

TBA

Diary Management System

User Manual

Version: 0.7

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Welcome

Getting Started

TBA Diary Management System helps keep your life in order. Never forget an important appointment or meeting again. TBA will be with you where ever you are, be it at the office, on the road or working on your laptop from remote locations

TBA will allow you to look after your personal Diary, work Diary or even your group's Diary from the comfort of where ever you please. A central server keeps track of everyone's Diary, allowing individual's computers to connect via secured communications keeping your piece of mind that all your meetings and appointments are kept secure.

TBA Diary Management System brings management of diary systems to the modern computing era with an intuitive and attractive interface through the use of mouse gestures and scrolling day views across the screen..

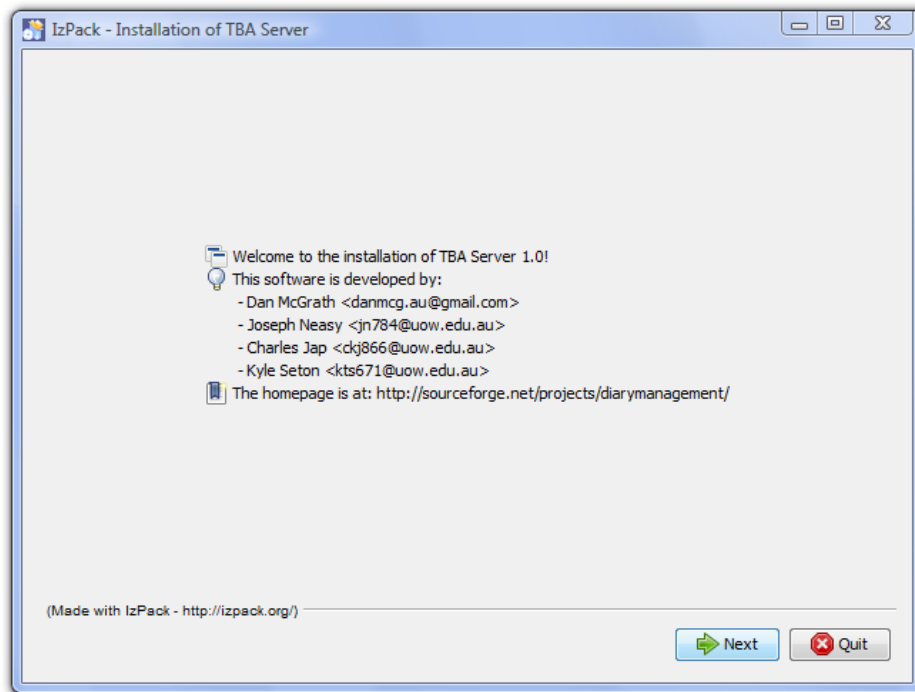
Installing TBA Diary Management System

Installing TBA Server

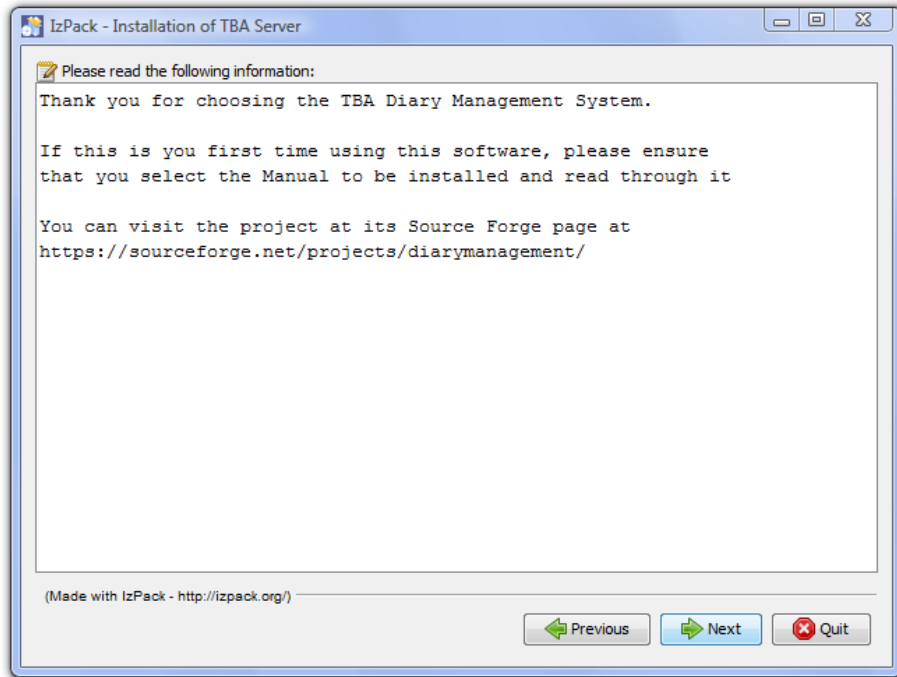
Installing the TBA Server involves a few simple steps to get it up and running. Once you have completed them, make sure you read the **Initial Setup** section to gain an in depth understanding of how to setup your newly installed TBA Diary Management system.

If auto-run is not enabled on your PC, well done! In this case you will need to open your CD directory and run 'setupServer.jar'. If your computer is not setup to run JAR files, you will need run the file with the 'java -jar' command.

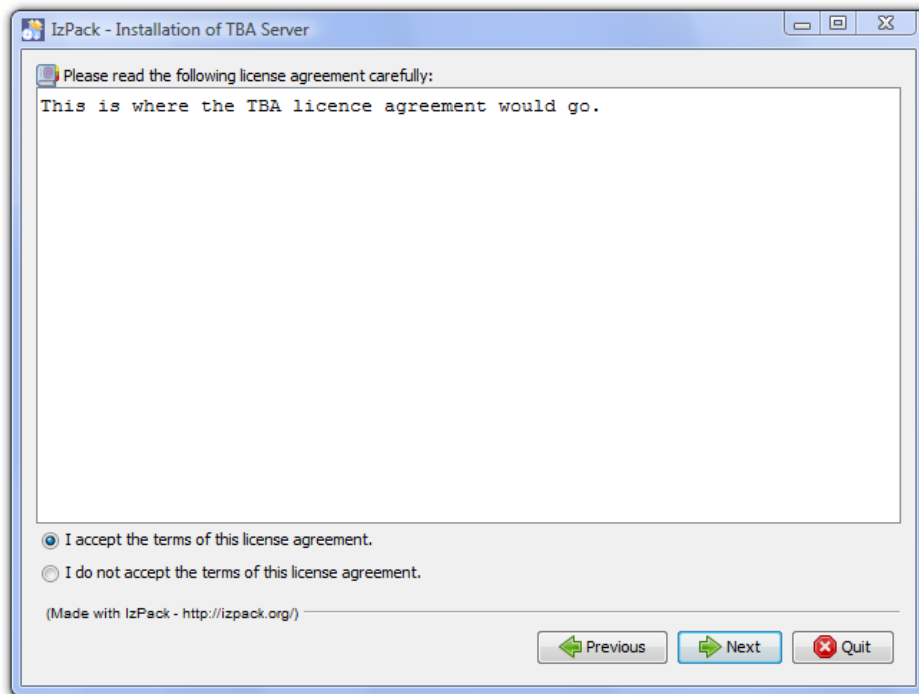
This install will also create an uninstall program should you need to remove this software. As an added convenience for corporate sites, at the end of the installation it can generate an installation script that will enable you to repeat this install on other machines, without user input.



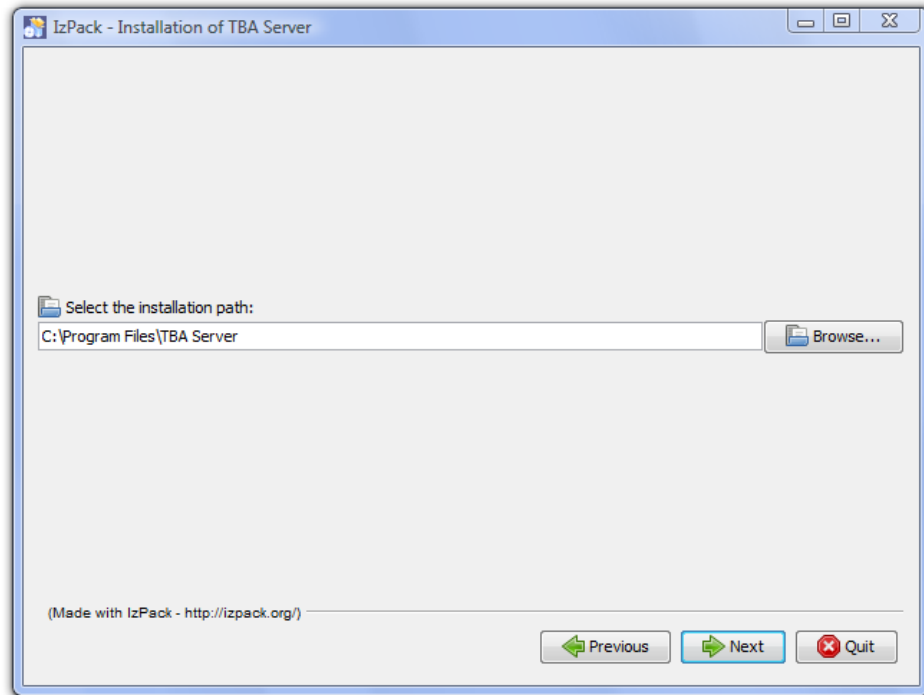
Click Next.



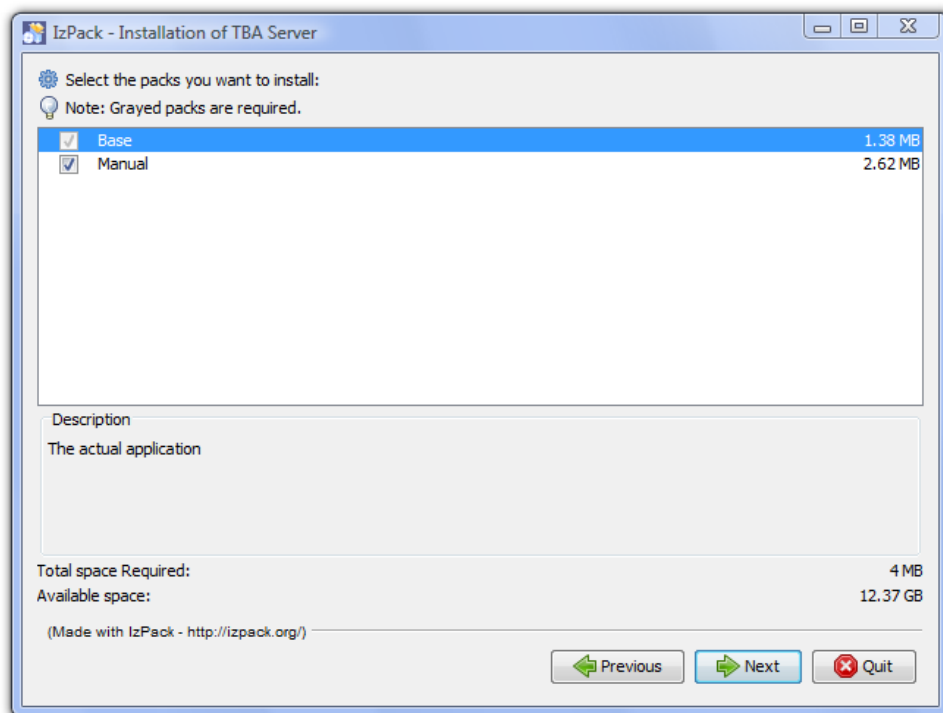
Click Next.



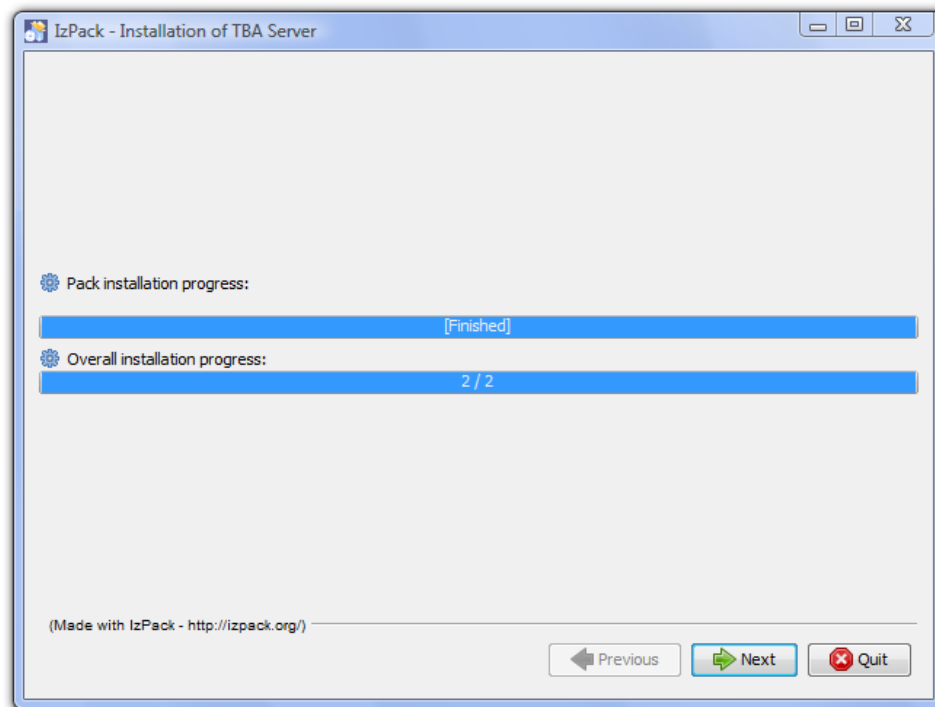
If you agree with the licence, click 'I Accept' then click Next.



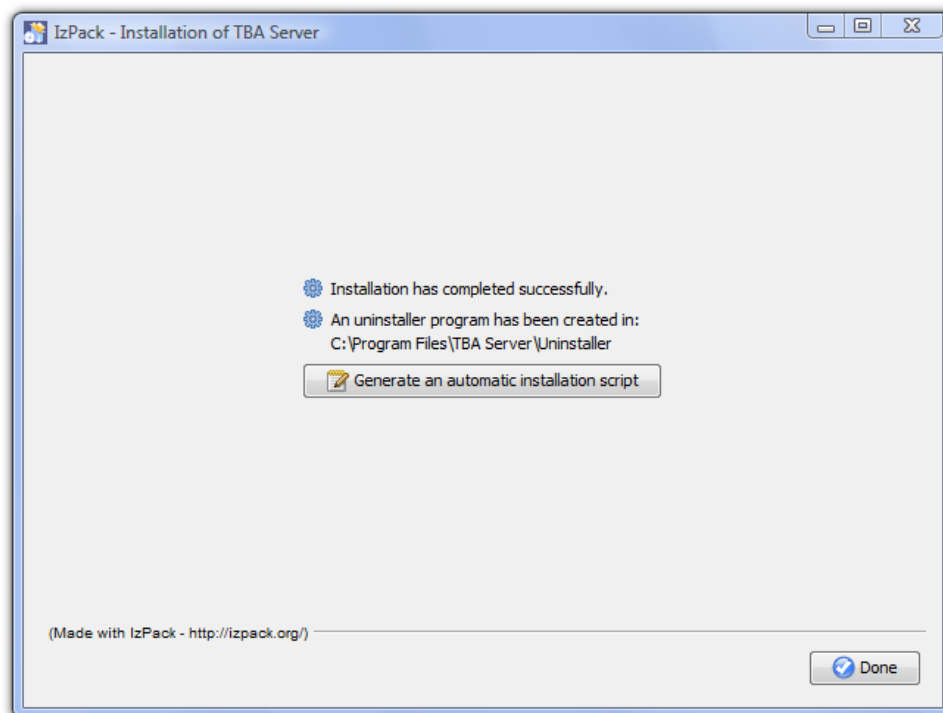
The default path may be different, depending on your operating system. Click Next



Select the options you want installed (we recommend all of them) then click Next.



Click Next.



This screen gives you an option to generate an automatic installation script to replay the exact same install without user input. This is suitable for corporate installs. Once you have finished, click Done.

In the directory where you install the server, there is an uninstall program for your convenience.

Minimum Requirements

To run the TBA server, the following are needed as minimum requirements:

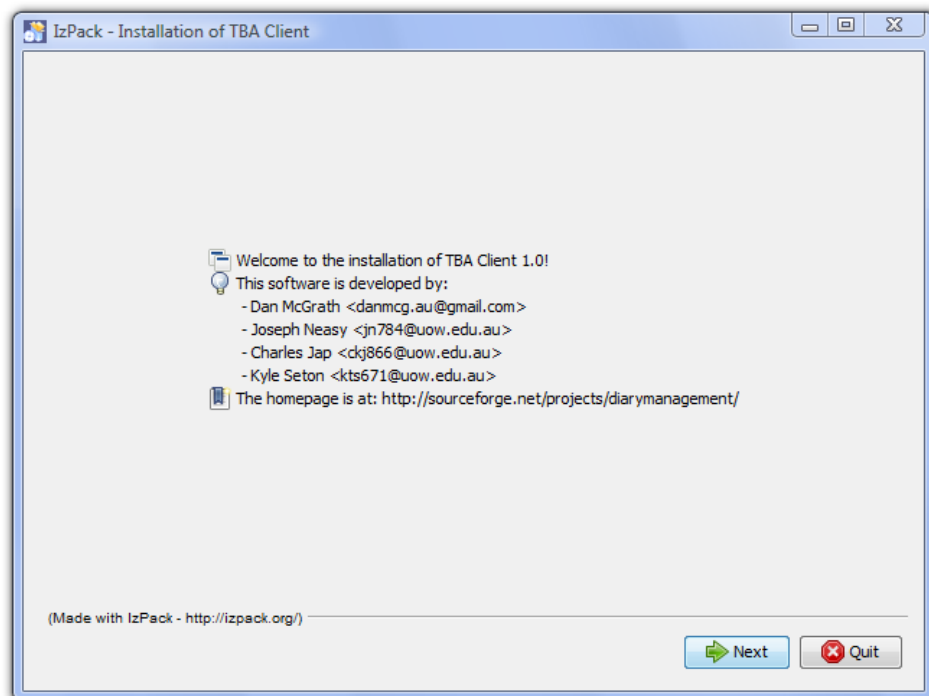
- Linux or Windows (XP or newer) or Mac OSX (or newer).
- Java 6.0
- The minimum recommended RAM and CPU as advised by your particular Operating System
- 10 MB hard drive space for to install and 10-1000 MB when running, depending on your logging detail choice.
- We also recommended have at least 64MB of RAM above the recommended amount of your Operating System

Installing TBA Client

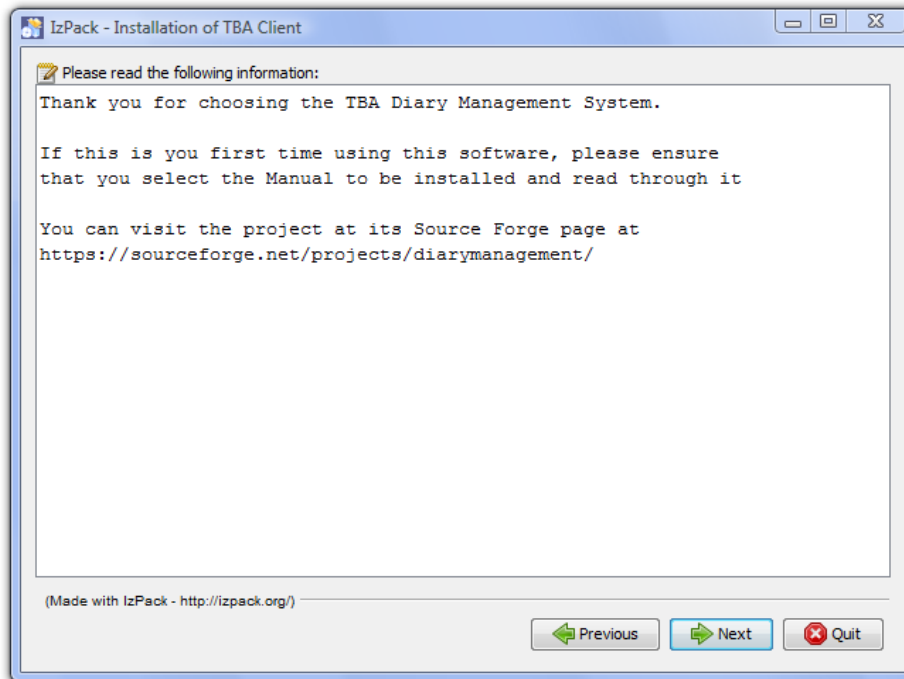
Installing the TBA Client involves a few simple steps to get it up and running. Once you have completed them, make sure you read the **Initial Setup** section to gain an in depth understanding of how to setup your newly installed TBA Diary Management system.

If auto-run is not enabled on your PC, well done! In this case you will need to open your CD directory and run 'setupServer.jar'. If your computer is not setup to run JAR files, you will need run the file with the 'java -jar' command.

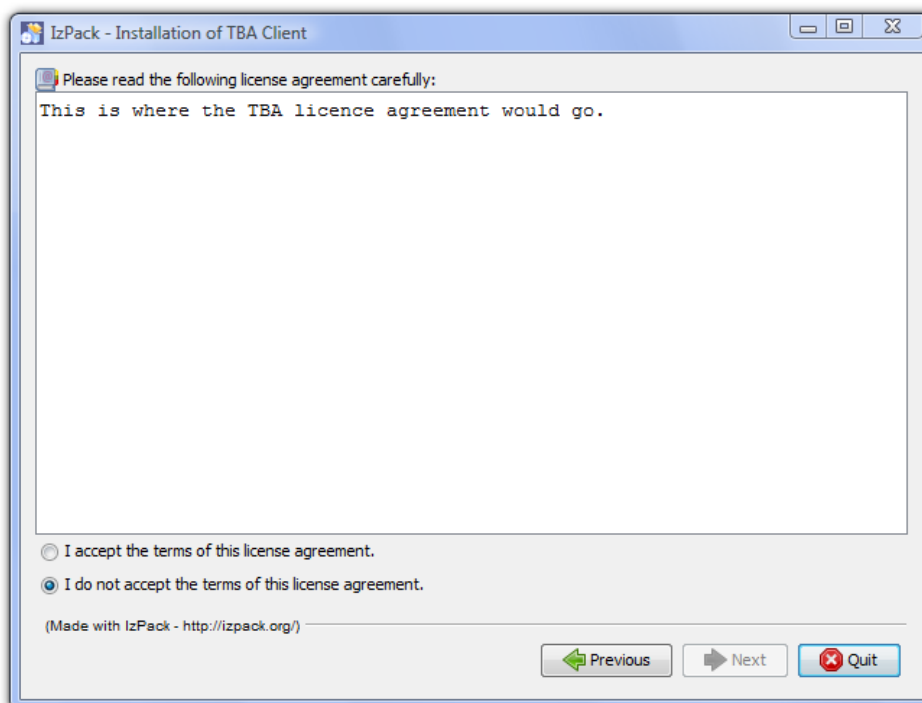
This install will also create an uninstall program should you need to remove this software. As an added convenience for corporate sites, at the end of the installation it can generate an installation script that will enable you to repeat this install on other machines, without user input.



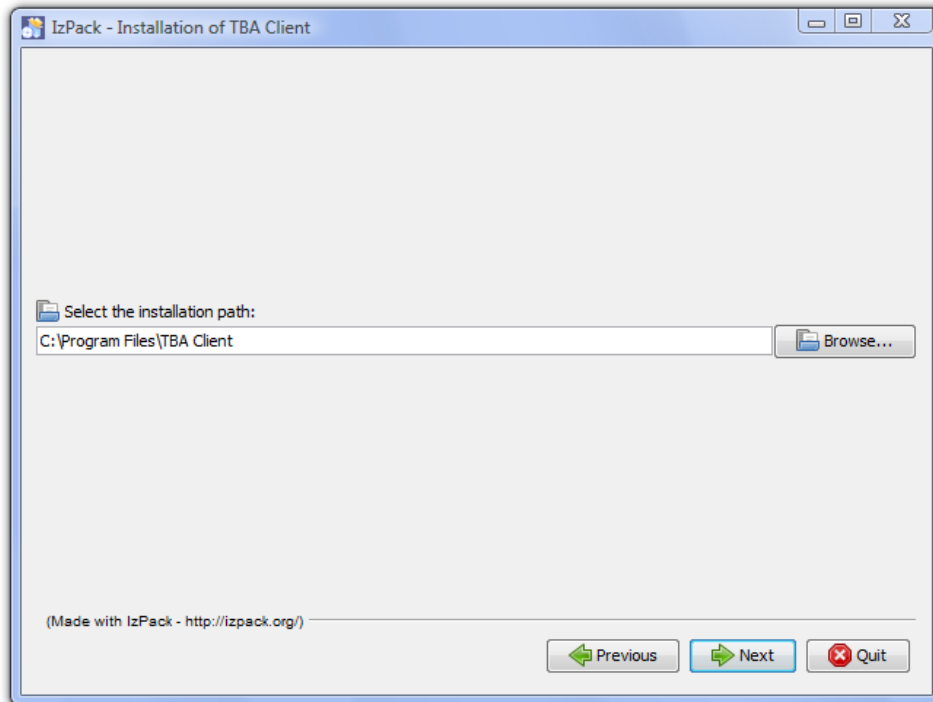
Click Next.



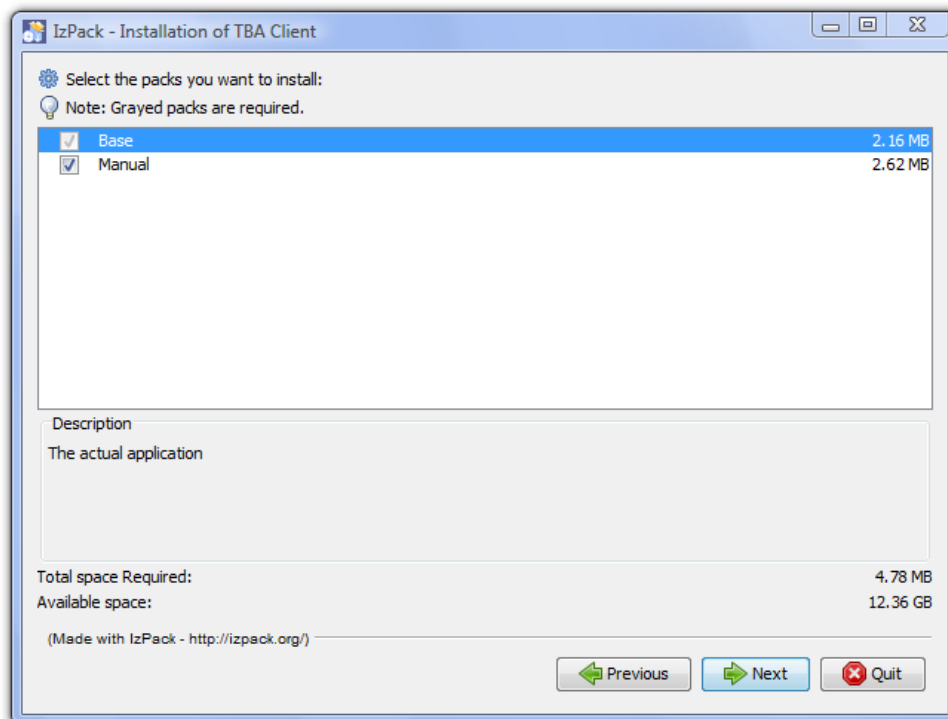
Click Next.



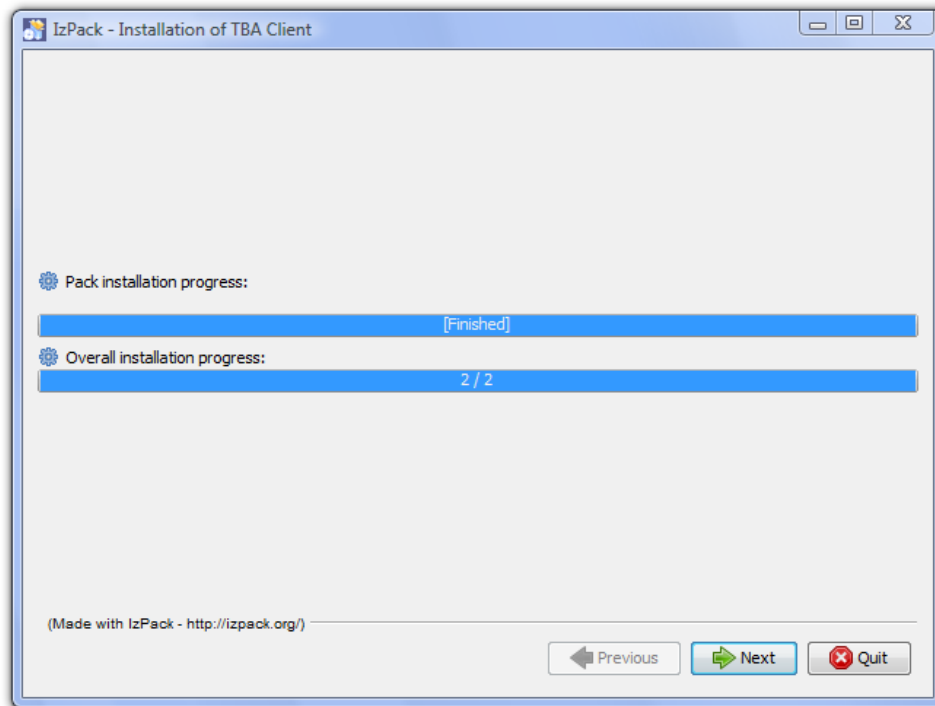
If you agree with the licence, click 'I Accept' then click Next.



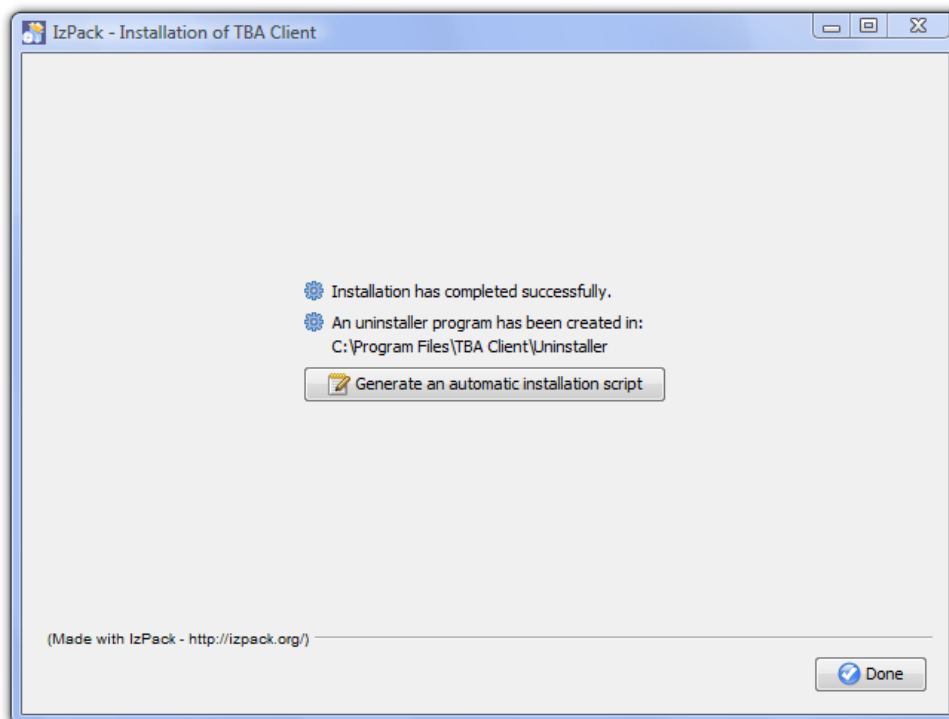
The default path may be different, depending on your operating system. Click Next



Select the options you want installed (we recommend all of them) then click Next.



Click Next.



This screen gives you an option to generate an automatic installation script to replay the exact same install without user input. This is suitable for corporate installs. Once you have finished, click Done.

In the directory where you install the server, there is an uninstall program for your convenience.

Java Webstart

The TBA Client can be deployed as a Java Webstart application. On the CD you will find a zip file called TBAClientJNLP.zip

Unzip this to your desired web server folder. Now you need to update the JNLP file with the appropriate server location and port number. An example html page is provided.

Next you will need to add the following line to your Apache mime.types file found in the Apache conf directory.

```
application/x-java-jnlp-file JNLP
```

Now you can access the TBA Client via your website.

Minimum Requirements

To run the TBA Client, the following are needed as minimum requirements:

- Linux or Windows (XP or newer) or Mac OSX (or newer).
- Java 6.0
- The minimum recommended RAM and CPU as advised by your particular Operating System
- 10 MB hard drive space for to install and 50 MB when running
- We also recommended have at least 128MB of RAM above the recommended amount of your Operating System

Initial Setup

Once you have both the server and at least one client installed, you are almost ready to set up your first user and their diary.

By using the TBA Server Administration application users are able to be set up. Before you start setting up users, you need to configure the server.

Configuring the TBA Server

There are a few settings that you may want to configure before you start really using this system. The first time you open up the TBA Server application, it will require to set an administration password.

Network settings

By default, the server is set up to run on port number 9999. This number can be specified at startup via the `-p` or `--port` switch.

For example, to run the server on port 23555, you would run the server with the following command line:

```
java -jar dbserver.jar --port 23555
```

Logging

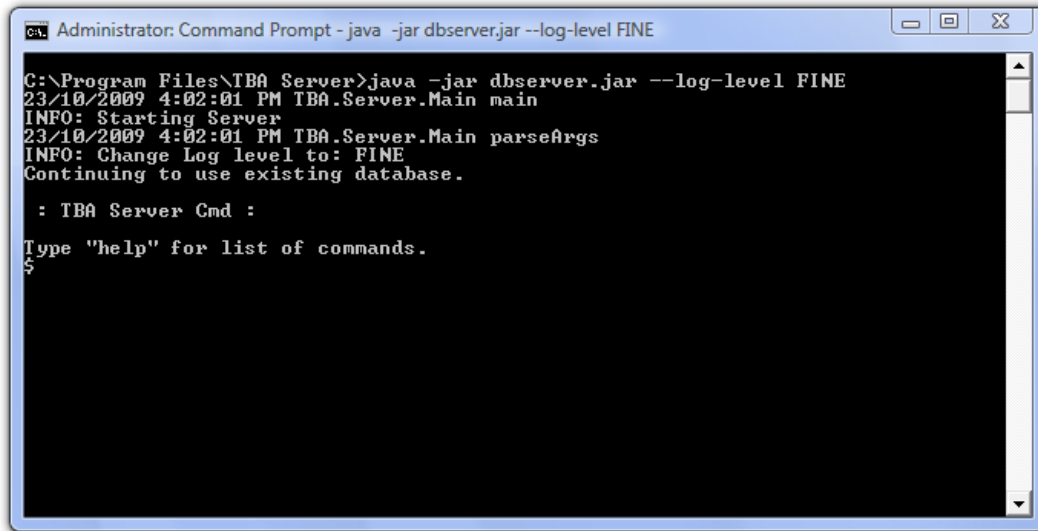
Logging can prove to be a critical feature of an application in an Enterprise environment. Usage logging can help determine what a user was doing when they experienced a problem and error logging can help you diagnose any issues that might crop up.

The TBA Server application has both usage and error logging capabilities. These logs are automatically created when an event occurs. This is great for ensuring that no malicious events are happening to the server.

The TBA Server application allows you to select from a variety of levels from 'FINEST' which logs excessively, FINER, FINE, INFO (the recommended), and SEVERE (which only displays critical errors).

These levels can be set at startup via command line arguments, although it will default to INFO if none is set. For example, to set the log level to FINE, run the server as follows:

```
java -jar dbserver.jar --log-level FINE
```



```
C:\Program Files\TBA Server>java -jar dbserver.jar --log-level FINE
23/10/2009 4:02:01 PM TBA.Server.Main main
INFO: Starting Server
23/10/2009 4:02:01 PM TBA.Server.Main parseArgs
INFO: Change Log level to: FINE
Continuing to use existing database.

: TBA Server Cmd :
Type "help" for list of commands.
$
```

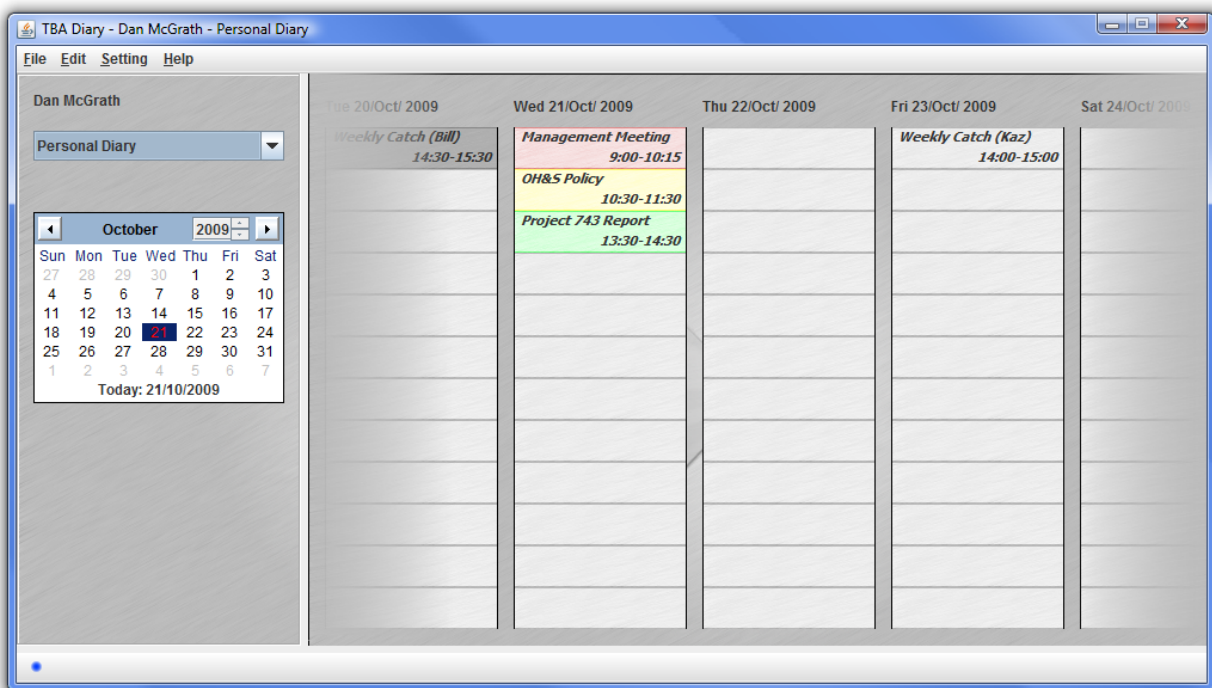
You can also opt to have all these messages also display on the console with the `-c` or `--console` argument.

The Basics

Now that you have everything set up, it is time to get down and dirty. The following will guide your hand through the basic usage of TBA.

Navigation

Navigation through the TBA Client is quite simple and straight forward. The first screen is the notification screen as seen below. It keeps you informed of up coming meetings and appointments.

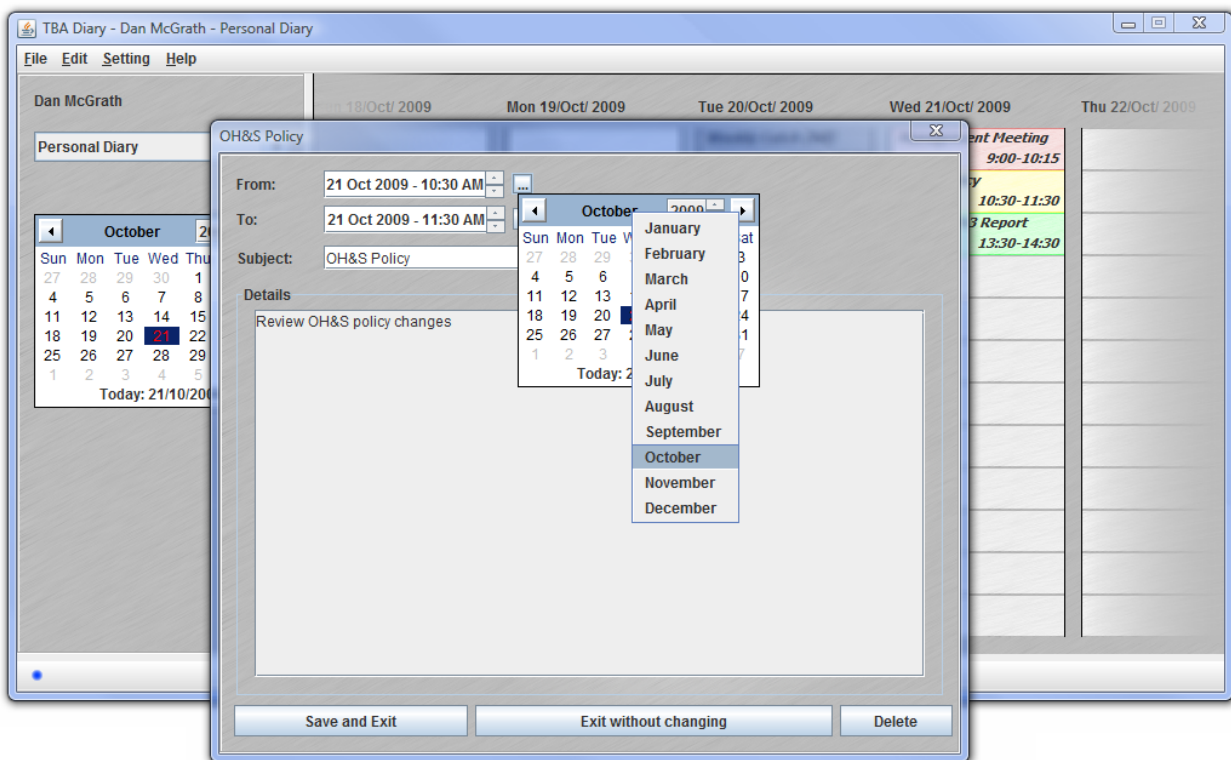


In this view, navigation is as simple as clicking, holding the click and moving your mouse to the glide bars on the left and right sides were the blocks faded into the page. Alternatively you can jump around by using the Mouse Gestures listed in the **Mouse Gestures** section.

You are able to jump to certain dates using the date picker on the left, this will allow the user to quickly jump to a date and view appointments on or around that date.

Setting/Editing Meetings and Appointments

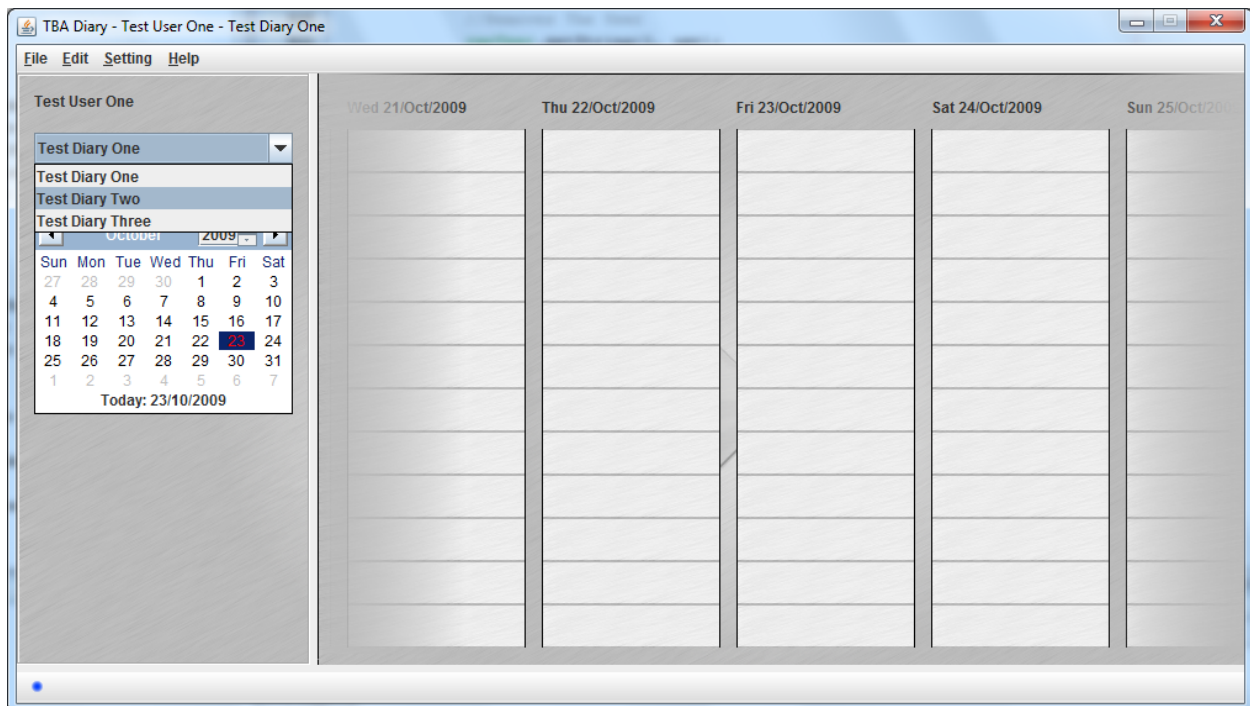
To add/edit a meeting or appointment it is as easy as double clicking on the appropriate area that you want to change or add the appointment. This will bring up a dialog that used when creating the meeting/appointment that will let you change the date, time and duration, subject and details. It is also possible to remove the meeting/appointment.



Switching Diaries

If a user has access to more than one diary switching between these diaries is as simple as clicking the drop down menu which will be populated with the available diaries to the user, simply just click on one of these diaries to switch between diaries and the main view will update instantly to display the new entries for the newly selected diary.

Below is a screen shot of the drop down menu.



Advanced usage

Although you can get by with just using the basics in TBA, to really get the full advantage of this package, the following will enable you to do more and do it faster, meaning you have more time for the important things in your day.

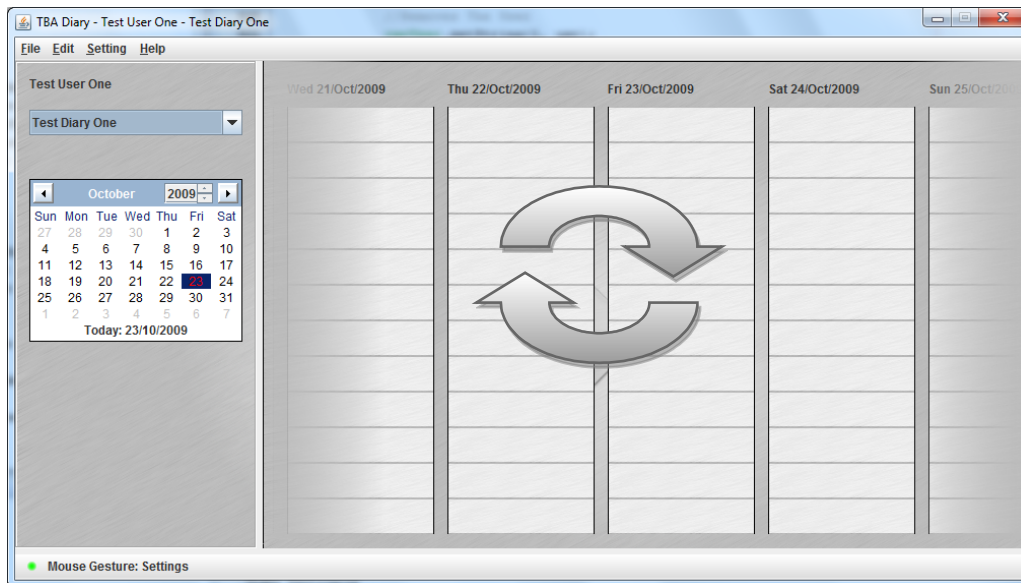
Mouse Gestures

Mouse Gestures gives you shortcuts that are available with a flick of the wrist. A mouse gesture is performed by holding down the right mouse button while moving the mouse in a combination of right, left, up and down movements.

The following mouse gestures are available to you in the TBA Client:

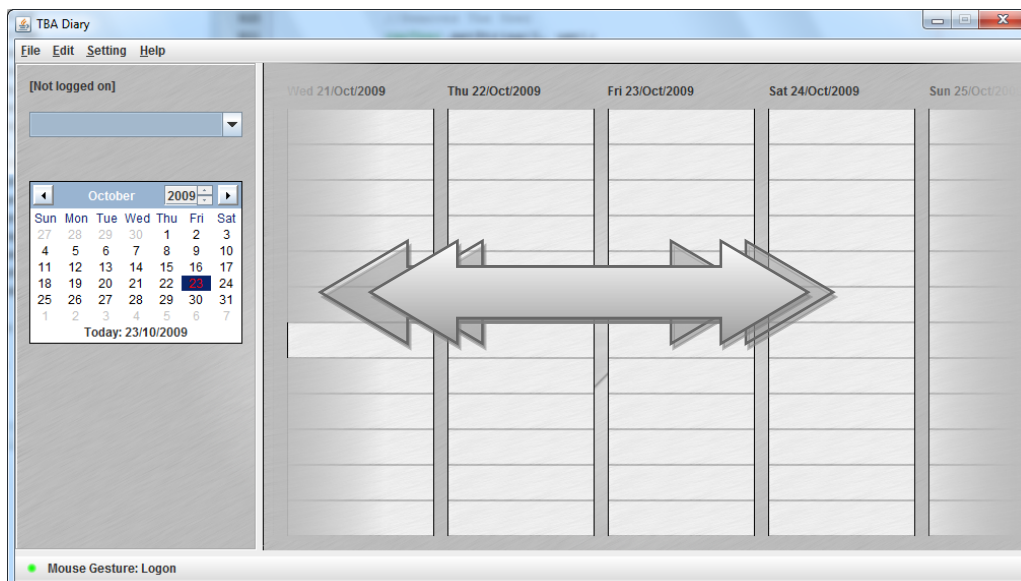
Quick Access Settings

Hold down right mouse click rotate mouse clockwise



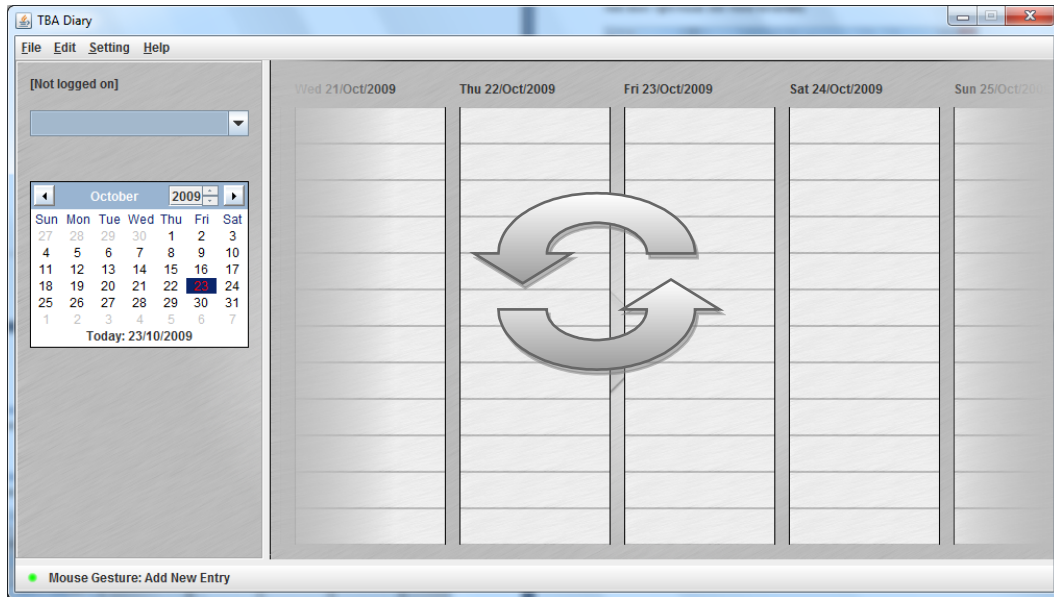
Quick Access Login

Hold down right mouse click move horizontally



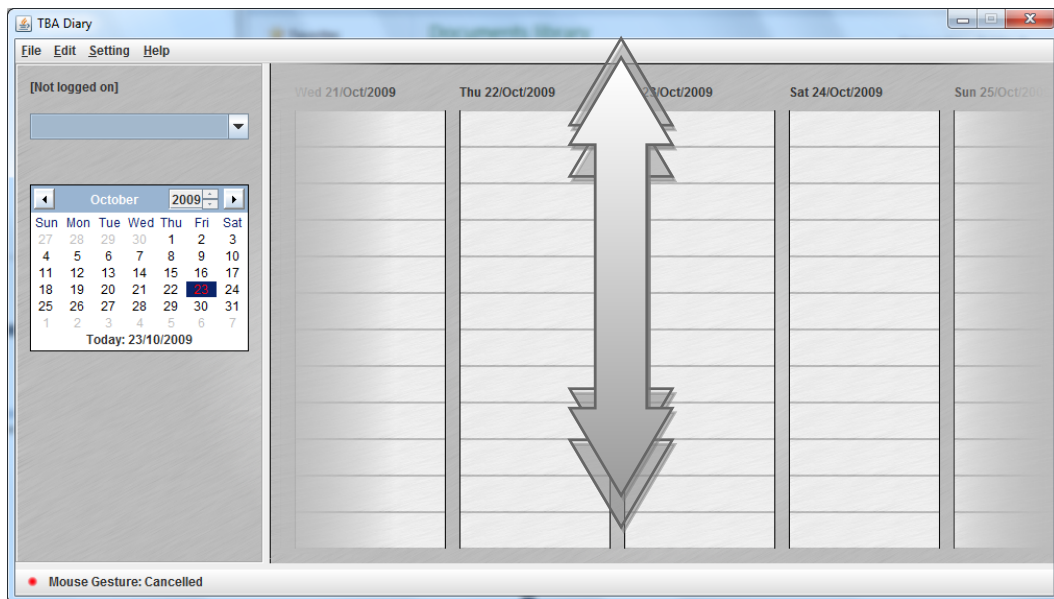
Quick Add New Entry

Hold down right mouse click rotate mouse anti-clockwise



Cancel Mouse Gestures

Hold down right mouse click rotate mouse vertically



Multiple User Diaries

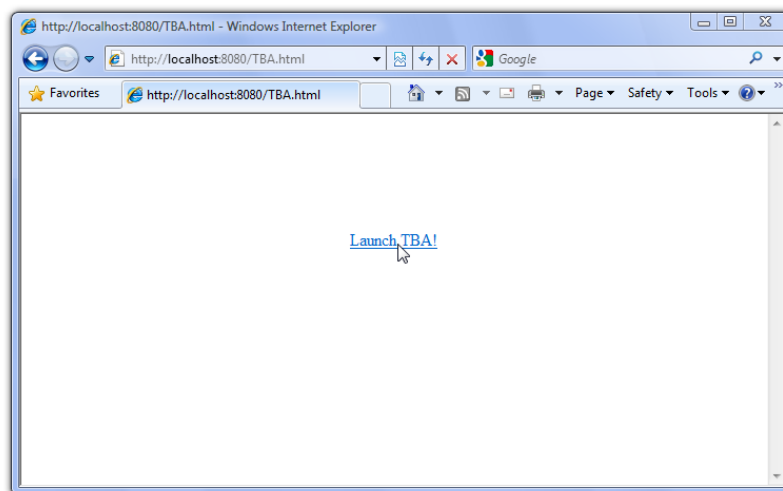
The TBA Client allows you to handle multiple diaries associated with a user. You may have multiple diaries because you act as a receptionist and need to update appointments for staff at your company or maybe you have a group of diaries set up for different teams you are in at work.

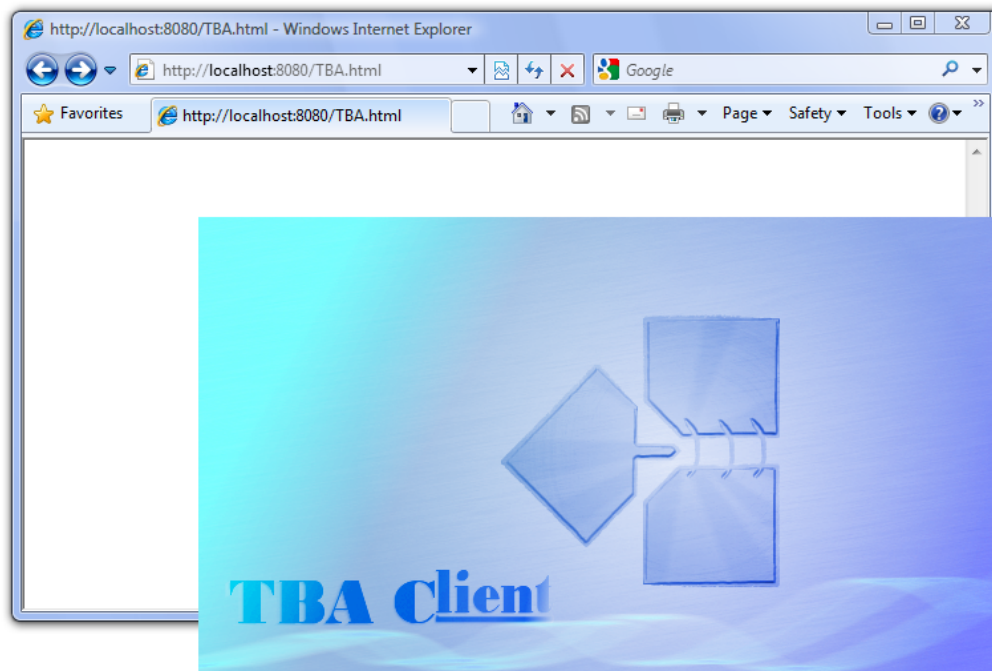
Offline Usability

The TBA Client is enabled to work offline after it has been connected to the server and stores data locally. When the TBA Client detects that no network connection is established it will automatically work from a built-in cache. Until the point at which the TBA Client is reconnected to the TBA Server, where changes will be committed to the server and any changes from the server will be updated to the client.

Java Webstart

The TBA Client can be deployed as a Java Webstart application. If your administrator has set this up, simply browse to the URL they will provide you to access the client. After you have first visited the site, you will still be able to run the Client when offline.





Server Administration

This sections is for using the TBA Server application. Please make sure you understand what you are doing before you make a change. Record what you are changing and what it use to be, that way if something goes wrong, you can determine why.

Settings

The TBA Server has a series of settings that can be modified to tune TBA to your requirements. These can be accessed via the server console. The commands for settings available are: **Security, Network and Logging.**

Security

TBA Diary management uses 128bit encryption when sending data to and from the client and server over a SSL connection. This ensures that the utmost measures are taken to keep the data that is being stored and sent are as secure as possible. After the Data is transferred securely it will also be re encrypted before being placed into the database to be stored.

Network

TBA Server application allows changes to be made to the port number that it listens to, this will ensure that if there does happen to be a conflict where two different applications are using the same port number, the server can easily be changed to listen to a different port number using the **<command to change port number>**

Logging

<Will need to confirm with dan if this is still correct>

If you are running TBA for a business, you are going to want log files. Log files will allow you to trace what is happening with the system and also to determine if there has been an attempted attack on your system.

The TBA Server has several log files it can produce and this is the dialog to control them. The following are Logs that you can have produced.

Network Log

Logs all connections (successful and failed) with the server. Details such as connection requests, client's IP and time-outs are logged to this file.

System Log

This trace logs details such as exceptions caught, object creation, etc. It is used to track down bugs and to enable the developers to provide timely fixes should you discover anything wrong.

SQL Log

This trace log file has all the SQL statements executed by the TBA Server.

Client Log

This log file contains client sign-ins and sign-outs. It also logs user and diary creations and permission changes.

Error Log

All errors are logged here, even if they are logged in other logs.

All of these logs create a new log file on the start of each day. This makes archiving of old logs easier. Each log has the following settings associated with them.

- Enabled
- Output location
- Log size limit

Server Commands

Help Listing – help

This is used so that the users can look at the list of commands whilst I the server.

```
$help
addusr  : Add A User.
adddry  : Add A Diary.
addper  : Add Permission.
rmusr   : Remove A User.
rmdry   : Remove A Dairy.
rmper   : Remove Permissions From A User.
exit    : Quits Server.
quit    : Quits Server.
$
```

Setting up a user - addusr

You can set up new users via the TBA Server Application command line. This is useful to maintain complete control over your Diary Management System. Whilst TBA Server is running, in the console area, type the add user command “addusr”. This will bring up a set of prompts to set up a particular user such as username, user id, default diary and password.

```
$addusr
Insert username:
TestUser
Insert password:
*****
Insert DisplayName:
Test User Display Name
Insert DiaryName:
Test User Diary Name
Succesfully Added.
$
```

Setting up a diary - adddry

You can set up new diaries via the TBA Server Application command line. This is useful to maintain complete control over your Diary Management System.

Whilst TBA Server is running, in the console area, type the add diary command “adddry”. You will then be prompted to select a user name to own the diary. You can add more owners later. After you have entered a user name, you will be asked to give a name for the diary. After the diary is created you can add other user to it by the other server cmd triggers.

```
$adddry
Insert User Name:
TestUser
Insert Diary Name:
Test User Diary Two
Succesfully Added
$|
```

Remove A User - rmusr

This command removes a user from accessing the TBA System. This command only work via the TBA Server Application command line. Removing a user will automatically remove any information that belongs to that user from the system. This information will not be recoverable.

```
$rmusr
Insert User Name:
OtherTestUsers
OtherTestUsers Successfully Removed.
$
```

Remove A Dairy - rmdry

This command removes a user's diary from the TBA System. This command only work via the TBA Server Application command line. Removing a user diary will automatically remove any information that belongs to that dairy from the system. This information will not be recoverable.

```
$rmdry
Insert Owners Name:
TestUser
Insert DiaryID:
TestDiary
TestDiary Removed
$|
```

Add permission – addper

You can give user permission to access another diary in the TBA client via the TBA Server Application command line. Adding permission to users allows users to view and edit other users diaries.

Remove permissions from a user – rmper

This command removes a user's permissions from the TBA System. This command only work via the TBA Server Application command line. Removing user permissions from a diary will automatically remove any information that belongs to that dairy from the system. This information will not be recoverable.

Quits Server - exit and quit

You can exit the server using these commands. This will completely shut down the TBA Server Application. This command only work via the TBA Server Application command line.

Glossary

Mouse gestures: A mouse gesture is a way of combining computer mouse movements and clicks which the software recognizes as a specific command.

Frequently Asked Questions

Q: I can log in, but I can't see a diary. What do I do?

A: Talk to your System Administrator about getting a diary set up for you. If you handle everything yourself, refer to the Setting up a Diary section.

Q: How do I set up a Diary for a Meeting room for everyone to use?

A: Your server administrator needs to set up a Meeting room user. Then, for that user, they can create a diary for each meeting room. Simply have the permissions set to Read/Write for World and everyone can use it.

Q: How do I use TBA while overseas?

A: You need to get your Server Administrator to tell you the external address of the TBA Server. It will be something like **<http://TBA.yourcompany.com/>** which you can then use to connect to TBA exactly like if you were in the office.

Q: Why can't I change a meeting on this diary?

A: You most likely have not been giving the needed permissions for that diary. Speak to your server administrator.