

Customising tips for GroupWise 5.1

One of the new, and most powerful features introduced in GroupWise 5.1, is the ability to customise GroupWise to suit the way in which you work. For example, in the Main GroupWise window, if you wanted to you could create a folder specifically for completed tasks only, or a folder for phone messages only. The list is endless.

You will find below detailed notes on how to customise GroupWise to create two specific folders. The idea behind this is that, after you have created them both, you should then be able to create your own folders to do what you want them to do, using the examples given as a reference.

The first folder you will create will do a quite simple job, it will just store all of your Phone Messages from Michel, so what better name to assign to this folder then, **Phone Messages from Michel**.

The second folder will have a slightly more complicated job. It will be named **Outstanding Tasks** and it will store, as the name implies, all outstanding tasks.



Phone Messages from Michel

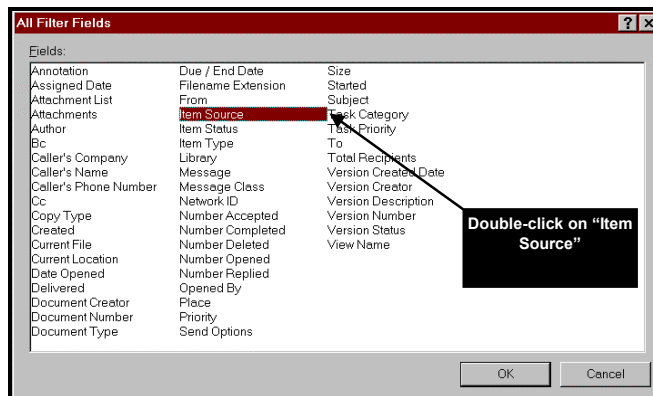
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Outstanding Tasks

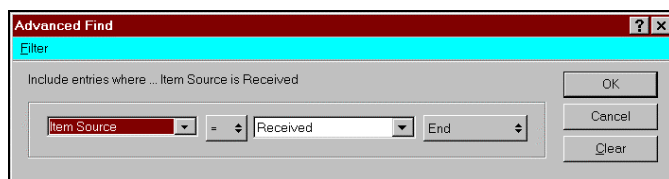
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“Phone Messages from Michel”

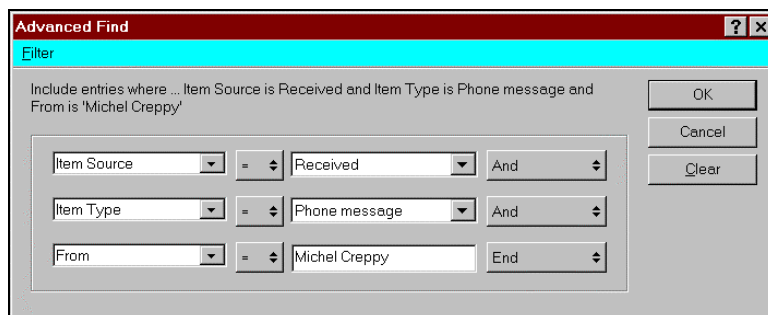
- Go to the **Tools / Find** menu in GroupWise (or in your Calendar).
- Click on the **Advanced Find** button.
- The Advanced Find window comes up with a drop-down list already opened. Choose the **All Fields** option at the bottom of the list.
- A “Fields” window opens up; double-click on **Item Source** (or highlight Item Source and click OK):



- You should now be back at the “Advanced Find” window with the **Item Source** field showing in place of the drop-down list. If it is not already as shown below, set up the window so that it is.



- Click on the button labelled End and select the **And** option from the list that appears, so that the Advanced Find window appears with an extra row. Modify the row so that it appears as exactly as below, and then create another row by clicking on the End button on that row, selecting **And** once again. Modify the new row so that once again, it appears exactly as below.

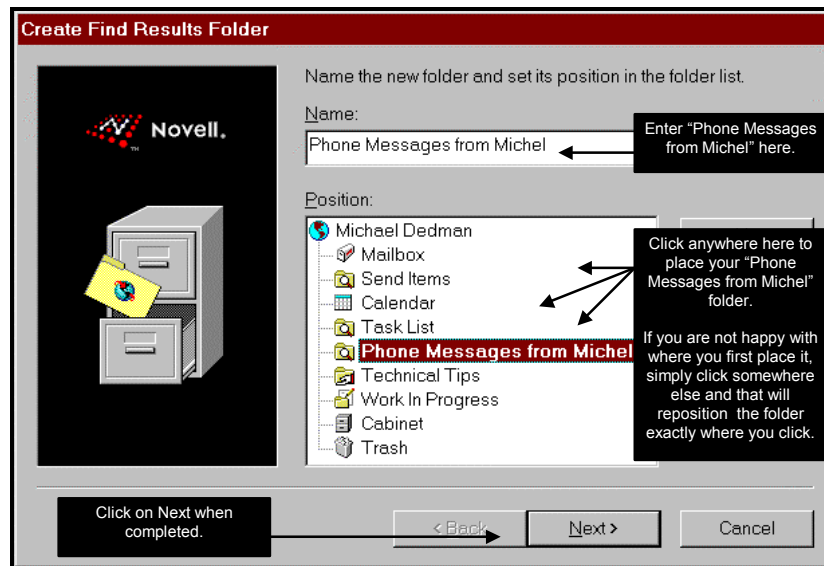


Once you have configured the window exactly as shown above, click on **Ok**.

- You should now be back to the initial "Find" window. Click on **OK**.
At this point GroupWise goes away and executes the find search and returns the result, *all your Phone Messages from Michel*, in a **GroupWise Find Results** window.

Open the **File** menu of the Results Window and select **Save As Folder**.

- You should next be presented with the **Create Find Results Folder** which is the point where you will actually create your "Phone Messages from Michel" folder. Follow the instructions in the illustration below :



Click **Next** once you've named and positioned your "Phone Messages from Michel" folder.

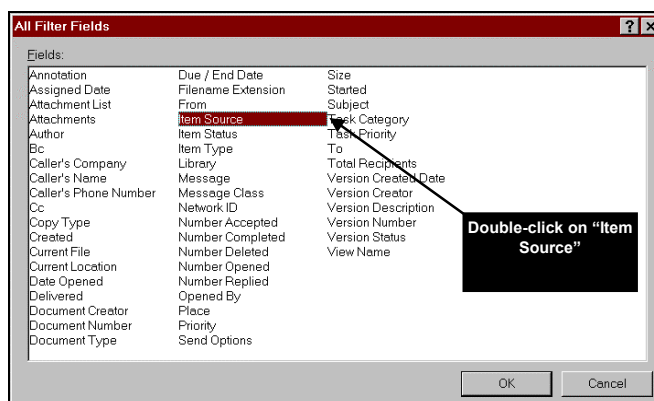
- Click **Finish** on the next window and close the **GroupWise Find Results** window.
- Your "Phone Messages from Michel" folder has now been created.**

You may have realised by now, from the exercise you have just completed, that there are endless ways of customising GroupWise 5.1 to suit your own needs – i.e., you can create a folder to do almost anything !!!

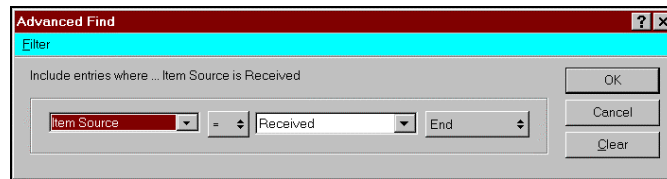
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“Outstanding Tasks”

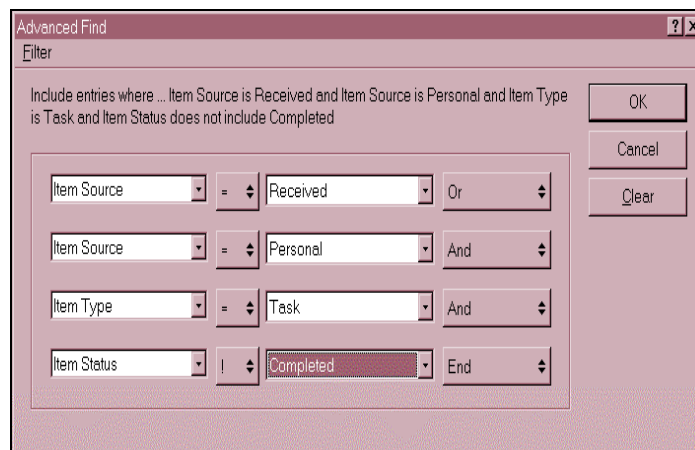
- Go to the **Tools / Find** menu in GroupWise (or in your Calendar).
- Click on the **Advanced Find** button.
- The Advanced Find window comes up with a drop-down list already opened. Choose the **All Fields** option at the bottom of the list.
- A “Fields” window opens up; double-click on **Item Source** (or highlight Item Source and click OK):



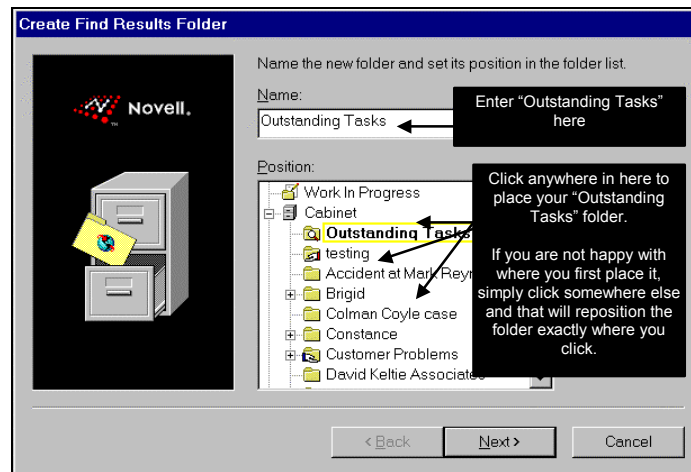
- You should now be back at the “Advanced Find” window with the **Item Source** field showing in place of the drop-down list. If it is not already as shown below, set up the window so that it is.



- Click on the button labelled End, and select the **Or** option from the list so that the Advanced Find window now appears with an extra row. Modify that row so that it appears exactly as shown below, and then create a new row by clicking on the End button on that row, selecting **And**. Repeat this process until the Advanced Find window has four rows, and the window is identical to the window as shown below.



- You should now be back to the initial "Find" window. Click on **OK**.
At this point GroupWise goes away and executes the find search and returns the results of the specific criteria, in a **GroupWise Find Results** window.
Choose the **Files \ Save As Folder** menu in that window.
- You should next be presented with the **Create Find Results Folder** which is the point where you will actually create your "Outstanding Tasks" folder. Follow the instructions in the illustration below :



- Click **Next** once you've named and positioned your "Outstanding Tasks" folder.

- Click **Finish** on the next window and close the **GroupWise Find Results** window.

- Your "Completed Tasks" folder has now been created.**

So, there you have it, two examples that you should now be able to base your own ideas on. Remember, the list is almost endless, so experiment liberally and you may find some of the results outstanding.

xxxxxxx End of Notes xxxxxxx