

GroupEase Notes Help

GroupEase Notes uses an In-Box and Out-Box functionality which allows users to read, write, and delete notes to and from other GroupEase users. Note that pressing the F1 key will provide help information on the function you are currently using. Additional information on the Notes functions follows:



Read Note(s)



Write a Note



Delete Note(s)

Notes Available status

Selecting the In-Box and Out-Box



Read Note(s)

To read note(s), select the notes of interested, then press the button pictured above, select the Notes *File* menu followed by *Read Notes*, or press the ALT and R keys simultaneously. An information box will be displayed if the user has not selected any notes. The *Read Notes* dialog box will display who the note is from, when the note was sent, how many times this note has been read by you to date, and the note itself. A note is marked as urgent with an exclamation point on the note picture on the main Notes screen. Notes may be any size and are read by using the vertical scroll bar within the yellow note box. To save a note and read the next available note press the *Next* button. To Reply to a note press the *Reply* button. To forward this note to another user or group press the *Forward* button. The currently selected note may be printed by pressing the *Print* button. If the font and/or character size are incorrect, you may change them by pressing *File* followed by *Print Font*. If you need to change the current printer setup press *File* followed by *Print Setup*. *Done* exits the user from the *Read Note* dialog box immediately.



Reply to a Note

To reply to a note press the *Reply* button from *Read Note* then fill in yellow note box and press the send key. The user selected will automatically be filled in based on the origin of the note.



Forward a Note

To forward a note press the *Forward* button from *Read Note* then select a user or group to forward the note to and press the send button.



Write a Note

To write a note, press the button pictured above, select the *Notes File* menu followed by *Write Note*, or press the ALT and W keys simultaneously. The Write Note dialog box will be displayed allowing the user to select the user or group of users to send the note to, enter a subject associated with the note, enter the note itself, and select whether the note is urgent or not. The current date and time will be displayed associated with this note. The note is sent by pressing the *Send* button.



Delete Note(s)

To delete note(s), select the note(s) to be deleted, then press the button pictured above, select the Notes *File* menu followed by *Delete Notes*, or press the ALT and D keys simultaneously. An information box will be displayed if the user has not selected any notes. A dialog box will be displayed requesting confirmation on deletion of selected notes.



Notes Available status

When there are notes available for you to read, Notes indicates this using the *Notes Status* fields pictured above. If there are notes available, the total number of notes along with the number of unread notes will be shown. When the Out-Box is selected, only the total number of notes sent that are currently unread will be displayed. If there are any unread notes available the GroupEase Toolbar indicates this as indicated below:



GroupEase Toolbar indicator for unread notes available (picture form)



GroupEase Toolbar indicator for unread notes available (text form)

Printing Notes

While using the Read Note(s) function, users can print the Note currently entered by using the *Print* button on the associated dialog box. The entire contents of the current note will be printed to the default printer. To change the default printer select *File* from the main Notes menu followed by *Print Setup* and follow the dialog box instructions. To change the current print font select *File* from the main Notes menu followed by *Print Font* and follow the dialog box instructions.

Selecting the In and Out Box

GroupEase Notes uses an In Box for all notes that are currently available to be read and an Out Box for notes that have been sent but not yet read. Users can read and delete all In Box notes. All Out Box notes may be read/modified and deleted. By default, the In Box is always selected when GroupEase Notes is started. To switch between the In Box and the Out Box, select *Window* followed by *In Box* or *Out Box*. Alternatively, you make select the In Box by pressing the ALT and I keys simultaneously and the Out Box by pressing the ALT and O keys simultaneously.

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