

## WorkGroup Solutions

- **WGS/DESKTOP:** Window environment, allowing users to simultaneously view and access multiple applications or tools in one screen
- **WGS/Calendar:** Time management tool, allowing users to maintain to-do lists, set appointment alarms, schedule business and personal meetings, and plan days, weeks, and even months ahead
- **WGS/Mail:** Versatile mail system, enabling users to send and receive mail (including quick messages and large documents) to anyone on the local system or any connected system
- **WGS/WordProcessor:** Intuitive and quick word processor, offering full editing capabilities for every user
- **WGS/WORD ERA:** High-end, fully featured document processor with all the productivity tools needed for the most complex documents
- **WGS/SpreadSheet:** Lotus 1-2-3 and Multiplan compatible spreadsheet with context-sensitive HELP, offering users the ability to easily perform complex operations
- **WGS/OFFICE:** Comprising the above products, offers all components needed for office automation

Convergent Technologies® has made office automation simple, yet powerful with its suite of WorkGroup Solutions™ (WGS™) products. These integrated, fully featured products, displayed in multiple windows, provide an application solution for every need. With its easy point-and-select functionality, the user need never 'see' the operating system or learn complex, unfriendly syntax. Yet, the expert user can enjoy all the power of the UNIX® operating system.

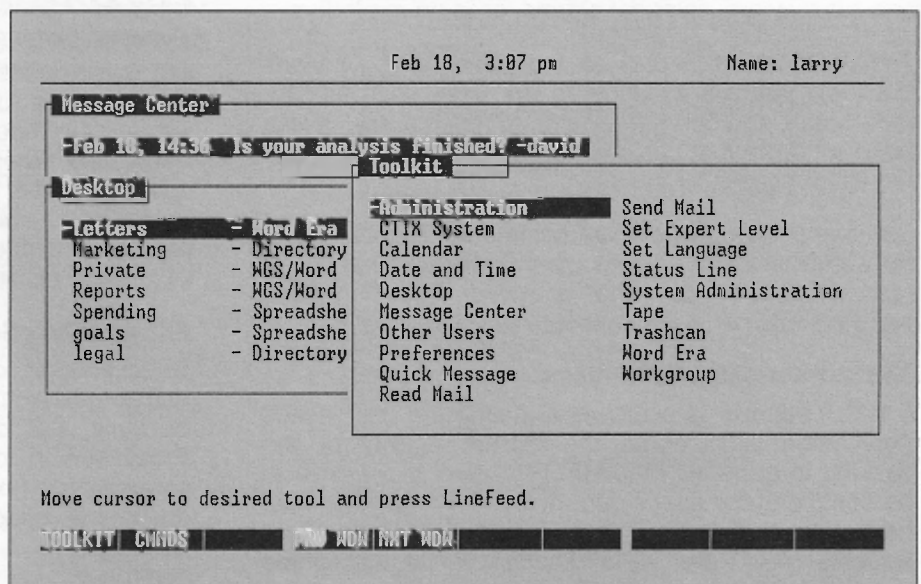
### WGS INTEGRATED FEATURES

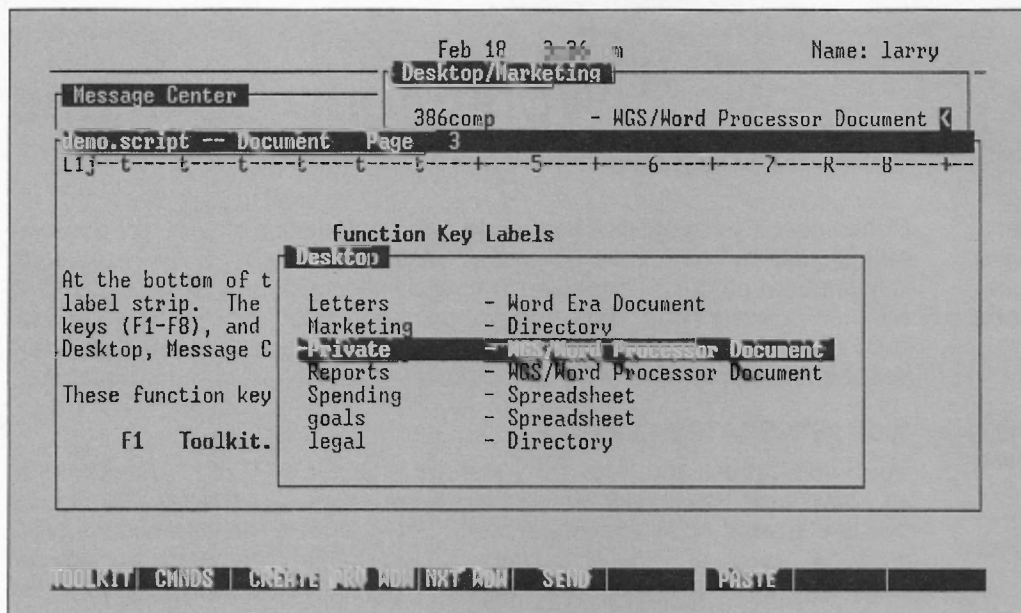
WGS applications and tools run under the WGS/DESKTOP™. Users work in an active multiple-window environment where they can concurrently display and use several applications and tools. Integration is the keyword for WGS products; users only need to learn a few simple commands to take full advantage of all the integrated features. Independent applications can be integrated into WGS/DESKTOP, allowing users to select any application, whether a WGS product or not, through the menu and window environment of the Desktop.

Using WGS, the user points to and selects an object (document, spreadsheet, file, directory, application, or command), which is then displayed or listed in a window opened specifically for that object. Users can access windows by using keyboard context-sensitive function keys, which are labeled at the bottom of the screen to reflect their usage. When a user moves from window to window, these labels change to reflect the commands of the specific active window.

### International Support

All WGS modules are available in French, German, and Italian. A Nationalization library aids in the creation of other languages.





*Multiple windows allow users to easily point to, and select, objects without the need to 'see' the operating system or learn complex syntax*

## Windows

A complement of windows are included with the integrated suite of WGS products.

*Desktop Windows* provide the user with information about the file system in an understandable format. With the touch of a key, the user opens the highlighted object through its own specific application; if the object is a directory, the files within that directory will be displayed. In this way, the nontechnical user can be shielded from the UNIX operating system.

*Message Center Windows* display messages sent to the user. These messages can be quick messages from other users, calendar alarms, or to-do reminders.

*Toolkit Windows* display all the possible applications and tools that are available to the user, such as Calendar, Mail, and Quick Message, to name a few. It is in these windows that customized applications will be displayed for access by the users.

*Command Windows* display commands appropriate to the active window. These commands will change for each different window that is open. The Command menu complements the keyboard function keys.

## Context-Sensitive HELP Keys

A HELP window is available any time the user needs more information about the current activity or the Desktop in general. The HELP feature is sensitive to the context of the user's current location. For example, if the user is currently in the Commands window, and requests HELP, the HELP section of the highlighted item in the Commands menu will be displayed.

The user can move through other HELP screens by using the function keys. All of the WGS products use the HELP feature.

## User-Selectable Preferences

Users can define individual preferences for certain objects. For example, one user may want to display all the details of a file when in the Desktop window, whereas another user may only need to display the name of the file.

In addition, files can be protected by user-selectable security options.

## Easy Access to CTIX Administrative Functions

Using WGS/DESKTOP, the administrator of the system can easily access, through a menu-driven interface, administrative functions of the CTIX operating system without the need to remember detailed commands. Users and other resources, such as printers, can be added, deleted, or modified by following simple menu-driven instructions. Expert users can take full advantage of both the window environment and the WGS/DESKTOP's quick access to the operating system.

## File and Data Sharing

Using WGS products, users are able to truly share data and information without leaving their terminals. For example, Pat can write a memo using WGS/Word Processor in one window, copy portions of Bill's spreadsheet (located in a second window) into the document, attach the entire memo to a WGS/Mail message in a third window, and copy Jean for comments.

Pat can then read both Bill's and Jean's calendars, in further windows, to find a convenient time for a meeting to discuss the memo; allocate the time in their calendars; and send a quick message to notify them of the scheduling. All this achieved in a multiwindow environment without leaving the terminal!

### **OPERATING ENVIRONMENT**

All WGS products, collectively known as the WGS/OFFICE™, run on the S/Series™ family of Convergent™ WorkGroup Servers™ under the CTIX™ operating system, Convergent's implementation of UNIX System V. Most of the popular terminals (determined by entries in the *terminfo* file), keyboards, and printers are supported. Customized terminal and printer capability exists within the WGS/DESKTOP.

### **WGS/DESKTOP**

WGS/DESKTOP manages the window interface and includes WGS/Mail™ and WGS/Calendar™. WGS/DESKTOP features include:

- Multiple active windows simultaneously displayed
- Choice-oriented point and select, and menu-driven user interface
- Context-sensitive HELP
- Consistent user interface across applications
- CTIX access via menus and options
- Cut-and-paste integration between windows and objects
- File and information sharing within workgroup
- Password security
- Menu-driven system administration
- Tools for integration of independent applications
- Tools to customize keyboards
- Immediate message notification, independent of application
- Extensive terminal and printer support (with tools to customize those not supported)

### **WGS/WordProcessor**

WGS/WordProcessor™ emphasizes ease of use with the point and select interface consistent with all WGS products. Features of WGS/WordProcessor include:

- Easy-to-learn, choice-oriented interface consistent with WGS products
- Context-sensitive HELP

- Bold, underline, double-underline, overstrike, subscript, and superscript
- Justified or ragged right and left margins
- Multiple tabs, indents, and hanging indents
- Headers and footers, including odd, even, and first page
- Search and replace
- Undo command for last deletion
- Move and copy commands within document, as well as from other documents
- Windowing of different sections of a document on one screen
- Windowing of multiple documents on one screen
- Paste capability of WGS/SpreadSheet data into document
- Extensive spelling checker and thesaurus
- Automatic pagination and hyphenation
- Autosave document after number of keystrokes and/or number of minutes
- Glossary of often-used text

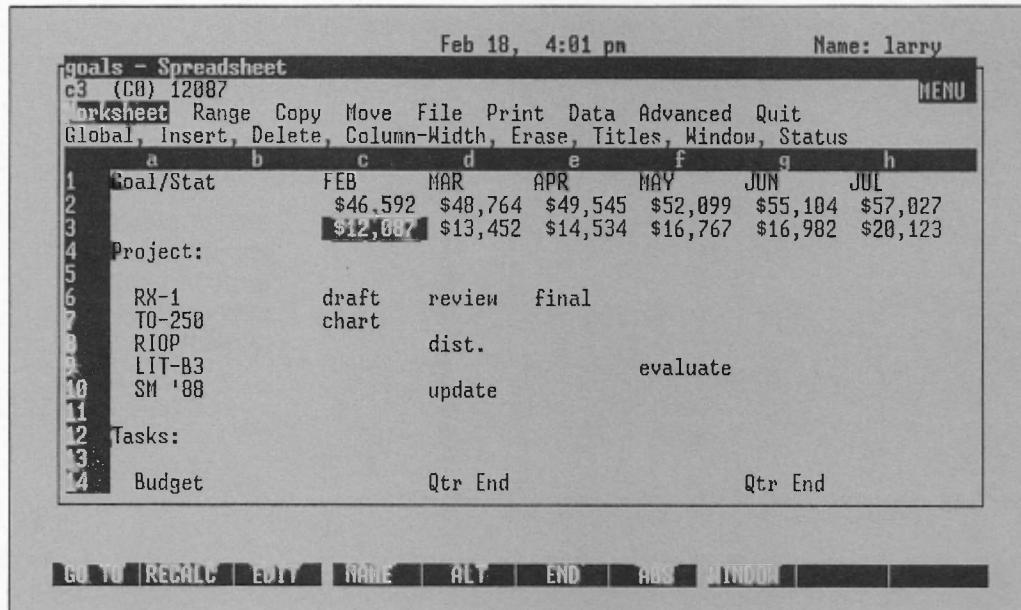
### **WGS/SpreadSheet**

WGS/SpreadSheet™ combines the capabilities and features of Lotus 1-2-3™ and Multiplan® and has full keystroke compatibility with Lotus 1-2-3. Files can be read or written in both Lotus 1-2-3 format as well as Multiplan SYLK (Symbolic Link) format.

Using the WGS/DESKTOP cut-and-paste utilities, files can be pasted into a WGS/WordProcessor file, and data from UNIFY®/E can be brought into a spreadsheet file for manipulation.

The features of WGS/SpreadSheet include:

- Full Lotus 1-2-3 keystroke compatibility
- Logic and arithmetic functions beyond the Lotus capability
- Built-in functions in the following categories:
  - Arithmetic
  - Statistics
  - Database
  - Financial
  - Logical
  - Lookup, choose, and index
  - Text and labels
  - Trigonometric
- Reads and writes Lotus 1-2-3 and Multiplan SYLK file format



*WGS/SpreadSheet combines capabilities and features of Lotus 1-2-3 and Multiplan*

- Context-sensitive HELP
- Cut-and-paste between WGS/SpreadSheet, WGS/WordProcessor, and WGS/WORD ERA™
- Reads data from UNIFY/E files via SQL queries for use in WGS/SpreadSheet
- Smart recalculation (only fields affected by change are recalculated)
- Support of Lotus 1-2-3 macros
- Autolink to other spreadsheets (with recalculation on links)
- Goal seeking, iteration, and other advanced commands
- Extremely fast recalculation (support for the 68881 floating-point coprocessor)

### WGS/Mail

WGS/Mail, based on the standard UNIX mail system, has an easy-to-use interface, allowing users to send or receive mail from any user on the system, including networked users. This full-featured mail system allows users to send messages that were created on the editor of their choice. Other files can be attached and sent in an electronic mail envelope. Users can send mail to a single person or to a distribution list.

For short messages, users are able to send or receive one-line messages using the Quick Message feature, which also notifies users of calendar and to-do items.

WGS/Mail features include:

- Quick Message system within a workgroup for faster mail notification
- Full mail system based on UNIX uucp
- Mail to a single user or a distribution list

- Priority option that can be set for delivery
- Receipt confirmation, if required
- Mail forwarding
- Files sent as attachments
- Support of courtesy and blind copies
- Context-sensitive HELP
- Mail notification while using any application
- Choice of confidentiality

### WGS/CALENDAR

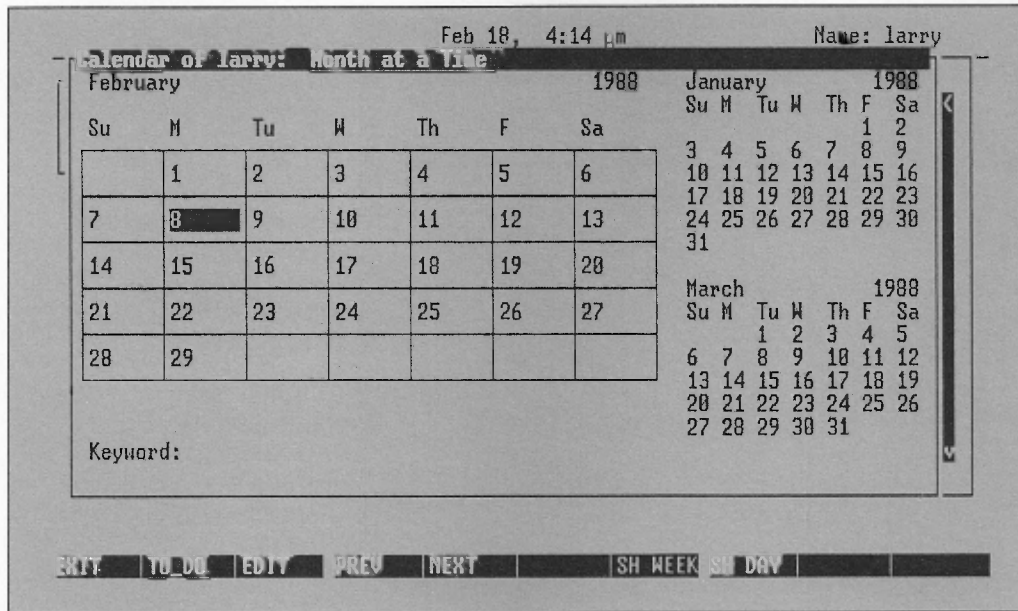
WGS/Calendar is an efficient time management system that allows users to set up appointments and to-do lists. Calendars can be maintained by the day, week, or month for as far in advance as required.

The hours can be viewed in either a 12- or 24-hr format. Reminder options can be set to alert users of appointments or to-do items. Other users may have access to calendars so that schedules can be instantly updated and conflicts avoided.

The features of WGS/Calendar include:

- Display by day, week, or month
- Appointments that can be scheduled at any time for the full 24 hr day
- Alarms to alert user of impending events
- Context-sensitive HELP
- To-do lists
- Reminder options set on to-do items to alert users
- Personal appointments (private or open access)
- Capability to share within workgroups





*WGS/Calendar  
instantly updates  
appointment  
schedules to avoid  
conflicts*

### WGS/WORD ERA

WGS/WORD ERA is a sophisticated, high-end word processor that is easy to learn and use. This word processor from Tigera™ Corp., has been integrated with WGS/DESKTOP to take advantage of all the windowing, mail, and calendar features available. WORD ERA documents can be opened in multiple windows, and users can access their mail or calendar functions without leaving the WORD ERA program.

The integration with WGS allows users to cut and paste between documents and other WGS applications.

WORD ERA was originally designed for WANG® keystroke compatibility, with WANG-like menus and function keys. It now includes advanced features such as unlimited multiple column formatting and full glossary programming.

WGS/WORD ERA provides a large complement of professional productivity tools, including a sophisticated spelling checker that not only checks spelling, but checks word usage, and provides a list of suggested spellings. Both interactive and automatic hyphenation and pagination features are available.

With extensive footnoting, table of contents, and index generation utilities, document creation is accomplished quickly and easily. Added to this, the records processing utility is used for mail merge and as a mini database.

Multinational support comes with the French, German, Spanish, and Italian translations.

### WGS/WORD ERA features include:

- Extensive cursor movement by 'go to' and scrolling
- Context-sensitive HELP
- Block copy/move/delete functions
- Extensive glossary programming functions (mini "C")
- Hyphenation and pagination (interactive and automatic)
- Full footnote processing
- Alternate headers and footers (odd and even)
- Autosave feature by number of keystrokes
- Multiple format lines within a document
- Spell checker with suggestions and personal dictionary
- Bookmark editing
- Text attributes such as bold, underscore, double underscore, superscript, subscript, reverse video, flash, and overstrike
- Attributes displayed on screen (terminal dependent)
- Multiple columns
- Extensive archiving options
- Document assembly with contents and index generation
- Records processing (mail/merge, mini database)
- Forms processing
- Extensive search and replace options, including wildcards
- Document password protection
- Math and sort functions
- Cut-and-paste between all WGS applications

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