Appendix B: Working with nickname files

How to use nicknames

You can assign nicknames to people so you can use the nicknames instead of user names to communicate with them. The nickname can have from one to eight characters and should be something easy to remember.

If you communicate often with people on another system, you may want to use nicknames for them instead of combinations of system names and user names. For example, Mary Jones's user name might be MJONES and her system name might be VMSYS1. You could add the nickname MARY to your nickname file. Then all you would have to do to send something to her is type **MARY**. PROFS would view your nickname files to find the user name and system name that are represented by the nickname MARY. All you have to remember is her nickname.

You can also use actual names on notes you send to others. You type your name after the "From:" (not longer than 18 characters) as the first greeting line in your nickname file. You type other people's names (not longer than 18 characters) in the "Name/Comments" field in your nickname file next to their nickname.

What a nickname file is

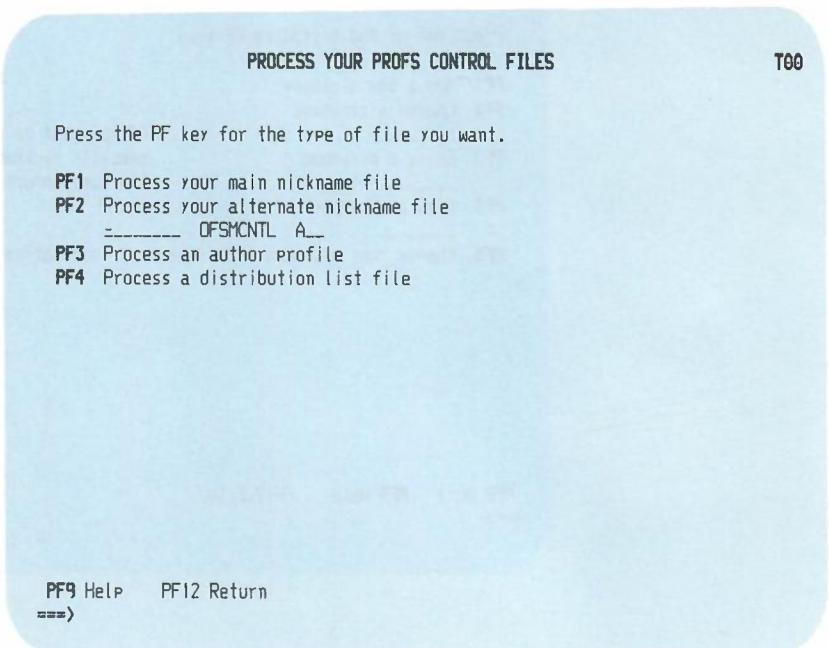
Nickname files include tailored greeting and closing lines for notes. They also include instructions on:

- Whether to file your notes
- Where to file them
- Whether the note should be sent as a file that can be printed
- Whether the note is to include the list of names the note is being sent to and carbon copy names.

Nickname files contain lists of nicknames. 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.

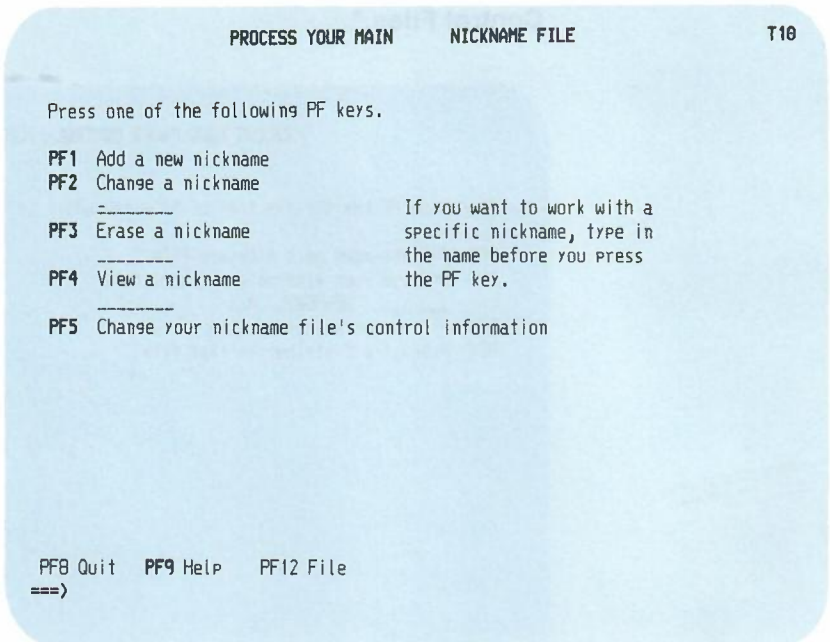
In addition to your main nickname file, **you can create alternate nickname files** that contain specialized lists of names. You connect to these alternate files through the alternate nickname statement on your main nickname file. You can also connect your main nickname file to an alternate nickname file. Either your main nickname file or your alternate nickname file must connect to at least one nickname file that the PROFS administrator has already set up. The files that your PROFS administrator has set up contain system statements that allow your personal nickname files to work.

To begin working with your nickname files, type **CONTROL** on the command line of the main menu (A00). If your PROFS administrator has set up a PF key for this function, press the PF key. PROFS shows you screen T00, "Process Your PROFS Control Files."



To work with your main nickname file, press **PF1** on screen T00.

PROFS shows you screen T10, "Process Your Main Nickname File."



To work with an alternate nickname file, type the filename next to **PF2** on screen T00. Then, press **PF2**. PROFS shows you screen T10, "Process Your Alternate Nickname File." (The name of this screen depends on what you typed on screen T00.)

Before you create a nickname file, you should understand the nickname statements and the control information. Press **PF1** on screen T10 to add nickname information, or press **PF5** on screen T10 to see the control information.

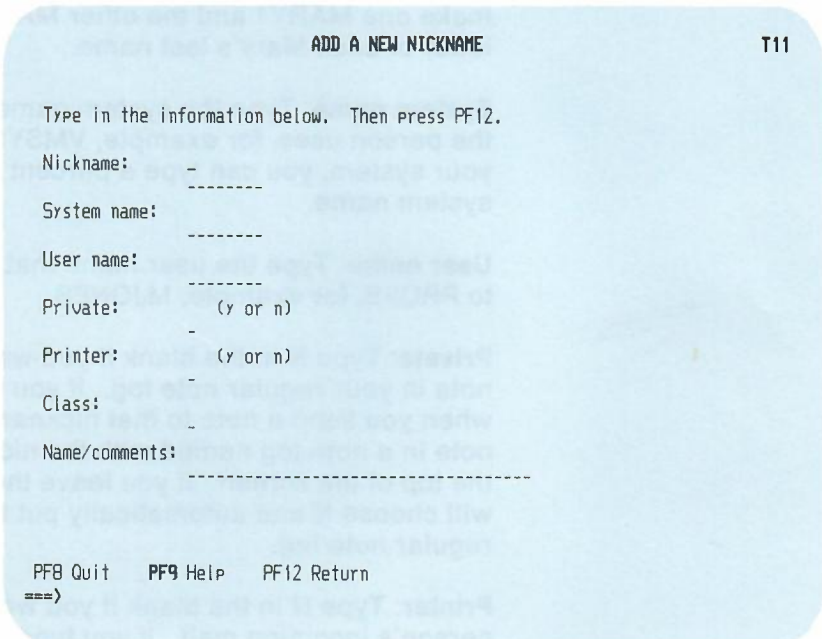
The following sections describe how to create and work with nickname files, and how to change the control information.

At the end of this appendix, you'll find a "fast-track" diagram that summarizes the appendix pictorially.

Adding a nickname

To add a new nickname to your nickname file, follow these steps:

1. Press **PF1** on screen T10. PROFS shows you screen T11, "Add a New Nickname."



2. Fill in the blank lines on screen T11:

   Nickname: Type a nickname that is no more than eight characters long. Be sure to make the nickname one that is easy to remember, for example, MARY.

If you use the same nickname in separate nickname files (but you use them for different people), PROFS will always use the first nickname it finds. For example, you might use MARY in your main nickname file and MARY in an alternate file. PROFS views your main nickname file first and will use MARY in that file.

Nicknames should be slightly different from one another for this reason. If you want to use MARY twice, you could make one MARY1 and the other MARY2, or use the first letter of each Mary's last name.

System name: Type the system name to identify the system the person uses, for example, VMSYS1. If the person is on your system, you can type a percent sign (%) instead of the system name.

User name: Type the user name that identifies the person to PROFS, for example, MJONES.

Private: Type **N** in the blank if you want PROFS to put the note in your regular note log. If you type Y in the blank when you send a note to that nickname, PROFS will put the note in a note log named with the nickname you typed at the top of the screen. If you leave the line blank, PROFS will choose N and automatically put the note in your regular note log.

Printer: Type **N** in the blank if you want the note sent to the person's incoming mail. If you type Y in the blank, PROFS will send the note as a file that can be printed. If you leave the line blank, PROFS will automatically choose N and send the note as part of the person's incoming mail.

Class: Class indicates how you want a note to be sent. If you don't specify a class, the note or document will be sent as part of the regular mail. (See the PROFS administrator for more information on how this is used at your site.)

Name/Comments: Type any additional comments. For example, you might type the person's full name or title. You can see **names** instead of **user names** and **system names** on notes you send to others. The first 18 characters of your name appear in the "FROM" column and the first 18 characters of the person who is receiving the note appear in the "TO" column. If you don't use "FROM," the user names and system names will appear. If you don't use the nickname of the person who receives the note the user name and system name of the person who receives the note appears; however, your name appears on the note. PROFS will show you only the first 18 characters you type in the PROFS note, no matter where you begin typing them. If you want to add comments, but don't want them included in the PROFS note you send, begin typing after the 18th character. If you type Y on the "Print to whom the note is being sent" line (see screen T18, "Change Main Nickname File's Control Information"), PROFS will place the receiver's name in the note heading.

3. Press **PF12**. PROFS files the new nickname and returns you to screen T10.

IF YOU CHANGE YOUR MIND

If you decide before you press **PF12** *that you don't want to add the nickname to your nickname file, press* **PF8**. *PROFS will show you screen T10. Press* **PF8** *again on screen T10. The information you typed on screen T11 will not be added.*

Changing a nickname

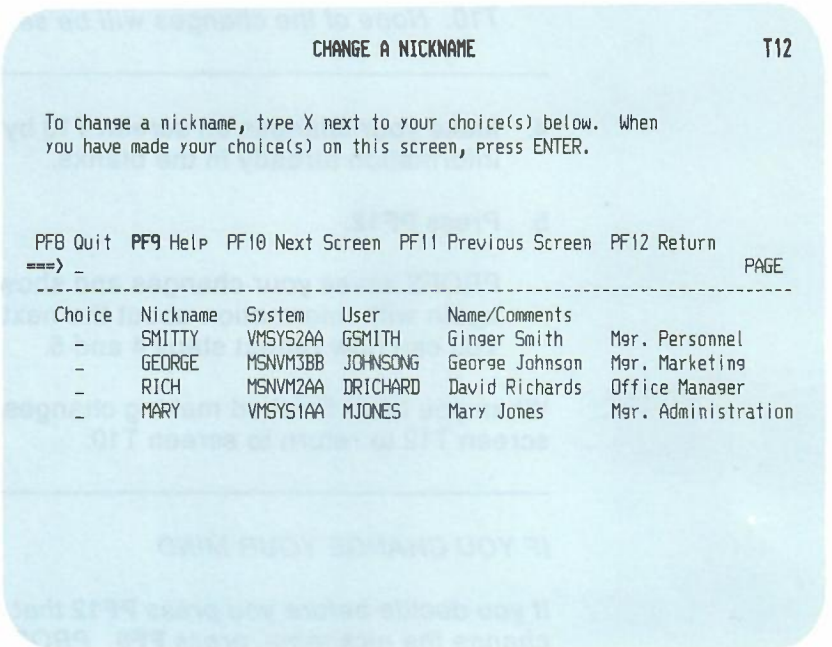
There are two ways to change nicknames in your nickname files, depending on whether or not you have one specific nickname in mind.

If you only want to **change one nickname**, type it in the blank space under **PF2** on screen T10, and press **PF2**. PROFS takes you directly to screen T13, "Change the Nickname."

```
                        CHANGE THE NICKNAME                          T13

Type in your change(s) over the information below.  Then press PF12.

Nickname:       MARY
                --------
System name:    VMSYS1AA
                --------
User name:      MJONES
                --------
Private:        N  (y or n)
                -
Printer:        N  (y or n)
                -
Class:          Q
                -
Name/comments:  Mary Jones      Mgr. Administration
                -----------------------------------

 PF8 Quit    PF9 Help    PF12 Return
===>
```

If you want to **change more than one nickname**, or if you **don't remember the nickname** you want to change:

1. Press **PF2** on screen T10 without typing anything under **PF2**. PROFS shows you screen T12, "Change a Nickname."



```
                          CHANGE A NICKNAME                          T12

 To change a nickname, type X next to your choice(s) below.  When
 you have made your choice(s) on this screen, press ENTER.


 PF8 Quit  PF9 Help  PF10 Next Screen  PF11 Previous Screen  PF12 Return
===> _                                                              PAGE
 ------------------------------------------------------------------------
  Choice   Nickname   System    User       Name/Comments
    _      SMITTY     VMSYS2AA  GSMITH     Ginger Smith      Mgr. Personnel
    _      GEORGE     MSNVM3BB  JOHNSONG   George Johnson    Mgr. Marketing
    _      RICH       MSNVM2AA  DRICHARD   David Richards    Office Manager
    _      MARY       VMSYS1AA  MJONES     Mary Jones        Mgr. Administration
```

2. Type **X** next to the name(s) you want to change.

   You may have more nicknames than can be shown on one screen. To view the next screen in the sequence, press **PF10**. To view the previous screen, press **PF11**. When you press either of these keys, PROFS first processes the choices you have made before showing you another screen of nicknames on screen T12.

3. Press ENTER. PROFS shows you screen T13, "Change the Nickname," with information on the first nickname that you chose on screen T12.

IF YOU CHANGE YOUR MIND

If you decide before you press **PF12** *that you don't want to change a nickname, press* **PF8** *on screen T12 or T13. PROFS shows you screen T10. Press* **PF8** *again on screen T10. None of the changes will be saved.*

---

4. Make your changes on screen T13 by typing over the information already in the blanks.

5. Press **PF12**.

   PROFS saves your changes and shows you screen T13 again with information about the next nickname you chose. You can now repeat steps 4 and 5.

When you have finished making changes, press **PF12** on screen T12 to return to screen T10.

IF YOU CHANGE YOUR MIND

If you decide before you press **PF12** *that you don't want to change the nickname, press* **PF8**. *PROFS returns you to screen T10. Press* **PF8** *again on screen T10. None of the changes will be saved.*

Erasing a nickname

There are two ways to erase nicknames in your nickname file, depending on whether or not you have one specific nickname in mind. If you only want to **erase one nickname**, type it in the blank space next to **PF3** on screen T10, and press **PF3**. PROFS shows you screen T15, "Erase the Nickname."

```
                          ERASE THE NICKNAME                          T15

 Verify that this is the nickname you want to erase.  Then press PF12.

 Nickname:       MARY
 System name:    VMSYS1AA
 User name:      MJONES
 Private:        N
 Printer:        N
 Class:          Q
 Name/comments:  Mary Jones       Mgr. Administration


  PF8 Quit    PF9 Help    PF12 Erase
===>_
```

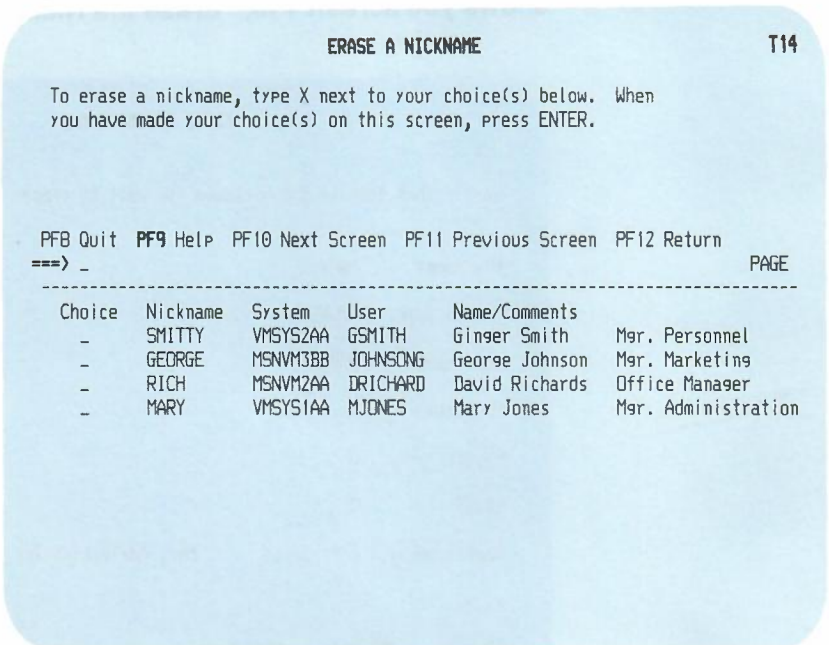
View the information you see on screen T15 to make sure that this is the nickname you want to erase. If it is, press **PF12**. PROFS erases it and returns you to screen T10.

IF YOU CHANGE YOUR MIND

If you decide before you press **PF12** *that you don't want to erase the nickname, press* **PF8**. *PROFS returns you to screen T10. Press* **PF8** *again on screen T10. Nothing will be erased.*

If you want to **erase more than one nickname**, or if you **can't remember the nicknames** you want to erase:

1. Press **PF3** on screen T10 without typing anything under **PF3**. PROFS shows you screen T14, "Erase a Nickname."



```
                              ERASE A NICKNAME                                T14

 To erase a nickname, type X next to your choice(s) below.  When
 you have made your choice(s) on this screen, press ENTER.



 PF8 Quit  PF9 Help  PF10 Next Screen  PF11 Previous Screen  PF12 Return
===> _                                                                    PAGE
 ---------------------------------------------------------------------------
   Choice   Nickname   System    User       Name/Comments
     _      SMITTY     VMSYS2AA  GSMITH     Ginger Smith     Mgr. Personnel
     _      GEORGE     MSNVM3BB  JOHNSONG   George Johnson   Mgr. Marketing
     _      RICH       MSNVM2AA  DRICHARD   David Richards   Office Manager
     _      MARY       VMSYS1AA  MJONES     Mary Jones       Mgr. Administration
```

2. Type **X** next to the name(s) you want to erase.

3. Press ENTER.

   You may have more nicknames than can be shown on one screen. To view the next screen in the sequence, press **PF10**. To view the previous screen, press **PF11**. When you press **PF10** or **PF11,** PROFS erases the nicknames you chose on that screen and shows you the screen you requested.

4. Press **PF12**. PROFS erases the nicknames you chose and returns you to screen T10.

IF YOU CHANGE YOUR MIND

If you decide before you press **PF12** *that you don't want to erase any nicknames, press* **PF8**. *PROFS returns you to screen T10. Press* **PF8** *again on screen T10. Nothing will be erased.*

Viewing a nickname

There are two ways you can view nicknames in your nickname file, depending on whether or not you have one specific nickname in mind.

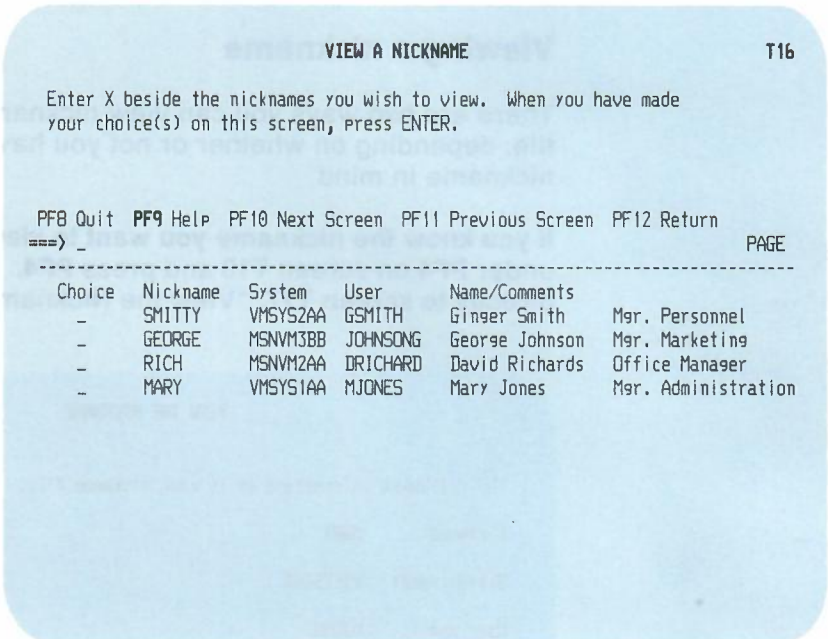
If you know the nickname you want to view, type it in the blank under **PF4** on screen T10 and press **PF4**. PROFS will take you directly to screen T17, "View the Nickname."

```
                          VIEW THE NICKNAME                          T17

The following information is in your nickname file.

Nickname:       MARY

System name:    VMSYS1AA

User name:      MJONES

Private:        N

Printer:        N

Class:          Q

Name/comments: Mary Jones, Mgr. Administration


PF9 Help    PF12 Return
===>_
```

If you don't know the nickname, or if you want to view more than one nickname:

1. Press **PF4** on screen T10 without typing anything under **PF4**.

   PROFS shows you screen T16, "View a Nickname," which has a list of all the nicknames in that file.



```
                          VIEW A NICKNAME                                T16

 Enter X beside the nicknames you wish to view.  When you have made
 your choice(s) on this screen, press ENTER.


 PF8 Quit  PF9 Help  PF10 Next Screen  PF11 Previous Screen  PF12 Return
===> _                                                                PAGE
 ---------------------------------------------------------------------------
   Choice   Nickname   System    User       Name/Comments
     _      SMITTY     VMSYS2AA  GSMITH     Ginger Smith     Mgr. Personnel
     _      GEORGE     MSNVM3BB  JOHNSONG   George Johnson   Mgr. Marketing
     _      RICH       MSNVM2AA  DRICHARD   David Richards   Office Manager
     _      MARY       VMSYS1AA  MJONES     Mary Jones       Mgr. Administration
```

2. Type **X** next to the name(s) you want to view.

   You may have more nicknames than can be shown on one screen. To view the next screen in the sequence, press **PF10**. To view the previous screen, press **PF11**. When you press **PF10** or **PF11,** PROFS shows you the nicknames you chose on that screen. Screen T16 will appear again after you have viewed all of the nicknames you chose on that screen. Another list of nicknames will be shown that comes before or after those you were viewing, depending on whether you chose **PF10** or **PF11.**

3. Press ENTER.

   PROFS shows you screen T17, "View the Nickname," with the detailed information about the nickname you chose.

4. Press **PF12**.

   If you chose only one nickname on screen T10, PROFS returns you to screen T10. If you chose several nicknames on screen T16, PROFS shows you screen T17 again for each name that you chose, until you have seen them all. PROFS then returns you to screen T16.

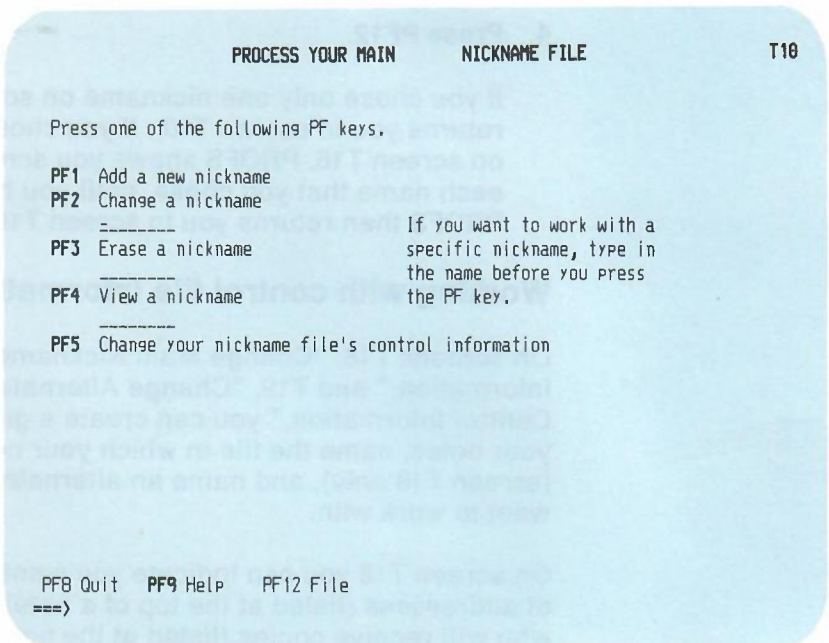
Working with control file information

On screens T18, "Change Main Nickname File's Control Information," and T19, "Change Alternate Nickname File's Control Information," you can create a greeting and closing for your notes, name the file in which your notes will be logged (screen T18 only), and name an alternate nickname file you want to work with.

On screen T18 you can indicate you want to include the names of addressees (listed at the top of a note) or names of people who will receive copies (listed at the bottom of a note). You can also send the greeting or closing with the note, and send a "banner page" or cover sheet (with your own text) with a note or document that you are sending to print.

Changing control information

You can add or change parts of your nickname files' control information. Press **PF5** on screen T10.



PROFS shows you screen T18 if you're working with your main nickname file and screen T19 if you're working with an alternate nickname file.

```
                CHANGE MAIN NICKNAME FILE'S CONTROL INFORMATION          T18

  Type in the change(s) you want to make over the appropriate information
  below.  Then press PF12.

  Greeting:  From:_____________________________________________________
             _____________________________________________________
             _____________________________________________________
             Subject:_____________________________________________
  Closing:   _____________________________________________________
             _____________________________________________________
             _____________________________________________________
             _____________________________________________________

  Name of note log:  NOTE____
  Name of alternate nickname file: SYSTEM  NAMES     B

  Print to whom note is being sent:  Y        Send greeting with notes:  Y
  Print carbon copy list on notes:   Y        Send closing with notes:   Y
  Banner for printing: ________________________________________________

 PF8 Quit  PF9 Help  PF12 Return
===>
```

```
                CHANGE XXXXXXXX NICKNAME FILE'S CONTROL INFORMATION      T19

  Type in the change(s) you want to make over the appropriate information
  below.  Then press PF12.

  Greeting:  From:_____________________________________________________
             _____________________________________________________
             _____________________________________________________
             Subject:_____________________________________________
  Closing:   _____________________________________________________
             _____________________________________________________
             _____________________________________________________
             _____________________________________________________

  Name of alternate nickname file: ______ ______ __




 PF8 Quit    PF9 Help    PF12 Return
===>
```

On either screen, type your information in the following places:

Greeting: The greeting goes at the top of your note, before the text.
PROFS allows you to have four greeting lines, with up to 63 characters in each line. Either the greeting or the closing should tell who sent the note. The first 18 characters of your name typed after the "From:" in your nickname file appear in the "FROM" column. (See screen C00, "Open the Mail," or screen E08, "View the Note Log.")

Your PROFS administrator may have already put information on these lines. However, you can change this by typing what you want over the present information, or by using your space bar to move the cursor along the line, leaving blank spaces. The word "Subject" may appear on the fourth line. Don't type over this. If you do, the subject of your notes will appear as NO SUBJECT in the receiver's incoming mail (screen C00, "Open the Mail").

You can create an empty greeting line by typing **))))** in the first four spaces of the greeting on screen T18, "Change Main Nickname File's Control Information," or on screen T19, "Change XXXXXXXX Nickname File's Control Information." An empty line will be created in your nickname file although no blank line will appear in your note. This helps you if you want to override a greeting in another nickname file you can use. Any blank greeting will appear as "))))" on screen T18 or screen T19.

Closing: The closing comes at the end of your note, after the text. PROFS allows you to have four closing lines, with up to 63 characters in each line. Either the greeting or the closing should tell who sent the note.

Your PROFS administrator may have already put information on these lines. However, you can override this by typing what you want over the present information, or by using your space bar to move the cursor along the line. For example, if you want the name of the person sending the note to appear on the right side of the page, space over to the right to where you want the name to begin.

You can create an empty closing line by typing **))))** in the first four spaces of the closing on screen T18, "Change Main Nickname File's Control Information," or on screen T19, "Change XXXXXXXX Nickname File's Control Information." An empty line will be created in your nickname file. This helps you if you want to override a closing in another nickname file you can use. Any blank closing will appear as "))))" on screen T18 or screen T19 although no blank line will appear in your note.

Name of the note log: PROFS puts a copy of each note you send in the log you name. If you don't want your notes logged, type **NOLOG.** If you leave this line blank, PROFS will assume you don't want your notes logged (the special command **.lf** will not work).

Name of alternate nickname file: This statement allows you to connect to another nickname file. Each alternate nickname file that is connected can contain a connection to another alternate nickname file. PROFS will connect up to 150 files.

Your last alternate nickname file must connect to a nickname file on SYSADMIN to pick up the system information that allows your nickname file to work. Therefore, only your last alternate nickname file should be one of the nickname files on SYSADMIN.

If you need to change the name of an alternate nickname file, or if there is more than one alternate nickname file, your PROFS administrator will tell you. See your PROFS administrator for the names and descriptions of SYSADMIN's nickname files.

Print to whom the note is being sent: The information you typed in the first 18 spaces on the "Name/Comments" lines on screen T11 appears in your note if you specify Y. If you don't want the "To" line of the note to appear, type **N.** If you don't specify either, PROFS chooses Y.

Print carbon copy list on notes: Type **Y** if you want the list for carbon copies to be printed at the bottom of your note. The list is not printed if you type N. If you don't specify either, PROFS chooses Y.

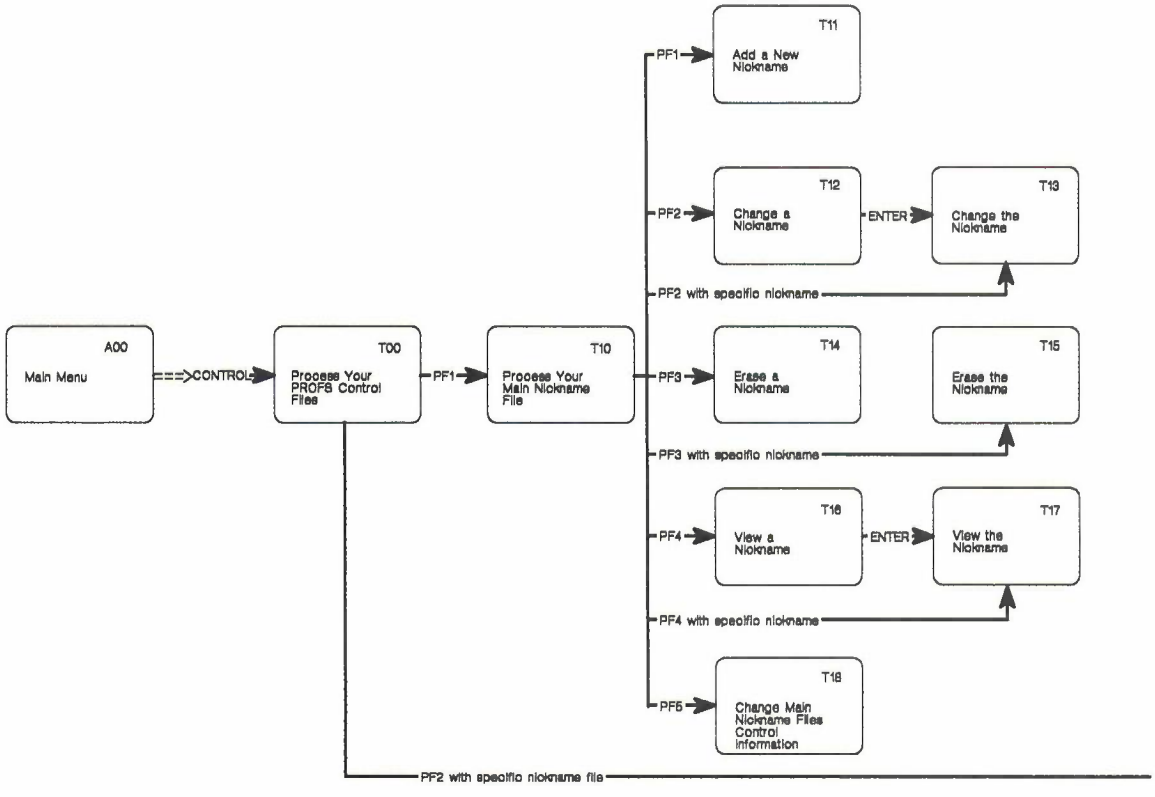
Send greeting with notes: You can decide whether or not to include a greeting. Type **Y** to send a greeting. Type **N** if you don't want PROFS to send a greeting. If you don't specify either, PROFS chooses Y.

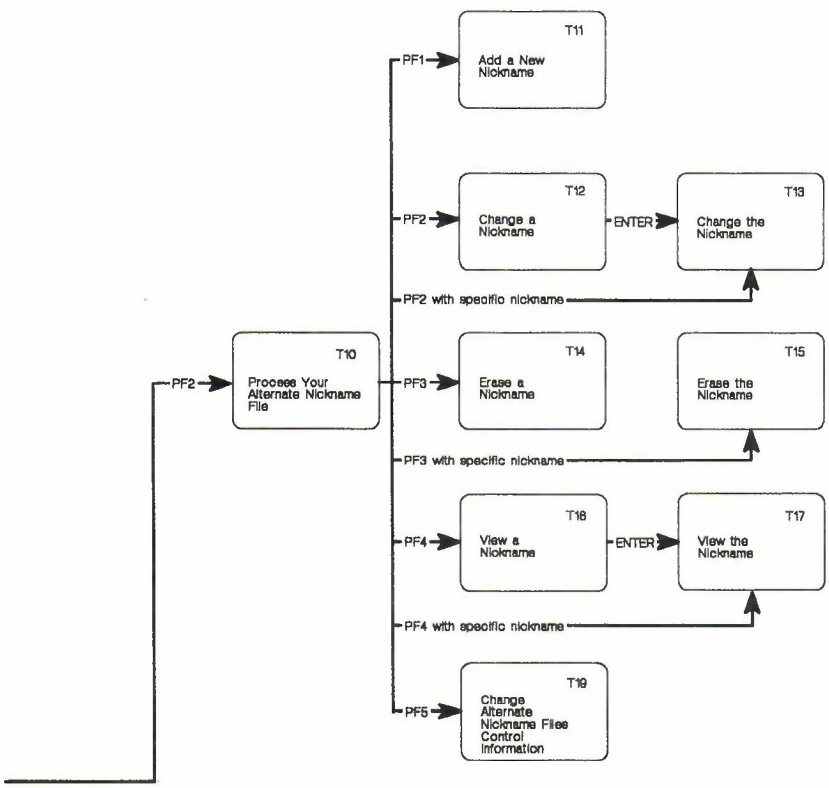
Send closing with notes: Type **Y** to send a closing with your note. Type **N** if you don't want PROFS to send a closing. If you don't specify either, PROFS chooses Y.

Banner for printing: Type any statement that you want to appear on a cover sheet when you print.

Appendix B: Working with nickname files

Fast Track




T11
Add a New Nickname
PF1
T12
Change a Nickname
ENTER
T13
Change the Nickname
PF2
PF2 with specific nickname
T10
Process Your Alternate Nickname File
PF2
PF3
T14
Erase a Nickname
T15
Erase the Nickname
PF3 with specific nickname
T18
View a Nickname
ENTER
T17
View the Nickname
PF4
PF4 with specific nickname
T19
Change Alternate Nickname Files Control Information
PF5