



# GW-CCU

## (GroupWise Common Calendar Utility)

### Setup and Admin Guide

## This Guide

Welcome to CCU, an effective utility that allows you to add or remove common calendar items such as holidays or company picnics to everyone's GroupWise calendar.



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## Installing CCU

### Requirements:

- CCU is designed for Microsoft Windows 9.x/ME, NT4, 2000 Professional, XP Professional. CCU can also run on a Microsoft Windows NT4, 2000, and 2003 server desktop. CCU will not work with GroupWise client software installed on Linux desktops.
- GroupWise client software for one of the following GroupWise versions:
  - GroupWise 5.5 or GroupWise 5.5 Enhancement Pack,
  - GroupWise 6.0 or GroupWise 6.5.
  - GroupWise 7.0
- GroupWise email accounts. (CCU must use a SAMPLEUSER GroupWise account in DEMO mode).
- **ccureg.dat** licence file. (CCU will run in DEMO mode without a ccureg.dat license file).

### Installation and Use steps:

1. (Optional) To run CCU in DEMO mode, create a GroupWise account named SAMPLEUSER (with SAMPLEUSER as the first and last name).
2. Download and save the **ccu.zip** file to a temporary directory.
3. Extract the **ccu.zip** file to a **ccu** folder in a desired location on a Microsoft Windows desktop. In the **ccu** folder, you will see CCU.exe, CCUAdmin.exe, CCPRG6.OCX and MSVBVM6.DLL (support files), and a set of .INI, .CSV and .BAT files (used for DEMO mode only) and three folders:
  - a. **CCU-Resources-2007** - contains input data CSV files to add or delete holidays and festival dates for 51 countries for 2007;
  - b. **CCU-Resources-2008** - contains input data CSV files to add or delete holidays and festival dates for 51 countries for 2008; and
  - c. **NationalHolidays** - contains input CSV files to add or delete holidays and festival dates for 51 countries for 2007. This folder is an integral component of CCUAdmin.exe. DO NOT delete this folder or CCUAdmin.exe will not work correctly.
4. (Optional) test CCU on your workstation using the SAMPLEUSER demo user account.
5. Copy the **ccu** folder to the SYS:\Public\ccu on the server normally used by the network users. Assign READ rights on the **ccu** folder to the users who will be using CCU
6. Add the **ccureg.dat** licence file to the **ccu** folder.
7. Use CCUAdmin.exe to build the desired .INI input control files and .CSV input data files.
8. Prepare one or more delivery methods (most environments use force run ZENworks Application objects or login scripts to run CPU for specified users).
9. Test the delivery method and then implement across your network environment.

## Running CCU in Demo Mode

The **ccu.zip** file contains sample files to permit a controlled evaluation of CCU. Please refer to the **ReadmeCCU.txt** file (in the ccu.zip file) for instructions.

## How CCU Works

When a user runs CCU, it checks to see if the GroupWise client is open. If it is not, CCU prompts the user to authenticate to GroupWise. After opening GroupWise, CCU reads the ccu.ini (input control file) to determine which input.csv data file to use. CCU then adds to or removes from the user's personal calendar, the calendar items identified in the input .csv data file.

The common steps for using CCU are:

- Step 1: Create CSV and INI Files**  
 Use the CCU Admin Tool (CCUADMIN.EXE) to create your .CSV and .INI files. The CSV file will contain the common or individual calendar data to be created or deleted to Users' Calendars. Note: The CCU Admin Tool will change double quotation marks to single quotation marks.
- Step 2: Save the CSV and INI files**  
 Save or copy the CSV file to the same directory as CCU.EXE. By default, CCU Admin tool (CCUADMIN.EXE) will create an INI file ( with the prefix "CCU\_" and the file name of your CSV file ). The INI file must be saved or copied to the same directory as the CCU.EXE file. THE CSV file can be saved to the same directory as the INI files if being used against groups of users, or to a separate data directory is using individual user input data files.
- Step 3: Run the CCU.EXE**  
 Run CCU.EXE and specify the desired .INI control file. If CCU.EXE is run without specifying a .INI file, it will locate and use CCU.INI. If no .INI file is specified and no CCU.INI file exists, CCU will generate an error.



## Building CCU Input Files

CCU needs two input files to work correctly, the <name>.ini input control file and <name>.csv input data file. If either input file is missing, then ccu.exe will generate an error when it is loaded. The input files can be created manually using an ascii text editor, and / or an electronic spreadsheet program (e.g. Microsoft Excel or OpenOffice Calc), or can be created using the CCU Admin Tool (CCUAdmin.exe) provided in the **ccu.zip** download file.

Refer to the **"CCU Admin Tool User Guide"** for complete details on how to create CCU input files.

The .ini control files contain a list of mandatory and optional settings and corresponding values:

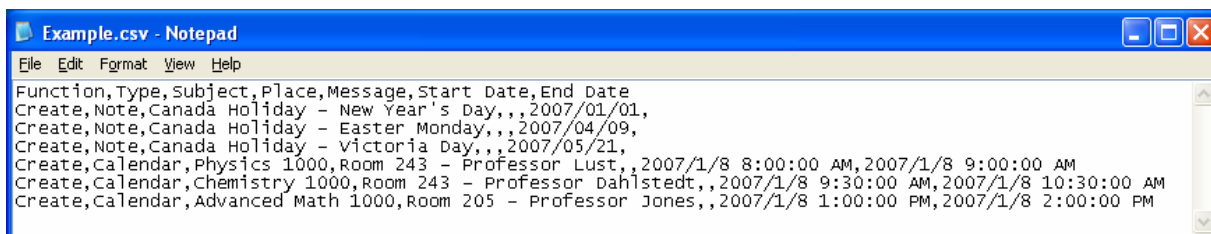
```

[Settings]
CommandLineswitch=@u-?
DataFile = sample.csv

# DataFileDirectory = C:\TEMP\CCU
# Display=Disabled
  
```

CCU .INI Input Control File		
Setting	Permitted Value	Explanation
CommandLineSwitch	/@u-? (default)	Allows for a command line switch to be specified for use when loading the GroupWise client.
Display	<b>Enabled</b> or <b>Disabled</b>	When disabled, CCU will run in 'silent' mode. Nothing will be displayed to the user except for the GroupWise login request.
DataFile	Name of the calendar csv file.	Specifies the calendar csv file to be used. If remarked out, CCU will look for csv files whose name match the GroupWise login name, e.g. if the GroupWise login name is <b>frankz</b> then CCU looks for a <b>frankz.csv</b> file.
DataFileDirectory	Path to calendar .csv file(s)	Use if CCU will read calendar .csv files from a file location other than the folder where ccu.exe is. This line is remarked out using a '#' by default.

The .CSV input data file contains the records of calendar items to be imported into user's calendars.



CCU .CSV Input Data File		
Setting	Permitted Value	Explanation
Function	<b>Create</b> or <b>Remove</b>	<b>Create</b> will add the item to the user's calendar. <b>Remove</b> will delete the item from the user's calendar.
Type	<b>Calendar</b> or <b>Note</b>	<b>Calendar</b> - item is a posted appointment <b>Note</b> - item is a posted note.
Subject		Places the text in the Subject field.
Place		Places the text in the Location field.
Message		Places the text in the body of the appointment or note.
Start Date	YYYY/MM/DD HH:MM:SS AM	For 'Note' only the start date YYYY/MM/DD is required. YYYY/MM/DD format is mandatory or the entry will not be valid. The HH:MM:SS is specified in 12 hour time and must indicate AM or PM. SS (seconds) are optional, specify 00 as default.
End Date	YYYY/MM/DD HH:MM:SS AM	Not required for a 'Note'. YYYY/MM/DD format is mandatory or the entry will not be valid. The HH:MM:SS is specified in 12 hour time and must indicate AM or PM. SS (seconds) are optional, specify 00 as default.

## Run CCU in an Enterprise Environment

In a production environment you would normally copy the **ccu** folder containing CCU.EXE, CCUAdmin.exe, the support files, and the .INI input control files and common calendar .CSV input data files to the same directory, e.g. SYS:Public\CCU. If Individual user .CSV input files will be used, those files need to be stored in a separate DataFileDirectory location, e.g. SYS:Public\CCU\Data. All users will need READ rights to those folders. For individual .INI input control files, the "DataFileDirectory=" path can be a mapped drive path (e.g. M:\Public\CCU) or the UNC path \\ServerName\Volume\DirectoryName\DirectoryName\... (e.g. [\\SERVER1\Public\CCU\Data](#)).

If input files are created using the CCU Admin Tool (CCUAdmin.exe) run from the network location, then the input files will be saved to the network locations by default. It is far more efficient to create CCU input files using the CCU Admin Tool from the network location.

Most administrators will use NAL/ZEN to cause CCU to run before launching GroupWise. By using NAL/ZEN, you can associate different INI files to different containers, departments or groups of users. This allows you to configure departmental calendars. If you are not using NAL/ZEN, you can force CCU to run by exiting from a login script to a bat file that causes CCU to load. By using IF MEMBER OF in the login script, you can call different batch files to run CCU, each using a different .INI input control file.

## Uninstalling CCU

To remove CCU delete the folder containing the **ccu.exe** and related files, modify login scripts and/or remove ZEN Application objects.

## Support for CCU

Most problems result from either an improperly formatted input data file, or from corrupted licence files. Please record any error message that may appear and refer to the online web forum for CCU before contacting Omni technical support.

## Support and Maintenance Agreements

Full email and telephone support is available Monday to Friday between 8:30 a.m. and 6:00 p.m. Mountain Time (UTC -7) for customers who have a valid support and maintenance agreement. Limited email support may be available during extended hours. Email and telephone support is also available to customers who are evaluating CCU. If required, support will be provided to resellers, then customers with valid support and maintenance agreements, and finally to customers evaluating products.

## Contacting Support

You can contact support using any of the following methods (please make sure you provide as many details as possible so we can better help you):

Technical Support Email: [support@omni-ts.com](mailto:support@omni-ts.com)  
Licence Support Email: [licensing@omni-ts.com](mailto:licensing@omni-ts.com)

Phone: **1-780-423-4200**  
Fax: 1-780-423-4711

### Online Resources

Online resources for the CCU Admin Tool include:

- **Product Documentation:** Go to [www.omni-ts.com](http://www.omni-ts.com) select **Support** and follow the link for **Documentation** and select **Messaging Documentation**.
- **CCU Tutorials:** Go to [www.omni-ts.com/quicktours](http://www.omni-ts.com/quicktours) and choose from:
  - “Create and Modify Calendar Resource Files using the CCU Admin Tool” (6 min)
- **Product FAQ:** Go to [www.omni-ts.com](http://www.omni-ts.com) select **Products** and choose **Messaging** and choose **Common Calendar Utility** and select **Frequently Asked Questions**.
- **Support Forum:** Go to [www.omni-ts.com/Forum](http://www.omni-ts.com/Forum) and select the **GroupWise Bulk Calendar Management (CCU)** forum

### Free Help

Free support is available for customers who purchase licences without support and maintenance agreements and for customers using a freeware product distributed by Omni. Free support is limited to information available from the product documentation in .pdf format that is available for public download, online documentation, and the online web forum. Telephone and email support can be provided on a fee per incident or fee per hour basis, whichever is greater.