INOUTTRACKER™

For Macintosh® and Windows® Networks

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WELCOME TO INOUTTRACKER!

InOutTracker solves one of the great problems in most offices: Keeping track of the whereabouts of people and resources. Who's in and who's out? When will they be back? Is anyone using the conference room?

HOW INOUTTRACKER WORKS

InOutTracker consists of two main components: the client and the server. The client software is installed on user workstations throughout your network. When users change their status the Prairie Server keeps track of this information. Users have instant access to everyone's whereabouts.

The Prairie Server is installed on one machine and is used to register and store each users status.

Prairie Server is accessed by the InOutTracker client only:

- During automatic refreshes.

- When the client is launched.

- When the client selects the Refresh menu item.

- The client accesses user information for each person entered into the servers it has displayed.

- The client checks In or Out.

At 9:00 AM Cindy starts her computer. An alias for InOutTracker is in the StartUp directory, so it is automatically launched.

Cindy has InOutTracker set to check her "IN" automatically when she starts up her computer.

At 9:10 AM Karl launches InOutTracker in another part of the building and checks himself "IN" by double-clicking his name in the main window. He sees that Cindy checked "IN" at 9:00 AM.

At 9:15 AM Cindy decides to check InOutTracker to see if Karl is "IN" and able to attend the 9:30 meeting with her.

How the Prairie Server and InOutTracker clients stay in touch.

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- Phone: 515-221-1803
- Fax: 515-221-1806
- Newsgroups: http://www.help.cesoft.com/
- E-mail: ceonline@cesoft.com

Before You Call

Please verify the following:

- Does your hardware and Operating System version meet the minimum requirements?
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Information you need

To help our Technical Support team assist you as quickly as possible, please have the following information available when you speak with, or write to, a Technical Advisor:

- Product name and version (e.g. InOutTracker v. 1.6)
- Serial number. Copy it here for future reference _____
- Computer type and model (e.g. PPC 7500/100 or G4/500).
- Operating system and version (e.g. Mac OS v. 9.1).

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CHAPTER 1: INSTALLING

Your Network Administrator must have the Prairie Server installed and running with your users' accounts setup before InOutTracker clients can take advantage of viewing everyone's whereabouts.

REQUIREMENTS

- Windows 95, 98, ME, NT 4.0 or greater and 2000
- 12 MB RAM
- Winsock 1.1 or greater
- Pentium processor or equivalent
- TCP/IP

INSTALLING

1 Insert the InOutTracker disk or CD and double-click the client installer icon.

2 Read the text in the Welcome window then click Next.

3 Read the Read me information and click Next.

4 Select a destination directory for InOutTracker and click Next. By default, InOutTracker is installed in the C:\Program Files\Prairie Group\PSClient\InOutTracker\ directory.

 - Click the Browse button to install InOutTracker in a different location.

5 If you have purchased or want to run a 30-day demo of InOutTracker's sister program QuickConference, do so at this time by checking the box and clicking Next. The QuickConference installer will be launched.

6 Click Next and the Prairie Client Listener installer will be launched. Select a destination directory for Prairie Client Listener and click Next. By default, Prairie Client Listener is installed in the C:\Program Files\Prairie Group\PSClient\ directory.

 - Click the Browse button to install Prairie Client Listener in a different location.

7 Choose whether or not to launch the program and click Finished.

When installation is complete, you can launch the InOutTracker application from the Programs menu under Prairie Clients.

❖ *Note*: A shortcut for the Prairie Client is placed in the StartUp directory so it is automatically launched when you restart your machine. Laptop users may wish to remove the shortcut and only launch InOutTracker manually when they are connected to the network.

BACKING UP DATA AND PREFERENCES

Your data and preferences are located in these files and directories. Back these up as often as practical to avoid the loss of valuable information. It may be convenient to make copies of these files as soon as you have finished configuring your newly installed software. This may save time if you need to perform a fresh installation at a later date.

Data Directory Locations

The InOutTracker data files are stored in a directory called "Pclient", which is stored in a directory called "Prairie Group". This directory is stored at "C:\Windows\Application Data\" under Windows 95/98, but may be stored elsewhere under other operating systems. Search for "Pclient" to find it on your computer.

CHAPTER 2: USING INOUTTRACKER

LOGGING IN

When you first launch the InOutTracker client, the
Login screen appears. The Login screen also allows for
adding additional users who may want to use
InOutTracker from this client. You may delete users in
the same manner. If an existing user's e-mail address or
servers address changes, choose Edit User to update the
user's account information. Click OK when New User...
is selected.

Log me in... — This will log you into the server
automatically, whenever your computer is started, so
you are ready to receive messages immediately.

❖ *Note*: If you have created more than one user on
your computer, this item is unavailable and the
Login window will open and allow you to choose a user.

You must type the Prairie Server IP number (or machine name,
if you have a DNS server) that your Network Administrator has
given you.

Select your name from the list and enter your
password if you have one and click OK. If you are
not in the list, you may be looking at the wrong
server. If your Network Administrator has
configured the Prairie Server with other servers,
you can select them from the pop-up menu above
the list of names. If they have not been setup, you
can select the Other... button and type in the IP
address or machine name of the server you want
to access.
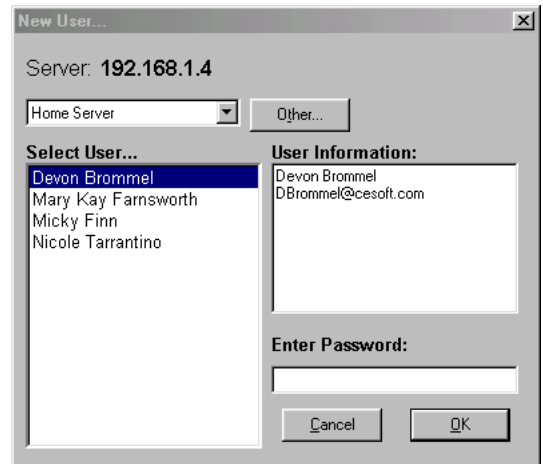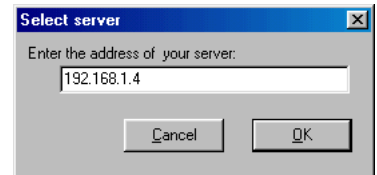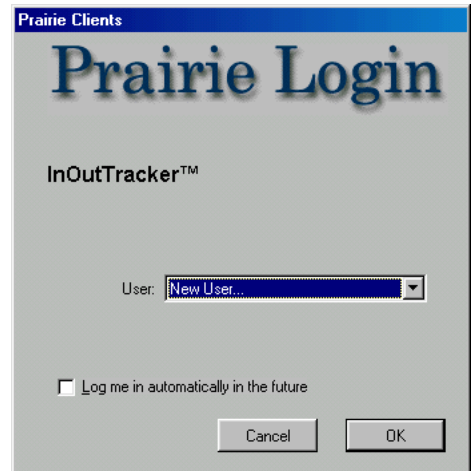
Use your mouse or built-in keystroke
(Alt-O) to select the Other... button.

THE CLIENT INTERFACE

The InOutTracker interface offers quick and intuitive viewing of other users whereabouts.

Click on a header button to change the sorting

Sort direction

User information
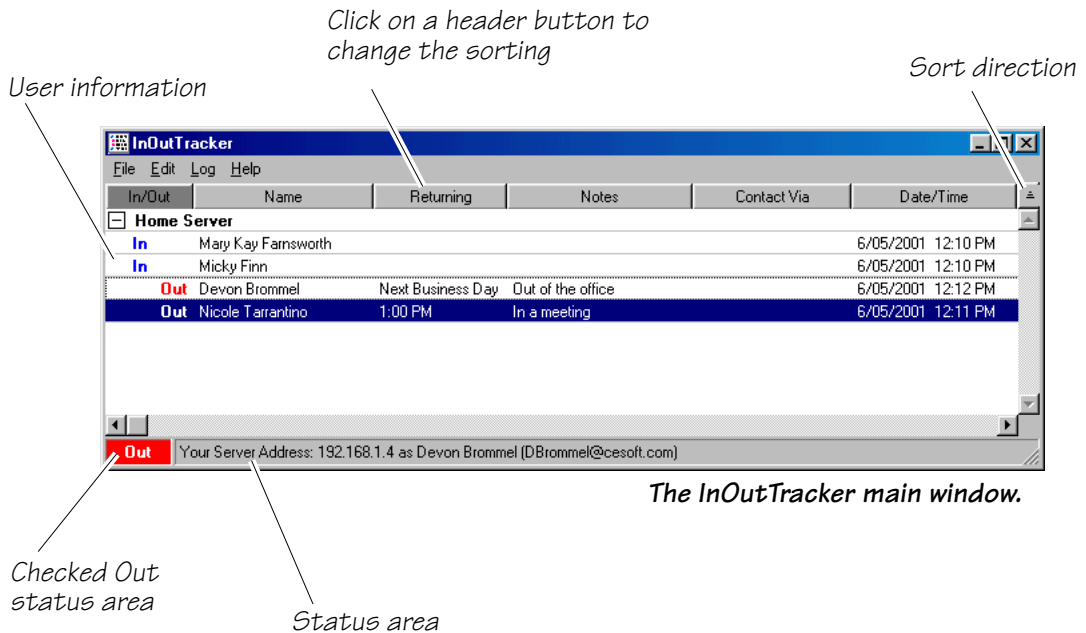
The InOutTracker main window.
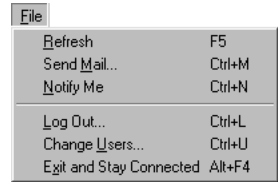
Checked Out status area

Status area

This is the window where you can see everyone's status. The people on the same server as you appear in "Home Server", people on servers linked to your server can be shown in their other servers by clicking on the arrow in front of that server name.

You can sort by any column by clicking on its title. If you want to reverse the sorting direction, click on the box directly above the scroll bar. If you click between two column titles and drag, you can resize the columns. If you click in the middle of a column title and drag it, you can rearrange the columns. You can also hide some columns.

The status area normally shows your server address and e-mail address. If InOutTracker is getting information from a server, the status area will display the progress. If you click on a single name in the list, the status area briefly shows the status of that person. When checked out the status area will display a red out indicator and flash this icon () in the Taskbar.

INOUTTRACKER MENUS

File Menu

Refresh — Choosing the Refresh command will cause InOutTracker to re-list the contents of the main list. The application will refresh automatically every X minutes according to the setting in the General Options tab.

Send Mail... — Choose this command if you want to send mail to the selected user(s). If you have an Internet style mail client, this command will open a blank mail message addressed to the intended recipient(s).

Notify Me... — Toggles a notification to be presented when someone's status changes. A pair of glasses ( ) appears in front of a persons name when notification is requested. A dialog will open to notify you of the change when it occurs.

Log Out... — This command will quit InOutTracker completely and disconnect you from the Prairie Server. This will also log you out of QuickConference, if it is running. Any shutdown settings in the Automation tab of the Options dialog will occur when you log out, such as automatically checking you out.

Change Users... — This command will log you out of the Prairie Server and then take you to the InOutTracker Login screen. At this point, you will be able to choose another user name, add another user, edit the information for an existing user, or delete a user.

Exit and Stay Connected — This command will exit InOutTracker, it will still be running and available in the taskbar and connected to the Prairie Server.

Edit Menu

Cut — Choosing the Cut command places the selected text in the Clipboard and removes it from the text field.

Copy — Choosing this command places the selected text into the Clipboard.

Paste — The Paste command places a copy of the clipboard contents (if appropriate) into the text field.

Select All — Choosing Select All will select everything in the field containing the insertion point. If used in the main list, it will select all servers and users in the list.

Change Selected Entry... — Opens the Shortcuts Entry window for every user selected in the list. If you have been given permission to change other people's entries, it will have a submenu that allows you to pick a shortcut directly to be assigned to that person's status.

Change My Entry — Allows you to either open the Shortcuts Entry window for your entry or pick a shortcut directly to be assigned to your status.

Options... — This will open the Options dialog. This is where you can set your preferences for InOutTracker.

Change Password... — This command will allow you to change your user password. Enter your old password and then the new password twice to make sure you typed it correctly.

Edit Shortcuts... — Choosing Edit Shortcuts... will give you the ability to create, edit, delete or arrange your shortcuts that appear in the Change Selected Entry and Change My Entry menus.

Log Menu

Get Log — This command retrieves the log from the server and displays it.
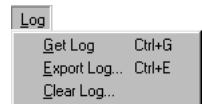
Export Log... — Choosing this command will retrieve the log from the server and allow you to export it directly to a text file.

Clear Log... — This command clears the log at the server.

❖ *Note*: You will only have a Log menu if your Network Administrator has configured your account for one.

Help Menu

Contents... — Choosing Contents... will display the Contents tab of the InOutTracker online help dialog.

Keyword Search... — This item displays the Index tab of the InOutTracker online help dialog.
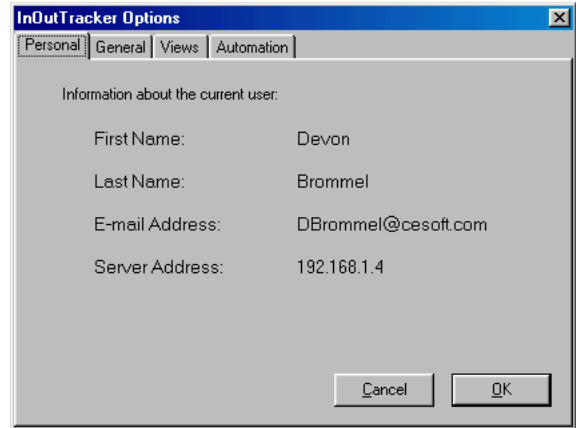
About InOutTracker... — Choosing About InOutTracker... opens a dialog box that shows you the version of InOutTracker that is installed, and lists contact information for CE Software.

OPTIONS

Choosing Options... from the Edit menu will open a window containing a series of four tabbed sections. Here, you will be allowed to view user information, adjust certain behavioral and visual aspects of InOutTracker.

Personal

The Personal tab details information about the current user. It lists the user's name, e-mail address, and the IP address of the Prairie Server for which you are connected.

InOutTracker Options

Personal | General | Views | Automation

Information about the current user:

First Name: Devon

Last Name: Brommel

E-mail Address: DBrommel@cesoft.com

Server Address: 192.168.1.4

Cancel   OK

General

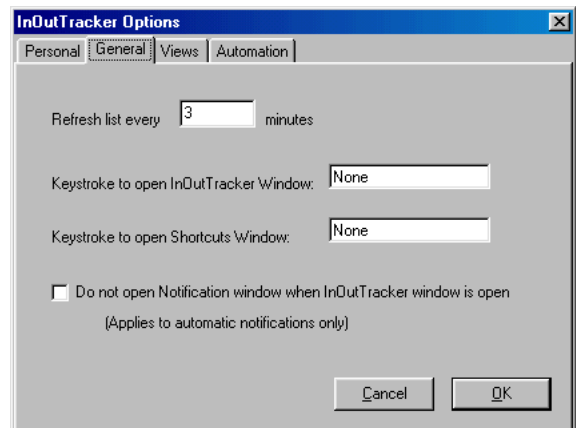Adjust options in the General tab to specify how InOutTracker behaves.

Refresh list every... — This is the interval that the main list is updated.

Keystroke to open InOutTracker Window... — Specifies a keystroke that opens InOutTracker when you are logged in.

Keystroke to open Shortcuts Window... — Specifies a keystroke that opens the Shortcuts Entry window when you are logged in.

InOutTracker Options

Personal | General | Views | Automation

Refresh list every   3   minutes

Keystroke to open InOutTracker Window: None

Keystroke to open Shortcuts Window: None

☐ Do not open Notification window when InOutTracker window is open
(Applies to automatic notifications only)

Cancel   OK

Do not open Notification window... — Select this option if you do not want the automatic notifications to appear temporarily.

❖ *Note*: You will only have this option if your Network Administrator has configured your account for it.

Views

Adjust options in the Views tab to specify how InOutTracker displays items in the list and which columns are displayed.

Font — Determines the font that the list of users is displayed with.

Size — Determines the font size that the list of users is displayed with.

Name Format — Determines whether the names in the list of users are displayed by last name or first name.

Date Format — Pick one of the formats to display the Date/Time column.

Columns to display: — Check any column name to display it and uncheck to remove it from the main list.
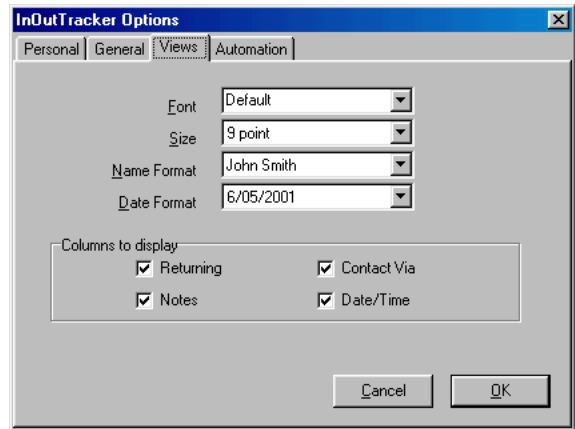
Automation

You can customize certain settings for logging in and out. In addition, a setting for QuickConference if you have it installed.

On Log In: — Select one of the four choices:

- **Do Nothing** — The main window does not open and your status remains unchanged.

- **Check Me In...** — A menu will appear with all shortcuts that will set your status to In, pick the one you want or create a new one.

- **Open InOutTracker Window** — Opens the main window and your status remains unchanged. You may then change it by using a keystroke, menu item or double-clicking and opening the Shortcuts Entry window.

- **Open Shortcuts Window** — Opens the Shortcuts Entry window for you to select one of your predefined shortcuts from the list.

❖ *Note*: Any of these choices will open the main window if you have selected InOutTracker from the Programs menu.
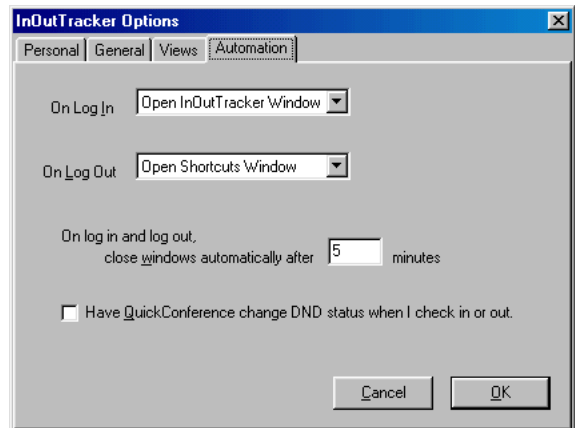
On Log Out: — Every time you log out (including while shutting down the computer but not while changing users), InOutTracker can do one of four things:

- **Do Nothing** — The main window does not open and your status remains unchanged.

- **Check Me Out...** — A menu will appear with all shortcuts that will set your status to Out, pick the one you want or create a new one.

- **Open InOutTracker Window** — Opens the main window and your status remains unchanged. You may then change it by using a keystroke, menu item or double-clicking and opening the Shortcuts Entry window.

- **Open Shortcuts Window** — Opens the Shortcuts Entry window for you to select one of your predefined shortcuts from the list.

On log in and log out... — To keep InOutTracker from tying up your computer, InOutTracker will automatically close the Shortcuts Entry window on log in or log out or the main window on log out after a period of time. This will only occur when InOutTracker is set to automatically open a window from an On Log In or On Log Out choice. It never applies to windows you open manually.

Have QuickConference change... — If you are also using QuickConference, you may want QuickConference to not accept messages while you are checked out. If this option is checked, QuickConference's Do Not Disturb feature will be turned on when you check out and turned off when you check in.

SHORTCUTS

Shortcuts are used to quickly enter common choices for a person's status.

ShortCut Editor

The ShortCut Editor can be opened either from the Edit menu or from a button in the Shortcuts Entry window. Select Edit Shortcuts... from the Edit menu. This will bring up a window with which to create, edit, delete, and arrange shortcuts.
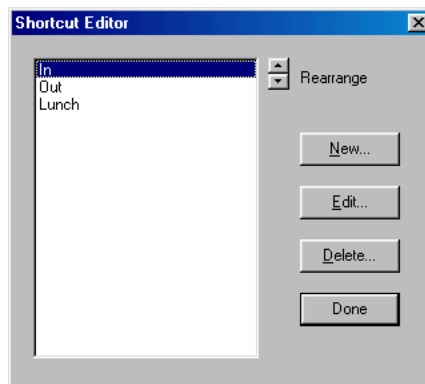
Use your mouse or built-in keystrokes to select these items.

Alt-N to create a New shortcut.
*Alt-E to Edit a shortcut.*
Alt-D to Delete a shortcut.

Shortcuts are normally ordered chronologically, oldest shortcut first. Since only the first nine shortcuts have control keys to pick them, you can move a shortcut up or down in the list by selecting it and then clicking on the arrows next to Rearrange.

Select the shortcut you want to remove and click the Delete... button.

The window for creating a new shortcut and editing a shortcut are identical. Add or replace the information you want in the fields and select whether you want the shortcut to be an In or Out shortcut.
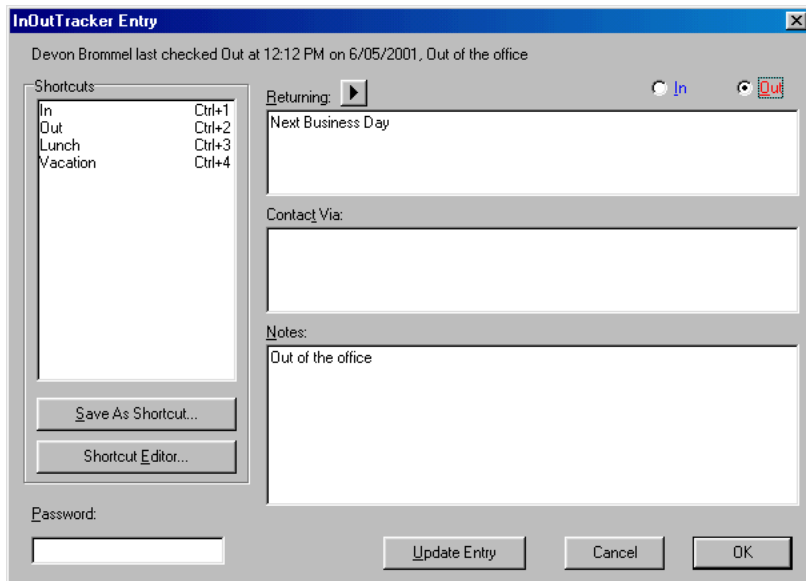
Use your mouse or built-in keystrokes to select these items.

Alt-I selects In.
Alt-L to tab to Title field.
Alt-N to tab to Notes field.
Alt-O selects Out.
Alt-R to tab to Returning field.
Alt-T to tab to Contact Via field.
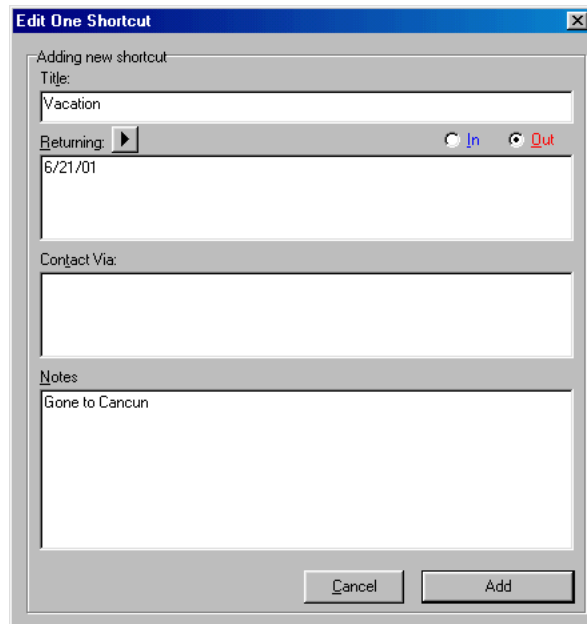
Entry Window

This window shows a person's complete status information and allows it to be changed. It is opened whenever you double-click on a person in the main window.

Use your mouse or built-in keystrokes to select these items.

Alt-E selects Shortcut Editor.	*Alt-R tabs to Returning field.*
Alt-I selects In.	*Alt-S selects Save As Shortcut.*
Alt-N tabs to Notes field.	*Alt-T tabs to Contact Via field.*
Alt-O selects Out.	*Alt-U selects Update Entry.*
Alt-P tabs to Password field.	

There are two buttons for marking the person's status as In or Out. Descriptions can be entered under the Returning field (when will the person be back), Contact Via (best way to contact the person), and Notes (where is the person and what is he doing). The Notes field is limited to 254 characters; the Returning and Contact Via fields are limited to 127 characters.

If you wish to quickly pick a time for returning, click on the right pointing arrow above the Returning field. A menu will appear giving half hour increments for a full day. Pick one, and the Returning status will be set to that time.

There are some entries that you will you all the time. These entries can be saved as shortcuts. If you click on an entry in the Shortcuts list, the various fields will be set to what you have saved under that shortcut. (Minor exception-if you are editing someone else's status, the Contact Via field is left blank, so your e-mail address doesn't show up in Bob's "Working at home" status.) If you double-click on a shortcut, or if you press the control key given in the list for a shortcut, the Entry window will close updating the status on the server.

You can create a shortcut directly in the Shortcuts Entry window by filling out the three fields and setting the In/Out button, then click Save As Shortcut.... You can modify the list of shortcuts by clicking on the Shortcut Editor... button.

You are always able to change your own entry. The Network Administrator may have given you permission to change anyone's entry, if you are in a position where that may be needed (a receptionist, for example). Even without that permission, filling out the Password field can change another person's entry. We do NOT recommend giving out your password to others. Instead, this is designed for you to quickly make a change of your status on someone else's computer.

The information on the server is not modified until you close the window. Cancel throws away any changes you might have made. OK will update the server if you have made changes from the original status. Update Entry will update the server even if nothing has been changed, updating the date/time changed. Double-clicking on a shortcut or pressing a shortcut's control key will always update the server.

NOTIFICATION

One of the most useful features of InOutTracker is notification. You can request notification for a person. When that person checks in or out, a window will appear on your computer, telling you.

Some people who need to know where everyone in the organization is. The Network Administrator can arrange for someone to be automatically notified whenever anyone on that server checks in or out. If the constant appearing of the notification window is a problem, you can keep the main window open and only have it updated, through a choice in the General tab of the Options dialog.

❖ *Note*: If you requested notification on a person and logged out and the person changed status, you will not receive notification.

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NOTES

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