

Quickstart instructions to install Visual Team Calendar (VTC 2.3.2)

Please follow the guidelines to install VTC on your system:

1. Unzip the downloaded file.
2. Copy the <*.nsf> database to your Lotus Domino server and sign it with your server-ID.
3. Check the access control list. If necessary set the default user to 'no access' and add the desired users and/or user groups as managers. Additionally check the user roles [AppletAdmin] and [Administration] for those users and/or groups that should have administration rights in VTC.
4. Open the database and switch to "Administration > Person/Resource > Name" in the outline on the left.
5. Click the action button "Database profile" (above the view window), choose "Visual Team Calendar" and set up the collector agent.



6. Move to "Gantt Chart settings" and enter notes server name, host address. Then select registered users for "Persons/resources to display" (calendar entries should be displayed in the GanttChart) and "Editors" (who are allowed to change those entries and save them back to the calendars).
7. Configure the "Collector" settings and click the button "Activate collector agent" (at first activation you will be asked for the server it should run on). The collector then runs every three hours.
When you are finished with your settings close and save the Database profile.
8. Now you can add, configure and activate profiles for persons and resources by clicking on the button "New profile".
Important: added person/resource profiles have to correspond with the entries in "Persons/resources to display" of step 6!

9. After that and with the agent activated the collector is gathering all necessary calendar entries on a scheduled basis.
Note that VTC administrators can trigger the collector at any time via the Lotus Notes menu entry "Actions > Start collector".
Logging protocols of each agent run can be found in "Administration > protocol".
10. When the collector agent is done you can take a look at the results with different types of views in "Monthly overview" or "Daily overview".
To get the ultimate structured overview start "GanttChart", choose the desired persons/resources or groups and click "OK".
11. **NOTE:** in order to close the GanttChart accurately, click on the red 'X' in the upper right corner of the embedded applet window first before you use the 'close window' button above.

Please do not hesitate to ask us about this installation routine! If there are any problems, our software engineers look forward to give support.



The "Visual Team Calendar" Enables a flawless organisation of resources

