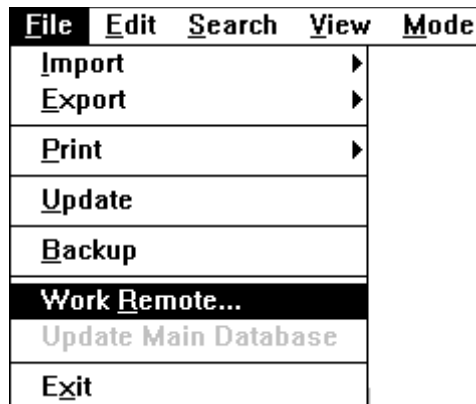


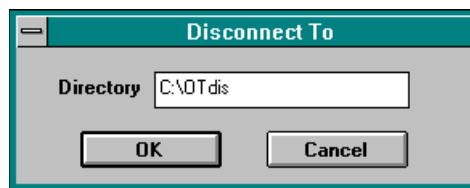
Working Remote

To work Remote, select **Work Remote** from the **File** menu from within any mode.



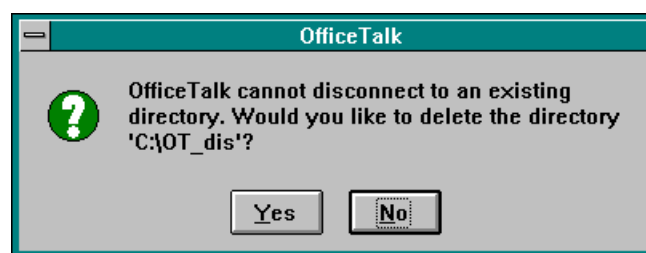
Work Remote

When you select this the Disconnect To dialog box will appear. Enter the pathname for the disconnected database. OfficeTalk supplies a default path. Press .



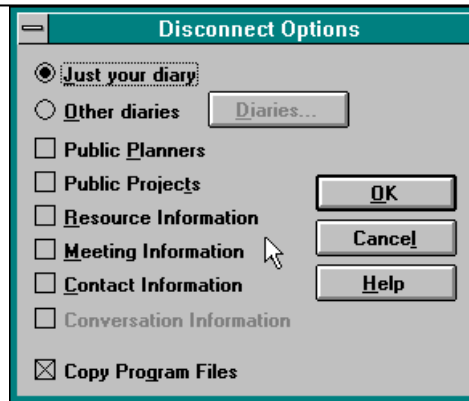
Disconnect To dialog box

OfficeTalk expects a directory path which does not exist. If the specified directory already exists, OfficeTalk will confirm with you that it is OK to remove the directory and all its contents.



OfficeTalk Confirmation

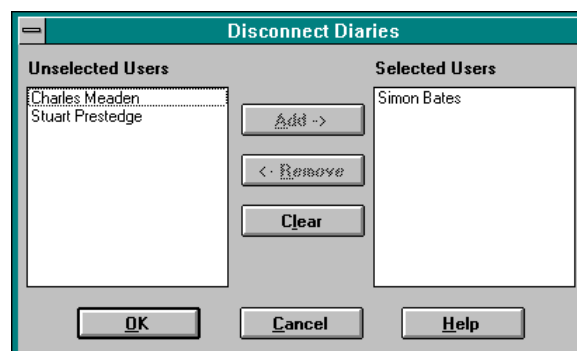
If you choose that you do not wish to delete the directory, OfficeTalk will redisplay the Disconnect To dialog box. Otherwise the Disconnection Options dialog box will be displayed.



Disconnect Options dialog box

The Disconnect Options dialog box lets you select which parts of the OfficeTalk database you wish to take remotely. By default, OfficeTalk assumes that you wish to take your own diary and the Program files. Selecting these default options will copy your appointments and tasks in addition to any *personal* projects, groups, planners and mail. The program files will also be copied and a new Program Manager group, OfficeTalk Remote, will be created if the **Copy Program Files** check box is selected.

To copy other users diary information, select the **Other Diaries** radio button. The **Diaries...** button will be enabled. Press this button to bring up the Disconnect Diaries dialog box.

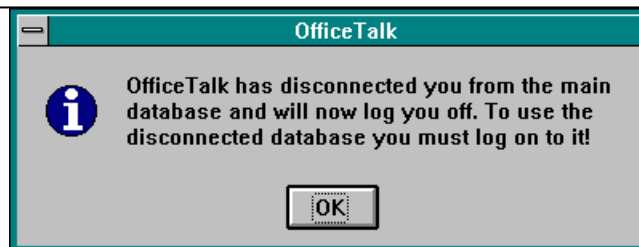


Disconnect Diaries dialog box


From the **Unselected Users** list, select the users whose diaries you wish to copy for working remotely. Press the **Add ->** button to move these users into the **Selected Users** list. You can use the **<- Remove** button to remove selected users from the **Selected Users** list. The **Clear** button will remove all users from the **Selected Users** list.

To copy *public* planners, *public* projects, resource information, meeting information, contact information, and conversations (only if contact information selected) check the corresponding radio button in the Disconnect Options dialog box. If you select the **Contact Information** check box, OfficeTalk will copy *all* companies and contacts for the entire workgroup. Selecting this check box will also enable the **Conversation Information** check box, giving you the choice of taking all the conversations for the entire workgroup.

When you press **OK**, OfficeTalk will copy the relevant information to your local drive. When this is complete, OfficeTalk will display the following message:



OfficeTalk Message

When you press  on the information box, OfficeTalk will log you off and the application will close down. The next time you log on, you will not connect to the main database, but instead you will log on to the copy of the database that you have just made.

Using OfficeTalk Remotely

When working *remotely* you may do everything that you might do when connected to the main database, **except** you may not delete items which existed *prior* to time that you disconnected from the main database.

Even if you do not select to copy certain parts of the OfficeTalk database, you may still add records to these databases. For example, if you do not copy the contacts database, you may still add contacts, companies and conversations. These records will be added to the main database when you attempt to reconnect with the main database.

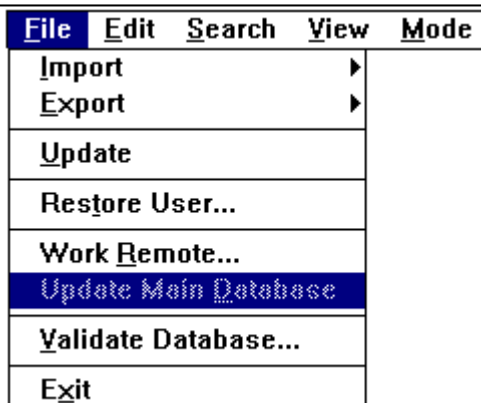
Sending Mail Messages While Working Remotely

While working remotely, you may send mail messages as normal. If you send a mail message to another OfficeTalk user then the message will be stored until you reconnect to the main database at which point it will be delivered. You may send mail messages to other OfficeTalk users, user groups and bulletin boards.

If you send a mail message to a VIM or MAPI recipient, OfficeTalk will try to communicate with the VIM or MAPI messaging immediately. If your VIM or MAPI message database is not held locally, then OfficeTalk will not be able to send the message. You will be informed of this. OfficeTalk will not buffer the message. You must resend the message when you have access to the MAPI or VIM messaging system.

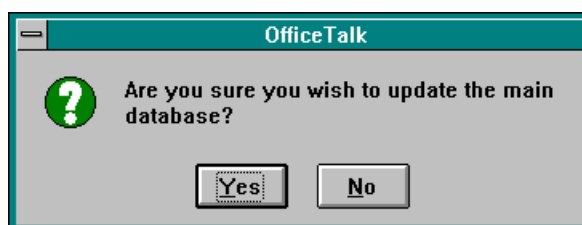
Updating the Main Database

If you wish to update the main database with your modifications but want to remain working offline and it is not important that you receive changes from the main database then instead of *Working Online* and then *Working Remote*, you may select the command **Update Main Database** from the **File** menu.



Update Main Database Command

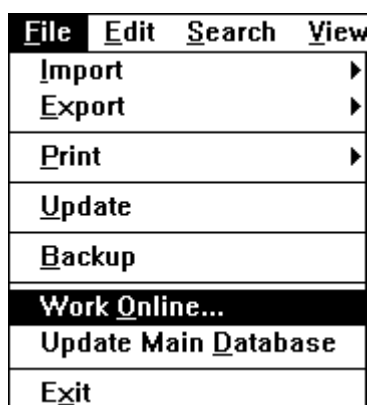
This will effect any changes that you have made, whilst working remotely, onto the main database. When you select the command, OfficeTalk will confirm that you wish to update the main database.



OfficeTalk Confirmation

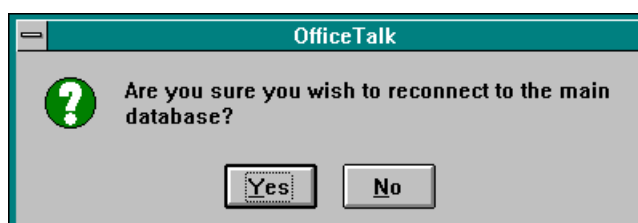
Working Online

If you wish to reconnect to the main database, bringing with you all changes made whilst disconnected, then select the command **Work Online** from the **File** menu.



Work Online command


OfficeTalk will confirm that you wish to reconnect to the main database.



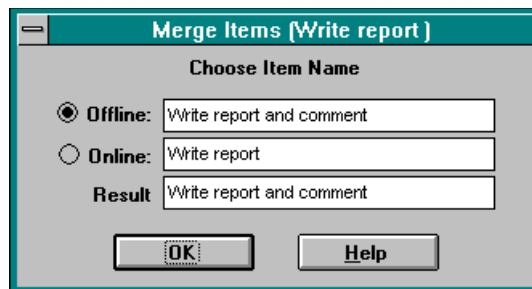
OfficeTalk Confirmation

When OfficeTalk reconnects with the main database, all mail messages to other OfficeTalk users will be delivered. OfficeTalk will also attempt to add or modify all other data which you changed since disconnecting.

Handling Clashes

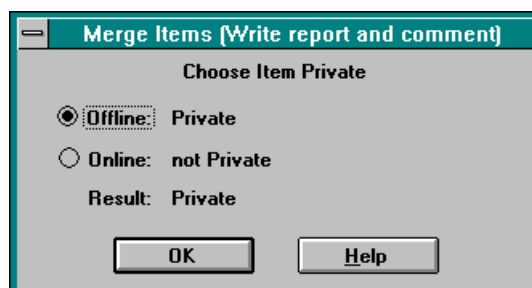
Sometimes, OfficeTalk will find *change clashes* where you have modified some data that has also been modified on the main database *since* you disconnected. If OfficeTalk finds any clashes, then during the reconnection process, OfficeTalk will pop up a series of dialog boxes. Each dialog box will represent a *change clash* for a particular field in a particular record. Each dialog box will display the data in the *remote* database and the corresponding data in the *online* database. Both *Remote* and *Online* fields will have a radio button beside them. Selecting the *Remote* field radio button will indicate that you wish to use the data from the *remote* database. Selecting the *Online* field radio button will indicate that you wish to use the data from the main database. The data that you choose, according to which radio button you select, will appear in the *Result* field. Once you have made your choice, press  to continue with the reconnection process.

The following shows some examples of the dialog boxes which may appear if certain clashes occur during the reconnection process:



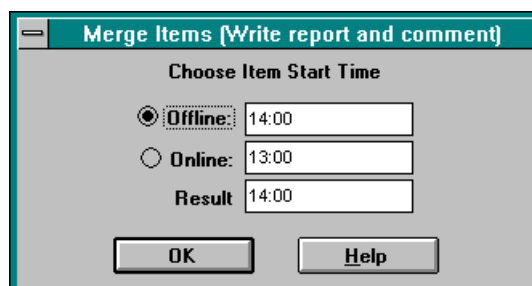
The dialog box is titled "Merge Items (Write report)". It has a section "Choose Item Name" with two radio buttons: "Offline:" (selected) and "Online:". The "Offline:" field contains "Write report and comment", and the "Online:" field contains "Write report". Below these is a "Result" field containing "Write report and comment". At the bottom are "OK" and "Help" buttons.

Task Description Clash

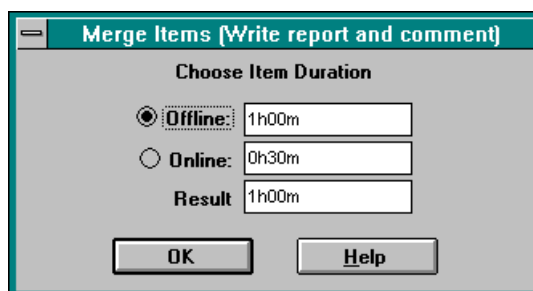


The dialog box is titled "Merge Items (Write report and comment)". It has a section "Choose Item Private" with two radio buttons: "Offline:" (selected) and "Online:". The "Offline:" field contains "Private", and the "Online:" field contains "not Private". Below these is a "Result" field containing "Private". At the bottom are "OK" and "Help" buttons.

Task Private Clash



The dialog box is titled "Merge Items (Write report and comment)". It has a section "Choose Item Start Time" with two radio buttons: "Offline:" (selected) and "Online:". The "Offline:" field contains "14:00", and the "Online:" field contains "13:00". Below these is a "Result" field containing "14:00". At the bottom are "OK" and "Help" buttons.

Task Start Time Clash

Merge Items (Write report and comment)

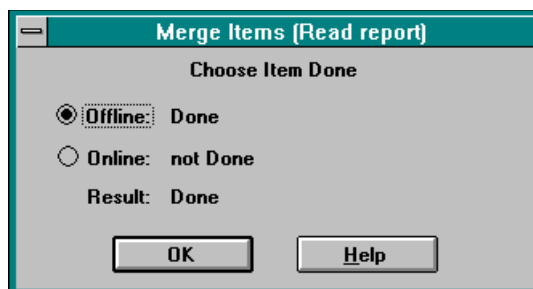
Choose Item Duration

☒ Offline: 1h00m

☐ Online: 0h30m

Result: 1h00m

OK Help

Task Duration Clash

Merge Items (Read report)

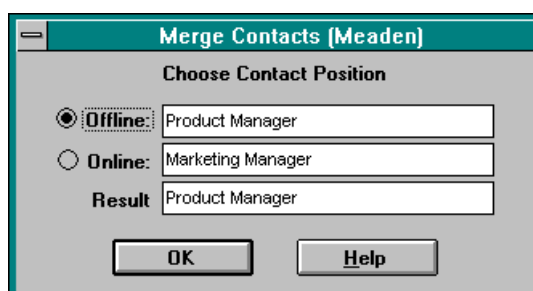
Choose Item Done

☒ Offline: Done

☐ Online: not Done

Result: Done

OK Help

Task Complete Clash

Merge Contacts (Meaden)

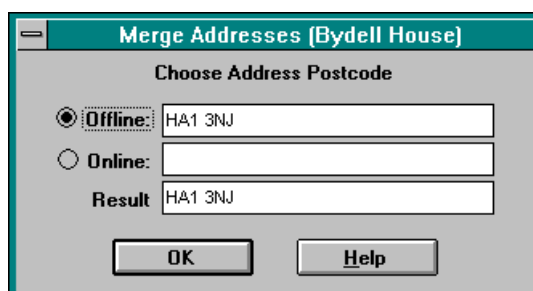
Choose Contact Position

☒ Offline: Product Manager

☐ Online: Marketing Manager

Result: Product Manager

OK Help

Contact Position Clash

Merge Addresses (Bydell House)

Choose Address Postcode

☒ Offline: HA1 3NJ

☐ Online:

Result: HA1 3NJ

OK Help

Company Postcode Clash