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Legal Disclaimer

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Features

Features	Description
In/Out board	This electronic In/Out board displays remarks beside employee names, such as "In", "In but unavailable", "On vacation until<Date>, etc. You may choose from a list of standard remarks or type your own customized remarks. Receptionists can respond to visitors and callers without having to search in the office to find out who is available.
"In" and "Out" notification	When you start the program, the display board automatically shows you as "In". You can choose the option to have the board indicate "Out" when you stop the program.
Messaging system	You can send and receive messages. Features include copy to and paste from clipboard, reply, and print. Messages are confidential. There is an optional to hide the message system.
Message notification	When a message is received, the OfficeView screen appears (optional) and a single chime sounds (optional). If you prefer to read it later, press on the space bar to minimize OfficeView. The title bar or icon will remind you that you have unread messages.
Employee Information screen	Each employee has his own information screen that only the employee or the Administrator can update. It displays handy information for all to read, such as - telephone, cell phone, fax and pager numbers, etc., and a notepad with very large space. There is also a miscellaneous field where you can record whatever information you chose, e.g., standard hours of work, person to contact in your absence or home phone number. A small indicator shows if the employee has unread messages.
Group feature	The larger sizes of OfficeView (referred to as Group OfficeView) display the names in groups/organizations. The 300 names size handles 12 groups of 30 names and the 1000 names version handles 34 groups of 30 names.
Search capability	Group OfficeView has a feature that allows you to search for any names in the organization. When the user starts to type the name of an individual, the program automatically scrolls you through the alphabetical listing to the name, probably before you complete typing the name.
Change others' status	Nobody can change anyone else's status unless the Administrator gives the individual the capability to do so. This privilege is usually given to receptionists and/or bosses.
Changing configurations	Using a password, the Administrator can access and change important information, such as adding or deleting users and groups and allowing select users to change others' status. This can be performed from any workstation using the administrative password.
Available in four client sizes	The following user sizes are available: 10, 30, 300 and 1000.
Supports several platforms	Self-contained native code for Windows 3.x, 95 and NT. Since there are absolutely no DLL's required, it won't interfere with the support files of

other applications.

Available in 16- and 32-bits	These two versions can run harmoniously using the same database allowing 32-bit operating systems to be used to their full capabilities.
Easy installation	Includes a Setup program with complete instructions to install it on your LAN or server.
On-line database maintenance	Administrators can update/maintain the database without having to shut down the workstations.
Easy upgrades	You can upgrade from our web site without having to re-enter your database of names and groups.
Very efficient	There is low band width consumption. It can run with as little as two megs of hard disk space, including the space to store messages and database information. Most offices with about 50 users would need about three megs of disk space, including sufficient space to store messages and the database.
On-line help	Comprehensive on-line help is available. There is also the option to turn on yellow hints that will guide you. We think this is a simple program and if you need help, it won't be for long.
Free support	High quality technical support to back up the product. Check out our support web site or e-mail to support@officeview.com
Free trial version	For the latest version see http://www.capitalnet.com/~phillips/ http://www.officeview.simplenet.com or http://www.officeview.com

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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.

If you are running the 32-bit version of OfficeView, a small icon will appear next to the system clock in the tray area of the taskbar. Right click on this icon to bring up a menu with four choices that allow you to display the OfficeView screen, read messages, and minimize or exit the program. Double clicking on the icon brings the program into view. If a new message arrive, the tray icon will change to .

Updating the Screen

Normally the most recent changes are posted to the main window every minute.   To force the program to check the database sooner, press the "=" key at anytime and this will update the board immediately.

See also:
Status Update Rate

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, Change Others', Disable Message System, Add New Group*, Rename Group*, Delete Group***, as well as 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**.

Note: The unregistered OfficeView defaults to Administrative Mode, permitting you to easily explore all the features.   The registered copy defaults to User Mode and switching into Administrative Mode requires a pssword.

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 of letters only.   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 assigned an additional emergency password.

Note:
* applies to 300 and 1000 sizes only

Adding New Users

To add a new name to the display board, if necessary, select the appropriate group.   Switch to Admin mode by clicking on **File/Admin Mode.**   Enter the password (initially="abc").   Click on **Add Name** in the **Options** menu.   Type the new name, and choose **OK** or **Enter**.   The names are automatically displayed alphabetically.

This command is password protected. See **Password Access**.

Also see
Unrestricted Access to all commands

Removing the Workstation Name Association

If more than one person uses a workstation, you may want to remove the name association with that workstation.   To do this, select Admin Mode by clicking on **File/Admin Mode** and enter the password. If necessary select the appropriate group. Click on the name that appears in the top title bar and select **My Name** from the pop-up menu. When prompted, confirm the action and the name will be removed from the top title bar.

Removing Users

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**.

This command is password protected. See **Password Access**.

Signing In

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

If you want the program to automatically indicate **IN** beside your name when you turn on your computer, then include the program in your Windows Startup group.

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 to purple.

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.

Any remarks may contain "smart" fields which are contained inside {} or <> brackets.   Remarks with the word "time"   in upper or lowercase inside {} brackets automatically insert the current time into the remark.   Prompt fields appear inside <> brackets.   When you select a remark that contains a prompt field a small window will pop up requesting information, such as a future date or time.

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

OfficeView should be shut down gracefully if you want to ensure that you are signed out upon exiting. If a person simply turns off the power then they will not be indicated as "out".

Updating User Status

To change a remark, refer to the procedure described in **Signing In** or **Signing Out**.   Keep in mind more detailed remarks can be inserted in the Additional Information screen, which can be accessed by clicking on your name and selecting **Information**.

See also
Updating the Additional Information Window
Maintaining The List of Remarks

Maintaining the List of Remarks

To modify the list of remarks users can choose from,   select **Modify Remarks List** in the **Options** menu. A window containing the list of remarks will appear. This list may be updated using the three buttons that appear (**Add**, **Remove,** and **Close**).   To add a remark to the list, click on **Add** and type a remark. To remove a remark from the list, select the remark to be deleted and click on **Remove**. To close the pop-up window, click on **Close**.

Remarks may contain a "smart" field that inserts the current time when selected.   To add a remark that displays the current time, insert the word "time" in upper or lowercase within {} brackets.   For instance, the remark   "Left at {current time} "   could show as "Left at 4:22:55 PM". In a similar way, the date can be automatically entered using the following field {date}.

A second type of field is the prompt field which requests the user for additional information.   To create a remark containing a prompt field, insert the prompt text within <> brackets.   For example, include <date>   to prompt the user to enter a date. When selected, a special entry window will pop up and request the user to enter a date. The user can add as many smart fields as needed in a remark. However, the maximum length of a remark that can be displayed on the board is restricted to 40 characters.

Each workstation can have it's own unique list of remarks. Any modifications made to the remarks list are stored locally and are private. If you want to reset the local list of remarks to be the same as the standard set of remarks stored on the shared directory, choose **File** and **Load Standard Remarks**. Administrators may want to take the local list of remarks and make them the new standard list. To do this, switch to Admin mode and select **File** and **Save Standard Remark.**

The OfficeView shared directory has a file called "Ovstdrem.ini" that contains the standard remarks.   You can add the following optional entries to adjust the "IN", "In but unavailable" and/or the "Out"   standard remarks. These additions are useful for changing the remarks to other languages. Use a standard plain text editor, such as, Notepad.exe to edit the file. The following illustrates some remarks changed to the Norwegian language:

[Remarks]
in=Inne
busy= Opptatt
out=Avsluttet/ikke i bruk
0=first new remark
1=next new remark
2=another remark
3=out until <Time>

[Rem param]
count=4

An easy way to set the entries that begin with a number is to modify the local list then save it to the standard list using **File**/**Save Standard Remarks**.

The first time the program is run at any workstation, the list of standard remarks is read and saved locally. After that, the program will only update the local list if you select the **File**/**Load Standard Remarks** command.

Sending Messages

To send a message to a person, click on his/her name.   From the pop-up menu, select **Send Message**. The send message window will open.

The send window has the following action buttons:
- **Copy** saves the message text into the Windows clipboard.
- **Paste** takes the text from the Windows clipboard and adds it to the message text.
- **Group Send** sends the current message to a group of names. For Regular OfficeView the group consists of every name otherwise it means all the names in the currently selected group.
- **Send** sends the message only to the name you originally clicked and closes the window
- **Cancel** closes the windows without sending a message. The message is lost.
- **Phone Text** pops up a menu with samples of common phone message text. You can select any one to insert it into the message.

If you want to send the same message to another person(s), press the copy button to place the entire message text into the windows clipboard. There is no need to select text as is often the case when placing text into the clipboard.   You can use the paste button to retrieve the clipboard text and place it into the message area.

Keep in mind the user's name must be identified with his/her workstation so that messages can read at that workstation. Refer to Identifying Names with Workstations.

See also
Reading Messages

Reading Messages

A blue flashing background on your name indicates a new message has been received.   To read your message: (1) do Ctrl-**R;** or (2) click on your name and, 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. The header on the screen indicates the number of total and new messages the user has received. Messages which have not been read are coloured green for the first viewing.They will be coloured black for any subsequent viewings. Upon exiting the window, the background on your name no longer flashes.

The read message window has the following action buttons:
- **Copy to Clipboard** copies the text of your message to the Windows clipboard, thus making it available to be pasted into your favourite word processor.
- **Print** prints the current message to the printer.
- **Reply** activates the send message screen to reply to the current message if the sender is known. See Identifying Names with Workstations.
- **Erase All** removes all of your messages from the database.
- **Erase** removes the current message.
- **Next** steps to the next message, if available.
- **Close** closes the window and returns you to the main program.
- **Minimize** closes the program to the taskbar

The reply button is enabled if the sender is known (identified using **My Name** command, refer to the note) and his/her name is in the current database at the same workstation from which the message was sent.

Messages are confidential. You cannot read another user's messages from your own workstation.

Note: When the program is installed, the name of the user must be identified with his/her workstation so that the user can read   messages at that workstation. To do this, 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 needs only be done once , unless a new user operates at that computer. The **My Name** command is password protected.   See Password Access.

See also
Notification of Message Received
Identifying Names with Workstations

Notification of Message Received

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 do not want to read the message at that time, then press the space bar to minimize OfficeView. 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. When you want to read it, click on **Options/Read Message** (or short-cut Ctrl **R**).

This feature is optional. To toggle the new message pop-up feature on and off select **Enable Message Popup** in the **OPTIONS** Menu. A tick mark appears when the feature is active.

See also
Reading Messages

Updating the Employee Information Window

You may change information in your Employee Information window, provided your name appears in the top title bar. For Group OfficeView, you must also have your group selected.   (If your name is not there, then refer to **Identifying Names with Workstations**).

To update the information in the window, click on your name and **Information** and make the changes. Although this screen can be viewed by all users, updating it is restricted to the workstation with the identified name or elsewhere only when you know the Admin password.

The standard Windows editing features are available in this very large Notepad.

A small label   indicates the user has un-read message(s).

There is a miscellaneous field to record your choice of information, e.g., home phone number, person to contact in your absence, hours of work, station/building.

Hiding the Yellow Pop-Up Help Hints

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

Hiding the <u>N</u>ame 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.

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.

Using Group OfficeView

(Only included in the programs for 300 or 1000 names)

Searching for a Name
Type in the first few letters of the name.   As you type, the cursor will automatically scroll to the name in a pop-up screen containing an alphabetical list of names.   This list contains all names in the organization (not limited to the employee's group).

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

 The following commands are available in Group OfficeView only. These commands are password protected. Refer to **Password Access**.

1) Adding a Group
  To add the name of an organization/group, choose **File/Add New Group**.   A window will appear indicating "Enter New Group Name".   Type in the name and click **OK**.

2) Adding User Names to a Group
  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 title bar. The commands for adding users to groups are the same as outlined in **Adding new   users.**

3) Renaming a Group
  To rename an organizational group's title, select the name of the group to be modified by clicking on **Group** and the name of the group.   This group name will appear in the top bar of the screen.   Choose **File/ Rename Group.**   A window will appear prompting "Enter New Name".   Type in the name and click on **OK**.

4) Deleting a Group
  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 name of the group.   This name should appear in the top bar of the screen.   Choose **File/Delete Group.**   A window will ask you to confirm that the group should be deleted.

See also
Password Access
Administration
Admin Mode
User Mode

Searching for a Name

(Included in Group OfficeView for 300 or 1000 names)

You can find any name in as much time as it takes to type a few letters.   As you type the first letter of the name, an alphabetical list of names pops up on the screen and the cursor   automatically scrolls 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.

File Menu

The file menu includes the following commands:

a) Load Standard Remarks
This command allows you to overwrite the existing remarks with a set of standard default remarks.   You may use this feature when the list of remarks has been modified and you wish to return to a standard set of remarks.

b) Save Standard Remarks
This command allows you to save the local remarks as the set of standard default remarks.   You may use this feature when the list of remarks has been modified and you wish to save them as the standard set of remarks.   This command is password protected.   See Password Access.

c) Set DB Path
This command is primarily intended to allow OfficeView that is residing on a local hard drive to access a server database. This configuration reduces the LAN traffic and makes the program run faster.   If the program and the database are in the same directory just use "." to specify the execution directory.

Choose this command to set the directory path of the main database used by a program operating at a single workstation.   Programs running at other workstations are not affected.   It is possible to have some workstations running from the local hard drive and others from the shared directory.

You should use the setup program to initially place the necessary files into the new directory before attempting to use this command. The Set DB Path command will do validity checks to ensure that the new path possesses the necessary access rights and contains the proper files.   Any failure to meet the validity checks will result in a message indicating a problem, such as, "Database files missing.   New path rejected." or "File creation failure. New path rejected."

The Administrator may choose to use this command when making a major change to the database.   The updates can be done in a new directory without affecting the users.   Once the new database is ready, the users can be switched over to it.

It is possible for each database to have a different administrative password.   To avoid confusion, users normally find it preferable to use the same password on all your databases.

d)   Admin Mode
This enables the critical commands that can change the sytem configuration, i.e., add names, delete names, etc..   Initially, the Admin Mode password is set to 'abc'. See Password Access.

e) Change Password
This enables the user to change the password to access Admin Mode. You will be asked to enter the current password once and your new password twice.   Initially, the security password is set to 'abc'.

f) User Mode
This disables commands that allow   users to change the configurations, i.e., add names, delete name, etc..

g)   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. This command is password protected.   See Password Access.

h) Add New Group (300 and 1000 names only)

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

i) Rename Group (300 and 1000 names only)
This command is password protected.   Refer to **Admin Mode** above. To rename the title of a group, select the name of the group to be modified by clicking on **Group** and choosing the name of the group. This group name should appear on the top bar of the screen.   Then choose **File/ Rename Group.**   A window will appear indicating "Enter New Name".   Type in the name and click on **OK**.
j) Delete Group (300 and 1000 names only)
This command is password protected.   Refer to **Admin Mode** above. To delete a group and erase all the names in that group, select the name of the group to be deleted by clicking on **Group** and selecting the name of the group.   This name should appear on the top bar of the screen.   Then choose **File/ Delete Group.**   A window will appear asking to confirm that the group should be deleted.   Click on **Yes**.
k) Exit
Quits OfficeView

See also
Using Group OfficeView

Group Menu

To view a group, 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

This menu contains the following commands:

a) Read Message (Ctrl+R)
Select this command to read your messages.   Note that, in order for users to be able to read their messages, the program must identify a name(s) with a workstation.   To do this, 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. The **My Name** command is password protected.. See Password Access.

b) Modify Remark List (Ctrl+M)
Click on **Modify Remark List** to display the list of remarks. To add a new remark to the list, click on **Add** and type a remark into the field displayed in the dialogue box that pops up.   To remove a remark from the list, highlight the remark to be deleted and select **Remove**.   After making the modifications, click on Close to save the changes and exit the window

c) Shrink Window (F4)
Click on this to reduce the window to your preferred size.

d) Expand Window (F5)
Click on this to expand the window to your preferred size.

e) 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.

f) Name Warning (Ctrl+W)
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.

g) 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** (or **In** and **Unavailable**) to **OUT** whenever you stop the program. If any other remark is shown beside your name, it will be preserved.
OfficeView needs to be gracefully shut down to ensure the user is shown as '**OUT**'.   If a person simply turns off the power, then he/she will not be reflected as **OUT**.

h) Sign In on Startup
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 to **IN** whenever you start the program.

i) Change Others'
When a tick mark appears with this menu item, the program will allow you to change remarks for any name. Otherwise, you can only change your own remark. Click on this command to toggle the feature on and off.   This command is password protected.

j) New Message Sound
Click on this command to toggle on and off the sound notification that a new message has arrived. When a tick mark appears with this menu item, then the sound is "on".

k) Enable Message Popup
Click on this command to enable OfficeView to pop up in front of all other programs when a new message arrives. The new message will be displayed in the Message Received screen. This feature will toggle on and off. A tick mark appears if OfficeView will pop up.

I) Disable Message System
Click on this command to enable or disable the OfficeView feature to send and receive messages. When a tick mark appears beside this option, you will no longer be able to send and receive messages. This feature can toggle on and off. When the message system is disabled, clicking on a name in user mode will display the corresponding Employee Information screen and the message menu options will not appear.   This command is password protected.

Help Menu

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

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 with the program version, copyright, registration and ordering information.

Adding Groups, Names, and Information

When you add groups, names and update the Employee Information screen while other users are operating OfficeView, it may take a few minutes before the new information appears. New group additions are detected at start-up and after 12hours of continuous operation.

To add new groups (300/1000 name version only), switch to Admin mode by clicking on **F̲ile/Admin Mode.**   Enter the password (initially="abc").   Type **Ctrl+G** and the name of the group.   The new name will appear in the **G̲roup** menu.

To populate the board with user names, switch to Admin mode by clicking on **F̲ile/Admin Mode.**   Enter the password (initially="abc").   Type **Ctrl+N** and the name.

You can enter information into the Employee Information screen by clicking on the name and selecting **I̲nformation**.   Employees may prefer to enter this information for themselves after you identify their name at their own workstation.

The program assumes that each person will have their name entered only once. If you repeat a name, it assumes you have two people with the same name and the second name is assigned a different user identification. For sizes of 300 or 1000, the duplicated name will appear twice in the search list.

Identifying Names with Workstations

The program must identify names with workstations so that users can read their messages, make changes to the Employee Information screen at their workstations and receive replies to sent messages. To do this, after a name is added, change to Admin Mode by selecting **File**/**Admin Mode** at the workstation. Next, 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, indicating that the association of that user with her/his workstation was successful. Only one name can be associated with an individual workstation. OfficeView will remember your settings.

Changing the Standard Remarks

The OfficeView shared directory has a file called "Ovstdrem.ini" that contains the standard remarks.   You can add the following optional entries to adjust the "IN", the "In but unavailable" and/or the "out"   standard remarks. Use a standard plain text editor, such as, Notepad.exe to edit the file. The following illustrates changing several:

[Remarks]
in=Inne
busy= Opptatt
out=Avsluttet/ikke i bruk
0=first new remark
1=next new remark
2=another remark
3=out until <Time>

[Rem param]
count=4

note:
The entries that begin with a number can be set from the local list using the File/Save Standard Remarks.

The first time the program is run at any workstation, the list of standard remarks is read and saved locally. If the program has already been run, then the program at that workstation will need to use the File/Load Standard Remarks command to update their local list of remarks.

Status Update Rate

The program checks the database for changes every minute. So on average, a change is posted in 30 seconds.

On occasion, when it is important to have the very latest information immediately, you can force the program to read the database by pressing the "=" key.   This action updates the board immediately.

In addition, there is a way to specifically set the repetitive refresh rate at individual workstations. For example, a quick response time may be appropriate at the front desk.   To set this rate to 20 seconds, edit the OVLocal.ini file in the Windows folder so it contains the following lines:

```
[sys]
rate=20
```

OfficeView will accept values from 5 to 1200. Thus you can set the rate from 5 seconds to 20 minutes.

ADMINISTRATION

Available topics:

- **Password Access**
- **Adding Groups, Names, and Information**
- **Removing Users**
- **Identifying Names with Workstations**
- **Removing the Workstation Name Association**
- **Changing the Standard Remarks**
- **Status Update Rate**
- **Maintaining the List of Remarks**

Running OfficeView from a Local Hard Drive

(to improve performance and to have messages stored on individual workstation hard drives):

At each workstation, assign (map) a drive letter to the common network directory and be sure to enable the option to automatically reconnect when Windows starts up. From the common network directory, run the Setup program to set up the client workstations. Select **Single Install**. When prompted for the "Copy to" directory, accept the default of C:\OView. At this point, the workstation is working in isolation. To enable communication with other users, OfficeView needs the location of the common OfficeView database. To do this, run OfficeView using the newly created Program Manager group (Windows 96/NT 4.0 use **Start**/**Programs**/**OfficeView** menu) and click **File**/**Set DB Path**. Enter the workstation path to the common network directory. At this stage, any names in the central database will display. As an additional test, send a message to another user and confirm that it arrives.

Also see:
Adding Groups, Names, and information
Identifying Names with Workstations

Running OfficeView Standalone

To run OfficeView on a single workstation, click on the **File** menu of your Windows Program Manager, and select **Run** (Windows 95 uses **Start/Run**). Type the name of the compressed OfficeView file or the appropriate Setup program (setup.exe for 16-bit or setup32.exe for 32-bit) and click **OK**. For the self-extracting program, click the **Setup** button. Select **Single Install** and accept the suggested "copy to" directory. This procedure creates a Program group or Windows 96/NT 4.0   **Start**/**Programs**/**OfficeView** menu that can be used to run OfficeView.

Also see:
Adding Groups, Names, and information
Identifying Names with Workstations

INSTALLATION AND REMOVAL

Disk Space Requirements

The common network directory should have four megs of free disk space.   This allows for over three megabytes of spare room to hold messages.   For the client workstations, you will need two kilobytes of disk space if you are running on a dedicated Server.   Otherwise, 500 kilobytes of disk space will be required on the workstations to store local copies of the program files.

Installing OfficeView

If you receive OfficeView in a compressed format, i.e., from the Internet or a CD library, you will receive all the OfficeView files as a single file. If the file name ends in ".exe", it is a self-extracting program that will decompress the files and run the Setup program automatically. If the file name ends in ".zip.", you will require a program to decompress the files, e.g., WinZip.   Both ".exe" and ".zip" file names are available from our web site: http://www.officeview.com/

If you are installing the program on more than one workstation, then <u>one</u> copy of   the program and database files must be installed on the shared directory. This directory can be located on a Server or shared on a peer-to-peer LAN, such as Microsoft Networks or Lantastic. Installing on a Server is preferable, if possible.   All users should be given read, write, execute, delete and create privileges in the shared directory.

Installing the Files on the Server

First, install the OfficeView files on the common network directory. From any workstation, click on the **File** menu of your   Windows Program Manager, and select **Run** (Windows 95 uses **Start/Run**). Type the name of the compressed OfficeView file or the appropriate Setup program (setup.exe for 16-bit or setup32.exe for 32-bit) and click **OK**. For the self-extracting program, click the **Setup** button. Select **Network Install**, then **Server**, and follow the screen instructions. The OfficeView Setup program installs within seconds.

Next, with OfficeView running from the shared directory, switch to Admin mode using the password "abc" (use **File/Admin mode**). Add all the groups (if using the 300 or 1000 size) and the employee names before setting up any other workstations.   Use the **Options/Modify Remark List** command to customize the remarks to suite your requirements. Be sure to transfer the modified remarks list to the shared standard list using the **File/Save Standard Remarks** menu item.   This is a good time to make a backup copy of the OfficeView shared directory.

Running OfficeView from the Server:
(for central administration)

Running OfficeView from your server allows all workstations to run from a single copy of the main program.

At each workstation, assign (map) a drive letter to the common network directory and be sure to enable the option to automatically reconnect when Windows starts up. From the common network directory, run the Setup program (setup.exe or for 32-bits use setup32.exe) to set up the workstations. Select **Network Install**, then **Workstation**. When prompted for the directory location, enter the mapped drive path to the common network directory.

The program must identify names with workstations so that users can read their messages and make changes to the Employee Information screen at their workstations.   To do this, after a new name is added, change to Admin Mode by selecting **File/Admin Mode** at the workstation. Next, 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, indicating that the association of that user with that workstation was successful.

Alternate installation procedures:
Running OfficeView from a Local Hard Drive (to improve performance and to have messages stored on individual workstation hard drives):
Running OfficeView Standalone (to run on an single workstation)

Note:

Both the 16- and 32-bit versions of OfficeView are designed to run concurrently using the same database. Therefore, in a mixed operating system environment, 32-bit workstations aren't required to use 16-bit software.

If you are upgrading OfficeView from the 10/30 names size to the 300/1000 names size or from 16-bits to 32-bits, you must re-run the Setup program at each client workstation.

Netware Users:
The Netware utility reference manual, recommends that database files have the "transactional" attribute (see FLAG command). It maybe useful to flag all the OfficeView "*.bin" files for inclusion in the Novell's Transaction Tracking System (flag *.bin +t).

Un-installing OfficeView:

From the OfficeView directory, run the program called "OVerase.exe" to completely remove OfficeView.

To manually remove the program, do all steps for the main copy and only the first two at each workstation.

l   Delete the OfficeView group and OfficeView icon from the Program Manager.
l   Delete ovlocal.ini from the main windows directory (usually c:\windows).
l   Delete all files in the OfficeView directory (default directory c:\OView).
l   Delete the OfficeView directory.

Questions:

If you have any questions, send them to support@officeview.com or officeview@ottawa.com.   In addition, the OfficeView web site at "www.officeview.com" has a support page to assist you.

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@officeview.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 300 or 1000 user programs free of charge. To increase the number of users, you must register your copy of OfficeView by purchasing the package, as outlined on the Order Form.

For the latest version, check our Internet Home Page at http://www.officeview.com/.

Credit Card Orders

You can order with MC, Visa, Amex, or Discover from Public (Software) Library by:

- using the link at http://www.officeview.com/ to access the Internet World Wide Web secure transaction ordering service.
- calling 1-800-242-4775 Extension 15051 or 1-713-524-6394 Extension 15051; or
- faxing the order form, including this page, to 713-524-6398; or
- e-mail to 15051@pslweb.com ; or
- mailing credit card orders to PsL at P.O. Box 35705, Houston, TX   77235-5705; or

If you mail or fax, be sure to ask for product number 15051.

THE ABOVE PHONE NUMBERS ARE FOR CREDIT CARD ORDERS ONLY.   THE AUTHOR OF THIS PROGRAM (LEN PHILLIPS) CANNOT BE REACHED AT THESE NUMBERS.

Any question about the status of the shipment of the order, refunds, registration options, product details, technical support, volume discounts, dealer pricing, site licenses, non-credit card orders, etc., must be directed to Len Phillips at phillips@officeview.com or via the internet web site support page at http://www.officeview.com/

Note: The card name and address given for cardholder must match with credit card billing records or the order will not be accepted.

--------------------------------- Form for Product 15051 --------------------------

Name: _____
                    (first/middle)   (last)

SHIP-TO ADDRESS

**Company name: _____

Address:_____

City:_____

State/Province:_____

Zip/Postal Code:_____

Country:_____

Your e-mail address:_____

CREDIT CARD INFORMATION

Credit card number: _____

 (__MC, __Visa, __Amex, __Discover)

Expiration (mm/yy) _____

Credit Card Holder's Name & Address:

Do not enter the BANK's name or address.
Enter the address where you receive your statements.
Complete any of the following which is different from the above:

Name on the card:_____

CREDIT CARD BILLING ADDRESS

**Company name: _____

Address:_____

City:_____

State/Province:_____

Zip/Postal Code:_____

Country:_____

** Leave blank if not a Company order

ORDER FORM (use File, Topic Print to get a hard copy)

Payments by check or money order (payable to L Phillips) and purchase orders may be sent directly to Len Phillips. To pay by bank wire, email us at bankwire@officeview.com for wire information. Payment by credit card is made via Public Software Library (PsL), Texas. To make payment by credit card, refer to credit card orders.

Purchase orders (net 30 days) are accepted only from government, accredited educational institutions and corporations.

This form should be sent with your payment or purchase order.

Orders can be sent to us: Via the mail: addressed to L Phillips, 915 Plante Drive, Ottawa, Ontario, CANADA K1V 9E3; By email: to order@officeview.com; or By FAX: to 1-613-523-2878.

Orders will be processed within one working day of our receipt of the order. When you purchase this product,   we will e-mail or FAX you registration codes and instructions.   Upon request, we will mail a program diskette (3.5 inch only).

OfficeView Order Form (Product number 15051)

Size	Price	Net
10 Name	$30.00 US	_____
30 Name	$50.00 US	_____
300 Name	$99.00 US	_____
1000 Name	$199.00 US	_____

Shipping & handling (only if diskette required) add $10.00 US   _____
Order processing (only if ordering via PsL) add $5.00 US   _____
Total Payment

_____

[__] 16 bit or [__] 32 bit Version

Name: _____

Company: _____

Address: _____

City: _____ State/Province: _____

Zip/Postal Code: _____ Country: _____

Phone No.:_____ Fax No.:_____

E-Mail Address: _____

P. O. No.: _____

No. of Users: _____ File Server: _____

Comments: _____

_____
V 2.45   Sept,   1998

OfficeView - an electronic in/out board

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