

R:OutLink 11



Help Manual



R:OutLink 11

Manual

by R:BASE Technologies, Inc.

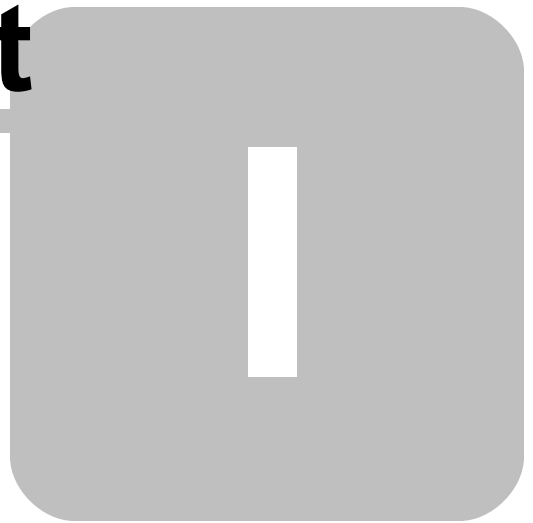
Welcome to R:OutLink 11!

R:OutLink is an R:BASE Plugin that works with database table data to manage Microsoft Outlook appointments.

Table of Contents

Part I Introduction	4
1 Introducing R:OutLink 11	5
2 Copyrights	5
3 License	6
4 Complimentary Support	10
Part II Installation	11
1 System Requirements	12
2 Things You Will Need	12
3 Software Installation	13
4 Plugin Activation	13
R:BASE	13
R:Compiler for R:BASE	15
Runtime for R:BASE	16
Part III Uninstall	17
Part IV Command Syntax	19
Part V Appointment Examples	23
Part VI Export Examples	26
Part VII Technical Support	29
Part VIII Useful Resources	31
Part IX Feedback	33
Index	35

Part



1 Introduction

1.1 Introducing R:OutLink 11

R:OutLink is an R:BASE Plugin that works with database table data to manage Microsoft Outlook appointments for multiple calendars. R:OutLink will create new and edit existing appointments, passing all available Outlook event options, including:

- Recipients
- Subject
- Body
- Location
- Start Date
- End Date
- Event Duration (all day)
- Busy Status
- Importance
- Categories
- Reminder

When managing appointments, events can be printed and displayed on the screen for review, with modal and non-modal window options. Meeting invitations can be sent to recipients based upon existing email addresses. Old appointments can also be deleted.

Appointment information can be retrieved, with the ability to limit the results using a date range.

Outlook email messages can be exported as part of R:OutLink, to capture email into a comma separated value file. Specific email folders can be scanned or excluded from the export. A date range can be used to gather specific email messages. The export file includes the received date/time, From, To, CC, BCC, Subject, and Body.

A setting is available to suppress the Outlook warning message when R:OutLink connects to Outlook.

1.2 Copyrights

Information in this document, including URL and other Internet web site references, is subject to change without notice. The example companies, individuals, products, organizations and events depicted herein are completely fictitious. Any similarity to a company, individual, product, organization or event is completely unintentional. R:BASE Technologies, Inc. shall not be liable for errors contained herein or for incidental consequential damages in connection with the furnishing, performance, or use of this material. This document contains proprietary information, which is protected by copyright. Complying with all applicable copyright laws is the responsibility of the user. Without limiting the rights under copyright, no part of this document may be reproduced, stored in or introduced into a retrieval system, or transmitted in any form or by any means (electronic, mechanical, photocopying, recording, or otherwise), or for any purpose, without the express written consent of R:BASE Technologies, Inc. We reserve the right to make changes from time to time in the contents hereof without obligation to notify any person of such revision or changes. We also reserve the right to change the specification without notice and may therefore not coincide with the contents of this document. The manufacturer assumes no responsibilities with regard to the performance or use of third party products.

Products that are referred to in this document may be either trademarks and/or registered trademarks of the respective owners. The publisher and the author make no claim to these trademarks.

The software described in this document is furnished under a license agreement. The software may be used or copied only in accordance with the terms of that agreement. Any unauthorized use or duplication of the software is forbidden.

R:BASE Technologies, Inc. may have patents, patent applications, trademarks, copyrights, or other intellectual property rights covering subject matter in this document. Except as expressly provided in any written license agreement from R:BASE Technologies, Inc., the furnishing of this document does not give you any license to these patents, trademarks, copyrights, or other intellectual property.

Trademarks

R:BASE®, Oterro®, RBAAdmin®, R:Scope®, R:Mail®, R:Charts®, R:Spell Checker®, R:Docs®, R:BASE Editor®, R:BASE Plugin Power Pack®, R:Style®, RBZip®, R:Mail Editor®, R:BASE Dependency Viewer®, R:Archive®, R:Chat®, R:PDF Form Filler®, R:FTPClient®, R:SFTPClient®, R:PDFWorks®, R:Magellan®, R:WEB Reports®, R:WEB Gateway®, R:PDFMerge®, R:PDFSearch®, R:Documenter®, RBInstaller®, RBUpdater®, R:AmazonS3®, R:GAP®, R:Mail Viewer®, R:Capture®, R:Synchronizer®, R:Biometric®, R:CAD Viewer®, R:DXF®, R:Twain2PDF®, R:Scheduler®, R:Scribbler®, R:SmartSig®, R:OutLink®, R:HASH®, R:JobTrack®, R:TimeTrack®, R:Manufacturing®, R:QBDataDirect®, R:QBSynchronizer®, and R:QBDBExtractor®, and Pocket R:BASE® are trademarks or registered trademarks of R:BASE Technologies, Inc. All Rights Reserved. All other brand, product names, company names and logos are trademarks or registered trademarks of their respective companies.

Windows, Windows 11-10, Windows Server 2022-2016, Azure Maps, Word, Excel, Access, SQL Server, and Outlook are registered trademarks of Microsoft Corporation. OpenOffice is a registered trademark of the Apache Software Foundation.

Printed: April 2025 in Murrysville, PA

First Edition

1.3 License

R:BASE TECHNOLOGIES, INC. LICENSE AGREEMENT

R:OutLink 11 Single Seat License

This is a legal agreement between you, the end user ("**Licensee**"), and R:BASE Technologies, Inc. ("**RBTI**"). Please read the terms and conditions of this License Agreement before using this software. By you selecting "I accept the license agreement" and clicking "Next" during product installation means you expressly accept the terms and conditions of this Agreement. If you do not accept the terms and conditions of this Agreement, you must stop installing the Product and click "Cancel". Your money will be refunded based upon proof of purchase, and in compliance with the return period described in the LIMITED WARRANTY below. A violation of the License, brings damage both financially and to the reputation of RBTI, and in the occurrence of either, both termination of the license agreement and civil damages will be vigorously sought. Once you have clicked "I accept the license agreement", you are entitled to use the Product under the following terms and conditions of this Agreement:

LICENSE

This RBTI License Agreement permits you to use one copy of the R:OutLink computer software with associated utilities (the "**Program**") and accompanying user documentation (the "**Documentation**") on any single computer. If you do not have a Site License or at least one 5 Seat Add-On License, this program can only be installed on a single machine. However, you can open multiple sessions and be connected to the same and/or other local or network databases on the same machine simultaneously. (The 5 Seat Add-On License permits additional seats to access the Program, in 5 seat increments if each is physically linked to a single file server and you have obtained a separate license for a Single Seat version of the Program. 5 Seat Add-On Licenses must be licensed at the same Single Seat version). A Program is "being used" on a computer when it is loaded into a temporary memory or installed on a hard drive in the computer. However, a copy of the Program installed on a network server for the sole purpose of distribution to other computers is not "being used". Each seat having access to the Program must have an appropriate license. If you anticipate that the number of seats with access to the Program will exceed the number of seats for which you are licensed, you must take steps to ensure that the appropriate licenses are obtained for each seat.

5 SEAT ADD-ON AND SITE LICENSES

If a printed or other form of "hard-copy" License accompanied the copy of the Program you received whose terms vary from this agreement, then the hard-copy License governs your use of the Program. 5 Seat Add-On and Site Licenses allow you to install the Program on the total number of machines for which you are licensed only.

SATELLITE LICENSES

A Satellite License permits a Licensee to use one copy of the copy of the Program on any additional single computer, for additional development to accompany an existing Single Seat License. The Satellite License must be licensed to the same user as the existing Single Seat License. Each seat having access to the Program must have an appropriate license.

COPYRIGHT AND RESTRICTIONS

RBTI retains full ownership rights in the Program and Documentation. You may make a single copy of the Program; to be used solely for backup or archival purposes, or you may transfer the Program onto a single hard disk provided you keep the original solely for backup or archival purposes. Such copies shall be owned by RBTI. You may not copy any printed material or Documentation without prior permission. You may not decompile, disassemble cross-compile, reverse engineer, or make or distribute any other form of, or derivative work from, the Program. You may not obscure, alter or remove any RBTI copyright, trademark or proprietary rights notices.

TRANSFER OF LICENSE

You may not lend, rent or lease the Program or Documentation or any copies to any person. A transfer of license is only authorized through completion of the Consent to Assignment and Assumption of Contract agreement from RBTI. Upon license transfer, you are permanently giving such person possession of all copies of the Program and Documentation, are permanently giving up your right to use the Program and Documentation, and the recipient agrees to the terms of this License Agreement.

STEP UPS AND UPGRADE PURCHASES

As the Licensee, you are authorized to use the Program only if you are an authorized user of a qualifying product as determined by RBTI. The new license agreement takes the place of the agreement of the qualifying software you stepped up or upgraded from. After you upgrade, you may no longer use the software from which you upgraded. When you install the upgrade, you must uninstall the copy of the qualifying product.

TERM OF LICENSE

The licensing provided in this License Agreement is perpetual unless you violate any of its terms or conditions, at which time the license will automatically terminate. Upon termination you must return all copies of the Program and Documentation to RBTI or certify in writing to RBTI that all such copies have been destroyed and uninstalled from each workstation and/or network server. RBTI reserves the right to, at its expense and without prior notice, conduct periodic inspections for licensing compliancy. If licensee is found to be in violation of current agreement, RBTI may commence a civil action seeking fines, damages, attorney's fees and injunctive relief and may also, in appropriate circumstances, seek criminal prosecution.

ACTIVATION CODES

The Program requires activation using a unique code. If you purchase a Single Seat License with or without 5 Seat Add-On Licenses, you agree to comply with the license activation and verification procedure described in this section of the Agreement. The activation technology may prevent your use of the Program if you do not follow the activation process described in this Agreement.

Each activation code is tied to one Windows operating system computer. A dual-boot computer with multiple operating systems cannot activate a Single Seat License on more than one operating system. Any software utilities which alter how the Program is installed on a local drive are not supported. This includes any utilities which alter, remove or transfer the location of the Program on the hard drive, or any hard drive utilities which alter the physical properties of the local drive.

The Program activation can be completed automatically through an Internet connection or manually through a provided email option. In doing so, the Program Registration Number and Computer ID must be provided. License validation allows a number of activations based upon the number of licenses purchased.

If a computer is no longer using the Program, through license transfer or hardware failure, the Activation Key that was used on the computer must be submitted to R:BASE Technologies so the key may be disabled, which will then free up that used activation. Once a key is reported as no longer in use and deactivated, it can no longer be used on that computer. Product deactivation can be performed automatically from within R:BASE. To review the License Key and Activation Key product information, select "Help" > "Product Activation" from the Menu Bar.

Licenses for the Corporate VIP Licenses of the Program are not controlled by activation codes and can be operated from computers that are not connected to the Internet.

SOFTWARE SUPPORT

The availability of software support services is subject to the End of Support (EOS) and End of Life (EOL) product life cycle, and to an active Software Assurance Plan. Where applicable, licensees will be provided with an option to upgrade to the current supported version of a software product.

LIMITED WARRANTY

RBTI warrants to you, as the initial user, the Program will perform substantially in accordance with the Documentation, provided it is used in unaltered form with functioning equipment and operating systems for which it was designed. RBTI will, at its option, with proof of payment within 30 days of the invoice date and after the Program with Documentation has been deactivated and uninstalled, and software installer, whether provided by download or other means, permanently deleted from all drives and folders, issue a full refund. These are your sole remedies for any breach of warranty. No exceptions will be made.

SERVICES PROVIDED WITH PURCHASE

1. 30-Day Limited Complimentary Technical Support

LICENSEE RESPONSIBILITIES

- To help us expedite the process and provide high quality assistance, the licensee must provide proof of purchase when calling. Proof of purchase is defined as the following: registration number, purchase date, version and build number, and company or individual to which product is registered.
- To have operating system, workstations, and local network installed and functional. RBTI will NOT be responsible for resolving issues not pertaining to the Program.
- Our support staff deals with advanced issues, therefore the person contacting RBTI for assistance should be the system administrator or have other R:BASE/SQL experience and be able to understand and implement the advice given.
- To have the database(s) being converted, safely backed-up before attempting conversion process. RBTI will NOT be held responsible for lost data or corruption as a result of advice given.

R:BASE TECHNOLOGIES, INC. RESPONSIBILITIES

- To provide quality assistance in a timely manner to aid Licensee in the installation of the product within 30 days of the date of purchase.
- To provide a reasonable solution for any resolvable issue. Not all issues are resolvable, and therefore we will acknowledge the existence of known issues or "bugs" which we are presently aware of, that have no reasonable work-around.

RBTI reserves the right to limit the amount of support time allotted to a maximum of 2 HOURS during the 30-Day Complimentary Technical Support Period. We also reserve the right to limit the quantity of calls from a particular Licensee to 30 MINUTES in a single day. Issues are dealt with on a case-by-case basis, and are handled at the discretion of the support agent assigned to the case. Complimentary Support is limited to INSTALLATION and ELEMENTARY CONVERSION related issues ONLY. Our support hours are from 10am. to 6pm. Eastern Time.

For assistance on your APPLICATIONS, DESIGN, or ADVANCED CONVERSION issues, we offer Technical Support Plans of various types to meet your needs. Please visit the SUPPORT area of our website at www.rbase.com for details and pricing.

2. Fixes for Known Issues

RBTI will provide continued product fixes for known issues or "bugs" for 1 YEAR from the software purchase date. After 1 year, users are urged to acquire the necessary Software Assurance Plan to continue with product support and ongoing activations for reinstallations and license transfers.

3. Enhancement Requests

RBTI will provide continued product enhancements for requested features for 1 YEAR from the software purchase date. After 1 year, users are urged to acquire the necessary Software Assurance Plan to continue with product support and ongoing activations for reinstallations and license transfers.

4. Periodic Activations

RBTI will provide periodic product activations of license transfers and/or reinstallations for 1 YEAR from the R:BASE purchase date. Any activation requests that occur beyond the 1 Year purchase date will require an active Software Assurance Plan.

NO OTHER WARRANTIES

Except as explicitly stated above, RBTI makes no express or implied warranties (including any warranties of merchantability or fitness) with respect to the character, function, or capabilities of the program, the documentation or their appropriateness for any user's purposes. RBTI cannot customize product(s) to meet specific needs in all cases. Examples of customization include, but are not limited to: special character sets, foreign language adaptations, specific device drivers or other localization issues. Under no circumstances will RBTI be held responsible for product functionality once alterations have been made to accommodate individual needs.

DISCLAIMER OF WARRANTY

The Program and the accompanying files are sold "as is" and without warranties as to performance or merchantability or any other warranties whether expressed or implied. Because of the various hardware and software environments into which the Program may be put, No warranty of fitness for a particular purpose is offered. Good data processing procedure dictates that any program be thoroughly tested with non-critical data before relying on it. The user must assume the entire risk of using the Program. Any liability of the seller will be limited exclusively to product replacement or refund of purchase price.

HIGH RISK ACTIVITIES

The Program is not fault-tolerant and is not designed, manufactured or intended for use or resale as on-line control equipment in hazardous environments requiring fail-safe performance, such as in the operation of nuclear facilities, air traffic control, aircraft navigation or communication systems, direct life support machines, or weapons systems, in which the failure of the Program could lead directly to death, personal injury, or severe physical or environmental damage ("High Risk Activities"). RBTI specifically disclaims any expression or implied warranty of fitness for High Risk Activities.

LIMITATIONS ON LIABILITIES

RBTI will not be responsible for any costs or damages associated with loss of the use of the Program or any other resources, loss of business or profits, any loss of data, any third-party claims or costs of substitute programs. In no event will RBTI be liable for any incidental, indirect, special, consequential or punitive damages suffered by the user or any other person or entity, whether from the use of the program or documentation, any failure thereof, or otherwise, even if RBTI or its dealers or agents are aware of the possibility of such damages. In no event will RBTI aggregate liability to you or anyone else exceed two times the license fee you paid for the program and documentation in this package. Because some states do not allow the limitation or exclusion of implied warranties and liabilities for consequential or incidental damages, the above limitations may not apply to you.

GENERAL

This License Agreement constitutes the full and complete agreement between parties. RBTI retains all rights not specifically granted herein. RBTI shall not be deemed to have waived any of its rights hereunder or under all copyright laws, trade secrecy laws or otherwise. This Agreement is intended as a legally binding agreement which will be enforced to the full extent permitted under applicable law, in whole or in part. If any one provision of this Agreement is declared invalid or unenforceable, all remaining provisions shall never less remain in effect. The laws of the state of Pennsylvania shall govern this Agreement. RBTI reserves the right to amend, alter, or revoke this agreement at any time. All revisions to this license agreement are available for inspection upon request, supersede conditions in all past agreements, and render prior license agreements void and unenforceable. Both parties named in this license will only be bound to the terms of the most current revision of this agreement.

U.S. GOVERNMENT RESTRICTED RIGHTS

Use, duplication or disclosure by the Government, its agents or employees is subject to all restrictions imposed by law, regulation or government directive, including but not limited to those restrictions set forth in DFARS 252.227-7013 and 48CFR 52.227-19, as applicable.

R:BASE Technologies, Inc.
<https://www.rbase.com>
rbaseinfo@rbase.com

Copyright 1982-2025 R:BASE Technologies, Inc.
All Rights Reserved
Revised Monday, April 28, 2025

1.4 Complimentary Support

30 DAY LIMITED COMPLIMENTARY TECHNICAL SUPPORT

A. LICENSEE RESPONSIBILITIES.

1. To help us expedite the process and provide high quality assistance, the licensee must provide proof of purchase. Proof of purchase is defined as the following: registration number, purchase date, version and build number, and company or individual to which product is registered.
2. To have operating system, workstations, and local network installed and functional. R:BASE Technologies will NOT be responsible for resolving issues not pertaining to the software product.
3. Our support staff deals with advanced issues, therefore the person contacting R:BASE Technologies for assistance should be the system administrator or have other R:BASE/SQL experience and be able to understand and implement the advice given.
4. To have the database, application, and command files being reviewed, safely backed-up before attempting assistance. R:BASE Technologies will NOT be held responsible for lost data or corruption as a result of advice given.

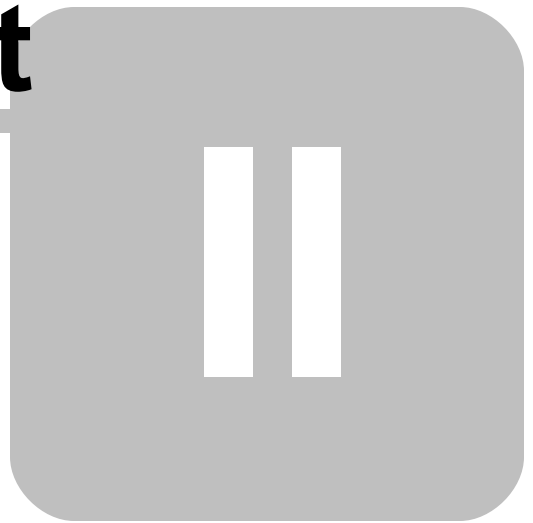
B. R:BASE TECHNOLOGIES, INC. RESPONSIBILITIES.

1. To provide quality assistance in a timely manner to aid in the installation of the product and elementary conversion of database, application, and command files within 30 days of the date of purchase.
2. To provide a reasonable solution for any solvable issue. Not all issues may be solved, and therefore we will acknowledge the existence of known issues, or bugs, which we are presently aware of, that have no reasonable work-around.

R:BASE Technologies reserves the right to limit the amount of support time allotted to a maximum of 2 HOURS during the 30-Day Complimentary Technical Support period. We also reserve the right to limit the quantity of calls from a particular licensee to 30 MINUTES in a single day. Issues are dealt with on a case-by-case basis, and are handled at the discretion of the support agent assigned to the case. Complimentary Support is limited to INSTALLATION and ELEMENTARY CONVERSION related issues ONLY. Our support hours are Monday through Friday, from 10:00 AM to 6:00 PM (EST).

For application, design, or advanced conversion assistance, R:BASE Technologies offers Technical Support Plans of various types to meet your needs. Please visit the Support page at <https://www.rbase.com/support> for details and pricing.

Part



2 Installation

2.1 System Requirements

The following system specifications are recommended for the optimal use of R:BASE and R:BASE-related software.

Workstation Hardware

- 2-Core 2GHz+ CPU
- 2 GB of available RAM (4 GB recommended)
- 2 GB of available hard disk space
- 1024x768 or higher resolution video adapter and display
- Standard mouse or compatible pointing device
- Standard keyboard

Server Hardware

- 2-Core 2GHz+ CPU
- 6 GB of available RAM (8 GB recommended)

Operating System

- Microsoft Windows 11 (Professional)
- Microsoft Windows 10 (Professional)
- Microsoft Windows Server 2025
- Microsoft Windows Server 2022
- Microsoft Windows Server 2019
- Microsoft Windows Server 2016

Network

- Ethernet infrastructure (Gigabyte recommended)
- Internet connection recommended, but not required, for license activation, software updates, and support
- Anti-virus programs should exclude the R:BASE program, and any add-on product, executable and database files

2.2 Things You Will Need

- License Key

Before launching the installer, it is recommended that you have your 32-character License Key readily available. The License Key is provided in a document, with the email message, when the software was originally purchased. If you have lost or misplaced your License Key, please contact our Support Staff by email at support@rbase.com.

- Internet Access

The computer where the software will be launched should have access to the Internet for activation. The Internet access is used to visit the R:BASE Technologies Web site to provide your required Activation Key.

In instances where the software will be installed on a computer that is not connected to the Internet, you must then contact R:BASE Technologies to provide information displayed on the computer screen. Please contact our Product Activation Staff by email at activationkey@rbase.com. The Registration Number must be provided. The Registration Number is displayed on the invoice/order slip, and within the email, when the software was originally purchased.

2.3 Software Installation

The installation of R:OutLink is fully automated and does not require user intervention for the initial setup.

Run the installer ".exe", provided by download, while physically sitting at the workstation to begin the installation process, and read the installer screens for licensing and other information as the program installs.

Installation Directory

C:\RBTI\ROutLink11

Files Installed

ROutLink11.rbm
ROutLink11.chm
ROutLink11.pdf
License.rtf
ReadMe.txt

Requirements:

Plugin

The R:OutLink 11 Plugin file (ROutLink11.rbm) must be placed in the R:BASE 11 program directory (default: C:\RBTI\RBG11) or the runtime/compiled application directory.

2.4 Plugin Activation

R:BASE Plugins can be used to enhance, or extend R:BASE operations. Current R:BASE Plugins use the .RBM file extension.

To begin using any plugin product, the plugin must be registered for use.

The license type for R:BASE and R:BASE plugin products must match. The license keys supplied with Single Seat and 5 Seat plugin products will only be accepted within Single Seat and 5 Seat versions of R:BASE, and are not accepted within R:Compiler for R:BASE or Runtime for R:BASE programs. The same license structure is also in place for Runtime License Keys for plugin products, where the key will not be accepted within Single Seat and 5 Seat Licenses R:BASE.

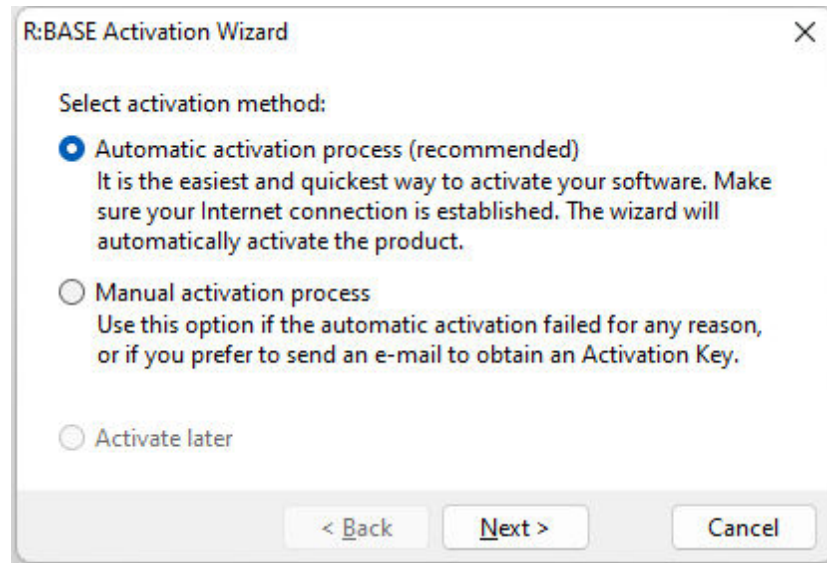
2.4.1 R:BASE

To begin using a plugin product, you must register the software within R:BASE by selecting "Help" > "Product Activation" from the main Menu Bar. In this window, select the "Add New" button where you can enter or copy and paste the License Key you received with your product.

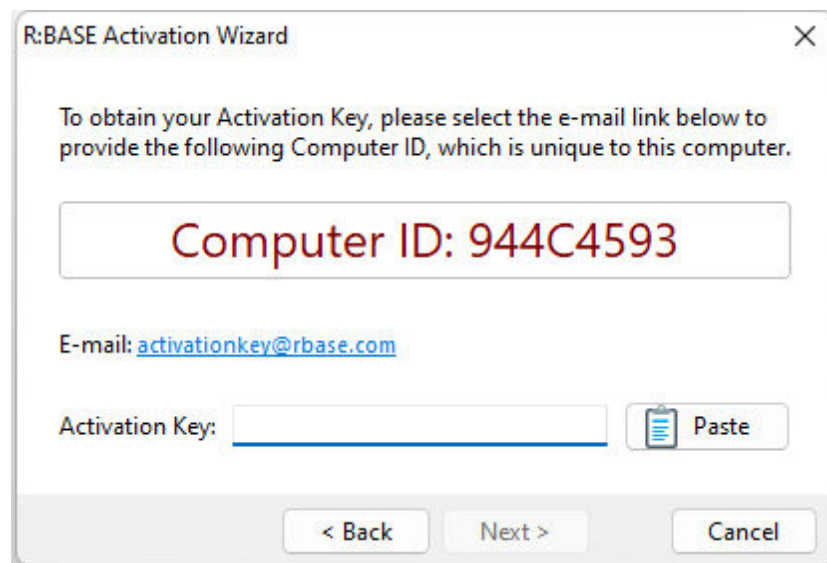
Only "Per Seat" License Keys are valid for this entry screen. All "Runtime" License Keys must be registered within R:Compiler for R:BASE or within Runtime for R:BASE separately.

A screenshot of a "License Information" dialog box. The dialog has a title bar with a close button (X). Inside, the text "Enter License Key:" is followed by a series of seven empty text boxes separated by hyphens. At the bottom, there are three buttons: "Paste" (with a clipboard icon), "OK" (with a green checkmark icon), and "Cancel" (with a red X icon).

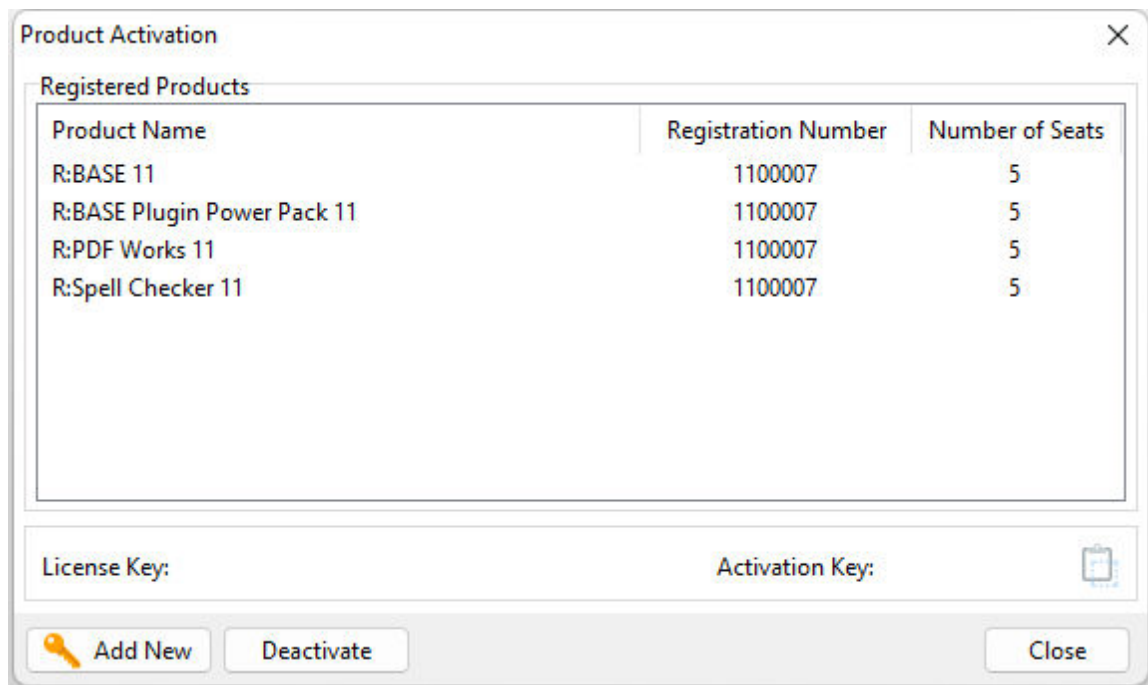
After entering the License Key, you will see a dialog to prompt for your activation method. The software can be activated automatically over the Internet, or manually by retrieving an Activation Key from R:BASE Technologies by email or over the phone. If you select "Later", you will be reminded each time R:BASE starts to activate your copy.



When activating the software manually, you select the e-mail link to launch your email client and send a pre-formatted message to R:BASE Technologies that will contain your License Key and the displayed Computer ID. You will need to provide your R:BASE Registration Number and Computer ID.



At any time, you can review your product information by starting R:BASE, and from the Menu Bar clicking on "Help" > "Product Activation". Your R:BASE Registration Number is displayed on the window. You can also enter additional License Keys for R:BASE add-on products.



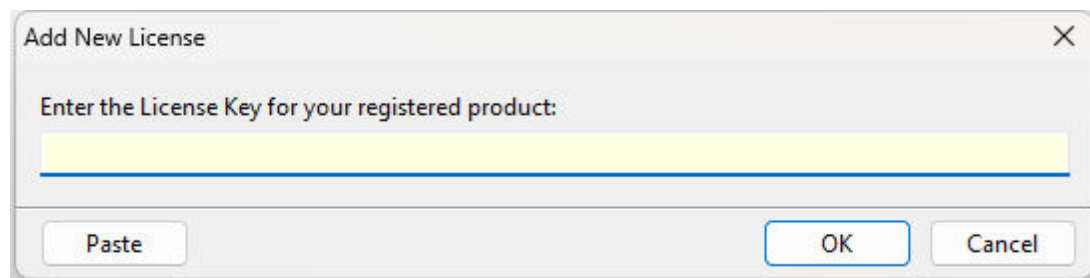
Please be advised that if you are activating multiple workstations, it is highly recommended that you keep records of the computer name, Computer ID and Activation Key for future reference. Access to this information will prove convenient in the event of a hardware failure or license transfer when uninstalling R:BASE.

Please see: [Uninstall/Reinstall](#)

2.4.2 R:Compiler for R:BASE

Runtime License Key

Runtime license keys for an R:BASE Plugin must be stored within the compiled executable. A specific Runtime License Key would be provided after your purchase of the Runtime software product. Adding a Runtime License to your project can be done by selecting the "Add License" button, and pasting the appropriate Runtime License Key into the displayed dialog window.



After a Runtime License is added as a resource, it will be assigned a "Resource ID". This ID consists of the word "License" and an incrementing value for the number of licenses added to the executable.

Plugin File (.RBM)

R:BASE Plugin files can be added and stored within the compiled executable or included within the R:BASE application directory. The Runtime license key pertaining to the R:BASE Plugin must be stored in the compiled executable.

Adding a Plugin to the list of resources can be performed by selecting the "Add Plugin" button on the Tool Bar. You will be prompted to locate the appropriate Plugin file with the .RBM file extension. After a Plugin file is added as a resource, it will be assigned a "Resource ID". This ID consists of the Plugin file name.

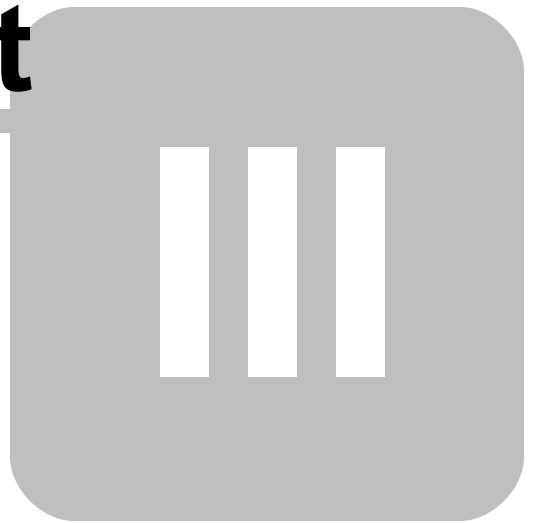
2.4.3 Runtime for R:BASE

After R:BASE Plugins are acquired for Runtime for R:BASE applications, the Plugin file must be included in the Runtime application folder, to be loaded when the Runtime application launches.

To load the Plugin, the License Key must be included into the Runtime for R:BASE session by adding the following PROPERTY command within the application startup file:

```
PROPERTY ADD_LICENSE #####-#####-#####-#####-#####-#####-#####-##### ' '
```

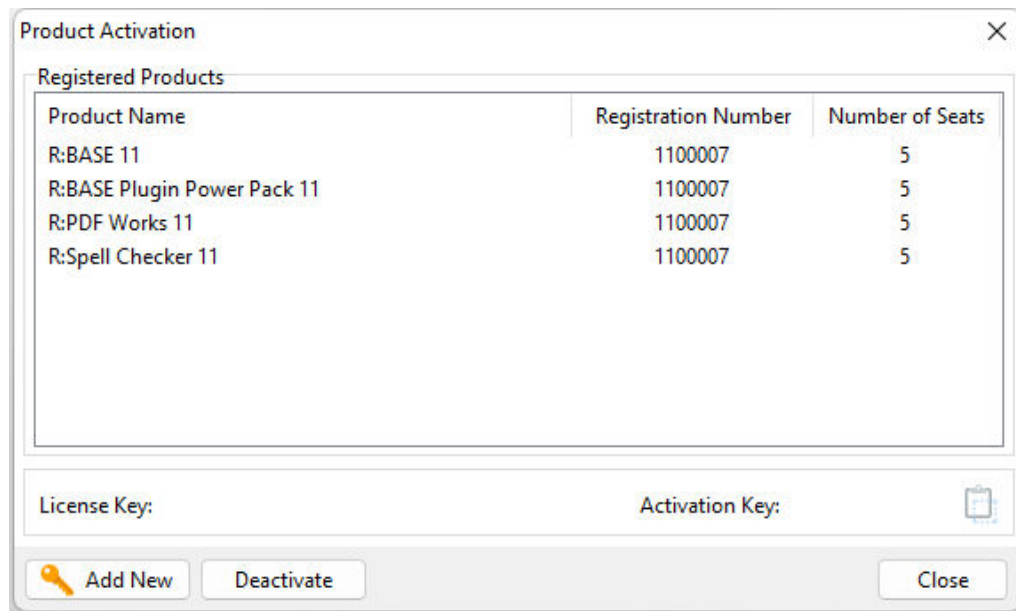

Part



3 Uninstall

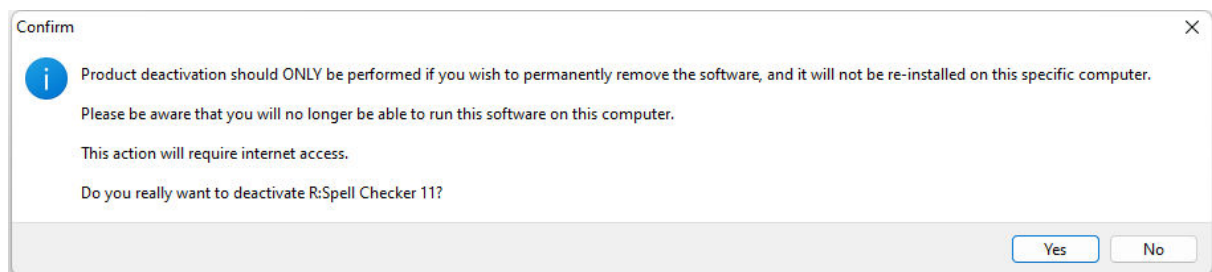
If a computer is no longer using R:OutLink, through license transfer or hardware failure, the Activation Key that was used on that computer must be submitted to R:BASE Technologies so we can then remove the Activation Key from our log. We will disable the Key, which will then free up that used activation. Once a key is reported to us as no longer in use and deactivated, it can no longer be used on that computer.

Product deactivation can be performed automatically from within R:BASE. To review your product information select "Help" > "Product Activation" from the Menu Bar. Here, the License Key and Activation Key for a selected product is available for review.



If the License Key for your product is not readily available for the license transfer, select the "Copy License Key" button to send your License Key to the clipboard.

To deactivate a listed product, select it and press the "Deactivate" button. The below confirmation dialog will appear. After selecting "Yes", the product will be removed from the list.



After completing the deactivation of the product, it can be successfully reinstalled and activated.

Part

IV

4 Command Syntax

Syntax:

```
PLUGIN ROutLink vResultVar|ACTION actionname|param1 value1|param2
value2|...|...|...|...
```

Actions:

Action	Description	Result Variable Value
NEW_APPOINTMENT	Creates a new appointment	48-char Appointment ID when successful. This can be stored in the database for future use (e.g. print, view, delete, update, send invitation, etc.)
GET_APPOINTMENT	Retrieves a specific appointment, referencing an Appointment ID	Comma separated name=value pairs (e.g. name1=value1, name2=value2, etc.). The Appointment Fields can be checked for valid values in name
EDIT_APPOINTMENT	Edits a specific appointment, referencing an Appointment ID and new field values. Only fields to be modified can be specified.	OK
DELETE_APPOINTMENT	Delete an appointment, referencing an Appointment ID	OK
GET_APPOINTMENT_ID_LIST	Get a comma separated list of Appointment IDs	Comma separated Appointment ID values
GET_APPOINTMENT_COUNT	Gets the number of listed appointments	Number of appointments, as an integer value
READ_APPOINTMENTS	Retrieves all appointments	comma separated value results of the GET_APPOINTMENT Action, e.g. "name1=value1A,name2=value2A..." " "name1=value1B,name2=value2B..." "...."
VIEW_APPOINTMENT	Displays Outlook's Appointment form referencing an Appointment ID. While reviewing the displayed appointment, changes can be made. The Outlook form can be modal or not using the MODAL parameter.	OK
PRINT_APPOINTMENT	Tells Outlook to print an appointment, referencing an Appointment ID. Printing happens in Outlook not in R:BASE.	OK
SEND_APPOINTMENT	Sends email meeting invitations to email addresses in the appointment's RECIPIENTS field, referencing an Appointment ID.	OK
SET_CALENDAR	Sets the active calendar to use in subsequent calls regarding appointments. Set a NAME to use the non-default calendar. Set to empty to use the default calendar.	OK
EXPORT_EMAIL	Exports email messages to an output CSV file (includes	OK

	received date/time, From, To, CC, BCC, Subject, and Body)	
--	---	--

Parameters:

Parameter	Value	Description
APPOINTMENT_ID	text	Specifies the 48-char Appointment ID value
MODAL	ON OFF	Specifies if the Outlook form is modal using the VIEW_APPOINTMENT Action.
SUPPRESS_OUTLOOK_SECURITY	ON OFF	Suppresses the Outlook security message
DATE_FROM	text	Specifies a starting date span, to limit the appointments returned with the GET_APPOINTMENT_ID_LIST, GET_APPOINTMENT_COUNT, and READ_APPOINTMENTS actions
DATE_TO	text	Specifies an ending date span, to limit the appointments returned with the GET_APPOINTMENT_ID_LIST, GET_APPOINTMENT_COUNT, and READ_APPOINTMENTS actions
SUBJECT	text	Specifies the subject
BODY	text	Specifies the body. The text can be repeated, where each instance is one line.
LOCATION	text	Specifies the location
START_DATE	datetime	Specifies the start date and time
END_DATE	datetime	Specifies the end date and time
ALL_DAY_EVENT	ON OFF (default)	Specifies if the is an all day event
BUSY_STATUS	FREE (default) TENTATIVE BUSY OUT_OF_OFFICE	Specifies the busy status
IMPORTANCE	LOW NORMAL (default) HIGH	Specifies the importance
CATEGORIES	text	Specifies the categories
ORGANIZER	text	Specifies the organizer
RECIPIENTS	text	Specifies the recipients. The text can be repeated, where each instance is one email address
REMINDER_MINUTES_BEFORE_START	integer	Specifies the reminder before the appointment start, in minutes
REMINDER_SET	ON OFF (default)	Specifies to set a reminder
REMINDER_PLAY_SOUND	ON OFF (default)	Specifies to set a sound for a reminder
REMINDER_SOUND_FILE	text	Specifies a reminder audio file
NAME	text	Specifies a calendar name
EXPORT_FILE	text	Specifies the output file name when exporting email messages
SCAN_FOLDER	text	Specifies folder to look for emails. If not specified, the default Inbox folder for the default account is used. The parameter can be repeated for multiple folders. Folders must be full paths e.g. "\\Personal Folders\Inbox\QA". To scan all folders use "\\\".

EXCLUDE_FOLDER	text	Specifies folder to exclude from scan. The parameter can be repeated for multiple folders to be excluded. The folder can be full path or just the folder name. Example: full path is "\\Personal Folders\Inbox\QA " while a folder name is "QA". This is useful to scan a location with many folders and to skip a few (e.g. scan 15 folders and skip only 2).
----------------	------	--

Notes:

- The vResultVar variable must be defined/declared before the PLUGIN command is used.
- The vResultVar variable name and parameters must be separated by the pipe character "|".
- If a command fails the vResultVar variable value will contain the error message.

Part



V

5 Appointment Examples

-- Example 01

```
-- create a new appointment
-- resulting variable is set with an appointment ID
PLUGIN ROUTLINK vResultVar+
|ACTION NEW_APPOINTMENT+
|SUPPRESS_OUTLOOK_SECURITY ON+
|SUBJECT Business Lunch - Quarter Review+
|BODY Dear All,+
|BODY +
|BODY The following meeting is mandatory for our Quarterly Review. +
|BODY +
|BODY I will see you there!+
|BODY +
|BODY James+
|LOCATION Parker Cafe+
|START_DATE 12/27/2023 11:30:00 AM+
|END_DATE 12/27/2023 01:00:00 PM+
|ALL_DAY_EVENT OFF+
|BUSY_STATUS OUT_OF_OFFICE+
|IMPORTANCE HIGH+
|CATEGORIES Red Category+
|ORGANIZER James Gibson+
|RECIPIENTS pete.gibson@gibsonsteel.com+
|RECIPIENTS debbie.lane@gibsonsteel.com+
|RECIPIENTS micheal.chnadler@gibsonsteel.com+
|REMINDER_MINUTES_BEFORE_START 30+
|REMINDER_SET ON+
|REMINDER_PLAY_SOUND ON
```

```
R>SHOW VAR vResultVar
00000000F3EEFEF613158B4CAE4ABDAB36F4675624092000
```

-- Example 02

```
-- captures all appointment information
PLUGIN ROUTLINK vResultVar+
|ACTION GET_APPOINTMENT+
|SUPPRESS_OUTLOOK_SECURITY ON+
|APPOINTMENT_ID 00000000F3EEFEF613158B4CAE4ABDAB36F4675624092000
```

-- Example 03

```
-- edits the LOCATION for an existing appointment
PLUGIN ROUTLINK vResultVar+
|ACTION EDIT_APPOINTMENT+
|APPOINTMENT_ID 00000000F3EEFEF613158B4CAE4ABDAB36F4675624092000+
|SUPPRESS_OUTLOOK_SECURITY ON+
|LOCATION Nova Cafe
```

-- Example 04

```
-- retrieves an appointment ID list based upon a date range
PLUGIN ROUTLINK vResultVar+
|ACTION GET_APPOINTMENT_ID_LIST+
|DATE_FROM 12/25/2023+
|DATE_TO 12/29/2023 +
```



```
|SUPPRESS_OUTLOOK_SECURITY ON
```

-- Example 05

-- deletes an appointment

```
PLUGIN ROUTLINK vResultVar +  
|ACTION DELETE_APPOINTMENT+  
|APPOINTMENT_ID 00000000F3EEFEF613158B4CAE4ABDAB36F4675624092000
```

-- Example 06

-- displays an appointment, within a modal window

```
PLUGIN ROUTLINK vResultVar +  
|ACTION VIEW_APPOINTMENT +  
|APPOINTMENT_ID 00000000F3EEFEF613158B4CAE4ABDAB36F4675624092000 +  
|SUPPRESS_OUTLOOK_SECURITY ON+  
|MODAL ON
```

-- Example 07

-- prints an appointment

```
PLUGIN ROUTLINK vResultVar +  
|ACTION PRINT_APPOINTMENT+  
|APPOINTMENT_ID 00000000F3EEFEF613158B4CAE4ABDAB36F4675624092000 +  
|SUPPRESS_OUTLOOK_SECURITY ON
```

-- Example 08

-- sends appointment invitations, using email addresses

```
PLUGIN ROUTLINK vResultVar +  
|ACTION SEND_APPOINTMENT+  
|APPOINTMENT_ID 00000000F3EEFEF613158B4CAE4ABDAB36F4675624092000  
|RECIPIENTS pete.gibson@gibsonsteel.com+  
|RECIPIENTS debbie.lane@gibsonsteel.com+  
|RECIPIENTS micheal.chnadler@gibsonsteel.com+  
|SUPPRESS_OUTLOOK_SECURITY ON
```

Part

VI

6 Export Examples

-- Example 01

-- exports all email messages in the default Inbox folder (default account) for month of December, 2023

```
PLUGIN ROUTLINK vExport +
|ACTION EXPORT_EMAIL+
|DATE_FROM 12/01/2023+
|DATE_TO 12/30/2023 23:59:59+
|EXPORT_FILE C:\OutlookEmailExport_Inbox_December2023.csv+
|SUPPRESS_OUTLOOK_SECURITY ON
```

-- Example 02

-- exports all email messages in the default Inbox folder (default account) prior to December, 2023

```
PLUGIN ROUTLINK vExport +
|ACTION EXPORT_EMAIL+
|DATE_TO 12/31/2023 23:59:59+
|EXPORT_FILE C:\OutlookEmailExport_Inbox_PriorDecember2023.csv+
|SUPPRESS_OUTLOOK_SECURITY ON
```

-- Example 03

-- exports all email messages (including Drafts, Sent, etc...) except those within the Junk folder

```
PLUGIN ROUTLINK vExport +
|ACTION EXPORT_EMAIL+
|SCAN_FOLDER \\\+
|EXCLUDE_FOLDER Junk E-mail+
|EXPORT_FILE C:\OutlookEmailExport_AllMsgsNoJunk.csv+
|SUPPRESS_OUTLOOK_SECURITY ON
```

-- Example 04

-- exports all email messages (including Drafts, etc...) except those from the Junk and Sent folders

```
PLUGIN ROUTLINK vExport +
|ACTION EXPORT_EMAIL+
|SCAN_FOLDER \\\+
|EXCLUDE_FOLDER Sent Items+
|EXCLUDE_FOLDER Junk E-mail+
|EXPORT_FILE C:\OutlookEmailExport_NoJunkNoSent.csv+
|SUPPRESS_OUTLOOK_SECURITY ON
```

-- Example 05

-- exports all email messages for "Personal" and "Yahoo!" root folders and skips the "Junk E-mail" folder present in both root folders

```
PLUGIN ROUTLINK vExport +
|ACTION EXPORT_EMAIL+
|SCAN_FOLDER \\\Personal Folders+
|SCAN_FOLDER \\\Yahoo! Mail+
|EXCLUDE_FOLDER Junk E-mail+
|EXPORT_FILE C:\OutlookEmailExport_PersonalYahooMsgs_NoJunk.csv+
|SUPPRESS_OUTLOOK_SECURITY ON
```

-- Example 06

-- exports all email messages for "Personal" and "Yahoo!" root folders and skips the "Junk E-mail" folder in the Yahoo! root folder

```
PLUGIN ROUTLINK vExport +
|ACTION EXPORT_EMAIL+
|SCAN_FOLDER \\\Personal Folders+
|SCAN_FOLDER \\\Yahoo! Mail+
```

```
|EXCLUDE_FOLDER \\Yahoo! Mail\Junk E-mail+  
|EXPORT_FILE C:\OutlookEmailExport_PersonalYahooMsgs_NoYahooJunk.csv+  
|SUPPRESS_OUTLOOK_SECURITY ON
```

Part

VII

7 Technical Support

Please read over the help documentation at least once before seeking support. We have worked very hard to make the help documentation clear and useful, but concise. It is suggested that you reread these instructions once you have become accustomed to using the software, as new uses will become apparent.

If you have further questions, and cannot find the answers in the documentation, you can obtain information from the below sources:

- Email our Technical Support Staff at: support@rbase.com
- Access the R:BASE Technologies Support home page online at <https://www.rbase.com/support>

You may be required to purchase a technical support plan. Several support plans are available to suit the needs of all users. [Available Technical Support Plans](#)

Please be prepared to provide the following:

- The product registration number, which is located on the invoice/order slip for the purchased product
- The type of operating system and hardware in use
- Details regarding your operating environment; such as available memory, disk space, your version of R:BASE, local area network, special drivers, related database structures, application files, and other files that are used or accessed by your application

All provide information will be used to better assist you.

R:BASE Technologies has a number of different services available for R:BASE products. As a registered user, you will receive information about new features for R:BASE and other R:BASE Technologies products. Please remember to register your software. <https://www.rbase.com/register/>

Part



8 Useful Resources

- . R:BASE Home Page: <https://www.rbase.com>
- . Up-to-Date R:BASE Updates: <https://www.rbaseupdates.com>
- . Current Product Details and Documentation: <https://www.rbase.com/rbg11>
- . Support Home Page: <https://www.rbase.com/support>
- . Product Registration: <https://www.rbase.com/register>
- . Official R:BASE Facebook Page: <https://www.facebook.com/rbase>
- . Sample Applications: <https://www.razzak.com/sampleapplications>
- . Technical Documents (From the Edge): <https://www.razzak.com/fte>
- . Education and Training: <https://www.rbase.com/training>
- . Product News: <https://www.rbase.com/news>
- . Upcoming Events: <https://www.rbase.com/events>
- . R:BASE Online Help Manual: <https://www.rbase.com/support/rsyntax>
- . Form Properties Documentation: <https://www.rbase.com/support/FormProperties.pdf>
- . R:BASE Beginners Tutorial: <https://www.rbase.com/support/rtutorial>
- . R:BASE Solutions (Vertical Market Applications): <https://www.rbase.com/products/rbasesolutions>

Part

IX

9 Feedback

Suggestions and Enhancement Requests:

From time to time, everyone comes up with an idea for something they'd like a software product to do differently.

If you come across an idea that you think might make a nice enhancement, your input is always welcome.

Please submit your suggestion and/or enhancement request to the R:BASE Developers' Corner Crew (R:DCC) and describe what you think might make an ideal enhancement. In R:BASE, the R:DCC Client is fully integrated to communicate with the R:BASE development team. From the main menu bar, choose "Help" > "R:DCC Client". If you do not have a login profile, select "New User" to create one.

If you have a sample you wish to provide, have the files prepared within a zip archive prior to initiating the request. You will be prompted to upload any attachments during the submission process.

Unless additional information is needed, you will not receive a direct response. You can periodically check the status of your submitted enhancement request.

If you are experiencing any difficulties with the R:DCC Client, please send an e-mail to rdcc@rbase.com.

Reporting Bugs:

If you experience something you think might be a bug, please report it to the R:BASE Developers' Corner Crew. In R:BASE, the R:DCC Client is fully integrated to communicate with the R:BASE development team. From the main menu bar, choose "Help" > "R:DCC Client". If you do not have a login profile, select "New User" to create one.

You will need to describe:

- What you did, what happened, and what you expected to happen
- The product version and build
- Any error message displayed
- The operating system in use
- Anything else you think might be relevant

If you have a sample you wish to provide, have the files prepared within a zip archive prior to initiating the bug report. You will be prompted to upload any attachments during the submission process.

Unless additional information is needed, you will not receive a direct response. You can periodically check the status of your submitted bug.

If you are experiencing any difficulties with the R:DCC Client, please send an e-mail to rdcc@rbase.com.

Index

- A -

ACCEPT_TYPE 20
Action 20
activate 12, 13
Activation Key 13, 18
administrator 12
appointment 24

- C -

CAPTION 20
COLOR 20
Component ID 20
COMPONENT_ID 20
Computer ID 13
copyright 5

- D -

deactivation 18
Description 20

- E -

example 24, 27
export 27

- F -

feedback 34
FILE_NAME 20

- H -

HEIGHT 20

- I -

IMAGE_TYPE 20
install 13

intro 5

- K -

key, activation 12
key, license 12

- L -

license 6, 12
License Key 13, 15, 16, 18
license transfer 18

- N -

Notes 20

- P -

Parameter 20
PEN_COLOR 20
permission 12
PLUGIN 20
Plugin File 15, 16
PROPERTY 16

- R -

R:Compiler 15
register 13
registration number 12
Return Value 20
Runtime 16

- S -

support 10, 12
system requirements 12

- U -

UAC 12
Uninstall 18
User Access Control 12

- V -

Value 20

- W -

WIDTH 20

