2 The PROFS main menu

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1 Introduction

The **main menu** is the first screen you will work with after you've signed onto PROFS. It lists the nine major office tasks in PROFS. The next ten chapters of this book explain these nine tasks. This chapter introduces them briefly and also explains:

- How to sign on to PROFS

- What's on the main menu

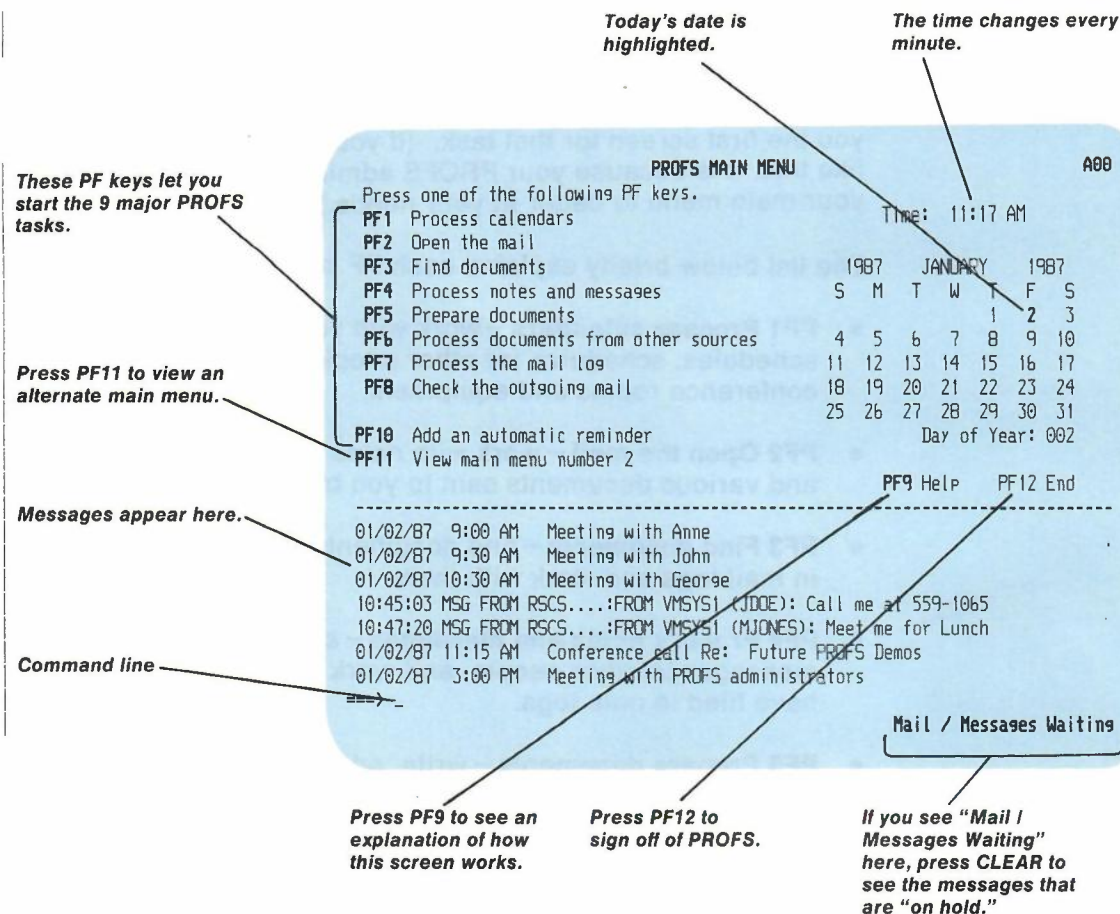- The second and third main menus

- How to sign off PROFS.

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

2
Signing on
to PROFS

Before you can use PROFS, you must **log on** to your computer and then **sign on** to PROFS. Logging on is simply the way you connect your terminal to the computer so that you can work with PROFS. The procedure varies from system to system. For most systems, you can follow the steps below — but check first with your PROFS administrator to find out if this procedure works for your system.

1. Make sure your terminal is on and working.

2. Press ENTER.

3. Type the word **LOGON** or the letter **L**. Leave one space and then type your **user name**. For example:

    L JPJONES

4. Press ENTER. The words ENTER PASSWORD appear on the screen.

5. Type your **password**. You won't see your password on the screen even when you type it. This is a security measure.

6. Press ENTER.

7. Wait until you see the words VM READ in the lower right corner of the screen. (You may see other words and messages first. You can ignore most of them. But if you see the word "MORE..." in the lower right corner, press CLEAR to see the next screen.)

8. Press ENTER.

9. Type **PROFS** (unless PROFS is automatically started when you log on; ask your PROFS administrator).

10. Press ENTER.

The IBM PROFS copyright screen is the first screen you will see when you first sign on to PROFS. After five seconds, it disappears, and PROFS shows you screen A00, "PROFS Main Menu."

Today's date is highlighted.

The time changes every minute.

These PF keys let you start the 9 major PROFS tasks.

Press PF11 to view an alternate main menu.

Messages appear here.

Command line

```
                         PROFS MAIN MENU                              A00
       Press one of the following PF keys.
       PF1  Process calendars                         Time:  11:17 AM
       PF2  Open the mail
       PF3  Find documents                 1987    JANUARY    1987
       PF4  Process notes and messages      S   M   T   W   T   F   S
       PF5  Prepare documents                                   1   2   3
       PF6  Process documents from other sources  4   5   6   7   8   9  10
       PF7  Process the mail log           11  12  13  14  15  16  17
       PF8  Check the outgoing mail        18  19  20  21  22  23  24
                                           25  26  27  28  29  30  31
       PF10 Add an automatic reminder              Day of Year: 002
       PF11 View main menu number 2

                                           PF9 Help    PF12 End
       ---------------------------------------------------------------
       01/02/87  9:00 AM   Meeting with Anne
       01/02/87  9:30 AM   Meeting with John
       01/02/87 10:30 AM   Meeting with George
       10:45:03 MSG FROM RSCS....:FROM VMSYS1 (JDOE): Call me at 559-1065
       10:47:20 MSG FROM RSCS....:FROM VMSYS1 (MJONES): Meet me for Lunch
       01/02/87 11:15 AM   Conference call Re: Future PROFS Demos
       01/02/87  3:00 PM   Meeting with PROFS administrators
       ===>  _
                                                  Mail / Messages Waiting
```

Press PF9 to see an explanation of how this screen works.

Press PF12 to sign off of PROFS.

If you see "Mail / Messages Waiting" here, press CLEAR to see the messages that are "on hold."

3
What's on the main menu

On the right half of the main menu, you can see:

- This month's calendar (today's date is highlighted)

- The time changes every minute

- The number of the day in the year (for example, January 1 is day number 001; February 1 is day number 032).

On the left half of the main menu you can see a list of PF keys with choices next to them. The choices next to **PF1** through **PF8** and **PF10** are also the names of the nine major tasks in PROFS. When you press one of these PF keys, PROFS shows you the first screen for that task. (If your screen doesn't look like this, it is because your PROFS administrator has tailored your main menu to better fit your needs.)

The list below briefly explains each PF key on the main menu.

- **PF1 Process calendars** — work with your daily and monthly schedules, schedules for other people, and schedules for conference rooms and equipment.

- **PF2 Open the mail** — work with notes and memos, letters, and various documents sent to you by others.

- **PF3 Find documents** — find documents that have been filed in mail logs and work with them.

- **PF4 Process notes and messages** — send notes and messages to other people, and work with notes that you have filed in note logs.

- **PF5 Prepare documents** — write, edit, and send documents such as memos, reports, and letters.

- **PF6 Process documents from other sources** — add information about documents (both paper and electronic that were not created using PROFS) to your files.

- **PF7 Process the mail log** — organize and work with key information about your documents. (The mail log is an index to your documents.)

- **PF8 Check the outgoing mail** — find out whether documents that you sent were received.

- **PF10 Add an automatic reminder** — tell PROFS to send you a reminder about something — for example, about a meeting you need to attend or a phone call you need to make.

If you press **PF9**, you'll get a HELP screen that explains the choices on the main menu.

If you press **PF11**, you'll see a second main menu. (See "The second and third main menus" next in this chapter for details.)

If you press **PF12** on the main menu, you will leave PROFS. To return to PROFS after pressing **PF12**, simply type **PROFS** and press ENTER.

On the bottom of the main menu, you see a blank area known as the echo area (between the dotted line that separates the top of the menu from the bottom of the menu, and the arrow ===›). The arrow points to the **command line**, where you type commands. (See "Commands" in "Chapter 1: Communicating with PROFS" and "Appendix G: Using commands with PROFS" for more information.) Commands you type, reminders, messages from other users, warning messages, and messages indicating a document has been sent to you appear in the echo area.

Messages Waiting means that there are other messages in the echo area you need to view. You can press CLEAR to erase the messages on the screen and display the ones that were not visible before.

Mail Waiting appears in the blank area on the right-hand side of the menu. This reminds you that a note, memo, letter, or other document has been sent to you.

If you want to see the calendar for another month, type a date (mm/dd/yy) next to the arrow and press ENTER. PROFS shows you the calendar for that month, with that day highlighted. The name of the month is also highlighted, to remind you that it is not the current month. You can return to today's calendar by pressing CLEAR. (See "Appendix I: Typing names, dates, and times" for more information about how to type dates on the main menu.)

4
The second and third main menus

PROFS comes with three main menus. The first main menu lists the nine major tasks. Your PROFS administrator may add more tasks to the second and third main menus, or may have changed what is on the main menu.

Press **PF11** on the first main menu. PROFS shows you the second main menu.

All main menus have the same date and time features.

This is the second main menu.

Your PROFS administrator may have added PF keys here.

```
                              PROFS MAIN MENU                              A00
        Press one of the following PF keys.
                                                      Time:  11:17 AM

                                        1987      JANUARY     1987
                                         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  31
                                                        Day of Year: 002
        PF11  View main menu number 3
                                             PF9 Help    PF12 End
        ----------------------------------------------------------------




        ===)  _
                                                        Mail Waiting
```

The second main menu may list more tasks or it may be blank — except for **PF11**. Press **PF11** to view the third main menu.

Note: Do not try to go back to the first main menu by pressing **PF12.** This will take you out of PROFS.

All main menus have the same date and time features.

```
                              PROFS MAIN MENU                        A88
        Press one of the following PF keys.
                                                Time:   11:17 AM

                                           1987      JANUARY     1987
                                            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  31
                                                         Day of Year: 002
        PF11   View main menu number 1

                                               PF9 Help    PF12 End
        -------------------------------------------------------------------



        ===) _

                                               Mail Waiting
```

This is the third main menu.

Your PROFS administrator may have added PF keys here.

Again, the third main menu may list more tasks or it may be blank. Press **PF11** to return to the first main menu.

Note: Do not try to return to the second main menu by pressing **PF12.** This will take you out of PROFS.

If the second and third main menus do list more tasks, you press the PF keys to go to the first screen for each task, just as you do on the first main menu.

5
Signing off
PROFS

For security reasons, you must **sign off** when you are finished working with PROFS. Follow these steps when you are ready to sign off:

1. You can sign off only from the main menu. If you are on another screen, you can generally press **PF12** repeatedly until you see the main menu.

2. If you see **Messages Waiting** in the lower right corner of the screen, you must press CLEAR to see the messages that are "on hold." PROFS won't let you press **PF12** to exit, until all your messages are out of "hold." The only way to exit with **Messages Waiting** showing on your screen, is to type **logoff** at the command line.

   You **can** exit if **Mail Waiting** appears on the screen.

3. Press **PF12** on the main menu.

   The screen clears, then tells you that you have signed off PROFS.

   You may now continue working with the computer, or you can **log off** the computer system in the following way:

4. Type: **LOGOFF** (or just **LOG**).

5. Press ENTER.

You may now turn off your terminal (if this is what you normally do at your installation).

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Fast Track

```
                                              PF1 ──▶  W00
                                                       Process
                                                       Calendars

                                              PF2 ──▶  C00
                                                       Open the Mail

                                              PF3 ──▶  D01
                                                       Find
                                                       Documents

                                              PF4 ──▶  E05
                                                       Process Notes
                                                       and Messages

                              A00
You sign on to PROFS ──▶  Main Menu No. 1      PF5 ──▶  F00
                                                       Prepare
                                                       Documents

                                              PF6 ──▶  A05
                                                       Process
                                                       Documents
                                                       from Other
                                                       Sources

        On all screens:                       PF7 ──▶  D00
        PF9 Help                                       Process the
                                                       Mail Log
        PF12 Return
        (except PF12                           PF8 ──▶  G03
        "End" on A00)                                  Check the
                                                       Outgoing Mail

                                              PF10 ──▶ X03
                                                       Add an
                                                       Automatic
                                                       Reminder
```

PF1 → [ ]

Your PROFS Administrator may have assigned functions to the PF keys on Main Menus No. 2 and No. 3. You can write them in the blank screen boxes.

PF1 → [ ]

PF2 → [ ]

PF2 → [ ]

PF3 → [ ]

PF3 → [ ]

PF4 → [ ]

PF4 → [ ]

PF11 →
```
A00
Main Menu No. 2
```
PF5 → [ ]

PF11 →
```
A00
Main Menu No. 3
```
PF5 → [ ]

PF6 → [ ]

PF6 → [ ]

PF7 → [ ]

PF7 → [ ]

PF8 → [ ]

PF8 → [ ]

PF10 → [ ]

PF10 → [ ]

PF11

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