repeat set) declines the entire repeat set, the parent/child repeat documents are not created. The original invitation "NoticeType" is changed to "R" ( for decline). The "\_ViewIcon" item is changed to 84, and the "subject" item is changed to have prefix "Declined:". In other cases such as new invitee to an already existing repeat meeting or accept and then decline, the appropriate repeat child documents are modified with these changes. In addition, the "CalendarDateTime" items will be removed from the declined repeat child documents and the meeting will not show in the Calendar (only in the Meetings, All Calendar Entries views).

### ***Decline Notice to Chair – Repeat Meeting***

Form: (Notice)

Alias: Notice

The Principal item contains the person’s calendar owner who is doing decline.

#### [Mail Items](#)

[From](#) – person sending decline.

[Principal](#) – owner of calendar doing decline.

#### [Online Meeting Items](#)

#### [DataBase Control Items](#)

#### [Unique Meeting Items](#)

[\\$CSFlags](#) = ‘wm’

[\\_ViewIcon](#) = 84

[AppointmentType](#) = 3 for Meeting

[Form](#) = “Notice”

[NoticeType](#) = ”R”

**OriginalStartDate** – In most cases this is the same as the StartDateTime of invitation. If invitee accepts all and then declines partial set, then this is the selected date from his/her calendar when he/she declined.

**RepeatInstanceDates** – In most cases this item is not present on accept. If invitee accepts all and then declines partial set, then this is the initial repeat date corresponding to the selected date from his/her calendar when he/she declined.

**Repeats** – value is “” for non repeating

**RescheduleEndDateTimes** – item not present if original decline of entire repeat set.

**RescheduleInstanceDates** – item not present if original decline of entire repeat set.

**RescheduleStartDateTimes** -- item not present if original decline of entire repeat set.

**StartDateTime**– In most cases this is the same as the StartDateTime of invitation. If invitee accepts all and then declines partial set, then this is the selected date from his/her calendar when he/she declined.

**StorageRequiredNames** – This item will contain a copy of RescheduleInstanceDates, if that item is present; otherwise, it contains its normal information.

**Subject** – Subject is “Topic” prefixed by “Declined:”

## Entry Type: Delegate – Repeat Meeting

In the case of a repeat meeting, when an invitee delegates an invitation, the invitation is sent to the delegee, and a “delegated” notice is sent to the Chair. The Chair uses the “delegated” notice to tie the original invitee to the delegee. This allows the delegee to receive future reschedules, updates, and emails sent to participants.

### *Delegated – Repeat Meeting -- Delegators Documents*

Form: (Notice)

Alias: Notice

**Invitee Delegates an invitation.** In the case of a repeat meeting, when an invitee delegates an invitation, the invitation is sent to the delegee, and a "delegated" notice is sent to the Chair. The chair uses the delegated notice to tie the original invitee to the delegee. This allows the delegee to receive future reschedules, updates, and emails sent to participants.

If the original invitee or delegee of entire repeat set delegates the entire repeat set, the parent/child repeat documents are not created. On the delegator side, the original invitation's NoticeType item is changed to "D", the \_ViewIcon item to “84”, and the Subject item changed to have a prefix of "Delegated:". The items DelegatedToList, Delegator, and Delegee are created.

In other cases such as adding a new invitee to an already existing repeat meeting, or accept then delegate, the appropriate repeat child documents are modified with these changes. In addition, CalendarDateTime items are removed from the delegated repeat child documents. Busy free time info fields are also updated. The \$BusyPriority is changed to “2”, and BookFreeTime is set to “1”.

#### Mail Items

**From** – person sending delegation notice.

**Principal** – owner of calendar from which delegation notice was sent

#### Repeat UI fields

#### Online Meeting Items

#### DataBase Control Items

#### Unique Meeting Items

**\$CSFlags** = “i”. Only exist on Child Repeat Document.

**\$REF** -- Only exist on Child Repeat Document.

**\$RefOptions** -- Only exist on Child Repeat Document.

**\_ViewIcon** = 84

**AppointmentType** = 3 for Meeting

**Form** = “Notice”

**NoticeType** = ”D”

**OriginalStartDate** – If invitee delegated entire original repeat set, then this is the original StartDateTime value. If invitee accepts all and then delegates partial set, then this is the selected date from his/her calendar when he/she delegated.

**PreventCounter** – This item is passed through from the Chair’s original invitation.  
**RepeatDates** – This item is present only when delegator is delegating entire original repeat.  
**RepeatEndDates** – This item is present only when delegator is delegating entire original repeat.  
**RepeatInstanceDates** – This item is only on Child Repeat Documents. On partial delegation, the repeat child has the initial datetimes for the delegated meetings in this item.  
**StartDateTime** – In most cases this is the same as the StartDateTime of invitation. If invitee accepts all and then delegates partial set, then this is the selected date from his/her calendar when he/she delegated.  
**StorageRequiredNames** – can be overloaded with datetimes when this is a partial delegation  
**Subject** – Subject is “Topic” prefixed by “Delegated:”

## ***Delegated – Repeat Meeting -- Notice to Chair***

Form: (Notice)  
Alias: Notice

### Mail Items

**From** – person sending delegation notice  
**Principal** – owner of calendar from which delegation notice was sent

### Online Meeting Items

### DataBase Control Items

### Unique Meeting Items

**\$CSFlags** = “wm”

**\_ViewIcon** = 84

**AppointmentType** = 3 for Meeting

**ChairDomain** – Not always present.

**Form** = “Notice”

**NoticeType** = ”D”

**OriginalStartDate** – In most cases this is the same as the StartDateTime of invitation. If invitee accepts all and then delegates partial set, then this is the selected date from his/her calendar when he/she delegated.

**PreventCounter** – This item is passed through from Chair’s original invitation.

**RepeatInstanceDates** – In most cases this item is not present on delegation notice to Chair. If invitee accepts all and then delegates partial set, then this is the initial repeat date corresponding to the selected date from his/her calendar when he/she accepted.

**RescheduleEndDateTimes** – Only present when doing partial delegation.

**RescheduleInstanceDates** – Only present when doing partial delegation.

**RescheduleStartDateTimes** – Only present when doing partial delegation.

**StartDateTime** – In most cases this is the same as the StartDateTime of invitation. If invitee accepts all and then delegates partial set, then this is the selected date from his/her calendar when he/she delegated.

**StorageRequiredNames** – inconsistent behavior. This is never overloaded here.

**Subject** – Subject is “Topic” prefixed by “Delegated:”

## ***Delegated – Repeat Meeting -- Notice to Delegee***

Form: (Notice)

Alias: Notice

### Mail Items

**From** – person sending delegation notice

**Principal** – owner of calendar from which delegation notice was sent

### Repeat UI fields

#### Online Meeting Items

#### DataBase Control Items

### Unique Meeting Items

**\$CSFlags** = “wm”

**\$REF** -- only present on partial delegation notice

**\$RefOptions** -- only present on partial delegation notice

**\_ViewIcon** = 133

**AppointmentType** = 3 for Meeting

**ChairDomain** – must be present

**Form** = “Notice”

**NoticeType** = ”L”

**OriginalStartDate** – If invitee delegated entire original repeat set, then this is the original StartDateTime value. If invitee accepts all and then delegates partial set, then this is the selected date from his/her calendar when he/she delegated.

**PreventCounter** – This item is passed through from Chair’s original invitation.

**RepeatDates** – This item is present only when delegator is delegating entire original repeat.

**RepeatEndDates** – This item is present only when delegator is delegating entire original repeat.

**RepeatInstanceDates** – In most cases this item is not present on delegation notice to Chair. If invitee accepts all and then delegates partial set, then this is the initial repeat date corresponding to the selected date from his/her calendar when he/she accepted.

**RescheduleEndDateTimes** – Only present when doing partial delegation.

**RescheduleInstanceDates** – Only present when doing partial delegation.

**RescheduleStartDateTimes** – Only present when doing partial delegation.

**StartDateTime** – In most cases this is the same as the StartDateTime of invitation. If invitee accepts all and then delegates partial set, then this is the selected date from his/her calendar when he/she delegated.

**StorageRequiredNames** – overloaded with datetimes

**Subject** – Subject is “Topic” prefixed by “Invitation (Delegated):”

## **Entry Type: Tentative Accept – Repeat Meeting**

**Invitee Tentatively Accepts an invitation.** When an invitee tentatively accepts an invitation, the invitation document itself is suitably modified to be the parent document in the invitee's mail file. A child repeat document is created for display in the Calendar view (as described in [Repeat Meetings](#)). An Accept notice with item NoticeType set to "P" is sent the Chair's mail file. Busy free time items are set such that the time appears to be free time.

The Invitee's Document is exactly the same as when the user Accepts the invitation (see [Accept Notice – Repeat meeting – Invitee's Document](#)), except that the BookFreeTime item is set to "1", and \$BusyPriority is set to "2", so that the time appears as free time.

The Notice sent to the Chair is exactly the same as when the user Accepts the invitation (see [Accept Notice – Repeat Meeting – Notice to Chair](#)), except that the NoticeType item is set to "P" to indicate that the invitee has accepted tentatively.

## Entry Type: Update Notice – Various Forms

**Update Notices.** Any update notices (Reschedules, Cancellations, Confirmations, Updates, etc.) that are sent from a Notes version 6 or later Chair contain the following additional fields:

- RescheduleStartDateTimes
- RescheduleEndDateTimes
- RescheduleInstanceDates

These fields specify which repeat instances (using RescheduleInstanceDates) are affected, and indicate exactly what the start date and times should be (RescheduleStartDateTimes) and what the end date and times should be (RescheduleEndDateTimes), once processed.

Note that these fields are sent for Updates as well as Reschedules, so the presence of such fields doesn't necessarily mean a change in time. Instead, it allows the chair to control what the notice for the invitee(s) calendar looks like once this notice is processed. Each instance of the meeting to be modified is found in the invitee's calendar by the key pair of RescheduleInstanceDates and ApptUNID and is processed.

### *Cancellation Notice to Invitees – Repeat Meeting*

**Chair Cancels a meeting.** A notice is deposited in the invitee's mail box, informing them that the meeting has been cancelled. The invitee must open the cancellation notice in order to remove the meeting from their calendar, if they had accepted it previously, *or* the invitee must have the new Notes 8 feature "autoprocess cancellations" turned on to process this automatically upon deposit into the mailfile.

Form: (Notice)

Alias: Notice

[Mail Items](#)

[Online Meeting Items](#)

[DataBase Control Items](#)

#### Unique Meeting Items

\_ViewIcon = 81

AppointmentType = 3 for Meeting

Form = "Notice"

NoticeType = "C"

OriginalStartDate – selected date on Chair's calendar from which this request was made

RepeatInstanceDates – Initial date corresponding to OriginalStartDate



## ***Reschedule – Repeat Meeting***

**Chair Reschedules a meeting.** Upon accepting a counter from an invitee, or upon a decision to change the time or other information of a meeting, the Chair mails notices to all participants. Upon receiving the invitation, all invitees must go through the process of accepting, declining, etc., if not prohibited by the Chair (as with a broadcast or with an all-hands meeting, for example).

## ***Reschedule – Repeat Meeting – Chair’s documents***

Form: (Notice)

Alias: Notice

## ***Reschedule – Repeat Meeting -- Notice to Invitees***

Form: (Notice)

Alias: Notice

[Mail Items](#)

[Online Meeting Items](#)

[DataBase Control Items](#)

[Unique Meeting Items](#)

`$CSFlags = "wm"`

`_ViewIcon = 33`

`AppointmentType = 3` for meeting

`Form = "Notice"`

`NoticeType = "U"`

## **New Features in Notes/Domino 8**

### **Ghosted Calendar Entries**

Ghosted entries are unaccepted meeting items that show in Calendar views. This function is handled by the autoproducting code for calendars, which is a part of the router. It was added in Domino 8.0, therefore a Domino 8 or later server is required. The router processes these entries based on the Calendar Preference “Display New (unprocessed) Notices”. This preference is stored in the Calendar Profile as “AutoProcessGhostNotices”, and when set to “1” (Yes), it will cause the notices to appear on the calendar in gray (default color).

The form is “Notice”, as opposed to “Appointment” for an accepted entry, but the CalendarDateTime field is added to allow the entry to show in the calendar. The StartDateTime and EndDateTime is calculated from the CalendarDateTime field for repeating entries and recalculated after the meeting is accepted. The entry otherwise retains the same settings as an Invitation, as opposed to an accepted Meeting. Free Time settings do not appear on ghosted entries, and Busytime is still marked as free.

### **Cancelled Meeting Processing**

Users can choose to have cancelled meetings automatically removed from their calendars, or they can have them stay on the calendar and show as cancelled. The new calendar preference items are AutoProcessCancellations and RemoveCancelOptions. The processing is also handled by the autoproducting function in the router.

When cancelled with the Remove Automatically option, the Forms are reverted to “Notice” from “Meeting”, busytime items are removed to free up that timeslot, and the CalendarDateTime field is removed to drop it from the Calendar views. When cancelled with the option to automatically remove from the calendar, the cancellation notice shows in the miniview (if miniview is enabled) as well as in the inbox, if set in preferences.

When cancelled with the option to show in the calendar, the form is reverted to “Notice”, the ViewIcon is set to 81, busytime items are removed to free up that timeslot, and the color modified as specified in the user’s preferences.

## **Common Fields**

### Alarm Items

Alarm items are put on Note if they are set up in calendar preferences or if the user manually sets them.

\$Alarm  
\$AlarmDisabled  
\$AlarmDescription  
\$AlarmMemoOptions  
\$AlarmOffset  
\$AlarmSendTo  
\$AlarmSound  
\$AlarmUnit  
Alarms

### BusyTime Items

BookFreeTime  
\$BusyName  
\$BusyPriority

### Mail Items

\$AltPrincipal  
\$ExpandGroups  
\$LangChair  
\$LangPrincipal  
\$NameLanguageTags  
\$SMTPKeepNotesItems  
AltChair  
BlindCopyTo  
CopyTo  
Encrypt  
From  
Logo  
MailOptions  
Principal  
SendTo  
Sign

### DataBase Control Items

\$PublicAccess  
\$NoPurge  
\$Revisions  
\$UpdatedBy

### Repeat UI fields

RepeatAdjust  
RepeatCustom  
RepeatFor  
RepeatForUnit  
RepeatFromEnd  
RepeatHow  
RepeatInterval  
RepeatStartDate  
RepeatUnit  
RepeatUntil  
RepeatWeekends

### Online Meeting Items

ApptUNIDURL  
AudioVideoFlags  
ConferenceDatabase  
OnlineMeeting  
OnlinePlace  
OnlinePlacetoReserve  
Meeting Password  
MeetingType  
Moderator  
Presenters  
RestrictAttendance  
RestrictToInviteList  
SametimeServer  
SendAttachments  
WhiteBoardContent

### Appointment Items

\$CSFlags  
\$CSTrack  
\$CSVersion  
\$CSWISL  
\$Ref  
\$RefOptions  
\$Seal  
\$SealData  
\$Signature  
\$WatchedItems  
\_ViewIcon  
\_ViewIcon2  
AltChair  
AppointmentType  
ApptUNID

Body  
Broadcast  
Categories  
Chair  
EndDateTime  
EndTimeZone  
ExcludeFromView  
Form  
Location  
NoticeType  
OptionalAttendees  
OrgConfidential  
OrgRepeat  
OrgTable  
OriginalEndDate  
OriginalEndTimeZone  
OriginalStartDate  
OriginalStartTimeZone  
ParentRepeatDates  
ParentRepeatInstanceDates  
PreventCounter  
PreventDelegate  
RepeatInstanceDates  
RequiredAttendees  
RequiredResources  
RescheduleEndDateTimes  
RescheduleInstanceDates  
RescheduleStartDateTimes  
RescheduleWhich  
Room  
SequenceNum  
StartDate  
StartDateTime  
StartTimeZone  
StatusUpdate  
StorageRequiredNames  
Subject  
Topic  
UpdateSeq

## Description of Fields

The following table describes each field's type, use, and valid values as appropriate.

\$Alarm	Number	<p>C&amp;S field that controls whether the alarm is set for the entry.</p> <p>This item is mutually exclusive with \$AlarmDisabled, so if \$AlarmDisabled is set, \$Alarm must <i>not</i> be set.</p> <p>The only valid value is 1; the item should <i>not</i> be present otherwise.</p> <p>Note: When generating a repeating CS note set, this item can be in repeat parent but is not required.</p>
\$AlarmDisabled	Number	<p>Created only if an alarm was enabled and then disabled by clicking on "Disable". Note that item is not created if user unchecks "Notify me". Field value is 1 when the alarm is disabled.</p> <p>This item is mutually exclusive with \$Alarm, so if \$Alarm is set, \$AlarmDisabled must <i>not</i> be set.</p> <p>Note: When generating a repeating CS note set, this item can be in repeat parent but is not required.</p>
\$AlarmDescription	Text	<p>The text to display when the alarm triggers.</p> <p>Created only if "Notify Me" is checked, that is., if the field "Alarms" has value 1.</p> <p>Note: When generating a repeating CS note set, this item can be in repeat parent but is not required.</p>
\$AlarmMemoOptions	Text	<p>A flag indicating to whom an email notification should be sent. This item controls whether the \$AlarmSendTo value is used (even if it is set). While the data type is for a string, <i>only</i> the first character of this item is used for determining what kind of email notice may be sent:</p> <p>0 = None. This indicates that no email notifications are to be sent. May not be used anywhere in the code, so may be obsolete. (In reality, field value is "" if the option is not checked.)</p> <p>1 = Event participants only. This indicates that email notifications are sent only to the participants of record on the entry and no one else. May not be used anywhere in the code, so may be obsolete.</p> <p>2 = Listed names. This indicates that the name(s) in \$AlarmSendTo are to be sent an email notification triggering.</p> <p>Created only if "Notify Me" is checked, that is, the field "Alarms" has value 1. Field value is "2" if "Send mail with entry title and</p>

		<p>description” is checked in Alarm Settings. Note: Item is not removed if the alarm is disabled.</p> <p>Note: When generating a repeating CS note set, this item can be in repeat parent but is not required.</p>
\$AlarmOffset	Number	<p>The offset, in minutes by default, from the StartTime of the entry that the alarm should be triggered. Positive offsets are <i>after</i> the start time; negative offsets are <i>before</i> the start time. This item is used <b>only</b> if the alarm is relative to the start time of the entry and <i>must not</i> exist if there is an \$AlarmTime item. It’s not of any use if \$Alarm (or Alarm) item is not present or set properly (or if the alarm is to trigger at a specific time). Created only if “Notify Me” is checked, that is, the field value “Alarms” has value 1.</p> <p>Note: When generating a repeating CS note set, this item can be in repeat parent but is not required.</p>
\$AlarmSendTo	Text	<p>The list of users (or groups) to whom an email notification should be sent when the alarm triggers.</p> <p>Created only if “Notify Me” is checked, that is, the field value “Alarms” has value 1.</p> <p>Note: When generating a repeating CS note set, this item can be in repeat parent but is not required.</p>
\$AlarmSound	Text	<p>The “name” of the sound to play when the alarm triggers. This is <i>not</i> the path to a .WAV or other sound file; rather, it is the “system” name for a sound, at least on Win32 clients.</p> <p>Created only if “Notify Me” is checked, that is, the field value “Alarms” has value 1.</p> <p>Note: When generating a repeating CS note set, this item can be in repeat parent but is not required.</p>
\$AlarmUnit	Text	<p>Indicates the unit of time that the \$AlarmOffset is in the default unit (if no value here is specified), in minutes. Valid choices are:</p> <p>M = Minutes (default)</p> <p>H = Hours</p> <p>D = Days</p> <p>Any other values are ignored, and the default is used instead.</p> <p>Created only if “Notify Me” is checked, that is, the field value “Alarms” has value 1.</p>

		Note: When generating a repeating CS note set, this item can be in repeat parent but is not required.
\$AltPrincipal	Text	Alternate name of the mail file owner.  On workflow messages, this is the alternate name for the owner of the mail file sending the notice. When there is no alternate name available, this item is set from item Principal.
\$BusyName	Text	Indicates who the entry is for and whose busytime it should affect.  <i>Must</i> be a single canonical name of a user or resource.  When Note is repeating, the \$BusyName item is not present on repeat parent.
\$BusyPriority	Text	Value affecting busytime searches:  1 = Busy by default on calendar entries  2 = Transparent if user "pencils in" the calendar entry; the time will appear open.  When Note is repeating, the \$BusyPriority item is not present on repeat parent.
\$CSFlags	Text	Flags used to control C&S operations. Multiple values are allowed; they are simply concatenated into a single string.  Valid values are:  c = Repeat instances have been created (only appears on repeat parent)  e = Document is a repeat exception  h = Document is a Holiday document created by the Import Holiday agent  i = Document is a repeating instance  m = Document is a repeating workflow message. This is the most commonly used value and <i>must</i> be on any repeating entry.  r = Document is a request for information  u = Document is updated information  w = Event is workflow enabled
\$CSTrack	Text List	Summary field – This item is used to track the flow of CS Notice items to help analyze any CS problem reports. It records each action and client version used for that action, as well as time and date



		stamps.
\$CSVersion	Text	Used to indicate that the entry was generated by a "2nd generation" C&S template. Notes version 5 and later: <i>Must</i> be "2" by default. This item is <i>not</i> present on pre-R5-generated entries. 0 = Pre-R5 entry (CS_VERSION_45) 2 = R5 or later
\$CSWISL	Text List	Watched Item Sequence List. Notes tracks when certain items are updated in the Note. When update is sent, CS code of recipient can decide if sender or recipient has new version of item. Watched items are: \$S- Subject \$L- Location \$B- Body \$R- Room \$E- Resource  Notes 7 additions: \$M – OnlineMeeting \$O – OnlinePlaceToReserve \$W – MeetingPassword  See also UpdateSeq
\$ExpandGroups	Text	Mail field. Used by the Mailer to decide if local people and groups should be expanded. It is 'On' by default. 0 = Do <i>not</i> expand groups 1 = Expand local groups only 2 = Expand public groups only (default) 3 = Expand local and public groups
\$FromPreferredLanguage	Text	The preferred language of the originating mail database. IBM Lotus Sametime needs this item to be able to properly set the localization string for the meeting.
\$LangChair	Text	Language of AltChair
\$NameLanguageTags	Text	The language used. Value for English is "en" .

\$LangPrincipal	Text	The language used for \$AltPrincipal
\$NoPurge	Date/Time	Core: This item prevents the note from being purged by replication before the schedule event has occurred. Use ConvertTextToTIMEDATE for the ending time string (for example., "03/16/2000 05:00 pm").  Set to latest EndDateTime in the repeat instance document. On repeat parent, set to latest EndDateTime of entire meeting.
\$PublicAccess	Text	Core: Marks the entry as a "public" doc. Used to make the entry public (FIELD_PUBLICACCESS). Lotus Notes C&S is based on allowing designees (for example, Admin Assistants) to see a user's calendar but not their mail file. It does this by making C&S entries "public". All C&S entries should have this, unless the user marks the entry "private" (the field does not appear in such entries).  Note that, if "Mark Private" was unchecked the first time it was saved, this item exists on both parent and response; however, if "Mark Private" was checked the first time it was saved and unchecked later, the item does not exist on the parent doc.
\$Ref	Response Reference List	The UNID of the parent document. Since the parent document should have a UNID equivalent to the ApptUNID, use the ApptUNID to create the \$REF item. <i>Do not put \$Ref on a parent document.</i>
\$RefOptions	Text	Value is "1". This <i>must</i> be on Note if \$Ref is on Note. <i>Do not</i> put \$RefOptions on a note that does not contain a \$Ref item.
\$Revisions	Date/Time List	List of date/time stamps on which the document was revised. Item does not exist if document has not been revised.
\$Seal	Encryption Seal	The seal when the Encrypt option is chosen under Delivery options / Security Options.
\$SealData	Encrypted Data	The seal data when the Encrypt option is chosen under Delivery options / Security Options. When the owner chooses the option to encrypt mail, the body item of the document is encrypted and put into this item.
\$Signature	Signature	Item exists if the Chair chose "Sign" Delivery options / Security Options when sending the notice.
\$SMTPKeepNotesItems	Text	Mail field

		This is a note to the mailer to store X-Notes-items in MIME stream when sending via SMTP. Value is “1”.
\$StorageBcc	Text List	<p>Mail recipient field.</p> <p>Mail formatting preferences for the “Bcc” recipients. Defaults to “1” or “.” when the preference is unavailable.</p> <p>Formatting types are:  0 – Prefers Notes Rich Text  1 – Keep in senders’ format (no preference)  2 – Prefers MIME  . (Period) – Keep in sender’s format (no preference)</p> <p>This list must be kept in sync with the BlindCopyTo field.</p>
\$StorageCc	Text List	<p>Mail recipient field.</p> <p>Mail formatting preferences for the “Cc” recipients. Defaults to “1” or “.” when the preference is unavailable.</p> <p>Formatting types are:  0 – Prefers Notes Rich Text  1 – Keep in senders’ format (no preference)  2 – Prefers MIME  . (Period) – Keep in sender’s format (no preference)</p> <p>This list must be kept in sync with the CopyTo field.</p>
\$StorageTo	Text List	<p>Mail recipient field.</p> <p>Mail formatting preferences for the “To” recipients. Defaults to “1” or “.” when the preference is unavailable.</p> <p>Formatting types are:  0 – Prefers Notes Rich Text  1 – Keep in senders’ format (no preference)  2 – Prefers MIME  . (Period) – Keep in sender’s format (no preference)</p> <p>This list must be kept in sync with the SendTo field.</p>
\$UpdatedBy	Text List	List of user names who modified the document.
\$WatchedItems	Text List	List of items included in \$CSWISL. Watched items are:

		<p>           \$\$- Subject            \$L- Location            \$B- Body            \$R- Room            \$E- Resouce         </p> <p>           Notes 7 additions:            \$M – OnlineMeeting            \$O – OnlinePlaceToReserve            \$W – MeetingPassword            See also UpdateSeq         </p>
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_ViewIcon	Number	<p>The icon to display in the calendar views for the entry.</p> <p>           9 = Event (VI_EVENT)            10 = Confirmation (VI_CONFIRM) or Reminder (VI_REMINDER)            33 = Reschedule (VI_RESCHEDULE)            38 = Counter decline (VI_COUNTERDECLINE)            39 = Counter (VI_COUNTERPROPOSE)            63 = Anniversary (VI_ANNIVERSARY)            81 = Cancel (VI_CANCEL)            82 = Completed (VI_COMPLETED)            83 = Accept (VI_ACCEPT)            84 = Decline (VI_DECLINE) or Delegator response (VI_DELEGATERESP)            133 = Invitation (VI_INVITATION) or Delegate Invitation (VI_DELEGATEINV)            157 = Uninvited (VI_UNINVITED) or Removed (VI_REMOVED)            158 = Meeting (VI_MEETING)            160 = Appointment (VI_APPOINTMENT)            168 = Task (VI_TASK)         </p>
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_ViewIcon2	Number	<p>The icon to display in the calendar views for the entry.</p> <p>           11 = Blue informational icon. Indicates that the message contains a personal comment from the sender.            33 = Reschedule         </p>
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Alarms	Text	<p>User interface field.</p> <p>Value is “1” when an alarm is enabled and is “” when alarm is disabled or was never enabled.</p>
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AltBlindCopyTo	Text List	<p>Mail recipient field</p> <p>Alternate names for the “Bcc” recipients. Defaults to primary name</p>
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		when the alternate name is unavailable.  This list must be kept in sync with the BlindCopyTo field.
AltChair	Text	Alternate Name of the owner.
AltCopyTo	Text List	Mail recipient field.  Alternate names for the “Cc” recipients. Defaults to primary name when the alternate name is unavailable.  This list must be kept in sync with the CopyTo field.
AltDelegator	Text	Alternate name of the calendar owner of delegator.
AltDelegee	Text	Alternate name of the person being delegated to.
AltFYINames	Text List	C&S attendee field.  Alternate names for users who are not involved in a meeting, but should be aware of it. Only available for the Chair.  This list must be kept in sync with the FYIAttendees field.
AltOptionalNames	Text List	C&S attendee field.  Alternate names for users who may participate in a meeting. This list must be kept in sync with the OptionalAttendees field.
AltRequiredNames	Text List	C&S attendee field.  The alternate name(s) of required users (To) on the entry.  For R5 and later, this list contains the alternate name(s) of any required attendees to an entry. It is organized similar to mail alternate names.
AltSendTo	Text List	Mail recipient field.  Alternate names for the “To” recipients. Defaults to primary name when the alternate name is unavailable.  This list must be kept in sync with the SendTo field.
AppendEndTime	Date/Time	Has same value as EndTime.

AppendStartTime	Date/Time	“Overrides” the StartTime value for an entry. This value, if found, is used to change the calculated start time of an entry.
AppointmentType	Text	Indicates what kind of calendar entry this is: 0 = Appointment 1 = Anniversary or Personal ToDo 2 = Event or Group ToDo 3 = Meeting 4 = Reminder
ApptUNID	Text	A text version of the entry's original/actual UNID. Generally this item should be the UNID converted to text, but it could also be the iCalendar UID or some other value. This also makes iCalendar support (introduced in Notes version 6) easier since it maps directly onto iCalendar's UID property.
ApptUNIDURL	Text	The URL used to attend the online meeting place on the Sametime server. Calculated during the save process. Default: "" For example, "http://sametime1.acme.com/stconf.nsf/\$CSLookup/CS48003BD14C6E237E8525695200693F37?OpenDocument&Login"
AudioVideoFlags	Text	The audio/video options. Value(s) are: "0" - None "1" - Audio only "2" - Video only "3" - Audio and Video Default: "0"
BlindCopyTo	Text	Mail recipient field.  Primary names for the “Bcc” recipients. Each recipient is only able to see their own name in this field.
Body	Rich Text or MIME-PART	The description of the appointment. This can be in Rich Text format or HTML format; however, auxiliary processes such as the IMAP server behave better when it is in RichText format.
Broadcast	Text	Indicates whether the Chair wants to receive any responses. Valid values are:

		1 = Broadcast, do not RSVP Any other value = RSVP (Default)
BookFreeTime	Text	User interface field.  Indicates whether an entry is “penciled in”. Value is “1” if “Pencil-In” has been checked. Value is “” otherwise.
CalendarDateTime	Date/Time List	A date & time value as to when the entry should show up in the calendar view. Mainly, the presence of this item indicates that it belongs in the Calendar view and when it should appear.
Categories	Text	Category picked or entered by the user.
Chair	Text	Name of the user who is chairing or organizing the entry. This should be the canonical name of the calendar owner when a meeting is created from Lotus Notes. It can be an Internet address when meeting is created from outside Notes.
ChairDomain	Text	Notes domain of the user who is chairing or organizing the entry. If Chair is in Internet format, then this item is empty.
CopyTo	Text	Mail recipient field.  Primary names for the “CC” recipients.  Contains the names of the optional invitees to which this workflow message is being sent.
ConferenceDatabase	Text	Inherited from the resource document for the Sametime server.
DelegateToList	Text list	Text list of delegees in the order in which they were delegated. The original invitee is not on the list. This can be an Internet address.
Delegator	Text	Owner of calendar who is delegator. This can be an Internet address.
Delegee	Text	Person being delegated to. This can be an Internet address.
DeliveredDate	Date/Time	The date/time stamp when the notice was delivered to the invitee’s inbox. This value is set by the Domino server.
DeliveryPriority	Text	The delivery priority chosen by the user (High H, Low L, Normal N)
DeliveryReport	Text	The Delivery Report options chosen by the user (None 0, Only on

		Failure 1, Confirm Delivery 2, Trace Entire Path 3)
Encrypt	Text	Security mail option “Encrypt”. Value is “0” when not chosen by the user and “1” when chosen.
EndDate	Date/Time	The UTC date & time at which the entry ends. It is derived from EndDateTime and is typically the same for non-repeating entries. In the rescheduling case, this will be the new date (& time) to which the base instance is being moved.
EndDateTime	Date/Time List	The UTC date & time at which the entry ends.
EndTime	Date/Time	The UTC date & time the entry ends. It is derived from EndDateTime and is typically the same for non-repeating entries. This is a separate item from EndDate, even though they both share the same information, because a UI change for Notes R5 to split the “combo” Date/Time picker into two separate items requires two separate items.
EndTimeZone	Text	The Notes timezone string for the EndDateTime. TimeZones strings are in the following format:  Fixed Time Zone: Z=<zone offset + values east of GMT>\$DO=0\$ZX=0\$ZN=<zone name>  Zone with daylight savings: Z=<zone offset + values east of GMT>\$DO=1;\$DL=<DaylightMonth> <which occurrence of Daylight Weekday> <Daylight Weekday> <StandardMonth> <which occurrence of Standard Weekday> > <Standard Weekday>\$ZX=0\$ZN=<zone name>
EnterBlindCopyTo	Text List	C&S attendee field.  Primary names for potential users who are not involved in a meeting but should be aware of it. Only available for the Chair.  Present only on a draft meeting and mutually exclusive to FYIAttendees field.
EnterCopyTo	Text List	C&S attendee field.  Primary names for potential users who may participate in a meeting. Present only on a draft meeting and mutually exclusive to OptionalAttendees field.



EnterSendTo	Text List	<p>C&amp;S attendee field.</p> <p>Primary names for potential users who are required to participate in a meeting.</p> <p>Present only on a draft meeting and mutually exclusive to RequiredAttendees field.</p>
ExcludeFromView	Text List	<p>The view(s) to exclude the note from in the mail file. The values are not actual view names but some shorthand abbreviations of them (or their aliases). Valid values (for C&amp;S at least) are:</p> <p>A = All Documents (aka \$All) view</p> <p>D = Drafts</p> <p>S = Sent</p>
Form	Text	The name of the form used for display.
From	Text	<p>Contains the username of the user who created the document. For example, when an assistant creates an invitation, the From item has their name.</p> <p>In contrast, the Principal item contains name of the owner of the mail database from which mail was created. Of course, the values may be the same.</p>
FromDomain	Text	Contains the Notes domain of the user who created the document. This is normally put on by client mailer code.
FYIAttendees	Text List	<p>C&amp;S attendee field.</p> <p>Primary names for users who are not involved in a meeting but should be aware of it. Only available for the Chair.</p>
INetFrom	Text	RFC822 email address corresponding to From item.
InetBlindCopyTo	Text List	<p>Mail recipient field.</p> <p>Internet addresses for the “Bcc” recipients. Defaults to “.” when the Internet address is unavailable.</p> <p>This list must be kept in sync with the BlindCopyTo field.</p>
InetCopyTo	Text List	Mail recipient field.

		<p>Internet addresses for the “Cc” recipients. Defaults to “.” when the Internet address is unavailable.</p> <p>This list must be kept in sync with the CopyTo field.</p>
INetFYINames	Text List	<p>C&amp;S attendee field.</p> <p>Internet addresses for users who are not involved in a meeting but should be aware of it. Only available for the Chair.</p> <p>This list must be kept in sync with the FYIAttendees field.</p>
INetOptionalNames	Text List	<p>C&amp;S attendee field.</p> <p>Internet addresses for users who may participate in a meeting.</p> <p>This list must be kept in sync with the OptionalAttendees field.</p>
INetRequiredNames	Text List	<p>C&amp;S attendee field.</p> <p>Internet addresses for users who are required to participate in a meeting.</p> <p>This list must be kept in sync with the RequiredAttendees field.</p>
InetSendTo	Text List	<p>Mail recipient field.</p> <p>Internet addresses for the “To” recipients. Defaults to “.” when the Internet address is unavailable.</p> <p>This list must be kept in sync with the SendTo field.</p>
KeepPosted	Text	<p>Determines whether participant wants to be kept notified of updates. This setting is on reply to Chair for decline and delegation.</p> <p>0 = Do not want further updates (Default if missing)</p> <p>1 = Do want further updates</p>
Location	Text	The location of the appointment entered by the user.
Logo	Text	Value is “stdNotesLtr0”. This is the background design on regular mail. Inherited by C\$\$ note but not used.
MailOptions	Text	Value appears to be always “0” in this context.
MeetingType	Text	One of the Sametime meeting types.

		Value(s): "1" - Collaboration "2" - Moderated "3" - Broadcast Default: "1" in Notes 6 and 7 Default: "2" in Notes 8
Meeting Password	Text	Online Meeting password if used.
Moderator	Text	The moderator of the Sametime meeting. (Note that this does not have to be the same person who schedules the meeting. Name is Canonical.
NewEndDate	Date/Time	The counter-proposed UTC end date ( <i>not</i> time) for a new DueDate or EndDate.
NewEndDateTime	Date/Time	The counter-proposed UTC end datetime for a new DueDate or EndDate.
NewEndTime	Date/Time	The counter-proposed UTC end time ( <i>not</i> date) for a new EndDate. Since tasks have no EndTime, there is no equivalent for it.
NewEndTimeZone	Text	The Notes timezone string for the NewEndDateTime. TimeZones strings are in the following format:  Fixed Time Zone: Z=<zone offset + values east of GMT>\$DO=0\$ZX=0\$ZN=<zone name>  Zone with daylight saving: Z=<zone offset + values east of GMT>\$DO=1;\$DL=<DaylightMonth> <which occurrence of Daylight Weekday> <Daylight Weekday> <StandardMonth> <which occurrence of Standard Weekday> > <Standard Weekday>\$ZX=0\$ZN=<zone name>
NewStartDate	Date/Time	The counter-proposed UTC end date ( <i>not</i> time) for a new StartDate (MAIL_CS_NEWSTARTDATE_ITEM). Although this information could be merged into one item with NewStartTime, there are Notes R5 historical reasons for the creation of StartDate and StartTime, so two items are needed to convey the counter proposal to the Chair.
NewStartDateTime	Date/Time	The counter-proposed UTC end datetime for a new StartTime (MAIL_CS_NEWSTARTTIME_ITEM). Although this information could be merged into one item with NewStartTime, there are R5 historical reasons for the creation of StartDate and StartTime, so two

		items are needed to convey the counter proposal to the Chair. Since tasks have no StartTime, there is no equivalent for it on tasks.
NewStartTime	Date/Time	The counter-proposed UTC end time ( <i>not</i> date) for a new StartTime (MAIL_CS_NEWSTARTTIME_ITEM). Although this information could be merged into one item with NewStartTime, there are R5 historical reasons for the creation of StartDate and StartTime, so two items are needed to convey the counter proposal to the Chair. Since tasks have no StartTime, there is no equivalent for it on tasks.
NewStartTimeZone	Text	The Notes timezone string for the NewStartDateTime. TimeZones strings are in the following format:  Fixed Time Zone: Z=<zone offset + values east of GMT>\$DO=0\$ZX=0\$ZN=<zone name>  Zone with daylight saving: Z=<zone offset + values east of GMT>\$DO=1;\$DL=<DaylightMonth> <which occurrence of Daylight Weekday> <Daylight Weekday> <StandardMonth> <which occurrence of Standard Weekday> > <Standard Weekday>\$ZX=0\$ZN=<zone name>
NoticeType	Text	Type of notice being sent. While the data type is for a string, <i>only</i> the first character of this item is used for determining what kind of notice it is. Valid values are:  A = User accepted request B = Chair has accepted a counter proposal C = Chair cancelled event D = User is delegating request; sent to Chair E = Participant would like fresh copy of event. Notice is refreshed info from Chair or Update info from Chair. When participant is requesting info, the \$CSFlags contains 'r'. When Chair is responding to request, the \$CSFlags contains 'u'. If Chair is merely sending an update, \$CSFlags will not contain either of these flags. F = User has completed request G = User wants to add event to calendar (may <i>not</i> be stored on disk, only in memory use.) H = User is deleting event

		<p>I = Invitation request</p> <p>J = Chair declines a counter-proposal request</p> <p>K = Chair is sending updated info to all invitees</p> <p>L = User is delegating request; Notice is sent to delegee</p> <p>N = Event is being confirmed by Chair</p> <p>P = User has tentatively accepted the invitation</p> <p>R = User declined the invitation</p> <p>S = Status update from Chair</p> <p>T = User is counter-proposing request</p> <p>U = Chair has rescheduled the event</p> <p>W = Waiting for reply from user</p> <p>X = Placeholder for "Extended NoticeType"; may not be in actual use.</p> <p>Y = Chair wants to remove rooms/resources</p> <p>Z = User has been removed (may <i>not</i> be stored on disk, only in memory use.)</p>
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OnlineMeeting	Text	If meeting is an online meeting, value field is "1".
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OnlinePlace	Text	Name of the online place found in the Domino Directory. Note that this is where the name is stored <i>after</i> processing has occurred. Value(s): Taken from the list of Online meeting places in the Domino Directory (in canonical format).
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OnlinePlaceToReserve	Text	Name of the online place found in the Domino Directory. Note that this is where the name is stored <i>before</i> processing has occurred. Value(s): Taken from the list of Online meeting places in the Domino Directory.
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OptionalAttendees	Text list	C&S attendee field. Primary names for users who may participate in a meeting.
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OrgConfidential	Text	Indicates whether the entry is "private" or not . This was also shared with the Lotus Organizer product. Value is "" if Mark Private is not checked, and "1" if it is checked.
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OrgRepeat	Text	Indicates whether the entry repeats. Value is "1" if entry is a repeating one, and "" if it is not.
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		See also Repeats field.
OrgTable	Text	Tells Lotus Organizer in which section an entry should be displayed. Since Organizer can have > 1 calendar, Notes defaults to using the first one by <i>always</i> putting a "C0" into this item.
OriginalDelegator	Text	Owner of calendar who was original invitee for this delegation chain. This can be an Internet address.
OriginalEndDate	Date/Time	The original UTC end date & time of the repeat instance that is being rescheduled. This is necessary when the user reschedules a single (or run of) repeating entry so that they know which one to use as the base reference point.
OriginalEndTimeZone	Text	The Notes timezone string for the OriginalEndDate. TimeZones strings are in the following format:  Fixed Time Zone: Z=<zone offset + values east of GMT>\$DO=0\$ZX=0\$ZN=<zone name>  Zone with daylight saving: Z=<zone offset + values east of GMT>\$DO=1;\$DL=<DaylightMonth> <which occurrence of Daylight Weekday> <Daylight Weekday> <StandardMonth> <which occurrence of Standard Weekday> > <Standard Weekday>\$ZX=0\$ZN=<zone name>
OriginalStartDate	Date/Time	The name of this item is misleading. It is not the original StartDateTime for this Instance. It is the prior UTC StartDateTime of the repeat instance that is being rescheduled. Useful in the case of rescheduling. Do not put on repeat parent.
OriginalStartTimeZone	Text	The Notes timezone string for the OriginalStartDate. TimeZones strings are in the following format:  Fixed Time Zone: Z=<zone offset + values east of GMT>\$DO=0\$ZX=0\$ZN=<zone name>  Zone with daylight savings: Z=<zone offset + values east of GMT>\$DO=1;\$DL=<DaylightMonth> <which occurrence of Daylight Weekday> <Daylight Weekday> <StandardMonth> <which occurrence of Standard Weekday> > <Standard Weekday>\$ZX=0\$ZN=<zone name>
ParentRepeatDates	Date/Time	The "current" set of repeating dates & times, including all reschedules

	List	<p>to that point.</p> <p>See RepeatDates for more details on the usage (although its use on a “parent” document <i>may</i> be slightly different).</p>
ParentRepeatInstanceDates	Date/Time List	<p>The “original” set of repeating dates &amp; times from when the entry was created.</p> <p>See RepeatInstanceDates for more details on the usage (although its use on a “parent” document <i>may</i> be slightly different).</p>
PostedDate	Date/Time	The client stamps this date/time on Note when it is mailed.
Presenters	Text	User Input. For broadcast meetings only; the people that are allowed to present in the meeting.
PreventCounter	Text	<p>Indicates that the Chair does not want any counter proposals. Valid values are:</p> <p>1 = Do not allow the invitees to counter propose</p> <p>All other values (including missing) = Allow it</p>
PreventDelegate	Text	<p>Used to indicate the Chair does not want to allow any delegation by invitees. Valid values are:</p> <p>1 = Do not allow the invitees to delegate</p> <p>All other values (including missing) = Allow it</p>
Principal	Text	<p>The fully distinguished username of the owner of the mail database from which mail is being created.</p> <p>In contrast, the From item is the name of the person, such as an assistant, creating mail. The items may be the same value.</p>
RepeatAdjust	Text	<p>Text list describing the days/dates that the rule should use to calculate the list of repeat dates &amp; times (for example, Monday, 1st of the Month). Currently only repeat types REPEAT_TYPE_WEEKLY and REPEAT_TYPE_MONTHLY require this parameter.</p> <p>In Notes version 4, this item was “0” based, so Sunday (for weekly entries) was 0, and so on. This is legacy now and <i>may not</i> be changed without seriously impacting backward compatibility.</p> <p>When dealing with REPEAT_TYPE_MONTHDATE repeats, the list is “1” based and is the list of dates in the month that the entry should repeat. Negative values <i>must not</i> be used here. If you want to have "The 2<sup>nd</sup>-to-last day" of the month, then use "2" here and set RepeatFromEnd to 1.</p>

		<p>This exists only in the Repeat Parent document and on Notice sent to original invitees. It is informational only, since the UI of the Chair used this information to generate the original repeat dates item.</p>
RepeatCustom	Time	<p>A hard-coded list of dates used mainly for “custom” repeating entries. Used by the UI code to set custom dates. Once repeat is saved, the items are copied to RepeatDates.</p> <p>This exists only in the Repeat Parent document and on Notice sent to original invitees. It is informational only, since the UI of the Chair used this information to generate the original repeat dates item.</p>
RepeatDates	Date/Time List	<p>The set of repeating dates &amp; (start) times at which the entry repeats. The end date &amp; times are not specified on another item; rather, they are derived by shifting the list of start date &amp; times by the entry’s duration. The presence of this item or of OrgRepeat is what truly signifies an entry is repeating, <i>not</i> any other checks (See CSNoteIsRepeatingEntry()).</p> <p>Note: This exists only in the Parent Doc.</p> <p><b>Important: This serves as the key when a lookup is performed on the (\$RepeatLookup) view, in the code.</b></p> <p>This is a peer item to ParentRepeatDates and, depending on some scenarios, one item may be used in place of the other. When creating an outgoing message, this item is the “backup” to RepeatInstanceDates. If RepeatInstanceDates is not present, then RepeatDates is sent instead.</p>
RepeatEndDates	Date/Time List	<p>When a repeating meeting is accepted, the repeat end dates are generated on parent repeat document. They are the corresponding end dates for the dates found in RepeatDates item.</p>
RepeatFor	Number	<p>The number of RepeatForUnits for which the entry repeats This value is a positive integer. Any zero or negative values are automatically treated as 1. Does not have any significance when repeat to date is chosen.</p> <p>This exists only in the Repeat Parent document and on Notice sent to original invitees. It is informational only, since the UI of the Chair used this information to generate the original repeat dates item.</p>
RepeatForUnit	Text	<p>The “unit” of time that the repeat rule is for. Further defined by RepeatUnit value. Valid values are:</p> <p>Null = Custom</p> <p>D = Daily</p>



		<p>M = Monthly</p> <p>W = Weekly</p> <p>Y = Yearly</p> <p>This exists only in the Repeat Parent document and on Notice sent to original invitees. It is informational only, since the UI of the Chair used this information to generate the original repeat dates item.</p>
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RepeatFromEnd	Text	<p>Flag indicating whether the monthly repeat is from the end of the month instead of the start of the month. Valid values are:</p> <p>1 = Start from the end (that is, values in RepeatAdjust are relative to the end of the month).</p> <p>All other values (or missing) = Start from the beginning of the month</p> <p>This exists only in the Repeat Parent Document and on Notice sent to original invitees. It is informational only, since the UI of the Chair used this information to generate the original repeat dates item.</p>
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RepeatHow	Text	<p>Indicates “how” the user wanted the repeat set to be terminated, either by count or by explicit date. Valid values are:</p> <p>F = "For"; indicates a count was desired</p> <p>U = "Until"; indicates that an explicit repeat end date/time was desired. The desired date/time is in RepeatUntil.</p> <p>This exists only in the Repeat Parent Document and on Notice sent to original invitees. It is informational only, since the UI of the Chair used this information to generate the original repeat dates item.</p>
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RepeatIds	Text List	<p>A list of UNID(s) of the response documents. One for each repeat instance.</p> <p>Note: Exists only in the Repeat Parent document.</p> <p>In Notes 6, this exists only for Repeating All Day Events.</p>
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RepeatInstanceDates	Date/Time List	<p>The set of dates &amp; times that are affected by the message that they are on.</p> <p>For repeating entries this may be a single date &amp; time if just a single instance is being, say, rescheduled; or it may be a list of dates &amp; times if a range of entries is affected, such as canceling “this and all future” instances. This item is copied at creation from RepeatDates so that it can become a snapshot of the “original” set of dates &amp; times. This is a peer item to ParentRepeatInstanceDates and, depending on some scenarios,</p>
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		<p>one item may be used in place of the other. When an outgoing message is created, this item is the “primary” to RepeatDates. If RepeatInstanceDates is not present, then RepeatDates is sent instead.</p>
RepeatInterval	Text	<p>The interval at which the rule applies. Only positive integer values are valid. The value is used in conjunction with RepeatUnit to calculate the next repeat date for an entry.</p> <p>This exists only in the Repeat Parent document and on Notice sent to original invitees. It is informational only, since the UI of the Chair used this information to generate the original repeat dates item.</p>
Repeats	Text	<p>Indicates whether the entry repeats. Value is “1” if entry is repeating and “” if it is not.</p> <p>See also OrgRepeat field.</p>
RepeatStartDate	Date/Time	<p>The starting date of the repeating entries. The starting time is actually pulled from either the StartTime item (or from EndTime / DueDateTime when calculating the proper end time).</p> <p>This exists only in the Repeat Parent document and on Notice sent to original invitees. It is informational only, since the UI of the Chair used this information to generate the original repeat dates item.</p>
RepeatUnit	Text	<p>The “unit” of time over which the entry repeats.</p> <p>Valid values are:</p> <p>C = Custom set of explicit dates</p> <p>D = Daily</p> <p>MD = Monthly by date (that is, the 1<sup>st</sup> of each month)</p> <p>MP = Monthly by day (that is, the 1<sup>st</sup> Monday of each month)</p> <p>Y = Yearly</p> <p>This exists only in the Repeat Parent document and on Notice sent to original invitees. It is informational only, since the UI of the Chair used this information to generate the original repeat dates item.</p>
RepeatUntil	Date/Time	<p>The UTC date (&amp; time) up to which the entry set repeats. Since Notes does not currently have the concept of a repeat set that occurs more than once a day (for example, “Repeat @ 9AM and 3PM every day for a week”), the time sub value is not used or necessarily set properly. This item is meaningful only if the RepeatHow is set to repeat how until.</p> <p>This exists only in the Repeat Parent document and on Notice sent to</p>

		original invitees. It is informational only, since the UI of the Chair used this information to generate the original repeat dates item.
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RepeatWeekends	Text	<p>Indicate what, if anything, should happen to a repeat instance that occurs on a weekend. This item's value is checked only in some cases of repeating entries. As of Notes R5, this item is used only if the entry is REPEAT_TYPE_DAILY, REPEAT_TYPE_MONTHLY (REPEAT_TYPE_MONTHDATE only), or REPEAT_TYPE_YEARLY; all other types of repeat sets cause this value not to be useful. Valid values are:</p> <p>D = Don't move weekend occurrence</p> <p>F = Move weekend occurrence to previous workday, presumably Friday (REPEAT_WEEKEND_FRIDAY)</p> <p>M = Move weekend occurrence to next workday, presumably Monday (REPEAT_WEEKEND_MONDAY)</p> <p>N = Move weekend occurrence to closest workday (forward or backward; REPEAT_WEEKEND_NEAREST)</p> <p>X = Remove weekend occurrence from the repeat set (REPEAT_WEEKEND_DELETE)</p> <p>This exists only in the Repeat Parent Document and on Notice sent to original invitees. It is informational only, since the UI of the Chair used this information to generate the original repeat dates item.</p>
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RequiredAttendees	Text list	<p>C&amp;S attendee field.</p> <p>Primary names for users who are required to participate in a meeting.</p>
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RequiredResources	Text List	<p>C&amp;S attendee field.</p> <p>A list of resources the Chair wants/needs to have.</p> <p>Notes version 4: For repeating entries, this entry is stored on the parent document.</p> <p>Version 5 and later: For repeating entries, this entry is stored on the individual child document(s).</p>
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RescheduleEndDateTimes	Date/Time List	<p>C&amp;S workflow message.</p> <p>The set of EndDateTimes for the repeat set to which this invitee is being invited after notice is applied. For example, if the invitee is being invited to only the last three days of the repeat meeting, then RescheduleEndDateTimes contains the new end datetime values for the</p>
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		<p>last three dates of the repeat set.</p> <p>For other actions such as Cancel, Remove, and Update, the set of EndDateTimes for the repeat set determines what dates should be used when this action is applied.</p>
RescheduleInstanceDates	Date/Time List	<p>C&amp;S workflow message.</p> <p>The initial set of DateTimes values for the repeat set over which this action should be applied. This set must be in sync with RescheduleEndDateTime and RescheduleStartTime. For example, if the invitee is being invited to only the last three days of the repeat meeting, then RescheduleInstanceDates contains the initial datetime values for the last three dates of the repeat set.</p>
RescheduleStartDateTimes	Date/Time List	<p>C&amp;S workflow message.</p> <p>The set of StartDateTimes for the repeat set to which this invitee is being invited after notice is applied. For example, if the invitee is being invited only to the last three days of the repeat meeting, then RescheduleStartDateTimes contains the new start datetime values for the last three dates of the repeat set.</p> <p>For other actions such as Cancel, Remove, and Update, the set of EndDateTimes for the repeat set determines what dates should be used when this action is applied.</p>
RescheduleWhich	Text	<p>Indicates which repeat entry or range of entries is being modified/cancelled. This is for backward compatibility. If the recipient is Notes 6 and later, then the information in RescheduleStartDateTimes, RescheduleEndDateTimes, and RescheduleInstanceDates is used instead.</p> <p>0 = Current (single) instance only  1 = All instances  2 = Current and all previous  3 = Current and all future  -1 = User-cancelled modifying repeat</p>
Resources	Text	<p>User interface field.</p> <p>Value is always "" in this context, since no resources can be picked for Appointments. (See Meetings)</p>

RestrictAttendance	Text	Indicates whether the online meeting is restricted to only those people/groups in the restricted list. Default is "0".
RestrictToInviteList	Text	The list of users/groups that are allowed to attend this online meeting. Value(s): The list of names are the people/groups in the from, moderator, sendto, copyto, blindcopyto fields.
ReturnReceipt	Text	Indicates whether user wants a return receipt. Value is "1" when user has picked return receipt and "" otherwise.
Room	Text	C&S attendee field.  The fully qualified name of the room (Roomname/site) for mailing notices to the Resource Reservation database.
RoomToReserve	Text	User interface field.  Value is always "" in this context, since no rooms can be picked for Appointments. (See Meetings)
SametimeServer	Text	Name of the Sametime server on which the online meeting takes place. Value(s): Taken from the Domino Directory. (Note: canonical format)
SendTo	Text	Mail recipient field.  Primary names for the "To" recipients.  Contains the names of the required invitees to which this workflow message is being sent. Or, in the case of a response, the Chair's address.
SequenceNum	Number	Sequence number of event notice. It is incremented when a change in start or end time occurs. When SequenceNum is changed, all the recipients must accept/decline again. Changing cosmetic things like the Subject is not grounds for increasing. Replies to a different SequenceNum are <i>not</i> valid and are ignored by the Chair as stale information.
SendAttachments	Text	Indicates whether the people who are invited to the meeting receive the attachments that will appear in the online meeting. Default: "0"
Sign	Text	Allows the user to Sign the entry for security purposes.
StartDate	Date/Time	The UTC date & time the entry begins. It is derived from StartDateTime

		and is typically the same for non-repeating entries. This is a separate item from StartTime, even though both share the same information, because a UI change for R5 to split the “combo” Date/Time picker into two separate items requires two separate items.
StartDateTime	Date/Time	The UTC date & time the entry begins.
StartTime	Date/Time	The UTC (date &) time the entry begins. It is derived from StartDateTime and is typically the same for non-repeating entries. This is a separate item from StartDate, even though both share the same information, because a UI change for R5 to split the “combo” Date/Time picker into two separate items requires two separate items.
StartTimeZone	Text	The Notes timezone string for the STARTDATETIME. TimeZones strings are in the following format:  Fixed Time Zone: Z=<zone offset + values east of GMT>\$DO=0\$ZX=0\$ZN=<zone name>  Zone with daylight saving: Z=<zone offset + values east of GMT>\$DO=1;\$DL=<DaylightMonth> <which occurrence of Daylight Weekday> <Daylight Weekday> <StandardMonth> <which occurrence of Standard Weekday> > <Standard Weekday>\$ZX=0\$ZN=<zone name>
StatusUpdate	RichText / MIME-PART	Contains the comment when doing accept/decline with comment or when the Chair is rescheduling with comment.
StorageFYINames	Text List	C&S attendee field  Mail formatting preferences for users who are not involved in a meeting but should be aware of it. Defaults to “1” or “.” when the preference is unavailable. Only available for the Chair.  Formatting types are: 0 – Prefers Notes Rich Text 1 – Keep in senders’ format (no preference) 2 – Prefers MIME . (Period) – Keep in sender’s format (no preference)  This list must be kept in sync with the FYIAttendees field.
StorageOptionalNames	Text List	C&S attendee field

		<p>Mail formatting preferences for users who may participate in a meeting. Defaults to “1” or “.” when the preference is unavailable.</p> <p>Formatting types are:  0 – Prefers Notes Rich Text  1 – Keep in senders’ format (no preference)  2 – Prefers MIME  . (Period) – Keep in sender’s format (no preference)</p> <p>This list must be kept in sync with the OptionalAttendees field.</p>
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StorageRequiredNames	Text List	<p>C&amp;S attendee field</p> <p>Mail formatting preferences for users who are required to participate in a meeting. Defaults to “1” or “.” when the preference is unavailable.</p> <p>Formatting types are:  0 – Prefers Notes Rich Text  1 – Keep in senders’ format (no preference)  2 – Prefers MIME  . (Period) – Keep in sender’s format (no preference)</p> <p>This list must be kept in sync with the RequiredAttendees field.</p> <p>This item can be overloaded in version 6 and later, to contain a copy of the RescheduleInstanceDates item, due to backward compatibility with R5. When an R5 user accepts, StorageRequiredNames is sent back on the acceptance, allowing the Chair to know what days the invitee is accepting.</p>
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Subject	Text	<p>The Subject of the notice (prefix + topic + date/time).  Prefixes can be:  Invitation:  Accepted:  Tentative:  Declined:  Countered:  Delegated:  Invitation (Delegated):  Information Update - when this is an update, the Chair indicates what is being updated, such as “Description has been changed”.</p>
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Topic	Text	The original subject as entered by the Chair. This item is only on workflow meeting messages.
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UpdateSeq	Text	Indicates sequence of updated items in note. Tracks non-date/time
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		changes (for example, subject, location). Always greater than or equal to the SequenceNum item. This value is tied to the entries in the \$CSWISL item.
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WhiteBoardContent	Composite	The attachments that are presented in the white board during the online meeting. Value(s): Files that the user chooses. (Note: works in conjunction with \$FILE field.)
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