

GroupEase Help

GroupEase contains a set of distributed functions that increase personal productivity in an office environment where desktop computers are networked. These functions consist of the following:



Business card data



Scheduler



Personal notes and reminders



Phone messages



On-line chat

For more information on the usage of the GroupEase toolbar refer to one of the following:

Toolbar interface

Selecting functions

Toolbar settings

Note that pressing the F1 key will provide help information on the function you are currently using.



Business card data

All business cards or references to contacts can now be shared over the network with the GroupEase distributed business card data utility. Users can easily add, delete and modify a business card file which contains business card information. Finding information is made easy using the find feature which allows for searching of strings in all fields. Printing functions allow users to print single business cards, groups of cards, and print envelopes for mailings. Users can now share business card data from the same source.



Scheduler

Use the scheduler to keep track of meetings, use of office equipment, etc. The GroupEase Scheduler allows other GroupEase users to coordinate typical day to day office resources and activities.



Personal notes and reminders

Remember all those little yellow pieces of paper stuck around your computer left by you and others as reminders of things you need to do? You can now save notes to yourself and others on the network for later retrieval as a reminder of the things you need to do.



Phone messages

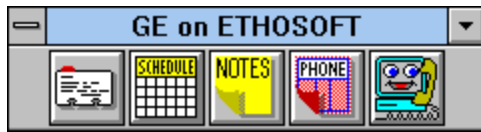
How many of those little pink pieces of paper have you lost in your office that had important phone numbers with information from a caller. Your phone messages can now be automatically saved for retrieval when you need them. Using the GroupEase Phone Messenger users can also page other GroupEase users and get immediate feedback.



On-line chat

You can communicate in real time with other people simultaneously using this feature. As you type characters on your screen, they are seen at the same time by the person you have connected to. Multiple conversations can take place simultaneously.

Toolbar interface



The GroupEase toolbar pictured above consists of a set of graphical buttons that may be accessed using the mouse or keyboard. This toolbar can be brought to the front while in any other window by pressing the ALT and-TAB keys in combination repeatedly until the GroupEase Icon appears. (The ALT-TAB key combination invokes a windows-defined command to cycle to the next active window.) Mouse clicking on your application will return the GroupEase toolbar to the back. Note that the toolbar pictured above contains all of the functionality associated with GroupEase. Your system administrator may have configured GroupEase to use less than the full GroupEase complement. If you have a need for a function which does not show up, please check with your system administrator.

If the GroupEase toolbar suddenly appears at the front of the screen without any prompting from you, this is an indication that a new communication (either a phone message, a note, a page or a chat request) has arrived.

Refer to [Selecting functions](#) for additional information about using the toolbar. The graphical buttons correspond to the following functionality:



[Distributed business card file](#)



[Distributed scheduler](#)



[Distributed personal notes and reminders](#)



[Distributed phone messages](#)



[Distributed on-line chat](#)

Alternatively you may save screen space by using Small Picture Buttons or Text Buttons instead of Large Picture Buttons. This can be accomplished by selecting the upper left corner of the GroupEase Toolbar (the system menu) and choosing the **Settings...** entry followed by **Small Picture Buttons** or **Text Buttons**. The GroupEase Toolbar will be converted to one of the following forms:



Selecting functions

Selecting functionality from the toolbar is as simple as positioning the mouse cursor over the associated button and pressing the mouse key or using the keyboard and key sequence as described below to invoke the desired function (note that the ALT key must be pressed simultaneously with the associated character).



ALT+B



ALT+H



ALT+N



ALT+M



ALT+C

Note that the GroupEase toolbar settings dialog box can be invoked by pressing the ALT+S keys simultaneously or by pressing the right mouse button while the mouse is on the toolbar.

Toolbar Settings

The GroupEase Toolbar has settings that may be modified by selecting the upper left corner of the Toolbar (the system menu) and pressing the **Settings...** entry, by pressing the ALT and S keys simultaneously, or by pressing the right mouse button while the mouse is on the toolbar.

Incoming Call Settings

Users may change the Incoming Call Settings associated with both GroupEase Phone Messenger and GroupEase Chat. These settings consist of: 1) turning the phone ring on and off using **Ring Phone**, 2) modifying the number of rings before hanging up using **Maximum Rings**, and 3) turning on **Do Not Disturb** to prevent pages from Phone Messenger and calls from Chat to come in. Turning on **Do Not Disturb** also disables the automatic appearance of the GroupEase toolbar to the front of the screen whenever new phone messages or notes arrive. When **Do Not Disturb** is enabled, the GroupEase Title Bar will indicate (Dnd) following the name of the current file server.

Toolbar Buttons

The format of the GroupEase Toolbar buttons may be pictures or text. To select pictures for the toolbar buttons press **Picture Buttons**. To select text buttons press **Text Buttons**.

Screen Settings

Users can save screen space by selecting the GroupEase **Space Saver Mode**. This mode hides the windows associated with Card Data, Scheduler, Notes, Phone Messenger and Chat when their minimize buttons are pressed. Users then access these windows by pressing the GroupEase button corresponding to the desired function. Unchecking this mode will cause the standard Windows behavior to result when the minimize buttons are selected by displaying an Icon associated with the function. The GroupEase toolbar can be forced to stay on top of all windows by selecting **Always on Top** (note that the toolbar is automatically brought to the front when GroupEase communications take place). As a way of saving on screen space the GroupEase caption/title bar may be removed by deselecting **Show Caption** or by double clicking the left mouse button on the GroupEase toolbar. Popup help text is shown for all GroupEase based buttons. To disable this feature, deselect **Show Popup Help**. If your system administrator has assigned a Full Name to each of the users on the network the **Show Full User Names** switch may be used to give additional information on the user. This additional information on the user name will appear in any of the GroupEase functions where the username is shown. When GroupEase is started, a banner is displayed on the screen. To disable this banner display, deselect **Show Title at Startup**.

Current File Server

If users are attached to multiple file servers before invoking the GroupEase Toolbar, you can use the Current File Server selection to change from one file server with GroupEase installed on it to another. Note that if in changing from the current file server to the new file server the user count is exceeded, the operation will not continue.

GroupEase Title Bar



The Title Bar identifies the currently selected GroupEase file server. It also will indicate with the text (Dnd) if the **Do Not Disturb** option has been enabled. Users may remove the GroupEase Title Bar by deselecting **Show Caption** within Settings. The Title Bar may be toggled on and off by using the left mouse button and double clicking on the GroupEase toolbar. If the Title Bar has been removed, the GroupEase Toolbar may be moved by single clicking and holding the left mouse button on the Toolbar and moving the mouse.

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