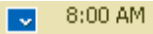


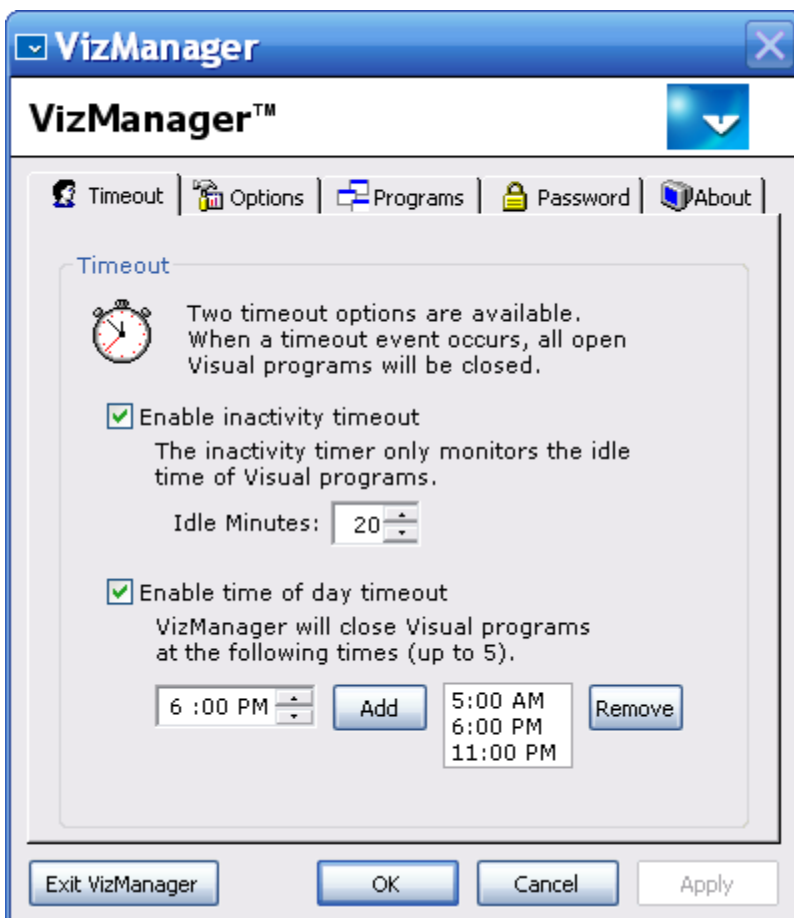
VizManager™ is designed to monitor idle time of Visual Enterprise™ applications and then close those applications after a set period of inactivity. This allows a company to maximize their investment in Visual Enterprise™ licenses because any user not actively using the VISUAL applications can now automatically be closed out of VISUAL freeing up that license for another user.

After installing VizManager™ on each client that is to be monitored for inactivity, the program will launch when the user logs in and simply run in the system tray. When a Visual Enterprise™ application is launched in the normal methods, VizManager™ begins to monitor user activity of VISUAL applications only. This means a user could be working in an e-mail or word processing application, for example, but the VISUAL timer will continue to run. When the set inactivity timeout occurs, the VISUAL applications will be closed automatically in the background. There is also a Time of Day timeout available. When an administrator enables this feature, up to five times can be added to a list for when VizManager will automatically close open VISUAL applications regardless of activity. The user has the option of canceling the closing process if they need to finish some work. Also, there are options in VizManager™ for saving work before closing or not closing at all if unsaved work in VISUAL is found.

This User Guide is designed to introduce the options of VizManager™.

To open VizManager™ and alter any of the default options, double-click the VizManager icon in the system tray: 

If VizManager™ is not running in the system tray, use the shortcut from the Start Menu under "BizTech Applications".



This is the main screen of VizManager™. The Tabs are used to adjust settings for each particular user.

You can have different timeout settings or control the behavior of VizManager™ differently for each user.

Remember, only VISUAL applications are monitored for inactivity.

There is also a time of day timeout option available. Enable this option, select a time and click Add to copy it to the list. When the time is reached, VizManager will begin closing VISUAL applications.

Timeout Options:

By default, the inactivity timeout is enabled and set at 20 minutes. The timeout can be disabled here or set at a different amount of time, 1 – 480 minutes (8 hours).

By default, the time of day timeout is not enabled. Once enabled, up to five times can be added to the list of times when VizManager will close open VISUAL applications.

User Options:

Click the "Options" tab to control how VizManager functions for a user. The following options can be set for individual users on each client computer.



These options control various user preferences.

For Windows 2000 and Windows XP computers, these settings effect the currently logged in user.

Make any changes and click "Apply" or "OK" to return VizManager™ to the system tray.

Click "Exit VizManager" to completely shutdown the program and prevent VISUAL applications from closing after being idle.

NOTE: the Start VizManager with Windows option does apply to all users of the computer. All other settings apply to each individual user.

Start VizManager with Windows – select to automatically launch VizManager at startup.

Pop-up message when starting VizManager – select to notify the user that VizManager is active and monitoring VISUAL applications for inactivity. Deselect to silently launch VizManager.

Close VISUAL programs if data not saved – select to force all VISUAL applications to close even if unsaved work is found. This is the default because typically if a person has been inactive in VISUAL for a long period of time then they likely would not have wanted to save any changes. By deselecting this option, VizManager will not close any applications if unsaved work is found.

Don't save changes when closing – This option is the default when the above option is selected. Applications will be forced closed and this is the equivalent of choosing "No" to save changes if prompted.

Save Changes when closing – This option can be selected to always save any changes found in an application during the closing process. Applications will be forced closed and this is the equivalent of choosing "Yes" to save changes if prompted.

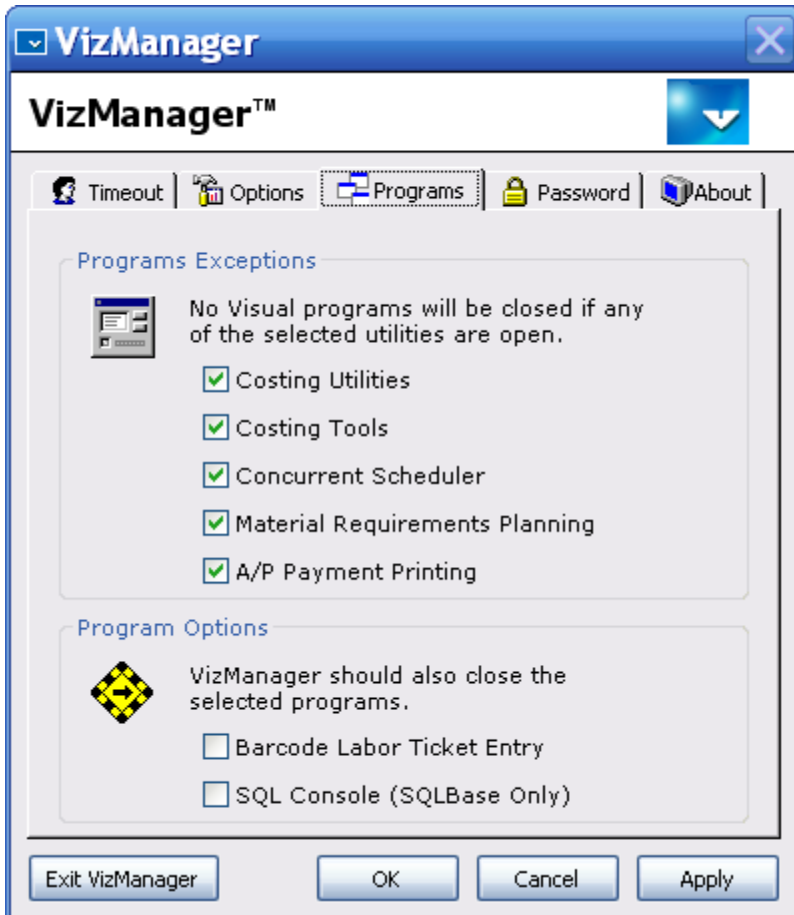
Display warning pop-up before closing programs – If this option is not checked, VizManager will close VISUAL applications without warning the user. Also available is a “Test Pop-up” button to preview what the warning message will look like.

Leave pop-up message after closing programs – This option leaves a pop-up message near the system tray above the clock informing the user that their VISUAL applications were closed due to inactivity. It tells the user to launch VISUAL again to continue working. Deselect this option to close the applications and remove the pop-up window notification.

Allow user to exit VizManager – deselect this option to disable the “Exit VizManager” button on the main screen. This can be used in conjunction with the password protection option (see below) to prevent users from exiting VizManager and thus disabling any timeout.

Program Control:

Click the “Programs” tab to set options for specific VISUAL applications.

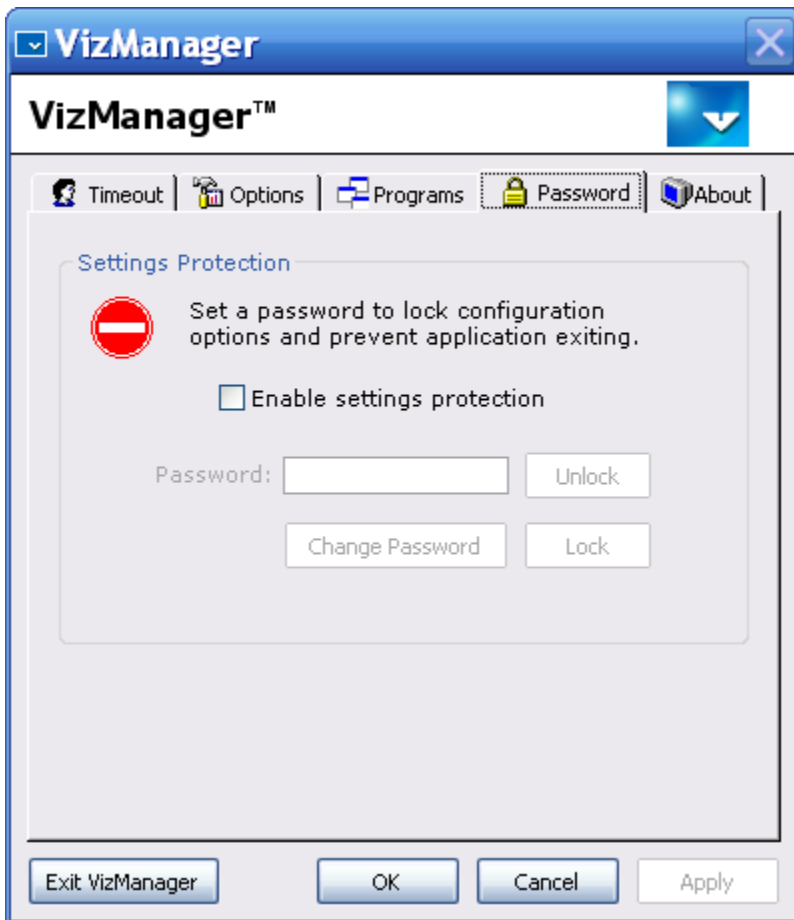


Program Exceptions can be selected to prevent VizManager from closing any VISUAL programs if specific utilities are open.

Also available are options to close other VISUAL related programs when shutting down VISUAL. These programs do not use the same licensing as Visual Enterprise so the default is to not close them.

Settings Protection:

Click the "Password" tab to optionally lock-down VizManager settings from the user. An administrator can enable settings protection with a password to prevent the actual user from making any changes to VizManager or exiting the application entirely.

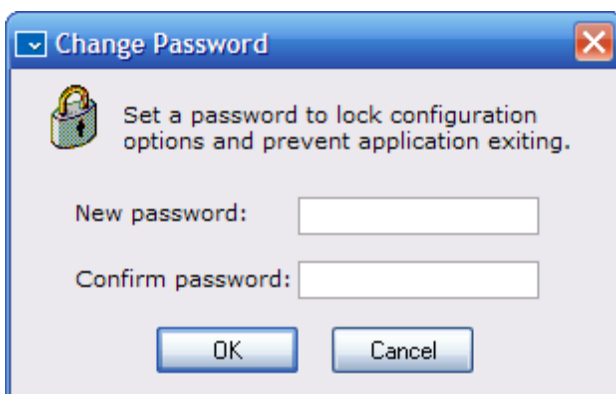


The Password tab can be used to lock down the VizManager™ application and prevent the user from changing any settings.

Be sure to remember the password used here.

Recommended: if using the settings protection, also uncheck the option to Exit VizManager from the Options tab.

Click the "Enable settings protection" option to be prompted for a password:



Type a password and confirm the password using the change password screen.

Note: this password is stored on each client computer and can be different for each client.

Clicking "OK" puts VizManager into a locked mode. Notice all the options are now disabled and the only option enabled is the password field.

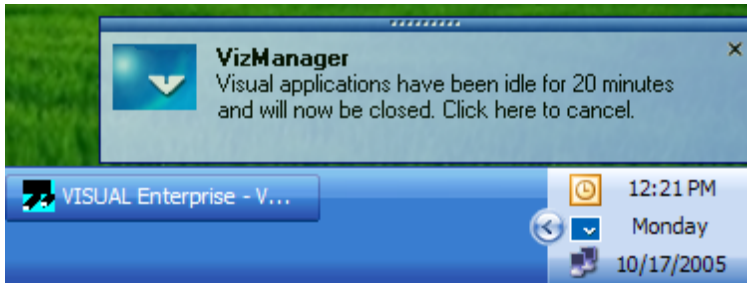
Recommended: Deselect the option "Allow user to exit VizManager" when using settings protection. Then the user will not be able to prevent VizManager from closing VISUAL applications.

To unlock VizManager, enter the admin password you selected and click "Unlock". All the options will then become enabled again. When finished making any changes, return to the "Password" tab and click "Lock" to enable settings protection again.

Using the Application:

Click "Apply" on the main screen to save current options to the user registry. Click "OK" to save current options and return VizManager to the system tray. Click "Cancel" to disregard any option changes and return VizManager to the system tray.

If any VISUAL applications are open and when the elapsed idle time has been reached, the following pop-up message will appear near the system tray:



The user has the option of clicking the pop-up message to cancel the VISUAL shutdown process. If the pop-up message is clicked, VISUAL applications will not be closed and the idle timer will be reset to zero.

If the user does not click the pop-up message or is away from their computer, all open VISUAL applications will be closed using the options described earlier. The following pop-up message will then be displayed:



Clicking this message closes the pop-up window. The user must then login to VISUAL like normal to continue working. The VISUAL application idle timer will begin then next time a VISUAL application is opened and becomes idle.

Remember, the user can be working in other applications and the VISUAL idle timer will continue to run. Only activity in VISUAL applications prevents the VISUAL shutdown.