

Administrator Guide

WebDocs Windows

Lotus Notes Add-In



Setting Up the WebDocs Windows Lotus Notes Add-In

The WebDocs Windows Lotus Notes Add-In lets you save Lotus Notes emails to WebDocs Windows directly from Lotus Notes. This quick guide shows you how to set up the WebDocs Windows Lotus Notes Add-In.

Best Practice: RJS Software recommends that your Lotus Domino administrator set up the WebDocs Windows Lotus Notes Add-In. The Lotus Domino administrator can go through these instructions easily and quickly, while someone not experienced with Lotus Domino may be stalled by questions about Lotus Domino itself.

Prerequisite: Every computer that you install the WebDocs Windows Lotus Notes Add-In on must have Lotus Notes installed. If Lotus Notes is not installed, the WebDocs Windows Lotus Notes Add-In will not successfully install.

To set up the WebDocs Windows Lotus Notes Add-In:

1. Install the WebDocs Windows Lotus Notes Add-In on your Lotus Domino server. For the installer, [contact RJS Software](#).
2. On the Lotus Domino server, open **Lotus Domino Designer** and then open your organization's global database.

This will allow the WebDocs Windows Lotus Notes Add-In for all users.

3. Click **Shared Code > Agents**.



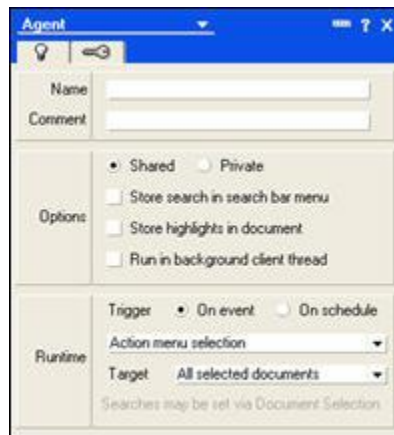
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4. Create an agent to export mail to WebDocs:

a. Click **New Agent**



The Agent dialog box displays.



b. Name the agent.

c. In the drop-down list for the new agent, choose **LotusScript**.



d. On your computer, browse to the WebDocs Windows Lotus Notes Add-In installation folder and open **ExportMailtoWebDocsAgent.txt** in a text editor program, like Microsoft Notepad.

Note: By default, the WebDocs Windows Lotus Notes Add-In installation folder is C:\Program Files (x86)\RJS Software\WebDocs Lotus Notes Addin.

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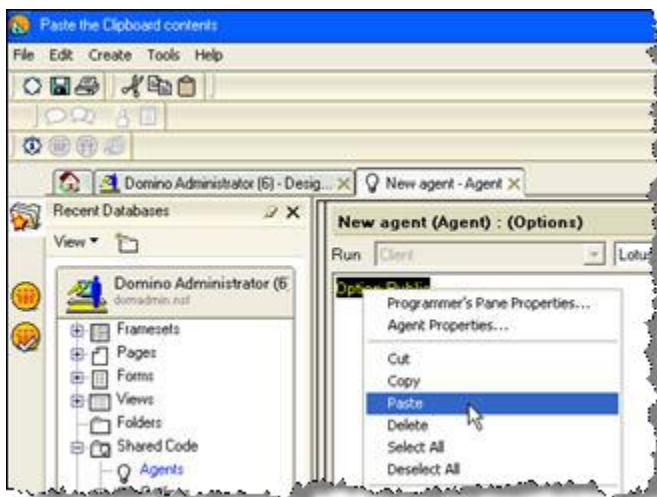
- e. Copy all the code below *Export Email*, as shown by the arrow in the image to the right:

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2.) Create LotusScript Agent Code
-Open your mail file in Lotus Notes Designer and open shared code/Agents
-Click new Agent and enter the following info:
-Agent Name: Export Mail to webdocs
-Agent Comment: Export Selected Emails to webdocs
-Agent Options: Shared
-Agent Trigger: on Event - Action menu selection
-Agent Target - All Selected Documents
-Copy and Paste All Code below this Line into the Agent code window as "LotusScript"
'Export Email:
Option Public

** ShellExecute will open a file using the registered file association on the computer.
** If it returns a value of greater than 32 then the call was successful; otherwise
** it should return one of the error codes below. The parameters are:
** hwnd = an active window handle, or 0
** operation = "edit", "explore", "find", "open", or "print"
** filename = a file or directory name
** parameters = if filename is an executable file, the command line parameters
**               to pass when launching the application are necessary
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- f. Paste the code into the new agent over the text *Option Public*.

The agent to export mail to WebDocs is created.



- 5. Install the WebDocs Windows Lotus Notes Add-In on the computer of every WebDocs Windows user who will use the add-in.

Your WebDocs Windows users are now set up to save Lotus Notes emails to WebDocs directly from Lotus Notes.