

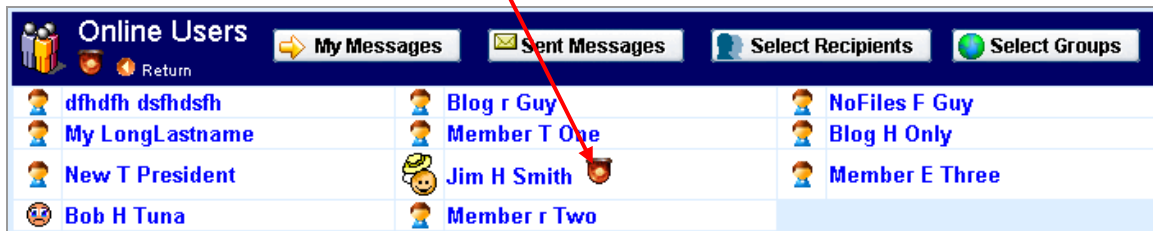
6.21 FoxSuite Instant Messaging



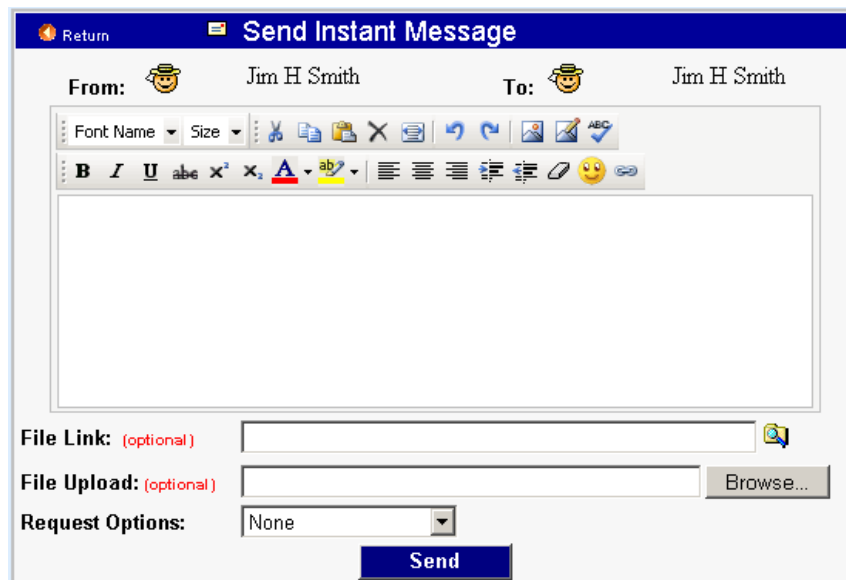
Instant Messaging in FoxSuite simply means sending a direct text message from one user to another user while both are on-line within the FoxSuite system. Actually, the recipient doesn't have to be online at the time you send them a message.

They will receive your IM the next time they login to FoxSuite.

The process starts by clicking the **Messaging** Menu item on the FoxSuite Menu. The Online Log shows all FoxSuite members ... with those currently on-line indicated by a flashing light icon.



Clicking a name in the online log opens a message window where a user can enter a text message to the person whose name was clicked in the online log.



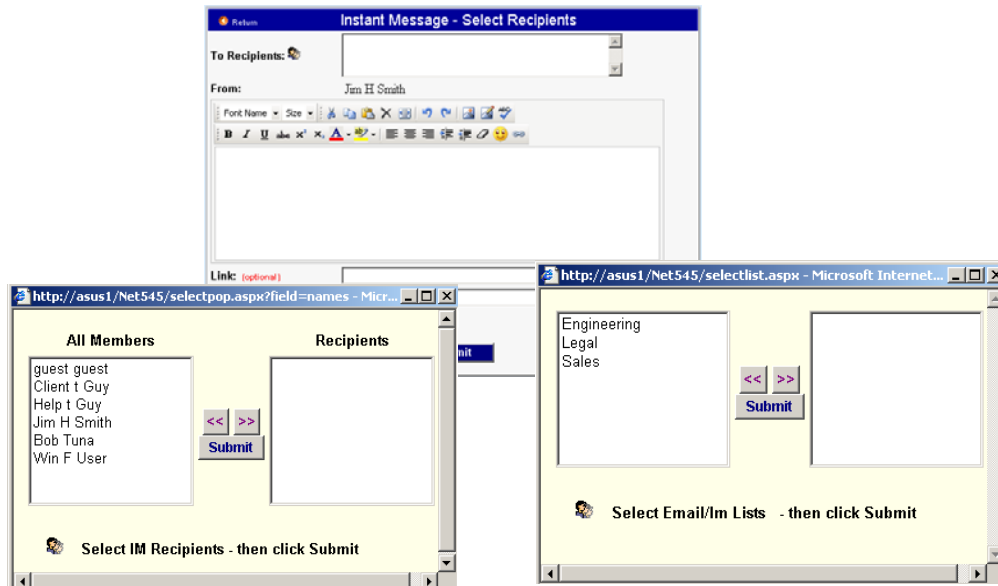
When a user opens or returns to the FoxSuite homepage, the program checks the message log and if valid messages exists, the Message Center applet will

display the number of new messages on the homepage. A sound will also indicate new messages when returning to the homepage.



Return		Messages: Jim H Smith			Send New		
Type	Message	From	Link	Sent	Reply	Request Options	Delete
	Jim - check this file.	Jim H Smith		2005-06-25 11:15:46.140625000		None	
	test req	Jim H Smith		2005-06-25 11:12:11.609375000		Requesting Approval	
	Jim - have you had a chance to review the slide yet ?? 	Bob H Tuna		2005-06-25 10:51:54.484375000		Requesting Approval	
Reply	Bob - are you going to the picnic ? yes - but in the afternoon,	Bob H Tuna		2005-06-25 10:48:33.671875000		None	
Reply	Bob - please comment on this..no comment.	Bob H Tuna		2005-06-25 10:45:42.921875000		None	

Instant messages may also be sent to off-line users, multiple recipients, and even entire groups. Both options are selected from the Menu Bar shown above. Selecting the **Multi-Select** or **Groups** options bring up the window shown below where you can select multiple individuals or a group name to receive your message.



Instant Message Logging

Administrators can elect to maintain a Log of all instant messages – both sent messages and replies. By default, no log is produced, but by changing the “0” to a “1” on the following line in the web.config file administrators can direct FoxSuite to produce a text file of all messages.

```
<add key="Imlog" value="0"/>
```

Messages are time and date stamped and stored in a file at [../storage/templates/imlog.htm](#)

Superadministrators will be able to view the message log in html format by going to the Administration Panel and clicking the Storage button and then opening the Templates folder.

Log File Maintenance

If you utilize the Instant Message Log file, it may tend to grow quite large over time and will need to be “culled” or edited periodically. The file is physically located at [../storage/templates/imlog.htm](#). Administrators can use any text-editor to clear or edit this file periodically to save storage space and improve access performance.

Member Security Settings:

For new Members, the Instant Messaging module has 2 overall levels of Access Permissions as shown below:



These 2 choices can be further defined in terms of the starting named security profiles, and their allowable actions as shown in the chart below:

Advanced Security	No Access	No Access	Full Access		
Security Rating	Guest		Basic, Advanced & Admin		
All IM Functions			✓	✓	✓

Using the “Buddies List” feature

FoxSuite users can choose to enhance their use of the IM module by using the “Buddy List” feature. In each user’s Member Directory profile – users can select other FoxSuite users to place on their buddies list. The list will then popup when visiting the Online Log page mentioned above – alerting users whenever a buddy logs on or off the system. The Buddies popup window looks similar to the one shown below.



Users can also elect in their Member profiles to have this window open automatically on their homepage during initial login. Once activated – users can minimize the window without closing it to allow login monitoring. Then – whenever a buddy from their list enters or leaves FoxSuite the window will re-appear with the updated information.

Log- Off

Users should always return to the home page and click the Log-off text to cleanly exit the program. Logging-off will also make sure the user is removed immediately from the on-line list used for Instant Messaging.

8.1 Phone Messages

The Phone Message module allows anyone with access the Messaging Module #17 – to take phone messages for co-workers. By phone messages, we mean to answer the phone for someone and jot down (using a FoxSuite form) the jest of the message, and a phone number for returning the call.

Take a Phone Message Check Messages

Taken By: Jim H Smith **Date/Time:** 2/1/2005 5:05:26 PM

Message To: dfhdfh dsfhdsfh

Message From: ... **Of:**

Message Type: Regards Will Call Back Please Call

Phone: **Extension:**

Message:

Also Email this Message ? No Yes

Send

The date and time are automatically recorded as well as the name of the person taking the call. Phone messages, if any, are displayed in the Message Center area of the user's homepage. The Phone Message Module uses the same Advanced Security setting as the Instant Message Module - #17.