

ZipNet
Anywhere
Polling Program for Remote Sites



Data Technology
Hardware • Software
Design • Consulting

The ASP ZipNet Anywhere program was designed and written by:

ASP Microcomputers
456 North Road,
Ormond, Victoria, 3204
Australia
Telephone: (03) 9578-7600
FAX: (03) 9578-7727
email: solutions@asp.com.au
World Wide Web: <http://www.asp.com.au>

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Introduction

ASP's **ZipNet Anywhere** is a 32-bit program designed to run under Microsoft Windows 98 or later operating systems, and is intended to operate with ASP's **ZipNet Terminals** and **TimeSheet Express** Time and Attendance system.

Installing ZipNet Anywhere

Floppy Disk Installation

Insert the installation disk into a floppy disk drive. Then, press the **Start** button at the bottom left of the screen, select **Run**, type **a:\setup** (where **a:** is your floppy disk drive letter), then press the **OK** button and follow the on-screen instructions.

CD Installation

The installation program should start automatically when you insert the CD into your CD-ROM drive. If it doesn't, press the **Start** button at the bottom left of the screen, select **Run**, type **d:\setup** (where **d:** is your CD-ROM drive letter), then press the **OK** button and follow the on-screen instructions.

We strongly suggest that you install the program into the folder that the installation program suggests.

How ZipNet Anywhere works

The ZipNet Anywhere polling program operates around the idea of **units, locations, and schedules**. A **Location** consists of one or more **Units**, and locations are polled according to a **Schedule**.

Units are individual ZipNet Terminals. One or more units are connected by RS-485 cabling to an **RS-485 Convertor**, which is connected to the serial port of a PC, or to a modem.

Locations can be **Local**, where ZipNet Terminals are attached to a serial port on the computer running the polling program, or **Remote**, where a modem is used to communicate with ZipNet Terminals that are attached to another modem at a separate site. Each location can accommodate up to 31 ZipNet Terminals, and an unlimited number of locations can be defined.

Schedules are used to control when ZipNet Anywhere polls locations. Scheduled polls can be **periodical** (for example, every two hours), or at **specific times** (ie at 9:15am). More than one scheduled poll can be set for each location.

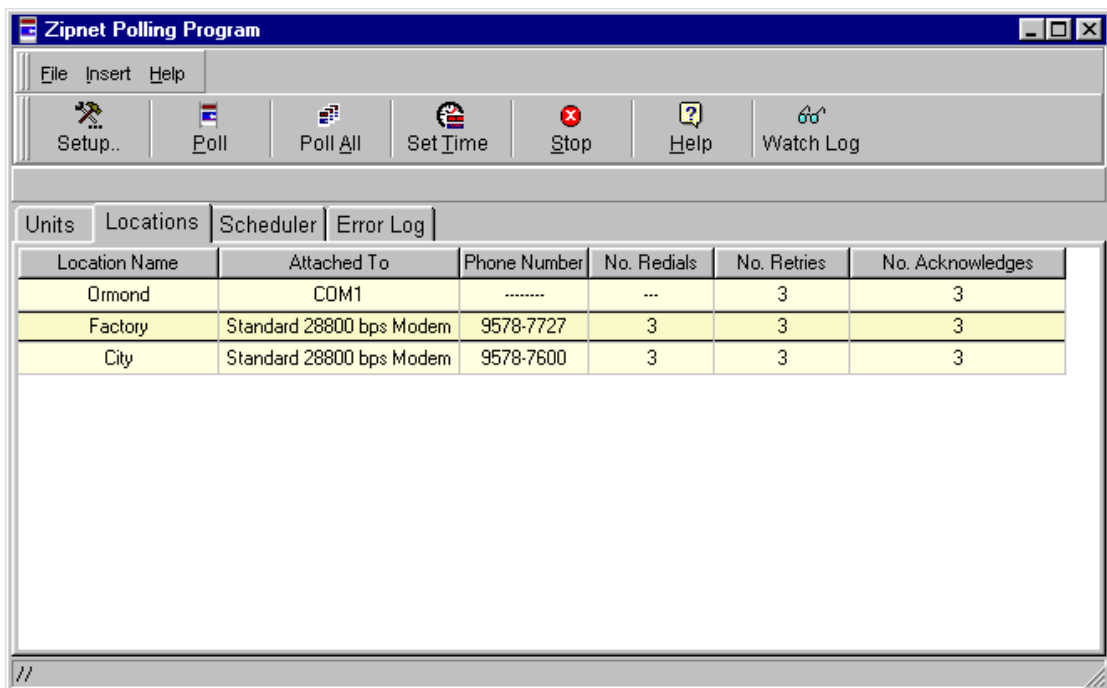
Note that more than one location can refer to the same site – this would be useful, for example, if you wanted to poll different units at a site at different times.

Setting up ZipNet Anywhere

Shown below is the main screen of the ZipNet Anywhere polling program. At the top left of the screen, you'll find the File, Insert and Help menus.

Below these menus is the toolbar, which is a set of buttons with text and pictures. The most frequently used functions can be accessed directly by clicking on the toolbar buttons.

Below the toolbar is a set of tabs that allow access to the four main screens of the program. The **Locations** tab is selected on the screen shown below, since that's where we have to start.



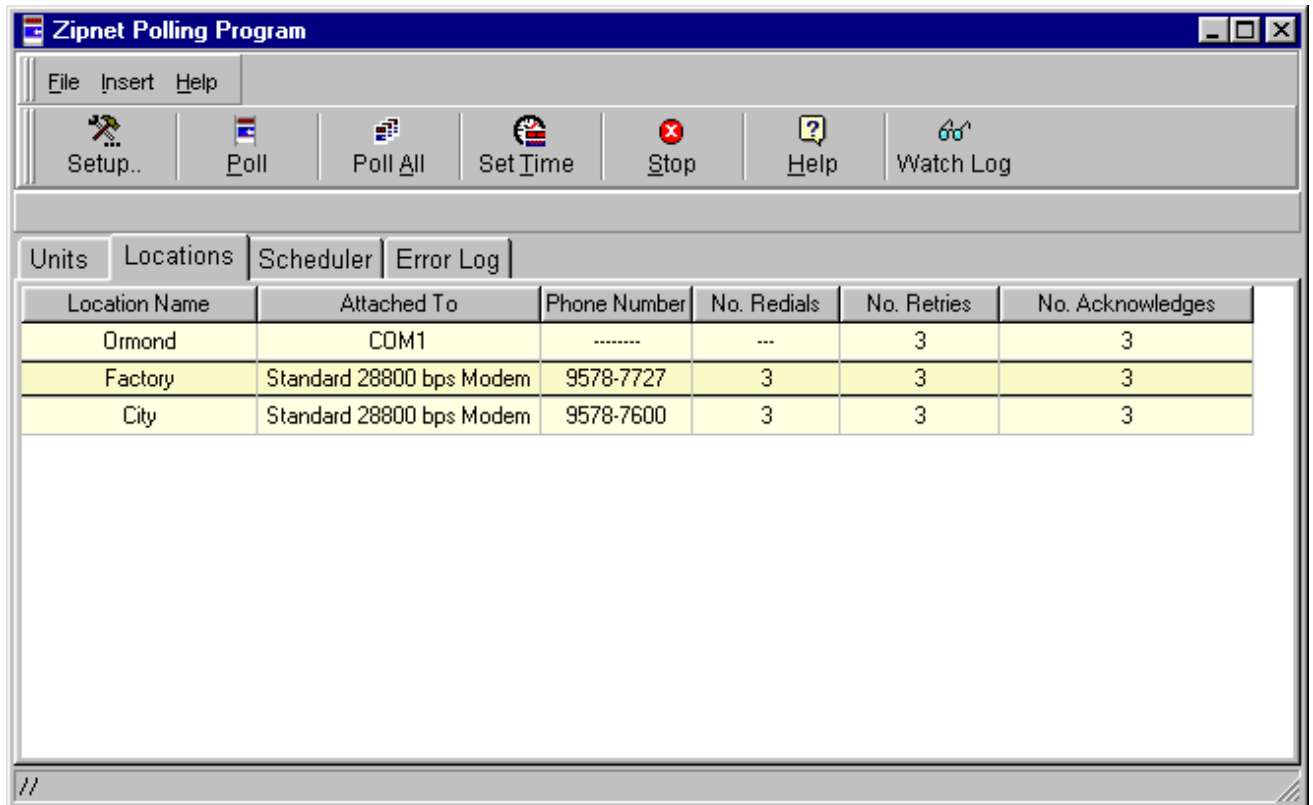
Before you can start using ZipNet Anywhere, you'll first have to create one or more Locations, then define the units that are at those locations, then set polling schedules for the locations.

The following pages tell you how to set up the various sections of the ZipNet Anywhere polling program.

Setting up Locations

First, you need to define one or more **Locations**. A Location is a number of ZipNet Terminals that you want to consider as a “block”, so that you can poll them all together. If your workplace is spread over several physical sites, a Location could be one of those sites.

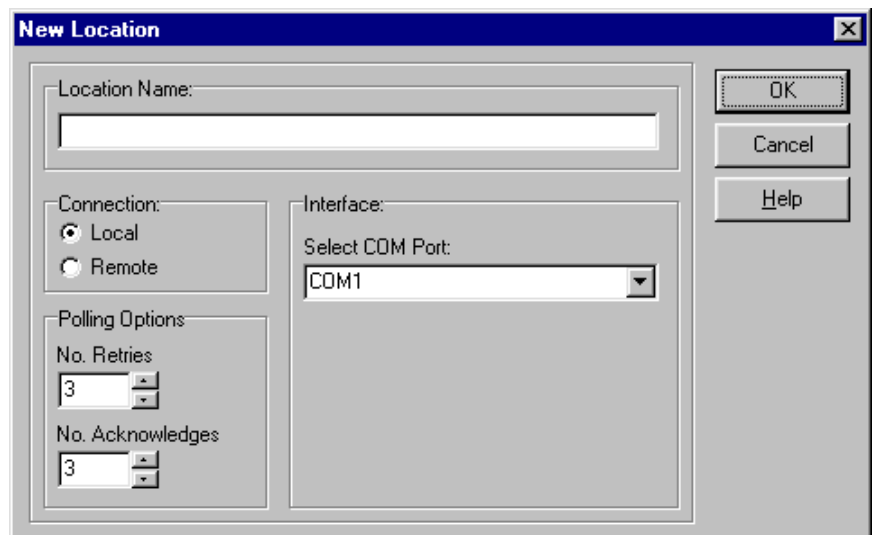
Select the **Locations** tab to bring up the screen below:



To define a location, you can either right click in the yellow section of this screen, then select **Add Location**, or select **New Location** from the **Insert** menu. This will bring up the screen shown below.

Locations must have names. The **Location Name** can be set to anything you like, but it's best to make it descriptive so that it's obvious what it refers to.

If you're defining a **Local** location (ie where ZipNet Terminals are



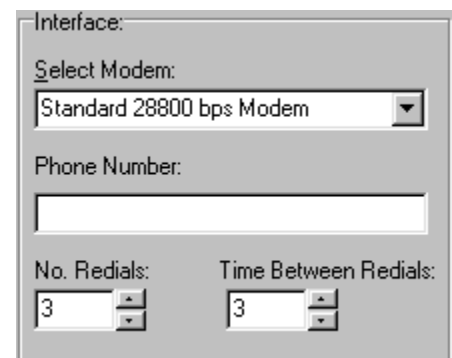
attached to a serial port on this computer via an RS-485 adaptor, make sure you select **Local** in the **Connection** section of this screen.

The **Number of Retries** and **Number of Acknowledges** in the **Polling Options** section of the screen should be left at their defaults of **3** – see later in this manual for a description of these options.

In the **Interface** section, you need to set the **COM Port** (or Serial Port) that the RS-485 converter and ZipNet Terminals will be connected to. Note that only those serial ports that are properly installed and available for use are listed.

If you're defining a **Remote** location (ie where the ZipNet Terminals are located at a different site and will be polled via a modem), select **Remote** in the **Connection** section of this screen, and the Interface section of the screen will change as shown on the right.

In this section of the screen, you need to select a **Modem** that will be used to dial the location, and the **Phone Number** of the telephone line attached to the modem at the remote site. Note that only those modems that are properly installed and available for use are listed.



The screenshot shows a dialog box titled "Interface:". It has the following fields and controls:

- Select Modem:** A dropdown menu showing "Standard 28800 bps Modem".
- Phone Number:** An empty text input field.
- No. Retries:** A spinner control set to the value 3.
- Time Between Retries:** A spinner control set to the value 3.

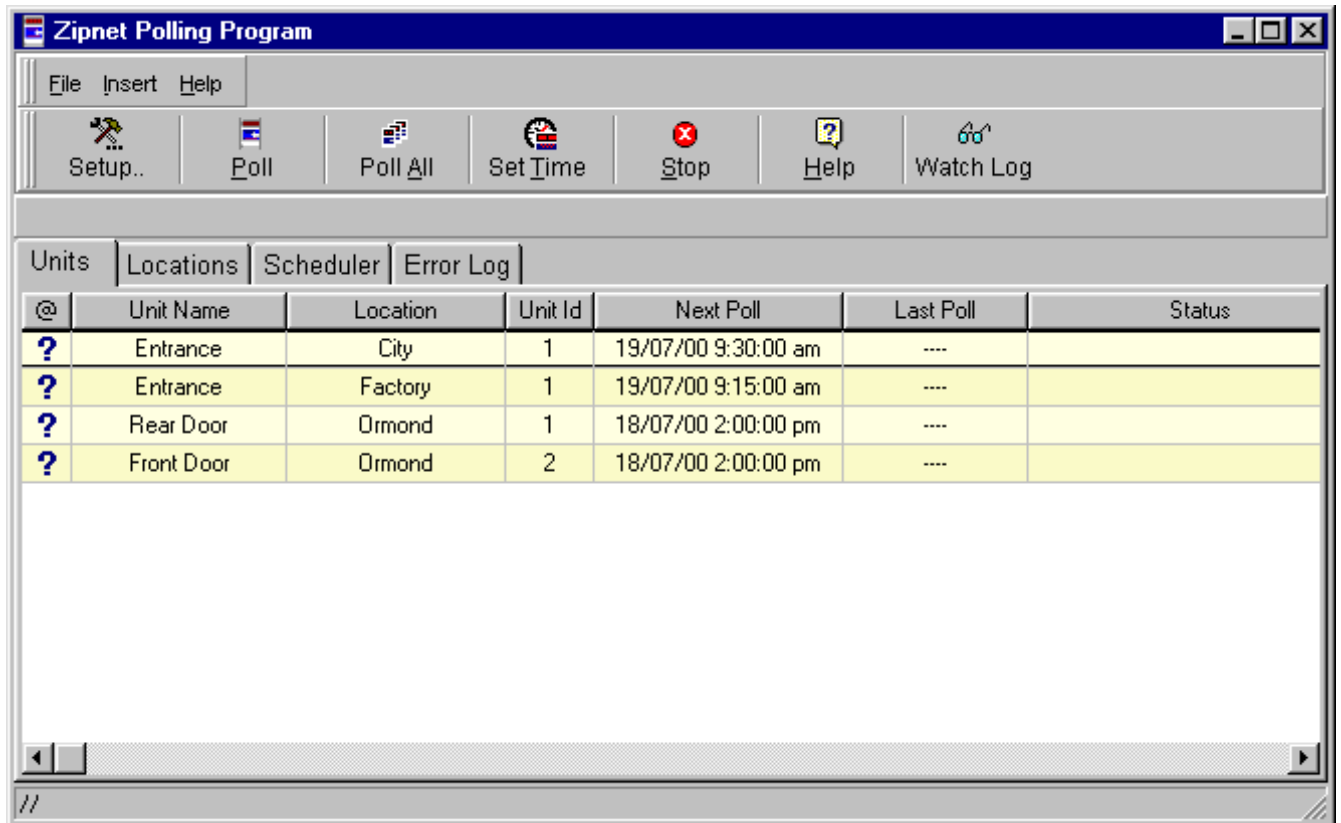
The **Number of Redials** and the **Time Between Redials** should be left at their defaults of **3** – see later in this manual for a description of these options.

Once you've finished defining a location, press the **OK** button to save the location, or press the **Cancel** button if you don't want to save it. You can then define any other locations needed for your application as required.

Setting up Units

Next, you need to define which units will be at the locations you've just set up. Note that you must define the locations first – you can't define a unit unless there are locations to attach that unit to.

Select the **Units** tab to bring up the screen below:



To define a unit, you can either right click in the yellow section of this screen, then select **Add Unit**, or select **New Unit** from the **Insert** menu. This will bring up the screen on the right:

The first thing you need to do is to give this unit a name. Again, the **Unit Name** can be anything you like, but it's best to make it descriptive so that it's obvious which unit it refers to. Next, you need to **Select a**

Unit ID, which must correspond to the unit number that this particular ZipNet Terminal is set to (see your ZipNet Terminal manual for details on how to do this). Note that every unit at a particular location must

have a unique Unit ID – you can't have more than one unit with the same Unit ID at the same location.

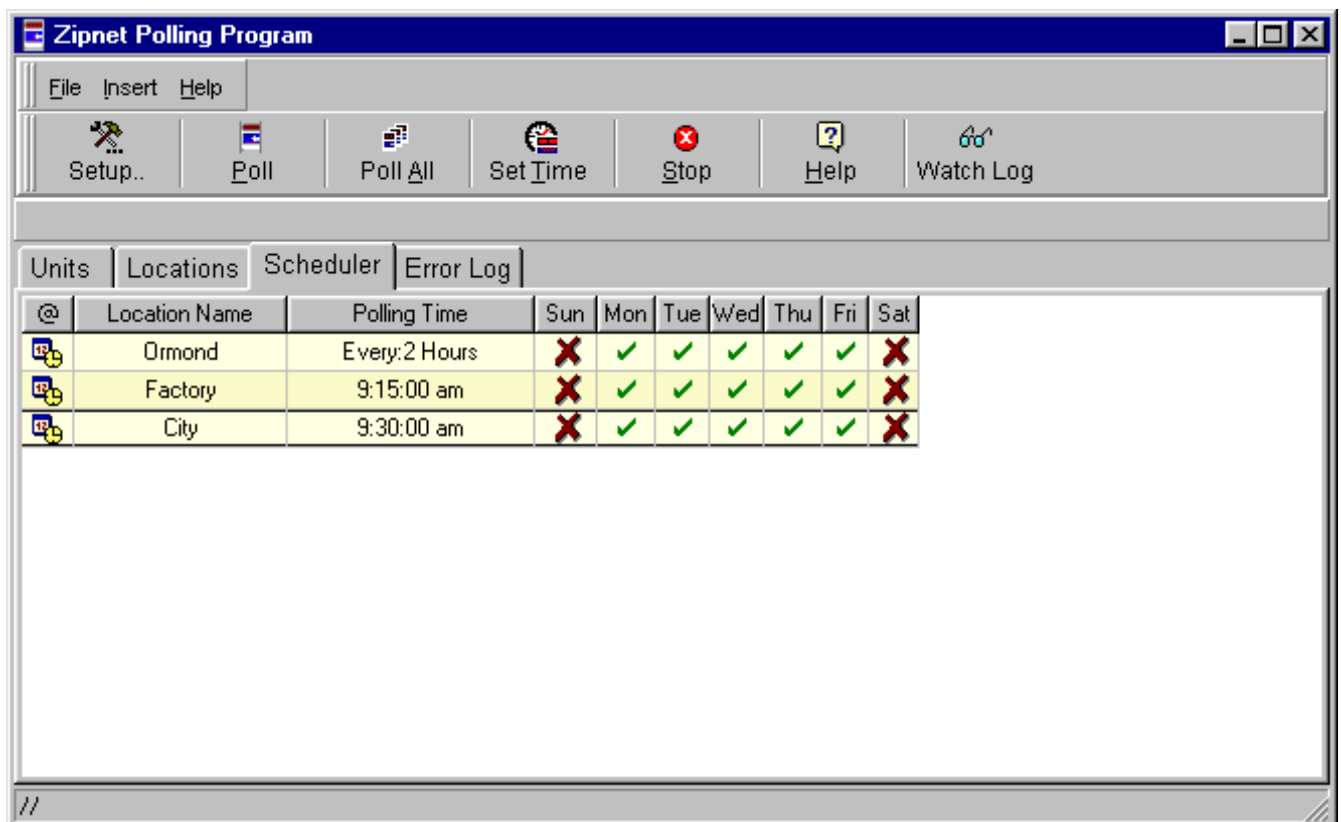
Finally, you need to set the **Location** that this unit is associated with. Note that only locations that have already been defined can be selected, which is why you need to set up your locations first.

If you need to temporarily stop the ZipNet Anywhere polling program from communicating with a particular unit for some reason, you can do so by checking the **Disable Unit** box. If this box is checked, this unit will no longer be polled.

Once you've finished defining a unit, press the **OK** button to save the unit, or press the **Cancel** button if you don't want to save it. You can then define any other units needed for your application as required.

Setting up Schedules

The next step in configuring ZipNet Anywhere is to define when you want the program to poll the locations that you've set up. To set your polling schedules, select the **Scheduler** tab to bring up the screen below:



To define a polling time, you can either right click in the yellow section of this screen, then select **Add Schedule Entry**, or select **New Schedule Entry** from the **Insert** menu. This will bring up the screen shown on the next page.

The first thing you need to do is select the **Poll Location** that this schedule entry refers to, then select whether to poll at a **Specific Time** or **Periodically**.

The screenshot shows the 'New Schedule Entry' dialog box. The 'Poll Location' is set to 'Ormond'. Under 'How to poll:', 'Poll Periodically' is selected. Under 'Select Time To Poll:', the time is '12:00:00 am'. Under 'Poll Every:', '1 hour' is selected. Under 'Poll Unit on these days:', all days from Sunday to Saturday are checked. At the bottom left, the 'Set Time Only (DO NOT DOWNLOAD DATA)' checkbox is unchecked. On the right, there are 'OK', 'Cancel', and 'Help' buttons, and a 'Disable This Entry' checkbox at the bottom right.

If the periodical poll option is selected, you can choose from the periods available in the **Poll Every** section of the screen, while if the specific polling time option is selected, you can set the time for the poll in the **Select Time To Poll** section of the screen.

You can set the days that this schedule entry applies to in the **Poll Units On These Days** section of the screen.

Finally, if the **Set Time Only** checkbox is set, ZipNet Anywhere will poll the units at this location, but only set the time on the units and not download the data from them.

If you need to temporarily suspend a scheduled poll for some reason, you can do so by checking the **Disable This Entry** box. If this box is checked, this schedule entry will be ignored.

Once you've finished defining a schedule entry, press the **OK** button to save the entry, or press the **Cancel** button if you don't want to save it. You can then define any other schedules needed for your application as required.

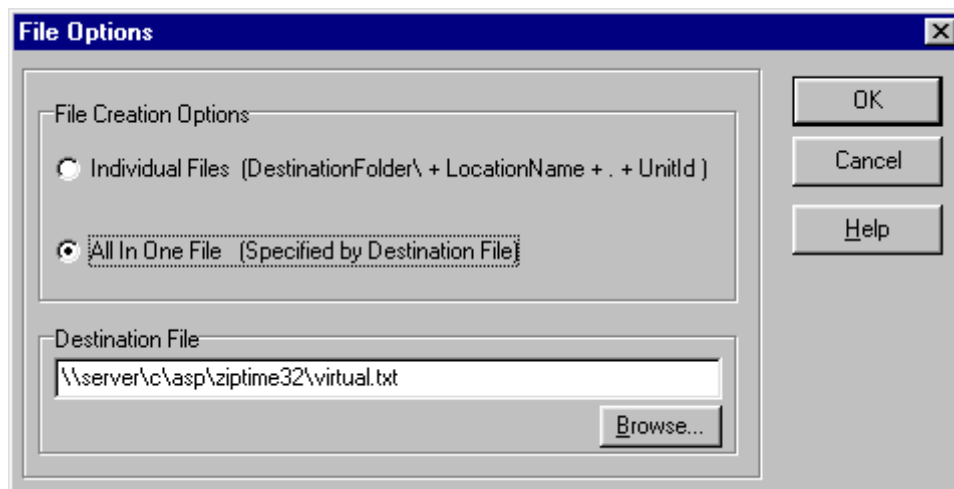
Note that the "**Poll Every**" times are referenced to midnight – if you select every four hours, polls will occur at 04:00, 08:00, 12:00, and so on. If you select every ten hours, polls will occur at 10:00 and 20:00 only.

Storing the Output File

The final step in configuring the ZipNet Anywhere polling program is to tell it what to do with the data it has collected.

If you're using ASP's ZipNet TimeSheet program to process the collected data, probably the most convenient place to store the data is in the ZipNet TimeSheet installation folder on the computer that ZipNet TimeSheet is running on.

Press the **Setup** toolbar button, or select **File Setup** from the **File** menu to bring up the screen shown below.



For use with ZipNet TimeSheet, select the **All In One File** option, then specify the filename and location in the **Destination File** field.

To specify the filename and location, you can use either a full **UNC filename**, where you specify the name of the machine, drive and folder that the file is to be written to (as shown above), or you can use a mapped drive letter (for example, **s:\asp\ziptime32\virtual.txt**). If you don't understand these terms, or you don't know which option is most appropriate for your network, you should contact your network administrator or computer support people.

Regardless of where you save the collected data, the most vital point is that the ZipNet TimeSheet program has to be configured to look for the file in the same place.

If for some reason ZipNet Anywhere can't immediately save the data it collects to the destination file (for example, if your PC network is down, or the computer you're trying to save the data to is turned off), ZipNet Anywhere will hold the data until it is again able to send it to the destination file over your LAN.

Setting Up ZipNet TimeSheet

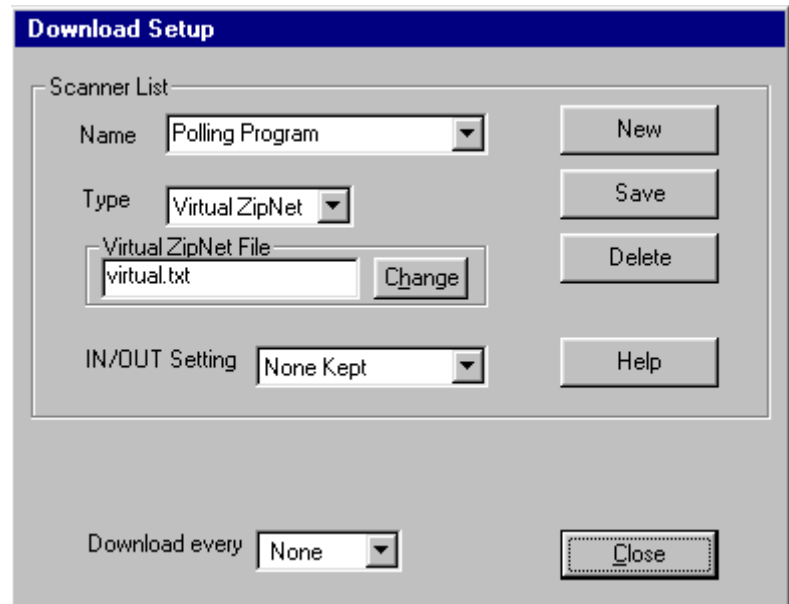
The final configuration step is to set up the ZipNet TimeSheet program to use the data that the polling program collects.

From ZipNet TimeSheet's main screen, select **Download** from the **Setup** menu, after which you'll be presented with a screen as shown on the right.

In the Scanner List section, set the **Type** to **Virtual ZipNet** and the **IN/OUT Setting** to **None Kept**. At the bottom

of the screen, set **Download Every** to whatever period you decide is appropriate. You can give this configuration a **Name** if you like – in the screen above, we've called it "Polling Program".

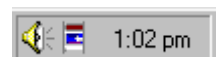
If you've set up ZipNet Anywhere as described in the previous section, you should leave the **Virtual ZipNet File** name set to the default of **virtual.txt** in the ZipNet TimeSheet installation directory. Otherwise, you need to ensure that ZipNet TimeSheet is looking for the file in the same location that ZipNet Anywhere is set to.



Running ZipNet Anywhere

The ZipNet Anywhere polling program is designed to be configured once and then left to do its job.

To create a "set and forget" system, you may want to put ZipNet Anywhere in the Startup group of your computer so that it runs every time you start the computer, and select the "Hide On Startup" option to hide the program as an icon in your system tray, next to the time at the bottom right of your screen, as shown on the right.



To open the program again, right click on the icon in the system tray and select **Open**. And to hide it back into the system tray, just press the minimize button at the top right of the program window (the underline-like button on the left, as shown on the right).



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