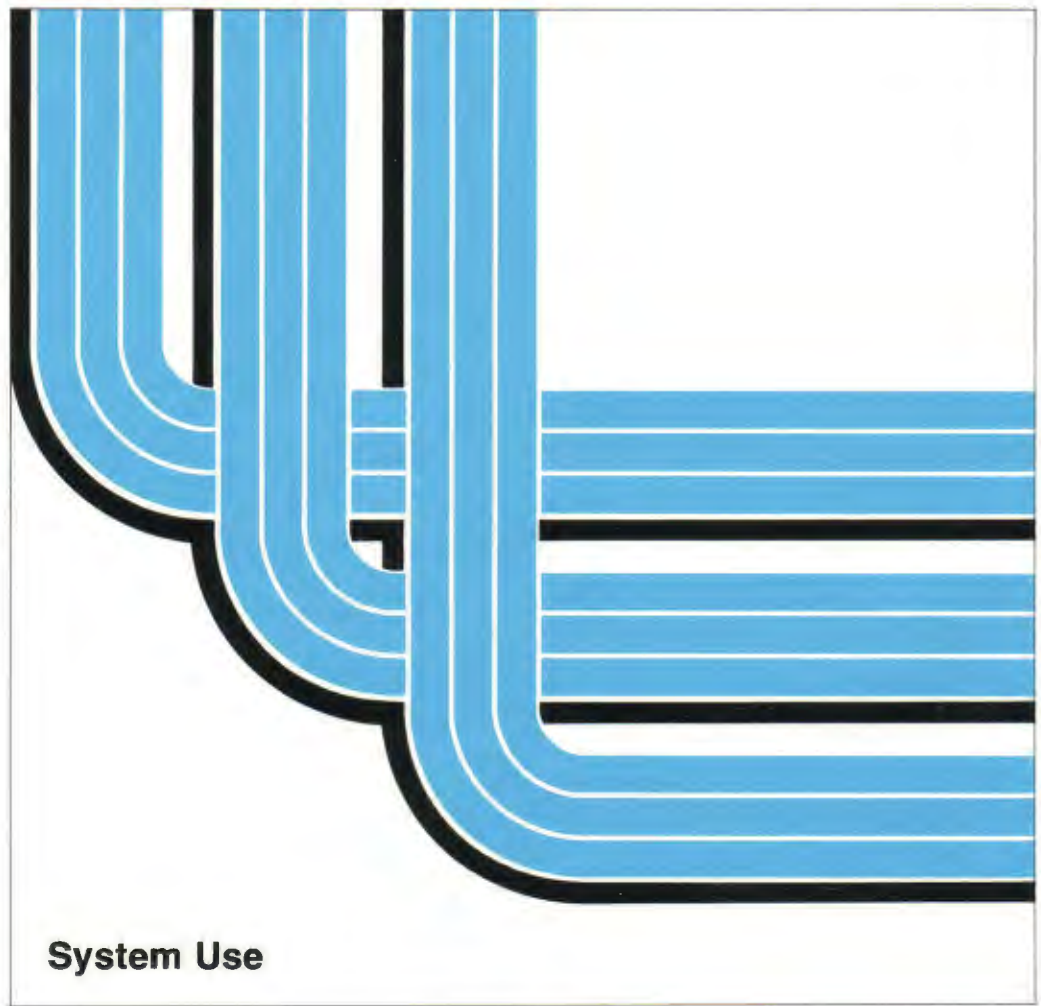
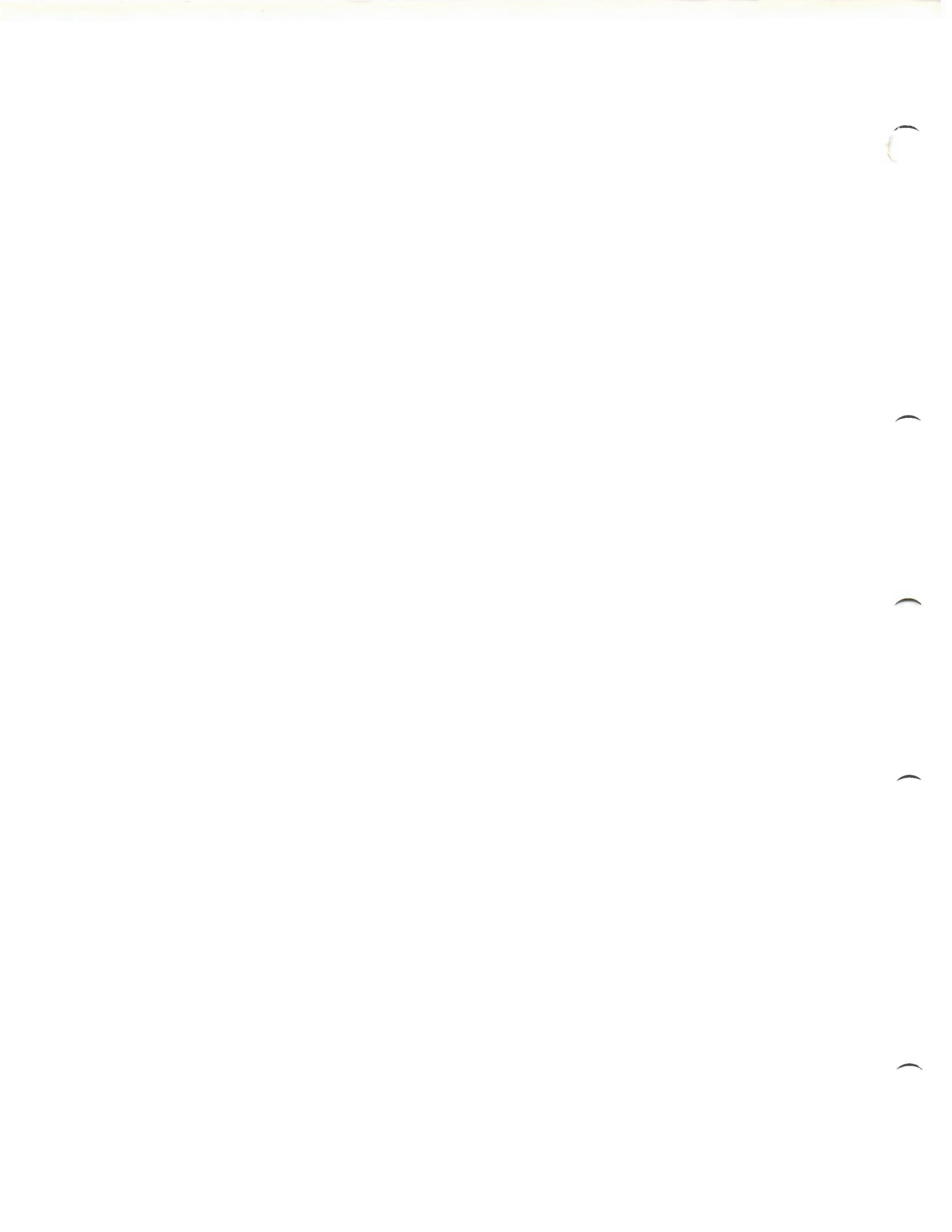


**Systems Application Architecture OfficeVision/400:
Learning about OfficeVision/400**

Version 2







Application System/400

SC41-9615-02

**Systems Application Architecture OfficeVision/400:
Learning about OfficeVision/400**

Version 2

Take Note!

Before using this information and the product it supports, be sure to read the general information under "Notices" on page vii.

Third Edition (November 1993)

This edition applies to the licensed program IBM* SAA* OfficeVision/400 (Program 5738-WP1), Version 2 Release 3 Modification 0, and to all subsequent releases and modifications until otherwise indicated in new editions. This major revision makes obsolete SC41-9615-01. Make sure you are using the proper edition for the level of the product.

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Changes or addition to the text are indicated by a vertical line (|) to the left of the change or addition.

Refer to the "Summary of Changes" on page xi for a summary of changes made to the SAA* OfficeVision/400* licensed program and how they are described in this publication.

This publication contains examples of data and reports used in daily business operations. To illustrate them as completely as possible, the examples include the names of individuals, companies, brands, and products. All of these names are fictitious and any similarity to the names and addresses used by an actual business enterprise is entirely coincidental.

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AS/400	SAA
IBM	SQL/400
OfficeVision	Systems Application Architecture
OfficeVision/400	400
Operating System/400	



About This Manual

This manual shows how to complete office tasks using OfficeVision/400. With OfficeVision/400, you can do such things as keep informed of appointments and reminders for you or someone else on a calendar; send and receive mail; and keep information you need daily, such as telephone numbers, in a personal directory.

You may need to refer to other IBM manuals for more specific information about a particular topic. The *Publications Guide*, GC41-9678, provides information on all the manuals in the AS/400 library.

For a list of related publications, see the Bibliography.

Who Should Use This Manual

This manual is for the new OfficeVision/400 user or for someone who needs a quick review before using OfficeVision/400 again. It contains examples of office tasks performed using OfficeVision/400. These examples can be used as practice exercises or as guides for actual office applications.

Before using this manual, you must be enrolled in OfficeVision/400. For more information about enrollment, contact your administrator or refer to the manual *Systems Application Architecture* OfficeVision/400*: Managing OfficeVision/400*, SC41-9627.

For information about OfficeVision/400 tasks not covered in this manual, see the manual *Systems Application Architecture* OfficeVision/400*: Using OfficeVision/400*, SC41-9616.

Before using this manual you should be familiar with the introductory material for using the system and for using your display station and printer.

As you read the exercises in this manual, you will see numbers and words that appear in **bold** (darker type) within the text. You can either type them on the display as they appear in this manual or change them to apply to your office application.

The exercises in this manual contain fictitious user IDs. In OfficeVision/400, a user ID is the name the system uses to identify someone. For the exercises that you do, type your own user ID and also get permission from other people to use their user IDs for the exercises in this manual. Also, in order to complete some of the exercises in this manual, a previous exercise must have been completed.

Unless otherwise indicated, this manual assumes that the OfficeVision/400 word processing functions are always used to work with documents (for example, notes and mail items). However, your administrator might have set up your system so that other programs are used in place of certain OfficeVision/400 functions. See your administrator for more information about other programs used instead of OfficeVision/400 functions on your system.



Summary of Changes

Calendar Function Enhancements

The OfficeVision/400 calendar function has been modified as follows:

- Users now can view and print a monthly calendar to determine at what times they are busy for each day of the month. The two types of items that are supported on monthly calendars are meetings and events.
- Users now can authorize others to work with their meetings (for example, to change a meeting).
- Columnar tabbing on calendars has been changed. Tabbing now moves from the *Function* prompt to the *Calendar* prompt and then to each column heading (date).
- On all main calendar displays, when F21 (Display keys) is pressed, all PF key information is now replaced with an extra row of calendar information.
- On all main calendar displays, if a user selects actions that display a half panel (for example, adding an item), then the top half of the display can no longer be scrolled.
- Users now can decide whether to display and print the week number of the year on all main calendar displays.

Working with Mail

Users now can sort their mail by date in either ascending or descending order.

Users now can work with fill in form documents by selecting option 15 (Fill form) on the Work with Mail display. After filling in the designated form fields, users can print, send, or refresh the form and can begin entering new information without having to end the editing session. For more information about fill in form documents, see *Using OfficeVision/400**.



Chapter 1. Introduction to OfficeVision/400

This chapter describes IBM* SAA* OfficeVision/400* functions and features.

The OfficeVision/400 licensed program is designed to help you do many of the office tasks you perform every day. It can be used to send and receive documents, look up telephone numbers, set up meetings, and do many other things at your display station.

OfficeVision/400 consists of a base product (including the document library services, administration, and personal directories functions) and optional functions (the calendar, mail, text search, and word processing functions). Ask your system administrator which of these functions are installed on your system.

Tasks in the OfficeVision/400 Menu

The OfficeVision/400 menu contains a list of office tasks. These tasks let you:

- Work with calendars
- Work with mail
- Send messages
- Send notes
- Work with documents and folders
- Do word processing
- Use directories and distribution lists
- Use decision support utilities
- Perform administrative functions
- Select a user option
- Sign off

If OfficeVision/400 calendar, OfficeVision/400 mail, and the OfficeVision/400 editor are installed on your system, the OfficeVision/400 menu looks like the following:

```
OfficeVision/400
System: RCH88PUB
Time: 12:52
October 1989
M T W T F S S
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
New mail

Select one of the following:
1. Calendars
2. Mail
3. Send message
4. Send note
5. Documents and folders
6. Word processing
7. Directories and distribution lists
8. Decision support
9. Administration
90. Sign off

Bottom
Press ATTN to suspend a selected option.
Selection
—
F3=Exit F12=Cancel F19=Display messages
(C) COPYRIGHT IBM CORP. 1985, 1993.
```

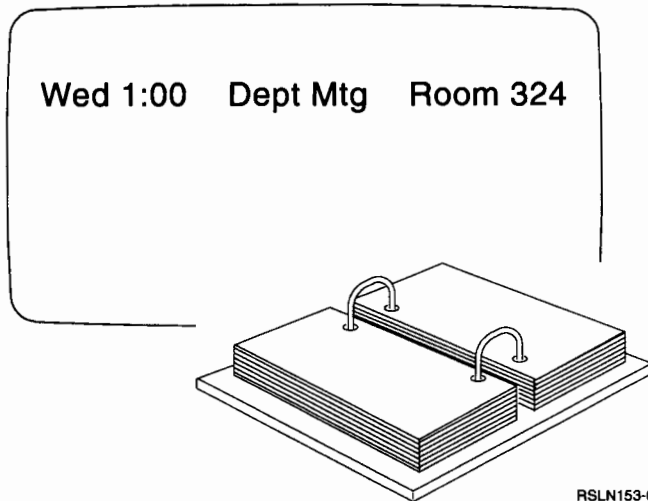
Note: If the word processing function of OfficeVision/400 is not installed and if there are no applications that handle mail, option 4 (Send note) does not appear.

If OfficeVision/400 calendar is not installed, option 1 does not appear on the menu. If OfficeVision/400 mail is not installed, options 2, 3, 4, and 7 do not appear on the menu.

Because certain functions may not be available on your system, the displays you see as you work through the exercises in this manual may differ from the ones shown here. Your system administrator can provide more information about which functions are available on your system.

Calendars

The calendar function of OfficeVision/400 helps you manage your time more efficiently. You can replace your paper calendars and appointment books with electronic calendars.



You can schedule meetings and other events on your OfficeVision/400 calendar. OfficeVision/400 warns you if you try to schedule conflicting calendar items.

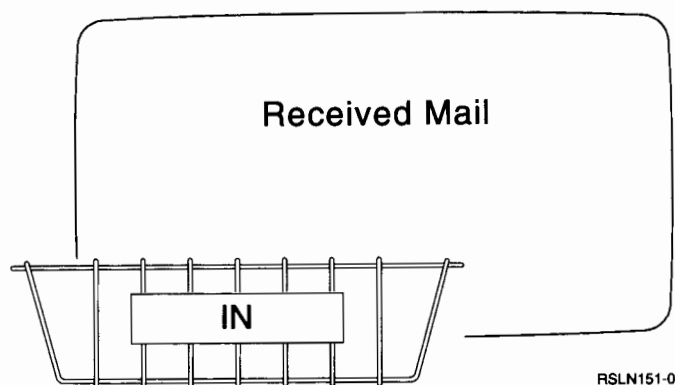
If you have the authority to do so, you can use OfficeVision/400 to look at the calendar of someone else. For instance, you could use the find free time function to see when everyone would be available for a meeting. You also can give someone else the authority to look at or change your calendar.

If you want, OfficeVision/400 notifies you of an event before it starts. You also can choose to be notified when someone makes a change to your calendar.

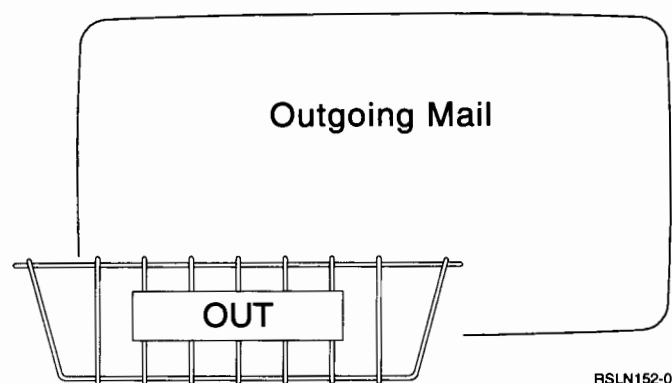
Mail

With OfficeVision/400 mail, you can send and receive documents, notes, or messages electronically instead of by paper.

A list (called a mail log) of the mail you have received replaces your in-basket.



A list of outgoing mail replaces your out-basket.



By using OfficeVision/400 mail, you have a mail log to help you keep track of the mail you send or receive. If you want to keep track of all your correspondence in one place, you also can record printed mail you receive in this mail log.

Messages

A **message** is a short note that can be sent to one or more people. It usually has only one or two lines of text. For example, if you want to ask everyone in your department to see you, you can send them all a message.

Notes

A **note** usually has more than two lines of text and has a formatted style. It is used for informal correspondence.

Documents and Folders

A **document** is similar to a note but is usually longer and is used for formal correspondence. A document also can be named and stored as a separate item. A **folder** is a list of documents filed on your system. A folder is used to group related documents and to find documents by name.

The documents and folders function allows you to work with documents filed on your Application System/400* (AS/400*) system or on another system. In OfficeVision/400, another location is called a remote system, and the document

library at the remote system is called the remote document library. A **document library** is the storage area for folders, filed documents, and their document details. You can file, search for, retrieve, delete, and print documents in your local document library or in a remote document library.

Word Processing

Word processing is used for creating, revising, viewing, and printing notes and documents. You also type letters and reports, store, edit, check the spelling, reformat, and print them. You can type one letter and change the information to create several personalized letters.

For introductory information about using word processing, see the *Learning about OfficeVision/400* Word Processing* manual. For detailed information about word processing, see the *Using OfficeVision/400* Word Processing* manual.

Directories and Distribution Lists

A **directory** is a file containing such information as names, addresses, and telephone numbers of people. A directory may be the **system distribution directory** that contains information about the people who use your system. You can search the system directory to help you find information about other users, such as telephone numbers and user IDs. A department function can be used to display and print all the members in a department.

A **distribution list** is a collection of system distribution directory entries. It is used to send information to a group of people all at one time instead of individually. A distribution list can include users who are on your system or on a remote system in your network.

A **personal directory** you create contains information you need to know to complete your daily work. The personal directory could be a small telephone directory that contains the names and telephone numbers of people in your organization whom you need to contact often, or it could be an inventory report. You decide the layout of the information in your personal directories.

Decision Support Utilities

The decision support utilities include AS/400 Business Graphics Utility (BGU), AS/400 Query, Operating System/400* interactive data definition utility (OS/400* IDDU), and the Structured Query Language/400 (SQL/400*) licensed program.

Note: AS/400 Query, BGU, SQL, and IDDU are licensed programs and might not be installed on your AS/400 system.

AS/400 BGU can be used to design, display, print, and plot graphics.

AS/400 Query produces files and reports based on any database file on the system.

OS/400 IDDU externally defines the characteristics of data and the contents of files.

The SQL/400 licensed program supports the relational database. The SQL/400 licensed program puts information in a database, and then gets and organizes selected information from that database.

Administration

The administrative functions of OfficeVision/400 are primarily for the administrator. The **administrator** is the person whose duties include such things as enrolling users in OfficeVision/400, changing users' enrollment information, and assigning document authority. However, there are some tasks that you can do if you are not an administrator, such as changing your directory, environment, and calendar information (if OfficeVision/400 calendar is installed on your system), and permitting others to handle your mail (if OfficeVision/400 mail is installed on your system).

User Option

The user option (option 50), if shown, is an option that is unique to your system. For more information about what this option does on your system, contact your system administrator.

Signing Off

If you select this function, you sign off the system.

Using OfficeVision/400 Features

OfficeVision/400 includes features that help you complete your office tasks.

Menus

OfficeVision/400 displays a list of choices or options. This is called a **menu**. When you choose a selection from the menu, a display appears for that selection. The following is the OfficeVision/400 menu which contains the selections available for OfficeVision/400:

```
OfficeVision/400
System: RCH88PUB
Time: 12:52
October 1989
M T W T F S 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
New mail

Select one of the following:
1. Calendars
2. Mail
3. Send message
4. Send note
5. Documents and folders
6. Word processing
7. Directories and distribution lists
8. Decision support
9. Administration
90. Sign off

Bottom
Press ATTN to suspend a selected option.
Selection
—
F3=Exit F12=Cancel F19=Display messages
(C) COPYRIGHT IBM CORP. 1985, 1993.
```

Note: The OfficeVision/400 menu that appears on your screen may have fewer options than the menu shown here, depending on which OfficeVision/400 options are installed on your system.

Prompts

A **prompt** is a request for information on a display that allows you to type a response. However, not all prompts on a display may need a response. Instead you may be able to choose which prompts to complete. For example, the following display shows a message that will be sent to SAJONES. Notice that the information for the *Type message*, *User ID*, and *Address* prompts were completed, but the information for the *Distribution list* prompt was not. If the information for the *Distribution list* prompt had been completed instead of the information for the *User ID* and *Address* prompts, the message would be sent to everyone on the distribution list.

Send Message

Type message.
Order the next paper supply on Thursday.

Type distribution list and/or addressees, press F10 to send.
Distribution list F4 for list

-----Addressees-----

User ID	Address	Description
SAJONES	ROCH	
_____	_____	
_____	_____	
_____	_____	
_____	_____	
_____	_____	

More...

F3=Exit F4=Prompt F9=Attach memo slip F10=Send F12=Cancel
F13=Change defaults F21=Select assistance level F24=More keys

Function Keys

At the bottom of most displays is a row of descriptions for function keys that pertain to that display. A **function key** is a keyboard key that allows you to select keyboard functions or programmer functions. For example, if the bottom of a display shows F12=Cancel and F12 is pressed, the previous display appears. For some exercises you will need to press function keys that do not appear on the display. You can press these keys even though the keys do not appear on the display. Press F24 (More keys) to see the other available function keys.

For more information about using function keys, see your display station operator's guide.

Attention Key

If you are doing an OfficeVision/400 function and press the Attn key, the OfficeVision/400 menu appears. You can then select another OfficeVision/400 function. If you select the same function that you were doing when you pressed the Attn key, you return to the area in the function where you were.

Note: If your organization does not use the OfficeVision/400 menu, contact the system administrator to determine what the Attn key does.

Help Key

Pressing the Help key while using OfficeVision/400 shows online help information about a particular display, prompt, message, or function key. For example, if you press the Help key when the cursor is located in an area of the display where help is available, information appears explaining that part of the display.

Hypertext

Hypertext is a series of AS/400 help information displays that are linked together by key words or phrases.

When you are using help, some words or phrases may be highlighted on the display. The highlighted text is either yellow on color displays, or bright and underlined on monochrome displays. Such words or phrases are called **hypertext links**.

As you look at a help display, you may find a hypertext link that is closely related to the information for which you are looking. To get to an information display that provides more specific information about that word or phrase, move the cursor in front of the highlighted word or phrase, and press the Enter key. A display of information specific to that word or phrase appears. The new display may also contain additional hypertext links that you can use for more information.

Pressing F12 (Cancel) takes you back to the previous hypertext topic display. Any topic you have already chosen has the > symbol in front of it.

Press F3 (Exit) to return to the display where you pressed the Help key.

InfoSeeker

InfoSeeker is part of the online help information that provides "how-to" and explanatory information for specific displays. You can specify words or phrases that identify the information that you want to see. To use InfoSeeker, press the Help key and then press F11 (InfoSeeker). You also can use InfoSeeker by typing the Start Search Index (STRSCHIDX) command on any command line or by selecting option 2 on the User Support and Education menu.

Page Keys

Sometimes a display may have more information than can be shown on the display. When this happens, More... appears in the lower right corner of the display. To see the additional information, press the Page Down key (or the Shift key and the Roll Up key). When you press the Page Down key, some of the top lines move off the display and new ones appear at the bottom. If you want to see the lines again that were moved off the current display, press the Page Up key (or the Shift key and the Roll Down key).

Note: The Page Up and Page Down keys may work differently for you depending on how they are defined. The movement of these keys is defined by specifying the tailor user options (TLRUSROPT) parameter in one of the following commands:

- Create User Profile (CRTUSRPRF)
- Change User Profile (CHGUSRPRF)
- Retrieve User Profile (RTVUSRPRF)
- Change Profile (CHGPRF)

Your system administrator can provide more information about these commands.

How OfficeVision/400 Helps You

In addition to the previous features, OfficeVision/400 has other ways to help you complete your office tasks. These include:

- Assumed choices. These are choices that are already filled in for you on a display. However, you can change the choice from what OfficeVision/400 supplies. These assumed choices are called **default values**.
- Error recovery information. When an error occurs, you get a message telling you about the problem. If you need further information on how to solve the problem, you can press the Help key with the cursor on the message line.
- Pressing F4. On many of the OfficeVision/400 displays, you can move the cursor to a prompt and, if indicated, press F4 for a list of possible choices for that prompt.

How It All Works Together

Here is a typical scene that shows how OfficeVision/400 can help you in the office:

- You have been asked to write a report for your manager.
- After creating the report, you use the OfficeVision/400 send function to send a copy of the report to your manager.
- Your manager sends back a message: Let's get together to talk about it.
- You look at your calendar and your manager's calendar together. The only time your manager is free in the next 2 days is from 10 a.m. to 11 a.m. tomorrow morning. Unfortunately, you have a tentative appointment with someone in purchasing at that time.
- You find the user ID for the person in purchasing by using the OfficeVision/400 directory. Send that person a message to reschedule that appointment.
- You schedule a meeting on your calendar and your manager's calendar from 10 a.m. to 11 a.m. the next day. You have OfficeVision/400 notify you both of the meeting 15 minutes before it starts, just in case you or your manager forgets.
- You send your manager a message stating when you have scheduled the meeting.
- At 9:45 a.m. the next day, 15 minutes before the 10 a.m. meeting, OfficeVision/400 notifies you of your meeting at 10 a.m. (You did forget!)
- Your manager says that your report is excellent, and everyone in the department should read it. Because a distribution list was created containing the user IDs of everyone in your department, you can easily send out copies of your report to the whole department.

Chapter 2. Starting and Stopping OfficeVision/400

This chapter shows how to start and stop (exit) OfficeVision/400.

Before you can start to use OfficeVision/400, an administrator needs to enroll you in OfficeVision/400. For enrollment information, see your administrator or the *Managing OfficeVision/400** manual.

Note: The displays that appear on your screen may have fewer options than those shown in this chapter, depending on which OfficeVision/400 options are installed on your system.

Starting OfficeVision/400

If the OfficeVision/400 display (shown on the next page) appears immediately after you sign on the system, it is not necessary for you to complete this exercise. If the display does not appear, you must complete this exercise to start OfficeVision/400.

To use OfficeVision/400, you must first sign on the AS/400 system and then do the following:

1. On the AS/400 Main Menu, type option 2 (Office tasks) and press the Enter key.

Note: If the AS/400 Main Menu does not appear after you sign on, type **STROFC** (the Start Office command) on the command line of the display that does appear and press the Enter key. The OfficeVision/400 menu appears. You can begin using OfficeVision/400 by typing a choice on the display.

```
MAIN                               AS/400 Main Menu           System: RCH88PUB
Select one of the following:
  1. User tasks
  2. Office tasks
  3. General system tasks
  4. Files, libraries, and folders
  5. Programming
  6. Communications
  7. Define or change the system
  8. Problem handling
  9. Display a menu
 10. Information Assistant options
 11. PC support tasks

 90. Sign off

Selection or command
===> 2

F3=Exit  F4=Prompt  F9=Retrieve  F12=Cancel  F13=User support
F23=Set initial menu
(C) COPYRIGHT IBM CORP. 1980, 1993.
```

2. The Office Tasks menu appears. Type option 1 (OfficeVision/400) and then press the Enter key.

```

OFCTSK                               Office Tasks                               System: RCH88PUB

Select one of the following:

    1. OfficeVision/400
    2. PC Support tasks
    3. Decision support
    4. Office security
    5. Work with system directory
    6. Documents
    7. Folders

    70. Related commands

                                                    Bottom

Selection or Command
====> 1

F3=Exit  F4=Prompt  F9=Retrieve  F12=Cancel  F13=User Support
F16=System main menu
(C) COPYRIGHT IBM CORP. 1980, 1993.

```

The OfficeVision/400 menu appears. Now you can begin using OfficeVision/400 by making a selection on the display.

```

                               OfficeVision/400                               System: RCH88PUB

Select one of the following:

    1. Calendars
    2. Mail
    3. Send message
    4. Send note
    5. Documents and folders
    6. Word processing
    7. Directories/distribution lists
    8. Decision support
    9. Administration

    50. (User defined option text)
    90. Sign off

                                                    Bottom

Press ATTN to suspend a selected option.
Selection

F3=Exit  F12=Cancel  F19=Display messages
(C) COPYRIGHT IBM CORP. 1985, 1993.

Time: 2:25
October 1989
M T W T F S S
2 3 4 5 6 7 8
8 10 11 12 13 14 15
16 17 18 19 20 21 22
23 24 25 26 27 28 29
30 31

New mail

```

Stopping OfficeVision/400

Do the following to stop (exit) OfficeVision/400:

1. When you have finished using OfficeVision/400, press F3 (Exit) to end the function. (In some cases, F3 must be pressed multiple times.)
2. When the OfficeVision/400 menu appears, exit OfficeVision/400 by pressing F3 (Exit) or sign off the system by typing option 90 (Sign off) and pressing the Enter key.

```
OfficeVision/400
System: RCH88PUB

Select one of the following:

1. Calendars
2. Mail
3. Send message
4. Send note
5. Documents and folders
6. Word processing
7. Directories/distribution lists
8. Decision support
9. Administration

90. Sign off

Time: 2:25
October 1989
M T W T F S S
2 3 4 5 6 7 8
8 10 11 12 13 14 15
16 17 18 19 20 21 22
23 24 25 26 27 28 29
30 31

New mail

Bottom

Press ATTN to suspend a selected option.
Selection
F3=Exit F12=Cancel F19=Display messages
(C) COPYRIGHT IBM CORP. 1985, 1993.
```

If you choose F3 (Exit), F12 (Cancel), or option 90 (Sign off) while one or more options are suspended, the following screen appears:

```
Exit OfficeVision/400

You have requested to exit OfficeVision/400 while one or more options
are suspended. If you continue, work in progress for those options may
be lost.

Type choice, press Enter.

Exit OfficeVision/400 Y Y=Yes, N=No

F12=Cancel
```

You can press the Enter key to continue exiting. If you press N (No) and the Enter key, or F12 (Cancel), you are returned to the OfficeVision/400 menu to select an option.

Chapter 3. Working with Calendars

This chapter contains exercises for working with calendars using OfficeVision/400. If installed on your system, OfficeVision/400 calendar allows you to keep track of events, meetings, reminders, jobs, or procedures for yourself or for people who have authorized you to use their calendars. By using a group calendar or a distribution list, you can schedule meetings on several calendars that you are authorized to use.

The exercises in this chapter assume that your administrator has selected the Daily Calendar as your OfficeVision/400 main calendar display and that the number of days to view for a daily calendar is set to one. This display appears each time you select option 1 (Calendars) on the OfficeVision/400 menu.

Note: If the Daily Calendar does not appear, you can change to the Daily Calendar by pressing F11 (Change view). Then type option 1 (Daily) on the Calendar view display and press the Enter key.

You also can use the weekly, monthly, or six month calendar as your main calendar display. See the following exercises for information on how to change your calendar to another type:

- "Displaying the Weekly Calendar" on page 3-33
- "Displaying the Monthly Calendar" on page 3-34
- "Displaying the Six Month Calendar" on page 3-34

If you change your main calendar display using one of the above methods, this change stays in effect only for this session. The next time you log on, the main calendar display selected by your administrator appears. To permanently change your main calendar display, see "Changing Your Calendar Information" on page 7-6.

The exercises in this chapter use a three-part name for the calendar name prompt: calendar name, owner user ID, and owner address. The calendar name is HANSCAL, the owner user ID is HANSON, and the owner address is ROCH. You should use your own calendar information in these exercises.

Some of the calendar exercises require you to use another user's calendar information. Before you begin these exercises, obtain permission from other OfficeVision/400 users to use their calendar information in these exercises.

Selecting a Calendar Task

A few of the possible calendar tasks include scheduling events, meetings, or reminders; viewing events; scheduling a tentative meeting for a group of calendars; and creating a calendar for such things as a conference room.

To select a calendar task, do the following:

1. On the AS/400 Main Menu, type option 2 (Office tasks) and press the Enter key. (The AS/400 Main Menu is shown under "Starting OfficeVision/400" on page 2-1.) The Office Tasks menu appears.


```

                                Daily Calendar
Function . . . . . _____ Calendar . . . . . HANSCAL HANSON ROCH

Type information, press Enter to schedule.
Nbr From To Text Type
                10/09/89 Monday
_____
_____
_____

                                Add Item

Type choices, press Enter.
Type of item . . . . . 1      1=Event (single calendar)
                                2=Meeting (multiple calendars)
                                3=Reminder
                                4=Job

Multiple items . . . . . N      Y=Yes, N=No

F3=Exit      F9=Six month calendar      F12=Cancel      F19=Display messages

```

5. Press F12 (Cancel).

You also can select a calendar task by typing a calendar function code. To type a calendar function code do the following:

1. On a calendar display, move the cursor to the *Function* prompt at the top of the display.
2. With the cursor in the *Function* prompt, press F4 (Prompt). The Select Function display appears.

```

                                Select Function

Type option, press Enter.
1=Select

Opt  Function  Text
---  ---      ---
+nn  Shift nn days, months or calendars forward
-nn  Shift nn days, months or calendars backward
hh:mmx Time to show at top of display
nn   View item with reference number nn
A    Add an item
Ann  Add item based on item number nn
AE   Add an event
AEnn Add event based on item number nn
AEM  Add an event with multiple occurrences
AEMnn Add event multiple based on item nn
AJ   Add a job
AJnn Add job based on item number nn
AJM  Add a job with multiple occurrences
AJMnn Add job multiple based on item nn

More...

F5=Refresh      F9=Six month calendar      F12=Cancel
F15=Select User-defined function      F17=Position to      F19=Display messages

```

3. On the Select Function display, select the function for the task to be done. For example, to add an item to your calendar, type a 1 in the *Opt* column next to the add item function and press the Enter key.

4. A calendar display appears again but now shows the letter A in the *Function* prompt. Press the Enter key again. Some additional prompts appear at the bottom of the display.
5. Press F12 (Cancel).

Creating a Calendar

This exercise shows you how to create a calendar. You can create a calendar for yourself or for a special function. An example of a special function calendar may be a calendar to keep track of the reservation schedule for a conference room. You may also want to create a calendar for a piece of equipment that many people use, such as an overhead projector.

For this exercise, assume that you want to create a calendar for the conference room in your department. If you need more detail about creating a calendar than is listed here, see the *Using OfficeVision/400** manual.

You should now be at the Calendar display. If you are not at that display, type option 1 (Calendars) on the OfficeVision/400 menu and press the Enter key. The Calendar display appears.

To create a calendar, do the following:

1. On the Calendar display, press F13 (More tasks). The More Calendar Tasks display appears.

More Calendar Tasks

Select one of the following:

1. Change calendar session
2. Work with calendars
3. Work with groups
4. Copy calendar items
5. Remove calendar items
6. Work with distribution lists
7. Work with meetings
8. Search remote calendars
9. Work with User-Defined functions
10. Change meeting authority

Selection

-

F3=Exit F9=Six month calendar F12=Cancel F19=Display messages

2. Type a 2 (Work with Calendars) for the *Selection* prompt.
3. Press the Enter key. The Work with Calendars display appears.

```

                                Work with Calendars

Type options, press Enter.
  2=Change   4=Delete   14=Change authority

-----Owner-----
Opt  Calendar  User ID  Address  Calendar Text
_   HANSCAL   HANSON   ROCH     E. G. Hanson's calendar

                                                                Bottom
F3=Exit   F5=Refresh   F6=Create new calendar   F9=Six month calendar
F11=Display authority   F12=Cancel   F17=Position to   F19=Display Message

```

4. Press F6 (Create new calendar). The first part of the Create Calendar display appears.

```

                                Create Calendar

Type choices, press Enter.

Calendar . . . . . _____
Copy from . . . . . _____
Text . . . . . _____
Owner . . . . . HANSON ROCH
Manager . . . . . HANSON ROCH   F4 for list
Notify manager . . . . . N       Y=Yes, N=No
  For choice Y=Yes:
    Notify mode . . . . . 1       1=Message queue only
                                       2=Message queue and mail
Authority . . . . . 1           1=Accept default authority
                                       2=Change authority

For reminder messages:
  Lead time . . . . . 15        1-999 minutes
  Automatic . . . . . N         Y=Yes, N=No
  Reminder mode . . . . . 1     1=Message queue only
                                       2=Message queue and mail
                                                                More...

F3=Exit   F4=Prompt   F5=Refresh   F9=Six month calendar
F10=Set working times   F12=Cancel   F19=Display messages

```

5. For the *Calendar* prompt, type the name of the calendar you want to create. The name should be meaningful to you. It can be up to 10 characters long but cannot have an asterisk (*) or a blank in the first position. For this exercise, type **Conference**.
6. Do not complete the *Copy from* prompt.
7. For the *Text* prompt, type **Schedule for department conference room**.
8. Do not change the *Owner* prompt.
9. Do not change the *Manager*, *Notify manager*, and *Notify mode* prompts.
If you want someone other than yourself to manage or to be notified of additions and changes to this calendar, you can type the user name of that person for the *Manager* prompt and Y (Yes) for the *Notify manager* prompt.

10. Make sure the *Authority* prompt contains a 1 (Accept default authority). This prevents any other user from viewing the calendar and scheduling events or reminders on it. It also prevents any other user from changing, moving, or removing events or reminders.

If you want other users to be able to view or change the calendar, you can change the authority. See the *Using OfficeVision/400** manual for information about changing the authority.

11. Do not change the *Lead time* prompt.
12. Do not change the *Automatic* prompt.
13. Do not change the *Reminder mode* prompt.

Note: If OfficeVision/400 mail is not installed on your system and you select 2 (Message queue and mail) for this prompt, an informational message appears, stating that only messages will be sent.

Your display should look similar to the following:

```

                                Create Calendar

Type choices, press Enter.

Calendar . . . . . CONFERENCE
Copy from . . . . .
Text . . . . . Schedule for department conference room
Owner . . . . . HANSON ROCH
Manager . . . . . HANSON ROCH      F4 for list
Notify manager . . . . N          Y=Yes, N=No
  For choice Y=Yes:
    Notify mode . . . 1           1=Message queue only
                                   2=Message queue and mail
Authority . . . . . 1           1=Accept default authority
                                   2=Change authority

For reminder messages:
Lead time . . . . . 15          1-999 minutes
Automatic . . . . . N          Y-Yes, N=No
Reminder mode . . . 1           1=Message queue only
                                   2=Message queue and mail
                                   More...

F3=Exit  F4=Prompt  F5=Refresh  F9=Six month calendar
F10=Set working times  F12=Cancel  F19=Display messages

```

14. Press the Page Down key to see the second part of the Create Calendar display.

```

                                Create Calendar

Type choices, press Enter.

For meeting notices:
  Automatically process 1

                                1=Never
                                2=Scheduler authorized
                                3=Always

                                Bottom

F3=Exit  F4=Prompt  F5=Refresh  F9=Six month calendar
F10=Set working times  F12=Cancel  F19=Display messages

```

- For this exercise, do not change the *Automatically process* prompt. You use this prompt to specify whether you want the calendar to automatically process meeting notices for you.

A **meeting notice** is a document that contains information about a meeting you are invited to attend. The meeting notice is sent to your mail log when the scheduler of a meeting notice is not authorized to add items to your calendar. If OfficeVision/400 mail is not installed on your system, you do not receive meeting notices, but if you specify a 3 (Always) for the *Automatically handle* prompt, the meeting information is added to your calendar automatically.

For more information about meeting notices, see the *Using OfficeVision/400** manual.

- Press the Enter key. OfficeVision/400 creates the calendar and displays a message stating that the calendar is created. The calendar is now ready for use.

Note: If a previous user has created a calendar named CONFERENCE, a message appears stating that a calendar already exists with this name. Change the name of your calendar.

- Press F3 (Exit) to return to the Daily Calendar display.
- Go to the next exercise or press F3 (Exit) to return to the OfficeVision/400 menu.

Handling Events

An event is a calendar item, such as an appointment or a task. The exercises in this section show how to add, change, copy, or remove an event.

Adding an Event

This exercise shows you how to add an event to your calendar. For this example, assume today is October 10, 1989, or you can use the date shown on the display. The event that you need to schedule is a 1-hour event at 10:00 with your manager, R.N. Peterson. The purpose of the event is to review schedules.

You should now be at the Daily Calendar display. If you are not at that display, type option 1 (Calendars) on the OfficeVision/400 menu and press the Enter key. The Daily Calendar display appears.

To add the event to your calendar, do the following:

1. On the Daily Calendar display, press F6 (Add item). The Add Item display appears on the bottom half of the display.

```

                                     Daily Calendar
Function . . . . . _____ Calendar . . . . . HANSCAL HANSON ROCH
Type information, press Enter to schedule.
Nbr From To Text Type
      10/10/89 Tuesday
      _____
      _____
      _____
-----
                                     Add Item
Type choices, press Enter.
Type of item . . . . . 1 1=Event (single calendar)
                        2=Meeting (multiple calendars)
                        3=Reminder
                        4=Job
Multiple items . . . . . N Y=Yes, N=No
F3=Exit F9=Six month calendar F12=Cancel F19=Display messages
```

2. For the *Type of item* prompt, type a 1 (Event).
3. Make sure the *Multiple items* prompt contains an N (No).
4. Press the Enter key. The Add Event display appears on the bottom half of the display.

```

Daily Calendar
Function . . . . . Calendar . . . . . HANSCAL HANSON ROCH
Type information, press Enter to schedule.
Nbr From To Text Type
10/10/89 Tuesday
_____
_____
_____

Add Event
Type choices, press Enter.
Calendar . . . . . HANSCAL HANSON ROCH F4 for list
Date/day . . . . . 10/10/89 MM/DD/YY
From/To . . . . . 8:00a 9:00a hh:mmA, hh:mm
Text . . . . . _____
_____
_____

Message . . . . . N Y=Yes, N=No More...
F3=Exit F4=Prompt F12=Cancel F24=More keys

```

5. Do not change the *Calendar* prompt.
6. Do not change the *Date/day* prompt.
7. For the *From/To* prompt, type **10a** for the starting time and **11a** for the ending time.
 - If you do not type a (a.m.) or p (p.m.) for your *From* time, the system determines it for you by looking at your *To* time and going backward from there. For example, if your *To* time is 3:00p and your *From* time is 1:00, then the *From* time is determined to be 1:00p.
 - If you do not type a (a.m.) or p (p.m.) for your *To* time, the system determines it for you by looking at your *From* time and going forward from there. For example, if your *From* time is 9:00a and your *To* time is 11:00, then the *To* time is determined to be 11:00a.
 - If neither *From/To* time has a (a.m.) or p (p.m.) typed, the system checks your calendar session start time (default is 8:00 a.m.). It then determines the *From* time by going forward from one hour before your calendar session start time (7:00 a.m. if you have the default setting of 8:00 a.m.). The *To* time is determined as explained previously. For example, if you type 7:30 for the *From* time and 10:00 for the *To* time, these are determined to be from 7:30 a.m. to 10:00 a.m.
8. For the *Text* prompt, type **Review schedules**.
9. Do not change the *Message* prompt.
10. To see additional Add Event prompts, press the Page Down key. The display looks like the following:


```

Daily Calendar
Function . . . . . Calendar . . . . . HANSCAL HANSON ROCH
Type information, press Enter to schedule.
Nbr From To Text Type
1 2:00p 3:00p 10/10/89 Tuesday Review schedules Event
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
Bottom
F3=Exit F4=Prompt F6=Add item F9=Display item
F10=Change item F12=Cancel F16=Remove item F24=More keys

```

Note: To change prompts other than the time and text, move the cursor to the item you want to change and press F10 (Change item).

4. Go to the next exercise or press F3 (Exit) to return to the OfficeVision/400 menu.

Copying an Event

This exercise shows you how to copy an event to your calendar. For example, assume you and your manager decide that additional time is needed to complete the event. You both agree that tomorrow morning (10/11/89) from 8:00 to 9:00 would be a good time to finish the discussion.

You should now be at the Daily Calendar display. If you are not at that display, type option 1 (Calendars) on the OfficeVision/400 menu and press the Enter key. The Daily Calendar display appears.

1. Move the cursor to the event you previously scheduled from 2:00 to 3:00 to review schedules. Your display should look similar to the following:

```

                                Daily Calendar
Function . . . . . _____ Calendar . . . . . HANSCAL HANSON ROCH
Type information, press Enter to schedule.
Nbr From To Text Type
  1 2:00p 3:00p 10/10/89 Tuesday Review schedules Event
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
Bottom
F3=Exit F4=Prompt F6=Add item F9=Display item
F10=Change item F12=Cancel F16=Remove item F24=More keys

```

2. Press F20 (Copy item). The Copy Calendar Item display appears.

```

                                Copy Calendar Item
Copy from:
Calendar . . . . . : HANSCAL HANSON ROCH
Text . . . . . : Review schedules
Type . . . . . : Event
Type choices, press Enter.
Copy to:
Calendar . . . . . HANSCAL HANSON ROCH F4 for list
Date/day . . . . . 10/10/89 MM/DD/YY
From/To . . . . . 2:00p 3:00p hh:mmA, hh:mmP...
F3=Exit F4=Prompt F5=Refresh F9=Six month calendar F12=Cancel
F19=Display messages

```

3. Do not change the *Calendar* prompt.
4. For the *Date/day* prompt, type **10/11/89**.
5. For the *From/To* prompt, type **8a** for the starting time and **9a** for the ending time.
6. Press the Enter key to copy the event. A message appears stating that the event is copied to your calendar.

If you want to see the event copied to your calendar, press F18 (Later days) or type **10/11/89** in the *Function* prompt and press the Enter key. The calendar for the next day appears. Your display for Wednesday, 10/11/89, should look similar to the following:

```

Daily Calendar
Function . . . . . Calendar . . . . . HANSCAL HANSON ROCH
Type information, press Enter to schedule.
Nbr From To Text Type
1 8:00a 9:00a 10/11/89 Wednesday Review schedules Event
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
Bottom
F3=Exit F4=Prompt F6=Add item F9=Display item
F10=Change item F12=Cancel F16=Remove item F24=More keys

```

7. Go to the next exercise or press F3 (Exit) to return to the OfficeVision/400 menu.

Removing an Event

This exercise shows you how to remove an event from your calendar. For example, assume you and your manager finish reviewing the schedules and you no longer need the additional time tomorrow (10/11/89) from 8:00 to 9:00.

You should now be at the Daily Calendar display. If you are not at that display, type option 1 (Calendars) on the OfficeVision/400 menu and press the Enter key. The Daily Calendar display appears.

To remove the event from your calendar, do the following:

1. Press F18 (Later days). The Daily Calendar display for tomorrow (10/11/89) appears.
2. Move the cursor to the event scheduled with your manager from 8:00 to 9:00.

```

Daily Calendar
Function . . . . . Calendar . . . . . HANSCAL HANSON ROCH
Type information, press Enter to schedule.
Nbr From To Text Type
1 8:00a 9:00a 10/11/89 Tuesday
Review schedules Event
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
Bottom
F3=Exit F4=Prompt F6=Add item F9=Display item
F10=Change item F12=Cancel F16=Remove item F24=More keys

```

3. Press F16 (Remove item). The Confirm Remove of Calendar Item display appears. Your display should look similar to the following:

```

Confirm Remove of Calendar Item
Press Enter to confirm your choice to remove.
Press F12 to return and not remove.
Calendar . . . . . : HANSCAL HANSON ROCH
Text . . . . . : Review schedules
Date . . . . . : 10/11/89
From/To . . . . . : 8:00a 9:00a
Type . . . . . : Event
F9=Six month calendar F12=Cancel F19=Display messages

```

4. Press the Enter key. The event is removed from the calendar. The Daily Calendar display for tomorrow (10/11/89) appears again with the event removed.
5. Go to the next exercise or press F3 (Exit) to return to the OfficeVision/400 menu.

Handling Meetings

The exercises in this section show how to schedule a meeting, find an available meeting time, find an available meeting place, change a meeting, remove a meeting, and authorize others to work with meetings.

Scheduling a Meeting

This exercise shows you how to schedule a meeting.

For this exercise, assume your manager wants you to schedule a one hour meeting for you and three members of your department to discuss the annual department picnic. Also assume your manager wants the meeting held tomorrow (10/11/89) at 11:00.

You should now be at the Daily Calendar display. If you are not at that display, type option 1 (Calendars) on the OfficeVision/400 menu and press the Enter key. The Daily Calendar display appears.

To schedule the meeting, do the following:

1. On the Daily Calendar display, press F6 (Add item). The Add Item display appears on the bottom half of the display.

```

                                     Daily Calendar
Function . . . . . _____ Calendar . . . . . HANSCAL HANSON ROCH

Type information, press Enter to schedule.
Nbr From To Text Type
  1 2:00p 3:00p 10/10/89 Tuesday
    Review schedules Event
    _____
    _____
    _____

                                     Add Item

Type choices, press Enter.
Type of item . . . . . 2 1=Event (single calendar)
                        2=Meeting (multiple calendars)
                        3=Reminder
                        4=Job

Multiple items . . . . . N Y=Yes, N=No

F3=Exit F9=Six month calendar F12=Cancel F19=Display messages
```

2. For the *Type of item* prompt, type a 2 (Meeting).
3. Do not change the *Multiple items* prompt.
4. Press the Enter key. The Add Meeting display appears.

```

                                Add Meeting

Type choices, press Enter.
Requester . . . . . HANSON ROCH      E G HANSON
Date/day . . . . . 10/10/89         MM/DD/YY
From/To . . . . . 8:00a 9:00a      hh:mmA, hh:mmP.
Subject . . . . . _____
Place . . . . . _____
Purpose . . . . . _____
Status . . . . . 1                  1=Tentative, 2=Confirmed
Security . . . . . 1                1=Unclassified, 2=Confidential
                                   3=Personal

Invitee Calendars          Conflict Status
HANSICAL HANSON ROCH
_____
_____
_____
_____

F3=Exit      F4=Prompt  F5=Refresh  F11=Display text  F12=Cancel  More...
F13=Find place  F14=Extended entry  F15=Find free time  F24=More keys

```

5. Do not change the *Requester* prompt.
6. For the *Date/day* prompt, type **10/11/89**.
7. For the *From/To* prompt, type **11a** for the starting time and **12p** for the ending time.
8. For the *Subject* prompt, type **Department picnic**.
9. For the *Place* prompt, type **Conference room**.
10. For the *Purpose* prompt, type **Discuss department picnic with Bill, Tom, Sally**. The names of the other department member invitees appear on your calendar and on each invitee's calendar.

If you need more room for the *Purpose* prompt, you can press F14 (Extended entry) and the Extended Entry for Meetings display appears. You can use this display to add more information about the purpose of the meeting.

11. Do not change the *Status* prompt.
12. Do not change the *Security* prompt.
13. For the *Invitee Calendars* column, add the calendar names for your manager and the other invitees.

If you do not know the calendar names of the invitees, you can press F4 (Prompt) with the cursor in the *Invitee Calendar* prompt. A list of calendars appears. From the list you can select one or more calendars.

Instead of typing in multiple calendar names, you can select a distribution list of people you want to invite. Press F4 (Prompt) with the cursor in the *Invitee Calendar* prompt. The Select Calendars display appears. Press F13 (Select distribution list). From the list of distribution lists that appears, you can select one or more distribution lists.

If you do not know a calendar name but want to select invitees by user ID and address, press F4 (Prompt) with the cursor in the *Invitee Calendars* prompt. The Select Calendars display appears. Press F15 (Select directory entries). The Select Directory Entries display appears. From this list you can select one or more users to invite.

You also can search the directory from the Select Directory Entries display by pressing F10 (Search directory). As a result of the search you can select the directory entries of one or more users to invite. See "Searching the System Directory" on page 6-12 for more information on searching the system directory.

You also can specify a user nickname or distribution list nickname for the *Invitee Calendars* prompt.

For more information on using the system distribution directory, distribution lists, and nicknames, see Chapter 6, "Using Directories, Distribution Lists, and Nicknames."

14. Press the Enter key. A message appears stating to press the Enter key to schedule the meeting.

The status for each invitee appears at the bottom of the display. The *Conflict Status* column contains information stating whether an invitee has a conflict with the scheduled time.

You can press F11 (Display text) to display the text associated with each invitee calendar instead of the conflict status for each invitee. Press F11 (Display conflict status) to show the conflict status again.

If you are not authorized to add items on an invitee's calendar, a meeting notice is sent to that user if OfficeVision/400 mail is installed on your system. If OfficeVision/400 mail is not installed on your system, the user is not allowed on the invitee list because the meeting notice cannot be sent.

Note: The exception to this is if the invitee has specified that the system will always automatically process meeting notices. In this case, the meeting entry is added to the user's calendar and the user is allowed on the invitee list. For more information about automatically processing meeting notices, see the *Using OfficeVision/400** manual.

15. Press the Enter key again to schedule the meeting on the specified calendars. OfficeVision/400 schedules the meeting. A message is shown stating that the meeting is scheduled.

If you want to see the meeting scheduled on the calendar, press F18 (Later days), or type 10/11/89 in the *Function* prompt and press the Enter key. The calendar for that day appears. The calendars for all who were invited to the meeting should look similar to the following:

Daily Calendar					
Function		Calendar		HANSCAL HANSON ROCH	
Type information, press Enter to schedule.					
Nbr	From	To	Text		Type
1	11:00a	12:00p	10/11/89	Wednesday	Mtg
			Department picnic		
			Conference room		
			Discuss department picnic with Bill, Tom, Sally		

Bottom					
F3=Exit	F4=Prompt	F6=Add item	F9=Display item		
F10=Change item	F12=Cancel	F16=Remove item	F24=More keys		

You can view the security or status of items on this display. Press F22 (Display status) to display the item status (Tentative, Confirmed, Postponed, or Canceled) in place of the *Type* column. Shown directly below the item status is the invitee status (Unknown, Attending, Not Attending, or Sending Alternate). When the status is displayed, press F22 (Display security) to display the security level of the item (Unclassified, Confidential, or Personal) in place of the *Status* column. When the security is displayed, press F22 (Display type) to show the type of item again.

Note: When scheduling a meeting you can automatically find a free period of time and a free place for a meeting, such as a conference room. You can do this by pressing F15 (Find free time) and F13 (Find place) while at the Add Meeting display, and completing the prompts as shown in the next two exercises.

- Go to the next exercise or press F3 (Exit) to return to the OfficeVision/400 menu.

Finding an Available Meeting Time

This exercise shows you how to automatically find free time for meetings. For this exercise, assume that you want to find 1 hour of free time for a meeting between 10/12/89 and 10/14/89.

You should now be at the Daily Calendar display. If you are not at that display, type option 1 (Calendars) on the OfficeVision/400 menu and press the Enter key. The Daily Calendar or Weekly Calendar display appears.

To find free periods of time, do the following:

- Press F6 (Add item). The Add Item display appears on the bottom half of the display. Your display should be similar to the following:

```

                                Daily Calendar
Function . . . . . _____ Calendar . . . . . HANSICAL HANSON ROCH

Type information, press Enter to schedule.
Nbr From To Text Type
1 2:00p 3:00p 10/10/89 Tuesday Review schedules Event
_____
_____
_____

                                Add Item
Type choices, press Enter.
Type of item . . . . . 1 1=Event (single calendar)
                                     2=Meeting (multiple calendars)
                                     3=Reminder
                                     4=Job

Multiple items . . . . . N Y=Yes, N=No

F3=Exit F9=Six month calendar F12=Cancel F19=Display messages

```

2. For the *Type of item* prompt, select option 2 (Meeting).
3. Do not change the *Multiple items* prompt.
4. Press the Enter key. The Add Meeting display appears.
5. Press F15 (Find free time). The Find Free Time display appears.

```

                                Find Free Time
Type choices, press Enter.

Earliest Date . . . . . 10/10/89 MM/DD/YY
Latest Date . . . . . 10/10/89 MM/DD/YY
Earliest Time . . . . . 8:00a hh:mmA, hh:mmP...
Latest Time . . . . . 9:00a hh:mmA, hh:mmP...
Duration . . . . . 1:00 hh:mm

F3=Exit F5=Refresh F9=Six month calendar F12=Cancel
F19=Display messages

```

6. For the *Earliest Date* prompt, type 10/12/89.
7. For the *Latest Date* prompt, type 10/14/89.
8. Do not change the *Earliest Time* prompt.
9. For the *Latest Time* prompt, type 5p.
10. Do not change the *Duration* prompt.
11. Press the Enter key. The Select Free Time display appears with available periods of free time shown on the display. If no free time is available, a

message is shown stating that there is no available free time. Your display should look similar to the following:

```

                                     Select Free Time

Earliest Date . . . . . : 10/12/89
Latest Date . . . . . : 10/14/89
Earliest Time . . . . . : 8:00a
Latest Time . . . . . : 5:00p
Duration . . . . . : 1:00

Type option, press Enter.
1=Select

Opt  From    To      Date    Day
-    8:00a   5:00p  10/12/89 Wednesday
-    12:00p   4:00p  10/13/89 Thursday
-    8:00a   10:30a 10/14/89 Friday
-    1:00p   5:00p  10/14/89 Friday

F3=Exit  F5=Refresh  F9=Six month calendar  F12=Cancel
F19=Display messages

Bottom
```

12. Go to the next exercise or press F3 (Exit) to return to the Daily Calendar display.

Finding an Available Meeting Place

This exercise shows you how to automatically find available free time on calendars that represent places, such as conference rooms. For this example, assume that you need to find a conference room for a one hour review meeting between 10/10/89 and 10/12/89.

You should now be at the Daily Calendar display. If you are not at that display, type option 1 (Calendars) on the OfficeVision/400 menu and press the Enter key. The Daily Calendar display appears.

To find an available time for a meeting place, do the following:

1. Press F6 (Add item). The Add Item display appears on the bottom half of the display. Your display should be similar to the following:

```

Daily Calendar
Function . . . . . Calendar . . . . . HANSCAL HANSON ROCH
Type information, press Enter to schedule.
Nbr From To Text Type
1 2:00p 3:00p 10/10/88 Tuesday Review schedules Event

```

```

Add Item
Type choices, press Enter.
Type of item . . . . . 1 1=Event (Single calendar)
2=Meeting (multiple calendars)
3=Reminder
4=Job
Multiple items . . . . . N Y=Yes, N=No
F3=Exit F9=Six month calendar F12=Cancel F19=Display messages

```

2. For the *Type of item* prompt, select option 2 (Meeting).
3. Press the Enter key. The Add Meeting display appears.
4. Press F13 (Find place). The Find Place display appears.

```

Find Place
Type choices, press Enter.
Earliest Date . . . . . 10/10/89 MM/DD/YY
Latest Date . . . . . 10/10/89 MM/DD/YY
Earliest Time . . . . . 8:00a hh:mmA, hh:mmP...
Latest Time . . . . . 9:00a hh:mmA, hh:mmP...
Duration . . . . . 1:00 hh:mm
Calendars Text
_____
_____
_____
_____
_____
_____
More...
F3=Exit F4=Prompt F5=Refresh F9=Six month calendar F12=Cancel
F19=Display messages

```

5. Do not change the *Earliest Date* prompt.
6. For the *Latest Date* prompt, type 10/12/89.
7. Do not change the *Earliest Time* prompt.
8. For the *Latest Time* prompt, type 5p.
9. Do not change the *Duration* prompt.
10. For the *Calendar* prompt, type the calendar name or the names of conference rooms you want searched for available free periods of time.

11. Press the Enter key. The Select Place display appears with the available periods of free time, available dates, and available places shown on the display. Your display should look similar to the following:

```

                                Select Place

Earliest Date . . . . . : 10/10/89
Latest Date . . . . . : 10/12/89
Earliest Time . . . . . : 8:00a
Latest Time . . . . . : 5:00p
Duration . . . . . : 1:00

Type option, press Enter.
1=Select

Opt  From    To      Date    Place
-    2:30p   5:00p   10/10/89  Conference room 1
-    10:00a   4:30p   10/10/89  Conference room 2
-    8:00a    3:30p   10/11/89  Conference room 3
-    1:00p    3:30p   10/12/89  Conference room 4

F3=Exit  F5=Refresh  F9=Six month calendar  F12=Cancel
F19=Display messages

                                Bottom

```

12. Type a 1 (Select) for the *Opt* prompt for the room you want and press the Enter key.
13. Go to the next exercise or press F3 (Exit) to return to the OfficeVision/400 menu.

Changing a Meeting

This exercise shows you how to change a meeting.

For this exercise, assume that the meeting you scheduled to discuss the department picnic for tomorrow (10/11/89) at 11:00 will now be held on the same day from 9:00 to 10:00.

Note: To change the meeting, you must be the person who scheduled it or the requester of the meeting.

You should now be at the Daily Calendar display. If you are not at that display, type option 1 (Calendars) on the OfficeVision/400 menu and press the Enter key. The Daily Calendar display appears.

To change the meeting you previously scheduled, do the following:

1. On the Daily Calendar display, move the cursor to the meeting you want to change.
2. Press F10 (Change item). The Change Meeting Entry display appears with the information about the meeting entry. Each invitee has a meeting entry on their calendar.
3. Press F11 (Change meeting). The Change Meeting display appears with the information about the meeting.

```

Change Meeting

Type choices, press Enter.
Requester . . . . . HANSON   ROCH   Hanson
Date/day . . . . . 10/11/89   MM/DD/YY
From/To . . . . . 11:00a   12:00p   hh:mmA, hh:mmP...
Subject . . . . . Department picnic
Place . . . . . Conference room
Purpose . . . . . Discuss department picnic with Bill, Tom, Sally
Status . . . . . 1           1=Tentative, 2=Confirmed
                               3=Postponed, 4=Canceled
Security . . . . . 1           1=Unclassified, 2=Confidential
                               3=Personal

Invitee Calendars           Invitee Status
BILL ROCH                   Unknown
TOM ROCH                    Unknown
SALLY ROCH                  Unknown

-----
F3=Exit           F4=Prompt   F5=Refresh   F11=Display text   F12=Cancel   More...
F13=Find place   F14=Extended entry   F15=Find free time   F24=More keys

```

4. Do not change the *Requester* prompt.
5. Do not change the *Date/day* prompt.
6. For the *From/To* prompt, type **9a** for the starting time and **10a** for the ending time.
7. For the *Subject* prompt, type **Reschedule picnic meeting**.
8. Do not change the *Place* prompt.
9. Do not change the *Purpose* prompt.
10. Do not change the *Status* prompt.
11. Do not change the *Security* prompt.
12. Do not change the *Invitee Calendars* column.
13. Press the Enter key. A message appears stating to press the Enter key to change the meeting. Press the Enter key again. OfficeVision/400 reschedules the meeting. The Daily Calendar display appears with the newly scheduled time for the meeting.
14. Go to the next exercise or press F3 (Exit) to return to the OfficeVision/400 menu.

Removing a Meeting

This exercise shows you how to remove a meeting.

For this exercise, assume that the rescheduled meeting to discuss the department picnic no longer needs to be held.

Note: To remove the meeting, you must be the person who scheduled it or the requester of the meeting.

You should now be at the Daily Calendar display. If you are not at that display, type option 1 (Calendars) on the OfficeVision/400 menu and press the Enter key. The Daily Calendar display appears.

To remove the meeting, do the following:

1. Press F13 (More calendar tasks). The More Calendar Tasks display appears.
2. For the *Selection* prompt, type a 7 (Work with meetings).
3. Press the Enter key. The Work with Meetings display appears.
4. Move the cursor to the meeting you want to remove and type a 4 (Remove) for the *Option* prompt. In this exercise, remove the picnic meeting that was rescheduled from 9:00 to 10:00.
5. Press the Enter key. The Confirm Remove of Meetings display appears with the meeting you want to remove.

Confirm Remove of Meetings

Press Enter to confirm your choices for 4=Remove.
Press F12 to return to change your choices.

Opt	Date	From	To	Subject
4	10/11/89	9:00a	10:00a	Reschedule picnic meeting

Bottom

F9=Six month calendar F11=Display places F12=Cancel
F19=Display messages

6. Press the Enter key to remove the meeting. The Work with Meetings display appears again with the meeting removed.
7. Go to the next exercise or press F3 (Exit) to return to the Daily Calendar display.

Authorizing Others to Work with Meetings

This exercise shows how to authorize another user to work with your meetings (for example, to change a meeting).

For this exercise, assume that you want to authorize your secretary to work with your meetings that are either unclassified or confidential.

You should now be at the Daily Calendar display. If you are not at that display, type option 1 (Calendars) on the OfficeVision/400 menu and press the Enter key. The Daily Calendar display appears.

To authorize your secretary to work with your meetings, do the following:

1. On the Daily Calendar display, press F13 (More tasks). The More Calendar Tasks display appears.
2. Type a 10 (Change meeting authority) for the *Selection* prompt.
3. Press the Enter key. The Change Meeting Authority display appears.

```

Change Meeting Authority
Meetings for . . . . . HANSON ROCH    F4 for list
Type or remove X to change authority, press Enter.

-----Security-----
User ID  Address  Unclass  Conf  Pers  Text
-----
_____  _____  _____  _____  _____  _____
_____  _____  _____  _____  _____  _____
_____  _____  _____  _____  _____  _____
_____  _____  _____  _____  _____  _____
_____  _____  _____  _____  _____  _____
_____  _____  _____  _____  _____  _____
_____  _____  _____  _____  _____  _____
_____  _____  _____  _____  _____  _____
_____  _____  _____  _____  _____  _____
_____  _____  _____  _____  _____  _____
_____  _____  _____  _____  _____  _____

F3=Exit  F4=Prompt  F5=Refresh  F6=Authorize distribution list  More...
F12=Cancel  F19=Display messages

```

4. For the *User ID* and *Address* prompts, type your secretary's user ID and address.
5. For the *Security* prompt, type an X under *Unclass* and *Conf*.
6. Press the Enter key. Your secretary is now authorized to work with any of your unclassified or confidential meetings.

Adding Reminders

A **reminder** is a statement that helps you to remember something or to do a certain task on a specified date.

This exercise shows you how to add a reminder to your calendar. Reminders appear on the Daily Calendar display differently than they appear on the Weekly Calendar display and the Monthly Calendar display. For more information on how reminders appear on the Weekly Calendar display and Monthly Calendar display, see the *Using OfficeVision/400** manual.

For this exercise, assume that today's date is October 10, 1989, and that you want to remind yourself to call your paper supplier on Thursday, October 12, to take advantage of a discount offered that day.

You should now be at the Daily Calendar display. If you are not at that display, type option **1** (Calendars) on the OfficeVision/400 menu and press the Enter key. The Daily Calendar display appears.

To add the reminder, do the following:

1. On the Daily Calendar display, press F6 (Add item). The Add Item display appears on the bottom half of the display.

```

Daily Calendar
Function . . . . . Calendar . . . . . HANSCAL HANSON ROCH
Type information, press Enter to schedule.
Nbr From To Text Type
1 2:00p 3:00p 10/10/89 Tuesday Event
Review schedules

```

```

Add Item
Type choices, press Enter.
Type of item . . . . . 1 1=Event (Single calendar)
2=Meeting (Multiple calendars)
3=Reminder
4=Job
Multiple items . . . . . N Y=Yes, N=No
F3=Exit F9=Six month calendar F12=Cancel F19=Display messages

```

2. For the *Type of item* prompt, type a 3 (Reminder).
3. Do not change the *Multiple items* prompt.
4. Press the Enter key. The Add Reminder display appears at the bottom half of the display.

```

Daily Calendar
Function . . . . . Calendar . . . . . HANSCAL HANSON ROCH
Type information, press Enter to schedule.
Nbr From To Text Type
1 2:00p 3:00p 10/10/89 Tuesday Event
Review schedules

```

```

Add Reminder
Type choices, press Enter.
Calendar . . . . . HANSCAL HANSON ROCH F4 for list
Date/day . . . . . 10/10/89 MM/DD/YY
Reminder . . . . .
Message . . . . . N Y=Yes, N=No
Security . . . . . 1 1=Unclassified, 2=Confidential
3=Personal
F3=Exit F4=Prompt F12=Cancel F24=More keys

```

5. Do not change the *Calendar* prompt.
6. For the *Date/Day* prompt, type 10/12/89.
7. For the *Reminder* prompt, type **Call paper supplier to take advantage of a discount on paper ordered today.**
8. Do not change the *Message* prompt.
9. Do not change the *Security* prompt.
10. Press the Enter key. Your reminder is scheduled on the date you requested.

If you want to see the reminder scheduled on the calendar, press F18 (Later days) two times, or type 10/12/89 in the *Function* prompt and press the Enter key. The calendar for that day appears. Your calendar for 10/12/89 should look similar to the following:

```

Daily Calendar
Function . . . . _____ Calendar . . . . HANSCAL HANSON ROCH

Type information, press Enter to schedule.
Nbr From To Text Type
1 _____ 10/12/89 Thursday Remind
Call paper supplier to take advantage of a
discount on paper ordered today.
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
Bottom
F3=Exit F4=Prompt F6=Add item F10=Display item
F10=Change item F12=Cancel F16=Remove item F24=More keys

```

You can view the security or status of items on this display. Press F22 (Display status) to display the item status. Reminders do not have status, so the *Status* column is blank for any reminders on the display. When the status is displayed, press F22 (Display security) to display the security level of the item (Unclassified, Confidential, or Personal) in place of the *Status* column. When the security is displayed, press F22 (Display type) to show the type of item again.

- Go to the next exercise or press F3 (Exit) to return to the OfficeVision/400 menu.

Working with Calendar Groups

A **calendar group** is a list of calendars used to schedule meetings for a group of users. You also can use calendar groups to maintain calendars one calendar at a time or to add an item on an individual calendar within a group. This section contains exercises showing how to create a calendar group and how to add calendars to a group.

You must have authority to each calendar if you want to schedule events. If you schedule a meeting and do not have authority to a calendar, a meeting notice is sent to that calendar user if OfficeVision/400 mail is installed on your system. If OfficeVision/400 mail is not installed on your system, the user is not allowed on the invitee list because the meeting notice cannot be sent.

Note: The exception to this is if the invitee has specified that the system will always automatically process meeting notices. In this case, the meeting entry is added to the invitee's calendar and the user is allowed on the invitee list. For more information about automatically processing meeting notices, see the *Using OfficeVision/400** manual.

Creating a Calendar Group

This exercise shows you how to create a calendar group.

Sometimes you may be responsible for scheduling meetings for several people who occasionally meet together. When this happens, you can create a calendar group composed of the calendars for these people.

You should now be at the Daily Calendar display. If you are not at that display, type option 1 (Calendars) on the OfficeVision/400 menu and press the Enter key. The Daily Calendar display appears.

To create a calendar group, do the following:

1. On the Daily Calendar display, press F13 (More calendar tasks). The More Calendar Tasks display appears.
2. For the *Selection* prompt, type a 3 (Work with groups).
3. Press the Enter key. The Work with Groups display appears.

```

                                Work with Groups
Type options, press Enter.
  2=Change  4=Delete  5=Display  8=Work with calendars in group
-----Owner-----
Opt Group   User ID  Address  Group Text

      (No calendar groups in list.)

                                Bottom
F3=Exit    F5=Refresh  F6=Create new group  F9=Six month calendar
F12=Cancel F17=Position to  F19=Display messages
```

4. Press F6 (Create new group). The Create Group display appears.

```

                                Create Group
Type choices, press Enter.
Group . . . . . _____
Copy from . . . . . _____      F4 for list
Owner . . . . . HANSON ROCH      F4 for list
Text . . . . . _____

F3=Exit      F4=Prompt      F5=Refresh      F9=Six month calendar
F12=Cancel   F19=Display messages

```

5. For the *Group* prompt, type the name of the calendar group you want to create. The name should be meaningful to you and easy to remember. It can be up to 10 characters long but cannot have an asterisk (*) or a blank in the first position. For this exercise, type **DEPTGRP** for the name of the calendar group for your department.
6. Do not complete the *Copy from* prompt.
7. Do not change the *Owner* prompt.
8. For the *Text* prompt, type **Calendar group for Department 543**.
9. Press the Enter key. OfficeVision/400 creates the calendar group, and then displays the Add Calendars to Group display. You can add calendars to the new group from this display.

Note: If a previous user has created a calendar named DEPTGRP, a message appears stating that a calendar group already exists with this name. Rename your calendar group.
10. Press F3 (Exit) to return to the Daily Calendar display.

Adding Calendars to a Calendar Group

You should now be at the Daily Calendar display. If you are not at that display, type option 1 (Calendars) on the OfficeVision/400 menu and press the Enter key. The Daily Calendar display appears.

To add calendars to a calendar group, do the following:

1. On the Daily Calendar display, press F13 (More calendar tasks). The More Calendar Tasks display appears.

```

More Calendar Tasks

Select one of the following:

1. Change calendar session
2. Work with calendars
3. Work with groups
4. Copy calendar items
5. Remove calendar items
6. Work with distribution lists
7. Work with meetings
8. Search remote calendars
9. Work with user-defined functions
10. Change meeting authority

Selection
-
F3=Exit  F9=Six month calendar  F12=Cancel  F19=Display messages

```

2. For the *Selection* prompt, type a 3 (Work with groups).
3. Press the Enter key. The Work with Groups display appears.

```

Work with Groups

Type options, press Enter.
2=Change  4=Delete  5=Display  8=Work with calendars in group

-----Owner-----
Opt  Group      User ID  Address  Group Text
-   DEPTGRP    HANSON   ROCH     Calendar group for Department 543

Bottom

F3=Exit  F5=Refresh  F6=Create new group  F9=Six month calendar
F12=Cancel  F17=Position to  F19=Display messages

```

4. Move the cursor next to DEPTGRP and in the *Opt* column, type an 8 (Work with calendars in group).

Note: If DEPTGRP does not appear on the display, press the Page Down key until DEPTGRP appears, or complete the *Position to* prompt.

5. Press the Enter key. The Work with Calendars in Group display appears. Your display should look similar to the following:

```

Work with Calendars in Group

Group . . . . . : DEPTGRP
Text . . . . . : Calendar group for department 543

Position to . . . . . _____ Starting characters

Type choices, press Enter.
4=Remove

-----Owner-----
Opt Calendar User Id Address Text

(No calendars in group)

Bottom
F3=Exit F5=Refresh F6=Add calendars to group F9=Six month calendar
F12=Cancel F16=Remove all calendars F19=Display messages

```

6. Press F6 (Add calendar to group). The Add Calendars to Group display appears.

```

Add Calendars to Group

Group . . . . . : DEPTGRP
Text . . . . . : Calendar group for Department 543

Type group to copy from, or type calendars to add, press Enter.

From group . . . . . _____ F4 for list

Calendar Calendar
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
More...

F3=Exit F4=Prompt F5=Refresh F9=Six month calendar F12=Cancel
F19=Display messages

```

7. You can add the calendars to your group by doing one or a combination of the following:
- Type the name of an existing group for the *From group* prompt. OfficeVision/400 adds the name of all calendars in the group you typed to the new group. If you do not know the names of existing groups, press F4 (Prompt) with the cursor next to the *From group* prompt. The Select Group display appears with a list of calendar groups. You can choose a calendar group by moving the cursor to the group you want to add and in the *Option* prompt, type 1 (Select).
 - Type the calendar names that you want in your calendar group in the columns under the *Calendar* prompt. If you need to, you can press the Page Down key to display more blank lines for typing in additional names.

If you want to see a list of available calendars that you can select from, press F4 (Prompt) with the cursor under the *Calendar* prompt.

8. Press the Enter key. A message appears stating that the calendars were added to the calendar group. If you have any duplicate calendars in your group, OfficeVision/400 displays a message stating that duplicate calendars were found and were not added to the new group.
9. Go to the next exercise or press F3 (Exit) to return to the Daily Calendar display.

Displaying the Weekly Calendar

This exercise shows you how to display the weekly calendar.

You should now be at the Daily Calendar display. If you are not at that display, type option 1 (Calendars) on the OfficeVision/400 menu and press the Enter key. The Daily Calendar display appears.

To see the weekly calendar, do the following:

1. Press F11 (Change view). The Change Calendar View display appears on the bottom half of the display.
2. For the *Calendar view* prompt, type a 2 (Weekly).
3. Do not change the *Calendar* prompt.
4. Do not change the *Date* prompt if you want to display the current week. If you want to display a past or future week, type the date of the week you want to display for the *Date* prompt.
5. Press the Enter key. The Weekly Calendar display appears. You can use this display to view weekly calendar items.

Weekly Calendar				
Function	Calendar HANSICAL HANSON ROCH			
MON	TUE	WED	THU	FRI
10/16/89	10/17/89	10/18/89	10/19/89	10/20/89
8a _____	8a _____	8a _____	8a _____	8a _____
9a _____	9a _____	9a _____	9a _____	9a _____
10a _____	10a _____	10a _____	10a _____	10a _____
11a _____	11a _____	11a _____	11a _____	11a _____
12n _____	12n _____	12n _____	12n _____	12n _____
1p _____	1p _____	1p _____	1p _____	1p _____
2p _____	2p _____	2p _____	2p _____	2p _____
3p _____	3p _____	3p _____	3p _____	3p _____
4p _____	4p _____	4p _____	4p _____	More...
F3=Exit	F4=Prompt	F6=Add item	F9=Display item	
F10=Change item	F12=Cancel	F16=Remove item	F24=More keys	

6. Go to the next exercise or press F3 (Exit) to return to the OfficeVision/400 menu.

Displaying the Monthly Calendar

This exercise shows you how to display the monthly calendar.

You should now be at the Daily Calendar display. If you are not at that display, type option **1** (Calendars) on the OfficeVision/400 menu and press the Enter key. The Daily Calendar display appears.

To see the monthly calendar, do the following:

1. Press F11 (Change view). The Change Calendar View display appears on the bottom half of the display.
2. For the *Calendar view* prompt, type a **6** (Monthly).
3. Do not change the *Calendar* prompt.
4. Do not change the *Date* prompt if you want to display the current week.
5. Press the Enter key. The Monthly Calendar display appears. You can use this display to view monthly calendar items.

Monthly Calendar - April 1992				
Function		Calendar HANSCAL HANSON ROCH		
From/to 8:00a - 8:00p		Time interval 60		
MON	TUE	WED	THR	FRI
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	
				More...
F3=Exit		F4=Prompt	F6=Add Item	F9=Display Item
F10=Change Item		F12=Cancel	F16=Remove Item	F24=More Keys

6. Go to the next exercise or press F3 (Exit) to return to the OfficeVision/400 menu.

Displaying the Six Month Calendar

This exercise shows you how to display the six month calendar.

You should now be at the Daily Calendar display. If you are not at that display, type option **1** (Calendars) on the OfficeVision/400 menu and press the Enter key. The Daily Calendar display appears.

To see the six month calendar, do the following:

1. Press F11 (Change view). The Change Calendar View display appears on the bottom half of the display.
2. For the *Calendar view* prompt, type a **5** (Six month).

3. Do not change the *Calendar* prompt.
4. Do not change the *Date* prompt.
5. Press the Enter key. The Six Month Calendar display appears. You can use this display to view calendar dates for six months.

Six Month Calendar																				
Function				Calendar				HANSCAL HANSON ROCH												
September 1989				October 1989				November 1989												
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
				1	2	3	2	3	4	5	6	7	8	6	7	8	9	10	11	12
4	5	6	7	8	9	10	9	10	11	12	13	14	15	13	14	15	16	17	18	19
11	12	13	14	15	16	17	16	17	18	19	20	21	22	20	21	22	23	24	25	26
18	19	20	21	22	23	24	23	24	25	26	27	28	29	27	28	29	30			
25	26	27	28	29	30		30	31												
December 1989				January 1990				February 1990												
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
				1	2	3	1	2	3	4	5	6	7	8	9	10	11	12	13	14
4	5	6	7	8	9	10	8	9	10	11	12	13	14	5	6	7	8	9	10	11
11	12	13	14	15	16	17	15	16	17	18	19	20	21	12	13	14	15	16	17	18
18	19	20	21	22	23	24	22	23	24	25	26	27	28	19	20	21	22	23	24	25
25	26	27	28	29	30	31	29	30	31					26	27	28				
								More...												
F3=Exit		F4=Prompt		F6=Add item		F11=Change view														
F12=Cancel		F21=Nondisplay keys				F24=More keys														

Note: You also can see the six month calendar from many displays by pressing F9 (Six month calendar).

6. Go to the next exercise or press F3 (Exit) to return to the OfficeVision/400 menu.

Printing a Calendar

You can print a calendar in a format similar to the Daily Calendar display, the Weekly Calendar display, or the Monthly Calendar display. When you are completing the prompt information to print a calendar, you can select any or all three of these formats.

For this exercise, assume you want to print a calendar showing your items in the weekly calendar format.

You should now be at the Daily Calendar display, the Weekly Calendar display, or the Monthly Calendar display. If you are not at any of these displays, type option 1 (Calendars) on the OfficeVision/400 menu and press the Enter key. The Daily Calendar, Weekly Calendar, or Monthly Calendar display appears

To print your calendar for the week, do the following:

1. On the Daily Calendar display, the Weekly Calendar display, or the Monthly Calendar display, press F15 (Print). The Print Calendar display appears.

```

                                Print Calendar

Type choices, press Enter.

Calendar . . . . . HANSCAL HANSON ROCH
Start date . . . . . 04/22/92      MM/DD/YY
End date . . . . . 04/27/92      MM/DD/YY
Output format . . . . . 2          1=Daily, 2=Weekly, 3=Monthly
From/To. . . . . 8:00a 5:00p     hh:mmA, hh:mmP...
Time interval . . . . . 30        5-60 minutes
Columns . . . . . 5              5-7
Start day . . . . . -            Blank=Start date,
                                1=Monday, 2=Tuesday,
                                3=Wednesday, 4=Thursday
                                5=Friday, 6=Saturday,
                                7=Sunday

Print confidential text. . . . . Y      Y=Yes, N=No
Print personal text. . . . . Y        Y=Yes, N=No
Number of copies . . . . . 1          1-99
Print week number . . . . . N        Y=Yes, N=No

More...

F3=Exit   F4=Prompt   F5=Refresh   F9=Six month calendar   F12=Cancel
F13=More options   F19=Display messages

```

2. Do not change the *Calendar* prompt.
3. Do not change the *Start date* prompt.
4. Do not change the *End date* prompt.
5. For this exercise, type a 2 (Weekly) in the first column of the *Output format* prompt and leave the remaining two columns blank.

The *Output format* prompt allows you to specify up to three print formats. You can specify 1 (Daily), 2 (Weekly), or 3 (Monthly) in any combination or order. Duplicate selections are not allowed and the order of the printouts matches the order of the column selections.
6. Do not change the *From/To* prompt.
7. Do not change the *Time interval* prompt.
8. Do not change the *Columns* prompt.
9. Leave the *Start day* prompt blank.
10. Do not change the *Print confidential text* prompt. If you type an N (No) for this prompt, the text for any confidential items on the calendar does not print and Confidential prints instead.
11. Do not change the *Print personal text* prompt. If you type an N (No) for this prompt, the text for any personal items on the calendar does not print and Personal prints instead.
12. Do not change the *Number of copies* prompt.
13. Do not change the *Print week number* prompt.
14. Press the Page Down key to see the second page of this display.
15. For the *Printer* prompt, *WRKSTN appears. This indicates that your default printer (the printer assigned to your workstation) will print the calendar. For this exercise, do not change the information for this prompt.
16. Press the Enter key.

- | 17. OfficeVision/400 displays a message stating that your print job has been
| submitted to the system for printing.
- | 18. Press F12 (Cancel) or F3 (Exit) to return to the main calendar display.



Chapter 4. Handling and Sending Mail

This chapter contains exercises for handling and sending mail. If installed on your system, OfficeVision/400 mail allows you to send and receive **mail**, which consists of messages, notes, and documents that you receive from or send to someone. Mail can be received and sent either by a printed copy or by using your system.

A **message** is usually a few lines of text sent immediately from one user to another user or users. The maximum length of a message is 256 characters of text. A message is placed in the mail log of the receiver whether or not the user is signed on. (A **mail log** is a record of all the electronic and printed mail that a user has sent or received.) Then when the user signs on, the message can be displayed.

A **note** is a small, formatted document used for informal correspondence. In OfficeVision/400, a note has a standard format determined by your administrator. In the following examples, we refer to the IBM-supplied standard format.

A **document** is one or more lines of text that can be named and stored as a separate item. It is typically used for more formal correspondence than a note. This chapter does not contain information about filed documents. For information about this, see Chapter 5, "Finding Filed Documents."

A **fill in form document** contains fields into which a user can enter data. No other text on the form can be changed. For more information about fill in form documents, see *Using OfficeVision/400**.

Using Assistance Levels

The **assistance level** determines the type of displays you use to interact with the system. Within the mail function, you have the option of using two different assistance levels:

- The **basic** assistance level provides simplified displays for easy-to-use access to the most commonly used mail functions.
- The **intermediate** assistance level provides more advanced mail functions and options.

The assistance level you use is initially set for you by your system administrator. However, you can change the level of assistance at any time. For example, if you use the basic assistance level for the most commonly used functions, you can still use the intermediate level in order to perform a specific task that you cannot do using the basic assistance level.

Depending on the assistance level you are using, the displays shown in this chapter may differ slightly from those shown on your display station. Press F21 (Select assistance level) to change your assistance level.

Note: The OfficeVision/400 word processing function also has a basic assistance level and an intermediate assistance level. For information about using the basic and intermediate assistance levels of the word processing functions, see *Learning about OfficeVision/400* Word Processing*. However, all references in this chapter to the basic assistance level or the intermediate assistance level refer to the OfficeVision/400 mail function.

Working with Messages

The next two exercises show you how to send a message when you know the user ID and how to send a message using a distribution list.

Sending a Message to One Person

This exercise shows you how to send a message to someone. A **user ID** and **address** is a name or code by which a user is known to the system. It could be such things as the user's first or last name, initials, or a combination of alphabetical letters and numbers.

Suppose you need to send a message to the person who will be doing your job while you are on vacation about when to order the next shipment of paper. You know the user ID and the address of the person who is to receive your message.

You should now be at the Send Message display. If you are not at that display, type option 3 (Send message) on the OfficeVision/400 menu and press the Enter key. The Send Message display appears.

To send the message, do the following:

1. Type this message on the lines provided: **Order the next paper supply on Thursday.**
2. If you are using the basic assistance level for OfficeVision/400 Mail, do not change the *Personal* prompt.

If you are using the intermediate assistance level, do not type anything for the *Distribution list* prompt.

3. Under the *User ID* and *Address* prompts, type the user ID and system address, or the nickname, of the person to whom you are sending the message. (For this example, send the message to yourself.) If the person to whom you are sending the message is in your system distribution directory, it is not necessary to complete the information for the *Address* prompt because it is completed for you by the system.
4. If you are using the basic assistance level, your display should now look similar to the following. (If you are using the intermediate assistance level, additional prompts and function keys appear on the display.)

6. Press F10 (Send) to send the message. The Send Message display appears again. On the bottom line is information indicating to how many people the message is being sent.
7. Press F3 (Exit).

Working with Notes

The next three exercises show you how to create and send a note, change your note defaults, and change the note details.

Creating and Sending a Note

This exercise shows how to create and send a note.

You should now be at the Send Note display. If you are not at that display, type option 4 (Send note) on the OfficeVision/400 menu and press the Enter key. The Send Note display appears.

To send a note, do the following:

1. On the Send Note display, type **Ordering Paper** for the *Subject* prompt. If you are using the intermediate assistance level, type **Weekly Paper Request** for the *Reference* prompt.
2. If you are using the basic assistance level, do not change the *Personal* prompt.
3. Type the *User ID* and *Address* of the person to whom you are sending the note. For this exercise, type your own user ID and address.

If you do not know the user ID and address of the person to whom you are sending the note, press F4 (Prompt) with the cursor under the *User ID* prompt. A list of the system distribution directory users (available user IDs) appears. From the list, you can select who should receive the note.

You also can search the directory or select departments from this display. The department function can become a substitute for creating and maintaining distribution lists. All the members of the selected departments are returned, the same as if a department distribution list were used.

Instead of typing multiple user IDs and addresses, you can use a distribution list. If you are using the basic assistance level, press F20 (Specify distribution list) and type the name of the distribution list on the Specify Distribution List window that appears. If you are using the intermediate assistance level, type the name of a distribution list for the *Distribution list* prompt on the Send Note display.

If you do not know the name of a distribution list, press F4 (Prompt) with the cursor in this prompt. A list of available distribution lists appears.

You also can specify a nickname for either the *User ID* prompt or the *Distribution list* prompt.

For information on using the system distribution directory, distribution lists, and nicknames, see Chapter 6, "Using Directories, Distribution Lists, and Nicknames."

4. If you are using the basic assistance level, your display should now look similar to the following. (If you are using the intermediate assistance level, additional prompts and function keys appear on the display.)

lighted block or triangle on the bottom or right side of your display. If the Insert Mode light is not on, press the Insert (Ins) key.

6. Type the following text for the first paragraph of your note: **When ordering paper, also order ink and staples. Use a different purchase number for each order.**
7. Press the Field Exit key to move the cursor to the next line.
8. Press the Field Exit key again to leave a blank line between paragraphs.
9. Type the following for the second paragraph of your note: **Send a copy of the order to the accounting department.**

You can change the text of the note. Using the cursor movement keys, move the cursor to the space following the word *ink* (when ordering paper, also order ink and staples). The text you type wraps to a new line as you type the text of your note.

10. Add the following text shown in bold: **When ordering paper, also order ink, envelopes, pencils, and staples.**

Note: If you need help to complete this display, press the Help key or see the *Learning about OfficeVision/400* Word Processing* manual.

11. Press F10 (Send) to send the note to yourself. A message appears stating that the note has been sent.

Note: If you try to send a note before pressing F6 (Type note), a message appears telling you to type a note.

12. Press F3 (Exit).

Changing Note Defaults

The note defaults affect how your note is handled by the system. **Defaults** are the values automatically supplied by the system. For instance, you can specify to have the system notify you when a note has been received by the person to whom you sent it and can classify a note so that only you and the person receiving the note can see it.

For this exercise, assume that you want to change the note defaults for the note you just completed under "Creating and Sending a Note" on page 4-5. You have decided that you want to be notified when the person you sent the note to receives it.

You should now be at the Send Note display. The contents of the display should be similar to the Send Note display that follows, with your user ID and address shown instead of the one shown here.

You can change note defaults only if you are using the intermediate assistance level. If the *Reference* prompt does not appear on your display, you are using the basic assistance level. To change assistance levels, press F21 (Select assistance level). The Select Assistance Level window appears, showing your current assistance level. For the *Assistance level* prompt, type a 2 (Intermediate) and press the Enter key. The Send Note display for the intermediate assistance level appears.

To change your note defaults, do the following:

1. On the Send Note display, press F13 (Change defaults).

```

Send Note

Type mailing information, press F6 to type the note.
Subject . . . . . Ordering Paper

Reference . . . . . Weekly Paper Request

Type distribution list and/or addressees, press F10 to send.
Distribution list . . . . . F4 for list

-----Addressees-----
User ID   Address   Description
HANSON    ROCH
_____  _____
_____  _____
_____  _____
_____  _____

F3=Exit  F6=Type note  F9=Attach memo slip  F10=Send  F11=Change details  More...
F12=Cancel  F13=Change defaults  F14=Specify copy list  F24=More keys

```

2. The Change Defaults display for a note appears. The defaults shown are the last set of defaults that were saved.

```

Change Defaults

Type choices, press Enter.

Confirm delivery . . . . . N          Y=Yes, N=No
Log outgoing mail status . . N          Y=Yes, N=No
Personal . . . . . N          Y=Yes, N=No
High priority . . . . . N          Y=Yes, N=No

Shell document . . . . . QNOTE      Name, F4 for list
Shell folder . . . . . QWPDOCS
-----
File note when sent . . . . N          Y=Yes, N=No
For choice Y=Yes:
Folder to file note into HANSON
-----
Add to text index . . . . N          Name, *NONE, F4 for list
Y=Yes, N=No

F3=Exit  F4=Prompt  F5=Refresh  F12=Cancel  F17=Save defaults
F19=Display messages

```

3. For the *Confirm delivery* prompt, type a Y (Yes). This indicates that you want the system to notify you when a note you sent has been received by the person you sent it to. The note will be recorded in your outgoing mail log. If you type no for this prompt, you are not notified when a user receives your note.
4. For this exercise, do not change any of the information for the other prompts; however, at some other time you may want to. The other prompts and the choices you have for each are:
 - a. *Log outgoing mail status*. Type a Y (Yes) if you want your note recorded in the outgoing mail log.

- b. *Personal.* Type a Y (Yes) if your note is personal; type an N (No) if it is not. By typing yes, only the person or persons who receive the note and you can see the note.
 - c. *High priority.* Type a Y (Yes) if you want the system to give your note high priority. If your note is sent to a local user, the notification of the note is highlighted in the receiver's mail and a message is sent to the receiver's message queue informing the receiver of the note. If the receiver is a remote user, the note may be sent by a faster method. If your note is not high priority, type an N (No).
 - d. *Shell document.* This default defines the format of your note. A sample format (defined in shell document QNOTE in folder QWPDOCS) is shipped with OfficeVision/400. You can use this shell document as it is, change it using the word processing function of OfficeVision/400, or create your own shell document using the word processing function of OfficeVision/400. For the exercises in this manual, leave the default for this prompt as QNOTE. For more information about shell documents, see the *Using OfficeVision/400* Word Processing* manual.
 - e. *Shell folder.* This default specifies what folder your shell document is filed in. For the exercises in this manual, leave the default for this prompt as QWPDOCS.
 - f. *File note when sent.* Type a Y (Yes) if you want to file the note when it is sent; type no if you do not.
 - g. *Folder to file note into.* On the next line, type the name of your personal folder where you want this note filed. If you type *NONE for this prompt, the note is filed in the document library, but not in a folder.
 - h. *Add to text index.* (This prompt appears if the text search function is installed on your system.) Type a Y (Yes) if you want your filed note included in the text search function. For more information on the text search function, see Chapter 5, "Finding Filed Documents."
5. If you want to save the defaults so that all future messages and notes you send have these defaults, press F17 (Save defaults). The defaults you selected are saved and the Send Note display appears.
- If the defaults you selected apply only to a note you want to send now, do not press F17, just press the Enter key. The changes you made are not saved after this note is sent. The Send Note display appears.
6. Go to the next exercise, press F10 (Send) to send the note to yourself, or press F3 (Exit) to exit the Send Note display. If you press F3, the OfficeVision/400 menu appears.
- Note:** If you try to send a note before pressing F6 (Type note), a message appears telling you to type a note.

Changing Note Details

This exercise shows you how to change the details for a note. Note details provide additional information to be filed with a note and are used later when searching for the note. The details include such things as the description, authors, date action due, and keywords. For this exercise, assume you want to change some of the details for the note you created under "Creating and Sending a Note" on page 4-5.

You should now be at the Send Note display. The content of the display should be similar to the Send Note display that follows with your user ID and address shown instead of the one shown here.

You can change note details only if you are using the intermediate assistance level. If the *Reference* prompt does not appear on your display, you are using the basic assistance level. To change assistance levels, press F21 (Select assistance level). The Select Assistance Level window appears, showing your current assistance level. For the *Assistance level* prompt, type a 2 (Intermediate) and press the Enter key. The Send Note display for the intermediate assistance level appears.

To change your note details, do the following:

1. On the Send Note display, press F11 (Change details).

Send Note

Type mailing information, press F6 to type the note.

Subject Ordering paper

Reference Weekly paper request

Type distribution list and/or addressees, press F10 to send.

Distribution list _____ F4 for list

-----Addressees-----

User ID	Address	Description
HANSON	ROCH	
_____	_____	
_____	_____	
_____	_____	
_____	_____	

More...

F3=Exit F6=Type note F9=Attach memo slip F10=Send F11=Change details
 F12=Cancel F13=Change defaults F14=Specify copy list F24=More keys

2. The Change Details display appears.

Change Details

Type information, press Enter.

Document description Ordering Paper

Subject Ordering Paper

Reference Weekly Paper Request

Authors HANSON

Keywords _____

Document class	NOTE	F4 for list
Project		F4 for list
Date written	<u>04/18/88</u>	MM/DD/YY
Date action due		MM/DD/YY
Language ID	NON	F4 for list
Country ID	NO	F4 for list

F3=Exit F4=Prompt F5=Refresh F12=Cancel F19=Display messages

3. For this exercise, leave the following prompts as they are:
 - a. *Document description*. If the *Subject* prompt was completed on the Send Note display, this prompt automatically contains the subject of the note; otherwise, it contains the word Note and the current date.
 - b. *Subject*. This prompt automatically contains the subject on the Send Note display.
4. The *Reference* prompt automatically contains the reference on the Send a Note display. Change it to **Monthly Paper Request**.
5. For this exercise, leave the *Authors* prompt as it is. The information for this prompt shows who the author or authors of the note are and can have up to two entries. The first entry for this prompt shows the person sending the note.
6. For the *Keywords* prompt, type **ordering;monthly;paper;purchase**. Keywords are words used to identify a document filed in a library and the words to use later when searching for it.

You can type keywords for this prompt until you run out of space, but no more than 24 keywords are allowed. Keywords must be separated by a semicolon (;). If you are not sure of what to type for this prompt, you can press F4 (Prompt) with the cursor in this prompt for a list of suggested entries.
7. The *Document class* prompt shows NOTE as the default. If you want to change the *Document class* prompt, you can press F4 (Prompt) with the cursor in this prompt for a list of suggested entries. For this exercise, leave this prompt as it is.
8. For this exercise, leave the following prompts as they are:
 - a. *Project*. This is an overall note category and can be anything, including a number assigned to the note.
 - b. *Date written*. The information for this prompt shows the current date as the default.
 - c. *Date action due*. This is the date by which you expect someone to take action. By typing a date here, the note becomes an action item.
 - d. *Language ID*. This is the ID of the national language in which the document is written. If you want to change this prompt, you can press F4 (Prompt) with the cursor in this prompt for a list of language IDs.
 - e. *Country ID*. This is the ID of the country associated with the *Language ID* prompt. If you want to change this prompt, you can press F4 (Prompt) with the cursor in this prompt for a list of country IDs.
9. Press the Enter key. The Send Note display appears.
10. Press F10 (Send) to send the note to yourself.

Note: If you try to send a note before pressing F6 (Type note), a message appears telling you to type a note.
11. Press F3 (Exit).

Sending a Document

This exercise shows you how to send a document to someone. It is assumed that you already have created and saved a document in a folder or have received and filed a document. If you need information on how to create and save a document in a folder, see the *Learning about OfficeVision/400* Word Processing* manual. If you need information on filing a document you have received, see "Filing a Mail Item" on page 4-29.

Note: You can send a document to another user only if OfficeVision/400 mail is installed on your system. For information on which OfficeVision/400 functions are available on your system, ask your administrator.

You should now be at the Work with Documents in Folders display. If you are not at that display, do the following:

1. On the OfficeVision/400 menu, type option 6 (Word processing) and press the Enter key.
2. The Word Processing display appears.

Word Processing

Select one of the following:

1. Work with documents in folders
2. Work with documents to be printed
3. Work with folders
4. Work with nontext document data
5. Work with text profiles

Selection
-

F3=Exit F12=Cancel F19=Display messages

3. For the *Selection* prompt, type option 1 (Work with documents in folders). Press the Enter key. The Work with Documents in Folders display appears.

For this exercise, assume that someone has asked to receive a copy of the magazine paper specifications that you have on file.

To send the document, do the following:

1. On the Work with Documents in Folders display, move the cursor next to MAGSPEC and type option 10 (Send). Then press the Enter key.

Note: Your Work with Documents in Folders display may have fewer options than those shown below. The number of options shown depends on how your system is installed.

```

Work with Documents in Folders

Folder . . . . . TXTXXXXX
Position to . . . . . _____ Starting characters

Type options (and Document), press Enter.
 1=Create      2=Revise      3=Copy      4=Delete      5=View
 6=Print      7=Rename      8=Details   9=Print options 10=Send
11=Spell      12=File remote 13=Paginate 14=Authority 15=Fill form

Opt Document      Document Description      Revised Type
---
--- ENVSPEC      Envelope paper specifications      02/10/88 RFTAS400
--- INVSPEC      Invoice paper specifications      02/10/88 RFTAS400
10 MAGSPEC      Magazine paper specifications      02/10/88 RFTAS400
--- NEWSPEC      Newspaper paper specifications      02/11/88 RFTAS400
--- POTCRESP     Post card paper specifications      02/11/88 RFTAS400
--- PSTPAPSP     Poster paper specifications      02/12/88 RFTAS400
--- STATSPEC     Stationary paper specifications      02/10/88 RFTAS400
--- TRDESPEC     Trade journal paper specifications 02/12/88 RFTAS400

F3=Exit  F4=Prompt  F5=Refresh  F10=Search for document
F11=Display names only  F12=Cancel  F13=End search  F24=More keys

```

2. The Send Document display appears with the information for the *Document description* prompt filled in with the choice you made on the previous display.

```

Send Document

Document description . . . . . : Magazine paper specifications
Document . . . . . : MAGSPEC
Folder . . . . . : TXTXXXXX

Type distribution list and/or addressees, press F10 to send.
Distribution list . . . . . _____ F4 for list

-----Addressees-----
User ID      Address      Description
-----
_____
_____
_____
_____
_____
_____
_____
_____
_____
More...

F3=Exit  F4=Prompt  F9=Attach memo slip  F10=Send  F11=Change details
F12=Cancel  F13=Change defaults  F18=Sort by user ID  F24=More keys

```

3. For the *User ID* prompt, type your user ID. You also can specify a nickname for either the *User ID* or the *Distribution list* prompt. You do not have to complete the *Address* prompt when the person you are sending the document to has an entry in the system distribution directory.
4. You can *either* press F10 (Send) to send the document *or* go to the next exercise to attach a memo slip.
5. If you send the document, press F3 (Exit).

Attaching a Memo Slip to a Document

A **memo slip** contains additional information for the person receiving your document and remarks not included in the document. This exercise shows you how to attach a memo slip to the document you just completed in the previous exercise.

You should now be at the Send Document display. The user ID that you typed in the previous exercise should be shown on this display.

To attach a memo slip to a document, do the following:

1. On the Send Document display, press F9 (Attach memo slip).
2. The Attach Memo Slip display appears.

Attach Memo Slip

Type choice.

Action	1	1=For your information
		2=For your comments
		3=For your signature
		4=For your approval
		5=Please handle
		6=Please circulate
		7=Please see me
		8=Please prepare reply

Type memo text, press Enter.

F3=Exit F5=Refresh F12=Cancel F19=Display messages

3. For the *Action* prompt, type a 1 (For your information).
4. For the *Memo text* prompt, type **If you need more information, please contact me.**
5. Press the Enter key. The Send Note display appears showing who is to receive the document. A message appears stating that the memo slip was attached.
6. Press F10 (Send) to send the document.
7. The Work with Documents display appears. On the bottom line, a message appears indicating that the document was sent.
8. Press F3 (Exit).

Working with a Mail Item

A mail item can be a message, note, or document. The exercises in this section show you how to view, revise, delete, change the details of, print, forward, reply to, and file a mail item. When forwarding or replying to a mail item, you also can attach a memo slip to the mail item.

Note: Your Work with Mail display for the basic and intermediate levels may have fewer options than those shown in this section. The number of options shown depends on whether an editor is installed on your system.

Viewing a Mail Item

This exercise shows you how to view a mail item you have received.

You should now be at the Work with Mail display. If you are not at that display, type option 2 (Mail) on the OfficeVision/400 menu and press the Enter key. The Work with Mail display appears.

If a mail item is listed on the Work with Mail display, someone has sent mail to you. (You also know when you have received mail because the message New mail appears under your calendar on the OfficeVision/400 menu.)

The Work with Mail display shows all your mail items in descending order beginning with the most recent. If you want to view your mail items in ascending order beginning with the oldest, press F15 (Sort in ascending order).

Note: The following shows how the Work with Mail display appears if you are using the basic assistance level. To see how this display appears if you are using the intermediate assistance level, see "Revising a Copy of a Mail Item" on page 4-16.

```

                                Work with Mail

Type options, press Enter.
  4=Delete   5=View   6=Print   10=Forward   11=Reply   13=File
  15=Fill form

-----From-----
Opt  Status      User ID  Address  Description      Date
-----
  --  NEW          SONES   ROCH     BUDGET REVIEW    04/21/88
  --  NEW          PETERSON ROCH     DEPT MEETING    04/20/88
  --  NEW          HANSON   ROCH     ORDERING PAPER   04/18/88
  --  OPENED      PETERSON ROCH     PERSONAL         04/18/88

                                Bottom

F3=Exit  F5=Refresh  F10=Display new mail  F12=Cancel
F15=Sort in ascending order  F21=Select assistance level

```

Each mail item has one of the following types in the *Status* column:

Status	Description
DAMAGED	The mail item cannot be seen but the details for it may be viewed.
DELETED	The document is deleted from the mail log.
FILED	The document is filed in the document library on the local system.
HARDCOPY	The mail item is a reference to printed mail that is not sent or stored on the system.

MESSAGE	The mail item is a message.
NEW	The mail item is new and has never been handled.
NEW*	The mail item is new and has a memo slip attached.
OPENED	The mail item was previously looked at or handled.
REMOTE	The document is filed in a document library on a remote system.

The description for personal mail items does not appear on the Work with Mail display. If you are using the intermediate assistance level, press F16 (Display personal descriptions) to see the descriptions for personal items. If the descriptions for personal items are showing and you do not want to see them, press F16 (Non display personal descriptions) again, and PERSONAL appears in the description column. If you are using the basic assistance level, the description for personal mail always shows PERSONAL on the Work with Mail display.

To view a mail item, do the following:

1. Move the cursor next to a mail item you want to view and type a 5 (View) for the *Option* prompt. Press the Enter key.
2. The mail item you selected appears.

Note: What appears on your display can vary depending on whether the OfficeVision/400 Application Enabler on your system is active.
3. After you view the mail item, press F3 (Exit). The Work with Mail display appears again and the status of the mail item you just viewed is changed to OPENED.
4. Go to the next exercise or press F3 (Exit).

Revising a Copy of a Mail Item

This exercise shows you how to revise a mail item that you have received. For example, suppose your manager sent you a document that needs the dates changed for a project you are doing. You can make a copy of it, change the dates, and then send the copy back.

Note: If an editor is not installed on your system, option 2 (Revise a copy) will not appear on the Work with Mail display and you cannot do this exercise.

You should now be at the Work with Mail display. If you are not at that display, type option 2 (Mail) on the OfficeVision/400 menu and press the Enter key. The Work with Mail display appears.

You can revise a copy of a mail item only if you are using the intermediate assistance level. If the options shown here do not appear on your display, you are using the basic assistance level. To change assistance levels, press F21 (Select assistance level). The Select Assistance Level window appears, showing your current assistance level. For the *Assistance level* prompt, type a 2 (Intermediate) and press the Enter key. The Work with Mail display for the intermediate assistance level appears.

To revise a copy of a mail item, do the following:

1. On the Work with Mail display, move the cursor next to the mail item you want to revise, and type option 2 (Revise a copy). Press the Enter key.

Note: You cannot revise a message.

```
Work with Mail
Working with mail for . . . . . : HANSON ROCH

Type options, press Enter.
2=Revise a copy  4=Delete    5=View    6=Print    8=Change details
9=Print options 10=Forward 11=Reply  12=File remote 13=File local
14=Authority    15=Fill form

-----From-----
Opt  Status      User ID  Address  Description  Date
---  -
2   NEW          PETERSON ROCH     SCHEDULES    04/22/88
---  -
---  NEW          SJONES   ROCH     BUDGET REVIEW 04/21/88
---  -
---  NEW          PETERSON ROCH     DEPT MEETING  04/20/88
---  -
---  OPENED       HANSON   ROCH     ORDERING PAPER 04/18/88

Bottom
F3=Exit  F5=Refresh  F6=Work with outgoing mail status
F9=Work with action items  F10=Display new mail  F12=Cancel  F24=More keys
```

2. A copy of the mail item appears on your display. However, the original mail item stays in the mail log and is not changed or affected by what you do with the copy of it.

```
CPBP0326.00 P:12          EDIT Instructions      PG:1      LN:7
<2...T:...T3...T:...T4...T:...T5...Tv...T6...T:...T7...T:...T8...T:...T9>.....
Schedules

1. First Run 04/10/88
2. Second Run 05/08/88
3. Final Run 06/12/88

F1=Copy      F7=Window    F14=Get options  F20=Change formats
F2=Move      F8=Reset     F15=Tables/Columns  F21=Nondisplay keys
F3=Exit/Save F9=Instructions F16=Adjust/Paginate F22=Spell functions
F4=Find char F11=Hyphenate F17=Functions     F23=Word spell aid
F5=Goto      F12=Cancel   F18=Search/Replace
F6=Find      F13=Edit options F19=Print/View    F24=More keys
```

Notes:

- a. What appears on your display can vary depending on whether the OfficeVision/400 Application Enabler is active on your system.
- b. If a different display appears, the basic assistance level of the OfficeVision/400 word processing function is installed or another text editing program might be used on your system in place of the OfficeVision/400 word processing function. See your administrator or the *Managing OfficeVision/400** manual for more information about other programs that are used in place of OfficeVision/400 functions.

3. Change the mail item as necessary and then press F3 (Exit/Save).

If you need help to change a mail item, press the Help key or see the *Learning about OfficeVision/400* Word Processing* manual.

4. The Exit Document display appears with the default choices on it. The names of the document and folder are also shown on the display. Type the following choices:

- a. For the *Save document* prompt, type a Y (Yes).

If you type yes for this prompt, the new version of your document is saved in the folder specified for the *Folder* prompt. If you type no for this prompt, the new version of your document is not saved.

- b. For this example, do not change the name that appears for the *Document* prompt.

If you want to save the changes you just made, type a new name for this prompt. The changed document is stored in the folder under the new name. The original document remains in the mail log unchanged.

- c. The information for the *Folder* prompt shows the name of the folder for the document you just changed. You can change the name of the folder where you want the document saved. However, for this exercise, leave it as it is.

- d. For the *Display save options* prompt, type an N (No).

Type yes for this prompt when you want to change the options on the Save Options display.

Type no for this prompt when you do not want to change the options on the Save Options display.

- e. For the *Print document* prompt, type an N (No).

Type yes for this prompt when you want to print the document. Type no for this prompt when you do not want to print the document.

- f. For the *Display print options* prompt, type an N (No).

Type yes for this prompt when you want to change the options on the Print Options display for the word processing function of OfficeVision/400.

Type no for this prompt when you do not want to change the options on the Print Options display for the word processing function of OfficeVision/400.

- g. The *Display text index options* prompt appears if the text search function is installed on your system. For this exercise, type an N (No) for this prompt.

If you want your document indexed for the text search function, type a Y in this prompt. For more information on the text search function, see Chapter 5, "Finding Filed Documents."

- h. For the *Send document* prompt, type an N (No).

If you type yes for this prompt, the Send Document display appears after you press the Enter key. You can then type the user IDs for sending the document and press F10 (Send) to send the document. Your display should look similar to the following:

```

                                Exit Document
Type choices, press Enter:
Save document . . . . . Y           Y=Yes, N=No
Document . . . . . BBJ5471902     Name, F4 for list
Folder . . . . .                    Name, F4 for list
TXTXXXXX

Display save options . . . . . N       Y=Yes, N=No
Print document . . . . . N           Y=Yes, N=No
Display print options . . . . . N      Y=Yes, N=No
Display text index
options . . . . . N                 Y=Yes, N=No
Send document . . . . . N           Y=Yes, N=No

F4=List   F6=Print queue   F12=Cancel

```

5. Press the Enter key. A message that the request is being processed appears.
6. Press F3 (Exit).

Deleting a Mail Item

This exercise shows you how to delete a mail item from your incoming mail log. Your **incoming mail log** is a list of your incoming mail and is shown on the Work with Mail display.

Note: If you are using the intermediate assistance level, press F6 (Work with outgoing mail status) on the Work with Mail display to see your outgoing mail log.

You can delete the mail log entry for all types of mail items. Deleting an item from the mail log does not necessarily delete the mail item itself. If the mail item is a message or an unfiled document (that is, the status is MESSAGE, NEW, NEW*, or OPENED), the mail item is deleted when it is deleted from the mail log. If the mail item has been filed (that is, the status is FILED, REMOTE, or HARDCOPY), the mail item can be deleted from the mail log but still remains stored in the document library.

You should now be at the Work with Mail display. If you are not at that display, type option 2 (Mail) on the OfficeVision/400 menu and press the Enter key. The Work with Mail display appears.

You can delete a mail item from your incoming mail log regardless of which assistance level you are using.

To delete a mail item, do the following:

1. On the Work with Mail display, move the cursor next to the mail item you want to delete and type option 4 (Delete). Then press the Enter key.

```

                                Work with Mail

Working with mail for . . . . . : HANSON ROCH

Type options, press Enter.
  2=Revise a copy  4=Delete  5=View  6=Print  8=Change details
  9=Print options 10=Forward 11=Reply 12=File remote 13=File local
 14=Authority     15=Fill form

-----From-----
Opt  Status  User ID  Address  Description  Date
4    OPENED  BSMITH  ROCH    MEETING LOCATION  04/22/88
---  NEW     PETERSON ROCH    SCHEDULES          04/22/88
---  NEW     SJONES  ROCH    BUDGET REVIEW      04/21/88
---  NEW     PETERSON ROCH    DEPT MEETING       04/20/88
---  OPENED  HANSON  ROCH    ORDERING PAPER     04/18/88

                                Bottom
F3=Exit  F5=Refresh  F6=Work with outgoing mail status
F9=Work with action items  F10=Display new mail  F12=Cancel  F24=More keys

```

2. The Confirm Delete of Mail display appears.

```

                                Confirm Delete of Mail

Working with mail for . . . . . : HANSON ROCH

Press Enter to confirm your choices for 4=Delete.
Press F12 to return to change your choices.

-----From-----
Opt  Status  User ID  Address  Description  Date
4    OPENED  BSMITH  ROCH    MEETING LOCATION  04/22/88

                                Bottom

F12=Cancel

```

Note: If you decide that you do not want to delete this mail item, press F12 (Cancel). The Work with Mail display appears again with your mail item still listed.

3. To delete this mail item, press the Enter key. The Work with Mail display appears again with your mail item deleted.
4. Go to the next exercise or press F3 (Exit).

Changing Document Details

This exercise shows you how to change the details of a document you have received. Document details provide additional information to be filed with a document and are used later when searching for an existing document. The details include such things as the document description, subject, authors, keywords, and document class.

For this exercise, assume you want to change the document details for BUDGET REVIEW.

You should now be at the Work with Mail display. If you are not at that display, type option 2 (Mail) on the OfficeVision/400 menu and press the Enter key. The Work with Mail display appears.

You can change the details of a document only if you are using the intermediate assistance level. If the options shown here do not appear on your display, you are using the basic assistance level. To change assistance levels, press F21 (Select assistance level). The Select Assistance Level window appears, showing your current assistance level. For the *Assistance level* prompt, type a 2 (Intermediate) and press the Enter key. The Work with Mail display for the intermediate assistance level appears.

To change the details of the document, do the following:

1. On the Work with Mail display, move the cursor next to the mail item you want to change the details of and type option 8 (Change details). Press the Enter key.

```
Work with Mail
Working with mail for . . . . . : HANSON ROCH

Type options, press Enter.
2=Revise a copy  4=Delete    5=View    6=Print    8=Change details
9=Print options 10=Forward 11=Reply  12=File remote 13=File local
14=Authority    15=Fill form

-----From-----
Opt  Status      User ID  Address  Description  Date
-----
_   OPENED      PETERSON ROCH  SCHEDULES   04/22/88
8   NEW         SJONES   ROCH      BUDGET REVIEW 04/21/88
_   NEW         PETERSON ROCH  DEPT MEETING 04/20/88
_   OPENED      HANSON   ROCH      ORDERING PAPER 04/18/88

Bottom
F3=Exit  F5=Refresh  F6=Work with outgoing mail status
F9=Work with action items  F10=Display new mail  F12=Cancel  F24=More keys
```

2. The first part of the Change Document Details display appears.

Press the Enter key to continue.

4. You may need to change the document details on the Change Document Details display because something about the document is missing or is not correct. For example, do the following:
 - a. Change the information for the *Subject* prompt to **Spring Budget**.
 - b. Change the information for the *Keywords* prompt to **Budget;Spring**.

Keywords are words used to identify a document filed in a document library and the words you can use when searching for it. You can type keywords for this prompt until you run out of space, but no more than 24 keywords are allowed. Keywords must be separated by a semicolon (;).
 - c. Change the date for the *Document date* prompt to **10/11/89**. This prompt usually contains the date on which the document was created or changed, but can be any date you associate with the document.
 - d. For the *Date action due* prompt, type **10/25/89**. By this date you expect someone to take action. By typing a date here, the document becomes an action item.
 - e. Leave the information as it is for the other prompts on this display.
5. Press the Page Down key to view the second part of this display. Your display should look similar to the following:

Change Document Details

Type changes, press Enter.

Sent to		R N PETERSON
<hr/>		
Assigned to		
Personal	N	Y=Yes, N=No
Comments		
<hr/>		
<hr/>		
<hr/>		

Bottom

F3=Exit F4=Prompt F5=Refresh F11=View additional details F12=Cancel
F19=Display messages

6. You also can change the document details on this display. Do the following:
 - a. Change the names for the *Sent to* prompt to **Tom, Sharon, and Sandy**. These are the names of the people who received the document, who currently have the document, or who have seen it.
 - b. You can add comments about the document for the *Comments* prompt.
 - c. Leave the information as it is for the other prompts on this display.
7. Press the Enter key. The changes that you typed are made, and the Work with Mail display appears.
8. Go to the next exercise or press F3 (Exit).

Printing a Mail Item

This exercise shows you how to print a mail item you have received.

Assume for this exercise, you want to print the mail item that has DEPT MEETING for the description.

You should now be at the Work with Mail display. If you are not at that display, type option 2 (Mail) on the OfficeVision/400 menu and press the Enter key. The Work with Mail display appears.

You can print a mail item regardless of which assistance level you are using.

To print the mail item, do the following:

1. On the Work with Mail display, move the cursor next to the mail item you want to print. Type option 6 (Print) to print the mail item. Press the Enter key.

```
Work with Mail
Working with mail for . . . . . : HANSON ROCH

Type options, press Enter.
 2=Revise a copy  4=Delete    5=View    6=Print    8=Change details
 9=Print options 10=Forward 11=Reply 12=File remote 13=File local
14=Authority     15=Fill form

-----From-----
Opt  Status      User ID Address  Description      Date
   ---  -----
  _   OPENED     PETERSON ROCH  SCHEDULES       04/22/88
  _   OPENED     SJONES  ROCH    BUDGET REVIEW   04/21/88
  6   NEW       PETERSON ROCH  DEPT MEETING    04/20/88
  _   OPENED     HANSON  ROCH    ORDERING PAPER  04/18/88

Bottom
F3=Exit  F5=Refresh  F6=Work with outgoing mail status
F9=Work with action items  F10=Display new mail  F12=Cancel  F24=More keys
```

2. The mail item is printed at the printer specified in your user profile.
3. Go to the next exercise or press F3 (Exit).

Forwarding a Mail Item

By **forwarding** a mail item, you can send a copy of a mail item you have received to someone else without having to retype it. You also can add your comments about the mail item (by sending a note or attaching a memo slip) and forward them with the mail item.

For this exercise, assume you have already looked at the mail item that has a description of BUDGET REVIEW and want to forward it.

You should now be at the Work with Mail display. If you are not at that display, type option 2 (Mail) on the OfficeVision/400 menu and press the Enter key. The Work with Mail display appears.

This section describes how to forward mail using the basic assistance level. To forward mail using the intermediate assistance level, see "Attaching a Memo Slip to

Distribution list prompt. If you do not know the name of the distribution list that you want to use, you can press F4 (Prompt) with the cursor in the *Distribution list* prompt to see a list of available distribution lists. From this list, you can choose the distribution list you want.

5. Press F10 (Send) to send the document and then press F3 (Exit).

Attaching a Memo Slip to a Mail Item

A **memo slip** contains information about what to do with the document and may contain additional remarks for the person receiving your mail item. This exercise shows you how to attach a memo slip to the mail item you just completed in the previous exercise.

You should now be at the Forward Mail display. The contents of the display should be similar to the Forward Mail display that follows except for the user ID and address.

You can attach a memo slip to a mail item only if you are using the intermediate assistance level. If the Forward Mail display that follows does not appear on your display, you are using the basic assistance level. To change assistance levels, press F12 (Cancel) to return to the Work with Mail display. On the Work with Mail display, press F21 (Select assistance level). The Select Assistance Level window appears, showing your current assistance level. For the *Assistance level* prompt, type a 2 (Intermediate) and press the Enter key. The Work with Mail display for the intermediate assistance level appears. Move the cursor next to the item you want to forward, type option 10 (Forward), and press the Enter key. The Forward Mail display appears.

To attach a memo slip to the mail item you want to forward, do the following:

1. On the Forward Mail display, press F9 (Attach memo slip).

Forward Mail

Mail description : Budget Review

Type mailing information, press F6 to type note.
 Subject Budget Review

Reference March Status Meeting

Type distribution list and/or addressees, press F10 to send.
 Distribution list _____ F4 for list

-----Addressees-----

User ID	Address	Description
_____	_____	_____
_____	_____	_____
_____	_____	_____

More...

F3=Exit F6=Type note F9=Attach memo slip F10=Send F11=Change details
 F12=Cancel F13=Change defaults F14=Specify copy list F24=More keys

2. The Attach Memo Slip display appears.

```

                                Attach Memo Slip

Type choice.

Action . . . . . 1      1=For your information
                        2=For your comments
                        3=For your signature
                        4=For your approval
                        5=Please handle
                        6=Please circulate
                        7=Please see me
                        8=Please prepare reply

Type memo text, press Enter.
_____
_____

F3=Exit  F5=Refresh  F12=Cancel  F19=Display messages

```

3. For the *Action* prompt, type a 1 (For your information).
4. For the *Memo text* prompt, type **If you need more information, please contact me.**
5. Press the Enter key. The Forward Mail display appears. Under the *User ID* and *Address* prompts, type the user ID and system address of the person to whom you are forwarding the mail.
6. Press F10 (Send) to forward your mail item.
7. The Work with Mail display appears. On the bottom line is information indicating to how many people the mail item is being forwarded.
8. Go to the next exercise or press F3 (Exit).

Replying to a Mail Item

This exercise shows you how to reply (send a response back to the sender) to a mail item you received. Assume that for this exercise, you have been asked to make a presentation at a department meeting and that this request was in the mail item with a description of DEPT MEETING that you received and opened.

Note: If an editor is not installed on your system, option 11 (Reply) will not appear on the Work with Mail display and you cannot do this exercise.

You should now be at the Work with Mail display. If you are not at that display, type option 2 (Mail) on the OfficeVision/400 menu and press the Enter key. The Work with Mail display appears.

Note: The following describes how to reply to mail if you are using the basic assistance level. If you are using the intermediate assistance level, additional prompts and function keys appear on the displays.

To reply to the mail item, do the following:

1. On the Work with Mail display, move the cursor next to the mail item you want to reply to and type option 11 (Reply). Press the Enter key.

8. Go to the next exercise or press F3 (Exit).

Filing a Mail Item

This exercise shows you how to file received mail items in a document library or folder. The mail item must have a status of NEW, NEW*, or OPENED. The mail item that is filed in this exercise has a description of SCHEDULES.

You should now be at the Work with Mail display. If you are not at that display, type option 2 (Mail) on the OfficeVision/400 menu and press the Enter key. The Work with Mail display appears.

You can file mail using either the basic or the intermediate assistance level. In this section, the description of how to file a mail item using the basic assistance level is first, with the description of using the intermediate assistance level following.

If you are using the basic assistance level, do the following to file the mail item on your system:

1. On the Work with Mail display, move the cursor next to the mail item that you want to file and type option 13 (File). Press the Enter key.

```
Work with Mail

Type options, press Enter.
 4=Delete  5=View  6=Print 10=Forward 11=Reply 13=File
15=Fill form

-----From-----
Opt Status  User ID Address Description Date
13 OPENED  PETERSON ROCH SCHEDULES 04/22/88
  OPENED  SJONES ROCH BUDGET REVIEW 04/21/88
  OPENED  PETERSON ROCH DEPT MEETING 04/20/88
  OPENED  HANSON ROCH ORDERING PAPER 04/18/88

Bottom

F3=Exit F5=Refresh F10=Display new mail F12=Cancel
F15=Sort in ascending order F21=Select assistance level
```

2. The File Mail window appears. At the top of the display is the description of the mail item you are filing.


```

File Document
Document type . . . . . : Final form text document
Type choices, press Enter.
Document . . . . . *NONE          Name, *NONE
Folder . . . . . HANSON
-----
Document description    SPRING SCHEDULES
Subject . . . . .      PROJECT SCHEDULES
-----
Authors . . . . .      PETERSON
Keywords . . . . .     PROJECT;SCHEDULES
-----
Document class . . . . SCHEDULE          F4 for list
Allow revisions . . . . Y                F4 for list
Delete from mail . . . N                Y=Yes, N=No
Add to text index . . . N                Y=Yes, N=No
More...
F3=Exit  F4=Prompt  F5=Refresh  F9=Change authority  F12=Cancel
F19=Display messages

```

3. Make the following changes to this display:

- a. Leave the information for the *Folder* prompt as it is. This information identifies where the document is to be filed and shows the name of your default folder. If you specify *NONE for this prompt, the document is filed on the system in the local document library but not in a folder. If you want to see a list of folders on your system, press F4 with the cursor in this prompt.
- b. Change the information for the *Keywords* prompt to **Project;Spring;1989**.
Keywords are words used to identify a document filed in a document library and the words to use when searching for it. You can type keywords for this prompt until you run out of space, but no more than 24 keywords are allowed. Keywords must be separated by a semicolon (;).
- c. For the *Document class* prompt, type **SCHEDULE**.
- d. Leave the information as it is for the other prompts on this display.

4. Press the Page Down key to view the second part of this display.

```

File Document
Document type . . . . . : Final form text document
Type choices, press Enter.
Project . . . . . :
Reference . . . . . : MARCH STATUS MEETING
-----
Status . . . . . : CURRENT
Document date . . . . . : 04/05/88           MM/DD/YY
Expiration date . . . . . : 06/01/88           MM/DD/YY
Date action due . . . . . : _____       MM/DD/YY
Date action completed . . . . . : _____   MM/DD/YY
Sent to . . . . . : R N PETERSON
-----
Assigned to . . . . . :
Personal . . . . . : N                       Y=Yes, N=No
Language ID . . . . . : ENU                   F4 for list
Country ID . . . . . : US                     F4 for list
More...
F3=Exit  F4=Prompt  F5=Refresh  F9=Change authority  F12=Cancel
F19=Display messages

```

5. Make the following changes to this display:

- a. Change the date for the *Document date* prompt to **10/15/89**. This prompt usually contains the date the document was created or changed, but can be any date you associate with the document.
- b. For the *Date action due* prompt, type **10/27/89**. By this date you expect someone to take action. By typing a date here, the document becomes an action item.
- c. For the *Assigned to* prompt, type **R N Peterson**. This is the person who performs the action for this action item.
- d. Leave the information as it is for the other prompts on this display.

Note: If you change the *Personal* prompt to Y (Yes), the description on the Work with Mail display changes to personal and the note or document cannot be viewed by someone working on your behalf.

6. Press the Page Down key to view the third part of this display. You can add comments about the document for the *Comments* prompt, such as the names of the people receiving the mail item, who currently have the mail item, or who have seen the mail item. You can type up to 252 characters for this prompt.
7. Press the Enter key. A message appears on the Work with Mail display stating that the mail item is being filed. The filed mail item remains in the mail log.
8. Go to the next exercise or press F3 (Exit).

Working with Mail for Another User

This exercise shows you what to do to work with mail for another user on your AS/400 system. You may need to do this as part of your daily responsibilities or you may need to do this when someone is on vacation.

To work with mail for another user, you must have the authority to handle that user's mail and filed documents. See the *Using OfficeVision/400** manual for more information on permitting others to handle mail and filed documents.

You should now be at the Work with Mail display. If you are not at that display, type option 2 (Mail) on the OfficeVision/400 menu and press the Enter key. The Work with Mail display appears.

You can work with mail for another user only if you are using the intermediate assistance level. If the options shown here do not appear on your display, you are using the basic assistance level. To change assistance levels, press F21 (Select assistance level). The Select Assistance Level window appears, showing your current assistance level. For the *Assistance level* prompt, type a 2 (Intermediate) and press the Enter key. The Work with Mail display for the intermediate assistance level appears.

Note: Your Work with Mail display for the intermediate level may have fewer options than those shown in this section. The number of options shown depends on whether an editor is installed on your system.

To work with someone else's mail, do the following:

1. On the Work with Mail display, press F11 (Change user). The Change User to Work on Behalf of window will appear. Type either the user ID and address, or the nickname of the person whose mail you want to work with in the *Work on behalf of* prompt and press the Enter key. If you are not sure of the user ID, press F4 with the cursor in this prompt. A list of the user IDs and addresses you are authorized to do work for appears.

Note: If you are not authorized to work with another person's mail, the F11 (Change user) key will not appear on the display and will not be active. See your administrator if you need authorization to work with someone else's mail.

```

                                Work with Mail
Working with mail for . . . . . : PETERSON ROCH
-----
:                               Change User to Work on Behalf of :
:                               :                               :
: Type choice, press Enter. :                               :
:                               :                               :
: Work on behalf of. . . . . _____ User ID/Address :
:                               :                               :
: F4=Prompt  F12=Cancel :                               :
:                               :                               :
-----
_ NEW      SJONES  ROCH   INVENTORY STATUS      04/21/88
_ NEW      HANSON  ROCH   FURNITURE REQUEST      04/20/88
_ NEW      TOM     ROCH   PAPER SPECIFICATIONS REVIEW 04/19/88
                                Bottom
F3=Exit  F5=Refresh  F6=Work with outgoing mail status
F10=Display new mail  F11=Change user  F12=Cancel  F24=More keys

```

2. The Work with Mail display for the user ID, user ID and address, or nickname you typed now appears. It contains a list of the mail for that person.

When you are working with mail belonging to another user, you cannot view or work with mail items that are marked personal. Also, for each personal item on the display, asterisks (*) are in the *From User ID* and *Address* columns and PERSONAL is in the *Description* column.

```

                                Work with Mail

Working with mail for . . . . . : PETERSON ROCH

Type options, press Enter.
 2=Revise a copy  4=Delete    5=View    6=Print    8=Change details
 9=Print options 10=Forward 11=Reply 12=File remote 13=File local
14=Authority     15=Fill form

-----From-----
Opt  Status      User ID  Address  Description  Date
-----
    ---  NEW        SONES   ROCH     INVENTORY STATUS  04/21/88
    ---  NEW        HANSON  ROCH     FURNITURE REQUEST  04/20/88
    ---  NEW        TOM     ROCH     PAPER SPECIFICATIONS REVIEW  04/19/88

                                Bottom

F3=Exit  F5=Refresh  F6=Work with outgoing mail status
F10=Display new mail  F11=Change user  F12=Cancel  F24=More keys

```

3. Move the cursor next to the mail item you want to work with, and type an option shown on the display or press one of the function keys described on the bottom of the display.

If you need help in completing an option you typed, refer to the description of that option in this chapter.

Displaying the Status of Outgoing Mail

This exercise shows you how to display the status of the outgoing mail. **Outgoing mail** is mail that you have sent to another user.

For this exercise, assume you want to see if a note you sent to someone has been opened by that person.

You should now be at the Work with Mail display. If you are not at that display, type option 2 (Mail) on the OfficeVision/400 menu and press the Enter key. The Work with Mail display appears.

You can display the status of outgoing mail only if you are using the intermediate assistance level. If F6=Work with outgoing mail status does not appear in the list of available function keys at the bottom of your display, you are using the basic assistance level. To change assistance levels, press F21 (Select assistance level). The Select Assistance Level window appears, showing your current assistance level. For the *Assistance level* prompt, type a 2 (Intermediate) and press the Enter key. The Work with Mail display for the intermediate assistance level appears.

Note: Your Work with Mail display for the intermediate level may have fewer options than those shown in this section. The number of options shown depends on whether an editor is installed on your system.

To display the status of the outgoing mail, do the following:

1. On the Work with Mail display, press F6 (Work with outgoing mail status).

```

Work with Mail

Working with mail for . . . . . : HANSON ROCH

Type options, press Enter.
 2=Revise a copy  4=Delete    5=View    6=Print    8=Change details
 9=Print options 10=Forward 11=Reply  12=File remote 13=File local
14=Authority     15=Fill form

-----From-----
Opt  Status      User ID  Address  Description  Date
---  OPENED      SJONES  ROCH    BUDGET REVIEW 04/21/88
---  OPENED      PETERSON ROCH    DEPT MEETING  04/20/88
---  OPENED      HANSON  ROCH    ORDERING PAPER 04/18/88

Bottom
F3=Exit  F5=Refresh  F6=Work with outgoing mail status
F9=Work with action items  F10=Display new mail  F12=Cancel  F24=More keys

```

2. The Work with Outgoing Mail Status display appears with a list of the outgoing mail.

```

Work with Outgoing Mail Status

Working with mail for . . . . . : HANSON ROCH

Type options, press Enter.
 4=Delete status  8=Display details

Option  Date Sent  Description
-      04/19/88  Note with memo slip attached
-      04/21/88  Note with action due
-      04/22/88  Regular message format

Bottom
F3=Exit  F5=Refresh  F9=Work with outgoing action item status  F12=Cancel
F14=Work with outgoing mail folder  F19=Display messages

```

3. Move the cursor next to the mail item that you want to see the outgoing details of and type option 8 (Display details). Then press the Enter key.
4. The Display Outgoing Mail Status Details display appears, showing the status of the item you selected for each person the mail item was sent to.

```

                                Display Outgoing Mail Status Details

Description . . . . . : Note with memo slip attached
Date/Time sent . . . . . : 04/19/88 11:05:22
Confirm delivery . . . . . : Y

-----Sent To-----
Status      User ID  Address  Description  Date      Time
SENT       ANDERSON ROCH     Ben C Anderson
DELIVERED  ROSE    ROCH     Rose Nelson   04/19/88 11:22

                                Bottom

Press Enter to continue.

F3=Exit  F5=Refresh  F12=Cancel  F19=Display messages

```

At first, OfficeVision/400 shows a status of SENT. The status either remains as sent or it changes to one of the following:

Type	Description
DELIVERED	For all mail except a message, the addressee opened the mail. For a message, the addressee has viewed the Work with Mail display since the message was sent, but may not have viewed the message. This status also can mean that some of the addressees on a remote distribution list have opened the mail.
CANCELED	The addressee deleted the mail before opening it.
FAILED	The addressee did not receive the mail.
UNKNOWN	The addressee could not be found on the receiving system.

5. Press the Enter key to return to the Work with Outgoing Mail Status display.
6. Press F12 (Cancel) to return to the Work with Mail display or press F3 (Exit).

Working with Action Items

This exercise shows you the status of the action items you received and the choices you have to work with them.

An **action item** is a piece of mail that requires action or an answer. It also has a due date. A piece of mail becomes an action item either by the sender specifying a due date for it or by the receiver selecting option 8 (Change details) on the Work with Mail display for the piece of mail and then adding a due date.

You should now be at the Work with Mail display. If you are not at that display, type option 2 (Mail) on the OfficeVision/400 menu and press the Enter key. The Work with Mail display appears.

You can work with action items only if you are using the intermediate assistance level. If the options shown here do not appear on your display, you are using the

basic assistance level. To change assistance levels, press F21 (Select assistance level). The Select Assistance Level window appears, showing your current assistance level. For the *Assistance level* prompt, type a 2 (Intermediate) and press the Enter key. The Work with Mail display for the intermediate assistance level appears.

Note: Your Work with Mail display for the intermediate level may have fewer options than those shown in this section. The number of options shown depends on whether an editor is installed on your system.

To work with action items, do the following:

1. On the Work with Mail display, press F9 (Work with action items).

```

                                Work with Mail

Working with mail for . . . . . : HANSON  ROCH

Type options, press Enter.
  2=Revise a copy  4=Delete    5=View    6=Print    8=Change details
  9=Print options 10=Forward 11=Reply 12=File remote 13=File local
 14=Authority     15=Fill form

-----From-----
Opt  Status   User ID  Address  Description  Date
-----
  --  OPENED   SJONES  ROCH    BUDGET REVIEW  04/21/88
  --  OPENED   PETERSON ROCH    DEPT MEETING   04/20/88
  --  OPENED   HANSON  ROCH    ORDERING PAPER 04/18/88
  --  OPENED   PETERSON ROCH    PERSONAL        04/18/88

                                                                Bottom
F3=Exit  F5=Refresh  F6=Work with outgoing mail status
F9=Work with action items  F10=Display new mail  F12=Cancel  F24=More keys

```

2. The Work with Action Items display appears with a list of action items you received. The items are arranged in due date order and include who sent them.

```

                                Work with Action Items

Working with mail for . . . . . : HANSON  ROCH

Type options, press Enter.
  2=Revise a copy  4=Delete    5=View    6=Print    8=Change details
  9=Print options 10=Forward 11=Reply 12=File remote 13=File local
 14=Authority     15=Fill form

-----From-----
Opt  Status   User ID  Address  Description  Date Due
-----
  --  OPENED   PETERSON ROCH    PERSONAL        04/18/88
  --  OPENED   PETERSON ROCH    DEPT MEETING   04/21/88
  --  OPENED   SJONES  ROCH    BUDGET REVIEW   04/22/88

                                                                Bottom
F3=Exit  F5=Refresh  F6=Work with outgoing mail status  F9=Work with mail
F10=Display new mail  F12=Cancel  F13=More tasks  F24=More keys

```

The description for personal action items does not appear on the Work with Action Items display. To see the descriptions for personal items, press F16 (Display personal descriptions). If the descriptions for personal items are showing and you do not want to see them, press F16 (Nondisplay personal descriptions) again, and PERSONAL appears in the description column.

3. Move the cursor next to the action item you want to work with, and type the option shown on the display that best describes what you want to do with that item. Press the Enter key.

Note: If you need help in completing one of the options, refer to the description of that option in this chapter.

4. Press F3 (Exit).

Creating a Reference to Hardcopy

The term **hardcopy** is associated with printed documents. You may have received them through the mail or by some other form of distribution but not on the system. Hardcopy includes such things as printed memos, letters, or reports that are not created or stored on your system. OfficeVision/400 helps you keep track of them by allowing you to create a reference on the system to a printed document (hardcopy). A **hard-copy reference** is a mail log entry of an item and contains such things as when the printed document was received, who sent it, who received it, the subject matter, the action required, and where it is stored.

This exercise shows you how to create a reference for printed mail and file the reference in a folder on your system. Assume that you have received a bid on paper supplies from the Barnum Paper Company in the mail and that you want to record information about it so that the bid does not get lost.

You should now be at the Work with Mail display. If you are not at that display, type option 2 (Mail) on the OfficeVision/400 menu and press the Enter key. The Work with Mail display appears.

You can create a reference to hardcopy material only if you are using the intermediate assistance level. If the options shown here do not appear on your display, you are using the basic assistance level. To change assistance levels, press F21 (Select assistance level). The Select Assistance Level window appears, showing your current assistance level. For the *Assistance level* prompt, type a 2 (Intermediate) and press the Enter key. The Work with Mail display for the intermediate assistance level appears.

To create a reference to printed mail, do the following:

1. On the Work with Mail display, press F13 (More mail tasks).
2. The More Mail Tasks display appears.

```

                                More Mail Tasks

Select one of the following:

    1. Create local hard-copy reference
    2. Create remote hard-copy reference
    3. Select mail by status
    4. Print mail reports

Selection
-
F3=Exit  F12=Cancel  F19=Display messages

```

3. In the *Selection* prompt, type option 1 (Create local hard-copy reference). Press the Enter key.
4. The first part of the Create Hard-Copy Reference display appears for creating a reference on your system to a printed mail item.

```

                                Create Hard-Copy Reference

Document number . . . . . : 91-00001

Type choices, press Enter.

Folder . . . . . HANSON
Name, *NONE, F4 for list
-----
Document description . . . _____
File cabinet . . . . . _____
-----
Subject . . . . . _____
-----
Authors . . . . . _____
Keywords . . . . . _____
-----
Document class . . . . . HARDCOPY      F4 for list
Project . . . . . _____          F4 for list

More...

F3=Exit  F4=Prompt  F5=Refresh  F9=Change authority  F12=Cancel
F19=Display messages

```

Note: The system automatically assigns the document number. You can write this number on the document and then use it to refer to the reference about the document on the system. Writing the document number on the document also can help you find the filed document more quickly at a later time.

5. Type the following information about the document:
 - a. Leave the information for the *Folder* prompt as it is. This prompt identifies where the printed copy reference is to be filed and shows the name of your default folder. If you specify *NONE for this prompt, the reference is filed on the system in the local document library but not in a folder. If you want

to see a list of folders on your system, press F4 with the cursor in this prompt.

- b. For the *Document description* prompt, type **Bulk paper bid**.
- c. The *File cabinet* prompt is used to indicate the physical location of where the document is filed. For this example, type **Hanson's file cabinet, drawer 2**.
- d. For the *Subject* prompt, type **Paper Supply**.
- e. The *Authors* prompt can have up to two entries and is the person or persons who wrote the document. For the first part of this prompt, type **HANSON**. For the second part of this prompt, type **SJONES**.
- f. For the *Keywords* prompt, type **Bid;Supplies;Paper**. These are words used to identify the reference to the document filed in a document library and the words to use later when searching for it.

You can type keywords for this prompt until you run out of space, but no more than 24 keywords are allowed. Keywords must be separated by a semicolon (;). If you are not sure of what to type for this prompt, press F4 (Prompt) with the cursor in this prompt for a list of possible entries.

- g. The *Document class* prompt is used to group documents by type and shows **HARDCOPY** as the default. For this exercise, leave the information for this prompt as it is.

6. Press the Page Down key to view the second part of this display.

```

                                Create Hard-Copy Reference
Document number . . . . . : 91-00001
Type choices, press Enter.
  Sent or received . . . . . 1                1=Sent, 2=Received
  To/From . . . . . _____
Reference . . . . . _____
Status . . . . . _____
Document date . . . . . 10/20/89           MM/DD/YY
Expiration date . . . . . _____       MM/DD/YY
Date action due . . . . . _____       MM/DD/YY
Date action completed . . . . . _____ MM/DD/YY
Assigned to . . . . . _____
Personal . . . . . N                       Y=Yes, N=No
                                           More...

F3=Exit  F4=Prompt  F5=Refresh  F9=Change authority  F12=Cancel
F19=Display messages
```

- 7. Do not change the *Sent or received* prompt.
- 8. For the *To/From* prompt, type **Barnum Paper Company**.
- 9. For the *Document date* prompt, type **10/20/89**.
- 10. For the *Expiration date* prompt, type **12/31/89**. This is the date you want the reference to the hard-copy reference removed from the system. Typing a date for this prompt does not automatically remove the reference to the document from the system on this date, but only indicates to someone when it should be removed.

Select Assistance Level window appears, showing your current assistance level. For the *Assistance level* prompt, type a 2 (Intermediate) and press the Enter key. The Work with Mail display for the intermediate assistance level appears.

To select the type of mail you want to see, do the following:

1. On the Work with Mail display, press F13 (More mail tasks).
2. The More Mail Tasks display appears.

```
More Mail Tasks

Select one of the following:

1. Create local hard-copy reference
2. Create remote hard-copy reference
3. Select mail by status
4. Print mail reports

Selection

F3=Exit F12=Cancel F19=Display messages
```

3. For the *Selection* prompt, type option 3 (Select mail by status). Press the Enter key.
4. The Select Mail by Status display appears. The type of mail, if any, that you can see is indicated by a 1 next to each status.

```
Select Mail by Status

Type options, press Enter.
1=Select

Option Status
1 NEW
1 OPENED
1 MESSAGE
1 HARDCOPY
1 FILED
1 REMOTE

F3=Exit F5=Refresh F12=Cancel F19=Display messages
```

5. If the type of mail status you want to see does not have a 1 next to it, move the cursor next to that status and for the *Option* prompt, type a 1. If you want to

remove a type of mail status you see, move the cursor next to that status and use the spacebar on your keyboard to remove the 1. After you have made all your selections, press the Enter key.

The type of mail you want to see remains in effect until you change it again, even if you sign off and then later sign back on.

The types of mail include:

Status	Description
NEW	The mail item is new and has never been handled.
OPENED	The mail item was previously looked at or handled.
MESSAGE	The mail item is a message.
HARDCOPY	The mail item is a reference to printed mail that is not sent or stored on the system.
FILED	The document is filed in a document library on the local system.
REMOTE	The document is filed in a document library on a remote system.

6. The More Mail Tasks display appears. Press F12 (Cancel) to return to the Work with Mail display. Now only mail items with the status values you selected are displayed.

7. Go to the next exercise or press F3 (Exit).

Printing a Mail Report

You can print a report of mail items with a due date (a due date makes a mail item an action item), of the details for all mail items, or of the details for mail items received between two dates.

This exercise shows how to print a report of the details for mail items received between two dates. For information on how to print a report for mail items with a due date and of the details for all mail items, see the *Using OfficeVision/400** manual.

You should now be at the Work with Mail display. If you are not at that display, type option 2 (Mail) on the OfficeVision/400 menu and press the Enter key. The Work with Mail display appears.

You can print a mail report only if you are using the intermediate assistance level. To change assistance levels, press F21 (Select assistance level). The Select Assistance Level window appears, showing your current assistance level. For the *Assistance level* prompt, type a 2 (Intermediate) and press the Enter key. The Work with Mail display for the intermediate assistance level appears.

To print a report of the details for mail items received between two dates, do the following:

1. On the Work with Mail display, press F13 (More mail tasks).
2. The More Mail Tasks display appears.

```
More Mail Tasks

Select one of the following:

1. Create local hard-copy reference
2. Create remote hard-copy reference
3. Select mail by status
4. Print mail reports

Selection

F3=Exit F12=Cancel F19=Display messages
```

3. For the *Selection* prompt, type option 4 (Print mail reports). Press the Enter key.

4. The Print Mail Reports display appears.

```
Print Mail Reports

Working with mail for . . . . : HANSON ROCH

Type choices, press Enter.

Report option . . . . . _      1=Action items due on or
                                before date specified
                                2=All mail
                                3=Mail received within dates
                                specified

F3=Exit F5=Refresh F12=Cancel F19=Display messages
```

5. For the *Report option* prompt, type option 3 (Mail received within dates specified). Press the Enter key.

6. Additional prompts on the Print Mail Reports display appear.

```
Print Mail Reports
Working with mail for . . . . : HANSON ROCH
Type choices, press Enter.
Report option . . . . . 3      1=Action items due on or
                                before date specified below
                                2=All mail
                                3=Mail received within dates
                                specified below

Mail received:
From date . . . . .
To date . . . . . 04/25/88

F3=Exit  F5=Refresh  F12=Cancel  F19=Display messages
```

7. For the *From date* prompt, type **10/01/89**. Change the date for the *To date* prompt to **10/23/89**.
8. Press the Enter key. A message appears stating that the print job is submitted. The details for mail items received between these dates are printed at the printer specified in your user profile.
9. Press F3 (Exit).



Chapter 5. Finding Filed Documents

This chapter describes how to find documents in the document library using the document details search and the document content search. You can use each function separately to search for documents, or a combination of the two.

Note: If you do not have the text search function installed on your system, the displays in this chapter may appear differently than those on your display.

The document details search function locates documents according to their classification, such as subject, author, and date. The document content search function or **text search** function bases its search on a particular phrase, word, or part of a word that you specify, and locates and lists the documents which match your search criteria.

Documents are stored in your system by the following methods:

- Filing mail from the mail log
- Filing a note when you send one
- Using the word processing function to create and file a document
- Filing mail from another system

All folders and documents are stored in the document library on the system. Documents usually reside in a folder; however, a document does not have to be in a folder. Folders are used to group related documents, which allows you to work with those documents by document name. The only way to work with documents not in folders is from the Work with Documents in a Document List display.

Using the Document Details Search Function

You should now be at the Documents and Folders display. If you are not at that display, type option 5 (Documents and folders) on the OfficeVision/400 menu and press the Enter key. The Documents and Folders display appears.

```
Documents and Folders

Select one of the following:

1. Work with documents in folders
2. Work with folders
3. Search for documents
4. Work with document lists
5. Work with status of remote requests

Selection
-
F3=Exit  F12=Cancel  F19=Display messages
```

You can find and work with documents that are *in folders* by typing option 1 (Work with documents in folders), 2 (Work with folders), 3 (Search for documents), or 4 (Work with document lists).

You can find and work with documents that are *not in folders* by typing option 3 (Search for documents) or 4 (Work with document lists).

The documents and folders function searches for descriptive attributes you assign a document or folder when it is created. You must type these attributes on the Search for Documents display to begin the search.

For more information about using option 1 or 2, see the *Learning about OfficeVision/400* Word Processing* manual. For more information about using option 3, 4, or 5, see the *Using OfficeVision/400** manual.

Using the Document Content Search Function

If you specify to have a created or revised document indexed, the text search function extracts a group of phrases or indexed words from the document by scanning it. The indexed words are stored as entries in a text search index. You can request a search of the text search index to find a particular phrase or indexed word. When you find the indexed word, the documents it appears in are listed.

There are two types of text search:

Text search only

For this type of search, your search criteria can consist of one or more phrases, words, word fragments or any other combination of characters in the national language character set you are using. Text search tells you in which documents your search criteria appear. A simple example of this type of search is to find all documents in the document library containing the phrase *annual sales figures*.

Combined search

This type of search combines the text search function with the document details criteria function found on the Search for Documents display. A simple example of this type of search is to find all documents in the document library containing the phrase *annual sales figures* that were written by *John Smith*.

For more information on the text search function, see the *Using OfficeVision/400** manual.

Chapter 6. Using Directories, Distribution Lists, and Nicknames

This chapter contains exercises for using directories and distribution lists. A **directory** is a file containing such information as names, addresses, and telephone numbers of people. A directory may be the **system distribution directory** that contains information about the people who use your system.

A **distribution list** is a collection of system distribution directory entries. It is used to send information to a group of people all at one time instead of individually. A distribution list can include users who are on your system or on a remote system in your organization. You can also use a distribution list with the OfficeVision/400 calendar function.

A **nickname** is a short version of the *User ID* and *Address* prompts, or the *List ID* prompt. Instead of typing all the information for a user or a distribution list, you can type a nickname for the *User ID* or *List ID* prompt. For example, you may want to use the nickname Manager for your department manager.

The **search system directory** function allows you to look for information you need about other users. The result of the search function is a list containing the following information about the user or users for whom you requested the search function:

- Full name
- Telephone number
- User ID and address
- Department

The **department** function allows an administrator to define departments within the organization. An administrator can define:

- The manager of each department
- The members of a department
- An organizational structure that determines the management to which a specific department reports

If you are not an administrator, you can only view or print department information.

A **personal directory** that you create contains information you need to know to complete your daily work. The personal directory could be a small telephone directory that contains the names and telephone numbers of people in your organization whom you need to contact often, or it could be an inventory report. You decide the arrangement of the information in your personal directories.

Note: Most of the functions described in this chapter are available through OfficeVision/400 only if OfficeVision/400 mail is installed on your system. If OfficeVision/400 mail is not installed on your system, the personal directories function is the only function described in this chapter that is available to you through OfficeVision/400. See "Working with a Personal Directory" on page 6-15 for information about personal directories.

Working with the System Distribution Directory

This exercise shows you how to view the system distribution directory.

The **system distribution directory** contains information that is used to distribute electronic mail. It identifies someone as a local, remote, or indirect user. An **indirect user** is someone who receives electronic mail as printed copy rather than by signing on to the system. In addition, the system distribution directory contains information about users, such as their user ID, mailing address, and telephone number.

If you are not an administrator, you can view the system distribution directory and can change some of the information in your own directory entry. This section describes how to view the system distribution directory. For information about changing the system distribution directory, see "Changing Your System Distribution Directory Information" on page 7-1.

From the OfficeVision/400 menu, type option 7 (Directories/distribution lists) and press the Enter key. The Directories and Distribution Lists display appears.

To view the system distribution directory, do the following:

1. On the Directories and Distribution Lists display, type option 2 (System directory). Press the Enter key.

```

                                Directories and Distribution Lists

Select one of the following:

    1. Personal directories
    2. System directory
    3. Distribution lists
    4. Nicknames
    5. Search system directory
    6. Departments

Selection
    2

F3=Exit  F12=Cancel  F19=Display messages
```

2. The Display Directory Entries display appears.

Note: If you are enrolled in OfficeVision/400 as an administrator, the Work with Directory display appears.

```

                                Display Directory Entries

Type options, press Enter.
    5=Display details   6=Print details

Opt  User ID  Address  Description
-    ANDERSON  ROCH    Anderson, Ben C
-    BENTLEY   ROCH    Bentley, Dan
-    CDS       ROCH    Sass, Cheryl D
-    CLARK     ROCH    Clark, B G
-    HANSON    ROCH    Hanson, E G
-    HENKE     ROCH    Henke, S K
-    KING      ROCH    King, Jean
-    NENANCY   ROCH    Nelson, Nancy E
-    PETERSON  ROCH    Peterson, R N
-    ROSE      ROCH    Nelson, Rose
-    SJONES    ROCH    Jones, Sharon
-    TOM       ROCH    Dixon, T F

                                                                More...

F3=Exit      F5=Refresh  F9=Display nicknames  F10=Search directory
F12=Cancel   F13=Display departments  F17=Position to  F24=More keys

```

If More... is in the lower right corner of your display, press the Page Down key to see the additional directory entries.

3. If you want to see the system distribution directory entry details (such things as the telephone number and location) for a user, move the cursor next to the user ID and type a 5 (Display details).
4. Press the Enter key. The Display Directory Entry Details display appears with information for that user ID.

After viewing the details, press the Enter key to return to the Display Directory Entries display.

5. Press F3 (Exit).

Working with Distribution Lists

A **distribution list** is a collection of system distribution directory entries. Using a distribution list on your system allows you to send the same message, note, or document to a group of users instead of one user at a time.

Creating a Distribution List

This exercise shows you how to create a distribution list.

You should now be at the Directories and Distribution Lists display. If you are not at that display, type option 7 (Directories/distribution lists) on the OfficeVision/400 menu and press the Enter key. The Directories and Distribution Lists display appears.

To create a distribution list, do the following:

1. On the Directories and Distribution Lists display, type option 3 (Distribution lists). Press the Enter key.

```

                                Directories and Distribution Lists

Select one of the following:

    1. Personal directories
    2. System directory
    3. Distribution lists
    4. Nicknames
    5. Search system directory
    6. Departments

Selection
  3

F3=Exit  F12=Cancel  F19=Display messages

```

2. The Work with Distribution Lists display appears.

```

                                Work with Distribution Lists

Type options, press Enter.
  1=Create list  4=Delete list  5=Display entries  6=Print entries
  8=Work with entries

Opt  -----List ID-----  Description
-   HANSON      ACCTG      Distribution list for accounting
-   SJONES      DEPT248    Members of Department 248

F3=Exit  F5=Refresh  F9=Work with nicknames  F12=Cancel
F13=Display departments  F17=Position to

Bottom

```

3. Type a 1 (Create list) for the *Opt* prompt. Press the Enter key.

4. The Create a New Distribution List display appears.

```

                                Create a New Distribution List

Type choices, press Enter.

Distribution list:
List ID . . . . . _____

Description . . . . . _____

F3=Exit  F5=Refresh  F12=Cancel

```

5. For the first part of the *List ID* prompt, type your user ID. This makes it easy to locate your distribution lists later when you look at a list of distribution lists.
6. For the second part of the *List ID* prompt, type a name that describes the distribution list. For this exercise, type **PSPECS**. This identifies the purpose of the distribution list. For this exercise, this is the distribution list of people who are to review paper specifications.
7. For the *Description* prompt, type the description for this distribution list. For this exercise, the description is **Paper specifications reviewers**.
8. Press the Enter key.
9. The Add Distribution List Entries display appears.

```

                                Add Distribution List Entries

Distribution list:
List ID . . . . . : HANSON  PSPECS
Description . . . . . : Paper specifications reviewers

Type distribution list ID to copy entries, or type user ID/addresses to add,
press Enter.

Copy from list ID . . . . . _____ F4 for list

User ID  Address      User ID  Address      User ID  Address
_____|_____|_____|_____|_____|_____|
_____|_____|_____|_____|_____|_____|
_____|_____|_____|_____|_____|_____|
_____|_____|_____|_____|_____|_____|
_____|_____|_____|_____|_____|_____|
_____|_____|_____|_____|_____|_____|
_____|_____|_____|_____|_____|_____|
_____|_____|_____|_____|_____|_____|
_____|_____|_____|_____|_____|_____|
More...

F3=Exit  F4=Prompt  F5=Refresh  F12=Cancel

```

10. For this exercise, under the *User ID* prompt, type some user IDs or nicknames for people who are on your system and that you want in a distribution list. You do not have to complete the *Address* prompt because the system retrieves that

information. If there is more than one address for a user ID, a display appears, and you can select the address that you want.

If you do not know a user ID for someone you want to add to the distribution list, press F4 with the cursor in either the *User ID* or *Address* prompt. A list of everyone (each user ID and address) in the system distribution directory appears. From this list you can use the directory search function to find users more easily. You can also use the select departments function to see the names of the people in a department, and to select the entire department for your distribution list.

11. Press the Enter key. A message appears at the bottom of the display indicating how many entries were added to the distribution list.
12. Press the Enter key again. The Work with Distribution Lists display appears with the name of the distribution list you just created added to the list.
13. Press F3 (Exit).

Working with Distribution List Entries

This exercise shows you how to change the members of a distribution list. Suppose for this example you want to change the distribution list, HANSON PSPECS that you created under, "Creating a Distribution List" on page 6-3. You need to remove someone from the list and add another person to it.

You should now be at the Directories and Distribution Lists display. If you are not at that display, type option 7 (Directories/distribution lists) on the OfficeVision/400 menu and press the Enter key. The Directories and Distribution Lists display appears.

To change a distribution list, do the following:

1. On the Directories and Distribution Lists display, type option 3 (Distribution lists). Press the Enter key.
2. The Work with Distribution Lists display appears.

Work with Distribution Lists		
Type options, press Enter.		
1=Create list 4=Delete list 5=Display entries 6=Print entries		
8=Work with entries		
Opt	-----List ID-----	Description
-	HANSON ACCTG	Distribution list for accounting
-	HANSON PSPECS	Paper specifications reviewers
-	SJONES DEPT248	Members of Department 248

3. Move the cursor next to HANSON PSPECS, and type option 8 (Work with entries). Press the Enter key.
4. The Work with Distribution List Entries display appears.

```

Work with Distribution List Entries

List ID . . . . . : HANSON  PSPECS
Description . . . . . : Paper specifications reviewers

Type options, press Enter.
  1=Add entries  4=Remove entry  5=Display details  6=Print details

Opt  User ID  Address  Description
--  - - - - -  - - - - -  - - - - -
-   HANSON   ROCH     Hanson E G
-   HENKE    ROCH     Henke, S K
-   PETERSON ROCH     Peterson, R N
-   SJONES   ROCH     Jones, Sharon
-   TOM      ROCH     Dixon, T F

```

5. Move the cursor next to the user ID you want to remove and then type option 4 (Remove entry). Press the Enter key. A display appears to let you confirm the removal or cancel the request. Pressing F12 (Cancel) returns you to the Work with Distribution List Entries display where you can change the option for the entry you selected. To confirm the removal, press the Enter key.
6. You can add a new user ID to the distribution list by doing the following:
 - a. On the Work with Distribution List Entries display, type a 1 (Add) for the *Opt* prompt. Press the Enter key. The Add Distribution List Entries display appears.

```

Add Distribution List Entries

Distribution list:
List ID . . . . . : HANSON  PSPECS
Description . . . . . : Paper specifications reviewers

Type distribution list ID to copy entries, or type user ID/addresses to add,
press Enter.

Copy from list ID . . . . . _____ F4 for list

User ID  Address      User ID  Address      User ID  Address
-----  -----      -----  -----      -----  -----
_______  _____      _____  _____      _____  _____
_______  _____      _____  _____      _____  _____
_______  _____      _____  _____      _____  _____
_______  _____      _____  _____      _____  _____
_______  _____      _____  _____      _____  _____
_______  _____      _____  _____      _____  _____
_______  _____      _____  _____      _____  _____
More...

F3=Exit  F4=Prompt  F5=Refresh  F12=Cancel

```

- b. Under *User ID* and *Address*, type the user ID and address, or nickname, for each person you want to add to this distribution list.
 - c. Press the Enter key. A message appears at the bottom of the display indicating how many entries were added to the distribution list.
 - d. Press the Enter key again. The Work with Distribution List Entries display appears with each new person added to the list of entries for the distribution list.
7. Press F3 (Exit).

Deleting a Distribution List

This exercise shows you how to delete a distribution list. Suppose for this exercise you want to delete the distribution list you created in "Creating a Distribution List" on page 6-3.

You should now be at the Directories and Distribution Lists display. If you are not at that display, type option 7 (Directories/distribution lists) on the OfficeVision/400 menu and press the Enter key. The Directories and Distribution Lists display appears.

To delete a distribution list, do the following:

1. On the Directories and Distribution Lists display, type option 3 (Distribution lists). Press the Enter key.
2. The Work with Distribution Lists display appears.

```
Work with Distribution Lists

Type options, press Enter.
1=Create list  4=Delete list  5=Display entries  6=Print entries
8=Work with entries

Opt  -----List ID-----  Description
-   -----
-   HANSON      ACCTG      Distribution list for accounting
-   HANSON      PSPECS     Paper specifications reviewers
-   SJONES      DEPT248    Members of Department 248
```

3. Move the cursor next to HANSON PSPECS and type option 4 (Delete list). Press the Enter key.
4. If you are the distribution list owner or an administrator, a display appears to let you confirm the deletion of the entire distribution list. Press the Enter key to confirm the deletion, or press F12 (Cancel) to cancel the delete request and to return to the Work with Distribution Lists display.

If you are not the distribution list owner or an administrator, a message appears on the display stating that you cannot delete the distribution list.

5. Press F3 (Exit).

Working with Nicknames

A **nickname** is a short version of a user ID and address, or a list ID. Instead of typing all the information for a user or a distribution list, you can type a nickname for the *User ID* or *List ID* prompt. You can create a nickname and then type the nickname for the *User ID* or *List ID* prompt when you send messages, notes, or documents. Nicknames are personal; nicknames are not public and are not shared with other users.

Creating a Nickname

For this exercise, assume that you want to create the nickname Manager for your department manager. To create a nickname, do the following:

1. On the OfficeVision/400 menu, type option 7 (Directories/distribution lists) and press the Enter key.
2. The Directories and Distribution Lists display appears.
3. Type option 4 (Nicknames).
4. Press the Enter key.

The Work with Nicknames display appears. Your display should be similar to the following:

```

                                Work with Nicknames
Type options, press Enter.
 1=Add  2=Change  4=Remove  5=Display nickname details
 6=Print nickname details

Opt  Nickname  Description                                Type
-   _____
(No nicknames defined)
```

5. On the Work with Nicknames display, type a 1 (Add) for the *Opt* prompt. Press the Enter key. The Add Nickname display appears.

```

                                Add Nickname
Type choices, press Enter.
Nickname . . . . . _____
Description . . . . . _____
-----
User:
  User ID/Address . . . _____ F4 for list
-OR-
List:
  List ID . . . . . _____ F4 for list
```

6. For the *Nickname* prompt, type **MANAGER**.
7. For the *Description* prompt, type **My Department Manager**.
8. Type the user ID and address for the nickname. For this exercise, type the user ID and address of your manager.
If you want to see a list of user IDs and addresses, press F4 (Prompt) with the cursor in either prompt.
9. Leave the *List ID* prompt blank.
10. Press the Enter key. A message appears at the bottom of the display stating that the nickname was added.
11. Press F3 (Exit).

Changing a Nickname

You can change a nickname, the description, user ID/address, or list ID of a nickname. For this exercise, assume that you have a new manager and that you want to change the *User ID* prompt to the new name. You also want to change the *Description* prompt to describe the nickname.

To change the information about a nickname, do the following:

1. On the OfficeVision/400 menu, type option 7 (Directories/distribution lists) and press the Enter key.
2. The Directories and Distribution Lists display appears.
3. On the Directories and Distribution Lists display, type option 4 (Nicknames).
4. Press the Enter key. The Work with Nicknames display appears.

```

                                Work with Nicknames

Type options, press Enter.
  1=Add  2=Change  4=Remove  5=Display nickname details
  6=Print nickname details

Opt  Nickname  Description                                Type
--  -
  _  MANAGER  My Department Manager                        USER

                                                                 Bottom

F3=Exit  F5=Refresh  F11=Sort by description  F12=Cancel
F15=Print nicknames  F17=Position to
```

5. Move the cursor next to MANAGER and in the *Opt* column, type a 2 (Change). Press the Enter key.
6. The Change User Nickname display appears.

```
Change User Nickname

Type changes, press Enter.

Nickname . . . . . MANAGER
Description . . . . . My Department Manager

User ID:
User ID/Address . . . PETERSON ROCH F4 for list

F3=Exit F4=Prompt F5=Refresh F12=Cancel
```

Note: If you are changing the nickname information for a distribution list, the Change List Nickname display appears. The *List ID* prompt appears instead of the *User ID/Address* prompts.

7. Do not change the *Nickname* prompt.
8. For the *Description* prompt, type **New Department Manager**.
9. For the *User ID/Address* prompt, type the user ID and address of your new manager.

If you want to see a list of user IDs and addresses, press F4 (Prompt) with the cursor in either prompt.

10. Press the Enter key. The Work with Nicknames display appears with the changes you made.
11. Press F3 (Exit).

Removing a Nickname

You can remove a nickname. For this exercise, assume that your new manager has transferred to a new department and you no longer need that person's nickname.

To remove a nickname, do the following:

1. On the OfficeVision/400 menu, type option 7 (Directories/distribution lists) and press the Enter key.
2. The Directories and Distribution Lists display appears.
3. On the Directories and Distribution Lists display, type option 4 (Nicknames). Press the Enter key.
4. The Work with Nicknames display appears.

```

                                Work with Nicknames

Type options, press Enter.
  1=Add  2=Change  4=Remove  5=Display nickname details
  6=Print nickname details

Opt  Nickname  Description                                Type
--  -
  -  MANAGER   New Department Manager                            USER

                                                                 Bottom

F3=Exit  F5=Refresh  F11=Sort by description  F12=Cancel
F15=Print nicknames  F17=Position to

```

5. Move the cursor next to MANAGER and type a 4 (Remove) in the *Opt* column. Press the Enter key.
6. The Confirm Remove of Nicknames display appears with a message to press the Enter key to confirm that you want to remove the nickname selected. Press the Enter key to remove the nickname. The Work with Nicknames display appears with the nickname removed.
7. Press F3 (Exit).

Searching the System Directory

The search function allows you to look for information you need about other users. You can perform the search function for any combination of the following:

- Last name
- First name
- Middle name
- Department
- User ID
- User address
- Network user ID
- Telephone number
- Location
- Building
- Company

To search the system directory, do the following:

1. On the OfficeVision/400 menu, type option 7 (Directories/distribution lists) and press the Enter key.
2. The Directories and Distribution Lists display appears.
3. On the Directories and Distribution Lists display, type a 5 (Search system directory). Press the Enter key. The Search System Directory display appears.

```

Search System Directory

Type choices, press Enter.

Last name . . . . . _____
First name . . . . . _____
Middle name . . . . . _____

Department . . . . . _____

User ID . . . . . _____
User address . . . . . _____
Network user ID. . . . . _____
Telephone . . . . . _____

Location . . . . . _____
                                     F4 for list

Building . . . . . _____
Company . . . . . _____
Data to search . . . . . 1          1=Local, 2=All data

F3=Exit  F4=Prompt  F5=Refresh  F10=Call customized search  F12=Cancel

```

4. In the prompts on this display, type the information you know about the user for whom you are searching. For this exercise, use your own name.

Note: You can type an asterisk (*) in any of the prompts to represent characters that you do not know. For example, if you do not know the correct spelling of a person's last name but you know the first three letters, type Chr*. The result of your request could be:

```
Christenson
Christiansen
```

The asterisk (*) can be used at the beginning, middle, end, or surrounding known characters to help you search for a user.

The search may be slower if you type the asterisk at the beginning of known characters.

Your administrator can specify that all searches run as if you typed an asterisk at the end of the characters to search for. To set this, ask your administrator to use the CHGDIRA SCHTYPE(*GENERIC) command.

5. Press the Enter key. Any matches found are shown alphabetically by full name on the Display Names from Search Results display. Directory entries must match all of the values you specify on the Search System Directory display to be included. Entries that do not match all of the values you specify are not included. If an asterisk appears for the full name, your administrator has not filled in the name fields for that directory entry.

Note: If no matches are found, a message appears at the bottom of your display stating that no results were found.

6. Press F3 (Exit).

Working with the Department Function

Only an administrator can maintain department information. However, if you are not an administrator, you can view or print department information.

Displaying Department Details

You can display the details of a department by doing the following:

1. On the OfficeVision/400 menu, type option 7 (Directories/distribution lists) and press the Enter key. The Directories and Distribution Lists display appears.
2. Type option 6 (Departments) and press the Enter key.

The Display Departments display appears.

```
Display Departments

Type options, press Enter.
 5=Display details  6=Print details

Opt  Department  Title
-    ACCT1       Accounting Department
-    DEPT582     Sales Department
-    SHIP        Shipping Department
-    CEO         Corporate Executive Office
-    DEPT374     Service Department
-    TRAF542     Traffic Department

F3=Exit  F5=Refresh  F12=Cancel  F15=Print list  F17=Position to
```

3. Move the cursor next to the departments for which you are displaying the details and type a 5 (Display details) in the *Opt* column. Press the Enter key. The Display Department Details display appears.

```

                                Display Department Details
Department . . . . . : Accounting
Title . . . . . : Retail division
Manager . . . . . : John Jones
User ID/Address . . : JONES ROCH
Reports to . . . . . : FINANCE
Locally-defined . . . : Yes

Type options, press Enter.
5=Display directory entry details 6=Print directory entry details

Opt  Department Member                Telephone Number
-   Smith, John Allen (John)           2735
-   Walsh, Karen Jane (Karen)         2739
-   Johnson, Peter Gregory (Pete)     2732
-   Erickson, Sara Ann (Sara)         2737

                                Bottom
F3=Exit  F5=Refresh  F9=Display reports to  F11=Display user IDs/addresses
F12=Cancel  F15=Print list

```

From this display, you can view or print directory entry details, view the *Reports to* department information, or view the *User ID/Address* of a department member by pressing the various function keys on the display.

4. Press F3 (Exit).

Printing Department Details

You can print the details of a department by doing the following:

1. On the OfficeVision/400 menu, type option 7 (Directories/distribution lists) and press the Enter key. The Directories and Distribution Lists display appears.
2. Type option 6 (Departments) and press the Enter key. The Display Departments display appears.
3. Move your cursor next to the department you want to print details of and type a 6 (Print details) in the *Opt* column. Press the Enter key. The department information is printed. A completion message appears at the bottom of your display once the printing is completed.
4. Press (F3) Exit.

Working with a Personal Directory

A **personal directory** contains information you have gathered that may be needed to complete your daily work. When you create a personal directory, you decide what goes in it and how the information appears. It could be a small telephone directory that contains the names and telephone numbers of people in your organization you need to contact often, or it could be a report, such as an inventory report. After a personal directory is created, entries can be added, changed, or removed. You can also search for information in a personal directory when you know exactly what you are looking for or when you only have a general idea of what you want to find.

Creating a Personal Directory

This exercise shows you how to create a personal directory. Assume you want to create a directory named Inventory to keep a record of the supplies you have on hand.

To create a personal directory, do the following:

1. On the OfficeVision/400 menu, type option 8 (Decision support) and press the Enter key. The Decision Support display appears.

```
Decision Support

Select one of the following:

    1. Interactive Data Definition Utility (IDDU)
    2. Query Utilities
    3. Business Graphics Utility (BGU)
    4. Interactive SQL
    5. Start Personal Directory

    20. Files

    70. Related commands

Selection or command
===> 4 _____

F3=Exit  F4=Prompt  F9=Retrieve  F12=Cancel  F13=User support
F16=AS/400 Main menu
(C) COPYRIGHT IBM CORP. 1980, 1993.
```

2. On the Decision Support display, type option 5 (Start Personal Directory). Press the Enter key.

Note: If OfficeVision/400 mail is installed on your system, you can also work with personal directories from the Directories and Distribution Lists display. On the OfficeVision/400 menu, type option 7 and press the Enter key. The Directories and Distribution Lists display appears. On this display, type option 1 (Personal directories) and press the Enter key.

3. The Specify Personal Directory Criteria display appears. If your administrator has specified a default personal directory for you, your display appears slightly different from the following display.

```

                                Specify Personal Directory Criteria

Type choice, press Enter.

Personal directory . . . . . _____ Name, F4 for list

F3=Exit      F4=Prompt      F5=Refresh
F12=Cancel   F13=More tasks  F19=Display messages

```

4. Press F13 (More tasks). The More Personal Directory Tasks display appears.

```

                                More Personal Directory Tasks

Select one of the following:

    1. Work with personal directory
    2. Change personal directory authority

Selection
-

Type choice, press Enter.

Personal directory . . . . . _____ Name, F4 for list

F3=Exit  F4=Prompt  F5=Refresh  F12=Cancel  F19=Display messages

```

5. For the *Selection* prompt, type a 1 (Work with personal directory).
6. For the *Personal directory* prompt, type **INVENTORY**. This is the name for the personal directory you are creating. Press the Enter key.

If another user has already created a personal directory named INVENTORY, one of the following happens:

- A message appears stating that the directory already exists and you are not authorized to it. Type another name for the *Personal directory* prompt and press the Enter key.
- The Work with Personal Directory display appears for the directory you typed, but your User ID does not appear in the *Owner* prompt. Press F12 (Cancel). The More Personal Directory Tasks display appears again. Type another name for the *Personal directory* prompt and press the Enter key.

7. The Work with Personal Directory display appears.

```

Work with Personal Directory

Type information, press Enter.
Personal directory . . . . INVENTORY      Name, F4 for list
Copy from . . . . .      Name, F4 for list
Owner . . . . . : HANSON
Authority . . . . .      1=Use, 2=Change, Blank=None
Description . . . . .

Field Name      Column Heading      Field Length      Space      Type      Search
-----      -
0              1              L              Y
0              1              L              Y
0              1              L              Y
0              1              L              Y
0              1              L              Y
0              1              L              Y
0              1              L              N
0              1              L              N
0              1              L              N

F3=Exit  F4=Prompt  F5=Refresh  F12=Cancel  F19=Display messages
    
```

8. For the *Authority* prompt, type a 2 (Change). Change authority allows all system users to search for, view, add, change, or remove entries in this personal directory.

If you did not want to give users change authority to this directory, you could do one of the following:

- Leave the information for this prompt blank (None) if you do not want other system users to view or use this personal directory.
- Type a 1 (Use) if you want to allow all system users only the ability to search for and view the entries in this personal directory.

9. For the *Description* prompt, type **Current inventory list**. This is the description for the personal directory you are creating.

10. On the first three lines under the *Field Name* prompt, type **Item name**, **Inventory number**, and **Cost**.

A field name can be up to 16 characters long. Entries may not always be required for this prompt.

11. On the first three lines under the *Column Heading* prompt, type **Name**, **Number**, and **Cost**.

The column headings for the directory are typed under this prompt. A maximum of 20 characters is allowed for each column heading.

12. On the first three lines under the *Field Length* prompt, type **20**, **6**, and **6**.

What you type under this prompt indicates how long the field is for each entry that you type under the *Column Heading* prompt. If you want to use the field for searching later, the maximum length is 20 characters. If you do not want to use the field for searching later, the maximum length is 76 characters.

13. On each of the first three lines under the *Space* prompt, type a 3. This indicates that you want three spaces between the columns.

14. On the first three lines under the *Type* prompt, type L, U, and N.

Adding Entries to a Personal Directory

This exercise shows you how to add entries to a personal directory. Assume you want to add entries to the Inventory personal directory. This is the directory you created when you did the exercise "Creating a Personal Directory" on page 6-16.

Note: To add entries to a personal directory, you must have change authority to that directory. You have change authority if you are the owner of the personal directory, if the authority for the directory is change, or if you are given change authority.

You should now be at the Decision Support display. If you are not at that display, type option 8 (Decision support) on the OfficeVision/400 menu and press the Enter key. The Decision Support display appears.

Note: If OfficeVision/400 mail is installed on your system, you can also work with personal directories from the Directories and Distribution Lists display. If you are not at that display, type option 7 on the OfficeVision/400 menu and press the Enter key. The Directories and Distribution Lists display appears.

To add entries to the personal directory, do the following:

1. On the Decision Support display, type option 4 (Personal directories). Press the Enter key.

If OfficeVision/400 mail is installed on your system and you are at the Directories and Distribution Lists display, type option 1 and press the Enter key.

2. The Specify Personal Directory Criteria display appears.

```
Specify Personal Directory Criteria
Type choice, press Enter.
Personal directory . . . . . _____ Name, F4 for list
```

3. For the *Personal directory* prompt, type **INVENTORY**, or the name of the personal directory you created in "Creating a Personal Directory" on page 6-16.
4. Press the Enter key. The display shows some additional prompts and descriptions for function keys.
5. Press F6 (Add entries).
6. The Add Personal Directory Entry display appears. Shown at the top of the display is the name of the personal directory you typed on the Specify Personal Directory Criteria display and the description for it. On the left side of the display are the field names that were specified when the personal directory was created.

```
Add Personal Directory Entry
Directory . . . . . : INVENTORY Current Inventory List
Item name . . . . . _____
Inventory number . . _____
Cost . . . . . _____
```

7. Do the following:
 - a. For the *Item name* prompt, type **Adhesive tape**.
 - b. For the *Inventory number* prompt, type **221314**.
 - c. For the *Cost* prompt, type **139**.
8. Your display should look similar to the following:

```

                                Add Personal Directory Entry
Directory . . . . . : INVENTORY   Current Inventory List
Item name . . . . . : Adhesive tape

Inventory number . . 221314

Cost . . . . .      139

F3=Exit  F11=Change  F12=Cancel  F13=More tasks  F21=Search

```

9. Press the Enter key. The entry you just typed is added to the directory and also appears at the bottom of the display. A message appears stating that the entry was added to the directory. You now can type another entry.
10. Type the following entry. It is removed in the next exercise.
 - For the *Item name* prompt, type **Blue ink**.
 - For the *Inventory number* prompt, type **313145**.
 - For the *Cost* prompt, type **110**.
11. Press the Enter key. The entry you just typed is added to the personal directory and also appears at the bottom of the display. A message appears stating that the entry was added.
12. Press F3 (Exit).

Changing and Removing Entries in a Personal Directory

This exercise shows you how to change and remove entries in a personal directory. Assume you want to change and remove an entry in the Inventory personal directory. This is the directory you created when you did the exercise “Creating a Personal Directory” on page 6-16.

Note: To change or remove entries in a personal directory, you must have change authority to that directory. You have change authority if you are the owner of the personal directory, if there is change authority for the directory, or if you are given change authority.

You should now be at the Decision Support display. If you are not at that display, type option **8** (Decision support) on the OfficeVision/400 menu and press the Enter key. The Decision Support display appears.

Note: If OfficeVision/400 mail is installed on your system, you can also work with personal directories from the Directories and Distribution Lists display. If you are not at that display, type option 7 on the OfficeVision/400 menu and press the Enter key. The Directories and Distribution Lists display appears.

To change or remove an entry in a personal directory, do the following:

1. On the Decision Support display, type option 4 (Personal directories). Press the Enter key.

If OfficeVision/400 mail is installed on your system and you are at the Directories and Distribution Lists display, type option 1 and press the Enter key.

2. The Specify Personal Directory Criteria display appears.
3. For the *Personal directory* prompt, type **INVENTORY**, or the name of the personal directory you created in "Creating a Personal Directory" on page 6-16.
4. Press the Enter key. The display shows some additional prompts and descriptions for function keys.
5. Press F11 (Change entries).
6. The Change Personal Directory Entry display appears. Shown at the top of the display is the name of the personal directory you typed on the Specify Personal Directory Criteria display and the description for it. On the left side of the display are the field names that were specified when the personal directory was created and the first entry in the personal directory.

```
Change Personal Directory Entry
Directory . . . . . : INVENTORY   Current Inventory List
Item name . . . . . : Adhesive tape
Inventory number . . : 221314
Cost . . . . .      : 139
```

7. For the *Cost* prompt, change 139 to 255.

Note: If an entry that you want to change is not shown, press the Page Down key until it appears.

8. Press the Enter key. The next entry in the personal directory appears and the entry you just changed is shown at the bottom of the display.

```

Change Personal Directory Entry
Directory . . . . . : INVENTORY   Current Inventory List
Item name . . . . . Blue ink
Inventory number . . 313145
Cost . . . . .      110

Adhesive tape 221314 255
F3=Exit F6=Add F12=Cancel F13=More tasks F16=Remove F21=Search
Directory entry changed successfully.

```

9. Press F16 (Remove) to remove the second entry in the directory, which is for the Blue Ink. A message appears at the bottom of the display asking you to confirm the remove request.

```

Change Personal Directory Entry
Directory . . . . . : INVENTORY   Current Inventory List
Item name . . . . . Blue ink
Inventory number . . 313145
Cost . . . . .      110

Blue ink 221314 110
F3=Exit F6=Add F12=Cancel F13=More tasks F16=Remove F21=Search
REMOVE request. Press ENTER to remove, F5 to cancel.

```

10. Press the Enter key to confirm that you want to remove the specified entry. The next entry (if any) in the personal directory appears and the entry you just removed is shown at the bottom of the display.

```
Change Personal Directory Entry
Directory . . . . . : INVENTORY   Current Inventory List
Item name . . . . . : Envelopes_____
Inventory number . . : 101565
Cost . . . . . : 145__

Blue ink          313145          110
F3=Exit  F6=Add  F12=Cancel  F13=More tasks  F16=Remove  F21=Search
Directory entry removed successfully.
```

11. Press F3 (Exit).

Searching a Personal Directory

This exercise shows you how to search a personal directory. When you search a personal directory, you may know the exact entry or entries you are searching for, or you may have only a general idea of what you are looking for. In either case, OfficeVision/400 allows you to find the appropriate entry or entries.

You should now be at the Decision Support display. If you are not at that display, type option 8 (Decision support) on the OfficeVision/400 menu and press the Enter key. The Decision Support display appears.

Note: If OfficeVision/400 mail is installed on your system, you can also work with personal directories from the Directories and Distribution Lists display. If you are not at that display, type option 7 on the OfficeVision/400 menu and press the Enter key. The Directories and Distribution Lists display appears.

To search a personal directory, do the following:

1. On the Decision Support display, type option 4 (Personal directories). Press the Enter key.

If OfficeVision/400 mail is installed on your system and you are at the Directories and Distribution Lists display, type option 1 and press the Enter key.

2. The Specify Personal Directory Criteria display appears.

```

                                Specify Personal Directory Criteria
Type choice, press Enter.
Personal directory . . . . . _____ Name, F4 for list

F3=Exit      F4=Prompt      F5=Refresh
F12=Cancel   F13=More tasks  F19=Display messages

```

3. For this example, instead of typing a name for the personal directory, press F4 (Prompt) with the cursor in the *Personal directory* prompt.
4. The Select Personal Directory display appears.

```

                                Select Personal Directory
Position to . . . . . _____ Starting character(s)
Type option, press Enter.
  1=Select

Opt  Personal  Description  Owner  Authority
-   Directory
-   EXAMPLEDIR  IBM-Supplied Example Telephone Directory  HANSON  USE
-   INVENTORY  Current Inventory List  SJONES  CHANGE
-   SUPPLIERS  List of Paper Suppliers  PETERSON  USE
-   VENDORS    List of Vendors

Bottom

F3=Exit  F5=Refresh  F12=Cancel  F19=Display messages

```

5. Move the cursor next to EXAMPLEDIR and type a 1 (Select). Press the Enter key.
6. The Specify Personal Directory Criteria display appears again with the name and description of the personal directory you specified. Also on the display are the search criteria prompts for this personal directory.

```

Specify Personal Directory Criteria

Type choice, press Enter.

Personal directory . . . . . EXAMPLEDIR      Name, F4 for list
Description . . . . . : IBM-Supplied Example Telephone Directory

Type search criteria, press Enter.

Last name . . . . . _____ Blank=All
First name . . . . . _____ Blank=All
Street address . . . . . _____ Blank=All
Postal code . . . . . _____ Blank=All
Area code . . . . . _____ Blank=All
Phone number . . . . . _____ Blank=All

F3=Exit      F4=Prompt      F5=Refresh      F6=Add entries
F11=Change entries  F12=Cancel  F13=More tasks  F19=Display messages

```

7. Do the following:

- a. For the *Last name* prompt, type **Baxter**. This tells the system to search for all entries that have Baxter for the last name.
- b. For the *Street address* prompt, type **1***. This tells the system to search for all street addresses that begin with a 1.
- c. For the *Phone number* prompt, type **'4'**. This tells the system to search for all telephone numbers that have a 4 in them.

Note: For this example, you must include the apostrophes (') to search for telephone numbers that include a 4 anywhere in the telephone number.

8. Press the Enter key. OfficeVision/400 searches for all entries in the personal directory that meet your search criteria. Entries must match all of your search criteria to be included. Entries that match only one of your search criteria are not included. When the search is completed, and one or more entries are found, the View Personal Directory Entries display appears.

Note: If no directory entries are found, the View Personal Directory Entries display does not appear; however, a message stating that no entries were found appears.

```

View Personal Directory Entries

Directory . . . . . :  EXAMPLEDIR  IBM-Supplied Example Telephone Directory

LAST NAME      FIRST NAME  STREET ADDRESS      POSTAL CD (AREA CD)  PHONE
Baxter         Phyllis    13-875 Codder Cr    M6B 1F2  416      987-6543
Baxter         Sonja      1786 St Laurent Blvd M8J 8R8  416      922-3444

                                                                    Bottom

Press Enter to continue.

F3=Exit  F12=Cancel  F15=Print report  F19=Display messages

```

9. Press F3 (Exit).

Printing a Personal Directory

This exercise shows you how to print a personal directory. For this exercise, assume you want to print the IBM-Supplied Example Telephone Directory named EXAMPLEDIR.

You should now be at the Decision Support display. If you are not at that display, type option 8 (Decision support) on the OfficeVision/400 menu and press the Enter key. The Decision Support display appears.

Note: If OfficeVision/400 mail is installed on your system, you can also work with personal directories from the Directories and Distribution Lists display. If you are not at that display, type option 7 on the OfficeVision/400 menu and press the Enter key. The Directories and Distribution Lists display appears.

To print the personal directory, do the following:

1. On the Decision Support display, type option 4 (Personal directories). Press the Enter key.

If OfficeVision/400 mail is installed on your system and you are at the Directories and Distribution Lists display, type option 1 and press the Enter key.

2. The Specify Personal Directory Criteria display appears.

```

Specify Personal Directory Criteria

Type choice, press Enter.

Personal directory . . . . . _____ Name, F4 for list

F3=Exit      F4=Prompt      F5=Refresh
F12=Cancel   F13=More tasks  F19=Display messages

```

3. For the *Personal directory* prompt, type **EXAMPLEDIR**. Press the Enter key.
4. The Specify Personal Directory Criteria display appears again with the name and description of the personal directory you specified. Also on the display are the search criteria prompts for this personal directory.

```

Specify Personal Directory Criteria

Type choice, press Enter.

Personal directory . . . . . EXAMPLEDIR Name, F4 for list
Description . . . . . : IBM-Supplied Example Telephone Directory

Type search criteria, press Enter.

Last name . . . . . _____ Blank=All
First name . . . . . _____ Blank=All
Street address . . . . . _____ Blank=All
Postal code . . . . . _____ Blank=All
Area code . . . . . _____ Blank=All
Phone number . . . . . _____ Blank=All

F3=Exit      F4=Prompt      F5=Refresh      F6=Add entries
F12=Change entries  F12=Cancel   F13=More Tasks  F19=Display messages

```

5. Leave all the information for the prompts on the Specify Personal Directory Criteria display blank.

Note: When printing the personal directory, you can complete any or all of the information for the prompts on the Specify Personal Directory Criteria display. The prompts you complete affect the contents of what is printed. For this example, since none of the prompts are completed, everything in the directory is printed.

If you want to sort your list on a particular prompt, type an asterisk (*) in the first position of that prompt. This sorts, in ascending order, the entire list by that prompt.

6. Press the Enter key. The View Personal Directories Entries display appears with the content of the EXAMPLEDIR directory.
7. Press F15 (Print report). The Print Personal Directory Report display appears.

```

                                Print Personal Directory Report
Personal directory . . . . . : EXAMPLEDIR
Type choices, press Enter.
Headings:
  Main heading . . . . . PERSONAL DIRECTORY - SEARCH RESULT LIST
  Sub-heading . . . . . IBM-Supplied Example Telephone Directory
Number of copies . . . . . 1          1-99
Left margin . . . . . 4          0-52
Printer . . . . . *WRKSTN      *SYSVAL, name

F3=Exit  F5=Refresh  F12=Cancel  F19=Display messages

```

8. Change the information for the *Main heading* prompt to **Telephone Example Directory**. This is the main heading of the report when printed.
9. Change the information for the *Sub-heading* prompt to the current date. This is the subheading of the report when printed.
10. For the *Number of copies* prompt, type the number of copies of the report you want to print. You can specify any number from 1 to 99. If you do not specify a number, the default value shown for this prompt is 1.
11. For the *Left margin* prompt, type the number of spaces from the left column where you want the printing to start. You can specify any number from 0 to 99. If you do not specify a number, the default value shown for this prompt is 4.
12. For the *Printer* prompt, type the printer ID of the printer that you want to print your report. If you do not know the printer ID, ask your administrator. If you do not specify a printer ID, the default value shown for this prompt is the default printer specified in your user profile.
13. Press the Enter key. Your print request is sent to the system and a message appears stating that the print job was submitted.
14. Press F3 (Exit).



Chapter 7. Handling Administrative Functions

This chapter contains information about changing your directory, environment, and calendar information, and authorizing others to handle your mail. You do not need to be an administrator to do this. For information about additional administrative functions that an OfficeVision/400 user who is not an administrator can do, see the *Using OfficeVision/400** manual. For information about administrative functions for an administrator, see the *Managing OfficeVision/400** manual.

Note: If you are not an administrator, the displays that you see should be the same as the displays shown in this chapter. If you are an administrator, the displays that you see will be slightly different from the displays shown in this chapter.

Changing Your Enrollment

You cannot change all your enrollment information, only an administrator can. However, you can change system distribution directory, environment, and calendar information.

Changing Your System Distribution Directory Information

This exercise shows you how to change information about yourself in the system distribution directory.

You should now be at the Administration display. If you are not at that display, type option 9 (Administration) on the OfficeVision/400 menu and press the Enter key. The Administration display for an OfficeVision/400 user who is not an administrator appears.

To change information about yourself in the system distribution directory, do the following:

1. On the Administration display, type option 1 (Change enrollment). Press the Enter key.

```
Administration

Select one of the following:

Users
  1. Change enrollment
  2. Display access codes
  3. Permit others to handle mail/filed documents
  4. Work with objects by owner
  5. Work with office files

  7. Display text index status
  8. Directory commands

Selection or command
===> 1

F3=Exit  F4=Prompt  F9=Retrieve  F12=Cancel  F19=Display messages
```

Note: Option 3 (Permit others to handle mail/filed documents) and Option 7 (Display text index status) do not appear on the Administration display if OfficeVision/400 mail is not installed on your system.

2. The Change Enrollment display appears.

```
Change Enrollment

User ID/Address . . . . . : HANSON  ROCH

Select one of the following:

  1. All of the following options in sequence

  5. Directory information
  6. Environment information
  7. Calendar information

Selection
—

F3=Exit  F12=Cancel  F19=Display messages
```

Note: Option 7 (Calendar information) does not appear on the Change Enrollment display if OfficeVision/400 calendar is not installed on your system.

3. For the *Selection* prompt, type option 5 (Directory information). Press the Enter key.

4. The first page of the Change Directory Information display appears.

Complete the prompts on the display.

```

Change Directory Information
User ID/Address . . . . . : HANSON ROCH
Description . . . . . :
Type changes, press Enter.
Job title . . . . . : _____
Company . . . . . : _____
Telephone numbers . . . : _____
FAX telephone number : _____
Location . . . . . : _____
F4 for list
More...
F3=Exit    F10=Display additional details  F11=Display your descriptions
F12=Cancel F15=Print your entry    F24=More keys

```

5. Press the Page Down key. The second page of the Change Directory Information display appears.

```

Change Directory Information
User ID/Address . . . . . : HANSON ROCH
Description . . . . . :
Type changes, press Enter.
Building . . . . . : _____
Office . . . . . : _____
Mailing address . . . . : _____
More...
F3=Exit    F10=Display additional details  F11=Display your descriptions
F12=Cancel F15=Print your entry    F24=More keys

```

Complete the prompts on the display.

6. Press the Page Down key. The third page of the Change Directory Information display

```

Change Directory Information

User ID/Address . . . . . : HANSON ROCH
Description . . . . . :

Type changes, press Enter.

Print cover page . . . . . Y           Y=Yes, N=No
Mail notification . . . . . 1         1=Specific types of mail
                                       2=All mail
                                       3=No mail

For choice 1=Specific types of mail:
Priority and
personal mail . . . . . Y           Y=Yes, N=No
Messages . . . . . Y               Y=Yes, N=No

Text . . . . . _____

Bottom
F3=Exit      F10=Display additional details  F11=Display your descriptions
F12=Cancel   F15=Print your entry           F24=More keys

```

7. For the *Mail notification* prompt, you can specify whether you want to be notified when mail arrives. The notification is sent as a message to your message queue. For this prompt, you can indicate that you want to be notified for certain types of mail, such as priority mail, personal mail, and messages.
8. Press the Enter key. The information in the directory changes.
9. Press F3 (Exit).

Changing Your Environment Information

Environment information is how the system handles certain things for you. It includes information about notifying you of messages and shows the names for your current library, first personal directory, and default folder.

You should now be at the Administration display. If you are not at that display, type option 9 (Administration) on the OfficeVision/400 menu. Then press the Enter key. The Administration display for an OfficeVision/400 user who is not an administrator appears.

To change your environment information, do the following:

1. On the Administration display, type option 1 (Change enrollment). Press the Enter key.
2. The Change Enrollment display appears.
3. For the *Selection* prompt, type option 6 (Environment information). Press the Enter key.
4. The Change Environment Information display appears containing your environment information.

Change Environment Information		
User ID/Address	:	HANSON ROCH
Type choices, press Enter.		
Copy from	_____	User ID/Address F4 for list
Message notification within Office	4	1=Never, 2=Notify 3=Interrupt, 4=Same
Current library	*CRTDFT	*CRTDFT, name
Initial directory		Name, F4 for list
Default folder	<u>HANSON</u>	
Word processing choice	1	Name, F4 for list 1=Standard or PC Text Assist 2=Adapted
Bottom		
F3=Exit F4=Prompt F5=Refresh F12=Cancel F19=Display messages		

5. You can change the values for any of the following prompts:

- a. *Copy from.* For this prompt, you can type a user ID and address, user ID only, or nickname of someone whose environment you would like to base your environment on. If you are not sure of the user ID and address for someone, press F4 (List) with the cursor in this prompt to see a list of user IDs and addresses that you can select from.
- b. *Message notification within Office.* The information for this prompt is used to tell the system how to handle your messages when you are using OfficeVision/400. The information for this prompt shows the value the administrator specified for you when you were enrolled. However, you can change it to one of the following:
 - Type option 1 (Never) if you do not want to be informed of a message when it is received.
 - Type option 2 (Notify) if you want the system to inform you of a message when it is received by turning on the message waiting light or sounding an audible alarm. The system turns off the light or alarm when you look at the message.
 - Type option 3 (Interrupt) if you want the system to interrupt your work and show you a message whenever one is received.
 - Type option 4 (Same) if you want to leave the information for this prompt as it is currently defined in your user profile.
- c. *Current library.* This is the name of the library where objects (such as files and programs) you create are placed when you do not specify a library, and default to the library specified in your user profile.
- d. *Initial directory.* This prompt contains the name of the first personal directory you use when doing personal directory functions. If this is left blank, you must select one each time you use the personal directory function. If you complete this prompt, a check is made to verify that the personal directory specified exists. If the personal directory does not exist, it is not created. For this exercise, leave this prompt blank.

- e. *Default folder.* This prompt contains the name of the folder that is used whenever a folder is needed but not specified. It shows the first 8 characters in your user profile as a default. If there are not at least 8 characters in your profile, blanks are added at the end of the name of the folder. You can either leave the information for this prompt as it is or change it. For this exercise leave it as is.
 - f. *Word processing choice.* This prompt contains the option number for the word processing function you want to use. If you type a 1 (Standard or PC Text Assist), the type of word processing function that you can use depends on the type of equipment you have installed. If you type a 2 (Adapted), the adapted word processing function is the word processing function you can use.
6. Press the Enter key after you have made the changes.
 7. Press F3 (Exit).

Changing Your Calendar Information

Sometimes it may be necessary to change information about your calendar, such as your starting and ending time or the length of the time periods. This exercise shows how to change your calendar information.

Note: This option is not available if OfficeVision/400 calendar is not installed on your system. Your system administrator can provide more information about which OfficeVision/400 functions are installed on your system.

You should now be at the Administration display. If you are not at that display, type option 9 (Administration) on the OfficeVision/400 menu and press the Enter key. The Administration display for an OfficeVision/400 user who is not an administrator appears.

To change your calendar information, do the following:

1. On the Administration display, type option 1 (Change enrollment). Press the Enter key.
2. The Change Enrollment display appears.
3. For the *Selection* prompt, type option 7 (Calendar information). Press the Enter key.
4. The first page of the Change Calendar Information display appears containing your calendar information.

```

Change Calendar Information
User ID/Address . . . . . : HANSON ROCH
Type choices, press Enter.
Copy from . . . . . _____ User ID/Address
                                     F4 for list
Initial calendar . . . . . HANSCAL HANSON ROCH F4 for list
Scheduling calendar . . . . HANSCAL F4 for list
Allow jobs or procedures . . Y Y=Yes, N=No
Single user calendar:
View type . . . . . 1 1=Daily, 2=Weekly
                                     3=Six month, 4=Monthly
Multiple user calendar
View type . . . . . 2 1=Daily, 2=Group
                                     3=Composite, 4=Six month
                                     5=Monthly
Start time . . . . . 08:00a hh:mmA, hh:mm, hm, h
More...
F3=Exit F4=Prompt F5=Refresh F12=Cancel F19=Display messages

```

5. You can change the values for any of the following prompts:

- a. *Copy from.* You can type a user ID and address, a user ID only, or the nickname of someone whose calendar you would like to copy to your calendar, except for the *Scheduling calendar* prompt, which is not copied. When you complete the *Copy from* prompts and press the Enter key, the values from that user appear for the prompts on your Calendar display.
- b. *Initial calendar.* This prompt contains the three-part name of the first calendar you see when doing calendar functions. If a calendar does not exist, it can be created for you. If this prompt is left blank, you have to select a calendar each time you use OfficeVision/400 calendar. If you are not sure of the name of the calendar, press F4 with the cursor in this prompt to see a list of existing calendar names that you can select from.
- c. *Scheduling calendar.* This prompt contains the calendar name that you use to schedule calendar items. If a calendar does not exist, it can be created for you. If you do not know the name of the calendar, press F4 with the cursor in this prompt to see a list of existing scheduling calendar names that you can select from.
- d. *Allow jobs or procedures.* This prompt contains the permission for you to schedule jobs or procedures. The information for this prompt is entered by your system administrator. You can change this prompt from Y (Yes) to N (No), but not the reverse.

Note: Even if this prompt contains a Y, you cannot schedule jobs and procedures for which you do not have the appropriate authority. See the *Using OfficeVision/400** manual for more information on scheduling jobs and procedures.
- e. *View type (for Single user calendar).* This prompt contains the view type for a single calendar user. Type either 1 (Daily) to view the daily calendar, 2 (Weekly) to view the weekly calendar, 3 (Six month) to view the six month calendar, or 4 (Monthly) to view the monthly calendar.
- f. *View type (for Multiple user calendar).* This prompt contains the view type for multiple user calendars. Type either 1 (Daily) to view the daily

calendar, 2 (Group) to view the group calendar, 3 (Composite) to view the composite calendar, 4 (Six month) to view the six month calendar, or 5 (Monthly) to view the monthly calendar.

- g. *Start time.* For this prompt, type the time of day you want your calendar to start. This usually reflects the starting time of your company. Use the time format shown on your display.

Press the Page Down key to see the second part of the display.

```
Change Calendar Information
User ID/Address . . . . . : HANSON ROCH
Type choices, press Enter.
Time format . . . . . 1                1=12 hour clock
                                         2=24 hour clock
                                         Y=Yes, N=No
Display week number . . . . N
For weekly, group and composite views:
Columns/days . . . . . 5                5-7
Time interval . . . . . 30             5-60 minutes
Start day . . . . . 1                  1=Monday, 2=Tuesday
                                         3=Wednesday, 4=Thursday
                                         5=Friday, 6=Saturday
                                         7=Sunday
More ...
F3=Exit  F4=Prompt  F5=Refresh  F12=Cancel  F19=Display messages
```

- h. *Time format.* For this prompt, type either 1 for the 12-hour format or 2 for the 24-hour format. For example, 1:30P (using the 12-hour format) would be the same as 1330 (using the 24-hour format).
- i. *Display week number.* This prompt allows you to decide whether to display the week number in the upper left-hand corner of all calendar displays. If the dates displayed on a calendar are contained in more than one week, a range of week numbers appears. If selected, the week number on monthly calendars appears in the Monday cell of each week. If Monday is not shown, then the week number appears in the earliest day of each week.
- j. For weekly, group, and composite views:
- *Columns/days.* For this prompt, type the number of days you want to appear on the weekly calendar. This usually reflects your company's work week. Select 5 for a 5-day format for each week, 6 for a 6-day format for each week, or 7 for a 7-day format for each week.
 - *Time interval.* For this prompt, type the number of minutes per time period you want in a calendar day. Only numbers that are a factor of 60 can be used in this prompt. (That is, the only valid values are 5, 6, 10, 12, 15, 20, 30, and 60.) For example, if you specify 30 minutes, your calendar shows 9:00, 9:30, 10:00, and so on.
 - *Start day.* For this prompt, type the day you want your calendar to start. Type 1 (Monday), 2 (Tuesday), 3 (Wednesday), 4 (Thursday), 5 (Friday), 6 (Saturday), or 7 (Sunday). For example, if you start your calendar on Monday, your 5-day calendar shows appointments for Monday, Tuesday, Wednesday, Thursday, and Friday.

Press the Page Down key to see the third part of the display.

```
Change Calendar Information
User ID/Address . . . . . : HANSON ROCH
Type choices, press Enter.

For monthly view:
Columns . . . . . 5          5-7
Time interval . . . . . 60    5-120 minutes
Start day . . . . . 1        1=Monday, 2=Tuesday
                               3=Wednesday, 4=Thursday
                               5=Friday, 6=Saturday
                               7=Sunday

For six month view:
Start day . . . . . 1        1=Monday, 2=Tuesday
                               3=Wednesday, 4=Thursday
                               5=Friday, 6=Saturday
                               7=Sunday

For daily view:
Number of days . . . . . 1    1-999

F3=Exit  F4=Prompt  F5=Refresh  F12=Cancel  F19=Display messages

Bottom
```

k. For monthly view:

- *Columns.* For this prompt, type the number of days you want to appear in each week on the monthly calendar. This usually reflects your company's work week. Select 5 for a 5-day format for each week, 6 for a 6-day format for each week, or 7 for a 7-day format for each week.
- *Time interval.* For this prompt, type the number of minutes per time period you want in a calendar day. Only numbers that are a factor of 60 can be used in this prompt. (That is, the only valid values are 5, 6, 10, 12, 15, 20, 30, and 60.) For example, if you specify 30 minutes, your calendar shows 9:00, 9:30, 10:00, and so on.
- *Start day.* For this prompt, type the day you want your calendar to start. Type 1 (Monday), 2 (Tuesday), 3 (Wednesday), 4 (Thursday), 5 (Friday), 6 (Saturday), or 7 (Sunday). For example, if you start your calendar on Monday, your 5-day calendar shows appointments for Monday, Tuesday, Wednesday, Thursday, and Friday.

l. For six month view:

- *Start day.* For this prompt, type the day you want the six month calendar to start. Type 1 (Monday), 2 (Tuesday), 3 (Wednesday), 4 (Thursday), 5 (Friday), 6 (Saturday), or 7 (Sunday).

m. For daily view:

- *Number of days.* For this prompt, type the number of days you want the daily calendar to display. Type from 1 to 999.

6. Press F3 (Exit).

Permitting Others to Handle Your Mail and Filed Documents

This exercise shows you how to permit other people to handle your mail and how to take away that permission.

Note: This option is not available if OfficeVision/400 mail is not installed on your system. Your system administrator can provide more information about which OfficeVision/400 functions are installed on your system.

You should now be at the Administration display. If you are not at that display, type option 9 (Administration) on the OfficeVision/400 menu and press the Enter key. The Administration display for an OfficeVision/400 user who is not an administrator appears.

To authorize other people to handle your mail, do the following:

1. On the Administration display, type option 3 (Permit others to handle mail/filed documents). Press the Enter key.
2. The Permit Others to Handle Mail/Filed Documents display appears.

```

                                Permit Others to Handle Mail/Filed Documents
User ID/Address . . . . . :      HANSON  ROCH
Type or remove X to change current permission, press Enter.

Permission  User ID  Address  Description
  -         ANDERSON ROCH  Anderson, Ben C
  -         BENTLEY  ROCH  Bentley, Dan
  -         CDS      ROCH  Sass, Cheryl D
  -         HANSON   ROCH  Hanson, E G
  -         HENKE   ROCH  Henke, S K
  -         KING    ROCH  King, Jean
  -         NENANCY ROCH  Nelson, Nancy E
  -         PETERSON ROCH  Peterson, R N
  -         ROSE    ROCH  Nelson, Rose
  -         SJONES  ROCH  Jones, Sharon
  -         TOM     ROCH  Dixon, T F
  -         WILSON  ROCH  Wilson, V T
                                                More...
F3=Exit  F5=Refresh  F12=Cancel  F17=Position to  F19=Display messages
```

3. This display shows who you can authorize to handle your mail and filed documents. Move the cursor next to the user ID of the person you want to authorize to handle your mail, and type an X.

The person you choose is authorized to handle all of your mail except personal mail. Through this display, you can authorize others to view, reply, forward, print, change details, change, delete, and file your mail and filed documents.

Note: To remove the authorization for a person to handle your mail, use the spacebar on your keyboard to remove the X next to that person's user ID.

4. Press the Enter key.
5. Press F3 (Exit).

Glossary

This glossary includes terms and definitions from the *ISO Vocabulary—Information Processing* and the *ISO Vocabulary—Office Machines*, developed by the International Organization for Standardization, Technical Committee 97, Subcommittee 1. Definitions of published segments of the vocabularies are identified by the symbol (I) after the definition; definitions from draft international standards, draft proposals, and working papers in development by the ISO/TC97/SC1 vocabulary subcommittee are identified by the symbol (T) after the definition, indicating final agreement has not yet been reached among participating members.

action item. A piece of mail that requires an action or an answer by a due date, but is not yet answered.

alphanumeric. Pertaining to the letters A through Z or a through z; numbers 0-9; and special symbols \$, #, @, ., or _.

assistance level. The type of displays that a user selects to interact with the system. The three levels of assistance available are basic, intermediate, and advanced.

assumed value. A value supplied by the system when no value is specified by the user.

basic assistance level. The type of displays that provides the most assistance. Basic assistance level supports the more common user and operator tasks, and does not use computer terminology.

BGU. See *IBM AS/400 Business Graphics Utility Version 2 (BGU)*.

Business Graphics Utility (BGU). See *IBM AS/400 Business Graphics Utility Version 2 (BGU)*.

calendar user-defined function code. A user-created function code that allows user applications to be run from within the calendar function. See also *function code*.

confirmed. Pertaining to the status of an event or meeting. A confirmed event or meeting can only be changed by the owner or a user authorized to the calendar.

copy names. A list, created when a document is created, that names the users to whom a document was copied.

current library. The library that is specified to be the first user library searched for objects requested by a user. The name for the current library can be specified

on the Sign-On display or in a user profile. When you specify an object name (such as the name of a file or program) on a command, but do not specify a library name, the system searches the libraries in the system part of the library list, then searches the current library before searching the user part of the library list. The current library is also the library that the system uses when you create a new object, if you do not specify a library name.

default. A value that is automatically supplied or assumed by the system or program when no value is specified by the user.

default printer. A printer that is assigned to a system or user and accepts all the printed output from that system or user, if no other printer is specified.

direct user. A person enrolled in the system distribution directory who is authorized to sign on and use office functions directly. Contrast with *indirect user*.

display screen. The part of the display device, which is similar to a television (TV) picture tube, used to display information entered or received at a display station.

display station. A device that includes a keyboard from which an operator can send information to the system and a display screen on which an operator can see the information sent to or the information received from the system.

distribution. A piece of electronic mail.

distribution list. A list of system distribution directory entries, which allows users to send messages, notes, and documents to a group of users in one step.

distribution services. The support provided by the operating system to receive, forward, and send electronic mail in an SNA network.

DLO. See *document library object (DLO)*.

document. Any collection of data stored in a document object. A document can contain any type of data. For example, the SAA OfficeVision/400 program can store notes, memos, reports, and other items; the PC Support/400 shared folders function can store any data that could otherwise be stored in a PC file; an AS/400 application can store any data into a document by using CL commands, such as FILDOC and RPLDOC. The system-recognized identifier for the document object type is *DOC. See also *document library object*.

document authority. The definition of what actions a user can perform on a document.

document class. A user-defined character string, 1 through 16 characters long, that characterizes a document. It can be used to search for a filed document. For example, a document that is a memo could have a document class of MEMO; a document that is a report, REPORT.

document description. The 1- through 44-character description of a document, assigned by the user when creating or filing the document.

document details. Data that describes the characteristics of a document. For example, the details can include document type, subject, author, and date created.

document library. The entire collection of documents and folders on a system.

document library object (DLO). Any system object that resides in the document library, such as RFT and FFT documents, folders, and PC files.

document library services. The service defined by the Document Interchange Architecture (DIA) to work with objects filed in the DIA document library. On the AS/400 system, it is the support that lets office users work with the contents of the document library.

document list. A list of filed documents that have common characteristics. The document list identifies those documents that satisfy a search pattern specified by an office user at the time the search is used. The document list is a document of type DOCLIST.

document name. The 1- through 12-character name for documents in folders, assigned by the user when creating the document. Contrast with *library-assigned document name* and *document object name*.

document object name. The 10-character name of a document assigned by the system when a user files the document. Contrast with *library-assigned document name* and *document name*.

electronic mail. Documents and messages sent through the system from one user to one or more users.

enrollment. The process of identifying a user to OfficeVision/400. This process includes creating a user profile (if one does not already exist), adding a system distribution directory entry (if one does not exist), and creating calendar information, such as start time and start day.

file. A generic term for the object type that refers to a database file, a device file, or a save file. The system-recognized identifier for the object type is *FILE.

filed document. Electronic mail or a document that is stored in the document library.

folder. A directory for documents. A folder is used to group related documents and to find documents by name. The system-recognized identifier for the object type is *FLR. See also *document library object*. Compare with *library*.

function code. An abbreviation of 1 to 6 characters that a user types to tell the system to do some action in the calendar function. See also *calendar user-defined function code*.

hard-copy reference. A description of printed mail that is kept on the system with electronic mail. This allows you to keep track of both types of mail using OfficeVision/400.

IBM AS/400 Business Graphics Utility Version 2 (BGU). The IBM licensed program that can be used to design, plot, display, and print business charts.

IBM PC Support/400 Version 2. The IBM licensed program that provides system functions to an attached personal computer.

IBM Query/400 Version 2. The IBM licensed program used to select, format, and analyze information from data files to produce reports and other files.

IBM SAA OfficeVision/400 Version 2. The IBM licensed program that allows users to prepare, send, and receive mail; schedule items on calendars; maintain directories of names and addresses; file and retrieve documents; and create and maintain distribution lists. OfficeVision/400 also provides word processing functions and the capability to work on behalf of other users.

indirect user. A person enrolled in the system distribution directory who receives mail but never signs on to view it. An indirect user receives printed mail only. Contrast with *direct user*.

intermediate assistance level. The type of displays that supports all system tasks and uses computer terminology. Complicated tasks can be done using the intermediate assistance level.

invitee. The person invited to a meeting.

invitee list. A list of all the people that are invited to a meeting.

invitee status. The status of the invitee's attendance for a meeting. The status can be unknown, attending, not attending, or sending alternate.

LADN. See *library-assigned document name (LADN)*.

library. A system object that serves as a directory to other objects. A library groups related objects, and allows the user to find objects by name. The system-recognized identifier for the object type is *LIB. Compare with *folder* and *document library*.

library-assigned document name (LADN). A unique name, which includes a time stamp and a system name, that is assigned by a system in the office network to a document when it is filed in the document library. On the AS/400 system, the time-stamp part of the library-assigned document name is included in a 10-character name that becomes the document object name. See also *document name* and *document object name*.

local. Pertaining to a device or system that is connected directly to your system or a file that is read directly from your system, without the use of a communications line. Contrast with *remote*.

mail details. Information related to a mail item, such as the date received, authors, and due date.

mail log. A record of all the electronic and printed mail that an office user has sent or received.

mail report. A list of information about each mail item, but not a list of the contents. OfficeVision/400 can create several types of mail reports. For example, mail items sorted by date, mail items received between two dates, and action items sorted by date or assignee.

mail subset. A set of mail selected by status from the entire mail log. For example, new mail.

memo slip. Additional information attached to a mail item.

menu. A displayed list of items from which a user can make a selection. The system-recognized identifier for the object type is *MENU.

message. A communication sent from a person or program to another person or program.

message queue. A list on which messages are placed when they are sent to a user ID or device description. The system-recognized identifier for the object type is *MSGQ.

object. A named storage space that consists of a set of characteristics that describe itself and, in some cases, data. An object is anything that exists in and occupies space in storage and on which operations can be performed. Some examples of objects are programs, files, libraries, and folders.

Office. See *IBM SAA OfficeVision/400 Version 2*.

offline. Pertaining to the operation of a functional unit that is not under the continual control of the system. Contrast with *online*.

online. Pertaining to the operation of a functional unit that is under the continual control of the system. Contrast with *offline*.

permission. Authority given by one user to allow designated other users to access objects for which the first user has access, with the exception of objects marked personal. The designated other users are working on behalf of the first user.

personal directory. A user-defined directory. For example, a personal directory can be a distribution list, telephone directory, or inventory report.

personal mail. Mail that can be accessed only by the receiver, but not by someone working on behalf of the receiver. When mail is sent, it can be assigned the classification personal.

queue. A list of messages, jobs, files, or requests waiting to be read, processed, printed, or distributed in a predetermined order.

reminder. An item that includes descriptive text on a calendar, for example, a list of work to be done. A reminder includes a date but no start time or end time.

remote. Pertaining to a device, system, or file that is connected to another device, system, or file through a communications line. Contrast with *local*.

search value. User-defined information that is used either to make a list of filed documents with similar document details or content, or to find a directory entry.

shell document. A prearranged document (report, letter, memo, or note) where the user inserts variable information. An example of a shell document is a form letter, to which the user adds the receiver's name, address, and personal salutation.

system distribution directory. A list of user IDs and identifying information, such as network addresses, used to send distributions.

text profile. A description of formatting and editing options for creating a document.

text search. A type of search that allows the user to find documents that contain one or more phrases within the document content.

time format. A calendar value that identifies whether items are scheduled according to a 12-hour clock or a 24-hour clock.

user default. The user-defined values used for mail, calendars, and word processing if no value is specified.

user ID. See *user identification (user ID)*.

user ID/address. The two-part network name used in the system distribution directory and in the office applications to uniquely identify a user and send electronic mail.

user identification (user ID). The name used to associate the user profile with a user when a user signs on the system. See also *user profile name*.

user profile. An object with a unique name that contains the user's password, the list of special authorities assigned to a user, and the objects the user owns. The system-recognized identifier for the object type is *USRPRF.

user profile name. The name or code that the system associates with a user when he or she signs on the system. Also known as user ID. See also *user identification (user ID)*.

window. A part of the display screen with visible boundaries in which information is displayed.

word wrap. The function of a word processing program that automatically moves the last word on a displayed line of text down to the next line if the word runs beyond the right margin setting.

12-hour clock. A clock that keeps time from 12:00 a.m. (midnight) to 12:00 p.m. (noon), and from 12:00 p.m. (noon) to 12:00 a.m. (midnight). Compare with *24-hour clock*.

24-hour clock. A clock that keeps time from 0000 (midnight) to 1200 (noon), and from 1200 (noon) to 2400 (midnight). Compare with *12-hour clock*.

Bibliography

The following AS/400 manuals contain information you may need. The manuals are listed with their full title and base order number. When these manuals are referred to in this manual, the short title listed is used.

- *Publications Guide*, GC41-9678. Provides information about all documentation for the AS/400 system.

Short title: *Publications Guide*.

- *Systems Application Architecture* OfficeVision/400*: Learning about OfficeVision/400 Word Processing*, SC41-9617. Contains introductory information about using word processing functions on the AS/400.

Short title: *Learning about OfficeVision/400* Word Processing*.

- *Systems Application Architecture* OfficeVision/400*: Managing OfficeVision/400*, SC41-9627. Contains detailed enrollment information for an administrator.

Short title: *Managing OfficeVision/400**.

- *Systems Application Architecture* OfficeVision/400*: OfficeVision/400 Common Tasks*, SX41-9868. Provides brief reference information about performing common office tasks.

Short title: *OfficeVision/400* Common Tasks*.

- *Systems Application Architecture* OfficeVision/400*: Using OfficeVision/400*, SC41-9616. Provides detailed information about using OfficeVision/400 and describes how to do additional OfficeVision/400 tasks not described in the *Learning about OfficeVision/400** manual.

Short title: *Using OfficeVision/400**.

- *Systems Application Architecture* OfficeVision/400*: Using OfficeVision/400 Adapted Word Processing Function*, SC41-9879. Provides detailed information about using the adapted word processing function.

Short title: *Using OfficeVision/400* Adapted Word Processing Function*.

- *Systems Application Architecture* OfficeVision/400*: Using OfficeVision/400 Word Processing*, SC41-9618. Contains detailed information about using OfficeVision/400 word processing. It describes tasks not included in the *Learning about OfficeVision/400* Word Processing* manual.

Short title: *Using OfficeVision/400* Word Processing*.



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