

Demonstration Script: Uniplex Business Software Version 8.1 Group Productivity Tools

Introduction

*Start the Demonstration Manager
At the main menu, highlight Time Manager*

This brief demonstration of Uniplex Business Software is intended to introduce the scope and versatility of Uniplex group productivity tools. From here we can subsequently drill down to examine those specific areas of the product you would like to cover in more detail.

For many organisations group productivity tools are increasingly becoming the standard way of communicating and sharing information - not only with colleagues but also customers and suppliers.

We'll see this today as our demonstration scenario takes us across:

- Time management
- Scheduling and resource booking
- Using mail as a communications backbone
- Uniplex and the internet
- and the use of mail-based workflows

Uniplex, with its scalable, robust UNIX based communications tools is the ideal vehicle for this.

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Time Manager

Select Time Manager

In todays demonstration our fictional IT director has to start work, initiating the implementation phase of a major IT project.

*Select **At-a-glance***

The Uniplex Time Manager is an ideal place to store project-based information, and can display it all in a variety of formats.

*Press **Spacebar** twice and then again to return to at-a-glance*

Actions for today include a number of tasks that necessitate working with others and sharing information.

Select todays date

*Select **View***

Today we've a note to schedule the first meeting of the implementation team. Using Uniplex as a communications server is particularly beneficial when it comes to scheduling and sharing information. Lets see that now.

*Select **Arrange Project Meeting** and view it*

We'll book it now.

*Quit back to the Time Manager menu (**F4 F4 F4**)*

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Scheduling

Select 8 - Schedule

We can use the scheduler to locate and book the necessary free time for this meeting. Because its all held centrally on the UNIX server its easy to perform this kind of scheduling and you are not having to rely on gateway PCs or other links to bring the workgroup together.

The Time Manager can use group names or 'aliases' to refer to a particular team of people - and that's how we are going to book the event.

Press F5 and select -Implementation Team

But the scheduler doesn't just manage people's time. You can also use it to schedule the use of group resources -in this case a conference room.

Select -DemoSuite

The scheduler will search across any number of diaries to find an available timeslot and then asks you to confirm the booking. Lets do that now.

Enter a start-date at the begining of the month and and end-date at the end of the month.

Enter a start time = 10:00

Enter an end time = 14:00

Enter free time = 3

Press F1

When you get a free slot back:

Select Add

*Enter summary text: **Implementation Team Meeting***

*Enter public text: **Agenda to follow***

Press F1

The main benefit of this approach is that the individual, group and resource diaries are all held centrally, where their access can be controlled and monitored. Also they can be readily propagated across to other servers so that the entire organisation runs from a common backbone.

Quit back to Time Manager menu (F4 F4)

Lets leave ourselves reminder to send out the meeting agenda to all the attendees

Select 6 - Create Alarm

*Enter the alarm text **Remember to send out agenda***

Enter F1 and then F4 to quit back to the menu

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Integration with mail and word processing:

Reminders - or alarms - are a great way of managing both personal time and group activities and they can be used in conjunction with the calendar or independently.

(While you are talking the alarm message should come in. In the meantime quit time manager back to the main menu)

Now we've got the reminder - lets organise that agenda and send it out using Uniplex mail.

*Select **M - Mail** then select **3 - Send Letter** then select **F3** for full word processing (explaining as you do so that you have a choice of notepad or full WP)*

*Press **F2 File Merge Insert***

The agenda we are going to send out was actually created using W4W on a PC but using the built-in converters with Uniplex we can easily read it in and send it.

*Enter **agenda.doc** (note: if converters are not loaded there is an identical Uniplex version called agenda available)*

*Press **F1***

Notice how we can address the message using the same group name (alias) as we used to schedule the appointment

*Press **F5** and select **-Implementation Team***

*Enter the mailbox **Implementation***

*Enter a subject: **First meeting of the team***

Notice that we effectively address this envelope in variety of ways - according to the nature of the correspondence. For example we can password protect it, encrypt the message itself, defer its send date, etc. For this message, lets just save a copy....

*Cursor down to **Save** and select **Yes***

and send it.

*Press **F1***

Everything is centrally managed so its easy to maintain this kind of group list.

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Reading messages:

Select Read Incoming Mail

Now lets read some mail. Messages can be stored in a single central mailbox - or organised into a variety of task specific mailboxes to suit the way you work.

In fact we supply a set of pre-configured mailboxes for personal, business and calendar-booking messages, but many people depend on Uniplex mail to such a degree that they use the mailbox system as their default way of working -in essence it becomes their filesystem.

*Select the **Implementation** mailbox and read the **Inaugural meeting...** message*

Here's the agenda attachment that each meeting attendee will receive and because I am part of the implementation team I've received a copy too.

Let's save this one into my normal workspace.

*Select **Copy**
Press **F5 File Manager**
Enter a long title
Press **F1***

Messages can be stored and manipulated like any other Uniplex document, so the information they contain is re-usable. Mail is completely integrated with the other Uniplex tools.

Quit back to the mailbox listing

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Uniplex and the Internet:

*Select the **Internet** mailbox*

Uniplex is of course completely internet ready.

For example, here's a message from the North Eastern regional manager, created externally of Uniplex and mailed to me over the internet.

*Select the **About next week** message and read it*

Sending, reading and replying to mail using the internet is no different from any other message. Lets reply to this one.

*Select **Reply***

Add text to the effect that 'I have organised a demonstration of the new system followed by lunch at the restaurant'

*Press **F1***

*Point out that the originators internet address is pre-loaded then press **F1***

That's that job done!

Uniplex is based on UNIX, uses UNIX mail, messaging and connectivity tools and protocols so its a natural platform for anyone looking to use the internet for external communication.

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Example workflow applications:

Of course, you can use Uniplex mail for much more than simple inter-personal messaging. By utilising its strengths and in particular the configurability and integration with other Uniplex tools - you can use it as a transport for workflow applications.

*Quit back to the mailbox listing and select the **Monitor** mailbox*

Here's a message that is part of just such a workflow

*Select the message entitled **Job sheet analysis due now***

The following example is designed to show how this could be used in an IT environment - but it could equally be done in any one of a dozen different scenarios.

Here we've configured a softkey to bring up a Workflow menu.

*Point out and select the **F6** softkey*

This particular task involves Uniplex mail, report writer, database - all working together - and was put together in an hour without any programming expertise to demonstrate just how flexible the system is. Normally this would run silently in background but we've configured it to show a little of what is going on.

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Database and report writer integration:

Heres the example workflow menu.

Run the cursor over the sample applications

The job sheet analysis we are going to run takes data from the database, runs a Uniplex report writer session to format and calculate how many jobs the IT department have completed for each regional office and hands this information onto the mail system for delivery to the various branch offices.

Select Job Sheet Report

Press RETURN through the workflow messages

Notice that as the report writer completes its report it automatically invokes mail.

You should be at the Send Mail form now

This is the perfect example of using the configurable power of Uniplex development tools, electronic mail and your database server to automate processes.

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Completing the workflow:

(Normally Uniplex would simply send this silently in the background but for the purposes of this demonstration we are going to address it manually.)

Press F3

Firstly, we can see the report that Uniplex has automatically generated.

Press F1

Press F5

Lets address this using the same alias system as we've done before, in a real example, this would be automatic.

Select -Managers

Press Esc q

Enter a subject: Usage of IT Department Resources

Press F1 to send the message

Good, thats done.

Press F4 to quit back to the mail menu

This simple workflow was for an IT manager but it could have been for any automated office procedure that needs to use mail as a transport - accounting, purchasing, personnel or customer service.

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Checking mail sent

Now lets review the status of the work done today:

Select Check Mail Sent

One real advantage of Uniplex mail is that it capitalises on the natural strengths of UNIX as a communications server.

Reviewing the messages sent today, we've got a complete log of every message.

Show some read and unread messages

We know for a fact who has and has not read their messages (even across multiple UNIX servers this is maintained so I'll get notification if a message I sent across the world has been read.)

Plus - I can easily check the envelope details for any message

Highlight one of the messages and Press F5

Furthermore, you can configure the system to store copies of every message transaction, or to automatically purge mailboxes after a given period of time. All the tools are here for managing the system and making a group productive.

Conclusion:

That concludes the formal part of the demonstration of the group productivity tools available within Uniplex Version 8.1.

END