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# GCS WEB CLIENT USER'S GUIDE

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## GCS Web Client User's guide

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## GCSWEB

With your Internet browser, open the default page of **GCSWeb**.

If the application is set to use NT connection, the application will try to connect directly using the current NT account, otherwise you must fill your login and password to connect to the application. In this two case, the user must be declared in the GlobalComServer administration.

The next page show a resume of the GCS database.

<u>Outgoing Element(s) :</u>		<u>Incoming Element(s):</u>	
<a href="#">Element(s) OK :</a>	1	<a href="#">Element(s) OK :</a>	1
<a href="#">Element(s) TRANSFERED :</a>	0	<a href="#">Element(s) in ERROR :</a>	0
<a href="#">Element(s) in WAITING :</a>	0	<a href="#">Element(s) UNREAD :</a>	1
<a href="#">Element(s) in SENDING :</a>	0	<a href="#">NEW Element(s) :</a>	2
<a href="#">Element(s) in ERROR :</a>	0		

The left frame contains a menu with the following actions:



Main

: Redirect on the main screen (see above)



Inbox

: Open the Outgoing queue message(s)



Outbox

: Open the Incoming queue message(s)



Private Directory

: Open the private directory.

N°	Full Name	Company	Fax	Phone	Address	E-Mail
<a href="#">948</a>	Muller John	AVM Informatique	+33 4 72 39 91 69	+33 4 78 56 59 13	.	john.muller@avm-informatique.com

Click on the contact number to edit it.

Click on [New Contact](#) to create a new contact



Public Directory

: Open the public directory.

: Administrator: Can manage all contacts in the public directory.

: Secretary: Can Add/Edit own contact(s).

: Normal: Only selection for new message(s).



New Message

: Open the composition page to compose a message (Fax, SMS, Mail)



Options

: Open the options menu,  
(Cf. [Menu Options](#))



Disconnect

: disconnection.

**Options Menu**

Number of visit(s):	<b>3</b>
Connected user(s):	<b>2</b>
User Name:	<b>Yannick Favre</b>
Profile:	<b>Administrator</b>
GlobalCom Server:	<b>FAVRE</b>
Visible(s) Outbox Element(s):	<input type="text" value="100"/>
Visible(s) Inbox Element(s):	<input type="text" value="100"/>
Refresh Time:	<input type="text" value="60"/> <b>seconds</b>
Disconnection Timeout:	<input type="text" value="10"/> <b>minutes</b>
Alert when new incoming message(s):	<input type="radio"/> Yes <input checked="" type="radio"/> No
Preview Incoming Element(s):	<input type="radio"/> Yes <input checked="" type="radio"/> No

The **Disconnection Timeout** option is the life time of your connection if you do not interact with the server where resides **GCS Client Web Application**.

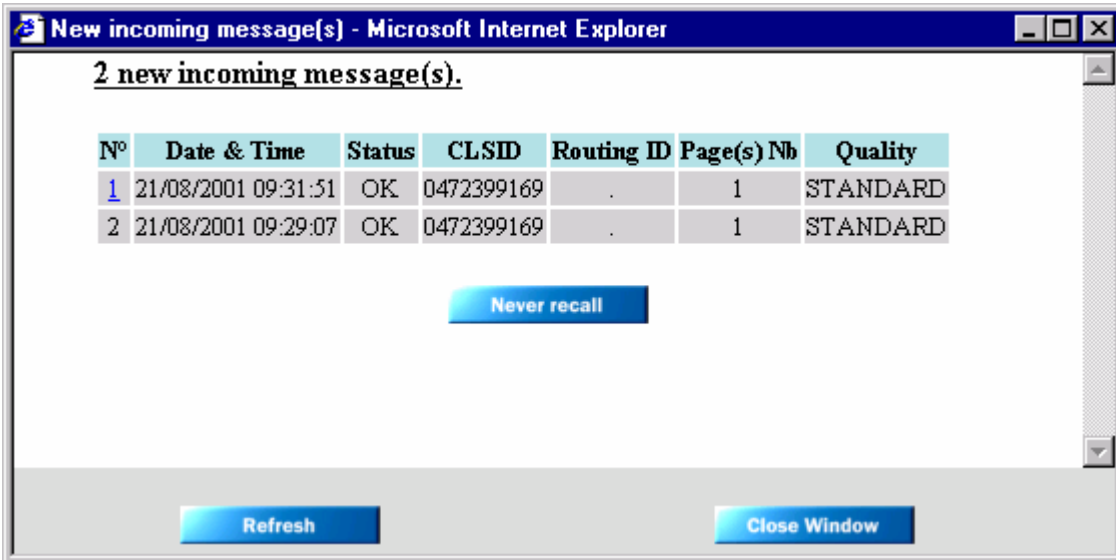
The default value is 10 minutes incompressible.

To activate the change , it's necessary to disconnect of **GCS Client Web**.

Be careful, when you make a message, a countdown indicates time to you that it remains you before disconnection.

Any message not sent before the end of the countdown will be lost.

The **Alert when new incoming message(s)** option when activated, can open a window containing the new elements (the 10 last maximum). This window is opened from the 'Main' page and is refreshed at the same time as this one.



The **Preview Incoming Element(s)** option when activated, allow to obtain an preview of the incoming message in the detail window of this one.

This option uses a ActiveX object, then it's only available with Internet Explorer

## Outgoing Message

Two horizontal bars appear in addition to the menu buttons described above.

### 1) Sort and Search Toolbar



### 2) Action Toolbar





By default, the outgoing elements appear sorted by the sending date.

.	N°	Date & Time	Status	Sender	Subject	Recipient
<input type="checkbox"/>	3984	17:26:10 16/08/2001	OK	Dufour Fabrice	test de mailing avec pièce jointes	Florent Garel
<input type="checkbox"/>	3995	17:24:49 16/08/2001	OK	Barbier Jérôme	TR : Livraison MSDN août 2001	'Barbier Jérôme (SMS)'
<input type="checkbox"/>	3983	17:22:57 16/08/2001	OK	Dufour Fabrice	test de mailing avec pièce jointes	Michel Garel
<input type="checkbox"/>	3994	17:23:09 16/08/2001	OK	Garel Florent	TR : Livraison MSDN août 2001	'Barbier Jérôme (SMS)'
<input type="checkbox"/>	3993	17:16:13 16/08/2001	OK	Barbier Jérôme	visite de 'Grece chois stavroulakis'	'Barbier Jérôme (SMS)'
<input type="checkbox"/>	3992	17:15:27 16/08/2001	OK	Barbier Jérôme	visite de 'Grece chois stavroulakis'	'Barbier Jérôme (SMS)'
<input type="checkbox"/>	3981	00:57:44 16/08/2001	TR	Favre Yannick	TR : InstallShield eNewsletter >> August 2001	'Yannick Favre'
<input type="checkbox"/>	3148	14:51:23 14/08/2001	OK	Favre Yannick	TR : LinuxWorld Expo : offres gratuites	'Yannick Favre'
<input type="checkbox"/>	3147	13:24:58 14/08/2001	OK	Favre Yannick	TR : Hello !	'Yannick Favre'
<input type="checkbox"/>	3146	13:17:48 14/08/2001	OK	Favre Yannick	TR : Hello !	'Yannick Favre'
<input type="checkbox"/>	3145	15:19:07 13/08/2001	OK	Favre Yannick	TR : Version bêta de WebSphers StudioWorkbench	'Yannick Favre'
<input type="checkbox"/>	3143	00:39:04 11/08/2001	OK	Favre Yannick	TR : PWSW General e-mail volume 14	'Yannick Favre'
<input type="checkbox"/>	3142	10:26:44 10/08/2001	OK	Barbier Jérôme	Event Log	Florent Garel

To find specific message, use the research toolbar.

Check the **Find** radio button, write your search criterion in the adjacent textbox, select where you wish to find this criterion with the **In** list and click on the **Refresh** button.

The  icon indicates that the message was not still read. An administrator does not have any effect on this property.

To change the 'Read/Unread' status manually, check the box on the left of the message and click on the  button in the action toolbar.

The status indicates the state of the message:

- AD** - Waiting
- EM** - Transmission in progress
- ER** - Error
- OK** - OK
- TR** - Transmitted (in the case of a SMS message, the status is initially TR: Transmit to the services center, then the status will be OK or ER: the message as been transmitted or not to the recipient mobile phone).

Click on



to list Next / Previous message(s).

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**View on outgoing message**

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Click on the number of the message which you want to see. A new window opens.

ID:	<b>6011</b>
Sender:	<input type="text" value="Frederic Chiesi"/>
Recipient:	<input type="text" value="John Muller"/>
Fax / Email / SMS:	<input type="text" value="0472399169"/>
Subject:	<b>TEST</b>
Logo:	<input type="text" value="Aucune"/>
Status:	<b>Fax Ok</b>
<input type="button" value="Delete"/> <input type="button" value="Resend Message"/> <input type="button" value="View Message"/>	

Click on **View Message** button to view the message. If the associated image is not available, the button will be disabled.

Click on **Delete** to delete the message.

You can change informations (recipient, number...) and click on **Resend** button to resend the message.

## Incoming Message

Two horizontal bars appear in addition to the menu buttons described above.

### 1) Sort and Search Toolbar



### 2) Action Toolbar





By default, the incoming elements appear sorted by the reception date.

.	N°	Date & Time	✉ Status	CLSID	Routing ID	Page(s) Nb	Quality
<input type="checkbox"/>	<a href="#">19043</a>	12:30:49 28/08/2001	✉ OK	.	0020	1	STANDARD
<input type="checkbox"/>	<a href="#">19042</a>	12:21:41 28/08/2001	✉ OK	0472399169	0021	1	STANDARD
<input type="checkbox"/>	<a href="#">19041</a>	10:40:02 28/08/2001	✉ OK	.	0020	1	STANDARD
<input type="checkbox"/>	<a href="#">19040</a>	10:23:27 28/08/2001	✉ OK	.	0020	1	STANDARD
<input type="checkbox"/>	<a href="#">19039</a>	00:28:03 28/08/2001	✉ OK	.	0020	1	STANDARD
<input type="checkbox"/>	<a href="#">19038</a>	00:12:17 28/08/2001	✉ OK	.	0020	1	STANDARD
<input type="checkbox"/>	<a href="#">19037</a>	00:09:16 28/08/2001	✉ OK	.	0020	1	STANDARD
<input type="checkbox"/>	<a href="#">19036</a>	22:16:23 27/08/2001	✉ OK	.	0020	1	STANDARD
<input type="checkbox"/>	<a href="#">19035</a>	19:14:29 27/08/2001	✉ OK	.	0020	3	STANDARD
<input type="checkbox"/>	<a href="#">19034</a>	16:42:16 27/08/2001	. OK	0493223635	0020	2	STANDARD
<input type="checkbox"/>	<a href="#">19033</a>	12:59:10 27/08/2001	. OK	.	0020	2	STANDARD

To find specific message, use the research toolbar.

Check the **Find** radio button, write your search criterion in the adjacent textbox, select where you wish to find this criterion with the **In** list and click on the **Refresh** button.

The  icon indicates that the message was not still read. An administrator does not have any effect on this property.

To change the 'Read/Unread' status manually, check the box on the left of the message and click on the  button in the action toolbar.

The status indicates the state of the message:

**ER** - Error  
**OK** - OK

Click on

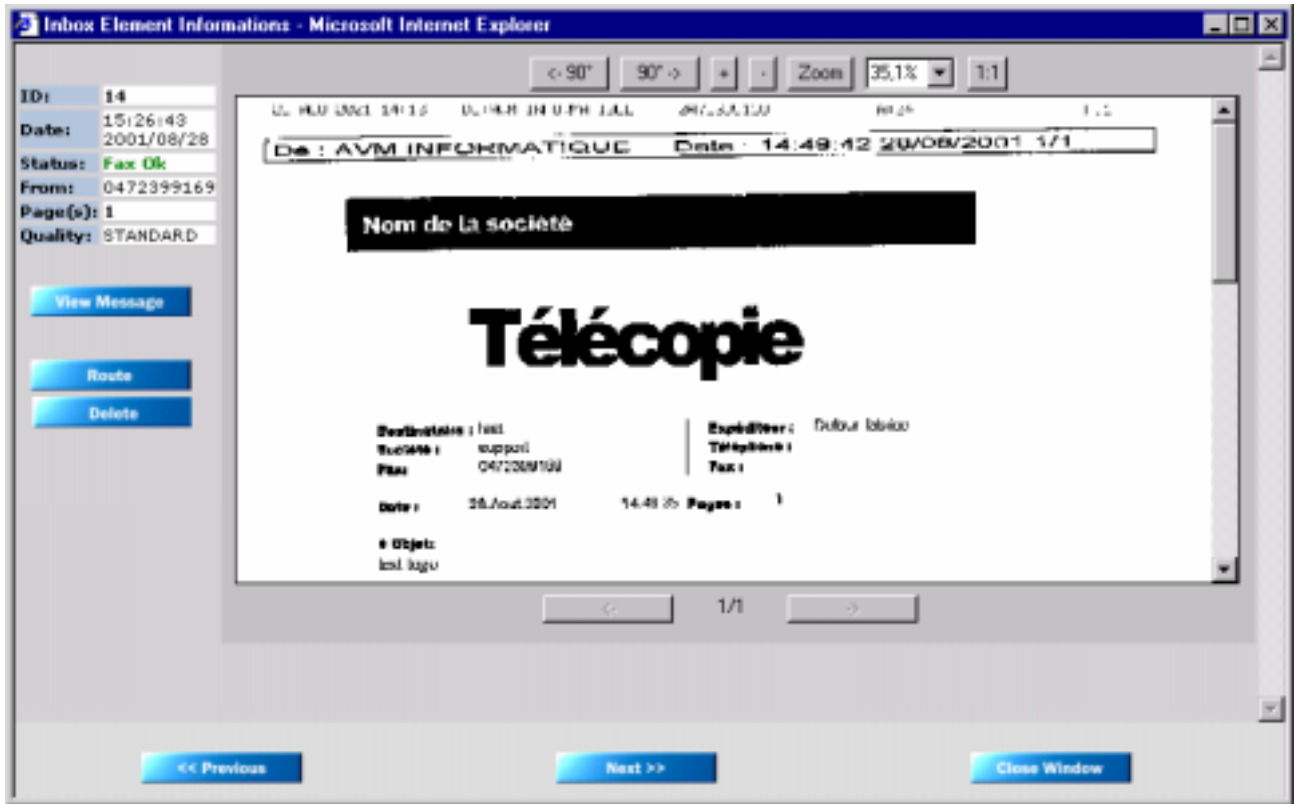


to list Next / Previous message(s).

**View an incoming message**

Click on the number of the message which you want to see. A new window opens. This one can have two presentations:

With Preview (Only with Internet Explorer):



Without Preview:



Click on **View Message** button to view the message. If the associated image is not available, the button will be disabled.

Click on **Delete** button to delete the message.

Click on **Route** button to send this message to a recipient of the GlobalComServer users list.

### Send a Fax / E-Mail / SMS



Click on **New Message** button to compose a new fax / SMS message / e-mail.

Choose one or more recipients and click on **Add**.

Private Directory	Public Directory
Muller John (Fax) Muller John (EMail)	Service Technique (Fax) Service Technique (EMail)
<a href="#">Add</a>	<a href="#">Add</a>

You can also add recipient(s) manually. Fill the recipient ,company and select the destination type (Fax/Email/SMS)

Cliquez on **Add**.

Manual Recipient :
Recipient: <input type="text"/>
Company: <input type="text"/>
Fax <input type="text"/>
<a href="#">Add</a>

All recipients appear in the following list:

Selected Recipient(s):
Muller John (Fax);Service Technique (Fax)
<a href="#">Cancel</a> <a href="#">Cancel List</a>



## Internet Explorer Settings

**GCS Web Client Application need somes settings in the Security Settings of Internet Explorer.**

Open the Internet Explorer properties, then select '**Security**' tab.

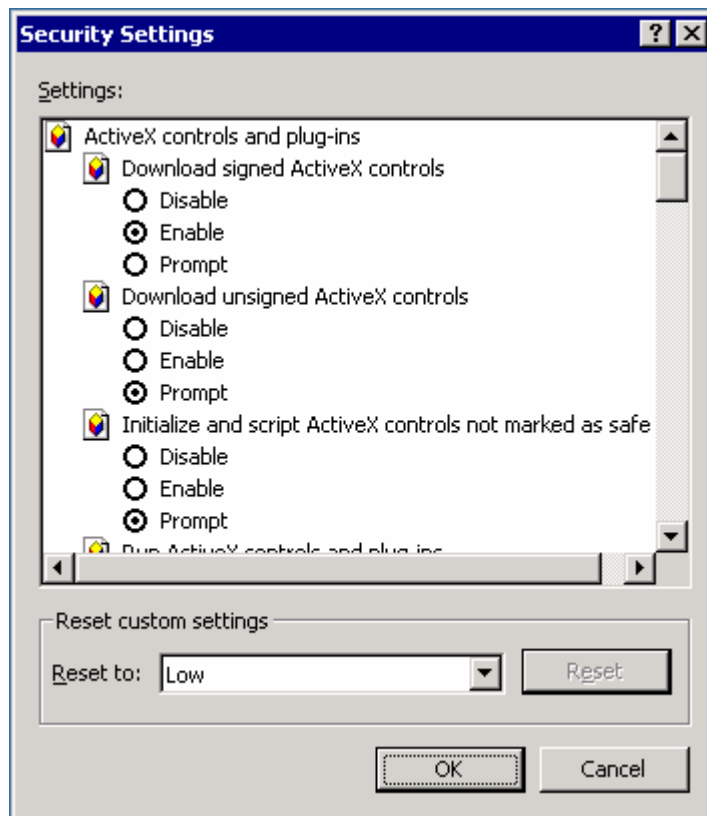
### Zone selection

Select the zone where the GCSWEB application reside (Internet/Intranet Local)



When selected, click on  button to open the following window:

- Reset to 'Low' level or affect properties like following:



**Initialize and script ActiveX controls not marked as safe**

Value: Prompt

**Run ActiveX controls and plug ins**

Value: Enable

**Download unsigned ActiveX controls**

Value: Prompt

The browser must support "**Cookies**" and "**Client Java Script** "