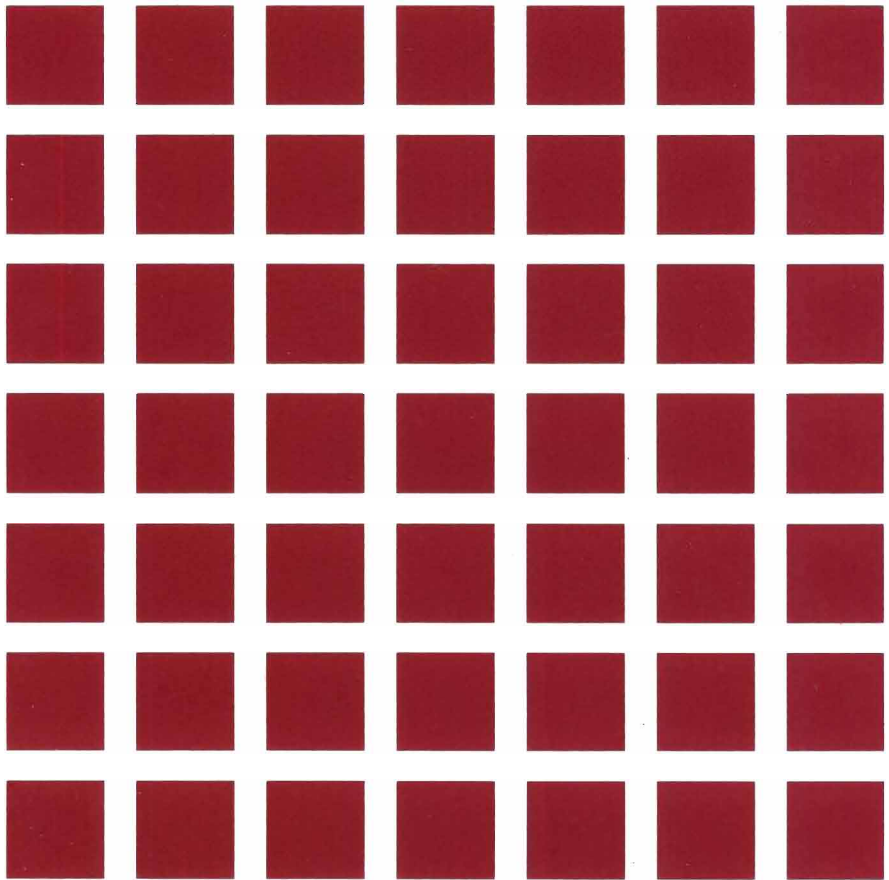


Learning to Use Your System: Getting Started

VM/Integrated System

5.1

SC24-5343-02



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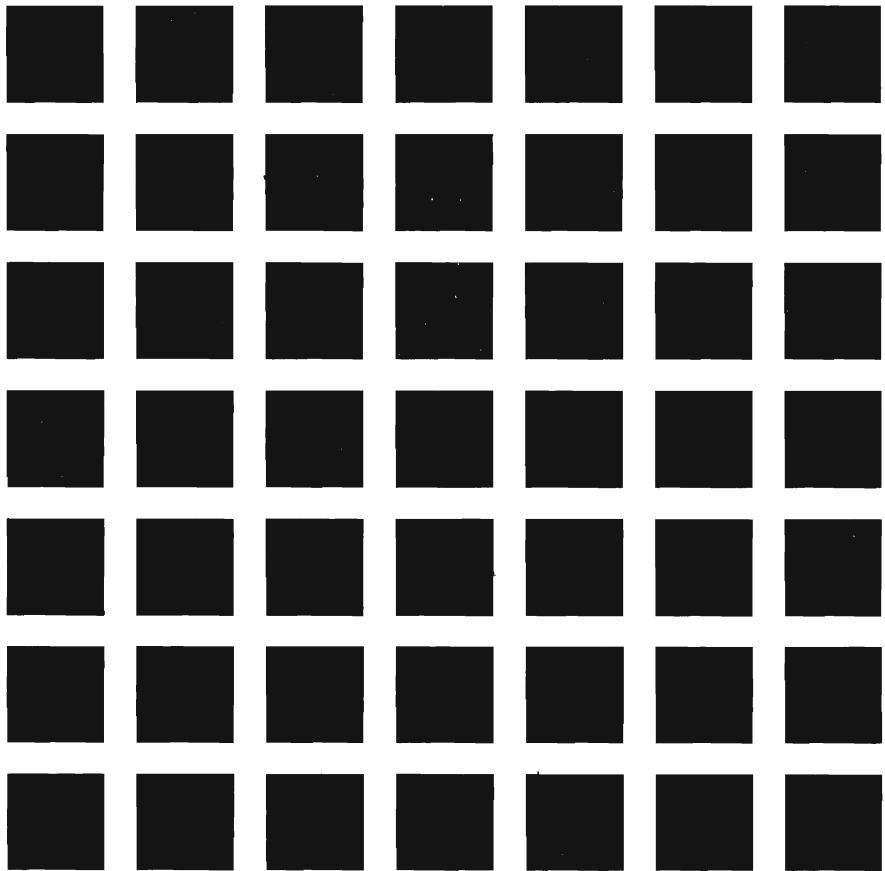


Learning to Use Your System: Getting Started

VM/Integrated System

5.1

SC24-5343-02



IBM

Third Edition (May 1988)

This edition, SC24-5343-02, is a major revision of SC24-5343-01, and applies to the VM/Integrated System that is based on Release 5.1 of VM/Integrated System BASE (Program 5664-301). This edition applies to all subsequent releases until otherwise indicated in new editions. Changes are periodically made to the information herein; before using this publication in connection with the operation of IBM systems, consult the latest *IBM System/370, 30xx, 4300 and 9370 Processors Bibliography*, GC20-0001, for the editions that are applicable and current.

Summary of Changes

For a list of changes, see "Summary of Changes" on page 233.

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About This Book

The VM/Integrated System (VM/IS) provides business professionals with an easy-to-use package of IBM software.

The *Learning to Use Your System* series is designed as an introduction to VM/IS. This book, *VM/Integrated System Learning to Use Your System: Getting Started*, introduces some features and facilities of VM/Integrated System.

Note: The panels and menus on your system may differ from the ones shown in this book if your company has customized your VM/IS system. To determine whether your system has been customized, see your system administrator.

Who Should Read This Book

This book is for all beginning users of VM/IS.

What This Book Contains

VM/Integrated System Learning to Use Your System: Getting Started, SC24-5343, (this book) is part of the *Learning to Use Your System* series and contains:

- Part 1. How to Begin Using VM/IS

This part gives a general overview and describes the uses of VM/IS. It shows you how to log on and off and how to change your password. It describes how to use the VM/IS menus and panels. Lastly, it describes how to get help on the system.

- Part 2. Working with Files

This part gives a brief description of files (as used in this book). It describes how to work with files on the VM/IS system, including how to create, browse, edit, copy, print, and discard a file.

- Part 3. Sending Messages, Notes, and Files

This part describes how to send information.

- Part 4. Receiving Notes and Files

This part describes how to view and receive, or discard, information.

- Part 5. Creating Documents

This part shows how to create short documents, such as memos, and long documents, such as reports.

- Part 6. Creating Graphics

This part describes how to prepare a variety of charts and graphs.

- Part 7. Adding to Your VM Knowledge

This part gives additional information about your VM/IS system. It describes some time saving “short cuts” for using VM/IS more quickly. In addition, this part shows you how to share files with other users, how to free your display station while running long jobs, and how to view application programs that your company may have supplied.

- Appendix

The appendix contains a list of all books supplied with a fully configured VM/IS system.

- Glossary

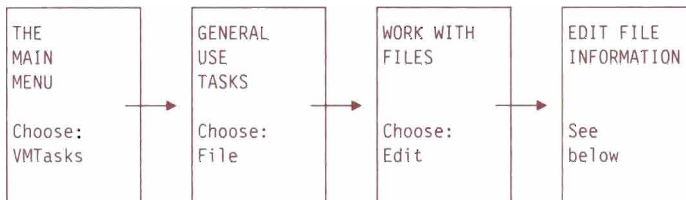
The glossary contains a list of terms frequently used with VM/IS.

- Index.

Conventions Used in this Book

Convention	Meaning
<code>sample</code>	Information you type is shown like this, and appears separated from the rest of the text on a line of its own.
Sample	The responses that the system displays on your screen are shown separated from the rest of the text, and to the left of the main column of text.
<code>sample</code>	The names of entry fields or other information that you see on panels and menus on your terminal screen are referenced like this.
<i>sample</i>	Words that appear in bold italics the first time they are used appear in the glossary of this manual.
<i>Sample</i>	Titles of other books appear like this.
SAMPLE	Titles of menus and panels that you see on your terminal screen, CMS file names and file types, and abbreviations are presented like this.

Throughout this book you see diagrams similar to the following:



This diagram shows you the sequence of steps you go through to move from the MAIN MENU to another menu or panel, in this case to the EDIT FILE INFORMATION panel. Each box contains the name of the panel or menu it represents, and what option to choose on each. For example, the leftmost box represents the MAIN MENU. On the MAIN MENU, you choose the keyword VMTasks by typing on the command line the number that appears next to VMTasks. Then press the ENTER key to reach the next step in the sequence, in this case, the GENERAL USE TASKS menu.

The words *See below* in the rightmost box tell you that further steps or figures follow the menu sequence diagram. The panels illustrated in this manual may not appear exactly as shown. For illustration purposes in the book, some fields may show information supplied by the user.

Because your company can tailor some VM/IS panels, the option numbers on your panels may differ from the option numbers you see in this book. To avoid possible confusion, this book refers to options by keyword instead of by option number, whenever possible.

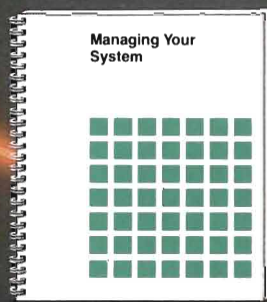
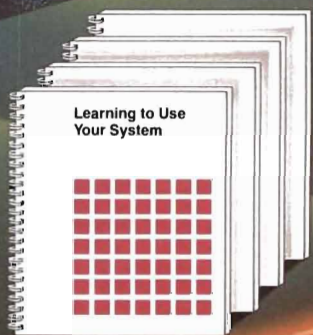
The Road to Discovery

The picture on the following pages illustrates the relationship among the VM/IS manuals and videotapes. There are two roads shown:

- The orange road shows which books or tapes a system administrator should use, and in what order.
- The red road shows which books or tapes a general user should use, and in what order.

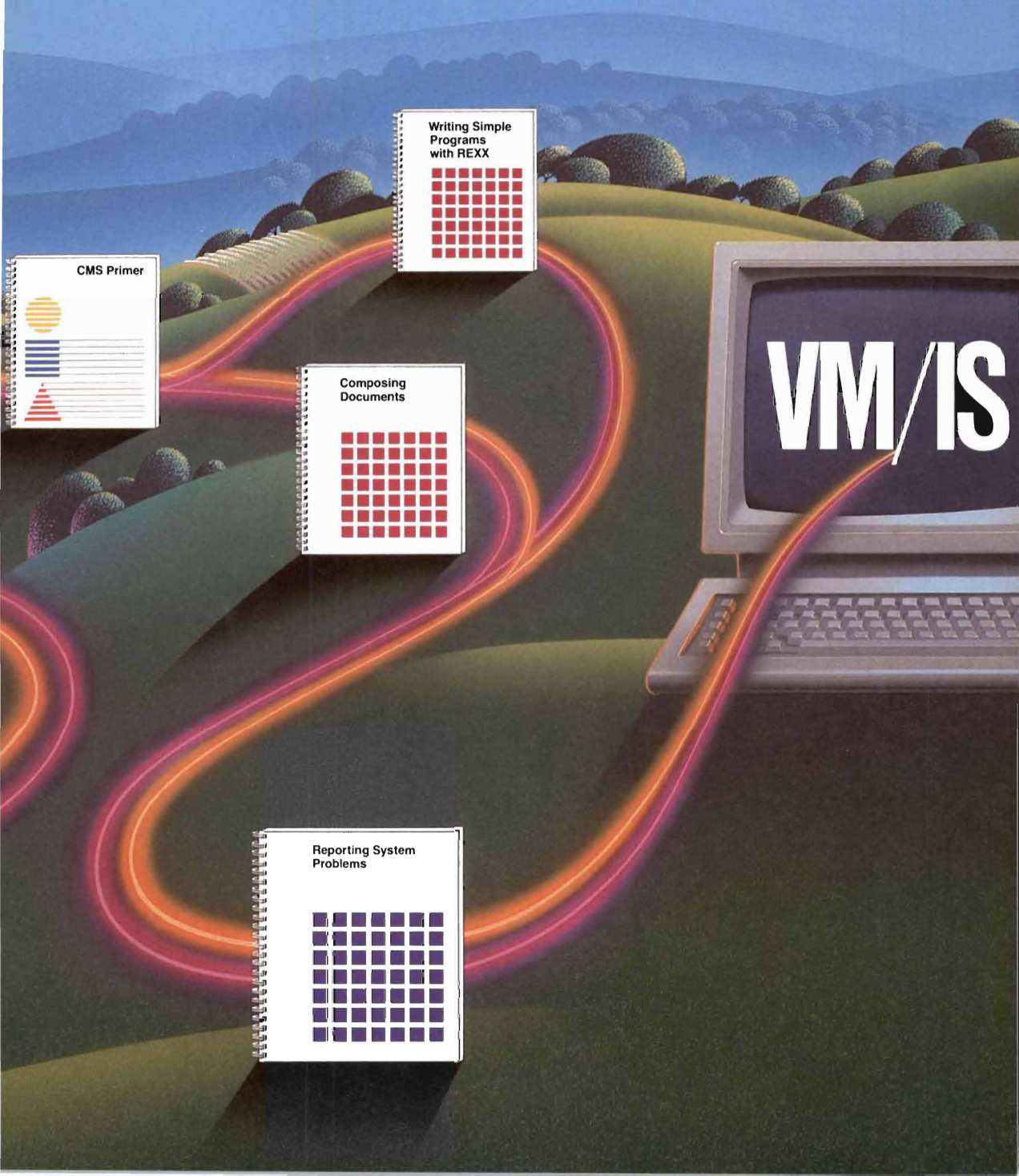
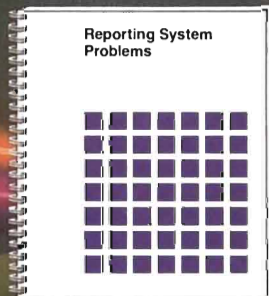
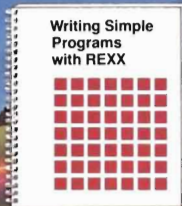
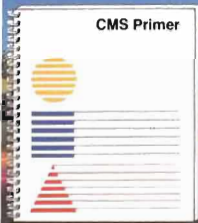
The full titles and order numbers for all the materials shown are listed following the picture.

System Administrator



Introducing VM/IS

General User



The following information is illustrated in “VM/IS The Road to Discovery”:

VM/Integrated System:

Planning for Your System, GC24-5337

Installing Your System, SC24-5341

Managing Your System, SC24-5338

Reporting System Problems, SC24-5339

Learning to Use Your System:

Getting Started, SC24-5343

Performing Office Tasks, SC24-5346

*Using the Programming Languages and Data Base,
SC24-5385*

Communicating with Other Systems, SC24-5386

Error and Information Messages, SC24-5351

VM/System Product CMS Primer, ST00-1992

Writing Simple Programs with REXX, SC24-5357

*Composing Documents with the Generalized Markup
Language, S544-3421*

Managing Your System: The Practice Diskette, SV21-5273

Managing Your System (videotape 3/4" U-Matic), SV26-1012

Managing Your System (videotape 1/2" VHS), SV26-1013

Introducing VM/IS (videotape 3/4" U-Matic), SV26-1016

Introducing VM/IS (videotape 1/2" VHS), SV26-1017.

Other Related Publications

VM/IS Setting Up Your SNA Network, SC24-5390

*Working with the Interactive System Productivity Facility (ISPF)
and ISPF/Program Development Facility*, SC34-4016

Managing SQL/Data System, SH09-8069

Working with SQL/Data System, SH09-8070

VM/IS Managing the Professional Office System, SH20-7261

VM/IS Working with the Professional Office System, SH20-7260

VM/IS Tailoring Your Menus, SH24-5123.





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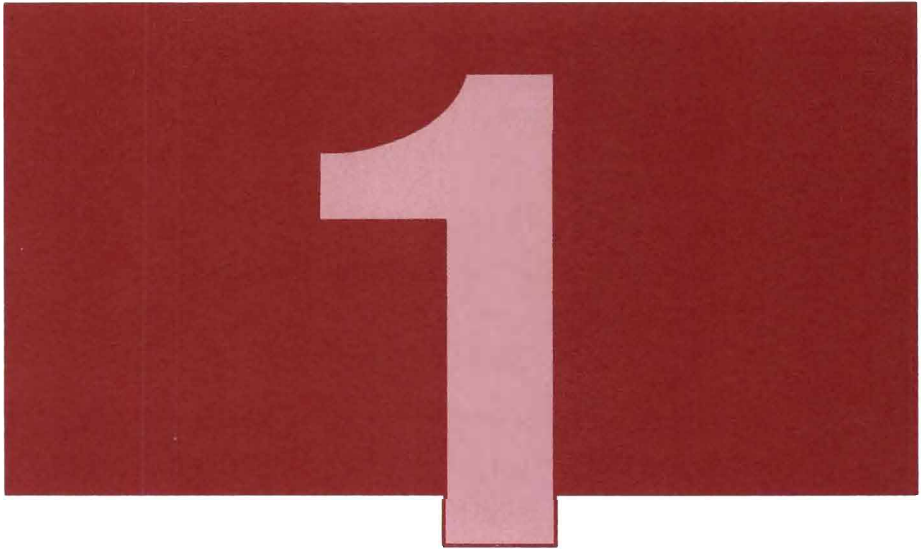
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part **1**

How to Begin Using VM/IS



Chapter 1. Starting Out



This chapter gives you a brief overview of VM/IS. It is especially important for new users of the system to read this introductory information. This chapter also shows you how to log on and off the system, and how to change your password. Finally, this chapter explains how to use the VM/IS - MAIN MENU and menu sequence diagrams.

What You Can Do Using VM/IS

Using VM/IS, you can:

- Send and receive messages, notes, and files
- Prepare documents
- Perform administrative tasks
- Use system resources (such as files) and support functions (such as reporting problems)
- Read the latest system news
- Collect data
- Manage schedules
- Make use of sample programs provided
- Program in high-level computer languages
- Develop and use your own applications.

Depending on the features available with your system, VM/IS allows you to take advantage of as many of these capabilities as you wish.

What Help VM/IS Gives You

VM/IS includes a number of online help features. Among them are:

- **Menus** that contain a list of selections from which you make a choice. You use menus to reach a function step-by-step if you are a new user, or more directly using the GO Facility if you are familiar with VM/IS. (For information about the GO Facility see “Using the GO Facility” on page 154).
- Help **panels**, to give you detailed information about the selections available on menus.



- An online introduction, to allow you to read about the VM/IS functions and to see some examples of their use at your display station.
- Sample programs and examples for you to work through, and use as models for your own tasks.

Status Notices

While you are working at your display station, the lower right corner of the **screen** often displays various status notices. This section of the screen is called the *screen status area*. These notices tell you what is happening in the system and often tell you what the system expects you to do.

- CP READ

The part of the system called the control program (**CP**) is waiting for you to enter a command. If you see this notice after logging on or if you accidentally press the PA1 key, type:

`begin`

and press the ENTER key to continue.

- VM READ

The system is waiting for you to enter a command or to respond to a prompt. Press the ENTER key to continue.

- **RUNNING**

The system is working on something, or it is waiting for you to enter a command.

- **MORE...**

This means that the system is ready to display more information on the next screen. For example, you see this notice if you receive a message that overflows the screen you are presently viewing. After one minute, the next screen of information appears. To see the next screen right away, press CLEAR. To hold this information on the screen (for example, to write down the information from the message), press the ENTER key. MORE... changes to HOLDING.

- **HOLDING**

This notice appears when you press the ENTER key while MORE... is displayed in the bottom right corner of the screen. HOLDING can also appear when either the system or another user sends you a message and the screen fills. To see the next screen, press CLEAR.

- **NOT ACCEPTED**

This appears when the system is working on something and is too busy to accept another command from you. Wait several seconds and enter your command again.

The following messages, although they are not displayed in the screen status area, also give status information:

- Ready; T = 2.04/3.52 17:32:17

This ready message appears on the left side of the screen below any messages. The numbers appearing in your ready message differ from those shown here. The last command you entered has finished running. Any of the previous statuses, such as HOLDING, can be present. VM/IS is waiting for you to enter a command.

- X SYSTEM

You have entered a command, and the system is executing it. This message appears on the lower left corner of the screen.

What You Need to Get Started

Before you use VM/IS, talk to your system administrator and obtain the following:

1. Access to a VM/IS **display station** (a keyboard and display device). Any keyboard references in the *Learning to Use Your System* series are to an IBM 3278 Display Station. If you are unfamiliar with your display station, refer to the hardware manuals supplied with it, or see your system administrator for help. For information about equivalent **ASCII** display stations, see *IBM 7171 ASCII Device Attachment Control Unit Reference Manual and Programming Guide*, GA24-4020.
2. A **user ID** (user identification, the name by which the system recognizes you). Some of the sample programs described in the *Learning to Use Your System* series require special user IDs. Ask your system administrator about user ID requirements.

3. A **password**. A combination of characters that verifies your identity when you log on to the system. A password is a security feature that prevents others from using your user ID to access VM/IS. Passwords can be from six to eight characters long. You can use numbers, letters, and some special characters, but no blanks. Ask your system administrator for more information about password requirements.
4. Other introductory information the system administrator may provide. This may be written material, personal instruction, or a seminar.

Logging On

Note: Throughout this book, information that you type at your display station is highlighted in the color burgundy, as shown in this sentence.

Use the following steps to log on to VM/IS:

1. Switch on the display station. After a few seconds a pattern (logo), similar to the one shown in Figure 1 appears on the screen.

```

VIRTUAL MACHINE/SYSTEM PRODUCT

*****
***  *****  *  *  *****  *  ***  *****
***  *****  *  *  *  *****  ***  ***  **  *****
***  *****  **  **  **  *****  *****  *****  *****
*****  **  ***  *****  **  *****  *****  *****
*****  *****  *****  **  *****  ***  **  *****
*****  *****  *****  *  *****  ***  *****
*****
Virtual Machine / Integrated System

Fill in your USERID and PASSWORD and press ENTER
(Your password will not appear when you type it)

USERID  ==>
PASSWORD ==>

COMMAND ==>

RUNNING  VM/IS

```

Figure 1. A Sample Logon Logo

2. Type the user ID assigned to you by your system administrator in the USERID field.
3. Type your password in the PASSWORD field.

You do not see your password on the screen as you type it. This security measure prevents other people from seeing your password. Press the ENTER key.

If you make a mistake typing in your user ID or your password, the system gives you an error message. If you receive that message, you must use the alternate method for logging on, as outlined in the next section.

Note: If your system has security devices, the keyboard may “lock” when you give an incorrect password. If your keyboard does not unlock after a few minutes, ask your system administrator to unlock it.

4. The system displays the VM/IS - MAIN MENU as shown in Figure 3. You know you are logged on to the system when you see this menu.

Alternate Logon

1. If you make an error logging on to VM/IS from the system logo screen, information similar to that shown in Figure 2 appears on your screen.

```
Enter one of the following commands:

LOGON userid          (Example: LOGON VMUSER1)
DIAL userid          (Example: DIAL VMUSER2)
MSG userid message   (Example: MSG VMUSER2 GOOD MORNING)
LOGOFF

CP READ  VM/IS
```

Figure 2. Alternate Logon Screen

2. Type:

```
logon xxxxxxxx
```

where xxxxxxxx represents the user ID that the system administrator has assigned to you.



3. Press the ENTER key. If you make a typing mistake, the system gives you a message. Then type:

```
logon xxxxxxxx
```

where xxxxxxxx is your user ID that the system administrator has assigned to you and press the ENTER key.

4. Type your password when prompted to do so. You do not see your password on the screen as you type it. This security measure prevents other people from seeing your password.
5. Press the ENTER key. The system displays the VM/IS - MAIN MENU as shown in Figure 3. You know you are logged on to the system when you see this menu.

Note: If you prefer to return to the system logo screen to log on, rather than log on from the alternate logon screen, type `logoff` and press the ENTER key. VM/IS displays the system logo screen similar to the one shown in Figure 1. You can now log on to the VM/IS system as described in the “Logging On” on page 8.

The MAIN MENU

The VM/IS - MAIN MENU is the starting point for all VM/IS functions for general users. For convenience, this book refers to it as the MAIN MENU.

```
VM/IS - MAIN MENU
-----
To choose one of the following, type its number and press ENTER:

 1 Tools          Choose from a list of tools and applications.
 2 Personal      Your own menu that you can customize.
 3 Office        Perform administration and communication tasks.
 4 Document      Work with documents.
 5 Printers      Print files.
 6 Program       Computer programming.
 7 Database      Store and retrieve data.
 8 Graphics      Produce graphs.
 9 VMTasks       Work with CMS files and system resources.
10 List          Choose from an alphabetical list of VM/IS functions.
11 Introduction  Read about VM/IS functions.
12 GO           Make option selections using a shortcut.

                (C) COPYRIGHT IBM CORP 1988
-----
PF: 1 Help      2 Short  3 End    4 Return  5 CMS    6 Go
PF: 7 ...      8 ...   9 Probrep 10 ...   11 ...   12 Retrieve

====>
```

Figure 3. The VM/IS - MAIN MENU

Note: Because your company can customize your VM/IS system, the menus and panels you see on your screen may look different from the ones shown in this book.

Options on the MAIN MENU

The MAIN MENU lists available options, depending on the functions and products installed on your system. Described below are some of the options you are likely to see:

1. You can use the `Tools` option to access various helpful tools and applications available on your system. For example, you can see the latest information about your computer system, such as the times when the computer is available, and any new applications on the system.



You can also change your logon password, access remote computer systems that are linked to yours, and view a library list of the application programs available on your system.

2. You can use the *Personal* option to use or modify a special VM/IS menu that lists only menu items of your choice. When you have tailored this special menu with the options of your choice, you can use it instead of the standard MAIN MENU. For further information about the *Personal* option, see Chapter 12, “Creating Your Own Personal VM/IS Menu” on page 163.
3. You can use the *Office* option to carry out tasks such as sending notes to other users, creating letters, memos and other longer written documents, and organizing your time by means of schedules and calendars. The full range of these functions is available only if the Professional Office System (PROFS) is installed on your system. The use of PROFS is described in *Performing Office Tasks*.

Without PROFS, the only tasks you can do from the OFFICE menu are sending a note and sending a message to another user, as described in Chapter 7, “Sending Messages, Notes, and Files” on page 75.

4. You can use the *Document* option to help you create memos, letters, reports, and other written documents.

If the Document Composition Facility, DisplayWrite/370, or the Professional Office System is available on your system, you can access it by choosing the *Document* option. If your system has none of these functions, you can work only with CMS files.

5. You can use the *Printers* option to access the printers available on your system.
6. You can use the *Program* option to do computer programming.

Some of the programming products available on your system may be VS FORTRAN, VS COBOL II, Cross System Product/Application Development, and Cross System

Product/Application Execution. Use of these products is described in *Using the Programming Languages and Data Base*.

7. You can use the Database option to store and retrieve data. You can also format the retrieved data into a variety of reports and charts.

Some of the data base products available on your system may be the Structured Query Language/Data System (SQL/DS), the Data Base Edit Facility (DBEDIT), the Query Management Facility (QMF), and Data Extract (DXT). The use of these products is described in *Using the Programming Languages and Data Base*.

8. You can use the Graphics option to create many different types of graphs and pictures. Depending on the optional products available on your system, you may also be able to create a variety of formatted data tables and numeric reports.

If the Graphical Data Display Manager (GDDM) is available on your system, you can find out how to use it in Chapter 10, "Creating Graphics" on page 139.

If Application System (AS) is available on your system, you can find out how to use it in *Performing Office Tasks*.

9. You can use the VMtasks option to do system-related tasks (as opposed to using particular optional products). For example, you can work with CMS files. You can change aspects of your system environment such as your logon password or the access links that you have to storage disks other than your A-disk. You can also obtain online tutorial information.
10. You can use the List option to choose from an alphabetical list of all VM/IS functions. For example, if you forget the series of panels to access a particular function, you can access the function by locating it on the List panel.
11. You can use the Introduction option to obtain a description of all the different VM/IS functions. For more information, see "Using the Online Introduction" on page 26.



12. You can use the GO option to directly access any VM/IS panel, instead of having to go through intermediate panels first. The GO menu lists the keywords and their accompanying numbers from all VM/IS menus. You can type the keyword or number on the command line of the GO panel to proceed directly to the panel of your choice. When you become familiar with the keywords or numbers of the functions you use frequently, you can enter these keywords or numbers on the command line of the MAIN MENU. In this way, you bypass the GO panel as well.

For more information, see Chapter 11, “How to Reach VM/IS Panels More Quickly” on page 153.

Program Function (PF) Keys on the MAIN MENU

The PF keys simplify operations you carry out frequently. For example, the PF keys on the MAIN MENU do the following:

- **PF1 (Help)** displays online help for the MAIN MENU or for an option on the menu. See “Using the Help Facility” on page 28 for more information.
- **PF2 (Long)** or **(Short)** allows you to use either the long or short version of the menus. The long version displays the number, keyword, and description. The short version omits the description. To reach the short version of the menu from the long version, press PF2 (Short). To return to the long version, press PF2 again.
- **PF3 (End)** returns you to the previous panel.
- **PF4 (Return)** returns you to the last major panel.
- **PF5 (CMS)** executes commands typed on the *command line*, indicated by ==>.

- **PF6 (Go)** displays the panel associated with the GO Facility. The GO Facility allows you to gain access to a product directly without using the menu facilities. For more information on the GO Facility, see “Using the GO Facility” on page 154.
- **PF7** Not used on the MAIN MENU.
- **PF8** Not used on the MAIN MENU.
- **PF9 (Probrep)** displays a panel that assists you in reporting problems. For information on reporting problems with your system, see *VM/IS Reporting System Problems*.
- **PF10** Not used on the MAIN MENU.
- **PF11** Not used on the MAIN MENU.
- **PF12 (Retrieve)** retrieves previous commands to the command line.

Sometimes the VM/IS menus and panels may use the PF keys to perform operations different from those listed above. Check the PF key descriptions listed across the bottom of most panels to see what they do. If a PF key has no description, no operation is assigned to that key.

Changing Your Password

The first time you log on, you should change your password. To change your password:

1. Log on now if you have not already done so. See “Logging On” on page 8 for the procedure.

After logging on, you see the MAIN MENU, shown in Figure 3.

2. Find the keyword `Tools` on the MAIN MENU. On the command line, type the number to the left of the keyword `Tools`.
3. Press the ENTER key. The TOOLS MENU appears (Figure 4).

```
VM/IS - TOOLS MENU
-----
To choose one of the following, type its number and press ENTER:

  1 Library      Choose from a list of application programs.
  2 News         Read the latest news.
  3 Password     Change your logon password.
  4 Probman      Manage problem reports assigned to you.
  5 Probrep      Report problems and view their status.
  6 Remote       Log on to a remote computer system.

-----
PF: 1 Help      2 Short   3 End      4 Return   5 CMS      6 Go
PF: 7 ...       8 ...     9 Probrep 10 ...     11 ...     12 Retrieve
===>
```

Figure 4. TOOLS MENU

4. On the command line of the TOOLS MENU, type the number to the left of the keyword `Password`.
5. Press the ENTER key. The following screen appears (Figure 5).

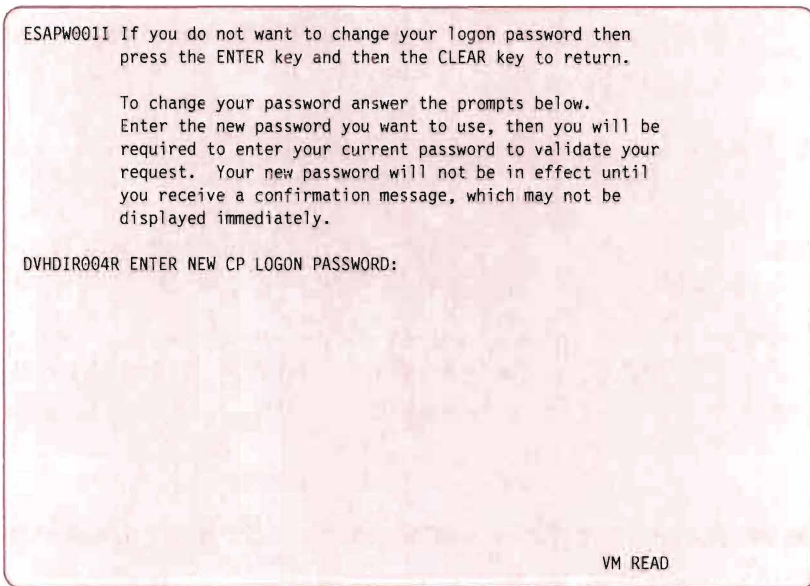


Figure 5. The Changing Your Password Panel

6. Type your **new** logon password. It is important that you remember your new password; you will use it the next time you log on to the system. For security reasons, you cannot see your new password on the panel as you type it.
7. Press the ENTER key. You see the following message:

DVHDIR005R ENTER CURRENT CP PASSWORD TO VALIDATE COMMAND OR A NULL TO EXIT

8. Type your **current** logon password. You cannot see this password either.
9. Press the ENTER key. MORE... appears on your screen.
10. Press CLEAR. The TOOLS MENU appears.

11. Press PF4 (Return) to return you to the MAIN MENU. A message appears confirming the source change and update. HOLDING appears in the bottom right corner of the screen.

You have now changed your password. You can log off the system, as described later in this chapter, or you can continue to work on the system. Remember to use your new password the next time you log on to the system. You have to change your password at regular intervals, depending on the security requirements of your system.

Note: You can also change your logon password using the GO Facility. For more information, see “Using the GO Facility to Change Your Password” on page 160.

Menu Sequence Diagrams

Throughout this book, you see small diagrams similar to the one shown in Figure 6. This diagram shows you the sequence of steps you go through to move from the MAIN MENU to another menu or panel.

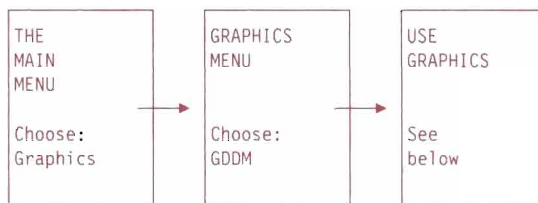


Figure 6. Example of a Menu Sequence Diagram

The menu sequence diagram consists of several small rectangles linked by arrows. Each rectangle represents a VM/IS menu or panel. The name of a menu or panel appears in the top half of each rectangle. The bottom half of each rectangle shows what you do at

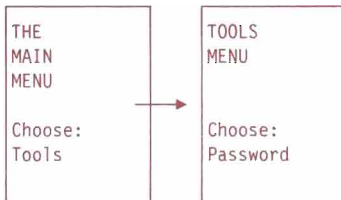
the menu or panel. For example, the leftmost rectangle in Figure 6 represents the MAIN MENU. On the MAIN MENU, you type on the command line the number that is next to the keyword `Graphics` and then press the ENTER key to reach the next step in the sequence, in this case, the GRAPHICS MENU.

The words `See below` in the bottom half of the rightmost rectangle in Figure 6 tell you that further steps or figures follow the menu sequence diagram. The panels illustrated in this manual may not appear exactly as shown. For illustration purposes in the book, some fields may show information supplied by the user.

Your company can tailor some of the VM/IS panels. For this reason, the option numbers on your panels may be different from the option numbers you see in this book. To avoid possible confusion, this book refers to options by the keyword instead of the option number, whenever possible.

Using a Menu Sequence Diagram to Change Your Password

In this example, you go through the steps shown in the menu sequence diagram below. These are the same steps you followed in the previous example to change your password.



1. The leftmost rectangle tells you to start at the MAIN MENU (Figure 3 on page 12), and find the keyword `Tools`.



2. On the command line of the MAIN MENU, type the number to the left of the keyword Tools.
3. Press the ENTER key. The TOOLS MENU appears on your screen.
4. If you wish to change your password, do so as described in the previous example.

Throughout this book, menu sequence diagrams show the steps to go through to perform a task. The detailed description accompanying this example is not usually included. When following the steps shown in a menu sequence diagram, remember to **press the ENTER key** after you have typed the number corresponding to your selection on the command line.

Leaving the VM/IS Menus and Panels

Sometimes you may want to leave the VM/IS series of panels to perform tasks outside of the panel-driven environment, such as using native CMS. To do so, follow the steps below:

1. Return to the MAIN MENU. You may need to press PF3 (End) or PF4 (Return) several times to do so.
2. Press PF3 (End). You see the following message:

```
ESAPF014 now leaving PF, enter PF on the command line to reenter PF.
```

You can now perform tasks outside the VM/IS environment. Check with your system administrator for a list of tasks that can be performed outside of VM/IS.

Note: If you wish to get back to the VM/IS Productivity Facility (PF), on the command line, type:

`pf`

and then press the ENTER key.

Logging Off

When you have completed your work and want to **log off** the system, you can use one of the following methods:

1. If you followed the previous instructions to leave the VM/IS environment, follow these steps:
 - a. The screen clears and a ready message similar to Ready; T=2.04/3.52 17:32:17 appears. With the cursor in the bottom left corner of the screen, type:
`logoff`
 - b. Press the ENTER key.
 - c. Press the ENTER key again to return to the logo you saw when you switched on the display station.

You have now logged off the system.
2. If you want to log off directly from VM/IS, the following method saves time:
 - a. On the command line of any VM/IS panel, type:
`logoff`
 - b. Press the ENTER key.
 - c. Press the ENTER key again. You return to the logo you saw when you switched on the display station.

You have now logged off the system.

3. If you are only leaving VM/IS for a short period of time, you might choose to use the **disconnect** command. When you first logged on to the system, you may have noticed a delay between the time you entered your user ID and password until the MAIN MENU appeared. This delay is called **initialization**. During initialization, the computer performs all the internal system activities required to allow you to use VM/IS. When you log off the system, you break all the links that the computer made for your session. When you log back on, those links must be made again. Initialization starts all over. The disconnect command allows you to temporarily leave the system, securely, without losing the links.

If you want to disconnect, follow these steps:

- a. On the command line of any VM/IS panel, to disconnect type:
`disc`
- b. Press the ENTER key.
- c. Press the ENTER key again. You return to the system logo.

It appears that you have logged off the system, but in fact you are temporarily disconnected. When you log back on to VM/IS, the system is already initialized. You see a reconnect message instead of the logon message.

Use disconnect when you are leaving VM/IS for a short period.

When you log on again after disconnecting and find the screen blank, type on the command line:

`begin`

and press the ENTER key, to return to the MAIN MENU.



Chapter 2. Finding Out More about VM/IS



This chapter shows you how to find out more about your VM/IS system by using:

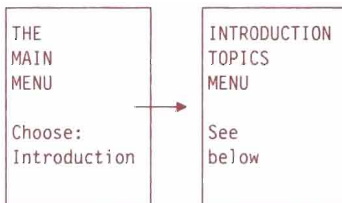
- The online introduction
- The help facility.

Using the Online Introduction

The online introduction contains an overview of some of the features of your VM/IS system. The online introduction is customized at installation time to show information only for the optional packages installed on your VM/IS system. Therefore, the INTRODUCTION TOPICS MENU on your system may not contain all the options shown in Figure 7.

In this example, you choose several topics from the INTRODUCTION TOPICS MENU and read their online introductions.

1. Choose panels as shown below:



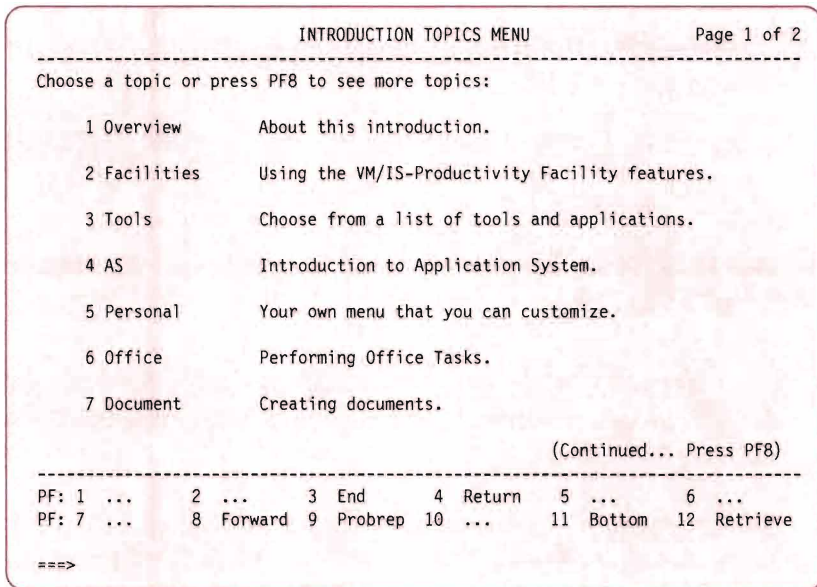


Figure 7. INTRODUCTION TOPICS MENU

2. On the command line of the INTRODUCTION TOPICS MENU, type the number to the left of the keyword `Overview`.
3. Press the ENTER key.
4. Read the panels associated with the `Overview` topic. Press PF8 (Forward) to scroll to the next panel of `Overview`.
5. After you have read the `Overview` topic, press PF3 (End) to return to the INTRODUCTION TOPICS MENU.
6. On the command line, type the number to the left of the keyword `Facilities`.
7. Press the ENTER key.
8. Read the panels associated with the `Facilities` topic.
9. Press PF3 (End) to return to the INTRODUCTION TOPICS MENU.

10. Choose any other topics of interest.
11. Press PF4 (Return) to return to the INTRODUCTION TOPICS MENU.
12. Press PF4 (Return) again to return to the MAIN MENU.

Using the Help Facility

You can read online help information for any panel displaying the word *Help* beside one of the PF keys listed at the bottom of the panel.

The help facility provides more information about the options shown on menus and panels. Start from the MAIN MENU and work through the following examples to see the help panels.

How to Get Help for a Menu or Panel

To see the help information for a menu or panel:

1. Leave the command line of the panel blank.
2. Press PF1 (Help) to display the help information for the menu or panel. If the help information is longer than a page, you can scroll to the next page by pressing PF8.
3. Press PF3 (End) to return to the menu or panel.

How to Get Help for an Option on a Menu

To see the help information for the `VMtasks` option on the MAIN MENU:

1. Type the number that appears to the left of the keyword `VMtasks` on the command line of the MAIN MENU. (Do not press the ENTER key.)
2. Press PF1 (Help) to display the help information for the `VMtasks` option.
3. Press PF3 (End) to return to the MAIN MENU.

Use a similar procedure to see the help information for an option on any VM/IS menu, if help information is available.



part 2

Working with Files



Chapter 3. Creating a File



When working with VM/IS, you use **files** to get your job done. A file (as used in this book) is simply a collection of related information, stored on your computer system. To understand the concept of files, think of a company's employee records. The company may have stored information about each employee in a separate file folder. Similarly, you store information you want to keep or work with in individual computer files.

A company can label a file folder to identify its contents and make it easier to find. Similarly, you give a name to your computer file to make it easy to find and work with.

A company can arrange the file folders alphabetically by name or numerically by employee number. You can also sort computer files in many ways.

The company probably stores its file folders together in a filing cabinet. Similarly, you store the computer files you have created on a **disk** in your computer system. You can gain access to the disk and to the information in the file at any time. You can update, modify, display on your screen, format, and print the information in the file.

Remember that a computer file, like a file folder, can contain many things. It can contain letters, memos, documents, reports, or lists, to name just a few.

What Do You Name a File

Each file must have its own three-part label or identifier. The three parts are:

- File name
- File type
- File mode.

The file name and the file type can each be any combination of letters and numbers not exceeding **eight** characters each. You can also use certain special characters, including \$, @, +, -, :, and _. Use a label that describes the contents of the file and is easy to remember. For example, if you want to create a file containing a list of your employees, you might use the file name **employee**. For the file type, you might use the word **list**. The file mode is a letter followed by a number. You specify only the letter, not the number. The file mode identifies the location where the computer stores the file. Your A-disk is your primary disk; it is where you do most of your work with your files. In this chapter, the file mode for all the

examples is **a**. The file containing a list of your employees would have the label:

```
employee list a
```

If you want to create another file (for example, a file containing a list of employees hired in the last six months) you must use a different file label. You can keep either the same file name or the same file type, but you cannot use exactly the same label. You might name the new file:

```
newhire list a
```

Creating a File

In the following example, you create a file called EMPLOYEE LIST A, and then you enter information into that file.

Below we describe two ways you can create a file:

1. Using the menus.

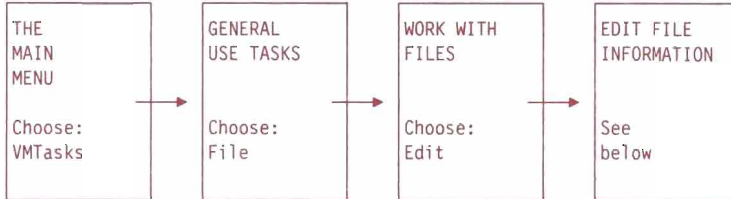
This is the recommended way for new or occasional users of VM/IS.

2. Using the XEDIT command.

This is a faster method for frequent users.

Using Menus to Create a File

1. Choose panels as shown below:



```
-----
EDIT FILE INFORMATION
-----
Complete the following for the file you want to edit, and press ENTER.

File name:  employee  The name of the file to be edited.
                  The default is *.

File type:  list_____ The type of the file to be edited.
                  For example: SCRIPT, ASSEMBLE, EXEC.
                  The default is *.

File mode:   A_       The disk where the file to be edited
                  is located. If the file mode shown is
                  not the one you want, type the desired
                  file mode over it.

Profile:    PROFILE_  The profile to use for editing the file.
                  If a profile is shown and is not what you
                  want, type the desired profile over it.

-----
PF: 1 Help   2 ...   3 End     4 Return  5 Cmd     6 Index
PF: 7 ...   8 ...   9 Probrep 10 ...   11 ...   12 Cursor
====>
```

Figure 8. EDIT FILE INFORMATION Panel

2. On the EDIT FILE INFORMATION panel, in the File name: field,
type:

employee

3. In the `File` type: field, type:
`list`
4. The `File` mode: field may appear with a default file mode. You may either accept this file mode or type over it with a file mode of your choice. This example assumes a file mode of **A**.
5. The `Profile`: field may appear with a default profile name. You may either accept this profile name or type over it with a profile name of your choice. This example assumes a profile name of **PROFILE**.
6. When satisfied that you have entered the information correctly and in the appropriate fields, press the ENTER key. A panel similar to the one shown in Figure 9 appears on your screen.

You have now created a new file called EMPLOYEE LIST A. Right now this file is empty; it has no information in it. To find out how to put information into this file, read about the XEDIT panel, below, but do not execute the commands.

Using the XEDIT Command to Create a File

If you frequently create new files, you may want to use the following shortcut. On the command line of any VM/IS menu, type:

```
xedit filename filetype filemode
```

where `filename` `filetype` `filemode` is the file label of the file you are creating, such as `employee list a`. Press the ENTER key. You have now created a new file, which is empty. Read about the XEDIT panel, below, to find out how to put information into this file.

Note: As you become more familiar with VM/IS, you may prefer to use some of the shortcuts mentioned in this book.

The XEDIT Panel

Now that you have created a new file, you probably want to put some information into it. To enter information, use the system editor. An XEDIT panel similar to the one shown in Figure 9 appeared on your screen when you created a file called EMPLOYEE LIST in the previous example.

```
(A) EMPLOYEE LIST   A1 F 80 Trunc=80 Size=0 Line=0 Col=1 Alt=0
(B) 00000 * * * Top of File * * *
(C) 00001 * * * End of File * * *
(D)

(H) PF: 1= HELP   2= SPLTJOIN  3= QUIT      4= TABKEY   5= SCHANGE  6= RETRIEVE
      PF: 7= UP    8= DOWN     9= REPEAT   10= LEFT    11= RIGHT   12= CURSOR
(E) =====>
(F)                                     (G) X E D I T  1 File
```

Figure 9. XEDIT Panel—Edit Mode

This panel tells you that you are now using the system editor, and your file is in **edit mode**. You use the system editor to add to, or change, your file in some way.

Note: The XEDIT panels in this book are the ones you see if your VM/IS system uses the default profile shipped with the system. Because your system administrator may have

tailored the XEDIT panels, the panel you see on your screen may not look exactly like the one shown in Figure 9.

Before entering any information in your new file, you should understand the information on the XEDIT panel.

The XEDIT panel contains the following information:

(A) File Identification Line

The top line on the panel gives you the three-part file label, (file name, file type, file mode). `F 80` means that the length of a line is fixed at 80 characters. `Trunc` means truncation column. `Trunc=80` means that if you type more than 80 characters in a line, the system rejects the additional characters. `Size=0` is the number of lines in the file. Because you have not yet entered any information, the file contains zero lines. `Line=0` is the line number of the current line. `Alt=0` is the alteration count. It shows you the number of changes (alterations) you have made to the file since the last saved operation.

(B) Current Line

The *current line* is highlighted and appears on the second line from the top of the panel. In Figure 9, the current line is the `* * * Top of File * * *` line.

The current line is important because most commands you type on the command line perform their functions starting with the current line. The current line changes as you move forward and backward in the file.

(C) File Area

The rest of the panel is available to display the lines in the file. You insert file lines between the `* * * Top of File * * *` and `* * * End of File * * *` notices you now see on the panel.

(D) Prefix Area

The five-digit number (00001) that appears to the left of each line in the file indicates the *prefix area*. You can perform various editing tasks by entering prefix commands in the prefix area. For more information, see Chapter 5, “Editing a File”.

(E) Command Line

The large arrow (====>) at the bottom of the panel points to the **command line**. One way you communicate with the editor is by entering commands on this line. You can type commands in either uppercase or lowercase letters, or in a combination of both, and, sometimes, you can abbreviate commands. For example, INPUT, input, I, and i are all valid ways to type the INPUT command.

After typing a command on this line, you must press the ENTER key to send the command to the editor. When you press the ENTER key, the command disappears from the command line and is processed.

(F) Message Line

The editor communicates with you by displaying a **message** on the line below the command line. These messages might tell you that you made an error in a command, or they might provide other information. (In Figure 9 the message line happens to be blank).

(G) Status Area

The lower right corner displays the *current status* of your editing session, for example, edit mode or input mode. It also shows the number of files you are editing. The status area in Figure 9 shows that one file is being edited.

(H) XEDIT PF Keys

The PF keys on the XEDIT panel do the following:

- **PF1 (Help)** displays online help for the XEDIT Menu or for an option on the menu. See “Using the Help Facility” on page 28 for more information.
- **PF2 (SPLTJOIN)** either splits a line or joins 2 lines, depending on the position of the cursor on a file line.
- **PF3 (QUIT)** allows you to end the current editing session without saving the changes.
- **PF4 (TABKEY)** moves the cursor to the next tab setting.
- **PF5 (SCHARGE)** locates every occurrence of a string and changes that string if you choose.
- **PF6 (RETRIEVE)** retrieves the previous command to the command line.
- **PF7 (UP)** moves the lines so that the top line now becomes the bottom line.
- **PF8 (DOWN)** moves the lines so that the bottom line now becomes the top line.
- **PF9 (REPEAT)** executes the last command that was entered.
- **PF10 (LEFT)** allows you to view a file 40 columns to the left.
- **PF11 (RIGHT)** allows you to view a file 40 columns to the right.
- **PF12 (CURSOR)** toggles the cursor between its position in the file and the command line.

For more information on the XEDIT commands, see *VM/System Product CMS Primer*. Be aware that there are minor differences between the XEDIT panels shown in this book and those shown in *VM/System Product CMS Primer*.

Entering Information in a File

Now that you have a better understanding of the contents of the XEDIT panel, you can start entering the information (data) into your file. One way to enter data is to use the INPUT command.

1. Move the cursor to the command line.
2. Type:
`input`
3. Press the ENTER key. You are now in *input mode*. This means you can type new information into the file. Notice how the appearance of the panel changes in input mode (Figure 10) as compared to edit mode (Figure 9).


```

EMPLOYEE LIST      A1 F 80 Trunc=80 Size=20 Line=0 Col=1 Alt=0
* * * Top of File * * *

-

PF: 1= HELP      2= SPLTJOIN  3= QUIT      4= TABKEY   5= SCHANGE  6= RETRIEVE
PF: 7= UP        8= DOWN      9= REPEAT   10= LEFT    11= RIGHT   12= CURSOR
====> * * * Input Zone * * *
DMSXMD573I Input mode:

```

Figure 10. XEDIT Panel—Input Mode

In input mode, the prefix area (00001) disappears. The message line and status area display input mode, the current status of your editing session. You type your data in the *input zone*, between the * * * Top of File * * * line and the XEDIT PF key. When you enter input mode, the cursor automatically moves to the first line in the input zone, as shown in Figure 10. Begin typing the data there. After you have typed each line, return the cursor to the beginning of the next line.

The notice * * * Input Zone * * * appears on the command line. This notice marks the end of the input zone, and reminds you that you **cannot** enter commands from the command line while using input mode. When you are ready to enter commands, you must leave input mode and return to edit mode. To return to edit mode, press the ENTER key twice (but don't leave input mode yet). You are now ready to enter information into your file.

4. Make sure the cursor is still on the first line in the input zone, as shown in Figure 10. Now type the following, pressing the RETURN key after each line:

```
Mary Brown  
Barbara Miller  
John Smith
```

Your screen should look like Figure 11.

```
EMPLOYEE LIST      A1 F 80 Trunc=80 Size=20 Line=0 Col=1 Alt=0  
* * * Top of File * * *  
Mary Brown  
Barbara Miller  
John Smith  
-  
  
PF: 1= HELP      2= SPLTJOIN  3= QUIT      4= TABKEY    5= SCHANGE  6= RETRIEVE  
PF: 7= UP        8= DOWN      9= REPEAT   10= LEFT    11= RIGHT   12= CURSOR  
====> * * * Input Zone * * *  
DMSXMD573I Input mode:
```

Figure 11. XEDIT Panel after Entering Information

5. Press the ENTER key. The lines that you typed have moved off the screen. The last line you typed (John Smith) is the new current line and it appears at the top of the screen. If you have more information to type, continue typing in the input zone (between the current line and the command line). In this example, there is no more information to type.

6. Press the ENTER key again to return to edit mode as shown in Figure 12.

```
EMPLOYEE LIST   A1  F 80  Trunc=80 Size=3 Line=3 Col=1 Alt=3
00003 John Smith
00004 * * * End of File * * *

PF: 1= HELP    2= SPLTJOIN  3= QUIT      4= TABKEY    5= SCHANGE  6= RETRIEVE
PF: 7= UP      8= DOWN      9= REPEAT   10= LEFT     11= RIGHT   12= CURSOR
====>
DMSXMD587I XEDIT:
```

Figure 12. XEDIT Panel after Returning to Edit Mode from Input Mode

The panel returns to the edit mode layout and the information you have typed is now in the file. Notice the changes in the top line of the panel, the file identification line. `Size=3` shows your file contains three lines. `Line=3` means that the current line is line 3. `Alt=3` means that you have made three changes (you added three lines) since you started working with this file.

While you are working with a file, you can enter input mode at any time to insert new lines of data in the file. Just type the `INPUT` command, and press the ENTER key. The editor then makes room for you to type new lines of data after the current line. To return to edit mode and place the cursor on the command line, remember to press the ENTER key twice.

Storing a New File

Now that you have created a new file and entered information into it, you want to save the file in VM/IS.

1. Make sure the cursor is on the command line of the XEDIT panel, as shown in Figure 12.
2. On the command line, type:

`file`

3. Press the ENTER key. The information disappears from your screen and the file is saved on a disk in your computer system. You can recall the file at another time and work with it again.

The EDIT FILE INFORMATION panel reappears. This panel contains the file label of the file you just created. Now you can go back to the beginning of this chapter and create another file by typing a new file name, file type, and file mode over the information in the EDIT FILE INFORMATION panel.

Note: If you used the XEDIT command to create the file, you return to the VM/IS panel where you typed the command.

4. To return to the MAIN MENU from the EDIT FILE INFORMATION panel, press PF4 (Return) twice.

Chapter 4. Looking at Your Files



Sometimes you may want to look at (*browse*) a file to:

- Determine its contents
- See its contents before changing them
- Review its contents after you change them, but before you print them
- Refresh your memory about its contents.

Browsing a file is like reading a book one page after another. You can scroll forward or backward through the entire file to look at the contents. While browsing a file, you cannot change its contents; you must be in edit or input mode to change a file.

Before you can browse a file, you have to know its name. The section below describes how to display a list of all your files. If you know the name of the file you want to browse, proceed to “How to Browse a File” on page 51.

Displaying a List of Files

If you cannot remember the name of a file that you want to work with, you can display a list of all your files. Described below are two ways of displaying a list of your files:

1. Using the menus.

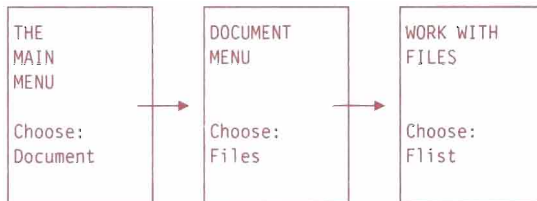
This is the recommended way for new or occasional users of VM/IS.

2. Using the FLIST command.

This is a faster method for more experienced users.

Using Menus to Display a List of Files

1. Choose panels as shown below:



2. The FILE INFORMATION panel appears. Do not fill in any of the fields, just press the ENTER key again.

3. The FLIST panel appears. If your list of files takes up more than one screen, scroll forward using, if necessary, PF8 (Forward).

Figure 13 is an example of a list of files. If you are a new user of VM/IS, your list probably contains very few files. More files appear in the list as you continue to work with VM/IS.

```
(A)
LVL 0 --- A 191 1395 BLKS 3380 R/W      6 FILES  2% - FILE      1 OF      6
COMMANDS HISTORY A0                      F   80   48   4  6/15/88 10:18
DTRSAVE  MACLIB  A1                      F   80   5   1  6/15/88 19:36
GENERIC  CMDS   A0                      F   80   2   1  6/15/88 11:57
PDEMO4   MACLIB A2                      F   80  190  15  6/15/88 11:56
PROFILE  EXEC   A2                      V   71  55   3  6/15/88 14:46
EMPLOYEE LIST A1                      F   80   3   1  6/15/88 16:03
(B)      (C)      (D)      (E)      (F) (G)  (H)  (I) (J)  (K)

(L)
PF: 1 HLP 2 BRW 3 END 4 XED 5 SPL 6 /SB 7 SCB 8 SCF 9 /SD 10 /ST 11 >I 12 CAN
```

Figure 13. FLIST Panel

The FLIST panel shows some interesting information about the files that are stored on this sample disk. A description of the information on the FLIST panel follows:

- (A)** The top line has information about the file list itself.
6 FILES means there are six files stored on this disk.
2% tells you how much space is being used on this disk.
1 tells you which file in the list is the first on this panel.
- (B)** The file name of the file.
- (C)** The file type of the file.
- (D)** The file mode of the file. You can ignore the number that appears after the file mode letter. For example, ignore the 1 in A1.
- (E)** The input area. In this space you can type commands.
- (F), (G), (H), (I)** These fields give information about the file format.
- (J), (K)** The date and time you last stored this file. If you have never changed the file, this is the date and time it was created.
- (L)** The PF keys. These keys perform various useful functions, shown at the bottom of the panel. They are different from the PF key settings used when you edit a file. For now, note that when you finish using the list, you press PF3 (END) to leave the FLIST panel.

If your list takes up only one panel, you can easily find the file you are looking for. If your list takes up more than one panel, you can find a file by one of the following methods:

- Scroll through the list:
 - Backward one panel at a time with PF7
 - Forward one panel at a time with PF8.

- Sort the list by:
 - Size, from largest to smallest, with PF6
 - Date, from newest to oldest, with PF9
 - File type, with PF10.
4. Press PF3 (END) to return to the WORK WITH FILES menu.
 5. Press PF4 (Return) to return to the MAIN MENU.

Using the FLIST Command to Display a List of Files

You can use the following shortcut to quickly see a list of your files. On the command line of any VM/IS menu, type:

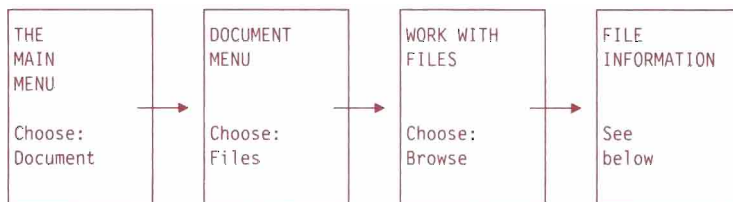
`flist`

and press the ENTER key. The FLIST panel appears on your screen. Press PF3 (END) to leave the FLIST panel, and then press PF4 (Return) to return to the MAIN MENU, if necessary.

How to Browse a File

In this example, you browse the file called EMPLOYEE LIST A that you created earlier.

1. Choose panels as shown below:



```

                                FILE INFORMATION
-----
Complete the following for the file(s) you want to BROWSE, and press ENTER.

File name:  employee  The name of the file(s) to BROWSE.
                    The default is *.

File type:   list_____ The type of the file(s) to BROWSE.
                    For example: SCRIPT, ASSEMBLE, EXEC.
                    The default is *.

File mode:   A_      The disk where the file(s) is located.

NOTE: An * may be used in any of the above input areas to BROWSE a
group of files.

-----
PF: 1 Help    2 ...    3 End    4 Return  5 Cmd    6 Index
PF: 7 ...    8 ...    9 Probrep 10 ...   11 ...   12 Cursor
===>

```

Figure 14. FILE INFORMATION Panel

2. On the FILE INFORMATION panel in the File name: field, type:

 employee
3. In the File type: field, type:

 list
4. The File mode: field may appear with a default file mode. You may either accept this file mode or type over it with a file mode of your choice. This example assumes a file mode of **A**.

Your panel should look similar to Figure 14.
5. Press the ENTER key. The information in the file called EMPLOYEE LIST A appears. The whole file fits on one panel. When you browse a file that takes up more than one panel, you can scroll backward and forward with PF7 and PF8 respectively.



6. Press PF3 (End) to return to the FILE INFORMATION panel.
7. Press PF4 (Return) to return to the MAIN MENU.

Chapter 5. Editing a File



Sometimes you may want to add information to, delete information from, or modify information in an existing file. Working with a file in this way is called *editing*.

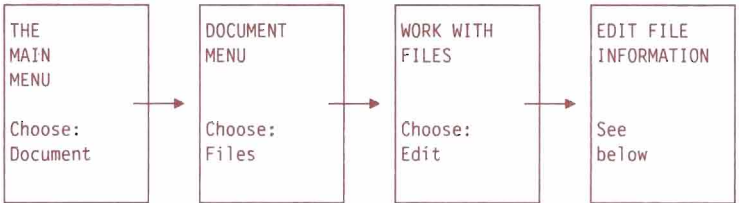
In the following example you edit the file, EMPLOYEE LIST A, that you created in “Creating a File” on page 35.

For information about such editing functions as moving and copying lines, setting tabs, and moving to the top and bottom of a file, see the *VM/System Product CMS Primer*. Be aware that there are minor differences between the XEDIT panels shown in this book and those shown in the *VM/System Product CMS Primer*.

Adding and Deleting Lines in a File

In this example, you edit the file, EMPLOYEE LIST A, by adding and deleting lines.

- 1. Choose panels as shown below:



```
-----  
EDIT FILE INFORMATION  
-----  
Complete the following for the file you want to edit, and press ENTER.  
  
File name:  employee  The name of the file to be edited.  
                The default is *.  
  
File type:  list____  The type of the file to be edited.  
                For example: SCRIPT, ASSEMBLE, EXEC.  
                The default is *.  
  
File mode:      A_    The disk where the file to be edited  
                is located. If the file mode shown is  
                not the one you want, type the desired  
                file mode over it.  
  
Profile:  PROFILE_   The profile to use for editing the file.  
                If a profile is shown and is not what you  
                want, type the desired profile over it.  
-----  
PF: 1 Help      2 ...      3 End      4 Return   5 Cmd      6 Index  
PF: 7 ...      8 ...      9 Probrep  10 ...     11 ...     12 Cursor  
  
====>
```

Figure 15. EDIT FILE INFORMATION Panel

2. On the EDIT FILE INFORMATION panel in the File name: field, type:
`employee`
3. In the File type: field, type:
`list`
4. The File mode: field may appear with a default file mode. You may either accept this file mode or type over it with a file mode of your choice. This example assumes a file mode of **A**.
5. The Profile: field may appear with a default profile name. You may either accept this profile name or type over it with a profile name of your choice. This example assumes a profile name of **PROFILE**.
6. Check that the panel you typed looks similar to Figure 15, and then press the ENTER key. The file, EMPLOYEE LIST A, appears on your screen.

You are now in edit mode.

Adding Lines to a File

In “Entering Information in a File” on page 42, you learned how to add information to a file by using the INPUT command. Another way to add information is to add a blank line to the file. You then type the additional information in that blank line.

To add a blank line, you type a *prefix* command over any of the five-digit numbers in the prefix area (00001), using either uppercase or lowercase letters. Then you press the ENTER key to carry out the command.

The prefix command **a** adds a blank line immediately after the line where you typed the prefix command. You can type a number before or after **a** to add more than one line. The following are all valid ways to type this command:

0000**A** Adds one blank line after this line.
a0001 Adds one blank line after this line.
10a01 Adds ten blank lines after this line.
000**A5** Adds five blank lines after this line.

Follow the steps below to add a line to the file called EMPLOYEE LIST A:

1. Move the cursor to the prefix area of the line that has Barbara Miller, and type **a**, as shown below:

```
0000a Barbara Miller  
00003 John Smith
```

2. Press the ENTER key. A blank line is added after the line containing Barbara Miller.

```
00002 Barbara Miller  
00003 _  
00004 John Smith
```

3. On the blank line, type **Kevin Shaw**.
4. Press the ENTER key. You have added the line Kevin Shaw to the file. Your file now looks like Figure 16.


```

EMPLOYEE LIST  A1 F 80 Trunc=80 Size=4 Line=0 Col=1 Alt=2
00000 * * * Top of File * * *
00001 Mary Brown
00002 Barbara Miller
00003 Kevin Shaw
00004 John Smith
00005 * * * End of File * * *

PF: 1= HELP      2= SPLTJOIN  3= QUIT      4= TABKEY   5= SCHANGE  6= RETRIEVE
PF: 7= UP        8= DOWN      9= REPEAT   10= LEFT    11= RIGHT   12= CURSOR
====> _

X E D I T 1 File

```

Figure 16. XEDIT—Adding a Line

Deleting Lines from a File

After adding a new line to your file, you decide that you want to remove the bottom line. Follow the steps below to delete a line from EMPLOYEE LIST A using the prefix command **d**.

1. In the prefix area (00004) of the line that has John Smith, type:

d

The following are all valid ways to type this command:

```

d0004 John Smith
00d04 John Smith
000D4 John Smith

```

2. Press the ENTER key. The line containing John Smith is deleted, as shown in Figure 17.

```
EMPLOYEE LIST   A1 F 80 Trunc=80 Size=3 Line=0 Col=1 Alt=3
00000 * * * Top of File * * *
00001 Mary Brown
00002 Barbara Miller
00003 Kevin Shaw
00004 * * * End of File * * *

PF: 1= HELP    2= SPLTJOIN  3= QUIT      4= TABKEY    5= SCHANGE   6= RETRIEVE
PF: 7= UP      8= DOWN      9= REPEAT   10= LEFT     11= RIGHT    12= CURSOR
====> _

X E D I T 1 File
```

Figure 17. XEDIT—Deleting a Line

Notes:

1. You can also delete multiple lines:
 - a. In the prefix area of the first line you are deleting, type:
`dd`
 - b. In the prefix area of the last line you are deleting, type:
`dd`
again.
 - c. Press the ENTER key. The lines where you typed `dd` are deleted along with all the lines between them.

2. Another way to delete multiple lines:
 - a. In the prefix area of the first line you are deleting, type:
`5d`
 - b. Press the ENTER key. The line where you typed `5d` and the four lines following are all deleted.

Storing an Edited File

Just as you stored a new file that you created, you must store a file that you have edited. Otherwise, the changes you made are not saved on your computer system. To store the edited EMPLOYEE LIST file, follow these steps:

1. With the cursor on the command line of the XEDIT panel, type:
`file`
2. Press the ENTER key. The revised EMPLOYEE LIST file now replaces the original file on your computer system.

The EDIT FILE INFORMATION panel appears on your screen.
3. Press PF4 (Return) to return to the MAIN MENU.

Note: For more information on the XEDIT commands, see *VM/System Product CMS Primer*.



Chapter 6. Copying, Printing, and Erasing a File



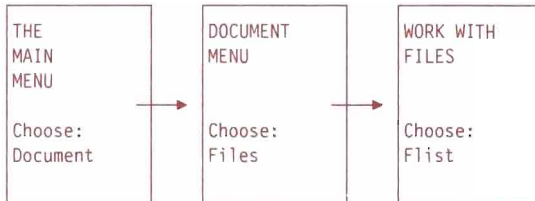
In addition to editing, there are several other ways in which you can work with your files.

Copying a File

Sometimes you may want to make a copy of one of your files; for example, you may want to make changes to a file and still retain the

original file. To make a copy of the file, EMPLOYEE LIST A, follow these steps:

1. Choose panels as shown below:



2. On the FILE INFORMATION panel, do not fill in any of the fields, just press the ENTER key.
3. The FLIST panel appears. If your list of files takes up more than one panel, page forward using PF8 (Forward).
4. On the FLIST panel, move the cursor to the input area beside the file label, EMPLOYEE LIST.
5. In the input area, type:

```
copyf / employee old a
```

where the slash (/) refers to the original file label and employee old a is the new file label. See Figure 18.

Note: If when doing the COPYFILE command your supplied information does not fit into the command area of the FLIST panel, your keyboard may lock. The following steps should be done:

- a. Press the RESET key to unlock the keyboard.
- b. Press PF11 (> I) to clear the remainder of the file information line.
- c. You can now finish keying the COPYFILE command.

```

LVL 0 --- A 191 1395 BLKS 3380 R/W      6 FILES 2% - FILE      1 OF      6
COMMANDS HISTORY A0                      F 80    48      4 6/15/88 10:18
DTRSAVE MACLIB  A1                      F 80    5       1 6/15/88 19:36
GENERIC CMDS    A0                      F 80    2       1 6/15/88 11:57
PDEMO4 MACLIB  A2                      F 80   190     15 6/15/88 11:56
PROFILE EXEC    A2                      V 71    55      3 6/15/88 14:46
EMPLOYEE LIST  A1 copyf / employee old a F 80    3       1 6/15/88 16:03

```

```

PF: 1 HLP 2 BRW 3 END 4 XED 5 SPL 6 /SB 7 SCB 8 SCF 9 /SD 10 /ST 11 >I 12 CAN

```

Figure 18. Copying a File

6. Press the ENTER key to carry out the COPYFILE command. The new file created by this command called EMPLOYEE OLD A will not appear on the screen at this time.
7. Press PF3 (END) to return to the WORK WITH FILES menu.
8. Press PF4 (Return) to return to the MAIN MENU.

To see an updated FLIST showing the new file, follow the steps described in “Displaying a List of Files” on page 48.

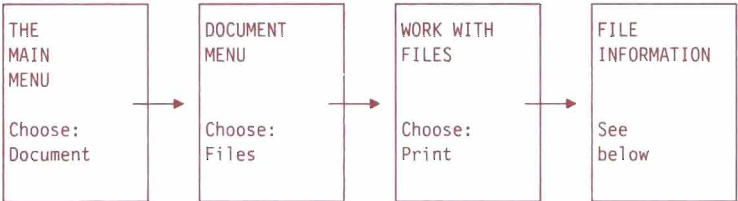
Printing a File

Notes:

1. If the file that you want to print is a document, then:
 - See *Performing Office Tasks* if the Professional Office System (PROFS) is available on your system.
 - See “Printing a Memo or Document” on page 133 if the Professional Office System is not available on your system.
2. Because there are many different printers available, we describe a general way of printing a file. See your system administrator for information about the specific printing facilities and methods at your site.

In this example, you print the file, EMPLOYEE LIST A, which you created and edited in previous examples.

1. Choose panels as shown below:




```

                                FILE INFORMATION
-----
Complete the following for the file(s) you want to PRINT, and press ENTER.

File name:  employee  The name of the file(s).  The default is *.

File type:  list_____  The type of file(s).  For example: SCRIPT,
                        ASSEMBLE, EXEC.  The default is *.

File mode:      A_  The disk where the file(s) is located.  If mode
                        shown is not correct, type correct mode over it.
                        If you are reading from tape, press PF1 for more.

NOTE: An asterisk or an equal sign can be used in some of the above fields.
      Percent signs are not allowed in any of the above fields.  Press PF1
      for more information.

Special options:
Type an X to see and use PRINT options:      x
-----
PF: 1 Help      2 ...      3 End      4 Return  5 Cmd      6 Index
PF: 7 ...      8 ...      9 Probrep 10 ...     11 ...     12 Cursor

====>

```

Figure 19. FILE INFORMATION Panel

2. On the FILE INFORMATION panel in the File name: field, type:

employee
3. In the File type: field, type:

list
4. The File mode: field may appear with a default file mode. You may either accept this file mode or type over it with a file mode of your choice. This example assumes a file mode of **A**.
5. In the Special options: field, type:

x

to see the PRINT options.
6. Press the ENTER key. The FILE PRINTING OPTIONS panel appears (Figure 20).

```

                                FILE PRINTING OPTIONS
-----
Complete the following and press ENTER.

Print class:      A   The print class to use for printing this
                   file.

Number of copies: 001 The number of copies to be printed.

Hold file:       -   Type an X to delay printing this file until
                   further notice.

Continuous file: -   Type an X to print several files together
                   as one printout instead of printing each
                   file separately.

Carriage control: -  Type an X if the first character of each
                   line is a control character.

-----
PF: 1 Help      2 ...    3 End      4 Return   5 Cmd      6 Index
PF: 7 ...      8 ...    9 Probrep 10 ...    11 ...     12 Cursor
====>

```

Figure 20. FILE PRINTING OPTIONS Panel

The two fields used most often on this panel are `Print class` and `Number of copies`. The print class determines when, how, and where your file is printed. The default print class is `A` and is the most often used at your location. For other print classes that might be available at your location, contact your system administrator. The number of copies determines how many copies of the file you want to print.

You do not have to fill in the other fields. Press `PF1` (`Help`) for an explanation of all the fields.

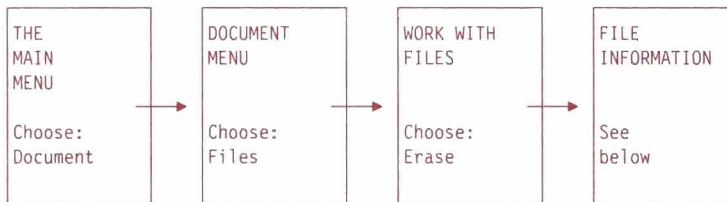
7. Type the correct information to print your file, and press the `ENTER` key. The `WORK WITH FILES` panel appears on your screen with a message that the file has been sent to the system printer. The system printer prints the file. See your system administrator to find out how printing is handled at your site.
8. Press `PF4` (`Return`) to return to the `MAIN MENU`.

For more information on printing files, refer to the *IBM Virtual Machine/Interactive Productivity Facility General Use Guide*.

Erasing a File

Sometimes you may want to discard or *erase* a file, when you have finished using it and no longer want to store it on your computer system. Be sure that you no longer want the file. After you have erased it, you may not be able to get the file back. In this example, you erase the file, EMPLOYEE OLD A, which you created earlier in this chapter.

1. Choose panels as shown below:



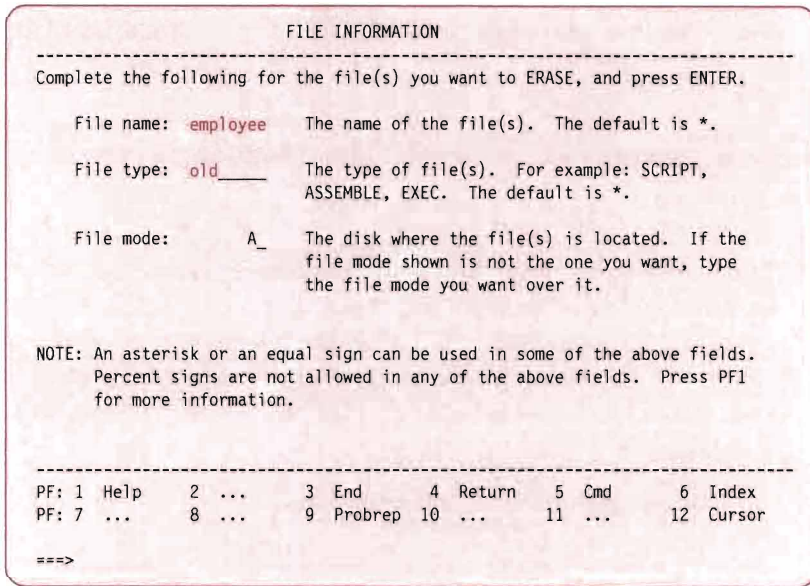


Figure 21. FILE INFORMATION Panel

The FILE INFORMATION panel appears on your screen (Figure 21).

2. On the FILE INFORMATION panel in the File name: field, type: **employee**
3. In the File type: field, type: **old**
4. The File mode: field may appear with a default file mode. You may either accept this file mode or type over it with a file mode of your choice. This example assumes a file mode of **A**.

5. Press the ENTER key. The following message appears:

IDM031-To erase file EMPLOYEE OLD A press the ENTER key.

This message asks you to confirm that you are erasing the correct file.

6. Press the ENTER key again. The WORK WITH FILES menu appears with a message telling you the file, EMPLOYEE OLD A, has been erased (Figure 22).

```

                                WORK WITH FILES
-----
To choose one of the following, type its number and press ENTER:

  1 Flist           List files using FLIST.
  2 Filelist-def   List or change the FILELIST defaults.

  3 Edit           Create or modify a file.
  4 Browse         Browse a file.
  5 Sort          Sort a file.

  6 Copyfile       Copy a file.
  7 Erase          Erase a file.
  8 Rename         Rename a file.
  9 Print          Print a file.
 10 Sendfile       Send a file to another user.
 11 Sendfile-def   List or change the SENDFILE defaults.

-----
PF: 1 Help    2 ...    3 End    4 Return  5 Cmd    6 Index
PF: 7 ...    8 ...    9 Probrep 10 ...    11 ...   12 Cursor
IDM049-The file(s) EMPLOYEE OLD A have been erased.
===>

```

Figure 22. Erasing a File

7. Press PF4 (Return) to return to the MAIN MENU.

To see an updated list of your files, follow the steps described in “Displaying a List of Files” on page 48.

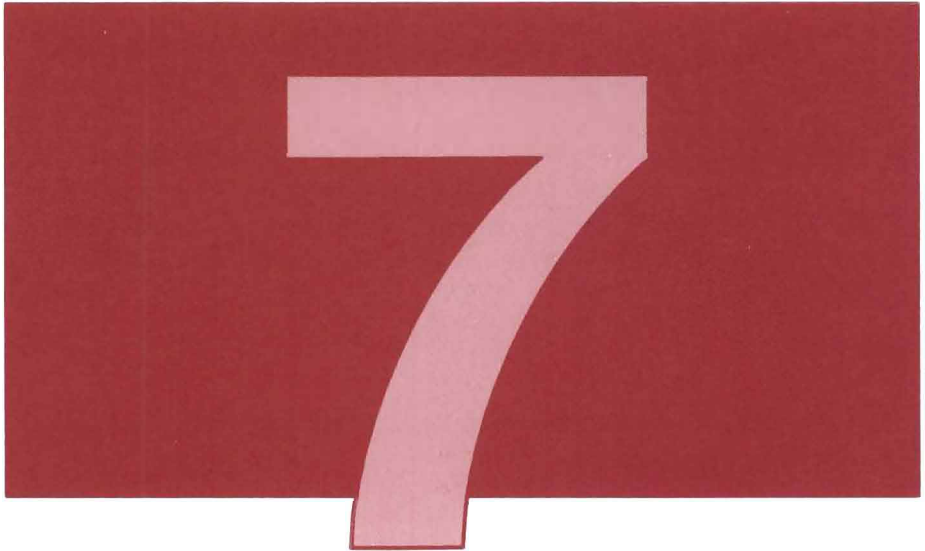


part **3**

Sending Messages, Notes, and Files



Chapter 7. Sending Messages, Notes, and Files



Note: If your system has the Text/Office package installed, you should use the IBM Professional Office System (PROFS) to send messages and notes. For information on PROFS, see *VMIIS Learning to Use Your System: Performing Office Tasks*. If the Text/Office package is not installed on your system, follow the steps described here.

This chapter describes how you can send messages, notes, and files to people who share your system.

When you send notes or letters to other people, you do not always have to print the information on paper. In this chapter, you learn how to send information directly from your display station, through

the system, to someone else's display station. If you want to type a document, print it, and mail it to someone, see Chapter 9, "Creating Documents".

Throughout the examples in this chapter, we use DEMO2 as your user ID and ATLANTA as your node identification (node ID). Use your own user ID whenever this book uses DEMO2. When communicating with other users on your system, you do not have to supply a node ID.

In this chapter, notes and messages are sent to user IDs on the same system as your user ID. Therefore, the node ID field is left blank. If you want to send a message to a user on a different system, see *VM/IS Learning to Use Your System: Communicating with Other Systems*.

Sending a Message

Sometimes you may want to send a short communication to someone, usually a sentence or two. You can do this by sending that person a message.

A message is the kind of information you might tell someone over the telephone. The message is sent after you press the ENTER key. Once you send a message, it is not stored anywhere. The recipient receives the message only if he or she is logged on to the system.

Below we describe two ways you can send a message:

1. Using the menus.

This is the recommended way for new or occasional users of VM/IS.

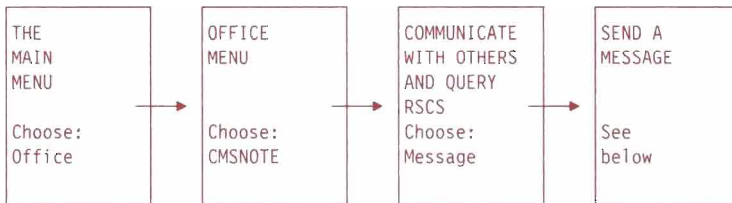
2. Using the TELL command.

This is a faster method for users who frequently send messages.

Using Menus to Send a Message

In this example, you send a message to yourself.

1. Choose panels as shown below:



```

-----
SEND A MESSAGE
-----
1. Identify who is to receive the message by completing A or B.

A. Type a userid (and nodeid if not on the same system).

    Userid  demo2      Nodeid  _____

B. Type a nickname.

    Nickname  _____

2. Type the message below.

    This is a test message. _____
    _____

3. Press the ENTER key.
-----
PF: 1 Help    2 ...    3 End    4 Return  5 Cmd    6 Index
PF: 7 ...    8 ...    9 Probrep 10 ...   11 ...   12 Cursor
====>
  
```

Figure 23. SEND A MESSAGE Panel

2. On the SEND A MESSAGE panel, type `demo2` (or your user ID) if it is not there already. (Ignore the Node ID and Nickname fields.)

Note: If you want to send a message to a user on a different system, see *VM/IS Learning to Use Your System: Communicating with Other Systems*.

3. In the Type the message below field, type (as shown in Figure 23):

`This is a test message.`

4. Press the ENTER key. The message you sent yourself appears on your screen. HOLDING appears in the bottom right corner of your screen.

5. Press CLEAR to return to the SEND A MESSAGE panel.

Next, send another message, this time to Mary Jones, whose user ID is DEMO3.

1. On the SEND A MESSAGE panel, in the Userid field, type:

`demo3`

2. In the Type the message below field, type:

`Have you finished marking the papers?`

You can type over any information already there.

3. Press the ENTER key to send the message.

Notes:

- a. If Mary is logged on to the system, she sees the following message on her screen:

MSG FROM DEMO2: Have you finished marking the papers?

The first part tells Mary who sent the message. It is always the sender's user ID. In this example she sees your user ID. Now Mary knows you sent the message and can send one back, if she wants to.

b. If Mary has not logged on, you see this message:

```
DMKMSG045E DEM03 NOT LOGGED ON
```

The message is not saved, nor is it sent to Mary when she does log on. You have to send it again after she logs on.

4. Press PF4 (Return) to return to the MAIN MENU.

Sometimes someone sends you a message while you are editing a file or working with a panel. You do not get the message until you press the ENTER key. The panel clears, and the message appears. HOLDING appears in the bottom right corner of the your screen. After you read the message, press CLEAR to return to the file or panel you were working on.

Using the TELL Command to Send a Message

If you often send messages, you can use the following shortcut. On the command line of any VM/IS menu, type:

```
tell userid message
```

and press the ENTER key. Userid is the user identification of the person to whom you are sending the message, and message is the text of the message that you are sending. Your previous example on sending a message to Mary would look like this:

```
tell demo3 Have you finished marking the papers?
```

Press the ENTER key. Press CLEAR to return to the panel where you issued the command.

Sending a Note

Sometimes you may want to send someone more information than a brief message contains. A note, which is generally longer than a message, can also be thought of as mail.

A more important difference between messages and notes is that you do not have to be logged on to receive a note, as in the case of messages. The system stores a note until you are ready to read it.

Below we describe two ways you can send a note:

1. Using the menus.

This is the recommended way for new or occasional users of VM/IS.

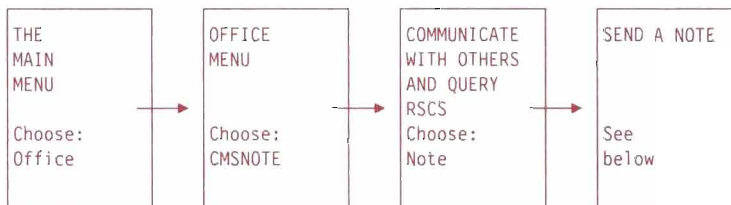
2. Using the NOTE command.

This is a faster method for users who frequently send notes.

Using Menus to Send a Note

In this example, you prepare and send a note to Mary Jones, whose user ID is DEMO3, and a copy to Bill Smith, whose user ID is DEMO4. The node ID field is left blank because both IDs reside on the same system. If you want to send a message to a user on a different system, see *VM/IS Learning to Use Your System: Communicating with Other Systems*.

1. Choose panels as shown below:



SEND A NOTE

1. Identify **who** the note is addressed to by entering a userid (and a nodeid if not on the same system) or a nickname.

Userid/Nickname	AT	Nodeid
demo3	_____	_____
_____	AT	_____
_____	AT	_____
_____	AT	_____

2. Identify anyone to be copied by entering a userid (and a nodeid if not on the same system) or a nickname.

Userid/Nickname	AT	Nodeid
demo4	_____	_____
_____	AT	_____
_____	AT	_____
_____	AT	_____

3. Press the enter key.

PF: 1	Help	2 ...	3 End	4 Return	5 Cmd	6 Index
PF: 7	...	8 ...	9 Probrep	10 ...	11 ...	12 Cursor

====>

Figure 24. SEND A NOTE Panel

2. Move the cursor to the Userid/Nickname field of step 1 on the SEND A NOTE panel.
3. Type the user ID of the person to whom you are sending the note:
demo3

4. Move the cursor to the Userid/Nickname field of step 2 on the SEND A NOTE panel.

5. Type the user ID of the person to receive a copy of the note:

demo4

Figure 24 shows how to send a note to Mary Jones and a copy to Bill Smith.

6. Press the ENTER key. The NOTE panel appears on your screen.

```
DEMO2  NOTE  A0 V 132 Trunc=132 Size=9 Line=9 Col=1 Alt=0

* * * Top of File * * *
OPTIONS: NOACK LOG SHORT NOTEBOOK ALL

Date: 15 June 1988, 15:30:52 EDT
From: DEMO2 at ATLANTA
To: DEMO3
cc: DEMO4

* * * End of File * * *

1= Help      2= Add line  3= Quit      4= Tab       5= Send      6= ?
7= Backward  8= Forward   9= =        10= Rgtright 11= Spltjoin 12= Power input

====> _

X E D I T 1 File
```

Figure 25. NOTE Panel

The NOTE panel has headings that show the date and time, and information about the sender (you) and the recipient(s). You do not have to type these headings since the information appears automatically in the note. You can ignore the line that begins with OPTIONS: (but do not delete it). For more information, press PF1 (Help).

The PF keys and their functions are listed just above the command line.

Once the NOTE panel appears, the system is in edit mode. You use the same method to create a note as you do when you create a file using XEDIT (Chapter 3, "Creating a File" on page 33). The NOTE panel looks different from the usual XEDIT panel layout. It does not have a prefix area (00001) or scale.

7. On the command line of the NOTE panel, type:

```
input
```

8. Press the ENTER key. The system is now in input mode. You can type the body of the note in the space provided after the headings. If your note does not fit on one panel, press the ENTER key to continue typing on a new panel.

Figure 26 shows a sample of a note to Mary Jones.

```

DEMO2  NOTE  A0  V 132  Trunc=132  Size=9  Line=9  Col=1  Alt=0

* * * Top of File * * *
OPTIONS: NOACK  LOG  SHORT  NOTEBOOK ALL

Date: 15 June 1988, 15:30:52 EDT
From: DEMO2 at ATLANTA
To: DEMO3
cc: DEMO4
Mary, we are having a meeting to discuss the progress of our
students based on the papers you have marked. Please send me
a summary of the main issues as you see them. I will be
discussing this status information with Bill Smith tomorrow and
will pass on any new information I receive to you by Friday.
                                Thank you,
                                J Doe

1= Help      2= Add line  3= Quit      4= Tab      5= Send      6= ?
7= Backward  8= Forward   9= =       10= Rgleft 11= Spltjoin 12= Power input
DMSXMD573I Input Mode:
====> * * * Input Zone * * *

                                Input-mode 1 File

```

Figure 26. Information Typed into the NOTE Panel

All the PF keys except PF5 are set to commands that help you edit your note. They may look familiar because they are XEDIT commands.

If you want to use XEDIT commands not assigned to PF keys, you can return to edit mode by pressing the ENTER key twice. Then you can use the PF keys and enter XEDIT commands from the command line while composing your note. If you do not need to use any XEDIT commands, you can stay in input mode until you finish typing.

If you want to insert characters in a line, press the *insert mode* key. The insert mode key is labeled either with INS MODE or the carat mark over the letter a (â). Type the characters or words to be inserted. Press RESET to leave insert mode.

9. Press PF5 (Send) to send the note. A message on your screen tells you the note has been sent.
10. To return to the COMMUNICATING WITH OTHERS AND QUERY RSCS menu, press CLEAR.
11. Press PF4 (Return) to return to the MAIN MENU.

Keeping Copies of Notes

Each time you send a note, a copy of it is saved automatically in a file called ALL NOTEBOOK. By browsing the ALL NOTEBOOK file, you can look up any note that you have sent. For information on browsing a file see Chapter 4, "Looking at Your Files".

Using the NOTE Command to Send a Note

If you often send notes, you can use the following shortcut. On the command line of any VM/IS menu, type:

```
note userid
```

and press the ENTER key. `userid` is the user identification of the person to whom you are sending the note, which you must include. To send a note to Mary Jones with user ID DEMO3, type:

```
note demo3
```

Press the ENTER key to display the NOTE panel. You can fill in the information on the NOTE panel and send the note, as described earlier. Otherwise, press PF3 to leave the note facility, then press PF4 (Return) to return to the MAIN MENU, if necessary.

Sending a File

Sometimes you may want to send a file you have created to other users. For example, you may write a business proposal for your manager to review and add comments to. With VM/IS, you can send a file to other users.

Note: If you want to send a file to a PC, see *VM/IS Learning to Use Your System: Communicating with Other Systems*.

Below, we describe two ways you can send a file:

1. Using the menus.

This is the recommended way for new or occasional users of VM/IS.

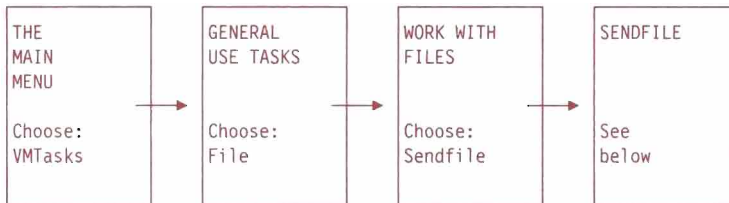
2. Using the SENDFILE command.

This is a faster method for users who frequently send files.

Using Menus to Send a File

In this example you send a sample file called SAMP01 COBOL O, to yourself.

1. Choose panels as shown below:



```
----- SENDFILE -----  
File(s) to be sent (use * for Filename, Filetype and/or Filemode  
to select from a list of files)  
Enter filename : samp01  
filetype : cobol  
filemode : o  
  
Send files to :  
  
Type over 1 for YES or 0 for NO to change the options:  
  
0 Request acknowledgement when the file has been received?  
1 Make a log entry when the file has been sent?  
1 Display the file name when the file has been sent?  
0 This file is actually a list of files to be sent?  
  
1= Help          3= Quit          5= Send          12= Cursor  
  
====>                                         Macro-read 1 File
```

Figure 27. SENDFILE Panel

2. On the SENDFILE panel in the filename field, type:

samp01

3. In the filetype field, type:

cobol

4. In the filemode field, type:

o

5. In the `Send files to` field, type your user ID as the name to send the file to.

6. For this example, leave the YES/NO options as they are.

For a detailed explanation of the YES/NO options, press PF1 (Help), and read the information on the help panels. Press PF3 (Quit) to return to the SENDFILE panel.

Your panel should look like Figure 27.

7. Press PF5 (Send) to send the file. A message tells you the file has been sent.

8. Press CLEAR when MORE... appears.

9. Press PF4 (Return) twice to return to the MAIN MENU.

Using the SENDFILE Command to Send a File

If you often send files, you can use the following shortcut. On the command line of any VM/IS menu, type:

```
sendfile
```

Press the ENTER key to display the SENDFILE panel (Figure 27). Fill in the information on the SENDFILE panel, and send the file as described earlier. Otherwise, press PF3 (Quit) to leave the SENDFILE panel; then press PF4 (Return) to return to the MAIN MENU, if necessary.

Using Nicknames

In the previous examples, you learned how to send information such as messages, notes, and files, to other people. In each case you had to remember the user ID of the person you sent information to. VM/IS allows you to assign nicknames to user IDs. Then, when you send messages, notes, or files, you can identify the recipients by their nicknames. For example, you can refer to Mary Jones as Mary, rather than demo3.

The nicknames you assign to people are stored in a special file called a *NAMES* file. The *NAMES* file is your personal directory for computer system communication. In addition to containing nicknames and user IDs, the *NAMES* file can also contain other information, such as someone's **node ID** (node or computer identification). The node ID is the same for everyone sharing your computer. The *NAMES* file can also contain information such as mailing addresses and phone numbers. Once you make an entry for someone in your *NAMES* file, you can identify him or her by the nickname you have assigned, and you can forget that person's user ID. The *NAMES* file is the collection of all the entries you create for people you communicate with.

Below, we describe two ways you can create a *NAMES* file entry:

1. Using the menus.

This is the recommended way for new or occasional users of VM/IS.

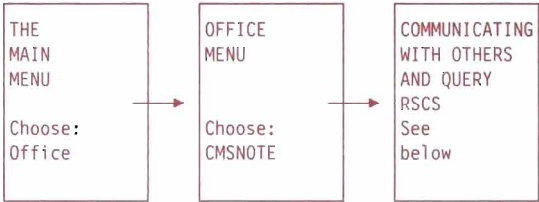
2. Using the *NAMES* command.

This is a faster method for frequent users.

Using Menus to Create a NAMES File Entry

In this example, you create a nickname entry for yourself and a nickname entry for Mary Jones, to store in a NAMES file.

1. Choose panels as shown below:



```
COMMUNICATE WITH OTHERS AND QUERY RSCS
-----
To choose one of the following, type its number and press ENTER:

  1 Message          Send a message.
  2 Note             Send a note.
  3 Note-def         List or change the NOTE defaults.
  4 Names            Work with nicknames in your names file.

  5 RSCS             Query RSCS.

-----
PF: 1 Help    2 ...    3 End    4 Return  5 Cmd    6 Index
PF: 7 ...    8 ...    9 Probrep 10 ...   11 ...   12 Cursor
===>
```

Figure 28. COMMUNICATING WITH OTHERS AND QUERY RSCS Menu

2. On the command line of the COMMUNICATING WITH OTHERS AND QUERY RSCS menu, type the number to the left of the keyword Names, and press the ENTER key.
3. The NAMES FILE EDITING panel appears (Figure 29). When you enter the Names option, your user ID appears automatically in the first line instead of Userid as shown in Figure 29.

```

====> Userid  NAMES  <=====>  NAMES  FILE  EDITING  <====
Fill in the fields and press a PFkey to display and/or change your NAMES file.
Nickname:      Userid:      Node:      Notebook:
              Name:
              Phone:
              Address:
              :
              :
              :
              List of Names:
              :
              :
              :

You can enter optional information below. Describe it by giving it a "tag".

Tag:           Value:
Tag:           Value:

1= Help      2= Add      3= Quit      4= Clear      5= Find      6= Change
7= Previous  8= Next     9=          10= Delete   11=         12= Cursor

====>
Macro-Read 1 File

```

Figure 29. NAMES FILE EDITING Panel

On this panel you enter the information you want stored in your NAMES file for a particular person.

4. Type the information in the space provided next to each labeled field, as shown in Figure 30. This entry is for yourself. For this example you are John Doe, your user ID is DEMO2, and your nickname is MYSELF. The information you enter for yourself in the NAMES file appears in the heading information of the NOTE panel described earlier in this chapter.

```

====> DEMO2 NAMES <=====> N A M E S F I L E E D I T I N G <====
Fill in the fields and press a PFkey to display and/or change your NAMES file.
Nickname: MYSELF Userid: DEMO2 Node: Notebook:
      Name: John Doe
      Phone: 555-4567
      Address: 201 Redwood Lane
              : Atlanta, Georgia
              :
              :
      List of Names:
              :
              :
              :

You can enter optional information below. Describe it by giving it a "tag".

Tag:          Value:
Tag:          Value:

1= Help      2= Add      3= Quit      4= Clear      5= Find      6= Change
7= Previous  8= Next      9=          10= Delete   11=         12= Cursor

====>

```

Macro-Read 1 File

Figure 30. Your Personal NAMES File Entry

The fields on the NAMES FILE EDITING panel are explained next.

Nickname, Userid

Fill in the Nickname and Userid fields. The nickname can be any name you want to use, but must be different from any existing user ID or any other nickname. You can type uppercase or lowercase letters in these fields. They change automatically to uppercase.

Node

You can leave the Node field blank. Since the examples in this book assume that you are sending information to people on your local system, you can ignore references to nodes in these panels. If you have the Remote Communication Support package or Networking Support package installed, you can communicate

with users of other VM systems. For more information, see *VM/IS Learning to Use Your System: Communicating with Other Systems* or *VM/IS Introducing Your SNA Network*.

Name, Phone, Address

The Name, Phone, and Address fields are optional, but the more information you can supply, the better. This information is used in note headings. You can type these fields in uppercase or lowercase letters or a combination of the two. They remain in the same format as you type them in.

Tag, Value

The Tag and Value fields are optional. You can use them to save additional information about someone. Tag is a label you choose, such as "Job Title". Value is its value, such as "President".

5. After filling in the fields as shown in Figure 30, press PF2 (Add) to place the data from the panel into your NAMES file. A message near the bottom of the panel (on the line above the command line), tells you the entry has been made.
6. Press PF4 (Clear) to clear the fields.

Now you can type the information to create an entry in your NAMES file for Mary Jones, whose user ID is DEMO3, and whose nickname is MARY.

7. Enter the information as shown in Figure 31.
8. Press PF2 (Add) to add entries to the NAMES file.

```

====> DEMO2 NAMES <=====> N A M E S   F I L E   E D I T I N G <====
Fill in the fields and press a PFkey to display and/or change your NAMES file.
Nickname: MARY   Userid: DEMO3 Node:           Notebook: MARY
           Name: Mary Jones
           Phone: 111-555-5678
           Address:
                   :
                   :
                   :
List of Names:
                   :
                   :
                   :

You can enter optional information below. Describe it by giving it a "tag".

Tag:           Value:
Tag:           Value:

1= Help      2= Add      3= Quit      4= Clear      5= Find      6= Change
7= Previous  8= Next      9=          10= Delete    11=         12= Cursor

====>

```

Macro-Read 1 File

Figure 31. A NAMES File Entry for Another User

Using the Notebook Field

In Figure 31, the Notebook field is filled in. Usually, copies of all notes that you send and receive are saved automatically in the ALL NOTEBOOK file. You may want to save all notes to and from a particular person in a separate file. In the Notebook field on the NAMES FILE EDITING panel, type the file name of a file in which you want to save notes to and from a particular person. The file type is always NOTEBOOK. Figure 31 specifies MARY as the file name. From now on, a copy of any note you send to or receive from Mary is saved in a file called MARY NOTEBOOK.

Using the List of Names Field

You may want to send the same messages, notes, or files to a group of people, for example, a group of people working on the same project. You can create an entry in your NAMES file for a list of names, which is like a distribution list. Make sure you have made an entry for each person in your NAMES file. Then type a name in the Nickname field of the NAMES FILE EDITING panel. The nickname you type is that of the group or of the list, not of one person. In the List of Names field, type the nickname of each person you want to include in your distribution list, whose name is in your NAMES file. You can type the names on one line with a space between each name. For example:

List of Names: john mary bill joe ron

9. When you have finished adding entries to your NAMES file, press PF3 (Quit) to leave the panel.
10. Press PF4 (Return) to return to the MAIN MENU.

Using the NAMES Command to Create a NAMES File Entry

If you frequently assign nicknames to users, you can use the following shortcut. On the command line of any VM/IS menu, type:

names

and press the ENTER key. The NAMES FILE EDITING panel appears on your screen (Figure 29). Fill in the NAMES FILE EDITING panel as described in the previous example. When you have finished adding entries to your NAMES file, press PF3 (Quit) to leave the panel, and press PF4 (Return) to return to the MAIN MENU, if necessary.

Now you can return to the beginning of this chapter and again work through the examples, such as sending messages and notes. This time, type `myself` or `mary` in the Userid/Nickname field, instead of `demo2` or `demo3`.

part 4

Receiving Notes and Files



Chapter 8. Receiving Notes and Files



Note: If your system has the Text/Office package installed, use the IBM Professional Office System (PROFS) to receive notes. For information about PROFS see *VM/IS Learning to Use Your System: Performing Office Tasks*. If the Text/Office package is not installed on your system, follow the steps described here.

You will frequently receive notes and files from other users of your system. This chapter describes some of the ways in which you can work with the notes and files that are not yet stored on your system. For information on working with files that are already stored on a disk on your system, see "Part 2. Working with Files".

Viewing a List of Notes and Files Sent to You

All notes and files that other people send to you arrive in your **reader**. Your reader is a temporary storage space in your system where incoming notes and files remain until you decide what you want to do with them. You can work with these notes and files while they are still in your reader. In this chapter, both notes and files are called **reader files**. You can view a list of the notes and files that are currently in your reader in either of the following ways:

1. Using the menus.

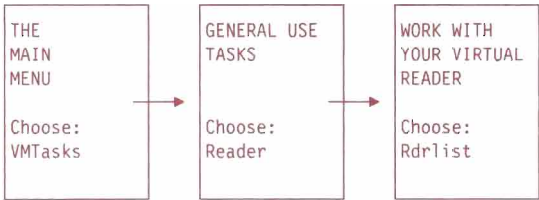
This is the recommended way for new or occasional users of VM/IS.

2. Using the RDRLIST command.

This is a faster method for more experienced users.

Using Menus to View Your Reader List

To view your reader list, choose panels as shown below:



When you choose the keyword Rdrlist, you see the READER LIST (RDRLIST) panel. This panel contains a list of all the notes and files sent to you. Your reader list is similar to Figure 32.

```

DEMO2  RDRLIST  A0  V 108  Trunc=108  Size=4  Line=1  Col=1  Alt=0
Cmd  Filename  Filetype  Class  User  at  Node  Hold  Records  Date  Time
EMPLOYEE LIST  PUN A DEMO2  ATLANTA  NONE  3  06/15  10:38:32
DEMO3  NOTE  PUN A DEMO3  ATLANTA  NONE  10  06/15  10:39:13
DEMO4  NOTE  PUN A DEMO4  ATLANTA  NONE  12  06/15  12:50:22
SAME18 EXEC  PUN A DEMO2  ATLANTA  NONE  55  06/15  15:30:25

1= Help      2= Refresh  3= Quit     4= Sort(type) 5= Sort(date) 6= Sort(user)
7= Backward  8= Forward  9= Receive 10=          11= Peek     12= Cursor

====>

X E D I T  1 File

```

Figure 32. READER LIST (RDRLIST) Panel

If you have no reader files, a message along with MORE... appears on your screen. Press CLEAR to return to the WORK WITH YOUR VIRTUAL READER menu.

Press PF4 (Return) twice to return to the MAIN MENU.

In the reader list shown in Figure 32, you can see four items: two of them are notes, and two are files. Both notes and files are reader files.

Using the RDRLIST Command to View Your Reader List

If you often look at your reader list, you can use the following shortcut. On the command line of any VM/IS menu, type:

```
rdrlist
```

and press the ENTER key.

The READER LIST panel (Figure 32) appears on your screen if you have reader files. If you have no reader files, a message appears, and you do not see the READER LIST panel.

Peeking at a Reader File

Sometimes you want to see the contents of a note or file in your reader, before you decide what to do with the note or file. You can look or *peek* at the reader file using the following method:

1. On the READER LIST panel, place the cursor beside the note or file you want to look at.
2. Press PF11 (Peek). The PEEK panel appears on your screen. Figure 33 is an example of a PEEK panel.

```

2593   PEEK   A0 V 80 Trunc=80 Size=3 Line=0 Col=1 Alt=0
File EMPLOYEE LIST from DEMO2 at ATLANTA. Format is NETDATA.
* * * Top of File * * *
Mary Brown
Barbara Miller
Kevin Shaw
* * * End of File * * *

1= Help      2= Add line  3= Quit      4= Tab      5= Clocate  6= ?/Change
7= Backward  8= Forward   9= Receive  10= Rgtright 11= Spltjoin 12= Cursor

====>

X E D I T  1 File

```

Figure 33. Example of a PEEK Panel

Using PF Keys on the Peek Screen

PF5 - You can search for information in a reader file by typing on the command line at the bottom of the PEEK panel:

`clocate/data/`

where data is the word or character string you are searching for. Press PF5 (Clocate). Each time you press PF5 (Clocate), the next occurrence of the information you are searching for appears. The cursor moves to the character string, and the line that contains it is highlighted.

PF7 and **PF8** - If the reader file takes up more than one screen, you can use PF7 (Backward) and PF8 (Forward) to scroll through it.

PF9 - If you want to receive the reader file, press PF9 (Receive). The reader file is stored on your system, and the READER LIST panel reappears on your screen. (See below for more information about receiving or discarding a reader file.)

3. After you have finished looking at the reader file on the PEEK panel, press PF3 (Quit) to return to the READER LIST panel.

Receiving a Reader File

After you have peeked at the notes and files in your reader, you may decide that you would like to store a particular reader file on your system. To store a reader file, you must *receive* it from your reader, using the following method:

1. On the READER LIST panel, move the cursor to the line containing the reader file you want to receive.
2. Press PF9 (Receive). A message appears on that line, telling you the file has been received (Figure 34). The reader file is now stored in your personal storage with the same file label as on the READER LIST panel.

```

DEMO2  RDRLIST  A0  V 108  Trunc=108  Size=3  Line=1  Col=1  Alt=0
Cmd  Filename  Filetype  Class  User  at Node  Hold  Records  Date  Time
*   EMPLOYEE LIST  received from DEMO2 at ATLANTA
    DEMO3    NOTE    PUN A  DEMO3   ATLANTA  NONE    10 06/15  10:39:13
    DEMO4    NOTE    PUN A  DEMO4   ATLANTA  NONE    12 06/15  12:50:22
    SAME18   EXEC    PUN A  DEMO2   ATLANTA  NONE    55 06/15  15:30:25

1= Help      2= Refresh  3= Quit    4= Sort(type) 5= Sort(date) 6= Sort(user)
7= Backward  8= Forward  9= Receive 10=          11= Peek      12= Cursor

====>
                                X E D I T  1 File

```

Figure 34. READER LIST Panel After a File Is Received

Replacing or Renaming a File

Sometimes a file arriving in your reader has the same label as a file already stored on your system. When you press PF9 (Receive) to receive the file, a message at the bottom of your READER LIST panel tells you that a file with that label already exists, and that you can specify the REPLACE option when you receive this new file. The system cannot move the file to your personal storage, because two files

cannot have the same label. You can handle this situation in either of the following ways:

1. If you want the new file in your reader to replace the original file in your personal storage, type the following command in the Cmd space next to the file you want to receive, as shown in Figure 35:

```
receive / (replace
```

Then press the ENTER key. You may want to replace the file in your personal storage if, for example, someone sends you an updated copy of the file.

```
DEMO2  RDRLIST  A0  V 108  Trunc=108 Size=3 Line=1 Col=1 Alt=0
Cmd  Filename Filetype Class User  at Node  Hold  Records  Date      Time
receive / (replaceT  PUN A DEMO2  ATLANTA NONE      3  06/15    10:38:32
      DEMO3  NOTE   PUN A DEMO3  ATLANTA NONE      10 06/15    10:39:13
      DEMO4  NOTE   PUN A DEMO4  ATLANTA NONE      12 06/15    12:50:22
      SAME18 EXEC   PUN A DEMO2  ATLANTA NONE      55 06/15    15:30:25

1= Help      2= Refresh  3= Quit    4= Sort(type) 5= Sort(date) 6= Sort(user)
7= Backward  8= Forward  9= Receive 10=          11= Peek     12= Cursor

====>

X E D I T  1 File
```

Figure 35. Replacing a File

2. If you want to keep the original file in your personal storage and also store the new reader file, you can give the new file in your reader a different file label. To receive and rename the new file, type the following command in the command space next to the file:

```
receive / newfilename newfiletype
```

Then press the ENTER key. Either the new file name or the new file type must be different from that of the original file or any other file in your personal storage. For example, if the original file is called EMPLOYEE FILE, you could type either:

```
receive / employe1 file
```

or:

```
receive / employee file1
```

Note: When you type the commands described in these two methods, you type over the material already displayed on the line.

Discarding a Reader File

If you do not want to keep or store a note or file that is in your reader, you can discard it. Be sure that you don't want the note or file because after you have discarded it, you cannot get the reader file back. To discard a reader file:

1. In the Cmd space, next to the file name on the READER LIST panel, type:

```
discard
```

2. Press the ENTER key. A message appears after the file label to say the file has been discarded as shown in Figure 36.

```
DEMO2  RDRLIST  A0  V 108  Trunc=108  Size=4  Line=1  Col=1  Alt=0
Cmd  Filename  Filetype  Class  User  at  Node  Hold  Records  Date  Time
*   DEMO3     NOTE      has been discarded
    DEMO4     NOTE      PUN A  DEMO4  ATLANTA  NONE      12 06/15  12:50:22
    SAME18    EXEC      PUN A  DEMO2  ATLANTA  NONE      55 06/15  15:30:25

1= Help      2= Refresh  3= Quit    4= Sort(type) 5= Sort(date) 6= Sort(user)
7= Backward  8= Forward  9= Receive 10=          11= Peek      12= Cursor

====>

X E D I T  1 File
```

Figure 36. Discarding a File

Returning to the MAIN MENU from the READER LIST Panel

To return to the MAIN MENU from the READER LIST panel:

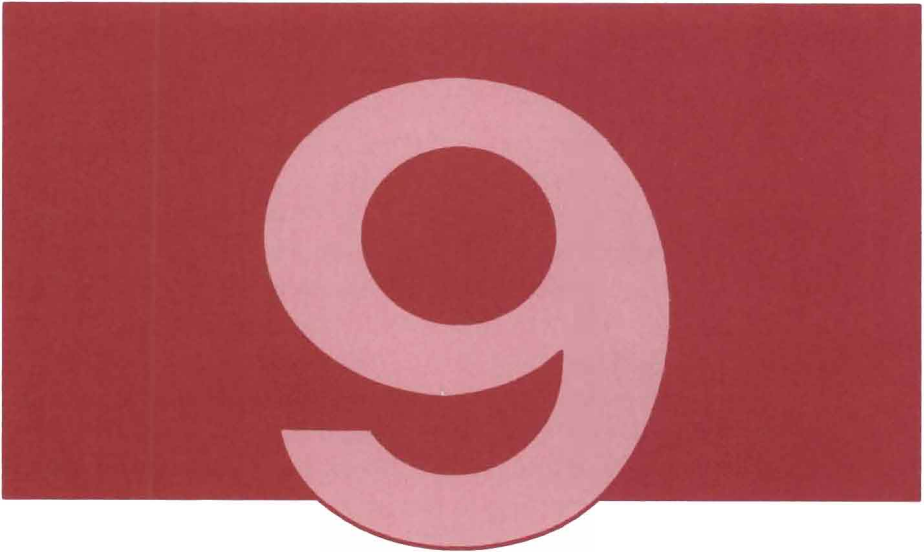
1. Press PF3 (End) to return to the WORK WITH YOUR VIRTUAL READER menu.
2. Press PF4 (Return) twice to return to the MAIN MENU.

part **5**

Creating Documents



Chapter 9. Creating Documents



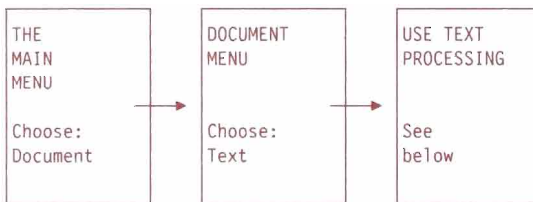
Note: Your system must have the Document Composition Facility (DCF) installed in order to perform the tasks described in this chapter. Check with your system administrator. If your system has the Text/Office package installed, you should use the IBM Professional Office System (PROFS) or DisplayWrite/370 to perform the tasks discussed in this chapter. For information about PROFS and DisplayWrite/370 see *VM/IS Learning to Use Your System: Performing Office Tasks*. If DCF is installed on your system and the Text/Office package is not, follow the steps described here.

In “Part 2. Working with Files”, you learned how to create and work with files. Files can be any collection of information. In this chapter, you learn how to create documents, such as memos, reports, or manuscripts.

Creating and Working with a Memo (Short Document)

Frequently you may create short documents, such as memos, to send to other users. VM/IS provides you with a skeleton memo that you can modify for your own use. In this example, you use the skeleton memo to prepare a memo to John Smith, your staffing officer. The memo you create is really a file you call ESTIMATE SCRIPT A. What you see when you create your memo does not look like the EDIT panel seen in “Creating a File” on page 35. The usual XEDIT panel has been modified to make it easy for you to create short documents. For example, your address information will automatically appear at the top of the page in letter format.

1. Choose panels as shown below:



```

USE TEXT PROCESSING (DOCUMENT COMPOSITION FACILITY)
-----
Select the activity you want to perform and press ENTER.

If you are a new or inexperienced user of the Document Composition
Facility (DCF), select one of the following options:

    1 Memo preparation      - Create, modify, review, print, or
                           - delete a memo or simple letter.
    2 Text preparation     - Create, modify, review, print, or
                           - delete a text file.

If you are an experienced user of the Document Composition Facility,
select one of the following options:

    3 Create or modify file - Create a new text file or modify
                           - an existing one.
    4 Format or print file  - Format or print a text file.
    5 Delete file          - Delete a text file.
-----
PF: 1 Help    2 ...    3 End    4 Return  5 Cmd    6 Index
PF: 7 ...    8 ...    9 Probrep 10 ...   11 ...   12 Cursor
===>

```

Figure 37. USE TEXT PROCESSING Menu

2. On the USE TEXT PROCESSING menu (Figure 37), select the Memo preparation option by typing **1** on the command line.
3. Press the ENTER key. The MEMO PREPARATION menu appears (Figure 38).

```
MEMO PREPARATION
-----
Select the activity you want to perform.

  1 Create memo      - Create a memo.
  2 Modify memo     - Make changes to an existing memo.
  3 Review memo     - Review a memo at the terminal.
  4 Print memo      - Print copies of a memo.
  5 Delete memo     - Delete a memo.

-----
PF: 1 Help   2 ...   3 End   4 Return  5 Cmd   6 Index
PF: 7 ...   8 ...   9 Probrep 10 ...  11 ...  12 Cursor
===>
```

Figure 38. MEMO PREPARATION Menu

4. On the MEMO PREPARATION menu, select the Create memo option by typing **1** on the command line.
5. Press the ENTER key. The CREATE MEMO panel similar to (Figure 39) appears.


```
CREATE MEMO
-----
Complete the following and press ENTER.

Memo name:      estimate  Type the name of the memo you want to
                        create. The same name cannot be
                        assigned to another memo or document.

-----
PF: 1 Help      2 ...      3 End      4 Return   5 Cmd      6 Index
PF: 7 ...       8 ...      9 Probrep 10 ...     11 ...     12 Cursor
===>
```

Figure 39. CREATE MEMO Panel

6. In the Memo name: field, type:

estimate

```
TX$MEMO

Type in your memo between the dashed lines. Use the PF and Cursor Positioning
Control keys to move the cursor. Press the ENTER key to record your typing.
-----
TO:      John Smith
         ABC Company
         123 Boylston Street
         Boston, MA 02116

FROM:    Mary Jones
         XYZ Company
         999 Park Avenue
         New York, NY 10022

DATE:    June 19, 198x

SUBJECT: The subject for this memo.

-----
PF: 1 Help    2 Insert  3 End      4 Tab      5 ...      6 Erase
PF: 7 Backward 8 Forward 9 New page 10 ...    11 ...     12 File
====>
```

Figure 40. Creating a Memo (Part 1)

7. Press the ENTER key. You are now in edit mode. A skeleton memo is shown in Figure 40, which you can change as you wish. The panel looks slightly different from the XEDIT panel described earlier in "Part 2. Working with Files" in this book.
8. Type the correct date in the Date: field.

```
TXt$MEMO
```

```
Type in your memo between the dashed lines. Use the PF and Cursor Positioning
Control keys to move the cursor. Press the ENTER key to record your typing.
```

```
-----
.* Lines beginning with '.*' will NOT appear in your memo. As you
.* enter your memo, be sure to remove both the '.*' and the number on
.* each line.
```

```
.* 4
.* 5
.* 6
.* 7
.* 8
.* 9
.*10
.*11
.*12
.*13
```

```
-----
PF: 1 Help    2 Insert  3 End      4 Tab      5 ...      6 Erase
PF: 7 Backward 8 Forward 9 New page 10 ...     11 ...     12 File
====>
```

Figure 41. Creating a Memo (Part 2)

9. Press PF8 (Forward) and a panel similar to the one shown in Figure 41 appears.
10. Type in the text of your memo as shown in Figure 42.

```
TXT$MEMO

Type in your memo between the dashed lines. Use the PF and Cursor Positioning
Control keys to move the cursor. Press the ENTER key to record your typing.
-----
I regret to inform you that your estimates for future staffing
needs do not meet our proposed guidelines. Note Section 4E,
which says that inventory needs must be presented separately.

Please return your updated report to me by June 26/88.
.* 4
.* 5
.* 6
.* 7
.* 8
.* 9
.*10
.*11
.*12
.*13
-----
PF: 1 Help    2 Insert  3 End      4 Tab      5 ...      6 Erase
PF: 7 Backward 8 Forward 9 New page 10 ...    11 ...     12 File
====>
```

Figure 42. Creating a Memo (Part 3)

11. When you have finished typing in your memo, press PF12 (File) to store the memo.
12. The memo has the file name of ESTIMATE, which you gave it. The memo has the file type of SCRIPT, which VM/IS has given it. The CREATE MEMO DESCRIPTION panel appears.
13. Type in a description of the memo, such as *staffing estimate*.
14. Press the ENTER key to return to the MEMO PREPARATION menu (Figure 38). A message tells you the memo has been created.

TXT010 - Memo XXXXXXXX has been created.

where XXXXXXXX is the file name of your document, in this case, ESTIMATE. The file type of your document is SCRIPT.

The following task shows you how you can make changes to your memo before you print it. If you do not wish to make changes or to print the memo, press PF4 (Return) twice to return to the MAIN MENU.

Reviewing and Modifying a Memo

To review and modify a memo, follow these steps:

1. Select the *Review memo* option on the MEMO PREPARATION menu by typing **3** on the command line.
2. Press the ENTER key. The REVIEW MEMO panel appears.
3. Type in the name of the memo you want to review. If a name, other than ESTIMATE, is already there, type over it.
4. Press the ENTER key. A message tells you that the memo is being formatted. The *Review memo* option formats your memo and displays it on your screen. When this procedure has ended, you see your formatted memo. The memo you see on your screen is similar in appearance to the memo produced by your printer.
5. Press PF8 (Forward) and PF7 (Backward) to scroll through the memo to check the formatting. Press PF3 (End) to return to the MEMO PREPARATION menu.
6. If you want to change the content or appearance of your memo, select the *Modify memo* option on the MEMO PREPARATION menu by typing **2** on the command line.
7. Press the ENTER key. The MODIFY MEMO panel appears.
8. Type in the name of the memo you want to modify. If a name, other than ESTIMATE, is already there, type over it.
9. Press the ENTER key. Your memo appears.
10. Press PF8 (Forward) and PF7 (Backward) to scroll through the memo. Make changes that you want to the memo.

11. Press PF12 (File) to store your changed memo.
12. The MODIFY MEMO DESCRIPTION panel appears.
13. You may change the description of the memo by typing over the existing description.
14. Press the ENTER key to return to the MEMO PREPARATION menu (Figure 38 on page 114). A message tells you that the memo has been modified.

TXT050 - Memo XXXXXXXX has been processed by modify.

where XXXXXXXX is the file name of your document, in this case, ESTIMATE. The file type of your document is SCRIPT.

15. When you are satisfied that the memo is in the form you want, you can print your memo. See "Printing a Memo or Document" on page 133.
16. If you do not want to print your memo, press PF4 (Return) twice to return to the MAIN MENU. menu.

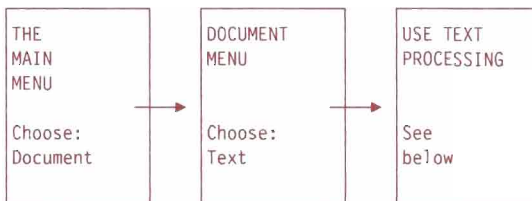
Note: If you prefer, you can use the XEDIT command of the system editor to change or modify the ESTIMATE SCRIPT file containing the memo, instead of using the Modify memo option on the MEMO PREPARATION menu. For more information on the XEDIT command, see Chapter 5, "Editing a File".

Creating and Working with a Report (Long Document)

Note: If your system has the Text/Office package installed, you should use the IBM Professional Office System (PROFS) or DisplayWrite/370 to perform the following tasks. For information about PROFS and DisplayWrite/370 see *VM/IS Learning to Use Your System: Performing Office Tasks*. If DCF is installed on your system and the Text/Office package is not, follow the steps described here.

Sometimes you may want to create a document that is longer than a memo. This example describes how to create a longer document, such as a report or a manuscript. VM/IS provides you with a skeleton document that you can modify for your own use. Although the skeleton document is much more general in format than the skeleton memo, you work with it in a similar manner.

1. Choose panels as shown below:



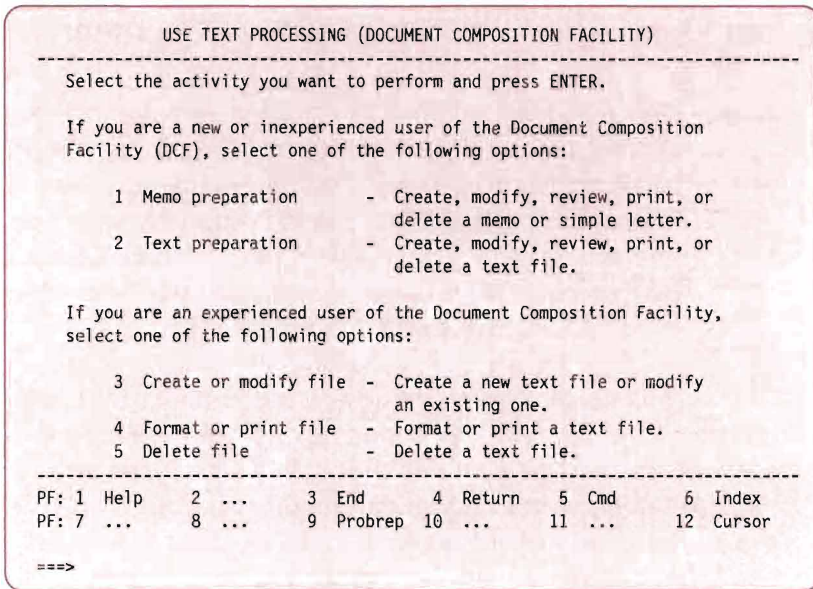


Figure 43. USE TEXT PROCESSING Menu

2. On the USE TEXT PROCESSING menu, choose the Text preparation option by typing 2 on the command line.
3. Press the ENTER key. The TEXT PREPARATION menu appears (Figure 44).


```
TEXT PREPARATION
-----
Select the activity you want to perform.

1 Create text      - Create text.
2 Modify text     - Make changes to existing text.
3 Review text     - Review text at the terminal.
4 Print text      - Print copies of text.
5 Delete text     - Delete text.

-----
PF: 1 Help      2 ...      3 End      4 Return  5 Cmd      6 Index
PF: 7 ...      8 ...      9 Proprep 10 ...    11 ...     12 Cursor
===>
```

Figure 44. TEXT PREPARATION Menu

4. On the TEXT PREPARATION menu, choose the Create text option by typing 1 on the command line.
5. Press the ENTER key. The CREATE TEXT panel appears (Figure 45).

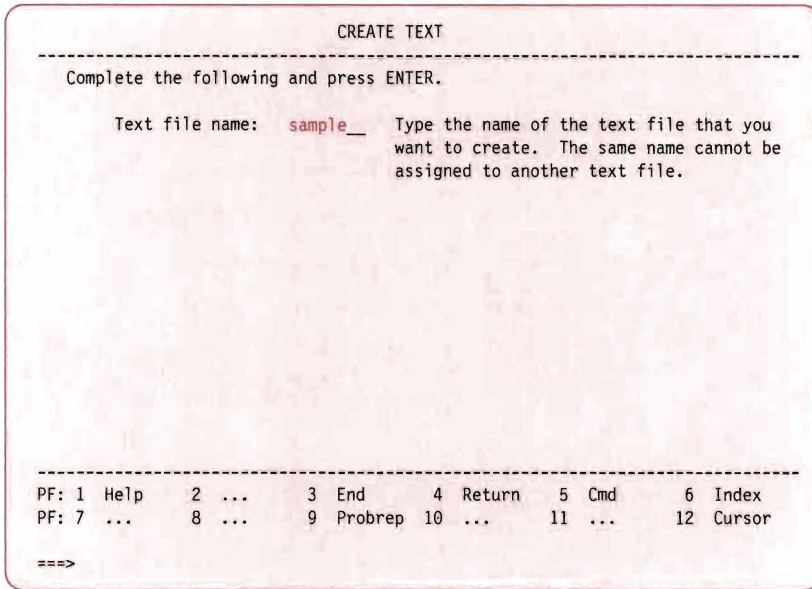


Figure 45. CREATE TEXT Panel

6. On the CREATE TEXT panel, type a file name up to eight characters, such as **sample**. Choose a name that relates to the document you are creating, and is easy to remember.
VM/IS gives your document the file type of SCRIPT.
7. Press the ENTER key. The first panel of a skeleton document appears as shown in Figure 46.

```

TXT$TEXT

Type in your text between the dashed lines. Use the PF and Cursor Positioning
Control keys to move the cursor. Press the ENTER key to record your typing.
-----
.* *****
.* You are using Document Composition Facility: Generalized Markup
.* Language (GML). For more information on this facility, reference:
.* Document Composition Facility: Generalized
.* Markup Language (GML) User's Guide.
.* Document Composition Facility - Generalized
.* Markup Language: Starter Set Reference.
.* Document Composition Facility: User's Guide.
.* *****
.* * First tag in a document. (required)
:gdoc.
.* * Second tag in a document - (required)
.* * specifies the beginning of the
.* * front matter. This major element of
.* * of the document is ended by the
-----
PF: 1 Help      2 Insert  3 End      4 Tab      5 ...      6 Erase
PF: 7 Backward  8 Forward  9 New page 10 ...     11 ...     12 File
====>

```

Figure 46. First Panel of the Skeleton Document

Note: See the Appendix, “Publications and Other Materials You Can Order” for the current titles and order numbers of publications supplied with VM/IS.

8. Fill in, modify, or add to the skeleton document, to create the document you want. Use PF8 (Forward) to scroll through the skeleton document and PF7 (Backward) to scroll back again.

The skeleton document contains formatting tags to help you in placing your text. For an explanation of these tags, see “Formatting Your Documents” on page 127.

9. To store the document, press PF12 (File).
10. The CREATE TEXT DESCRIPTION panel appears on your screen (Figure 47).

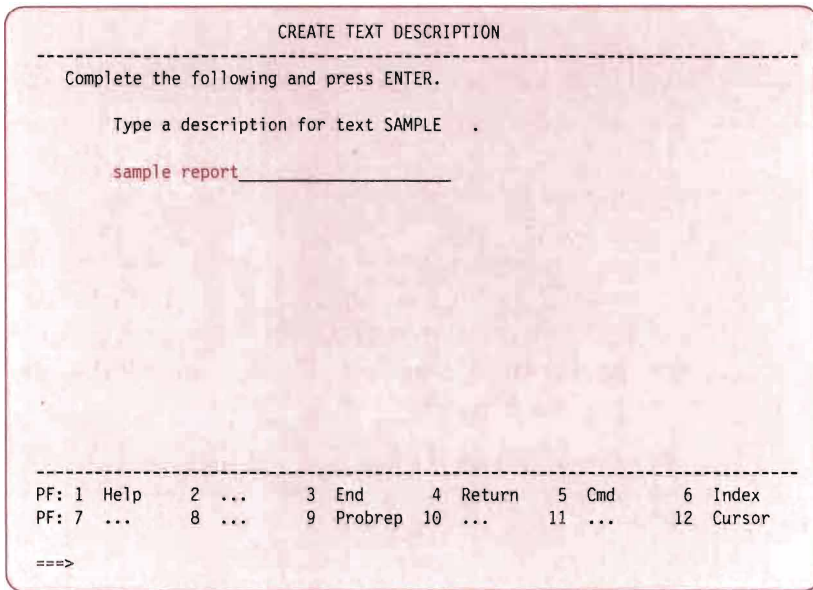


Figure 47. CREATE TEXT DESCRIPTION Panel

11. Type in a suitable description for the document, such as `sample report`.
12. Press the ENTER key. The TEXT PREPARATION menu appears on your screen, (Figure 44), with the message:

TXT046 - Text XXXXXXXX has been created.

where XXXXXXXX is the file name of your document, in this case, SAMPLE. The file type of your document is SCRIPT.

If you want to review or modify your document, choose option 3 Review text, or option 2 Modify text, on the TEXT PREPARATION menu. If you prefer, you can modify the SAMPLE SCRIPT file containing your document using the XEDIT command, instead of using the panels. For information about editing a file, see Chapter 5, "Editing a File".

13. Press PF4 (Return) twice to return to the MAIN MENU.

Formatting Your Documents

When you create documents such as memos and reports, you may want to include such features as paragraph breaks, topic headings, and lists. Using the VM/IS text formatter, you can format anything from simple memos to complicated books. You include formatting tags in your file that identify the parts of the document, like topic headings, paragraphs, and lists. These tags tell the text formatter how to format the document.

Note: A file containing formatting tags should have the file type SCRIPT. When you use XEDIT to work with a file with file type SCRIPT, the contents of the file do not change to uppercase letters. They remain in “mixed” case, uppercase and lowercase, just as you typed them.

Related Publications

- *VM/System Product CMS Primer*
- *Document Composition Facility Generalized Markup Language Starter Set User's Guide.*

Using Formatting Tags

The formatting tags described below let you define paragraphs, headings, and lists, to highlight important areas of your document.

Paragraphs

The tag you use most often is **:p.** for *paragraph*. The tag starts with a colon (:) and ends with a period (.); it can be placed anywhere on a line. To enter a paragraph, type:

```
:p.I have read your report and find it most enlightening!
```

Or put the tag on a separate line,

```
:p.  
I have read your report and find it most enlightening!
```

You can start each sentence within the paragraph on a new line. The text formatter groups the sentences correctly as paragraphs in the formatted document. The text formatter also inserts a blank line between paragraphs when it formats the file.

Headings

Headings identify different parts of a document. For example, a heading may be a chapter title, a topic, or a subtopic. You can define up to seven different levels of headings, H0 through H6. Each heading level results in a different type of formatting, so that you can arrange your document in a consistent hierarchy, like an outline.

The following describes H1 to H4, the heading level tags you use most frequently. You rarely use headings H0, H5, and H6.

:h1.

Heading level 1 can be used for chapters. A new page begins whenever the text formatter encounters this tag. To begin a new chapter, type:

```
:h1.Chapter Two
```

When you use heading level 1, a *running foot* appears at the bottom of each odd-numbered page. The running foot uses the same text as the heading level 1.

:h2. :h3. and :h4.

Heading levels 2, 3, and 4 appear in your document with different types of formatting (like underlining, bold printing, or capital letters) to tell them apart. For example, the following headings

```
:h2.Example of a Head 2
```

```
:h3.Example of a Head 3
```

```
:h4.Example of a Head 4
```

might appear as shown below, depending on the type of printer you use:

```
EXAMPLE OF A HEAD 2
```

```
EXAMPLE OF A HEAD 3
```

```
Example of a Head 4
```

Your printer may produce a different format or type style.

If the document has a table of contents, all heading levels 1 through 4 appear in it. Type these headings with uppercase and lowercase letters, since their appearance in the table of contents is the same as that entered in the text.

Lists

You can easily create and maintain three different kinds of lists:

- Simple lists
- Unordered lists
- Ordered lists.

A *simple list* is just a vertical list of items. An example is the following list of office supplies:

1 notebook
7 fine point pens
1 highlighting pen

You can also *compact* a simple list, with no spaces between the list items:

1 notebook
7 fine point pens
1 highlighting pen

An *unordered list* is similar to a simple list, but the items in the list are usually fairly long. A dot, called a *bullet*, appears in front of each item. Here is an example of an unordered list:

- This is an item in an unordered list with a bullet beside it.
- This is the next list item in the unordered list.

An *ordered list* is numbered. Following is an example of an ordered list:

1. Receive memo from supervisor regarding a review meeting next week.
2. Send memo to all team members requesting status report.
3. Receive status reports from all team members.
4. Prepare presentation for project review meeting.

You can also compact unordered and ordered lists.

Each list type starts with a tag that determines the kind of list it is and ends with a matching end tag. End tags are easy to remember. They are the same as the corresponding start tag except you insert an *e* after the colon (:). Here is a summary of the list types and their associated start tags and end tags:

List Type	Tags	
	Start Tag	End Tag
simple list	:sl.	:esl.
unordered list	:ul.	:eul.
ordered list	:ol.	:eol.

Within the list, each item must be identified with the list item tag, *:li.*

To create the simple list, type:

```
:sl.
:li.1 notebook
:li.7 fine point pens
:li.1 highlighting pen
:esl.
```

To compact the simple list, add the word `compact` to the list start tag, like this:

```
:s1 compact.  
:li.1 notebook  
:li.7 fine point pens  
:li.1 highlighting pen  
:es1.
```

To create the unordered list, type:

```
:ul.  
:li.This is an item in an unordered list with a bullet  
beside it.  
:li.This is the next list item in our unordered list.  
:eul.
```

To compact the unordered list, add the word `compact` to the list start tag, like this:

```
:ul compact.  
:li.This is an item in an unordered list with a bullet  
beside it.  
:li.This is the next list item in our unordered list.  
:eul.
```

To create the ordered list, type:

```
:ol.  
:li.Receive memo from supervisor regarding a review meeting  
next week.  
:li.Send memo to all team members requesting status report.  
:li.Receive status reports from all team members.  
:li.Prepare presentation for project review meeting.  
:eol.
```

To compact the ordered list, add the word `compact` to the list start tag.

It is easy to change the list. When you add or remove a list item, the text formatter automatically renumbers the list.

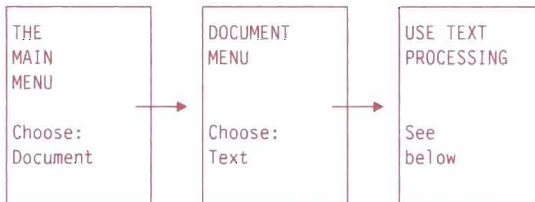
You can now return to the beginning of “Creating and Working with a Report (Long Document)” on page 121. This time, insert some formatting tags into the text of your document, such as paragraph, heading level, and list tags.

To find out how to print the report you have created, read the next section.

Printing a Memo or Document

In this example, you learn how to print a longer document, such as a report. You may also follow these if you wish to print a memo.

1. Choose panels as shown below:



```

                USE TEXT PROCESSING (DOCUMENT COMPOSITION FACILITY)
-----
Select the activity you want to perform and press ENTER.

If you are a new or inexperienced user of the Document Composition
Facility (DCF), select one of the following options:

    1 Memo preparation      - Create, modify, review, print, or
                           - delete a memo or simple letter.
    2 Text preparation      - Create, modify, review, print, or
                           - delete a text file.

If you are an experienced user of the Document Composition Facility,
select one of the following options:

    3 Create or modify file - Create a new text file or modify
                           - an existing one.
    4 Format or print file  - Format or print a text file.
    5 Delete file          - Delete a text file.
-----
PF: 1 Help      2 ...      3 End      4 Return  5 Cmd      6 Index
PF: 7 ...      8 ...      9 Probrep 10 ...     11 ...     12 Cursor
===>
```

Figure 48. USE TEXT PROCESSING Menu

2. On the USE TEXT PROCESSING menu, choose the Text preparation option by typing 2 on the command line.
3. Press the ENTER key. The TEXT PREPARATION menu appears (Figure 44).
4. On the TEXT PREPARATION menu, choose the Print text option by typing 4 on the command line.
5. Press the ENTER key. The PRINT TEXT panel appears (Figure 49).

PRINT TEXT

Complete the following and press ENTER.

Text name: SAMPLE__ Type the name of the text you want to print, or type an asterisk (*) for a list of text files and their descriptions.

Number of copies: 1__ Type the number of copies you want to print. You may request from 1 to 255 copies.

Print class: A Type the print class for this text.

PF: 1 Help 2 ... 3 End 4 Return 5 Cmd 6 Index
PF: 7 ... 8 ... 9 Probrep 10 ... 11 ... 12 Cursor

===>

Figure 49. PRINT TEXT Panel

6. In the `Text name` field, type the name of the document you want to print, if it is not already there. In this case, type **SAMPLE**. If a name other than your document name is there already, type over it.
7. In the `Number of copies` field, type the number of copies you want if it is more than 1 copy.
8. In the `Print class` field, type the print class you want if it is a class other than class A.

Note: Ask your system administrator what print classes are available on your system.

9. Press the ENTER key. A message tells you the document is being formatted.

TXT020 - The text XXXXXXXX is being formatted.

where XXXXXXXX is the file name of your document, in this case, SAMPLE. The file type of your document is SCRIPT.

The TEXT PREPARATION menu appears (Figure 44), with a message that your document has been printed.

TXT022 - 1 copy of text XXXXXXXX has been printed.

where XXXXXXXX is the file name of your document, in this case, SAMPLE. The file type of your document is SCRIPT.

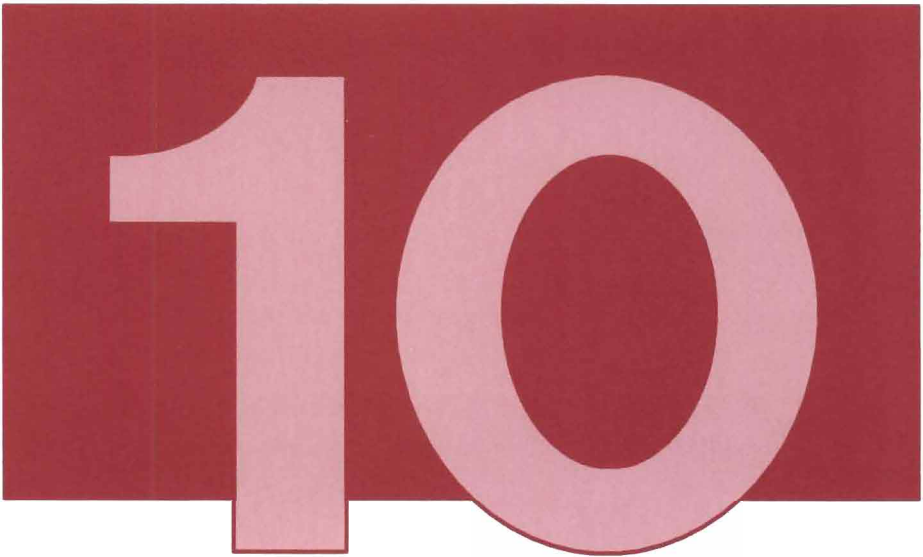
10. Press PF4 (Return) twice to return to the MAIN MENU.

part 6

Creating Graphics



Chapter 10. Creating Graphics



Note: Graphics support is available only if you have the Graphic Data Display Manager with the Presentation Graphics Feature (GDDM-PGF) installed on VM/IS. Check with your system administrator.

This chapter briefly introduces the use of the Graphic Data Display Manager (GDDM) with VM/IS. By the sample exercise, you can gain an understanding of the way the Interactive Chart Utility (ICU) can make graph creation easy.

By using the graphics support of VM/IS, you can prepare color charts on a graphics display station and print them on a printer such as the IBM 3287. With the help of menus and panels, you can prepare a

variety of charts and graphs quickly and easily. You can create two-dimensional line graphs, surface charts, histograms, bar charts, pie charts, Venn diagrams, polar charts and tower charts.

The graphics support of VM/IS handles all device and system interfaces and provides basic two-dimensional graphics support, including the ability to generate your own symbols. You can create, edit, and save sets of symbols that the VM/IS graphics support uses. You can also create three-dimensional graphics. You can use the VM/IS graphics support by itself, or through VS FORTRAN, if this is available on your system.

Notes:

1. To create graphics, you must use a display station with graphics capabilities. Your system administrator can tell you whether you are using a display station capable of graphics.
2. Your user ID must have a minimum of 4M of virtual storage. To alter your virtual storage to 4M, you must do the following:

- To define virtual storage, type:

```
define storage 4m
```

Press the ENTER key. Some messages appears on your screen. After a short period of time, the MAIN MENU appears.

- If CP READ appears in the screen status area, type:

```
IPL CMS
```

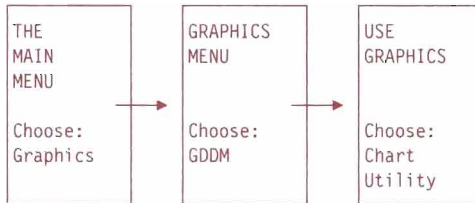
Press the ENTER key. Some messages appears on your screen and after a short period of time, the MAIN MENU appears.

Your virtual storage remains defined at 4M only until you log off or until you reissue the DEFINE command.

Creating a Chart

As you go through this example, you create a simple chart by choosing options from various panels. For detailed information on graphics, see *Graphical Data Display Manager Presentation Graphics Feature Interactive Chart Utility User's Guide*.

Log on to a display station with graphics capabilities and choose panels as shown below:



The INTERACTIVE CHART UTILITY (ICU)—HOME PANEL appears (Figure 50).

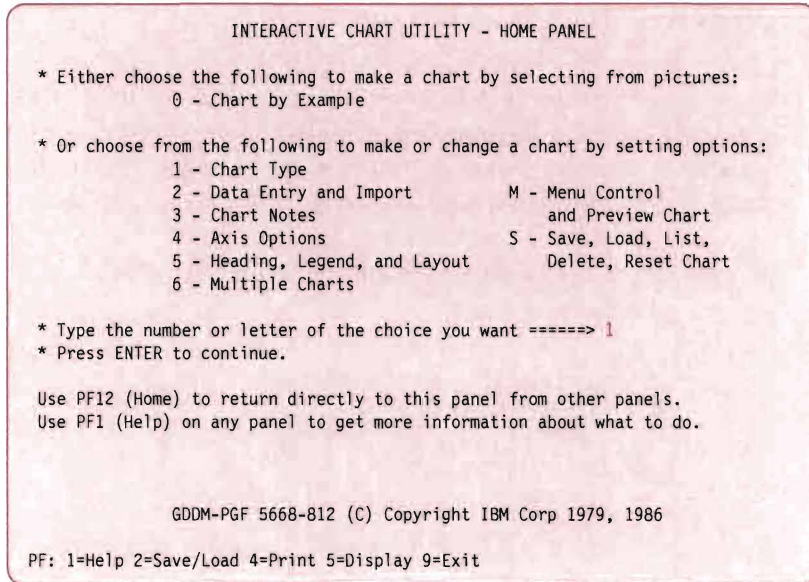


Figure 50. INTERACTIVE CHART UTILITY—HOME PANEL

To produce a chart, first choose the type of chart (for example, line, graph or histogram) that you want. When you have chosen the chart type, you are returned to this panel so that you can define the other aspects of your chart.

1. With the cursor next to =====> as shown in Figure 50, type:

1

to select Chart Type.

2. Press the ENTER key. The CHART TYPE menu appears (Figure 51).

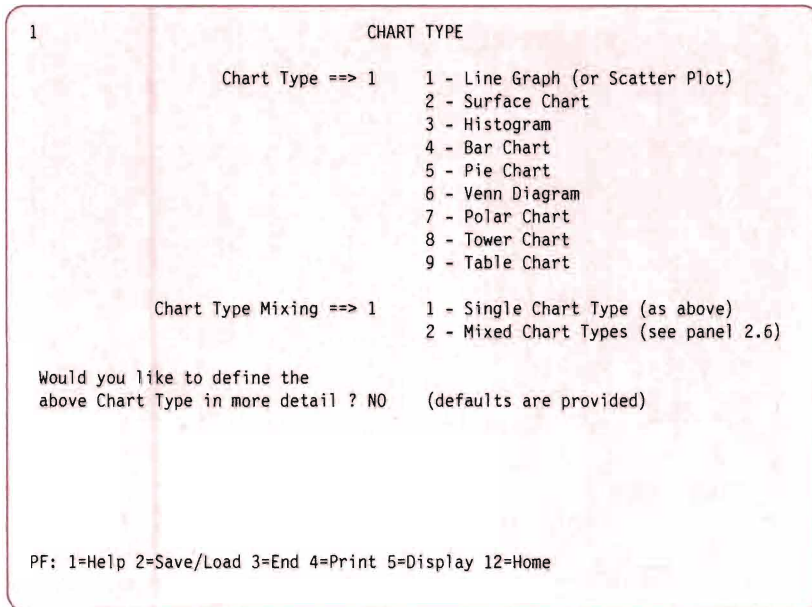


Figure 51. The CHART TYPE Menu with Option 1 Chosen

3. Look at the CHART TYPE menu and ensure that the Chart Type is 1 for Line Graph (Figure 51).

When you want to create a chart other than a line graph, you choose the number to the left of the Chart Type you want. Type this number in the Chart Type field. In this example, leave the Chart Type as 1.

Look at the CHART TYPE menu and ensure that the Chart Type Mixing is 1 for Single Chart Type (Figure 51).

Also ensure that the reply to Would you like to define the above Chart Type in more detail? is NO. (Figure 51).

4. Now that you have chosen the chart type, press PF12 to return to the ICU—HOME PANEL (Figure 52).

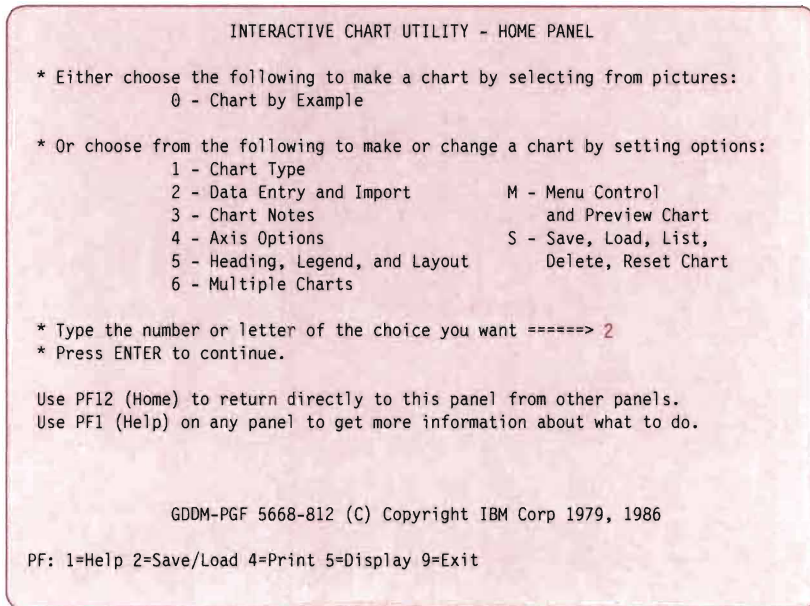


Figure 52. The ICU—HOME PANEL with Option 2 Chosen

5. The next step in creating the sample chart is to enter the data. With the cursor next to =====> as shown in Figure 52, type:

2

for Data Entry and Import.

6. Press the ENTER key. The DATA ENTRY (ROUTING) menu appears (Figure 53).

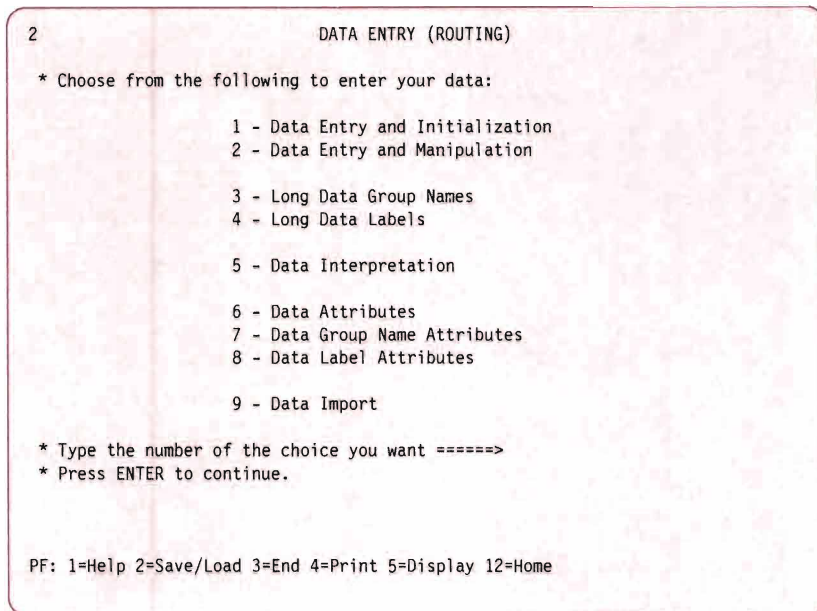


Figure 53. The DATA ENTRY (ROUTING) Menu

7. On this panel, type:

1

for Data Entry and Initialization as shown in Figure 53. You choose this option the first time you entered data into your chart.

8. Press the ENTER key. The DATA ENTRY panel appears (Figure 54).

11. You also know that at the end of the second year, the cost of owning a house is \$8,000 and the cost of operating a car is \$5,000.

On the next line, repeat the previous step with the values 2, 8, and 5 for X, Y1, and Y2 respectively.

Your DATA ENTRY panel should now look like Figure 55.

```

2.1                      DATA ENTRY

Command ==>

Data Group Names -----> House      Car
X Values    X Labels  Y1      Y2      Y3      Y4
1           .          5       3       .       .
2           .          8       5_      .       .
.           .          .       .       .       .
.           .          .       .       .       .
.           .          .       .       .       .
.           .          .       .       .       .
.           .          .       .       .       .
.           .          .       .       .       .
.           .          .       .       .       .
.           .          .       .       .       .
.           .          .       .       .       .
.           .          .       .       .       .
.           .          .       .       .       .
.           .          .       .       .       .
.           .          .       .       .       .
.           .          .       .       .       .

Commands: SAMPLE (Provide Sample Data) CLEAR (Remove ALL Data)

PF: 1=Help 2=Save 3=End 4=Print 5=Display 7=Up 8=Down 10=Left 11=Right 12=Home

```

Figure 55. The DATA ENTRY Panel with Values for X, Y1 and Y2

12. Press PF5 (Display). After a few seconds, the chart appears.
13. You have created your first chart. It should look like Figure 56. If you are not using a display station with graphics capabilities, an error message appears instead of a chart.

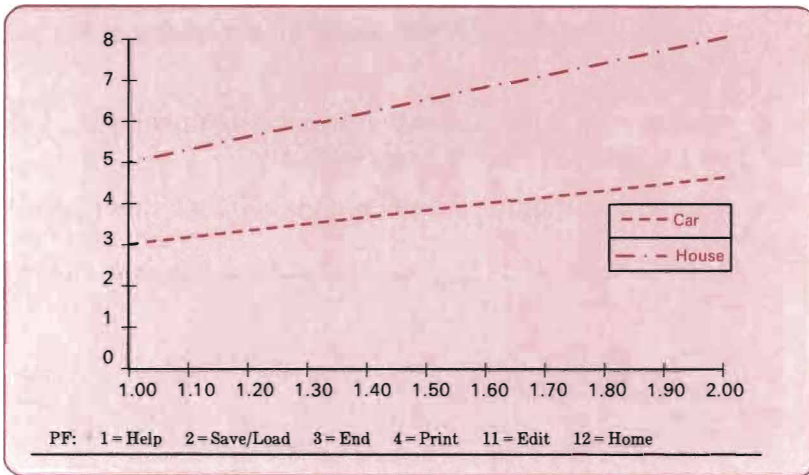


Figure 56. Your First Chart

Note: If you wish to print this chart on a graphics printer, press PF4 (Print).

14. Press PF12 (Home) to return to the ICU—HOME PANEL.

15. Press PF9 (Exit). The following message appears:

ADM1090 W CHART HAS UNSAVED CHANGES. PRESS PF9 AGAIN TO EXIT

16. Press PF9 (Exit) again to return to the USE GRAPHICS menu.

17. Press PF3 (End) to return to the GRAPHICS menu.

18. Press PF4 (Return) to return to the MAIN MENU.

Printing Your Graphic

Before printing a graphic, check that your site has a graphics printer, such as the IBM 3287 printer. You can print charts only on a graphics printer. See your system administrator for information about the type of printer available at your site. For detailed information on printing graphics, see *Graphical Data Display Manager Presentation Graphics Feature Interactive Chart Utility User's Guide*.

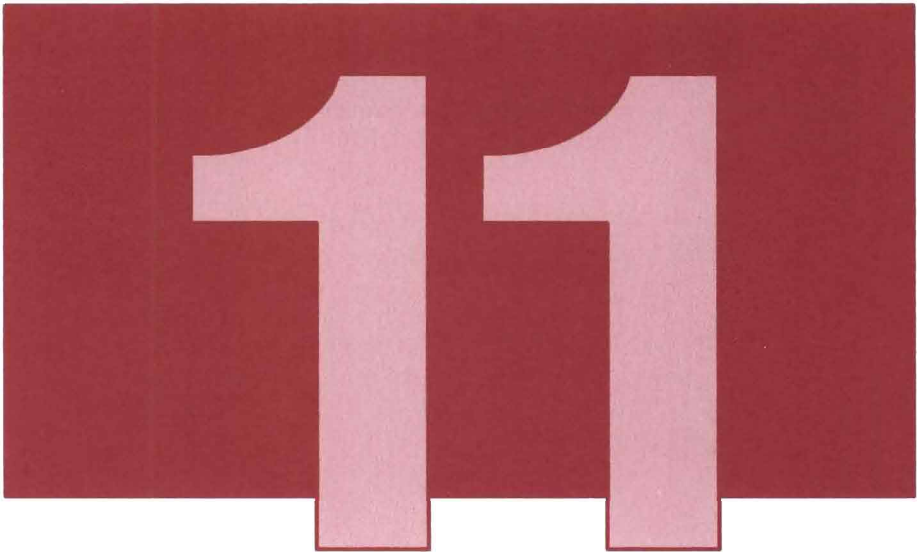


part 7

Adding to Your VM Knowledge



Chapter 11. How to Reach VM/IS Panels More Quickly



As you become familiar with VM/IS, you may prefer not to use the step-by-step sequence of panels and menus. In this chapter, you learn how to reduce the number of panels you work through by:

- Using the GO Facility
- Typing multiple options on the command line.

Using the GO Facility

The **GO Facility** lets you move directly from most VM/IS panels to a number of other VM/IS panels by using the GO MENU, the keyword, or the option number. You can bypass many of the intermediate panels that you would normally see.

Using the Long Version of the GO MENU

In this example you use the GO MENU to work with files. To get to the WORK WITH FILES menu:

1. On the command line of the MAIN MENU, type the number that appears to the left of the keyword GO, and press ENTER. You reach the long version of the GO MENU where you make a selection. Figure 57 is an example of the first page of the GO MENU.


```

ESDLG00                VM/IS - GO MENU                Page 1 of 9
-----
To choose one of the following, type its number and press ENTER:

To view more items on this panel, press PF2 (Short).
1 Tools                Choose from a list of tools and applications.
  1.1 Library          Choose from a list of application programs.
  1.2 News             Read the latest news.
  1.3 Password        Change your logon password.
  1.4 Probman         Manage problem reports assigned to you.
  1.5 Probrep        Report problems and view their status.
  1.6 Remote          Log on to a remote computer system.

2 Personal            Your own menu that you can customize.
  2.1 Main             Go to the Main Menu.
  2.2 Customize       Add, modify, move or delete items on the
                    personal menu.

                                           (Continued... Press PF8)
-----
PF: 1 Help    2 Short  3 End    4 Return  5 CMS    6 Go
PF: 7 ...    8 Forward 9 Probrep 10 ...   11 Bottom 12 Retrieve

====>

```

Figure 57. GO MENU Page 1 (Long Version)

The options on your GO MENU may look different from Figure 57 if your system administrator has tailored the VM/IS menus.

To scroll forward press PF8 and, after the first screen, to scroll backward press PF7.

2. You can access any of the panels listed. Scroll forward until you see the heading, Document. Under that heading you find the sub-heading, Files. On the command line of the GO MENU, type the number that appears to the left of the keyword Files or type the keyword files.
3. Press the ENTER key. The WORK WITH FILES menu appears on your screen.
4. To return to the GO MENU, press PF3 (End).
5. To return to the MAIN MENU, press PF4 (Return).

Using the Short Version of the GO MENU

In the previous example, you learned how to use the long version of the GO MENU. As you become familiar with the keywords and their meanings, you may not need the explanation given for each keyword in the long version. A short version of the GO MENU shows only the option numbers and the keywords (Figure 58). More options are quickly available on this short version.

```
ESDSG00                VM/IS - GO MENU                Page 1 of 3
-----
To choose one of the following, type its number and press ENTER:

  1 Tools                3.2 ASF                5 Printers
  1.1 Library            3.3 NMF                5.1 PRINT3812
  1.2 News               3.4 Schedule           5.2 Printfile
  1.3 Password           3.5 PROFSMAIL
  1.4 Probman            3.6 PROFSNOTE          6 Program
  1.5 Probrep            3.7 CMSNOTE            6.1 Edit
  1.6 Remote             3.8 AS                 6.2 PDF
                               6.3 CSP/AD
  2 Personal             4 Document             6.4 CSP/AE
  2.1 Main               4.1 Text               6.5 Batch
  2.2 Customize          4.2 Files              6.6 AS
                               4.3 DW370
  3 Office               4.4 PROFSDOC           7 Database
  3.1 PROFS                               7.1 ISQL
                                       (Continued... Press PF8)
-----
PF: 1 Help    2 Long    3 End    4 Return  5 CMS    6 Go
PF: 7 ...    8 Forward 9 Probrep 10 ...   11 Bottom 12 Retrieve
=====>
```

Figure 58. GO MENU Page 1 (Short Version)

To reach the short version of the GO MENU from the long version, press PF2 (Short). To return to the long version of the GO MENU, press PF2 again.

Using the Keyword

In the two methods described below, you use a **keyword** to reach the WORK WITH FILES menu quickly.

Using PF6 (Go)

1. On certain VM/IS menus or panels, PF6 (Go) allows you to quickly access other menus or panels. On the command line of these VM/IS menus or panels, type the keyword for the menu you want. For example, to reach the Files function as shown in Figure 58 on page 156, type:

`files`

2. Press PF6 (Go). The WORK WITH FILES menu appears on your screen.
3. Press PF3 (End) to return to the menu where you pressed PF6.
4. If you are not at the MAIN MENU, press PF4 (Return) until you reach it.

Using the GO Command

1. On the command line of most VM/IS menus or panels where PF6 (Go) appears, type `go` followed by the keyword for the menu or panel you want. For example, to reach the Files function from any VM/IS menu type:

```
go files
```

2. Press the ENTER key. The WORK WITH FILES menu appears on your screen.
3. Press PF3 (End) to return to the menu or panel where you entered the command.
4. If you are not at the MAIN MENU, press PF4 (Return) until you reach it.

Using the Option Number

In the two methods described below, you use an **option number** to reach the WORK WITH FILES menu.

Using PF6 (Go)

1. On certain VM/IS menus or panels, PF6 (Go) allows you to quickly access other menus or panels. On the command line of these VM/IS menus or panels, type the option number for the menu or panel you want. For example, to reach the Files function, as shown in Figure 58, type:

```
4.2
```

2. Press PF6 (Go). The WORK WITH FILES menu appears on your screen.
3. Press PF3 (End) to return to the menu where you pressed PF6.
4. If you are not at the MAIN MENU, press PF4 (Return) until you reach it.

Using the GO Command

1. On the command line of most VM/IS menus or panels, type `go` followed by the option number for the menu you want. For example, to go to the Files function, type:
`go 4.2`
2. Press the ENTER key. The WORK WITH FILES menu appears on your screen.
3. Press PF3 (End) to return to the menu or panel where you entered the command.
4. If you are not at the MAIN MENU, press PF4 (Return) until you reach it.

Using the GO Facility to Send a File

In this example, you learn how to use the GO Facility to send a file.

1. On a VM/IS panel, type:
`files`
2. Press PF6 (Go). The WORK WITH FILES menu appears on your screen.
3. On the command line, type the number to the left of the keyword `Sendfile`.
4. Press the ENTER key. The SENDFILE panel appears on your screen.
5. Fill in the SENDFILE panel and send this file as described in "Sending a File" on page 85.
6. Press PF3 (End) to leave the SENDFILE panel.
7. Press PF4 (Return) to return to the MAIN MENU.

Using the GO Facility to Change Your Password

In this example, you learn how to use the GO Facility to change your logon password.

1. On a VM/IS panel, type:

`password`

2. Press PF6 (Go). The screen shown in Figure 5 appears.
3. Type your **new** logon password.
4. Press the ENTER key. You see the following message:

```
DVHDIR005R ENTER CURRENT CP PASSWORD TO VALIDATE COMMAND OR A NULL TO EXIT
```

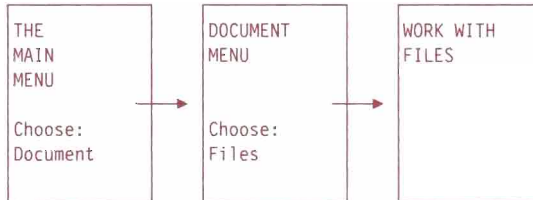
5. Type your **current** logon password. You cannot see this password either.
6. Press the ENTER key. MORE... appears on the screen.
7. Press CLEAR. The MAIN MENU appears.

You have now changed your password.

Typing Multiple Options on the Command Line

As you become familiar with VM/IS, you will know the sequence of panels you need to go through to reach a desired panel. With VM/IS you can type **multiple** option numbers or keywords on the command line. Instead of choosing an option, going to the next panel, choosing an option on that panel, going to the next panel, and so on, you go directly to the panel you want by typing multiple options on the command line of one panel. The options must be separated by semicolons (;).

For example, assume you want to work with a file. You can choose panels as shown below:



Or, you can type multiple commands on the command line of the MAIN MENU by typing the keywords

```
document;files
```

or by typing the option numbers such as

```
4;2
```

and then pressing the ENTER key.

The WORK WITH FILES menu appears. Press PF4 (Return) to return to the MAIN MENU.

Note: Your system may use different option numbers from those shown above.



Chapter 12. Creating Your Own Personal VM/IS Menu

12

As you become familiar with VM/IS panels, you may find that you only use six or seven different functions from the whole range of VM/IS panels and that it would be convenient to have all these functions grouped together on the same panel, to save you access time.

This chapter describes how you can create your own VM/IS panel that contains whatever menu items you want. From this personalized menu, you still have access to the MAIN MENU (and through the MAIN MENU to all the other panels) in case you want occasional access to functions that you do not choose to include on your personal menu.

It is also possible for the system administrator to modify many of the regular VM/IS panels. This process is described in the *VM/IS Tailoring Your Menus*.

To access your PERSONAL MENU, follow these steps:

1. From the MAIN MENU, choose option 2 or type:

Personal

2. Press the ENTER key. The PERSONAL MENU appears.

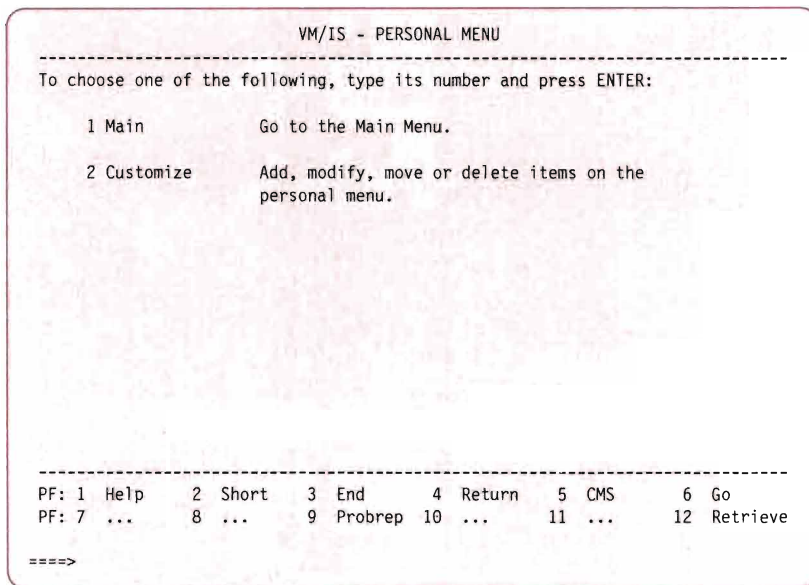


Figure 59. The PERSONAL MENU

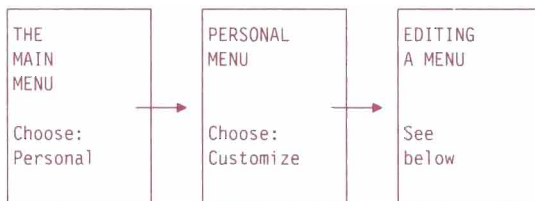
The PERSONAL MENU you see has only two options on it. You can either go to the MAIN MENU, or you can choose Customize to alter the appearance of, and functions on the PERSONAL MENU. You can edit the menu in one of the following ways:

- To add items to the menu, see page 165.
- To move (reorder) the items on the menu, see page 173.
- To edit an existing item (its key phrase, description, or the effect it has), see page 176.
- To delete an item, see page 176.

Adding Items to Your Personal Menu

To add an item to your personal menu, follow these steps:

1. Choose panels as follows:



```

                                EDITING A MENU      Menu Item ( 1 ) of 2
-----
Enter commands in the left column. Press PF2 for a command list.
-----
                                VM/IS - PERSONAL MENU
-----
_ To choose one of the following, type its number and press ENTER:

_      1 Main                Go to the Main Menu.
_
_      2 Customize          Add, modify, move or delete items on the
_                          personal menu.

-----
PF: 1 Help      2 Edit Cmds 3 Save/Exit 4 ...      5 Diskmode 6 Go
PF: 7 ...      8 ...      9 Probrep 10 ...      11 ...      12 ...

===>

```

Figure 60. The EDITING A MENU Panel

2. The menu items that you add to your PERSONAL MENU can either be existing menu items drawn from other VM/IS menus or they can be CMS or CP commands. (Use CMS or CP commands to tell the system what to do when what you want to do is not offered as an option on VM/IS panels.)

Suppose that you wanted to be able to obtain a list of all your CMS files from your PERSONAL MENU. The CMS command `filelist` can normally be used to accomplish this task. To make `filelist` an option on your personal menu, you need to give the system three pieces of information:

- The keyphrase to add to the menu (for example, `Main` is the keyphrase of the current option 1 on your PERSONAL MENU)
- The description to add to the menu (for example, `Go to the Main Menu`)
- The tasks for the system to do when the option is invoked.

- To add a menu item to the panel, you must first add a line for the keyphrase and description.

In the prefix area on the left side of the panel, as shown in burgundy in Figure 61, type:

a

to cause a blank line to be added after the line on which you type it.

```

                                EDITING A MENU      Menu Item ( 1 ) of 2
-----
Enter commands in the left column. Press PF2 for a command list.
-----
                                VM/IS - PERSONAL MENU
-----
_ To choose one of the following, type its number and press ENTER:
-----
_      1 Main          Go to the Main Menu.
-----
a      2 Customize    Add, modify, move or delete items on the
                                personal menu.
-----
PF: 1 Help      2 Edit Cnds 3 Save/Exit  4 ...      5 Diskmode  6 Go
PF: 7 ...      8 ...      9 Probrep  10 ...     11 ...     12 ...
====>

```

Figure 61. The EDITING A MENU Panel - Adding a Blank Line

- Press the ENTER key. A new line appears, with a prefix area to the left of it.
- Your cursor is in the new prefix area. Type:

e

The e stands for edit. Whenever you want to change (or add to) an existing line on the panel, type e in the prefix area.

6. Press the ENTER key. A *window* appears (See Figure 62). Windows are like mini-screens superimposed on the full screen. The information from the original panel that is covered by a window is still there; it reappears as soon you have attended to the options in the window. Windows allow you to see extra functions available from a particular full-size panel, when the full-size panel cannot hold all the information. This particular window enables you to specify the aspects that you want to edit on your new line.
7. Type the information in the window as shown in burgundy in Figure 62.

Note: The Interactive System Productivity Facility (ISPF) makes up part of your VM/IS system. VM/IS needs to know whether ISPF is needed to process your command. The answer is N for the FILELIST command. If you are in doubt about some other command, answer Y. Y always works, but your selection may work slower if the answer should have been N.

```

ESDEDIT                EDITING A MENU      Menu Item ( 1 ) of 2
-----
Enter commands in the left column. Press PF2 for a command list.
-----
                        VM/IS - PERSONAL MENU
-----
To choose one of the following, type its number and press ENTER:

    1 Main              Go to the Main Menu.

    2 Customize         Add, modify, move or delete items on the
                        personal menu.

E
-----
| Key Phrase ( Filelist )
| Description ( Invokes filelist. )
| Command ( exec filelist )
| Does the command need ISPF (Y/N)?( N )
|-----
| PF1 Help  PF2 Keep Changes  PF5 Pick Key Phrases  PF3/12 Cancel
|-----
===>

```

Figure 62. The EDITING A MENU Panel - Adding the Filelist Option

8. Press PF2 (Keep Changes). The window disappears and the new item appears on the EDITING A MENU panel.
9. Suppose, now, that you want to be able to change your password from your PERSONAL MENU. The password function is available on one of the other VM/IS menus. The procedure for adding a menu item drawn from another VM/IS panel is slightly different than for adding a CMS command.
10. In the prefix area to the left of the Customize option, type:
 - a
11. Press the ENTER key. A new line appears between Customize and Filelist.
12. In the prefix area for the new line, type:
 - e

13. Press the ENTER key. The editing window appears.
14. Press PF5 (Pick Key Phrases). A second window appears on top of the first. (See Figure 63.)

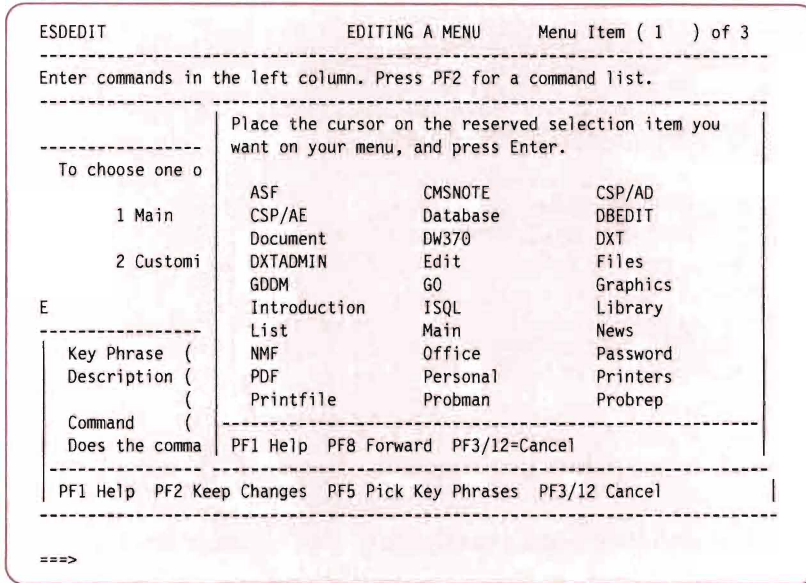


Figure 63. The EDITING A MENU Panel - The Key Phrase Panel

15. Move your cursor to the item Password, which is located inside the second window. (See Figure 63.)

Note: You cannot change a reserved selection item.
16. Press the ENTER key.
17. The second window disappears and the first window is automatically filled with the information appropriate for the Password menu item.
18. Press PF2 (Keep Changes). The window disappears and the Password item appears on the EDITING A MENU panel.

19. To add blank lines between your new menu items:
- Type:
 - a
 in the prefix area in two places as shown in Figure 64.
 - Press the ENTER key. Blank lines appear between items 2 and 3, and items 3 and 4.

```

ESDEDIT                               EDITING A MENU      Menu Item ( 1 ) of 4
-----
Enter commands in the left column. Press PF2 for a command list.
-----
                                VM/IS - PERSONAL MENU
-----
_ To choose one of the following, type its number and press ENTER:

_      1 Main                Go to the Main Menu.
a      2 Customize          Add, modify, move or delete items on the
                                personal menu.
a      3 Password           Change your logon password.
_      4 Filelist           Invokes filelist.

-----
PF: 1 Help      2 Edit Cmds 3 Save/Exit 4 ...      5 Diskmode 6 Go
PF: 7 ...      8 ...      9 Probrep 10 ...      11 ...      12 ...

===>

```

Figure 64. The EDITING A MENU Panel - Adding Blank Lines

20. Press PF3 (Save/Exit) to save your changes and exit the editing session. A window appears as shown in Figure 65.

```

ESDEDIT                EDITING A MENU      Menu Item ( 1 ) of 4
-----
Enter commands in the left column. Press PF2 for a command list.
-----
                        VM/IS - PERSONAL MENU
-----
To choose one of the following, type its number and press ENTER:

  1 Main
  2 Customi
  3 Passwor
  4 Filelis
-----
Place the cursor to the left of
your choice and press Enter:
Save Changes and Exit
Exit Without Saving
Resume editing
-----
PF1 Help PF3/12 Cancel
-----

PF: 1 Help    2 Edit Cnds 3 Save/Exit 4 ...    5 Diskmode 6 Go
PF: 7 ...    8 ...        9 Probrep  10 ...   11 ...    12 ...

====>

```

Figure 65. The EDITING A MENU Panel - The Save/Exit Panel

21. Move your cursor beside Save Changes and Exit, if it is not already there.

Note: If your cursor is beside Exit Without Saving your changes will not be saved.

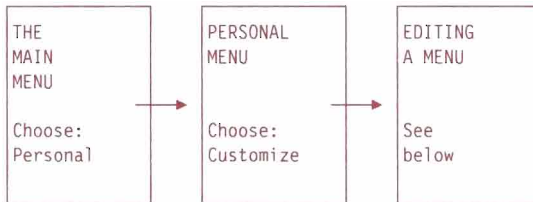
22. Press the ENTER key. The PERSONAL MENU appears with your changes after a short wait.

23. Press PF3 (End) to return to the MAIN MENU.

Moving a Menu Item (Changing the Order of Menu Items)

This section describes how to change the order of the menu items on your PERSONAL MENU.

1. Choose panels as follows:



2. The EDITING A MENU panel, appears. In the prefix area, type:

m

(for move) and

f

(for following) as shown in burgundy in Figure 66.

```

ESDEDIT                EDITING A MENU      Menu Item ( 1 ) of 4
-----
Enter commands in the left column. Press PF2 for a command list.
-----
                        VM/IS - PERSONAL MENU
-----
_ To choose one of the following, type its number and press ENTER:
_
_   1 Main              Go to the Main Menu.
_
m   2 Customize        Add, modify, move or delete items on the
_                               personal menu.
f   3 Password         Change your logon password.
_
_   4 Filelist         Invokes filelist.
_
-----
PF: 1 Help      2 Edit Cmds 3 Save/Exit 4 ...      5 Diskmode 6 Go
PF: 7 ...      8 ...      9 Probrep 10 ...      11 ...      12 ...
===>

```

Figure 66. The EDITING A MENU Panel - Changing the Option Order

3. Press the ENTER key. The Customize item moves below the Password item and the numbering sequence changes automatically.

4. To correctly rearrange the blank lines, type:

m

and

f

in the prefix area as shown in Figure 67.

```

ESDEDIT                      EDITING A MENU      Menu Item ( 1 ) of 4
-----
Enter commands in the left column. Press PF2 for a command list.
-----
                          VM/IS - PERSONAL MENU
-----
_ To choose one of the following, type its number and press ENTER:

_      1 Main                Go to the Main Menu.
_
m
f      2 Password            Change your logon password.
_      3 Customize           Add, modify, move or delete items on the
                          personal menu.
_
_      4 Filelist            Invokes filelist.
_

-----
PF: 1 Help      2 Edit Cmds 3 Save/Exit 4 ...      5 Diskmode 6 Go
PF: 7 ...      8 ...      9 Probrep 10 ...      11 ...      12 ...
====>

```

Figure 67. The EDITING A MENU Panel - Moving a Blank Line

5. Press the ENTER key. The blank line moves below the Password item.
6. Press PF3 (Save/Exit) to save your changes and exit the editing session. A window appears as shown in Figure 65 on page 172.
7. Move your cursor beside Save Changes and Exit, if it is not already there.

Note: If your cursor is beside Exit Without Saving your changes will not be saved.
8. Press the ENTER key. The PERSONAL MENU appears.
9. Press PF3 (End) to return to the MAIN MENU.

Changing the Key Phrase, Description, or Command of an Existing Menu Item

You can change the key phrase, description or command associated with an existing menu item on the PERSONAL MENU.

The procedure is identical to the procedure for adding a new menu item, described in “Adding Items to Your Personal Menu” on page 165, except that:

- You do not need to add a line before you can edit it. In other words, you can follow the steps described in “Adding Items to Your Personal Menu” on page 165, but skip steps 3 and 4 on page 167, and steps 10 and 11 on page 169.
- Instead of typing the key phrase, description, and command into blank spaces in the editing window, you type over existing information.

Note: You cannot change a reserved selection item.

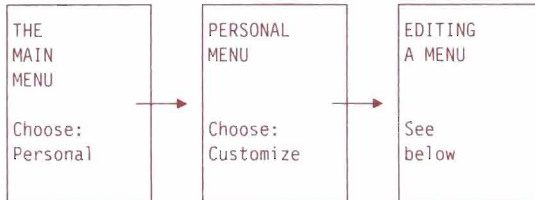
Deleting/Undeleting Items from Your Personal Menu

You can delete any menu item from your PERSONAL MENU except the Customize item. (If you were to delete the customize item, you would not be able to change your PERSONAL MENU in the future.)

If you accidentally delete the wrong item from your menu, you can recall (“undelete”) it, as long as you have not already saved your changes and returned to the PERSONAL MENU. Undeleting items is described in step 4 of the following example.

To delete an item from your PERSONAL MENU, follow these steps:

1. Choose panels as follows:



2. On the EDITING A MENU panel, type:

d

in the prefix area next to any item you want to delete. (Figure 68 shows what your panel looks like if you delete two menu items called Filelist and Password.)

```

EDEDIT                EDITING A MENU      Menu Item ( 1 ) of 4
-----
Enter commands in the left column. Press PF2 for a command list.
-----
                        VM/IS - PERSONAL MENU
-----
_ To choose one of the following, type its number and press ENTER:
_
_      1 Main          Go to the Main Menu.
d      2 Password     Change your logon password.
_      3 Customize    Add, modify, move or delete items on the
_                          personal menu.
d      4 Filelist     Invokes filelist.
-----
PF: 1 Help      2 Edit Cmds 3 Save/Exit 4 ...      5 Diskmode  6 Go
PF: 7 ...      8 ...      9 Probrep  10 ...      11 ...      12 ...
===>
  
```

Figure 68. The EDITING A MENU Panel - Deleting Options

Note: The only menu item that you cannot delete is the Customize selection.

3. Press the ENTER key. The items next to which you typed a d are deleted (in this case, the Filelist and Password items).
4. Suppose that you now realize that you did not intend to delete the Filelist item. To undelete Filelist, type:

u

in the prefix area of the line where you want Filelist to appear. (See Figure 69.)

```
ESDEDIT                EDITING A MENU      Menu Item ( 1 ) of 2
-----
Enter commands in the left column. Press PF2 for a command list.
-----
                VM/IS - PERSONAL MENU
-----
_ To choose one of the following, type its number and press ENTER:
_
_   1 Main                Go to the Main Menu.
_
_   u
_   2 Customize           Add, modify, move or delete items on the
_                          personal menu.
_
-----
PF: 1 Help      2 Edit Cnds 3 Save/Exit  4 ...      5 Diskmode  6 Go
PF: 7 ...      8 ...      9 Probrep  10 ...     11 ...     12 ...
====>
```

Figure 69. The EDITING A MENU Panel - Undeleting the Filelist Option

5. Press the ENTER key. A window appears, showing the **last** item you deleted, in this case, the Filelist item.
6. Because Filelist is the item you want to undelete, press PF2 (Undelete). The window disappears. Filelist is once again on the EDITING A MENU panel.


```

ESDEDIT                EDITING A MENU      Menu Item ( 1 ) of 2
-----
Enter commands in the left column. Press PF2 for a command list.
-----
                        VM/IS - PERSONAL MENU
-----
To choose one of the following, type its number and press ENTER:

      1 Main           Go to the Main Menu.
U    2 Filelist       Invokes filelist.
-----
| Press ENTER to view the next deleted item.
| Press PF2 to undelete (recover) the current item.
|
| Filelist           Invokes filelist.
|
|-----
| ENTER PF1 Help   PF2 Undelete  PF3/12 Cancel
|-----
PF: 1 Help        2 Edit Cnds 3 Save/Exit 4 ...      5 Diskmode  6 Go
PF: 7 ...         8 ...       9 Probrep  10 ...     11 ...     12 ...

===>

```

Figure 70. The EDITING A MENU Panel - The Undeleting Panel

7. To add a blank line between the Filelist and Customize items, type:

a

in the prefix area to the left of the Filelist item.

8. Press the ENTER Key.

9. To view the **previous** deleted item, in this case, the Password item, type:

u

in the prefix area where you want the Password item to appear.

10. Press the ENTER Key.

You undelete that item as you did Filelist, or you retain the delete instruction for Password.

11. Press PF3 (Save/Exit) to save your changes and exit the editing session. A window appears (Figure 65 on page 172.)

12. Move your cursor beside Save Changes and Exit, if it is not already there.

Note: If your cursor is beside Exit Without Saving and you press the ENTER key, your changes are not saved.

13. Press the ENTER key. The PERSONAL MENU appears.

14. To return to the MAIN MENU, press PF3 (End).

Note: You can only undelete items that were deleted in the current editing session.

Chapter 13. Sharing Files

13

Note: File-sharing support is only available if you have the File Storage Facility function installed. Check with your system administrator.

Sometimes when you are working on a large team project, you may want to share files with other members of your team by using the shared user files capabilities of VM/IS. By allowing the whole team to have access to a common group of files, you avoid the duplication of files among individual team members. This makes it easier to maintain files and keep them current. You retrieve the file you want from the shared user file facility, make your changes, and then return the revised file to the shared user file facility. Then someone else can work on that file. Because only one person at a time can

work with a file, you don't run the risk of having two people making changes to the same file at the same time. If you are working on several different projects, each project can have its files stored in its own subdirectory. If you have authorization, you can store, retrieve, list, erase, or rename files.

With the shared user files capabilities of VM/IS, you can:

- Share data and disk space with other users by:
 - Grouping files together and creating a hierarchy of files, with subdirectories
 - Putting password protection on individual files or on paths to subdirectories.
- Borrow temporary disk space and retain that temporary disk space after you have logged off. You can specify, in kilobytes, the amount of disk space you want and the length of time you want the temporary disk space. This disk space can be kept for your use, and for any other user you designate as co-owner, for up to 9999 hours, longer than a year.

To use the shared user file capabilities of VM/IS, you type the appropriate command on the command line of any VM/IS menu, and press the ENTER key. Some of the FSF commands available are listed below:

FSF STORE	fn ft fm	to store a file
FSF GET	fn ft fm	to retrieve a file
FSF ERASE	fn ft	to erase a file
FSF LIST	fn ft	to determine the status of a file (is it there, how large is it, and so on.)
FSF RENAME	fn ft fn2 ft2	to change the label of a file

In the previous commands:

fn is the file name
ft is the file type
fm is the optional file mode that identifies
 the minidisk from which the file is retrieved,
 or where it is to be stored.
fn2 ft2 are the new file name and new file type, when
 a file is renamed.

Notes:

- a. For more information on sharing files, see *VM File Storage Facility Program Description/Operations Manual*.
- b. To get a complete list of FSF commands, on the command line type:

```
FSF ?
```

and press the ENTER key.

Storing, Retrieving, and Erasing Shared User Files

To demonstrate the File Storage Facility (FSF), you follow a series of steps that store a file in the FSF machine, retrieve the file to format it and then store the output back into the FSF machine. Throughout the example in this chapter, YourID is used to represent your user ID. Use your own user ID whenever this book uses YourID. The steps for the FSF demonstration are:

1. On the command line of any VM/IS menu, type:

```
erase samfo57 output a
```
2. Press the ENTER key.

This erases an old output file from your A-disk called SAMFO57 SCRIPT.

If the file does not exist, you receive the following messages:

```
DMSERS002E File SAMF057 OUTPUT A not found
ESADL002 Your command finished with a return code of 0.
```

Notes:

- 1) If MORE... appears, press the ENTER key to hold the messages on your screen.
- 2) Press CLEAR to see the next screen of messages.

If, however, the file exists, you receive the following message:

```
ESADL002 Your command finished with a return code of 0.
```

3. On the command line of any VM/IS menu, type:

```
fsf erase samfi57 output YourID.fsfcntrl
```

4. Press the ENTER key.

This erases an old output file in the FSF machine. You receive the following messages:

```
FSFCMD013E FILE NOT FOUND IN CATALOG
ESADL002 Your command finished with a return code of 13.
```

Notes:

- 1) The user ID (in this case YourID) is concatenated with .FSFCNTRL to define the FSF storage path to the required file.
- 2) If this is run for the first time, you get a message telling you that the file was not found.

5. On the command line of any VM/IS menu, type:

```
fsf erase samfo57 output YourID.fsfcntrl
```

6. Press the ENTER key.

This erases an old output file in the FSF machine. You receive the following messages:

```
FSFCMD000I COMMAND COMPLETED.  
ESADL002 Your command finished with a return code of 0.
```

If the file does not exist, you receive the following messages:

```
FSFCMD013E FILE NOT FOUND IN CATALOG  
ESADL002 Your command finished with a return code of 13.
```

7. Type:

```
fsf store samfi57 script o (cond new
```

8. Press the ENTER key.

This stores a fresh copy of the file into the FSF machine. You receive the following messages:

```
FSFCMD000I FILE TRANSFER BEGINS 06/15/88 14:31:43  
FSFCMD000I FILE TRANSFER HAS ENDED 06/15/88 14:31:45  
ESADL002 Your command finished with a return code of 0.
```

9. Type:

```
fsf get samfi57 script a YourID.fsfcntrl
```

10. Press the ENTER key.

This copies a file from the FSF and stores it on your A-disk. You receive the following messages:

```
FSFCMD000I FILE TRANSFER BEGINS 06/15/88 14:32:09
FSFCMD000I FILE TRANSFER HAS ENDED 06/15/88 14:32:11
ESADL002 Your command finished with a return code of 0.
```

11. Type:

```
script samfi57 (file(samfo57 output))
```

12. Press the ENTER key.

This formats the file and places the output in a file called SAMFO57 OUTPUT A. You receive the following messages:

```
SCRIPT/V5 RELEASE 3, LEVEL (1.1) - 06/29/87
ESADL002 Your command finished with a return code of 0.
```

13. Type:

```
fsf store samfo57 output a YourID.fsfcntrl (cond rep)
```

14. Press the ENTER key.

This stores a copy of the formatted output file back in FSF. You receive the following messages:

```
FSFCMD000I FILE TRANSFER BEGINS 06/15/88 14:33:15
FSFCMD000I FILE TRANSFER HAS ENDED 06/15/88 14:33:16
ESADL002 Your command finished with a return code of 0.
```

15. Type:

```
erase samfi57 script a
```


16. Press the ENTER key.

This erases the input file from your A-disk. You receive the following message:

```
ESADL002 Your command finished with a return code of 0.
```

If you want to see the SAMFO57 OUTPUT file containing the sample memo just created, follow the steps in Chapter 4, “Looking at Your Files”.



Chapter 14. Freeing Your Display Station during Long Jobs

14

Sometimes you have to run a particularly long job, which ties up your display station and doesn't allow you to perform other tasks. With the background execution capabilities of VM/IS, you can run a job, and still keep your display station free to do other work.

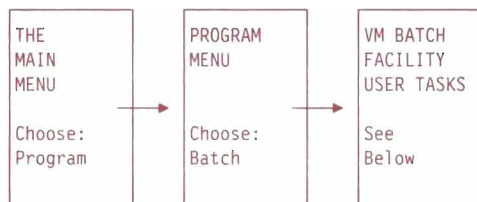
Note: Background execution is available only if you have the VM Batch Facility installed. Check with your system administrator.

How Background Execution Can Save You Time

By using the background execution facility of VM/IS, you can process jobs in batch mode. A job is a file that contains a collection of predefined statements, which is processed by the system. Batch mode allows you to start a process without tying up your user ID or your display station for the duration of the process. You can submit a program for processing in batch mode and, while it is running, continue to do other tasks at your display station.

Accessing Background Execution

1. Choose panels as shown below:



2. The VM BATCH FACILITY USER TASKS MENU appears.

```

Menu                VM Batch Facility User Tasks Menu
-----
Type the number or letter of the task you want to do; then press ENTER.

 1 Submit          - Have the VM Batch Facility run a job for you
 2 Status          - Find out the status of your jobs
 3 Chjob           - Change job control options after submitting a job
 4 Password        - Change password for CLASS AUTOLOG jobs
 5 Query           - Review task machines and job classes
 6 Cancel          - Cancel one or more of your jobs

 I ISPF Options    - Set default ISPF terminal and user options
 T Tutorial        - Display information about the VM Batch Facility
 X Exit            - Leave the VM Batch Facility

Selection ==>

                COPYRIGHT: 5664 - 364 (C) COPYRIGHT IBM CORP 1987
-----

PF 1=HELP      2=SPLIT    3=END      4=RETURN    5=PRINTL    6=
PF 7=UP        8=DOWN     9=         10=         11=         12=CURSOR

```

Figure 71. VM Batch Facility User Tasks Menu

A number of commands appear as options on the VM BATCH FACILITY USER TASKS MENU. Below is a brief description of each of the options on this menu:

1. **Submit.** You type in the file name of the job you are submitting for processing in batch mode. You can use the system default options, or you can type in the options you require.

Note: When submitting a file be sure to note the job identification or *JOB ID*, in case you need to issue additional background execution commands. You can assign a JOB ID that is easy for you to remember. If you do not assign a JOB ID, the time that you submitted the job becomes the JOB ID.

2. **Status.** You obtain the status of the current job (find out what stage of processing it has reached).

3. **Chjob.** You can change the job control options after you have submitted the job.
4. **Password.** Batch uses class AUTOLOG to run jobs on your user ID while you are logged off VM/IS. If you change your VM/IS password prior to AUTOLOG jobs being run, you must also change your password on these jobs before they can be run.
5. **Query.** Gives the status of machines capable of running batch jobs.
6. **Cancel.** You cancel the current job (the job you have just submitted).

Note: For more detailed information on the VM Batch Facility, see *VM BATCH Facility User's Guide*.

Chapter 15. Viewing a List of Application Programs in Your Library

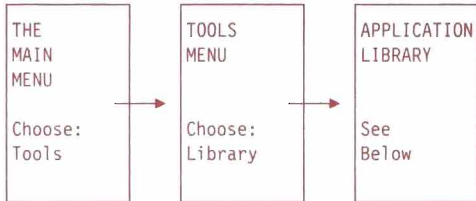
15

Sometimes your site, or possibly other sites, may develop application programs to help you with your work. These application programs reside in an application library on your VM/IS system. This chapter describes how to gain access to and view application programs in your application library.

The `Library` option on the `TOOLS MENU` displays the `APPLICATION LIBRARY` panel from which you can work with application programs.

To find out what is in your application library, follow these steps:

1. Choose panels as shown below:



```
APPLICATION LIBRARY
-----
Complete the required data and press ENTER.

Name:      _____  Enter application name, or leave blank to
                        obtain a list of applications existing on
                        the 31A-X disk.

Option:    INFO__      Enter INFO, RUN, or RESTART.

Application parameters (if any):
_____  _____  _____  _____  _____
_____  _____  _____  _____  _____

-----
PF: 1 Help   2 ...   3 End   4 Return  5 Cmd   6 Index
PF: 7 ...   8 ...   9 Probrep 10 ...  11 ...  12 Cursor
===>
```

Figure 72. The APPLICATION LIBRARY Panel

2. On the APPLICATION LIBRARY panel, in the Name: field, type the name of the application program you want to look at.

If you do not have a specific program in mind, leave this panel blank and press the ENTER key. You see a list of application programs available in your library. If there are none in your library, a message informs you that no programs exist.

3. Press PF4 (Return) twice to return to the MAIN MENU.

Ask your system administrator about the application programs in your library that could serve as tools to assist you in doing your job.



Appendix. Publications and Other Materials You Can Order

This appendix contains:

- Ordering information for the books and other materials in the VM/IS kits
- A list of all books that come with VM/IS.

Ordering Additional Books and Materials

Order additional books and materials using the order numbers assigned to them.

Order numbers are of the following types:

- **Base numbers.** Use a base number to get the **most current** edition of a publication. Manual numbers are of the form *nnnn-nnnn-rr*, where *nnnn-nnnn* is the base number and *r* is the revision level of the publication. Use the first eight digits *nnnn-nnnn* of the base number, but not the *r* revision level. For example, to order **SC24-5236-02** use **SC24-5236**.
- **Pseudo-order numbers.** Use a *pseudo-order number* to get a publication at a **specific** revision level, which is not necessarily the most current edition of a publication. Pseudo-order numbers are of the form *nnnn-nnnn*. They are always found in parentheses in the following lists of publications.

If the publication does not have a pseudo-order number, use the base number.

In addition to publications, you receive a supply of publication binders, snap-together bookends, and labels.

If you want to order more binders, use the following order numbers:

- small binder SC34-2269
- 1-inch binder SX09-1121
- 2-inch binder SX09-1122
- 3-inch binder SX09-1123.

If you want to order more snap-together bookends, use order number SX09-1046.

List of Books Available with a Fully Configured VM/IS System

The following table lists all the books available with VM/IS.

User/Administrator Books in the VM/IS Primer Kit

Primer Manuals
VM/INTEGRATED SYSTEM PUBLICATIONS GC24-5308-01 (GQ24-5308)
VM/INTEGRATED SYSTEM PLANNING FOR YOUR SYSTEM GC24-5337-02 (GT00-2573)
VM/INTEGRATED SYSTEM MANAGING YOUR SYSTEM SC24-5338-02 (ST00-2638)
VM/INTEGRATED SYSTEM REPORTING SYSTEM PROBLEMS SC24-5339-02 (ST00-2637)
VM/INTEGRATED SYSTEM LEARNING TO USE YOUR SYSTEM: GETTING STARTED SC24-5343-02 (ST00-2574)
VM/INTEGRATED SYSTEM LEARNING TO USE YOUR SYSTEM: PERFORMING OFFICE TASKS SC24-5346-02 (ST00-2575)

Primer Manuals

VM/INTEGRATED SYSTEM LEARNING TO USE YOUR SYSTEM: **ERROR AND INFORMATION MESSAGES**

SC24-5351-02
(ST00-2576)

VM/INTEGRATED SYSTEM **WRITING SIMPLE PROGRAMS WITH REXX**

SC24-5357-00
(ST24-5357)

VM/INTEGRATED SYSTEM LEARNING TO USE YOUR SYSTEM: **USING THE PROGRAMMING LANGUAGES AND DATA BASE**

SC24-5385-00
(ST24-5385)

VM/INTEGRATED SYSTEM LEARNING TO USE YOUR SYSTEM: **COMMUNICATING WITH OTHER SYSTEMS**

SC24-5386-00
(ST24-5386)

VM/INTEGRATED SYSTEM MANAGING YOUR SYSTEM: **THE PRACTICE DISKETTE**

SV21-5273-02
(ST00-2636)

VM/SYSTEM PRODUCT **CMS PRIMER**

SC24-5236-03
(ST00-1992)

VM/INTEGRATED SYSTEM **COMPOSING DOCUMENTS WITH THE GENERALIZED MARKUP LANGUAGE**

S544-3421-01
(ST00-2645)

WORKING WITH INTERACTIVE SYSTEM PRODUCTIVITY FACILITY(ISPF) AND ISPF/ PROGRAM DEVELOPMENT FACILITY

SC34-4016-00
(ST34-4016)

Additional User/Administrator Primers

Primer Manuals
MANAGING SQL/DATA SYSTEM SH09-8069-00 (ST00-2611)
WORKING WITH SQL/DATA SYSTEM SH09-8070-00 (ST00-2612)
VM/INTEGRATED SYSTEM WORKING WITH THE PROFESSIONAL OFFICE SYSTEM SH20-7260-01 (SQ40-7260)
VM/INTEGRATED SYSTEM MANAGING THE PROFESSIONAL OFFICE SYSTEM SH20-7261-01 (SQ40-7261)

Books in the BASE Core

Product	User	Administration	Technical
VM/IS		VM/INTEGRATED SYSTEM INSTALLING YOUR SYSTEM SC24-5341-02 (ST00-2580)	VM/INTEGRATED SYSTEM APPLICATION DESIGN GUIDELINES: USER DOCUMENTATION SC24-5301-01 (SQ24-5301)
		VM/INTEGRATED SYSTEM TAILORING YOUR MENUS SH24-5123-03 (ST00-2579)	VM/INTEGRATED SYSTEM DEVELOPING AN APPLICATION: GETTING STARTED SC24-5305-01 (SQ24-5305)
			VM/INTEGRATED SYSTEM DEVELOPING AN APPLICATION: RELATED DOCUMENTATION SC24-5306-01 (SQ24-5306)
			VM/INTEGRATED SYSTEM HOW TO SUPPORT YOUR DISTRIBUTED SYSTEM SC24-5355-00

Product	User	Administration	Technical
			VM/INTEGRATED SYSTEM SETTING UP YOUR SNA NETWORK SC24-5390-00 (ST24-5390)
			PRODUCING QUALITY TECHNICAL INFORMATION SC26-4195-01 (SC26-4195)
DIRMAINT		VIRTUAL MACHINE/ DIRECTORY MAINTENANCE PROGRAM PRODUCT INSTALLATION AND SYSTEM ADMINISTRATOR'S GUIDE SC20-1840-02 (ST00-2211)	
EREP		ENVIRONMENTAL RECORD EDITING AND PRINTING PROGRAM (EREP) USER'S GUIDE AND REFERENCE GC28-1378-02 (GC28-1378)	

Product	User	Administration	Technical
IPF		VIRTUAL MACHINE/ INTERACTIVE PRODUCTIVITY FACILITY REMOTE ADMINISTRATION AND SYSTEM TAILORING INVOCATION SUPPORT GC24-5388-00 (GT00-2640)	
		VIRTUAL MACHINE/ INTERACTIVE PRODUCTIVITY FACILITY SPOOL FILE MAINTENANCE GC24-5388-00	
		VIRTUAL MACHINE/ INTERACTIVE PRODUCTIVITY FACILITY ADMINISTRATION SC24-5320-01 (SQ24-5320)	
		VIRTUAL MACHINE/ INTERACTIVE PRODUCTIVITY FACILITY SYSTEM REFERENCE SC24-5321-01 (SQ24-5321)	

Product	User	Administration	Technical
		VIRTUAL MACHINE/ INTERACTIVE PRODUCTIVITY FACILITY MESSAGES SC24-5324-01 (SQ24-5324)	
		VIRTUAL MACHINE/ INTERACTIVE PRODUCTIVITY FACILITY MAINTENANCE SC24-5331-01 (SQ24-5331)	
ISPF			INTERACTIVE SYSTEM PRODUCTIVITY FACILITY DIALOG MANAGEMENT GUIDE SC34-4009-00 (ST34-4009)
			INTERACTIVE SYSTEM PRODUCTIVITY FACILITY DIALOG MANAGEMENT SERVICES AND EXAMPLES SC34-4010-00 (ST34-4010)

Product	User	Administration	Technical
			INTERACTIVE SYSTEM PRODUCTIVITY FACILITY(ISPF) AND ISPF/PROGRAM DEVELOPMENT FACILITY INSTALLATION AND CUSTOMIZATION SC34-4015-00 (ST34-4015)
VM/SP	VIRTUAL MACHINE/ SYSTEM PRODUCT CMS USER'S GUIDE SC19-6210-04 (ST00-1980)	VIRTUAL MACHINE/ SYSTEM PRODUCT INTRODUCTION GC19-6200-04 (GT00-1977)	VIRTUAL MACHINE/ SYSTEM PRODUCT CMS COMMAND REFERENCE SC19-6209-04 (ST00-1981)
	VIRTUAL MACHINE/ SYSTEM PRODUCT SYSTEM PRODUCT EDITOR USER'S GUIDE SC24-5220-03 (ST00-1985)	VIRTUAL MACHINE/ SYSTEM PRODUCT PLANNING GUIDE AND REFERENCE SC19-6201-05 (ST00-1989)	VIRTUAL MACHINE/ SYSTEM PRODUCT CP COMMAND REFERENCE SC19-6211-04 (ST00-1982)
	VIRTUAL MACHINE/ SYSTEM PRODUCT SYSTEM PRODUCT INTERPRETER USER'S GUIDE SC24-5238-03 (ST00-1987)	VIRTUAL MACHINE/ SYSTEM PRODUCT SYSTEM MESSAGES AND CODES SC19-6204-04 (ST00-1991)	VIRTUAL MACHINE/ SYSTEM PRODUCT SYSTEM PRODUCT EDITOR COMMAND AND MACRO REFERENCE SC24-5221-04 (ST00-1986)

Product	User	Administration	Technical
		VIRTUAL MACHINE/ SYSTEM PRODUCT OPERATOR'S GUIDE SC19-6202-04 (ST00-1983)	VIRTUAL MACHINE/ SYSTEM PRODUCT EXEC 2 REFERENCE SC24-5219-03 (ST00-1984)
			VIRTUAL MACHINE/ SYSTEM PRODUCT INSTALLATION SC24-5237-03 (ST00-1990)
			VIRTUAL MACHINE/ SYSTEM PRODUCT SYSTEM PRODUCT INTERPRETER REFERENCE SC24-5239-02 (ST00-1988)
			VIRTUAL MACHINE/ SYSTEM PRODUCT APPLICATION DEVELOPMENT GUIDE SC24-5247-02 (ST00-2086)
			VIRTUAL MACHINE/ SYSTEM PRODUCT GROUP CONTROL SYSTEM COMMAND AND MACRO REFERENCE SC24-5250-01 (SQ24-5250)

Product	User	Administration	Technical
			VIRTUAL MACHINE/ SYSTEM PRODUCT CMS MACROS AND FUNCTIONS REFERENCE SC24-5284-00 (ST24-5284)
			VIRTUAL MACHINE/ SYSTEM PRODUCT CP FOR SYSTEM PROGRAMMING SC24-5285-00 (ST24-5285)
			VIRTUAL MACHINE/ SYSTEM PRODUCT CMS FOR SYSTEM PROGRAMMING SC24-5286-00 (ST24-5286)
			VIRTUAL MACHINE/ SYSTEM PRODUCT TRANSPARENT SERVICES ACCESS FACILITY REFERENCE SC24-5287-00 (ST24-5287)
			VIRTUAL MACHINE/ SYSTEM PRODUCT VM SYSTEM FACILITIES FOR PROGRAMMING SC24-5288-00 (ST24-5288)

Product	User	Administration	Technical
			VIRTUAL MACHINE DIAGNOSIS GUIDE LY24-5241-00 (LT00-2010)

Books in the Added BASE Core

Product	User	Administration	Technical
DCF	DOCUMENT COMPOSITION FACILITY: GENERALIZED MARKUP LANGUAGE STARTER SET REFERENCE SH20-9187-04 (ST00-2632)		DOCUMENT COMPOSITION FACILITY: GENERALIZED MARKUP LANGUAGE IMPLEMENTATION GUIDE SH35-0050-03 (ST00-2629)
	DOCUMENT COMPOSITION FACILITY MESSAGES SH35-0048-04 (ST00-2635)		DOCUMENT COMPOSITION FACILITY SCRIPT/VS TEXT PROGRAMMER'S GUIDE SH35-0069-04 (ST00-2623)
	DOCUMENT COMPOSITION FACILITY SCRIPT/VS LANGUAGE REFERENCE SH35-0070-04 (ST00-2627)		DOCUMENT COMPOSITION FACILITY DIAGNOSIS GUIDE SY35-0067-01 (SQ75-0067)

Product	User	Administration	Technical
FSF		VM FILE STORAGE FACILITY PROGRAM DESCRIPTION/ OPERATIONS MANUAL SB21-3085-00 (ST00-1454)	
GDDM and GDDM-PGF	GDDM-PGF INTERACTIVE CHART UTILITY USER'S GUIDE SC33-0328-00 (ST33-0328)		GDDM INSTALLATION AND SYSTEM MANAGEMENT FOR VM SC33-0323-01 (SQ33-0323)
	GDDM-PGF VECTOR SYMBOL EDITOR SC33-0330-00 (ST33-0330)		GDDM PERFORMANCE GUIDE SC33-0324-00 (ST33-0324)
	GDDM GUIDE FOR USERS SC33-0327-00 (ST33-0327)		GDDM MESSAGES SC33-0325-01 (SQ33-0325)
	GDDM IMAGE SYMBOL EDITOR SC33-0329-00 (ST33-0329)		GDDM DIAGNOSIS AND PROBLEM DETERMINATION GUIDE SC33-0326-01 (SQ33-0326)

Product	User	Administration	Technical
PL/I			OS PL/I OPTIMIZING COMPILER: EXECUTION LOGIC SC33-0025-03 (SQ33-0025)
			OS PL/I OPTIMIZING COMPILER: MESSAGES SC33-0027-06 (ST00-2168)
			OS AND DOS PL/I OPTIMIZING COMPILER: DEBUG GUIDE SY26-3990-00 (ST66-3990)
VM BATCH		VM BATCH FACILITY INSTALLATION, CUSTOMIZATION AND ADMINISTRATION SC34-4093-01 (ST34-4093)	
		VM BATCH FACILITY USER'S GUIDE SC34-4094-01 (ST34-4094)	
VMMAP	VIRTUAL MACHINE MONITOR ANALYSIS PROGRAM USER'S GUIDE AND REFERENCE SC34-2166-02		

Product	User	Administration	Technical
VMRTM			VM REAL TIME MONITOR PROGRAM DESCRIPTION/ OPERATIONS MANUAL SH20-2337-06

Books in the Application Development Support Package

Product	User	Administration	Technical
CSP/AD and CSP/AE	CSP/AD USER'S GUIDE SH23-0501-01 (ST43-0501)		CSP/AD OPERATION/ DEVELOPMENT SH23-0502-00 (ST43-0502)
			CSP/AD AND CSP/AE SYSTEM ADMINISTRATION SH23-0503-00 (ST43-0503)
			CSP/AD AND CSP/AE PROBLEM DIAGNOSIS GUIDE SH23-0504-00
			CSP/AD AND CSP/AE MESSAGES AND CODES SH23-0505-00 (ST43-0505)

Books in the Data Base Query Package

Product	User	Administration	Technical
DBEDIT	DATA BASE EDIT FACILITY (DBEDIT) USER'S GUIDE SH20-6522-02		DATA BASE EDIT FACILITY PROGRAM DESCRIPTION/ OPERATIONS MANUAL SH20-0077-01
	DATA BASE EDIT FACILITY QUICK USER'S GUIDE TO PQUERY SH20-6523-02		
DXT	DATA EXTRACT VERSION 2: LEARNER'S GUIDE SC26-4242-01 (SQ26-4242)	DATA EXTRACT VERSION 2: BASE PRODUCT PLANNING AND ADMINISTRATION GUIDE SC26-4243-01 (SQ26-4243)	
	DATA EXTRACT VERSION 2: FEATURES PLANNING AND USER GUIDE SC26-4315-00 (ST26-4315)	DATA EXTRACT VERSION 2: REFERENCE SC26-4248-01 (SQ26-4248)	

Product	User	Administration	Technical
		DATA EXTRACT VERSION 2: MESSAGES AND CODES SC26-4251-01 (SQ26-4251)	
QMF	QUERY MANAGEMENT FACILITY: LEARNER'S GUIDE SC26-4231-01	QUERY MANAGEMENT FACILITY: PLANNING AND ADMINISTRATION GUIDE FOR VM/SYSTEM PRODUCT SC26-4236-01	
	QUERY MANAGEMENT FACILITY: USER'S GUIDE AND REFERENCE SC26-4232-00		
RXSQL		VM/SYSTEM PRODUCT INTERPRETER SQL/DATA SYSTEM INTERFACE PROGRAM DESCRIPTION/ OPERATION SH20-7051-01	

Product	User	Administration	Technical
SQL/DS	SQL/DATA SYSTEM TERMINAL USER'S GUIDE FOR VM/SYSTEM PRODUCT SH09-8047-00 (ST00-2603)	SQL/DATA SYSTEM SYSTEM PLANNING AND ADMINISTRATION FOR VM/SYSTEM PRODUCT SH09-8018-00 (ST00-2583)	SQL/DATA SYSTEM DATA BASE PLANNING AND ADMINISTRATION FOR VM/SYSTEM PRODUCT SH09-8017-00 (ST00-2582)
	SQL/DATA SYSTEM TERMINAL USER'S REFERENCE FOR VM/SYSTEM PRODUCT SH09-8048-00 (ST00-2604)	SQL/DATA SYSTEM MESSAGES AND CODES FOR VM/SYSTEM PRODUCT SH09-8052-00 (ST00-2606)	SQL/DATA SYSTEM APPLICATION PROGRAMMING FOR VM/SYSTEM PRODUCT SH09-8019-00 (ST00-2584)
		SQL/DATA SYSTEM OPERATION FOR VM/SYSTEM PRODUCT SH09-8053-00 (ST00-2607)	SQL/DATA SYSTEM DATA BASE SERVICES UTILITY FOR VM/SYSTEM PRODUCT SH09-8051-00 (ST00-2605)

Books in the Engineering/Scientific Program Development Support Option

Product	User	Administration	Technical
VS FORTRAN			VS FORTRAN VERSION 2: LANGUAGE AND LIBRARY REFERENCE SC26-4221-02 (SQ26-4221)
			VS FORTRAN VERSION 2: PROGRAMMING GUIDE SC26-4222-02 (SQ26-4222)
			VS FORTRAN VERSION 2: INTERACTIVE DEBUG GUIDE SC26-4223-01 (SQ26-4223)
			VS FORTRAN VERSION 2: INSTALLATION AND CUSTOMIZATION FOR VM SC26-4339-00 (ST26-4339)

Product	User	Administration	Technical
ISPF/PDF			INTERACTIVE SYSTEM PRODUCTIVITY FACILITY/ PROGRAM DEVELOPMENT FACILITY GUIDE SC34-4011-00 (ST34-4011)
			INTERACTIVE SYSTEM PRODUCTIVITY FACILITY/ PROGRAM DEVELOPMENT FACILITY SERVICES SC34-4012-00 (ST34-4012)
			INTERACTIVE SYSTEM PRODUCTIVITY FACILITY/ PROGRAM DEVELOPMENT FACILITY LIBRARY MANAGEMENT SC34-4013-00 (ST34-4013)
			INTERACTIVE SYSTEM PRODUCTIVITY FACILITY/ PROGRAM DEVELOPMENT FACILITY EDIT MACROS SC34-4014-00 (ST34-4014)

Books in the Intelligent Workstation Support Package

Product	User	Administration	Technical
ECF	IBM ENHANCED CONNECTIVITY FACILITIES GETTING STARTED WITH THE PC REQUESTERS SH20-9790-00		IBM ENHANCED CONNECTIVITY FACILITIES TSO/E SERVERS AND CMS SERVERS INSTALLATION PLANNING AND PROGRAMMER'S GUIDE SH20-9677-00
	IBM ENHANCED CONNECTIVITY FACILITIES PC REQUESTERS REFERENCE SH20-9678-00		
	INTRODUCTION TO IBM SYSTEM/370 TO IBM PERSONAL COMPUTER ENHANCED CONNECTIVITY FACILITIES GC23-0957-02		

Books in the Networking Support Package

Product	User	Administration	Technical
NETVIEW		NETVIEW ADMINISTRATION REFERENCE SC30-3361-02	NETWORK PROGRAM PRODUCTS SAMPLES SC30-3352-03
		NETVIEW OPERATION SC30-3364-02	NETVIEW HARDWARE PROBLEM DETERMINATION REFERENCE SC30-3366-01
		NETVIEW MESSAGES SC30-3365-02	
		NETVIEW COMMAND LISTS SC30-3423-02	
		NETVIEW INSTALLATION AND ADMINISTRATION GUIDE SC30-3476-01	
VSE/VSAM		USING VSE/VSAM COMMANDS AND MACROS SC24-5144-03 (ST00-2390)	VSE/VSAM PROGRAMMER'S REFERENCE SC24-5145-03 (ST00-2391)

Product	User	Administration	Technical
		VSE/VSAM MESSAGES AND CODES SC24-5146-02 (GT00-0890)	VSE/VSAM DOCUMENTATION SUBSET SC24-5191-01 (SQ24-5191)
ACF/VTAM		VTAM OPERATION SC23-0113-03 (ST23-0113)	VTAM INSTALLATION AND RESOURCE DEFINITION SC23-0111-03 (ST23-0111)
		VTAM MESSAGES AND CODES SC23-0114-03 (ST23-0114)	VTAM CUSTOMIZATION SC23-0112-03 (ST23-0112)
			VTAM PROGRAMMING SC23-0115-02 (ST23-0115)
			VTAM DIAGNOSIS GUIDE SC23-0116-03 (ST23-0116)
			VTAM REFERENCE SUMMARY SC23-0135-01 (ST23-0135)
			NETWORK PROGRAM PRODUCTS PLANNING SC30-3351-01

Product	User	Administration	Technical
			NETWORK PROGRAM PRODUCTS STORAGE ESTIMATES SC30-3403-03

Books in the Remote Communications Support Package

Product	User	Administration	Technical
CVIEW	COOPERATIVE VIEWING FACILITY VERSION 2 GUIDE SC34-4006-01 (ST34-4006)		
PVM		VM/PASS-THROUGH FACILITY GUIDE AND REFERENCE SC24-5208-04 (ST00-2190)	
RSCS	VIRTUAL MACHINE REMOTE SPOOLING COMMUNICATIONS SUBSYSTEM NETWORKING VERSION 2 OPERATION AND USE SH24-5058-02 (SQ44-5058)		VIRTUAL MACHINE REMOTE SPOOLING COMMUNICATIONS SUBSYSTEM NETWORKING VERSION 2 PLANNING AND INSTALLATION SH24-5057-02 (SQ44-5057)
TCP/IP			IBM TRANSMISSION CONTROL PROTOCOL/INTERNET PROTOCOL FOR VM INSTALLATION AND MAINTENANCE MANUAL GC09-1203-01 (GT09-1203)

Product	User	Administration	Technical
			IBM TRANSMISSION CONTROL PROTOCOL/INTERNET PROTOCOL FOR VM COMMAND REFERENCE MANUAL GC09-1204-01 (GT09-1204)
			IBM TRANSMISSION CONTROL PROTOCOL/INTERNET PROTOCOL FOR VM PROGRAMMER'S MANUAL GC09-1206-01 (GT09-1206)

Books in the Support Services Package

Product	User	Administration	Technical
DSNX		VM/DISTRIBUTED SYSTEM NODE EXECUTIVE GUIDE AND REFERENCE SC24-5381-00 (ST00-2642)	
VMBACKUP		VMBACKUP SUBSYSTEM ADMINISTRATOR'S GUIDE SH20-6250-01 (SQ40-6250)	
		VMBACKUP MANAGEMENT SYSTEM OPERATOR'S GUIDE SH20-6251-01 (SQ40-6251)	
		VMBACKUP MANAGEMENT SYSTEM USER'S GUIDE SH20-6252-01 (SQ40-6252)	

Product	User	Administration	Technical
		VMBACKUP MANAGEMENT SYSTEM MESSAGES AND CODES SH20-6253-01 (SH20-6253)	

Books in the Transaction Processing Package

Product	User	Administration	Technical
CICS/VM			CICS/VM RELEASE 1 APPLICATION PROGRAMMING SC33-0570-00 (ST33-0570)
			CICS/VM RELEASE 1 SYSTEM SUPPORT AND ADMINISTRATION SC33-0573-00 (ST33-0573)
VS COBOL II			VS COBOL II APPLICATION PROGRAMMING LANGUAGE REFERENCE GC26-4047-03
			VS COBOL II APPLICATION PROGRAMMING GUIDE SC26-4045-01
			VS COBOL II APPLICATION PROGRAMMING: DEBUGGING SC26-4049-02

Product	User	Administration	Technical
			VS COBOL II INSTALLATION AND CUSTOMIZATION FOR CMS SC26-4213-01
			VS COBOL II APPLICATION PROGRAMMING: SUPPLEMENT FOR CMS USERS SC26-4214-01

Books in the Text/Office System Package

Product	User	Administration	Technical
AS	USING APPLICATION SYSTEM SH45-5002-01 (ST00-2623)		APPLICATION SYSTEM REFERENCE SH45-5004-02 (ST00-2625)
	LEARNING APPLICATION SYSTEM SH45-5003-02 (ST00-2624)		MANAGING APPLICATION SYSTEM IN THE VM ENVIRONMENT SH45-5014-00 (ST00-2626)
DW/370	GETTING STARTED WITH DISPLAYWRITE/ 370 SH12-5171-01	INTRODUCING DISPLAYWRITE/ 370 GH12-5170-03	
	USING DISPLAYWRITE/ 370 SH12-5172-01	DISPLAYWRITE/ 370 INSTALLATION AND ADMINISTRATION (VM/CMS) SH12-5180-00	
		DISPLAYWRITE/ 370 MESSAGES AND CODES SH12-5184-00	

Product	User	Administration	Technical
PROFS	USING THE PROFESSIONAL OFFICE SYSTEM SH20-6797-01 (ST40-6797)		PROGRAMMER'S GUIDE TO THE PROFESSIONAL OFFICE SYSTEM SH20-6801-01 (ST40-6801)
PROFS ASF	GETTING STARTED WITH THE PROFESSIONAL OFFICE SYSTEM APPLICATIONS SUPPORT SH20-7250-01 (SQ40-7250)	INSTALLING AND MANAGING THE PROFESSIONAL OFFICE SYSTEM APPLICATIONS SUPPORT SH20-7251-01 (SQ40-7251)	
PROFS NMF		PROFS NOTE MAINTENANCE FACILITY DESCRIPTION/ OPERATION SH20-6722-00	
VM3812		VM3812-IBM 3812 PAGEPRINTER VM SUPPORT INSTALLATION GUIDE SH20-6730-01	
		VM3812-IBM 3812 PAGEPRINTER VM SUPPORT USER'S GUIDE SH20-6731-01	

Product	User	Administration	Technical
		VM3812-IBM 3812 PAGEPRINTER VM SUPPORT APPLICATION PROGRAMMER'S GUIDE SH20-6732-01	

Summary of Changes

Summary of Changes for SC24-5343-02 for VM/IS 5.1

How to Obtain the Previous Edition of This Publication:

To obtain the edition of this publication that pertains to VM/IS 5.0, order SQ24-5343.

New Information

- The screen layout for XEDIT has changed.
- The GDDM example in Chapter 10 has been expanded.
- Chapter 12, “Creating Your Own Personal VM/IS Menu” has been added.
- In Chapter 13, an example of file sharing has been added.

Changed Information

- The manual has been changed to show the updated VM/IS menus and panels. The menu sequence diagrams have been updated to reflect these same changes.
- The Appendix reflects any new publications or materials associated with this release.
- The Glossary has been updated to reflect any new terms introduced.

Miscellaneous

- The *PRIMARY Menu* is now called the **MAIN MENU**.
- This edition also includes minor editorial and technical changes.



Glossary

This glossary defines terms frequently used in the *VM/IS Learning to Use Your System* series of books. If you do not find the term you are looking for, refer to the Index or to the *IBM Dictionary of Computing*, SC20-1699.

alias. An alternate label or name; for example, a label and one or more aliases may be used to refer to the same data element or point in a computer program.

ASCII. American Standard Code for Information Interchange. A standard code representing letters, numbers, and control characters in data processing systems and associated equipment.

CMS. Conversational Monitor System.

command. A word, phrase, or abbreviation that tells the system to do something. You usually enter commands on a command line.

command line. On most screens, the blank line next to the arrow (==>) where you type commands or menu selections.

compiler. A program that interprets a high level language code program and produces a machine language program to be executed at a later time.

control program (CP). A component of the Virtual Machine/System Product (VM/SP) that allows you to control the physical resources of your system using the CP command language.

Conversational Monitor System (CMS). A component of the Virtual Machine/System Product (VM/SP) that allows you to create, modify, and debug application programs and, in general, to manipulate data files using the CMS command language.

CP. Control Program.

DCF. Document Composition Facility.

disconnect. 1) To temporarily leave the system without all the system links being broken. 2) The name of the mode in which a display station is disconnected.

disk. Magnetic disk. A flat circular plate with a magnetizable surface layer on which data can be stored by magnetic recording. When you store information with the FILE command, the editor puts the file on a disk, which is permanent storage.

disk operating system. An operating system for computer systems that use disks and diskettes for auxiliary storage of programs and data.

diskette. A flexible magnetic disk enclosed in a protective container.

display station. A combination of a keyboard and a display device. Synonymous with work station and terminal.

document. A formal communication, such as a memo, letter, or report. It is possible to store documents in a file to allow for updating.

Document Composition Facility (DCF). A text formatting tool you use to create or revise documents ranging from simple memos to complicated books. Markup techniques identify parts of a document, like topic headings, paragraphs, or lists. The system formats these parts for printing according to the markup.

DOS. Disk operating system.

DOS prompt. The character and symbol that appears on your screen after DOS has been loaded successfully. Usually C > on a fixed disk system.

EBCDIC. Extended binary-coded decimal interchange code. A code representing letters, numbers, graphic characters, and control characters in data processing systems and associated equipment.

error message. A message that appears on your display station indicating that you have made a mistake or that the system did not understand your last command. The *VM/IS Learning to Use Your System: Error and*

Information Messages manual helps you to identify and correct most VM/IS error messages.

files. Named collections of related information stored on your system.

file transfer. The sending of files between personal computer storage and VM/IS personal storage.

fixed disk. A rigid magnetic disk such as the internal disks used in the system units of IBM personal computers and in external hard disk drives.

form. A description of the way to format information from a table of data into a report (applicable to the Database Query package).

GDDM. Graphical Data Display Manager.

Graphical Data Display Manager (GDDM). This function, along with the Presentation Graphics Feature (PGF), provides a versatile, easy-to-use graphics capability. GDDM/PGF has a menu-driven interface called the Interactive Chart Utility (ICU) with which you can prepare a variety of charts and graphs.

initialization. The process of setting the starting values at the beginning of a computer routine.

Interactive System Productivity Facility/Program Development Facility (ISPF/PDF). A facility that increases computer-user productivity by simplifying many frequently performed programming tasks.

ISPF/PDF. Interactive System Productivity Facility/Program Development Facility.

K. Kilo. When referring to storage capacity, two to the tenth power; 1024 in decimal notation

listing. A file created when you compile a program. This file lists the lines in the original program along with any error or other messages generated during compilation.

log off. To terminate a session.

log on. To initiate a session.

M. Mega. When referring to storage capacity, two to the twentieth power; 1,048,576 in decimal notation. 1M = 1024K.

mail. Any notes or files that you send to others or other users send to you through the computer system.

map. In the context of Cross System Product/Application Development: an end user panel.

memo. A short, formal document you create using your system. You often print memos on paper to send to others.

menu. A panel that offers a range of choices or options. By selecting one of the options (usually by pressing a PF key or entering a number), you proceed to another menu or an application screen.

message. A short, quick and informal way to communicate with other people on the system.

Messages are not saved. The person to whom you are sending a message receives the message only if he or she is logged on to the computer system when you send the message. See *error message*.

network. An arrangement of data processing devices and software connected for information interchange.

nickname. A name you can sometimes use in place of a user name and a system name (location). Nicknames are usually easier to remember than user names. You can use nicknames only if you or your system administrator has set up a nickname file.

node. A point (a computer system, for example) in a network that can receive messages.

node ID. Node identification. A string of characters that is used to identify a node within a network.

note. An informal way to communicate with other people on the system. Unlike a message, a note can be saved or stored. The people to whom you are sending a note do not have to be logged on to receive it because the system automatically stores it for them.

panel. A predefined display image that appears on and makes up a single screen.

password. A combination of letters, or letters and numbers, that identifies you when you log on to the computer system. Your password is a security measure that helps to prevent

unauthorized people from working with your files.

PC. Personal computer.

personal computer. A computer designed to give independent computing power to a single user. Personal computers usually operate independent of host computer systems, but can be connected to host computers or networks.

personal storage. The space on VM/IS where your own documents and other files are stored. Synonymous with A-disk; synonym for personal disk storage.

PF key. Program function key.

program function (PF) key. A numbered key that is pressed to tell the system to do something. A PF key enables you to give the system complex instructions with one keystroke. The instructions associated with a particular PF key may vary from product to product or from screen to screen.

Professional Office System (PROFS). A product providing general office facilities that allow you to send and receive notes and messages, create and work with documents, and work with a schedule or calendar.

PROFS. The IBM Professional Office System.

PROFS Application Support Feature (PASF).

An IBM licensed product that provides easy access to office, text, decision support, and data base access functions. Its PC Interface

provides a menu interface between a personal computer and VM/IS.

query. An instruction or request that elicits a response from the system.

reader. System storage for notes and files sent to a user ID.

read/write access. The access mode associated with a virtual disk that allows a user to view and update any file on that disk.

report. A document generally longer than a memo or note that you create using PROFS or DCF. You can electronically send reports to other users on the system or print them on paper and mail the printed copies.

screen. This refers to the physical display surface of a display station.

source file. The uncompiled version of a computer program.

smallint. A data type to represent small positive or negative whole numbers.

user ID. User identification. The name your system administrator assigns to you so that your computer system recognizes and identifies you uniquely. All other users on your system have a user ID that you can use to identify them when you send notes, messages, or files. (Also found in older manuals as *userid*.)

virtual disk. All, or a logical subdivision of, a physical disk storage device that has its own address, consecutive storage space for data,

and an index or description of stored data so that the data can be accessed.

Virtual Machine/Interactive Productivity Facility (VM/IPF). A productivity tool that assists computer users in the management and use of the Virtual Machine/System Product (VM/SP). VM/IPF provides a menu-driven interface for performing various system related activities.

Virtual Machine/System Product (VM/SP). This is the operating system provided with VM/IS that controls your virtual machine. A virtual machine is the functional equivalent of a real computer that you control from your display station.

VM/IPF. Virtual Machine/Interactive Productivity Facility.

VM/SP. Virtual Machine/System Product.

working storage. Computer memory that is allocated to hold information during the execution of a program, but not after.

XEDIT. VM/SP System Product Editor. This editor is a full-screen editor that provides a wide range of functions including such things as creating and editing files.

3270 PC Control Program. A program that runs on a 3270 PC to allow the PC to communicate with host computer systems such as VM/IS.

3270 PC File Transfer Program. A program that allows you to transfer files between personal computers and VM/IS.

3278/79 Emulation Control Program. A program that runs on a PC with a 3278/79 Emulation Adapter Card to allow the PC to communicate with host computer systems such as VM/IS.



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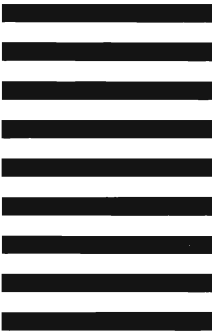
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