



User Handbook

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2 Introduction

With TeamCalendar Web Part collaboration in a team is easier and more efficient. The TeamCalendar Web Part is a plug-in for your SharePoint team site. If your company uses the Windows Exchange Server and Windows SharePoint Services or Microsoft Office SharePoint Server, TeamCalendar shows the availability of team members on your team site.

The Teamcalendar offers you the following features:

- The Outlook calendar entries of all team members of a SharePoint Group are automatically shown on the team site
- Clear daily, weekly and monthly view
- Integrated SharePoint Status Indicator in the Web Part shows a symbol near the name of every team member to indicate whether the person is logged in to Windows Messenger or Windows Live Messenger. Functions from the site user's Web Part e.g. "Send email" or "Make Appointment" are also available to you directly in the TeamCalendar.
- Adding new Appointments (only available under Exchange 2007 and 2010)
- Filter appointments having a specific text in the subject

3 Included with Purchase

- File „TeamCalendar-Setup.zip“
- Registration files (you will receive them by email)
- Handbook

4 System Requirements

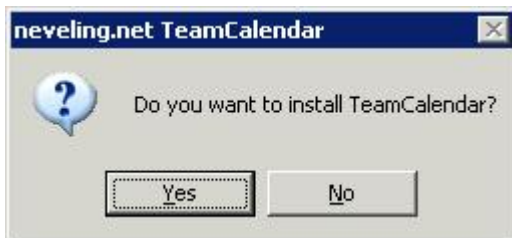
The following system requirements must be met to use TeamCalendar:

- Microsoft Windows SharePoint Services 3.0 or Microsoft Office SharePoint Server 2007
- Windows Exchange Server 2003 SP1, 2007 or 2010

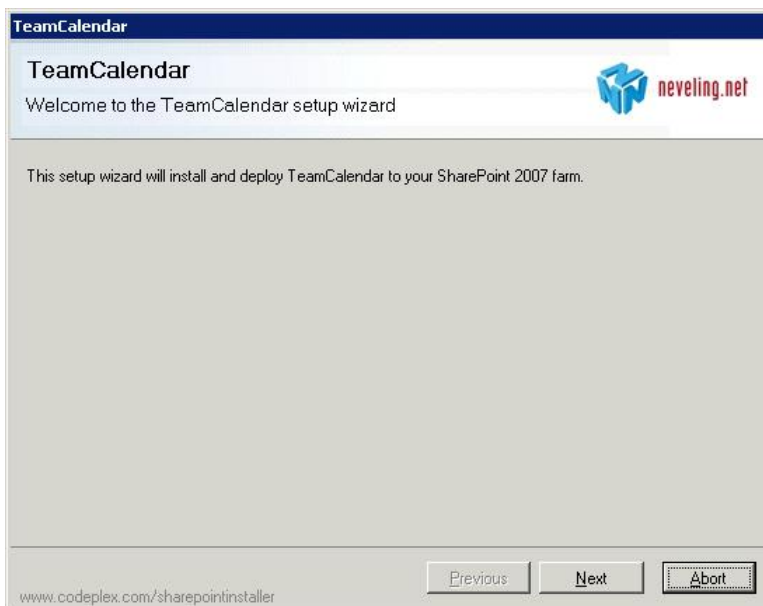
5 Installation

In order to install TeamCalendar on your SharePoint farm, follow the steps below.

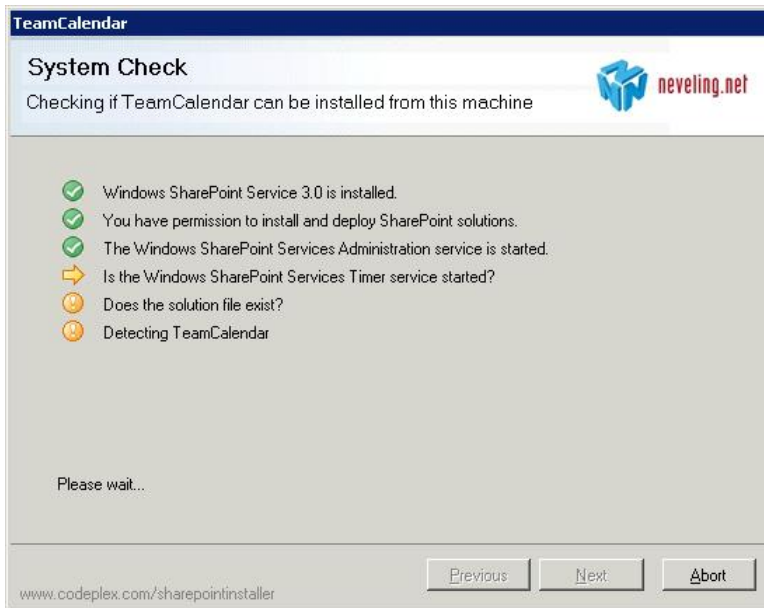
1. Unpack the file "TeamCalendar-Setup.zip" into the directory of your choice.
2. Open the unpacked file "TeamCalendar-Setup.exe" on your SharePoint Server.
3. Click "Yes" on the following window.



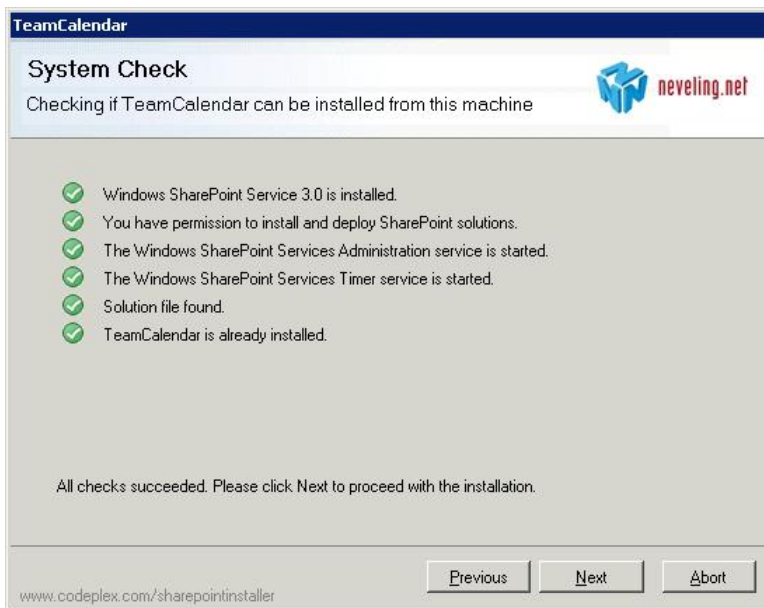
4. Click "Next" on the next window in order to continue the installation.



5. Installation Wizard checks if all requirements are met so that the TeamCalendar can be installed.



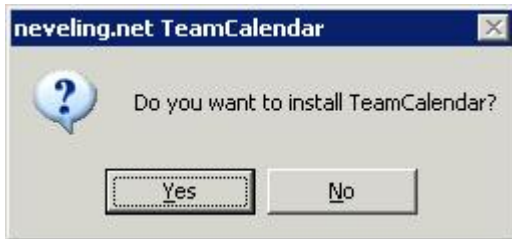
6. If the System Check is successful, the installation can be either continued or cancelled by clicking "Next." If the System Check has found problems, please resolve them before starting the installation again.



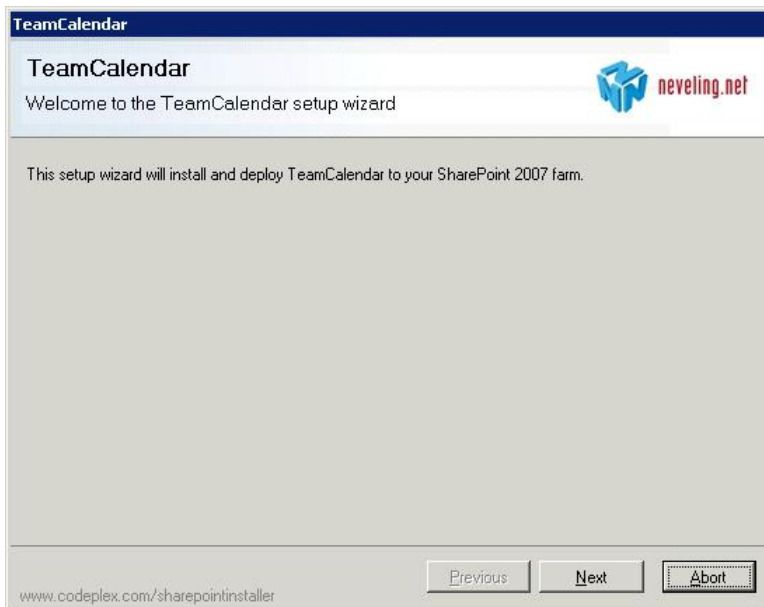
5.1 Uninstalling and Version Updates

In order to remove your SharePoint Farm or to install a new version, follow the steps below:

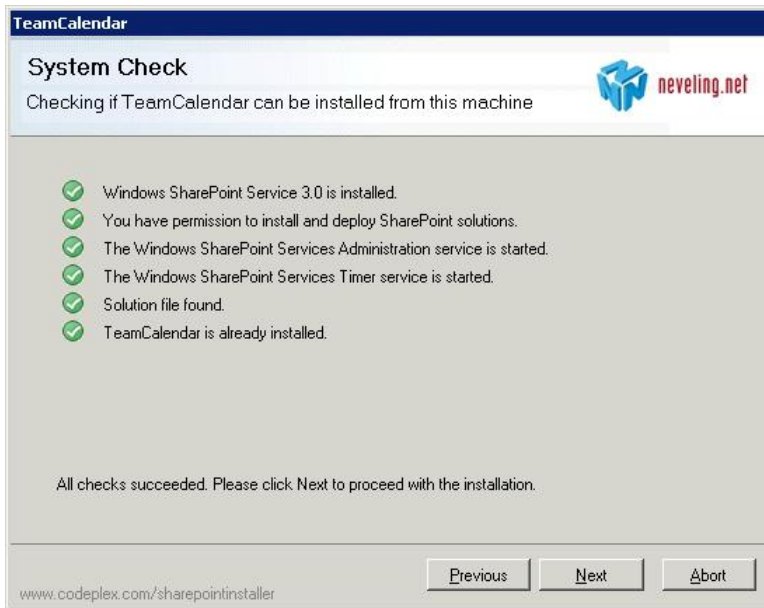
1. Open the installation file "TeamCalendar-Setup.exe".
2. Confirm the following dialogue by clicking "Yes".



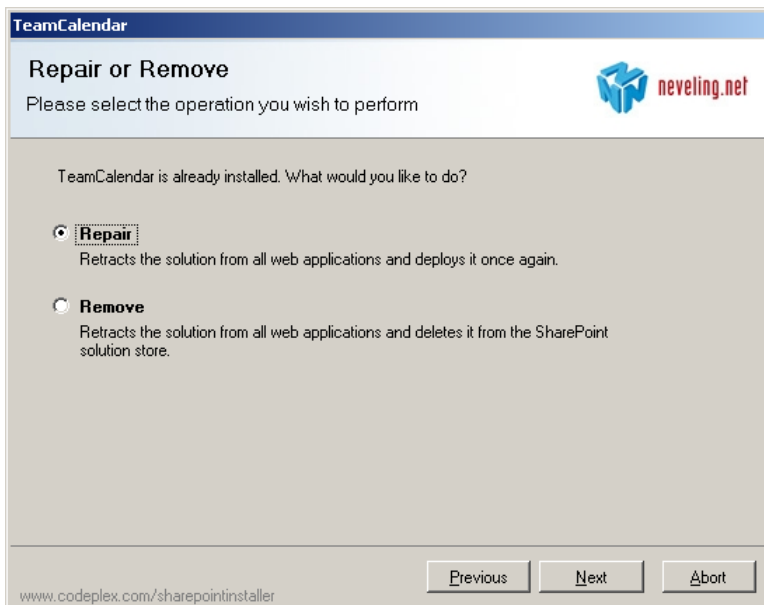
3. Confirm the following dialogue by clicking "Next".



- When the System Check is complete click "Next".



- If you want to remove the Web Part, select "Remove" in the following dialogue and then click "Next." If you want to install a new version or your existing version does not work properly, select "Repair" and then "Next".

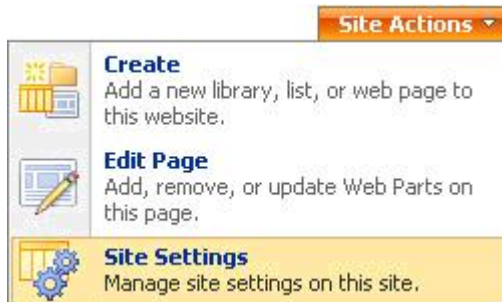


- Follow the remaining instructions.

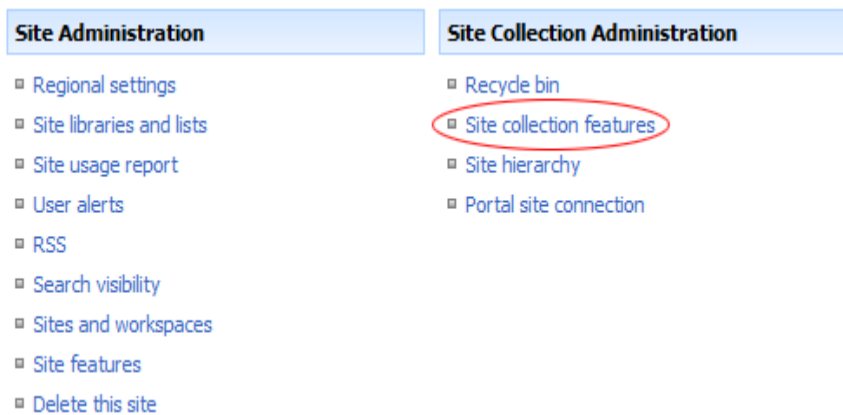
6 Setting up the TeamCalendar Web Parts in the SharePoint Site

After successful installation the TeamCalendar still must be integrated into the SharePoint Site. To do this, follow the steps below:

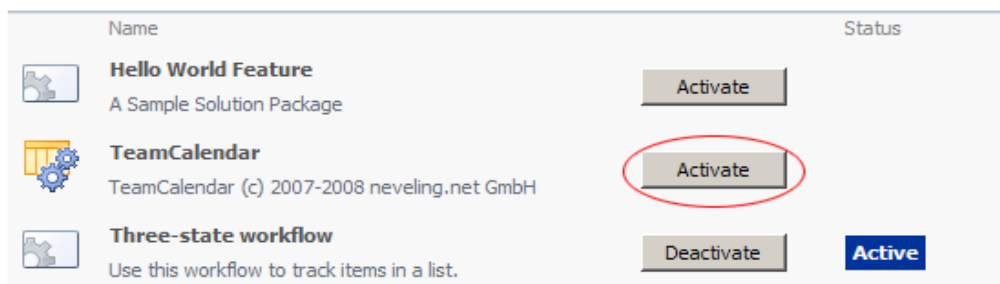
1. Open the "Site Actions" Menu on your team site and select "Site Settings".



2. From the column "Site Collection Administration" select "Site collection features".

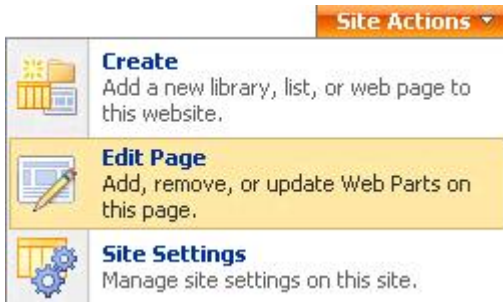


3. Click on the button "Activate" near the TeamCalendar entry.



The Web Part is now available to the team site within the Site Collection.

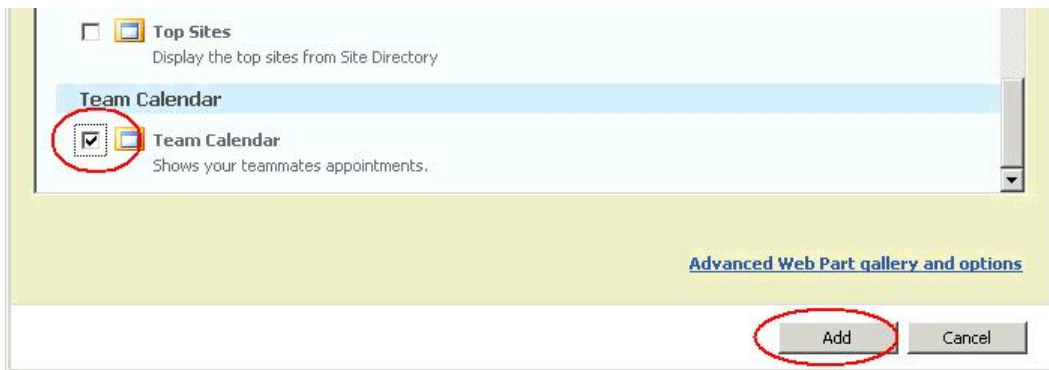
4. To integrate the TeamCalendar in a site, open the "Site Actions" menu on your team site again and this time select "Edit Page".



5. Click on the button "Add a Web Part".



6. A window will open in which all available web parts are listed. Put a check next to TeamCalendar and click on "Add".



The web part is now integrated in the team site.

7 Configuration

In order to configure the Web Part, click on the arrow in the upper right corner and select “Modify Web Part”.

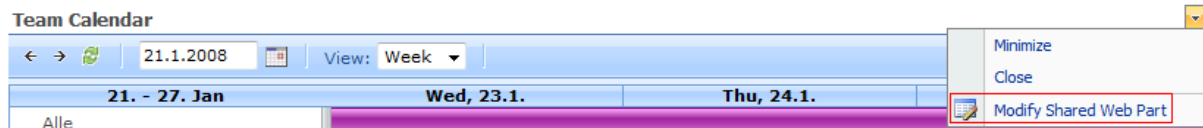


Figure 7.1

7.1 Connection Settings

Connection settings ⌵

Exchange Server URL

- "http://" is used, if nothing specified
- ".../exchange" is optional

Username [optional]

Password [optional]

Domain [optional]

Appointment Cache

- Appointments can be cached
- they expire after 1-59 minutes
- 0 disables caching

Data Retrieval

Use Free/Busy info (applies to WebDAV mode only)

Don't fetch appointment details

Exchange Server URL

In the field “Exchange Server URL” enter the address of your Exchange Server e.g. https://exchangeserver. If nothing else was specified http:// will be used automatically. The entry of “/exchange” is optional.

Username / Password / Domain (optional Settings)

Here enter the account that has reading access to the Exchange Server. For Exchange Server 2003 access must be possible through WebDAV. If you don't enter a specific User the user information (Credentials) of the visitor will be passed on to the Exchange Server. The requirements for this are the integrated Windows Authentication and Impersonation for the SharePoint server. The Exchange and SharePoint Server must also be configured for Kerberos.

Appointment Cache

Appointments can be temporarily saved in the SharePoint Server. Here you can set how often the files are deleted from the cache memory.

Use Free/Busy info

In the case that loading the appointments from the calendar files of the user through WebDAV is not permitted or slow, the published Free/Busy Information from the Exchange Server can be loaded and shown first by activating this option. After this, you

can attempt to read the individual calendar entries. Please note: the Free/Busy Information is only updated every few minutes.

When the Exchange Server 2007 or 2010 is used, the new Availability Service which sets up all necessary appointment information will be activated.

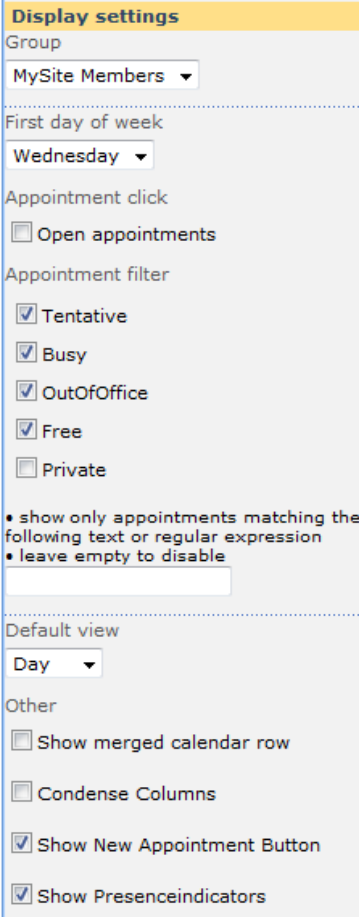
Don't fetch appointment details

To prevent the appointment details from being displayed activate this checkbox. It is available after enabling the option “Use Free/Busy info”.

Details from private appointments will not be shown by default.

7.2 Display Settings

From the Display Settings you can set which content will appear in your TeamCalendar.



Display settings

Group
MySite Members ▾

First day of week
Wednesday ▾

Appointment click
 Open appointments

Appointment filter
 Tentative
 Busy
 OutOfOffice
 Free
 Private

• show only appointments matching the following text or regular expression
• leave empty to disable

Default view
Day ▾

Other
 Show merged calendar row
 Condense Columns
 Show New Appointment Button
 Show Presenceindicators

Group

Use the pull down menu to select various groups of the team site that should be shown in the TeamCalendar.

First Day of week

Defines, which day is shown first in the weekly-view.

Appointment click

Activating this option will open the calendar details once an entry is being clicked.

Appointment filter

With the appointment filter you have the possibility of setting which type of appointment will be shown. By putting a check in the corresponding check boxes (it is possible to select multiple appointment types), appointments are shown in the TeamCalendar.

Default view

Here you can set the standard view of the Calendar. This setting can be configured to meet the needs of the individual user, see point 7.2.

Merged Calendar Row

If you activate the check box "Show" the entry "All" will be created at the beginning of the list of group members which summarizes the appointments of all group members. In this way the user can quickly assess which time periods all members are free.

Condense Columns

Activating this option will hide the name of the weekdays in the monthly- and weekly-view. It has no effect to the daily view.

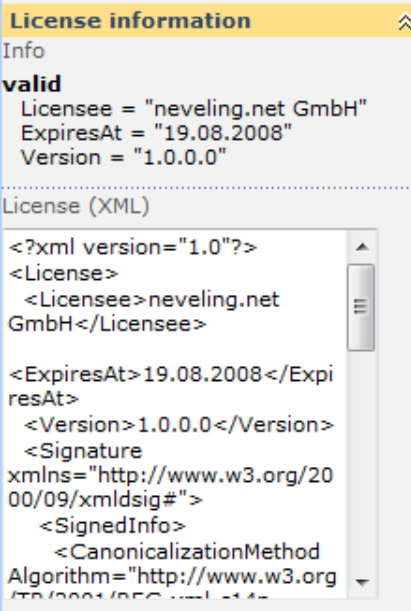
Show New Appointment Button

If this option is enabled, a button is displayed to add new appointments to team members.

Show Presenceindicators

Activating this one will display the Sharepoint-Presence-Indicator beside the name of the team members. This one will show the online status.

7.3 Registration Information



License information ⌵

Info

valid

Licensee = "neveling.net GmbH"
ExpiresAt = "19.08.2008"
Version = "1.0.0.0"

License (XML)

```
<?xml version="1.0"?>
<License>
  <Licensee>neveling.net
  GmbH</Licensee>

  <ExpiresAt>19.08.2008</Expi
  resAt>
  <Version>1.0.0.0</Version>
  <Signature
  xmlns="http://www.w3.org/20
  00/09/xmldsig#">
    <SignedInfo>
      <CanonicalizationMethod
  Algorithm="http://www.w3.org
  /2001/10/05/xmldsig-core1#>
```

You will receive registration information via email. Open the XML file in a text editor and copy the total contents into the field "License (XML)." Then click on "Apply" or "Ok." The Web Part is now activated.

8 User Interface

In diagram 8.1 you will receive a short overview of the aspects of the TeamCalendar Web Part.

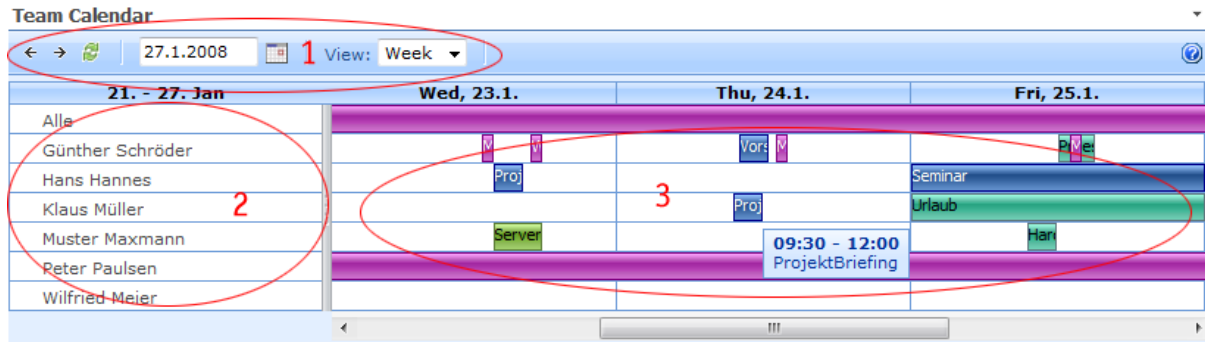


Figure 8.1

Area 1: Toolbar for setting up the displayed time period.

Area 2: Indicator of the team members of the selected SharePoint group.

Area 3: Indicator of appointment information

8.1 Selecting the Display Period

You can choose between three views: daily, weekly and monthly.

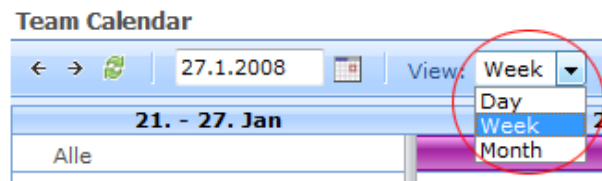


Figure 8.2

After selecting the desired view, the date can be selected in the toolbar.

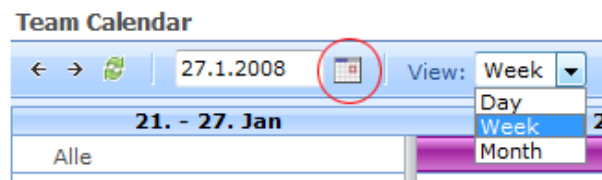


Figure 8.3

You can also enter a date directly in the date field and confirm by hitting the Return Key (see figure 8.4).

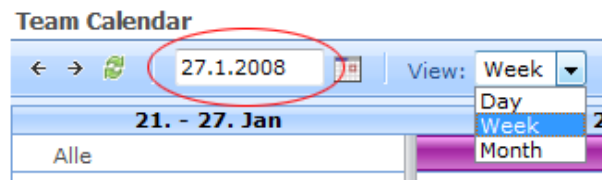


Figure 8.4

In order to page through the schedule—depending on the schedule, through days, weeks or months—simply use the two black arrows (see figure 8.5).

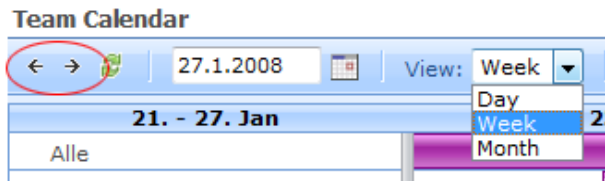


Figure 8.5

In order to update the data in your TeamCalendar, please click on the green arrow, as illustrated in figure 8.6.

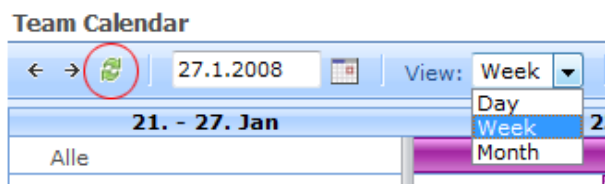


Figure 8.6

9 Presentation of Appointments

Appointments can be given different status levels in Outlook. In the set up of the Web Part you can define which appointment status should be visible and which shouldn't (for more information see 7.2).

The status is shown with the use of different colors:

- Free
- Conditionally Available
- Booked
- Absent

Entries are colored according to status as can be seen in Figure 9.1.

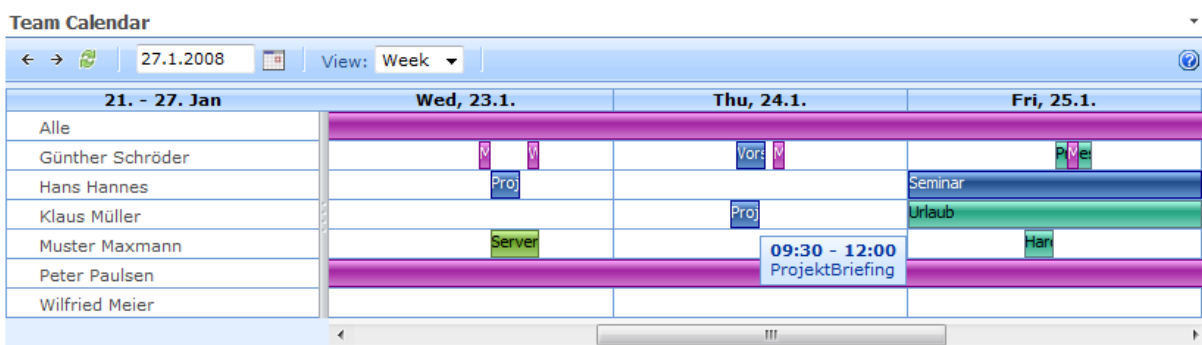
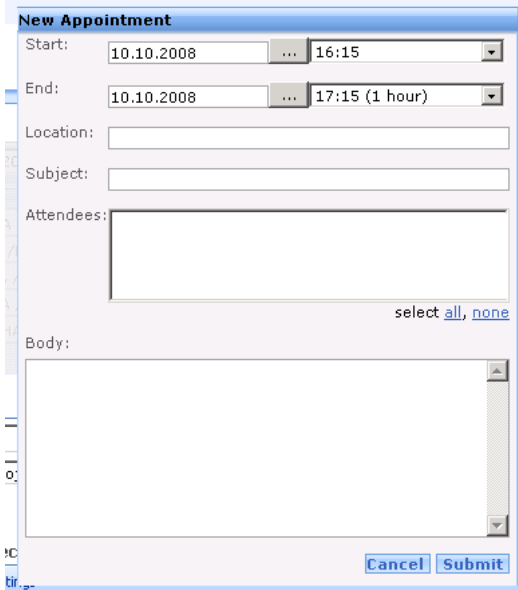


Figure 9.1

If you go over an entry with the mouse, you will receive further information in a Tooltip. The appointments are also linked. When you click on one, the appointment will be opened with Outlook Web Access. However, the appointment will only be opened if you have been granted access to it. Generally, you only have access to your own appointments.

10 Adding new appointments

You can send new appointments to the members of the Teamsite. In the weekly and monthly-view click the „+“ in the upper left corner and the following dialog comes up:



Enter the appointment information and selected the attendees from the list. Click “Submit” and the invitation will be send.

In the daily-view you can select the hour where the appointment should start directly in the webpart.

Note: This option is only available under Exchange 2007 and 2010!

11 FAQ


Please check the internet site www.teamcalendar.de. There the FAQs are continuously updated.

IMPORTANT NOTICE

To use the TeamCalendar the premises to have access to the calendar entries of the Team-Members on the Exchange Server must be given! Problems during the setup of the Webpart are mostly caused due to locked calendars or insufficient user rights.

Please contact your Exchange System Administrator concerning this matter or search the Internet for how-to's. Here is an example: <http://www.amset.info/exchange/folderpermissions.asp>.

These are the most frequently problems:

Problem / Error message	Error-Code	Approach
<p>There are no detailed information shown in the tool tip:</p> 	-	<p>Check if you are using a custom sharepoint theme. If this is the case, there are some CSS-Classes missing.</p> <p>Choose a standard theme or add the missing classes. Below you will find a list with the required ones.</p>
No detailed information is shown for the appointments at all.	-	<p>The calendars of the affected members have not been made public. Exchange uses a multi-level security concept. The calendar must be set up such that anonymous visitors have reading access or a standard access is created.</p> <p>Contact your administrator for more information.</p>
Error message: Failed to fetch Appointments	401	<ol style="list-style-type: none"> The user that is accessing the Teamsite is not allowed to open the calendar-entries of other members. <p>If this is desired, define another user in the Webpart-Configuration that is allowed to open the Exchange-Folder.</p> <p>Otherwise allow the user to read the calendar of other users in exchange.</p> <ol style="list-style-type: none"> The calendars are locked. Here is a howto: http://www.amset.info/exchange/folderpermissions.asp
No team members are shown.	-	The selected SharePoint Group has no members. Please add members to the selected group in the Web Part Configuration (see 7.2), or select another group.
No appointments are shown for the members.	-	<p>This can have multiple causes:</p> <ol style="list-style-type: none"> Check if you have permission to view the calendars of the users. Contact your administrator for more information Administrator. An email account has not been assigned to the user.

Error message: Failed to fetch Appointments	403	<p>The SharePoint server and the Exchange server are communicating via a secure connection. In case of using a self-assigned SSL-Certificate you first have to add this one to the list of secure certificates on your SharePoint server. Please contact your System administrator for further instructions.</p> <p>Alternatively you can use an officially exposed certificate which you can get from a Certificate Agency.</p>
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12 Sharepoint CSS Classes used in the TeamCalendar Webpart

WebPart:

- ms-calheader
- ms-cal-nodataLeftBtm2
- ms-cal-topday
- ms-cal-topdayover
- ms-cal-workitem2B
- ms-menutoolbar
- ms-listheaderlabel
- ms-property sheet
- ms-quicklaunchheader
- ms-separator
- ms-topNavHover
- ms-toolbar

Dialog: Add Appointment

- ms-ToolPaneOuter
- ms-ToolPaneTitle
- ms-ToolPaneBody
- ms-ToolPaneBorder
- ms-input
- ms-inputuserfield
- UserCaptionShadow
- UserControlGroup
- UserSectionHead

Settings:

- UserControlGroup
- UserDottedLine
- UserInput
- UserSectionHead
- UserSectionBody

13 Contact Information

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