While You Were Out Index

The Index lists the Help topics available for While You Were Out. Use the scroll bar to see entries not currently visible in the Help window.

To learn how to use Help, press F1 or choose Using Help from the Help menu.

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While You Were Out Keys

Use the following keys in WYWO:

| Key(s) | Function |
|-----------|--|
| Alt+C | Return To <u>Create Mode</u> . (Read mode) |
| Alt+C | Clear <u>WYWO Sheet</u> . (Create mode) |
| Alt+D | Delete Messages (Read Mode) |
| Alt+H | WYWO Help. |
| Alt+N | Read New Messages. (Read Mode) |
| Alt+O | Read Old Messages. (Read Mode) |
| Alt+O | Options. (Create Mode) |
| Alt+R | Read Messages. |
| Alt+S | Send Messages.(Create mode) |
| Alt+S | Save Messages.(Read mode) |
| Alt+U | Select User.(Read mode) |
| Alt+X | Exit WYWO. |
| Delete | Delete Messages (Read Mode) |
| Page Down | Moves to the next message (Read Mode) |
| Page Up | Moves to the previous message (Read Mode) |
| | |

While You Were Out Mouse Functions

With the mouse, WYWO takes on added features. In addition to using the left mouse button for selecting functions and features of WYWO, the right mouse button can be use to invoke addition functions by using popup menus. These menus vary depending on where the right mouse button is clicked and whether you are in <u>Read mode</u> or <u>Create mode</u>.

Create Mode

In <u>Create mode</u>, clicking the right mouse button over the main <u>WYWO sheet</u> (not over a data entry field) will bring up a menu with all of the commands available with the side buttons with the exception of the <u>Exit</u> button. This gives you alternative access these functions. The menu contains the following items:

Help <u>Send</u> <u>Read</u> <u>Clear</u> Options

Read Mode

In <u>Read Mode</u>, clicking the right mouse button over a data field will give the user special commands. If the button is pressed over the To field, then a menu will appear containing the <u>Forward Message</u> command. If the button is pressed over any other data field, then a menu will appear containing the <u>Search</u> and <u>Edit</u> commands.

In <u>Read Mode</u>, clicking the right mouse button over the main <u>WYWO sheet</u> (not over a data field) will bring up a menu with the following commands available:

Help Create Print

Other commands will be available depending on what function the user is performing. If the user is not in the middle of another command, then the menu will contain the Delete command. If the user is currently editing a field then the menu will contain the Accept Changes and Cancel Edit commands If the user is currently searching a field then the menu will contain the Begin Search and Cancel Search commands If the user is currently forwarding a message then the menu will contain the Forward The Message and Cancel Forwarding commands

While You Were Out Commands

Commands

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While You Were Out Procedures

Procedures

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Create Mode Commands

Send

Sends the telephone message currently being created to the selected user or group.

Related Topics
<u>Sending Phone Messages</u>
<u>Selecting A User</u>
<u>Selecting A Message Type</u>
<u>Forwarding Phone Messages</u>

Read

Reads telephone messages for the currently selected user.

Related Topics Reading Phone Messages Selecting A User

Clear

Clears the current telephone message and resets the current date and time.

Related Topics Clearing the WYWO sheet

Options

Sets the current While You Were Out options.

Related Topics
Setting WYWO Options

Exit

Exits the While You Were Out display and minimizes the WYWO program.

Related Topics Exiting While You Were Out

Read Mode Commands

Old

Reads old messages that were previously stored.

Related Topics Reading Old Messages

New

Reads new messages.

Related Topics Reading New Messages

Create

Returns to <u>Create mode</u>

Related Topics Returning to Create Mode

User

Selects a user for reading messages.

Related Topics Select a user

Save

Saves a message to an ASCII text file, the clipboard, or the printer.

Related Topics
Saving a message
Printing a message

Exit Wywo

Exits the While You Were Out display and minimizes WYWO. Exit also saves any new messages and physically deletes any messages that were flagged to be deleted.

Related Topics Returning to Create Mode

Sending Phone Messages

To send a phone message:

- 1 Fill in all appropriate fields on the <u>WYWO sheet</u>.
- 2 Click on the Send button.

If no user has been selected to receive the phone message, the user list will drop down. Select a user or group and click on the Send button again.

If a <u>group</u> was selected instead of a user, then the message will be sent to every member of that <u>group</u>.

Related Topics
<u>Selecting A User</u>
<u>Selecting A Message Type</u>
<u>Forwarding Phone Messages</u>

Reading Phone Messages

To read Phone Messages:

- 1 While in <u>Create mode</u>, click on the Read button.
- 2 If no user is currently active, <u>select a user</u> whose messages are to be read.

Click on the message selector
Clicking on the right side will move forward through the messages while clicking on the left side will move backward through the messages. Messages can also be selected by moving the center slider bar. If the text in the Message field extends beyond the field boundaries you can use the slider next to the message field to scroll the contents of the Message field.

Related Topics
Reading New Phone Messages
Reading Old Phone Messages
Forwarding Phone Messages
Selecting A User
Using Read Passwords
Selecting A New Password
Returning to Create Mode

Reading Old Phone Messages

To read old phone messages:

1 While <u>reading new phone message</u>, click on the Old button. The Old button will only be enabled if there are old message to be read.

Related Topics Reading New Phone Messages Reading Phone Messages Forwarding Phone Messages

Reading New Phone Messages

To read new phone messages:1 While <u>reading old phone message</u>, click on the New button. The New button will only be enabled if there are old message to be read.

Related Topics Reading Old Phone Messages Reading Phone Messages Forwarding Phone Messages

Forwarding Phone Messages

To forward a phone message:

- 1 Enter <u>Read mode</u> to view new or old messages.
- 2 With the right mouse button, click on the To field.
- 3. Select the "Forward Message" menu item.
- 4. <u>Select the user</u> or group for forwarding the same way you would to <u>send a message</u>
- 5. Press the Enter Key or click the right mouse button over the main part of the <u>WYWO</u> sheet or over the To field to bring up a menu and select the "Forward the Message" menu item. To cancel message forwarding, select the "Cancel Forward" menu item.

Related Topics
<u>Selecting A User</u>
<u>Sending A Message</u>

Searching Old Phone Messages

To search old phone messages:

- 1 Enter Read mode to read old messages.
- 2 With the right mouse button, click on the field to be searched (any field except the To field).
- 3. Select the "Search" menu item.
- 4. Enter the text to be searched.
- 5. Press the Enter Key or click the right mouse button over the main part of the <u>WYWO sheet</u> or over the search field to bring up a menu and select the "Begin Search" menu item. To cancel searching, select the "Cancel Search" menu item.

The results of the search will be reflected by the number of messages that matched the search text, for example "1 of 3". You may then continue to narrow the search based on these results or return to your original list of old messages by clicking on the Old button.

Related Topics
Reading Phone Messages
Reading Old Phone Messages

Editing Phone Messages

To edit phone messages:

- 1 Enter Read mode to read messages.
- 2 With the right mouse button, click on the field to be edited (any field except the To field).
- 3. Select the "Edit" menu item.
- 4. Edit the selected field.
- 5. Press the Enter Key or click the right mouse button over the main part of the <u>WYWO</u> sheet or over the edit field to bring up a menu and select the "Accept Changes" menu item. To cancel editing a field, select the "Cancel Edit" menu item.
- 6. When you want the changes you have made to be saved permanently, click with the right mouse button over the main part of the <u>WYWO sheet</u> to bring up a menu and select the "Save Changes" menu item.

Related Topics
Reading Phone Messages
Reading Old Phone Messages

Selecting A Message Type

- To select a message type:

 1 Click on the down arrow in the message type field to reveal the message types.

 2 Click on the desired message type. Use the scroll bar and up and down arrows to display message types that are not currently visible.

Related Topics Sending Phone Messages

Selecting A User

To select a user:

- 1 Click on the down arrow in the To field to reveal the user names and <u>group</u> names. <u>Group</u> names are similar to user names except they are surrounded by brackets. Selecting a <u>group</u> name in effect selects all users belonging to that <u>group</u>.
- 2 Click on the desired user or group name. Use the scroll bar and up and down arrows to display other user or group names that are not currently visible.

Related Topics
Reading Phone Messages
Sending Phone Messages
Forwarding Phone Messages

Clearing The WYWO Sheet

To clear the WYWO sheet:

1 Click on the Clear button while in <u>Create mode</u>.

Using A Read Password

To use a read password:

- 1 If no read password has been established, then <u>select a new read password</u>
- 2 Enter your pre-selected read password in the Password field and click on the OK button.

If a read password has been pre-selected then the password must be entered in order to read any messages for the specified user.

Related Topics
Reading Phone Messages
Selecting A User
Selecting A New Read Passwords

Selecting A New Read Password

To select a new read password:

- 1 After <u>selecting a user</u>, and <u>entering a read password</u> click on the New button.
- 2 Enter a new read password and click on the OK button.

Related Topics
Reading Phone Messages
Selecting A User
Using Read Passwords

Returning To Create Mode

To return to Create mode:

1 Click on the Create button while in <u>Read mode</u> or click with the right mouse button on the background of the message to popup a menu and select the "Create" menu item.

Returning to <u>Create mode</u> will save all new messages and physically delete those message that were flagged to be deleted.

Related Topics Reading Phone Messages

Saving A Message

Saving a message involves saving it to one of three devices...a text file, the clipboard, or the printer.

To save a message:

- While <u>reading a phone message</u>, click on the Save button.
 A device menu will pop up indicating on which device the message is to be saved. Select the desired device from the menu.

Related Topics Saving messages to a text file Saving messages to the clipboard Printing a message

Saving A Message To A Text File

To save a message to a text file:

- 1 While <u>reading a phone message</u>, click on the Save button.
- 2 A device menu will pop up indicating on which device the message is to be saved. Select **To File** from the menu.
- 3 Enter the desired filename for the text file.

Related Topics
<u>Saving a message</u>
<u>Saving messages to the clipboard</u>
<u>Printing a message</u>

Saving A Message To The Clipboard

To save a message to the clipboard:

- 1 While <u>reading a phone message</u>, click on the Save button.
- 2 A device menu will pop up indicating on which device the message is to be saved. Select **To Clipboard** from the menu.

Related Topics
Saving messages to a text file
Saving a message
Printing a message

Printing A Message

To print a message:

- 1 While <u>reading a phone message</u>, click on the Save button.
- 2 A device menu will pop up indicating on which device the message is to be saved. Select **To Printer** from the menu.

You may also use the right mouse button to popup a menu and select the "Print" menu item.

You will then see a popup menu with up to three of the four possible menu items displayed. Click on the desired menu item.

Print Current Message
Print New Messages
Print Old Messages
Print Searched Messages

Related Topics
Saving messages to a text file
Saving messages to the clipboard
Saving a message

Printing The Current Message

- To print the current message:
 1 Click on the Print Current Message menu item from the print popup menu.
- 2 Select the print device from the Printer list.
- 3 Select the font for the message data.
- 4 Click on the Print button.

Related Topics Printing New Messages Printing Old Messages **Printing Searched Messages**

Printing New Messages

To print new messages:

- 1 Click on the **Print New Messages** menu item from the print popup menu.
- 2 Select the print device from the Printer list.
- 3 Select the font for the message data.
- 4 The starting and ending new message numbers will be displayed. If you do not wish to print all new messages, enter the starting and ending message numbers to print.
- 5 Click on the Print button.

Related Topics
Printing The Current Message
Printing Old Messages
Printing Searched Messages

Printing Old Messages

To print old messages:

- 1 Click on the **Print Old Messages** menu item from the print popup menu.
- 2 Select the print device from the Printer list.
- 3 Select the font for the message data.
- 4 The starting and ending old message numbers will be displayed. If you do not wish to print all old messages, enter the starting and ending message numbers to print.
- 5 Click on the Print button.

Related Topics
Printing The Current Message
Printing New Messages
Printing Searched Messages

Printing Searched Messages

To print searched messages:

- 1 Perform a <u>search on old messages</u>
- 2 Click on the **Print Searched Messages** menu item from the print popup menu.
- 3 Select the print device from the Printer list.
- 4 Select the font for the message data.
- 5 The starting and ending searched message numbers will be displayed. If you do not wish to print all searched messages, enter the starting and ending message numbers to print.
- 6 Click on the Print button.

Related Topics
Printing The Current Message
Printing New Messages
Printing Old Messages

Deleting A Message

To Delete a message:

1 Click on the Delete checkbox or press the Delete key while reading either new or old messages.

You may also use the right mouse button to popup a menu and select the "Delete" menu item.

The message will be flagged for deletion and will be deleted when $\underline{\text{exiting WYWO}}$ or $\underline{\text{returning to Create mode}}$

Related Topics Reading Phone Messages

WYWO Options

The WYWO Options are available by clicking on the Options button in **Create Mode**.

Options available in WYWO:

Defaul User
Defaul Group
Caller Lookup Access
New Message Notification
Caller Lookup
Log Messages Sent
Save Messages With Headings

For any of the options to take effect, click on the Save button or click on Cancel to ignore any options changes.

WYWO Options - Default User

The WYWO Default User option will set the default user that WYWO will use when run without passing a name on the command line when WYWO is executed.

To select the WYWO Default User:

- 1 Click on the down arrow in the Default User field of the Options screen to reveal the user names.
- 2 Click on the desired user name. Use the scroll bar and up and down arrows to display other user names that are not currently visible.

WYWO Options - Default Group

The WYWO Default <u>Group</u> option will set the default <u>group</u> that WYWO will use when displaying available users for sending messages. It is particularly helpful if you have many users and only actually send messages to a small list of those users. If a <u>group</u> other than Everyone is selected, then only those users belonging to that <u>group</u> will be visible when sending messages.

To select the WYWO Default Group:

- 1 Click on the down arrow in the Default <u>Group</u> field of the Options screen to reveal the <u>group</u> names.
- 2 Click on the desired group name. Use the scroll bar and up and down arrows to display other group names that are not currently visible.

WYWO Options - Caller Lookup Access

The WYWO **Caller Lookup Access** option will determine which users will gain access to the caller lookup information for the default user when they have the <u>Caller Lookup Option</u> enabled. If the **Caller Lookup Access** refers to a <u>group</u>, then all users who are members of that group will have access to the caller lookup information, otherwise only the selected user will have access to the information.

To select the WYWO Caller Lookup Access user or group:

- 1 Click on the down arrow in the **Caller Lookup Access** field of the Options screen to reveal the names.
- 2 Click on the desired user or <u>group</u> name. Use the scroll bar and up and down arrows to display other user or <u>group</u> names that are not currently visible.

Related Topics
Caller Lookup Option

WYWO Options - New Message Notification

The New Message Notification option will alter the number of seconds that WYWO will wait before checking for new messages for the default user. This value can be any number between 0 and 3600 where 0 represents disabling of the new message alarm feature. The default alarm time is 30 seconds. There is also the ability to force the user to respond immediately to a new message notification before any other programs can be run in the system.

To select the New Message Notification Time:

1 Enter the number of seconds to wait between new message checks (0-3600).

Immediate Response Required

The **Immediate Response Requred** option will force the user to answer the new message notification message box before returning to any other program running in the system. This can have the effect of having the message box appear even if a screen saver is running. This option will be in effect if the checkbox is selected.

Always On Top

The **Always On Top** option will cause the new message notification message box to appear on top of all other windows in the system even when another window is selected as the active window. This option will be in effect if the checkbox is selected.

WYWO Options - Caller Lookup

The **Caller Lookup** option will alter the way data is entered for specific users. When a user reads his/her new messages, the caller's name, company and phone number are stored for future reference when entering new messages. If **Caller Lookup** is enabled, then when entering the name of the caller in the **From** field, frequent caller data will be retrieved as the name is being entered filling out the rest of the caller's name, the caller's company, and the caller's phone number to reduce the time of entering information for frequent callers.

The Caller Lookup option is enabled if this option is checked.

Related Topics
Caller Lookup Access Option

WYWO Options - Log Messages Sent

The **Log Messages Sent** option will log every message that is sent to a file called WYWO.LOG in the users Windows directory. The messages are logged as ASCII text similar to the <u>Save Messages To A Text File</u> feature separated by a message divider line. By enabling message logging, an audit trail of messages can be kept for future reference.

Messages will be logged if this option is checked.

WYWO Options - Save Messages With Headings

The **Save Messages With Headings** option will alter the way the Save function writes out data. If messages are saved with headings, the message written out resembles the <u>WYWO sheet</u> with the field names and spacing in place. Without headings just the data itself from each field of the <u>WYWO sheet</u> is written out on separate lines.

Messages are saved with headings if this option is checked.

Exiting While You Were Out

To Exit the While You Were Out program:1 Select the Close item on the WYWO System Menu or double-click on the WYWO closer box.

Group

A group is list of WYWO users. the **Everyone** group contains all users in WYWO and is the default group. A user can be a member in any number of groups.

WYWO Sheet

The WYWO sheet is the main WYWO screen containing all of the data fields. For example the To, From, and Message fields.

Create Mode

Create Mode is the WYWO mode where a telephone message is created with the intent of sending to another user or group.

Read Mode

Read Mode is the WYWO mode where new and old messages can be read, printed, searched, edited, and deleted.

Send

Sends the current message to the selected user or group. If no current user or group is selected the user list will drop down.

See Also<u>Sending Phone Messages</u>

Read

Reads new or old messages for the currently selected user.

See AlsoReading Phone Messages

New

Switches the reading mode to read new messages if they exist.

See Also

Reading New Phone Messages

Old

Switches the reading mode to read old messages if they exist.

See AlsoReading Old Phone Messages

Clear

Clears all of the input fields while creating a new message.

See Also Clearing the WYWO sheet

Create

Exits Read Mode and returns WYWO to Create Mode

Note:

If new messages were being read they will be saved as old messages and any messages marked for deletion will at this point be removed.

See Also

Returning to Create Mode

User

Allows you to read messages for users other than just the default user. While selecting another user you can also change your user password.

See Also

Selecting A User

Save

Saves a message to one of three devices...a text file, the clipboard, or the printer.

See Also

Saving a message

Save To File

Saves a message being read to a text file.

See Also<u>Saving messages to a text file</u>

Save To Clipboard

Saves a message being read to the clipboard.

See Also

Saving messages to the clipboard

Save To Printer

Saves a message being read to the printer.

See AlsoPrinting a message

Delete

Delete flags a new or old message for deletion. The **Delete** checkbox is enabled when a message has been flagged for deletion.

Note:

New or old messages that are flagged for deletion are not physically deleted until the user exits <u>Read Mode</u> by either selecting the **Exit** button or the **Create** button.

See Also

Deleting a message

Message Selector

Allows you to scroll through the new and old messages.

To selct a new message to read:

Click on the right arrow to read the next message or click on the left arrow to read the previous message. The scrollbar can also be used to move quickly between all of the messages which are displayed as the scrollbar is moved. The messages can also be selected by using the **Page Down** key to read the next message or the **Page Up** key to read the previous message.

See Also

Reading Phone Messages

Message Field Scrollbar

Use the **Message Field Scrollbar** to scroll the message field when the message contains more text than can be currently displayed in the message field.

Options

Allows the options for WYWO to be set including the default user, default group, message notification time, caller lookup, message logging, and message saving options.

See Also<u>Setting WYWO Options</u>

Exit

Returns WYWO to it's iconic form.

Note:

If new messages were being read they will be saved as old messages and any messages marked for deletion will at this point be removed.

WYWO To Field

The **To** field is where the user or group is selected for sending a message.

To select a user or group:

Click on the down arrow and select a user or user group for which the message is to be sent. A user group is identified by brackets around it's name (for example, [Marketing]). If a group is selected the message will be sent to every user who is a member of that group when the sending a message

WYWO From Field

The **From** field should contain the name of the person who is calling or is leaving the message.

WYWO Of Field

The ${\bf Of}$ field should contain the name of the company of the person who is calling or is leaving the message.

WYWO Phone Field

The **Phone** field should contain the phone number of the person who is calling or is leaving the message.

WYWO Message Type Field

The **Message Type** field is where the type of message is selected.

This message can be one of the seven standard message types that follow:

Telephoned
Called To See You
Wants To See You
Please Call
Will Call Again
Urgent
Returned Your Call

or it can be one of the user defined message types that are created by the system administrator using the WSETUP program.

WYWO Message Field

The **To** field is where the user or group is selected for sending a message.

WYWO Operator Field

The **Operator** field should contain the name of the person who is taking the message. By default, this field will contain the name of the default user.

<Username>, You have <count> new message(s)

The user <Username> has <count> new message(s) that have not been read yet.

To read the new messages:

Select the Read button.

If you do not wish to read the new messages right away and select the Cancel button, WYWO will remind you that you have not read your new messages by either blinking the title bar of the WYWO window or by flashing the WYWO icon if it is minimized. The icon will also identify the current number of new messages that have not been read yet.

WYWO DDE Interface

While You Were Out has a DDE interface that allows you to control it's function from another application. The DDE interface to WYWO consists of a command-string interface and data request and poke functions.

To use any of WYWO's DDE command or data interface, an application must first initiate a conversation with the WYWO. The application and topic names used for the DDE conversation and both WYWO. Once a conversation has been initiated, applications can then send DDE Execute, Request, and Poke commands. Once the conversation has completed, the application should then terminate the conversation with WYWO.

WYWO's DDE interface is divided into three main features:

Requesting Data
Poking Data
Executing Commands
DDE Examples

Requesting Data through DDE

Data can be obtained from WYWO using the DDE Request function from an application. All data requested is returned in TEXT format. The application requests data by using the following item names:

NewCountReturns the number of new messages for the current userOldCountReturns the number of old messages for the current userSearchCountReturns the number of messages resulting from last Search

operation.

Users Returns a list of users in the default user group with one

username per line.

DefaultUser Returns the default user that was set by the WYWO options

screen.

CurrentUser Returns the current user for which messages are being read

(read mode) or the default user(create mode).

Returns the data in the *To* field (read mode) То Date Returns the data in the *Date* field (read mode) Returns the data in the *Time* field (read mode) Time From Returns the data in the *From* field (read mode) Of Returns the data in the *Of* field (read mode) Returns the data in the *Phone* field (read mode) Phone Returns the data in the *Type* field (read mode) Type Returns the data in the *Message* field (read mode) Message Operator Returns the data in the *Operator* field (read mode)

Poking Data through DDE

Data in the WYWO sheet can be filled or set using the DDE Poke function from an application. The application pokes data by using the following item names:

To Sets data in the WYWO To field.
From Sets data in the WYWO From field.
Of Sets data in the WYWO Of field.
Phone Sets data in the WYWO Phone field.
Type Sets data in the WYWO Type field.
Message Sets data in the WYWO Message field.
Sets data in the WYWO Operator field.

Executing Commands Through DDE

WYWO's DDE command interface can be used by an application to control WYWO. A command string consists of one or more commands with each command contained in square brackets. If commands have parameters, they are contained within parentheses and are separated by commas. The following is a list of DDE commands:

Send

Sends the current message to the selected user.

Create

Exits Read mode and returns to Create mode

Clear

Clears the current message in Create Mode

Exit

Iconizes the WYWO screen and saves new message if in Read mode.

Read(New,num{,user{,password}})

Reads a new message for a specific user where *num* represents the new message number to be read. The optional *user* parameter lets a user other than the default user be selected and if necessary the optional *password* parameter may be needed if the specified user has a password.

Read(Old,num{,user{,password}})

Reads an old message for a specific user where *num* represents the old message number to be read. The optional *user* parameter lets a user other than the default user be selected and if necessary the optional *password* parameter may be needed if the specified user has a password.

Read(Search, num)

Reads an old message for a specific user where *num* represents the old message number to be read.

Search(Field, Text{, user{, password}})

Searches for an old message for a specific user where *Text* represents the text to search for and *Field* represents the field in the WYWO sheet to use for the search. The optional *user* parameter lets a user other than the default user be selected and if necessary the optional *password* parameter may be needed if the specified user has a password.

DDE Examples

An example of sending a message:

Channel = Initiate("WYWO","WYWO")

Execute(Channel,[Clear])

Poke(Channel,To,Joe Smith)

Poke(Channel,From,Pete Jones)

Poke(Channel,Type,Please Call)

Poke(Channel,Message,This is how to send a message using DDE!!!)

Execute(Channel,[Send])

Execute(Channel,[Exit])

Terminate(Channel)

An example of reading a new message:

An example of looking up a phone number: