System Requirements for Version 2.0 8x20

Server Requirements:
1. The server program will run on Windows NT 4.0, Windows 2000, Windows XP Professional or Windows Server 2003. Windows 98 can be used as a server but with fewer connections. Sign-In-Out does NOT run as a service under any of these operating systems.
2. The server must have a minimum video resolution of 1024x768 pixels.
3. The server program should run with minimal impact on servers with adequate memory. Because the system logs all Sign-In-Out transactions to text files, the program's use of hard disk space will increase over time. You may delete any obsolete log files. The log files record the time of each transaction, the details of the transaction and the computer's name that originated the transaction.

Client Requirements:
1. The client program will run on systems using Windows 95 or newer.
2. The clients must have a minimum video resolution of 800x600 pixels.

Network Requirements:
1. The server and each client must have a properly configured network card connected to the same TCP/IP network.
2. The system will operate over a WAN with full-time connections and properly configured routers and gateways. Performance will depend on the available bandwidth on the WAN.
3. One dedicated "port" must be reserved for the server. The default is 33333, but you can change this if it does not meet your requirements.

System Limitations:
1. The system supports up to 8 pages with 20 names on each page for a total of 160 names.
2. The system allows up to 100 users to be logged onto the server at one time. Most users only need to sign-in or sign-out and then can terminate their connection to the server. Those using the system to locate others, like receptionists, could keep the program running all the time.
3. User names can be at most 20 characters long, but it depends on the width of the characters that will fit on the "name button" on the Client's main screen.
4. Information Notes can be at most 20 characters long.
5. Time values can be 5 characters long. Normally they would be something like "07:30", but they can be configured like "7 AM" or "6 PM". Times like "11 AM" must be entered as "11AM" without the space between the "11" and the "AM". These time values can be configured to display 24 hour time.
6. Location/Reason names can be at most 60 characters long. Selectable Location Names on the drop-down list can be at most 20 characters long.
7. Work Group names can be at most 20 characters long, but it depends on the width of the characters that will fit on the drop-down list.
8. The Administrator and User Passwords can be at most 20 characters long.

System Features

1. A log is kept of all sign-in and sign-out activity. There is now an option to not log each user.
2. A log is kept of all errors that the server program encounters and can identify.
3. A log is kept of all User sent Broadcast Messages.
4. Since timestamps are passed from the Server to the Client PCs on a regular basis, the program can be configured to use these timestamps to synchronize the PCs clocks.
5. If a connection between the client and the server is broken because of a network failure, the client will attempt to re-establish the connection. If it can not restart the connection, the user is notified and the client program is terminated. It was decided that it is better to provide a user with no information than with wrong information.
6. Passwords are used to protect program configuration information. These are "weak" passwords. They provide only limited protection.

System Administrator Instructions

System Installation

1. Review system requirements to be sure your server and client systems meet the minimum requirements.
2. Install the server and client software on the same machine to become familiar with its operation.
3. If you are installing the program from a CD-ROM, you should see a program called Installer.exe. This program allows you to install The Server or Client portion of the Sign-In-Out program. The default configuration will use the loopback IP address of 127.0.0.1 to connect the client program to the server program running on the same machine. The default TCP/IP port is set to 33333. The administrator can change these later.
4. When installing the Sign-In-Out Server program in it's default location, the program and various files are stored in the "C:\Progra Files\Sign-In-Out Server" folder. During installation, you are given an option to install it elsewhere. The setup program also installs several Microsoft support files in the Windows System directory. These files include, "mscomct2.ocx", "mswinsck.ocx" and "vb6stkit.dll". A program group of "Sign-In-Out" will be created on your start program menu. Within that group will be an entry for the "Sign-In-Out Server" program. From there you can create a shortcut on the desktop. You can also add an entry for the server program in the Startup folder so it runs every time the server starts.
5. When installing the Sign-In-Out Client program in it's default location, the program and various files are stored in the "C:\Program Files\Sign-In-Out Client" folder. During installation, you are given an option to install it elsewhere. The setup program also installs several other Microsoft support files in the Windows System directory. These files include, "mscomcat2.ocx", "mswinsck.ocx", "tabctl32.ocx" and "vb6stkit.dll". A program group of "Sign-In-Out" will be created on your start program menu. Within that group will be an entry for the "Sign-In-Out Client" program. From there you can create a shortcut on the desktop. You can also add an entry for the client program in the Startup folder so it runs every time the user starts their PC.

6. At this point you should be able to start the Server program. The default configuration will allow 100 simultaneous connections from clients.

Sign-In-Out Server Status

File   Edit   View   About

Sign-In-Out™
www.Sign-In-Out.com

Restart Connections

Error Count [0]

Local IP Address [192.168.0.10]
Port [33333]
Status [Listening]

Jul 09 02:11 PM

Remote Computer	Status	Remote Computer	Status	Remote Computer	Status	Remote Computer	Status	Remote Computer	Status
	Closed		Closed		Closed		Closed		Closed
	Closed		Closed		Closed		Closed		Closed
	Closed		Closed		Closed		Closed		Closed
	Closed		Closed		Closed		Closed		Closed
	Closed		Closed		Closed		Closed		Closed
	Closed		Closed		Closed		Closed		Closed
	Closed		Closed		Closed		Closed		Closed
	Closed		Closed		Closed		Closed		Closed
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	Closed		Closed		Closed		Closed		Closed
	Closed		Closed		Closed		Closed		Closed
	Closed		Closed		Closed		Closed		Closed
	Closed		Closed		Closed		Closed		Closed
	Closed		Closed		Closed		Closed		Closed

As the client systems log on, the IP address of their PC is displayed in the "Remote Computer" column. After they actually change a person's "In-Out" status, the "Name" of their PC is displayed in the "Remote Computer" column. The "Status" column will display "Connected" when a client is connected. The background color for these two (2) columns will change from white to pink when a client connects. The color will stay pink when they disconnect. This is done to show the how many simultaneous clients have been connected. Clicking on the "Restart" button disconnects all users briefly, clears the pink "high water marks" and the clears the error counter. After a restart, the "Remote Computer" column will revert to displaying IP addresses until each client changes a person's "In-Out" status.

As you pass the mouse pointer over each computer name, the system will display the IP address and Port Number that are being using for that connection. If you double-click the computer name, it sends a command to that computer to shut down it's Sign-In-Out client program. This is provided for test purposes.

If you double-click on the connection status, the system re-starts the connection. It may be displayed in another position when it re-starts. This is provided for test purposes.

Server Menu Bar

The Menu Bar has 4 items. They are File, Edit, View, and About.

1. **File**
    > **Note:**
    > **All printing is done to the printer that is configured as the Sign-In-Out printer. This printer is selected in item 2D below. Sign-In-Out asks for the Administrator Password before printing any of these reports.**

    A. **Print Config** - This choice prints a report of all the Names, Notes, Locations, Times and Note Titles.
    B. **Print Status** - This choice prints a report of all the user Names and their In/Out status information.
    C. **Print Passwords** – This choice prints a report of all the user Names and their Sign-In-Out Passwords.
    D. **Exit** - This choice shuts down the Server program. If clients are connected, it sends a command to shutdown the Sign-In-Out program on their PCs and then waits 30 seconds to be sure all the clients are stopped. If no clients are connected, the program does not wait 30 seconds.

2. **Edit**
    A. **Names, Titles, and Info** - This choice allows you to enter User Names, Note Titles and Information, Work Group Names and others.
    B. **Locations** - This choice allows you to enter 20 Locations or Reasons the users can select when they Sign In or Out from a drop-down list. Users can also type their own Location / Reason message.
    C. **Times** - This choice allows you to configure the slider the users use to select what time they expect to return.
    D. **Program Settings** - This choice allows you to set certain network parameters and the administrator password. You can also Enable or Disable the use of Sign-In-Out Passwords to restrict who can sign a User In or Out. This is also where you select a default Sign-In-Out Printer for the reports mentioned above.
    E. **Register Demo** - This choice allows you to enter the Registration Code to disable the DEMO messages that are displayed on program startup.

3. **View**
    A. View **Error Log** - This choice allows you to view the Error Log File. It stores error messages that the server may encounter as it runs.
    B. **View Message Log** – This choice allows you to view the Message Log File. It stores information about each Broadcast Message sent by a User. This includes the Message contents, the time and date is was sent and the name of the computer where it originated.
    C. View **User Log** - This choice allows you to view the User Log File. It stores information about the transactions when users Sign In or Out.

4. **About** - This choice displays version information about the server program.

Server Configuration

Setting Workgroup Names, User Names, Note Information and …

On this screen you can enter the Workgroup Name and up to 20 names that will appear on the Client's PC. You can switch to work on any of the 8 Workgroups by clicking on the [Page] button. Workgroup Names, User Names, Note Titles and Note Information can all be up to 20 characters long. The actual limit depends on the widths of the characters used and how they fit on the user's screen.

You can create Sub-Workgroups on a page (as shown on lines 1 and 4 above) by using a "~" character as the first character of the User Name.

The User Password column allows you to fix a user's "Sign-In-Out Password" if they forget it, or change it by mistake.

The Auto Sign Out column allows you to select a time when the user will be automatically signed out.

The Log User Check-Box allows some users to Sign In or Out and not have the information added to the User Log file. It the box is "checked", this user's transactions will be logged. If it is "unchecked", this user's transactions will not be logged. (Some organizations requested this option.)

You can change the 4 Note Information Titles on this screen. These describe the type of information that is displayed when a user clicks on a person's name on their main screen. You can change the Note Titles on any Workgroup page, but there is only one set of Titles for all Workgroups.

Besides passwords for each user, there is a password for each Workgroup. The Workgroup Password allows a user to Sign In or Out anyone in that Workgroup by using the Workgroup Password.

There is also a Global Password that allows a user to Sign In or Out anyone on the Sign-In-Out system.

When you are done making changes you must click on the [Save + Exit] button.

You can use the standard Windows "Cut", "Copy" and "Paste" commands on individual names. Right-Click on a text box to display the "Cut, Copy and Paste Menu".

New Move Commands:
You can move a name up on the list by clicking on the name and then using the Shift-PageUp key combination. You can move a name down on the list by clicking on the name and then using the Shift-PageDown key combination. Using these move commands moves the name, notes, in/out status, password and other settings that are associated with that name. These major changes are best done while the users are offline. The changes can be done while users are logged on, but any in/out status information that was entered while the changes were being made will be lost when you save the new configuration.

Passwords:
By default all user User and Administrator passwords are "password". The Workgroup Passwords are "group1" for Workgroup 1, "group2" for Workgroup 2, and so on. The Global Password is "global".

Pressing the Enter key at any time is the same as clicking on the [Save + Exit] button.
Pressing the Escape key at any time is the same as clicking on the [Cancel] button.
If you have made any changes and press [Cancel], you will be asked if you want to save the changes.

Setting Locations

On this screen you can enter the text that will be displayed by the Location / Reason Drop-Down list on the user's screen when they are signing someone in or out. You can enter up to 20 characters in each text box.

A character count is displayed beside each Location / Reason.
Pressing the Enter key at any time is the same as clicking on the [Save + Exit] button.
Pressing the Escape key at any time is the same as clicking on the [Cancel] button.
If you have made any changes and press [Cancel], you will be asked if you want to save the changes.

When you are done making changes you must click on the [Save + Exit] button.

Setting Times

On this screen you enter the time values that will be displayed on the main Sign-In-Out Client Screen. These values are also displayed on the slider control that the users use to select the time they will return. This sample screen was setup for a company that operates from 7:00 AM until 7:00 PM. You can enter values to cover a 12, 18 or 24 hour time range.

You can manually enter times into the boxes, or you can use the Initialize Timer feature.
The above configuration was created by selecting 10 minute steps starting at hour 7. 24 hour time was unchecked. After clicking the [Initialize] button, all hours that were displayed like "09:00" were manually changed to times like "9 AM". Note: There is not enough room to display times like "11 AM". There is enough room if you remove the space between the "11" and "AM". "12:00" was changed to "Noon" so it is not confused with midnight.

Pressing the Enter key at any time is the same as clicking on the [Save + Exit] button.
Pressing the Escape key at any time is the same as clicking on the [Cancel] button.
When you are done making changes you must click on the [Save + Exit] button.

If you have made any changes and press [Cancel], you will be asked if you want to save the changes.

Clicking the [Yes] button will save the changes.
Clicking the [No] button will discard the changes.

Setting Server Program Values

On this screen you may enter several values that configure the Sign-In-Out Server.

You must enter a TCP Port number for the server to listen on for connection requests from user PCs. Some lower numbers are reserved for specific protocols like FTP, Telnet, and HTTP. If your network uses a firewall, some ports may be blocked. You should verify which port will work on your network.

You must enter the maximum number of connections that this server will allow at one time. You can enter a number from 1 to 100. If you enter a number less than 1, the system will set the value to 1. If you enter a number greater than 100, the system will set the value to 100. Smaller Server PCs may not handle 100 simultaneous connections.

You may enter a Server Password here. The default password is set to "password". The system is case sensitive. If your systems run in a very secure environment, you can leave the password entry blank and just press the Enter key when it asks for a password. This is the only password used to configure the Sign-In-Out Server program or to print reports on the Sign-In-Out Server program. If you lose this password, or it becomes corrupt, you can still log-in using the "Master Password."

If you check the Use Sign-In-Out Passwords check-box, each user must use a password to sign themselves in or out.

You may select the printer that Sign-In-Out will use to print reports.

You may select the font that the above printer will use to print reports. It should not be a proportional font. A mono-spaced font, like "Courier New" works well.

Pressing the Enter key at any time is the same as clicking on the [Save + Exit] button.
Pressing the Escape key at any time is the same as clicking on the [Cancel] button.
When you are done making changes you must click on the [Save + Exit] button.

If you have made any changes and press [Cancel], you will be asked if you want to save the changes.
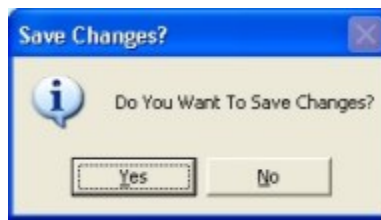
Clicking the [Yes] button will save the changes.
Clicking the [No] button will discard the changes.

Entering Registration Code

When you register the program, you will receive a Registration Code. Type the Code here and press the Enter Key or Click on [OK] button. If you have entered the proper code, the program will stop displaying the 10-second Demo messages.

Configuring the User Program

When the server program is running, you can start the Sign-In-Out Client program. You should see a screen similar to this:

You can now experiment with the client program.

Client Menu Bar

The Menu Bar has 3 items. They are File, Edit, and About.

2. **File –** can have 1 or 2 selections based on configuration.
    A. **Broadcast Message** – This choice allows a user with the proper authorization to send a short message to any users who are running Sign-In-Out.
    B. **Exit** – This choice shuts down the Sign-In-Out Client on this PC.
3. Edit
    A. **User Config** – This choice allows the user to set various program parameters, like which workgroup is displayed when the Sign-In-Out program is started and their 2 passwords.
    B. **Admin Config** – This choice allows the Sign-In-Out administrator to change various network and user privilege parameters as well as all user parameters.
    C. **Update User Info** – This choice allows a user to change their Note Information that is stored on the Sign-In-Out Server. They can also change the password that they use to sign themselves In or Out.
4. **About** - This choice displays version information about the client program.

Setting User Configuration

Entering User Password

Enter the User Password for this PC.

The first Tab of a 2-tabbed folder is displayed. This is the **User** tab.

First Page Displayed allows the user to select which Workgroup will be displayed when the Sign-In-Out program is started on this PC.

The **User Password** is used to gain access to this configuration and to access the Broadcast Message feature.

The **Sign-In-Out Password** is the default password that is sent to the Sign-In-Out Server when this user wants to sign themselves In or Out. If a Workgroup Password is entered here, they will be able to sign anyone in that Workgroup In or Out. If the Global Password is entered here, they will be able to sign anyone In or Out.

By clicking on the second tab of the 2-tabbed folder, the second page is displayed. This is the **Sound Effects** tab.

If **Enable Sound Effects** is checked this PC will play sounds for the various Sign-In-Out events.

When Sound Effects are enabled, the user may choose the sound file that is played for each event. The Play button beside each file name allows the user to hear the sound. Very simple, non-copyrighted wav files are provided.

Pressing the Enter key at any time is the same as clicking on the [Save + Exit] button.
Pressing the Escape key at any time is the same as clicking on the [Cancel] button.
When you are done making changes you must click on the [Save + Exit] button.

If you have made any changes and press [Cancel], you will be asked if you want to save the changes.

Clicking the [Yes] button will save the changes.
Clicking the [No] button will discard the changes.

Setting Administrator Configuration

Entering User Password

Enter the Administrator Password for this PC.

The first tab of a 4-tabbed folder is displayed. This is the **Network** Tab.

Name or IP Address of Sign-In-Out Server is where the administrator tells the Sign-In-Out Client program where to find the Sign-In-Out Server. This may be the computer's Network Name or it's IP address in the format like 192.168.0.1. The default value is 127.0.0.1 This is the loop-back address to connect to the Server on this PC. This is only for test purposes.

TCP/IP Port on Server is where the administrator sets the TCP/IP port that the Sign-In-Out Server is listening to for connection requests from the Sign-In-Out Clients. The number 33333 was chosen as a default value. Your network may require another value.

By clicking on the second tab of the 2-tabbed folder, the second page is displayed. This is the **Program** tab.

If **Enable AutoSet Clock** is checked this PC will set it's internal clock using the timestamps in messages from the Sign-In-Out Server. This feature should NOT be used if the Client program is running on the Server PC or if the Client is in a different Time Zone than the Sign-In-Out Server.

If **Enable User Updates** is checked this PC can be used to sign users In or Out. This box would be unchecked on a PC that is only used to check whether people are In or Out.

If **Enable Broadcast Messages** is checked this PC can be used to send messages to all the PCs that have the Sign-In-Out Client program running at the time. A receptionist could use this feature to ask any available salesperson to call her.

The **Administrator Password** is used to gain access to this configuration menu.

By clicking on the third tab of the 4-tabbed folder, the third page is displayed. This is the **Users** tab.

First Page Displayed allows the administartor to select which Workgroup will be displayed when the Sign-In-Out program is started on this PC.

The **User Password** is used to gain access to the User's configuration menu and to access the Broadcast Message feature.

The **Sign-In-Out Password** is the default password that is sent to the Sign-In-Out Server when this user wants to sign themselves In or Out. If a Workgroup Password is entered here, they will be able to sign anyone in that Workgroup In or Out. If the Global Password is entered here, they will be able to sign anyone In or Out.

By clicking on the fourth tab of the 4-tabbed folder, the fourth page is displayed. This is the **Sound Effects** tab.

If **Enable Sound Effects** is checked this PC will play sounds for the various Sign-In-Out events.

When Sound Effects are enabled, the administrator may choose the sound file that is played for each event. The Play button beside each file name allows the administrator to hear the sound. Very simple, non-copyrighted wav files are provided. You may copy other wav files into the "C:\Program Files\Sign-In-Out Client" folder. They will then show-up on the drop-down lists.

Pressing the Enter key at any time is the same as clicking on the [Save + Exit] button.
Pressing the Escape key at any time is the same as clicking on the [Cancel] button.
When you are done making changes you must click on the [Save + Exit] button.

If you have made any changes and press [Cancel], you will be asked if you want to save the changes.
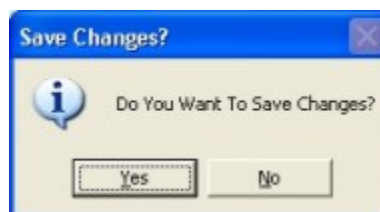
Clicking the [Yes] button will save the changes.
Clicking the [No] button will discard the changes.

Updating User Information

This option allows a user to change their Note Information that is stored on the Sign-In-Out Server. They can also change the password that they use to sign themselves In or Out.

First the user must pick which User they want to change. They do this from this screen.

They can click on the user's name or select a different workgroup.
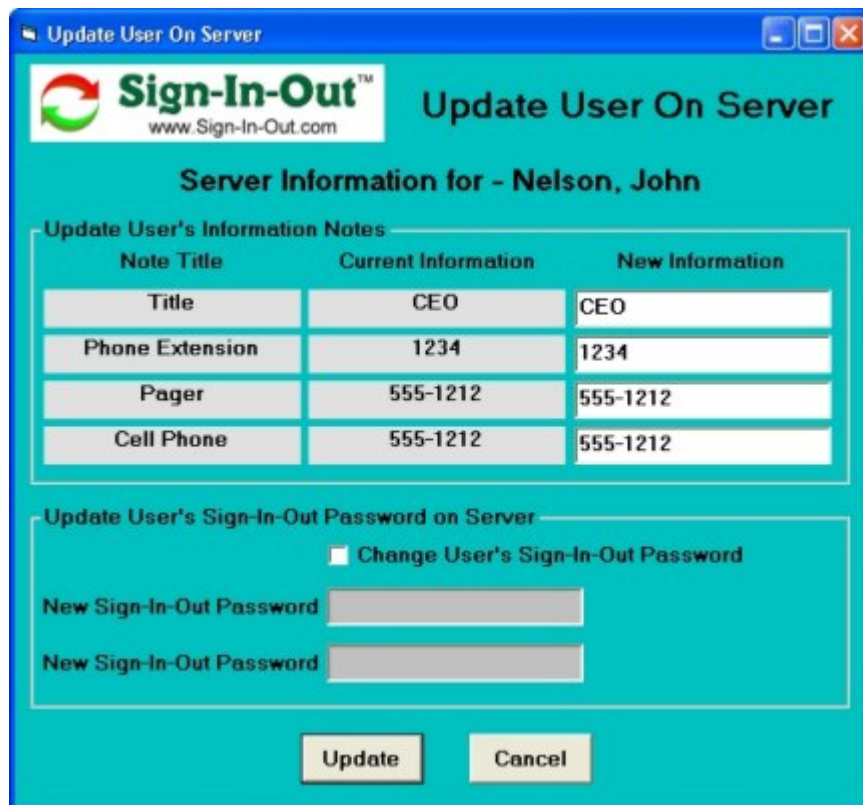
Next they are asked to enter that user's Sign-In-Out Password

By default the User's own Sign-In-Out Password is entered into the text box, but they can erase it and type another User's Sign-In-Out Password, a Workgroup Password, or the Global Password.

When they click the [OK] button or press the Enter key, the Client program checks with the Sign-In-Out Server if this is a valid password for the selected user. If it is a valid password for this user the **Update User On Serve**r screen is displayed.

The user can now enter New Information for the 4 Information Notes.

If the User checks the Change User's Sign-In-Out Password box, they can change the Sign-In-Out Password for this user on the Sign-In-Out Server. They must enter the new password twice. The 2 passwords must be typed exactly the same. The program will question saving blank passwords.

Pressing the Enter key at any time is the same as clicking on the [Update] button.
Pressing the Escape key at any time is the same as clicking on the [Cancel] button.
When you are done making changes you must click on the [Update] button.

If you have made any updates and press [Cancel], you will be asked if you want to save the changes.

Clicking the [Yes] button will Update the Server.
Clicking the [No] button will discard the changes.

You are then returned to the screen to select another user to update.

Important information only for the Administrator

Passwords:
1. The default server password is "password". The system administrator can change the server program's password. There is also a master password that can not be changed. The master password can be used if the changeable password is forgotten.
2. The default client password is "password". The system administrator can change the client program's password at each client PC. The master password can be used on the client program if the changeable password is forgotten.
3. These passwords are only intended to provide minimal security and will only discourage casual users.

Master Password:
You will be given the Master Password when you register the program.

Sign-In-Out Files on the Server
The Sign-In-Out Server program stores data in several files on the Server.

Config2.ini – Stores basic information like the TCP/IP Port number the Server listens to and the default printer.

Names2.txt – Stores information like the Workgroup Names, Users Names, Note Information, Note Titles and the times displayed in the Client's PCs.

InOut2.txt – Stores index into the list of times, the Location / Reason text and the time the user last updated their In/Out status.

Passwords2.dat – Stores user's Sign-In-Out Passwords in an encrypted form. The Workgroup and Global Passwords are also stored in this file.

Error. log – Stores error messages caused by network or program problems.

Message.log – Stores records of all Broadcast Messages.

A new user log is created each month. The name of these files have the format "**YYYY-MM.log**" where YYYY = the 4 digit year like 2006. The MM = the 2 digit month like 07 for July.

Sign-In-Out Files on the Clients
Config2.ini – Stores configuration information like the Name / IP address of the Sign-In-Out Server, the TCP/IP port number, and the names of the 5 sound files.

Passwords2.dat – Stores the User and Sign-In-Out Passwords.

Restart.ini – Stores program information when restarting the Sign-In-Out Client program.

If you need additional information about file formats, please contact support@sign-in-out.com.

Running Multiple Copies of the Sign-In-Out Server:

To run multiple copies of the Sign-In-Out Server program, you need to register multiple licenses. Please contact us about multiple licenses and the details of running multiple copies of the Sign-In-Out Server program. Please check the www.Sign-In-Out.com website for contact information.

Uninstalling the Program:

The program may be uninstalled from the Windows Control Panel using the Add/Remove Program Icon.

Uninstalling the program leaves the configuration files in the Server and Client program's program folder.

This is done so that this information is not lost when the administrator updates the system with a new release of the Sign-In-Out program.