

Whereabouts Help Contents

Welcome to **Whereabouts**, let the whole office know when your out.

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This is the final BETA release, if you have any comments please let us know.

Using Whereabouts

To start using **Whereabouts** just enter in the date or day of the week in the **Date** entry field and then set the hour and minutes field for the time you will be out. Repeat the same for the **In** portion of the data.

Next enter in a comment about where you will be. This could be 'Out to lunch', 'In a meeting' or 'Surfing the Net'.

The last step is to push the **Update Data** button to send the data to your network file.

The spinner box is how you set the refresh rate of the employee grid. The timing is in minutes. Set the number to 0 to turn off the auto update feature.

How to find your coworkers whereabouts:

Click on the 'Whereabouts' page tab to view all of the users on your network. If you have the refresh rate set to 0 or just want to perform a manual update push the **Refresh** button.

You can right click on a persons name in the grid to load them into your **Whereabouts** screen so that you can update their status. This is handy if someone is out to lunch and calls back to the office and says that they will be out for another hour. You can load their settings, adjust the entry and push the **Update Data** button to adjust it. Simply right click on your own name to load your details again.

The name of the current user loaded appears in the status bar at the bottom of the window.

If you left click on either the In or Out date field and then click the right mouse button a popup menu with the days of the week will appear. Click on a day to auto fill the field. Note that the field must be active first.

If you right click over the Comment field a list of predefined events will appear. Selecting one of these will auto fill the Comment field.

Setting Up Whereabouts

The first time you start **Whereabouts** you are asked for your user name. The name you enter here is used in the grid that shows your whereabouts. It also is used to create the filename that holds your data. The first initial of the first name entered and the first 6 characters of the second name are used to create the filename. The eighth character is a number from 0 to 9, this allows for up to 10 people with the same name portions. If the last name is shorter than six characters it is padded with the underscore character.

For instance, if Jane Smith enters her name first the file created will be JSMITH_0.QDB. Later John Smith enters his name the file created is named JSMITH_1.QDB.

Please note that a conflict may occur if both users initialize their system at the exact same time.

Installing Whereabouts

Run SETUP.EXE and install to a directory on a network that everyone who will be using **Whereabouts** has Read/Write access to. Set up a Shortcut from the users workstation to point to **Whereabouts**. Right click on the desktop and select 'New|Shortcut'. Type in the directory path and filename where the file is located.

Overview of Whereabouts

Whereabouts is an electronic version of the infamous Out/In boards.

Each user can let everyone using **Whereabouts** know where they are by filling out the time they will be out and when they are expected to return. There is also a edit field to put in comments to inform others of your whereabouts.

Credits

Delphi - The ultimate development tool:

Borland International - <http://www.borland.com>

HelpGen - help file creation tool:

Rimrock Software - <http://www.nidlink.com/~michaelb>

Emma Setup - Installation program:

EmmaSoft - <http://www.xecpc.com/~emmasoft/>

As well as all the people that tested the product and gave us such great feedback!

Distributing Whereabouts

If you would like to include **Whereabouts** as part of a cover disk or cover CD-ROM please contact Lincoln Beach Software first. This way we can ensure that you have the latest copy.

This file contains information for anyone who wishes to distribute Whereabouts.

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Mail a check, cashiers check or money order to:

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Ballwin, MO 63022-1554

Contacting Lincoln Beach Software

You may contact us by:

Mail:

Lincoln Beach Software
PO Box 1554
Ballwin, MO 63022-1554

Phone:

314-861-1500

Email:

CIS: 70700,630
Internet: **lnclnbch@i1.net**

Web Site:

<http://www.i1.net/~lnclnbch>

Phone Tech support hours are generally between 6pm and 10pm Central time and anytime we are in the office on the weekend.

Whereabouts Information

Whereabouts 1.0 **BETA** - Keeping track of others has never been easier!

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