

#1S2+3K4 Importing existing groups into Applications Manager

Applications Manager is capable of importing both Program Manager's group files and .APP files created in earlier versions of **Applications Manager**. To merge another type of group file to a Network Group in **Applications Manager**, you must be in Administration mode. Personal Group files can be converted to Network Group files, but not vice versa.

To import an existing group file:

1. Follow the general procedure for adding new Network Groups.
2. Type the name of the existing group, including the path if necessary.

OR

Choose Browse to search for the files with either a .APP (Applications Manager), .GRP (Program Manager), or .DB (Workstation Menu Version 3) file extension. Choose OK in the Browse dialog box.

Shortcut: If you want to import multiple .APP, .GRP, or .DB files, you can use DOS wildcards to locate all the files of that type in the current directory. For example, typing *.GRP in the filename text box will import all the Program Manager groups in the directory to Applications Manager groups. If you experience a problem, enter the full path to the directory in the text box.

3. Choose OK again.

Applications Manager converts the specified group file(s) to new Applications Manager group files (.APP).

Note: When you import a .DB file to an Applications Manager .APP file, the new .APP cannot be read by the earlier versions of Applications Manager.

Related topics

[Adding a Network Group](#)

[Browsing files](#)

¹# PROC_MERGE_EXISTING_GROUPS_INTO_NM

²\$ Importing existing groups into Applications Manager

³+ netproc:400

⁴K Existing groups, importing into Applications Manager

#556+7K8 Adding a Subgroup

A subgroup is a group of items that can be contained in a network or personal group or in another subgroup. Subgroups further help you to organize your applications into logical units for convenient access by users. The network group “Marketing,” for example, might have subgroups named Presentations or Reports containing the applications used in those activities.

When you add a new subgroup, it is assigned to the currently selected group or subgroup, whether it is an open window or an icon. However, you cannot add subgroups to network groups. If you wish, you may create a series of subgroups, each “nested” in the higher level group or subgroup. You can create up to five nested subgroups. A subgroup’s contents and settings are saved in the parent group’s .APP file when you select the Save Workspace or Save Group As commands from the File menu. Likewise, when you delete a group or subgroup, the subgroups within these units are deleted.

To add a new subgroup:

1. Select New/Subgroup from the File menu.

The New Subgroup dialog box displays with the name of the currently selected group in the title bar. The subgroup will be located in this group.

2. Type the description of the new subgroup in the Description text box.

The description appears in the title bar of the subgroup window and below the subgroup’s icon. It’s best to keep the entry brief to prevent overlapping of titles on your workspace.

To select items quickly using the keyboard, you may designate a speed key for a subgroup by typing an ampersand (&) in front of the letter you want as a speed key. For example, &Excel will place an underline under the “E.” To include the ampersand character in the displayed name, type two ampersands (A&&L creates A&L).

3. If you wish to assign a password, check the Password box and type it in the text box.
4. If you wish to change the default icon for the subgroup, choose Change Icon. When you finish selecting an icon, choose OK.
5. To create subgroup-specific help, choose Edit Help. When you finish creating help, choose OK.
6. To assign access rights to a subgroup in a Network Group, choose the Rights button and follow the Assigning Rights procedure.
7. Choose OK again to add the new subgroup.

Related topics

Changing Icons

Assigning Rights

New Subgroup dialog box

⁵# PROC_ADD_SUBGROUP

⁶\$ Adding a Subgroup

⁷+ netproc:405

⁸ Subgroup, new

#9S10+11K12 Adding an item to a group or subgroup

An item is an element within a network or personal group or a subgroup that represents a program. It is represented by either an icon with a text label or by text alone, depending on the display chosen. Choosing an item's icon or text title starts the program associated with it.

You may add items to a group by using the File menu option or by moving or copying items from other groups open on your workspace. You can drag a file from File Manager into a group or subgroup to add a program item.

To add a program item to a group or subgroup:

1. With the group or subgroup to which you want to add an item selected, choose New/Item from the File menu.

The New Item dialog box displays with the name of the selected group in the title bar.

2. Type the description for the program item in the Description text box.

To select items quickly using the keyboard, you may designate a speed key for an item by typing an ampersand (&) in front of the letter you want as a speed key. For example, &Excel will place an underline under the "E." To include the ampersand character in the displayed name, type two ampersands (A&&L creates A&L).

3. Type the name of the program file to be executed by this item in the Command text box. You can type DOS environment variables in the Command text box. For example, if in DOS, you have SET WORDPATH=I:\WINAPPS\WORD6, then you can type %WORDPATH%\WINWORD.EXE to start Microsoft Word for Windows.

OR

Choose Browse to locate the filename from the lists of available network drives and directories and then choose OK.

4. Enter a path and directory name in the Change Directory text box. You can type environment variables in the Change Directory text box. For example, if, in DOS, you have SET WORDPATH=I:\WINAPPS\WORD6, then you can type %WORDPATH% to set the path to Microsoft Word for Windows.

By using the Change Directory text box, you can specify a different current directory—for example, the location of the files you use with that application.

5. If you wish to assign a password, check the Password box and type it in the text box.

A password consists of any displayable characters from 1 to 30 characters in length and are not case-sensitive. You will be prompted for a password each time you open the item.

6. To create item-specific help, choose Edit Help. When you finish creating help, choose OK.
7. Check the Run Minimized box if you want the application to load as an icon instead of an open window.
8. To assign access rights to an item in a Network Group or one of its subgroups, choose the Rights button. Choose OK when you finish assigning rights.
9. Choose OK.

Related topics

Browsing files

%# PROC_ADD_ITEM

¹⁰\$ Adding an item to a group or subgroup

¹¹+ netproc:410

¹² Item, new

Changing Icons

Assigning Rights

New Item dialog box

#13S14+15K16 Saving groups and your workspace

The Save Group As command saves any changes you have made to groups and their subgroups, and items. When you save new groups, subgroups or items to **Applications Manager** the information is saved in the .APP file created for each group. These are binary files that store data about groups and the elements they contain. The customized settings regulating how **Applications Manager** looks and the specific groups you have access to as a user are stored in your PERMENU.INI file. You may assign a file extension other than .APP. However, the filename (first 8 characters) must be unique. For example, you may **not** use both GROUP.APP and GROUP.XYZ.

The Save Workspace command saves both the workspace settings (current selections, options, window states, sizes and locations) and group information. (If the Save Workspace box in the Confirmation dialog box is checked on, you are asked to confirm you desire to proceed with the save operation.)

If Save Workspace on Exit is checked on the Options menu, the Save Workspace box, which appears when you exit **Applications Manager**, is on by default.

Because Save Workspace saves both the workspace and groups, the primary use for the Save Group As command is to save a .APP file to another location or to change its name. For example, if you copy a subgroup and then change the copy's properties, you would use Save Group As to rename it. To save a group to a new path and filename:

1. Choose Save Group As from the File menu. The Save Group As dialog box displays the current filename and path.
2. Enter the new filename. Include the path, using the list box if necessary.
You may specify the path in either a Server/Volume format or use a drive format (for example, F:\directory\filename.APP).
3. Choose Save.

Since the Save Group As command saves only the elements of a group, it is convenient for the Administrator to use it if he or she is making changes to a group and does not yet want to distribute those changes to network users. When ready to make the group available to users, the Administrator can use Save Workspace to save both group files as well as any changes to workspace settings.

Note: If you attempt to exit Administration mode after making unsaved changes, you are prompted to save group changes. Selecting "Yes" saves not only the groups but any changes to workspace settings as well.

Related topics

Save Workspace command

Save Workspace on Exit option

Save Group As dialog box

Confirmation dialog box

¹³# PROC_SAVING_GROUPS_AND_WS

¹⁴\$ Saving groups and your workspace

¹⁵+ netproc:415

¹⁶ Group, saving;Workspace, saving;Saving groups and workspace

#17\$18+19K20 **Changing group, subgroup, and item properties**

To change the properties of a group, subgroup, or item:

1. Select the icon of the group, subgroup or item for which you wish to change the properties.
2. Choose Properties from the File menu.

The Properties dialog box displays with the existing data about the group, subgroup, or item.

3. Enter your changes. The Change Icon, Edit Help and Browse buttons are available to change properties related to those commands.
4. Choose OK.

Mouse Shortcut: Pressing the right mouse button when the cursor is on a group, subgroup, or item opens the Properties dialog box.

Note: You can change the properties of Network Groups only if you are in Administration mode.

Related topics

Properties - Network Group dialog box

Properties - Personal Group dialog box

Properties - Subgroup dialog box

Properties - Item dialog box

¹⁷# PROC_CHANGE_PROPERTIES

¹⁸\$ Changing group, subgroup, and item properties

¹⁹+ netproc:420

²⁰ Properties

#21\$22+23K24 **Printing the Workspace**

You can use the File/Print Workspace command to print personal group information and the PERMENU.INI file to an ASCII text file. In Administration mode, you can use this command to print Network Groups, default menu settings, restrictions, and the NETMENU.INI file.

To print the workspace to an ASCII file:

1. Choose Print Workspace to File from the File menu.
The Print Options dialog box displays.
2. Check the INI Files box to include INI file information in the report. If you are running **Applications Manager** in Administration mode, you can check the Restrictions box to include menu defaults and restrictions.
3. Use the Group Selections box to select the Personal or Network Groups to include in the report.
4. In the Output File text box, enter the name of the ASCII file to which the report is to be “printed.” The default file extension is .RPT.

OR

Choose the Save As button and select the file from a list box.

5. Choose Save.

Related topics:

Print Options dialog box

²¹# PROC_PRINT_WS

²²\$ Printing the Workspace

²³+ netproc:425

²⁴ Workspace, printing