

QUARTZ DEVELOPMENT

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GWtoWAB

GroupWise Address Book to Windows Address Book

# User Guide

GWTOwab

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This document covers all versions of GWtoWAB.

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## Introduction

**G**WtoWAB is a tool written by Quartz Development that allows you to import, export and synchronize contacts between your Novell GroupWise Address Books and the default Windows Address Book. This can be used as a backup for your contacts or as a way of getting your GroupWise contacts into a different system.

The Windows Address Book is part of Windows XP and can be found by clicking the Start menu->All Programs->Accessories->Address Book. It has some useful features like being able to import and export to Comma Separated files or VCard's, as well as being able to export to exchange.

The professional version of GWtoWAB can also export and synchronize your selected GroupWise Address Books with the WAB and export your WAB to GroupWise; if you own an Apple iPhone you can use Apple iTunes to synchronize your contacts between the iPhone and your Windows Address Book allowing you to keep your iPhone contacts in sync with your GroupWise contacts.

## Features

The following table shows the difference between the free and professional versions of GWtoWAB.

Version	Features
Free	<p><b>Import:</b></p> <p>This mode allows you to import your GroupWise Address Books into your Windows Address Books as a one-way sync.</p>
Professional	<p><b>Import:</b></p> <p>This mode allows you to import your GroupWise Address Books into your Windows Address Books as a one-way sync.</p> <p><b>Synchronization:</b></p> <p>This mode allows you to bi-directionally synchronize your GroupWise Address Books with your Windows Address Books, any changes made on either end will be replicated</p>

	<p>to the other after this sync.</p> <p><b>Export:</b></p> <p>This mode allows you to export your Windows Address Books into your GroupWise Address Books as a one-way sync.</p>
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Table 1 GWtoWAB feature set

## Installation

It is assumed that you are familiar with using a PC and have downloaded GWtoWAB from our website <http://www.quartzdevelopment.com> and are ready to install it on to your PC.

Start the installation process by launching the GWtoWAB set up application you have downloaded.



Figure 1 Installation Welcome Screen

Click next on this screen to go to the next page.

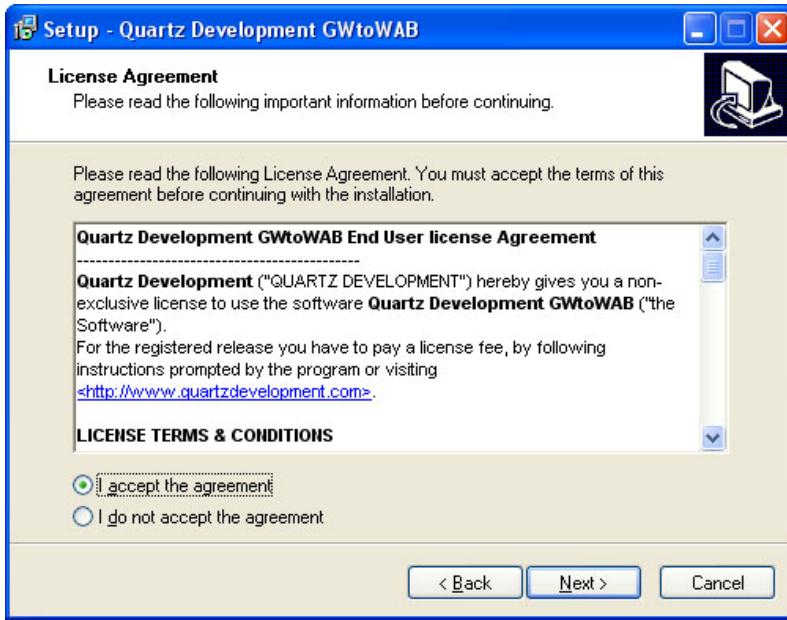


Figure 2 Installation License Agreement

You need to accept the agreement before you can carry on with the installation. Click next to go on to the next screen.

There are a number of standard installation pages that follow this one such as selecting the installation directory and status screens. These are not in this document as they don't need describing.



Figure 3 Installation Finish Page

This page lets you know that the installation has finished and GWtoWAB has been installed. If you receive any errors during installation please try again before contacting us at [support@quartzdevelopment.com](mailto:support@quartzdevelopment.com).

## Un-Installation

There are two ways to uninstall GWtoWAB from your Desktop PC.

1. Select the uninstall option for GWtoWAB from the start menu as you would normally.
2. Select Add and Remove from the control panel and remove GWtoWAB.

## Using

This section will describe how to use GWtoWAB. It is quite short as there is not much to setting up and using the simple user interface.

Launch GWtoWAB by selecting it from the start menu and the GroupWise logon dialog box will appear. There are a number of items that need to be entered to start the sync process.

During the installation of the GroupWise client it enters a value in the Windows registry to store the language of the client, sometimes this doesn't get created and GWtoWAB needs to know what language the client was meant to be installed with. If the GroupWise language key cannot be found in the registry then GWtoWAB prompts you for it, if the language key is found then the drop down box displays the value but does not allow you to change it.

Enter your GroupWise user name and Password, select the mode you are using GroupWise in – if using offline mode then please enter the path to your remote post box folder on your computer, this is maybe C:\Novell\GroupWise\remote. Once you have entered all the required data click the OK button to logon to GroupWise.

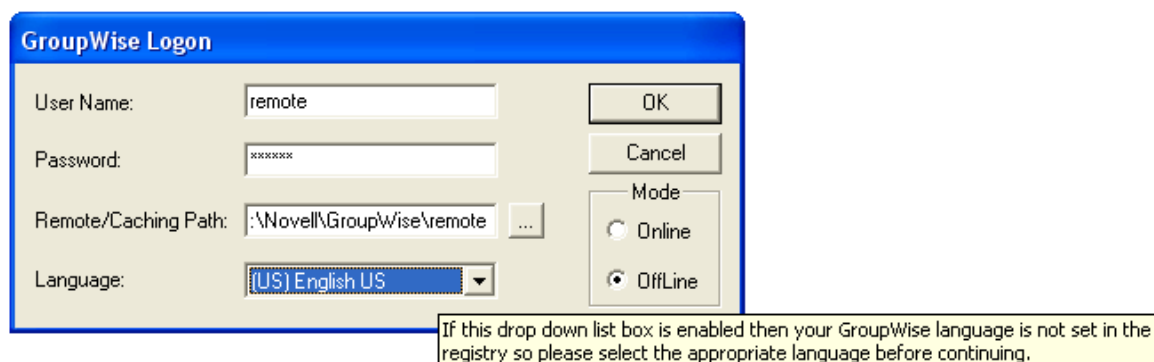


Figure 4: GroupWise Logon dialog box

Assuming there are no problems logging into GroupWise the main screen will be displayed, depending on the version you have – free or pro version – the display might look different to the image below.

For the free version of GWtoWAB you will only have the option to import your GroupWise Address Books to WAB and so the synchronize and export option will be disabled, users of the professional version will be able to synchronize in both directions.

The import and synchronize configuration settings are maintained, the export settings are reset each time you exit GWtoWAB.

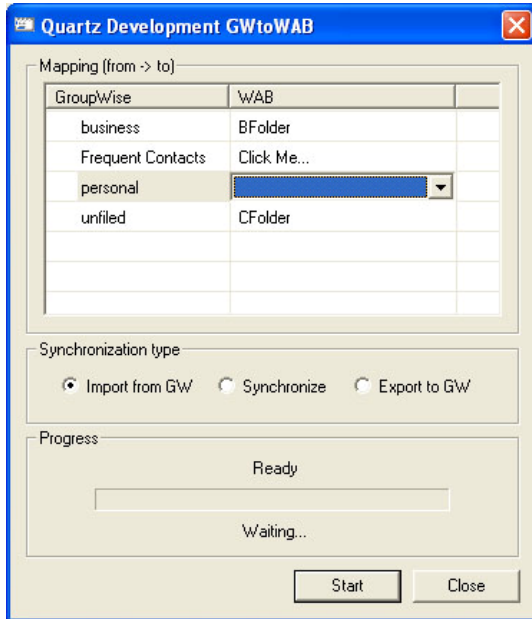


Figure 5 Main Screen

## Import from GW

**IMPORTANT** – Only use the “Import from GW” once, if you keep importing then you will receive a duplicate of each contact each time you import, this is by design as this is a one way import sync. If you have the professional version of GWtoWAB then your first sync should be a “Import from GW” with subsequent syncs set to “Synchronize”, users of the free version only have the “Import from GW” option and should only import once.

Use this mode to import your GroupWise Address Books to Windows Address Books.

In the Mapping (from -> to) list box are two columns, the left one lists your GroupWise Address Books, the right one lists your Windows Address Books or “Click Me...” if you have not mapped them yet.

To map a Windows Address Book to your GroupWise one decide which GroupWise Address Book you want to map and left click in the WAB column the corresponding row, a combo box will appear, click this to make it visible then select the Windows Address Book you want to map from the list and click outside the list to make the selection.

Select the “Import from GW” option.

Once you have mapped the address books you want to import click the start button, depending how many GroupWise Address Books and contacts you have depicts how long the import process takes but after a short while the progress bar will indicate the import has finished.

Launch your Windows Address Book from the start menu to check the contacts have been imported.

## Synchronize – Professional version

Use this mode to synchronize your GroupWise Address Books to Windows Address Books.

To use this mode please make sure you have either run “Import from GW” or “Export to GW” at least once otherwise you will receive an error if you are trying to synchronize a GroupWise Address Book to an empty WAB. You can enter a dummy record into the empty WAB to resolve this error then delete the dummy record after the sync.

In the Mapping (from -> to) list box are two columns, the left one lists your GroupWise Address Books, the right one lists your Windows Address Books or “Click Me...” if you have not mapped them yet.

To map a Windows Address Book to your GroupWise one decide which GroupWise Address Book you want to map and left click in the WAB column the corresponding row, a combo box will appear, click this to make it visible then select the Windows Address Book you want to map from the list and click outside the list to make the selection.

Select the “Synchronize” option.

Once you have mapped the address books you want to synchronize click the start button, depending how many GroupWise Address Books and contacts you have depicts how long the sync process takes but after a short while the progress bar will indicate the sync has finished.

## Export to GW – Professional version

**IMPORTANT** – Only use the “Export to GW” once, if you keep exporting then you will receive a duplicate of each contact each time you export to GroupWise, this is by design as this is a one way export sync. Once you have exported your data to GroupWise set the Synchronization type to “Synchronization” for all future syncs. Users of the free version only have the “Import from GW” option and should not be concerned with this.

Use this mode to export your Windows Address Books to GroupWise Address Books.

In the Mapping (from -> to) list box are two columns, the left one lists your Windows Address Books, the right one lists your GroupWise Address Books or “Click Me...” if you have not mapped them yet.

To map a GroupWise Address Book to a Windows one decide which Windows Address Book you want to map and left click in the GroupWise column the corresponding row, a combo box will appear, click this to make it visible then select the GroupWise Address Book you want to map from the list and click outside the list to make the selection.

Select the “Export from GW” option.

Once you have mapped the address books you want to export click the start button, depending how many GroupWise Address Books and contacts you have depicts how long the export process takes but after a short while the progress bar will indicate the export has finished.

Launch your GroupWise Address Book from the start menu to check the contacts have been imported.