PageGate Version 9 Documentation

USER MANUAL

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Installation

1   Installation

The PageGate GUI Client is a Windows based program that can be installed on workstations on the same network as the PageGate server. This program provides a graphical user interface that shows a list of recipients available to message and grants the ability to immediately send or schedule messages.

The PageGate Client can be installed on the server but is intended to be run from workstation computers.

Note: If you have the GUI Client installed on the PageGate server, do not have the workstations reference the PageGate Server's GUI Client program folder. Each workstation requires its own installation of the GUI Client.

Minimum system requirements to run the PageGate GUI Client:

Operating System: Windows XP, Vista, Windows 7, Windows 8,

Windows 10, Server 2003, Server 2008, Server 2012, Server 2016, Server

2019

Processor: 1.0 Ghz Processor or better.

Memory: 1GB RAM

Storage: 100 MB of free disk space (for application and database)

Please reference the Windows Vista, 7, 8, 10, Server 2008, Server 2012 and Server 2016 [7] section of the manual to install on those operating systems.

Please reference the Windows XP and Server 2003 [13] section of the manual to install on those operating systems.

1.1 Pre-installation

There are a few things you should verify before installing the PageGate GUI Client:

1)The PageGate Server must be installed and operational before the PageGate GUI

Client is installed.

2)The PageGate Server's database directory must be shared on the network and the workstation must have sufficient network permissions to the database (pagegate.mdb). The workstation must have read, write, and change permissions to this file.

3)If you plan to use the spell-checking feature, Microsoft Office 2000 or newer must be

installed on the workstation.

4)If application or database passwords have been defined in the PG Admin program,

they will be needed to access the application and the PageGate database.

1.2 Windows 7, 8, 10, Server 2008, Server 2012, Server 2016 and Server 2019 Instructions

There are three ways to install the PageGate GUI Client:

- Downloaded installation file 8

- Promptless Automatic installation 9

- Installation by CD-Rom 12

Steps to upgrade from a previous version:

- Upgrading from Versions 4, 5, 6 or 7 ⌐13⌐

*** IMPORTANT ***

Please refer to the Windows XP and Server 2003 Installation⌐13⌐ section for

steps on how to install the PageGate Client for those operating systems.

1.2.1   Installation by Download

1)Open a web browser.

2)Go to our website: http://www.notepage.net

3)In the center of the page, click on the Download button under the PageGate section.

4)When prompted, save the file somewhere convenient to reference, like the Desktop.

5)After the file has been downloaded, right click on it and select "Run As Administrator"

6)If prompted by the User Accounts Control, allows the installation to proceed.

7)When prompted, select Install PageGate GUI Client.

8)Click Next.

9)Select whether or not you want to view the ReadMe File and/or Release Notes, then

click on Next.

10) Please read the End User License Agreement (EULA), then select "I accept the

agreement" and click on Next.

11) In the next step, you will be prompted for the PageGate Client installation directory.
By default, the installation directory is C:\Program Files (x86)\NotePage\PageGate
Client. Once you've specified the installation path, click on Next to proceed.

12) In the next step, changes to the program group in the Start Menu the PageGate

Client will appear under can be made. Click Next to proceed.

13) Select whether you want to create a Desktop Icon for the PageGate Client and click

on Next.

14) Click Install to begin installing the PageGate Client.

15) Click Finish to finalize the installation.

Be sure to make a copy of the installation file and store it somewhere safe. You will
need it again if you ever need to reinstall PageGate, or want to install the Additional
PageGate Administrator, Additional PageGate Monitor, or GUI Client on a workstation.

1.2.2 Promptless Automatic Installation

Any part of PageGate can be installed unattended. This helps network administrators to
automate the program's installation.

1)Start the PageGate setup program as usual.

2)When the list of installation options screen is shown, exit the installation.

3)Browse in to the c:\Users\<your_user>\AppData\Local\Temp\ directory.

4)Copy the 'PGSetup' folder to another location.

5)Use the following command line syntax to run a promptless install.

Installation executable for the GUI Client: pgcsetup.exe

Command line options:

/silent	Installs without prompts. Does display progress screens, will prompt for reboot if necessary.
/verysilent	Installs without prompts, display screens and will reboot without prompting, if necessary.
/norestart	This flag prevents the installation from rebooting, even if necessary.
/dir ="x:\dirname"	This flag overrides the default installation directory.
/group="folder name"	This flag overrides the default Windows Start Menu group name.
/noicons	This flag will prevent the installation from creating the desktop icons for the program.

Here is an example of a promptless install of the PageGate server if the PGSetup folder was copied to C:\

C:\PGSetup\pgcsetup.exe /silent /dir="c:\PageGate Client\"

That command line would install the PageGate server to c:\PageGate Client\ without prompting for information, would display the progress screens and would prompt to reboot the system if necessary.

1.2.2.1   Optional Registry Settings

<u>Client Registry Settings</u>

Note: Folders that are set must be created and given sufficient rights before the program is run.

Location: HKEY_CURRENT_USER\SOFTWARE\NotePage\NotePagerNet\

Name	Type	Description
LockSettings	Dword	By default settings in the Current User portion of the registry are used. If every user on the workstation should use the standardized, rather than logon specific, settings, then the Local Machine portion of the registry can be forced to be used instead by setting LockSettings to 1, which is a 'true' value.
DB_Dir	String	This value specifies the directory in which the database resides. The path specified in this field must end in a backslash, \.
DB_Password	String	If a database password has been set on the PageGate database, the password for the database can be specified here. Due to the nature of the security involved, the value is encrypted, so it must be copied from a system with the password already set.
Sender	String	This value specifies a static sender's name that this copy of the Client will use when sending messages.
Station	String	Note: Values lower than 10 are system reserved and should **never** be used.

		Clients with the same Station value will be able to reference each others' message histories and be able to run reports on the same.

1.2.3   CD-Rom Installation

1)Insert the PageGate CD-Rom into your computer.

2)PageGate's setup routine will (on most computers) automatically start. Cancel the auto-run.

3)In Windows, browse to your CD Drive.

4)Right click pgcsetup.exe, left click "Run as Administrator".

5)In the next portion of the setup, you will be given the option to view the Readme and Release Notes files. If you choose to display either file, they will be shown when you hit 'Next'.

6)The following screen will display PageGate's End User License Agreement. Please read it carefully and proceed with the installation of PageGate only if you agree with all the terms of this agreement.

7)On the next screen you can specify a location where you want the GUI Client installed. The default install location is C:\Program Files (x86)\NotePage\PageGate Client\
    You can change the installation path by hitting the 'Browse' button. To accept the install location, hit 'OK'.

8)You will now be prompted for the name of the group that the GUI Client icons should be added to in the Windows Start Menu. The default group is 'PageGate Client'.

9)The setup program is now ready to install the GUI Client. Click the 'Install' button to start the installation process.

10) The next screen will tell you that the GUI Client has been successfully installed. Hit the 'Finish' button to exit PageGate's setup program.

11) Remove the CD and keep it in a safe place. You will need it again if you ever need to reinstall the GUI Client, or want to install the Additional PageGate Administrator, Additional PageGate Monitor, or GUI Client on a workstation.

1.2.4   Upgrading from a previous version

Make sure you **DO NOT** have the PageGate Client running. The update cannot be applied if the PG Client is running.

To upgrade the PageGate Client from a previous version to version 8, go through the steps enumerated in the <u>Installation by Download</u> 8 section but during the installation, make sure to specify the old version's program directory.

1.3   Windows XP and Server 2003 Instructions

There are three ways to install the PageGate Client:

- <u>Downloaded installation file</u> 14

- <u>Promptless Automatic installation</u> 15

- <u>Installation by CD-Rom</u> 18

Steps to upgrade from a previous version:

- <u>Upgrading from a previous version</u> 19

*** IMPORTANT ***

Please refer to the <u>Windows 7, 8, Server 2008 and Server 2012</u>

<u>Instructions</u> ⌐7¬ section for steps on how to install the PageGate Server for

those operating systems.

1.3.1 Installation by Download

1)Open a web browser.

2)Go to our website: <u>http://www.notepage.net</u>

3)In the center of the page, click on the Download button under the PageGate section.

4)When prompted, save the file somewhere convenient to reference, like the Desktop.

5)After the file has been downloaded, double click on it.

6)When prompted, select Install PageGate GUI Client.

7)Click Next.

8)Select whether or not you want to view the ReadMe File and/or Release Notes, then

click on Next.

9) Please read the End User License Agreement (EULA), then select "I accept the

agreement" and click on Next.

10) In the next step, you will be prompted for the PageGate Client installation directory. By default, the installation directory is C:\Program Files (x86)\NotePage\PageGate Client. Once you've specified the installation path, click on Next to proceed.

11) In the next step, changes to the program group in the Start Menu the PageGate

Client will appear under can be made. Click Next to proceed.

12) Select whether you want to create a Desktop Icon for the PageGate Client and click

on Next.

13) Click Install to begin installing the PageGate Client.

14) Click Finish to finalize the installation.

Be sure to make a copy of the installation file and store it somewhere safe. You will need it again if you ever need to reinstall PageGate, or want to install the Additional PageGate Administrator, Additional PageGate Monitor, or GUI Client on a workstation.

1.3.2 Promptless Automatic Installation

Any part of PageGate can be installed unattended. This helps network administrators to automate the program's installation.

1) Start the PageGate setup program as usual.

2) When the list of installation options screen is shown, exit the installation.

3)Browse in to the c:\Users\<your_user>\AppData\Local\Temp\ directory.

4)Copy the 'PGSetup' folder to another location.

5)Use the following command line syntax to run a promptless install.

Installation executable for the GUI Client: pgcsetup.exe

Command line options:

/silent	Installs without prompts. Does display progress screens, will prompt for reboot if necessary.
/verysilent	Installs without prompts, display screens and will reboot without prompting, if necessary.
/norestart	This flag prevents the installation from rebooting, even if necessary.
/dir ="x:\dirname"	This flag overrides the default installation directory.
/group="folder name"	This flag overrides the default Windows Start Menu group name.
/noicons	This flag will prevent the installation from creating the desktop icons for the program.

Here is an example of a promptless install of the PageGate server if the PGSetup folder was copied to C:\

C:\PGSetup\pgcsetup.exe /silent /dir="c:\PageGate Client\"

That command line would install the PageGate server to c:\PageGate Client\ without prompting for information, would display the progress screens and would prompt to reboot the system if necessary.

1.3.2.1   Optional Registry Settings

Note: Folders that are set must be created and given sufficient rights before the program is run.

Client Registry Settings

Location: HKEY_CURRENT_USER\SOFTWARE\NotePage\NotePagerNet\

Name	Type	Description
LockSettings	Dword	By default settings in the Current User portion of the registry are used. If every user on the workstation should use the standardized, rather than logon specific, settings, then the Local Machine portion of the registry can be forced to be used instead by setting LockSettings to 1, which is a 'true' value.
DB_Dir	String	This value specifies the directory in which the database resides. The path specified in this field must end in a backslash, \.
DB_Password	String	If a database password has been set on the PageGate database, the password for the database can be specified here. Due to the nature of the security involved, the value is encrypted, so it must be copied from a system with the password already set.
Sender	String	This value specifies a static sender's name that this copy of the Client will use when sending messages.
Station	String	Note: Values lower than 10 are system reserved and should **never** be used. Clients with the same Station value will be able to reference each others' message histories and be able to run reports on the same.

1.3.3 CD-Rom Installation

1)Insert the PageGate CD-Rom into your computer.

2)PageGate's setup routine will (on most computers) automatically start. Select: Install PageGate GUI Client

3)In the next portion of the setup, you will be given the option to view the Readme and Release Notes files. If you choose to display either file, they will be shown when you hit 'Next'.

4)The following screen will display PageGate's End User License Agreement. Please read it carefully and proceed with the installation of PageGate only if you agree with all the terms of this agreement.

5)On the next screen you can specify a location where you want the GUI Client installed. The default install location is C:\Program Files (x86)\NotePage\PageGate Client\
You can change the installation path by hitting the 'Browse' button. To accept the install location, hit 'OK'.

6)You will now be prompted for the name of the group that the PageGate icons should be added to in the Windows Start Menu. The default group is 'PageGate Client'.

7)The setup program is now ready to install the GUI Client. Click the 'Install' button to start the installation process.

8)The next screen will tell you that the GUI Client has been successfully installed. Hit the 'Finish' button to exit PageGate's setup program.

9) Remove the CD and keep it in a safe place. You will need it again if you ever need to reinstall PageGate, or want to install the Additional PageGate Administrator, Additional PageGate Monitor, or GUI Client on a workstation.

1.3.4   Upgrading from a previous version

Make sure you **DO NOT** have the PageGate Client running. The update cannot be applied if the PG Client is running.

To upgrade the PageGate Client from a previous version to version 8, go through the steps enumerated in the Installation by Download 14 section but during the installation, make sure to specify the old version's program directory.

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PageGate GUI Client

2 PageGate GUI Client

The PageGate GUI Client is a Windows based program that can be installed both on the PageGate server and on workstations that have network access to the PageGate server's database. Recipients and groups configured in the PageGate Admin display in the recipient list, which allows a user to select them to send a message immediately or schedule a message to go out at a later time.

This API offers a few unique features, such as the ability to create a scheduled message to go out and to create a scheduled message to go out at a repeating interval. The PageGate server application must be installed and configured before the PageGate GUI Client can be used. Please refer to the PageGate Server's help file for

more information on the installation, configuration, and operation of the PageGate Server.

The first step in using the GUI Client is understanding its interface. There three sections of the main interface are:

- **Recipient List**

Recipient List (network)
John Quincy Adams Cell
Thomas Jefferson Cell
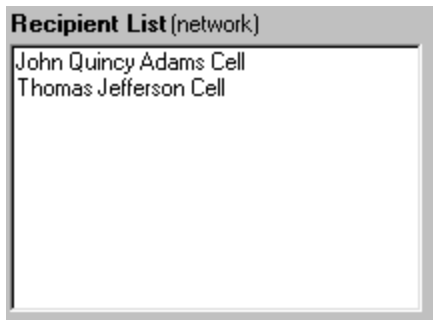
This section displays all recipients and groups available to message from this installation of the GUI Client. This list can be controlled by display groups 30, which allow administrators to limit which recipients and groups are available for this workstation to message, as well as modified by filtering the list 36 or creating a local recipient list 40.

- **Selected Recipients**

Selected Recipients
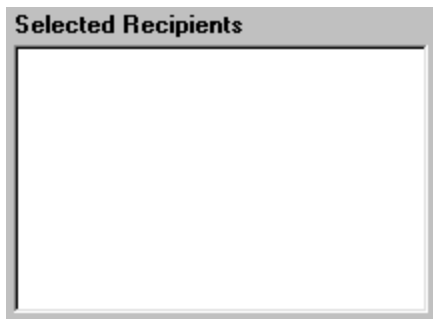
This section displays all recipients and groups selected. To select a recipient or group to message, left click on their name in the 'Recipient List'.

- **Message Text**

This section is where you'll type the message you want to deliver.

- **Buttons**

Along the bottom of the interface, you'll see these buttons:

These buttons allow you to configure preset messages 39, which configure pre-determined messages to potentially save your operators a lot of typing.

Along the right hand side, you'll see these buttons:

- Clear

Clicking this button next to the 'Selected Recipients' section will clear all selections from the list. Clicking on this button next to the 'Message Text' section will clear anything typed in that section.

- Options

This button is used to configure scheduled and repeating messages 63.

- Send

Clicking this button will send the text in the 'Message Text' to the recipients in the 'Selected Recipients' list.

2.1   Configuring the PageGate Client

After installing the PageGate Client 6, the very first time you run the the program, you will be prompted for some basic information.
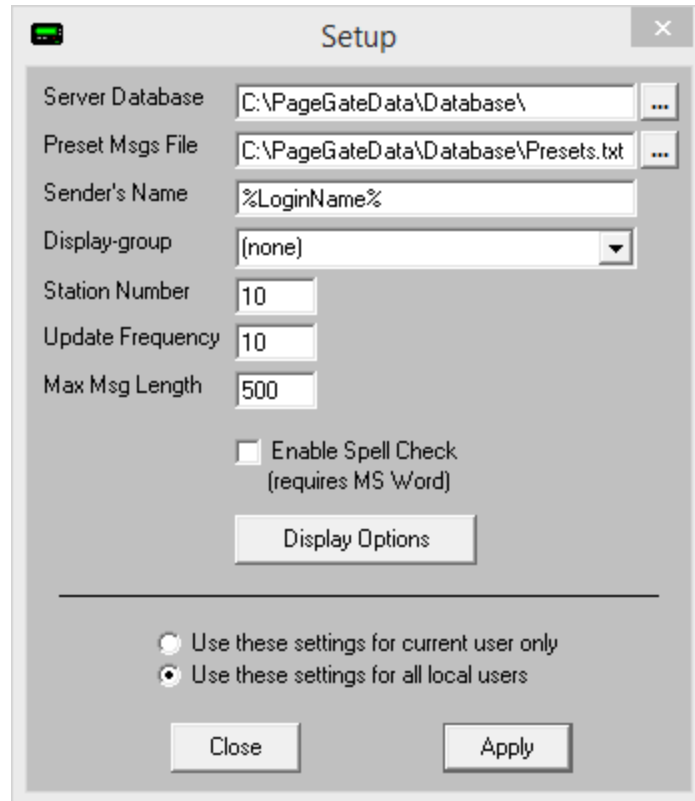
Setting	Function
Server Database	This should be the path to the PageGate Server's Database. This can be either a local path (if you're running the GUI Client on the same system as the PageGate Server) or a network path.
Preset Msgs File	The PageGate Client's preset messages[39] are stored in the text file specified in this path. Workstations that point to the same file will share presets. Workstations that point to their own file will have their own presets.
Sender's Name	This field determine's the sender's name attached to any messages sent from this GUI Client. By default, this field is set to %LoginName%, which is a value that uses the Windows username of whoever is currently logged in to the operating system.

	This field can also be set to a static value such as Tech, Sales, Jeremy, Lamar, etc.
Display-group	This option cannot be configured on initial setup.
Station Number	This field provides an identifying number that all traffic sent from this system will have associated with it. Workstations that share a station number will be able to see and report on each others' messages. Workstations that do not share a station number will only be able to report on their own messages.
Update Frequency	This field determines how often (in seconds) the GUI Client posts data to the PageGate Database.
Max Msg Length	This field determines how many characters can be typed in the Message field of the GUI Client.
Enable Spell Check	By enabling this option, the GUI Client will automatically spellcheck any messages typed. This option requires MS Word to be installed.
Display Options	These options cannot be configured on initial setup.
Use these settings for current user only	Set this option if each Windows User on this workstation needs to have their own copy of the GUI Client configured.
Use these settings for all	Set this option if you all Windows Users who log in to this workstation should share a common configuration.

local users	

2.2 Using the GUI Client

The PageGate GUI Client is used for scheduling and sending messages to the PageGate Server's list of Recipients and Groups. It shows a list of available Recipients and Groups and is highly customizable. The PageGate Client can be run from the PageGate server or on any workstation that has network access to the PageGate server's Database.

Recipients can be moved to the Selected Recipients column simply by clicking on their name. The Message Text field is where you type the message you want to send. Along the bottom, you'll notice the Prog 1 through Prog 5 and More buttons, those are preset

messages 39 and can be configured many ways. Click here 39 for information on what the preset messages are and how to configure them.

- File 29

This section provides access to the PageGate Client's configuration and settings.

- Tools 35

This section provides methods of filtering the recipient list and provides a spell-check function.

- View 44

This section provides the ability to view and review traffic in the pending queue or sent from this workstation.

- Reports 51

This section allows you to run reports on messages sent from any GUI Client that shares a station number 26 with this Client.

- Help 61

This section provides basic help and assistance for using the PageGate Client.

2.2.1   **File**

●Setup [30]
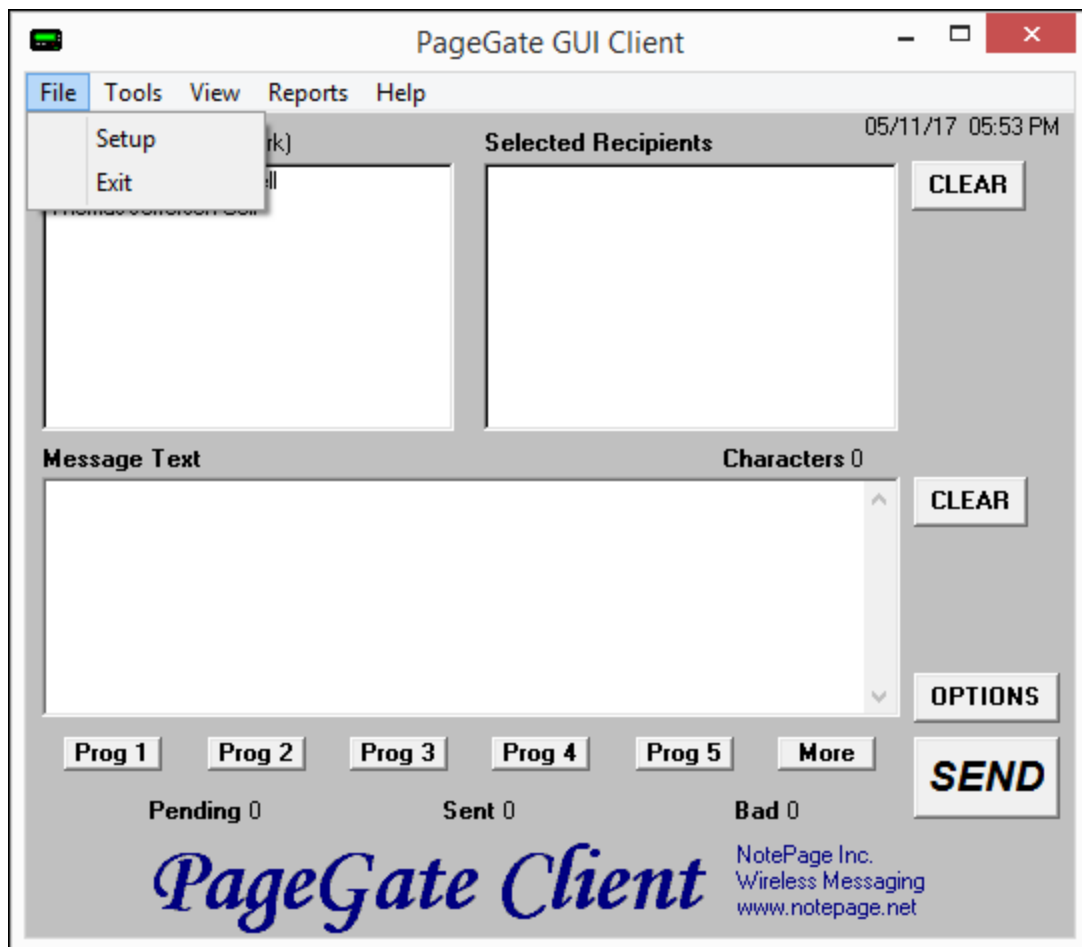
This option allows you to configure the PageGate Client's settings, including specifying a display group to limit what recipients and groups this workstation is allowed to display.

●Exit

This option closes the PageGate Client.

2.2.1.1 Setup
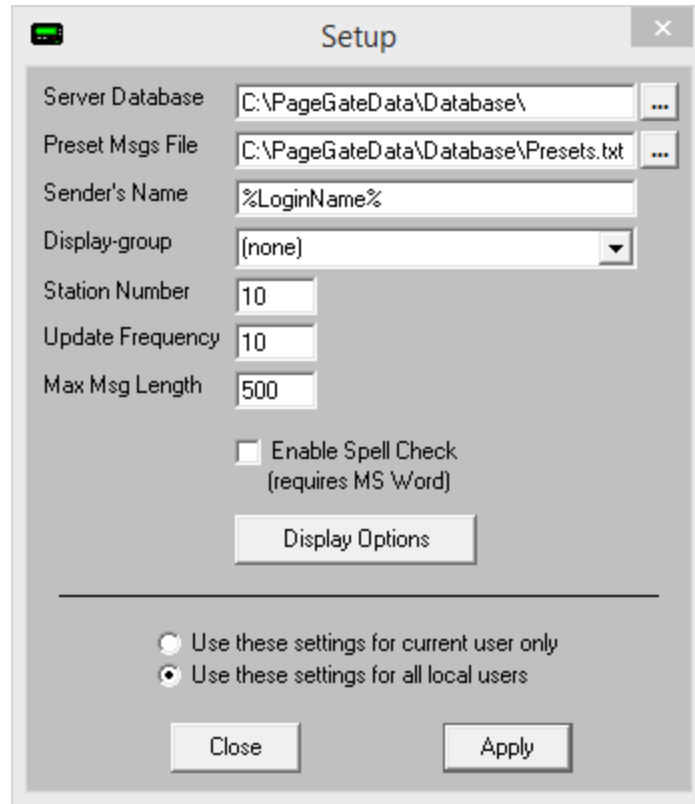
Setting	Function
Server Database	This should be the path to the PageGate Server's Database. Typically speaking, this will be a mapped drive or UNC path to the PageGate server's network shared database directory.
Preset Msgs File	The PageGate Client's preset messages [39] are stored in the text file specified in this path. Workstations that point to the same file will share presets. Workstations that point to their own file will have their own presets.
Sender's Name	This field determine's the sender's name attached to any messages sent from this GUI Client.

	By default, this field is set to %LoginName%, which is a value that uses the Windows username of whoever is currently logged in to the operating system. This field can also be set to a static value such as Tech, Sales, Lamar, etc.
Display-group	This option will lock this installation of the PageGate Client to the selected display group. This will only allow the client to display recipients and groups an administrator has added to the display group. To use this option, you must first create and populate a display group in the PageGate Admin.
Station Number	This field provides an identifying number that all traffic sent from this system will have associated with it. Workstations that share a station number will be able to see and report on each others' messages. Workstations that do not share a station number will only be able to report on their own messages.
Update Frequency	This field determines how often (in seconds) the GUI Client posts data to the PageGate Database.
Max Msg Length	This field determines how many characters can be typed in the Message field of the GUI Client.
Enable Spell Check	By enabling this option, the GUI Client will automatically spell check any messages typed. This option requires MS Word to be installed.
Display Options	This button allows you to modify basic display settings for the PageGate Client.
Use these settings	Set this option if each Windows User needs to have their own copy of the GUI Client configured.

|	
for current user only	
Use these settings for all local users	Set this option if you want these settings to be saved for all Windows Users who log in to this workstation.

2.2.1.2 Display Options
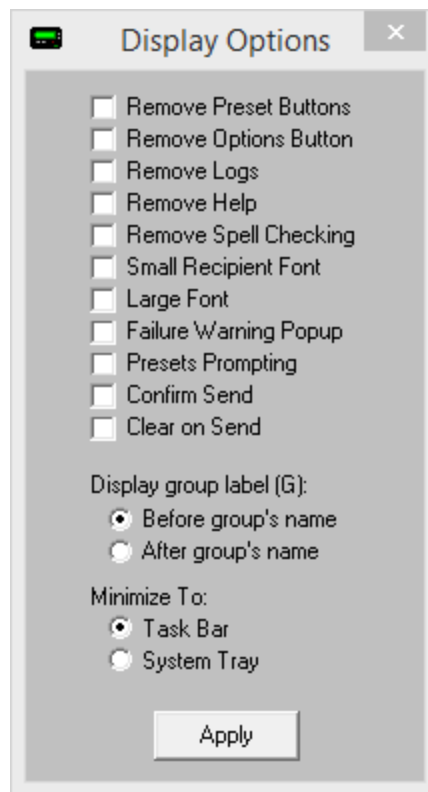
Setting	Function
Remove Preset	Enabling this will remove the Prog1, Prog2, Prog3, Prog4, Prog5, and More buttons. This removes this workstation's ability to use preset

Buttons	[messages](#) 39 .
Remove Options Button	Enabling this will remove the Options button. This removes this workstation's ability to [schedule messages](#) 63 .
Remove Logs	Enabling this will remove the ability of this GUI Client to view any log files. This removes this workstation's ability to [run reports](#) 51 .
Remove Help	Enabling this will remove the Help menu.
Remove Spell Checking	Enabling this will remove the Spell Checking function of this GUI Client.
Small Recipient Font	Enabling this will display the recipient and selected recipient lists in a smaller font.
Large Font	Enabling this will display the recipient and selected recipient lists in a larger font.
Failure Warning Popup	When this is enabled, every time a message fails, you will be notified by a popup window.
Presets Prompting	For this setting to function properly, you must first configure a set of preset messages in the PageFate client. Next, set up one of the first nine presets with a recipient but no message. If that has been done and this option is enabled, if you click on the visible preset button, a pop-up will list all of the possible preset messages for that recipient. This allows a user to click a preset for a recipient and choose a commonly used message for them.

Confirm Send	When this is enabled, every time the Send button is clicked, you will be prompted to confirm the delivery of the message.
Clear on Send	When this option is enabled, the Message and Selected Recipient portions of this GUI Client are cleared after the Send button is clicked.
Display group label (G)	You can choose to have the (G) for Group label appear before or after your groups' names. If the (G) appears before, the groups will automatically be sorted to the top of the Recipient list. If the (G) appears after, the groups will be sorted by the first letter in the group name.
Minimize To	You can choose to have the GUI Client minimize to the Task Bar or the System Tray. If the GUI Client is set to minimize to the Task Bar, you will see it to the right of the Start Menu when the program is minimized. When the program is set to minimize to the System Tray, it will appear as an icon of a pager next to the clock in the lower right hand corner of the screen.

2.2.2   Tools
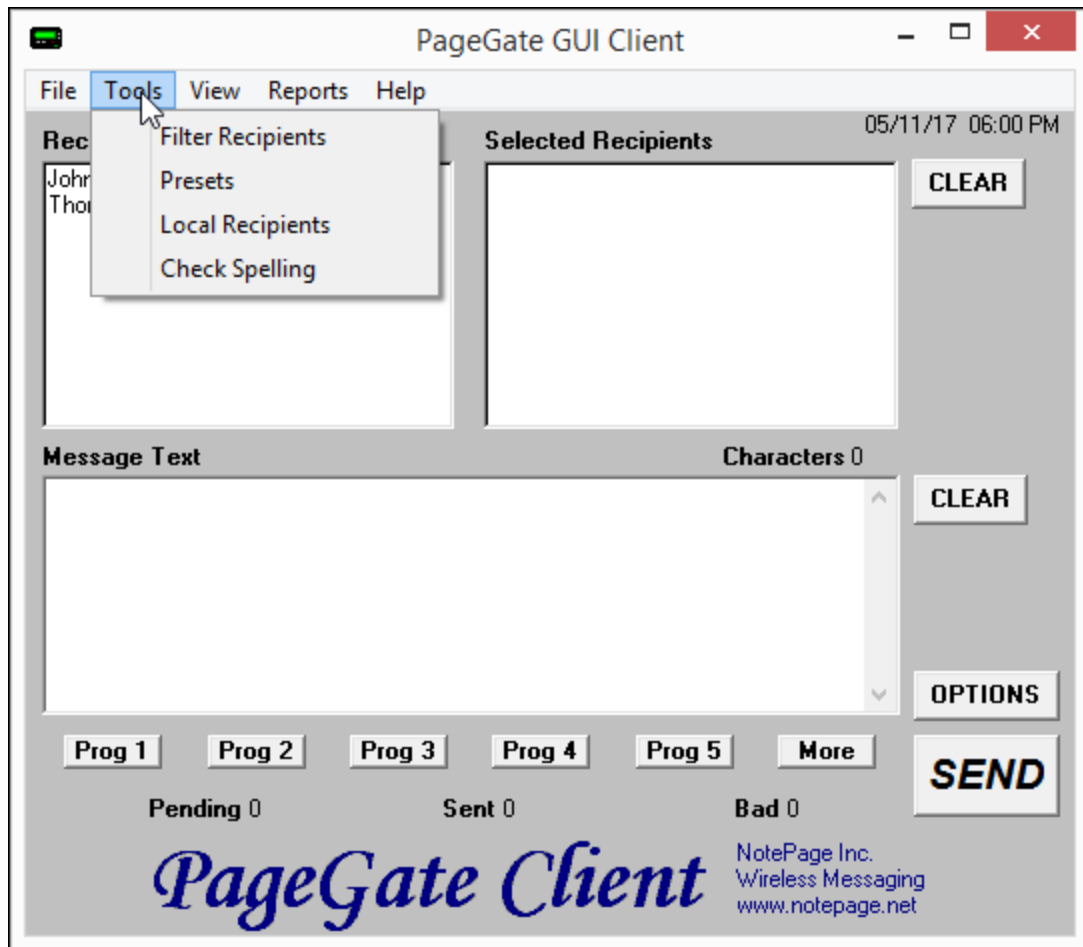
- ●Filter Recipients [36]

This section allows you to filter what recipients are currently displayed in the recipient list. This is a useful way for quickly finding recipients and groups.

- ●Presets [39]

This section allows you to modify the preset messages.

- ●Local Recipients [40]

This option allows you to configure a list of recipients that you want this workstation to default to.

• Check Spelling

Selecting this option will check spelling and grammar in the Message Text section.

2.2.2.1   Filter Recipients

This function allows you to filter the list of recipients shown in the 'Recipient List' of the GUI interface. You can filter recipients by full name (the name that is displayed in the 'Recipient List'), by short name (the name used by the PageGate Admin), or by any of for other user definable fields (these are also configured within the PageGate Admin).
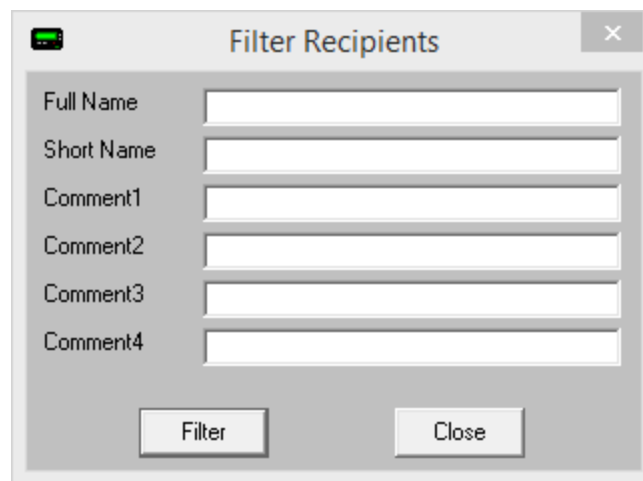
Setting	Function
Full Name	This field requires the Full Name field of a recipient in the PageGate Admin to match the pattern you enter here. For example, to have only those recipients whose Full Name field begins with Tech show in the recipient list, you would enter Tech here.
Short Name	This field requires the Recipient field of a recipient in the PageGate Admin to match the pattern you enter here. For example, to have only those recipients whose Recipient field begins with oncall show in the recipient list, you would enter oncall here.
Comment1 - Comment4	When creating a recipient in the PageGate Admin, you can specify certain comment fields. This field requires the Comment Field in the

	Recipient's Settings to match whatever you enter here.
Filter	Clicking on this button will Filter the Recipient list with your criteria.
Close	This will close this option dialog without filtering your Recipient view.

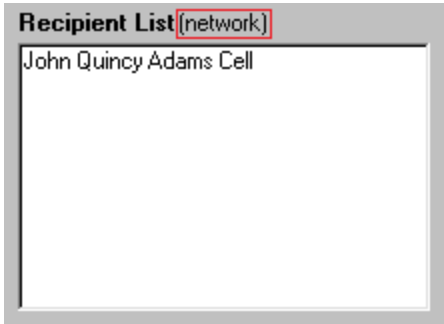As an example, let's say that this is our recipient list:
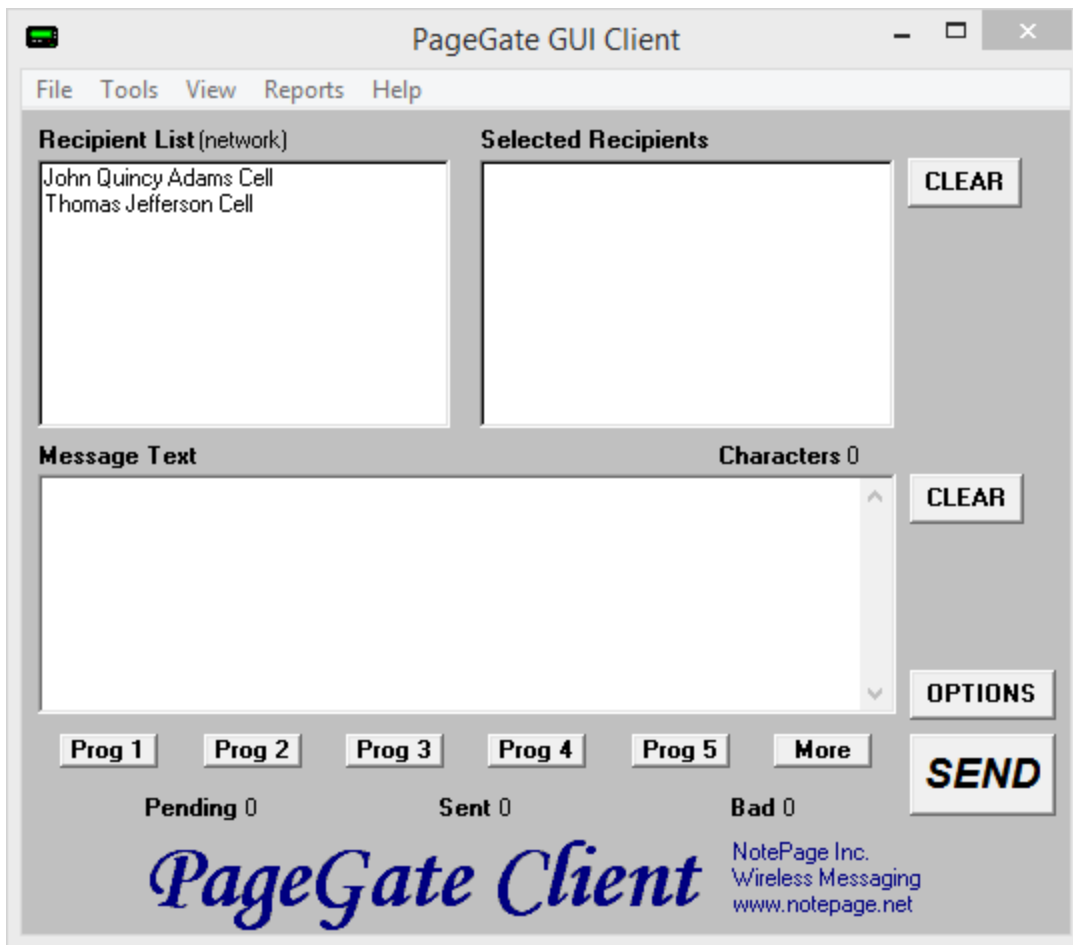
If we set up a filter like this:
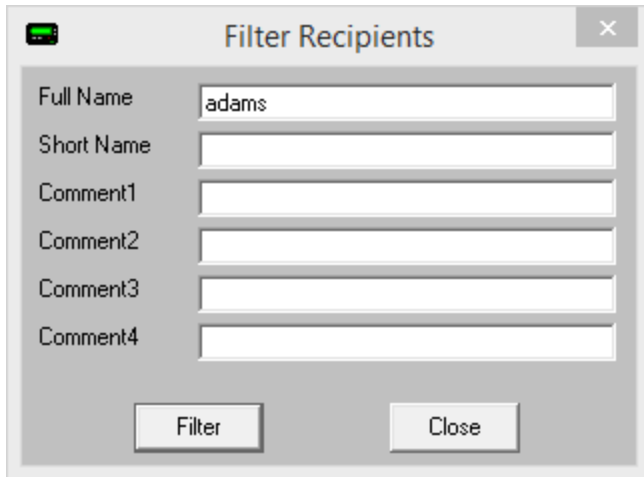
That will make the recipient list display only those recipients and groups with 'adams' in the Full Name field of their record in the PageGate server's database.
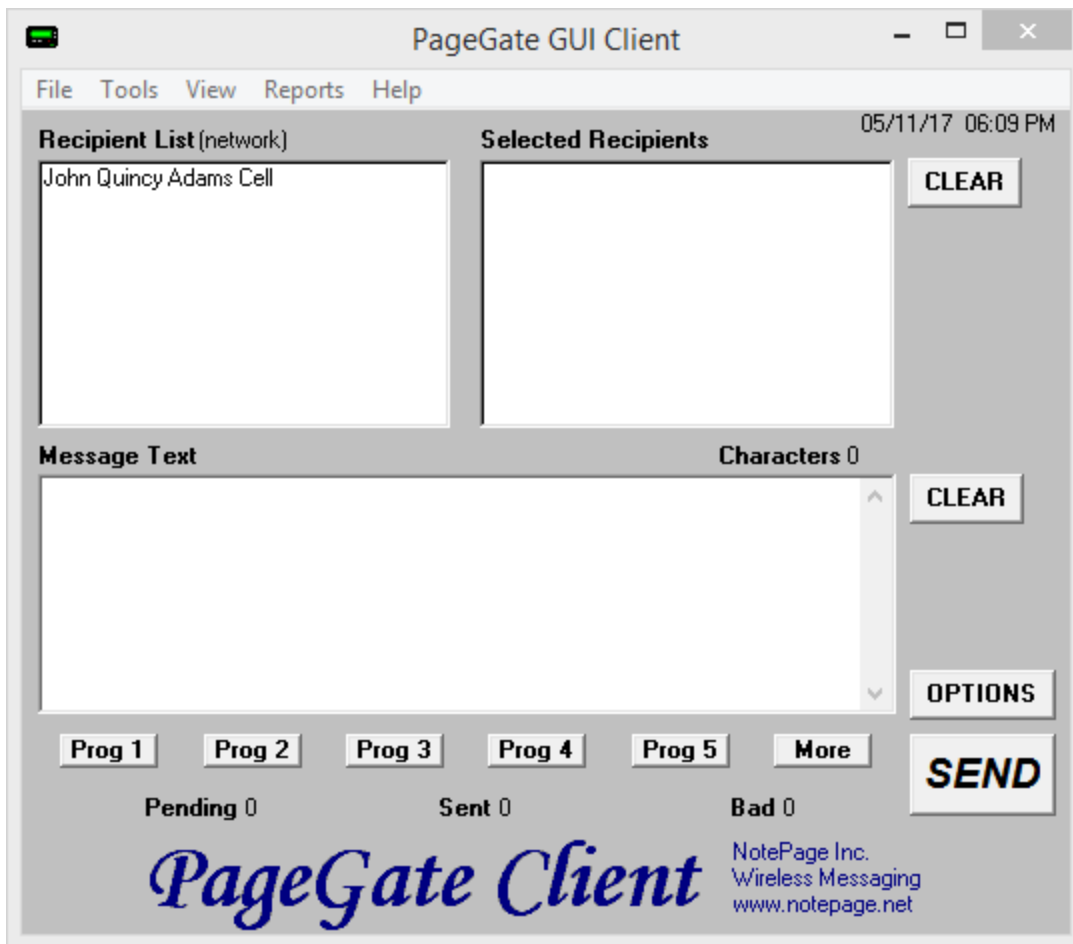
To return to the normal recipient list view, click on the word (network) next to Recipient List.

2.2.2.2 Presets

The Presets function allows you to customize and create preset messages that will go to a recipient, group, or list of recipients and groups. This is useful if you need 'canned' messages and don't want to have to type the same message over and over and over.
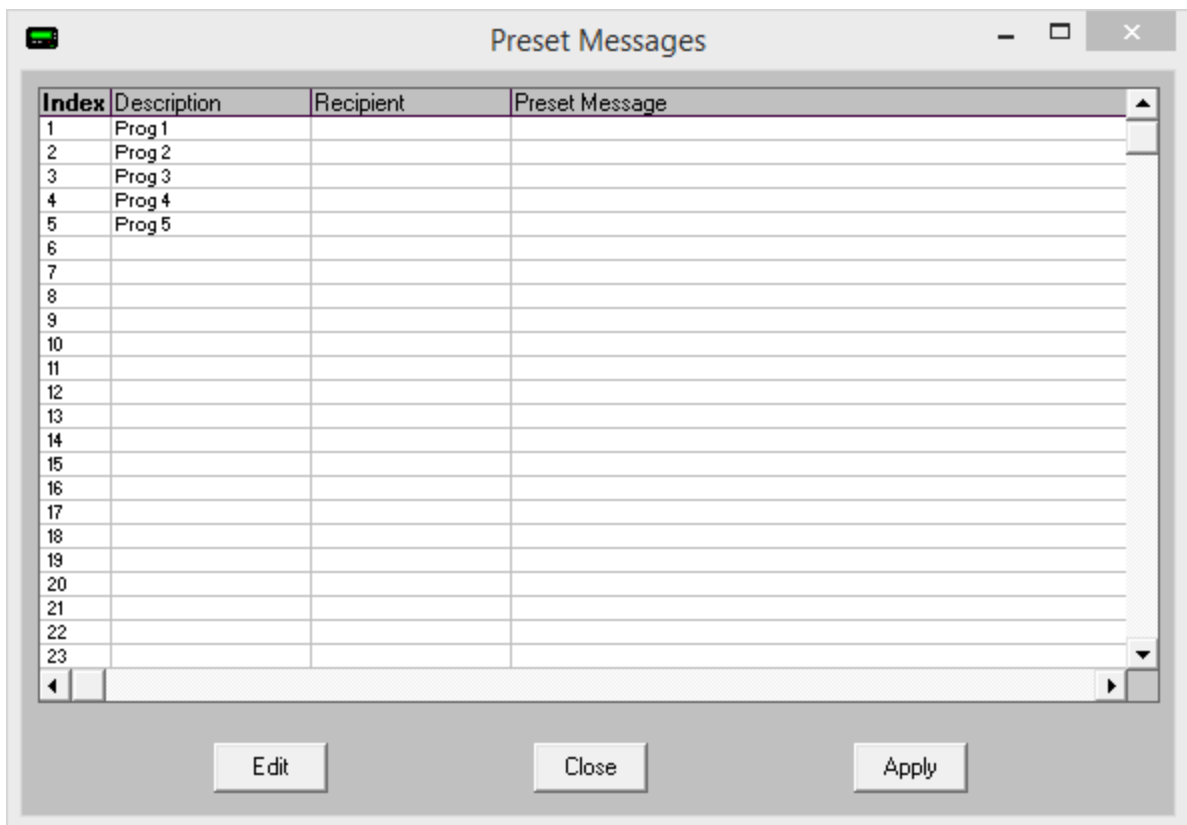
To modify a preset message, highlight an entry and click Edit.
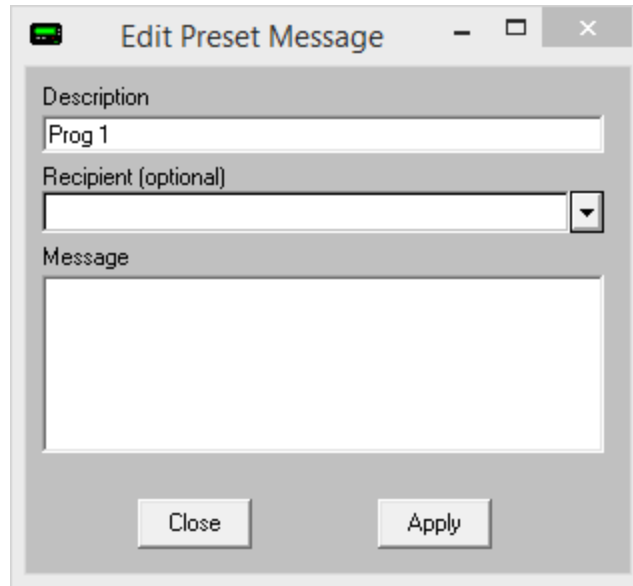
Setting	Function
Description	This field represents a description of this preset message. This field also represents the text displayed in the GUI Client for the first five preset message buttons (Prog 1 through Prog 5, by default).
Recipient (optional)	This field allows you to specify a specific recipient or group this preset message should go to. This saves time by pre-selecting the necessary recipient or group.
Message	This field allows you to specify the body of the message that should be inserted when this preset message is referenced.
Close	This button will close the 'Edit Preset Message' dialog without saving any recently made changes.
Apply	This button will close the 'Edit Preset Message' dialog and will save any recently made changes.

2.2.2.3 Local Recipients

NOTE: If you have a local recipient list configured, it will be the default list displayed each time you start the GUI Client.

This section allows you a user to customize the list of recipients and groups displayed in the Recipients list, allowing a user to easily switch back and forth between their custom defined list and the master list of recipients and groups they're allowed to see.


| Section	Function
Network Recipient List	This section displays all recipients and groups available to this GUI Client. To move a recipient or group to the 'Local Recipient List' section, click on their name.
Local Recipient List	This section displays the recipients and groups selected for the local recipient list. To move a recipient or group to the 'Network Recipient List' section, click on their name.
Recipient list file	By default, each GUI Client has its own, unique local recipient list. If workstations should share a local recipient list, specify the file path and file name in this field. For example, let's say that we have a shared network location of \\PageGateServer\Database\ You could then specify \\PageGateServer\Database\localrecipients.txt in this field for all GUI Client you want to share a local recipient list.

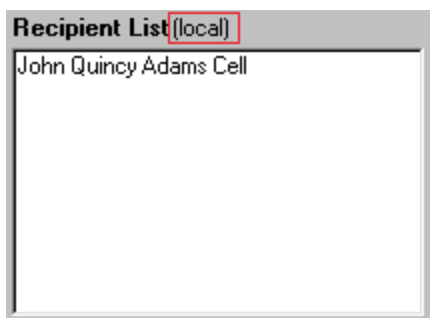As an example, let's say that this is our recipient list:
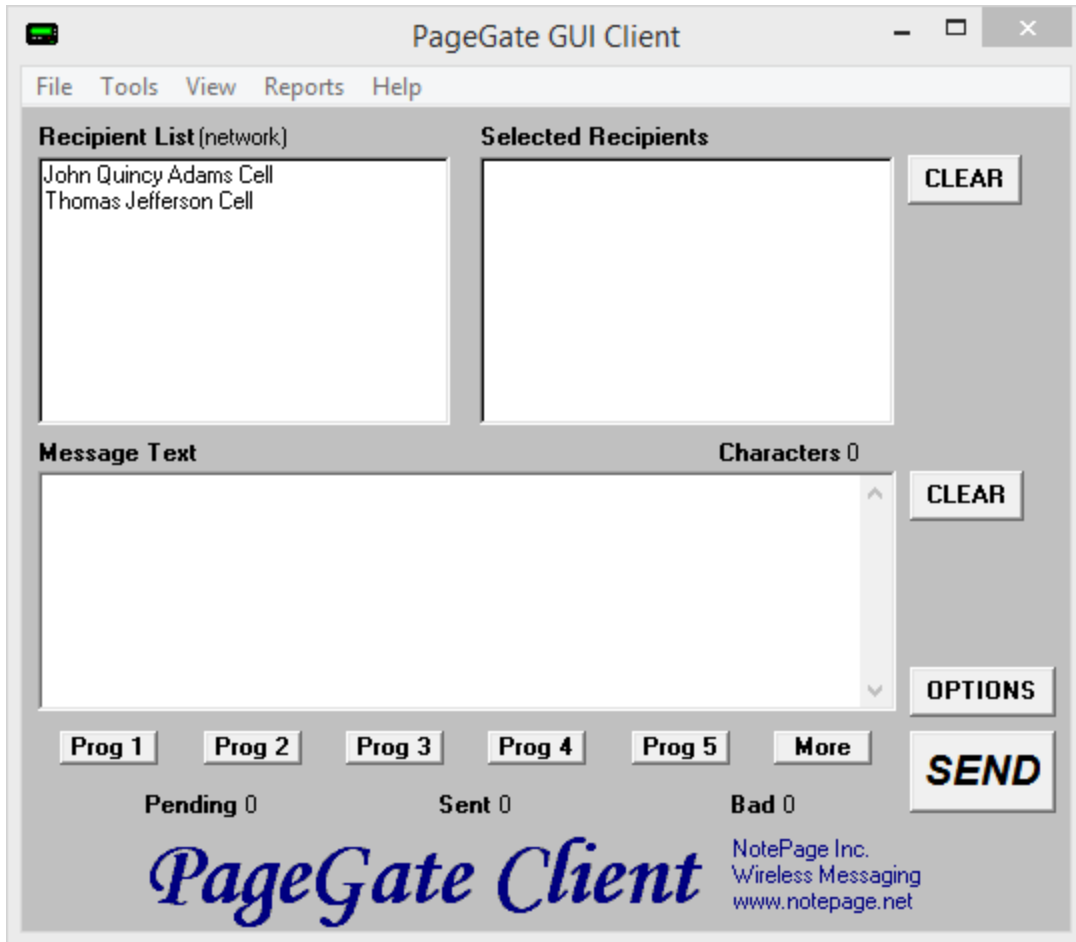
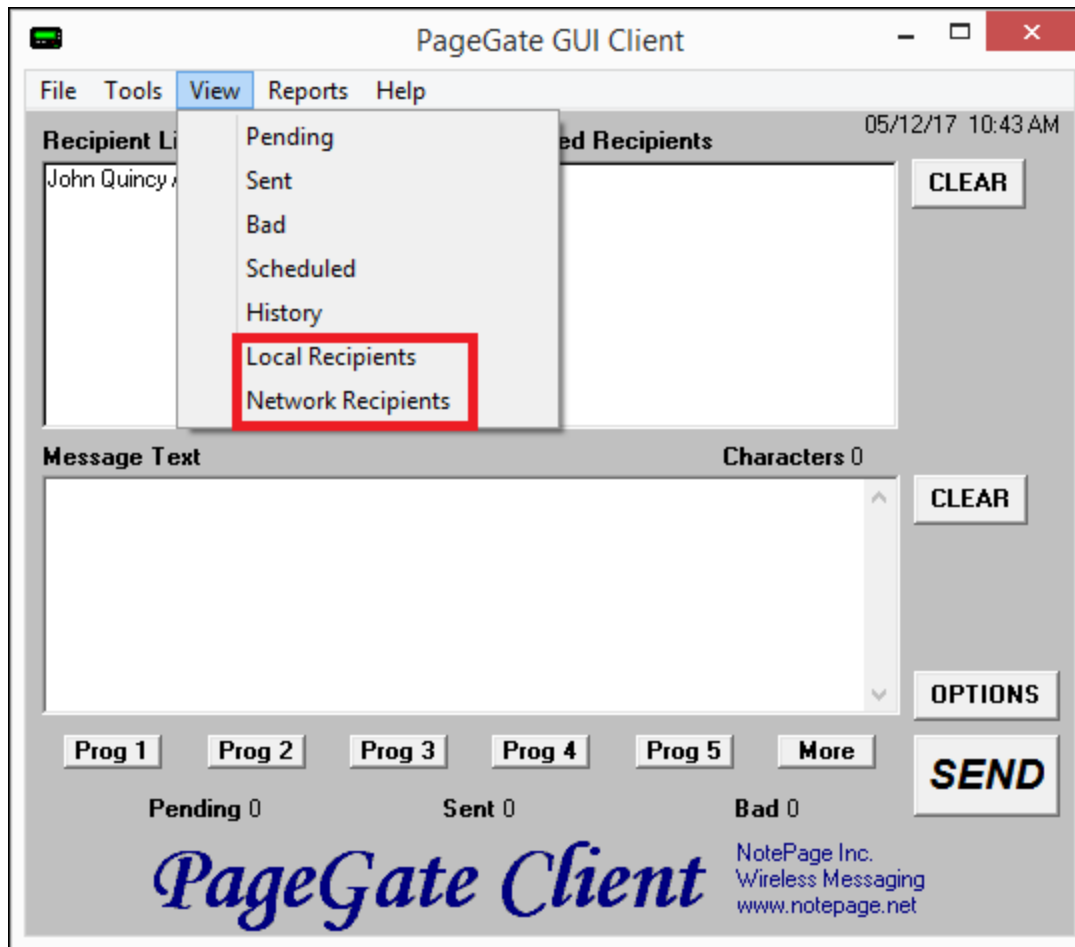If we set up a local recipients list like this:
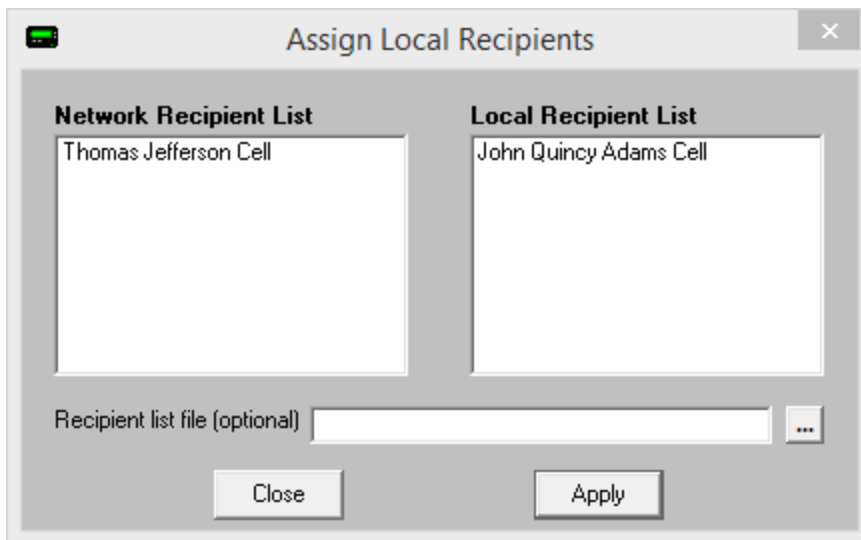
That will make the recipient list display as follows:
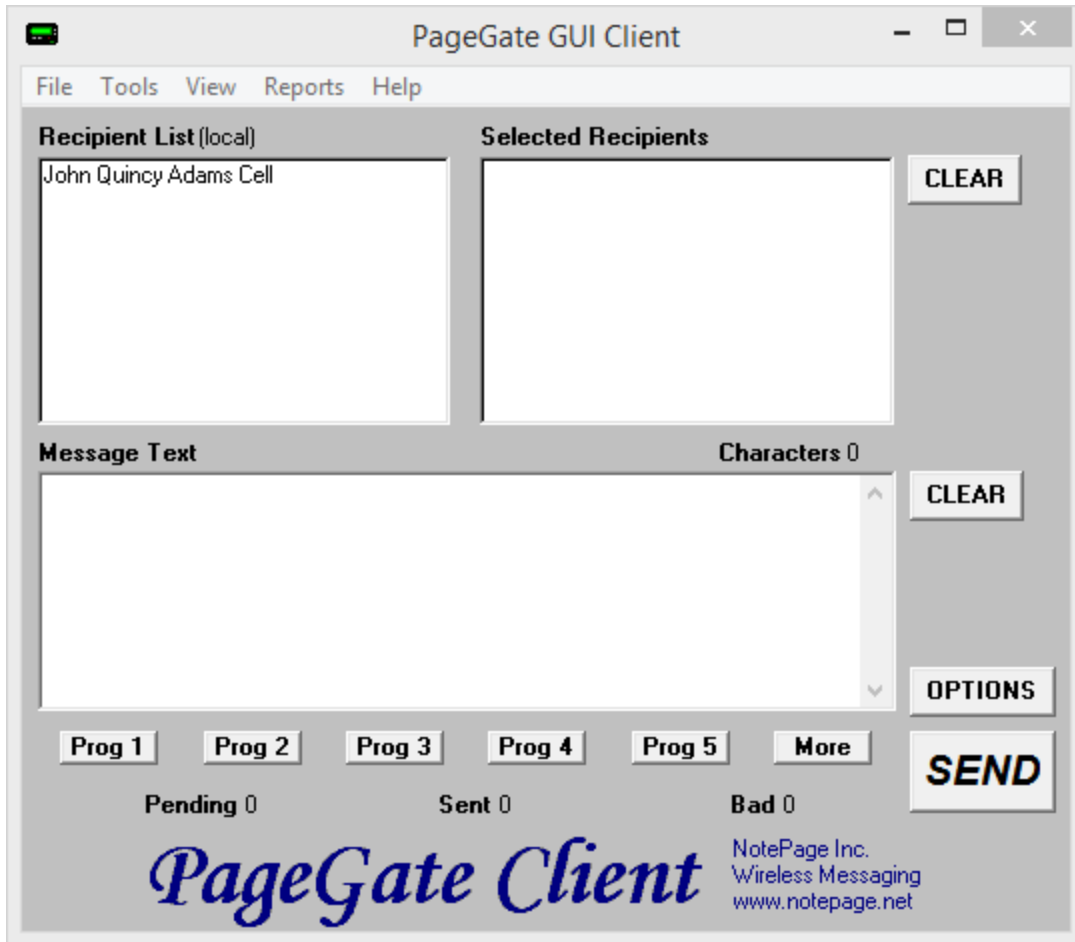
To return to the normal recipient list view, click on the word (local) next to Recipient List.
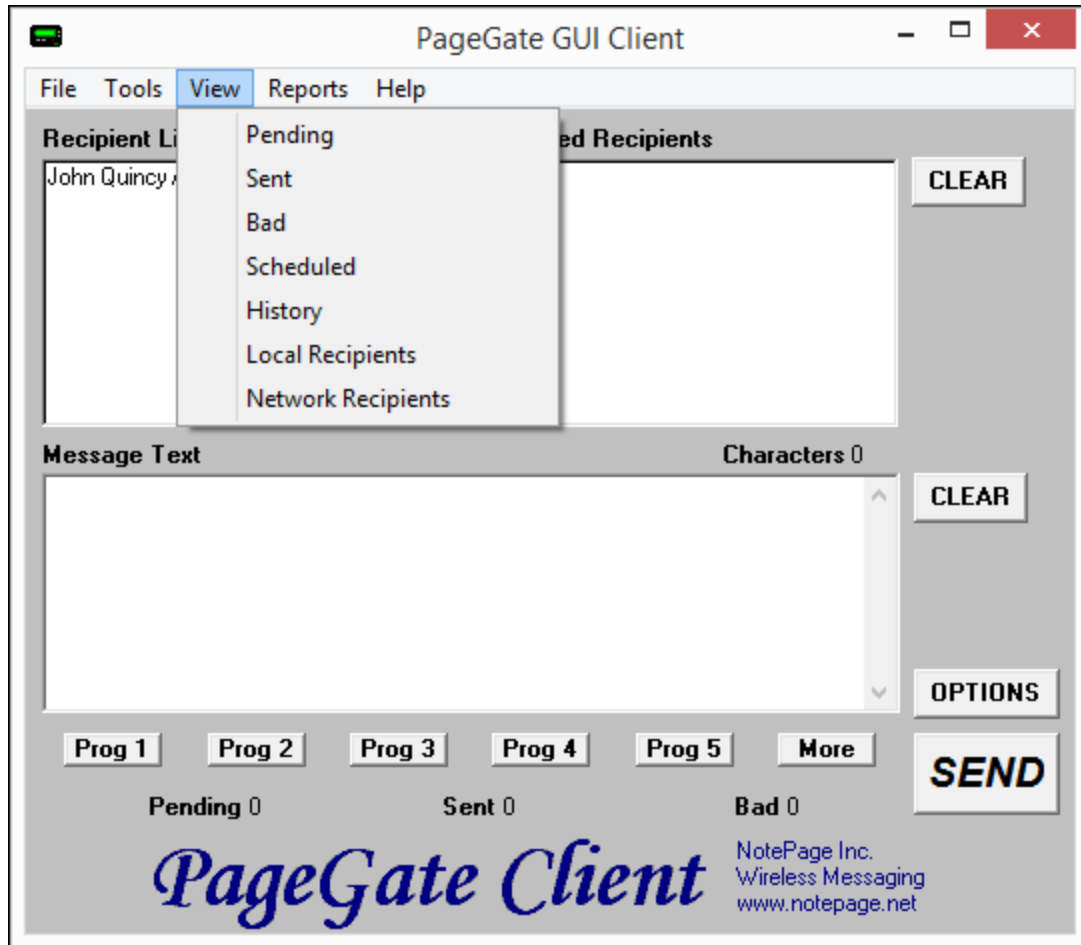

There are also options in the <u>View menu</u> [44] to switch between the local and network recipients lists.

2.2.3 View

This section provides the ability to review messages sent from this workstation and also provides another option for switching between a local recipients list [40] and the network recipients list.

• [Pending](46)

This option will display all messages sent from this Client's [station number](31) that are in the pending message queue.

• [Sent](47)

This option will display all messages sent from this Client's [station number](31) that were successfully delivered.

• [Bad](48)

This option will display all messages sent from this Client's [station number](31) that could not be delivered.

- <u>Scheduled</u> [49]

This option will display all scheduled messages created by this Client's <u>station number</u> [31].

- <u>History</u> [50]

This option will display the entire history of messages, good or bad, for this Client's <u>station number</u> [31].
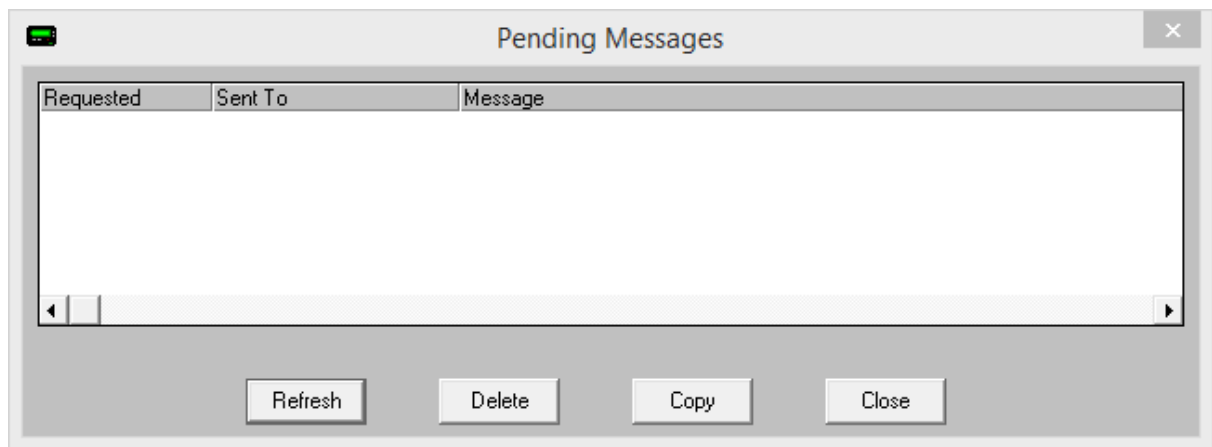
- <u>Local Recipients</u>

Selecting this option will display any configured <u>local recipient list</u> [40].

- <u>Network Recipients</u>

Selecting this option will display the full list of recipients and groups available to this Client.

2.2.3.1   Pending

This option will display all messages sent from this Client's <u>station number</u> [31] that are in the pending message queue.
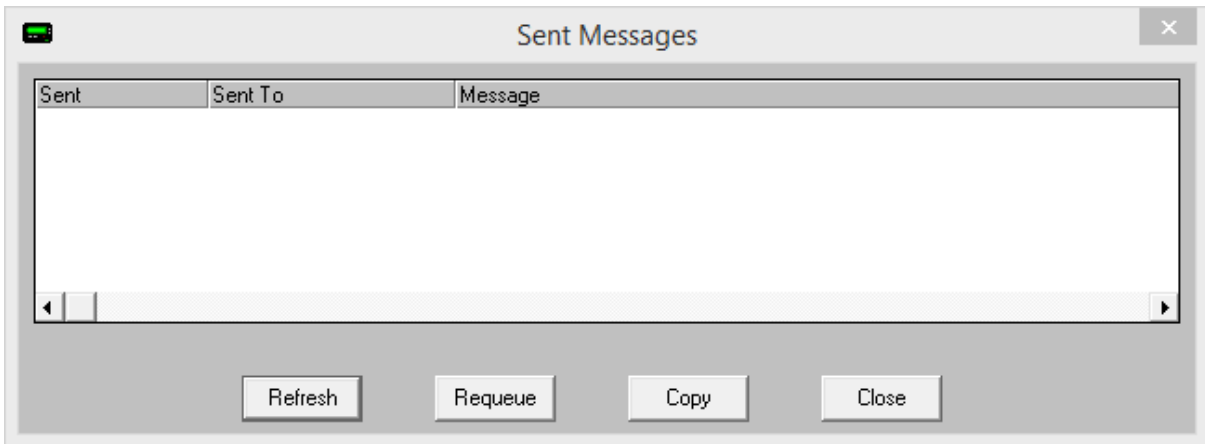

Section	Function
Requested	This column displays the Date and Time at which the pending message was scheduled.

Sent To	This column displays to whom the message was intended.
Message	This column displays the message intended for the recipient or group.
Refresh	Clicking this button will refresh the list of Pending Messages.
Delete	Highlighting a pending message and clicking this button will delete the message from the queue, allowing you to cancel any pending message.
Copy	By highlighting a Pending message and clicking this button, you will be taken back to the main GUI Client interface, the message will be inserted into the Message section and the Selected Recipients will be moved.
Close	This button closes the Pending Messages view.

2.2.3.2   Sent

This option will display all messages sent from this Client's station number [31] that were successfully delivered.

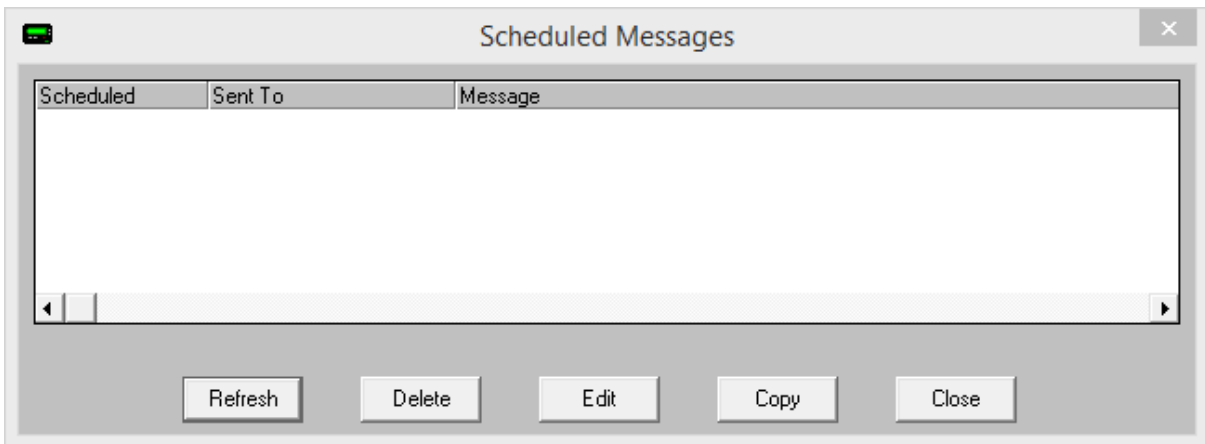| Section	Function
Sent	This column displays the Date and Time at which the message was sent.
Sent To	This column displays to whom the message was intended.
Message	This column displays the message sent to the recipient or group.
Refresh	Clicking this button will refresh the list of Sent Messages.

Requeue	Highlighting a failed message and clicking this button will queue this message to the originally specified recipients and groups for immediate delivery.
Copy	By highlighting a Sent message and clicking this button, you will be taken back to the main GUI Client interface, the message will be inserted into the Message section and the Selected Recipients will be moved.
Close	This button closes the Sent Messages view.

2.2.3.3   Bad

This option will display all messages sent from this Client's station number 31 that could not be delivered.
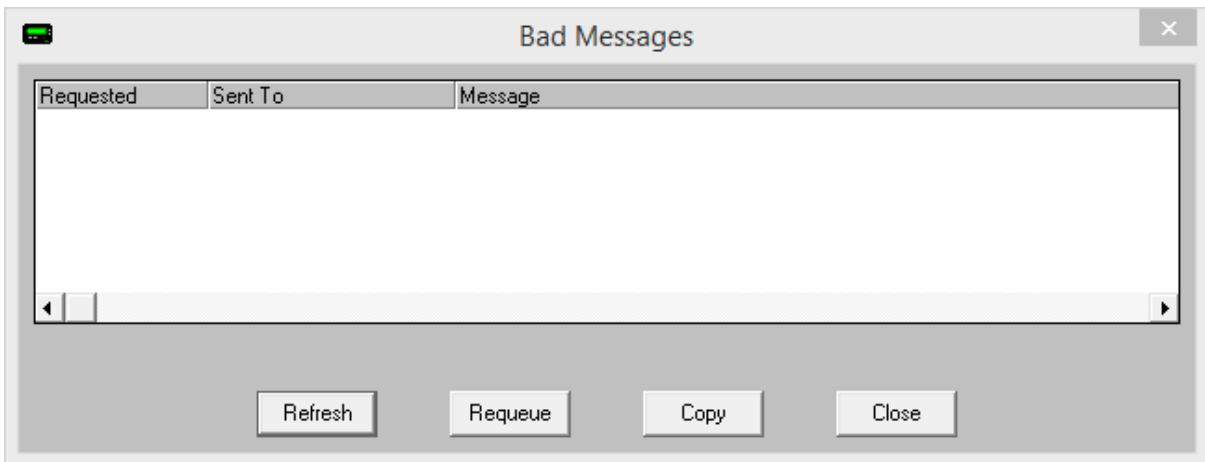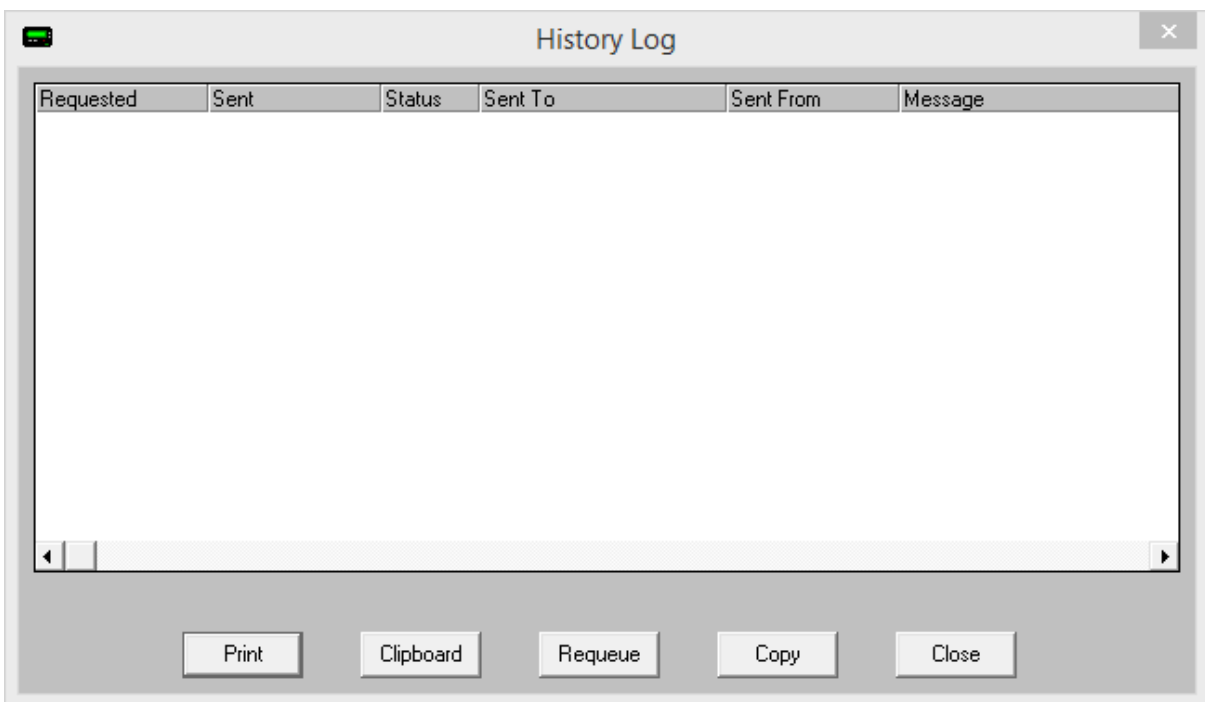

Section	Function
Requested	This column displays the Date and Time at which the message failed.
Sent To	This column displays to whom the message was intended.
Message	This column displays the message sent to the recipient or group.
Refresh	Clicking this button will refresh the list of Sent Messages.

Requeue	Highlighting a failed message and clicking this button will queue this message to the originally specified recipients and groups for immediate delivery.
Copy	By highlighting a failed message and clicking this button, you will be taken back to the main GUI Client interface, the message will be inserted into the Message section and the Selected Recipients will be moved.
Close	This button closes the Bad Messages view.

2.2.3.4 Scheduled

This option will display all scheduled messages created by this Client's station number [31].

Section	Function
Scheduled	This column displays the Date and Time at which the message was scheduled.
Sent To	This column displays to whom the message was intended.
Message	This column displays the message intended for the recipient or group.
Refresh	Clicking this button will refresh the list of Scheduled Messages.
Delete	Highlighting a scheduled message and clicking this button will delete the selected message.

Copy	By highlighting a scheduled message and clicking this button, you will be taken back to the main GUI Client interface, the message will be inserted into the Message section and the Selected Recipients will be moved.
Close	This button closes the Scheduled Messages view.

2.2.3.5 History

This option will display the entire history of messages, good or bad, for this Client's station number 31.

Section	Function
Requested	This column displays the Date and Time at which the message was scheduled..
Sent	This column displays the Date and Time at which the process to deliver the message was completed.

Status	This column displays whether the process to deliver the message was successful or if the message could not be delivered.
Sent To	This column displays to whom the message was intended.
Sent From	This column displays the Sender that queued the message.
Message	This column displays the message intended for the recipient.
Print	Clicking this button will send the Message History Log to the printer.
Clipboard	This button will copy the entire Message History Log to the clipboard and will allow you to paste the message into a text editor or email.
Requeue	Highlighting any message and clicking this button will queue this message to the originally specified recipients and groups for immediate delivery.
Copy	By highlighting any message and clicking this button, you will be taken back to the main GUI Client interface, the message will be inserted into the Message section and the Selected Recipients will be moved.
Close	This button closes the History Log view.

2.2.4 Reports

This section allows you to run reports on messages sent from any GUI Client that shares a station number [26] with this Client.
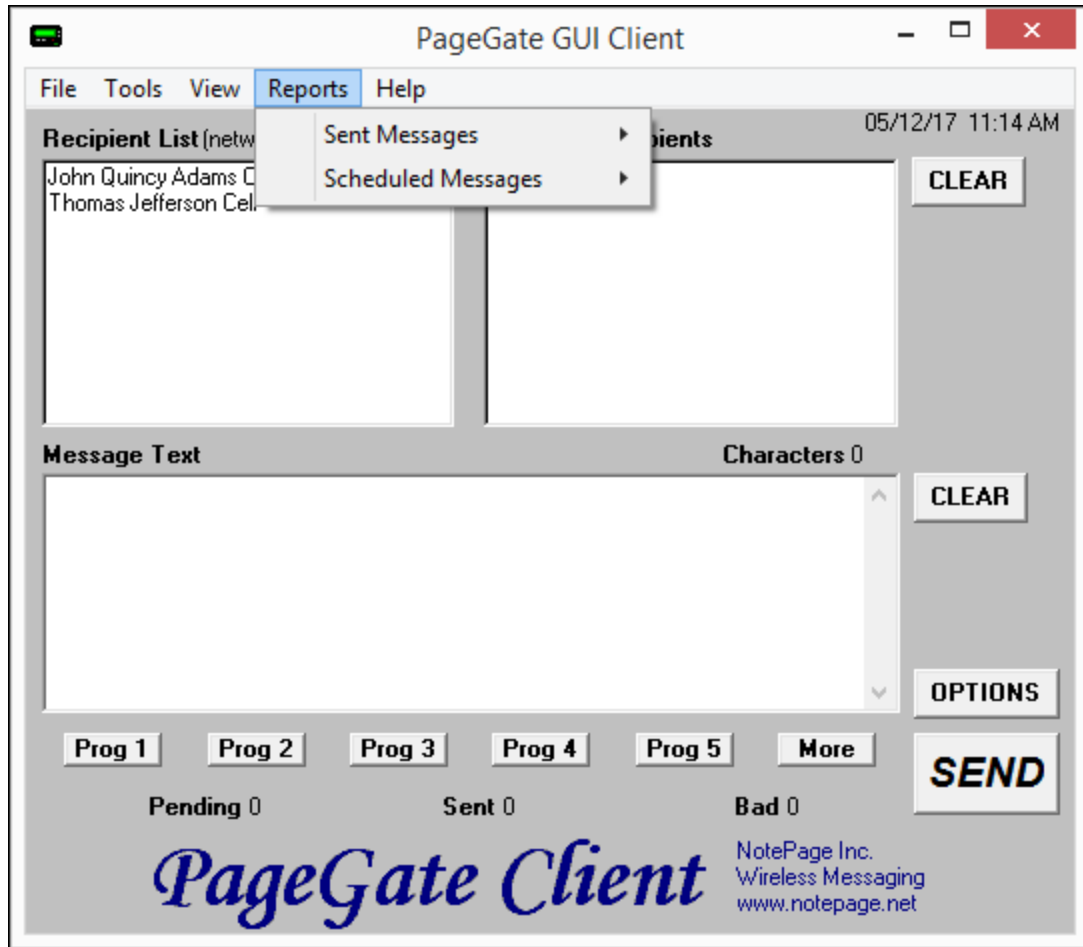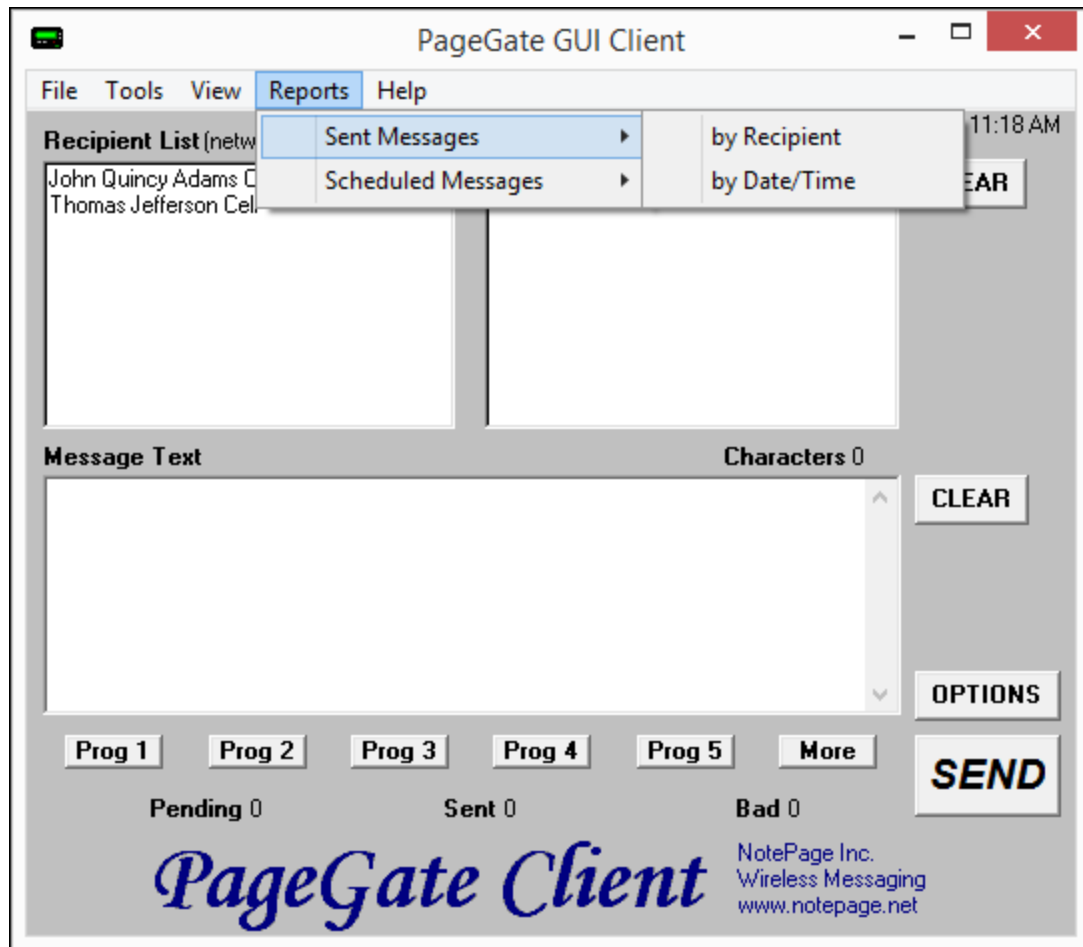
- Sent Messages [52]

This section allows you to run reports on messages sent from any GUI Client that shares a station number [26] with this Client.
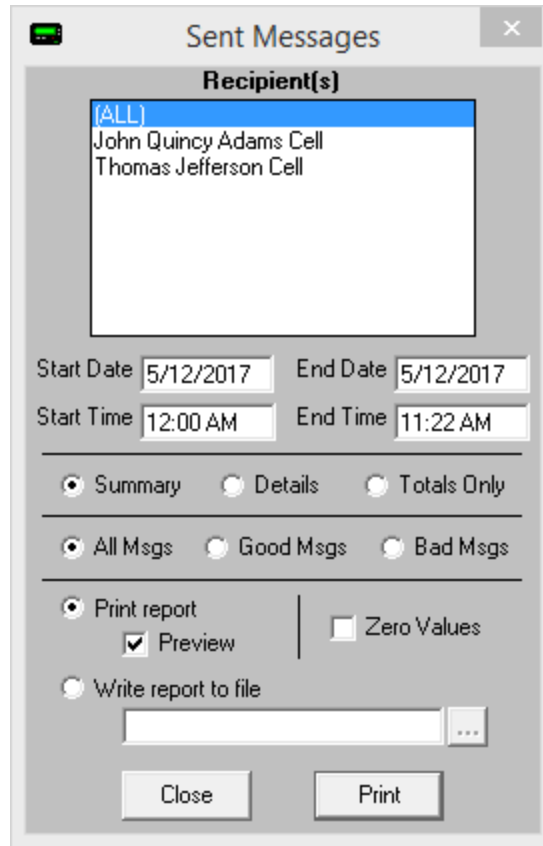
- Scheduled Messages [58]

This section allows you to run reports on scheduled messages created by any GUI Client that shares a station number [26] with this Client.

2.2.4.1 Sent Messages

This section allows you to run reports on messages sent from any GUI Client that shares a station number [26] with this Client.

- Sent Messages by Recipient [54]

This section allows you to run reports based on the recipient or group.

- Sent Messages by Date/Time [56]

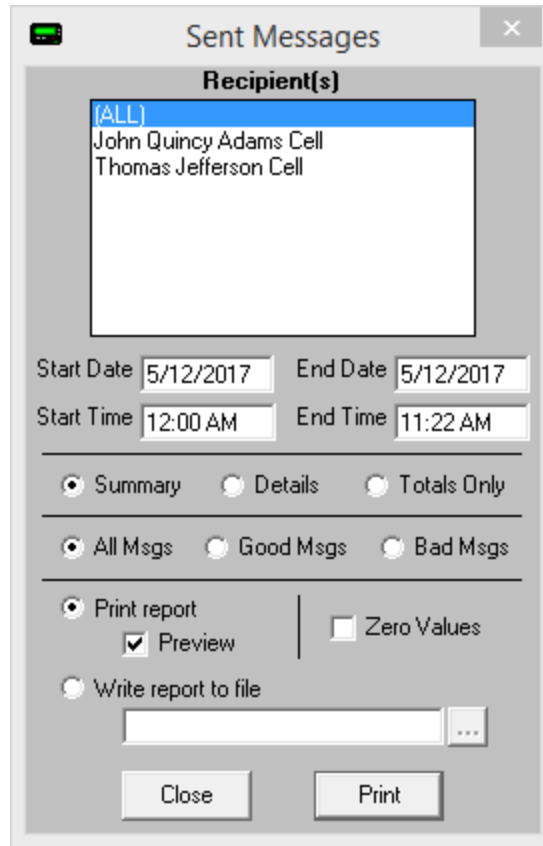This section allows you to run reports on messages in a date and time range.

2.2.4.1.1 By Recipient

Setting	Function
Recipient(s)	You can select a single recipient or group or leave the (ALL) option highlighted to run a report on all recipients and groups. To select multiple recipients and groups, Ctrl+left click on each item you want to select.
Start Date	The beginning date of the date range the report should show.
End Date	The ending date of the date range the report should show.
Start Time	The beginning time of the time range the report should show.
End Time	The beginning time of the time range the report should show.
Summary, Details,	•Summary

|	
Totals Only	Selecting this option will give a brief overview of the information requested •Details Selecting this option will include all possible information requested. •Totals Only Selecting this option will only output the number of messages reported on without giving any information about the messages themselves.
All Msgs, Good Msgs, Bad Msgs	•All Msgs Selecting this option will run the report on all messages, good or bad. •Good Msgs Selecting this option will only report on messages that were delivered. •Bad Msgs Selecting this option will only report on messages that could not be delivered.
Print Report	This option allows you to print the report to a selected printer.
Preview	When this option is enabled, before the report is actually printed, you are shown the details of the report and can choose to either close the preview, in which case nothing is printed, or print the report.
Zero Values	Enabling this option will include results that have a value of 0. This option is disabled by default.
Write report to file	When this option is enabled, the report is written to a file of your specification and name instead of queued to the printer.

2.2.4.1.2 By Date/Time

Setting	Function
Recipient(s)	You can select a single recipient or group or leave the (ALL) option highlighted to run a report on all recipients and groups. To select multiple recipients and groups, Ctrl+left click on each item you want to select.
Start Date	The beginning date of the date range the report should show.
End Date	The ending date of the date range the report should show.
Start Time	The beginning time of the time range the report should show.
End Time	The beginning time of the time range the report should show.

Summary, Details, Totals Only	• <u>Summary</u> Selecting this option will give a brief overview of the information requested • <u>Details</u> Selecting this option will include all possible information requested. • Totals Only Selecting this option will only output the number of messages reported on without giving any information about the messages themselves.
All Msgs, Good Msgs, Bad Msgs	• <u>All Msgs</u> Selecting this option will run the report on all messages, good or bad. • <u>Good Msgs</u> Selecting this option will only report on messages that were delivered. • <u>Bad Msgs</u> Selecting this option will only report on messages that could not be delivered.
Print Report	This option allows you to print the report to a selected printer.
Preview	When this option is enabled, before the report is actually printed, you are shown the details of the report and can choose to either close the preview, in which case nothing is printed, or print the report.
Zero Values	Enabling this option will include results that have a value of 0. This option is disabled by default.
Write report to file	When this option is enabled, the report is written to a file of your specification and name instead of queued to the printer.

2.2.4.2   Scheduled Messages

This section allows you to run reports on scheduled messages created by any GUI Client that shares a <u>station number</u> [26] with this Client.
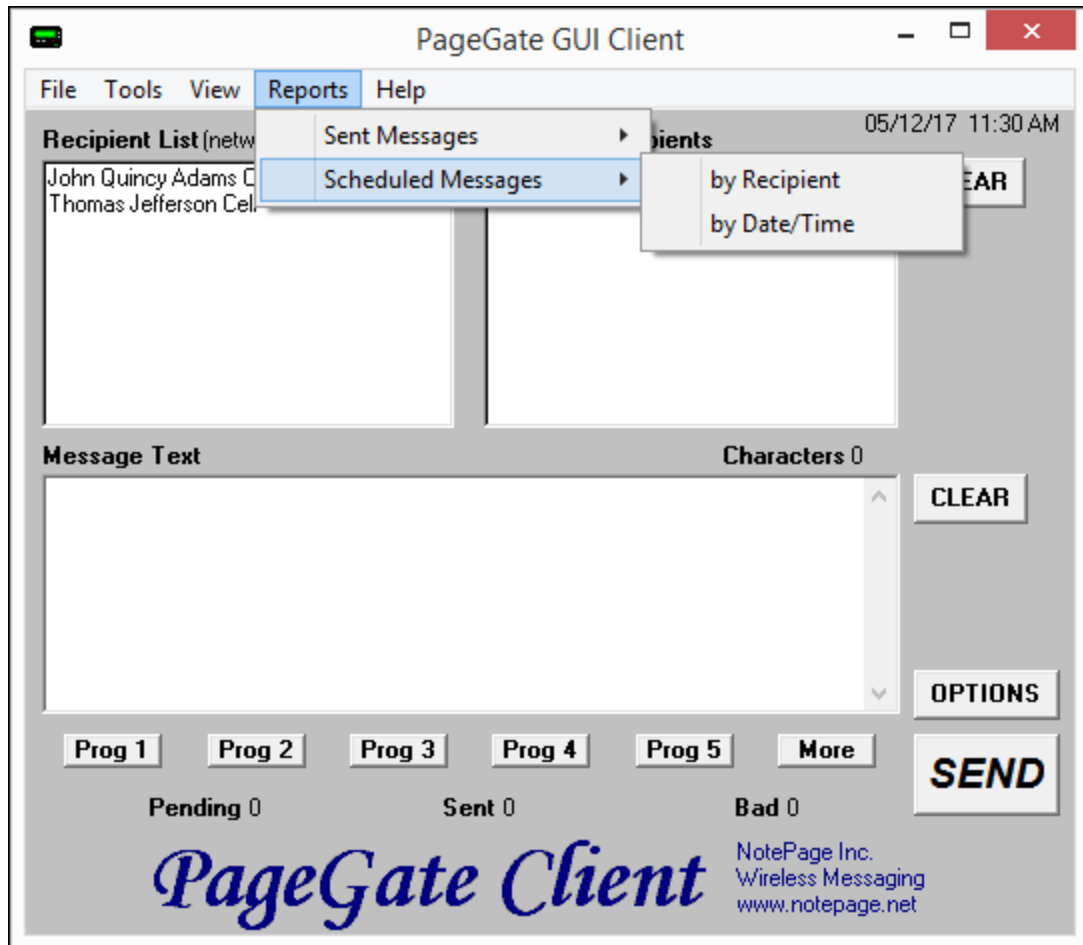
●<u>Scheduled Messages by Recipient</u> [54]

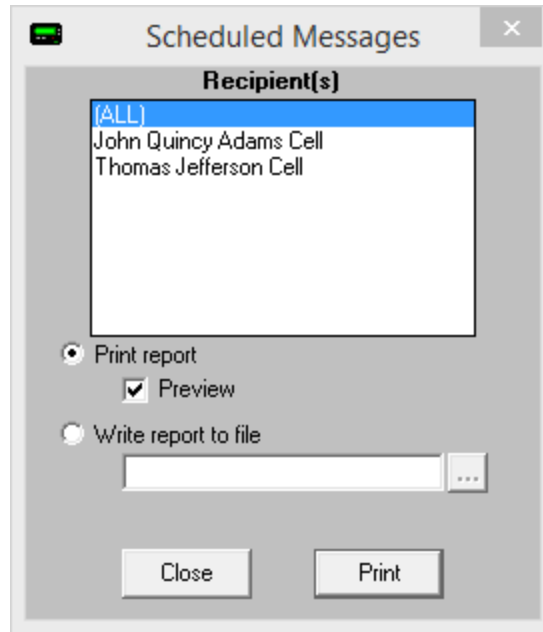This section allows you to run reports based on the recipient or group.

●<u>Scheduled Messages by Date/Time</u> [56]

This section allows you to run a report of all scheduled messages created by any GUI Client that shares a <u>station number</u> [26] with this Client.

2.2.4.2.1 By Recipient

This section allows you to run reports based on the recipient or group.

| Setting	Function
Recipient(s)	You can select a single recipient or group or leave the (ALL) option highlighted to run a report on all recipients and groups. To select multiple recipients and groups, Ctrl+left click on each item you want to select.
Print Report	This option allows you to print the report to a selected printer.
Preview	When this option is enabled, before the report is actually printed, you are shown the details of the report and can choose to either close the preview, in which case nothing is printed, or print the report.
Write report to file	When this option is enabled, the report is written to a file of your specification and name instead of queued to the printer.

2.2.4.2.2 By Date/Time

This section allows you to run a report of all scheduled messages created by any GUI Client that shares a station number 26 with this Client.
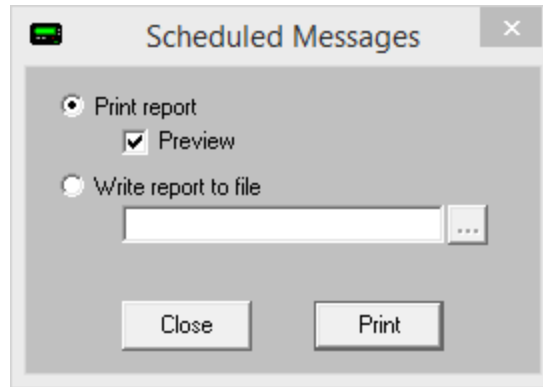
Setting	Function
Print Report	This option allows you to print the report to a selected printer.
Preview	When this option is enabled, before the report is actually printed, you are shown the details of the report and can choose to either close the preview, in which case nothing is printed, or print the report.
Write report to file	When this option is enabled, the report is written to a file of your specification and name instead of queued to the printer.

2.2.5 **Help**

This section provides basic help and assistance for using the PageGate Client.
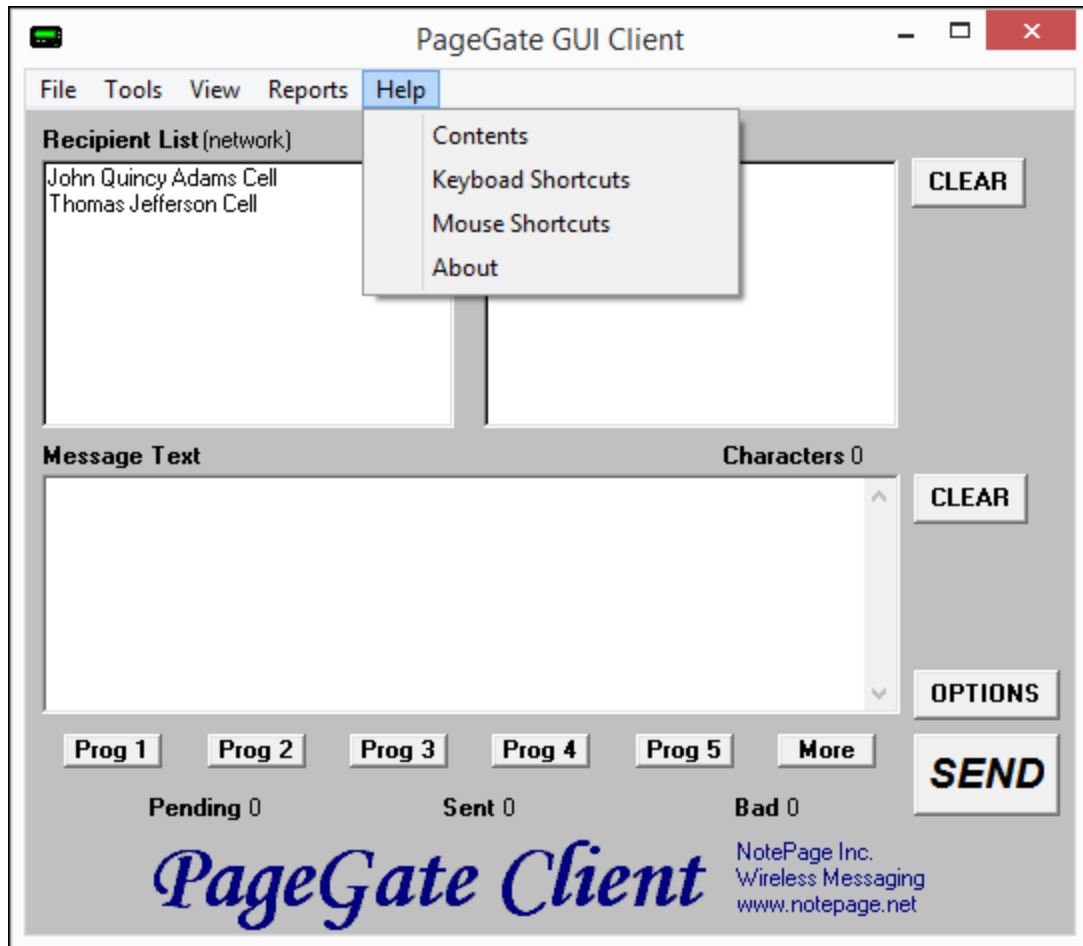
•Contents

This section will open the help file.

•Keyboard Shortcuts [62]

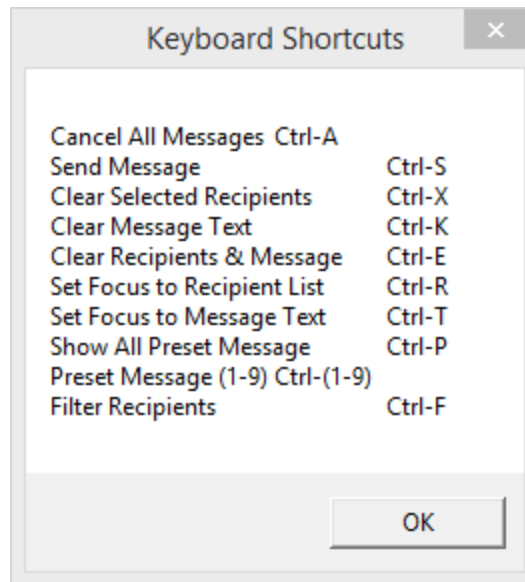This section will display all keyboard shortcuts that can be used with the PageGate Client.

•Mouse Shortcuts [62]

This section will display all mouse shortcuts that can be used with the PageGate Client.

-

This section displays version and registration information for this installation of the PageGate Client.
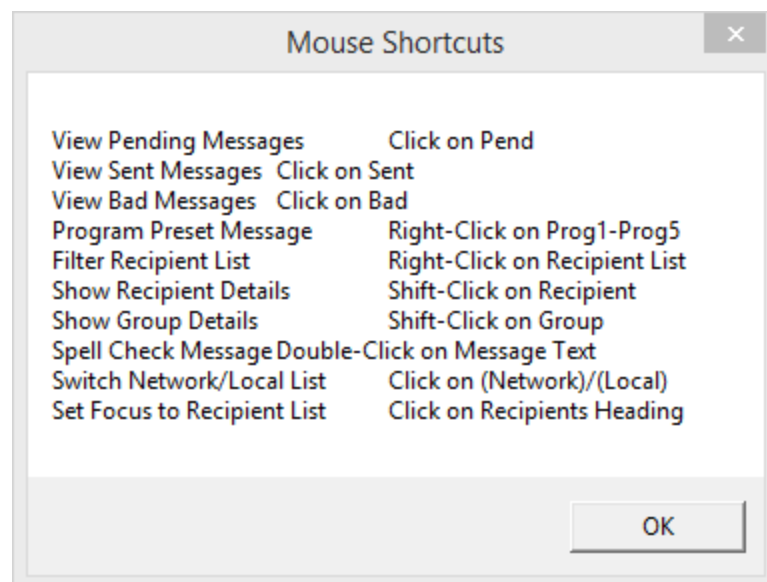
2.2.5.1 Keyboard Shortcuts

This section displays all keyboard shortcuts that can be used with the PageGate Client.

2.2.5.2 Mouse Shortcuts

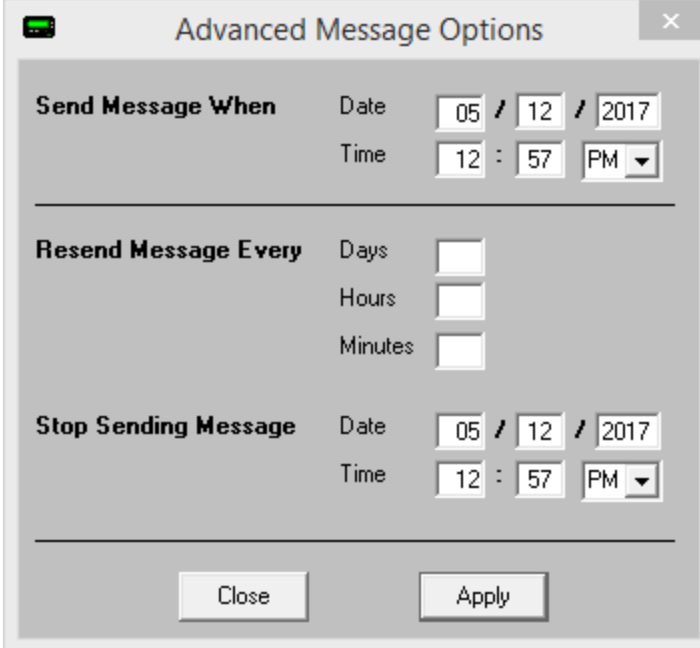This section displays all mouse shortcuts that can be used with the PageGate Client.

2.2.5.3 About

This section displays version and registration information.

2.2.6 Scheduling Messages

This section allows you to configure scheduled and repeating messages. Before clicking on the 'Options' button, select a recipient (or group) and type the message you want scheduled in the 'Message Text' box. Before you click the Send button, click the Options button to configure your schedule. When you've finished, click Apply, then click the Send button.

With this prompt, you can schedule messages to automatically be sent at some point in the future. You can also determine if that message will repeat or not.

To schedule a page to be sent at a future date and time, fill in the 'Send Message When' fields.

To have the scheduled message repeat, set the "Resend Messages Every" fields to the interval at which the message should be delivered.

Last, fill in the 'Stop Sending Message' fields to set the date and time for the message to stop being sent.

For example, let's say that you had a message that, starting tomorrow, needed to be sent out once a day for one month.

You would set the "Send Message When" date to tomorrow's date, set the time for whatever time the message needs to be delivered. You would then set the "Resend message every" to 1 day OR 24 hours OR 1440 minutes.

The final step would be to set the "Stop Sending Message" date and time to exactly one month from the "Send Message When" Date.

Click Apply, then click on the Send button. The message is now scheduled!

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Support

3   Support

There are several places to find help on the operation of PageGate. This Help file is one of the best resource for most questions; it can be accessed from the PageGate program group in your Start Menu, or by clicking Help in the PageGate Admin.

NotePage Support is available Monday through Friday from 9:00 AM to 5:00 PM Eastern Time and can be reached by phone at 781-829-0500 x 2 or by email at support@notepage.com

Support can also be reached through the NotePage Forum at http://www.notepage.net/forum/

For more information, please visit the support section of our website: http://www.notepage.net/support.htm

All of PageGate's manuals are also available on in the support section of NotePage's website.
http://www.notepage.net/support.htm