

Instructions for installing eTimesheets

These instructions assume that you want to get the system working in some form of pilot with a small number of users which is typical for evaluating new software. They will not be suitable for any large implementation onto a production server.

Extract all files from the eTimesheets.zip file that you downloaded. Each Notes database/application has the Default ACL set to Manager. Add your Notes user name or a Notes Administration group into the ACL and assign it Manager access. Change the default access to None.

Licence documentation is stored as file Copying.txt.

Any agents that runs on a domino server will need to be signed by a user with access to run agents on the server. Alternatively, all design elements can be signed using the Administrator client.

Decide upon a directory name to hold the Notes database files on the domino server. This could be an actual directory underneath the standard data directory or a directory link. For example, you could create a directory called **openNTF** or perhaps **ts** to hold the databases.

Replicate (or operating system copy) each of the Notes databases into the directory on the Domino server.

For the Timesheets.nsf database, you will need to configure data within the profile document. Select Administration\Admin Profile. The essential section to complete is the Associated pathname configuration section. Other sections can be configured later.

For the TSValidBookings.nsf database, you will also need to configure data within the profile document. Select Administration\Admin Profile. The Agents section can be configured later.

The valid bookings database comes pre-seeded with five accounts. I would recommend leaving these accounts in the system until you have got the system working with these. They can then be replaced by actual project numbers and accounts for your business.

The Personnel database comes pre-seeded with a fictitious person. I would recommend leaving this person in the system until you have got the system working with it. You can then replace this person with other people in your business. The username field is used within Readers and Authors fields so should be used.

Once you have got the system working, you could assign access to other users. All users require at least reader access to the TSValidBookings.nsf database to view the projects. All users require author access to the Timesheets.nsf database. They will require the [Approver] role to approve timesheets but can only approve timesheets for their staff (i.e. When they are assigned as a supervisor in the Personnel database). Anyone with the [TSApprover] role can approve anyone's timesheet.

To create timesheets, select Create Timesheets from the Administration menu. Once this is working properly, the creation of timesheets can be automated. This is done using the Admin Profile document within the Timesheets database.

Please post any installations problems you have on the openNTF project site. I will endeavour to respond to those posts and refine this document as appropriate.