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## F6 Find

The F6 key or Find menu/toolbar option allows you to search for a particular user name. Note that the search entry may be a partial text entry.

# Features

The x-OUT4 Network In-Out Tracking System from Extensions Software Corporation provides a low-cost, easy-to-use, simple-to-maintain method of keeping tabs on the office in-out status of employees and network users.

The x-OUT4 Network In-Out System includes many features designed to provide complete status tracking of employees and network users. These features include the following:

- In-Out Status Display
- Display Sort Options
- Optional User Comments and User Contacts
- User Setup for Color, Font, and Default Comment/Contact Information
- Color Icons per In-Out Status When Minimized
- Quick In-Out Key
- Built-in Administration System
- Activity Log (audit trail)
- Error Log (should any occur)
- System Setup
- In-Out Setup
- User Log and Management
- Import User Names from Text File
- Reindex Databases Function
- Summarize Databases Function
- Automatic Display Update per Specified Interval
- International Date and Time Options
- Network-Aware of Novell NetWare®

## Licensing

Purchase of a software license for x-OUT4 allows you to install and use the x-OUT4 software on an unlimited number of file servers at an unlimited number of locations within your company. Pricing is based on the combined (not concurrent) number of different network users from all servers and from all locations that will be accessing the x-OUT4 system.

<b>License Size (Total Users)</b>	<b>Price (US Dollars)</b>
25	\$ 249.00
50	\$ 349.00
100	\$ 449.00
200	\$ 549.00
300	\$ 649.00
400	\$ 749.00
500	\$ 849.00
600	\$ 949.00
700	\$ 1049.00
800	\$ 1149.00
900	\$ 1249.00
1000	\$ 1349.00
Unlimited	\$ 1799.00

x-OUT4 may be purchased directly from Extensions Software Corporation using any of the following payment methods:

[Prepayment \(check or money order\)](#)  
[Purchase Order](#)  
[American Express](#)  
[Optima](#)  
[MasterCard](#)  
[VISA](#)  
[CompuServe SWREG \(#4281 - 25 user license\)](#)

Purchase of x-OUT4 means that you receive the following:

[A license to install and use the x-OUT4 software](#)  
[A diskette with the latest x-OUT4 version plus x-OUT4 serialized license file](#)  
[Free software updates via CompuServe®](#)  
[Free technical support via mail, phone, FAX, or CompuServe®](#)  
[New product notifications and announcements](#)

Note that government agencies, educational institutions, and religious organizations receive a 20% discount.

For more information or to place an order, please contact Extensions Software Corporation.

## Contact Information

For sales, support, and/or information, please contact Extensions Software Corporation as follows:

Extensions Software Corporation  
1970 Osceola Parkway #350  
Kissimmee, FL 34743 USA  
407-344-3322 Voice  
407-344-3323 FAX  
72007,571 (CompuServe Email)  
GO XWARE (CompuServe Forum)

## User Log

User management allows you to view all x-OUT4 users as well as add/change/delete/print users. Information included in the user listing includes the following:

- User Name
- Admin Access
- Alt for All Access
- Last Date in x-OUT4
- Last Time in x-OUT4
- Total x-OUT4 Accesses

User security levels are defined as follows:

- Normal Access
- Administration Access

# In-Out Display

The x-OUT4 main display screen includes a selection menu, an activity toolbar menu, and the in-out listing scrollbox.

The in-out listing may be scrolled by using the keyboard cursor keys or mouse.

Keyboard letters may be pressed to quickly locate user names. Letters will be displayed as they are entered. Matches must be exact in order for x-OUT4 to advance the in-out highlight bar. Note that pressing the SPACEBAR key will clear all keyboard entries.

Menu and options are displayed according to the security access level of the user. Not all menu options may be available to all users.

Click on any of the following activity toolbar items for a description of each selection:

Function keys F1 through F10 may also be used to access certain menu and activity toolbar options.

User in status is indicated in the in-out display listing by colored boxes as follows:



indicates checked-in status



indicates checked-in-but-unavailable status



indicates checked-out status

Additional displayed information includes user name, checked-out-when and due-back-when time/date, and comment/contact information.

You can double-click the [left mouse button](#) to access the IN-OUT function when the desired user name is highlighted.

You can single-click the [right mouse button](#) to quickly go to HOME (the currently logged in user name) in the in-out display listing.

In order to resize the in-out display columns, simply drag each column separator to its desired location. x-OUT4 automatically remembers all column sizes as well as the last selected in-out sort for your next x-OUT4 session.

## Summarize Databases

The x-OUT4 database summary displays files sizes and number of records for all x-OUT4 database files.



# Error Log

The error log keeps track of all user errors, should any occur. The error log may be erased periodically if its file size becomes excessively large.

Error log information includes the following:

- Application Type (WIN or DOS)
- Error Description
- Date of Occurance
- Time of Occurance
- User Name

## F2 In-Out

The F2 key or In-Out menu/toolbar option allows you to check the highlighted user in or out or modify existing status information.

You will be prompted to select the following information:

**Check-out date** defaults to the current date for check-out, but you can select a date that is up to five (5) days before or eighty-five (85) days after the current date.

**Check-out time** defaults to the current time for check-out, but you can select any time of day in five (5) minute increments.

**Due-back date** defaults to the current date/time plus the system in to out increment for check-out, but you can select a date that is up to five (5) days before or eighty-five (85) days after the current date.

**Due-back time** defaults to the current time plus the system in to out increment for check-out, but you can select any time of day in five (5) minute increments.

**Comment and contact** information defaults (for check-out) to that as specified in user setup.

You can check-in or check out another x-OUT4 user (ie, act as their alternate) if one of the following conditions is true:

- 1-You are an alternate for all users
- 2-You know the desired user's passcode
- 3-The desired user's passcode is blank

# In-Out Setup

In-Out setup allows you to customize certain x-OUT4 operating characteristics for your own network use. These characteristics include the following:

## [Automatically Check-In Past Due Users](#)

To let x-OUT4 automatically check in overdue users when the in-out display listing is updated.

## [Automatically Go To Home \(logged in user name\)](#)

To let x-OUT4 automatically locate the logged in user name when the in-out display listing is first shown.

## [Use Novell Full Names](#)

Allows you to utilize user full names (in lieu of login names) when operating x-OUT4 on Novell NetWare. Note that if x-OUT4 finds the user's full name to be blank, then the user's login name will be used.

## [Default In-Out Interval](#)

The default time interval between check-out and check-in times.

## [Automatic Update Interval](#)

The time interval (from none to 90 minutes) between automatic in-out display listing updates.

# Activity Log

The activity log keeps track of all user activities. The activity log may be erased periodically if its file size becomes excessively large.

Activity log information includes the following:

- Application Type (WIN or DOS)
- Activity Description
- Date Occurance
- Time of Occurance
- User Name
- User Check-Out Comments

# Printing

You may print the displayed information to either your selected Windows printer or to an ASCII text file.

Printer options include the following:

- 1-Heading
- 2-Sub-Heading
- 3-Include Heading
- 4-Include Sub-Heading
- 5-Include Date/Time Stamp
- 6-Include Page Numbers
- 7-Use Landscape Orientation

File options include the following:

- 1-Heading
- 2-Sub-Heading
- 3-File Name
- 4-Include Heading
- 5-Include Sub-Heading
- 6-Include Date/Time Stamp
- 7-Include Page Numbers
- 8-Include Page Breaks

Additionally, you can specify field sizes for the printout as follows:

- 1-Default Field Lengths (pre-determined by x-OUT4)
- 2-Maximum Field Lengths (per the maximum field size allowed by x-OUT4)
- 3-Calculated Field Lengths (per the actual in-out database information)

Note that the printout will always be based on the currently selected sort (if applicable).

# Requirements

Requirements for installation and use of x-OUT4 are as follows:

## [For Standalone Use](#)

PC running MS/PC DOS 3.10 or higher with Windows in 386 enhanced mode, fixed disk drive, VGA or SVGA color monitor, and laser printer (if printouts are desired).

## [For NetWare Use](#)

PC workstations running MS/PC DOS 3.10 or higher with Windows in 386 enhanced mode, VGA or SVGA color monitor, laserprinter (if printouts are desired), and Novell 3.11 or higher network operating system.

## [For Other Networks Use](#)

x-OUT4 may be used on any network which utilizes MS or PC DOS file and record locking techniques. The built-in x-OUT4 entry screen or an external X-WARE4.INI initialization file can be used to identify the user's network login name.

## Reindex Databases

x-OUT4 database files may be reindexed in the event they become corrupted. Note that this activity should not be performed while users may be accessing the system.

# Installation

## Supplied Files:

X-OUT4.EXE	x-OUT4 executable file
X-OUT4.LIC	x-OUT4 license file
X-OUT4.HLP	x-OUT4 help file
X-OUT4.ICO	x-OUT4 icon file
X-OUT4.DLL	x-OUT4 DLL file
CTL3D.DLL	Microsoft 3D controls DLL file

Note that the CTL3D.DLL file may not be needed if one already resides in the Windows subdirectory.

## Quick Installation Steps:

- 1-Create a directory for the x-OUT4 main files
- 2-Create a directory for the x-OUT4 database and index files
- 3-Copy the supplied files into the main directory
- 4-Create a Windows program item for x-OUT4
- 5-Start x-OUT4

## Detailed Installation Steps:

1-Create a main directory that will contain the x-OUT4 supplied files. For network installation, this directory will be READ access for users.

2-Create a directory that will contain the x-OUT4 database and index files. For network installation, this directory must be READ/WRITE access for users.

3-Copy the supplied files into the main directory created in step 1.

4-Create a Windows program item in the program group of your choice (ie, Database Applications). From the Windows Program Manager, select File, and choose New. Sample entries might then be as follows:

Description:	x-OUT4
Command Line:	N:\APPS\OUT\X-OUT4.EXE N:\APPS\OUT\DATA
Working Dir:	N:\APPS\OUT
Icon:	N:\APPS\OUT\X-OUT4.ICO

... where you MUST pass to data volume/path to X-OUT4.EXE as shown.

5-Start x-OUT4 by double-clicking on the x-OUT4 icon. If installed for the first time, x-OUT4 will automatically create any missing database and/or index files.



# Release Notes

## [06/06/95 - Version 1.30](#)

- 1-Added color icons which depict a user's in-out status when x-OUT4 is minimized
- 2-Added check-out comments to activity log
- 3-Added quick in-out key [F4] and toolbar button

## [05/01/95 - Version 1.26](#)

- 1-Fixed dead F3 key
- 2-Added passcode change option in User Log

## [04/17/95 - Version 1.25](#)

- 1-Added new Extensions Software address information

## [04/04/95 - Version 1.24](#)

- 1-Revised licensing plan

## [04/03/95 - Version 1.23](#)

- 1-Fixed header creep in multi-page printouts

## [03/27/95 - Version 1.22](#)

- 1-Added option to automatically go to home (user name) upon x-OUT4 entry
- 2-Expanded default in-to-out time to include 15, 30, and 45 minutes

## [03/21/95 - Version 1.21](#)

- 1-Fixed auto-update interval problem
- 2-Fixed In-But-Unavailable status error in manual in-out

## [03/15/95 - Version 1.20](#)

- 1-Switched to MS style dialogs where BWCC.DLL is no longer required
- 2-Added F3 menu/toolbar option to manually enter/edit in-out information
- 3-Implemented automatic display update per specified update interval
- 4-Added update meter
- 5-Removed alpha-numeric toolbar
- 6-Changed combobox controls to checkbox controls where appropriate
- 7-Corrected User Log help button topic
- 8-Added In-but-Unavailable status
- 9-Enhanced print options including print-to-file

## [02/20/95 - Version 1.15](#)

- 1-Enhanced version update routine (with status meter)
- 2-Corrected COMMENT/CONTACTS field edit size
- 3-Increased forward in-out date selection to +85 days
- 4-Changed F3 HOME menu/toolbar option to F5 HOME
- 5-Changed record locking technique
- 6-Increased number of Windows message refreshes

## [02/07/95 - Version 1.14](#)

- 1-Modified toolbar BMP's
- 2-Removed VIEW menu/toobar option
- 3-Corrected color for In-Out dialog

## [02/03/95-Version 1.13](#)

- 1-Changed to Borland style dialogs
- 2-Changed F3 menu/toolbar option from GO TO to HOME (logged in user name)
- 3-Changed F5 menu/toolbar option from EXPAND to VIEW
- 4-Modified F6 menu/toolbar option Find
- 5-Added keyboard name string lookup and display

#### [01/30/95 Version 1.12](#)

- 1-Changed alternate in-out method
- 2-Added check-out edit capability
- 3-Changed F3 menu/toolbar option to GO TO the logged in user name
- 4-Changed right mouse button to GO TO the logged in user name
- 5-Added Import User Names administration option
- 6-Fixed New User Access bug in System Setup

#### [01/18/95 Version 1.11](#)

- 1-Corrected quick-key seek when pressing [P] key
- 2-Added updates section to Help
- 3-Added data conversion routines for x-OUT3

#### [01/04/95 Version 1.10](#)

- 1-Initial public release
- 2-Integrated with Novell NetWare only

# System Setup

System setup allows you to customize certain x-OUT4 parameters for your own network use. These parameters include the following:

## [System Name](#)

To identify the x-OUT4 installation and/or location name.

## [Enable Activity Log](#)

To log all user activities when enabled.

## [Enable Error Log](#)

To log all user/system errors (if any) when enabled.

## [Allow New Users](#)

To allow new users to access the x-OUT4 system when enabled.

## [Flush Buffers to DOS](#)

To force all database entry/change buffers to be immediately written to disk upon completion. On some networks, disabling this feature may result in improved x-OUT4 performance.

## [Show Update Meter](#)

To display the update status meter during manual and automatic in-out display listing updates. Note that displaying the status update meter may defeat the Windows screen saver mode.

## [Date Format](#)

To specify the x-OUT4 date display type as ANSI, British, French, German, Italian, or American format.

## [Time Format](#)

To specify the x-OUT4 time display type as 12 hour (AM/PM) or 24 hour format.

## [Give New Users Administration Access](#)

To provide all new users with x-OUT4 administration access.

## [Give New Users Alternate for All Access](#)

To provide all new users with x-OUT4 alternate access for all other users.

## F3 Manual

The F3 key or Manual menu/toolbar option allows you to check the highlighted user in or out or modify existing status information.

You will be prompted to select the following information:

**Check-out date** defaults to the current date for check-out, but you can enter any valid date.

**Check-out time** defaults to the current time for check-out, but you can enter any valid time of day in five (5) minute increments.

**Due-back date** defaults to the current date/time plus the system in to out increment for check-out, but you can enter any valid date.

**Due-back time** defaults to the current time plus the system in to out increment for check-out, but you can enter any valid time of day in five (5) minute increments.

**Comment and contact** information defaults (for check-out) to that as specified in user setup.

You can change the status of another x-OUT4 user (ie, act as their alternate) if one of the following conditions is true:

- 1-You are an alternate for all users
- 2-You know the desired user's passcode
- 3-The desired user's passcode is blank

**REMINDER: Manual entry of in-out times MUST be done using 5-MINUTE time increments.**

## F1 Help

The F1 key or Help menu/toolbar option accesses this Windows online help system.

Note that throughout x-OUT4, pressing the F1 key will always call up the x-OUT4 help contents. Individual help buttons in dialogs, however, will normally call up a more specific (relative) x-OUT4 help topic.

## Support

Technical support for x-OUT4 is available at no cost to licensed users via mail, phone, FAX, and CompuServe.

## F7 Sort

The F7 key or Sort menu/toolbar option allows you to change the displayed in-out listing order. The two sorts available are as follows:

- 1-By user name
- 2-By in-out status followed by user name

## F8 Update

The F8 key or Update menu/toolbar option allows you to refresh (ie, update) the in-out display listing. In effect, this activity will generate a new display based on the latest in-out database information (such as new in-out status from other users).



## F9 Print

The F9 key or Print menu/toolbar option allows you to print out the entire in-out listing.

Note that you may print the in-out listing to either your selected Windows printer or to an ASCII text file.

Printer options include the following:

- 1-Heading
- 2-Sub-Heading
- 3-Include Heading
- 4-Include Sub-Heading
- 5-Include Date/Time Stamp
- 6-Include Page Numbers
- 7-Use Landscape Orientation

File options include the following:

- 1-Heading
- 2-Sub-Heading
- 3-File Name
- 4-Include Heading
- 5-Include Sub-Heading
- 6-Include Date/Time Stamp
- 7-Include Page Numbers
- 8-Include Page Breaks

Additionally, you can specify field sizes for the printout as follows:

- 1-Default Field Lengths (pre-determined by x-OUT4)
- 2-Maximum Field Lengths (per the maximum field size allowed by x-OUT4)
- 3-Calculated Field Lengths (per the actual in-out database information)

Note that the printout will be based on the currently selected sort.

# F10 Setup

The F10 key or Setup menu/toolbar option allows you to customize your own x-OUT4 in-out display screen. Configurable options include the following:

- 1-ForeGround Color
- 2-BackGround Color
- 3-Font Type
- 4-Font Size
- 5-Font Face
- 6-Default Comment (for check-out)
- 7-Default Contact (for check-out)

## ESC Exit

The ESC key or Exit menu/toolbar option means that you will quit the x-OUT4 Network In-Out Tracking System and return to Windows.

## Acknowledgements

MS DOS and Windows are trademarks of Microsoft Corporation

PC DOS is a trademark of IBM Corporation

Novell and NetWare are trademarks of Novell Corporation

CompuServe is a trademark of CompuServe, Incorporated

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# Disclaimer

## [Disclaimer Agreement](#)

Users of this program must accept the following disclaimer of warranty:

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ASP Ombudsman  
545 Grover Road  
Muskegon, MI 49442-9427 USA  
616-788-2765 FAX  
70007,3536 CompuServe

# Upgrades

## [x-OUT3 to x-OUT4](#)

Licensed x-OUT3 for DOS users may upgrade to x-OUT4 for Windows and receive full credit for their initial x-OUT3 purchase. Note that this is a one-for-one license upgrade (ie, a single x-OUT3 license upgraded to a single x-OUT4 license).

## [x-OUT4](#)

Licensed x-OUT4 users receive an X-OUT4.LIC file which contains encrypted licensing information. This scheme makes it possible to provide electronic online version upgrades via CompuServe. Once a new evaluation version has been posted in the NVENB forum section 18 on CompuServe, you simply download the evaluation version and copy it to where your X-OUT4.LIC file exists. The information in the X-OUT4.LIC file converts the evaluation program into a fully-licensed version.

## Import User Names

You can quickly import user names into x-OUT4 from an ASCII text file. The text file should include only one name per line with each line ending in a carriage return.

You will be prompted to enter a valid file name from which to import names. You may also select the user access and alternate for all status for all user names to be imported.

Note that x-OUT4 will check each imported name to ensure that it is not a duplicate.

## F5 Home

The F5 key or Home menu/toolbar option allows you to quickly find the currently logged in (ie, your own) user name in the in-out listing. Note that the right mouse button may also be used to find Home (ie, go to your own name) in the in-out listing.



## F4 Quick

The F4 key or Quick menu/toolbar option allows you to quickly check yourself in or out.

If checking in, the current date and time is used.

If checking out, the current date and time is used, along with default comment and contact information.



