

**PRAIRIE SERVER™**

**for InOutTracker™ and QuickConference™**

**For Macintosh® and Windows® Networks**

**[www.cesoft.com](http://www.cesoft.com)**



**CE SOFTWARE**

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Fourth Edition

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# WELCOME TO PRAIRIE SERVER!

This document contains information for using the Prairie Server with both QuickConference and InOutTracker.

## QUICKCONFERENCE

QuickConference is a cross-platform peer-to-peer conversation tool that can be used with or without an e-mail system. When you need answers now, you can't afford to wait for e-mail, play phone tag, or run from office to office—QuickConference is the answer. Its instant messaging capabilities can save you time and money.

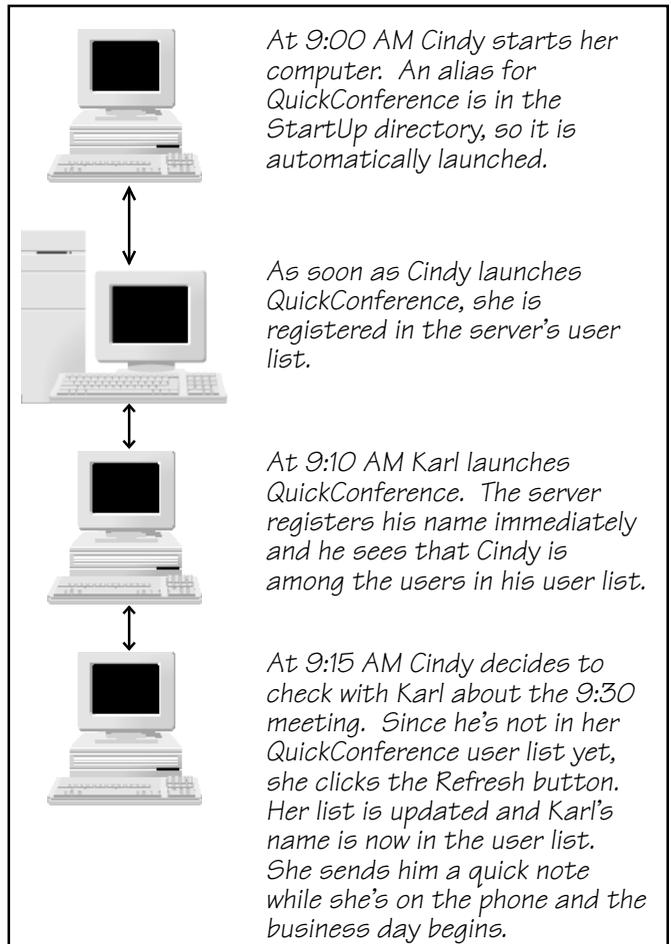
### How QuickConference Works

QuickConference consists of two main components: the client and the server. The client software is installed on user workstations throughout your network. When users send QuickConference messages, QuickConference notifies the recipient of the new message and the real-time "conversation" between the users proceeds on a peer-to-peer basis. This means the messages only travel between the computers involved in the conference—messages do not have to be routed through a server.

The Prairie Server is installed on one machine and it is used to register and publish which users on the network are available for conferencing.

Prairie Server is accessed by the QuickConference client only:

- During automatic refreshes.
- When the client is launched.
- When the client selects the Refresh button.
- The client accesses user information on the server for use in maintaining client address books.



*How the Prairie Server and clients stay in touch.*

## **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?

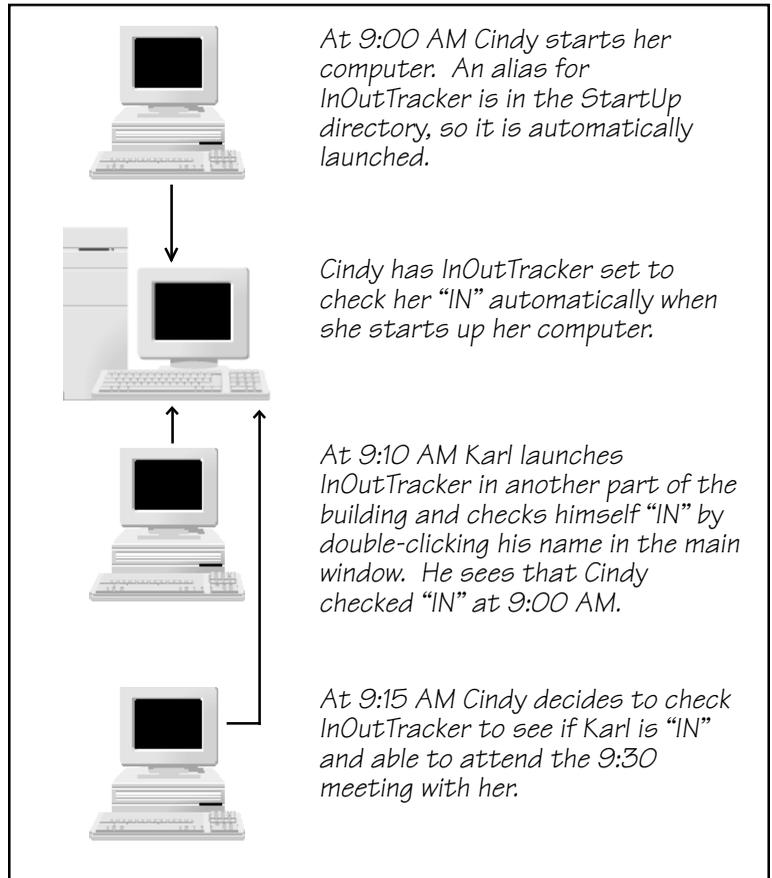
### **How InOutTracker Works**

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.



***How the Prairie Server and InOutTracker clients stay in touch.***

## **TECHNICAL SUPPORT**

All CE Software products include the consulting services of an experienced Technical Support staff. CE Software offers online, fax and telephone support.

### **Contact Information**

Regular hours are Monday through Friday from 8:00 A.M. to 5:00 P.M. U.S. Central Time. CE Software Technical Support can be reached by:

- Phone: 515-221-1803
- Fax: 515-221-1806
- Newsgroups: <http://www.help.cesoft.com/>
- E-mail: [ceonline@cesoft.com](mailto:ceonline@cesoft.com)

### **Before You Call**

Please verify the following:

- Does your hardware and Operating System version meet the minimum requirements?
- Have you checked the manual or the most updated documentation, located at <http://www.cesoft.com/>, to see if your problem is discussed?
- Have you checked the CE Software Technical Support Web page at <http://www.help.cesoft.com/>?
- Have you checked the CE Software newsgroups at <http://www.help.cesoft.com/tech/newsgroups.html>?

### **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).

## **SALES AND CUSTOMER SERVICE**

CE Software's excellent Sales and Customer Service staff can answer your questions about InOutTracker.

### **Contact Information**

The CE Software Customer Service department is open Monday through Friday from 8:00 A.M. to 5:00 P.M. U.S. Central Time. They can answer questions on product availability, upgrades, product prices, damaged disks, customer registration, and general policies. If you have a question about your CE Software product, please have your serial number ready when you call. For customers outside the U.S., please call your local distributor.

- Phone: Domestic orders: 800-523-7638  
International orders: 515-221-1801
- Fax: International and Domestic orders: 515-221-2258
- Online: <http://www.cesoft.com/service/customerservice.html>

### **Ownership Transfer**

If you transfer ownership of a CE Software product, send a letter with the product name, serial number, your name and the new owner's name and address to:

CE Software, Inc.  
Attn: Ownership Transfer  
P.O. Box 65580  
West Des Moines, IA 50265 U.S.A.

### **Change of Address**

If you change your address, please send a letter indicating your old and new address to:

CE Software, Inc.  
Attn: Change of Address  
P.O. Box 65580  
West Des Moines, IA 50265 U.S.A.

# CHAPTER 1: INSTALLING

You must install and launch the Prairie Server and set up your users' accounts before QuickConference clients can take advantage of instant messaging or InOutTracker clients can take advantage of viewing everyone's whereabouts.

❖ *Note:* The Prairie Server does not have to be installed on a dedicated machine.

## 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

- **IMPORTANT:** Install either the Windows or the Macintosh version of the server, but not both.
- 1 Insert the QuickConference/InOutTracker disk or CD and double-click the server 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 the Prairie Server and click Next. By default, the Prairie Server is installed in the C:\Program Files\Prairie Group\PServer\ directory.
    - Click the Browse button to install QuickConference in a different location.
  - 5 Choose whether or not to launch the program and click Finished.

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

❖ *Note:* A shortcut for the Prairie Server is placed in the StartUp directory so it is automatically launched when you restart your machine.

## **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 Prairie Server data files are stored in a directory called “PServer”, 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 “PServer” to find it on your computer. You will find two "PServer" directories. You do not need to backup the “PServer” directory found at "C:\Program Files\Prairie Group\", this is the program file directory.

# CHAPTER 2: USING WITH QUICKCONFERENCE

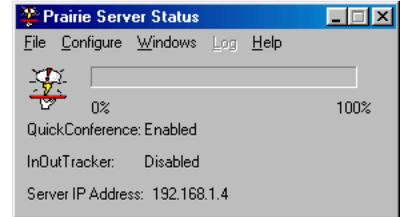
The Prairie Server is an instant messaging server solution. It has a simple, intuitive interface that requires minimum setup and maintenance. Install either the Windows or the Macintosh version of the server, but not both.

## THE SERVER INTERFACE

### Server Status

This window displays the servers activity in a status bar. The status of server activity will fluctuate depending upon how many clients are simultaneously accessing it.

- ❖ Note: If the bar is regularly more than half filled, you may want to consider moving some people to another server.



Two lines provide the status of each service for this server. If you entered an activation key for QuickConference during the initial setup, QuickConference will be enabled (it is running) while InOutTracker will be disabled (not running). If you had selected to use the 30-day 10 user demo, one or both services would show "Demo Running". If the server shows "Demo has EXPIRED", it means you were running in demonstration mode, but the 30-day period is up.

Below the service status lines, you will find the numeric IP address of this server. Provide this number to users as they set up their clients. You will need to give the Server IP Address (or machine name, if you have a DNS server) to all your users for them to log in.

- ▲ **WARNING:** If you configure a DNS (Domain Name Server) to give your server a textual address (such as qc.cesoft.com), your users can use that address in place of the numeric address (such as 192.168.1.2). However, the use must be consistent. Either all users must use the numeric address or use the textual address, do not mix and match.

### Current Online Users

The Current Online Users window displays which users on your network are logged into this server.

Click on a column heading to sort the window by the selected category.

Resize the columns by clicking on the column separator lines and dragging. Your cursor becomes a sizing tool.

The screenshot shows a window titled "Prairie Server: Current Online Users" with a table of online users. The table has three columns: Name, E-mail Address, and Registered URL. There are four rows of data.

Name	E-mail Address	Registered URL
Devon Brommel	DBrommel@cesoft.com	192.168.1.1
Mary Kay Farnsworth	MKFarnsworth@cesoft.com	192.168.1.2
Micky Finn	MFinn@cesoft.com	192.168.1.3
Nicole Tarrantino	ntarrantino@cesoft.com	192.168.1.4

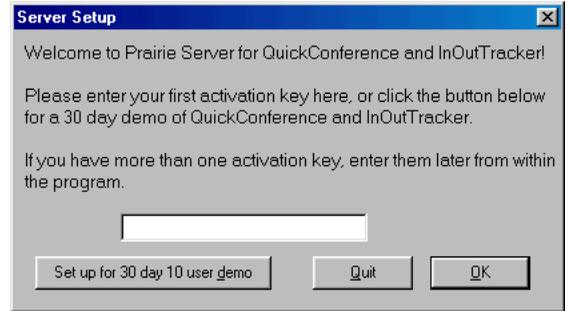
Select a user and press the "Delete" key to log off the selected user.

In the lower left corner displays the number of users currently logged in and the total number of users that can log in.

The Registered URL column displays the IP address of each user logged in to this server.

## INITIAL SETUP

You will see this dialog after installing and launching the Prairie Server software for the first time. You will enter your first activation key here. You will enter your first activation key here. If you have multiple activation keys, see the section on Serial Numbers and Activation Keys for information on how to add them.

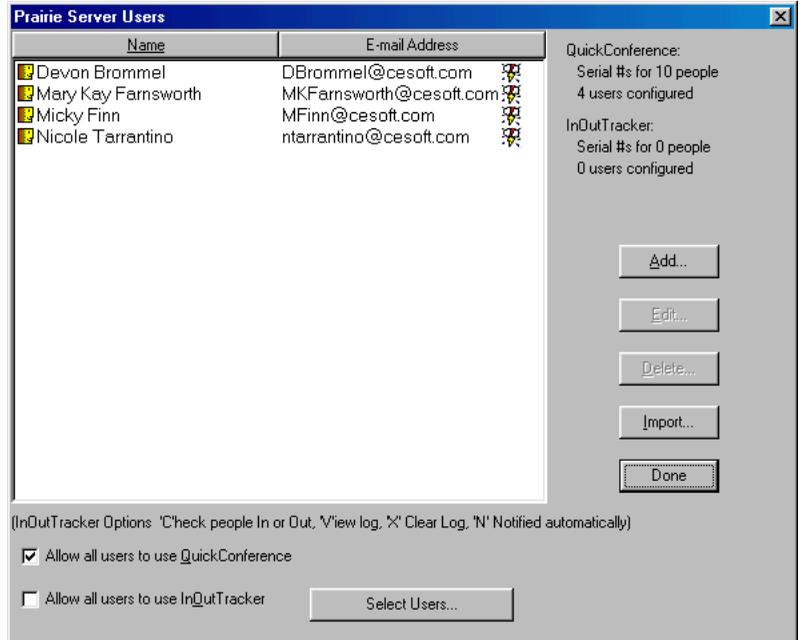


## Adding User Accounts

- 1 If you have just installed the Prairie Server, you will be automatically presented with this window after entering your first activation key. Otherwise, select Users in the Configure menu to open the Users window.

*An icon for the service enabled for each user shows up at the end of the E-mail Address column. Click and drag column separators to adjust column width. Click on a column heading to sort. Use your mouse or built-in keystrokes to select these items.*

*Alt-A to Add a user.  
Alt-E to Edit a user.  
Alt-D to Delete a user.  
Alt-I to Import a user.*



- ❖ Note: If you are not using InOutTracker, you should uncheck Allow all users to use InOutTracker at this time.

- 2 Click Add... to create user accounts for each person who will have access to the Prairie Server.
- 3 Complete the User Account Entry dialog. See the InOutTracker chapter for an explanation of the InOutTracker checkboxes.

➤ **IMPORTANT:** Each e-mail address entered in the E-mail Address field must be unique. If you don't have e-mail, use any name that doesn't include the @ character.

- 4 Click OK when you are finished. The new account appears in the Users window.
- 5 Repeat Steps 2-4 to create each additional account.

#### Allow all users to use QuickConference

Prairie Server supports two services, QuickConference and InOutTracker. By default, every user is presumed to use both services, each service either having the same number of serial numbers or one having no serial numbers. If the number of users for the two services doesn't match, you can pick some of the users for the lesser service.

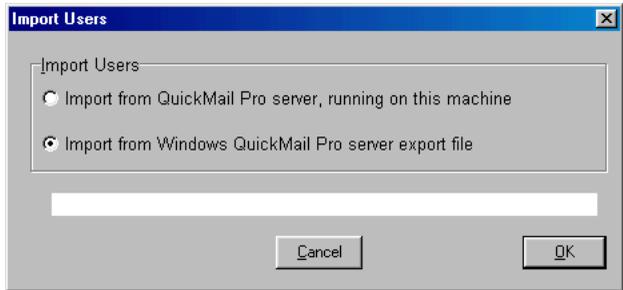
Assume you have differing counts of serial numbers, such as 25 users for QuickConference and 50 users for InOutTracker and want only some users to use the QuickConference. Uncheck "Allow all users to use QuickConference" and click on the Select Users... button. This window will open.

Click in the box in front of the user name to add or remove access to QuickConference.

The totals in the upper right help you manage your authorized counts.

## Import User Accounts

- 1 Select Users... in the Configure menu to open the Users window.
- 2 Click Import.
- 3 Choose whether to Import from a QuickMail Pro Server running on this machine, or from the QuickMail Pro Server export file or a file that you have created that matches the QuickMail Pro Server export file. The "Import from QuickMail Pro Server running on this machine" option will only work if CE Software's QuickMail Pro Server for Windows is installed and running on this machine.



Entries within an import file must be comma delimited. If you wish to create a file to import, each record must have the following fields:

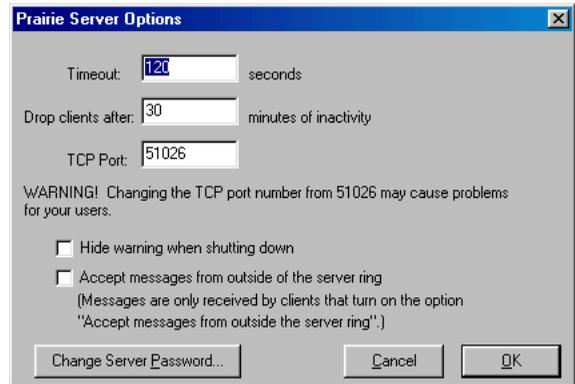
E-mailAddress,First Name Last Name,Password

- **IMPORTANT:** You must not put a space after the comma that separates the fields.

## Server Options

Select Server Options in the Configure menu when you want to change the Timeout value, change the amount of time it takes to drop clients when inactive, the TCP Port being used, the presence of a warning dialog when quitting, Accept message from outside the server ring or the Server Password.

- ▲ **WARNING:** Changing the TCP Port number will require all your users to specify the server IP address plus the port number when picking the server.



**Timeout** — The number of seconds the server waits before closing a client session. You should not have to change this value from 120 seconds.

The only time QuickConference client sessions are active is when:

- The client has just been launched and it registers with the server.
- The client Refresh button has just been selected.
- The client updates the user list during its automatic refresh interval. The user list is refreshed every few minutes. This refresh interval cannot be changed.

- The client accesses user information on the server for use in maintaining client address books.

**Drop clients after** — The number of minutes the server waits before it logs off an inactive client. The server uses this setting to make sure the user list is only populated with available users.

**TCP Port** — The port number the Prairie Server uses when communicating with clients. If you change the default port number, you will have to give your users the server IP address followed by a colon and the new port number. For example 192.168.1.2:271.

**Hide warning when shutting down** — If this item is not checked, the server will display a warning dialog — explaining that you still have users logged in to the server — when you quit the server application.

**Accept messages from...** — If you want people from other servers that are not listed in your server ring to be able to send messages to clients logged into this server, this must be checked, and any clients must have the corresponding option checked in the client Notification tab.

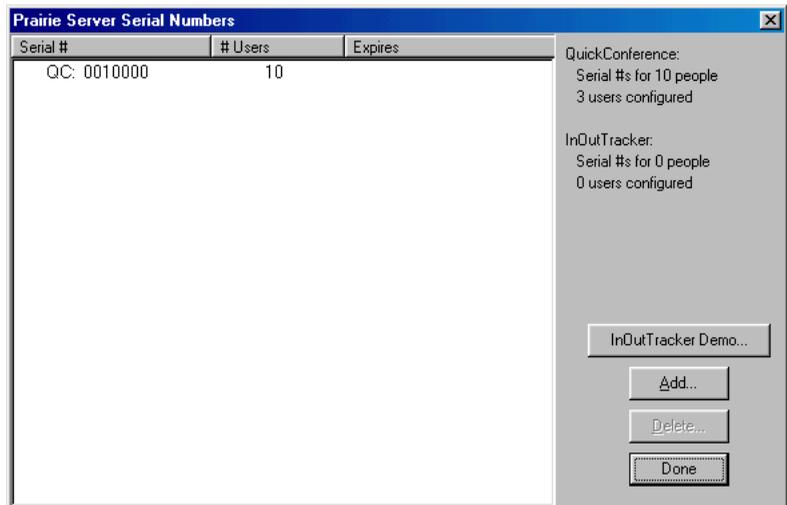
**Change Server Password** — To assign or change the server's password, click the Change Server Password button and enter the new server password in both fields and click OK. When this option is selected, you must enter the password to access each dialog available from the Configure menu.

### **Serial Numbers and Activation Keys**

If you need to add or delete serial numbers or activation keys, select Serial Numbers in the Configure menu.

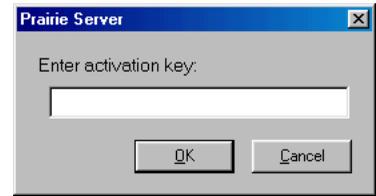
The upper right corner displays the total serial numbers for each service and the number of users configured for that service.

If you want to try out a 30-day demo of InOutTracker, click the Demo button.



Click the Add... button or use Alt-A and then enter the activation key for the serial number you wish to add.

Select a serial number in the list and click the Delete... button or use Alt-D to remove it.

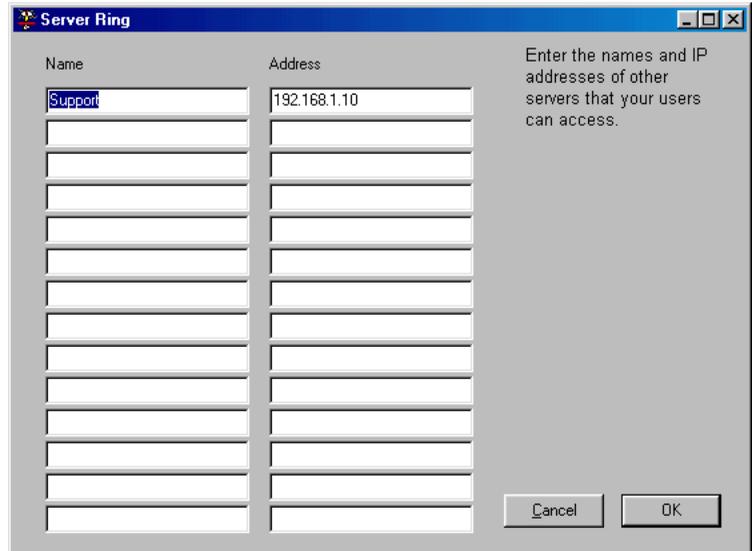


- **IMPORTANT:** If you purchase an activation key for a number of users who are to be split between multiple servers, you will need to add the same key to each of those servers. If you do use the same activation key on more than one server, be sure that the total number of new users does not exceed the license.

## SERVER RING

The Prairie Server software has the ability to link to other Prairie Servers so that users can send instant messages to those on another server. When you link to another server, your users are able to see the names of the users on the second server, and can send them messages.

To link one or more servers; select Server Ring... from the Configure menu. Give the server that you'll be linking to a name and type its IP address under Address. Links must go both ways. If Server A has Server B in its Server Ring window but Server B doesn't have Server A, people on Server A won't be able to access Server B's information. The Prairie Server software can link up to 14 other different servers.



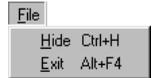
After selecting OK, the users' QuickConference client software will be able to access the other servers from the client's Servers menu. You may need to click the Refresh button to see the changes. Be sure to perform this same linking procedure on the second server if you'd like its users to see the list of users on the first server.

- ❖ *Note:* It is not necessary for you to link servers to be able to send messages to a member of a different server. You can use special addresses instead. Refer to the QuickConference client manual for instructions on creating Special Addresses.

# PRAIRIE SERVER MENUS

## File Menu

**Hide** — This will hide the server windows and remove the Prairie Server button from the task bar. The server will still be running and people can use it, and you can control the server through the small icon in the system tray.



**Exit** — This command will exit the server. If you have the option “Hide warning when shutting down” checked you will be not be warned if any users are currently logged into the server.

## Configure Menu

**Server Options...** — Choose this command when you want to change the Timeout value, change the amount of time it takes to drop clients when inactive, the TCP Port being used, the presence of a warning dialog when exiting, Accept message from outside the server ring or the Server Password.



**Users...** — Choosing this command allows you to add, edit, delete or import user accounts.

**Serial Numbers...** — Choosing this command allows you to add or delete serial numbers or activation keys.

**Server Ring...** — Choosing this command allows you to link up to 14 other servers.

**InOutTracker Options...** — Not used for QuickConference. See the InOutTracker chapter.

## Windows Menu

**Show/Hide Current Online Line Users** — Choose this command to show or hide the Current Online Users window.



## Log Menu

QuickConference does not use this menu. See the InOutTracker chapter.



## Help Menu

**Contents...** — Choosing Contents... will display the Contents tab of the Prairie Server online help dialog.

**Keyword Search...** — This item displays the Index tab of the Prairie Server online help dialog.

**About Prairie Server...** — Choosing About Prairie Server... opens a dialog box that shows you the version of the Prairie Server that is installed, and lists contact information for CE Software.

# **ROUTERS/FIREWALLS AND NAT**

## **Routers/Firewalls**

If you are configuring QuickConference communications to go through firewalls, the server must be set to accept TCP/IP connections for port 51026 (TCP). Any machine that is to receive QuickConference messages must be able to receive on port 55055 (UDP). Port 55055 must be completely open, meaning firewall security restrictions cannot be imposed.

## **NAT (Network Address Translation)**

QuickConference is incompatible with Network Address Translation. Network Address Translation is multiple computers sharing a single IP address to connect to a larger network (usually the Internet).

All messages are sent directly from one user's computer to another user's computer. When a computer registers with the server, it tells the server its IP address, as the user's computer knows it. That address is used to send messages. If the internal address is 192.168.1.5 but is translated to 204.25.2.200, messages sent to 192.168.1.5 do not get to the client machine.

Computers on the same network can still send messages to each other even if that network is connected to the Internet through an NAT router. However, no messages will make it through an NAT connection.

**Common problems appear such as:**

- A person off site sends a message and the people in the office receive it, but can't reply, and sender is told that the recipient was offline. The sender is either behind a firewall that has port 55055 incoming blocked or (more likely) is using NAT or some other IP sharing software. Allow port 55055 to go through firewall. Put the sender on a real non-shared Internet IP address.
- People on the same server are being told that they are not on a recognized server when they send to each other. There is a mismatch in the server addresses. Some used numeric (204.2.245.50) while others used textual (qc.cesoft.com). Select a standard addressing format (either numeric or textual) and have everyone not using that format use the "Edit Users" command to change his or her server address.

# CHAPTER 3: USING WITH INOUTTRACKER

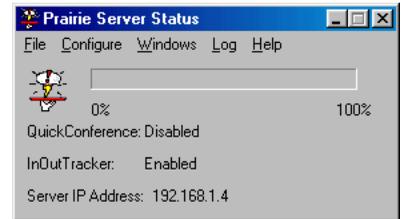
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### Current Online Users

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Click on a column heading to sort the window by the selected category.

Resize the columns by clicking on the column separator lines and dragging. Your cursor becomes a sizing tool.



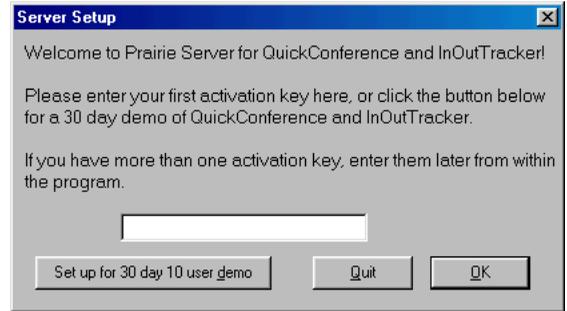
Select a user and press the “Delete” key to log off the selected user.

In the lower left corner displays the number of users currently logged in and the total number of users that can log in.

The Registered URL column displays the IP address of each user logged in to this server.

## INITIAL SETUP

You will see this dialog after installing and launching the Prairie Server software for the first time. You will enter your first activation key here. You will enter your first activation key here. If you have multiple activation keys, see the section on Serial Numbers and Activation Keys for information on how to add them.

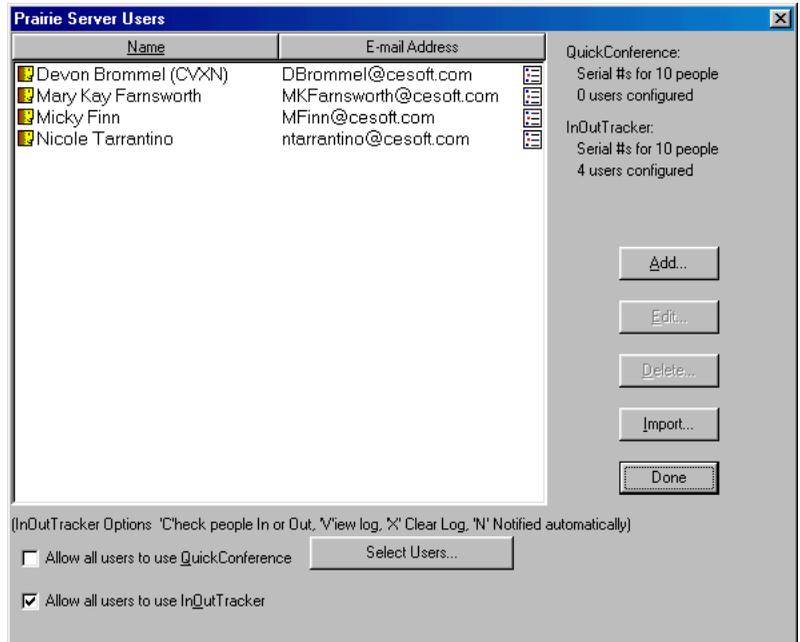


## Adding User Accounts

- 1 If you have just installed the Prairie Server, you will be automatically presented with this window after entering your first activation key. Otherwise, select Users in the Configure menu to open the Users window.

*Which InOutTracker options that are set show after the name. An icon for the service enabled for each user shows up at the end of the E-mail Address column. Click and drag column separators to adjust column width. Click on a column heading to sort. Use your mouse or built-in keystrokes to select these items.*

*Alt-A to Add a user.  
Alt-E to Edit a user.  
Alt-D to Delete a user.  
Alt-I to Import a user.*



- ❖ Note: If you are not using InOutTracker, you should uncheck Allow all users to use InOutTracker at this time.

- 2 Click Add... to create user accounts for each person who will have access to the Prairie Server.

**Can check people in and out** — Any user can check any other user in or out if they know that user's password. Checking this will allow this user to not need to know other people's passwords. This feature is designed for an administrator who may see people come and go and might have forgotten to check in or out.

**Can View Log** — Having this checked will allow this user to be able to view the log from their desk from the Log menu. Anyone who knows the server password can view the log at the server.

**Can Clear Log** — The log is a constantly growing list of events. It should be cleared (after viewing or printing or saving the log) periodically. This checked allows a user to clear the log from his or her desk from the Log menu. Anyone who knows the server password can clear the log at the server.

**Is Notified Automatically of all changes** — If someone needs to always know where everyone is, they can be notified of all changes. This means that every time anyone on this board checks in or out, this user receives a notification message. For details on notification messages, see the InOutTracker client manual.

The screenshot shows a 'User Account Entry' dialog box. It has a title bar with the text 'User Account Entry' and a close button. The dialog contains several input fields: 'First Name' with the value 'Devon', 'Last Name' with 'Brommel', 'E-mail Address' with 'DBrommel@cesoft.com', and 'Password' with masked characters. Below these is a section titled 'InOutTracker Options' with four checkboxes: 'Can Check people In and Out', 'Can View Log', 'Can Clear Log', and 'Is Notified automatically of all changes'. At the bottom left, it says '\* Denotes required field'. At the bottom right are 'Cancel' and 'OK' buttons.

- 3 Complete the User Account Entry dialog.

➤ **IMPORTANT:** Each e-mail address entered in the E-mail Address field must be unique. If you don't have e-mail, use any name that doesn't include the @ character.

- 4 Click OK when you are finished. The new account appears in the Users window.
- 5 Repeat Steps 2-4 to create each additional account.

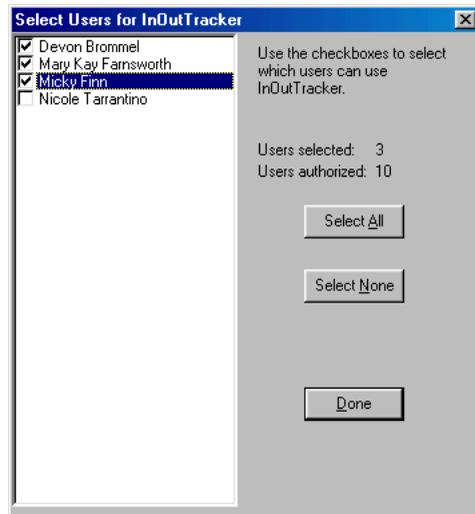
## Allow all users to use InOutTracker

Prairie Server supports two services, InOutTracker and QuickConference. By default, every user is presumed to use both services, each service either having the same number of serial numbers or one having no serial numbers. If the number of users for the two services doesn't match, you can pick some of the users for the lesser service.

Assume you have differing counts of serial numbers, such as 25 users for InOutTracker and 50 users for QuickConference and want only some users to use the InOutTracker. Uncheck "Allow all users to use InOutTracker" and click on the Select Users... button. This window will open.

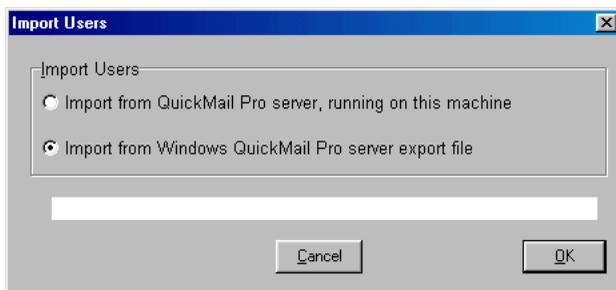
Click in the box in front of the user name to add or remove access to InOutTracker.

The totals in the upper right help you manage your authorized counts.



## Import User Accounts

- 1 Select Users... in the Configure menu to open the Users window.
- 2 Click Import.
- 3 Choose whether to Import from a QuickMail Pro Server running on this machine, or from the QuickMail Pro Server export file or a file that you have created that matches the QuickMail Pro Server export file. The "Import from QuickMail Pro Server running on this machine" option will only work if CE Software's QuickMail Pro Server for Windows is installed and running on this machine.



Entries within an import file must be comma delimited. If you wish to create a file to import, each record must have the following fields:

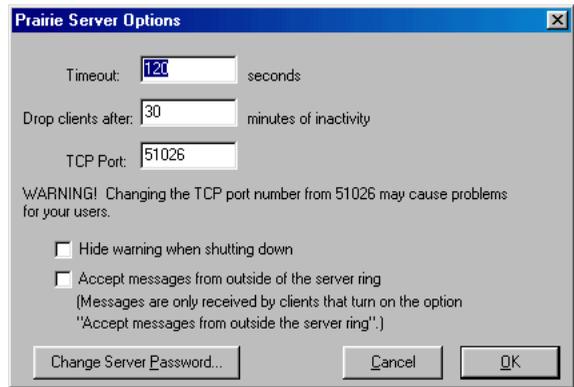
E-mailAddress,First Name Last Name,Password

➤ **IMPORTANT:** You must not put a space after the comma that separates the fields.

## Server Options

Select Server Options in the Configure menu when you want to change the Timeout value, change the amount of time it takes to drop clients when inactive, the TCP Port being used, the presence of a warning dialog when quitting, Accept message from outside the server ring or the Server Password.

- ▲ **WARNING:** Changing the TCP Port number will require all your users to specify the server IP address plus the port number when picking the server.



**Timeout** — The number of seconds the server waits before closing a client session. You should not have to change this value from 120 seconds.

The only time InOutTracker client sessions are active is when:

- The client has just been launched and it registers with the server.
- When the client selects the Refresh menu item.
- The client updates the user list during its automatic refresh interval. The user list is refreshed every few minutes depending on the rate set in the General options tab.
- The client accesses user information for each person entered into the servers it has displayed.
- The client checks In or Out.

**Drop clients after** — The number of minutes the server waits before it logs off an inactive client. The server uses this setting to make sure the user list is only populated with available users.

**TCP Port** — The port number the Prairie Server uses when communicating with clients. If you change the default port number, you will have to give your users the server IP address followed by a colon and the new port number. For example 192.168.1.2:271.

**Hide warning when shutting down** — If this item is not checked, the server will display a warning dialog — explaining that you still have users logged in to the server — when you quit the server application.

**Accept messages from...** — Not used with InOutTracker, see the QuickConference chapter.

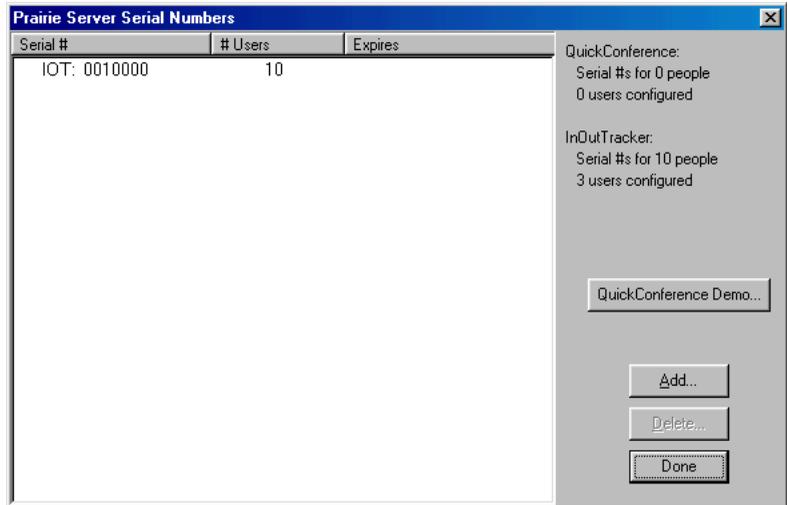
**Change Server Password** — To assign or change the server's password, click the Change Server Password button and enter the new server password in both fields and click OK. When this option is selected, you must enter the password to access each dialog available from the Configure menu.

## Serial Numbers and Activation Keys

If you need to add or delete serial numbers or activation keys, select Serial Numbers in the Configure menu.

The upper right corner displays the total serial numbers for each service and the number of users configured for that service.

If you want to try out a 30-day demo of InOutTracker, click the Demo button.



Click the Add... button or use Alt-A and then enter the activation key for the serial number you wish to add.

Select a serial number in the list and click the Delete... button or use Alt-D to remove it.

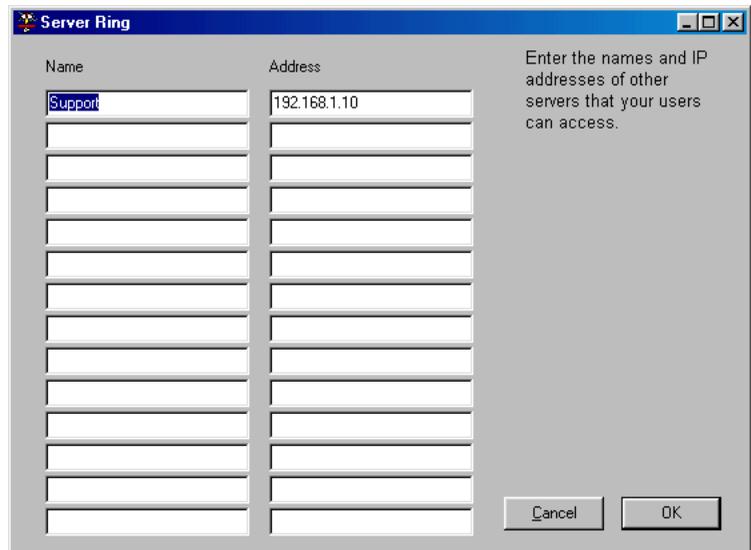


- **IMPORTANT:** If you purchase an activation key for a number of users who are to be split between multiple servers, you will need to add the same key to each of those servers. If you do use the same activation key on more than one server, be sure that the total number of new users does not exceed the license.

## SERVER RING

The Prairie Server software has the ability to link to other Prairie Servers so that users can send instant messages to those on another server. When you link to another server, your users are able to see the names of the users on the second server, and can send them messages.

To link one or more servers; select Server Ring... from the



Configure menu. Give the server that you'll be linking to a name and type its IP address under Address. Links must go both ways. If Server A has Server B in its Server Ring window but Server B doesn't have Server A, people on Server A won't be able to access Server B's information. The Prairie Server software can link up to 14 other different servers.

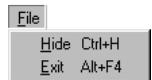
After selecting OK, the users' QuickConference client software will be able to access the other servers from the client's Servers menu. You may need to click the Refresh button to see the changes. Be sure to perform this same linking procedure on the second server if you'd like its users to see the list of users on the first server.

❖ *Note:* It is not necessary for you to link servers to be able to send messages to a member of a different server. You can use special addresses instead. Refer to the QuickConference client manual for instructions on creating Special Addresses.

## **PRAIRIE SERVER MENUS**

### **File Menu**

**Hide** — This will hide the server windows and remove the Prairie Server button from the task bar. The server will still be running and people can use it, and you can control the server through the small icon in the system tray.



**Exit** — This command will exit the server. If you have the option "Hide warning when shutting down" checked you will be not be warned if any users are currently logged into the server.

### **Configure Menu**

**Server Options...** — Choose this command when you want to change the Timeout value, change the amount of time it takes to drop clients when inactive, the TCP Port being used, the presence of a warning dialog when exiting, Accept message from outside the server ring or the Server Password.



**Users...** — Choosing this command allows you to add, edit, delete or import user accounts.

**Serial Numbers...** — Choosing this command allows you to add or delete serial numbers or activation keys.

**Server Ring...** — Choosing this command allows you to link up to 14 other servers.

**InOutTracker Options** — Adjust options that deal with InOutTracker only.

**Limit those able to view...**

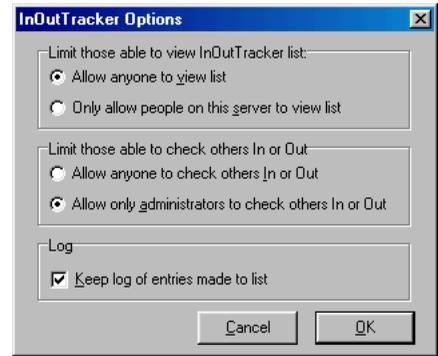
- **Allow anyone to view list** — allows viewing of all servers setup in the Server Ring dialog.
- **Only allow people on this server to view list** — allows viewing of only the Home Server.

**Limit those able to check...**

- **Allow anyone to check others In or Out** — passwords are not required to check someone in or out.
- **Allow only administrators to check others In or Out** — only allow users that have the option “Can check people in and out” do so without a password.

**Log**

- **Keep Log of entries made to list** — check to keep a log of all checking in and out.



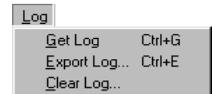
**Windows Menu**

**Show/Hide Current Online Line Users** — Choose this command to show or hide the Current Online Users window.



**Log Menu**

**Get Log** — This command retrieves the log and displays it.



**Export Log...** — Choosing this command will retrieve the log and allow you to export it directly to a text file.

**Clear Log...** — This command clears the log.

**Help Menu**

**Contents...** — Choosing Contents... will display the Contents tab of the Prairie Server online help dialog.

**Keyword Search...** — This item displays the Index tab of the Prairie Server online help dialog.

**About Prairie Server...** — Choosing About Prairie Server... opens a dialog box that shows you the version of the Prairie Server that is installed, and lists contact information for CE Software.

## **ROUTERS/FIREWALLS AND NAT**

### **Routers/Firewalls**

If you are configuring InOutTracker communications to go through firewalls, the server must be set to accept TCP/IP connections for port 51026 (TCP). Any machine that is to receive InOutTracker notifications must be able to receive on port 55055 (UDP). Port 55055 must be completely open, meaning firewall security restrictions cannot be imposed.

### **NAT (Network Address Translation)**

InOutTracker notification is incompatible with Network Address Translation. Network Address Translation is multiple computers sharing a single IP address to connect to a larger network (usually the Internet).

Computers on the same network as the server can still receive notification even if that network is connected to the Internet through an NAT router. However, no notification will make it through an NAT connection.



# **APPENDIX: INTRODUCTION TO TCP/IP**

Many interesting network programs require TCP/IP to run. Some people assume that this means that you need a connection to the Internet to use them. Well, you don't. You can set up a TCP/IP network just within your office and use those programs to your heart's content. We're going to show you how.

If you already have a working TCP/IP network, you can stop reading now. This document is NOT designed to help you troubleshoot a TCP/IP network or learn everything there is to know about TCP/IP.

This document will describe one way that you can create an internal network for Macintosh and Windows 95/98 computers. If you want to know more about TCP/IP, there is a good list of technical resources available at:

[http://www.private.org.il/tcpip\\_rl.html](http://www.private.org.il/tcpip_rl.html)

## **WHY TCP/IP**

TCP/IP is a communications protocol, which means it is a standard way for sending data from one computer to another. In the real world, it would be like placing a phone call. There are technical issues of how the machines talk to each other, there's a standard format of the identifier for the other person (phone number), and then when you make a connection you must speak the same language for something useful to occur.

The Internet uses TCP/IP because it is a very flexible system that is able to handle many different kinds of information for a very large number of people. But, since it will work on your office network, you can use programs written for the Internet inside your office.

## **A VERY BRIEF TCP/IP PRIMER**

To send data to another computer you must know the address of that computer. In TCP/IP, the addresses are called IP Addresses. An IP address is a collection of four numbers, each of which can range from 1 to 254. So, at my office, my IP address is 192.168.1.67.

IP addresses were designed for the Internet with millions of people worldwide being on the system, so the first sets of numbers identify the local network you are on.

➤ Important: No two computers on the network should have the same address.

If your network is connected to the Internet, the company that connected you has told you what IP addresses you can assign to your users. If your network isn't connected to the Internet, you pick your own numbers, but there is a set you are expected to use for a stand-alone network. The first three numbers are 192, 168, and 1; then the numbers from 2 to 254. So, the first IP address will be 192.168.1.2; the next 192.168.1.3, etc. When you get a connection to the Internet, you will have to reassign IP addresses.

You need to manually assign IP numbers to all of the computers on your network. Keep a list of the numbers, crossing them off when a computer is no longer in use and assigning unique numbers when computers are added. Make sure that every computer has an IP address nobody else has, and make sure they stay in the range specified.

Most TCP/IP programs have a server running on a computer, which must also have a unique IP address. You can use just numbers—my mail server E-mail address is `firstname.lastname@192.168.1.68`. However, people don't like dealing with numbers, so there is something called a Domain Name Server (DNS) where you can convert 192.168.1.68 to `MyCompany.com`. You could set up a DNS in your office network, but for a small office, it may be just as well to stay with the numbers.

Wiring all computers into the same physical network works great for an office, but isn't practical for the outside world. So, if you were connected to the Internet, there would be one device (called a router) that takes all information to and from the outside world and pumps it into your local network. With a self-contained network, you won't have a router.

❖ *Note:* The default router number should be 192.168.1.1 (which is why we started with 2).

If there is a router, the computers need to know when to send to the router and when to try to send directly. There's a setting called Subnet mask that provides this information. If you're connected to the Internet, the company that connects you will tell you what to enter into that setting. If you're not connected, the mask can be just 255.255.255.0

Here are recommendations for a small internal network:

IP addresses:	Assign each individually, from 192.168.1.2 to 192.168.1.254
Subnet Mask:	255.255.255.0
DNS/Name Server:	Use numbers instead. Leave any entry for a name server blank.
Router address:	192.168.1.1

OK, now we're ready to configure the computers!

❖ *Note:* There are options to automatically configure IP numbers, using schemes called BootP or DHCP or RARP, but you would need to set up and administer another server, so we're not recommending those.

## CONFIGURING THE COMPUTERS

Any computer that uses TCP/IP must have that software installed on it. All computers with Windows 95/98, and Macintosh computers with System 7.5 or later, have TCP/IP installed with the operating system. A Macintosh with an older system must get a product called MacTCP from Apple Computer, Inc. and install it.

### Configuring TCP/IP for Macintosh with Open Transport

- 1 Save and close all applications you have running.
- 2 Click on the Apple menu, drag down and select Control Panels.
- 3 In the Control Panels window double click on TCP/IP.

If there is no TCP/IP control panel, you are not running Open Transport and need to install Open Transport or use the MacTCP instructions following this section.

- 4 If your computer is already configured for some sort of dial-up Ethernet access, create a new configuration for this office setting.

Select Configurations... from the File menu.

Click Duplicate... to create a new setup.

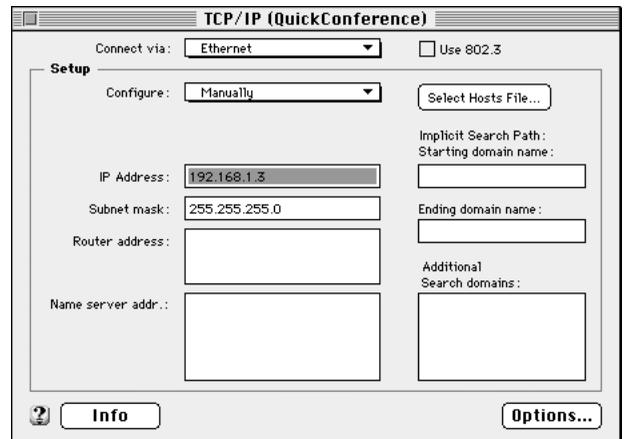
Type in a name for the setup (such as QuickConference) and click OK.

Select the new configuration and click the Make Active button.

- 5 Click on the Connect via pop-up menu, and choose Ethernet or Alternate Ethernet.
- 6 Click on the Configure pop-up menu, and choose Manually.
- 7 Enter your IP Address and Subnet Mask you received from your network administrator.
- 8 Leave the other entries blank.

If you need to switch between different configurations (between the network and dialing into the internet), start by making sure you have closed all TCP/IP programs, then open the TCP/IP control panel, select Configurations... from the File menu, click on the configuration you want, click Make Active, and close the window. No rebooting is necessary.

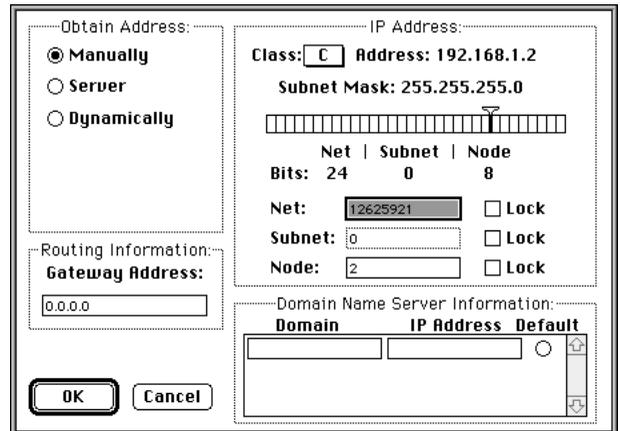
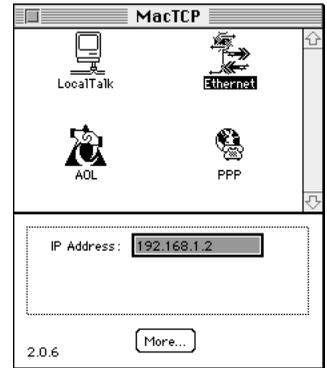
Congratulations! You're now on the network!



## Configuring TCP/IP for Macintosh with MacTCP

- 1 Save and close all applications you have running.
- 2 Click on the Apple menu, drag down and select Control Panels.
- 3 In the Control Panels window double click on MacTCP. If there is no MacTCP control panel, you may need to have MacTCP installed.
- 4 Select Ethernet in the top part of the window.
- 5 Click the More... button.
- 6 In the Obtain Address: area select Manually.
- 7 In the IP Address: area click on the pop-up menu next to Class: and select C.
- 8 Click OK to go back to the first screen.
- 9 Enter your computer's IP address, which you received from your network administrator, into the lower half of the window.

Congratulations! You're now on the network!



## Configuring TCP/IP for Windows 95/98

- 1 Save and close all applications you have running.
- 2 Click on the Start button in the task bar, move to Settings, then over to Control Panel.
- 3 In the Control Panel window double click on Network.
- 4 Look in the list of components for TCP/IP-> and a driver for the Ethernet card installed. (It should be fairly obvious).
- 5 If you don't find TCP/IP->, click on Add...

Choose Protocol, then click Add... again.

For the Network Protocol, click on Microsoft for the manufacturer and TCP/IP for the network protocol, and click OK.

- 6 Click on the TCP/IP component in the list, and click Properties.

Click on the IP Address tab.

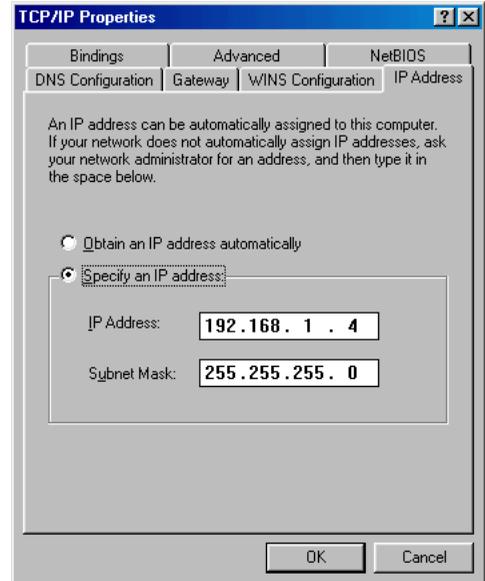
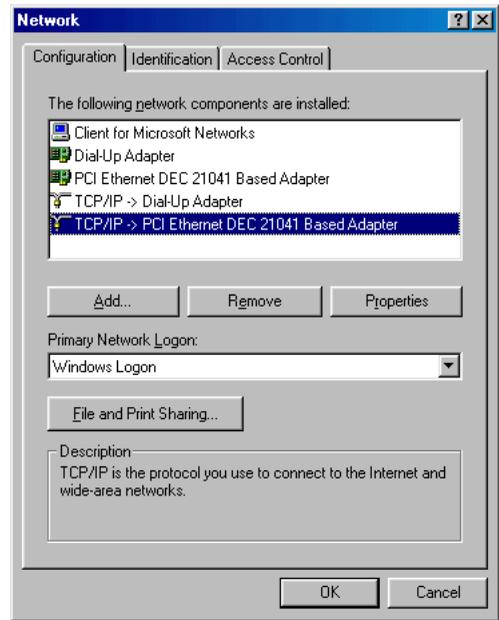
In the IP Address tab, click on Specify an IP address.

Enter your IP Address and Subnet Mask received from your network administrator.

Click OK.

- 7 You should now be told to restart your computer. Do so.

Congratulations! You are now on the network!





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# NOTES



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