

JIntranet v1.19 User's Manual



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I. Introduction

JIntranet is web collaboration software that integrates group calendar, internet folder, contact information and project management capabilities into one solid solution. **JIntranet** is an Out-of-Box collaboration suite that is rich in usability, portability and scalability. This document lists details on requirements, installations and how to use **JIntranet**.

II. Requirements

Software requirements

JIntranet is distributed in ZIP format. It requires Java (to download the JDK, visit <http://java.sun.com/j2se/>), a Tomcat Servlet Engine (to download Tomcat, visit <http://tomcat.apache.org/download-41.cgi>) and a MySQL database (to download MySQL database, visit <http://www.mysql.com/>). Since **JIntranet** is a pure Java implementation, it can run on every OS platform that supports Java. This offers users a wide selection of platform choices and the best possible return of investment.

Browser requirements

JIntranet supports IE 5.5 and above.

Hardware requirements

Pentium III 800MHz, 256MB RAM.

*Java is a registered trademark of Sun Microsystems.

*MySQL is a registered trademark of MySQL AB in the United States, the European Union, and other countries.

III. Installation

Installing Java®

JIntranet requires JDK 1.4.1 or above to run. The latest JDK can be downloaded from Sun's site (<http://java.sun.com/j2se/>). After the JDK is installed, type 'echo %JAVA_HOME%' in a DOS prompt, or 'echo \$JAVA_HOME' in a shell. Make sure your 'JAVA_HOME' environment variable is set to your JDK directory.

To set 'JAVA_HOME' environment variable in a Windows environment:

1. Right click on the **My Computer** icon on your desktop and select properties
2. Click the **Advanced** Tab
3. Click the **Environment Variables** button
4. Click **New**
5. Enter **JAVA_HOME** as the variable name and the directory where you installed Java

To set 'JAVA_HOME' environment variable in a Unix/Linux environment, a sample command can be issued in a shell.

"export JAVA_HOME=<YOUR JDK DIRECTORY>".

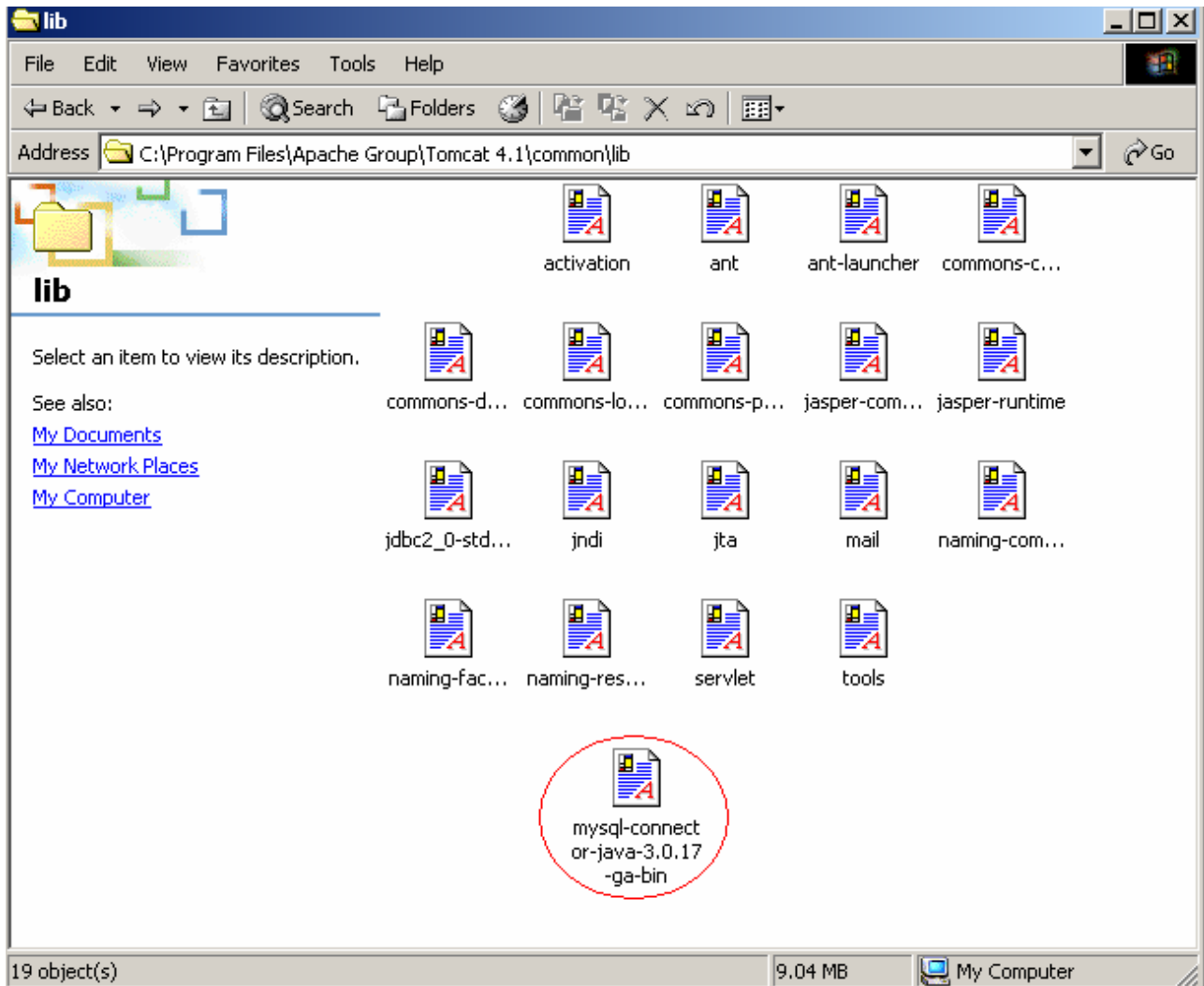
Installing MySQL® Database

MySQL database can be downloaded from the MySQL® site (to download MySQL database, visit <http://www.mysql.com/>). JIntranet requires MySQL® Connector/J to work (to download MySQL® Connector/J, visit <http://dev.mysql.com/downloads/connector/j/3.0.html>). Copy MySQL® Connector/J into Tomcat's common library directory (explained in the next section).

Installing Apache Tomcat

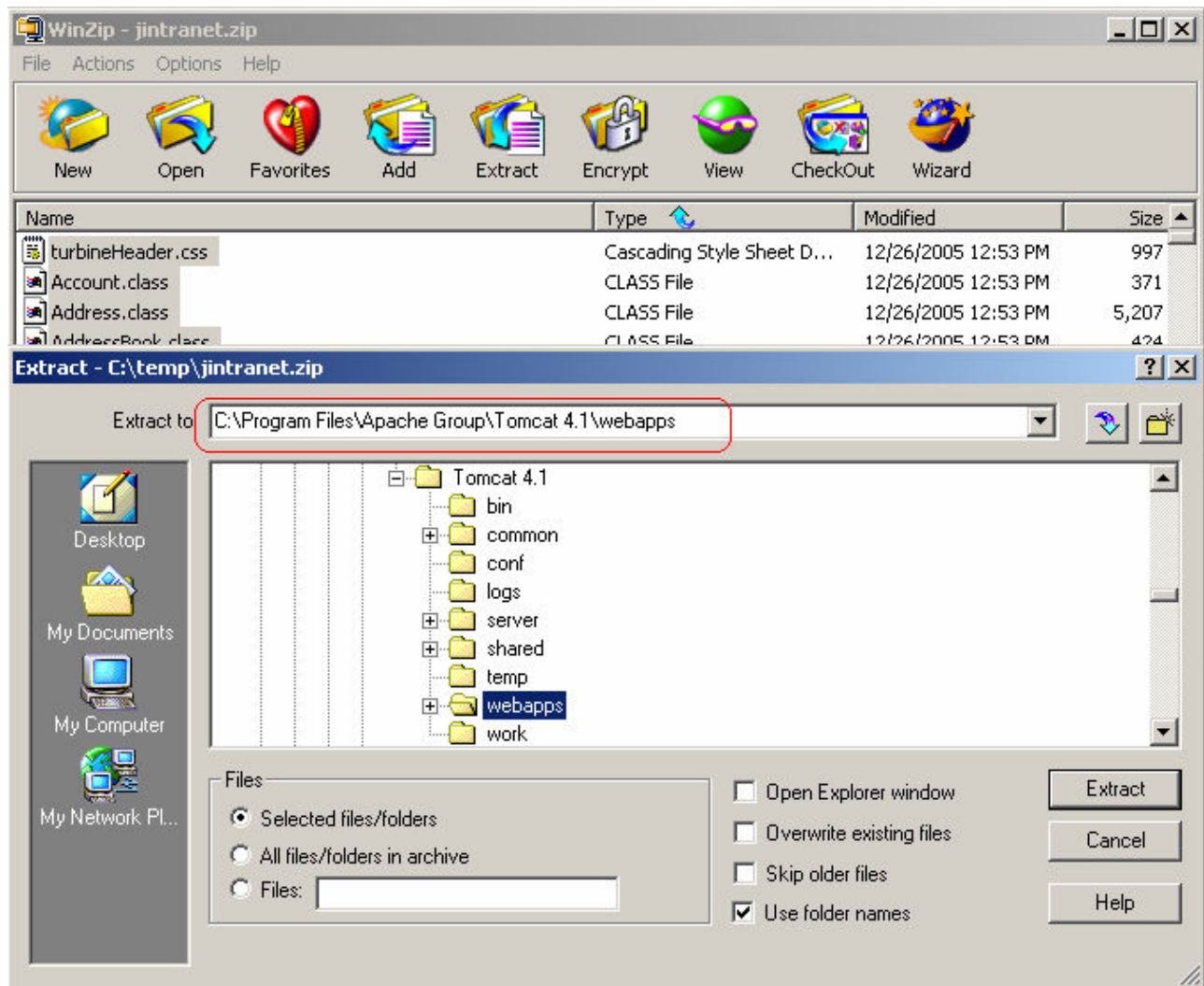
Tomcat servlet engine can be downloaded from Apache site (download Tomcat visit <http://tomcat.apache.org/download-41.cgi>). Follow Apache's instruction to install this servlet engine.

After the Tomcat servlet engine is installed, copy MySQL® Connector/J into Tomcat's common library directory.



Installing JIntranet

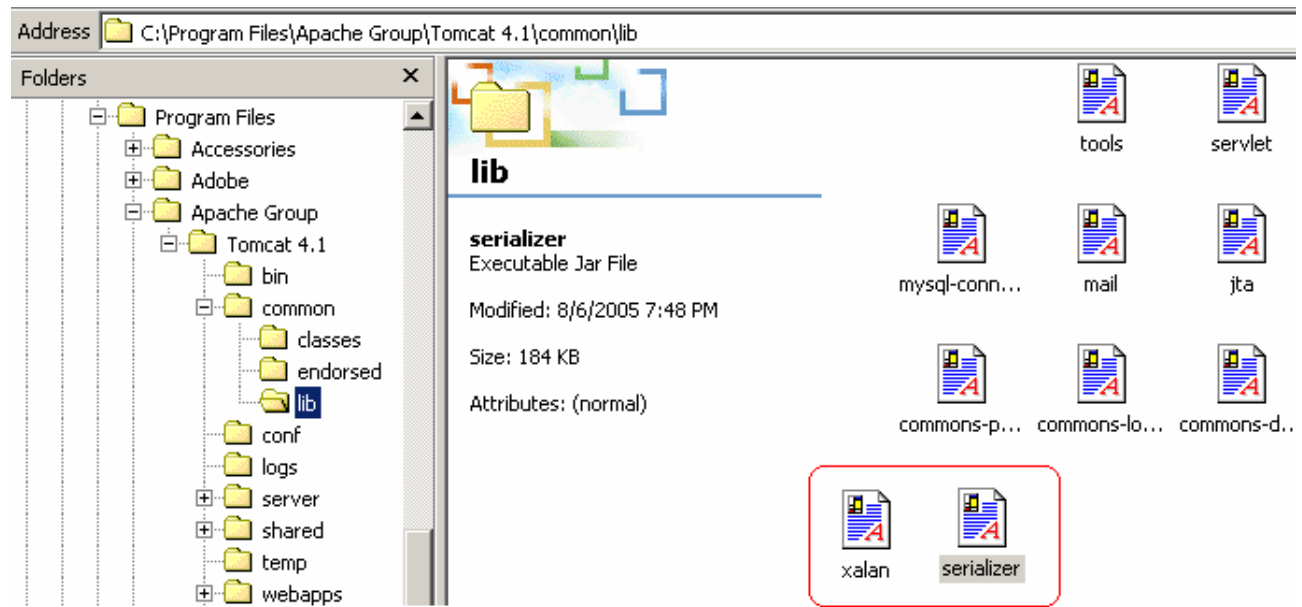
The trial version of JIntranet can be downloaded from the JavaIntranet.com download page. Unzip JIntranet.zip into Tomcat's "webapps" directory.



Locate "xalan.jar" and "serializer.jar" in JIntranet's Tomcat_resource directory.



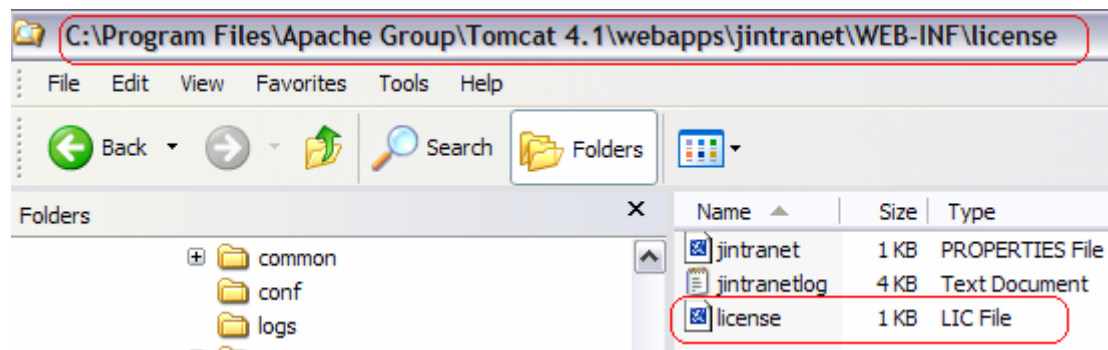
Copy these two jar files into Tomcat's common lib directory.



IV. Configuration

License Management

After you purchased license file, drop the new license file to replace your trial license file. Trial license file can be found in JIntranet's license directory.

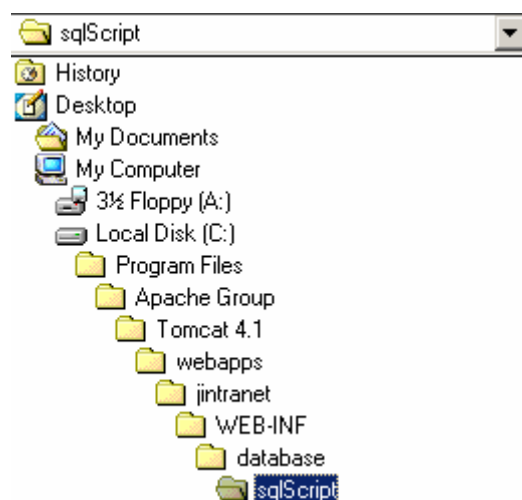


Create Database

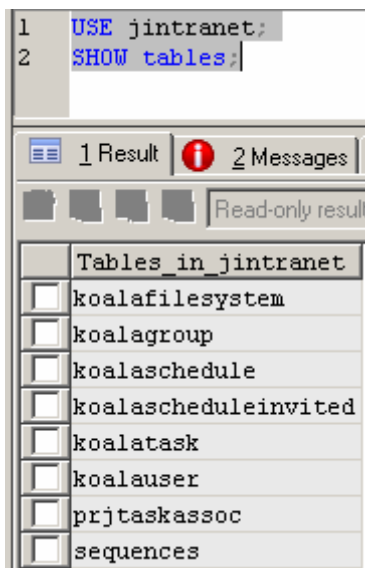
It is recommended to use a database client to manage your database.

To create a JIntranet database:

1. Locate the SQL script file under the path shown in the following picture.

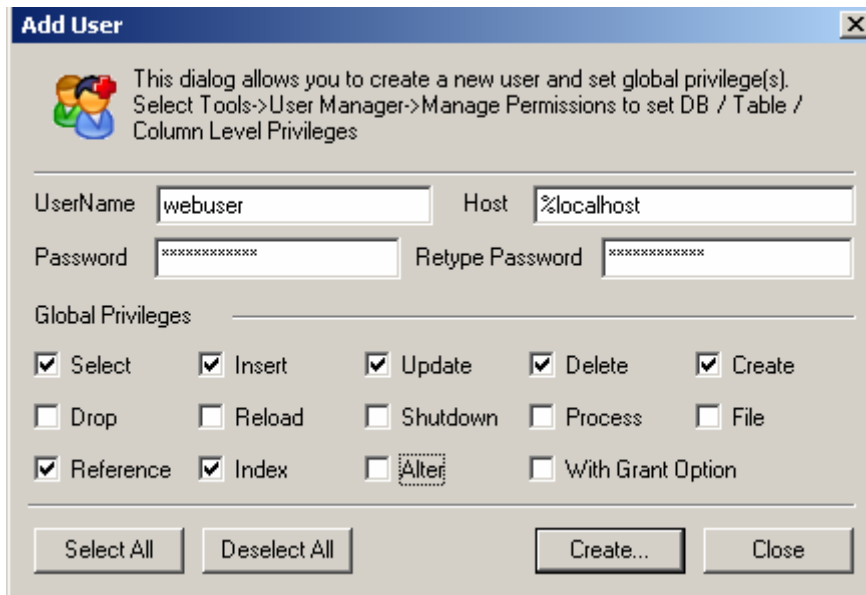


2. Execute the SQL script in the database client.
3. Issue SQL commands to verify database is created.



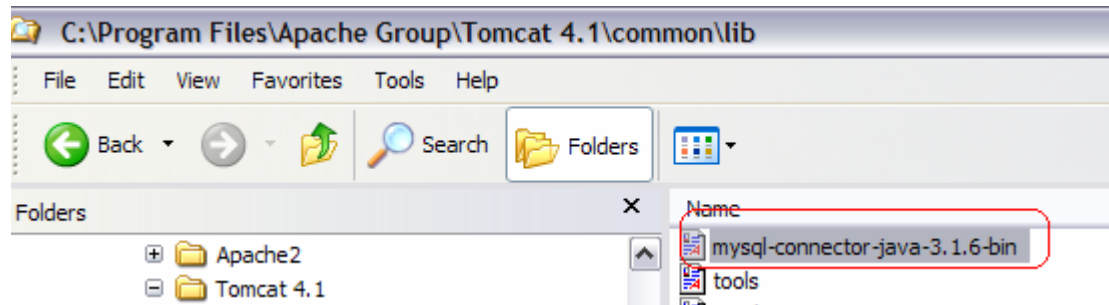
Set Up Database User

Use the database client to create a new user. In our example, we create a new "webuser" account and granted privileges are shown in the picture.

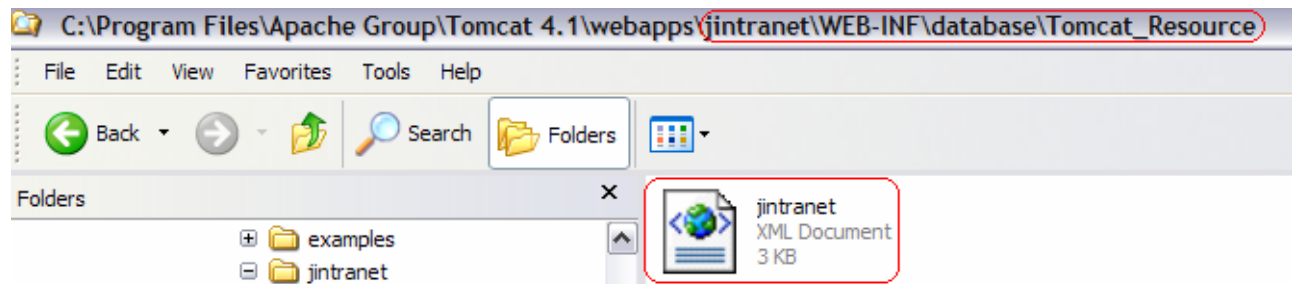


Configure Database Connection

Copy MySQL® Connector/J into Tomcat's common library directory.



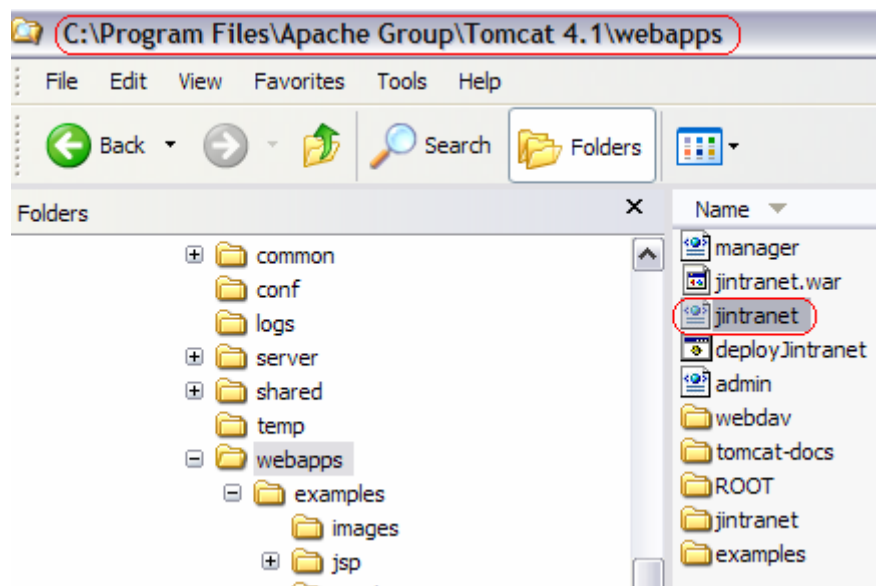
Locate "jintranet.xml" in your "webapps\jintranet\WEB-INF\Tomcat_Resource" directory.



Use a text editor to open "jintranet.xml". Assign proper values to username and password. In our example, we assign "webuser" to username and "jintranet" to password. Save "jintranet.xml" after these two values are set.

```
<!-- MySQL dB username and password for dB connections -->
<parameter>
  <name>username</name>
  <value>webuser</value>
</parameter>
<parameter>
  <name>password</name>
  <value>jintranet</value>
</parameter>
```

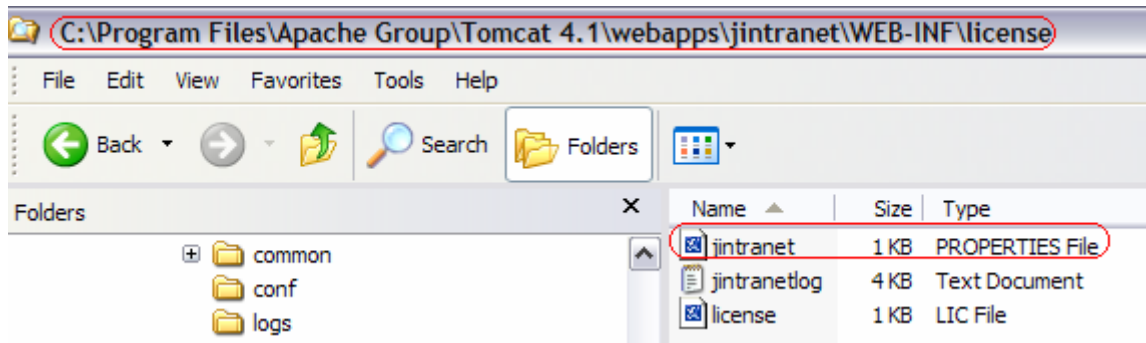
Save your updated "jintranet.xml" into Tomcat's "webapps" directory.



Configure Web Storage

To configure JIntranet's web storage folder:

1. Create a file folder in your file system. For example, "c:\\web_storage" or "/usr/web_storage"
2. Use a text editor to open "jintanet.properties" file located in "jintranet\\WEB-INF\\license" directory.



3. Windows user, please use "nt_web_storage" to set up your web storage directory.

```
nt_web_storage=c:\\web_storage
```

4. Linux/Unix user, please use "unix_web_storage" to set up your web storage directory.

```
unix_web_storage=/usr/web_storage
```

Access Your JIntranet

Use "admin" as username and "1688" as password to sign in your JIntranet the first time. The picture below shows the example URL to access JIntranet. You can replace the internet address "127.0.0.1" by your server address if you are signing in from a remote machine. Port number "8080" is the default Tomcat port. Consult your administrator to acquire the proper port number.

*Windows is a registered trademark of Microsoft Corporation in the United States, the European Union, and other countries.

 http://127.0.0.1:8080/jintranet/LoginViewServlet

Please sign in your **JIntranet**

User Name

Password

Sign In



V. User Management

Default Admin Account

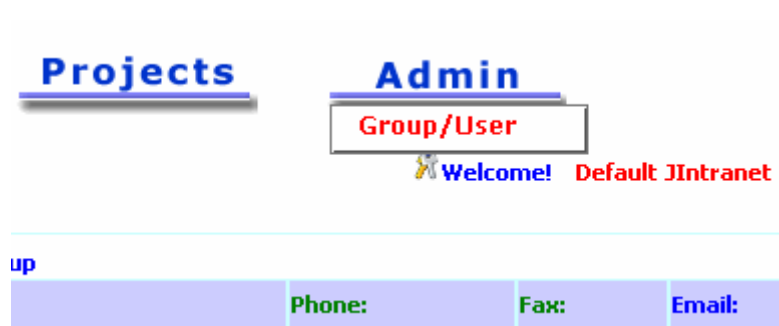
JIIntranet creates a default admin account in the configuration process.



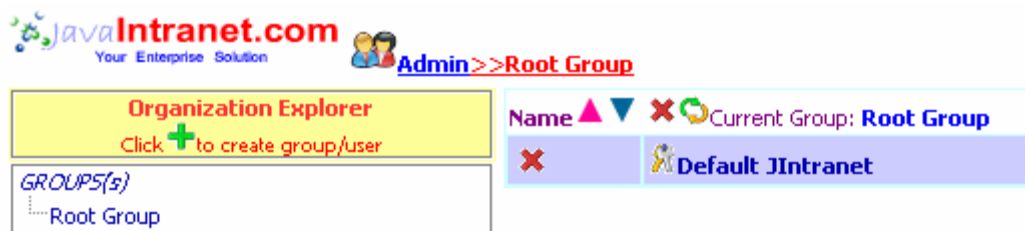
NOTE: Rename and reassign the password to this default admin user account ASAP.

To change the default admin:

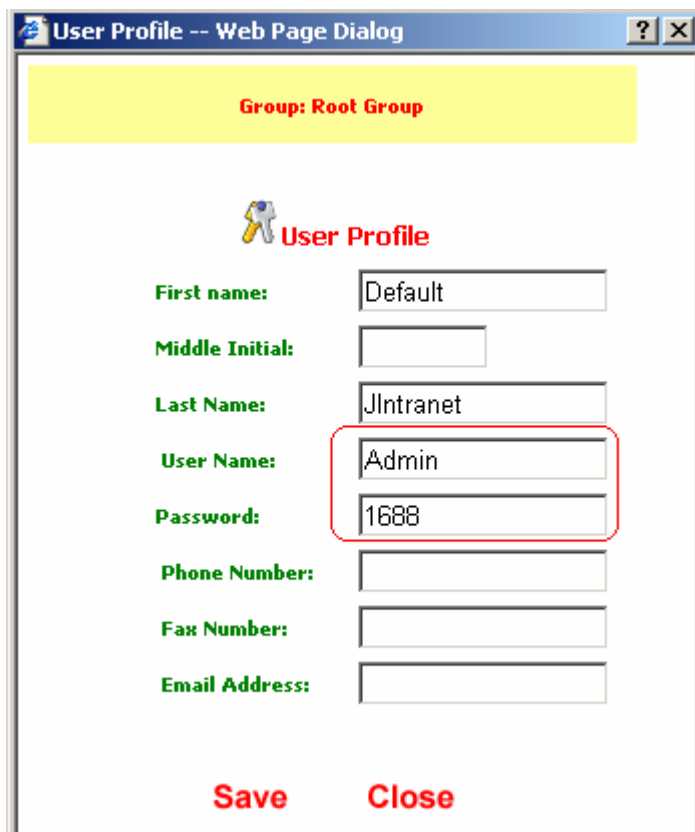
1. Move your cursor over "Admin" logo and click on "Group/User".



2. Click on "Default JIIntranet" .



3. Assign a new user name and password.
4. Click on "Save".



The image shows a 'User Profile -- Web Page Dialog' window. At the top, a yellow banner reads 'Group: Root Group'. Below this, a key icon is next to the title 'User Profile'. The form contains several fields: 'First name:' with 'Default', 'Middle Initial:' (empty), 'Last Name:' with 'JIIntranet', 'User Name:' with 'Admin' (highlighted by a red rectangle), 'Password:' with '1688' (also highlighted by a red rectangle), 'Phone Number:', 'Fax Number:', and 'Email Address:' (all empty). At the bottom are 'Save' and 'Close' buttons.

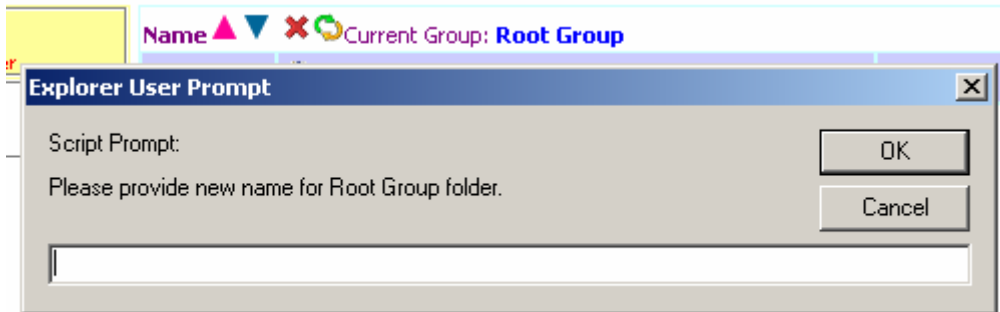
Assign Group Name

JIIntranet creates a default group. To assign your group name:

1. Click on  in the header section.



2. Assign a new group name and click on "OK".



Create new User/Group

To create new user or group:

1. Click on  in the organization browser section.



2. Click on "Save" after you finish inputting the appropriate values.

A screenshot of a web application dialog box titled "Create New User/Group -- Web Page Dialog". The dialog box has a close button (X) in the top right corner. Inside the dialog, there is a yellow header bar with the text "Organization: Root Group". Below the header bar, there are three radio buttons: "New User Account" (selected), "Admin", and "New Group". Below the radio buttons, there are several text input fields: "First name", "Middle Initial", "Last Name", "Phone Number", "Fax number", and "Email address". To the right of these fields, there is a "Group Name" field with the text "N/A". At the bottom of the dialog, there are two buttons: "Save" and "Close".

Summary

1.  Create User or Group.
2.  Delete User or Group.
3.  Rename Group.
4.  Sort Users Ascending.
5.  Sort Users Descending.
6.  Administrator.

VI. Group Calendar

Create new appointment

JIntranet offers a convenient way to create appointments for your team and yourself.

To create a new appointment, move your cursor over "Schedule" logo and click on "Add Items".



Click on the people you want to invite to come to your meeting. You can see their schedules, so it is easy to find the best time for them to attend.

The screenshot displays the "Quick Finder" organization chart on the left, listing various departments and individuals. On the right, there are two schedule views. The top view is for "MySelf" and shows a grid of time slots from 7 AM to 11 AM. The bottom view is for "Jane" and shows a grid of time slots from 7 AM to 12 noon. The "Jane" schedule shows red blocks indicating appointments at 7 AM, 8 AM, 9 AM, 10 AM, 11 AM, and 12 noon.

Organization Chart:

- Quick Finder
 - Igloo International
 - HQ Admin
 - Latin America
 - Brazil
 - Jessica Hernandez
 - North America
 - Canada
 - USA
 - East Coast
 - Harry Bristow
 - John Goodman
 - Heart Land
 - Tim Lu
 - West Coast
 - Harry Potter
 - UK
 - Mary Thatcher

Change Appointment

As a meeting initiator, you can click  to cancel it.

Click  to create appointments		 Invitee list	
	08:00  17:00	★ Lu, Tim ? Lee, Peter ? Danbugh, John	Training.

Accept/Reject Appointment

When you receive an invitation, you can click  to accept or click  to reject.

Click  to create appointments		 Invitee list	
 	08:00  17:00	★ Lu, Tim ? Lee, Peter ? Danbugh, John	Training.

To reject an accepted appointment, click on  to reject it.

Click  to create appointments		 Invitee list	
	08:00  17:00	★ Lu, Tim ✓ Lee, Peter ? Danbugh, John	Training.

To accept a rejected appointment, click on  to accept it.

Click  to create appointments		 Invitee list	
	08:00  17:00	★ Lu, Tim ● Lee, Peter ? Danbugh, John	Training.

Weekly View

JIntranet offers a convenient weekly appointment view to let you quickly browse your weekly schedule.

Wednesday	Thursday	Friday
2005-12-28	2005-12-29	2005-12-30
AM	AM 1	AM
PM	PM	PM

Calendar Navigator

JIntranet calendar navigator can quickly bring you to any day, week, month, or year.

Today is 2005-12-29						
  December 2005						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				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

Summary

1.  Create Appointment.
2.  Accept Invitation.
3.  Invitation Accepted.
4.  Invitation Not Determined.
5.  Reject Invitation.
6.  Cancel Appointment.
7.  Today/Meeting Initiator.
8.  Administrator.
9.  Remove Invitee.

VII. netFolder

JIntranet netFolder is a versatile virtual file system. You can read, download, share and protect files without installing additional software. Passwords can be set to limit user access to your valuable data.

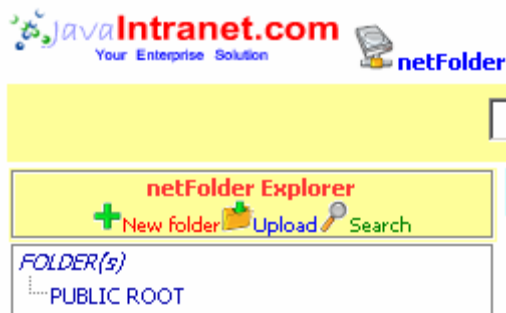
Create New Folder

To create a new JIntranet folder:

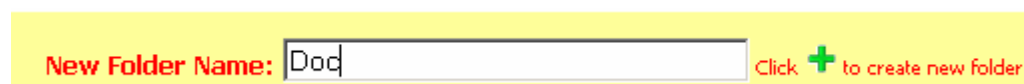
1. Move the cursor over "netFolder" and click on "netFolder Explorer".



2. Click  in the netFolder explorer section.



3. Enter a new folder name and click on  again.



4. The new folder will be shown in browser window.

Group Disk Usage:0 KB/UnlimitedMB					Name ▲▼	Read/Write Share ▲▼	Updated ▲▼	Size ▲▼	Owner ▲▼
✖	⚙	📁	Doc				2005-12-29 08:57:31.0		

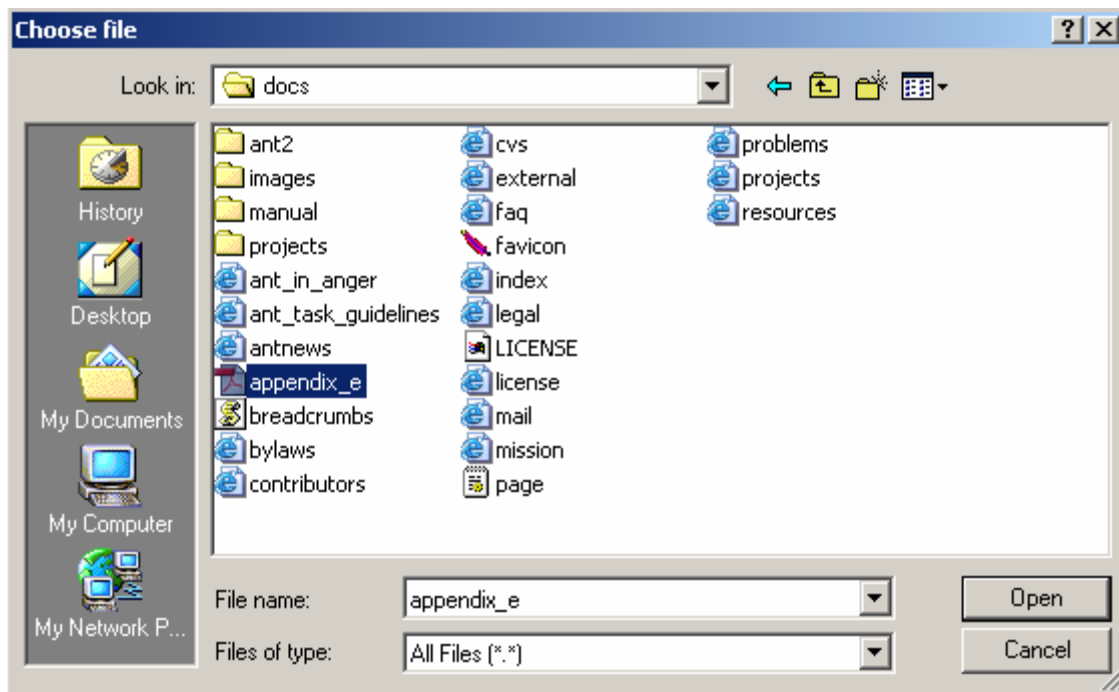
Upload File

To upload a file into a JIntranet folder:

1. Click on  in the "netFolder Explorer".



2. Choose the file you want to upload.



3. Click  again to start upload.

C:\apache-ant-1.6.5\docs\appendix_e.	Browse...	Click  to start upload
--------------------------------------	-----------	---

Protect Files

1. Click on the "R" and "W" checkboxes to activate "Read" and "Write" share.

Group Disk Usage: 3202 KB/UnlimitedMB		Name ▲ ▼	Read/Write Share ▲ ▼
  	 adminguide.zip	R: ☐	W: ☐

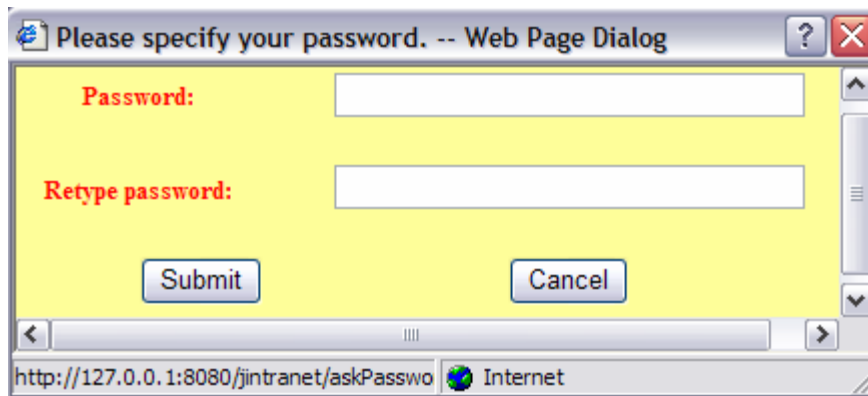


NOTE: Before **R:** ☐ is checked, other members except administrator will not be able to view this file and you can keep this file 100% private. If **W:** ☐ is checked, other member can contribute to this file.

2. After file share is activated,  icon is displayed as a reminder of activating password protection on this file.

Group Disk Usage: 3202 KB/UnlimitedMB		Name ▲ ▼	Read/Write Share ▲ ▼
  	  adminguide.zip	R: ☒	W: ☒

3. To set password on file, click  icon next to the file and input password you want. Click on submit to activate password protection.



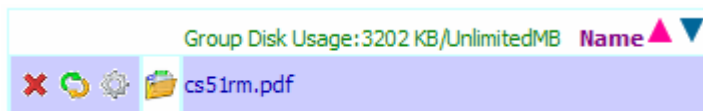
4.  icon indicates this file is under password protection.



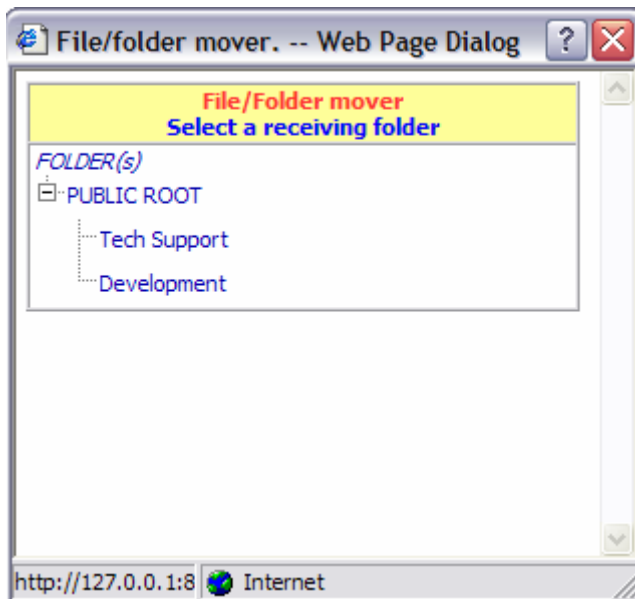
Move Files

It is extremely easy to move JIntranet files. To move a file:

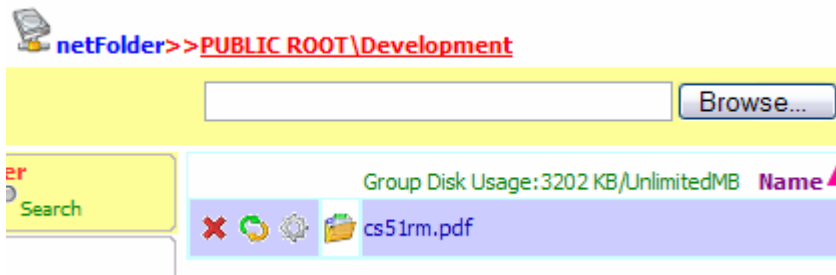
1. Click on  icon next to a JIntranet file.



- Click on the folder that will receive this file. In this example we choose "Development" to receive this file.



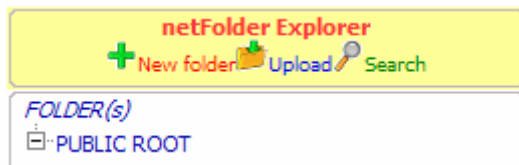
- The file has now been moved to the new receiving folder.



Search Files

JIntranet netFolder has a powerful search tool. To search for files:

1. Click on  in the netFolder explorer section.



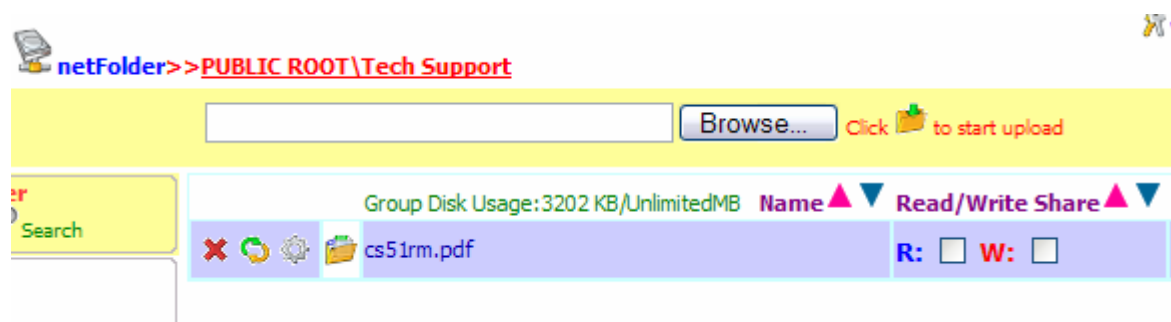
2. Input your search criteria. To list all files, input "*". Click on  to start search.



3. Search results are displayed.

All or part of the file name: *.pdf Click  to start search				
Path	Name	Updated	Size	Owner
PUBLIC ROOT\Tech Support	 cs51rm.pdf	2005-12-18 13:32:59.0	2931K	Default JIntranet

4. Click on a path to go to that directory containing this file.



Summary

1.  Create new folder.
2.  Upload file.
3.  Delete file.
4.  Move file.
5.  Rename file/folder.
6.  Search for file.
7.  Administrator.

VIII. Project Explorer

JIntranet Project Explorer is an easy-to-use project management tool. It displays project tasks and durations in Gantt charts, particularly useful for personal as well as large projects.

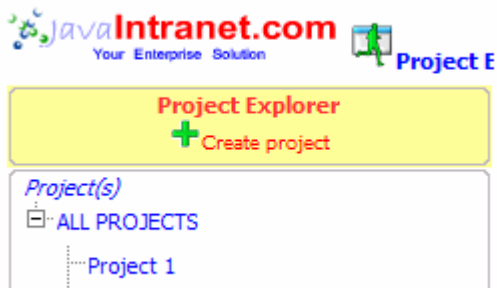
Create New Project

To create a new JIntranet project:

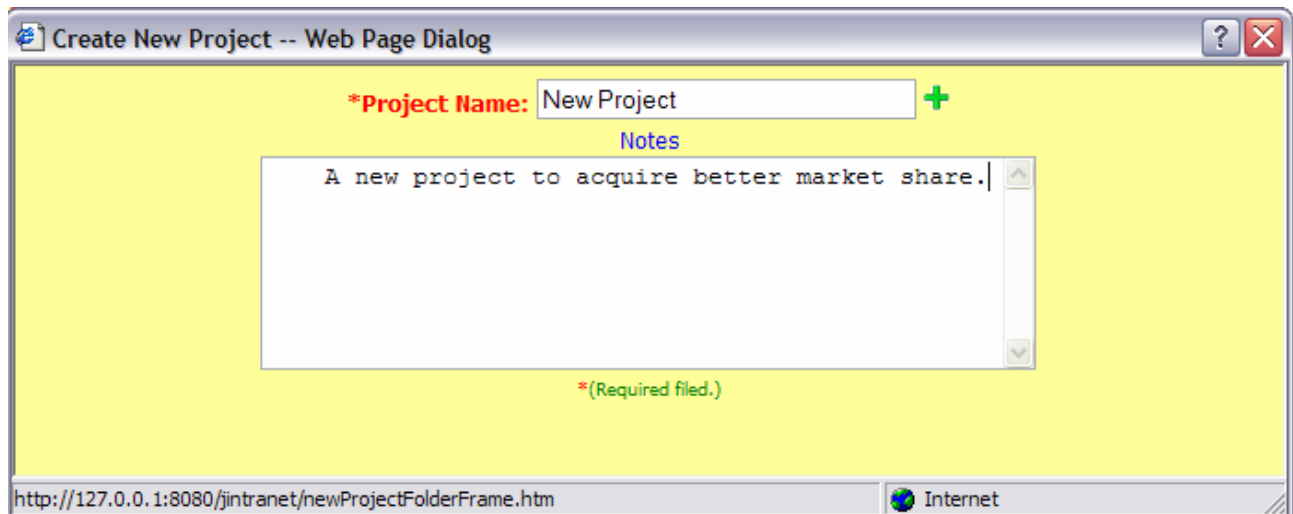
1. Move the cursor over "Projects" and click on "Project Explorer".



2. Click  in the Project Explorer section.



3. A pop-up window is opened. Input project name and short note to help explain this project. Click **+** to create this project.



Create New Project -- Web Page Dialog

***Project Name:** New Project **+**

Notes

A new project to acquire better market share. **+**

***(Required filed.)**

http://127.0.0.1:8080/jintranet/newProjectFolderFrame.htm Internet

4. An empty project is created. Click on  to input details of this new project.



Edit Project

Project Name: New Project **+**

Notes:

A new project to acquire better market share. **+**

New Project

Date

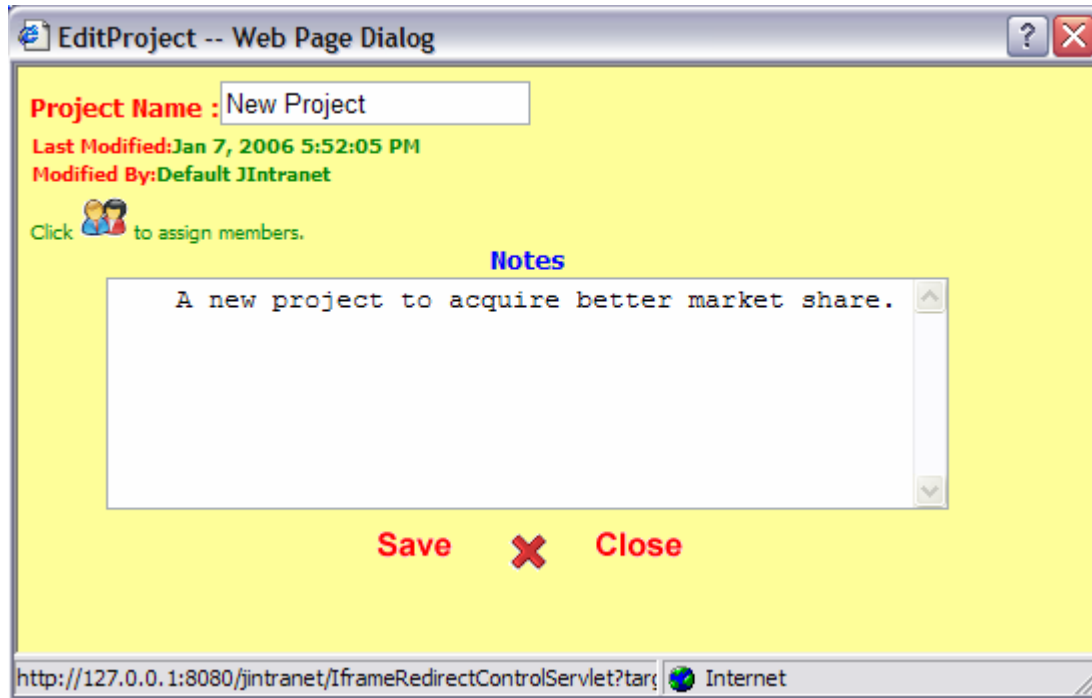
Task

☒ Scheduled

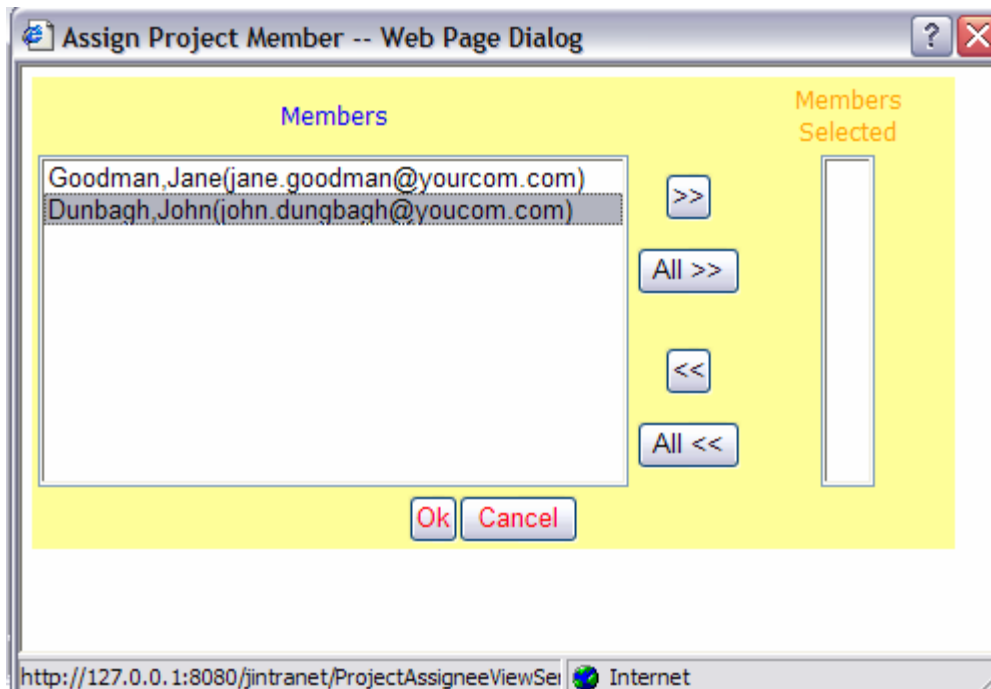
+ Create task

Task Name	Start Date	End Date	Progress	Updated	Created by
-----------	------------	----------	----------	---------	------------

The Project Details window is opened. Input the project name and appropriate notes for this project. To assign members to this project, click .



5. After user clicks , "Assign Project Member" pop-up window will be displayed. Members can be selected or removed by clicking on their names. After members are assigned, click on "Ok" to exit, and then click on "Save".



Create New Task

To create a new JIntranet task:

1. Click  in the project window.

 Edit Project

Project Name: **New Project**

Notes:

A new project to acquire better market share.

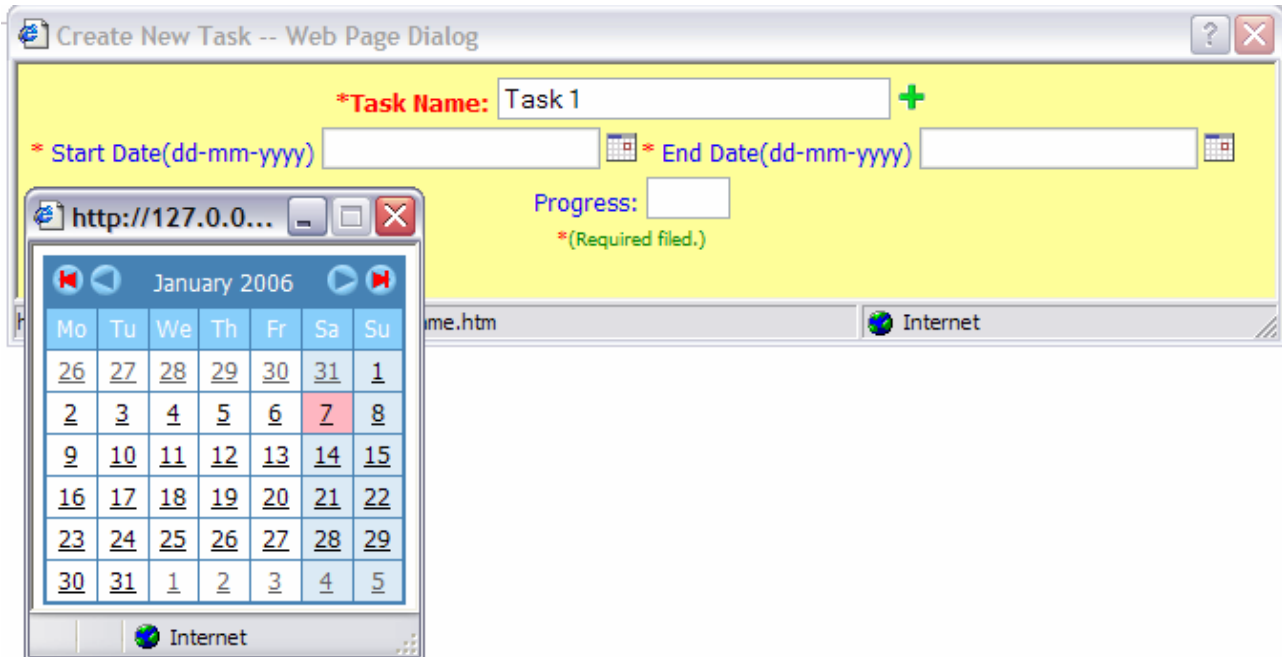
Task

Scheduled

 Create task

Task Name	Start Date	End Date	Progress	Updated	Created by
-----------	------------	----------	----------	---------	------------

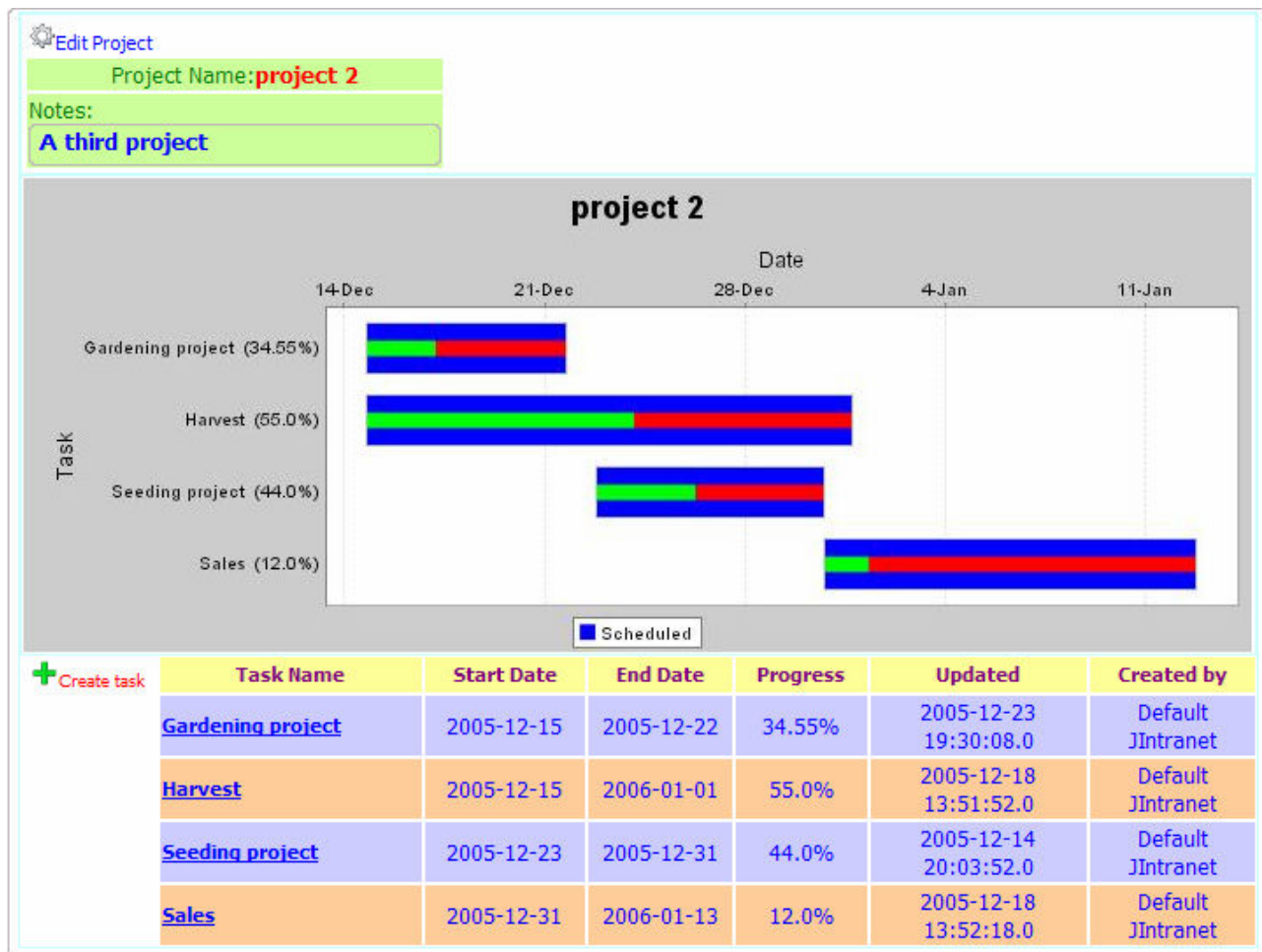
2. Input task name, start date, end date, and progress. A convenient date selector will be displayed when the user clicks on the calendar icon. Click  to create this new task.



3. After this task is created or updated, task summary and Gantt Chart will be refreshed.



4. To create more projects, repeat steps 1 through 3.

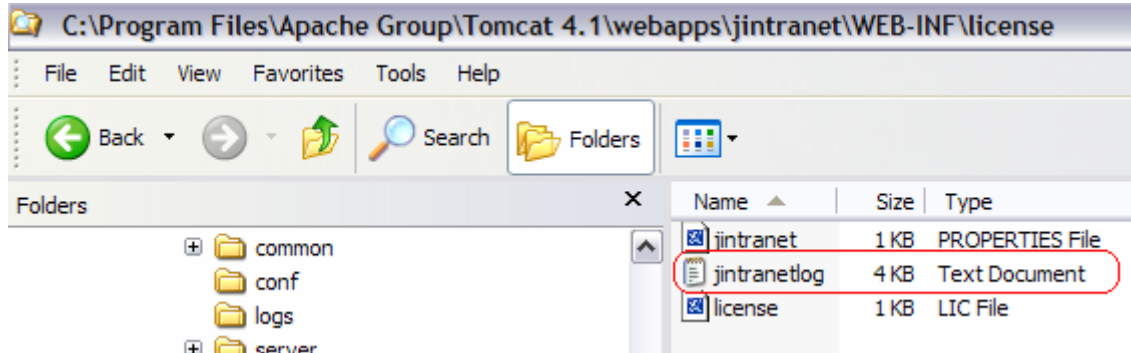


Summary

-  Create new project/task.
-  Delete project/task.
-  Edit project.
-  Assign project members.
-  Administrator.

IX. Error Messages

Error messages are logged in “jintranetlog.txt” in the license directory.



A. Tomcat xalan error message

```
javax.xml.transform.TransformerFactoryConfigurationError: Provider  
org.apache.xalan.processor.TransformerFactoryImpl not found  
at javax.xml.transform.TransformerFactory.newInstance(Unknown Source)
```

This error occurs when Tomcat can not locate the “xalan.jar” file.

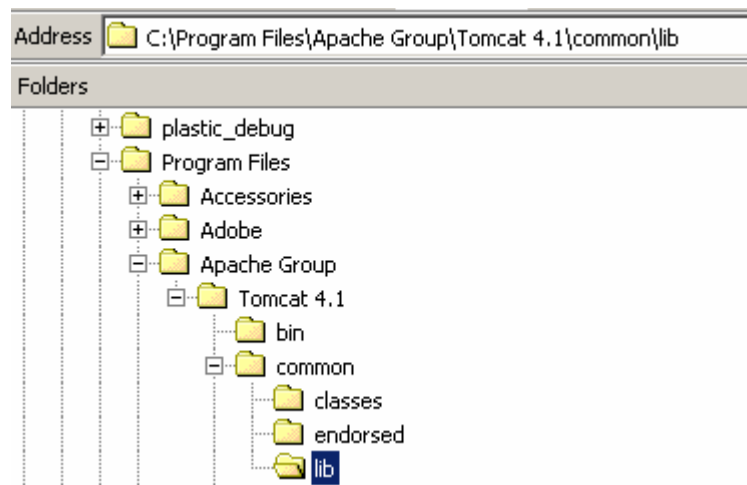


NOTE: Copy “xalan.jar” into Tomcat’s common lib directory.

A copy of “xalan.jar” can be found in JIntranet’s Tomcat_resource directory.



The picture below shows the destination of "xalan.jar".



B. Tomcat serializer error message

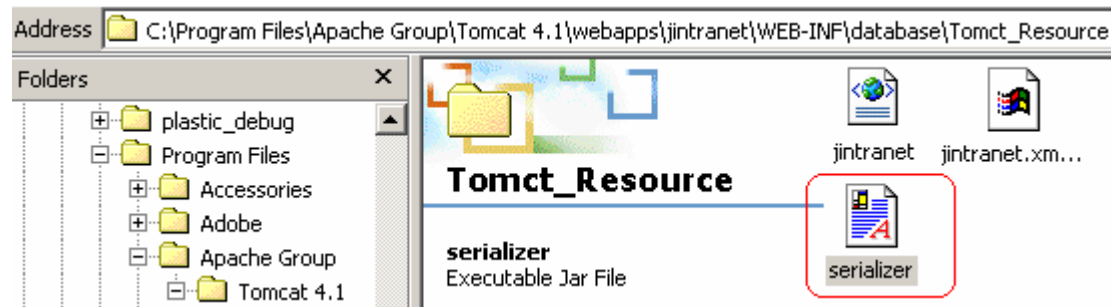
```
java.lang.NoClassDefFoundError: org/apache/xml/serializer/SerializerTrace  
    at java.lang.ClassLoader.defineClass1(Native Method)
```

This error occurs when Tomcat can not locate "serializer.jar" file.



NOTE: Please copy "serializer.jar" into Tomcat's common lib directory.

A copy of "xalan.jar" can be found in JIntranet's Tomcat_resource directory.



The picture below shows the destination of "serializer.jar".

