



Scry Help file Version 1.0

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Introducing Scry

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What does it do?

Scry is a desktop In-and-Out board manager with an integrated messaging facility to help track the activity of employees in your organisation. Scry tells you where your colleagues are, without you having to leave your desk and its IP connectivity over the LAN ensures you know the status of home workers or users in remote offices too. Select from a list of predefined statuses including 'Available', 'Away from desk' or 'In a meeting' or create your own specific to your . Scry even detects when your work station is idle or locked and updates your status accordingly!

- Full Microsoft Windows XP look and feel
- Integrated messaging and message notification
- Firebird SQL database back end for stability and reliability
- Supports upload of thumbnail images to identify users
- Customizable statuses and status icons
- Group and tracked user facilities
- Full reporting with export facility for user status, log on and messaging
- Administrator, Manager and User definable permissions.

Scry saves money by eliminating the endless trips to colleague's desks only to find that they are not available. With its status and messaging capabilities, Scry adds efficiency to the networked office and allows employees to be more effective at work.

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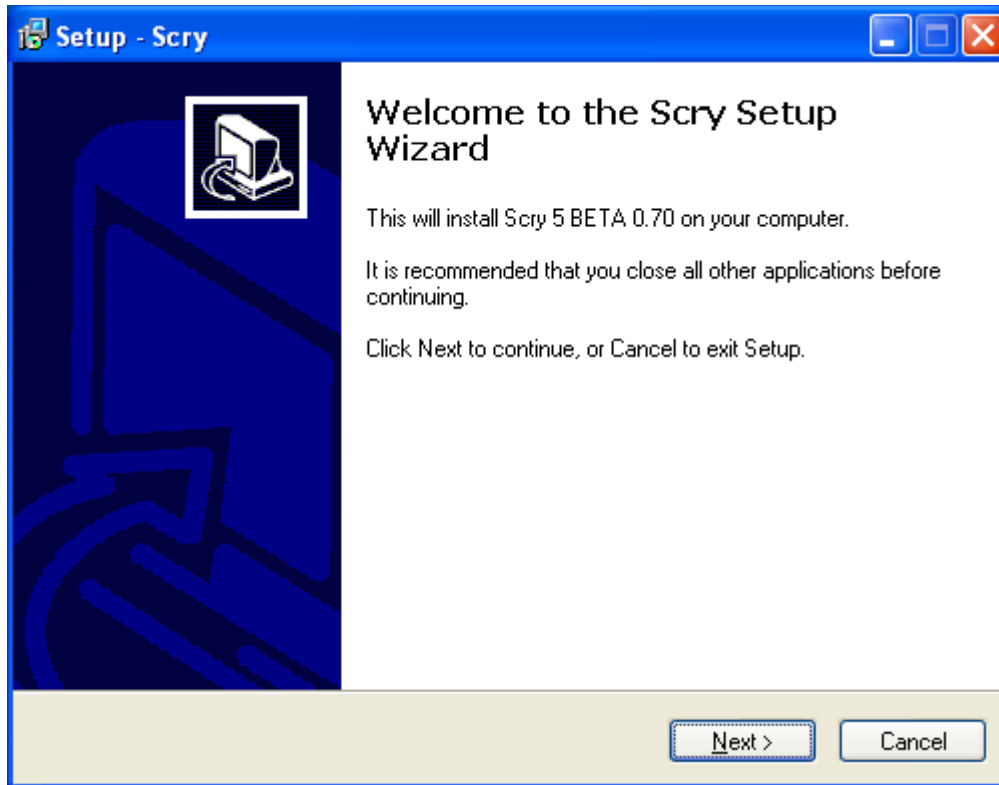
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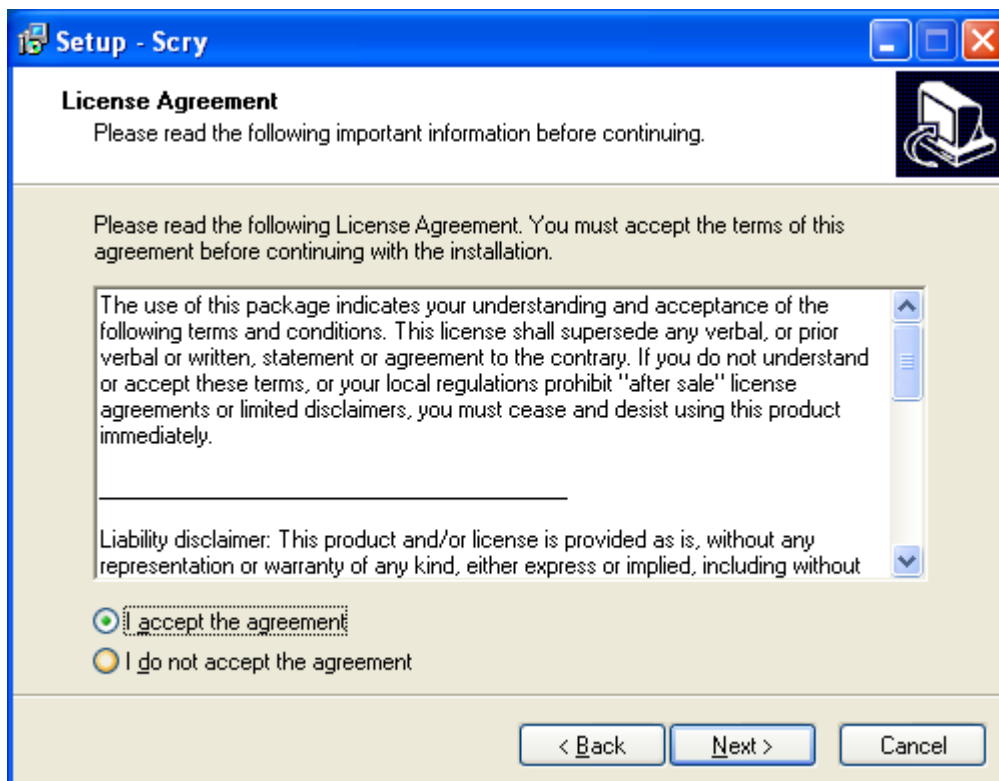
Installing the Scry Client

Scry can easily be installed on each client machine on the network. Users can complete their own initial login setups via the Scry Client Wizard. The wizard is intuitive and will be familiar to most Windows users. Below is a detailed step by step guide to setup.

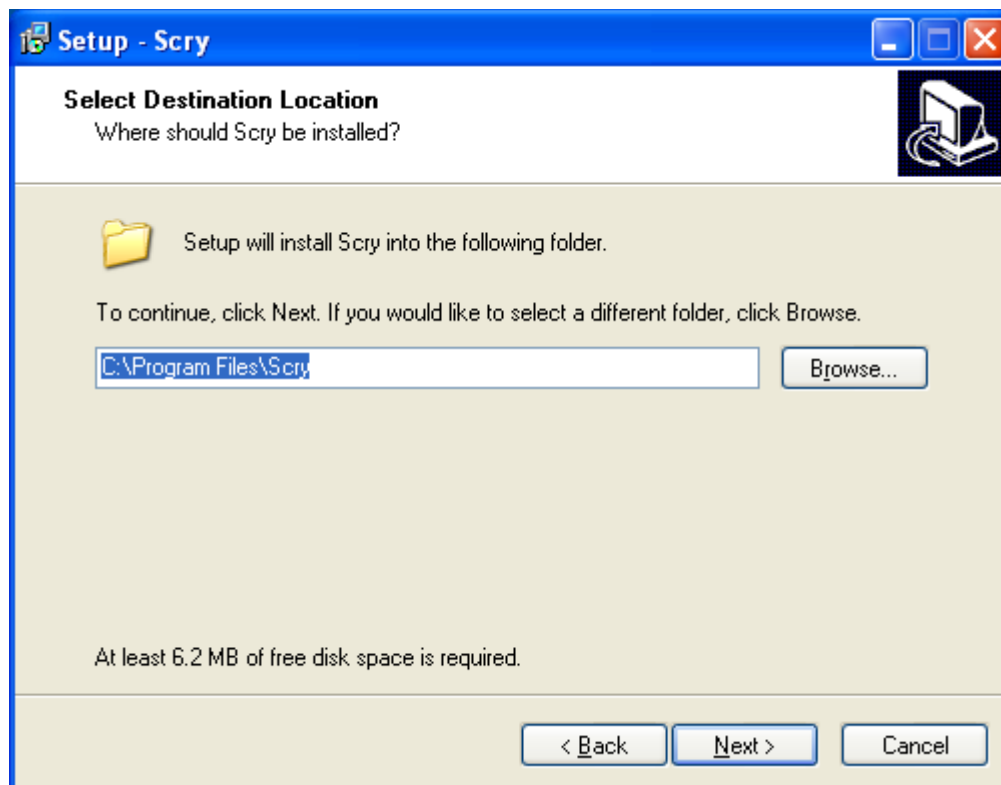
Scry uses a database to monitor the status of each user. Every time a user changes their status, the database is updated and all PCs running Scry on the network will be updated automatically. The database will be located on a network drive. The first time you run the Scry you will need to know the IP address of the Scry server and the Database folder location.



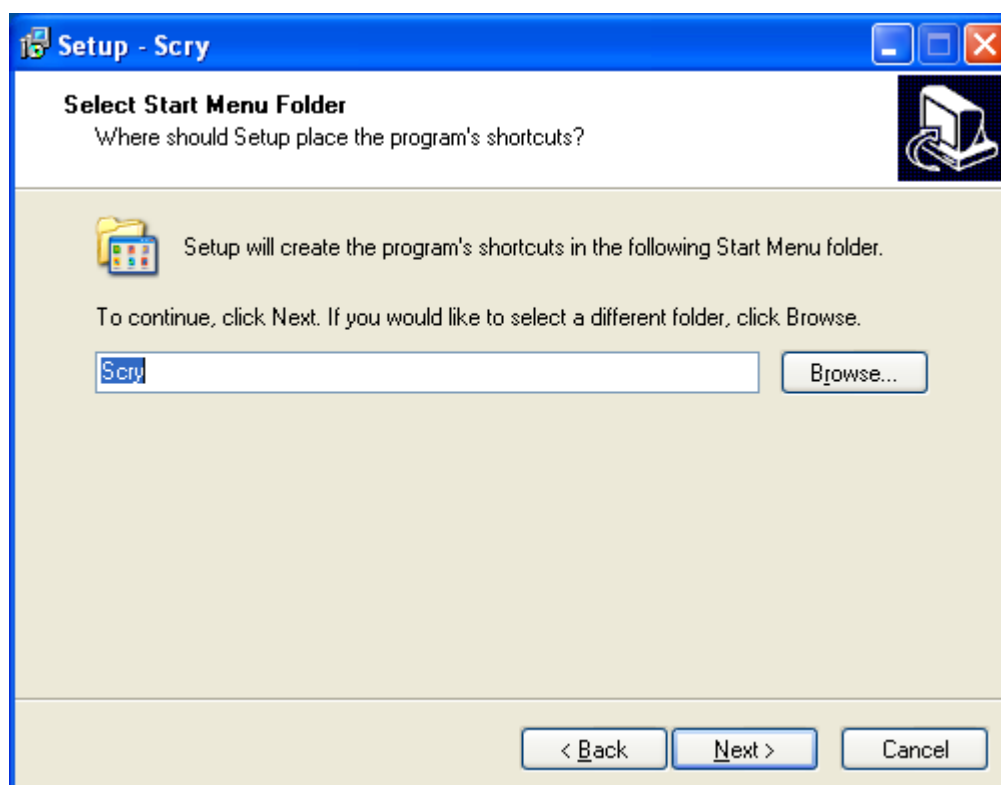
At the welcome screen click 'Next.'



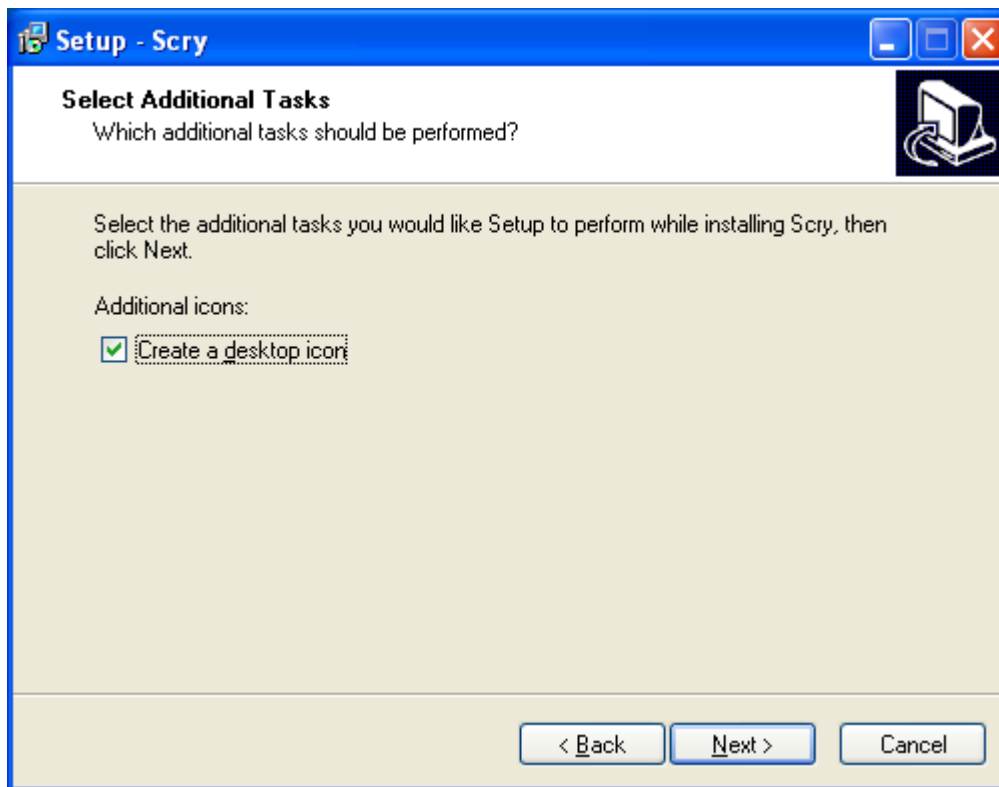
Read and accept the license agreement and click 'Next.'



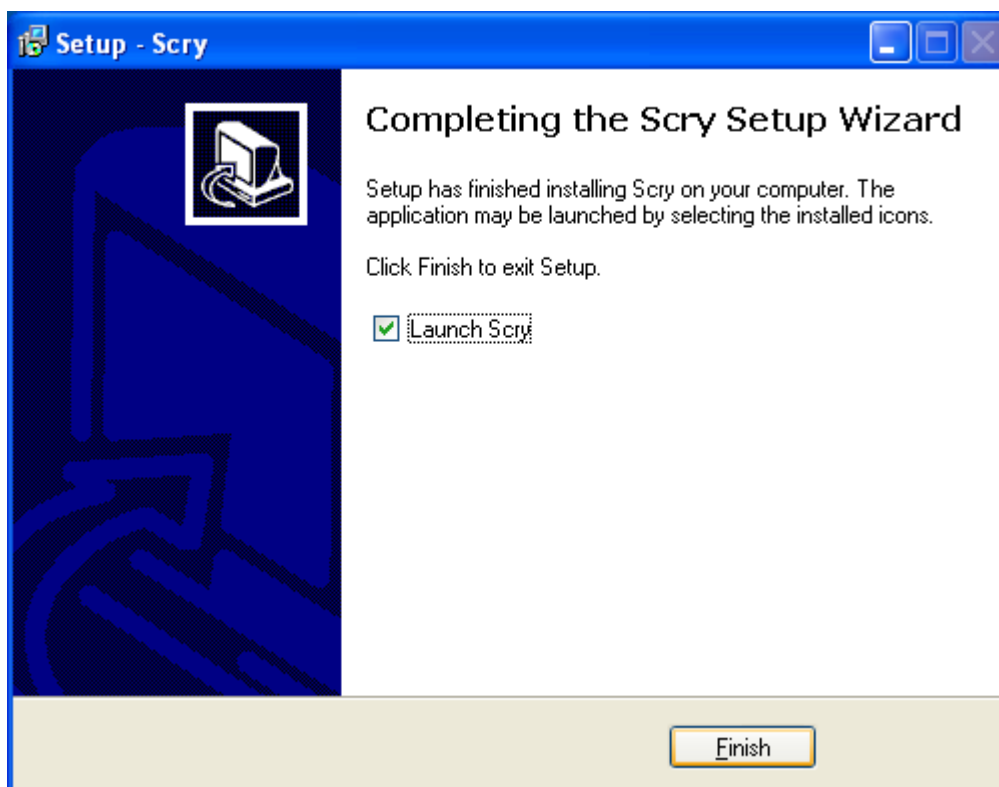
Accept the default or select where Scry will be installed on your machine. Click 'Next.'



Accept the default or select where Scry will create your Start Menu shortcut. Click 'Next.'



By default setup will create a desktop icon for Scry. Uncheck the box if you do not want this option. Click 'Next' to continue.



Installation of the Scry files is complete. Click 'Finish' to run Scry for the first time.



Click 'Next'.

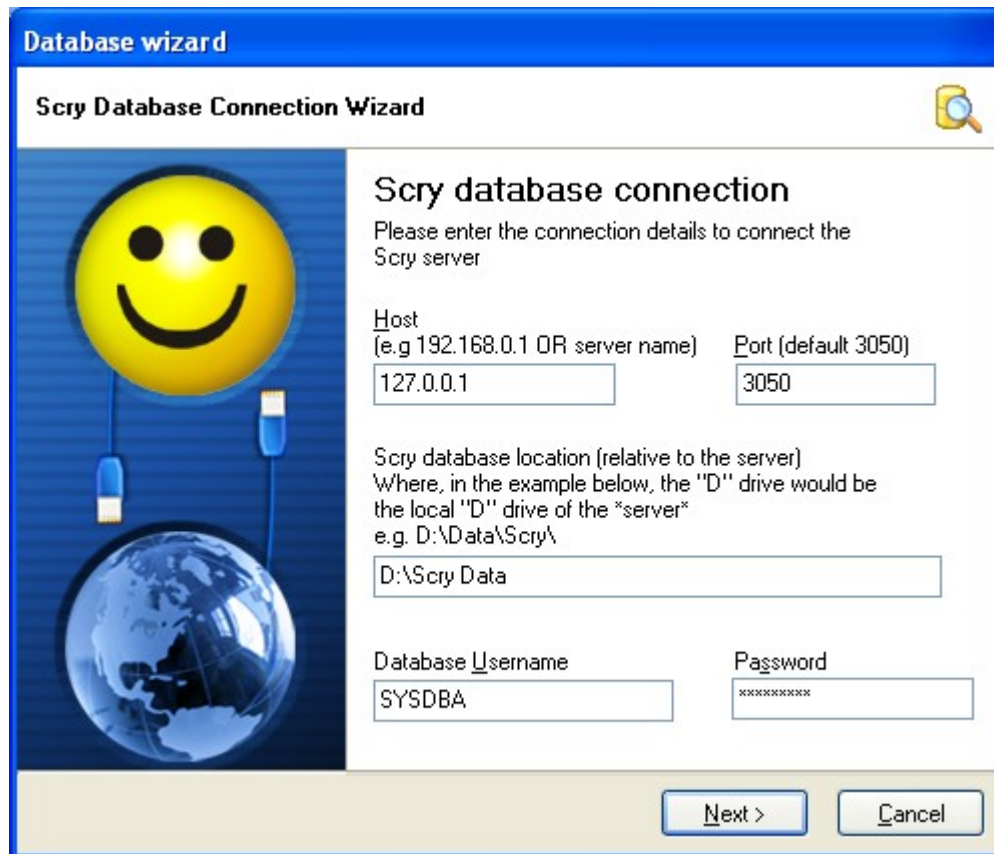
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Running Scry for the first time

To enable Scry to work correctly you will need to connect to the Scry Database.



The screenshot shows a Windows-style dialog box titled "Database wizard" with a sub-title "Scry Database Connection Wizard". On the left side, there is a graphic featuring a yellow smiley face at the top and a blue globe at the bottom, connected by two blue USB cables. The main area of the dialog is titled "Scry database connection" and contains the following text: "Please enter the connection details to connect the Scry server". Below this, there are four input fields: "Host (e.g 192.168.0.1 OR server name)" with the value "127.0.0.1", "Port (default 3050)" with the value "3050", "Scry database location (relative to the server) Where, in the example below, the 'D' drive would be the local 'D' drive of the 'server' e.g. D:\Data\Scry\" with the value "D:\Scry Data", and "Database Username" with the value "SYSDBA". The "Password" field is masked with "XXXXXXXXXX". At the bottom right, there are two buttons: "Next >" and "Cancel".

- **Host**

Enter the location of the Scry Server. Enter either the IP address (recommended) or the Server Name. This information will be available from your network administrator.

- **Scry database location**

Enter the location of the Scry database on the Scry server.

- **Database User name**

Accept the default Database User name unless instructed otherwise by your Network Administrator

- **Password**

Accept the default Database User name unless instructed otherwise by your Network Administrator

- **Port**

Accept the default Port address. Your network administrator will notify you if this is different.



Click on 'Finish.' You have successfully installed the Scry client!

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Connecting a New User

New users can connect to any PC on the network that runs Scry. They simply login with their user name and password. The system will detect a new user and add them to the database. New users will be asked if they are running Scry on a laptop to assist in the setting of default options.

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

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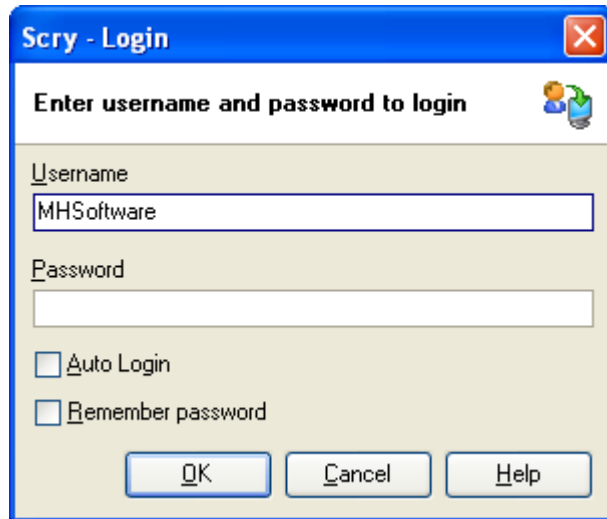
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Logging In

When running Scry for the first time, the user is given a number of options to help them configure Scry in a way that works for them.

If you wish Scry to start automatically when you start your PC then select 'Yes' when presented with the dialogue box.

A screenshot of a Windows-style dialog box titled "Scry - Login". The dialog has a blue title bar with a close button (X) in the top right corner. Below the title bar, the text "Enter username and password to login" is displayed next to a small icon of a person and a computer. There are two text input fields: the first is labeled "Username" and contains the text "MHSoftware"; the second is labeled "Password" and is empty. Below the input fields are two checkboxes: "Auto Login" and "Remember password", both of which are currently unchecked. At the bottom of the dialog are three buttons: "OK", "Cancel", and "Help".

- **User name**

This is the user name that will be displayed to other Scry users. By default the username will be your Windows login name.

- **Password**

Enter your password to login to Scry.

- **Auto Login**

If this box is checked, Scry will automatically login at start-up.

- **Remember Password**

If this box is checked, Scry will remember your password.

Once logged in you will be taken to the main Scry view.

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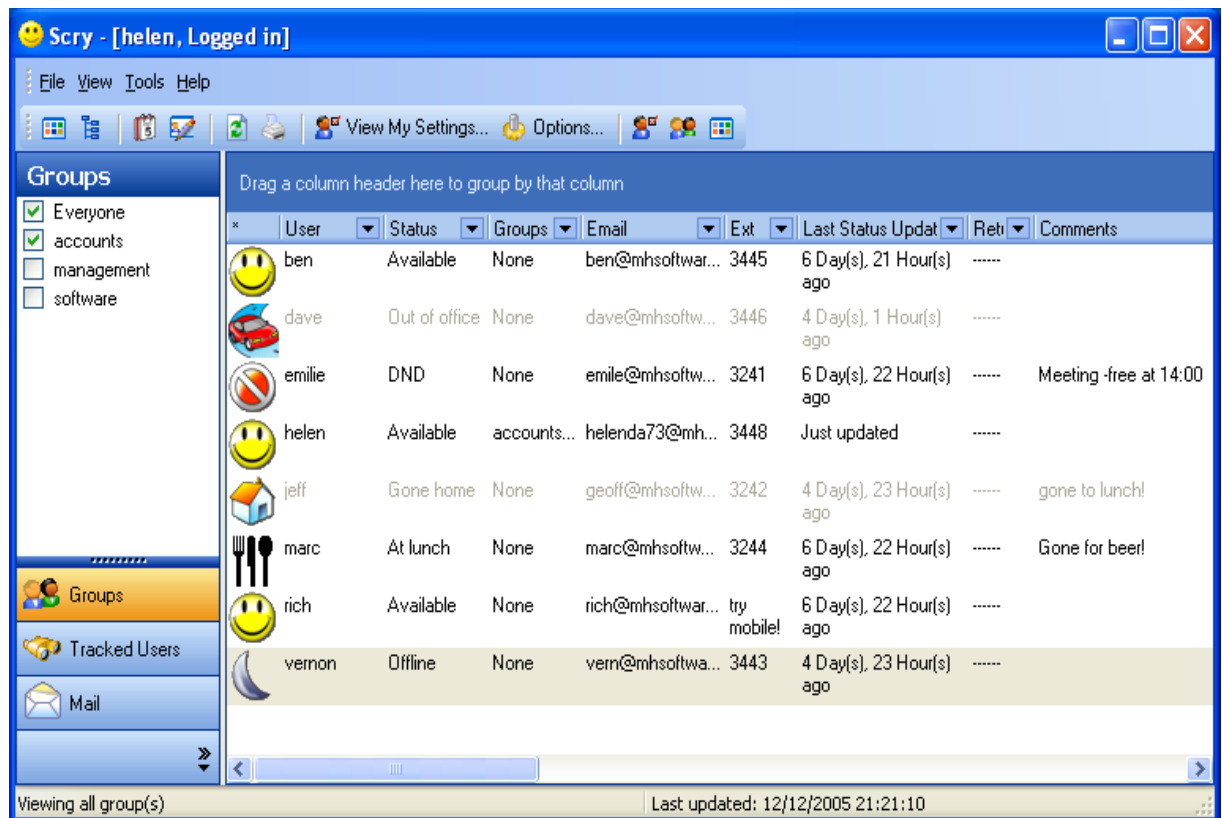
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Main Screen

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

Highlight and click on a button below to view a description of its function.



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File Menu

- **Exit**

Click Exit on the main tool bar to exit Scry. Your status will be updated according to how you have configured your preferences in View My Settings

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View Menu

- **View My Settings**

Takes you to the user settings options

- **Mail**

Takes the user to their Scry mailbox

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Tools Menu

- **Options**

Takes you to the main options menu

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Help Menu

- **Purchase**

Provides information for purchasing a full licensed version of Scry.

- **About**

Displays the version of Scry that you are running.

- **Scry Help**

Access the integrated Scry Help file

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Settings

[Details](#)

[Preferences](#)

[Group Membership](#)

[Managed Users](#)

[Permissions](#)

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Details

The screenshot shows a Windows-style dialog box titled "User Properties" with a yellow smiley face icon. Below the title bar is a subtitle "Change user details, preferences, tracking and create schedules" and a small icon of a person with a checkmark. The dialog has several tabs: "Statuses", "Notifications", "Photo", "Logs", "Details", "Preferences", "Group Membership", "Managed Users", and "Permissions". The "Details" tab is selected. Under "Your Account", there are fields for "Display Name" (John Smith), "Password" (masked with asterisks), "User type:" (Administrator), "Comment" (Back from lunch at 2pm), "Email" (john.smith@mhsoftware.co.uk), and "Extension" (5215). Under "Options", there are two checked checkboxes: "Remember password" and "Auto login". At the bottom right are "OK" and "Cancel" buttons.

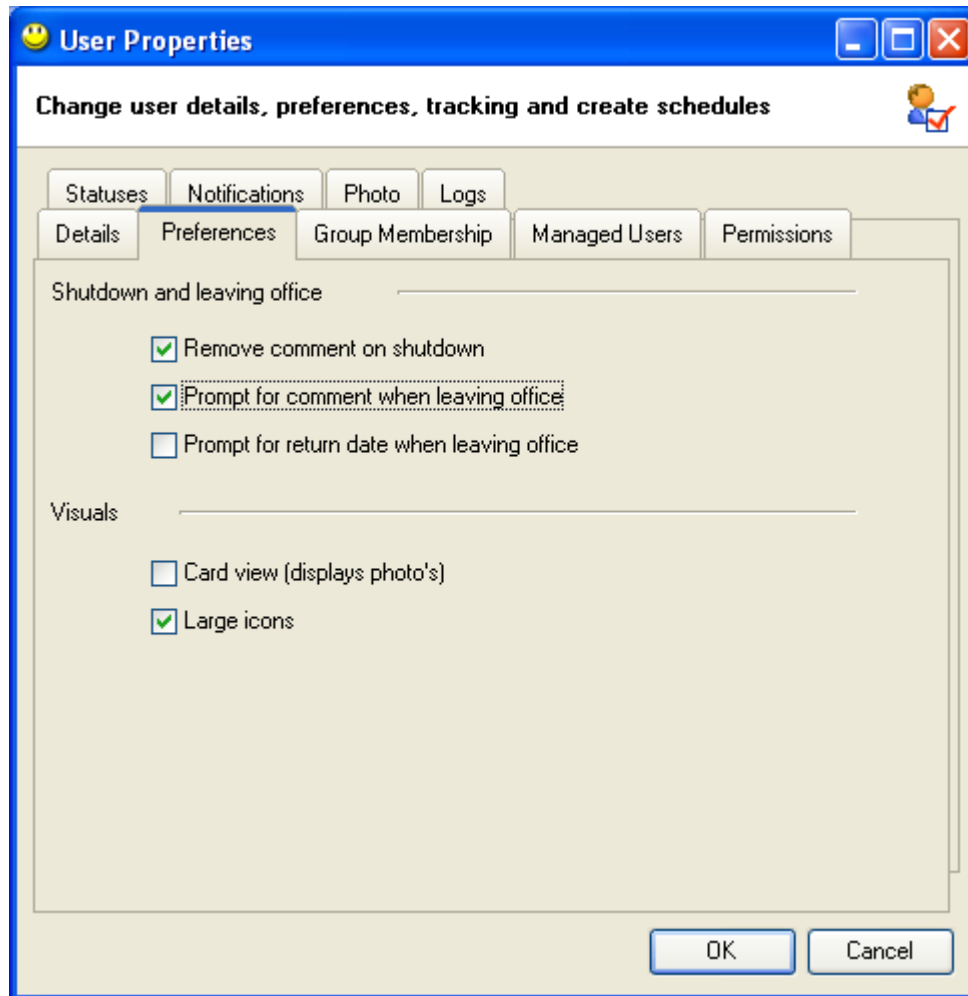
This tab relates to the personal details of the user as they are displayed on the main screen. From here the user can setup or amend items such as their display name, password, email address and comment that can be used to provide more information to other users on their status.

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Preferences



This tab lets the user specify exactly how Scry will work for them.

- **Remove comment on shutdown**

When enabled, any comment added will be removed when Scry is shutdown.

- **Prompt for comment when leaving office**

Prompts the user to add a comment to their status when selecting the "Out of Office Status."

- **Prompt for return date when leaving office**

Prompts the user to enter a return date when selecting the "out of office status." The two statuses which prompt for a return date are out of office and on holiday. The user's status will change to available when the date entered expires.

- **Card View**

The card view will be displayed in the main window displaying all user images if selected by other users.

- **Large Icons**

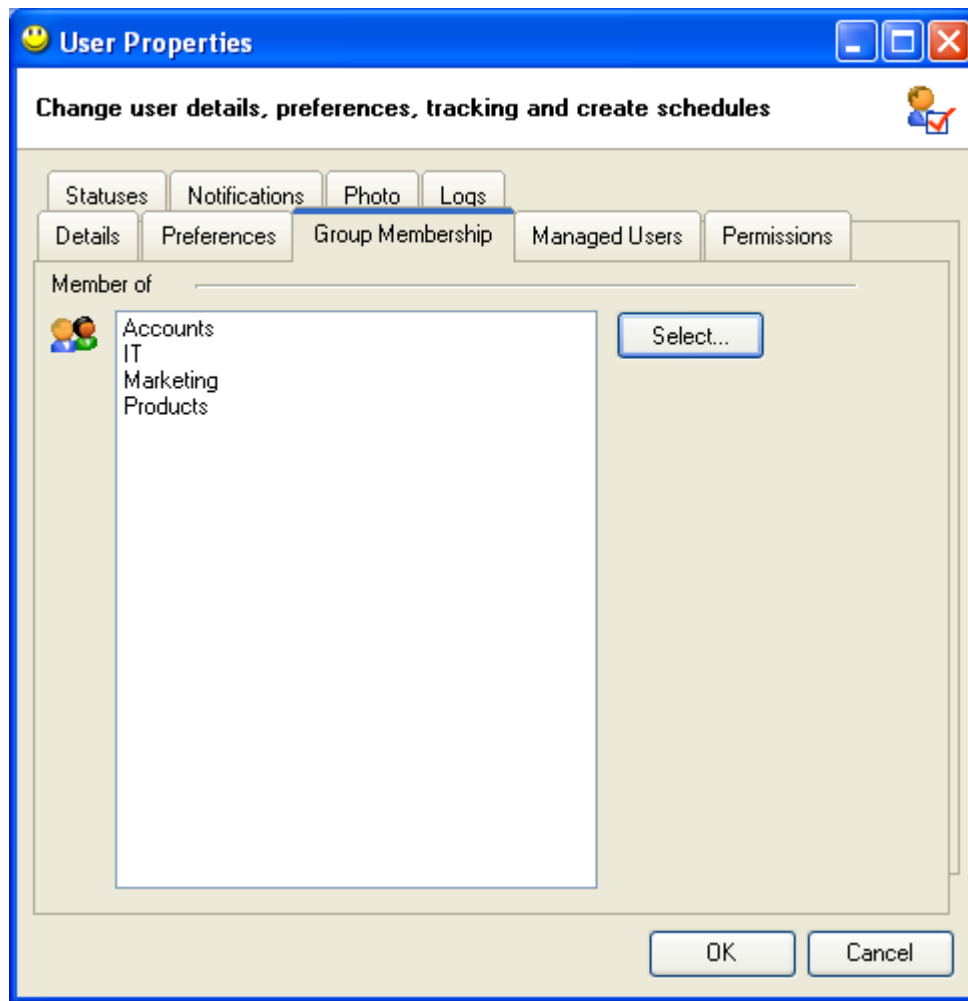
Main view will be displayed with large icons.

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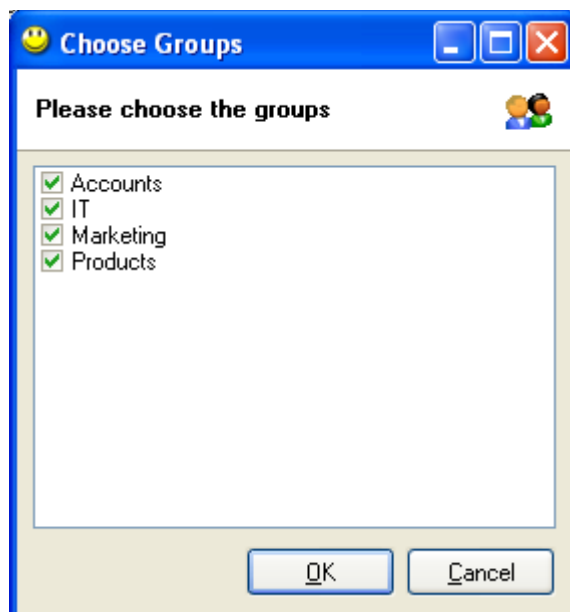
Group Membership

This tab allows the user to add themselves to one or multiple groups. To add a user to a group simply click 'select' and a list of the available groups on the system are displayed.



Tick the box that you would like to be viewed as a member of to be added to this group. When a member of a group, Scry users are able to select to view a Group rather than all users to view the status of the members within that group.

Groups must be created by the system administrator before a user can become a member!

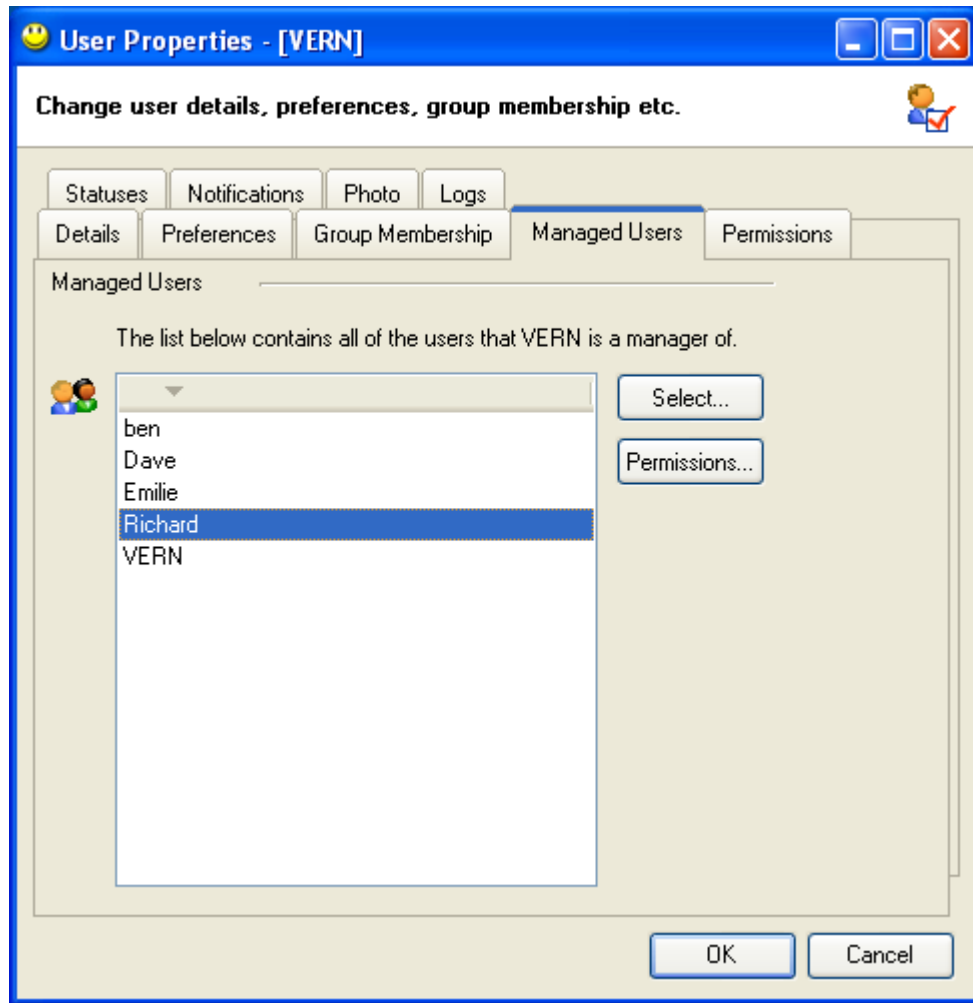


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Managed Users



This tab is for users that have been designated as Managers by the system Administrator. The tab allows Administrators to set the level of permission that a Manger can perform on a user. This tab can be used to set the various permissions that Managers can perform on selected users.

Managed User Properties

Please select the actions from the list below that "VERN" is able to perform on the user "Richard"

Display Permissions

Can change display name	<input type="checkbox"/>
Can change password	<input type="checkbox"/>
Can change comment	<input type="checkbox"/>
Can change email	<input type="checkbox"/>
Can change extension	<input checked="" type="checkbox"/>
Can change return date	<input type="checkbox"/>

General Permissions

Can change group membership	<input type="checkbox"/>
Can change photo	<input type="checkbox"/>
Can change remove comment on shut d...	<input type="checkbox"/>
Can change remove return date on shut...	<input type="checkbox"/>

Log Export Permissions

Can export general log entries	<input type="checkbox"/>
Can export message log entries	<input type="checkbox"/>
Can export status log entries	<input type="checkbox"/>

Status Permissions

Can change available status	<input type="checkbox"/>
Can change idle status	<input type="checkbox"/>
Can change idle status time	<input type="checkbox"/>
Can change locked work station status	<input type="checkbox"/>
Can change offline status	<input type="checkbox"/>
Can change screen saver status	<input type="checkbox"/>
Can change status	<input type="checkbox"/>

OK Cancel

Unchecking an option blocks the user from performing the specified task.

A full explanation of the permissions is given under [Permissions](#)

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Permissions

User Properties - [VERN]

Change user details, preferences, group membership etc.

Notifications Photo Logs

Details Preferences Group Membership Managed Users **Permissions** Statuses

- Account Permissions**
 - Can change display name
 - Can change password
- Admin Permissions**
 - Can administer groups
 - Can administer statuses
 - Can administer users
- Display Detail Permissions**
 - Can change comment
 - Can change email
 - Can change extension
- General Permissions**
 - Can change group membership
 - Can change photo
- Log Export Permissions**
 - Can export ALL General log entries
 - Can export ALL Message log entries
 - Can export ALL Status log entries
 - Can export own general log entries
 - Can export own message log entries
 - Can export own status log entries
- Status Permissions**
 - Can change idle status
 - Can change idle status time
 - Can change locked workstation status
 - Can change offline status
 - Can change screen saver status

OK Cancel

This tab is for Administrators and displays the permissions that a user has been granted by the Scry administrator.

Account Permissions

- **Can change display name**

User can change their display name appearing in Scry

- **Can change password**

User can change their password

Admin Permissions

- **Can administer groups**

User can change their comment displayed in Scry

- **Can administer statuses**

User can change their comment displayed in Scry

- **Can administer users**

User can change their comment displayed in Scry

Display Detail Permissions

- **Can change comment**

User can change their comment displayed in Scry

- **Can change email**

User can change their contact email address displayed to other users in Scry

- **Can change extension**

User can change their extension number displayed to other users in Scry

General Permissions

- **Can change group membership**

User can change their comment displayed in Scry

- **Can change photo**

The user can change their photo image if the card view display has been selected

Log Export Permissions

- **Can export ALL general log entries**

User can export all Scry general log entries

- **Can export ALL message log entries**

User can export all users Scry message log entries

- **Can export ALL status log entries**

User can export all users Scry status log entries

- **Can export own general log entries**

User can export only their own general log entries

- **Can export own message log entries**

User can export own message log entries

- **Can export own status log entries**

User can export only their own status log entries

Status Permissions

- **Can change idle status**

User is able to change their status from idle

- **Can change idle status time**

User is able to change the length of time their status displays as idles

- **Can change locked work station status**

Can change screen saver status

- **Can change offline status**

User can change their comment displayed in Scry

- **Can change screen saver status**

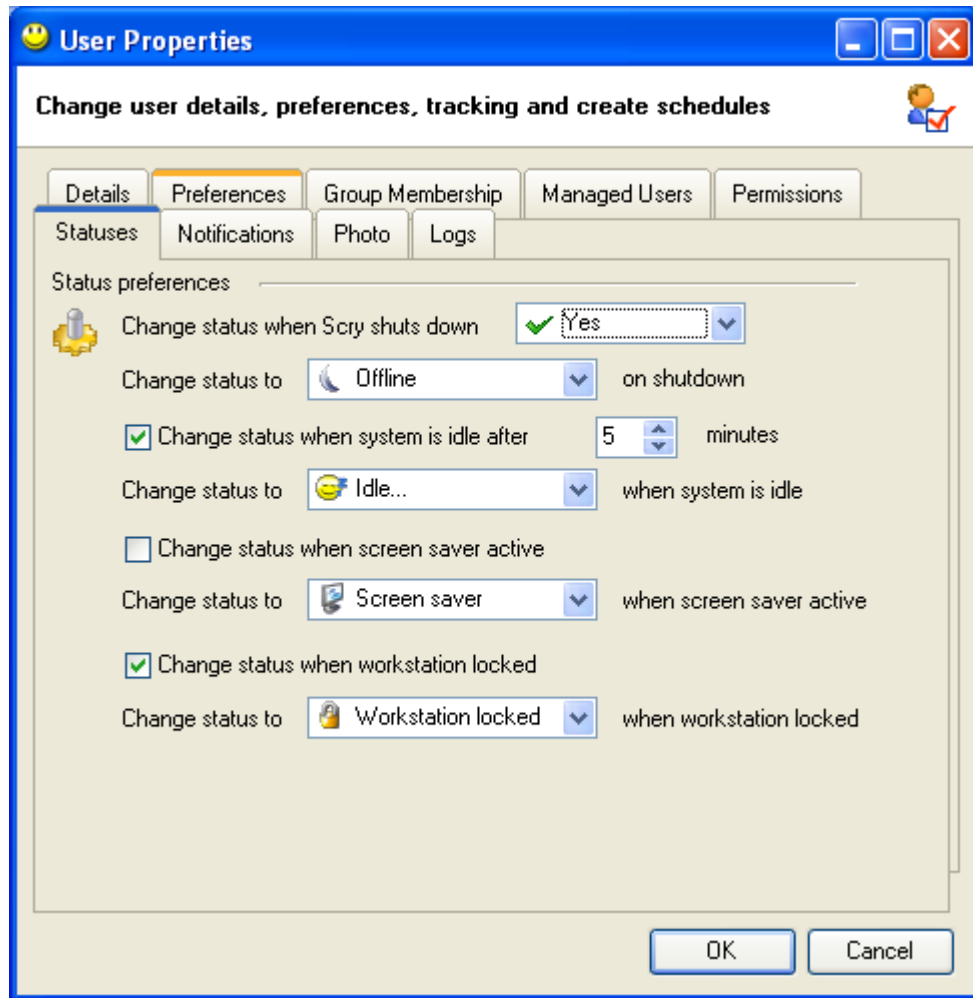
User is able to change their status from screen saver

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Statuses



This tab lets you specify exactly how Scry 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 User is asked if they want to change to the status specified for shutdown

- **Change status to... on shutdown**

Select the status to be displayed on shutdown, for example, "Offline."

- **Change status when the system is idle**

Here the user can specify if they want their status to change when the user is idle, i.e. when the user is working away from their desk on other tasks. The system will change to the specified status after the selected timeout has elapsed. The idle timeout is specified in minutes.

- **Change status when screen saver active**

When enable the status will change to the specified status when the computers screen saver becomes active.

- **Change status when workstation locked**

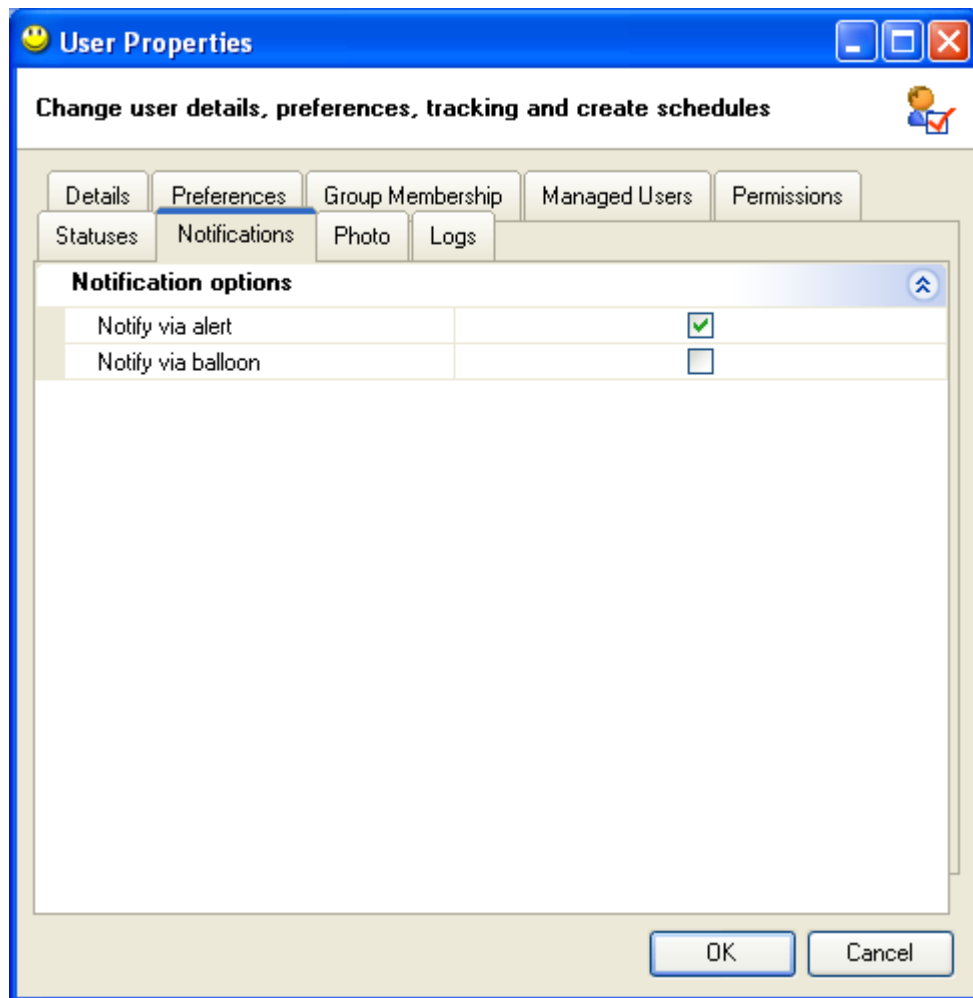
When enabled the status will change to the specified status when the workstation is locked.

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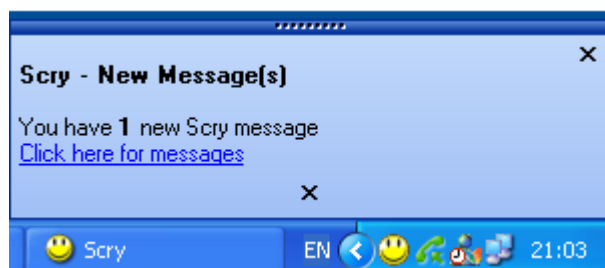
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Notifications



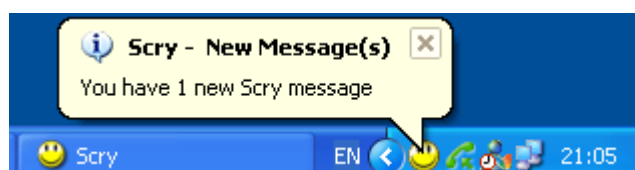
- **Notify via Alert**

When enabled notification of new messages will be alerted via a notification window from Scry in the system tray. By clicking the alert notification you will be taken to the message inbox of Scry.



- **Notify via balloon**

When enabled notification of new messages will be alerted via a notification balloon from Scry in the system tray. By clicking the balloon alert notification you will be taken to the message inbox of Scry.



All new message notifications continue to be displayed by a flashing mail icon in the system tray. The icon will rotate between the user's current status and the message waiting icon. This continues until the message is read. If the user has an unread message when closing Scry, the selected notifications will be

resent by the Scry server once the user logs back onto Scry again.

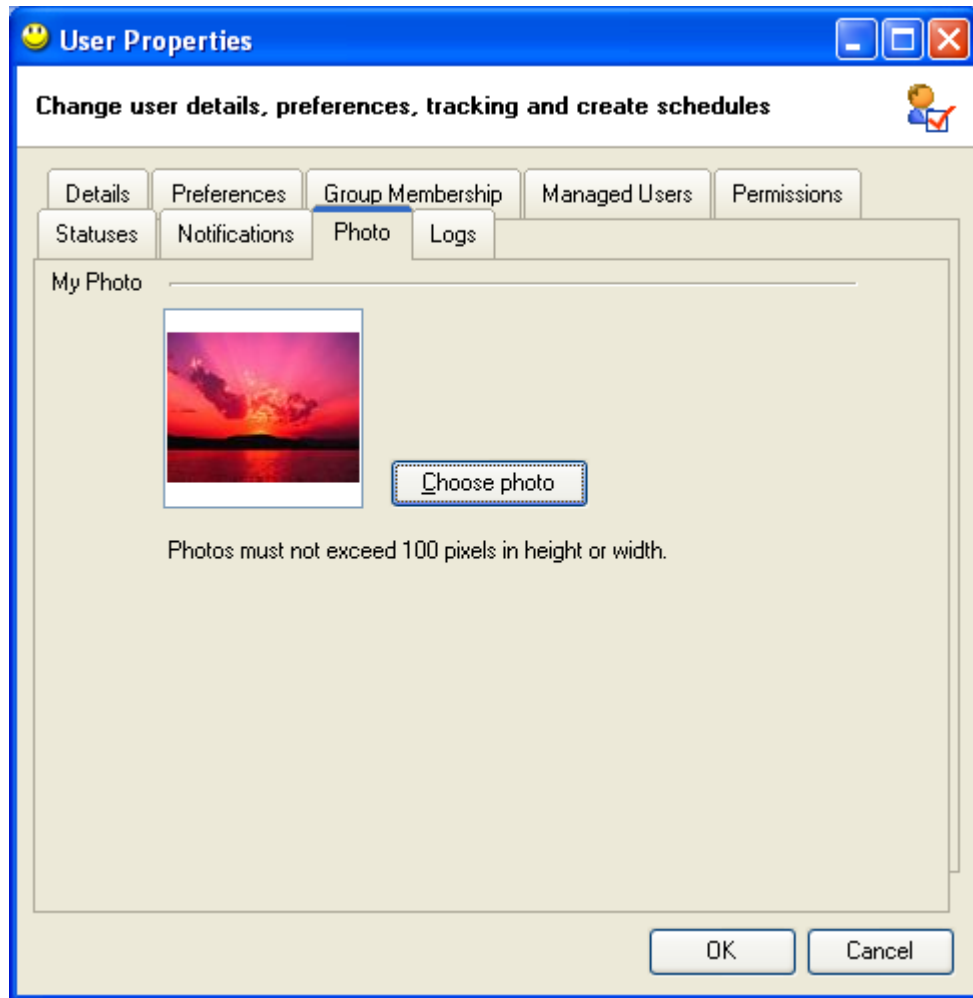


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Photos



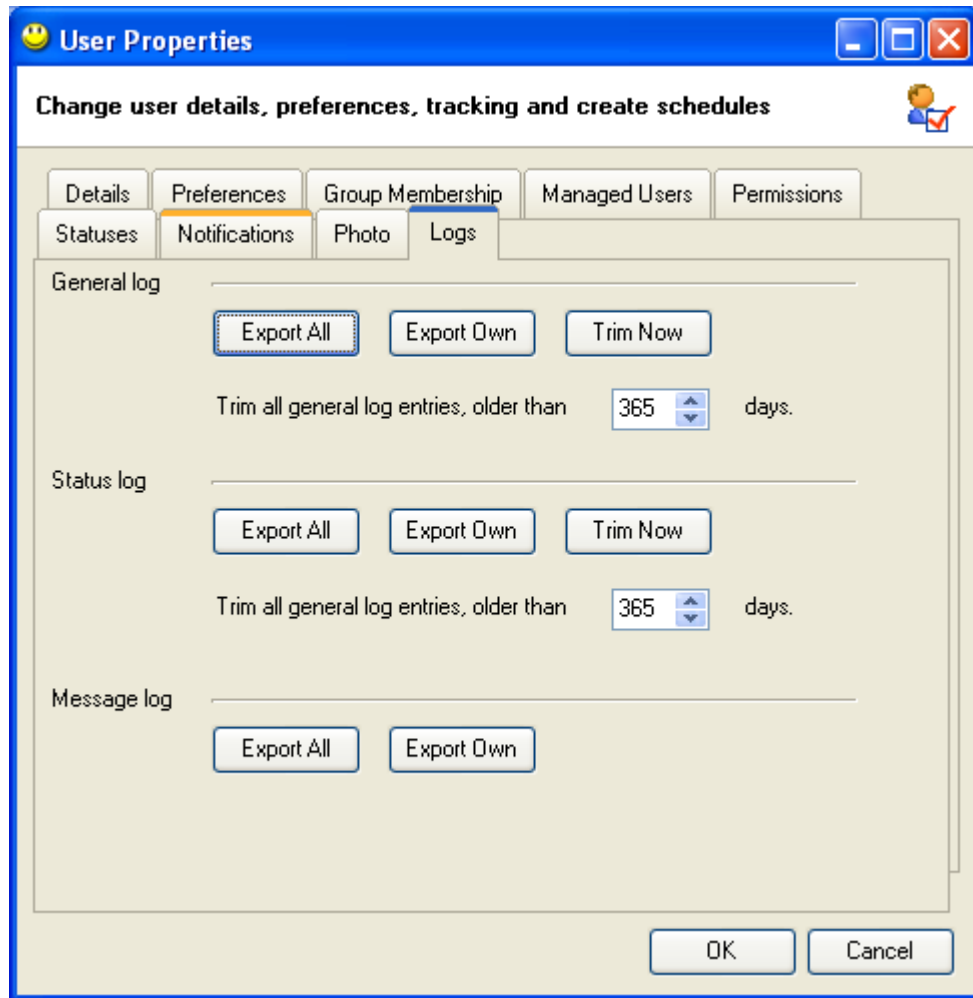
This tab allows you to select a personal photo image. By clicking on the photo button the user can browse to the location of the image. This image is displayed to users who have enabled the photo view. Photos must not exceed 100 high by 100 high pixels. It is recommended that all photos used are the same height and width. To ensure that images are created correctly it is recommended that a thumbnail creator is used. These can be found freely on the Internet for example "Easy Thumbnails" which can be found at <http://www.fookes.com/ezthumbs/>

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Logging



Scry is designed to provide logging of all activity of Scry users. All logs are exported in csv format. By default

There are there are three logs available:

- **General Log**

The following columns are exported: Description, Entry Type, Date Time, User Who Was Updated, User Who Performed Update

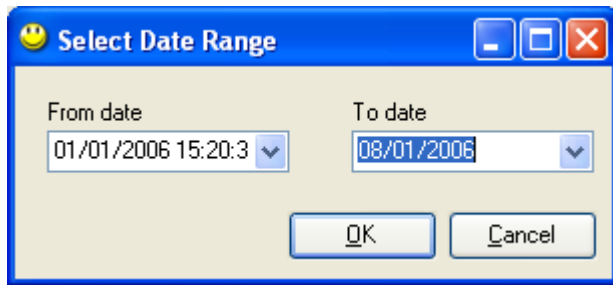
- **Status Log**

The following columns are exported: Description, Entry Type, Date Time, User Who Was Updated, User Who Performed Update, Status

- **Message Log**

The following columns are exported: From, To, Sent (date), Read (date), Subject

To export a log click on 'Export All.' This will export the full log for all time periods as held in the database. Scry also allows you to export a log for a particular time period. To do this, select 'Export Own.' A new dialogue box is created where you can specify the time period that you want to export the logs for.



Logs are continuously stored within the database. To remove logs held over a particular time period, set the time period for the log and click 'Purge.' Logs created outside of this time period are permanently removed from the Scry database.

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Options

[Server Tab](#)

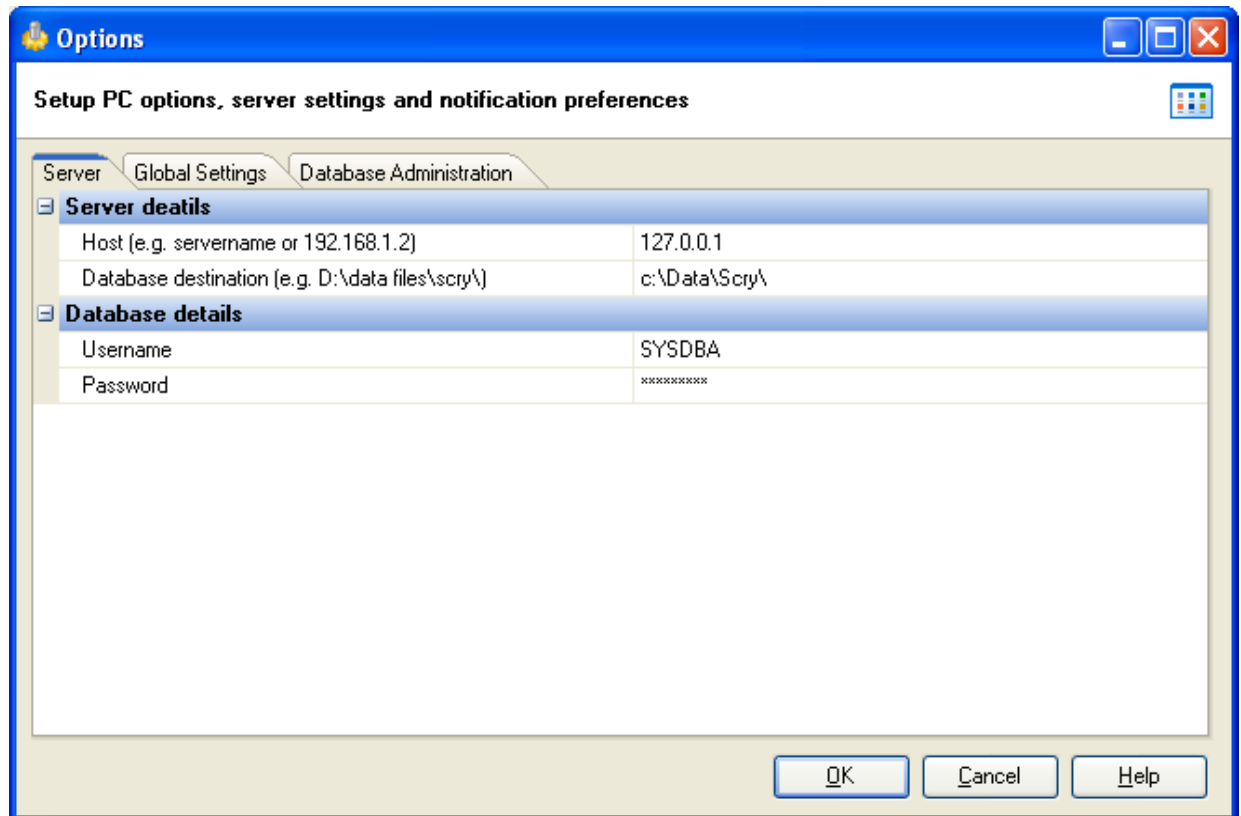
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Server Tab



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

- **Server details - Host**

This setting displays the IP address of the Scry server.

- **Server details - Database destination**

This setting displays the destination of the Scry Database where all users are stored. All users must be using the same database if they are to see each other.

- **Database details - User name**

Displays the administrator user name. The administrator user name can be changed here.

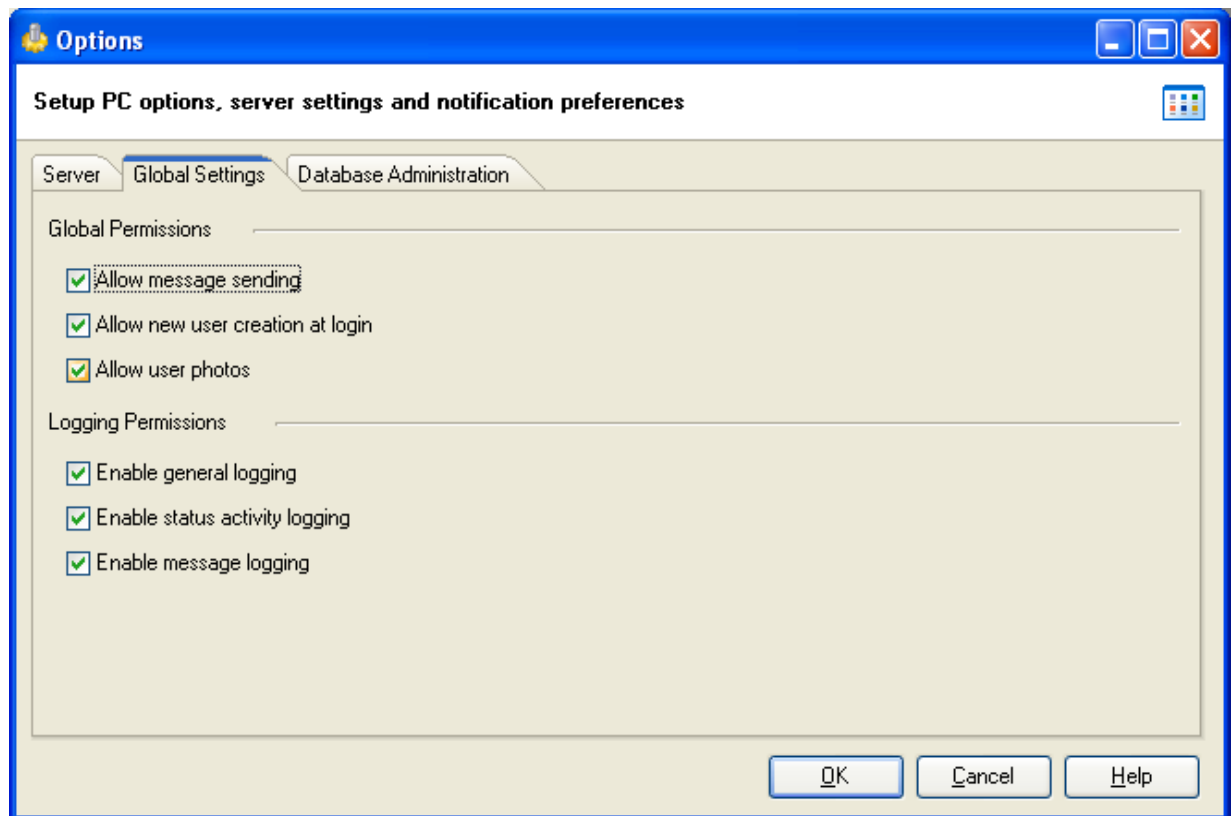
- **Database details - Password**

Displays the administrator password. The administrator password can be displayed here

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Global Settings



The Global Settings tab manages both the global user permissions and the logging permissions of Scry.

NOTE: Only Scry administrators are able to change these options.

Global permissions

- **Allow message sending**

Determines whether Scry users are given the permission to use the messaging facility in Scry

- **Allow new user creation at login**

Scry allows a person running Scry to create themselves as a new user on the system when first running Scry for the first time. If this option is disabled no further users will be allowed within Scry without the administrators permission.

- **Allow User Photos**

Allows the administrator to stop Scry users from using the thumbnail photo facility

Logging Permissions

- **Enable general logging**

Determines if the general system logging is turned on or off.

- **Enable status activity logging**

Determines if the status activity logging is turned on or off.

- **Enable message logging**

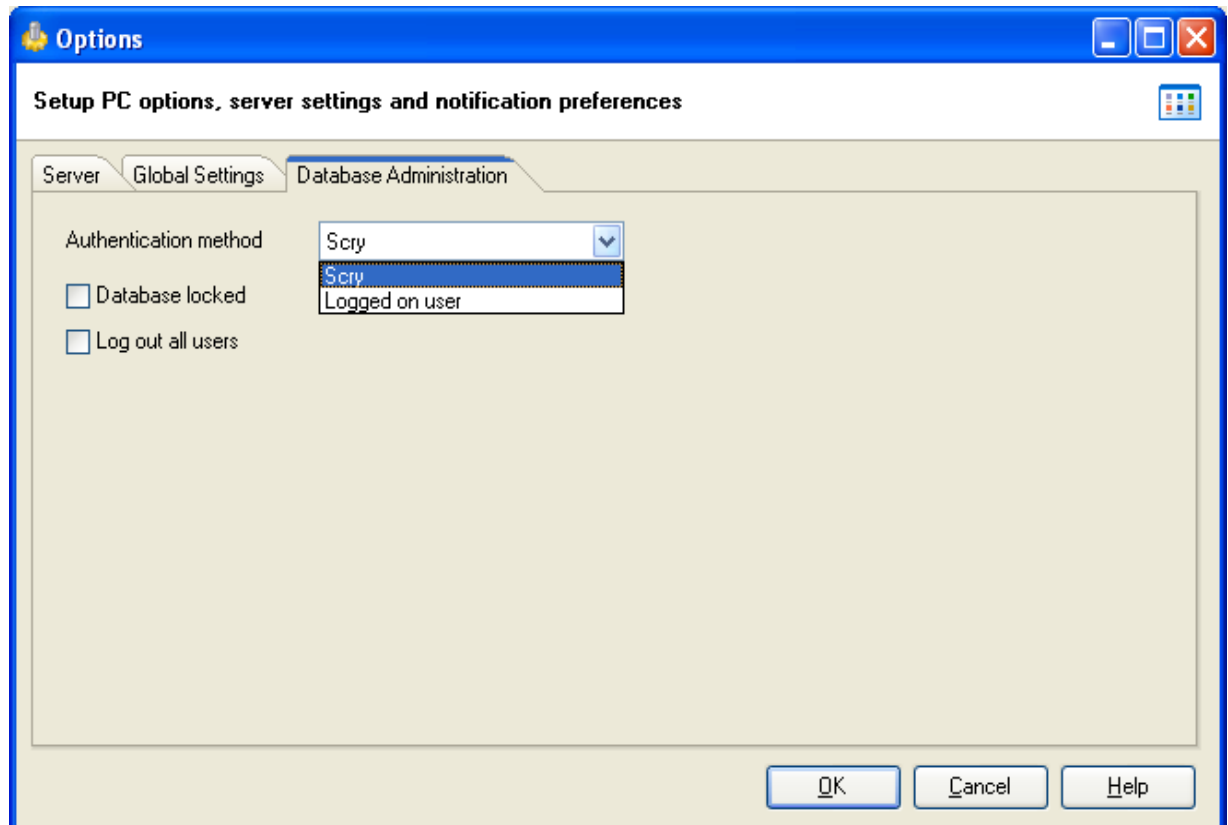
Determines whether the message logging is turned on or off.

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Database Administration



The database administration tab allows the System Administrator to control the Scry database.

- **Authentication method**

This determines the authentication method for when Scry users log into Scry. There are two authentication methods for logging into Scry.

Logged on user - Logs on the user to Scry via their network login.
Scry - Logs on user manually via Scry user name and password.

- **Database Locked**

When ticked, this tab locks the Scry database. When the database is locked existing users can log in but no further users can be added to the Scry database.

- **Log out all users**

Logs out all current Scry users from Scry for upgrade purposes or if the Scry server needs to be shut down.

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Messaging

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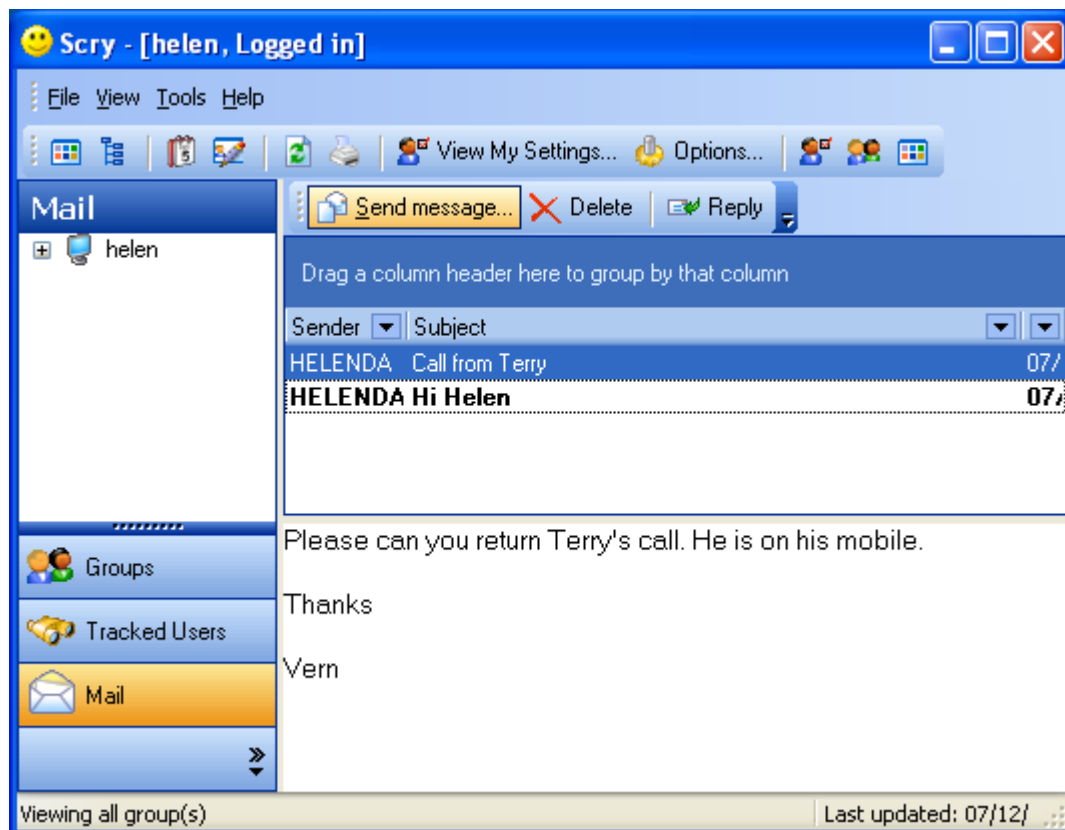
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Sending Messages

Scry has an inbuilt messaging facility. This allows a Scry user to send internal messages to other users. Within Scry there are two ways to quickly send a message to another user. The Scry user can both highlight a user in the main Scry window and click 'Send Message' from the user context menu. Alternatively they can enter their mailbox from the main Scry user screen and click the 'Send Message' button.



- **Send Message**

This button will bring up a new blank message. Use the 'To' button to select recipients and the 'Groups' button to select group recipients. All users in the selected Group will receive the message. NOTE: If the message properties dialogue was accessed from the context menu, then the 'To' field will be populated with the highlighted user from the main screen.

- **Delete Message**

This deletes the currently highlighted message.

- **Reply to Message**

Replies to the sender of the highlighted message.

- **Subject**

Enter the Subject of the message.

- **Message**

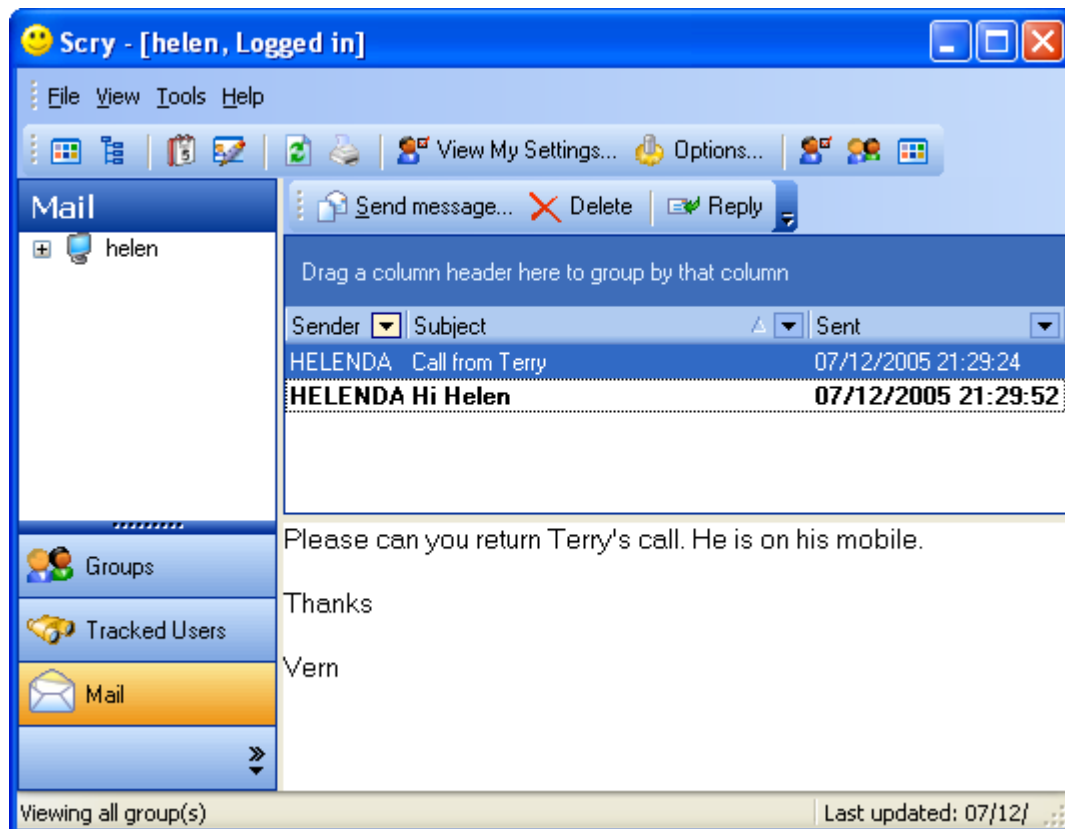
Enter the main text of the message here.

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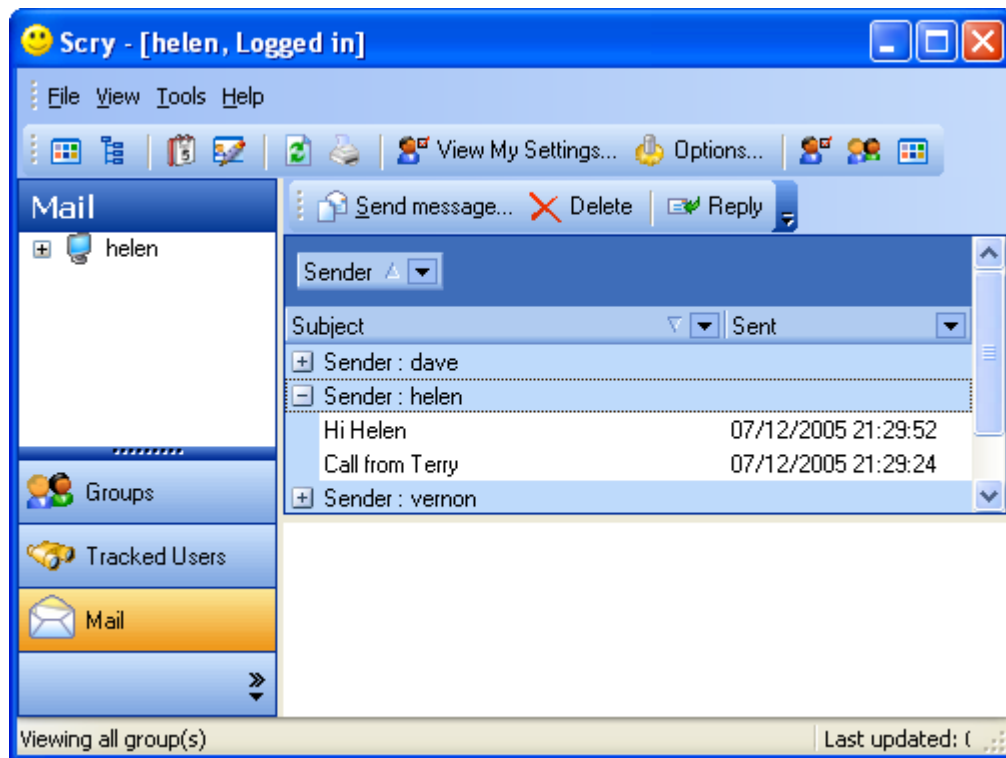
Managing your mailbox



You can use the grid facility within your mailbox to help manage your messages. The grid supports grouping and filtering by each of the column headers: 'Subject', 'Sender' and 'Sent'. This makes it easy to locate messages. Users are able to -

- **Grouping of messages by message sender**
- **Grouping of message by subject type**
- **Grouping of message by date**

The customer filter takes this further, allowing a filter to be applied to all messages held in the user's mailbox. Access the custom filter by clicking XX on column header for the column you want to filter on.



By default Scry has no message limitations as to the number of messages that each user can store in their mailbox.

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Administrator Settings

[Administer Users](#)

[Administer Groups](#)

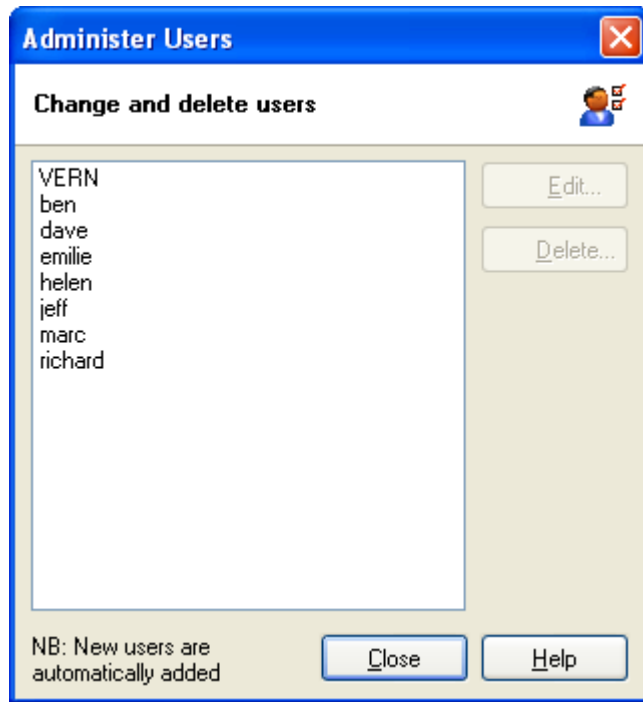
[Administer Statuses](#)

[Status Properties](#)

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Administering Users



The system administrator, or a user who has been granted the required permissions by the Scry administrator, can use this option to view a user's properties and change when required. By clicking on 'Edit' the [users properties](#) are displayed. Various permissions can be set from this screen which determine whether a user will be able to perform certain tasks.

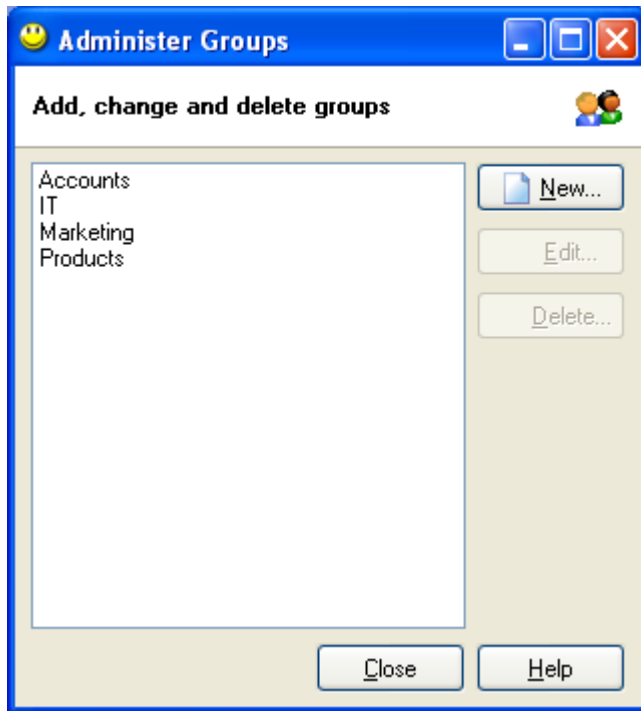
NOTE: You must have been granted sufficient permissions by the System Administrator to perform this task.

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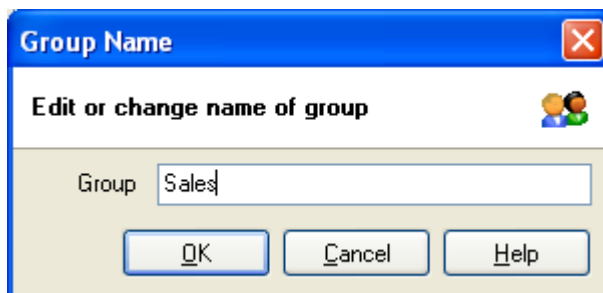
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Administering Groups



The system administrator, or a user who has been granted the required permissions by the Scry administrator, can use this option to create new groups. Groups can be used to 'Group' particular users, within a specific department for example. This allows for easier navigation of users statuses from the main screen.



To add a new group simply click 'New' or to edit the name of an existing group click 'Edit.' Group membership can administered either by the user or an Administrator or Manger with the correct permissions. For a user to be added to a group see [Group Membership](#).

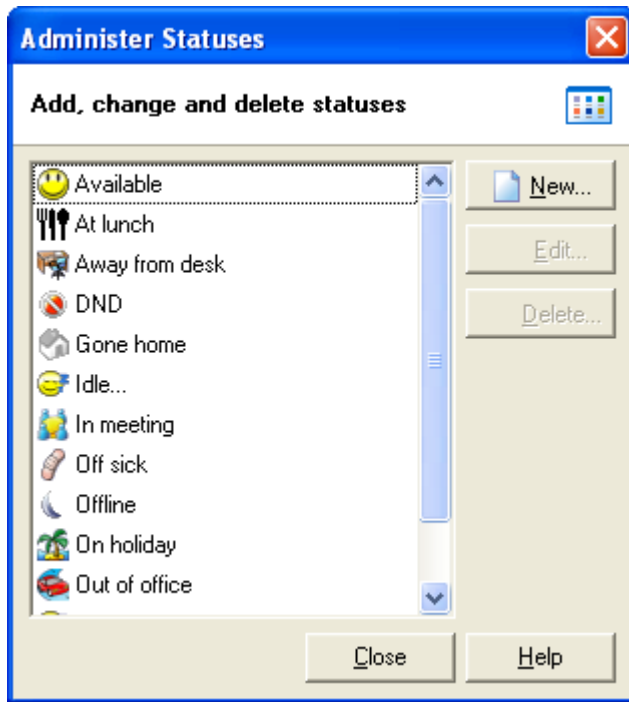
NOTE: You must have been granted sufficient permissions by the System Administrator to perform this task.

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Administering Statuses



Here you can administer statuses.

Click 'New' to create a new status or 'Edit' to edit the properties of an existing status. Click 'Delete' to delete a status.

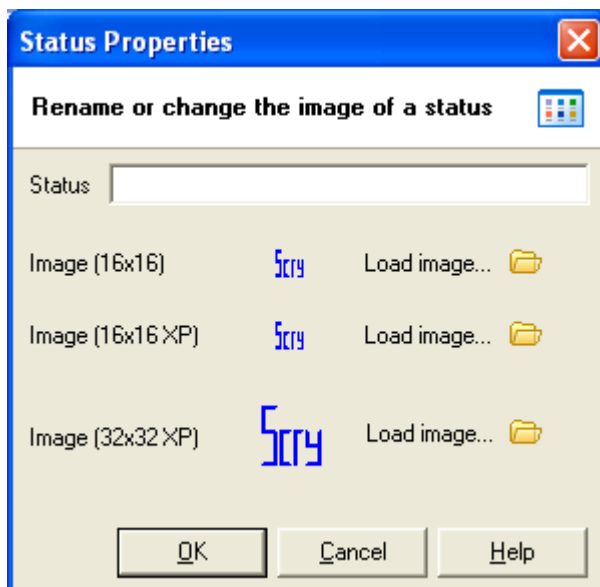
NOTE: You cannot delete the default statuses in Scry e.g. Available, At Lunch, Idle etc.

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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 the folder to browse for image files. 16x16 images are used for both the normal display and for use in the system tray. 32x32 images will be used for the display large icons option.

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User Functions

[Statuses and changing your status](#)

[Specify Return Date](#)

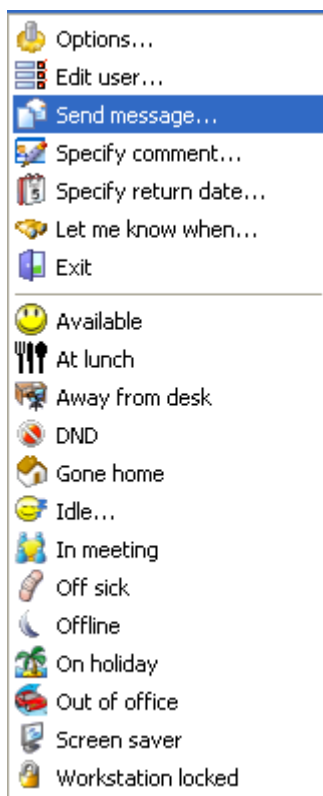
[Add Comment](#)

[Track Users](#)

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Statuses and Change Status



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

- Right-click on your entry from the main screen and select the appropriate status

- Click  on the main tool bar and select your status
- Select status by right-clicking your Scry icon in the system tray

NOTE you can update the status of other users if you have the appropriate permissions. See [Administering Users](#) for more details.

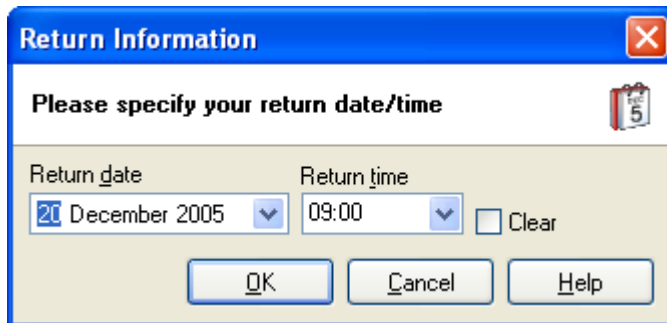
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Specify Return Date

Click  on the main tool bar or select "Specify return date" from the User Context menu to specify a return date when you leave the office.



The image shows a dialog box titled "Return Information" with a close button (X) in the top right corner. The main text inside the dialog says "Please specify your return date/time" and is accompanied by a small calendar icon showing the number 5. Below this text, there are two dropdown menus: "Return date" which is set to "December 2005" and "Return time" which is set to "09:00". To the right of these dropdowns is a "Clear" checkbox which is currently unchecked. At the bottom of the dialog, there are three buttons: "OK", "Cancel", and "Help".

You can also specify the exact time of return using the popup clock.


You can configure Scry to prompt you for a return date and time whenever you leave the office under the My Settings tab.

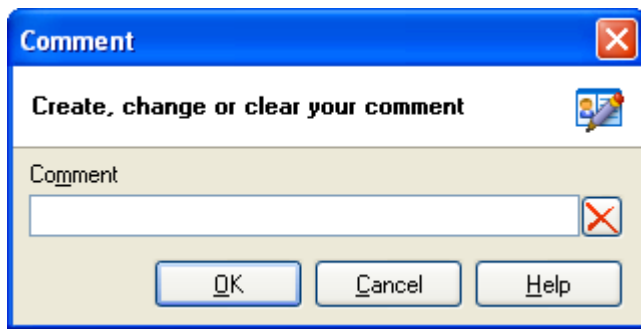
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Add Comment

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 alongside your details. For example, you may want to give more details about your location, a contact number or when you are likely to be available again.



You can configure Scry to prompt you for a comment when you leave the office or to remove any existing comment on shutdown under the My Settings tab.

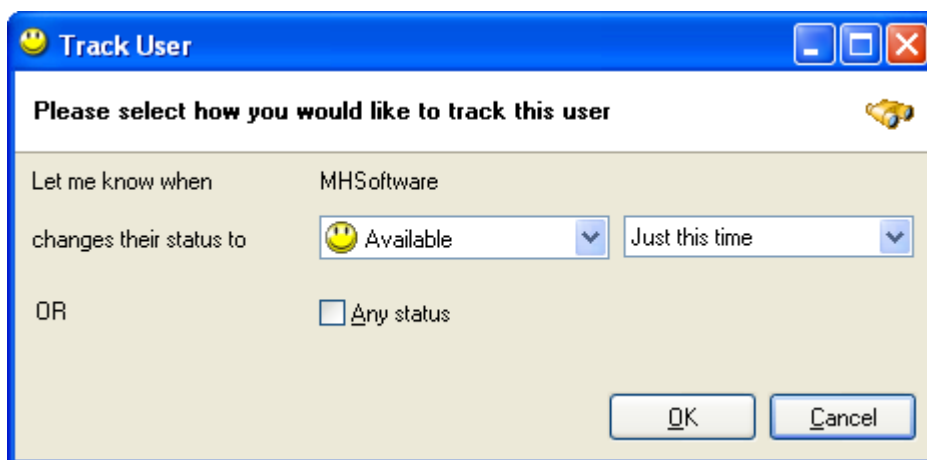
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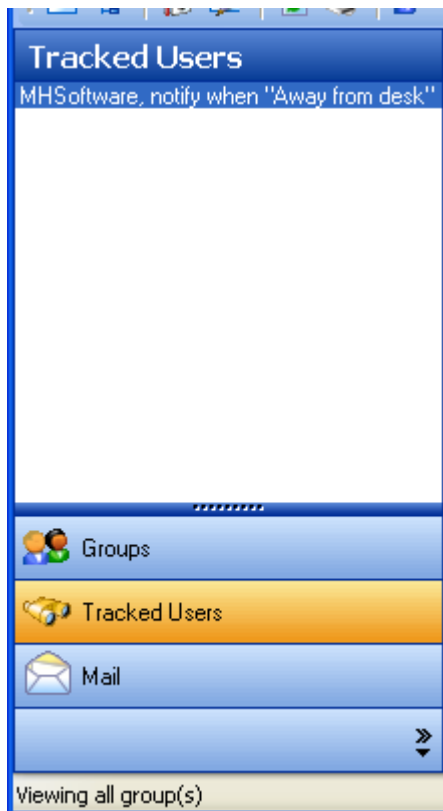
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Track Users

You can track the status of any other user on the system by right clicking on them in the main menu and choosing Let Me Know When...



From this menu you can either specify a specific status change for the user or you can be notified when they make any change to their status.



Tracked users can be monitored from the tracked user Windows bar on the left hand side of the main menu. All tracked users are listed.

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Useful Extras

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[Refresh Screen](#)

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Print Users


Click  on the main tool bar to print a list of current Scry users and their statuses.

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Refresh Screen

Scry is configured to refresh regularly so that the current status of each user is displayed. You can however manually refresh the screen at any time by clicking  on the tool bar. This can also be achieved by pressing F5.

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Status Logging

Enable activity logging from the Options menu. Every time a user updates their status, logging information is stored within the Scry Database. Users with the appropriate permission can export this data in CSV file format. The data is exported in the following format:-

Date, Time, Display Name, Login Name, Updated by (Login Name), Details.

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System Tray

Scry can be minimized to sit in the Windows system tray.

The icon displayed in the system tray will reflect your current status so you can tell at a glance what status you are set to.

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Frequently Asked Questions

This section will be added to and updated when required.

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