

User's Manual

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1) OVERVIEW

OfficeView is a program that shows the whereabouts of employees at the glance of a screen. Easy to use and install, it will prove useful in any office where people are coming and going during the day. The reception desk can respond quickly without having to make phone calls or searching for available employees.

A messaging system allows users to communicate. For example, a receptionist may send telephone messages to employees. An Additional Information screen is available for each employee.

OfficeView has an easy to read display board. Employees that sign in are highlighted in green (in and available) or in purple (at work, but unavailable). A simple click of the mouse can change someone's status. Comments may be added in the adjacent remarks field. Users may choose a remark from a list of standard remarks describing the employees status, e.g., on vacation until <date>, in a meeting, etc., or they may type a customized remark. Smart keys for times, dates or customized prompts can assist you in generating remarks.

In the 1000-names version, the employee names are grouped into organizational units, e.g., divisions.

Optional helpful pop-up hints (yellow background) guide the user. More detailed help is also available from the Help menu.

OfficeView may be used on a single computer at a reception desk or on a network, in which case the employees themselves would make the entries. The program is available in three sizes which will accommodate up to 10, 30 or 1000 names.

A five-names trial version is available for the 10 or 30-names programs. The trial version for the 1000-names program enables three names in three groups to operate. You must register your program to increase the number of names.

2) STEP BY STEP FOR USERS

Mouse actions refer to the left mouse button only.

Easy Access to Hidden OfficeView Screen

If the application you are working in covers the OfficeView screen, you can quickly flip to it by holding down the Alt key and tapping the Tab key until the OfficeView icon is selected. Release the Alt key to pop up the OfficeView screen. Repeat the same procedure to return to your original application.

Signing In

To sign in, click in the remarks field beside your name and choose **IN** from the pop-up list. The adjacent remarks field will indicate **IN** and the background will change to a green color.

You will probably find it useful to have the program automatically start up when you turn on your computer. That is, the program would be included in the Startup group of your computer. The program would then automatically indicate **IN** beside your name.

After signing in, if you do not wish to be disturbed, click on the remarks field beside your name and select **In But Unavailable** from the pop-up list. This remark will appear beside your name and the background will turn purple.

If an **IN** remark remains unchanged for over twelve hours, the employee is assumed to have left without signing out. The computer will automatically change the **IN** remark to “?” to express this ambiguity.

Signing Out

To sign out, click on the remarks field adjacent to your name. A pop-up list will appear. Click on the appropriate comment to assign it to the remarks field.

Some of the remarks contain “smart” fields which are identified inside {} or <> brackets. Remarks with the word “time” in uppercase or lowercase inside {} brackets automatically insert the current time in the remark. Prompts appear inside <> brackets. Choosing a remark containing a prompt opens a window that will ask for information, such as a future date or time.

If the remark you wish to insert is not available in the list, then you may enter a customized remark. Click on <Custom Remark> and type your remark. <Custom Remark> is a temporary remark. If you wish to insert a permanent remark to the master list of remarks, use **Add**. Remarks on the list may also be added and deleted using the procedure outlined in ***Modifying Master List of Remarks***.

Choosing a sign-out remark turns off the highlight in your remarks field.

If you choose **Sign Out on Exit** in the **Options** menu, then whenever you turn off your computer when your remark is indicating **IN**, the remarks field will automatically change to

OUT. The absence of a tick mark in front of this item indicates that this feature is turned off. Clicking on **Sign Out on Exit** toggles this feature on and off.

Changing Remarks on the Board

To change a remark, use the same procedure described in **Signing In** or **Signing Out**. More detailed remarks can be inserted in the Additional Information screen.

Sending Messages

To send a message, click on the name of the person to whom you wish to send a message. From the pop-up menu, select **Send Message**. This action opens a dialogue box where you may type your message. All the standard Windows editing features apply. If a phone message is to be sent, press on **Phone Msg** and type replies to the prompts for the name and number. Press **Send** to send the message and exit or press **Cancel** to delete the message and exit.

Reading Messages

A blue flashing background on your name indicates a new message has been received. To read your message, click on your name. From the pop-up menu, select **Read Message**. This opens a dialogue box which displays a message as well as the date and time it was sent and the author. You may click on the **Erase** button to delete the message or click on **Next** to view the next message. Messages which have not been read are colored green for the first viewing. They will be colored black for any subsequent viewings. Clicking on **Erase** will remove the message from the queue and bring up the next message. Clicking on **Erase All** will erase all the messages in the queue. Clicking on **Close** will exit you from the window. Upon exiting the window, the background on your name will no longer flash if you have read all your messages.

Enlarging or Reducing the OfficeView Screen

The OfficeView screen may be enlarged or reduced in steps of 60%. The screen can be blown up so that it is visible from a distance. To resize the screen, click on Options/Shrink Screen or Options/Expand Screen. You may find it more convenient to use F4 to shrink or F5 to expand.

Receiving a Message (Pop-up OfficeView)

If a new message is received when OfficeView is hidden by another program window or is in an icon state, it will pop-up in its normal size in front of all other windows. The background of your name will flash and the Title Bar will blink "MESSAGE". If you wish to continue your work, then minimize OfficeView. If you wish to read your message, click on **Options/Read** (or short-cut **Ctl R**).

If you choose to minimize OfficeView without reading your message, the text on the icon will blink "MESSAGE" to remind you that a new message was received.

Updating the Additional Information Window

To update the Additional Information window, click on your name and **Information**. Add any desired information, e.g., telephone numbers, etc. This screen can be viewed by any users.

Password Access

A password system is available to control access to change some information. Specifically, this refers to using the following commands: **Add Name, Remove Name, My Name, Add New Group, Rename Group, Delete Group** and to changing information in other employees' Information windows.

Most users operate in User Mode which prevents them from accidentally adding or removing names, etc. . Administrative mode permits access to use all commands. To operate in Administrative Mode, the Administrator(s) need only click on **File/Admin Mode** and enter the password. To disable Administrative Mode, click on **File/User Mode**. The unregistered OfficeView defaults to Administrative Mode, permitting you to easily explore all the features. The registered copy defaults to User Mode.

To change the password, click on **File/Change Password** and you will be prompted to enter the current password once, and the new password twice. Passwords must consist only of letters. The program will confirm that a new password has been accepted.

Initially, the security password is set to "abc". When you register you will be given an additional emergency password.

Hiding the Yellow Pop-Up Help Hints

To prevent the yellow pop-up help hints from appearing, choose **Yellow Hints** under **Options**. The absence of a tick mark in front of this item indicates that the hints are turned off. Clicking on **Yellow Hints** toggles this feature on and off.

Hiding the Name Warning

The question, "This is not your name. Do you want to proceed?" appears when a user chooses a name other than his/her name. To turn off this warning, choose **Name Warning** under **Options**. The absence of a tick mark in front of this item indicates that the question is turned off. Clicking on **Name Warning** toggles this feature on and off.

Viewing a Group (Included in program for 1000 names)

To display an organizational group, select **Group** and the name of the group to display.

Searching for a Name (Included in program for 1000 names)

This feature provides a fast method to locate a name. Type in the first few letters of the name. As the name is typed, an alphabetical list of names will pop-up on the screen and the cursor will be automatically scrolled to the name with matching letters. Type **Enter** to switch to the group containing the name that is highlighted. This feature will search all names in the organization..

3) MENU GUIDE

The command menus appear in the menu bar at the top of the OfficeView board.

File Menu

a) Load Standard Remarks

Overwrites the existing remarks with a set of standard default remarks. This command can be used in cases where the remarks have been modified and the users wish to return to a standard set of remarks.

b) Admin Mode

Enables the user to change the configuration. Specifically, this refers to modifying the following commands: **Add Name, Remove Name, My Name, Add New Group, Rename Group, Delete Group** and to the Additional Information screen for all employees.

Initially, the password is set to "abc".

c) Change Password

Changes the password. You will be prompted to enter the current password once, and the new password twice. Passwords must consist only of letters. The program will confirm that a new password has been accepted.

d) User Mode

Disables commands that allow users to change the OfficeView configuration, i.e., add names, delete name, identify names, add group, rename group and delete group.

e) Add New Group (1000 names only)

This command is password protected. Refer to **password access** above. Choose this menu item to add a group. A window will appear with the prompt "Enter New Group Name". Type in the name and click on **OK**

f) Rename Group (1000 names only)

This command is password protected. Refer to **password access** above. To rename the title of a group, select the name of the group to be modified by clicking on **Group** and the choosing the name of the group. This name should appear on the top bar of the screen. Then choose **File** and **Rename Group**. A window will appear indicating "Enter New Name". Type in the name and click on **OK**.

g) Delete Group (1000 names only)

This command is password protected. Refer to **password access** above. To delete a group and erase all the names in that group, select the name of the group to be modified by clicking on **Group** and the choosing the name of the group. This name should appear on the top bar of the screen. Then choose **File** and **Delete Group**. A window will appear asking to confirm that the group should be deleted. Click on **Yes**.

h) Exit

Quits OfficeView.

Group Menu (Included in program for 1000 names)

Choose **Group** in the menu bar. A list of organizational/group names will appear. Choose the desired group. The screen will display the names in that group and the title bar will indicate the group name.

Options Menu

a) Read Message

Select this to read your messages.

b) Add Name

Click on **Add Name** and type the name to be added. Press **Enter** or **OK** to enter the name or press **Cancel** to cancel the command.

c) Modify Remarks List

Click on **Modify Remarks List** to display a list of the remarks options. To add a new remark to the list, click on **Add** and type a remark into the field displayed in the dialog box that pops up. To remove a remark from the list, highlight the remark to be deleted and click on **Remove**. After making the modifications, click on **Close** to save the changes and exit the window.

d) Shrink Window

Click on this to reduce the window to your preferred size.

e) Expand Window

Click on this to expand the window to your preferred size.

f) Yellow Hints

Click on this command to toggle the feature on and off. When a tick mark appears on this menu item, then the yellow pop-up hints are activated.

g) Name Warning

Click on this command to toggle the feature on and off. When a tick mark appears with this menu item, then the pop-up question window is activated.

h) Sign Out on Exit

Click on this command to toggle the feature on and off. When a tick mark appears with this menu item, the program will automatically change your status from **IN** to **OUT** whenever you turn off your computer.

Help Menu

a) Contents

Click on **Contents** to launch the on-line help system. Select a subject.

b) Topic Search

Click on **Topic Search** to search for on-line help for a subject.

c) About

Select this item to display a window containing buttons for registration and ordering information. It also contains program information (e.g., registration and serial numbers).

4) ADMINISTRATION

Unrestricted Access

OfficeView has a security system to control access to the configuration data. Access to some commands/changes are only available to those who know the required password that will permit unrestricted access. Specifically, this refers to modifying the following commands: **Add Name**, **Remove Name**, and **My Name** and to the Additional Information screen for all employees. To turn off this restricted access feature so that all commands are available, the Administrator(s) need only click on **File/Unrestricted Access** and enter a password. To activate the restricted commands, click on **File/Restricted Access**.

To change the password, click on **File/Unrestricted Access** and enter the current password followed immediately by “;”, the new password, a second “;” and finally the new password again. For example, “abc;new;new” requests that the current password “abc” be changed to “new”. The program will confirm that a new password has been accepted. Passwords must consist only of letters.

Adding New Names

To add a new name to the display board, click on **Add Name** in the **Options** menu, type the new name, and choose **OK** or **Enter**. The names are automatically displayed alphabetically.

Identifying Your Name

The program must identify names with workstations in order to make the messaging system fully functional. To do this, after a new name is added, at the appropriate workstation, click on the name to be associated with that workstation and select **My Name** from the pop-up menu. The name will appear in the top title bar. This procedure need never be repeated, unless a new user operates at that computer.

Removing Names

To remove a name, click on the name to be removed. From the pop-up menu which appears, click on **Remove Name** and confirm the removal by choosing **Yes**.

Maintaining the List of Remarks

The list of remarks is the list from which users may select a remark. To modify this list, choose **M**odify Remarks List in the **O**ptions menu. A window containing the list of remarks will appear. This list may be updated using the three buttons that appear (**A**dd, **R**emove, and **C**lose). To add a remark to the list, click on **A**dd and type a remark. To remove a remark from the list, select the remark to be deleted and click on **R**emove. To close the pop-up window, click on **C**lose.

Remarks can have a “smart” field which prints the current time. To add a remark with the current time, insert the word “time” in uppercase or lowercase within {} brackets. For instance, type “Left at {current time} “. The current time will be printed in the remark when the users choose it.

A second type of field is the prompt field which requests the user to add information. To add a prompt field to a remark, insert the prompt text within <> brackets. As an example, include <date> to prompt the user to enter a date.

If the master list of remarks becomes modified extensively and you wish to reset it to the original set of remarks provided by this program, choose **F**ile and **L**oad Standard Remarks.

Phillips Software can customize the List of Standard Remarks to meet the specific needs of your business.

Adding a Group (Included in program for 1000 names)

To add the name of an organization/group, choose **F**ile and **A**dd New **G**roup. A window will appear indicating "Enter New Group Name". Type in the name and click **O**K.

Adding User Names to a Group (Included in program for 1000 names)

The group must be chosen before adding new users. You must be viewing the group; that is, the name of the group should appear in the top bar. The commands for adding users to groups operates the same as outlined in **A**dding New Names.

Renaming a Group (Included in program for 1000 names)

To rename an organizational group’s title, select the name of the group to be modified by clicking on **G**roup and the name of the group. This name will appear in the top bar of the screen. Choose **O**ptions and **R**ename **G**roup. A window will appear indicating "Enter New Name". Type in the name and click on **O**K.

5) INSTALLATION

The OfficeView program includes the following files:

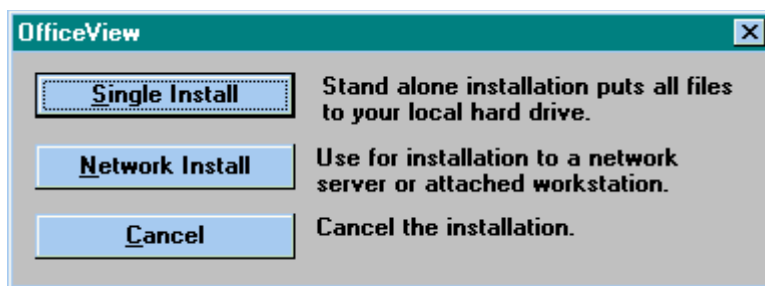
- | | |
|-----------------|--|
| 1) OV.exe | main OfficeView program (may be a similar name) |
| 2) Setup.exe | program to install OfficeView |
| 3) Setup.inf | setup script needed for installation |
| 4) FILE_ID.DIZ | brief program description |
| 5) OVhelp.hlp | program help file |
| 6) Register.hlp | help format registration instructions |
| 7) OVStdRem.ini | standard remarks file |
| 8) OVState.bin | state of the board binary file |
| 9) OVglobal.ini | current remarks file |
| 10) Manual.doc | program manual in Microsoft Word format |
| 11) Meter.dll | support program. |
| 12) Readme.txt | brief installation instructions |

If you receive OfficeView in a compressed format, i.e., from the Internet or a CD library, then you will receive all the above files in one file called OVZIP.EXE (regular OfficeView) or 2OVZIP.EXE (group OfficeView).

To extract and install OfficeView, click on the **File** menu of your **Windows Program Manager**, and select **Run**. (Windows 95 users click **Start/Run**.) Type OVZIP.EXE or 2OVZIP.EXE and click on **OK**. Click on **U**nzip to extract the files. When prompted, run the setup program.

If you are starting from a distribution diskette, use Program Manager's **File/Run** or the Task Bar **Start/Run**. Type in A:SETUP.EXE and click on **OK**.

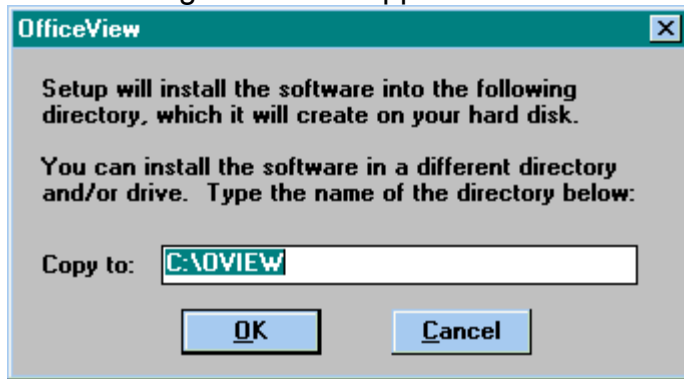
The following opening screen of the Setup program will appear:



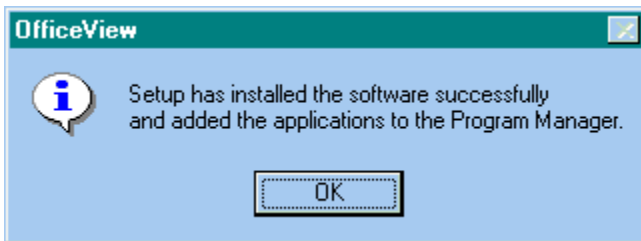
Single Workstation Install

To install a single copy for one computer only, select **Single Install**.

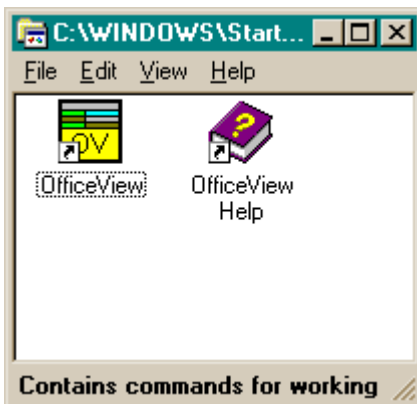
The following screen will appear:



Enter the directory where the main program will reside. Click on **OK** to install the program and files. The following screen will display:



In Windows 95, the following window will appear:



This completes the single computer installation.

The setup program creates a group called OfficeView, with an icon to start OfficeView and a second icon to run the OfficeView Help.

For Windows 95, the OfficeView program will be added to the Windows 95 taskbar Start/Programs menu.

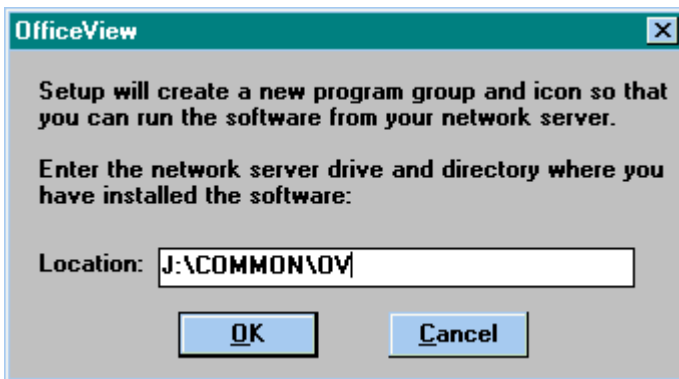
Network Installation

If more than one workstation will be using this program, then a single copy of the program must be installed on a shared directory. This directory can be located on a fileserver or shared on a peer-to-peer LAN.

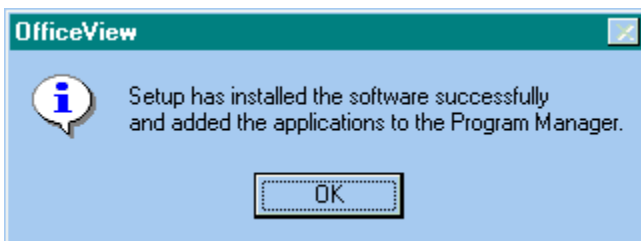
For workstations on a LAN or a common fileserver, select **Network Install** from the setup program's opening screen and the following screen will appear:



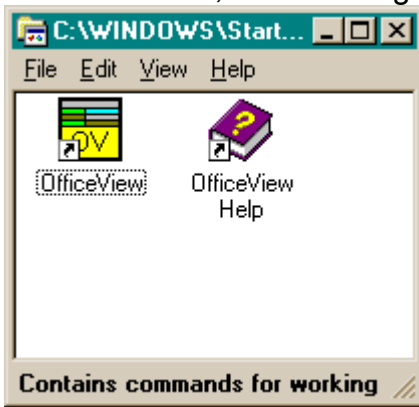
The software should be installed in the common directory on the fileserver or shared directory first so that the setup program is available to all the attached workstations. To install OfficeView software on the common shared directory, select Server. For a workstation, select **Workstation** to add a Program manager group and program Icons. The following screen will appear:



Enter the common shared directory (the drive letter may not be the same one very workstation) and click on **OK**. The following screen will display:



In Windows 95, the following window will appear:



The OfficeView program will be added to the Windows 95 taskbar Start/Programs menu. For additional workstation installations, run the setup program from the common network directory and repeat the sequence.

Loading SHARE.EXE in CONFIG.SYS

If you are using Windows version 3.1, it is necessary to load the DOS SHARE.EXE program to install file sharing and locking capabilities on your system. This feature is needed to prevent data loss when simultaneous changes are made. (If you are using Windows version 3.11 or greater, SHARE.EXE is installed automatically.) To do this, include a line similar to the following in your CONFIG.SYS file:

```
INSTALL=C:\DOS\SHARE.EXE /F:4096 /L:500
```

The values you specify for the /F and /L options will depend on your system (see your DOS manual for details).

Removing OfficeView

The following steps outline how to completely remove the main copy of OfficeView. On LAN Workstations complete the first two steps only.

Delete:

- 1)OfficeView group and OfficeView icon from the Program Manager.
- 2)OVlocal.ini from the main windows directory (usually c:\windows).
- 3)all files in the OfficeView directory (default directory c:\OView).
- 4)OfficeView directory.

6) FEEDBACK AND UPGRADES

We welcome any suggestions you have for improvements or upgrades or other information you may wish to communicate about this product. Your comments will be considered in preparing any future upgrades. You may contact the author via e-mail at phillips@capitalnet.com or OfficeView@ottawa.com.

We are providing a five-name version of OfficeView for 10 or 30 users and a three-user in three groups version for the 1000 user program free of charge. To increase the number of users, you must register your copy of OfficeView by purchasing the package, as outlined on the attached Order Form.

All registered users are entitled to e-mail support and free upgrades to the next release..

For the latest version, check our Internet Home Page at <http://www.capitalnet.com/~phillips/>.

7) ORDER FORM

Payments by check or money order (payable to Len Phillips) must be in U.S. or Canadian dollars. All orders from outside Canada and the U.S. must be by check or money order.

Purchase orders (net 30 days) in U.S. or Canadian dollars are accepted only from government, accredited educational institutions and major corporations in Canada or the United States.

Please mail this form with your payment or purchase order addressed to Len Phillips, 915 Plante Drive, Ottawa, Ontario, CANADA K1V 9E3.

When you purchase this product, you will receive a diskette containing program files and an electronic version of the manual. Written instructions will accompany the diskette. In case you do not want to wait for the mailed version, in addition, we e-mail a registered version to you.

OfficeView is shipped on 3.5 inch disks only.

Maximum Names	Price	Net
10 : (regular)	\$30.00 US (\$39 Canadian)	_____
30 : (regular)	\$50.00 US (\$65 Canadian)	_____
1000 : (group)	\$99.00 US (\$130 Canadian)	_____
	Ontario residents add 7% provincial sales tax	_____
	Canadian residents add 8% GST	_____
	Shipping & handling add \$4.00 (Can. or U.S.)	_____
	Total Payment	_____

Name: _____

Company: _____

Address: _____

City: _____ State/Province: _____

Zip/Postal Code: _____ Country: _____

E-Mail Address: _____

__ 16-bit or __ 32-bit version

OfficeView version # _____

Comments: _____

8) FINE PRINT (LEGAL DISCLAIMER)

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