



VP STANDALONE

XEROX

VP Series Reference Library
Version 1.1

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1. VP StandAlone overview

The VP StandAlone software package, in conjunction with Xerox ViewPoint software, provides the non-networked workstation user with the foundation for loading and using numerous software application packages.

Related information

The following materials provide information related to VP StandAlone software.

VP Series reference library

- Xerox ViewPoint
- 6085 Equipment
- 8010 Equipment
- Mailing
- Printing
- Filing
- VP File Conversion

VP Series training guides

- VP NetCom
- Xerox ViewPoint

Hardware/software requirements

The following are the hardware and software requirements for VP StandAlone:

Hardware

- A 6085 Professional Computer System, or an 8010 Information System

Software

- Xerox ViewPoint software
- VP StandAlone software

VP StandAlone software and all prerequisite software must be installed, enabled, and running on the workstation. Before using the software, open the application loader icon and verify that the appropriate software is loaded and running.

The sub-tab titled "Application Loader" in the VP Series reference library contains additional information on the application loader.

User access

Authentication

StandAlone workstation desktops are created at the workstation by a Workstation Administrator.

When a user first logs on to a standalone workstation, the workstation authenticates the user's access rights and retrieves the locally stored desktop. If the desktop cannot be found on the workstation, the option sheet redisplay, requesting the user to specify a valid name or have the Workstation Administrator

create a local desktop. To ensure access to the workstation, user names and passwords must be set up on the workstation by the Workstation Administrator.

Desktops on a workstation not attached to the network are always stored locally.

Chapter 2 contains procedures for creating a desktop on a StandAlone workstation.

Mailing

Mailing is not available to users of VP StandAlone software. Users of standalone workstations, however, can exchange information with other workstation users by placing the data on floppy disks, which the other users can then copy to their desktops.

Printing

Printing allows users of standalone workstations to transform data icons into hardcopy form, by moving or copying the appropriate data icons to a printer icon. The printer icon represents the only type of printer available to standalone workstation users.

A local printer is attached directly to a single workstation via the Printer DTB port at the rear of the workstation's processor. It does not require an Ethernet connection.

The sub-tab titled "Printing" in the VP Series reference library contains a detailed description of the printing functions, actions/procedures, and property/option sheets and windows.

Filing

Filing is not available to users of VP StandAlone software. Data icons created on a standalone workstation, however, can be stored locally on the workstation disk or on floppy disks.

Consistent network access

The standalone workstation user does not have access rights to network facilities. Local facilities that are available are visually represented by icons. These icons are located through a master icon called the directory. The directory provides the user with a consistent method of accessing icons.

The tab titled "Xerox ViewPoint" in the VP Series reference library contains a detailed description of the directory.

Converter icon

The converter icon, when used in conjunction with one or more purchased file conversion packages, converts data icons to different formats. This allows users of standalone workstations to exchange information with other workstation users by means of floppy disks.

Each file conversion package has been tailored to meet the specific needs of different users. The following conversion packages are currently available:

- 860 document and record file conversion
- PC document conversion
- Spreadsheet conversion

The tab titled "VP File Conversion of (name of conversion type)," in the VP Series reference library contains a detailed description of file conversion

functions, actions/procedures, and property/option sheets and windows.

860 document and record file conversion

There are two software packages available for 860 conversion:

- VP File Conversion of 860 Documents
- VP File Conversion of 860 Record Files

These conversion packages allow users of 850 and 860 workstations to exchange information with users of 6085/8010 workstations by means of floppy disks.

PC document conversion

There are three software packages available for PC document conversion:

- VP File Conversion of WordStar™ Documents
- VP File Conversion of ASCII Documents
- VP File Conversion of Document Interchange Format Documents

These conversion packages allow users of 6085/8010 workstations to exchange information with a number of word processing devices, (for example, Wang, DEC, and IBM) by means of floppy disks.

Spreadsheet conversion

There are two software packages available for spreadsheet conversion:

- VP File Conversion of VisiCalc™ Spreadsheets
- VP File Conversion of Lotus 1-2-3™ Spreadsheets

The spreadsheet conversion package allows users of 6085/8010 workstations to exchange spreadsheet

information with non-6085/8010 workstations by means of floppy disks.

Workstation applications

A wide variety of workstation applications are available for a standalone workstation.

Information regarding the loading of different workstation applications is contained in the tab titled Xerox ViewPoint and allows users to load different application packages as needed. Available application packages include; VP Document Editor, VP Data Driven Graphics, VP Spelling Checker, and VP Equations.

The sub-tab titled "Application Loader" in the VP Series reference library contains a detailed description of the application loader.

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2. Actions and procedures

The actions and procedures contained in this chapter provide the information necessary to access a standalone workstation.

This chapter also contains information about workstation administration functions performed on standalone workstations. Standalone workstation administration functions include creating and deleting user desktops, as well as making changes to desktops (changing passwords and assigning Workstation Administrator privileges).

Logging on to a standalone workstation

When a workstation is idle, a test pattern moves randomly about the screen at 1-second intervals. There are two ways to access an electronic desktop on a standalone workstation: using <NEXT> and using the auxiliary menu. These procedures are described in the following paragraphs.

Using <NEXT>

To log on using <NEXT>:

1. Press any key. A logon option sheet appears automatically. The logon option sheet consists of two options labeled Name and Password.
2. Type the appropriate user name and press <NEXT>.
3. Type the appropriate password and press <NEXT>. The workstation authenticates the access rights and retrieves the desktop.
4. If the desktop is not retrieved, ask the Workstation Administrator to create a local desktop.

Using the auxiliary menu

To log on using the auxiliary menu:

1. Press any key. A logon option sheet appears automatically. The logon option sheet consists of two options labeled Name and Password.
2. Select the appropriate fully qualified name in the auxiliary menu, located next to the Name field in the logon option sheet.

3. If the desktop cannot be found on the workstation, have the Workstation Administrator create a local desktop.

Note: If the desktop cannot be found on the workstation, the logon option sheet redisplay, requesting that a valid name be supplied or that the Workstation Administrator create a local desktop.

Using floppy disks on a standalone workstation

An alternative to storing information in folders and on the desktop is storing, retrieving, and organizing data icons on floppy disks. This method allows information to be copied to the workstation when necessary or copied to another workstation at a later time.

Refer to the sub-tab titled "Floppy Utility" in the VP Series reference library contains information on using the floppy utility for copying to and from floppy disks.

Creating the initial workstation administrator desktop

Every standalone workstation must contain at least one Workstation Administrator desktop. An administrator desktop is one assigned administrator privileges. The user associated with this desktop is the Workstation Administrator, who is responsible for creating and deleting desktops, as well as changing desktop passwords and assigning administrator privileges to others. The Workstation Administrator performs these functions using the workstation administration option sheet.

The Workstation Administrator desktop is automatically created during the initial installation of workstation software. If an administrator desktop is not created, the workstation administration option

sheet appears when any key is pressed after the bouncing keyboard appears.

To create a Workstation Administrator desktop:

1. Press any key. The workstation administration option sheet appears.
2. Select [DESKTOP CREATION] on the resulting option sheet.
3. Type the fully qualified name into the Name option. The name used must contain three parts: user name, domain, and organization. Each part is separated by a colon. The following is an example of the format used:

Name:Domain:Organization

4. Press <NEXT> to move to the Password field, and type a password.
5. Select [ADMINISTRATOR], and then select [START] on the option sheet. The system returns to the idle state. Pressing any key will now cause the logon option sheet to appear.

Note: If the [ADMINISTRATOR] option was not selected, the desktop is created; however, the option sheet displays until a desktop option is created by selecting [ADMINISTRATOR].

If the Workstation Administrator desktop was created successfully, the bouncing keyboard reappears on the screen. If problems were encountered, a message appears in the message area of the desktop.

6. Once the bouncing keyboard appears, log on to the administrator desktop using the fully qualified name and password. Additional user desktops can be created at this point.

Creating a workstation administrator desktop when the original was deleted

If the Workstation Administrator desktop is accidentally deleted and no additional administrator desktops exist on the workstation, the software detects the absence of an administrator desktop and requests that a new administrator desktop be created. To create a new Workstation Administrator desktop:

1. Return the system to the idle state.
2. Reboot the system from 0001 or by reloading the first installation floppy disk and selecting the Boot to Change Administrator option.
3. Once the bouncing keyboard appears, refer to the procedure titled "Creating the initial Workstation Administrator desktop."

Creating a workstation administrator desktop when the administrator's password is unknown

If the Workstation Administrator password is unknown and no additional administrator desktops exist on the workstation, the first installation floppy disk must be reloaded and the Boot to Change Administrator option selected. This deletes the existing Workstation Administrator desktop and allows a new Workstation Administrator desktop to be created. Rebooting with this option selected causes the workstation administration option sheet to appear after the idle state. Once the option sheet has appeared, create the administrator desktop as described in "Creating the initial workstation administrator desktop."

The tab titled "6085 or 8010 Software Installation" in the VP Series reference library contains complete installation procedures.

Creating user desktops on a standalone workstation

All user information on a standalone workstation is stored on the workstation's rigid disk. Therefore, only users who are registered on the standalone workstation can access a desktop.

Only users who are designated as Workstation Administrators can add users to a standalone workstation.

To add users to a standalone workstation:

1. Record all user information. Check for proper spellings and discuss passwords with each person. Encourage users to select brief names and passwords. The maximum length for each password is 40 characters. The maximum length for a three-part name is 80 characters (name - 40 characters, domain - 20 characters, and organization - 20 characters). Verify that no users have the same user name.
2. Log on to the workstation using a fully qualified Workstation Administrator name and password.
3. Select [WS ADMINISTRATION] in the desktop auxiliary menu.
4. Select [DESKTOP CREATION] on the resulting option sheet.
5. Type the new user's fully qualified name in the Name field, and press <NEXT> to move to the Password field.
6. Type the user's password.
7. Select [ADMINISTRATOR] if the user is to have administrator privileges.

8. Press <NEXT> to create additional desktops. Repeat steps 5 through 8 for each additional desktop.

9. Select [START] on the option sheet.

Note: To verify that all user desktops were entered correctly, select [WS ADMINISTRATION] in the desktop auxiliary menu, select [DESKTOP CREATION] on the resulting option sheet, and then select the auxiliary menu located next to the Name option in the workstation administration option sheet. A list of all user desktops will appear.

To verify users with Workstation Administrator status, select [LIST LOCAL DESKTOPS] in the window auxiliary menu. Users with Workstation Administrator status will have asterisks to the right of their fully qualified names.

Deleting user desktops from a standalone workstation

If a user no longer requires a desktop on a standalone workstation, it can be deleted either by a registered Workstation Administrator or by the user.

To delete user desktops from a standalone workstation:

1. Log on to the workstation using a fully qualified Workstation Administrator name and password.
2. Select [WS ADMINISTRATION] in the desktop auxiliary menu.
3. Select [DESKTOP DELETION] on the resulting option sheet.
4. Select the user's fully qualified name in the auxiliary menu, located next to the Name field in the desktop deletion option sheet.

5. Press <NEXT> to delete additional desktops. Repeat steps 4 and 5 for each additional desktop.
6. Select [START] on the option sheet.

Note: A desktop that does not contain data icons are deleted automatically. Desktops containing data icons requires a confirmation before deletion.

7. If confirmation is required, select the appropriate response in the desktop message area.

Note: If a user desktop is deleted at logoff by selecting [DELETE] on the logoff option sheet, the user is no longer registered on the workstation.

Changing user passwords/administrator status

A user's password and administrator status can only be changed by a registered Workstation Administrator.

To change a user's password or administrator status:

1. Log on to the workstation using a fully qualified Workstation Administrator name and password.
2. Select [WS ADMINISTRATION] in the desktop auxiliary menu.
3. Select [DESKTOP CHANGES] on the resulting option sheet.
4. Select the user's fully qualified name in the auxiliary menu, located next to the Name field in the desktop changes option sheet.
5. Press <NEXT> to move to the Password field.
6. Type the user's new password, if applicable. If a new password is not specified, the user's password is not changed.

7. Select [ADMINISTRATOR] if the user is to have Workstation Administrator privileges.

Note: If a user had administrator privileges and his or her password is changed, [ADMINISTRATOR] must be selected again. If [ADMINISTRATOR] is not selected, the user will no longer have administrator privileges.

8. Press <NEXT> to make changes to additional desktops. Repeat steps 4 through 7 for each additional desktop.

9. Select [START] on the option sheet.

Note: A Workstation Administrator can change his or her password but not his or her administrator status. Administrator status must be changed by a different Workstation Administrator.

Listing user desktops on a standalone workstation

Selecting [LIST LOCAL DESKTOPS] in the auxiliary menu of the desktop deletion, creation, or change option sheet allows the Workstation Administrator to list all user desktops currently residing on the workstation. Alternatively, the auxiliary menu on the workstation administration option sheet can be used to list desktops.

Using [LIST LOCAL DESKTOPS]

If the workstation is in an idle state, press any key. Select [LIST LOCAL DESKTOPS] in the auxiliary menu of the resulting option sheet. A list of all user desktops appears in the option sheet. Users with Workstation Administrator status have asterisks to the right of their fully-qualified names.

This option lists the current fully-qualified names of users, their desktops, and their administrator status.

Using the auxiliary menu

If the Workstation Administration option sheet is displayed on the desktop, select the auxiliary menu, which is located next to the Name field in the desktop deletion, creation, or change option sheet. A list of all user desktops appears in the option sheet. To verify users with Workstation Administrator status, select [LIST LOCAL DESKTOPS] in the window option auxiliary menu. Users with Workstation Administrator status have asterisks to the right of their fully-qualified names.

This option only lists the users' fully-qualified names.

3. Property/option sheets and windows

This chapter describes the property sheets, option sheets, and windows pertaining to VP Standalone software.

The image shows a graphical user interface window titled "Workstation Administration". The window has a title bar with "Start", "Cancel", and window control icons. The main area is divided into three sections, each with a dark header box:

- Desktop Creation:** Contains a "Name" label with a list icon and an empty text input field, and a "Password" label with an empty text input field and a button labeled "Administrator".
- Desktop Deletion:** Contains a "Name" label with a list icon and an empty text input field.
- Desktop Changes:** Contains a "Name" label with a list icon and an empty text input field, and a "Password" label with an empty text input field and a button labeled "Administrator".

Navigation arrows are visible on the right and bottom edges of the window.

Figure 3-1 Workstation administration option sheet

Workstation administration option sheet

The workstation administration option sheet (Figure 3-1) is used to create and delete user desktops, as well as to make changes to desktops (for example, changing passwords, and assigning administrator privileges) on a standalone or remote workstation.

The workstation administration option sheet is displayed by pressing any key on the workstation when it is in the idle state. If the logon option sheet appears, it is necessary to log on to an administration desktop and select [WS ADMINISTRATION] in the desktop auxiliary menu.

Window commands

The following is a description of the commands located at the top of the option sheet in the gray area.

[START]

Validates the supplied information, and performs the appropriate action.

[CANCEL]

Closes the option sheet without applying any changes to it.

Note: [CANCEL] appears only when the workstation administration option sheet is displayed by selecting [WS ADMINISTRATION] in the desktop auxiliary menu. [CANCEL] does not appear if the workstation administration option sheet appears after the idle state.



Causes the window management commands to appear when the pointer is placed over the window management auxiliary menu and the left mouse button is held down.

The sub-tab titled "Windows" in the VP Series reference library contains detailed information on

the window management commands.



Causes the window commands that have been placed in the floating items auxiliary menu to appear when the pointer is placed over it and the left mouse button is held down. Window commands are placed in the floating items auxiliary menu when the window is not wide enough to accommodate the commands. The following command always appears:

[LIST LOCAL DESKTOPS]

Lists desktops residing on the workstation, together with each owner's fully-qualified name and an asterisk (*) to indicate Workstation Administrator status.

Desktop creation

When [DESKTOP CREATION] is selected, it provides additional options that allow Workstation Administrators to add users to the standalone workstation. The following is a list of options that appear.



Lists the fully-qualified names of the users who currently have desktops residing on the workstation.

Name

Provides a field in which the user's fully-qualified name is entered.

Password

Provides a field in which the user's password is entered.

Administrator

Provides the user with workstation administration privileges, when selected.

Desktop deletion

When [DESKTOP DELETION] is selected, it provides additional options that allow Workstation Administrators to delete users from a standalone workstation. The following is a list of options that appear:



Lists the fully-qualified names of the users who currently have desktops residing on the workstation.

Name

Specifies the fully-qualified name of the user whose desktop is being deleted.

A desktop that does not contain data icons is deleted automatically. A desktop containing data icons requires a confirmation before deletion.

Note: If a user deletes a desktop by selecting [DELETE] on the logoff option sheet, the user will no longer be registered on the workstation.

Desktop changes

When [DESKTOP CHANGES] is selected, it provides additional options that allow Workstation Administrators to change a user's password or administrator status on a standalone. The following is a list of options that appear:



Lists the fully-qualified names of the users who currently have desktops residing on the workstation.

Name

Used to specify the fully-qualified name of the user whose desktop should be changed.

Password

Provides a box in which the user's password is entered. If left blank, the password is not changed.

Administrator

Provides the user with Workstation Administrator privileges, when selected.

Note: A Workstation Administrator can change his or her password but not his or her administrator status. Administrator status must be changed by a different Workstation Administrator.