Notify Mode



-	OfficeTalk 1.0 [Tim Lawes] 6 Febru	ary 1995 11:44 🔽 📥
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Simple Simple Phone Ves/No Ves/No Clear Clear Who	Simple Notify time 06,02295 11:43 Message We're meeting tonight at the Old Bell for Bill's leaving do. Hope you can maek it please let me know if you cannot.	Image: Sum Mo Tur We Th Fr Sa 1 2 1 2 1 2 1 2 1 2 1 2 1 2 1 2 1 2 1 2 1 2 1 2 1 2 1 2 1 2 1 2 2 3 1 2 2 3 1 2 2 3 4 5 1 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2
For Help,	press F1	2 New Message(s) NUM

Notify Mode (Simple View)

Notify Mode lets you compose and send messages directly to other users screens. This may be considered a more urgent form of EMail. Provided that the recipient is running OfficeTalk, regardless of what application the recipient is currently working in, any message received will appear over the top of all other windows, ensuring that you are made aware of the message.

Notify Mode provides four different Notification Styles. These are:

- Simple Format
- While You Were Out Format
- Yes/No Format
- *Respond* Format

Simple Format

The Simple format notification is used to send one-way messages to other OfficeTalk users.

- Write the message into the Message Window.
- 2 Select the user(s) to whom you wish to send the message.
- Specify a date (using the calendar) and time into the *Notify Time* field when you want the notification to be sent.
- Press the Send button.

When the Simple notification arrives, it appears as shown below:

Message	
We're meeting tonight at the Old Bell for Bills leaving do. Hope you can make it. Please let me know if you cannot.	•
From Tim Lawes	
Snooze time Oh05m	

Simple notification

The Simple notification displays the message and who it was from. Pressing the **Snooze** button will close the notification and instruct it to pop up at a later time, depending upon the specified *Snooze time*. The **Mail** button allows you to *mail* the notification to yourself so that you can store it in a folder. Pressing the **Mail** button will pop up the Mail Notification dialog box.

1	Mail N	otification
<u>T</u> itle (Co <u>m</u> me	Bill's leaving do reminder	
Remen	ber to bring present.	•
	<u> </u>	<u>C</u> ancel

Mail Notification dialog box

You may specify the subject for the mail message and any additional comments. When you press **OK** the notification will be mailed to your Incoming Mail folder in Mail Mode, along with the additional information provided.

Pressing the OK button on the pop up notification will close the notification.

While You Were Out Format

The *While You Were Out* format notification is used to send telephone messages to other OfficeTalk users.

- Enter the name of the telephone caller into the *Name* field. Enter the caller's company into the *Of* field and the caller's phone number into the *Phone no*. field. Select the appropriate check box(es) to indicate the reason for calling and enter any other message into the Message Window.
- Select the user(s) to whom you wish to send the message.



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Notify Mode (While You Were Out View)

When the While You Were Out notification arrives, it appears as shown below:

Whil	le Yo	u W	ere O	ut
<u>T</u> ime	30/01/95	11:04		
<u>N</u> ame	Simon Bates			
<u>1</u> 0	Softalk			
Phone	01666 1234	56]
₩an Wants to I	ts to see yo call <u>ag</u> ain know if you're	coming to	J <u>Urgent</u> Please cal the meeting	•
				*
F <u>r</u> om Tin	1 Lawes			•

While You Were Out notification

The While You Were Out notification displays the message and who it was from. Pressing the **Snooze** button will close the notification and instruct it to pop up at a later time, depending upon the specified *Snooze time*.

The **Mail** button allows you to *mail* the notification to yourself so that you can store it in a folder. Pressing the **Mail** button will pop up the Mail Notification dialog box.

Mail Notification	
<u>Title</u> Bill's leaving do reminder	
Comment: Remember to bring present.	+
<u> </u>	•

Mail Notification dialog box

You may specify the subject for the mail message and any additional comments. When you press **OK** the notification will be mailed to your Incoming Mail folder in Mail Mode, along with the additional information provided.

Pressing the **OK** button on the pop up notification will close the notification.

Yes/No Format

The *Yes/No* format notification is used to send messages to other OfficeTalk users, allowing them to reply either yes or no.

- Write the message into the Message Window.
- 2 Select the user(s) to whom you wish to send the message.
- Specify a date (using the calendar) and time into the *Notify Time* field when you want the notification to be sent.
- Press the Send button.

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Notify Mode (Yes/No View)

When the Yes/No notification arrives, it appears as shown below:

	Question?	
vVe're 8pm f	meeting tonight at the Old Bell at about or Bill's leaving do. Can you make it?	+
<u>F</u> rom	Tim Lawes	
	Snooze time Oh05m	
	<u>S</u> nooze <u>M</u> ail	

Yes/No notification

The Yes/No notification displays the message and who it was from. Pressing the **Snooze** button will close the notification and instruct it to pop up at a later time, depending upon the specified *Snooze time*.

The **Mail** button allows you to *mail* the notification to yourself so that you can store it in a folder. Pressing the **Mail** button will pop up the Mail Notification dialog box.

Mail Notification	
<u>T</u> itle Bill's leaving do reminder	
Co <u>m</u> ment:	
Remember to bring present.	+
<u> </u>	

Mail Notification dialog box

You may specify the subject for the mail message and any additional comments. When you press **OK** the notification will be mailed to your Incoming Mail folder in Mail Mode, along with the additional information provided.

You may press either the **Yes** or **No** button on the popup notification, depending on the required response to the message.

The originator of the Yes/No notification will be informed of the recipients reply with a Simple notification, as shown below:

Message
The notification to Tim Lawes which read: We're meeting tonight at the Old Bell at about 8pm for Bill's leaving do. Can you make it? Has the following reply: YES
From Tim Lawes
Snooze time Oh05m
<u>Snooze M</u> ail <u>O</u> K

Reply from a Yes/No notification

Respond Format

The *Respond* format notification is used to send messages to other OfficeTalk users, allowing them to reply to the message.

- Write the message into the Message Window.
- 2 Select the user(s) to whom you wish to send the message.
- Specify a date (using the calendar) and time into the *Notify Time* field when you want the notification to be sent.



• Press the Send button.



Notify Mode (Respond View)

When the Respond notification arrives, it appears as shown below:

Respond!	
VVe're meeting tonight at the Old Bell at about 8pm for Bill's leaving do. If anyone cannot make it then please let me know.	+
	•
	+
From Tim Lawes	
Snooze time Oh05m	
<u>Snooze M</u> ail <u>O</u> K	

Yes/No notification

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The Respond notification displays the message and who it was from. Pressing the **Snooze** button will close the notification and instruct it to pop up at a later time, depending upon the specified *Snooze time*.

The **Mail** button allows you to *mail* the notification to yourself so that you can store it in a folder. Pressing the **Mail** button will pop up the Mail Notification dialog box.

Mail Notification	
<u>T</u> itle Bill's leaving do reminder	
Co <u>m</u> ment:	
Remember to bring present.	+
<u> </u>	

Mail Notification dialog box

You may specify the subject for the mail message and any additional comments. When you press **OK** the notification will be mailed to your Incoming Mail folder in Mail Mode, along with the additional information provided.

You may reply to the message in the Respond window. When you have entered your response, press the **OK** button on the popup notification.

The originator of the Respond notification will be informed of the recipients reply with a *Simple* notification, as shown below:

Message	
The notification to Tim Lawes which read: We're meeting tonight at the Old Bell for Bill's leaving do. If anyone cannot make it then please let me know!! Has the following reply: Yes, I can make it, but not until about 9:00pm.	*
From Tim Lawes	
Second time (0h05m	
STIDUZE CIME ONDOM	

Reply from a Respond notification

Changing the Polling Frequency

OfficeTalk checks for any pending notifications every three minutes, by default. You can change this by selecting **General Preferences** from the **Options** menu and entering a value into the *Check Mail Every n seconds* field.