



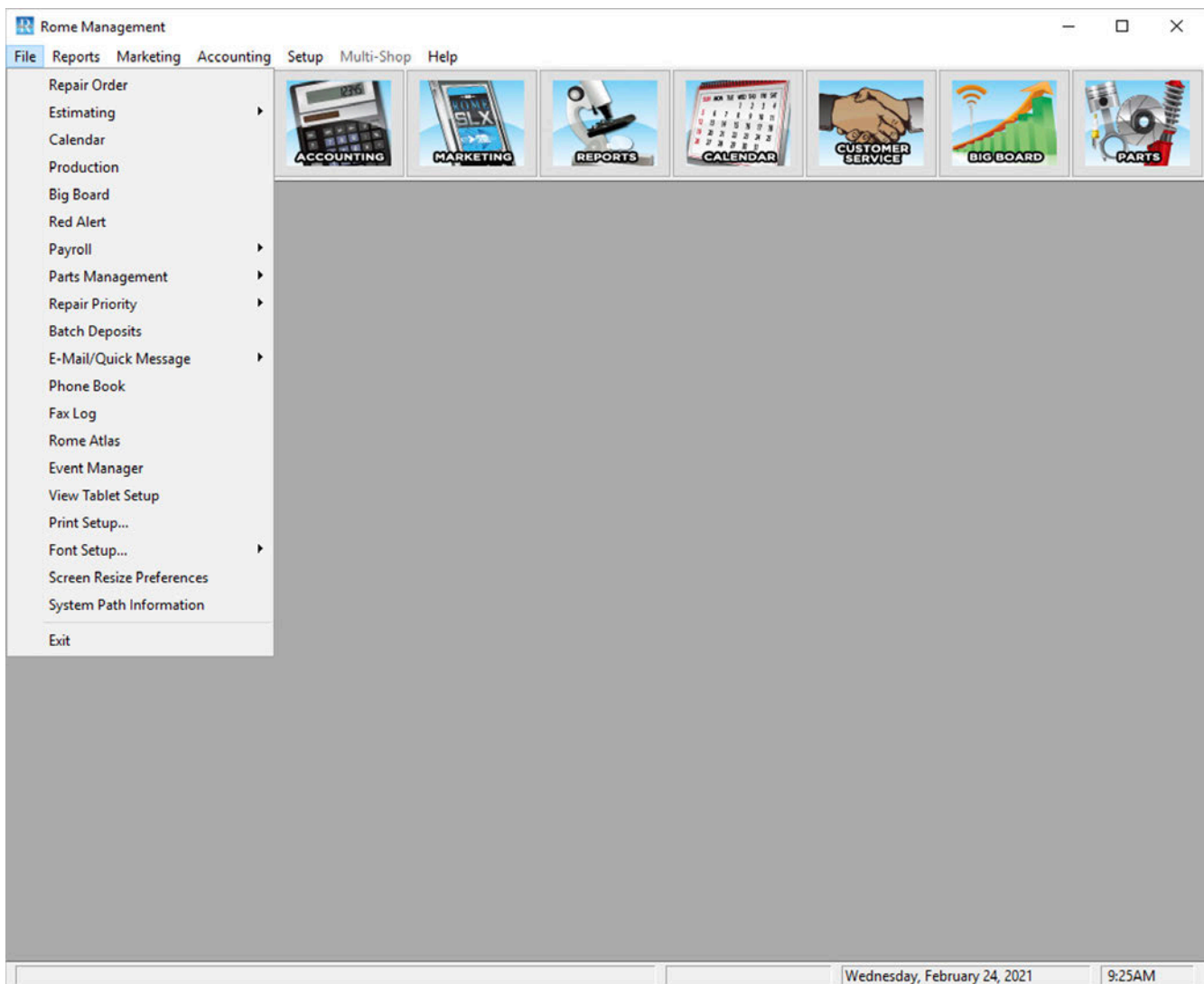
# **EVENT MANAGER**

## **ROME MANAGEMENT USER GUIDE**

# EVENT MANAGER

The event manager is a separate module that can run in the background to facilitate the sending of messages and alerts between Rome Management users.

It is accessed by going to the File Menu and selecting Event Manager. This will start up Event Manager and then messages and alerts will be able to be received. Event Manager must be running on the machine in order to send and receive messages.



## Sending a Message

To send a message from an RO go into file and select e-mail messenger. The quick message screen will pop up and you will be prompted to select a user/ Highlight the user you wish to send the message to and press select.

Quick Message

Quick Message | Advanced

Recipient List

Last Name:

Last Name	First Name
<input checked="" type="checkbox"/> .Adriano	
<input type="checkbox"/> BOB	
<input type="checkbox"/> BOBM	
<input type="checkbox"/> BRIAN	
<input type="checkbox"/> BRYANNA	
<input type="checkbox"/> DARIN	

Tag Untag

Tag All Untag All

Flip Flip All

Show Tagged

Load Tags Save Tags

Date: 2/24/2021 Time: 9:10AM Now ☐ This Workstation

Message:

☐ Include RO in Message

OK Cancel

Select the Date and the time that you want the message delivered. The “Now” button will reset the fields to the current date and time. The User Name will display the selection you made above. If you wish to change to can press the User Name button and you will be offered the user list again. Checking the This Workstation box will have the message pop up on your machine as well as the recipient. Type the message you want to relay in the Message box.

## Advanced Tab

The screenshot shows the 'Quick Message' dialog box with the 'Advanced' tab selected. The 'Frequency' section has radio buttons for 'One Time' (selected), 'Every' (with a '0' in the days field), 'Daily', 'Weekdays', 'Weekends', and 'Day of Month' (with a '0' in the field). Below this, there are checkboxes for 'Show Message' (checked), 'Run a Program' (unchecked), 'Minutes To Leave Msg On Screen:' (set to '0'), and 'Make a Sound' (checked). There are text input fields for 'Sound File:' and 'Program Name:', each with a file selection icon to its right. A 'Message Timeout Action' section contains radio buttons for 'Run Program' (selected) and 'Cancel Program'. At the bottom left is a checkbox for 'Include RO in Message'. At the bottom right are 'OK' and 'Cancel' buttons.

**Frequency** - Here you can set the message to be reoccurring by putting the dot in one of the options.

**Show Message** - Box will display the message field when checked.

**Minutes To leave Msg on Screen** - Will allow you to set how many minutes you want the message to appear on the recipient's machine before closing. A "0" will have the message stay until it is dismissed by the user.

**Run a Program** - Will allow you to run a program on the recipient's machine if you know the proper commands.

**Make a Sound** - Will play a sound on the recipients machine when the message is delivered. The recipient must have sound enabled and speakers or headphones in order to hear the sound.

**Sound File** - Here you can select the sound file that will be played on the recipient's machine. The sound file does not have to exist on the recipient's machine it will be included in the message.

**Program File** - Here you put in the command line to run a program on the recipient's machine. You must know the directory where the program exists and be familiar with how to run it from a command line.

### **Viewing Scheduled Messages**

If you want to view messages that have yet to be delivered, go to the File menu and select Scheduled Events. Any message that has not been delivered will be displayed. You will see the date and time it is set to be delivered, the recipient, and the first part of the message.

### **Viewing Delivered Messages**

If you want to use an old message that has been delivered, go to the File menu and select Logged Events. All delivered messages will be displayed with the date and time they were delivered, the recipient, and the first part of the message.

### **Printing Message History**

You can print out a report of all of the messages that have been delivered by going to the File menu, selecting Reports, and then select Print Logged Events.

### **Setting Event Manager to Start Automatically**

Since you need to have Event Manager running on the clients in order to send and receive messages it's a good idea to have the Event Manager start automatically when you start Rome Management. Go to the File menu and select Setup Options. In the Setup Options window select the Auto Start Option tab and check the box for Rome Management for Windows. If you also want Event Manager to start when the Tech Station is started check that box as well.

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