



Groupware Competence Center



UNIVERSITÄT PADERBORN



*We deliver Enterprise Solutions*

Project Management

- eSpace Concepts - First steps -

## Table of contents

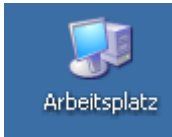
Table of contents .....	2
Copy the databases from the CD into your Lotus Notes data directory .....	3
Open the databases in your Lotus Notes Client .....	5
Replicate the databases .....	7

## Copy the databases from the CD into your Lotus Notes data directory

The screenshots in this step by step installation guide have been created using a German version of the Microsoft Windows XP operating system. If you use a different operating system, your screen might look slightly different.

This guide assumes that Lotus Notes 6 has already been installed on your computer. Please follow these steps to use PAVONE Project Management on your computer.

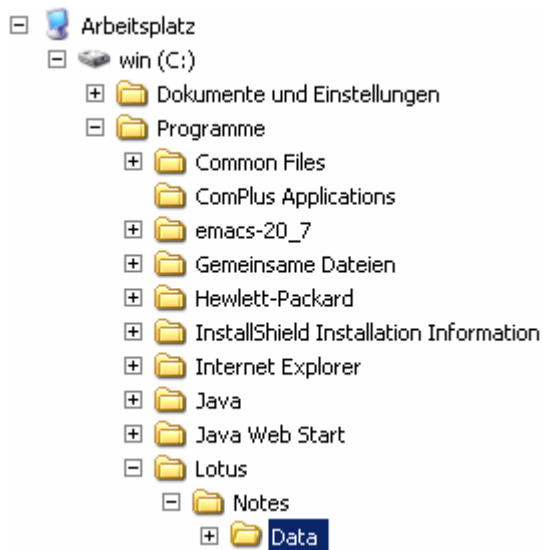
1. Put the CD “eSpace Concepts – Pavone Project Management” into your CD-ROM drive. The CD can be obtained in Room E5.318. Opening hours are Monday to Friday from 10:30 to 11:30.
2. Perform a left double-click on the “Workspace” (Arbeitsplatz) icon on your Desktop



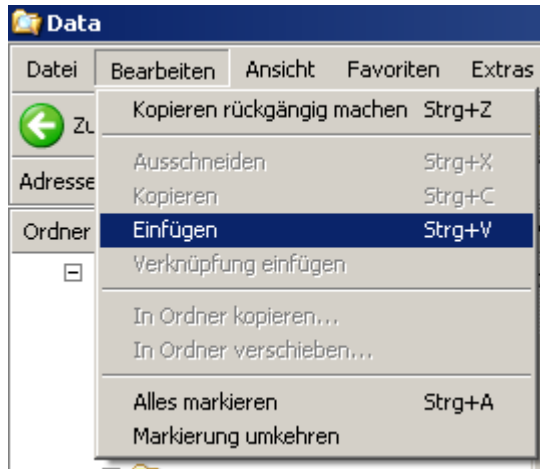
3. Perform a left double-click on your CD-ROM drive (“Pavone Project”) and copy the entire “Pavone”-directory to the clipboard. This can be done by right clicking the folder icon and choosing “copy” (kopieren).



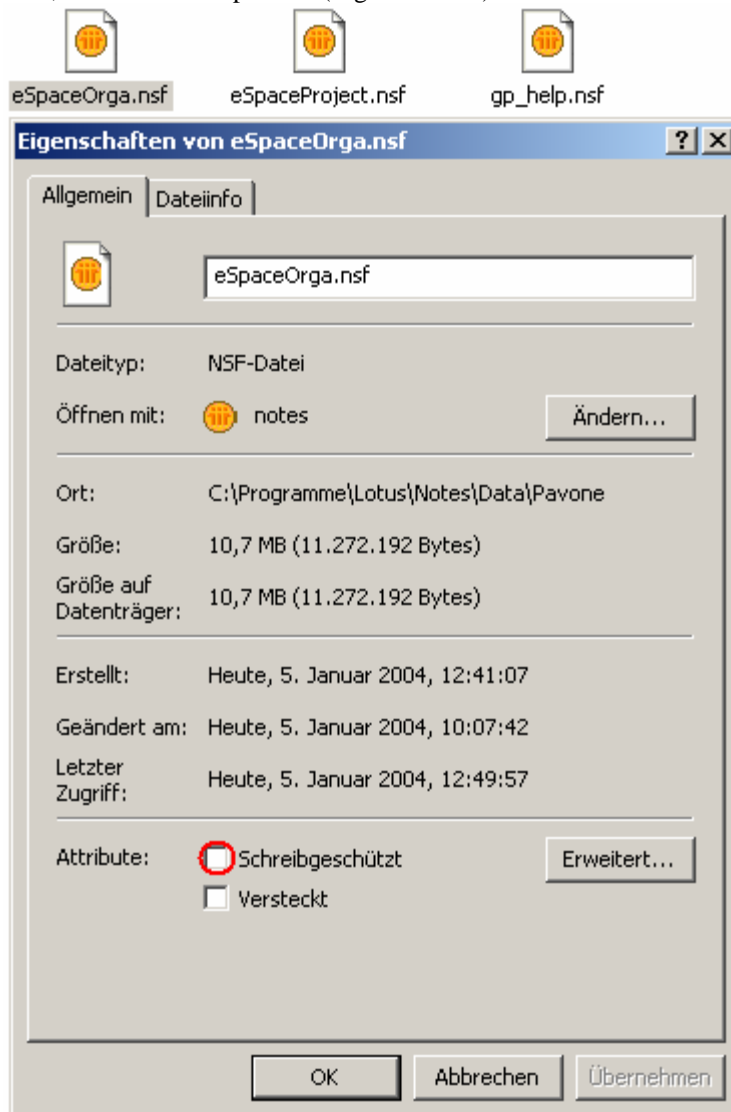
Open the Lotus Notes data directory on your local hard drive using Windows Explorer. Usually, the data directory is called “Data” and is located within your Lotus Notes program directory. If you accepted the default path during the installation process, your data directory is located in “C:\Programme\Lotus\Notes\Data”



4. Select "Edit → Paste" (Bearbeiten → Einfügen) from the menu bar. This action will copy the databases to your currently selected directory, which is the Lotus Notes data directory.



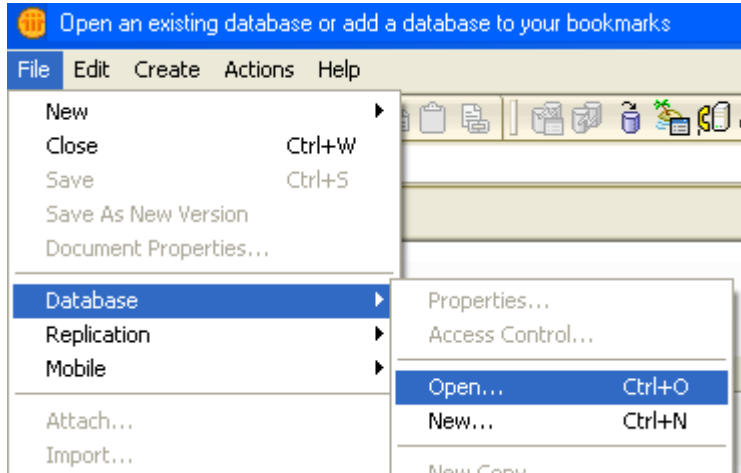
5. Please make sure that the three databases you have just copied within the "Pavone"-directory do *not* have a write-protection. In Windows XP, this can be verified in the file properties: Right click on a database icon, then select "Properties" (Eigenschaften).



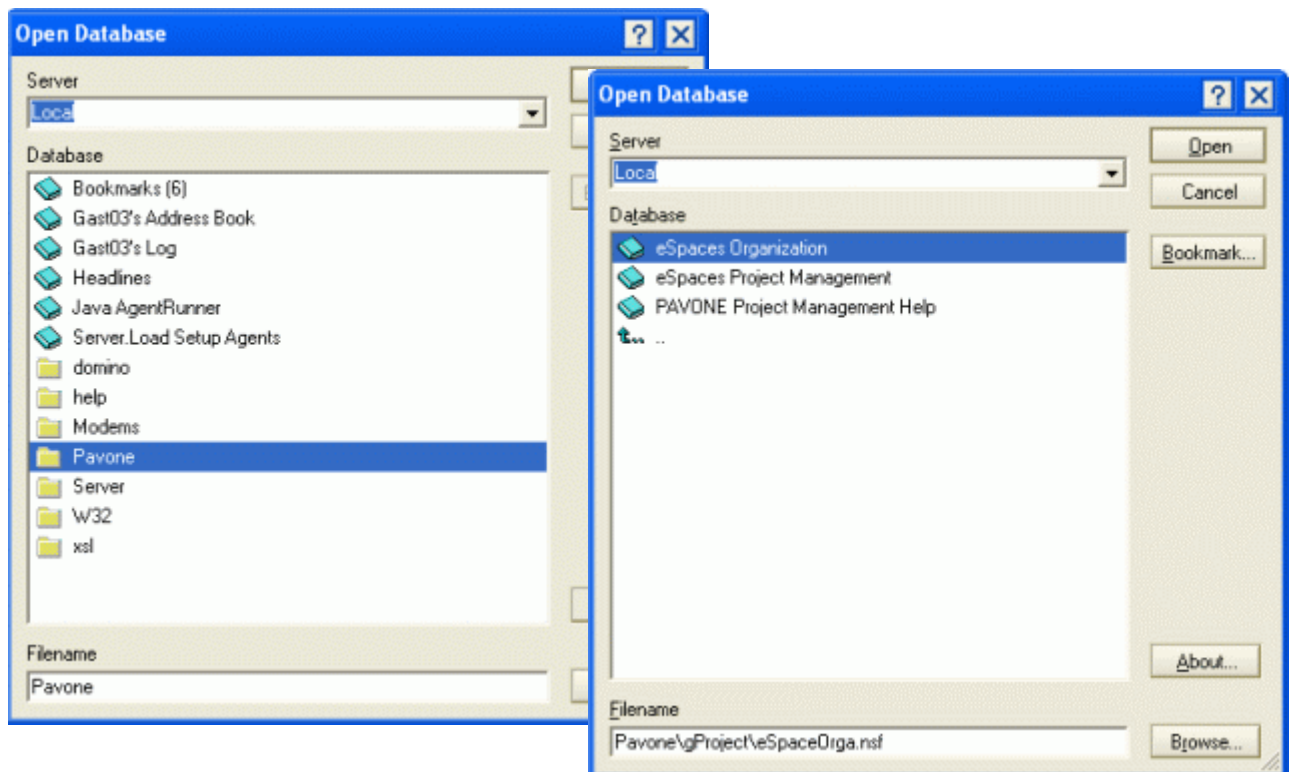
- Now you have finished the first step “Copy the Databases from the CD to your Lotus Notes data directory”. You can now open the databases and work with PAVONE Project Management using your Lotus Notes Client.

## Open the databases in your Lotus Notes Client

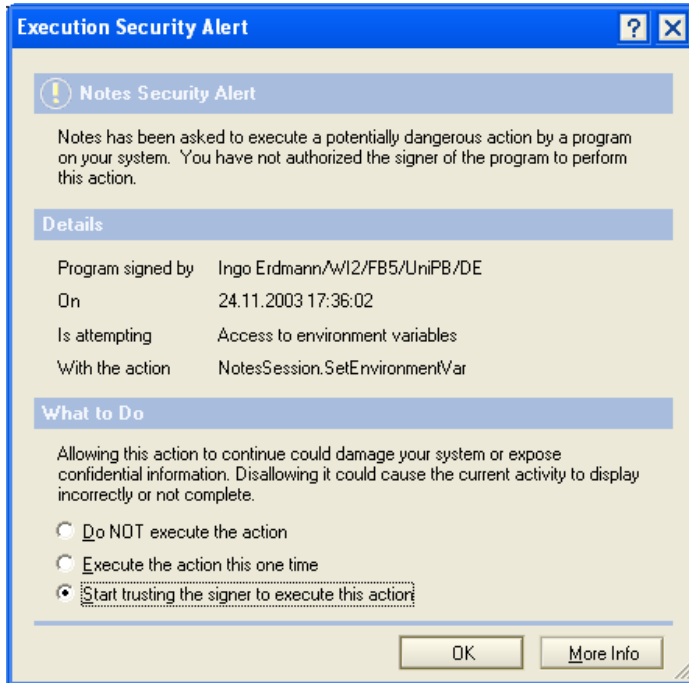
- Start the Lotus Notes Client and select “File→Database→ Open” from the menu bar.



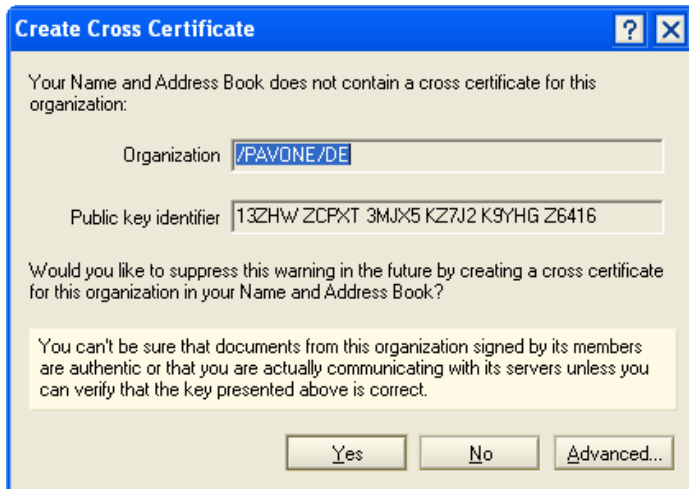
- Open the “eSpaces Organization” database by selecting Server = ”local”, left double-click on the “Pavone”-directory and left double-click on the “eSpaces Organization” database.



3. If windows pop up indicating an “Execution Security Alert”, you have to select “Start trusting the signer to execute this action” and click on “OK”.

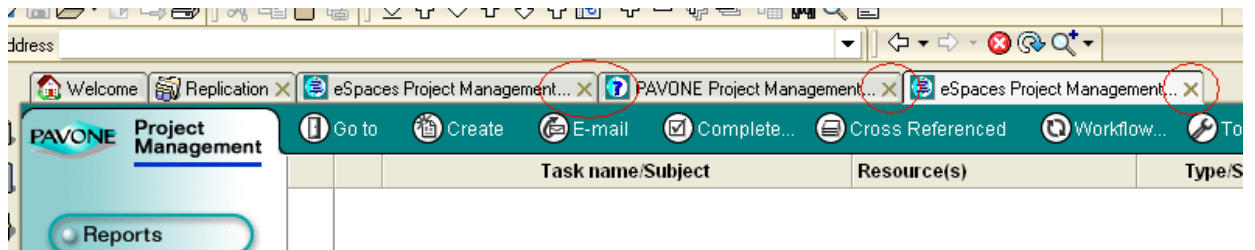


Also the following window can appear. Select “Yes”



4. After following these steps, the “eSpaces Organization” database will be opened.
5. You have to repeat steps 1-4 for the “eSpace Project Management” and “eSpace Project Management Help” database.

6. After opening all three databases, you have finished the second step. Now you have the PAVONE Project Management databases on your computer and your Lotus Notes Client has registered them. Please close all open databases in your Notes Client.

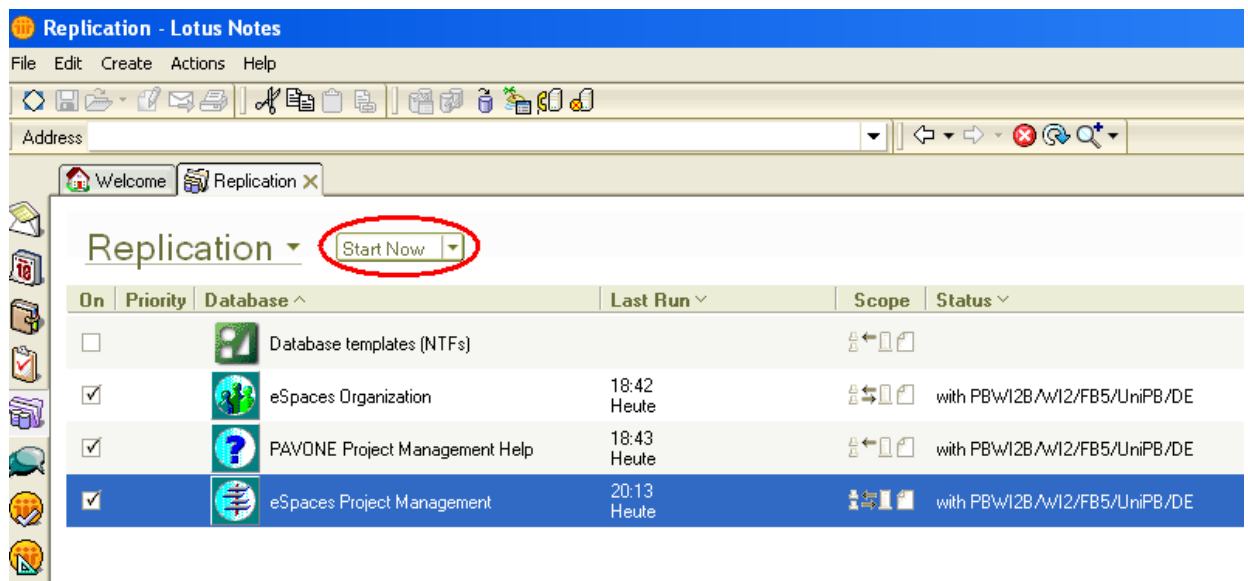


## Replicate the local databases

1. In order to obtain the most current information, you have to synchronize your Project Management databases with the server based versions. This process is called replication. To start the replication process click on the “Replication”-icon in the bookmark bar on the left side of the Lotus Notes Client window



2. The “Replication” window will appear. On that page, you can find all local databases which are being replicated with a Domino server. If you performed step two “Open the Databases in your Lotus Notes Client” correctly, all three Project Management databases should show up in the list.



3. You can now replicate the databases by clicking on the “Start Now” Button. You can open the databases by performing a left double-click on the entries in the list.