

Punch v. 2.0 Help Index

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Getting Started

The first task to accomplish is to create names and locations with Administer Names and Administer Locations.

Then you can use the Punch In, Punch Out and Find.

Find Employee Location

The Find command will display a dropdown list box that is used to search for a name. The name can either be typed in with the keyboard, scrolled through with the cursor keys, or click the left mouse button on the dropdown button and select by positioning the cursor over the desired name and clicking the left mouse button.

Punch will automatically fill in the current location and return time for the employee selected. Also, the current status of the message waiting light will be updated.

At the bottom of the screen will be a Message Waiting button that can be turned on or off to signal the employee to call the front desk or secretary to pick up new messages.

Supplemental location information may be viewed by clicking on the Info... button once an employee is selected.

Message Waiting

The Message Waiting button appears in both the Punch In and Find Employee screens. Generally, it should be used by a secretary or receptionist to signal to an employee that there is a message waiting for them at the reception/secretary desk.

It may be turned on or off in either screen by positioning the cursor over it and clicking the right mouse button.

Punch In

To punch in, select Punch In from the main menu.

The Punch In screen will appear with a single dialog box available.

If you are logged in under Novell 3.12, your log in name will appear automatically. If not, you can either start typing in your name until the proper name appears or position the cursor over the drop-down arrow and click the mouse button. From that point a list of names to choose from will appear. Use the scroll bar or arrow keys to scroll through the names available. Click once on the proper name.

Hit <ENTER> or click on the OK button.

Punch Out

To punch out, select Punch Out from the main menu.

The Punch Out screen will appear with three dialog boxes across the top. The first is for your name. The second is for the location you are going to. The third is for your return time.

To enter your name, if you are logged in under Novell 3.xx, your log in name will appear automatically. If not, you can either start typing in your name until the proper name appears or position the cursor over the drop-down arrow and click the mouse button. From that point a list of names to choose from will appear. Use the scroll bar or arrow keys to scroll through the names available. Click once on the proper name.

Hit the <TAB> key. The cursor will now be in the locations box. Either select a name from the list available using the mouse or cursor keys, or type in a location of your choice.

Hit the <TAB> key. The cursor will now be in the return time box. Either select a time from the list available using the mouse or cursor keys, or type in a return time of your choice.

Hit the <TAB> key. If you want to enter additional information about where you are going, hit the <ENTER> key or click on the Info button.

Info... You can clear all supplemental information by clicking on the Clear button. You can type in any information in the available boxes. Use the <TAB> key to move between boxes. Click on the OK button to save the supplemental information or click on the CANCEL button to not save the information you have entered.

After all information has been entered, click on the OK button to save or the CANCEL button to not save.

Lock Keyboard

Locking the keyboard can be a time saver. If you are in Windows and logged into a network, it can be troublesome to exit windows and log out of the network to secure your machine when you leave, only to have to log in again and re-start Windows when you return.

If you lock the keyboard, the screen will clear and wait for the correct password to be entered to release the keyboard.

To lock the keyboard, select Lock Keyboard from the main menu.

The lock keyboard screen will appear with two boxes for you to enter and re-enter your password.

Enter a password. Hit the <TAB> key, then enter your password again.

To lock the keyboard and clear the screen, click on the OK button. The screen will clear. Note that all programs running, even in other windows sessions, will halt until the keyboard is unlocked.

To cancel the operation, click on the CANCEL button.

To re-activate your keyboard, type in your password and hit the <ENTER> key.

Administration Menu

Use the Administration Menu to add, delete and change names and locations.

To use the Administration Menu, click on the Administration selection from the main menu.

You will be presented with two choices Administer Names and Administer Locations. Use these for their respective tasks.

Administer Names

This option is used to add or delete names. It is selected from the [Administration Menu](#).

To add a name, type in a new name and click on the ADD button.

To delete a name, select the name that you want to delete by either using the arrow keys or by clicking on the desired name. Then click on the DELETE button.

See also: [Names](#)

Names

In general, Names are either the real or login names of the people that you want to keep track of.

If you are using Novell 3.xx use network login names and PUNCH will fill in the name automatically in the Punch In and Punch Out screens.

Note: When using Punch In, Punch Out or Find, you can only enter a name that has been created with Administer Names.

See also: [Administer Names](#)

Administer Locations

This option is used to add or delete locations. It is selected from the [Administration Menu](#).

To add a location, type in a new name and click on the ADD button.

To delete a location, select the location that you want to delete by either using the arrow keys or by clicking on the desired location. Then click on the DELETE button.

See also: [Locations](#)

Location

A location is used to indicate where a person is going when punching out.

See also: [Administer Locations](#)

Help menu commands

The Help menu offers the following commands, which provide you assistance with this application:

<u>Index</u>	Offers you an index to topics on which you can get help.
<u>Using</u>	Provides general instructions on using help.
<u>Help</u>	
<u>About</u>	Displays the version number of this application.

Status Bar command (View menu)

Use this command to display and hide the Status Bar, which describes the action to be executed by the selected menu item or depressed toolbar button, and keyboard latch state. A check mark appears next to the menu item when the Status Bar is displayed.

See [Status Bar](#) for help on using the status bar.

Status Bar



The status bar is displayed at the bottom of the <<YourApp>> window. To display or hide the status bar, use the Status Bar command in the View menu.

The left area of the status bar describes actions of menu items as you use the arrow keys to navigate through menus. This area similarly shows messages that describe the actions of toolbar buttons as you depress them, before releasing them. If after viewing the description of the toolbar button command you wish not to execute the command, then release the mouse button while the pointer is off the toolbar button.

The right areas of the status bar indicate which of the following keys are latched down:

Indicator	Description
CAP	The Caps Lock key is latched down.
NUM	The Num Lock key is latched down.
SCRL	The Scroll Lock key is latched down.

Index command (Help menu)

Use this command to display the opening screen of Help. From the opening screen, you can jump to step-by-step instructions for using Punch 2.0 and various types of reference information.

Once you open Help, you can click the Contents button whenever you want to return to the opening screen.

Using Help command (Help menu)

Use this command for instructions about using Help.

About command (Help menu)

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Title Bar

Punch v 2.0

The title bar is located along the top of a window. It contains the name of the application and document.

To move the window, drag the title bar. Note: You can also move dialog boxes by dragging their title bars.

A title bar may contain the following elements:

- Application Control-menu button
- Document Control-menu button
- Maximize button
- Minimize button
- Name of the application
- Restore button

Scroll bars

Displayed at the right and bottom edges of the document window. The scroll boxes inside the scroll bars indicate your vertical and horizontal location in the document. You can use the mouse to scroll to other parts of the document.

Size command (System menu)

Use this command to display a four-headed arrow so you can size the active window with the arrow keys.



After the pointer changes to the four-headed arrow:

1. Press one of the DIRECTION keys (left, right, up, or down arrow key) to move the pointer to the border you want to move.
2. Press a DIRECTION key to move the border.
3. Press ENTER when the window is the size you want.

Note: This command is unavailable if you maximize the window.

Shortcut

Mouse: Drag the size bars at the corners or edges of the window.

Move command (Control menu)

Use this command to display a four-headed arrow so you can move the active window or dialog box with the arrow keys.



Note: This command is unavailable if you maximize the window.


Shortcut

Keys: CTRL+F7

Minimize command (application Control menu)

Use this command to reduce the Punch window to an icon.

Shortcut

Mouse: Click the minimize icon  on the title bar.
Keys: ALT+F9

Maximize command (System menu)

Use this command to enlarge the active window to fill the available space.

Shortcut

Mouse: Click the maximize icon  on the title bar; or double-click the title bar.
Keys: CTRL+F10 enlarges a document window.

Next Window command (document Control menu)

Use this command to switch to the next open document window. <<YourApp>> determines which window is next according to the order in which you opened the windows.

Shortcut

Keys: CTRL+F6

Previous Window command (document Control menu)

Use this command to switch to the previous open document window. <<YourApp>> determines which window is previous according to the order in which you opened the windows.

Shortcut

Keys: SHIFT+CTRL+F6

Close command (Control menus)

Use this command to close the active window or dialog box.

Double-clicking a Control-menu box is the same as choosing the Close command.



Note: If you have multiple windows open for a single document, the Close command on the document Control menu closes only one window at a time. You can close all windows at once with the Close command on the File menu.

Shortcuts

Keys: CTRL+F4 closes a document window
 ALT+F4 closes the Punch window or dialog box

Restore command (Control menu)

Use this command to return the active window to its size and position before you chose the Maximize or Minimize command.

Switch to command (application Control menu)

Use this command to display a list of all open applications. Use this "Task List" to switch to or close an application on the list.

Shortcut

Keys: CTRL+ESC

Dialog Box Options

When you choose the Switch To command, you will be presented with a dialog box with the following options:

Task List

Select the application you want to switch to or close.

Switch To

Makes the selected application active.

End Task

Closes the selected application.

Cancel

Closes the Task List box.

Cascade

Arranges open applications so they overlap and you can see each title bar. This option does not affect applications reduced to icons.

Tile

Arranges open applications into windows that do not overlap. This option does not affect applications reduced to icons.

Arrange Icons

Arranges the icons of all minimized applications across the bottom of the screen.

No Help Available

No help is available for this area of the window.

No Help Available

No help is available for this message box.

<< If you wish to author help specific to each message box prompt, then remove the AFX_HIDP_xxx values from the [ALIAS] section of your .HPJ file, and author a topic for each AFX_HIDP_xxx value. For example, AFX_HIDP_INVALID_FILENAME is the help topic for the Invalid Filename message box. >>

