Appendix N: Tailoring your PROFS system

1

Tailoring the main menus

The first screen that you see when signing on to PROFS is a main menu. PROFS is shipped with three main menus. You can see the second menu by pressing **PF11** on the first main menu. You can see the third main menu by pressing **PF11** on the second main menu. These main menus are contained in the OFS $SYSPROF file which is maintained by your PROFS administrator. (If there is no OFS $SYSPROF file, search for OFSSAMP $SYSPROF on the PROFS administrator's disk.)

You can tailor these menus to meet your needs. You do so, however, not by editing OFS $SYSPROF, but by creating a file named OFS $PROFILE on your A-disk, and adding your changes or additions to that file. Such a file would look similar to the following:

```
SET TITLE              PROFS MAIN MENU
SET MENU 1
SET PF1 'APPOINTM' Process calendars
SET PF2 'OPENMAIL' Open the mail
SET PF3 'SEARCH' Find documents
SET PF4 'OFSNOTE' Process notes and messages
SET PF5 'MEMO' Prepare documents
SET PF6 'SET FILEDOCU' Process documents from other sources
SET PF7 'MAILLOG' Process the mail log
SET PF8 'MAILMAN STATUS' Check the outgoing mail
SET PF10'REMINDER' Add an automatic reminder
SET PF11'SET MENU 2' View main menu number 2
SET MENU 2
SET PF11 'SET MENU 3' View main menu number 3
SET MENU 3
SET PF11 'SET MENU 1' View main menu number 1
SET MENU 1
```

The commands in OFS $PROFILE override the commands in OFS $SYSPROF. For example, if you set the title in OFS $PROFILE to be "Susan's Office," that title overrides the title "PROFS MAIN MENU" in OFS $SYSPROF.

You should include in OFS $PROFILE only those commands from OFS $SYSPROF that you want to change. Your PROFS administrator should make changes to the first and second menus, while you should restrict your changes to the third main menu. If you do this, you may want to have your third menu appear first. If you do, you need to check your first and second menus periodically to determine if your PROFS administrator has made any changes, since you will not routinely see these menus, but the third menu instead.

By controlling the OFS $PROFILE on your A-disk and your PROFS administrator controlling OFS $SYSPROF, you are always able to view the commands that your PROFS administrator places in the OFS $SYSPROF file.

After you have edited OFS $PROFILE, you must sign off PROFS and sign back on to see the changes you made reflected in the main menus.

The commands that you add to the main menu can also be added to the subset menu, which appears when you interrupt a PROFS task. It is described in "Appendix F: How to interrupt PROFS tasks." The TERMNL command does not work on the subset menu. To modify the subset menu, you must copy the OFS $SUBSET (or OFSSAMP $SUBSET) file from the PROFS administrator's disk to your A-disk.

Six commands create changes on all three menus. You need to type these commands only one time. If you enter any of these commands more than once, the last command overrides earlier ones.

The six commands are:

- SET TITLE
- SET SEPAR
- SET CMDSAVE
- SET ECHO
- SET ALARM
- SET CLOCK.

Two other commands create changes on an individual menu. These commands are:

- SET MENU
- SET PF.

The commands are explained in the following sections.

SET TITLE

PROFS is shipped with the title set to "PROFS MAIN MENU." You can change this title and make it more personal for your company by changing the text that appears after the SET TITLE command.

The format for the command is:

SET TITLE text

Replace "text" with your title.

Example:

SET TITLE   ABC Shoe Company

SET SEPAR

Use the SET SEPAR command to place a line of text below the PF key descriptions. If you want the text to be highlighted, use the SET SEPAR Y command. The "Y" must be followed by at least one blank.

The formats for the command are:

SET SEPAR text

or,

SET SEPAR Y text

Replace "text" with your information.

Example:

SET SEPAR Y --------Main Menu Commands--------

If you use this command and you want to include a separator line that is displayed all the way across the screen, use the following command to edit OFS $SYSPROF:

XEDIT OFS $SYSPROF (WIDTH 90

This sets the line length to 90.

SET CMDSAVE

The SET CMDSAVE command works only on terminals that are locally attached to a computer.

With SET CMDSAVE, PROFS keeps the commands you type on the command line and enables you to reissue a command without retyping it. When you press either the TEST REQ key (on the 3277 terminal) or the SYS REQ key (on a 3278 or 3279 terminal), PROFS shows you the previous command you executed on the command line. When you press TEST REQ or SYS REQ again, PROFS shows you the next most recent command. When PROFS finally shows you the command you want to reissue, press ENTER to reissue the command.

The format for the command is:

SET CMDSAVE n

Replace "n" with the number of commands you want saved, from 1 to 9.

You can also type the SET CMDSAVE command on the command line of screen A00, "PROFS Main Menu." PROFS overrides your OFS $PROFILE.

SET ECHO

When you type a command on the command line, PROFS shows you the command again on the bottom portion of screen A00 or screen S00. This function of PROFS is called the "command echo." When PROFS is shipped, the echo is set to be "on." Use the SET ECHO OFF command if you do not want PROFS to show you previous commands.

The format for the command is:

SET ECHO OFF

After you have turned the echo off, to turn it on again, type:

SET ECHO ON

on the command line of screen A00, "PROFS Main Menu." PROFS overrides your OFS $PROFILE.

SET ALARM

When PROFS shows you commands and messages in the main menu message area, an alarm sounds if your terminal has the alarm feature. To turn the alarm off, type:

SET ALARM OFF

on the command line of screen A00, "PROFS Main Menu." PROFS overrides your OFS $PROFILE.

After you have turned the alarm off, to turn it on again, type:

SET ALARM ON

on the command line of screen A00, "PROFS Main Menu." PROFS overrides your OFS $PROFILE.

SET CLOCK

The main menu shows you a digital clock which PROFS updates every minute. PROFS updates the clock even when you are not viewing the main menu.

If you use the SET CLOCK OFF command, PROFS updates the clock only when you press ENTER, CLEAR, PA2, TEST REQ, SYS REQ, or a PF key. This command has the advantage of saving you transmission time if you are using a remote terminal, because PROFS does not take the time to update the clock as often. However, if you turn the clock off, you do not see your reminder messages until the clock reaches or passes the time specified for the messages.

The time on the clock is always the time at the computer location. If your terminal is linked to a computer in a different time zone, you see the time for that zone. For example, if you are in Dallas, Texas, but are linked to a computer in Boston, Massachusetts, you see the time for Boston. To turn the clock off, type:

SET CLOCK OFF

on the command line of screen A00, "PROFS Main Menu." PROFS overrides your OFS $PROFILE.

After you have turned the clock off, to turn it on again, type:

SET CLOCK ON

on the command line of screen A00, "PROFS Main Menu." PROFS overrides your OFS $PROFILE.

SET MENU

To have PROFS show a different menu first, change the number in the last command in the OFS $SYSPROF file.

The format for the command is:

SET MENU n

Replace "n " with the number 1, 2, or 3.

SET PFn

The SET PFn commands appear after a SET MENU command and define the PF key settings on that menu.

The format for the command is:

SET PFn 'cmd' text

Replace 'n' with the number of the PF key you are defining. You cannot use **PF9** or **PF12**. You may use any other number from 1 to 11. If you have a keyboard with **PF13** through **PF24**, these keys are equivalent to **PF1** through **PF12**.

Replace "cmd" with a PROFS, CP, or CMS command or the name of an EXEC or a program. These must be in uppercase and enclosed in single quotes. The command cannot be more than 16 characters. The PROFS commands you can use are listed below.

Replace "text" with the PF key description that you want to appear on the main menu. The text cannot be more than 37 characters.

Example:

SET PF8 'AUTHOR' Create an author profile

You can also type the SET PFn command on the command line of screen A00, "PROFS Main Menu." PROFS overrides your OFS $PROFILE.

You may use the PROFS commands listed below with the SET PFn command. See "Appendix G: Using commands with PROFS" for more information about how these commands function.

Command	Description
APPOINTM	Process calendars.
AUTHOR	Create an author profile.
CONTROL	Process your PROFS control files.
CRON	Review document information.
CURCAL	Get to certain calendar screens quickly.
DELETE	Delete a document.
HOLD	Open the mail but don't add mail that arrived after the last time the mail was opened.

LEVELID	See the level identifier of the system.
LODS	Use the HELP function.
LOGVIEW	Process the note log.
MAIL	Mail a document.
MAILLOG	Process the mail log.
MAILMAN	Check the outgoing mail.
MEMO	Prepare documents.
MSG	Send a message.
NEWPROFS	See the additions and changes to PROFS.
NOTE	Send a note.
OFSNOTE	Process notes and messages.
OPENMAIL	Open the mail.
REMINDER	Add an automatic reminder.
RESTRICT	Restrict a document or remove a restriction.
RETRIEVE	Review a document.
SEARCH	Find documents.
SET FILEDOCU	Process documents from other sources.
STORE	Store a file not created using PROFS in PROFS storage.
TERMNL	Identify the terminal.
UPDEL	Release an out-for-change document.

UPINQ	Display the document numbers of out-for-change documents.
XFER	Transfer RFT documents to and from a Displaywriter.
XFORM	Convert or remove formatting controls in documents.

Note: Options cannot be added to the RESTRICT command when it is used as a PF key setting. Options can be added to the other commands when they are used as PF key settings.

You may also use the main menu commands described earlier in this chapter.

To delete a PF key from the main menu, use the following command:

 SET PFn ' '

You must include the quotation marks with one blank space between them to delete the PF key.

2
Tailoring the
CALENDAR
$PROFILE

CALENDAR $SYSPROF on SYSADMIN's 399-disk contains system parameters for processing calendars. These parameters may be specified by your PROFS administrator when PROFS is installed. You can override some of the options in CALENDAR $SYSPROF by creating CALENDAR $PROFILE on your A-disk.

To set up this file, you must use XEDIT. Your PROFS administrator can help you.

CALENDAR $SYSPROF is the system profile used to tailor the PROFS calendar. This file is on SYSADMIN's 399-disk. You simply copy CALENDAR $SYSPROF to your A-disk, rename it to CALENDAR $PROFILE, then tailor it as you like. The format is fixed 80 columns. Columns 1 through 8 identify the name of the variable while columns 10 through 80 identify its value.

If one of the variables you want to use is not listed in CALENDAR $SYSPROF, just add it to your CALENDAR $PROFILE.

The variables, their possible values, and an explanation of their uses are described below:

STARTIME   This variable is the starting time of your working day. The value is any valid starting time, such as 9, 9AM, or 9:00AM. It is used as the earliest possible starting time for meetings and as the starting time for all-day events and holidays. The default is 8:00AM.

ENDTIME   This variable is the ending time of your working day. The value is any valid ending time, such as 5, 5PM, or 5:00PM. It is used as the latest possible ending time for meetings and as the ending time for all-day events and holidays. The default is 6:00PM.

MEETTIME   This variable is the starting time for meetings shown on screen W06, "Schedule a Meeting." The value is any valid starting time, such as 9, 9AM, or 9:00AM. It must be the same as or later than STARTIME. For example, if your company's normal starting time is 8:30AM, you may want to set STARTIME to 8:00AM and MEETTIME to 9:00AM so that meetings can be scheduled as early as 8:00AM. However, 9:00AM is the time routinely shown as the starting time for meetings. The default for MEETTIME is 8:00AM.

WEEKEND   This variable is used to determine what days cannot be included when you schedule a meeting, schedule a recurring meeting, or mark all-day events for a given number of days. The value is up to six weekday names separated by blanks, such as:

SATURDAY SUNDAY

If a weekday name is not listed after "WEEKEND," all days are included in those functions. The default is SATURDAY SUNDAY.

MONTHST   This variable is the starting hour on screen W05, "View the Month." The value is any valid hour before 5:00PM, such as 9, 9AM, or 9:00AM. Only the hour is used. For example, if 9:30AM is specified, 9:00AM is used. If 4:00PM is used, any time up to 4:59 is permitted, since a later time would cause the ending time (starting time plus eight hours) to be past midnight. The default is 9:00AM.

Note: You will also see the variable, "AUTHORIZ." It provides the default authorization for all calendars. It can be changed only by your PROFS administrator. PROFS ignores any changes made by you for this variable.

The following is an example of a tailored calendar:

```
|...+....1....+....2....+....3....+....4....+....5

STARTIME  7:30AM
ENDTIME   5:00PM
MEETTIME  8:30AM
MONTHST   8:00AM
WEEKEND   SATURDAY SUNDAY
```

Note: See "Appendix I: Typing names, dates, and times" for information on typing in valid times for PROFS.

3
Tailoring the system and user profiles

PROFS has two other files which your system administrator and you can use to tailor PROFS to meet your needs. These files are:

- EPRSPROF FILE - The system profile

- EPRUPROF FILE - The user profile.

The following information can be defined in these files:

- The default author profile

- The number of PF keys you want to use in DisplayWrite/370

- The default options that appear on screens F06 or F68, "File the Document as a Final Document"

- The default options that appear on screens F08 or F70, "File the Document as a Draft Document."

These two files are shipped with the product as EPRSPROF $SAMP and EPRUPROF $SAMP. To tailor the user profile, copy EPRUPROF $SAMP to your A-disk and name it EPRUPROF FILE.

These files are read by PROFS when you sign on to PROFS. The system profile is read first and then the user profile is read. The user profile overrides the system profile. If neither profile defines a variable, the default value for that variable is used.

Both of these files have the same 80-character fixed length format and may contain the same information. Each line in the file defines an individual variable setting. If a variable is specified twice in the same file, the last setting read by the system is used. If a line begins with something other than a valid variable, the line is ignored. Each line begins with a variable separated from its setting by a single blank.

Below is a list of each variable you can use followed by a description of what it is used for and what information is used for its value.

DFAUTHOR This is the variable for the default author profile. The value is the author profile that you want displayed on screen F61, "Enter Author Profile." Only characters 10-17 of the line are used.

Note: An author profile name can contain only letters and numbers. No validation of the default author profile name is done when the line is read.

DEFORMAT This is the variable for the default document style. The value is the document style you want to use when the CREATE FASTPATH command or the MEMO FASTPATH command is invoked without a document style being specified. Only columns 10-17 of the line are used as the value of this variable.

DNUMDAYS This variable is used to set the retention period on screens F08 or F70, "File the Document as a Draft." Characters 10-17 are used for the value of this variable unless they are blank. If they are blank, the system default (R30) is used.

FNUMDAYS This variable is used to set the retention period on screen F06, "File the Document as a Final Document." Characters 10-17 are used for the value of this variable unless they are blank. If they are blank, the system default (R30) is used.

COPYNUMB This variable is used to set the number of copies of the document that are to be retained by PROFS storage. This appears on screens F08 or F70, "File the Document as a Draft." The character in column 10 is used as the value. If the value is not a number between one and four, the system default (2) is used.

PFKEYNUM   This variable is used to set the number of PF keys that you want to work with on the DisplayWrite/370 document screens. Characters 10 and 11 are used for the values of this variable. If these characters contain "12," you want to use only 12 PF keys. If these characters contain "24," you want to use all 24 PF keys. The default is 12. Values other than 12 or 24 are ignored.

VIEWPFKY   This variable is used to override the CLIST that PROFS used to set the PF keys on the DisplayWrite/370 "View" screen. You may either specify an alternate CLIST to be executed, or you may specify that no PF keys be set by PROFS (for the VIEW mode) by entering blanks as the name of the view CLIST. If no CLIST name is specified, your user profile will be executed. The default is VIEWPFS. See Appendix O for more information on CLISTs.

EDITPFKY   This variable is used to override the CLIST that PROFS used to set the PF keys on the DisplayWrite/370 "Edit" screen. You may either specify an alternate CLIST to be executed, or you may specify that no PF keys are to be set by PROFS (for the EDIT mode) by entering blanks as the name of the edit CLIST. If no CLIST name is specified, your user profile will be executed. The default is EDITPFS. See Appendix O for more information on CLISTs.

FORMATPF   This variable is used to override the CLIST that PROFS uses to set the PF keys on the DisplayWrite/370 "Document Format Creation" screen. You may either specify an alternate CLIST to be executed, or you may specify that no PF keys are to be set by PROFS for the FORMAT mode by entering blanks as the name of the format CLIST. If no CLIST name is specified, your user profile will be executed. The default is FORMATPFS.

MAILDRFT   This variable is used to set the MAIL option for screens F08 or F70, "File the Document as a Draft Document." The character in column 10 is used as the value. If this is a "Y," the MAIL option on these screens is initially selected when the screen appears. If this is an "N," the MAIL option on these screens is not initially selected when the screen appears. Values other than Y or N are ignored. The default is Y.

RESTDRFT   This variable is used to set the RESTRICT option for screens F08 or F70, "File the Document as a Draft Document." The character in column 10 is used as the value. If this is a "Y," the RESTRICT option on these screens is initially selected when the screen appears. If this is an "N," the RESTRICT option on these screens is not initially selected when the screen appears. Values other than Y or N are ignored. The default is N.

PRNTDRFT   This variable is used to set the PRINT option for screens F08 or F70, "File the Document as a Draft Document." The character in column 10 is used as the value. If this is a "Y," the PRINT option on these screens is initially selected when the screen appears. If this is an "N," the PRINT option on these screens is not initially selected when the screen appears. Values other than Y or N are ignored. The default is Y.

MAILFINL   This variable is used to set the MAIL option for screens F06 or F68, "File the Document as a Final Document." The character in column 10 is used as the value. If this is a "Y," the MAIL option on these screens is initially selected when the screen appears. If this is an "N," the MAIL option on these screens is not initially selected when the screen appears. Values other than Y or N are ignored. The default is Y.
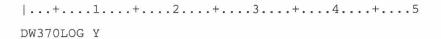
RESTFINL This variable is used to set the RESTRICT option for screens F06 or F68, "File the Document as a Final Document." The character in column 10 is used as the value. If this is a "Y," the RESTRICT option on these screens is initially selected when the screen appears. If this is an "N," the RESTRICT option on these screens is not initially selected when the screen appears. Values other than Y or N are ignored. The default is N.

PRNTFINL This variable is used to set the PRINT option for screens F06 or F68, "File the Document as a Final Document." The character in column 10 is used as the value. If this is a "Y," the PRINT option on these screens is initially selected when the screen appears. If this is an "N," the PRINT option on these screens is not initially selected when the screen appears. Values other than Y or N are ignored. The default is Y.

Activating the UNDO and REDO functions

The UNDO and REDO functions of DisplayWrite/370 cannot be used as PROFS is shipped. If you are going to use the UNDO and REDO functions, you must add the line given in the following example to your EPRUPROF FILE:

```
|...+....1....+....2....+....3....+....4....+....5
DW370LOG Y
```

The character in column 10 is used as the value. To deactivate the functions, change "Y" in column 10 to "N."