4 Opening the mail

Contents

4 Opening the mail

1 Introduction

This chapter will help you understand:

- How to choose mail from the main menu ("Choosing from the main menu").

- How to look through your incoming mail on screen C00, and how to choose one of your items to work with ("Looking through your incoming mail").

- How to work with many items quickly. You handle notes and documents somewhat differently ("Working with all your notes or documents").

- The details that will help you work with notes that you've received ("Working with one note at a time").

- How to work with documents.

- How to print an item in your incoming mail ("Printing copies of notes and documents").

- How to process mail that is not from PROFS ("Working with files that are not from PROFS").

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

2
Choosing
from the
main menu

With PROFS, you can send and receive mail electronically, and PROFS makes it easy to go through your incoming mail. Press **PF2** on the main menu to see what's in your incoming mail. If you have mail, PROFS shows you screen C00, "Open the Mail," which has a brief description of each piece of mail. PROFS even tells you which items are new and which are old.

You can quickly look through the list and decide which piece of mail you want to work with first.

Depending on what kind of mail it is — a note or a document — you can then do one or more of these tasks with the item:

- Read it.

- Add comments to it.

- Make changes to it.

- Proofread it.

- File it in a variety of ways.

- Erase it.

- Forward it to others.

- Send a reply to the person who sent it to you.

- Print it.

- Leave it in your incoming mail.

- Add meeting information described in a note or document to the calendar.

3
Looking through your incoming mail

Screen C00, "Open the Mail," gives you basic information about each piece of mail you have received. New arrivals to your mail go on top of old ones — just like papers stacked in your "in-tray." This means that the most recent piece of mail to come in is always listed as **PF1**.

You may have more mail than can be shown on one screen. To see the next screen in the sequence, press **PF10.** To see the previous screen, press **PF11.** If you are viewing the first screen when you press **PF11,** you'll reach the last screen. If you are viewing the last screen when you press **PF10,** you'll see the first screen.

To whom it is addressed (you might be sent copies of someone else's mail).

When you might need to take action on the item.

When a note was sent, or what the number of a document is.

Who sent it to you.

What kind of mail it is-a note or a document.

You can type ALL here or or the number of the screen shown below.

Highlighted lines show new mail.

What it is about.

Highlighted PF keys show old mail you haven't dealt with.

No highlighting means you have worked with the item, but haven't filed it or erased it.

This tells you if you have mail listed on other screens.

```
                              OPEN THE MAIL                             C00

     Press the PF key for the document you want.  Or, if you want to view all of
     these documents, type ALL here and press ENTER===> _
        ----FROM----        ----TO-----       TYPE    DUE DATE  DOCUMENT NO.
     PF1 Riley, L. M.        Johnson, G. J.    RFT-F             87002TST0012
            Subject:  Report information in last memo
     PF2 Smith, G.           Johnson, G. J.    RFT-D             87002TST0008
            Subject:  Monthly report
     PF3 Doe, L. M.          Johnson, G. J.    Paper            87002HDC0003
            Subject: Monthly sales and credits
     PF4 John Smith          George Johnson    Meeting    01/02/87 13:16
            Subject: Meeting with Marketing Group
     PF5 ROEMARY2--VMSYS1    JOHNSONG--VMSYS1  Reply      01/02/87 11:27
            Subject:  Estimates for report
     PF6 David Richards      George Johnson    Note       01/02/87 11:25
            Subject:  Meeting schedule
     PF7 Smith, G.           Johnson, G. J.    Draft            87002TST0002
            Subject:  Monthly report
     PF8 Riley, L. M.        Johnson, G. J.    Final   01/02/87 87002TST0001
            Subject:  January sales report


                                                         Screen   1 of  2
        PF9 Help    PF10 Next Screen    PF11 Previous Screen   PF12 Return
```

The highlighting

If all or part of your mail is highlighted, you have either new mail or mail that you haven't worked with yet.

- If the **whole line** for an item is highlighted, the item has arrived since you checked your mail the last time.

- If only the **PF key number** is highlighted, the item was listed when you last checked your mail, but you haven't worked with it yet.

- If **nothing** is highlighted, you've worked with the item, but you haven't yet filed it or erased it from your incoming mail.

If you have a terminal with color capability, PROFS uses colors to show highlighting.

Who sent it

You will usually find the sender listed under "FROM" on the screen.

- For a **note,** you will see either (1) the **user name** of the person who sent it followed by a **system name** (for example, "ROEMARY2 – VMSYS1") or (2) the name of the user. What you see depends on how the sender set up his nickname file. (See "Appendix B: Working with nickname files.")

- For a **document,** you will see the **name** of the person who wrote the document (for example, "Riley, L. M."). If it was forwarded to you by a person who is not the original author, you will see the author's name and not the sender's name.

Who received it

Your own name will usually be in the column under "TO."

- For a **note,** you will see either (1) your **user name** followed by a **system name** or (2) your name. What you see depends on how the sender set up his nickname file (see Appendix B).

- For a **document,** you will see the person's name. If a document was first sent to someone else and then forwarded to you, that person will be listed under "TO." Someone else's name may appear under "TO" if you are part of a mailing list.

What type of mail it is

You will find the type of mail listed in the column under "TYPE."

If it's a **note**, you will see one of the following:

- **Note** for newly created notes sent to you

- **Reply** for replies to notes you have sent

- **Forward** for notes routed to you from someone else

- **Meeting** for notices of a meeting for you to attend

- **Reserve** for reservations for the conference rooms for which you are responsible

- **Resend** for notes that were originally distributed but are being sent again

- **Acklmnt** for notes for which you've requested an acknowledgment

- **Error** for notifications of errors PROFS found when distributing a document for you.

If it's a **document,** you will see **RFT-D**, **RFT-F**, **Draft**, **Final**, **Paper**, **Graphic,** or **Other**. These are the kinds of documents that PROFS distinguishes. (For more information, see "Sending and receiving information" in Chapter 1.)

When you might need to take action

If someone sends you mail that requires you to act by a certain date, you will see the date under "DUE DATE." The due date will also appear in your mail log.

How the mail is numbered

Both notes and documents are numbered under "DOCUMENT NO."

- For notes, you will see the date and time the note was sent. There is no other reference number for notes.

- For documents, you will see the number used to identify the document in PROFS storage. (See "Sending and receiving information" in Chapter 1).

What it is about

The topic is stated briefly beside "SUBJECT" on the screen. For example, "January sales report" is the subject of item 8 on the example of screen C00, "Open the Mail," earlier in this chapter.

To work with all the notes and documents that you see listed on screen C00 at once, type **ALL** on the command line of screen C00, "Open the Mail," and press ENTER. PROFS shows you screen C06, "Process the Incoming Mail."

```
                          PROCESS THE INCOMING MAIL                          C06

      Press one of the following PF keys.

      PF1  View all items
      PF2  File them in the mail log and erase them from the incoming mail
      PF3  Keep all items in the incoming mail and the mail log
      PF4  Erase all items from the incoming mail and the mail log




      PF9 Help    PF12 Return
```
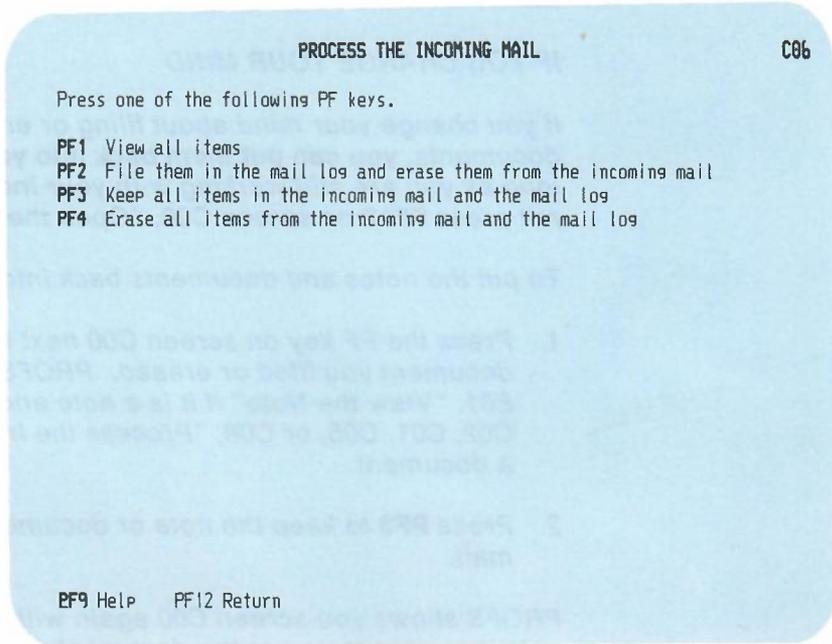
When you choose one of the PF keys on this screen, the action applies to all the items listed in your incoming mail on the screen where you typed **ALL.**

If you press **PF1,** PROFS shows you the contents of all the notes and documents except for Paper documents not produced using PROFS. The notes and documents will appear one after the other. You can press **PF12** to move to the next note or document. If it is a Revisable-Form Text (RFT) document and you are finished processing it, you must press **PF12 = END** on the DisplayWrite/370 "View" screen to view the next note or document. If you are finished processing the Draft and Final documents found, you can type **EXIT** on the command line of screen I00, "View the Document," and you will return to the main menu.

If you press **PF2,** PROFS files all the notes and documents. PROFS shows you your list of mail again with the word FILE beside each document or note, under "DOCUMENT NO." If you press **PF4,** PROFS erases all the notes and documents from the incoming mail and the mail log.

IF YOU CHANGE YOUR MIND

If you change your mind about filing or erasing the notes and documents, **you can put them back into your incoming mail** *as long as you are still working with your incoming mail and do not press* **PF12** *on screen C00, "Open the Mail."*

To put the notes and documents back into your incoming mail:

1. *Press the PF key on screen C00 next to the note or document you filed or erased. PROFS shows you screen E01, "View the Note" if it is a note and screen C31, C30, C02, C01, C05, or C08, "Process the Incoming Mail," if it is a document.*

2. *Press* **PF3** *to keep the note or document in the incoming mail.*

PROFS shows you screen C00 again with the date and time the note was sent to you or the document number if it is a document. The word FILE or DELETE is removed.
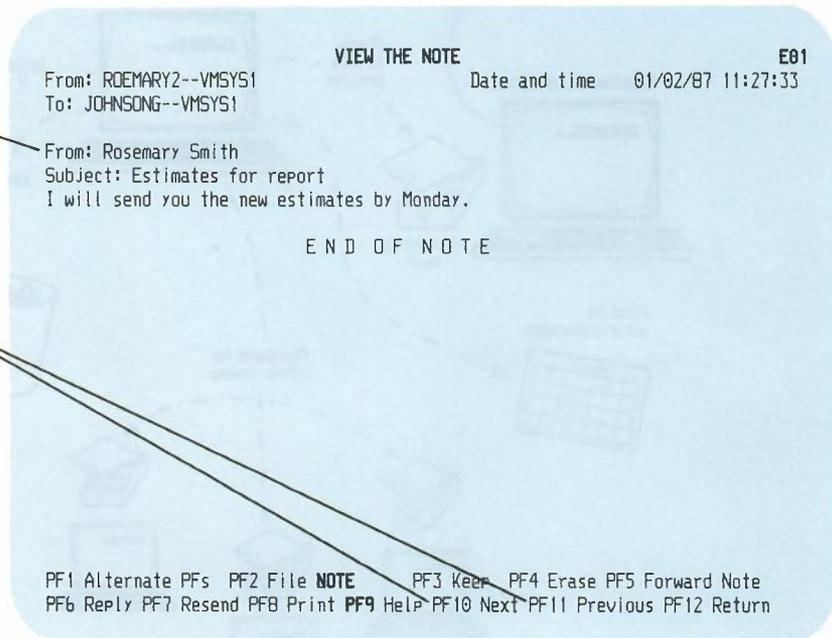

5
Working with one note at a time

Viewing the note

When you press the PF key on screen C00 next to a **note** you want to work with, PROFS shows you screen E01, "View the Note."

The sender's name is shown only if you typed it in your nickname file.

Use these keys if the note is longer than one screen.

```
                              VIEW THE NOTE                                 E01
From: ROEMARY2--VMSYS1                    Date and time    01/02/87 11:27:33
To: JOHNSONG--VMSYS1

From: Rosemary Smith
Subject: Estimates for report
I will send you the new estimates by Monday.

                          END OF NOTE




PF1 Alternate PFs  PF2 File NOTE      PF3 Keep  PF4 Erase PF5 Forward Note
PF6 Reply PF7 Resend PF8 Print PF9 Help PF10 Next PF11 Previous PF12 Return
```

If the note is too long for one screen, you can use the PF keys at the bottom of the screen to move back and forth among screens (**PF10** and **PF11**). After you have read the note, you can do some tasks **while** you have the note in front of you, or you can press **PF12** to get back to screen C00, "Open the Mail."

If a document is referenced in the note, you can view that document by moving the cursor under the document number, and pressing ENTER. PROFS shows you the DisplayWrite/370 "View" screen for an RFT-D or RFT-F document or screen I00, "View the Document," for a Draft or Final document.

What you can do when you receive a note

You can also
set up special
note logs

NOTE LOG

Your incoming
mail (electronic)

IN

Your terminal

Reply
to the
sender

File
(add comments
if you wish)

Sender's terminal

IN
Incoming
mail

Erase

Add to
your calendar

JANUARY

Forward to
other users
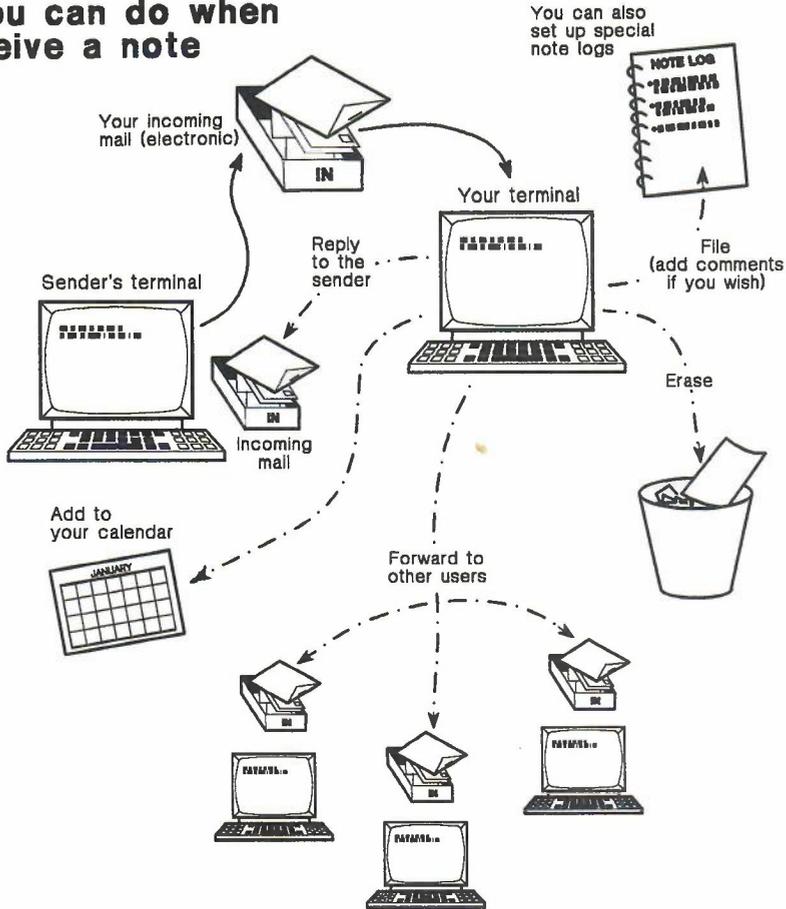
While viewing your note in the incoming mail,
you can reply to it, file it, forward it to others,
erase it, and so forth.

Using split screens to work with the note on the screen. The PF keys at the bottom of screen E01 allow you to work with the note while you are still viewing it.

You can:

- Forward the note (press **PF5**).

- Reply to the note (press **PF6**).

- Send the note again (press **PF7**).

- Add personal comments (press **PF1**, then **PF4**).

- Send a new note (press **PF1**, then **PF5**).

No matter which PF key you press, PROFS shows you a **split screen.** A split screen is really two screens that appear, one above the other, on your terminal. The note is on the top screen (E12 is the split screen version of E01) and you do your work with the bottom screen. To use the PF keys on a split screen, you must put the cursor anywhere on the same half of the screen as the PF key you want to use.

Filing the note and erasing it from your incoming mail

You may want to keep the note in your files. PROFS gives you a general file for notes called a **note log**.

Press **PF2** on screen E01. PROFS files the note along with basic summary information about the note ("From," "To," "Date," "Time," and "Subject") in your note log.

You can also create other note logs with different names to keep notes that are from a particular person or on a particular subject together. You can create as many separate note logs as you need. To create a new note log:

1. Choose a name for the log — for example, JOHNSON for notes to or from Mr. Johnson or ASSIST for notes about a request for assistance (the name cannot be longer than eight characters).

2. Type the name you have chosen **over** the highlighted word NOTE on the **PF2** line of screen E01.

3. Press **PF2** to file the note.

When you finish opening the mail and press **PF12,** PROFS will erase the note from your incoming mail. You won't be able to work with it again by opening the mail, but you can always get it later from your note log by going back to the main menu and pressing **PF4** (see "Chapter 6: Processing notes and messages").

When you file the note, PROFS will show you screen C00, "Open the Mail." The word FILE will be under the column called "DOCUMENT NO." for the note you were working with.

IF YOU CHANGE YOUR MIND

If you change your mind about filing the note away, **you can put it back into your incoming mail** *as long as you are still working with your incoming mail and do not press* **PF12** *on screen C00, "Open the Mail."*

To put the note back into your incoming mail:

1. *Press the PF key on screen C00 beside the note you filed. PROFS shows you the "View the Note" screen (E01) for the note.*

2. *Press* **PF3** *to keep the note in the incoming mail.*

PROFS shows you screen C00 again with the date and time the note was sent to you. The word FILE is removed.

Erasing the note from your incoming mail

You may want to erase a note from your incoming mail without keeping a copy in your note log. When you press **PF4** on screen E01, "View the Note," PROFS erases the note from your incoming mail and, of course, you can do no more work with it. PROFS then shows you screen C00, "Open the Mail," again with the word DELETE beside the note under the column heading "DOCUMENT NO."

IF YOU CHANGE YOUR MIND

If you change your mind about erasing the note, **you can put it back into your incoming mail** *as long as you are still working with your incoming mail.*

To put the note back into your incoming mail:

1. *Press the PF key on screen C00 beside the note you erased. PROFS shows you screen E01.*

2. *Press* **PF3** *to keep the note in the incoming mail.*

PROFS shows you screen C00 again with the date and time the note was sent to you. The word DELETE is removed.

Forwarding the note

To forward a note to someone else before you file or erase it, press **PF5** on screen E01, "View the Note." PROFS shows you screen E11, "Forward the Note" (this will be a split-screen version). You can then forward the note **as is**, or forward it **with your comments**.

Type a user name, system name (user name) combination, nickname, or distribution list name.

The sender's name is shown only if you typed it in your nickname file.

```
                          VIEW THE NOTE                              E12
 From: ROEMARY2--VMSYS1              Date and time     01/02/87 11:27:33
 To: JOHNSONG--VMSYS1

 From: Rosemary Smith
 Subject: Estimates for report
 I will send you the new estimates by Monday.  If there are no other updates
 coming in from the field offices, we should be able to finish this
 up early next week.

                           E N D   O F   N O T E
 PF1 Up  PF2 Down  PF9 Help  PF10 Next Screen  PF11 Previous Screen
                          FORWARD THE NOTE                           E11
 Forward to: _
 From: G. J. Johnson
 Subject: Estimates for report




 PF1 Top  PF2 Bottom  PF3 Erase Line  PF4 Add Line  PF5 Nulls Off  PF6 Format
 PF7 Send  PF8 Proofread  PF9 Help  PF10 Next  PF11 Previous  PF12 Cancel
```

PROFS fills in the subject of the note for you, along with the date and time the note was originally sent to you.

To send the note:

1. Type the **user name, system name (user name)** combination, the **nickname** of the person, or the **distribution list name** to whom you want to forward the note. If your name does not appear after "From," you can type your **name.** (See "Sending a Note" in Chapter 6 for more information.)

2. If you want to add some of your own text, you may type it on the screen beneath the "Subject" line.

3. Press **PF7** to send the note.

PROFS puts the note (with your comments, if there are any) in the incoming mail of the person(s) you are forwarding it to.

PROFS shows you a message on the screen to tell you that your note has been sent. Press CLEAR to continue working with the note. The note you just forwarded stays in your incoming mail until you either file it or erase it.

IF YOU CHANGE YOUR MIND

If you decide not to forward the note, press **PF12** *to cancel it instead of pressing* **PF7***. If you typed anything, PROFS asks you if you really want to cancel the note. Type* **Y** *and press ENTER.*

Sending a reply to the note

You may want to send a reply to someone who sent you a note. Press **PF6** on screen E01, "View the Note." PROFS shows you screen E02, "Reply to the Note." (This will be a split-screen version.)

PROFS puts a separator line on the screen when the person receives the note to indicate that this is a reply to his note.

This is the split screen version.

PROFS fills this in for you.

Type your reply here.

```
                         VIEW THE NOTE                                E12
From: ROEMARY2--VMSYS1              Date and time   01/02/87 11:27:33
To: JOHNSONG--VMSYS1

From: Rosemary Smith
Subject: Estimates for report
I will send you the new estimates by Monday.  If there are no other updates
coming in from the field offices, we should be able to finish this
up early next week.

                          E N D  O F  N O T E
PF1 Up  PF2 Down  PF9 Help  PF10 Next Screen  PF11 Previous Screen
                         REPLY TO THE NOTE                            E02
Reply to: ROEMARY--VMSYS1
From: G. J. Johnson
Subject: Estimates for report
 -


PF1 Top  PF2 Bottom  PF3 Erase Line  PF4 Add Line  PF5 Nulls Off  PF6 Format
PF7 Send  PF8 Proofread  PF9 Help  PF10 Next  PF11 Previous  PF12 Cancel
```

PROFS fills in the user name of the person who sent you the note and the subject of your reply.

If your name does not appear after "From," you can type your **name.** Then you:

1. Type your reply.

2. Press **PF7** to send it.

PROFS shows you a message on the screen to tell you that your note has been sent. Press CLEAR to continue working with your mail.

PROFS puts your reply as a note into the other person's incoming mail. The note you received stays in your incoming mail until you either file it or erase it.

IF YOU CHANGE YOUR MIND

If you decide not to send a reply after typing it, press **PF12** *to cancel it instead of pressing* **PF7.** *If you typed anything, PROFS asks you if you really want to cancel the note. Type* **Y** *and press ENTER.*

Sending the note again

You may want to send a note after it has been forwarded to
you. Press **PF7** on screen E01, "View the Note." PROFS shows
you screen E13, "Send the Note Again." (This will be a
split-screen version.)

*Type a user name,
system name (user name)
combination, nickname or
distribution list name.*

PROFS fills this in for you.

```
                              VIEW THE NOTE                              E12
From: ROEMARY2--VMSYS1                  Date and time    01/02/87 11:27:33
To: JOHNSONG--VMSYS1

From: Rosemary Smith
Subject: Estimates for report
I will send you the new estimates by Monday.  If there are no other updates
coming in from the field offices, we should be able to finish this
up early next week.

                            E N D  O F  N O T E
PF1 Up  PF2 Down  PF9 Help  PF10 Next Screen  PF11 Previous Screen
                            SEND THE NOTE AGAIN                          E13
Resend to: _
To: JOHNSONG--VMSYS1

From: Rosemary Smith
Subject: Estimates for report

              Text of the note and the names of those to whom
                 you have already sent the note goes here.

PF1 Top  PF2 Bottom  PF3 Erase Line  PF4 Add Line  PF5 Nulls Off  PF6 Format
PF7 Send  PF8 Proofread  PF9 Help  PF10 Next  PF11 Previous  PF12 Cancel
```

PROFS automatically fills in the note you want to resend and
the names of people to whom the note has already been sent.

1. Type the **user name** of the person to whom you want to
   send the note next to the words "Resend to."

2. Press **PF7** to resend the note.

PROFS shows you a message on the screen to tell you that your note has been sent. Press CLEAR to continue working with your mail. The note you just resent stays in your incoming mail until you either file it or erase it.

IF YOU CHANGE YOUR MIND

If you decide not to send the note again, press **PF12** *to cancel it instead of pressing* **PF7**. *PROFS will ask you if you really want to cancel the note. Type* **Y** *and press ENTER.*

PROFS shows you Forward, Reply, or Resend in the "TYPE" column on screen C00, "Open the Mail," and screen E08, "View the Note Log," when you receive or send these kinds of notes. You can use any of the special note commands discussed in "Chapter 6: Processing notes and messages."

Adding a meeting notice to your calendar

To add a meeting notice to your calendar:

1. Press the PF key next to the Meeting on screen C00, "Open the Mail." PROFS shows you screen E01, "View the Note."

2. Press **PF7** to add the notice of the meeting to your calendar.

You can also add a meeting notice for a conference room reservation for which you are responsible. First you press the PF key next to Reserve on screen C00, "Open the Mail." PROFS shows you screen E01, "View the Note." Press **PF7** to add the meeting notice for the conference room to the calendar.

```
                         VIEW THE NOTE                             E01
    From: JSMITH  --VMSYS1              Date and time   03/06/87 13:16:33
    To: GGJOHNSON-VMSYS1

    From:

    Requester:           John Smith
    Date to be scheduled: 03/09/87
    Starting time:       8:00 AM
    Ending time:         9:30 AM

    Location:   Conference room 4B

    Subject:    Meeting with Marketing Group

    Purpose:    Discuss new product line.

          * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *

                         END OF NOTE


    PF1 Alternate PFs PF2 File NOTE      PF3 Keep PF4 Erase PF5 Forward PF6 Reply
    PF7 Add to Calendar  PF8 Print  PF9 Help  PF10 Next  PF11 Previous  PF12 Return
```

Adding your own comments to a note log

To add comments to any note:

1. Press **PF1** to get the alternate PF keys, then press **PF4** on screen E01. PROFS shows you a split screen, with screen E12 on the top half and screen E03, "Add Personal Comments to Your Note Log," on the bottom half.

2. Add your own text.

3. Press **PF7** to add the comments to your note log.

Sending a new note

While you are viewing a note on screen E01, you may decide to send a new note that is **not a reply.** The new note might be to a different person or about a different subject. (Remember that when you send a **reply,** PROFS automatically sends the reply to the person who sent the note, and the reply has the same subject as the original note.) Or, you may want to type the text of a note while you have another note in the top half of the screen in order to copy information from it.

To send a new note:

1. Press **PF1** to get the alternate PF keys.

2. Press **PF5** on screen E01. PROFS shows you a split screen, with screen E12 on the top half and screen E04 on the bottom half.

Printing a note

You may want to print a note.

Press **PF8** on screen E01, "View the Note." PROFS shows you screen J00, "Choose a Printer."

```
                        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              SELECTED
     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
                                                 Screen   1 of   1

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

If you want to specify additional options (or override options connected to the PF key you select), press **PF8** on screen J00. PROFS shows you screen J01, "Choose Printer Options."

For instructions on how to use this screen, see "Printing copies of notes and documents" later in this chapter.

6
Working with one document at a time

When you press the PF key for a document in your incoming mail on screen C00, PROFS shows you the "Process the Incoming Mail" screen for that type of document:

- C31 for **RFT-D** documents

- C30 for **RFT-F** documents

- C02 for **Draft** documents

- C01 for **Final** documents and softcopy documents not created using PROFS

- C05 for **Paper** documents

- C08 for **Paper** documents with a routing slip attached.

This is the screen for RFT-D documents.

This tells you which document you are working with.

```
                          PROCESS THE INCOMING MAIL                      C31

        From:     Smith, G.                        Document No.:  87002TST000B
        Subject:  Monthly report                   Type:   RFT-D
        ------------------------------------------------------------------------

        Press one of the following PF keys, or press PF10 to view more choices.

        PF1   View the document
        PF2   File in the mail log and erase from the incoming mail
        PF3   Keep in the incoming mail and the mail log
        PF4   Erase from the incoming mail and the mail log
        PF5   Forward the document
        PF6   View the distribution list
        PF7   View or change the mail log information
        PF8   Print the document

        PF10  View more choices




        PF9 Help    PF12 Return
```

```
                          PROCESS THE INCOMING MAIL                        C30

     From:    Riley, L. M.                    Document No.:  87002TST0012
     Subject: Report information in last memo  Type: RFT-F
     ---------------------------------------------------------------------

     Press one of the following PF keys, or press PF10 to view more choices.

     PF1  View the document
     PF2  File in the mail log and erase from the incoming mail
     PF3  Keep in the incoming mail and the mail log
     PF4  Erase from the incoming mail and the mail log
     PF5  Forward the document
     PF6  View the distribution list
     PF7  View or change the mail log information
     PF8  Print the document

     PF10  View more choices




     PF9 Help    PF12 Return
```

*This is the screen for
Draft documents.*

```
                          PROCESS THE INCOMING MAIL                        C02

     From:    Smith, G.                       Document No.:  87002TST0002
     Subject: Monthly report                  Type: Draft
     ---------------------------------------------------------------------

     Press one of the following PF keys, or press PF10 to view more choices.

     PF1  View the document
     PF2  File in the mail log and erase from the incoming mail
     PF3  Keep in the incoming mail and the mail log
     PF4  Erase from the incoming mail and the mail log
     PF5  Forward the document
     PF6  View the distribution list
     PF7  View or change the mail log information
     PF8  Print the document

     PF10  View more choices




     PF9 Help    PF12 Return
```

This is the screen for
Final and softcopy
documents.

```
                        PROCESS THE INCOMING MAIL                    C01

       From:    Riley, L. M.              Document No.:  87002TST0001
       Subject: January sales report      Type:  Final
       ----------------------------------------------------------------------

       Press one of the following PF keys, or press PF10 to view more choices.

       PF1  View the document
       PF2  File in the mail log and erase from the incoming mail
       PF3  Keep in the incoming mail and the mail log
       PF4  Erase from the incoming mail and the mail log
       PF5  Forward the document
       PF6  View the distribution list
       PF7  View or change the mail log information
       PF8  Print the document

       PF10  View more choices




       PF9 Help    PF12 Return
```

This is the screen for
Paper documents.

```
                        PROCESS THE INCOMING MAIL                    C05

       From:    Doe, L. M.                Document No.:  87002HDC0003
       Subject: Monthly sales and credits  Type:  Paper
       ----------------------------------------------------------------------

       Press one of the following PF keys.

       PF2  File in the mail log and erase from the incoming mail
       PF3  Keep in the incoming mail and mail log
       PF4  Erase from the incoming mail and the mail log
       PF5  Forward the document
       PF7  View or change the mail log information







       PF9 Help    PF12 Return
```

```
                    PROCESS THE INCOMING MAIL                      C08

From:    Doe, L. M.                     Document No.:  87002HDC0003
Subject: Monthly sales and credits      Type:  Paper
-----------------------------------------------------------------------

Press one of the following PF keys.

PF1  View the routing slip
PF2  File in the mail log and erase from the incoming mail
PF3  Keep in the incoming mail and mail log
PF4  Erase from the incoming mail and the mail log
PF5  Forward the document
PF7  View or change the mail log information




PF9 Help    PF12 Return
```

Depending on what kind of document it is — RFT-D, RFT-F, Draft, Final, or Paper — you can do one or more of these tasks with it:

- View it (except Paper documents).

- File it and erase it from your incoming mail.

- Keep it in your incoming mail.

- Erase it from your incoming mail and your mail log.

- Forward it to someone else.

- View the distribution list for it.

- View or change the information about it in your mail log.

- Copy it into your personal storage (except Paper).

- Change the text (RFT-D and Draft only).

- Print it (except Paper documents).

Except for printing, all the other tasks are described in this section. To get information about printing notes or documents, see "Printing copies of notes and documents" later in this chapter.

Viewing the document

To view the document, press **PF1** on one of the "Process the Incoming Mail" screens (C31 for RFT-D documents, C30 for RFT-F documents, C02 for Draft documents, and C01 for Final and softcopy documents).

If it is an RFT document, PROFS shows you the DisplayWrite/370 "View" screen. If it is a DCF document, PROFS shows you screen I00, "View the Document."

Note: You can reply to a document with a note by pressing **PF6** on the DisplayWrite/370 "View" screen or screen I00.

If it is a Graphic document, PROFS shows you screen I01, "View the Graphics Document." See "Appendix L: Working with graphics documents (GDDM)."

When you have finished viewing the document, press **PF12 = END** if you are viewing an RFT document or **PF12** if you are working with a DCF document to return to the "Process the Incoming Mail" screen for that document.

Viewing another version of RFT-D documents. To view another version of an RFT-D document, do the following:

1. Press **PF10** on screen C31, "Process the Incoming Mail."
    PROFS shows you another "Process the Incoming Mail"
    screen — C33.

```
                        PROCESS THE INCOMING MAIL                        C33

     From:    Smith, G.                        Document No.:  87002TST0008
     Subject: Monthly report                   Type:  RFT-D
     ------------------------------------------------------------------------

     If you want to work with a version other than the most current (version 1),
     type the number you want to work with here: 1

     Press one of the following PF keys, or press PF11 to view the previous
     choices.

     PF1  View the document
     PF2  Copy the document into your personal storage
     PF3  Work with the document
     PF4  Create a new document from a copy of this document


     PF11  View previous choices




     PF9 Help    PF12 Return
```

2. Type the number of the version you want to view.

If you press **PF1** on screen C31 or C33, PROFS shows you the DisplayWrite/370 "View" screen. The following screen is an example.

```
78820888 RFTD    A5          VIEW                        Page 1
===)_
<---+_---1_---+_---2_---+_---3_---+_V--4_---+_---5_---+_---6_---+_---7_-)-+----
-------------------------------------------------------------- Page 1 ----

  January 15, 1987                    87002TST0008
  G. Smith, 212/555-1212
  Market Research Division
  New York, New York 10007
  8th Floor

 Memo to:  G.J. Johnson

 Subject:  Monthly report

 Reference:


  I will be on vacation from May 26 to May 30.


PF 1=Top        2=Bottom    3=Cmdline    4=Next        5=Docview  6=Note
PF 7=Left       8=Right     9=HELP      10=Forward    11=Backward 12=END
```
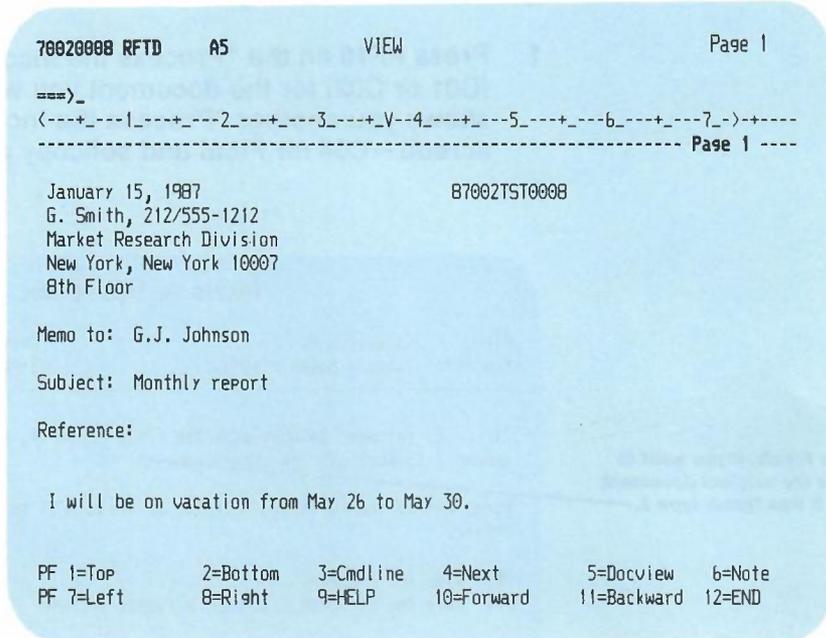
Viewing another version of a Draft or Final document. You
usually view a document in its final form; however, a document
is normally also kept in its original form — with **format controls**
shown in the text — for a specific number of days and then is no
longer available. To see the document as it was originally
typed, do the following:

1. Press **PF10** on the "Process the Incoming Mail" screen
    (C01 or C02) for the document you want to see. PROFS
    shows you another "Process the Incoming Mail"
    screen — C04 for Final and softcopy or C07 for Draft.


```
                    PROCESS THE INCOMING MAIL                        C04

      From:    Riley, L. M.                 Document No.:  87002TST0001
      Subject: January sales report         Type:  Final
      ------------------------------------------------------------------------

      If you do not want to work with the final document, key in the
      number 2 to work with the draft copy. 1

      Press one of the following PF keys, or press PF11 to view the previous
      choices.

      PF1  View the document
      PF2  Copy the document into your personal storage


      PF11  View previous choices




      PF9 Help    PF12 Return
```

*For Finals, if you want to
see the original document
as it was typed, type 2.*

```
              PROCESS THE INCOMING MAIL                              C07

  From:    Smith, G.                    Document No.:  87002TST0002
  Subject: Monthly report               Type:  Draft
  -----------------------------------------------------------------------

  If you want to work with a version other than the most current (version 1),
  type the number you want to work with here: 1

  Press one of the following PF keys, or press PF11 to view the previous
  choices.

  PF1  View the document
  PF2  Copy the document into your personal storage
  PF3  Work with the document
  PF4  Create another document by converting the DCF control words
       to RFT controls


  PF11  View previous choices



  PF9 Help    PF12 Return
```

For Drafts, if you want to see a version other than the most current version, type the number here.

2. You can work with another version of either the Final and softcopy or Draft documents by typing a **2** if you are on screen C04, or a number up to **4** if you are on screen C07.

3. Press **PF1** on screen C04 (Final) or C07 (Draft). PROFS will show you screen I00 (or screen I01 for Graphic).

4 You may see **PF4** on your screen. This PF key is displayed if you have Host-Displaywriter Document Interchange (HDDI) attached. See "Appendix K: Working with PROFS at a Displaywriter."

Filing the document and erasing it from your incoming mail

You can file key information about a document you have received in your own mail log. While the document itself is stored in PROFS storage, your mail log is your own personal index to the documents in that file. When you file information about a document, the information is erased from your incoming mail.

To file information about a document, press **PF2** on one of the "Process the Incoming Mail" screens (C31 for RFT-D documents, C30 for RFT-F documents, C02 for Draft documents, C01 for Final and softcopy documents, and C05 or C08 for Paper documents).

PROFS shows you the "Open the Mail" screen (C00) with the word FILE beside the document you have just filed.

```
                              OPEN THE MAIL                              C00

        Press the PF key for the document you want.  Or, if you want to view all of
        these documents, type ALL here and press ENTER===) _
              ----FROM----        -----TO-----      TYPE    DUE DATE  DOCUMENT NO.
        PF1 Riley, L. M.       Johnson, G. J.      RFT-F              87002TST0012
              Subject:  Report information in last memo
        PF2 Smith, G.          Johnson, G. J.      RFT-D              87002TST0008
              Subject:  Monthly report
        PF3 Doe, L. M.         Johnson, G. J.      Paper              87002HDC0003
              Subject:  Monthly sales and credits
        PF4 John Smith         George Johnson      Meeting   01/02/87 13:16
              Subject:  Meeting with Marketing Group
        PF5 ROEMARY2--VMSYS1   JOHNSONG--VMSYS1    Reply     01/02/87 11:27
              Subject:  Estimates for report
        PF6 David Richards     George Johnson      Note      01/02/87 11:25
              Subject:  Meeting schedule
        PF7 Smith, G.          Johnson, G. J.      Draft            --- FILE
              Subject:  Monthly report
        PF8 Riley, L. M.       Johnson, G. J.      Final     10/01/87 87002TST0001
              Subject:  January sales report


                                                        Screen   1 of   1
        PF9 Help    PF10 Next Screen    PF11 Previous Screen    PF12 Return
```

You'll see the word FILE instead of the number if you file Smith's Draft report.

IF YOU CHANGE YOUR MIND

If you change your mind about filing the information about the document, **you can put it back in your incoming mail**. You can do this only as long as you are still working with your incoming mail and do not press **PF12** on the "Open the Mail" screen, which shows the word FILE beside the document.

To put the document back into your incoming mail:

1. Press the PF key beside the document on screen C00, "Open the Mail." This brings you to a "Process the Incoming Mail" screen for the document (C31, C30, C02, C01, C05, or C08).

2. Press **PF3** to keep the document in your incoming mail.

PROFS shows you screen C00 again with the word FILE replaced with the document number. You can now continue working with that document or with the rest of your incoming mail.

Erasing the document from your incoming mail and mail log

You may want to erase a document from your incoming mail and from your mail log. To do this, press **PF4** on one of the "Process the Incoming Mail" screens (C31 for RFT-D documents, C30 for RFT-F documents, C02 for Draft documents, C01 for Final and softcopy documents, or C05 or C08 for Paper documents).

PROFS shows you screen C00, "Open the Mail" with the word DELETE beside the document under the column heading "DOCUMENT NO." This means that the document will be erased from your incoming mail and the mail log when you press **PF12** on screen C00. When you erase a document from your mail log, it remains in PROFS storage. You must know the document number to work with it later.

Note: If you press **PF4**, you erase the document from the incoming mail and from the mail log. If you want to erase the document from the incoming mail but keep it in your mail log, press **PF2** on one of the "Process the Incoming Mail" screens. PROFS shows you screen C00, "Open the Mail," with the word FILE under the column heading "DOCUMENT NO."

```
                              OPEN THE MAIL                                    C00

   Press the PF key for the document you want.  Or, if you want to view all of
   these documents, type ALL here and press ENTER===)_
        ----FROM----        -----TO-----      TYPE    DUE DATE  DOCUMENT NO.
   PF1 Riley, L. M.        Johnson, G. J.      RFT-F             87002TST0012
        Subject:  Report information in last memo
   PF2 Smith, G.           Johnson, G. J.      RFT-D             87002TST0008
        Subject:  Monthly report
   PF3 Doe, L. M.          Johnson, G. J.      Paper             87002HDC0003
        Subject:  Monthly sales and credits
   PF4 John Smith          George Johnson      Meeting           01/02/87 13:16
        Subject: Meeting with Marketing Group
   PF5 ROEMARY2--VMSYS1    JOHNSONG--VMSYS1    Reply             01/02/87 11:27
        Subject:  Estimates for report
   PF6 David Richards      George Johnson      Note              01/02/87 11:25
        Subject:  Meeting schedule
   PF7 Smith, G.           Johnson, G. J.      Draft             87002TST0002
        Subject:  Monthly report
   PF8 Riley, L. M.        Johnson, G. J.      Final    01/02/87  DELETE
        Subject:  January sales report

                                                        Screen    1 of    1
   PF9 Help     PF10 Next Screen    PF11 Previous Screen    PF12 Return
```

You will see the word DELETE instead of the number if you erase Riley's Final report.

IF YOU CHANGE YOUR MIND

*If you change your mind about erasing the document, you can put it back into your incoming mail as long as you continue working with your incoming mail and do not press **PF12** on screen C00, "Open the Mail."*

To put the document back into your incoming mail:

1. *Press the PF key on screen C00 beside the document you erased. PROFS shows you the "Process the Incoming Mail" screen for that document (C31, C30, C02, C01, C05, or C08).*

2. *Press* **PF3** *to keep the document in the incoming mail.*

PROFS shows you screen C00 again with the word DELETE replaced by the document number. You can continue to work with the document or with the rest of your incoming mail.

Forwarding the document

To forward a document you have received to another PROFS user, press **PF5** on one of the "Process the Incoming Mail" screens (C31 for RFT-D documents, C30 for RFT-F documents, C02 for Draft documents, C01 for Final and softcopy documents, and C05 or C08 for Paper documents).

PROFS shows you screen H00, "Assign the Document Distribution Information," for RFT-D, RFT-F, Draft, Final, and softcopy documents. (PROFS shows you screen H05, "Assign the Reviewer Distribution Information," for Paper documents.)

You can forward the document and send certain other information along with it, if you choose, by following these steps:

1. Type the **name** of the person(s) you want to forward the document to. Press **PF1** on screen H00. PROFS shows you screen H02, "Attach a Routing Slip."

*Type the date
by which a response
is requested.*

*You can select one of
these messages by pressing
the PF key.*

*You can also include
your own note.*

```
                      ATTACH A ROUTING SLIP                    H02

  From:    Riley, L. M.              Document No.:  B7002TST 0001
  To:      Johnson, G. J.
  Subject: January sales report
  Due date:
           -------------------

  Press the PF key for the text you want and type a note if you want to add
  more text.

  PF1  For your information
  PF2  For your comments
  PF3  For your approval
  PF4  Please handle
  PF5  Please circulate
  PF6  Prepare reply for my signature

  Type Note===) _


  When you are finished, press ENTER.

  PF9 Help    PF12 Cancel distribution
```

2. If you want a **response by a specific date**, type this date on the line after "Due date." This due date will appear in the incoming mail of the person to whom you are forwarding the document and will be included in your mail log for this document (if another due date does not appear in the mail log).

3. If you want to **attach a note** (routing slip or buckslip) to the document, you can choose one of the six standard messages on the screen by pressing the PF key beside the one you want. The word SELECTED will appear next to your choice. (If you change your mind about your choice, just press the same PF key again. It will be cancelled.)

4. Whether or not you choose one of the six standard messages with **PF1** through **PF6** you can also **add your own note** to the routing slip. Just type your message after the arrow near the bottom of the screen. The first greeting line of your nickname file is included. This is where your name appears. See "Appendix B: Working with nickname files."

5. Press ENTER to forward the document.

IF YOU CHANGE YOUR MIND

If you decide you do not want to forward the document, press **PF12** *to cancel instead of pressing ENTER.*

You will see messages on your screen saying that the document has been forwarded. The notice of the document is now in the incoming mail of the person to whom you forwarded it. (If the document was restricted, you will not be able to forward the document — PROFS notifies you of this.)

The word "MORE..." will appear at the bottom of the screen. Press CLEAR to return to the "Process the Incoming Mail" screen for the document.

Viewing the distribution list for the document

To view the list of people who have received the document, press **PF6** on one of the "Process the Incoming Mail" screens (C31 for RFT-D documents, C30 for RFT-F documents, C02 for Draft documents, C01 for Final and softcopy documents, and C05 or C08 for Paper documents).

PROFS shows you screen K21, "View the Distribution List," which lists the user names of the people who have received the document, as long as they are on the same PROFS system as the person who sent the document.

```
                       VIEW THE DISTRIBUTION LIST                            K21

   Document No.:  87002TST0012                    Type: RFT-F
   Draft copies:  1                               Owner: RILEYL
   From:          Riley, L. M.
   To:            Johnson, G. J.
   Subject:       Report information in last memo
   ------------------------------------------------------------------------------

   This document has been mailed to the following.  Their user names are listed.
   JOHNSONG ******** JSMITH
   END OF LIST




      PF1 Top    PF2 Bottom    PF4 Up    PF5 Down           Screen   1 of  1
      PF9 Help   PF10 Next Screen    PF11 Previous Screen   PF12  Return
   ===) _
```

Information about the document.

Who the document has been sent to.

If there is more than one page of names, use the PF keys to move among the screens.

If you are looking for a person who was mailed a document but who is no longer on the PROFS system, you will see asterisks (********) instead of a user name.

Changing information about the document in your mail log

To help you search later for the document after you have filed it in your mail log, you may want to change or add to the information under which the document is filed. For example, you may want to add a special identifier (such as "tax") that you associate with documents about various types of taxes. Or you may want to add a general key word (for example, "budget") that puts the document in a category that you use frequently — you can then locate the document along with all the others in that category. These changes affect only your personal mail log. They do not affect the way the document is stored in PROFS storage and they are not sent with the document if you distribute the document later.

To change the information for one of the documents in your mail log, press **PF7** on one of the "Process the Incoming Mail" screens (C31 for RFT-D documents, C30 for RFT-F documents, C01 for Final and softcopy documents, and C05 or C08 for Paper documents).

PROFS shows you screen D18, "View or Change the Mail Log Information."

Information about the document.

You can add comments. If the document had reference information in it, PROFS automatically puts it into the comments line. You can change the mail log information.

```
           VIEW OR CHANGE THE MAIL LOG INFORMATION                    D18

     Type the changes you want for document no.: 87002TST 0008
     Then press ENTER to change the mail log information.

    ┌ From:      Riley, L. M.
    │            ----------------
    │ To:        Johnson, G. J.
    │            ----------------
    └ Subject:   Monthly report
                 ---------------------------------------------------------------

                 -------------------------------------------------------------
     Comments:
                 ----------------------------------------------
     Action:                              Due date:
                 ----------                            ---------------------
     Identifier:                          Type: M
                 ---                              -




     PF9 Help     PF12 Cancel
```

These are discussed in Appendix A.

On this screen, you see the information that is now filed about this document in your mail log.

1. Move the cursor to the line that you want to change, and type your changes or additions. You can change anything (except the document number) or add to what is already there. You can find out more about how to use "Action," "Identifier," and "Type" in Appendix A.

   Note: In the "Type" field, PROFS uses the letter M to mean that the document is an RFT-F or Final document and the letter U to mean that the document is an RFT-D or Draft document.

2. Press ENTER.

Your additions and corrections will become part of the information in your mail log. PROFS takes you back to the "Process the Incoming Mail" screen (C31, C30, C02, C01, C05, or C08) so you can continue to work with the document.

Note: If you already received this document earlier, be careful about pressing **PF7** on a "Process the Incoming Mail" screen (C31, C30, C02, C01, C05, or C08). You already have an entry for it in your mail log. If you were to press **PF7**, you would not see what is in your mail log for this document on screen D18, "View or Change the Mail Log Information." Instead you would see what is currently listed in your incoming mail. (They may not be exactly the same.) If you change the information on screen D18, this new information would replace whatever is already in your mail log for this document.

For this reason, you may prefer to change the mail log information by working through the mail log directly (see "Chapter 5: Finding documents" and "Chapter 10: Processing the mail log") rather than while handling your incoming mail. On the other hand, you may view the information on screen D18 without changing anything. Just be sure to leave the screen by pressing **PF12.**

Copying the document into your personal storage

When you are preparing a document, you may want to use all or part of an existing document (whether you have created it or received it). You can copy the full document from the PROFS storage and put it into your personal storage. (You can do this with RFT-D, RFT-F, Draft, Final and softcopy documents.) Follow these steps:

1. Press **PF10** on one of the "Process the Incoming Mail" screens (C31, C30, C02, or C01) for the document you want to copy. PROFS shows you alternate screen C33 (for RFT-D documents), C32 (for RFT-F documents), C07 (for Draft documents), or C04 (for Final and softcopy documents).

This screen is for RFT-F documents.

Press PF2 to put the document in your personal storage.

```
                          PROCESS THE INCOMING MAIL                           C32

        From:     Riley, L. M.                      Document No.:  87002TST0012
        Subject:  Report information in last memo        Type:   RFT-F
        --------------------------------------------------------------------------

        Press one of the following PF keys, or press PF11 to view the previous
        choices.

        PF1   View the document
        PF2   Copy the document into your personal storage
        PF4   Create a new document from a copy of this document


        PF11  View previous choices




        PF9 Help    PF12 Return
```

```
                        PROCESS THE INCOMING MAIL                    C33

     From:    Smith, G.                     Document No.:  87002TST0008
     Subject: Monthly report                Type: RFT-D
     -----------------------------------------------------------------

     If you want to work with a version other than the most current (version 1),
     type the number you want to work with here: 1

     Press one of the following PF keys, or press PF11 to view the previous
     screen.

     PF1   View the document
     PF2   Copy the document into your personal storage
     PF3   Work with the document
     PF4   Create a new document from a copy of this document


     PF11  View previous choices



     PF9 Help  PF12 Return
```

2. Type the number of the version of the document you want.
    PROFS automatically keeps two versions of each RFT-D,
    Draft, and Final document. PROFS only keeps one version
    of an RFT-F document.

    If you want to copy a version of the document other than
    version 1, type the number over the number where the
    cursor is showing.

    For an RFT-D or Draft document, version 2 is the document
    before the last changes were made. For a Final document,
    version 2 is the current version displayed with the DCF
    control words in the text. If PROFS has been told to keep
    more than two versions, there may also be a version 3 or
    even 4 of an RFT-D or Draft document. Versions of the
    document other than 1 will be available only if the time
    limit for keeping them has not passed.

3. Press **PF2** to copy the version of the document you want.

PROFS puts the document into your personal storage and tells you the document name in the form of a filename and filetype.

When the document is in your personal storage, you'll need to know the filename and filetype to work with it. You can change the text of a document when it is in your personal storage even if it was an RFT-F or Final document when you received it. The original document remains in PROFS storage. If you file the new document in PROFS storage with your changes, PROFS will tell you what the new document number is.

4. Press **PF3** to work with the document.

5. Press **PF4** to create a new RFT-D or RFT-F document from a copy of this document.

If the document is **already** in your personal storage when you press **PF2**, PROFS shows you screen X10, "Copy the Document."

The filename, filetype, and filemode of your document will be here.

Rename your file here.

```
                         COPY THE DOCUMENT                          X10

     A copy of: D0120008   RFTD   A1 is already in your personal storage.

     Press one of the following PF keys. If you want to keep the file
     in your personal storage without changing the name, press PF12.

     PF1  Give the file in your personal storage another name.
          Type the new filename and the filetype below first before pressing
          the PF key.  Filename and filetype===) _
                                               -------- --------
     PF2  Erase the file in your personal storage and continue
          with a new copy




     PF9 Help    PF12 Return
```

At the top of the screen you see a message telling you that a copy of the document you requested — identified by the filename, the filetype, and the filemode — is already in your personal storage.

You have several choices:

- You can **leave the copy** of the document as it is in your personal storage, and not get another copy from PROFS storage. Press **PF12** and PROFS takes you back to one of the "Process the Incoming Mail" screens.

- You can **rename** the document file that is already in your personal storage and save the file. To do this, type the new **filename** and **filetype** in the spaces after the arrow. Then press **PF1**.

- You can **erase** the document file in your personal storage. Press **PF2**.

Creating a new RFT document using a copy of this document

For RFT-D and RFT-F documents you can create a new document by copying a previous RFT-D or RFT-F document. Press **PF4** on screen C32 for RFT-F documents and screen C33 for RFT-D documents.

PROFS shows you screen F63, "Process the Document." To get help in using this screen to change and file the document, see "Chapter 7: Preparing RFT documents."

Changing an RFT-D or Draft document

The RFT-D and Draft documents are documents to which you can make changes. Otherwise, they are handled in the same way as an RFT-F or Final document.

To make changes to an RFT-D or Draft document:

1. Press **PF10** on screen C31, "Process the Incoming Mail," for an RFT-D document or screen C02, "Process the Incoming Mail," for a Draft document. PROFS shows you screen C33, "Process the Incoming Mail," for RFT-D documents and screen C07, "Process the Incoming Mail," for Draft documents.

If you want a different version, type the number here.

Press PF3 to work with the document.

```
                         PROCESS THE INCOMING MAIL                          C33

     From:    Smith, G.                        Document No.:  87002TST0008
     Subject: Monthly report                   Type:  RFT-D
     -----------------------------------------------------------------------
     If you want to work with a version other than the most current (version 1),
     type the number you want to work with here: 1

     Press one of the following PF keys, or press PF11 to view the previous
     screen.

     PF1  View the document
     PF2  Copy the document into your personal storage
     PF3  Work with the document
     PF4  Create a new document from a copy of this document


     PF11 View previous choices



     PF9 Help  PF12 Return
```

2. If you want to work with a version of the RFT-D or Draft other than the most recent (version 1), type the version number you want over the number 1 that is shown.

3. Press **PF3**.

PROFS shows you screen F63, "Process the Document," for RFT-D documents or screen F01, "Process the Document," for Draft documents. To get help in using these screens to change and file RFT-D and Draft documents, see "Chapter 7: Preparing RFT documents" and "Chapter 8: Preparing DCF documents."

7
Printing copies of notes and documents

You may want to have a paper copy of a note or document you have received in your incoming PROFS mail. The note or document stays in your incoming mail, even if you print a copy, until you file it or erase it. To print a copy, make sure you are on one of the "Process the Incoming Mail" screens (C31 for RFT-D documents, C30 for RFT-F documents, C02 for Draft documents, C01 for Final and softcopy documents, or E01 for notes). Then press **PF8**. PROFS shows you screen J00, "Choose a Printer." If you are working with graphics documents, see "Appendix L: Working with graphics documents (GDDM)."

Your PROFS administrator will explain how this screen works for your system.

```
                         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              SELECTED
     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
                                                  Screen   1 of   1

     PF8 Options PF9 Help  PF10 Next Printers  PF11 Previous Printers  PF12 Cancel
     ===)
```

The **top part** of this screen lists several choices for you to fill in on the lines. If you leave the lines blank, PROFS will make some (or all) of the choices for you automatically — it depends on how the printers are set up for your system. If you need help, your PROFS administrator can tell you what these automatic choices are.

If you want to make some of the choices yourself, here is how to print the document:

1. Type the **number of copies** you want (from 1 to 99) on the line before "Number of copies."

2. If you want to send a printable copy to another user (usually not a PROFS user), type the **user name** of the person after "Send a copy to" and the **system name** after "at." The person can then print the document or view it.

3. Press the PF key beside the printer you want. If you want the printer next to **PF1**, it is already selected for you. If there are more than six printers available on your system, the message at the bottom of the screen will show how many screens there are and which one you are on. You will see the word SELECTED on the same line as the printer you choose to use. Press **PF10** to see the other printers listed.

4. After you have made your choices, press ENTER.

If you want to make additional choices on a printer, press **PF8** on screen J00. PROFS shows you screen J01, "Choose Printer Options."

On screen J01, you can specify an option file, arrangement file, or a special form for the document. You can shift the document contents to the right on the page. You can print a partial document by specifying the first page to print and the last page to print. You can also make different or additional choices by typing them on the command line. See your PROFS administrator for help on these choices.

8
Working with files that are not from PROFS

You may have mail that was not created using PROFS. If so when you press **PF12** on screen C00, "Open the Mail," you are asked "Do you want to process the files that are not from PROFS? Type **Y** or press ENTER to process these files, otherwise type **N**."

PROFS shows you screen C09, "Process Files That Are Not From PROFS." Move the cursor next to the file you want to work with. Press **PF1** and PROFS shows you screen C10, "View or Change the File."

You can also store the file in your personal storage. Move the cursor next to the file you want to store and press **PF2**. If you already have a file in your personal storage with the same filename that this one has, PROFS will ask you if you want to replace it with this file.

If you want PROFS to display the list in a different order, press **PF3, PF4, PF5, PF6,** or **PF7** to sort the list the way you want it.

If you want to discard a file, press **PF8**.

```
                    PROCESS FILES THAT ARE NOT FROM PROFS                  C09

 Cmd   Filename Filetype Class From  at Location Hold Records  Date      Time
  _    PROFILE  EXEC     PUN A USERA    MSNVM2   NONE      30 01/02    13:15:34
       PROFILE  XEDIT    PUN B USERB    DALHQIC1 USER    1234 01/03    09:43:01

















 PF1 View          PF2 Store          PF3 Sort(filename) PF4 Sort(filetype)
 PF5 Sort(records) PF6 Sort(from)      PF7 Sort(date)     PF8 Erase
 PF9 Help          PF10 Next           PF11 Previous      PF12 Return
```

```
* * * TOP OF FILE * * *
&TRACE
EXEC SETPF
ACC 399 B/A
ACC 202 C
ACC 203 D
ACC 204 E
&EXIT
* * * END OF FILE * * *




PF1 Store          PF2 Cursor         PF3 File changes    PF4 Tab Key
PF5 Erase a line   PF6 Add a line     PF7 Right/Left      PF8 Split/Join
PF9 Help           PF10 Next          PF11 Previous       PF12 Return
====) _
```

On screen C10, you can store the file in your personal storage
by pressing **PF1**. If you already have a file in your personal
storage with the same filename as this one has, PROFS will
ask if you want to replace it with this file.

If you have made any changes to the file and you want to store
them, press **PF3**. PROFS leaves the file as it was on screen
C09, "Process Files That Are Not From PROFS," and puts a
copy with any changes you have made in your personal
storage.

Press **PF2, PF4, PF5, PF6, PF7,** or **PF8** to make changes to the
file.

4 Opening the Mail

Fast Track

C06
Process the
Incoming Mail

===> ALL

- PF1 ——————> View all (on that screen)
- PF2 ——————> File all (on that screen) and erase from mail
- PF3 ——————> Keep all (cancels PF2 or PF4)
- PF4 ——————> Erase all (on that screen) from the incoming mail and the mail log

On all screens:

PF9 Help

PF12 Return
(except PF12 "End"
on A00 and PF12
"Cancel" on E02, E03,
E04, E11, E13)

A00
Main Menu

PF2

C00
Open the Mail

PF key
next to
a note
in the list

E01
View
the Note

- PF1 ——————> Alternate PFs ——————— PF4 ——————> E12 View the Note / E03 Add Personal Comments to Your NOTE Log
- PF5 ——————> E12 View the Note / E04 Send a Note
- PF2 ——————> File the note and erase from mail
- PF3 ——————> Keep (cancels PF2 or PF4)
- PF4 ——————> Erase (without filing)
- PF5 ——————> E12 View the Note / E11 Forward the Note
- PF6 ——————> E12 View the Note / E02 Reply to the Note
- PF7 ——————> E12 View the Note / E13 Send the Note Again
- PF7 ——————> Add to calendar (Meeting Notice)
- PF8 ——————> J00 Choose a Printer ←— PF8 —→ J01 Choose Printer Options

PF key
next to a
document
in the list

PF12 ——————> C09 Process Files That Are Not From PROFS ——— PF1 ——————> C10 View or Change the File

C33 / C31
Process the
Incoming
Mail RFT–D

C32 / C30
Process the
Incoming
Mail RFT–F

C04 / C01
Process the
Incoming Mail
Final

C07 / C02
Process the
Incoming Mail
Draft

C05
Process the
Incoming Mail
Paper

C08
Process the
Incoming Mail
Paper

View the
routing slip

Flowchart showing the following paths:

Left column:
- PF1 on C30 or C31 → DisplayWrite/370 "View"
- PF1 → I01 View the Graphics Document
- PF1 on C01 C02 → I00 View the Document
- PF2 → File and erase from mail
- PF3 → Keep (cancels PF2 or PF4)
- PF4 → Erase (without filing)
- PF5 → H05 Assign the Reviewer Distribution Information
- PF5 not on C05 or C08 → H00 Assign the Document Distribution Information
- PF6 not on C05 or C08 → K21 View the Distribution List
- PF7 → O18 View or Change the Mail Log Information
- PF8 not on C05 or C08 → J00 Choose a Printer

Second column:
- PF10 on C30 → C32 Process the Incoming Mail RFT-F (second screen)
- PF10 on C31 → C33 Process the Incoming Mail RFT-D (second screen)
- PF10 on C01 → C04 Process the Incoming Mail Final (second screen)
- PF10 on C02 → C07 Process the Incoming Mail Draft (second screen)
- PF8 → J01 Choose Printer Options

Third column:
- PF1 → I00 View the Document (earlier version)
- PF2 → If not in your storage yet, PROFS copies it or if already in your storage, PROFS shows you → X10 Copy the Document (into your personal storage)
- PF3 → F01 Process the Document

Right column (top):
- PF1 → DisplayWrite/370 "View"
- PF2 → Copy into Personal Storage; If file exists → X10 Copy the Document (into your personal storage)
- PF4 → F63 Process the Document
- PF11 → C30 Process the Incoming Mail RFT-F

Right column (bottom):
- PF1 → DisplayWrite/370 "View"
- PF2 → Copy into Personal Storage; If file exists → X10 Copy the Document (into your personal storage)
- PF3 PF4 → F63 Process the Document
- PF11 → C31 Process the Incoming Mail RFT-D