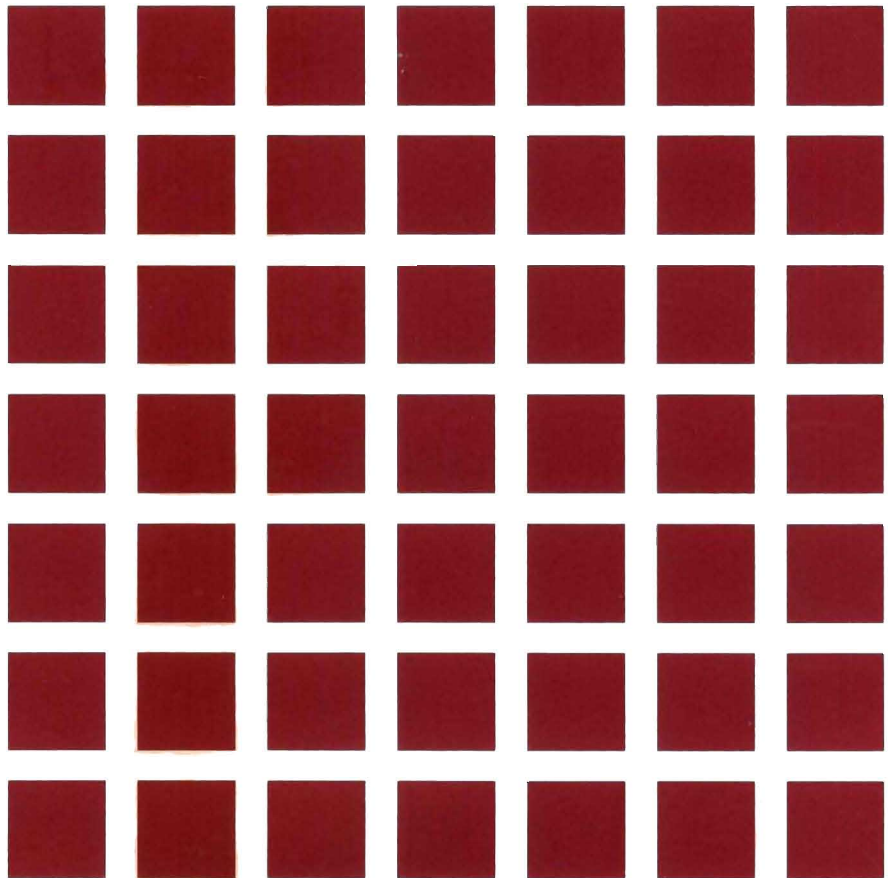


# Learning to Use Your System: Performing Office Tasks

VM/Integrated System

5

SC24-5246-02



IBM

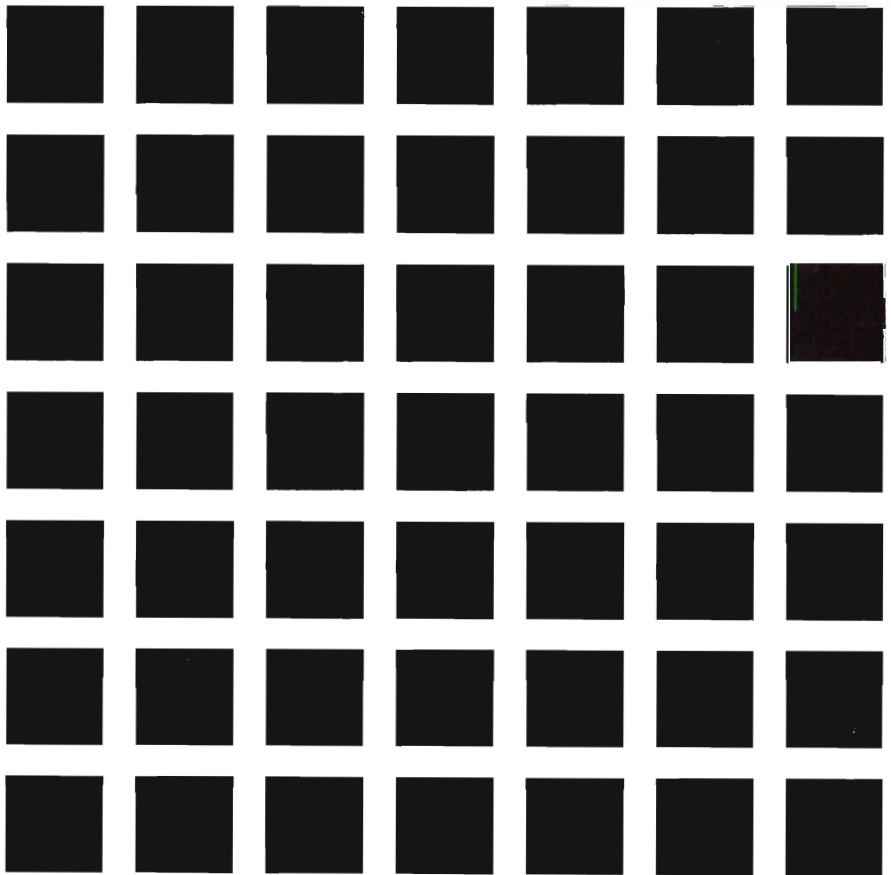


# Learning to Use Your System: Performing Office Tasks

VM/Integrated System

5.1

SC24-5346-02



**IBM**

### **Third Edition (May 1988)**

This edition, SC24-5346-02, is a major revision of SC24-5346-01, 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 163.

References in this publication to IBM products, programs, or services do not imply that IBM intends to make these available in all countries in which IBM operates. Any reference to an IBM licensed program in this publication is not intended to state or imply that only IBM's licensed program may be used. Any functionally equivalent program may be used instead.

In this manual are illustrations in which names are used. These names are fanciful and fictitious, created by the author; they are used solely for illustrative purposes and not for identification of any person or company.

### **Ordering Publications**

Requests for IBM publications should be made to your IBM representative or to the IBM branch office serving your locality. Publications are not stocked at the address given below.

A form for reader's comments is provided at the back of this publication. If the form has been removed, comments may be addressed to: IBM Corporation, Information Development, Dept. G60, P.O. Box 6, Endicott, NY, U.S.A. 13760. IBM may use or distribute whatever information you supply in any way it believes appropriate without incurring any obligation to you.

© Copyright International Business Machines Corporation 1986, 1987, 1988

IBM is a registered trademark of International Business Machines Corporation, Armonk, NY.





## 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: Performing Office Tasks*, introduces some of the features and facilities of the VM/Integrated System Text/Office package.

Specifically, this book also describes how to perform such office tasks as:

- Creating **notes** and **files**
- Storing notes and files
- Sending and printing notes, **memos**, letters and **reports**
- Working with schedules and calendars
- Collecting, managing and displaying data and text
- Techniques for complex analyses, business planning
- Various management applications.

This book does not describe any of the products in the Text/Office package in detail. Its intent is to describe the functioning of the products in the VM/IS environment. For detailed information about a particular product, refer to the manuals that are referenced throughout this book.

The glossary located at the back of this book contains a list of terms frequently used in the *VM/IS Learning to Use Your System* series of books.

## Notes:

1. Before you read this book you should read *VM/IS Learning to Use Your System: Getting Started*.
2. 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 first-time users of the Text/Office package (TXTO). The Text/Office package is one of the optional packages available with VM/IS. Check with your system administrator to see whether the Text/Office package has been installed on your VM/IS system.

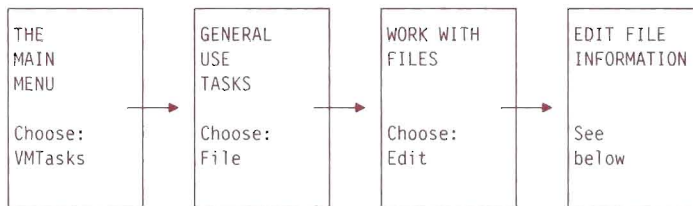
---

## Conventions Used in this Book

	<b>Convention</b>	<b>Meaning</b>
	sample	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.
	sample	The names of entry fields or other information that you see on panels and menus on your terminal screen are referenced like this.

<b>Convention</b>	<b>Meaning</b>
<b><i>sample</i></b>	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:

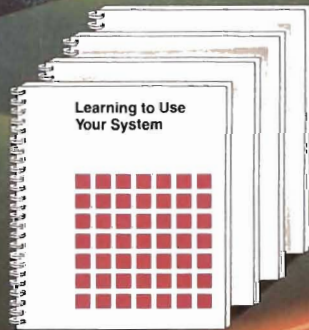
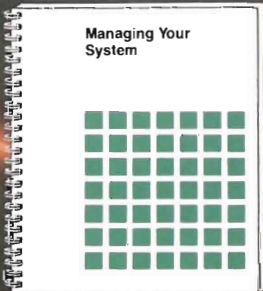
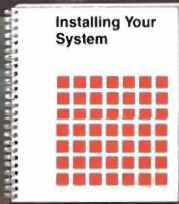
- The orange road shows which books or tapes a system administrator should use, and in what order.
- The red road shows which books or tapes a general user should use, and in what order.

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



T H E R O A D T O

System Administrator

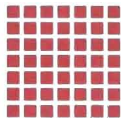


Introducing VM/JS

General User



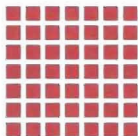
Writing Simple Programs with REXX



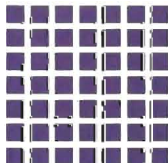
CMS Primer



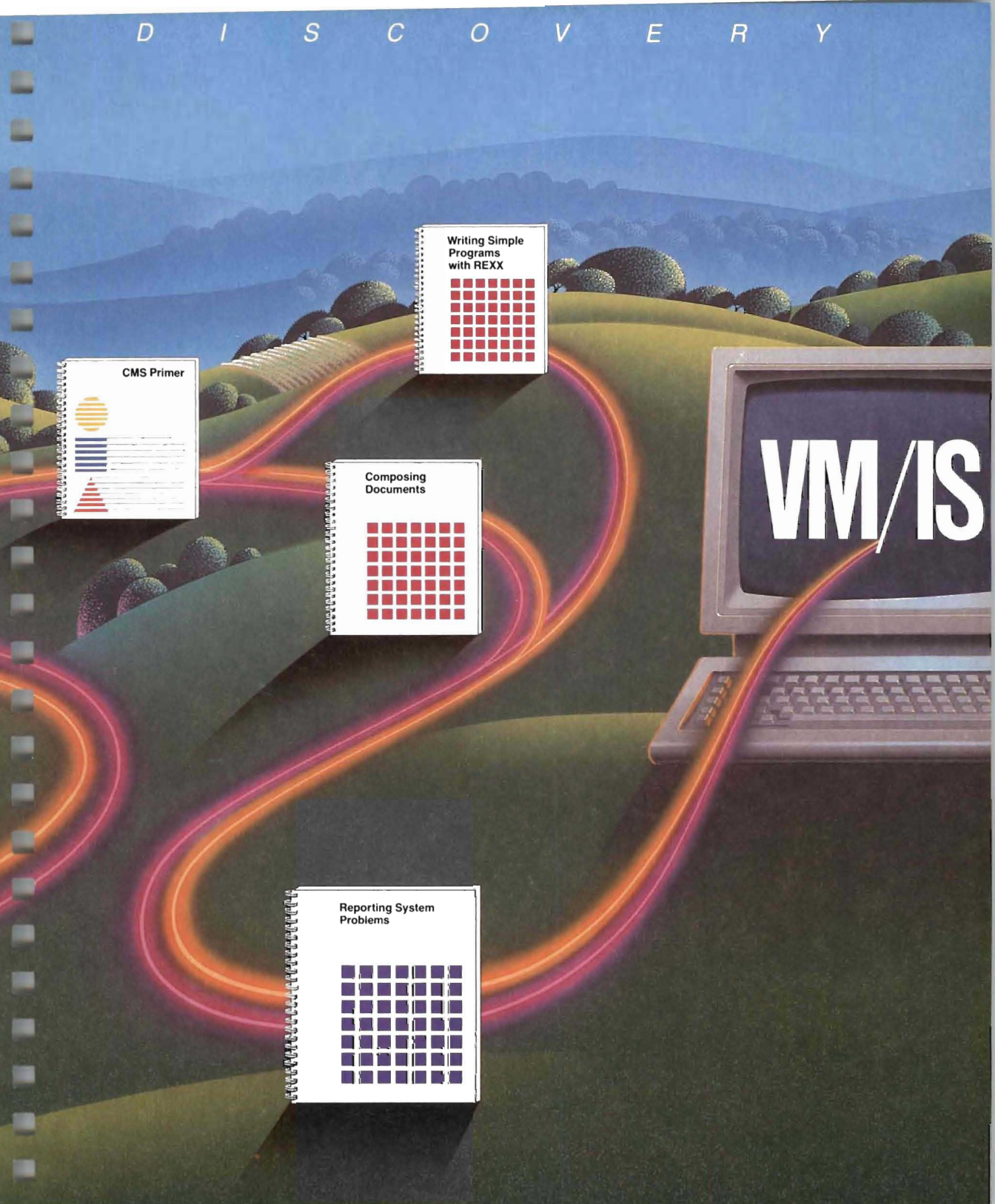
Composing Documents



Reporting System Problems



VM/IS



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

*Managing the Professional Office System*, SH20-7261  
*Working with the Professional Office System*, SH20-7260  
*Using the Professional Office System*, SH20-6797  
*Getting Started with the Professional Office System*, SH20-6796  
*Getting Started With the Professional Office System Applications Support*, SH20-7520  
*PROFS Note Maintenance Facility Program Description/Operations Manual*, SH20-6722  
*DCF Generalized Markup Language Starter Set User's Guide*, SH20-9186  
*Getting Started with DisplayWrite/370*, SH12-5171  
*Using DisplayWrite/370*, SH12-5172  
*Introducing DisplayWrite/370*, GH12-5170  
*The AS Library*, GH45-5001  
*Using Application System*, SH45-5002  
*Learning Application System*, SH45-5003  
*Application System Reference*, SH45-5004  
*Using Application System in the VM Environment*, SH45-5006  
*Managing Projects with Application System*, SH545-5008  
*Creating Documents with Application System*, SH45-5009  
*Business Planning with Application System*, SH45-5010  
*Creating Business Graphics with Application System*, SH45-5011  
*Analyzing Data with Application System*, SH45-5012  
*VM3812-IBM 3812 Pageprinter VM Support User's Guide*, SH20-6731  
*VM3812-IBM 3812 Pageprinter VM Support Application Programmer's Guide*, SH20-6732.



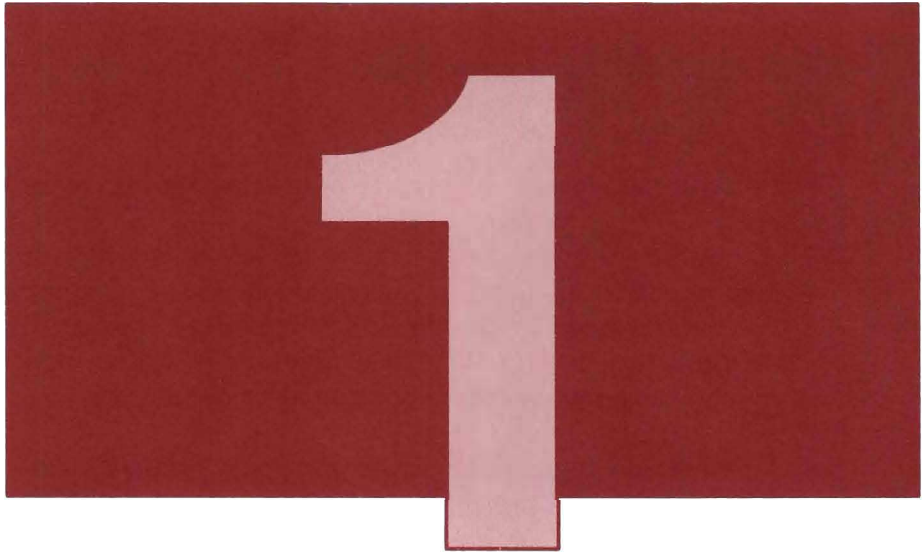
# Contents

<b>Chapter 1. Handling Messages and Notes</b>	<b>1</b>
What are Messages and Notes	2
Sending a Message	3
Sending a Note and Saving a Copy for Later Reference	8
Using Nicknames and Distribution Lists	12
Looking at a Note You Have Sent	14
Dealing with Incoming Mail: Viewing, Saving, Erasing, and Printing	18
<b>Chapter 2. Managing Your Note Logs</b>	<b>23</b>
Checking the Status of Your Note Logs	24
Maintaining Your Note Logs	27
Searching a Note Log	27
Erasing a Note from a Note Log	30
Transferring and Copying Notes between Note Logs	31
Splitting a Note Log	33
Printing One of Your Note Logs	34
<b>Chapter 3. Preparing Written Documents</b>	<b>39</b>
Introduction to Documents Using PROFS and DisplayWrite/370	41
Creating an Author Profile	42
Creating a Document	46
Using the Document Control Facility (DCF)	48
Creating a DisplayWrite/370 Document	54
Filing a Document for Changing Later	61
Retrieving and Editing Your Document	63
Editing a DCF document	64
Editing a DisplayWrite/370 Document	65
Filing and Printing a Document in Final Form	70
Printing Documents on the IBM 3812 Pageprinter	73
Working with Your Mail Log	76
<b>Chapter 4. Working with a Schedule or Calendar</b>	<b>79</b>

Looking at Your Schedule . . . . .	81
Adding an Appointment or Meeting to Your Schedule . . . . .	83
Deleting an Appointment or Meeting . . . . .	86
Moving an Appointment or Meeting to Another Date . . . . .	87
Looking at Monthly Schedules . . . . .	89
For More Information . . . . .	91
<b>Chapter 5. Using PROFS Applications Support Feature (PASF) . . . . .</b>	<b>93</b>
What is PASF? . . . . .	94
Accessing PASF . . . . .	96
Using the Personal Services Menu . . . . .	99
Working with Files: Storing, Mailing, Stapling . . . . .	102
Stapling Files . . . . .	103
Using the Telephone Directory . . . . .	112
Viewing Items on the Bulletin Board . . . . .	118
Using the Tools Menu . . . . .	121
Using the Online Calculator . . . . .	123
<b>Chapter 6. Using Application System (AS) to Create Data Tables, Graphs, and Reports . . . . .</b>	<b>127</b>
Prerequisite Information for Using AS . . . . .	128
Conversational Mode versus a Programming Language . . . . .	128
What You Need to Use AS . . . . .	129
Using Application System (without PASF) . . . . .	131
Using Application System (with PASF) to Create Data Files . . . . .	138
Creating a Data File . . . . .	139
Adding Data to a Data File . . . . .	146
Using AS (with PASF) to Create Graphs and Reports . . . . .	149
Creating Graphs . . . . .	149
Changing Graphs . . . . .	153
Creating a Report . . . . .	156
<b>Summary of Changes . . . . .</b>	<b>163</b>
<b>Glossary . . . . .</b>	<b>165</b>
<b>Index . . . . .</b>	<b>171</b>

---

## Chapter 1. Handling Messages and Notes



This chapter introduces the use of the IBM *Professional Office System (PROFS)* for:

- Sending *messages*
- Sending notes
- Keeping a copy of notes you send
- Looking at notes
- Filing notes
- Printing notes
- Erasing notes.

The intent of this chapter is to show how these PROFS functions work in the VM/IS environment. For more detailed information about any of the tasks described in this chapter and for information about other tasks you can do with notes and messages, see *Using the Professional Office System*.

---

## What are Messages and Notes

You use messages and notes to communicate with other users.

A message is a brief communication. It is a sentence or two of the kind of information that you might tell someone by telephone. When you send a message, the text of the message appears immediately on the recipient's **screen** if he or she is logged on. If the recipient is not logged on, your message does not display.

A note is the kind of communication you'd probably write. It tends to be longer than a message. In the same way a letter is stored in your **mail** box even when you are not home, a note is stored in your incoming mail "log" even when you are not logged on. The note remains in this log until you open your mail after you **log on**.

Besides sending and receiving notes you can:

- Store copies of notes you send and receive
- Create headings and footings for your notes
- Forward notes
- Reply to a note so that the text of the original note is included with your reply
- Erase notes
- Send notes again
- Print notes
- Add comments to notes.

Some of these tasks are beyond the scope of this book. For further information, see *Using the Professional Office System*.

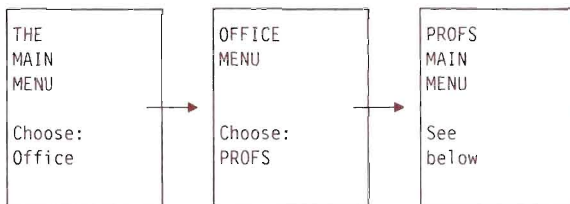
---

## Sending a Message

In this example you learn how to send a message to another user. A message is a brief communication. When you send a message, the text of the message appears immediately on the recipient's screen if he or she is logged on. If the recipient is not logged on, your message does not display and you must retype it if you wish to send it again.

To send a message, follow these steps:

1. Choose panels as shown below:



```

                                PROFS MAIN MENU                                A00
Press one of the following PF keys.
PF1 Process calendars                                Time: 1:57 PM
PF2 Open the mail
PF3 Find documents                                1988      JUNE      1988
PF4 Process notes and messages                    S  M  T  W  T  F  S
PF5 Prepare documents                                1  2  3  4
PF6 Process documents from other sources          5  6  7  8  9 10 11
PF7 Process the mail log                          12 13 14 15 16 17 18
PF8 Check the outgoing mail                       19 20 21 22 23 24 25
                                                26 27 28 29 30
PF10 Add an automatic reminder                    Day of Year: 167
PF11 View main menu number 2
      5664-309 (C) Copyright IBM Corp. 1983, 1987    PF9 Help    PF12 End
-----
====>

```

**Figure 1. PROFS MAIN MENU**

2. On the PROFS MAIN MENU (Figure 1), press PF4 (Process notes and messages). The PROCESS NOTES AND MESSAGES menu (Figure 2) appears.



```
PROCESS NOTES AND MESSAGES                                     E05

Press one of the following PF keys.

PF1 Send a note
PF2 Send a message
PF3 View the Note      Log      If you want to work with
    -----           another note log, type
PF4 Change the Note    Log      the log's name over the
    -----           highlighted name and then
PF8 Print the Note     Log      press the PF key.
    -----

PF9 Help   PF12 Return
```

**Figure 2. PROCESS NOTES AND MESSAGES Menu**

3. Press PF2 (Send a message). The SEND A MESSAGE panel (Figure 3) appears.

SEND A MESSAGE
E07

Send to: \_\_\_\_\_

Message text: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Type the information above and press PF7 to send.

PF7 Send
PF9 Help
PF12 Cancel

**Figure 3. SEND A MESSAGE Panel**

4. In the Send to: field, type the **user ID** (user identification) of the person to whom you are sending the message. If you want to send to more than one user (either on the same **node** or on another node), type their **nicknames** or user IDs on the Send to: line. Separate each nickname or user ID on the line by a space. See “Using Nicknames and Distribution Lists” on page 12.
5. Move the cursor to the Message text: field. Type a message.
6. To send the message, press PF7. If the person to whom you sent the information is logged on, you see a message like:

OFSNIM006I MESSAGE SENT TO <userid> AT NODE <nodeid>.

MORE...

(The brackets mean that the user’s user ID and **node ID** will be in those areas.)

You see the following messages if the user is logged off, **disconnected**, or has turned the message facility off:

DMKMSG045E <userid> not logged on

MORE...

or

DMKMSG057W <userid> not receiving; disconnected

MORE...

or

DMKMSG057W <userid> not receiving; msg off

MORE...

If the intended recipients are not logged on, disconnected, or have turned their message facility off, the message is not retained for them to see later.

7. To return to the MAIN MENU, follow these steps:

- a. Press CLEAR. The PROCESS NOTES AND MESSAGES menu appears.
- b. Press PF12 (Return). The PROFS MAIN MENU appears.
- c. Press PF12 (End). You see a message like:

EPSWFI001I You have now signed off PROFS.

MORE...

- d. Press CLEAR. The OFFICE MENU appears.
- e. Press PF3 (End) to get the MAIN MENU.

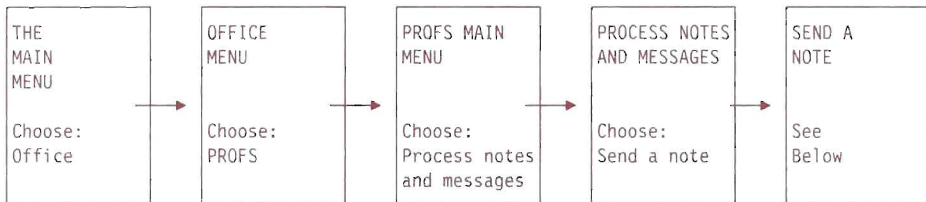
---

## Sending a Note and Saving a Copy for Later Reference

In this example you send a note to yourself using PROFS and you file a copy of the note for later reference (you can read the note by following the steps in the section, "Dealing with Incoming Mail: Viewing, Saving, Erasing, and Printing" on page 18).

A note is the kind of communication you would ordinarily write. It tends to be longer than a message. Just as a letter is stored in your mail box even when you are not home, a note is stored in your incoming mail even when you are not logged on. The note stays in your mail log until you open your mail after logging on to the system.

1. Choose panels as shown below:



SEND A NOTE E04

Send to:  
From:  
Subject:

PF1 Top PF2 Bottom PF3 Erase Line PF4 Add Line PF5 Nulls Off PF6 Format  
PF7 Send PF8 Proofread PF9 Help PF10 Next PF11 Previous PF12 Cancel

**Figure 4. SEND A NOTE Panel**

2. In the `Send to:` field on the SEND A NOTE panel (Figure 4), type the user ID (user identification) of the person to whom you are sending the note. In this example you send a note to your own user ID (DEMO1 or your own user ID if it has been authorized). If you want to send the note to more than one user, either on the same node or on another node, type the user IDs or nicknames on the `Send to:` line, and separate each name on the line by spaces. See “Using Nicknames and Distribution Lists” on page 12.

If you wanted to send a note to several people at once, you could type several IDs separated by spaces, or you could enter the name of a distribution list. Distribution lists are described in “Using Nicknames and Distribution Lists” on page 12.

3. Move the cursor to the `Subject:` field, and type:

`Test Note`

as the subject of the note. The subject of a note is a brief description of the note's contents, which will be visible on the recipient's `OPEN THE MAIL` panel.

4. Move the cursor to the start of the first blank line under the heading `Subject:`.
5. Type the text of the note as shown in Figure 5 on page 11.
6. When you send someone a note, you may either keep a copy for yourself in a note log or delete your copy. If you do not want to save a copy, type:

`.nl`

To save a copy, you may specify a name for the log or you may use the one provided automatically by the system. You may create as many note logs as you want, and you may store notes in them according to subject. If you want to save a note under a name not chosen by the system, type:

`.lf tests`

after the text of the note to file a copy of the note in the note log named `TESTS`. The default note log is called `NOTE OFSLOGfl` and is used if you do not specify a name. The next chapter, Chapter 2, "Managing Your Note Logs" on page 23, describes how to view the contents of your note logs.

```
SEND A NOTE                                     E04
Send to: demo1
From:
Subject: Test Note
This is a test note to see what happens when I send it.

.lf tests

PF1 Top PF2 Bottom PF3 Erase Line PF4 Add Line PF5 Nulls Off PF6 Format
PF7 Send PF8 Proofread PF9 Help PF10 Next PF11 Previous PF12 Cancel
```

Figure 5. SEND A NOTE Panel

7. To send the note, press PF7. You see a message like:

```
OFSNSP002I Your note was sent to DEMO1 at HOME.
```

MORE... appears at the bottom right corner of your screen.

8. To return to the MAIN MENU, follow these steps:

- a. Press CLEAR. The PROCESS NOTES AND MESSAGES menu appears.
- b. Press PF12 (Return). The PROFS MAIN MENU appears.
- c. Press PF12 (End). You see a message like:

```
EPSWFI001I You have now signed off PROFS.
```

MORE...

d. Press CLEAR. The OFFICE MENU appears.

e. Press PF3 (End). The MAIN MENU appears.

Your note goes to the incoming mail log of the person to whom you sent the note (in this case, yourself). If you do not specify a special note log like TESTS, a copy of the note goes to your NOTE note log.

---

## Using Nicknames and Distribution Lists

You can use nicknames and distribution lists to simplify addressing notes, messages, and **documents** that you send to other people.

A nickname is a name made up of one to eight characters that you can use to communicate with a person instead of using their user ID (or user ID and node ID combination).

A distribution list is a list you prepare of the user IDs of a group of people. When you want to send a note to everyone on the list, you enter the name of the distribution list instead of a user ID on the SEND A NOTE panel. The note then goes to everyone on the distribution list.

The nicknames and distribution lists should have meaningful names that are easy to remember.

In *VM/IS Learning to Use Your System: Getting Started*, you learned how to create nicknames and store them in a NAMES file. You can also use the nicknames from this file to send PROFS notes and messages by typing the nickname from the **CMS command line** on the PROFS MAIN MENU.



Nicknames can also be created and changed while you are in PROFS. To change or create nicknames and distribution lists in PROFS, type:

`control`

on the command line of the PROFS MAIN MENU and press ENTER. If your PROFS administrator has set up a **PF key** for this function, press the PF key.

The PROCESS YOUR PROFS CONTROL FILES panel appears. Your PROFS administrator has set up a main nickname file that you can use. When you create your personal main nickname file, PROFS copies the main nickname file that your PROFS administrator has set up for you to your **personal storage**. You can then add nicknames of people you communicate with regularly.

To work with your main nickname file, press PF1. The PROCESS YOUR MAIN NICKNAME FILE panel appears. Press PF1 and the ADD A NEW NICKNAME panel appears. After filling in the required fields, press PF12 (Return). If you change your mind and do not want to file the new nickname, press PF8 (QUIT). After you press PF12 (Return), the PROCESS YOUR MAIN NICKNAME FILE panel will have a message near the top saying that the nickname information has been added.

To return to the MAIN MENU:

1. Press PF12 (File) to return to the PROCESS YOUR PROFS CONTROL FILES panel. You will also see a message informing you that your nickname file has been updated.
2. Press PF12 (Return) to return to the PROFS MAIN MENU.
3. Press PF12 (End) to return to the OFFICE MENU.
4. Press PF3 (End) to return to the MAIN MENU.

In addition to your main nickname file, you can create alternate nickname files that contain specialized lists of names. The files that your PROFS administrator set up contain system statements that allow your personal nickname files to work.

From the PROCESS YOUR PROFS CONTROL FILES panel you can also change the header and footer information of your note. For further details on working with nicknames and distribution lists, see *Getting Started with the Professional Office System*.

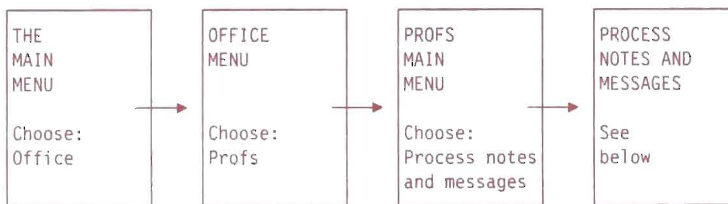
**Note:** If you use the same nickname in separate nickname files (but you use them for different people), PROFS always uses the first nickname it finds, because it looks at your main nickname file first.

---

## Looking at a Note You Have Sent

In this example, you look at a copy of a note you have sent to someone else. This section assumes that you have already sent a note to yourself as described in “Sending a Note and Saving a Copy for Later Reference” on page 8.

1. Choose panels as shown below:



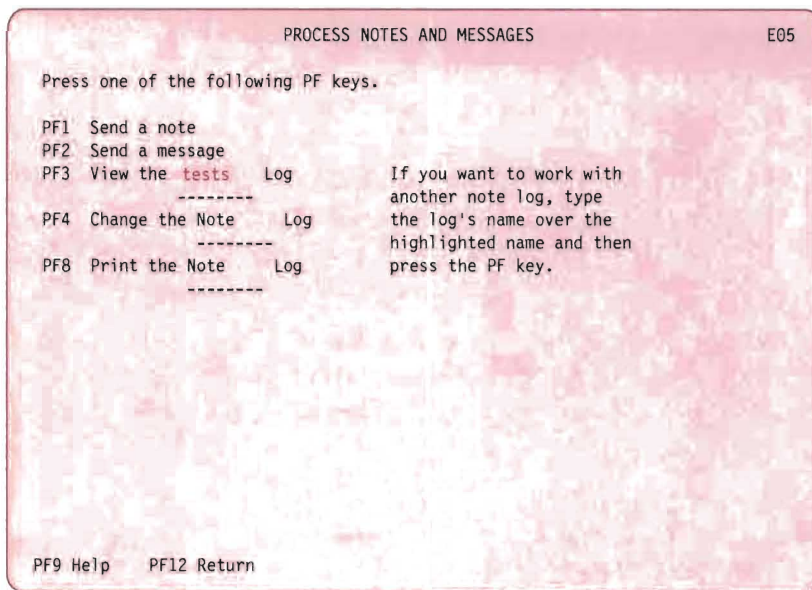


Figure 6. PROCESS NOTES AND MESSAGES Menu

2. On the PROCESS NOTES AND MESSAGES menu, type:

tests

as shown in Figure 6.

```
VIEW THE TESTS LOG E08

Press the PF key for the note you want. Or, if you want to view all of
these notes, type ALL here and press ENTER==>
----FROM----      ----TO-----      TYPE      DATE and TIME
PF1 DEM01  --HOME  DEM01  --HOME      Note      06/15/88 14:03
      Subject: Test Note

Screen 1 of 1
PF9 Help  PF10 Next Screen  PF11 Previous Screen  PF12 Return
```

Figure 7. VIEW THE TESTS LOG Menu

3. To view the tests Log, press PF3.

The VIEW THE TESTS LOG menu (Figure 7) appears.

The VIEW THE TESTS LOG menu displays a list of the notes that you have sent and stored in the note log called TESTS. HOME, the node ID of your system which appears in both the FROM and TO columns on the panel, indicates that the note was sent to and from someone on your system.

Your list may be different from the one shown above. For example, your node ID may not be HOME because your system administrator has changed the system identification.

4. Press the PF key corresponding to the note you want to view, in this case, PF1 for Test Note. You go to the VIEW THE NOTE panel (Figure 8).



```
VIEW THE NOTE E20
From: DEM01 --HOME Date and time 06/15/88 14:03:46
To: DEM01 --HOME

From:
Subject: Test Note
This is a test note to see what happens when I send it.

E N D O F N O T E

PF1 Alternate PFs PF2 Copy to PF3 Keep PF4 Erase PF5 Forward Note
PF6 Reply PF7 Resend PF8 Print PF9 Help PF10 Next PF11 Previous PF12 Return
```

**Figure 8. VIEW THE NOTE Panel**

The VIEW THE NOTE panel displays the note that you sent.

5. To return to the MAIN MENU, follow these steps:
  - a. Press PF12 (Return). The VIEW THE TESTS LOG panel appears.
  - b. Press PF12 (Return). The PROCESS NOTES AND MESSAGES menu appears.
  - c. Press PF12 (Return). The PROFS MAIN MENU appears.
  - d. Press PF12 (End). You see a message like:

EPSWFI001I You have now signed off PROFS.

MORE...

- e. Press CLEAR. The OFFICE MENU appears.
- f. Press PF3 (End). You are at the MAIN MENU.

---

## Dealing with Incoming Mail: Viewing, Saving, Erasing, and Printing

In this example, you look at the test note that you sent yourself earlier, and you either file it in your personal storage or erase it.

1. From the MAIN MENU choose *Office*, and the OFFICE MENU appears. From there choose *PROFS* and the PROFS MAIN MENU appears. You know when other people have sent you mail because you see the message:

*Mail Waiting*

at the bottom of the screen.

2. On the PROFS MAIN MENU, choose *Open the Mail*. The OPEN THE MAIL panel appears (Figure 9).

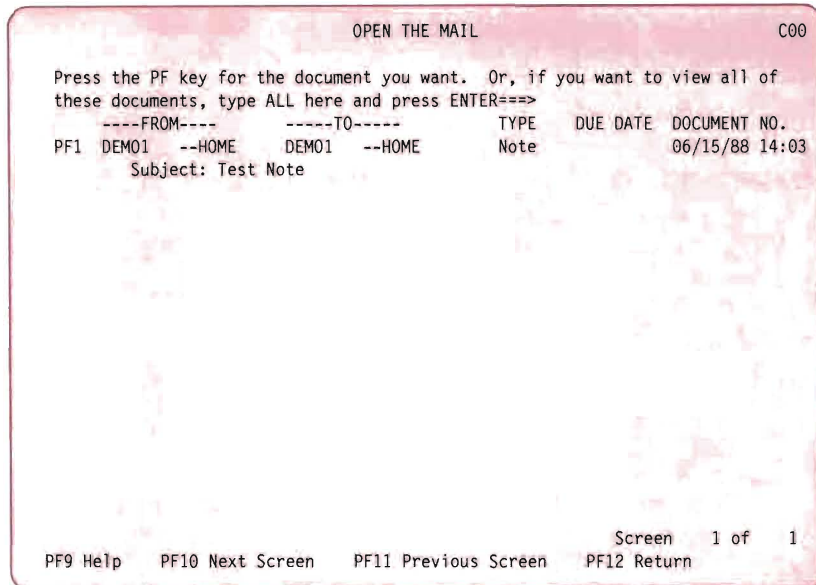


Figure 9. OPEN THE MAIL Menu

Each item of your incoming electronic mail is listed with a corresponding PF key and its subject. If there are more mail items than can be shown on one screen, press PF10 to see the next screen. To return to the previous screen, press PF11.

You can identify the note you sent to yourself because your user ID is listed in both the FROM and TO columns. The type of mail should be Note.

3. Press the PF key corresponding to the note you want to **view**. In this example, press PF1. You go to the VIEW THE NOTE panel (Figure 10 on page 20) where you see displayed the note you sent yourself.

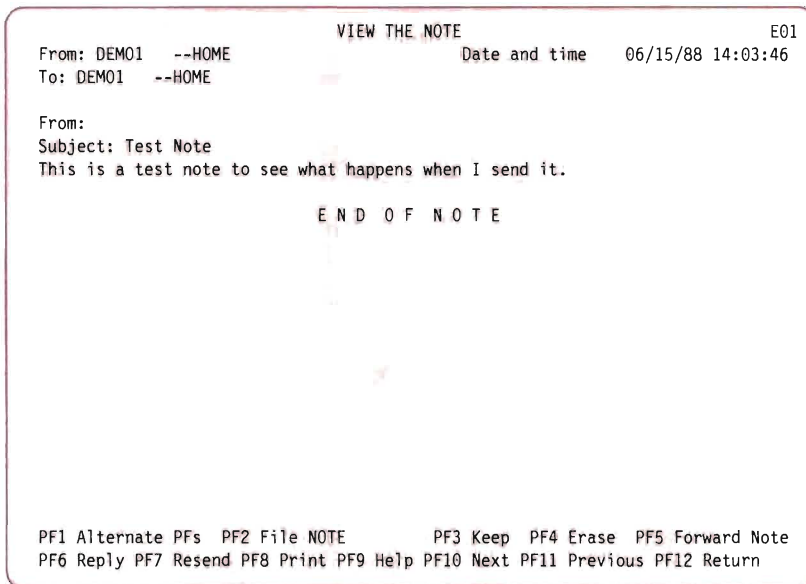


Figure 10. VIEW THE NOTE Panel showing the Test Note.

4. After viewing the note, you can do any of the following with it:

- If you want to **save** the note for future reference, move the cursor to the `File` field at the bottom of the screen.

Notes are saved in note logs. Each time you store a note in a note log, the new note is added to the notes already stored in that note log. When these logs get too full, the system sends you a message telling you that your **A-disk** is filling up. If this happens, consult Chapter 2 which describes the management of note logs.

Type the name of the note log in which you want the note to be stored. The name may be either a new name or the name of a note log you created earlier. You should keep related notes in the same note log and give the note log a name that reminds you of its contents.



To store the note, press PF2. If you do not specify the name of a note log, the note is stored in a default note log called NOTE. Chapter 2, “Managing Your Note Logs” on page 23, describes how to view the contents of your note logs.

- If you want to **print** the note, press PF8 for the CHOOSE A PRINTER panel (see Figure 39 on page 72). Press the PF key corresponding to the printer you want. You may also specify to send the printout to a user or to another printer not listed by typing the printer name or user ID in the Send a print file to: field. Press PF8 to see additional options. Press the ENTER key when you have made your choices.

See your PROFS administrator for help with the options panel. If your company site has printers set up to serve your special needs, your administrator will know what they are.

- If you want to **erase** the note, press PF4 (Erase).

5. To return to the MAIN MENU, follow these steps:

- a. Press PF12 (Return). If the following message appears instead of the PROFS MAIN MENU, someone has sent you non-PROFS mail.

```
Do you want to process the files that are not from PROFS? Type
Y or press ENTER to process these files, otherwise type N.
```

```
VM READ
```

For the purposes of this exercise, reply `n` at this point. To receive the non-PROFS mail, refer to *Using the Professional Office System*.

- b. Press PF12 (End). You see a message like:

```
EPSWFI001I You have now signed off PROFS.
```

```
MORE...
```

c. Press CLEAR. The OFFICE MENU appears.

d. Press PF3 (END). You are at the MAIN MENU.

### **Related Publications**

- *Using the Professional Office System*
- *Getting Started with the Professional Office System*
- *Getting Started With the Professional Office System Applications Support.*

## Chapter 2. Managing Your Note Logs



The PROFS Note Maintenance Facility (NMF) works with PROFS to enhance the management of PROFS notes and the maintenance of PROFS note logs. This chapter describes how you can use the PROFS Note Maintenance Facility to:

- Check the status of your note logs
- Maintain your note logs by:
  - Copying notes from one note log to another
  - Transferring notes from one note log to another
  - Searching note logs for specific notes or word strings
  - Splitting note logs
  - Erasing notes from your note logs
- Print your note logs.

**Note:** Before trying the examples in this chapter, check with your system administrator to see whether PROFS NMF is installed on your system.

---

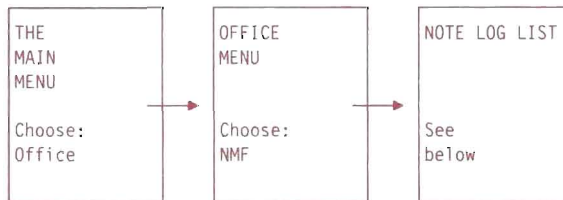
## Checking the Status of Your Note Logs

After using PROFS to exchange notes with other users for an extended period of time, you may find that your note logs become so large that it is difficult to find particular notes within them. Large note logs may also use up a large portion of your disk space.

This section describes how you can quickly check the sizes and ages of your note logs. The section, “Maintaining Your Note Logs” on page 27 describes several maintenance operations you can use to better organize your note logs.

To check the status of your note logs, follow these steps:

1. Choose panels as shown below:



The NOTE LOG LIST panel appears, and you see a list of all your note logs, similar to Figure 11 on page 25. The note logs listed in Figure 11 are only samples. Your list of note logs depends on the number of notes you have sent and received and the names under which you filed the ones you received. The panel shows the size of each note log and the date the last note was added to

each note log. Beside each log *listing* is a field for status messages.

NOTE LOG LIST			LOGLIST NE00
Log Name	Size	Last Update	Status Messages
NOTE	12665	6/15/88	
TAXES	13290	6/15/88	
CASES	14308	6/15/88	
LOADS	3296	6/04/88	
PROJECT	9048	6/04/88	
DATA	8472	5/27/88	
TIMES	327	5/26/88	
OFFICE	461	5/26/88	
ADMIN	475	5/26/88	
STUDY1	3765	5/08/88	
STUDY2	3437	5/05/88	
STUDY3	3285	5/02/88	
STUDY4	3785	4/28/88	
TESTS	4898	4/28/88	
REPORTS	5172	4/28/88	

PF 1 Log Status	2 Erase Log	3 Look at	4 Maintain	5 Split Log	6 Convert
PF 7 Name Sort	8 Print Log	9 HELP	10 Forward	11 Backward	12 QUIT

**Figure 11. NOTE LOG LIST Panel**

2. To request the status of your note logs, press PF1.

The PROFS Note Maintenance Facility examines each of your note logs, checking the age of the last addition to the log and the size of the log. When the analysis is complete, the following message appears at the top of the NOTE LOG LIST panel:

Status Processing Complete!

The PROFS Note Maintenance Facility arranges the list of note logs with the largest note log at the top. You see a status message beside any log that needs maintenance. See Figure 12 on page 26.

NOTE LOG LIST			LOGLIST NE00
Log Name	Size	Last Update	Status Messages
CASES	14308	6/15/88	<== Candidate for Maintenance (Space Limitation!)
TAXES	13290	6/15/88	<== Candidate for Maintenance (Space Limitation!)
NOTE	12665	6/15/88	<== Candidate for Maintenance (Space Limitation!)
PROJECT	9048	6/04/88	
DATA	8472	5/27/88	
REPORTS	5172	4/28/88	
TESTS	4898	4/28/88	
STUDY4	3785	4/28/88	
STUDY1	3765	5/08/88	
STUDY2	3437	5/05/88	
LOADS	3296	6/04/88	
STUDY3	3285	5/02/88	
ADMIN	475	5/26/88	
OFFICE	461	5/26/88	
TIMES	327	5/26/88	

PF 1 Log Status	2 Erase Log	3 Look at	4 Maintain	5 Split Log	6 Convert
PF 7 Name Sort	8 Print Log	9 HELP	10 Forward	11 Backward	12 QUIT

Figure 12. NOTE LOG LIST Panel Showing Status.

If a note log is growing too large to manage easily, you see the following status message beside that note log:

Candidate for Maintenance (Space Limitation!)

If you have not added any notes to a note log within the last month, you see the following status message:

Candidate for Erase/Archive

If there is no need for a file to be kept online but you still want to retain a copy, you can archive it (which means to print the file and then erase it).

If a note log is growing too large to manage and you have not added notes within the last month, you see the following status message:

Candidate for Erase/Archive/Maintenance

3. To return to the MAIN MENU, follow these steps:
  - a. Press PF12, to return to the OFFICE MENU.
  - b. Press PF3 (End). You are now at the MAIN MENU.

---

## Maintaining Your Note Logs

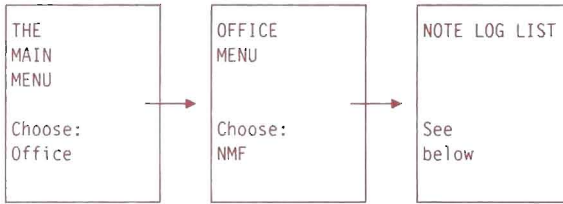
To make a note log easier to manage, you can reduce the size of it by removing old or unneeded notes, by putting related notes together into a new note log, or by splitting a note log into two smaller ones. This section describes all of these operations.

---

## Searching a Note Log

To erase, transfer, or copy a note contained in a note log, it is useful to be able to locate the note you want quickly. This section describes how to move around in your note logs and how to search a note log for a particular note or string of characters.

1. Choose panels as shown below:



NOTE LOG LIST					LOGLIST NE00
Log Name	Size	Last Update	Status	Messages	
NOTE	12665	6/15/88			
TAXES	13290	6/15/88			
CASES	14308	6/15/88			
LOADS	3296	6/04/88			
PROJECT	9048	6/04/88			
DATA	8472	5/27/88			
TIMES	327	5/26/88			
OFFICE	461	5/26/88			
ADMIN	475	5/26/88			
STUDY1	3765	5/08/88			
STUDY2	3437	5/05/88			
STUDY3	3285	5/02/88			
STUDY4	3785	4/28/88			
TESTS	4898	4/28/88			
REPORTS	5172	4/28/88			

-----

PF 1 Log Status   2 Erase Log   3 Look at   4 Maintain   5 Split Log   6 Convert  
PF 7 Name Sort   8 Print Log   9 HELP   10 Forward   11 Backward   12 QUIT

Figure 13. NOTE LOG LIST Panel

2. On the NOTE LOG LIST panel, position the cursor under any letter of the name of the note log you want to search. In this example, suppose that you choose the TESTS note log.
3. Press PF4. You see the Change the TESTS Log panel (Figure 14 on page 29). The most recent note (the first note) in the note log appears on your screen.



```
Change the TESTS      Log                      LOGLIST  NE40

MSG FROM: DEMO1  --HOME      TO: DEMO1  --HOME      06/15/88 10:43:27
To: DEMO1  --HOME

From:
Subject: Test Note
This is a test note to see what happens when I send it.

PF1 Copy Nte  2 Erase Nte 3 Xfer Nte  4 First Nte   5 Last Nte   6 Which Nte
PF7 Next Nte  8 Prev Nte  9 Help      10 Next Scrn 11 Prev Scrn 12 Return
====>
```

**Figure 14. Change the TESTS Log Panel**

#### 4. To move around in the note log:

- Press PF5 to view the oldest (last) note in the note log.
- Press PF10 to scroll forward through a note that is too long to fit on one screen, or PF11 to scroll back.
- Press PF8 to display the note before the current note.
- Press PF7 to display the note following the current note.
- Press PF6 to find out where the current note is located in the note log. You will see the following message at the top of the Change the TESTS Log panel:

OFSXED101I This note is number x of y note(s) in this notelog.

5. If you need to locate specific information in a note log, you can search the note log for the occurrence of any word or character string. Suppose you need to find a particular note that you know contains the word *business*.

On the command line of the Change the TESTS Log panel, type:

*/business*

**Note:** When you search for a character string that includes a blank (for example, small business), all the characters in the string must occur in the same line of the note for the search to be successful. The search is not case sensitive, which means that the word will be found whether you type it in small letters, or capital letters. In order to search again, you must retype the search string.

6. Press ENTER. If the word *business* occurs in any note in the note log, the note where the word first occurs appears on the screen.

If the note is longer than one screen, the word you searched for may not appear on the first screen.

7. To locate the exact occurrence of the word in the given note, press PF10 to scroll forward through the note.

---

## Erasing a Note from a Note Log

If you no longer need a copy of a note you can erase it. The following procedure assumes that you located the note to be erased in the subsection, "Searching a Note Log" on page 27. You should now be at the Change the XXXXXX Log panel (where XXXXXX is the name of the note log from which you are deleting the note). The note you want to delete must be the note displayed.

1. To erase the note displayed, press PF2. At the top of the Change the TESTS Log panel, you see the following message:

Press PF2 again to verify your ERASE request.  
Selecting another function will cancel the ERASE.

2. Press PF2. The PROFS Note Maintenance Facility erases the note from the note log and clears the erased note from the screen. You see the following message:

The note has been deleted.

3. To return to the MAIN MENU, follow these steps:

**Note:** If you have erased the only note in the only note log you have, you are not returned to the NOTE LOG LIST panel. The message: There are no Notelogs to display appears, and you are returned to the OFFICE MENU.

- a. Press PF12 to return to the NOTE LOG LIST panel.
- b. Press PF12 to return to the OFFICE MENU.
- c. Press PF3 (End). You are now at the MAIN MENU.

---

## Transferring and Copying Notes between Note Logs

You may sometimes want to transfer or copy a note from one note log to another. The following procedure assumes that you located the note to be transferred or copied in the subsection, "Searching a Note Log" on page 27. You should now be at the Change the XXXXX Log panel, (where XXXXX is the name of the note log containing the note you want to copy or transfer). Ensure that the note you want to transfer or copy is the one displayed.

1. Press PF1 to copy the note or PF3 to transfer the note. You see the following message at the top of the Change The TESTS Log panel:

Complete your request at the bottom of the screen.

2. At the cursor, type the name of the note log into which you want to transfer or copy the note. In this example, type:

**latest**

If the note log called LATEST does not already exist, a new note log will be created when you press the ENTER key.

3. Press ENTER. If you have transferred the note, the note is cleared from the screen, and you see the following message at the top of the panel:

The note has been transferred to the LATEST Log.

If the log did not exist previously, the word NEW appears at the end of the message.

The note you transferred has now been erased from the original note log and has been placed in the note log called LATEST.

If you copied the note, you see the following message at the top of the panel:

The note has been copied to the LATEST Log.

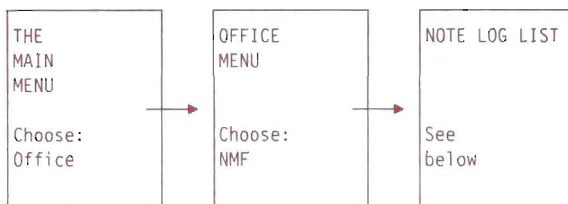
Because you copied the note, the note remains in the original note log as well as in the note log called LATEST.

4. To return to the MAIN MENU, follow these steps:
  - a. Press PF12 to return to the NOTE LOG LIST panel.
  - b. Press PF12 to return to the OFFICE MENU.
  - c. Press PF3 (End). You are now at the MAIN MENU.

## Splitting a Note Log

If a note log has grown too large, you can split (or divide) it into two or more smaller note logs. To split one of your note logs, follow these steps:

1. Choose panels as shown below:



The NOTE LOG LIST panel appears and you see a list of all your note logs.

2. Position the cursor under the name of the note log you want to divide. For this example, suppose that you position the cursor under the TESTS log.
3. Press PF5. The SPLIT THE TESTS LOG panel appears. The note log is split such that all the notes following the one you are viewing go into a new note log. The one you are viewing is retained in the present note log, along with all the notes before it.
4. When you find the note at which you want to split the note log, press PF2.
5. NMF displays the following messages at the top of the SPLIT THE TESTS LOG panel:

Press PF2 again to verify your SPLIT request.  
Selecting another function will cancel the SPLIT.

6. Press PF2. The following message appears on the top of the SPLIT THE TESTS LOG panel:

Selected vintage notes have been transferred to the TESTS@1 Log.  
The TESTS Note Log may be split again.

**Note:** The name of the new note log is composed of (at most) the first six characters of the original note log name followed by @ and a number between 1 and 9. The first time you split a note log, NMF uses the number 1; the next time, NMF uses the number 2, and so on.

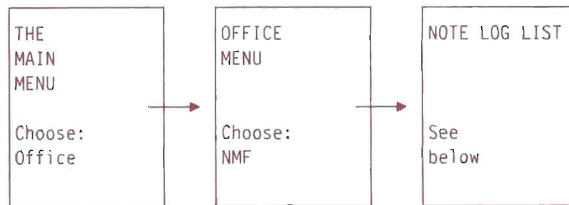
7. If necessary, you can split either of the note logs again by repeating steps 2 through 6.
8. Press PF12. You see the NOTE LOG LIST panel, with the names of any new note logs added to the list.
9. To return to the MAIN MENU, perform the following steps:
  - a. Press PF12 to return to the OFFICE MENU.
  - b. Press PF3 (End). You are now at the MAIN MENU.

---

## Printing One of Your Note Logs

You can print a copy of the contents of the note log, including a cover page and a table of contents. The cover page shows the name of the note log and the current date and can include the time period covered by the note log.

1. Choose panels as shown below:



The NOTE LOG LIST panel, (Figure 15) appears.

NOTE LOG LIST				LOGLIST NE00
Log Name	Size	Last Update	Status	Messages
LATEST	117	6/15/88		
NOTE	12665	6/15/88		
TAXES	13290	6/15/88		
CASES	14308	6/15/88		
LOADS	3296	6/04/88		
PROJECT	9048	6/04/88		
DATA	8472	5/27/88		
TIMES	327	5/26/88		
OFFICE	461	5/26/88		
ADMIN	475	5/26/88		
STUDY1	3765	5/08/88		
STUDY2	3437	5/05/88		
STUDY3	3285	5/02/88		
STUDY4	3785	4/28/88		
TESTS@1	3095	6/15/88		
TESTS	1617	4/28/88		
REPORTS	5172	4/28/88		

PF 1 Log Status	2 Erase Log	3 Look at	4 Maintain	5 Split Log	6 Convert
PF 7 Name Sort	8 Print Log	9 HELP	10 Forward	11 Backward	12 QUIT

**Figure 15. NOTE LOG LIST Panel**

2. Position the cursor under any letter in the name of the note log you want to print. For the sake of this example, suppose you choose the TESTS note log.
3. Press PF8. You see the NOTE LOG PRINT panel (see Figure 16). The TESTS note log is at the top of the list of logs.

```

NOTE LOG PRINT LOGLIST NE80
====> The calendar period START date for the note log is: _____ <ENTER>
Log Name Size Last Update Status Messages
-----
TESTS 1617 6/16/88
REPORTS 5172 6/12/88
-----
PF 9 HELP 12 QUIT

```

Figure 16. NOTE LOG PRINT Panel

4. At the top of the screen, type the date of the earliest note that appears in the note log (the start date). You can use any format, provided that you use no more than eight characters (including blanks). The different methods of typing in the date are 09/02/87, Sept 02, Sept. 02, 02 Sept, or 02 Sept., whichever you prefer.
5. Press ENTER.
6. Type the date of the latest note in the note log (the end date). Again, you can use any format, provided that you use no more than eight characters.

These dates appear on the cover page of your printout. They are for your information only. Regardless of the dates you enter, all the notes in the note log are printed.



7. Press ENTER. The screen clears, and you see the following messages:

==>

==> Print Formatting is in progress for TESTS

==>

==> Please be Patient!

==>

You may see other messages, depending on the printer you selected.

8. If MORE or HOLDING appears at the bottom of the screen, press CLEAR, and the CHOOSE A PRINTER panel appears. One of the printers will have the message Selected by it. If this is your selection, press ENTER. Otherwise, select the PF key of your choice and press ENTER. You return to the NOTE LOG LIST panel, where an arrow points to the note log you just printed, with the message "Print Processing Complete".
9. If you want to erase a note log, go to "Searching a Note Log" on page 27, and instead of step 4, press PF2 (Erase Log).
10. To return to the MAIN MENU, follow these steps:
  - a. Press PF12, to return to the OFFICE MENU.
  - b. Press PF3 (End). You are now at the MAIN MENU.



## Chapter 3. Preparing Written Documents



One of the most important office tasks that PROFS facilitates is the creation and management of documents. Such documents may be short letters or memos or longer reports or manuscripts.

This chapter describes how to use PROFS to:

- Create an author profile
- Create a document
  - Using Document Composition Facility (DCF)
  - Using DisplayWrite/370
- File a draft document for changing later
- Retrieve and change a draft document

- File a document in final form
- Print a document on an IBM 3812 Pageprinter Using VM3812.

This chapter introduces you to the facilities available with VM/IS for managing documents and shows you how these facilities function in the VM/IS environment. You can accomplish many more tasks than those described in this chapter. Examples are:

- Sending a document electronically to other users
- Updating a document by more than one person
- Proofreading a document for spelling and word usage
- Processing a document from a source other than PROFS
- Erasing a document.

The full range of document-managing facilities is described in *Using the Professional Office System*.

### **Related Publications**

- *DCF Generalized Markup Language Starter Set User's Guide*
- *Using the Professional Office System*
- *Getting Started with the Professional Office System*
- *Getting Started With the Professional Office System Applications Support*
- *Getting Started with DisplayWrite/370*
- *Using DisplayWrite/370*
- *Introducing DisplayWrite/370.*

## Introduction to Documents Using PROFS and DisplayWrite/370

One of the advantages of creating documents with PROFS is that you can keep your documents in a storage file that you share with other users. Therefore, documents in PROFS storage do not use space in your personal storage.

You can also decide on the person or persons who may have access to your PROFS documents.

A third advantage of using PROFS to manage your documents is that you can create documents even if you know very little about text editing by using an editor such as **XEDIT** to create or modify text. PROFS document-managing facilities consist of menus (from which you can choose standard document formats) and panels (on which you fill in the text that you want to appear in the final document).

Sophisticated users can add special formatting tags and control characters to the text they enter to achieve specialized effects; for example, superscripted text or lists with bullets at the beginning. The IBM Document Composition Facility (DCF) provides these tags and control characters.

You have one further text-editing option when you use PROFS. You can choose to use the highly sophisticated text editor, DisplayWrite/370. Instead of entering your text on PROFS screens, you use the editing screens provided by DisplayWrite/370.

Using DisplayWrite/370 is similar to using DCF in that you can achieve specialized formatting effects. The main difference is that with DCF, you type formatting commands directly into your text, and you do not see the results until the entire document has been formatted. DisplayWrite/370 also provides online help to assist you in formatting your documents. With DisplayWrite/370, you choose formatting commands from menus alongside your editing screen.

The control characters that format your text are invisible to you. You see the final, formatted version of your text as you edit.

Choose the text-editing method to use based on your personal preference, or on what your company has installed.

---

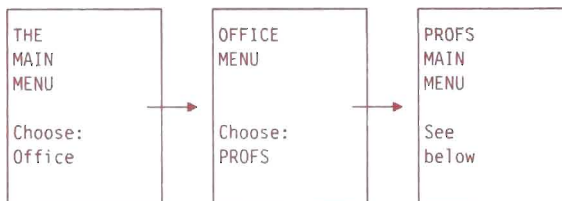
## Creating an Author Profile

To prepare a document, you need an author profile that provides information about you to PROFS and DisplayWrite/370. PROFS and DisplayWrite/370 automatically put the author profile information into the appropriate fields of your documents.

After you have created an author profile, you can use it for several different documents. You can also create several different author profiles for yourself, each one appropriate for different types of documents.

To create an author profile:

1. Choose panels as shown below:



```

                                PROFS MAIN MENU                                A00
Press one of the following PF keys.
PF1 Process calendars                                Time: 1:57 PM
PF2 Open the mail
PF3 Find documents                                1988      JUNE      1988
PF4 Process notes and messages                    S  M  T  W  T  F  S
PF5 Prepare documents                                1  2  3  4
PF6 Process documents from other sources          5  6  7  8  9 10 11
PF7 Process the mail log                          12 13 14 15 16 17 18
PF8 Check the outgoing mail                      19 20 21 22 23 24 25
                                                26 27 28 29 30
PF10 Add an automatic reminder                    Day of Year: 167
PF11 View main menu number 2
    5664-309 (C) Copyright IBM Corp. 1983, 1987    PF9 Help    PF12 End
-----

```

====>

Figure 17. PROFS MAIN MENU

2. On the command line of the PROFS MAIN MENU (Figure 17) type:
 

**author**
3. Press the ENTER key. The PROCESS AN AUTHOR PROFILE panel (Figure 18 on page 44) appears.

Press one of the following PF keys.

PF1 Add a new author profile

PF2 Change an author profile

-----

PF3 Erase an author profile

-----

PF4 View an author profile

-----

If you want to work with a  
specific author profile,  
type in the name before  
you press the PF key.

PF9 Help      PF12 Return  
===>

**Figure 18. PROCESS AN AUTHOR PROFILE Panel**

4. To add a new author profile, press PF1. The ADD A NEW AUTHOR PROFILE panel (Figure 19) appears.
5. The panel asks for ten items of information. Type each item of information on the blank line under the corresponding heading. For example, on the blank line under Name, type the name you want to use to identify this author profile (one to eight characters) as shown in Figure 19 on page 45.

You can fill in the fields as shown, or you can substitute your own name and author profile information. You can leave the Author's title field blank, but you must fill in the other entries.



```
ADD A NEW AUTHOR PROFILE                                T21

Type in the information below. Then press PF12.
Name (1-8 characters) for this profile:
mary
Author's name (the way the person signs his/her name):
Mary Jones
Author's title (if not typically used, leave out):
Personnel Manager
Author's initials (for example, gjj):
mkj
Name of the Company for whom this person works:
Shop Smart Food Mart
Name of the Department in which this person works:
Personnel
Internal address (for example, building and floor):
A25/2
City, State, and Zip Code:
Dallas, Texas 11111
Telephone number including area code:
555-5555
System Name/User Name (for example, CHICAGO1/SJOHNSON):
DALLAS1/MJONES
PF8 Quit   PF9 Help   PF12 File   ==>>>
```

**Figure 19. ADD A NEW AUTHOR PROFILE Panel**

6. To store the profile, press PF12 (File). A message indicates that the author profile information has been stored. You return to the PROCESS AN AUTHOR PROFILE Panel.
7. To return to the MAIN MENU, follow these steps:
  - a. Press PF12 (Return) to return to the PROFS MAIN MENU.
  - b. Press PF12 to exit PROFS.
  - c. Press CLEAR. You are now at the OFFICE MENU.
  - d. Press PF3 (End). You are now at the MAIN MENU.

Refer to *Using the Professional Office System* for more detailed information about author profiles.

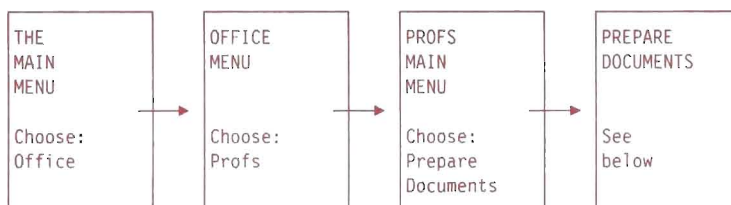
---

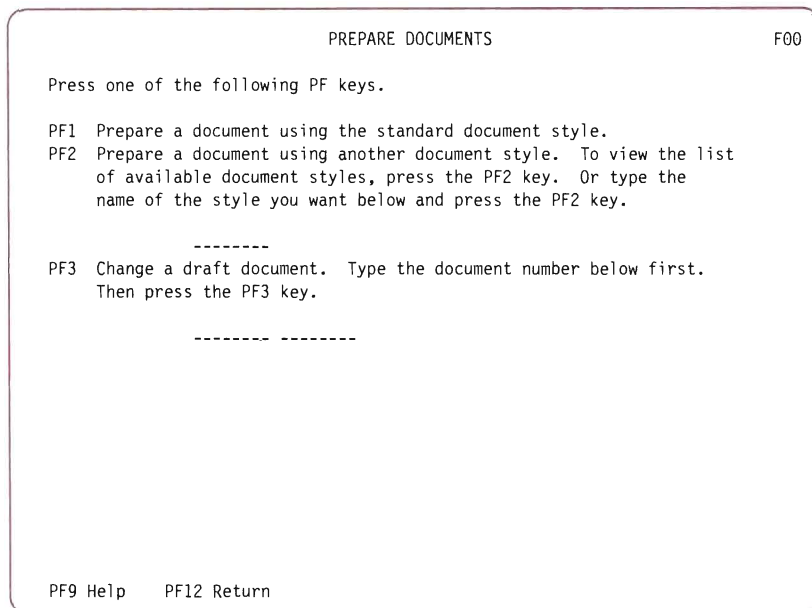
## Creating a Document

To create a document you must have an author profile. See “Creating an Author Profile” on page 42 for more information.

To create either a DCF document or a DisplayWrite/370 document, follow the steps below:

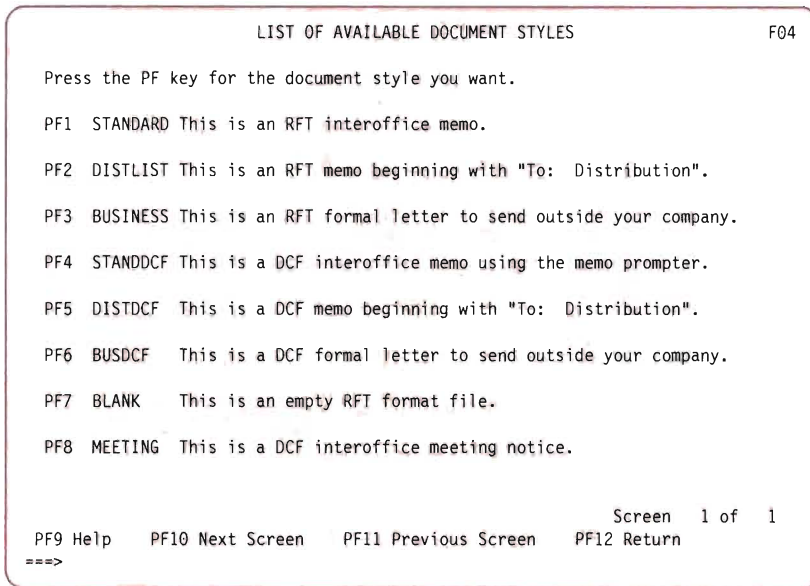
1. Choose panels as shown below:





**Figure 20. PREPARE DOCUMENTS Menu**

2. On the PREPARE DOCUMENTS menu (Figure 20), press PF2. The LIST OF AVAILABLE DOCUMENT STYLES panel (Figure 21) appears.



**Figure 21. LIST OF AVAILABLE DOCUMENT STYLES Panel**

PF1, PF2, PF3, and PF7 deal with documents created using DisplayWrite/370. PF4, PF5, PF6, and PF8 deal with documents created using DCF. Choose whether you want to create a DCF document (as described in the next subsection) or a DisplayWrite/370 document (as described in, “Creating a DisplayWrite/370 Document” on page 54).

---

## Using the Document Control Facility (DCF)

The following procedure assumes that you are at the LIST OF AVAILABLE DOCUMENT STYLES panel, as described in the section, “Creating a Document” on page 46.

There are four types of DCF documents listed on this panel. In this exercise, you create a DCF interoffice memo. After creating the

sample interoffice memo, you should be able to successfully create any of the other DCF document types. If, however, you need more information about the interoffice meeting document in particular, it is fully described in *Using the Professional Office System*.

Follow these steps to create a DCF interoffice memo:

1. Press PF4. The DOCUMENT HEADING panel, (Figure 22) appears.

```

Document No.: 1                DOCUMENT HEADING                F51

Type in the information below and then press PF7.
---- Beginning of document ----- Document Style: STANDDCF ----
Author profile name:

Typist's initials:

To:

Subject:

Reference:

Attachment? Y/yes, n/no, or your own text:

Copy list:

        ----- Part 1 of 2 -----

|...+....1....+....2....+....3....+....4....+....5....+....6....+....7....+....
PF1 View  PF2 Add  PF3 Erase PF4 Tab  PF5 Split/Join  PF6 Alternate PFs
PF7 Next Part  PF8 Prev. Part PF9 Help  PF10 Forward  PF11 Backward  PF12 File
==>

```

**Figure 22. DOCUMENT HEADING Panel**

2. On this panel (Figure 23), you must enter the name of the author profile. The other information is optional.

You can use the sample entries in Figure 23 on page 50 if you have created an author profile called mary as outlined in "Creating an Author Profile" on page 42, or you can substitute your own.

For a detailed explanation of the information that you can enter on the DOCUMENT HEADING panel, see *Using the Professional Office System*.

```
Document No.: 1          DOCUMENT HEADING          F51

Type in the information below and then press PF7.
---- Beginning of document ----- Document Style: STANDDCF ----
Author profile name:
mary
Typist's initials:
dmm
To:
John Smith
Subject:
Power Typing
Reference:

Attachment? Y/yes, n/no, or your own text:

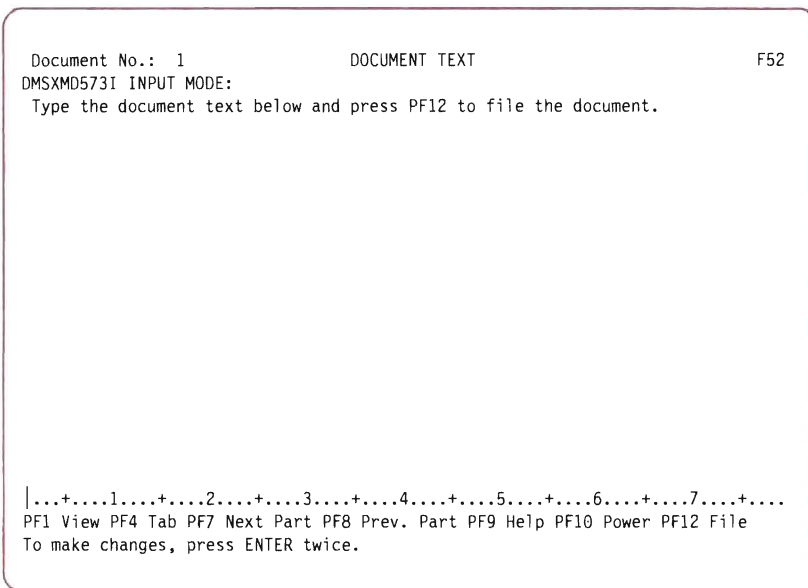
Copy list:

----- Part 1 of 2 -----

|...+....1....+....2....+....3....+....4....+....5....+....6....+....7....+....
PF1 View PF2 Add PF3 Erase PF4 Tab PF5 Split/Join PF6 Alternate PFs
PF7 Next Part PF8 Prev. Part PF9 Help PF10 Forward PF11 Backward PF12 File
===>
```

**Figure 23. DOCUMENT HEADING Panel**

3. To display the DOCUMENT TEXT panel, (Figure 24), press PF7.



**Figure 24. DOCUMENT TEXT Panel**

4. Start the text of your document in the blank area under the sentence starting with: Type the document text below.

If you want to indent a line, press the space bar for the required number of blanks and then start typing. If you want to start on a new line, press the RETURN key and continue entering your text. The spaces that you leave will be preserved when the document is formatted, provided that you use the space bar and the RETURN key to move the cursor and not the arrow (-->) keys.

If you are familiar with DCF, you can also enter SCRIPT commands and Generalized Markup Language (GML) tags on this screen. If you want more information on the use of SCRIPT and GML, see *Document Composition Facility: Generalized Markup Language, Starter Set User's Guide* and *Document Composition Facility: SCRIPT/VS Language Reference*.

5. To file, press PF12. For additional information on how to store this document, read “Filing a Document for Changing Later” on page 61.

There is another method of entering text called power typing which speeds up the task of entering text. Power typing is most useful when you have a considerable amount of text to enter that is in paragraph form.

---

## Power Typing

With power typing, you can type long paragraphs without worrying about line length. When you reach the end of a line, the text continues on to the next line automatically. If you start a word on one line and finish it on the next, PROFS reconstructs the word when it formats the text.

To use the power typing feature, you should be on the DOCUMENT TEXT panel (Figure 24).

Press PF10. The Power Typing screen appears as shown in Figure 25 on page 53.

While you are typing, you can type **##** to start a new paragraph.

Figure 25 shows an example of power typing.



```
2          SCRIPT  A1      *** Power Typing ***      Alt=5
*** Top of File ***
The Power Typing feature greatly simplifies the typing of documents. You do not
have to worry about hitting a carriage return, but rather, can type continuousl
y. If you want to begin a new paragraph, and leave a blank line between paragra
phs, you type two "number signs".##After typing in the text you just hit the ENT
ER key twice to return to the DOCUMENT TEXT panel.
```

**Figure 25. Power Typing Panel**

If you fill up the screen and want to continue typing using the power typing feature, press the ENTER key. The last line of text that you typed is shown at the top of a new power typing screen, and you can continue typing.

When you have finished power typing, press the ENTER key twice. You are returned to the DOCUMENT TEXT panel. You may not see all that you power typed on the DOCUMENT TEXT screen. For information on how to store this document, read "Filing a Document for Changing Later" on page 61.

---

## Creating a DisplayWrite/370 Document

The following procedure assumes that you are at the LIST OF AVAILABLE DOCUMENT STYLES panel, as described in the section, "Creating a Document" on page 46.

There are four styles of DisplayWrite/370 RFT documents listed on this panel (RFT stands for *revisable form text*. RFT documents are a type of document handled by DisplayWrite/370). In this exercise, you create an RFT interoffice memo. After you create the sample interoffice memo, you should be able to successfully create any of the other RFT document types.

1. On the LIST OF AVAILABLE DOCUMENT STYLES panel, press PF1. The ENTER AUTHOR PROFILE panel (Figure 26) appears.

ENTER AUTHOR PROFILE F61

An author profile contains information about the author that PROFS automatically adds to the documents that you create. If you first want to create, change, or view an author profile, press PF1.

Type the name of the author profile you wish and then press ENTER.

mary  
-----

PF1 Author PF9 Help PF12 Cancel

**Figure 26. ENTER AUTHOR PROFILE Panel**

2. Type the name of your author profile and press the ENTER key. A screen similar to Figure 27 appears.

To use the author profile that you created in “Creating an Author Profile” on page 42, type:

mary

as shown in Figure 26, and press ENTER.

**Note:** You must have an author profile to create an RFT document. If you have not yet created one, press PF1 from this panel, and then go to instruction number 5 of “Creating an Author Profile” on page 42.

```

1      RFTD   A5                PROMPT                Page 1
** Prompt: Type addressee:
===>
<---+ _--1_ _--+ _--2_ _--+ _--3_ _--+V---4_ _--+ _--5_ _--+ _--6_ _--+ _--7_>--+----
----- Page 1 -----
June 15, 1988                Draft 1
Mary Jones , 555-5555
Shop Smart Food Mart
Personnel
A25/2
Dallas, Texas 11111
DALLAS1/MJONES

Memo to:

Subject:

Reference:

PF 1=Block      2=Insert      3=Cmdline      4=Instr.      5=Tspell      6=Aid
PF 7=Next      8=Command      9=HELP        10=Forward    11=Backward   12=END

```

Figure 27. DisplayWrite/370 Document Panel (Author Profile Inserted)

3. In the Memo to field, type:

**Ann Smith**

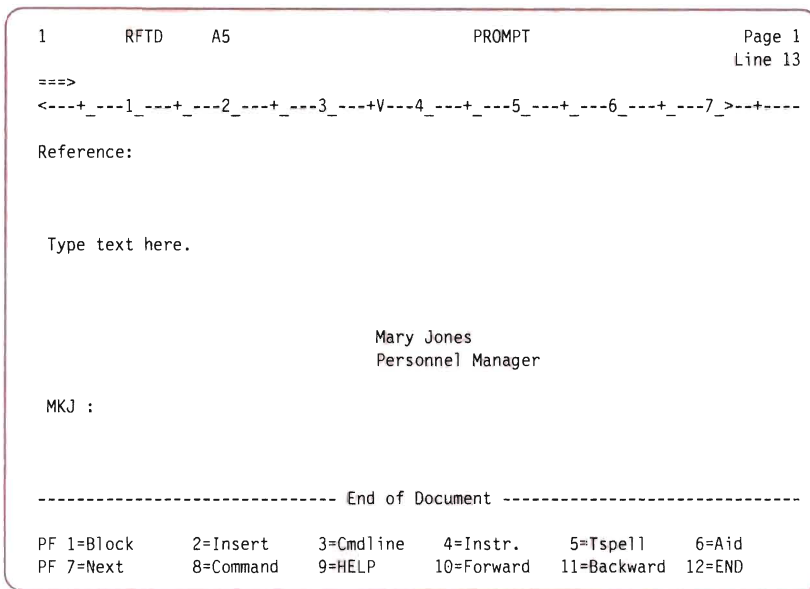
or the name of another person to whom you want to send the memo.

4. In the Subject field, type:

**Department Meeting**

or a different phrase describing the subject of your memo.

5. Press PF10 to go to the empty document screen (Figure 28).



**Figure 28. DisplayWrite/370 Document Panel (Before Text Inserted)**

The body of the document is typed in the area starting on the line that begins with Type text here.

6. Move the cursor to the beginning of the Type text here line under the first T. To erase Type text here, press the ERASE EOF key.

7. To insert text, press PF2 (Insert).
8. Type the body of the document as shown in Figure 29. When you reach the end of a line, the cursor moves automatically to the beginning of the next line.

```

1      RFTD      A5      PROMPT      Page 1
                                           Line 13
===>
<---+ _ ---+ _ ---+ _ ---+V---4_ ---+ _ ---5_ ---+ _ ---6_ ---+ _ ---7_>---+---

Reference:

Please attend the department meeting on Wednesday, June 15, 1988. We will be
discussing the future of the ALPHA project. Make sure that you go over the age
nda with Mike before the meeting.

PF 1=Block      2=Insert      3=Cmndline      4=Instr.      5=Tspell      6=Aid
PF 7=Next       8=Command      9=HELP         10=Forward    11=Backward   12=END

```

**Figure 29. DisplayWrite/370 Document Panel (Text Inserted)**

9. Press the ENTER key. Your document looks like Figure 30. DisplayWrite/370 has formatted your document.

```

1      RFTD      A5      PROMPT      Page 1
                                           Line 13
====>
<---+ _---1_ ---+ _---2_ ---+ _---3_ ---+V---4_ ---+ _---5_ ---+ _---6_ ---+ _---7_ >---+-----

Reference:

      Please attend the department meeting on Wednesday, June 15, 1988. We
      will be discussing the future of the ALPHA project. Make sure that you
      go over the agenda with Mike before the meeting.

                                           Mary Jones
                                           Personnel Manager

MKJ :

PF 1=BBlock      2=Insert      3=Cmndline      4=Instr.      5=Tspell      6=Aid
PF 7=Next        8=Command      9=HELP         10=Forward    11=Backward   12=END

```

**Figure 30. DisplayWrite/370 Document Panel (Text Formatted)**

You can continue typing if you want. Each time you want DisplayWrite/370 to format what you have done so far, press the ENTER key.

For help on specific formatting functions of DisplayWrite/370, press PF6. For a general introduction to DisplayWrite/370, press PF9.

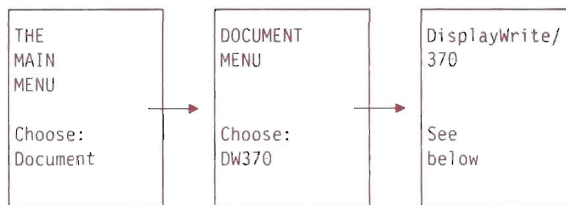
For more information about the formatting functions of DisplayWrite/370, see *Getting Started with DisplayWrite/370* or *Using DisplayWrite/370*.

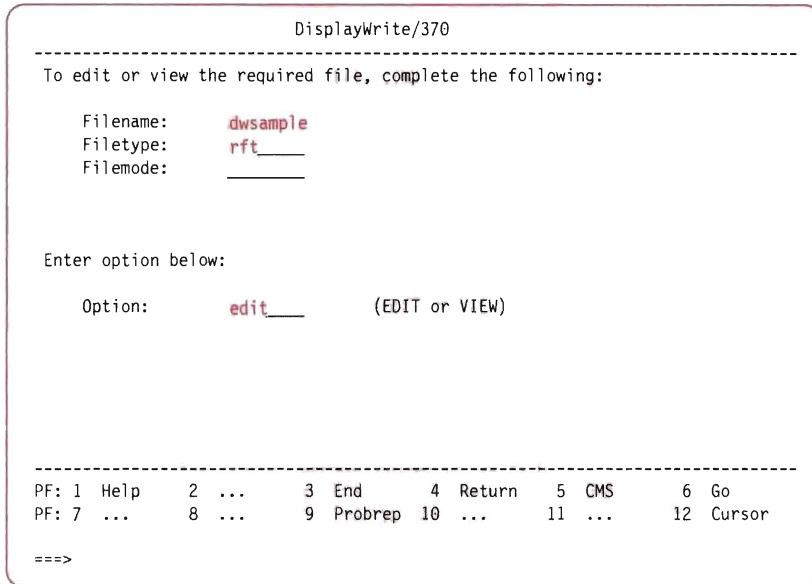
10. Now you can either file the document for changing later (see "Filing a Document for Changing Later" on page 61), or file the document in its final form as described in "Filing and Printing a Document in Final Form" on page 70.

## Accessing DisplayWrite/370 Documents without PROFS

DisplayWrite/370 may be installed in your system even if PROFS is not. In addition, you may want to access DisplayWrite/370 directly, without going through PROFS panels. This section describes how to use DisplayWrite/370 documents without using PROFS.

Choose panels as shown below:





**Figure 31. DisplayWrite/370 Document Access Panel**

On this panel, you type the file name and file type of the document you want to view or edit (you must select the edit option to make any changes). For this example, type:

```
dwsample rft
```

and either `edit` or `view` in the Option field, as shown in Figure 31. The sample document contains a few deliberate spelling errors. In order to see these spelling mistakes, you must issue the following commands:

```
set dict us
```

and press ENTER,

```
ver spell
```

and press ENTER. Correcting these errors gives you a little practice working with DisplayWrite/370.



### Related Publications

- *Getting Started with DisplayWrite/370*
- *Using DisplayWrite/370*
- *Introducing DisplayWrite/370.*

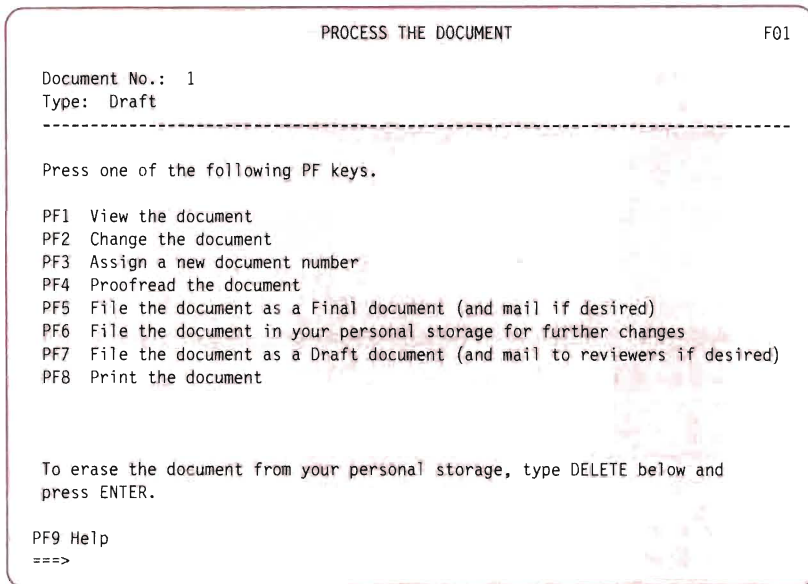
---

## Filing a Document for Changing Later

In this section, you learn how to file (store) your document.

If you created a DCF document, this procedure assumes that you are at the DOCUMENT TEXT panel or at the CHANGE DOCUMENT TEXT panel. If you created an RFT document with DisplayWrite/370, this procedure assumes that you are at the DisplayWrite/370 document panel.

1. Press PF12 (File or End). The PROCESS THE DOCUMENT menu, (Figure 32) appears.



**Figure 32. PROCESS THE DOCUMENT Menu**

2. Press PF6 (File the document in your personal storage for further changes).

You see a message from PROFS indicating that your document has been stored. Take note of the document number which identifies the draft to PROFS so that you will be able to work on the document later.

To reduce the amount of personal storage space you need to file your documents, you can file your documents in PROFS storage instead of in your personal storage. To do so, you press PF7 instead of PF6 on the PROCESS THE DOCUMENT panel. For more details about this procedure, refer to *Using the Professional Office System*.

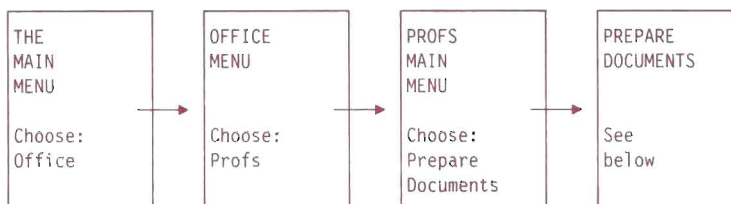
3. If MORE... appears, press CLEAR. The PROFS MAIN MENU appears.

4. Press PF12 (End), to exit PROFS. PROFS gives you an exit message.
5. Press CLEAR. You are now at the OFFICE MENU.
6. To return to the MAIN MENU, press PF3 (End).

## Retrieving and Editing Your Document

This section describes how to change a document you have already created, whether you stored the document in PROFS storage or in your personal storage. Follow these steps:

1. Choose panels as shown below:



2. In the input field following the description of option PF3, type the number of the document you want to retrieve.
3. Press PF3. The PROCESS THE DOCUMENT panel (Figure 32 on page 62) appears.
4. Press PF2 (Change the Document).

If the document you want to edit is a DCF document, continue with the instructions in the section, “Editing a DCF document”. If the document you want to edit is a DisplayWrite/370 document, continue with the instructions in the section “Editing a DisplayWrite/370 Document” on page 65.

---

## Editing a DCF document

If you followed the instructions in the section, "Retrieving and Editing Your Document" on page 63, you should now be at the DOCUMENT HEADING panel.

1. To reach the CHANGE DOCUMENT TEXT panel (Figure 33), press PF7. You do your editing at this panel.

```
Document No.: 1          CHANGE DOCUMENT TEXT          F53

Press PF12 when you have finished changing the document text.

* * * Top of Range (Line=23) * * *
The Power Typing feature greatly simplifies the typing of documents.
You do not have to worry about hitting a carriage return, but rather,
can type continuously.  If you want to begin a new paragraph, and leave
a blank line between paragraphs, you type two "number signs".

After typing in the text you just hit the ENTER key twice.
* * * End of Range (Line=28) * * *

|...+...1...+...2...+...3...+...4...+...5...+...6...+...7...+...
PF1 View  PF2 Add  PF3 Erase  PF4 Tab  PF5 Split/Join  PF6 Alternate PFs
PF7 Next Part  PF8 Prev. Part  PF9 Help  PF10 Forward  PF11 Backward  PF12 File
====>
```

**Figure 33. CHANGE DOCUMENT TEXT Panel**

2. Edit your document.

If you are using SCRIPT and GML formatting commands, you can add or delete them now.

To insert or delete individual characters, use the add and delete keys on your keyboard.

You may find the following PF keys useful:

- PF2 adds a blank line following the line where the cursor is located.
- PF3 deletes the line where the cursor is located.
- PF5 either splits a line or joins two lines, depending on the location of the cursor:
  - If your cursor is at the end of a line, PF5 joins the current line with the following line.
  - If your cursor is in the middle of the line, PF5 splits the line at the cursor.
- PF10 moves you forward a half screen.
- PF11 moves you backward a half screen.
- PF1 allows you to view the formatted version of your document.

Refer to *Using the Professional Office System* for more detailed information on the editing features of the CHANGE DOCUMENT TEXT panel.

3. When you complete your changes, you can either file the document for changing later, as you did in the section “Filing a Document for Changing Later” on page 61, or file the document in final form as described in “Filing and Printing a Document in Final Form” on page 70.

---

## Editing a DisplayWrite/370 Document

If you followed the instructions in the section, “Retrieving and Editing Your Document” on page 63, you should now be at the DISPLAYWRITE/370 DOCUMENT panel. The screen you see is similar to the one in Figure 34.

```

1          RFTD      A5          PROMPT          Page 1
** Prompt: Type addressee:
===>
<---+ _---1_---+ _---2_---+ _---3_---+V---4_---+ _---5_---+ _---6_---+ _---7_>---+---
-----
June 15, 1988          Draft 1
Mary Jones , 555-5555
Shop Smart Food Mart
Personnel
A25/2
Dallas, Texas 11111
DALLAS1/MJONES

Memo to:   Ann Smith

Subject:   Department Meeting

Reference:

PF 1=Block      2=Insert      3=Cmdline      4=Instr.      5=Tspell      6=Aid
PF 7=Next       8=Command     9=HELP        10=Forward    11=Backward   12=END

```

**Figure 34. DisplayWrite/370 Document Panel (Beginning to Edit)**

This panel is the same panel as the one on which you created your DisplayWrite/370 document. Therefore, all the editing functions that were available to you when you created the document are still available to you now.

For the sake of this example, suppose that you want to insert a new sentence before the last sentence in the note that you created in the section, "Creating a DisplayWrite/370 Document" on page 54.

1. Press PF10 to scroll forward. The body of your note appears (Figure 30 on page 58).
2. Position the cursor under the M of the word Make at the beginning of the third sentence.

3. Press PF2 (Insert). The third sentence moves to the bottom of the typing area, and a space appears for you to insert text (See Figure 35).

```

1          RFTD    A5          PROMPT          Page 1
                                         Line 14

====>
<----+_---1_----+_---2_----+_---3_----+V---4_----+_---5_----+_---6_----+_---7_>----
Reference:

Please attend the department meeting on Wednesday, June 15, 1988. We
will be discussing the future of the ALPHA project.

Make sure that you
PF 1=Block    2=Insert    3=Cmpline    4=Instr.    5=Tspell    6=Aid
PF 7=Next     8=Command    9=HELP     10=Forward  11=Backward 12=END

```

**Figure 35. DisplayWrite/370 Document Panel (Inserting Space for Text)**

4. Type the sentence below as shown in Figure 36:

If we have time, Kim will give a presentation about department goals.

```

1      RFTD      A5      PROMPT      Page 1
                                           Line 14
====>
<---+---1_---+---2_---+---3_---+V---4_---+---5_---+---6_---+---7_>---+---
Reference:

Please attend the department meeting on Wednesday, June 15, 1988. We
will be discussing the future of the ALPHA project. If we have time, Kim will
give a presentation about department goals.

PF 1=Block      2=Insert      3=Cmdline      4=Instr.      5=Tspell      6=Aid
PF 7=Next      8=Command      9=HELP      10=Forward      11=Backward      12=END
Make sure that you

```

**Figure 36. DisplayWrite/370 Document Panel (Text Inserted)**

5. Press ENTER to format the document. The formatted document looks like Figure 37. Insert two spaces between the end of the new sentence and the sentence starting with Make, and press ENTER to completely format the document.

The first word is indented because an undisplayed control character is at the margin.



```

1          RFTD      A5          PROMPT          Page 1
                                                Line 14
===>
<---+ _--1_---+ _--2_---+ _--3_---+V---4_---+ _--5_---+ _--6_---+ _--7_>---+---
Reference:

      Please attend the department meeting on Wednesday, June 15, 1988. We
      will be discussing the future of the ALPHA project. If we have time,
      Kim will give a presentation about department goals. Make sure that you
      go over the agenda with Mike before the meeting.

                                Mary Jones
                                Personnel Manager

      MKJ :

      PF 1=Block      2=Insert      3=Cmdline      4=Instr.      5=Tspell      6=Aid
      PF 7=Next       8=Command      9=HELP        10=Forward    11=Backward   12=END

```

**Figure 37. DisplayWrite/370 Document Panel (Text Reformatted)**

For more information about the editing functions of DisplayWrite/370, either press PF9 for immediate help, or see *Using DisplayWrite/370*.

6. Now you can either file the document for changing later (as you did in the section “Filing a Document for Changing Later” on page 61) or in its final form (as described in “Filing and Printing a Document in Final Form” on page 70).

---

## Filing and Printing a Document in Final Form

This procedure describes how to file and print a document that you do not expect to change. This procedure assumes that you have PROFS installed. Alternative methods of printing that do not involve PROFS are described in *VM/IS Learning to Use Your System: Getting Started*.

Methods of printing vary widely, depending on the products and printers available at your location. To be certain about the options available to you, see your system administrator.

If the document you want to file and print is a DCF document, you must be at either the DOCUMENT TEXT panel (Figure 24) or at the CHANGE DOCUMENT TEXT panel (Figure 33 on page 64).

If you want to file and print a document created with DisplayWrite/370, you should be at the DisplayWrite/370 Document panel.

1. Press PF12 (File or End). The PROCESS THE DOCUMENT menu (Figure 32) appears.
2. Press PF5 (File the document as a Final document and mail if desired). The FILE THE DOCUMENT AS A FINAL DOCUMENT menu (Figure 38) appears.

FILE THE DOCUMENT AS A DRAFT DOCUMENT F68

Type the information you want below, then press ENTER to file the document.

Y            Mail the document. (Y - yes, N - no)  
-  
N            Print the document. (Y - yes, N - no)  
-  
N            Restrict those who can see the document to you and  
-            the people on the distribution list. (Y - yes, N - no)

PF9 Help    PF12 Cancel

**Figure 38. FILE THE DOCUMENT AS A FINAL DOCUMENT Menu**

This panel may display between three to five filing options, depending on whether your document was created with DCF or DisplayWrite/370. In this procedure, you use only the second filing option, Print the document.

3. Type **n** over the Y beside Mail the document, and type **y** over N beside Print the document. If you do not type **y** over the N beside Print the document, you get a screen to both print and mail the document. Press the ENTER key. The document is assigned a number.
4. The CHOOSE A PRINTER menu (Figure 39) appears.

```

                                CHOOSE A PRINTER                                J00
OFSPRI032I Choose a printer for XXXXXXXX XXXX.
Press the PF key to select the printer you want, or send a print file
to a user or printer not listed. Press PF8 to see additional printer
options. Press ENTER when you have made your choices.

Send a print file to:          (name) at          (location)
                        -----
Number of copies (default is 1):  --      Special print class:  -

PF1  SYSTEM  System Printer                                SELECTED
PF2  3287    3287 Remote Printer Class A
PF3  3812    IBM 3812 Pageprinter Class A

                                                Screen  1 of  1

PF8 Options  PF9 Help  PF10 Next Printers  PF11 Previous Printers  PF12 Cancel
====>

```

**Figure 39. CHOOSE A PRINTER Menu**

The message at the top with the OFS prefix tells you to choose a printer for your file. The X's represent the name or number of your file.

Your CHOOSE A PRINTER menu may not look the same as the one shown. Your system administrator may have modified your menu to reflect the printer options available on your system.

If one of the printers listed is the IBM 3812 Pageprinter, you can find out more about it in the section below, "Printing Documents on the IBM 3812 Pageprinter" on page 73.

For more information about printers other than the IBM 3812, ask your system administrator.

5. Fill in the information that applies to you, and press the appropriate PF key for the type of printing you want. The word SELECTED appears to the right of the choice you make.

6. Press the ENTER key.

After a few moments, the screen clears and messages indicate that the document has been printed.

7. When MORE... or HOLDING appears, press CLEAR. The PROFS MAIN MENU appears.

8. To return to the MAIN MENU, follow these steps:

- a. Press PF12 to leave PROFS. A message indicates that you have signed off PROFS.
- b. Press CLEAR, and the OFFICE MENU appears.
- c. To return to the MAIN MENU, press PF3(End).

---

## Printing Documents on the IBM 3812 Pageprinter

The product VM3812 enables you to send document files from your computer to be printed on an IBM 3812 Pageprinter. If you have VM3812 installed, and if you have an IBM 3812 Pageprinter at your location, you have access to a versatile printing device that produces high-quality printed documents.

VM3812 processes many different kinds of files, including those prepared for other printers, such as the IBM 3820, the IBM 3800 Model 1, the IBM 3800 Model 3, and the IBM 6670.

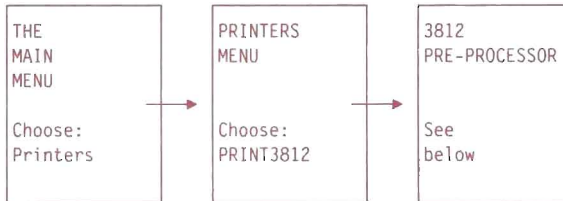
The IBM 3812 is capable of printing graphics prepared using the **Graphical Data Display Manager (GDDM)**. For a list of the possible file types, see *VM3812-IBM 3812 Pageprinter VM Support User's Guide*.

To send a document from your personal storage to the IBM 3812 Pageprinter, you can either:

- Choose the 3812 option on the PROFS CHOOSE A PRINTER screen, as described in “Filing and Printing a Document in Final Form” on page 70. To print from the PROFS CHOOSE A PRINTER panel, PROFS must be installed on your system.
- Follow the steps below. (You do not need to have PROFS installed for this procedure.)

The output is the same, whichever method you choose.

1. Choose panels as shown below:



```

3812 PRE-PROCESSOR
-----
Complete the following and press ENTER to print:

File name:  -----
File type:  -----
File mode:  -----
3812 OPTIONS:  ----- (OPTIONAL)
DCF options:  ----- (optional)
-----

PF: 1 ...      2 ...      3 END      4 RETURN  5 CMD      6 GO
PF: 7 ...      8 ...      9 PROBREP 10 ...     11 ...     12 CURSOR

===>

```

**Figure 40. 3812 PREPROCESSOR Panel**

2. On the 3812 PREPROCESSOR panel (Figure 40), type the file name, file type, and file mode of the document you want to print.
3. Press the ENTER key. A message indicates that the file has been sent to the printer.
4. When MORE... appears, press CLEAR.
5. Press PF4 (Return) to return to the PRINTERS MENU.
6. To return to the MAIN MENU, press PF3 (End).

**Note:** For information about VM3812 options, see *VM3812-IBM 3812 Pageprinter VM Support User's Guide*.

## Related Publications

- *VM3812-IBM 3812 Pageprinter VM Support User's Guide*
- *VM3812-IBM 3812 Pageprinter VM Support Application Programmer's Guide*
- *IBM 6670 Preprocessor Program Description/Operations Manual.*

---

## Working with Your Mail Log

This section describes the purpose of your mail log, and refers you to information about how to use it.

Your mail log is your personal index to the documents kept in PROFS storage by you and by others. See Figure 41.

When you want to view a document, you need the information about the document that is in your mail log to identify the document to PROFS.



## PROFS storage

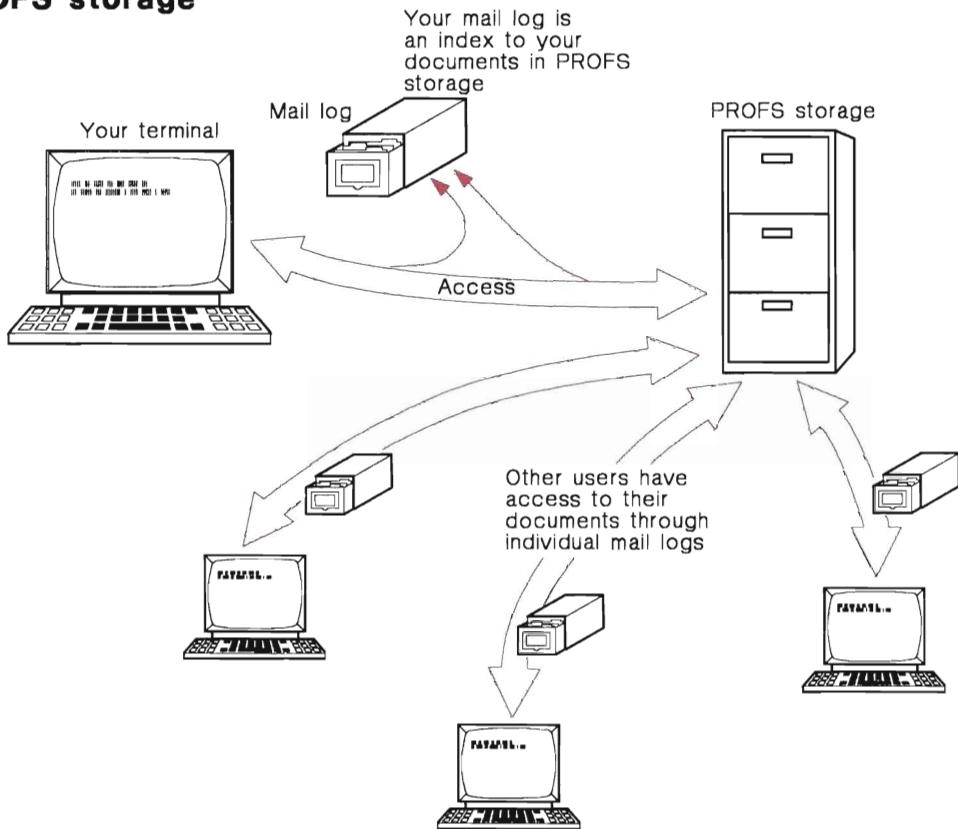


Figure 41. PROFS Storage

You can perform several tasks with your mail log. For example, you can:

- View your mail log
- View a document and forward it to someone else
- Find information about documents you (or someone else) filed
- Store information about hard copy (paper) documents

- Erase the mail log information
- Print the mail log information.

You can learn how to accomplish these tasks with your mail log in *Using the Professional Office System*.

## Chapter 4. Working with a Schedule or Calendar

# 4

With schedules, you can:

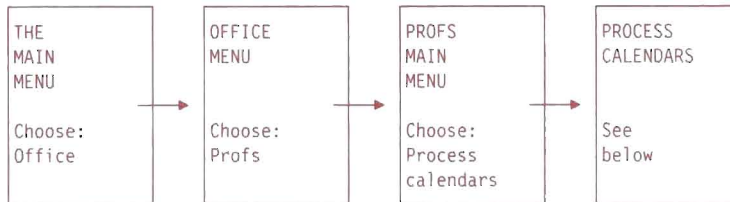
- Remind yourself of appointments and meetings on a daily or monthly basis
- Describe your appointments or meetings for later reference
- Find out when others have appointments or meetings if you are authorized to view their schedules
- Let others know your plans by giving them access to your schedule
- Reserve conference rooms or equipment
- Let PROFS organize meetings for you by automatically checking all the attendees' schedules to find a time when everyone is free.

This chapter introduces you to the use of schedules and tells you where you can get further information. You learn to:

- View daily and monthly schedules for yourself and for others
- Add an appointment or meeting to your schedule
- Delete an appointment or meeting from your schedule
- Move an appointment or meeting from one day's schedule to another.

The full range of tasks for managing your schedule is described in *Using the Professional Office System*.

All the exercises in this chapter begin from the PROCESS CALENDARS screen. To reach this screen, choose panels as shown below:



```

PROCESS CALENDARS                                     W00

Calendar for:  Demol (or your userid)
-----
Calendar date: 06/15/88
-----
Time: 1:58 PM

Press one of the following PF keys.

PF1 Work with the day's schedule
PF2 View 7 days of the calendar
--
PF3 View the conference room schedules
PF4 Work with the next day's schedule
PF5 Work with the previous day's schedule
PF6 View the month
PF7 Schedule a meeting
PF8 Print 7 days of the calendar
--
PF10 View calendar main menu number 2

1988      JUNE      1988
S  M  T  W  T  F  S
      1  2  3  4
5  6  7  8  9 10 11
12 13 14 15 16 17 18
19 20 21 22 23 24 25
26 27 28 29 30
Day of Year: 167

PF9 Help   PF12 Return

```

Figure 42. PROCESS CALENDARS Menu

## Looking at Your Schedule

This procedure assumes that you are at the PROCESS CALENDARS panel. To view the daily schedule for yourself or for someone else, follow these steps:

1. The PROCESS CALENDARS menu (Figure 42) initially displays your name and today's date.

If you want to view a schedule, either yours or someone else's, that person's user ID must appear in the Calendar for field. The date of the schedule you want to view must appear in the Calendar date field.

**Note:** Although PROFS displays your name instead of your user ID, PROFS does not recognize the names of others. You must type their user IDs. If you want to view the schedule for a person or date other than those shown, type over the current user ID or date with the user ID or date that you want. Type the date in mm/dd/yy format. Other acceptable date formats are listed in Appendix I of *Using the Professional Office System*.

2. Press PF1. The WORK WITH THE SCHEDULE panel appears, showing the schedule you requested.

```
                                WORK WITH THE SCHEDULE                                W01
Calendar for: Demol (or your userid)
Date:           06/15/88           Wednesday
Type any changes to the schedule below.

BEGIN  END      DESCRIPTION
 9:30AM 10:30AM Meeting - project status
10:30AM 11:30AM Meeting - department
NOON    1:30PM  PERS: Lunch with Heather

PF3 Cancel changes   PF4 Next day   PF5 Previous day   Screen 1 of 1
PF9 Help   PF10 Next Screen   PF11 Previous Screen   PF12 Return
```

**Figure 43. WORK WITH THE SCHEDULE Panel**

If you are viewing someone else's schedule and you have not been authorized to see the schedule, you see only the times, not the descriptions, of the appointments.

If you are viewing your own schedule, the list you see depends on the entries you have already made to your schedule.

If you want to see the next day's schedule, press PF4. If you want to see the previous day's schedule, press PF5.

3. To return to the PROCESS CALENDARS menu, press PF12.

## Adding an Appointment or Meeting to Your Schedule

This procedure assumes that you are at the PROCESS CALENDARS screen. To add an appointment or meeting to your schedule, follow these steps:

1. Press PF1 to get to the WORK WITH THE SCHEDULE panel.
2. Press the field advance key (--> |) to move the cursor to the first blank line in the column labeled BEGIN if it is not already positioned.
3. Type the time the appointment or meeting begins. For example, type:

2

Note that you can use different forms for the time:

**If you type:**

1030

9

2:30

1430

12

12PM

0

12AM

**PROFS sees:**

10:30 AM

9:00 AM

2:30 PM

14:30

NOON

NOON

MIDNITE

MIDNITE

**Note:** You do not have to specify AM or PM unless the time you specify is outside of normal office hours (7:00 AM to 6:59 PM). As long as the appointment is within these hours, PROFS assumes AM for times between 7:00 and 11:59 and PM for times between 12:00 and 6:59.

4. In the column labeled END, type the time the appointment or meeting ends. For example, type:

230

5. In the column labeled DESCRIPTION, type a description of or information about the appointment or meeting. PROFS uses the first letter of the first word of the description to mark the appointment or meeting in your monthly calendar. You should use a letter that signifies the type of appointment or meeting (for example, *M* for meeting, *I* for interview). For an illustration of a monthly calendar, see Figure 47 on page 89.

Because other people can look at your schedule, there are two special ratings you can give to your appointments to limit those who can see them:

- To indicate that an appointment or meeting is personal — for example, a doctor's appointment — type **PERS:** as the first five characters of the description (see Figure 44 on page 85 for an example of a personal entry). Only you (and those you have authorized) can see the description of your personal entries. Anyone else can see only the characters PERS next to the time slot of your personal appointment.
- To indicate that an appointment or meeting is of a confidential business nature, type **CONF:** as the first five characters of the description. (See Figure 44 on page 85 for an example of a confidential entry.) Only you (and those you have authorized; for example, your immediate superior) can see the descriptions of your confidential entries. Anyone else can see only the characters CONF next to the time slot of your confidential appointment.



```
                                WORK WITH THE SCHEDULE                                W01
Calendar for: Demol (or your userid)
Date:           06/15/88           Wednesday
Type any changes to the schedule below.

BEGIN  END      DESCRIPTION
 9:30AM 10:30AM Meeting - project status
10:30AM 11:30AM Meeting - department
11:30AM NOON   CONF: New quarter strategy plan discussion
NOON    1:30PM  PERS: Lunch with Heather
 2:00PM  2:30PM  Meeting in Harry's office

PF3 Cancel changes   PF4 Next day   PF5 Previous day   Screen 1 of 1
PF9 Help            PF10 Next Screen  PF11 Previous Screen  PF12 Return
```

**Figure 44. WORK WITH THE SCHEDULE Panel (Sample Entries)**

**Note:** Although Figure 44 shows the descriptions for the confidential and personal entries, if you are not authorized to see a user's schedule, you do not see the descriptions for the user's confidential and personal entries.

Assume that the appointment you are entering is neither personal nor confidential. Type:

Meeting in Harry's office

6. Press the ENTER key. PROFS adds the appointment or meeting to your schedule and rearranges the entries in the list according to time, with the earliest listed first.
7. To return to the PROCESS CALENDARS screen, press PF12.

## Deleting an Appointment or Meeting

This procedure assumes that you are at the PROCESS CALENDARS menu. To delete an appointment or meeting from your schedule, follow these steps:

1. Press PF1 to get to the WORK WITH THE SCHEDULE panel.
2. Move the cursor to the beginning of the line you want to delete.  
For example, to delete the meeting you added in the previous procedure, move the cursor to the left of the first digit in the time shown.
3. Type:

d

(for delete) as shown in Figure 45.

```
                                WORK WITH THE SCHEDULE                                W01
Calendar for: Demo1 (or your userid)
Date:           06/15/88           Wednesday
Type any changes to the schedule below.

  BEGIN  END      DESCRIPTION
  9:30AM 10:30AM Meeting - project status
 10:30AM 11:30AM Meeting - department
   NOON   1:30PM PERS: Lunch with Heather
  d 2:00PM 2:30PM Meeting in Harry's office

PF3 Cancel changes  PF4 Next day  PF5 Previous day  Screen 1 of 1
PF9 Help  PF10 Next Screen  PF11 Previous Screen  PF12 Return
```

Figure 45. WORK WITH THE SCHEDULE Panel

4. Press the ENTER key. PROFS erases the line.
5. To return to the PROCESS CALENDARS menu, press PF12.

---

## Moving an Appointment or Meeting to Another Date

This procedure assumes you are at the PROCESS CALENDARS menu. To move an appointment or meeting to a different time or date on your schedule, follow these steps:

1. Press PF1 to get to the WORK WITH THE SCHEDULE panel.
2. Move the cursor to the beginning of the line you want to move.  
For example, to move the first meeting listed, move the cursor to the three blanks on the left of the first digit in the time shown.
3. Type:  
m  
(for move) as shown in Figure 46.

WORK WITH THE SCHEDULE			W01
Calendar for: Demol (or your userid)			
Date: 06/15/88 Wednesday			
Type any changes to the schedule below.			
	BEGIN	END	DESCRIPTION
m	9:30AM	10:30AM	Meeting - project status
	10:30AM	11:30AM	Meeting - department
	NOON	1:30PM	PERS: Lunch with Heather
PF3 Cancel changes PF4 Next day PF5 Previous day			Screen 1 of 1
PF9 Help PF10 Next Screen PF11 Previous Screen			PF12 Return

**Figure 46. WORK WITH THE SCHEDULE Panel**

4. Press the ENTER key. The cursor moves to the Date input field.
5. Type in the new date of the meeting.
6. Press the ENTER key. PROFS shows you that date's bookings along with the one you just moved.
7. To return to the PROCESS CALENDARS menu, press PF12.

**Note:** The Calendar date field has changed to the date you moved the meeting to.

## Looking at Monthly Schedules

This procedure assumes that you are at the PROCESS CALENDARS menu. To view the monthly schedule for yourself or for someone else, follow these steps:

1. Type the user ID of the person whose monthly schedule you want to view in the Calendar for field. If you want to view your own monthly schedule, and your name already appears in this field, you do not need to retype it.
2. Make sure that the date shown in the Calendar date field falls in the month that you want to view. The exact day in the month does not matter.
3. To go to the VIEW THE WHOLE MONTH panel, (Figure 47), press PF6.

VIEW THE MONTH OF JUNE							w05
Calendar for: Demol (or your userid)						Date: 06/15/88	
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
			1	2	3	4	
			M**-M...	.....	..**..M.	.....	
5	6	7	8	9	10	11	
.....	.M.....	.MMM--..	MMMMMM>	MMMM....	.....	.....	
12	13	14	15	16	17	18	
.....	....MM.	.....	.....	.....	.....	.....	
19	20	21	22	23	24	25	
.....	.M.M*-..	.....	**M.....	<MMMM...	.....	.....	
26	27	28	29	30			
.....	.....	.....	.....	.....			

PF1 View day's schedule    PF4 Next day's notes    PF5 Previous day's notes  
 PF9 Help    PF10 Next month    PF11 Previous month    PF12 Return

Figure 47. VIEW THE MONTH OF JUNE Menu

This panel shows you a sample schedule for the month. The actual schedule you see varies depending on the entries that have been made to it. The following list describes the meaning of the symbols that may appear on the schedule:

- A period (.) stands for an hour in which nothing is scheduled. Each date has eight periods. The first period represents 9 AM to 10 AM, and the last period represents 4 PM to 5 PM.
  - A less-than symbol (<) shows that an event is scheduled before 9 AM.
  - A greater-than symbol (>) shows that an event is scheduled after 5 PM.
  - An asterisk (\*) shows that two events or more are scheduled for the same hour. This could mean a conflict, or it could mean that a series of short events is scheduled (for example, two half-hour meetings).
  - A hyphen (-) shows that an event is either personal or confidential. You will not see the hyphen if it is your own calendar or one you are authorized to view.
  - Other letters or characters indicate a scheduled event. The letter or character is taken from the first letter or character of the first word of the description of the event.
4. To return to the PROCESS CALENDARS menu, press PF12 (Return).
  5. To return to the PROFS MAIN MENU, press PF12 (Return). Press CLEAR when MORE... appears in the bottom right hand corner of the screen.
  6. To return to the OFFICE MENU, press PF12 (End).
  7. To return to the MAIN MENU, press PF3 (End).

## For More Information

You can learn more about processing schedules in *Using the Professional Office System*. Some of the other functions you can learn about are:

- Scheduling a meeting for a group of people
- Checking other people's schedules before scheduling a meeting
- Scheduling a recurring event
- Authorizing others to view your schedule
- Printing a schedule
- Adding notes to your calendar
- Using schedules to reserve conference rooms or equipment
- Adding company holidays to your schedule
- Working with the schedules of people on other computer systems.

### Related Publications

- *Using the Professional Office System*
- *Getting Started with the Professional Office System*
- *Getting Started With the Professional Office System Applications Support*.





## Chapter 5. Using PROFS Applications Support Feature (PASF)



In this chapter, you learn:

- An alternate method of accessing many of the features of the Text/Office Package that are described elsewhere in this book
- How to send notes or reports to other users that reference an attached document
- How to use the online telephone directory
- How to use the online bulletin board
- How to use the online calculator.

The intent of this chapter is to introduce some of the features of **PASF** and to show how PASF works in the VM/IS environment. For more detailed information about any of the functions or panels described in this chapter, see *Getting Started with PROFS Applications Support*.

---

## What is PASF?

PROFS Applications Support Feature (PASF) is a collection of menus and panels that allows easy access to a wide range of products that can help you perform your office tasks. For example, PASF lets you choose selected tasks from the Professional Office System (PROFS), from optional products such as Application System (AS), DisplayWrite/370, and from other products that can be installed by your system administrator. PASF ensures that these diverse products work together correctly.

PASF also provides several extra functions of its own, such as an online telephone directory, an online bulletin board of your company's news, an online calculator, and an interface with **personal computers (PCs)**. For information about this interface, see *VM/IS Learning to Use Your System: Communicating With Other Systems*. All the other PASF functions are described in this chapter.

Many of the products that you can access through PASF menus and panels can also be accessed in other ways: from the CMS command line directly, or by a different route from the MAIN MENU. Products function the same way regardless of the way they are accessed. The purpose of PASF panels and menus is to group together the functions you will need most often in an office environment. You decide on which method to use to access the products to use by examining your personal patterns of usage.

The following list describes the range of tasks you can accomplish through PASF panels and displays the product required for each task. You can:

- Search the online telephone directory (PASF)
- Read the latest company news on the “bulletin board” (PASF)
- Use an online calculator (PASF)
- Work with the files in your personal storage (**VM/SP**)
- Enter data to generate reports and graphs (AS)
- Perform statistical analyses and tabulations of data (AS)
- Send a previously created graph or report with an attached note or document to another person or group of people (PASF)
- Manage the information in relational databases (QMF)
- Check your calendar and mail (PROFS)
- Send messages and notes (PROFS)
- Prepare memos, meeting notices, or reports (PROFS)
- Change your system **password** (VM/SP).
- Communicate with a **PC** from your VM terminal. (See *VM/IS Learning to Use Your System: Communicating With Other Systems.*)

The following diagram shows the same information as is contained in the list above.

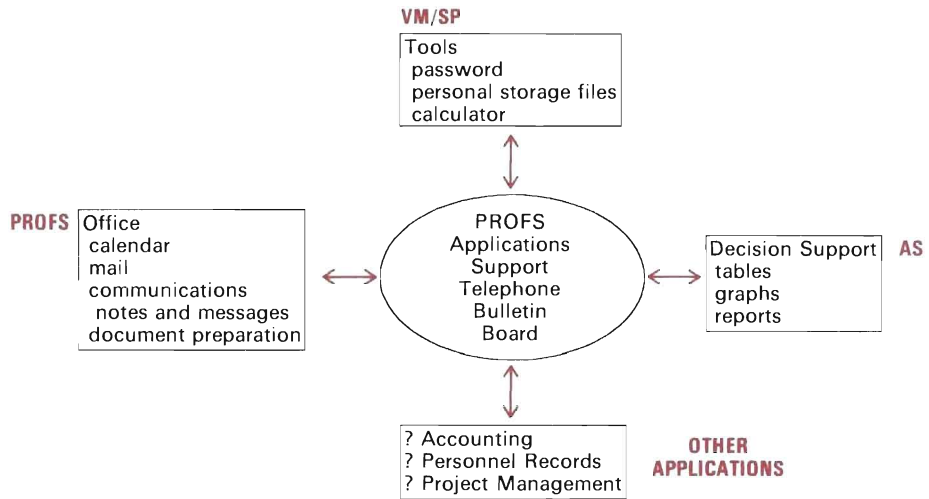


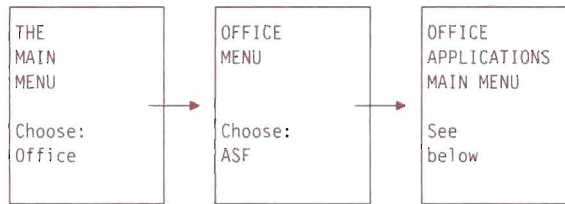
Figure 48. PROFS APPLICATIONS SUPPORT FEATURE FUNCTIONS

---

## Accessing PASF

This section describes how to access PASF and discusses the options available on the Office Applications Main Menu.

Choose panels as shown below:



```

                                OFFICE APPLICATIONS          06/15/88   15:06
                                MAIN MENU
------(c) Copyright IBM Corp 1983, 1987-----
Press one of the following PF keys or type the number of your choice
and press ENTER.

PF1 Personal Services      Schedule, Mail, Note, Calendars, Note log,
                           Mail log, Files and staple files, Nicknames,
                           Telephone, Bulletin board

PF2 Decision Support      Graphics, Reports, Statistics, Tabulation,
                           Data tables, Project management

PF3 Documents             Create/Change, Find, View, Profile, Staple files

PF4 Tools                  Password, File maintenance, Calculator

PF5 Local Applications     Added by your system administrator

PF6 Data Base Access      Graphics, Reports, Queries

PF 9=Help      12=End

===>
  
```

**Figure 49. The OFFICE APPLICATIONS MAIN MENU**

At the OFFICE APPLICATIONS MAIN MENU, you can select one of the following options:

- Personal Services

Helps you with time management and communications. You can receive your electronic mail, send notes and messages, update your calendar, store files and staple them electronically to a note, find telephone numbers in an online directory, or read the latest company news on an electronic bulletin board. For more information on this option, see "Using the Personal Services Menu" on page 99.

- Decision Support

Lets you create and manipulate files of data to produce graphs and reports. You can use the "Mini-Office" option on the DECISION SUPPORT menus to distribute the reports electronically. You can also use Decision Support for the statistical analysis and tabulation of numerical data. For more information on Decision Support, see "Using Application System (with PASF) to Create Data Files" on page 138, and "Using AS (with PASF) to Create Graphs and Reports" on page 149.

- Documents

Lets you create a document, search for and retrieve an existing document, or view a list of documents. You can also customize your author profile, your personal nickname files, and your distribution lists. For more information on this option, see Chapter 3, "Preparing Written Documents" on page 39.

- Tools

Provides tools to change your password, work with your files, or use the online calculator. For more information on this option, see "Using the Tools Menu" on page 121.

- Local Applications

Provides access to the PROFS MAIN MENU and to any other applications added by your system administrator. See your system administrator for information on additional applications.

- Data Base Access

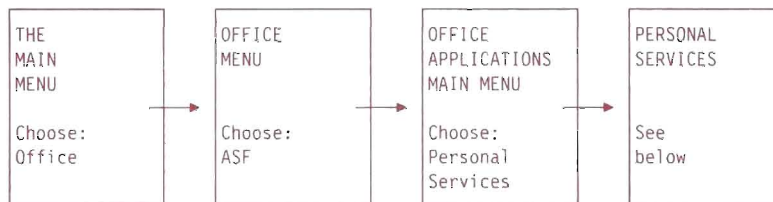
Lets you access the Query Management Facility (QMF). QMF is a data base management system for relational data bases. With QMF you can store collections of data in tables and you can retrieve the data to format into charts or reports. For more information about QMF, see chapter 8 in *VM/IS Learning to Use Your System: Using the Programming Languages and Data Base*.

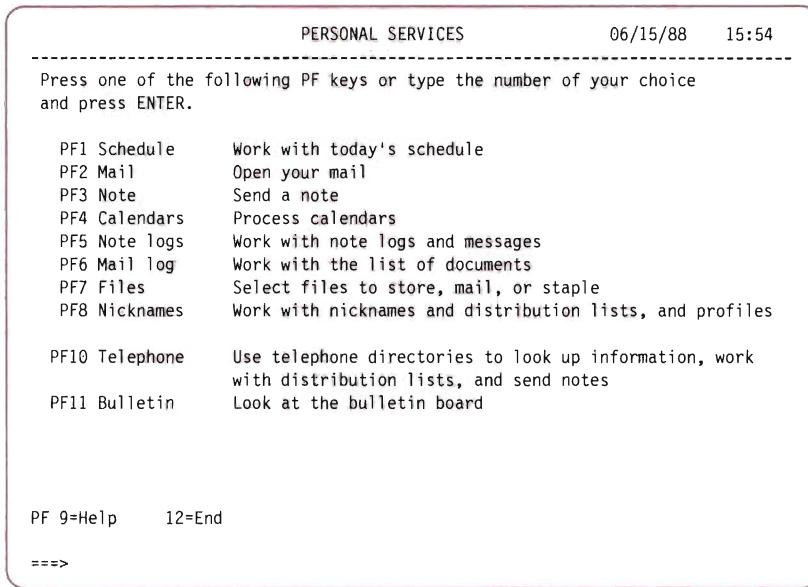
---

## Using the Personal Services Menu

This section describes the tasks you can achieve from the PERSONAL SERVICES menu.

To use the PERSONAL SERVICES menu, choose panels as shown below:





**Figure 50. The PERSONAL SERVICES Menu**

On the PERSONAL SERVICES menu (Figure 50), you can select one of eleven options:

- Schedule (See “Looking at Your Schedule” on page 81)
- Mail (See “Dealing with Incoming Mail: Viewing, Saving, Erasing, and Printing” on page 18)
- Note (See “Sending a Note and Saving a Copy for Later Reference” on page 8)
- Calendars (See “Looking at Your Schedule” on page 81)
- Note Logs (See Chapter 2, “Managing Your Note Logs” on page 23)
- Mail Log (See “Working with Your Mail Log” on page 76)



- Files

This section describes how to store different types of files in PROFS storage and how to mail them to other users. You may also “staple” files together before you mail them so that recipients can see the files to which you are referring. To use this option, see “Working with Files: Storing, Mailing, Stapling” on page 102.

- Nicknames

Instead of using a person’s user ID (or a user ID and node ID combination) when you want to send him or her a message, note, or document, you can use a nickname (which you have previously defined in a nickname file) to refer to the person. For more information on this option, see *Using the Professional Office System*.

- Telephone

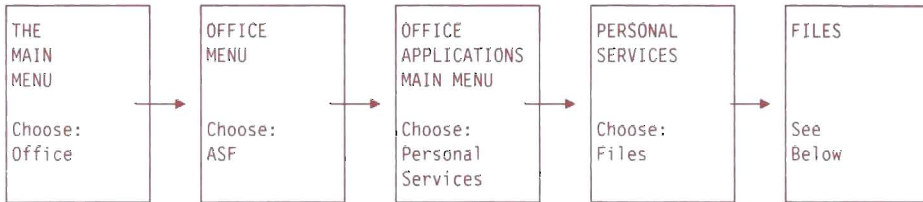
You can use the Telephone Directory to find the telephone number, department number, user ID, or node ID for any person listed in the directory. For more information on this option, see “Using the Telephone Directory” on page 112.

- Bulletin Board

You can browse the latest company news and notices that are posted on an online bulletin board. You can also submit your own items for inclusion. For more information on this option, see “Viewing Items on the Bulletin Board” on page 118.

## Working with Files: Storing, Mailing, Stapling

To select the FILES menu, choose panels as shown below:



The FILES menu, (Figure 51) appears.

```
FILES                                06/15/88  15:56
-----
Press one of the following PF keys or type the number of your choice
and press ENTER.

PF1 Store          Store a file as a PROFS document
PF2 Mail           Store a file as a PROFS document and mail it
PF3 Staple        Choose PROFS documents for attachment

PF 9=Help      12=End
===>
```

**Figure 51. The FILES Menu**

You can select one of three tasks from the FILES menu:

- Store

You can copy a file from your A-disk (personal storage) and store it as a document in PROFS storage.

The store option is also available on the STAPLE menu, described below, in the section, “Putting Files into PROFS Storage” on page 106.

- Mail

You can copy a file from your A-disk, store it as a document in PROFS storage, and mail the document to one or more persons.

See *Getting Started With the Professional Office System Applications Support* for more information on mailing a document from the FILES panel.

- Staple

You can electronically “staple” files stored as PROFS documents to a note or other document. See the directions below.

---

## Stapling Files

When you create a note or document to send to another person who uses PROFS Applications Support Feature or PROFS, you can refer to another document in PROFS storage. To do so, include the other document’s reference information when you create the note or document. The recipient of your note or document can place the cursor under a document’s reference information, press the ENTER key, and view the document to which you are referring (the stapled document).

Staple files are created to:

- Attach a group of files to a note or document
- Keep several files about the same subject together
- Mail the same group of files on different occasions.

Before you can staple a file to another document, the file to be stapled must be stored as a PROFS document. To store a file that you want to staple as a PROFS document, follow the instructions in the section, "Putting Files into PROFS Storage" on page 106. If the file you want to staple is already stored as a PROFS document, you can skip over the section, "Putting Files into PROFS Storage" on page 106.

To use the Staple option, press PF3 (Staple) on the FILES menu. The STAPLE menu, (Figure 52), appears.

```

                                STAPLE                                06/15/88  15:56
-----
A staple file identifies documents or files in PROFS storage you want to
attach to a note or another document.  To list your existing staple files,
press PF1.

Staple file name: _____ (leave blank for default)

PF1 List           List existing staple files
PF2 View           View a staple file
PF3 Store          Store a file as a PROFS document
PF4 Choose         Choose a PROFS document for a staple file
PF5 Store+Choose   Store and choose in one step

PF7 Note           Send a note

PF11 Clear         Clear a staple file

PF 9=Help         12=End

===>

```

**Figure 52. The STAPLE Menu**

In addition to stapling a file to your note or document, you can merge information from other files directly into your text.

To learn more about merging, see *Getting Started With the Professional Office System Applications Support*.

**Note:** Some files (for example, graphics files) are unreadable unless formatted, and others may contain carriage control characters that can be distracting. You should reference these files if you want to make changes. In order for the recipient to see what the file actually looks like, format the document before stapling it. Filing a document in final form as described in "Filing and Printing a Document in Final Form" on page 70, is equivalent to formatting it.

---

## Putting Files into PROFS Storage

To staple a file to another note or document, the file to be stapled must be stored as a PROFS document. If the file you want to staple is not stored as a PROFS document, follow the steps below:

1. On the STAPLE menu, press PF3 (Store).

The STORE A FILE panel (Figure 53) appears. This panel lists the files in your personal storage which have the following file types:

<b>ADMIMG</b>	An image file.
<b>SCRIPT</b>	Typically, a CMS text file
<b>LISTING</b>	For example, a report or tabulation output file
<b>ADMGDF</b>	A graphics file
<b>ASFILE</b>	An output file from Application System
<b>ASTRAN</b>	An Application System command or data table formatted for other VM users
<b>RFT</b>	For example, a DisplayWrite/370 file.

**Note:** To store files with file types other than those listed above, see the chapter about processing documents from other sources, in *Using the Professional Office System*.

```

                                STORE A FILE                                06/15/88   15:42
-----
Type 'x' next to 'Store as a final document' if you do not want to make any more
changes. Type 'x' next to the file(s) you want to store and press ENTER.

Store as final document  _  (default is draft document)

Filename Filetype Subject
_  TEST      SCRIPT  _____
x  SAMP49    LISTING  _____

PF 3=SortName 4=SortType 5=SortDate 9=Help      10=Forward 11=Backward
PF12=End

===>

```

**Figure 53. The STORE A FILE Panel**

2. In the input field to the left of the file name of the file you want to store in PROFS, type:

x

as shown in Figure 53.

3. Press the ENTER key. The file you selected is stored as a PROFS document.

4. To return to the STAPLE menu, press PF12 (End).

After you store a file as a PROFS document, you choose it from PROFS storage for your staple file, as described in the next section.

---

## Choosing Documents from PROFS Storage to Staple

A **staple file** contains reference information that identifies documents you want to group together. The actual documents are in PROFS storage. Only the identifying information is in the staple file. This section describes how to put this reference information in a staple file.

1. Press PF4 (Choose) on the STAPLE menu. The CHOOSE A DOCUMENT panel (see Figure 54) appears.

CHOOSE A DOCUMENT 06/15/88 15:30

---

To add document reference(s) to a staple file, type the staple file name, type 'x' next to the document description(s) and press ENTER.

Staple file name: **test**\_\_\_\_ (leave blank for default)

SUBJECT	DOCUMENT NO.
- Stored file - SAMP49 LISTING A1	88002SAK0006
- Monthly sales and credits	88002HDC0003
<b>x</b> - Report information in last memo	88002TST0012
- Monthly report	88002TST0008
- Monthly report	88002TST0002
- January sales report	88002TST0001

PF 1=List      9=Help      11=Backward 12=End

====>

**Figure 54. The CHOOSE A DOCUMENT Panel**

This panel displays the list of documents in your PROFS mail log.



- In the Staple file name field, type the name of a new staple file. The staple file name can contain as many as eight characters, either alphabetic or the \$ character. If you do not specify a staple file, the staple information is stored in the default staple file \$SEARCH\$. In this example, type:

```
test
```

If you have created other staple files, and you want to see a list of them, press PF1 (List).

- To select the document that you want to reference in your staple file, type x in the input field to the left of the subject of the document. For this example, suppose that you type:

```
x
```

as shown in Figure 54. You can select more than one document.

- Press the ENTER key.

The subject and document number of the document you select are added to your staple file.

If you selected more than one document, all are processed at the same time.

- To return to the STAPLE menu, press PF12 (End).

---

## Stapling Files to a Note

To staple a file to a note or other document, the file to be stapled must be stored as a PROFS document. Also, you must have entered the name of the file to be stapled in a staple file. If you have not done either of these procedures, see the two preceding sections, "Putting Files into PROFS Storage" on page 106 and "Choosing Documents from PROFS Storage to Staple" on page 108, before you continue.

To send a note with a file stapled to it, follow these steps: (To send a document other than a note with a file stapled to it, see *Getting Started with the Professional Office System Applications Support*.)

1. On the STAPLE menu, press PF7 (Note). The PROFS panel SEND A NOTE (Figure 55) appears.

```
SEND A NOTE E04
Send to: demo1
From:
Subject: staple test

John,

The schedule looks fine. We should also cover the following information
during the demonstration.

.grf test

PF1 Top PF2 Bottom PF3 Erase Line PF4 Add Line PF5 Nulls Off PF6 Format
PF7 Send PF8 Proofread PF9 Help PF10 Next PF11 Previous PF12 Cancel
```

**Figure 55. Example of Including the Staple File in a Note (Before)**

2. In the Send to: field, type your user ID. (Figure 55 shows what this field looks like if your user ID were demo1.)
3. In the Subject: field, type:  
staple test
4. Type the text of your note as shown in Figure 55.

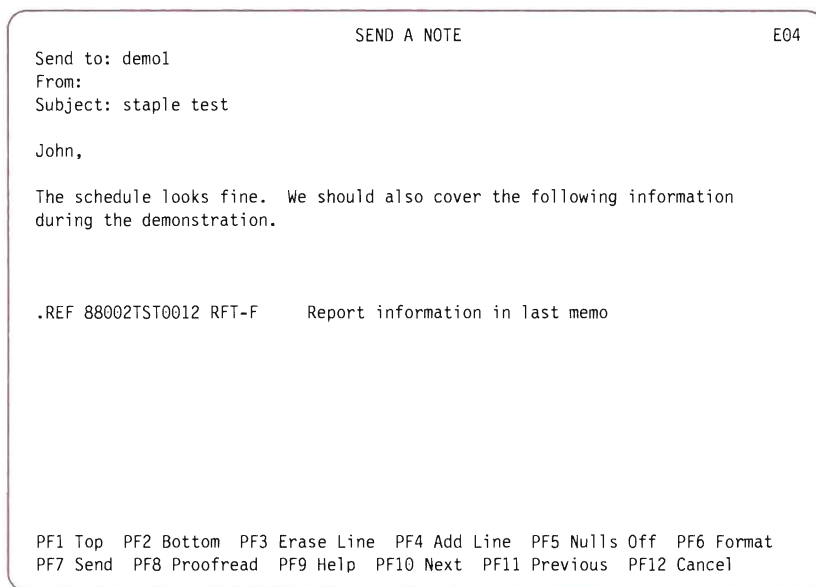
5. At the start of a new line where you want the reference information in your staple file to appear, type:

```
.grf test
```

.grf stands for get reference file and test is the name of the staple file that contains your reference information. (If your staple file has a different name, substitute your staple file name for test.)

6. Press the ENTER key.

The reference information from your staple file replaces .grf test. The document number, type, and subject of each document referred to in your staple file are listed in your note. See Figure 56.



SEND A NOTE E04

Send to: dem01  
From:  
Subject: staple test

John,

The schedule looks fine. We should also cover the following information during the demonstration.

.REF 88002TST0012 RFT-F      Report information in last memo

PF1 Top   PF2 Bottom   PF3 Erase Line   PF4 Add Line   PF5 Nulls Off   PF6 Format  
PF7 Send   PF8 Proofread   PF9 Help   PF10 Next   PF11 Previous   PF12 Cancel

**Figure 56. Example of Including the Staple File in a Note (After)**

7. To send the note, press PF7 (Send). If you are sending the note to someone who is a user on the same system as you, the referenced documents are automatically distributed with your note. Otherwise, you must also send the referenced documents. (You can send documents from the FILES menu, as described in “Working with Files: Storing, Mailing, Stapling” on page 102.)

The recipient of your note can place the cursor under a reference document number, press the ENTER key, and view the document to which you are referring.

8. To return to the STAPLE menu, press CLEAR when MORE... appears.
9. To return to the FILES menu, press PF12 (End).
10. To return to the PERSONAL SERVICES menu, press PF12 (End).
11. To return to the OFFICE APPLICATIONS MAIN MENU, press PF12 (End).
12. To return to the OFFICE MENU, press PF12 (End).
13. To return to the MAIN MENU, press PF3 (End).

For more information about any of the options on the staple panels, see *Getting Started with the Professional Office System Applications Support*.

---

## Using the Telephone Directory

The PERSONAL SERVICES menu enables you to work with the online telephone directories. The telephone option is also available from the MINI-OFFICE MENU so that you can access it while you are working with decision support. (See the OFFICE APPLICATIONS MAIN MENU: Figure 49 on page 97.)

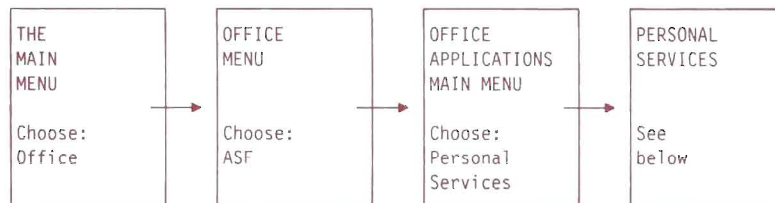
You can use the Telephone Directory to find a telephone number, a user ID, a department number, or a node ID for any name listed in the online telephone directory.

You can search or view a list of telephone directories, including any personal directories you have set up using PROFS Applications Support Feature.

You can create personal directories to list friends, customers, or others who are not listed in the online directories maintained by your system administrator. The directories you create are stored on your A-disk.

This section introduces the use of telephone directories by showing you how to search existing directories. If you want to create your own directories, see *Getting Started with the Professional Office System Applications Support*.

To work with the online telephone directories, choose panels as shown below:



Choose Telephone from the PERSONAL SERVICES panel. The LOOK UP INFORMATION IN THE TELEPHONE DIRECTORY panel (Figure 57) appears.

```

LOOK UP INFORMATION IN THE TELEPHONE DIRECTORY  06/15/88  11:29
-----
To find information in the directory shown, fill in one of the blanks below
and press ENTER.  Then you can also work with distribution lists and send
notes.  To view a list of directories, press PF1.

Name:      _____
Department Number:  ____
Telephone Extension:  ____
Userid:    _____
Nodeid:    _____

Directory Name:  SAMPLE__

PF 1=ListDirs  2=Maintain  9=Help  12=End

====>

```

**Figure 57. The LOOK UP INFORMATION IN THE TELEPHONE DIRECTORY panel**

You can search the directory by supplying any one of the following types of information:

<b>Information You Supply</b>	<b>Information You Obtain</b>
Name	Find all listings that match a name or part of a name
Department Number	List department members
Telephone Extension	Identify the person (or people) at an extension number
User ID	Display the real name associated with a user ID
Node ID	List people with user IDs at a system location (node)

You can type any single character in the `Name` field and a directory name in the `Directory Name` field, and press `ENTER` to see all entries that begin with that character.

---

## Searching for a Name

In this section you learn how to search for information about a person by supplying that person's name.

The name can be typed in uppercase, lowercase, or mixed case. You can search for a last name, first name, or a combination of both names. The telephone facility searches the directory for the exact characters you have typed, including blank characters. If you do not know the format of the names in your company's directory, contact your system administrator.

For example, to search the directory for the name Smith, follow these steps:

1. On the `LOOK UP INFORMATION IN THE TELEPHONE DIRECTORY` panel, in the `Name` input field, type:

`smith`

2. Press `ENTER`. A list of the results of your search appears (similar to Figure 58).

To search for a combination of first name and last name, you must type each of them exactly as it would appear in the directory. For example, type `smith john` as it appears in Figure 58 on page 117.

To find a matching first name in the directory, you must type the name exactly as it would appear in the directory. For example, to locate everyone named John, type `john`. This also locates people with the last name Johnson or Johnston because the telephone facility does an exact search for the characters you type.

To search for an exact match on a last name in the directory, put a comma after the name. For example, type `smith,`. This excludes names such as Smithers or Smithwell from the results.

If you are uncertain how a name is spelled, you can type as much of the name as you are sure of and browse the resulting list for the name you want. For example, type `smit`. All names that contain the letters you type are displayed.

Type a name as it would normally appear. Include any blanks in multiword last names. (For example, Van De Camp is typed `de camp`.) Also include any punctuation. (For example, O'Neil is typed as `o'neil`.)



\$RESULTS FILE		SAMPLE Directory					
To send a note or work with a distribution list, type an 'x' next to the name(s) you want and press PF3 or PF5.							
Employee Name	AC	Phone No	Ext	Dept	Nodeid	Userid	
_ SMITH, ALAN	(224)	555-4416	4416	MI33	ANYNODE1	ASMITH	
_ SMITH, BARBARA	(224)	555-4003	4003	ITH5	ANYNODE1	SMITHBL	
_ SMITH, DAVE A.	(224)	555-7946	7946	THD	ANYNODE3	SMITHDA	
_ SMITH, G. B.	(224)	555-5370	5370	ITH4	ANYNODE1	GBSMITH	
_ SMITH, H.	(224)	555-5166	5166	R00	ANYNODE1	SMITH	
_ SMITH, JAMES E.	(224)	555-6919	6919	TTH1	NODE03	JSMITH	
_ SMITH, JOHN	(224)	555-7284	7284	TH2	NODE03	SMITHJ	
_ SMITH, M.	(224)	555-4000	4000	MGT	ANYNODE1	SMITHM	
_ SMITH, PAT	(224)	555-5369	5369	D222	ANYNODE1	SMITHP	
_ SMITH, ROGER	(224)	555-5105	5105	MGT	ANYNODE2	RSMITH	
_ SMITH, S. C.	(224)	555-4021	4021	MGT2	ANYNODE1	SMITHSC	
_ SMITH, THOMAS D.	(224)	555-3931	3931	FW12	ANYNODE1	TSMITH	
_ SMITHTON, V.	(224)	555-5005	5005	1013	NODE01	SMITHTON	
PF 1=Top	2=	3=Note	4=Save	5=Distlist	6=->		
PF 7=->	8=Print	9=Help	10=Forward	11=Backward	12=End		

**Figure 58. Example of Telephone Search Results**

You can use the PF keys on this panel to perform various operations on the results of your search.

For example, to save a copy of the results of your search, press PF4 (Save). The file is saved on your A-disk in a file called \$RESULTS FILE. To keep the results of this search, you must rename the file before saving the results of another search. To rename the file, select the Filelist option on the TOOLS menu (see "Using the Tools Menu" on page 121).

To print the file, press PF8 (Print). The CHOOSE A PRINTER menu appears and you can print the file. (For detailed information about the options available from the CHOOSE A PRINTER menu, see *Using the Professional Office System*.)

To send a note to the person you have looked up, move the cursor to the correct name on the list; type an x and press PF3 (Note).

The SEND A NOTE panel appears. The Send to field contains the user ID and node ID of the name you selected. Complete the note and send it. (See “Sending a Note and Saving a Copy for Later Reference” on page 8 for more information.)

To send a note to more than one person, type an x next to the name of each recipient. Then press PF3 (Note). The PROFS SEND A NOTE panel appears. Although only the user ID of the first person to whom you wanted to send the note appears in the Send to field, the note you type is sent to all the people you indicated.

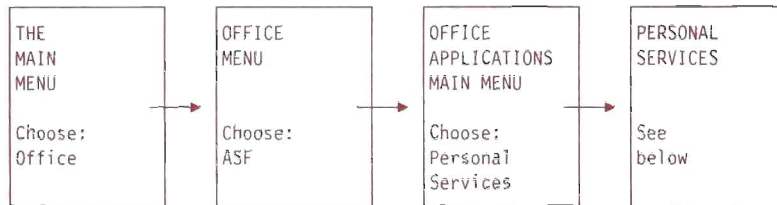
3. To search a directory other than the one shown, press PF12 to get back to the LOOK UP INFORMATION IN THE TELEPHONE DIRECTORY panel. Press PF1 (ListDirs) to select a different directory. Alternatively, you can type a different directory name on the Directory Name line.
4. To return to the LOOK UP INFORMATION IN THE TELEPHONE DIRECTORY panel, press PF12 (End).
5. To return to PERSONAL SERVICES, press PF12 (End).
6. To return to the OFFICE APPLICATIONS MAIN MENU, press PF12 (End).
7. To return to the OFFICE MENU, press PF12 (End).
8. To return to the MAIN MENU, press PF3 (End).

---

## Viewing Items on the Bulletin Board

You can use the bulletin board to see the notices and news items that are posted there. You can also submit an item to be included on the bulletin board. You create the file and send it to your system administrator.

To view the bulletin board, choose panels as shown below:



Select **Bulletin** in from the **PERSONAL SERVICE** menu.

A list of related bulletin board notices appears (similar to Figure 59).

```

                                WELCOME TO THE BULLETIN BOARD
-----
To see a bulletin board notice detail, type an 'x' to the left of the
date and press ENTER.

CORPORATE NEWS
x 06/15/88 QUARTERLY PROFITS ANNOUNCED 06/15/88

DEPARTMENT NEWS
  06/15/88 DEPARTMENT WELCOMES NEW EMPLOYEES 06/15/88

EDUCATION NEWS
  06/15/88 4th QUARTER EDUCATION SCHEDULE ANNOUNCED 06/13/88

MISCELLANEOUS TOPICS
  06/15/88 SIGN UP FOR SOFTBALL 06/12/88

PF 1=Top      2=Bottom    3=          4=          5=          6=
PF 7=        8=Print     9=Help    10=Forward  11=Backward 12=End
You last viewed the Bulletin Board on 11/30/88 at 10:33.
  
```

**Figure 59. Example of a Bulletin Board Panel**

To view detailed information about a particular notice, follow these steps:

1. To the left of the date of the notice you want to read, type an x. (Leave a space between the x and the first character of the notice.) For example, to see the first sample notice, type:

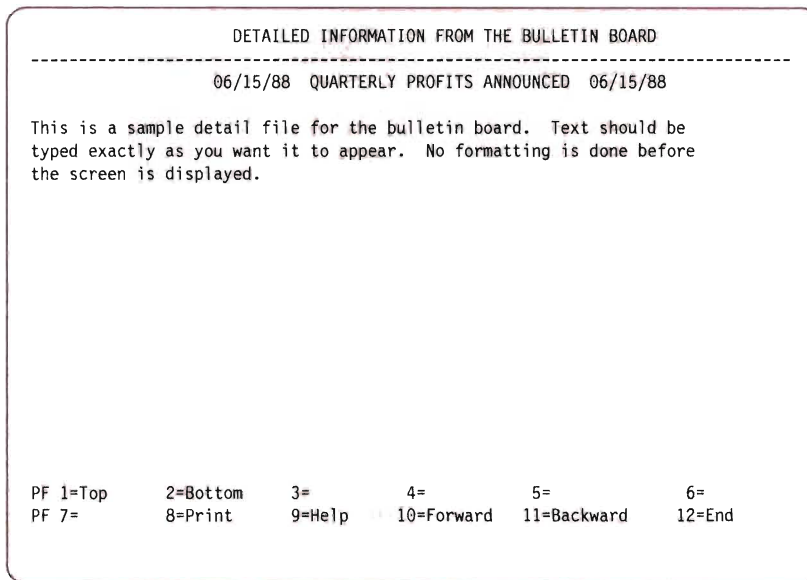
x

as is shown in Figure 59.

You can select any or all notices on this panel. If there are more notices, press PF10. These notices can be selected at the same time as the notices on the previous panel.

2. Press the ENTER key.

Information about the notice that you selected is displayed (similar to Figure 60).



**Figure 60. Example of the Detailed Information Panel**

If you select more than one notice, the information about each notice is displayed one notice at a time, in sequence. When you have viewed one notice, press PF12 to display the next one that you selected. You do not return to the list of notices between displays.

When you use this method, select notices from one panel at a time. Press the ENTER key before scrolling to the next panel of notices.

If the notice you select has no additional information, a message indicates that no information is available.

3. When you have viewed the detailed information, press PF12 (End), to return to the list of bulletin board notices.

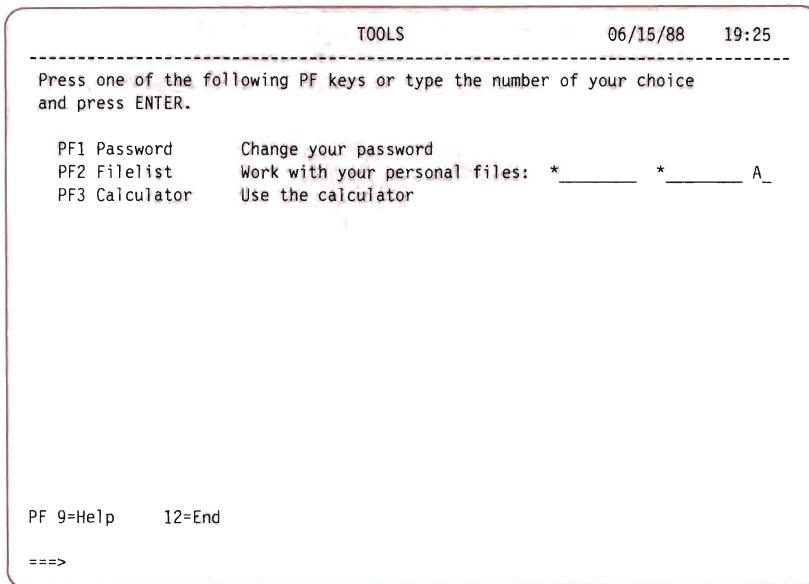
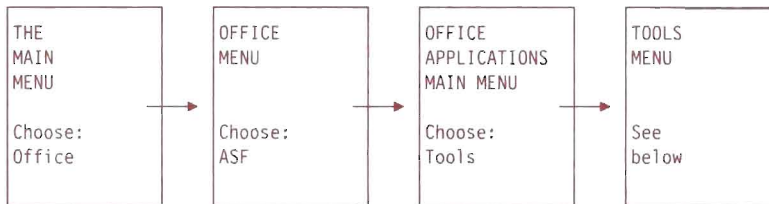
An asterisk (\*) appears to the left of the notice (or notices) that you viewed. To re-examine a notice, replace the \* with an x.

4. To return to the PERSONAL SERVICES menu, press PF12 (End).
5. To return to the OFFICE APPLICATIONS MAIN MENU, press PF12 (End).
6. To return to the OFFICE MENU, press PF12 (End).
7. To return to the MAIN MENU, press PF3 (End).

---

## Using the Tools Menu

The TOOLS menu includes options that you may not require on a daily basis, such as changing your password, working with your personal files, and using an online calculator. To display the TOOLS menu (Figure 61), choose panels as shown below:



**Figure 61. The TOOLS Menu**

Changing your password is described in *VM/IS Learning to Use Your System: Getting Started*.

The Filelist function allows you to work with all or a subset of the CMS files to which you have access. For more information about Filelist, see *VM/System Product: CMS Primer*.

## Using the Online Calculator

You can use the online calculator to add, subtract, multiply, divide, and perform other mathematical operations.

To use the calculator, press PF3 (Calculator) on the TOOLS menu. The CALCULATOR panel, (Figure 62), appears.

CALCULATOR 06/15/88 19:25

---

Type calculations below and press ENTER.

Result = 0

Memory A = 0  
 Memory B = 0  
 Memory C = 0  
 Memory D = 0

Mathematical Operators:

+ Add      \* Multiply  
 - Subtract   / Divide  
 (Press PF9 for more operators)

Top of Tape

PF 1=Top      2=Bottom      3=Clear      4=Clr ABCD      5=Clr Tape      8=Prt Tape  
 PF 9=Help      10=Forward      11=Backward      12=End

====>

**Figure 62. The CALCULATOR Panel**

The CALCULATOR panel displays the following elements:

- An input field at the top left of the panel
- A result value area below the input window
- Four lines displaying values in memories A, B, C, and D
- An electronic “tape” area.

When you type a mathematical operation in the input field and press the ENTER key, the result of the calculation is displayed in the result or memory areas. The calculation and result are also shown on the tape. You can clear the different fields on the calculator by pressing PF3 (Clear), PF4 (Clr ABCD), or PF5 (Clr Tape).



To clear everything, type:

```
clear all
```

on the command line and press the ENTER key.

To practice using the calculator, enter the following practice numbers as indicated:

- Addition

1. In the input field, type:

```
2.40+1
```

2. Press the ENTER key. The expression and the number 3.40 appear in the Result area and in the Tape area.

- Subtraction

1. In the input field, type:

```
2.40-2
```

2. Press the ENTER key. The expression and the number 0.40 appear in the Result area and in the Tape area.

- Multiplication

1. In the input field, type:

```
2.5*2
```

2. Press the ENTER key. The expression and the number 5.0 appear in the Result area and in the Tape area.

- Division

1. In the input field, type:

```
30/18
```

2. Press the ENTER key. The expression and the number 1.6666667 appear in the Result area and in the Tape area.

To print a copy of the calculator tape:

1. Press PF8 (Prt Tape) on the CALCULATOR panel.

Select a printer that appears on the menu (CHOOSE A PRINTER).

2. To return to the TOOLS menu, press PF12 (End) on the CALCULATOR panel.

To save a copy of the calculator tape on your A-disk:

1. On the command line, type:

`file`

2. Press the ENTER key.

A message tells you that the tape is saved in a file on your A-disk. The file is called TAPEnnnn LISTING (where nnnn is a sequential number assigned to this tape).

3. To return to the TOOLS menu, press PF12 (End) on the CALCULATOR panel.
4. To return to the OFFICE APPLICATIONS MAIN MENU, press PF12 (End).
5. To return to the OFFICE MENU, press PF12 (End).
6. To return to the MAIN MENU, press PF3 (End).

## Chapter 6. Using Application System (AS) to Create Data Tables, Graphs, and Reports



In this chapter, you learn to:

- Enter, conduct, and leave an Application System (AS) session
- Create data tables using AS
- Create graphs, charts, and reports from your data tables using AS.

Application System (AS) is a powerful information processing system designed to help you make decisions quickly and effectively. You gather facts or statistics and store them in data tables.

From the data tables you can generate a wide variety of reports, graphs and tables to illustrate the data in different ways.

AS provides facilities for you to do simple or complex statistical analyses on the data in your data tables.

The intent of this chapter is to introduce you to AS and the way AS functions in the VM/IS environment. For more details about any of the functions or panels described in this chapter or about further AS functions not touched upon here, see *Learning Application System* or *Using Application System*.

---

## Prerequisite Information for Using AS

There are some things you need to know before you start using AS. This section describes the methods of accessing and using AS as well as the hardware and software you require to do so.

---

## Conversational Mode versus a Programming Language

The commands you issue to AS are single-word, English language commands. Each command defines or requests certain processing actions to be performed by AS.

Most complex application programs can be broken down into a series of components that tend to be common to many applications, such as data entry and validation, updating data tables, producing reports, and designing graphics. The AS commands you enter have been designed to make it easy for you to accomplish these tasks with a minimum number of commands.

There are two ways of executing AS commands. You can either use the conversational (or interactive) mode, or you can use AS as a programming language. In conversational mode, you issue commands one at a time and AS executes each command

immediately. When you use AS as a programming language, you issue a series of commands and AS executes them as a complete set or program. The commands are saved by AS and are not executed until you tell AS to do so. This facility allows you to define more complex processes than would be possible with a single command, and allows you to reuse the commands on other occasions.

The first exercise in this chapter shows you how to enter AS and view a data table in conversational mode. To learn to use AS as a programming language, see *Learning Application System*.

The other exercises in this chapter show you an alternative method of using AS in which you do not need to know any AS commands. Instead of issuing typed commands, you choose the operations you want to perform from menus. This alternative method is made possible by PROFS Application Support Feature (PASF). For an introduction to PASF, see Chapter 5, “Using PROFS Applications Support Feature (PASF)” on page 93. After you have done the exercises in this chapter, you can decide which method of using AS you prefer.

---

## What You Need to Use AS

Before you use Application System you need:

- Enough storage to work with AS (and, if necessary, to store graphics). To determine or increase your virtual storage, see the next section, “Ensuring That You Have Enough Virtual Storage”.
- A display station with graphics capabilities (such as the IBM 3279) if you plan to use graphics with Application System. (Some of the exercises in this chapter use graphics, and some do not. Those exercises that use graphics warn you at the beginning of the exercise.)
- Authorization from your System Administrator to use AS.

---

## Ensuring That You Have Enough Virtual Storage

To determine how much virtual storage you have, follow these steps:

1. On the command line, type:

```
query storage
```

2. Press the ENTER key. (**Query** is defined in the glossary.)
3. If you have enough storage, press CLEAR to return to the MAIN MENU.
4. If the value shown is less than 4096K, follow the steps in the next section to temporarily increase your virtual storage. After doing this, you will automatically return to whichever panel you were on. If your storage is 4096K or more, go directly to “Using Application System (without PASF)” on page 131.

---

## Increasing Virtual Storage

1. On the command line, type:

```
define storage 4m
```

2. Press the ENTER key. A message indicates that your virtual storage is 4096K (4M is the same as 4096K). The system displays some intermediate messages and then returns you to the MAIN MENU. If an error message appears, see your system administrator.

**Note:** When you **log off** VM/IS, your storage space returns to its original size. The next time you use Application System, you must increase your storage space again.

If you plan to be a frequent user of Application System, ask your System Administrator to permanently increase your minimum personal storage to 4096K.

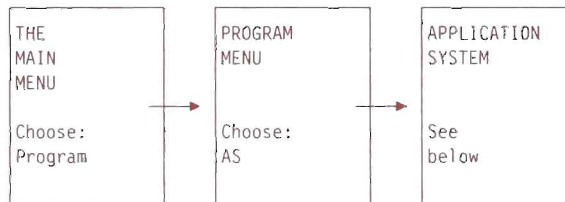
## Using Application System (without PASF)

In this section you learn how to:

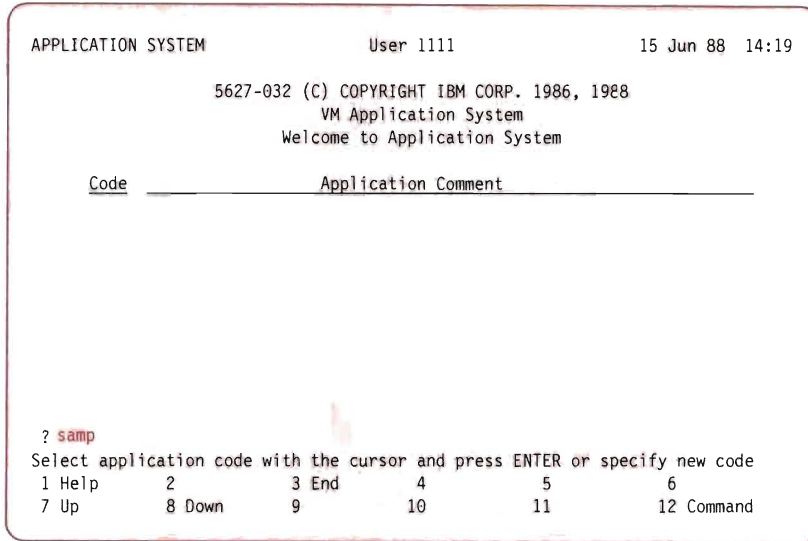
- Enter an AS session
- Establish an AS application code
- Enter commands
- Detect errors when issuing commands
- Retrieve previous commands
- View the contents of a sample data table
- Leave an AS session.

To conduct your first AS session, follow these steps:

1. Choose panels as shown below:



A panel similar to Figure 63 appears.



**Figure 63. The Application System Starting Panel**

The Application System starting panel is the starting point for all the tasks you do using Application System.

You communicate with Application System by issuing commands in conversational mode in the command area to the right of the question mark. (The word `samp` shown in red in Figure 63 is a command you will enter in the next step.)

2. To work with tables in AS, you must first create an application code. You can think of an application code as a label that is attached to a group of tables in your private library. While you are using a particular application code, AS makes all the tables labeled with that code available for you to work with. Also, AS attaches the code to any tables you create or copy.

Application codes can be up to four characters in length. They can contain any letter of the alphabet, any numeric digit, and any of the three special characters `@`, `#` or your national currency symbol. The first character must be alphabetic. For this





6. To gain access to the AS samples provided with VM/IS, type:

```
in ***demo/assets
```

next to the ?.

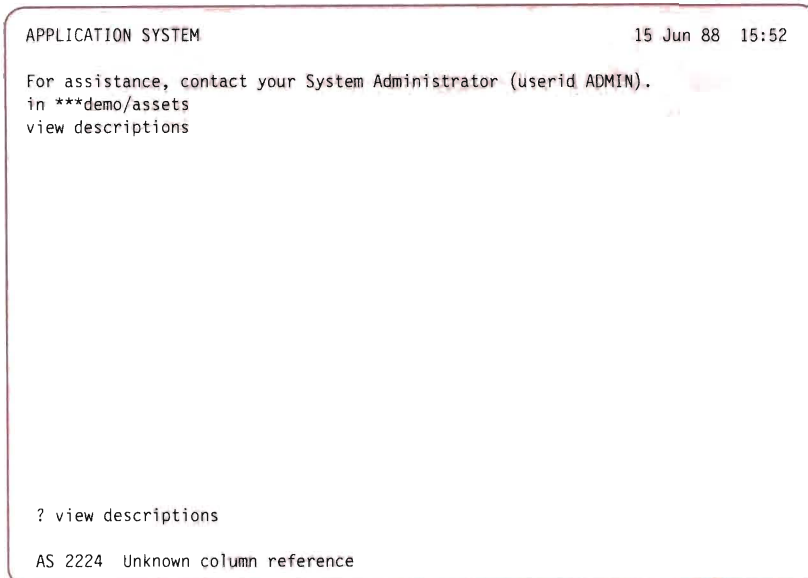
7. Press the ENTER key. The command is shown near the top of the screen indicating that AS recognizes your command.

8. Before you view a sample data table, you will learn how to correct commands that are wrong.

Suppose that instead of asking to view a description, you add an s and create an error by asking to view descriptions. Next to the ?, type:

```
view descriptions
```

9. Press the ENTER key. You see a screen similar to the one shown in Figure 65.

A screenshot of a terminal window titled 'APPLICATION SYSTEM' with a timestamp of '15 Jun 88 15:52'. The terminal displays a message: 'For assistance, contact your System Administrator (userid ADMIN).'. Below this, the command 'in \*\*\*demo/assets' is shown, followed by the user input 'view descriptions'. At the bottom of the terminal, the prompt '? view descriptions' is visible, and an error message 'AS 2224 Unknown column reference' is displayed.

```
APPLICATION SYSTEM 15 Jun 88 15:52
For assistance, contact your System Administrator (userid ADMIN).
in ***demo/assets
view descriptions

? view descriptions
AS 2224 Unknown column reference
```

**Figure 65. Entering Commands in Application System**

Below the command line, you see an AS error message:

AS 2224 Unknown column reference

10. To learn more about the error detected by AS, type:

error

next to the ? over top of view descriptions.

11. Press the ENTER key. On the following screen (Figure 66), AS provides an explanation about the error:

```
APPLICATION SYSTEM                                15 Jun 88  15:52

For assistance, contact your System Administrator (userid ADMIN).
in ***demo/assets
view descriptions
error
AS 2224 Unknown coloumn reference

You have specified a reference to a column that does not exist on your
table, or has an invalid table number reference. Correct the column
name reference or check for an alphabetic constant specified without
surrounding quotation marks.

Compose table and MEMO command:
Either the column does not exist or you have not specified an input
table.

?
1 Help      2 Run      3          4 Print    5 Recall   6
7 Up       8 Down     9         10        11        12 Command
```

**Figure 66. Checking Errors in Application System**

12. To issue the correct command and see the list of samples, type:  
view description

**Note:** To fix the command that was in error, you could have pressed PF5 twice to erase the final S of DESCRIPTIONS. This feature of AS is useful in cases where the same commands need to be issued repeatedly.

13. Press the ENTER key. You see the following screen (Figure 67):

```
VIEW          ***demo/assets - Assets Register          15 Jun 88 15:55
Deepar-
tment  Description          Action
  11  DICTATING UNIT
  11  CALCULATOR
  11  CALCULATOR
  11  CALCULATOR
  11  DICTATING UNIT
  11  TYPEWRITER
  11  CALCULATOR
  11  DICTATING UNIT
  11  TYPEWRITER
  12  PHOTOCOPIER
  12  CALCULATOR
  12  DICTATING UNIT
  12  TYPEWRITER
  12  DICTATING UNIT
  12  TYPEWRITER
  12  TYPEWRITER
  12  TYPEWRITER
  12  TYPEWRITER
  12  TYPEWRITER
  ?
  1          2 Input      3 End      4 Print    5 Recall   6 Top
  7 Up      8 Down      9 Switch  10 Left   11 Right  12 Command
```

Figure 67. Viewing a List of Samples in Application System

On the screen is a sample data table that lists the equipment owned by various departments in a theoretical company.

This list fills more than one screen. You can scroll forward through this list by pressing PF8 or backwards through the list by pressing PF7.

In the other exercises in this chapter, you learn to create a data table similar to this one and to display the information contained in the table as a report, a histogram, or a pie chart.

14. To return to MAIN MENU, follow these steps:
  - a. Next to the question mark (?), type:  
end as
  - b. Press the ENTER key.
  - c. If MORE... appears, press CLEAR. The PROGRAM MENU appears.
  - d. Press PF3 (End). If MORE... appears, press CLEAR. The MAIN MENU appears.

### **Related Publications**

- *The AS Library*
- *Using Application System*
- *Learning Application System*
- *Application System Reference*
- *Using Application System in the VM Environment*
- *Managing Projects with Application System*
- *Creating Documents with Application System*
- *Business Planning with Application System*
- *Creating Business Graphics with Application System*
- *Analyzing Data with Application System.*

---

## Using Application System (with PASF) to Create Data Files

If your system has the PROFS Application Support Feature (PASF) installed, you can gain access to AS through the Decision Support panels of PASF. If you use AS through PASF, you can choose the operations you want to perform from menus, instead of having to memorize AS commands.

For an introduction to PASF, see Chapter 5, “Using PROFS Applications Support Feature (PASF)” on page 93.

In this section, you learn to:

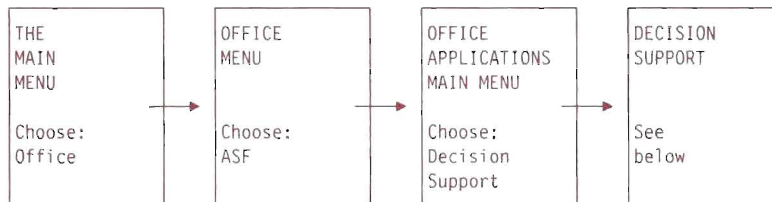
- Create an AS data table through PASF Decision Support panels
- Add data to an AS data table through PASF Decision Support panels.

PASF's Decision Support panels also enable you to use non-AS data tables as input for AS graphs and reports. For more information about this function, see the chapter "Working with Non-AS Data Tables" in *Using Application System in the VM Environment*.

---

## Creating a Data File

1. Choose panels as shown below:



```
DECISION SUPPORT                                06/15/88  15:56
-----
Press one of the following PF keys or type the number of your choice
and press ENTER.

Current application code: EPQU

PF1 Graphics          List, run, create, change, delete graphics
PF2 Reports           List, run, create, change, delete reports
PF3 Statistics        List, create statistics
PF4 Tabulation        List, run, create, change, delete tabulations
PF5 Project Management Tables, reports
PF6 Data              List, view, create, change, delete data tables
PF7 Change Code       Change application code

PF10 AS               Application System
PF11 Mini-Office      Calendar, mail, notes, files, telephone, calculator

PF 9=Help            12=End

===>
```

**Figure 68. DECISION SUPPORT Menu**

Suppose you want to create a data table showing sales of paper clips for the first six months of the year.

2. To choose the Data option, press PF6 on the DECISION SUPPORT menu.

The DATA menu (Figure 69) appears.



```
DATA                                06/15/88  15:57
-----
Type the name of the table you want to work with in the appropriate field
below. Press one of the following PF keys or type the number of your choice
on the command line and press ENTER.

Data table name: _____

PF1 List          List your data tables
PF2 View          View the data table named above
PF3 Create        Create the data table named above
PF4 Change        Change the data table named above
PF5 Delete        Delete the data table named above
PF6 Copy          Copy the data table named above
PF7 Sequence      Reorder the data table named above
PF8 Dictionary    Alter the dictionary information for table named above

PF11 Mini-Office  Calendar, mail, notes, files, telephone, calculator

PF 9=Help        12=End

===>
```

Figure 69. DATA Menu

3. Type the data table name. For example, type:

```
sales1
```

You can also enter the name of a non-AS data table on this panel. AS converts the non-AS data into AS format before you create AS charts or reports from the data. For more information about this function, see the chapter “Working with Non-AS Data Tables” in *Using Application System in the VM Environment*.

4. Press PF3 (Create). The TITLE panel (Figure 70 on page 142) appears. This panel lets you supply a more descriptive title to appear on graphs or reports created from the data table.

```
TITLE                                06/15/88  15:58
-----
Type an optional title describing your data table and press ENTER.

Title: _____

PF 9=Help    12=End
===>
```

**Figure 70. TITLE Panel**

5. In this example, type:  
Sales of Office Supplies
6. Press the ENTER key. The COLUMN SUMMARY panel (Figure 71) appears.

```

COLUMN SUMMARY for table sales1                               15 Jun 88 18:20
Number of columns 0

Action   # Name           Type Size  Key Title

        1
        2
        3
        4
        5
        6
        7
        8
        9
       10
       11
       12
       13
       14
       15
       16
       17

?
1 Help      2 Input     3 End       4 Print     5 Recall   6 Top
7 Up       8 Down     9 Switch   10 Table Sum 11 Col Det 12 Command

```

**Figure 71. COLUMN SUMMARY Panel**

**Note:** Up until this point, you have used PASF menus and panels to tell AS what you want to do. The COLUMN SUMMARY panel, however, is an AS panel. If you were creating a data table without using PASF, you would still see the COLUMN SUMMARY panel at this stage in the process. When you use AS panels directly, the method of entering data is the same whether you have come to the panel with or without PASF. (You can distinguish AS panels from PASF panels because AS panels use ? to mark the command line, and PASF panels use ==>.)

7. Before you put data into a table, you must define the type of data to be contained in the table. This is done by creating a column for each category of data that you put into the data table.

To create a column for a table with no data yet in it, you use the COLUMN SUMMARY panel.

In this example, you use the COLUMN SUMMARY panel to create two columns:

- Months — this column contains the names of the first six months of the year
- Clips — this column contains the volume of sales of paper clips.

You type data in the Name column, using uppercase or lowercase letters (A-Z). You can use as many as 20 characters.

For this example, in the Name column, type:

Months  
Clips

as shown in Figure 72.

8. In the Type column, an A indicates alphanumeric columns and an N indicates numeric columns.

In this example, in the Type column, type:

a

for the months and

n

for the clips.

9. The Size column defines the maximum number of characters in a piece of data.

In the Size column, type:

3

for the months and

4

for the clips.

Action	#	Name	Type	Size	Key	Title
	1	Months	A	3		
	2	Clips	N	4		
	3					
	4					
	5					
	6					
	7					
	8					
	9					
	10					
	11					
	12					
	13					
	14					
	15					
	16					
	17					
?						
1 Help	2 Input	3 End	4 Print	5 Recall	6 Top	
7 Up	8 Down	9 Switch	10 Table Sum	11 Col Det	12 Command	

**Figure 72. COLUMN SUMMARY Panel with Data**

10. Press the ENTER key. The entries on the COLUMN SUMMARY panel now look like those in Figure 72.

Before you store data in a table, you can change the name, type, and size of a column by typing new information over the information on the COLUMN SUMMARY panel. After you store data in the table, you cannot add to or change columns on the COLUMN SUMMARY panel.

11. To exit from the COLUMN SUMMARY panel and return to the DATA menu, press PF3 (End).

The column information is saved, and a data base is created. You enter data into this data base in the next section.

12. To return to the DECISION SUPPORT menu, press PF12.

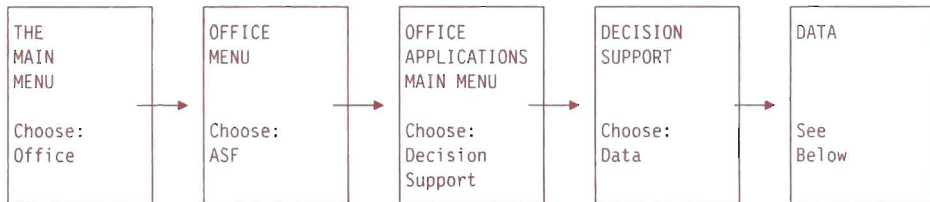
---

## Adding Data to a Data File

This section describes how you can change a data table by adding new data.

To change a data table, follow these steps:

1. If you are already at the DECISION SUPPORT menu, go to the next step. If you are not at the DECISION SUPPORT menu, choose panels as shown below:



The DATA menu (Figure 69) appears.

2. Type the data table name. This example uses the sales1 data table. If it is not already there, type:

`sales1`

3. Press PF4 (Change). You see an Application System panel in conversational mode.
4. Type the names of the columns you want to change. You can type one or more columns separated by commas, or you can press the ENTER key to change all the columns in a data base. For this example type:

`months,clips`

next to the ?? prompt.

5. Press the ENTER key. You see the CHANGE panel with all the columns listed to which you want to add data. (Figure 73). If you see the CHANGE command with no columns listed, you are changing all the columns.



Figure 73. CHANGE Panel

You can add your data by typing it and using the column advance key to move from column to column. Because of the field size that you defined in the previous section, the numbers you enter can have no more than four digits, and the months must be abbreviations of no more than three letters. Type the sample data as shown in Figure 74.

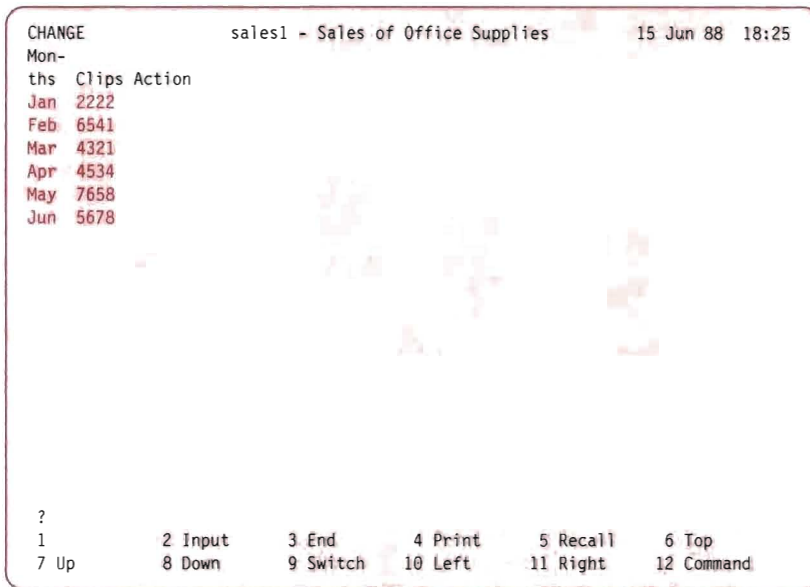


Figure 74. CHANGE Panel with Sample Data

6. To save the data, press PF3 (End). You return to the DATA menu.
7. To return to the DECISION SUPPORT menu, press PF12 (End).
8. To return to the OFFICE APPLICATIONS MAIN MENU, press PF12 (End).
9. To return to the OFFICE MENU, press PF12 (End).
10. To return to the MAIN MENU, press PF3 (End).

### Related Publications

- *Getting Started With the Professional Office System Applications Support.*



## Using AS (with PASF) to Create Graphs and Reports

In this section, you learn to create a pie chart, a bar graph, and a report from the data table you created in the section, “Using Application System (with PASF) to Create Data Files” on page 138. As in the previous section, you use PASF menus and panels to tell AS what you want to do instead of issuing AS commands directly.

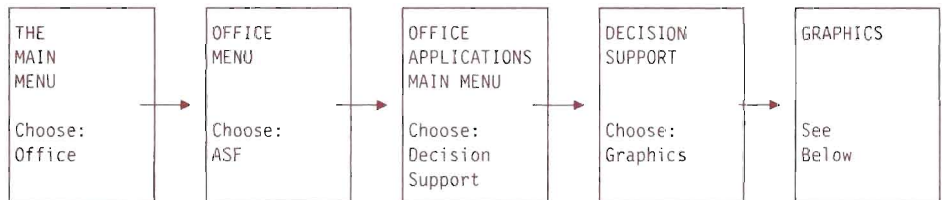
### Creating Graphs

#### Notes:

1. To create the graph in this section, you must have created and added information to a data table as described in “Creating a Data File” on page 139 and “Adding Data to a Data File” on page 146.
2. To display the graph in this exercise, you must use a terminal with graphics capability.

Suppose you want to create a pie chart that shows monthly sales of paper clips from January through June.

1. Choose panels as shown below:



The GRAPHICS menu, (Figure 75), appears.

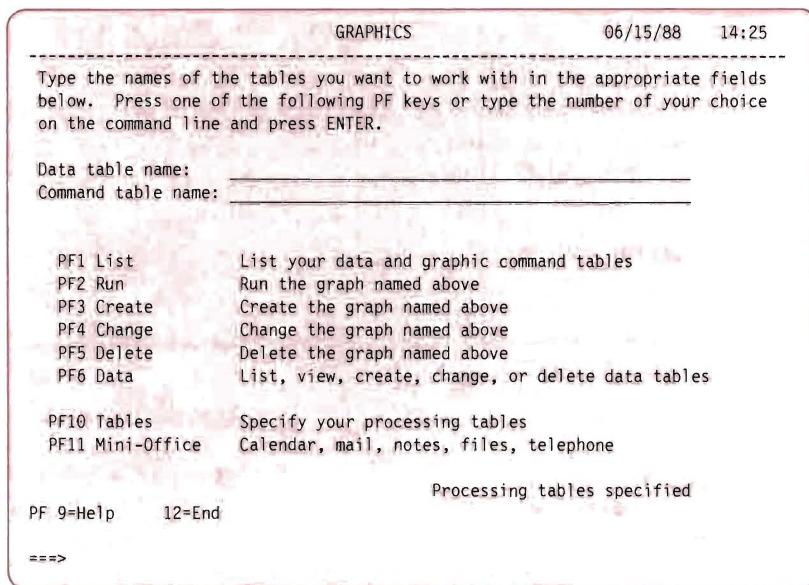


Figure 75. GRAPHICS Menu

2. On the GRAPHICS menu type:

`sales1`

in the Data table name column.

3. When you create a graph or chart from a data table, the commands that tell AS the form you want the graph or chart to have are stored in a *command table*. You can have as many different command tables as you want for any data table. In the Command table name column, type:

`newgraph`

4. Press PF3 (Create). The AS GRAPHICS panel (Figure 76) appears.

```

AS Graphics

Input Specification : *
Output Specification : NEWGRAPH
Chart Type : Plot chart
X Variable :

Action Y Variables
1
2
3
4
5
6
7
8
9
10
11
12
13
1 Help      2 Run      3 End      4 Print    5
7 Up        8 Down     9          10 Edit    11        6 Options
12 Command

```

**Figure 76. AS Graphics Panel**

The \* in the Input Specification: column indicates that you are creating a new command table.

The name of your new command table, newgraph, appears in the Output Specification: column.

In the Chart Type: column, you see the phrase Plot chart which is one type of graph you can create.

5. In the Chart type column type:

Pie chart

over Plot chart.

6. In the X Variable column, type:

Months

to have each month represented as a separate section of the pie chart.

7. In the first Y Variables column, type:

Clips

to make the sales of clips per month proportional to the size of each section.

8. Press PF2 (Run). You see the graph in Figure 77.

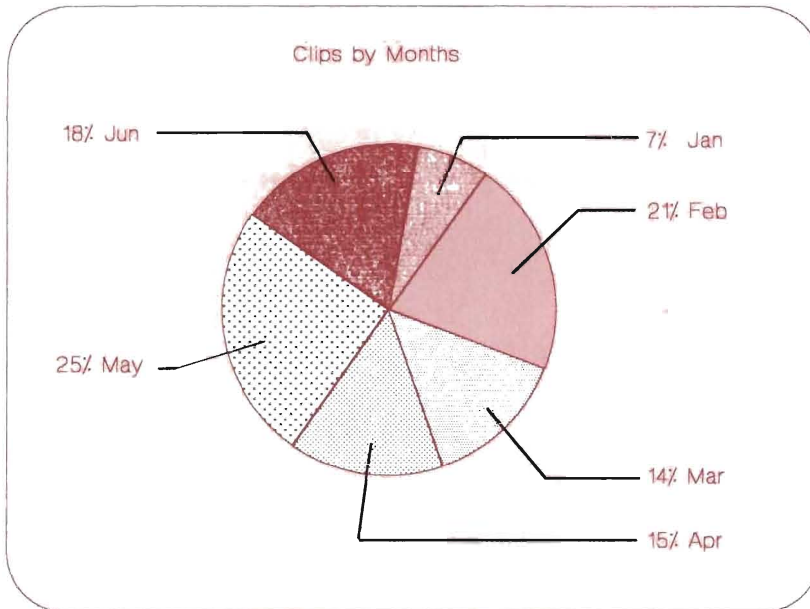


Figure 77. Pie Chart — Monthly Percentages of Sales of Paper Clips

9. Press the ENTER key to display the PF key labels.

10. Press PF5 (Save). AS displays a window in which you can type a table name for your graph.

11. For this example, type:

newgral

12. Press the ENTER key.

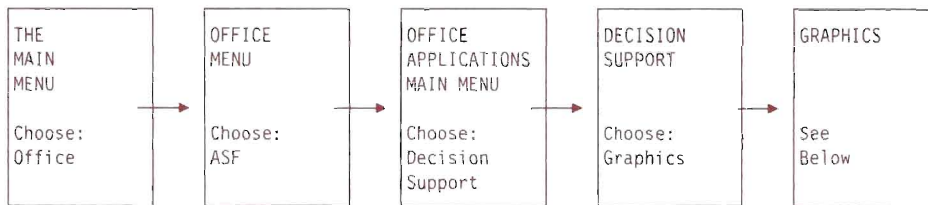
13. To save the graph, press PF3 (End). AS stores the graph in your personal storage with a table type of ADMGDF and returns you to the GRAPHICS menu, (Figure 75).
14. To return to the DECISION SUPPORT menu, press PF12 (End).
15. To return to the OFFICE APPLICATIONS MAIN MENU, press PF12 (End).
16. To return to the OFFICE MENU, press PF12 (End).
17. To return to the MAIN MENU, press PF3 (End).

## Changing Graphs

After creating a graph you might want to change its appearance. This procedure for changing the form of a graph assumes that you have already created a pie chart as described in the previous exercise, "Creating Graphs" on page 149.

**Note:** To display the graph in this exercise, you must use a terminal with graphics capability.

1. Choose panels as shown below:



On the GRAPHICS menu (Figure 75), type `sales1` in the Data table name area, and `newgraph` in the Command table name area.

2. Press PF4 (Change). The AS Graphics panel (Figure 78) appears.

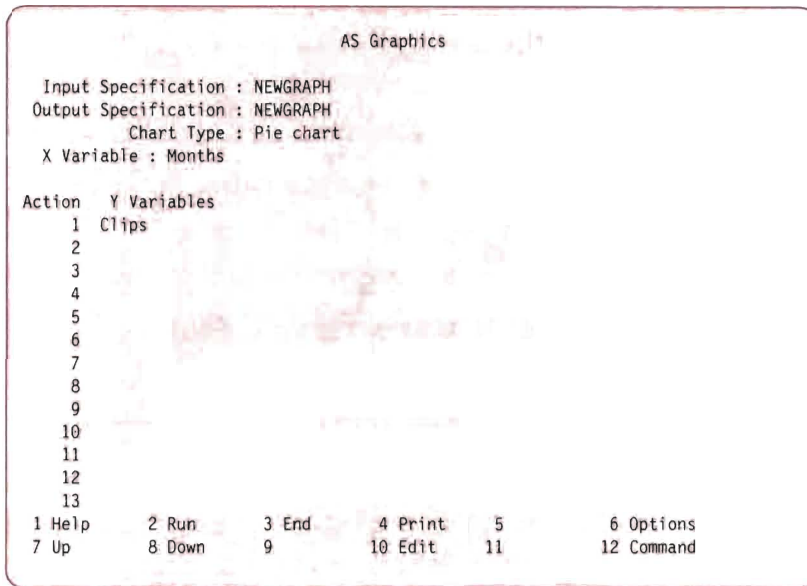
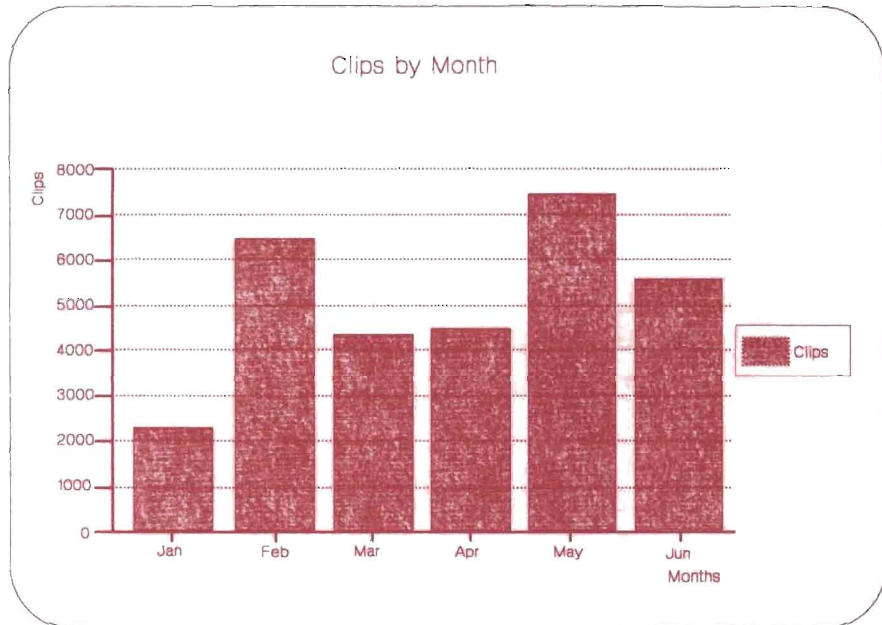


Figure 78. AS Graphics Panel

3. In the Chart Type column, type over the current chart type:  
    **histogram**
4. Press the ENTER key.
5. Press PF2 (Run). AS displays the histogram as shown in Figure 79.



**Figure 79. Histogram — Monthly Totals of Sales of Paper Clips**

6. Press the ENTER key to display the PF key labels.
7. Press PF5 (Save). Application System displays a window in which you can type the table name for your graph.
8. For this example, type:  
`newgra2`
9. Press the ENTER key.
10. To save the graph, press PF3 (End). You return to the GRAPHICS menu.
11. To return to the DECISION SUPPORT menu, press PF12 (End).
12. To return to the OFFICE APPLICATIONS MAIN MENU, press PF12 (End).
13. To return to the OFFICE MENU, press PF12 (End).

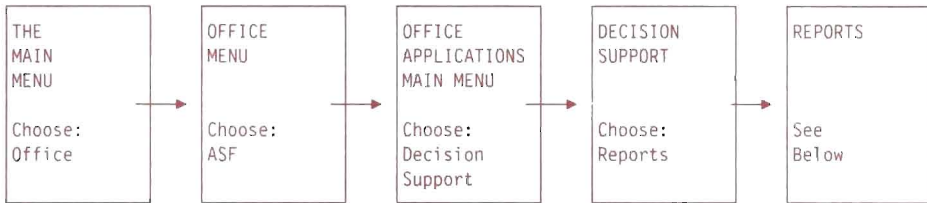
14. To return to the MAIN MENU, press PF3 (End).

---

## Creating a Report

To create the report in this example, you must have already created a data table as described in “Creating a Data File” on page 139 and “Adding Data to a Data File” on page 146.

1. Choose panels as shown below:



The REPORTS menu, (Figure 80), appears.



```

                                REPORTS                                06/15/88    14:30
-----
Type the names of the tables you want to work with in the appropriate fields
below. Press one of the following PF keys or type the number of your choice
on the command line and press ENTER.

Data table name: _____
Command table name: _____
Output file name: (optional) _____

PF1 List           List your data and report command tables
PF2 Run            Run the report named above
PF3 Create         Create the report named above
PF4 Change         Change the report named above
PF5 Delete         Delete the report named above
PF6 Data           List, view, create, change, or delete data tables

PF10 Tables        Specify your processing tables
PF11 Mini-Office   Calendar, mail, notes, files, telephone, calculator

                                           Processing tables specified

PF 9=Help    12=End

====>

```

**Figure 80. REPORTS Menu**

2. In the Data table name field, type:

`sales1`

3. In the Command table name field, type:

`newrept`

For this example, the Output file name is left blank.

4. Press PF3 (Create). You see the AS Report layout screen (Figure 81).

Page: 1	Part: 1	6	Rows used of 6	Option List	
Subtotal Name #####			Top Title	Remove Options	
				Data Column List	
Subtotal Name	Item Name	Item Name	Item Name	Item Na	Column Detail
#####	###,###	###,###	###,###	###,##	Sorting
	###,###	###,###	###,###	###,##	Subtotal
	###,###	###,###	###,###	###,##	Final Total
	###,###	###,###	###,###	###,##	Text
	###,###	###,###	###,###	###,##	Report Detail
	###,###	###,###	###,###	###,##	Customize
Subtotal	###,###,###	###,###,###	###,###,###	###,###,##	Attributes
#####	###,###	###,###	###,###	##	Center Print
	###,###	###,###	###,###	##	Convert
	###,###	###,###	###,###	##	SALES1
	###,###	###,###	###,###	##	1 Months
	###,###	###,###	###,###	##	2 Clips
Subtotal	###,###,###	###,###,###	###,###,###	###,##	
Final Total	###,###,###	###,###,###	###,###,###	###,##	
1 Help	2 Run	3 End	4 Print	5	
7 Up	8 Down	9	10	11 Select	12 Command

Figure 81. APPLICATION SYSTEM Report Layout Screen

The cursor will be positioned by Months on the right side of the screen, near the center.

5. Press PF11 (Select). The cursor will now be positioned by Clips, and the Months column will be positioned on the screen.
6. Press PF11 (Select). Press PF2 (Run). AS processes the NEWREPT table and shows you the report. (See Figure 82).

```
Page: 1      Part: 1  6      Rows used of 6      *,NEWREPT
                        SALES1 Report      Page 1

Months Clips
-----
Jan      2222
Feb      6541
Mar      4321
Apr      4534
May      7658
Jun      5678
=====
                30954

1 Help      2 Run      3 End      4 Print      5          6 Options
7 Up        8 Down     9          10         11 Select   12 Command
```

**Figure 82. NEWREPT Report**

7. To give your report an appropriate title, press PF6 (Options). Place the cursor in front of Text and press PF11 (Select). Place the cursor in front of Top Title and press PF11 (Select). Type:  
*Office Supplies*  
over SALES1 Report in the first line under No Text.
8. Press PF2 (Run) to process the change (see Figure 83).

Page: 1	Part: 1	6	Rows used of 6	Office Supplies	Page 1
Months Clips					
Jan	2222				
Feb	6541				
Mar	4321				
Apr	4534				
May	7658				
Jun	5678				
	====				
	30954				

**Figure 83. NEWREPT with Title**

9. To return to the REPORTS menu, press PF3 (End). If More... appears, press CLEAR.
10. To return to the DECISION SUPPORT menu, press PF12 (End).
11. To return to the OFFICE APPLICATIONS MAIN MENU, press PF12 (End).
12. To return to the OFFICE MENU, press PF12 (End).
13. To return to the MAIN MENU, press PF3 (End).

### **Related Publications**

- *The AS Library*
- *Using Application System*
- *Learning Application System*
- *Application System Reference*

- *Using Application System in the VM Environment*
- *Managing Projects with Application System*
- *Creating Documents with Application System*
- *Business Planning with Application System*
- *Creating Business Graphics with Application System*
- *Analyzing Data with Application System.*



## Summary of Changes

To obtain editions of this publication that pertain to earlier releases of VM/IS, you must order using the pseudo-number assigned to the respective edition. For Release 5, for example, order ST24-5346-01.

### Summary of Changes for SC24-5346-02 VM/IS Release 5.1

This book describes the following new features of VM/IS:

- PROFS Application Support Feature (PASF) now provides an interface to the Query Management Facility (QMF), a tool for maintaining and presenting the information in relational data bases. The PASF interface to QMF is described briefly in "Accessing PASF" on page 96. QMF itself is described in *VM/IS Learning to Use Your System: Using the Programming Languages and Data Base*, SC24-5348.
- The section, "Stapling Files" on page 103, has been changed to reflect the fact that you can now create multiple staple files, rather than just one, as in the previous release.
- You can now send a note to multiple recipients from the panel that displays the results of a telephone directory search. See "Searching for a Name" on page 115.
- You can now create graphs and reports from non-AS data tables. This facility is briefly described in "Creating a Data File" on page 139. For detailed information about this facility, see the chapter, "Working with Non-AS Data Tables" in *Using Application System in the VM Environment*, SH45-5006.
- In the previous release, you could display all the files on your A-disk from the TOOLS menu. You now have the option of displaying any subset of the files to which you have access, including files on disks other than your A-disk. The TOOLS menu has been updated accordingly. (See Figure 61 on page 122.)

This book has also been reorganized for this release:

- The old Chapters 3 and 4 have been combined to illustrate the relative merits of creating Document Composition Facility(DCF) and DisplayWrite/370 documents.
- The old information about IBM 3812 Pageprinter and VM3812 (old Chapter 8) has been combined with the section on printing in Chapter 3.
- The old Chapters 6, 10, and 11 have been combined to show the relative merits of using Application System with and without PROFS Application Support Feature.
- The old Chapter 7 ("Transferring Documents Between Your Displaywriter and Your System") and the section on using an IBM 6670 printer (in the old chapter eight) have been eliminated

because the products described therein are no longer part of VM/IS.

There have also been minor editorial and technical changes throughout.



## 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.



## Index

### A

- A-disk
  - See personal storage
- adding an appointment or meeting to your schedule 83
- adding data in a column 144
- alias
  - definition of 165
- application code 132
- Application System
  - accessing 131
  - application code 131
  - error message 135
  - logging off 137
  - using through PASF panels 138
- Application System panels
  - COLUMN SUMMARY 143
  - graphics 150
- Application System Starting Panel
  - example of use 132
- appointment
  - adding to your PROFS schedule 83
  - deleting from your PROFS schedule 86
  - moving on your PROFS schedule 87
- ASCII
  - definition of 165
- author profile
  - creating for PROFS 42

### B

- bulletin board
  - bulletin board items 119
  - detailed information example 120
  - example panel 119
  - viewing 119
  - viewing details of notices 120
  - viewing items on 118

### C

- calculator
  - accessing the online calculator 123
  - clearing different fields 124
  - printing the calculator tape 126
  - saving calculations in a file 126
  - using the calculator 125
- CALCULATOR panel 123
- Changing a data table 146
- changing graphs 153
- changing your password 122
- checking note log status
  - menu sequence 24
- checking status
  - note log 23
- CHOOSE A DOCUMENT panel 108
- CMS
  - definition of 165
- COLUMN SUMMARY panel 145
  - description of 142
- columns
  - Application System GRAPHICS panel 150

- command
  - definition of 165
  - .grf 111
- command line
  - definition of 165
- compiler
  - definition of 165
- control program (CP)
  - definition of 165
- Conversational Report Panel 157
- creating a data table 139
- Creating an author profile
  - menu sequence 42
- creating graphs 149

**D**

- DATA menu 140, 146
- data tables
  - changing 146
  - creating 139
- DCF
  - See Document Composition Facility
- DECISION SUPPORT menu 139
- Decision Support options
  - data
    - create 139
  - data table
    - change 146
  - graphics
    - change 153
    - create 149
  - Reports
    - create 156
- deleting a note sent to you by someone
  - else 18
- deleting an appointment or meeting from your schedule using PROFS
- department
  - listings in the telephone directory 114

- directories
  - listing the telephone directories 113
- disconnect
  - definition of 165
- disk
  - definition of 165
- disk operating system
  - definition of 165
- diskette
  - definition of 165
- display station
  - definition of 165
- DisplayWrite/370
  - creating a note 54
- DisplayWrite/370 document
  - accessing without PROFS 59
- distribution list 12
- document
  - changing 63
  - creating with PROFS 46
  - definition of 165
  - filing and printing in final form in PROFS 70
  - filing using PROFS 61
  - printing with PROFS 70
  - saving using PROFS 61
  - storing using PROFS 61
- Document Composition Facility
  - definition of 166
- document number
  - used by your staple file 109
- DOCUMENT STYLES
  - panel 48
- documents - PASF option 98
- DOS
  - See disk operating system
- DOS prompt
  - definition of 166



## E

- EBCDIC
  - definition of 166
- ENTER AUTHOR PROFILE panel
  - example of use 54, 55
- erasing a note sent to you by someone
  - else 18
- erasing notes from note logs 30
- error message
  - definition of 166
- example
  - adding to your schedule using PROFS 83
  - checking note log status 23
  - deleting an appointment or meeting from your schedule using PROFS 86
  - menu sequence 3
  - moving an appointment or meeting on your schedule using PROFS 87
  - printing on the IBM 3812 Pageprinter using VM3812 73
  - sending a message with PROFS 3
  - sending a note with PROFS 8

## F

- file
  - saving results of a telephone directory search 117
  - staple file 103
  - TAPEnnnn LISTING 126
  - \$RESULTS FILE 117
- file transfer
  - definition of 166
- files
  - definition of 166
  - storing files for stapling 106
- FILES menu 102
  - menu sequence 102
  - selections 102

- filing
  - a file using PROFS 61
- filing a note sent to you by someone else 18
- filing and printing a document in final form with PROFS 70
- final form
  - filing and printing a PROFS document 70
- finding specific words in note logs 30
- fixed disk
  - definition of 166
- form (DBQ)
  - definition of 166

## G

- glossary 164
- Graphical Data Display Manager (GDDM)
  - definition of 166

## I

- initialization
  - definition of 166
- instructions
  - See command
- Interface with PCs 94

## L

- letter
  - creating with PROFS 39
- letter-quality printing
  - using IBM 3812 Pageprinter 73
- listing file, definition of 166
- locating specific words in note logs 30
- log
  - mail log 77
- log off
  - definition of 166
- log on
  - definition of 166

- logging off
  - Application System 137
- logs, note
  - checking status 23
- look at incoming mail using PROFS 18
- looking at a note you have sent
  - using PROFS 14
- looking at a schedule
  - using PROFS 81
- looking at your schedule
  - menu sequence 81
- looking at your schedule for a month
  - using PROFS 89

## M

- mail
  - definition of 167
  - log 77
  - looking at incoming mail using PROFS 18
  - notes
    - stapling files to a note 109
  - opening the mail using PROFS 18
- mail log
  - tasks 77
  - working with 76
- maintaining your note logs
  - erasing notes from note logs 30
  - locating specific words in note logs 30
  - menu sequence 28
  - transferring notes between note logs 31
- managing
  - projects 127
- meeting
  - adding to your PROFS schedule 83
  - deleting from your PROFS schedule 86
  - moving on your PROFS schedule 87
- memo
  - creating with PROFS 39
  - definition of 167

- memos, letters, and reports
  - creating with PROFS 39
- menu
  - definition of 167
- menu sequence
  - checking note log status 24
  - FILES menu 102
  - looking at a note you have sent using PROFS 14
  - looking at your schedule 81
  - printing on an IBM 3812 Pageprinter using VM3812 74
  - sending a message using PROFS 3
  - sending a note using PROFS 8
- merging files
  - documents 105
- message
  - copy not kept 2, 7
  - definition of 167
  - description of 2
  - sending to other VM systems 6
  - sending using PROFS 3
- minidisk
  - See personal storage
- month
  - looking at your PROFS schedule for a month 89
- moving an appointment or meeting on your schedule
  - using PROFS 87

## N

- name
  - finding a name in the telephone directory 115
- network
  - definition of 167
- nickname
  - definition of 167

- node
  - definition of 167
- node ID 16
  - definition of 167
  - listings in the telephone directory 114
- note
  - creating with DisplayWrite/370 54
  - definition of 167
  - description of 2
  - looking at using PROFS 14
  - receiving using PROFS 18
  - saving 20
  - sending to other VM systems 9
  - sending using PROFS 8
- note log
  - copying notes 31
  - date format 36
  - dividing a note log 33
  - erasing notes from 30
  - locating words 29
  - maintaining your note logs 27
  - maintenance 23, 27
  - name of new 34
  - printing 34
  - printing one of your note logs 34
  - splitting a note log 33
  - transferring notes 31
- NOTE LOG LIST
  - description of 24
- note logs
  - checking status 23
- notes
  - sending
    - stapling files to a note 109
    - with destination from the telephone directory 117

## O

- Office Applications Main Menu 97
  - all applications 96
  - selections 98
  - Using 96
- OPEN THE MAIL menu 19
  - example of use 19
- opening the mail using PROFS 18

## P

- panel
  - definition of 167
- PASF Decision Support 138
- PASF option
  - decision support 98
  - personal services 98
- PASF option - documents 98
- password
  - definition of 167
- password, changing 122
- PC interface 94
- personal computer
  - definition of 167
- Personal Services Menu 99
  - selections 100
  - Using 99
- personal storage
  - definition of 167
- PF key
  - See program function (PF) key
- phone directory
  - See telephone directory
- power typing 52
  - using with PROFS 53
- print
  - calculator tape 126
  - telephone directory search results 117

- printing
  - a document on the IBM 3812 Pageprinter 73
- printing a document with PROFS 70
- printing on an IBM 3812 Pageprinter using VM3812
  - menu sequence 74
- printing one of your note logs
  - menu sequence 35
- PROCESS CALENDARS menu 81
  - example of use 81
- Professional Office System
  - See also* PROFS
  - definition of 168
  - using 1
- PROFS
  - adding to your schedule 83
  - Applications Support Feature (PASF) 93
  - calendar feature 79
  - checking note log status 23
  - creating an author profile 42
  - creating memos, letters, and reports 39
  - deleting from your schedule 86
  - different forms of entering the time 83
  - filing and printing a document in final form 70
  - looking at a note you have sent 14
  - looking at incoming mail 18
  - looking at your schedule 81
  - looking at your schedule for a month 89
  - moving appointment on your schedule 87
  - PASF (Applications Support Feature) 93
  - printing a document 70
  - receiving a note 18
  - schedule feature 79
  - sending a message 3
  - sending a note 8
  - using 1

- PROFS Applications Support Feature
  - bulletin board 118
  - online calculator 123
  - stapling files 103
  - tasks 93
  - telephone directory 112
  - working with files 102
- PROFS document
  - selecting for your staple file 108
- PROFS MAIN MENU 4
  - example of use 4, 43
- program function (PF) key
  - definition of 167
- projects
  - managing and tracking 127

## Q

- query
  - definition of 168

## R

- reader
  - definition of 168
- read/write access
  - definition of 168
- receiving a note with PROFS 18
- related information
  - see* related publications
- related publications x, xi, 22, 40, 61, 76, 91, 137, 148, 160
- report
  - creating with PROFS 39
  - definition of 168
- Report Layout screen 158
- REPORTS menu 156

## S

- saving
  - a file using PROFS 61
- saving a note sent to you by someone else 18
- schedule
  - adding to your PROFS schedule 83
  - deleting from your PROFS schedule 86
  - looking at a whole month using PROFS 89
  - looking at with PROFS 81
  - moving appointment on your PROFS schedule 87
- screen
  - definition of 168
- searching
  - telephone directory 114
- SEND A MESSAGE panel 6
  - example of use 6
- SEND A NOTE panel 9, 110, 117
  - example of use 9
- sending
  - messages using PROFS 3
  - notes using PROFS 8
- sending and receiving notes and messages
  - Text/Office package 1
- sending files: See VM/IS Learning to Use Your System: Getting Started
- source file, definition of 168
- staple file 103
  - storing a file from your personal storage 106
    - .grf command 111
- STAPLE menu 104
  - merging files in a document 105
- storage
  - See personal storage
- STORE A FILE panel 106
- storing
  - a file using PROFS 61

- storing data in a column 145
- summary of changes 163

## T

- TAPEnnnn LISTING file 126
- telephone directory 113
  - listing the directories 113
- LOOK UP INFORMATION IN THE TELEPHONE DIRECTORY panel 113
  - looking up a name 115
  - printing search results 117
  - search fields 114
  - searching for a name 115
  - telephone directory 113
  - viewing results of a search 115
- telephone extension
  - listings in the telephone directory 114
- time
  - different forms of entering the time 83
- TITLE panel 141
- Tools menu 122
  - selections 121
  - using 121
- transferring notes between note logs 31

## U

- user ID 6
  - definition of 168
  - listings in the telephone directory 114
- user identification 6
- using notes and messages 2

## V

- VIEW THE NOTE panel 17
  - example of use 17
- VIEW THE TESTS LOG menu 16
  - example of use 16

VIEW THE WHOLE MONTH menu 89  
  example of use 89  
viewing a note you have sent using PROFS  
  menu sequence 14  
virtual disk  
  definition of 168  
virtual storage  
  checking 130  
  increasing for AS 130  
VM3812  
  printing a document using 73  
  using with the IBM 3812 Pageprinter 73  
VM/IPF (Virtual Machine/Interactive  
  Productivity Facility)  
  definition of 168  
VM/SP  
  definition of 168

## W

WORK WITH THE SCHEDULE panel  
  example of use 82

## X

XEDIT  
  definition of 168

## Numerics

3270 PC Control Program  
  definition of 168  
3270 PC File Transfer Program  
  definition of 169  
3278/79 Emulation Control Program  
  definition of 169  
3812 Pageprinter  
  description of 73  
  printing a document using VM3812 73  
3812 Pageprinter PREPROCESSOR menu  
  example of use 75

## Special Characters

.grf command 111  
\$RESULTS FILE example 115  
? – AS prompt 132

VM/Integrated System  
Learning to Use Your System: Performing Office Tasks  
Order No. SC24-5346-02

**READER'S  
COMMENT  
FORM**

This manual is part of a library that serves as a reference source for systems analysts, programmers, and operators of IBM systems. You may use this form to communicate your comments about this publication, its organization, or subject matter, with the understanding that IBM may use or distribute whatever information you supply in any way it believes appropriate without incurring any obligation to you.

Your comments will be sent to the author's department for whatever review and action, if any, are deemed appropriate. Comments may be written in your own language; English is not required

**Note:** Copies of IBM publications are not stocked at the location to which this form is addressed. Please direct any requests for copies of publications, or for assistance in using your IBM system, to your IBM representative or to the IBM branch office serving your locality.

**Your comments:**

**Note:** Staples can cause problems with automated mail sorting equipment. Please use pressure sensitive or other gummed tape to seal this form.

*If you would like a reply, please supply your name and address on the reverse side of this form.*

Thank you for your cooperation. No postage stamp necessary if mailed in the U.S.A. (Elsewhere, an IBM office or representative will be happy to forward your comments or you may mail directly to the address in the Edition Notice on the back of the title page.)

Fold and tape

Please Do Not Staple

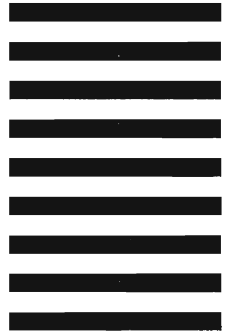
Fold and tape



**BUSINESS REPLY MAIL**  
FIRST-CLASS MAIL PERMIT NO. 40 ARMONK, NY

POSTAGE WILL BE PAID BY ADDRESSEE:

NO POSTAGE  
NECESSARY  
IF MAILED  
IN THE  
UNITED STATES



INTERNATIONAL BUSINESS MACHINES CORPORATION  
DEPARTMENT G60  
PO BOX 6  
ENDICOTT NY 13760-9987



Fold and tape

Please Do Not Staple

Fold and tape



®



VM/Integrated System  
Learning to Use Your System: Performing Office Tasks  
Order No. SC24-5346-02

**READER'S  
COMMENT  
FORM**

This manual is part of a library that serves as a reference source for systems analysts, programmers, and operators of IBM systems. You may use this form to communicate your comments about this publication, its organization, or subject matter, with the understanding that IBM may use or distribute whatever information you supply in any way it believes appropriate without incurring any obligation to you.

Your comments will be sent to the author's department for whatever review and action, if any, are deemed appropriate. Comments may be written in your own language; English is not required.

**Note:** Copies of IBM publications are not stocked at the location to which this form is addressed. Please direct any requests for copies of publications, or for assistance in using your IBM system, to your IBM representative or to the IBM branch office serving your locality.

**Your comments:**

**Note:** Staples can cause problems with automated mail sorting equipment. Please use pressure sensitive or other gummed tape to seal this form.

*If you would like a reply, please supply your name and address on the reverse side of this form.*

Thank you for your cooperation. No postage stamp necessary if mailed in the U.S.A. (Elsewhere, an IBM office or representative will be happy to forward your comments or you may mail directly to the address in the Edition Notice on the back of the title page.)

SC24-5346-02

Fold and tape

Please Do Not Staple

Fold and tape

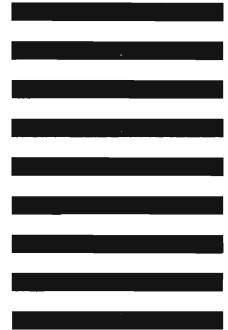


**BUSINESS REPLY MAIL**

FIRST-CLASS MAIL PERMIT NO. 40 ARMONK, NY

POSTAGE WILL BE PAID BY ADDRESSEE:

NO POSTAGE  
NECESSARY  
IF MAILED  
IN THE  
UNITED STATES



INTERNATIONAL BUSINESS MACHINES CORPORATION  
DEPARTMENT G60  
PO BOX 6  
ENDICOTT NY 13760-9987



Fold and tape

Please Do Not Staple

Fold and tape



®



International  
Machines Corporation  
P.O. Box 10  
Sudbury, New York 14786

Form 79  
Printed in U.S.A.

**IBM**

