



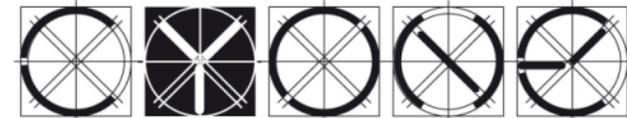
Useful Hacks for Domino Administrators

Marianna Tomasatti – GT Tech

Roberto Boccadoro – ELD Engineering



PREEMPTIVE.



About us



Marianna Tomasatti

Working with Domino since 1997

Lots of experience as System and Domino Administrator



Roberto Boccadoro

Former Lotus / IBMer

Working with Lotus/IBM/HCL Collaboration since 1994

Many years experience with Domino, Sametime, Connections, Docs and other HCL products

HCL Ambassador

OpenNTF Director

What will we talk about

- How many times has a Domino Administrator needed a Domino developer to solve a simple need?
- Maybe with a few clicks and a little ingenuity, the result could be achieved anyway by a non-developer.
- In this session we will show you some ideas to make life easier for you and your users!
- We will see how to modify templates, build agents and use some unusual Domino features to achieve some useful results.

Unfortunately is at the same time of our session, but you should also check Gab Davis session:

MES 101 - 30+ Tips To Delight Your Domino Admin

Questions

- Please ask your questions using the question pane, if we have time we will answer in the session, otherwise we will collect them and will do a blog post with the answers on Roberto's site
- <http://www.robertoboccardo.com>

Disclaimer (not the usual HCL one)

- What we are going to describe has been tested (by us) and works fine, but in any case we cannot guarantee against any “side effects” in your Systems or Domino environment
- Use at your own risk 😁

Agenda

- “Need Designer” or other tools hacks
- Out of the box features you may not know

“Need Designer” or other tools Hacks



- Use Microsoft Edge in Internet Explorer mode
- Kill Return Receipts
- Move user to another server
- Change a mail archive from “archive” to “mail” using Lotuscript
- Reply to sender using an agent instead than OOO
- Create a custom view in Names with only the information you need

Use Microsoft Edge in Internet Explorer mode

Some customers use the Internet Explorer 11 browser (with ActiveX) to access iNotes webmail because the attachment view is better for the users

Issue

Internet Explorer 11 has been retired and is out of support since June 15, 2022.

Link

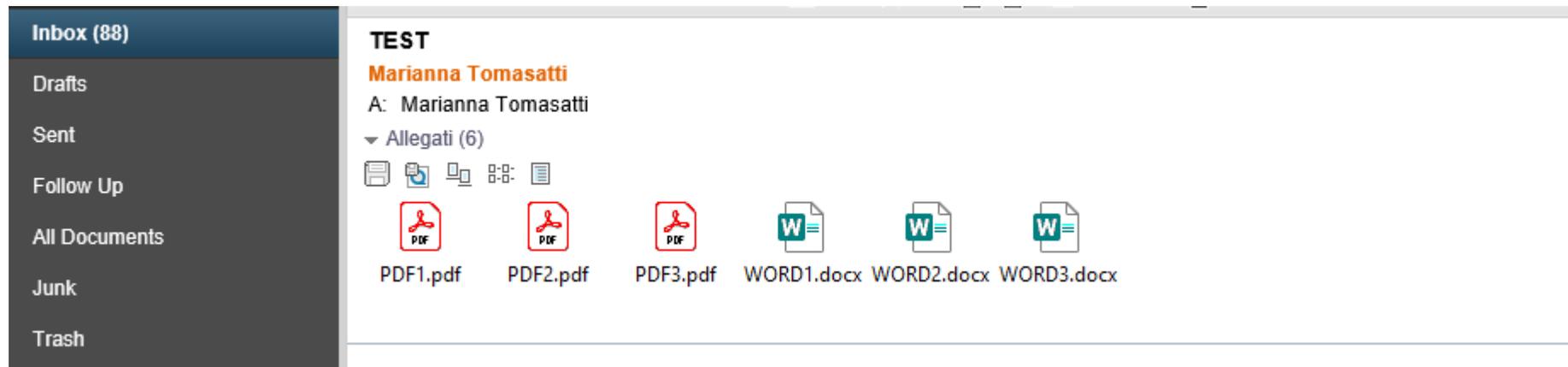
<https://learn.microsoft.com/en-us/lifecycle/announcements/internet-explorer-11-end-of-support>

<https://learn.microsoft.com/en-us/lifecycle/faq/internet-explorer-microsoft-edge#what-is-the-lifecycle-policy-for-internet-explorer->

Actual Scenario

Microsoft Internet Explorer

View Attachment via ActiveX

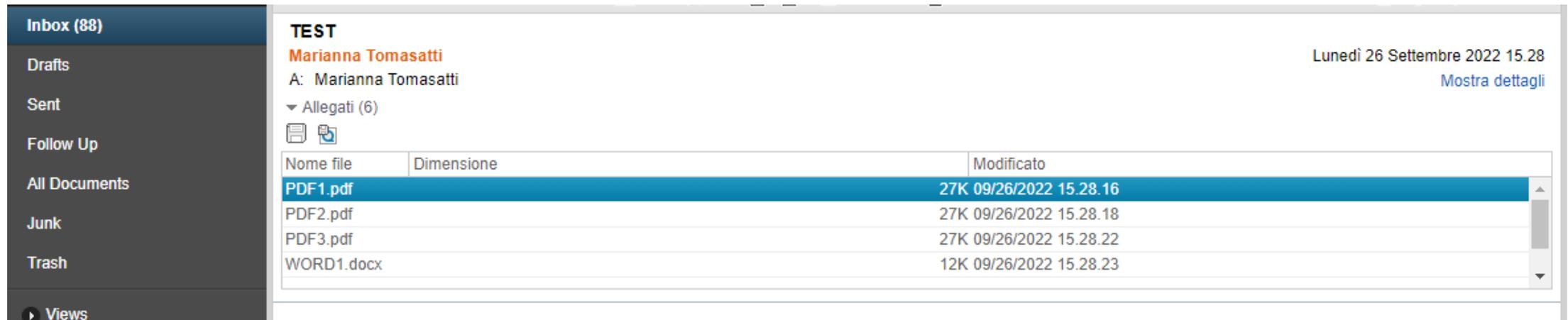


Actual Scenario

Microsoft Edge

View Attachment

In the list of attachments you can see 4 files out of 6 and then we have to scroll down



Inbox (88)

Drafts

Sent

Follow Up

All Documents

Junk

Trash

Views

TEST

Marianna Tomasatti

A: Marianna Tomasatti

Lunedì 26 Settembre 2022 15.28

[Mostra dettagli](#)

Allegati (6)

Nome file	Dimensione	Modificato
PDF1.pdf		27K 09/26/2022 15.28.16
PDF2.pdf		27K 09/26/2022 15.28.18
PDF3.pdf		27K 09/26/2022 15.28.22
WORD1.docx		12K 09/26/2022 15.28.23

Requirements and link

- Microsoft Internet Explorer 11
- Microsoft Edge last release
- MS Enterprise Site List Manager (free download)

<https://learn.microsoft.com/en-us/internet-explorer/ie11-deploy-guide/use-the-enterprise-mode-site-list-manager>

<https://www.microsoft.com/en-us/download/details.aspx?id=49974>

- AD group policy management template

<https://www.microsoft.com/en-us/edge/business/download>

Looking for an older version of Edge?

The Windows platform downloads apply to all supported client and server releases of Windows. [Learn more](#) about supported Windows releases.

Microsoft Edge follows the Modern Lifecycle policy. [Learn more](#) about supported Microsoft Edge for business releases.

Select channel/version

Stable 105

Select build

105.0.1343.53

Select platform

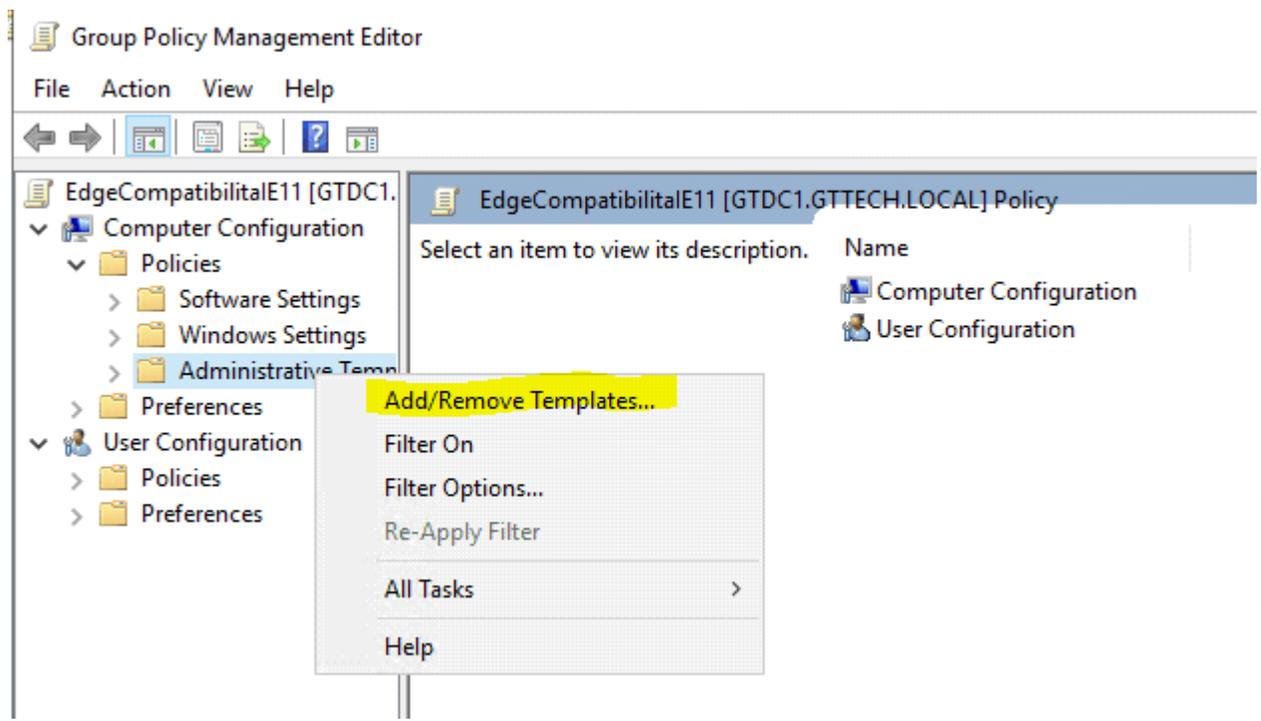
Windows 64-bit

Estimated file size: 131 MB

Download

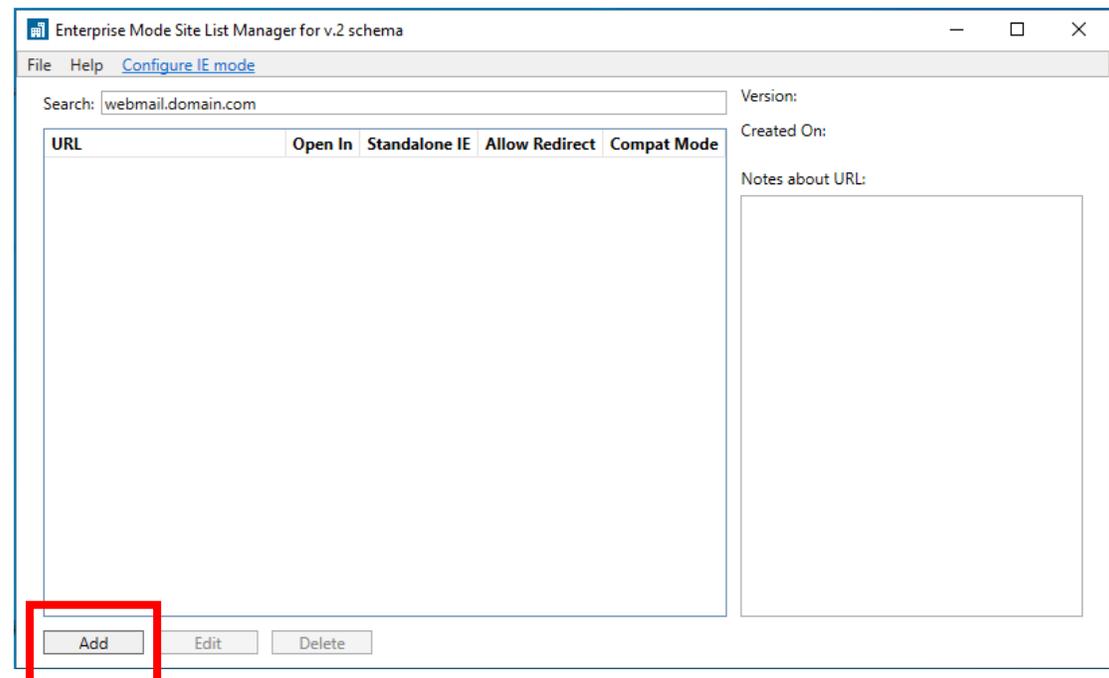
↓ Get policy files

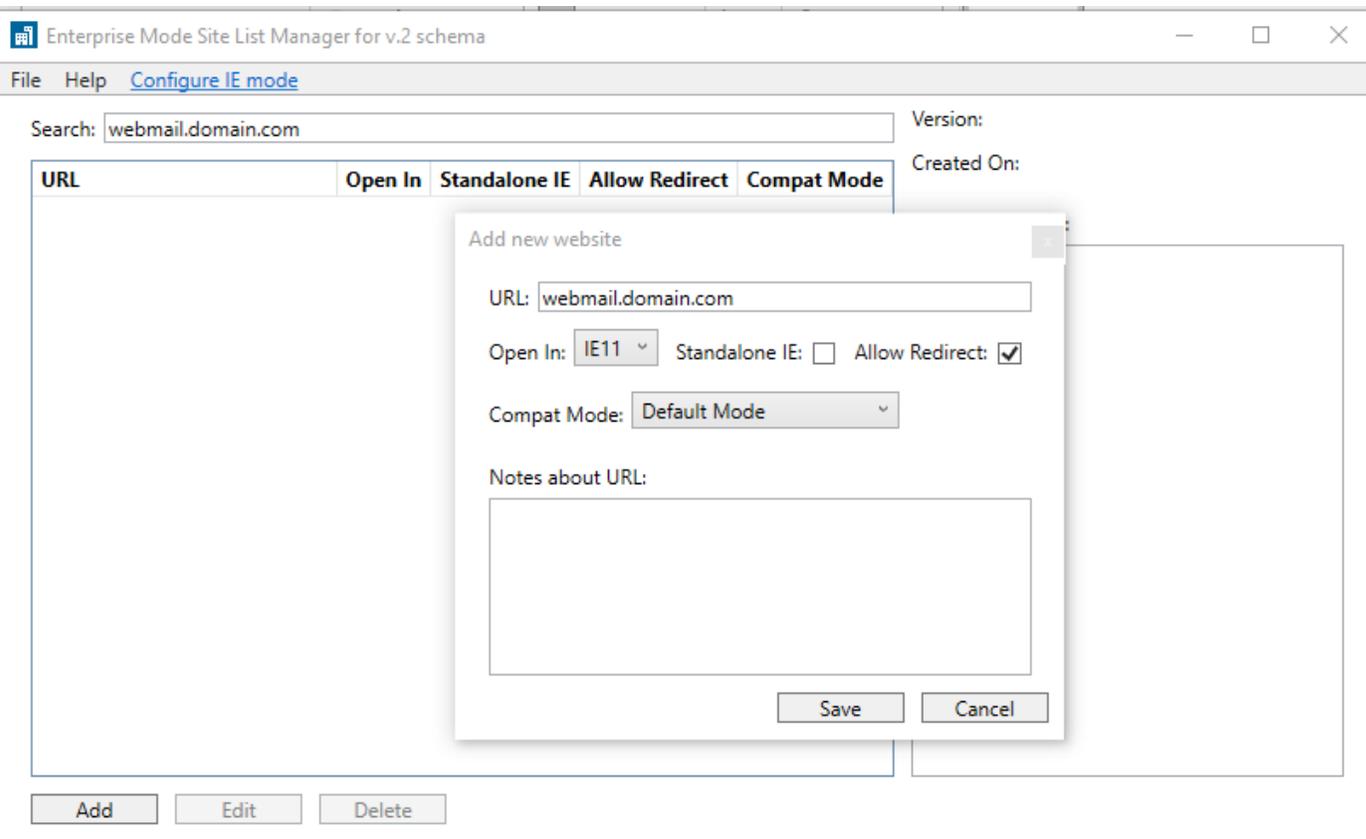
In this session, we will see how to modify the single computer local policy. It is possible to apply similar procedure via Active Directory policy.



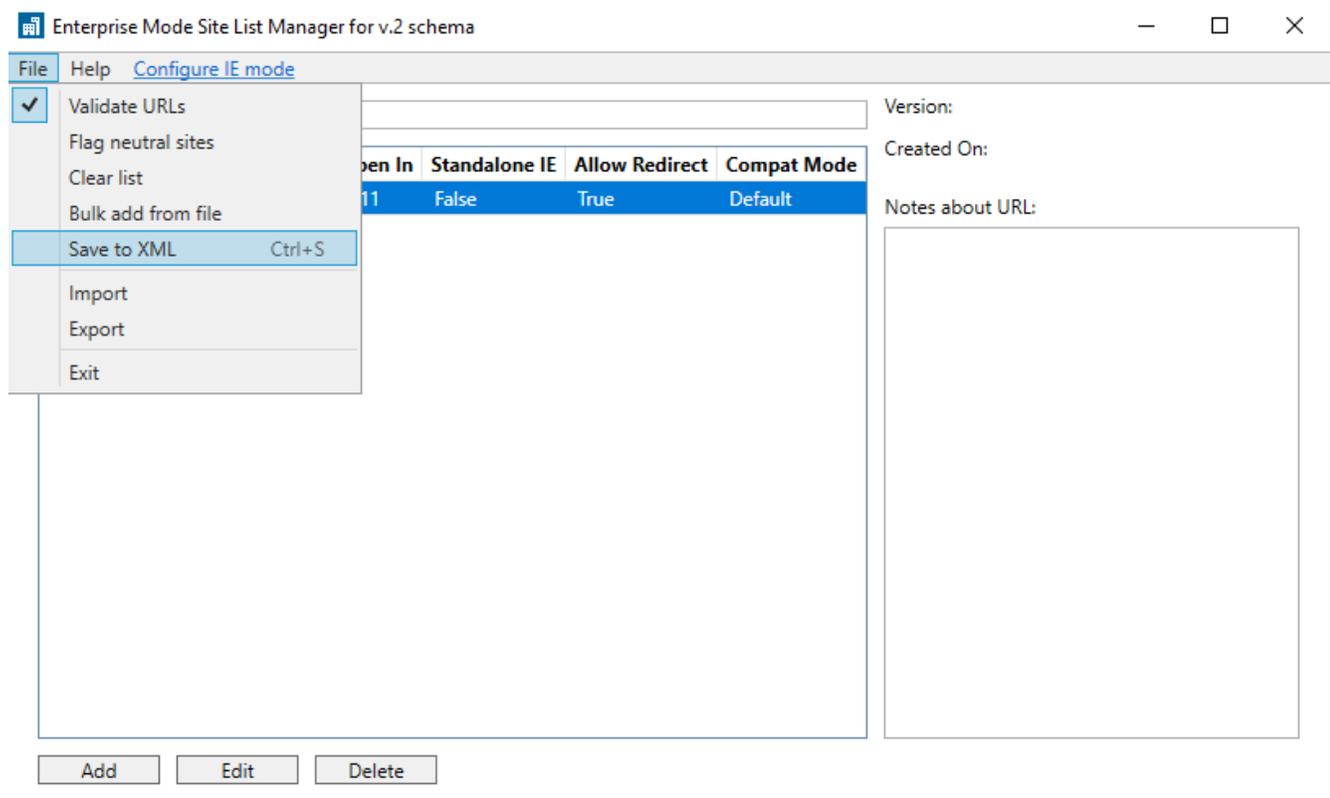
Run gpedit.msc
Expand Computer configuration ->
Policies -> Administrative templates
Import the **msedge.adm** template in
the Operating System language

Install MS ENTERPRISE SITE LIST MANAGER





- URL: the url of the website. No need to add http:// or https://
- Check the flag “Allow redirect”
- Click on “save”



File- > Save to XML

The XML file contains the list of the sites to show IE11 mode and will be used in the policy.

Create a folder (local for local settings, on a network share for AD policy)

Share the folder with read permission for Everyone.

Save the file there

Now we can create the policies.

Policy

EdgeCompatibilityIE11			
Data collected on: 09/09/2022 17:04:44			
Computer Configuration (Enabled)			
Policies			
Administrative Templates			
Policy definitions (ADMX files) retrieved from the central store.			
Microsoft Edge			
	Policy	Setting	Comment
1	Configure Internet Explorer integration	Enabled	
	Configure Internet Explorer integration		Internet Explorer mode
2	Policy	Setting	Comment
	Configure the Enterprise Mode Site List	Enabled	
	Configure the Enterprise Mode Site List		\\[REDACTED]\XMLEdge\IE11Edge.xml
3	Policy	Setting	Comment
	Send all intranet sites to Internet Explorer	Enabled	
Windows Components/File Explorer			
4	Policy	Setting	Comment
	Set a default associations configuration file	Enabled	
	Default Associations Configuration File		\\[REDACTED]\XMLEdge\MSEdgeDefaultBrowser.xml
Windows Components/Internet Explorer			
5	Policy	Setting	Comment
	Configure which channel of Microsoft Edge to use for opening redirected sites	Enabled	
	First choice		Microsoft Edge Stable
	Second choice		Microsoft Edge Beta version 77 or later
	Third choice		Microsoft Edge Dev version 77 or later
6	Policy	Setting	Comment
	Send all sites not included in the Enterprise Mode Site List to Microsoft Edge.	Enabled	
7	Use the Enterprise Mode IE website list	Enabled	
	Type the location (URL) of your Enterprise Mode IE website list		\\[REDACTED]\XMLEdge\IE11Edge.xml

Policy

Policy 1

Computer Configuration
 Administrative Templates
 Classic Administrative Templates (ADM)
 Microsoft Edge
 Configure Internet Explorer Integration
 Enabled – Internet Explorer Mode

Policy 2

Computer Configuration
 Administrative Templates
 Classic Administrative Templates (ADM)
 Microsoft Edge
 Configure The Enterprise Mode site List
 Enabled – path to XML file

Policy 3

Computer Configuration
 Administrative Templates
 Classic Administrative Templates (ADM)
 Microsoft Edge
 Send all intranet sites to Internet Explorer
 Enabled

Policy 4 and 5 are not mandatory

Policy 6

Computer Configuration
 Administrative Templates
 Windows Components
 Internet Explorer
 Send all sites not included in the Enterprise Mode Site List to Microsoft Edge
 Enabled

Policy 7

Computer Configuration
 Administrative Templates
 Windows Components
 Internet Explorer
 Use the Enterprise Mode IE webiste list
 Enabled – path to XML file

After policy creation, restart the PC or use «gpupdate /force» command
Final Result below – View Attachment with Ms Edge in IE 11 Mode

The screenshot displays the Microsoft Edge browser interface in Internet Explorer 11 mode. The address bar shows the URL 'http://mail.hcl.com/owa/Posta-Inbox.aspx?TEST'. The main content area shows an email from Marianna Tomasatti with the subject 'TEST'. The email body contains the text 'TEST' and a list of six attachments: PDF1.pdf, PDF2.pdf, PDF3.pdf, WORD1.docx, WORD2.docx, and WORD3.docx. The bottom of the page shows the text 'TEST' followed by a long string of '(See attached file: ...)' for each attachment. The right-hand side of the browser shows the 'More' menu, which is open, displaying various options such as 'Zoom', 'Preferiti', 'Raccolte', 'Cronologia', 'Download', 'App', 'Games', 'Estensioni', 'Microsoft Rewards', 'Prestazioni', 'Stampa', 'Acquisisci schermata Web', 'Selezione Web', 'Condividi', 'Trova nella pagina', 'Leggi ad alta voce', 'Esci dalla modalità Internet Explorer', 'Altri strumenti', 'Impostazioni', 'Guida e feedback', and 'Chiudi Microsoft Edge'. A red arrow points to the 'Chiudi Microsoft Edge' option at the bottom of the menu.

For Acrobat Reader

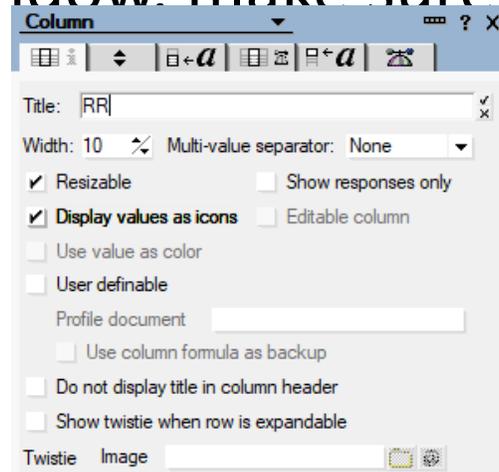
Change Acrobat Reader Preferences (if you cannot open a PDF file attached to the mail)

- Open Acrobat Reader
- Edit – Preferences
- Advanced Protection
 - Uncheck «Enable protected mode at startup»
 - Uncheck «Enable advanced protection»

Kill Return Receipts

- Don't you hate RR ? Especially when people send ALL the email with a RR, also the Xmas greetings ?
- Or you just don't want the sender to know you've read the email
- A simple modification to the Inbox folder and a very simple agent will help you

- In Designer, open the (\$Inbox folder)
before make a copy of it for security reason
- Right-click on the “Who” column and select “Insert new column”
- Double-click on the new column you just created and type in a Title, e.g. RR
- In the column properties window, make sure the option "Display values as icons" is checked.

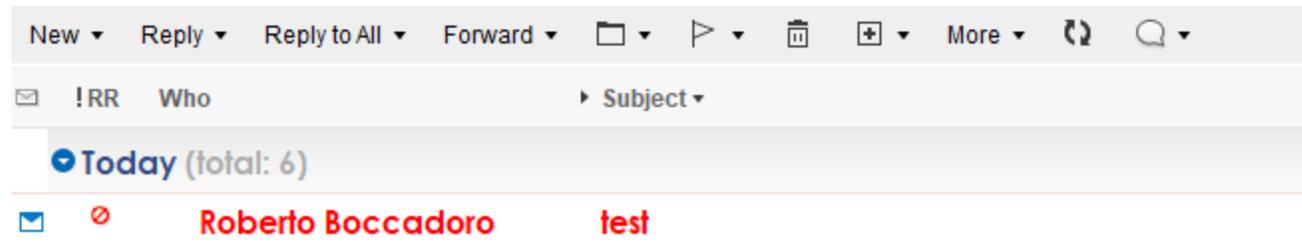


- In the Display options for the view, click on Formula and enter the following code: `@If(ReturnReceipt="1";80;"")`

	0	10	20	30	40	50	60	70	80	90	100	110	120	130	140	150	160	170	180	190	200	210	
0																							
1																							
2																							
3																							
4																							
5																							
6																							
7																							
8																							
9																							

https://help.hcltechsw.com/dom_designer/12.0.0/basic/H_ABOUT_DISPLAYING_AN_ICON_IN_A_COLUMN.html

- Now open your inbox, you will see something like this



The agent

- Create a new agent in your mailfile, give it a name e.g. KillRR and select Formula as Type

Use this formula:

```
FIELD ReturnReceipt:=ReturnReceipt;
```

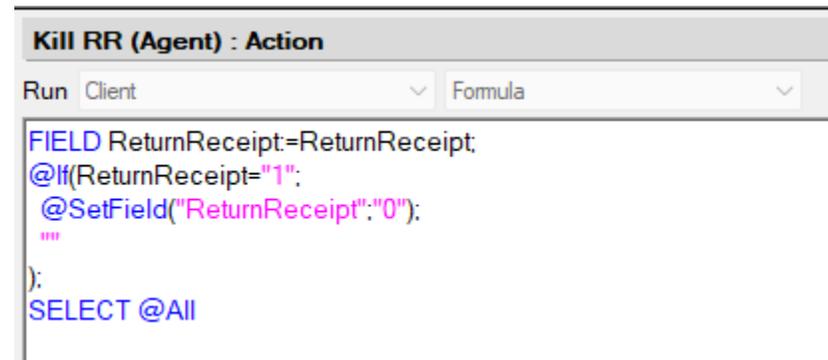
```
@If(ReturnReceipt="1";
```

```
  @SetField("ReturnReceipt";"0");
```

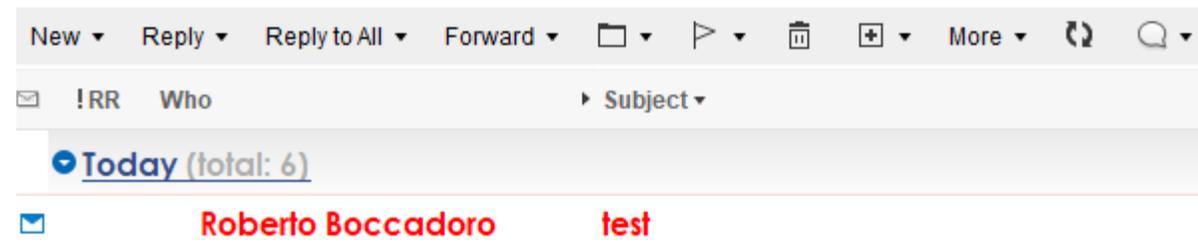
```
  ""
```

```
);
```

```
SELECT @All
```



- Go in your view, select the document with the Return Receipt and run the agent.



Do not inherit the design anymore

Database

Design is not hidden

Options

- Allow design locking
- List in Database Catalog
- Categories
- Show in 'Open Application' dialog
- Include in multi-database indexing
- Do not mark modified documents as unread
- Mark parent note on reply or forward

Inheritance

- Inherit design from master template
- Template name
- Template version is 12.0.1 (11/08/2021)
- Refresh design on admin server only
- Database file is a master template
- Template name
- List as advanced template in 'New Application' dialog
- Copy profile documents with design
- Single copy template

Multilingual Options

- Multilingual database
- Default language
- Default region
- Default sort order
- Unicode standard sorting

Database

Design is not hidden

Options

- Allow design locking
- List in Database Catalog
- Categories
- Show in 'Open Application' dialog
- Include in multi-database indexing
- Do not mark modified documents as unread
- Mark parent note on reply or forward

Inheritance

- Inherit design from master template
- Template name
- Template version is 12.0.1 (11/08/2021)
- Refresh design on admin server only
- Database file is a master template
- Template name
- List as advanced template in 'New Application' dialog
- Copy profile documents with design
- Single copy template

Multilingual Options

- Multilingual database
- Default language
- Default region
- Default sort order
- Unicode standard sorting

For iNotes is easier

Server notes.ini parameter

iNotes_WA_SendReturnReceipt

0 - Never send a return receipt

1 (Default) - Always send return receipt

2 - Display prompt giving user the option to send or not send a return receipt for individual messages

Move user to another server

- Before you move a user to another server, the AdminP process does not create a connection document to the new server in the user's address book
- How can you do this for all users ?
- Create a button that execute a Lotusscript and send it via mail to the users

- From a Domino Admin User create an email with a button that execute some LotusScript.
- Note: The user will have to trust the signer, or you can add the Admin user to all users ECI

A	Marianna Tomasatti/GTtech@GTtech,
Cc	
CCR	
Oggetto	Create Connection Document
Da	Admin/GTtech

[Click here](#)

-

- The Lotusscript code is uploaded to the OpenNTF site under «Snippets»

<https://openntf.org/XSnippets.nsf/snippet.xsp?id=create-a-connection-document-in-the-users-nab>

Main Part of the script

- Dim docnew As New notesdocument(db)
- docnew.Form="local"
- docnew.ConnectionType="0"
- docnew.Destination="CN=SERVERDOMINO/O=TEST"
- docnew.OptionalNetworkAddress="192.168.1.100"
- docnew.LanPortName="TCPIP"
- docnew.PortName="TCPIP"
- docnew.Type="Connection"
- docnew.source="*"
- docnew.connectionlocation="*"
- docnew.connectionrecordfirst="1"
- docnew.destinationdomain="*"
- docnew.cost=1
- docnew.enabled="0"

Change a mail archive from “archive” to “mail” using Lotusscript



- When a Lotus Notes database mail file shows “Archive” instead of “Mail,” you can run this code to change the design of the mailbox back to normal.
- In Lotus Notes, go to the menu “Create” → Agent.
- Close the small information window that appears. In the right pane, right combo box, select “LotusScript”. In the left pane, select “Initialize”.
- Then, in the right pane again, copy the following code between “Sub initialize” and “End sub”:
 - ```
Dim s As New NotesSession
Dim db As NotesDatabase
Set db = s.currentdatabase

Dim profColl As NotesDocumentCollection
Set profColl = db.Getprofiledoccollection("archive database profile")

If profColl.count > 0 Then
 Dim profDoc As NotesDocument
 Set profDoc = profColl.Getfirstdocument()
 Call profDoc.remove(True)
End If
```
- Close the agent and answer “Yes” when asked if you want to save it.
- Go to “Actions” → click “Untitled” . Done, the mailbox is back to a normal mailbox design.
- Go to “View” → click “Agent”. In the tab that appears, look for a line starting with “Untitled”. Right-click on it, click “Delete” and confirm. Close the tab.

# Reply to sender using an agent instead than OOO

**New Agent**

Create a new Agent.

Name: ReplyToSender

Alias:

Comment:

Type: Simple Actions

Application: Admin : \\Domino/GTtech\mail\admin.nsf

OK Cancel

**ReplyToSender (Agent) : Action**

Objects

- ReplyToSender (Agent)
  - Document Selection
  - Action

**Reply to sender**

**Edit Action** [?] [X]

Action: Reply to Sender

Send reply to:  Sender only    All recipients    Reply only once per person

Reply with the following message

This internet address will be deactivated in 6 months.  
To request information about our prices please write to sales@domain.com  
Kind Regards]

Include a copy of the document in the message

Notes will send a mail message to the sender (or all recipients) of the selected mail message.

Replace   Cancel

**ReplyToSender (Agent) : Action**

Objects

- ReplyToSender (Agent)
  - Action

**Reply to sender**

**Agent** [?] [X]

Name: ReplyToSender

Comment:

Options

- Shared    Private
- Store search in search bar menu
- Store highlights in document
- Run in background client thread

Trigger:  On event    On schedule

Before new mail arrives

Runtime

Target: Each incoming mail document

# Important

You should create this agent with a user that must be manager of the database.

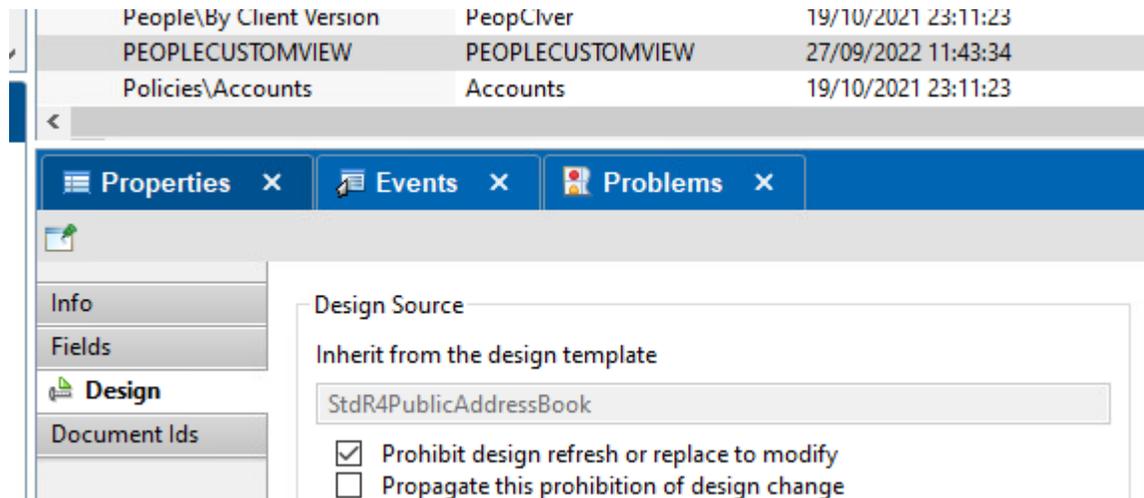
This user must be allowed to run agents.

Since the response email goes out with this user email address, you can use a generic one, e.g. [noreply@domain.com](mailto:noreply@domain.com)

This agent must be run on the SMTP server, otherwise it will not work

# Create a custom view in Names with only the information you need

- Open Domino Directory in Designer
- Copy and Paste the View People
- Rename View and Alias
- In this case the view is PEOPLECUSTOMVIEW



The screenshot shows a web browser window with three tabs: 'Home', 'test\_names.nsf - Views', and 'PEOPLECUSTOMVIEW - View'. The browser displays a table with columns: 'FirstName', 'LastName', 'Internet Address', 'Employee ID', and 'Forwarding Address'. A 'Column' configuration dialog is open over the 'FirstName' column. The dialog has a title bar 'Column' and a toolbar with icons for grid, zoom, and text. The configuration options are:

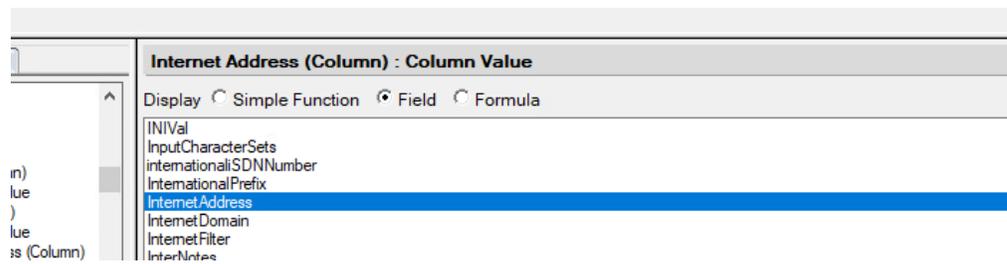
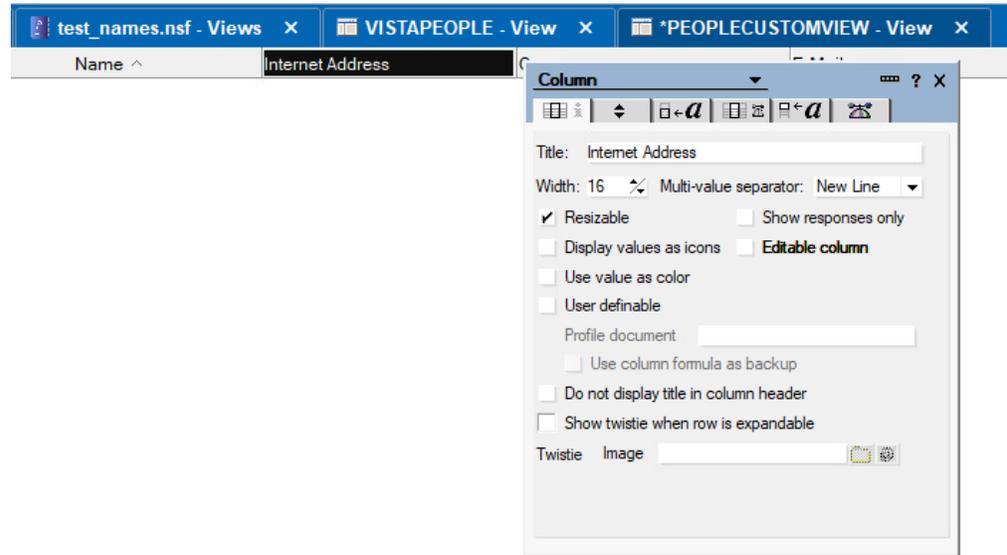
- Title:
- Width: 9
- Multi-value separator: None
- Resizable
- Show responses only
- Display values as icons
- Editable column
- Use value as color
- User definable
- Profile document:
- Use column formula as backup
- Do not display title in column header
- Show twistie when row is expandable
- Twistie Image:

At the bottom, there is a 'Reference' pane with a tree view showing the object hierarchy:

- Initialize
- Terminate
- FirstName (Column)
  - Column Value
- LastName (Column)
- Internet Address (Column)
- Employee ID (Column)
- Forwarding Address (Column)
- Add Person (Action)

The 'Reference' pane also shows a list of objects for 'FirstName (Column) : Column Value':

- Display  Simple Function  Field  Formula
- FirstName
- FixPVer
- FlagsVer
- FtRcvyCrsh
- FtRcvyHng
- FtRcvyMax
- FtRcvyMD
- FtRcvyMin

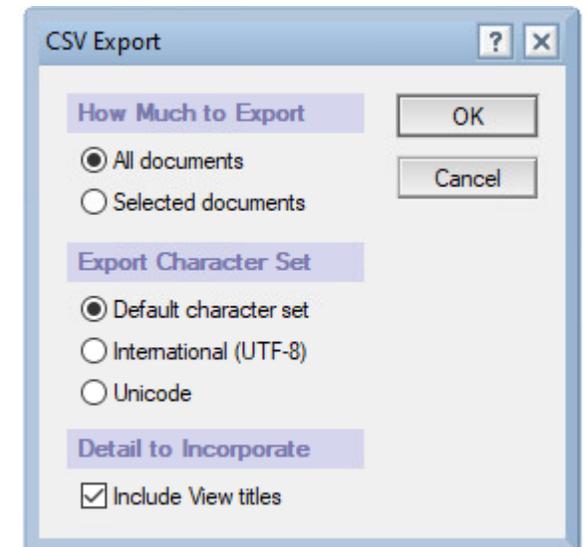
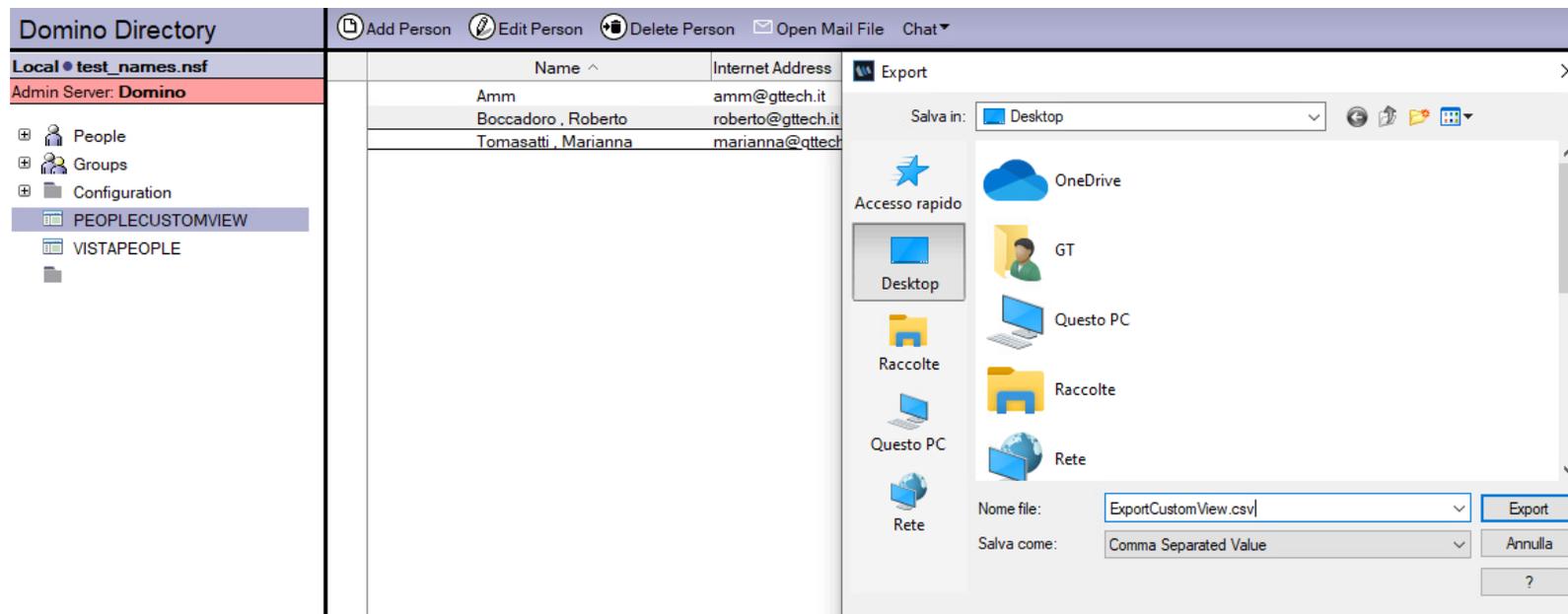


# Result

| Domino Directory            |  | Add Person  Edit Person  Delete Person  Open Mail File Chat ▾ |           |                    |               |                      |
|-----------------------------|--|---------------------------------------------------------------|-----------|--------------------|---------------|----------------------|
| Local • test_names.nsf      |  | FirstName ^                                                   | LastName  | Internet Address   | Employee ID ^ | Forwarding Address ^ |
| Admin Server: <b>Domino</b> |  | Marianna                                                      | Tomasatti | marianna@gttech.it | C0004         |                      |
| People                      |  | Roberto                                                       | Boccardo  | roberto@gttech.it  | C0003         | roberto@gttech.eu    |
| Groups                      |  |                                                               | Amm       | amm@gttech.it      | C0002         | amm@gttech.eu        |
| Configuration               |  |                                                               |           |                    |               |                      |
| PEOPLECUSTOMVIEW            |  |                                                               |           |                    |               |                      |

# Export in CSV

- From the custom view
- File – Export



## Notepad++

```
FirstName,LastName,"Internet Address","Employee ID","Forwarding Address"
Marianna,Tomasatti,marianna@gttech.it,C0004,""
Roberto,Boccardo,roberto@gttech.it,C0003,roberto@gttech.eu
","Amm,amm@gttech.it,C0002,amm@gttech.eu
```

## Ms Excel

|   | A         | B         | C                  | D           | E                  |
|---|-----------|-----------|--------------------|-------------|--------------------|
| 1 | FirstName | LastName  | Internet Address   | Employee ID | Forwarding Address |
| 2 | Marianna  | Tomasatti | marianna@gttech.it | C0004       |                    |
| 3 | Roberto   | Boccardo  | roberto@gttech.it  | C0003       | roberto@gttech.eu  |
| 4 |           | Amm       | amm@gttech.it      | C0002       | amm@gttech.eu      |
| 5 |           |           |                    |             |                    |

# Out of the box features you may not know

Many times a customer has a need, we have to find out how to solve it.

We usually find that the solution is already in Domino but is not a very known feature

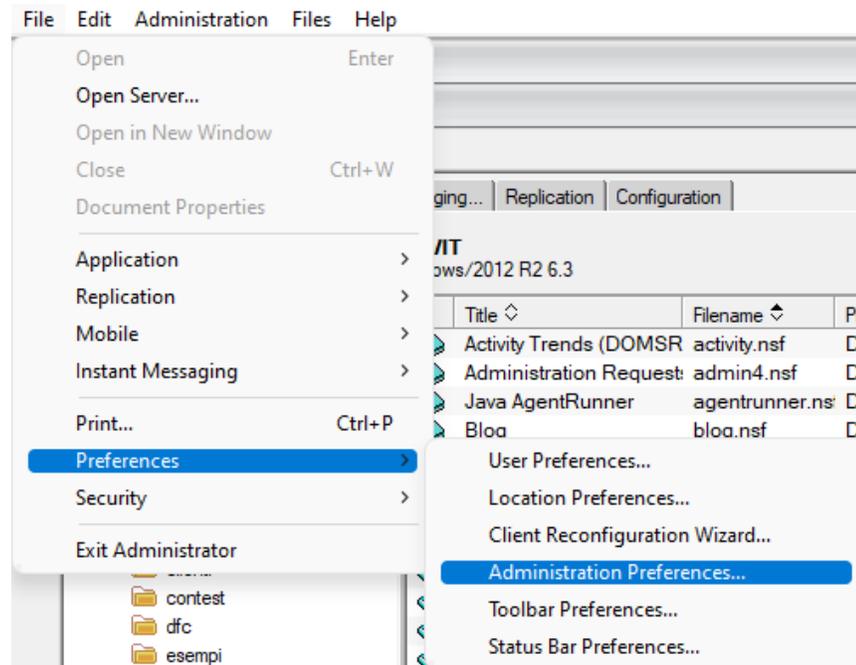
- Changing what's displayed in Domino Administrator
- Lookup for recipient address
- Domino as Passthru server for Traveler
- Limit Access to Traveler server to some users only
- Allow users to schedule mail
- Apply rules to existing mail
- Change display of date in Inbox
- Signature: New Message – Reply and Forward
- Upload dictionaries in Client data directory
- User Dictionary Location

# Changing what's displayed in Domino Administrator

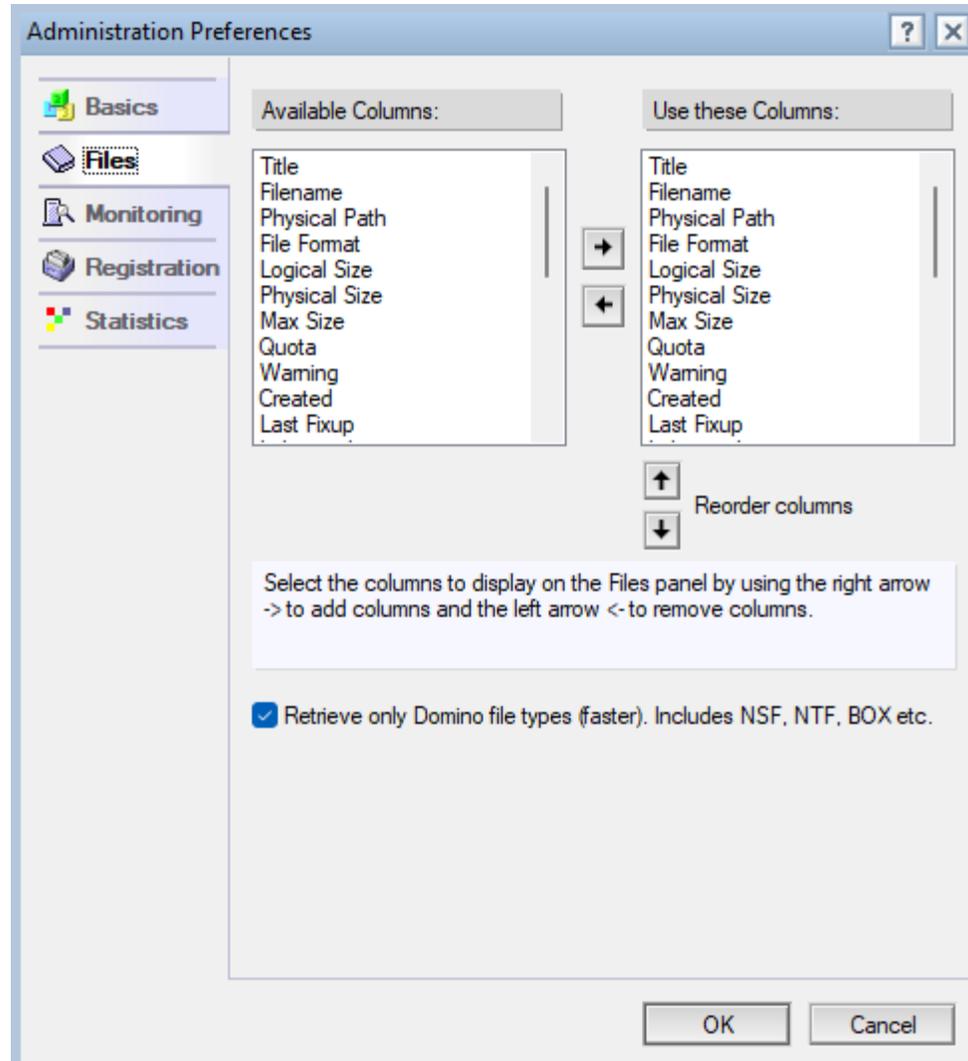
- A customer complained that he couldn't check at a glance if a mailfile was DAOS enabled or not when launching the Domino Administrator Client

| Title                   | Filename        | Physical Path        | File Format | Logical Size | Physical Size | Max Size | Quota | Warning | Created             | Last Fixup          | Is Logged | Template         | Space Used |
|-------------------------|-----------------|----------------------|-------------|--------------|---------------|----------|-------|---------|---------------------|---------------------|-----------|------------------|------------|
| Activity Trends (DOMSR) | activity.nsf    | D:\Domino\data\activ | R12 (55:0)  | 59.244.544   | 59.244.544    | No limit |       | 0       | 04/05/2018 17:42:18 | 07/09/2022 03:37:42 | No        | StdActivityTrend |            |
| Administration Request  | admin4.nsf      | D:\Domino\data\adm   | R12 (55:0)  | 6.029.312    | 6.029.312     | No limit |       | 0       | 27/03/2018 17:59:40 | 07/09/2022 13:32:05 | No        | StdR4AdminRe     |            |
| Java AgentRunner        | agentrunner.nsf | D:\Domino\data\Ager  | R12 (55:0)  | 688.128      | 688.128       | No limit |       | 0       | 09/09/1999 21:18:03 | 04/09/2022 06:01:21 | No        |                  |            |
| Blog                    | blog.nsf        | D:\Domino\data\Blog  | R12 (55:0)  | 7.602.176    | 7.602.176     | No limit |       | 0       | 31/03/2018 11:41:29 | 05/09/2022 02:18:04 | No        | StdR7Blog        |            |

- You can select what columns you want to display and the order
- Launch the Administrator client
- Go in File -> Preferences -> Administrator preferences

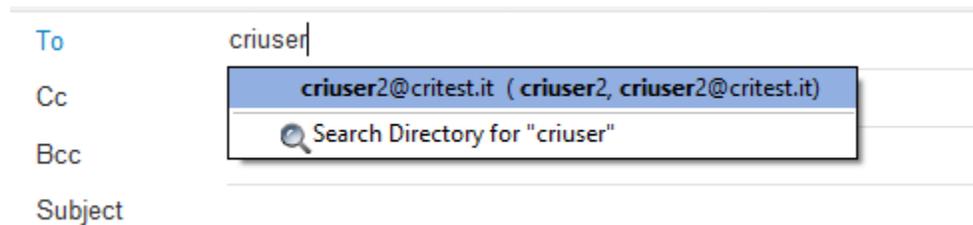


Then select the “Files” tab



# Lookup for recipient address

By default the Notes client looks up recipients “local then server”

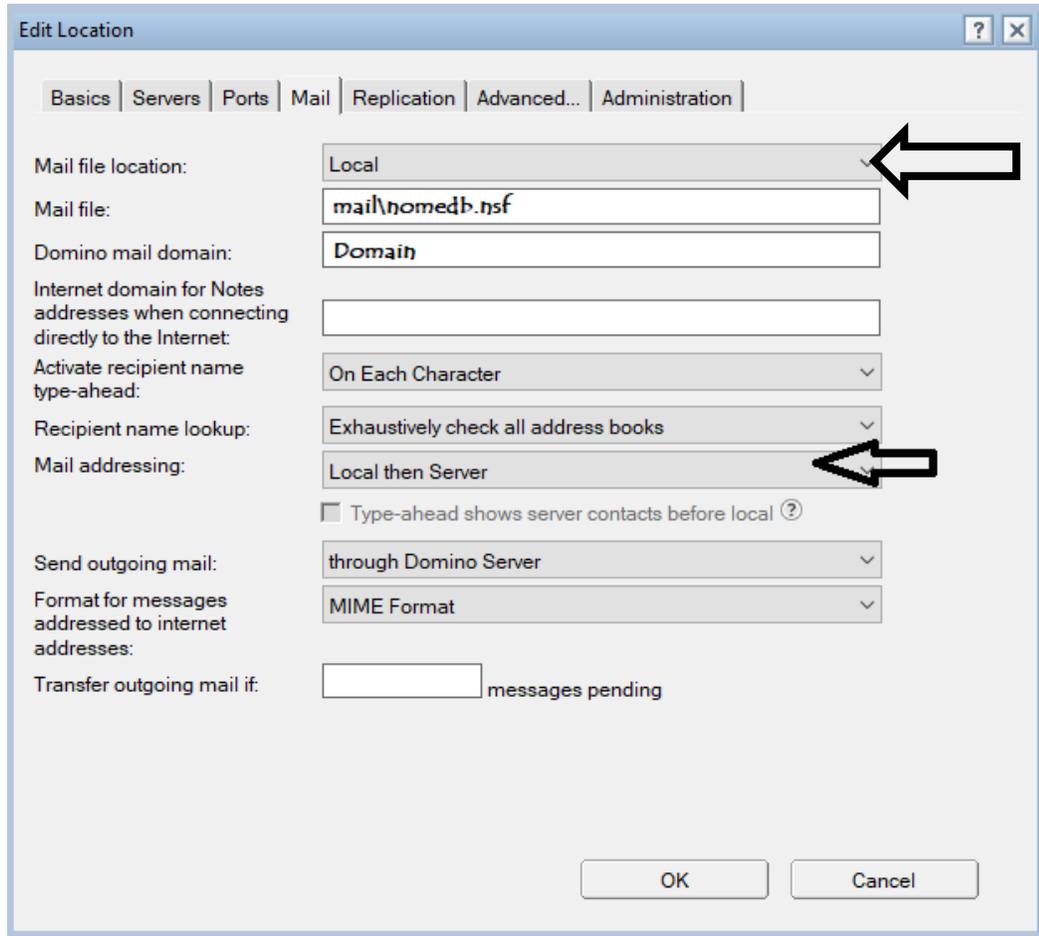


There are two client notes.ini parameters you can use to change to “server then local”

TypeAheadShowServerFirst=1

TypeAheadShowServerFirstDefault=1

# Location Document



The screenshot shows the 'Edit Location' dialog box with the following settings:

- Mail file location: Local
- Mail file: mail\nomedb.nsf
- Domino mail domain: Domain
- Internet domain for Notes addresses when connecting directly to the Internet: (empty)
- Activate recipient name type-ahead: On Each Character
- Recipient name lookup: Exhaustively check all address books
- Mail addressing: Local then Server
- Type-ahead shows server contacts before local
- Send outgoing mail: through Domino Server
- Format for messages addressed to internet addresses: MIME Format
- Transfer outgoing mail if: (empty) messages pending

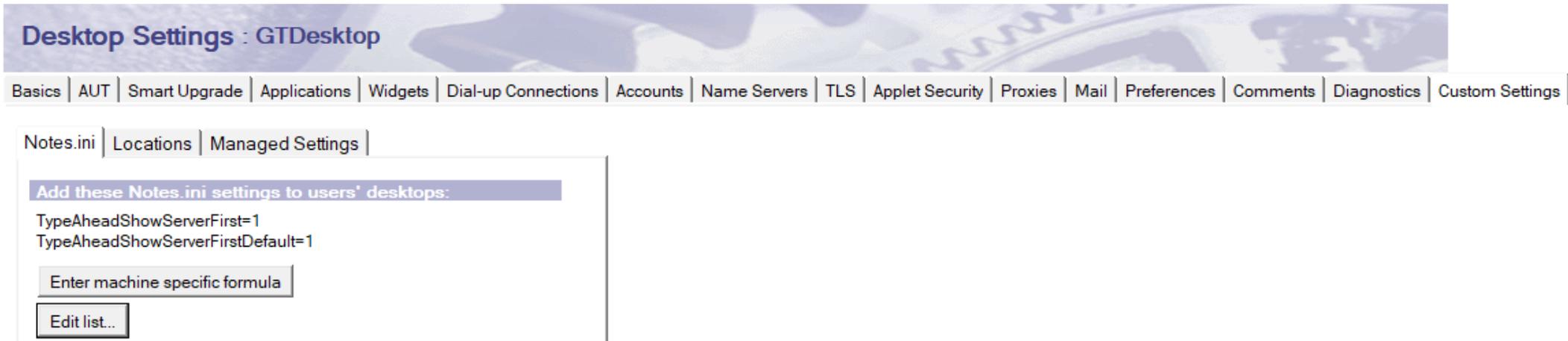
Two arrows point to the 'Mail file location' and 'Mail addressing' dropdown menus.

The choice is hidden if the Mail File Location is «Server», but the notes.ini parameter works the same.

# Set the Desktop policy for the parameters

TypeAheadShowServerFirst=1

TypeAheadShowServerFirstDefault=1



**Desktop Settings : GTDesktop**

Basics | AUT | Smart Upgrade | Applications | Widgets | Dial-up Connections | Accounts | Name Servers | TLS | Applet Security | Proxies | Mail | Preferences | Comments | Diagnostics | Custom Settings

Notes.ini | Locations | Managed Settings

**Add these Notes.ini settings to users' desktops:**

TypeAheadShowServerFirst=1  
TypeAheadShowServerFirstDefault=1

Enter machine specific formula

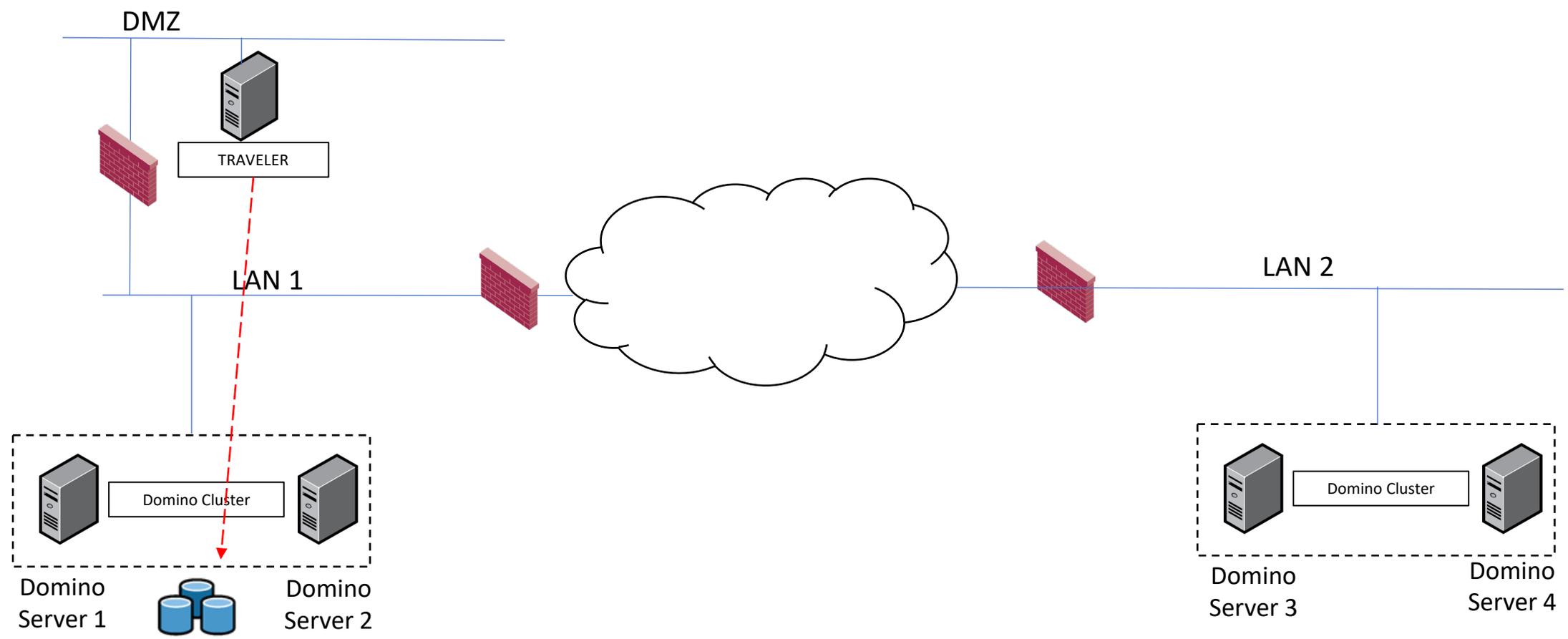
Edit list...

## Result

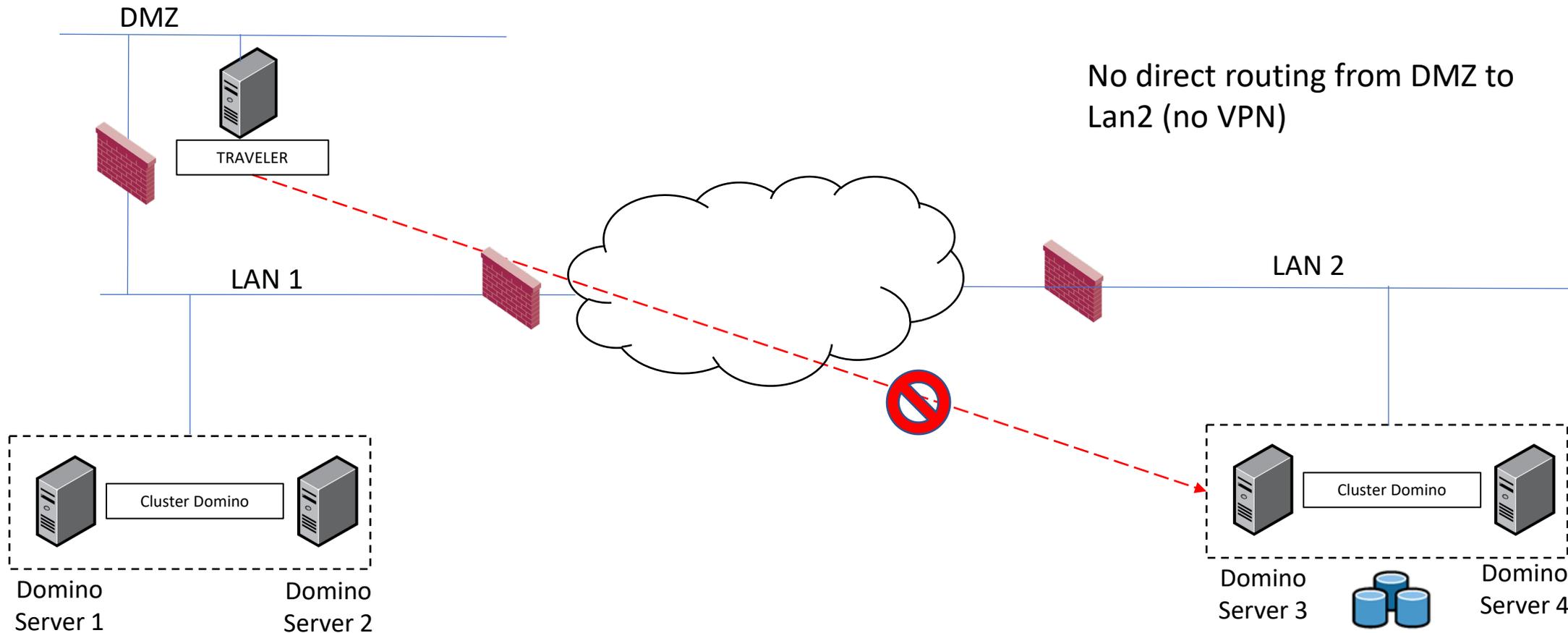
|         |                                                                     |
|---------|---------------------------------------------------------------------|
| To      | criuser                                                             |
| Cc      | <b>CriUser/GTtech (CriUser@gttech.it)</b><br><b>Local Directory</b> |
| Bcc     | criuser2@critest.it (criuser2, criuser2@critest.it)                 |
| Subject |                                                                     |

# Domino as Passthru server for Traveler

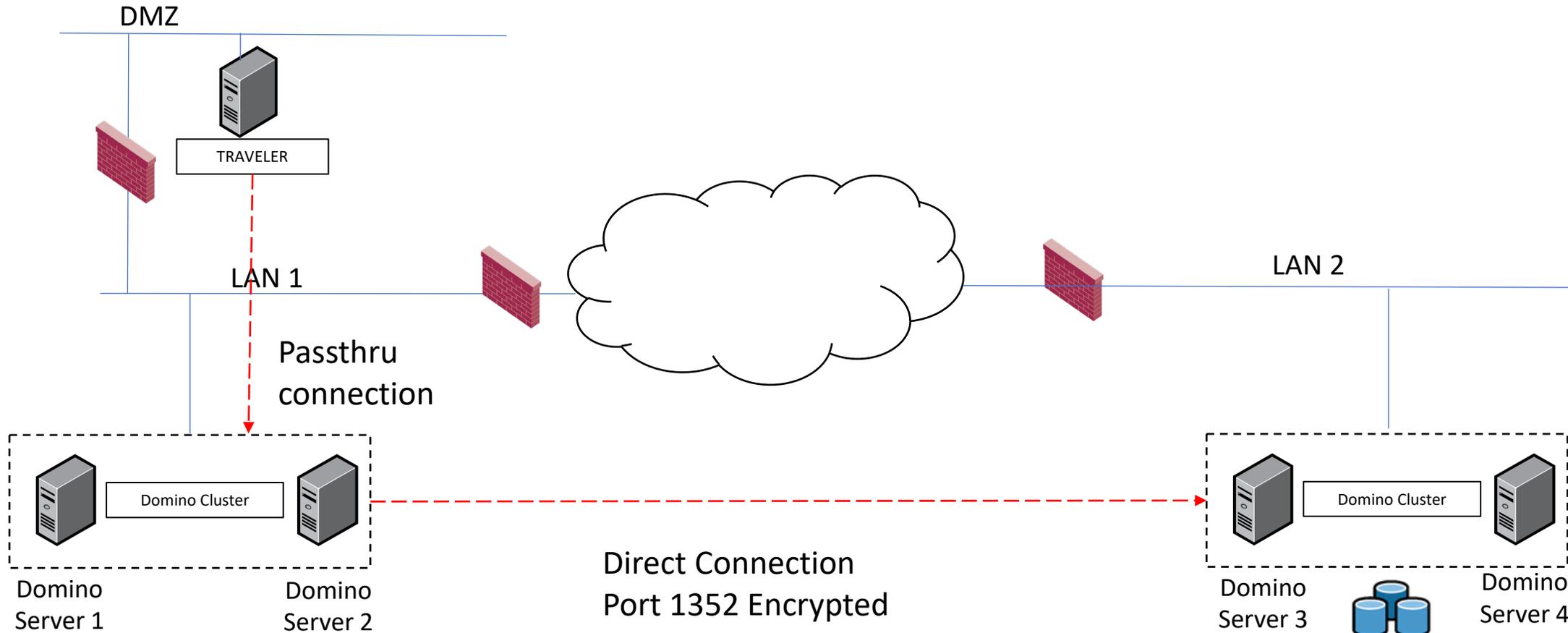
## Initial scenario



# Desired scenario



# Adopted Solution



- Domino Server 1 or Domino Server 2 is a passthru server
- Server Document – Security

| Passthru Use          | Who can -                                                                                   |
|-----------------------|---------------------------------------------------------------------------------------------|
| Access this server:   | ⌈ ] ▾                                                                                       |
| Route through:        | ⌈ DominoAdmin/GTTECH<br>DOMINOSERVER3/GTTECH<br>DOMINOSERVER4/GTTECH<br>TRAVELER/GTTECH ] ▾ |
| Cause calling:        | ⌈ ] ▾                                                                                       |
| Destinations allowed: | ⌈ ] ▾                                                                                       |

- Domino Server 3 or Domino Server 4 and Traveler are a destination server
- Server Document – Security for Domino 3, Domino 4 and Traveler

| Passthru Use          | Who can -      |
|-----------------------|----------------|
| Access this server:   | ⌈ */GTTECH ] ▾ |
| Route through:        | ⌈ ] ▾          |
| Cause calling:        | ⌈ ] ▾          |
| Destinations allowed: | ⌈ ] ▾          |

# Create Connection Documents bi-directional

## Traveler -> DominoServer3

## DominoServer3 -> Traveler

Basics | Replication/Routing | Schedule | Comments | Administration

### Basics

Connection type:  ▾  
Source server:  ▾  
Source domain:  ▾  
Use passthru server or  
hunt group:  ▾

Usage priority:  ▾  
Destination server:  ▾  
Destination domain:  ▾

# Limit Access to Traveler server to some users only

## Server Document – Lotus Traveler

| Lotus Traveler Access  |                                                                        |
|------------------------|------------------------------------------------------------------------|
| Access server:         | <input type="checkbox"/> users listed in all trusted directories       |
|                        | and                                                                    |
|                        | <input type="checkbox"/> Marianna Tomasatti/GTtech                     |
|                        | <input type="checkbox"/> User1/GTtech                                  |
|                        | <input type="checkbox"/> User2/GTtech <input type="button" value="v"/> |
| Not access server:     | <input type="checkbox"/> <input type="button" value="v"/>              |
| Remote user commands:  | <input type="checkbox"/> Disabled <input type="button" value="v"/>     |
| User managed security: | <input type="checkbox"/> Enabled <input type="button" value="v"/>      |

# Allow users to schedule mail

Policy Mail  
Tab Mail

| Delivery Options                                     |                                         | How to apply this setting:               | Inherit from parent policy:      | Enforce in child policies:       |
|------------------------------------------------------|-----------------------------------------|------------------------------------------|----------------------------------|----------------------------------|
| Allow users to schedule when messages are delivered: | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> Don't set value | <input type="checkbox"/> Inherit | <input type="checkbox"/> Enforce |

Policy Mail take effect after 24 hours  
To make it effective immediately:  
tell adminp process mail policy

Requires mail template Domino 10

# New message – delivery options

Delivery Options

Basic | Advanced

OK

Cancel

**Delivery Options**

Importance: Normal

Delivery report: Only on failure

Delivery priority: Normal

Return receipt

Prevent copying

Auto spellcheck

Mark Subject Confidential

Do not notify me if recipient(s) are running Out of Office

Do not expand personal groups

**Security Options**

Sign

Encrypt

Save these security options as the default

**Mood Stamp**

Normal

Delay Delivery Until

Jun 26/09/2022 18:07 Local time

# Apply rules to existing mail

Policy Mail

Tab Mail

|                                    |                                         |                               |                                  |                                  |
|------------------------------------|-----------------------------------------|-------------------------------|----------------------------------|----------------------------------|
| Enable Run Rules on existing mail: | <input checked="" type="checkbox"/> Yes | Set value and prevent changes | <input type="checkbox"/> Inherit | <input type="checkbox"/> Enforce |
|------------------------------------|-----------------------------------------|-------------------------------|----------------------------------|----------------------------------|

This feature is available for Mail9 and 901FP9 above.

# Apply rules to existing mail

The screenshot shows the 'Edit Rule' dialog box in Outlook. The rule is currently set to 'On'. Under 'Specify Conditions', the rule is configured as 'AND sender contains'. The condition list shows 'When: Sender contains marianna.tomasatti@gtech.it'. Under 'Specify Actions', the action is 'move to folder' with the folder name '-GT Tech'. The 'Perform the following actions:' list also shows 'move to folder -GT Tech'. At the bottom, the 'Run Now On All documents...' button is highlighted with a red rectangle.

Edit Rule

This rule is:  On  Off

Specify Conditions

Create:  Condition  Exception

AND sender contains

When mail messages arrive that meet these conditions:

When:  
Sender contains marianna.tomasatti@gtech.it

Specify Actions

move to folder

Perform the following actions:

move to folder -GT Tech

Run Now On Inbox... Run Now On All documents... OK Cancel

# Change display of date in Inbox

## Default

The display abbreviate date feature is available from Notes 9

The screenshot shows an Outlook inbox window titled '\*Inbox - Folder'. The inbox contains three email entries. A 'Column' settings dialog box is open over the inbox, showing the 'Date' column settings. The dialog has a title bar with 'Column' and a close button. It contains several sections:

- Style:** A dropdown menu set to 'Date/Time'.
- On Display:** A section with a 'Use preferences from' dropdown set to 'User setting', a text field containing 'Sample 26/09/2022 18:40', and a checked checkbox for 'Display abbreviated date'.
- Display Date:** A section with a checked checkbox, a 'Show' dropdown set to 'Only month, day and year', a 'Special' dropdown set to 'None' (with a checked checkbox), and a 'Calendar' dropdown set to 'Gregorian'.
- Display Time:** A section with a checked checkbox, a 'Show' dropdown set to 'Hours only', and a 'Time zone' dropdown.

The background inbox shows the following entries:

| From                   | Subject | Date         |
|------------------------|---------|--------------|
| Admin/GTtech Admin     |         | reated 17:21 |
| Marianna Tomasatti/GTt |         | reated 17:24 |
| Marianna Tomasatti/GTt |         | reated 17:24 |

## Extended date

The screenshot shows an Outlook inbox window titled '\*Inbox - Folder'. The inbox contains three email entries. The 'Date' column is currently set to display '26/09/2022 17:21'. A 'Column' settings dialog box is open, showing the 'Date/Time' style selected. The 'On Display' section shows a sample date '26/09/2022 18:40' and a checkbox for 'Display abbreviated date' which is currently unchecked. The 'Display Date' section is checked and shows 'Show' set to 'Only month, day and year', 'Special' set to 'None', and 'Calendar' set to 'Gregorian'. The 'Display Time' section is also checked and shows 'Show' set to 'Hours and minutes' and 'Time zone' set to 'Adjust time to local zone'.

| Hidden | Availability Icon | Who                    | Who                | Subject | Date                    |
|--------|-------------------|------------------------|--------------------|---------|-------------------------|
|        |                   | Admin/GTtech           | Admin              |         | reated 26/09/2022 17:21 |
|        |                   | Marianna Tomasatti/GTt | Marianna Tomasatti |         | reated 26/09/2022 17:24 |
|        |                   | Marianna Tomasatti/GTt | Marianna Tomasatti |         | reated 26/09/2022 17:24 |

**Column** [ ? X ]

Style: Date/Time

On Display: Use preferences from User setting  
Sample: 26/09/2022 18:40  
 Display abbreviated date

Display Date: Show Only month, day and year  
Special None  
Calendar Gregorian

Display Time: Show Hours and minutes  
Time zone Adjust time to local zone

# Signature: New Message – Reply and Forward

Preferences

\* NOTE: Your administrator has locked some preferences.

Mail | Calendar & To Do | Access & Delegation

Basics | Letterhead | Signature | Follow Up | Sender Colors | Recipient Icons | Swiftfile

Automatically append a signature to the bottom of my outgoing mail messages

New Messages | Reply and Forward Messages

**A signature for new messages.**

Type of signature:

Rich Text  Plain Text  HTML or Image File

Use a rich text signature to use text formatting, graphics, and other rich text features. Once you set it signature will appear on any computer where you use Notes.

To add text, graphics and attachments, use the "T" control below.

To use additional rich text features (such as fonts and links), create your signature in a rich text field elsewhere (such as the body of an email) copy it, and paste it here.

**Note:** Rich Text signatures will work only if all users of this mail file are using Notes 8.5 or higher.

Append My vCard ?

Kind Regards  
Marianna Tomasatti  
GT TECH SRL

**GT** Tech 

Preferences

\* NOTE: Your administrator has locked some preferences.

Mail | Calendar & To Do | Access & Delegation

Basics | Letterhead | Signature | Follow Up | Sender Colors | Recipient Icons | Swiftfile

Automatically append a signature to the bottom of my outgoing mail messages

New Messages | Reply and Forward Messages

**A signature for reply or forward messages. If default is selected, the new messages signature is used.**

Type of signature:

Default  Rich Text  Plain Text  HTML or Image File

Use a rich text signature to use text formatting, graphics, and other rich text features. Once you set it signature will appear on any computer where you use Notes.

To add text, graphics and attachments, use the "T" control below.

To use additional rich text features (such as fonts and links), create your signature in a rich text field elsewhere (such as the body of an email) copy it, and paste it here.

**Note:** Rich Text signatures will work only if all users of this mail file are using Notes 8.5 or higher.

Kind Regards  
Marianna Tomasatti  
GT TECH SRL 

Available from Notes 10

# Upload dictionaries in Client data directory

- All the dictionaries are in the Server Domino data directory

The screenshot displays the Domino Client interface. On the left, a file explorer shows the 'Data' directory containing various dictionary files (e.g., uk.dic, us.dic, user.dic, wpdic.dic, mail.box, browser.cnf, frstrings.dat, binary.gif, error.gif, folder.gif) along with their last modification dates and file types. The central pane shows the 'Domino > Data' directory listing files such as deutsch.dic, deutsch2.dic, dschweiz.dic, espana.dic, fault\_recovery.log, francais.dic, hellas.dic, italiano.dic, ltecmch1.dic, and ltecmzh1.dic. On the right, a language selection dropdown menu is open, showing a list of languages including Italian(Italy), English(United States), and various Arabic dialects. The text 'This is a sample text' is visible in the main content area.

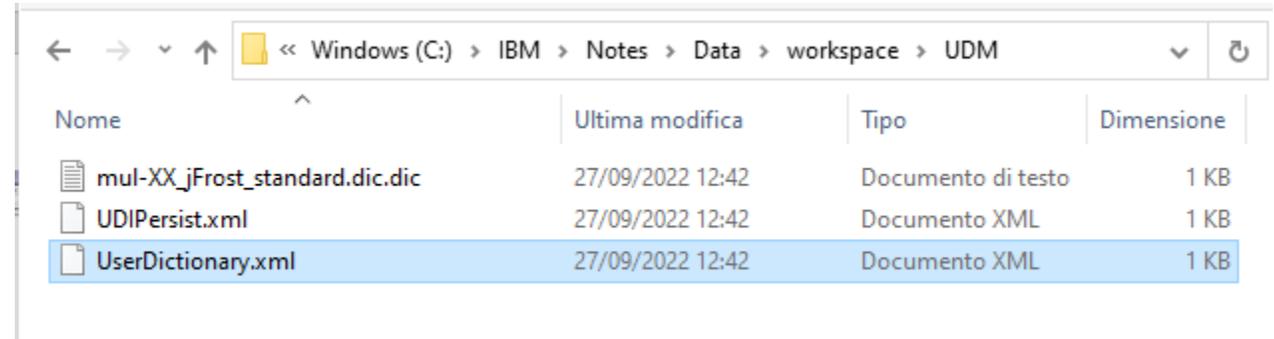
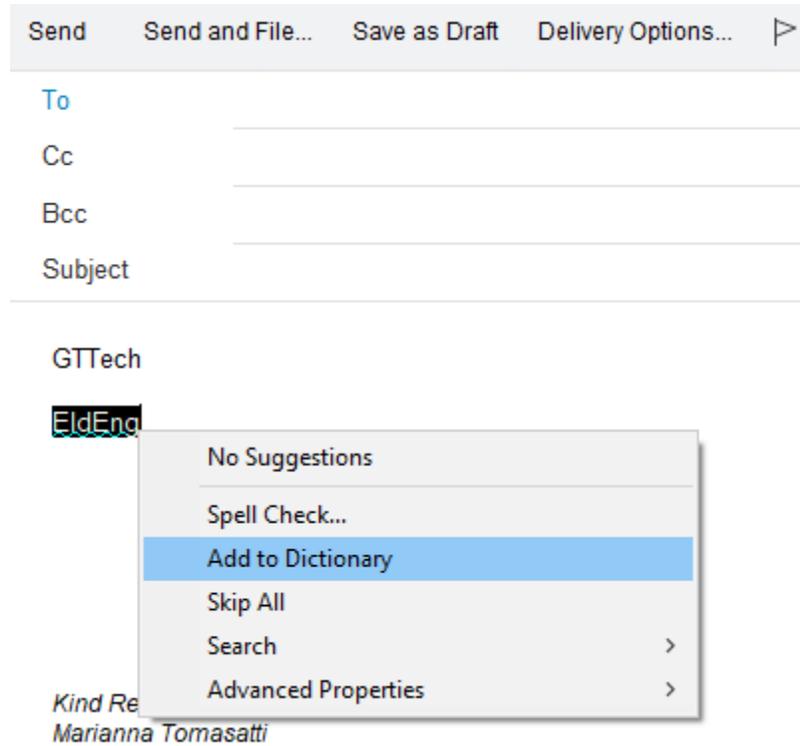
| Nome          | Ultima modifica  | Tipo               |
|---------------|------------------|--------------------|
| uk.dic        | 21/11/2021 23:11 | Documento di testo |
| us.dic        | 21/11/2021 23:11 | Documento di testo |
| user.dic      | 25/09/2022 18:27 | Documento di testo |
| wpdic.dic     | 21/11/2021 23:12 | Documento di testo |
| mail.box      | 27/09/2022 10:22 | File BOX           |
| browser.cnf   | 21/11/2021 23:11 | File CNF           |
| frstrings.dat | 25/09/2022 18:27 | File DAT           |
| binary.gif    | 21/11/2021 23:11 | File GIF           |
| error.gif     | 21/11/2021 23:11 | File GIF           |
| folder.gif    | 21/11/2021 23:11 | File GIF           |

| Nome               |
|--------------------|
| deutsch.dic        |
| deutsch2.dic       |
| dschweiz.dic       |
| espana.dic         |
| fault_recovery.log |
| francais.dic       |
| hellas.dic         |
| italiano.dic       |
| ltecmch1.dic       |
| ltecmzh1.dic       |

Language Selection List:

- Untagged
- Italian(Italy)
- English(United States)
- Untagged
- Unknown
- Afrikaans
- Albanian
- Arabic
- Arabic(Algeria)
- Arabic(Bahrain)
- Arabic(Egypt)
- Arabic(Jordan)
- Arabic(Kuwait)
- Arabic(Lebanon)
- Arabic(Morocco)
- Arabic(Oman)
- Arabic(Qatar)
- Arabic(Saudi Arabia)
- Arabic(Syria)
- Arabic(Tunisia)
- Arabic(United Arab Emirates)
- Arabic(Yemen)
- Bulgarian
- Byelorussian
- Catalan
- Chinese(China)
- Chinese(Hong Kong SAR)
- Chinese(Macau SAR)
- Chinese(Singapore)
- Chinese(Taiwan)

# User Dictionary Location



[https://support.hcltechsw.com/csm?id=kb\\_article&sysparm\\_article=KB0078049](https://support.hcltechsw.com/csm?id=kb_article&sysparm_article=KB0078049)

# Tag to check unread / read email

- When more people have access to a db, e.g. mail-in database, how do you know if someone has read the document ?
- Remember that unread marks are personal to the ID of the user
  
- This project will be uploaded to the OpenNTF website

# Problem to manage

This screenshot shows the IBM Notes interface with a mail window open. The window title bar includes tabs for 'Discover', 'Marianna Tomasatti - Mail', and 'Orders - Mail'. A red arrow points to the 'Orders - Mail' tab. Below the title bar is a toolbar with various icons, and another red arrow points to it. On the left, a folder pane shows 'Orders' and 'Inbox (3)'. A red arrow points to the 'Inbox (3)' folder. The main content area displays a list of emails:

| !Who          | Subject                                  |
|---------------|------------------------------------------|
| Marianna      | Orders Computer                          |
| Marianna      | Order Server                             |
| dcaschetto    | Confirmed Offer n*2564                   |
| dcaschetto    | Orders related to your offer 5557        |
| Carlo Guarino | renew HCL Domino licenses - Info request |

This screenshot shows the IBM Notes interface with a mail window open. The window title bar includes tabs for 'Discover', 'Carlo Guarino - Mail', and 'Orders - Mail'. A red arrow points to the 'Orders - Mail' tab. Below the title bar is a toolbar with various icons, and another red arrow points to it. On the left, a folder pane shows 'Orders' and 'Inbox (3)'. A red arrow points to the 'Inbox (3)' folder. The main content area displays a list of emails:

| !Who          | Subject                                  |
|---------------|------------------------------------------|
| Marianna      | Orders Computer                          |
| Marianna      | Order Server                             |
| dcaschetto    | Confirmed Offer n*2564                   |
| dcaschetto    | Orders related to your offer 5557        |
| Carlo Guarino | renew HCL Domino licenses - Info request |

# Final result

The screenshot shows a webmail interface with the following details:

- Browser tabs: Discover, Marianna Tomasatti - Mail, Orders - Mail
- Left sidebar: Orders, Domino, **Inbox (1)**, Drafts, Sent, Follow Up, All Documents, By Sender
- Toolbar: New, Reply, Reply to All, Forward, Manage...
- Email list table:

| icon                                | !Who          | Subject                                  | Managed From       |
|-------------------------------------|---------------|------------------------------------------|--------------------|
| <input checked="" type="checkbox"/> | Marianna      | Orders Computer                          | Marianna Tomasatti |
| <input checked="" type="checkbox"/> | Marianna      | Order Server                             | Carlo Guarino      |
|                                     | dcaschetto    | Confirmed Offer n°2564                   |                    |
| <input checked="" type="checkbox"/> | Carlo Guarino | renew HCL Domino licenses - Info request | Marianna Tomasatti |

The screenshot shows a webmail interface with the following details:

- Browser tabs: Home, Carlo Guarino - Mail, Orders - Mail
- Left sidebar: Orders, Domino, **Inbox (3)**, Drafts, Sent, Follow Up, All Documents, Bv Sender
- Toolbar: New, Reply, Reply to All, Forward, Manage...
- Email list table:

| icon                                | !Who          | Subject                                  | Managed From       |
|-------------------------------------|---------------|------------------------------------------|--------------------|
| <input checked="" type="checkbox"/> | Marianna      | Orders Computer                          | Marianna Tomasatti |
| <input checked="" type="checkbox"/> | Marianna      | Order Server                             | Carlo Guarino      |
|                                     | dcaschetto    | Confirmed Offer n°2564                   |                    |
| <input checked="" type="checkbox"/> | Carlo Guarino | renew HCL Domino licenses - Info request | Marianna Tomasatti |



*That's all Folks!*