Demonstration Script: Uniplex Business Software Version 8.1
Personal Productivity Tools

Introduction

Start the Demonstration Manager

This brief demonstration of Uniplex Business Software is intended to introduce the scope and versatility of Uniplex personal productivity tools. From here we can subsequently drill down to examine those specific areas of the product you would like to cover in more detail.

In todays demonstration scenario we will be composing a proposal that requires information from a variety of sources - information that needs pulling together to create a cohesive whole, and involves:

- The configurability of the Uniplex environment
- Using the file manager
- Word processing
- Importing external data
- Spreadsheet
- Integration with a database
- Business charts
- Mailshot programs

Uniplex is Configurable

Uniplex is tailorable to meet your unique business requirements. In fact, Uniplex is probably the most configurable office system you will ever use.

Run the cursor over the menu options

I've started Uniplex from the main menu - the standard off-the-shelf configuration - but everything you see here today can be totally re-configured and tailored to suit individual, group - or organisational needs. Lets see a simple example of that now. By looking at a tailored menu for the fictional hero of our demonstration, an IT Director.

Select the System Management option

I must stress here that this is a menu we have put together purely for demonstration purposes to show the kinds of configuration you can achieve.
This kind tailoring can be performed right across the Uniplex product. From basic ergonomic and cosmetic changes such as company and group names....

Show the company and individual's name in the banner

to much much more. Here we've included some typical applications that you might wish to integrate.

Highlight the dummy applications for purchasing, accounts, etc.

Because Uniplex resides on a UNIX server it is easy to tightly integrate your own line of business applications -by simply editing straightforward text files.

Summary: In fact every message, menu, pop-up and keystroke you see can be tailored to suit your unique requirements. Uniplex is complete configurability.

Point out the messages, menu options and softkeys while you say this.

Commentary

<u>Integrate external applications:</u>

Here we've configured Uniplex to pick up the results of the IT departments system monitoring tools. What's going to happen is that the Uniplex report writer will pick up a file created by the IT departments own UNIX network management system.

The file contains network performance information, the report writer processes it, formats it - and produces a summary management report.

Select System Report

The resultant report is in standard Uniplex word processing format so it can immediately be used within any of the Uniplex applications - or even passed on to another external UNIX application.

Stay at the top of the output file
Press **F3** *to print it to the screen*
(Explain you are print previewing it to show how it would finally print out)

Just one example of how you can bind the Uniplex office system tightly into your other business systems.

Exit back to the main menu

Uniplex maximises your existing investments:

(Explain the demonstration environment the server you are using and any relevant connections to other devices)

As we go through the session, notice that we are running on a character display. It could just as well be under an emulator on a PC or a UNIX graphical workstation because Uniplex works with literally hundreds of different peripherals, terminals, printers and every major UNIX platform.

Summary: In fact character terminals are an extremely cost effective way of supporting any sized population of users and this product is scalable from 1 to 1000 users, maintains central control, security and management of group resources.

As such it is one of the best ways of getting the most out of investments you may have made in a UNIX server perhaps for database, communications or line of business systems.

Breadth and consistency means Uniplex is a cost-effective product to deploy:

There are no compromises when you use Uniplex. One of the things its important to understand about the product is its sheer breadth

...from personal productivity tools...

Run the cursor over the word processor and spreadsheet

... to groupware features like mail and scheduling.

Run the cursor over mail and scheduling

You even get a complete development environment

Run the cursor over formfills, screen builder, database etc.

But just as important it works in exactly the same way across the board. For example, the command keys do the same thing here in the menus as in word processing, spreadsheet, database and graphics.

Open an empty document. Compare the similarities between the softkeys in the word processor and the menus. Then quit back to the menus.

You use the same keys to cut and paste information between the word processor and spreadsheet - as between the database and graphics applications.

Summary: So there is no compromise between the breadth of functionality and the consistency of the product. That means minimal costs to train or learn a new application -and its a complete solution!

File Manager:

Press F - File Management.

You probably already know about the levels of integration possible with Uniplex. But all Uniplex applications are also intuitive to use and obviously any product has to be intuitive if its going gain widespread acceptance throughout the organisation.

To illustrate that, lets take a look at the file manager.

Navigate around the filesystem with the cursor keys making sure you end up in the demo directory

Notice how we use a simple visual metaphor to navigate, so you can move freely around the UNIX filesystem. Its based on the File Manager metaphor used on Microsoft Windows and works in exactly the same way even within the confines of this character display. You can mask UNIX file naming conventions, share your work and control who has access to it

Summary: So you get all the benefits of deploying your office system on a UNIX server:

- cost-effective use of your equipment
- group and shared resources
- tight integration with L.O.B systems
- central management control

but the system is intuitive and friendly to use - UNIX is masked. Here we are going to find the demonstration document by searching for all documents created with a document template. (A template is a set of instructions covering the format, layout and even content of a document - in effect - the template is the documents skeleton.)

Press F2 *select* Find Index
Cursor down to the 'template' field and hit Expand - then select the 'proposal' template
Press F1
This should pull up the file proposal.wp
Select the document

Word processing:

In todays demonstration we are going to complete a proposal for a major IT project.

In the proposal document stay at the top

Of course, the word processor has all the editing and document control tools you require including font selection and control, speller and thesaurus...

Press **F2** *and show these on the ring menus*

plus some additional features... Lets pull in a standard signoff cover-sheet for this proposal using the Uniplex glossary function. Uniplex glossaries are ideal in situations where you want individuals, groups or the entire organisation to produce consistent output from a single format library.

Enter **File Merge Insert** *and the filename* **gloss,#cover**
Then cursor down to page 3.

Now we just need to make a couple of amendments to the network schematic in the report.

Position the cursor somewhere on the bottom edge of the long thin box under the word 'Communications'
Press **F5 F1** *and draw a 'dog-leg' line connecting up this box with the one below*
Press **F7** *to quit line draw mode*

Incidentally, very few word processors let you perform ad hoc drawings in this way. Its a good example of the attention to detail that runs across the product - plenty of tools to get everyday office tasks done quickly and easily.

Now we can merge in another standard boiler-plate - but this time, because its the rather lengthy network performance report we saw earlier - lets just put a command in to pull it in at print-time.

Cursor down to 'Appendix A - Current Network Performance Levels
On the blank line provided enter **F2 File Merge Print-time** *and the filename* **rep1**

Uniplex is open:

Scroll down to Appendix B - Research and position the cursor in the blank line provided

The word processing part of the demonstration is just about complete, except we need a further appendix containing a recommendation from one of the IT team members.

Let's fetch that now. Uniplex Business Software is available with a full set of document converters covering all the most popular word processing packages. Plus there is a browser, so even if you don't want to convert the file - you can always read its textual content.

Enter **F2 File Merge Insert DOWN-ARROW**
Highlight the file **research.txt**
Select **F2 Browse**
Then quit out of browse - and leave the cursor highlighting research.doc

In fact Uniplex can handle over 100 different external word processing and spreadsheet formats - importing and exporting them so its open not only to external products on the UNIX server such as your database or accounting system - but also PC packages and many other data sources. Lets see that now.

Explain that research.doc is W4W file and press RETURN
(NOTE: if you don't have the converters loaded there is an identical Uniplex file called research already created -use that instead)

Now scroll down to Appendix C - Financial Analysis and position the cursor on the blank line provided

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Uniplex is totally integrated so wherever your data is -its accessible:

But it is the integration of the different functions in this product that really sets it apart. Lets demonstrate how that works. To complete the proposal I need some consolidated figures from the database and spreadsheet -together with a chart showing the 3 year cost of ownership.

Press F9 *for Desk, select* 7 *for Spreadsheet*

Notice I can start any application from within any other -and it all works exactly the same way.

Press I *and run the cursor over the ring menus*

The spreadsheet uses the industry standard spreadsheet ring menu interface. But here as well function keys do the same thing as their word processing counterparts so the product is totally consistent.

Press File Use *and enter the filename* demo.list

This worksheet exemplifies the integration of the product. It contains very sophisticated calls to the database

Run the cursor over the 'pipe' cells to show the formulae they contain

but they are built using simple ring menus and commands. This data is live - its being called out of the database by the spreadsheet as it calculates. But also, the database query is based on values in the spreadsheet, something not possible in many PC packages.
Lets just see that now.

(Point out the number in B10 and explain that this is the cell that will update when we make changes to the database)

Database forms:

In fact why don't we make a change to the database and see it reflected here.

Press **F9** *and select* **8 - Database Forms**

In this example we are calling the database that is shipped free of charge with Uniplex Version 8.1 (Informix 5). But it could equally as well be calling any number of third party databases or any external data source such as your accounting, personnel, stock or purchasing applications. That's the beauty of the product because everything fits together - in the way you want - and supports the business systems of your choice.

Select **Amend/create records**
Select the database **inventory**
Select the table **servers**

Database forms is just one of a set of Uniplex tools for accessing, querying and manipulating database information. We also provide a full structured query interface and a report writer. Lets update the data in this table and see the effects back in the spreadsheet.

(explain that you are going to modify a record to illustrate the live link with the spreadsheet)

Press **F1 F1**
Select **Edit**
Edit the first record and make the user population a large number eg. 1000
Press **F1**
*Now quit (*F4*) all the way back to the spreadsheet and press* **F8** *to re-calculate*

Summary: There's a live link between spreadsheet and database. We can also cut and paste static data between these applications or any others because all Uniplex data is transported using application independent cut and paste.

Spreadsheet & charts:

Each Uniplex application comes complete with a full range of features and power functions. Take the spreadsheet for example. It supports multiple windows...

Switch control to window 2 by entering **/ Window Window Switch 2**

a full range of financial, statistical and mathematical functions.....

Press **Esc h** *then select* **4** *to show off the function list, then press* **Esc q**

and it can also be dynamically linked in to the business charts. Lets update the costing for this project and chart the revised cost of ownership.

Move the cursor to **G6** *and point out that the formula displayed for this cell on the status line links the graph and data table together*

Then move to **H5** *and modify the value to say 100*

Point out that the chart has updated because its dynamically linked to the data table

Although we're running on a character display, we can still plot charts from within the spreadsheet. The resultant chart can be displayed here in character cell form, a high-resolution image is produced if you are using the correct bitmapped display - and this in turn will be printed on any suitable printer.

(NOTE: If you wish to show the range of graphs that can be produced in this way press **/Graph Options** *to display the degree of control and the number of graph options that are available. Stress again that these will printout in hi-resolution on a suitable printer - even though they are being displayed in character cell form here on the terminal.)*

As with the word processor, the spreadsheet, charts and all the applications are feature-rich so you don't end-up paying twice, Uniplex does it all.

Putting it all together:

So lets pull all this information together. To complete the proposal, we need to incorporate this data into our proposal.

Move the cursor to **G1** *and press* **Esc (** *then move to* **K19** *and press* **Esc)**

Select **Leave**
Quit the spreadsheet
You will return to the file manager search, press **Esc x s** *to return to the proposal document, press* **Esc * i**

Its that easy to pull information together from a relational database, spreadsheet and word processor.

Now quit out of the document and go to the word processing menu

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Mailshot:

Finally, I'm also going to generate an acknowledgement letter to each of the prospective suppliers thanking them for their help in researching my proposal.

Select **Mailshot**

Select **5 - Edit a Document**
Enter the filename **mailshot.addr**

Here is my address file of prospective suppliers so lets use these names and addresses to run off the standard letters.

Quit out of the document
Select **Run Mailshot** *and enter the template name* **std.ltr**

The file std.ltr is a mailshot template letter that will be combined with the names and addresses to produce our mailshot. As with all the Uniplex functions, mailshot can take data records from virtually any source.

Press **F1**

Now lets view the completed mailshot.

Select **5 - Edit a Document**
Enter the filename **mailshot.doc**

and we can preview this as it will print out on paper.

Press **F3** *and scroll down through the letters.*

Conclusion:

That concludes the formal demonstration of the personal productivity tools available within Uniplex Version 8.1.

As you can see the products strength lies not only in the capability of the individual modules, but also the unparalleled levels of integration and configuration you can achieve.

That means getting the most out of your investments in UNIX, getting the very best integration between your office and line of business systems -and managing close, central control of the overall environment.

At this point we can continue with the part of our demonstration dedicated to Uniplex group productivity tools or examine some of this in more detail.

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