



# Two-Minute Drills for Administrators

Ted Hardenburgh, Lotus Consultant  
GROUP Business Software

# Ted Hardenburgh



- Lotus Consultant for GBS
- Working with Notes since Notes 3.3/4
- OS2, Windows, OS400, i5, etc
- Sametime, Quickplace (Quickr)
- WebSphere apps - LMS[!], Connections
- Domino Thoughts website
  - [Dominothoughts.com](http://Dominothoughts.com)
- Twitter - @thardenb

# What's a Two-Minute Drill?



- A task or tool that can be used quickly to help an administrator get the job done
- Can be repeatable
- Can be scheduled
- Makes life easier for you and your users
- Keeps you happy

# Two-Minute Drills



- **Notes**
- Domino
- Quickr
- Sametime
- Connections

# Two-Minute Drills for Notes



- Welcome email to new users
  - Agent that runs daily
  - Sent automatically to all newly created users
  - Include links to important internal sites
  - Information on Notes
  - Informs user of their email address
  - Include other useful information
  - Sends as HTML, so you can include logos, links and other branding

# Two-Minute Drills for Notes



John,

Welcome to Lotus Notes, YourCo's e-mail, calendaring, and collaboration platform. Below you will find a sampling of tips for Lotus Notes and/or Domino Web Access. Click each link to open and read the tip.

You will want to review the tip on changing your password, if you haven't already been walked through the password change process. Next, you'll want to create your signature block for your email. Feel free to look through all the tips as you have time, or use the built-in help feature in Notes by hitting the F1 key for help related to the task you're performing. As new tips are added, you'll get email notification, along with a monthly recap of all tips that are available.

For outside contacts, your email address is: [john.doe@yourco.com](mailto:john.doe@yourco.com)

A sample of Notes Tips you may find helpful now:

- [Working with Sametime](#)
- [Using Lotus Symphony](#)
- [Searching your mail](#)
- [Setting your Out of Office](#)
- [Changing your password](#)

Here's a link to the Notes Signature Wizard to create or update your mail signature:

- [Signature Wizard](#)

Visit the [Notes Tips database](#) for more tips. If you are using a browser, please go to <http://dwaserver.domain.com/tips/notestips.nsf> to view the tips. If you need assistance with Notes, please call the Helpdesk at 888-555-1234.

# Two-Minute Drills for Notes



DEMO

New user email

# Two-Minute Drills for Notes



- Notes Tips Application
  - Collection of “tips” for users
  - Usually, the “FAQs” from the helpdesk
  - Nothing fancy, discussion template is enough
  - Use newsletter agents to send out links to new tips
  - Base the new user email agent in this app

# Two-Minute Drills for Notes



- Notes client “workspace” folder
  - OS file system folder contains files related to the Eclipse UI workspace
  - Isn't the “classic” Notes workspace
  - Contains Eclipse configuration data and is used to store plugins and logs

# Two-Minute Drills for Notes

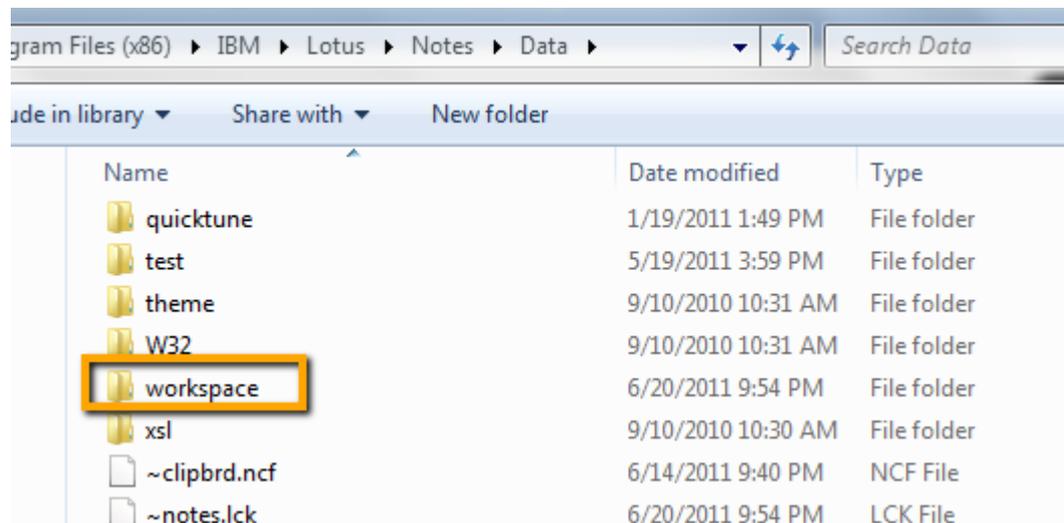


- Notes workspace folder
- Problems in the folder can be the cause of:
  - Notes not starting
  - DDE issues
  - Problems when upgrading a user to roaming
  - Columns not remaining sorted
  - Various other issues

# Two-Minute Drills for Notes



- Notes workspace folder
- To resolve issue:
  - Stop Notes
  - Rename the workspace folder (delete later)
  - Start Notes to rebuild the folder



# Two-Minute Drills for Notes



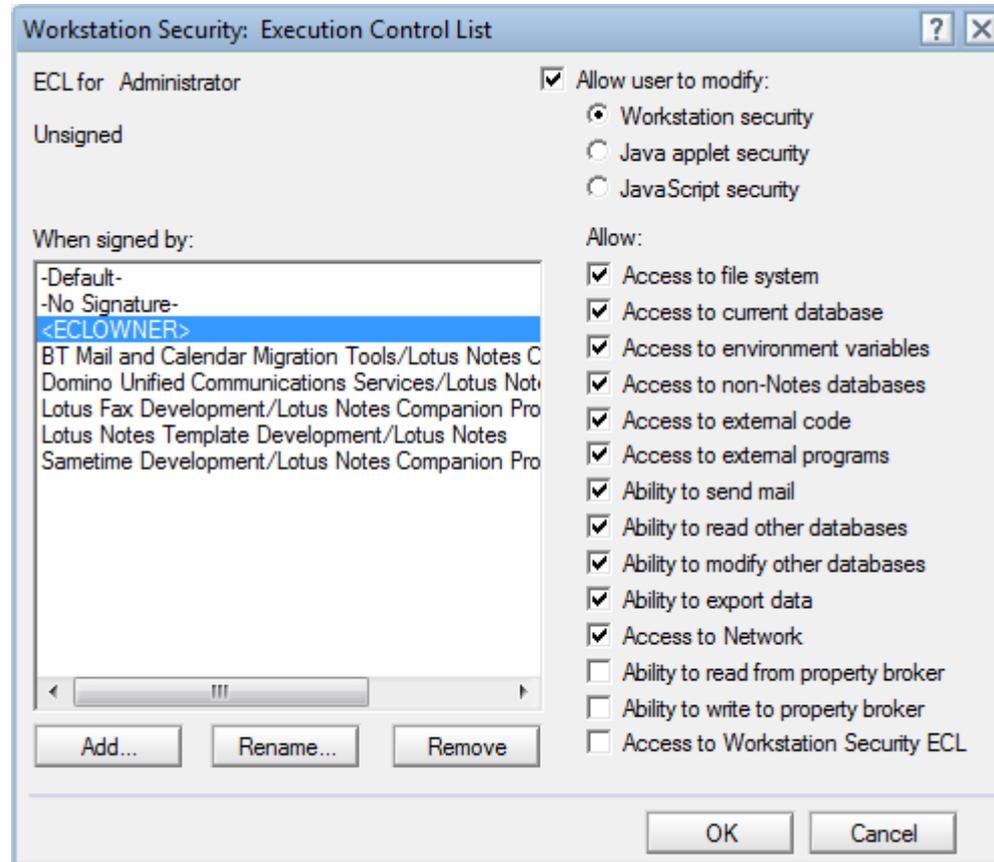
- Execution Control List
- One of the best parts of Notes security model
- Sometimes overlooked
- Administrators lock down the ECL to prevent users from updating the ECL
  - Can be a good thing
  - This can have negative impact on users

# Two-Minute Drills for Notes



- Execution Control List
  - <ECLOwner> entry can fix this.
  - Add it to the Administration ECL and grant the rights you want users to have.
  - The rights will flow down during next refresh
  - This helps to reduce helpdesk calls about the ECL prompt

# Two-Minute Drills for Notes



# Two-Minute Drills for Notes



- Port Compression
  - This is a great feature to reduce bandwidth usage
  - Almost no one we see uses it!!
    - Or only has it setup half-way
  - It's dead simple to setup
  - Requires change on the server and in the desktop policy to push out

# Two-Minute Drills for Notes



- Port Compression – client enable
  - Desktop policy
  - Preferences – Network Ports
  - Push out to clients, takes effect on next restart

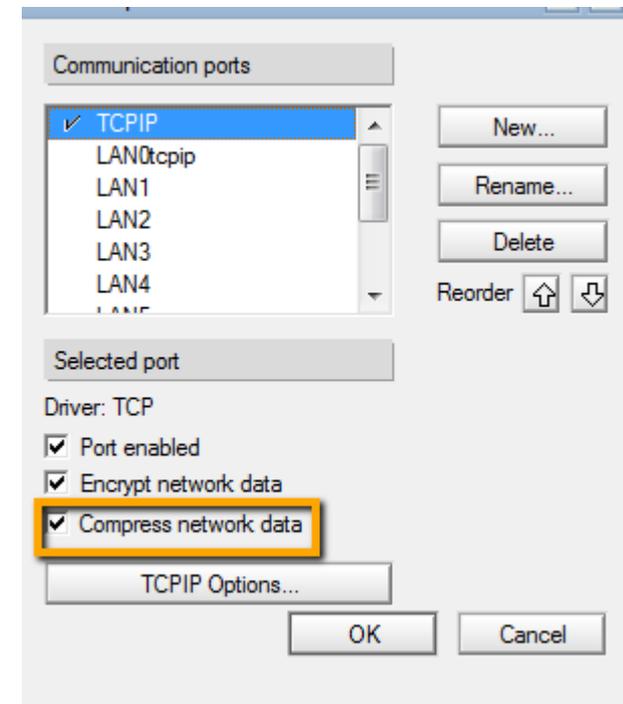
A screenshot of the Windows Network Port Settings control panel window. The 'Network Ports' tab is selected. The 'Compression' section is expanded, showing a table of settings for different protocols. The 'TCP' row is highlighted with a yellow border. The 'Compression' dropdown for TCP is set to 'Compress'. The 'How to apply this setting:' dropdown is set to 'Set value and prevent changes'. The 'Inherit from parent policy:' checkbox is unchecked, and the 'Enforce in child policies:' checkbox is also unchecked.

Network Port Settings	Compression	How to apply this setting:	Inherit from parent policy:	Enforce in child policies:
NETBIOS	☐ ▾	Don't set value ▾	<input type="checkbox"/> Inherit	<input type="checkbox"/> Enforce
NWSPX	☐ ▾	Don't set value ▾	<input type="checkbox"/> Inherit	<input type="checkbox"/> Enforce
TCP	☐ Compress ▾	Set value and prevent changes ▾	<input type="checkbox"/> Inherit	<input type="checkbox"/> Enforce
XPC	☐ ▾	Don't set value ▾	<input type="checkbox"/> Inherit	<input type="checkbox"/> Enforce

# Two-Minute Drills for Notes



- Port Compression – enable on the server
  - In the Admin client
  - Server tab
  - Tools – Ports - Setup
  - Enable “Compress network data”
  - Restart server or the port



# Two-Minute Drills for Notes



## DEMO

# Port Compression Configuration

# Two-Minute Drills



- Notes
- **Domino**
- Quickr
- Sametime
- Connections

# Two-Minute Drills for Domino

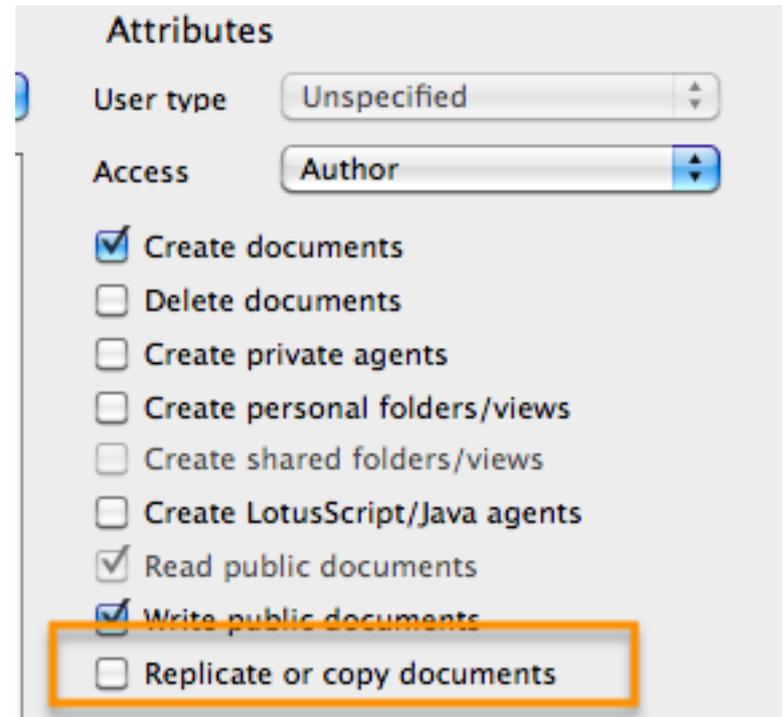


- Prevent replication of system databases
  - Domino directory may have been replicated locally in previous releases
  - User still has local replica and replicates occasionally
  - Deletions appear back on the server after user replicates
  - This is a “bad thing”

# Two-Minute Drills for Domino



- Prevent replication
  - Disable the option to “Replicate or copy documents”
  - Prevents users from replicating bad data back to server



# Two-Minute Drills for Domino



- Orphaned mail files
  - Mail files for old users still on the server
  - Sched task errors
- Caused by:
  - Adminp doesn't finish or the request is accidentally denied
  - Cluster db left behind

Tweetable moment:  
Find orphaned mail  
files  
#paclug #plug05

# Two-Minute Drills for Domino



- Orphaned Mail File
  - Application that contains an agent and views to monitor the mail server
  - Looks through the specified folder – usually “mail”
  - Takes the mail file owner and does a search against the Domino directory
  - Marks any database that has a owner not listed as orphan

# Two-Minute Drills for Domino



DEMO

Orphaned Mail Files

# Two-Minute Drills for Domino



- New compact task options
  - New in 8.5.2
  - Make life much easier for ODS upgrades and regular maintenance
  - Shorten maintenance windows
  - Work on partial sets of databases
    - Skip previously processed dbs

# Two-Minute Drills for Domino



- New Compact Options
  - Enabled with notes.ini parameter
    - DEBUG\_ENABLE\_COMPACT\_8\_5=1
  - Submit “load compact -?” to see new options

```
-W nn Only compact databases which haven't been compacted successfully
      in last nn days.
-w Exclude system databases (e.g. log.nsf, names.nsf).
-X nn Limit each database compaction to no more than nn minutes.
      (applies to in-place compaction only)
-x nn Limit total compaction time to no more than nn minutes.
-Y Recurse through subdirectories (default).
-y Do not recurse through subdirectories.
-ZU Enable Use LZ1 compression for attachments database property. (Use -C with -ZU to compress existing attachments using LZ1.)
-0 Process NSFDB2 databases only. This will ignore NSF databases
      and is to be used with other switches.
-* Include *.ntf and *.box when processing a directory
-# nn Execute up to nn compactions in parallel using different threads.
-ODS Perform a copy-style compact only if the current ODS is less than desired default ODS.
```

New in 8.5.2

# Two-Minute Drills for Domino



- Compact Options

- New options allow you to perform more granular compacts

Tweetable moment:  
Compact -ods upgrades only the NSFs that aren't at ODS51  
#paclug #plug05

- Skip system databases that are open
- Process databases once per week
- Upgrade ODS for only databases that need it
- Run multiple compact threads (if hardware will support this)
- Limit compact time per database or session

# Two-Minute Drills for Domino



- Compact options - Examples
  - Load compact -W 7 -w -x 240
    - Compacts databases not successfully compacted in the last 7 days, skips system dbs and will stop after 4 hours
  - Load compact -w -X 30 -x 720 -# 2
    - Compact skips system dbs, limits compact to 30 minutes per database, total 6 hours and runs 2 threads

# Two-Minute Drills for Domino



- Creating database copies or replicas from the server console
  - Notes.ini setting Cluster\_Admin\_On=1
  - Can be set on any Domino server, not just clusters
  - Allows you to create a replica or database copy using a console command
  - Maintains security model, so server must have proper rights on target server if different

# Two-Minute Drills for Domino



- Creating database copies or replicas from the server console
- Console command
  - `CL COPY sourceserver!!sourcedb.nsf targetserver!!targetdb.nsf`
  - Creates a non-replica copy on target server
  - Can be used to create copies on same server, just drop the server references

# Two-Minute Drills for Domino



- Creating database copies or replicas from the server console
- `CL COPY sourcesvr!!db1.nsf targetsvr!!db2.nsf REPLICA`
  - Create replica on target svr
- `CL COPY sourcesvr!!db1.nsf targetsvr!!db2.nsf TEMPLATE`
  - Creates design only copy on target server

# Two-Minute Drills for Domino



- Fault Reports
  - Collect client and server fault information
  - Can group crashes to help admins focus on issues affecting the most users
  - Isn't always setup to analyze properly
  - A server needs to be configured to run the analysis task on the collection database(s).

# Two-Minute Drills for Domino



- Fault Reports
  - Configure collection in desktop policy

**Desktop Settings**

Dial-up Connections | Accounts | Name Servers | SSL | Applet Security | Proxies | Mail | Preferences | Comments | Diagnostics | Custom Settings | Administration

Diagnostic Collection Options		How to apply this setting:	Inherit from parent policy:	Enforce in child policies:
Mail-in Database for diagnostic reports:	Notes Domino Fault Reports	<input type="checkbox"/> Don't set value	<input type="checkbox"/> Inherit	<input type="checkbox"/> Enforce
Prompt user to send diagnostic report:	No	<input type="checkbox"/> Don't set value	<input type="checkbox"/> Inherit	<input type="checkbox"/> Enforce
Prompt user for comments:	Yes	<input type="checkbox"/> Don't set value	<input type="checkbox"/> Inherit	<input type="checkbox"/> Enforce
Maximum size of diagnostic message including attachments (in MB):	5	<input type="checkbox"/> Don't set value	<input type="checkbox"/> Inherit	<input type="checkbox"/> Enforce
Maximum size of NSD output to attach (in MB):	2	<input type="checkbox"/> Don't set value	<input type="checkbox"/> Inherit	<input type="checkbox"/> Enforce
Maximum amount of console output file to attach (in KB):	10240	<input type="checkbox"/> Don't set value	<input type="checkbox"/> Inherit	<input type="checkbox"/> Enforce
Diagnostic file patterns:		<input type="checkbox"/> Don't set value	<input type="checkbox"/> Inherit	<input type="checkbox"/> Enforce
Remove diagnostic files after a specified number of days:	Yes	<input type="checkbox"/> Don't set value	<input type="checkbox"/> Inherit	<input type="checkbox"/> Enforce
Number of days to keep diagnostic files:	90	<input type="checkbox"/> Don't set value	<input type="checkbox"/> Inherit	<input type="checkbox"/> Enforce

# Two-Minute Drills for Domino



- Fault Reports
  - Server is configured in configuration doc

**Configuration Settings : DomThoughts/GBSBLOGS**

Basics | Security | Client Upgrade | Router/SMTP | MIME | NOTES.INI Settings | Lotus iNotes | IMAP | SNMP | Activity Logging | Diagnostics | Ad

**Diagnostic Collection Options**

Mail-in Database for diagnostic reports:

Maximum size of diagnostic message including attachments (in MB):

Maximum size of NSD output to attach (in MB):

Maximum amount of console output file to attach (in KB):

Diagnostic file patterns:

Remove diagnostic files after a specified number of days:

**Fault Analyzer**

Run FaultAnalyzer on Fault DBs on this server:

Run Fault Analyzer on:

Databases to run fault analyzer against:

Remove attachments from duplicate faults:

# Two-Minute Drills for Domino



- Defining when off-hours tasks run
  - ServerTasksAt?
  - Default tasks – design, compact, updall, statlog
  - What if your server is regularly down for those times?
    - Backup server or other role
  - What does the log.nsf look like?
    - Are there docs older than you expect?

# Two-Minute Drills for Domino



- Defining when off-hours tasks run
  - Make sure that the default times work for your server's schedule
  - Edit the notes.ini and change the times
  - Move them around to suit your needs

```
su coning servertasksat  
SERVERTASKSAT1=Catalog,Design  
SERVERTASKSAT2=UpdAll  
SERVERTASKSAT5=Statlog
```

# Two-Minute Drills for Domino



- Defining when off-hours tasks run
  - If it doesn't need to run daily, use a program document (Design?)

Program: **design**

Basics | Administration

Basics		Schedule	
Program name:	design	Enabled/disabled:	Enabled
Command line:		Run at times:	04:00 AM each day
Server to run on:	DomThoughts/GBSBLOGS	Repeat interval of:	0 minutes
Comments:	Weekly design	Days of week:	Sun

# Two-Minute Drills for Domino



- If your server is regularly down at 4am..
  - The log.nsf will not purge old documents
  - Default is to purge docs older than 7 days
  - Purge is done at 4am daily
  - Add LOG\_PURGE\_HOUR=
  - Value is hour the purge should run (0-24)
  - Avoid times when workload is high (agents)
  - Takes effect after server restart

# Two-Minute Drills for Domino



- Moving mail files for iNotes users
  - Adminp doesn't process past the “Replace Mail File Fields” step without intervention
  - This makes admins sad since manual intervention (Notes client two-step) is needed
  - Mail file move fails and causes problems for iNotes users down the road.



# Two-Minute Drills for Domino



- Moving mail files for iNotes users
- Added ability in 8.0 to allow iNotes users to complete the process
- Requires Notes.ini parameter:  
AdminP\_MoveMail\_Completion\_Override=
  - 0= Default, only web users will trigger the progress
  - 1= Any iNotes user who has connected to their mail file one or more times will trigger

# Two-Minute Drills for Domino



- Moving mail files for iNotes users
  - 2= Any iNotes, connected 1+ times to iNotes and never used Notes will trigger
  - 3= Any user will be the trigger, Notes or iNotes
  - Using this option with users of both iNotes and Notes can result in problems if the old file is deleted before the Notes client is update.
    - Increase length of time old replica is kept

# Two-Minute Drills for Domino



- **Server Access for Internet Ports**
  - Domino has been able to restrict NRPC access using Deny lists for a long time
  - Internet ports were still open for users whose Domino directory entries weren't removed promptly.
  - Many admins still don't know that this option has existed since Domino 7
  - This option forces Internet ports (HTTP, LDAP, etc) to follow access settings used by NRPC

# Two-Minute Drills for Domino



- Server Access for Internet Ports
  - Set in server document, Ports – Internet Ports
  - Enable for each protocol as needed
  - Restart the task for the change to take effect

A screenshot of the Domino server configuration interface. At the top, there is a navigation bar with tabs for 'Web', 'Directory', 'Mail', 'DIIOIP', 'Remote Debug Manager', and 'S'. The 'Web' tab is selected, and the sub-tab '(HTTP/HTTPS)' is active. Below this, there are several configuration fields: 'TCP/IP port number:' is set to '80', 'TCP/IP port status:' is set to 'Enabled', and 'Enforce server access settings:' is set to 'Yes'. The 'Enforce server access settings:' field is highlighted with a yellow border.

# Two-Minute Drills for Domino



- Favorite quick monitoring tip
  - Event Handler for text
  - Searches for any text string on the console and reports it
  - Useful for the one-off requirement or monitoring for a regular occurrence
  - Event task must be running

# Two-Minute Drills for Domino



DEMO

Event Handler

# Two-Minute Drills



- Notes
- Domino
- **Quickr**
- Sametime
- Connections

# Two-Minute Drills for Quickr



- Quickr 8.2 Entry Places
  - Personal file storage
  - Created using an XML file created manually
  - Automate it with an agent
  - Grabs the internet address for people in the Domino directory and builds the XML for selected or all in the directory
  - Take XML file and run qptool command:
    - Load `qptool createentryplace -i quickrentry.xml`

# Two-Minute Drills for Domino



DEMO

Create Quickr Entry Places

# Two-Minute Drills



- Notes
- Domino
- Quickr
- **Sametime**
- Connections

# Two-Minute Drills for Sametime



- Sametime WAS configuration backup
  - Periodically backup the WAS configurations
  - A batch file zips up relevant files
  - Run the backupConfig.bat or .sh file as needed for each WAS profile
    - Console
    - Meetings
    - Gateway
    - Proxy

# Two-Minute Drills for Sametime



- Sametime WAS configuration backup
  - Command line tool
  - Save user and password in `properties\ipc.client.props`
    - Password can be encoded
    - Alternate is command line entry of password
  - Can be scheduled using task scheduler
  - Also works for Connections!



# Two-Minute Drills for Sametime

- Sametime WAS configuration backup

```
Command Prompt
C:\IBM\WebSphere\AppServer\profiles\STSCAppProfile\bin>backupConfig.bat c:\install\SCSC_config_backup.zip -nostop -profileName STSCAppProfile
ADMU0116I: Tool information is being logged in file
           C:\IBM\WebSphere\AppServer\profiles\STSCAppProfile\logs\backupConfig.
log
ADMU0128I: Starting tool with the STSCAppProfile profile
ADMU5001I: Backing up config directory
           C:\IBM\WebSphere\AppServer\profiles\STSCAppProfile\config to file
           C:\Install\SCSC_config_backup.zip
.....
ADMU5002I: 897 files successfully backed up
C:\IBM\WebSphere\AppServer\profiles\STSCAppProfile\bin>
```

# Two-Minute Drills



- Notes
- Domino
- Quickr
- Sametime
- **Connections**

# Two-Minute Drills for Connections



- Connections 2.5 and IE8
  - Not supported browser
  - Support starts with Connections 3.0x
  - Requires edit to httpd.conf on HTTP Server
  - Add after the LoadModule lines:

```
Header set X-UA-Compatible "IE=EmulateIE7"
```

- Use the <Location> directive if HTTP server is serving more than just Connections or to limit which apps are compatible

# Two-Minute Drills for Connections



- Scheduling TDI jobs
  - TDI manages user data sync between LDAP and Connections
    - Adds new users
    - Job titles, name changes, phone numbers, etc.
  - Scheduling the TDI jobs makes user management, a “set it and forget it” task

# Two-Minute Drills for Connections



- Scheduling TDI jobs
  - Jobs that can be scheduled
    - sync\_all\_dns.bat
      - Collects new users and updated user info
    - mark\_managers.bat
      - Updates manager relationships
  - Schedule depending on your need
    - Sometimes once a day is enough
    - Could be more frequently depending on number of changes or geography

# Two-Minute Drills for Connections



- Scheduling TDI jobs
  - Use the scheduler for your OS
    - Task scheduler in Windows
    - Cron in \*nix
  - Best if off hours can be used to avoid possible performance hits
    - If known large batch is coming, perhaps process it manually

# Two-Minute Drills for Connections



DEMO

TDI Job Scheduling

# Two-Minute Drills



- Two-minute drills make regular tasks easily repeatable
  - You can also automate or delegate to others
  - Frees up the admin to do more interesting things
- Take-aways will be posted on my site:
  - <http://dominothoughts.com/DomThoughts/DomThoughts.nsf/dx/paclug-downloads.htm>

# Two-Minute Drills



- Other resources
  - FAQ's template – Open NTF Discussion
    - <http://www.openntf.org/internal/home.nsf/project.xsp?action=openDocument&name=Discussion%20Next%20Gen>

# Contact Me



- [ted.hardenburgh@gbs.com](mailto:ted.hardenburgh@gbs.com)
- Twitter - @thardenb
- BleedYellow IM
- Skype - ted.hardenburgh



Thank You!

Twitter Hashtags: #PLUG05 #PACLUG