

**AGENDA**  
GROUP CALENDARING MADE EASY

# AgendaX Installation & Administration Guide

## V5.1

AgendaX Installation & Administration Guide © 2011 DROLLINGER TECHNOLOGIES LLC  
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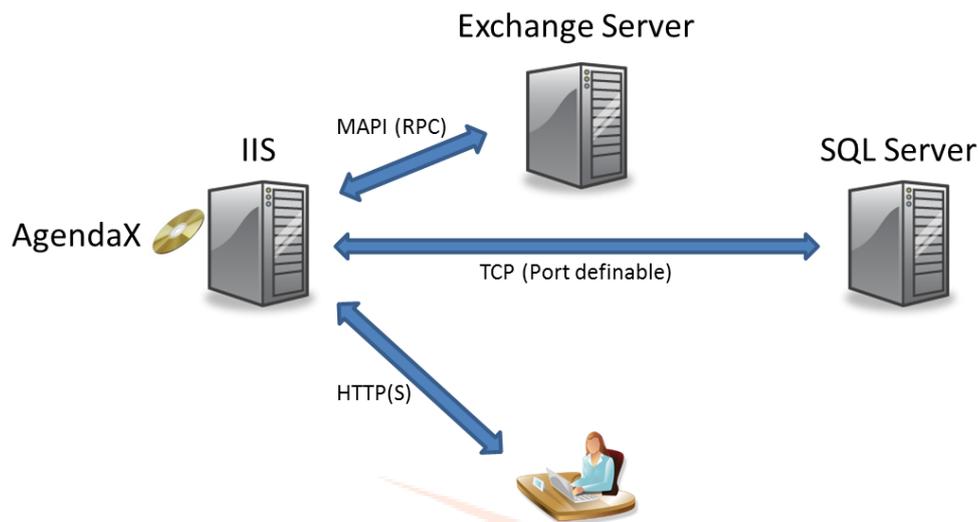
# Chapter 1: Welcome to AgendaX

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

## 1.1 How does AgendaX work?

A server-based Windows Service (the AgendaX Update Service) reads appointments of selected users in regular intervals from the Microsoft Exchange Server Message Stores and writes the information into a central database (any kind of ODBC compliant database, e.g., Microsoft Access, SQL Server, SQL Express, MySQL, Oracle etc.). The calendar information is published by Microsoft Internet Information Server on the corporate Intranet or Internet site using a set of Active Server Pages accessed by the browser.

## 1.2 Architecture and Protocols



The AgendaX Update Service reads Exchange Server calendars in definable intervals with MAPI and stores this information via ODBC on SQL Server.

The AgendaX Web application queries the SQL Server database and sends HTML pages to the client.

# Chapter 2: System Requirements

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AgendaX is preferably installed on the Internet Information Server, but can also be installed on the Microsoft Exchange Server.

## 2.1 Server Requirements

- Microsoft Windows Server (2000, 2003, 2003 R2, 2008, 2008 R2) with IIS 6 or higher
- Microsoft Exchange Server (5.5, 2000, 2003, 2007, 2010)
- MAPI Environment (downloadable from Microsoft)

## 2.2 Client Requirements

- Microsoft Internet Explorer, Firefox, Netscape, or Google Chrome

## 2.3 Prerequisites

### 2.3.1 Installing the MAPI Environment

MAPI (Messaging Application Programming Interface) must be installed on the computer that will be running AgendaX and is needed to access Microsoft Exchange mailboxes. There are two packages available to install a MAPI Environment. Depending on what type of computer you install AgendaX, you should select the appropriate package.

- **Microsoft Exchange Server MAPI Client and Collaboration Data Objects 1.2.1** from the following Microsoft site: <http://www.microsoft.com/downloads/details.aspx?familyid=E17E7F31-079A-43A9-BFF2-0A110307611E&displaylang=en>
- **Exchange 5.5 Administrator** (can be selected in the Exchange Server Setup). You will need your Exchange Server Setup CD to install this option.

In either case, if **Outlook** or a previous version of the above packages was installed before, you should first **uninstall** these, and then proceed with installing the most current version of either the MAPI client or Exchange 5.5 Administrator.

If you install AgendaX on a:

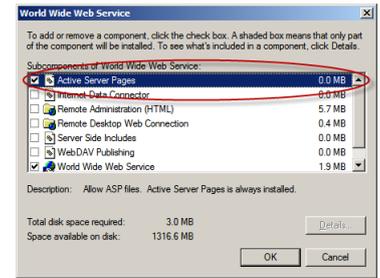
- **Dedicated Server** (without Microsoft Exchange installed on the same computer):  
Install the 'Microsoft Exchange Server MAPI Client and Collaboration Data Objects 1.2.1'.
- **Exchange 5.5, 2000, 2003 Server**  
Please install the Exchange 5.5 Administrator from your Exchange Server 5.5/2000/2003 Setup program.
- **Exchange 2007, 2010 Server**  
Download and install 'Microsoft Exchange Server MAPI Client and Collaboration Data Objects 1.2.1'

### 2.3.2 Preparing your server for ASP

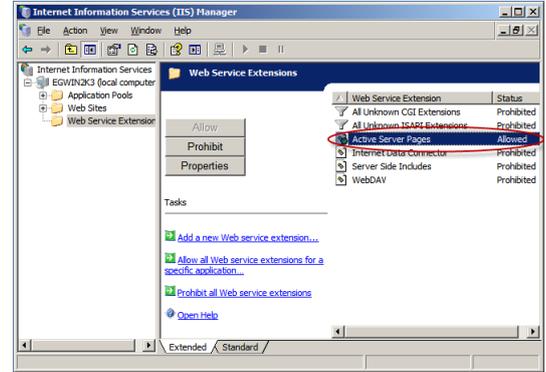
ASP (Active Server Pages) is used by Internet Information Server to display the web pages of the AgendaX web application. ASP is an optional component of every version of Internet Information Server. Please follow the instructions below depending on your operating system:

### Windows 2000 / 2003:

In Control Panel / Add or Remove Programs / Add Remove Windows Components / Application Server / Details / Internet Information Services / Details / World Wide Web Service / Details / enable Active Server Pages

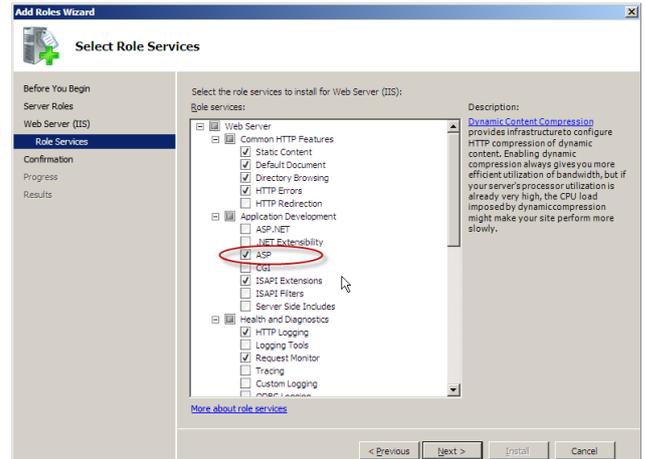


In Administrative Tools / Internet Information Services Manager / Web Service Extensions / Allow Active Server Pages

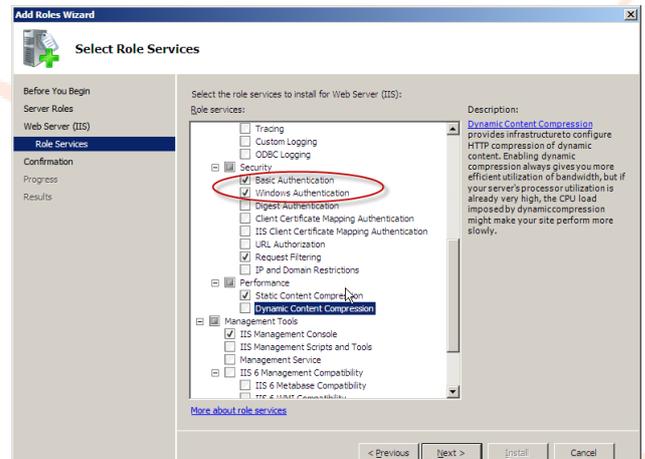


### Windows 2008

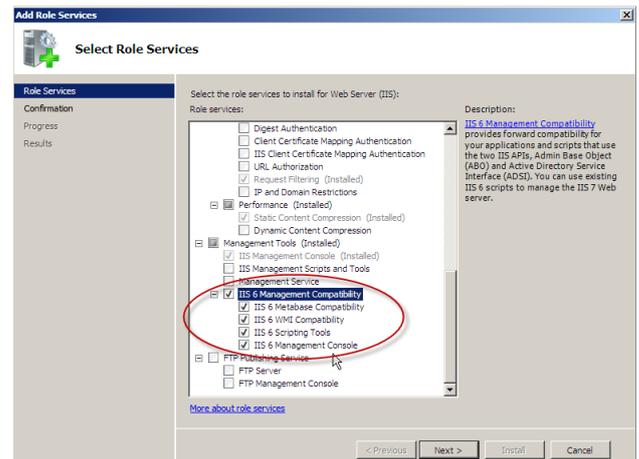
In Server Manager / Roles / Add Roles / Web Server add  
 - Application Development / ASP



- Security / Basic Authentication & Windows Authentication



- Management Tools / IIS6 Management Compatibility



### 2.3.3 Create an AgendaX Service Account

The AgendaX Update Service needs to run in a special context to read calendar information from Exchange Server. For this reason, you need to create an AgendaX Service account with appropriate permissions.

Should you not be able to set permissions on your Exchange Server(s), you still have the option to let each participating AgendaX user set permissions on his / her mailbox (see next section).

If you have access to your Exchange Server(s), please follow the guidelines below to create an AgendaX Service account.

- Create a new Active Directory account and add it to the **Domain Users** group ONLY. Please note that this account should not be a member of any Administrator or Exchange groups.
- Give this account local Administrative privilege on the server where you will install AgendaX by adding it to the **local** Administrators group. It must have full access to the file system and registry.
- In case you will use the Meeting booking feature of AgendaX, this user also needs a mailbox on Exchange Server to send notifications of newly booked meetings to attendees.

### 2.3.4 Setting permissions for the AgendaX Service account

There are 2 options to set permissions for the AgendaX Service account:

- **Setting permissions on Exchange Mailbox Stores**
  - o **Exchange 2000 / 2003:**  
Open the Exchange System Manager and set the following permissions for the AgendaX Service account on all Mailbox Stores that contain mailboxes (calendars) that you want to read and display with AgendaX:
    - Receive As
    - Administer information Store
  - o **Exchange 2007 / 2010:**  
Run one of the following cmdlets in your Exchange Management Shell for all Exchange Mailbox stores that contain mailboxes (calendars) that you want to read and display with AgendaX:

```
Get-MailboxDatabase "Servername\Storage Group\Mailbox Database" | Add-ADPermission -User "agendax_serviceaccount" -ExtendedRights "Receive-As", "Administer Information Store"
```

or

```
Add-ADPermission -Identity "Mailbox Database" -User "agendax_serviceaccount" -ExtendedRights "Receive-As"
```

and

```
Add-ADPermission -Identity "Mailbox Database" -User "agendax_serviceaccount" -  
ExtendedRights "Administer Information Store"
```

Please replace `Servername`, `Storage Group`, `Mailbox Database`, and `agendax_serviceaccount` with the values of your environment.

- **Setting permissions on Mailbox level**

If you do not have access to the Exchange System Manager (Exchange 2000 / 2003) or the Exchange Management Shell (Exchange 2007 / 2010) because of your company's policies or if your Exchange Server is hosted by an Exchange Hosting provider that refuses to setup an account with the above permissions, you can set the required permissions on mailbox level.

In this case, instruct each user that wants to participate in the AgendaX group calendar to grant the following permissions to the AgendaX Service account mailbox:

- **Reviewer permissions** on the Mailbox (top mailbox level) and the Inbox folders
- **Author permissions** on the Calendar folder

# Chapter 3: Running the Setup program

Before running the Setup program, please make sure that you have followed the instructions in the System Requirements chapter. Particularly, make sure that you have

- Installed the MAPI environment
- Installed the required Windows components
- Created an AgendaX Service account in Active Directory

## 3.1 Starting Setup

Extract the downloaded ZIP file into a temporary folder on your Server and run Setup.exe to start the Setup Wizard.

Click **Yes** to proceed.



Press **Next** on the Welcome screen to display the AgendaX Software License Agreement.

*Please note: You can press **Help** at any time to display additional information about a Setup topic.*



Click **Yes** if you have read and agree with the Software License Agreement.

*Please note: If you select ,No', the Setup Wizard will be terminated. This program cannot be installed unless you agree to the terms of the license agreement.*



Enter your name and your company name. If you have purchased AgendaX, enter the License number in the field provided.

If you are evaluating AgendaX, leave the License number field as it is. Click ,Next' to continue.

*Please note: The license number is tied to the Company name. If you have purchased AgendaX and received a license key, please be sure to enter the Company name exactly as stated on your license document.*



Select the folder, where you would like to install AgendaX. Typically, this is a folder beneath your Inetpub directory.  
 You can also enter a path that does not yet exist. The Setup Wizard will then create the folder for you.

*Please make sure that all users that will use the AgendaX web application have at least **read and execute permissions** on this directory. Site Administrators also need write access.*

Click **Next** to continue.

Select the code page that the AgendaX web application will be using. This setting will affect how times and dates will be displayed if you choose to not use browser language settings.  
 You can later change this value by editing the GLOBAL.ASA file in the AgendaX installation folder.

Click **Next** to continue.

Now you need to create / select a datasource that will be used by AgendaX. This is where AgendaX will store the data read from Exchange Server.  
 If you are installing AgendaX for the first time on this computer, you need to create a new datasource. You may also select an existing datasource from the drop down selector.

*Please note: If you are installing AgendaX on a 64bit Operating System, the option "MS Access" will be grayed out, as Microsoft discontinued development of 64bit Jet Drivers. We recommend using SQL Server Express instead.*

To create a data source, click **Create**.

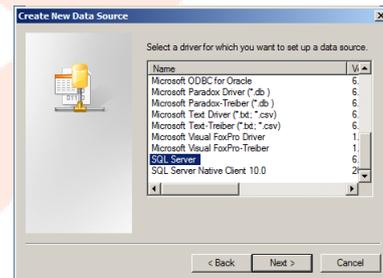
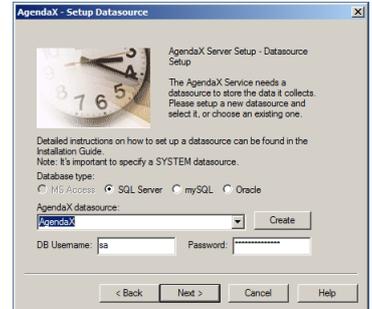
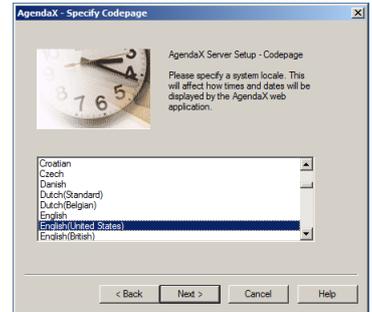
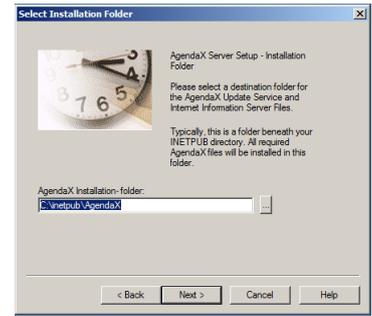
Select **System Data Source** to create a data source that is visible to all users on this machine, as both the AgendaX Update Service and the AgendaX web application will access the database defined in this data source.

Click **Next** to continue.

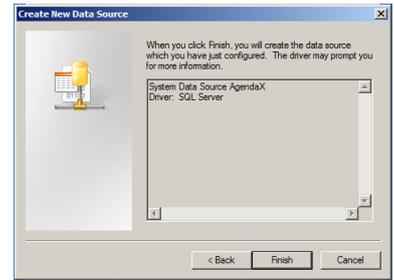
### 3.1.1 Creating a datasource for SQL / SQL Express

Select the **SQL Server** driver to set up a data source.

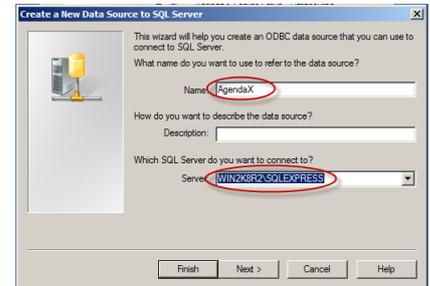
Click **Next** to continue.



Click **Finish** to continue with the data source definition.



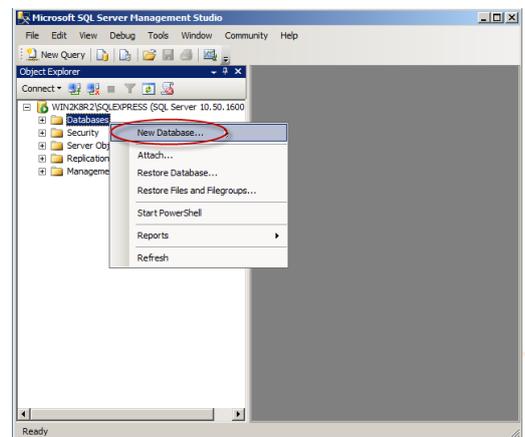
Enter a **name** for your new data source and specify the **SQL Server** or **SQL Express Instance** that stores the AgendaX database.



Run **SQL Server Management Studio** to create an empty database.



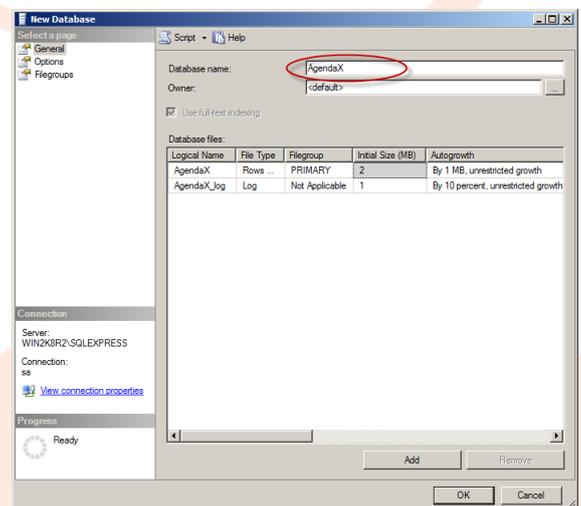
Right-click on Databases, and select **New Database**.



Enter a **Database name** for the new database.

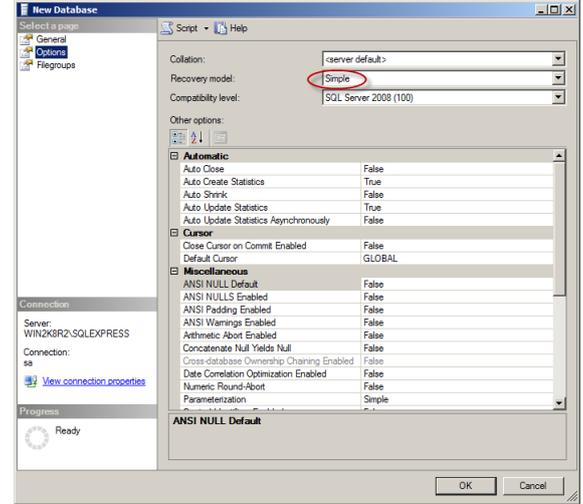
*Please note: If you use a special SQL user for this database (not **sa**), you have to create a **Login** under Security / Logins and give this user db\_owner rights on the database you just created. This can be found under "User Mapping".*

**Note regarding Windows Authentication:** You can also use Windows Authentication with AgendaX, without creating a special SQL user or using the built-in sa account. However, when you use SQL Authentication you will have to give permissions on the database to every AgendaX user, which is usually more complicated to do. We therefore recommend to use SQL authentication with a dedicated SQL user.



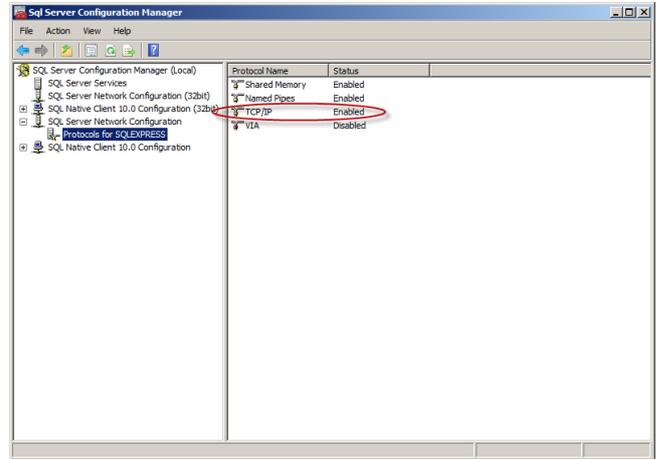
Click on **Options** and select the **Simple** recovery model. This will ensure that the database log will not grow unnecessarily.

All other options can be left to their default values.

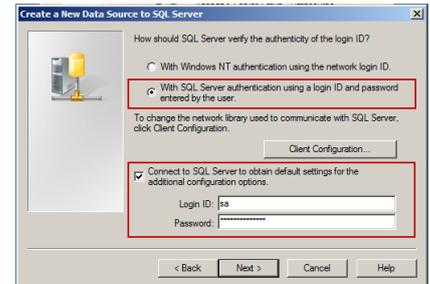


In **SQL Server Configuration Manager**, enable the **TCP/IP** protocol if you are using a SQL Server Express database.

If you are using a non-standard SQL driver in the data source definition, also enable **TCP/IP** on the appropriate configuration option.

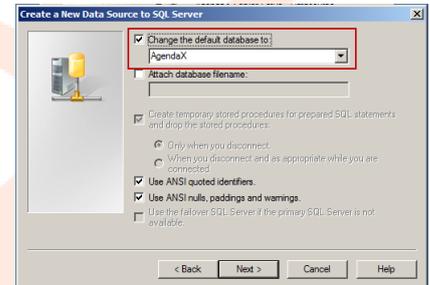


Back in the datasource definition, select **SQL authentication** (or Windows NT authentication if you decide to use AgendaX with Windows authentication), and enter the **credentials** to access the database.



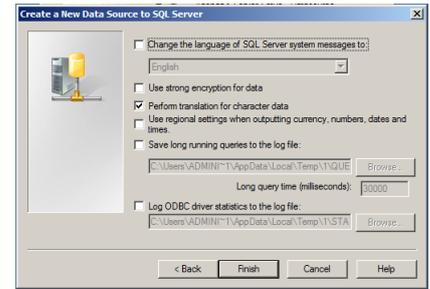
Choose **Change the default database to** and select the database you just created, leave all other settings to their default values.

Click **Next** to continue.

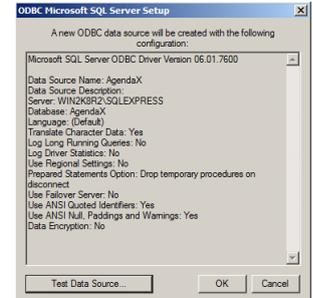


Leave all settings to their default values.

Click **Finish** to continue.

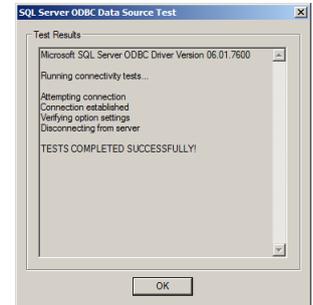


This screen shows an overview of the new datasource definition. Click on **Test Data Source** to check that it is working.



You should see **TESTS COMPLETED SUCCESSFULLY**.

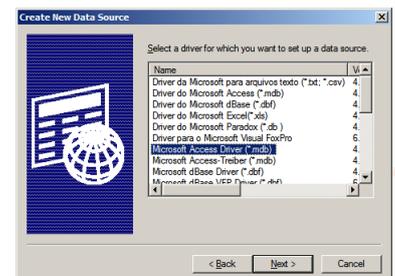
Click on OK to close the window.



### 3.1.2 Creating a datasource for MS Access

Select **Microsoft Access Driver (\*.mdb)** to create a datasource bound to a Microsoft Access database.

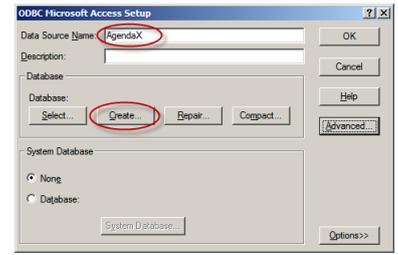
Click **Next** to continue.



Click **Finish** to create the datasource.



Please enter a **name** for your new datasource, then click on **Create** to specify where the new database should be created.



Navigate to the installation folder of AgendaX and enter a **name** for the database to be created.

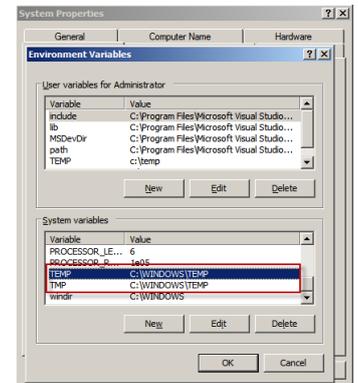
*Please note: You can create the database wherever you like, but it needs to be on a local drive, as the Microsoft Access driver does not allow the use of UNC names.*

Please make sure that all users accessing AgendaX have **read/write** access to the database file and **read/write/create/delete** rights in the directory where the database is stored.



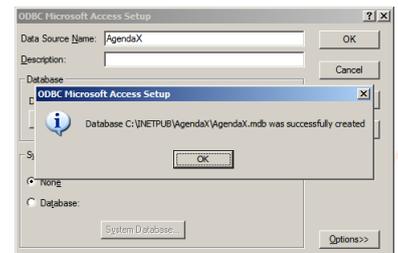
Click **OK** to continue.

Since the Microsoft Access driver stores temporary files in the directories specified by the TEMP and TMP system environment variables, you also have to grant **read, write, create and delete** permissions to these folders. You can locate these folders by navigating to My Computer / Properties / Advanced / Environment variables / System variables / TEMP and TMP (defaults to WINDOWS\TEMP).



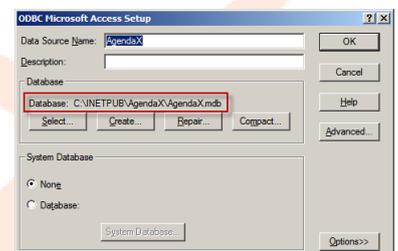
The database was successfully created.

Click **OK** to continue.



This shows the Microsoft Access datasource setup screen again. Note that the **name** of the database file you just created is now displayed.

Click **OK** to leave the Microsoft Access datasource configuration screen.



## 3.2 Continuing Setup after the data source definition

Back in the Data source setup screen, select the **type** of database and the **data source** that you just created.

For databases other than MS Access databases, also enter the **username** and **password** that should be used to access the database.

*Please note: if you use NT authentication with a SQL or SQL Express database, do not enter login information here.*

Click **Next** to continue

Click to select a **Microsoft Exchange directory server**. This is usually the Exchange Server that hosts the mailbox calendars that you want to scan with AgendaX.

If you have a **CAS Server** (Microsoft Exchange Server with the Client Access Service role), select the CAS Server. If you have virtual and physical CAS Servers, select a physical CAS server.

*Please note: **LDAP** searches on the Active Directory must be allowed for the currently logged in account. If you click on ... and nothing happens or an error message appears, you do not have permissions to search Active Directory using LDAP with the currently used account. In this case, you can also leave this value empty for now and later select the Microsoft Exchange directory server with the AgendaX Configuration Utility (AgendaXCfg.exe) or add it manually to the AgendaX Configuration file AgentX.ini.*

Click **Next** to continue

Enter the AgendaX Service Account you created earlier (DOMAIN\Username) and its password.

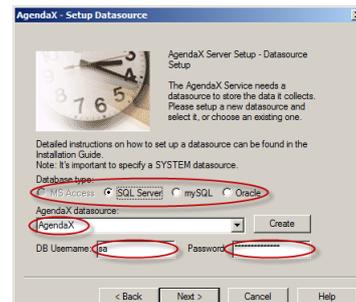
Click **Next** to continue

Select the **Mailbox** and the **Exchange Server** that hosts this mailbox that AgendaX uses to logon to the Exchange Address book and to send out notifications for meetings booked through the AgendaX Web interface. Usually, the mailbox of the AgendaX Service account is used for these tasks. However, this mailbox does not need any special permission on Exchange Server and any mailbox may be used.

*Please note: When you click on the ... buttons and nothing happens or an error message is displayed, it may be that the MAPI subsystem on this server does not work correctly and needs to be reinstalled.*

*If you see a wrong or empty address book when you select a mailbox, the profile that is used points to a wrong or inexistent directory server. In this case, select **New** in the Choose Profile dialog and create a new profile.*

Click **Next** to continue



This step creates a virtual directory on the Default Website of this IIS server with the required settings for the AgendaX Web application.  
 Enter the **name** of the virtual directory (e.g. AgendaX).  
 The web application will then be accessible with the URL  
[http://servername/virtual\\_directory\\_name](http://servername/virtual_directory_name)

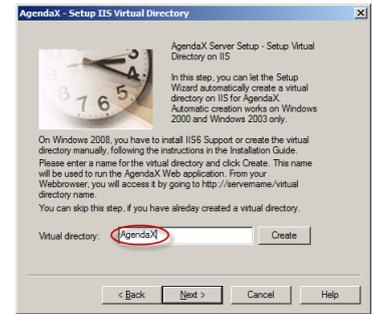
If you want to create the virtual directory manually or on a different website you may skip this step. For instructions on how to configure a virtual directory manually, please refer to Chapter 5: Manually setting up a virtual directory on IIS on page 30.

Please note: On Windows 2008 you have to install IIS6 Management Compatibility for the automatic creation of the virtual directory as explained in "2.3.2 Preparing your server for ASP" on page 2.

If you get an error message while creating the virtual directory, either a virtual directory with the specified name may already exist or IIS6 Management Compatibility may not be installed.

Click **Create** to create the virtual directory.  
 Click **Next** to continue  
 This completes the steps of the AgendaX Setup.

Click **Finish** to install AgendaX.

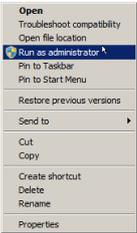


# Chapter 4: Configuring AgendaX

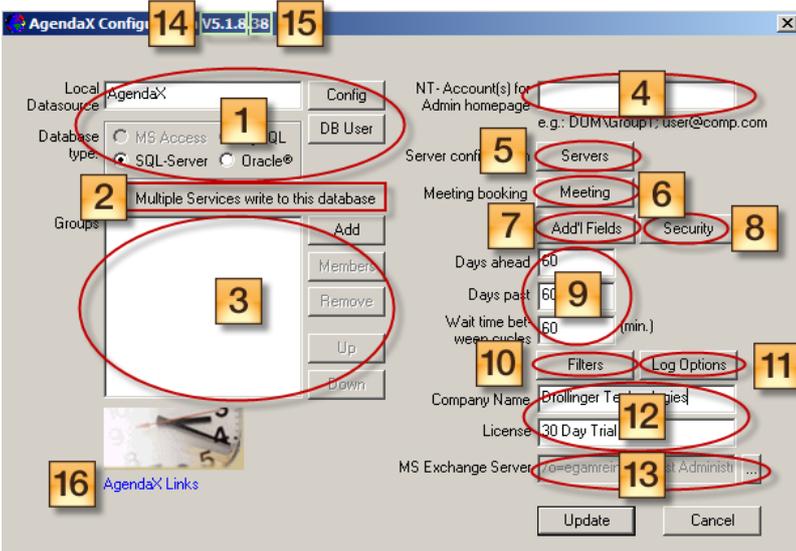
## 4.1 Configuring the AgendaX Update Service



The configuration of the AgendaX Update Service is accessed by running AgendaXCfg.exe in your AgendaX Installation directory, or by double-clicking the Link conveniently located on your Desktop.



On Windows 2008, please run the AgendaX Configuration Utility by right-clicking AgendaXCfg.exe (or the Link on your Desktop) and choosing 'Run as administrator'.



- 1 Data source definition
- 2 Multiple Services definition
- 3 Groups definition
- 4 Administration homepage access
- 5 Multiple Exchange Servers definition
- 6 Meeting booking definition
- 7 Custom fields definition
- 8 Security settings
- 9 Interval definition
- 10 Filter options
- 11 Logging options
- 12 License
- 13 Exchange directory server
- 14 Version
- 15 Patch level
- 16 Links

### 4.1.1 Data source definition

The **Config** and **DB User** buttons let you define a new data source, in case you want to change the one you defined during Setup. Please make sure that you always create a System data source (as opposed to a File or User data source).

Follow the steps described in "3.1.1 Creating a datasource for SQL / SQL Express" on page 7 or "3.1.2 Creating a datasource for MS Access" on page 10.

Be sure to specify the correct database type that corresponds to your data source, and specify a database username and password for databases other than MS Access.

If you use a SQL database with Windows Authentication, do not specify a database username and password. The credentials of the user using the AgendaX application will be used instead. In this case, you have to add permissions on the SQL database for each user that will be using the AgendaX database. For this reason, it is much simpler to use SQL authentication.

*Please note: When you make changes to the data source, the database user / password, or the database type, make sure to apply these changes also in the **Servers** definition.*

## 4.1.2 Multiple Services definition

It is possible to install AgendaX on different servers, in different Active Directory forests, locations, Exchange Organizations, or even different companies, and write with all installations to the same database, to get a consolidated view of otherwise unconnected mailbox calendars. For more information about connecting different AgendaX sites, see Chapter 6: Connecting different AgendaX Sites on page 39.

If more than one AgendaX Update Service is writing to the same database, you have to check the **Multiple Services write to this database** checkbox. In this case, you have to delete all pre-existing database tables in the AgendaX database, as the structure of these tables will change the next time the AgendaX Update Service is started.

## 4.1.3 Groups definition

You can configure an unlimited number of individual groups that consist of Exchange distribution lists and individual users. The members of these groups are the users whose calendars will be displayed by the AgendaX web application. Users that are not part of any group will not be scanned and therefore will not be available in the AgendaX views. The groups you define here are **Administrator defined groups** and will be available to all AgendaX users. If you do not want to make all Administrator defined groups available to all users, you can enable the Group membership required to view group feature (see 4.2.3 Feature Settings in on page 22) to only display groups that the current AgendaX user is a member of.

You can also setup different installations of AgendaX to separate groups of users, if they are not allowed to see each other's data. Separate installations can be secured with NTFS or virtual directory permissions (see Chapter 7: Installing multiple AgendaX setups on the same server on page 43).

Each AgendaX user also has the possibility to define up to 9 personal groups that are only available to him / her. Personal groups are defined in the AgendaX web interface.

Click  to add a group.

Click  or double-click a group to show or to modify the members of a group.

Click  to remove a group.

Click  after selecting a group to move it up in the list

Click  after selecting a group to move it down in the list

## 4.1.4 Administration homepage access

Specify the Windows accounts that are permitted to make changes to the AgendaX Web application configuration. Only the Windows accounts listed here will have access to the Administration homepage of AgendaX. This feature requires the use of 'Integrated Windows authentication' ('Windows authentication' on Windows 2008) or 'Basic authentication' (see **Error! Reference source not found.** **Error! Reference source not und.** on page **Error! Bookmark not defined.** for additional information).

## 4.1.5 Multiple Exchange Servers definition

Click  to configure your Microsoft Exchange servers, including associated datasources and time differences, if you have multiple sites / servers in your organization or if AgendaX is running on multiple servers.

This will allow you to link different AgendaX Setups, split the users to be scanned to different AgendaX Update Services, and to specify time zone differences between Exchange Servers. Clicking the  button will open the 'Multiple server / site configuration' dialog. For more information, please refer to Chapter 6: Connecting different AgendaX Sites on page 39.

This screen lets you configure multiple AgendaX installations. Please specify the following information for each Exchange Server that you use with AgendaX: The Exchange Server name, its time difference from the local computer, the datasource to access the AgendaX database used in conjunction with that server and the Username/Password to access this database.

Then, configure which servers will be scanned with the AgendaX Service installed on the local machine. To modify an entry, click on its entry in the list of available servers.

Site name / location (optional, e.g. San Francisco): Los Angeles

Exchange Server Configuration: Exchange server name: LAWIN2K8, Time diff.: +3.0, NT PDC/BDC (optional): (e.g. \\AE2)

Datasource Configuration: Datasource: AGXLA, DB Type: SQL Server, DB Username: sa, DB Password: \*\*\*\*\*

add modify delete

Server name	Time diff.	Datasource	DB type	DB user	PDC/B...	Site name	D
EGWIN2K3	+0.0	AgendaX	SQL	sa		New York	A
LAWIN2K8	+3.0	AGXLA	SQL	sa		Los Angeles	A

Servers to scan locally: EGWIN2K3

OK Cancel

- 1 Optionally enter a Site name
- 2 Enter the Exchange Server name, its time difference from the local (AgendaX) server, and optionally the NETBIOS name of a Primary or Backup Domain controller that should handle Windows account information requests.
- 3 Define a **datasource** that will store the data read for this Exchange Server. This can be the same datasource for all Exchange Servers or different datasources for different Exchange Servers. If you specify different datasources, each datasource will only contain the data read from the associated Exchange Server. Select also the **database type**, **database username** and **password**. For more information about setting up a datasource, please see 3.1.1 Creating a datasource for SQL / SQL Express on page 7 or 3.1.2 Creating a datasource for MS Access on page 10.

- 4 List of Exchange servers that you have defined. Select one of the entries to propagate its contents to the fields above.
- 5 Servers to scan locally: Only servers added to this list will be scanned by the (local) AgendaX Update Service. If you have multiple AgendaX Setups in different locations, you can define to e.g. only scan local Exchange Servers to reduce inter-site bandwidth usage.

### 4.1.6 Meeting booking definition

Clicking on the  button opens the Meeting booking definition dialog:

Meeting booking

1  Everybody is allowed to book meetings

2  Meeting booking is restricted to a closed user group

none (do not use this feature)

Select a Mailbox Custom Attribute to be used to enable / disable meeting booking for every individual user (mailbox). Set this Mailbox Custom Attribute to "1" for users who are allowed to book meetings (default: not allowed).

3 Prefix for appts booked with the browser: Booked by %s\n

OK Cancel

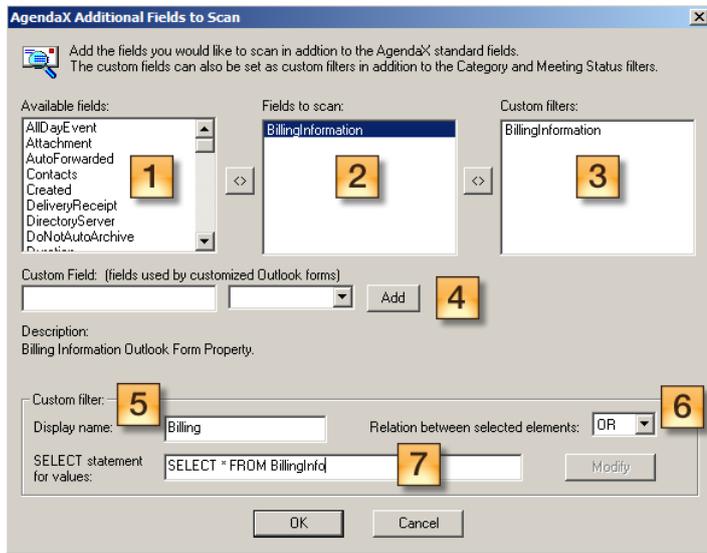
- 1 Select this option to allow everybody to book meetings in the AgendaX web application.
- 2 Select this option to restrict meeting booking to a closed user group. In this case, only users whose Custom Mailbox Attribute is set to "1" are allowed to book meetings in the AgendaX Web application. You can select which Custom Mailbox Attribute should be used.
- 3 When meetings are booked through the AgendaX Web application, the meeting text is prefixed by a statement indicating who booked the meeting. This is useful to track back who booked a meeting in case of disagreements. The following characters have special meanings:
  - %s Domain and username of the person booking a meeting
  - \n Newline character
  - \r Carriage- return character
  - \t Horizontal tab character

### 4.1.7 Custom fields definition

You can specify additional fields to be added to the AgendaX database. These fields can be standard Outlook Appointment fields or fields added by customizing the standard Outlook Appointment form. The fields you select will be added to the database and displayed by the AgendaX Web application.

Please note that SQL- server database tables are only created the first time the AgendaX Service is started. Since the tables are PURGED as opposed to DROPPED, when a new cycle starts, and the table definition changes when

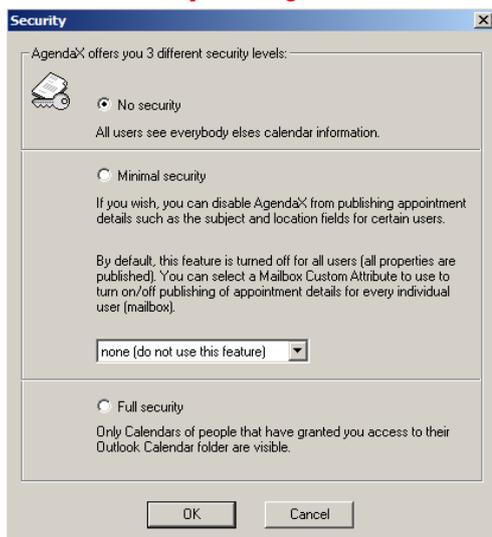
you add or remove fields, you need to manually DROP the AgendaXTable1 and AgendaXTable2 tables in your database when you make changes to the fields scanned by the AgendaX Service. With Microsoft Access databases, tables are recreated at the start of every cycle, so you don't need to drop any tables in your database.



- 1 List of available fields. This list contains the standard Outlook fields as well as Custom Fields that you can define (see 4).
- 2 List of fields that will be scanned by the AgendaX Update Service. Use the <> button to add fields to this list.
- 3 If you want to filter views in the AgendaX Web application not only by Categories, Meeting Status, and Text, you can specify a Standard Outlook field or a Custom field as a Custom filter. Use the <> button to add fields to this list.
- 4 If you are working with a modified appointment form in Outlook, you can specify an unlimited number of User- defined fields from your form and have the AgendaX Update Service write their values to the database. These values will also be displayed by the AgendaX Web application, and you can define Custom filters to filter views by these Custom fields. Click Add to add a new Custom Field to the list of available fields.

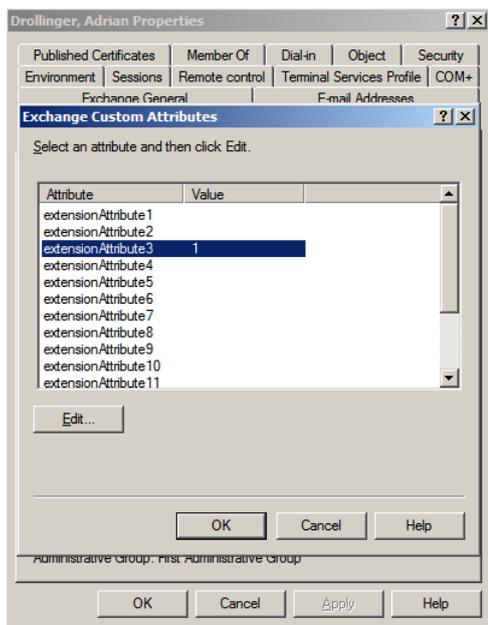
- 5 If you define a custom filter (see 3 above), you need to add a table to the AgendaX database that contains all the possible values for this filter (e.g. a table with all possible country names). Define a display name used in the AgendaX web application for this custom filter.
- 6 Specify what AgendaX should display when multiple values are selected in the custom filter. This setting is only meaningful for fields that can contain multiple values.
- 7 Specify a tSQL Statement that will return all possible values for a custom filter from your database table.

#### 4.1.8 Security settings



AgendaX offers you three different Security levels:

- **No security** (everybody sees all calendars)
- **Minimal security** (details such as the subject and location are not published for certain users).
- **Full security** (users will only see Calendars of users that have granted them access rights to their Outlook calendar folder. This feature requires the use of 'Integrated Windows authentication' ('Windows authentication' on Windows 2008) in IIS, or 'Basic authentication').



Minimal security can be turned on by selecting a 'Mailbox Custom Attribute'. Open Active Directory Users and Computers / Exchange Advanced / Custom Attributes to see which custom attributes are available.

If you wish to disable AgendaX from publishing appointment details such as the subject and location fields for certain users, you need to set the custom mailbox attribute of these users to 1. The custom attribute of the other users can be left empty and is by default set to 0, meaning all details are published.

If you would like to turn on Minimal Security for all or most users, you can set a flag in AgentX.ini to reverse the security logic:

```
[Config]
ReverseSecurityLogic=1
```

When this flag is set, all users whose specified custom mailbox attribute is NOT set will only publish free / busy information (no appointment details such as subject and location). In this case, you will not have to set any custom mailbox attributes and instead just specify an attribute that is not set to any value.

### 4.1.9 Interval definition

**Days ahead** specifies the number of days into the future (starting with the current date) for which calendar information is retrieved from Outlook calendars. The default value is 365 days if this field is left empty.

**Days past** specifies the number of days in the past for which calendar information is retrieved from Outlook calendars. The default value is 15 days if this field is left empty.

### 4.1.10 Filter options

AgendaX has some filter options that let the Administrator filter out meetings that match a certain criteria:



**Suppress public holidays and meetings categorized as 'Holiday':** Microsoft Outlook has a feature to import public holidays into people's calendars. These public holidays, as well as all appointments categorized with the 'Holiday' category, are by default filtered by AgendaX and are therefore not shown in the overviews. If you wish to display such appointments, you can turn this feature off.

#### Suppress meetings marked as 'Private':

AgendaX never publishes details of private appointments. If you want to completely omit private appointments from the AgendaX overviews, you can turn this feature on.

#### Suppress cancelled meetings:

Depending on user settings in Outlook, cancelled meetings are not always removed from people's calendars. If you wish to omit cancelled meetings from AgendaX, you can turn this feature on.

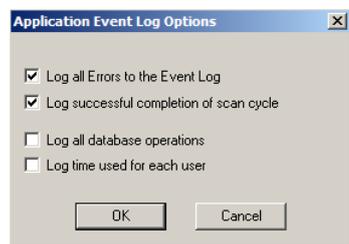
#### Show meetings with sensitivity 'Personal':

By default, AgendaX does not publish meetings with sensitivity set to 'Personal', 'Private', or 'Confidential'. Meeting sensitivity can be set in Outlook by selecting a meeting and pressing Alt-Enter. Please note that meeting sensitivity has nothing to do with marking a meeting as Private.

If you wish to show meetings with sensitivity 'Personal' in the AgendaX overviews, you can enable this feature.

### 4.1.11 Logging options

The AgendaX configuration gives you several options for writing Events to the Application Event Log. Normally, you don't have to change any of these options, but if problems occur or AgendaX is unusually slow when reading Exchange calendars, you may want to turn on one of the following options:



#### Log all Errors to the Event Log

Please keep this option turned on at all times. If you turn off logging errors to the Event Log, you will not be informed of possible problems.

#### Log successful completion of scan cycle

This option logs an Event to the Application Event Log telling you when the AgendaX Update Service has finished scanning the mailbox calendars, how much time it took to scan, and how many mailboxes were read.

#### Log all database operations

Please only turn this option on if you are tracing problems writing to the database.

#### Log time used for each user

You may want to enable this option if the AgendaX Update Service takes unusually long to scan mailbox calendars. You will then get an additional event logged to the Application Event Log for each mailbox calendar scanned, breaking down the time it takes to logon, find the calendar folder, read folder rights, add records to the database, apply filters, etc.

This can be handy to determine if some Exchange mailbox stores response slowly, a domain controller takes long, or a database server is overloaded.

### 4.1.12 License

The company name and license key are tied to each other. Please copy both of them from the Order confirmation email and paste them in the fields provided. When entering the company name manually, take care to write it exactly as stated in the License document (upper / lowercase).

For evaluation purposes, enter "30 Day Trial Version" (without quotes) in this field.

### 4.1.13 Exchange directory server

Click  to select a **Microsoft Exchange directory server**. This is usually the Exchange Server that hosts the mailbox calendars that you want to scan with AgendaX.

If you have a **CAS** Server (Microsoft Exchange Server with the Client Access Service role), select the CAS Server. If you have virtual and physical CAS Servers, select a physical CAS server.

*Please note: LDAP searches on the Active Directory must be allowed for the currently logged in account. If you click on  and nothing happens or an error message appears, you do not have permissions to search Active Directory using LDAP with the currently used account. If you are unable to get appropriate permissions, you can also add this value manually to AgentX.ini by modifying the MSX2k and HomeServer parameters.*

The **MSX2k** parameter can take one of the following values:

- 0 = Exchange 5.5
- 1 = Exchange 2000 / 2003
- 2 = Exchange 2007
- 3 = Exchange 2010

The **HomeServer** value has the following structure:

```
[Config]
HomeServer=/o=organization/ou=Administrative Group/cn=Configuration/cn=Servers/cn=servername
```

Example for Exchange 2003:

```
[Config]
MSX2k=1
HomeServer=/o=dtech/ou=First Administrative Group/cn=Configuration/cn=Servers/cn=EXWIN2K3
```

Example for Exchange 2007:

```
[Config]
MSX2k=2
HomeServer=/o=dtech/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Configuration/cn=Servers/cn=EX2k7
```

Example for Exchange 2010:

```
[Config]
MSX2k=3
HomeServer=/o=dtech/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Configuration/cn=Servers/cn=EX2k10
```

### 4.1.14 Version

**v5.1.8.38** The version of AgendaX can be seen in the titlebar of the AgendaX Configuration Utility AgendaXCfg.exe. The first 3 numbers determine the version (e.g. 5.1.8).

### 4.1.15 Patch Level

**v5.1.8.38** The Patch Level of AgendaX can be seen in the titlebar of the AgendaX Configuration Utility AgendaXCfg.exe. The Last number determines the Patch Level (e.g. 38)

### 4.1.16 Links

Useful links to the AgendaX homepage, Service Packs, Knowledgebase, FAQ, and to the Order Form to purchase additional licenses.

## 4.2 Configuring the AgendaX Web Application

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

The Administration homepage can only be accessed by users defined in 'NT accounts for Admin homepage' in the AgendaX Configuration (AgendaXCfg.exe). See 4.1.4 Administration homepage access on page 15 for more information. You also need to enable 'Integrated Windows Authentication' or 'Basic authentication' on the virtual directory / server set up for AgendaX, so AgendaX can distinguish between users.

The Administration page is divided into the following sections: **Global Settings**, **Display Settings**, **Feature Settings**, **View Settings**, **Categories**, and **Additional Settings**. Click on the appropriate link to jump to the desired section, or use the up / down arrows to jump to the top or bottom of the page. The  icon on each section header saves your changes.

If you want to revert all settings to their default values, press the  button at the end of the page.

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

### 4.2.1 Global Settings

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

Use the following language setting

**Browser** will use the language preference set in the Internet Browser.  
**Administrator defined Default language (below)** will set the language for all users to the 'Default Language' setting below.

Default Language	Default language used in overviews (if not Browser language setting is used).
2nd Language displayed	Optional second caption descriptor language. This enables you to show caption descriptors in 2 languages, e.g. English and French.
Time Display	Display time values either with a 24-hour or a 12-hour clock.
Date Entry	Choice of controls to use for selecting dates in the overviews and format used to display them. Note: The Date Picker control needs special Security settings in the browser (see 4.3.4 The (optional) date picker control on page 29 for further information)
Adjust Time Zones	For multiple site configurations only. <b>yes:</b> times are shown in the local site's time (e.g., a meeting of a user in the NY site from 1pm to 2pm will be displayed to a user in the LA site from 10am to 11am) <b>no:</b> times are shown in local times (e.g., a meeting of a user in the NY site from 1pm to 2pm will be displayed to a user in the LA site from 1pm to 2pm)

### 4.2.2 Display Settings

Display Settings affect how views are displayed (colors used, how many days per week to display, etc.)

Insert Ruler Row after	Number of rows, after which a date / hour ruler will be inserted in the overviews to ease navigation
Days per week	Number of days per week displayed
Start hour working day	Start hour of a day in the day view (24hr time format, e.g. 6pm = 18)

End hour working day	End hour of a day in the day view (24hr time format, e.g. 6pm = 18)
Display only meetings within this time range	When enabled, overviews will only show meetings that fall within the time range entered above (Start / End hour working day)
View Scrolling	Adds a vertical scroll bar if the view exceeds the screen height
Screen Refresh Interval (min)	Page refresh interval in minutes. <i>Please note: This setting only controls after how many minutes the browser page is refreshed. It does not affect the interval in which calendar data is read from the Exchange Server, which can be set in the AgendaX Configuration (see 4.1.9 Interval definition on page 18).</i>
Show Meeting Status / Categories Header	Shows or hides the Meeting Status (tentative / busy / out of office) and Categories filter caption in the overviews.
Show Meeting Status in Overviews	Shows or hides the Meetings Status (tentative / busy / out of office) filter caption in the overviews. When disabled, only the Categories filter caption is displayed.
Show Print Button	Displays a Print Button in the overviews to facilitate printing on gray scale and color printers.
Show Organizer	Displays the organizer of a meeting in the tooltips
Show Attendees	Displays the attendees of a meeting in the tooltips
Date Caption Text color	Color used for text of the Date caption (Date, Month -, Month +, Today, Week -, Week +, etc.).
Name column color	Color used for the Name column (Mailbox names).
Name column text color	Color used for the text of the Name column (Mailbox names).
Ruler color	Color used for the date / time ruler.
Ruler text color	Color used for the text of the date / time ruler.
Ruler active date / time color	Color used to highlight the active day / time.
Text on bars font color	Color used for text displayed on bars (detailed views)
Standard text color	Color used for normal text (such as text in the Personal Groups definition, deleting meetings, and the description text for filters in the overviews).
Subheader Text color	Color used for sub headers (such as the name of the active group or the date display range in the detailed user views).
Evening Color in Detailed User Weekly View	Background color used to display meetings that take place after office hours in the detailed user weekly view.
Meeting Status colors	Colors used to color-code the meeting status. The default colors represent the colors used by Outlook.
Background image Background color	You can display an image as a tiled background for the AgendaX overviews or choose a background color that fits your needs. If the picture is not located in the AGENDA subfolder of your AgendaX Installation, please provide the full URL to the picture, e.g. <a href="http://yourserver/virtualdir/pic.jpg">http://yourserver/virtualdir/pic.jpg</a> <i>Please note: If you specify both a background picture and a background color, only the background picture will be displayed.</i>

### 4.2.3 Feature Settings

Feature Settings lets you enable / disable various AgendaX features.

Personal Groups	Enable / disable Personal Groups.
Address book A-Z bar	Enable / disable the A to Z bar in the Personal Groups definition to facilitate navigation.
Meeting Booking	Enable / disable Meeting Booking in AgendaX.

Show Book Meeting link in empty places	When enabled, allows you to click on any empty space in the views to book a meeting for the corresponding user.
Send Invitation	<p>Controls whether and how the Send invitation checkbox will be displayed when booking meetings. For meetings booked with Send invitation turned on, AgendaX will send an Outlook meeting request to all attendees. If a meeting request is not sent, users will be notified of new appointments by an email message in their Inbox. In this case, they do not have the option to accept or decline a meeting.</p> <p><b>set by user - default: on</b> The user can control if a meeting request should be sent to attendees or not. The 'Send invitation' checkbox is checked by default.</p> <p><b>set by user - default: off</b> The user can control if a meeting request should be sent to attendees or not. The 'Send invitation' checkbox is not checked by default.</p> <p><b>always send invitation</b> The 'Send invitation' checkbox is not displayed and Agenda/X sends Outlook meeting requests for meetings booked with the web interface to all attendees.</p> <p><b>never send invitation</b> The 'Send invitation' checkbox is not displayed and AgendaX never sends Outlook meeting requests for meetings booked with the web interface. All meetings will be directly booked into the calendars, and an email message informs attendees of the new meeting.</p>
Default Group Selection	Default Group Selection controls whether members of the currently displayed group are automatically selected as meeting attendees when booking a meeting.
Prevent conflicting meeting booking	When enabled, AgendaX will not allow booking a meeting that would conflict with an existing meeting.
Treat meetings marked as free as non-conflicting	When enabled, treats meetings marked as 'free' as non-conflicting meetings.
Meeting form	Allows you to specify another custom programmed form as the meeting entry form.
Never send Outlook Meeting Requests to Resources	When enabled, AgendaX will not send an Outlook meeting request to an attendee added to the 'Resources' field of the meeting booking form. This is useful when your resource mailboxes don't automatically accept meeting requests.
Non- modifiable Meeting Booking Feature	This feature is not released yet.
Use Meeting Templates feature	When enabled, displays Administrator- defined meeting templates to choose from when booking a meeting. See 4.2.8 Meeting templates on page 27 for further information on how to define templates.
Display Resources field Display Categories field Display Status field Display Private field Display Reminder field Display Text field	These settings let you turn on / off several fields of the Book Meeting form.
Display Repeat for ... days	<p>This field of the meeting booking form can be used to book repetitive meetings, e.g. a meeting booked on a Monday from 8am to 4pm, repeated for 4 days would book 5 meetings, each from 8am to 4pm from Monday to Friday.</p> <p><i>Please note: The Repeat for ... days does not book meetings on weekends, so if you would repeat the above meeting example for 6 days it would be booked from Monday to Friday and on the following Monday and Tuesday.</i></p>
Require entry of Location	Controls if a location has to be specified when booking a meeting.
Group Menu	Enable / disable the Group Menu
Show 'All' Group	Enables or disables the 'All' group. This group is automatically generated and consists of all mailbox calendars that are scanned with the AgendaX Update Service.
Group membership required to view group	When this feature is enabled, users will only see the groups of which they are a member. They will also not be able to create Personal groups that consist of members who are part of groups that they are not a member of.

Text search box	Enables or disables the text search box. The text search box can be used to search for text in meeting subjects, locations, organizers, and attendees.
User Information	Enables or disables the User Information, which displays Active Directory information about a user, such as phone numbers, department, title, etc.
E-mail link in User Information	Enables or disables the e-mail link in the User Information, useful to send a quick email to another user.
Show Phone numbers in Name column	Shows phone numbers of employees next to their name in the name column. Phone numbers are read from Active Directory.
Hide meetings marked as free	Hide or show meetings that have a meeting status of 'free'. Outlook sets the meeting status of All Day Events to 'free' by default. Many Outlook users use All Day Events as reminders to remind them of task that they want to do on a certain day. This setting lets you easily hide such entries.
Hide users without meetings	Hide users that have no meetings in the current view. When enabled, only users that have meetings in the current view are displayed, all other users are hidden.

## 4.2.4 View Settings

Who is Where View		Enables or disables the Who Is Where View
	Number of columns	Controls the number of columns in the Who is Where View
Dayview - Width of grid		Enables you to set the width of the grid in the dayview as a fixed or dynamic width
Weekly view	weekview.asp	Shows the weekly view with 2 colored bars per day, divided into morning and afternoon. Meeting details are displayed with tooltips when hovering over the bars.
	weekvie3.asp	Shows the weekly view with colored bars, meetings are positioned on a timeline when they occur. Meeting details are displayed with tooltips when hovering over the bars.
Detailed Weekly view	weekvie2.asp	Shows days of the week horizontally and users vertically.
	weekvie4.asp	Shows days of the week and users vertically, while showing hours of the days horizontally.
Monthly view Name column width		Width (in percent of the screen width) of the column that displays the mailbox names in the monthly overview.
Quarter View		Enables or disables the Quarter View.
	Number of months displayed	Number of months to display in the Quarter View (2 – 6).
Ruler		<ul style="list-style-type: none"> <li>• None: no ruler is displayed</li> <li>• Days: a ruler displaying the day numbers is displayed</li> <li>• Week numbers: a ruler displaying the week numbers is displayed</li> <li>• Both: both day number ruler and week number ruler are displayed</li> </ul>
Week numbers Text color		Color of week numbers on the week number ruler. black & white print view: Color of the week numbers on the week number ruler in the black & white print view.
Day numbers Text color		Color of the day numbers on the day number ruler black & white print view: Color of the day numbers on the day number ruler in the black & white print view.
Move by (+/-)		<ul style="list-style-type: none"> <li>• Month: When clicking on  or  in the Quarterly View, the date selection is</li> </ul>

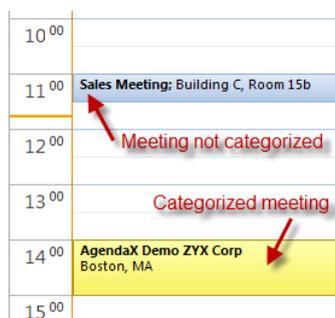
moved by a month.

- Number of months displayed: When clicking on + or - in the Quarterly View, the date selection is moved by the number of months displayed.

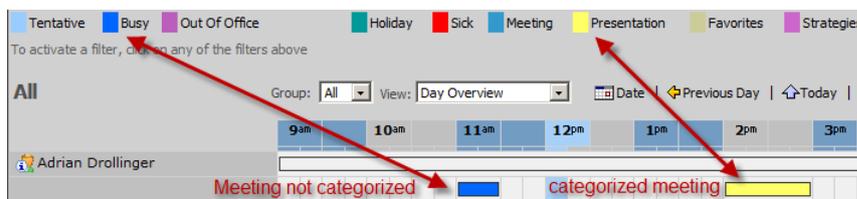
	Width of blocks in pixels	Width of meeting bars in the Quarterly View.
Team Statistics View		Enables or disables the Team Statistics View
Height of All Day events		Shows All Day Events on the Users detailed Weekly View small or large
User View 1/2		Additional views selectable on the Group Menu

## 4.2.5 Categories

AgendaX lets you define a set of Outlook Categories. Meetings categorized with one of the defined categories will be color-coded in the overviews. Meetings that are not categorized or categorized with a category that is not defined in AgendaX will be color-coded according to their meeting status (free / tentative / busy / out of office).



Picture 1: Categorized meeting in Outlook



Picture 2: Categorized meeting in AgendaX

You can freely define the list of categories. If you have users that speak another language in your company, you may want to also fill out the '2nd language descriptor' value of each category. This will treat meetings categorized with the according category name in the other language the same as meetings categorized with the category name in the Default language. If, for example, you define a category 'Phone Calls', associate it with the red color, and set the 2<sup>nd</sup> language descriptor value to 'Appels téléphoniques', your French colleagues meetings categorized with 'Appels téléphoniques' will be colored red in AgendaX just like your meetings categorized with 'Phone Calls'.

Categories can be used as filters in the AgendaX views. By using these filters, you can easily create views that show only specific meetings, e.g. a corporate holiday calendar.

If you want to ensure that all users use the same set of Categories in their Outlook calendar, you can deploy categories by using Group Policies. Please see the following Microsoft KB article for further information: [http://technet.microsoft.com/en-us/library/cc179073\(office.12\).aspx](http://technet.microsoft.com/en-us/library/cc179073(office.12).aspx)

## 4.2.6 Additional Settings

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

Show titlebar in overviews

Allows you to show / hide the title bar in the Main Menu and the overviews for better integration into an existing Intranet. If you disable the Title bar, it will be replaced by a small header and a horizontal line.

Show Titlebar with black background

Lets you enable / disable the black background of the title bar.

		<i>Note that this setting is only available if no background image is set. If you set a background image, this image will be displayed as a background for the title bar instead of the black bar.</i>
Text color of small header used instead of titlebar		Color of the small header that is displayed if you disable the titlebar
Link to other AgendaX Setup		Allows you to create a link to another AgendaX Setup or another intranet page.
	Icon	Specify the icon to use in the overviews.
Main Menu		AgendaX Main menu and URL of Home navigation button
Main Menu Text color		Color used for items in the Main Menu (e.g. 'Who Is Where?', 'Agenda Day Overview', 'Agenda Week Overview', etc.)
Main Menu Description Text Color		Color used for description text in the Main Menu (e.g. 'The Snapshot view shows the current availability status of your co-workers', 'Daily overview for all co-workers', etc.)
Header Image		Picture displayed in upper left corner of header in the overviews and on the main menu
Database Connection Timeout (s)		Connection timeout in seconds for connections to AgendaX databases.
Database Command Timeout (s)		Command timeout in seconds for commands carried out on AgendaX databases. Change this value <b>only</b> if you have connection timeouts from the ODBC driver when trying to display any of the AgendaX overviews.
Default Group		Group to show by default. This disables showing all users in the overviews, except when the 'All' group is enabled ("Show 'All' group" setting). All views will always be limited by a group selection.
	UserProfile	The most recently selected group in the Group Menu is the default group displayed.
	Personal	The first personal group is the default group displayed.
	Administrator defined group	The Administrator defined group is displayed as the default group selection.
Custom Header		You can specify a custom header, which is displayed using 3 pictures (left, center, and right). The center image is used as a stretchable filler between the left and right images. This header will be displayed on top of the AgendaX header.
	Left Header	Picture file to use for the left custom header.
	Center Header	Picture file to use for the center custom header.
	Right Header	Picture file to use for the right custom header.

## 4.2.7 Using AgendaX without ActiveX controls

You can use AgendaX without any Active/X Controls, if your corporate security policy prohibits Active/X Controls. Just use the 'AgendaX Built-in Javascript Calendar' as the date selector instead of the Microsoft Date Time Picker

control, and disable the Outlook icon that enables you to open Outlook with the corresponding user's calendar by setting

OutlookURL = False  
 OutlookScript = False

in CALAGENT.INC.

The date selector can be changed on the Administration page of the AgendaX web application.

## 4.2.8 Meeting templates

If you often book meetings that share the same data, such as same start / end times, same subject, category, or meeting text, you can define Meeting templates. Meeting templates facilitate booking a large number of meetings without entering the same data for each booking.

Meeting templates are stored in the `tmplmtg.inc` file in the AGENDA subfolder of your AgendaX installation directory. They consist of an array of values that appear when you select the template from the list of available templates. You can define an unlimited number of Meeting templates.

The `tmplmtg.inc` file contains 2 sample templates that you can modify to your needs. You can add any number of additional templates by copying and pasting a block of a meeting template definition starting from `MtgTempl(1, 1)` until `MtgTempl(1, 17)` and changing the first index in the array. For the second template, for example, use `MtgTempl(2, 1)` until `MtgTempl(2, 17)`. If you add templates, you also have to modify the dimension of the array to the number of templates you define:

```
Dim MtgTempl(2,17)      'Dimension of the array if you define 2 templates
Dim MtgTempl(5,17)    'Dimension of the array if you define 5 templates
```

Each line in a template definition represents a value that you want to predefine in the template. If a value should not be predefined, because it changes for each meeting you book with the template, set its value to an empty string (2 double quotes).

Array index	Description	Possible values	Example
1	Template name	Any character expression	Phone support shift 9-5
2	Attendee(s)	Any mailbox name(s), separated by semicolons	Adrian Drollinger; Cathrine Hunziker
3	Resources	Any mailbox name(s), separated by semicolons	Meeting Room Sunshine
4	Subject	Any character expression	Support shift
5	Location	Any character expression	Baltimore
6	Category	Any predefined AgendaX category	Support
7	Organizer	Any mailbox name	Adrian Drollinger
8	Meeting status	0=free; 1=tentative; 2=busy; 3=out of office	2
9	Start time	00:00-23:55 for 24 hour clock 00:00 AM-11:55 PM for 12 hour clock, depending on the setting in 4.2.1 Global Settings on page 21	09:00 or 09:00 AM
10	End time	00:00-23:59 for 24 hour clock 00:00 AM-11:59 PM for 12 hour clock	17:00 or 05:00 PM
11	All day event	0 = false, 1 = true	0
12	Private	0 = false, 1 = true	0
13	Reminder	0 – unlimited (number of minutes)	15
14	Send invitation	0 = false, 1 = true	0
15	Non-modifiable	0 = false, 1 = true	0
16	Meeting text	Any character expression	Phone support shift from 9 to 5
17	Repeat for ... days	0 – unlimited (number of days the meeting is repeated). See 4.2.3 Feature Settings on page 22	5

Example:

```

MtgTempl(1, 1)="Template 1"           'Name of template
MtgTempl(1, 2)="Adrian Drollinger"   'Attendees
MtgTempl(1, 3)=""                     'Resources
MtgTempl(1, 4)="Subject"             'Subject
MtgTempl(1, 5)="Location"            'Location
MtgTempl(1, 6)="Gifts"               'Category
MtgTempl(1, 7)="Laptop 1"            'Organizer
MtgTempl(1, 8)="3"                   '0=free; 1=tentative; 2=busy; 3=out of office
MtgTempl(1, 9)="09:00"               'Start Time
MtgTempl(1,10)="10:00"               'End Time
MtgTempl(1,11)= 0                     'All day 0=false; 1=true
MtgTempl(1,12)= 0                     'Private 0=false; 1=true
MtgTempl(1,13)= "6"                  'Reminder
MtgTempl(1,14)= 0                     'Send Invitation 0=false; 1=true
MtgTempl(1,15)= 0                     'Non-modifiable 0=false; 1=true
MtgTempl(1,16)= ""                   'Bodytext
MtgTempl(1,17)= "5"                  'Repeat for ... days
  
```

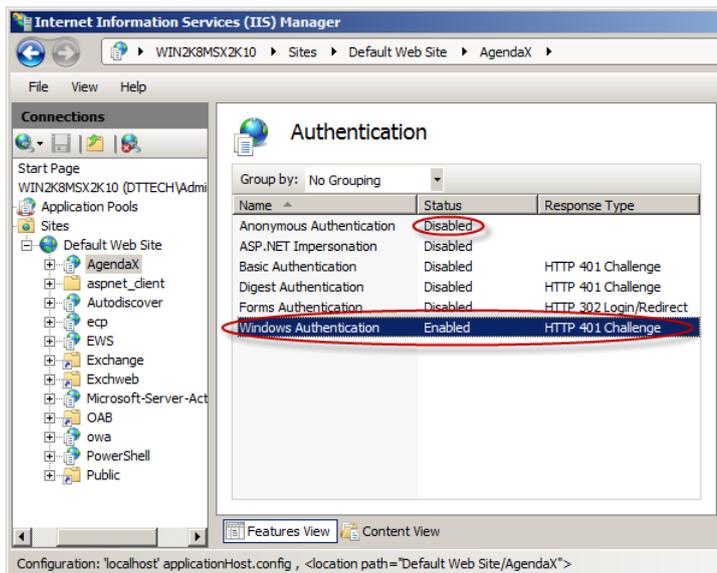
Please make sure that you always enclose text strings in double quotes.

### 4.3 Browser configuration

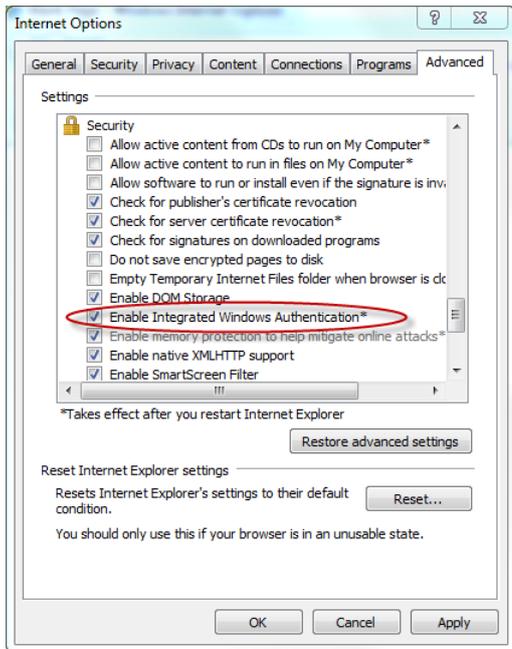
AgendaX is compatible with Microsoft Internet Explorer, Netscape Navigator, Mozilla Firefox and Google Chrome.

#### 4.3.1 Automatic login

AgendaX uses the authentication method configured in the virtual directory (or virtual server) settings on IIS.



If you use 'Integrated Windows authentication' ('Windows authentication' in Windows 2008), an authenticated Windows user does not need to login to use the AgendaX web application. Please make sure that this is the **only** authentication method enabled on your virtual directory / server. If you also enable 'Anonymous authentication', that setting will override all other settings.



In Internet Explorer, Tools / Internet Options / Advanced / Security, you also have to enable Integrated Windows Authentication (enabled by default).

If despite these settings Internet Explorer does not login automatically to the AgendaX web application, please check that the site is recognized to be in your Intranet or Trusted Zone.

*Please note: Browsers other than Microsoft Internet Explorer do not know automatic Windows authentication logon. With these browsers, you can instead choose to store passwords.*

### 4.3.2 HTTP Error Messages

By default, Internet Explorer shows 'friendly' HTTP Error Messages, instead of detailed errors. If you are experiencing a problem with the AgendaX Web application and you receive an HTTP 500 Server Error, please **DISable 'Show friendly HTTP error messages'** in Internet Options / Advanced / Browsing.

### 4.3.3 The (optional) Show Calendar Control

AgendaX can optionally use an ActiveX control that enables users to open an Outlook window that displays the selected calendar (provided they have access to it). Some browsers do not support ActiveX controls, so this feature is not compatible with all browsers. On browsers that support ActiveX controls, you also have to enable the following security settings:

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

If you wish to disable this feature, please see 4.2.7 Using AgendaX without ActiveX controls.

### 4.3.4 The (optional) date picker control

AgendaX provides 2 ways of selecting a date in the AgendaX overviews:

- The AgendaX Built-in Javascript Calendar
- The Microsoft Date Time Picker Control

The built-in Javascript Calendar does not need any special security settings.

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

We recommend using the AgendaX supplied date control by selecting 'AgendaX Built-in Javascript Calendar' on the Administration homepage.

# Chapter 5: Manually setting up a virtual directory on IIS

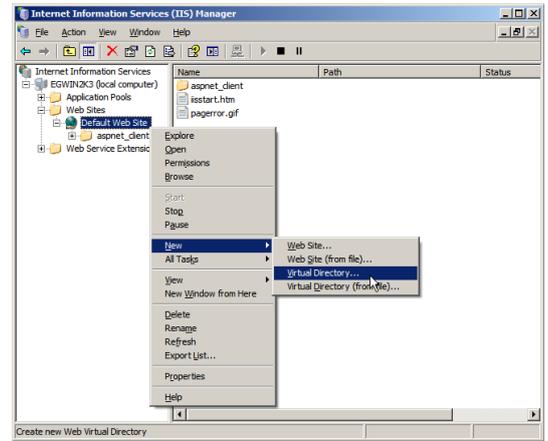
If you prefer to not install IIS6 Management Compatibility, or if you prefer to manually set up a virtual directory on Internet Information Server, please follow the instructions in the current chapter.

The AgendaX Setup wizard is only able to setup a virtual directory on the default Web site of the Server you are running the Setup program.

**Before** manually setting up a virtual directory, please follow the procedures explained in **2.3.2 Preparing your server for ASP** on page 2 of this manual.

## 5.1 Setting up a virtual directory on IIS6

In Internet Information Services Manager, right-click the Web site on which you would like to setup the virtual directory for AgendaX, select **New, Virtual Directory**.



In the Virtual Directory Creation Wizard that pops up, click **Next**.



Enter an **Alias** for the new virtual directory you would like to create for AgendaX.

This Alias will determine the URL you will later use to access the AgendaX web application:

<http://website/AgendaX>

Click **Next** to continue



Click **Browse** to select the **path** where you installed AgendaX.

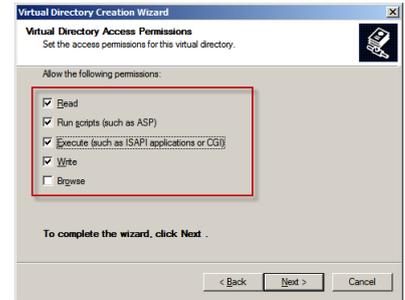
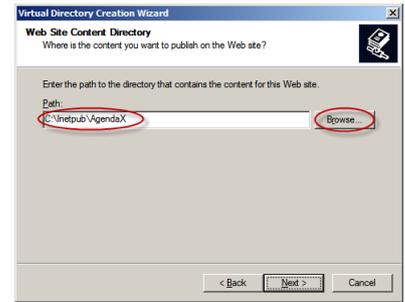
Please note: **Do not** select the AGENDA subfolder of your AgendaX installation, instead, select the main AgendaX folder, e.g. C:\inetpub\AgendaX.

Click **Next** to continue

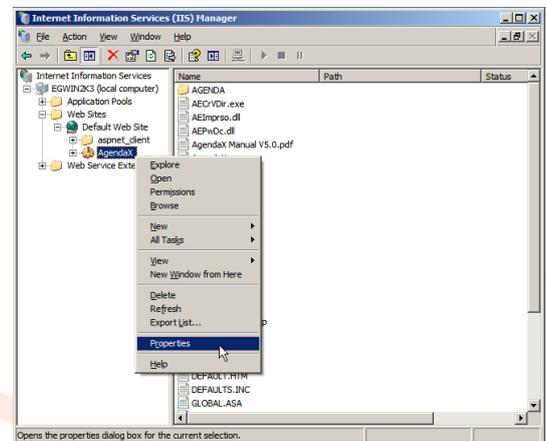
Enable **Read**, **Run scripts**, **Execute**, and **Write** permissions on the virtual directory.

Click **Next** to continue

Confirm the Security warning and click **Finish** to end the Virtual Directory Creation Wizard.



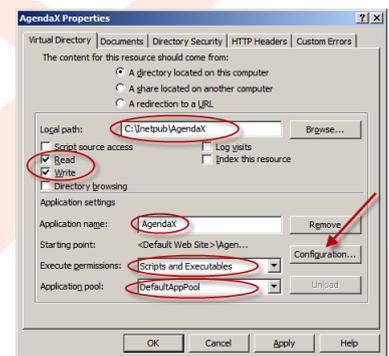
Right-click the newly created virtual directory and select **Properties**.



On the Properties of the new virtual directory, verify

- the **Local path** (Path to AgendaX Installation)
- **Access permissions** (Read & Write)
- **Application name** (Alias)
- **Execute permissions** (Scripts and Executables)
- **Application pool** (DefaultAppPool)

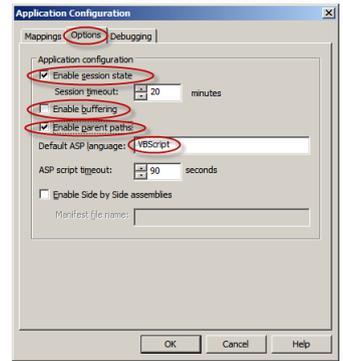
then click the **Configuration** button



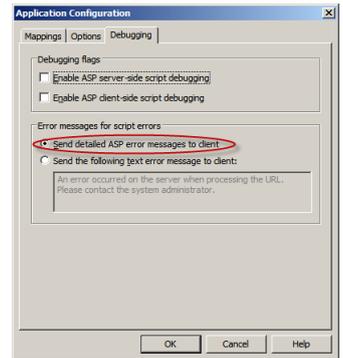
On the **Options** tab,

- **Enable Session State**
- **Disable buffering**
- **Enable parent paths**

and verify that the Default ASP language is set to **VBScript**.

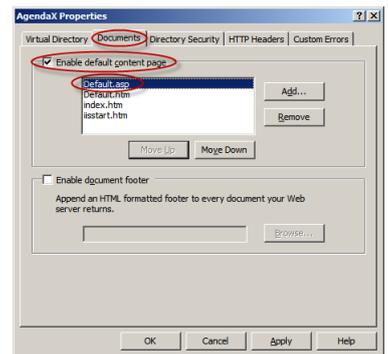


On the **Debugging** tab, verify that **Send detailed ASP error messages to client** is enabled.

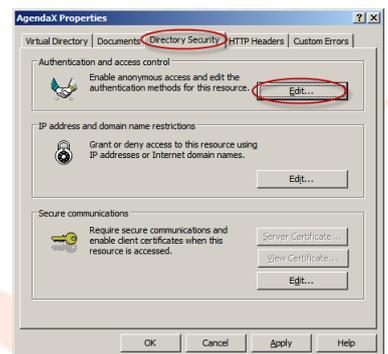


Click **OK** to close the Application Configuration dialog.

On the **Documents** tab of the main virtual directory properties dialog, verify that **Enable default content page** is enabled and move **Default.asp** to the top of the list.



On the **Directory Security** tab of the main virtual directory properties dialog, click the first **Edit** button.



**Disable Anonymous access**

and

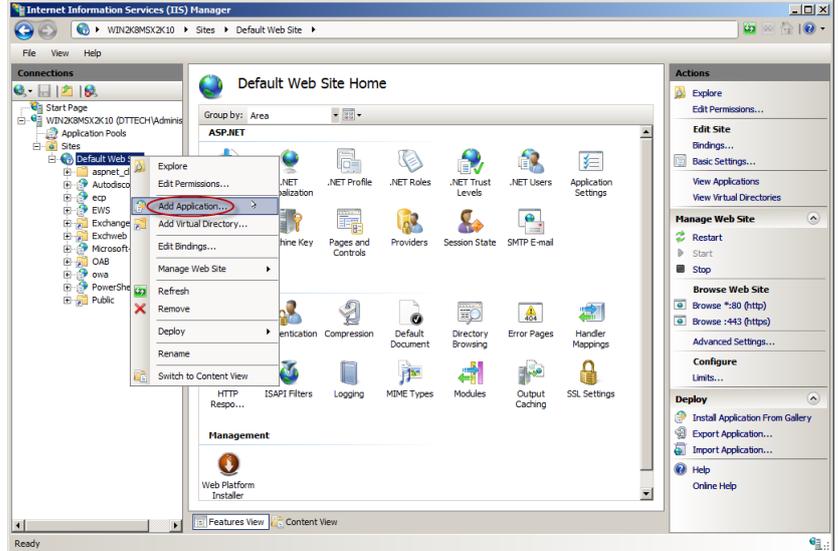
**Enable Integrated Windows Authentication ONLY**



The other settings can be left to their default values or changed to your needs.

## 5.2 Setting up a virtual directory on IIS7

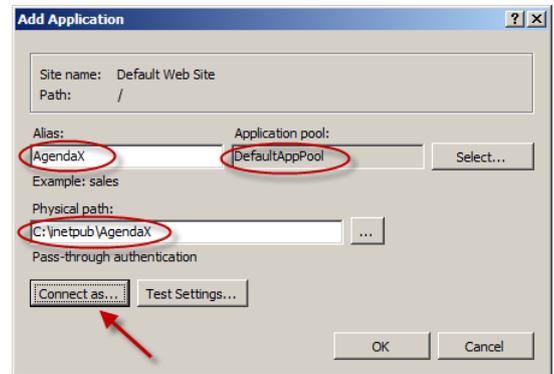
In Internet Information Services Manager, right-click the Website on which you would like to add the AgendaX web application, and select **Add Application**.



Enter an **Alias** for the new virtual directory you would like to create for AgendaX. This Alias will determine the URL you will later use to access the AgendaX web application: <http://website/AgendaX>

Use the **DefaultAppPool** or an Application Pool with similar settings.

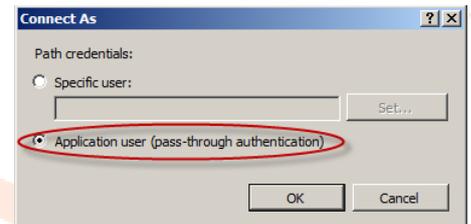
Click ... to select the **path** where you installed AgendaX.



*Please note: **Do not** select the AGENDA subfolder of your AgendaX installation, instead, select the main AgendaX folder, e.g. C:\inetpub\AgendaX.*

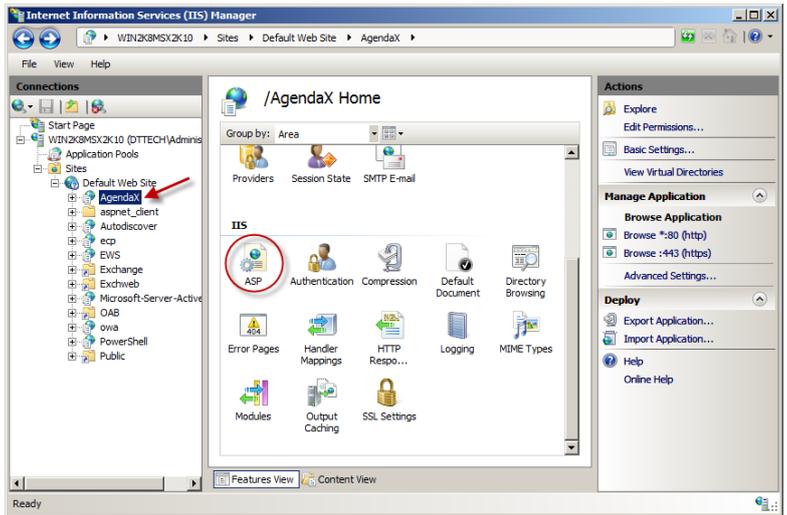
Click **Connect as**

Verify that **Application user (pass-through authentication)** is selected.



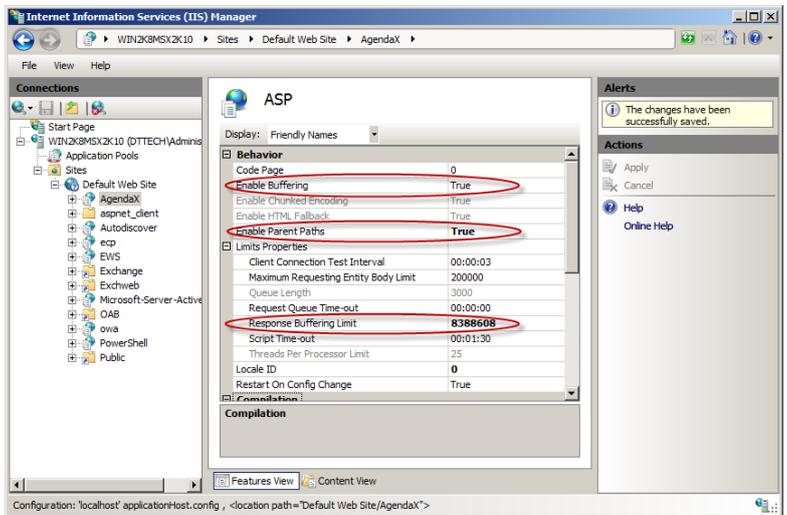
Click **OK**

Click on the new application you just created, and then double-click the **ASP** icon on the right.



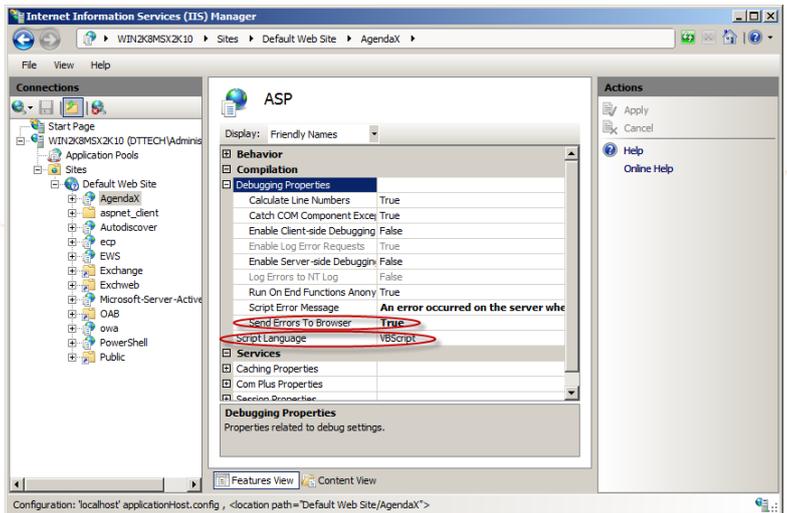
In the ASP / Behavior settings:

- Verify that **Enable Buffering** is **True**
- Change **Enable Parent Paths** to **True**
- Change the **Response Buffering Limit** to **8388608** or higher.



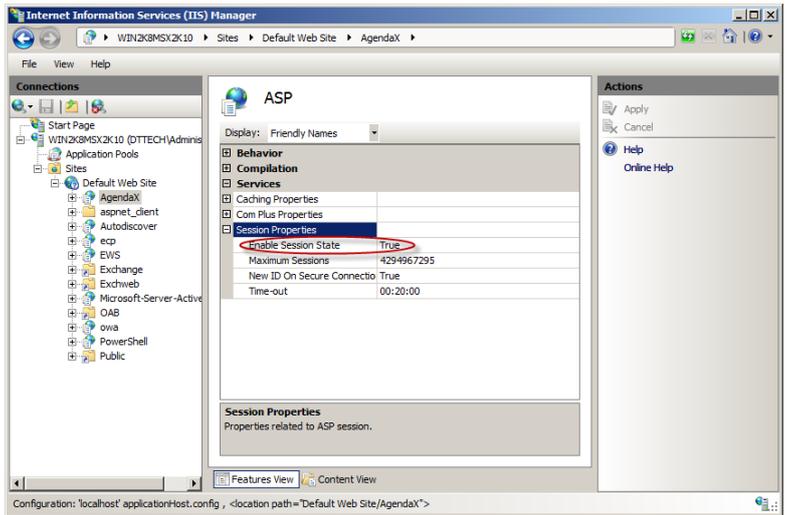
In the ASP / Compilation / Debugging Properties:

- Change **Send Errors to Browser** to **True**
- Verify that **Script Language** is set to **VBScript**

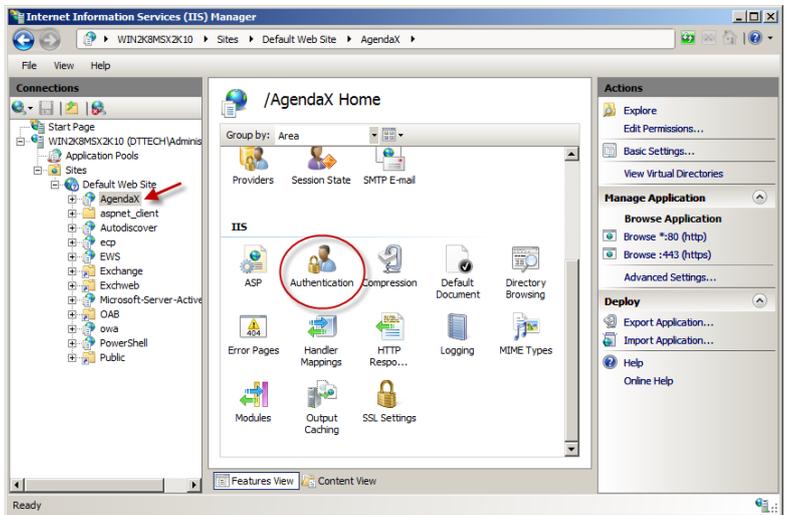


In the ASP / Services / Session Properties:

- Verify that **Enable Session State** is **True**



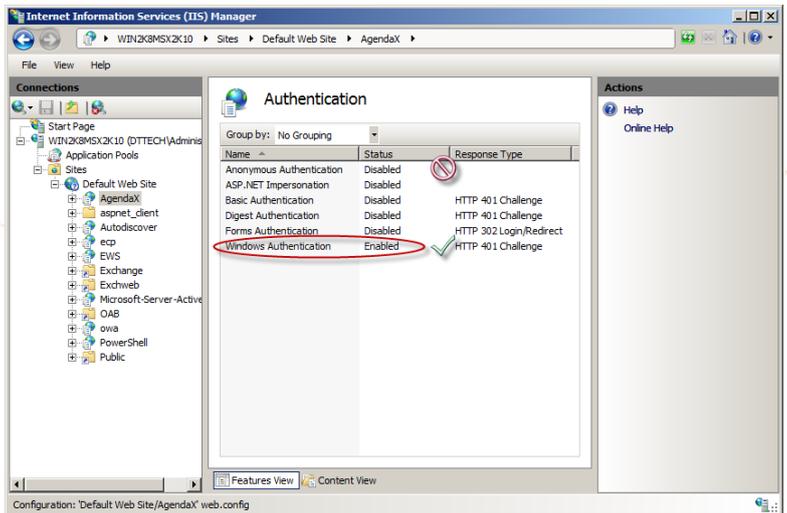
Click on the AgendaX application, and double-click the **Authentication** icon on the right.



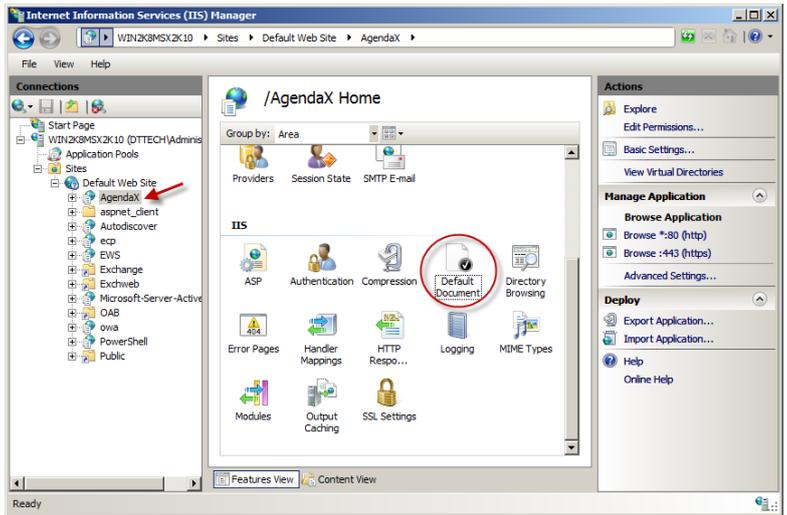
**Disable Anonymous Authentication**

and

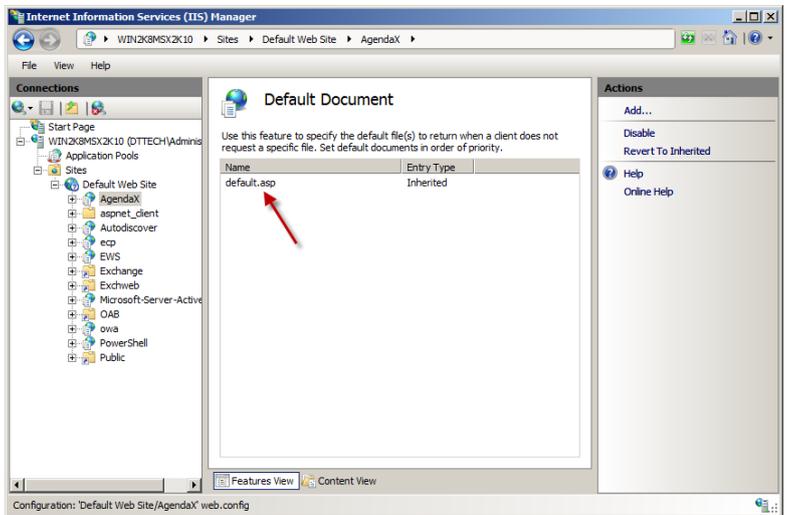
**Enable Windows Authentication ONLY**



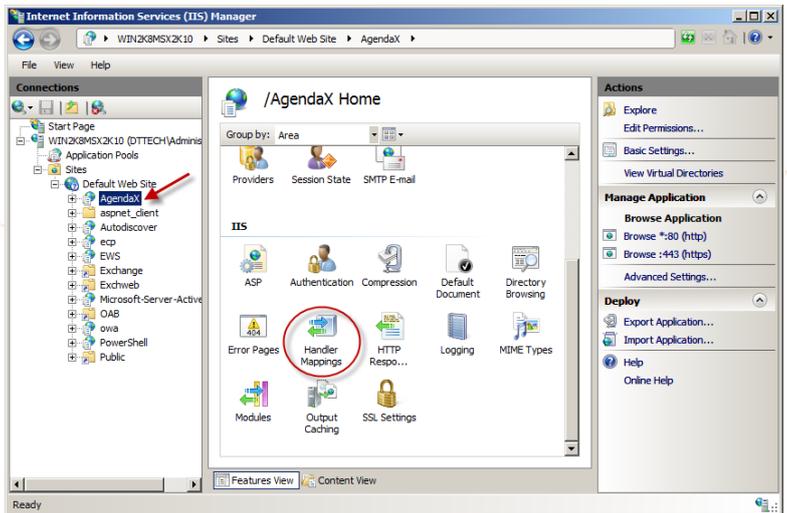
Click on the AgendaX application, and double-click the **Default document** icon on the right.



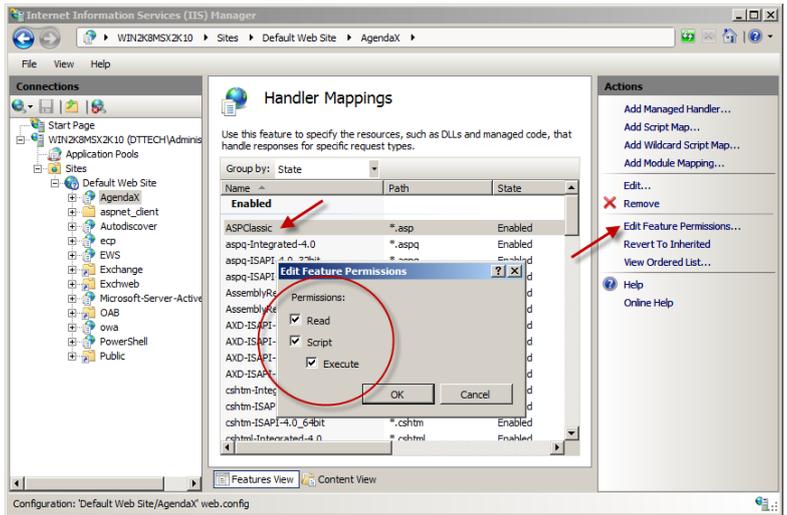
Move **default.asp** to the top of the list.



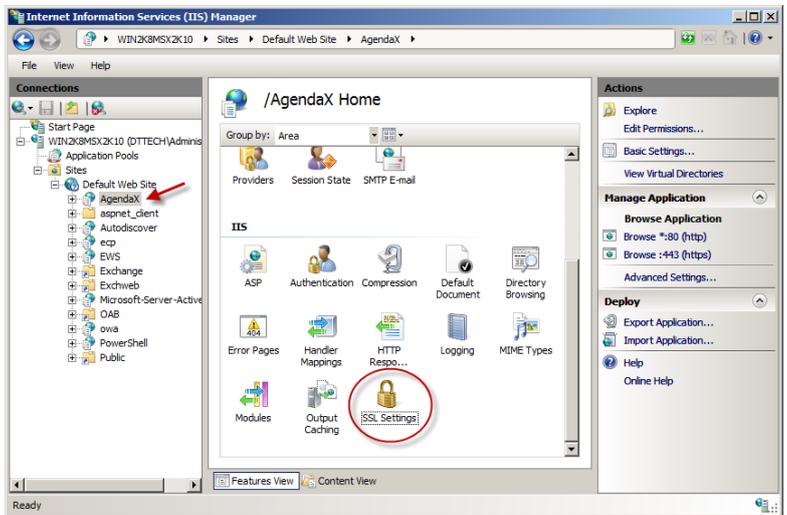
Click on the AgendaX application, and double-click the **Handler Mappings** icon on the right.



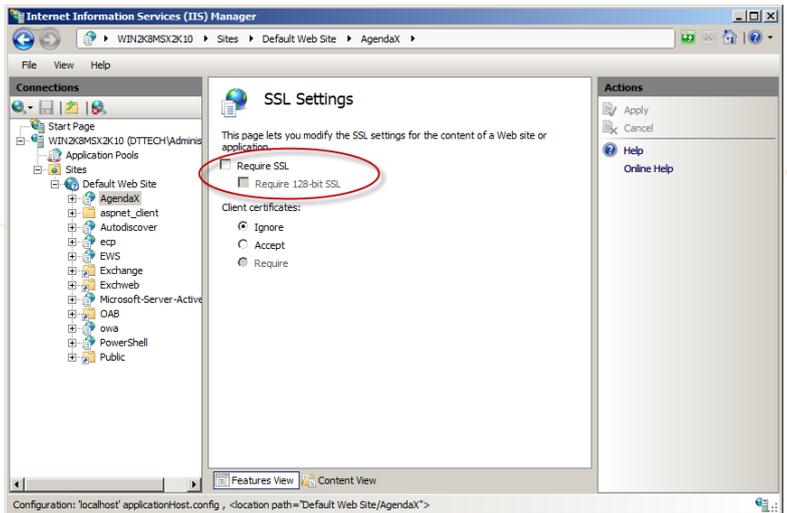
Click on **ASPClassic**, **Edit Feature Permissions**, and verify that **Read**, **Script**, and **Execute** permissions are enabled.



Click on the AgendaX application, and double-click the **SSL Settings** icon on the right.



Depending on whether you want your users to access the AgendaX web application using the **http** or **https** protocol, disable or enable **Require SSL**.

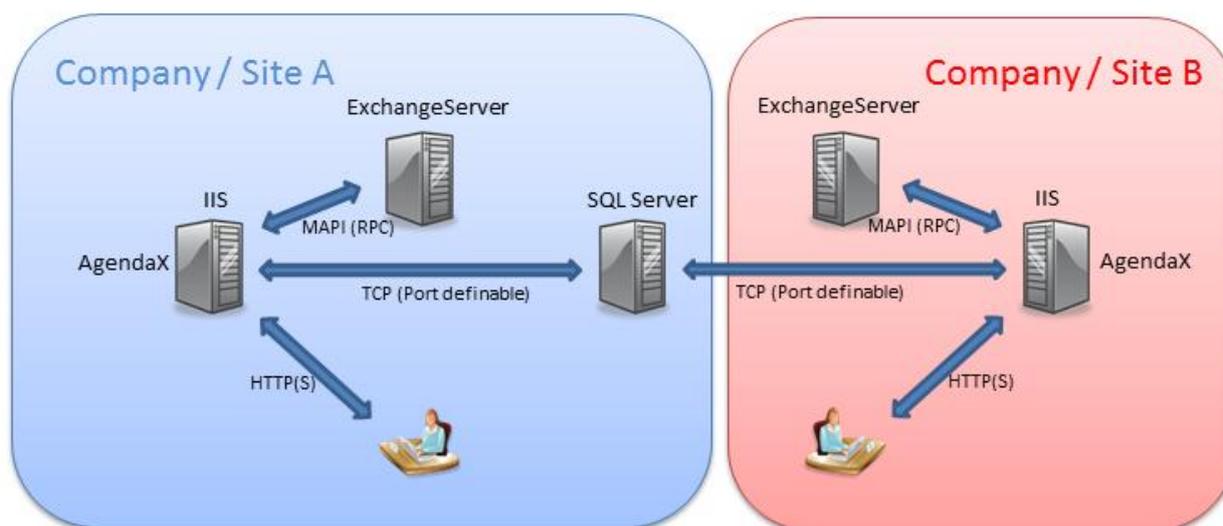


## Chapter 6: Connecting different AgendaX Sites

You have several possibilities of connecting different AgendaX sites, even if they don't share the same Active directory forest, domain, or even companies. All connection methods allow you to share calendar data between the sites, view calendars of multiple sites, and even book meetings with attendees of several sites.

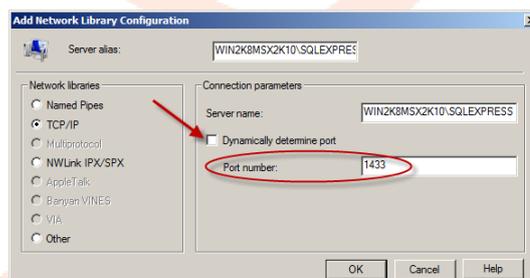
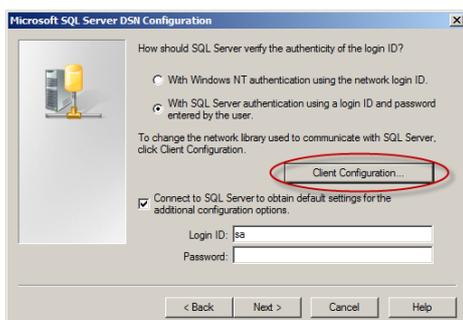
### 6.1 Connecting sites using a central database

This is the simplest method of connecting different AgendaX Sites. Each site reads its local Exchange calendars and writes the data to a central database that is hosted on one of the sites.



Steps to carry out in this scenario:

- Install AgendaX on both sites. Each site is scanning its local mailboxes only.
- Check the **Multiple Services write to this database** checkbox in the AgendaX Configuration (AgendaXCfg.exe) as explained in 4.1.2 Multiple Services definition on page 15. If you have run the AgendaX Update Service previously and the database tables have been created already, delete all pre-existing database tables in the AgendaX database, as the structure of these tables will change the next time the AgendaX Update Service is started.
- On Site B, click **Config** in the AgendaX Configuration, and edit the data source you created to connect to the database. In the **SQL Server DSN Configuration** wizard, click on **Client Configuration**.



Uncheck **Dynamically determine port** and enter a port number that is open on the firewall of Site A. Edit **AgendaX.inc** in your AgendaX installation directory, and add the port number to the end of the IP

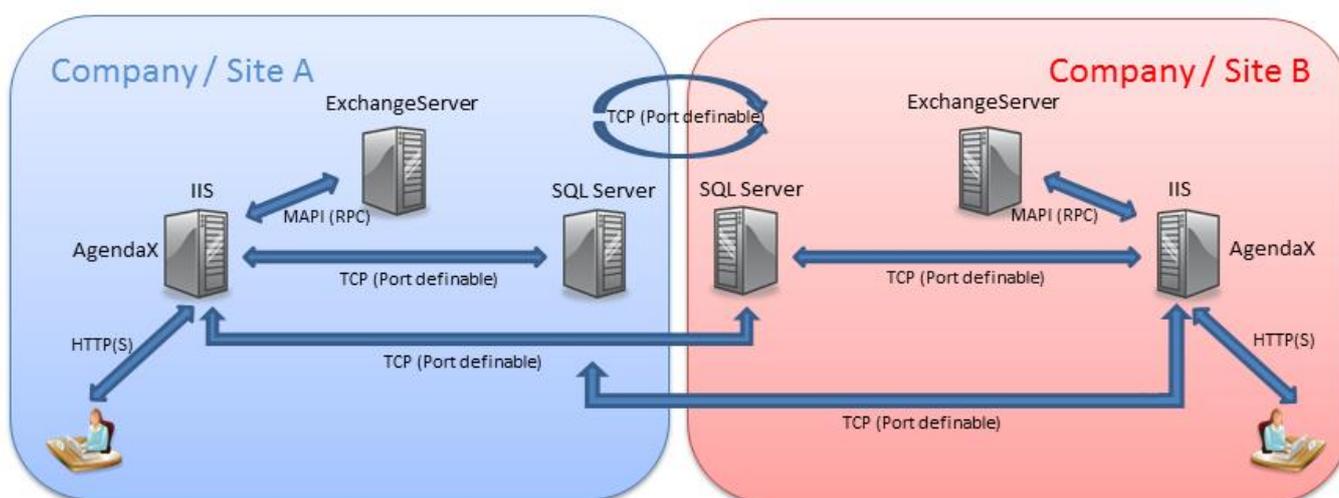
address of the SQL server of Site A. You have to add the port number on the **DBServer** and **Servers(x,13)** lines.

- Change the name of the AgendaX Update Service on Site B with the **AgendaX Multi Service Configuration Utility** that you can download from our website [www.agendax.net](http://www.agendax.net) by first adding a new service and then removing the default AgendaX Update Service. This step is important, as each service writing to the same database must have a unique name.
- If you want users from both sites to appear in the same Administrator defined global groups, you must use the same group names on both sites (see also 4.1.3 Groups definition on page 15).

## 6.2 Connecting sites using multiple databases

This connection method works as follows: Each Site reads its local Exchange calendars only and writes to a local SQL database. A script on the SQL servers is executed to copy user information (not calendar data) to the other SQL database. The AgendaX web application connects to the databases as needed, depending on which users are involved in a view.

This method is suitable when you need to control which users will be visible on the other site and you want to keep data transfer between the sites to a minimum. It can also be used if you only want users from Site B to be visible on Site A, but not vice versa.



Steps to carry out in this scenario:

- Install AgendaX on both sites. Each site is scanning its local mailboxes only.
- On both sites, create 2 data sources: one that connects to the local SQL database, and another one that connects to the other site's database.
- Add both data sources to the AgendaX Servers definition (see 4.1.5 Multiple Exchange Servers definition on page 15).
- Create a script on SQL Server that creates an intermediate table that can be synchronized to the other SQL server. This table contains only information about the users you want to make visible on the other site. It contains each user's (Status=9) record and the name of the data source on the other site that points to the local database.

Example:

- ```

CREATE PROCEDURE [dbo].[fn_agxExportUsers] AS
if exists (select * from dbo.sysobjects where id = object_id(N'[dbo].[Synchronization_Table]') and OBJECTPROPERTY(id, N'IsUserTable') = 1)
DROP TABLE [dbo].[Synchronization_Table]
CREATE TABLE [dbo].[Synchronization_Table] (
    [Name] [varchar] (50) COLLATE SQL_Latin1_General_CP1_CI_AS NOT NULL ,
    [Start] [datetime] NOT NULL ,
    [EndTime] [datetime] NOT NULL ,
    [Title] [varchar] (250) COLLATE SQL_Latin1_General_CP1_CI_AS NULL ,
    [Status] [smallint] NOT NULL ,

```

```

[Location] [varchar] (50) COLLATE SQL_Latin1_General_CP1_CI_AS NULL ,
[Phone] [varchar] (50) COLLATE SQL_Latin1_General_CP1_CI_AS NULL ,
[Office] [varchar] (50) COLLATE SQL_Latin1_General_CP1_CI_AS NULL ,
[Initials] [varchar] (50) COLLATE SQL_Latin1_General_CP1_CI_AS NULL ,
[ACL] [text] COLLATE SQL_Latin1_General_CP1_CI_AS NULL ,
[Category] [varchar] (50) COLLATE SQL_Latin1_General_CP1_CI_AS NULL ,
[DL] [varchar] (250) COLLATE SQL_Latin1_General_CP1_CI_AS NULL ,
[Organizer] [varchar] (50) COLLATE SQL_Latin1_General_CP1_CI_AS NULL ,
[Attendees] [text] COLLATE SQL_Latin1_General_CP1_CI_AS NULL ,
[Datasource] [varchar] (50) COLLATE SQL_Latin1_General_CP1_CI_AS NULL ,
[TimeDifference] [numeric] (2, 1) NULL ,
[Alias] [varchar] (50) COLLATE SQL_Latin1_General_CP1_CI_AS NULL ,
[Department] [varchar] (50) COLLATE SQL_Latin1_General_CP1_CI_AS NULL ,
[Reserved3] [varchar] (50) COLLATE SQL_Latin1_General_CP1_CI_AS NULL ,
[AGXBookingNumber] [varchar] (250) COLLATE SQL_Latin1_General_CP1_CI_AS NULL ,
[ProfTitle] [varchar] (50) COLLATE SQL_Latin1_General_CP1_CI_AS NULL ,
[OffFax] [varchar] (50) COLLATE SQL_Latin1_General_CP1_CI_AS NULL ,
[HomePhone] [varchar] (50) COLLATE SQL_Latin1_General_CP1_CI_AS NULL ,
[MobilePhone] [varchar] (50) COLLATE SQL_Latin1_General_CP1_CI_AS NULL ,
[AdrComment] [text] COLLATE SQL_Latin1_General_CP1_CI_AS NULL ,
[AClw] [text] COLLATE SQL_Latin1_General_CP1_CI_AS NULL ,
[AssocNTacc] [varchar] (50) COLLATE SQL_Latin1_General_CP1_CI_AS NULL
) ON [PRIMARY] TEXTIMAGE_ON [PRIMARY]
Declare @WhichTableIsActive varchar(50)
SELECT @WhichTableIsActive = [ActiveTable] FROM [dbo].[AgendaXConfig]
if @WhichTableIsActive = 'AgendaXTable1'
INSERT INTO Synchronization_Table SELECT * FROM [dbo].[AgendaXTable1] WHERE Status=9
else
INSERT INTO Synchronization_Table SELECT * FROM [dbo].[AgendaXTable2] WHERE Status=9
UPDATE Synchronization_Table SET Datasource='Name_of_the_datasource_pointing_to_this_database_on_the_remote_site'
GO

```

Explanation of the above example:

The synchronization table is first deleted and a new one is created. The currently active table is determined by reading AgendaXConfig. It can either be AgendaXTable1 or AgendaXTable2. Then, all records with Status=9 are copied to the new Synchronization table. Each user has one and only one record with Status=9, which contains all the information required by AgendaX related to this mailbox.

Then, the datasource column of each record in the Synchronization table is altered to reflect the datasource name of the datasource on the other site that points to this database.

- This Synchronization table should then be synchronized to the SQL server on the other site, and vice versa (if desired). You can use SQL techniques on the SQL Server to replicate tables across SQL Servers. Depending on your configuration, you may be able to add statements to synchronize the Synchronization table to the other database directly in the stored procedure.
- Then, instruct AgendaX to append the synchronized Synchronization table from the other site to the end of its data table (AgendaXTable1 or AgendaXTable2, whichever is the currently active table). Tables are appended at the end of an AgendaX scan cycle (after all local users' data has been read by the AgendaX Update Service).

Add the following parameter to the AgentX.ini file:

```

[Config]
AppendTable=Name_of_synchronization_table_that_was_synchronized_from_the_other_site

```

- On both sites, instruct AgendaX to execute the stored procedure that creates the synchronization tables, so that the synchronization tables are always up-to-date whilst you add or remove users in AgendaX:

```

[Config]
StoredProcEnd=Name_of_stored_procedure_to_execute_at_end_of_scan_cycle

```

The web application will display the groups that are configured locally and the groups that you defined on the other site. Group membership is stored in the DL column of each user's database records. If you want to make a user part of locally defined groups, you have to alter the DL column of the users' record in the Synchronization table also. In the above example, you'd have to change the UPDATE statement accordingly. It's easier though to use the same group names on both sites, as group membership is handled automatically in this way.

If you don't want to copy all users to the other site, you have to modify the SQL statements that copies the Status=9 records to the Synchronization table, so that only a subset is copied, e.g. ... WHERE Status=9 AND DL LIKE '%//groupname//%', if, for instance, you only want users of a certain group to be visible on the other site.