

# Out Of Office\*-Manager

Administration and unification of **absences and forwards** with MS-Exchange™ 2003/2007

## Version 2

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\*OOF-Manager



## Release Notes

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up to Version 2.0.0.52



# Table of contents

Table of contents .....	2
1. Out of Office Manager - description .....	3
2. Mind this sign! .....	4
3. System- requirements.....	4
4. Configuration-requirements .....	4
5. Licences .....	4
6. Software speed.....	4
7. Step by step .....	5
8. Using the software .....	7
1. Display: Group.....	7
2. Display: User – Exchange 2003 .....	8
3. Display: User – Exchange 2007 .....	9
4. Display: Enter dates for / as user. ....	10
9. Supplied scripts (VBS-files).....	11
10. Template example.....	12
11. Variables.....	12
12. Passwords.....	13
13. Software configuration / Storing on the net drive.....	14
1. Options Exchange .....	15
2. Options calendar.....	16
3. Options Administrator.....	17
4. Options User.....	18
5. Options License .....	19
14. Configuration IIS (Internet-Information-Service) .....	20
15. Configuration Exchange / Active Directory.....	21
16. Current Absence state .....	24
17. Timeline .....	25
18. Parameter und Functions .....	26
19. Time Zones, international Use of the software.....	28
20. Public folder.....	28
21. Errors .....	29
22. Menu bar.....	31
23. Why no installation?.....	32
24. Technical proceeding.....	33
24. Feedback und Contact .....	33

## 1. Out of Office Manager - description

With the **Out-of-Office Manager** (OoF-Manager) absence messages (multilingual) can be **unified centrally** and absence settings (incl. forwards) can be managed centrally inside a domain. Courses, functions and layout for groups can be adjusted to the single user by the setting of parameter

**Assigned users** e.g. Human-Resources-Department (HRD), HR-manager, secretaries and heads of department can watch absence messages of employees and change them.

Appointments can be defined in advance by each user and then enabled or disabled automatically by the software. The absence message or vacation can be set or removed automatically, alternatively on your own Outlook calendar or on an integrated database (recommended). Exchange only sends **one absence message** for **an absence**. With the OOF Manager a reset of the absence status can be done so the absence message will be sent to the author daily or several times (depending on the task). In conjunction with ci-Mail-Policy a reset can be done after each absence message.

Beside the absence message a e-mail forwarding can be set (directly in Active Directory). This redirection to users or groups can also be done in copy. (same opportunities as in Active Directory).

The templates for absence message can be designed by variables. By sensible use of special variables unnecessary lines will be removed. (see chapter 10 – templates examples)

### Use:

- HRD can set absence if an employee is ill or not in the house at the moment
- HRD can ensure that the absence is set (e.g. vacation)
- Head of Department can check if an employee is in the house
- User can't be planned for other dates while he is absent

### Functions:

- View and change absence settings for each desired mailbox / distribution group
- No administrator rights necessary
- User screen is easy to handle
- Can be used directly on the server. No Outlook necessary! (e.g. for VPN)
- Dates can be shown in a public folder
- Dates can be set in the user calendar
- Schedule overlaps will be excluded
- Multilingual absence messages

### Advantages:

- Improves workflow between employees
- Forwarding can be set and checked fast and easy
- Saves time and increases productivity and efficiency
- Best customer service
- Easy to handle
- Easy to install



## 2. Mind this sign!

Please mind this sign on the following pages:



**It aims to frequent errors and frequently asked questions.**

## 3. System- requirements

- Windows NT 4.0, 2000, XP, 2003 or Vista  
(basically every operating system where .Net 2 option.)
- .NET Framework up to 2.0 (can be distributed automatically!)
- Exchange 2000 (limited support!)
- Exchange 2003
- Exchange 2007

## 4. Configuration-requirements

- WebDAV under IIS must be set on the Exchange server.  
(Check this by opening a mailbox from Outlook Web Access)  
See chapter 14 - Configuring IIS (Explanations how to activate WebDAV).
- Active Directory (Logon authentication in Active Directory). User data and forwards will be set by the Active Directory

## 5. Licences

The software reads only the number of existing licenses! If you have 150 mailboxes but only a 100-user license, only the first 100 mailboxes will be read!

The actual number of mailboxes and licenses are shown in the bottom pane.

In the demo-license you can display 10 mailboxes.

**→ You need a license for all mailboxes if you want to do the OOF-reset.**

## 6. Software speed

The reading of the groups and hence the launch of the software depends on the network connection speed. In a gigabit environment the software will start much faster than with a VPN connection with 2 megabits. Keep this in mind especially in automatic processes.

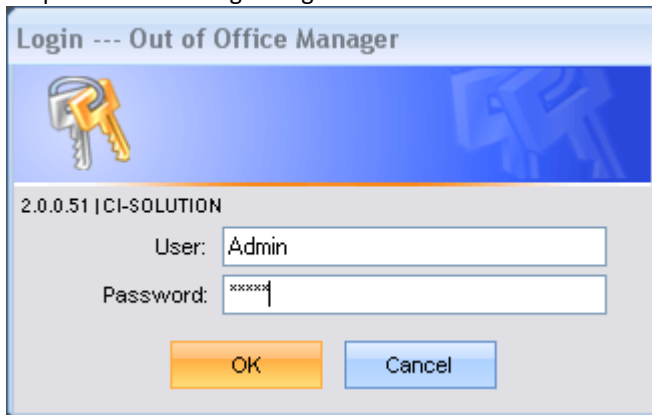
## 7. Step by step

In this chapter the first launch and the necessary conditions (user/rights) will be explained. This is referred to other chapters to avoid duplicate descriptions.

Follow the steps subsequently, then the OoF-Manager will be ready to use in a few minutes.

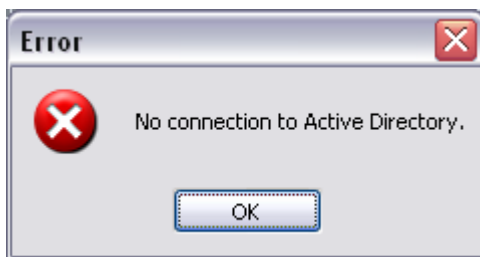
After downloading the OoF-Managers (ci-oof.zip) unzip it to your **local** hard drive.  
 For example to **c:\ci-oof**

Run the included file: **ci-oof.exe**  
 It opens the following dialog box:



Enter here as **user: „Admin“** and the **password: „admin“**.

Since the connection to your Exchange server has not yet been configured the following error message is displayed.  
 (This message also appears with a wrong configuration or if the Active Directory is not available.)



**For creating a SendAs/RecieveAs User see chapter 15 - Configuration Exchange**

To test whether the user has been created successfully and owns the relevant rights:

Launch your Browser. Enter the OWA address.

Example: <http://ci-srv01/exchange/EMailAddress> (don't use you own e-mail)

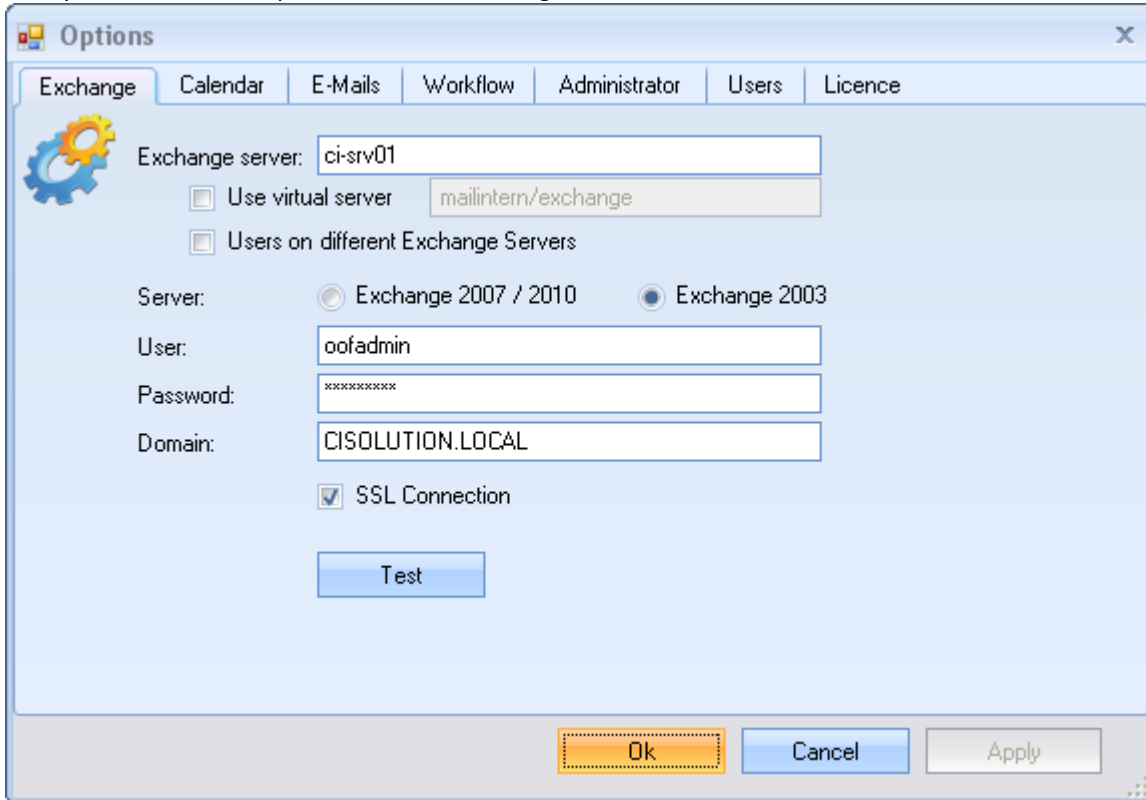
Now a window asking for username and password should appear.

Enter the created **user: „oofadmin“** and its **password** .

Now you should be able to enter the mailbox with the specified e-mail address...

Continue... Step by Step instructions...

Now you can enter the Options of the OOF-Manager.



For further instructions see. 13.1 Options. Here excerpts:

The examples and configuration settings in this manual are using the domain: CISOLUTION.LOCAL, Server: CI-SRV01. The user is: „oofadmin“.

Clicking the „Test“ Button you can check whether your entries are correct. Click OK.

Restart the software. File: **ci-oof.exe**

With the coming launch the software should read your users and mailboxes. This process takes some time.

In the next chapter information about the different displays are following.

## 8. Using the software

After starting the software you can see the groups in a “tree view”. The first (highest) level shows the groups. By clicking „+“ or double-click all the contained users of the groups will be displayed (with Exchange-Mailbox).

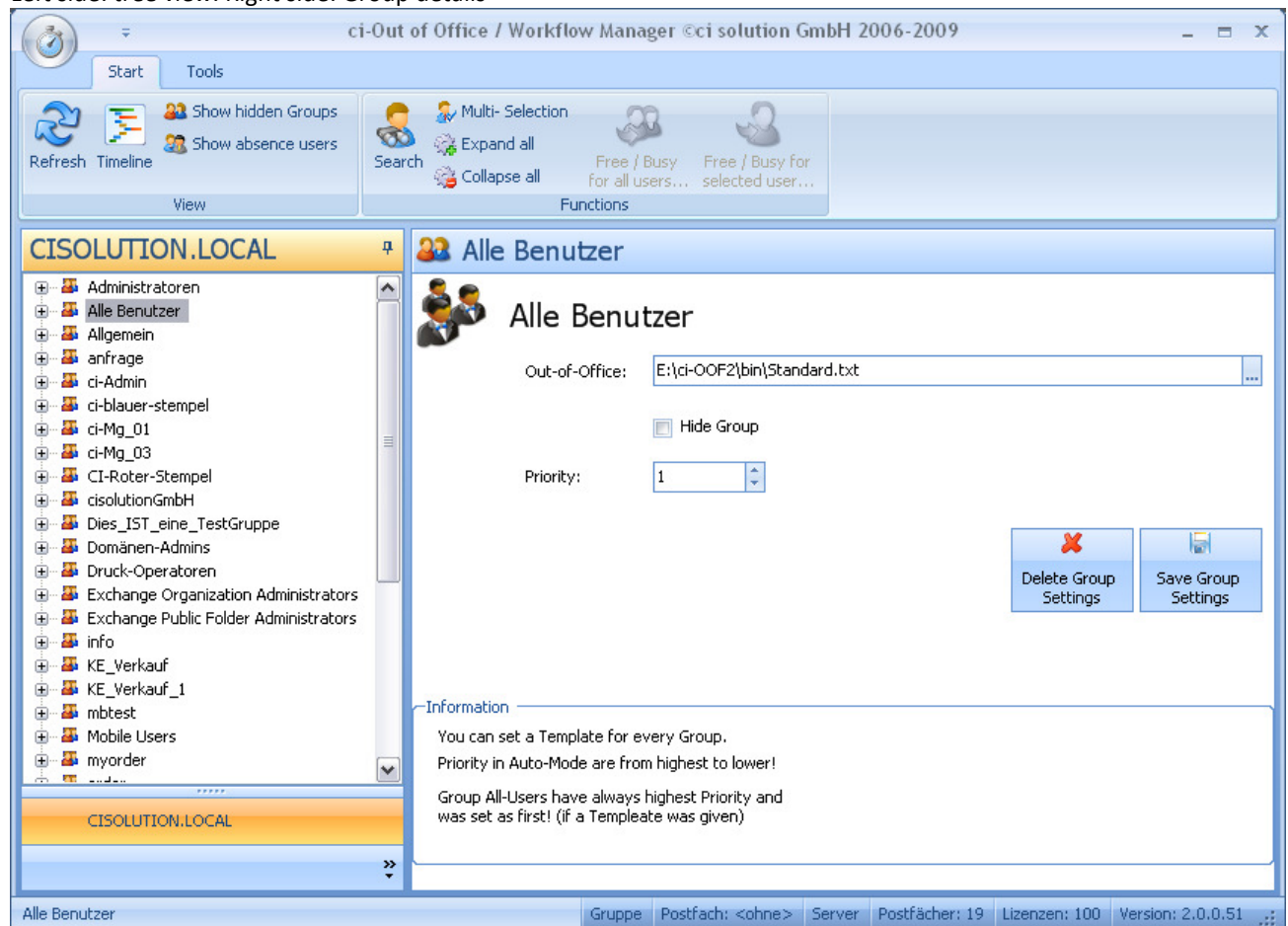
By clicking on...

...Group: you can establish settings for one group or different groups.

...User: status and dates of the selected user will be displayed.

### 1. Display: Group

Left side: tree view. Right side: Group details



Select a template under „Absence“ which is set for all users of the group for the automatic proceeding of the software

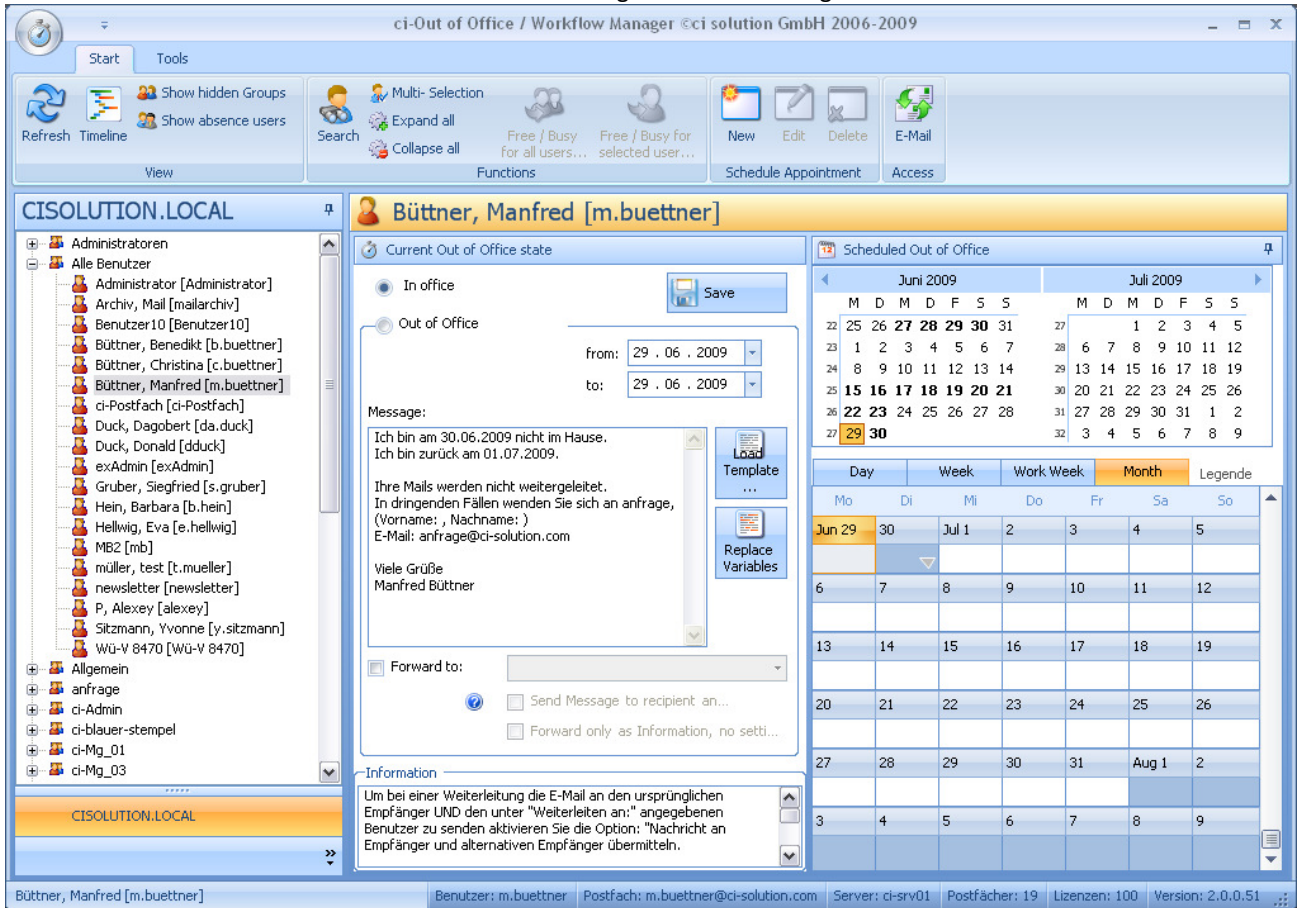
Hide group: Here you can hide a group with the next launch, leading to a clearer „tree view“.

See: **Fehler! Verweisquelle konnte nicht gefunden werden.** 4 Options User to display only certain groups!

Priority: if several groups get a template the software works from top to bottom!

## 2. Display: User – Exchange 2003

Left side: tree view. Centre: current status of the user. Right side: Scheduling



The screenshot shows the 'CI-OUT of Office / Workflow Manager' application. The left sidebar displays a tree view of users under 'CISOLUTION.LOCAL'. The central pane shows the status for 'Büttner, Manfred [m.buettner]', including 'Current Out of Office state' (In office/Out of Office), a message body, and forwarding options. The right pane shows a 'Scheduled Out of Office' calendar for June and July 2009.

**Left sidebar (Tree View):**

- Administratoren
  - Alle Benutzer
    - Administrator [Administrator]
    - Archiv, Mail [mallarchiv]
    - Benutzer10 [Benutzer10]
    - Büttner, Benedikt [b.buettner]
    - Büttner, Christina [c.buettner]
    - Büttner, Manfred [m.buettner]
    - ci-Postfach [ci-Postfach]
    - Duck, Dagobert [da.duck]
    - Duck, Donald [dduck]
    - exAdmin [exAdmin]
    - Gruber, Siegfried [s.gruber]
    - Hein, Barbara [b.hein]
    - Hellwig, Eva [e.hellwig]
    - MB2 [mb]
    - müller, test [t.mueller]
    - newsletter [newsletter]
    - P, Alexey [alexey]
    - Sitzmann, Yvonne [y.sitzmann]
    - WÜ-V 8470 [WÜ-V 8470]
  - Allgemein
    - anfrage
    - ci-Admin
    - ci-blauer-stempel
    - ci-Mg\_01
    - ci-Mg\_03

**Central Pane (User Status):**

**Büttner, Manfred [m.buettner]**

**Current Out of Office state**

☒ In office

☐ Out of Office

from: 29.06.2009  
to: 29.06.2009

**Message:**

Ich bin am 30.06.2009 nicht im Hause.  
Ich bin zurück am 01.07.2009.

Ihre Mails werden nicht weitergeleitet.  
In dringenden Fällen wenden Sie sich an anfrage,  
(Vorname: , Nachname: )  
E-Mail: anfrage@ci-solution.com

Viele Grüße  
Manfred Büttner

☐ Forward to:

☒ Send Message to recipient an...  
☐ Forward only as Information, no setti...

**Information**

Um bei einer Weiterleitung die E-Mail an den ursprünglichen Empfänger UND den unter "Weiterleiten an:" angegebenen Benutzer zu senden aktivieren Sie die Option: "Nachricht an Empfänger und alternativen Empfänger übermitteln."

**Right Pane (Scheduling):**

**Scheduled Out of Office**

Calendar view for June and July 2009. The calendar shows days of the week (M, D, M, D, F, S, S) and dates. The current date is 29.06.2009.

Juni 2009							Juli 2009								
M	D	M	D	F	S	S	M	D	M	D	F	S	S		
22	25	26	27	28	29	30	31	27		1	2	3	4	5	
23	1	2	3	4	5	6	7	28	6	7	8	9	10	11	12
24	8	9	10	11	12	13	14	29	13	14	15	16	17	18	19
25	15	16	17	18	19	20	21	30	20	21	22	23	24	25	26
26	22	23	24	25	26	27	28	31	27	28	29	30	31	1	2
27	29	30						32	3	4	5	6	7	8	9

**Day Week Work Week Month Legende**

Day	Week	Work Week	Month	Legende		
Mo	Di	Mi	Do	Fr	Sa	So
Jun 29	30	Jul 1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	Aug 1	2
3	4	5	6	7	8	9

**Status Bar:**

Büttner, Manfred [m.buettner] Benutzer: m.buettner Postfach: m.buettner@ci-solution.com Server: ci-srv01 Postfächer: 19 Lizenzen: 100 Version: 2.0.0.51

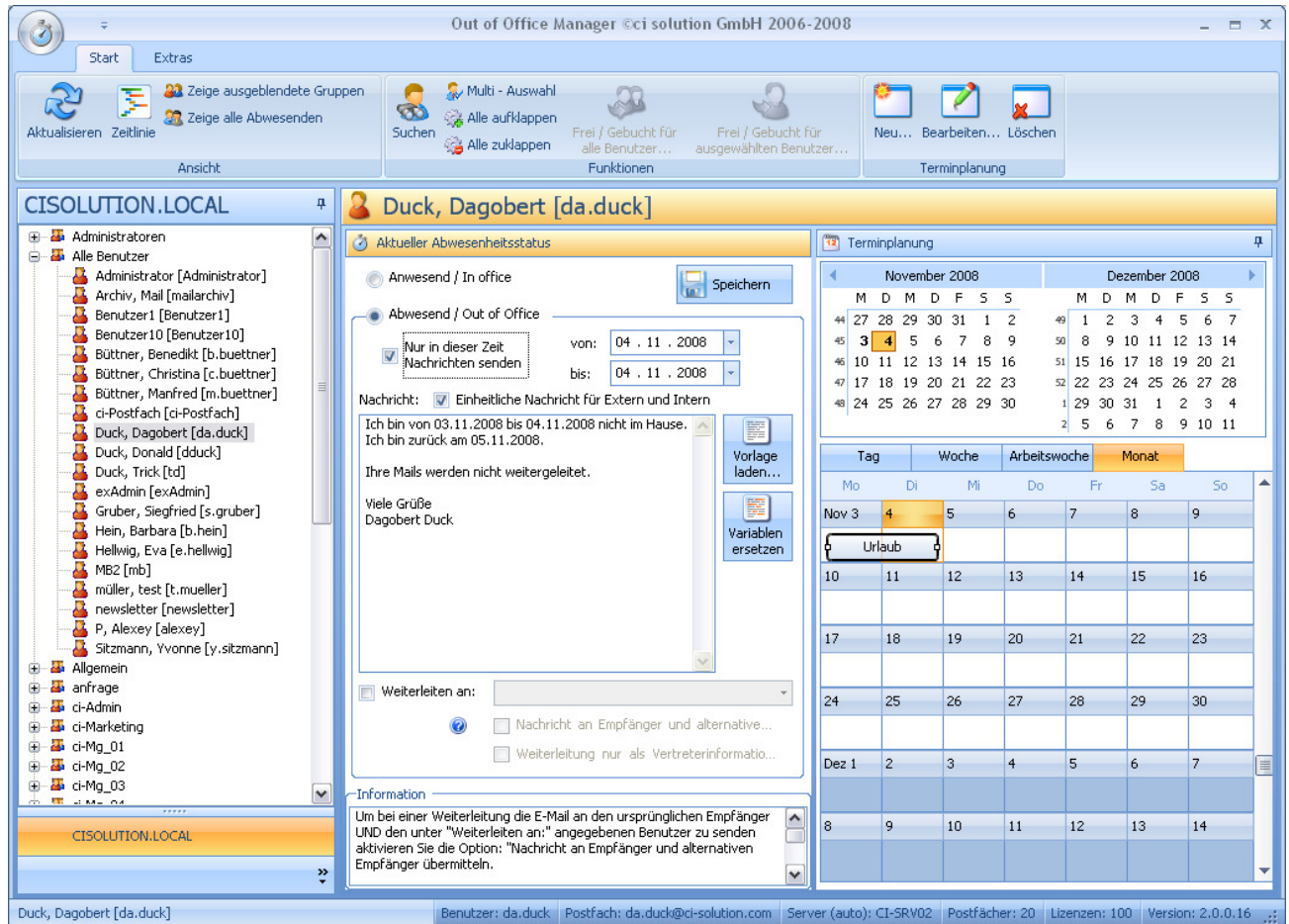
Save: saves the **currently** set user data.

Open template: Opens a template (e.g. including variables)!

Replace variables: Loads user data from the AD for user templates containing variables. The user data will be displayed in the text



### 3. Display: User - Exchange 2007



**Out of Office Manager ©ci solution GmbH 2006-2008**

**Start Extras**

Aktualisieren Zeitlinie Zeige ausgeblendete Gruppen Zeige alle Abwesenden

Suchen Multi - Auswahl Alle aufklappen Alle zuklappen Funktionen Frei / Gebucht für alle Benutzer... Frei / Gebucht für ausgewählten Benutzer... Terminplanung Neu... Bearbeiten... Löschen

**CISOLUTION.LOCAL**

**Duck, Dagobert [da.duck]**

**Aktueller Abwesenheitsstatus**

☐ Anwesend / In office **Speichern**

☒ Abwesend / Out of Office

☒ Nur in dieser Zeit Nachrichten senden von: 04.11.2008 bis: 04.11.2008

Nachricht: ☒ Einheitliche Nachricht für Extern und Intern

Ich bin von 03.11.2008 bis 04.11.2008 nicht im Hause.  
Ich bin zurück am 05.11.2008.

Ihre Mails werden nicht weitergeleitet.

Viele Grüße  
Dagobert Duck

☐ Weiterleiten an:

☐ Nachricht an Empfänger und alternative...  
☐ Weiterleitung nur als Vertreterinformation...

**Terminplanung**

November 2008 Dezember 2008

November 2008							Dezember 2008								
M	D	M	D	F	S	S	M	D	M	D	F	S	S		
27	28	29	30	31	1	2	49	1	2	3	4	5	6	7	
44	3	4	5	6	7	8	9	50	8	9	10	11	12	13	14
46	10	11	12	13	14	15	16	51	15	16	17	18	19	20	21
47	17	18	19	20	21	22	23	52	22	23	24	25	26	27	28
48	24	25	26	27	28	29	30	1	29	30	31	1	2	3	4
								2	5	6	7	8	9	10	11

**Tag Woche Arbeitswoche Monat**

Mo	Di	Mi	Do	Fr	Sa	So
Nov 3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
Dez 1	2	3	4	5	6	7
8	9	10	11	12	13	14

**Information**

Um bei einer Weiterleitung die E-Mail an den ursprünglichen Empfänger UND den unter "Weiterleiten an:" angegebenen Benutzer zu senden aktivieren Sie die Option: "Nachricht an Empfänger und alternativen Empfänger übermitteln."

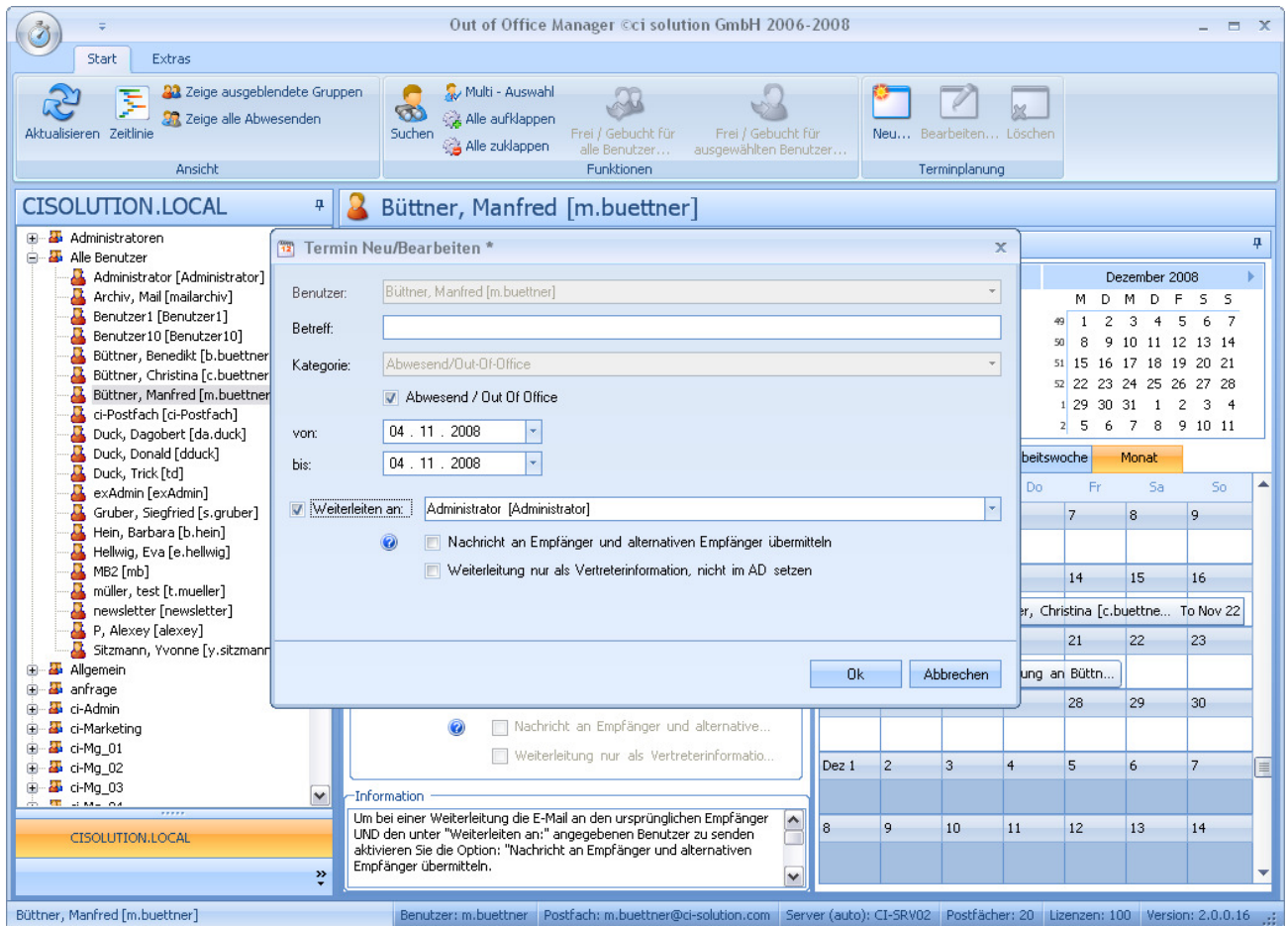
Duck, Dagobert [da.duck] Benutzer: da.duck Postfach: da.duck@ci-solution.com Server (auto): CI-SRV02 Postfächer: 20 Lizenzen: 100 Version: 2.0.0.16

Screenshot see previous item

New functions have been added under Exchange 2007.

- Send messages only in selected time periods
- Unified message for Internal and External

#### 4. Display: Enter dates for / as user.



Group Scheduling:

New: Creates new date.

Edit: Edits selected date.

Delete: Deletes selected date.

In the calendar you can also work with the right mouse button!

- ➔ For the display in /user dialog (user sees only oneself) it is necessary to provide a template, so that an absence can be set automatically, after inquiry!
- ➔ Ensure that a template with the file name: „Standard.txt“ s existing. It has to be in the same directory as the database!

If Out-Of-Office is deactivated, you can enter dates, which WILL NOT be implemented as Exchange absence! (e.g. for meetings, short absence).

Note: You can schedule resources (Conference-Room, Cars) with this solution, too.

## 9. Supplied scripts (VBS-files)

The direct execution from a net drive („Distribution“) of our software is done by a script.  
 With the default settings of .NET Framework a direct execution of a executable File from a UNC Path (net drive) is not possible. An unhandled Exception Error prevents the Software on Execution.  
 See chapter 23 – Why is no installation necessary.



### Up to version 2.1.16 new scripts have been added!

Use only the latest scripts, because sub-folders have to be distributed for multilingual versions.

All scripts ending with –Net.vbs can be executed directly from the net drive.

With the download you get sample scripts which are explained here:

CI-OoF-Net.VBS	<b>StartScript.</b> Logon required. Only authorized users can use the software
Dialog-Net.VBS	Displays ONLY registered user. Personal absences / dates can be set here

### --- automatic execution e.g. scheduled task ---

CI-OoF-Task.VBS	Example for scheduled task. uses the parameter /auto /oof /oofreset /user:Administrator Here you can set required parameter.
CCS-Net.vbs	displays YES/NO dialog to set Absence-Status if the user is absent.
FastExecute-Net.vbs	sets employees absent, who will be absent the NEXT BUSINESS DAY.
DialogParam-Net.vbs	with this file you can directly specify the parameter! Example: DialogParam-Net.vbs /auto /oof /user:Administrator

### --- SCRIPTs for local execution... ---

Debug.vbs	starts the software with the parameter /debug. Creates a LOG-File for support if necessary.
-----------	---

How to adjust parameter...

Open the vbs.file into a editor...  
 Find the line:

WshShell.Run LocalFolder & "\\ci-oof.exe /auto /oof /oofreset /user:Administrator", 1, True

All starting with „/" are parameter.

Change these under chapter 18. parameter and functions.

## 10. Template example

Here we show a „Standard“ absence message.

Here you see two types of variables: @@variables und ##variables. (All variables see chapter 11 – variables)  
 ##variables delete the whole line if the value is empty!

Let's have a look at the first two lines:

In case of a **one day absence** the first line will be deleted, because the variables **ooffrom** and **oofto** are empty.  
 Only **oofat** contains the set day.

Let's have a look at the line: You mails will be forwarded to @@oofforwardornot.

The variable @@oofforwardornot contains either „“ (empty) or „not“, depending on whether a real forwarding or just a representative information has been given.

---

I am not in the house from ##ooffrom to ##oofto.

I am not in the house at ##oofat.

I am back at ##oofback.

Your mails will be forwarded to @@oofforwardornot.

In urgent cases please contact ##oofforwarduser, (Given name: @@oofforwardgivenName, surname: @@oofforwardsn)

e-mail: ##oofforwardmail

Phone: ##oofforwardtelephoneNumber

Fax: ##oofforwardfacsimileTelephoneNumber

Regards

@@givenName @@sn

---

## 11. Variables

List of variables see: <http://www.dokumente-mit-system.de/variablen.htm>

**In addition to CI-Out-of-Office-Manager the following variables are possible:**

from	@@ooffrom	absent from
to	@@oofto	absent to
at	@@oofat	only set whether from and to contain the same date.
back	@@oofback	Uses to or at and adds one day (next labour day).

### Forwarding

given name	@@oofforwardgivenName	
surname	@@oofforwardsn	
to	@@oofforwarduser	names the user the mail is forwarded to.
mail	@@oofforwardmail	
phone	@@oofforwardtelephoneNumber	
fax	@@oofforwardfacsimileTelephoneNumber	

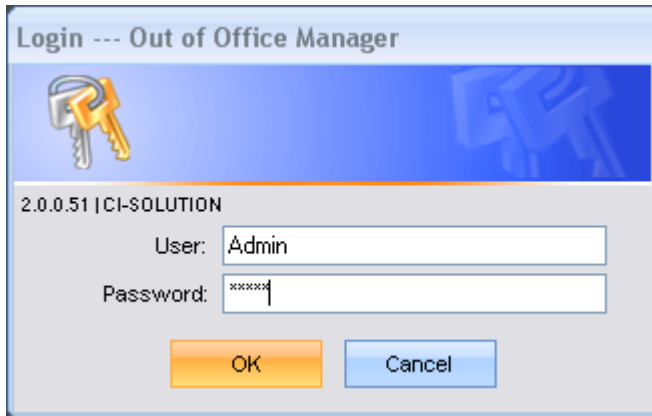
@@oofforwardornot - sets „not“ or blanks for forwarding

@@oofforwardornotol – sets specified value (see parameter) for forwarding (for other languages)



## 12. Passwords

To change the settings of the software logon as described:



**User: „Admin“**

**Password: „admin“**

In the settings you can create a new password for the admin access.



Exclusively with the application as „**Admin**“ you have access to the settings of the software!  
All other authorized users cannot watch or change the settings.

All other authorized users logon with their common Active Directory Account Data.

**→ Only assigned users can start the software! (See Options User item 4)**

**Note:** You cannot restore a forgotten password!  
If this is forgotten once please contact our support.

On the left side of the sign-in dialog the current version number is displayed, which you need for support requests.

### 13. Software configuration / Storing on the net drive

The software needn't to be installed on the server or on the client.



**For the first launch see chapter: 7. Step by step**

After the configuration the local directory is put on a network share and can be started from there.  
 e.g. with ci-OOF-net.vbs or dialog.vbs (displays only the registered user)

After the first start the settings stored in the database will be reviewed. The database is expected in the same directory from which the software is started.

After the first start the software sets a ci-oof.xml file with the following contents:

```
<?xml version="1.0" encoding="utf-16" ?>
<Optionen>
  <Option DatabasePath="" />
  <Option StartupLanguage="" />
  <Option SQLConnection="" />
  <Option ADController="" />
</Optionen>
```

Under DatabasePath you can set a different path. e.g. [\\Server\Freigabe\](#)

Under Startuplanguage you can set another language (de-DE or en-EN) for the start.

Working with a SQL-Server you can set the connection string here.

If the server set under Settings – Exchange is not the ADController, an IP address can be set here. This greatly speeds up the startup.

If the software is stored in the network after the first configuration, the software uses the specified path from the XML-file. The database can be stored on a desired ( any) share, providing central access. The program files can be in the same directory The script files e.g. ci-oof-net.vbs can be used for the execution of the OOF Manager from a network drive. With the file Dialog.vbs is for the individual user e.g. to enter only the own deadlines (starts software with the parameter: /Userdialog)

With the **first start** or if the required settings for the first launch are not complete, the software displays the dialog “settings”. The settings will be described on the following pages.

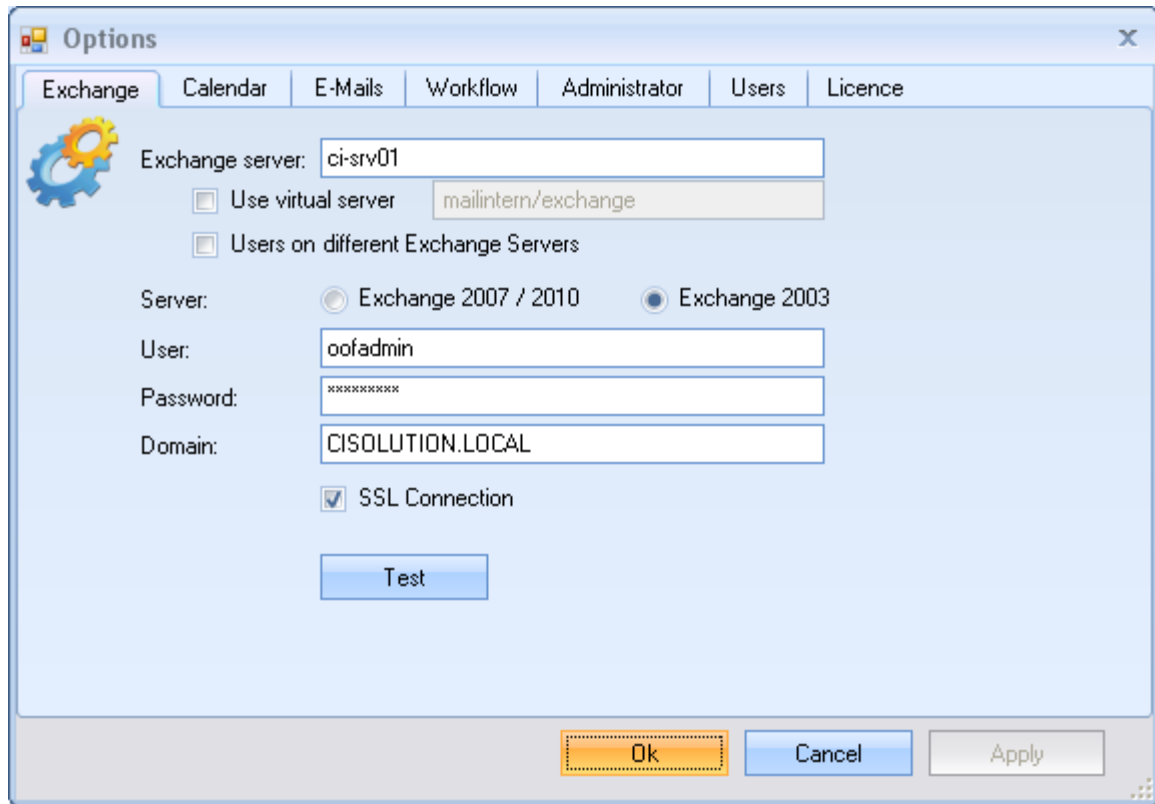
The automatic execution is known as a scheduled task under Windows so that the software can be executed any time.

.

Certain parameters or functions can be done “in between” or after business closure.

We'll be pleased to offer our help if you need. Our contact dates can be found at the end of this manual.

## 1. Options Exchange



**Exchange Server:** Please enter server name. (only the name, not FQDN)

**Use virtual Server SERVERNAME.** Use a virtual server (e.g. if you have enabled formula based authentication Please contact us for questions about the virtual server. On our website you will find a tutorial about how to set up a virtual server step by step.

If you use a virtual http Server (Exchange) , enter server name here.

Download: [www.dokumente-mit-system.de/tools.htm](http://www.dokumente-mit-system.de/tools.htm) ?

**User:** Enter user with Send/As and Receive/As rights. In our sample the user is: „oofadmin“.

**Not the administrator! Send/As and Receive/as are usually denied for the administrator. If you are not sure see chapter Exchange configuration or contact our support! We will help you with installation and configuration.**

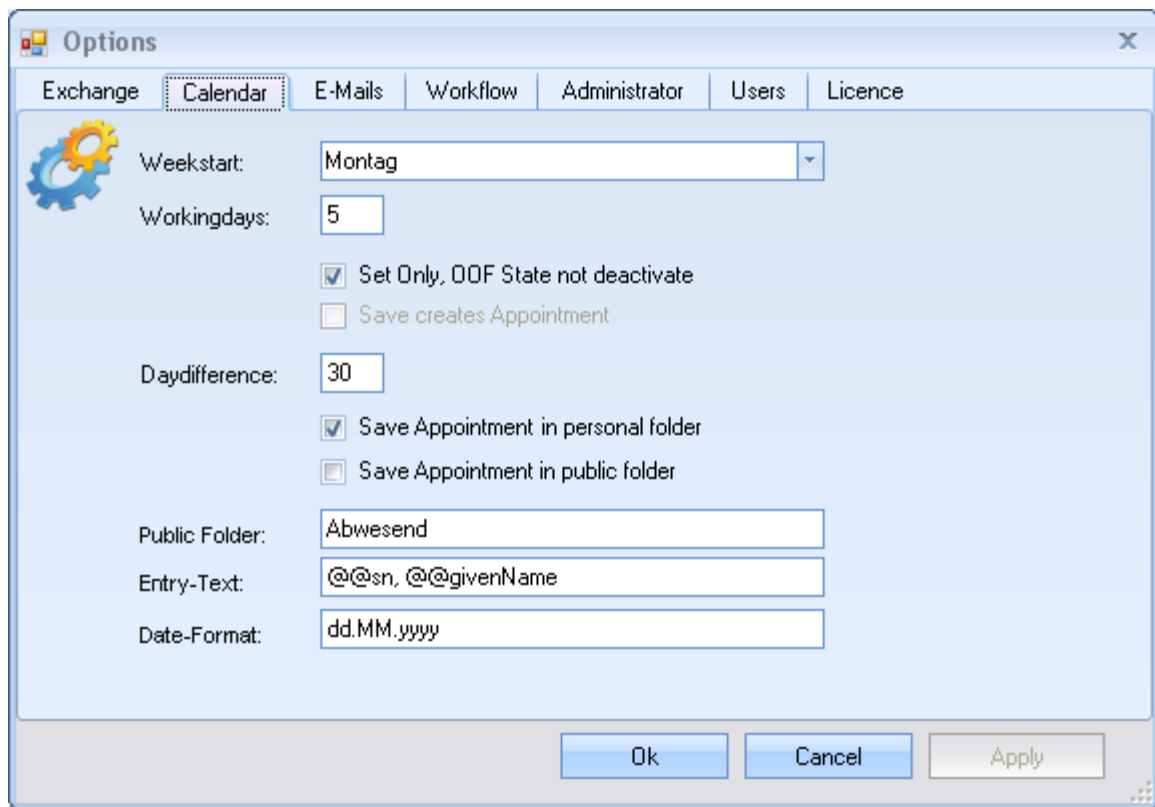
**Password:** enter user name

**Domain:** enter the full domain name. (including. Local or net, etc.) (FQDN)

(The domain connected with you exchange server, if you have several.)

e.g. YOURCOMPANY.LOCAL, YOURCOMPANY.NET or YOURCOMPANY.COM, etc...

## 2. Options calendar



**Options**

Exchange **Calendar** E-Mails Workflow Administrator Users Licence

Weekstart: Montag

Workingdays: 5

☒ Set Only, OOF State not deactivate  
☐ Save creates Appointment

Daydifference: 30

☒ Save Appointment in personal folder  
☐ Save Appointment in public folder

Public Folder: Abwesend

Entry-Text: @@sn, @@givenName

Date-Format: dd.MM.yyyy

Ok Cancel Apply

Required for automatic proceeding:

**Week start:** Monday to Sunday (required for calculation ,back at').

**Labour days:** number of days ( required for calculation ,back at').

**Nur setzen, OOF Status nicht deaktivieren:** Sets only the status. Status is not disabled automatically.

**Save creates date:** COMPATIBILITY DISPLAY!!!

Different to previous versions this option is set to NOT ACTIVATED! Serves only as display, cannot be adjusted. (By clicking on save in the user mask, an appointment was created automatically.)

**Daily difference:** When reading the calendar days from Outlook +/- days will be taken into account. This point directly effects the performance of the software. If the value is to high, the automatic execution will take considerably longer. If the longest given holiday are 4 weeks, 30 days will be sufficient.

**Set dates in public calendar:** If activated the set dates will be displayed in the database but, but also in the following public folder you have set. This allow to create different adds in the calendar to have a quick overlook about all absences and their duration.

**Set dates in personal calendar:** Sets an absence as full day absence in the users personal mailbox and places the status to absent. The user can be posted to other dates. Not possible under Outlook by default.

**Public calendar:** name of the public calendar in Exchange. The name must exist or must be created.

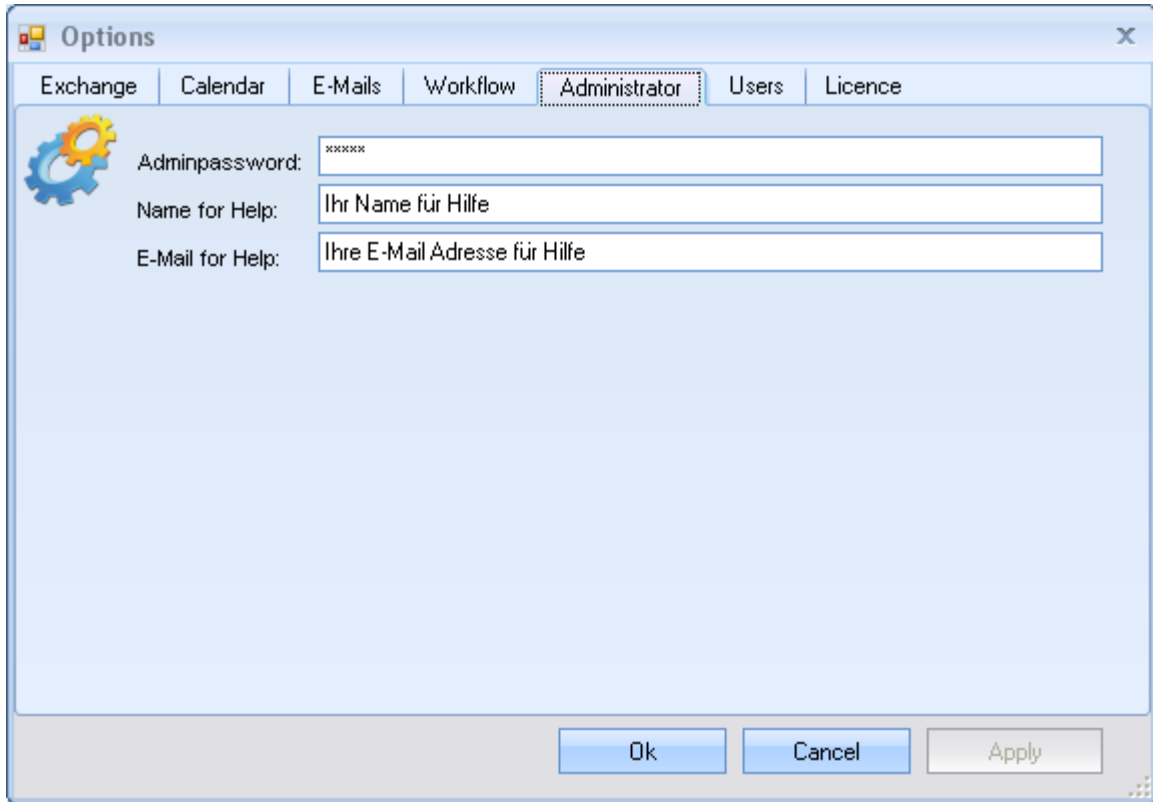
**Text-Entry:** You can use all variables (see variables) to create an entry text for public and personal folders.

This sample sets the name (@@sn), surname (@@givenName).

Pay attention to upper case and lower case letters! Note: Copy the variables from the list.



### 3. Options Administrator



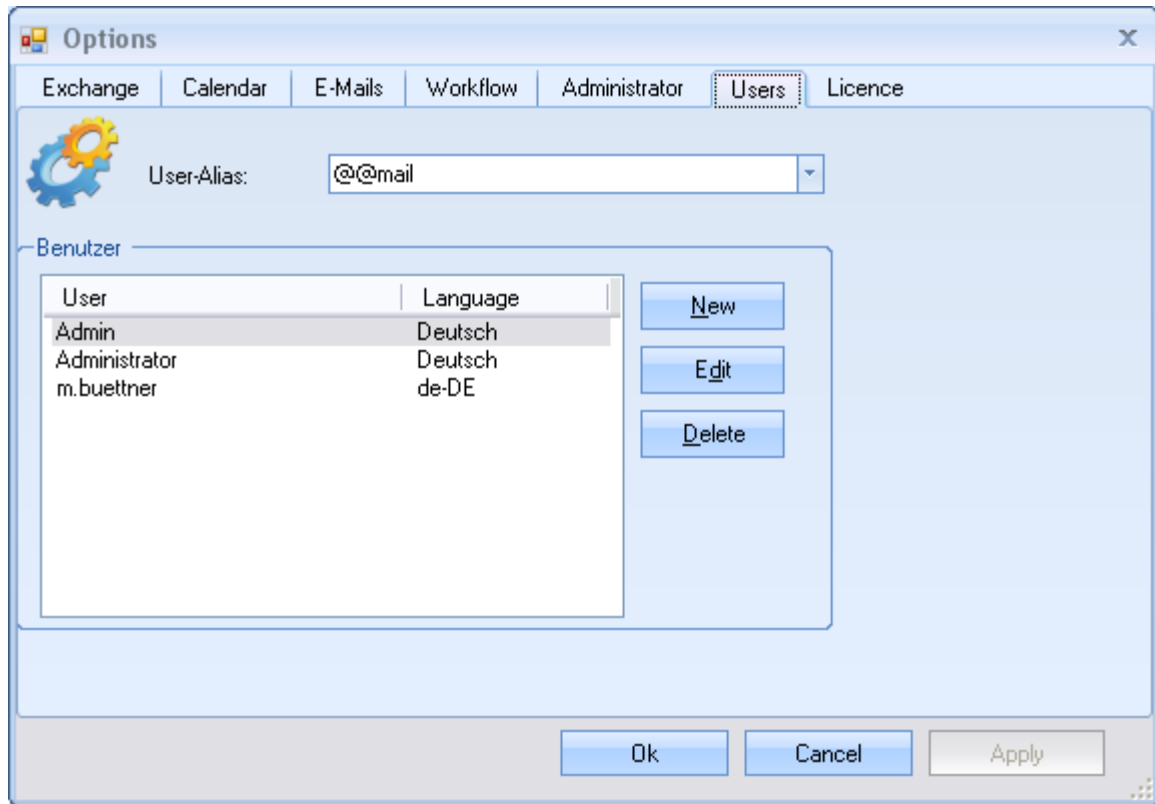
The image shows a Windows-style dialog box titled "Options". It has a tabbed interface with tabs for "Exchange", "Calendar", "E-Mails", "Workflow", "Administrator" (which is selected), "Users", and "Licence". On the left side of the "Administrator" tab is a gear icon. To the right of the gear are three text input fields: "Adminpassword:" (containing "xxxxx"), "Name for Help:" (containing "Ihr Name für Hilfe"), and "E-Mail for Help:" (containing "Ihre E-Mail Adresse für Hilfe"). At the bottom right of the dialog are three buttons: "Ok", "Cancel", and "Apply".

**Adminpassword:** password for login = „admin“. (username: „Admin“)

**Name for help:** With unauthorized registration the software displays a notice:.  
Refer to „NAME FOR HELP“.....

**E-Mail for help:** as previous issue. E-Mail address for help.

#### 4. Options User



Options

Exchange | Calendar | E-Mails | Workflow | Administrator | **Users** | Licence

User-Alias: @@mail

Benutzer

User	Language
Admin	Deutsch
Administrator	Deutsch
m.buettner	de-DE

New  
Edit  
Delete

Ok Cancel Apply

**User Alias:** variable for access to the mailbox. All variables can be used and put together.

Sample: „@@mail“ uses the e-mail address for the selected user to access OWA.

„@givenName.@sn“ uses first name.surname.

See also status in the main form (3. Panel) PO. Box: [Manfred@ci-solution.com](mailto:Manfred@ci-solution.com) ???

Alle Benutzer	Gruppe	Postfach: <ohne>	Server (auto): CI-SRV02	Postfächer: 20	Lizenzen: 100	Version: 2.0.0.16
---------------	--------	------------------	-------------------------	----------------	---------------	-------------------

So you can try:

Start your internet explorer (please do so, even if you prefer to work with Opera & Co.)

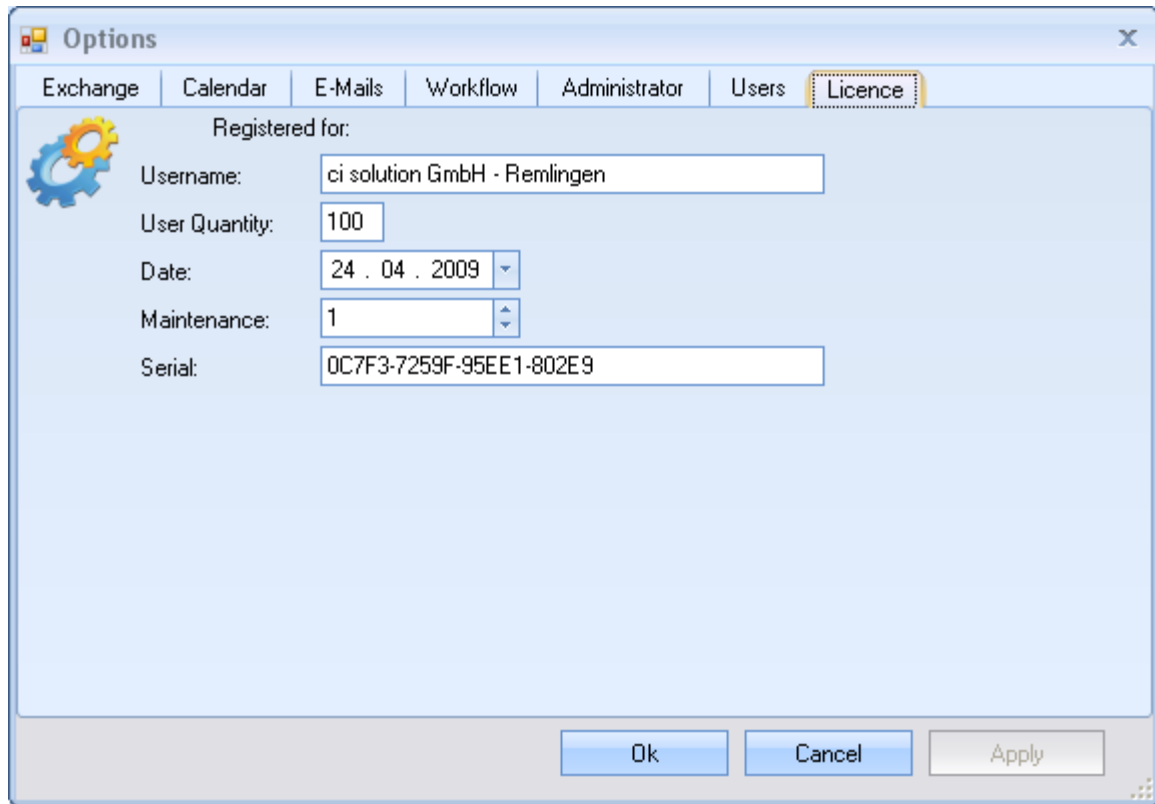
Enter as address <http://> or <https://EXCHANGE-SERVERNAME/Exchange/Benutzername>.

If you can access OWA without registration by entering your user name, everything is fine and software will work properly. Enter the value behind the mailbox as username for the user! ??

**User:** Specified users from the list (account name of the user) can register to the software with all functions included (Exception: access to settings). They use their user names and the password from the domain registration.



## 5. Options License



The image shows a Windows-style dialog box titled "Options". It has a tabbed interface with tabs for "Exchange", "Calendar", "E-Mails", "Workflow", "Administrator", "Users", and "Licence". The "Licence" tab is selected and highlighted with a dashed border. On the left side of the "Licence" tab, there is a gear icon. The main area is titled "Registered for:" and contains the following fields:

- Username: ci solution GmbH - Remlingen
- User Quantity: 100
- Date: 24 . 04 . 2009 (with a dropdown arrow)
- Maintenance: 1 (with a spin button)
- Serial: 0C7F3-7259F-95EE1-802E9

At the bottom right of the dialog box, there are three buttons: "Ok", "Cancel", and "Apply".

Enter your license data, you'll receive from us after ordering the software.

### **BESTELLUNG:**

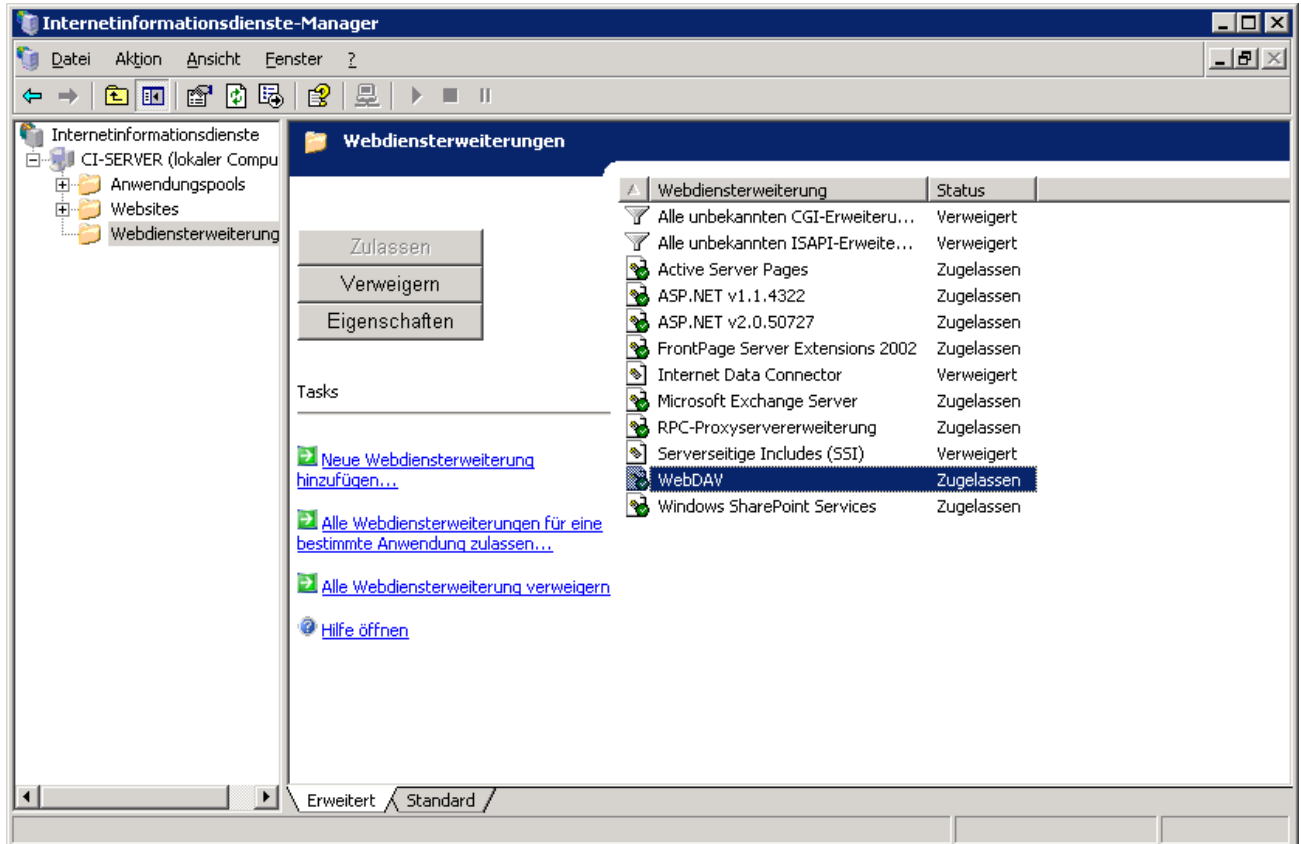
\*An order can be placed simply by mail or contact your system administrator or dealer on it. He surely can install the software for you (further costs of service can occur). Otherwise simply name the address and the number of users. Upon receipt of the order you will receive you license key immediately (max. 1 day, usually 30 minutes). Die Rechnung erhalten Sie ein paar Tage später. Für Kunden aus Österreich bitten wir um die Steuernummer damit wir eine Netto-Rechnung zusenden können.    ?????



## 14. Configuration IIS (Internet-Information-Service)

Start START – ADMINISTRATION – INTERNET-INFORMATIONSERVICE.

Make sure, that WebDAV is endorsed.



## 15. Configuration Exchange / Active Directory

You need a user with „SEND AS“ and „RECEIVE AS“ rights for the Exchange Server.



### Background for communication of the software:

Any user who logs on to the software uses this account for communication with the Exchange Server. Da zum Lesen und Speichern von Abwesenheitsmeldungen spezielle Rechte benötigt werden. Der Benutzer bekommt dies nicht mit.

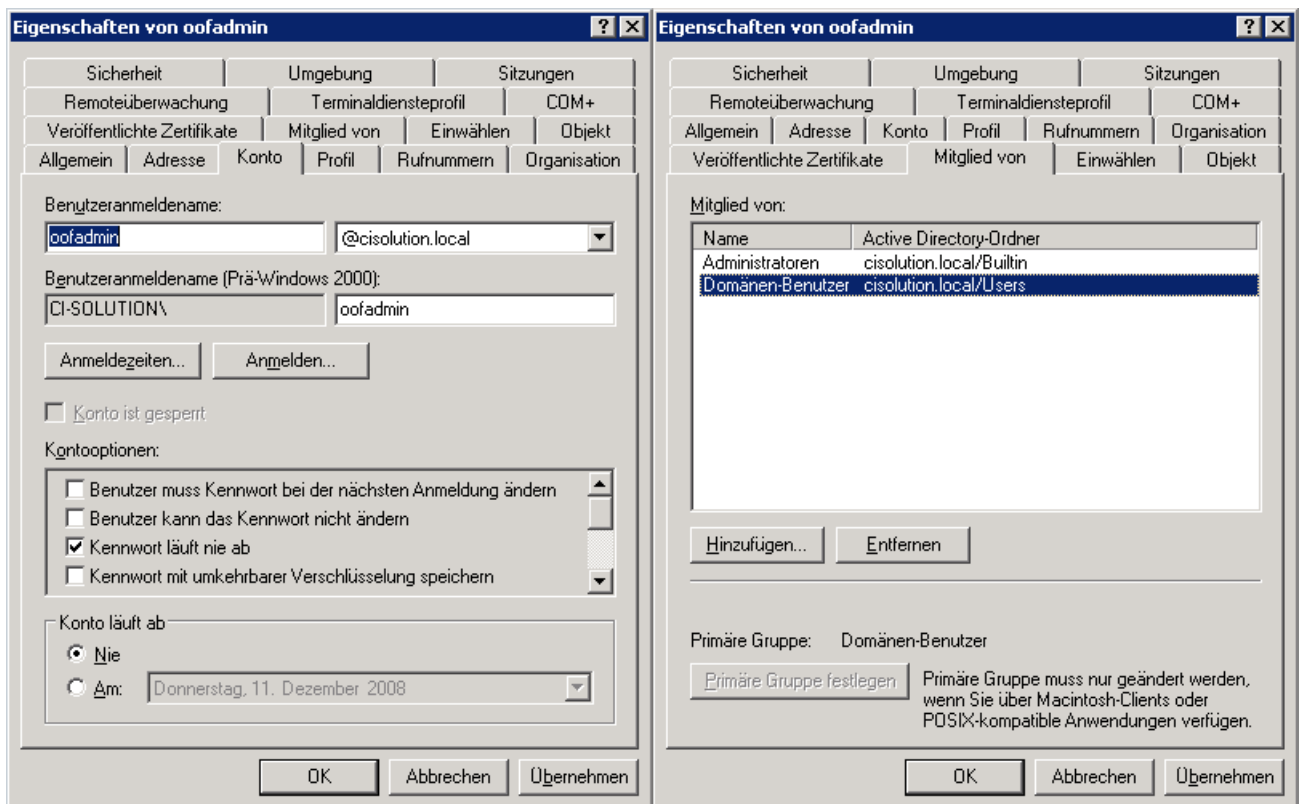
Follow the next steps to create such a user if he doesn't exist.

In this sample we create a completely new user with the required rights. If you are familiar with Active Directory, you certainly can use another account, following our sample. ????

Create a new user in your Active Directory:

**Account: „oofadmin“**

An e-mail address for this user is not required.



The image shows two screenshots of the 'Eigenschaften von oofadmin' (Properties of oofadmin) dialog box in Windows. The left screenshot shows the 'Allgemein' (General) tab with fields for 'Benutzeranmeldename' (oofadmin) and 'Benutzeranmeldename (Prä-Windows 2000)' (CI-SOLUTION\oofadmin). The right screenshot shows the 'Mitglied von' (Member of) tab with a list of groups, where 'Domänen-Benutzer' (Domain Users) is selected.

„oofadmin“ requires administrator rights in the AD to set forwardings!

Note: Group Administrators



Do not use the group Domain Administrators. Exchange specifically denies „SEND AS“ and „RECEIVE AS“ rights for this group!

## Exchange 2003

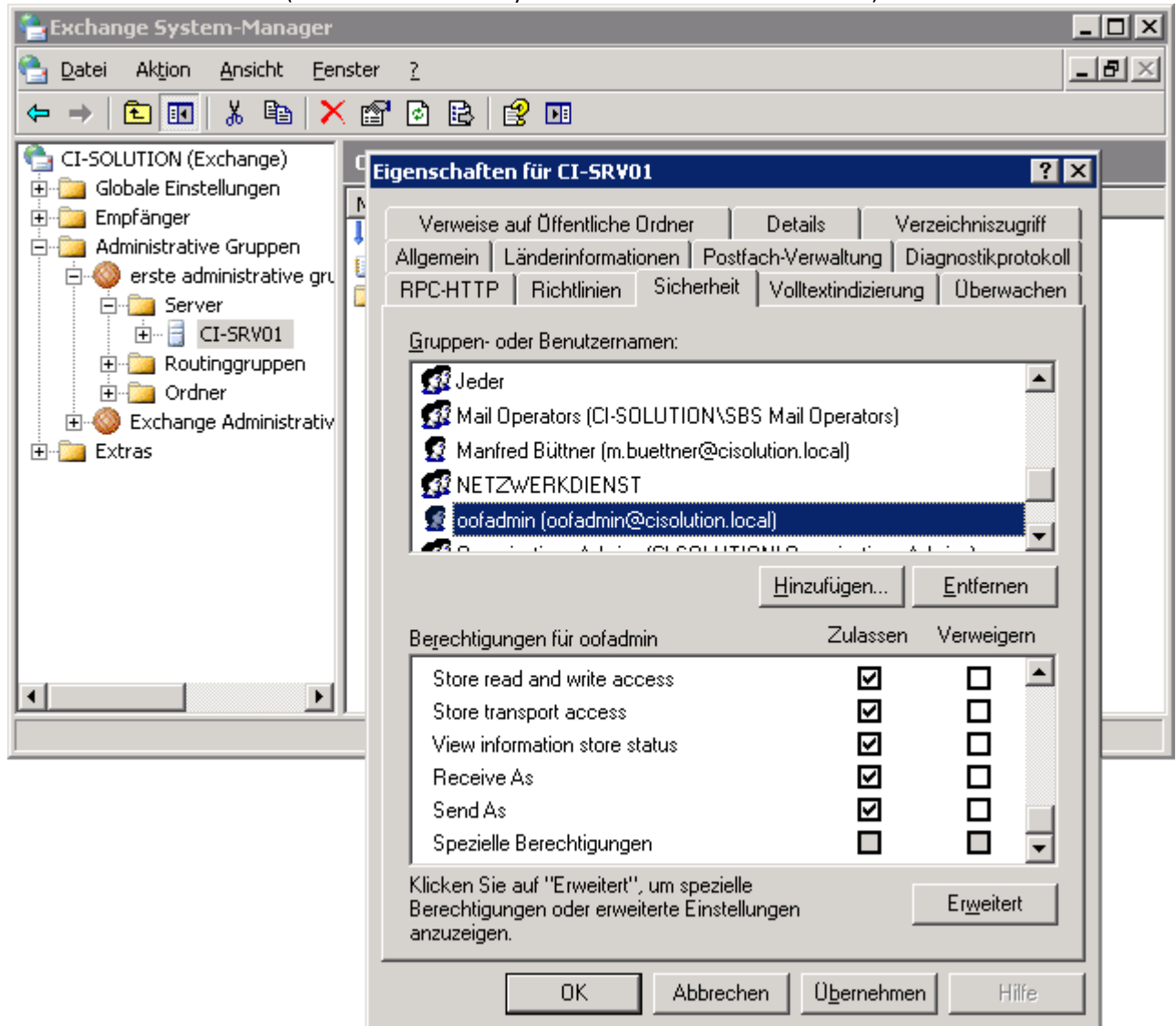
Open the Exchange System-Manager

Choose your server and click Features.

Go to the security tab.

Add a user and make sure , that „Receive As“ and „Send As“ rights are enabled.

Note: For the administrator (This access is denied by default for domain administrators!)



Get further information under: <http://support.microsoft.com/default.aspx?scid=kb;en-us;821897>

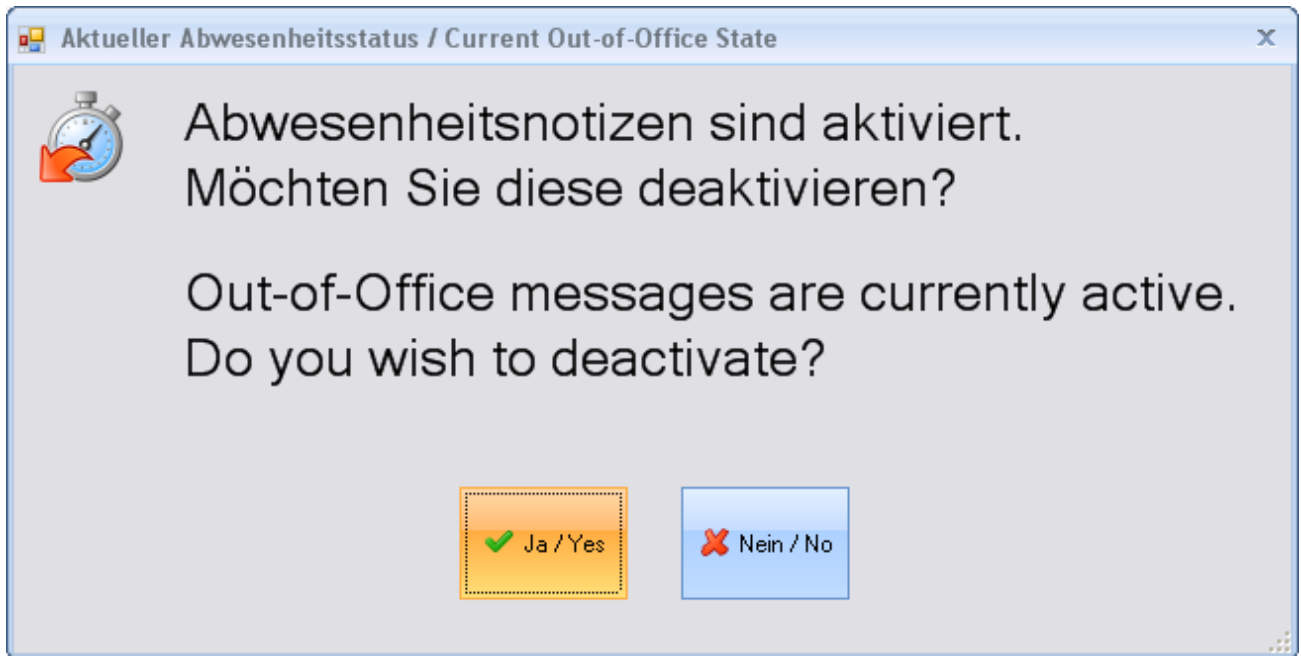
## Exchange 2007

For Exchange 2007 start the administration shell after creating the user and execute the following command afrom there:

```
get-mailbox | add-mailboxpermission -user "oofadmin" -accessrights fullaccess ????
```

## 16. Current Absence state

With the parameter /ccs (CheckCurrentState) you can check the current state of the logged on user , with the start of you computer and if this is enabled click Yes to disable.  
Forwarding will be removed.



With the script CCS-Net.vbs can also call this function from a network drive.



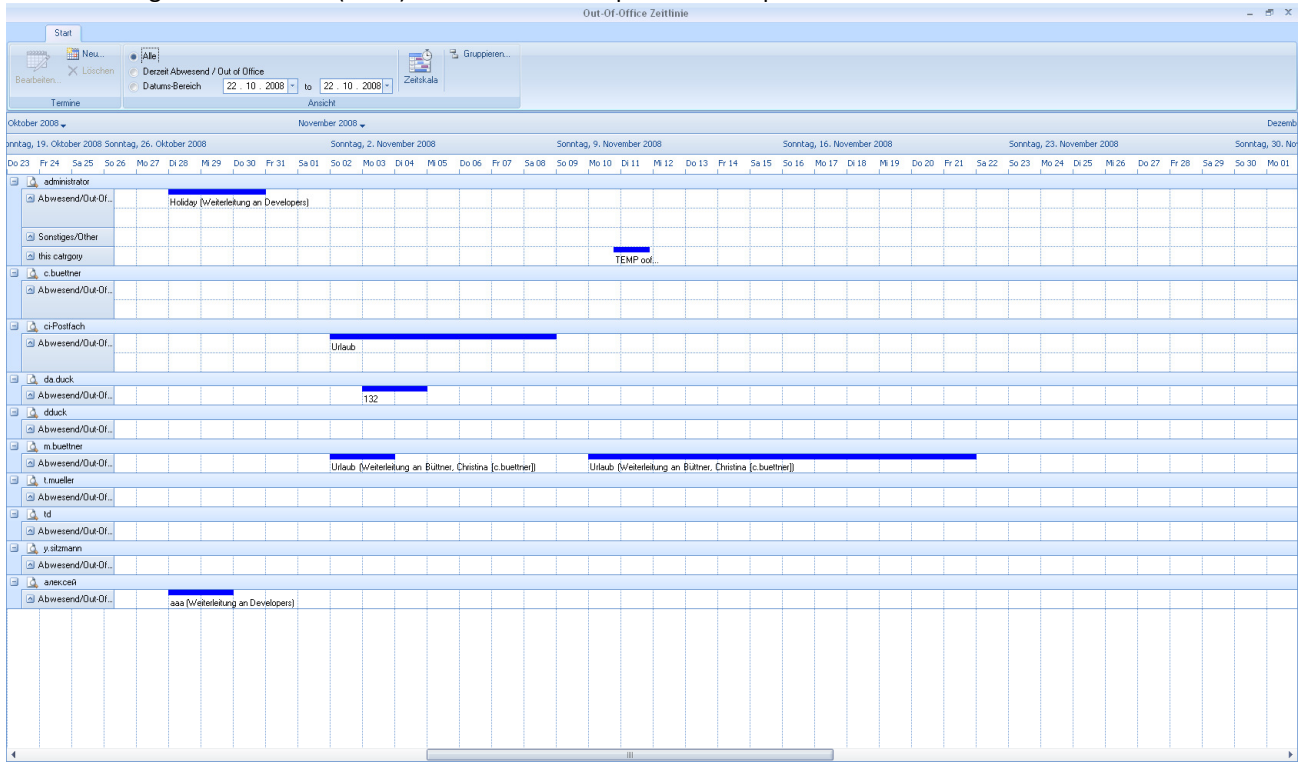


## 17. Timeline



Use the button: Timeline to get to this view.

This allows a glance to several (or all) user dates within specified time periods





## 18. Parameter und Functions

### AUTO

- /auto – Executes the software in automatic mode.  
(At least the parameters /oof or /sign must be set)
- /oof - sets absence state according to carlendar.
- /oofreset – Sets absence state back if a new mail is sent.  
(Will only be executed in the group „ALL USERS“)
- /sign – sets a signature (auto signature)
- /user:username – User created in the database.
- /useOutlook – uses Outlook Calendar, otherwise database (DB=default)
- /userdialog – displays standart form (only for the registered user!  
The user can manage his own dates here.
- /view:username – uses the „view settings“ of the specified user
- /useroofreset [/user:accountname]  
Sample: /auto /useroofreset /user:y.sitzmann

### MANUALLY (Script proceeding, internal)

- /manually – starts manual proceeding. The following parameters can't be used.
- /setstate:True[False] - False is default – Sets value to absent
- /admin:ADMINPASSWORD – Type the password for the user Admin (large and small letters!)
- /template:Vorlage (is in the same directory as the executable file incl. Extension!!!)
- /sdate:dd.mm.yyyy – Sets starting date
- /edate:dd.mm.yyyy – Sets ending date

### ADDITIONAL (Parameter)

- /nodatecheck – DON'T checks dates for overlapping!
- /oofforwardornotol:not Sets e.g. „not“ for variables value (e.g. English text)
- /fastexecute (already enables the parameter /auto!) ????  
set absence for the next labour day!  
requires the parameter: /template: Template
- /dmf - DisableMessageField – hides the message window = input not possible
- /dfp – DisableForwardPanel – hides forwarding panel.
- /dtl – DisableTimeline – hides the button “Timeline”.
- /htb - HideTemplateButton – doesn't display button “load template”
- /hrb - HideReplaceButton – doesn't display button “Replace variables”
- /hob - HideOptionButtons – doesn't display Option fields “absent/not absent”
- /hdp - HideDatePickers – doesn't display the date selection boxes
- /oofinit – enters absence message for all passed groups.  
(affects group „ALL USERS“ if a template has been set under Absence)
- /setalloff – Sets all passed groups to Absent  
(affects all groups if a template has been set under Absence)
- /setallon – Sets all passed groups to attendant  
(affects all groups if a template has been set under Absence)
- /nmc – NoMessageChange – predefined messages are retained.  
no modification of the absence message
- /ccs – CheckCurrentState (see current status check / switch) ????
- /nosplash – Doesn't displays the window “Groups have been read” . **FDV**
- /multiserver – For environments in which users are distributed to multiple EXCHANGE Servers.

- /notempdate – no temporary dates allowed

**IMPORTANT: Disable forwarding function for individual mailboxes...**

The panel Forwarding can be disabled by setting the extensionAttribute to "x".

This maintains constant forwardings.

A forwarding can be set with the dates, but will be ignored in the automatic execution mode.

By resetting the extensionAttribute 15 to (empty) the forwarding will be set to active again.

**Sample: e.g. for a scheduled task:**

x:\Laufwerk\ci-oof.exe /auto /oof /oofreset /sign /user:Administrator.

You can use one of our scripts. See sample scripts



**Note:** Execute a task only after midnight! For example: If a user has entered his holiday from 01.08 to 10.08 , it's useless that the software is executed on the 31.07. at 20:00 hours. The 01.08. will be ignored. But if the task is executed on the 01.08 at 1:00 hours the date will be entered correctly for the next labour day.

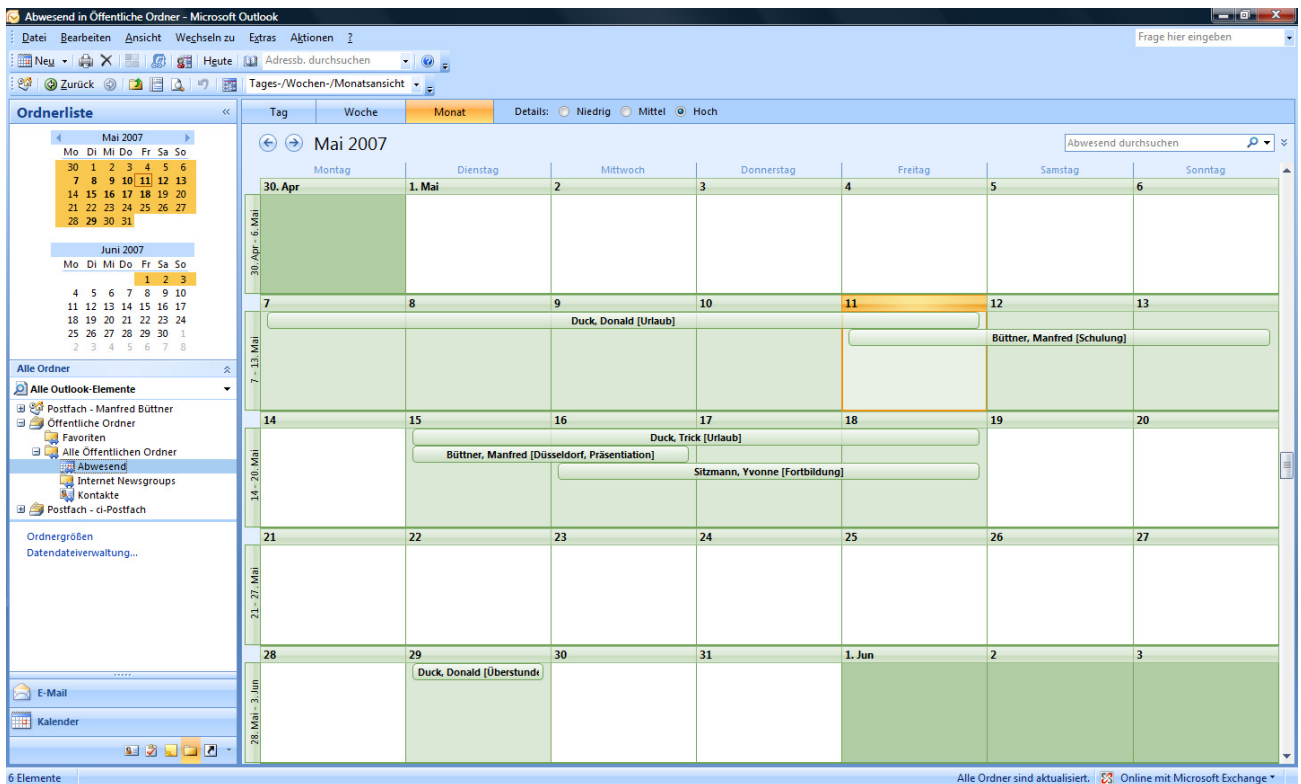
Starte ci-oof Manager und setzt Abwesenheits und Signaturen für Benutzer, deren Gruppen hierfür Konfiguriert sind (siehe auch Verwenden der Software, Punkt **Fehler! Verweisquelle konnte nicht gefunden werden.**)

## 19. Time Zones, international Use of the software

The software can be used internationally. Corresponding time zones will be considered by the software. Calendar dates are always calculated on 0 GMT.

## 20. Public folder

If the dates are copied into a public folder, they can be displayed in Outlook (or OWA)!



Note: The updating of the calendar data in Outlook depends on the synchronization time set in Outlook. It's set to 2 minutes by default.  
 In OWA the dates usually will be shown immediately.

## 21. Errors

### Error 401 – Exchange 2003

Try to open the mailbox with OWA.

Background: If a mailbox is created OR if no e-mail has been received so far, the mailbox is generated only with the first access to it. ????

### Error 401 – Exchange 2007

See Exchange Server 2003.

Execute the CMDlet again (see Point 4 – Sample configuration).

This must be done after EACH new created user! (Exchange 2007 Oddity ☺)

### Error 403 – The remote server has returned an error.

Enable SSL under Settings (File – Settings)

Or make sure that the correct protocol for OWA (http or https) is used.

Der Objektverweis wurde nicht auf eine Instanz gelegt.

Enable SSL under Settings (File – Settings)

If SSL enabled, disable it.

(Do you use http or https for OWA Access?) https = SSL ;-)

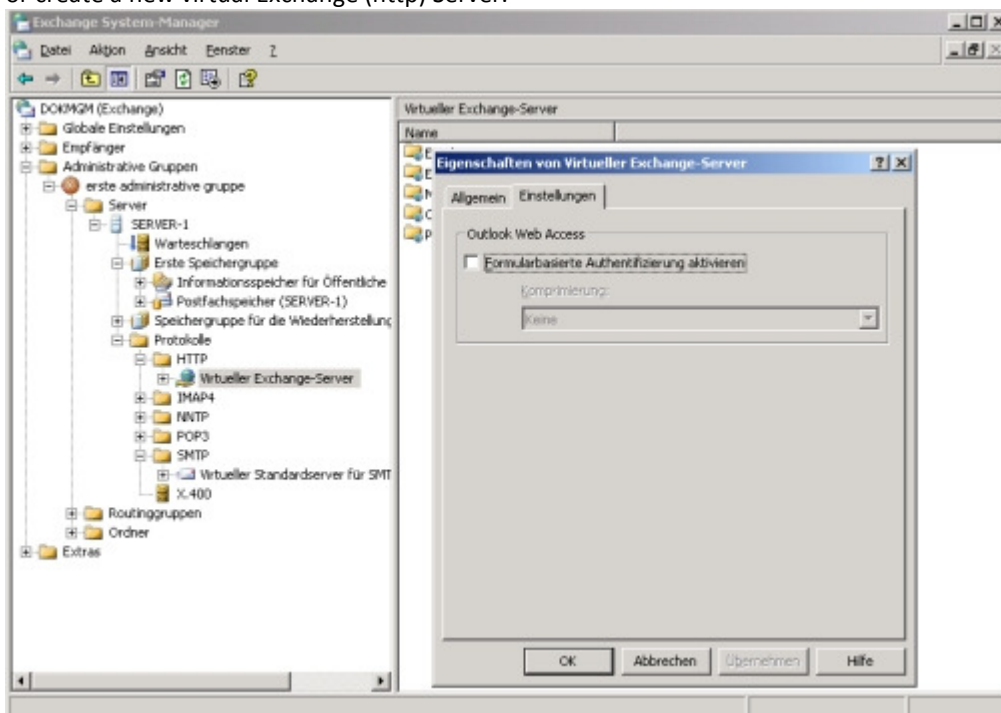
Or make sure that the correct protocol for OWA (http or https) is used.

### Error 440 - Outlook Web Access Error 440 - Login Timeout

A: This concerns a setting on the Exchange-Server:

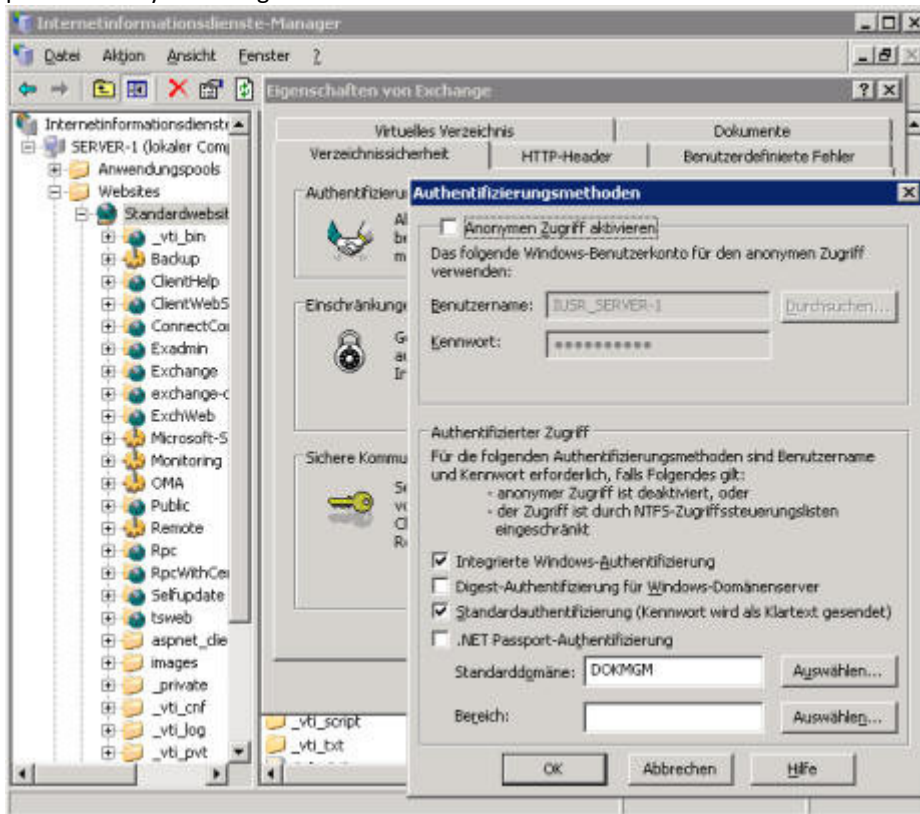
Make sure that formula based authentication is disabled! (see chart)

or create a new virtual Exchange (http) Server.



Error - 401,404 - IIS Configuration for errors in OWA 401,404

A: Please make sure that, in IIS integrated Windows authentication is enabled for the Directory Exchange. please check you settings in IIS.



Error 500 – internal server error – Check connection to OWA manually.

Maybe the e-mail address of the has been changed?

Basic approach to errors:

Try to get a direct access to OWA. I.e. Start your Internet Explorer and go directly to the mailbox:

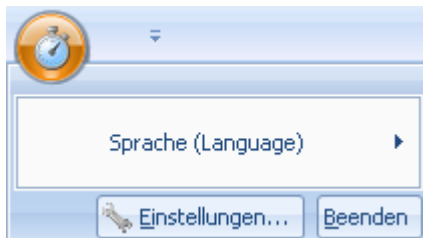
http(s)://Server/Exchange/e-mail\_of the user. ????

If an authentication is necessary use the name and password of the user, you have entered in the OOF-Manager under settings!

If this approach is successful the connection to the CI-OoF-Manager should be no problem!

Further sources of errors and their remedies see FAQ (Help & Support) under [www.ci-solution.com](http://www.ci-solution.com)

## 22. Menu bar



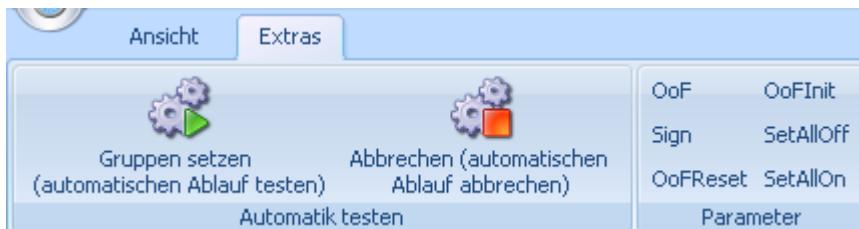
Language...  
Settings...  
Close

currently available: German and English.  
only available if registered as „Admin“.  
closes software



Show hidden groups  
Update  
Show all absences

shows hidden groups.  
updates the display  
shows currently absent users (internal calendar)



Set groups

For debugging purposes. Performs automatic execution manually.  
(Parameter must be set, as in automatic execution.)

When running without parameter group priorities and sequences can be checked, without changing the values.

Parameter can be set with the program start, some can be activated with the bar Extras.  
Aktive Parameter werden mit einem aktivierten Parameter angezeigt.  
To set groups parameter can be sent.

Run through the complete process for once, to make sure that no authentication errors occur.

Stop

cuts off the process after completing the current user.

Parameter

additional parameters can be set.

If the software is started with one or more parameter, it will be displayed here  
(only selected parameter will be displayed for debugging purposes.)

### 23. Why no installation?

Our goal is to provide the set up of the software as easy as possible. In a Windows environment where usually everything is installed or registered by a set-up, it is hard to understand why we don't offer such a set-up.

- **We don't need it! And you don't need it to!**

Meanwhile the most companies use a WSUS (Windows Software Update Service), or another update service, which ensures that our only system requirement

- **.net Framework 2 or higher.**

Is available for all clients. (The first 30 Megabyte we don't need to sell you again).

If you don't use WSUS a group policy is another possibility for distribution. Get further information on our Support-Area. Setting a group policy takes about 5 minutes!

With .net Framework all components we require are automatically installed.

We only use standard components (text, calendar, lists etc.). This doesn't mean that our interface (GUI) looks bad or have limited functions. We claim the contrary! No additional components have to be registered.

- **This leads to the advantage that no administrator rights are necessary.**

Since we don't need to create a huge set-up with any new revision (which has to be downloaded on various web servers), and don't have to test anew we simply save manpower, this results in a better product price for you.

But the price is not the factor. Believe us: If you need a set-up you will get one! (e.g. our ci-Mail-Policy has to be installed on such a set-up).

The "distribution of our software is usually done by a script, since the restriction by default of a .net Exe (executable file) from an UNC Path (net drive) is not possible and an exception error will prevent the software from execution. ????

The call by script provides a number of advantages. With the call „client side“ will be compared with the „server side“. Your advantage? Whether you have 10 or 10.000 PC-Systems:

- **Your software is always up to date!**

So if you change to a new version or revision, the file simply will be changed on the net drive. There is no „Set-up“ necessary on your PC.

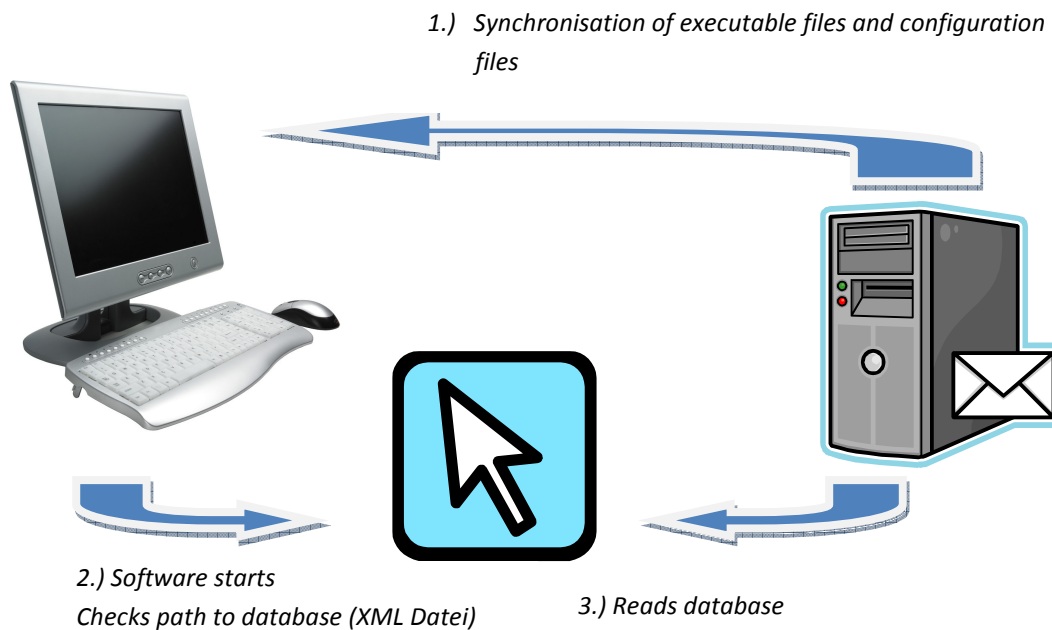
- **We believe with you have enough work with the rest of you set-ups.**



## 24. Technical proceeding

The software is no SERVICE! Automatic processes are carried out on a (or multiple) scheduled task(s).

A client starts a short cut on the desktop or the file: ci-OoF-net.vbs.



## 24. Feedback und Contact

For questions, comments or suggestions contact us under:

e-mail: [info@ci-solution.com](mailto:info@ci-solution.com)

Phone: +49 (0) 9369 / 980-441

Fax: +49 (0) 9369 / 980-443

We hope our software can help you with your ideas and visions and would be happy with a positive feedback.

Yours sincerely

ci solution – Team