

## Introduction

The administrator is responsible for maintaining an up-to-date list of all network users and groups who can access Work Status. No user may log into Work Status without first being defined by the administrator. Each time Work Status (WSTATUS.EXE) is executed it gets the user's network ID from Windows. If Windows does not know the user's network ID, Work Status prompts the user for it. NOTE: Network ID's in Work Status must be 8 characters or less. If you have defined network users with longer ID's you may want to change their network ID.

**WARNING:** Never access Work Status Admin (WSTATUSA.EXE) if ANY users are currently running the Work Status program. Data corruption may result. You can see who is logged in by running Work Status (WSTATUS.EXE) and checking the user list for a plus sign in the right column. The plus sign indicates the user is currently running Work Status.

Instructions for maintaining the Work Status user list:

Start the Work Status Admin program (WSTATUSA.EXE) by double clicking on the icon in the Work Status group.

If this is your first time using the program a blank list of user displays. We suggest you add your name first.

Type a user's Network ID in the text box at the top of the screen. Notice that the Add button becomes available when anything is typed in the text box. Some characters are not permitted as network ID's. These characters will not be entered into the text box.

Click Add (or press Enter). A directory on the hard drive under the Work Status directory (ex. WSTATUSMSG\

The User Addition window displays. Enter the information requested. The Full Name is required and defaults to the network ID.

If this person is to be considered the "Receptionist", click the Receptionist check box.. A receptionist is a user who can change other user's status and alert them to new phone messages, and faxes. More than one user can be a receptionist.

The Refresh Interval is the number of minutes (approximately) between checks for new phone messages, fax, and mail. This also controls how often the user status list is updated. This value defaults to 2 but may be changed to any positive value between 1 and 9999.

Click OK when done.

Proceed with the next network ID. If you attempt to add more users than your user count permits, you will receive an error message. You can check your maximum user count by clicking on the Note icon.

Once you have defined your User ID's you can optionally create groups and assign users to one or more groups. This makes it much easier to send mail messages to groups of users. Please see the section below.

When you have completed adding/changing users, click Save and Quit to save the new user list to the network drive. Any changes you make can not be reversed. Please be careful.

Once you setup each user's work station they may begin using Work Status. Please see the section "Configuring a User's Work Station".

### The Reset Button

The reset button is a quick way to reset the Phone Message, Fax, and Mail alerts for all users. It also sets each users on-line status to "Off Line". This should not normally be used but is included for those instances when you want to reset these flags.

### The ReDir Button

The ReDir button re-creates the directory tree of subdirectories. This can be extremely helpful if you had to restore from backup and empty directories were not re-created. Just click the button to create directories for all users.

### Setup User

This option should be run once on each user's work station. It creates the necessary files, Program Manager groups, and icons so that a user can access Work Status more easily.

### Setup Admin

This option should be run once on the Administrators work station to set up Program Manager to access not only Work Status but also the Work Status Admin. program.

### User Groups

The User Groups option allows you to assign a user to one or more groups. These groups appear on the Copy mail list and can be selected just like a user. This allows you to quickly and easily send mail messages to all the members of one or more groups. The system even allows you to selectively "remove" users from a group (for a given message) which gives you absolute control over who in a group receives a given message.

Click on the User Groups button to display the User Group entry window. The left column list all defined groups. The right column list all users in the system. Users who are highlighted in the right column are members of the group which is currently highlighted in the left column.

You simply click on the group you want to display/change and then click on the users to highlight (member of group) or un-highlight (not a member of group). This gives you a quick and easy method of adding and removing users from a selected group.

To add a new group , enter the group ID (7 characters or less) in the box under the group list. You then click Add. You can then add users to the group. You can delete a group by selecting it and clicking Delete.

Note: The same user can belong to any number of groups. As you delete users form the primary administration window, the groups are automatically updated to reflect your changes. Don't forget that when you add a new user you should also assign them to any groups as necessary.

### Deleting Users

You may delete a user at any time. When you delete a user all phone and mail messages sent TO that user are automatically deleted. Any bulletins posted BY that user are not deleted. The receptionist has the ability to delete any bulletin as easily as they would delete their own. Please ask the receptionist to delete any bulletins desired.

[Advanced Topics](#)

[Notice](#)

# Advanced Topics

## Changing the Status Type List

The Work Status system defaults to a list of status ID's which include:

- "Available"
- "Not Available"
- "Out of Office"
- "See Message"
- "In Car"
- "Do Not Disturb"
- "In Conference"
- "Back in 5 min"
- "Back in 10 Min"
- "Back in 30 Min"
- "Back in 1 Hour"

If this list does not suit your needs you may make your own list which replaces the hard coded list above. To design your own list create an ASCII file in the network \WSTATUS directory named WSTATUS.MSG. Place one status type on each line. Status types are limited to 15 characters.

Make sure there are no blank lines (especially one or more blank lines at the end of the file). Save the file. The next time Work Status is started your list will display when the user clicks on the List Box button.

Keep in mind that any user may either select from the list or manually type their status. This may save you from having to account for every possible status. Some users may even want to indicate where in the building they are (instead of using the Brief Message). This way, their location appears in the User List without users having to view the detail window.

## Specifying the User's Network ID

If Windows does not know the current user's network ID when they start Work Status, the user is prompted for it. If you would prefer not to be prompted, you can add the user's network ID directly after the program name in the program manager (separated by a space). For example, if Work Status is installed on G: in the directory WSTATUS, the program manager command is G:\WSTATUS\WSTATUS.EXE. You simply add the user's name after this. It would now read G:\WSTATUS\WSTATUS.EXE JUDY. The system would read this name if Windows does not know the network ID.

If you do not want to customize each user's windows system, you may set the DOS environment variable WSTATUS to the user's network ID. This environment variable will be checked if Windows does not know the ID and the ID is not specified on the Work Status command line.

## Sending Mail from Other Programs

Work Status allows you to create ASCII files from any program and then "Send" the ASCII file as a message to any Work Status user. This allows Windows and DOS programs to indicate their progress or status by sending a mail message via Work Status. An example might be the nightly backup process sending a message to the network supervisor that the backup completed. This feature can prove invaluable!

The ASCII file must have the following format to be processed correctly by Work Status.

Line 1 - The Work Status Network ID of the person SENDING this message. Although this value

is not checked against defined Work Status users, it MUST be correct. Proper message functioning will be impaired if it is not a valid user.

Line 2 - The Subject (any length)

Line 3+ - The message text. The text will automatically word wrap in the Work Status message window, so you should not include CRLF (ASCII 13 & 10) unless you specifically want to start a new line.

The file must match the above specification (although Line 2 may be blank, there must be at least 3 lines in the file!). The file size is limited to about 64K (the maximum size windows can store in a text box).

To send the message to a user, you must save the ASCII file in the desired user's message directory. For example, if you installed the Work Status program on the network drive G: in the \WSTATUS directory, and you want to send the message to Judy, you must store the ASCII file in the directory G:\WSTATUS\MSG\JUDY.

The name of the ASCII file is important also. Only files which have the first letter of "N" (for new) and the extension ".MAI" will be converted to mail messages. Although you can send a file named simply N.MAI, it is STRONGLY recommended that you include in the file name a random number and that you check for the existence of a same named file before saving the new one. This will prevent you from accidentally writing over an ASCII message file sent earlier.

Every time a user starts Work Status or the user list is updated, their message directory (see above) is scanned for all files matching N\*.MAI. If any are found, they are saved as a new file (M???????.MAI) in internal message format, the original ASCII file deleted, and the user alerted to new mail.

# Notice

Please see the WSTATUS.TXT or WSTATUS.SAM (Ami Pro) documentation files for information about registering Work Status and increasing your user count.

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