



# StarTeam 16.0

Toolbar Utility Help

**Micro Focus**  
**The Lawn**  
**22-30 Old Bath Road**  
**Newbury, Berkshire RG14 1QN**  
**UK**  
<http://www.microfocus.com>

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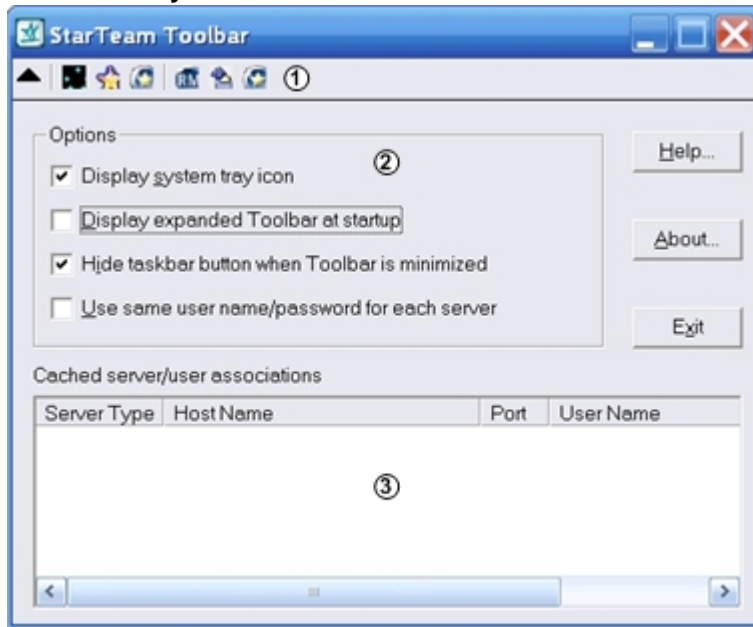
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# Toolbar Utility

This topic describes the UI for the **Toolbar Utility**.

## Toolbar Utility User Interface



① Toolbar    ② Options Pane    ③ Cached Server/User Associations Pane

The **Toolbar Utility** is a component of the StarTeam and CaliberRM products which is designed to make it easier for you to log on to multiple servers and to launch different programs. The **Toolbar Utility** automatically caches the user name and password used to log on to each StarTeam or CaliberRM server, reducing the number of times you must log on to the same server to perform certain operations. The **Toolbar Utility** runs only on the Windows family of operating systems, and it is installed by default as part of the StarTeam CaliberRM, and with the StarTeam Server to be used with the **Server Administration** tool.

## Toolbar

The toolbar is initially populated with shortcuts for the tools of the StarTeam and CaliberRM products installed on your workstation. Because the **Toolbar Utility** uses the standard Windows program shortcut feature, you can add any other program as a tool.

You can customize the toolbar by either:

- Using the context menu commands on the toolbar; or
- Working directly with the program shortcuts in the **Toolbar Utility** `TOOLS` folder, using an Explorer window.

## Options Pane

The options pane enables you to:

- Specify which portions of its user interface are visible (none, system tray only, window only, or system tray and window). By default, only the **Toolbar Utility** system tray icon is displayed.
- Use the same user name and password for each server, so you do not have to log on to other servers where that user name and password is valid.

- Add program shortcuts as tools on the **Toolbar Utility**, so you can easily start those tools. (You can also modify or delete an existing tool.)
- Display the **Toolbar Utility** help information or About dialog.

### Cached Server/User Associations Pane

When you log onto a server and you select the **Save as default credentials for this server** in the **Log On** dialog box, the **Toolbar Utility** caches the user name and password you have used to log onto that server. (You can override the automatic log on feature when necessary. For details, see the link “Logging On to Servers with the Toolbar Utility” at the bottom of this topic.)

When you clear the **Use same user name/ password for each server**, you can save a different user name and password for each server. When you have the **Toolbar Utility** expanded, the lower portion of the window displays the cached server/user associations information about the currently cached server/user associations. The table displays the following:

**Server Type** Shows the type of server (StarTeam or CaliberRM).

**Host Name** Shows the network name of the machine where the server is located.

**Port** Shows the port number of a particular server configuration, so you can distinguish between multiple servers running on the same machine.

**User Name** Shows the user name portion of the default credentials saved for that server.

If necessary, you can resize the columns in the table or the entire window, to better display the current information. When you select the **Use same user name/ password for each server** option, the **Toolbar Utility** automatically uses the first saved user name and password for each additional server you try to access, so you do not have to log onto other servers where that user name and password is valid.



**Note:** Exiting the **Toolbar Utility** clears the cached information.

## Adding Tools to the Toolbar Utility

You can add a tool to the Toolbar either by:

- Creating a new program shortcut (using the wizard that results from choosing the **Add Tool** command).
- Copying an existing program shortcut to the Toolbar Utility `TOOLS` folder.



**Note:** After adding a tool to the **Toolbar Utility**, you must choose the **Refresh Tools** command to refresh the toolbar region of the window and the context menu for the system tray icon. (You might also want to modify the properties of the tool.) If you add so many tools to the **Toolbar Utility** that they cannot be displayed at the window’s current size, you should enlarge the window so all the tool icons are visible.

To add a tool by creating a new shortcut

1. Right-click the toolbar region of the **Toolbar Utility** window and choose **Add Tool**.
2. On the **Create Shortcut** page of the resulting wizard, specify the command line for starting the tool, and click **Next**.

If you do not know the exact location of the executable file for the program, then click **Browse** to open a dialog box that enables you to locate and select the necessary file.

3. On the **Select a Title for the Program** page of the wizard, specify the name for the tool shortcut and click **Finish**.

The specified program shortcut is created in the **Toolbar Utility** `TOOLS` folder.

4. Right-click the toolbar region of the **Toolbar Utility** window and choose **Refresh Tools**.

The tool icon is added to the toolbar region of the window, and the shortcut name is added to the context menu for the **System Tray** icon.

To add a tool by copying an existing shortcut

1. Right-click the toolbar region of the **Toolbar Utility** window and choose **Open Tools Folder**.

In Windows, the resulting **Windows Explorer** window shows the contents of that folder, which should consist of the program shortcuts for the tools on the toolbar.

2. In **Windows Explorer**, locate an existing program shortcut. (On Windows NT, search for the `Shortcut` file type. On later editions of Windows, search for files named `*.lnk`)
3. Copy the existing program shortcut to the **Toolbar Utility Tools** folder.
4. Right-click the toolbar region of the **Toolbar Utility** window and choose **Refresh Tools**.

The tool icon is added to the toolbar region of the window, and the shortcut name is added to the context menu for the **System Tray** icon.

## Customizing the Toolbar Utility

The toolbar in the **Toolbar Utility** is initially populated with shortcuts for the tools of the products that are installed on your workstation. If you want to launch other programs from the **Toolbar Utility**, you must add program shortcuts to the toolbar. The tools appear on the toolbar in alphabetical order, based on the name of their program shortcuts.

You can customize the toolbar either by:

- Using the commands on the **Toolbar Utility** context menu, which is accessed by right-clicking on the toolbar region.
- Working directly with the program shortcuts in the **Toolbar Utility Tools** folder using an Explorer window.



**Note:** After adding, modifying, or deleting a tool, you must use the **Refresh Tools** command so the changes will be reflected in the toolbar region of the window and on the context menu for the **System Tray** icon.

To customize the **Toolbar Utility**, do one of the following:

1. Add applications to the **Toolbar Utility** as tools on its toolbar.
2. Modify the properties of a tool.
3. Delete a tool.
4. Refresh the **Toolbar Utility** window.

## Deleting Tools from the Toolbar Utility

If you need to delete a tool in the **Toolbar Utility**, you can do so from either the **Toolbar Utility** window (using its **Delete Tool** command) or an Explorer window.

To delete a tool from the **Toolbar Utility**:



1. Right-click the tool icon on the toolbar and choose **Delete Tool**.
2. Click **Yes** in the confirmation dialog box.

The toolbar is automatically refreshed.

## Logging On to Servers with the Toolbar Utility

This procedure describes the steps for logging onto a server in StarTeam.


To log on to a server:

1. Choose **Project > Open** to launch the **Open Project Wizard**.
2. Select the server in the **Server/Project Tree** and click the **Log On As** button to open the **Log On To** dialog box:  
 **Note:** If the server you want is not in the list, click **Add Server** to add a new server configuration.
3. Type your **User Name** and **Password** for this server.
4. Check **Save As Default Credentials For This Server** if you want the **Toolbar Utility** to cache the user name and password you have used to log onto that server.  
 **Note:** When the **Use Same User Name/ Password for Each Server** option is unchecked in the **Toolbar Utility**, a different user name and password can be saved for each server. (You can view the currently cached server/user associations in the expanded **Toolbar Utility** window.)
5. Click **OK**.

## Modifying Tool Properties in the Toolbar Utility

You might want to modify the shortcut properties of a tool in the **Toolbar Utility**. For example, you might want to rename a tool to include the program version number. Or, you might have accepted the default name while creating the shortcut, and you want to change it from the name of the executable file to something more descriptive.

Modifying the properties of a shortcut in the **Toolbar Utility** is much like changing the properties for a desktop shortcut. Both use the same **Properties** dialog box.

 **Note:** The **Properties** dialog box in Windows NT does not allow you to change the name of the shortcut. However, you can rename a shortcut from an **Explorer** window (by editing the shortcut name), as explained in the second procedure below.

To modify the tool properties:

1. Do one of the following to open the **Properties** dialog box.
  - Right-click a tool icon on the toolbar in the **Toolbar Utility**, and choose **Modify Tool**.
  - Right-click on the toolbar region of the **Toolbar Utility** window and choose **Open Tools Folder**. In the resulting **Explorer** window, right-click on the program shortcut for the tool and choose **Properties**.
2. Change the properties for the shortcut, then click **OK** when you are finished.

To rename a tool in Windows NT:

1. Right-click on the toolbar region of the **Toolbar Utility** window and choose **Open Tools Folder**.
2. Do either of the following in the resulting **Explorer** window:
  - Right-click the program shortcut for the tool and choose **Rename**.
  - Click on the program shortcut for the tool, and click again on the text below the icon.
3. Edit the name, and press the **Type** key.
4. Right-click on the toolbar region of the **Toolbar Utility** window and choose **Refresh Tools**.

## Opening and Closing the Toolbar Utility

The **Toolbar Utility** is started automatically by the clients and is minimized as an icon in the **System Tray**.

To manually open and close the **Toolbar Utility**:

1. Open the **Toolbar Utility** by doing one of the following:

- Double-click the **Toolbar Utility** icon on the **System Tray**.
- Right-click the **Toolbar Utility** icon on the **System Tray** and choose **Open**.



**Note:** When no portion of the **Toolbar Utility** user interface is visible, you can display its expanded window by starting a second instance of it. To do so, choose **Start > Programs > StarTeam > StarTeam Toolbar** .

2. Close the **Toolbar Utility** by doing one of the following:

- Right-click the **Toolbar Utility** icon in the **System Tray** and choose **Exit**.
- Click the **Close** icon on the **Toolbar Utility** title bar.

## Refreshing the Toolbar Utility

After adding, modifying, or deleting a shortcut for a tool in the **Toolbar Utility**, you must refresh the toolbar so that it reflects your changes. This action is necessary regardless of whether you used the commands on the **Toolbar Utility** context menu, or worked directly with the shortcuts in the `TOOLS` folder. (The only exception is deleting a tool using the **Delete Tool** command, which automatically refreshes the toolbar.)

To refresh the toolbar in the **Toolbar Utility** window:

1. Right-click the toolbar region of the **Toolbar Utility** window.
2. Choose **Refresh Tools**.

This command refreshes the toolbar region of the window and the context menu for the **System Tray** icon by processing all the program shortcuts in the `TOOLS` folder.

## Starting Applications with the Toolbar Utility

The **Toolbar Utility** is started automatically by the clients and is minimized as an icon in the **System Tray**. Once the **Toolbar Utility** is started, you can use it to launch applications in one of two ways:

- Using the toolbar in the **Toolbar Utility** window.
- Using the context menu on the **Toolbar Utility** icon in the **System Tray**

To launch applications from the **Toolbar Utility** toolbar

1. Open the **Toolbar Utility** by doing one of the following:

- Double-click the **Toolbar Utility** icon on the **System Tray**.
- Right-click the **Toolbar Utility** icon on the **System Tray** and choose **Open**.



**Note:** When no portion of the **Toolbar Utility** user interface is visible, you can display its expanded window by starting a second instance of it. To do so, choose **Start > Programs > StarTeam > StarTeam Toolbar** .

2. On the **Toolbar Utility** toolbar, click the toolbar button for the application you want to open.

To launch an application from the **Toolbar Utility** icon in the **System Tray**:

1. Right-click the **Toolbar Utility** icon in the **System Tray**.
2. Choose the application you wish to open from the context menu.



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