

Scry User Guide

MH Software

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2 Contacting MH Software

- Contact MH Software at info@mhsoftware.co.uk
- Visit them on the web at mhsoftware.co.uk
- Alternatively you can write to:

MH Software
Wynford Industrial Park
Belbins
Romsey
Hants
UK
SO51 0PE

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3 Introducing Scry

3.1 What does it do?

Scry is a desktop IN/OUT board, providing an instant reference of who's in and who's not available in your Organisation. Ideal for businesses that operate with a LAN, Scry tells you where your colleagues are without you having to leave your desk.

While running Scry, any user on the network can change their status. The user display is updated regularly so you'll always have the latest information on other users. You can even see who isn't running Scry (providing they have run it at least once before). Scry sits in the system tray so it doesn't clutter up the task bar.

Scry also allows you to configure your own statuses, making it possible to customise usage to your own Company's requirements.

 Scry saves money by eliminating the endless trips to colleagues desks only to find that they're not available. With its status and messaging capabilities, Scry adds efficiency to the networked office and allows employees to be more effective on the job!

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Scry has been developed for easy use and provides many useful features including:


- [Simple installation](#)
- [Easy addition of new users](#)
- [Large choice of statuses](#)
- [Status customisation](#)
- [Return date specification](#)
- [User comments](#)
- [Configurable user preferences](#)
- [User tracking](#)
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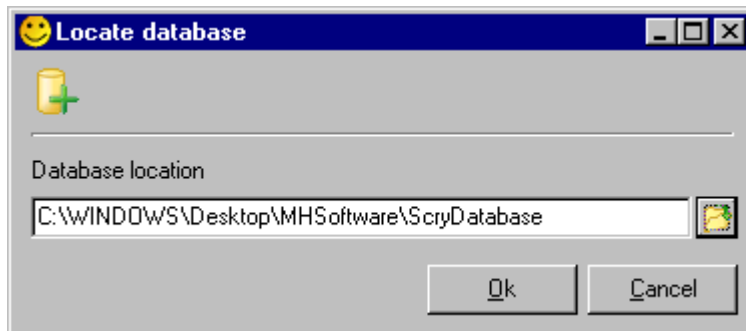
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3.3 Installation

The network administrator can easily install Scry on each client machine on the network. The users can complete their own initial [logins](#) quickly and easily.

 The network administrator can [upload](#) new versions of Scry to the server when they become available!

Scry uses a database to monitor the status of each user. Every time somebody changes their status, the database is updated and all PCs running Scry on the network will be updated automatically. The database will be located on a network drive and the first time you run the application you will be asked for its location. Click  to browse for folders.



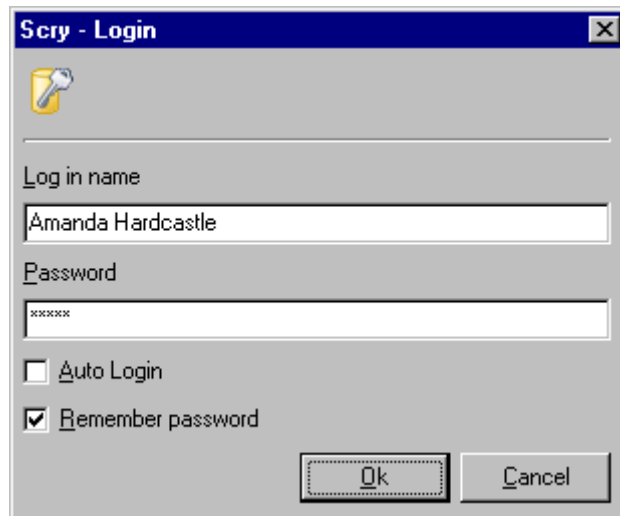
 Remember that all users must specify the same database location to see each other!

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3.4 Logging in

Every time you run Scry you will be asked to login.

A screenshot of a Windows-style dialog box titled "Scry - Login". It features a key icon in the top-left corner. Below the title bar, there are two text input fields: "Log in name" containing the text "Amanda Hardcastle" and "Password" containing "xxxxxx". Below these fields are two checkboxes: "Auto Login" (unchecked) and "Remember password" (checked). At the bottom right, there are "Ok" and "Cancel" buttons.

Enter your name and password. If auto login is checked, the system will log you on automatically.


 Don't use Auto Login if more than one user plans to use the same PC. You will not get the opportunity to enter a different name!

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3.5 Connecting new user

New users can connect to any PC on the network that runs Scry. They simply [Login](#) with their name and chosen password. The system will detect a new user and add them to the database.

 Because Scry operates at the user-name level, multiple users sharing the same PC can run the application!

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4 Main Screen

Scry has been developed for easy use and all main functions are readily accessed from the main user screen.

Click on the image for more details.

Main Screen

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The screenshot shows the 'Scry' application window with the title bar 'Scry - [Amanda Hardcastle, Logged in]'. The menu bar includes 'File', 'View', 'Tools', and 'Help'. Below the menu bar is a toolbar with icons for 'My settings...', 'Inbox', and 'Options...'. The main area contains a table with columns: Departments, User, Status, Department, EMail, Ext, Last status..., Return date, and Comments. The 'Departments' column has checkboxes for 'IT' and 'Sales'. The table lists several users with their status, department, email, extension, and last status update. A comment 'See Pete instead' is visible next to Gerry Edwards.

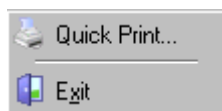
Departments	User	Status	Department	EMail	Ext	Last status ...	Return date	Comments
<input checked="" type="checkbox"/> IT	Amanda Hardcastle	Available	Sales	sales@office.co.uk	1111	7 Minute(s)...		
<input checked="" type="checkbox"/> Sales	Dave T.rip	Offline	Sales	sales@office.co.uk	1112	4 Day(s), 1...		
	Gerry Edwards	In meeting	Sales	sales@office.co.uk	1113	5 Minute(s)...		See Pete instead
	John Young	Offline	Sales			4 Day(s), 1...		
	Paul Hickman	Available	IT			Just updated		
	Peter Mannings	At lunch	Sales			4 Minute(s)...		
	Steve Porter	Offline	IT			4 Day(s), 1...		
	Sue Priddle	DND	IT	it@office.co.uk	1121	5 Minute(s)...	Tomorrow	

The status bar at the bottom shows 'Idle' on the left, 'Idle' in the middle, 'Last updated: 23/06/2003 10:48:50' on the right, and a button labeled 'Impict'.

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4.1 File Menu

Click on image for more details.

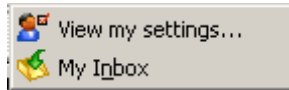


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View Menu

Click on image for more details.



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4.3

Tools Menu

Click on image for more details.



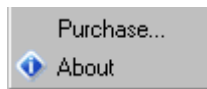
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4.4

Help Menu


Click on image for more details.



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4.5 Department Filter

Click  on the main toolbar to filter on Departments. Check the boxes by Departments you want to monitor and only users in those Groups will be displayed.



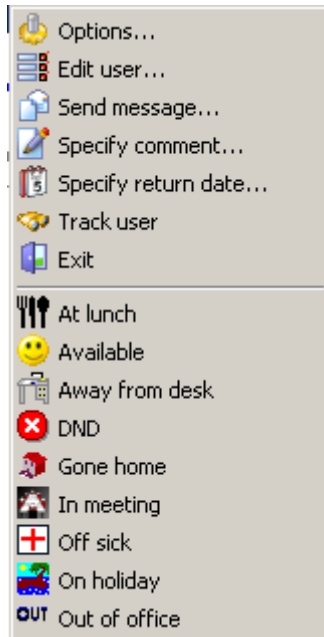
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4.6 User Context menu

Right-click on any user to access the user [Context menu](#).

Click on the image for more details.



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5 My Settings

You can customise Scry for your own personal use.

Click  on the main toolbar to configure your settings. There are 5 tabs:

[Details](#)-enter personal details

[Tracked Users](#)-display tracked users

[Preferences](#)-configure your personal preferences

[Visual](#)-choose your display settings

[Scheduling](#)-set your status in advance

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5.1 Details

The screenshot shows a window titled "My settings" with a blue header bar. Below the header is a tabbed interface with five tabs: "Details", "Tracked users", "Preferences", "Visual", and "Scheduling". The "Details" tab is selected. Below the tabs is a section titled "Your settings" with a small user icon. The settings are as follows:

Field	Value
Display name	Amanda Hardcastle
Extension	1111
Department	Sales
Password	
Email	sales@office.co.uk
Comments	

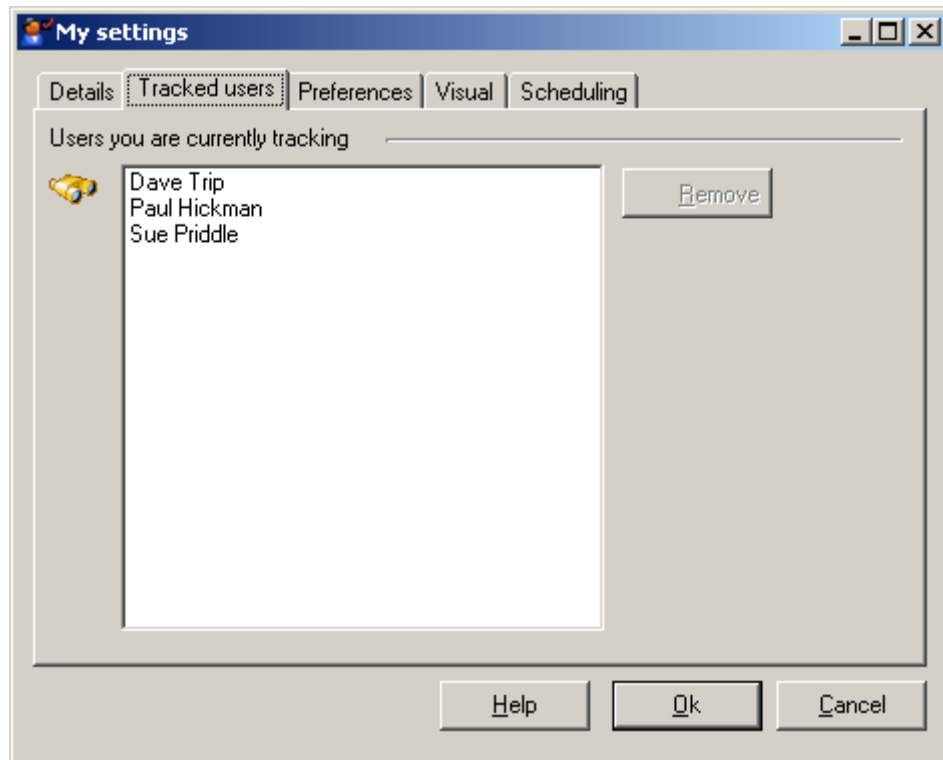
At the bottom of the dialog are three buttons: "Help", "Ok", and "Cancel".

This tab relates to your personal details as they will be displayed on the [main screen](#).

 Departments must be configured via the [administer departments](#) menu before they can be assigned to a user!

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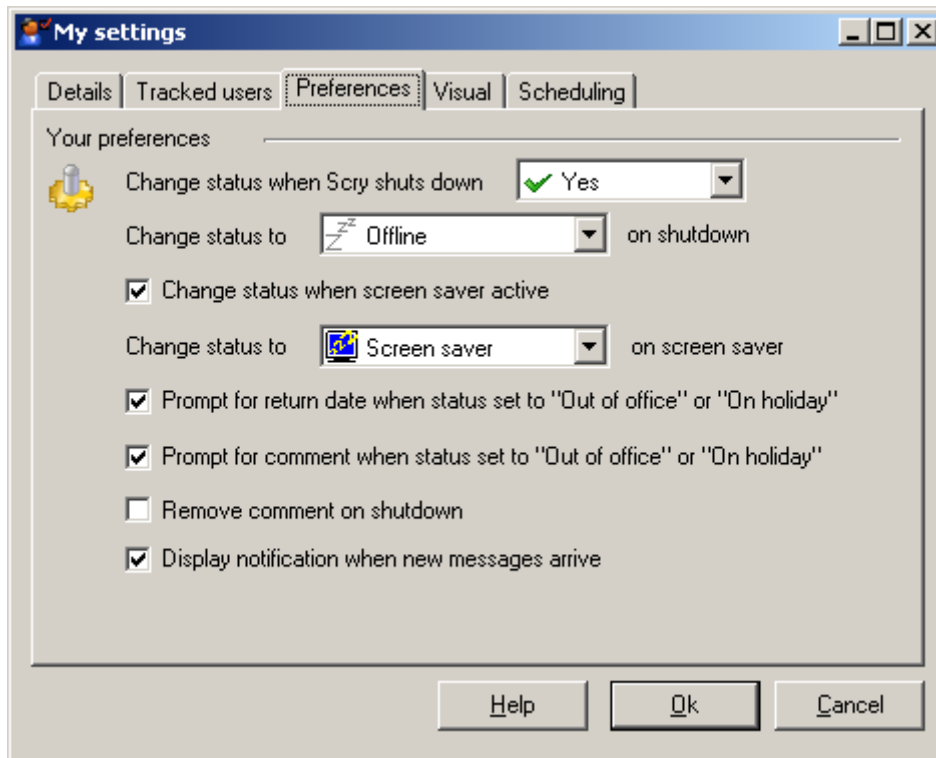


This tab lists any users that you have chosen to [track](#). Selected users can be removed from the list using the 'Remove' button and will no longer be tracked.

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5.3 Preferences



This tab lets you specify exactly how Sry will work for you.

■ Change status when Scry shuts down

- Yes** Status will change to the status specified for shutdown
- No** Status will not change on shutdown
- Confirm** You will be asked if you want to change to status specified for shutdown


■ Change status to on shutdown

Select the status for shutdown, for example. "offline".

■ Change status when screen saver active

When enabled, status will change when screen saver is activated.

■ Change status to on screen saver

Select the status on activation of screen saver, for example .

■ Prompt for return date when leaving office

When enabled you will be automatically prompted for a return date when leaving the office.

■ Prompt for comment when leaving office

When enabled, you will be automatically prompted for a comment when leaving the office.

■ Remove comment on shutdown

When enabled, any comment will be removed when you shutdown.

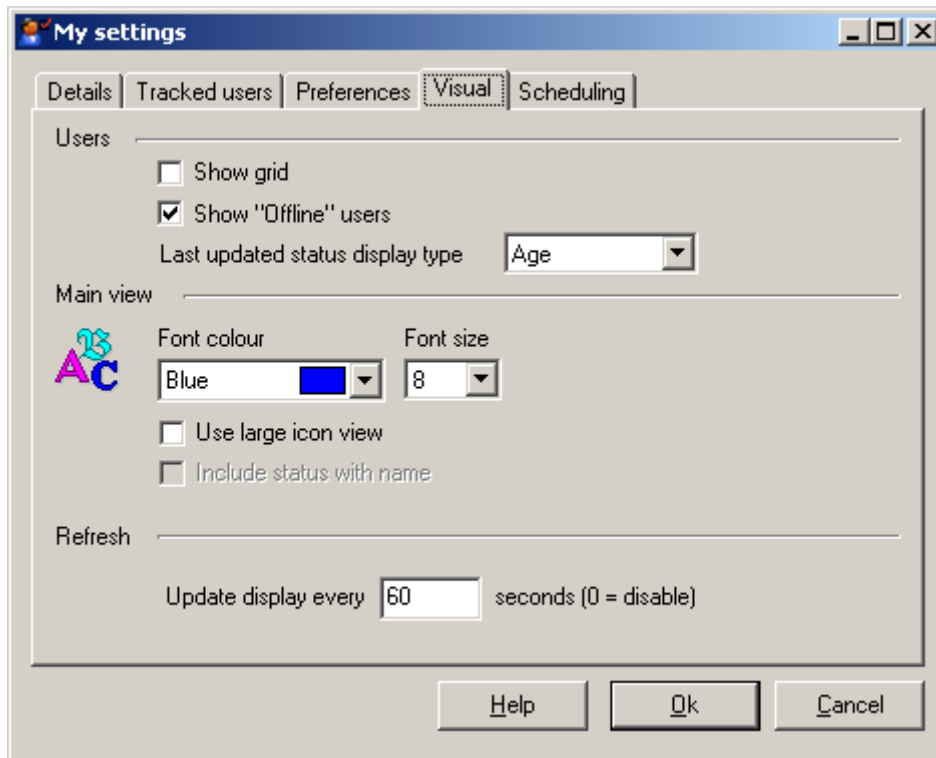
■ Display notification when new message arrives

When enabled, you will be notified of any new messages.

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5.4 Visual



Use this tab to configure your display.

Users

[Show grid](#) will display grid lines between users.

Show 'Offline' users will display offline users with the status specified in [Preferences](#).

Last updated status display type:

Age-display time interval since last update

Actual time-display time of last update.



Main view

Specify the font size and colour for the user screen.

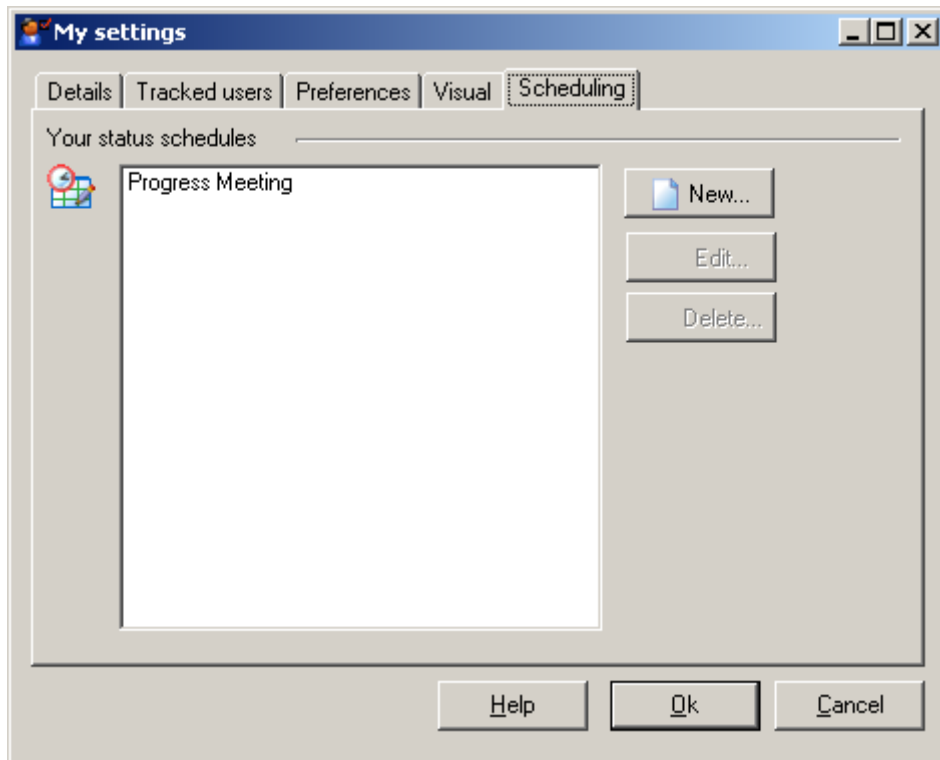
Enable 'Use large icons view' and 'Include status with name' to change view [like this](#).

Refresh


Specify how often you want the display to be updated. Select 0 to disable.


 Refresh the display manually at any time by clicking  on the main toolbar!

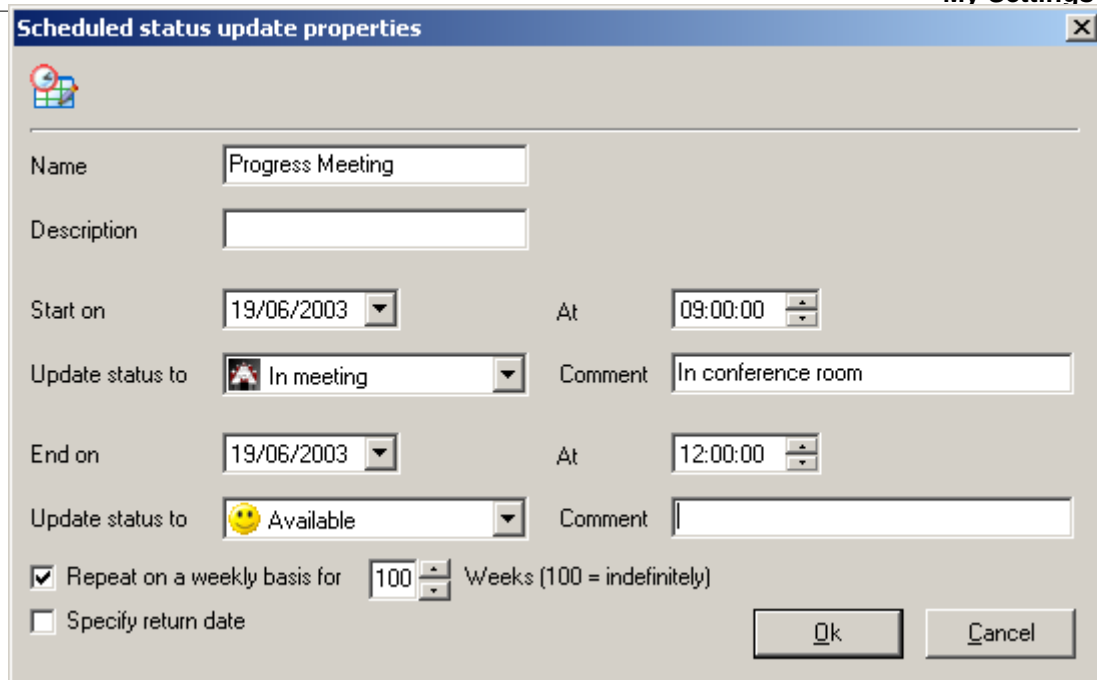
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This tab lets you set specify times and dates for your future status.

 Set up schedules for regular meetings and enter your annual leave in advance.

Click  to configure a new schedule.



Scheduled status update properties

Name: Progress Meeting

Description:

Start on: 19/06/2003 At: 09:00:00

Update status to: In meeting Comment: In conference room

End on: 19/06/2003 At: 12:00:00

Update status to: Available Comment:



☒ Repeat on a weekly basis for 100 Weeks (100 = indefinitely)

☐ Specify return date

Ok Cancel

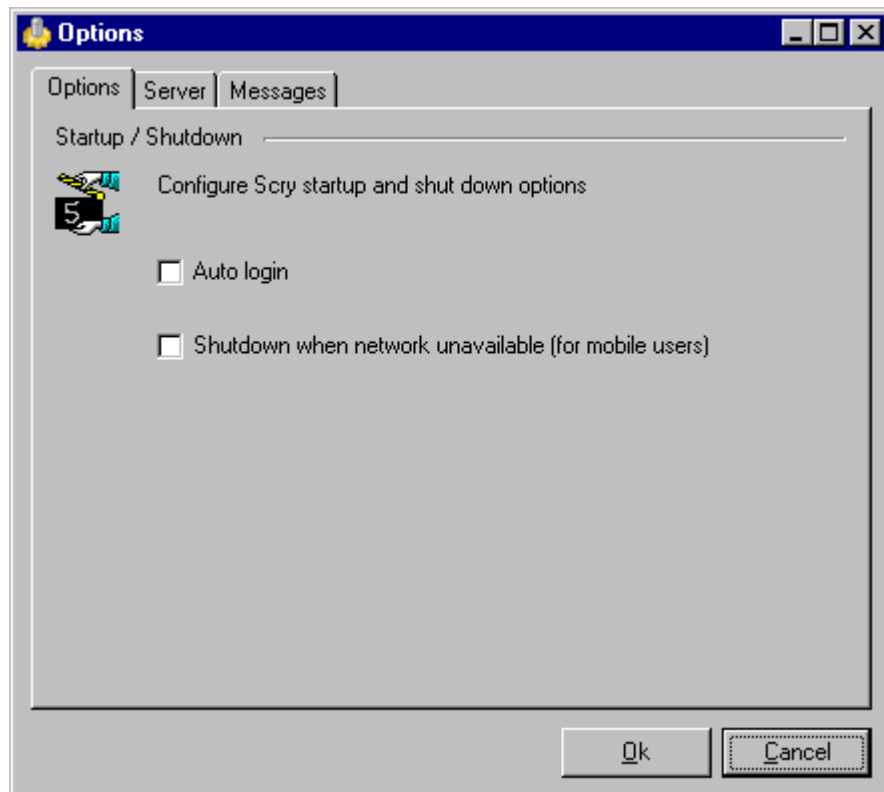
Give your schedule a name and description. You can now specify a time, date and status-type for the update. In exactly the same way you can then choose when you want to revert to another status-type.

Schedules can be repeated on a weekly basis if required. You can also choose to display your specified return date.

Use the  Edit... and  Delete... buttons to change or remove schedules as required.

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The Options menu allows the system administrator to configure various aspects of the system.

Startup/shutdown

■ Auto login

When enabled you will not need to enter your name and password each time you [login](#). The system will log you on automatically.

■ Shutdown when network unavailable

When enabled, the application will shutdown if you are not connected to the network on start up. This option is designed for laptop users who may not always be connected to the network.

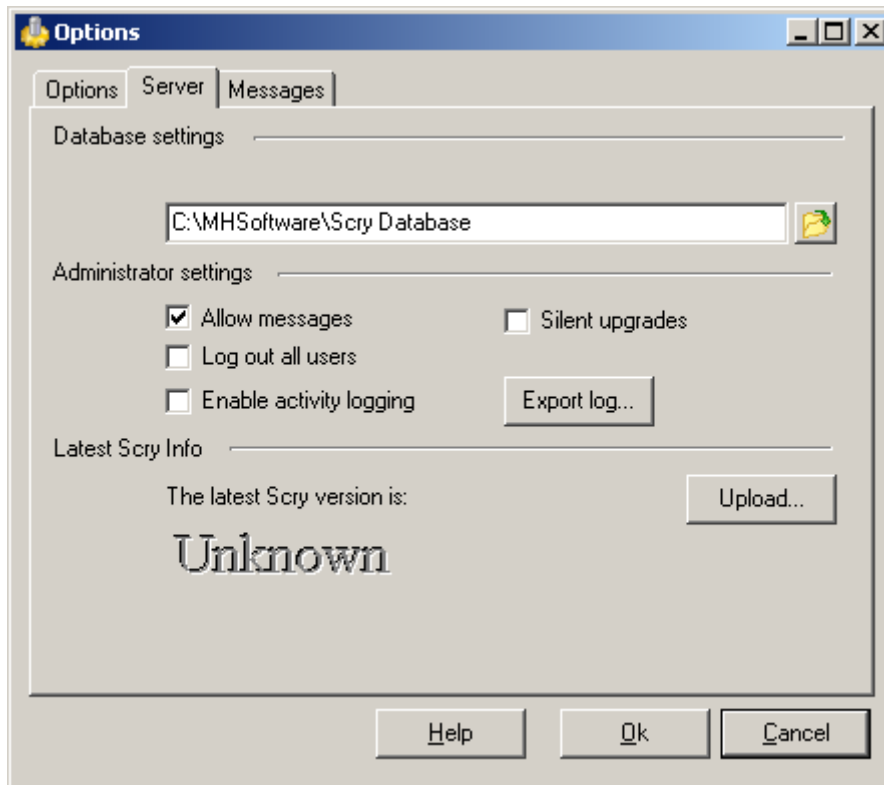
[Server Tab](#)

[Messages Tab](#)


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6.1 Server




Database settings

Select the location of the database where all Scry user details are stored. Click  to browse for folders.

 All users must point to the same database when they [login](#) if they are to see each other.

Administrator settings

Set various permissions including messaging, [activity logging](#) and logging out of all users.

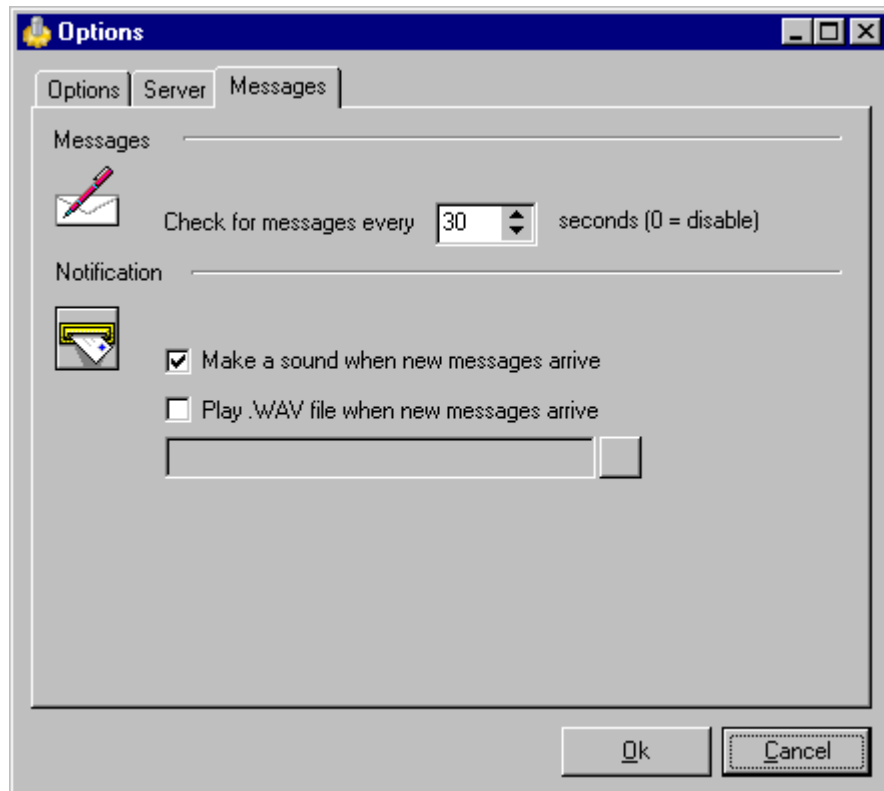
 The system administrator can upgrade all users to a new version of Scry by uploading it to the server. When a user next starts the application they will be upgraded. If the **silent upgrades** option is enabled, users will not be prompted when they are upgraded.

Latest Scry Info

Displays the latest version of Scry and allows upload to the server by clicking 'Upload'.

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This tab relates to the messaging facility.

Messages

■ Check for messages every....seconds.

Determines how often the system will check for new messages. Select 0 to disable.

Notification

■ Make a sound when new messages arrive

When enabled, an audible alert will be played when users receive a new message.

■ Play WAV file when new messages arrive

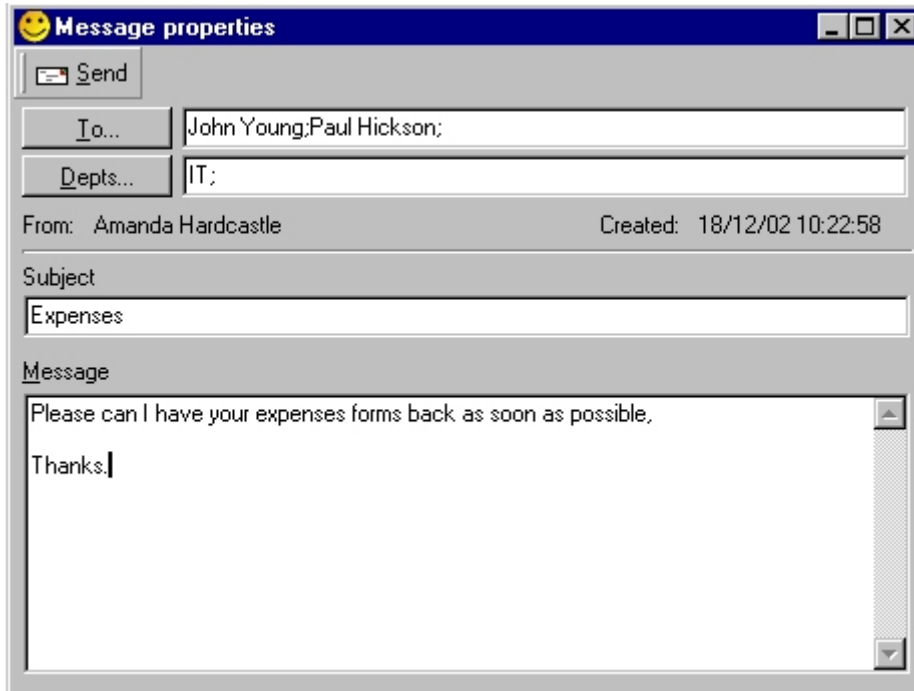
Select a WAV file to be played to users when new messages arrive.

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7 Send messages

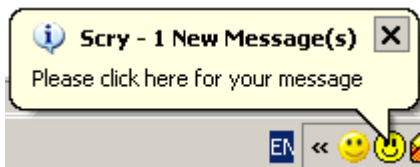
Scry has a useful messaging facility which lets you send text messages to other users on your network. Select 'Send message' from the user [Context menu](#) and compose your message.



Use the 'To' button to select recipients and the 'Depts' button to select Departments. All users in the selected Departments will receive the message.

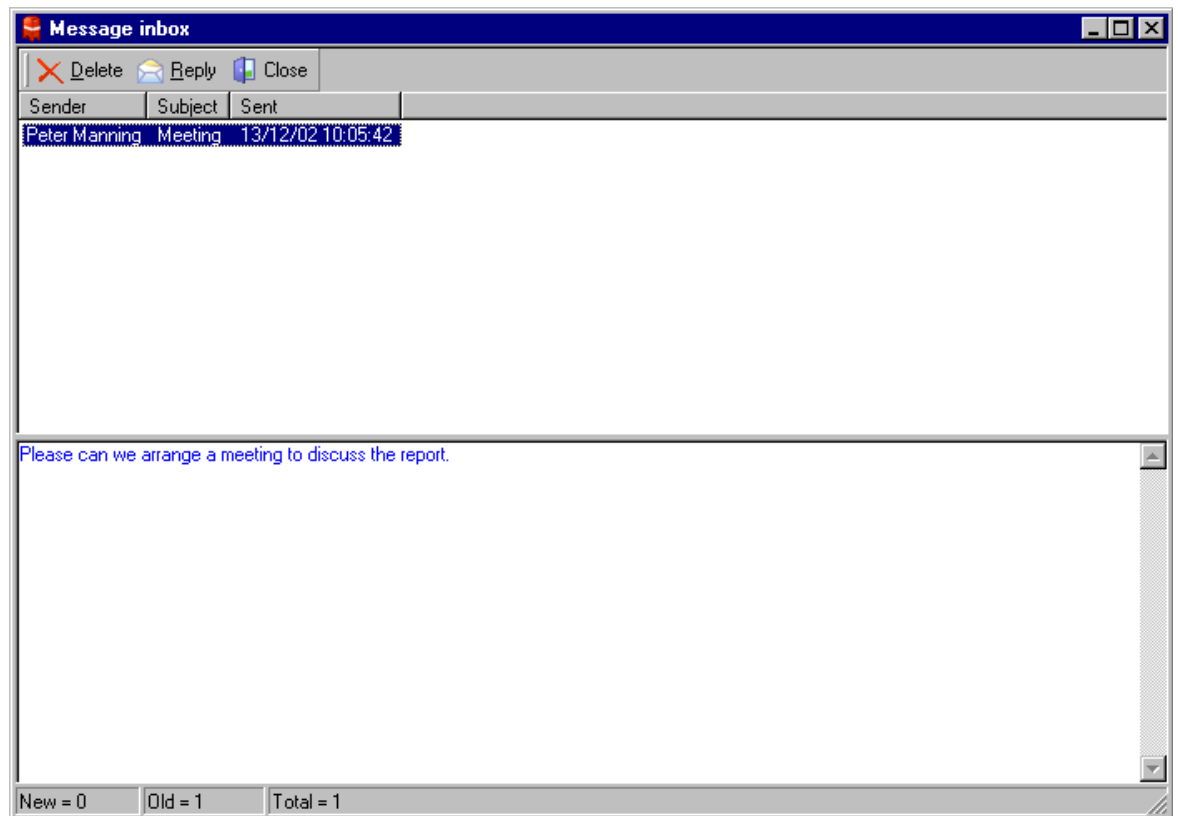
When you receive a new message you will be notified if you have selected this function in [My settings](#). You will also hear an audible alert if this has been enabled in the [Options menu](#). All messages are stored in your [Inbox](#) where they can be read, replied to and deleted.

 A balloon hint will also appear in your system tray (if function is supported by your operating system). Click the bubble to open your inbox.



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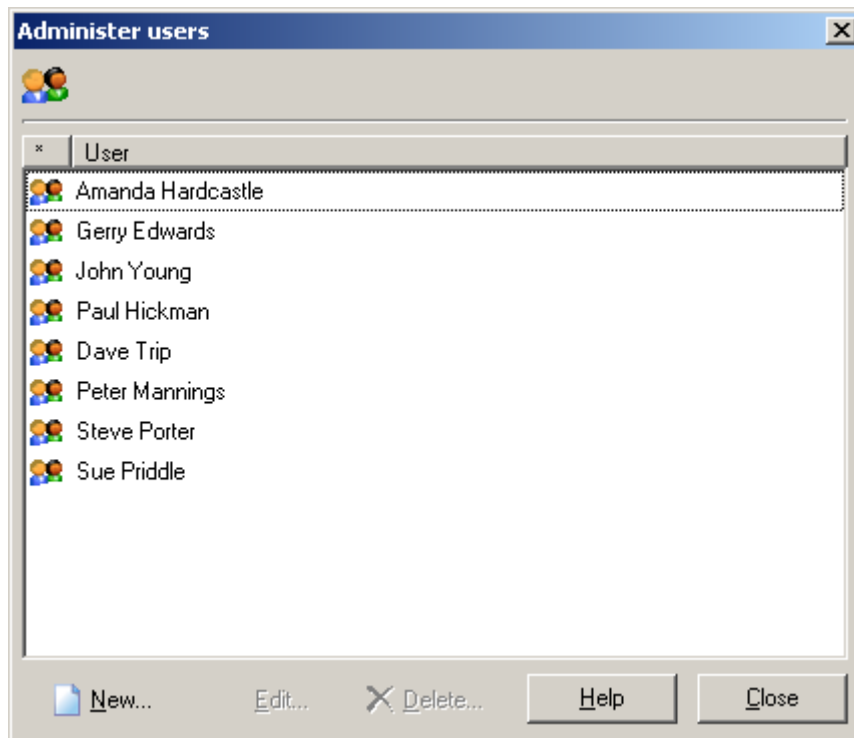




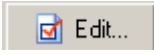

Your inbox will display any messages that you have received. Use the 'Reply' button to answer a message or 'Delete' to delete the selected message.

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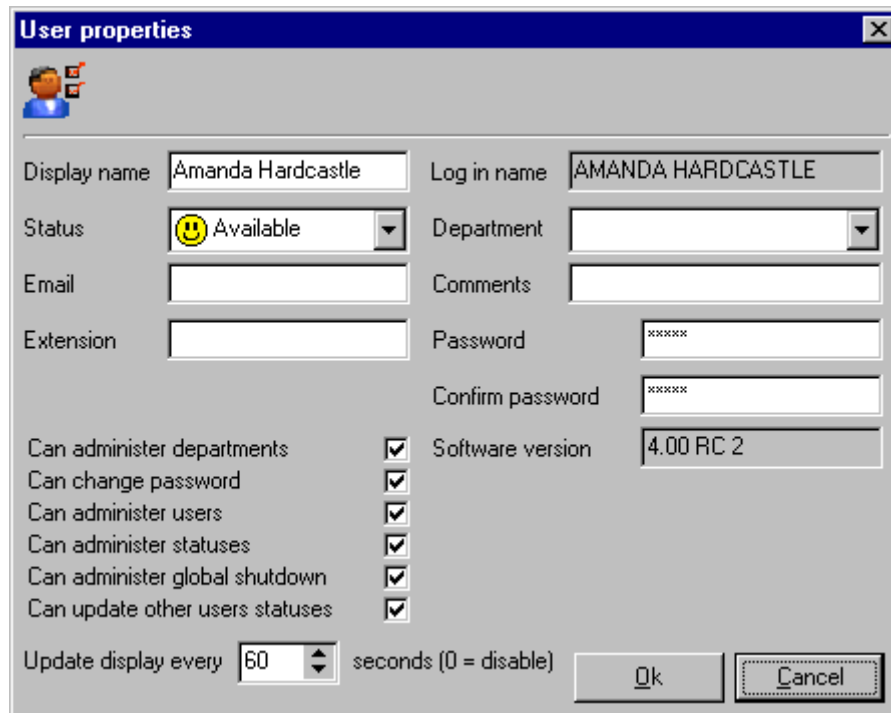
9 Administering Users



Click  on the main tool bar to administer users. Click  to configure a new user or  to change the properties of an existing user. Click  to delete a user from the system.

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The image shows a 'User properties' dialog box with a blue title bar and a close button. It contains several fields and checkboxes. The 'Display name' field is 'Amanda Hardcastle' and the 'Log in name' field is 'AMANDA HARDCASTLE'. The 'Status' is set to 'Available' with a smiley face icon. There are empty fields for 'Department', 'Email', and 'Extension'. The 'Comments' field is also empty. The 'Password' and 'Confirm password' fields are masked with 'xxxxxx'. The 'Software version' field shows '4.00 RC 2'. A list of permissions is shown with checkboxes: 'Can administer departments', 'Can change password', 'Can administer users', 'Can administer statuses', 'Can administer global shutdown', and 'Can update other users statuses', all of which are checked. At the bottom, there is a 'Update display every' spinner set to '60' and the text 'seconds (0 = disable)'. There are 'Ok' and 'Cancel' buttons at the bottom right.

User properties

Display name: Amanda Hardcastle Log in name: AMANDA HARDCASTLE

Status: Available Department:

Email: Extension: Password: xxxxxx

Confirm password: xxxxxx

Software version: 4.00 RC 2

Can administer departments ☒ Can change password ☒

Can administer users ☒ Can administer statuses ☒

Can administer global shutdown ☒ Can update other users statuses ☒

Update display every 60 seconds (0 = disable)

Ok Cancel

The system administrator can use this dialog to view a user's properties and change when required. Various permissions can be set from this screen which determine whether a user will be able to perform certain tasks.

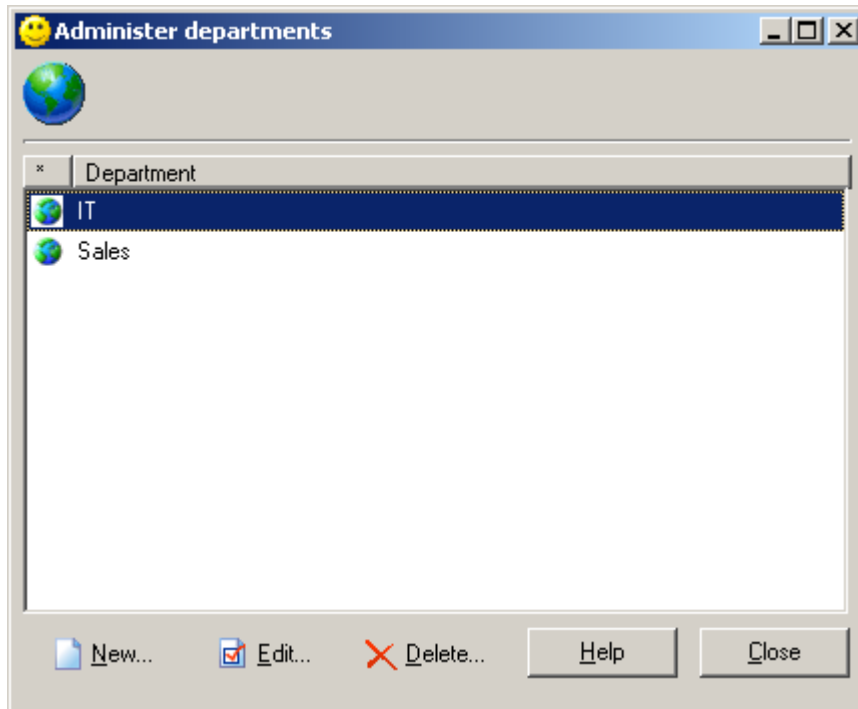
🔑 For example, you could disable 'can administer users/statuses/departments' for all users except the system administrator. For every other user, these options will be unselectable.




🔑 Disable 'Can update other users statuses' to prevent misuse by other colleagues!

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10 Administering Departments

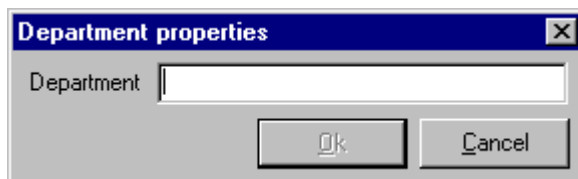


Click  to create a [new department](#) or  to [edit the properties](#) of an existing department. Click  to delete a department.

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10.1 Department properties

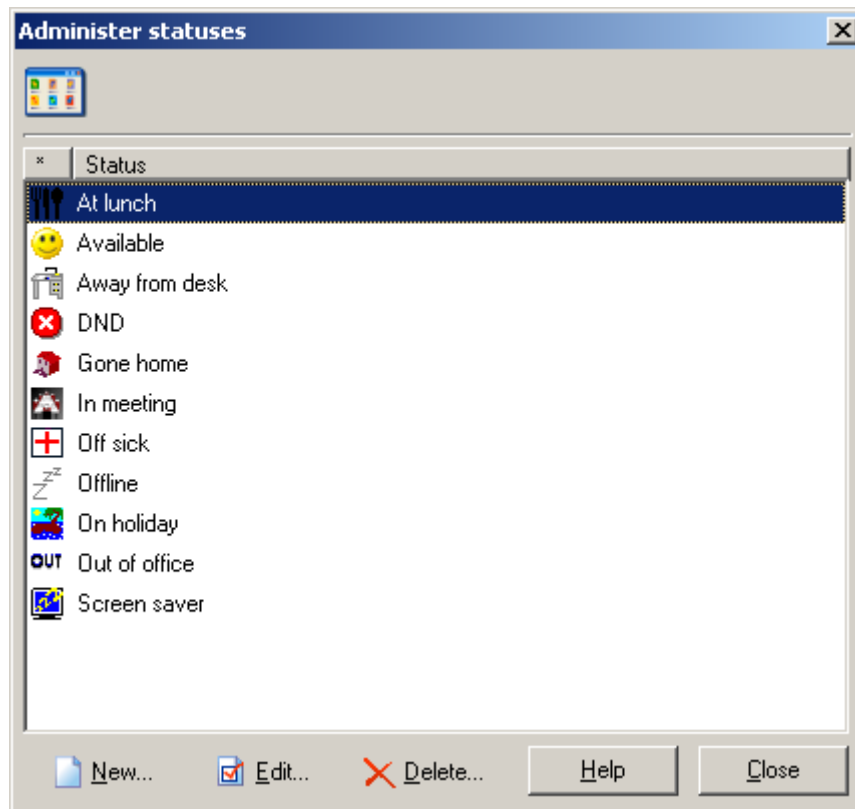



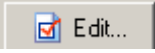

Enter a name for the department. Once a department has been configured users can select to be a member in [My settings](#).

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Administering Statuses

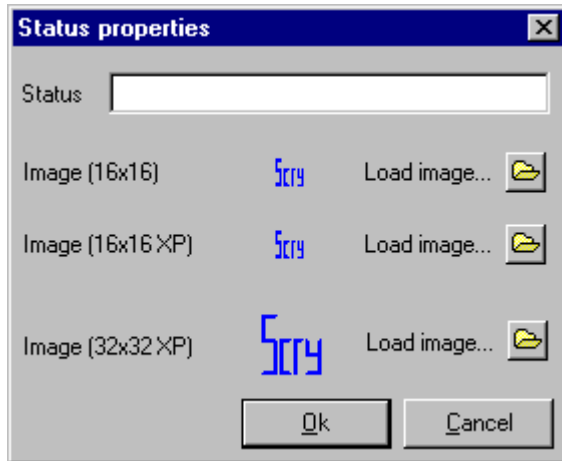



Click  **New...** to create a [new status](#) or  **Edit...** to [edit the properties](#) of an existing status. Click  **Delete...** to delete a status.


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11.1 Status properties














Enter a name for your new status. Next you need to select the appropriate image file that will provide the icon for the status. Use  to browse for image files. 16x16 images will be used for the normal display and 32x32 images will be used for the [display large icons](#) option.


 Create brand new statuses to meet your particular needs, the more the better!

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12 Statuses

-  Available
-  At lunch
-  Away from desk
-  Do Not Disturb
-  Gone home
-  In meeting
-  Off sick
-  On holiday
-  Out of office
-  Offline
-  Screen saver activated


 Remember that you can [configure your own statuses](#) to meet your particular requirements!


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Change Status

It is very easy to update your status. Choose from the following methods:


- Right-click on your entry on the [main screen](#) and select the appropriate status.
- Click  on the main toolbar and select status.
- Select status by right-clicking icon in the [system tray](#).

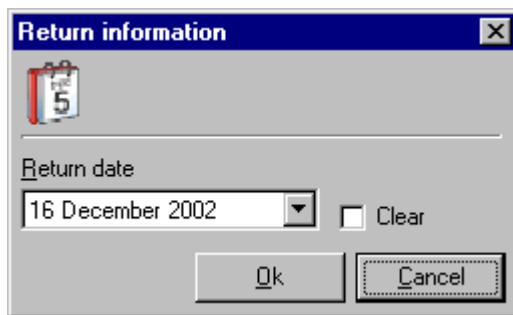
 You can update the status of other users if you have the appropriate permission enabled in the [user properties dialog](#)! See [administering users](#) for more details.


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14 Specify Return Date

Click  on the main toolbar or select 'Specify return date' from the [Context menu](#), to specify a return date when you leave the office.




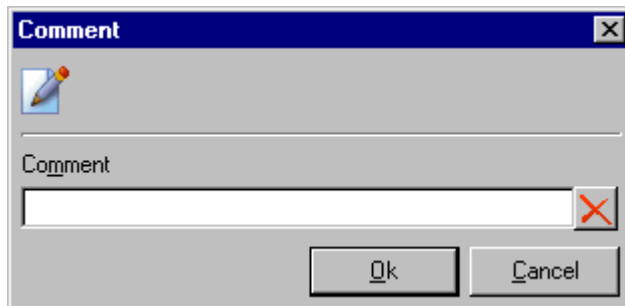
 You can configure [My settings](#) to prompt you for a return date whenever you leave the office!


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15 Add comment

Click  on the main toolbar or select 'Specify comment' from the [Context menu](#), to add a comment. This will be displayed on the [main screen](#) along side your details. For example you may want to give more details about your location and when you are likely to be available again.




 You can configure [My settings](#) to prompt you for a comment when you leave the office or to remove any existing comment on shutdown!

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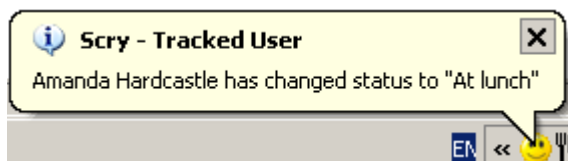
16 Track users

You can track the status of any other user on the system by right-clicking on them and choosing 'Track user' from the [Context menu](#). Every time a tracked user updates their status you will be notified.

 When the person you want to speak to is 'At lunch' just track them and you will be notified when they become available again without ever having to leave your desk!

You can view a list of your currently tracked users in [My Settings](#) and remove those no longer required.


 A balloon hint will also appear in your system tray (if function is supported by your operating system).



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Print Users


Click  on the main toolbar or select 'Quick Print' from the [File Menu](#) to print a list of users and their current statuses.

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18 Refresh Screen

The display can be refreshed at any time by clicking  on the main toolbar. Regular screen updates can also be configured from [My settings](#).

 Each time that Scry is restored from the system tray, the screen is automatically refreshed!

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19 Sorting

Users can be sorted according to any of the details displayed on the [main screen](#). They are:

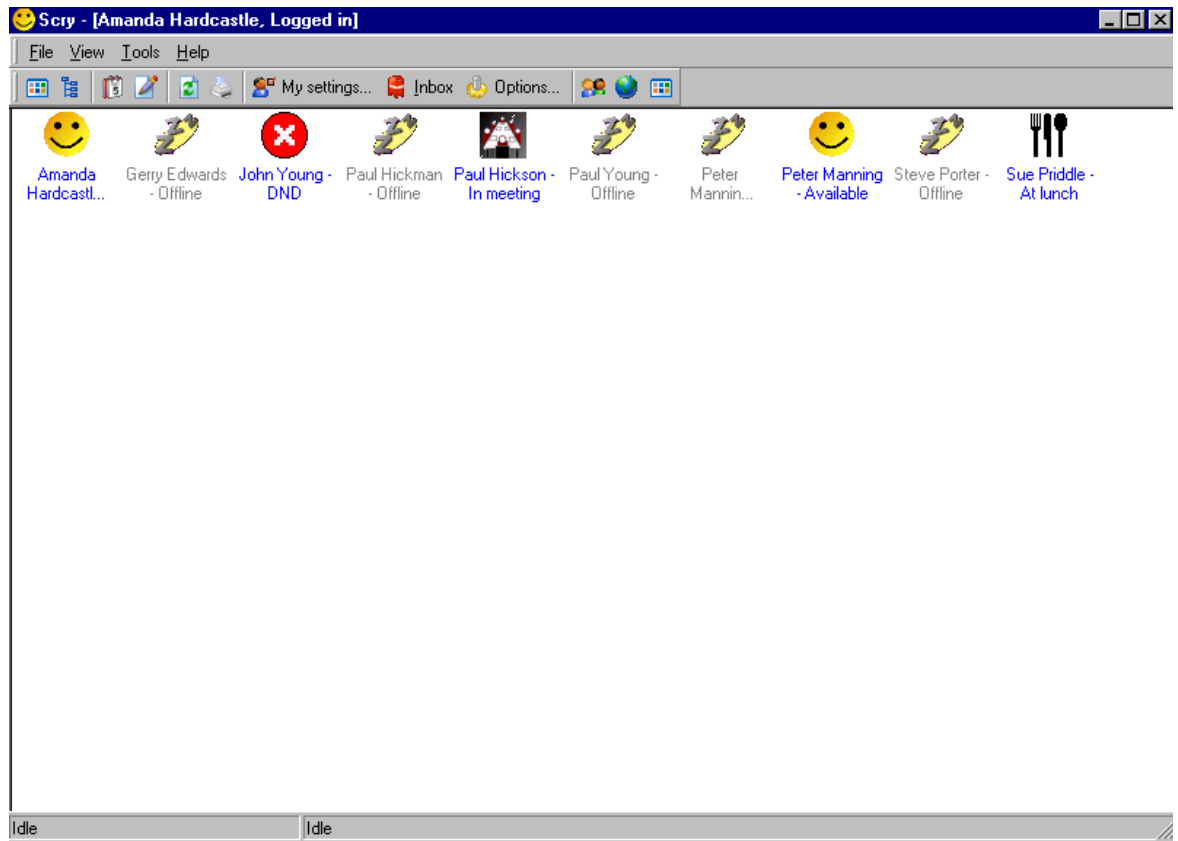
- User name
- Status
- Department
- Email
- Extension
- Last status update
- Return date
- Comment

Simple click on the appropriate column heading.

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Large icons



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22 Screen saver

Scry can be configured to detect the activation of a user's screen saver and to update their status accordingly. This feature is enabled from [My settings](#).

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23 Status logging

Enable activity logging from the [Options menu](#). Every time a user updates their status, logging information is stored in data files for future reference. The administrator can export the data in CSV file format, with the following columns: Date, Time, Display Name, Login Name, Updated By (login name), Details.

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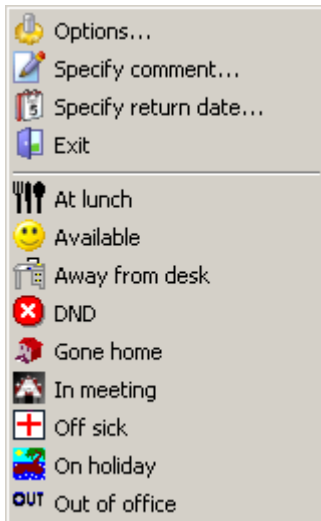
24 System tray

Scry can be minimised to sit in your system tray, saving you room on your screen.



The icon displayed in the system tray will reflect your current status so you can tell at a glance whether you need to update it!

The following functions can be accessed from the system tray Context menu:



Click on image for more details.

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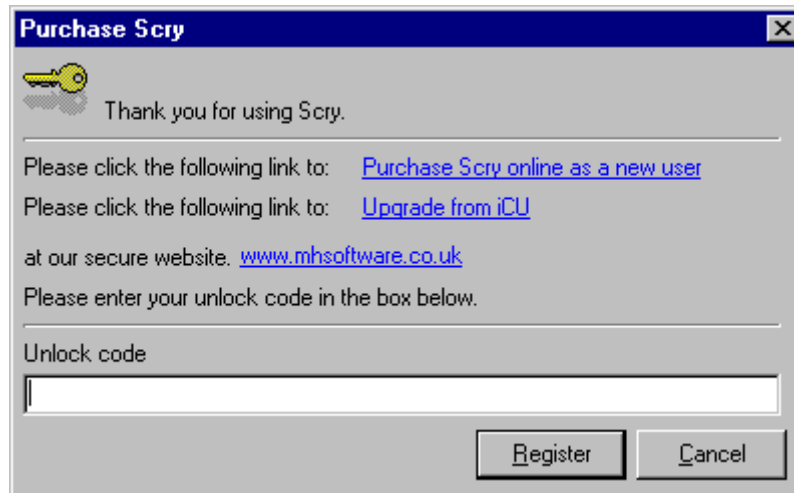
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25 Context menu

A Context Menu refers to additional functions can be access by right-clicking the mouse at certain points on the screen.

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Select Purchase from the [Help Menu](#).

Follow the links to purchase Scry online and you will be given an unlock code to enter as above. You will then be able to benefit from the full range of features available.

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27 About




Displays the version of Scry that you are running.

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28 Exit

Click  on the main toolbar to exit Scry. Your status will be updated according to how you have configured your preferences in [My Settings](#).

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