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OVERVIEW

OfficeView is a program that shows the whereabouts of employees at the glance of a screen. Easy to use and install, it will prove useful in any office where people are coming and going during the day. The reception desk can respond quickly without having to make phone calls or searching for available employees.

OfficeView has an easy to read display board. Employees that sign in are highlighted in green (in and available) or in purple (at work, but unavailable). A simple click of the mouse can change someone's status. Users may choose a remark from a list of standard remarks describing the employees status, e.g., on vacation until <date>, in a meeting, etc., or they may type a customized remark. Smart fields for times, dates or customized prompts can assist you in generating remarks.

If the list of standard remarks does not suit your business requirements, you can easily tailor them to suit your needs.

Another feature is the messaging system, allowing users to communicate with each other. Your receptionist may find the telephone messaging notes particularly helpful.

An additional information screen is available for each employee. It contains optional fields of information, such as: telephone, fax and pager numbers, title, and an easily updated notepad.

A password system restricts access to administrative commands that change the configuration.

Optional helpful pop-up hints (yellow background) guide the user. More detailed help is also available in the Help menu.

OfficeView may be used on a single computer at a reception desk or on a network, in which case the employees themselves would make the entries. The program is available in four sizes which will accommodate up to 10, 30 300 or 1000 names.

The 300 and 1000-names sizes have additional features, such as: the grouping of employee names into organizational units, e.g., divisions, and the quick search method to find names instantly.

A five-names trial version is available for the 10 or 30-names programs. The trial version for the 300 and 1000-names programs enable three names in three groups to operate. You must register your program to increase the number of names.

For the latest version see <http://www.capitalnet.com/~phillips/>.

Easy Access to Hidden OfficeView Screen

If the application you are working in covers the OfficeView screen, you can quickly flip to it by holding down the Alt key and tapping the Tab key until the OfficeView icon is selected. Release the Alt key to pop up the OfficeView screen. Repeat the same procedure to return to your original application.

Password Access

A password system is available to control access to change some information. Specifically, this refers to using the following commands: **Add Name, Remove Name, My Name, Add New Group, Rename Group, Delete Group**, as well as changing information in other employees' Information windows.

Most users operate in User Mode which prevents them from accidentally adding or removing names, etc.. Administrative mode permits access to use all commands. To operate in Administrative Mode, the Administrator(s) need only click on **File/Admin Mode** and enter the password. To disable Administrative Mode, click on **File/User Mode**. The unregistered OfficeView defaults to Administrative Mode, permitting you to easily explore all the features. The registered copy defaults to User Mode.

To change the password, click on **File/Change Password** and you will be prompted to enter the current password once, and the new password twice. Passwords must consist of letters only. The program will confirm that a new password has been accepted.

Initially, the security password is set to "abc". When you register you will be given an additional emergency password.

Adding New Users

To add a new name to the display board, click on **Add Name** in the **Options** menu. Type the new name, and choose **OK** or **Enter**. The names are automatically displayed alphabetically.

This command is password protected. See [Administration](#).

Also see

[Unrestricted Access to all commands](#)

Associating a Name With a Workstation

The program must identify names with workstations in order to make the messaging system fully functional. To do this, select Admin Mode by clicking on **File/Admin Mode**. For each name, at the appropriate workstation, click on the name to be associated with that workstation and select **My Name** from the pop-up menu. The name will appear in the top title bar. This procedure need never be repeated, unless a new user operates at that computer.

Removing Users

To remove a name, click on the name to be removed. From the pop-up menu which appears, click on **Remove Name** and confirm the removal by choosing **Yes**.

Also see

[Unrestricted Access to all commands](#)

Signing In

To sign in, click in the remarks field beside your name and choose **IN** from the pop-up list. Your remarks field will indicate **IN** and the background will change to a green colour.

If you want the program to automatically indicate **IN** beside your name when you turn on your computer, then include the program in your Windows Startup group.

After signing in, if you do not wish to be disturbed, click on the remarks field beside your name and select **In But Unavailable** from the pop-up list. This remark will appear beside your name and the background will turn to purple.

Signing Out

To sign out, click on the remarks field adjacent to your name. A pop-up list will appear. Click on the appropriate comment to assign it to the remarks field.

Some of the remarks contain “smart” fields which are identified inside {} or <> brackets. Remarks with the word “time” in uppercase or lowercase inside {} brackets automatically insert the current time in the remark. Prompts appear inside <> brackets. Prompts ask for information, such as a future date or time.

If the remark you want to insert is not available in the list, then you may enter a customized remark. Click on <Custom Remark> and type your remark. <Custom Remark> is a temporary remark. If you want to insert a permanent remark to the master list of remarks, use **Add**. Remarks on the list may also be permanently added and deleted using the procedure outlined in [Maintaining the List of Remarks](#).

Choosing a sign-out remark turns off the highlight in your remarks field.

If you choose **Sign Out on Exit** in the **Options** menu, then whenever you turn off your computer and your remark is indicating **IN**, the remarks field will automatically change to **OUT**. The absence of a tick mark in front of this item indicates that this feature is turned off. Clicking on **Sign Out on Exit** toggles this feature on and off.

Changing User Remarks

To change a remark, use the same procedure described in ***Signing In*** or ***Signing Out***. More detailed remarks can be inserted in the Additional Information screen.

Also see

[Signing In](#)

[Signing Out](#)

[Maintaining The List of Remarks](#)

Maintaining the List of Remarks

The list of remarks is the list from which users may select a remark. To modify this list, choose **Modify Remarks List** in the **Options** menu. A window containing the list of remarks will appear. This list may be updated using the three buttons that appear (**A**dd, **R**emove, and **C**lose). To add a remark to the list, click on **A**dd and type a remark. To remove a remark from the list, select the remark to be deleted and click on **R**emove. To close the pop-up window, click on **C**lose.

Remarks can have a “smart” field which prints the current time. To add a remark with the current time, insert the word “time” in uppercase or lowercase within {} brackets. For instance, type “Left at {current time} “. The current time will be printed in the remark when the users choose it.

A second type of field is the prompt field which requests the user to add information. To add a prompt to a remark, insert the prompt text within <> brackets. For example, include <date> to prompt the user to enter a date. The user can add as many smart fields as they need.

If the master list of remarks becomes modified extensively and you want to reset it to the original set of remarks provided by this program, choose **File** and **Load Standard Remarks**.

Sending Messages

To send a message, click on the name of the person to whom you wish to send a message. From the pop-up menu, select **Send Message**. This action opens a dialogue box where you may type your message. All the standard Windows editing features apply. If a phone message is to be sent, press on **Phone Msg** and type replies to the prompts for the name and number. Press **Send** to send the message and exit or press **Cancel** to delete the message and exit.

Also see

[Reading Messages](#)

Reading Messages

A blue flashing background on your name indicates a new message has been received. To read your message, click on your name. From the pop-up menu, select **Read Message**. This opens a dialogue box which displays a message as well as the date and time it was sent and the author. You may click on the **Erase** button to delete the message or click on **Next** to view the next message. Messages which have not been read are coloured green for the first viewing. They will be coloured black for any subsequent viewings. Clicking on **Erase** will delete the message from the queue and bring up the next message. Clicking on **Erase All** will erase all the messages in the queue. Clicking on **Close** will exit you from the window. Upon exiting the window, the background on your name will no longer flash if you have read all your messages.

The program must identify names with workstations so that users can read their messages at their workstations. To do this, click on the name to be associated with that workstation and select **My Name** from the pop-up menu. The name will appear in the top title bar. This procedure need never be repeated, unless a new user operates at that computer. The **My Name** command is password protected. See [Password Access](#).

also see

[Pop-up OfficeView](#)

Notification of Message Received

If a new message is received when OfficeView is hidden by another program window or is in an icon state, it will pop-up in its normal size in front of all other windows. The background of your name will flash and the Title Bar will blink "MESSAGE". If you do not want to read the message at that time, then minimize OfficeView. If you wish to read your message, click on **Options/Read** (or short-cut **Ctrl R**).

If you choose to minimize OfficeView without reading your message, the text on the icon will blink "MESSAGE" to remind you that a new message was received.

See also

[Reading Messages](#)

Updating the Additional Information Window

You can change the information in your Additional Information window, provided your name appears in the top title bar. (If your name does not appear in the title bar, then refer to [Administration](#) (paragraph on associating names with workstations)). To update the information in the window, click on your name and **Information** and make the changes. This screen can be viewed by any users.

Hiding the Yellow Pop-Up Help Hints

To prevent the yellow pop-up help hints from appearing, choose **Yellow Hints** under **Options**. The absence of a tick mark in front of this item indicates that the hints are turned off. Clicking on **Yellow Hints** toggles this feature on and off.

Hiding the Name Warning

The question, "This is not your name. Do you want to proceed?" appears when a user chooses a name other than his/her name. To turn off this warning, choose **Name Warning** under **Options**. The absence of a tick mark in front of this item indicates that the question is turned off. Clicking on **Name Warning** toggles this feature on and off.

Enlarging or Reducing the OfficeView Screen

The OfficeView screen may be enlarged or reduced in steps of 60%. The screen can be blown up so that it is visible from a distance. To resize the screen, click on **Options/Shrink Screen** or **Options/Expand Screen**. You may find it more convenient to use **F4** to shrink or **F5** to expand.

Using Group OfficeView

(Included in program for 300 or 1000 names)

Searching for a Name

Type in the first few letters of the name. As you type, the cursor will automatically scroll to the name in a pop-up screen containing an alphabetical list of names. This list contains all names in the organization (not limited to the employee's group).

Displaying a Group

To display an organizational group, select **Group** and the name of the group to display.

The following commands are password protected. Refer to [Password Access](#).

1) Adding a Group

To add the name of an organization/group, choose **File/Add New Group**. A window will appear indicating "Enter New Group Name". Type in the name and click **OK**.

2) Adding User Names to a Group

The group must be chosen before adding new users. You must be viewing the group; that is, the name of the group should appear in the top title bar. The commands for adding users to groups operates the same as outlined in **Adding New Names**.

3) Renaming a Group

To rename an organizational group's title, select the name of the group to be modified by clicking on **Group** and the name of the group. This name will appear in the top bar of the screen. Choose **File/ Rename Group**. A window will appear indicating "Enter New Name". Type in the name and click on **OK**.

4) Deleting a Group

To delete a group and erase all the names in that group, select the name of the group to be modified by clicking on **Group** and the name of the group. This name should appear on the top bar of the screen. Then choose **File/ Delete Group**. A window will appear asking to confirm that the group should be deleted. Click on **Yes**.

Also see

[Admin Mode](#)

[User Mode](#)

Searching for a Name

(Included in program for 300 or 1000 names)

This feature provides a fast method to locate a name. Type in the first few letters of the name. As the name is typed, an alphabetical list of names will pop-up on the screen and the cursor will be automatically scrolled to the name with matching letters. Type **Enter** to switch to the group containing the name that is highlighted. This feature will search all names in the organization.

File Menu

The file menu contains the following commands:

a) Load Standard Remarks

This command allows you to overwrite the existing remarks with a set of standard default remarks. You may use this feature when the list of remarks has been modified and you wish to return to a standard set of remarks.

b) Admin Mode

This enables the user to change the configuration, i.e., add names, delete names, etc.. Initially, the Admin Mode password is set to 'abc'.

c) Change Password

This enables the user to change the password to access Admin Mode. You will be asked to enter the current password once and your new password twice. Initially, the security password is set to 'abc'.

d) User Mode

This disables commands that allow users to change the configurations, i.e., add names, delete name, etc..

e) Add New Group (300 and 1000 names only)

This command is password protected. Refer to **Admin Mode** above. Choose this command to add a group. A window will appear with the prompt "Enter New Group Name". Type in the name and click on **OK**.

f) Rename Group (300 and 1000 names only)

This command is password protected. Refer to **Admin Mode** above. To rename the title of a group, select the name of the group to be modified by clicking on **Group** and choosing the name of the group. This group name should appear on the top bar of the screen. Then choose **File/ Rename Group**. A window will appear indicating "Enter New Name". Type in the name and click on **OK**.

g) Delete Group (300 and 1000 names only)

This command is password protected. Refer to **Admin Mode** above. To delete a group and erase all the names in that group, select the name of the group to be deleted by clicking on **Group** and selecting the name of the group. This name should appear on the top bar of the screen. Then choose **File/ Delete Group**. A window will appear asking to confirm that the group should be deleted. Click on **Yes**.

g) Exit

Quits OfficeView

See also

[Manipulating Groups](#)

Group Menu

To view a group, choose **Group** in the menu bar. A list of organizational/group names will appear. Choose the desired group. The screen will display the names in that group and the title bar will indicate the group name.

Options Menu

This menu contains the following commands:

a) Read Message

Select to read your messages. Note: In order for users to be able to read their messages, the program must identify a name(s) with workstations. To do this, click on the name to be associated with that workstation and select **My Name** from the pop-up menu. The name will appear in the top title bar. This procedure need never be repeated, unless a new user operates at that computer. The **My Name** command is password protected. See [Password Access](#).

b) Add Name

Click on **Add Name** and type the name to be added. Press **Enter** or **OK** to enter the name or press **Cancel** to cancel the command. This command is password protected. See [Password Access](#).

c) Modify Remarks List

Click on **Modify Remarks List** to display the list of remarks. To add a new remark to the list, click on **Add** and type a remark into the field displayed in the dialog box that pops up. To remove a remark from the list, highlight the remark to be deleted and click on **Remove**. After making the modifications, click on **Close** to save the changes and exit the window.

d) Shrink Window

Click on this to reduce the window to your preferred size.

e) Expand Window

Click on this to expand the window to your preferred size.

f) Yellow Hints

Click on this command to toggle the feature on and off. When a tick mark appears on this menu item, then the yellow pop-up hints are activated.

g) Name Warning

Click on this command to toggle the feature on and off. When a tick mark appears with this menu item, then the pop-up question window is activated.

h) Sign Out on Exit

Click on this command to toggle the feature on and off. When a tick mark appears with this menu item, the program will automatically change your status from **IN** to **OUT** whenever you turn off your computer.

Help Menu

a) Contents

Click on **Contents** to launch the on-line help system.

b) Topic Search

Click on **Topic Search** to search for on-line help for a subject.

c) About

Select this item to display a window containing buttons for registration and ordering information. It also contains program information (e.g., registration and serial numbers).

ADMINISTRATION

OfficeView has a security system (password) to control access to use the following commands: **Add Name, Remove Name, My Name, Change Password, Add New Group, Rename Group** and **Delete Group** and to control access to make changes to the Additional Information screens for all employees. To allow access to make these changes, the Administrator(s) need only click on **File/Admin Mode** and enter a password. To return to the normal mode of operation, click on **File/User Mode**.

To populate the board with user names, switch to Admin mode by clicking on **File/Admin Mode**. Enter the password (initially="abc"). To enter each name, type **Ctrl-N** and the name. You can enter the information into the Additional Information screen for each name by clicking on their name and selecting **Information**. Employees may prefer to enter this information for themselves after you identify their name at their own workstation.

The program must identify names with workstations so that users can read their messages and make changes to the Additional Information screen at their workstations. To do this, at the workstation, after a new name is added, click on the name to be associated with that workstation and select **My Name** from the pop-up menu. The name will appear in the top title bar. You can read your messages only if your name appears in the title bar. This procedure need never be repeated, unless a new user operates at that computer.

To change the admin password (initially="abc"), click on **File/Change Password** and enter the current password once, and the new password twice. The program will confirm that a new password has been accepted. Passwords must consist of letters only.

Also see:

[User Mode](#)

[Admin Mode](#)

[Change Password](#)

[Adding New Users](#)

[Associating a Name With a Workstation](#)

[Removing Users](#)

[Using Group OfficeView](#)

INSTALLATION AND REMOVAL

If more than one workstation will be using the program, then a single copy of the program must be installed on a shared directory. This directory can be located on a fileserver or shared on a peer-to-peer LAN, such as Microsoft Networks or Lantastic.

OfficeView includes a Setup program to make installation very easy. The Setup program can be used to install OfficeView on the common network directory and the individual workstations.

If you receive OfficeView in a compressed format, i.e., from the Internet or a CD library, then you will receive all the OfficeView files in one file with a name ending in .exe.

To extract and install OfficeView, click on the **File** menu of your **Windows Program Manager**, and select **Run**. (Windows 95 users click **Start/Run**.) Type the name of the compressed OfficeView file and click on **OK**. Click on the **Setup** button to run the setup program.

If you are starting from a distribution diskette, use Program Manager's **File/Run** or the Task Bar **Start/Run**. Type in A:SETUP.EXE and click on **OK**.

Un-installing OfficeView

The following steps outline how to completely remove the main copy of OfficeView (do all steps) and the LAN Workstations copies (do only first two steps):

- Delete the OfficeView group and OfficeView icon from the Program Manager.
- Delete ovlocal.ini from the main windows directory (usually c:\windows).
- Delete all files in the OfficeView directory (default directory c:\OView).
- Delete the OfficeView directory.

Answers to Questions:

If you have any questions, send them to phillips@capitalnet.com or officeview@ottawa.com. In addition, the OfficeView web site at "www.capitalnet.com/~phillips" has a support page to assist you.

FEEDBACK AND UPGRADES

We welcome any suggestions you have for improvements or upgrades or other information you may wish to communicate about this product. Your comments will be considered in preparing any future upgrades. You may contact the author via e-mail at phillips@capitalnet.com or officeview@ottawa.com.

We are providing a five-name version of OfficeView for 10 or 30 users and a three-user in three groups version for the 300 or 1000 user programs free of charge. To increase the number of users, you must register your copy of OfficeView by purchasing the package, as outlined on the [Order Form](#).

For the latest version, check our Internet Home Page at <http://www.capitalnet.com/~phillips/>.

Credit Card Orders

You can order with MC, Visa, Amex, or Discover from Public (Software) Library by:

- calling 1-800-242-4775 Extension 15051 or 1-713-524-6394 Extension 15051; or
- faxing the order form, including this page, to 713-524-6398; or
- CIS e-mail to 71355,470@compuserve.com ; or
- mailing credit card orders to PsL at P.O. Box 35705, Houston, TX 77235-5705; or
- using the link at <http://www.capitalnet.com/~phillips/> to access the Internet World Wide Web secure transaction ordering service.

If you mail or fax, be sure to type or print plainly and be sure to ask for product number 15051.

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Any question about the status of the shipment of the order, refunds, registration options, product details, technical support, volume discounts, dealer pricing, site licenses, non-credit card orders, etc., must be directed to Len Phillips at phillips@capitalnet.com or via the internet web site support page at <http://www.capitalnet.com/~phillips/>

Name: _____
(first/middle) (last)

SHIP-TO ADDRESS

Company name: _____

Address: _____

City: _____

State/Province: _____

Zip/Postal Code: _____

Country: _____

Your e-mail address: _____

CREDIT CARD INFORMATION

Credit card start: _____

Expiration month: _____

Expiration year: _____

Complete any of the following which is different from the above:

Name on the card: _____

CREDIT CARD BILLING ADDRESS

Company name: _____

Address: _____

City: _____

State/Province: _____

Zip/Postal Code: _____

Country: _____

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Please mail this form with your payment or purchase order addressed to Len Phillips, 915 Plante Drive, Ottawa, Ontario, CANADA K1V 9E3. You may e-mail phillips@capitalnet.com for a fax number.

When you purchase this product, you will receive a diskette containing program files and an electronic version of the manual. In case you do not want to wait to receive the mailed version, in addition, we will e-mail a registered version to you.

OfficeView is shipped on 3.5 inch disks only.

Size	Unit Price	Quant.	Net
10 Name (16-bit)	\$30.00 US	_____	_____
10 Name (32-bit)	\$30.00 US	_____	_____
30 Name (16-bit)	\$50.00 US	_____	_____
30 Name (32-bit)	\$50.00 US	_____	_____
300 Name (16-bit)	\$99.00 US	_____	_____
300 Name (32-bit)	\$99.00 US	_____	_____
1000 Name (16-bit)	\$199.00 US	_____	_____
1000 Name (32-bit)	\$199.00 US	_____	_____
Ontario residents add 7% provincial sales tax			_____
Canadian residents add 8% GST			_____
Shipping & handling add \$5.00 (U.S.)			\$5.00 _____
Total Payment			_____

Name: _____

Company: _____

Address: _____

City: _____ State/Province: _____

Zip/Postal Code: _____ Country: _____

Phone No.: _____ Fax No.: _____

E-Mail Address: _____ P. O. No.: _____

Comments: _____

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