

Wyncs Manager

User's Manual

Version 2.3

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WynCS Manager

Version 2.3

WynCS - Web Sync Solutions

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Thank you for choosing WynCS Manager. We hope that the WynCS software package will provide enhanced functionality for Web Sites around the world.

You are well on your way to creating USEABLE links for your website that visitors will greatly appreciate.

- The WynCS Manager Development Team

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1 Welcome to Wyncs Manager



Thank you for choosing Wyncs Manager.

Wyncs represents a bundle of software designed to instantly transfer data from a web site to Palm Desktop or MS Outlook. It supports the four standard 'data' types used by MS Outlook and Palm OS including Contact, Calendar, Memo, and To-Do classifications. Web Site owners and developers can place 'syncable links' on their sites that immediately result in a more useful, and functional site. Using this innovative 'grab-and go' concept, site visitors can quickly sync anything from News Headlines, Weather, Business Contact Information, and Scheduled Events, which can then be read or referenced at the reader's convenience. No longer will visitors be limited to using the cut and paste method for retrieving important data, but will now have the option of simply clicking and syncing well placed WYNCS icons (or links).

At the core of the Wyncs software bundle are the Internet Browser Plug-Ins supporting all the major browsers; MS Internet Explorer 4 and above, and Netscape 4.2 and above. These plug-ins are quick to download (approx. 250K) and install on demand when required by the web site. The plug-ins are intuitive, and simple to use, with minimal interaction necessary by the end user. Built-in support for multiple Palm Users, Multiple Outlook Profiles, Public and Private Outlook folders, and on-the-fly Outlook folder selection are just a few of the enhanced features of our latest plug-ins.

To take full advantage of the Wyncs Plug-ins and build syncable links in a quick and efficient manner for your web site, you need Wyncs Manager. Once you have created and uploaded your wync data, and placed the small code snippet into you web page, you and your site's visitors are ready to enjoy the benefits of syncing that data directly into their Calendar, Address Book, or other personal information area.

We hope you enjoy the software, and your comments are always welcome at info@wyncs.com.

For new product updates, news, and information regarding Wyncs and the Wyncs Manager software please visit <http://www.wyncs.com/>.

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2 Installing Wyncs Manager

In order to use Wyncs Manager for placing syncable links on your web site, you must first download and install the Windows application.

Wyncs Manager is always available for download at <http://www.wyncs.com/download/WyncsMgrSetup.exe>

2.1 System Requirements

- Windows 95, 98, Windows NT 3.51 or later, Windows ME, Windows 2000, Windows XP.
- Internet Explorer 4 or higher (5 or higher recommended).
- 20Mb free hard disc space.
- An Internet connection.

2.2 Running Wyncs Manager Setup

To install Wyncs Manager follow the steps below...

1. Download and Save WyncsMgrSetup.exe to your local hard drive
2. Locate and Double-Click WyncsMgrSetup.exe
3. Follow the on-screen prompts to complete the installation.

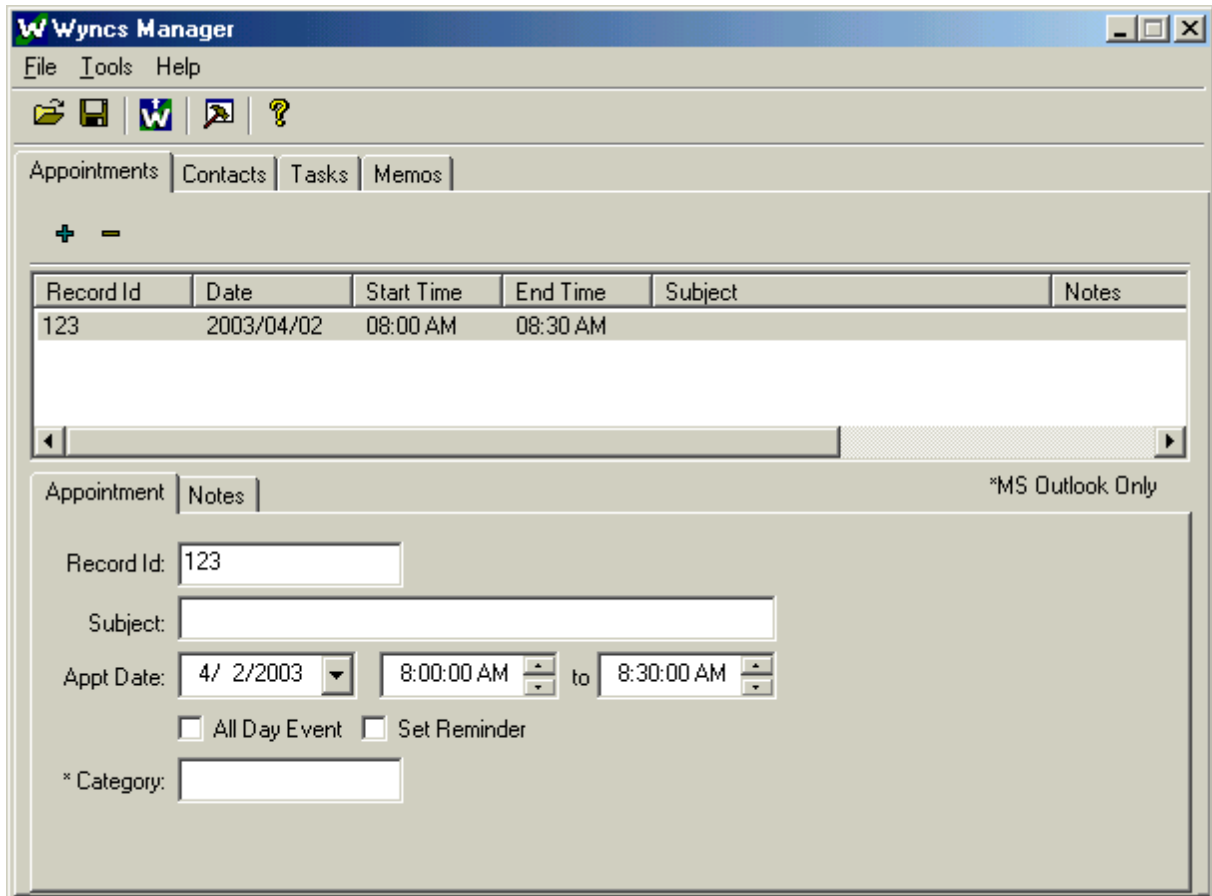


Part



3 Understanding the Work Area

The Wyncs Manager main work area is divided into 3 parts; the [Menu and Tool Bar](#), the [Records Preview Table](#), and the [Input Form](#) area.



3.1 Menu and Tool Bar

At the top of the main window are the menu bar and tool bar which control the main functions:



Open an existing .wync file
(equivalent to **File > Open**)



Save the current work to a .wync file
(equivalent to **File > Save**)



Upload the current work to the Wyncs.com Servers
(equivalent to **File > Upload**)



Configure Domains and Domain Keys
(equivalent to **Tools > Domains**)

3.2 Records Preview Table

Each row of the Records Preview Table displays information about a single "Wync" record. Using the tabs above the table you can switch between Appointment, Contact, Task, and Memo records. If there are too many records to display at one time, a scroll bar will appear at the right edge of the table.

The screenshot shows the Wyncs Manager application window. At the top, there is a menu bar with 'File', 'Tools', and 'Help'. Below the menu bar is a toolbar with icons for file operations and help. The main area has tabs for 'Appointments', 'Contacts', 'Tasks', and 'Memos'. Below the tabs are '+' and '-' symbols for adding and deleting records. The central part of the window is a table with the following data:

Record Id	Date	Start Time	End Time	Subject	Notes
126	2003/05/02	08:00 AM	08:30 AM	Appointment 5	
125	2003/05/02	08:00 AM	08:30 AM	Appointment 4	
124	2003/05/02	08:00 AM	08:30 AM	Sample Appointment #3	
120	2003/04/28	08:00 AM	08:30 AM	Sample Appointment #2	Notes for

Below the table, there are 'Appointment' and 'Notes' tabs. The 'Appointment' tab is active, showing a form for editing an appointment. The form includes the following fields:

- Record Id: 126
- Subject: Appointment 5
- Appt Date: 5/ 2/2003 (dropdown), 8:00:00 AM (time picker) to 8:30:00 AM (time picker)
- All Day Event Set Reminder
- * Category: (empty text box)

The text '*MS Outlook Only' is visible in the bottom right corner of the form area.

Each row displays only part of the information that is actually contained in the "Wync" data record.

Click once on any row to bring up the [Input Form](#) displaying all the information.

Just above the Preview Table there are + and - symbols for [adding](#) and [deleting](#) data records.

3.3 Input Form

This area (below the [Records Preview Table](#)) allows you to enter (or change) the data for each record.

Record Id	Date	Start Time	End Time	Subject	Notes
126	2003/05/02	08:00 AM	08:30 AM	Appointment 5	
125	2003/05/02	08:00 AM	08:30 AM	Appointment 4	
124	2003/05/02	08:00 AM	08:30 AM	Sample Appointment #3	
120	2003/04/28	08:00 AM	08:30 AM	Sample Appointment #2	Notes for

Appointment | Notes | *MS Outlook Only

Record Id: 126

Subject: Appointment 5

Appt Date: 5/ 2/2003 8:00:00 AM to 8:30:00 AM

All Day Event Set Reminder

* Category:

Depending on which data type you are currently working in, the form changes to allow various type of data to be entered into the fields. Clicking on the tabs (**Notes** in the example above) will show additional fields that can be edited.

The asterisk preceding a field name indicates that this field will only transfer to MS Outlook when a visitor syncs the data. (see the [Field Maps](#) for detailed information on where the data entered in each field will end up).

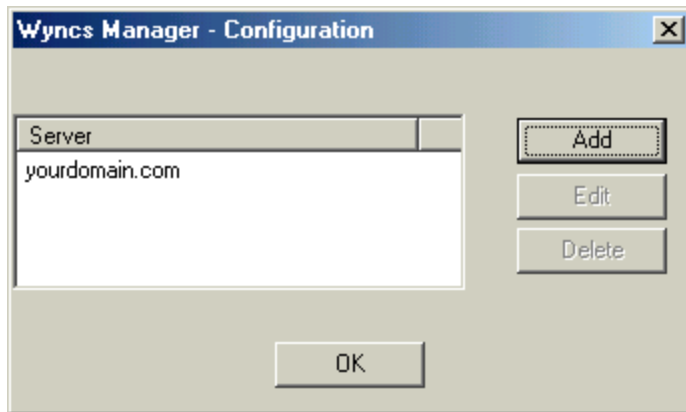
Part



4 Configuring Wyncs Manager

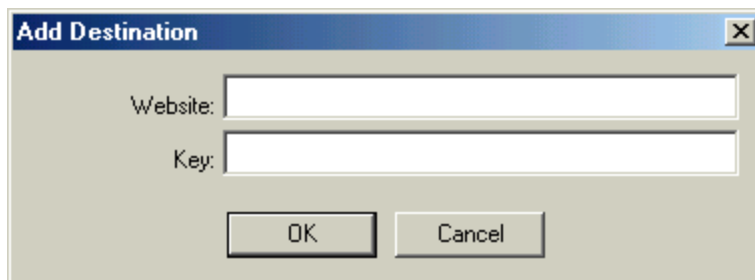
Before you can begin uploading Wync Data to the wyncs.com servers and placing links into your web page, you must configure at least one domain.

From the **Tools > Domains** menu you can Add, Edit, and Delete domains.



4.1 Adding a Domain

To add a domain... from the Domain Configuration window (**Tools > Domains**), click on **Add**



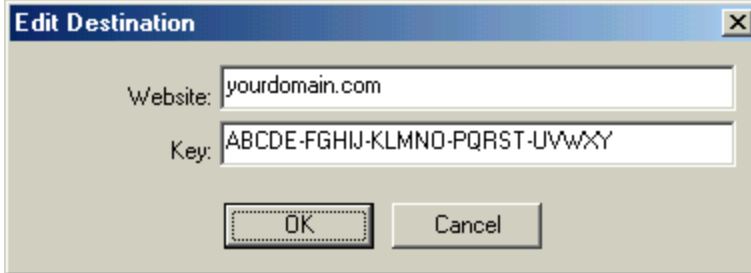
Enter your domain name or any descriptive text into the *Website* field. (When managing multiple domains, Wyncs Manager asks which domain to use when uploading the data by presenting the values of the *Website* field in a list for you to chose from).

Enter your "Domain Key" into the *Key* field. (Leave blank to create a trial wync that you can post on a website and use for 15 days)

Click **OK** to save your entry.

4.2 Editing a Domain

To edit a domain... from the Domain Configuration window (**Tools > Domains**), click on **Edit**



The screenshot shows a dialog box titled "Edit Destination". It has a standard Windows-style title bar with a close button (X) in the top right corner. The dialog contains two text input fields. The first field is labeled "Website:" and contains the text "yourdomain.com". The second field is labeled "Key:" and contains the text "ABCDE-FGHIJ-KLMNO-PQRST-UVWXY". Below these fields are two buttons: "OK" and "Cancel". The "OK" button is highlighted with a dashed border, indicating it is the default action.

Enter your domain name or any descriptive text into the *Website* field. (When managing multiple domains, Wyncs Manager asks which domain to use when uploading the data by presenting the values of the *Website* field in a list for you to chose from).

Enter your "Domain Key" into the *Key* field.

Note: If the current domain was originally entered as a trial, the Key will contain "ABCDE-FGHIJ-KLMNO-PQRST-UVWXY". This is the Wyncs trial "Domain Key". To enter a new domain key that you have purchased, highlight the current key and replace it with the new one.

Click **OK** to save your edits.

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5 Using WynCS Manager

Using WynCS Manager to create syncable data links for your web site involves the following steps...

1. Creating a new file (or opening an existing file).
2. Adding data records (or editing / deleting records).
3. Saving the file locally on your hard drive (for later use).
4. Uploading the file to the wyncs.com servers.
5. Placing the provided code into your html source document.

5.1 Creating a New File

WynCS Manager opens a new file each time it is started by clicking it's program icon in the **Start > Programs > WynCS Manager** folder. You can also begin a new file at any time by selecting **File > New** from the menu.

Warning: Your current work will be erased whenever you begin a new file, so remember to [save](#) the current work to a file first.

5.2 Opening an Existing File

To open an existing .wync file select **File > Open** from the menu, (or you can click the  symbol on the tool bar).

Warning: Your current work will be erased whenever you open an existing file, so remember to [save](#) the current work to a file first.

5.3 Adding Data Records

To Add data records follow the steps below...

1. Select a data type (appointment, contact, task, or memo) from the tabs just below the tool bar.
2. Click the **+** Symbol just below the data type tabs.
3. Enter all the data you would like synced into the [Input Form](#).

NOTE: You may add additional records, of any type, by repeating the steps above.

5.4 Editing Data Records

To Edit data records follow the steps below...

1. Select a data type (appointment, contact, task, or memo) from the tabs just below the tool bar.
2. Select the data record you want to edit by clicking on the corresponding row in the [Records Preview Table](#).
3. Edit the data you would like synced in the [Input Form](#).


5.5 Deleting Data Records

To Delete data records follow the steps below...

1. Select a data type (appointment, contact, task, or memo) from the tabs just below the tool bar.
2. Select the data record you want to delete by clicking on the corresponding row in the [Records Preview Table](#).
3. Click the - (**minus**) Symbol just below the type tabs.
4. Confirm that you want to delete the record by clicking **OK** in confirmation window.

WARNING: Deleted records are permanently deleted from the current work, there is no un-delete feature.

5.6 Saving the File

After you have completed adding (or editing) the data records you would like in your syncable link you should save your work to a file by selecting **File > Save** from the menu, (or clicking the  button on the tool bar).


NOTE: The default directory for saved Wync files is the same as the program installation directory, ("C:\PROGRAM FILES\WYNCS MANAGER" by default), but you can save these files in any directory you chose.

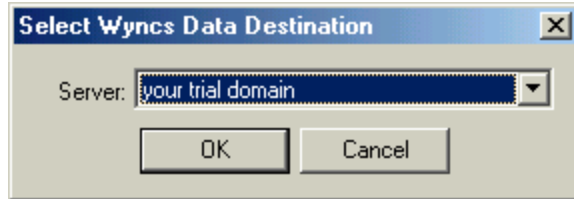
5.7 Uploading the File

To receive the code necessary for placement into you source html document, and to place your data on the web for syncing, you must upload your data to the wyncs.com servers.

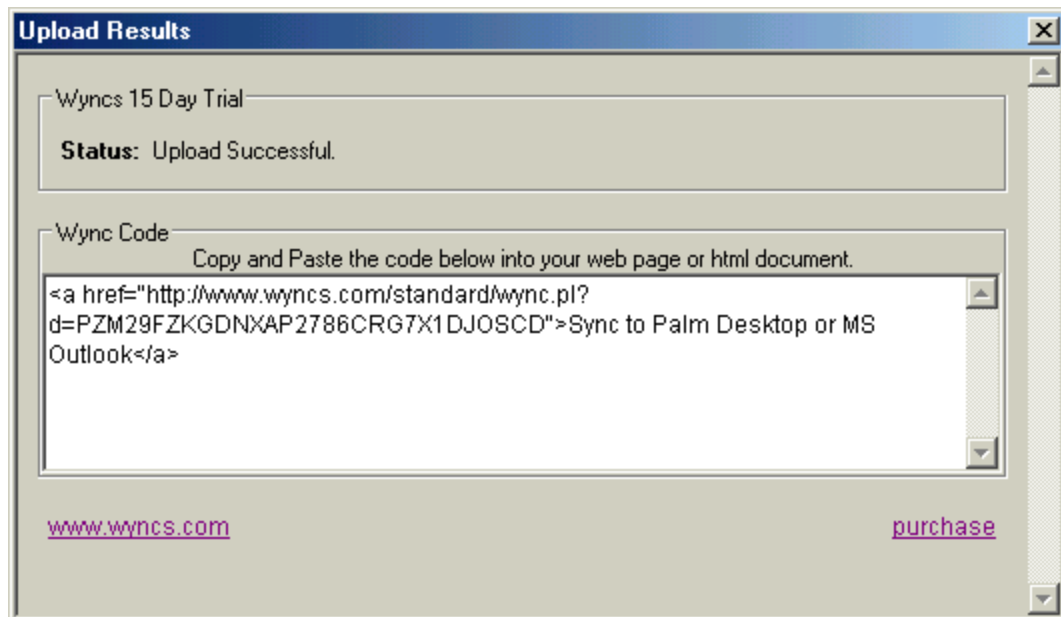
The steps are different if you are uploading a trial wync, or if you are uploading for use on a registered domain with a "domain key".

For uploading a trial wync...

1. Select **File > Upload** from the menu, (or click the  button on the tool bar).
2. Select the domain (web site) where this syncable link will be placed, and click the **OK** button.




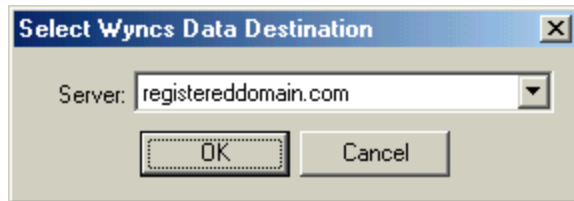
3. Copy the wync code provided in the Upload Status window and [Paste it into your source html document.](#)



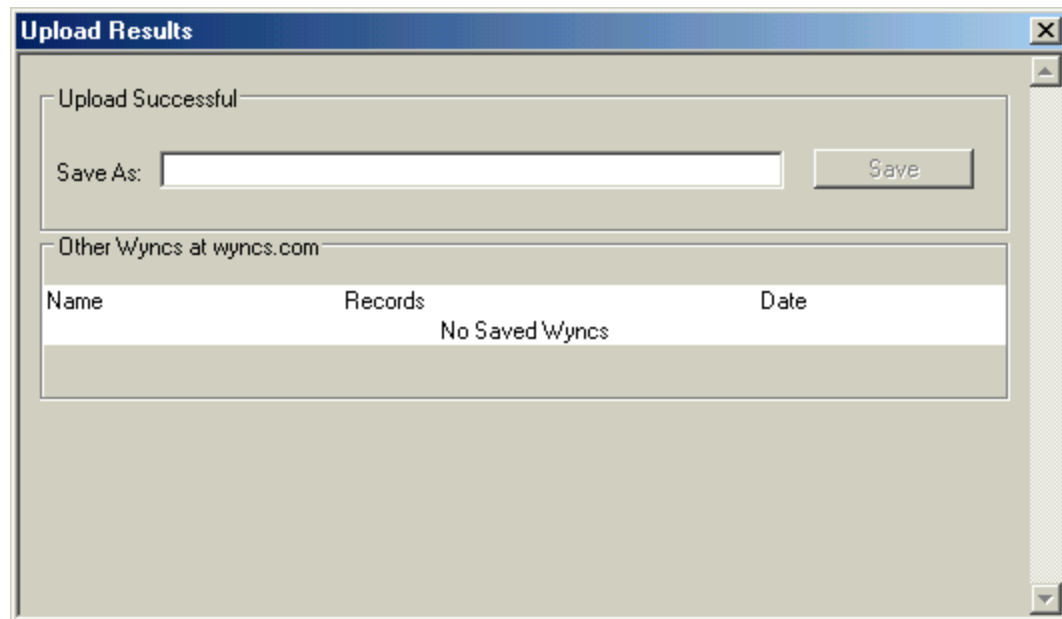
NOTE: Make sure you copy ALL the contents of the code box to paste into your document.

For uploading a wync for use on a registered domain...

1. Select **File > Upload** from the menu, (or click the  button on the tool bar).
2. Select the domain (web site) where this syncable link will be placed, and click the **OK** button.

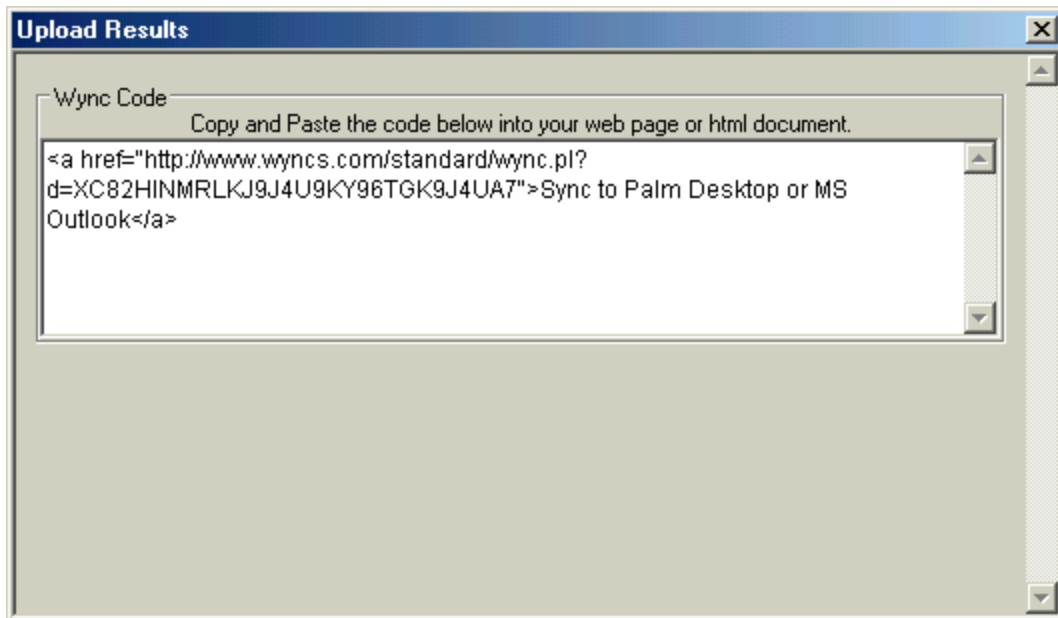


3. Name this syncable link for future reference on the wyncs.com server and click the **Save** button.



NOTE: To replace an existing syncable link (with updated data), enter the name exactly as you had entered it on a prior upload. This will eliminate the need for you to change the code that was placed in your web site page.

4. Copy and Paste the entire contents of the code box into your source html document.



5.8 Placing the code in your source html document

In order to place the link onto your web page for visitor's to click on, you must copy and paste the "Wync code" provided when you uploaded your wync data.

This process will depend on how you edit your web page, but regardless of the software or method, paste the code into a desired location into the source html of your web page. For WYSIWYG editors you may need to place the cursor at the point you would like the code, and then switch to the <html> view and paste in the code.

Please refer to any documentation you may have regarding your particular html page editor.

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6 Field Maps

The Wyncs Plug-Ins handle synchronization of your data into either MS Outlook, Palm Desktop, or both (the end user specifies). The data that you enter into Wyncs Manager is strategically placed in the appropriate 'fields' within those Personal Information Managers.

The following field maps detail exactly where the data entered into Wyncs Manager will end-up depending on the software package the end user chooses to sync with.

[Appointment Field Map](#)

[Contact Field Map](#)

[Tasks Field Map](#)

[Memo Field Map](#)

6.1 Appointment Field Map

Wyncs Manager Field	MS Outlook	Palm Desktop
RECORDID		
Subject	Subject	Event Title
Appt. Date	Start (and End) Date	Date
Start Time	Start Time	Start Time
End Time	End Time	End Time
All Day Event	All Day Event	No Time
Set Reminder	15. min. Reminder	15. min. Reminder
Category	Categories	
Notes	Notes	Note

6.2 Contact Field Map

Wyncs Manager Field	MS Outlook	Palm Desktop
RECORDID		
First Name	First Name	First Name
Last Name	Last Name	Last Name
Title	Title	Title
Email	E-mail	E-Mail
Company	Company	Company
Job Title	Job Title	
Home Ph	Home	Home
Work Ph	Business	Work
Fax	FAX	FAX
Cell Ph	Mobile	Mobile
Pager	Pager	
Category	Categories	
Home Address	Home Street Address	Street Address
Home City	Home City	City
Home State	Home State/Province	State
Home Postal Code	Home ZIP/Postal Code	ZIP
Work Address	Work Street Address	
Work City	Work City	
Work State	Work State/Province	
Work Postal Code	Work ZIP/Postal Code	
Birthday	Birthday	
Anniversary	Anniversary	
Nickname	Nickname	
Spouse's Name	Spouse's Name	
Web Page	Web Page Address	
IM Address (Instant Messaging Address)	IM Address	
Office	Office	
Department	Department	

Contact Field Map (cont.)

Profession	Profession	
Manager	Manager's Name	
Assistant	Assistant's Name	
Notes	Notes	Note

6.3 Tasks Field Map

Wyncs Manager Field	MS Outlook	Palm Desktop
RECORDID		
Subject	Subject	To-Do Title
Due Date	Due Date	Due Date
Category	Categories	
Notes	Notes	Note

6.4 Memo Field Map

Wyncs Manager Field	MS Outlook	Palm Desktop
RECORDID		
Category	Categories	
Notes	Notes	Memo

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7 Registering Domains

Each Internet domain where you intend to place wyncs links must be registered with wyncs.com.

7.1 How to Register Domains

To register a domain follow the steps below...

1. Visit our secure order form at www.wyncs.com/devel_standard.php
2. Enter the domain name you would like to register.
3. Enter your email address.
4. Enter your credit card billing information.
5. Submit your order and on the next screen confirm your order.

You will receive a "Domain Key" via email.

Enter this "Domain Key" along with the "Domain" in the [Domain Configuration](#) section of Wyncs Manager.

Part



8 Support

Technical support is just an E-Mail or Phone call away.

8.1 WynCS Manager Technical Support

E-Mail:

support@wyncs.com

Phone:

(740)594-7165

FAX:

(740)594-7166

Postal Address:

WynCS - Web Sync Solutions
PO Box 746
Athens, OH 45701

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