

How to Archive User Calendar Data from Meeting Maker to View in FermiMail

Document v1.1

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Overview

This note describes the recommended procedure to archive a user calendar exported from Meeting Maker for viewing in FermiMail. Archiving here means to save a copy of Meeting Maker data without actually moving that data into the FermiMail system. The major steps are:

1. Export Old Calendar: Export the old calendar from Meeting Maker.
2. Convert Old Calendar: Convert the old calendar to a format that FermiMail can interpret.
3. Complete the Converted Calendar: Open the converted calendar to polish and/or complete it.
4. Open-to-View Completed Calendar (optional): View the archived calendar alongside your FermiMail calendar.

Requirements

- This procedure requires the use of the windows Meeting Maker client and Outlook 2010. It also requires the use of a supported web browser to access the calendar converter.
- Users are cautioned: do not import an archived calendar, to avoid creating duplicate or misleading calendar entries for yourself and your colleagues.

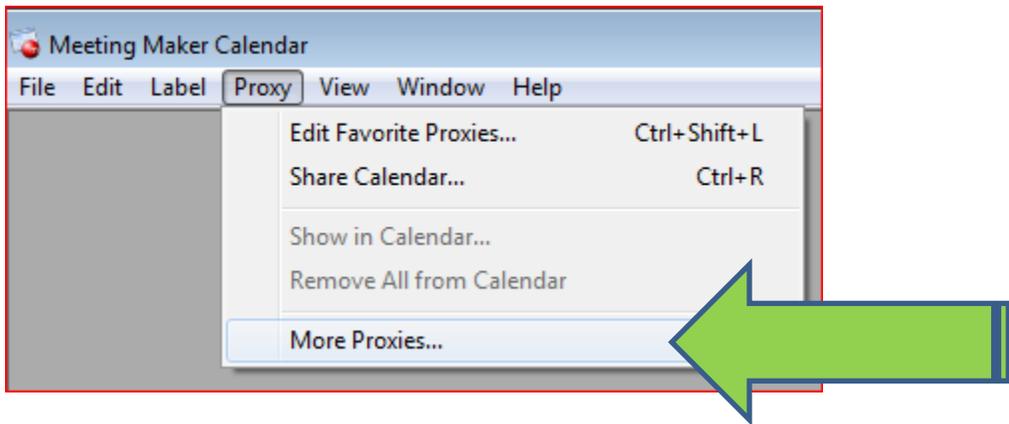
Known Issues

- If you are archiving a smaller number of events from MM to FermiMail, perhaps fewer than 20 to 30 events, then we recommend that you simply recreate those events manually in FermiMail instead of using this procedure, and then save your calendar from FermiMail. This reduces the technical risk and invests your time in learning a tool you will use in the future. Learning this procedure will have no value once it is completed, and there is chance that MM will not export your calendar (silent failure) or that you will import your events into a secondary calendar (pilot error).
- The following features are NOT exported by Meeting Maker, and thus are not treated in this procedure. They must be archived or setup manually in an archived calendar:
 - To Do items
 - Banners (multi-day all-day events)
 - MM Options – Private, Reminder, Reminder Interval, Flexible, Labels
 - User Interface configuration data – working hours, label values, proxy/delegate settings

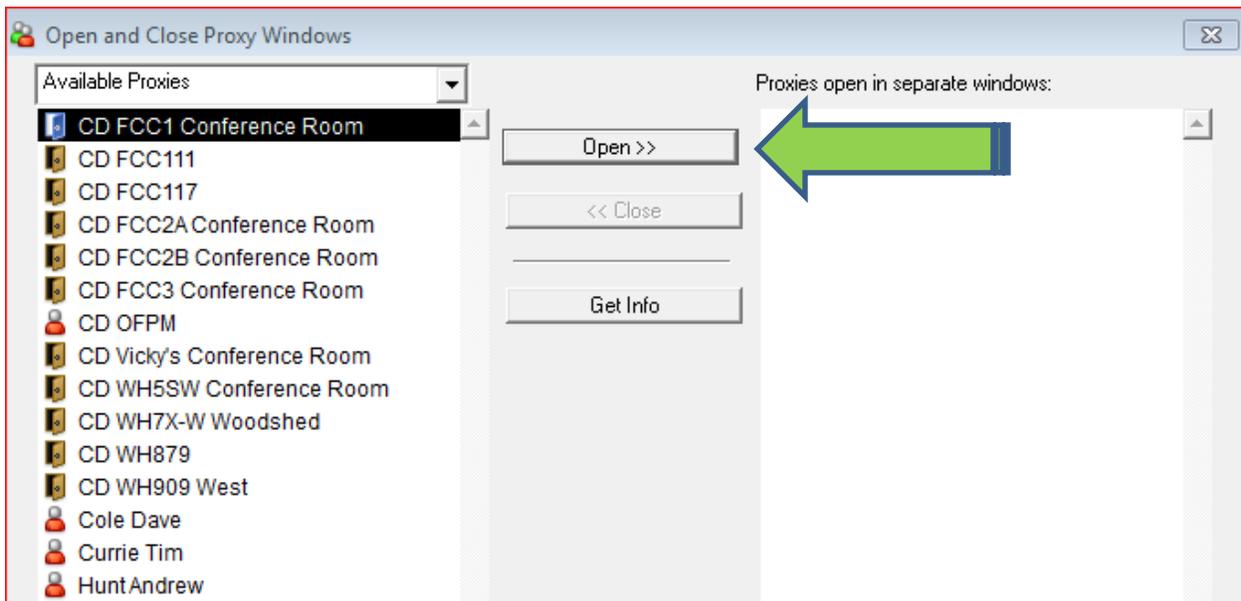
A. Export the Old Calendar



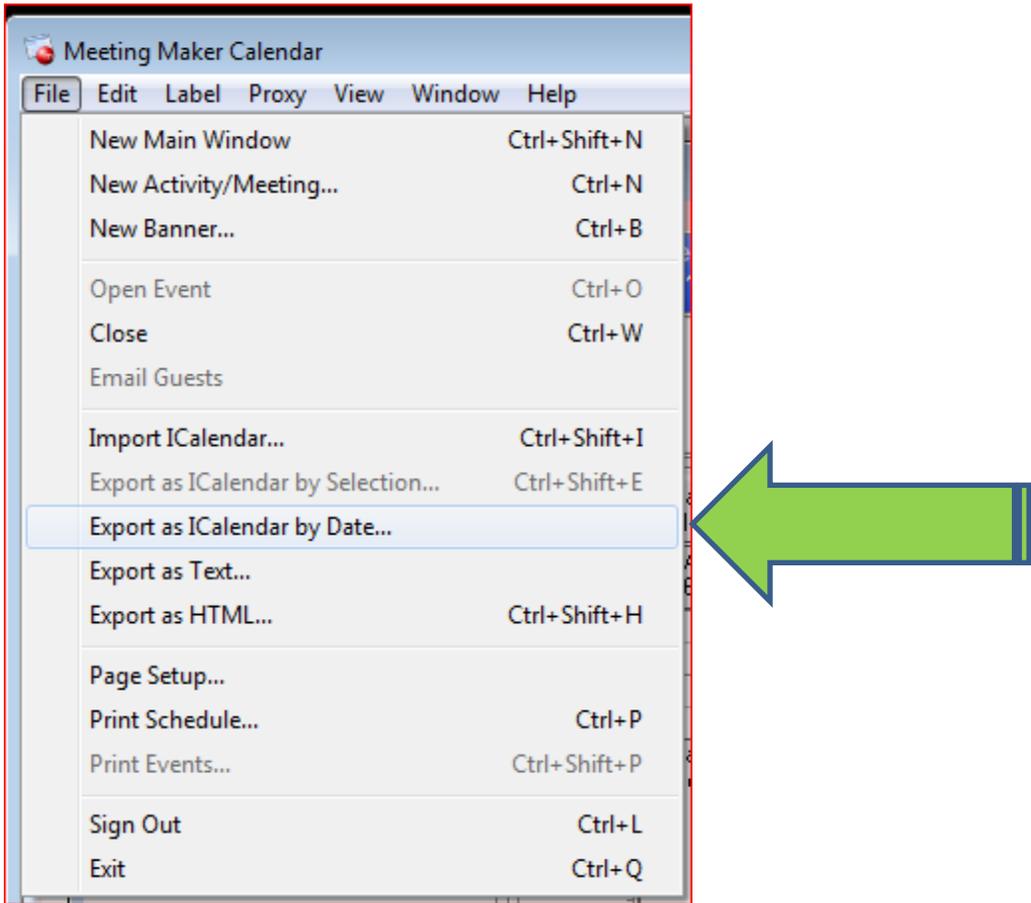
1. Open the Meeting Maker windows application.
2. Login as yourself.
 - a. (Archive Service only) To proxy as the User whose calendar is to be exported: select **Proxy** in the menu, and then **More Proxies...**



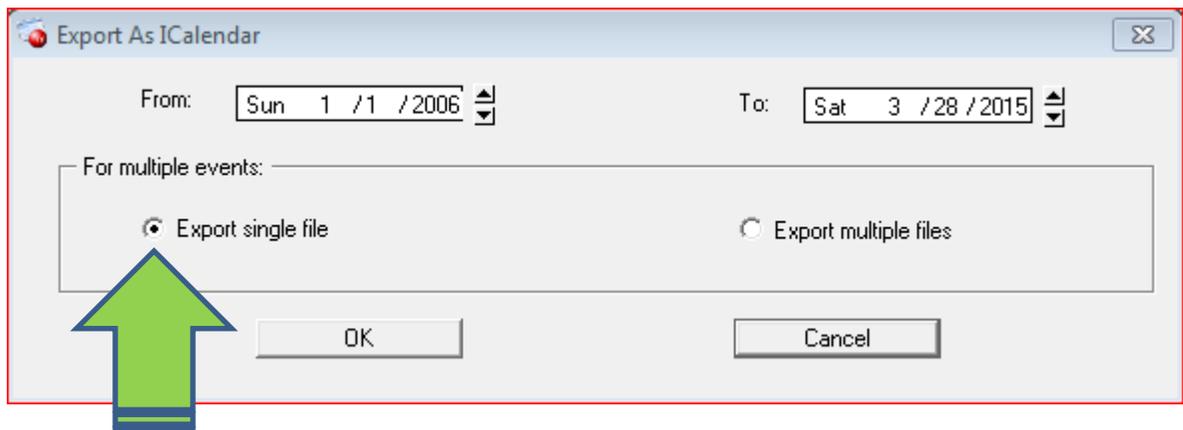
- b. (Archive Service only) Then select the user to be migrated. Click **Open >>**, and **OK**.



3. Select the **File** menu, then select **Export as ICalendar by Date...**



4. Set the **From** and **To** dates to capture as much or as little of your calendar as you want to migrate. This selects all Events that fall within this time window. If a recurring meeting has at least one occurrence in this time window, then all recurrences of the meeting are shown even those outside this time window. This example captures basically all of a user calendar, from the earliest MM data to the future. *We strongly recommend* exporting no more of your past calendar than needed due to issues silently preventing some older MM events to be exported.



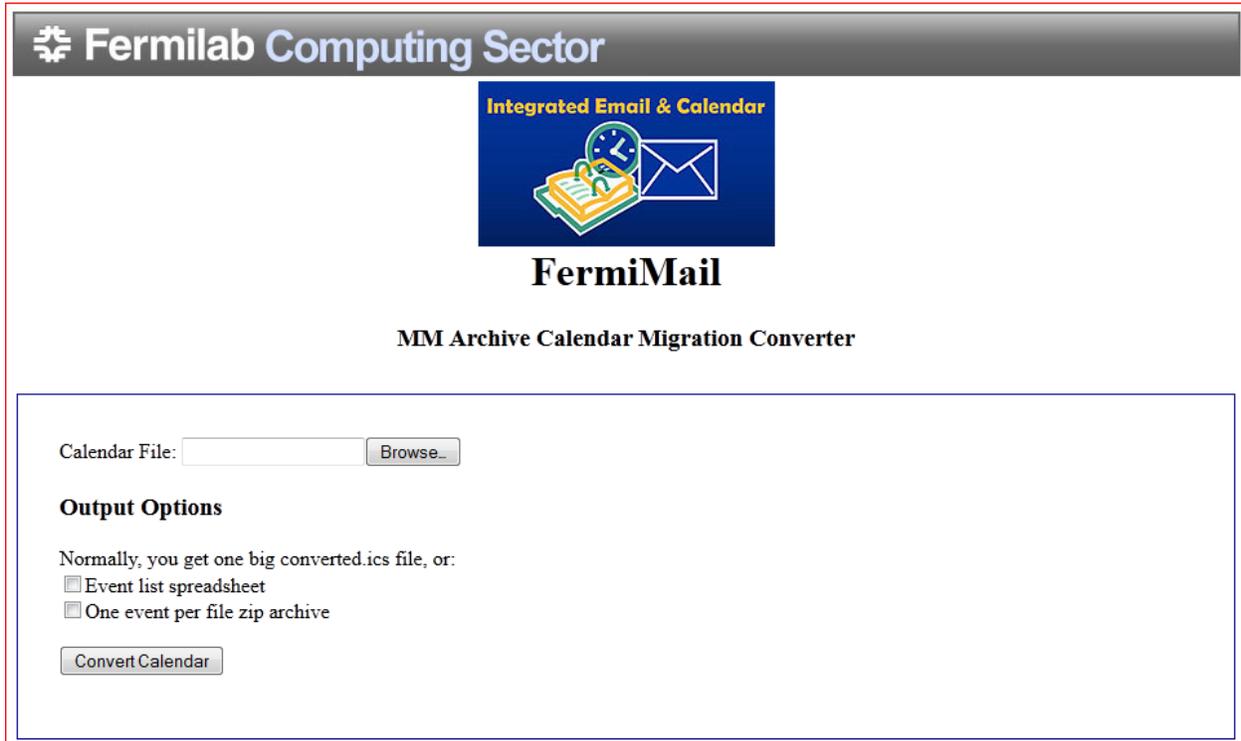
5. Be sure that **Export single file** is checked.

6. Select **OK**. MM may take a LONG time to generate a calendar file to save. We have observed 5-10 minutes delay for some dense user calendars, during which the Meeting Maker window may appear to freeze. If this takes longer than 15 minutes, then you may have a corrupt Meeting Maker calendar event.
 - a. Suspect Event in Meeting Maker Calendar: Set the **From** date closer to current date and retry. Step the **From** date closer to the current date and retry until you get an export file within a tolerable time. You may be able to identify the suspect event by process of elimination, comparing the list of exported events to the MM calendar content.

7. Select a location and filename to save the file, then click **Save**.
 - a. For this document, we assume the saved file is called MMCalendar-File1.ics

B. Convert the Old Calendar

1. Open the FermiMail Room Calendar Converter application suited to your goal.
 - a. User Archive Calendar Converter: <http://jabber3.fnal.gov/cgi-bin/calendartool?Archive>
Note the uppercase 'A' in Archive. You should see exactly the following before proceeding:



The screenshot shows a web interface for the FermiMail MM Archive Calendar Migration Converter. At the top, there is a header for the Fermilab Computing Sector. Below this is a logo for 'Integrated Email & Calendar' featuring a calendar, a clock, and an envelope. The main title is 'FermiMail' and the subtitle is 'MM Archive Calendar Migration Converter'. The interface includes a 'Calendar File:' input field with a 'Browse...' button. Underneath, there is a section for 'Output Options' with the text 'Normally, you get one big converted.ics file, or:' followed by two checkboxes: 'Event list spreadsheet' and 'One event per file zip archive'. At the bottom of this section is a 'Convert Calendar' button.

2. Select **Browse** to select the calendar file to be converted.
3. USER Choice:
 - a. If you are archiving a User calendar, then **do not select any checkboxes**, OR
 - b. If you want to produce a compact Event listing, then select **Event list spreadsheet**. The listing is of Events that would be output by the converter, so some filtering or translation may be applied. This listing can be used to drive a manual re-entry of Events or just to count the number of Events in the calendar file.
4. Select **Convert Calendar**

5. If you experience a converter error dump (the purple screen shown below), then please copy the text shown and email it to exchange-proj@fnal.gov for timely resolution. You will not be able to proceed until this error is resolved.

```
Python 2.6.6: /usr/bin/python
Thu Mar 15 07:38:47 2012

<type 'exceptions.ValueError'>

A problem occurred in a Python script. Here is the sequence of function calls leading up to the error, in the order they occurred.

/var/www/cgi-bin/ics-mm-to-ex.py in ()
282     cc.DeleteUnknownOrganizer = form.has_key("deleteunknown")
283
284     c = cc.slurp(form['calendarfile'].value)
285     c = cc.convert(c)
286
c undefined, cc = <__main__.CalConverter instance>, cc.slurp = <bound method CalConverter.slurp of <__main__.CalConverter instance>>, form =
FieldStorage(None, None, [FieldStorage('calendar...', FieldStorage('deleteunknown', None, 'checked'))], ), value = [FieldStorage('calendarfile', 'EVENT000.ICS', ''),
FieldStorage('deleteunknown', None, 'checked')]

/var/www/cgi-bin/ics-mm-to-ex.py in slurp(self=<__main__.CalConverter instance>, text=")
66     for room in self.room_map.keys():
67         text = re.sub(room, self.room_map[room], text)
68     res = Calendar.from_ical(text)
69     return res
70

res undefined, global Calendar = <class 'icalendar.cal.Calendar'>, Calendar.from_ical = <function from_ical>, text = "

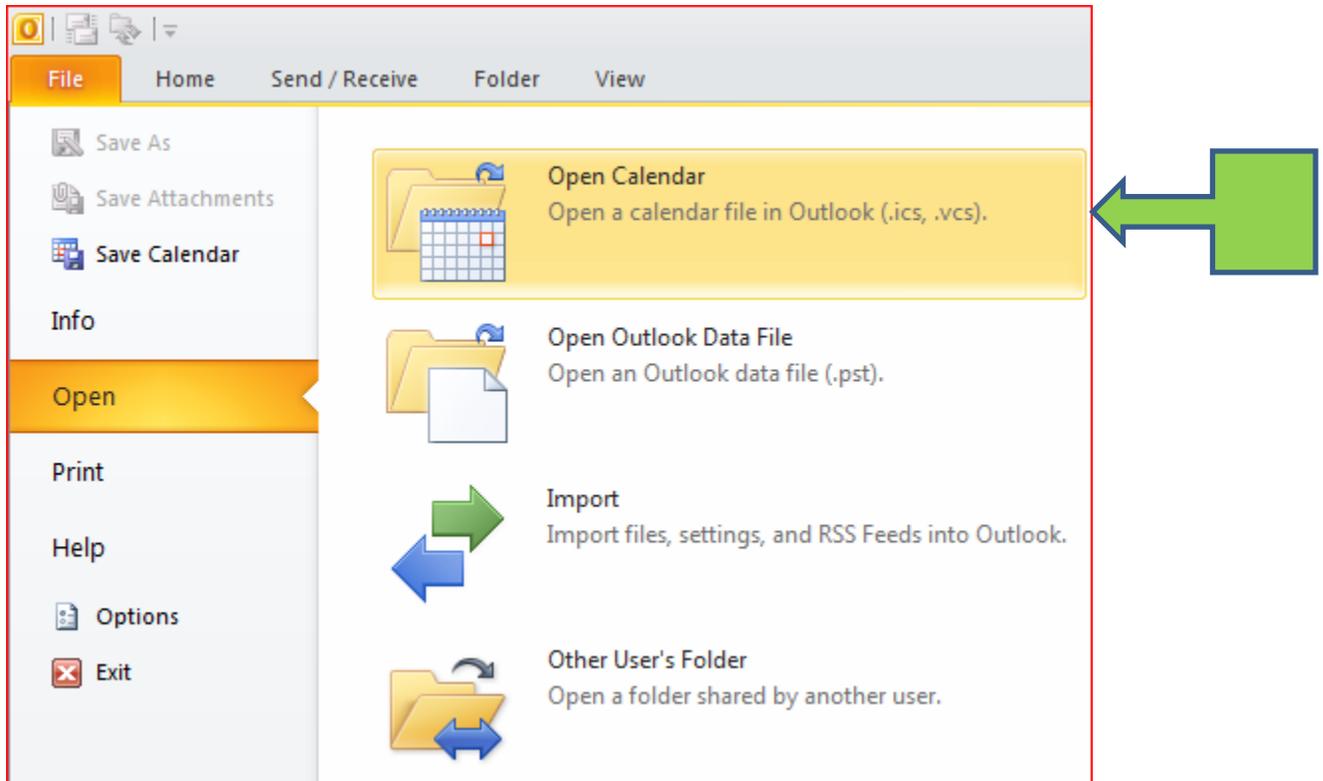
/var/www/cgi-bin/build/bdist.linux-i686/egg/icalendar/cal.py in from_ical(st=", multiple=False)

<type 'exceptions.ValueError'>: Found no components where exactly one is required: "
args = ("Found no components where exactly one is required: """,)
message = "Found no components where exactly one is required: """
```

6. Select location to save the converted calendar file or event listing spreadsheet, click **OK**.
 - a. For this document, we assume the saved file is called converted-File2.ics

C. Complete the Converted Calendar

1. Open and login to Outlook 2010 on Windows
 - a. (Archive Service only) Select an Outlook profile granting access to the user's mailbox.
 - b. (Archive Service only) Authenticate using your own SERVICES username and password.
2. Open-to-view the file Converted-File2.ics
 - a. Select the **File** tab, **Open**, and then **Open Calendar**:



- b. Select the file Converted-File2.ics
- c. Select **OK**.
- d. The calendar should load after a few seconds. You may want to close other calendar files in Outlook to provide screen space to view the converted file.

3. Add Event information that does not export from Meeting Maker: MM Options
 - a. MM Options: Private, Reminder, Reminder Interval, Flexible, Labels
 - b. Review Events in Meeting Maker that may require one or more of the “Meeting Maker Options” to be re-applied in the FermiMail Event. Then manually set that option.
 - c. Select a Meeting Maker Event, and select its Options tab.

Activity: A Very Private Example

Details | Guests | Options

Title: A Very Private Example

Location:

Date: Thu 3 / 8 / 2012 Time: 12 : 00 PM Duration: 1 : 00

Occurs once

Agenda

Delete Activity Update Cancel



Activity: A Very Private Example

Details | Guests | Options

Reminder 15 minutes before

Options

Private Flexible Label:

Delete Activity Update Cancel



- d. Private: Private setting is visible in each Event in the calendar as well as on the Options tab of each MM Event.
 - i. Identify Events that should be marked private, either from personal knowledge or by scanning the Meeting Maker calendar for key symbols in the event boxes.

Wednesday, 3/7/2012	Thursday, 3/8/2012
Calendar Migration Test 3 Preparation	Calendar Migration Test 4
	☐ A Very Private Example

← Private Event: Key symbol on left side

Activity: A Very Private Example

Details | Guests | Options

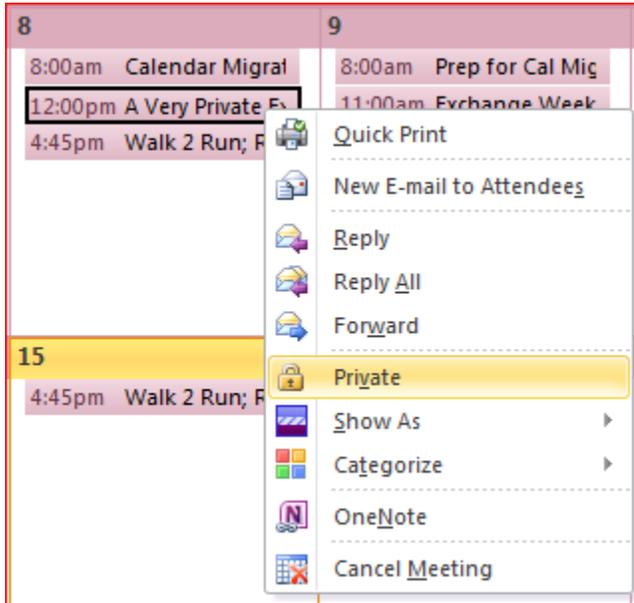
Reminder 15 minutes before

Options

Private Flexible Label: [dropdown]

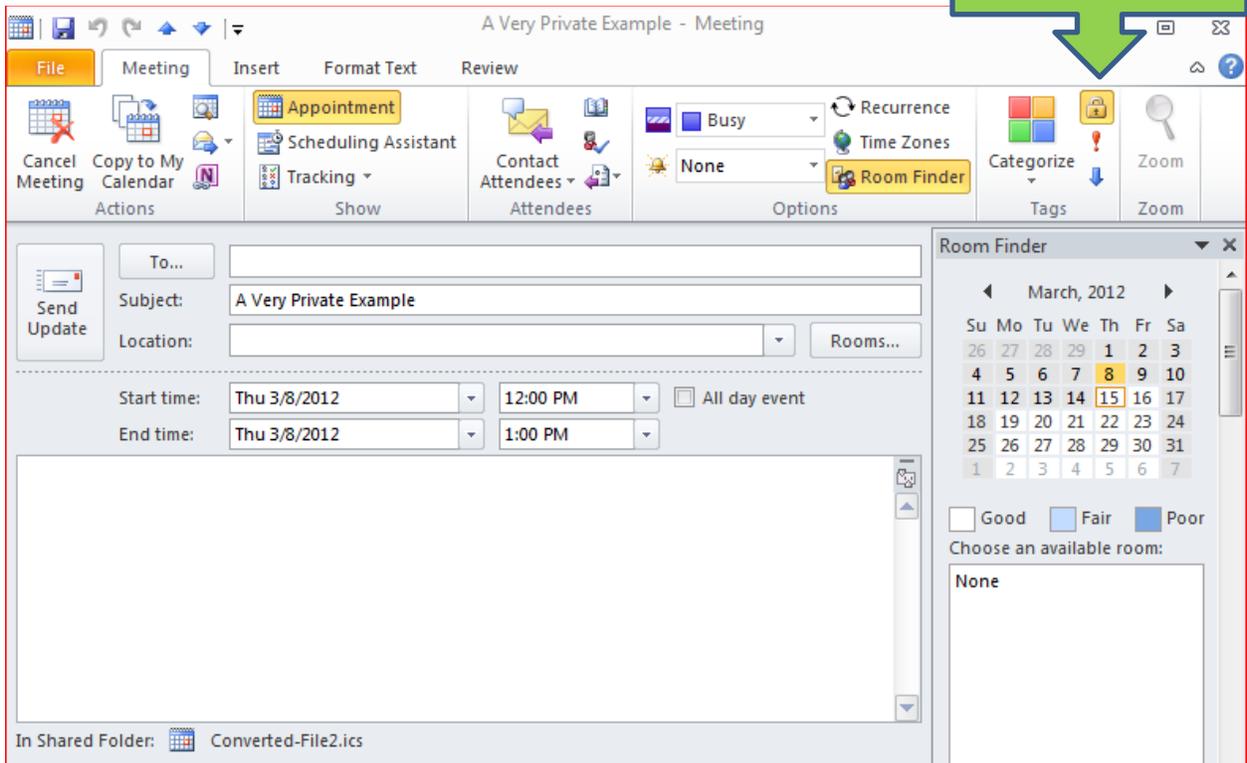
Delete Activity Update Cancel

- ii. Set Private on the Converted Event by right-clicking on the Event and selecting **Private**. When you view the Event details, you will see the padlock symbol highlighted.

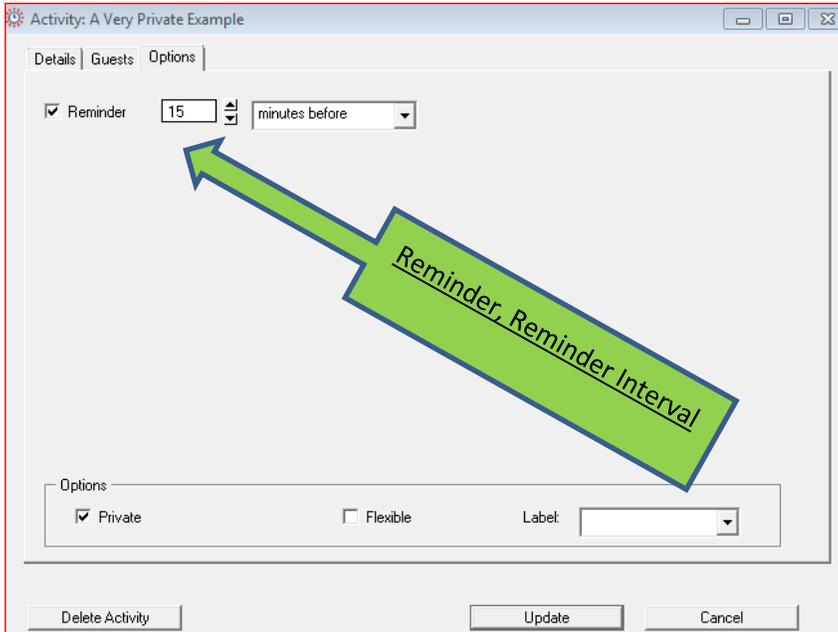


Set Private

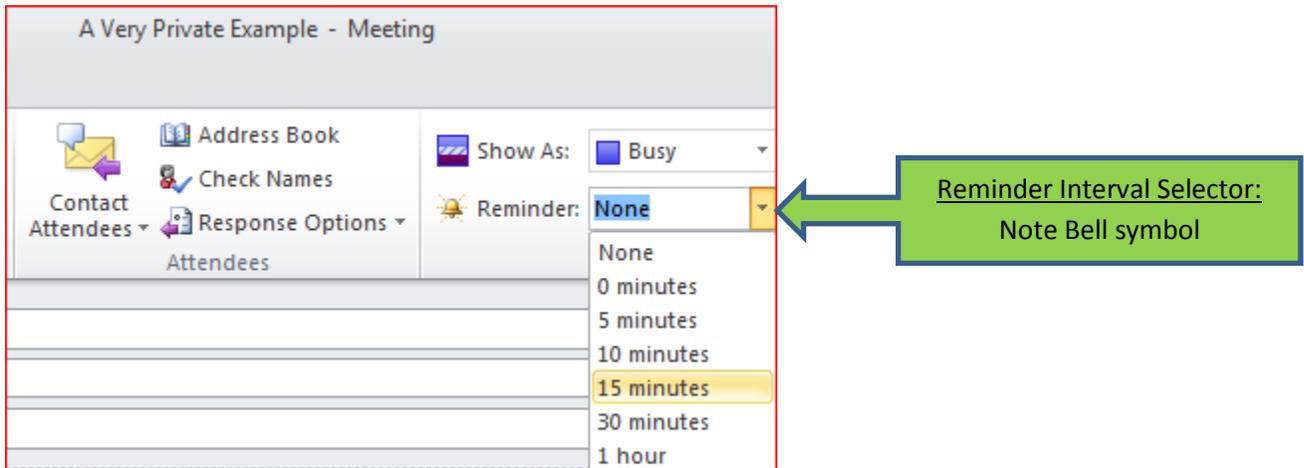
Private: Padlock highlighted



- e. Reminder, Reminder Interval: Reminder settings are only visible on the Options tab of each Event in MM.
 - iii. Identify Events that should be marked private, either from personal knowledge or by scanning the Meeting Maker calendar for key symbols in the event boxes.



- iv. Set Reminder and Reminder Interval settings using the interval selector.
- v. Then click **Send Update**

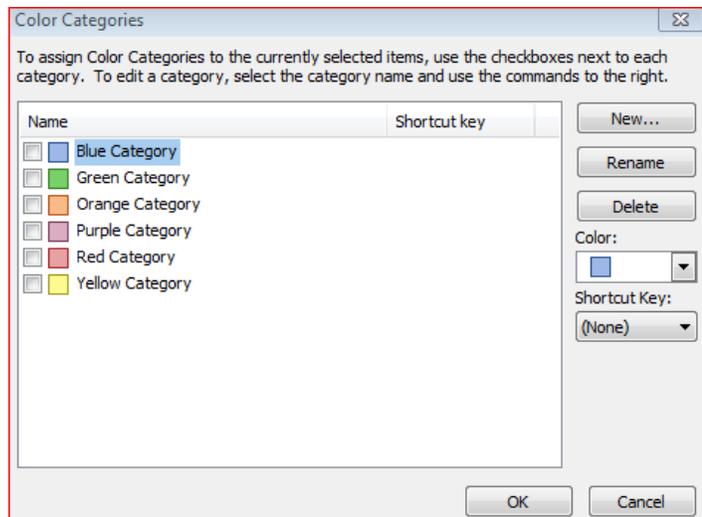
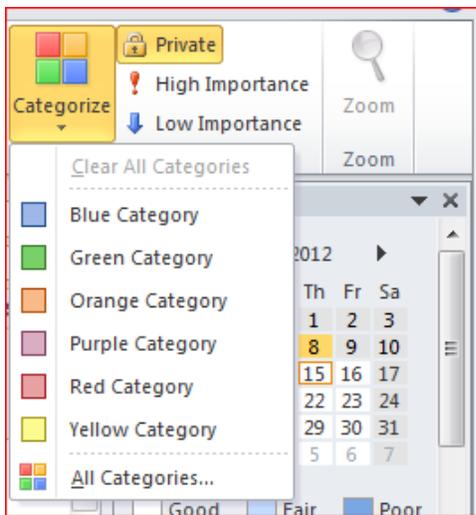


- vi. If you receive an error saying that there is no one to send this to, you should put yourself in the **To...** list.
- vii. If you receive more warnings about tallying responses, then please click through these to send the update. We are updating a calendar “offline” before saving,

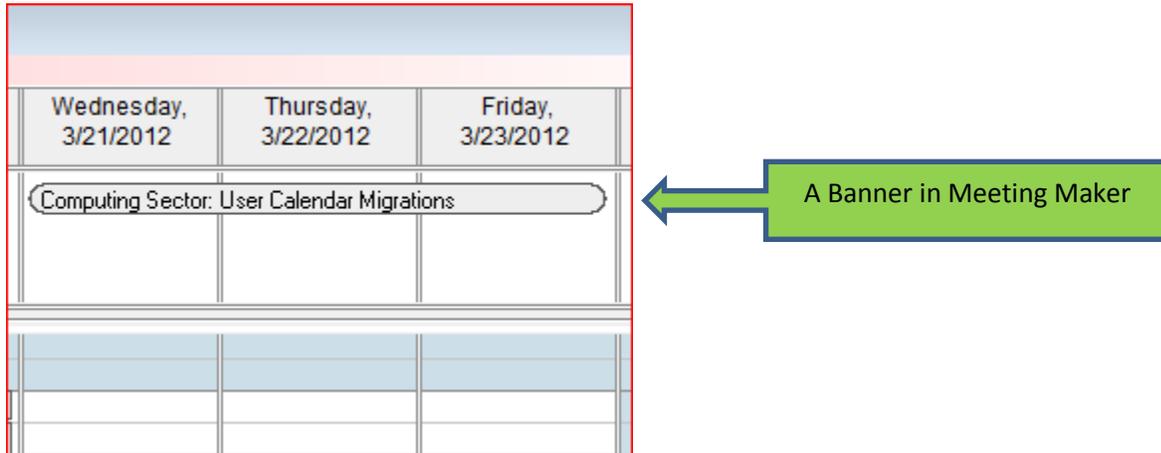
which Outlook is not accustomed to doing, so Outlook will treat some of our actions as probably in error.

- f. **Flexible:** Flexible setting is only visible on the Options tab of each Event in MM. We have not been able to determine a direct translation for MM Flexible in FermiMail.

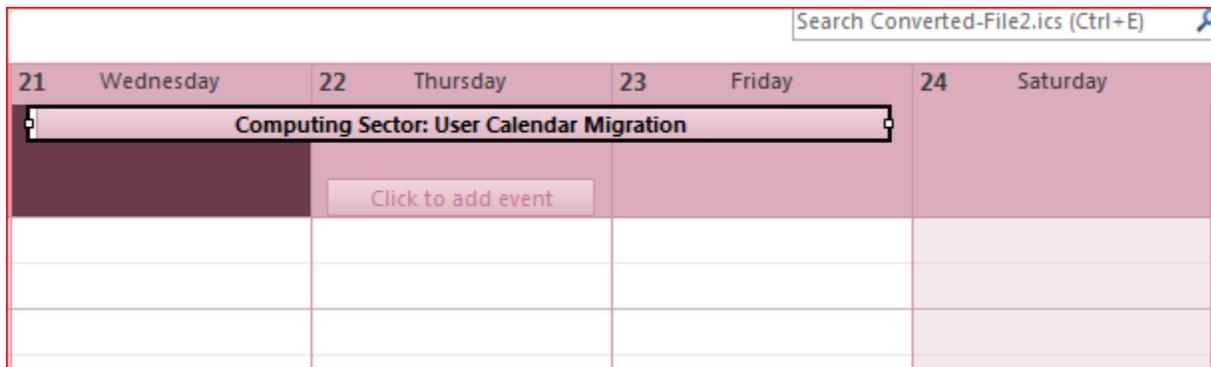
- g. **Labels:** Labels are only visible on the Options tab of each Event in MM. Labels can be implemented by FermiMail Categories and/or Importance settings. Since labels have been applied by different users for different grouping or labeling purposes, we defer to users to apply these features as they see fit to accomplish their goals. If you select **Categorize** and then **All Categories**, you should be able to customize the Categories to implement whatever custom Labels you may have used in Meeting Maker.



4. Add Event information that does not export from Meeting Maker: Banners
 - a. Identify Banners in Meeting Maker that you wish to retain.



- b. Select **Home, Week** view (in Arrange group). Select-drag your cursor across the days you wish to create the Banner for and type in the title.

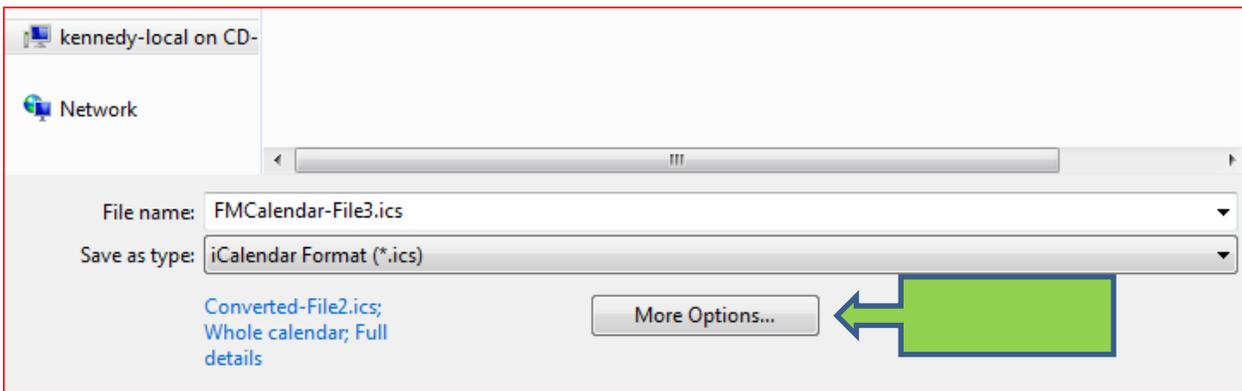
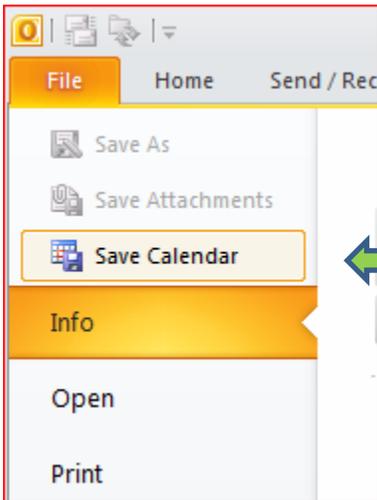


5. Manually re-create EVENTS reported to use unsupported recurrence patterns.
 - a. For any Events reported by the Converted as having an unsupported recurrence pattern, you will have to manually create these events in FermiMail. This was very rare in testing across many calendars, but technically can happen. Please see [Recreating Unsupported Recurrence](#) procedure for guidance.
6. Visually inspect their FermiMail calendar against their MM calendar
 - a. Remove obviously duplicated Events.
 - viii. We expect that there will be some duplicates for Users who booked their own meeting in a scheduled Room. In this case, please work with the Room Admin to identify which meeting notice will be deleted and which will remain.
 - b. Look for Events that are missing.
 - ix. We expect that some Events will be missing if the scheduled room calendar has not migrated yet. If this is the case, then we recommend waiting for the Room

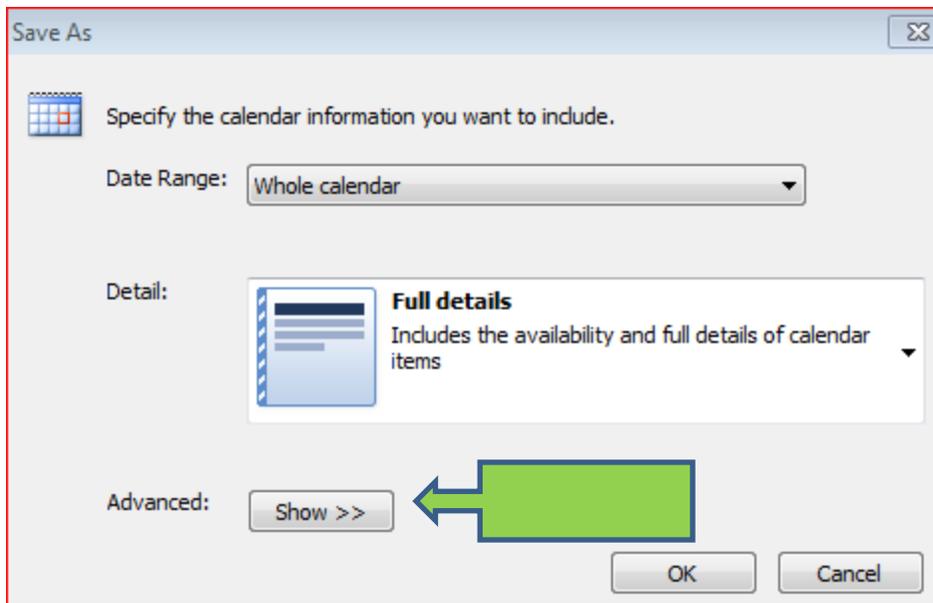
calendar migrations (Flag Day 1 and Flag Day 2) before worrying about whether or not to create placeholders for these events.

- x. We expect that some Events will be missing if a personal meeting has not been migrated by the User who created the meeting invite. If this is the case, then you may consider notifying the meeting invite creator, and in the meantime create a placeholder event in your calendar that you can delete later.

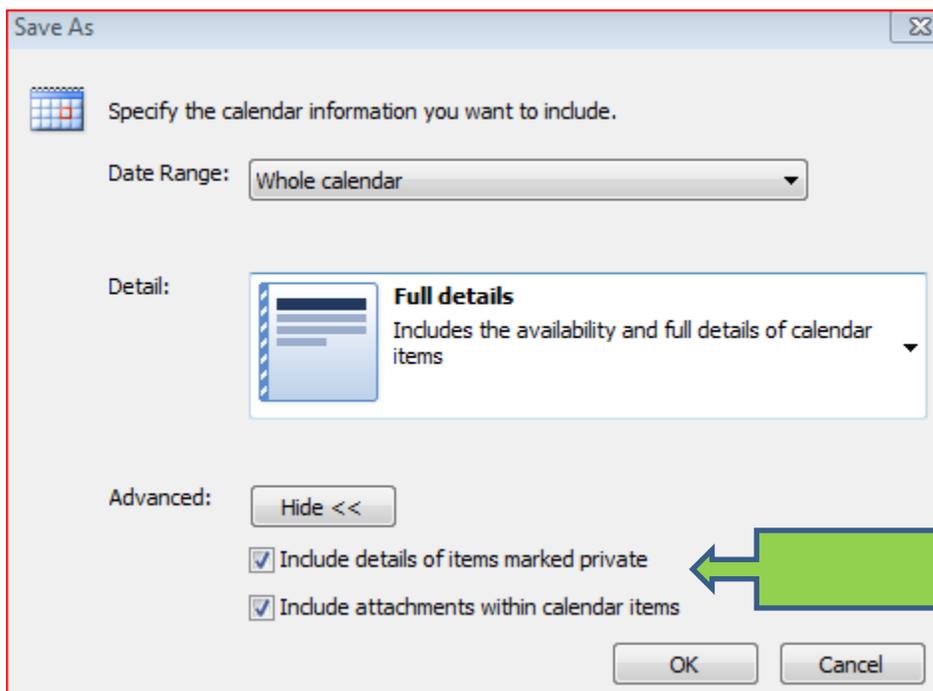
7. Export the fixed converted.ics to the completed calendar FMCalendar-File3.ics
 - a. Select **File**, then **Save Calendar**



- b. Set the filename (here, FMCalendar-File3.ics), but DO NOT SAVE YET.
 - c. Select **More Options...**

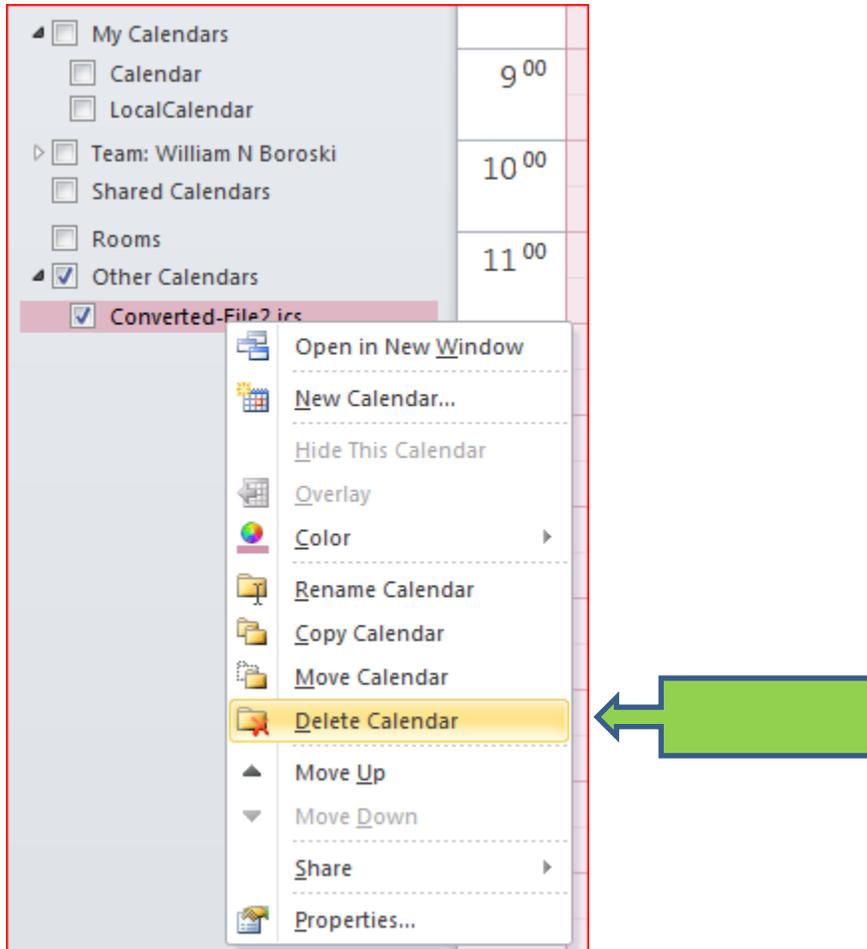


- d. Select **Date Range: Whole calendar**
- e. Select **Detail: Full Details**
- f. Select **Advanced: Show>>>**



- g. Check **Include details of items marked private**
- h. Check **Include attachments within calendar items**
- i. Click **OK**
- j. A dialogue box will open, "... include the calendar anyway?" Click **Yes**.
- k. Click **Save**

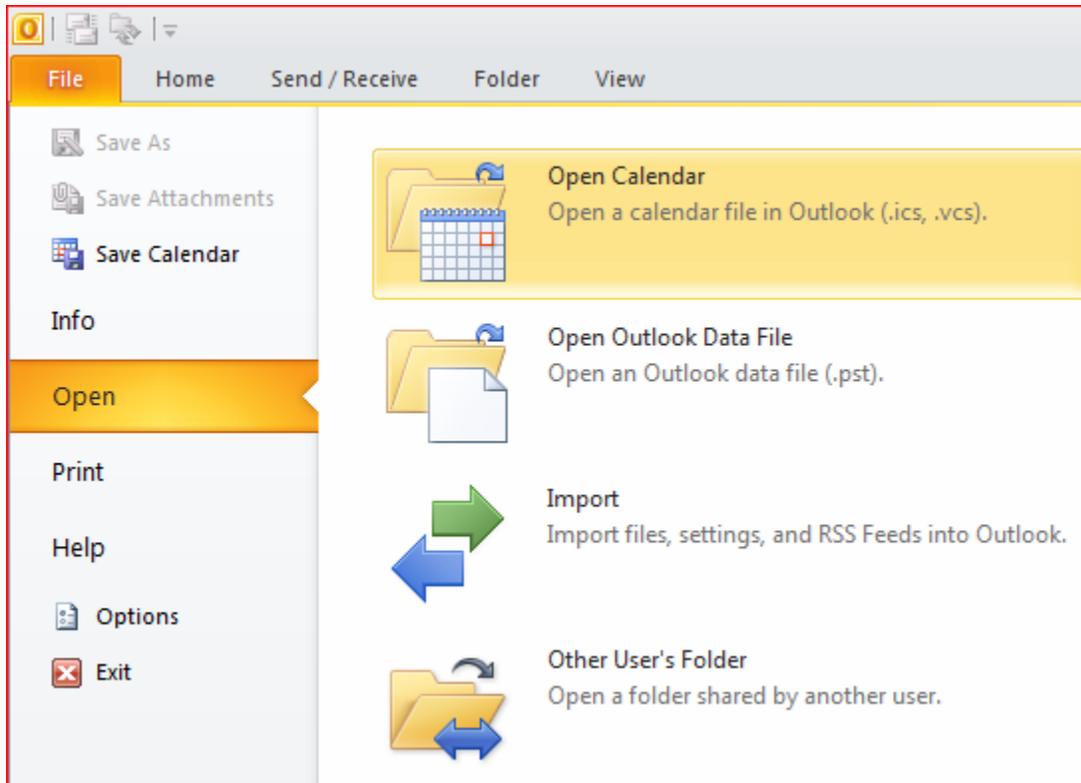
8. Close the fixed calendar
 - a. Find the converted.ics calendar in left column, usually under “Other Calendars”
 - b. Right-click on that calendar, select **Delete Calendar**



- c. Click **Yes**
- d. Your User calendar archiving is complete
 - xi. The next step describes how to open this file for viewing without migrating all of the Events into your FermiMail calendar.

D. Open-to-view the Completed Calendar (optional)

1. Open-to-view the file FMCalendar-File3.ics
 - a. Select the **File** tab, **Open**, and then **Open Calendar**:



- b. Select the file FMCalendar-File3.ics
 - c. Select **OK**.
 - d. The calendar should load after a few seconds. You may want to close other calendar files in Outlook to provide screen space to view the converted file.

End Results

- The content of the Meeting Maker calendar has now been archived into the calendar file FMCalendar-File3.ics. Please be sure to keep this file in a safe place.
- Meeting invites are not re-issued in this procedure, nor would they be expected to be since this procedure is intended only to capture all Events for later personal viewing.