

# GroupLink Corporation

## GL-Snap Documentation and Examples



Prepared by  
**GroupLink Support**  
GL-Snap

**Documentation and Examples**  
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GroupLink Corporation Customer Support Policies  
All Rights Reserved

### Installation:

Your GL-Snap software will change from an "Evaluation Version" to an official licensed copy by installing your license. Before you install, make sure you have downloaded the current version of the software from our download site at:

<http://ftp.grouplink.net/pub/glsnap/glsnap.msi>

To install your license:

1. Download your license from the location shown at the beginning of your registration email.  
This link will be valid for one week. Save the file to a temporary directory (e.g. c:\temp).
2. If you had a previous license on a machine then you will need to do the following:  
Go to your system directory and look for the following two files:

grouplink.dlx  
grouplink.zlx

You may have one or both of the files in the directory. Delete or rename both of the files.

Where your system directory is located depends on your operating system.  
(for Windows 98) C:\WINDOWS\SYSTEM  
(for Windows NT, 2000) C:\WINNT\SYSTEM32  
(for windows XP) C:\WINDOWS\SYSTEM32

If you rename the file extension to .old (grouplink.old) you could keep the file as proof of a previous purchased license. If you opt not to rename it, delete it BEFORE proceeding with the license installation.

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3. Run the license file you downloaded. This will install the license.

We look forward to working with you as you implement and use GroupLink software at your site. We hope that your users will find it to be of great value.

To discuss your progress, contact us at (801) 298-9888 or send email to:

[info@grouplink.net](mailto:info@grouplink.net)

Please direct support related questions to our HelpDesk at:

<http://support.grouplink.net>

We are proud to have you as a client and to have the opportunity to contribute to your success.

### Registering GLSnap

The GLSnap Editor is freeware and is limited to 2 buttons and 4 submenus/menu items. Registering the product is free. Registering can be done through the screen that appears for non-registered copies or it can be done manually by sending an email to [glsnap.register@grouplink-tm.com](mailto:glsnap.register@grouplink-tm.com) with the subject: Free Registration. You can also call GroupLink's sales department at 801-298-9888. A registration file will be returned to the sender's email address. This file must be run before the registration messages will stop appearing.

Registration provides the following functions:

- Unlimited buttons
- Unlimited submenus/menu items
- A 30 day trial of the GLSnap Rule Processor
  - To use the GLSnap Rule Processor after the 30 day trial period, a license must be obtained (at extra cost.)

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### Using GL-Snap:

GLSnap will add buttons and menus to the GroupWise message browser. Use the GLSnap Editor to create the added items you want. After the work has been saved, reopen GroupWise and the new items will appear.

With the GLSnap Rule Processor (available to licensed users) messages are scanned to see if they meet user defined criteria based on sender, subject, body text, attachment name, or message type. When a match is found, user defined results automatically occur, such as saving attachments, calling other programs, sending email (with original or user defined message information), moving the message to another folder, and/or deleting the message. This program can be called from GroupWise via GLSnap buttons or menu items. It can also run in standalone mode, so GroupWise does not have to be running. In standalone mode the Rule Processor polls at regular, user defined intervals.

### Main Screen

On the left is a view of GroupWise menus with their submenus. In the middle is a display of menus and items contained in the selected menu from the left. Across the bottom are buttons that have been installed (if any.)

On the right, property tabs show the selected submenu, menu item, or button settings. GroupWise items do not have any editable properties. Submenus will have only a caption and hint, since they don't perform any actions. Menu items and buttons both have extra properties that allow them to perform their functions.

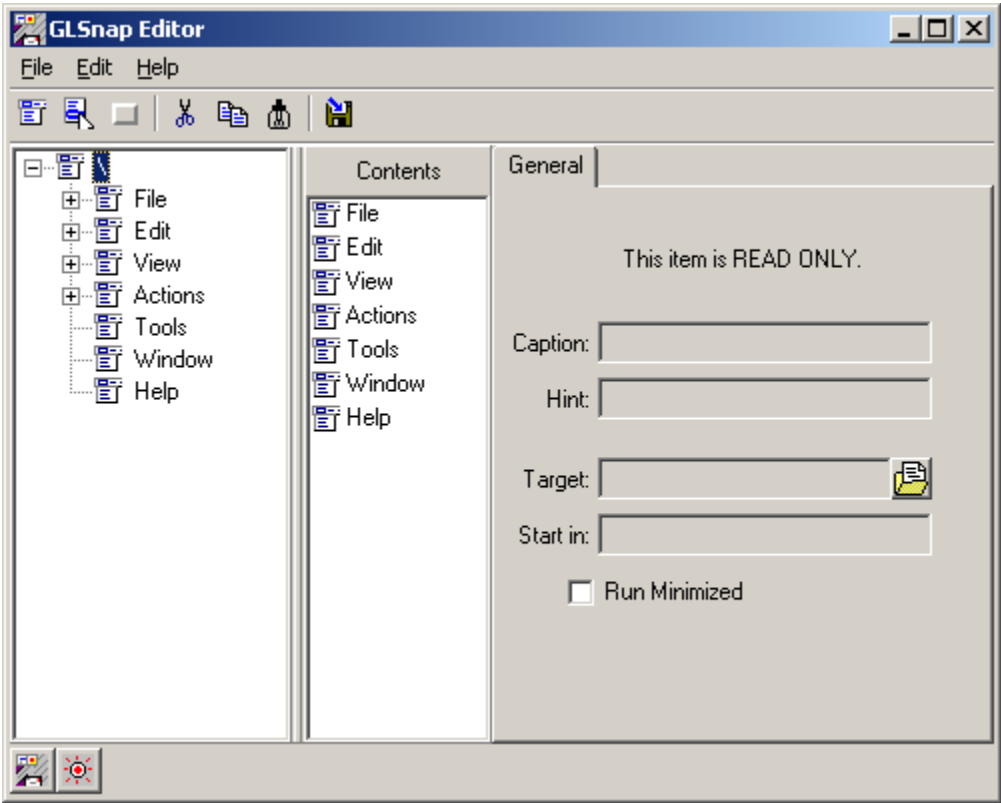
Shortcut: To make an item both on a menu and button, create one and then drag it to the other. This will copy the item. Dragging within the menu view or button bar will move the item to new location.

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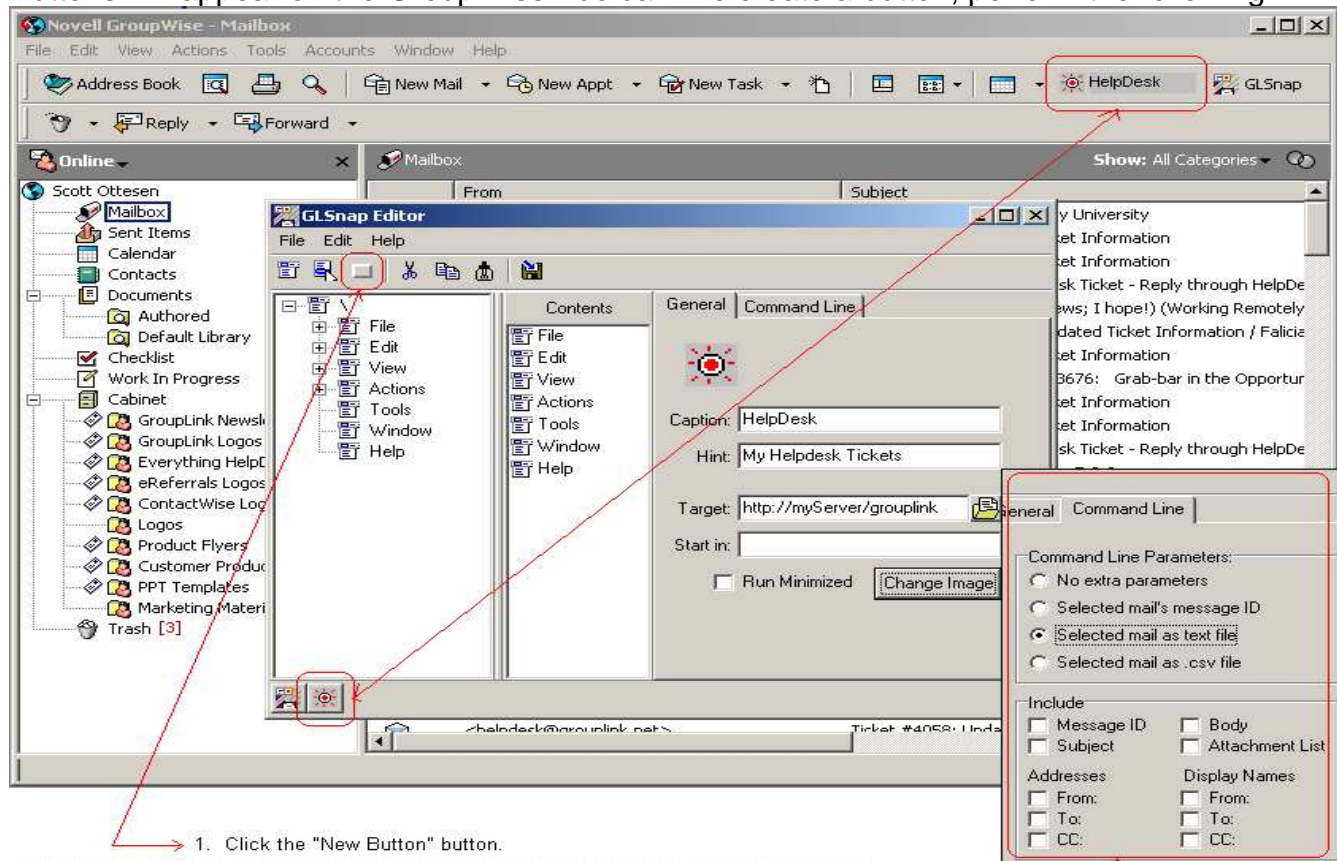


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## Buttons:

### Creating A Button:

Buttons will appear on the GroupWise Toolbar. To create a button, perform the following:



1. Click the "New Button" button.
2. In the Caption field, replace the value with "HelpDesk". Fill the remaining fields as shown.
3. Click on the folder icon to find your target, or you may use a direct URL to bring up the default browser on your PC to go to that page. In this case, we'll target directly to our Help Desk login page.
4. Click on the "Change Image" button. This will allow you to select an icon image for your new button.
5. Click on the "Save" button. To see the changes, you must restart your Groupwise Application.
6. Alternatively, you can use the Command Line option to start your custom button's application.

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### Menu Items

Menu items can be added to any existing menu, including the root. To create a menu item, perform the following:

- Select the menu where the menu item should appear
- Click the 'New Menu Item' button or right-click and choose 'Add Menu Item'
- Give the menu item a name by setting the Caption field on the General property tab
- Fill out the remaining information. For details see Properties

Shortcut: To make an item both on a menu and button, create one and then drag it to the other. This will copy the item. Dragging within the menu view or button bar will move the item to new location

### Submenus

Submenus can be added to any existing menu, including the root. To create a submenu, perform the following:

- Select the menu where the submenu should appear
- Click the 'New Submenu' button or right-click and choose 'Add Submenu'
- Give the menu a name by setting the Caption field on the General property tab

### Deleting An Item:

To delete a submenu, menu item, or button, Right-click on the item and choose 'Delete' from the popup menu.

NOTE: Deleting a submenu will delete all of its child menus and menu items as well.

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### Properties

Each menu item and button has the following properties on the General tab:

*Read Only:* This appears on the menus that come with GroupWise. These menus can not be changed.

*Caption:* The name of the item. For menu items this is the text that appears on the menu.

*Hint:* This is the text that appears when the mouse is over the button. For submenus and menu items it appears across the GroupWise banner (at the top of the window).

*Target:* This is the program that will be called when the menu item or button is activated.

When using the Rule Processor, this would be [path] \GLSnapRule.exe.

*Start in:* The start directory for the target.

*Run Minimized:* If this item is checked, the Target program will be opened but not displayed.

Buttons also have a Change Image button that allows a bitmap to be selected. All buttons must have an image selected.

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Each menu item and button also has the following properties on the Command Line tab:

### Command Line Parameters:

The options are:

*No extra parameters* (default): GLSnap will not add anything to what is on the Target line

*Selected mail Message ID*: The GroupWise Message ID for each selected mail message will be added to the end of the Target line, separated with a space.

This is the option that should be used when calling the Rule Processor.

*Selected mail as text file*: The selected messages are saved to a text file in a temporary directory.

The file path is then passed as a parameter at the end of the Target line.

*Selected mail as .csv file*: The file is saved in comma-delimited format with a heading line.

The file path is then passed as a parameter at the end of the Target line.

Note: GLSnap does not delete these files from the temporary directory.

When either the text file or .csv file is selected the Include options become available. There are the parts of the message that are saved into the file.

*Message ID*: GroupWise Message ID.

This reference is used to track the message in the GroupWise database.

*Subject*: The text from the email's Subject line

*Body*: The main message in the email

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*Attachment List:* The count and a list of the attachments on the email

From, To, and CC

Name and Address: The GroupWise display name and address of the respective parties.

Note that GroupWise includes the address as part of some names (such as names from Internet email.)

### Example:

In this scenario an email message needs to be exported from GroupWise into MS-Word.® A new button would be created and an image selected. The Target line would be set to [path]+WINWORD.EXE. The Command Line Parameters would be set to Selected mail as text file. The Subject, Body, From Name, and To Name would be checked. When the button is clicked, the email is saved and MS-Word is called to open the saved file.

### Troubleshooting

If items are created but don't appear in GroupWise:

1. If no items appear at all, the GLSnap1.dll is probably missing or not installed correctly. Loading a new GroupWise client can also cause this. Make sure GLSnap1.dll is on the hard drive and, click on Start, Run and execute the following: regsvr32 [path]\GLSnap1.dll. Also, the GLSnap.ini file must be in the same path as the GLSnap1.dll.
2. If some items appear but several are missing, an unexpected error caused GroupWise to stop loading the items.

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3. If a button is missing, it is probably due to GroupWise not being able to locate the image. An image must be selected. The file that contains the image must also be in the same path as when the image was chosen.

If items appear but clicking on them doesn't do anything:

1. Make sure it isn't being run minimized (and just not noticed.)
2. Submenus can not call programs. Make sure you are not clicking on an empty submenu.
3. There is a problem with the target. Make sure the file exists. If there is a space in the program path there must be quotes around the path.

Example: "C:\Program Files\GroupLink\GLSnap\GLSnapRule.exe"

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