Cisco Unified MeetingPlace Release 6.1 > Cisco Unified MeetingPlace for IBM Lotus Notes

- About Modifying the Lotus Notes Mail Template
- How to Modify the Lotus Notes Mail Template

Contents

About Modifying the Lotus Notes Mail Template

Cisco Unified MeetingPlace for Lotus Notes adds Cisco Unified MeetingPlace features to the Lotus Notes interface by modifying the default Lotus Notes mail template (for example, mail6.ntf). During installation, a modified version of this template (mail*xx_x*MP.ntf) is placed on your integration server in "Files to be put in your Domino server data directory."

After installation, you have two options for integrating the two template files:

- Copy the mail*xx_x*MP.ntf template file to the data directory on your Domino server.

    After copying the template file, deploy the template to your Lotus Notes clients to make the Cisco Unified MeetingPlace interface available to your users.

- Use the mail*xx_x*MP.ntf template file to manually modify the mail6.ntf file or mail7.ntf file.

    The mail*xx_x*MP.ntf file contains the extra LotusScript code that you will need to add to the base mail template.
    After modifying your mail template with the new code, copy it to your Domino server and roll out the template to your users.

How to Modify the Lotus Notes Mail Template

If you decide to modify the Lotus Notes mail template yourself, follow these guidelines:

- To reduce the risk of typographic errors, copy and paste the required LotusScript code sections from mail6x_xxMP.ntf or mail7x_xxMP.ntf directly into your mail template.
- Do not modify existing LotusScript code. Add the Cisco Unified MeetingPlace code sections only to existing code in the template.

Do the following procedures to make changes to the Lotus Notes mail template:

- To Modify the wPreferences Form
- To Add the MPNewPassword Subform
- To Add the MPCalendarEntry and MPNotice Subforms
- To Copy the MeetingPlace Section Into the Calendar Entry Form
- To Modify the Calendar Profile Form
- To Add New MeetingPlace Script Libraries
- To Modify the Notice Form
- To Modify Existing Script Libraries
- To Add the MeetingPlace Agents
- To Add Cisco Unified MeetingPlace for Lotus Notes Online Help

To Modify the wPreferences Form

1. In Designer, open the mail*x*.ntf template and choose the **wPreferences** form.
2. On the left of the form, locate the Calendar section. It contains three hotspots: FreeTime, Entries, and AutoProcess.
3. Move the cursor to the bottom of the list and enter **MeetingPlace** as a new hotspot.
4. Double-click the new MeetingPlace hotspot to choose it.
5. Choose **Create > HotSpot > Action Hotspot**.
6. In the Hotspot, click the pane at the lower right and enter the following formula for the click action:
   REM "DNT";
   @If($PreferencesPage = "MeetingPlace"; @Return(""); "");
   FIELD $PreferencesPage := "MeetingPlace";
   @Command([RefreshHideFormulas])
7. Save your changes to the mail*x*.ntf template.

To Add the MPNewPassword Subform

1. In Designer, open the mail*x*.ntf and mail*xx_x*MP.ntf templates.
2. In the mail*xx_x*MP.ntf template, choose **Shared Code > SubForms** to display the current list of subforms.
3. Select and copy (**Edit > Copy**) the MPNewPassword subform, then switch to mail*x*.ntf and paste (**Edit > Paste**) the subform in to the corresponding subform list for mail*x*.ntf.
4. Save your changes to the mail*x*.ntf template.

To Add the MPCalendarEntry and MPNotice Subforms

1. In Designer, open the mail*x*.ntf and mail*xx_x*MP.ntf templates (for example, mail6.ntf and mail65_3MP.ntf).
2. In the mail*xx_x*MP.ntf template, choose **Shared Code > SubForms** to display the current list of subforms.
3. By choosing **Edit > Copy**, select and copy the **MPCalendarEntry** and **MPNotice** subforms, then switch to mail*x*.ntf and by choosing **Edit > Paste**, paste the subform in to the corresponding subform list for mail*x*.ntf.
   Tip: You can select multiple subforms simultaneously by pressing the Ctrl key.
4. Save your changes to the mail*x*.ntf template.

To Copy the MeetingPlace Section Into the Calendar Entry Form

You must modify this form so that users who are scheduling meetings can see the Cisco Unified MeetingPlace fields.

1. In Designer, open the mail*x*.ntf and mail*xx_x*MP.ntf templates.
2. In mail*x*.ntf, choose the **Calendar Entry** form.
3. Scroll down to the Scheduler section of the Calendar Entry form, then click in the space above that section to create an insertion point.
4. Complete the following steps:
   1. From the menu, choose **Create > Resources > Insert Subform**.
   2. Choose **MPCalendarEntry**.
   3. Click **OK**.
5. Save your changes to the mail*x*.ntf template.

To Modify the Calendar Profile Form

1. In Designer, open the mail*x*.ntf and mail*xx_x*MP.ntf templates.
2. In the mail*xx_x*MP.ntf template, select the Calendar Profile form.
3. In the fields area at the top of the mail*xx_x*MP.ntf template, locate the two Cisco Unified MeetingPlace fields **MP_ServerNames** and **MP_ServerAddress**, in the last row of fields.
4. Select the two fields, and choose **Edit > Copy**.
5. Switch to the mail*x*.ntf template. In the field area at the top of the Calendar Profile form, add a new line after the last row of fields.
6. Choose **Edit > Paste** to paste the two Cisco Unified MeetingPlace fields in to the Lotus Notes mail template Calendar Profile form.
7. Click the **Calendar & To Do** tab, then click the **MeetingPlace** tab.
8. Select all text and fields on this tab, then choose **Edit > Copy**.
9. Switch to the mail*x*.ntf template and insert a row by completing the following steps:
   1. Click the **Calendar & To Do** tab.
   2. Click the **To Do** tab and click inside this tab.
   3. Choose **Table > Insert Row**.
10. Create a new tab by completing the following steps:

      1. Click inside the newly created row.
      2. Right-click and choose **Table Properties**.
      3. Click the **Table Rows** tab.
      4. In the **Tab Label and Caption** field, enter **MeetingPlace**.
      5. Close the **Properties** window.
11. Configure the properties of the newly created MeetingPlace tab by completing the following steps:
      1. Click inside the **MeetingPlace** tab.
      2. Choose **Edit > Paste**.
      3. Click **Yes**.
12. Save your changes to the mail*x*.ntf template.

To Add New MeetingPlace Script Libraries

1. In Designer, open the mail*x*.ntf and mail*xx_x*MP.ntf templates.
2. In the mail*xx_x*MP.ntf template's Shared Code folder, click **Script Libraries** to display the list of Script Libraries in the right pane of the window.
3. Locate the following Cisco Unified MeetingPlace script libraries in the list:
    ♦ MeetingPlace
    ♦ MeetingPlaceBackGround
    ♦ MeetingPlaceBackGroundWeb
    ♦ MeetingPlaceGlobal
    ♦ MeetingPlaceWeb
4. To select all the libraries, press **Shift+Click**, then right-click the selection and choose **Copy**.
5. Switch to the mail*x*.ntf template, and open the Script Libraries list.
6. Right-click in the library list and choose **Paste**.
7. Save your changes to the mail*x*.ntf template.

To Modify the Notice Form

To display Cisco Unified MeetingPlace information in an invitation, add the MeetingPlace section to the Notice form.

1. In Designer, open the mail*x*.ntf and mail*xx_x*MP.ntf templates.
2. Copy the MeetingPlace section from the mail*xx_x*MP.ntf template and paste it in to the mail*x*.ntf template as follows:
      1. In mail*x*.ntf, choose the **Notice** form.
      2. Scroll down to the Description section of the form. Click in the area above the Description line to place the cursor. This is where you will insert the MeetingPlace section in to the form.
      3. From the menu, choose **Create > Resources > Insert Subform**.
      4. Choose **MPNotice**.
      5. Click **OK**.
3. In the Action Pane, choose **Respond > Delegate**.
      If the Action Pane is not visible to the right of the form, choose **View > Action Pane**.
4. Right-click the menu choice and choose **Action Properties**, then click the **Action When Hide** tab.
5. Click **Formula Window**. In the Edit Formula window, scroll to the end of the current formula text, add a space, then add the following code to the script:
      | MP_Include="1"

To Modify the Calendar Profile Form   4

6. Modify the formulas for the following actions in the same way, adding the same script as in <u>Step 5</u>:
   - ◆ **Respond > Propose New Time**
   - ◆ **Respond with Comments > Delegate**
7. Save your changes to the mail*x*.ntf template.

To Modify Existing Script Libraries

You need to add Cisco Unified MeetingPlace-specific code to the following functions in the following Lotus Notes mail template script libraries:

Script Library	Functions That Need Added Cisco Unified MeetingPlace Code
Common	Options, CSDocSave, CopyProfileValues, CSDocScanForUpdates
CSCalendarEntry	Options, Declaration
CSEventClass	Declarations, Options, RemoveFromMiniView
CSEventNotes	Options, Declarations
CSEventWeb	Options, Declarations
CSUIViewClass	Options, ProcessViewCommand, ViewDragPasteHandler

1. In Designer, open the mail*x*.ntf and mail*xx_x*MP.ntf templates.
2. In the mail*xx_x*MP.ntf template, choose **Shared Code > Script Libraries**.
3. For each library and function listed in the table above, locate the Cisco Unified MeetingPlace-specific code, between the "MeetingPlace Begin" and "MeetingPlace End" comment lines.
4. By choosing **Edit > Copy**, select and copy the code (including comment lines, for later identification), then switch to mail*x*.ntf and by choosing **Edit > Paste**, paste the code in to the corresponding script library functions in mail*x*.ntf.
5. In the mail*xx_x*MP.ntf template, choose **Other > Database Resources**, then double-click the **Database Script Library** to open it.
6. Choose the **Querydocumentdelete** subquery.
7. Locate the code between the "MeetingPlace Begin" and "MeetingPlace End" comment lines.
8. By choosing **Edit > Copy**, select the code (including comment lines, for later identification), then switch to mail*x*.ntf and by choosing **Edit > Paste**, paste the code in to the corresponding subquery in the Database Script library in mail*x*.ntf.
9. Save your changes to the mail*x*.ntf template.

To Add the MeetingPlace Agents

1. In Designer, open the mail*x*.ntf and mail*xx_x*MP.ntf templates.
2. In the mail*xx_x*MP.ntf template, choose **Form > Shared Code > Agents**.
3. Select and copy (**Edit > Copy**) the following agents, then switch to mail*x*.ntf and paste (**Edit > Paste**) the agents in to the Forms > Shared Code > Agents section of the mail*x*.ntf template:
   - ◆ MPSendInvitations
   - ◆ WebJoinMPVoiceConference

To Modify the Notice Form   5

◆ WebMPOutDialVoiceConf
4. Save your changes to the mail*x*.ntf template.

To Add Cisco Unified MeetingPlace for Lotus Notes Online Help

The mail*xx_x*MP.ntf template contains a Help link in its About Database document that provides access to HTML Help pages for Cisco Unified MeetingPlace for Lotus Notes. Copying and pasting the Help link in to your Lotus Notes mail template will allow you to access these Help pages, which are installed with Cisco Unified MeetingPlace for Lotus Notes.

1. In Designer, open the mail*x*.ntf and mail*xx_x*MP.ntf templates.
2. In the mail*xx_x*MP.ntf template, choose **Other > Database Resources**.
3. Double-click the About DataBase document to open it, then select and copy (**Edit > Copy**) the Help link.
4. Switch to mail*x*.ntf and paste (**Edit > Paste**) the link in to the corresponding About Database document in the mail*x*.ntf template.
5. Save your changes to the mail*x*.ntf template.