

# Lotus Organizer Web Calendar 1.1 Setup and Administration Guide

This document is intended for administrators who will be setting up, configuring, and administering Lotus Organizer™ Web Calendar 1.1. The information in the document is divided into the following sections:

- Section 1. Key Components and Terms
- Section 2. System Requirements
- Section 3. Installing Organizer Web Calendar
- Section 4. Organizer Web Calendar Administration
- Section 5. Helping Users Get Started
- Section 6. Troubleshooting Problems

## Section 1. Key Components and Terms

To get started with Organizer Web Calendar, you may want to review the list of the main components of the application as well as the glossary of selected terms.

### 1.1 Summary of key components

Organizer Web Calendar is comprised of the following key components:

<i>File name</i>	<i>Description</i>	<i>Function</i>
owcadmin.exe	Administration program	Supplies the user interface for Organizer Web Calendar program on the web server.
owccntl.exe	Control program	Runs Organizer Web Calendar on the web server.
owccgi.exe	CGI program	Accepts requests from a browser and passes them to the appropriate worker.
owcwork.exe	Worker	Accepts commands from the CGI program and makes calls to the Organizer 97 GS API.
orgapi32.dll	Organizer 97 GS 32-bit API	Accepts calls from a worker to perform operations on an Organizer 97 GS (.OR4) file.

### 1.2 Glossary of terms

<i>Term</i>	<i>Definition</i>
administrator	The person responsible for maintaining Organizer Web Calendar via the Administration program.
worker	The process that accepts commands from the CGI program and makes calls to the Organizer 97 GS API to perform operations on an .OR4 file.
worker session	A worker process that's dedicated to a particular user and an .OR4 file.
user	A person who uses Organizer Web Calendar to view or edit an .OR4 file with a web browser.

## Section 2. System Requirements

To properly set up and run Organizer Web Calendar be sure that:

\*\*\* The Web server is running Windows NT 4.0 and has the minimum RAM (typically 16MB or more) installed. It's recommended that the Web server have 32MB RAM to run Organizer Web Calendar.

\*\*\* The web server has at least 2MB available hard disk space.

\*\*\* Lotus Organizer 97 GS is installed on this web server.

\*\*\* Web server software is installed.

Organizer Web Calendar has been qualified to work in environments where:

\*\*\* The web server is running Lotus Domino Server 4.5, Microsoft Internet Information Server (IIS) 2.0, or Netscape Commerce Server 1.1 web server.

\*\*\* User workstations have a browser such as Netscape Navigator 3.0 for Windows 95, Windows NT, or Macintosh, or Microsoft Internet Explorer 3.0 for Windows 95 or Windows NT (which support tables and background color in table cells) installed for viewing Organizer 97 GS (.OR4) files in Organizer Web Calendar.

### **Section 3. Installing Organizer Web Calendar**

To install Organizer Web Calendar, run the SETUP.EXE program. During Setup, you do the following:

\*\*\* Specify subdirectories for Setup to create subdirectories in and/or copy files into.

\*\*\* Specify a program folder that contains the Organizer Web Calendar program icons.

\*\*\* Select whether or not to configure the Organizer Web Calendar Control program as a Windows NT service.

When the Setup program copies files, you see a graphical illustration of the progress of Setup, including how much disk space is unused on the destination disk and how much system memory is free while Setup is running.

After Setup is complete, you copy users' .OR4 files to the appropriate subdirectory. Users can then access their calendars using a web browser (preferably Netscape Navigator 3.0 or Microsoft Internet Explorer 3.0) or Organizer 97 GS.

#### **3.1 Installing Organizer Web Calendar 1.1 on a server with Organizer Web Calendar 1.0**

If you want to run Organizer Web Calendar 1.1 and Organizer Web Calendar 1.0 at the same time, note the following requirements for installing Organizer Web Calendar 1.1:

\*\*\* A "PIM Only" configuration of Organizer 97 GS is installed on this web server.

\*\*\* Organizer 97 GS (required for Organizer Web Calendar 1.1) and Organizer 97 (required by Organizer Web Calendar 1.0) must be installed in separate program folders. You should also specify separate work and backup folders.

**NOTE:** To specify directories other than the default when you install Organizer 97 GS, select "Customize features - Manual Install" in the Install Options & Organizer Folder dialog.

For example, if you installed Organizer 97 in C:\Lotus\Organize, and specified C:\Lotus\Work\Organize for the work subdirectory, then install Organizer 97 GS in a different program subdirectory, such as C:\Lotus\Org97GS, and specify a different work subdirectory, such as C:\Lotus\Work\Org97GS. Likewise, specify a different backup subdirectory for Organizer 97 GS, for example, C:\Lotus\Backup\Org97GS.

\*\*\* Organizer Web Calendar 1.0 is installed with the unique subdirectory name, such as ORGWEB, and you specify a unique subdirectory name for Organizer Web Calendar 1.1 (for example, ORGWEB1\_1).

#### **3.2 Prior installation detected**

Setup searches for existing installations of Organizer Web Calendar. You can upgrade (or replace) an existing installation, or you can add another installation. For example, you might install additional copies of Organizer Web Calendar if you want different files within the default Organizer files subdirectory for different departments, or if you want different customized versions of Organizer Web Calendar. You might also install Organizer Web Calendar 1.1 when Organizer Web Calendar 1.0 is already running on the server.

\*\*\* If you want to upgrade an existing installation of Organizer Web Calendar, click Upgrade a prior Installation (default), and select the installation you want to upgrade from the list. Click Next to continue.

\*\*\* If you want to install another copy of Organizer Web Calendar, click Install an additional copy. Click Next to continue.

**NOTE:** You must specify a unique subdirectory name for the new installation of Organizer Web Calendar later in Setup.

### 3.3 Specifying the scripts directory

You can specify the location of your web server's scripts subdirectory. The scripts subdirectory is where Setup creates a subdirectory into which it copies Organizer Web Calendar program files.

For example, the default scripts subdirectory for Lotus Domino Server 4.5 might be `\Notes\data\domino\cgi-bin`; for Microsoft IIS web server, it might be `\inetpub\Scripts\OrgWeb`; and for Netscape Commerce Server, it might be `\Netscape\ns-home\cgi-bin`.

**NOTE:** The `\Netscape\ns-home\cgi-bin` subdirectory for Netscape Commerce Server isn't automatically created by the Netscape Commerce Server setup program. This subdirectory name is set by the system administrator.

\*\*\* To accept the default scripts subdirectory that appears under Destination Directory, click Next.

**NOTE:** If you're not using the default subdirectory structure for Microsoft IIS or Netscape Commerce web server software, or if you're installing Organizer Web Calendar on another web server, the default subdirectory that appears under Destination Directory is `C:\`.

\*\*\* To change the drive or subdirectory to something other than the default, click Browse and select from the drives and subdirectories to which you have access. Click Next to continue Setup.

**NOTE:** You must be able to write to the drive or subdirectory you select.

### 3.4 Specifying the publishing directory

You can specify the drive and subdirectory of your web server's root publishing subdirectory. The web server's root publishing subdirectory contains the HTML file that represents the web server's home page. Setup creates subdirectories for template files, help files, and icon files for Organizer Web Calendar.

Sample default publishing subdirectories for Microsoft IIS and Netscape Commerce Server web server software appear in the following table:

<i>Server</i>	<i>Default Publishing Subdirectory</i>
Lotus Domino Server 4.5	<code>\Notes\data\domino\html</code>
Microsoft IIS 2.0	<code>\inetpub\wwwroot</code>
Netscape Commerce Server 1.1	<code>\Netscape\Ns-home\Docs</code>

\*\*\* To accept the default publishing subdirectory that appears under Destination Directory, click Next.

**NOTE:** If you're not using the default subdirectory structure for Lotus Domino, Microsoft IIS, or Netscape Commerce web server software, or if you're installing Organizer Web Calendar on another web server, the default subdirectory that appears under Destination Directory is `C:\`.

\*\*\* To change the drive or subdirectory to something other than the default, click Browse and select from the drives and subdirectories to which you have access. Click Next to continue Setup.

\*\*\* You must be able to write to the drive or subdirectory you select.

Organizer Web Calendar Setup installs files to the following subdirectories, directly below the specified Destination Directory:

<i>Files</i>	<i>Installed in Subdirectory</i>
Templates	\OrgWeb\Templ
Help	\OrgWeb\Help
Icons	\OrgWeb\Icons

### 3.5 Specifying the Organizer files directory

Specify the drive and subdirectory where you'll put users' existing Organizer 97 GS (.OR4) files. This subdirectory can be located on the web server's hard disk, or in any subdirectory accessible to the web server (for example, a shared subdirectory on another file server).

**NOTE:** If you're installing Organizer Web Calendar 1.1 on a server where Organizer Web Calendar 1.0 is already running, you must specify a different Organizer files directory than what was specified for Organizer 97 when Organizer Web Calendar 1.0 was installed. For example, if the Organizer files subdirectory for Organizer 97 is \Lotus\Work\Organize, then make the subdirectory for Organizer 97 GS \Lotus\Work\Org97GS.

\*\*\* To accept the default that appears under Destination Directory, click Next.

The default Organizer files subdirectory is the same as the \Work subdirectory that was specified when Organizer 97 GS was installed on the web server (for example, \Lotus\Work\Organizer).

\*\*\* To change the drive or subdirectory to something other than the default, click Browse and select from the drives and subdirectories to which you have access. Click Next to continue Setup.

**NOTE:** You must be able to write to the drive or subdirectory you select, and you must share the directory to allow Organizer 97 GS users access to the .OR4 files.

When Install is complete, copy users' .OR4 files to this subdirectory so that users can access their files from a web browser or from Organizer 97 GS. Be sure to tell users where their .OR4 files are located.

### 3.6 Specifying a program folder

Specify the program folder where you want Organizer Web Calendar icons to appear. You can create a new folder or select from existing folders.

\*\*\* Accept the default folder name, "Lotus Organizer Web Calendar 1.1," or create a new folder by typing the folder name in the Program Folders box. Click Next to continue.

\*\*\* To specify an existing folder, select a folder from the Existing Folders box and click Next.

Setup creates an icon for the Organizer Web Calendar Administration program, the Organizer 97 Web Calendar Setup and Administration Guide (ADMIN.WRI), and a README document.

### 3.7 Entering a unique subdirectory name

You can install more than one copy of Organizer Web Calendar on a web server. If you do this, enter a unique subdirectory name for each installation of Organizer Web Calendar. The first time you install Organizer Web Calendar, the default subdirectory is \OrgWeb. Subsequent installations won't display a default subdirectory name; you can specify a new one during Setup.

Setup uses the name you specify to create subdirectories under both the scripts and publishing subdirectories you previously specified. For example, if you accept \OrgWeb as the subdirectory name, the structure for the scripts subdirectory might be \inetPub\Scripts\OrgWeb.

\*\*\* To accept the default that appears in the Name text box, click Next.

\*\*\* To change the subdirectory name, click the Name text box, enter the name you want, and click Next.

The name you specify can be up to ten characters long, but can't contain any of the following characters:  
. \ / : \* ? " < > |

### 3.8 Selecting Windows NT service option

You can install the Organizer Web Calendar Control program, which runs the Organizer Web Calendar application, as a Windows NT service. If you select this option, you can have the Control program automatically start when the Windows NT server starts. This option also lets you start and stop the service from a remote computer.

Select Windows NT service (Auto) to automatically start the Control program when the server starts; select Windows NT service (Manual) if you want to manually start the program as an NT service when the server starts. By default, the Control program isn't installed as an NT service.

You can also change this option in the Organizer Web Calendar Administration program.

### 3.9 Setting up default.htm and index.html files

When you install Organizer Web Calendar, Setup creates a default.htm and an index.html file within the unique subdirectory you specify in Setup (for example, OrgWeb). This lets users start Organizer Web Calendar from their browsers by entering the server name followed by the unique subdirectory name. For example, if your server's name is ServerA, and the unique subdirectory name is OrgWeb, your users can enter the following in their browser:

ServerA/OrgWeb/

**NOTE:** If entering this in a browser displays a directory listing, check your web server configuration for the default index file name. You can add default.htm or index.html to this web server configuration setting, or you can rename one of these files (default.htm or index.html) to the name your web server is expecting.

If you prefer, you can add a link to get to the Organizer Web Calendar login page from your server's home page, or some other web page on the server. For example, you can use the following link:

/scripts/OrgWeb/owccgi.exe?Welcome

You can incorporate the link within an HTML anchor tag. For example, you can use the following tag:

<a href="/scripts/OrgWeb/owccgi.exe?Welcome">Lotus Organizer Web Calendar 1.1</a>

**NOTE:** Certain characters aren't valid within a URL. If you've specified any of these characters in the unique subdirectory name, you must replace them with the acceptable characters as shown below:

<i>Character</i>	<i>Replace With</i>
<space>	%20 or +
+	%2b
#	%23
%	%25
{	%7b
}	%7d

^           %5e  
 ~           %7e  
 [           %5b  
 ]           %5d  
 '           %60

## Section 4. Organizer Web Calendar Administration

The Organizer Web Calendar Administration program lets you configure Organizer Web Calendar on a web server, and lets you monitor and manipulate workers on the server.

### 4.1 Organizer Web Calendar Administration program menus

The following tables describe each menu command available to you in the Organizer Web Calendar Administration program.

#### 4.1.1 Control menu

The Control menu commands let you start and stop the Control program (OWCCNTL.EXE). The Control program runs Organizer Web Calendar on your server.

<i>Command</i>	<i>Result</i>
Start Control Program	Begins the Control program.
Stop Control Program	Closes all open files, ends all workers, and ends the Control program. This may take a few moments.
Install as NT Service	Enables the Control program as a Windows NT service.
Remove as NT Service	Disables the Control program as a Windows NT service.
Terminate Control Program	Shuts down all workers immediately and stops the Control program. This is an emergency stop.
Exit	Quits the Administration program, but doesn't stop the Control program.

#### 4.1.2 Worker menu

The Worker menu commands let you close a session and end a worker.

<i>Command</i>	<i>Result</i>
Close Session	Closes the open file of the selected worker(s).
End Worker	Closes the file and ends the process associated with the selected worker(s).

#### 4.1.3 View menu

The View menu commands let you change the display of information in the Administration program and let you view and change settings for Organizer Web Calendar.

<i>Command</i>	<i>Result</i>
Refresh Now	Updates the view with a list of current workers.
Refresh Rate	Changes the rate of the periodic refresh cycle. You can change the refresh rate to Slow (every 30 seconds), Normal (every 15 seconds), or Fast (every 5 seconds). You can also choose Pause to stop auto-refresh.
Display Full Path	Shows the full path of a worker's Organizer file, rather than just the file name.

Last Request Column	Displays or doesn't display (default) the Last Request column (the right-most column).
Log File	Displays the ORGWEB log file in a Notepad window.
Toolbar	Displays (default) or doesn't display the toolbar.
Status Bar	Displays (default) or doesn't display the status bar.
Settings	Displays the Organizer Web Calendar Settings dialog box.

#### 4.1.4 Help menu

The Help menu commands let you display Help for the Administration program, provide access to Lotus sites on the Internet, and display information about Organizer Web Calendar.

<i>Command</i>	<i>Result</i>
Help Topics	Displays the contents of Help.
Lotus Internet Support	Goes to the Lotus home page, the Lotus Customer Support home page, and the Lotus FTP site.

About Organizer Web Calendar Displays information about the Organizer Web Calendar program.

## **4.2 Setting up Organizer Web Calendar**

You can view and change the configuration of Organizer Web Calendar settings in the Administration program. You can change CGI program settings, Control settings, and Worker settings. Changes to these settings don't take effect until the next time you start the Control program.

### 4.2.1 Configuring CGI settings

You can configure the log level and whether or not the CGI program checks the IP address of the remote host. The remote host is the machine using the web browser to access Organizer Web Calendar.

1. For Log level, select the amount of detail you want to write to the log file: Error, Warning, Informational, or Debug. The default level is Warning.
2. Click Check IP address to turn address checking on or off. By default, IP addresses aren't checked.

**NOTE:** Configuring the CGI program to check for IP addresses provides additional session security, but may not work with proxy server pools, for example, where "screen" actually maps to "screen," "screen1," or "screen2."

#### Selecting log level

The log level determines how much information the CGI, Control, and Workers write to the log file (ORGWEB.LOG).

<i>Level</i>	<i>Result</i>
Error	Logs only errors; provides the least amount of detail.
Warning (default)	Logs errors and other significant events.
Informational	Logs errors, warnings, and other non-error events.
Debug	Logs everything; provides the greatest amount of detail.

### 4.2.2 Configuring Control settings

To configure the Control program (the program that runs the Organizer Web Calendar application), you set the minimum and maximum number of workers, time-out values, and a log level.

1. Under Number of workers, select the Minimum and Maximum number of processes to be supported.

Minimum number of workers is the number of processes that are available when you start the Control program. The default for minimum workers is 4.

Maximum workers is the largest number of workers that are allowed at any time. The default for maximum workers is 64.

2. Under Time-out values, select values in minutes for Single-user file, Multi-user file, and Incomplete request.

Time-out values define the amount of time (in minutes) after which the Control program will close a worker session in which there hasn't been any activity or from which there's been an incomplete request. You can set time-out values separately for single-user and multi-user files and for incomplete requests. The default values are as follows:

<i>For</i>	<i>Default value</i>
single-user files	15 minutes
multi-user files	30 minutes
incomplete requests	3 minutes

3. For Maximum idle time, select the time in minutes after which all workers above the minimum number will be shut down if they're not associated with a session.

Maximum idle time is the time interval (in minutes) after which the Control program ends workers above the minimum worker level if they aren't associated with sessions. The default is 60 minutes.

4. For Log level, select the amount of detail you want to write to the log file: Error, Warning, Informational, or Debug. The default level is Warning. For a description, see "Selecting log level" above.

#### 4.2.3 Configuring Worker settings

1. For the Organizer files directory, enter the directory that contains Organizer 97 GS (.OR4) files, or click Browse to select a directory.

2. For Script name, enter the name and path to the CGI script (OWCCGI.EXE) to run.

**NOTE:** This value is configured during Setup, but you may need to change it if your web server has aliased directories or doesn't support running CGI scripts from within subdirectories.

3. For Log level, select the amount of detail you want to write to the log file: Error, Warning, Informational, or Debug. The default level is Warning. For a description, see "Selecting log level" above.

4. Choose the worker options that you want.

#### Selecting worker options

You can choose from the following options when configuring workers:

<i>Option</i>	<i>Result</i>
Enable vCalendar support	Turns on (default) or off support for copying information in vCalendar format.
Show time in 24-hour format	Displays or doesn't display (default) time in 24-hour format for all workers.



Browse files                      Turns on (default) or off workers' ability to browse a list of available files from the login screen.

**NOTE:** If you enable vCalendar support, users will be able to copy information from Organizer Web Calendar directly to other applications that support the vCalendar specification. The vCalendar specification describes a format for exchanging calendar information.

### **4.3 Working with the Control program**

The Control program runs Organizer Web Calendar on your server.

#### 4.3.1 Starting the Control program

You can install the Control program as a Windows NT service which will start automatically when you start NT. You can also run the Control program on its own from the Control menu of the Administration program. You must start the Control program before any worker sessions can begin.

\*\*\* To begin the Control program, choose Control - Start Control Program.

#### 4.3.2 Installing the Control program as an NT service

If you install the Control program as an NT service, it will automatically start each time that you start NT.

\*\*\* To install it, choose Control - Install as NT Service.

**NOTE:** If the Control program is already running, you must stop it before installing it as an NT service. To stop the Control program, choose Control - Stop Control Program.

#### 4.3.3 Stopping the Control program

If you need to perform an administrative task on the server, such as changing settings, or if there are problems with worker sessions or processes, you may need to stop the Control program. The command to stop the Control program closes all open files, ends all workers, and ends the Control program.

\*\*\* To stop the Control program, choose Control - Stop Control Program.

**NOTE:** If you want to remove the Control program as an NT service, you must stop the program before removing it.

#### 4.3.4 Removing the Control program as an NT service

You can remove the Control program as an NT service. Prior to removing the Control program, you must stop it.

1. If the Control Program is running, choose Control - Stop Control Program.
2. Choose Control - Remove as NT Service.

**NOTE:** If you want to uninstall Organizer Web Calendar, you must first stop the Control program and remove it as an NT service.

#### 4.3.5 Terminating the Control program

If you need to shut down the server immediately, you can terminate the Control program. When you do so, all workers and the Control program are shut down.

\*\*\* To terminate operations, choose Control - Terminate Control program.

**CAUTION:** If you don't need an immediate shutdown of operations, it's better to stop the Control program rather than terminate it. When you stop the Control program, open files are closed and workers are logged off.

#### 4.4 Monitoring and manipulating workers

You use the Administration program to monitor and manipulate workers. Each time a user accesses Organizer Web Calendar on the web server, the Control program opens a worker.

##### 4.4.1 Viewing workers

You view worker information in the Administration program. For each worker, the Administration program displays the following information: worker number, worker state (active or inactive), single-user or multi-user designation, Organizer file name, and the time of the last worker request. You can control some of what's displayed in the program window for each worker.

1. Choose View - Display Full Path to see the complete path to the open Organizer file(s).
2. Choose View - Last Request Column to show the worker's last request. Typical requests might include open, edit calendar, and so on.

##### 4.4.2 Refreshing the view

You can refresh the view of workers in the Administration program or change the rate of refresh for the view.

1. To immediately update the view with the current list of workers, choose View - Refresh Now.
2. To change the rate, choose View - Refresh Rate and select the refresh rate you want.

##### Selecting the refresh rate

<i>Command</i>	<i>Result</i>
Slow	Refreshes every 30 seconds.
Normal (default)	Refreshes every 15 seconds.
Fast	Refreshes every 5 seconds.
Pause	Stops auto-refresh.

**NOTE:** To restart auto-refresh after a pause, choose View - Refresh Rate and select Slow, Normal, or Fast.

##### 4.4.3 Closing a worker session

You may need to close a worker session if a user is having difficulty opening a file. For example, if a user has opened a single-user file and exited the web browser without closing the file, you can close the file from the Administration program so that the user can reopen it.

1. In the Administration program window, click the worker session you want to close. To select more than one worker, hold down the Ctrl key and click the workers.
2. Choose Worker - Close Session.

**NOTE:** When you close a worker session, you close the Organizer file but leave the worker available for another session. Closing a worker session is different from ending the worker. You would end a worker if the process has stopped responding.

##### 4.4.4 Ending a worker

You may need to end a worker if the process has stopped responding properly.

1. In the Administration program window, select the worker to be closed. To select more than one worker, hold down the Ctrl key and click the workers.

2. Choose Worker - End Worker.

3. When you end a worker, the Control program closes the file associated with the worker session and stops the process.

**NOTE:** Ending a worker is different from closing a worker session. You might close a worker session if a user is having difficulty opening a file. When you close a worker session, the worker is still available for another session.

## **Section 5. Helping Users Get Started**

Organizer Web Calendar is optimized for use with Netscape Navigator 3.0 and Microsoft Internet Explorer 3.0 browsers. You can give your users the following information to help them use Organizer Web Calendar.

**TIP:** You can also remind users that Organizer Web Calendar includes Help for all Organizer Web Calendar tasks.

### **5.1 Suggested proxy settings for browser**

To optimize users' access to their Organizer files with Organizer Web Calendar, it's recommended that users' web browser's proxy configuration not use the proxy server for local addresses.

#### 5.1.1 Changing proxy settings in Internet Explorer 3.0

1. From the browser menu, choose View - Options.
2. Click Connection.
3. Under Proxy server, click Settings.
4. Under Exceptions, select Do not use proxy server for local (intranet) addresses.
5. Click OK.
6. Click OK.

#### 5.1.2 Changing proxy settings in Netscape Navigator 3.0

1. From the browser menu, choose Options - Network preferences.
2. Click Proxies.
3. Select Manual Proxy Configuration.
4. Click View.
5. For No Proxy for, enter the domain name for local addresses (for example, company.com).
6. Click OK.
7. Click OK.

### **5.2 Accessing Organizer Web Calendar**

After Organizer Web Calendar is set up and configured, users can access Organizer 97 GS files from their browsers, as well as from Organizer 97 GS itself.

1. In the Location box in your browser, enter the path to the web server where Organizer Web Calendar is installed. You can also enter the name of the web server where Organizer Web Calendar is installed if the Organizer Web Calendar OpenForm link is placed on this page.
2. Click the Lotus Organizer Web Calendar 1.1 link.

## **Section 6. Troubleshooting Problems**

You can use the log file to troubleshoot problems with Organizer Web Calendar.

You may need to make changes to settings, via the Control program, to fix some problems. For example, if users start Organizer Web Calendar and can see the Organizer Web Calendar login screen, but can't open or browse files, the ScriptName registry setting is probably incorrect. To check the ScriptName, choose View - Settings and click the Control tab. If you make changes, you must stop and re-start the Control Program for those changes to take effect.

See "Setting up Organizer Web Calendar," Section 4.2, for more information on changing configuration settings.

### **6.1 Viewing the log file**

The Organizer Web Calendar log file (ORGWEB.LOG) contains information about errors, warnings, and other program events.

1. Choose View - Log File to open the log file. The log file opens in a Notepad window.
2. When you've finished viewing the log file, choose File - Exit to close the Notepad window.

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