


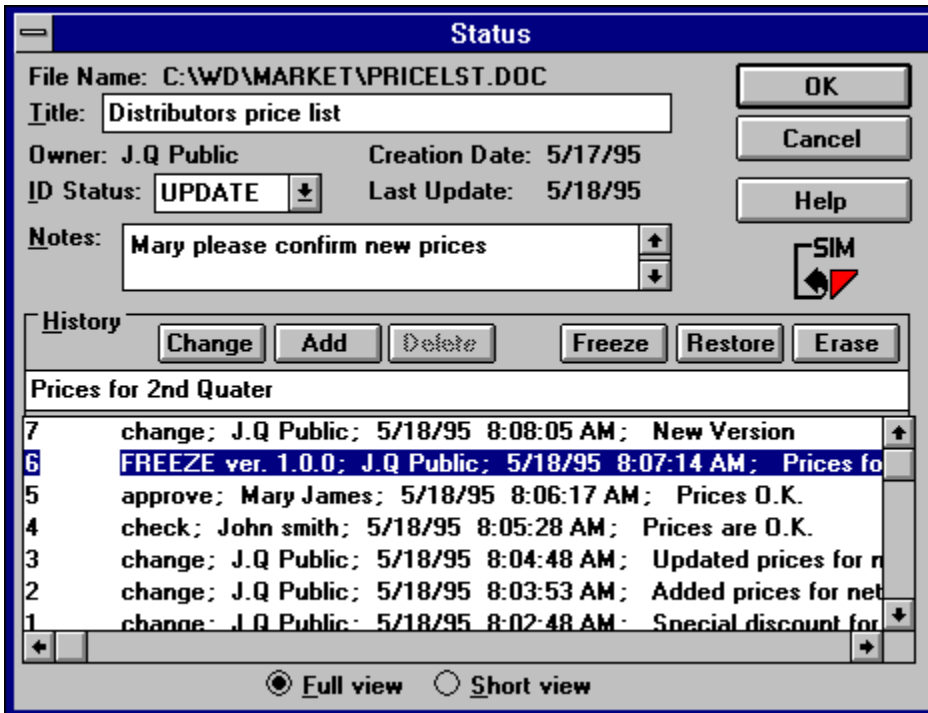
File Status Dialog Box

This box displays the file name and title, the owner's name and the dates the file was created and last updated.

The ID Status which you use to display the status of the file - Close, Update or Test, and the Notes box which you can use to write short notes to other users of the file.

In the Status dialog box you can also view a list of the comments that were inserted in the history by the person checking or approving the file.

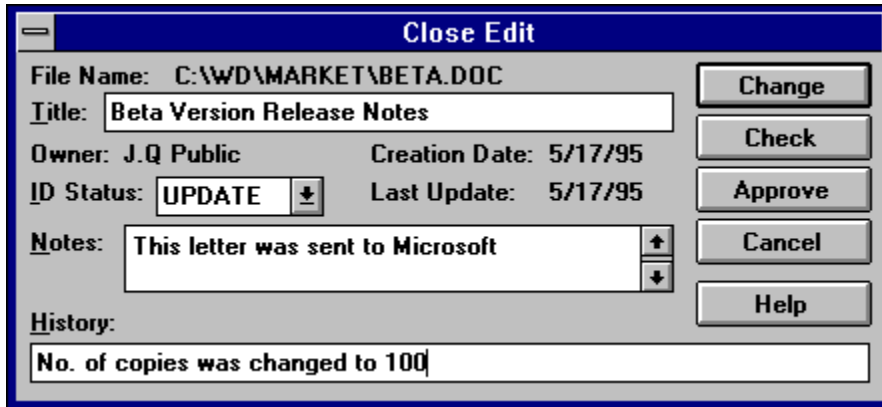
You can view the Status dialog box at any time by clicking the Select Document icon on the toolbar  and then clicking the Status button in the Select File Window.



Click on the desired button for specific help.

The Close Edit dialog box

The Close Edit dialog box opens at the end of every file work session.



The image shows a screenshot of the 'Close Edit' dialog box. The title bar is blue with the text 'Close Edit'. The main area has a light gray background. On the left, there are several fields: 'File Name: C:\WD\MARKET\BETA.DOC', 'Title: Beta Version Release Notes' (with a text input field), 'Owner: J.Q Public', 'Creation Date: 5/17/95', 'ID Status: UPDATE' (with a dropdown arrow), and 'Last Update: 5/17/95'. Below these is a 'Notes:' field containing the text 'This letter was sent to Microsoft' and a vertical scroll bar. At the bottom left is a 'History:' field containing the text 'No. of copies was changed to 100'. On the right side, there are five buttons stacked vertically: 'Change', 'Check', 'Approve', 'Cancel', and 'Help'.

Click on the desired area for specific help

Local Configuration Window

The Local Configuration dialog box contains configuration details for the current folder - the folder named in the Status Bar.

You can reach the Configuration dialog box from many of the WatchDoc screens:

- Select Local from the Configuration menu.
- Click the Configuration button on the toolbar.
- Wherever you see a button marked Config you can click it to open the Local Configuration dialog box.

Local Configuration

Folder: C:\WD\MARKET

Title: Marketing Documents

USER

Name: J.Q Public

Phone: 216-7828779

e-Mail: 100275,780

Checked by: John smith

Approved by: Mary James

Templates folder: C:\MSOFFICE\WINWORD\TEMPLATE

Template: LETTER0 Basic business letter

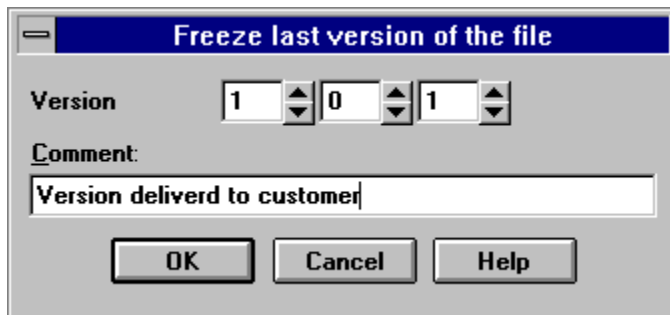
Buttons: OK, Cancel, Help, Browse, Set Defaults

Click on the desired area for specific help

Read information dialog box



Freeze version dialog box



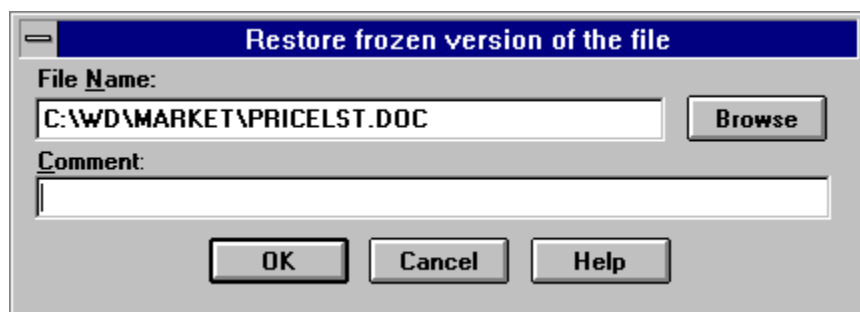
The freeze utility compresses the file and store it in the FREEZE folder.

Version Number: Use the up/down arrows to define version number.

Comment: Use this field to add a comment to the freeze record.

Restore version dialog box

Use this dialog box to restore a frozen version of a file.

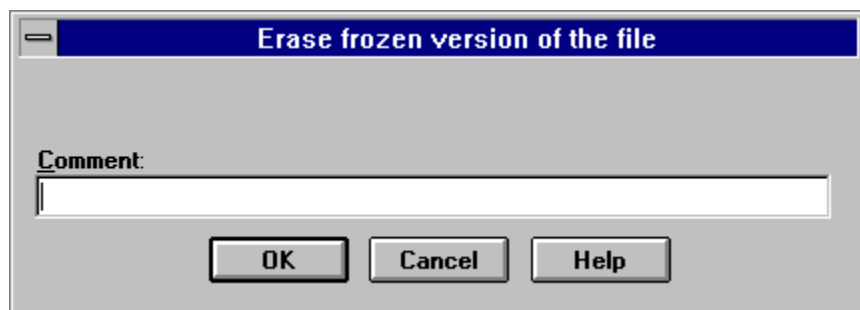


Click the Browse button to select the path for restoring the frozen file.

If the file exists in the selected path the Confirm File Replace message appears. Choose OK to overwrite or Cancel to select a different path.

Erase frozen version dialog box

Use this dialog box to erase a frozen version of a file.



Choose OK to erase.

