



# 3 Processing calendars

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# 3 Processing calendars

## 1 Choosing from the main menu

When you press **PF1** on the main menu, PROFS shows you screen W00, "Process Calendars." This screen lets you control your appointment calendar.

*The time on this screen is updated only when you take some action - for example, pressing a PF key or ENTER.*

*Change the name and press ENTER to see someone else's schedule.*

*Change the date by typing over it or by using PF4 or PF5.*

PROCESS CALENDARS

W00

Calendar for: G. J. Johnson

Calendar date: 01/02/87

Time: 8:52 AM

Press one of the following PF keys.

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

PF9 Help    PF12 Return

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										

Starting from screen W00, "Process Calendars," you can do the following (all "see" references refer to sections that appear later in this chapter):

- View your schedule for one day or for an entire month (see "Working with the schedule" and "Viewing a schedule for a whole month").
- Change your schedule (see "Working with the schedule").
- View your schedule for several days (see "Working with several days of the calendar").
- View or change someone else's schedule (see "Viewing or changing another person's calendar").
- View several people's schedules at a time using a distribution list (see "Viewing or changing other schedules using a distribution list").
- View the schedules for conference rooms or equipment (see "Reserving conference rooms or equipment").
- Schedule a meeting and notify the attendees (see "Scheduling a meeting").
- Print several days of your calendar (see "Printing calendars").
- View the calendar's second main menu (W10). From here you can:
  1. Change user access to your calendar (see "Changing user access to a calendar").
  2. View the list of users authorized to access your calendar (see "Viewing the list of authorized users").
  3. Add company holidays to your calendar (see "Adding company holidays to your calendar").

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

## 2 Working with the schedule

When you press **PF1** on screen W00, PROFS shows you screen W01, "Work with the Schedule" – the schedule for the date shown on the top of screen W00. When you press **PF4** on screen W00, PROFS shows you the schedule for the next day. When you press **PF5** on screen W00, PROFS shows you the schedule for the previous day.

Your schedule  
for one day.

You can type  
another name, ..  
or another date, ..  
or both.

This will show up  
as "M" on the  
monthly calendar.

This will show up  
as "C" on the  
monthly calendar.

You can change the  
date to the next or  
previous day.

W01

WORK WITH THE SCHEDULE

Calendar for: G. J. Johnson

Date: 01/02/87

Friday

---

Type any changes to the schedule below.

BEGIN	END	DESCRIPTION
7:30AM	9:00AM	PERS: Counseling session with Bill
9:00AM	10:00AM	Meeting--Wilson's office Bring figures for February
10:00AM	11:00AM	CONF: Review new system with John
1:00PM	3:00PM	Class

NOTES: Remember that Wilson wanted February figures compared with those of October and December

PF3 Cancel changes  
PF9 Help

PF4 Next day  
PF10 Next Screen

PF5 Previous day  
PF11 Previous Screen

Screen 1 of 1  
PF12 Return

From here you can schedule appointments and meetings, erase them, change them, and add notes. You can add personal or confidential information that only those you authorize can see. You can also move or copy information from one day to another, and move or copy information from one schedule to another.

If the information on screen W01 is more than one screen long, you can use **PF10** or **PF11** to move back and forth between screens. If you change your mind and do not want to make any changes, press **PF3** ("Cancel changes"). **PF3** takes you to screen W00. Press **PF12** to save your changes and return to screen W00.

## Changing the date

If you want to view your schedule for another date, you can do it easily. If you are on screen W00, "Process Calendars," choose one of two ways.

1. Type the new date over the date shown, then press **PF1**.

Or,

2. Use one of the PF keys:

- Press **PF4** to view the next day.
- Press **PF5** to view the previous day.

**Note:** See "Appendix I: Typing in names, dates, and times" for information on how to type dates.

If you are on screen W01, "Work with the Schedule," choose one of two ways:

1. Press **ENTER** to move the cursor to the date field. Type the new date over the date shown; then press **ENTER**.

Or,

2. Use one of the PF keys:

- Press **PF4** to view the next day.
- Press **PF5** to view the previous day.

**Note:** See "Appendix I: Typing in names, dates, and times" for information on how to type dates.

You can press the PF keys several times in succession to move back and forth between dates.

## Changing the name

If you want to work with another person's schedule, you can do it easily. Starting from screen W00, "Process Calendars," follow these steps:

1. Type either the user name or nickname of the person over the name shown. Do **not** type the person's real name.
2. Press **PF1**.

PROFS shows you the schedule for the new name.

If you want PROFS to restore your name and today's date on screen W00, simply press CLEAR.

Starting from screen W01, "Work with the Schedule," follow these steps:

1. Type either the user name or nickname over the name shown.
2. Press ENTER.

PROFS shows you the schedule for the new name.

## Scheduling appointments and meetings

While you are still on screen W01, you can schedule an appointment on your calendar by following these steps:

1. Type the time the meeting will begin under **BEGIN**. (See "Appendix I: Typing in names, dates, and times" for information about typing times.)
2. Type the time the meeting will end, under the column labelled **END**.
3. Type the description of the meeting, or any other information you want to add, directly under the column labelled **DESCRIPTION**. You can type as many lines as you need, but start each under **DESCRIPTION**.
4. Press **ENTER**.

PROFS will automatically list all meetings according to time, starting with the earliest. If two meetings start at the same time, the one that ends first will be listed first.

If the list is longer than one screen, press **PF10** to move to the next screen.

Press **PF12** to store the changes. Press **PF3** to cancel the changes.



## Scheduling all day events for several days

When you need to schedule an all-day event that will last for several days in a row, here's what you do:

Starting from screen W01, "Work with the Day's Schedule:"

1. Type **all** below BEGIN.
2. Tab over and type the total number of working days for which you want to schedule the event under the column labelled END.
3. Type the description of the event under the column labelled DESCRIPTION.
4. Press ENTER.

PROFS stores the events; however, PROFS will not record the event if it falls on a holiday or a non-working day.

**Note:** You can change the starting and ending time of your working day by using the CALENDAR \$PROFILE file. You can also use the CALENDAR \$PROFILE file to change your non-working days. See "Appendix N: Tailoring your PROFS system" for information on how to tailor this file.

## Scheduling recurring events

A recurring event is one that is held on a regular basis, such as a routine status meeting in your department. A recurring event can occur daily, weekly, every other week, or monthly. PROFS automatically marks the event on your calendar for each occurrence.

Starting from screen W01, "Work with the Schedule," follow these steps:

1. Move the cursor next to the entry you want to show as a recurring event.
2. Type **r** (for "recurring") to the left of the BEGIN time beside the entry.
3. Press ENTER.

Or, if the event is not already shown on W01:

1. Type **r** to the left of the time under the BEGIN column.
2. Type the beginning time immediately following the "r."
3. Type the ending time under END.
4. Type a description of the meeting under DESCRIPTION.
5. Press ENTER.

# SCHEDULE A RECURRING MEETING

W09

Calendar for: **G. J. Johnson**

Time: 2:14 PM

Type the information below. Then press ENTER.

Starting Date: **01/02/87**

Ending Date: **07/03/87**

Meetings Time: **2:00 PM to 3:00 PM**

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						

Type an **X** next to the frequency you want:

☐ Daily ☐ Weekly ☐ Every other week ☐ Monthly

If you chose Weekly, Every other week, or Monthly, type an **X** next to the day of the week on which you want the meeting:

☐ Sun ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat

If you chose Monthly, type an **X** next to the occurrence of the day of the week on which you want the meeting:

☐ First ☐ Second ☐ Third ☐ Fourth ☐ Last

PF9 Help

PF10 Next month

PF11 Previous month

PF12 Return

PROFS shows you screen W09, "Schedule a Recurring Meeting." To indicate how often the event occurs, the day of the week on which it occurs, and the occurrence of the day of the week within the month of the event:

1. Type **X** next to your choice(s).

(See "Scheduling a recurring meeting" later in this chapter for information on choosing the frequency of a meeting.)

2. Press ENTER.

**Note:** If the recurring meeting is a "daily" one, PROFS will only schedule it for up to 13 weeks. You cannot schedule a recurring meeting beyond your company's last scheduled holiday. If you attempt to, PROFS tells you that the ending date must be on or before that last date.

## Describing your appointments

When you add an appointment that has both a beginning and an ending time, PROFS takes the first letter of the first word in your description and places it on the monthly calendar to show that you have scheduled an appointment for a particular hour.

See "Viewing a schedule for a whole month" later in this chapter for a complete explanation of the monthly calendar.

W05

VIEW THE MONTH OF JANUARY

Calendar for: **George Johnson**      Date: **01/02/87**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 .....	2 <M-.CC..	3 .....
4 .....	5 .....>	6 .....	7 .....	8 .*...MM.	9 .....I..	10 .....
11 .....	12 .M.....	13 .....	14 .....	15 <M-....	16 .....	17 .....
18 .....	19 .....	20 .....	21 .....	22 .....	23 .RR.....	24 .....
25 .....	26 ...VVVV	27 .....	28 .....	29 .....	30 .....	31 .....
<p><b>Note: Remember that Wilson wanted February figures compared with those of October and December.</b></p>						

PF1 View day's schedule
PF4 Next day's notes
PF5 Previous day's notes

PF9 Help
PF10 Next month
PF11 Previous month
PF12 Return

You may begin your appointment descriptions with numbers, letters, or words that will help you identify the items on your monthly calendar. For example, if you have a meeting with Wilson at 9 AM on May 15, you might want to type the following under DESCRIPTION:

Meeting with Wilson

or,

M – Wilson to meet with me to go over accounts

PROFS takes the first letter of the entry – the letter “M” in this case – and places that letter at the 9 AM position on May 15 on the monthly calendar. The letter “M” indicates to you that you have a meeting during that hour. You can use other letters to indicate other kinds of appointments: “I” for interviews, for example, or “R” for review sessions. (See “Viewing a schedule for a whole month,” later in this chapter for more information about reading and working with the monthly calendars.)

## **Making changes to your calendar**

There are paragraphs in this chapter which describe how you can make changes to your calendar. If you are making any combination of changes, it is important that you make changes in the following order:

1. ERASE
2. D (delete)
3. Time field validation
4. ALL (all day event)
5. R (recurring event)
6. A (add)
7. M, C (move and copy)

## **Erasing all appointments and meetings for one or more days**

If you want to cancel all appointments for one or several days, here's what you do:

1. Move the cursor to the first blank line of the first day you want to erase.
2. Type **erase** under BEGIN time.
3. Move the cursor to the END column.
4. Type the number of calendar days to be erased.
5. Press ENTER.

PROFS erases all appointments for the number of days shown, including holidays and non-working days.

## **Deleting appointments and meetings**

If you cancel an appointment, you want to delete it from your schedule. Simply follow these steps:

1. Move the cursor to the beginning of the line you want to delete.
2. Type **d** (for "delete").
3. Press ENTER.

PROFS deletes the entire event.

## **Adding a line of description to an existing entry**

You can add a line of information to an entry shown on your schedule. Starting from screen W01:

1. Move the cursor to the left of the beginning time where you want to add the new line.
2. Type **a** (for "add") to the left of the BEGIN time.
3. Press ENTER.

PROFS adds a blank line. The cursor moves to the new blank line under this entry.

4. Tab over to DESCRIPTION.
5. Type the additional line of text under DESCRIPTION in the blank line.

PROFS adds the new line of text to the entry.

**Note:** To add an event, type the event after the last entry on your screen. (PROFS will sort your calendar by the starting and ending time.) Follow the steps in "Scheduling appointments and meetings" in this chapter.

## Adding notes

To add notes to your calendar:

1. Move the cursor to a blank line.
2. Type **NOTES:** under BEGIN time. (The colon is not required.)
3. Move the cursor to the DESCRIPTION column.
4. Type the note. You can type as many lines as you need, starting each under DESCRIPTION. You may also use PERS: or CONF: to type private notes.

PROFS will show you all of your notes at the bottom of your schedule. The first line of the first note will also appear on screen W05, "View the Month," when that day is highlighted on the monthly calendar (see "Viewing a schedule for a whole month" later in this chapter).

## Moving information to another date or to someone else's schedule

If a meeting that was scheduled for one person will be attended instead by someone else, or if the date of a meeting is changed, you can move the information to the new schedule without retyping it. (You can make changes to another person's schedule only if you are authorized to do so.) There are two ways to do this:

1. Type **m** (for "move") to the left of the BEGIN time beside each entry you want to move. (You can move more than one item at a time if you want to.)
2. Press ENTER to move the cursor to the "Date" line and type the new meeting date.
3. Tab the cursor backwards to the "Calendar for" line and type the user name or nickname of the person's schedule being changed.
4. Press ENTER.



Or,

1. Type **m** (for "move") to the left of the BEGIN time beside each entry you want to move.
2. Use one of the following PF keys:
  - Press **PF4** to move the entry to the next day.
  - Press **PF5** to move the entry to the previous day.

PROFS shows you the new schedule with the moved item on it. PROFS erases the item from the schedule you were viewing.

Press **PF3** to cancel the move action. (Once the item has been moved, however, pressing **PF3** will not return the item to the originally scheduled day. Therefore, the item no longer appears on either day.) Press **PF12** to store the item and return to screen W00, "Processing Calendars."

## **Copying information to another date or to someone else's schedule**

If several people will attend the same meeting, or if one person wants to schedule the same event on several dates, you can copy the information to each schedule without retyping it. (You can make changes to another person's schedule only if you are authorized to do so.) There are two ways you can do this:

1. Type **c** (for "copy") to the left of the BEGIN time beside each entry you want to copy. (You can copy more than one item at a time if you want to.)
2. Press ENTER to move the cursor to the "Date" line and type the new meeting date.
3. Tab the cursor backwards to the "Calendar for" line and type the user name or nickname of the person's schedule being changed or updated.
4. Press ENTER.

Or,

1. Type **c** (for "copy") to the left of the BEGIN time beside the entry you want to copy.
2. Press one of the following PF keys.
  - Press **PF4** to copy the entry to the next day.
  - Press **PF5** to copy the entry to the previous day.

PROFS shows you the new calendar with the copied item on it.

Press **PF3** to cancel the copy action. Press **PF12** to store the item and return to screen W00, "Process Calendars."

### **Copying your schedule in a note**

If you want someone to know your schedule, you can include your calendar in a note. PROFS sends your schedule with the note. See "Including your calendar in a note" in "Chapter 6: Processing notes and messages."

### 3 Working with several days of the calendar

There may be times when you need to view a schedule for several days in a row instead of for only one day. PROFS lets you view a schedule from 1 to 99 days.

Starting from screen W00, follow these steps:

1. Move the cursor to the **PF2** description line.
2. Replace the number 7 on the screen with the number of days (from 1 to 99) you want to see, beginning with the date shown.
3. Press **PF2**.

PROFS shows you the schedule on screen W02, "View Several Days of the Calendar."

VIEW 7 DAYS OF THE CALENDAR W02

Calendar for: G. J. Johnson 01/02/87 - 01/08/87

To change a schedule, place the cursor under the day or date and press ENTER.

Friday 01/02/87

7:30AM 9:00AM PERS: Counseling session with Bill

9:00AM 10:00AM Meeting--Wilson's office

10:00AM 11:00AM CONF: Review new system with John

1:00PM 3:00PM Class

NOTES: Remember that Wilson wanted February figures compared with those of October and December

Monday 01/05/87

NOTES: Check with Jones re monthly sales report

Wednesday 01/07/87

8:00PM 9:00PM Seminar at the club

PF4 Next 7 days PF5 Previous 7 days PF8 Print Screen 1 of 1

PF9 Help PF10 Next Screen PF11 Previous Screen PF12 Return

The dates of the schedule that you see appear in the top right hand corner of the screen. If the list is longer than one screen, press **PF10** to see the next screen.

If you want to change a schedule on screen W02, here's what you do:

1. Move the cursor to the date of the schedule you want to change.
2. Press ENTER. PROFS shows you screen W01, "Work with the Schedule."
3. Type your schedule changes.
4. Press **PF12** (or **PF3** to cancel changes). PROFS returns you to screen W02.

You can change the number of days either forward (**PF4**) or backward (**PF5**) of the schedule you want to see on W02. Follow these steps:

1. Move the cursor to the bottom of the screen.
2. Type the new number of days (from 1 to 99) over the number shown next to **PF4** or **PF5**.
3. Press **PF4** or **PF5**. PROFS shows you the new schedules.

## **4 Viewing or changing another person's calendar**

You may be authorized to simply view another person's calendar or to both view it and change it. For example, your supervisors or colleagues might want you to add meetings and appointments to their calendars — either on a regular basis or while they are out of town.

Starting from screen W00, follow these steps:

1. Type the person's user name or nickname over the name shown.
2. Press one of the following PF keys:
  - **PF1** to view the current day. (PROFS shows you screen W01, "Work with the Day's Schedule.") You can make changes to this schedule, if you are authorized, or change the date, just as if it were your own. You can copy it, even if you are not authorized to change it.
  - **PF2** to view several days at a time. (PROFS shows you screen W02, "View XXX Days of the Calendar.")
  - **PF4** to view the next day. (PROFS shows you screen W01, "Work with the Day's Schedule.")
  - **PF5** to view the previous day. (PROFS shows you screen W01, "Work with the Day's Schedule.")
  - **PF6** to view the month. (PROFS shows you screen W05, "View the Month of XXXXXXXX.")

## 5 Viewing and changing other schedules using a distribution list

When you want to view the schedules for a group of people all at one time, you can use a distribution list. (See "Appendix C: Working with distribution lists" for information on how to set up and use distribution lists.)

Starting from screen W00, follow these steps:

1. Type the distribution list name over the name shown. (The distribution list can contain up to 150 names.)
2. Press **PF1**.

PROFS shows you each schedule on the distribution list for the date shown on screen W04, "View the Schedules for XXXXX."

**Note:** The distribution list name appears in the screen title.

VIEW THE SCHEDULES FOR MYLIST W04

Date: Friday 01/02/87

To work with a schedule, place the cursor under the name and press ENTER.

**Ken Hanson**  
1:00PM 4:30PM PROFS Users meeting  
3:00PM 5:00PM Staff planning session

**I. G. Earp**  
1:30PM 3:00PM Marketing update

**Bob Metcalfe**  
7:45AM 4:30PM Meeting with new hires

**M. R. Waller**  
8:00AM 9:00AM RC-4 Meeting  
9:00AM NOON E.O. meeting

**Bob Huggins**  
**L. A. Oliver**  
7:45AM 4:30PM Continuation of Prestaff

PF4 Next day PF5 Previous day Screen 1 of 1  
PF9 Help PF10 Next Screen PF11 Previous Screen PF12 Return

3. Use one of the following PF keys:

- Press **PF4** to see the next day.
- Press **PF5** to see the previous day.
- Press **PF10** to move to the next screen if the list is longer than one screen.
- Press **PF11** to move to the previous screen.

If you want to change a schedule from this screen, here's what you do:

1. Move the cursor to the name on the schedule you want to change.
2. Press ENTER. PROFS shows you screen W01, "Work with the Schedule."
3. Type your changes. (Remember that you can make changes to another person's schedule only if you are authorized to do so.)
4. Press **PF12** to store the changes (or **PF3** to cancel them). PROFS returns you to screen W04.



## 6 Reserving conference rooms or equipment

Conference rooms and equipment have specific names that your PROFS administrator has assigned to them. Just as you reserve time on your own schedule for appointments, you may, (if you are authorized to do so) view the schedule for a conference room or piece of equipment and reserve time for it. (The conference room list can show up to 150 different locations.) Starting from screen W00, there are two different ways to do this.

The first way is to press **PF3**. PROFS shows you screen W04, "View the Schedules for Conference Rooms" with a list of conference rooms that have their own schedules.

VIEW THE SCHEDULES FOR CONFERENCE ROOMS

W04

Date: Friday 01/02/87

To work with a schedule, place the cursor under the name and press ENTER.

CR2B26 - CONFERENCE ROOM 2B26

1:00PM 4:30PM PROFS Users meeting - Ken Hanson

3:00PM 5:00PM Staff Planning session - Bob Scott

CR2C33 - CONFERENCE ROOM 2C33

1:30PM 3:00PM Marketing update - I. G. Earp

CR3A27 - CONFERENCE ROOM 3A27

9:45AM 4:30PM Meeting with new hires - Bob Metcalfe

CR3B30 - CONFERENCE ROOM 3B30

8:00AM 9:00AM RC-4 Meeting

9:00AM NOON E.O. meeting - M. R. Waller

CR4C22 - CONFERENCE ROOM 4C22

CR4W131 - THEATER

9:45AM 4:30PM Continuation of Prestaff - Bob Huggins

PF4 Next day PF5 Previous day

PF9 Help PF10 Next Screen PF11 Previous Screen

Screen 1 of 1

PF12 Return



You can also change the schedule if you are authorized to do so. Here's what to do:

1. On screen W04, "View the Schedules for Conference Rooms," move the cursor to the name on the schedule you want to change.
2. Press ENTER. PROFS shows you screen W01, "Work with the Schedule."
3. Type your changes.
4. Press **PF12** to store the changes (or **PF3** to cancel them). PROFS returns you to screen W04.

The second way to change the schedule starts on screen W00:

1. Type the name of the room or the equipment name over the name shown.
2. Press one of the following PF keys:
  - **PF1** to view the current day's schedule
  - **PF4** to view the next day's schedule
  - **PF5** to view the previous day's schedule.
3. Type your changes.
4. Press **PF12** to store the changes (or **PF3** to cancel them). PROFS returns you to screen W00.

## 7 Viewing a schedule for a whole month

When you press **PF6** on screen W00, PROFS shows you screen W05, "View the Month of January" (or the appropriate month).

The letter codes are copied automatically from your daily schedule.

The other symbols have special meanings (see below).

VIEW THE MONTH OF JANUARY							W05
Calendar for: George Johnson				Date: 01/02/87			
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
				1 .....	2 <M--.CC..	3 .....	
4 .....	5 .....>	6 .....	7 .....	8 *...MM.	9 .....I..	10 .....	
11 .....	12 .....M.	13 .....	14 .....	15 <M-.....	16 .....	17 .....	
18 .....	19 .....	20 .....	21 .....	22 .....	23 ...RR....	24 .....	
25 .....	26 .....VVVV	27 .....	28 .....	29 .....	30 .....	31 .....	
Note: Remember that Wilson wanted February figures compared with those of October and December.							
PF1 View day's schedule PF4 Next day's notes PF5 Previous day's notes							
PF9 Help PF10 Next month PF11 Previous month PF12 Return							

This calendar uses symbols to give you a quick view of your schedule for the month. Each symbol stands for one hour in the day. The first symbol within a date box stands for the first working hour in your day (for example, 9:00 AM to 9:59 AM), the second for the second working hour in your day (for example, 10:00 AM to 10:59 AM), and so on, until the last hour in your working day (for example, 4:00 PM to 4:59 PM). This is what each of the symbols mean:

- The dots (•) stand for the hours during which you have no appointments. In the example, no appointments are scheduled for January 6, so all eight dots appear on the screen.
- < A "less-than" sign shows that an event is scheduled **before 9 AM** (or the first hour). In the example, a breakfast meeting is scheduled for January 15.

- > A "greater-than" sign shows that an event is scheduled **at or after 5 PM** (or the last hour); for example, an after-hours seminar is scheduled for January 5.
- \* An asterisk shows that **two or more events** are scheduled for the same hour. For example, two events are scheduled for the second hour of the working day on January 8. This could mean a conflict, or it could mean that two or more events are scheduled between the beginning and the end of the second hour. For example, one event might be scheduled from 10:00 AM to 10:30 AM and another event might be scheduled from 10:30 AM to 11:00 AM.
- A hyphen shows that a scheduled event is either **personal or confidential**, and the person viewing the calendar is not authorized to see the description. (Or, it means that nothing was typed in for a description of that event.) For example, the third through the sixth hours of the working day are scheduled for personal or confidential appointments on January 22.

Other letters or characters show events scheduled for a particular hour. These characters are always the first character in the description of each appointment. If you have used one of the "reserved" symbols above as the first character (● < > \* -) or a blank, PROFS will show the first "non-reserved" or non-blank character. For example, if you had "8:00AM 9:00AM -Go to show," the calendar shows a "G," not a hyphen.

If you like, you can use particular symbols to begin the descriptions for each event. In our example, G. J. Johnson begins all descriptions of meetings with the letter "M," interviews with "I," vacations with "V," review sessions with "R," and classes with "C." His calendar shows meetings on January 2, 8, 12, and 15; an interview on January 9; vacation hours on January 26; a review session on January 23, and a class on January 2. You might even use letters to indicate the names of people with whom you have appointments.

You can change the name or date (or both) at the top of the calendar by typing in the user name or nickname and the date over the one shown.

The PF keys on screen W05 are explained below:

- Press **PF1** to view the day's schedule. If the cursor is within the box for a date, PROFS will show you that date. If it is not within a box, PROFS will show you the calendar for the date shown.

Use the cursor tab keys to move the cursor within the boxes.

- Press **PF4** to view the next day's notes. The next day's number will be highlighted. PROFS shows you the notes for that date, if there are any.
- Press **PF5** to view the previous day's notes. The previous day's number will be highlighted. PROFS shows you the notes for that date, if there are any.
- Press **PF10** to view the schedule for next month. The first day's number of the next month will be highlighted. PROFS shows you the notes for that date, if there are any.
- Press **PF11** to view the schedule for the previous month. The first day's number of the previous month will be highlighted. PROFS shows you the notes for that date, if there are any.

If you want to view the notes for a selected date, simply:

1. Put the cursor somewhere within the box for the date you want to view.

You can use the cursor tab keys to move the cursor within the boxes.

2. Press ENTER.

PROFS shows you the notes for that date.

## **8 Scheduling a meeting**

You can use the PROFS calendar to schedule meetings in any one of three ways:

1. You can have PROFS check schedules of a list of people to determine what time everyone is available for a meeting. Then PROFS will send a meeting notice to those people.
2. You can have PROFS send a meeting notice to a list of people without checking to see if the people are available for the meeting. You may want to use this method if you must hold a meeting at a specific time, on a specific day, regardless of who is available to come at that time.
3. You can have PROFS notify a list of people of a recurring meeting. A recurring meeting is a meeting that occurs on a regular basis (for example, daily). PROFS will not check to see if the people are available for the recurring meeting.

In each case, PROFS will only notify the people of your meeting. PROFS will not actually put the meetings on any schedules.

If you invite more than 40 people to your meeting, you must send a meeting notice by creating a document, using the MEETING document style instead of screen W06, "Schedule a Meeting." (See "Chapter 8: Preparing DCF documents" to choose the DCF MEETING document style.)

## Having PROFS check schedules

To have PROFS check schedules of a list of people for a meeting, follow these steps:

1. Press **PF7** on screen W00, "Process Calendars." PROFS shows you screen W06, "Schedule a Meeting."

*The date from W00 automatically appears - you can change it.*

W06

**SCHEDULE A MEETING**

Type the information below. Then press PF1, PF2, or PF3.

Starting date: 01/02/87  
Ending date: 01/02/87  
Amount of time needed: Hours 1 Minutes 0  
Requested starting time: 9:00 AM

Type one user name, conference room name, or distribution list name per space.  
To view a schedule, place the cursor under the name and press PF4.

USER NAME	USER NAME
GJohnson	TSmith__
LRiley__	_____
_____	_____
_____	_____
_____	_____

PF1 Check calendars  
PF2 Send a notice of the meeting without checking calendars  
PF3 Schedule a recurring meeting without checking calendars

PF9 Help PF10 Next user names PF11 Previous user names

Screen 1 of 4  
PF12 Return

2. Type the **earliest possible date** for the meeting. The date cannot be earlier than today's date.
3. Type the **latest possible date** for the meeting. This date can be up to one year later than the first date.



4. Type the **amount of time** you need for the meeting. For example, you can type **2 hours and 30 minutes**. If you type 60 minutes or more, PROFS converts the minutes to hours and adds the hours to the hours you typed. The total amount of time must be no greater than the amount of time between the starting time you type and the end of your workday.

**Note:** For information on how to change the end time of your working day, see "Appendix N: Tailoring your PROFS system."

5. Type the **earliest possible starting time** you want for the meeting. PROFS will show you the available times during or after the time you type. The starting time cannot be earlier than the start time of your working day.

**Note:** For information on how to change the start time of your working day, see "Appendix N: Tailoring your PROFS system."

6. Type the **user names, nicknames, or distribution list names** of the people you want to attend the meeting. You may include users on a remote system by specifying a nickname or by including them in a distribution list. You may also include conference room and equipment names. PROFS will remove any duplicates in your distribution lists from the search list.

To display the user names contained in your distribution lists, press ENTER. PROFS will list each user name in the distribution list individually on your screen. (You will also see the real name of the person whose user name you have listed as an attendee.) You can then add or delete names from the distribution list.

You must include your own user name if you will be attending the meeting. If you include a conference room, the person who maintains the conference room schedules will automatically get a copy of the meeting notice in order to reserve the room.

7. Press **PF1**.

PROFS will search to find a time when everyone (including any conference room or equipment you typed) is available. (While PROFS cannot search the calendars of remote users to check their schedules, you **can** send meeting notices to remote users to tell them about a meeting. This lets them add the meeting to their calendars.)

PROFS does not search for available times on non-working days, including holidays.

**Note:** For information on how to change your non-working days, see "Appendix N: Tailoring your PROFS system."

8. If PROFS cannot find a free time, it first removes any conference rooms or equipment from the search list and checks the remaining schedules. If nothing is available, PROFS removes names from the end of the list and searches again. When PROFS finds a free time, it shows the W06, "Schedule a Meeting," screen again with the names of those who are blocking the meeting highlighted.

Because of the way in which PROFS determines who is blocking a meeting, you should place the names of the people who do not absolutely need to attend the meeting, if any, at the end of the list.

If you invite more than 40 people to your meeting, you must send a meeting notice by creating a document, using the MEETING document style instead of screen W06, "Schedule a Meeting." (See "Chapter 8: Preparing DCF documents" to choose the DCF MEETING document style.)

If PROFS cannot find an available time, you will see a message on screen W06, "Schedule a Meeting," telling you this. The names of people whose schedules are blocking an available time will be highlighted and moved to the top of the list of attendees.



There are two possible actions you can take to resolve the meeting conflict:

- a. You may schedule the meeting for those people who are available by removing the highlighted names from the list. To remove the highlighted names you can either type blank characters over the names (using the space bar) or erase them in one keystroke (using the EOF key).

Or, if you want to find a meeting time when all these users are available:

- a. If you are authorized to view the person's calendar, place the cursor under the name of one of the people blocking the meeting.

- b. Press **PF4**.

PROFS will show you screen W02, "View Several Days of the Calendar," of the person you indicated for the date range you typed on screen W06, "Schedule a Meeting." You can then use this information to change the search criteria so that this person can attend your meeting. You may find this useful if a particular person, such as a key speaker, must attend the meeting.

- c. Start a new search by pressing **PF12** to return to screen W06, "Schedule a Meeting."
- d. Change the search information.
- e. Press **PF1**.

PROFS will begin another search using the new search information.

When PROFS finds an available meeting time, it shows you screen W07, "Times Found for a Meeting."

*Some of the times  
may be longer than  
you asked for.*

TIMES FOUND FOR A MEETING W07

Starting date: 01/02/87  
Ending date: 01/05/87  
Amount of time needed: Hours 1 Minutes 0

Choose a day and time by typing an X next to your choice below.  
Change the starting and ending times as required and press ENTER.

CHOICE	DAY	DATE	STARTING	ENDING
-	Friday	01/02/87	3:30 PM	6:00 PM
-	Monday	01/05/87	9:00 AM	2:00 PM

Screen 1 of 1

PF1 Try another PF9 Help PF10 Next Screen PF11 Previous Screen PF12 Return

Screen W07 repeats the search information you typed (the starting and ending dates and the amount of time you requested), and shows you a list of possible times for your meeting. There might be more than one possible time listed for a single day. The list may be more than one screen long; you can use **PF10** and **PF11** to move back and forth among the screens.

Look over the list that you see. If you aren't satisfied with the list of possible times, start the search over again by pressing **PF1**.

If you see a time period that you want on screen W07:

1. Type **X** in the first column on the line that you choose.
2. Change the starting and ending times you see by typing over them with the times you actually want.

For example, if you want to have a one-hour meeting and PROFS found a four-hour time period (such as, 1:00 PM to 5:00 PM), you can schedule the hour you want by typing over the times shown with the time you want within that time period (for example, if you would like to have your meeting at 2:00 PM, you would type **2:00 PM** over the 1:00 PM start time and you would type **3:00 PM** over the 5:00 PM end time).

You can also lengthen or shorten the meeting, as long as the time falls within the period of time found. (If you need to view the original time period found by PROFS, simply press CLEAR.)

3. Press ENTER.

## Sending a meeting notice when PROFS checks schedules

When you have chosen a time, PROFS shows you screen W08, "Send a Notice of a Meeting."

**PROFS fills in the time you chose.**

**You fill in these areas.**

SEND A NOTICE OF A MEETING W08

Requester: G. J. Johnson\_\_\_\_\_

Date to be scheduled: 01/02/87

Starting time: 4:00 PM

Ending time: 5:00 PM

Type the information below. Then press PF7 to send.

Location: Third floor conference room (3-F-13)\_\_\_\_\_

Subject: October sales report\_\_\_\_\_

Purpose: We need to review that October sales report to see if we\_\_\_\_  
need a new approach for our forthcoming product. Please\_\_\_\_  
bring your monthly reports for last year, and the forecasts\_\_\_\_  
for this year.\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PF1 Try another   PF2 Change time   PF7 Send   PF9 Help   PF12 Return

PROFS has filled in the "Date to be scheduled," "Starting time," and "Ending time" that you chose.

The blank following "Requester" is filled in with your name but you are free to change it. You may type the user name or nickname of another person if someone other than yourself is requesting the meeting. The location is filled in with a conference room name if you used one on screen W06, "Schedule a Meeting."

When you have typed in "Location," "Subject," and "Requester" information, you can type the "Purpose" of your meeting.

You can make the "Purpose" of your meeting brief or it can be up to 8 lines long. You can have the purpose appear both in the meeting notices and in the attendees' schedules. You can have the purpose appear only in the meeting notices. Or, you can have all of the purpose appear in the meeting notice, and only part of the purpose appear in the attendees' schedules.

To have the meeting purpose appear in both the meeting notices and in the attendees' schedules, type the purpose on the lines provided following "Purpose."

To have the purpose appear in the meeting notices, and only part or none appear in the actual schedules, type four asterisks, separated by blanks, at the beginning of the part of the purpose you want kept out of the attendees' schedules. For example:

**\* \* \* \* This is a fund raising meeting.**

would keep the entire purpose out of the attendees' schedules.

SEND A NOTICE OF A MEETING

W08

Requester:

G. J. Johnson\_\_\_\_\_

Date to be scheduled:

01/02/87

Starting time:

4:00 PM

Ending time:

5:00 PM

Type the information below. Then press PF7 to send.

Location:

Third floor conference room (3-F-13)\_\_\_\_\_

Subject:

Annual corporate meeting\_\_\_\_\_

Purpose:

\* \* \* \* This is a fund raising meeting.\_\_\_\_\_

PF1 Try another

PF2 Change time

PF7 Send

PF9 Help

PF12 Return

The attendees will receive the entire purpose as part of the meeting notice. However, if the meetings are added to schedules, no purpose will appear.

Now, press **PF7** to send the notice. A message appears on your screen telling you the notice has been sent. PROFS sends a note to the people on your list and places it in their incoming mail. The note tells them that you request that they attend a meeting and gives them the date, time, location, subject, requester, and purpose of the meeting.

The people you invite to the meeting must then decide whether to put the meeting on their daily schedules. PROFS does not automatically add the meeting to their schedules.

If you need to schedule a second meeting for the same group of people, during the same date range, press **PF2**. PROFS shows you screen W07, "Times Found for a Meeting," with the list of times PROFS found. You can now choose a different time for a meeting.



## Sending a meeting notice without having PROFS check schedules

You can have PROFS send meeting notices to a group of people without checking their schedules to see if they are available for the meeting. You might want to use this method of scheduling a meeting if you must hold a meeting at a specific time on a specific date, regardless of who is available to attend the meeting.

To have PROFS send meeting notices without checking schedules, follow these steps:

1. Press **PF7** on screen W00, "Process Calendars." PROFS shows you screen W06, "Schedule a Meeting."

*The date from screen W00 automatically appears - you can change it.*

**SCHEDULE A MEETING** W06

Type the information below. Then press PF1, PF2, or PF3.

Starting date: 01/02/87  
Ending date: 01/02/87  
Amount of time needed: Hours 1 Minutes 0  
Requested starting time: 9:00 AM

Type one user name, conference room name, or distribution list name per space.  
To view a schedule, place the cursor under the name and press PF4.

USER NAME	USER NAME
GJohnson	TSmith__
LRiley__	_____
_____	_____
_____	_____
_____	_____

PF1 Check calendars  
PF2 Send a notice of the meeting without checking calendars  
PF3 Schedule a recurring meeting without checking calendars

Screen 1 of 4

PF9 Help   PF10 Next user names   PF11 Previous user names   PF12 Return

2. Type the **actual date** for the meeting next to "Starting date." The date cannot be earlier than today's date. You do not need to type an "Ending date."

3. Type the **amount of time** you need for the meeting. For example, you can type **2 hours and 30 minutes**. If you type 60 minutes or more, PROFS converts the minutes to hours and adds the hours to the hours you typed.
4. Type the **actual starting time** for the meeting. You can also type **NOTES:** (it is not necessary to type the colon) in this item if you want to send a note to several users to store in their calendars. For example, you may want to send a reminder to everyone in your department to turn in a report on a particular date.
5. Type the **user names, nicknames, or distribution list names** of the people you want to attend the meeting. You may include users on a remote system by specifying a nickname or by including them in a distribution list. You may also include conference room and equipment names. PROFS will remove any duplicates in your distribution lists from the search list.

To display the user names contained in your distribution lists, press ENTER. PROFS will list each user name in the distribution list individually on your screen. (You will also see the real name of a person whose user name you have listed as an attendee.) You can then add or delete names from the distribution list.

You must include your own user name if you will be attending the meeting. If you include a conference room, the person who maintains the conference room schedules will automatically get a copy of the meeting notice in order to reserve the room.

If you invite more than 40 people to your meeting, you must send a meeting notice by creating a document, using the MEETING document style instead of screen W06, "Schedule a Meeting." (See "Chapter 8: Preparing DCF documents" to choose a DCF MEETING document style.)

6. Press **PF2**.



PROFS shows you screen W08, "Send a Notice of a Meeting."

*PROFS fills in  
the time you chose.*

*You fill in  
these areas.*

SEND A NOTICE OF A MEETING W08

Requester: G. J. Johnson\_\_\_\_\_

Date to be scheduled: 01/02/87

Starting time: 9:00 AM

Ending time: 10:00 AM

Type the information below. Then press PF7 to send.

Location: Third floor conference room (3-F-13)\_\_\_\_\_

Subject: October sales report\_\_\_\_\_

Purpose: We need to review that October sales report to see if we\_\_\_\_  
need a new approach for our forthcoming product. Please\_\_\_\_  
bring your monthly reports for last year, and the forecasts\_\_\_\_  
for this year.\_\_\_\_\_

PF1 Try another PF7 Send PF9 Help PF12 Return

PROFS has filled in the date, starting time, and ending time that you chose.

The blank following "Requester" is filled in with your name but you are free to change it. You may type the user name or nickname of another person if someone other than you is requesting the meeting. The location is filled in with a conference room name if you used one on W06, "Schedule a Meeting."

When you have typed "Location," "Subject," and "Requester" information, you can type the "Purpose" of your meeting. (See "Sending a meeting notice when PROFS checks schedules" earlier in this chapter to learn how to do this.)

The people you invite to the meeting must then decide whether to put the meeting on their daily schedule.

## Scheduling a recurring meeting

PROFS can schedule a meeting for a group of people that will occur on a regular basis over a period of time. You can choose the starting and ending date for which you want to schedule the recurring meeting.

To have PROFS schedule a recurring meeting and send meeting notices without checking schedules, follow these steps:

1. Press **PF7** on screen W00, "Process Calendars." PROFS shows you screen W06, "Schedule a Meeting."

*The date from screen W00 automatically appears - you can change it.*

W06

SCHEDULE A MEETING

Type the information below. Then press PF1, PF2, or PF3.

Starting date: 01/02/87  
Ending date: 01/05/87  
Amount of time needed: Hours 1 Minutes 0  
Requested starting time: 9:00 AM

Type one user name, conference room name, or distribution list name per space.  
To view a schedule, place the cursor under the name and press PF4.

USER NAME	USER NAME
GJohnson	TSmith__
LRiley__	_____
_____	_____
_____	_____

PF1 Check calendars  
PF2 Send a notice of the meeting without checking calendars  
PF3 Schedule a recurring meeting without checking calendars

PF9 Help   PF10 Next user names   PF11 Previous user names

Screen 1 of 4  
PF12 Return

2. Type the **earliest date** in the range of dates over which the meeting will occur. The date cannot be earlier than today's date.

3. Type the **latest date** in the range of dates over which the meeting will occur. The date can be up to one year later than the first date, but it cannot be later than the last date in the holiday file. PROFS does not search for available times on non-working days, including holidays. (See "Adding company holidays to your calendar" later on in this chapter for more information.)  
  
**Note:** If the recurring meeting is a "daily" one, PROFS will only schedule it for up to 13 weeks.
4. Type the **amount of time** you need for the meeting. For example, you can type **2 hours and 30 minutes**. If you type 60 minutes or more, PROFS converts the minutes to hours and adds the hours to the hours you typed in.
5. Type the **actual starting time** you want for the meeting. You can also type **NOTES:** (it is not necessary to type the colon) in this item if you want to send a note to several users to store in their calendars. For example, you may want to send a notice to everyone in your department to turn in an activity report on the second Tuesday of every month.
6. Type the **user names, nicknames, or distribution list names** of the people you want to attend the meeting. You may include users on a remote system by specifying a nickname or by including them in a distribution list. You may also include conference room and equipment names. PROFS will remove any duplicates in your distribution lists from the search list.

To display the user names contained in your distribution lists, press ENTER. PROFS will list each user name in the distribution list individually on your screen. (You will also see the real name of a person whose user name you have listed as an attendee.) You can then add or delete names from the distribution list.

You must include your own user name if you will be attending the meeting. If you include a conference room, the person who maintains the conference room schedules will automatically get a copy of the meeting notice in order to reserve the room.

If you invite more than 40 people to your meeting, you must send a meeting notice by creating a document, using the MEETING document style, instead of screen W06, "Schedule a Meeting," of the PROFS calendar. (See "Chapter 8: Preparing DCF documents" to choose a DCF MEETING document style.)

7. Press **PF3**.
8. PROFS shows you screen W09, "Schedule a Recurring Meeting."

W09

### SCHEDULE A RECURRING MEETING

Calendar for: **G. J. Johnson** Time: 2:14 PM

Type the information below. Then press ENTER.

Starting Date: <b>01/02/87</b>	<table border="0"> <tr> <td>1987</td> <td>JANUARY</td> <td>1987</td> </tr> <tr> <td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td> </tr> <tr> <td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td> </tr> <tr> <td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td> </tr> <tr> <td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td> </tr> <tr> <td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td> </tr> <tr> <td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td> </tr> </table>	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
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																																									
Ending Date: <b>07/03/87</b>																																															
Meeting Time: <b>2:00 PM to 3:00 PM</b>	Day of Year: 002																																														

Type an **X** next to the frequency you want:

☐ Daily    ☐ Weekly    ☐ Every other week    ☐ Monthly

If you chose Weekly, Every other week, or Monthly, type an **X** next to the day of the week on which you want the meeting:

☐ Sun    ☐ Mon    ☐ Tue    ☐ Wed    ☐ Thu    ☐ Fri    ☐ Sat

If you chose Monthly, type an **X** next to the occurrence of the day of the week on which you want the meeting:

☐ First    ☐ Second    ☐ Third    ☐ Fourth    ☐ Last

PF9 Help    PF10 Next month    PF11 Previous month    PF12 Return

9. Type **X** on the blank next to the time which indicates the frequency at which your meeting will be held.

The following guidelines will help you determine which times you should mark:

**DAILY** If you check "Daily," nothing else is required. PROFS enters the appointment on each working day of the date range you typed. Daily meetings can be scheduled for approximately 13 weeks.

**WEEKLY** If you check "Weekly," you must show which day of the week the meeting will be held. For example, if you have a meeting every Friday, you would type **X** next to "Weekly" and **X** next to "Fri."

**EVERY OTHER WEEK** If you check "Every other week," you must show which day of the week the meeting will be held. The meeting will be scheduled every other week, starting with the first occurrence of the weekday you chose within the dates you specify. For example, if you have a meeting every other Tuesday, you would type **X** next to "Every other week" and **X** next to "Tue."

**MONTHLY** If you check "Monthly," you must show which day of the week and which occurrence of that day during the month the meeting will be held. For example, if you have a staff meeting which is held on the first Monday of each month, you would type **X** next to "Monthly," next to "Mon" and next to "First."

10. Press ENTER to have PROFS schedule your recurring meeting.



If any of the meeting days you select fall on a company holiday (for example, a meeting scheduled to take place each Friday at 2:00 p.m. will conflict with the Fourth of July holiday), PROFS shows you screen W20, "Meeting Date Conflict."

W20

MEETING DATE CONFLICT

Time: 8:52 AM

07/03/87 is a company holiday. Press one of the following PF keys.

	1987		JULY		1987	
	S	M	T	W	T	F S
				1	2	<b>3</b> 4
PF1 Reschedule the meeting. Type the date here: _____	5	6	7	8	9	10 11
	12	13	14	15	16	17 18
PF2 Do not schedule the meeting on the holiday	19	20	21	22	23	24 25
	26	27	28	29	30	31
	Day of Year: 184					
PF3 Schedule the meeting on the holiday						

PF9 Help
PF10 Next month
PF11 Previous month

PROFS gives you the following options:

- Press **PF1** to reschedule the meeting to a non-holiday. An example is the Thursday before the Fourth of July holiday.
- Press **PF2** to cancel the meeting. For instance, do not hold the meeting at all during the Fourth of July holiday week.
- Press **PF3** to schedule the meeting anyway. For instance, if you are scheduled to work on the Fourth of July holiday and need to meet with others who will also be working on that day, go ahead and let PROFS schedule the meeting.

## Sending a notice of a recurring meeting

When you have resolved any meeting date conflicts, PROFS shows you screen W08, "Send a Notice of a Meeting."

**SEND A NOTICE OF A MEETING** W08

Requester: G. J. Johnson\_\_\_\_\_

Date to be scheduled: 01/02/87 - 04/17/87

Starting time: 4:00 PM

Ending time: 5:00 PM

*PROFS fills in the time you chose.*

Type the information below. Then press PF7 to send.

Location: Third floor conference room (3-F-13)\_\_\_\_\_

Subject: Weekly staff meetings\_\_\_\_\_

Purpose: Review/assess weekly revenue figures\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PF1 Try another      PF7 Send      PF9 Help      PF12 Return

*You fill in these areas.*

PROFS has filled in the "Date to be scheduled," "Starting time," and "Ending time" that you chose.

The blank following "Requester" is filled in with your name but you are free to change it. You may type the user name or nickname of another person if someone other than you is requesting the meeting. The location is filled in with a conference room name if you used one on W06, "Schedule a Meeting."

When you have typed the "Location," "Subject," and "Requester" information, you can type the "Purpose" of your meeting. (See "Sending a meeting notice when PROFS checks schedules" earlier in this chapter to learn how to do this.)



The people you invite to the meeting must then decide whether to put the meeting on their daily schedules.

## 9 Printing calendars

You can print your calendar for 1 to 99 days. To print your calendar, follow these steps:

1. On screen W00, "Process Calendars," or screen W02, "View XXX Days of the Calendar," press **PF8**. (On screen W00, you can change the number of days. On screen W02, PROFS will print the date range that appears on the screen). If you try to print a calendar without entries from screen W00, you will see screen W02 with a message telling you that the calendar does not have entries.

PROFS shows you screen J00, "Choose a Printer."

*This is how  
your PROFS  
administrator  
identifies  
printers.*

CHOOSE A PRINTER J00

Press the PF key to select the printer you want, or send a print file to a user or printer not listed. Press PF8 to see additional printer options. Press ENTER when you have made your choices.

Send a print file to: \_ (name) at \_ (location)  
-----

Number of copies: 1 Special print class: \_  
--

PF1

SYS3203 3203 SYSTEM PRINTER - CLASS A

PF2

SYS3287 3287 SYSTEM PRINTER - CLASS A

PF3

SYS3800 3800 SYSTEM PRINTER - CLASS Y

PF4

6670 East Tower, 9th Floor

PF5

6670 East Tower, 17th Floor

PF6

6670 West Tower, 2nd Floor

PF7

Print at your workstation

SELECTED

Screen 1 of 1

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

2. Select a printer by pressing the associated PF key.

Or, if you want to use the printer next to **PF1**, just press ENTER. This printer is selected automatically.

3. Press ENTER.

PROFS prints your calendar.

If you want to make additional choices on a printer, press **PF8** on screen J00. PROFS shows you screen J01, "Choose Printer Options." (For more information about choosing printer options, see "Chapter 4: Opening the Mail.")

CHOOSE PRINTER OPTIONS J01

To change printer options, type the changes below. Then press ENTER to print.

----- Option file

----- Arrangement file for the 6670 printer

----- Special print form

----- Spaces to shift to the right

---  
Print from page        to page  
      -----

PF8 Previous Screen    PF9 Help    PF12 Cancel  
==>

## 10 Choosing from main menu number 2

The PROFS calendar has two main menus. The tasks you just completed were on calendar main menu number 1. To see the second main menu, press **PF10** on screen W00, "Process Calendars."

PROFS shows you screen W10, "Process Calendars."

W10

PROCESS CALENDARS

Calendar for: **G. J. Johnson**  
-----

Time: 8:52 AM

Press one of the following PF keys.

		1987	JANUARY							1987
		S	M	T	W	T	F	S		
<b>PF1</b>	Change user access to the calendar					1	2	3		
<b>PF2</b>	View the list of authorized users	4	5	6	7	8	9	10		
<b>PF3</b>	Add all company holidays to the calendar	11	12	13	14	15	16	17		
	starting from <b>01/02/87</b> to the	18	19	20	21	22	23	24		
	-----	25	26	27	28	29	30	31		
	end of that year	Day of Year: 002								

**PF11** View calendar main menu number 1

**PF9** Help    **PF12** Return

This menu lists additional calendar tasks on PROFS.

To go back to the first main menu, press **PF11**. (Do not try to return to the first main menu by pressing **PF12**. This will take you to the PROFS main menu, screen A00.)

## **11 Changing user access to a calendar**

You control what other people can do with your calendar. You may be authorized to control access to other people's calendars. For example, if you are a secretary, you may control access to your manager's calendar.

When you want to change what someone else can do with a calendar, follow these steps:

1. Press **PF10** on screen W00, "Process Calendars." PROFS shows you the second calendar main menu, screen W10, "Process Calendars."
2. Make sure that the name shown next to "Calendar for" on screen W10 is the name of the person whose calendar access you want to change. If you want to change access to your calendar, your name should be shown. If you want to change access to someone else's calendar, their name should be shown. To change the name shown, type the user name or nickname of the person whose calendar access you want to change over the name shown. Remember that you can only change access to someone else's calendar if you have been authorized to do so.
3. Press **PF1**.

PROFS shows you screen W11, "Change User Access to the Calendar."

**CHANGE USER ACCESS TO THE CALENDAR** W11

Calendar for: **G. J. Johnson**

Type the user name to whom authority is being given (or type your own user name to change the standard access that others have to your calendar):

Then press ENTER.

PF9 Help    PF12 Return

4. In the space provided, type the user name or nickname of another user to whom calendar access is to be given or changed. If you want to change what someone else can do with a calendar, type the user name or nickname you used on screen W10, "Process Calendars" (the user name or nickname of the person whose calendar access you want to change).
5. Press ENTER.

PROFS shows you screen W13, "Change User Access to the Calendar."

CHANGE USER ACCESS TO THE CALENDAR

W13

Calendar for: **G. J. Johnson**  
Authority being granted to: **David Richards**

Press one or more of the following PF keys to indicate the type of authorization for this user. Then press **ENTER** to give the user access to the calendar.

PF1 User may view times of entries only

PF2 User may view nonrestricted entries

PF3 User may view confidential entries

PF4 User may view personal entries

PF5 User may change nonrestricted entries

PF6 User may change confidential entries

PF7 User may change personal entries

PF8 User may change authorized access to the calendar

SELECTED

SELECTED

SELECTED

PF9 Help

PF12 Cancel

This screen gives you the option to grant or deny user access to a calendar. There are eight levels of authorization. When you press the PF key associated with a level that has not been granted, the word **SELECTED** appears next to the authorization. If you press a PF key associated with a level that has been granted, that level is removed. If none of the levels are granted to a particular user, then the user has **NO** access.

When you grant or deny a certain authorization, other related authorizations will be granted or denied. For example, if you grant authority to change confidential entries, the user will have authority to view both nonrestricted and confidential entries and to change both nonrestricted and confidential entries.

6. Press **ENTER** to grant authorization, or **PF12** to cancel your changes.



## 12 Viewing the list of authorized users

Press **PF10** on screen W00, "Process Calendars." PROFS shows you screen W10, "Process Calendars."

Press **PF2** on W10. PROFS shows you screen W12, "View the List of Authorized Users."

VIEW THE LIST OF AUTHORIZED USERSW12

Calendar for: **G. J. Johnson**

The following users have been authorized to access the calendar.

USER	NAME	-----VIEW-----				-----CHANGE-----			
		Time	Norm	Conf	Pers	Norm	Conf	Pers	Auth
	Standard Authorization	Y	N	N	N	N	N	N	N
ZERR02	John Smith	N	Y	N	Y	Y	N	N	N
ZGWG03	David Richards	N	Y	N	Y	N	N	N	N

Screen 1 of 1

PF9 Help
PF10 Next Screen
PF11 Previous Screen
PF12 Return

Screen W12 contains a table showing the standard authorization, and what certain specified people are allowed to do with your calendar, if their authorization is different from the standard authorization list. There are eight different options you can use to determine what other people can do with your calendar. The terms are described below:

- |                               |  |
|-------------------------------|--|
| <b>Y</b>                      | A person can do this with your calendar    |
| <b>N</b>                      | A person cannot do this with your calendar |
| <b>Standard Authorization</b> | What everyone can do with your calendar    |



<b>Time</b>	Blocks of time when you are busy, without descriptions
<b>Norm</b>	Descriptions of items on a calendar which are not classified as "personal" or "confidential"
<b>Conf</b>	Descriptions of items classified as "confidential"
<b>Pers</b>	Descriptions of items classified as "personal"
<b>Auth</b>	Whether or not a person can change what other people can do with your calendar.

## **Restricting information**

You can type personal and confidential entries that can be seen by you or other people you authorize.

You may request any one of the following types of authorization for each person who has access to your calendar:

- View the times of entries only.
- View nonrestricted entries.
- View nonrestricted and confidential entries.
- View nonrestricted and personal entries.
- View and change nonrestricted entries.
- View and change nonrestricted and confidential entries.
- View and change nonrestricted and personal entries.
- Change authorized access to the calendar.

# WORK WITH THE SCHEDULE

W01

Only those you authorize can see personal information.

Calendar for: G. J. Johnson

Date: 01/02/87

Friday

Type any changes to the schedule below.

Only those you authorize can see confidential information.

BEGIN	END	DESCRIPTION
7:30AM	9:00AM	PERS: Counseling session with Bill
9:00AM	10:00AM	Meeting--Wilson's office Bring figures for February
10:00AM	11:00AM	CONF: Review new system with John
1:00PM	3:00PM	Class
NOTES:		Remember that Wilson wanted February figures compared with those of October and December

PF3 Cancel changes PF4 Next day PF5 Previous day  
PF9 Help PF10 Next Screen PF11 Previous Screen

Screen 1 of 1  
PF12 Return

**Personal information.** To have personal information that can be seen only by you or others whom you authorize:

1. Type BEGIN and END times for the item.
2. Move the cursor to the DESCRIPTION column.
3. Type **PERS:** and whatever information you want to add. (The colon is required.)
4. Press ENTER.

Other people who are not authorized to view personal entries will see the time and the word PERS: but will not see the information that follows it. You can also use "PERS:" for private notes.

**Confidential information.** To have confidential entries that can be seen only by you or others whom you authorize:

1. Type **BEGIN** and **END** times for the item.
2. Move the cursor to the **DESCRIPTION** column.
3. Type **CONF:** and whatever information you want to add. (The colon is required.)
4. Press **ENTER**.

Other people who are not authorized to view confidential entries will see the time and the word **CONF:** but will not see the information that follows it. You can also use "**CONF:**" for private notes.

### **13 Adding company holidays to your calendar**

The company holidays for your location are listed in a holiday file maintained by your PROFS administrator. This file is called **HOLIDAY EPSFILE**. You may add any of these holidays to your personal schedule from a specified date until the end of that year. To add company holidays to your schedule, make sure you are on screen **W10**, "Process Calendars." Then do the following:

- Type the first date for which you want PROFS to begin adding the holidays to your schedule.
- Press **PF3**.

PROFS gives you a message that the holidays have been added to your schedule.

PROFS uses the start and end time of your workday when scheduling the holiday. (See "Appendix N: Tailoring your PROFS system" for information on how to change your working hours.)



# 3 Processing Calendars

## Fast Track

