



Lab DL15
Using QuickPlace 3.0
on the IBM @server iSeries server



ITSO iSeries Technical Forum 2003

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Preface

IBM Lotus QuickPlace is the Web-based solution for creating team workspaces for collaboration. With QuickPlace, non-technical professionals can instantly create an electronic shared workspace to support a task, project, or initiative.

With Web browser access to an intranet or the Internet, authorized team members can access the workspace to communicate, share knowledge and ideas, maintain a project calendar, organize team information, and more.

This lab introduces you to using Quickplace 3.0 on the iSeries server.

The team that wrote this lab

This lab was produced by a team of specialists from around the world working at the International Technical Support Organization Rochester Center.

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Values used in the lab

Table 0-1 shows the naming convention for the values used in this lab.

Table 0-1 Values to be used in the lab

Environment	Value	Descriptions
Team #	xx	Team number - refer to your workstation tent card
Domino - Part 1	QPDOMSVR	QuickPlace Domino server - Part 1
	qp userxx	QuickPlace manager's user name
	qp4dom	QuickPlace manager's password
Domino - Part 2	QPDOMxx	QuickPlace Domino server - Part 2
	Qpdomxx Admin	QuickPlace Domino server Administrator
	qp4dom	Administrator's password
	teamxx manager	QuickPlace manager's user name
	qp4dom	QuickPlace manager's password

Environment	Value	Descriptions
iSeries	rchas08	Server name
	qpuserxx	OS/400 user profile
	qp4dom	OS/400 user profile password



Part 1

User's Perspective

In this first part of the lab, you will use QuickPlace from an end user's perspective.



Lab 1

Working with QuickPlace 3.0

In this lab you will experience the functions of creating and managing a Place. You are going to create your own Place and customize it to give your project it's own unique look and feel.

Lab environment

This lab environment uses the following software:

- ▶ OS/400 V5R2
- ▶ Domino 5.0.10 for iSeries or later
- ▶ QuickPlace 3.0

Time required

The time required to efficiently complete this lab is approximately 45 minutes.

Task summary

In this lab, you perform the following tasks:

1. Create a Place.
2. Customize your Place welcome page.
3. Add content to your Place.
4. Customize the look and feel of your Place.
5. Add team members to your Place.
6. Customize your Place logo and news.
7. Create forms for submitting information.
8. Create a private room in a Place.
9. Create forms for the new room.
10. Secure your inner room.
11. Create project tasks.
12. View your QuickPlace news.
13. Looking at where your Place files are stored.

Task 1: Create a Place

In this first task, you create a unique Place for your team. Remember to replace the *xx* with the team number that was assigned to you. Also remember to refer to the Table 0-1 on page v for unique team names. To create a new Place, perform the following steps:

- ___ 1. Open a Web browser and enter the following URL: `http://qpdomsvr/quickplace`
- ___ 2. From the default Welcome to QuickPlace page (Figure 1-1), click **Create a Place** in the left navigation panel.

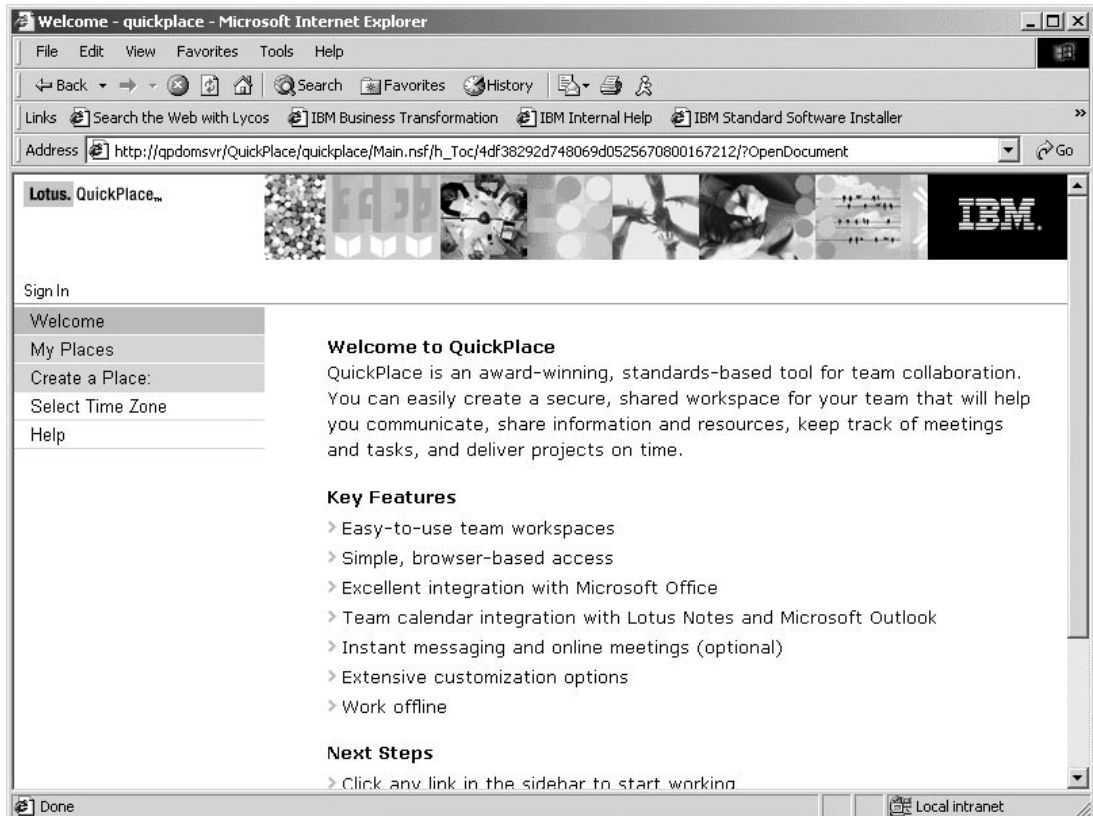


Figure 1-1 QuickPlace Welcome page

- ___ 3. On the *Create a Place* page, complete the following, as shown in Figure 1-2:
 - a. In the *Place Name* section, in the *Internet address:* `http://qpdomsvr/` field, type the name of your new Place, **placexx**. Remember to replace the *xx* with the team number that was provided.
 - b. In the *Title* field, type the following: **My new Place xx**. Remember to replace the *xx* with the team number that was provided.
 - c. In the *Your name and password* section, in the *Name:* field, type the name **qp userxx**. Remember to replace the *xx* with the team number that was provided.
 - d. In the *Password:* and *Re-enter password:* fields, type **qp4dom**.
 - e. In the *Email address (optional):* field, leave this field blank.
 - f. In the Confirmation section, ensure the *Send me an email confirming the information on this page*, box is **not** checked.

Click **Next**.

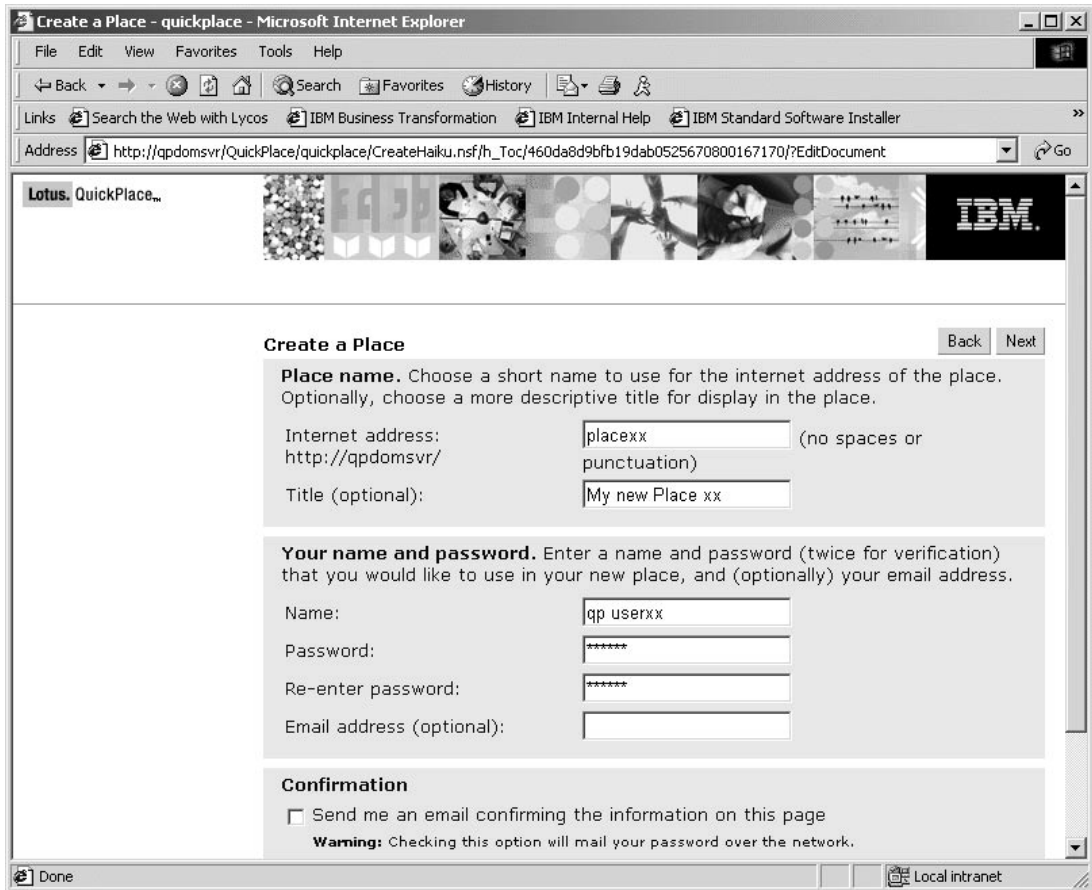


Figure 1-2 Creating a new Place

- ___ 4. You are prompted for your user name (**qp userxx**) and password (**qp4dom**). Click **OK**. See Figure 1-3.



Figure 1-3 Signing on to the newly created Place

- ___ 5. Your newly created Place is now displayed as shown in Figure 1-4.

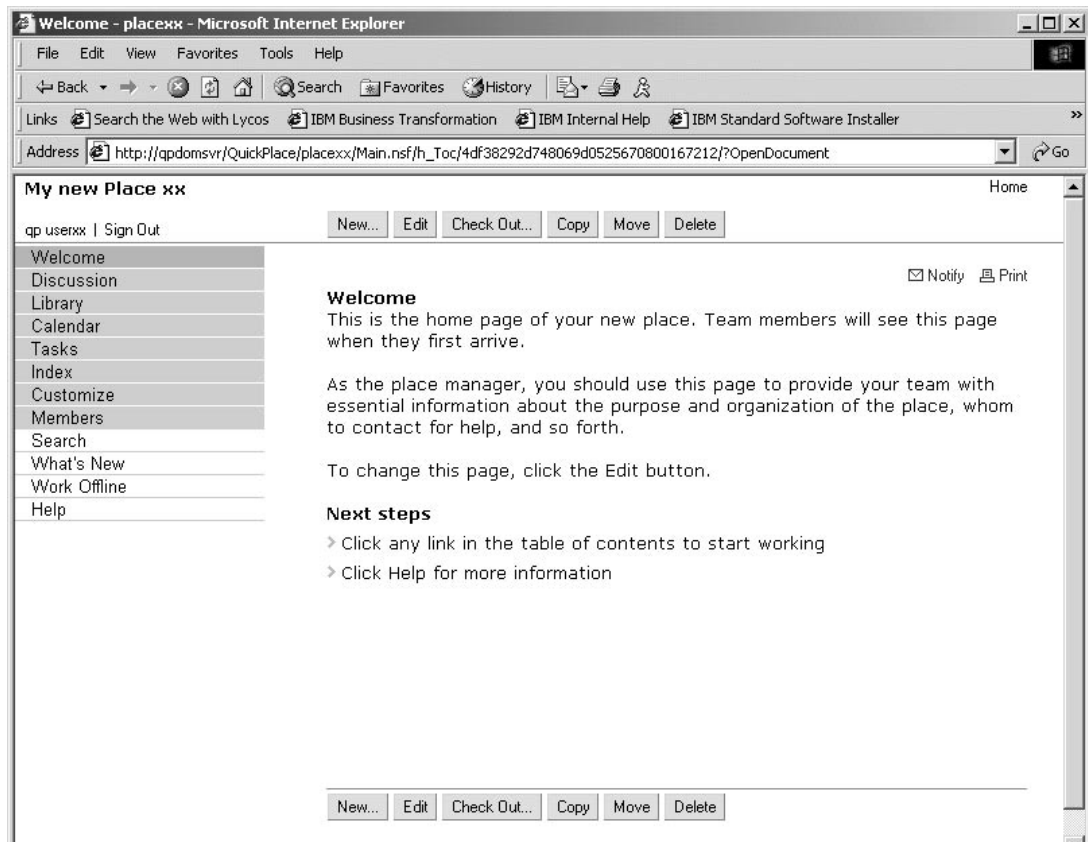


Figure 1-4 New Place

Task 2: Customize your Place welcome page

Before you begin inviting team members to your Place, you should customize the look and feel of your Place as well as add any relevant content to your Place. For example, you might want to update the Welcome page to be more specific to your project.

At this point you need to decide on a project scenario. If you already have a project in mind feel free to use it. Otherwise, assume you are the team leader for a new computer game those project code named is Zoo, for the Big Computer Game Company. You can be as imaginative as you want with your Place. To customize your welcome page, perform the following steps:

- ___ 1. From your Place Welcome page, click **Edit**.
- ___ 2. An editable version of your Place Welcome page is now displayed, as shown in Figure 1-5. Leave the Page Title as **Welcome**.

Note: Changing the page title changes the description of the page in the table of contents. To keep your Place as easy to read as possible, it is accepted practice to leave the page title as Welcome.

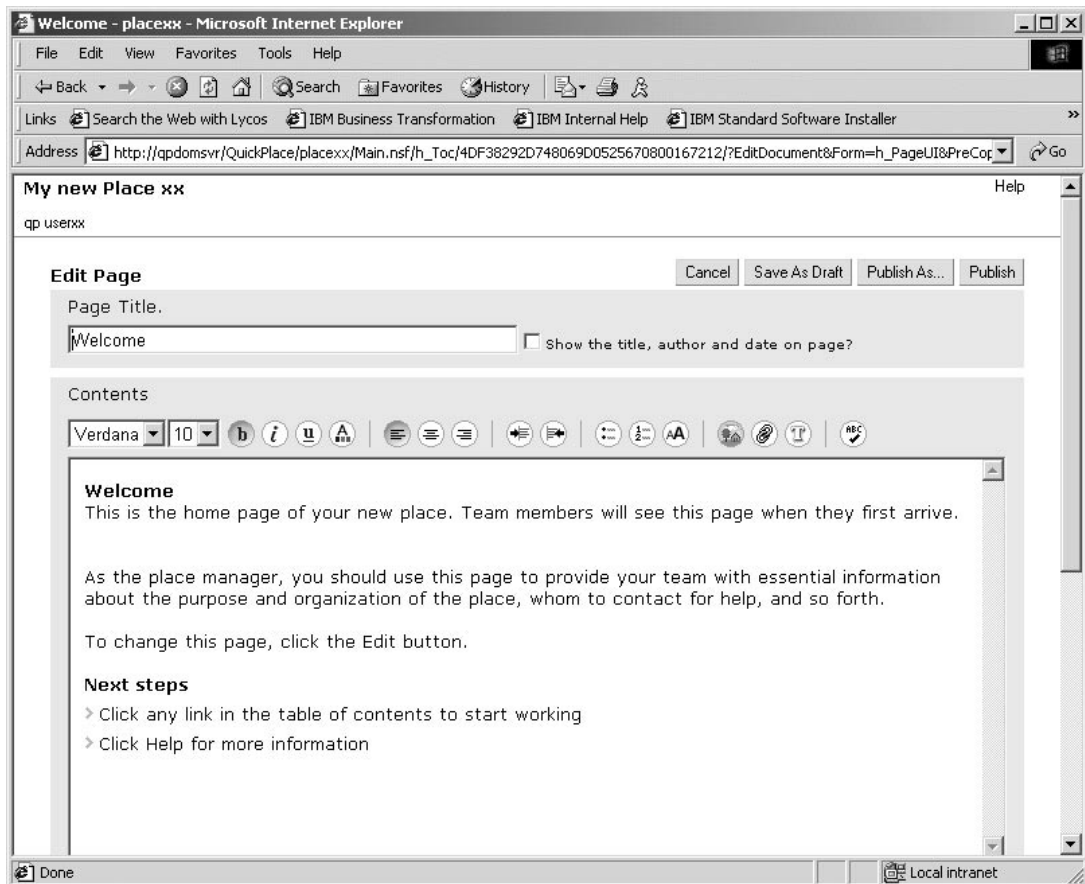


Figure 1-5 Editing the Place Welcome page

- ___ 3. In the *Content* section, modify the first line to read:
Welcome to the Zoo Project
- ___ 4. Use the editing buttons on the tool bar to make it a centered heading. You could also experiment with changing the font, color and size of your heading.
- ___ 5. Delete the rest of the text except for the last line directing Users to, *Click Help for more information*. Add any descriptive text you would like for your Place.
- ___ 6. Position your cursor so that it is under the title *Welcome to the Zoo Project*. Click **Insert image** button in the tool bar.
- ___ 7. On the Insert Image page, click the **Select Image** button near the bottom of the screen.
- ___ 8. Select one of the horizontal bars to go under your title, then click **Next**.
- ___ 9. Change the size of the image until are happy with the look.
- ___ 10. Once again position your cursor so that it is under the title, *Welcome to the Zoo Project*. Click **Insert image** button in the tool bar.
- ___ 11. This time on the Insert Image page, click **Browse**.
- ___ 12. An image has been stored on the C: drive of your PC workstation. Navigate to the QPLab folder. Select **animals.gif** and click **Open**,

- ___ 13. Click **Next** on the Insert Image page.
- ___ 14. Experiment with the size of the image until you are happy with the look of the Welcome page for your Place.
- ___ 15. Scroll down the Edit page. Notice you can also attach files to your Place and notify members of changes you have made. Since you do not have any other members right now, leave the default set to **No notification**.
- ___ 16. When you have finished editing, click **Publish**.
 When you publish the Place all your changes are made immediately. If you do not like what you see just repeat these steps until you are satisfied.

Task 3: Add content to your Place

You can further organize and add content to your Place. You are going to add an entry to the Discussion folder to introduce its purpose. You then create a new folder for your team presentations. Perform the following steps:

- ___ 1. In the left navigation pane, now called the Table of Contents, click **Discussion**.
 The default Discussion page QuickPlace uses when a folder is empty is displayed, as shown in Figure 1-6.

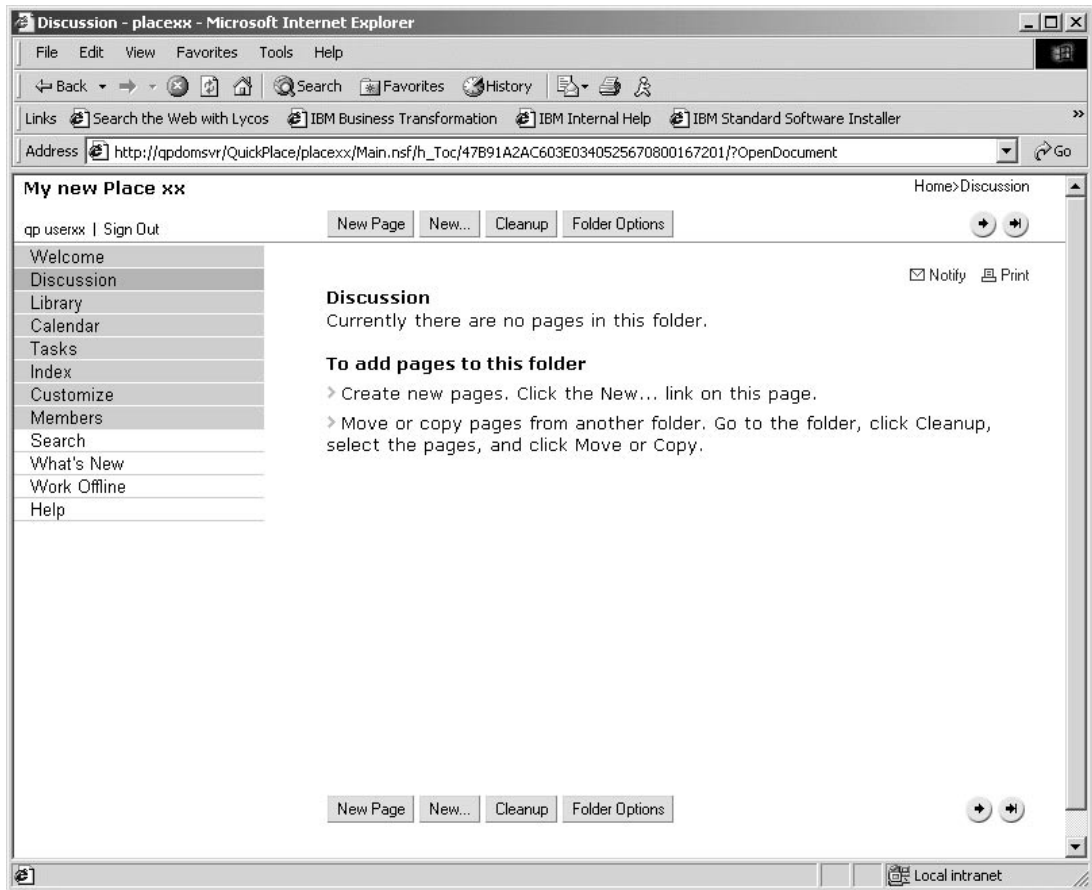


Figure 1-6 Default Discussion page

___ 2. So team members can understand the purpose of this discussion folder, you need to add a new page by clicking the **New Page** button at the top or bottom of the display.

___ 3. In the Page Title box, type the following, as shown in Figure 1-7:

Purpose of the Discussion Folder

___ 4. In the Contents box, enter text similar to the following:

The purpose of this folder is to capture discussion items that all team members need to see. If a team member has an issue which they deem to be of interest to the entire team, they should create a discussion document here. Other team members wishing to respond to the issues raised should create a response document to the original discussion document so that others can find and follow the entire discussion of the issue.

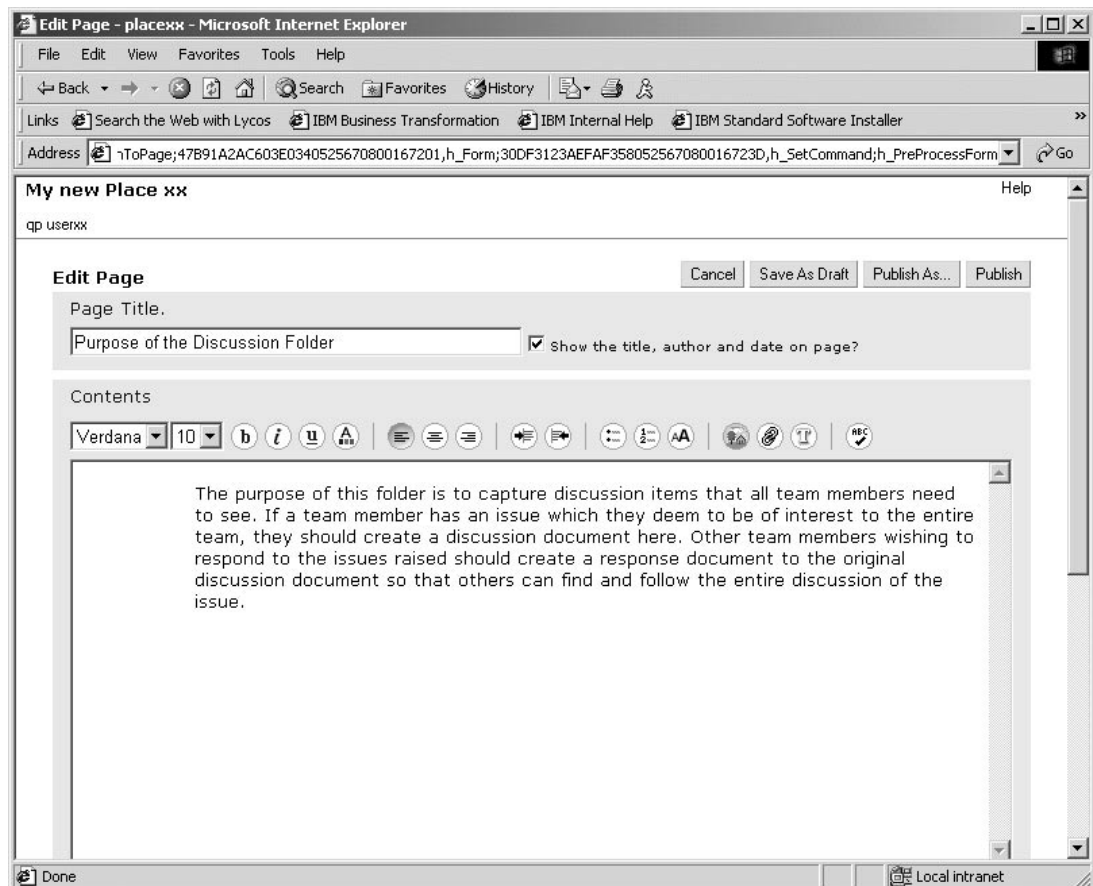


Figure 1-7 New Discussion page

___ 5. Click **Publish**. Now that your new discussion page has been published, the Discussion folder looks different.

___ 6. Click on the title **Purpose of the Discussion Folder**. There are now new buttons to choose from. You still have the New Page and New.... buttons but now you also have Respond, New Revision, Edit, Check Out... Copy, Move and Delete buttons.

___ 7. Click **New...** to create another folder for your team.

___ 8. On the New page, select **Folder**, as shown in Figure 1-8. Click **Next**.

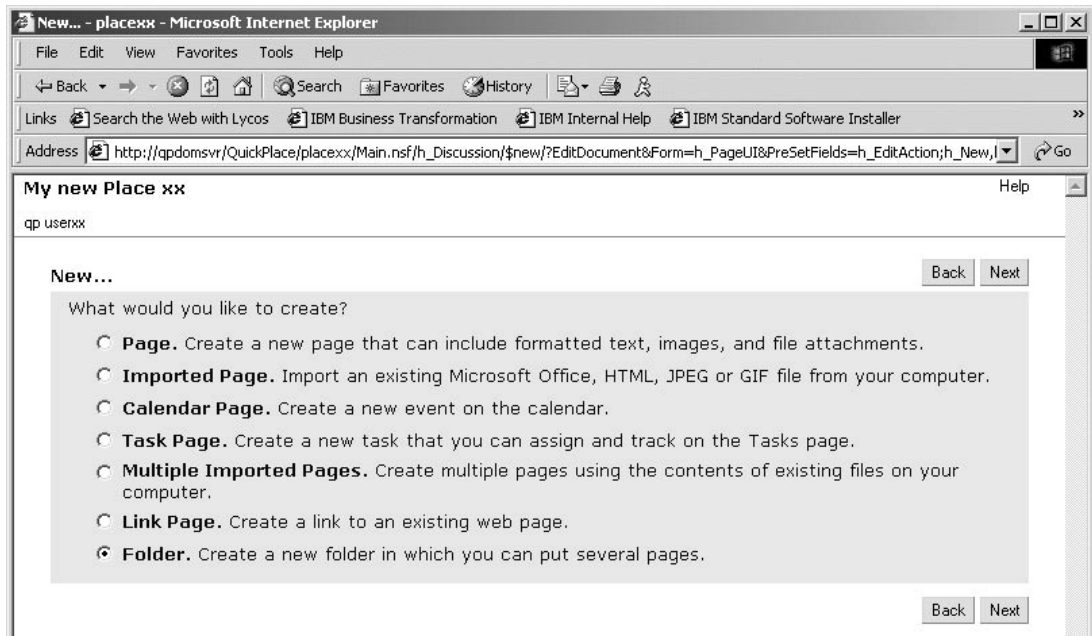


Figure 1-8 Create new folder

9. There are a number of different types of folders to choose from, as shown in Figure 1-9. Read the information about each type and then select **Simple List**.

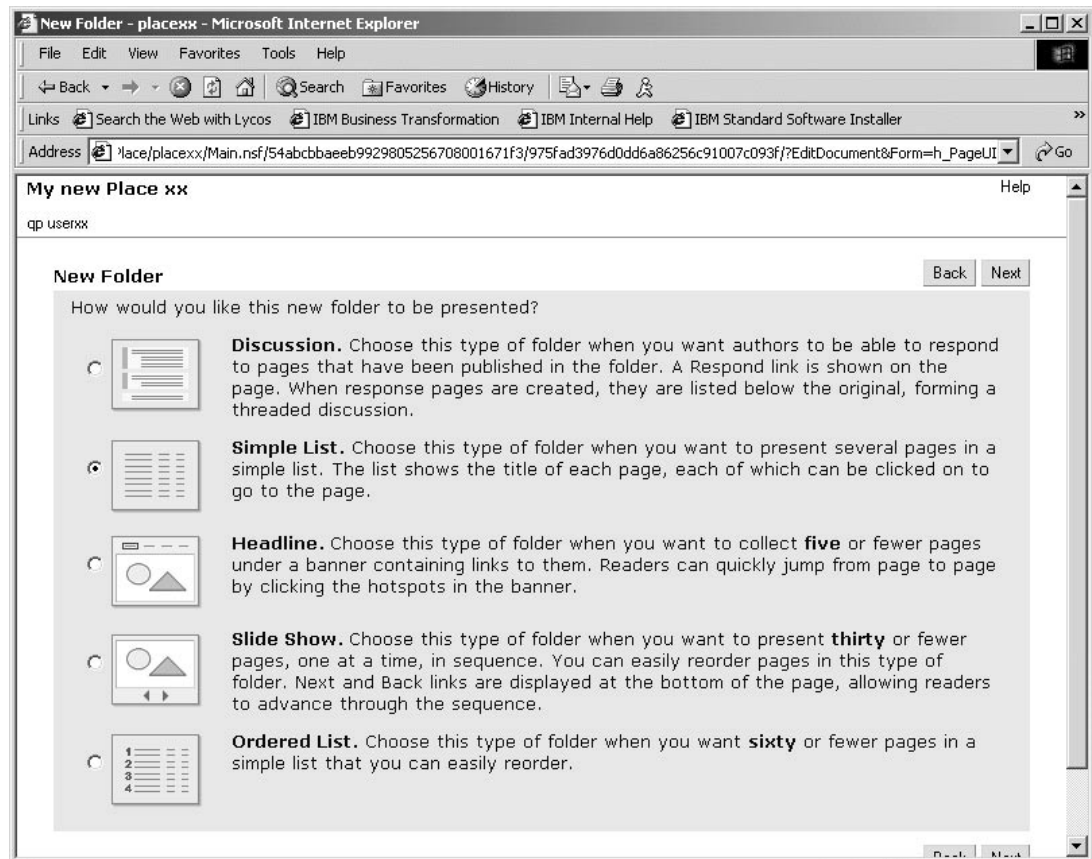


Figure 1-9 Create simple list folder

- ___ 10. Click **Next** to continue.
- ___ 11. On the New Folder page, in the *What is the title of this folder?* field, type the following:
Zoo Team Presentations
- ___ 12. In the *Who can add pages to this folder?* Leave the default of **Anyone with author access**. Click **Next**.
- ___ 13. On the *Save Folders Options* page, in the *Where would you like to put this folder?* field, click the drop-down and select **Library**. This will put this folder before the Library folder in the table of contents.
- ___ 14. Click **Next** to continue.
- ___ 15. Notice your new *Zoo Team Presentations* folder in the table of contents. You are now looking at the default page for this new folder.
- ___ 16. To create a new page for this folder, click the **New...** button.
- ___ 17. On the New page, select **Page** and click **Next**.
- ___ 18. For the *Page Title*, type the following:
Purpose of the Zoo Team Presentations Folder
- ___ 19. In the Contents box, enter text similar to the following:
This is where we will store the presentations we will give to others concerning the Zoo project. Please keep the latest version of your presentation updated in this folder so that others on the team can refer to it and reuse its content as needed.
- ___ 20. Click **Publish**.
- ___ 21. From the table of contents of you Place, click **Index**.
Notice that all the pages you have created are now listed. As your Place is populated with more pages of content, this list will grow.

Task 4: Customize the look and feel of your Place

Up to this point you have added content and a picture to your Place. It still has the same look and feel of the default Place. You can now let your creative side really take over and give your Place a unique look. Perform the following steps:

- ___ 1. From the table of contents click **Customize**.
- ___ 2. On the Customize page, click **Decorate**, as shown in Figure 1-10.

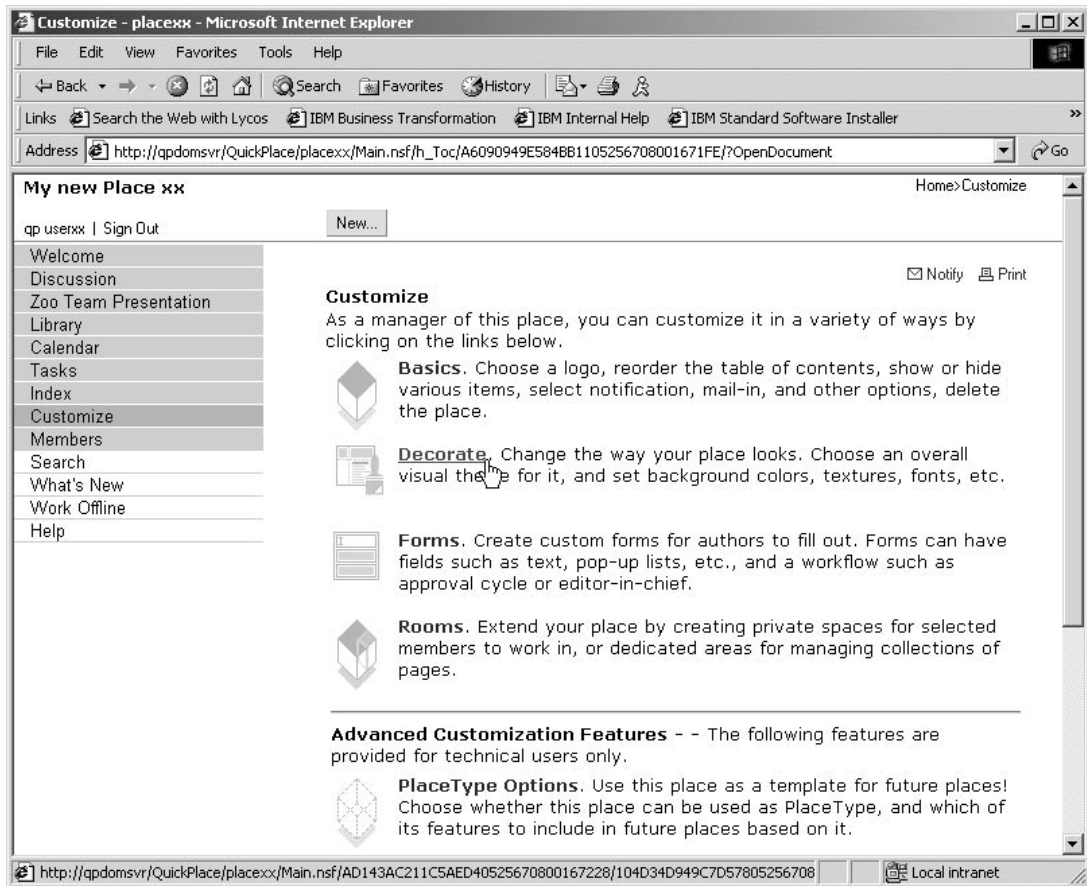


Figure 1-10 Customizing a Place

- ___ 3. From the Decorate page, click **Choose a theme**.
- ___ 4. Choose any theme you like, as shown in Figure 1-11, then click **Next**.

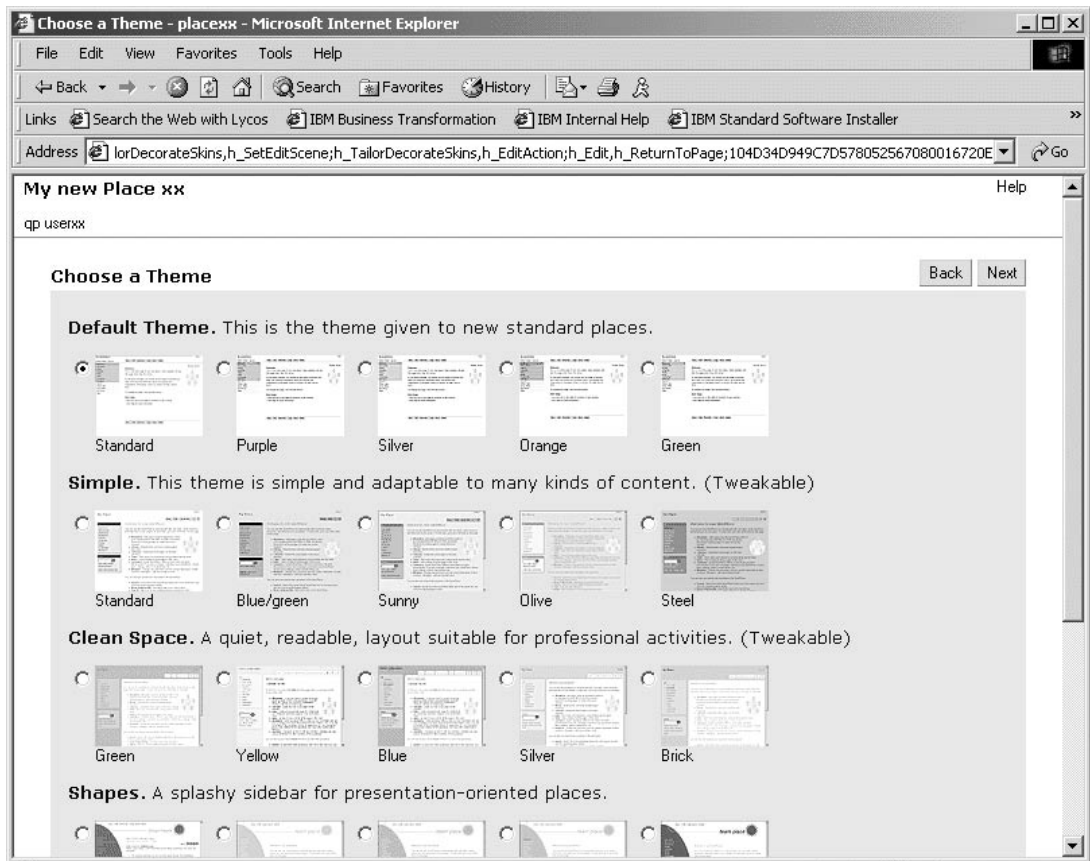


Figure 1-11 Choosing a theme for a Place

Task 5: Add team members to your Place

In this task you add members to your Place so that others can access it. Perform the following steps:

- ___ 1. From the table of contents, click **Members**.
- ___ 2. On the Members page you are currently the only member. To add new members, click **Add/Remove Members**.
- ___ 3. Notice that there are three (3) levels of access:
 - Readers
 - Authors
 - Managers

See Figure 1-12. You are going to add users at a Reader and Author level. To add a reader first, click **Add** in the Readers section.

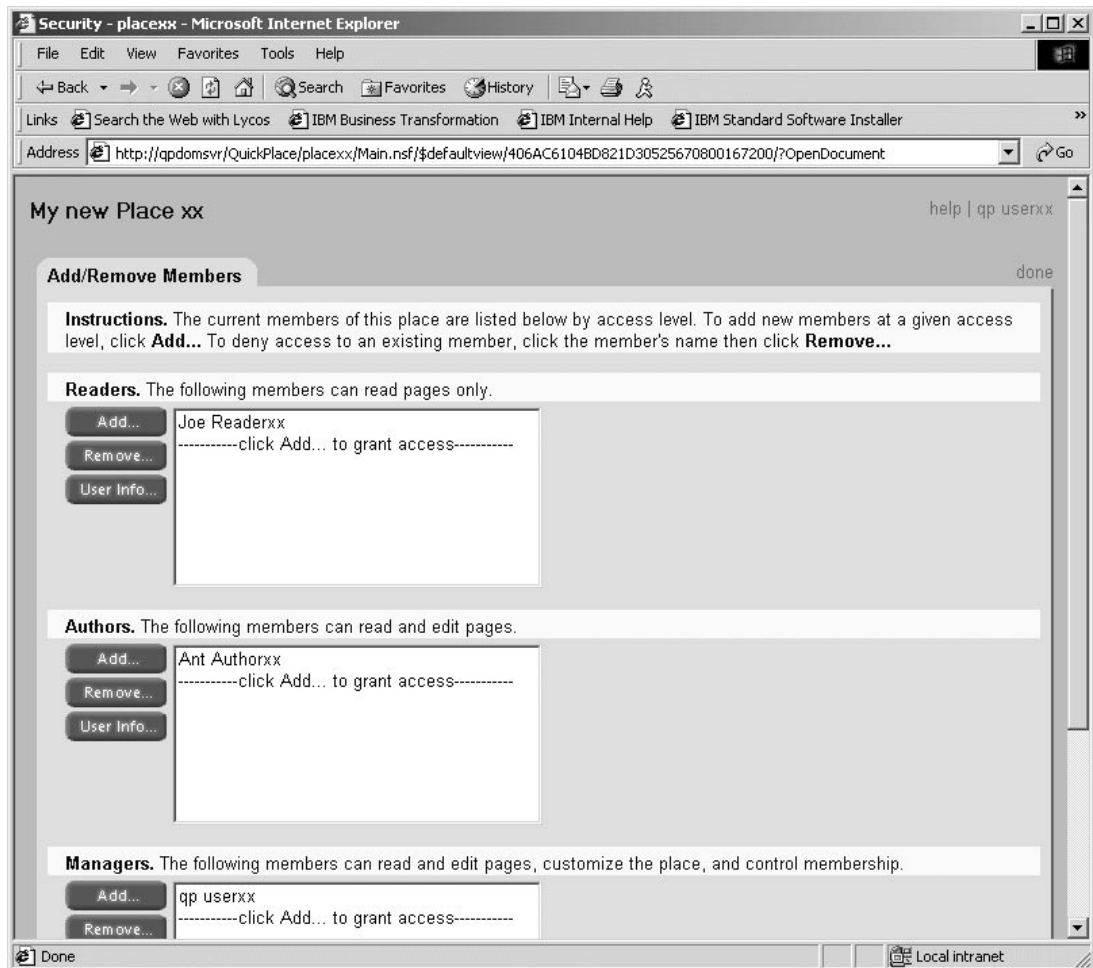


Figure 1-12 Adding new members to a Place

- ___ 4. On the Add Readers page, add the following information:
 - User name: **Joe Readerxx***
 - Password: **qp4dom** (Note: All passwords are case sensitive.)*
 - Re-enter Password: **qp4dom***
 - E-mail address: leave blank*
 Click **Next**.
- ___ 5. To add an author member to your place, click **Add** in the Authors section.
- ___ 6. On the Add Authors page, add the following information:
 - Users name: **Ant Authorxx***
 - Password: **qp4dom***
 - Re-enter Password: **qp4dom***
 - E-mail address: leave blank*
 Click **Next**.
- ___ 7. You can also add one or more of the other teams in the classroom, so you can view each others Places.

- ___ 8. On the Add/Remove Members page, click **Done** to return to the Members page.
- ___ 9. From the Members page, click **qp userxx**.
- ___ 10. On the Member Profile for qp userxx page, to change the qp userxx details, click **Edit**.
- ___ 11. On the *Edit Member Information* page, in the *Contact Information* section, fill in the First and Last Name of one of your team members, as shown in Figure 1-13.

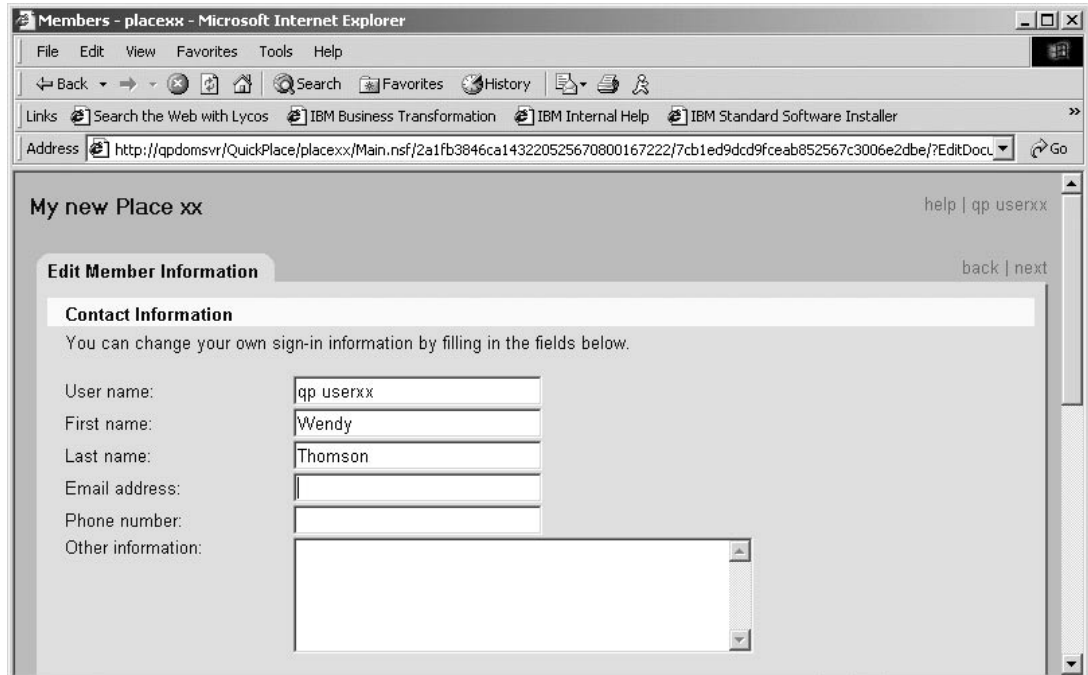


Figure 1-13 Editing member information

- ___ 12. Still on the *Edit Member Information* page, scroll down until you find the *Offline Password* section, type the offline password of **qp4dom**.

Note: You will be using this password in a later task to take your Place offline. Remember that all passwords are case sensitive.

- ___ 13. Click **Next**, then click **Done**.

Task 6: Customize your Place logo and news

The customize page has four (4) standard options and three (3) advanced options. We have already covered one (1) of the standard options (Decorate) in a previous task. Now we are going to look at another standard option, Basics. Perform the following steps:

- ___ 1. Click **Customize** in the table of contents.
- ___ 2. On the Customize page, click **Basics**.
- ___ 3. On the Basics page, click **Change Basics**.
- ___ 4. To change the logo, click **Logo Maker**. See Figure 1-14.

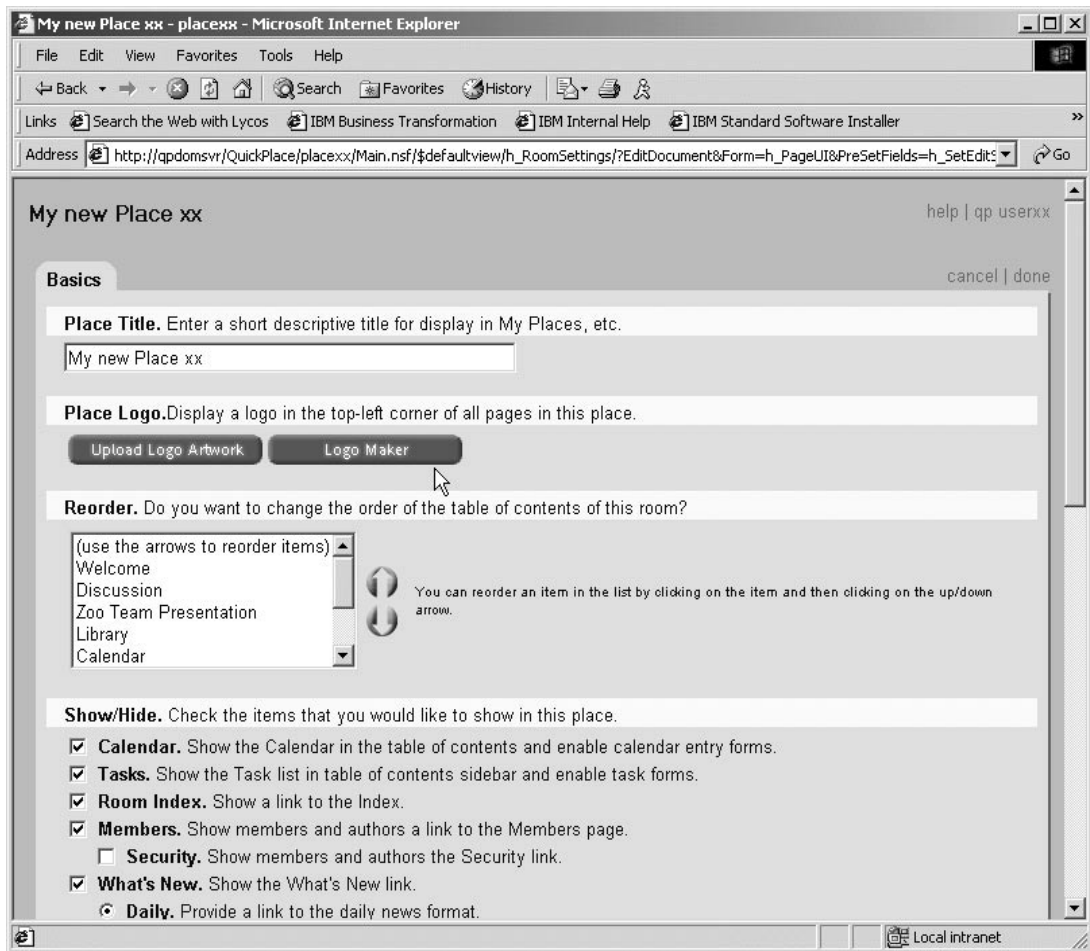


Figure 1-14 Customize - Basics page

- ___ 5. On the Log Maker page, in the *Type the text which you would like to display as your logo*: section, type the title of your project as follows:
The Zoo Project
- ___ 6. View and change the rest of this display for your own personal tastes.
- ___ 7. When you are happy with your selections, click **Next**.
- ___ 8. You should now be back on the Basics page. Notice in the *Reorder* section, you can change the order of the table of contents. At this point leave this section as the current defaults.
- ___ 9. In the *Show/Hide* section you can check the items that you would like to show in this place. At this point leave this section as the current defaults.
- ___ 10. In the *Notifications* section, you can choose how members are notified about important events in this place. Click **Customize News.....**
- ___ 11. The Notification Options page is displayed, see Figure 1-15. In the last section, *How often do you want the news summary to be sent?* change this from Weekly to **Daily**.

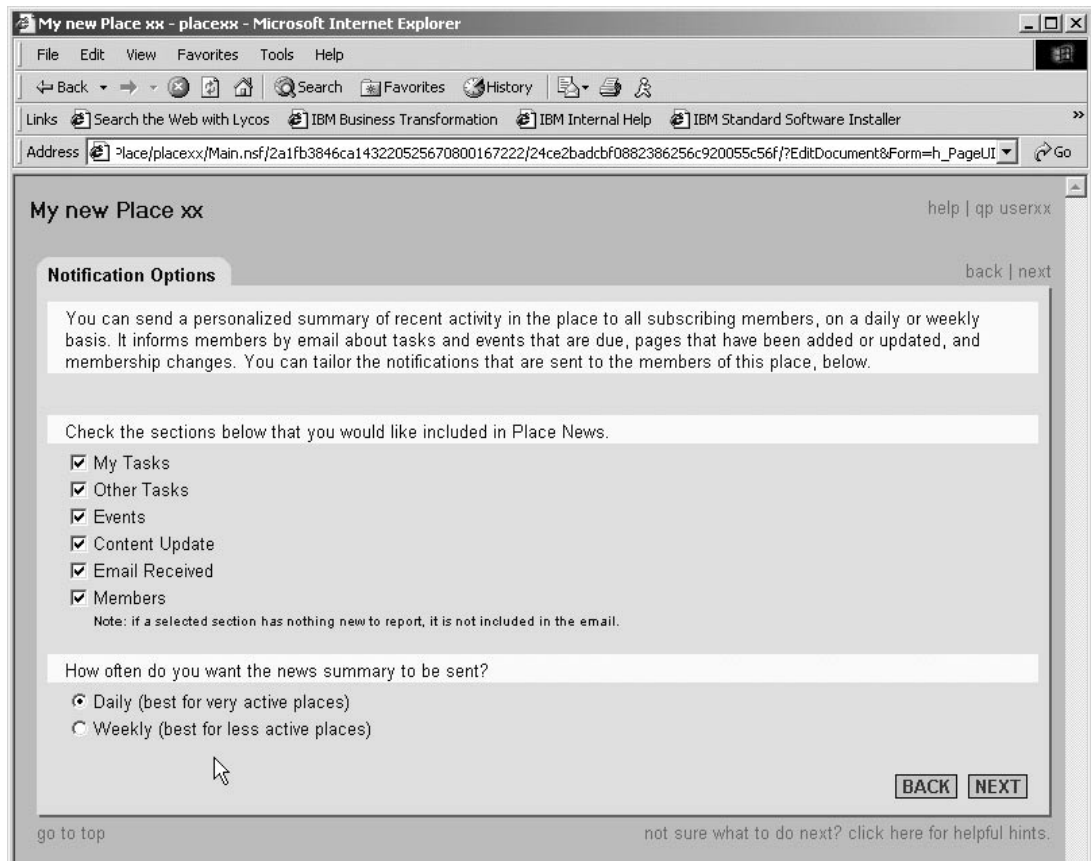


Figure 1-15 Notification Options

- ___ 12. Click **Next**, to return to the Basics display.
- ___ 13. Leave the last three (3) sections, Incoming Mail, Disable ActiveX and Disable Java Applets, as the defaults, then click **Done**.
- ___ 14. Notice your changes have now been implemented, if you want to make any further changes before continuing, click **Change Basics** again.

Task 7: Create forms for submitting information

We have already covered two (2) of the standard Customize options, Decorate and Basics, in previous tasks. Now we are going to look at another standard option, Forms. The Zoo project needs to have a form so people can submit ideas of animals for the new game. Before you create a form you need to create a folder in which to save the forms. Perform the following steps:

- ___ 1. To create a new folder, click **Customize** on the table of contents.
- ___ 2. From the Customize page, click **New...**
- ___ 3. On the New page, click **Folder** then click **Next**.
- ___ 4. On the New Folder page, click **Simple List**. Click **Next**.
- ___ 5. On the New Folder page, in the *What is the title of this folder?* field, type the following:
Animal Suggestions

- ___ 6. Leave the default for the *Who can add pages to this folder?* field and click **Next**.

Note: We want anyone with author access to be able to add new animal suggestions (pages). Readers will only be able to view the animal suggestions (pages) once they have been published. If you want Managers to be the only ones to add pages, ensure you change this option to Only managers.

- ___ 7. The Save Folder Options page is now displayed. Click the drop-down for the field *Where would you like to put this folder?* and change this new folder to be before the **Library** folder. Click **Next**.
- ___ 8. Click **Customize** on the table of contents to return to the main Customize page.
- ___ 9. From the Customize display, click **Forms**.
- ___ 10. From the Form page, click **New Form**.
- ___ 11. From the New Form page as shown in Figure 1-16, click **Simple Form**. This creates a form using standard QuickPlace fields such as plain or rich text, attachments, date popup, task information, etc.

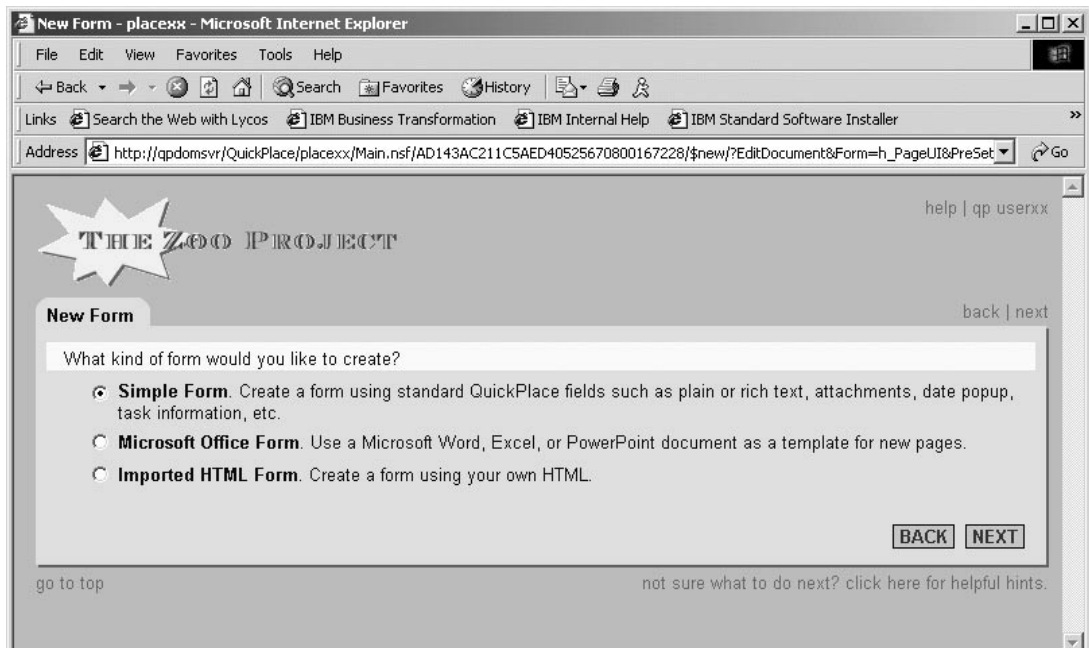


Figure 1-16 List of new forms

- ___ 12. Click **Next**.
- ___ 13. On the New Form page, in the *What is the title of this form?* field, type the following:
Animal Suggestions
- ___ 14. In the *What fields would you like to include in this form?* fields, click the **Add** button.
- ___ 15. On the Add Field page, click **Plain Text**, This presents a one-line unformatted text field.
- ___ 16. Click **Next**.
- ___ 17. On the Plain Text Options page, in the *What is the title of this field?* field, type **Animals**.

- ___ 18. Leave all other sections at the default and click **Next**.
- ___ 19. Back on the New Form page in the *Workflow* section, click **Modify**. By setting the workflow for a form, you can route pages to specific members and folders as the page is being published.
- ___ 20. On the Form Workflow page, in the *What type of workflow should this page type have?* field, click **Editor-In-Chief**, then click **Next**. See Figure 1-17.

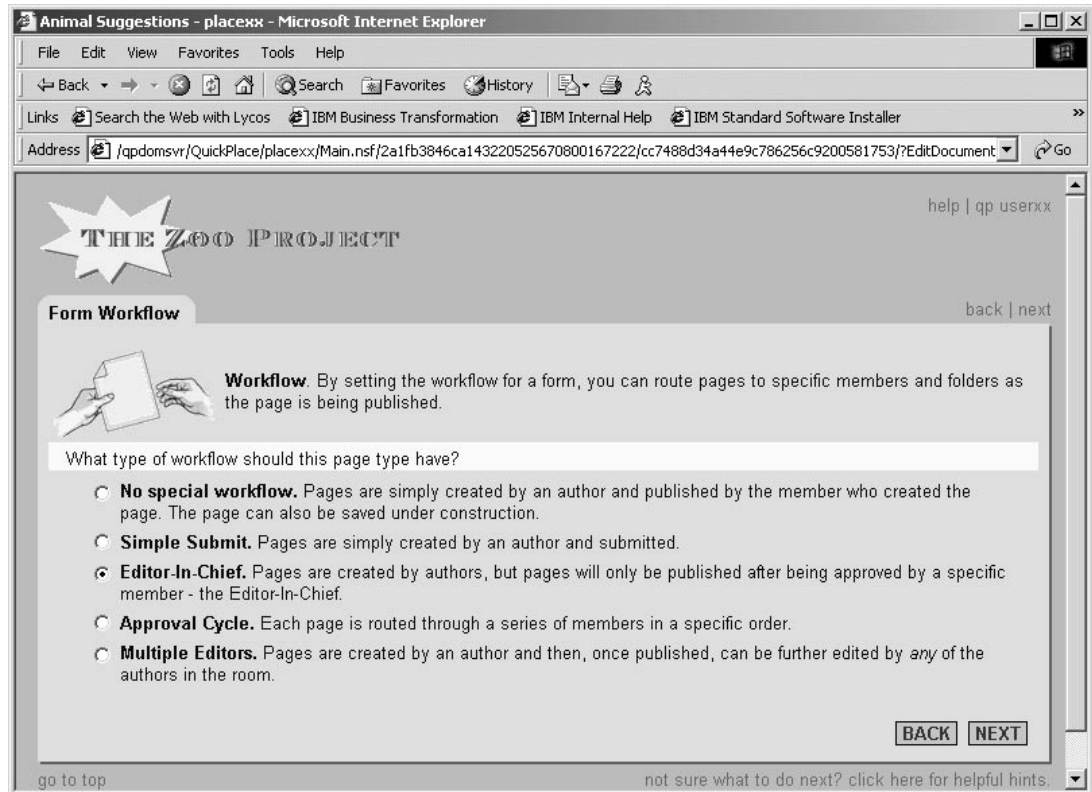


Figure 1-17 Form workflow - Editor In Chief

- ___ 21. On the Workflow: Editor In Chief page, in the *Who needs to approve this page?* field, click the drop-down and select **qp userxx**. Remember to replace the xx with your team number.
- ___ 22. In the *Do you want pages that are pending approval to be placed in a specific folder?* field, click the drop-down and select **Animal Suggestions** folder.
- ___ 23. Click **Next**. This returns you to the New Form page.
- ___ 24. In the *Do you want pages created with this form to always be placed in a specific folder?* field, click the drop-down and select **Animal Suggestions** folder.
- ___ 25. Click **Done** to save your new form.
- ___ 26. Close the Web browser.
- ___ 27. Open the Web browser and go back into your Place by typing the following URL:
http://QPDomSvr/placexx

- ___ 28. Log on with the user that has author access (**Ant Authorxx**) and password **qp4dom**. Click **OK**.
- ___ 29. From the table of contents, click **Animal Suggestions**.
- ___ 30. From the Animal Suggestions folder, click **New...**
- ___ 31. On the New page, the Animal Suggestions form is now included in the list. Click **Animal Suggestions** to add a new suggestion, then click **Next**.
- ___ 32. On the Edit Page page, in the *Title* field, type a title of **My Animal Suggestion**.
- ___ 33. In the *Animals* field, type your new animal suggestion. This can be anything you like, for example: **Horse**. Click **Submit**.
- ___ 34. On the Publish As...page, select **Submit**. This will submit the page for approval by the Editor-in-Chief. Click **Next**.
- ___ 35. Add at least three (3) more animal suggestions. These are required for a future task.
- ___ 36. Click on **Animal Suggestions** in the table of contents. You should see all of the pages you just created using the Animal Suggestions form.
- ___ 37. Close the Web browser.
- ___ 38. Open the Web browser and go back into your Place by typing the following URL:
http://QPDomSvr/placexx
- ___ 39. This time log on with the user that has reader access (**Joe Readerxx**) and password **qp4dom**, Click **OK**.
- ___ 40. From the table of contents, click **Animal Suggestions**.
- ___ 41. You will notice that the folder is empty and there is no option for you to create a new animal suggestion (page). This is because you have signed on with a member that only has reader access. When you created this folder you selected that only authors and managers would be able to create new pages. This also means that any member with reader access will not be able to view the suggestions until the new pages have been approved by the editor-in-chief.
- ___ 42. Close the Web browser again.
- ___ 43. Open the Web browser and go back into your Place by typing the following URL:
http://QPDomSvr/placexx
- ___ 44. This time log on with the user that is Editor-in-Chief (**qp userxx**) and password **qp4dom**. Click **OK**.
- ___ 45. From the table of contents, click **Animal Suggestions**.
- ___ 46. Click one of the suggestions waiting for approval, then click **Approve/Reject**.
- ___ 47. On the Publish As... page, select **Approve with explanation**. This will allow you to enter a message to the originator, Ant Authorxx, regarding your approval of this page. Click **Next**.
- ___ 48. On the Notify page, in the *Comment* field, type **Great suggestion!** Click **Next**.

- ___ 49. Close the Web browser.
- ___ 50. Open the Web browser and go back into your Place by typing the following URL:
http://QPDomSvr/placexx
- ___ 51. This time log on with the user that has reader access (**Joe Readerxx**) and password **qp4dom**. Click **OK**.
- ___ 52. From the table of contents, click **Animal Suggestions**.
- ___ 53. This time you will see any of the approved suggestions.
- ___ 54. Close the Web browser.
- ___ 55. Open the Web browser and go back into your Place by typing the following URL:
http://QPDomSvr/placexx
- ___ 56. Log on with the user that has author access (**Ant Authorxx**) and password **qp4dom**. Click **OK**.
- ___ 57. From the table of contents, click **Animal Suggestions**.
- ___ 58. From the Animal Suggestions folder, click on the suggestion that was just approved. Then click on **Page Status**. You will see the following message:
This page "xxxxx....." has been fully approved and can be edited by Ant Authorxx.
Notice that you are able to edit this page.
- ___ 59. From the table of contents, again click **Animal Suggestions**.
- ___ 60. From the Animal Suggestions folder, click on a suggestion that has not been approved, Then click on **Page Status**. You will see the following message:
This page "xxxxx...." has been submitted by Ant Authorxx and is currently being reviewed by qp userxx. This is the final reviewer.
Notice that you are not able to edit this page.
- ___ 61. Close the Web browser.

Task 8: Create a private room in a Place

Extend your Place by creating private spaces for selected members to work in, or dedicated areas for managing collections of pages. Suppose that the marketing members of the Zoo Project want to add more product suggestions forms with their own unique folders, for example a Packaging Ideas folder. These folders can quickly clutter up the table of contents in your Place. Instead, you can create a Marketing Ideas room and put the folders in there.

- ___ 1. Open the Web browser and go back into your QuickPlace by typing the following URL:
http://QPDomSvr/placexx
- ___ 2. Log on with the user that has Manager access (**qp userxx**) and password **qp4dom**. Click **OK**.
- ___ 3. From the table of contents, click **Customize**.
- ___ 4. On the Customize page, click **Rooms**.

- ___ 5. On the Rooms page, click **New Room**.
- ___ 6. On the Creating A New Room page shown in Figure 1-18, in the *What is the name of this room?* field, type the following title for this room:

Marketing Ideas

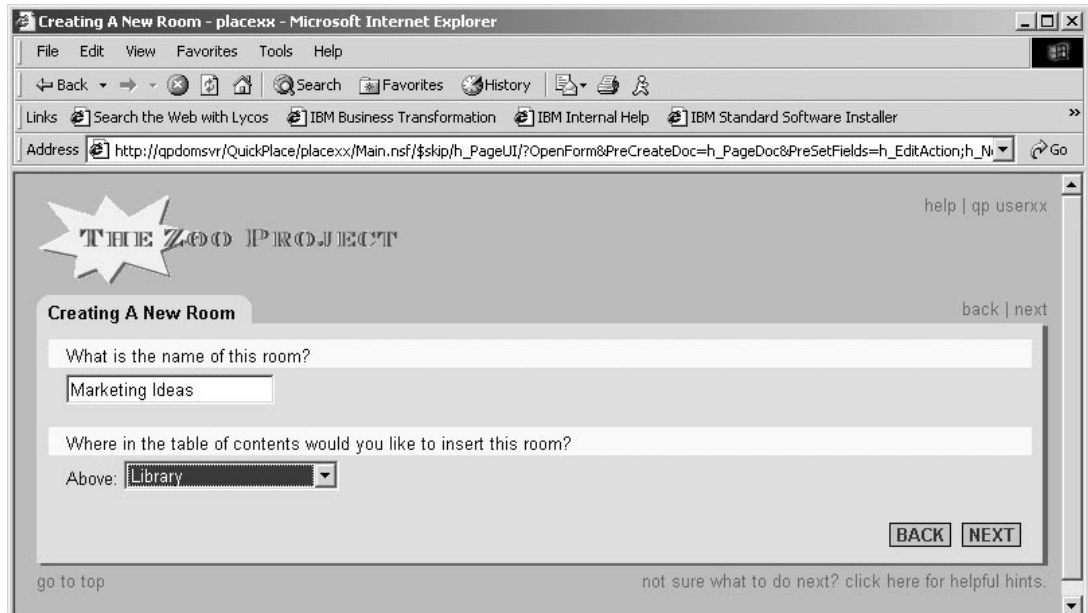


Figure 1-18 Creating a New Room

- ___ 7. In the *Where in the table of contents would you like to insert this room?* field, click the drop-down and select to insert this room above Library. Click **Next**.
- ___ 8. The Marketing Ideas inner room is now shown in the table of contents.

Note: The colon (:) at the end of Marketing Ideas indicates that this is an inner room.

- ___ 9. Click **Animal Suggestions** from the table of contents, then click Folder Options.
- ___ 10. On the Folder Options page, click **Move**.
- ___ 11. On the Move Folder to page, select **Marketing Ideas** and click **Next**.
- ___ 12. Notice that Animal Suggestions is now in the Marketing Ideas room table of contents. Click **Go Up** from the table of contents to return to your main Place.
- ___ 13. Notice that Animal Suggestions folder is no longer listed in your Place table of contents.
- ___ 14. To further customize your new Marketing Ideas room, click **Marketing Ideas** from the table of contents.
- ___ 15. Click **Edit** to change your new room.
- ___ 16. Replace everything in the *Contents* section with the following text:

You are in the Marketing Ideas inner room of the Zoo Project Place.

- ___ 17. Use the icons on the toolbar to make any other custom changes you like.
- ___ 18. Once you are happy with the look of your room, click **Publish**.
- ___ 19. Click **Go Up** from the inner room table of contents to return to your main Place.

Task 9: Create forms for the new room

In the last task you moved the Animal Suggestions folder to your Marketing Ideas inner room, but the form that was created for the Animal Suggestions folder is still linked to your main Place and not to your new inner Marketing Ideas room. In order to make everything work correctly you need to modify the links. In this task you are going to copy the Animal Suggestion form into the new inner room and then delete the form from the main Place. Then in the new inner room you will need to modify the Animal Suggestion form to point to the Marketing Ideas inner room, Animal Suggestion folder. Perform the following steps:

- ___ 1. From your main Place table of contents, click **Customize**.
- ___ 2. From the Customize page, click **Forms**.
- ___ 3. From the Forms page, select **Animal Suggestions**, do not click on Animal Suggestions itself. Click **Copy Form**.
- ___ 4. On the Copy Form to page, select **Marketing Ideas** and click **Next**.
- ___ 5. Back on the Forms page, select **Animal Suggestions**, do not click on Animal Suggestions itself. Click **Delete Form**.
- ___ 6. Click **OK** to the warning message, *Are you sure you want to delete this form?*
- ___ 7. From the table of contents, click on your new inner room, **Marketing Ideas**.
- ___ 8. From the Marketing Ideas room, click **Room Options**.
- ___ 9. From Room Options page, click **Forms**.
- ___ 10. From the Forms page, click the name **Animal Suggestions**, this takes you into the Edit Form page.
- ___ 11. On the Edit Form page, in the *Do you want pages created with this form to always be placed in a specific folder?* field, click the drop-down and select the **Animal Suggestions** folder.
- ___ 12. Click **Done**.
- ___ 13. Click **Animal Suggestions** from the table of contents. All of your Animal Suggestion pages should be listed.

Task 10: Secure your inner room

Currently only team members that are managers have access to your new Marketing Ideas inner room. In this task we add the required security for other team members to access this inner room. Perform the following steps:

- ___ 1. From the Marketing Ideas room table of contents, click **Room Security**.
- ___ 2. From the Room Security: Marketing Ideas page, in the Readers section, click **Add**.

- ___ 3. On the Add Readers page, select **Joe Readerxx** from the list of team members. Click **Next**.
- ___ 4. From the Room Security: Marketing Ideas page, in the Authors section, click **Add**.
- ___ 5. On the Add Authors page, select **Ant Authorxx** from the list of team members. Click **Next**.
- ___ 6. Click **Done**.
- ___ 7. Click **Go Up** to return to the main Place Welcome page.

Task 11: Create project tasks

Now you need to create some tasks and milestones for the Zoo project. Perform the following steps:

- ___ 1. From the table of contents of the main Place, click **Tasks**.
- ___ 2. On the Tasks page, click **New Task Page**.
- ___ 3. On the Edit Page display shown in Figure 1-19, in the *Task Title* field, type the following: **Best of Animal Selections**

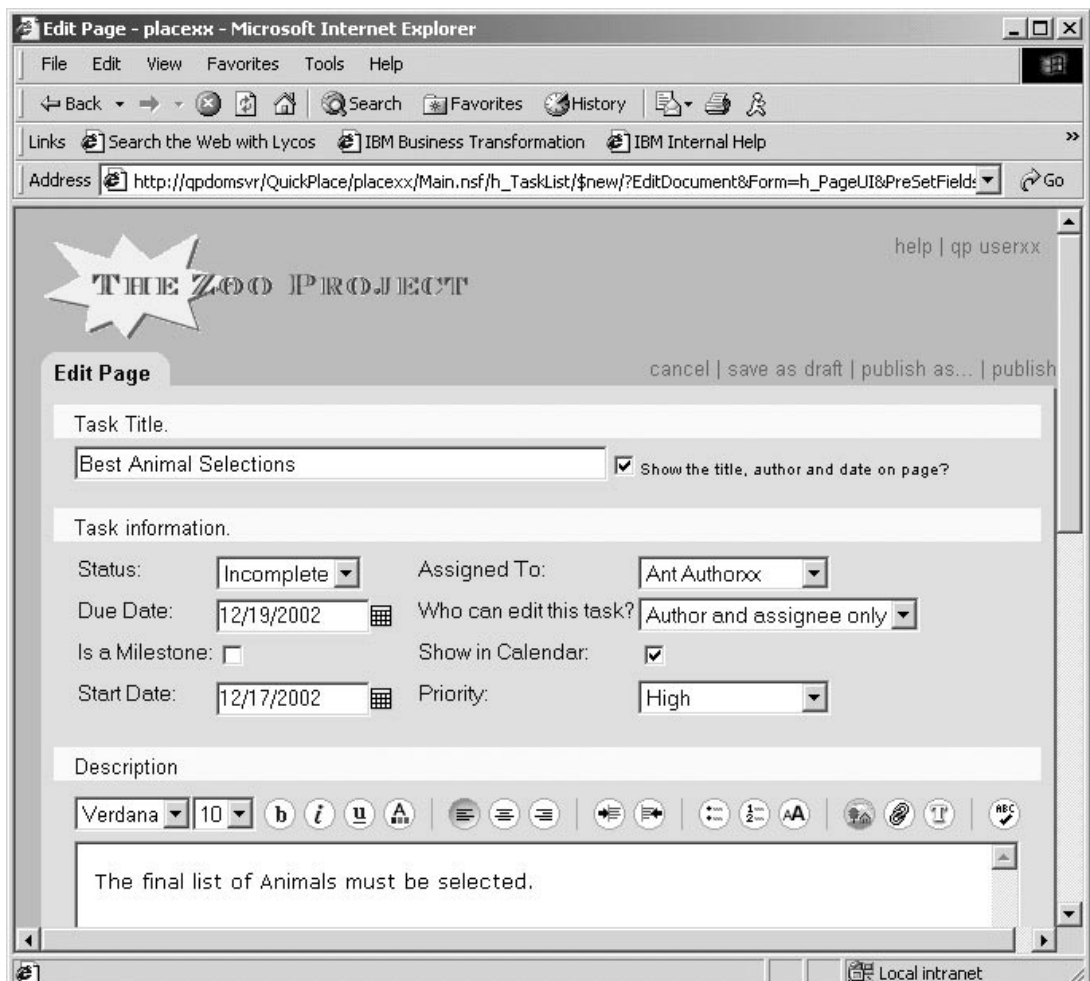


Figure 1-19 Editing a task page

- ___ 4. In the Task information section, change the Due Date to a couple of days ahead.
- ___ 5. Click the drop-down next to the *Assign to* field and select **Ant Authorxx**.
- ___ 6. Check the **Show in Calendar** check box.
- ___ 7. Select a *Start Date* of today's date.
- ___ 8. Click the drop-down next to *Priority* and select **High**.
- ___ 9. In the Description section, type the following:
The final list of Animals must be selected.
- ___ 10. Click **Publish**. Notice your task is listed on the Task page.
- ___ 11. Click **Calendar** from the table of contents. Notice your task has been added to the team calendar.

Task 12: View your QuickPlace news

QuickPlace automatically generates daily and weekly news. You set this up in “Customize your Place logo and news” on page 19. To view your News, perform the following steps:

- ___ 1. From the table of contents on your main Place, click **What's New**.
- ___ 2. From the What's New page, click **Update Now** to get the most up to date information. See Figure 1-20.

Figure 1-20 What's New page

- ___ 3. Notice that there are direct links to any of the information displayed.

Task 13: Looking at where your Place files are stored

We are now going to take a quick look at where your Place files are stored on the OS/400 Integrated File System (IFS). Perform the following steps:

- ___ 1. From your PC workstation desktop, click on the **iSeries Navigator** icon.
- ___ 2. Sign on with the user profile of **qpuserxx** (where xx is your team number) and password of **qp4dom**. Click **OK**.
- ___ 3. Click the plus sign (+) in front of the iSeries server being used for this lab.
- ___ 4. Click the plus signs (+) in front of the following:
File Systems -> Integrated File System -> Root -> Domino -> QPDMSVR -> QuickPlace -> placexx (where xx is your team number)
- ___ 5. Notice in your placexx folder there are at least three (3) files:
 - **Main.nsf** This is the main Place database holding the Place structure and pages of the main Place.
 - **Contacts.nsf** This is the membership database containing the members records for every member assigned access to the Place.
 - **Search.nsf** This is a site search database which provides the Place search.Also if you have created a room in your Place, then you should also see:
 - **PageLibrary.nsf** This is a room database based on main.nsf template that holds pages and the structure of a room.
- ___ 6. Close the iSeries Navigator window.



Lab 2

Working Offline with QuickPlace

In this lab you will take your Place offline, work with it in a disconnected environment and then synchronize the changes in the offline version of your Place with the server version.

For users to take Places offline, you must configure Domino Off-Line Services (DOLS) on the QuickPlace Domino server. DOLS provides a way for users to take Places offline, work with them, and synchronize the changes with an online replica on the QuickPlace Domino server.

Time required

The time required to efficiently complete this lab is 20 minutes.

Task summary

In this lab, you perform the following tasks:

1. Take your Place offline.
2. Work with your Place offline.
3. Synchronize the offline and online version of your Place.

Task 1: Take your Place offline

In this task you create a local copy of your Place on your PC workstation. To install an offline version of your Place, perform the following steps:

1. Click **Work Offline** from the table of contents on your main Place. If your Web browser displays a security warning message as shown in Figure 2-1, click **Yes**.

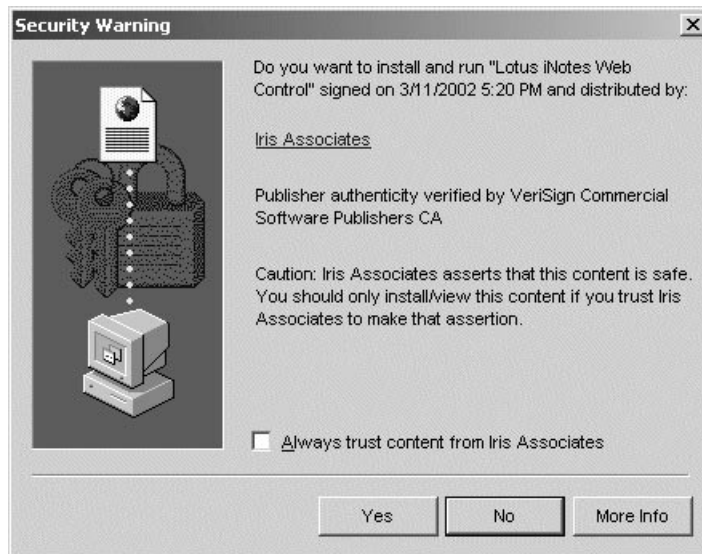


Figure 2-1 Security warning message

2. On the Work Offline page, click **Begin Install**.
3. On the Installing Offline QuickPlace page, you see the following information that describes the three steps that take place automatically when you install your offline Place:
 - Download and install Lotus iNotes Sync Manager.

Lotus iNotes Sync Manager is downloaded and installed on your PC workstation. This software will synchronize your offline Place with the online Place. While the software is downloading, you can work with other applications on your computer, but don't log off or shut your computer down until installation is complete. A window will notify you when the software has been successfully downloaded. This is a one-time operation.
 - Lotus iNotes Sync Manager is launched and your offline Place data is retrieved.

The time taken for this step depends on how much data the online Place contains.
 - You may be asked to restart your computer.

After installation is complete, you can start working offline. You can launch the offline place from its icon on your desktop. Your Web browser will load your offline Place and ask you for your user name and password. When your user name and password are accepted, you are working offline, and your changes will be synchronized automatically with the online place. You can also launch the Lotus iNotes Sync Manager from your desktop for more options.
4. Click **Install Now!** to begin installing your offline Place.

- ___ 5. Depending on the security settings for your Web browser and whether or not you connect to your online Place through a proxy server, your system may or may not display a Security Information dialog box. Click **Yes** in response to this box and answer any subsequent dialog boxes accordingly. See Figure 2-2.

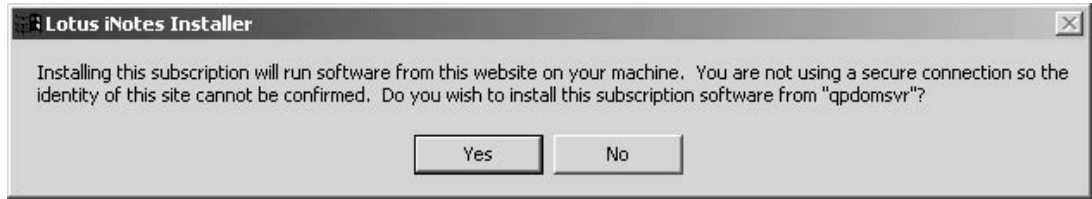


Figure 2-2 iNotes security warning message

- ___ 6. The installation program now displays the Lotus iNotes installer dialog box, which lists the steps the program must perform to finish the installation of your offline Place. A check mark appears next to each step as it is completed. See Figure 2-3.

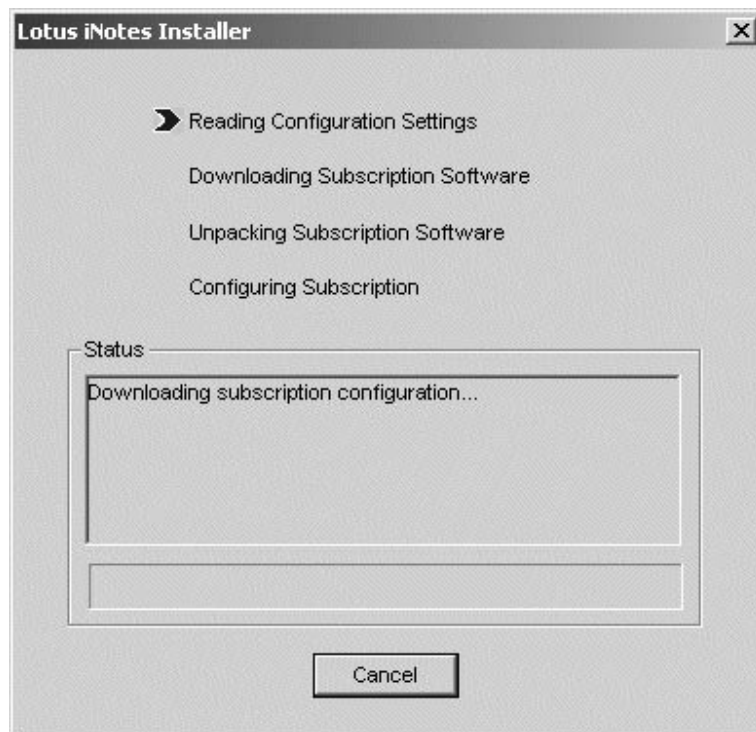


Figure 2-3 Lotus iNotes installer

- ___ 7. On the Lotus iNotes License Agreement window, click **Yes** to continue. See Figure 2-4.

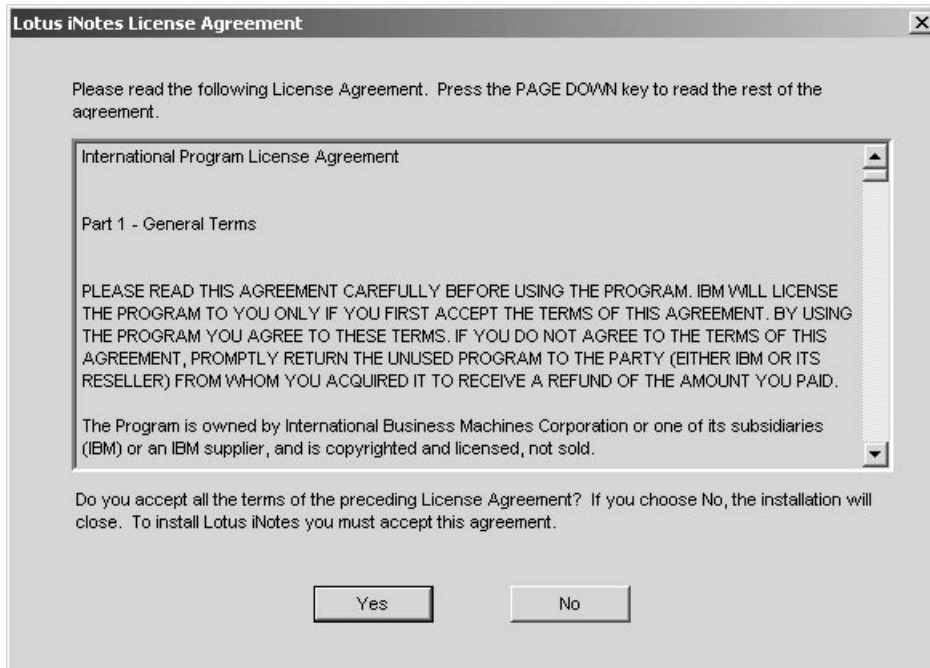


Figure 2-4 Lotus iNotes License Agreement

8. On the Please enter the name of a new folder to install Lotus iNotes window, click **Save** to accept the default path of C:\Program Files\Lotus iNotes. This is the directory where the installer will copy the Lotus iNotes Sync Manager and offline QuickPlace files. See Figure 2-5.

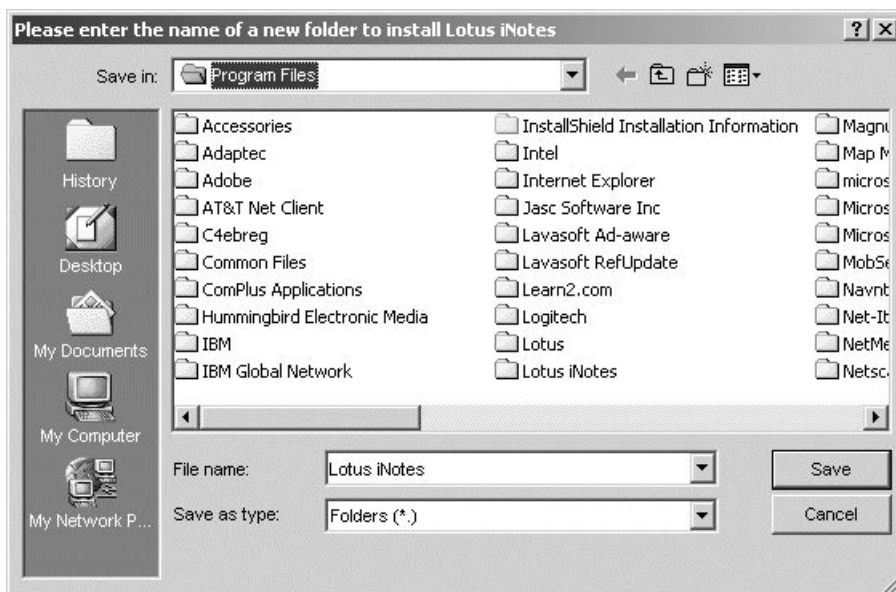


Figure 2-5 Directory for Lotus iNotes Sync Manager and offline QuickPlace files

9. Click Yes if asked whether you want to create a folder with the name you approved in the previous step.

Note: If this is not the first time you have installed an offline Place, QuickPlace does prompt you for this directory.

___ 10. You now see the Lotus iNotes Sync Manager window displaying the status of your first synchronization. See Figure 2-6.

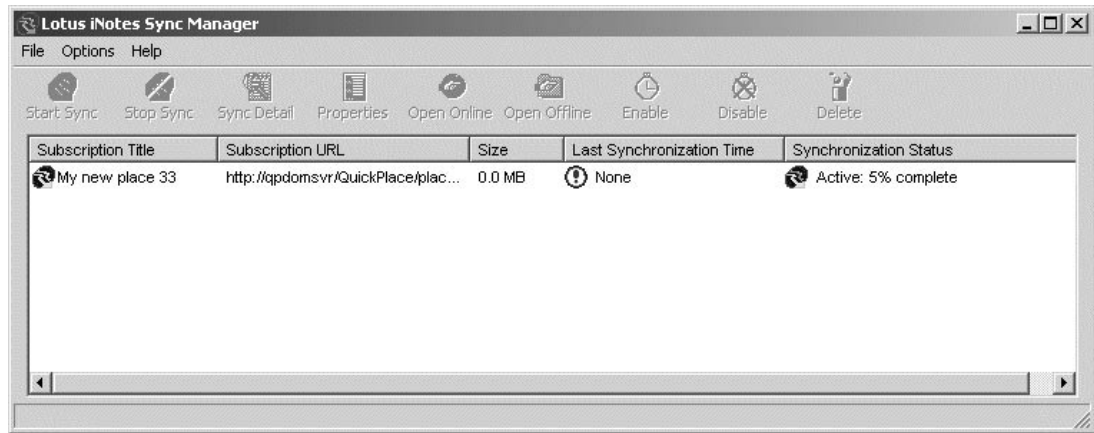


Figure 2-6 Lotus iNotes Sync Manager

___ 11. Wait for the Lotus iNotes Sync Manager to complete successfully as indicated by the message displayed in the Synchronization Status column as shown in Figure 2-7.

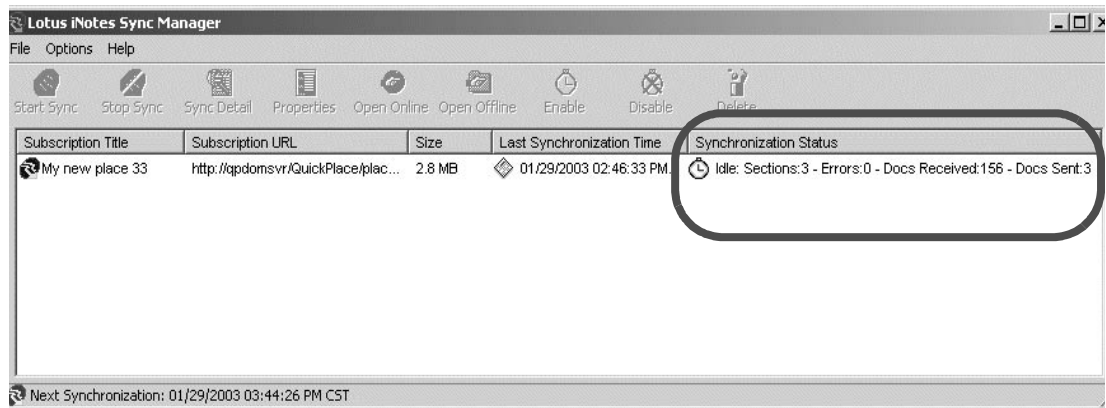


Figure 2-7 iNotes Sync Manager completed successfully

___ 12. Close your Web browser.

___ 13. You will now see two new icons on your desktop as shown in Figure 2-8. The top icon is the Lotus iNotes Sync Manager and the bottom is your offline Place.



Figure 2-8 Lotus iNotes Sync Manager and offline QuickPlace icons.

Task 2: Work with your Place offline

In this task you will work with your offline version of your Place. You do not have to be connected to your QuickPlace server when working with the offline copy for most general user functions. However, adding users and customizing your Place must be performed when online. Perform the following steps:

- ___ 1. Start your offline Place by double-clicking on the Offline icon on the Windows desktop.
You can also start your offline Place from the Lotus iNotes Sync Manager window by selecting the Place you would like to launch offline and clicking on the **Open Offline** button.
- ___ 2. A Web browser window is opened and you are prompted for your user name and password. Enter your user name of **qp userxx** (where xx is your team number) and password of **qp4dom**. Click **OK**.
- ___ 3. You are now working with your Place offline as indicated by the URL address.
- ___ 4. You are now going to make a change to your offline Place. Click on **Discussion** from your main Place table of contents.
- ___ 5. From the Discussion page, click on **New Page**.
- ___ 6. On the Edit Page page, enter some information to create a new Discussion page. For example:
 - Page Title: **Test**
 - Contents: **This is a test of creating a new discussion page offline and then synchronizing it with the online or server version of this Place.**Click **Publish** to create this new page.
- ___ 7. You should now see your new page list in the Discussion folder.
- ___ 8. Close the Web browser window.

Task 3: Synchronize the offline and online version of your Place

In this task you will synchronize your offline version of your Place with the online or server version. Perform the following steps:

- ___ 1. From the Lotus iNotes Sync Manager window, select your Place and click on **Start Sync**.
- ___ 2. The Synchronization Status column of the Lotus iNotes Sync Manager window will show you the status of your synchronization. Wait for the synchronization to complete and verify that it completes successfully.
- ___ 3. Open the Web browser and go back into your online Place by typing the following URL:
http://QPDomSvr/placexx
- ___ 4. You are prompted for your user name and password. Enter your user name of **qp userxx** (where xx is your team number) and password of **qp4dom**. Click **OK**.
- ___ 5. You are now working with your Place online again as indicated by the URL address.

- ___ 6. Verify the change you made to the offline version of your Place has been synchronized with the online version. Click on **Discussion** from your main Place table of contents.
- ___ 7. The new page you added to the Discussion folder should now be listed in the online version.
- ___ 8. This concludes lab 2. However, if time permits, feel free to experiment with some of the option and properties of the Lotus iNotes Sync Manager.



Lab 3

Deleting a QuickPlace

In this lab you delete or remove your Place from the QuickPlace Domino server.

Time required

The time required to efficiently complete this lab is approximately 5 minutes.

Task summary

In this lab, you perform the following tasks:

1. Delete your Place.
2. Uninstall Lotus iNotes Sync Manager.

Task 1: Delete your Place

Feel free to play with your Place for the time remaining in the lab. When you are ready to delete your Place, perform the following steps:

1. Sign on to your Place as the manager, user name of **qp userxx** (where xx is your team number) and password of **qp4dom**. Click **OK**.
2. Click **Customize** from the table of contents.
3. On the Customize page, click **Basics**.
4. On the Basics page, click **Delete this Place** as shown in Figure 3-1.

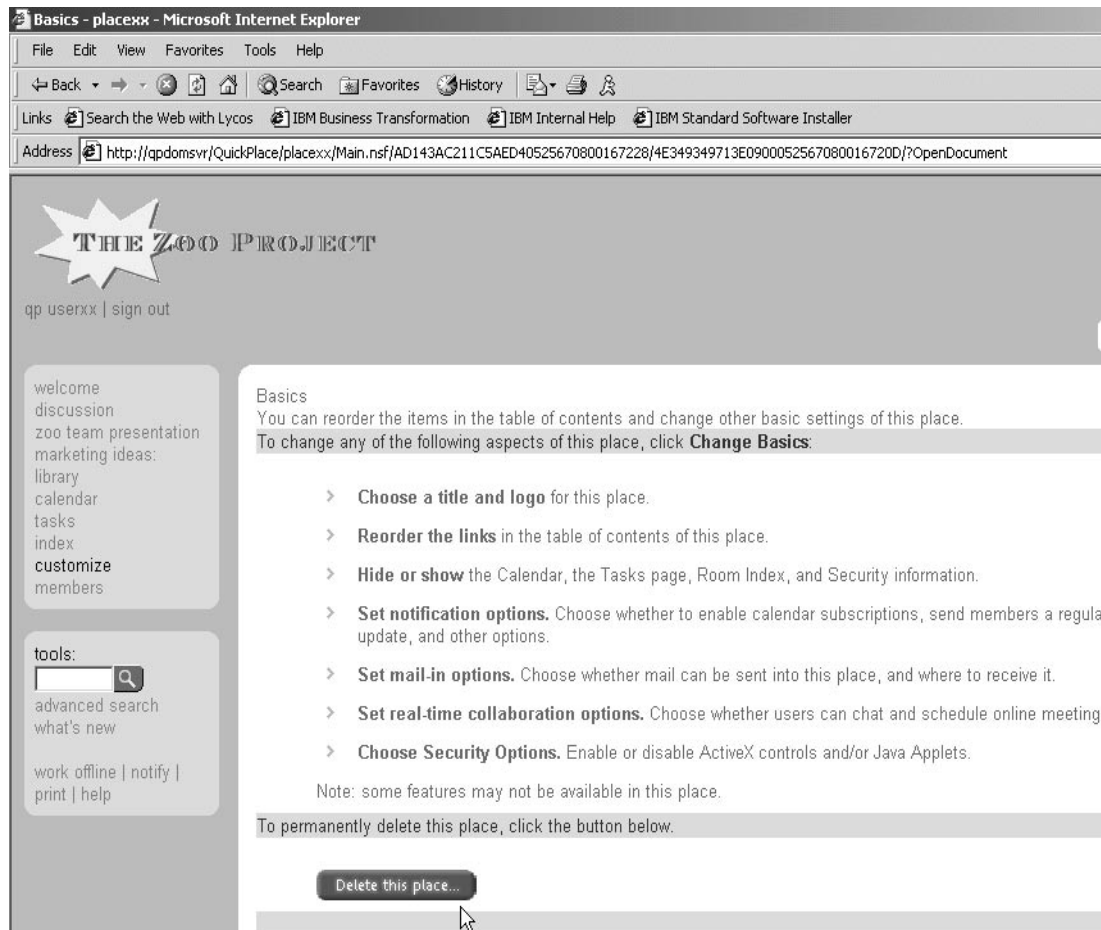


Figure 3-1 Deleting your Place

5. On the Delete place page, you see the following prompt:
When you delete a place, all pages are discarded, and all rooms are discarded. There is no way to recover a place after it has been deleted. If you are absolutely sure that you want to delete this place, type "yes" below, and click Delete Place.
6. Type **yes** in the prompt and click **Delete Place**.
7. Close the Web browser.

Task 2: Uninstall Lotus iNotes Sync Manager

In preparation for the second part of this lab, you need to uninstall Lotus iNotes Sync Manager. Perform the following steps:

- ___ 1. Close all the open windows on your desktop.
- ___ 2. From the Windows desktop, click **Start -> Settings -> Control Panel**.
- ___ 3. From the Control Panel window, double click **Add/Remove Programs**.
- ___ 4. From the Add/Remove Programs window, click on **Lotus iNotes**. Make sure you are selecting Lotus iNotes and NOT Lotus Notes!!
- ___ 5. Click **Change/Remove**.
- ___ 6. Click **Uninstall**.
- ___ 7. Click **Yes** to the *Are you sure you want to uninstall Lotus iNotes from C:\Program Files\Lotus iNotes?* message.
- ___ 8. Click **OK** to the *Lotus iNotes uninstall complete* message.
- ___ 9. Close the Add/Remove Programs and Control Panels windows.



Part 2

Administrator's Perspective

In this second part of the lab, you will use QuickPlace from an administrator's perspective.



Lab 4

Adding QuickPlace to a Domino server

In this lab you create a Domino server and add QuickPlace to that Domino server.

Time required

The time required to efficiently complete this lab project is approximately 20 minutes.

Task summary

In this lab, you perform the following tasks:

1. Create a Domino server.
2. FTP files to your PC workstation.
3. Set up your Lotus Notes/Domino Administrator clients.
4. Modify the Domino server document.
5. Add QuickPlace to your Domino server.
6. Test your QuickPlace environment.

Task 1: Create a Domino server

In this first task you create a Domino server that you will add QuickPlace to in a later task. Perform the following steps to create a Domino server using the Configure Domino Server (CFGDOMSVR) CL command:

Note: If you prefer, you can also create your Domino server by using iSeries Navigator. To do this:

1. Start iSeries Navigator.
2. Open the iSeries server being used by this lab.
3. Click **Network** -> **Servers**.
4. Right click on **Domino**.
5. Click **New Domino server**.
6. Fill in the parameters as outlined in the steps below.

- ___ 1. Start a 5250 emulation session to the iSeries server being used by this lab.
- ___ 2. Sign on to the iSeries server with your assigned OS/400 user profile of **qpuserxx** (where xx is your team number) and password of **qp4dom**.
- ___ 3. Enter the Configure Domino Server (CFGDOMSVR) CL command on a command line and press F4 to prompt the command.
- ___ 4. From the Configure Domino Server (CFGDOMSVR) command display, enter the following values:
 - Server name = **qptomxx** (where xx is your team number)
 - Option = ***first**
- ___ 5. Press Enter and fill in the following parameters:
 - Data directory = **/domino/qptomxx** (where xx is your team number)
 - Organization = **itso**
- ___ 6. Page Down and fill in the following parameters:
 - Last Name = **Admin**
 - First Name = **Qptomxx** (where xx is your team number)
 - Password = **qp4dom** (remember, passwords are case-sensitive!)
 - Minimum password length = **6**
 - Internet password = **qp4dom** (remember, passwords are case-sensitive!)
 - Time Zone = **cst**
 - Web browser = ***HTTP**
- ___ 7. Page Down and fill in the following parameters:
 - Directory services = ***none**
 - Connection services = ***none**
 - Advanced services = ***partition**
- ___ 8. Press F10 for additional parameters.
- ___ 9. Page Down and fill in the following parameters:
 - Internet address = <see your instructor for assigned IP address>
 - Subsystem and object names = **qptomxx** (where xx is your team number)
- ___ 10. Page Down and fill in the following parameter:

- Allow Domino Off Line Services = ***yes**

- ___ 11. **DO NOT PRESS ENTER YET!!!** Since only one Domino server can be configured at a time on the iSeries server, check with the instructor before pressing Enter to configure your Domino server to ensure no one else is currently configuring a Domino server.
- ___ 12. When the Domino server is successfully configured you are prompted to press Enter to end the terminal session.
- ___ 13. Enter the Work with Domino Servers command, **WRKDOMSVR** and press Enter.
- ___ 14. From the Work with Domino Servers display, find your Domino server (qpdomxx, where xx is your team number) and enter an option **1** (Start server) next to it to start your Domino server. Press Enter.
- ___ 15. Press F5 to refresh the display and verify your Domino server's status is ***STARTED**.

Task 2: FTP files to your PC workstation

In this task you will FTP (File Transfer Protocol) the Domino server administrator's id (user.id) and cert.id files to your PC workstation. You will need these files later in the lab. Perform the following steps:

- ___ 1. Open a DOS command prompt window.
- ___ 2. Change the current directory to the Lotus Notes data directory:

```
cd \lotus\notes\data
```
- ___ 3. Start an FTP session to the iSeries server being used in the lab:

```
ftp <iSeries server name>
```
- ___ 4. You are then prompt for your OS/400 user id (**qpuserxx** where xx is your team number) and password (**qp4dom**).
- ___ 5. Change the format to binary by entering the following command:

```
binary
```
- ___ 6. Change to the data directory of your Domino server on the iSeries server by entering the following command (notice these are forward slashes (/)):

```
cd /domino/qpdomxx
```
- ___ 7. Get the Domino server administrator's id file:

```
get user.id
```
- ___ 8. Get the certifier id file:

```
get cert.id
```
- ___ 9. Close the FTP session:

```
quit
```
- ___ 10. Close the DOS command prompt window.

```
exit
```

Task 3: Set up your Lotus Notes/Domino Administrator clients

In this task you will set up your Lotus Notes/Domino Administrator clients in order to be able to administer your newly created Domino server. Perform the following steps:

- ___ 1. Double click on the Lotus Notes R5.0.10 icon located on your PC workstation desktop.
- ___ 2. On the Lotus Notes Client Configuration window, click **Next**.
- ___ 3. On the Do You Want to Connect to a Domino Server? window, select **I want to connect to a Domino server**. Click **Next**.
- ___ 4. On the How Do You Want to Connect to a Domino Server? window, select **Set up a Connection to a local area network LAN**. Click **Next**.
- ___ 5. On the Domino Server Name window, enter your Domino server's name of **qpdomxx/itso** (where xx is your team number). Click **Next**.
- ___ 6. On the Who Are You? window, select **My Notes User Id has been supplied to me in a file**. Click **Next**.
- ___ 7. On the Enter New User ID File Name window, select the **user.id** file located in the C:\Lotus\Notes\Data directory. Click Open.
- ___ 8. Click **Next** on the Who Are You? window to continue.
- ___ 9. On the Enter Password window, enter your Domino server Administrator's password of **qp4dom**. Click **OK**.
- ___ 10. On the Connecting to a Domino Server over a LAN window, click **Next**.
- ___ 11. On the Set Up an Internet Mail Account window, select **I don't want to create an Internet mail account**. Click **Next**.
- ___ 12. On the Connect to a News Server window, select **I don't want to connect to a news server**. Click **Next**.
- ___ 13. On the Connect to a Directory Server window, select **I don't want to connect to another directory server**. Click **Next**.
- ___ 14. On the Connect through a Proxy Server window, select **I do not connect to the Internet through a proxy server**. Click **Next**.
- ___ 15. On the Internet Connection Type window, select **Connect over local area network (or cable modem)**. Click **Next**.
- ___ 16. On the Congratulations! window, click **Finish**.
- ___ 17. Click **OK** on the Notes setup is complete! pop-up message box.

Your Lotus Notes client should now be successfully set up. Continue with the next task to work with the Domino Administrator client.

Task 4: Modify the Domino server document

In this task you modify the Domino server document to bind the Domino server's HTTP host name.

- ___ 1. Start the Domino Administrator client by clicking on the Domino Administrator icon located on the left side of the Lotus Notes client in the Bookmarks bar.
- ___ 2. From the Domino Administrator client, click on the **ITSO Domain** icon located in the Bookmarks bar on the left side of the window.
- ___ 3. Click on your Domino server that is listed, **qpdomxx/itso** (where xx is your team number).
- ___ 4. Click on the **Configuration** tab.
- ___ 5. Click on the **Server** twistie.
- ___ 6. Click on the **Current Server Document** view. Make sure your Domino Administrator client is pointing to your Domino server!
- ___ 7. Click on the **Edit Server** button.
- ___ 8. In the Domino server document, click on the **Internet Protocols** tab.
- ___ 9. Change the Host name(s) field to **qpdomxx** (where xx is your team number).
- ___ 10. Change the Bind to host name field to **Enable**.
- ___ 11. Click the **Save and Close** button.
- ___ 12. End your Domino server. You can do this from the 5250 emulation session. From the Work with Domino Servers (WRKDOMSVR) display, enter an option **6** (End server) next to your Domino server (qpdomxx) and press Enter.
- ___ 13. On the Confirm Ending the Domino Server display, press Enter.
- ___ 14. On the Work with Domino Servers display, press F5 to refresh the display until the status of your Domino server is *ENDED.
- ___ 15. In preparation for the next task where you will add QuickPlace to your Domino server, end the Domino server's subsystem. Enter the Work with Subsystems (WRKSBS) command and press Enter.
- ___ 16. On the Work with Subsystems display, enter an option 4 (End subsystem) next to your Domino server's subsystem name (QPDOMxx) and press Enter.
- ___ 17. On the End Subsystem (ENDSBS) display, change the *How to end* parameter to ***IMMED** and press Enter.

Task 5: Add QuickPlace to your Domino server

In this task you add QuickPlace to your Domino server. Be aware that your Domino server and subsystem must be ended in order to successfully add QuickPlace to it. Perform the following tasks:

- ___ 1. Open your iSeries Navigator window, if it is not already running.
- ___ 2. Navigate to your Domino servers by clicking the plus sign (+) next to the iSeries server being used for this lab and then clicking on **Networks -> Servers -> Domino**.
- ___ 3. In the right pane, a list of Domino servers should be displayed. Right click on your Domino server (**qpdomxx**) and then click **Add QuickPlace**.

- ___ 4. On the AS/400 QuickPlace Setup Page 1 Web browser window, enter your iSeries userid (**qpuserxx** where xx is your team number) and password (**qp4dom**). Click >>.
- ___ 5. On the AS/400 QuickPlace Setup Page 2 Web browser window, enter the following values:
 - Administrator's name = **Qpdomxx Admin** (where xx is your team number)
 - Password = **qp4dom**
 - Confirm password = **qp4dom**
 Click **Finish**.
- ___ 6. On the Congratulations window, read the information presented and then click **Exit**.
- ___ 7. Close the QuickPlace Set up Web browser window.
- ___ 8. Verify the Domino server has been successfully restarted.

From the Work with Domino Servers (WRKDOMSVR) display, press F5 to refresh the display. Verify your Domino server's status is *STARTED. It is also a good idea to have a look at the Domino server's console (option 8 = Work console) to make sure there are no errors or problems with your Domino server.
- ___ 9. If everything looks good, continue with the next task. Otherwise try to determine what went wrong.

Task 6: Test your QuickPlace environment

In this task you test that you have correctly configured your QuickPlace Domino server. Perform the following steps:

- ___ 1. Open a Web browser and enter the following URL: `http://qpdomxx/quickplace`
- ___ 2. If you correctly configured your QuickPlace Domino server, the default Welcome to QuickPlace page is displayed as shown in Figure 4-1.

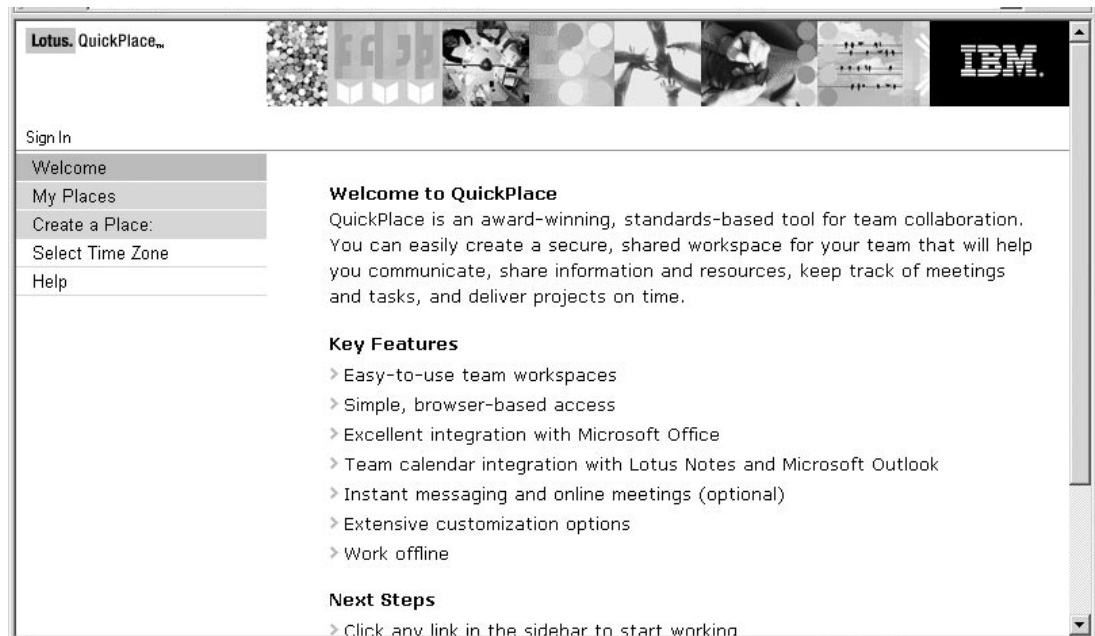


Figure 4-1 QuickPlace Welcome page

- ___ 3. Click **Create a Place** in the left navigation panel.
- ___ 4. On the *Create a Place* page, complete the following fields:
 - a. In the *Place Name* section, in the *Internet address: http://qpdomxx/* field, type the name of your new Place, **teamxx**. Remember to replace the xx with your team number.
 - b. In the *Title* field, type the following: **Teamxx Workspace**. Remember to replace the xx with your team number.
 - c. In the *Your name and password* section, in the *Name:* field, type the name **teamxx manager**. Remember to replace the xx with your team number.
 - d. In the *Password:* and *Re-enter password:* fields, type **qp4dom**.
 - e. In the *Email address (optional):* field, leave this field blank.
 - f. In the Confirmation section, ensure the *Send me an email confirming the information on this page*, box is **not** checked.

Click **Next**.

- ___ 5. You are prompted for your user name (**teamxx manager**) and password (**qp4dom**). Click **OK**.
- ___ 6. Your newly created Place is now displayed.
- ___ 7. Close the Web browser.

This completes this lab. In the next lab you learn how to configure your QuickPlace Domino server so users are able to take their Places offline.



Lab 5

Configuring the QuickPlace server for offline

In this lab you learn how to configure your QuickPlace Domino server to allow user's to take their Places offline.

Time required

The time required to efficiently complete this lab project is approximately 15 minutes.

Task summary

In this lab, you perform the following tasks:

1. Edit the QuickPlace Domino server's notes.ini file.
2. Create a QuickPlace certifier.
3. Register a QuickPlace organizational unit.
4. Create a new Security Policy document.
5. Test your QuickPlace offline support.

Task 1: Edit the QuickPlace Domino server's notes.ini file

In this task you edit the QuickPlace Domino server's notes.ini file to add a couple of lines required for QuickPlace offline support. Perform the following steps:

- ___ 1. From your 5250 emulation session, enter the Work with Domino Servers (**WRKDOMSVR**) command and press Enter.
- ___ 2. From the Work with Domino Servers display, enter an option 13 (Edit NOTES.INI) next to your Domino server, **qpdomxx** (where xx is your team number). Press Enter.
- ___ 3. Page Down to the bottom of the file.
- ___ 4. Enter **i2** next to the last line in the file. Press Enter. This will insert two new lines into the notes.ini file.
- ___ 5. Enter the following two lines:
EXTMGR_ADDINS=qpexmgr
CheckCacheBeforeDSAPI=1
- ___ 6. Press F3 twice to save the notes.ini file and exit the Edit File display.

Task 2: Create a QuickPlace certifier

In this task you add a certifier for local QuickPlace users. Perform the following tasks:

- ___ 1. Start the Domino Administrator client.
- ___ 2. Make sure you are administering your Domino server, **qpdomxx** (where xx is your team number).
- ___ 3. Click the **Configuration** tab.
- ___ 4. In the left navigation pane, click on the **Miscellaneous** twistie.
- ___ 5. Under Miscellaneous, click on **Certificates**.
- ___ 6. Click on the **Add Certifier** button.
- ___ 7. In the Certifier document, in the Certifier name field enter the following:
/QP/itso
This is creating a certifier for local QuickPlace members. This is "/QP/domain" where domain in our lab is "itso". The "QP" must be capitalized.
- ___ 8. Click **Save and Close**.

Task 3: Register a QuickPlace organizational unit

In this task you register an organizational unit named QP for your QuickPlace Domino server's domain.

- ___ 1. From the Domino Administrator client, click on **Tools -> Registration -> Organizational Unit**.

- ___ 2. On the Choose Certifier ID window, select your Domino server's **cert.id** file located in the C:\Lotus\Notes\Data directory. Click **Open**.
- ___ 3. On the Enter Password window, enter the certifier's password of **qp4dom**. Click **OK**.
- ___ 4. On the Register Organizational Unit Certifier window enter the following information:
 - Registration server = **qpdomxx/itso** (where xx is your team number)
 - Organizational Unit = **QP**
 - Certifier password = **qp4dom**
 - Password quality scale = slide to the left so it is 6 or less
 - Security type = **International**
- ___ 5. Click **Register**.
- ___ 6. Click **Yes** to the message *An entry with the specified person, server, or certifier is already in the Domino Directory. Update this entry?*
- ___ 7. Click **OK** to the *ID file C:\QP.id created* message.

Task 4: Create a new Security Policy document

In this task you create a new Security Policy document. Perform the following steps:

- ___ 1. From the Domino Administrator client, click the **Configuration** tab.
- ___ 2. In the left navigation pane, click on the **Offline Services** twistie.
- ___ 3. Under Offline Services, click on **Security**.
- ___ 4. Click on the **New Security Policy** button.
- ___ 5. In the Offline Security Policy document, Basics tab, enter the following information:
 - Security domain = **/QP/itso**
 - ID deployment policy = **Automatically generate user IDs**
- ___ 6. Click on the **Automatic** tab that appears and enter the following information:
 - Certifier to use = attach the **QP.id** certifier file you created in "Register a QuickPlace organizational unit" on page 54. To do this, click on the pull-down menu options of **File ->Attach**. The file is located in C:\QP.id. Click **Create**.
 - password = **qp4dom**
- ___ 7. Save and close the new Security Policy document.
- ___ 8. Restart your Domino server. You can do this from the Work with Domino Server (WRKDOMSVR) display by entering an option 6 (End server) next to your Domino server (qpdomxx, where xx is your team number) and then option 1 (Start server).

Task 5: Test your QuickPlace offline support

In this task you test to verify that you have correctly configured your QuickPlace Domino server to allow users to take their Places offline.

- ___ 1. Open the Web browser and go back into your Place by typing the following URL:
http://qpdomxx/teamxx (where xx is your team number)

- ___ 2. You are prompt to sign on with your user id of **teamxx manager** (where xx is your team number and password of **qp4dom**. Click **OK**.
- ___ 3. Click **Work Offline** from the table of contents of your Place.
- ___ 4. On the Work Offline page, click **Begin Install**.
- ___ 5. On the Installing Offline QuickPlace page, click **Install Now!** to begin installing your offline Place.
- ___ 6. Depending on the security settings for your Web browser and whether or not you connect to your online Place through a proxy server, your system may or may not display a Security Information dialog box. Click **Yes** in response to this box and answer any subsequent dialog boxes accordingly. See Figure 5-1.

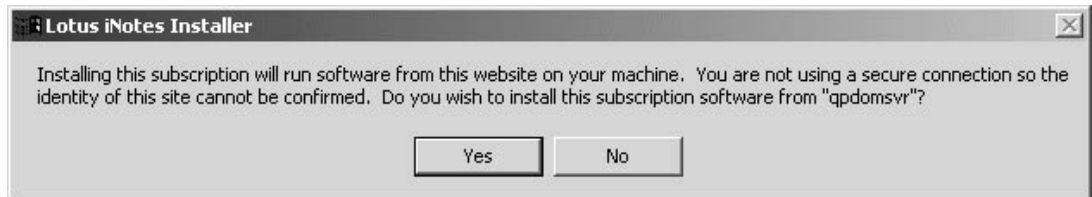


Figure 5-1 iNotes security warning message

- ___ 7. The installation program now displays the Lotus iNotes installer dialog box, which lists the steps the program must perform to finish the installation of your offline Place. A check mark appears next to each step as it is completed. See Figure 5-2.

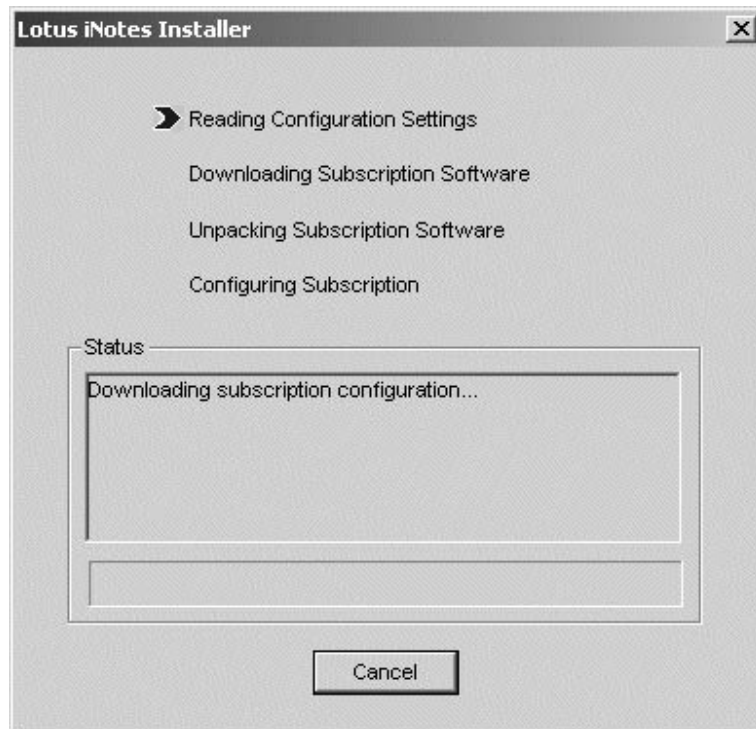


Figure 5-2 Lotus iNotes installer

- ___ 8. On the Lotus iNotes License Agreement window, click **Yes** to continue. See Figure 5-3.

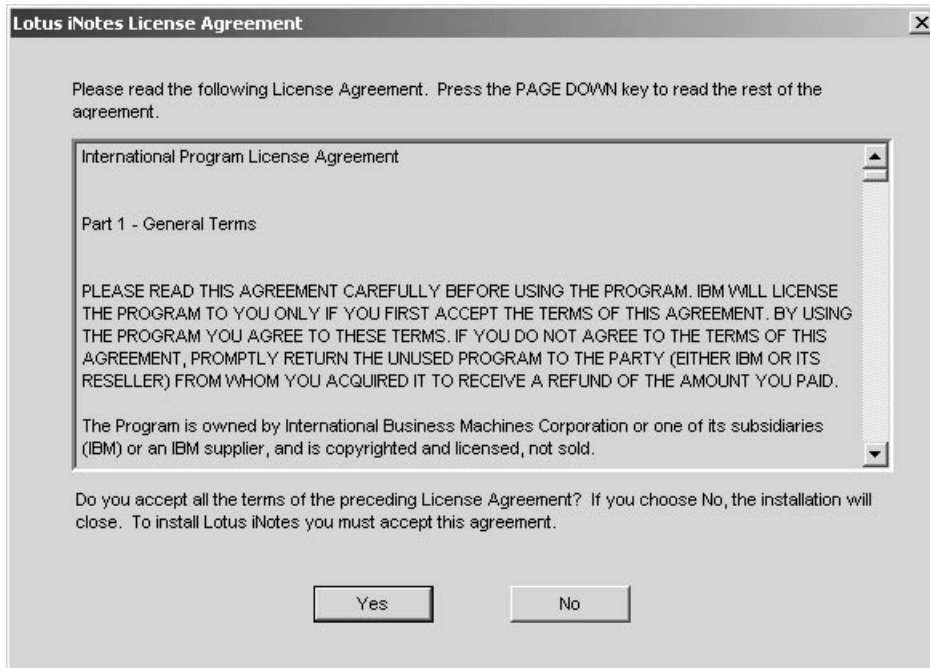


Figure 5-3 Lotus iNotes License Agreement

9. On the Please enter the name of a new folder to install Lotus iNotes window, click **Save** to accept the default path of C:\Program Files\Lotus iNotes. This is the directory where the installer will copy the Lotus iNotes Sync Manager and offline QuickPlace files. See Figure 5-4.

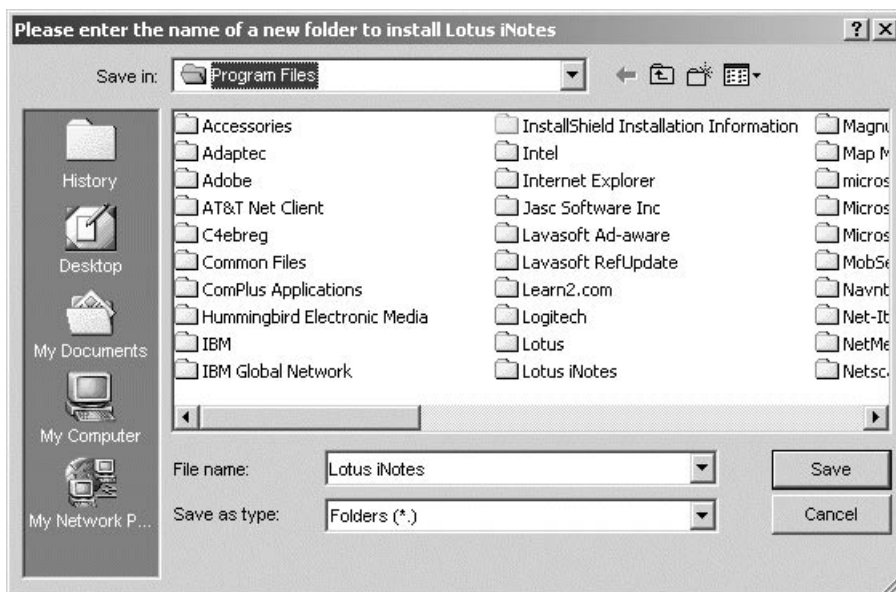


Figure 5-4 Directory for Lotus iNotes Sync Manager and offline QuickPlace files

10. Click Yes if asked whether you want to create a folder with the name you approved in the previous step.

Note: If this is not the first time you have installed an offline Place, QuickPlace does prompt you for this directory.

- ___ 11. You now see the Lotus iNotes Sync Manager window displaying the status of your first synchronization. See Figure 5-5.

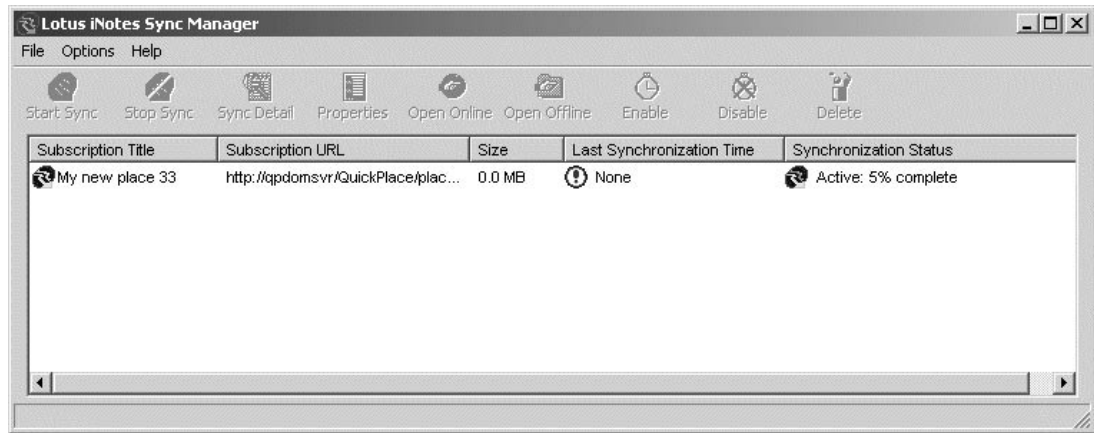


Figure 5-5 Lotus iNotes Sync Manager

- ___ 12. Wait for the Lotus iNotes Sync Manager to complete successfully as indicated by the message displayed in the Synchronization Status column as shown in Figure 5-6.

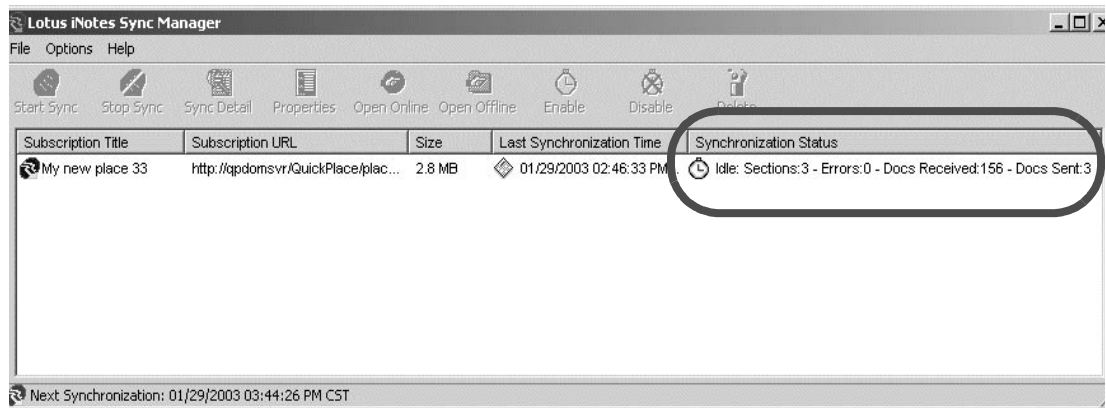


Figure 5-6 iNotes Sync Manager completed successfully

- ___ 13. Start your offline Place by double-clicking on the Offline icon on the Windows desktop.

You can also start your offline Place from the Lotus iNotes Sync Manager window by selecting the Place you would like to launch offline and clicking on the **Open Offline** button.

- ___ 14. A Web browser window is opened and you are prompted for your user name and password. Enter your user name of **teamxx manager** (where xx is your team number) and password of **qp4dom**. Click **OK**.

- ___ 15. You are now working with your Place offline as indicated by the URL address.

Congratulations! You have completed the Using QuickPlace 3.0 on the IBM @server iSeries server lab.