VIPS-SL

Francis Wellens

wellens@vips.be

Help on VIPS-SL

VIPS-SL

1 Getting started

Figure 1: The start-up screen
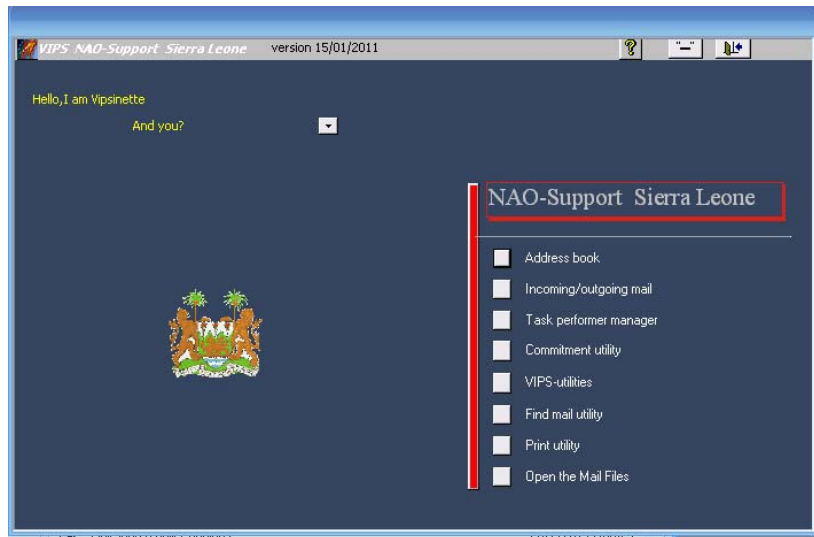
VIPS-NAO-SL will not start as long as you don't identify yourself. Consequently, new staff has to be introduced as members of the NAO-Staff by one of the staff members already introduced in the system.

Figure 2: Identification

1.1 The presence register

After selecting your name in the combo box near the "and you?" question, your presence sheet and agenda page will appear. At start, both registries are active on the day of today mentioned in yellow (situation of <date>)
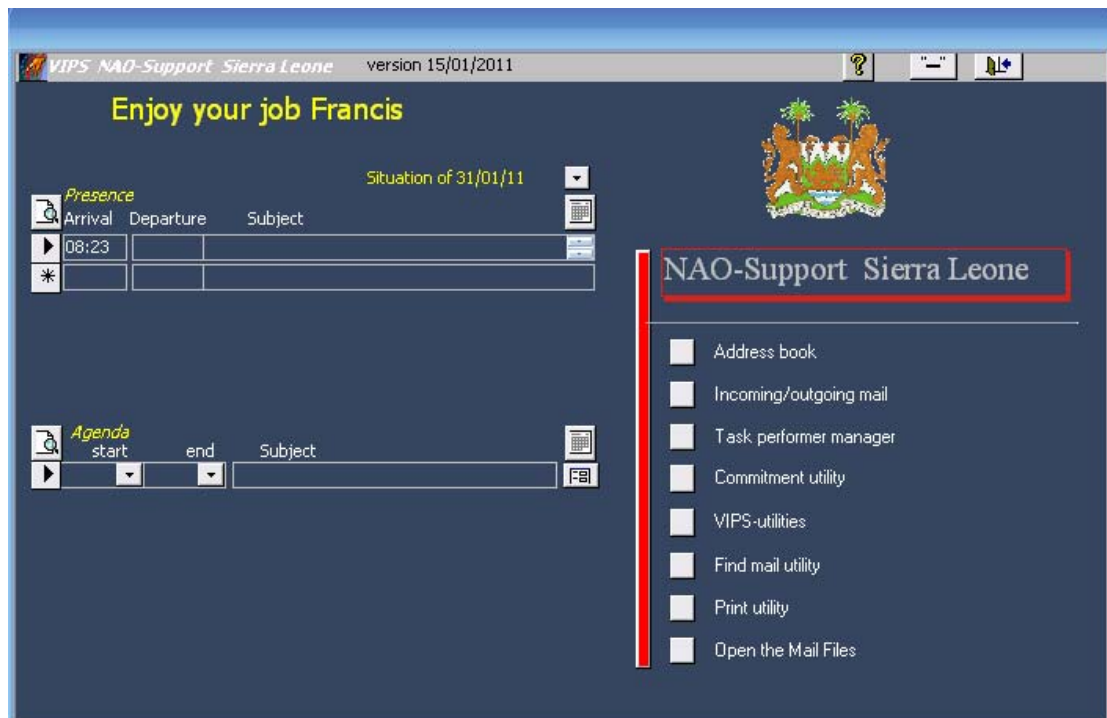
The presence register automatically indicates the present time (minus 10 minutes for climbing the stairs) as arrival time, you can't change it. When you leave your desk, you should click in departure. If it is not the end of the day, you might indicate where you will be in the comment section. Coming back behind your desk you should register again for a new time period: simply click in the corresponding departure time field

You can open as many time periods as you want but it is impossible to change introduced times.

You can delete time periods clicking on the corresponding selection block and pressing the "delete" key afterwards. Normally this action has no interest as the lost time can't be introduced anymore.

To go back in time and view the presence for other days, you just change the date in the drop down box behind "Situation of" Situation of 14/01/11

1.2 Printing of the presence register

Two different formats are foreseen for printing the presence sheets.

The day timesheets accessible with the left preview icon of the presence register

Figure 4: Print-out presence list

The summary presence sheets are available with the right preview icon of the presence register.

Figure 5: Print-out presence register

1.3 The agenda register

The agenda register allows for planning own time and organising meetings within the Office.

Figure 6: Agenda screen

The agenda registry is active on the day of the `Situation of 14/01/11` field. This field has a dropdown list of past dates from the presences. A double click on the field opens a calendar allowing selecting a date by clicking on the corresponding day. A simple click allows editing manually the field.

Introduction of periods in the agenda is only possible per half hour periods with the start and end drop fields.

Clicking on the "more icon" opens the detail window of the agenda period as shown below:

Figure 7: Meeting participants screen

The initiator of the time period can modify all the fields of a period (start and end period, subject, comments and participants. The other staff members can only change the participants and the comments.

1.4 Printing of the agenda events

Vips will print a preview of all the agenda events starting from the day mentioned in the day field behind "situation of" Situation of 09/01/11 ▼

The preview icon on the left of the agenda registry 🔍, prepares the print-out of the individual agenda.

Figure 8: Individual Agenda

The preview icon on the right of the agenda registry ⊞, prepares the print-out of the office agenda.

Figure 9 Office Agenda

2 The adress book

You will only be able to work with institutions, entities and persons registered in your address book. The address book can be accessed from the main menu but also other screens have a shortcut to the address book.

When opening the address book, it always comes on an empty form. In this regard it has to be reminded that **writing on data of a record is changing the record.**

Figure 10: The address book

The address book form is divided in three sections

2.1   The upper-section of the address book

The upper-section contains the name of the form and some icons

Before entering data for a new record, one should always take attention that "New entry" marked in the Nb field. I you enter data on an existing record, you will simply modify the later one.

The navigation bar allows to move to within the contact data. As elsewhere pressing on these icons results in

 moving to the first record
 moving to the previous record
 moving to the next record
 moving to the last record
 opening the form for a new record

The preview icon allow to preview and from there to print the address book.

The upper corner left icons respectively close the address book and open the help-file

2.2 The middle-section of the address book

The details of a contact shall be introduced in the middle section. The first tabulation "address book" allows for filling out the general identification and address of the person or entity.

Figure 11: Identification form

It has to be acknowledged that for automation purposes, the gender for companies and institutions etc is "fictive person". In the right part of this form it is possible to introduce several addresses for the same person. The firs address (Nb 1) will become the address by default.

The tabulation "relations/employees members" allows introducing dependency links between persons or institutions.

Figure 12: Relationships in the address book

The tabulation "details" allows for including a short name which can facilitate encoding of data

Figure 13: Details of the identification

2.3   The search engine of the address book

Figure 14: The search engine of the addres book

The bottom part of the address book is in fact a record finder. You can select the records displayed in the data table, you can call a record to modify or read it in the middle section of the address book

To call a record, you can click on its selector in the table or going through the name search function "By name". This function can be addressed through typing in the initials or scrolling down, as soon as selected, the registration details will appear in the

middle section.

To change the order of the data in the data table, first click in the column you want to lead the reordering and then click on one of the reordering icons. .

3   Registering Mail

The mail register window is build in a similar way as the address book. In the bottom of the window, there is a simplified search tool allowing selecting mails and documents. Selecting the arrow located left of the mail number in the search tool brings the details of the corresponding mail in the mail encoding part of the window.
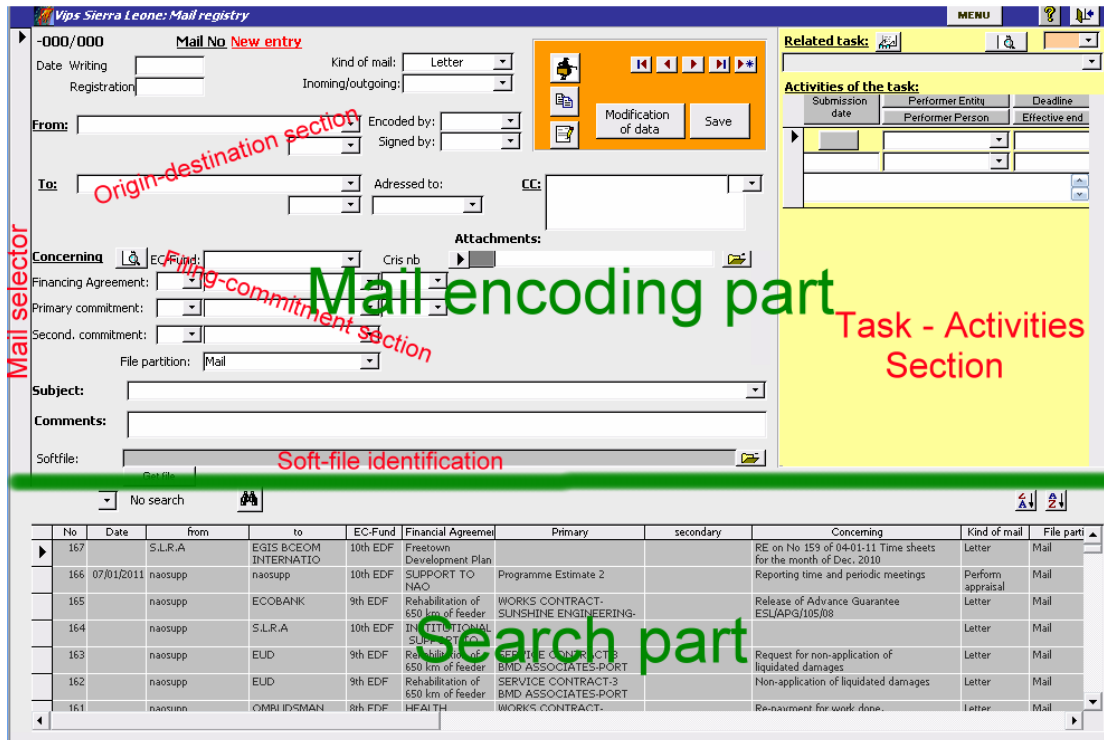
The Number Search drop down field [123 ▾] Nb search [🔍] allows to introduce or select a mail number and to send it to the encoding part of the screen.

To use the search tool and alphabetic ordering icons, first click in the column (on the field) you want to work with,

3.1 Encoding the document

In the mail encoding part of the window a number of fields have to be completed to allow a document to be registered of which

- date of writing is the date when the mail was drafted Date Writing 17/12/2010
- Registration date is the date when the mail came in the NAO for incoming mail or left the NAO for outgoing mail, corresponding to the date in the hand written mail registry. Registration 20/12/2010
- Kind of mail Kind of mail: Letter links the mail to a document format, several document formats can be created such as "general letter", "email", "internal note" etc. The Kind of mail selected will orient the template utilised to facilitate writing the document. Through the Vips Utility these mail formats can be linked to automatic document writing facilitators.
- From and to: is the field where the document is "originating" from and "sent to". Identification can be done through the long field with the whole name or the short field with only the initials or short name. When it concerns companies or other entities, the fields at the right side can be filled out if the people related are registered in the relation section (employees) of the address book.
- If the person or entity you want to introduce is not registered yet, you can return to the address book using the short-cut icon [📇]

Figure 15: From and To fields of the mail registration.

– The CC field allows introducing the names of the people/entities the document. The names can be inserted using the keypad or with the help of the scroll down arrow on the right hand. Entering the first letters of the names will accelerate scrolling.

– VIPS-SL allows adding the names of soft-files of attachments to the mail references. Clicking on the folder icon at the right of the attachment field will open an explorer allowing you to select the file you want to attach. The name of the attachment will appear. If the attachment is not present in the central system the program will ask if you would like it to be copied in the central filing system. If you refuse to copy, the program will ask you each time you open the file if you want to save it in the central system.

Figure 16: Attachments

– To open an attachment that has been introduced simply click on the folder Icon at the right of the name. If the attachment was introduced from another computer without copying in the central system, an error message will appear.

Figure 17: Copying attachments to the central system

3.2 The filing (commitment) section

In the archives (hardcopy files) and on the server, documents should be stored on a very similar way. (It would even be an advantage for everybody to utilise the same filing and archiving system in all the personal computers.)

The filing system is following exactly the commitment structure of the projects your document is referring to:

EDF → Financing Agreement → Primary commitment (Specific commitment) → Secondary commitment

The commitment structure should be defined as much (as deep) as possible.

At each level, 4 filing possibilities are identified:

- mail
- finance

- reports
- contracts

Figure 18: The filing system

Except when the Cris number is known, the filing (commitment) selection process runs obligatory from up to down (EDF → Financing Agreement → Primary commitment (Specific commitment) → Secondary commitment)

There are different ways of selecting the commitment (filing) levels:

- The left column are numbers, the middle column are the names and in the right column it are the Cris numbers.
- Any commitment which is presently not funded has a negative commitment number and mostly no Cris number.
- The Cris number selection should only be utilised if the number is known (not for searching).

The document will receive as file name the number of the mail followed by the subject

The subject should as well as possible describe the issue of the document and be as concise as possible. There should be no repetition of data already available like the filing, dates, references etc.

3.3   Giving a reference number to the document

VIPS-SL gives a distinct reference number to all the documents saved. When the mail is not saved in the system the mail number shows in red "New Entry" To save the mail registration, just press the "save" command
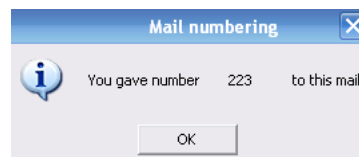
It is not possible to save a mail registration before at least the fields "from" and "To" and the commitment fields are filled out.
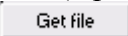
The program will indicate the number given to the documents. For existing documents (incoming mail for example), it is advisable to copy the reference number and the filing references immediately on the hard-copy to facilitate hard-copy filing later on.

3.4   Saving the soft file of the document in the central system

Saving the document in the central system makes it accessible to all the staff members of the NAO office. This is very useful when a document has to be verified/completed by different staff members. One should than use the tracking system in the document to allow differentiation of the inputs of every staff member but also to make comments and notes in the document or in the comment field of the mail registy

Two possibilities exist: i) the soft-file of the document already exists when it is registered and ii) the document has still to be prepared and assistance is requested.

3.5   Introducing the existing soft-file of a document.

When the document exists in what-ever format (*.pdf, *.doc, .xls…) you can pick it up through clicking on the "Get File" command which will open a browser.

The document will be copied to the central system in the file you have indicated, for example 10th EDF/2 NAO Support Programme/ 1 PE1/ Mail with a different name. The name of the file in the central system is the number of the mail followed by the subject, a dot and the initial extension. Ex "122 request for additional advance.pdf"

3.6 Writing a document with the assistance of VIPS-SL

For documents which have prepared models, like the general letter of the NAO-office, it is possible to have assistance from VIPS-SL for helping writing a document. When the mail is entirely registered (and has a number, meaning that it is saved), it is sufficient to press the Write mail icon to start preparing a mail.

Figure 19: Generated mail body
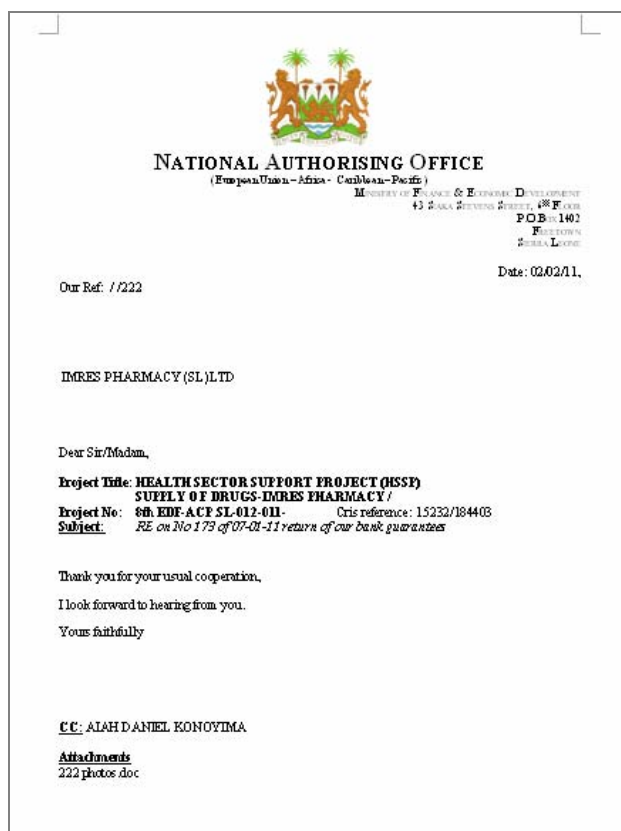
Once the mail is prepared, please press the save Icon in Word. The mail will automatically be saved in the central system in the folder like specified in the filing-commitment section with as name the mail reference number followed by the subject, a dot and the three letters doc.

3.7   Preparing a reply on an incoming mail

Figure 20: Incoming mail

For an incoming mail that is fully registered, VIPS-SL will assist you in preparing the reply mail.

Clicking the "Prepare responds mail" Icon 🗐 will automatically prepare the encoding part of your mail:

Figure 21: Automatic responds mail

To do this, a new registration has been prepared including:

- Qualifying the mail as outgoing
- Inverting the "From" and "To" fields
- Maintaining the filing (commitment) definition
- Adding the words "RE on No {previous mail number} of {previous mail date}

After having completed the missing fields, it is possible to utilize the mail writing facilitator to prepare the mail 🗒. Note that the registration of the mail first has to be saved to give it a number.

It can happen that the programme refuses to start processing the new mail. In most cases this is due to the fact that the filing directory + mail name is too long. Generally shortening the subject is sufficient. Sometimes it might be necessary to shorten the names of the commitments (see 5 Commitment Utility).

3.8   Associating tasks and activities to the mails
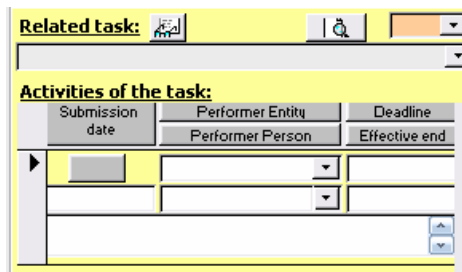
It is possible to associate tasks and activities to a mail or other registered document. Your VIPS-SL will automatically include the existing tasks of the corresponding to the mail in the drop down box of the related tasks. When you select one of the existing tasks, you can append activities directly in this window. You can also open the Tasks performer manager window clicking on the glasses icon. The preview icon on the right allows to preview the print-out of the activity slip of the mail.

Figure 22: Example of a mail-activity slip

When you enter a new task for the commitment you are working in, automatically the "Task performer manager" windows opens.

4   Tasks and Activities

VIPS-SL allows for registering and follow up of tasks and activities of each member of the staff of the NAO-Office. A task is linked to a commitment and can be linked to an (incoming) mail. The implementation or the supervision of the implementation of a task should be assigned to a staff member. A task can be split in activities which can be assigned to different staff..

The "Task performer manager" window turns on after

- Clicking the corresponding command on the main menu (after having identified)
- Introducing a new task or opening the task and activities command on the Mail-screen.

4.1   Opening the Task Performer Manager from Main Menu

Figure 23 : Task Performer Manager opened from main menu

When opened from the Main Menu, the task performer manager fills out the "to be achieved by" fields of the staff member who registered in the presence fields of the Main Menu, the Commitment Restriction Icon shows OFF and all the ongoing tasks linked with the staff member are shown.

The screen is divided in three main sections:

- The Commitment Selection (or filter) Section, grey on top
- The Task Section, blue in the middle
- The Activity or Action Section, pink in the bottom

In the Task section, near the word "Task:", the description of the commitment corresponding to the selected task appears. Another description will appear when selecting another task. Simultaneous, the Actions in the Activity section will change and relate to the new task selected.

As presented, no New Task field on the bottom of the tasks and it is not possible to add tasks.

After double clicking a task (Clicking rapidly two times on the selector of a task) the commitment of the corresponding task will appear in the file selection fields but maintaining the Filter Restriction on OFF.

Figure 24: File selection after double clicking a Task
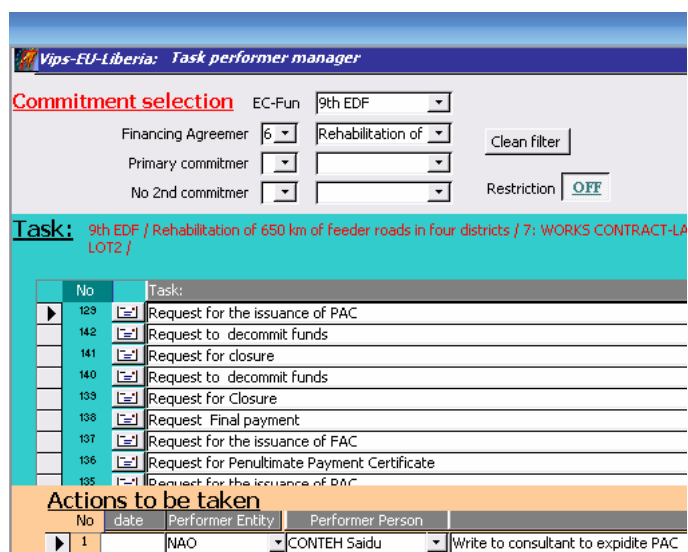
In the Task section, all the tasks corresponding to the commitment or below appear the other are not more appearing. By clicking the restriction command "On" the tasks appearing in the task section will be restricted to the selected commitment and the tasks of sub-commitments will disappear.

If the tasks have one or more registered documents (e.g. incoming and outgoing mails) they can be visualised by clicking the mail icon in the corresponding task row.
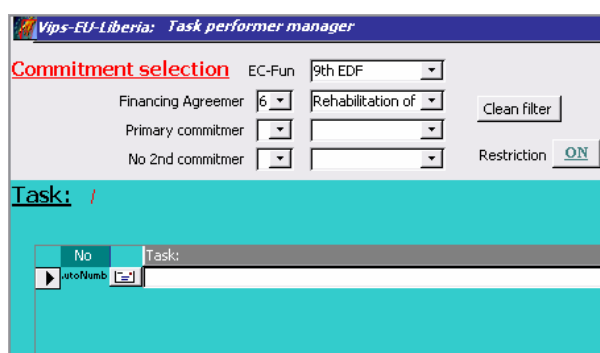
Figure 25 : turning restriction to"ON"

In the case of Figure 24, all the tasks were linked to sub-commitments of the Financing agreement "Rehabilitation of 650 km of feeder roads" and in Figure 25, no tasks appear any more after turning the Restriction command to "ON".

The filter on commitment can be removed by clicking "Clean filter".

4.2   To add a new tasks and activities in the Task Performer Manager

1. If necessary clean the filter of the Commitment Selector
2. Introduce the commitment starting with the EC-Fund
3. Turn restriction on "ON", the last line in the task field must show "autonumber" in the No field.
4. Select the Staff responsible for the task if necessary
5. Introduce the new task in the task column in the row with "Autonum". The task number will automatically be given.
6. If necessary, introduce the activities corresponding to the Task

For all the date fields, the date can be introduced manually or from the calendar appearing after double clicking in the field.

The date left in the action section is the date when the action is supposed to be started. The date at the left side are the latest date as intended for implementation (dead-line) and the real end date. The accuracy of these dates is important as the results of their analyse will help to prepare better planning in the future.

4.3   Issuing Tasks and Activities related to an (incoming) mail

In the "Mail" window, click on the field below "related task" on the right of the window.

Figure 26: Introducing new task in Mail window
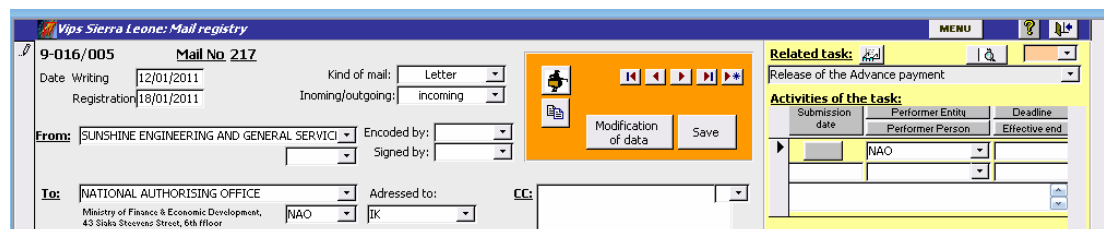
If the task already exists for the commitment of the mail, it will appear in the drop-down list and can then be selected. Additional activities can be added directly or after opening the "related task".

The "enter" click after introducing a new task will automatically open the Task Performer Manager Window with in the Commitment Selection Screen, the same commitment as the one of the Mail and the new task entered on the bottom line of the tasks.

Figure 27: New task starting from Mail window
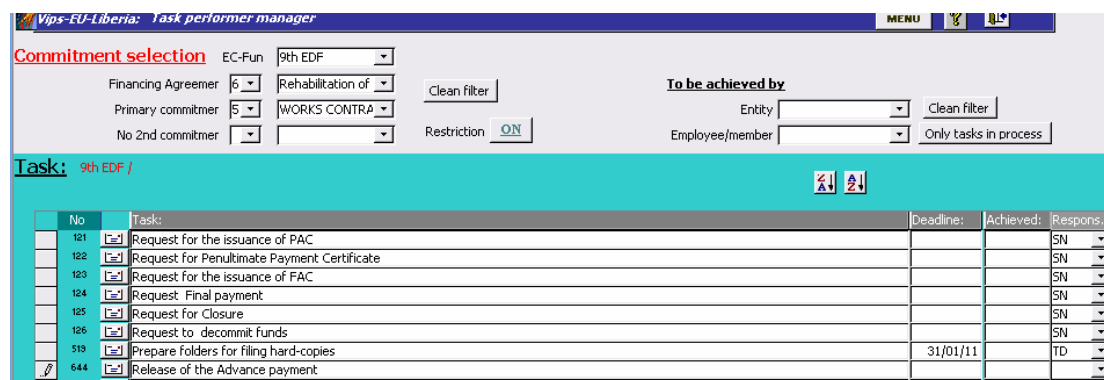
You can now enter the dead line for the task as well as its responsible and the details of the activities. After completing the different fields, the Task Performer Manager window can be closed. Verify that you did not involuntary change the task selector.

After closure, Vips-SL will report the tasks and activities of the last selected task to the Mail window.

From the mail window, an activity slip can be printed.

Figure 28: Mail window with tasks and activities

5   Commitment Utility

The commitment utility allows for updating of the commitments and introducing of new commitments.

This commitment utility is the hart of the organization of the VIPS-SL Database. The commitment utility organizes the commitments and all what is related such as opening and closure dates etc but also it organizes the mail filing and makes follow up of task and activities more efficient.

Figure 29: Opening the Commitment Utility
Figure 30: Commitment Utility

At each commitment level corresponds a screen with or without tabs where essential information of the commitment can be filled out.

Figure 31: Commitment Utility at Financing Agreement level

To launch a new commitment, just open a commitment at the level the new commitment has to be introduced and click the "New Entry" icon near the number

Figure 32: Introducing a new Financing Agreement in the 10th EDF

When the empty screen appears, filling out the name of the commitment will also generate a number for the financing agreement. The number by default is the present maximum value plus 1. This number can be changed. It has been agreed that negative numbers are given to commitments as long as they are not signed.

When you change the number or the name of a commitment, the software has to change the names in the filing system and normally does it (verify if done).

Microsoft Access

C:\Mail-files\templates\10th EDF\-5 - Civil Service Reform Programme doesn't exist
Do you confirm the change

[Yes]   [No]
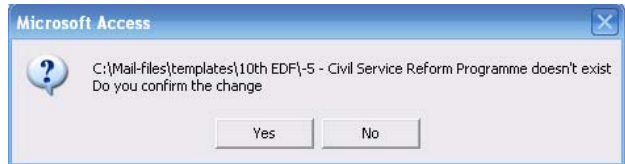
6   Vips Utilities

In the utilities, it is possible to change certain definitions, lists of drop down fields, filing

Figure 33: Vips Utilities

Titles and kind of business are utilized in the Screens of the Address book and can be used by the automatic document preparation facilitator.

Functions and relations are used in the relations between contacts registered in the Address book.

Registration of Localities allows introducing of countries and localities in the countries. The numbers of the countries are the pre-fix of the telephone of the country, e.g. 232 for Sierra Leone. When zip-codes are available they should be included.

Figure 34: Registration of localities
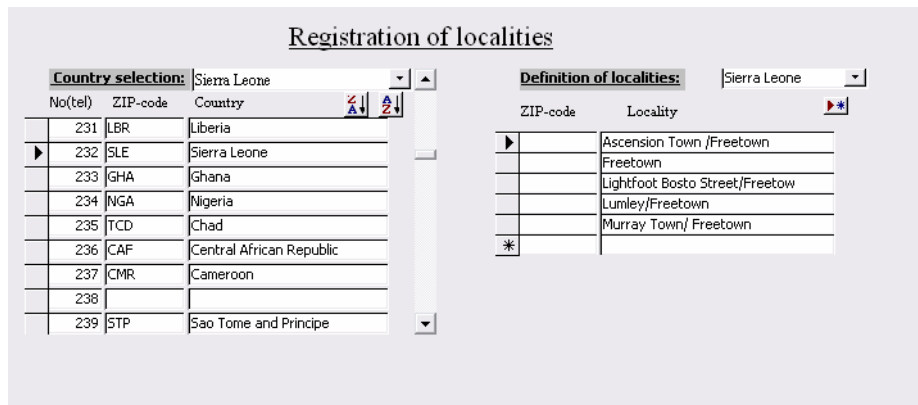
In definition of mail-types, it is possible to add mail types and to associate them with a template file which will automatically be opened and filed when the write mail facilitator is launched.

The template files should be *.dot files saved in the template folder. After having indicated a new Type of mail, a number is given and through clicking on the folder icon, a browser will open. It is than possible to indicate the template file. The name will automatically be copied to the database.

In the project data tab, the most important data are the location fields

Figure 35 The project characteristics

The location of data files correspond with the place on the network where all the mail files are stored, unless changes, this should be on the server. If the location shows another place, the programme will start making files and save documents on that other place and these documents will not be shared with the rest of the staff.

The location of template docs is by default also on the server. Nevertheless, if somebody wants to utilize his own templates or add personal specificities in the templates, he/she should copy the whole template file from the server to his computer, adapt the templates and redirect the template docs file.

Clicking on the file icon at the right of the fields will open a browser to allow changing location through selection of another folder and clicking OK.
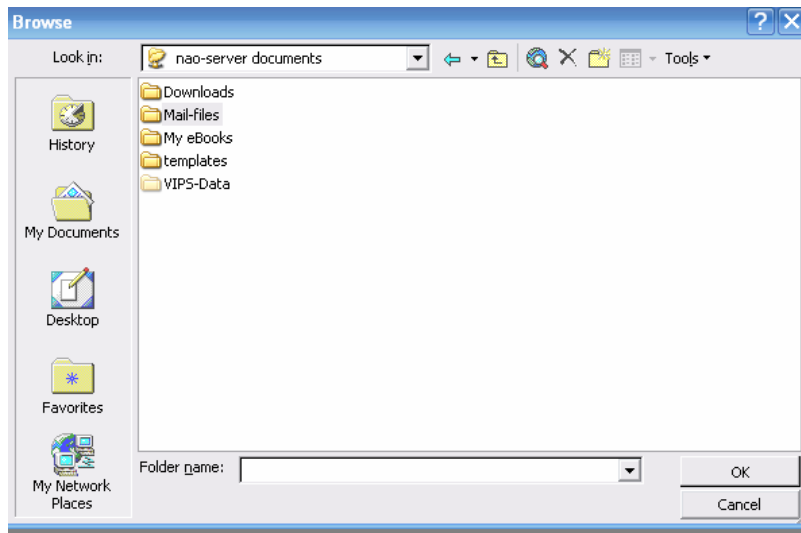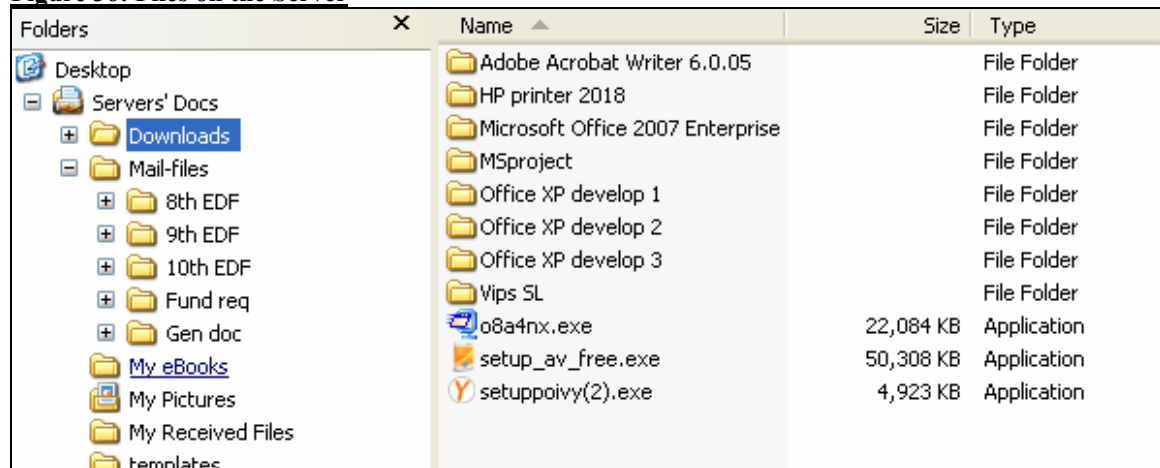
1　　　　Location of the programme and its applications

Each computer has its own VIPS-Sierra Leone application but the data for this programme as well as the whole Mail and Documentation soft files are located on the Server. The Data base data are exclusively addressed through the application on the different computers whereas the mail and documentation soft-files can be directly opened from the server.
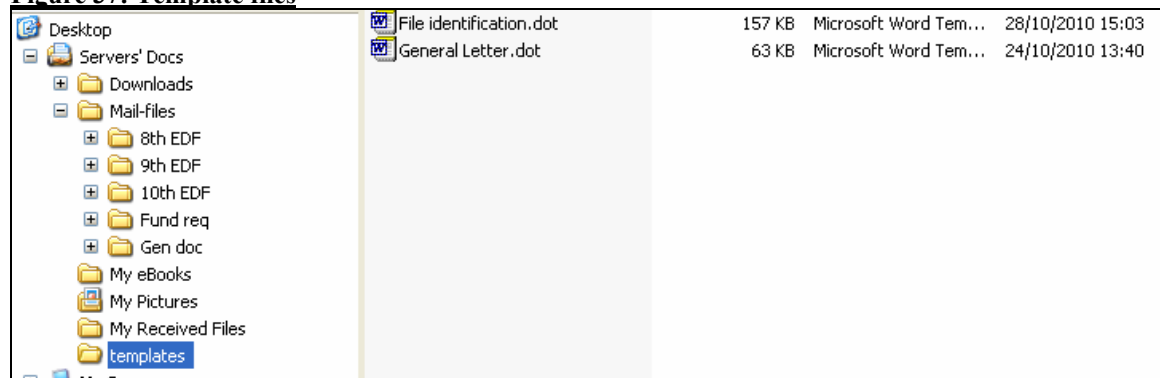
Figure 36: Files on the Server

The folder named Templates located on the server contains the files facilitating automatic mail preparation.

Figure 37: Template files

2　　　　Installation of the programme

Once Office 2003 is be installed, at least for the Access and Word softwares, it is possible to proceed with the installation of VIPS-Sierra Leone

Figure 38: The installation files

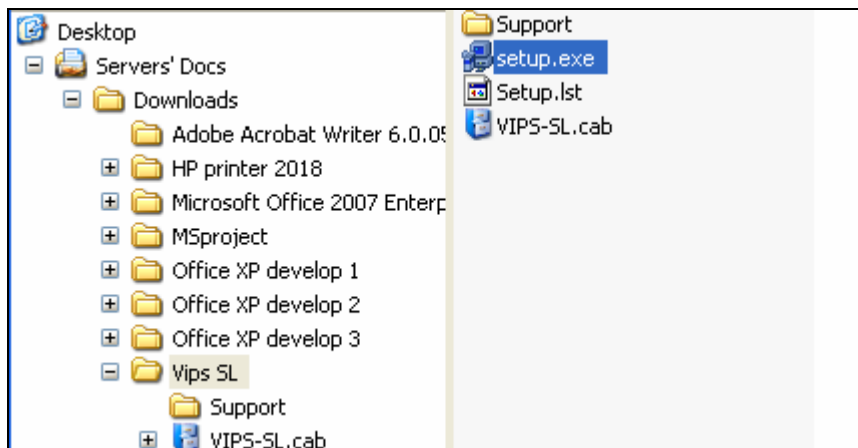This can be done through the setup programme located in VIPS-SL on "Downloads" of the Server. Once launched, the installation programme is self-explanatory.

Figure 39: Installing VIPS-SL
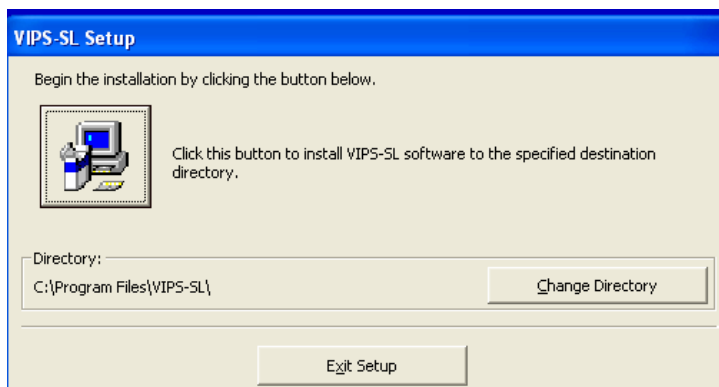
When updates are available, which regularly will happen during the next months, the existing programme should first be removed. This can easily be done using the "Add and remove programmes" of the control panel of your computer.

Figure 40: Uninstalling VIPS-SL
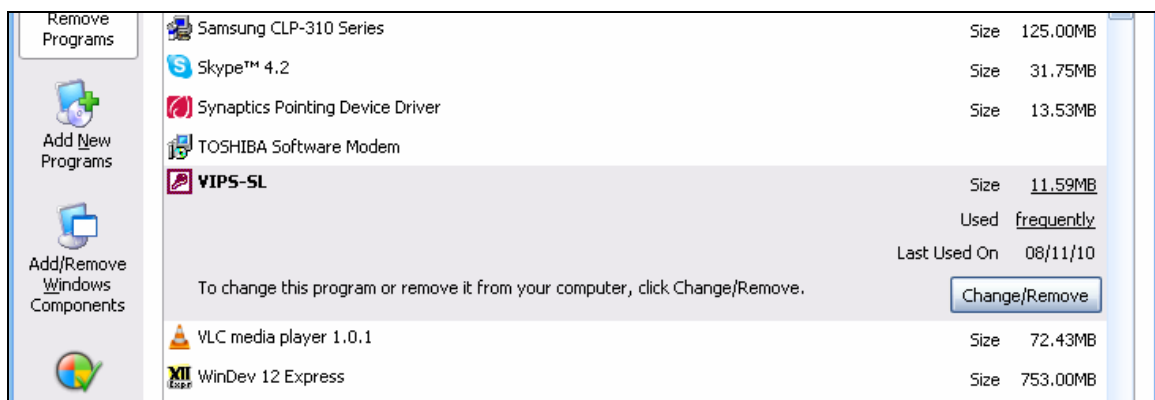
The programme remover will ask you if you want to keep or remove some of the installed ActiveX components

Figure 41: Removing ActiveX files

As it are very normal sub-applications taking very little space on your disk, it has no importance if your answer is "remove all" or "remove none" except if you have other applications using them. I answer "Remove none" because of I have other VIPS programmes and accounting softwa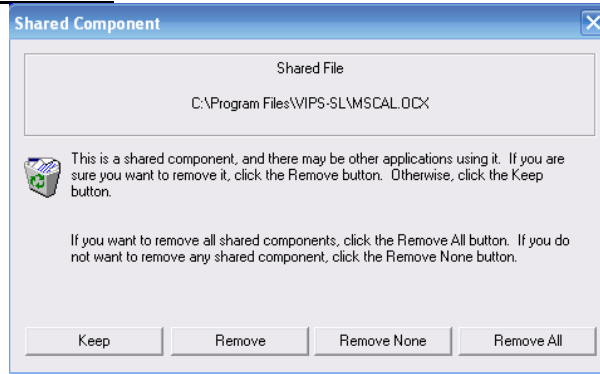re I prepared previously. When reinstalling a new version, you will have a similar question but there you reply "overwrite" as it is possible that a newer version of the ActiveX is included

For reinstalling the new version of VIPS-SL, follow exactly the same process as for the first installation.
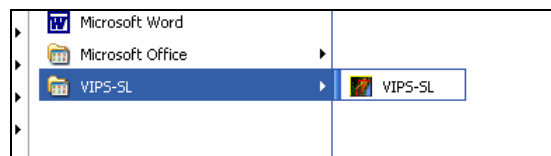
3   First start of your VIPS-SL

3.1   Opening the VIPS-SL

After installing or reinstalling your VIPS-SL, carry out the next steps:

Verify that your network is connected and control in your Windows explorer that you have proper access to the server

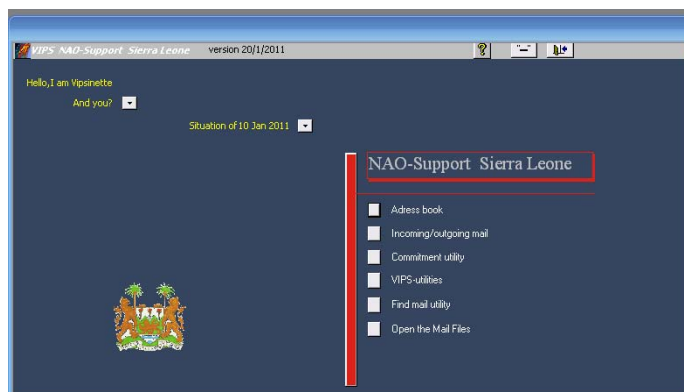Start the programme: Normally, if you did not modify the default installation, you click

→ Start/All Programs/Vips-SL/Vips-SL

Normally, the general switchboard of VIPS-SL will appear.

Figure 42: The General Switchboard

If the general switchboard does not appear but MS ACCESS opens and gives an "On Open" error message, two possibilities exist: you have no access to the server or the data

base on the server has been dis (Mis) placed, in that case, refer to the section "changing the links to the Database at start-up of VIPS-SL".
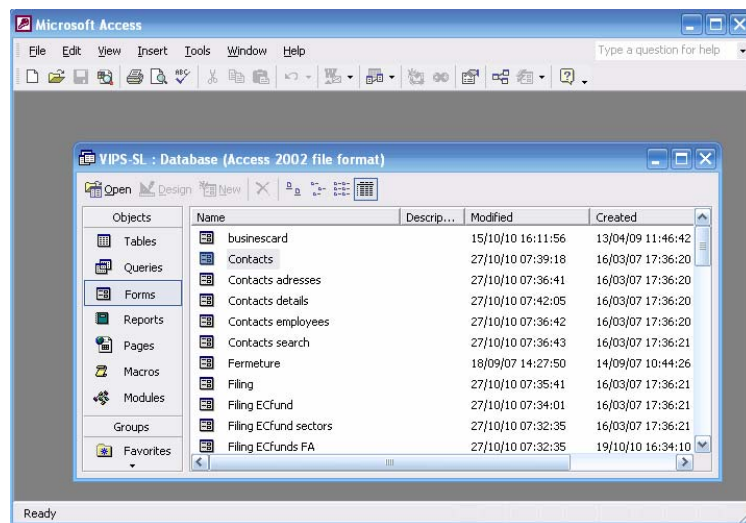
Figure 43: A start-up "On Open" error
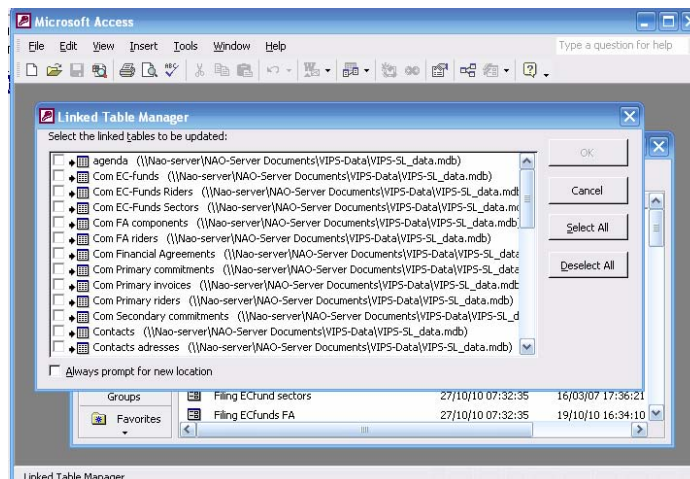

3.2   <u>Changing the links to the Database at start-up of VIPS-SL</u>

If an "On Open" error appears at launching your VIPS-SL, close the programme and restart it keeping the "shift" Key pressed.

Access will open with a container including the programming elements of your VIPS-SL.

Press → Tools/database utilities/linked table manager

Press → Select all → OK and a window like windows explorer will open. You should than indicate where the data base is located. The name of the database is "VIPS-SL_Data.mdb, it was previously located in \\Nao-server\nao-server documents\VIPS-DATA

After closing and restarting the program should work properly.

3.3 First steps

After installing or reinstalling it is essential to verify the given locations for the soft files of the documentation and of the templates to use

Press → Vips Utilities \ Project Data

In the bottom of the screen, there are two fields indicating the location of the data files and of the templates.

Figure 44: Location of the essential data
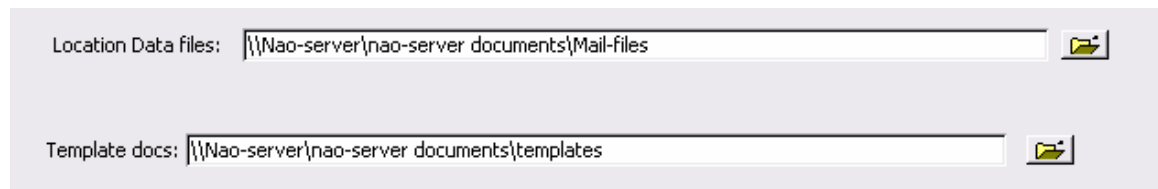
These files should be exact. If not, they can be changed clicking on the file icons right or directly by typing the exact address in the field. These fields are essential for the good functioning of VIPS-SL. Once the programme works, they should not be changed unless decision is taken of having own (personal) templates.
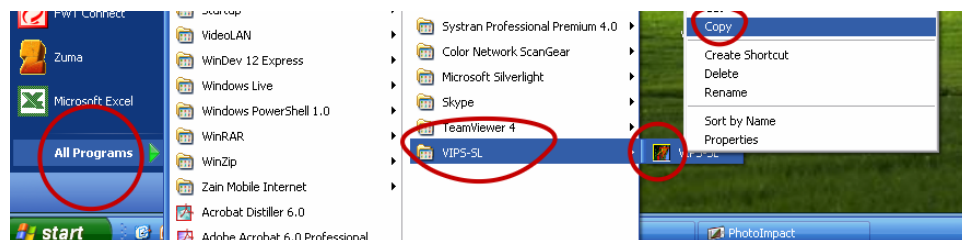
4 Automatic starting of VIPS-SL after starting of Windows

You can enable automatic starting of VIPS-SL after start-up of Windows, it helps avoiding forgetting to register when you arrive in your office.

After having installed VIPS-SL

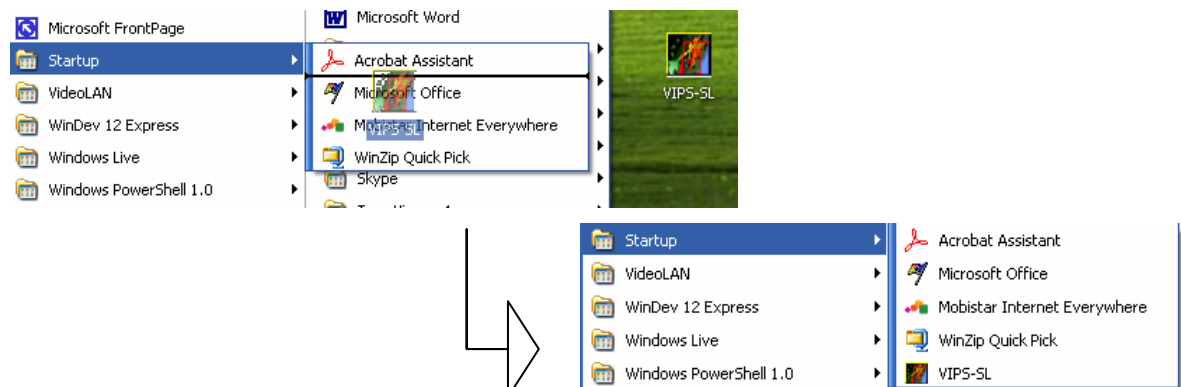→Start on the left down part of the screen.
→ All Programs →Vips-Sl

right click on the icon of VIPS-SL → copy
→ click on your desktop → Ctrl V or Paste
A short-cut to VIPS-SL appears.
Drag the shortcut → start → All Programs → Startup → release within the programmes of Startup

VIPS-Sl will start automatically after launching Windows