



Instant Queue Logs and Reporting

Installation Guide

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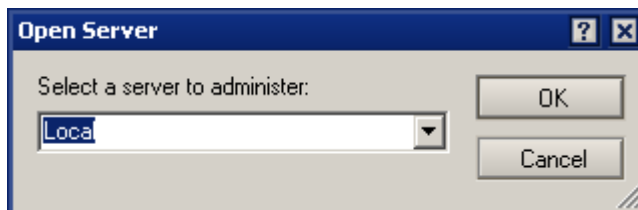
1. Setting up the Queue Logs Database

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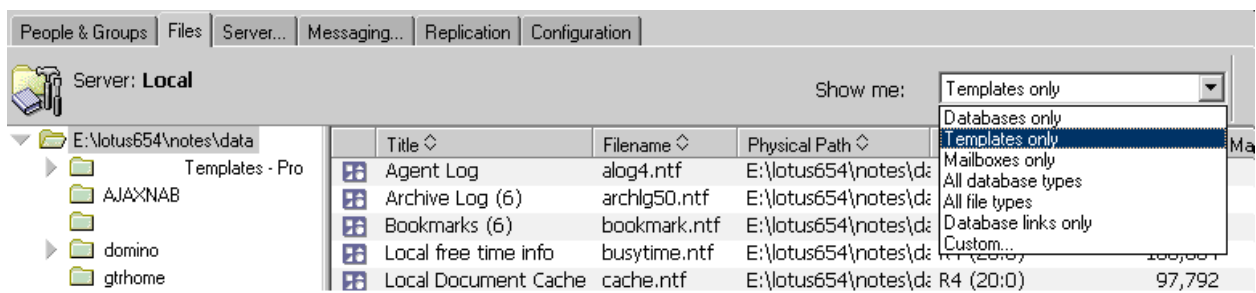
a. Sign the Template

Login to Lotus Domino Administrator with the Administrator's ID or an ID that has proper rights on the server on which the template has been installed.

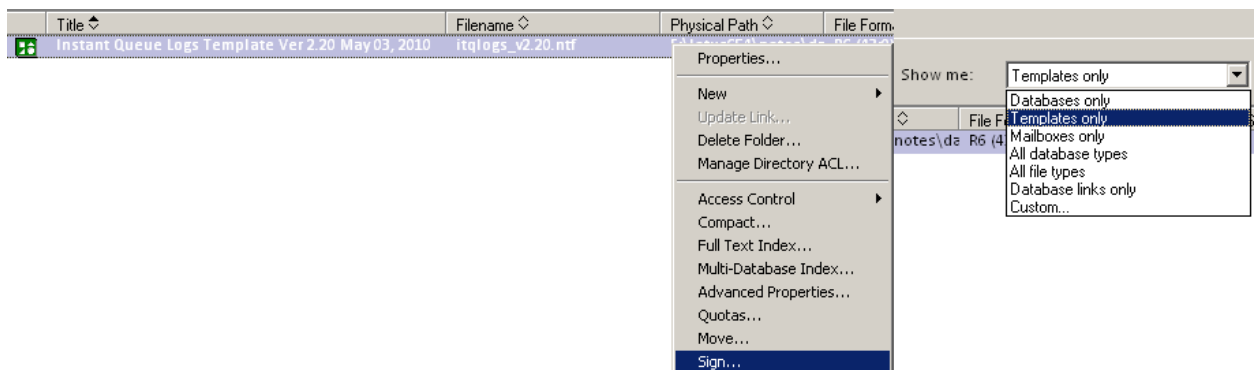
Select the server on which the template has been copied by clicking on 'File → Open Server' from the menu



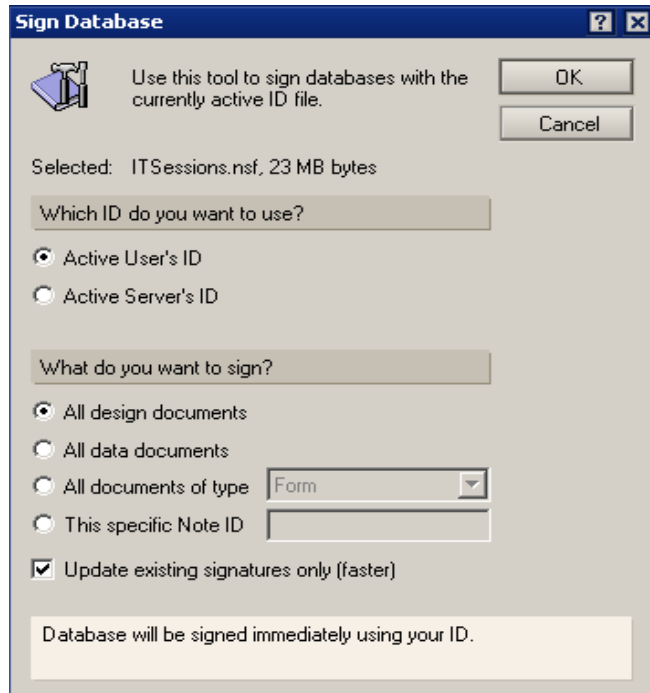
After the selected server has been loaded click on tabs and select 'Templates Only' from the list 'Show me' as shown in the below figure



Right-click on the Queue Logs template after finding it from the list and click 'Sign'



Click Ok on the dialog shown below to sign the template.

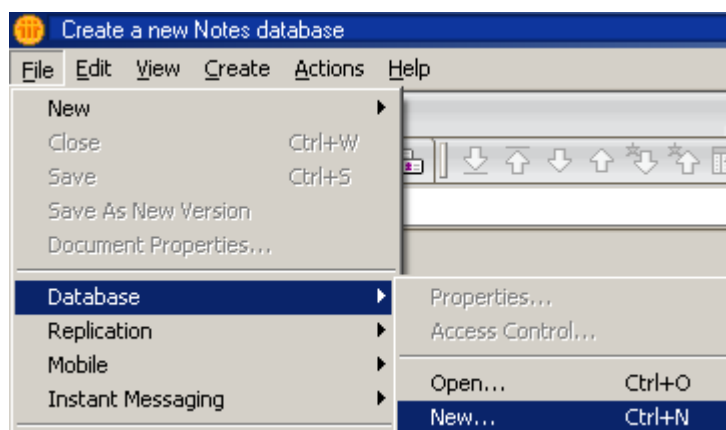


b. Create the Database

Create a new Database 'ITQLogs.NSF' on the server using the signed Queue Logs Template.

Login to Lotus Notes client with the Administrator's ID or an ID that has rights to create database on the server.

Click on File → Database → New to get the dialog for creating new database



Select the Server on which the database needs to be created.

Specify a title for the database.

The title is not important – although we recommend:

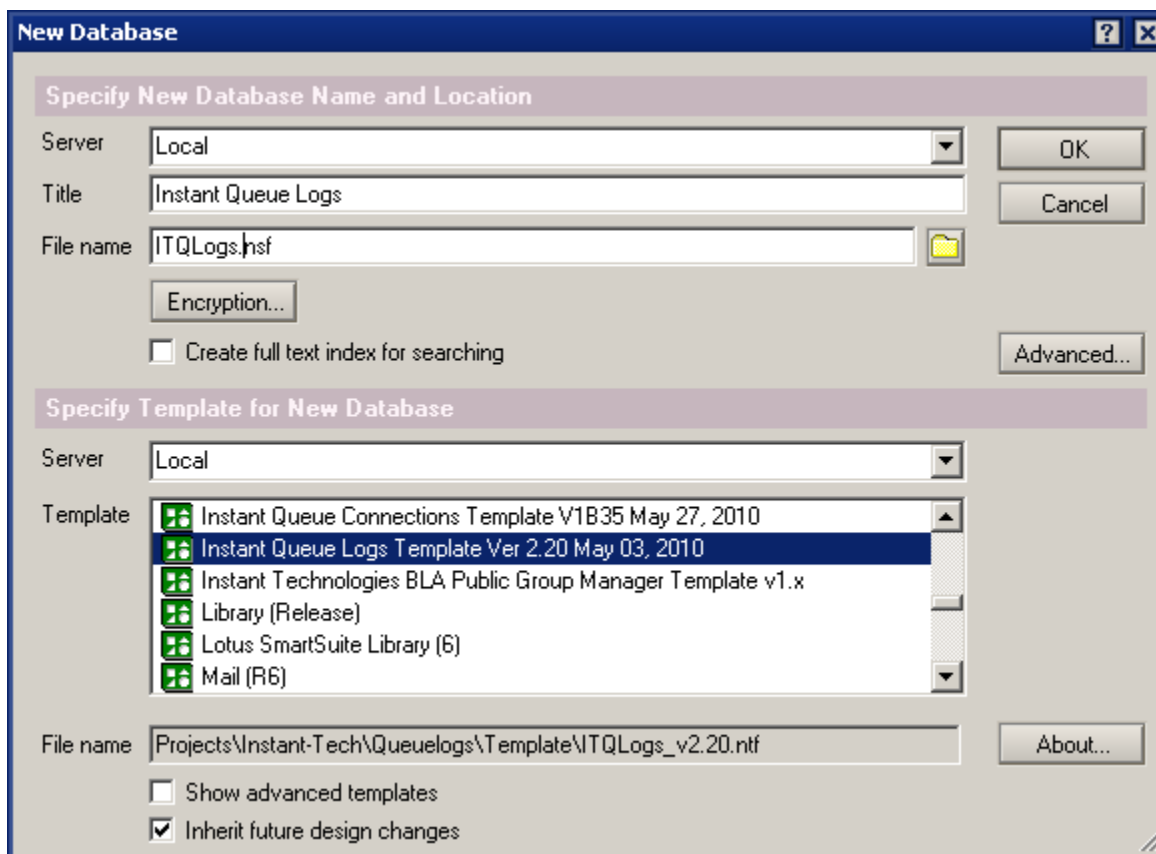
Instant Queue Logs

The file name should be:

ITQLogs.nsf

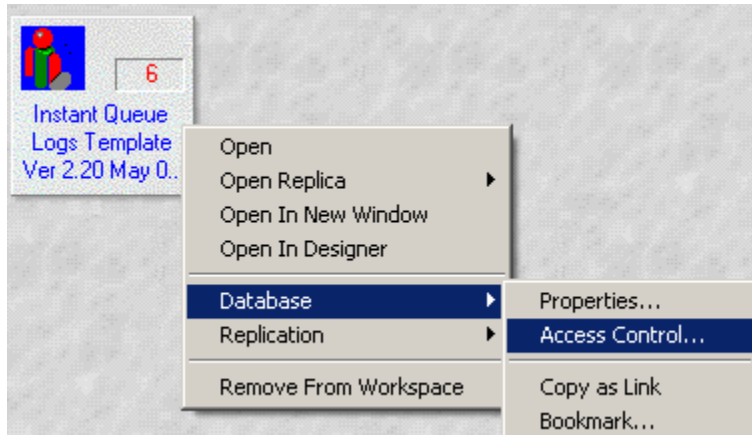
Select the Server on which the Queue Connections template is installed

Select the Queue Logs template from the templates list and click ok



c. Set up the ACL

Right-Click on database in the Lotus Notes workspace 'Database → Access Control' to get the dialog for specifying the access



Click on 'ADD' to enter the new entries to the list

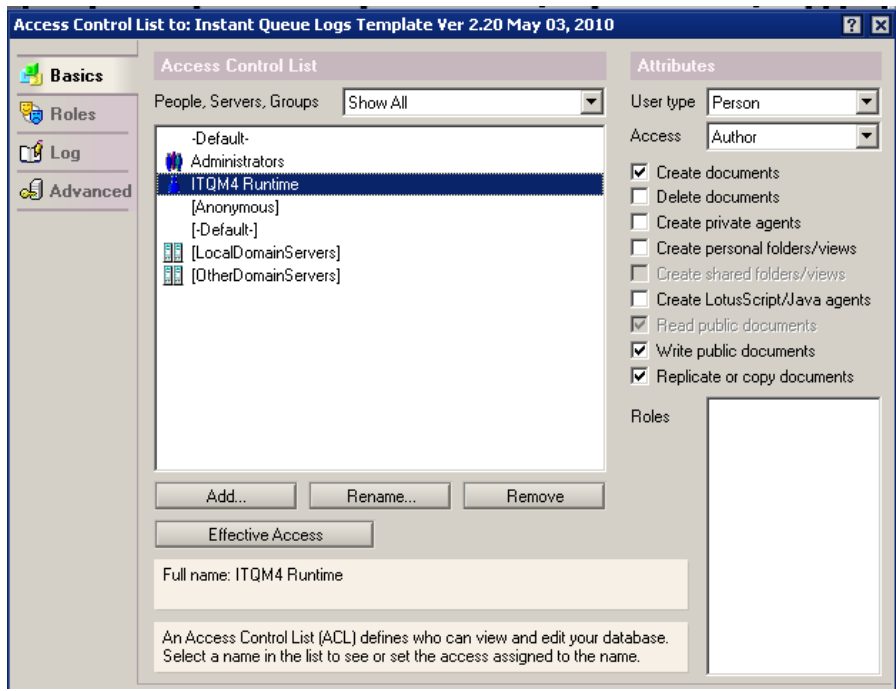
The server entry must have an access level of 'Manager'

The default entry must have an access level of 'Reader'

A entry called 'Anonymous' must be added which will have an access level of 'Reader' and of user type 'unspecified'

There must be an entry of a user or a group with access level of 'Manager' and of user type 'Person' or 'Person group' who will responsible for administrating the database.

There must be an entry of a user with mininum access level of 'Author' and of user type 'Person' who will be used to create logs in the database. This is the same user which will be specified in the Instant Queue Connections database under 'Admin → Settings → Logging'.

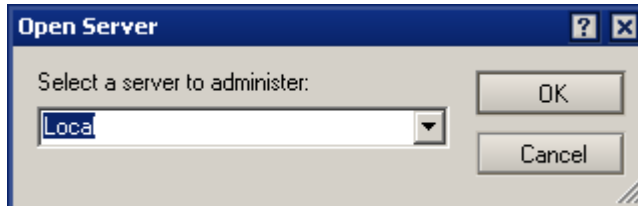


2. Setting up the Measurements and Reporting Database

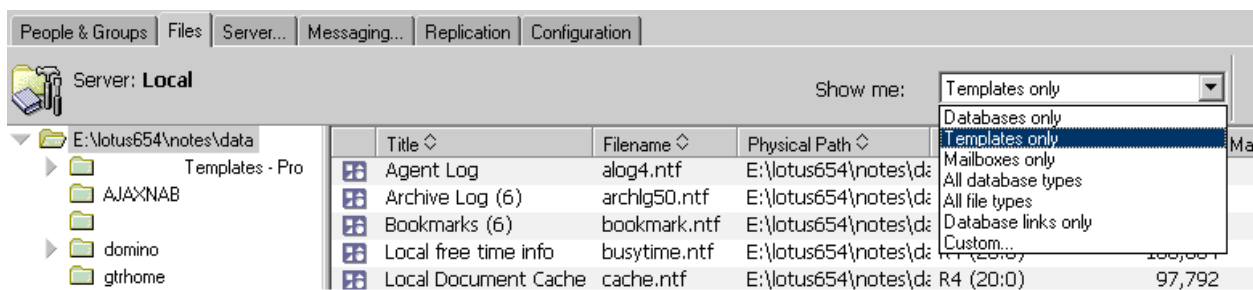
a. Sign the Template

Login to Lotus Domino Administrator with the Administrator's ID or an ID that has proper rights on the server on which the template has been installed.

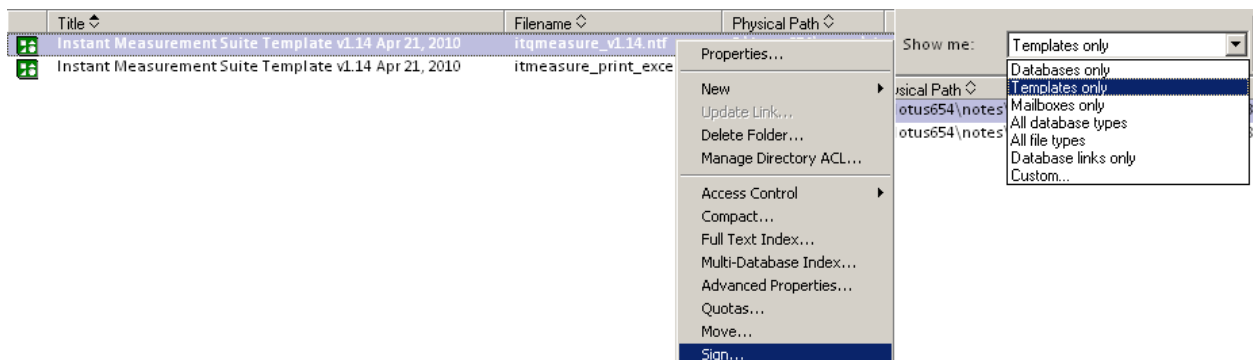
Select the server on which the template has been copied by clicking on 'File → Open Server' from the menu



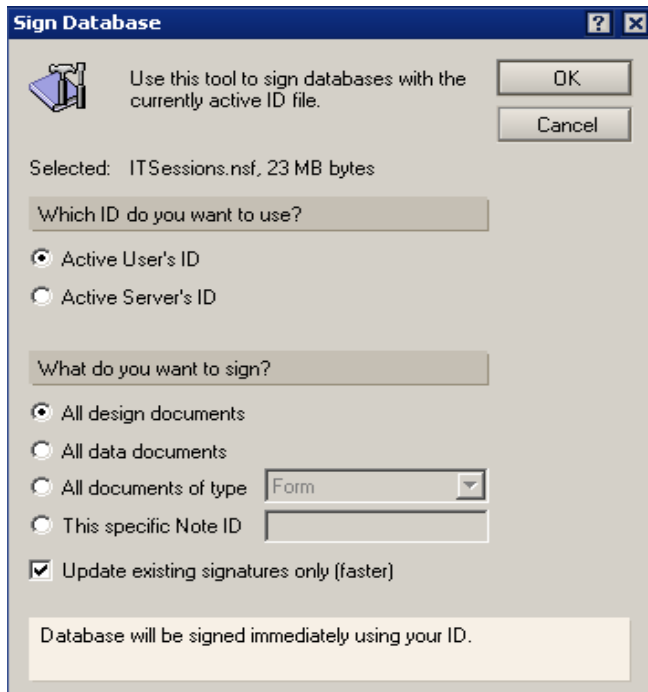
After the selected server has been loaded click on tabs and select 'Templates Only' from the list 'Show me' as shown in the below figure



Right-click on the Measurement Suite template after finding it from the list and click 'Sign'



Click Ok on the dialog shown below to sign the template.

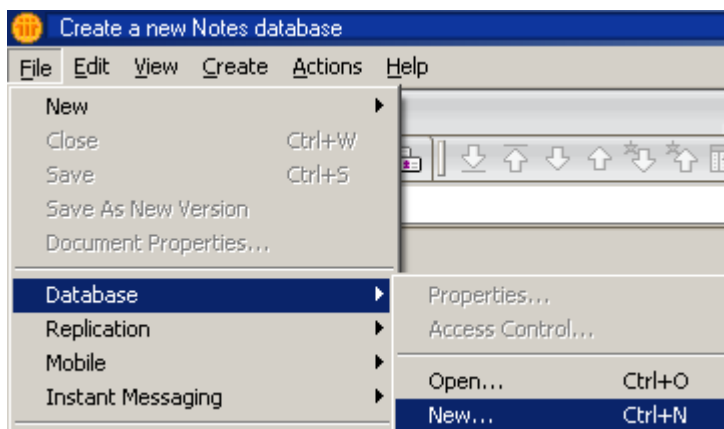


b. Create the Database

Create a new Database 'ITQMeasure.NSF' on the server using the signed Measurement Suite Template.

Login to Lotus Notes client with the Administrator's ID or an ID that has rights to create database on the server.

Click on File → Database → New to get the dialog for creating new database



Select the Server on which the database needs to be created.

Specify a title for the database.

The title is not important – although we recommend:

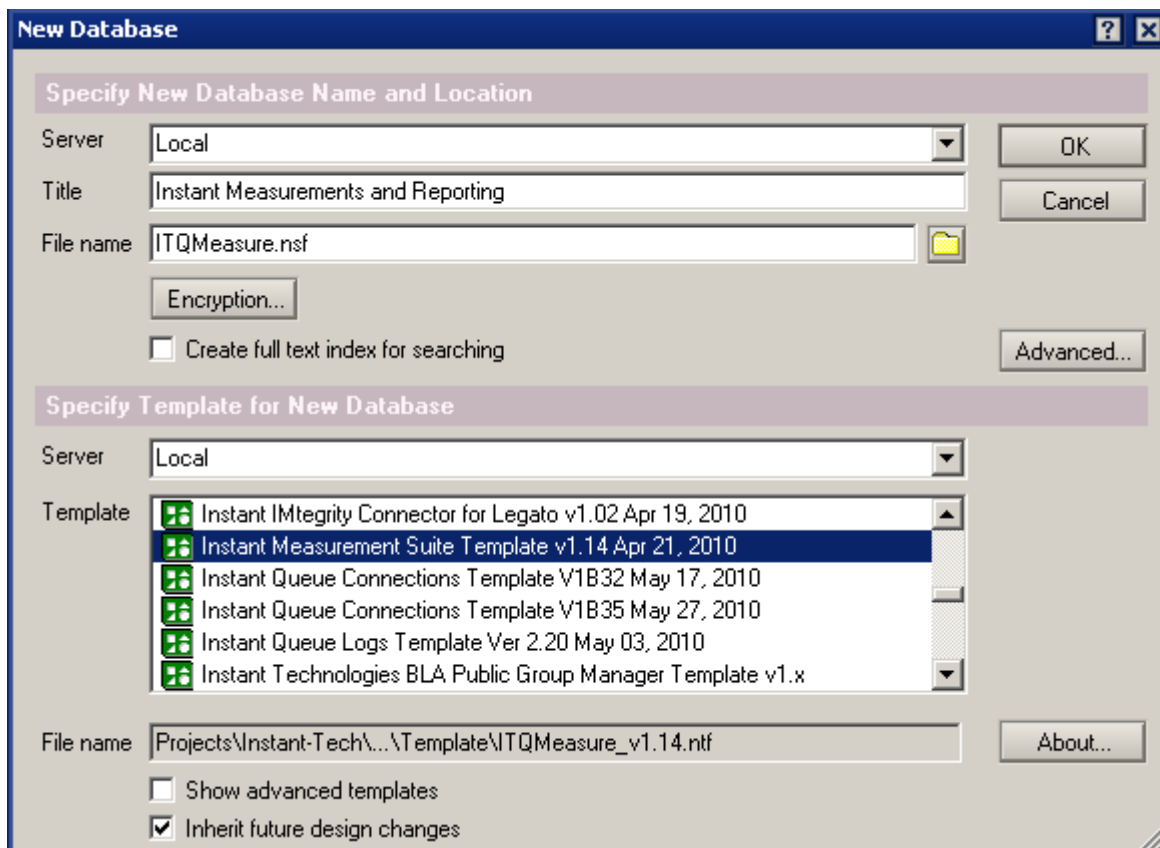
Instant Measurements and Reporting

The file name should be:

ITQMeasure.nsf

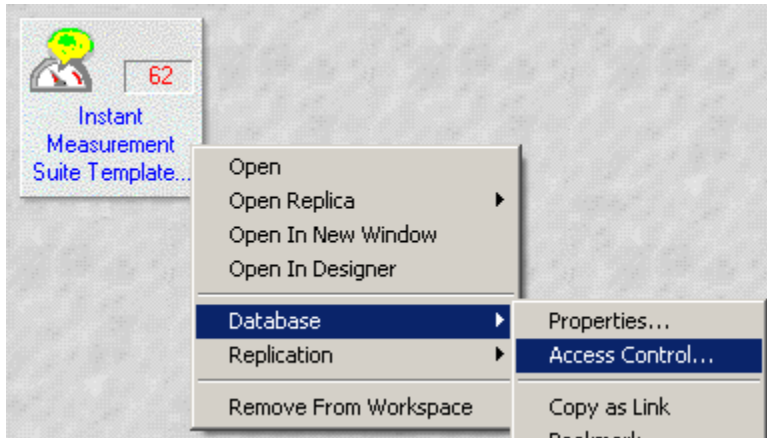
Select the Server on which the Queue Connections template is installed

Select the Queue Logs template from the templates list and click ok



c. Set up the ACL

Right-Click on database in the Lotus Notes workspace 'Database → Access Control' to get the dialog for specifying the access



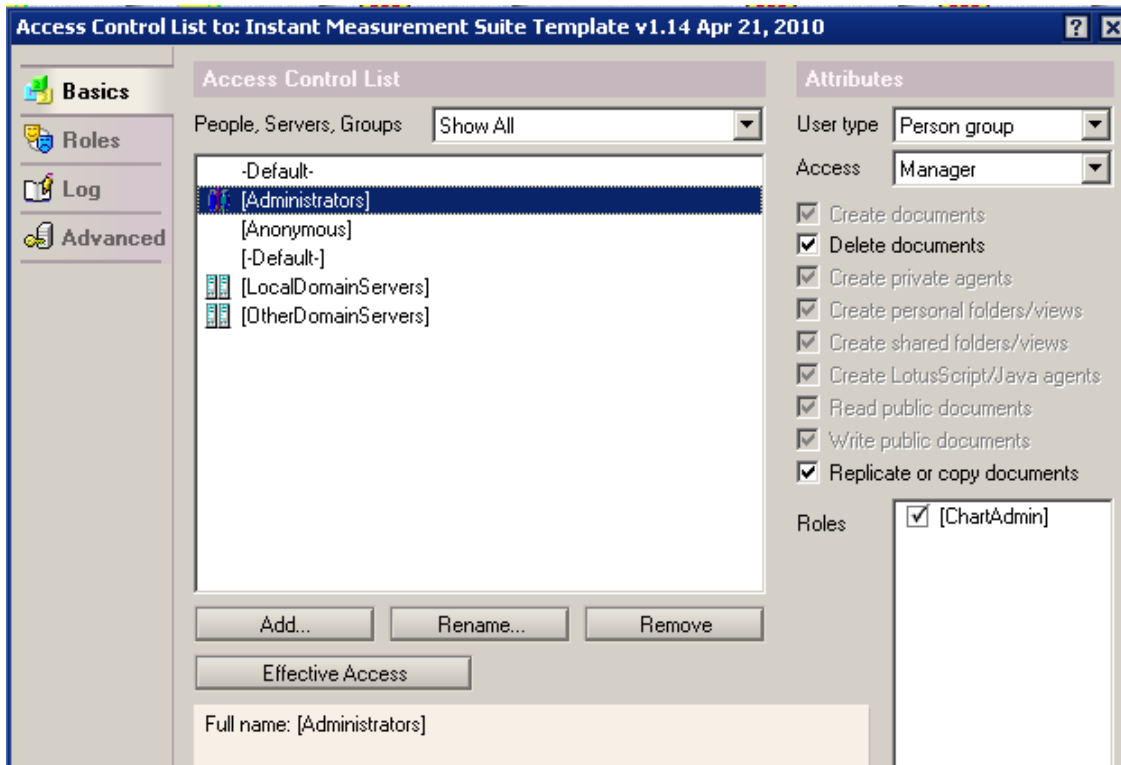
Click on 'ADD' to enter the new entries to the list

The server entry must have an access level of 'Manager'

The default entry must have an access level of 'Reader'

An entry called 'Anonymous' must be added which will have an access level of 'Reader' and of user type 'unspecified'

There must be an entry of a user or a group with access level of 'Manager' and of user type 'Person' or 'Person group' with role 'Chart Admin' who will be responsible for administering the database.



d. Set up the config documents

Open the newly created ITQMeasure.nsf database from the lotus notes client. The main purpose of this step is to link the Measurements database with the Queue Logs database.



Welcome!

Thank you for choosing to use Instant Technologies' products. This application does not have a Notes-based user interface, except for some administrative setup details. To use this application, please navigate to this location in your favorite web browser and enjoy!

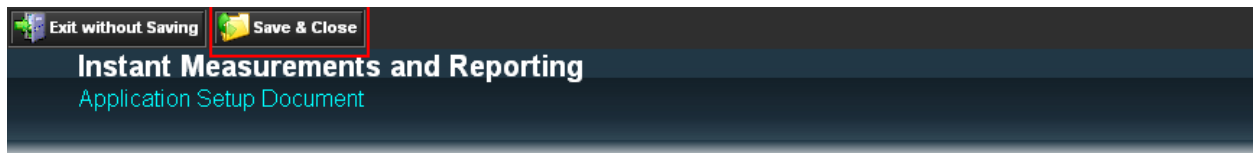
Administrators: To edit the setup document, [click here](#).

Thank you,
Instant Development

Click on 'Click here' to open the setup document in the screen as shown above.

Select 'Instant Queue Connections' tab, click on 'Browse' to open up the database dialog and select the Queue Logs (ITQLogs.nsf) created in the previous step.

Click 'Save & Close' to save the setup document



* = Required Field

