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Multiple Document Interface

The Elite-IMS Client Interface takes advantage of the Multiple Document Interface (MDI) system. By using the MDI system, the Elite-IMS Client Interface allows quick and easy data retrieval by implementing a "window-type" data format. That is, the data which the Elite-IMS Client Interface manages is routed into one of two window types.

The first window type is called a Control Window and the second window type is called a Document Window.

Control Windows

Control Windows manage data flow and control. There are seven Control Windows incorporated into the Elite-IMS Client Interface. They are : **User Profiles, Servers, Mail It, Let's Talk, File Cabinet, Potpourri** , and **Forums**.

User Profiles and Servers store user data and server information. Once an On-line session has been established, there should be no need to access these control windows again, with the exception of disconnecting from a server to end an On-line session in Servers.

This means all data flow and control is handled entirely by five control windows. These five are: **Mail It, Let's Talk, File Cabinet, Potpourri** , and **Forums**.

Document Windows

Document windows handle all data, which is normally sent or received in text format (i.e. Text files, Mail messages, Forum documents, and Potpourri documents).

Because the Elite-IMS Client Interface uses an MDI Interface, multiple documents may be opened at the same time.

Care must be taken when sending documents to Mail It, Forum or Potpourri Sections, because Elite-IMS works with the currently active document. The currently active document is the one last selected and is displayed in the title bar.

To make a document active

Select a document, with a single mouse click, making it the currently active document. The currently active document title will always be displayed on the Elite-IMS Client Interface Title bar.

Since multiple documents may be opened concurrently, they may also be minimized to create an organized display.

To enter data into a document window

Position the mouse pointer wherever you wish to place text, in a displayed document window, single click and begin typing.

A word-wrap feature is incorporated in all Elite-IMS Document Windows. No "Return" keystrokes are required, except to begin a new paragraph.

Modem Configuration

The Elite-IMS Client Interface controls your modem through hardware controls, not result codes. This means that the Elite-IMS Client Interface is compatible with every modem available today, regardless of the command set the modem uses.

The only thing you must configure on your modem is Data Terminal Ready (DTR). You should set the DTR option of your modem to "Drop Carrier Detect when DTR goes LOW". This allows the Elite-IMS Client Interface to hang up and terminate the session. Without this option set, the Elite-IMS Client Interface will not disconnect the line when either the session is terminated or the Elite-IMS Client Interface is exited.

Other than setting DTR you should set your modem for 8 Data Bits, No Parity, and 1 Stop Bit.

User Profiles

The User Profiles window provides access to a users' personal data. A user profile is modified using one of the "Add", "Change", or "Delete" keys.

"Double-click" on the User Profiles icon in the Elite-IMS Client Interface Main Window. The User Profiles window will open.

NOTE: The data entered into the User Profiles edit screen is used as part of the login sequence and **MUST BE COMPLETED**. All data fields are required, except the "middle initial" (M.I.) field, which is optional.

ADD

To add a user profile

Select the "Add" button and the User Profile Edit Screen appears.

When all data fields have been entered, select "OK", to save the profile, or "Cancel" ,to go back to the User Profiles window, without adding the profile.

The Handle field

A handle is another word for nickname. Enter a name you wish to be identified as by other system users.

Handles can be up to 8 characters in length and consist of any alpha-numeric character.

System Security

The Elite-IMS Client Interface has been designed with security in mind. By incorporating the use of passwords, unauthorized individuals cannot gain access to an Elite-IMS Server using an authorized user id.

The Password field

Passwords are CASE SENSITIVE, limited to a maximum of 8 characters in length and can be any combination of alpha-numeric characters.

It is strongly advised that you write your password down and keep it in a safe place.

CHANGE

Select the profile you wish to change, by highlighting the profile name with a single-click.

Select the Change button and a prompt to enter the appropriate password into the "Password Query" box appears.

Enter your password properly and the User Profile Edit Screen will appear.

Any or all data displayed in the displayed data fields may now be modified.

Select "OK", to save the revised profile, or "Cancel", to return to the User Profiles window, without saving any changes made to the profile.

DELETE

Select the profile you wishes to delete, by highlighting the profile name with a single-

click.

Select the Delete button and a prompt to enter the appropriate password into the Password Query Box appears.

Enter your password properly and the selected user profile is deleted.

Servers

The Servers window maintains a dial directory of all Elite-IMS servers available from the Elite-IMS Support Server, with their respective data numbers.

The Server Setup window is where port and modems settings are configured.

Double-click on the Servers icon in the Elite-IMS Client Interface Main Window. The Servers window will open.

CALL

To call an Elite-IMS Server

Select the server you wish to call, with a single-click, on the server name.

Select the Call button and if all the information is correct, the Establishing Connection Screen is displayed, while the Elite-IMS Client Interface dials and connects to the selected server.

Once the connection is established, the Elite-IMS Client Interface receives any Mail addressed to you from the server's available Forums, available File Regions, and available Potpourri sections.

Select "OK" to continue with the session.

NOTE: While the Establishing Connection Screen is displayed, you may select "Cancel" to immediately discontinue the connect procedure. When the "Cancel" button is selected, a message box appears, informing you the connect attempt failed.

HANG UP

To end a session with an Elite-IMS Server

Double-click on the Servers icon in the Elite-IMS Client Interface Main Window. The Servers window will open.

Select the Hang Up button and a message box appears, informing you of the disconnection.

You are now logged off the server and disconnected and may now freely close and exit the Elite-IMS Client Interface.

ADD

To add a Server Profile to the dial directory

Double-click on the Servers icon in the Elite-IMS Client Interface Main Window. The Servers window will open.

Select the Add button and the Elite-IMS Servers Setup Screen appears.

Server Name

Enter the name or id. of the server. Server Names can be a maximum of 32 characters long.

NOTE: A Server Name is usually established by each System Manager (SysOp).

Dial String

The Dial String field stores the dial string prefix and the servers' telephone number.

Port

Select the COM port.

Baud Rate

Select the baud rate.

CHANGE**To change information in the dial directory**

Select the Server Profile you wish to change, by highlighting the profile name with a single-click.

Select the Change button and the Server Setup Screen appears displaying the current setup. Edit fields as required.

Select "OK", to save the revised profile, or "Cancel", to return to the Servers window, without saving any changes made to the profile.

DELETE**To delete an Elite-IMS Server Profile**

Select the Server Profile you wish to delete, by highlighting the Server Profile name with a single-click.

Select the Delete button and the selected Server Profile will be permanently deleted!

Mail It

The Mail It window is a mail manager, which sends and receives mail to and from other system users.

To start Mail It

Double-click on the Mail It icon in the Elite-IMS Client Interface Main Window. The Mail It window will open.

Upon initial login, the Elite-IMS Client Interface loads all available mail into the Mail It control window List Box. Mail is listed in chronological order.

To read a mail message

Notice there is no "Read" button. To read mail, double-click on the mail message title, and a document window will open. After a few seconds, the actual contents of the mail message will be displayed in the document window.

Mail messages which have been read can be saved for later use (i.e., to read while off-line).

COMPOSE

To compose a mail message

Select the Compose button, with a double-click, and the Subject Query Box appears.

Enter the mail message title.

Select "OK", to open a blank document window, or select "Cancel", to return to the Mail It window.

If "OK" is selected, a document window opens, ready for entering a mail message.

Position the mouse pointer, wherever you wish to place text, in the displayed document window, single click and begin typing.

SEND

To send a mail message

After your mail message in the document window is completed, select the Send button to send the currently selected document as a mail message to another system user.

NOTE: Mail It, Forums, and Potpourri Documents can be created off-line and sent after a session has been established.

GET MAIL

To get a current list of available mail

Select the Get Mail button, and the Elite-IMS Client Interface will poll the Server to send a current list of all available mail.

NOTE: The Elite-IMS Client Interface automatically polls for mail upon initial login.

MAILING LIST

To generate and use the mailing list feature

The mailing list feature provides a convenient way to send mail to users with whom you frequently converse.

As part of the login sequence, a list of all available users is placed in a buffer to be used for the mailing list feature. Select Mailing List and the Mailing List Edit Screen appears, displaying the list

To add a user to your personal mailing list, select the users handle in the Server Users List Box, by double-clicking on it, and the name will be added to the Mailing List List Box .

To delete a user from your personal mailing list, select the users name in the Mailing List List Box, by double-clicking on it, and the user's name will be removed from the list.

Select "OK" to save the current mailing list or "Cancel" to exit the mailing list feature and return to the Mail-It window.

DELETE

To delete a mail message from the mail box

Select the mail message you wish to delete, by highlighting the mail message title line, with a single-click.

Select the Delete button and the mail message will be permanently deleted from your mailbox.

File Cabinet

The File Cabinet window enables you to select and retrieve files from, or send files to a server.

Double-click on the File Cabinet icon in the Elite-IMS Client Interface Main Window. The File Cabinet window will open.

SHOW FILES / SHOW QUEUES

To show available files or queues

Select the Show Files / Show Queues, which toggles, to show the files available for receiving or the contents of the file queues. The file queues contain the file names which have been selected for sending(uploading) or receiving(downloading).

See the "Send Files" and "Receive Files" section for more information on how to "Queue" a file.

If the "Disconnect When Transfer(s) Done" check box is selected, the Elite-IMS Client Interface automatically disconnects from the server, when all Send/Receive Queues are completed.

SEND FILE(Upload)

To send a file to the server

Select Send File and the Elite-IMS Client Interface will prompt you for the file name.

Enter the complete file path and file name, and the file transfer will begin.

Select another file to send, while other file transfers are in progress (see Show Queues). Elite's proprietary communications protocol allows multiple file uploads and downloads to occur simultaneously.

RECEIVE FILE(Download)

To receive a file from the server.

Select a file to receive, by highlighting the file name.

After the file has been highlighted, select Receive File and the file transfer begins.

Select another file to receive, while other file transfers are in progress (see Show Queues). Elite's proprietary communications protocol allows multiple file uploads and downloads to occur simultaneously.

STOP SEND

To cancel a file send

Select Stop Send and the, file send(upload) will be halted immediately.

STOP RECEIVE

To cancel a file receive

Select Stop Receive and the, file send(upload) will be halted immediately.

Forums

The Forums window provides a selection of different topics of "discussion" and a means for easy user interaction within selected forums.

Double-click on the Forums icon in the Elite-IMS Client Interface Main Window. The Forums window will open.

Select Choose a Forum, with a single-click, and a list of all available Forums appears.

Select a particular Forum, by highlighting the Forum name, with a single-click.. A complete list of all Forum messages appears.

To read a Forum document

Select a Forum document, by highlighting the document name with a double-click ,and the document will display in a document window.

To send a document to a Forum

Select a Forum, by highlighting the Forum name, with a single-click..

Select a document, with a single mouse click, making it the currently active document. The currently active document title will always be displayed on the Elite-IMS Client Interface Title bar.

Select Send Document to Forum and you will be prompted to enter a subject name for the document. Be sure to give the document an appropriate title. The document is sent to the selected Forum.

Potpourri

The Potpourri window is used to read text files containing various items of interest from others, and to post items of interest for others to read.

Double-click on the Potpourri icon in the Elite-IMS Client Interface Main Window. The Potpourri window will open.

Select Choose a Section, by single-clicking, and a list of all available Sections appears.

Select a specific Potpourri Section from this list, by highlighting the Section name with a single-click. A complete list of all Section messages are displayed.

To read a Potpourri document

Select a Section document, by double-clicking the section document name, and is displayed in a document window.

To Send a Document to a Potpourri Section

Select a Potpourri Section, by highlighting the Section name, with a single-click..

Select a document, with a single mouse click, making it the currently active document. The currently active document title will always be displayed on the Elite-IMS Client Interface Title bar.

Select Send Document to Potpourri and you will be prompted to enter a subject name for the document. Be sure to give the document an appropriate title. The document is sent to the selected Potpourri Section.

Let's Talk

The Let's Talk window is used to carry on a "conversation" with other users connected on the same server.

Double-click on the Let's Talk icon in the Elite-IMS Client Interface Main Window. The Let's Talk window will open.

Off-line/On-line

Select the Off-line/On-line button, which toggles from unavailable to available for On-line conversations.

Select On-line and a list of all other users currently available for "Talk" is appears in the Available Users List Box.

Select user(s) for On-line conversation from this list.

To "talk" to another user

Select Local with a single-click, and a Local Edit Box appears.

Position the mouse pointer wherever you wish to place text, in the Local Edit Box, single click and begin typing.

A word-wrap feature is incorporated in all Elite-IMS Document Windows. No "Return" keystrokes are required, except to begin a new paragraph.

To select the mode of exporting the data just entered, see Send, and Broadcast below.

Send

To send your message to an individual or a specific group of users

Select users to send to by highlighting the name(s) with single-clicks in the Available Users Box. Enter text in the Local Edit Box. Select Send and your message is sent to all the selected users.

Once the message is sent, the Local Edit Box clears and resets, ready for your next entry.

Page

To page an online user, highlight the user you wish to page and select the "Page" button. This will notify the user that he is being requested for an online conversation.