

Demonstration Script: Uniplex Business Software Version 8.1 Upgrading to Version 8.1

Introduction

Start the Demonstration Manager

(Note to the presenter: this session will - by its very nature - be less structured and inclined towards feature comparisons between versions. Please try to ascertain which areas are of particular interest to your audience and be prepared to focus on those sessions -even at the expense of skipping others if it is appropriate to do so.)

This brief demonstration of Uniplex Business Software is intended to outline the main features and enhancements available in Version 8.1 of the product.

In today's demonstration we will be looking in detail at 2 areas of Uniplex that have been significantly enhanced over previous versions:

- File management
- Document and print handling

I will also summarise the other significant enhancements made across the product family.

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File Manager: MS-Windows metaphor

Select File Management

The biggest single area of enhancement in Uniplex Version 8.1 is the inclusion of a new file management system, replacing the folios system.

Lets take a look at the file manager. Notice how we use a simple visual metaphor to navigate, so you can move freely around the UNIX filesystem.

Use the cursor keys to navigate around the demo directory and its sub-directories. In the folder list press RETURN on the UAP directory to show how it expands the tree to show sub-directories (ie. umail in this case). Then cursor back up to highlight Home Folder so the demo file list is showing.

Its based on the File Manager metaphor used on Microsoft Windows, works in exactly the same way even within the confines of this character display. You can mask UNIX file naming conventions, share your work and control who has access to it. So in essence what we've done with V8.1 is to bring the power of the operating system to the fore -under an intuitive interface.

But theres more to this than simply the interface. Lets see what happens when we create a new document.

Press F2 New File

Behind the scenes we're controlling the environment with the Uniplex relational database management system - so you get all the benefits of a full object management environment - in particular - a wealth of information about the objects you create. Information that can be indexed, stored, searched and accessed at will. Its very powerful.

This new file manager is available across the entire product and can be invoked whenever you initiate a task that involves handling files.

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File Manager: features(1)

One very visible result of this object management environment is the range of information you can associate with a file.

For example, I can assign a proper title to a document.

Type in a lengthy filename

I can use the file manager to automatically type the files I create - across the product range. In fact, if I don't want to enter a document name (and be bothered conforming to the particular file naming conventions) I can let Uniplex automatically generate a file name for me.

Cursor down over the Name field and point out that auto-name that takes place.

I can assign a set of keywords to assist in searching for a file and accessing it quickly.

Enter keywords:

**UNIPLEX
STRATEGIC
PERFORMANCE**

I can associate a file with a particular physical or logical group, perhaps an organisational unit in your company.

*Press **F1** to save your file*

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File manager: features(2)

*Move the cursor to highlight **agenda.doc***

You will find many aspects of the file manager are familiar. For example, we now use a standard ring menu interface to perform file management functions.

*Press **F2***

Some of these are familiar to those who use MS-Windows, such as New and View

*Point out New, then **Right-Arrow** to show the View list*

Others options re-present established Uniplex features in a more accessible manner.

For example the inclusion of a Send Mail option - here where it is readily accessible:

***Cursor-Left** select **Actions** and point out the mail button*

And access to the applications traditionally available from the Uniplex Desk

*and **Right-Arrow** twice to show the desk*

*Press **F2** to quit back to the file listing still with your cursor on agenda.doc*

But there are also a set of new functions. Here for example we have a W4W file.

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File manager: features(3)

One of the most major enhancements in Version 8.1 is the inclusion of a comprehensive set of document and data converters into and out of the Uniplex environment.

*Press **F2** select **Actions Convert***

*Press **F1***

In the dialog scroll through the extensive list of converters

The converter set, which includes all the most widely known PC and Windows applications as well as a number of common legacy systems is available here from the file manager ring menus as well as from within the various Uniplex applications.

*Select the **W4W** converter and choose a suitable output filename, then press **F1***

*Now highlight your converted file and press **RETURN** to show the result*

*Then quit back to the file manager **F4 Yes***

All these converters are based on a leading edge document converter engine designed to cope with text, formatting and table control so you can move information freely between Uniplex and non-Uniplex applications.

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File manager: features(4)

Finally in this section, lets take a look at some of the ways you can tailor your particular file management environment.

*Press **F2** and select **View***

Uniplex has always adhered to a strict philosophy of configurability. This has been carried through the file manager with a set of options for tailoring the usage of the system, either for an individual, a group or indeed the specific requirements of your organisation.

For example, here you can see how to set up preferences for the file management system including the basic appearance of the file and folder lists, your startup directory, and a range of statistical information about the files you use. Lets change our default preferences:

*Press **F2** and select **View Preferences***

We can sort the files by name
*Scroll 'Sort by' to **Name***

We can group the folders at the top, or alphabetically
*Scroll 'Group folders first' to **No***

We can display the owners full name
*Scroll 'Display owner name' to **Uniplex alias***

and we can change the way file names are displayed
*Scroll 'Name and/or title' to **Name***

*Then press **F1** to show the result*

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File manager: Features (5)

Many of the features of the file manager (templates for example) carry through and they have significantly enhanced the operation of the different applications themselves - and that's something we can look at in detail in a moment.

There are also a whole range of file management features which I haven't been through in detail.

For example, we include a browser to provide a quick way of perusing any file (created by any application) and viewing its textual content.

You can also use the Find options to search for documents based on any one or a combination of characteristics including their title, name, associated keywords and content.

You can also move, copy or delete groups of files by selecting them through the file manager so its easy to perform batch operations.

*Select all files called **oldproject*** using the spacebar
Press **F2 Delete** and confirm the delete*

You can also access group cabinets and this is carefully controlled so no-one can inadvertently roam around the filesystem. For example lets go and check the trashcan.

*Press **F2** select **View Open Folder** then hit any key to display the list of group cabinets*

Heres a list of cabinets that I can access

*Select **Trashcan** and press **F1***

And if I want to retrieve any of these documents I can do so - but I'm not allowed to leave this cabinet and roam around areas of the filesystem that are closed to me.

*Point out the *****No access to parent folder***** message as you say this
Then repeat the above sequence to return to your home directory.*

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File Manager: templates

Uniplex Business Software has always offered an environment in which you can configure standard ways of working - be it for an individual or the entire organisation.

With Version 8.1 we've taken this a step further by tightly integrating the file manager and the process of creating documents via templates.

The principle of a template is widely understood. A set of instructions covering the format, layout and even content of a document - in effect - the template is the documents skeleton.

Press F2 New File

Cursor down to the template field and press F5 to show the list of templates

With Version 8.1 you can use a set of pre-configured system templates to create standard documents for memorandum, fax, email or business letter purposes.

You can also create personal templates perhaps to standardise information emanating from a particular department such as purchase requests, budget forecasts or contract outlines.

Select one of them eg. 'contract' to show how the system works

In any event, the template is created using the normal Uniplex application, is totally portable, and provides an excellent way of ensuring consistency.

Quit your document

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File Manager: Help system

Before we conclude this section of the demonstration, its worth taking a look at the new help system that we have implemented in the file manager for Version 8.1.

*Press **Esc h***

Help has always been available - throughout the product and is normally context-sensitive to the task in hand. With this version however we have re-designed the system and now offer a new index of 'hot-key' help that will be extended across the product.

The new help system provides a list of keywords and you can use them to hot-key through the on-line documentation, following a particular topic or train of thought.

*Select **What is file manager***

*Cursor down to index system and press **Return** to read the help*

Like much of the file manager this hot-key help uses a similar metaphor to that available within many MS-Windows applications. It is all part of the overall philosophy of making basic operation more intuitive - and its also an excellent way of exploring areas of the product that perhaps you haven't previously used.

Subsequent releases of Uniplex Business Software will see this hot-key help extended across more and more modules.

*Press **Esc q** to quit out of help*

FILE MANAGER SECTION ENDS

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Document & print handling: pre-styled documents

*Select the file **table.wp** and cursor down to just below the embedded ruler*

In a sophisticated heterogeneous computing environment obviously many different types of printer can be in use at any one time. Equally, many different people can use different default rulers for document formatting. When it comes sharing documents around this type of environment, you need a way of ensuring this information is carried around with the document so its easy to print a file and honor its original intended format.

With Uniplex Version 8.1 we've addressed this with the concept of a 'pre-styled' document. The pre-styled document contains information relating to the default ruler, the intended type of print-time formatting and the intended target printer. If you subsequently mail this document to a colleague - all this pre-styled information is automatically included with the document. (Normally Version 8.1 will automatically pre-style your documents -but lets assume this is a Version 7 document - ie. before pre-styling)

*Press **F2 Print Format** to display the dialog*

Lets set this one up as follows:

*Select a different print-style and class and set 'Set to Current Ruler' to **Yes**
Press **F1***

The document is now pre-styled. If we subsequently mail the document to a colleague, or close and re-open it...

Save and exit the document and then go back into it

it retains its intended specialist formatting and printing instructions. In essence these documents have become completely portable because they retain the necessary print information.

Quit the document

NOTE: You can also point out at this point that when you change the printer class in this way, the word processor understands the range of fonts the particular printer can use and only offers them for subsequent editing sessions.

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Document & print handling: font selection

*Select the document **bground.wp***

Also in this version we've enhanced the way Uniplex handles font and typography instructions.

Font selection commands have always been entered via the font dialog box - accessible from the word processing ring menus. In Version 8.1 the process of editing these commands has been improved so that to modify the instruction you simply press the .(period) and that dialog box is automatically re-displayed.

Press . (period)

*Hit a key and select a different typeface from the list
then press **F1***

Also Uniplex now remembers the last font control instruction you gave it so that its much easier to apply a consistent set of formatting commands to your document.

Go down to the blank line immediately below 'Users of System'

So for example, the change in typeface I just made is remembered here when I enter the next font command.

*Press **F2 Layout Set_Font Font_Start** and point out that it *has remembered your last typeface selection.**

Repeat if necessary.

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Document & print handling: print preview

Finally in this section we've completely re-designed the ergonomics of the print preview facility.

Lets preview the document

*Press **F3 F1***

In addition to being able to scroll around the document

Scroll down a few screens and then back up

and search for specific keywords or phrases

*Select **Find Forwards** and enter **Uniplex**
When it finds the string go to the end of the paragraph*

you can also switch between editing and previewing with a single key press.

*Press **F3** to switch back to word processing
Now enter some text such as **I submit my paper for your approval**
Then press **F3** again to show the change in preview*

The result is that preview is now an integral part of word processing and the overall benefit is far tighter control over the layout and appearance of your documents.

Now quit the document

Document & print handling ENDS

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Conclusion:

We've added a host of other detailed enhancements to the product in this release including:

- smart line spacing (whereby .SP commands now act relative to the size of the current font)
- a 'previous record' command within database forms for stepping back through a record selection
- the option to define spreadsheet borders within a worksheet - in much the same way as you would use within a PC spreadsheet
- the option to view and cancel print requests that have been passed to the system spooler
- the option to setup default print styles on a per application basis (so you can now have different default printers, styles and formatting instructions for each application)

and many more.

That concludes the formal part of our demonstration. At this point I should ask - are there any specific questions you have or enhancements you would like to examine further.

ENDS

