



# Net2CalSyncServer

Manual 1.5



Table of contents

Principle.....3

Installation.....4

Configuration.....6

    Net2 connection.....8

    Import settings.....10

        Import files.....13

    Email settings.....15

        Webmail.....15

        SMTP.....15

    Application license.....16

    Service Control.....17

    Configure and view the logging.....18

        Purpose.....18





## Principle

The way the program works is as follows:

For Net2 users that require a different access level during a certain (calendar) period, a file definition can be made that holds:

- which (deviating) access level they should receive;
- during which period this should be so;

When the program issues a deviating access level, the original access level of that user will be temporarily stored in a Net2 user field.

As soon as the period ends, the original access level is restored and the user field used to store it is cleared.

The file holding the definitions is read periodically, using a definable interval..

Supported file formats are CSV (comma separated values) and Excel (.xls or xlsx).





## Installation

The application can be installed, using a single setup file: Net2CalSyncServer.msi

It is not mandatory to install the software on the Net2 server, but we advise you to do so in order to have the most robust configuration..

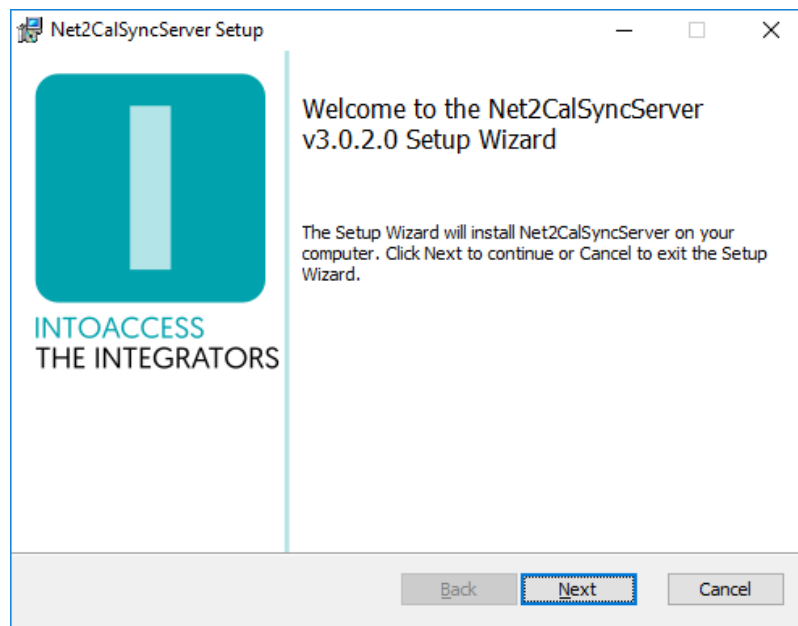


Image 1

The first dialog window will display what application version you will install.

Note: the version number you see will most likely be different from the one displayed in Image 1.

### Updates

Although a newer version should automatically replace any older version that may be present, you can choose to uninstall the existing version first. The configuration settings are not removed during this process, so after installing the new version, you do not have to configure everything all over again.



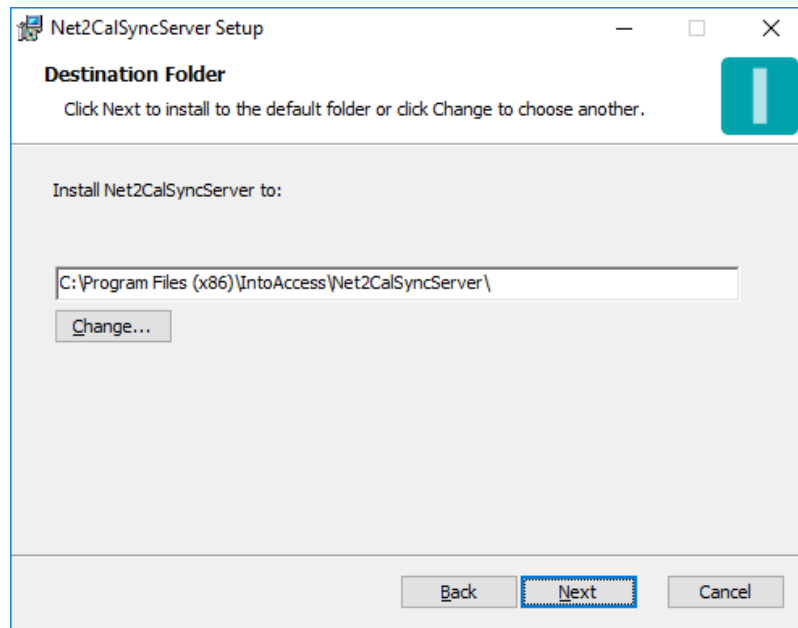


Image 2

The second dialog window shows where the application will be installed. The default value is typically fine.

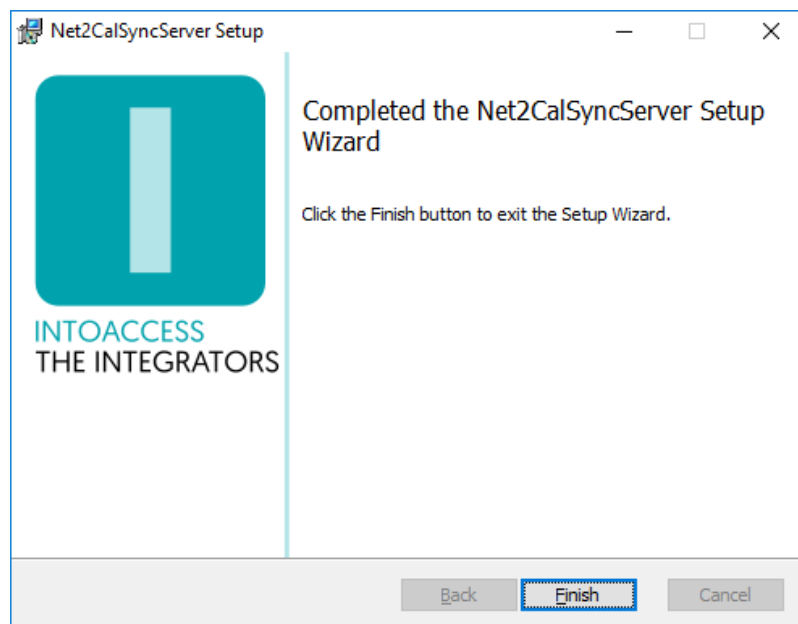


Image 3

The final dialog window will indicate whether the installation was successful.





## Configuration

To help with the configuration, the *Net2CalSyncServer manager* application is available and allows you to configure:

- how the application should connect to Net2;
- where the calendar/import file is located;
- how often it should be read

It also allows you to determine if the import file is valid, by checking if the file contains any references to access levels or users, unknown by Net2.



Image 6



Image 5

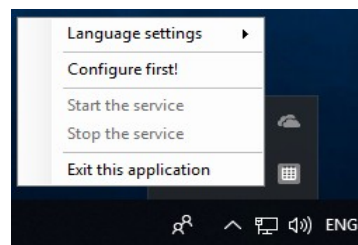


Image 4

When the manager application is started, a splash screen is displayed for a short period. After that, the application will minimize to a 'tray icon' in the bottom right corner of the screen.

By right clicking on the tray icon, the following pop-up menu will appear (providing it is not opened already):

- Language settings: Pick your language;
- Configure (first): Start application configuration;
- Start the service: Start the service (allowed after configuration);
- Stop the service: Stop the service (allowed after configuration);
- Exit this application: Exit the manager application.





The color of the tray icon is indicative of the service state. When the service is not running, its color is gray. The icon gets colored when the service is running.



## Net2 connection

The first configuration page is for configuring the Net2 connection. When you start the configuration for the first time, this will require a few steps, but after the settings are saved, the next time it will connect automatically.

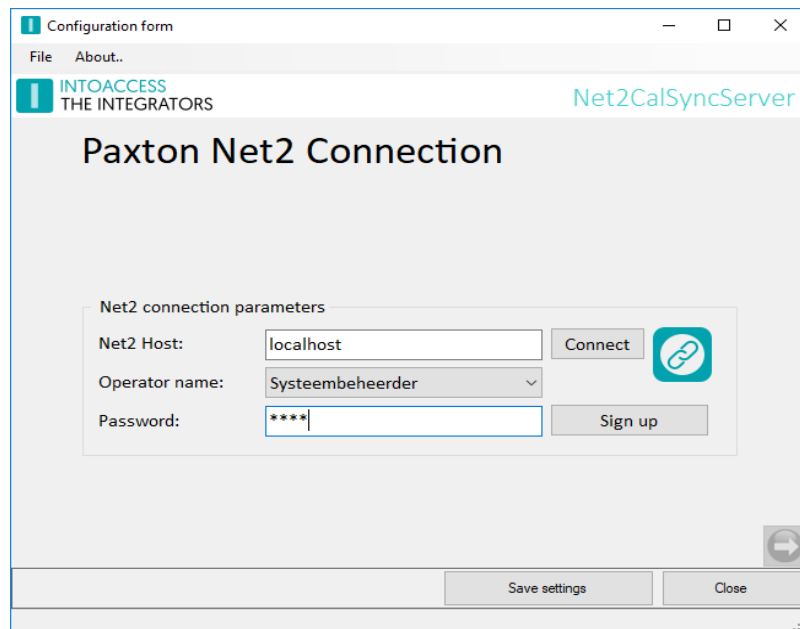


Image 7

- Enter the (ip)address of the Net2 server. If you have installed the attendance tool on the Net2 server, you can use the default 'localhost' value. Do not use an external adapter ip address in this case!!
- Click the Connect button; the application now tries to fetch the Net2 operators. (these users you can find under “Net2 operators” of the standard Net2 application)
- Select an operator with which the application should log on. It is required that this user has the “System Engineer” role.
- Enter the proper password.
- Click the Sign up button.

If all goes well, a message will appear that the connection was successful and the right hand arrow will change from gray to colored.



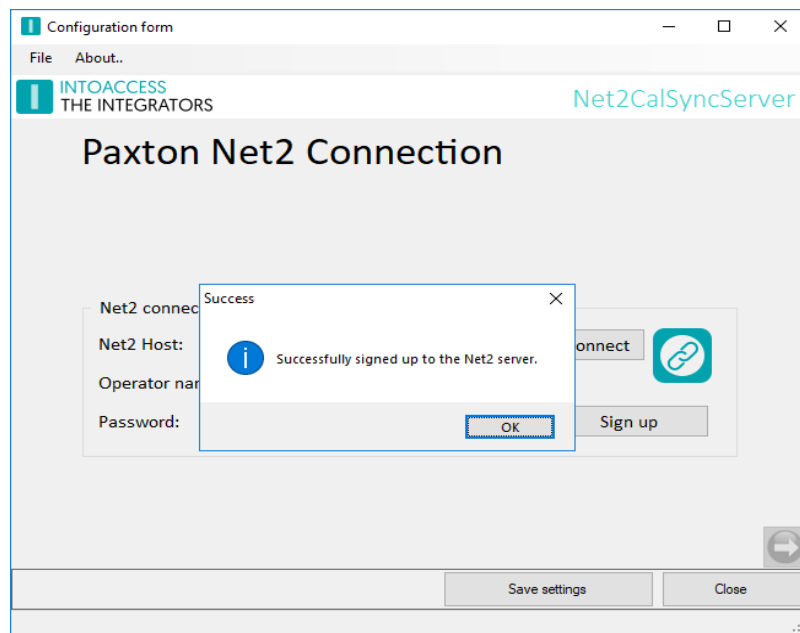


Image 8

After closing the success message, you can proceed to the next configuration window, by clicking on the right hand arrow.



## Import settings

In this configuration window, you can define the behavior of the automated import action:

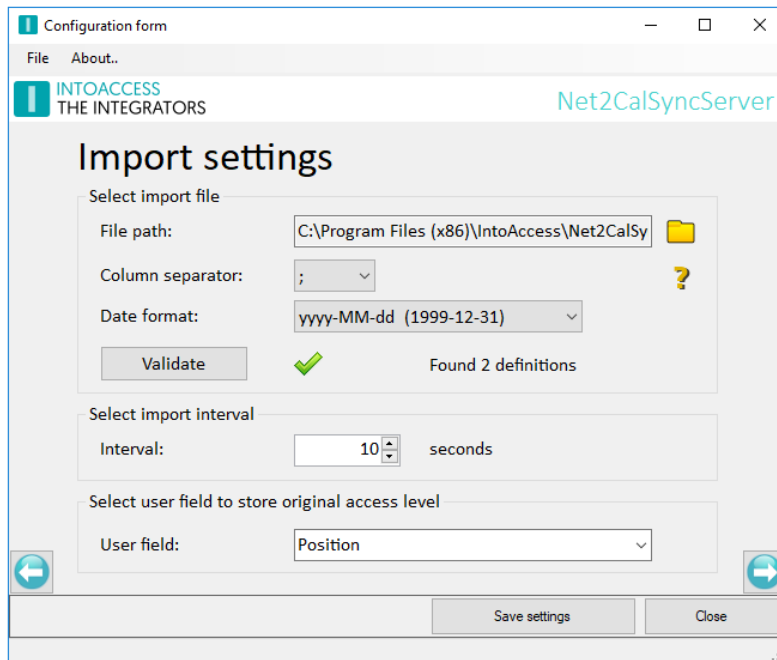



Image 9

- Choose the path to the import file (csv or excel);
- Choose the column separator (only relevant for csv). If a valid column separator is detected in the selected file, then the right column separator will be selected automatically;
- Choose the date format (only relevant for csv). If a valid date format is detected in the selected file, then the right date format will be selected automatically;
- Choose how often the import file should be read;
- Choose the user field in which to store the original access level of the user; *(note: any existing contents of this field will be cleared!)*

Click the  icon to browse for the import file. Supported file extensions are .csv, .xls and .xlsx.

Furthermore, this window offers the possibility to validate the import file offered. Nothing will be changed to Net2 during this validation, but checks are performed if the file:

- Exists and is readable;
- Has the correct format;
- Does not contain access levels unknown to Net2;
- Does not contain users unknown to Net2;



- Has valid date/time definitions;

The state of validation is indicated using the following images:



Validation still to be started;



Validation failed;



Validation successful;



Validation in progress;

If the validation is not yet performed or has failed, you are blocked from continuing to the next configuration page.

When the validation fails, the reason is displayed in detail in a separate window:

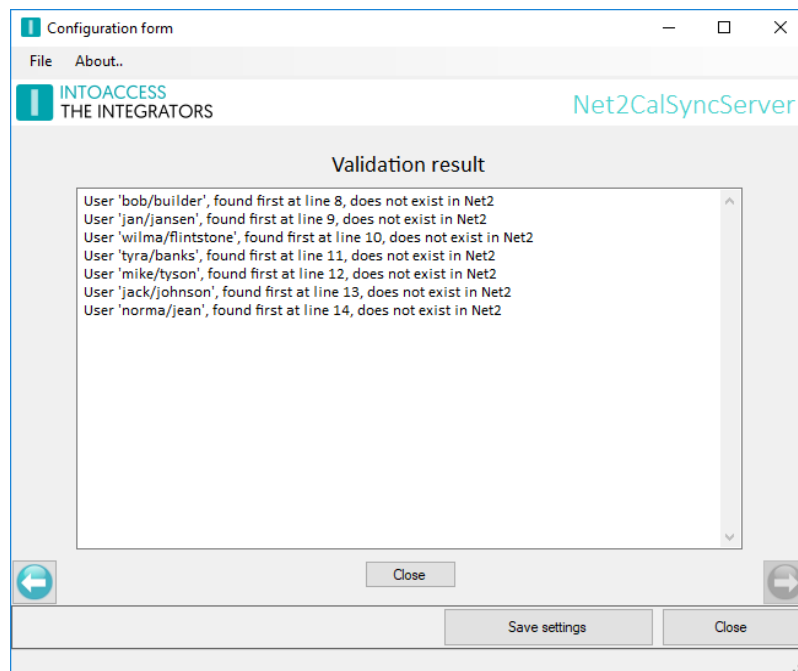


Image 10

For the example above, 7 users were encountered, that could not be found in Net2. The user selection columns FirstName/Surname were used, which causes the error messages to indicate them as '[firstname]/[surname]'. If a personnel number column was used instead, this would have read '[some personnel number]'.



If the validation succeeds, you will see the number of definitions found in the import file (which are not necessarily active at the moment). The state image will be a green check mark and you will be able to continue to the next page.

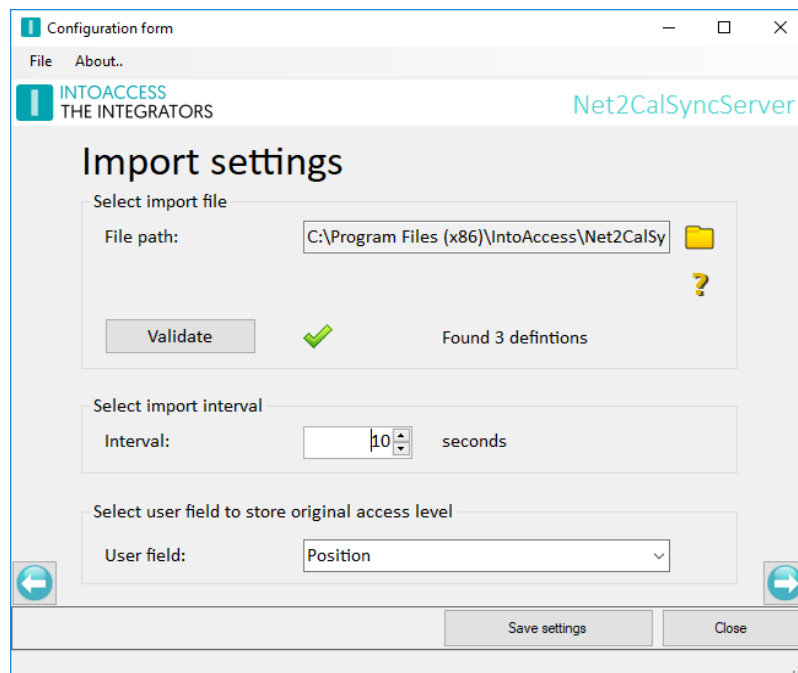


Image 11



## Import files


To define what is the meaning of a column in an import file, the first (non comment) line should contain only standardized values. Note that these values are case insensitive.

*Columns that are mandatory:*

- AccessLevel: The deviating access level;
- Start: The start of the period it should take effect;
- End: The of the period, when the original access level should be restored.

Note: The start and end column values, should have the format *year-month-day hour:min:sec* for CSV files. For Excel, another format is allowed, as long as the column type is date/time.

When *hour:min:sec* is omitted, the value 00:00:00 is implicit.

Besides the mandatory columns, another 1 or more are required to indicate to which user the definition applies. This can be for example 1 column holding the personnel number, or a combination of two or more columns, like first and surname. Click the  icon to display a list of user selection columns and the value that should be used for it in the header line.

Note that for CSV files, it is best (but not mandatory) to quote column values. With non quoted column values, leading and trailing white space will be stripped and using a column separator character as part of its value is not possible.

### Basics

```
# user selection ; mandatory columns defining the access level change      << comment
FirstName; SurName; AccessLevel; Start;                               End      << header
"John"      ; "Doe"      ; "Bar Duty" ; "2018-01-01 12:00:00"; "2018-01-02 02:00:00" << definition 1
"Jane"      ; "Doe"      ; "Bar Duty" ; "2018-01-08 12:00:00"; "2018-01-09 02:00:00" << definition 2
...
```

### Examples

In the installation directory, you will find two (small) sample import files. One is in the CSV format (*csv\_sample.csv*) and the other in Excel (*excel\_sample.xlsx*).

Both of these files contain users and/or access levels that are not present in your Net2 configuration, so the validation will fail. They are meant however, to be used as a format example, which in this case uses the first name and surname as user selection columns.



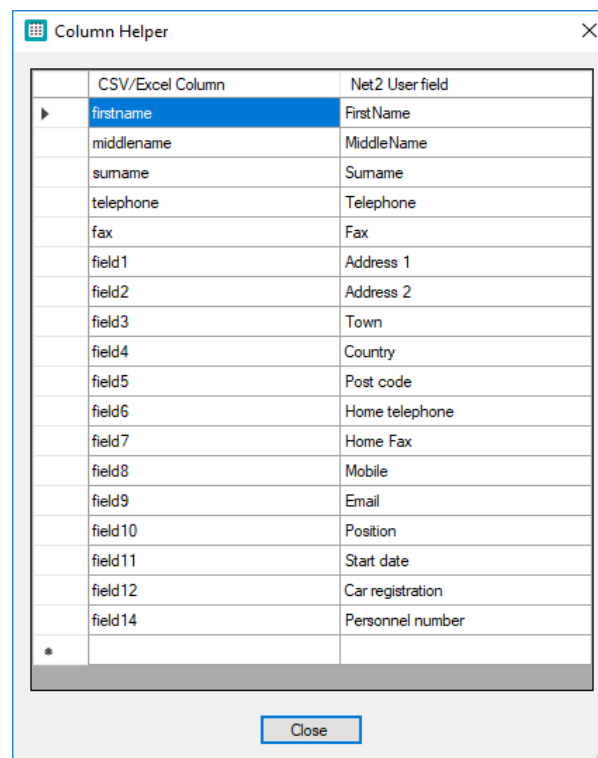


Image 12

In both CSV and Excel files, you can use comments by having a line start with a '#' character.

### Overlap

The validation will check if there's a user in the file that should be getting multiple access levels in the same time. The example below shows an example of such a situation that will cause an error:

```
FirstName; Surname; AccessLevel; Start; End
"John" ; "Doe" ; "Bar duty"; "2019-01-01 09:00"; "2019-01-01 17:00"
"John" ; "Doe" ; "No access"; "2019-01-01 12:00"; "2019-01-01 20:00:00"
```

There is overlap between 12:00 and 17:00 hr, because the same user should get access level 'Bar duty' as well as 'No access'.





## Email settings

The email configuration is optional and offers the possibility to have application messages sent to a system administrator.

This is specifically useful as an early warning system that the application is not functioning correctly.

## Webmail

To use web mail providers (like Gmail), it may be required to lower the security settings of the mail account.

## SMTP

The SMTP settings, currently do not offer any encryption or authentication support. Its use is therefore only advised on a LAN environment.

To address multiple persons, additional email addresses can be added separated by a semi-colon (;).

The screenshot shows a window titled "Configuration form" with a menu bar containing "File" and "About..". The window has a header with the INTOACCESS logo and "THE INTEGRATORS" on the left, and "Net2CalSyncServer" on the right. The main content area is titled "Mail Settings".

At the top right of the settings area, there is a checkbox labeled "Use mail:" which is checked.

Below this, there is a section "Choose a mail server" with four radio buttons: "Use SMTP" (selected), "Use Yahoo", "Use Hotmail", and "Use Gmail".

Underneath, there is a section "Gmail, Hotmail or Yahoo mail settings" with two input fields: "Mail from:" and "Password:".

Next is the "SMTP mail settings" section with two input fields: "Smtp host:" (containing "localhost") and "Smtp port:" (a dropdown menu showing "25").

Below that is a "Mail from:" input field containing "[user]@[domain]".

The "Mail Destination" section has a "Mail to:" input field containing "[user]@[domain]".

At the bottom of the window, there are two buttons: "Save settings" and "Close".

Image 13





## Application licence

The trial/test version as it can be downloaded from the IntoAccess website, is fully functional but will stop working after a certain date when it is not licensed.

The screenshot shows a window titled "Configuration form" with a menu bar containing "File" and "About..". The header area includes the IntoAccess logo and "Net2CalSyncServer". The main section is titled "Application Licence" and contains the following fields and controls:

- Application version:** 3.4.3.0
- Current Licence Status:** Licenced
- Licence Type:** Three radio buttons: ☒ Basic, ☐ Professional, ☐ Ultimate.
- System Identifier:** A text box containing "5JBL-DLT6-6F77-B12Q-2D9G-EFIL-8KZZ" and a small icon with an "ID" label and an arrow pointing right.
- Licence key:** A text box containing "F21B-B9SJ-09LJ-RKTM-40SN-KMP8-GSZZ".
- Buttons:** A "Validate" button is located below the licence key field. At the bottom right are "Save settings" and "Close" buttons.

Image 14

After buying a license, you can export the "System identifier" file (click on the icon), email it to IntoAccess ([info@intoaccess.com](mailto:info@intoaccess.com)) and receive your license code.

*Note: the System identifier differs per PC and therefore also the required license code.*







## Service Control

The service control window offers a way to stop and start the background service.

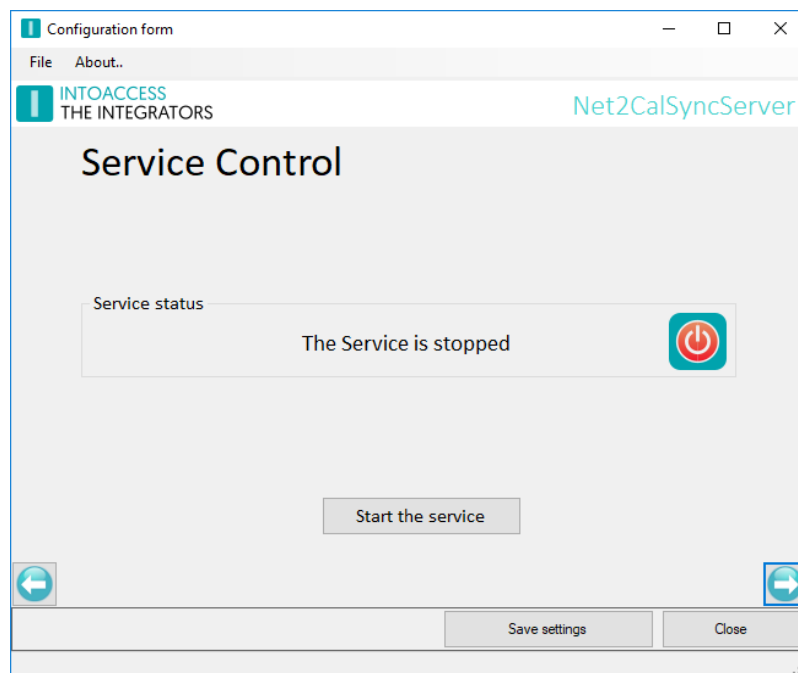


Image 15

Other ways to start and stop the service are:

- Using the tray icon pop-up menu;
- Using the Windows service manager (look for “Net2 Calendar SyncServer”);



## Configure and view the logging

### Purpose

This page, see image 16, offers the possibility to review the last (max. 500) lines of the log file. The application will log its activity with a high level of detail. Especially when the application encounters an unexpected problem this log file might contain invaluable information, even for you as an end user.

Please have a look at the last lines of this file if the application refuses to start or otherwise behaves unexpectedly.

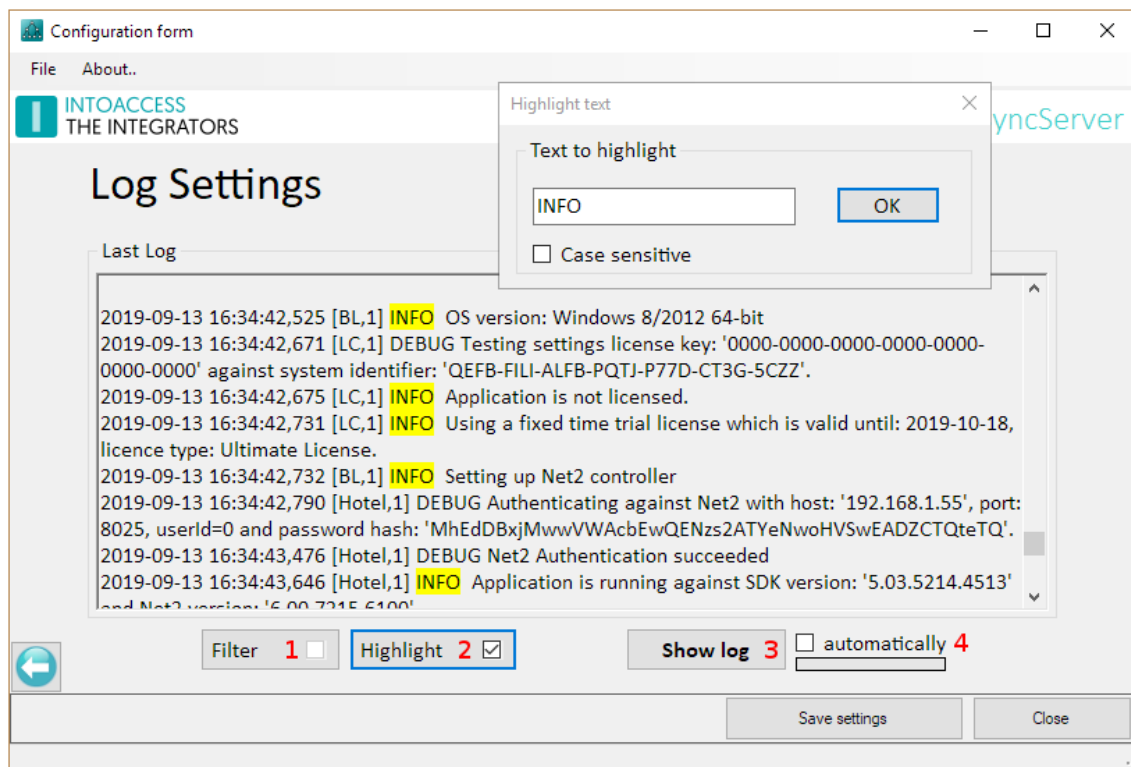


Image 16

You can resize the window in order to get a better overview of the content.

This page also offers the possibility to filter the log file on certain terms (1) and/or to mark certain terms (2). An obvious 'filter term' could be the word 'ERROR' or 'WARN'. If the application works properly, both terms should not appear in the log file.

Option (4) offers the possibility to automatically reload the log file at a fixed interval.

The log files are located in the folder:

c:\IntoAccess\Logging\Net2CalSyncServer



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