



GLOBALCOMSERVER ARCHIVE CLIENT ADMINISTRATOR / USER'S GUIDE

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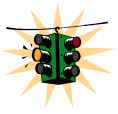
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PRESENTATION



This manual is designated to the system administrator responsible for installation, configuration and maintenance of the **GCS Archive Client**. Knowledge of Microsoft Windows NT® is recommended.

GCS Archive Client presentation

GCS Archive Client, software developed by AVM Informatique, is a component of AVM Informatique **GlobalComServer** platform.

This module allows you to browse with ease through your message archive.

PRE-REQUIREMENTS

GlobalComServer software must be installed.

GCS Archive Server must have been installed and correctly configured on your network. At least one archiving session must have been done.

Choose the custom installation and select all components.

How the consultation module works

A **GlobalComServer** declared user can browse the archive at anytime.

A **GlobalComServer** normal user can browse through his (her) message(s) only.

A **GlobalComServer** administrator can view all messages.

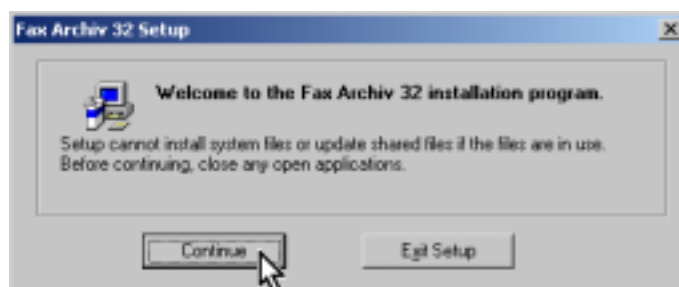
INSTALLATION

Extract the installation files from archiveclient.exe to C:\GCS.

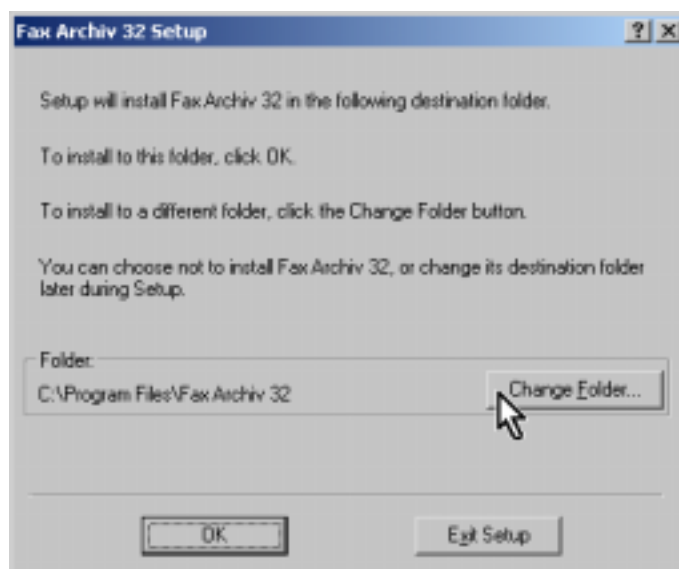
Run the **GCS Archive Client** setup

C:\GCS\archiveclient\setup.exe

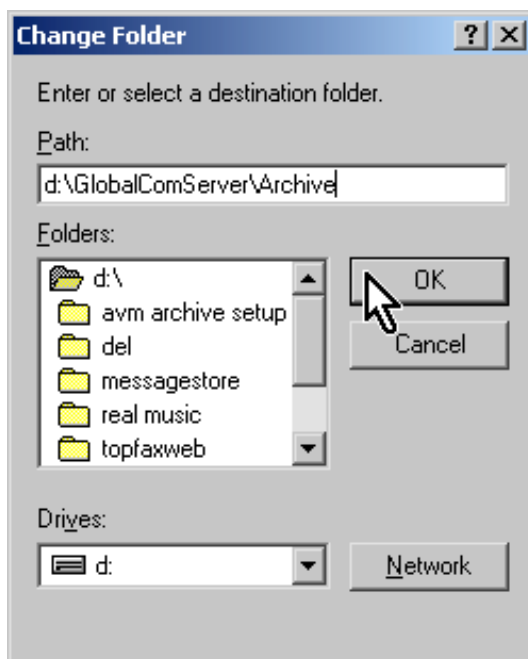
Click **Continue** to skip the **Welcome** screen



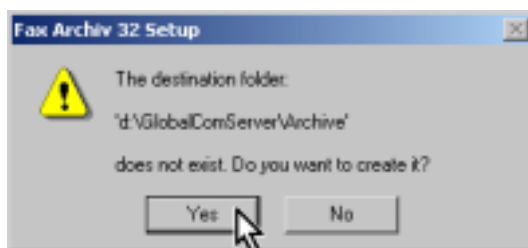
You can change the installation folder if you wish



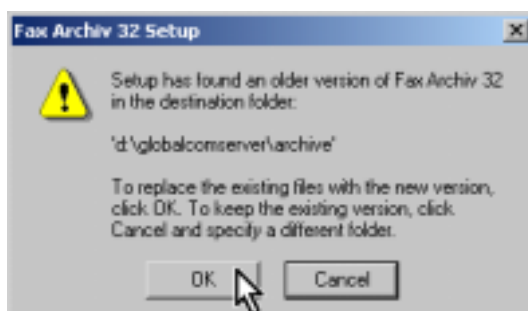
Choose your installation folder and click **OK**



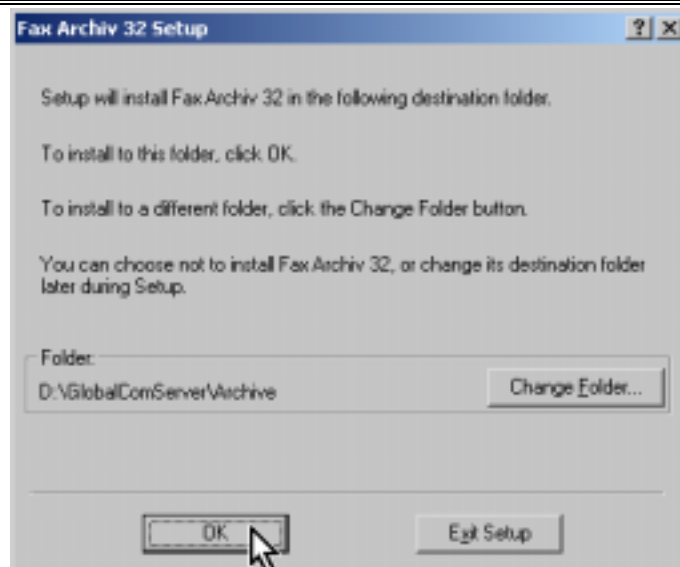
Click **Yes** if you need to create the folder



Click **OK** if you have the following screen



Click **OK**



IMPORTANT

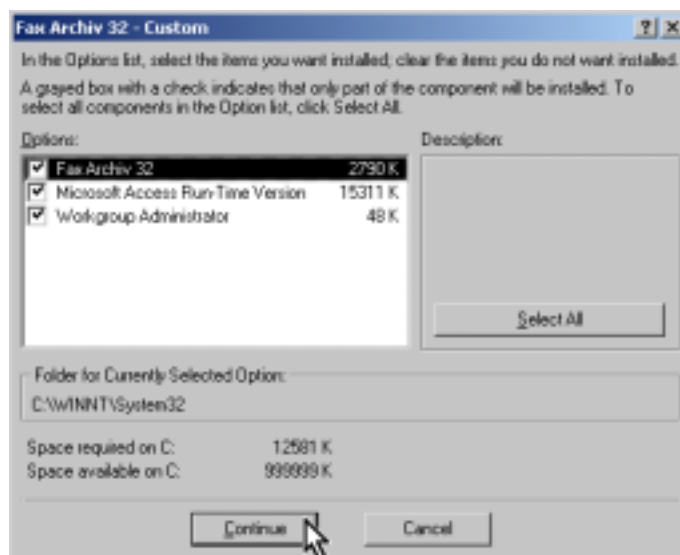
Choose the custom installation



The custom installation will allow you to use the archiving module even if you do not have Access97.

If you have installed Access2000, it is mandatory to choose the custom installation with all options selected.

Select all components and click **Continue**



The installation is over.

A group called Archive has been created in the **Start → programs → GlobalComServer** menu.

This group contains a client icon.



CONFIGURATION

First run after installation (administrator)

Start the module by clicking on the  icon in the Windows taskbar menu
Start → Programs → GlobalComServer → Archive → client.

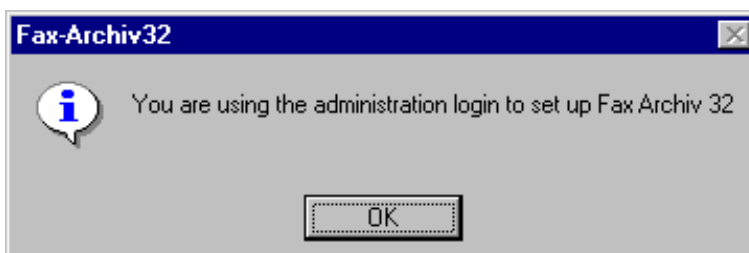
The first time you want to log in **GCS Archive Client**, use the default login and password:

Login : admin archiv
Password : faxarchiv

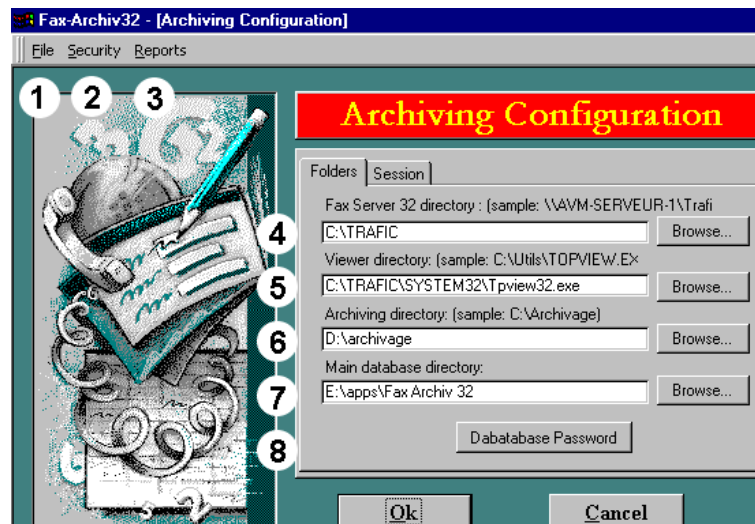


The **Database password** button is useless in that case.

Click OK



In that case, the consultation module screen will be as follows



- 1 To exit the consultation module
Select **File** → **Exit Archive** to exit and log off.
- 2 To change the database password (exclusive mode only)
(See [GCS Archive Server guide - Protecting the database with a password](#)).
- 3 **Reports printing setup**
This lets you configure the printer for producing reports.
(See [Printing query results](#))

Session tab unused tab

- 4 ..\Trafic folder path
- 5 **Tpview32.exe path**
(Generally ..\trafic\system32\tpview32.exe)
- 6 **Archive folder path (you may have to create it prior to write its path)**
- 7 GCS Archive Server path
- 8 Can be useful to modify path #9 if the database is password protected

Click **OK** to save the configuration.

Starting the consultation module (user)

Start the module by clicking on the  icon in the Windows taskbar menu **Start → programs → GlobalComServer → Archive → client**.

You must use a valid **GlobalComServer** account to log on




Identification

To consult archiving, you must be authenticated.

Login :

Password :

The next screen is as follows:



Fax-Archiv32 - [Main Menu]

File Security Reports

1 2 3 **Fax Archiv' 32 - Consult**

Fax Archiv32 V4. **4**

5

6

7

8

9

10

11

12

13

Identification:

Profile:

Last Scrutation:

	Update:	Elements:
Incoming Fax/Telex:	<input type="text"/>	0
Outgoing Fax/Telex:	<input type="text"/>	0

- 1 To exit the consultation module
Select File → Exit Archive to exit and log off.
- 2 Not to be used by a normal user (as declared in GlobalComServer administration)
- 3 Reports printing setup
This menu helps you configuring later reports printing (See [Printing query results](#))
- 4 User identification (as declared in the GCS platform administration)
- 5 User profile (normal, secretary, administrator)
- 6 last update
- 7 last update of the incoming message database

- 8 last update of the outgoing message database
- 9 Browse the incoming fax database (view, queries, print reports)
(See [Incoming fax menu](#))
- 10 Browse the outgoing message database (view, queries, print reports)
(See [Outgoing message menu](#))
- 11 Consultation module configuration
(See [Consultation module configuration](#))
- 12 Log off and log on as another user without exiting the program
- 13 To exit the consultation module

INCOMING FAX MENU

Incoming Fax/Telex

Nb of element(s): 20200

Date & Time	Index	Remote ID	Nb Page	Status
		Routing ID	Quality	Advanced status
09-May-01 2:13:17 PM	Aucun		1	OK
		0020	STANDARD	Fax Ok
09-May-01 11:50:00 AM	TEST AVM	FAX SERVEUR 32	1	OK
		0025	STANDARD	Fax Ok
09-May-01 11:49:03 AM	TEST AVM	FAX SERVEUR 32	1	OK
		0025	STANDARD	Fax Ok
09-May-01 11:48:41 AM	TEST AVM	FAX SERVEUR 32	1	OK
		0020	STANDARD	Fax Ok
09-May-01 11:05:03 AM	TEST AVM	04 72 39 91 69	1	OK
		0022	STANDARD	Fax Ok
09-May-01 2:45:45 AM	PUB		1	OK
		0020	STANDARD	Fax Ok
09-May-01 12:33:07 AM	PUB		1	OK

View
Research
Cancel

Browse the incoming fax database by scrolling down.

To view a fax, click on its row or in one of its fields and click on **View**.

The **Back** button sends you back to the previous screen (in that case, back to the main menu).

The **Research** button brings you to the query screens (See [Queries](#)).

The fields of this screen are:

- Date & time : when the fax has been received
- Index : you can enter a subject in this field (useful for later queries)
- Remote ID : distant fax machine CSID
- Routing ID : routing index used when receiving that fax
- Nb page : number of pages received
- Quality : received fax resolution (**standard** or **fine**)
- Status : received fax status (**Ok** or **Error**)
- Advanced status : incoming fax detailed status

OUTGOING MESSAGE MENU

Outgoing Fax/Telex

Nb of element(s): 9718

Date & Time	Sender	Recipient	Subject	Cover Page		
	Origin	Recipient Company	Fax number	Page	Time	Advanced Status
▶ 04-May-01 5:13:17 PM	Barbier Jérôme	Barbier Jérôme	test			NOLOGO
		AVM Informatique	04 72 67 00 25	1	13 s.	Fax Ok
04-May-01 9:51:28 AM	MUGUET Vicky	SCE RESERVATION	CONFIRMATION RESERVATION			DEFAULT
	TOPFAX	HOTEL BALLADINS	05 61 39 93 83	1	55 s.	Fax Ok
04-May-01 9:47:52 AM	MUGUET Vicky	Jocelyne BOUCHOUCHA				NOLOGO
	TOPFAX	CXR	0147359380	1	34 s.	Fax Ok
03-May-01 6:09:31 PM	Barbier Jérôme	Barbier Jerome	test			NOLOGO
		AVM Informatique	04 72 67 00 25	1	14 s.	Fax Ok
03-May-01 4:04:05 PM	Barbier Jérôme	Barbier Jerome	Test			jerome
		AVM Informatique	04 72 67 00 25	1	26 s.	Fax Ok
03-May-01 3:58:29 PM	Garel Florent	Michel Garel				DEFAULT
		AVM	04 72 39 91 69	1	26 s.	Fax Ok
03-May-01 9:37:48 AM	MUGUET Vicky	Jocelyne BOUCHOUCHA				NOLOGO
	TOPFAX	CXR	0147359380	1	34 s.	Fax Ok

View
Research
Back

Browse the outgoing message database by scrolling down.

To view a message, click on its row or in one of its fields and click on **View**.

The **Back** button sends you back to the previous screen (in that case, back to the main menu).

The **Research** button brings you to the query screens (See [Queries](#)).

The fields of this screen are:

- Date & Time : when the message has been sent
- Sender : message sender's name
- Origin : AVM product used to send that message
- Recipient : recipient's name
- Recipient company : company name of the recipient
- Subject : message subject
- Fax number : GCS address
- Page : number of pages transferred
- Time : how long it takes to send that message
- Cover page : cover page used to send that message
- Advanced status : outgoing message detailed status

QUERIES

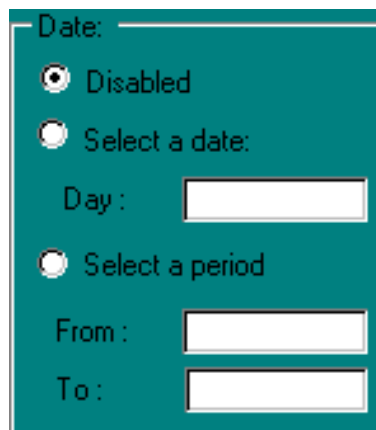
The query screens allow you to browse easily through your archive database thanks to criteria you can activate or not.

Query by date (incoming / outgoing)

Beware the date format must be MM-dd-yy

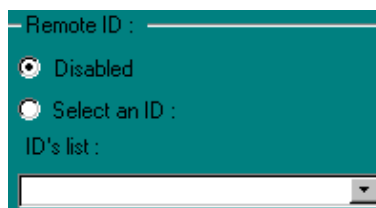
It may be necessary to adjust your regional settings to have the correct date format (short time data = MM-dd-yy).

(Start → Settings → Control panel → Regional settings)



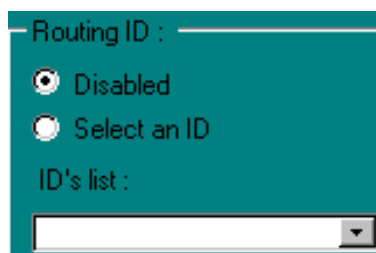
Query by CSID (incoming)

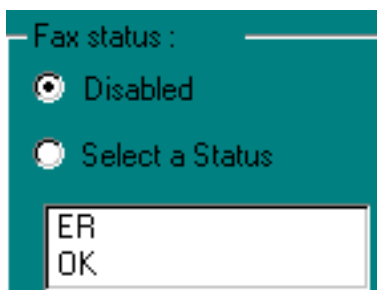
You can only do this query if the distant sender has given a CSID to its fax machine. In that case **GlobalComServer** has retrieved the CSID.



Query by routing index (incoming)

Those routing index correspond to the incoming routing incoming index you have created in **GlobalComServer**.



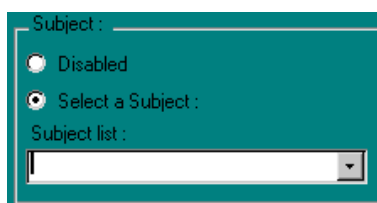
Query by status (incoming / outgoing)

Fax status :

Disabled

Select a Status

ER
OK

Query by subject (incoming / outgoing)

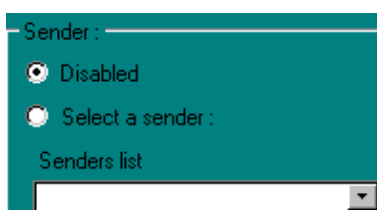
Subject :

Disabled

Select a Subject :

Subject list :

[Empty dropdown menu]

Query by sender (outgoing)

Sender :

Disabled

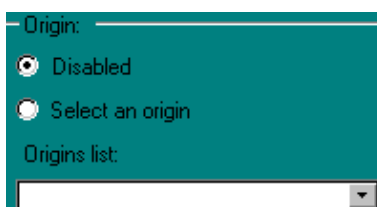
Select a sender :

Senders list

[Empty dropdown menu]

Query by origin (outgoing)

AVM product used to send this message



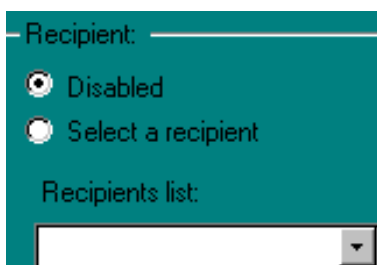
Origin:

Disabled

Select an origin

Origins list:

[Empty dropdown menu]

Query by recipient (outgoing)

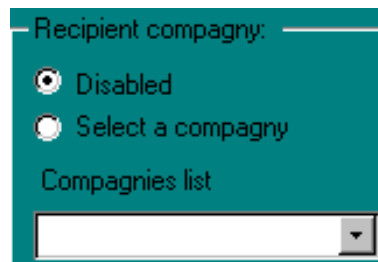
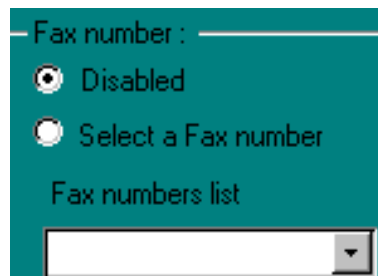
Recipient:

Disabled

Select a recipient

Recipients list:

[Empty dropdown menu]

Query by recipient company (outgoing)**Query by GCS address (outgoing)**

Once your criteria are fixed, click on the  **Execute** button to launch the query.

PRINTING QUERY RESULTS


Print the reports by clicking on the **Print** button.

(See [Page setup in order to print](#))

TROUBLESHOOTING

Using the module on a PC with Access2000 installed

Problem:

When you click on , Access2000 starts and asks you if you want to convert / open the database.

Do not accept either one. Access2000 cannot open the module.

Solution:

The module must be installed using the custom setup with all options.

After installation, show the properties of the  shortcut and click on the shortcut tab.

The shortcut should look like the following:

"D:\GlobalComServer\Archive\Fax Serveur32 Consult.mde"

You must correct it as follows:

"D:\GlobalComServer\Archive\Office\MSACCESS.EXE"

D:\GlobalComServer\Archive\Fax Serveur32 Consult.mde"

This will force the use of the correct msaccess.exe (installed thanks to the custom setup).