



## LaserVault Universal Client Administrative & User Functions Ver. # 4.33

For Technical Support on this Product e-mail our support staff: [support@elstore.com](mailto:support@elstore.com).

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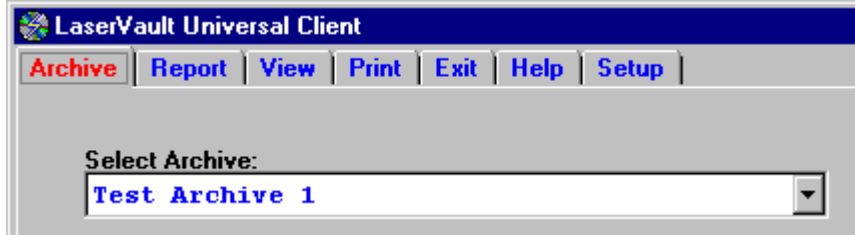
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## ***Choosing Archives***

Normally, the first screen you see in LaserVault Universal Client (LVUC) is the Archive Selection screen. An Archive is a logical grouping of reports over a span of dates.



The Archives available to you will depend on what kind of Access Control List (ACL) your administrator has setup for you. You may be prompted for a password when selecting a archive if the system has assigned a password to a archive.

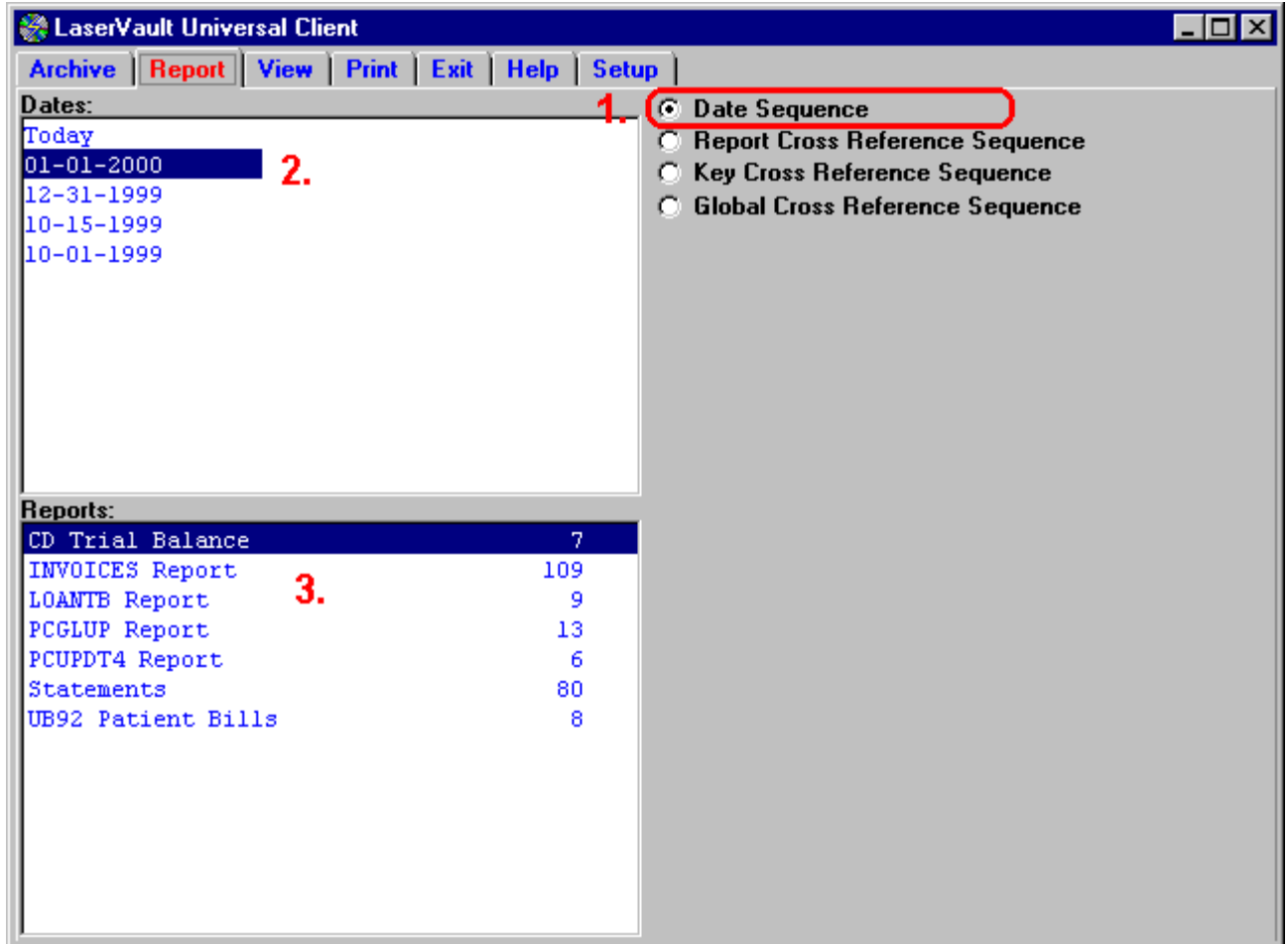
Choosing Reports  
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## ***Choosing A Report***

To choose a report, first select a report sequence located on the right side of the program.

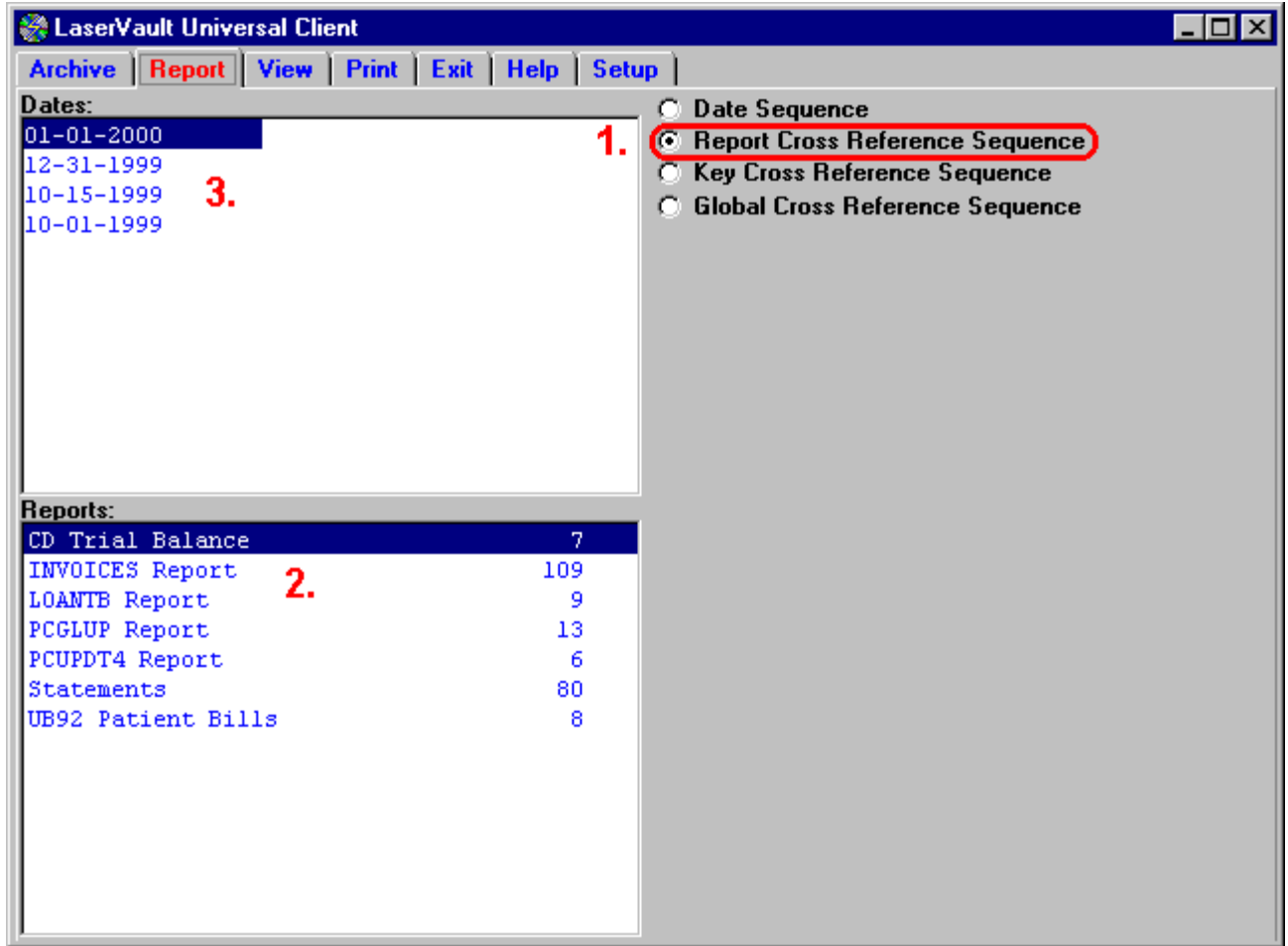
### ***Date Sequence:***

In date sequence, you first select a date, and then select a report in that date.



***Report Cross Reference Sequence:***

In report cross reference sequence, you first select a report, then select a date.



Key and Global Cross References are covered in the following sections:

Key Cross Reference  
Global Cross Reference

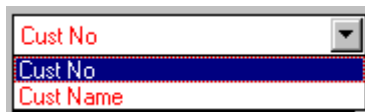
Viewing the Report  
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### ***Viewing A Report***

After choosing a report, you will see the view screen.

### ***Doing a Key Lookup***

If your LaserVault system administrator has setup keys on the report you selected, you will see the possible key choices listed in the drop down list at the lower right of the screen.



Select the key you wish to lookup by then press the "KEY?" button and enter the value you wish to find.

The screenshot shows a standard Windows-style dialog box with a blue title bar that reads "Enter search value for key". Inside the dialog, there is a label "Key Cust No" positioned above a text input field. The input field contains the number "110323". To the right of the input field are two buttons: "OK" and "Cancel".

Press "OK" and the first match will be found. If there was not an exact match, then the closest match will be found.





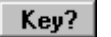


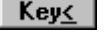


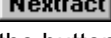
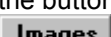
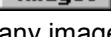

To position to the next occurrence of the value or the next higher value, press the "KEY>" button.

To position to the previous occurrence of the value or the next lower value, press the "KEY<" button.

If no keys are setup on the report, or you wish to search for a value that doesn't have an index, you can do a sequential search by pressing the "Find" button. LaserVault will search for the value entered starting at the current page.

NOTE: To search the entire report, be sure to press the "TOP" button before pressing "FIND".

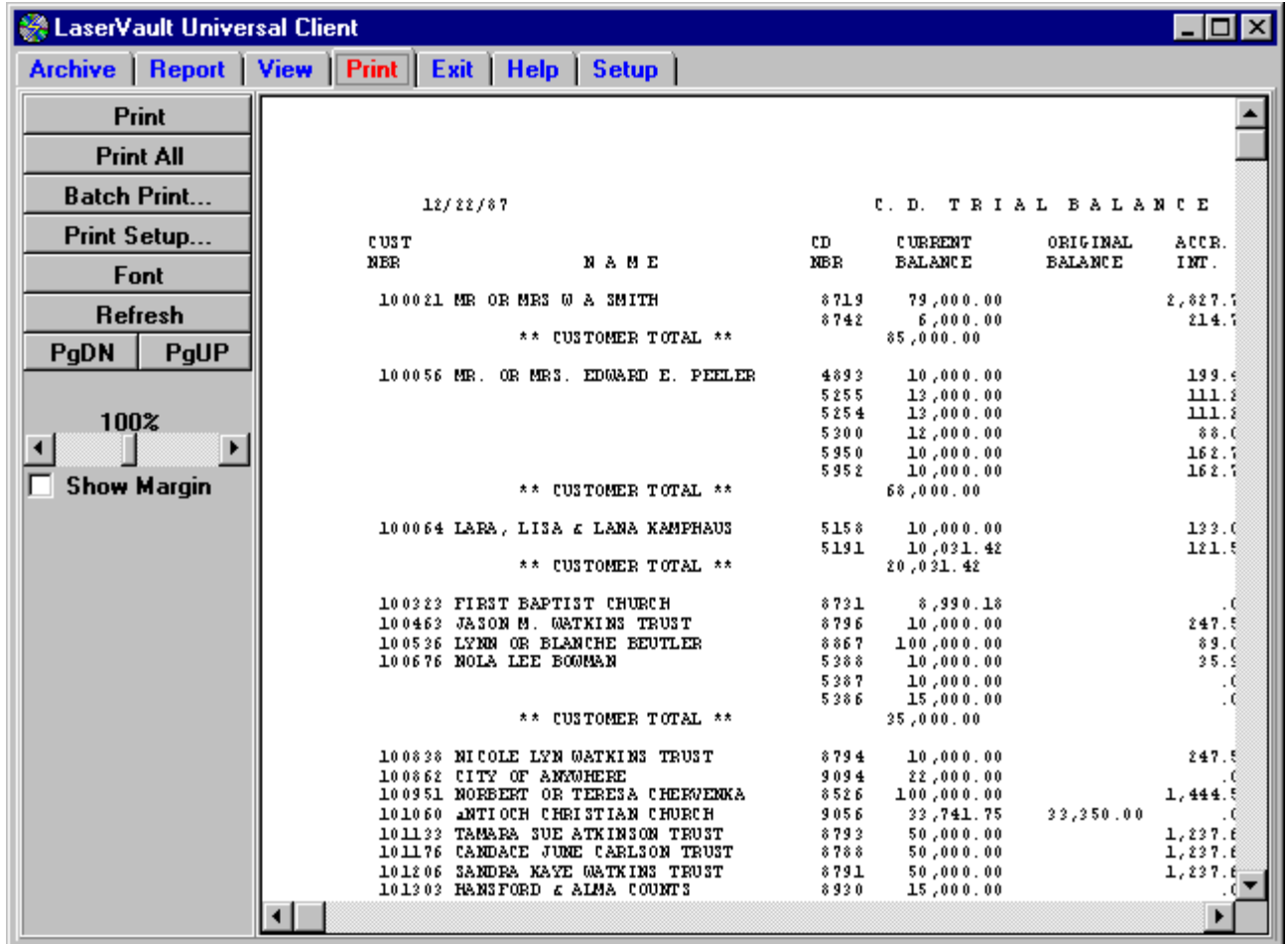
### **Summary of Buttons:**

	Position to the first page of the report.
	Position to the last page of the report.
	Position to the previous page of the report.
	Position to the next page of the report.
	Enter a key value to search for in the current report.
	Find the next occurrence of a key value or the next higher value in the current report.
	Find the next occurrence of a key value or the next higher value in the current report.
	Enter a value for a sequential search.
	Launch data extraction software with the current report. (If you have Monarch, the button will read "Monarch".)
	If you have Image Everywhere viewer installed, you can press this button to see any images associated with the current key value.
	Change the report view font. (Note: It is recommended that you choose a fixed width font such as Courier New for viewing reports, otherwise columnar data will not be lined up.)
	Begin a mark & print range.
	End a mark & print range.
	Clear marked pages.

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## Printing A Report

To print one or more pages of a report, press the Print Tab.

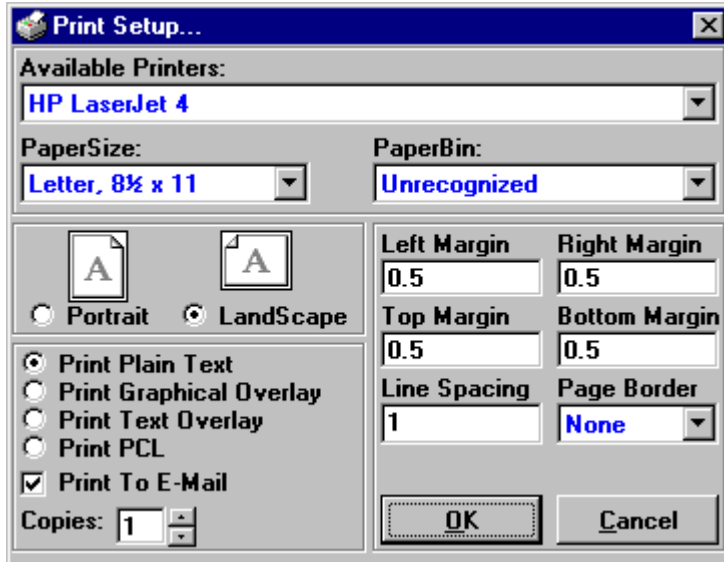


You can print just the current page by pressing the PRINT button.

To change the font for printing, press the FONT button. The View Font and Print font are independent of one another.

If you wish to print the entire report, press the PRINT ALL button.

You can change the margins, line spacing and other options by pressing the PRINT SETUP button.



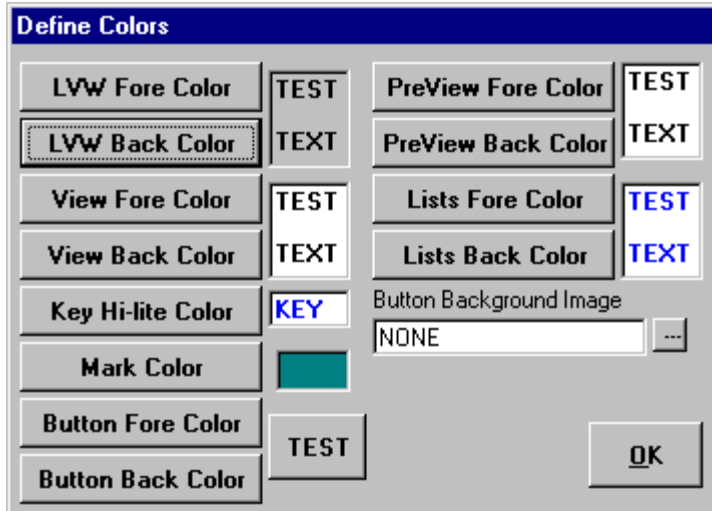
There are several print options available from this screen.

- Print Plain Text - This will print just the report text.
- Print Graphical Overlay - If there is an overlay defined for the report, the graphical overlay will be applied when the report page is printed or e-mailed.
- Print Text Overlay - If there is a text overlay defined for the report, it will be applied when the report page is printed.
- Print PCL - This option will be available if there is a PCL version of the print page available.
- Print To E-Mail - If this option is checked, all printed output will be sent to e-mail rather than a printer.

Batch Printing  
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### ***Changing LaserVault's Appearance***

To customize the appearance of LaserVault, click on the "Setup" tab and then click the "Colors" button. The following screen will appear:



- LVW Fore Color - Foreground color of the application.
- LVW Back Color - Background color of the application.
- View Fore Color - Foreground color of the report view screen.
- View Back Color - Background color of the report view screen.
- Key Hi-lite Color - Used to Hi-lite index key hits.
- Mark Color - Color of marked pages for mark and print.
- Button Fore Color - Foreground color of the buttons.
- Button Back Color - Background color of the buttons.
- PreView Fore Color - Foreground color of the print pre-view screen.
- PreView Back Color - Background color of the print pre-view screen.
- Lists Back Color - Background color of the selection lists.
- List Fore Color - Foreground color of the selection lists.
- Button Background Image - Specifies a BMP file for the background of all the buttons. 30 sample bmp's have been shipped with the installation.

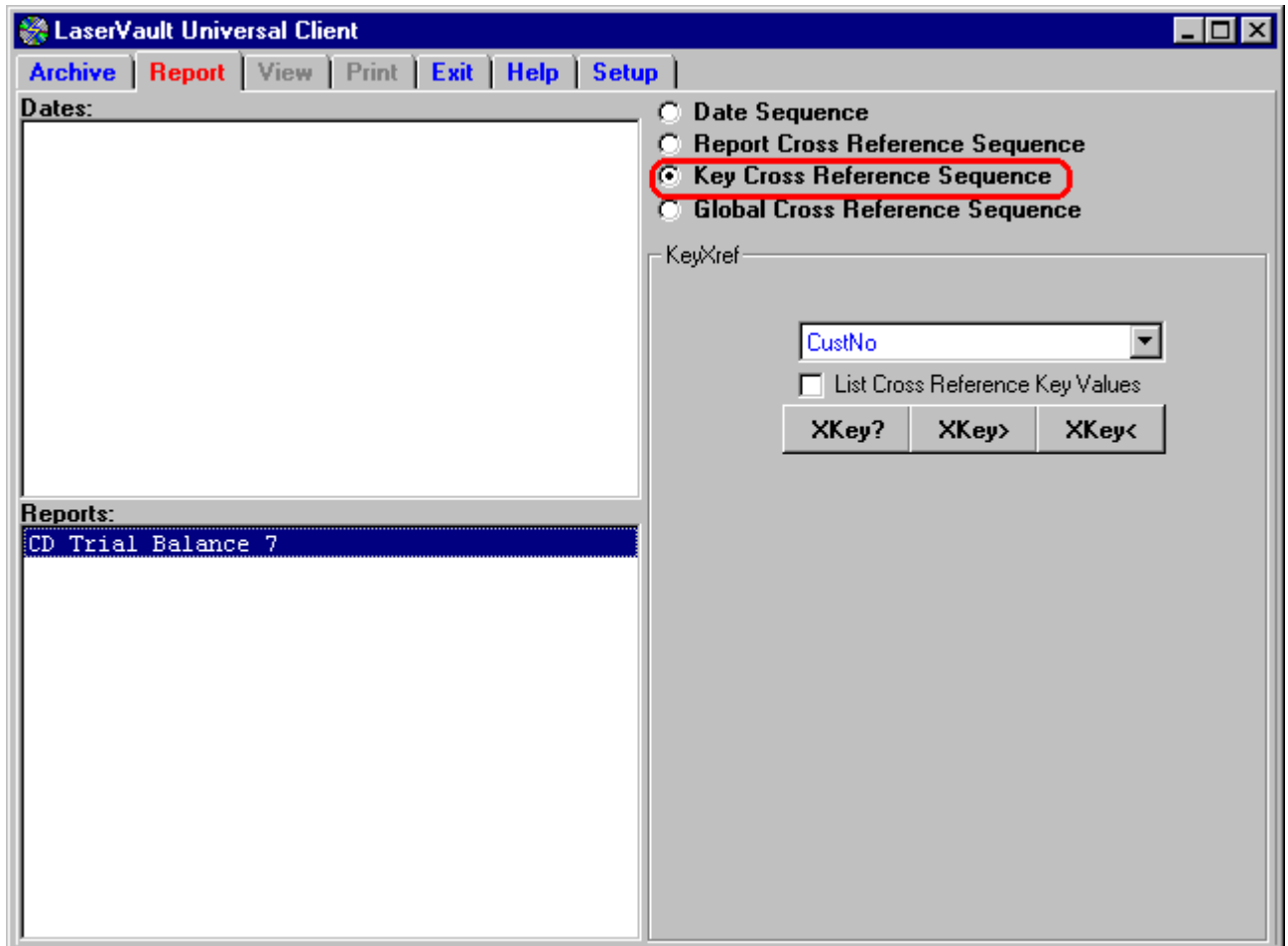
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### ***Using Key Cross References***

Key Cross References can be setup on reports by the LaserVault Administrator so that you can look for a key value (Like credit card #) and have LaserVault find the value regardless of what date it is on.

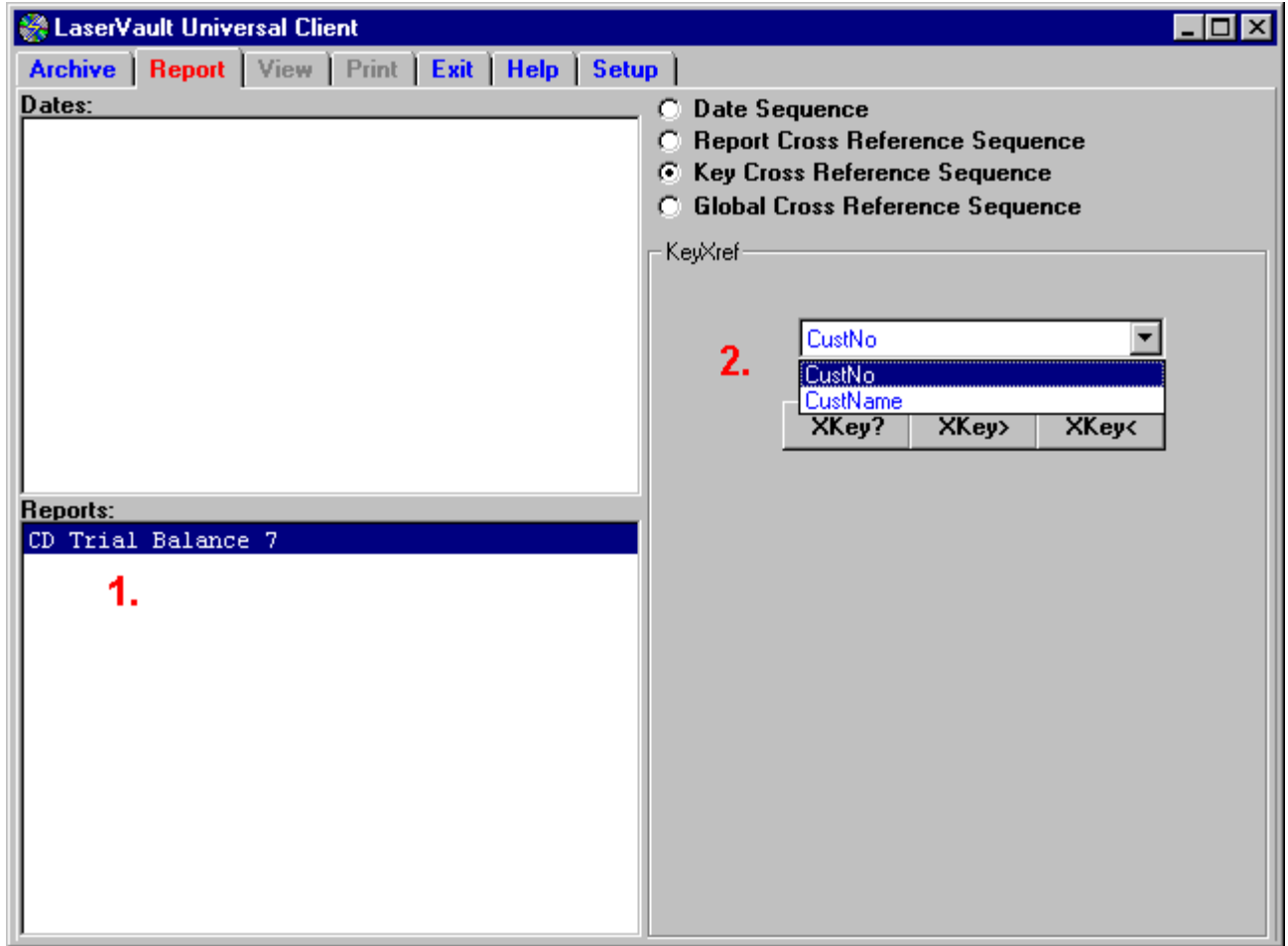
This is quite useful if you know what value you are looking for but have no idea what date it might be in.

If key cross references are available, you can select the "Key Cross Reference Sequence" option.

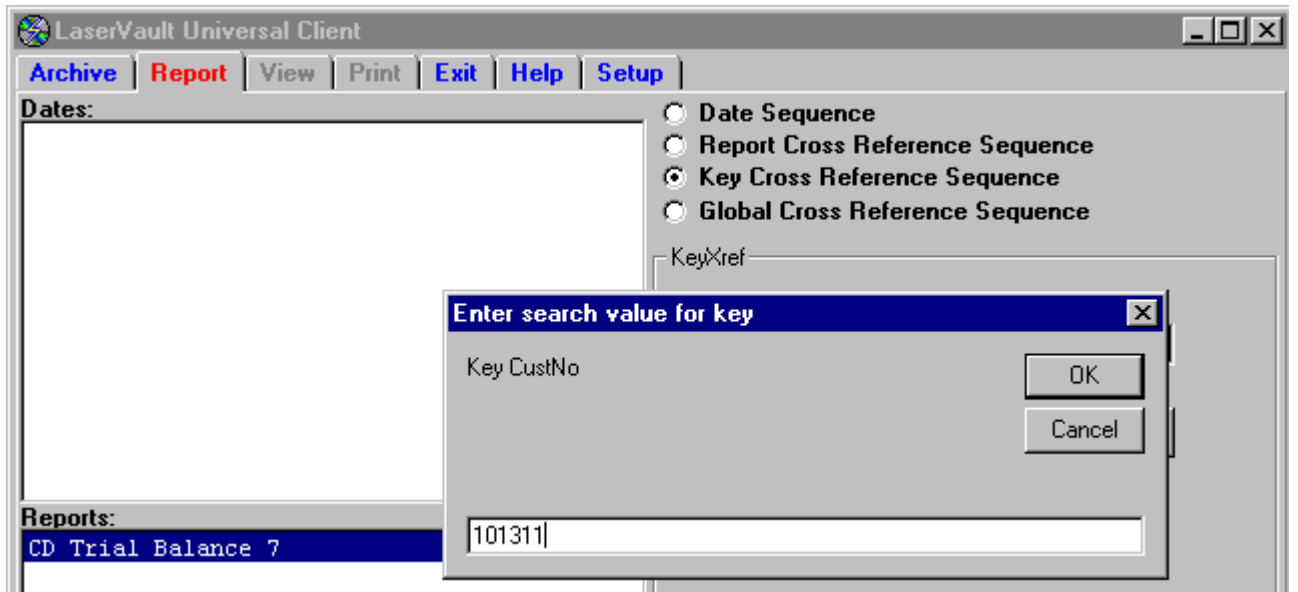


After selecting the key cross reference option, all the reports in the current archive that have key cross references will be displayed.

First select the report you would like to work with, then select the key from the key drop down list.



To do a lookup, press "XKEY?" and enter the value you would like to find.



You will be taken to the first occurrence of this value on the first date it occurs in.

After doing the initial lookup, the XKEY> and XKEY< buttons become available on the Report tab and the View tab. XKEY> will take you to the next date that the lookup value occurs in or the next higher value. The XKEY< button works the same way, but in reverse.

If you would like to see a list of key values and their corresponding dates, check the "List Cross Reference Key Values" check then press XKEY? and enter a starting value. All keys from that value on will be listed in the list box.

Once you have found the key value and date you want, double click the listing and LaserVault will display the page where that key value occurs.

KeyXref

1. CUSTOMER Number

2.  List Cross Reference Key Values

3. XKey? XKey> XKey<

CUSTOMER Number	Date:
100021	01-01-1999
100021	01-02-1999
100021	01-03-1999
100021	01-04-1999
100021	01-05-1999
100021	01-06-1999
100021	01-07-1999
100021	01-08-1999
100021	01-09-1999
100021	01-10-1999
100021	01-11-1999
100021	01-12-1999
100021	01-13-1999
100021	01-14-1999

More

Since key cross references cover multiple dates there is a good possibility for a large number of key values in the list. By default LaserVault shows only 2500 at a time. This number can be changed on the setup screen by changing the "Max Xkey Hits" field.

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### ***Using Global Cross References***

Global cross references can be setup to allow you to search for a keyvalue or display key values regardless of what date, report, or archive the key value occurs in.

If you have global cross references setup, you will see a "Global Cross Reference Sequence" option on the Report tab. Check this to start using global cross references. A screen displaying all available keys will pop up.

**Global Index Selection**

KeyNumber	KeyName
1	CD NUMBER
2	CUSTOMER NUMBER
3	CUSTOMER NAME
4	CUSTOMER #

Allow Wild Cards (\*?#)  
 Sort By Report Name  
 Sort By Report Date

Search Open

Select a key and press search. If you would like to use wildcards in your search, check the "Allows Wild Cards" check box. Using wildcards, you can enter values like smith\* for anything that starts with smith or 101### for any value that starts with 101.

\* = any characters

? = any single character

# = any numeric character

The search results can be sorted by report name or report date by selecting the appropriate option.

Note: the more generic you make the search criteria, the longer it can take to bring up the results.

**Global Index Selection**

KeyNumber	KeyName
1	CD NUMBER

Allow Wild Cards (\*?#)  
 Sort By Report Name  
 Sort By Report Date

Search Open

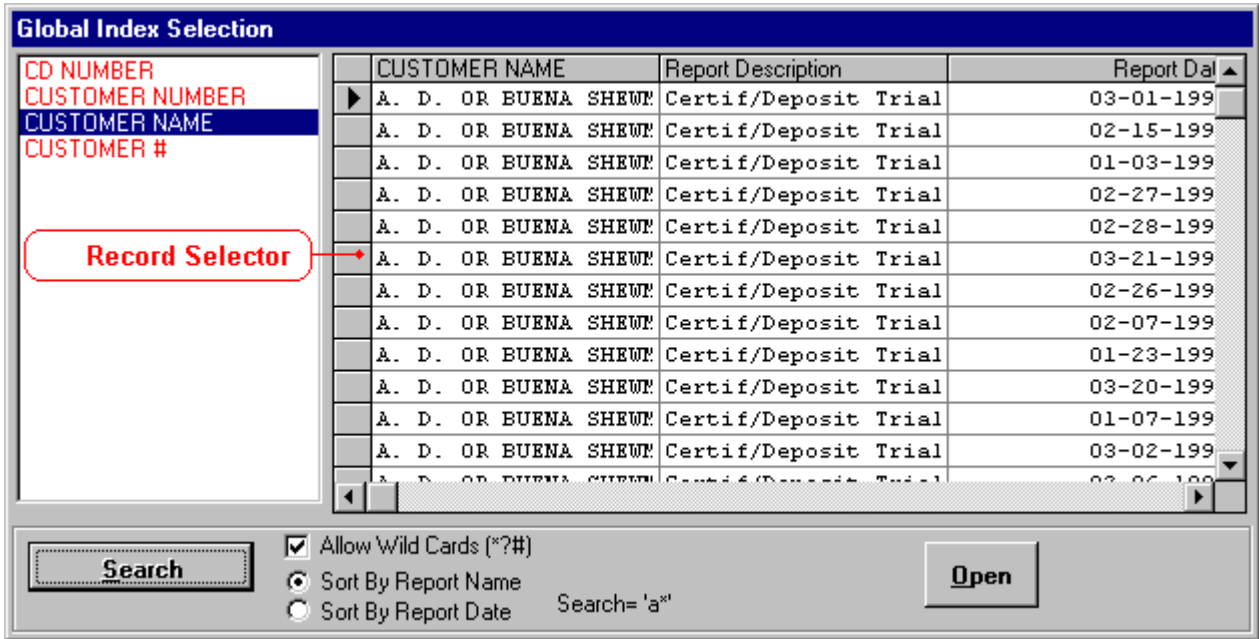
**KeyLookup** [X]

Enter Keyvalue

OK  
Cancel

a\*

To go to the report containing the key value you want, simply select the record by clicking on the row selector at the left then press open. Or just double click the row selector.



To get out of Global Index Sequence, click on one of the other sequence options.

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### Using The Notes Interface

Notes are useful for adding additional information to a report page. Other users on the network will be able to see any notes created for a specific page of a report.

On the view screen, there is an indicator that turns green when there are notes associated with a report page. To add or view notes, simply click on the notes indicator. The Notes screen will appear.

Begin Mark	Font	Nextract	Top	PgUp	Key>	Key?
End Mark	Clear Marks	Images	Bottom	PgDn	Key<	Find
12-31-1995   CD Trial Balance			7	MMA	Notes	

The screenshot shows the 'LaserVault Notes' application window. At the top, there is a table with three columns: 'Report Date', 'Report', and 'Note'. Below the table is a control panel with a teal background. On the left side of the panel, there are three buttons: 'Add Note', 'Update Note', and 'Delete Note'. To the right of these buttons is a 'NoteBy:' text box containing the text 'demo'. Below that is a 'Note:' text area. Further down, there is a checkbox labeled 'Show Notes for Entire Report'. Below the checkbox is a 'Search in note field for:' label, followed by a 'Search' button and an empty text input field. At the bottom of the panel, there is a 'Since' label followed by an empty text input field and a checkbox labeled 'Search All Reports'.

To add a new note to a page, enter your name in the NoteBy: field.  
 If you click on the NoteBy text box, the default value (read from the ini file) will be entered.  
 Now type the note in the Note: text box.  
 Finally press the "Add Note" button.

If a note already exists for this page of the report, then the note will not be added.  
 Only 1 note per page is allowed.

To change a note, change the text in the Note: field and then press "Update Note"

To delete a note, press the "Delete Note" Button.

You can display all the notes for the entire report by checking the "Show Notes for Entire Report" check box. The notes for each page will be displayed in the grid. To position to a page with a note on it, click on the row selector at the left of the grid.

Report Date	Report	Note
D990331	CTDB	Test Note

If you have the show notes option checked, you can click on the record selector for a note and LVW will position to the page associated with that note.

NoteBy: demo  
 Note: Test Note  
  
 Show Notes for Entire Report  
 Search in note field for:   
 Since   Search All Reports

If you want to search for a value within a note, select on "Custom Search" enter the value in the "Search Box" and then press search. The notes for the current report will be searched.

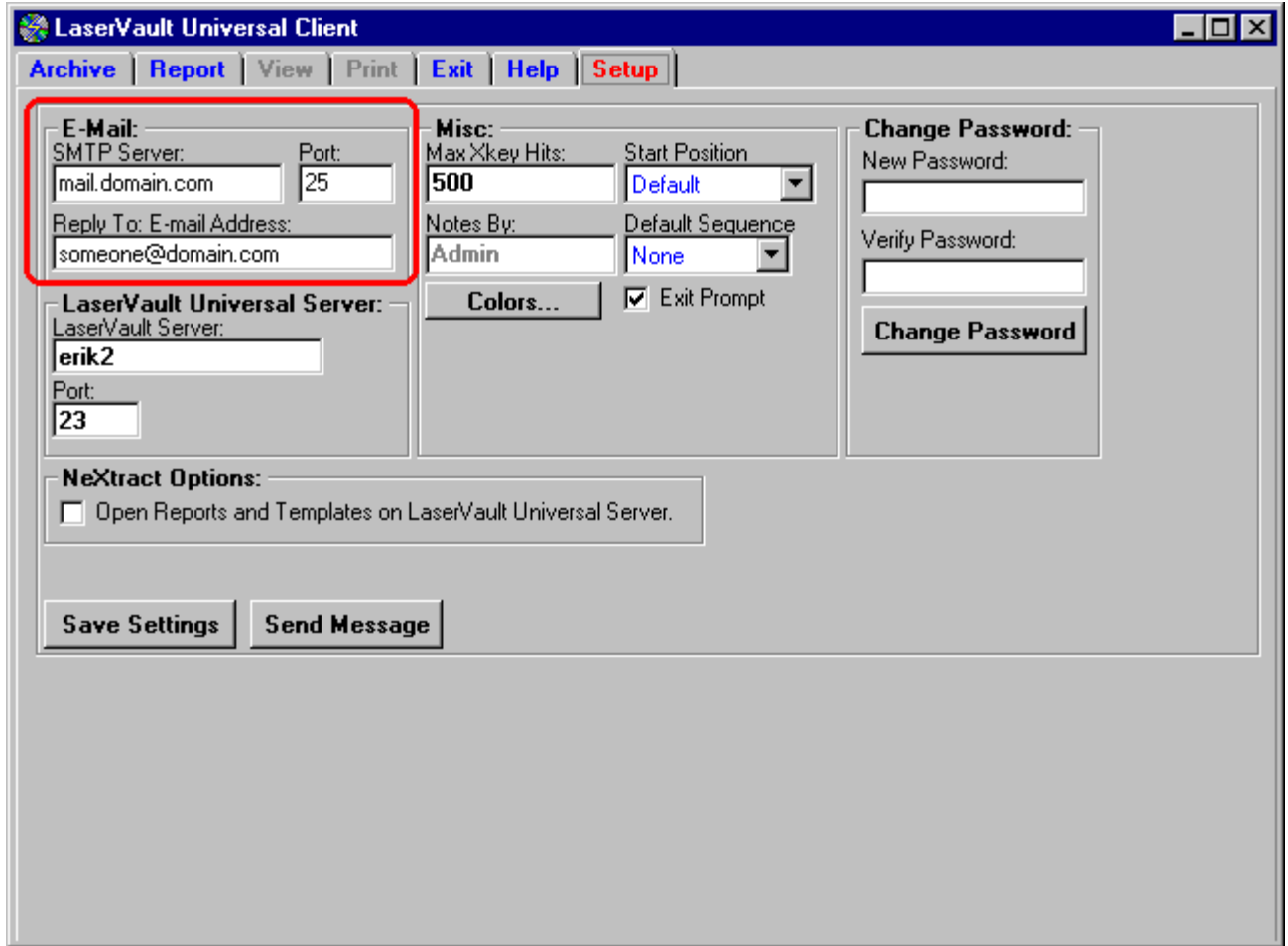
To search for a note that might be in any report on any date, check the "Custom Search" check, then enter the value and press Search.

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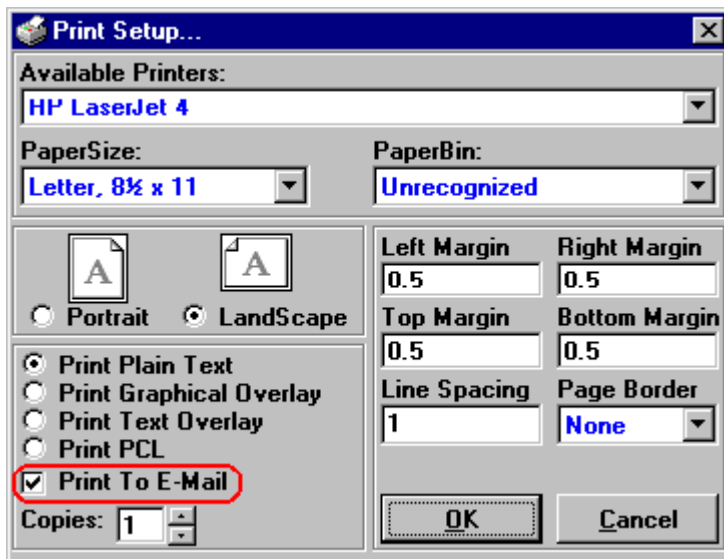
### ***Using The Email Interface***

The first step to e-mailing report pages, is to make sure you have the SMTP server name or IP address and port entered.

This can be set on the "Setup" Tab.



The next step is to select the "Print To E-Mail" option on the print setup screen.



Now when you press the print, print all, or batch print button, the following e-mail screen will be displayed.

Enter one or more recipients separated by commas. Commonly used addresses can be added to the address list for convenience.

To add an address to the address list, click the "Add" button. You will be prompted for an e-mail address.

To remove an address, click the address in the list and then click on "Remove".

Double-clicking an address in the list will add the name to the recipients list.

Pressing OK sends the e-mail.

- "Send report in-line." Sends the report text as part of the message body in plain text.
- "Send report as an attachment." Sends the report as a plain text attachment.
- "Send report as an HTML attachment". Sends the report as an HTML attachment.

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### ***Using Multi-Media Attachments***

If multi-media attachments are enabled on the LaserVault system, you will see an "MMA" indicator at the bottom of the view screen.

Begin Mark	Font	Nextact	Top	PgUp	Key>	Key?	CD Number
End Mark	Clear Marks	Images	Bottom	PgDn	Key<	Find	XKey?
12-31-1995	CD Trial Balance		7		MMA	Notes	XKey>

The MMA indicator will turn yellow when there are attachments on a page. To access the Multi-

Media Attachments screen, click on the MMA Indicator.

Owner	DateAdded	FileName	KeyVal1	KeyVa
demo	4/23/99 3:49:42 PM	FOREST.BMP	Forest Bmp	
demo	4/23/99 4:08:19 PM	TESTLOGO.BMP		
demo	4/26/99 10:33:30 AM	README.DOC	Readme	

**File Name:**  
 FOREST.BMP

**Lookup Value #1**  
 Forest Bmp  
**Lookup Value #2**

**Private**

**Description:**  
 Picture of a forest.

To view an existing attachment, click on the record containing the attachment you want. Then click on "RUN". The file will be downloaded to your machine and launched with the application associated for that file type.

### ***Adding an Attachment:***

To add an attachment to a page, enter any lookup values or a description, browse for the file or type the name in the "File Name" box and then press "Add".

If you check the private option, only you and administrators will be able to see the attachment.

The file will be uploaded to the host and a record added to the database.

You can also drag and drop a file from explorer to the filename box. This will cause the file to automatically upload to the host.

Only certain types of files are allowed in the system. This is configured by the LaserVault Administrator. If you try to add a file with an extension that is not allowed, a message will be displayed.

The following screen will be displayed.

### ***Updating:***

The update button allows you to change the lookup values, description, and private option. Update does not re-upload the file.

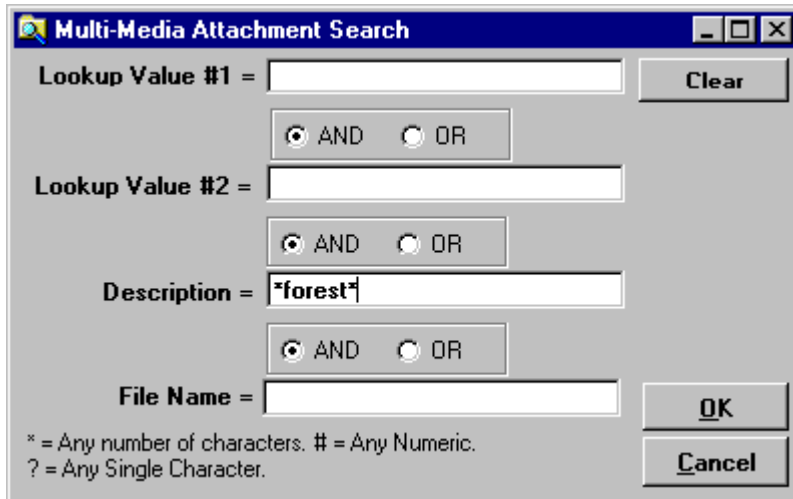
**Deleting:**

To delete an attachment, select the record containing the file you wish to delete and press the delete button. You can only delete attachments that belong to you.

**Searching:**

You can do a search for an attachment by pressing the "Search" button.

The following screen will be displayed



**Multi-Media Attachment Search**

Lookup Value #1 =

AND  OR

Lookup Value #2 =

AND  OR

Description =

AND  OR

File Name =

\* = Any number of characters. # = Any Numeric.  
? = Any Single Character.

You can enter search criteria for both lookup values, the description, and the file name. You can use the \* ? and # characters as wild cards. In the example above, \*forest\* returns any record that contains the word forest in the description.

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**Using Mark And Print**

To mark a single page, press "begin mark" and then press "end mark" on the view screen. You will see the page change colors.

LaserVault Universal Client					
Archive Report <b>View</b> Print Exit Help Setup					
12/22/87		C. D. T R I A L B A L A N C E			
CUST NBR	N A M E	CD NBR	CURRENT BALANCE	ORIGINAL BALANCE	
100021	MR OR MRS W A SMITH	8719	79,000.00		2
		8742	6,000.00		
** CUSTOMER TOTAL **			85,000.00		
100056	MR. OR MRS. EDWARD E. PEELER	4893	10,000.00		
		5255	13,000.00		
		5254	13,000.00		
		5300	12,000.00		
		5950	10,000.00		
		5952	10,000.00		
** CUSTOMER TOTAL **			68,000.00		
100064	LARA, LISA & LANA KAMPHAUS	5158	10,000.00		
		5191	10,031.42		
** CUSTOMER TOTAL **			20,031.42		
100323	FIRST BAPTIST CHURCH	8731	8,990.18		

Begin Mark	Font	Nextract	Top	PgUp	Key>	Key?	CustNo
End Mark	Clear Marks	Images	Bottom	PgDn	Key<	Find	XKey? XKey> XKey<
Today   CD Trial Balance			7	MMA			

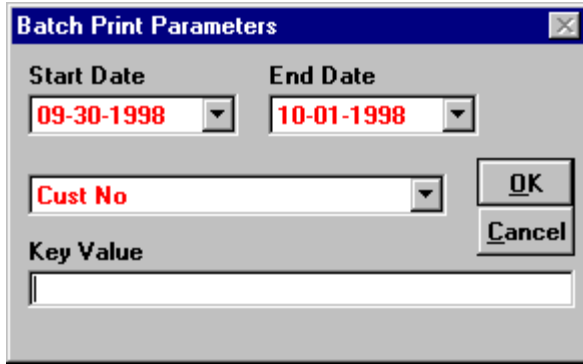
You can define as many mark and print regions as you want.

To mark multiple consecutive pages, press "Begin Mark" at the page you want to start with, then page down and press "End Mark" on the page you want to end with. After marking the pages you require, press the print tab and select print.

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### ***Batch Printing***

Batch printing is useful for printing a number of report pages that have a certain key value on each page. The batch print button is located on the Print Tab. After pressing the batch print button, you will get a screen prompting for a starting date, ending date, key, and key value.



The dialog box titled "Batch Print Parameters" contains the following fields and controls:

- Start Date:** A dropdown menu showing "09-30-1998".
- End Date:** A dropdown menu showing "10-01-1998".
- Cust No:** A dropdown menu with a red text label.
- Key Value:** A text input field.
- Buttons:** "OK" and "Cancel" buttons.

Start by selecting a date range with the Start Date and End Date combo boxes.

Choose a key from the key combo box.

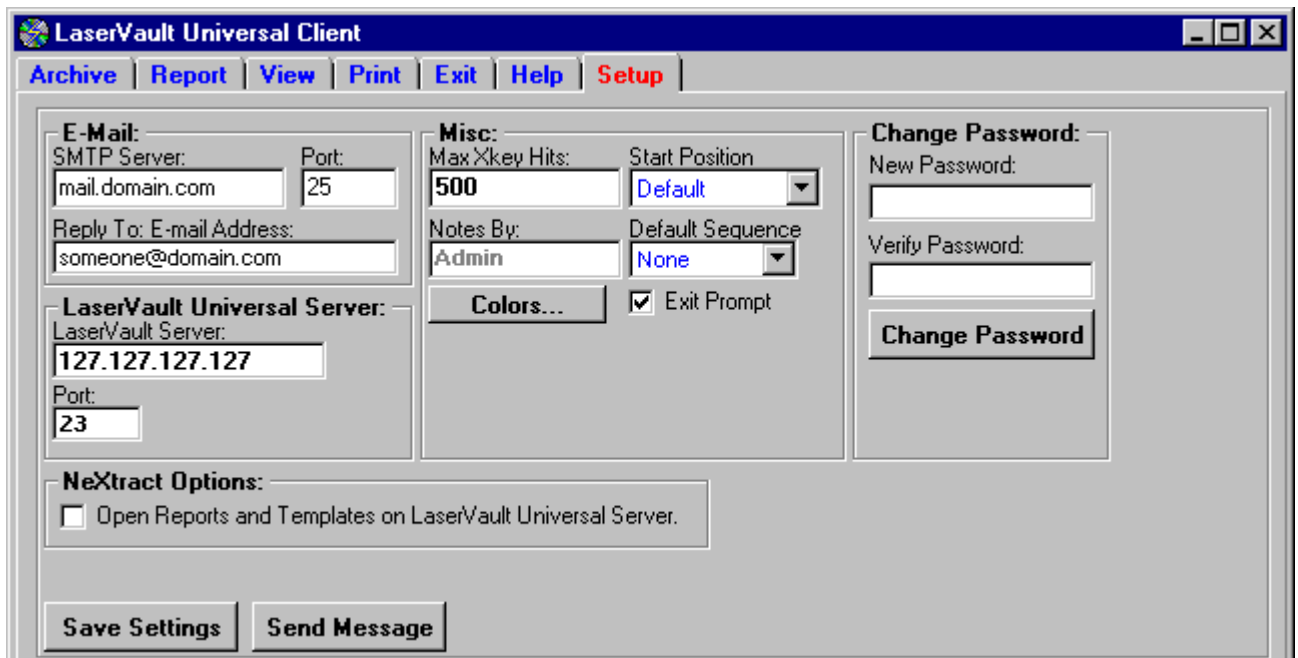
Enter a key value and press OK.

Any report page with an exact match to the key value will be printed.

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### ***Changing Current Settings***

To change the current settings in LaserVault, click the "Setup Tab".



The "LaserVault Universal Client" Setup dialog box features a menu bar with "Archive", "Report", "View", "Print", "Exit", "Help", and "Setup" (highlighted in red). The main area is divided into several sections:

- E-Mail:** Includes "SMTP Server" (mail.domain.com), "Port" (25), and "Reply To: E-mail Address" (someone@domain.com).
- LaserVault Universal Server:** Includes "LaserVault Server" (127.127.127.127) and "Port" (23).
- Misc:** Includes "Max Xkey Hits" (500), "Start Position" (Default), "Notes By" (Admin), "Default Sequence" (None), and a checked "Exit Prompt" checkbox. A "Colors..." button is also present.
- Change Password:** Includes "New Password:" and "Verify Password:" text boxes, and a "Change Password" button.
- NeXtract Options:** Includes a checkbox for "Open Reports and Templates on LaserVault Universal Server." (unchecked).

At the bottom, there are "Save Settings" and "Send Message" buttons.

#### ***E-Mail:***

**SMTP Server:** Server name or IP address of the SMTP server to use for sending e-mail.

**SMTP Port:** The port to use for SMTP. Standard is 25.

Reply To: e-mail address - This is the address that will display in the "Reply To" field when you send someone an e-mail.

### ***LaserVault Universal Server:***

LaserVault Server - Server name or IP address of the LaserVault Universal Server.

LaserVault Server Port - The port number used to connect to the LaserVault Universal Server

### ***Misc:***

Max Xkey Hits - This sets the number of Xkey hits displayed at one time in the key cross reference list.

Exit Prompt - When checked on LVW will prompt to make sure you want to exit when the exit tab is selected.

Notes By - This sets the name that will be entered automatically when a note is added.

Start Position - This sets the position of LaserVault for Windows on startup.

Default Sequence - Sets the default report selection sequence.

Colors Button - This button displays a screen that allows you to change the colors in LVW.

### ***NeXtract Options:***

This will cause NeXtract professional to open reports and templates from the Universal Server. This option has no effect on NeXtract version 1.X.

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### ***Telnet Login***

If you are running LaserVault Universal Server you can access your reports through standard Telnet Client or AS/400 Telnet. To access your reports through Windows Telnet Client follow these steps.

#### ***Step 1:***

Click on "Start" Button on Windows Desktop

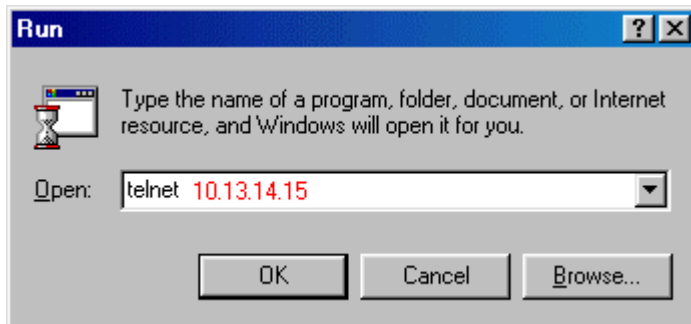
Select the "RUN" Command

type telnet IP Address and then click on "OK"

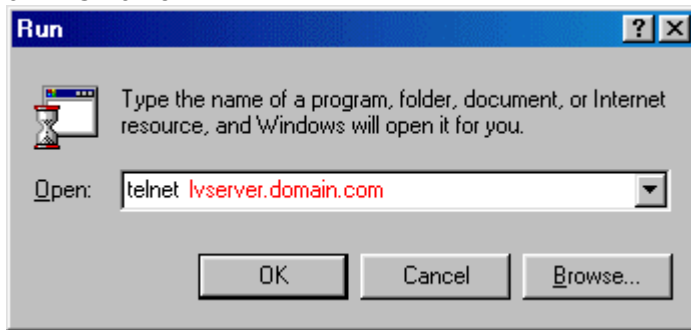
Note: IP address is the IP address of LaserVault Universal Server or use DNS Name.

**Example: telnet 10.13.14.15**

**telnet lvserver.domain.com**

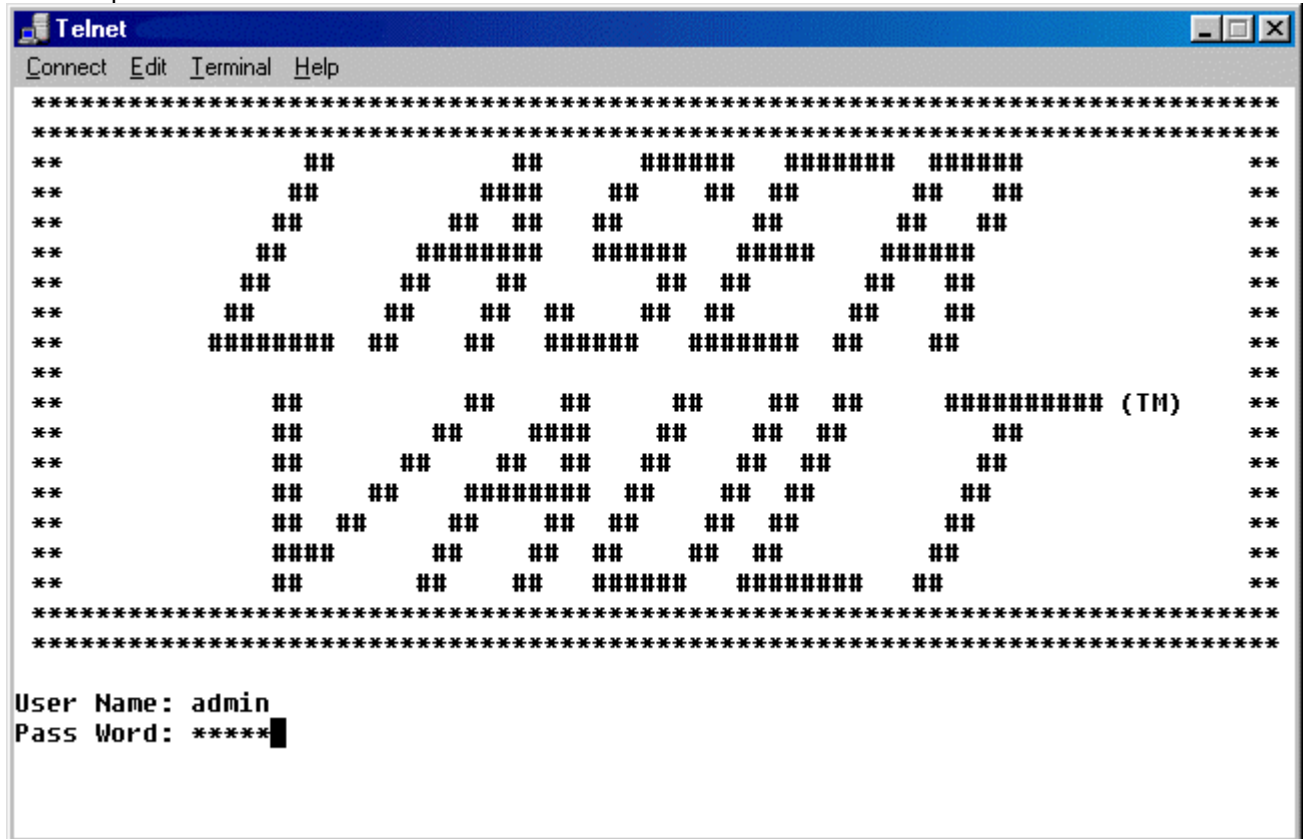


or DNS Name



**Step 2:**

You will be prompted for "User Name" and "Password". Please fill in the parameters and hit enter after the password.



It will then validate the login and then show you the Archives that you have available.

Accessing Archives Through Telnet

Telnet Date Sequence

Telnet Report Sequence

Telnet Cross Index Sequence

Telnet Global Index Sequence

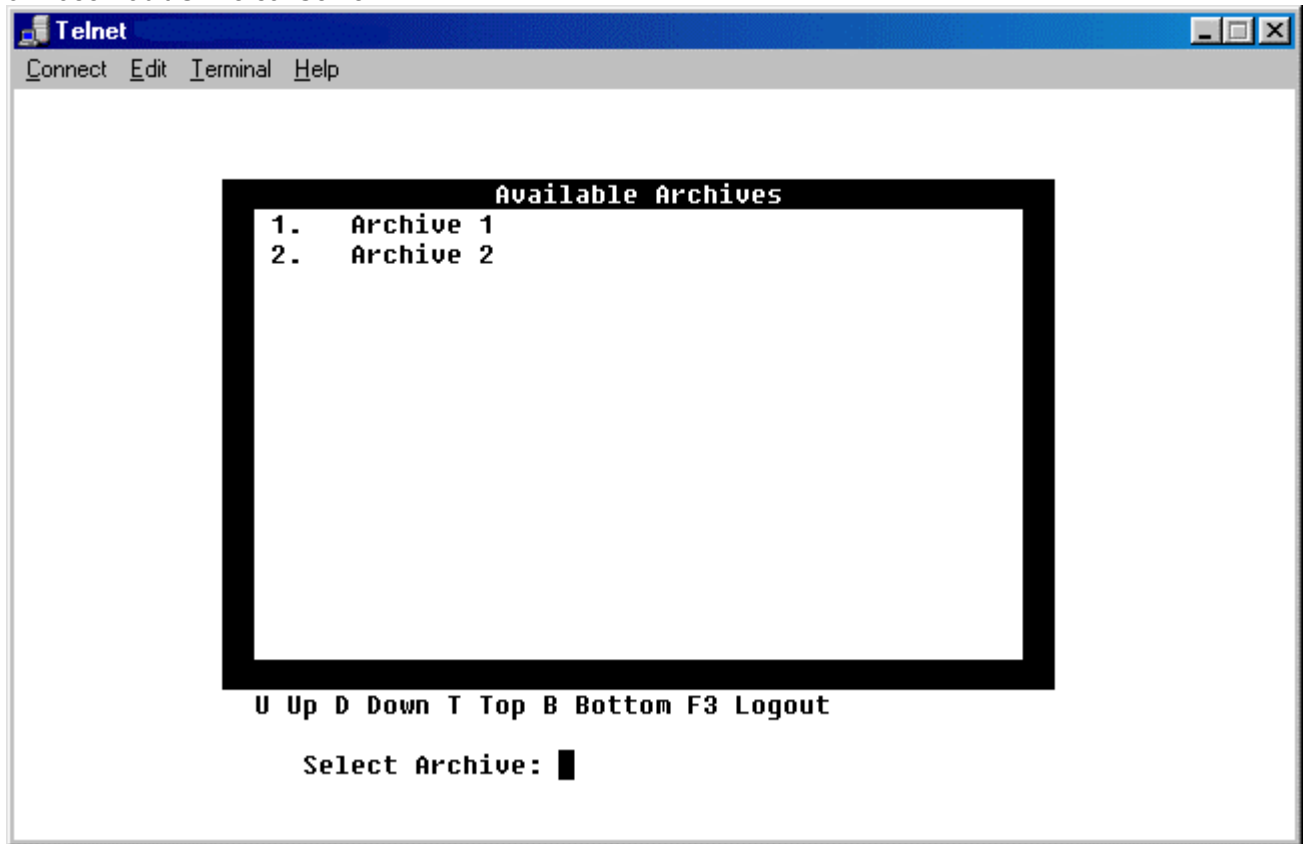
Telnet Admin Menu

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***Accessing Archives Through Telnet***

You will be prompted for the Archives that are available per User Login set by Access Control List

on LaserVault Universal Server.



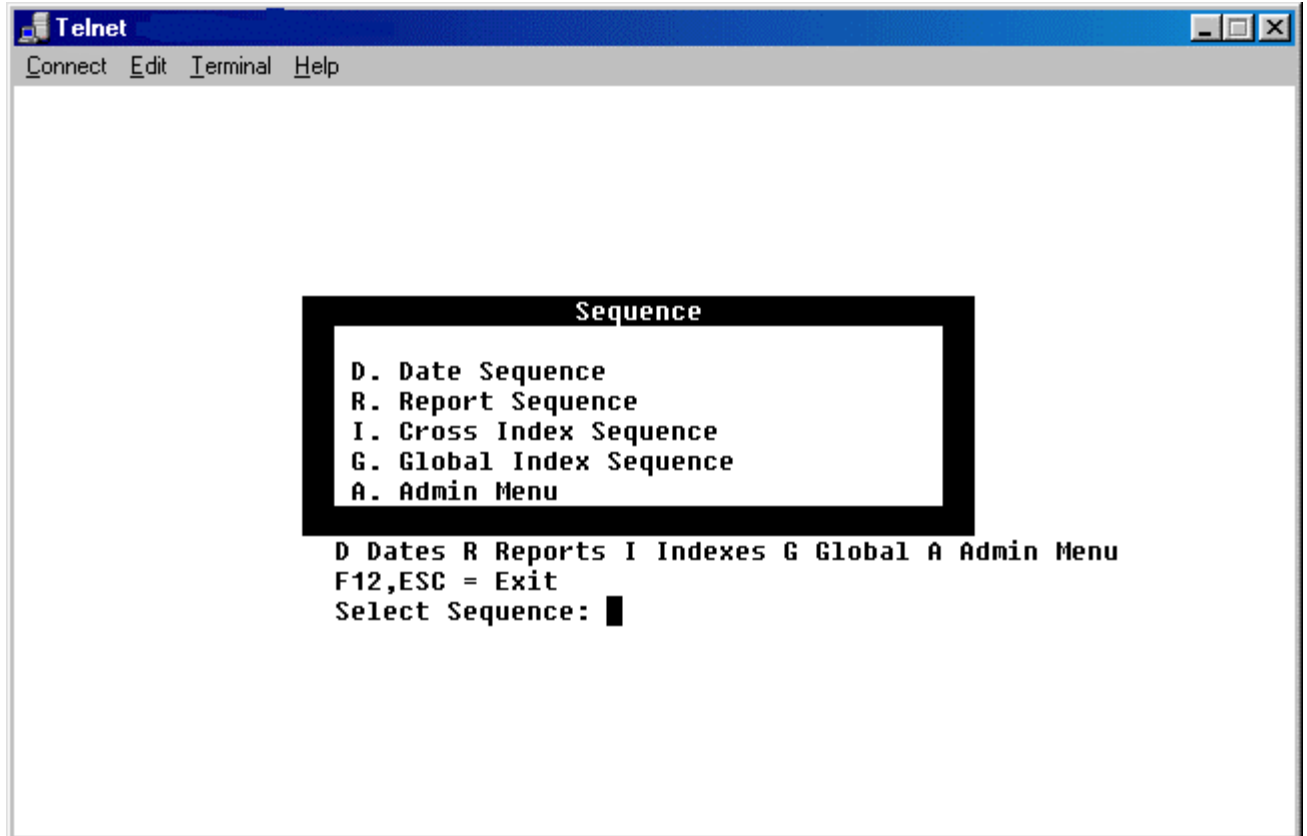
**Step 1:**

Choose available archive by entering the number and then pressing "Enter" Button.

**Step 2:**

Will display a window that you have the option of selecting

- Date Sequence
- Report Sequence
- Cross Index Sequence
- Global Index Sequence
- Admin Menu (This Option only available for Administrator)

**Step 3:**

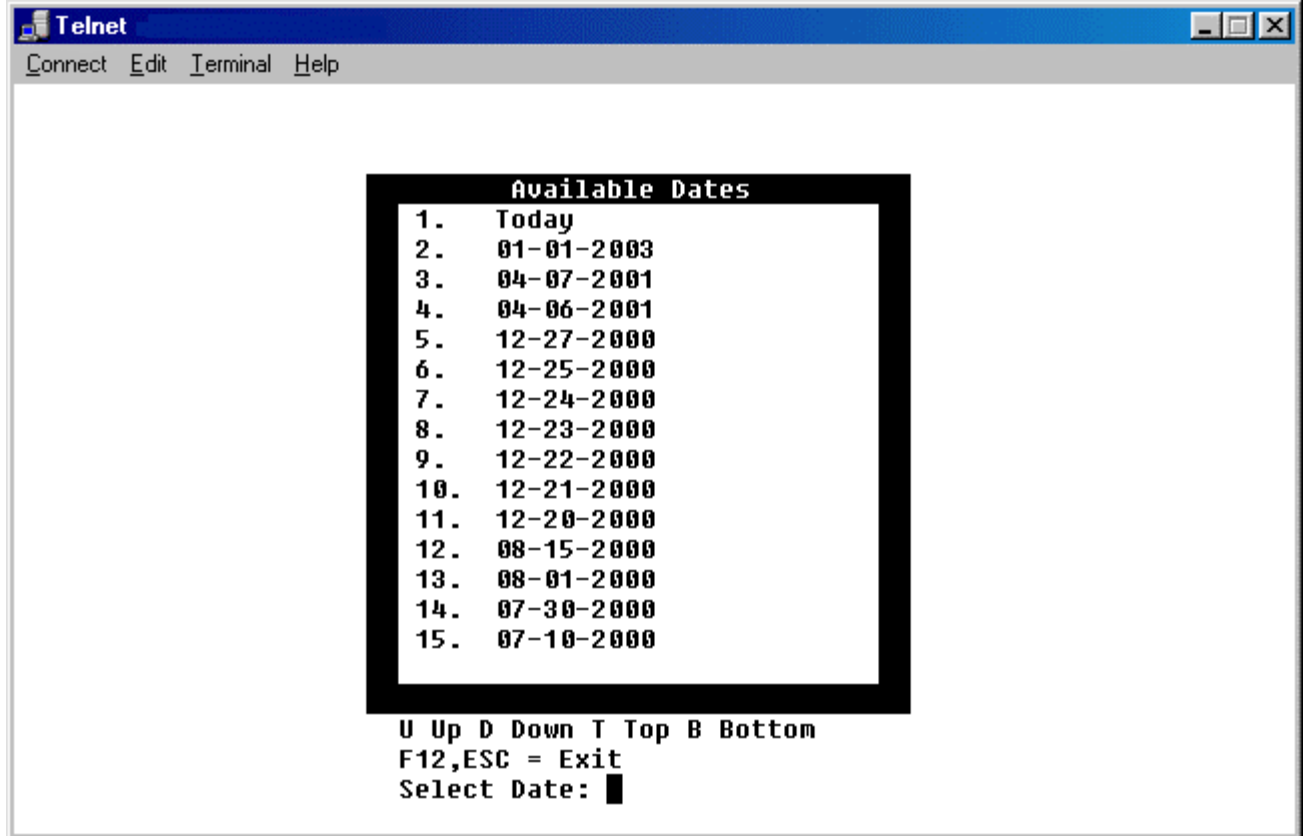
Select the desired Sequence and then press "Enter" Button

Telnet Date Sequence  
Telnet Report Sequence  
Telnet Cross Index Sequence  
Telnet Global Index Sequence  
Telnet Admin Menu

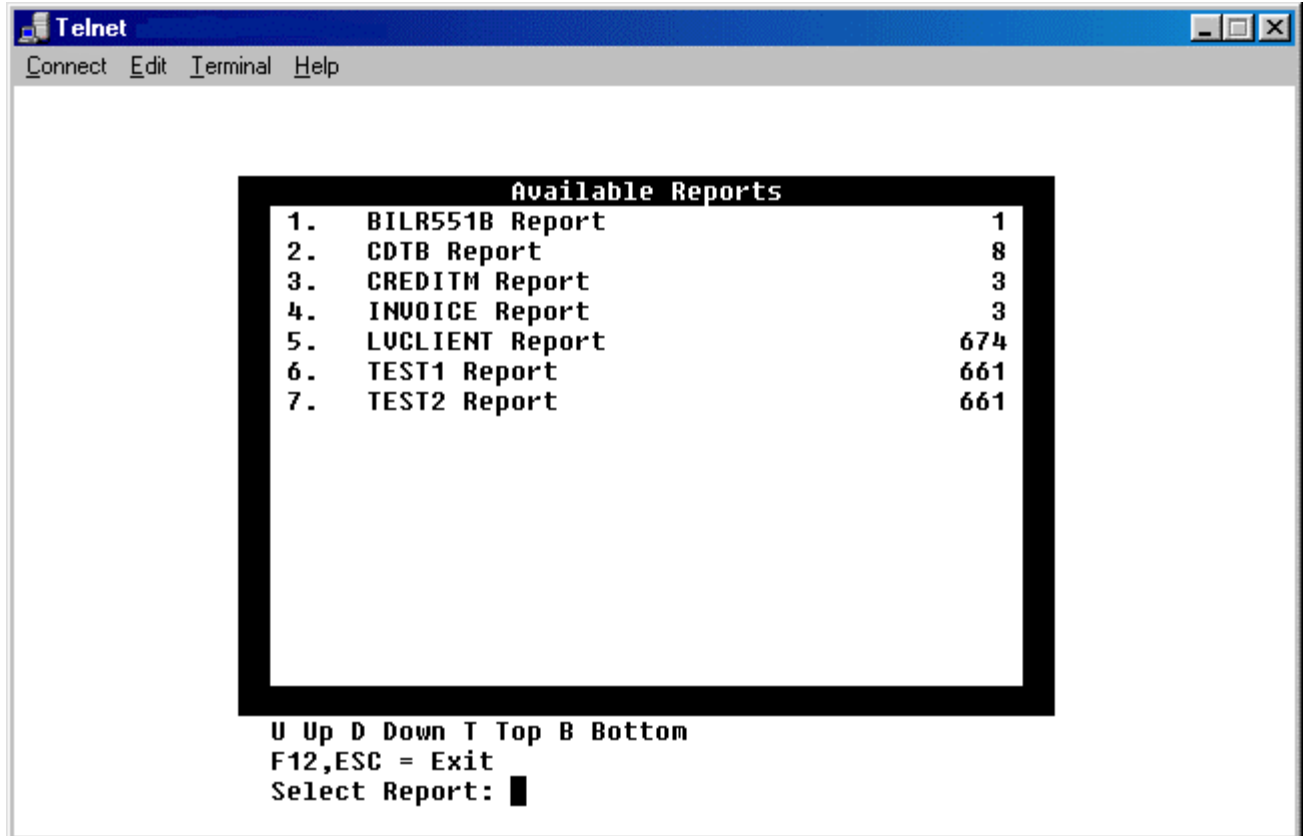
Contents

***Telnet Date Sequence***

First Screen will display all Date available for the selected archive.



Select the number for the date you want to view and then press "Enter" Button.  
The next screen will show you the available reports for that date selected.



Once the Available Reports box has appeared then select the report you want to view by typing in the number and pressing the "Enter" Button.  
The report will then be displayed.

```

Telnet
Connect Edit Terminal Help
-----*-----1-----*-----2-----*-----3-----*-----4-----*-----5-----*-----6-----*-----7-----*-----8-----

                616218                                616218

                MANEX                                MANEX
                48001 FREMONT BLUD                    JUSTINE
                FREMONT CA 94538                      48001 FREMONT BLUD
                                                        FREMONT CA 94538

LG225103                JNK58598    9/28/98                                PAGE    1

12-27-2000 | CREDITM Report                                3 | Key=**NONE**
1 Help 3 Find 4 Next 5 KeyPrev 6 KeyNext 7 KeyList 8 KeySrch 9 Print
U PgUp D PgDn H Home E End - LnUp + LnDn 0 Options F12,ESC = Exit
Enter Selection: █

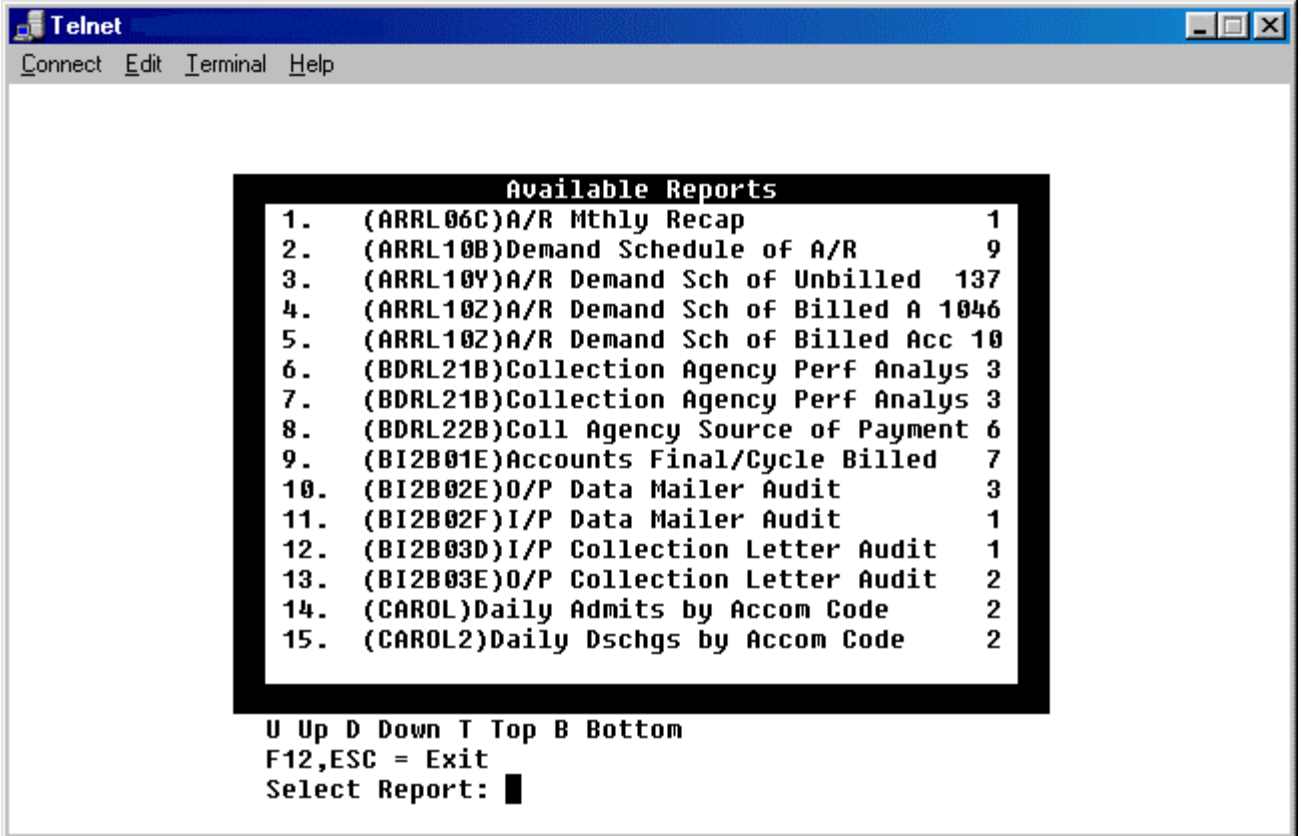
```

Telnet Report Sequence  
 Telnet Cross Index Sequence  
 Telnet Global Index Sequence  
 Telnet Admin Menu

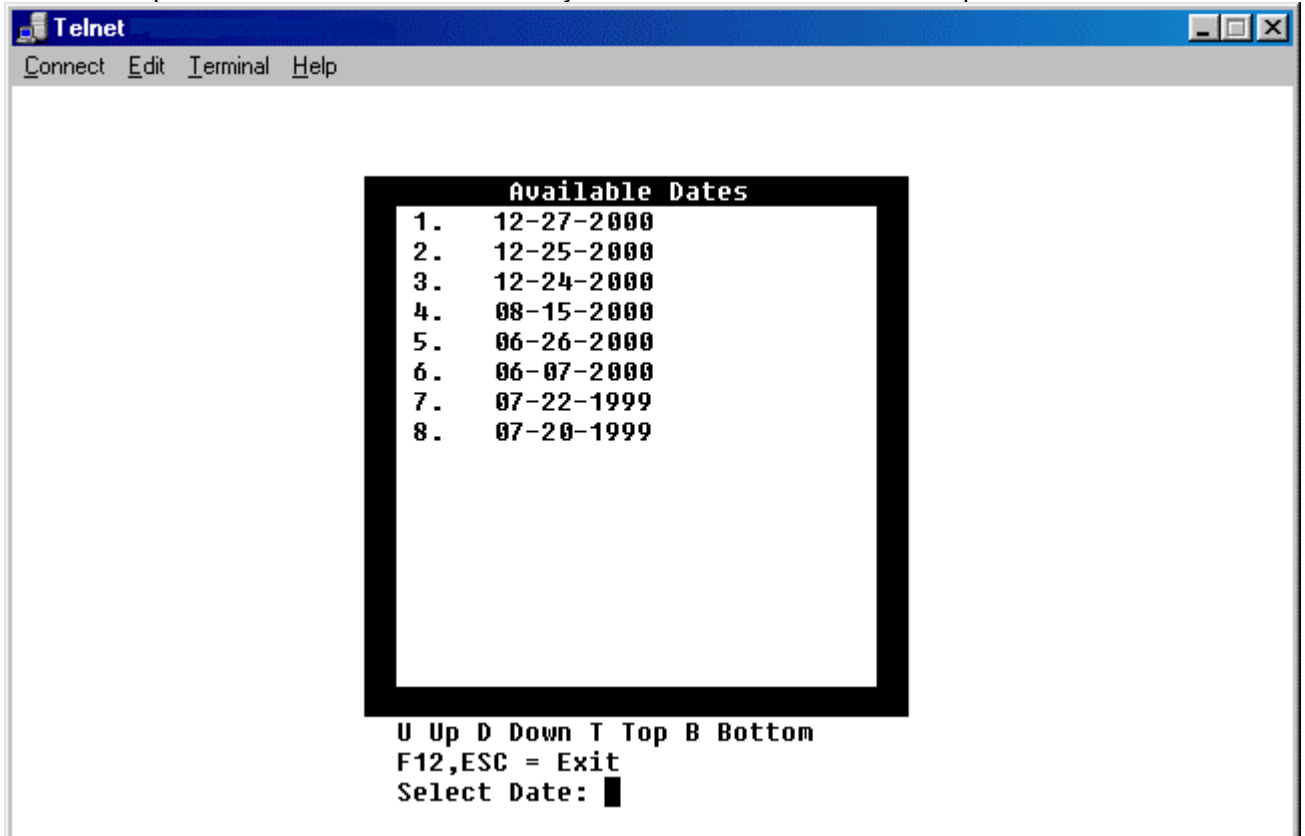
Contents

### ***Telnet Report Sequence***

First screen displayed will show you all available reports for the archive.



Select the report and the next screen will show you the available dates that the report exist in.



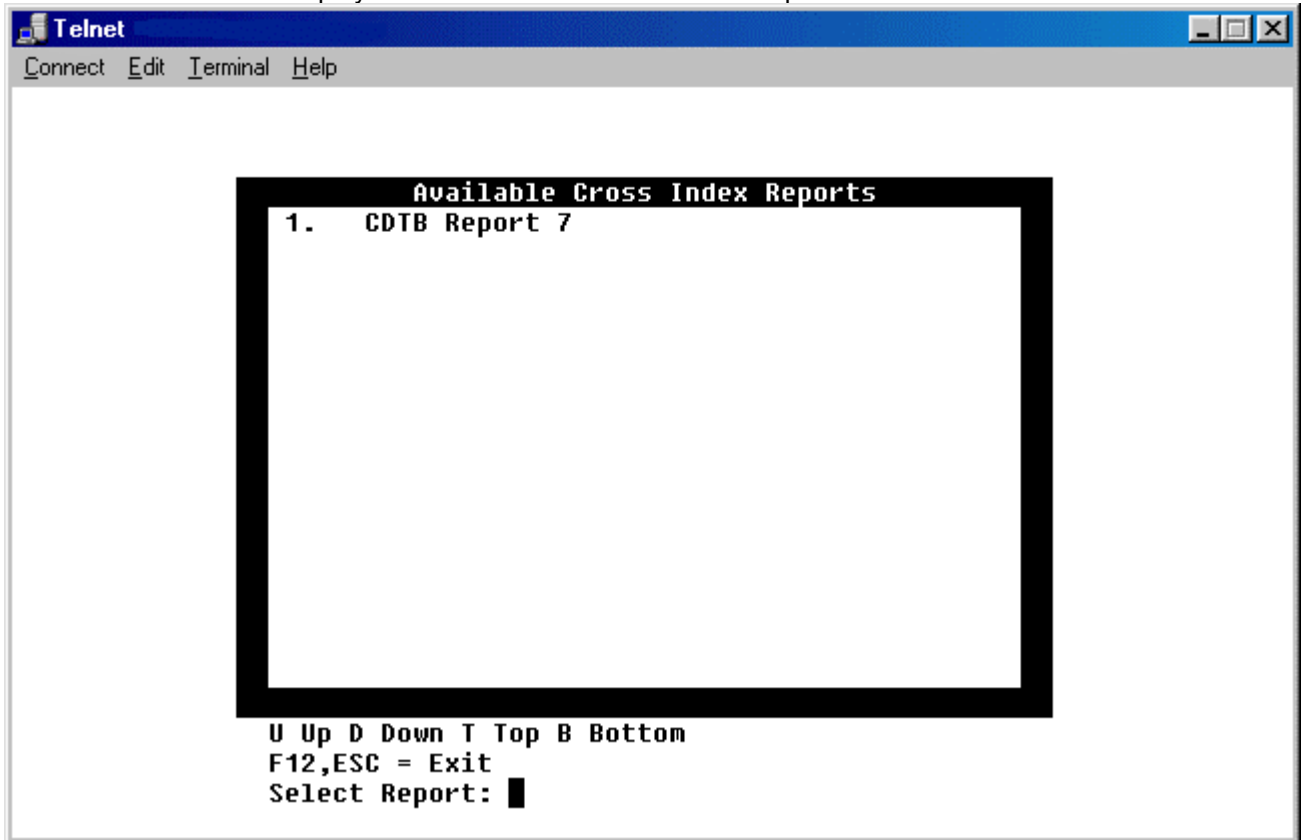
Select the date and then press the "Enter" Button and the report will be viewed.

Telnet Cross Index Sequence  
Telnet Global Index Sequence  
Telnet Admin Menu

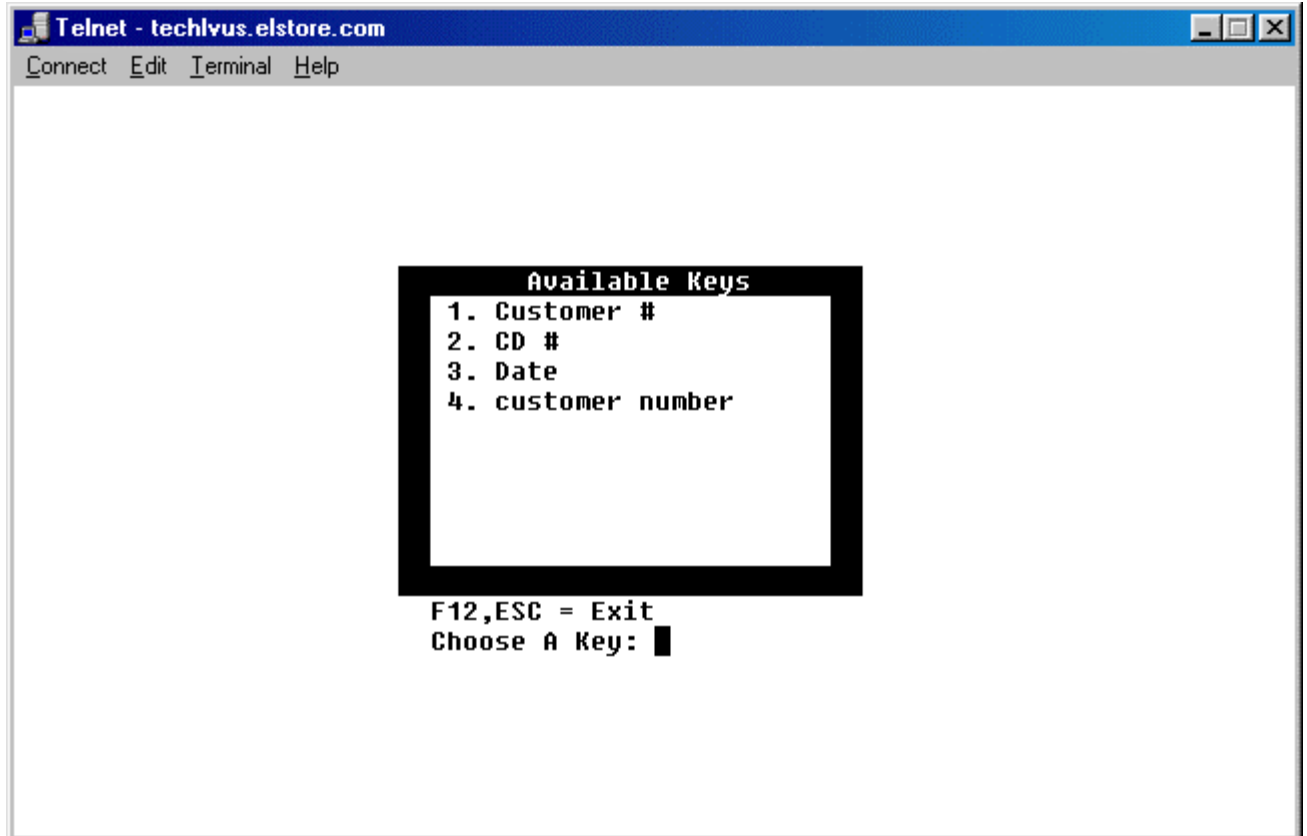
Contents

### ***Telnet Cross Index Sequence***

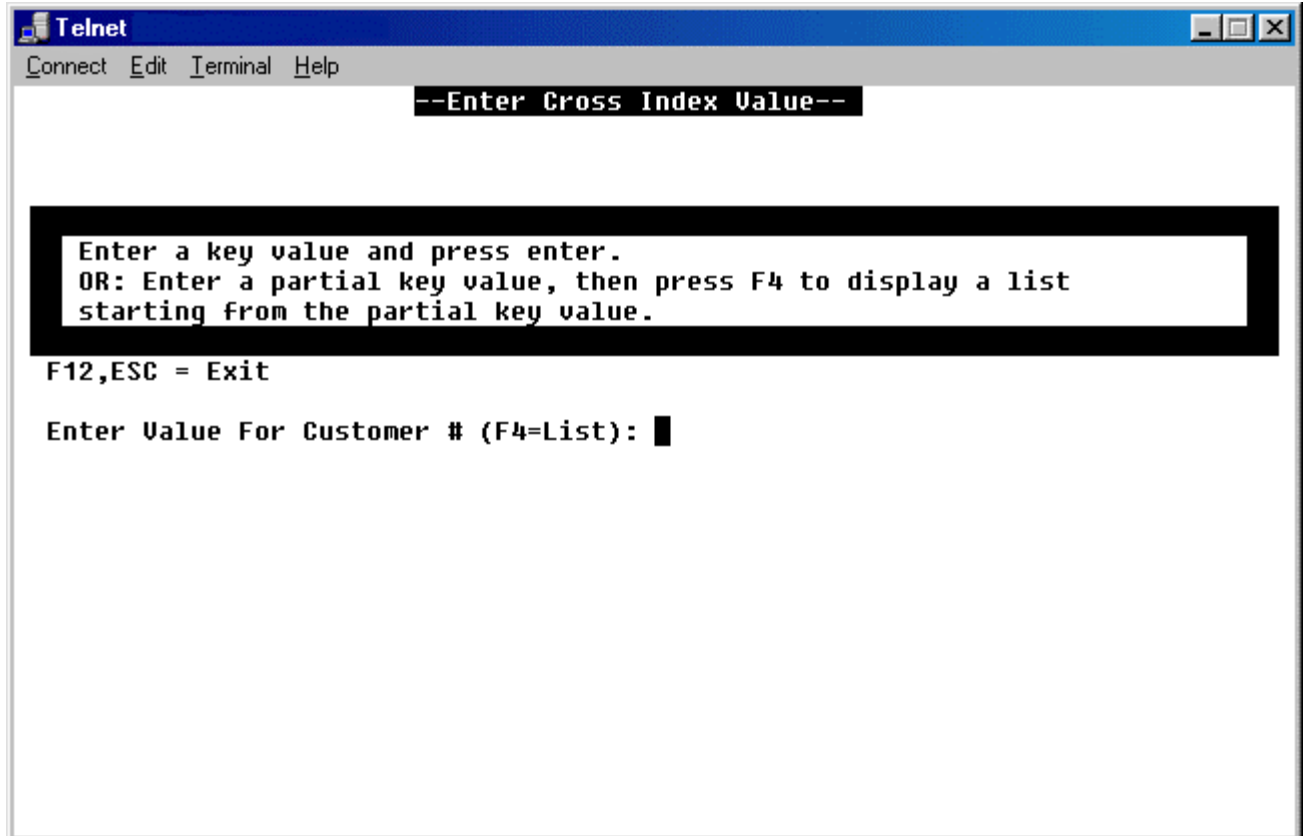
First screen that will be displayed will be Available Cross Index Reports



Select on the desired report to view the available keys for that report.



Now choose the desired key that you want to lookup and press "Enter" Button.  
The next screen will ask you to type in a certain "KEY" or press "F4" to display a list of keys.



Your "KEY" values will be displayed and then you will need to select the number of the desired "KEY" and the report will open with that "KEY" highlighted.

Telnet

Connect Edit Terminal Help

### Key Values

1.	100021	07-20-1999
2.	100021	07-22-1999
3.	100021	06-07-2000
4.	100021	06-26-2000
5.	100056	07-20-1999
6.	100056	07-22-1999
7.	100056	06-07-2000
8.	100056	06-26-2000
9.	100064	07-20-1999
10.	100064	07-22-1999
11.	100064	06-07-2000
12.	100064	06-26-2000
13.	100323	07-20-1999
14.	100323	07-22-1999
15.	100323	06-07-2000
16.	100323	06-26-2000
17.	100463	07-20-1999
18.	100463	07-22-1999
19.	100463	06-07-2000
20.	100463	06-26-2000

U Up D Down T Top B Bottom F12,ESC = Exit  
Enter Selection: █

Telnet

Connect Edit Terminal Help

-----1-----2-----3-----4-----5-----6-----7-----8

12/22/87 C. D. TRIAL BALANCE

CUST NBR	N A M E	CD NBR	CURRENT BALANCE	ORIGINAL BALANCE	ACCR INT.
<b>100021</b>	MR OR MRS W A SMITH	8719	79,000.00		2,827
		8742	6,000.00		214
	<b>** CUSTOMER TOTAL **</b>		<b>85,000.00</b>		
100056	MR. OR MRS. EDWARD E. PEELER	4893	10,000.00		199
		5255	13,000.00		111
		5254	13,000.00		111
		5300	12,000.00		88
		5950	10,000.00		162
		5952	10,000.00		162
	<b>** CUSTOMER TOTAL **</b>		<b>68,000.00</b>		
100064	LARA, LISA & LANA KAMPHAUS	5158	10,000.00		133
		5191	10,031.42		121

07-20-1999|CDTB Report 7 |Key=Customer #

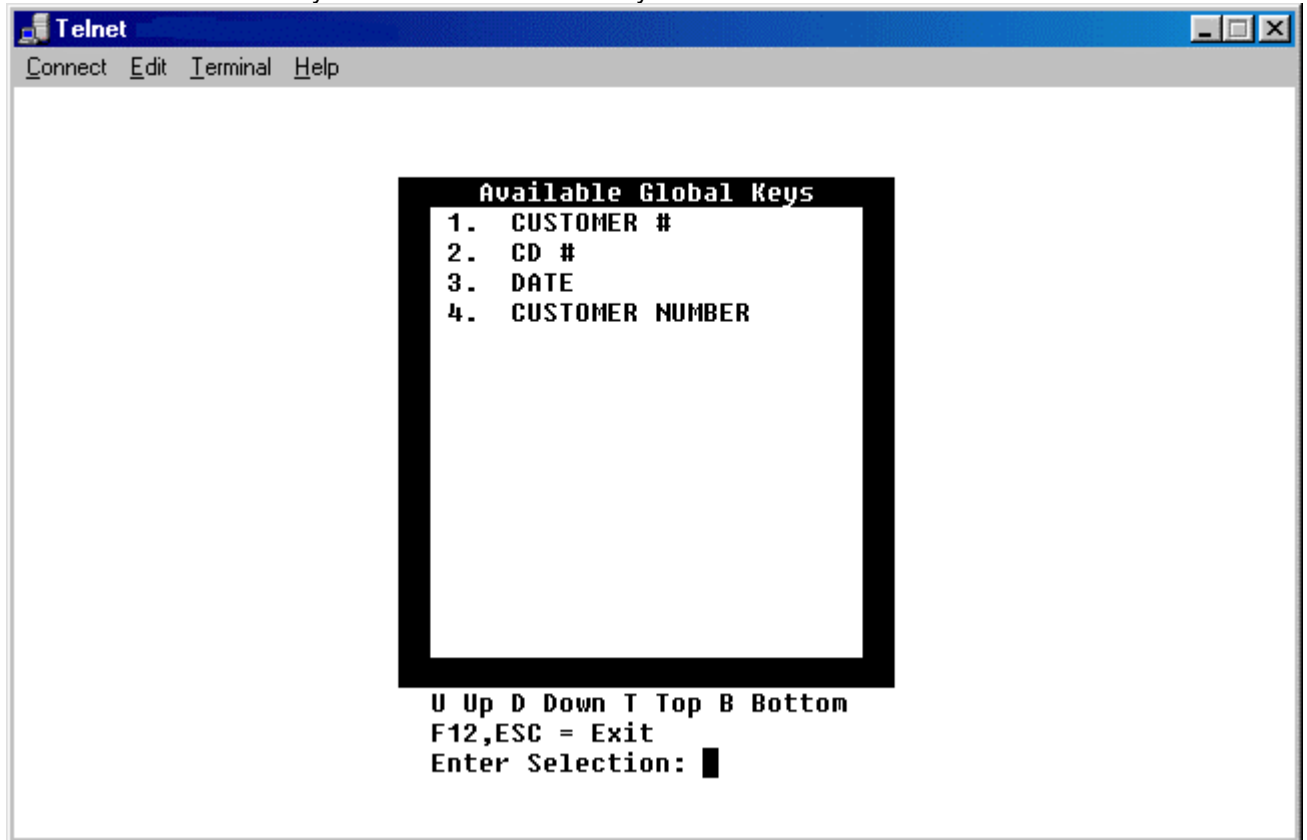
1 Help 3 Find 4 Next 5 KeyPrev 6 KeyNext 7 KeyList 8 KeySrch 9 Print  
U PgUp D PgDn H Home E End - LnUp + LnDn 0 Options F12,ESC = Exit  
Enter Selection: █

Telnet Global Index Sequence  
Telnet Admin Menu

Contents

### ***Telnet Global Index Sequence***

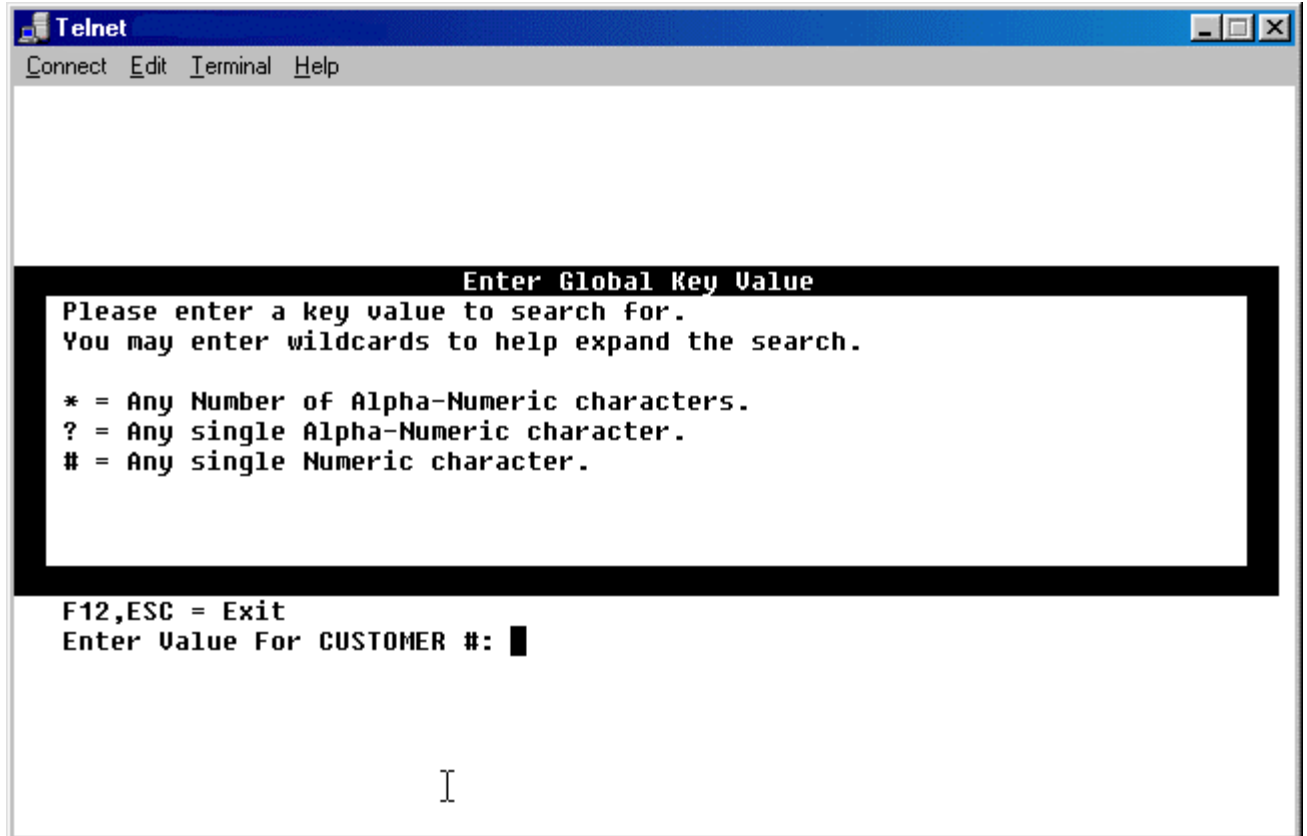
The first screen will show you the available Global Keys for the Archived selected.



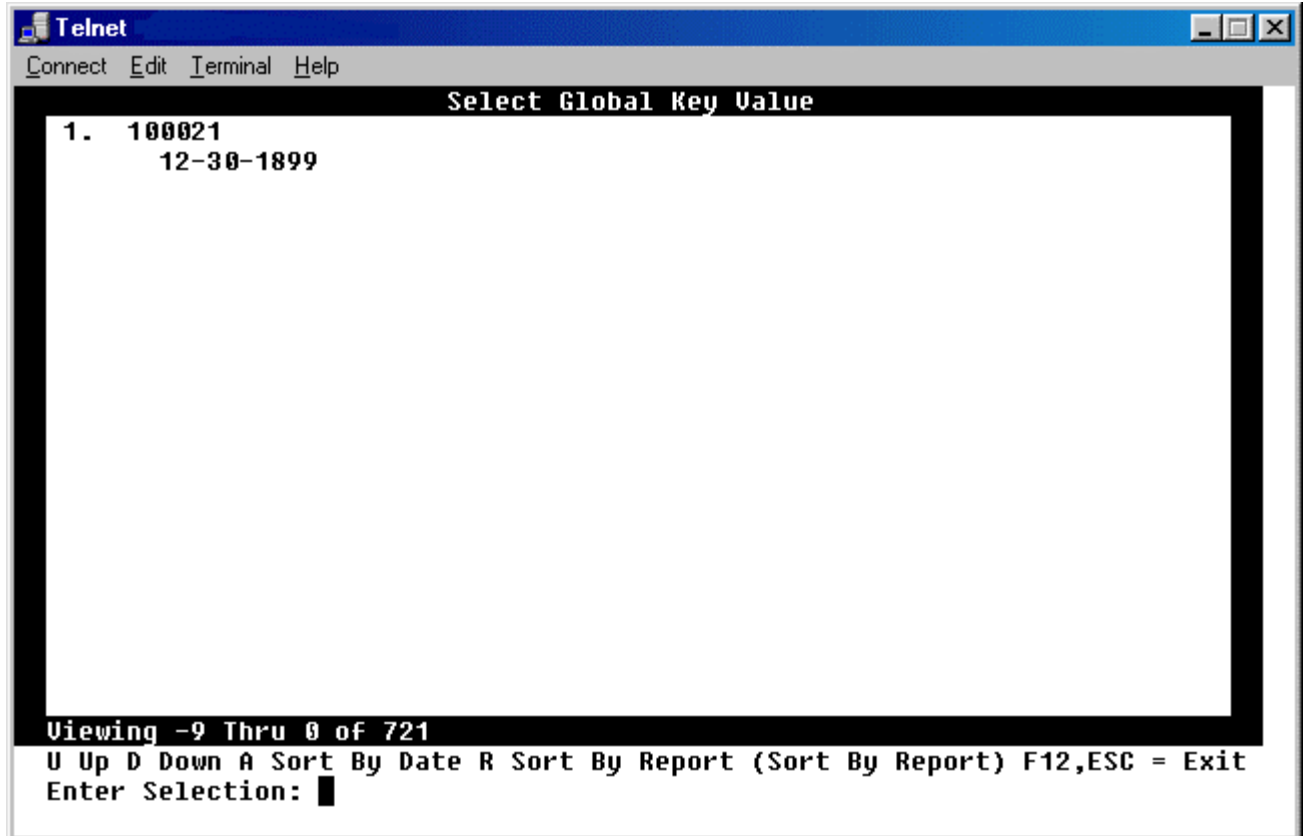
Next select the Global Key that you want to display. The next screen will ask you for a "KEY" value and you can use wildcards to expand your search.

Wildcards

- \* = Any number or Alpha-Numeric characters
- ? = Any single Alpha-Numeric character
- # = Any single Numeric character



Now you will receive a new screen that will display the values that you have searched for and the date that the value occurs.



Then select the key and then you will be viewing the report and the Key will be highlighted.

Telnet Admin Menu

Contents

### ***Telnet Admin Menu***

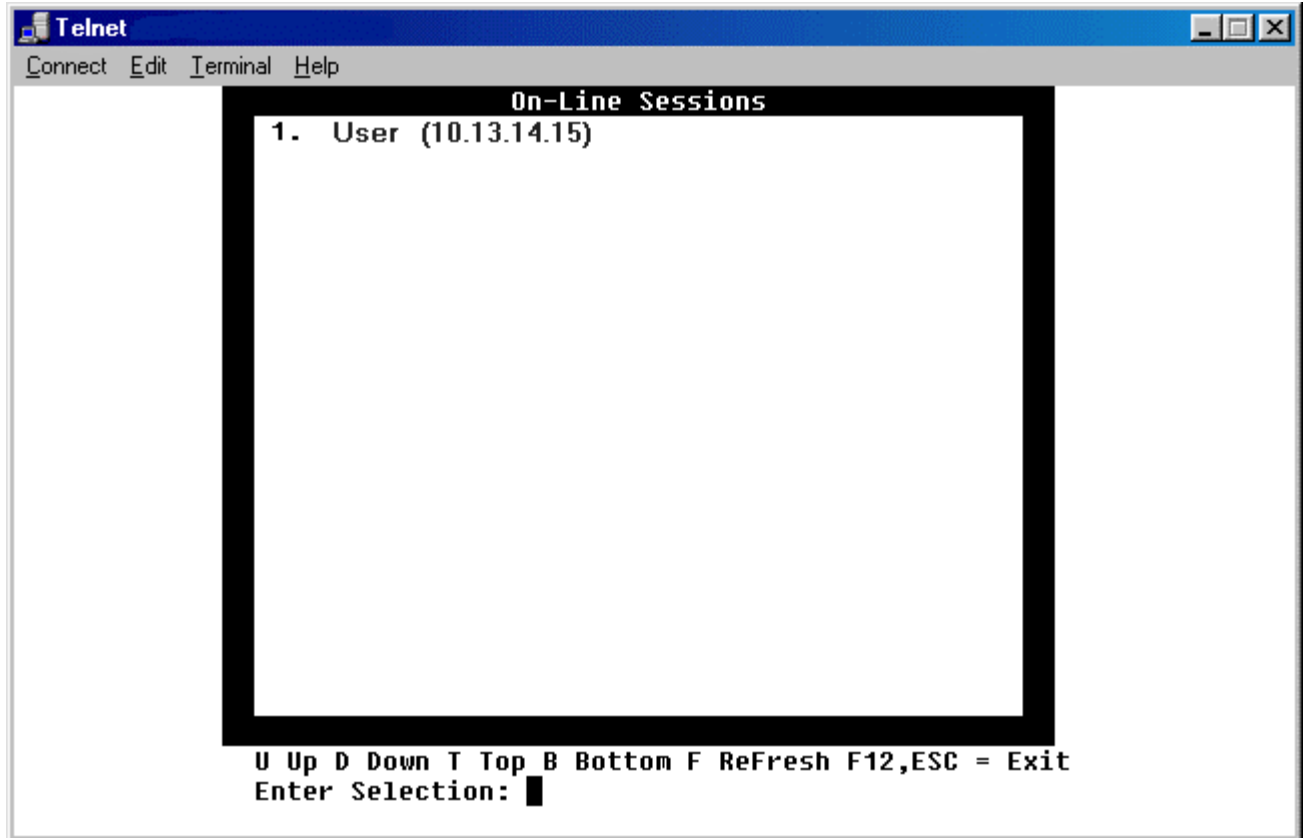
Admin Menu if for Administration use only. It will only be available for the person or persons that have Admin Authority.

Options in Admin Menu

- View Another Session
- Manage Printing
- Index Reports
- Compress/Uncompress Reports
- Update Reports
- Backup Reports
- Send User Message

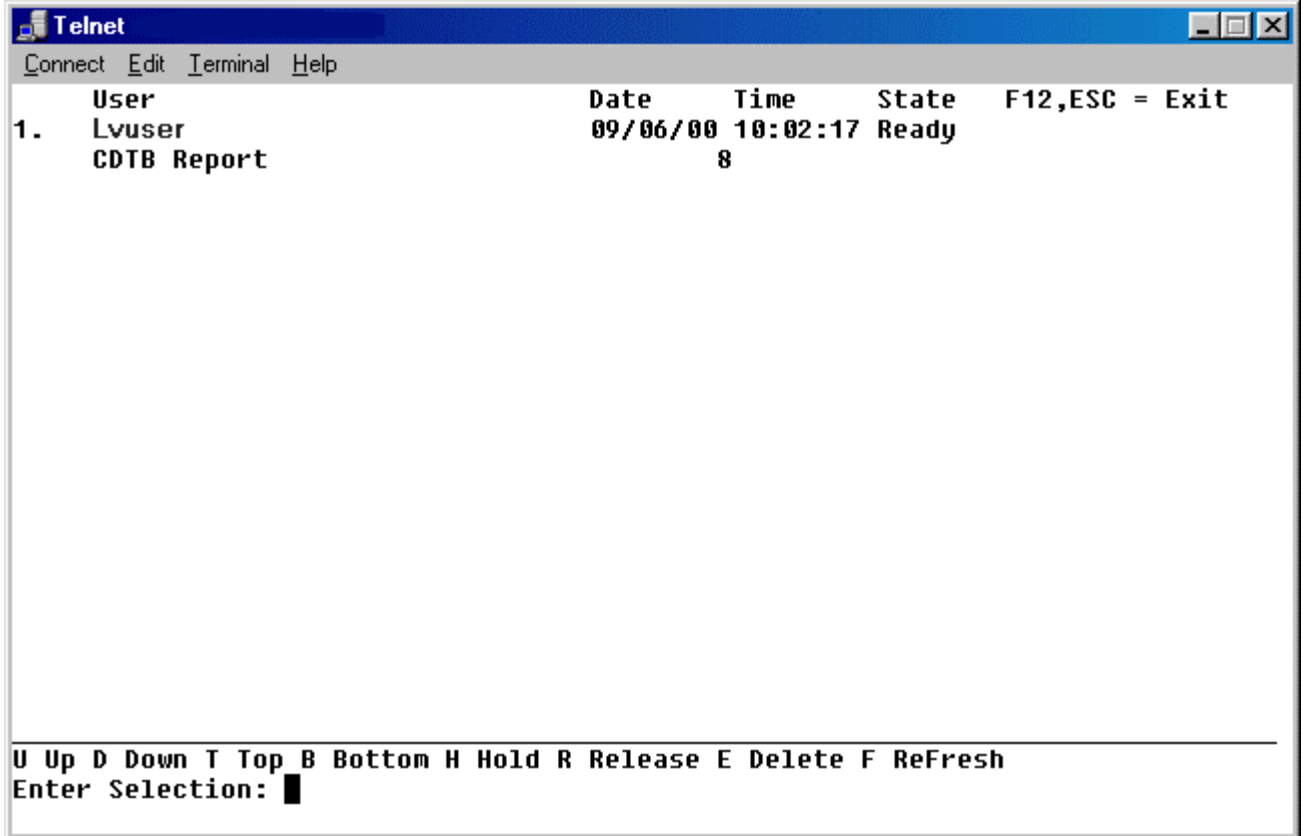
#### ***Viewing Another Session:***

Once a User is logged in you can go to this menu option and it will display the User Name and IP Address of that User. Select the User of the session you want to view and then you will see their session.



**Manage Printing:**

When a User chooses to print a report you have the option to Hold, Delete, or Release the print job



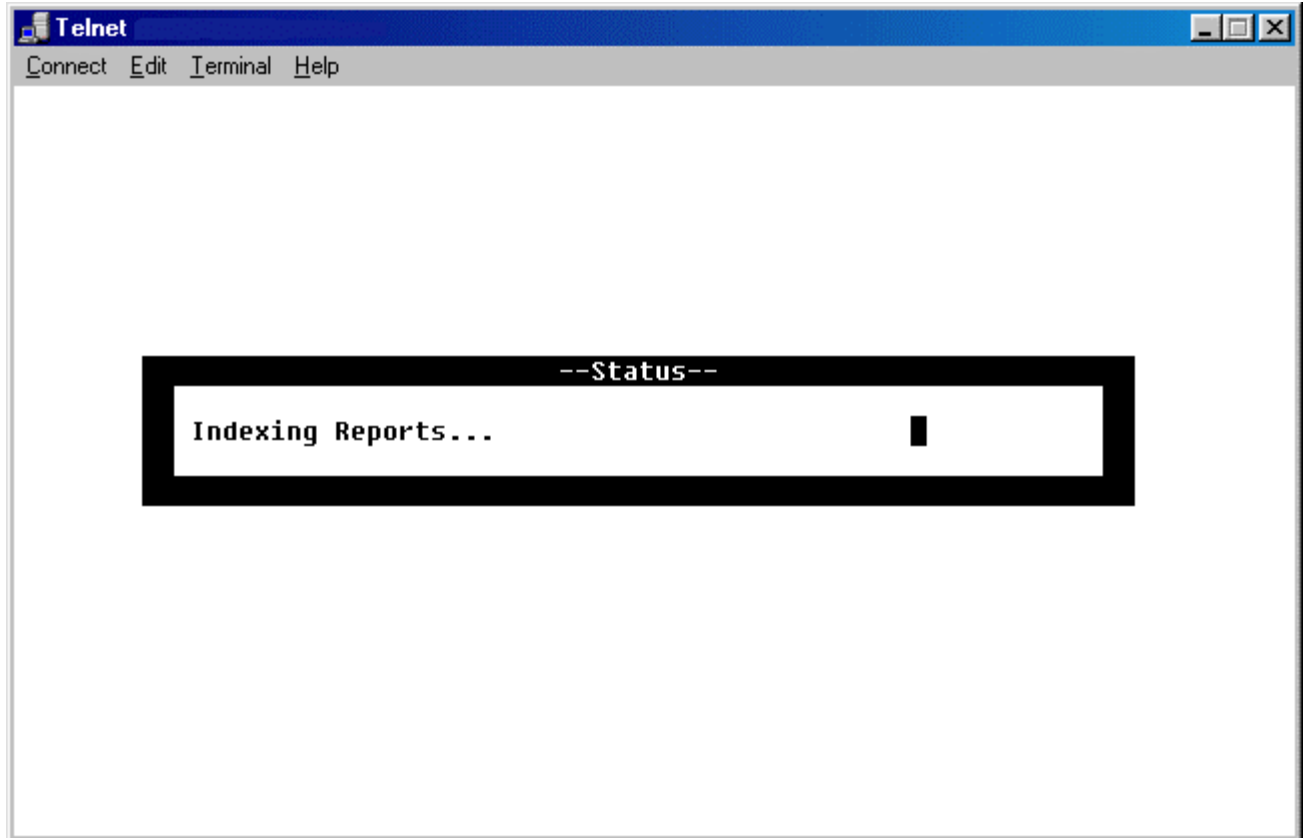
The screenshot shows a Telnet terminal window with a blue title bar and a menu bar containing 'Connect', 'Edit', 'Terminal', and 'Help'. The main content area displays a table with the following data:

	User	Date	Time	State	F12,ESC = Exit
1.	Lvuser	09/06/00	10:02:17	Ready	
	CDTB Report		8		

At the bottom of the terminal, there is a legend for navigation keys: 'U Up D Down T Top B Bottom H Hold R Release E Delete F ReFresh' and a prompt 'Enter Selection: █'.

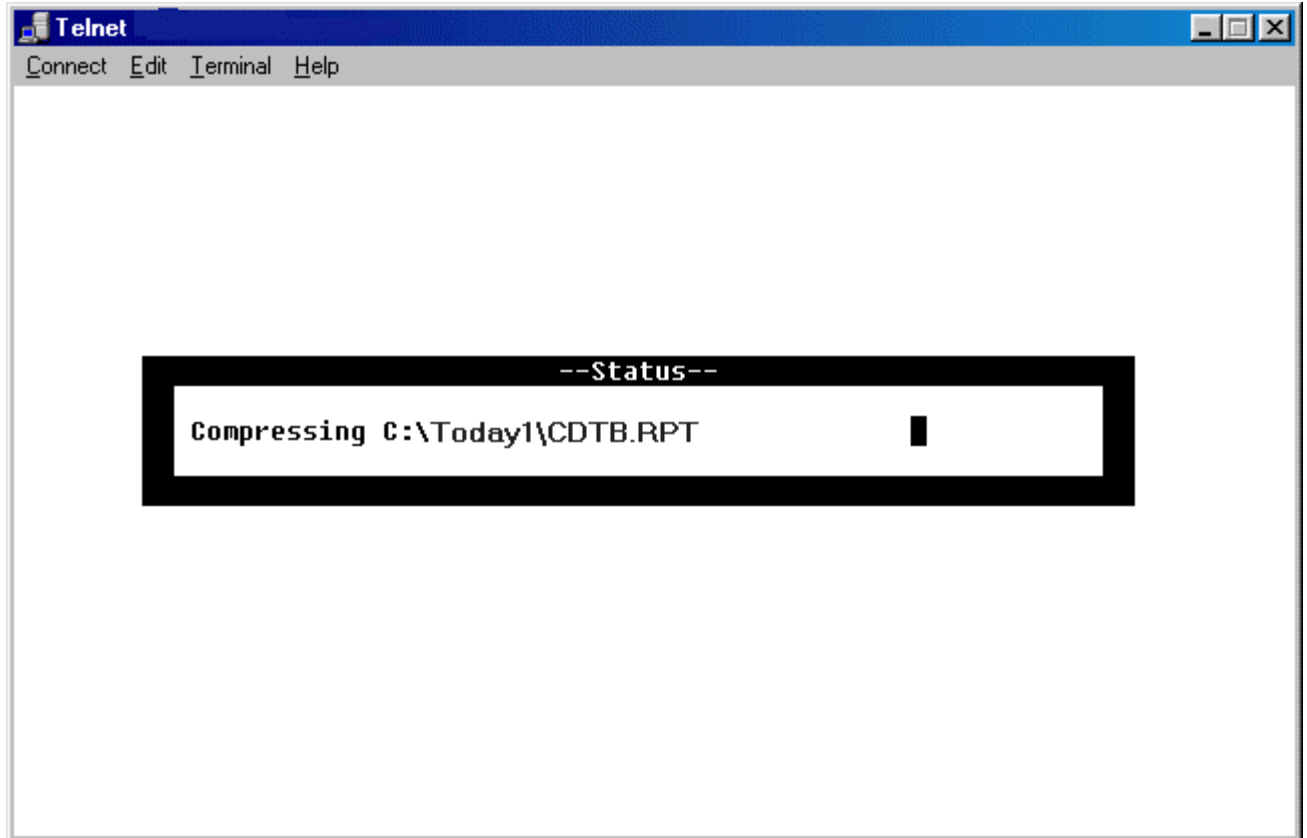
***Index Reports:***

You can index the current reports in the basepath for the Archive that you selected.

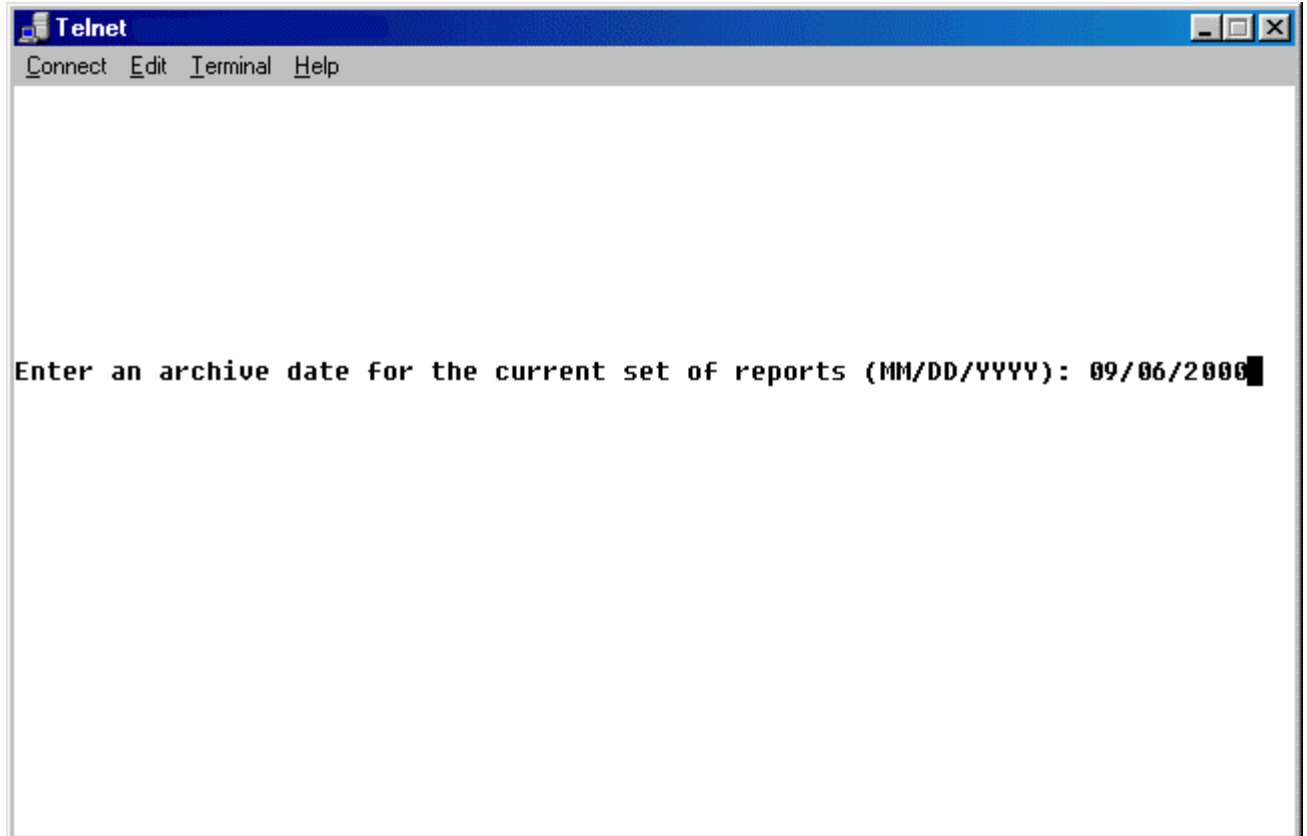


***Compress/Uncompress Reports:***

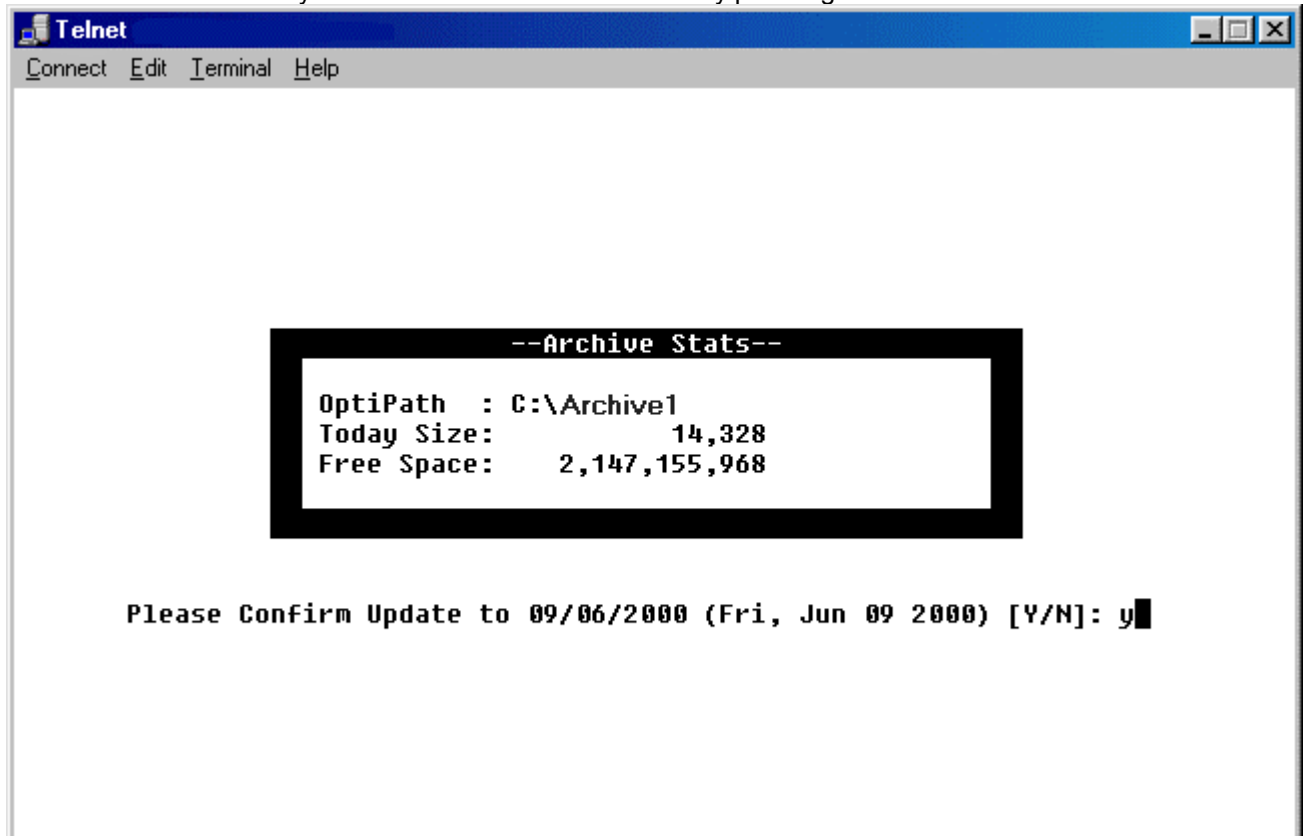
Before Updating reports to Archive the reports should be Compressed. Telnet will then ask you to Enter "C" to compress, "U" to uncompress reports.

**Update Reports:**

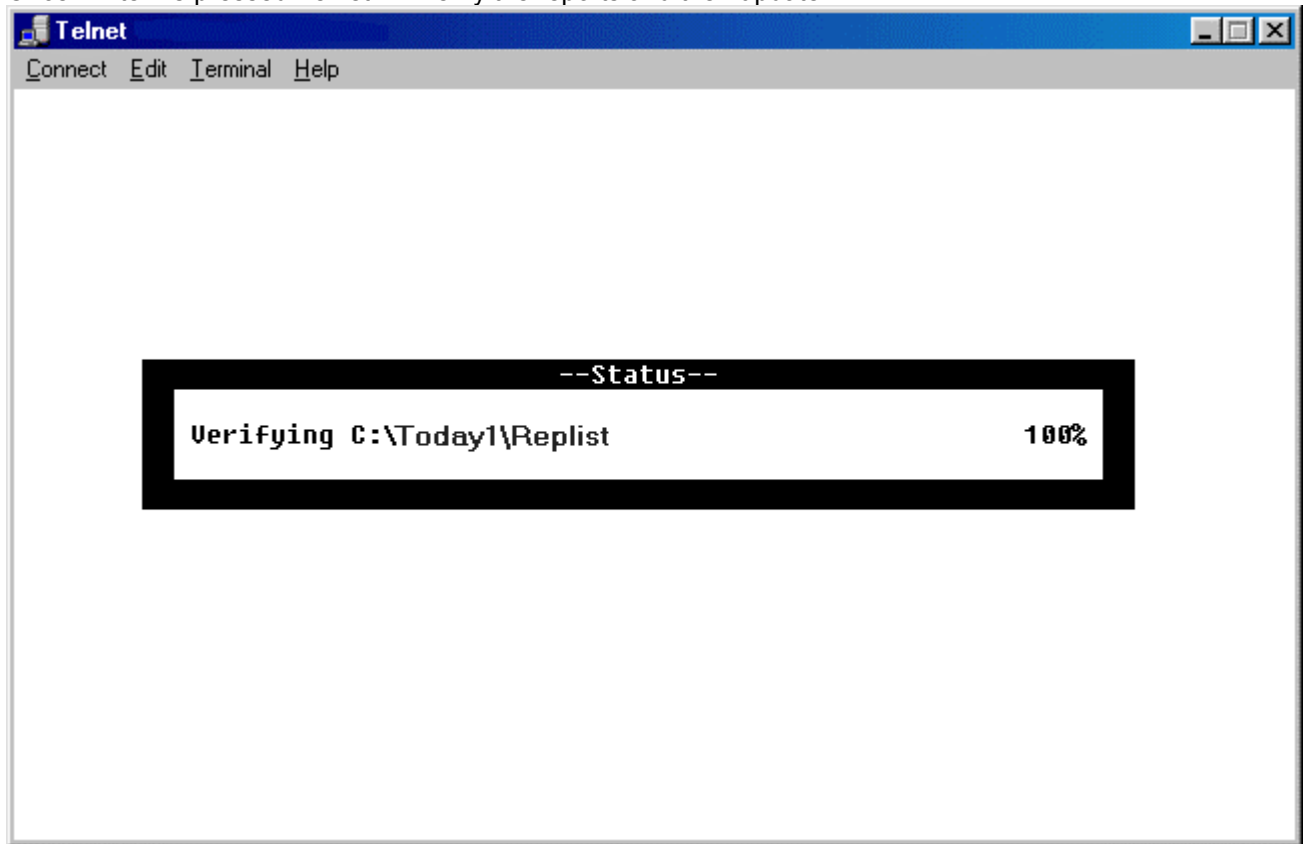
This will Archive the reports to a given date. You will need to Enter a Date in MM/DD/YYYY format.



The next screen will ask you to confirm the date to archive by pressing "Y" for Yes or "N" for No.



Once "Enter" is pressed Telnet will verify the reports and then update.



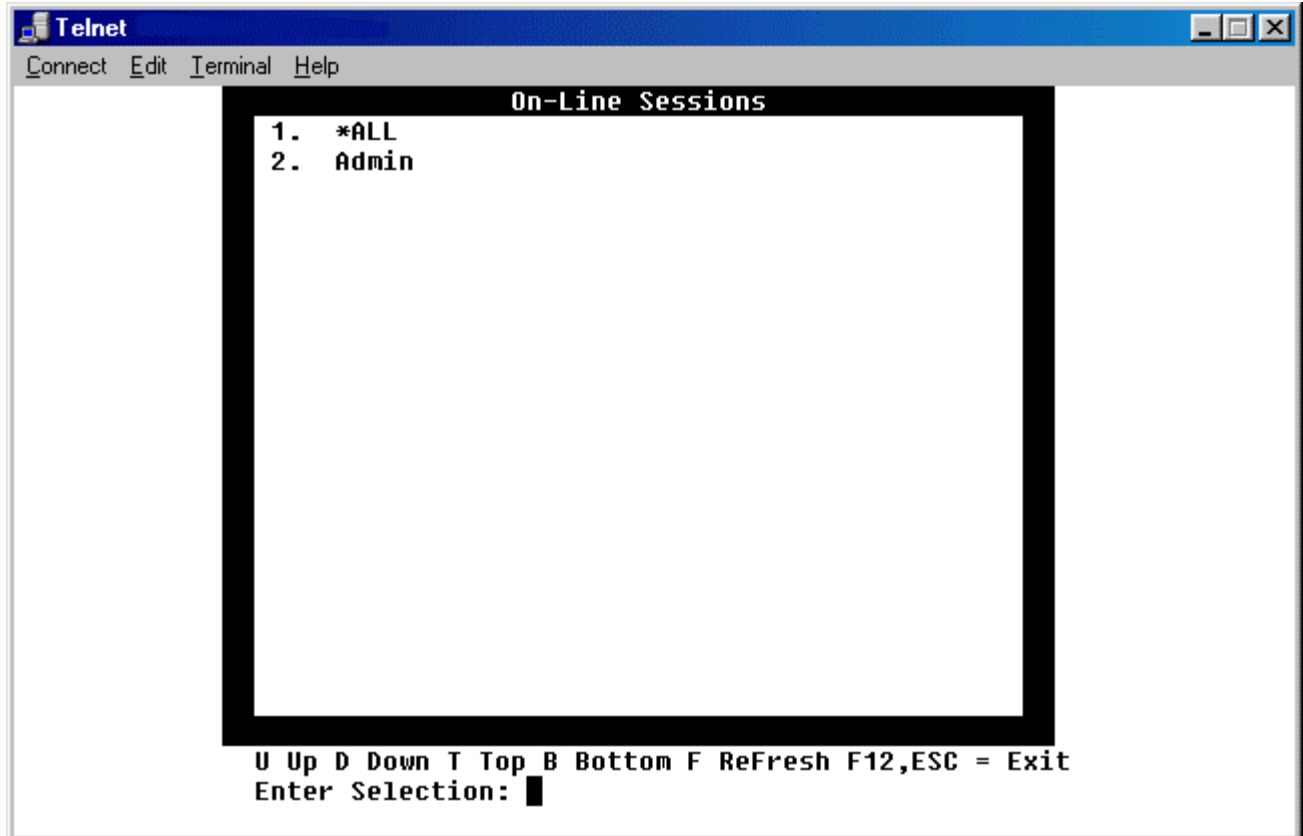
**Backup Reports:**

This option will take the date and reports that exist in the Archive and back the up to a different location for Disaster Recovery.

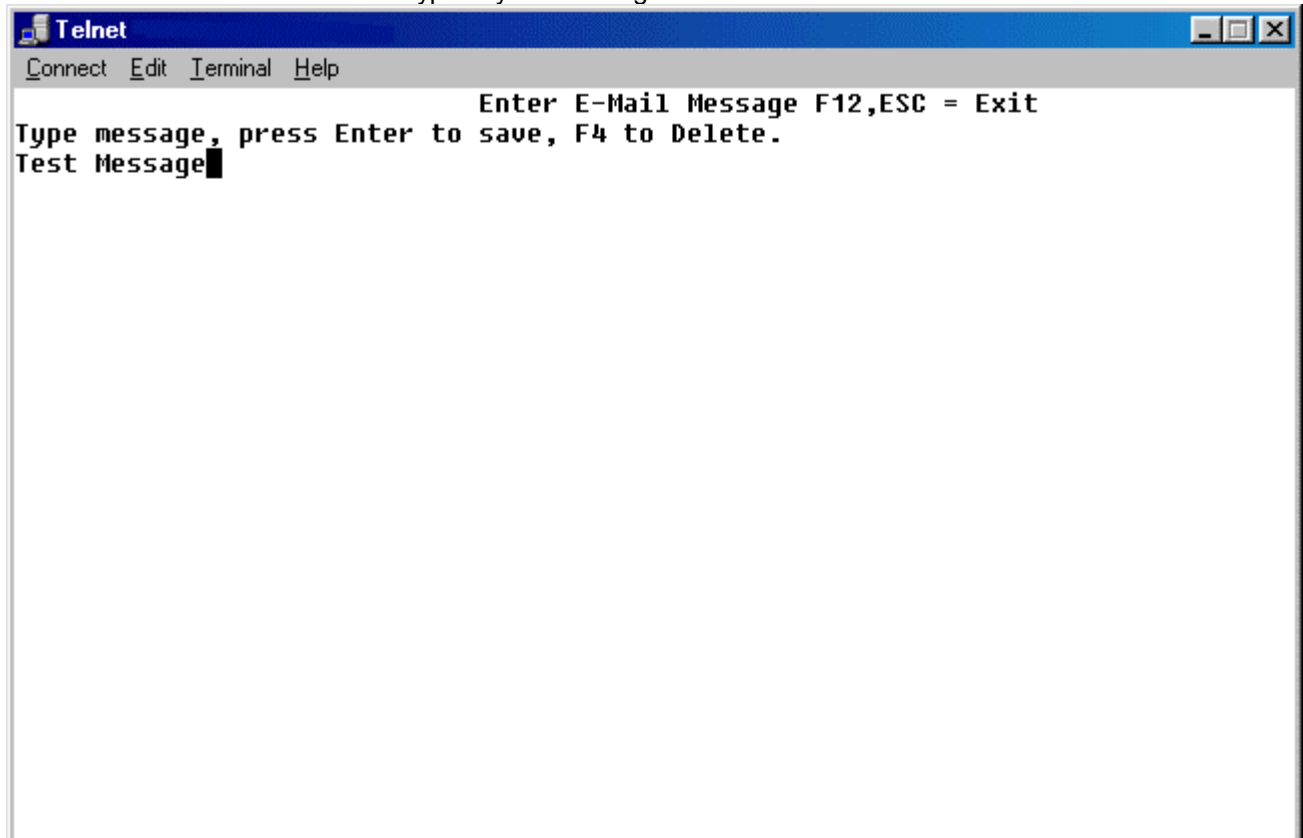
It will ask you Backup Reports [Y/N]?

**Send User Message:**

This will allow the Administrator to Send a Message to All Users or a Selected User.



Select the User Number and then type in your message.



## Contents

***Electronic Storage Corporation***

One of the most innovative report management software companies in the world, Electronic Storage Corporation (ESC) provides the best electronic solutions for long-term on-site storage of computer-processed information. Determined to be without equal at adapting to multi-vendor environments, ESC provides the flexibility needed for interconnection with host computer and application from a variety of sources.

In the business of supplying CD-ROM and optical disk storage and retrieval systems since 1974, Electronic Storage Corporation has been the industry leader of COLD (Computer Output to Laser Disk) storage products since 1989. One of ESC's most innovative products, LaserVault™ Suite, is a year 2000 compliant COLD storage package that provides both classic report storage and retrieval and highly integrated tool sets to achieve the most effective business reengineering solutions.

ESC's most versatile product, LaserVault™ is a non-proprietary archiving product that can be used in any hardware software environment. Headquartered in Tulsa, Oklahoma, Electronic Storage Corporation maintains over 1,000 archiving systems worldwide on multiple computer platforms. ESC has a strong presence in the United States, Japan, Australia, the Caribbean and Europe.

Electronic Storage Corporation's mission is:

To develop and support electronic archiving using both COLD and imaging technology. To reduce archiving expenses, improve customer service and improve decision-making through client organizations by providing rapid, easy access to users' stored reports. To provide systems that are easy to use, inexpensive to maintain and quick to install.

ESC is committed to long-term relationships with customers, recognizing their need for ongoing service, support, user-friendly software and integration.

**CORPORATE OFFICE**  
**Electronic Storage Corporation**  
**9810 E 42nd Street, Suit 102**  
**Tulsa, OK 74146**

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**Main Phone:** (800)444-6283 **Technical Support:** (877)825-2244 **Local Number:** (918)664-7276  
**Fax Number:** (918)663-8022

**LaserVault Universal Server, LaserVault Universal Client, Nextract, RptMail, Image Everywhere, EMMA**