

LOTUS ORGANIZER 2.1 RELEASE NOTES  
JULY 1995

Welcome to Lotus Organizer 2.1, the award-winning personal information manager (PIM) with shared calendaring and group scheduling for Lotus Notes and cc:Mail users. These Release Notes contain important information for advanced users and administrators that supplements the printed documentation and online Help.

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The Release Notes contain the following topics:

- \* What's New in Organizer 2.1?
- \* Technical Information for Organizer 2.1
- \* Preserving Organizer Settings When You Upgrade to Organizer 2.1
- \* Converting an Organizer 1.x Run Program Setting to an Organizer 2.1 Alarm Launch Setting
- \* Importing and Exporting Accented Characters to ANSI or ASCII Text Files
- \* Merging Organizer Addresses with Lotus Word Pro
- \* Merging Organizer Addresses with Lotus Ami Pro
- \* Processing Repeating Meeting Notices as Chairperson
- \* Ensuring Meeting Notice Delivery to Group Members with Notes Hierarchical Names
- \* Displaying Meeting Status for Organizer 1.x Users
- \* Running Organizer 2.1 Group Scheduling with Notes under WIN-OS/2
- \* Obtaining INEDIT.EXE to Configure the Organizer OS/2 Agent .INI Settings
- \* Configuring Organizer on NT for Dynamic Attachments
- \* Refreshing the Lotus Organizer Administration 2.1 Program Screen

What's New in Organizer 2.1?

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Organizer 2.1, with group scheduling and shared calendaring for Lotus Notes and cc:Mail users, offers enhancements for Organizer users and administrators. Enhancements are listed below:

Performance

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Organizer 2.1 provides improved performance in the following areas:

- \* Launching Organizer
- \* Opening an Organizer file
- \* Choosing meeting attendees from a large directory
- \* Displaying free and busy time when group scheduling
- \* Searching for information in Organizer files

Printing

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- \* Three new print layouts: Calendar Weekly 2-Page, Calendar Daily Page, and Notepad Contents
- \* Printing of entries that show through to the Calendar section for the following Calendar layouts: Monthly Calendar, Weekly 2-Page, or Daily page
- \* Revised print range defaults

## Lotus Organizer Administration 2.1 Program

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Organizer 2.1 includes several enhancements designed to provide easier administration of group calendaring and scheduling over a LAN. They include the following improvements in the Lotus Organizer Administration 2.1 program:

- \* A utility program to re-index and compact Organizer files available from the Lotus Organizer Administration Program Utilities menu or from the user's File menu. It can also be run in batch mode by the administrator.
- \* Utilities menu option to specify user access and set a password for .OR2 files
- \* Improved Lotus cc:Mail login
- \* Resizable columns within views
- \* Modified Preferences dialog box for specifying error reporting
- \* More .INI file settings (See the Lotus Organizer Administrator's Guide and TECHNOTE.OR2 sample file.)
- \* Sticky Name & Address Book setting for Notes
- \* Sticky login setting for Lotus cc:Mail
- \* Smarter name matching (multiple characters)
- \* New accelerators keys (Press DEL for Edit - Clear; CTRL-G for Edit - Go To; and F1 for Help)
- \* Context-sensitive menus for Lotus Notes or Lotus cc:Mail installations

## Scheduling Agent

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- \* 32-bit OS/2 scheduling agent for Lotus Notes and cc:Mail
- \* ccDownFrequency .INI setting that controls how often the agent checks whether the cc:Mail post office is shut down or running. The agent pauses if the post office is shut down. The agent resumes when the post office is running.

## Documentation

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- \* Updated Lotus Organizer 2.1 Administrator's Guide
- \* Lotus Organizer Administration 2.1 Program Help (online documentation)
- \* Lotus Organizer 2.1 Deployment Questions and Answers files for Group Scheduling with Lotus cc:Mail (CDEPLOY.WRI) and with Lotus Notes (NDEPLOY.WRI) installed in the \ORG2\ADMIN directory
- \* Quick Reference Card
- \* New Troubleshooting section in Help (online documentation) that contains tips on using files, managing information, performing Organizer tasks, and printing
- \* Lotus Organizer 2.1 Print Layout Guide that contains illustrations, tips, and descriptions of the different layouts you can use to print Organizer sections

## General

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Lotus Organizer Release 2.1 also includes fixes for issues reported by Customer Support, such as:

- \* Meeting notices delivered in an email with OS/2 scheduling agents
- \* Better resource use in cascading Notes Name & Address Books when group scheduling
- \* Better memory management for the OS/2 scheduling agent
- \* Group scheduling between Lotus Notes Organizer users with hierarchical names and Lotus cc:Mail Organizer users
- \* Administrators can now create views in Notes based on the Organizer information in the Notes Name & Address Book

## Technical Information for Lotus Organizer 2.1

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### Lotus Organizer 2.1 Administrator's Guide

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For complete information on installing and setting up Organizer group scheduling, see the Lotus Organizer Release 2.1 Administrator's Guide.

### TECHNOTE.OR2 File

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See the TECHNOTE.OR2 file in the \ORG2\ORGFILS directory for tips and troubleshooting information. It provides technical information for advanced users and administrators. For quick access to TECHNOTE.OR2, complete the stand-alone installation (with no group scheduling) and open the file.

TECHNOTE.OR2 contains three Notepad sections: General, Group Scheduling and .INI Files. These sections cover the following topics:

#### General

- \* Address
- \* Alarms and Sound
- \* Autodialer & Modem
- \* DDE
- \* Display & Screen Drivers
- \* Files
- \* Import/Export
- \* Organizer 2.1 File Compact
- \* Print
- \* SmartSuite
- \* User Access List

#### Group Scheduling

- \* Agent
- \* Installation/Configuration
- \* Organizer Administration Program
- \* Notes Group Scheduling
- \* Scheduling Tips

#### .INI Files

### Lotus Organizer 2.1 Deployment Questions and Answers for Group Scheduling

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See the Lotus Organizer 2.1 Deployment Questions and Answers for Group Scheduling files in the \ORG2\ADMIN directory on the file server for deployment information for administrators who install, configure and maintain Lotus Organizer 2.1 for group scheduling with Lotus Notes (NDEPLOY.WRI) or cc:Mail (CDEPLOY.WRI).

### Preserving Organizer Settings When You Upgrade to Organizer 2.1

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When you upgrade Organizer 2.1 from an earlier 2.x release (for example, 2.0a), the Organizer Install program saves your settings (for example, Organizer Preferences, custom paper layouts, and so on) by backing up ORG2.INI and ORG2NET.INI to ORG2.BAK and ORG2NET.BAK respectively. After completing the installation, you can restore your settings using a text editor to copy settings from ORG2.BAK and ORG2NET.BAK to the Organizer 2.1 ORG2.INI and ORG2NET.INI files.

### Converting an Organizer 1.x Run Program Setting to an Organizer 2.1 Alarm Launch Setting

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When you convert your Organizer 1.x file (.ORG) to an Organizer 2 file (.OR2), any application you set up to launch at a certain time in your Organizer 1.x file must be manually entered in your Organizer 2.1 file as an alarm after you've converted the file.

### Importing and Exporting Accented Characters to ANSI or ASCII Text Files

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When you install Organizer 2.1 after you have installed either Lotus Forms or Lotus Notes ViP, you need to substitute the following four Intersolv ODBC driver files from your Organizer file server's \ORG2\WINSYS directory to the \WINDOWS\SYSTEM directory on your local hard drive.

LOUTL06.DLL  
LOBAS06.DLL  
LOFLT06.DLL  
LOTXT06.DLL

Note: You may want to back up the original files before copying them.

Substituting these files lets Organizer correctly Import and Export accented characters to either ANSI or ASCII text files. However, these four drivers may cause problems with Forms and ViP applications which use Microsoft Excel drivers.

### Merging Organizer Addresses with Lotus Word Pro

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You can merge Organizer address records with a Word Pro document (such as a letter) by using the ORGMERGE.LWP script supplied with Word Pro in the \WORDPRO\SCRIPTS directory.

### Merging Organizer Addresses with Lotus Ami Pro

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You can merge Organizer address records with an Ami Pro document by using the ORGMERGE.SMM macro supplied with Organizer in the \ORG2 directory. The merged records will be in alphabetical order by last name. Other versions of the macro that let you merge using different sort orders will be available on the Lotus re:Quest BBS. If you want to edit ORGMERGE.SMM to produce different sort orders, contact Lotus FAX Support at 617-253-9150.

### Processing Repeating Meeting Notices as Chairperson

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When a chairperson is processing responses from repeating meeting invitations, the chairperson's Notify button is disabled because Organizer 2.1 attendees cannot process status updates for repeating meetings even if Organizer Preferences - Meeting Notices - Automatically process - As attendee - Status updates is selected.

### Ensuring Meeting Notice Delivery to Group Members with Notes Hierarchical Names

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When you send an invitation to a list and the expanded list contains a flat Notes user name that the Notes Administrator has already changed to hierarchical, this user doesn't receive a meeting notice. To ensure that this member of the group receives meeting notices, change the Notes name from flat to hierarchical in all lists which contain that user.

### Displaying Meeting Status for Organizer 1.x Users

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When an Organizer 1.x user accepts a meeting invitation from an Organizer 2.1 chairperson with a Notes hierarchical name, Organizer 1.x correctly books the meeting in the user's Calendar but does not deliver an acceptance notice to the chairperson. Consequently, when this chairperson checks the status of the meeting, the Organizer 1.x user's status remains as Invited.

### Running Organizer 2.1 Group Scheduling with Notes under WIN-OS/2

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You can install and configure Organizer 2.1 group scheduling with Notes under WIN-OS/2 using OS/2 2.1 or OS/2 Warp (3.0). To do this, you must fully install and configure the Lotus Notes client for Windows; Organizer will not schedule group meetings if you install only a Notes client for OS/2. However, if you want to use the Notes Windows client for Organizer group scheduling and the Notes OS/2 client for all other Notes functions, you may install both the Notes Windows and OS/2 clients.

This section assumes that you are familiar with OS/2, your LAN operating system, Organizer, and Notes installation procedures and functions.

### Installing and Configuring Organizer Group Scheduling with Notes under WIN-OS/2

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1. Install Lotus Organizer 2.1 on a file server, specifying the correct network software (for example, Novell) and specifying Notes as the scheduling method. After you install Organizer on the file server, create users with the Organizer Administration Program and install the necessary scheduling agents. For complete information on installing and configuring Organizer, see the Lotus Organizer Administrator's Guide.
2. Configure the LAN software on the OS/2 PC to allow LAN support under WIN-OS/2. For more information on LAN configuration, see your LAN software documentation or contact the LAN administrator.

Note: The Netware resources installation option for Novell Netware OS/2 drivers should be set to Global.

3. In a WIN-OS/2 full screen session, use the default WIN-OS/2 session settings and install a Lotus Notes Windows client.

4. Configure the Notes client to be used for Notes mail. The user's Notes ID must be set as well as his/her mail server and mail file information. Test the Notes installation by opening the user's mail file from the Notes server and sending a Notes mail message. Any problems must be resolved prior to proceeding.

Note: Because running NETBIOS simultaneously in OS/2 and WIN-OS/2 sessions is not supported, you may have to set up additional LAN ports to access Notes servers. For example, if NETBIOS is being used in OS/2 sessions, and IPX/SPX emulation is available in DOS/WIN-OS/2 sessions, then a LAN port to allow IPX/SPX connections must be created under Tools - Setup - Ports. For more information, see your Notes administrator as to what types of LAN ports may be used and for instructions on setting up these ports properly.

5. Close the WIN-OS/2 full screen session.

6. Open the AUTOEXEC.BAT file from the root of the OS/2 boot drive, and add the Notes Windows client directory to the PATH statement.

7. In a new WIN-OS/2 full screen session, use the default WIN-OS/2 session settings and run a Lotus Organizer Node Install.

8. Launch Organizer to test group scheduling. You will be prompted to enter a password on the user's Notes ID if one exists. Once the password is entered and accepted, test the Organizer installation by opening the user's file by the user name and scheduling a test group meeting.

#### Streamlining the Notes Windows Installation

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If the user of an OS/2 workstation normally uses a Notes OS/2 client and wishes to continue doing so, as well as participate in group scheduling, some of the Notes Windows client files may be deleted to save disk space. Below is a list of the Notes files required to allow Organizer group scheduling to function. These files use about 2 megabytes of disk space.

The following Notes files are required to schedule group meetings using Organizer.

\_BSAFE.DLL  
\_COMPUTE.DLL  
\_COMPUTF.DLL  
\_COMPUTN.DLL  
\_EVENTL.DLL  
\_FT.DLL  
\_IRTF.DLL  
\_LIB.DLL  
\_NET.DLL  
\_NETBIOS.DLL  
\_NIF.DLL  
\_NSE.DLL  
\_NSF.DLL  
\_NWSPX.DLL  
\_ROUTERL.DLL  
\_SDK.DLL  
\_STRINGS.DLL  
\_TCP.DLL  
\_VINES.DLL  
\_XPC.DLL  
DESKTOP.DSK  
VIM.DLL

All .CLS files (The exact names will depend on the codepage and language options for the PC.)  
The user's Notes ID

In addition, the NOTES.INI file that was created in the X:\OS2\MDOS\WINOS2 directory during installation and configuration must also be present.

Note: Deleting files from the Notes Windows client directory will let Organizer schedule meetings using Notes and Organizer, but the Notes Windows client will no longer run.

#### Obtaining INIEDIT.EXE to Configure the Organizer OS/2 Agent .INI Settings

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Since OS/2 stores .INI settings in binary format, Lotus supplies an INI editor (INIEDIT.EXE) to configure .INI settings for the Organizer OS/2 Agent. You can download the INI editor from File Area 199 on the Lotus re:Quest BBS. The phone number is 617-693-7000.

#### Configuring Organizer on NT for Dynamic Attachments

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To enable free time lookup across Organizer servers using dynamic attachments on NT systems, you must enable the File Scan attribute on the NT directory which contains the Organizer file server.

#### Refreshing the Organizer Administration Program Screen

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In single-server installations of Lotus Organizer 2.1, when you delete multiple entries with the Organizer Administration program, it repaints the screen incorrectly. To correct this, minimize and restore the Lotus Organizer Administration 2.1 program window.

