

**GroupEase** (tm)  
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### Getting Started with the Trial Version of GroupEase

If you are installing the trial version of GroupEase, thank you for your willingness to take the time to try out our product (otherwise skip to installing and configuring below). We feel strongly that trialing GroupEase is the most efficient and effective way to demonstrate its utility, ease of use, and fit to your organizations's needs. We are dedicated to making the trial process as convenient as possible for you. **Typically, new users can get the product installed on 3 clients and the server in less that 15 minutes by reading these instructions first.** We welcome any ideas and comments on improving the product or the trial process.

The trial version is identical to a registered 3-user version of the product except for the title screen information that is provided when the product is started (the registered version can be set to have no title screen and the trial/evaluation banner does not exist). If you are evaluating the use of GroupEase please note that only 3 users can access the functionality simultaneously. You may install GroupEase on as many nodes as you like but please let your evaluators know that ultimately their version will contain the proper number of nodes if a registered product is purchased from Ethosoft.

GroupEase is architected as a suite of group productivity functionality. You can selectively install any of its various component functions. For example, if your organization is already running an e-mail package that meets its needs, you may choose to configure GroupEase without Notes.

Finally, when using the GroupEase Chat or Phone Messenger page functionality, note that you must have another user running GroupEase to communicate. While this may seem obvious, some new users become confused when there are no users names in the connection list boxes. These functions are real-time as opposed to the GroupEase Notes and Phone Messenger while-you-were-out messages which do not require the receiving user to be running GroupEase simultaneously.

### Installing and Configuring GroupEase

GroupEase program files may be installed individually on each of the client nodes that will be accessing the functionality (I. below) or once on a file server path that all GroupEase users have access to (II. below). Follow the steps outlined below for your choice of installation. You must run the GroupEase Administrator to perform a File Server Configuration once regardless of which GroupEase program install you choose (III. below).

#### I. Install GroupEase program files individually on each client node:

1. Start Windows.
2. Insert GroupEase disk labelled "Disk 1- Setup" in drive A.
3. From Program Manager, select File menu and choose Run.
4. Type: **a:setup** and press ENTER.
5. Enter a local path (defaults to C:\GE) to copy program files to and press CONTINUE.

**OR**

## II. Install GroupEase program files once on the file server:

1. Start Windows.
2. Insert GroupEase disk labelled "Disk 1- Setup" in drive A.
3. From Program Manager, select File menu and choose Run.
4. Type **a:setup** and press ENTER.
5. Enter a file server path that currently exists, *[path]* and press CONTINUE.
6. From each of the client nodes that requires GroupEase access:
  - 6.1 Start Windows.
  - 6.2 From Program Manager, select File menu and choose Run.
  - 6.3 Type: *[path]:geclient* and press ENTER ( *[path]* from step 5 above).
  - 6.4 Verify that the GroupEase Client Setup path is correct and press CONTINUE.

### **THEN**

## III. File Server Configuration (first time installation only for file server access):

1. Ensure you are logged on to the Novell file server with supervisor rights.
2. Start Windows.
3. Start the ADMINISTRATOR located in the Ethosoft folder.
4. Press the CONFIGURE button.

## Running GroupEase in Local-Only mode

Starting with version 3.0, GroupEase can be run without having a network or file server. This gives users the capability to access the features of GroupEase on a single workstation while taking advantage of its group based functionality. When GroupEase is started without a network connection a local-only user name is required. The first time you run GroupEase in a Local-Only mode, simply enter your name and GroupEase will start. To add or remove Local-Only users, enter the GroupEase toolbar Settings and press the Local Users button. Note that these names have no connection to the usernames associated with the network. To force GroupEase to run in the Local-Only mode when a network connection exists, add the run-string parameter "LOCALONLY" to the properties list of the GroupEase Icon from program manager.

## Notes on your IPX / NetWare configuration

In June of 1992, Novell discontinued certification of dedicated IPX stacks (IPX.COM) and now recommends the use of ODI (IPXODI.COM). GroupEase uses the latest NetWare libraries for communications and file server interfacing. These libraries do not support the early versions of the dedicated IPX stack. If you get the GroupEase message **IPX Initialize Failure: F0** on startup, the IPX stack you are using may have to be updated. If you are using dedicated IPX, then you will need to either update your IPX stack or switch to IPXODI for communications. The latest version of the DOS/Windows NetWare client interface can be downloaded from the CompuServe forum NETWIRE. As of this printing, these files go by the names *DOSUP9.EXE* and *WINUP9.EXE* and include documentation on the client update process along with Novell's reasons for moving to ODI. Please call Ethosoft if you have more questions regarding your NetWare configuration.

## Using GroupEase with NetWare 4.x

If you plan to use GroupEase with NetWare 4.x, the associated NetWare server must have its context set with bindery services enabled. It is not necessary to login with bindery emulation. Refer to the SET command (used from the server console) for more information on setting the context with bindery services.

#### Windows for Workgroups and GroupEase

When configuring GroupEase with Windows for Workgroups where multiple communications protocols are loaded simultaneously (NetBEUI, IPX/SPX and TCP/IP) make sure that you have a minimum of 30 **IPX Sockets** in both the Windows for Workgroups network setup for IPX/SPX and in the NET.CFG file (the default is 20). This eliminates the problem with Windows running slowly when GroupEase is loaded.

#### Configuring with GroupEase Administrator version 2.3 over versions prior to 2.2

When configuring file servers with GroupEase Administrator version 2.3 over versions of GroupEase prior to 2.2 you must delete all entries in the GroupEase Notes and GroupEase Phone Messenger subdirectories in the GESHARE subdirectory located on the volume of the file server where GroupEase was previously administered. These directories are named *GESHARE\GENOTES* and *GESHARE\PHONE* respectively. Be sure to delete only the files and subdirectories and leave the directory entries themselves. This action removes all existing notes and phone messages so make sure that all users have printed out any of interest.

#### GroupEase CardFile version 2.3

The GroupEase CardFile database has been improved to allow for tens of thousands of cards to be entered without any performance loss when accessing the cards. When GroupEase CardFile version 2.3 is installed over prior versions and a previous cardfile exists, the cardfile will be converted automatically to the new form on the first access. This process may take a few minutes so it would make sense to run the GroupEase CardFile program once the first time GroupEase version 2.3 has been installed and configured. If no cardfiles exist, or you have never installed GroupEase on the chosen server before, you may skip this step.

#### GroupEase revision information

For information on the changes associated with the various versions of GroupEase refer to the Windows Write file named *GEUPDATE.WRI*.

#### Ethosoft BBS and Internet support

In an effort to provide our customers with the latest patches and information available on GroupEase and other Ethosoft products, we have installed a BBS at our facility, have set up a compuserve forum, and configured a World Wide Web and FTP internet interface for product retrieval. These interfaces contain the latest product along with updates and changes that are generated from time to time based on customer feedback. They also provide you with a mechanism to leave your feedback on product enhancements. Access to our local BBS can be obtained 24 hours a day 7 days a week by calling (617) 393-8728 (28.8K,N,8,1). Access to our Compuserve forum is obtained using the GO word *Ethosoft*. Our World Wide Web interface can be accessed via <http://www.ethosoft.com/ethosoft.html>. Anonymous FTP is

available via <ftp.ethosoft.com>.

### GroupEase and Windows-NT

GroupEase (V3.01 and above) is designed to work with Windows NT version 3.51 and above. As of this printing Windows NT will need to be updated with at least Service Pack 2 available through Microsoft. Configuration of NT to interface to NetWare must be done using the **Microsoft Client for NT** available through the NT control panel (see the network applet under the control panel). Note that the NetWare Client for NT is not currently supported.

### Pricing and Ordering Instructions:

Pricing is on a file server basis. It is listed for standard Novell license sizes in the included GroupEase order form. To order GroupEase:

1. Print out the file GEORDER.WRI or GEORDER.TXT.
2. Fill in the form in all required places.
3. FAX or Mail this form to Ethosoft (see address at bottom).

### To increase the number of nodes you currently have:

1. Get your User Count and Serial Number. (This can be found on your disk envelope or by bringing up the GroupEase Toolbar About box)
2. Call Ethosoft, Inc. at (617) 393-5460 with this information.

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