

Appendix G: Using commands with PROFS

Introduction

You use commands on screen A00, “PROFS Main Menu” or screen S00, “Interrupt and Process Other Jobs” (see “Appendix F: How to interrupt PROFS tasks”) for a variety of purposes. To use a command, type it next to the arrow ==> at the bottom of the screen and press ENTER.

Some commands correspond to the nine major functions on the PROFS main menu. When you use one of these commands, PROFS shows you the first screen of the function you have chosen. In this appendix, these commands are listed with the corresponding PF key on screen A00.

Some commands allow you to skip the first screen in a function and go directly to the screen for the task you want to do. This appendix shows you the screen that the command takes you to and the type of task you can do on that screen.

Notational conventions used for PROFS command formats

The following notational conventions are used when describing the formats of the PROFS commands you type:

- Information in **boldface** type must be typed as shown.
- Information not in boldface type must be supplied by you. For example, you should type the number of **your** document when **document number** is shown in the command format.
- Although presented in this book in uppercase and lowercase letters, PROFS commands can be typed as either all uppercase or lowercase letters. The uppercase letters are the short version of a command. The uppercase letters are the minimum letters that must be typed for a given command to function.

For example, if you are instructed to type the following:

MAILLOG Search

you may either type the command as **maillog search** or as **maillog s**. **MAILLOG S** is the short form of the MAILLOG SEARCH command.

- Information within brackets ([]) represents an option that may be included or omitted, unless noted otherwise. If multiple options are listed on a horizontal line, you may use any or all the options on that line. For example:

MAIL [NOTICE [doc number [TO user name(s) [AT system name]]]]

means when you use the MAIL command you may include the user name(s) and the system name.

- Vertical lists that are enclosed in brackets represent lists of options, only one line of which may be used. For example:

XFORM [filename [filetype [filemode]] [(STrip|(SCRIPT)]

[document number [(STrip|(SCRIPT)]

[?]

means that when you use the XFORM command you may include the options on the line containing the filename, the line containing the document number, or the ? but not more than one of those lines.

- Suboptions separated by a bar (|) mean that you may type only one of the separated suboptions. For example, the XFORM option:

[document number [(STrip | (SCRIPT)]

means you may type STrip or SCRIPT, but not both.

Getting help from a PROFS HELP screen

For most of the PROFS commands, PROFS provides you with HELP describing what must be typed and how to type it. To get PROFS HELP, type a question mark (?) after the PROFS command. For example, to get help information about the MEMO command, type:

memo ?

ADDWORDS command

Use the ADDWORDS command to copy your PROOF addenda files to your DisplayWrite/370 addenda.

Type the ADDWORDS command using the following format:

ADDWORDS [filename]

[ALL]

Remarks:

- **ADDWORDS**—typed with nothing else copies the PROOF addenda file.
- **filename**—is the name of your addenda file. For example, if you had an addenda file named VOCAB, to copy it to your DisplayWrite/370 addenda, you would type:

ADDWORDS VOCAB

- **ALL**—copies all addenda files. For example, to copy both the addenda file named PROOF and the addenda file named VOCAB to your DisplayWrite/370 addenda, type:

ADDWORDS ALL

APPOINTM command (PF1)

Use the APPOINTM command to schedule appointments and meetings, erase them, change them, and add notes. Use this command also to view such information. These schedules may be for yourself, someone else, or a conference room.

Type the APPOINTM command using the following format:

APPOINTM

PROFS shows you screen W00, "Process Calendars."

Once you have typed the command, PROFS shows you the first screen of the function. Press **PF9** to see a HELP screen for this command.

For further information, see "Chapter 3: Processing calendars."

AUTHOR command

Use the AUTHOR command to create an author profile. An author profile contains all the information about a person that you need to write a document. Your PROFS administrator may have defined your author profile already; however, you can create your own using the AUTHOR command. Once the author profile has been created, you can use it over and over again without retyping the information in the profile, unless there is a change in the profile information (address, department, phone number, and so forth). You must have an author profile for each person you create documents for.

An author profile is normally created using the AUTHOR command. However, if you are using the CREATE or MEMO commands, you are able to create an author profile while using those commands without having to use the AUTHOR command.

Type the AUTHOR command using the following format:

AUTHOR

PROFS shows you screen T20, "Process an Author Profile."

Once you have typed the command, PROFS shows you the first screen of the function. Press **PF9** to see a HELP screen for this command.

BUILD command

Use the BUILD command to create or change an RFT document style file to produce a new document style.

Type the BUILD command using the following format:

```
BUILD [ filename1 [ filename2 ] ]  
[ ? ]
```

Remarks:

- **BUILD**—typed with nothing else shows you a HELP screen for this command.
- filename1—is the name of the new RFT document style file.
- filename2—is the name of the base RFT document style file. You can copy either all or parts of it into the new document style you are building.
- ?—shows you a HELP screen for this command.

See “Appendix P: Creating RFT document styles” for further information about how to create an RFT document style.

CONTROL command

Use the CONTROL command to process your PROFS control files.

Type the CONTROL command using the following format:

```
CONTROL
```

PROFS shows you screen T00, “Process Your PROFS Control Files.”

Once you have typed the command, PROFS shows you the first screen of the function. Press **PF9** to see a HELP screen for this command.

See “MEMO command.”

CREATE command (PF5)

CRON command

Use the CRON command to get the following information about a specific document:

- Who wrote the document
- Whom the document was written to
- The subject of the document
- The restriction status
- The distribution list showing whom the document has been sent to.

Type the CRON command using the following format:

CRON [document number]

[?]

Remarks:

- **CRON**—typed with nothing else shows you screen K20, “View the Distribution List.” Complete the necessary information in it.
- **document number**—is the number of the document that you want to get information about. You may type a 7-, 8-, or 12-character document number.

If you type a document number and press ENTER on screen K20, PROFS shows you screen K21, “View the Distribution List,” with a list of the people who have received the document. Only people, who are on the same system as you are, appear in this list.

- **?**—shows you a HELP screen for this command.

CURCAL command

Use the CURCAL command to view and work with certain calendar screens and to store calendar entries in your personal storage.

To view and work with calendar screens, type the CURCAL command using the following format:

```
CURCAL [ function [ n ] [ user ] [ start [ end ] ] ]  
[ ? ]
```

Remarks:

- **CURCAL**—typed with nothing else shows you today's scheduled events.

PROFS shows you screen W01, "Work with the Schedule."

- **function**—is one of the following:

- **TODAY**—typed with nothing else shows you today's scheduled events.

PROFS shows you screen W01, "Work with the Schedule." For example, to view JDOE's calendar for today, type:

```
CURCAL TODAY JDOE
```

- **mm/dd/yy**—shows you that date's scheduled events.

PROFS shows you screen W01, "Work with the Schedule."

- **DAYS**—typed with nothing else shows you multiple days' scheduled events. If no number (see "n" below) is typed after it, PROFS shows you seven days.

PROFS shows you screen W02, "View 7 Days of the Calendar." For example, to view JDOE's calendar for eight days, type:

CURCAL DAYS 8 JDOE

- **MONTH**—typed with nothing else shows you scheduled events for the month.

PROFS shows you screen W05, "View the Month of xxxxxx." For example, to view your calendar for a month, type:

CURCAL MONTH

To view JDOE's calendar for a month, type:

CURCAL MONTH JDOE

- **CONFERENCE**—shows you a conference room's scheduled events.

PROFS shows you screen W04, "View the Schedules for Conference Rooms." For example, to view all conference room calendars (you can view only today's calendars), type:

CURCAL CONF

Note: You cannot use a user name with CONF.

- **n**—is the number of days (1 to 99) you want to view. It can be used only with the function **DAYS**. The number of days is ignored with any of the other functions.
- **user**—is one of the following:
 - **user name**—is the name that identifies a person and their calendar to the system. For example:

DALTX3

If no user is specified, PROFS uses your user name.

- **nickname**—is the nickname within PROFS for a person (this name must be present in your nickname file to use this command).
- **filename**—is the name of a PROFS distribution list. It can be used only with the functions **TODAY** and **mm/dd/yy**. A distribution list can consist of user names, or nicknames and enables you to access multiple calendars at the same time. For example, to view all the calendars for today for a distribution list named MANAGERS, type:

CURCAL TODAY MANAGERS

- **start**—is the start of a period of time (in the format hh:mm) during which the CURCAL command is to be processed. You put this command in your PROFILE EXEC. You must type the time using the 24-hour clock format (for example, 1:00 p.m. must be typed as **13:00**). You must also use two digits for the hour, as well as for the minutes (for example, 9:00 a.m. must be typed as **09:00**). If you do not specify a start time, PROFS will process the command no matter what time it is.
- **end**—is the end of a period of time (in the format hh:mm) during which the CURCAL command is to be processed. You put this command in your PROFILE EXEC. You must type the time using the 24-hour clock format, and you must use two digits for both the hours and minutes (see “start” above). If you do not specify an end time, PROFS assumes midnight.

For example, to view JDOE’s calendar for today each time you log on to PROFS between 7:00 a.m. (start) and 1:00 p.m.(end), type the following in your PROFILE EXEC:

EXEC CURCAL TODAY JDOE 07:00 13:00

Even though this is in your PROFILE EXEC, you can still view the calendar any time using the regular method.

- **?**—shows you a HELP screen for this command.

Using the CURCAL command DISK option

To store calendar entries in your personal storage, type the CURCAL command using the following format:

CURCAL [function [n] [user]] **DISK**

[?]

Remarks:

- function—is one of the following:
 - **TODAY**—typed with nothing else stores one day's scheduled events beginning with today. The number of days can be changed by specifying "n" after **TODAY**.
 - **DAYS**—typed with nothing else stores seven days scheduled events beginning with today. The number of days can be changed by specifying "n" after **DAYS**.
 - mm/dd/yy—stores one day's scheduled events beginning with this date. The number of days can be changed by specifying "n" after the date. (See "Appendix I: Typing names, dates, and times" for information on how to type dates for calendars.)
- n—is the number of days (1 to 99) you want to store.
- user—is one of the following:
 - user name—is the name that identifies a person and their calendar to the system. For example:

DALTX3

For example, to view JDOE's calendar for today, type:

CURCAL TODAY JDOE

- nickname—is the nickname within PROFS for a person (this name must be present in your nickname file to use this command).

Note: A distribution list filename cannot be used with the DISK option.

If no user is specified, PROFS stores calendar entries for your user name.

- **DISK**—stores the calendar entries in your personal storage in a file with a filename of \$\$CAL\$\$ and a filetype of the “user name” you specify. If such a file already exists, you receive a prompt as to whether you want to replace it or not.

For example, to file ten days of your calendar entries in your personal storage, type:

CURCAL DAYS 10 DISK

- **?**—shows you a HELP screen for this command.

DBGET command

Use the DBGET command to get a document from PROFS storage and put it into your personal storage.

Type the DBGET command using the following format:

```
DBGET [ filename [ filetype [ filemode ] ] ]
```

```
[ ? ]
```

Remarks:

- **DBGET**—typed with nothing else prompts you to type a filename.
- **filename**—is the name of the file you want to obtain.
- **filetype**—is the type of the file you want to obtain. The default is SCRIPT.
- **filemode**—is the mode of the file you want to obtain. The default is A.
- **?**—shows you a HELP screen for this command.

DBPUT command

Use the DBPUT command to store a document from your personal storage into PROFS storage.

Type the DBPUT command using the following format:

```
DBPUT [ filename [ filetype [ filemode ] ] ]
```

```
[ ? ]
```

Remarks:

- **DBPUT**—typed with nothing else prompts you to type a filename.
- **filename**—is the name of the file you want to store.
- **filetype**—is the type of the file you want to store. The default is SCRIPT.
- **filemode**—is the mode of the file you want to store. The default is A.
- **?**—shows you a HELP screen for this command.

DELETE command

Use the DELETE command to erase a draft document or specific versions of a draft document from PROFS storage. Only the owner of the document can use this command.

Type the DELETE command using the following format:

```
DELETE [ document number [ (n) ] ]
```

```
[ ? ]
```

Remarks:

- **document number**—is the number of the document that you want to erase. You may type a 7-, 8-, or 12-character document number.

- (n)—is the number that matches the version of the document at which you want to start erasing. For example, if you had four versions of a document and typed **DELETE 87002TST 0016 (3)**, PROFS erases versions 3 and 4, but keeps versions 1 and 2 of the document. If you don't type a number, PROFS erases all versions.
- ?—shows you a HELP screen for this command.

PROFS shows you screen X02, "Erase a Draft Document," if a document number is not specified.

HARDCOPY command

Use the HARDCOPY command to print a document or file.

Type the HARDCOPY command using the following format:

HARDCOPY filename [filetype [filemode]] [(options)]

Remarks:

- filename—is the name of the file you want printed.
- filetype—is the type of the file you want printed. The default is SCRIPT.
- filemode—is the mode of the file you want printed. The default is A.
- (options)—are the printer options you want.

For example, you might type the following:

(1403 CLASS a COPY 2 ROUTE dallas FOR print01

PROFS shows you screen J00, "Choose a Printer," if no options are specified.

**HOLD
command**

Use the HOLD command to show you only those items that were in your incoming mail the last time you viewed it. The HOLD command does not pull any new mail into your incoming mail. See the OPENMAIL command for information about how to view all your new and old incoming mail.

Type the HOLD command using the following format:

HOLD

PROFS shows you screen C00, "Open the Mail."

**LEVELID
command**

You may need to know the current level of your system for maintenance or should you need to call for assistance. Use the LEVELID command when you want to find out the version level of your PROFS system.

Type the LEVELID command using the following format:

LEVELID

The following is an example of what PROFS would show you:

OFSIDE001I PROFS Version 2 (5664-309) Level: 2.0.0 –
Release 2, Modification 0, PTF 0

LODS command

All the HELP screens, which give you specific information when you press **PF9** on a screen, can also be obtained through the Large Online Document System (LODS).

Use the LODS command followed by a screen identifier to see the HELP screen for that screen. Each screen has its own HELP section number, which is the same as the screen identifier.

Type the LODS command using the following format:

LODS [screen identifier]

[**LIST**]

Remarks:

- **LODS**—typed with nothing else shows you a list of the current screen identifiers.
- screen identifier—is the number of the screen you want help with. For example, to get help with screen W00, type:

LODS W00

PROFS shows you the HELP screen section that explains screen W00.

If you type an incorrect screen identifier, PROFS shows you a screen with the following messages:

OFSLOD110E Invalid HELP section specified - XXXX

OFSLOD170I To get a list of the correct HELP section numbers, type in **LIST**.

On the command line of this message screen, you can retype the screen identifier or, to see a list of the current screen identifiers, type **LIST**.

- **LIST**—shows you a list of the current screen identifiers.

LOGVIEW command

Use the LOGVIEW command to work with your general note log and any special note logs you may have. PROFS shows you screen E08, "View the Note Log."

Type the LOGVIEW command using the following format:

```
LOGVIEW [ name ]  
[ ? ]
```

Remarks:

- name—is the name of the note log you want to work with. The default is NOTE, your general note log, which was supplied with PROFS.
- ?—shows you a HELP screen for this command.

PROFS shows you screen E08, "View the Note Log."

MAIL command

After you have placed a draft document in PROFS storage or created a mail log item for a Paper document, you can send it to other users who are not necessarily on the distribution list. To send the document, however, you'll need to know the document number.

If you don't know the document number, you can use the MAILLOG SEARCH command to both find the document and send it.

Type the MAIL command using the following format:

```
MAIL [NOTICE [doc number [TO user name(s) [AT system name ] ] ] ]  
[HARDCOPY [doc number [TO user name(s) ] ] ]  
[?]
```

Remarks:

- **NOTICE**—typed with nothing else or typed with only a document number shows you screen H00, “Assign the Document Distribution Information.”
- document number—is the number of the document you are sending. You may type a 7-, 8-, or 12-character document number.
- user name(s)—are up to ten user names, distribution list filenames, or nicknames of the person(s) you are sending the document to.
- system name—is the name that identifies the system used by the person(s) you are sending the document to. Only one system name may be typed. If you want to send the document to users on another system, you must retype this command.

PROFS shows you screen H00, “Assign the Document Distribution Information.”

- **HARDCOPY**—sends mail log information about a Paper document to another user on your system. The location identifier for Paper documents is always HDC.

MAIL HARDCOPY typed with nothing else or typed with only a document number shows you screen H05, “Assign the Reviewer Distribution Information.”

- **?**—shows you a HELP screen for this command.

MAILLOG command

Your mail log contains key information about all documents you have either sent to others or have received from others using PROFS. PROFS automatically creates and makes changes to your mail log which is located in your personal storage.

Use the MAILLOG command to:

- Add information to your mail log about a Paper document that you received from a source outside PROFS.

- Print a copy of your mail log.
- Search for information about documents you (or someone else) filed.
- Send information about a document already in your mail log.
- Change information about a document already in your mail log.
- Erase the information for a document from your mail log.
- View your mail log on the screen. While you are viewing it, you can do other tasks as well.

Type the MAILLOG command using the following format:

MAILLOG [Add]

[List]

[Search]

[SEND [document number]]

[Update]

[Delete]

[View]

Remarks:

- **Add**—adds a mail log item for a Paper document that was not created using PROFS. You can then send a copy of the information in your mail log to another PROFS user.

PROFS shows you screen D15, "Add Mail Log Information for a Paper Document."

- **List**—prints the contents of your mail log.

PROFS shows you screen F30, "Print the Mail Log Information."

- **Search**—searches your mail log by the key information you provide to find documents in your mail log. This option can be used if you are trying to find specific documents that you have either sent or received. This option is the same as the SEARCH command.

PROFS shows you screen D01, "Find Documents."

- **SEND**—sends the information for the document to the users you indicate. The document must be a Paper document.

- document number—is the number of the document you are sending information about. You may type a 7-, 8-, or 12-character document number.

PROFS shows you screen H05, "Assign the Reviewer Distribution Information."

- **Update**—changes the mail log item for the document number you provide.

PROFS shows you screen D17, "View or Change the Mail Log Information."

- **Delete**—erases the mail log item for the document number you provide.

PROFS shows you screen D19, "Erase Mail Log Information."

- **View**—displays the mail log information for the document number you provide.

PROFS shows you screen D20, "View the Mail Log Information."

Once you have typed the command, PROFS shows you the first screen of the function. Press **PF9** to see a HELP screen for this command.

MAILMAN command (PF8)

Use the MAILMAN command to see a list of all documents that you have sent, but which have not yet been received. When PROFS says that all mail is “delivered and acknowledged,” it means that all the people you mailed a document to have opened their mail using the OPENMAIL command since you sent the document to them.

Note: This command applies only to documents, not to notes.

Type the MAILMAN command using the following format:

MAILMAN [STATUS [document number]]

[?]

Remarks:

- **MAILMAN**—typed with nothing else shows you the status of all your outgoing mail.
- **STATUS**—shows you the status of all your outgoing mail.
 - document number—shows you the status of this specific document. You may type a 7- or 12-character document number.
- **?**—shows you a HELP screen for this command.

PROFS shows you screen G03, “Check the Outgoing Mail.”

MEMO command (PF5)

Use the MEMO command to create a new document or make changes to a draft document. The way you type the command depends on what you are trying to do. You can create an author profile from within this command by using screen F61, “Enter Author Profile.” This command is the same as the CREATE command. To use this information with the CREATE command, substitute the word CREATE for the word MEMO.

Type the MEMO command using the following format:

```
MEMO [ New [ format name ] ]  
      [ document number ]  
      [ filename [ filetype ] ]  
      [ FASTpath [ format name ] [ (author profile ) ] ]  
      [ ? ]
```

Remarks:

- **MEMO**—creates a new document.

PROFS shows you screen F00, "Prepare Documents."

- **New**—typed with nothing else creates a document using the document style named STANDARD, which you received with PROFS. (This cannot be changed from the user profile.)

PROFS shows you screen F61, "Enter Author Profile."

- **format name**—is the name of the document style you want to use in place of your default document style. Each document style has a format name and your PROFS administrator can tell you the format names of all the document styles that are available to you. You may type this document style format name after **New** or **FASTpath**. When you type it after **New**, PROFS overrides the STANDARD document style. When you type it after **FASTpath**, PROFS overrides the default document style you specify in your user profile (EPRUPROF FILE). See "Appendix N: Tailoring your PROFS system" for more information about setting a document style in your user profile.

- document number—is the number of the draft document you want to work with. If the document has never been put into PROFS storage and is still in your personal storage, type the name that PROFS assigned to it (for example, **MEMO 1**). If the document is in PROFS storage, type the number that PROFS assigned to it (for example, **MEMO 1840003**). You may type a 7-, 8-, or 12-character document number.

PROFS shows you screen F01 or F63, “Process the Document.”

- filename—is the name of the file you want to work with.
- filetype—is the type of the file you want to work with. The default is SCRIPT.
- **FASTpath**—shows you the DisplayWrite/370 “Edit” screen using the default document style and default author profile in your user profile (EPRUPROF FILE). If you do not want to use what is in your user profile, you can type a different document style format name or author profile after **FASTpath**.
- (author profile—to create a document using an author profile other than the default one. This profile name is set in your user profile (EPRUPROF FILE). See “Appendix N: Tailoring your PROFS system” for more information about setting an author profile name in your user profile.
- ?—shows you a HELP screen for this command.

MSG command

Use the MSG command to send an immediate message to another PROFS user. If the person you are sending the message to is not logged onto the system when you send the message, PROFS tells you. Because messages are not kept in any type of log (note or mail), you could then choose to send a note to that person, if you wished, and PROFS would put the note into that person's incoming mail.

Type the MSG command using the following format:

```
MSG [ user name text of message ]  
    [ nickname text of message ]  
    [ system name(user name) text of message ]  
    [ filename text of message ]  
    [ (combination) text of message ]  
    [ ? ]
```

Remarks:

- **MSG**—typed with nothing else shows you screen E07, "Send a Message."
- **user name**—is the name that identifies a person to the system. For example:

DALTX3
- **nickname**—is the nickname within PROFS for a person (this name must be present in your nickname file to use this option).
- **system name(user name)**—is the name that identifies the system used by a person together with their user name (in parentheses) for that system. Use this form of the command to send messages to users on remote computers. For example:

```
SYS1(NYC3)
```

Note: There is no space between the system name and the user name in parentheses.

- filename—is the name of a file containing a distribution list. A distribution list can consist of user names, nicknames, or system name(user name) and enables you to send information to the persons on your distribution list without having to repeatedly type their names. For example:

MANAGERS

The filetype must be OFSMLIST.

- (combination)—is used to include more than one person. The names you combine (which can be user names, nicknames, system name(user name), and distribution list filenames) must be enclosed in parentheses and separated by a blank. For example:

(DALTX3 HOUSTON SYS1(NYC3) MANAGERS)

- text of message—is the message you want to send.
- ?—shows you a HELP screen for this command.

NEWPROFS command

Use the NEWPROFS command to see PROFS NEWS about the additions and changes to PROFS.

Type the NEWPROFS command using the following format:

NEWPROFS

Once you have typed the command, PROFS shows you the first screen of the function. Press **PF9** to see a HELP screen for this command.

NOTE command

Use the NOTE command to send a note to another PROFS user.

Type the NOTE command using the following format:

```
NOTE [ user name ]  
      [ nickname ]  
      [ system name(user name) ]  
      [ filename ]  
      [ (combination) ]  
      [ ? ]
```

- Remarks:

- **user name**—is the name that identifies a person to the system. For example:

```
DALTX3
```

- **nickname**—is the nickname within PROFS for a person (this name must be present in your nickname file to use this option).
- **system name(user name)**—is the name that identifies the system used by a person together with their user name (in parentheses) for that system. Use this form of the command to send notes to users on remote computers. For example:

```
SYS1(NYC3)
```

Note: There is no space between the system name and the user name in parentheses.

- filename—is the name of a file containing a distribution list. A distribution list can consist of user names, nicknames, or system name(user name) and enables you to send information to the persons on your distribution list without having to repeatedly type their names. For example:

MANAGERS

The filetype must be OFSMLIST.

- (combination)—is used to include more than one person. The names you combine (which can be user names, nicknames, system name(user name), and distribution list filenames) must be enclosed in parentheses and separated by a blank. For example:

(DALTX3 HOUSTON SYS1(NYC3) MANAGERS)

- ?—shows you a HELP screen for this command.

PROFS shows you screen E04 or E06, "Send a Note."

**OFSNOTE
command
(PF4)**

Use the OFSNOTE command to process notes and messages.

Type the OFSNOTE command using the following format:

OFSNOTE

PROFS shows you screen E05, "Process Notes and Messages."

OPENMAIL command (PF2)

When notes and documents are sent to you by someone using PROFS, PROFS puts these into your incoming mail. You use the OPENMAIL command to begin processing your incoming mail.

Type the OPENMAIL command using the following format:

```
OPENMAIL [ PROFS ]  
[ NONPROFS ]
```

Remarks:

- **OPENMAIL**—typed with nothing else adds any new mail to your incoming mail and shows you screen C00, "Open the Mail."
- **PROFS**—opens that mail created with PROFS only.
PROFS shows you screen C00, "Open the Mail."
- **NONPROFS**—opens that mail not created with PROFS.
PROFS shows you screen C09, "Process Files That Are Not From PROFS."

PROOFREAD command

Use the PROOFREAD command to:

- Check the spelling of words in a document.
- Get the correct spelling for any words that are misspelled.
- Get synonyms for many words.
- Have PROFS highlight words that:
 - Have possibly been used out of context within a sentence
 - Have been used in an awkward or unnecessary phrase
 - Are above a specified reading comprehension level.

- Create a dictionary which contains uncommon or non-standard words (such as medical and legal words) that can be used by PROFS to check spelling.

Type the PROOFREAD command using the following format:

PROOFREAD

PROFS shows you screen F07, "Proofread a Document."

Once you have typed the command, PROFS shows you the first screen of the function. Press **PF9** to see a HELP screen for this command.

For further information, see "Chapter 13: Proofreading notes and documents."

REMINDER command (PF10)

Use the REMINDER command to use reminders for yourself that work something like setting an alarm clock. When the reminder date and time expires, your terminal "beeps" and the reminder note you typed appears on the main menu screen.

Type the REMINDER command using the following format:

REMINDER [**View**] [date] [date]

[**N**ext]

[**C**Hange old date old time new date new time]

[**D**Elete date time]

[**C**ancel]

[?]

Remarks:

- **REMINDER**—typed with nothing else shows you screen X03, “Add an Automatic Reminder.”
- **View**—shows you all reminders which have not yet expired, along with the date and time of each. You specify a range of dates by typing **View** followed by the date at which you want to begin viewing and the date you want to end viewing.
- **Next**—shows you the reminder that is scheduled to appear next.
- **CHange**—changes the date or time of a reminder.
- **DElete**—erases a future reminder.
- **CAnceI**—erases subsequent appearances of a reminder that is being shown.
- **date**—(See “Appendix I: Typing names, dates and times” for information about how to type dates.)
- **time**—(See “Appendix I: Typing names, dates and times” for information about how to type times.)
- **?**—shows you a HELP screen for this command.

For further information, see “Chapter 12: Adding automatic reminders.”

RESTRICT command

Use the RESTRICT command to make a document restricted or not restricted. When a document is restricted, only you (the document owner) and those to whom the document was sent are able to view it.

Type the RESTRICT command using the following format:

RESTRICT [R | U document number]

Remarks:

- **RESTRICT**—typed with nothing else shows you screen F20, “Restrict Distribution of a Document.”
- **R | U**—indicates to PROFS whether you want to make a document restricted or not restricted.
- document number—is the number of the document that you want to get information about. You can only type a 7- or 12-character document number.

For further information, see “Chapter 7: Preparing RFT documents.”

RETRIEVE command

Use the RETRIEVE command to get either the most recent version (version 1) of a document or a previous version (versions 2, 3, or 4) of a draft document in PROFS storage to work with.

You can get either the document in the document style chosen for it at the time it was created (version 1), or the document with the DCF control words in it (versions 2, 3, or 4) for DCF Draft documents. Textually, however, both documents are the same.

Type the RETRIEVE command using the following format:

```
RETRieve [ document number [(n) [ Disk ] ] ]  
[ Type ]  
[ Print ]  
[ Update ]  
[ Xform [ RFT ] ]  
[ Xform [ STrip | SCript ] ]  
[ New ]  
[ ? ]
```

Remarks:

- **RETRieve**—typed with nothing else shows you screen X01, “Process a Document.”
- **document number**—is the number of the document you are retrieving. You may type a 7-, 8-, or 12-character document number.
- **(n)** —is a number from 1 to 4. Type the version number that you want—1, 2, 3, or 4. If you type a number, you must also type the parentheses. PROFS keeps up to four versions of draft documents, if it has been told to do so, and one version of final documents. If you get a notice to review a document, and PROFS has been told to save four versions, you can get any one of the four to review. The default is version 1, the most recent version.
- **Disk**—copies the specified version of the document into your personal storage.
- **Type**—shows you the document with all the DCF control words if it is a Draft; otherwise, for a final document you are shown the document the way it would be printed.
- **Print**—shows you screen J00, “Choose a Printer.” Type the options you want on screen J00 and press ENTER. If you want to add options, press **PF8**. PROFS shows you screen J01, “Choose Printer Options.” Type the options you want on screen J01 and press ENTER. PROFS sends the document, in the document style chosen for it at the time it was created, to the designated printer.
- **Update**—copies the document, providing it is available to you for changing, into your personal storage.
- **Xform**—converts the document being retrieved as follows:
 - **RFT**—retrieves a DCF document and converts it to RFT format. Host-Displaywriter Document Interchange (HDDI) is required for this function. PROFS shows you screen F65, “Prepare a Converted Document.”

- **STrip**—removes all RFT controls from an RFT document and stores the stripped document in your personal storage with a filetype of SCRIPT. DisplayWrite/370 is required for this function.
- **Script**—converts an RFT document to DCF format and stores the converted document in your personal storage with a filetype of SCRIPT. DisplayWrite/370 is required for this function.

If you do not specify RFT, STRIP, or SCRIPT, the default is SCRIPT for an RFT document and RFT for a DCF document.

- **New**—creates a new document using the retrieved RFT document as the base. A copy of the document is renamed and placed in your personal storage. DisplayWrite/370 is required for this function.
- **?**—shows you a HELP screen for this command.

SEARCH command (PF3)

Use the SEARCH command to find documents that are in your mail log or the mail logs you are authorized to search. This command can be used if you are trying to find specific documents that you have either sent or received. The SEARCH command is the same as the MAILLOG SEARCH command.

Type the SEARCH command using the following format:

SEARCH

PROFS searches your mail log by the key information you provide to find documents in your mail log.

PROFS shows you screen D01, “Find Documents.”

Once you have typed the command, PROFS shows you the first screen of the function. Press **PF9** to see a HELP screen for this command.

For further information, see “Chapter 5: Finding documents.”

**SET FILEDOCU
command
(PF6)**

Use the SET FILEDOCU command to process documents from other sources.

Type the SET FILEDOCU command using the following format:

SET FILEDOCU

PROFS shows you screen A05, "Process Documents from Other Sources."

Once you have typed the command, PROFS shows you the first screen of the function. Press **PF9** to see a HELP screen for this command.

**STORE
command**

Use the STORE command to add mail log information about a non-PROFS document.

Type the STORE command using the following format:

STORE

PROFS shows you screen F13, "Add and Change a Document File and Its Mail Log Information."

Once you have typed the command, PROFS shows you the first screen of the function. Press **PF9** to see a HELP screen for this command.

For further information, see "Chapter 8: Preparing DCF documents."

TERMNL command

Use the TERMNL command to tell PROFS the type of terminal you want to imitate.

Type the TERMNL command using the following format:

TERMNL [DW]

[PC]

[TTY]

Remarks:

- **DW**—stands for Displaywriter.
- **PC**—stands for Personal Computer.
- **TTY**—stands for line-mode type terminal.

Note: You need a properly configured WORKSTAT FILE to use the DW or PC options. Also, your system administrator may want you to use terminal designators other than DW, PC, and TTY. Verify this with your system administrator.

To return to normal PROFS terminal operations, type:

PROFS TERMNL

Then type:

PROFS

You see the PROFS main menu.

UPDELETE command

If you have put a draft document from PROFS storage into your personal storage to change it, no other users can change it. If you do not plan to change the document and want to release the document's "out-for-change" status so that others can review and change it, use the UPDELETE command. When you use the command, PROFS changes the status of the document and erases the copy in your personal storage.

Type the UPDELETE command using the following format:

UPDELete [document number]

Remarks:

- document number—is the number of the document you want to erase from your personal storage. You may type a 7-, 8-, or 12-character document number.

PROFS shows you screen X04, "Release "Out-for-Change" Document."

UPINQRY command

To find out which draft documents from PROFS storage you have "out-for-change," use the UPINQRY command. When you have documents "out-for-change," no one else can change them. If you want to release a document's "out-for-change" status so that others can review and change it, use the UPDELETE command.

Type the UPINQRY command using the following format:

UPINQry

PROFS shows you a list of the document numbers of draft documents "out-for-change." Otherwise, PROFS tells you that there are no documents out for update.

XFER command

Use the XFER command to transfer an RFT document from PROFS to a Displaywriter.

Type the XFER command using the following format:

```
XFER [ filename [ filetype [ filemode ] ] ]  
[ ? ]
```

Remarks:

- filename—is the name of the file you want to obtain.
- filetype—is the type of the file you want to obtain. The default is RFTD.
- filemode—is the mode of the file you want to obtain. The default is A.
- ?—shows you a HELP screen for this command.

PROFS shows you screen TR02, "Transfer the Document."

XFORM command

Use the XFORM command to convert an RFT document from your search space or from PROFS storage to DCF and to store the converted file in your personal storage. DisplayWrite/370 either strips out the RFT controls or converts them into DCF control words depending on the options you select. When the conversion process is completed, the converted file is placed in your personal storage with a filetype of SCRIPT. DisplayWrite/370 is required for this function.

You can store the converted document back into PROFS storage by using the DBPUT command.

Type the XFORM command using the following format:

```
XFORM [ filename [ filetype [ filemode ] ] [ (STrip | (SCRIPT) ] ]  
[ document number [ (STrip | (SCRIPT) ] ]  
[ ? ]
```

Remarks:

- filename—is the name of the file you are converting.
- filetype—is the type of the file you are converting. The default is RFTD.
- filemode—is the mode of the file you are converting. The default is A.
- document number—is the number of the document you are converting. You may type a 7-, 8-, or 12-character document number.
- **(STrip**—removes all RFT controls from an RFT document and stores the stripped document in your personal storage with a filetype of SCRIPT. Be sure to include the parenthesis before STRIP.
- **(Scrip**—converts an RFT document to DCF format and stores the converted document in your personal storage with a filetype of SCRIPT. Be sure to include the parenthesis before SCRIPT.

If you do not specify STRIP or SCRIPT, the default is SCRIPT.

- ?—shows you a HELP screen for this command.