

To start Organiser from the Start Menu

- 1 Click the Start button, and then point to Programs.
- 2 Point to the INTRAnet Jazz Suite folder and click Organiser.


 [Related Topics](#)

To start Organiser from the command line

- 1 Click the Start button, and then click Run.
- 2 Use the Browse button to find the location of the Organiser program (`jsborg.exe`) and click OK.

Tip


- Add the name of a configuration file (`.zzb`) to the end of the command in the Open box to open the bookmark configuration file on startup of Organiser. You will need to include the full path of the configuration file if it is not located in the same directory as the Organiser program.

 [Related Topics](#)

To exit from Organiser

- ▶ Click the File Menu and click Exit.

Tip

- Click the close  button in the top right corner of the Organiser window for an alternative way to close Organiser.

To add a PC-based application to the Hotlist

- 1 Click Hotlist and click the Bookmarks menu. Click Insert Bookmark.
- 2 Type the name of the bookmark in the Name box. This name will be displayed in the hotlist.
- 3 In the Location box, type:
`file://file name`
where *file name* is the full path and file name of the program to be run.
- 4 Click OK to add the bookmark to the hotlist.

Tips

- You can click the Browse button to locate the local application as an alternative to step 3.
- The URL for the bookmark can be viewed from the hotlist by resting the mouse pointer on the bookmark for a few seconds.

 [Related Topics](#)

To add a remote application to the Hotlist

To be able to run a remote application from Organiser, you must have the following configuration files prepared:


- a script file (.zss) containing the remote application to be started
- a connection file (.zzt) containing the remote system details and the name of the above script file

Refer to the INTRANet Jazz terminal emulator Help on how to do this. When the configuration files have been created, the Hotlist can be configured as follows:

- 1 Click Hotlist and click the Bookmarks menu. Click Insert Bookmark.
- 2 Type the name of the bookmark in the Name box. This name will be displayed in the hotlist.
- 3 In the Location box, type:
`file://file name`
where *file name* is the full path and file name of the zzt configuration file to be loaded by an INTRANet Jazz terminal emulator.
- 4 Click OK to add the bookmark to the hotlist.

Tips

- You can click the Browse button to locate the zzt configuration file as an alternative to step 3.
- The URL for the bookmark can be viewed from the hotlist by resting the mouse pointer on the bookmark for a few seconds.

 [Related Topics](#)


To launch a bookmark item

- ▶ Double click the bookmark to launch its associated application.

Tips

- You can click the bookmark to be launched and click Open from the Bookmarks menu.
- The URL for the bookmark can be viewed from the hotlist by resting the mouse pointer on the bookmark for a few seconds.

To close an application

- ▶ Click the close  button in the top right corner of the application window.

Tip

- Click the application icon in the top left corner of the application window and click Close from the Window menu for an alternative way to close the application.

To add a terminal emulator to Organiser's hotlist

- 1 Click Hotlist and click the Bookmarks menu. Click Insert Bookmark.
- 2 Type the name of the bookmark in the Name box. This name will be displayed in the hotlist.
- 3 In the Location box, type:
`telnet://remote system name`
where *remote system name* is the name of a known remote system.
- 4 Click OK to add the bookmark to the hotlist.

Tip

- The URL for the bookmark can be viewed from the hotlist by resting the mouse pointer on the bookmark for a few seconds.

 Related Topics

To add File Transfer to Organiser's hotlist

- 1 Click Hotlist and click the Bookmarks menu. Click Insert Bookmark.
- 2 Type the name of the bookmark in the Name box. This name will be displayed in the hotlist.
- 3 In the Location box, type:
`ftp://remote system name`
where *remote system name* is the name of a known remote system.
- 4 Click OK to add the bookmark to the hotlist.

Tip

- The URL for the bookmark can be viewed from the hotlist by resting the mouse pointer on the bookmark for a few seconds.

 [Related Topics](#)

To add a web address to the Hotlist

- 1 Click Hotlist and click the Bookmarks menu. Click Insert Bookmark.
- 2 Type the name of the bookmark in the Name box. This name will be displayed in the hotlist.
- 3 In the Location box, type:
`http://web site address`
where *web site address* is the name of a web site to be loaded by the browser.
- 4 Click OK to add the bookmark to the hotlist.

Tip

- The URL for the bookmark can be viewed from the hotlist by resting the mouse pointer on the bookmark for a few seconds.

▶ [Related Topics](#)

To manage bookmarks in a folder

You can group associated bookmarks into folders to help you organise your tasks.

- 1 Click Hotlist and click the Bookmarks menu. Click Insert Folder.
- 2 Type the name of the folder in the Name box.

Tips

- ▶ To add a bookmark to a folder, click the folder to select it and then add the bookmark.
- ▶ You can use drag and drop to move or copy a bookmark to a folder.
- ▶ [Related Topics](#)

To delete a bookmark

- 1 Click the bookmark to be deleted.
- 2 On the Bookmark menu, click Delete.

Tip

- ▶ You can right click the bookmark and use the shortcut menu to select the Delete command.

To automatically save bookmarks when closing Organiser

- 1 Click the Options menu and click Preferences.
- 2 Check the Automatic Bookmarks item.

Tips

- ▶ The bookmark details will be saved in a file with the extension `.zzb`.
- ▶ Your saved bookmarks will be automatically loaded next time Organiser is started.
- ▶ Bookmarks may also be saved within an Organiser session, using the Save command from the File menu.

To add an item to the Briefcase

- 1 Click Briefcase and click the Bookmarks menu. Click Insert Bookmark.
- 2 Type the name of the bookmark in the Name box. This name will be displayed in the hotlist.
- 3 In the Location box, type the URL for the remote file or web page to be added to the Briefcase.
- 4 Click OK to add the bookmark to the Briefcase.

Tip

- ▶ After adding an item to the Briefcase, a red cross will appear indicating that the local copy of the file needs updating.
- ▶ [Related Topics](#)

To update a Briefcase item

- 1 Click the Briefcase item to be updated.
- 2 Click the Bookmarks menu and click Update.

Tips

- ▶ When a bookmark displays a red cross, Organiser is indicating that the bookmark needs updating.
- ▶ You can right click the item and use the [shortcut menu](#) to select the Update command.
- ▶ [Related Topics](#)

To specify when to update a Briefcase item

- 1 Click the Options menu and click Briefcase.
- 2 Check Update New Briefcase Item to automatically retrieve the latest copy of an item when it is first added to the Briefcase.
- 3 Click one of the options to specify the interval in which the Briefcase items should be updated if necessary.

Tip

▶ You will be notified when a Briefcase item requires updating.

▶ [Related Topics](#)

To specify the location of the Briefcase

- 1 Click the Options menu and click Briefcase.
- 2 Click the Browse button and select the new Briefcase directory.

To copy a bookmark to another folder

- 1 Click the bookmark to be copied.
- 2 Click the Bookmark menu and click Copy.
- 3 Click the folder to copy the bookmark to.
- 4 Click the Bookmark menu and click Paste.

Tips

- ▶ You can right click the bookmark and use the [shortcut menu](#) to select the Copy command.
- ▶ You can right click the folder and use the [shortcut menu](#) to select the Paste command.
- ▶ You can also use [drag and drop](#) to copy bookmarks. Press the CTRL key whilst dragging the bookmark to copy it to the destination.
- ▶ [Related Topics](#)

To move a bookmark to another folder

- 1 Click the bookmark to be moved.
- 2 Click the Bookmark menu and click Move.
- 3 Click the folder to move the bookmark to.
- 4 Click the Bookmark menu and click Paste.

Tips

- ▶ You can right click the bookmark and use the [shortcut menu](#) to select the Move command.
- ▶ You can right click the folder and use the [shortcut menu](#) to select the Paste command.
- ▶ You can also use [drag and drop](#) to move bookmarks.
- ▶ [Related Topics](#)

To specify the application window mode

- 1 Click the Options menu and click Preferences.
- 2 Select the default Window Mode to be used when applications are started by Organiser.

Tips

- ▶ If Single Window or Multiple Window modes are used, you can override the default for individual applications by checking Launch Independently when adding a bookmark.
- ▶ Each type of URL can be run in a single window by checking the Single Window option for URLs in the Preferences dialog box.

What is Organiser?

Organiser is a flexible all-in-one interface which provides users with a choice on how to access applications and information.

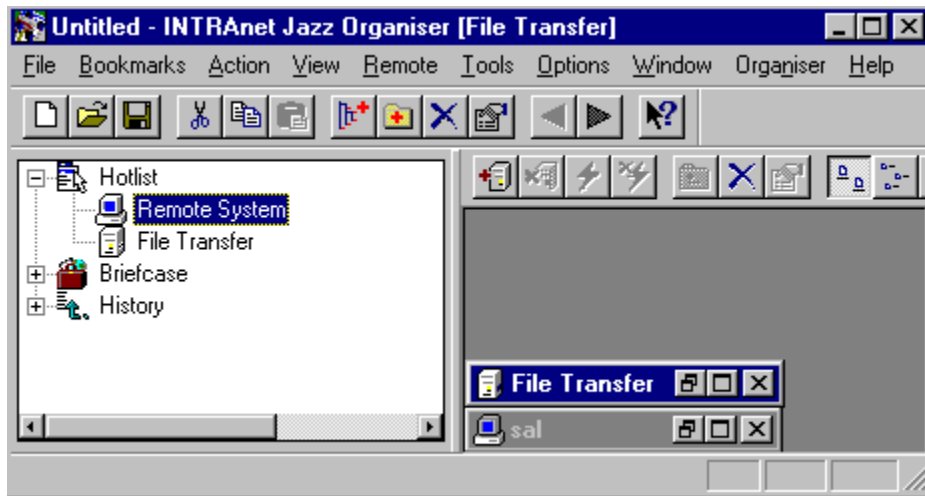
Intranet applications may be displayed in a single window providing a unique integrated workspace or executed individually in a multi-window environment.


Whichever interface is selected, there are no compromises in functionality. Organiser supports flexible folder management and ensures fast access to all services and resources via:

- ▶ a configurable Hotlist with "bookmarks" to local and remote resources
- ▶ a history list to quickly backtrack to recently accessed information
- ▶ a web Briefcase to create local copies of remote information for mobile computing

Parts of the Organiser's window

Click on the image below to identify the different parts of Organiser.



Title Bar contains the window title, minimise , maximise
▶ and close
▶ window buttons.

Toolbar contains buttons that give you quick mouse access to commonly used commands in Organiser's menus.

Status Bar displays helpful information and messages while you are using Organiser.

Menu Bar contains Organiser menu commands.

Hotlist contains bookmarks that start applications.

Briefcase contains local copies of remote files.

History contains a list of resources which have been previously accessed within Organiser.

Jazz Bar shows all Organiser's bookmark lists.

Applications currently running in Organiser.

The currently active application's menu bar.

Bookmarks that have been added to Organiser to run applications.

