

STS Administration guide

TeamAgenda's Web Administration Interface is supported on the following http browsers:

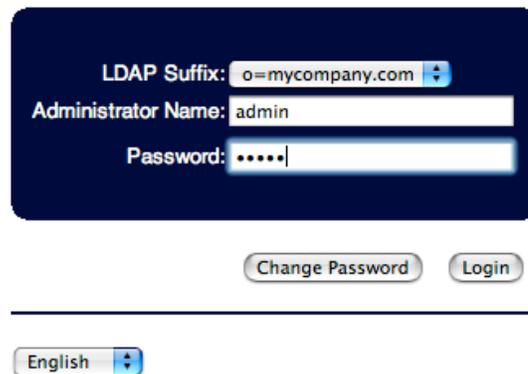
- Microsoft Internet Explorer 5 and higher
- Mozilla 1.0 and up
- Opera 5.0 and higher
- Safari 1.3
- Netscape version 6 and higher
- Konqueror 2.0 and up

Open your Web browser and type `http://` followed by the Host Name or IP Address of your STS server followed by ":" and the Administration port number.

Example: <http://localhost:32423/>

(The host name is the location of the Scalable TeamAgenda Server or the localhost name if it is the same host. The port number was previously entered during the server installation. Default port is 32423)

The login window appears. By default the Web Administration page will open in the same language as your browser. The version number of STS will be displayed at the bottom of the screen.



LDAP Suffix: o=mycompany.com

Administrator Name: admin

Password: *****

Change Password Login

English

Select your preferred language from the drop-down menu. To change the administrator password select "Change Password"

Note: The password can also be changed in the file called, "manager.conf". It contains User ID's and passwords for all users who have access to Web Administration.

To Log in:

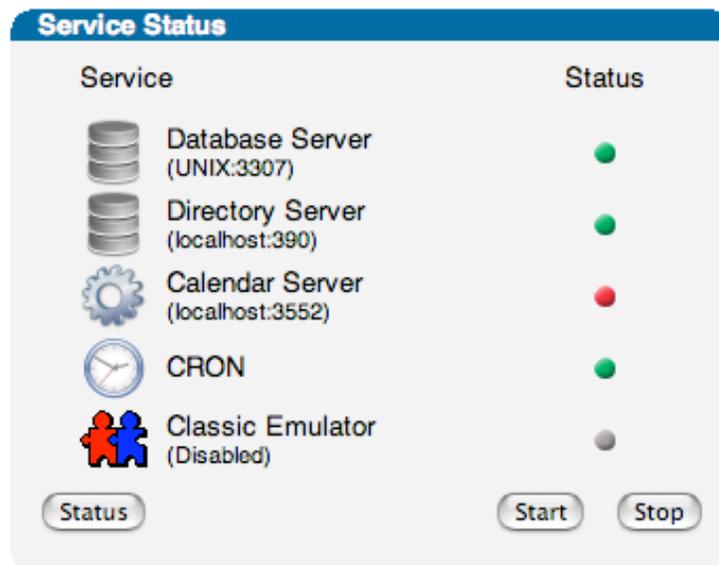
- Enter the Administrator's Name and Password
- Click Login

When logging in for the first time, the default administration name is "admin" and the password is "admin".

- **Start** Click "Start" to start all services listed in the Status Window

Service status

- **Stop** Click "Stop" to stop all services listed in the Status Window
- **Status** Click "Status" to refresh the status window
- Click individual Status lights to start/stop services separately



Service	Status
 Database Server (UNIX:3307)	
 Directory Server (localhost:390)	
 Calendar Server (localhost:3552)	
 CRON	
 Classic Emulator (Disabled)	

Buttons: Status, Start, Stop

Status Services Legend

Red = Stopped
Green = Started
Gray = Disabled

Licensing

Licensing
Current Licenses
Total Lite User(s): 0
Total Pro User(s): 10
Total User licenses Used: 0
Total User Licenses Available: 10
Total Resource: 0
Total number of Web Users: 0
Total Web licenses Used: 0
Total Web licenses Available: 0
Expiration date: unlimited
License:
Organization:
License number:



Total Lite Users:

The number of Lite licenses purchased

Total Pro Uses:

The number of Pro licenses purchased

Total User Licenses Used:

The number of licenses already used (includes all users, not just users who are currently logged on)

Total User licenses Available:

The number of purchased licenses available for new users

Total Resources:

The number of resource licenses purchased

Total number of Web Users:

The number of web licenses purchased

Total Web Licenses Used:

The number of web licenses used (includes all web users, not just web users who are currently logged on)



Total Web Licenses Available:

The remaining number of licenses available for new users.

Expiration date:

The date your STS license expires

To enter a new license number:

- **Organization:** Enter your company or organization name (as given with your license)
- **License number:** Enter your license number (There is only one license to enter)
- Click on **Modify**

Directory Maintenance

To ADD a User, Group, Resource, Public Agenda or Public Contact:

Select the type of account that you wish to add: (User, Group, Public Agenda, Public Contact).

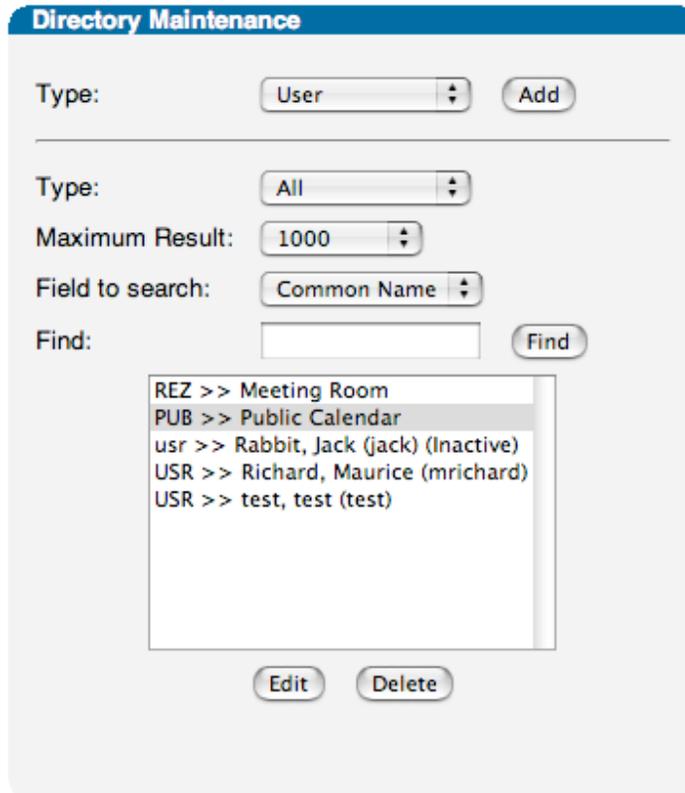
Click **Add**. The Add/Modify User window will open.

To MODIFY or DELETE a User, Group, Resource, Public Agenda or Public Contact:

Enter the search parameters (* or nothing for all items) and Click **Find**

Select the item you wish to Modify or Delete

Click Edit (The Add/Modify User window will open) or Delete



The screenshot shows a window titled "Directory Maintenance" with the following controls:

- Type:
- Type:
- Maximum Result:
- Field to search:
- Find:

The search results list is as follows:

- REZ >> Meeting Room
- PUB >> Public Calendar
- usr >> Rabbit, Jack (jack) (Inactive)
- USR >> Richard, Maurice (mrichard)
- USR >> test, test (test)

At the bottom of the window are and buttons.

User Access Right

To modify User Access Rights:

- Select the type of account that you would like to modify (User, Resource or Public Agenda)
- Enter the name to search by (* or nothing for all users) Click **Find**
- Select an entry, Click Granted by:>>
- Select an entry, Click To:>>
- Click View to see the parameters that have already been set.
- Select a new Access Level from the drop-down menu
- Select a new Visibility level from the the drop-down menu
- Click **Save**

User Access Right

Type:

Maximum Result:

Field to search:

Find:

Default

Guest

usr >> Rabbit, Jack (jack)

USR >> Richard, Maurice (mrichard)

USR >> test, test (test)

Granted by: >>

To: >>

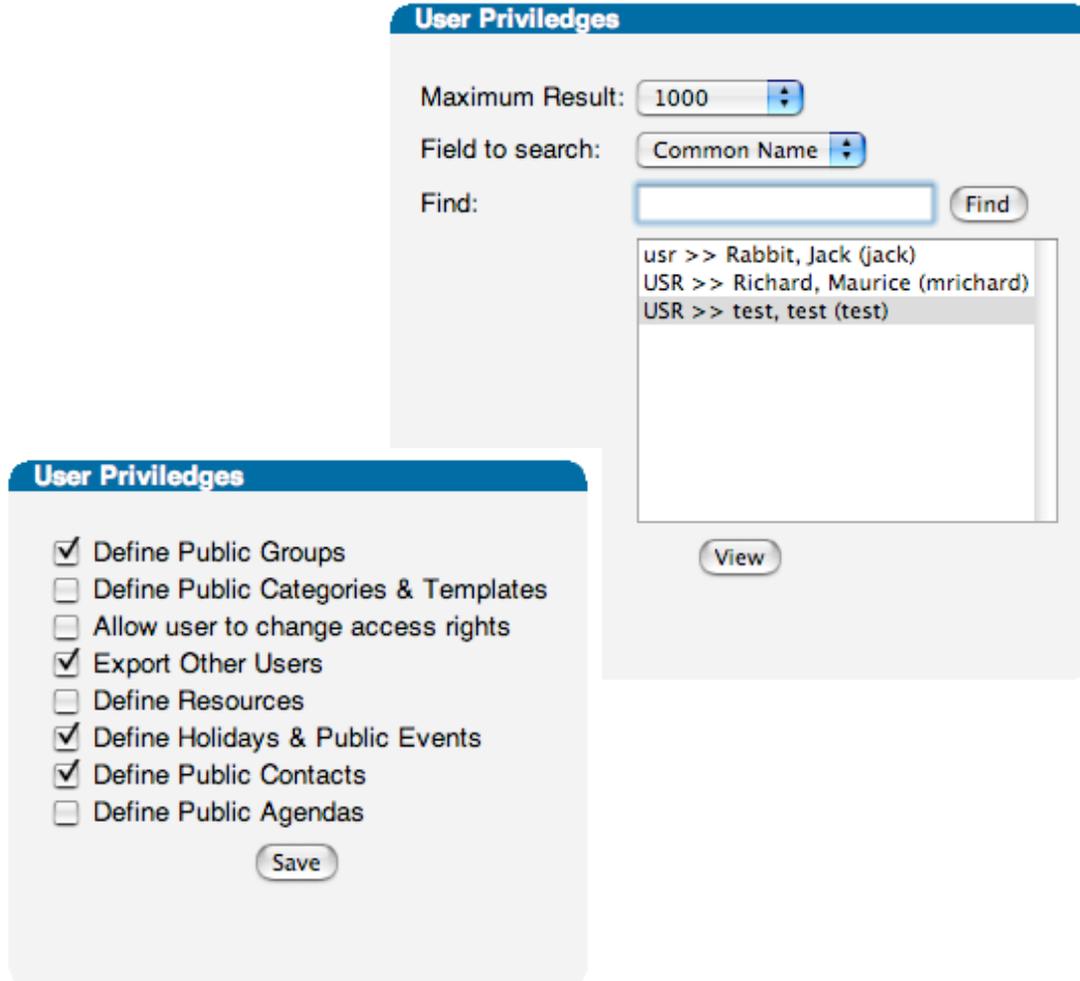
Access Level: **Default**

Visibility:

User Priviledges

To change User Priviledges

- Select the maximum search results
- Select the field to search by
- Enter a user to search by (* or nothing for all users)
- Click **Find**
- Select an entry
- Click **View**
- The User Priviledges window opens.



The image shows two overlapping windows from the 'User Priviledges' application. The larger window in the background is the search interface, and the smaller window in the foreground is the privilege configuration window.

User Priviledges (Search Window)

Maximum Result: 1000

Field to search: Common Name

Find: Find

usr >> Rabbit, Jack (jack)
USR >> Richard, Maurice (mrichard)
USR >> test, test (test)

View

User Priviledges (Configuration Window)

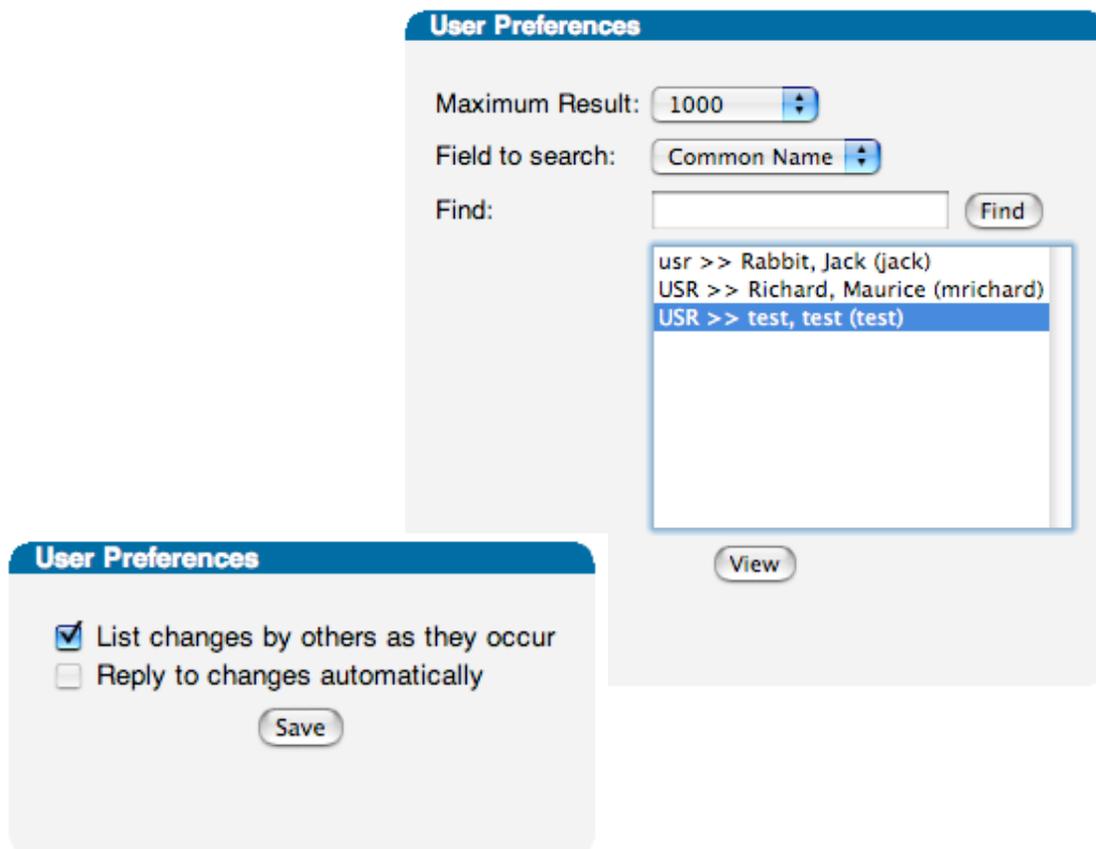
- Define Public Groups
- Define Public Categories & Templates
- Allow user to change access rights
- Export Other Users
- Define Resources
- Define Holidays & Public Events
- Define Public Contacts
- Define Public Agendas

Save

User Preferences

To change User Preferences

- Select the maximum search results
- Select the field to search by
- Enter a user to search by (* or nothing for all users)
- Click **Find**
- Select an entry
- Click **View**
- The User Preferences window opens.



The screenshot shows two overlapping windows titled "User Preferences".

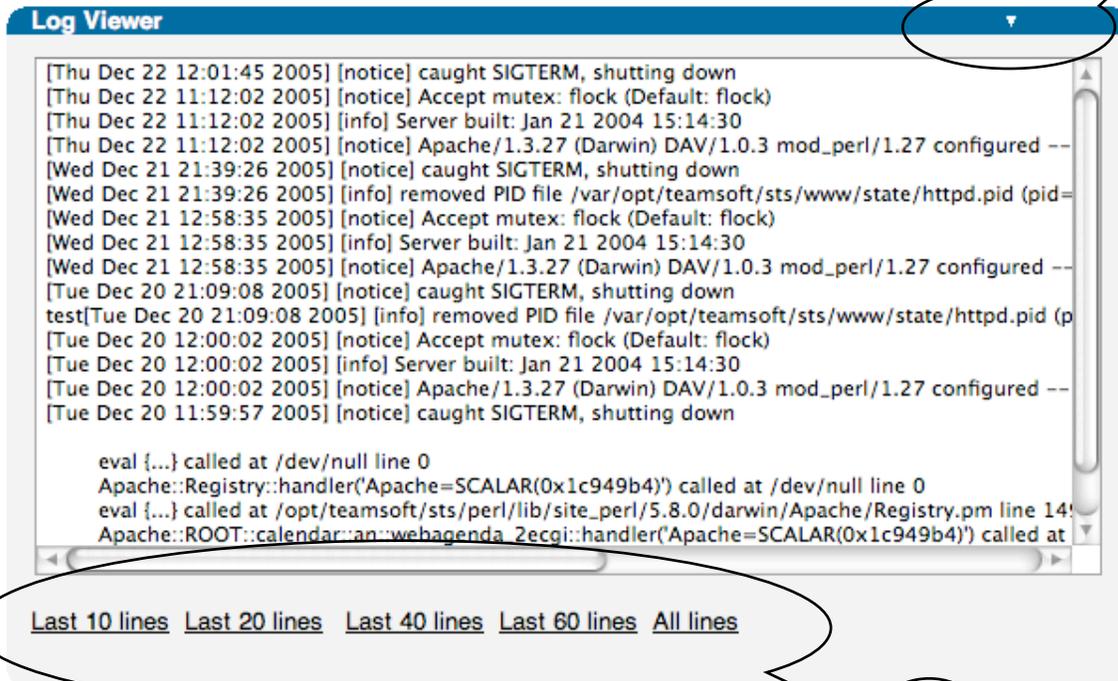
The larger window in the background has the following fields and controls:

- Maximum Result:** A dropdown menu set to "1000".
- Field to search:** A dropdown menu set to "Common Name".
- Find:** An empty text input field followed by a "Find" button.
- Results List:** A list box containing three entries:
 - usr >> Rabbit, Jack (jack)
 - USR >> Richard, Maurice (mrichard)
 - USR >> test, test (test)The third entry is highlighted in blue.
- View:** A button located below the list box.

The smaller window in the foreground has the following fields and controls:

- Save:** A button at the bottom.
- List changes by others as they occur
- Reply to changes automatically

Event Log



Log Viewer

```
[Thu Dec 22 12:01:45 2005] [notice] caught SIGTERM, shutting down
[Thu Dec 22 11:12:02 2005] [notice] Accept mutex: flock (Default: flock)
[Thu Dec 22 11:12:02 2005] [info] Server built: Jan 21 2004 15:14:30
[Thu Dec 22 11:12:02 2005] [notice] Apache/1.3.27 (Darwin) DAV/1.0.3 mod_perl/1.27 configured --
[Wed Dec 21 21:39:26 2005] [notice] caught SIGTERM, shutting down
[Wed Dec 21 21:39:26 2005] [info] removed PID file /var/opt/teamsoft/sts/www/state/httpd.pid (pid=
[Wed Dec 21 12:58:35 2005] [notice] Accept mutex: flock (Default: flock)
[Wed Dec 21 12:58:35 2005] [info] Server built: Jan 21 2004 15:14:30
[Wed Dec 21 12:58:35 2005] [notice] Apache/1.3.27 (Darwin) DAV/1.0.3 mod_perl/1.27 configured --
[Tue Dec 20 21:09:08 2005] [notice] caught SIGTERM, shutting down
test[Tue Dec 20 21:09:08 2005] [info] removed PID file /var/opt/teamsoft/sts/www/state/httpd.pid (p
[Tue Dec 20 12:00:02 2005] [notice] Accept mutex: flock (Default: flock)
[Tue Dec 20 12:00:02 2005] [info] Server built: Jan 21 2004 15:14:30
[Tue Dec 20 12:00:02 2005] [notice] Apache/1.3.27 (Darwin) DAV/1.0.3 mod_perl/1.27 configured --
[Tue Dec 20 11:59:57 2005] [notice] caught SIGTERM, shutting down

eval {...} called at /dev/null line 0
Apache::Registry::handler('Apache=SCALAR(0x1c949b4)') called at /dev/null line 0
eval {...} called at /opt/teamsoft/sts/perl/lib/site_perl/5.8.0/darwin/Apache/Registry.pm line 14
Apache::ROOT::calendar::an::webagenda_2ecgi::handler('Apache=SCALAR(0x1c949b4)') called at
```

[Last 10 lines](#) [Last 20 lines](#) [Last 40 lines](#) [Last 60 lines](#) [All lines](#)

View STS entries in the Event Log:

A Change log sort order. Last line first or last line last.

B shows the last n lines of event log.

Backup and Restore

Backup and Restore

File Name (Date)

- 20051122174459.sts.bkp (2005-11-22 17:44:59)
- 20051201172433.sts.bkp (2005-12-01 17:24:33)
- 20051216143233.sts.bkp (2005-12-16 14:32:33)
- 20051216154135.sts.bkp (2005-12-16 15:41:35)
- 20051220175636.sts.bkp (2005-12-20 17:56:36)

no file selected

Enable scheduled backup

Hour:

Minute:

Day of week: Mo Tu We Th Fr Sa Su

Keep last backup files

Backup your STS database or Restore a STS database.

To make a backup of STS database:

- Click **Do Backup Now**
- Select the new file from the "File Name" listbox
- Click **Download** to save the backup copy

The backup file is save in a directory named **backup** on the server disk. Normally the directory can be found in {STS Install drive and path}/var/opt/teamsoft/sts/backup

To restore a STS database:

- Click **Browse** or **Choose File**
- Select the database file you wish to restore.
- Click **Upload**
- Select the backup file in the "File Name" list and click **Restore**.

To delete a database backup file:

- Select the backup file in the “File Name” list
- Click **Delete**.

To enable automatic backup:

- Click on the **Enable schedules backup** checkbox.
- Select the time (hour and minute) at which the backup should occurs
- Select the day of week at which the backup should occurs
- Select the amount of backup file to keep. Each new automatic backup will erase the oldest one.
- Click on **Save** to memorize and activate the new setup.

To disable automatic backup:

- Uncheck the **Enable schedules backup** checkbox.

Email Gateway

Internet Mail Gateway

Enable Internet Mail Gateway

Outgoing

SMTP Host:

SMTP Port: (Default: 25)

This server use name and password

SMTP Username:

SMTP Password:

Incoming

POP Host:

POP Port: (Default: 110)

TA-Server POP Account:

TA-Server POP Password:

E-Mail Address:

Update every minutes.

The Email Gateway feature allow TeamAgenda users to notify external contacts by email of an upcoming event or meeting. Those external contacts can then accept, acknowledge or decline meeting invitation by a simple an easy email reply.

To enable the feature, click on **Enable Internet Mail Gateway** checkbox.

- SMTP Host and Port: Enter your SMTP server (outgoing mail) address and port number.
- If the SMTP server require authentication to deliver mail click, on **server use name and password** checkbox
- Enter SMTP authentication information: Username and Password
- POP Host and Port: Enter the POP server (incoming mail) address and port number.
- Most POP server require authentication. Enter the authentication information in Account (STS special account) and password.

- EMail address: Input the complete email address of this STS special account.
- Update every n minutes: Enter the frequency to check the mail server for new notifications/mail.
- Click **Save**

Active Session

Active Session

User Name	Number of connection
<input type="checkbox"/> test, test (test)	1

Total number of Users: 1

Disconnect

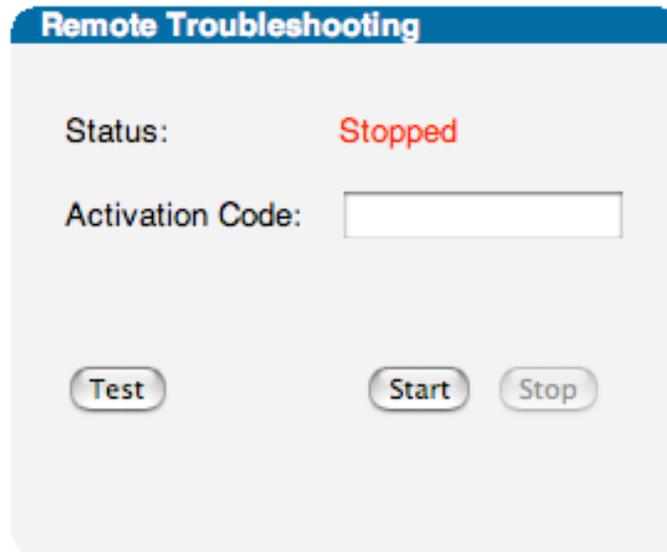
To monitor and manage connected users.

To disconnect a user:

- Select a user name checkbox and then click on **Disconnect**

The number of connect can be greater than 1. This means the user is connected more than one time from WebAgenda or TeamAgenda

Remote Troubleshooting



Remote Troubleshooting

Status: **Stopped**

Activation Code:

Test **Start** **Stop**

*This feature is available on STS Mac OS X and STS Linux.

Remote Troubleshooting activation / deactivation. This feature let you control the remote connection from Teamsoft support specialist to your STS server host. This remote connection can be very usefull when there is configurations and/or problems issues. This feature ease and accelerate the troubleshooting of problems and also the setup of special features directly at your site.

The **Test** button allow you to test if the feature is working at your particular site, especially with your current network security setup.

Upon request to Teamsoft support team, if it is advised to enable this remote access feature, Teamsoft support specialist will send you an **activation code**. Use the activation code to enable (**Start**) or disable (**Stop**) the remote access by simply input the code and then click on **Start**.

The Status change from **Stopped** to **Running** when remote activation is active.

The remote access is automatically disable after 180 minutes.



Scalable TeamAgenda Server

Log Out

To exit the Web Administration:

Click **Log Out**