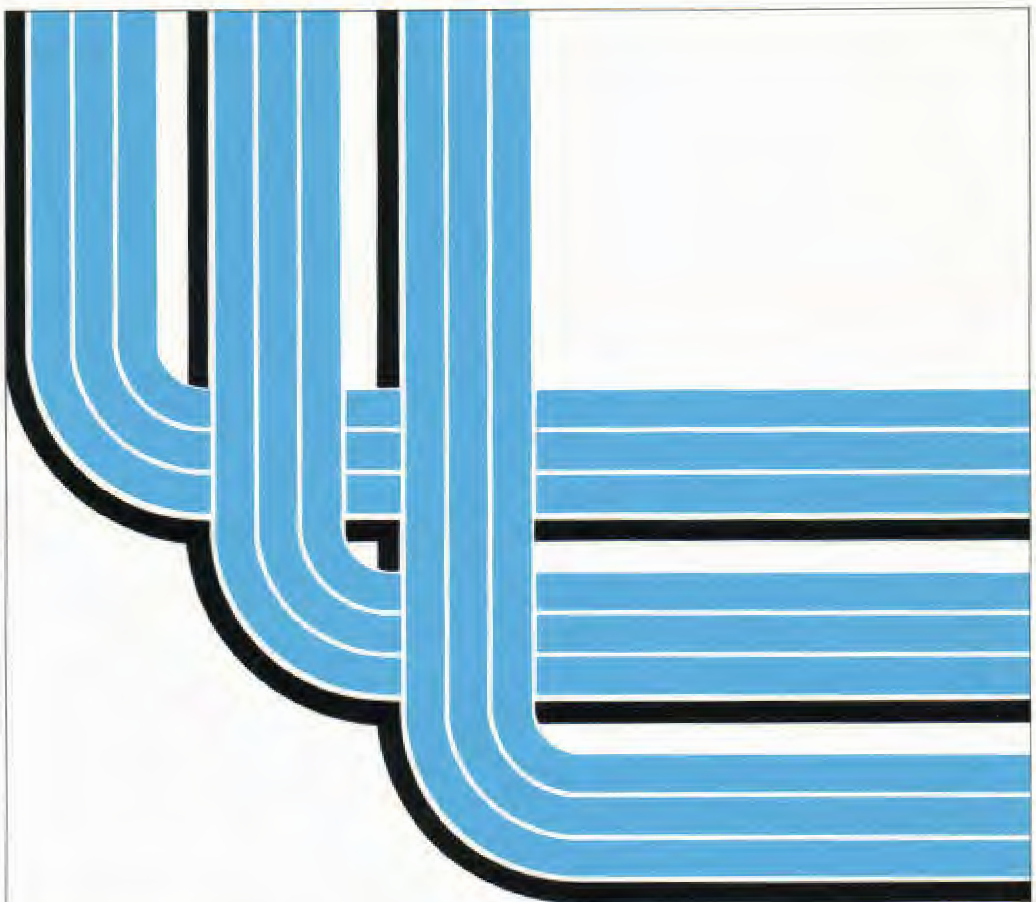
Application System/400

SC41-9616-02

Systems Application Architecture OfficeVision/400: Using OfficeVision/400

Version 2



System Use

Application System/400

SC41-9616-02

Systems Application Architecture OfficeVision/400: Using 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 ix.

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 SC41-9616-01. Make sure you are using the proper edition for the level of the product.

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Contents

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Changes or additions 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 xiii 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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OfficeVision	Systems Application Architecture
OfficeVision/400	400

About This Manual

This manual shows how to complete office tasks using the SAA OfficeVision/400 licensed program. It expands on the information in the manual *Systems Application Architecture* OfficeVision/400*: Learning about OfficeVision/400*, SC41-9615, and presents additional information on topics about OfficeVision/400. With the OfficeVision/400 licensed program, you can do such things as keep a calendar of appointments and reminders for yourself or someone else, send and receive mail, work with filed documents, and keep important daily information (such as telephone numbers) current 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 OfficeVision/400 user. It serves as a reference for completing office tasks. If you are not familiar with OfficeVision/400, it is recommended that you complete the exercises in the manual *Systems Application Architecture* OfficeVision/400*: Learning about OfficeVision/400*, SC41-9615, before using this manual.

Before using this manual you should be familiar with the introductory information for using the system, display station, printer, and online help information. You must also be enrolled in OfficeVision/400. For more information about enrollment, contact your system administrator or refer to the manual *Systems Application Architecture* OfficeVision/400*: Managing OfficeVision/400*, SC41-9627.

As you read information on how to do OfficeVision/400 tasks, 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 examples in this manual contain fictitious user IDs. A user ID is what the system uses to identify someone.

Each chapter in this manual is about a function of OfficeVision/400. At the start of the chapter is a description of how to get to that function of OfficeVision/400. If a task in a chapter deals with a function of OfficeVision/400 that is different from the remaining part of the chapter, instructions to get to that function of OfficeVision/400 are provided.

Unless otherwise indicated, this manual assumes that 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. The *Office Services Concepts and Programmer's Guide*, SC41-9758, contains information about using other programs in place of OfficeVision/400 functions.

Summary of Changes

Calendar Function Enhancements

Chapter 2 has been updated to describe the following new calendar functions:

- You can view, change, and print items on a monthly calendar that indicate the times you are busy for each day of the month. From this monthly display you can scroll forward and backward one month at a time.
- You can authorize others to work with your meetings (for example, to change a meeting).
- Columnar tabbing on the weekly calendar has been changed. Tabbing now moves from the *Function* prompt to the *Calendar* prompt and then to each column heading. Columnar tabbing no longer moves from time period to time period on the weekly calendar view.
- On all main calendar displays, when you press F21 (Nondisplay keys), all function key information is replaced with additional rows of the calendar display.
- On all main calendar displays, if you select actions that display a half panel (for example, adding an item), then the top half of the display cannot be scrolled.
- You have the option to display and print the week number of the year on all main calendar displays.
- The calendar name prompt shows the full three-part calendar name in the calendar displays throughout Chapter 2. The three parts are calendar-name, owner-userid, and owner-address.

The section "Printing a Calendar or Calendar Group" in Chapter 2 has been updated to describe the following changes to calendar printing:

- A full week of calendar information is always printed.
- You specify the number of columns to print.
- The initial print panel shows calendar information.
- You can access more user-modifiable printing options by pressing F13 from the Print Calendar display.

Working with Mail

- You can sort mail in ascending order beginning with the oldest items in the in-basket from the Work with Mail display. The section "Sorting Mail Items" in Chapter 3 has been added to describe how you can sort mail items.
- You can fill in designated form fields within a document. The section "Filling in Form Fields in a Document" has been added to Chapter 3 to describe this function.

Editor Function Enhancements

- Your administrator can optionally install alternative system-defined editors to the OfficeVision/400 Host Editor. Each user then can choose a preferred editor.
- You can work with fill-in form fields in a document list. The section "Filling in a Form Document" on a Local System in Chapter 6 has been added to explain this function.

Double-Byte Character Set (DBCS) Use Enhancements

Additional OfficeVision/400 functions are DBCS enabled. These are listed in Appendix C.

Chapter 1. Introduction to OfficeVision/400

The IBM* SAA* OfficeVision/400* licensed product consists of a base product and separately installable optional functions. The base product includes:

- **Document library services**. This function provides the support that lets you manage the contents of the document library.
- **Word processing**. This function lets you create and revise documents.
- **Administration**. This function lets you change some of your OfficeVision/400 enrollment information (such as your directory, calendar, and environment information), and permit others to handle your mail and filed documents.
- **Personal directories**. This function lets you store information you want on the system, such as a telephone directory or inventory list.
- **Application enabler**. This function gives the administrator the option to install editors other than the OfficeVision/400 editor.

The following are the optional OfficeVision/400 functions:

- **Calendar**. The OfficeVision/400 calendar function lets you schedule meetings and events and use reminders to keep track of important events for yourself or other people.
- **Mail**. The OfficeVision/400 mail function lets you send and receive documents, notes, and messages electronically, and keep track of printed material on the system.
- **Text search**. The OfficeVision/400 text search function lets you search for filed documents that contain a particular phrase, word, or word part within the text of the document.
- **Editor**. This function allows the administrator to optionally install the OfficeVision/400 editor.

OfficeVision/400 functions that are not installed on your system do not appear on the OfficeVision/400 menus and displays that appear on your display station. For example, if only the base system is installed on your system, the OfficeVision/400 menu looks like the following:

```
                     OfficeVision/400
                                                 System:   RCH88PUB
Select one of the following:

                                                  Time:    12:52p.m.

                                                October       1989
                                                 M  T  W  T  F  S  S
     5. Documents and folders                                       1
     6. Word processing                          2  3  4  5  6  7  8
                                                 9 10 11 12 13 14 15
     8. Decision support                        16 17 18 19 20 21 22
     9. Administration                          23 24 25 26 27 28 29
                                                30 31
    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.
```

But if the calendar function and the base system are installed, the OfficeVision/400 menu looks like this:

```
                     OfficeVision/400
                                                 System:   RCH88PUB
Select one of the following:

     1. Calendars                                 Time:    12:52p.m.

                                                October       1989
                                                 M  T  W  T  F  S  S
     5. Documents and folders                                       1
     6. Word processing                          2  3  4  5  6  7  8
                                                 9 10 11 12 13 14 15
     8. Decision support                        16 17 18 19 20 21 22
     9. Administration                          23 24 25 26 27 28 29
                                                30 31
    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.
```

If only the mail function and the base system are installed, the OfficeVision/400 menu looks like this:

```
                          OfficeVision/400
                                                      System:   RCH88PUB
Select one of the following:

                                                       Time:    12:52p.m.
    2. Mail
    3. Send message                                   October         1989
                                                       M  T  W  T  F  S  S
    5. Documents and folders                                              1
    6. Word processing                                 2  3  4  5  6  7  8
    7. Directories and distribution lists              9 10 11 12 13 14 15
    8. Decision support                               16 17 18 19 20 21 22
    9. Administration                                 23 24 25 26 27 28 29
                                                      30 31
   90. Sign off                                       New mail

                                         Bottom
Press ATTN to suspend a selected option.
Selection
    _

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

Finally, if the optional mail, calendar functions, and an editor are installed in addition to the base system, the OfficeVision/400 menu appears as follows:

```
                          OfficeVision/400
                                                      System:   RCH88PUB
Select one of the following:

    1. Calendars                                       Time:    12:52p.m.
    2. Mail
    3. Send message                                   October         1989
    4. Send note                                       M  T  W  T  F  S  S
    5. Documents and folders                                              1
    6. Word processing                                 2  3  4  5  6  7  8
    7. Directories and distribution lists              9 10 11 12 13 14 15
    8. Decision support                               16 17 18 19 20 21 22
    9. Administration                                 23 24 25 26 27 28 29
                                                      30 31
   90. Sign off                                       New mail

                                         Bottom
Press ATTN to suspend a selected option.
Selection
    _

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

The displays shown in this manual may differ slightly from those that appear on your display station, depending on the OfficeVision/400 options installed on your system. Your system administrator can provide more information about which OfficeVision/400 functions are installed on your system and available to you.

Using OfficeVision/400

You accomplish most OfficeVision/400 tasks by selecting options from menus or by pressing specific function keys or combinations of keys. This section describes how the keys you use on your keyboard might be slightly different from the ones described in this manual.

On some keyboards, function keys F1 through F24 are entered with a single keystroke, while other keyboards require a prefix key followed by the appropriate numeric key. For all keyboards, function keys B through Y require a prefix key followed by the appropriate alphabetic key. Depending on your keyboard, the prefix key might be the Cmd, Alt, or F key. The *OfficeVision/400* Common Tasks* manual has information about how to use the function keys on different keyboards.

Sometimes you need to use page keys. These keys may be roll keys on your keyboard. Pressing the Shift key and then the Page Down (Roll Up) key moves some of the top lines off the display and makes new lines appear at the bottom. If you want to see the lines that were moved off the current display, press the Shift key and then the Page Up (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 on one of the following commands:

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

If you need more information on using OfficeVision/400 menus and function keys, see the *Learning about OfficeVision/400** manual, which contains exercises to help you become familiar with some OfficeVision/400 tasks.

Chapter 2. Using Calendar Functions

This chapter describes how to use the OfficeVision/400 calendar function. If installed on your system, the calendar function allows you to keep track of items such as events, meetings, reminders, jobs, and procedures for yourself or for other users who have authorized you to their calendars. You also can schedule meetings on several calendars you are authorized to by using a calendar group or distribution list.

Note: When the following functions that appear on the bottom half of the display are active, the top (calendar) half of the display is not functional and cannot be scrolled:

Add Event	Change Event	Display Event
Add Reminder	Change Reminder	Display Reminder
Add Job	Change Job	Display Job
Add Procedure	Change Procedure	Display Procedure
Add Item	Change Calendar View	

If the word `More...` appears in the lower right corner of a display, not all the available information is shown on that display. Press the Page Down key to see the additional information. To return to the previous display, press the Page Up key.

Selecting a Type of Calendar to View

When you select the calendar function, a daily, weekly, monthly, group, composite, or six month calendar appears. You can change the type of calendar that appears by doing the following:

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

   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. Skip step 2 and go to step 3 on page 2-2.

2. On the Office Tasks menu, type option **1** (OfficeVision/400) and press the Enter key. The OfficeVision/400 menu appears.

```
                              OfficeVision/400
                                                          System:   RCH88PUB
Select one of the following:
                                                            Time:   4:00 p.m.
    1. Calendars
    2. Mail                                            February         1989
    3. Send message                                     S  M  T  W  T  F  S
    4. Send note                                                 1  2  3  4
    5. Documents and folders                            5  6  7  8  9 10 11
    6. Word processing                                 12 13 14 15 16 17 18
    7. Directories/distribution lists                  19 20 21 22 23 24 25
    8. Decision support                                26 27 28
    9. Administration

   50. (User defined option text)                      New mail

   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.
```

3. On the OfficeVision/400 menu, type option **1** (Calendars) and press the Enter key. A calendar display for a single user or multiple users appears.

   Note: If the More Calendar Tasks display appears instead of a daily, weekly, monthly, group, composite, or six month calendar, you must create a calendar for yourself on the Create Calendar display, or specify an initial calendar on the Change Calendar Information display. For information on how to create a calendar, see "Creating a Calendar" on page 2-11. For information on specifying an initial calendar on the Change Calendar Information display, see "Changing Your Calendar Information" on page 8-6.

4. Press F11 (Change view). The Change Calendar View display appears on the bottom half of the display.

```
                           Change Calendar View

Type choices, press Enter.
  Calendar view . . . . . .    2          1=Daily, 2=Weekly, 3=Group
                                          4=Composite, 5=Six month, 6=Monthly

  Calendar  . . . . . . . .  HANSCAL HANSON ROCH                    F4 for list

  Date  . . . . . . . . . .    10/16/89   MM/DD/YY

F3=Exit    F4=Prompt    F5=Refresh    F12=Cancel    F24=More keys
```

5. Decide which type of calendar you want to see. For the *Calendar view* prompt, you can:

   Note: A **prompt** is a request for information on a display that you can type a response to.

   - Type a **1** to see a **daily** calendar. This calendar shows all the items scheduled for a day for someone or something.
   - Type a **2** to see a **weekly** calendar. This calendar shows all the items scheduled for a week for someone or something.

- Type a **3** to see a **group** calendar. This calendar shows all the items scheduled in a day for a group of individual calendars.
- Type a **4** to see a **composite** calendar. This calendar shows the scheduled and available times for a group of individual calendars.
- Type a **5** to see a **six month** calendar. This calendar shows six individual monthly calendars on one display.
- Type a **6** to see a **monthly** calendar. This calendar shows a "month at a glance" view of all the items scheduled for a month. The calendar items are shown as symbols in a grid format.

6. The information you type for the *Calendar* prompt must be compatible with the type of calendar you selected for the *Calendar view* prompt. For the *Calendar* prompt, type one of the following:

   - A user ID and address (the address is optional)
   - A user ID and address followed by *USER (the address and *USER are optional)
   - A nickname of a user or a distribution list
   - A calendar name followed by the user ID and address of the owner of the calendar (the user ID and address are optional)
   - A calendar name followed by *CAL (*CAL is optional)
   - A group name followed by the user ID and address of the owner of the group (the user ID and address are optional)
   - A group name followed by *GROUP (*GROUP is optional)
   - A distribution list ID and list ID qualifier (list ID qualifier is optional)
   - A distribution list ID and list ID qualifier followed by *DIST (list ID qualifier and *DIST are optional)

   A group name or a distribution list name is allowed only for the *Calendar* prompt when certain operations that allow multiple calendars are specified. For example, you can use a group name or a distribution list name on the Composite Calendar display and in the invitee list of the meeting displays.

   For only one calendar, the calendar name, user ID, and address are shown for the *Calendar* prompt.

   The *Calendar* prompt also accepts a colon (:) as the separator character between the different parts of a calendar name. For example, `HANSCAL:HANSON:ROCH` is the same as `HANSCAL HANSON ROCH`.

   Note: If you are not sure of the name of the calendar you want to see, press F4 (List) with the cursor in this prompt. The Select Calendars display appears with a list of calendars you can select. If the calendar you want to see is a group calendar, press F14 (Select group) on the Select Calendar display. The Select Group display appears with a list of group calendars you can select.

   You also can select calendars by selecting a distribution list or a directory entry. On the Select Calendars display, press F13 (Select distribution lists) to select a calendar from a list of distribution lists. To select a calendar using a directory entry, press F15 (Select directory entry) on the Select Calendars display.

7. For the *Date* prompt, type the date you want the calendar to start on. Depending on the type of calendar you selected for the *Calendar view* prompt, the date you type has the following effect:

   - If you select 1 (Daily), the daily calendar for this date appears for the name of the calendar you typed.
   - If you select 2 (Weekly), the week that includes this date appears with the start day as indicated in your enrollment record.
   - If you select 3 (Group), the calendar that appears shows the individual calendars in that group for the date you type.
   - If you select 4 (Composite), the week that includes this date appears showing the busy and available times for a group of individual calendars for that week.
   - If you select 5 (Six month), the six month calendar display that appears has this date in a month on the top row of the display.
   - If you select 6 (Monthly), the monthly calendar appears for the month in which this date occurs.

8. Press the Enter key. One of the following types of calendar displays appears:

   Notes:

   a. Function keys may be shown on the bottom of the display. To remove them, press F21 (Nondisplay keys). The function keys are replaced with additional rows of the calendar display. To display the function keys again, press F21 (Display keys).

   b. If the word More... follows the last time period shown on the display, you also can see additional time periods by pressing the Page Down key. To return to the display with the earlier time periods, press the Page Up key.

   - If you typed a **1** (Daily) for the *Calendar view* prompt, the Daily Calendar display appears.

```
                              Daily Calendar

Function . . . .   ________  Calendar . . . .  HANSCAL HANSON ROCH

Type information, press Enter to schedule.
Nbr  From    To       Text                                         Type
                      10/16/89  Monday

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

   - If you typed a **2** (Weekly) for the *Calendar view* prompt, the Weekly Calendar display appears.

Note: Your weekly calendar may show 5, 6, or 7 days depending on how you have set up your calendar. For more information, see "Viewing Calendar Items for One Week" on page 2-86.

```
                                      Weekly Calendar
Function . . . .   __________        Calendar . . . .  HANSCAL 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
```

- If you typed a **3** (Group) for the *Calendar view* prompt, the Group Calendar display appears.

```
                                      Group Calendar
Function . . . .    _____.___        Calendar . . . .   D543 *GROUP
ANDY         ANN          GLEN         HEIDI        SHARON       TOM
10/16/89     10/16/89     10/16/89     10/16/89     10/16/89     10/16/89
8a_________  8a_________  8a_________  8a_________  8a_________  8a_________
___________  ___________  ___________  ___________  ___________  ___________
9a_________  9a_________  9a_________  9a_________  9a_________  9a_________
___________  ___________  ___________  ___________  ___________  ___________
10a________  10a________  10a________  10a________  10a________  10a________
___________  ___________  ___________  ___________  ___________  ___________
11a________  11a________  11a________  11a________  11a________  11a________
___________  ___________  ___________  ___________  ___________  ___________
12n________  12n________  12n________  12n________  12n________  12n________
___________  ___________  ___________  ___________  ___________  ___________
1p_________  1p_________  1p_________  1p_________  1p_________  1p_________
___________  ___________  ___________  ___________  ___________  ___________
2p_________  2p_________  2p_________  2p_________  2p_________  2p_________
___________  ___________  ___________  ___________  ___________  ___________
3p_________  3p_________  3p_________  3p_________  3p_________  3p_________
___________  ___________  ___________  ___________  ___________  ___________
4p_________  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
```

- If you typed a **4** (Composite) for the *Calendar view* prompt, the Composite Calendar display appears.

```
                         Composite Calendar
Function . . . . ________ Calendar . . . .  HANS *GROUP
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__________       More...
                            Calendars
1=ANDY         2=BOB          3=CHERYL        4=GLEN         5=HEIDI
6=NANCY        7=SANDEE       8=SHARON        9=TAMMY        0=TOM

F3=Exit     F12=Cancel     F14=More calendars     F24=More keys
```

- If you typed a **5** (Six month) for the *Calendar view* prompt, the Six Month Calendar display appears.

```
                         Six Month Calendar

Function . . . .  ________  Calendar  . . . .  HANSCAL HANSON ROCH

October          1989     November         1989     December         1989
 S  M  T  W  T  F  S       S  M  T  W  T  F  S       S  M  T  W  T  F  S
 1  2  3  4  5  6  7                1  2  3  4                         1  2
 8  9 10 11 12 13 14       5  6  7  8  9 10 11       3  4  5  6  7  8  9
15 16 17 18 19 20 21      12 13 14 15 16 17 18      10 11 12 13 14 15 16
22 23 24 25 26 27 28      19 20 21 22 23 24 25      17 18 19 20 21 22 23
29 30 31                  26 27 28 29 30            24 25 26 27 28 29 30
                                                    31

January          1990     February         1990     March            1990
 S  M  T  W  T  F  S       S  M  T  W  T  F  S       S  M  T  W  T  F  S
    1  2  3  4  5  6                   1  2  3                   1  2  3
 7  8  9 10 11 12 13       4  5  6  7  8  9 10       4  5  6  7  8  9 10
14 15 16 17 18 19 20      11 12 13 14 15 16 17      11 12 13 14 15 16 17
21 22 23 24 25 26 27      18 19 20 21 22 23 24      18 19 20 21 22 23 24
28 29 30 31               25 26 27 28               25 26 27 28 29 30 31

                                                                  More...
F21=Display keys
```

- If you typed a **6** (Monthly) for the *Calendar view* prompt, the Monthly Calendar display appears.

```
                         Monthly Calendar - September 1993
Function . . . .   ________     Calendar . . . .  HANSCAL HANSON  ROCH

From/to  . . . :   8:00a - 4:00p     Time Interval . . . . . :  60
SUN            MON           TUE           WED           THU           FRI           SAT
                                            1             2             3       R     4
                                            .....M..
5              6             7              8             9             10      R     11
                                            .....M..
12             13      R     14             15            16            17      R     18
                                            .....M..
19             20            21             22      R     23            24      R     25
                                            .....M..
26             27            28             29            30
                                            .....M..
                                                                                   More...
F3=Exit              F4=Prompt      F6=Add item          F9=Display item
F10=Change item      F12=Cancel     F16=Remove item      F24=More keys
```

9. Press F3 (Exit). The OfficeVision/400 menu appears.

   Note: If you changed the calendar view and you want this view to appear when you select the calendar function, the *View type* prompt on the Change Calendar Information display must be changed to the type of view you want to see. For more information, see “Changing Your Calendar Information” on page 8-6.

Selecting a Calendar Task

To perform a calendar task, you can do one of the following from a calendar display:

- Press the function key for the task you want to do.
- Type the appropriate function code in the *Function* prompt.
- Move the cursor to the *Function* prompt and press the F4 (Prompt) key to select from a list of calendar commands.

For some functions, you also can type the number of the item you want to work with in the *Function* prompt and then press the appropriate function key. For example, if you want to remove an item from your calendar, type the number of the item you want to delete for the *Function* prompt and then press F16 (Remove item).

To select a calendar task by pressing a function key, do the following:

1. On the Daily, Weekly, Monthly, Group, Composite, or Six Month Calendar display, press a function key shown at the bottom of the display. For example, to add a calendar item, press F6 (Add item). The Add Item display appears on the bottom of the display.

```
                                  Add Item

Type choices, press Enter.
  Type of item . . . . . . . .    1      1=Event (single calendar)
                                         2=Meeting (multiple calendars)
                                         3=Reminder
                                         4=Job
                                         5=Procedure (S/36)
  Multiple items . . . . . . .    N      Y=Yes, N=No

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

The Add Item display shown here may differ slightly from the one you see on your display. Options 4 (Job) and 5 (Procedure) may not be available to you, depending on the information specified when your system administrator enrolled you in OfficeVision/400. Option 4 (Job) is not available if you are not allowed to enter jobs. Option 5 (Procedure) is not available when the System/36 environment is not active.

2. Complete the display for the function you selected as described in this chapter, or press F3 (Exit).

To select a calendar task by typing the appropriate function code, do the following:

1. Press F4 (Prompt) with the cursor in the *Function* prompt at the top of the Daily, Weekly, Monthly, Group, Composite, or Six Month Calendar display. The Select Function display appears. The functions you can select may differ from the ones you see on the following four screens. The list of functions displayed may vary with the calendar view you have selected.

   Note: When the *Function* prompt is shown on a calendar-related display, you can type a function code to do a calendar function or, with the cursor in the *Function* prompt, press F4 for a list of the function codes.

2. On the Select Function display, move the cursor next to the function you want and type **1** in the *Opt* column. For example, to add an item to your calendar, type **1** in the *Opt* column next to A (Add an item) and press the Enter key.

```
                              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:mm       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
```

More... appears in the lower right corner of the preceding display. This indicates that not all the available function codes are shown on this display.

```
                          Select Function

Type option, press Enter.
  1=Select

Opt  Function    Text
 _   AM          Add a Meeting
 _   AMnn        Add Meeting based on item number nn
 _   AMM         Add a Meeting with Multiple occurrences
 _   AMMnn       Add Meeting Multiple based on item nn
 _   AP          Add a Procedure
 _   APnn        Add Procedure based on item number nn
 _   APM         Add a Procedure with Multiple occurrences
 _   APMnn       Add Procedure Multiple based on item nn
 _   AR          Add a Reminder
 _   ARnn        Add Reminder based on item number nn
 _   ARM         Add a Reminder with Multiple occurrences
 _   ARMnn       Add Reminder Multiple based on item nn
 _   Cnn         Change item with reference number nn
 _   CPnn        Copy item with reference number nn
                                                                More....
F5=Refresh   F9=Six month calendar F12=Cancel
F15=Select user-defined function   F17=Position to   F19=Display messages
```

If the task you want to select is not listed on the display, press the Page Down key to see additional function codes and the related tasks for the next two displays. Then type your choice on that display.

```
                          Select Function

Type option, press Enter.
  1=Select

Opt  Function    Text
 _   Dnn         Display nn days/columns on the screen
 _   FRI         Show Daily view for Friday
 _   Inn         Change time Interval on column displays
 _   MM/DD/YY    Date to show on display
 _   MON         Show Daily view for Monday
 _   PRT         Print calendar(s)
 _   Rnn         Remove item with reference number nn
 _   RMD         Show Daily view with just reminders shown
 _   SAT         Show Daily view for Saturday
 _   SUN         Show Daily view for Sunday
 _   T           Position to today's date
 _   THU         Show Daily view for Thursday
 _   TUE         Show Daily view for Tuesday
 _   VC          View Composite calendar
                                                                More...
F5=Refresh   F9=Six month calendar F12=Cancel
F15=Select user-defined function   F17=Position to  F19=Display messages
```

If you want to go back to a previous display, press the Page Up key.

```
                         Select Function

Type option, press Enter.
  1=Select

Opt  Function    Text
 _   VD          View Daily calendar
 _   VG          View Group calendar
 _   VM          View Monthly calendar
 _   VS          View Six Month calendar
 _   WED         Show Daily view for Wednesday
 _   WKnn        Position to week nn/yy
 _   WM          Work with Meetings

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

3. Your calendar display appears again with the function code you typed shown for the *Function* prompt.
4. Press the Enter key. The display for the function you selected appears.
5. Complete the display. If you do not want to perform the function you selected, press F3 (Exit) or F12 (Cancel) to return to the main calendar display.

Selecting a User-Defined Calendar Function

OfficeVision/400 calendar also lets you use function codes defined by you or your administrator. These function codes are called **calendar user-defined functions**. Calendar user-defined functions can be created to do such things as access programs outside of OfficeVision/400 from within the calendar function. For more information on creating and working with calendar user-defined functions, see "Working with Calendar User-Defined Functions" on page 2-120.

To use a calendar user-defined function, type the function code for the function you want in the *Function* prompt on a calendar display. If you do not remember the function you want, press F15 (Select user-defined function) from the Select Function display.

The Select User-Defined Function display appears, showing the calendar user-defined functions available for you to use.

```
                         Select User-Defined Function

 Type option, press Enter.
   1=Select

 Opt  Function     Text
  _   .AN          Analyze Calendar Items
  _   .CT          Edit my Todo List
  _   .PRnn        Print Item nn
  _   .VM          Monthly View



                                                                        Bottom
 F5=Refresh        F9=Six month calendar   F11=Display Command    F12=Cancel
 F17=Position to   F19=Display messages
```

On the Select User-Defined Function display, you can view the text associated with a calendar user-defined function, the command run by the function code, or the owner of the calendar user-defined function. When the text for the functions is displayed, press F11 (Display Command) to see the actual command for the function. When the commands are displayed, press F11 (Display Owner) to see the owner of each function code. When the owners are displayed, press F11 (Display Text) to see the text again.

Type **1** in the *Opt* column next to your choice for the *Function* prompt on the Select User-Defined Function display, and press the Enter key. The main calendar display appears, with the calendar user-defined function shown in the *Function* prompt. Press the Enter key, and the command associated with the calendar user-defined function is run.

Creating a Calendar

Your administrator may have created a calendar for you. If not, you can create a calendar for yourself. You also can create a special function calendar. In order to create a calendar for someone else, you must be enrolled as an administrator. An example of a special function calendar is a calendar for a meeting room to keep track of the schedule for the room. You might also want to create a calendar for a piece of equipment that many people use, like an overhead projector.

You also can create a calendar group. A **calendar group** can be used to schedule meetings for a group of users in a single operation, in addition to other functions.

You can create a calendar by doing the following:

1. On the Daily, Weekly, Monthly, Group, Composite, or Six Month 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. For the *Selection* prompt, type a **2** (Work with calendars).
3. Press the Enter key. The Work with Calendars display appears.
4. On the Work with Calendars display, press F6 (Create new calendar). The Create Calendar display appears.

```
                           Create Calendar

Type choices, press Enter.
  Calendar . . . . . . .   __________
  Copy from  . . . . . .   ____________________________   F4 for list
  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 example, you could type `CONFROOM` for the name of a calendar for a conference room.
6. If you want the calendar to be similar to another calendar, type the name of that calendar for the *Copy from* prompt. If you type a calendar name for this prompt, all the values from that calendar are displayed when you press the Enter key.

7. For the *Text* prompt, type a short description of the calendar.
8. If you want someone else to own this calendar, type the user ID and address or nickname of the new owner for the *Owner* prompt.

   Note: You can change this prompt only if you have *SECADM authority.
9. For the *Manager* prompt, type the user ID and address or nickname of the person who will manage the calendar you are creating. It could be you, a secretary, or the person who is responsible for scheduling calendar items on the calendar.
10. If you want the calendar manager (not to be confused with your work manager or supervisor) to be notified with a message about additions and changes to this calendar, type a **Y** (Yes) for the *Notify manager* prompt. Otherwise, type an **N** (No) for this prompt.
11. If you specified a Y (Yes) for the *Notify manager* prompt, complete the *Notify mode* prompt. If you specified an N (No), go to the next step.

    For the *Notify mode* prompt, type a **1** (Message queue only) if you want messages about calendar additions and changes to be sent to the message queue of the manager. If you specify a 2 (Message queue and mail) for this prompt, the messages are sent to the message queue of the manager and appear as a mail item on the Work with Mail display for the manager.
12. Decide what authority you want to assign to the calendar for all users. For the *Authority* prompt, you can:
    - Type a **1** (Accept default authority) to assign the default authority of **exclude** for *PUBLIC. Public authority includes all users who do not have specific authorization.
    - Type a **2** (Change authority) to specify public authority and authorize individual users to the calendar. After the calendar is created, the Change User Authority to a Calendar display appears. See "Changing User Authority to a Calendar" on page 2-19 for information on how to complete the display.
13. For the *For reminder messages* prompt, you can specify how you want your reminder message to appear.
    a. For the *Lead time* prompt, type how many minutes prior to the start time of a calendar item the reminder message is to be sent. The default for this prompt is 15 minutes.
    b. For the *Automatic* prompt, type a **Y** (Yes) if you want a reminder message added to items being added to this calendar. If you do not want a reminder message added, type an **N** (No). What you type for this prompt becomes the default for the *Message* prompt on other calendar-related displays.
    c. For the *Reminder mode* prompt, type a **1** (Message queue only) if you want reminder messages sent to the message queue of the calendar owner. If you specify a 2 (Message queue and mail) for this prompt, the messages are sent to the message queue of the calendar owner and appear as mail items on the Work with Mail display.

Notes:

1) The calendar service job (QCALSRV) must be running for a reminder to be sent. For information about starting the calendar service job, see your administrator or the *Planning For and Setting Up OfficeVision/400** manual.

2) If reminder messages are to go to a user's mail log, the QSNADS subsystem must be active. For more information about starting QSNADS, see your administrator.

3) If the mail function is not installed on your system and you specify a 2 (Message queue and mail) for this prompt, a message stating that only messages will be sent appears.

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
```

15. For the *Automatically process* prompt, you can specify how you want your calendar to handle meeting notices. A meeting notice is a document informing you of a meeting when the scheduler of the meeting cannot directly schedule items on your calendar.

   - Type a **1** (Never) if you do not want any meeting notices to be processed automatically. This means that you must process all meeting notices you receive yourself. If you choose this selection, when a time conflict exists, you will receive a message advising you of the conflict. The meeting is not added to your calendar.

   - Type a **2** (Scheduler authorized) if you want meeting notices from users who are authorized to your calendar to be processed automatically.

   - Type a **3** (Always) if you want all meeting notices to be processed automatically. This means you do not have to process any meeting notices yourself, without giving other users authority to your calendar. If you choose this selection, you will not be notified if a time conflict exists.

Note: If the mail function is not installed on your system, meeting notices cannot be sent to you. However, if you specify a 3 (Always) for this prompt, any meeting notices you would have received if the mail function were installed on your system are automatically entered on your calendar instead.

For more information about meeting notices, see "Working with Meeting Notices" on page 2-54.

16. Press the Enter key. The calendar is created and is ready for use.
17. Press the Enter key or F12 (Cancel) to return to the Work with Calendars display, or press F3 (Exit) to return to the main calendar display.

Changing a Calendar

You can change the text, manager, notification of manager, type of authority to the calendar, reminder lead time, and automatic reminder notification information. You also can change how meeting notices are handled. If you have *SECADM authority, you can change the owner information for a calendar you own.

To change a calendar, do the following:

1. On the Daily, Weekly, Monthly, Group, Composite, or Six Month Calendar display, press F13 (More tasks). The More Calendar Tasks display appears.
2. On the More Calendar Tasks display, type a **2** (Work with calendars) for the *Selection* prompt. Press the Enter key.
3. The Work with Calendars display appears. This display lists all the calendars you own. If you have *SECADM authority, all the calendars on the system are listed.

```
                         Work with Calendars

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

                  ------Owner-------
 Opt  Calendar    User ID   Address    Calendar Text
 __   CONFROOM    HANSON    ROCH       Conference room calendar
 __   HANSCAL     HANSON    ROCH       E G Hanson's personal cal
 __   HANSCAL2    HANSON    ROCH       E G Hanson's second cal







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

4. Move the cursor next to the calendar you want to change and in the *Opt* column, type a **2** (Change). Press the Enter key.

5. The Change Calendar display appears.

```
                              Change Calendar
Calendar . . . . . . . :   HANSCAL2

Type choices, press Enter.

  Text . . . . . . . . .   E G Hanson's second calendar
  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 current 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
```

6. For the *Text* prompt, if necessary, change the existing text of the calendar or type a new one.

7. If you want someone else to own this calendar, type the user ID and address or nickname of the new owner in the *Owner* prompt.

   Notes:

   a. You can change this prompt only if you have *SECADM authority.

   b. When the owner of a calendar is changed, the person who originally requested or scheduled each meeting keeps ownership of the meetings on the calendar.

8. For the *Manager* prompt, type the user ID and address or nickname of the person who will manage the calendar. It could be you, a secretary, or the person who is responsible for scheduling calendar items on the calendar.

9. If you want the calendar manager (not to be confused with your work manager or supervisor) to be notified with a message about additions and changes to this calendar, type a **Y** (Yes) for the *Notify manager* prompt. Otherwise, type an **N** (No) for this prompt.

10. If you specified a Y (Yes) for the *Notify manager* prompt, complete the *Notify mode* prompt. If you specified an N (No), go to the next step.

    For the *Notify mode* prompt, type a **1** (Message queue only) if you want messages about additions and changes to the calendar to be sent to the message queue of the manager. If you specify a 2 (Message queue and mail) for this prompt, the messages are sent to the message queue and appear as a mail item on the Work with Mail display.

11. Decide what authority you want to assign to the calendar for all users. For the *Authority* prompt, you can:

    - Type a **1** (Accept current authority) to accept the *PUBLIC and user specific authorities currently assigned to the calendar. Public authority includes all users who do not have specific authorization.

- To specify public authority and authorize individual users while you change a calendar, type a **2** (Change authority) and press the Enter key. The Change User Authority to a Calendar display appears. See "Changing User Authority to a Calendar" on page 2-19 for information on how to complete the display.

12. For the *For reminder messages* prompt, you can specify how you want your reminder messages to appear.

    a. For the *Lead time* prompt, type how many minutes before a calendar item the reminder message is to be sent. The default for this prompt is 15 minutes.

    b. For the *Automatic* prompt, type a **Y** (Yes) if you want a reminder message added to items being added to this calendar. If you do not want a reminder message added, type an **N** (No). What you type for this prompt becomes the default for the *Message* prompt on other calendar-related displays.

    c. For the *Reminder mode* prompt, type a **1** (Message queue only) if you want reminder messages sent to the message queue of the calendar owner. If you specify a 2 (Message queue and mail) for this prompt, the messages are sent to the message queue of the calendar owner and appear as mail items on the Work with Mail display.

    Notes:

    1) The calendar service job (QCALSRV) must be running for a reminder to be sent. For information about starting the calendar service job, see your administrator or the *Planning For and Setting Up OfficeVision/400** manual.

    2) If reminder messages are to go to a user's mail log, the QSNADS subsystem must be active. For more information about starting QSNADS, see your administrator.

    3) If the mail function is not installed on your system and you specify a 2 (Message queue and mail) for this prompt, a message stating that only messages will be sent appears.

13. Press the Page Down key to see the second part of the Change Calendar display.

```
                        Change 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
```

14. For the *Automatically process* prompt, you can specify how you want your calendar to handle meeting notices. A meeting notice is a document informing you of a meeting when the scheduler of the meeting cannot directly schedule items on your calendar.

    - Type a **1** (Never) if you do not want any meeting notices to be processed automatically. This means that you must process all meeting notices you receive yourself.
    - Type a **2** (Scheduler authorized) if you want meeting notices from users who are authorized to your calendar to be processed automatically.
    - Type a **3** (Always) if you want all meeting notices to be processed automatically. This means you do not have to process any meeting notices yourself, without giving other users authority to your calendar.

    Note: If the mail function is not installed on your system, meeting notices cannot be sent to you. However, if you specify a 3 (Always) for this prompt, any meeting notices you would have received if the mail function were installed on your system are automatically entered on your calendar instead.

    For more information about meeting notices, see "Working with Meeting Notices" on page 2-54.

15. Press the Enter key and the calendar is changed. You are returned to the Work with Calendars display.
16. Press the Enter key again or F12 (Cancel) to return to the More Calendar Tasks display, or press F3 (Exit) to return to the main calendar display.
17. Press F3 (Exit) to return to the main calendar display.

Deleting a Calendar

You can delete a calendar by doing the following:

1. On the Daily, Weekly, Monthly, Group, Composite, or Six Month Calendar display, press F13 (More tasks). The More Calendar Tasks display appears.
2. On the More Calendar Tasks display, type a **2** (Work with calendars) for the *Selection* prompt. Press the Enter key.
3. The Work with Calendars display appears. This display lists all the calendars you own. If you have *SECADM authority, all the calendars on the system are listed.
4. Move the cursor next to the calendar you want to delete and in the *Opt* column, type a **4** (Delete). Press the Enter key.
5. The Confirm Delete of Calendars display appears.

```
                         Confirm Delete of Calendars

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

                 ------Owner------
Opt  Calendar    User ID   Address    Calendar Text
 4   HANSCAL2    HANSON    ROCH       E G Hanson's second cal










                                                                  Bottom
F9=Six month calendar   F11=Display authorities   F12=Cancel
F19=Display messages
```

6. If you are deleting the wrong calendar, press F12 (Cancel) to return to the Work with Calendars display where you can change your choice. If you still want to delete the calendar, press the Enter key. The calendar is deleted.
7. The Work with Calendars display appears again.
8. Press the Enter key or F12 (Cancel) to return to the More Calendar Tasks display, or press F3 (Exit) to return to the main calendar display.

Changing User Authority to a Calendar

You can give someone the ability to look at or change a calendar you own. You also can change the type of authority or remove the authority someone has to your calendar. This may be necessary if you have asked someone to keep track of your calendar, or if you own a calendar that other people need to use.

You can authorize local users to your calendar and authorize remote users to the Search Remote function.

To give someone authority to your calendar, or to change the type of authority that person has to your calendar, do the following:

1. On the Daily, Weekly, Monthly, Group, Composite, or Six Month Calendar display, press F13 (More tasks). The More Calendar Tasks display appears.
2. On the More Calendar Tasks display, type a **2** (Work with calendars) for the *Selection* prompt. Press the Enter key.
3. The Work with Calendars display appears. This display lists all the calendars you own. If you have *SECADM authority, all the calendars on the system are listed.

```
                              Work with Calendars


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

                  ------Owner-------
 Opt  Calendar    User ID   Address   Calendar Text
 __   CONFROOM    HANSON    ROCH      Conference room calendar
 __   HANSCAL     HANSON    ROCH      E G Hanson's personal cal








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

4. Move the cursor next to the calendar for which you want to change the authority and type a **14** (Change authority) in the *Opt* column. Press the Enter key.
5. The Change User Authority to Calendar display appears. This display shows all users who have specific authority to the calendar. All users who are not individually listed with a specific authority have the type of authority defined for *PUBLIC. This is the last authority listed for the calendar.

```
                    Change User Authority to Calendar

Calendar . . . . . . . :   CONFROOM

Type choices, press Enter. Press F6 to authorize distribution list.
Authority:  1=Exclude  2=Times  3=Use  4=Add item  5=Change


                      -----Authority----
User ID   Address  Unclass  Conf  Pers    Text
AJSMITH   MPLS        3       3     3     A J Smith
BENSON    ROCH2       3       3     3     Steve Benson
BRAD      MPLS        3       3     3     Brad Young
JOHNA     ROCH        1       1     1     John Anderson
NENANCY   ROCH        2       2     2     Nancy E Nelson
SJONES    ROCH        2       2     2     Sharon Jones
TOM       ROCH        4       2     4     T F Dixon
*PUBLIC               3       2     2     Public authorities
________  ________    _       _     _
________  ________    _       _     _
                                                         More...
F3=Exit     F4=Prompt    F5=Refresh    F6=Authorize distribution list
F9=Six month calendar    F12=Cancel    F19=Display messages
```

6. If there is a distribution list of users who need authorization to this calendar, do the following:

   a. Press F6 (Authorize distribution list). The following window appears:

```
                    Change User Authority to Calendar

Calendar . . . . . . . :   CONFROOM


Type choices, press Enter.  Press F6 to authorize distribution list.
Authority:  1=Exclude  2=Times  3=Use  4=Add item  5=Change

                   -----Authority-----
User ID   Address  Unclass  Conf  Pers   Text
*PUBLIC  .................................................................
         :                     Authorize Distribution List               :
         :                                                               :
         :  Type choices, press Enter.                                   :
         :  Authority:  1=Exclude  2=Times  3=Use  4=Add item  5=Change  :
         :                                                               :
         :                          --------Authority--------            :
         :  -------List ID-------   Unclass     Conf      Pers           :
         :  HANSON      ROCH           1          1         1            :
         :                                                               :
F3=Exit  :  F4=Prompt   F5=Refresh   F12=Cancel                          :
F9=Six m :...............................................................:
```

   Note: If the authority level for normal items is other than 1 (Exclude), then the authority for confidential and personal items must be at least 2 (Times) in order for the Free Time Search function to show all available free time for a calendar.

   b. Specify a distribution list.

   c. You can assign a specific authority to users by pressing F4 (Prompt) with the cursor at the *List ID* prompt of the window display. When the Select Distribution Lists or Select User display appear, select which distribution list(s) or user(s) you want to assign a specific authority to and press the Enter key. Each user automatically is assigned the type of authority defined for *PUBLIC. You can change the authority for a user as described in Step 8 on page 2-22.

d. Press the Enter key. The names are added to the list of users authorized to the calendar. Duplicate user IDs are not allowed and must be removed. You also can add new user IDs at the end of the list of users.

7. Type the authorities for the users in the distribution list. There are three security levels of calendar items assigned to each user: unclassified, confidential, and personal.

   Unclassified Authority for items that are not defined as confidential or personal.

   Confidential Authority for items that are confidential.

   Personal Authority for items that are personal.

   The authority for unclassified items must be at least as high as the maximum authority for confidential and personal items. For example, if you have 3 (Use) authority to a personal calendar item, you would have 3 (Use) or higher authority to an unclassified calendar item.

8. For the *Unclass*, *Conf*, and *Pers* columns for each user ID, decide what type of authority for each security level (unclassified, confidential, and personal) you want that person to have to the calendar. You can:

   - Type a 1 to assign **exclude** authority. With this type of authority, no user, except the calendar owner or an administrator, can view or work with this calendar.
   - Type a 2 to assign **times** authority. With this type of authority, a user can see the calendar name, calendar text, and times that events and meetings are scheduled, but no details about them.
   - Type a 3 to assign **use** authority. With this type of authority, a user can do everything a user with *times* authority can do and also can see the details of the items.
   - Type a 4 to assign **add item** authority. With this type of authority, a user can do everything a user with *use* authority can do, can add items, and can remove or make changes to existing items that he or she added to the calendar.
   - Type a 5 to assign **change** authority. With this type of authority, a user can do everything a user with *add item* authority can do, and can remove or make changes to existing items on the calendar.

   Note: The type of authority users have to the calendar is assigned when the calendar is created or changed, and is shown in the *Authority* column for the last authority (*PUBLIC) on the display. However, a user on your system may have a different level of authority to a calendar than the one shown for *PUBLIC. For example, if a 1 (Exclude) is shown in the *Authority* column for *PUBLIC, and the *Authority* column for a user ID is 2 (Times), that user has times authority to the calendar.

9. To remove the authority of a user to a calendar, use the spacebar to blank out the user ID. That user then has the type of authority to the calendar defined for *PUBLIC.

10. Press the Enter key. OfficeVision/400 changes the authorizations.

11. Press the Enter key or F12 (Cancel) to return to the Work with Calendars display.
12. Press F3 (Exit) to return to the main calendar display.

Changing a Calendar Session

Changing a calendar session allows you to temporarily or permanently change the defaults (system-supplied values) or values entered by the administrator for your calendar user profile. The defaults are established when you enroll. The defaults, depending on the type of calendar, include the start time, time format, view type, column/days, time interval, start day, and number of days.

To change a calendar session, do the following:

1. On the Daily, Weekly, Monthly, Group, Composite, or Six Month 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. For the *Selection* prompt, type a **1** (Change calendar session).

3. Press the Enter key. The first part of the Change Calendar Session display appears.

```
                              Change Calendar Session

 Type choices, press Enter.
   Calendar . . . . . . . . .   HANSCAL HANSON ROCH
                                          F4 for list
   Start time . . . . . . . .    8:00a    hh:mmA, hh:mmP
   Time format  . . . . . . .   1         1=12-hour clock
                                          2=24-hour clock
   Display week number  . . .   N         Y=Yes, N=No
   For single user calendar:
     View type  . . . . . . .   1         1=Daily, 2=Weekly
                                          3=Six month, 4=Monthly
   For multiple users calendar:
     View type  . . . . . . .   1         1=Daily, 2=Group, 3=Composite
                                          4=Six month, 5=Monthly
                                                                  More...
 F3=Exit   F4=Prompt     F5=Refresh   F9=Six month calendar  F12=Cancel
 F17=Save user profile   F19=Display messages
```

4. If the *Calendar* prompt does not show the name of the calendar you want to view, type the name of it for this prompt. If you are not sure of the name of the calendar, press F4 (List) to see a list of existing calendars. From this list, you can choose the calendar you want to view.

5. The time shown for the *Start time* prompt is the time the calendar starts. You can either type a new starting time over the time shown or leave the time as it is.

6. For the *Time format* prompt, type a **1** (12-hour clock) or a **2** (24-hour clock). The 12-hour format result is xx:xx (where x represents a number) *followed* by an a, p, n, or m (for a.m., p.m., 12:00 noon, or 12:00 midnight). The 24-hour format result is xx:xx (where x represents a number) and is *not followed* by any letter.

7. If you do not want the week number of the year to be displayed, type **N** (the default) for the week number prompt. If you type a **Y** for the week number prompt, the week number of the year is shown on all formats of the Main Calendar display. The week number of the year appears in the upper left corner of all main calendar views. If the dates displayed on the calendar include more than one week, the range of week numbers is displayed. The monthly view also displays the week number in the Monday cell. If Monday is not shown for a week, the earliest day of the week shown will contain the week number on the monthly view.

8. Do one of the following:

   - If you are changing a calendar session for a single user calendar, type an option number **1** through **4** for the *View type* prompt for the type of calendar you want to see.

   - If you are changing a calendar session for a multiple users calendar, type an option number **1** through **5** for the *View type* prompt on the display for the type of calendar you want to see.

9. Press the Page Down key. The second part of the Change Calendar Session display appears.

```
                        Change Calendar Session

 Type choices, press Enter.
   For weekly, group and composite views:
     Columns/days . . . . . .   5         5-7
     Time interval  . . . . .   20        5-60  Minutes
     Start day  . . . . . . .   1         1=Monday, 2=Tuesday, 3=Wednesday
                                          4=Thursday, 5=Friday, 6=Saturday
                                          7=Sunday
   For monthly view:
     Columns  . . . . . . . .   7         5-7
     Time interval  . . . . .   60        5-120 Minutes
     Start day  . . . . . . .   7         1=Monday, 2=Tuesday, 3=Wednesday
                                          4=Thursday, 5=Friday, 6=Saturday
                                          7=Sunday
   For six month view:
     Start day  . . . . . . .   7         1=Monday, 2=Tuesday, 3=Wednesday
                                          4=Thursday, 5=Friday, 6=Saturday
                                          7=Sunday
                                                                  More...
 F3=Exit   F4=Prompt    F5=Refresh   F9=Six month calendar  F12=Cancel
 F17=Save user profile  F19=Display messages
```

10. If you are changing a calendar session for a weekly, group, composite, or monthly view, do the following:

    a. For the *Columns/days* prompt, type how many columns/days you want on the calendar. This can be a number 5 through 7. For a weekly or composite view, each column represents a day. For a group view, each column represents a calendar in the group.

    b. You can type a different time interval over the information shown for the *Time interval* prompt. The time interval is the amount of time shown for each line on the display. If you decide to change the time, type a **5**, **6**, **10**, **12**, **15**, **20**, **30**, **40**, or **60**. In addition to these times, you can type a time interval of **90** or **120** for the monthly view only. If you type a number that is not one of the preceding numbers, it is rounded off to a division of 60 when the calendar appears. For example, if you type an 8, it is rounded off to 10.

    c. For the *Start day* prompt, you can type a different number for a new start day as shown on the display. The *Start day* is the day of the week the calendar starts on.

11. For the *Start day* prompt, if you are changing a calendar session for a six month calendar, you can type a different number as shown on the display for a new start day. The *Start day* is the day of the week the calendar starts on.

12. Press the Page Down key. The third part of the Change Calendar Session display appears.

```
                         Change Calendar Session

Type choices, press Enter.
  For daily view:
    Number of days . . . . .  1         1-999












                                                                      Bottom
F3=Exit   F4=Prompt    F5=Refresh   F9=Six month calendar  F12=Cancel
F17=Save user profile  F19=Display messages
```

13. For the *Number of days* prompt, if you are changing a calendar session for a daily calendar, you can type a number from 1 to 999 for the number of days of items you want to see for a daily calendar.

14. Do one of the following:

    - If you want to permanently change the defaults for this calendar user profile, press F17 (Save user profile). Press the Enter key twice. The calendar appears reflecting the changes made on the Change Calendar Session display and stays that way after you exit the calendar.
    - If you want to temporarily change the defaults for this calendar session, press the Enter key twice. The calendar appears reflecting the choices made on the Change Calendar Session display. The defaults change back to the original values after you exit the calendar.

15. Press F3 (Exit) to return to the main calendar display.

Setting Working Times

You can use the Set Working Times for Calendar display to let other users know what times you may be available for a meeting. The times you indicate are used as available times for scheduling meetings to help prevent conflicts in your schedule. Only a calendar owner or an administrator can set working times. You can indicate the times you are available for meetings on the Set Working Times for Calendar display by doing the following:

1. On the Calendar display, press F13 (More tasks).
2. The More Calendar Tasks display appears. Select option 2 (Work with calendars) and press the Enter key.
3. The Work with Calendars display appears. Type a **2** next to the calendar on which you want to indicate the times you are available for scheduling and press the Enter key.
4. The Change Calendar display appears. Press F10 (Set working times).
5. The Set Working Times for Calendar display appears.

Notes:

a. The starting time is based on the starting time of your calendar.
b. Each equals sign (=) represents 15-minute intervals. For example, an equals sign under the 11 represents 11:00 to 11:15.

```
                        Set Working Times for Calendar

Calendar . . . . . . . . :   HANSCAL
Text . . . . . . . . . . :   Calendar for Hanson

Type any character under the times available for scheduling, press Enter.


                     7a  8   9   10  11  12  1   2   3   4   5   6   7p
Day                  +---+---+---+---+---+---+---+---+---+---+---+---+
Monday                  ===============   ===============
Tuesday                 ===============   ===============
Wednesday               ===============   ===============
Thursday                ===============   ===============
Friday                  ===============   ===============
Saturday
Sunday




F3=Exit         F5=Refresh      F9=Six month calendar
F12=Cancel      F24=More keys
```

6. To indicate times when you are available for scheduling, type *any* character (for example, a number, asterisk, or plus) under the times when you are available. Leave a blank under the times when you are not available. For example, in the following display, the plus (+) character is typed for each day under 4:00. This means the user is available until 4:15.

```
                        Set Working Times for Calendar

Calendar . . . . . . . . :   HANSCAL
Text . . . . . . . . . . :   Calendar for Hanson

Type any character under the times available for scheduling, press Enter.


                     7a  8   9   10  11  12  1   2   3   4   5   6   7p
Day                  +---+---+---+---+---+---+---+---+---+---+---+---+
Monday                  ===============   ===============+
Tuesday                 ===============   ===============+
Wednesday               ===============   ===============+
Thursday                ===============   ===============+
Friday                  ===============   ===============+
Saturday
Sunday




F3=Exit         F5=Refresh      F9=Six month calendar
F12=Cancel      F24=More keys
```

7. Press the Enter key and the characters you typed are changed to equals (=) characters.

8. Press the Enter key again. The Change Calendar display appears. Press the Enter key on this display to change the working times.

9. Press F3 (Exit) to return to the main calendar display.

Adding an Event to Your Calendar

An **event** is a calendar item that represents such things as an appointment or a task.

You can add an event to your calendar by doing one of the following:

Note: If you want to assign security and status levels to an event, go to the second method in this procedure for adding an event to your calendar.

- On the Daily Calendar display:
  1. If the day shown is not the day you want to add the event to, type the date of the event for the *Function* prompt.
  2. For the *From* prompt, type the starting time of the event.

     You can type either an exact time followed by a letter or a number followed by a letter. For example, you can type `8:00a` or `8a`.
  3. For the *To* prompt, type the ending time of the event.

     You can type either an exact time followed by a letter or a number followed by a letter. For example, you can type `9:00a` or `9a`.

     Note: If your system calendar uses a 12-hour format, and you do not complete both the *From* and *To* prompts, the prompt that you did not complete is completed as follows:

     - If you specify only the *From* prompt with an `a` or `p`, then the beginning time is permanent and the system determines the event length by going forward from the beginning time until it reaches the To time.

       For example, if you specify `4:00p` as the From time, and `3:00` as the To time, then the To time is 3:00 a.m.
     - If you specify only the *To* prompt with an `a` or `p`, then the To time is permanent and the system determines the From time by going backward from the To time until it reaches the From time.

       For example, if you specify `7:00a` as the To time, and `4:00` as the From time, then the From time is 4:00 a.m.
  4. For the *Text* prompt, type a description of the event. If you need more lines to type the text, press F14 (Add line). More lines appear on which to type the remaining text.
  5. Press the Enter key to schedule the event. The number that appears in the *Nbr* (Number) column indicates what number this event is for that day, and the information in the *Type* column indicates this is an event. If additional events are added, they appear in time sequence on the calendar from the earliest event scheduled for the day to the latest.

     You can view the security or status of items on this display. Press F22 (Display status) to display the item status (Tentative or Confirmed) in place of the *Type* column. 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.

```
                         Daily Calendar

Function . . . .  ________  Calendar . . . .  HANSCAL HANSON ROCH

Type information, press Enter to schedule.
Nbr  From    To      Text                                    Type
                     10/16/89  Monday
 1   8:00a   9:00a   Coffee and rolls in the conference room.  Event
     ______  ______  ________________________________________
                     ________________________________________
                     ________________________________________
```

6. If you need to add another event to the calendar, you can repeat steps 1 through 5, or type **AE** (Add an event) for the *Function* prompt and press the Enter key. The Add Event display appears on the bottom half of the display and you can type information for another event.

   If you need to add multiple occurrences for an event, go to "Adding Multiple Occurrences of an Event to Your Calendar" on page 2-32.

7. Press F3 (Exit) to return to the OfficeVision/400 menu from the main calendar display.

8. Press ENTER to add the new Event to your Calendar.

   If the time of the scheduled Event conflicts with an existing event, a warning message is issued.

- On the Daily, Weekly, Monthly, Group, Composite, or Six Month Calendar display:

1. Press F6 (Add item). The Add Item display appears on the bottom half of the display.

   Note: You also can do this function on the Daily, Weekly, Monthly, Group, Composite, or Six Month Calendar display by typing **AE** (Add an event) for the *Function* prompt and pressing the Enter key.

```
                           Add Item

Type choices, press Enter.
  Type of item . . . . . . . .   1     1=Event (single calendar)
                                       2=Meeting (multiple calendars)
                                       3=Reminder
                                       4=Job
                                       5=Procedure (S/36)
  Multiple items . . . . . . .   N     Y=Yes, N=No

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

2. Type a **1** (Event) for the *Type of item* prompt and an **N** (No) for the *Multiple items* prompt. Press the Enter key.

   The first part of the Add Event display appears on the bottom half of the display. The top half of this display cannot be scrolled while you are adding an item.

```
                                 Add Event
Type choices, press Enter.
  Calendar . . . . . .  HANSCAL HANSON ROCH                      F4 for list
  Date/day . . . . . .   10/14/89          MM/DD/YY
  From/To  . . . . . .    8:00a    9:00a   hh:mmA, hh:mmP
  Text . . . . . . . .   ___________________________________________________
                         ___________________________________________________
                         ___________________________________________________
  Message  . . . . . .  N                  Y=Yes, N=No
                                                                    More...
F3=Exit      F4=Prompt      F12=Cancel     F24=More keys
```

3. For the *Calendar* prompt, type the calendar name where the event is to be added if different from the name shown.

4. For the *Date/day* prompt, type the date or day of the event. If you type a day, type **MON**, **TUE**, **WED**, **THU**, **FRI**, **SAT**, or **SUN**. When you type a day and that day is shown on the calendar, then that date is the date for which the event is scheduled. If the day is not shown, then the event is scheduled for the next occurrence of that day. If you type a date, type the date in the format shown for the *Date/day* prompt.

5. Change the times for the *From* and *To* prompts to the starting and ending times of the event.

6. For the *Text* prompt, type a description of the event. If you need more lines for typing information about the event, press F14 (Extended entry). The Extended Entry for Event display appears and you can type the remaining text.

7. The *Message* prompt is originally set according to the value of the *Automatic* prompt on the Change Calendar display for the calendar. For this prompt, do one of the following:

   – If you want your display station to notify you of the event by sounding an alarm and showing you a message at a specified time, do one of the following:

     - If the information for the *Message* prompt shows a Y (Yes), and next to it are the current date and a time prior to the calendar start time, change this information as described in this step.

     - If the information for the *Message* prompt shows an N (No), type a **Y** over it and press the Enter key. Two additional prompts appear next to the Y (Yes).

     This date and time is set according to the number of minutes specified for the *Lead time* prompt on the Change Calendar display for the calendar. If no reminder lead time was specified, this prompt shows the default of 15 minutes before the start of the event.

     Over the date, type the date when you want the alarm to sound and want to see the message (usually on the same date as the event). When typing the date, use the same format as in the *Date/day* prompt on your display.

     The second prompt shows the default of a time before the event. You can leave this time as it is, or over this time, type the time you want the alarm to sound and want to see the message. When typing the time, use the same format as set by the administrator. This is either a 12-hour format of xx:xx (where x represents a number) *followed* by an a, p, n, m (for a.m., p.m., 12:00 noon, or 12:00 midnight), or a 24-hour format of xx:xx (where x represents a number) *not followed* by any letter.

If you want to see the information about the event when the alarm sounds, press F19 (Display messages).

Note: For the alarm to sound, the *Message notification within Office* prompt on the Change Environment Information display must be specified as a 2 (Notify) or 3 (Interrupt). For more information about this prompt, see "Changing Your Environment Information" on page 8-4.

- If you do not want your display station to remind you of the event, leave the N (No) for this prompt.

8. Press the Page Down key. The second part of the Add Event display appears on the bottom half of the display.

```
                                Add Event

 Type choices, press Enter.

   Security . . . . . .   1      1=Unclassified, 2=Confidential
                                 3=Personal
   Status . . . . . . .   2      1=Tentative, 2=Confirmed


                                                                  Bottom
 F3=Exit     F4=Prompt     F12=Cancel     F24=More keys
```

9. For the *Security* prompt, type a **1** (Unclassified) if the event is not confidential or personal. Type a **2** (Confidential) if the event is confidential. Type a **3** (Personal) if the event is personal.

   Note: The level of authority that someone has to each type of item was specified when the calendar was created or when the authority to it was changed. If a user was not given a specific level of authority, that user has the level of authority specified for *PUBLIC. The authority level that each user has to the calendar items is shown on the Change User Authority display. For more information about authority levels, see "Changing User Authority to a Calendar" on page 2-19.

10. For the *Status* prompt, type a **1** (Tentative) if information about the event, such as the time or date, could change. Type a **2** (Confirmed) if information about the event will not change. However, if you need to, you can change confirmed calendar items.

11. Press the Enter key to schedule the event.

12. The event is added to your calendar. On a Weekly or Monthly Calendar display, an E indicates this is an event. On a Daily Calendar display, the word Event in the *Type* column appears.

    On the Weekly Calendar display, greater-than signs (>) in a time period indicate the most recently added or changed event. Also, a number (1, 2, 3, and so on) next to the E indicates what item it is for the week.

```
                                   Weekly Calendar
 Function . . . .  ________       Calendar . . . .  HANSCAL HANSON ROCH
 MON            TUE            WED            THU            FRI
 10/16/89       10/17/89       10/18/89       10/19/89       10/20/89
 >8:00a    E  1 8a___________  8a___________  8a___________  8a___________
 >Coffee and    _____________  _____________  _____________  _____________
 9a___________  9a___________  9a___________  9a___________  9a___________
 _____________  _____________  _____________  _____________  _____________
 10a__________  10a__________  10a__________  10a__________  10a__________
 _____________  _____________  _____________  _____________  _____________
```

13. If you need to add another event to the calendar, type **AE** (Add an event) for the *Function* prompt and press the Enter key. The Add Event display appears on the bottom half of the display and you can type information for another event.

14. Press F3 (Exit) to return to the OfficeVision/400 menu from the main calendar display.

Adding Multiple Occurrences of an Event to Your Calendar

To add multiple occurrences of an event to your calendar, do the following:

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

```
                                  Add Item

 Type choices, press Enter.
   Type of item . . . . . . . .    1      1=Event (single calendar)
                                          2=Meeting (multiple calendars)
                                          3=Reminder
                                          4=Job
                                          5=Procedure (S/36)
   Multiple items . . . . . . .    Y      Y=Yes, N=No

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

Type a **1** (Event) for the *Type of item* prompt and a **Y** (Yes) for the *Multiple items* prompt. Press the Enter key.

Note: You also can do this function on the Daily, Weekly, Monthly, Group, Composite, or Six Month Calendar display by typing **AEM** (Add an Event with Multiple occurrences) and pressing the Enter key.

2. The Add Multiple Events display appears.

```
                           Add Multiple Events

 Type choices, press Enter.

   Calendar . . . . . . .   HANSCAL HANSON ROCH
   Date/day . . . . . . .   10/16/89         MM/DD/YY
   From/To  . . . . . . .    8:00a  9:00a    hh:mmA, hh:mmP
   Text . . . . . . . . .   ______________________________________
   Message  . . . . . . .   N                Y=Yes, N=No
   Status . . . . . . . .   2                1=Tentative, 2=Confirmed
   Security . . . . . . .   1                1=Unclassified, 2=Confidential
                                             3=Personal
   Sequence . . . . . . .   _                1=Daily, 2=Weekly
                                             3=Every other week
                                             4=Monthly, same date
                                             5=Monthly, same relative
                                               day and week
                                             6=Individual dates and times

                                                                      Bottom
 F3=Exit   F4=Prompt   F5=Refresh   F9=Six month calendar   F12=Cancel
 F14=Extended entry    F19=Display messages
```

3. For the *Calendar* prompt, type the name of the calendar for which you want to schedule the multiple occurrences.

4. For the *Date/day* prompt, type the date or day of the first occurrence of the event. If you type a day, type **MON**, **TUE**, **WED**, **THU**, **FRI**, **SAT**, or **SUN**. When you type a day and the date of that day is shown on the calendar, then that date is the date on which the first occurrence of the event is scheduled. If the day is not shown, then the first occurrence of the event is scheduled on the next occurrence of that day. If you type a date, type the date in the format shown for the *Date/day* prompt.

5. For the *From* and *To* prompts, type the starting and ending times of the first occurrence of the event.

6. For the *Text* prompt, type a description of the event. If you need more lines for typing information about the event, press F14 (Extended entry). The Extended Entry for Event display appears and you can type the remaining text.

7. For the *Message* prompt, type a **Y** (Yes) if you want your display station to notify you of each occurrence by sounding an alarm and showing you a message at a specified time. If you do not want your display station to remind you of each occurrence, leave the N (No) for this prompt.

8. For the *Status* prompt, type a **1** (Tentative) if information about the occurrences, such as the time or date, could change. If information about the occurrences will not change, type a **2** (Confirmed). However, if you need to, you can change confirmed calendar items.

9. For the *Security* prompt, type a **1** (Unclassified) if the event is not confidential or personal. Type a **2** (Confidential) if the event is confidential. Type a **3** (Personal) if the event is personal.

   Note: The level of authority that someone has to each type of item was specified when the calendar was created or when the authority to it was changed. If a user was not given a specific level of authority, that user has the level of authority specified for *PUBLIC. The authority level to the calendar items that each user has is shown on the Change User

Authority display. For more information about authority levels, see "Changing User Authority to a Calendar" on page 2-19.

10. For the *Sequence* prompt, type an option number **1** through **6** that describes how often the event is to occur.

11. Press the Enter key. If you typed an N for the *Message* prompt, go to step 13. The *Message* prompt is originally set according to the value of the *Automatic* prompt on the Change Calendar display for the calendar.

    If you typed a Y (Yes) for the *Message* prompt, complete the two additional prompts, date and time, that appear next to the Y (Yes). The date and time are set according to the number of minutes specified for the *Lead time* prompt on the Change Calendar display for the calendar. If no reminder lead time was specified, this prompt shows the default of 15 minutes before the first occurrence. The date is shown for the first prompt. Replace the date with the date you want the first occurrence of the alarm to sound, and the date you want to see the message (usually the same date as the first occurrence). When typing the date, use the same format shown for the *Date/day* prompt on your display. The date you type for this prompt also affects the date when a message appears for each of the other occurrences. For example, if the date you type for this prompt is the same date as the first occurrence, then a message for each occurrence appears on the same day as the occurrence.

    The second prompt shows the default of a time before the first occurrence. You can leave this time as it is, or type the time you want the alarm to sound and want to see the message. When typing the time, use the same format as set by the administrator. This is either a 12-hour format of xx:xx (where x represents a number) *followed* by an a, p, n, or m (for a.m., p.m., 12:00 noon, or 12:00 midnight), or a 24-hour format of xx:xx (where x represents a number) *not followed* by any letter. The time you type for this prompt also affects the time when a message appears for each of the other occurrences. For example, if the time you type for this prompt is 30 minutes before the first occurrence, then a message for each occurrence appears 30 minutes before the occurrence.

    If you want to see the information about the occurrence when the alarm sounds, press F19 (Display messages).

    Note: For the alarm to sound, the *Message notification within Office* prompt on the Change Environment Information display must contain a 2 (Notify) or 3 (Interrupt). For more information about this prompt, see "Changing Your Environment Information" on page 8-4.

12. Press the Enter key again.

13. Depending on the option you chose for the *Sequence* prompt, the Set End Date or Set Dates and Times window appears. If you chose option 1 through 5, the Set End Date window appears. If you chose option 6, the Set Dates and Times window appears.

The following display assumes you chose option 1 (Daily):

```
                           Add Multiple Events

Type choices, press Enter.

  Calendar . . . . . . .   HANSCAL HANSON ROCH
  Date/day . . . . . . .   10/16/89         MM/DD/YY
  From/To  . . . . . . .    8:00a  9:00a    hh:mmA, hh:mmP...
  Text . . . . .  ..........................................................
  Message  . . .  :                   Set End Date                         :
  Status   . . .  :                                                        :
  Security . . .  :  Type choices, press Enter.                            :
                  :                                                        :
  Sequence . . .  :    End date  . . . . . . . .  10/16/89    MM/DD/YY     :
                  :    Days to skip  . . . . . .  _ _ _ _ _   1=Monday     :
                  :                                           2=Tuesday    :
                  :                                           3=Wednesday  :
                  :                                           4=Thursday   :
                  :                                           5=Friday     :
                  :                                           6=Saturday   :
                  :                                           7=Sunday     :
F3=Exit     F4=   :   F5=Refresh   F12=Cancel                              :
F14=Extended      :                                                        :
                  :........................................................:
```

14. For the *End date* prompt, type the last date of the multiple event if you typed an option number 1 through 5 for the *Sequence* prompt.

15. For the *Days to skip* prompt, type the option numbers (**1** through **7**) of the days you want to skip scheduling an event that might fall on a holiday or weekend. This prompt appears only if you choose option 1 (Daily) in the *Sequence* prompt.

16. If you typed a 5 (Monthly, same relative day and week) for the *Sequence* prompt, and a date in the time period is in the fourth week of a month, the *Week of month* prompt appears after the *End date* prompt. For the *Week of month* prompt, type when you want to schedule the occurrence for that period of time; a **1** (Fourth) for the fourth week of the month or a **2** (Last) for the last week of the month, as shown in the following display:

```
                           Add Multiple Events

Type information, press Enter.
  Calendar . . . . . . .   HANSCAL HANSON ROCH
  Date/day . . . . . . .   10/16/89         MM/DD/YY
  From/To  . . . . . . .    8:00a  9:00a    hh:mmA, hh:mmP
  Text . . . . .  ..........................................................
  Message  . . .  :                   Set End Date                         :
  Status   . . .  :                                                        :
  Security . . .  :  Type choices, press Enter.                            :
                  :                                                        :
  Sequence . . .  :    End date  . . . . . . . .  10/16/89    MM/DD/YY     :
                  :    Week of month . . . . . .  1           1=Fourth     :
                  :                                           2=Last       :
                  :                                                        :
                  :                                                        :
                  :                                                        :
                  :                                                        :
                  :                                                        :
F3=Exit     F4=   :   F5=Refresh   F12=Cancel                              :
F14=Extended      :                                                        :
                  :........................................................:
```

17. If you typed option 6 (Individual dates and times) for the *Sequence* prompt, fill in the *Date*, *From*, and *To* prompts for each occurrence of the event in the Set Dates and Times window, as shown in the following display:

```
                              Add Multiple Events
 Type information, press Enter.

   Calendar . . . . . . .   HANSCAL HANSON ROCH
   Date/day . . . . . . .    10/16/89         MM/DD/YY
   From/To  . . . . . . .     8:00a  9:00a    hh:mmA, hh:mmP...
   Text . . . . . . . . .   ____________________________________________
   Message  . . . . . . .   N                 Y=Yes, N=No
   Status . . . . . . . .   2    ............................................
   Security . . . . . . .   1    :           Set Dates and Times            :
                                 :                                          :
   Sequence . . . . . . .   6    :                                          :
                                 :  Type information, press Enter.          :
                                 :  Date         From     To                :
                                 :                                          :
                                 :  __________   _______  ______            :
                                 :  __________   _______  ______            :
                                 :  __________   _______  ______            :
                                 :  __________   _______  ______            :
                                 :  __________   _______  ______            :
                                 :                                 More...  :
 F3=Exit     F4=Prompt    F5=Ref :  F5=Refresh    F12=Cancel                :
 F14=Extended entry       F19=Di :..........................................:
```

18. Press the Enter key.

19. The Confirm Schedule of Multiple Items display appears. This display shows the dates and times of the occurrences to be added to the calendar.

```
                           Confirm Schedule of Multiple Items

 Calendar . . . . . . . : HANSCAL HANSON ROCH
 Text . . . . . . . . . :   Coffee and rolls in the conference room.
 Type . . . . . . . . . :   Event

 Press Enter to confirm your choice to schedule multiple items.
 Press F12 to return and not schedule items.

 Date         Day         From    To
 10/16/89     Monday       8:00a   9:00a
 10/23/89     Monday       8:00a   9:00a
 10/30/89     Monday       8:00a   9:00a
 11/06/89     Monday       8:00a   9:00a




                                                                       Bottom
 F9=Six month calendar   F12=Cancel   F19=Display messages
```

20. If the dates or times are not when you want the occurrences scheduled for, press F12 (Cancel) to return to the Add Multiple Events display where you can change the information about the occurrences. If you want to schedule the occurrences on the calendar as shown on the Confirm Schedule of Multiple Items display, press the Enter key. The occurrences are added to the calendar.

    If the times of multiple scheduled Events conflict with existing events, you are notified of the conflicts after the events have been added to your Calendar.

21. Press F3 (Exit) to return to the main calendar display.

Scheduling a Meeting

You can schedule a meeting on your own calendar, the calendar of another user, or a calendar in a calendar group. When you schedule a meeting, a **meeting entry** with the information about your meeting is created on each invitee calendar to which you are authorized. If you are not authorized to an invitee's calendar, a **meeting notice** is sent as a mail item to the invitee. Invitees whose calendars you are not authorized to can then create a meeting entry for your meeting by applying the meeting notice to their calendars.

In general, meeting notices are sent if:

- You are not authorized to the invitee's calendar.
- The invitee is on a remote system.
- You are authorized to the invitee's calendar but a meeting entry for the meeting does not exist on the invitee's calendar. For example, if a meeting entry was added to an invitee's calendar but the invitee removed it (the invitee decided not to attend) and you change the meeting, an updated meeting notice is sent even though you are authorized to the invitee's calendar.

Note: Whether the meeting notice is placed in the invitee's mail log depends on if the invitee specified to automatically process meeting notices on the invitee's calendar.

Figure 2-1 shows when meeting notices are sent for the various meeting scheduling functions when the invitee is a remote user, a local user whose calendar you are not authorized to, or a local user whose calendar you are authorized to when a meeting entry is not on the calendar.

Scheduling Function	Remote Invitee	Local Invitee (not authorized)[1]	Local Invitee (authorized, no meeting entry)[1]
Add meeting	Yes	Yes	No
Add meeting (before the current date)	Yes	Yes	No
Change meeting (change information)	Yes	Yes	Yes
Change meeting (add invitees)[2]	Yes	Yes	No
Change meeting (before the current date)	Yes	Yes	Yes
Remove meeting	Yes	Yes	No
Remove meeting (before the current date)[3]	No	No	No

Figure 2-1. When Meeting Notices Are Sent

Notes:

1. If another local user is the manager of the calendar and has at least *add item* authority to the invitee's calendar, that user receives the meeting notice. Otherwise the calendar owner receives the meeting notice.
2. If you change a meeting by adding invitees (but do not change the meeting information), meeting notices are sent only to the added invitees.
3. When you remove a meeting, meeting notices are not sent for meetings that are before the current date.

For information about working with the meeting notices you receive when other users schedule meetings, see "Working with Meeting Notices" on page 2-54.

To schedule a meeting, do the following:

1. On the Daily, Weekly, Monthly, Group, Composite, or Six Month Calendar display, press F6 (Add item). When the Add Item display appears on the bottom half of the display, type a **2** (Meeting) for the *Type of item* prompt and an **N** (No) for the *Multiple items* prompt. Press the Enter key.

   Note: You also can do this function on the Daily, Weekly, Monthly, Group, Composite, or Six Month Calendar display by typing **AM** (Add a Meeting) for the *Function* prompt and pressing the Enter key.

2. The Add Meeting display appears.

```
                                Add Meeting

 Type meeting information, press Enter.
   Requester  . . . .   HANSCAL HANSON ROCH      E G Hanson
   Date/day . . . . .   10/17/89                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
 HANSCAL HANSON ROCH
 ____________________________
 ____________________________
 ____________________________
 ____________________________
 ____________________________
                                                                      More...
 F3=Exit   F4=Prompt    F5=Refresh   F11=Display invitee status   F12=Cancel
 F13=Find place         F14=Extended entry    F15=Find free time  F24=More keys
```

3. For the *Requester* prompt, type the user ID and address of the person who is requesting the meeting.

   Note: For the *Requester* prompt, you can specify either a local or a remote user. However, if you specify a remote requester, the requester cannot change or remove the meeting.

   Also, if the requester is a remote user and is an invitee for the meeting, the requester cannot apply the meeting notice when it is received if the remote system is using a version of OfficeVision/400 prior to Version 2, Release 2.

4. For the *Date/day* prompt, type the date or day of the meeting. If you type a day, type **MON**, **TUE**, **WED**, **THU**, **FRI**, **SAT**, or **SUN**. When you type a day and the date of that day is shown on the calendar, then that date is the date on which the meeting is scheduled. If the day is not shown, then the meeting is scheduled on the next occurrence of that day. If you type a date, type the date in the format shown for the *Date/day* prompt.

5. Change the times for the *From* and *To* prompts to the starting and ending times of the meeting.

   It may be possible to find available times on the calendars you want to schedule the meeting. For more information, see "Finding Free Time" on page 2-41.

6. For the *Subject* prompt, type the subject of the meeting.

7. For the *Place* prompt, type the location of the meeting. If possible meeting locations have their own calendars, you may be able to automatically find a meeting location. For more information about automatically finding a meeting location, see "Finding a Place" on page 2-43.

8. For the *Purpose* prompt, type the purpose of the meeting. If you need more lines to type the purpose, press F14 (Extended entry). The Extended Entry for Meetings display appears. On this display more lines are shown on which to type the remaining purpose.

9. For the *Status* prompt, leave the 1 (Tentative) if information about the meeting, such as the time or date, could change. If information about the meeting will not change, type a **2** (Confirmed). However, if you need to, you can change confirmed calendar items.
10. For the *Security* prompt, type a **1** (Unclassified) if the meeting is not confidential or personal. Type a **2** (Confidential) if the meeting is confidential. Type a **3** (Personal) if the meeting is personal.

    Note:

11. The security level of a meeting overides the security level of a meeting entry.
12. For the *Invitee Calendars* column, type the name of the calendars, calendar group, distribution list, or nicknames for the people who you want to attend the meeting.

    Notes:

    a. If you are not sure of the name of a calendar or calendar group, press F4 (List) with the cursor in the *Invitee Calendars* prompt. A list of calendars appears. From this list you can select one or more calendars.

    b. Instead of typing in multiple calendar names, you can select a distribution list of people you want to invite. Press F4 with the cursor in the *Invitee Calendars* 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.

    c. 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.

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

    e. For more information about using the system distribution directory, distribution lists, and nicknames, see Chapter 7, “Using Directories and Distribution Lists.”

    You may want to check for free times available on the calendars of other users. For more information about finding free time, see “Finding Free Time” on page 2-41.

13. Press the Enter key.
14. The calendar name and status for each invitee calendar appears at the bottom of the display. The *Conflict Status* column shows anyone having a conflict with the scheduled time.
15. If you want to add another calendar, calendar group, or a distribution list, type the name of it in the *Invitee Calendars* column. Press the Enter key. (If you add more invitees, you may need to find free times available on the calendars of those invitees. For more information about finding free time, see “Finding Free Time” on page 2-41.)

16. Press the Enter key again to schedule the meeting on the specified calendars.
17. The meeting is scheduled and the status of the meeting is displayed. A message on the message line of your display confirms the added meeting.

    If you are not authorized to the calendar of an invitee, or an invitee is a remote user, a meeting notice is sent to that user if the mail function is installed on that user's system. If the mail function is not installed, the local users whose calendars you are not authorized to are not allowed on the invitee list because they cannot receive the meeting notice.

    Note: The exception to this is if the invitee has specified that all meeting notices will be automatically processed. In this case the user is allowed on the invitee list and the meeting entry is added to the user's calendar. For more information about automatically processing meeting notices, see "Creating a Calendar" on page 2-11.
18. Press ENTER to add the new Meeting to your Calendar.

    If the time of the scheduled Meeting conflicts with an existing meeting, a warning message is issued.
19. If you need to schedule another meeting, on the Daily or Weekly Calendar display, type **AM** (Add a Meeting) for the *Function* prompt and press the Enter key. The Add Meeting display appears and you can type information for another meeting.

    If you need to add multiple occurrences of a meeting, go to "Scheduling Multiple Occurrences of a Meeting" on page 2-44.
20. Press F3 (Exit) to return to the main calendar display.

Finding Free Time

You can find the times when the invitees that you added to the *Invitee Calendars* column on the Add Meeting or Change Meeting display are available for a meeting by doing the following:

1. On the Add Meeting or Change Meeting display, press F15 (Find free time).
2. The Find Free Time display appears.

```
                              Find Free Time

Type choices, press Enter.

  Earliest date . . . . . .   10/17/89     MM/DD/YY

  Latest date . . . . . . .   10/17/89     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
```

3. For the *Earliest date* prompt, type the earliest date you want to hold the meeting.
4. For the *Latest date* prompt, type the latest date you want to hold the meeting.
5. For the *Earliest time* prompt, type the earliest time of a day you want the meeting to start.
6. For the *Latest time* prompt, type the latest time of a day you want the meeting to end.
7. For the *Duration* prompt, type how long you expect the meeting to last.
8. Press the Enter key.
9. The Select Free Time display appears showing available periods of free time at the bottom of the display. If no free time is available, a message stating so is shown in the list area of the display.

```
                              Select Free Time

Earliest date . . . . . :   10/18/89
Latest date . . . . . . :   10/20/89
Earliest time . . . . . :    8:00a
Latest time . . . . . . :    2:00p
Duration  . . . . . . . :    1:00

Type option, press Enter.
  1=Select

Opt     From        To          Date          Day
 _       9:00a      11:30a      10/19/89      Thursday
 _       1:00p       2:00p      10/19/89      Thursday
 _       8:00a      10:00a      10/20/89      Friday
 _       1:00p       2:00p      10/20/89      Friday



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

10. Move the cursor down to the time period you want to select for the meeting and in the *Opt* prompt, type a **1** (Select). Press the Enter key. The time period you selected appears for the *From* and *To* prompts on the Add Meeting display or Change Meeting display.
11. Press the Enter key to schedule the meeting. The main calendar display appears.
12. Press F3 (Exit) to return to the OfficeVision/400 menu.

Finding a Place

You can find an available meeting place by finding the available times on calendars that represent a meeting place, such as a conference room. To find an available meeting place, do the following:

1. On the Add Meeting or Change Meeting display, press F13 (Find place).

   The Find Place display appears.

```
                                   Find Place

 Type choices, press Enter.

   Earliest date . . . . . .   10/17/89      MM/DD/YY
   Latest date . . . . . . .   10/17/89      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
 __________________________
 __________________________
```

2. For the *Earliest date* prompt, type the earliest date you want to hold the meeting.
3. For the *Latest date* prompt, type the latest date you want to hold the meeting.
4. For the *Earliest time* prompt, type the earliest time of a day you want to hold the meeting.
5. For the *Latest time* prompt, type the latest time of a day you want to end the meeting.
6. For the *Duration* prompt, type how long you expect the meeting to last.
7. For the *Calendars* prompt, type the name of the calendars for the meeting locations where you want to hold the meeting.
8. Press the Enter key.
9. The Select Place display appears showing available meeting locations at the bottom of the display. If no meeting location is available, a message stating so is shown in the list area of the display.

```
                           Select Place

Earliest date . . . . . :   10/18/89
Latest date . . . . . . :   10/20/89
Earliest time . . . . . :    8:00a
Latest time . . . . . . :    2:00p
Duration  . . . . . . . :    1:00

Type option, press Enter.
  1=Select

Opt  From    To      Date      Place
 _    9:00a  11:30a  10/19/89  Conference Room 10
 _    1:00p   2:00p  10/19/89  Conference Room 12
```

10. Move the cursor to the meeting location you want and type a **1** (Select time slot) in the *Opt* prompt. Press the Enter key. The meeting location you selected appears for the *Place* prompt on the Add Meeting display or Change Meeting display.
11. Press the Enter key to schedule the meeting. The main calendar display appears.
12. Press F3 (Exit) to return to the OfficeVision/400 menu.

Scheduling Multiple Occurrences of a Meeting

To add multiple occurrences of a meeting to your calendar, do the following:

1. On the Daily, Weekly, Monthly, Group, Composite, or Six Month Calendar display, press F6 (Add item). When the Add Item display appears on the bottom half of the display, type a **2** (Meeting) for the *Type of item* prompt and a **Y** (Yes) for the *Multiple items* prompt. Press the Enter key.

   Note: You also can do this function on the Daily, Weekly, Monthly, Group, Composite, or Six Month Calendar display by typing **AMM** (Add a Meeting with Multiple occurrences) for the *Function* prompt and pressing the Enter key.

2. The Add Multiple Meetings display appears.

```
                         Add Multiple Meetings

Type choices, press Enter.

  Requester  . . . .   HANSON ROCH     E G Hanson
  Date/day . . . . .   10/17/89           MM/DD/YY
  From/To  . . . . .    8:00a   9:00a     hh:mmA, hh:mmP...
  Subject  . . . . .   ________________________________________
  Place  . . . . . .   ________________________________________
  Purpose  . . . . .   ________________________________________
  Sequence . . . . .   _                  1=Daily, 2=Weekly
                                          3=Every other week
                                          4=Monthly, same date
                                          5=Monthly, same relative
                                            day and week
                                          6=Individual dates and times

                                                                Bottom
F3=Exit   F4=Prompt   F5=Refresh   F9=Six month calendar  F12=Cancel
F14=Extended entry    F19=Display messages
```

3. For the *Requester* prompt, type the user ID and address of the person who is requesting the multiple occurrences of the meeting.

4. For the *Date/day* prompt, type the date or day of the first occurrence of the meeting. If you type a day, type **MON**, **TUE**, **WED**, **THU**, **FRI**, **SAT**, or **SUN**. When you type a day and the date of that day is shown on the calendar, then that date is the date on which the first occurrence of the meeting is scheduled. If the day is not shown, then the first occurrence of the meeting is scheduled on the next occurrence of that day. If you type a date, type the date in the format shown for the *Date/day* prompt.

5. For the *From* and *To* prompts, type the starting and ending times of the first occurrence of the meeting.

6. For the *Subject* prompt, type the subject of the meeting.

7. For the *Place* prompt, type the location of the meeting.

8. For the *Purpose* prompt, type the purpose of the meeting. If you need more lines to type the purpose, press F14 (Extended entry). The Extended Entry for Meetings display appears. On this display are more lines to type the remaining purpose.

   Note: On the Extended Entry for Meetings display, you may also want to complete the *Status* and *Security* prompts as shown on the display.

   Press the Enter key if you typed information on the Extended Entry for Meetings display.

9. For the *Sequence* prompt, type an option number **1** through **6** that best describes how often the meeting is to occur and press the Enter key. If you selected option 1 through 5, the Set End Date window appears. If you selected option 6, the Set Dates and Times window appears. The following display assumes you chose option 1 (Daily) for the *Sequence* prompt:

```
                              Add Multiple Meetings

 Type choices, press Enter.
   Requester  . . . . . .  HANSON ROCH
   Date/day . . . . . . .   10/16/89        MM/DD/YY
   From/To  . . . . . . .    8:00a  9:00a   hh:mmA, hh:mmP
   Subject  . .  ..........................................................
   Place  . . .  :                  Set End Date                          :
   Purpose  . .  :                                                        :
   Sequence . .  :  Type choices, press Enter.                            :
                 :                                                        :
                 :    End date  . . . . . . . .  10/16/89    MM/DD/YY     :
                 :    Days to skip  . . . . . .  _ _ _ _ _   1=Monday     :
                 :                                           2=Tuesday    :
                 :                                           3=Wednesday  :
                 :                                           4=Thursday   :
                 :                                           5=Friday     :
                 :                                           6=Saturday   :
                 :                                           7=Sunday     :
                 :                                                        :
 F3=Exit     F4= :   F5=Refresh   F12=Cancel                              :
 F14=Extended    :                                                        :
                 :........................................................:
```

10. For the *End date* prompt, type the last date of the multiple meeting if you typed an option number 1 through 5 for the *Sequence* prompt.

11. For the *Days to skip* prompt, type the option numbers (**1** through **7**) of the days you want to skip scheduling a meeting that might fall on a holiday or weekend.

This prompt appears only if you choose option 1 (Daily) in the *Sequence* prompt.

12. If you typed option 6 (Individual dates and times) for the *Sequence* prompt, fill in the *Date*, *From*, and *To* prompts for each occurrence of the meeting in the Set Dates and Times window. If you need more spaces to type this information, press the Page Down key.

13. If you typed a 5 (Monthly, same relative day and week) for the *Sequence* prompt, and a date in the time period is in the fourth week of a month, the *Week of month* prompt appears after the *End date* prompt. For the *Week of month* prompt, type when you want to schedule the occurrence for that period of time; a **1** (Fourth) for the fourth week of the month or a **2** (Last) for the last week of the month.

14. Press the Enter key.

15. The Confirm Schedule of Multiple Items display appears. This display shows the dates and times of the occurrences to be added to the calendar.

```
                         Confirm Schedule of Multiple Items

Requester. . . . . . . : HANSON ROCH
Subject  . . . . . . . :   Review paper supply bids
Type . . . . . . . . . :   Meeting

Press Enter to confirm your choices to schedule multiple items.
Press F12 to return and not schedule items.

Date         Day            From    To
10/16/89     Monday          8:00a   9:00a
10/23/89     Monday          2:00p   3:00p
10/30/89     Monday         10:00a  11:00a







                                                                      Bottom
F9=Six month calendar   F12=Cancel   F19=Display messages
```

16. If the dates or times are not when you want the occurrences scheduled for, press F12 (Cancel) to return to the Add Multiple Meetings display, where you can change the information about the occurrences. If you want to schedule the occurrences as shown on the Confirm Schedule of Multiple Items display, press the Enter key.

    The Add Multiple Meetings display appears.

```
                              Add Multiple Meetings

Requester. . . . . . . : HANSON     ROCH
Date . . . . . . . . . :
From/To  . . . . . . . :

Type choices, press Enter.
  Subject  . . . . . . .   _____________________________________
  Place  . . . . . . . .   _____________________________________
  Purpose  . . . . . . .   _____________________________________
  Status . . . . . . . .   1              1=Tentative, 2=Confirmed
  Security . . . . . . .   1              1=Unclassified, 2=Confidential
                                          3=Personal

Invitee Calendars             Conflict Status

____________________________
____________________________
____________________________
____________________________
____________________________
                                                                More...
F3=Exit   F4=Prompt   F5=Refresh   F9=Six month calendar   F11=Display text
F12=Cancel   F14=Extended entry    F19=Display messages
```

17. Under the *Invitee Calendars* column, type the user IDs for the people who are to attend the occurrences of the meeting.

18. Press the Enter key to add the multiple occurrences of the meeting to the calendars.

19. Press ENTER to add the new Meeting to your Calendar.

    If the time of the first meeting with multiple occurrences conflicts with an existing meeting, a warning message is issued.

    If the times of subsequent meetings conflict, you will not be notified of the conflicts and the meetings will be added to your Calendar.

20. Press F3 (Exit) to return to the OfficeVision/400 menu.

Changing a Meeting

Sometimes it is necessary to change information about a scheduled meeting. For example, you may need to change the time, place, or have additional people attend.

To change a meeting, you must be the person who requested or scheduled it, or be authorized to change the meeting.

Note: If you are the requester of the meeting and the scheduler is a user on a remote system, you cannot change the meeting.

If you have a meeting entry on your calendar, (or on a calendar that you have at least Use authority to) for the meeting that you want to change, do the following to change the meeting:

Note: You must have the appropriate calendar authority to change meetings with the Change Item function from the calendar display. Meeting authority alone does not allow you to change meetings from the calendar display. Figure 2-2 on page 2-50 shows the results you get when you use F10 (Change Item) to change a meeting for the combinations of meeting and calendar authorities.

1. On the Daily, Weekly, or Monthly Calendar display, move the cursor to the meeting you want to change and press F10 (Change item).

   The Change Meeting Entry display appears.

```
                              Change Meeting Entry

 Meeting Information
   Requester  . . . . : HANSON  ROCH
   Date      . . . . . :     10/27/89            MM/DD/YY
   From/To  . . . . . :      9:00a 10:00a        hh:mmA, hh:mmP
   Subject  . . . . . :     Status meeting
   Place  . . . . . . :     Conference room
   Purpose  . . . . . :     To discuss status review
   Status . . . . . . :     Tentative

 Type choices, press Enter or F10.
   Calendar . . . . . . .  HANSCAL HANSON ROCH                       F4 for list
   Invitee status . . . .  1                    1=Unknown, 2=Attending
                                                3=Not attending
                                                4=Sending alternate
   Security . . . . . . .  1                    1=Unclassified, 2=Confidential
                                                3=Personal
   Message  . . . . . . .  Y  10/27/89      7:45a
   Comments . . . . . . .  _____________________________________________

   F3=Exit    F4=Prompt    F5=Refresh    F10=Change all occurrences
   F11=Change meeting      F12=Cancel    F14=Extended entry   F24=More keys
```

   Note: The meeting entry on the Change Meeting Entry display shows the calendar on which the meeting is scheduled, your invitee status for the meeting, the security of the meeting, when a reminder message (if any) will be sent to you about the meeting, and any personal comments you entered about the meeting. For information about changing any of these prompts for the meeting entry, see "Changing a Meeting Entry" on page 2-92.

2. To change the meeting associated with the meeting entry on the display, press F11 (Change meeting). The Change Meeting display appears.

   Note: If F11 (Change meeting) does not appear in the list of available function keys at the bottom of the Change Meeting Entry display, you are not the requester or scheduler of the meeting, or you are not authorized to change it.

```
                        Change Meeting

Type choices, press Enter or F10.
  Requester . . . . HANSON    ROCH
  Date/day  . . . .   11/06/89              MM/DD/YY
  From/To  . . . . .   8:30a 10:00a         hh:mmA, hh:mmP
  Subject  . . . . .  Department meeting________________________
  Place  . . . . . .  __________________________________________
  Purpose. . . . . .  __________________________________________
  Status . . . . . .  1                      1=Tentative, 2=Confirmed
                                             3=Postponed, 4=Canceled
  Security . . . . .  1                      1=Unclassified, 2=Confidential
                                             3=Personal

Invitee Calendars              Conflict Status
BARRYCAL JOHNSON ROCH
DEPTCAL  SMITH   ROCH
____________________________
____________________________
____________________________
                                                                More...
F3=Exit   F4=Prompt          F5=Refresh   F10=Change all occurrences
F11=Display Invitee status  F12=Cancel   F13=Find place   F24=More keys
Multiple occurrences exist.
```

Note: If your meeting has multiple occurrences, then the message `Multiple occurrences exist` appears at the bottom of your display. For more information on changing multiple occurrences of a meeting, see "Changing Multiple Occurrences of a Meeting" on page 2-94.

3. The prompts on this display are the same as the prompts on the Add Meeting display. Change the information for the prompts as necessary and press the Enter key. If you need information about a prompt, see "Scheduling a Meeting" on page 2-37.

Sometimes you do not have a meeting entry on your calendar for the meeting that you want to change. For example, if you are a department secretary, you might schedule meetings requested by many of the people in your department without being one of the invitees for the meeting. To change a meeting if you do not have a meeting entry on your calendar, do the following:

1. On the Daily, Weekly, Monthly, or Six Month Calendar display, press F13 (More tasks). The More Calendar Tasks display appears.

   Note: You also can do this function on the Daily, Weekly, Monthly, Group, Composite, or Six Month Calendar display by typing **WM** (Work with Meetings) for the *Function* prompt and pressing the Enter key.

2. For the *Selection* prompt, type a **7** (Work with Meetings). Press the Enter key.

3. The Work with Meetings display appears showing the meetings you have requested or scheduled.

   Note: To work with other meetings that you are authorized to, type the scheduler's user ID in the *Meetings for* prompt and press ENTER.

```
                              Work with Meetings

 Meetings for . . . . . .   HANSON   ROCH       User ID/Address
                                                F4 for list

  Type option, press Enter.
    2=Change  4=Remove    5=Display details


  Opt  Date        From     To       Subject
   _   10/18/89     1:00p    2:00p   All employees meeting
   _   10/20/89     8:00a    9:00a   Review paper supply bids
   _   10/23/89     2:00p    3:00p   Review paper supply bids
   _   10/24/89    10:00a   11:00a   Review paper supply bids
   _   11/06/89     8:30a   10:00a   Department meeting





                                                                    Bottom
 F3=Exit   F4=Prompt   F5=Refresh   F12=Cancel   F14=Change meeting authority
 F15=Start with earliest date       F17=Position to   F24=More keys
```

4. Move the cursor to the meeting you want to change and type a **2** (Change) in the *Opt* column.

   Note: Instead of paging through a list of meetings to get to the meeting you want to change, you can press F17 (Position to) and type a date for the *Position to* prompt.

5. Press the Enter key. The Change Meeting display appears. Change the information about the meeting on the Change Meeting display as described in this section.

Figure 2-2. Results of the Calendar Change Item Function. This table shows the results of the calendar Change Item function for the combinations of Meeting and Calendar Authorities.

Authority to Meetings	**Calendar Authority = Times**	**Calendar Authority = Use**	**Calendar Authority = Add Item**	**Calendar Authority = Change Item**
No	"User not authorized to item" message is issued.	"User not authorized to item" message is issued.	"User not authorized to item" message is issued.	Items can be changed with F10 (Change Item) and viewed with F11 (Display Meeting).
Yes *or* Requestor *or* SECADM	"User not authorized to item" message is issued.	"Not authorized to meeting entry. Meeting can be processed" message is issued.	"Not authorized to meeting entry. Meeting can be processed" message is issued.	Items can be changed with F10 (Change Item) and with F11 (Change Meeting).
Scheduler	"User not authorized to item" message is issued.	"Not authorized to meeting entry. Meeting can be processed" message is issued.	Items can be changed with F10 (Change Item) and with F11 (Change Meeting).	Items can be changed with F10 (Change Item) and with F11 (Change Meeting).

Note: If a user has authority to the Change Meeting Entry or Change Meeting displays, messages are issued stating the effect of changes upon multiple meetings.

Note: When you attempt to change all occurrences of an item, the message, "Some items will not be processed" is issued if you are not authorized to the security level of an occurrence of a meeting.

Removing a Meeting

Sometimes you may need to remove a meeting. To remove a meeting, you must be the person who requested or scheduled it, or you must have meeting authority.

Note: If you are the requester of the meeting and the scheduler is a user on a remote system, you cannot remove the meeting.

To remove a meeting, do the following:

1. On the Daily, Weekly, Monthly, or Six Month Calendar display, press F13 (More tasks). The More Calendar Tasks display appears.

   Note: You also can do this function on the main calendar display by moving the cursor to the meeting you want to remove and pressing F16 (Remove item), or by typing the item number of the meeting for the *Function* prompt and pressing F16 (Remove item).

2. For the *Selection* prompt, type a 7 (Work with Meetings). Press the Enter key.
3. The Work with Meetings display appears showing the meetings you requested, scheduled, or have been given authority to.

```
                          Work with Meetings

Meetings for . . . . . .   HANSON    ROCH      User ID/Address
                                               F4 for list

 Type option, press Enter.
   2=Change  4=Remove    5=Display details

 Opt  Date        From     To      Subject
  _   10/18/89     1:00p   2:00p  All employees meeting
  _   10/20/89     8:00a   9:00a  Review paper supply bids
  _   10/23/89     2:00p   3:00p  Review paper supply bids
  _   10/24/89    10:00a  11:00a  Review paper supply bids
  _   11/06/89     8:30a  10:00a  Department meeting




                                                                    Bottom
F3=Exit   F4=Prompt   F5=Refresh   F12=Cancel   F14=Change meeting authority
F15=Start with earliest date       F17=Position to   F24=More keys
```

4. On the Work with Meetings display, move the cursor to the meeting you want to remove and type a **4** (Remove) in the *Opt* column.
5. Press the Enter key. The Confirm Remove of Meetings display appears.

```
                          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   11/06/88      8:30a 10:00a  Department meeting











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

If you are removing the wrong meeting, press F12 (Cancel) to return to the Work with Meetings display, where you can change your choice. If you still want to remove the meeting, press the Enter key. The meeting is removed and the Work with Meetings display appears.

6. When the meeting is removed, the meeting entries on the invitee calendars might also be removed automatically. Whether the meeting entries are removed automatically depends on the following:
   - Whether you are authorized to the invitee's calendar
   - Whether the invitee has added comments to the meeting entry
   - Whether the invitee specified to automatically process meeting notices for the calendar

Figure 2-3 on page 2-53 shows when meeting entries are removed from invitee calendars when you remove a meeting.

Figure 2-3. When Meeting Entries Are Removed From Invitee Calendars

Scheduler or Requester	Automatically Process Option for Calendar	Meeting Entry With Comments	Meeting Entry Without Comments
Authorized to calendar	Always	Yes	Yes
	Scheduler authorized	No	Yes
	Never	No	Yes
Not authorized to calendar	Always	Yes	Yes
	Scheduler authorized	N/A	N/A
	Never	No	No

Note: If the meeting entry is not removed, a meeting notice is sent to the invitee and placed in the invitee's mail log.

7. Press F3 (Exit) to return to the main calendar display.

Note: You must have the appropriate calendar authority to remove meetings with the Remove Item function from the calendar display. Meeting authority alone does not allow you to remove meetings from the calendar display. Figure 2-4 shows the results you get when you use F16 (Remove Item) to remove a meeting for the combinations of meeting and calendar authorities.

Figure 2-4. Results of the Calendar Remove Item Function. This table shows the results of the calendar Remove Item function for the combinations of Meeting and Calendar Authorities.

Authority to Meetings	Calendar Authority = Times	Calendar Authority = Use	Calendar Authority = Add Item	Calendar Authority = Change Item
No	"User not authorized to item" message is issued.	"User not authorized to item" message is issued.	"User not authorized to item" message is issued.	Items can be removed with F16 (Remove Item). F11 (Display Meeting) is not available.
Yes *or* Requestor *or* SECADM	"User not authorized to item" message is issued.	"Not authorized to meeting entry. Meeting can be processed" message is issued.	"Not authorized to meeting entry. Meeting can be processed" message is issued.	Items can be removed with F16 (Remove Item) and with F11 (Remove Meeting).
Scheduler	"User not authorized to item" message is issued.	"Not authorized to meeting entry. Meeting can be processed" message is issued.	Items can be removed with F16 (Remove Item) and with F11 (Remove Meeting).	Items can be removed with F16 (Remove Item) and with F11 (Remove Meeting).

Note: When you attempt to remove all occurrences of an item, the message, "Some items will not be processed" is issued if you are not authorized to the security level of an occurrence of a meeting.

Working with Meeting Notices

When someone schedules a meeting, a meeting entry is created on your calendar if you are an invitee to that meeting. In some cases, however, the scheduler cannot add meeting entries to your calendar. For example, another user cannot add meeting entries to your calendar if:

- You are not on the same system as the scheduler of the meeting (the scheduler is a remote user).
- The user who scheduled the meeting does not have at least *add item* authority to your calendar. (For more information about authorizing another user to your calendar, see "Changing User Authority to a Calendar" on page 2-19.)

If another user cannot add a meeting entry directly on your calendar, a meeting notice is sent to your mail log. A meeting notice is a document that contains information about the meeting. When you receive a meeting notice, you can view it and process it to add the meeting entry to your calendar.

Note: If the mail function is not installed on your system, you do not receive meeting notices.

Receiving Meeting Notices

A meeting notice is sent to you if one of the following is true:

- The scheduler or requester of the meeting is on a remote system.
- The scheduler or requester is not authorized to your calendar.
- The scheduler or requester is authorized to your calendar but a meeting entry for the meeting does not exist on your calendar. For example, if a meeting entry was scheduled on your calendar but you removed it (you decided not to attend) and the scheduler or requester changes the meeting, you are sent an updated meeting notice to inform you of the change even though the scheduler or requester is authorized to your calendar.

Note: Whether the meeting notice is placed in your mail log depends on if you specified to automatically process meeting notices on your calendar. For more information about automatically processing meeting notices on your calendar, see "Processing Meeting Notices Automatically" on page 2-55.

Figure 2-5 shows when meeting notices are sent to you for the various meeting scheduling functions when the scheduler or requester is a remote user, a local user who is not authorized to your calendar, or a local authorized user when a meeting entry is not on your calendar.

Figure 2-5. When Meeting Notices Are Sent

Scheduling Function	Remote Scheduler or Requester	Local Scheduler or Requester (not authorized)[1]	Local Scheduler or Requester (authorized, no meeting entry)[1]
Add meeting	Yes	Yes	No
Add meeting (past date)	Yes	Yes	No
Change meeting (change information)	Yes	Yes	Yes
Change meeting (add invitees)[2]	Yes	Yes	No
Change meeting (past date)	Yes	Yes	Yes
Remove meeting	Yes	Yes	No
Remove meeting (past date)[3]	No	No	No

Notes:

1. If another local user is the manager of your calendar and has at least *add item* authority to your calendar, that user receives the meeting notice. Otherwise you (the calendar owner) receive the meeting notice.
2. If the scheduler or requester changes a meeting by adding invitees (but does not change the meeting information), meeting notices are sent only to the added invitees.
3. When the scheduler or requester removes a meeting, meeting notices are not sent for meetings that are prior to the current date.

If you do not want to manually process meeting notices from a specific remote user, you can authorize the user to your calendar. If you type a **2** (Scheduler authorized) for the *Automatically process* prompt on the Create Calendar display or the Change Calendar display, meeting notices from authorized remote users are automatically applied to your calendar and do not appear in your mail log. For more information about authorizing another user to your calendar, see "Changing User Authority to a Calendar" on page 2-19.

Processing Meeting Notices Automatically

When you receive a meeting notice, it is placed in your mail log unless you specify to have meeting notices processed automatically. For each calendar that you own, you can specify if you want meeting notices to be processed and the meeting entries created on your calendar automatically. You can specify that meeting notices are:

- Never processed automatically
- Processed automatically only when the meeting scheduler is authorized to your calendar
- Processed automatically all of the time

If you choose to automatically process meeting notices all of the time, you do not receive a meeting notice in your mail log and the meeting entry is added to your calendar even if the user who scheduled the meeting is a remote user or is not authorized to your calendar.

If you choose not to have meeting notices processed automatically, you must process each meeting notice you receive to individually add the meeting entries to your calendar.

Note: If the mail function is not installed on your system, you do not receive meeting notices. If you specify that you want meeting notices always processed automatically on your calendar, any meeting notices you would have received if the mail function were installed on your system are automatically applied to your calendar instead. However, if you specify that you do not want to have meeting notices processed automatically and the mail function is not installed on your system, someone who is not authorized to your calendar cannot send you a meeting notice, and will have to notify you of the meeting by other means.

For more information about setting up your calendar to automatically process meeting notices, see "Creating a Calendar" on page 2-11 or "Changing a Calendar" on page 2-15.

Processing a Meeting Notice

Meeting notices contain information about meetings scheduled by users who cannot directly add items to your calendar. To apply the meeting notice to your calendar you must process the meeting notice, either automatically or manually. For information about automatically processing meeting notices, see "Processing Meeting Notices Automatically" on page 2-55.

Meeting notices can either be mail items or filed documents. However, if the mail function is not installed on your system, you do not receive meeting notices as mail items.

To process a meeting notice that is a mail item, do the following:

1. On the OfficeVision/400 menu, type option **2** (Mail) and press the Enter key. The Work with Mail display appears.

```
                              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-------                                  Date
  Opt  Status    User ID   Address   Description                     Received
  __   NEW       SJONES    ROCH      Budget Meeting                  04/21/93
  __   NEW       JOHNSON   ROCH      Sched Meeting                   04/21/93
  __   NEW       PETERSON  ROCH      Dept Meeting                    04/20/93




                                                                   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. Move the cursor to the meeting notice you want to process and type option **5** (View). The meeting notice document appears on your display.

```
View Mail           |                          |    |    |              |Pg 1
EC4T511918,*INTDOC                             |Typestyle 86 (12p)      |Ln 1
<..:....2....:....3....:....4....:....5....:....6....:....7....:....8....:...>
                              Add Meeting Notice                04/20/88  4:30p

Subject  . . . . . . . :   Department Meeting
Place  . . . . . . . . :   Department Conference Room
Requester  . . . . . . :   PETERSON ROCH  R. N. Peterson
Status . . . . . . . . :   Tentative
Security . . . . . . . :   Unclassified

Dates/times  . . . . . :   04/21/88  3:00p -  4:30p  Thursday
                           04/28/88  2:00p -  4:00p  Thursday
                           05/05/88  2:00p -  4:00p  Thursday

Purpose  . . . . . . . :   Provide forum for airing department concerns;
                           make sure everyone knows what the department
                           objective over the next few weeks are.

F3=Exit         F8=Reset              F12=Cancel          F16=File remote
F5=Goto         F9=Process notice     F13=Edit options    F19=Print
F6=Find         F10=Forward           F14=Delete mail     F20=View calendar
F7=Window       F11=Reply             F15=File local      F21=Nondisplay keys
```

You receive an Add Meeting Notice document when another user schedules a new meeting. If the user changes an existing meeting, you receive a Change Meeting Notice document, which identifies the changed information about the meeting. If the user removes the meeting, you receive a Remove Meeting Notice document.

3. Use the Page Up and Page Down keys to view the entire meeting notice document.

4. Press F9 (Process notice). One of the following happens:

   - If the meeting scheduler or requester has changed or removed the meeting and another meeting notice with updated information has been sent to you, a message appears stating that the current meeting notice cannot be processed.

     You receive an updated meeting notice if the meeting scheduler or requester changes any of the following for the meeting:

     – Requester
     – Date
     – Time
     – Subject
     – Place
     – Purpose
     – Security
     – Meeting status

     If you have a meeting notice that cannot be processed, you can remove it from your mail log.

     Note: If you are viewing a meeting notice for a meeting with multiple occurrences, a message might appear that some of the occurrences cannot be processed. If this happens, you can still apply the original meeting notice to your calendar and meeting entries for the occurrences that can be processed are created on your calendar.

- If the meeting notice is an Add Meeting Notice document, the Add Meeting Entries window appears, showing the invitees from the meeting notice whose calendars you own or manage.

```
View Mail           |                       | | |               |Pg 1
EC4T511918,*INTDOC                          |Typestyle 86 (12p) |Ln 1
<..:....2....:....3....:....4....:....5....:....6....:....7....:....8....:...>
                             Add Meeting Notice            04/20/88  4:30p
.............................................................................
:                           Add Meeting Entries                             :
:                                                                           :
: Type changes, press Enter.                                                :
: Status:  1=Unknown   2=Attending   3=Not attending   4=Sending alternate  :
:                                                                           :
: Invitees                        Status    Text                            :
: ANDY ROCH___________________      2       Andy Stevens                    :
: ANN ROCH____________________      2       Ann Pierce                      :
: SHARON ROCH_________________      2       Sharon Williams                 :
: TOM ROCH____________________      2       Tom Christenson                 :
: ____________________________      _                                       :
: ____________________________      _                                       :
: ____________________________      _                                       :
:                                                                           :
:                                                                  More...  :
: F4=Prompt   F5=Refresh   F11=Display conflict status   F12=Cancel         :
: F19=Display messages     F20=View calendar                                :
:                                                                           :
:...........................................................................:
```

Notes:

a. You can view the conflict status of the invitees by pressing F11 (Display conflict status). The status appears in place of the *Text* column. If the invitee conflict status is showing and you want to see the text for the invitee calendars again, press F11 (Display text) again.

b. You can view the invitee calendars affected by the meeting notice by pressing F20 (View calendar). See "Viewing Invitee Calendars" on page 2-66 for more information.

The default status for each invitee is 2 (Attending). Type any necessary changes for the *Status* prompt and press the Enter key to add the meeting entries to the invitee calendars that are listed in the *Invitees* column. The Add Meeting Notices document appears.

- If the meeting notice is a Change Meeting Notice document, the Change Meeting Entries window appears.

```
View Mail           |                         |    |    |          |Pg 1
EC4T511918,*INTDOC                            |Typestyle 86 (12p)  |Ln 1
<..:....2....:....3....:....4....:....5....:....6....:....7....:....8....:...>
                            Change Meeting Notice          04/20/88  4:30p
..............................................................................
:                          Change Meeting Entries                            :
:                                                                            :
: Type changes, press Enter.                                                 :
: Status:  1=Unknown   2=Attending   3=Not attending   4=Sending alternate   :
:                                                                            :
: Invitees                          Status    Text                           :
: ANDY ROCH_______________          2       Andy Stevens                   :
: ANN ROCH________________          2       Ann Pierce                     :
: SHARON ROCH_____________          2       Sharon Williams                :
: TOM ROCH________________          2       Tom Christenson                :
: ________________________          _                                      :
: ________________________          _                                      :
: ________________________          _                                      :
: ________________________          _                                      :
:                                                                More...    :
: F4=Select      F5=Refresh              F11=Display conflict status         :
: F12=Cancel     F19=Display messages    F20=View calendar                   :
:                                                                            :
:............................................................................:
```

Use the prompts in the Change Meeting Entries window the same way you use the Add Meeting Entries window. When you press the Enter key, the Change Meeting Notice document appears.

- If the meeting notice is a Remove Meeting Notice document, the Remove Meeting Entries window appears, showing the invitee calendars from which the meeting entries will be removed.

```
View Mail           |                         |    |    |          |Pg 1
EC4T511918,*INTDOC                            |Typestyle 86 (12p)  |Ln 1
<..:....2....:....3....:....4....:....5....:....6....:....7....:....8....:...>
                            Remove Meeting Notice          04/20/88  4:30p
..............................................................................
:                          Remove Meeting Entries                            :
:                                                                            :
: Type calendars to remove entries from, press Enter.                        :
:                                                                            :
: Invitees                          Text                                     :
: ANDY ROCH_______________          Andy Stevens                             :
: ANN ROCH________________          Ann Pierce                               :
: SHARON ROCH_____________          Sharon Williams                          :
: TOM ROCH________________          Tom Christenson                          :
: ________________________                                                   :
: ________________________                                                   :
: ________________________                                                   :
: ________________________                                                   :
: ________________________                                                   :
:                                                                More...    :
: F4=Select        F4=Refresh    F12=Cancel    F19=Display messages          :
: F20=View calendar                                                          :
:                                                                            :
:............................................................................:
```

Make any necessary changes to the invitee calendar list and press the Enter key. The Confirm Remove of Meeting Entries window appears.

```
View Mail              |                        |    |    |        |Pg 1
EC4T511918,*INTDOC                              |Typestyle 86 (12p) |Ln 1
<..:....2....:....3....:....4....:....5....:....6....:....7....:....8....:...>
                            Remove Meeting Notice             04/20/88  4:30p
.............................................................................
:                     Confirm Remove of Meeting Entries                      :
:                                                                            :
: Press Enter to confirm your choice to remove meeting entries.              :
: Press F12 to return and not remove.                                        :
:                                                                            :
: Invitees                         Text                                      :
: ANDY ROCH                        Andy Stevens                              :
: ANN ROCH                         Ann Pierce                                :
: SHARON ROCH                      Sharon Williams                           :
: TOM ROCH                         Tom Christenson                           :
:                                                                            :
:                                                                            :
:                                                                            :
:                                                                            :
:                                                                            :
:                                                                     Bottom :
: F12=Cancel    F19=Display messages                                         :
:                                                                            :
:............................................................................:
```

Press the Enter key if you want to remove the meeting entries from the calendars listed. Press F12 (Cancel) if you do not want to remove the meeting entries from the calendars listed. This returns you to the Remove Meeting Entries display where you can change the invitees in the *Invitees* list.

5. From the meeting notice document display, you can file, delete, forward, print, or reply to the meeting notice.

   For more information about handling meeting notices, see "Handling Meeting Notice Documents" on page 2-62.

6. Press F3 (Exit) to return to the main calendar display.

You can process filed meeting notices by doing the following:

1. On the OfficeVision/400 menu, type option **5** (Documents and Folders) 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   F11=Change work on behalf of   F12=Cancel   F19=Display messages
```

2. On the Documents and Folders display, type option **1** (Work with documents in folders). The Work with Documents in Folders display appears.

```
                        Work with Documents in Folders

Folder . . .  MYFLR
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

 _   DEPTMTG       Department meeting                    02/10/88 EMN
 _   DIVMTG        Division meeting                      02/10/88 EMN




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

3. Move the cursor to the meeting notice you want to process and type option **5** (View). The meeting notice document appears on your display.

```
View Mail              |                       |    |    |          |Pg 1
EC4T511918,*INTDOC                             |Typestyle 86 (12p)  |Ln 1
<..:....2....:....3....:....4....:....5....:....6....:....7....:....8....:...>
                              Add Meeting Notice               04/20/88  4:30p

Subject  . . . . . . . :   Department Meeting
Place  . . . . . . . . :   Department Conference Room
Requester  . . . . . . :   PETERSON ROCH  R. N. Peterson
Status . . . . . . . . :   Tentative
Security . . . . . . . :   Unclassified
Dates/times  . . . . . :   04/21/88  3:00p -  4:30p  Thursday
                           04/28/88  2:00p -  4:00p  Thursday
                           05/05/88  2:00p -  4:00p  Thursday

Purpose  . . . . . . . :   Provide forum for airing department concerns;
                           make sure everyone knows what the department
                           objective over the next few weeks are.

F3=Exit         F7=Window              F12=Cancel        F20=View calendar
F5=Goto         F8=Reset               F13=Edit options  F21=Nondisplay keys
F6=Find         F9=Process notice      F19=Print
```

4. Press F9 (Process notice). The window corresponding to the type of meeting notice document appears. Make any necessary changes, as described in this section, and press the Enter key. The meeting notice document appears on your display again.

5. Press F3 (Exit). The Work with Documents in Folders display appears. You can work with a filed meeting notice the same way you work with any filed document, although performing certain functions on the meeting notice document changes the document type so you can no longer apply the meeting notice to your calendar. For more information about working with meeting notice documents, see "Handling Meeting Notice Documents" on page 2-62.

For more information about working with filed documents, see Chapter 6, "Handling Filed Documents."

6. Press F3 (Exit) to return to the main calendar display.

Handling Meeting Notice Documents

Meeting notices can be handled like any other type of document on your system. They have the document type EMN, and you can file, forward, and reply to meeting notices.

If you perform certain functions on a meeting notice document, the meeting notice is changed from an EMN document to a final form text document. Then you can no longer apply the meeting notice to your calendar to create a meeting entry, since only documents with the document type of EMN can be applied to your calendar.

The document type of your meeting notice changes if you do any of the following:

- Save the meeting notice after editing it
- Paginate the meeting notice
- Index the meeting notice (add it the text index)
- Check the spelling of the meeting notice (use the spell functions while editing the meeting notice)

Do not perform any of these functions if you still need to be able to apply the meeting notice to your calendar, or if you need to forward the meeting notice to other users who need to apply the meeting notice to their calendars.

Forwarding a Meeting Notice

To forward a meeting notice that is a mail item in your mail log, do the following:

1. Press F10 (Forward) on the meeting notice document display.
2. Press the Enter key. The Forward Mail display appears.

```
                                 Forward Mail

Mail description  . . . . . . :  Department Meeting

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. Fill in the *User ID* and *Address* columns for each person to whom you are forwarding the meeting notice. You also can specify a distribution list in the

Distribution list prompts. For more information on completing these prompts, see "Forwarding a Mail Item" on page 3-18.

If you want to send additional information with the meeting notice, press F9 (Attach memo slip) to attach a memo slip. For more information about memo slips, see "Attaching a Memo Slip to a Mail Item" on page 3-20.

You cannot type a note to send with the meeting notice you are forwarding because this changes the meeting notice to a non-EMN document, and the recipient cannot apply the meeting notice to the calendar.

Note: If you receive a meeting notice that has a memo slip attached, the meeting notice appears in your mail log even if you specified to automatically process meeting notices. The meeting notice is processed automatically for you, but appears in your mail log so you can see the memo slip.

If you want to change the defaults used when forwarding the meeting notice, press F13 (Change defaults). The Change Defaults display appears.

```
                              Change Defaults

Type changes, 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








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

Change defaults as necessary on this display and press the Enter key.

a. For the *Confirm delivery* prompt, type a **Y** (Yes) if you want the system to inform you that your meeting notice has been received by the person you sent it to and logged in your outgoing mail log. Type an **N** (No) if you do not.

b. For the *Log outgoing mail status* prompt, type a **Y** (Yes) if you want your meeting notice logged in your outgoing mail log. Type an **N** (No) if you do not want it in your outgoing mail log.

c. For the *Personal* prompt, type a **Y** (Yes) if your meeting notice is personal; type an **N** (No) if it is not.

d. For the *High priority* prompt, type a **Y** (Yes) if you want the system to give your meeting notice high priority. If your meeting notice is not high priority, type an **N** (No).

If you need more information about changing defaults, see "Changing Mail Item Defaults" on page 3-21.

4. Press the Enter key. The Forward Mail display appears.
5. Press F10 (Send) to forward the meeting notice. The meeting notice document appears again.
6. Press F3 (Exit) to return to the main calendar display.

Replying to a Meeting Notice

To reply to a meeting notice, do the following:

1. On the meeting notice document display, press F11 (Reply). The Reply to Mail display appears.

```
                                Reply to Mail

Mail description  . . . . . . :  Department Meeting

Type mailing information, press F6 to type note.
  Subject  . . . . . . . . . .   ______________________________________
______________
  Reference  . . . . . . . . .   ______________________________________
______________

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

----Addressees-----
User ID    Address    Description
PETERSON   ROCH       R N Peterson
________   ________
________   ________
________   ________
________   ________
                                                                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. If there are additional people you want to send the reply to, do one or both of the following:
   - Type the name of a distribution list for the *Distribution list* prompts.
   - Type the user ID and address for the additional people to whom you want to send the reply.
3. Press F6 (Type note) and type your reply. If you need more information about how to type a note, see the *Using OfficeVision/400* Word Processing* manual.
4. Press F3 (Exit/Save). The Reply to Mail display appears.
5. Press F10 (Send). The meeting notice document appears.
6. Press F3 (Exit) to return to the main calendar display.

Note: For more information on replying to a mail item, see "Replying to a Mail Item" on page 3-23.

Sending a Filed Meeting Notice to Another User

You can send a filed meeting notice to another user if the mail function is installed on your system. To send a filed meeting notice to another user, do the following:

1. On the OfficeVision/400 menu, type option **5** (Documents and Folders) and press the Enter key. The Documents and Folders display appears.

2. On the Documents and Folders display, type option **1** (Work with documents in folders). The Work with Documents in Folders display appears.

3. On the Work with Documents in Folders display, move the cursor to the meeting notice you want to forward and type option **10** (Send).

4. The Send Document display appears.

```
                              Send Document

Document description . . . . :   Department meeting
Document . . . . . . . . . . :   DEPTMTG
  Folder . . . . . . . . . . :     MYFLR


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
```

5. Fill in the *User ID* and *Address* columns for each person to whom you are sending the meeting notice.

   If you do not know the user ID and address for the user, move the cursor to the *User ID* column and press F4 (List). A list of the system distribution directory users along with the user ID and address for each user appears. From the list, select who should receive the meeting notice.

   If you are sending the meeting notice to several people, instead of typing a user ID and address for each person, you can complete the *Distribution list* prompts.

   If you do not know the name of the distribution list that you want to use, move the cursor to either part of the *Distribution list* prompt and press F4 (List). A list of available distribution lists appears. From this list, you can choose the distribution list you want, and specify who on the distribution list you want to receive the meeting notice.

   If you need more information on sending a filed document to another user, see "Sending a Local Document to Another User" on page 6-41.

6. Press F10 (Send) to send the meeting notice.

7. Press F3 (Exit).

Viewing Invitee Calendars

You can view the invitee calendars associated with the meeting notice from any of the following windows or displays:

- The meeting notice document display
- The Add Meeting Entries window
- The Change Meeting Entries window
- The Remove Meeting Entries window

Do the following:

1. Press F20 (View calendar). The specific calendar display that appears depends on:

   - The number of invitee calendars listed on the meeting notice that you manage.
   - The type of calendar that you specified as the default view type on the Change Calendar Information display.
   - Whether the meeting notice document or one of the meeting entries windows was displayed when you pressed F20 (View calendar). If the meeting notice document was displayed, the calendars you own or manage are displayed. If one of the meeting entries windows was displayed, the calendars that are in the current list on the window are displayed.

   For example, if you manage several of the invitee calendars listed on the meeting notice, a group calendar for a temporary group (composed of the affected invitee calendars) appears. A composite or six month calendar could also appear, depending on which view type you specified for the *Multiple user calendar* prompt on the Change Calendar Information display. See "Changing Your Calendar Information" on page 8-6 for more information on specifying a type of calendar to view.

   The following display shows how the Group Calendar for a temporary group (composed of the invitee calendars that you manage) might appear.

```
                                     Group Calendar
Function . . . .  _________          Calendar . . . .    *TEMP__________________
ANDY              ANN                SHARON             TOM         R
04/21/88          04/21/88           04/21/88           04/21/88
8a__________      8a__________       8a_____________    8a__________
____________      ____________       _______________    ____________
9a__________      9a__________       9:00a        E  5  9a__________
____________      ____________       IBM club_______    ____________
10:00a    E  1    10a_________       10a____________    10a_________
PERSONAL____      ____________       _______________    ____________
11a_________      11a_________       11a____________    11:00a    M  7
____________      ____________       _______________    Client Mtg.___
12n_________      12n_________       12n____________    12n_________
____________      ____________       _______________    ____________
1p__________      1:00p     E  2     1p_____________    1:00p     E  8
____________      EMN Demo____       _______________    Lunch c/ ABC
2p__________      2p        M  3     2p_____________    2p__________
____________      HAP/SPF Mtg.       _______________    ____________
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
```

Note: For more information on temporary calendar groups, see "Working with Temporary Groups" on page 2-113.

If you manage only one of the invitee calendars listed on the meeting notice, the Daily, Weekly, Monthly, or Six Month Calendar display appears, depending on which view type you specified for the *Single user calendar* on the Change Calendar Information display. For more information on changing your calendar information, see "Changing Your Calendar Information" on page 8-6.

If you specified the view type 2 on the Change Calendar Information display, for example, the following Weekly Calendar display would appear:

```
                                        Weekly Calendar
Function . . . .  _________             Calendar . . . .  HANSCAL HANSON ROCH
MON             TUE              WED             THU              FRI
04/18/88        04/19/88         04/20/88        04/21/88         04/22/88
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__________    3:00p    M 1    3p__________
____________    ____________     ____________    Dept. Mtg.__     ____________
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
```

2. Press F3 (Exit). The display or window from which you chose to view the calendar appears again.

Adding a Reminder to Your Calendar

You can add **reminders** to your calendar to remind you to do something, such as attend a class or meeting, or make an important telephone call.

Reminders do not appear on the Weekly or Monthly Calendar displays. Instead, an R indicates that day has a reminder. On the Daily Calendar display, a reminder appears with the word Remind in the *Type* column.

You can add a reminder to your calendar by doing the following:

1. On the Daily, Weekly, Monthly, Group, Composite, or Six Month Calendar display, press F6 (Add item). When the Add Item display appears on the bottom half of the display, type a **3** (Reminder) for the *Type of item* prompt and an **N** (No) for the *Multiple items* prompt. Press the Enter key.

   Note: You also can do this function on the Daily, Weekly, Monthly Group, Composite, or Six Month Calendar display by typing **AR** (Add a Reminder) for the *Function* prompt and pressing the Enter key.

2. The Add Reminder display appears on the bottom half of the display. The top half of this display cannot be scrolled.

```
                                      Weekly Calendar
Function . . . .   ________          Calendar . . . .   HANSON  HANSCAL ROCH
MON               TUE               WED                THU               FRI
10/16/89          10/17/89          10/18/89           10/19/89          10/20/89
8:00a       E 1  8a__________       8a__________       8a__________      8a__________
Coffee and       ____________       ____________       ____________      ____________
9a__________     9a__________       9a__________       9a__________      9a__________
____________     ____________       ____________       ____________      ____________
10a_________     10a_________       10a_________       10a_________      10a_________
____________     ____________       ____________       ____________      ____________
11a_________     11a_________       11a_________       11a_________      11a_________
--------------------------------------------------------------------------------------
                                      Add Reminder
Type choices, press Enter.
  Calendar . . . . . .  HANSCAL HANSON ROCH                          F4 for list
  Date/day . . . . . .   10/16/89            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
```

3. For the *Calendar* prompt, type the calendar name where the reminder is to be added if different from the name shown.

4. For the *Date/day* prompt, type the date or day of the reminder. If you type a day, type **MON**, **TUE**, **WED**, **THU**, **FRI**, **SAT**, or **SUN**. When you type a day and the date of that day is shown on the calendar, then that date is the date on which the reminder is scheduled. If the day is not shown, then the reminder is scheduled for the next occurrence of that day. If you type a date, type the date in the format shown for the *Date/day* prompt.

5. For the *Reminder* prompt, type the reminder. If you need more lines for typing the reminder, press F14 (Extended entry). The Extended Entry for Reminder display appears. On this display are additional lines for typing the remaining reminder.

6. The *Message* prompt is originally set according to the value specified for the *Automatic* prompt on the Change Calendar display. If you want to change the *Message* prompt, do one of the following:

   - If you want your display station to notify you of the reminder by sounding an alarm and showing you a message at a specified time, do one of the following:

     – If the information for the *Message* prompt shows a Y (Yes), and next to it is a date and time, change this information as described in this step.

       Note: The date and time are not shown until you press the Enter key after completing the prompts described in the previous steps. The information must be entered correctly in order for the date and time to appear.

     – If the information for the *Message* prompt shows an N (No), type a **Y** over it and press the Enter key. Two additional prompts appear next to the Y (Yes).

   This date and time is set according to the number of minutes specified for the *Lead time* prompt on the Change Calendar display for the calendar. If no reminder lead time was specified, this prompt shows the default of 15 minutes before the start of the calendar start time.

Over the date, type the date when you want the alarm to sound and the message to show (usually the same date as the reminder). When typing the date, use the same format as in the *Date/day* prompt on your display.

The second prompt shows the default of a time before the calendar start time. You can leave this time as it is, or over this time, type the time you want the alarm to sound and want to see the reminder. When typing the time, use the same format as set by the administrator. This is either a 12-hour format of xx:xx (where x represents a number) *followed* by an a, p, n, or m (for a.m., p.m., 12:00 noon, or 12:00 midnight), or a 24-hour format of xx:xx (where x represents a number) *not followed* by any letter.

If you want to see the information about the reminder when the alarm sounds, press F19 (Display messages).

Note: For the alarm to sound, the *Message notification within Office* prompt on the Change Environment Information display must be specified by a 2 (Notify) or 3 (Interrupt). For more information about this prompt, see "Changing Your Environment Information" on page 8-4.

- If you do not want your display station to notify you of the reminder, type N (No) for this prompt.

7. For the *Security* prompt, type a **1** (Unclassified) if the reminder is not confidential or personal. Type a **2** (Confidential) if the reminder is confidential. Type a **3** (Personal) if the reminder is personal.

   Note: The level of authority that someone has to each type of item was specified when the calendar was created or when the authority to it was changed. If a user was not given a specific level of authority, that user has the level of authority specified for *PUBLIC. The authority level that each user has to the calendar items is shown on the Change User Authority display. For more information about authority levels, see "Changing User Authority to a Calendar" on page 2-19.

8. Press the Enter key. Your reminder is scheduled on the requested day.

   Note: The calendar service job (QCALSRV) must be running for the reminder to be sent.

   The system assigns a reference number (01, 02, and so on) to a reminder just as it does for an event. These numbers are in numeric order and show which item it is for that day or week.

   On the Daily Calendar display, a number appears in the *Nbr* (Number) column to indicate what item this reminder is for that day, and the information in the *Type* column indicates that this is a reminder.

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. Press F22 (Display security) to display the security level of the item (Unclassified, Confidential, or Personal). When the security is displayed, press F22 (Display type) to show the type of item again.

```
                              Daily Calendar

Function . . . .  ________  Calendar . . . .  HANSCAL HANSON ROCH

Type information, press Enter to schedule.
Nbr  From    To      Text                                          Type
                     10/16/89  Monday
 1                   Call paper supplier to take advantage of a    Remind
                     discount on paper ordered today.
 2    8:00a   9:00a  Coffee and rolls in the conference room.      Event
     _____   _____   ________________________________________
                     ________________________________________
```

The reference number for an event appears on the Weekly Calendar display to the right of the time of the event. However, the reference number for the reminder does not appear on the Weekly Calendar display. Instead, an R appears next to a day that has a reminder.

```
                             Weekly Calendar
Function . . . .  ________  Calendar . . . .  HANSCAL HANSON ROCH
MON         R  TUE          WED          THU          FRI
10/16/89       10/17/89     10/18/89     10/19/89     10/20/89
8:00a     E 1  8a_________  8a_________  8a_________  8a_________
Coffee and     ___________  ___________  ___________  ___________
9a__________   9a_________  9a_________  9a_________  9a_________
____________   ___________  ___________  ___________  ___________
10a_________   10a________  10a________  10a________  10a________
____________   ___________  ___________  ___________  ___________
```

9. If you need to add another reminder to the calendar on the Daily, Weekly, or Monthly Calendar display, type **AR** (Add a Reminder) for the *Function* prompt and press the Enter key. The Add Reminder display appears on the bottom half of the display and you can type another reminder.

10. Press F3 (Exit) to return to the OfficeVision/400 menu.

Adding Multiple Reminders to Your Calendar

To add multiple reminders to your calendar, do the following:

1. On the Daily, Weekly, Monthly, Group, Composite, or Six Month Calendar display, press F6 (Add item). When the Add Item display appears on the bottom half of the display, type a **3** (Reminder) for the *Type of item* prompt and a **Y** (Yes) for the *Multiple items* prompt. Press the Enter key.

   Note: You also can do this function on the Daily, Weekly, Monthly, Group, Composite, or Six Month Calendar display by typing **ARM** (Add a Reminder with Multiple occurrences) for the *Function* prompt and pressing the Enter key.

2. The Add Multiple Reminders display appears.

```
                       Add Multiple Reminders

 Type choices, press Enter.

   Calendar . . . . . . .  HANSCAL HANSON ROCH
   Date/day . . . . . . .   10/16/89           MM/DD/YY
   Reminder . . . . . . .   ______________________________________
                            ______________________________________
   Message  . . . . . . .   N                  Y=Yes, N=No
   Security . . . . . . .   3                  1=Unclassified, 2=Confidential
                                               3=Personal
   Sequence . . . . . . .   _                  1=Daily, 2=Weekly
                                               3=Every other week
                                               4=Monthly, same date
                                               5=Monthly, same relative
                                                 day and week
                                               6=Individual dates



                                                                 Bottom
 F3=Exit   F4=Prompt     F5=Refresh   F9=Six month calendar   F12=Cancel
 F14=Extended entry      F19=Display messages
```

3. For the *Calendar* prompt, type the name of the calendar you want to schedule the multiple reminders on.

4. For the *Date/day* prompt, type the date or day of the first occurrence of the reminder. If you type a day, type **MON**, **TUE**, **WED**, **THU**, **FRI**, **SAT**, or **SUN**. When you type a day and the date of that day is shown on the calendar, then that date is the date on which the first occurrence of the reminder is scheduled. If the day is not shown, then the first occurrence of the reminder is scheduled on the next occurrence of that day. If you type a date, type the date in the format shown for the *Date/day* prompt.

5. For the *Reminder* prompt, type the reminder. If you need more lines to type the reminder, press F14 (Extended entry). The Extended Entry for Reminder display appears. On this display are more lines to type the remaining reminder.

6. The *Message* prompt is originally set according to the value specified for the *Automatic* prompt on the Change Calendar display. If you want to change the *Message* prompt, type a **Y** (Yes) if you want your display station to notify you of each occurrence by sounding an alarm and showing you a message at a specified time. If you do not want your display station to notify you of each occurrence, leave the N (No) for this prompt.

7. For the *Security* prompt, type a **1** (Unclassified) if the reminder is not confidential or personal. Type a **2** (Confidential) if the reminder is confidential. Type a **3** (Personal) if the reminder is personal.

   Note: The level of authority that someone has to each type of item was specified when the calendar was created or when the authority to it was changed. If a user was not given a specific level of authority, that user has the level of authority specified for *PUBLIC. The authority level to the calendar items that each user has is shown on the Change User Authority display. For more information about authority levels, see "Changing User Authority to a Calendar" on page 2-19.

8. For the *Sequence* prompt, type an option number **1** through **6**, as shown on the display, that describes how often the reminder is to occur.

9. Press the Enter key. If you typed an N for the *Message* prompt, go to step 11 on page 2-72.

   If you typed a Y (Yes) for the *Message* prompt, complete the two additional prompts that are now next to the Y (Yes).

   The number of minutes before the calendar start time depends on the number of minutes specified for the *Lead time* prompt on the Change Calendar display for the calendar. If no reminder lead time was specified, this prompt shows the default of 15 minutes before the calendar start time. The date is shown for the first prompt. Replace this date with the date you want the first occurrence of the alarm to sound and the date you want to see the message (usually the same date as the first occurrence). When typing the date, use the same format as in the *Date/day* prompt on your display. The date you type for this prompt also affects the date when a message appears for each of the other occurrences. For example, if the date you type for this prompt is the same date as the first occurrence, then a message for each occurrence appears on the same day as the occurrence.

   The second prompt shows the default of a time before the calendar start time. You can leave this time as it is, or over this time, type the time you want the alarm to sound and want to see the message. When typing the time, use the same format as set by the administrator. This is either a 12-hour format of xx:xx (where x represents a number) *followed* by an a, p, n, or m (for a.m., p.m., 12:00 noon, or 12:00 midnight), or a 24-hour format of xx:xx (where x represents a number) *not followed* by any letter. The time you type for this prompt also affects the time when a message appears for each of the other occurrences. For example, if the time you type for this prompt is 8:00a, then a message for each occurrence appears at 8:00 a.m. on the date of the occurrence.

   If you want to see the information about the occurrence when the alarm sounds, press F19 (Display messages).

   Note: For the alarm to sound, the *Message notification within Office* prompt on the Change Environment Information display must contain a 2 (Notify) or 3 (Interrupt). For more information about this prompt, see "Changing Your Environment Information" on page 8-4.

10. Press the Enter key again.

11. Depending on the option you selected for the *Sequence* prompt, the Set End Date or Set Dates window appears. If you chose option 1 through 5, the Set End Date window appears. If you chose option 6 (Individual dates), the Set Dates window appears. The following display assumes you chose option 6 (Individual dates) for the *Sequence* prompt:

```
                         Add Multiple Reminders

 Type choices, press Enter.

   Calendar . . . . . . .  HANSCAL HANSON ROCH
   Date/day . . . . . . .   10/16/89         MM/DD/YY
   Reminder . . . . . . .
   Message  . . . . . . .   N                Y=Yes, N=No
   Security . . . . . . .   1   ............................................
                                :                Set Dates                 :
                                :                                          :
   Sequence . . . . . . .   6   :                                          :
                                :  Type information, press Enter.          :
                                :  Date                                    :
                                :                                          :
                                :  __________                              :
                                :  __________                              :
                                :  __________                              :
                                :  __________                              :
                                :  __________                              :
                                :                                 More...  :
 F3=Exit     F4=Prompt    F5=Ref :  F5=Refresh   F12=Cancel                :
 F14=Extended entry       F19=Di :.........................................:
```

12. If you typed option 6 (Individual dates) for the *Sequence* prompt, fill in the date for each occurrence of the reminder in the *Date* prompts that appear in the Set Dates window.
13. If you typed an option number 1 through 5 for the *Sequence* prompt, type the last date of the multiple event for the *End date* prompt.
14. For the *Days to skip* prompt, type the option numbers (**1** through **7**) of the days you want to skip when scheduling a reminder that might fall on a holiday or weekend. This prompt appears only if you choose option 1 (Daily) in the *Sequence* prompt.
15. If you typed a 5 (Monthly, same relative day and week) for the *Sequence* prompt, and the date specified is in the fourth week of a month, the *Week of month* prompt appears after the *End date* prompt. For the *Week of month* prompt, type a **1** (Fourth) to schedule the item for the fourth week of the month, or a **2** (Last) to schedule the item for the last week of the month.
16. Press the Enter key.

17. The Confirm Schedule of Multiple Items display appears. This display shows the dates of the occurrences for the reminder to be added to the calendar.

```
                         Confirm Schedule of Multiple Items

Calendar . . . . . . . : HANSCAL HANSON ROCH
Reminder . . . . . . . :   Call paper supplier to take advantage of a
Type . . . . . . . . . :   Reminder

Press Enter to confirm your choices to schedule multiple items.
Press F12 to return and not schedule items.

Date        Day
10/16/89    Monday
10/30/89    Monday
11/13/89    Monday
11/27/89    Monday






                                                                    Bottom
F9=Six month calendar   F12=Cancel   F19=Display messages
```

18. If the dates are not when you want the occurrences scheduled for, press F12 (Cancel) to return to the Add Multiple Reminders display, where you can change the information about the occurrences. If you want to schedule the occurrences on the calendar as shown on the Confirm Schedule of Multiple Items display, press the Enter key. The occurrences are added to the calendar.

19. Press F3 (Exit) to return to the OfficeVision/400 menu.

Scheduling a Job

You can schedule the system to do a job (an item of work) at a certain date and time. Scheduling a job lets you run a job when you are not signed on the system or when you are signed on the system and do not want to take the time to run a job.

Notes:

1. The calendar service job (QCALSRV) must be running for the scheduled job to run. For more information about starting the calendar service job, see your administrator or the *Planning For and Setting Up OfficeVision/400** manual.

2. When a job runs, the library list used is the same as the library list specified in the job description.

3. Certain IBM-supplied user profiles are not allowed when scheduling a job. See the online help for the USER parameter on the Submit Job (SBMJOB) command for the list of profiles that are not allowed.

4. In your enrollment information, your system administrator must specify that you are allowed to schedule jobs. If you are not sure if you are allowed to schedule jobs, see "Changing Your Calendar Information" on page 8-6 or your system administrator for more information.

5. To schedule a job, you must be authorized to:
   - Schedule the job from a menu command line (not a limited user)
   - Use the job description that you type
   - Use the command that you type

To schedule a job, do the following:

1. On the Daily, Weekly, Monthly, Group, Composite, or Six Month Calendar display, press F6 (Add item). When the Add Item display appears on the bottom half of the display, type a **4** (Job) for the *Type of item* prompt and an **N** (No) for the *Multiple items* prompt. Press the Enter key.

   Note: You also can do this function on the Daily, Weekly, Monthly Group, Composite, or Six Month Calendar display by typing **AJ** (Add a job) for the *Function* prompt and pressing the Enter key.

2. The Add Job display appears on the bottom half of the display. The top half of this display cannot be scrolled.

```
                                   Add Job
Type choices, press Enter.
  Calendar . . . . . .  HANSCAL HANSON ROCH                     F4 for list
  Date/day . . . . . .   10/16/89           MM/DD/YY
  Time . . . . . . . .    8:00a             hh:mmA, hh:mmP
  Job description  . .   PAYROLJOBD         Name
    Library  . . . . .     PAYROLLIB        Name
  Command  . . . . . .   PAYROLL
 ______________________________________________________________

F3=Exit     F4=Prompt     F12=Cancel     F24=More keys
```

3. For the *Calendar* prompt, type the calendar name where the job is to be scheduled if different from the name shown. Only a single calendar name is allowed.

4. For the *Date/day* prompt, type the date or day when you want the job to run. If you type a day, type **MON**, **TUE**, **WED**, **THU**, **FRI**, **SAT**, or **SUN**. When you type a day and the date of that day is shown on the calendar, then that date is the date on which the job is scheduled. If the day is not shown, then the job is scheduled for the next occurrence of that day. If you type a date, type the date in the format shown for the *Date/day* prompt.

5. For the *Time* prompt, type the time you want the job to run. When typing the time, use the same format as set by the administrator. This is either a 12-hour format of xx:xx (where x represents a number) *followed* by an `a`, `p`, `n`, or `m` (for a.m., p.m., 12:00 noon, or 12:00 midnight), or a 24-hour format of xx:xx (where x represents a number) *not followed* by any letter.

6. The *Job description* prompt contains information to run the job.

7. The *Library* prompt contains the name of the library where the job description is located.

8. For the *Command* prompt, type the control language (CL) command for the job. If you are not sure what to type for this prompt, place the cursor in this prompt and press F4 (Prompt). A list of major command groups appears. If you know the name of the command, but are not sure of the parameters, type the command name and press F4 (Prompt) to see the parameters. The *CL Reference* manual contains information about CL commands. If you need more space to type the command, press F14 (Extended entry). The Extended Entry

for Jobs display appears and you can type the remaining command. You also can change the *Text* and *Security* prompts on this display.

9. Press the Enter key to schedule the job. On the Daily Calendar display, a number appears in the *Nbr* (Number) column to indicate what calendar item this is for the day and the word Job appears in the *Type* column to indicate that this is a job. On the Weekly Calendar display, a J appears in the time period when the job is to run indicating this is a job. Also, greater-than signs (>) appear in the time period for the job to indicate this is the most recently added calendar item. A number (1, 2, 3, and so on) indicates what calendar item it is for the week.

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

10. If you need to schedule another job on the Daily, Weekly, Monthly, Group, Composite, or Six Month Calendar display, type **AJ** (Add a Job) for the *Function* prompt and press the Enter key. The Add Job display appears on the bottom half of the display and you can type information for another job.

11. Press F3 (Exit) to return to the OfficeVision/400 menu.

Scheduling Multiple Occurrences of a Job

You can add multiple occurrences of a job to your calendar.

Notes:

1. The calendar services job (QCALSRV) must be running for the scheduled jobs to run. For more information about starting the calendar service job, see your administrator or the *Planning For and Setting Up OfficeVision/400** manual.

2. When a job runs, the library list used is the same as the library list specified in the job description.

3. Certain IBM-supplied user profiles are not allowed when scheduling a job. See the online help information for the USER parameter on the Submit Job (SBMJOB) command for the list of profiles that are not allowed.

4. In your enrollment information, your system administrator must specify that you are allowed to schedule jobs. If you are not sure if you are allowed to schedule jobs, see "Changing Your Calendar Information" on page 8-6 or your system administrator for more information.

5. To schedule a job, you must be authorized to:

   - Schedule the job from a menu command line (not a limited user)
   - Use the job description that you type
   - Use the command that you type

To schedule multiple occurrences of a job, do the following:

1. On the Daily, Weekly, Monthly, Group, Composite, or Six Month Calendar display, press F6 (Add item). When the Add Item display appears on the

bottom half of the display, type a **4** (Job) for the *Type of item* prompt and a **Y** (Yes) for the *Multiple items* prompt. Press the Enter key.

Note: You also can do this function on the Daily, Weekly, Monthly, Group, Composite, or Six Month Calendar display by typing **AJM** (Add a Job with Multiple occurrences) for the *Function* prompt and pressing the Enter key.

2. The Add Multiple Jobs display appears.

```
                              Add Multiple Jobs

 Type choices, press Enter.

   Calendar . . . . . . .  HANSCAL HANSON ROCH
   Date/day . . . . . . .   10/16/89       MM/DD/YY
   Time . . . . . . . . .    8:00a         hh:mmA, hh:mmP...
   Job description  . . .   QDFTJOBD       Name
     Library  . . . . . .     QGPL         Name
   Command  . . . . . . .   DLTOUTMAIL DAYS(1)

   Sequence . . . . . . .   _              1=Daily, 2=Weekly
                                           3=Every other week
                                           4=Monthly, same date
                                           5=Monthly, same relative
                                             day and week
                                           6=Individual dates and times


                                                                 Bottom
 F3=Exit   F4=Prompt   F5=Refresh   F9=Six month calendar  F12=Cancel
 F14=Extended entry    F19=Display messages
```

3. For the *Calendar* prompt, type the name of the calendar you want to schedule the multiple occurrences on.

4. For the *Date/day* prompt, type the date or day of the first occurrence of the job to run. If you type a day, type **MON**, **TUE**, **WED**, **THU**, **FRI**, **SAT**, or **SUN**. When you type a day and the date of that day is shown on the calendar, then that date is the date on which the first occurrence of the job is scheduled to run. If the day is not shown, then the first occurrence of the job is scheduled to run on the next occurrence of that day. If you type a date, type the date in the format shown for the *Date/day* prompt.

5. For the *Time* prompt, type the starting time for when the first occurrence of the job is to run. When typing the time, use the same format as set by the administrator. This is either a 12-hour format of xx:xx (where x represents a number) *followed* by an a, p, n, or m (for a.m., p.m., 12:00 noon, or 12:00 midnight), or a 24-hour format of xx:xx (where x represents a number) *not followed* by any letter.

6. The *Job description* prompt contains information to run the job.

7. The *Library* prompt contains the name of the library where the job description is located.

8. For the *Command* prompt, type the control language (CL) command for the job. If you are not sure what to type for this prompt, place the cursor in this prompt and press F4 (Prompt). A list of commands appears. If you know the name of the command, but are not sure of the parameters, type the command name and press F4 (Prompt) to see the parameters. The *CL Reference* manual contains information about CL commands. If you need more space to type the

command, press F14 (Extended entry). The Extended Entry for Jobs display appears and you can type the remaining command. You also can change the *Text* and *Security* prompts.

9. For the *Sequence* prompt, type an option number **1** through **6**, that describes how often the job is to run.

10. Press the Enter key.

    If you selected option 1 through 5, the Set End Date window appears. If you selected option 6, the Set Dates and Times window appears. Depending on the options you select, different prompts appear in the window displays. The following display assumes you chose option 6 (Individual dates and times) for the *Sequence* prompt:

```
                              Add Multiple Jobs

 Type choices, press Enter.

   Calendar . . . . . . .  HANSCAL HANSON ROCH
   Date/day . . . . . . .   10/16/89         MM/DD/YY
   Time . . . . . . . . .    8:00a           hh:mmA, hh:mmP...
   Job Description  . . .   QDFTJOBD         Name
     Library  . . . . . .       QGPL         Name
   Command. . . . . . . .   D   ........................................
   Sequence . . . . . . .   6   :            Set Dates and Times         :
                                :                                        :
                                :                                        :
                                :  Type information, press Enter.        :
                                :  Date         From                     :
                                :                                        :
                                :  __________   _______                  :
                                :  __________   _______                  :
                                :  __________   _______                  :
                                :  __________   _______                  :
                                :  __________   _______                  :
                                :                                More... :
 F3=Exit      F4=Prompt     F5=Ref :  F5=Refresh    F12=Cancel           :
 F14=Extended entry         F19=Di :.....................................:
```

11. If you typed option 6 (Individual dates and times) for the *Sequence* prompt, fill in the date and time for each occurrence of the job to run in the *Date* and *From* prompts that appear in the Set Dates and Times window. If you need more space to type this information, press the Page Down key.

12. If you selected option 1 through 5 for the *Sequence* prompt, the Set End Date window appears. For the *End date* prompt, type the last date of the multiple job.

13. If you choose option 1 (Daily) in the *Sequence* prompt, the *Days to skip* prompt appears after the *End date* prompt. Type the option numbers (**1** through **7**) of the days you want to skip that might fall on a holiday or weekend.

14. If you typed a 5 (Monthly, same relative day and week) for the *Sequence* prompt, and the date specified is in the fourth week of a month, the *Week of month* prompt appears after the *End date* prompt. For the *Week of month* prompt, type a **1** (Fourth) to schedule the item for the fourth week of the month, or a **2** (Last) to schedule the item for the last week of the month.

15. Press the Enter key.

16. The Confirm Schedule of Multiple Items display appears. This display shows the date and time for each occurrence of the job to run.

```
                          Confirm Schedule of Multiple Items

Calendar . . . . . . . . : HANSCAL HANSON ROCH
Text . . . . . . . . . . :
Type . . . . . . . . . . :   Job

Press Enter to confirm your choices to schedule multiple items.
Press F12 to return and not schedule items.

Date        Day         From
10/16/89    Monday      10:00p
10/20/89    Friday      10:00p
10/27/89    Friday      10:00p
11/03/89    Friday      10:00p
11/10/89    Friday      10:00p




                                                                   Bottom
F9=Six month calendar   F12=Cancel   F19=Display messages
```

17. If the dates and times are not when you want the job to run, press F12 (Cancel) to return to the Add Multiple Jobs display, where you can change the information about the occurrences. If you want to schedule the occurrences on the calendar as shown on the Confirm Schedule of Multiple Items display, press the Enter key. The occurrences are added to the calendar.
18. Press F3 (Exit) to return to the OfficeVision/400 menu.

Scheduling a System/36 Procedure

You can schedule the system to run a System/36 procedure (a collection of statements that cause one or more programs to run) at a certain time. This lets you run a procedure when you are not signed on the system or when you are signed on the system and do not want to take the time to run a procedure.

Notes:

1. You can schedule a System/36 procedure only if you have the System/36 environment running (use the STRS36 command to make active) for your job.
2. The calendar service job (QCALSRV) must be running for the scheduled procedure to run. For more information about starting the calendar service job, see your administrator or the *Planning For and Setting Up OfficeVision/400** manual.
3. Certain IBM-supplied user profiles are not allowed when scheduling a procedure. See the online help information for the USER parameter on the Submit Job (SBMJOB) command for the list of profiles that are not allowed.
4. In your enrollment information, your system administrator must specify that you are allowed to schedule procedures. If you are not sure if you are allowed to schedule procedures, see "Changing Your Calendar Information" on page 8-6 or your system administrator for more information.
5. To schedule a procedure, you must be authorized to:
   - Schedule the procedure from a menu (a limited user)
   - Run the procedure that you type

To schedule a procedure, do the following:

1. On the Daily, Weekly, Monthly, Group, Composite, or Six Month Calendar display, press F6 (Add item). When the Add Item display appears on the bottom half of the display, type a **5** (Procedure) for the *Type of item* prompt and an **N** (No) for the *Multiple items* prompt. Press the Enter key.

   Note: You also can do this function on the Daily, Weekly, Monthly, Group, Composite, or Six Month Calendar display by typing **AP** (Add a Procedure) for the *Function* prompt and pressing the Enter key.

2. The Add Procedure display appears on the bottom half of the display. The top half of this display is not functional and cannot be scrolled.

```
                                Add Procedure
Type choices, press Enter.
  Calendar . . . . . .  HANSCAL HANSON ROCH                     F4 for list
  Date/day . . . . . .   10/16/89          MM/DD/YY
  Time . . . . . . . .    8:00a            hh:mmA, hh:mmP
  Procedure  . . . . .   STRPAY            Name
    Library  . . . . .     PAYROLL         Name
  Priority   . . . . .   1                 0-5
  Parameters . . . . .   QPAYSRC

F3=Exit     F4=Prompt     F12=Cancel     F24=More keys
```

3. For the *Calendar* prompt, type the calendar name where the procedure is to be scheduled if different from the name shown.

4. For the *Date/day* prompt, type the date or day when you want the procedure to run. If you type a day, type **MON**, **TUE**, **WED**, **THU**, **FRI**, **SAT**, or **SUN**. When you type a day and the date of that day is shown on the calendar, then that date is the date on which the procedure is scheduled. If the day is not shown, then the procedure is scheduled for the next occurrence of that day. If you type a date, type the date in the format shown for the *Date/day* prompt.

5. For the *Time* prompt, type the time you want the procedure to run. When typing the time, use the same format as set by the administrator. This is either a 12-hour format of xx:xx (where x represents a number) *followed* by an a, p, n, or m (for a.m., p.m., 12:00 noon, or 12:00 midnight), or a 24-hour format of xx:xx (where x represents a number) *not followed* by any letter.

6. For the *Procedure* prompt, type the name of the System/36 procedure you want to run. The *System Reference for the System/36 Environment* manual contains more information about System/36 procedures.

7. The *Library* prompt is the name of the library that contains the procedure. Change this prompt if necessary. If you do change it, whatever you type for this prompt becomes the default the next time you schedule a System/36 procedure.

8. Fill in the information for the *Priority* prompt with a value of 0, 1, 2, 3, 4, or 5 (0 being the lowest priority). The number you type in this prompt affects how quickly the procedure is run.

9. For the *Parameters* prompt, type any parameters to run the System/36 procedure you specified. The parameters are specified values you type to start the procedure. The parameters required depend on the procedure you specified. If you need more space to type the procedure, press F14 (Extended entry). The Extended Display for Procedures display appears, showing more lines to type the remaining parameters for the procedure and lines for typing

information in the *Text* prompt. You also can change the *Security* prompt on this display.

10. Press the Enter key to schedule the procedure. On the Daily Calendar display, the number that appears in the *Nbr* (Number) column indicates what number this procedure is for the day, and Proc appears in the *Type* column to indicate that this is a procedure. On the Weekly Calendar display, a P appears in the time period when the procedure is to run indicating this is a procedure. Also, greater-than signs (>) appear in the time period for when the procedure is to run to indicate this is the most recently added calendar item. A number (1, 2, 3, and so on) next to the P indicates what calendar item it is for the week.

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

11. If you need to schedule another procedure, on the Daily, Weekly, or Monthly Calendar display, type **AP** (Add a Procedure) for the *Function* prompt and press the Enter key. The Add Procedure display appears on the bottom half of the display and you can type information for another procedure.

12. Press F3 (Exit) to return to the OfficeVision/400 menu.

Scheduling Multiple System/36 Procedures

On your calendar, you can schedule the system to run multiple System/36 procedures for the same thing at different times. This lets you run a procedure when you are not signed on the system or when you are signed on the system and do not want to take the time to run a procedure.

Notes:

1. You can schedule multiple System/36 procedures only if you have the System/36 environment running on your AS/400 system. (Use the STRS36 command to make active.)
2. The calendar service job (QCALSRV) must be running for the scheduled procedures to run. For more information about starting the calendar service job, see your administrator or the *Planning For and Setting Up OfficeVision/400** manual.
3. Certain IBM-supplied user profiles are not allowed when scheduling a procedure. See the online help information for the USER parameter on the Submit Job (SBMJOB) command for the list of profiles that are not allowed.
4. In your enrollment information, your system administrator must specify that you are allowed to schedule procedures. If you are not sure if you are allowed to schedule procedures on your calendar, see “Changing Your Calendar Information” on page 8-6 or your system administrator for more information.
5. To schedule a procedure, you must be authorized to:
    - Schedule the procedure from a menu (a limited user)
    - Run the procedure that you type

To schedule multiple System/36 procedures, do the following:

1. On the Daily, Weekly, Monthly, Group, Composite, or Six Month Calendar display, press F6 (Add item). When the Add Item display appears on the bottom half of the display, type a **5** (Procedure) for the *Type of item* prompt and a **Y** (Yes) for the *Multiple items* prompt. Press the Enter key.

   Note: You also can do this function on the Daily, Weekly, Monthly, or Group, Composite, Six Month Calendar display by typing **APM** (Add a Procedure with Multiple occurrences) for the *Function* prompt and pressing the Enter key.

2. The Add Multiple Procedures display appears.

```
                          Add Multiple Procedures

 Type choices, press Enter.

   Calendar . . . . . . .  HANSCAL HANSON ROCH
   Date/day . . . . . . .   10/16/89       MM/DD/YY
   Time . . . . . . . . .    8:00a         hh:mmA, hh:mmP...
   Procedure  . . . . . .   STRPAY         Name
     Library  . . . . . .     PAYROLL      Name
   Priority . . . . . . .  1               0-5
   Parameters . . . . . .  QPAYSRC
   Sequence . . . . . . .   _              1=Daily, 2=Weekly
                                           3=Every other week
                                           4=Monthly, same date
                                           5=Monthly, same relative
                                             day and week
                                           6=Individual dates and times



                                                                Bottom
 F3=Exit   F4=Prompt   F5=Refresh   F9=Six month calendar  F12=Cancel
 F14=Extended entry    F19=Display messages
```

3. For the *Calendar* prompt, type the name of the calendar you want to schedule the multiple occurrences on.

4. For the *Date/day* prompt, type the date or day of the first occurrence of the procedure to run. If you type a day, type **MON, TUE, WED, THU, FRI, SAT**, or **SUN**. When you type a day and the date of that day is shown on the calendar, then that date is the date on which the first occurrence of the procedure is scheduled to run. If the day is not shown, then the first occurrence of the procedure is scheduled to run on the next occurrence of that day. If you type a date, type the date in the format shown for the *Date/day* prompt.

5. For the *Time* prompt, type the starting time for the first occurrence of the procedure to run. When typing the time, use the same format as set by the administrator. This is either a 12-hour format of xx:xx (where x represents a number) *followed* by an a, p, n, or m (for a.m., p.m., 12:00 noon, or 12:00 midnight), or a 24-hour format of xx:xx (where x represents a number) *not followed* by any letter.

6. For the *Procedure* prompt, type the name of the System/36 procedure you want to run. The *System Reference for the System/36 Environment* manual contains more information about System/36 procedures.

7. The *Library* prompt is the name of the library that contains the procedure. Change this prompt if necessary. If you change it, whatever you type for this prompt becomes the default the next time you schedule a procedure.

8. Fill in the information for the *Priority* prompt with a value of 0, 1, 2, 3, 4, or 5 (0 being the lowest priority). The number you type in this prompt affects how quickly each occurrence of the procedure is run.

9. For the *Parameters* prompt, type any parameters to run the System/36 procedure you specified. The parameters are specified values you type to start the procedure. The parameters required depend on the procedure you specified. If you need more space to type the procedure, press F14 (Extended entry). The Extended Display for Procedures display appears, showing more lines to type the remaining parameters for the procedure and lines for typing information in the *Text* prompt. You also can change the *Security* prompt on this display.

10. For the *Sequence* prompt, type an option number **1** through **6** that describes how often the procedure is to run.

11. Press the Enter key.

12. If you chose option 1 through 5, the Set End Date window appears. If you chose option 6, the Set Dates and Times window display appears. Depending on the option you choose for the *Sequence* prompt, complete the following window display prompts appropriate to your job:

    a. For the *End date* prompt, type the last date of the multiple procedure if you typed an option number 1 through 5 for the *Sequence* prompt.

    b. For the *Days to skip* prompt, type the option numbers (**1** through **7**) of the days you want to skip scheduling a procedure that might fall on a holiday or weekend. This prompt appears only if you choose option 1 (Daily) in the *Sequence* prompt.

    c. If you typed a 5 (Monthly, same relative day and week) for the *Sequence* prompt, and the date specified is in the fourth week of a month, the *Week of month* prompt appears after the *End date* prompt. For the *Week of month* prompt, type a **1** (Fourth) to schedule the item for the fourth week of the month, or a **2** (Last) to schedule the item for the last week of the month.

    d. If you typed option 6 (Individual dates and times) for the *Sequence* prompt, fill in the date and time for each occurrence of when the procedure is to be run in the prompts that appear in the Set Dates and Times window at the bottom of the display. If you need more space to type this information, press the Page Down key.

13. Press the Enter key.

14. The Confirm Schedule of Multiple Items display appears. This display shows the date and time for each occurrence of the procedure to run.

```
                         Confirm Schedule of Multiple Items

Calendar . . . . . . . . : HANSCAL HANSON ROCH
Text . . . . . . . . . . :
Type . . . . . . . . . . :   Procedure

Press Enter to confirm your choices to schedule multiple items.
Press F12 to return and not schedule items.

Date         Day          From
10/16/89     Monday       11:00p
10/20/89     Friday       11:00p
10/27/89     Friday       11:00p
11/03/89     Friday       11:00p
11/10/89     Friday       11:00p

                                                                   Bottom
F9=Six month calendar    F12=Cancel    F19=Display messages
```

15. If the dates and times are not when you want the procedure to run, press F12 (Cancel) to return to the Add Multiple Procedure display, where you can change the information about the occurrences. If you want to schedule the occurrences on the calendar as shown on the Confirm Schedule of Multiple Items display, press the Enter key. The occurrences are added to the calendar.

16. Press F3 (Exit) to return to the OfficeVision/400 menu.

Viewing Calendar Items

You can view information about a single calendar item (event, meeting, reminder, job, or procedure), items for a day, items for a week, or items for a month.

Viewing an Item

You can see the details of a calendar item that you or someone else has scheduled on your calendar by doing the following:

1. Move the cursor to an item on the Daily, Weekly, or Monthly Calendar display and press F9 (Display item).

   Notes:

   a. You can view reminder details only from the Daily and Monthly views.

   b. To display conflicting or overlapping items, select the Daily view.

   c. On the Weekly or Daily Calendar display, you may also type the reference number of the item for the *Function* prompt to view an item.

      The **reference number** is the number the system assigns to a calendar item. These numbers are in numeric order on the display and show which item it is for the week or day displayed. On the Weekly Calendar display, this number is to the right of the time for an event, meeting entry, job, or procedure. However, because reminders are indicated at the top of the display for a day, a number for each of these is not shown even though one is assigned to it.

On the Daily Calendar, each calendar item has a reference number. This number is in the *Nbr* column to the left of the text for the item.

2. The details about the calendar item appear on the bottom half of the display. This display shows how an item for an event appears when the reference number for it is typed for the *Function* prompt. Displays for viewing other calendar items are similar.

```
                                  Weekly Calendar
Function . . . .  ________       Calendar . . . .  HANSCAL HANSON ROCH
MON         R   TUE              WED              THU              FRI
10/16/89        10/17/89         10/18/89         10/19/89         10/20/89
8:00a      E 1  8a_____________  8a_____________  8a_____________  8a_____________
Coffee and      _______________  _______________  _______________  _______________
9a_____________ 9a_____________  9a_____________  9a_____________  9a_____________
_______________ _______________  _______________  _______________  _______________
10a____________ 10a____________  10a____________  10a____________  10a____________
_______________ _______________  _______________  _______________  _______________
11a____________ 11a____________  11a____________  11a____________  11a____________
--------------------------------------------------------------------------------
                                  Display Event
Calendar . . . . . . : HANSCAL HANSON ROCH
Date/day . . . . . . :   10/16/89             MM/DD/YY
From/to  . . . . . . :     8:00a   9:00a
Text . . . . . . . . :   Coffee and rolls in the conference room.


Message . . . . . . . :  N                   Y=Yes, N=No
                                                                    More...
Press Enter to continue
F3=Exit    F12=Cancel    F24=More keys
```

3. If there is more information about the item than shown on the display, `More...` appears in the lower right corner. Press the Page Down key to view the additional information. After you have viewed the additional information, press the Page Up key to return to this display.

4. Press F3 (Exit) to return to the main calendar display.

Viewing Calendar Items for One Day

You can see all the calendar items you have scheduled for a day by viewing the Daily Calendar display. To view the Daily Calendar display do the following:

1. On the Weekly, Monthly, or Six Month Calendar display, press F11 (Change view).

2. The Change Calendar View display for a single or multiple calendars appear. For the *Calendar view* prompt, type a 1 (Daily). Change the *Calendar* prompt if you want to see a different daily calendar other than the one named in the prompt. Change the *Date* prompt if you want to see the items for a day other than the one shown in the prompt. Press the Enter key.

3. The Daily Calendar display appears.

```
                              Daily Calendar

 Function . . . .  ________  Calendar . . . .  HANSCAL HANSON ROCH

 Type information, press Enter to schedule.
 Nbr  From    To       Text                                             Type
                       10/16/89  Monday
  1                    Call paper supplier to take advantage of a       Remind
                       discount on paper ordered only today.
  2    8:00a   9:00a   Coffee and rolls in the conference room.         Event
  3    9:30a  10:00a   Staff orientation in meeting room.  Coffee and   Event
                       doughnuts will be served.
  4   10:00a  10:30a   Job schedules meeting in Peterson's office       Mtg
  5   12:30p   1:30p   Review paper supplier's notes                    Event
  6    1:00p   1:30p   Department meeting to discuss vacation schedules Mtg
  7    3:30p           CATALOG ALL,,,F1                                 Proc
  8    5:00p           SNDMSG MSG(TIME TO GO HOME.  REMEMBER TO TURN ... Job
      ______  ______   __________________________________________
                       __________________________________________
                       __________________________________________
                                                                        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 or Confirmed) in place of the *Type* column. 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: The *Status* column is blank for jobs, procedures, and reminders.

If the *Notify manager* prompt on the Change Calendar display is Yes, and you want to view more information about a reminder that someone added to your calendar, press F19 (Display messages). The user ID of the person who added the reminder to your calendar is shown. Also, the time shown is 12:00a if the person who added the reminder to your calendar has a 12-hour clock or 0:00 if the person has a 24-hour clock.

4. Press F3 (Exit) to return to the OfficeVision/400 menu.

Viewing Calendar Items for One Week

The Weekly Calendar display shows the starting time and a brief description about each calendar item scheduled for the current week. To view the Weekly Calendar display, do the following:

1. On the Daily, Monthly, or Six Month Calendar display, press F11 (Change view).
2. The Change Calendar View display appears. For the *Calendar view* prompt, type a **2** (Weekly). Change the *Calendar* prompt if you want to see a different weekly calendar other than the one named in the prompt. Change the *Date* prompt if you want to see the items for a different week other than the one shown in the prompt. Press the Enter key.
3. The Weekly Calendar display appears.

   Information that may be shown at the top of the Weekly Calendar display includes:

- The letter R next to a day, which indicates a reminder for that day. For example, the next display shows an R next to Monday.
- The letter B next to a day, which indicates a calendar item is scheduled before the starting time for that day. For example, the next display shows a B next to Tuesday. If you want to see the information about the item, press the Page Down key.
- The letter A next to a day, which indicates a calendar item is scheduled after the ending time for that day. For example, the next display shows an A next to Wednesday. If you want to see the information about the item, press the Page Up key.

```
                                   Weekly Calendar
Function . . . .  __________      Calendar . . . .  HANSCAL HANSON ROCH
MON         R A TUE            B  WED            A THU             FRI
10/16/89        10/17/89          10/18/89          10/19/89          10/20/89
```

Information on the Weekly Calendar display for calendar items includes:

- A letter next to a time. This indicates the type of calendar item scheduled for that time. E is for an event, M is for a meeting entry, J is for a job, and P is for a procedure.
- A reference number (1, 2, and so on) to the right of a time. These numbers are in numeric order and identify which calendar item the item is for the week. For example, the next display shows a 2 under the column for Monday at 8:00a. Because an R, which indicates a reminder, is shown at the top of the column for Monday, the calendar item at 8:00a on Monday is the second item for the week. The next calendar item is 3 and is at 9:30a on Monday.
- Two asterisks (**) next to a time period indicate a conflict for that time. For example, the next display shows two asterisks (**) next to item number 6. This indicates that two items overlap each other or are scheduled for the same time. (Only events and meetings can cause conflicts.)
- Greater-than signs (>) to the left of a time period indicating the most recently added or changed item to the calendar. For example, the next display shows the most recently changed or added activity to the calendar is an event scheduled for 8:00a on Friday.
- A greater-than sign (>) to the right of a time period on the right side of the display. This indicates an item scheduled for that time on a day (usually Saturday or Sunday) not normally shown on the calendar. For example, the next display shows a > next to the 10:00 time period for Friday. To see information about an item like this, type one of the following for the *Function* prompt:
  - A **D6** (Display 6 columns) to show 6 calendar days for the Weekly Calendar display, or **D7** (Display 7 columns) to show 7 calendar days for the Weekly Calendar display.
  - A **–1**, **+1**, or **+2** to have the calendar start on another day of the week.

  When you are done viewing the calendar items for that date, type the current date for the *Function* prompt and press the Enter key. The Weekly Calendar display for the current week appears.

```
                                  Weekly Calendar
Function . . . .  _________     Calendar . . . .  HANSCAL HANSON ROCH
MON          R A TUE          B WED          A THU            FRI
10/16/89         10/17/89       10/18/89       10/19/89         10/20/89
8:00a      E  2  8a__________   8a__________   8a__________     > 8:00a    E 12
Coffee and       ____________   ____________   ____________     > Monthly Rev
9a____________   9a_______J 1   9a__________   9a__________     9a__________
9:30a      E  3  ____________   ____________   ____________     ____________
10:00a     M  4  10a_________   10a_________   10a_________     10a_________    >
______________   ____________   ____________   ____________     ____________
11a___________   11a_________   11:00a   E 10  11a_________     11a_____J 2_
______________   ____________   Status meeting ____________     ____________
12n___________   12n_________   12n_________   12n_________     12n_________
12:30p     E  5  ____________   ____________   ____________     ____________
1:00p   ** M  6  1p__________   1p__________   1p__________     1p__________
______________   ____________   ____________   ____________     ____________
2p____________   2p__________   2p__________   2p__________     2p__________
______________   ____________   ____________   ____________     ____________
3:00p      P  7  3p__________   3p__________   3p__________     ____________
______________   ____________   ____________   ____________     ____________
4p____________   4p__________   4p__________   4p__________              More..
```

Several highlighting techniques are used to help you to determine the status of calendar items.

- Reverse image highlights a confirmed event or a meeting with an invitee status of attending. A different type of reverse image highlights an event with a tentative status, or a meeting with an invitee status of unknown.
- Bold highlighting identifies a job or procedure.
- No highlighting indicates a meeting with an invitee status of not attending or sending an alternate.

Viewing Calendar Items for One Month

The Monthly Calendar display uses symbols in a grid format to show a "month at a glance" display of calendar items scheduled for the month. To view the Monthly Calendar display, do the following:

1. On the Daily, Weekly, or Six Month Calendar display, press F11 (Change view).
2. The Change Calendar View display appears. For the *Calendar view* prompt, type a **6** (Monthly). Change the *Calendar* prompt if you want to see a different monthly calendar than the one named in the prompt. Change the *Date* prompt if you want to see the items for a different month than the one shown in the prompt. Press the Enter key.
3. The Monthly Calendar display appears.

A letter in a cell indicates the type of calendar item scheduled for that time.

Information that can be shown on the Monthly Calendar display includes:

- The letter R in a cell indicates a reminder is scheduled for that day. For example, the next display shows an R on each Friday of the month.
- Three other types of items can be shown on the monthly calendar: E is for an event, M is for a meeting, and J is for a job or a procedure.
- An asterisk (*) in a cell indicates that two items occur within the same calendar time interval. The next display shows an asterisk (*) on October 13.
- A greater-than sign (>) to the right of an item indicates an item scheduled for a time interval later than the end (*To*) time of the calendar and which is not

normally shown on the calendar. For example, the next display shows a > on Sunday, October 17.

- A lesser-than sign (<) to the left of an item indicates an item scheduled for a time interval earlier than the start (*From*) time of the calendar and which is not normally shown on the calendar. For example, the next display shows a < on Thursday, October 7.

  Note: Items shown only as > or < signs cannot be viewed from the monthly calendar. You can view these items from the weekly or daily calendar views.

```
Weeks 39-43           Monthly Calendar - October 1993
Function . . . .   _________   Calendar . . . .  HANSCAL  HANSON  ROCH

From/to  . . . :  8:00a - 4:00p     Time Interval . . . . . :  60
SUN          MON          TUE          WED          THU          FRI          SAT
                                                                 1  W39 R     2

3            4  W40       5            6            7            8        R   9
             M.......     .E......                  <........

10           11 W41       12           13           14           15       R   16
             M.......                  .EEE*E..

17           18 W42       19           20           21           22       R   23
........>    M.......                                            ..M.....
```

Changing a Calendar Item

You can change information about items on your calendar. For information about changing a meeting, see "Changing a Meeting" on page 2-47. For information about changing a meeting entry, see "Changing a Meeting Entry" on page 2-92.

To change a reminder do the following:

1. Go to the Daily Calendar display of the date where the reminder appears.
2. Move the cursor to the Text area of the reminder you want to change.
3. Press F10 (Change item).
4. The Change Reminder display appears.
5. Change the information for the prompts as necessary.
6. Press the Enter key. The information is changed on the Daily calendar display.
7. Press F3 (Exit) to return to the OfficeVision/400 menu.

To change events, jobs, or procedures on your calendar, do the following:

1. On the Daily, Weekly, or Monthly Calendar display, move the cursor to the calendar item you want to change and press F10 (Change item). If the item is an event, the Change Event display appears. If the item is something other than an event, a similar display appears.

   Note: You also can request the change item function by typing `Cnn` (where nn is the number of the item you want to change) for the *Function* prompt and pressing the Enter key.

```
                                 Weekly Calendar
 Function . . . .  __________   Calendar . . . .  HANSCAL HANSON ROCH
 MON          R A TUE        B  WED          A THU          FRI
 10/16/89         10/17/89      10/18/89       10/19/89       10/20/89
 8:00a      E  2 8a___________ 8a___________ 8a___________ 8:00a   E 12
 Coffee and       ___________ ___________ ___________ Monthly Rev
 9a___________ 9a___________ 9a___________ 9a___________ 9a___________
 9:30a      E  3 ___________ ___________ ___________ ___________
 10:00a     M  4 10a__________ 10a__________ 10a__________ 10a__________ >

 11a__________ 11a__________ 11:00a    E 10 11a__________ 11a__________
----------------------------------------------------------------------------
                                   Change Event
Type choices, press Enter or F10.
  Calendar . . . . . .  HANSCAL HANSON ROCH                 F4 for list
  Date/day . . . . . .   10/16/89          MM/DD/YY
  From/to  . . . . . .    8:00a   9:00a    hh:mmA, hh:mmP
  Text . . . . . . . .   Coffee and rolls in the conference room.
                         ___________________________________________
                         ___________________________________________
  Message  . . . . . .   N                 Y=Yes, N=No
                                                                More...
F3=Exit   F4=Prompt   F10=Change all occurrences   F12=Cancel   F24=More keys
Multiple occurrences exist.
```

2. If More... is in the lower right corner of the display, press the Page Down key to see the prompts on the next display. Press the Page Up key to return to the previous display.

3. If Multiple occurrences exist appears on the display, there are multiple occurrences of the item on your calendar. You can change all occurrences of a calendar item at one time. See "Changing Multiple Occurrences of a Calendar Item" for more information.

4. Change the information for the prompts as necessary. If you need information about a prompt, see the appropriate calendar task earlier in this chapter that describes creating the information for what you are now changing.

5. Press the Enter key. The information changes on the calendar display.

6. Press F3 (Exit) to return to the OfficeVision/400 menu.

Changing Multiple Occurrences of a Calendar Item

You can change multiple occurrences of a calendar item on your calendar by doing the following:

1. On the Daily, Weekly, or Monthly Calendar display, move the cursor to the calendar item for a multiple occurrence you want to change and press F10 (Change item). If the item is an event, the Change Event display appears. If the item is something other than an event, then a similar display appears. For information on changing multiple occurrences of a meeting, see "Changing Multiple Occurrences of a Meeting" on page 2-94.

   Note: You also can request the multiple change item function by typing **Cnn** (where nn is one of the occurrences of the item you want to change) for the *Function* prompt and pressing the Enter key.

```
                              Change Event
Type choices, press Enter or F10.
  Calendar . . . . . .  HANSCAL HANSON ROCH                    F4 for list
  Date/day . . . . . .   10/24/89             MM/DD/YY
  From/to  . . . . . .    8:00a   9:00a       hh:mmA, hh:mm
  Text . . . . . . . .   Coffee break
                         Donuts and coffee will be available in the_________
                         conference room, and Ann will show pictures from ...
  Message  . . . . . .   Y  10/24/89     7:45a
                                                                      More...
F3=Exit   F4=Prompt   F10=Change all occurrences   F12=Cancel   F24=More keys
Multiple occurrences exist.
```

2. Type your changes on the display. Press F5 (Refresh) if you need to restore all the prompts on this display to the original information.

   Note: If the continuation character (...) appears in the *Text* prompt, more text is provided for the calendar item. Press F14 (Extended entry). The Extended Entry for Event display appears and you can change the additional lines of text for the event as necessary.

3. Press the Page Down key to see the second part of the Change Event display. You can change the *Status* and *Security* prompts for the event on this display.

4. Press F10 (Change all occurrences).

   Note: If you press the Enter key, the changes are only applied to the single occurrence of the item shown on the display.

   The Change All Occurrences display appears. This display lists all occurrences of the calendar item with dates after the date of the calendar item you initially requested to change. This list is called the **referenced item list**.

```
                         Change All Occurrences

Calendar  . . . . . . . : HANSCAL HANSON ROCH
Text  . . . . . . . . . :  Coffee break
Type  . . . . . . . . . :  Event
Changes Pending . . . . :  Yes

Type changes, press Enter.

Date        Day                 From   To
10/24/89    Tuesday              8:00a  9:00a
10/31/89    Tuesday              8:00a  9:00a
11/07/89    Tuesday              8:00a  9:00a
11/14/89    Tuesday              8:00a  9:00a
11/21/89    Tuesday              8:00a  9:00a
11/28/89    Tuesday              8:00a  9:00a




                                                                    Bottom
F3=Exit   F5=Refresh   F9=Six month calendar   F12=Cancel
F15=Start with first item                      F19=Display messages
Earlier occurrences exist, press F15 to start with first item
```

   If there are additional occurrences of the calendar item that have dates before the date of the item you initially requested to change, the message `Earlier occurrences exist, press F15 to start with first item` is shown on your display. You can press F15 to see the **all occurrences list**, which shows all occurrences of the calendar item. If the all occurrences list is shown on the display and you want to see the referenced item list, press F15 (Start with referenced item) again.

If the item is an event or a meeting you can change the individual dates, from times, and to times. If the item is a job or a System/36 procedure, you can change the individual dates and times. If the item is a meeting entry, you can only change the invitee status. If the item is a reminder, you can only change the date.

You can make changes to items on both the referenced item list and the all occurrences list. If an item appears on both lists, you do not have to change it on both lists.

5. Press the Enter key. The items on the displayed list are changed, and a message indicating the number of items changed appears.

   Note: Only the occurrences in the list currently shown on your display are changed. For example, if the referenced item list is shown, the changes are not applied to earlier occurrences.

   If an item was not changed, a message appears indicating why the item was not changed. Following are the reasons why an item might not be changed:

   - The authority to an item has changed and you no longer have the appropriate authority to change the item.
   - The occurrence of an item no longer exists.
   - Someone else has changed the item so that a newer version of the item exists.
   - You are no longer on the invitee list for a meeting. In this case, you cannot update the invitee status information for a meeting entry.

6. Press F3 (Exit).

Changing a Meeting Entry

To change a meeting entry, do the following:

1. Move the cursor to the meeting entry you want to change. Press F10 (Change item).

   The Change Meeting Entry display appears.

```
                          Change Meeting Entry

Meeting Information
  Requester . . . . :       HANSON  ROCH
  Date    . . . . . :       10/27/89            MM/DD/YY
  From/To . . . . . :        9:00a 10:00a       hh:mmA, hh:mmP
  Subject . . . . . :       Status meeting
  Place . . . . . . :       Conference room
  Purpose . . . . . :       To discuss status review
  Status . . . . . . :      Tentative

Type choices, press Enter or F10.
  Calendar . . . . . . .   HANSCAL HANSON ROCH                       F4 for list
  Invitee status . . . .   1                  1=Unknown, 2=Attending
                                              3=Not attending
                                              4=Sending alternate
  Security . . . . . . .   1                  1=Unclassified, 2=Confidential
                                              3=Personal
  Message . . . . . . .    Y  10/27/89      7:45a
  Comments . . . . . . .   Remember to bring notes from status review and ...

F3=Exit    F4=Prompt    F5=Refresh    F10=Change all occurrences
F11=Change meeting      F12=Cancel    F14=Extended entry   F24=More keys
Multiple occurrences exist.
```

Note: If you are not the requester or scheduler of the meeting, and do not have meeting authority, F11 (Display meeting) is shown on the display. If you are the requester or scheduler of a meeting, or have meeting authority, F11 (Change meeting) is shown on the display.

If you want to change the meeting associated with the meeting entry, press F11 (Change meeting). The Change Meeting display appears. See "Changing a Meeting" on page 2-47 for more information on changing a meeting.

2. Make your changes on the display and press the Enter key. The Calendar display appears.

Note: If you add comments to the meeting entry and the meeting scheduler or requester removes the meeting, whether the meeting entry is automatically removed from your calendar depends on whether you specified to automatically process meeting notices. See "Removing a Meeting" on page 2-51 for more information.

If the meeting entry has multiple occurrences, the following message is shown at the bottom of the Change Meeting Entry display:

`Multiple occurrences exist.`

You can change multiple occurrences of a meeting entry, by doing the following:

1. Make your changes on the Change Meeting Entry display. You can change all of the prompts on the display except the *Calendar* prompt.

   Note: If you try to change the *Calendar* prompt, an error message stating that you cannot change the prompt appears. Press F5 (Refresh) to restore the original information for this prompt.

2. Press F10 (Change all occurrences). The Change All Occurrences display appears, showing a list of all occurrences of the meeting entry with dates after the date of the meeting entry you initially requested to change. If the message `Earlier occurrences exist, press F15 to start with first item` appears on your display, there are additional occurrences of the meeting entry with dates

before the date of the meeting entry you initially requested to change. Press F15 (Start with first item) to see all occurrences of the meeting entry. Press F15 (Start with referenced item) to see the original list again.

On the Change All Occurrences display, change the invitee status as necessary for the individual meeting entries and press the Enter key. The Calendar display appears again with the changed information.

3. Press F3 (Exit) to return to the OfficeVision/400 menu.

Changing Multiple Occurrences of a Meeting

You can change multiple occurrences of a meeting if you are the scheduler, the requester or if you have authority to the meeting.

Note: If you are the requester of the meeting and the scheduler is a user on a remote system, you cannot change the meeting.

If you do not have a meeting entry on your calendar (if you are not one of the invitees for the meeting but you are authorized to change the meeting), you can change multiple occurrences of the meeting using the Work with Meetings display (described later in this section).

If you have a meeting entry on your calendar (if you are one of the invitees for the meeting or have at least View authority to an invitee's calendar), you change multiple occurrences of the meeting by doing the following:

1. On the Daily, Weekly, or Monthly Calendar display, move the cursor to the meeting you want to change and press F10 (Change item). The Change Meeting Entry display appears.

   Note: You also can request the change item function by typing **Cnn** (where nn is one of the occurrences of the meeting you want to change) for the *Function* prompt and pressing the Enter key, or by typing the item number of the meeting you want to change for the *Function* prompt and pressing F10 (Change item).

2. On the Change Meeting Entry display, press F11 (Change meeting). The Change Meeting display appears.

```
                              Change Meeting
Type choices, press Enter or F10.
  Requester  . . . . HANSON ROCH
  Date/day   . . . .   10/13/89              MM/DD/YY
  From/To  . . . . .    9:00a 10:00a         hh:mmA, hh:mmP
  Subject  . . . . .   Status meeting
  Place  . . . . . .   Conference room
  Purpose. . . . . .
  Status . . . . . .   1                       1=Tentative, 2=Confirmed
                                               3=Postponed, 4=Canceled
  Security . . . . .   1                       1=Unclassified, 2=Confidential
                                               3=Personal


Invitee Calendars              Invitee Status
JOHNSON ROCH                   Attending
SMITH ROCH                     Unknown
____________________________
____________________________
____________________________                                       More...
F3=Exit   F4=Prompt           F5=Refresh   F10=Change all occurrences
F11=Display text              F12=Cancel   F13=Find place   F24=More keys
Multiple occurrences exist.
```

3. Make your changes on the display. You can change the *Requester*, *From/To*, *Subject*, *Place*, *Purpose*, *Status*, and *Security* prompts. An error message appears if you try to change the *Date/day* or *Invitee Calendars* prompts. Use F5 (Refresh) if you need to restore any of these prompts to the original information.

4. Press F10 (Change all occurrences).

   Note: If you press the Enter key, the changes are only applied to the single occurrence of the item shown on the display.

   The Change All Occurrences display appears. This display lists all occurrences of the meeting with dates after the date of the meeting you initially requested to change. This is called the referenced item list.

```
                          Change All Occurrences

Requester . . . . . . : HANSON ROCH
Subject . . . . . . . :     Status meeting
Place . . . . . . . . :     Conference room
Type  . . . . . . . . :     Meeting
Changes Pending . . . :     Yes

Type changes, press Enter.

Date        Day                 From    To
10/13/89    Friday               9:00a  10:00a
10/20/89    Friday               9:00a  10:00a
10/27/89    Friday               9:00a  10:00a
11/03/89    Friday               9:00a  10:00a
11/10/89    Friday               9:00a  10:00a
11/17/89    Friday               9:00a  10:00a
11/24/89    Friday               9:00a  10:00a
12/01/89    Friday               9:00a  10:00a

                                                                 Bottom
F3=Exit   F5=Refresh   F9=Six month calendar   F12=Cancel
F15=Start with first item                      F19=Display messages
Earlier occurrences exist, press F15 to start with first item
```

If there are additional occurrences of the meeting that have dates before the date of the meeting you initially requested to change, the message `Earlier occurrences exist, press F15 to start with first item` is shown on your display. You can press F15 to see the all occurrences list, which shows all occurrences of the meeting. If the all occurrences list is shown on the display and you want to see the referenced item list, press F15 (Start with referenced item) again.

You can change the individual dates, from times, and to times of the meetings on the Change All Occurrences display.

You can make changes to items on both the referenced item list and the all occurrences list. If an item appears on both lists, you do not have to change it on both lists.

5. Make your changes and press the Enter key. A message indicating the number of changed items appears.

   Note: Only the occurrences in the list currently shown on your display are changed. For example, if the referenced item list is shown, the changes are not applied to earlier occurrences.

   If an item was not changed, a message appears indicating why the item was not changed. Following are the reasons why an item might not be changed:

   - The authority to an item has changed and you no longer have the appropriate authority to change the item.
   - The occurrence of an item no longer exists.
   - Someone else has changed the item so that a newer version of the item exists.

To change multiple occurrences of a meeting if you do not have a meeting entry on your calendar (if you are not one of the invitees for the meeting but you are authorized to change the meeting), do the following:

1. On the Daily, Weekly, Monthly, or Six Month Calendar display, press F13 (More tasks). The More Calendar Tasks display appears.
2. For the *Selection* prompt, type a **7** (Work with Meetings). Press the Enter key.
3. The Work with Meetings display appears.
4. If you are not the scheduler or requester of the meeting, type the user ID of the scheduler in the *Meetings for* prompt and press ENTER.
5. Move the cursor down to the meeting you want to change and type a **2** in the *Opt* column. Press the Enter key. The Change Meeting display appears.
6. Change the information about the meeting on the Change Meeting display as described in this section.
7. Press F3 (Exit).

Removing Multiple Occurrences of a Meeting

You can remove multiple occurrences of a meeting if you are the scheduler or requester of the meeting.

Note: If you are the requester of the meeting and the scheduler is a user on a remote system, you cannot remove the meeting. Only the scheduler can remove the meeting if it was not scheduled on your local system.

If you do not have a meeting entry on your calendar (if you are not one of the invitees for the meeting but you are the scheduler or requester of the meeting), you can remove multiple occurrences of the meeting using the Work with Meetings display (described later in this section).

If you have a meeting entry on your calendar (if you are one of the invitees for the meeting), you remove multiple occurrences of the meeting by doing the following:

1. On the Daily, Weekly, or Monthly Calendar display, move the cursor to the meeting entry of the meeting you want to remove. Press F16 (Remove item). The Confirm Remove of Calendar Item display appears.
2. Press F11 (Remove meeting). The Confirm Remove of Meeting display appears.

```
                          Confirm Remove of Meeting

 Press Enter to confirm your choice to remove.
 Press F12 to return and not remove.

 Requester . . . . . . . : HANSON ROCH
 Subject . . . . . . . . :   Status review meeting
 Place . . . . . . . . . :   Conference room 3
 Date  . . . . . . . . . :   10/13/89
 From/To . . . . . . . . :   10:00a  7:00p










 F9=Six month calendar   F12=Cancel   F16=Remove multiple meetings
 F19=Display messages
 Multiple occurrences exist.
```

3. On the Confirm Remove of Meeting display, press F16 (Remove multiple meetings).

   The Confirm Remove of Multiple Meetings display appears.

```
                      Confirm Remove of Multiple Meetings

Press Enter to confirm your choice to remove.
Press F12 to return and not remove.

Date         From     To       Subject
10/13/89      10:00a  7:00p   Status review meeting
10/20/89      10:00a  7:00p   Status review meeting
10/27/89      10:00a  7:00p   Status review meeting
11/03/89      10:00a  7:00p   Status review meeting
11/10/89      10:00a  7:00p   Status review meeting









                                                                  Bottom

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

Note: If you want to display the meeting requester (user ID and address) and the place of the meeting, press F11 (Display places).

4. To remove the multiple meetings, press the Enter key. The Daily or Weekly Calendar display reappears. If you press F12 (Cancel), the multiple meetings are not removed, and the Confirm Remove of Calendar Item display appears again.

5. When the multiple meetings are removed, the meeting entries on the invitee calendars might also be removed automatically. Whether the meeting entries are removed depends on the following:

   - Whether you are authorized to the invitee's calendar
   - Whether the invitee has added comments to the meeting entries
   - Whether the invitee specified to automatically process meeting notices for the calendar

   Figure 2-6 shows when meeting entries are removed when you remove a meeting.

Figure 2-6. When Multiple Meeting Entries Are Removed From Invitee Calendars

Scheduler or Requester	**Automatically Process Option for Calendar**	**Meeting Entries With Comments**	**Meeting Entries Without Comments**
Authorized to calendar	Always	Yes	Yes
	Scheduler authorized	No	Yes
	Never	No	Yes
Not authorized to calendar	Always	Yes	Yes
	Scheduler authorized	N/A	N/A
	Never	No	No

Note: If the meeting entries are not removed, a meeting notice is sent to the invitee and placed in the invitee's mail log.

6. Press F3 (Exit) to return to the OfficeVision/400 menu.

To remove multiple occurrences of a meeting if you do not have a meeting entry on your calendar (if you are not one of the invitees for the meeting but you are the scheduler or requester of the meeting), do the following:

1. On the Daily, Weekly, Monthly, or Six Month Calendar display, press F13 (More tasks). The More Calendar Tasks display appears.
2. For the *Selection* prompt, type a **7** (Work with Meetings). Press the Enter key.
3. The Work with Meetings display appears.
4. Move the cursor to the meeting you want to remove and type a **4** (Remove) in the *Opt* column. Press the Enter key. The Confirm Remove of Meeting display appears.
5. Remove the multiple occurrences of the meeting on the Confirm Remove of Meeting display as described earlier in this section.
6. Press F3 (Exit) to return to the OfficeVision/400 menu.

Changing Meeting Authority

You can authorize local users to work with or change meetings you have scheduled. Only local users can be authorized, and these users can be authorized to change only those meetings that you have scheduled. They cannot change meetings you have requested but did not schedule. Users to whom you have given meeting authority can change your meetings from the Work with Meetings display.

Note: To change your meetings from the Change Meeting Entry display, users must have the appropriate calendar authority. Meeting authority alone does not grant calendar authority or allow a user to change meetings from the calendar display. You must give a user calendar authority if you want that user to change your meetings from the calendar display.

You can change the type of authority or remove the authority someone has to your meetings. To give someone authority to work with your meetings, or to change the type of authority that someone has to your meetings, do the following:

1. On the Daily, Weekly, Monthly, Group, Composite, or Six Month Calendar display, press F13 (More tasks). The More Calendar Tasks display appears.
2. On the More Calendar Tasks display, type **10** (Change meeting authority) for the *Selection* prompt. Press the Enter key.
3. The Change Meeting Authority display appears. This display shows all users who have specific authority to the calendar. The display shows your (the calendar owner's) user ID and address for the *Meetings for* prompt.

```
                      Change Meeting Authority

Meetings for . . . . . . . .   HANSON   ROCH

Type or remove X to change authority, press Enter.

                       -----Security------
User ID    Address     Unclass  Conf  Pers  Text
DAVEB      ROCH           X      X     _    Dave Bloom
ANDERS     ROCH           _      X     _
LEWISTR    ROCH           X      X     X
________   ________       _      _     _
________   ________       _      _     _
________   ________       _      _     _
________   ________       _      _     _
________   ________       _      _     _
________   ________       _      _     _
________   ________       _      _     _
________   ________       _      _     _
________   ________       _      _     _
                                                         More...
F3=Exit      F4=Prompt   F5=Refresh   F6=Authorize distribution list
F12=Cancel   F19=Display messages
```

4. For the *User ID* and *Address* columns, type the user ID and address of each person you want to authorize to change or remove your meetings.

5. Type an **X** in the column that indicates the security level of meetings that you want each user to be able to change or remove. You can assign any of three meeting security levels to these users:

   Unclassified Authority for meetings that are not defined as confidential or personal.

   Confidential Authority for meetings that are confidential.

   Personal Authority for meetings that are personal.

   Each user can be specifically authorized for any or all three security levels. All users who are not individually listed with a specific authority have no authority to change or remove your meetings.

6. Press the Enter key. The names are added to the list of users authorized to work with your meetings.

   Note: Duplicate entries are not allowed and must be removed. Ensure that the first entry for the user has the authority you want to allow, then use the spacebar to blank-out all subsequent entries of that user ID from the list.

7. If there is a distribution list of users who need authorization to your meetings, do the following:

   a. Press F6 (Authorize distribution list). The Authorize Distribution List 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
DAVEB  ...................................................................
ANDERS :                   Authorize Distribution List                    :
LEWIST :                                                                  :
______ :  Enter list ID and type X to authorize, press Enter.             :
______ :                                                                  :
______ :                          --------Security---------               :
______ :  -------List ID-------   Unclass     Conf     Pers               :
______ :  ________   ________        X         _        _                 :
______ :                                                                  :
______ :                                                                  :
______ :                                                                  :
______ :  F4=Prompt   F5=Refresh   F12=Cancel                             :
       :                                                                  :
F3=Exi :..................................................................:
F12=Cancel   F19=Display messages
```

b. Specify a distribution list.

c. Type an **X** to indicate the authority you want to give the users in the distribution list. You can assign any or all of the three meeting security levels to the distribution list: Unclassified, Confidential, and Personal.

d. Press the Enter key. The names are added to the list of users authorized to change or remove your meetings. Duplicate user IDs are not allowed and must be removed.

8. To remove the authority of a user to work with your meetings, use the spacebar to blank out the user ID. That user then has no authority to work with your meetings.
9. Press the Enter key. OfficeVision/400 changes the authorizations.
10. Press F3 (Exit) to return to the calendar display.

Copying a Calendar Item

You can copy the information about a single item or multiple occurrences of an item on your calendar. You may want to do this to schedule another item like it. However, you must have at least add item authority to the calendar to which you want to copy the information. To copy the information, do the following:

1. On the Daily, Weekly, or Monthly Calendar display, move the cursor to the calendar item you want to copy and press F20 (Copy item).

   Note: You also can request the copy item function by typing **CPnn** (where nn is the number of the item you want to copy) for the *Function* prompt and pressing the Enter key.

2. The Copy Calendar Item display appears.

```
                          Copy Calendar Item

Copy from:
  Calendar . . . . . . : HANSCAL HANSON ROCH
  Text . . . . . . . . :   Coffee and rolls in the conference room.
  Type . . . . . . . . :   Event

Type choices, press Enter.

  Copy to:
    Calendar . . . . . .  HANSCAL HANSON ROCH                F4 for list
    Date/day . . . . . .  10/16/89                       MM/DD/YY
    From/To . . . . . . .  8:00a   9:00a                 hh:mmA, hh:mmP...





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

3. For the *Calendar* prompt, type the name of the calendar where you want to copy the item to if it is different from the one shown. However, you must have at least add item authority to the calendar to which you want to copy the information.
4. For the *Date/day* prompt, type the date or day when you want to schedule what you are copying. If you type a day, type **MON**, **TUE**, **WED**, **THU**, **FRI**, **SAT**, or **SUN**. When you type a day and the date of that day is shown on the calendar, then that date is the date on which the item is copied. If the day is not shown, then the item is copied to the next occurrence of that day. If you type a date, type the date in the format shown for the *Date/day* prompt.
5. Change the times for the *From* and *To* prompts to the starting and ending times for the new item you want to schedule.
6. Press the Enter key. The new item is added to the calendar specified.
7. Press F3 (Exit) to return to the main calendar display.

Copying Multiple Occurrences of a Calendar Item

You can copy multiple occurrences of a calendar item on one calendar to another calendar. However, you must have at least add item authority to the calendar you want to copy the information to. To copy the information, do the following:

1. On the Daily, Weekly, or Monthly Calendar display, move the cursor to a calendar item for a multiple occurrence you want to copy and press F20 (Copy item).

   Note: You also can request the multiple copy item function by typing **CPnn** (where nn is the number of the item you want to copy) for the *Function* prompt and pressing the Enter key.
2. The Copy Calendar Item display appears.

```
                         Copy Calendar Item

Copy from:
  Calendar  . . . . . . : HANSCAL HANSON ROCH
  Subject . . . . . . . :   Coffee and rolls in the conference room.
  Type  . . . . . . . . :   Event


Type choice, press Enter.

  Copy to:
    Calendar  . . . . . .  HANSCAL HANSON ROCH                F4 for list
    Date/day. . . . . . .   10/16/89                       MM/DD/YY
    From/To . . . . . . .   8:00a   9:00a                  hh:mmA, hh:mmP...






F3=Exit   F4=Prompt   F5=Refresh   F9=Six month calendar   F12=Cancel
F19=Display messages  F20=Copy all occurrences
Multiple occurrences exist.  Press F20 to copy all.
```

3. For the *Calendar* prompt, type the name of the calendar to which you want to copy the multiple occurrences.
4. Do not change the information for the other prompts on the display. You can change the calendar prompt only when you are copying multiple items.
5. Press F20 (Copy all occurrences). The Confirm Copy of all Occurrences display appears showing when each occurrence of the calendar item is to occur.

```
                    Confirm Copy of All Occurrences

From calendar . . . . . : HANSCAL HANSON ROCH
To calendar . . . . . . : HANSCAL HANSON ROCH
Text  . . . . . . . . . :   Coffee and rolls in the conference room
Type  . . . . . . . . . :   Event

Press Enter to confirm your choice to copy all occurrences.
Press F12 to return and not copy all occurrences.

Date        Day                 From    To
10/16/89    Monday               8:00a  9:00a
10/23/89    Monday               8:00a  9:00a
10/30/89    Monday               8:00a  9:00a






                                                           More...
F9=Six month calendar   F12=Cancel   F19=Display messages
```

6. Press the Enter key. The occurrences are copied to the calendar you specified. A message indicating the number of items copied appears.
7. Press F3 (Exit) to return to the main calendar display.

Removing a Calendar Item

You can remove an item from your calendar by doing the following:

1. On the Daily, Weekly, or Monthly Calendar display, move the cursor to the calendar item you want to remove and press F16 (Remove item).

   Note: You also can request the remove item function by typing **Rnn** (where nn is the number of the item you want to remove) in the *Function* prompt and pressing the Enter key.

2. The Confirm Remove of Calendar Item display appears showing information about the item you chose to remove.

```
                         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 . . . . . . . . :   Status meeting
Date . . . . . . . . :   10/13/89
From/To  . . . . . . :   9:00a  10:00a
Type . . . . . . . . :   Meeting entry










F9=Six month calendar       F11=Remove meeting    F12=Cancel
F16=Remove all occurrences  F19=Display messages
Meeting will be removed from this calendar only.                   +
```

   Note: A plus sign appearing in the lower right corner of the display indicates that the calendar item has multiple occurrences.

3. If you are removing the wrong calendar item, press F12 (Cancel) to return to the calendar display where you can change your choice. If you still want to remove the calendar item, press the Enter key. The calendar item is removed and the calendar display appears.

4. Press F3 (Exit) to return to the OfficeVision/400 menu.

Removing Multiple Occurrences of a Calendar Item

You can remove all multiple occurrences of a calendar item from your calendar by doing the following:

1. On the Daily, Weekly, or Monthly Calendar display, move the cursor to a calendar item for a multiple occurrence you want to remove and press F16 (Remove item).

   Note: You also can request the multiple remove item function by typing **Rnn** (where nn is one of the occurrences of the item you want to remove) for the *Function* prompt and pressing the Enter key.

2. The Confirm Remove of Calendar Item display appears showing information about the item you chose to remove.

```
                    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 . . . . . . . . :   Coffee and rolls in the conference room.
Date . . . . . . . . :   10/23/89
From/To  . . . . . . :    8:00a   9:00a
Type . . . . . . . . :   Event









F9=Six month calendar    F12=Cancel   F16=Remove all occurrences
F19=Display messages
Multiple occurrences exist.  Press F16 to remove all.
```

3. Press F16 (Remove all occurrences).
4. The Confirm Remove of Calendar Items display appears showing when each occurrence of the calendar item is to occur.
5. If you are removing the wrong calendar items, press F12 (Cancel) twice to return to the calendar display where you can change your choice. If you still want to remove the calendar items, press the Enter key. The calendar items are removed and the calendar display appears.
6. Press F3 (Exit) to return to the OfficeVision/400 menu.

Searching Remote Calendars

If you are authorized to the calendar of a remote user, you can search that calendar. For example, you may want to determine whether a person will be available for a meeting you want to schedule.

Notes:

1. The remote calendar search program must be installed on your system before you can search remote calendars. For information about the remote calendar search program, see your administrator or the *Planning For and Setting Up OfficeVision/400** manual.
2. If the mail function is not installed on your system, you cannot search remote calendars because the results of a remote search are returned to you as a mail item.

1. On the calendar display, press F13 (More tasks). The More Calendar Tasks display appears.
2. For the *Selection* prompt, type an **8** (Search remote calendars). Press the Enter key.

   The Search Remote Calendar display appears.

```
                          Search Remote Calendar

 Type choices, press Enter.

   User ID/Address . . . . . . . . .    ______ _____    F4 for list
   -OR-
   Distribution list . . . . . . . .    ______ _____    F4 for list

   Start Date  . . . . . . . . . . .   10/28/89         MM/DD/YY

   Number of days  . . . . . . . . .   7                1-999









 F3=Exit           F4=Prompt    F5=Refresh        F9=Six month calendar
 F10=Send Request  F12=Cancel   F19=Display messages
```

3. For the *User ID/Address* prompt, type the user ID/Address of the user whose calendar you want to search, or you can search more than one user's calendar by completing the *Distribution list* prompt.
4. For the *Start Date* prompt, type the date you want the search to start.
5. For the *Number of days* prompt, type the number of days on the calendar you want to search.
6. Press F10 to send the request. After the search is complete, the results of the search appear as a document on the Work with Mail display.
7. Press F3 (Exit) to return to the main calendar display.

Working with a Calendar Group

A **calendar group** is a list of calendars used to schedule meetings for a group of users in a single operation.

Note: A distribution list also can be used to identify a calendar group.

This section describes how to create a calendar group, delete a calendar group, add users to a calendar group, use a Group Calendar display, and use a Composite Calendar display. For information about how to schedule a meeting for all members of a calendar group, see "Scheduling a Meeting" on page 2-37.

Creating a Calendar Group

To create a calendar group, do the following:

1. On the Daily, Weekly, Monthly, Group, Composite, or Six Month 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.
4. On the Work with Groups display, press F6 (Create new group). The Create Group display appears.

```
                             Create Group

 Type choices, press Enter.

   Group . . . . . . . . .   __________

   Copy from . . . . . . .   __________             F4 for list

   Owner . . . . . . . . .   HANSCAL 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 example, you could type D543 to create a calendar group which includes all the calendars belonging to the people in Department 543.

6. If you want this calendar group to have the same owner, text, and calendar members as another calendar group, type the name of that calendar group for the *Copy from* prompt and press the Enter key. If you do not want this calendar group to have the same owner, text, and calendar members as another calendar group, leave this prompt blank.

   For a list of existing calendar groups, press F4 (List) with the cursor in this prompt.

7. For the *Owner* prompts, your user ID and address appears. You can change the user ID and address, or nickname, to those of the person who will own this calendar group. To see a list of user IDs on your system, place the cursor in this prompt and press F4 (List).

8. For the *Text* prompt, type a short description of this calendar group.

9. Press the Enter key. The calendar group is now created and the Add Calendar to Group display appears.

10. If you want to add calendar members to the calendar group you just created, go to "Adding Calendar Members to a Calendar Group."

    If you do not want to add calendar members to the calendar group you just created, press F12 (Cancel).

Adding Calendar Members to a Calendar Group

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

Note: If the Add Calendars to Group display is the current display shown, go to step 7 on page 2-109.

1. On the Daily, Weekly, Monthly, Group, Composite, or Six Month 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
 _   D543        HANSON    ROCH      Members of my department
 _   FINANCE     HANSON    ROCH      People in finance calendars
 _   REVIEW      HANSON    ROCH      Calendars of book reviewers








                                                                  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 the group you want to add members to and type an **8** (Work with calendars in group) in the *Opt* column.

5. Press the Enter key. The Work with Calendars in Group display appears.

6. On the Work with Calendars in Group display, press F6 (Add calendars to group). The Add Calendars to Group display appears.

```
                      Add Calendars to Group

Group . . . . . . :   D543
Text . . . . . . . :  Members of my department

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. If you want this calendar group to contain the same calendar members as another calendar group, type the name of that calendar group for the *From group* prompt. If you do not, leave this prompt blank.

8. In the *Calendar* columns, type the calendar names you want to add to this calendar group.

9. Press the Enter key. The calendars are added to the group.
10. Press F3 (Exit) to return to the main calendar display.

Deleting a Calendar Group

To delete a calendar group, do the following:

1. On the Daily, Weekly, Monthly, Group, Composite, or Six Month 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.
4. Move the cursor next to the group you want to delete and type a **4** (Delete) in the *Opt* column.
5. The Confirm Delete of Groups display appears.

```
                          Confirm Delete of Groups

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

                  ------Owner------
 Opt  Group       User ID   Address   Group Text
  4   REVIEW      HANSON    ROCH      Calendars of book reviewers











                                                                    Bottom
 F9=Six month calendar   F12=Cancel   F19=Display messages
```

6. If you are deleting the wrong calendar group, press F12 (Cancel) to return to the Work with Groups display, where you can change your choice. If you still want to delete the calendar group, press the Enter key. The calendar group is deleted.
7. The Work with Groups display appears again.
8. Press F3 (Exit) to return to the main calendar display.

Using a Group Calendar Display

A Group Calendar display shows you up to seven individual calendars at one time. You can use this display to add, change, look at, or remove events or reminders for any calendar to which you are authorized.

To use a Group Calendar display:

1. On the Daily, Weekly, Monthly, Six Month, or Composite display, press F11 (Change view). When the Change Calendar View display appears, type a **3** (Group) for the *Calendar view* prompt. For the *Calendar* prompt, type the name

of the group calendar or distribution list you want to use. For the *Date* prompt, type the date of the calendars you want to use. Press the Enter key.

2. The Group Calendar display appears.

   The date you typed is shown at the top of each column on the display. You cannot change this date, but you can show other dates by pressing either F17 (Earlier days) or F18 (Later days). You also can type a date in the *Function* prompt to change the date shown.

   Each column on the Group Calendar display represents a calendar in the group and the items scheduled for that day. The following information is shown for each calendar:

   - The name of the calendar. For this example, the names are ANDY, ANN, GLEN, HEIDI, SHARON, and TOM. If the calendar is the user's scheduling calendar, the user's ID is shown.
   - The time, type of calendar item, and reference number for each calendar item under each calendar name.
   - The text for each calendar item may be shown under the time for each item.

```
                                      Group Calendar
Function . . . .   __________       Calendar . . . .   D543 *GROUP
ANDY     RBA ANN     RBA GLEN         HEIDI     B  SHARON      TOM      R
10/18/89     10/18/89     10/18/89     10/18/89     10/18/89     10/18/89
8:00a  E  2  8a________  8a________  8:00   E  5  8a________  8a________
___________  __________  __________  ___________  __________  __________
9a_________  9a________  9a________  9a_________  9a________  9a________
___________  __________  __________  ___________  __________  __________
10a________  10a_______  10:00a M  6 10a________  10a_______  10a_______
___________  __________  __________  ___________  __________  __________
11a________  11a_______  11a_______  11a________  11a_______  11a_______
___________  __________  __________  ___________  __________  __________
12n________  12n_______  12n_______  12n________  12n_______  12n_______
12:30p E  3  __________  __________  ___________  __________  __________
1:00p  E  4  1p________  1p________  1p_________  1p________  1p________
Rev Manual   __________  __________  ___________  __________  __________
2p_________  2p________  2p________  2p_________  2p________  2p________
___________  __________  __________  ___________  __________  __________
3p_________  3p________  3p________  3p_________  3p________  3p________
___________  __________  __________  ___________  __________  __________
4p_________  4p________  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
```

   If you need to see more calendars in the group than those shown on the display, you can see the additional calendars by typing **+nn** (where nn represents the number of calendars in the group you want the display to advance) and pressing the Enter key.

3. The function keys shown on the bottom of the Group Calendar display are used the same way as the function keys on the Weekly Calendar display. For example, if you want to remove a calendar item from one of the calendars, move the cursor to that item and press F16 (Remove item). The Confirm Removal of Calendar Item display appears. Then press the Enter key to confirm that you want the calendar item removed from that calendar.

   You also can use a function code to perform a task. For the *Function* prompt, type the function code from the Select Function display shown in "Selecting a Calendar Task" on page 2-7, or with the cursor in the *Function* prompt, press

F4 (List). When the Select Function display appears, type a function from the list shown for the *Function* prompt.

Using a Composite Calendar Display

A Composite Calendar display shows you the busy and available times for all calendars in the group. Information for up to 10 calendars can be viewed at one time. Using this display, you can find the available times on several calendars to schedule an event or meeting.

To use a Composite Calendar display, do the following:

1. If the Composite Calendar is the current display shown, go to step 2.

   If the Composite Calendar is not the current display shown, press F11 (Change view) on the display. When the Change Calendar View display appears, type a 4 (Composite) for the *Calendar view* prompt. For the *Calendar* prompt, type the name of the calendar group or distribution list you want to use. For the *Date* prompt, type a date in the week you want for the Composite Calendar display. Press the Enter key.

2. The Composite Calendar display appears.

```
                              Composite Calendar
Function . . . .   __________   Calendar . . . .   D543 *GROUP
MON        BA  TUE         A  WED        B   THU         A  FRI         A
10/16/89       10/17/89       10/18/89       10/19/89       10/20/89
8a 1 345 78 0  8a___________  8a        8    8a___________  8a           *
   1 345 78 0  _____________            8    _____________           7   *
9a 1 345 78 0  9a___________  9a        8    9a___________  9a       7   *
   1 345 78 0  _____________            8    _____________           7   *
10a1   5  8 0  10a__________  10a  3    8    10a__________  10a      7   *
   1   5  8 0  _____________       3    8    _____________  ______________
11a1   5    0* 11a__________  11a  3    8    11a 2          11a___________
   1   5    0* _____________       3    8        2          ______________
12n1   5    0* 12n__________  12n  3    8    12n 2          12n___________
   1         *             *  _____________  _____________  ______________
1p 1           1p 12       *  1p___________  1p___________  1p      6
   1              12       *  _____________  _____________          6
2p 1           2p 123      *  2p___________  2p___________  2p      6
   1              123      *  _____________  _____________             More...
--------------------------------------------------------------------------------
                                  Calendars
 1=ANDY          2=BOB           3=CHERYL        4=GLEN          5=HEIDI
 6=NANCY         7=SANDEE        8=SHARON        9=TAMMY         0=TOM

F3=Exit    F12=Cancel    F14=More calendars    F24=More keys
```

If you want to see the calendar for a week other than the current week, press F17 (Earlier days) or F18 (Later days) until the calendar for that week appears.

The numbers next to the time periods identify the calendars that have items scheduled for that time and can be any of the numbers 1 through 9 and 0 for 10. Each number and its associated calendar name are shown at the bottom of the display. If the calendar is the user's scheduling calendar, the user's ID is shown. For example, assume calendar 1 is named ANDY (1=ANDY) and 5 is named HEIDI (5=HEIDI). If a `1` and `5` are shown on MON on the line next to `9a` and on the line before `10a`, it means that both Andy and Heidi have an item scheduled on Monday from 9 a.m. to 10 a.m.

If an asterisk (*) appears on the right side of a time slot, the calendar item is scheduled on additional calendars in the group. To see what additional calendars the item is scheduled on, press F14 (More calendars).

3. If you are just viewing this display, press F3 (Exit) to return to the OfficeVision/400 menu. Otherwise, go to the next step.

4. Press the function key for the function you want to do. Or with the cursor in the *Function* prompt, press F4 (List). The Select Function display appears. For the *Function* prompt, type the function code for the function you want to do and press the Enter key. If you need information on how to do a certain function, refer to other topics in this chapter or see the *Learning about OfficeVision/400** manual.

Working with Temporary Groups

When you are working with a temporary group of people on a project, you may want to schedule a meeting. The temporary group that you create lasts only as long as you are in the current OfficeVision/400 session. Once you exit the current OfficeVision/400 session, the temporary group is deleted from the system.

To work with a temporary group, do the following:

1. On the main calendar display, move your cursor to the *Calendar* prompt.
2. Press F4 (List).

   The Select Calendars display appears showing the list of calendars on the system.

```
                              Select Calendars

 Type options, press Enter.
   1=Select

                  ------Owner------
 Opt   Calendar   User ID   Address     Calendar Text
 __    CONFROOM   HANSON    ROCH        Conference room calendar
 __    HANSCAL    HANSON    ROCH        E G Hanson's personal cal
 __    SMITHCAL   SMITH     ROCH        J T Smith's personal cal

                                                                  Bottom
F5=Refresh   F11=Display authorities          F12=Cancel
F15=Select directory entry   F17=Position to  F24=More keys
```

3. Type a **1** in front of each calendar you want in the temporary group. When you are through selecting calendars, press the Enter key.
4. The Group Calendar display for the temporary group you just created appears.

```
                                    Group Calendar
Function . . . . _________        Calendar . . . .          *TEMP
BOB              CHERYL           NANCY
10/16/89         10/16/89         10/16/89
8a________       8a________       8a________
__________       __________       __________
9a________       9a________       9a________
__________       __________       __________
10a_______       10a_______       10a_______
__________       __________       __________
11a_______       11a_______       11a_______
__________       __________       __________
12n_______       12n_______       12n_______
__________       __________       __________
1p________       1p________       1p________
__________       __________       __________
2p________       2p________       2p________
__________       __________       __________
3p________       3p________       3p________
__________       __________       __________
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
```

If you want to look at another calendar group from this display, type the name of the calendar over *TEMP for the *Calendar* prompt and press the Enter key. To return to the temporary group, type ***TEMP** for the *Calendar* prompt and press the Enter key. The temporary group calendar returns.

Printing a Calendar or Calendar Group

You can print a single user calendar or a group calendar in a format similar to the Daily, Weekly, or Monthly Calendar display. When you are completing the prompts to print the calendar, you can select any one or all of the three formats. You also can print a calendar group or each calendar in a group.

Note: Calendars on remote systems cannot be printed.

To print a single user or a group calendar, do the following:

1. On the Daily, Weekly, Monthly, Group, Composite, or Six Month Calendar display, for the *Calendar* prompt, type the name of the calendar or calendar group you want to print.
2. Press F15 (Print), or type **PRT** for the *Function* prompt and press Enter.
3. The Print Calendar display appears.

   Note: The display you see depends upon the selection that appears in the *Output format* prompt.

```
                               Print Calendar

 Type choices, press Enter.

   Calendar . . . . . . . . . .    DEPTCAL   *GROUP
     Calendar type  . . . . . .      2               1=Individual, 2=Group
     Start calendar . . . . . .      ANDY            Name
     End calendar . . . . . . .      TOM             Name
   Start date . . . . . . . . .    11/08/93          MM/DD/YY
   End date . . . . . . . . . .    11/12/93          MM/DD/YY
   Output format  . . . . . . .    3 _ _             1=Daily, 2=Weekly, 3=Monthly
     From . . . . . . . . . . .    8:00a             hh:mmA, hh:mmP...
     Time interval  . . . . . .    60                5-120 minutes
     Columns  . . . . . . . . .    7                 5-7
     Start day  . . . . . . . .    2                 1=Monday, 2=Tuesday,
                                                     3=Wednesday, 4=Thursday
                                                     5=Friday, 6=Saturday,
                                                     7=Sunday
   Number of copies . . . . . .    1                 1-99
   Print week number  . . . . .    Y                 Y=Yes, N=No
                                                                       More...
 F3=Exit   F4=Prompt   F5=Refresh   F9=Six month calendar   F12=Cancel
 F13=More options      F19=Display messages
```

4. The *Calendar* prompt contains the name of the calendar that appeared on the calendar display. If this is the calendar you want to print, do not change it. If it is not the calendar you want to print, type the name of the calendar or calendar group you want to print and press the Enter key.

5. If you specified a group calendar or distribution list for the *Calendar* prompt, do the following:

   a. For the *Calendar type* prompt, type a **1** (Individual) if you want each calendar in the group to print one right after the other. Each calendar in the group is printed in the same way as a single calendar. Type **2** (Group) if you want to print the calendar in a format similar to the Group Calendar display. Whatever you type for this prompt becomes the default the next time you print a group calendar.

   b. The *Start Calendar* prompt shows the name of the first calendar in the group. This is the first calendar printed. If you want another calendar in the group printed first, type the name of that calendar for this prompt. Any calendar listed in the group before the calendar specified is not printed.

   c. The *End Calendar* prompt shows the name of the last calendar in the group. This is the last calendar printed. If you want another calendar in the group printed last, type the name of that calendar for this prompt. Any calendar listed in the group after the calendar specified is not printed.

6. For the *Start date* prompt, type the beginning date that you want to print. For the monthly calendar, the default value is the current date. For all other formats, the default value for this prompt is the day on which the selected calendar starts.

7. For the *End date* prompt, type the last date you want to print. If this prompt is left blank, a message is issued that the date is not valid.

8. For the *Output format* prompt, do any of the following:

   - Type a **1** (Daily format) if you want to print the calendar in a format similar to the Daily Calendar display.

- Type a **2** (Weekly format) if you want to print the calendar in a column format similar to the Weekly Calendar display. For the weekly format, each column printed represents one calendar, and the number of columns that are selected for printing (5, 6, or 7) will be printed across a page.
- Type a **3** (Monthly format) if you want to print the calendar in a format similar to the Monthly Calendar display. If you select **3** for a monthly format, the calendar information is printed in a format similar to the monthly calendar view. That is, the calendar items for all calendars in the calendar group are printed as symbols on a single monthly grid.

  You can select any one or all of the three formats. Each format type is printed only once. The calendars are printed in the order selected.

Whatever you type for this prompt becomes the default the next time you print the calendar.

9. If you changed the *Output format* prompt, press the Enter key. The prompts now shown on your display vary according to what you typed for the *Output format* prompt.
10. If you typed a 1 (Daily format) for the *Output format* prompt, do the following:

- For the *Dates to print* prompt, type a **1** (Dates with items) if you want only those dates with items to print. Type a **2** (All dates) if you want all dates, even those without items, to print. Whatever you type for this prompt becomes the default the next time you print the calendar.

```
                               Print Calendar

 Type choices, press Enter.

   Calendar . . . . . . . . . .   DEPTCAL   *GROUP
     Calendar type  . . . . . .     2             1=Individual, 2=Group
     Start calendar . . . . . .     ANDY          Name
     End calendar . . . . . . .     TOM           Name
   Start date . . . . . . . . .   11/08/93        MM/DD/YY
   End date . . . . . . . . . .   11/12/93        MM/DD/YY
   Output format  . . . . . . .   1  _  _         1=Daily, 2=Weekly, 3=Monthly
     Dates to print . . . . . .   1               1=Dates with items
                                                  2=All dates
   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  . . . . .   Y               Y=Yes, N=No
   Printer  . . . . . . . . . .   *WRKSTN         *USRPRF, *SYSVAL, *WRKSTN,
                                                    name

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

- For the *Print confidential text* prompt, type a **Y** (Yes) if you want the text for confidential calendar items to print. If you type an N (No) for this prompt, the text for confidential items does not print and CONFIDENTIAL prints instead. Whatever you type for this prompt becomes the default the next time you print the calendar.
- For the *Print personal text* prompt, type a **Y** (Yes) if you want the text for personal calendar items to print. If you type an N (No) for this prompt, the text for personal items does not print and PERSONAL prints instead. Whatever you type for this prompt becomes the default the next time you print the calendar.

- For the *Number of copies* prompt, type the number of copies of the calendar you want to print. This number can be 1 through 99.
- For the *Print week number* prompt, type Y (Yes) if you want the number of the week of the year to be printed on the calendar in the same manner as shown on each format of the calendar display. Type N (No) for this prompt if you do not want the week number to appear on the printed calendar. The default is to print the week number information as it is shown on the calendar display.
- For the *Printer* prompt, type the ID of the printer that you want to print your output. This prompt initially defaults to *WRKSTN and indicates that the printer specified in your device description for your work station will print your output. If you want another printer to print your output, type the identification for that printer for this prompt. If you are not sure of the identification of a printer, ask your administrator.

Note: If you specify *SYSVAL for the *Printer* prompt, the code page from the system message file will be used to print the calendar you want to print.

11. Press the Enter key. A message is shown on the message line of your display that your print job has been submitted to the system.
12. Press F3 (Exit) to return to the OfficeVision/400 menu.
13. If you typed a 2 (Weekly format) for the *Output format* prompt, do the following:

```
                              Print Calendar

Type choices, press Enter.

  Calendar . . . . . . . . . .  DEPTCAL  *GROUP
    Calendar type  . . . . . .    2              1=Individual, 2=Group
    Start calendar . . . . . .    ANDY           Name
    End calendar . . . . . . .    TOM            Name
  Start date . . . . . . . . .  11/08/93         MM/DD/YY
  End date . . . . . . . . . .  11/12/93         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  . . . . . . . .  1                Blank=Start date,
                                                 1=Monday, 2=Tuesday,
                                                 3=Wednesday, 4=Thursday
                                                 5=Friday, 6=Saturday,
                                                 7=Sunday

                                                                     More...
 3=Exit   F4=Prompt   F5=Refresh   F9=Six month calendar   F12=Cancel
 13=More options      F19=Display messages
```

a. For the *From/To* prompt, type the starting and ending times you want to print for the calendar. Whatever you type for this prompt becomes the default the next time you print the calendar.

b. For the *Time interval* prompt, type the time interval you want between calendar items. If the default time interval is satisfactory, do not change it. If you decide to change the time interval, type a number between 5 and 60 to specify the number of minutes per time slot in the day. Whatever you type for this prompt becomes the default the next time you print the calendar.

Note: A maximum of 60 time slots can be printed.

c. For the *Columns* prompt, type how many columns you want on the calendar. This number can be 5 through 7. Specify one column for each day you want to print. The number of columns selected for printing (5, 6, or 7) is printed across a page. If the number of days between the start date and the end date is fewer than the number of columns specified, a full week is printed for the weekly format. For example, if you specify 5 columns and print a calendar for 3 days, 5 columns will be printed. Whatever you type for this prompt becomes the default the next time you print the calendar.

d. For the *Start Day* prompt, type the number (1-7) that indicates the day of the week that you want to be on the left most column. If you leave this field blank, the day of the week that corresponds to the date specified in the *Start date* prompt is used.

14. Press the Page Down key to see the second screen of the Print Calendar display for the weekly format of the calendar. Complete the prompts as indicated above for the daily format.

15. If you typed a **3** (Monthly format) for the *Output format* prompt, a display similar to the following appears:

```
                              Print Calendar

 Type choices, press Enter.

   Calendar . . . . . . . . . .   DEPTCAL   *GROUP
     Calendar type  . . . . . .     2                1=Individual, 2=Group
     Start calendar . . . . . .     ANDY             Name
     End calendar . . . . . . .     TOM              Name
   Start date . . . . . . . . .   11/08/93           MM/DD/YY
   End date . . . . . . . . . .   11/12/93           MM/DD/YY
   Output format  . . . . . . .   3                  1=Daily, 2=Weekly, 3=Monthly
     From . . . . . . . . . . .    8:00a             hh:mmA, hh:mmP...
     Time interval  . . . . . .   60                 5-120 minutes
     Columns  . . . . . . . . .   7                  5-7
     Start day  . . . . . . . .   1                  1=Monday, 2=Tuesday,
                                                     3=Wednesday, 4=Thursday
                                                     5=Friday, 6=Saturday,
                                                     7=Sunday
   Number of copies . . . . . .   1                  1-99
   Print week number  . . . . .   Y                  Y=Yes, N=No
                                                                      More...
  3=Exit   F4=Prompt   F5=Refresh   F9=Six month calendar   F12=Cancel
  13=More options      F19=Display messages
```

To print the monthly format do the following:

a. For the *From* prompt, type the start time you want to appear in the date cell. The end time is calculated from the *From* time, the *Time interval*, and the width of the date cell. The width of the date cell depends on the size of the printout and the number of columns used. Whatever you type for this prompt becomes the default the next time you print the calendar.

b. For the *Time interval* prompt, type the time interval in minutes you want between calendar items. If the default time interval is satisfactory, do not change it. If you decide to change the time interval, type a value between **5** and **120**. The time interval will be rounded to one of the following values: **5**, **6**, **10**, **12**, **15**, **20**, **30**, **40**, **60**, **90**, **120**. Whatever you type for this prompt becomes the default the next time you print the calendar.

c. For the *Columns* prompt, type the number of columns you want on the calendar. This number can be 5 through 7. One column prints for each day of the week. The number of columns selected for printing (5, 6, or 7) is printed across a page. Whatever you type for this prompt becomes the default the next time you print the calendar.

   d. For the *Start Day* prompt, type the number (1-7) that indicates the day of the week that you want to be on the left most column of the calendar. If you leave this field blank, a message is issued that the field value is not an allowed number. Whatever you type for this prompt becomes the default the next time you print the calendar.

   e. For the *Number of copies* prompt, type the number of copies of the calendar you want to print. This number can be 1 through 99.

   f. For the *Print week number* prompt, type Y (Yes) if you want the number of the week of the year to be printed on the calendar in the same manner as shown on each format of the calendar display. Type N (No) for this prompt if you do not want the week number to appear on the printed calendar. The default is to print the calendar the same as the calendar display.

16. Press the Page Down key to see the second screen of the display for a monthly format.

    For the *Printer* prompt, type the ID of the printer that you want to print your output. This prompt initially defaults to *WRKSTN and indicates that the printer specified in your device description for your work station will print your output. If you want another printer to print your output, type the identification for that printer for this prompt. If you are not sure of the identification of a printer, ask your administrator.

    Note: The code page from the system message file will be used to print the calendar you want to print.

17. Press the Enter key. A message is shown on the message line of your display that your print job has been submitted to the system.

Working with Calendar User-Defined Functions

A calendar user-defined function allows you to create a short character string and associate any control language (CL) command with it. For example, you can create a calendar user-defined function to start an external program from within your OfficeVision/400 calendar.

You can create, copy, change, display, delete, and print your private calendar user-defined functions. If you are an administrator, you can also create public calendar user-defined functions available to all users. See the *Managing OfficeVision/400** manual for more information on setting up public calendar user-defined functions.

You can use any calendar user-defined function that you create, as well as any public calendar user-defined functions that your administrator makes available. For information on how to use a calendar user-defined function, see "Selecting a Calendar Task" on page 2-7.

Creating a Calendar User-Defined Function

To create a calendar user-defined function, do the following:

1. On the Daily, Weekly, Monthly, Group, Composite, or Six Month 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 **9** (Work with user-defined functions).
3. Press the Enter key. The Work with User-Defined Functions display appears. This display lists all the private calendar user-defined functions that you have created or that have been created for you by your administrator.

```
                    Work with User-Defined Functions

Work with functions for . . . . . :   HANSON   ROCH

Type options, press Enter.
  1=Create     2=Change     3=Copy     4=Delete     5=Display     6=Print

Opt  Function    Text
 _   .AN         Analyze Calendar Items
 _   .PR         Print Item nn
 _

                                                                  Bottom
F3=Exit      F5=Refresh   F9=Six month calendar      F11=Display command
F12=Cancel   F15=Public functions   F17=Position to   F19=Display messages
```

From the Work with User-Defined Functions display, you can view the public calendar user-defined functions by pressing F15 (Public functions). You can copy, display, or print the public functions. If you copy a public function, you then become the owner of that copy of the function. If you are enrolled as a limited user, you can only display and print public functions.

Only an administrator can create, change, or delete public functions. See the *Managing OfficeVision/400** manual for more information on administrator duties.

Press F15 (Private functions) again to return to the list of your private calendar user-defined functions.

Press F11 (Display command) to see the commands the functions run. When the commands are displayed, press F11 (Display owner) to see the owners of the functions. When the owners are displayed, press F11 (Display text) to see the text associated with the functions.

Note: If you are a **limited user**, you can only display, print, or delete the calendar user-defined functions on this display. You cannot create, change, or copy any functions.

Also, you cannot execute a User-Defined-Function which attempts to execute an AS/400 command.

4. On the Work with User-Defined Functions display, move the cursor to the *Opt* column and type a **1** (Create). Type the name of the function you wish to create. The name should be meaningful to you. It can be up to 10 characters long and the first character must be a period (.). For example, you could type `.PR` to create a printing function.

   Note: If you use the &ITMID substitution variable in your calendar user-defined function, the name of the function can be no longer than 7 characters. The *Office Services Concepts and Programmer's Guide* contains information on using substitution variables.

5. Press the Enter key. The Create User-Defined Function display appears.

```
                         Create User-Defined Function

 Type choices, press Enter.

   Function . . . . . . . . .PR________          Name

   Command . . . . . . . . .  ______________________________________
 ___________________________________________________________________
 ___________________________________________________________________
 ___________________________________________________________________
 ___________________________________________________________________
 ___________________________________________________________________
 __________________________________________  F4 for prompt

   Text  . . . . . . . . . .  ______________________________________




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

6. The *Function* prompt contains the name of the function you want to create. This name is what you typed on the Work with User-Defined Functions display.

7. For the *Command* prompt, type the command the function is to run.

   If you are not sure what to type for this prompt, press F4 (Prompt) with the cursor in this prompt. A list of commands appears. If you know the name of the command, but are not sure of the parameters, type the command name and press F4 (Prompt) to see the parameters.

   In your command, you can include substitution variables to pass certain parameters to the command. You can pass the name of the calendar, the user ID that owns the calendar, or the user address of the calendar, for example. Substitution variables must always begin with an ampersand (&).

   Before running a calendar user-defined function (CUDF), the command associated with the function is checked for any substitution variables. If a substitution variable is found, it is replaced with its associated value from the calendar display.

   For example, if you create a CUDF .WD for the WRKDOC command, you can use the substitution variable &USRID for the folder parameter as shown below:

   WRKDOC FLR(&USRID)

   When the CUDF .WD runs, &USRID will be replaced with the user ID of the owner of the current calendar.

   Note: When using substitution variables in conjunction with commands, be aware that the variables &CURDATJ, &STRDATJ and &ENDDATJ are replaced with dates which are in the job format. They will contain date separators which may be interpreted as arithmetic operators depending on how the specific command parses its parameter values.

   When using these special variables, it may be necessary to use a CL program to interface to the command. An example of this would be PRTCAL command in conjunction with a CUDF.

Create the CUDF with a command string as shown below. Note that in the command string the variable is enclosed in single quotes. This is necessary so that the command analyzer does not interpret the date separators as arithmetic operands.

```
CALL PGM(LIBNAME/PROGRAM) PARM('&STRDATJ')
```

Note also that a command string of PRTCAL DATE('&STRDATJ') cannot be used when creating a CUDF.

When the CUDF is run, the substitution variable &STRDATJ will be replaced with the calendar start date in job format and the call will be made to the CL program interface. The CL program can then put the date value into the PRTCAL command for execution. A sample CL program for this purpose is shown below:

```
PGM    PARM(&DATE)

DCL VAR(&DATE) TYPE(*CHAR) LEN(8)
PRTCAL    DATE(&DATE)

ENDPGM
```

The following is a list of a few of the substitution variables that you can use in your commands. The *Office Services Concepts and Programmer's Guide* contains a complete list of the substitution variables available.

&CALNAM	The calendar name that the user is currently working with
&USRID	The user ID of the owner of the current calendar
&USRADR	The address associated with the user ID of the current calendar
&CURDAT	The current date for the calendar in use
&ITMID	The identifier of the item for which the function will be run

8. For the *Text* prompt, type a short description of the calendar user-defined function.
9. Press the Enter key. A message stating that the function is created appears at the bottom of your display.
10. Press F3 (Exit) to return to the main calendar display.

Changing a Calendar User-Defined Function

You can change the name of a calendar user-defined function, the command it runs, or the text associated with the function.

To change a calendar user-defined function, do the following:

1. On the Daily, Weekly, Monthly, Group, Composite, or Six Month Calendar display, press F13 (More calendar tasks). The More Calendar Tasks display appears.
2. On the More Calendar Tasks display, type a **9** (Work with user-defined functions).
3. Press the Enter key. The Work with User-Defined Functions display appears.
4. Move the cursor to the function you want to change and type a **2** in the *Opt* column.

Note: If you are a limited user, you cannot change any of the calendar user-defined functions listed.

5. Press the Enter key. The Change User-Defined Function display appears.

```
                         Change User-Defined Function

 Type changes, press Enter.

   Function . . . . . . . . .PR________          Name

   Command . . . . . . . . .  DSPCALITM CAL(&CALNAM &USRID &USRADR) ITMID(
 &ITMID) OUTPUT(*PRINT)______________________________________________
 ____________________________________________________________________
 ____________________________________________________________________
 ____________________________________________________________________
 ____________________________________________________________________
 ___________________________________________ F4 for prompt

   Text . . . . . . . . . .  Print Item nn____________________________




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

6. Type the changes you want to make to the calendar user-defined function. You can change the name of the function, the command that it runs, or the text describing the function.

7. Press the Enter key when you have made all the changes. A message stating that the function is changed appears at the bottom of your display.

8. Press F3 (Exit) to return to the main calendar display.

Copying a Calendar User-Defined Function

You can copy an existing private calendar user-defined function and change it to run a different command. You also can copy an existing public function and become the owner of that copied function.

Note: If a private calendar user-defined function has the same name as a public function, the private function is run when you type the function name for the *Function* prompt.

To copy a calendar user-defined function, do the following:

1. On the Daily, Weekly, Monthly, Group, Composite, or Six Month Calendar display, press F13 (More calendar tasks). The More Calendar Tasks display appears.

2. On the More Calendar Tasks display, type a **9** (Work with user-defined functions).

3. Press the Enter key. The Work with User-Defined Functions display appears.

   Press F15 (Public functions) to see a list of public calendar user-defined functions.

4. Move the cursor to the function you want to copy and type a **3** in the *Opt* column.

Note: If you are a limited user, you cannot copy any calendar user-defined functions.

5. Press the Enter key. The Copy User-Defined Function display appears.

```
                         Copy User-Defined Function

 Type changes, press Enter.

   Function . . . . . . . . .PR________          Name

   Command . . . . . . . . . DSPCALITM CAL(&CALNAM &USRID &USRADR) ITMID(
 &ITMID) OUTPUT(*PRINT)______________________________________________
 ____________________________________________________________________
 ____________________________________________________________________
 ____________________________________________________________________
 ____________________________________________________________________
 __________________________________________  F4 for prompt

   Text . . . . . . . . . . Print Item nn____________________________




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

6. Type any changes you want to make to the calendar user-defined function being copied. You can change the name of the function, the command that it runs, or the text describing the function.
7. Press the Enter key. A new calendar user-defined function is created from the function being copied. A message stating that the new calendar user-defined function is copied appears at the bottom of your display.
8. Press F3 (Exit) to return to the main calendar display.

Displaying a Calendar User-Defined Function

When you display a calendar user-defined function, you can see the current owner of the function, the name of the person who created the function, the function name, the command the function runs, and the text describing the function. You can display both private and public calendar user-defined functions.

To display a calendar user-defined function, do the following:

1. On the Daily, Weekly, Monthly, Group, Composite, or Six Month Calendar display, press F13 (More calendar tasks). The More Calendar Tasks display appears.
2. On the More Calendar Tasks display, type a **9** (Work with user-defined functions).
3. Press the Enter key. The Work with User-Defined Functions display appears.

   Press F15 (Public functions) to see a list of public calendar user-defined functions.
4. Move the cursor to the function you want to display and type a **5** in the *Opt* column.
5. Press the Enter key. The Display User-Defined Function display appears.

```
                    Display User-Defined Function

  Owner . . . . . . . . . : HANSCAL HANSON ROCH

  Creator . . . . . . . . : HANSCAL HANSON ROCH

  Function  . . . . . . . :  .PR

  Command . . . . . . . . :  DSPCALITM CAL(&CALNAM &USRID &USRADR) ITMID(
&ITMID) OUTPUT(*PRINT)


  Text  . . . . . . . . . :  Print Item nn




  Press Enter to continue.

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

6. Press F3 (Exit) to return to the main calendar display.

Deleting a Calendar User-Defined Function

To delete a calendar user-defined function, do the following:

1. On the Daily, Weekly, Monthly, Group, Composite, or Six Month Calendar display, press F13 (More calendar tasks). The More Calendar Tasks display appears.
2. On the More Calendar Tasks display, type a **9** (Work with user-defined functions).
3. Press the Enter key. The Work with User-Defined Functions display appears.
4. Move the cursor to the function you want to delete and type a **4** (Delete) in the *Opt* column.

   Press the Enter key. The Confirm Delete of User-Defined Function display appears.

```
                    Confirm Delete of User-Defined Function

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


 Opt  Function     Text
  4   .PR          Print Item nn














 F11=Display command     F12=Cancel
```

On the Confirm Delete of User-Defined Function display, press F11 (Display command) if you want to see the command the function runs. Press F11 again to see the owner of the function to be deleted. When the owner of the function is displayed, press F11 (Display text) to see the text associated with the calendar user-defined function to be deleted.

5. If you do not want to delete the function shown, press F12 (Cancel) to return to the Work with User-Defined Functions display where you can change your choice. If you still want to delete the function, press the Enter key. The function is deleted.
6. The Work with User-Defined Functions display appears again.
7. Press F3 (Exit) to return to the main calendar display.

Printing a Calendar User-Defined Function

To print a calendar user-defined function, do the following:

1. On the Daily, Weekly, Monthly, Group, Composite, or Six Month Calendar display, press F13 (More calendar tasks). The More Calendar Tasks display appears.
2. On the More Calendar Tasks display, type a **9** (Work with user-defined functions).
3. Press the Enter key. The Work with User-Defined Functions display appears.
4. Move the cursor to the function you want to print and type a **6** (Print) in the *Opt* column.
5. Press the Enter key. The calendar user-defined function is sent to your default printer.

   When the calendar user-defined function is printed, a message appears at the bottom of your display.

Calendar Commands

The following Calendar Commands allow you to work with OfficeVision/400 calendars. Using these commands you can work with scheduled events, meetings, and reminders, or create, print, or delete calendars.

To run a command immediately, type the command on the AS/400 command line and press the Enter key. For assistance in entering the command, type the command and press F4 (Prompt) without typing anything else. For more information on using calendar commands, see *Office Services Concepts and Programmer's Guide*, SC41-9758.

Command	***Definition***
ADDCALITM (Add Calendar Item)	The Add Calendar Item (ADDCALITM) command allows you to add calendar items to local calendars. If the item you are adding is a meeting, remote calendars can be specified. A meeting notice also is sent when the scheduler is not authorized to add items to calendars of invited users. **Note:** If you do not have the mail option installed and distributions are not allowed, meeting notices cannot be sent. Restriction: You must have an entry in the System Distribution Directory to use this command.
CHGCALAUT (Change Calendar Authority)	The Change Calendar Authority (CHGCALAUT) command allows you to change the public and private authorities to one or more calendars. The calendar authorities can be changed by distribution list, list of users, or a reference calendar. Restrictions: You must be the owner of the calendar, have *SECADM special authority, or have *ALLOBJ special authority to use this command. You must specify a value for one and only one of the following parameters: the *Distribution list* prompt (DSTL parameter), the *List of users* prompt (USER parameter), or the *Reference calendar* prompt (REFCAL parameter). **Note:** Do not precede an entry with an asterisk unless that entry is a "special value" that is shown (on the display itself or in the help information) with an asterisk.
CRTCAL (Create Calendar)	The Create Calendar (CRTCAL) command allows you to create a new calendar. You can specify the owner and manager of the calendar, the

working times for the calendar, a description of the calendar, and the notification mode for items on the calendar.

Restriction: You must have *SECADM or *ALLOBJ authority to specify a user other than *CURRENT for the calendar owner.

Note: Do not precede an entry with an asterisk unless that entry is a "special value" that is shown (on the display itself or in the help information) with an asterisk.

DLTCAL (Delete Calendar)

The Delete Calendar (DLTCAL) command allows you to delete one or more calendars from a local system. When a calendar is deleted, all of the items on the calendar also are deleted.

Restriction: You must have *SECADM special authority, *ALLOBJ special authority, or be the owner of a calendar to delete it.

Note: Do not precede an entry with an asterisk unless that entry is a "special value" that is shown (on the display itself or in the help information) with an asterisk.

DSPCALAUT (Display Calendar Authority)

The Display Calendar Authority (DSPCALAUT) command allows you to display the public and private authorities for a local calendar. The authorities can be displayed, printed, or directed to a database file.

The public authority to the calendar is always displayed. All of the private authorities are displayed if you are the owner of the calendar, if you have *SECADM special authority, or if you have *ALLOBJ special authority. If not, only your private authority to the calendar and the public authority is shown.

Note: Do not precede an entry with an asterisk unless that entry is a "special value" that is shown (on the display itself or in the help information) with an asterisk.

DSPCALD (Display Calendar Description)

The Display Calendar Description (DSPCALD) command allows you to display information about a local calendar. The information can be displayed, printed, or directed to a database file.

The information displayed depends on your authority to the calendar:

- If your authority is *EXCLUDE, the name of the calendar, the owner of the calendar, and the description of the calendar appear.

- If your authority is *TIMES, the working times of the calendar and the information shown to users with *EXCLUDE authority appears.
- If your authority is *USE, the name of the calendar's manager, the notification mode for calendar items, your private authority and the *PUBLIC authority to the calendar, and the information shown to users with *TIMES authority appears.
- If you are the owner, have *SECADM special authority, or have *ALLOBJ special authority, and you are printing the information or directing the information to a database file, the information shown to users with *USE authority appears.

If you are displaying the information, all of the private authorities, and the information shown to users with *USE authority appears.

Note: Do not precede an entry with an asterisk unless that entry is a "special value" that is shown (on the display itself or in the help information) with an asterisk.

DSPCALITM (Display Calendar Item)

The Display Calendar Item (DSPCALITM) command allows you to display information about an item on a local calendar. The information can be shown on a display, printed, or directed to a database file.

Note: Do not precede an entry with an asterisk unless that entry is a "special value" that is shown (on the display itself or in the help information) with an asterisk.

ENDCALSRV (End Calendar Service)

The End Calendar Service (ENDCALSRV) command ends the current calendar service job. The job is ended in a controlled manner with a delay time of 30 seconds for cleanup.

There are no parameters for this command.

PRTCAL (Print Calendar)

The Print Calendar (PRTCAL) command allows you to print one or more calendars. You can print calendars in a weekly column format, in a daily format, in both formats, or in a monthly format. Groups of calendars also can be printed in a column, list, or monthly format.

Note: Do not precede an entry with an asterisk unless that entry is a "special value" that is shown (on the display itself or in the help information) with an asterisk.

QRYCALITM (Query Calendar Item)

The Query Calendar Item (QRYCALITM) command allows you to search one or more calendars for items that match the values you specify on this command's parameters. The items returned by the search can be directed to a database file. If you do not specify a database file, you will receive a message that contains a count of the number of items that matched the search values.

The following chart shows the parameters that apply to each type of calendar item. The search returns items that match the values you specify for the parameters listed under each type of item.

EVENT	MEETING	REMINDER	JOB	S/36 PROCEDURE
ITMTYP	ITMTYP	ITMTYP	ITMTYP	ITMTYP
EVTSTS	RMDMSG	RMDMSG	ITMSEC	ITMSEC
RMDMSG	ITMSEC	ITMSEC	JOBD	S36PRC
ITMSEC	MTGSUB	DAY	JOBCMD	S36PRCPTY
DAY	MTGPLC	DATE	DAY	S36PRCPRM
DATE	MTGSTS	TEXT	DATE	DAY
TIME	INVSTS		TIME	DATE
TEXT	MTGREQ		TEXT	TIME
	DAY			TEXT
	DATE			
	TIME			
	TEXT			

Note: Note: Do not precede an entry with an asterisk unless that entry is a “special value” that is shown (on the display itself or in the help information) with an asterisk.

RMVCALITM (Remove Calendar Item)

The Remove Calendar Item (RMVCALITM) command allows you to remove calendar items from local calendars. You can remove all items that are older than a specified date or that occur between two dates. You also can remove single items. The database file containing the calendar items also can be reorganized after the records have been deleted. Reorganizing the database file recovers the space used by the deleted records and improves performance of subsequent calendar operations.

Restriction: You can specify a value for only one of the following parameters of this command: the *Date* prompt (DATE parameter), the *Number of days old* prompt (ITMAGE parameter), or the *Item ID* prompt (ITMID parameter). If you do not specify a value for any of these parameters, the

Date prompt (DATE parameter) default values are used.

Note: Do not precede an entry with an asterisk unless that entry is a “special value” that is shown (on the display itself or in the help information) with an asterisk.

RSTCAL (Restore Calendar)

The Restore Calendar (RSTCAL) command allows you to restore calendars that were previously saved as part of a system backup of library QUSRSYS, or that were saved using the Save Calendar (SAVCAL) command. You can restore one or more calendars to the calendar they were saved from, or you can restore a calendar to a different calendar. If calendar items are being restored to the calendar from which they were saved, and that calendar no longer exists, it will be created.

Notes:

1. Calendars can only be restored from a system backup of the QUSRSYS library in Version 2 Release 1 Modification 0 or subsequent releases. A system backup of the QUSRSYS system library from earlier releases cannot be used.
2. Do not precede an entry with an asterisk unless that entry is a “special value” that is shown (on the display itself or in the help information) with an asterisk.

SAVCAL (Save Calendar)

The Save Calendar (SAVCAL) command allows you to save calendars and calendar items. You can save only local calendars.

Note: Do not precede an entry with an asterisk unless that entry is a “special value” that is shown (on the display itself or in the help information) with an asterisk.

STRCALSRV (Start Calendar Service)

The Start Calendar Service (STRCALSRV) command starts the calendar services environment (QCALSRV) in the system work subsystem (QSYSWRK).

Note: Do not precede an entry with an asterisk unless that entry is a “special value” that is shown (on the display itself or in the help information) with an asterisk.

Chapter 3. Using Mail Functions

This chapter describes how to use the OfficeVision/400 mail function. If the mail function is installed on your system, you can work with mail items (view, print, revise, delete, forward, reply, file, fill in a form, and change the authority), create a hard-copy (printed) reference, work with the mail of another user, review the status of outgoing mail and action items, select mail by status, work with action items, and print an action item or a mail report.

As you use the functions described in this chapter, you might find that some functions do not operate as described. Your administrator might have set up OfficeVision/400 on your system so that non-IBM programs are used in place of specific OfficeVision/400 functions. For example, if you want to revise a copy of a mail item (described in "Changing a Calendar Item" on page 2-89), the text editor you use to edit the mail item might be an editor other than the OfficeVision/400 word processing function.

Ask your administrator for more information about non-IBM programs that are used in place of OfficeVision/400 functions on your system.

Using Assistance Levels of OfficeVision/400 Mail

The **assistance level** determines the type of displays you use to interact with the system. The mail function provides 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. You can change the level of assistance at any time, however. 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 for OfficeVision/400 you are using, the displays shown in this chapter may differ slightly from those shown on your display station.

Unless otherwise indicated, the tasks described in this chapter can be completed using either the basic or the intermediate assistance level. For some tasks, however, you must use the intermediate assistance level.

To change your assistance level for OfficeVision/400 Mail, press F21 (Select assistance level) on the Work with Mail display. The Select Assistance Level window appears, showing your current assistance level. If you want to change to the basic assistance level, type a **1** (Basic) for the *Assistance level* prompt and press the Enter key. If you want to change to the intermediate assistance level, type a **2** (Intermediate) for the *Assistance level* prompt and press the Enter key. The appropriate Work with Mail display for the assistance level you select appears.

Working with Mail Items

This section describes how to sort, view, print, revise, delete, forward, reply to, file a mail item, and fill in a form. A mail item can be a message, a note, or a document.

You can be notified of the arrival of mail or certain kinds of mail. The choices are specified on the Change Directory Entry display and include the following:

- Notification for priority and personal mail and messages
- Notification for priority and personal mail
- Notification for messages regardless of priority
- Notification for all OfficeVision/400 mail
- No notification for any OfficeVision/400 mail through message queues

For more information about notification of mail, see the *Managing OfficeVision/400** manual.

When a user is sent a message, a high-priority note, or a high-priority document, a message is sent to the message queue of the receiver to notify the receiver of the arrival of the mail item.

If the mail item is not personal, the message sent to the message queue of the receiver contains the user ID and address of the sender, a description of the mail item, and the message. If the mail item is personal, a message is sent to the message queue of the receiver, but no other information is included.

Sorting Mail Items

The OfficeVision/400 mail function allows you to display your mail items in either ascending order or descending order. Ascending order means that the oldest mail item sent to you is displayed first, and the mail items sent to you thereafter are listed below the oldest mail item. Descending order means that the newest, or latest, mail item sent to you is displayed first, and the older mail items are listed below the newest mail item. Descending order is the default.

To display your mail items in ascending order from the Work with Mail display, press F15 (Sort in ascending order). To return to displaying your mail items in descending order, press F15 again.

Note: If you display your mail items in ascending order and you press F10 (Display new mail), the cursor is positioned at the bottom of the list so that the newest mail item is shown.

If you display your mail items in descending order and you press F10 (Display new mail), the cursor is positioned at the top of the list so that the newest mail item is shown.

Viewing a Mail Item

To view a mail item, do the following:

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

   Note: If the AS/400 Main Menu does not appear after you sign on, type the Start Office (STROFC) command on the command line of the display and press the Enter key. The OfficeVision/400 menu appears. Skip step 2 on page 3-3 and go to step 3 on page 3-3.

2. On the Office Tasks menu, type option **1** (OfficeVision/400) and press the Enter key. The OfficeVision/400 menu appears.
3. On the OfficeVision/400 menu, type option **2** (Mail) and press the Enter key.
4. The Work with Mail display appears.

   Each mail item has a status assigned to it by the system:

Status	**Description**
DAMAGED	The mail item cannot be seen but the details for it may be viewed.
DELETED	The document is deleted from the system.
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 stored on the system.
MESSAGE	The mail item is a message.
NEW	The mail item is new and has never been looked at.
NEW*	The mail item is new (has never been looked at) 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.

   When you view a new or new* mail item, the status of it is changed to opened. For messages, the status of the mail item never changes and is always message. A highlighted (priority) message changes to non-highlighted after it has been viewed.

   Note: All new mail items that are high priority are highlighted on this display.

```
                              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-------                                Date
 Opt  Status      User ID  Address   Description                   Received
  _   NEW         SJONES   ROCH      Budget review                 04/21/88
  _   NEW         JOHNSON  ROCH      Sched meeting                 04/21/88
  _   NEW         PETERSON ROCH      Dept meeting                  04/20/88
  _   NEW         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
```

   Note: If you are using the basic assistance level or you do not have an editor installed, fewer options and function keys are listed on your display.

   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 mail items. 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 again.

If you are using the basic assistance level, the description for personal mail always shows PERSONAL on the Work with Mail display.

5. Move the cursor to the mail item you want to see and type option **5** (View) in the *Opt* prompt. Press the Enter key.

   Note: If you are using the basic assistance level of the OfficeVision/400 editor or if an alternative system-defined editor is active on your system, your display may be different than what is shown in this manual.

6. If the mail item you selected has an attached memo slip, the View Attached Memo Slip display appears first. This display contains additional information not in the mail item. After you are done viewing the memo slip, press the Enter key. The mail item you selected appears.

7. After you view the mail item, press F3 (Exit). The Work with Mail display appears again.

8. On the Work with Mail display, press F3 (Exit).

Filling in Form Fields in a Document

A form field is an area within a document that is defined and designated as an input area. You can type data in the form field to complete the form.

When filling in a form, you can type data only within the designated form fields. All other text in the document is protected from changes. When the data has been typed in the form field, you can send, print, or refresh the form (including the data), and begin entering other data without having to end the fill in form session.

Note: The fill form option as described here uses the OfficeVision/400 editor. This option may not be available with other editors.

To fill in a form document from the Work with Mail display, do the following:

Note: You also can use these procedures to fill in a form document from the Work with Documents in Folders display and the Work with Documents in a Document List display.

1. Move the cursor to the *Opt* prompt in front of the form document you want to fill in and type a **15** (Fill form).

2. Press the Enter key. The Fill in Form display is shown.

   Note: If you want the status line to show on your display, press F13 (Form options). The Change Form Options display is shown. Type a **Y** (Yes) for the *Display status lines* prompt and press the Enter key.

   The cursor is located on the first field on the display. If there are no fields shown on the first screen of text, the cursor is located on the first line of text. A field that is highlighted in bold requires that data be typed in it before you can exit, print, or send the form document.

```
FORM                           Fill In Form           Pg:1       Ln:12
<2....:....3....:....4....:....5....:....6....:....7....:....8....:....9>...:..
                       Parking Space Request Form

Complete the following information and give it to your manager.  The
form will be returned to you after your request has been processed.

Name: █___________________________          Date: __________________
Department: ____
Building: _________

Special considerations: _____________________________________________

For use by the parking space coordinator only:

Parking space assigned: _______



 F3=Exit/Save      F6=Window             F9=Print         F12=Cancel
 F4=Prompt         F7=Previous field     F10=Send         F13=Form options
 F5=Refresh        F8=Next field         F11=Goto         F21=Nondisplay keys
Enter the first and last name.
```

3. Type the data for the first field on the display. A description of what to type for this field may be shown at the bottom of the display.
4. Press F8 (Next field) and the cursor moves to the next field. If you want to go back to the first field, press F7 (Previous field).

   Notes:

   a. To move the cursor to another field, you can also use the following keys:
      - Tab
      - Backtab
      - New Line
      - Field Exit
      - Field +
      - Field -

      However, these keys do not cause any prompt text for a field to be shown, or validity checking of changed fields to occur.

   b. Press F11 (Goto) to find a specific page or line in the form document. When you press this key, the message `Type page/line, press Enter` is shown at the bottom of the display. The options available with this prompt are the same as those for F5 (Goto) on the Edit display.
5. Type the data for the remaining fields on the display.
6. Press F3 (Exit/Save). The Exit Form Document display is shown with the default choices.

```
                        Exit Form Document

Type choices, press Enter.

  Refresh form . . . . . . . . . .   N           Y=Yes, N=No

  Print form . . . . . . . . . . .   N           Y=Yes, N=No

    Display print options . . . . .  N           Y=Yes, N=No

  Send form . . . . . . . . . . . .  N           Y=Yes, N=No

  Save form with current data . . .  N           Y=Yes, N=No
    Document . . . . . . . . . . .   __________  Name, F4 for list
      Folder . . . . . . . . . . .   ________________________________
                                                 Name, F4 for list


F4=Prompt   F6=Print queue   F12=Cancel
```

7. Specify the following:
   a. If you want to enter data again using this form, type a Y (Yes) for the *Refresh form* prompt.
   b. If you want to print the completed form document, type a Y (Yes) for the *Print form* prompt.

      Note: You can also print the form document by pressing F9 (Print) on the Fill In Form display. However, the print job is not placed on the job queue and you cannot continue working on your display station until the job is completed.

   c. If you want to see the Print Options display, type a Y (Yes) for the *Display print options* prompt. On the Print Options display, you can change the print options for the document.
   d. If you want to send the completed form to someone, type a Y (Yes) for the *Send form* prompt.
   e. If you want to save the information in the form, type a Y (Yes) for the *Save form with current data* prompt. If you specify Yes for this prompt:
      1) For the *Document* prompt, specify the name of the document where you want the information saved.
      2) For the *Folder* prompt, specify the name of the folder where you want the document containing the information saved.

8. Press the Enter key. Depending on what you typed for the prompts on the Exit Form Document display, one of the following happens:

   - If you typed a Yes for the *Refresh form* prompt, the form document is shown again and you can enter new data.
   - If you typed a Yes for the *Print form* prompt, the Work with Documents in Folder display is shown. A message stating that the document was submitted for printing is shown at the bottom of the display.
   - If you typed a Yes for the *Display print options* prompt, the Print Options display is shown. On the Print Options display, you can change the print options for the document.
   - If you typed a Yes for the *Send form* prompt, the Send Form display is shown.

```
                              Send Form

Form description . . . . . . :

Send as final form . . . . . .   N        Y=Yes, N=No

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
```

Do the following:

a. If the form you are sending is to be filled in by the person who receives it, type an **N** (No) for the *Send as final form* prompt. If the form you are sending is only to be viewed by the person who receives it, type a **Y** (Yes) for this prompt.
b. Complete the *User ID* and *Address* prompts for each person you want to receive the form document. You can also specify a distribution list for the *Distribution list* prompts.
c. Press F10 (Send) to send the form.

9. Press F3 (Exit).

Note: For more information on the Fill Form function see *Systems Application Architecture* OfficeVision/400*: Using OfficeVision/400 Word Processing.*

Viewing a Wide Form Document

You can view portions of a wide document that are not visible. To do this you need to specify a different scale line for the left edge of the Fill In Form display.

To specify a different scale line for the left edge of the Fill In Form display, do the following:

1. Press F6 (Window) on the Fill In Form display. The following message is shown at the bottom of the display.

   `Type left column (1-255), press Enter`

2. Type the number of the column you want positioned at the left edge of the display.

   Note: If you decide not to type a number, press F12 (Cancel). The message is removed from the bottom of the display and the cursor returns to the text in the display.

3. Press the Enter key. If you did not type a number and the margins are wider than shown on the display, one of the following happens:

   - The display image shifts the width of one display.

- The display image shifts until the right margin is shown on the right edge of the display.

4. Press F6 (Window) and press the Enter key until the right margin is shown to continue moving horizontally across the document. If you press F6 (Window) and the Enter key when the right margin is shown, the left margin is shown.

Printing a Mail Item

A mail item can be printed with or without options. If you print a mail item *with* options, you control how the item looks when printed and how it is printed. If you print a mail item *without* options, the system controls how the item looks when printed and how it is printed.

To print a mail item, it must have a status of new, new*, opened, message, or filed.

When you print a mail item, a cover page containing information about the mail item also prints. If you print a message, both the cover page and message print on the same page, and the message is located at the bottom of the page. If you print a note or document, the cover page prints before the note or document on a separate page. The cover page contains the user ID and address of the person who the mail item is for and the user ID and address of the person who sent it. If the mail item is personal, it is indicated in the upper left corner. If the mail item is a note or document, other information that may be on the cover page includes the subject, reference, authors, and action to be taken (if any) for the mail item. In addition, at the bottom of the cover page, there may be a message from the sender about the note or document. If you are working with someone else's mail, the cover page also shows the user ID and address of the person who printed the mail item.

The shell document for the cover page is shipped with the system. The document is QHSTPRT and is in folder QDIADOCS.

Printing a Mail Item with Options

If you print a mail item with options, you can specify such options as the following:

- Number of copies
- Printer ID (identification)
- Print quality
- Printing on both sides

Note: You can print a mail item with options only if you are using the intermediate assistance level. If you need information about changing your assistance level, see "Using Assistance Levels of OfficeVision/400 Mail" on page 3-1.

To print a mail item with options, do the following:

1. On the Work with Mail display, move the cursor next to the mail item you want to print.

2. Type a **9** (Print options) and press Enter.

```
                              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-------                                 Date
Opt  Status       User ID  Address   Description                 Received
 _   NEW          SJONES   ROCH      Budget review               04/21/88
 _   NEW          PETERSON ROCH      Dept meeting                04/20/88
 _   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
```

3. If you are printing a message, note, or meeting notice, the Resolved Document Print Options display appears. If you are printing a document, the Print Options display appears.

   Note: The prompts that appear on your display may be different than those shown on the following display.

```
                              Print Options

Document . . . . . . . . . . . :   BUDGET

Type choices, press Enter.

  From page  . . . . . . . . . .   1            1-9999
  Through page . . . . . . . . .   9999         1-9999
  Number of copies . . . . . . .   1            1-99
  Output device  . . . . . . . .   1            1=Printer, 2=Display
                                                3=File
    Printer  . . . . . . . . . .   *USRPRF      *USRPRF, *SYSVAL
                                                Printer ID
    Output queue . . . . . . . .   *DEV         Name, *DEV, *FILE
      Library  . . . . . . . . .   *LIBL        Name, *LIBL
    Output file  . . . . . . . .   *DOC         Name, *DOC, *FILE
    Form type  . . . . . . . . .   __________   Printer form
    Printer file . . . . . . . .   QSYSPRT      Name
      Library  . . . . . . . . .   *LIBL        Name, *LIBL

                                                                  More...
F3=Exit     F6=Print queue   F12=Cancel
F15=Merge data options
```

4. Determine if the defaults for the *From page, Through page*, and *Number of copies* prompts are correct for the mail item being printed. Change them as necessary.

5. For the *Output device* prompt, do one of the following:

   - If you want your mail item output to go to a printer, type a **1** (Printer) for this prompt and go to step 6 on page 3-10.
   - If you want to display your mail item output, type a **2** (Display) for this prompt and go to step 8.

- If you want your mail item output to go to a file, type a **3** (File). Complete the additional prompts for this display that appear and go to step 8 on page 3-10.

6. For the *Printer* prompt, type the ID (identification) for the printer you want to use. This prompt shows the default that is the name of the printer specified in your user profile.

   If you are not sure of the printer ID you should specify, ask your administrator.

7. If you want to learn about any of the other options, move your cursor to the option and press the Help key. After you read the online help information for the option, press F3 (Exit) to return to this display. Change any prompts as necessary on the display.

8. Press the Page Down key to go to the next page of the display.

```
                                 Print Options

Document . . . . . . . . . . . . . . . :   BUDGET

Type choices, press Enter.
  Delay printing . . . . . . . . . . . . .   N           Y=Yes, N=No
  Draft spacing  . . . . . . . . . . . . .   N           Y=Yes, N=No
  Print line numbers . . . . . . . . . . .   N           Y=Yes, N=No
  Resolve instructions . . . . . . . . . .   Y           Y=Yes, N=No
  Print with large print . . . . . . . . .   N           Y=Yes, N=No
  Print separator page . . . . . . . . . .   N           Y=Yes, N=No
  Adjust line endings  . . . . . . . . . .   N           Y=Yes, N=No
  Adjust page endings  . . . . . . . . . .   Y           Y=Yes, N=No
    Allow widow lines  . . . . . . . . . .   N           Y=Yes, N=No
  Print revision symbols . . . . . . . . .   N           Y=Yes, N=No
    Symbols to be printed  . . . . . . . .   _ _ _ _ _
  Additional spaces to left  . . . . . . .   0           0-99
  Graphic character set  . . . . . . . . .   _______     Identifier
  Print quality  . . . . . . . . . . . . .   1           1=Letter, 2=Text
                                                         3=Draft
                                                                   More...
F3=Exit     F6=Print queue     F12=Cancel
F15=Merge data options
```

9. For the *Resolve instructions* prompt, leave the Y (Yes) to process instructions in the mail item. This means, for example, that when the mail item is printed, the actual date replaces the date instruction.

10. For the *Adjust line endings* prompt, leave the N (No). If you type a Y (Yes), the lines of text are adjusted to fit between the left and right margins as specified by the format. Because lines are usually automatically adjusted as you type a document, you can type an N (No) for this prompt unless the lines should be adjusted again after the text instructions have been processed.

11. For the *Adjust page endings* prompt, leave the Y (Yes). This adjusts (paginates) the lines of text to fit between the first typing line and the last typing line on the page.

12. If you want to learn about any of the other options, move your cursor to the option and press the Help key. After you read the online help information for the option, press F3 (Exit) to return to this display. Change any prompts as necessary on the display.

13. Press the Page Down key to go to the next page of the display.

```
                              Print Options

Document . . . . . . . . . . . . . . . . :   BUDGET

Type choices, press Enter.
  Place on job queue . . . . . . . . . .   Y              Y=Yes, N=No
    For choice Y=Yes:
      Send completion
        message  . . . . . . . . . . . .   N              Y=Yes, N=No
      Job description  . . . . . . . . .   QBATCH         Name
        Library  . . . . . . . . . . . .   *LIBL          Name, *LIBL
  Cancel on error  . . . . . . . . . . .   N              Y=Yes, N=No
  Print error log  . . . . . . . . . . .   Y              Y=Yes, N=No
    For choice Y=Yes:
      Form type  . . . . . . . . . . . .   __________     Printer form
  Save resolved output . . . . . . . . .   N              Y=Yes, N=No
    For choice Y=Yes:
      Document . . . . . . . . . . . . .   ____________
        Folder . . . . . . . . . . . . .
                                                                   More...
F3=Exit     F6=Print queue     F12=Cancel
F15=Merge data options
```

14. For the *Place on job queue* prompt, leave the Y (Yes) if your system uses the system job queue. Sending your print job to the job queue makes your work station available so you can work on another task.

15. For the *Send completion message* prompt, type a **Y** (Yes) if you are placing your print job on the job queue and you want a message sent to your display station when the job is completed.

16. For the *Print error log* prompt, type a **Y** (Yes) if you want an error log printed. If any errors occur while the job is being prepared for printing, an error log is printed following the last page of the mail item. The error log can also contain informational messages. If your mail item does not contain any errors, no log is printed.

17. If you want to learn about any of the other options, move your cursor to the option and press the Help key. After you read the online help information for the option, press F3 (Exit) to return to this display. Change any prompts as necessary on the display.

18. Press the Page Down key to go to the next page of the display.

```
                                 Print Options

Document . . . . . . . . . . . . . . . :   BUDGET

Type choices, press Enter:
  Type of page printing . . . . . . . . . .  1          1=Single-sided
                                                        2=Double-sided
                                                        3=Double-sided tumble

    For choice 2 or 3:
      Adjust margins on even
        pages for binding . . . . . . . . .  Y          Y=Yes, N=No






                                                                        Bottom
F3=Exit     F6=Print queue     F12=Cancel
F15=Merge data options
```

19. For the *Type of page printing* prompt, do one of the following:
    - If you want to print your mail item output only on one side of a page, leave the 1 (Single-sided).
    - If you want to print your mail item output on both sides of a page so that the top of one side is at the same end as the top of the other, type a **2** (Double-sided). With this type of printing, printing flows in the same direction on both sides of the page.
    - If you want to print your mail item output on both sides of a page so that the top of one side is at the same end as the bottom of the other, type a **3** (Double-sided tumble). With this type of printing, printing flows in the opposite direction from the preceding page.

    Notes:

    a. To print on both sides of a page, the printer specified for the *Printer* prompt must support this type of printing.

    b. If printing on both sides of a page and the page number specified for the *From page* prompt is an even page number, printing starts on the front side of the paper.

20. *For choice 2 or 3:* If you want the left and right margins for even pages to automatically adjust so they line up with the margins for odd pages, leave the Y (Yes) for the *Adjust margins on even pages for the binding* prompt. If you do not want the margins to line up, type an **N** (No).

    For *double-sided* page printing, margins can automatically be adjusted for even pages with either a 0- or 180-degree rotation. For *double-sided tumble* page printing, margins can automatically be adjusted for even pages with either a 90- or 270-degree rotation.

21. Press the Enter key. A message that the request is being processed is shown briefly.

22. The Work with Mail display appears. Press F3 (Exit).

Printing a Mail Item without Options

How a mail item is printed when options are not specified is controlled by the mail item.

To print a mail item without specifying the print options, do the following:

1. On the Work with Mail display, move the cursor down to the mail item you want to print.

```
                              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-------                                Date
Opt  Status      User ID  Address   Description                   Received
_    NEW         SJONES   ROCH      Budget review                 04/21/88
_    NEW         PETERSON ROCH      Dept meeting                  04/20/88





                                                                    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. Type a **6** (Print) and press the Enter key.
3. The mail item prints on the printer device specified in your user profile. The other print options used when printing the mail item (number of copies, form type, and print quality) are determined by your active text profile.
4. Press F3 (Exit).

Revising a Copy of a Mail Item

Sometimes it may be necessary to revise a mail item because the information in it changed or is not complete. Any note or document that has a status of filed, new, new* (the * means the unopened mail item has a memo slip attached), or opened can be revised.

Note: If the document you want to revise is a meeting notice (document type EMN), the document type changes when you revise it and you can no longer process the meeting notice to apply meeting entries to your calendar. For more information on meeting notices, see "Working with Meeting Notices" on page 2-54.

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

1. On the Work with Mail display, move the cursor down to the mail item you want to revise.

```
                                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-------                                 Date
Opt  Status       User ID  Address   Description                    Received
 _   OPENED       BSMITH    ROCH     Meeting location               04/22/88
 _   NEW          PETERSON ROCH      Run schedule                   04/22/88
 _   NEW          SJONES    ROCH     Budget review                  04/21/88
 _   NEW          PETERSON ROCH      Dept meeting                   04/20/88
 _   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. Type **2** (Revise a copy) and press Enter.

3. A copy of the mail item appears on your display. However, the original mail item stays on the Work with Mail display and is not changed or affected by what you do with the copy you use for revising.

   Note: If an alternative system-defined editor is active on your system, your display may be different than what is shown in this manual.

```
SCHEDULE P:12                    EDIT Instruction         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
```

4. Change the mail item as necessary, and press F3 (Exit/Save).

   If you need help with the edit functions to change the mail item, see the *Using OfficeVision/400* Word Processing* manual.

5. The Exit Document display appears with the defaults. The names of the document and folder are also shown on the display.

```
                              Exit Document

 Type choices, press Enter:

   Save document . . . . . . . . . .   Y            Y=Yes, N=No
     Document  . . . . . . . . . . .   BBJS4719.02  Name, F4 for list
       Folder  . . . . . . . . . . .                Name, F4 for list
         HANSON

     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 . . . . . . . . . .   Y            Y=Yes, N=No


 F4=Prompt    F6=Print queue    F12=Cancel
```

6. On the Exit Document display, do the following:

   a. For the *Save document* prompt, type a **Y** (Yes) if you want to save the document or an **N** (No) if you do not want to save it.

      If you type a **Y** (Yes) for this prompt, the new version of your document is saved in the folder specified in the *Folder* prompt. If you type an **N** (No) for this prompt, the new version of your document is not saved.

   b. The system supplies the name of the new document for you in the *Document* prompt. If you want to name the new document yourself, you can type a new document name over the one supplied by the system.

      The changed document is stored in the folder under the new name. The original document remains in the mail log unchanged.

   c. The system supplies the name of an existing folder for you in the *Folder* prompt where the new document will be saved. If you want to save the new document in another folder, type the name of that folder over the one specified by the system.

   d. For the *Display save options* prompt, type a **Y** (Yes) if you want to change the options on the Save Options display; type an **N** (No) if you do not. On the Save Options display, you can adjust line and page endings, remove error marks, and clear the error log. See the *Using OfficeVision/400* Word Processing* manual for more information.

   e. For the *Print document* prompt, type a **Y** (Yes) if you want to print the document; type an **N** (No) if you do not.

   f. For the *Display print options* prompt, type a **Y** (Yes) if you want to change the options on the Print Options display; type an **N** (No) if you do not.

   g. If you have text search installed, the *Display text index options* prompt appears on this display. Do not type anything for this prompt if you do not want to work with the text index options. If you type a **Y** (Yes) for this prompt, the Change Text Index Options display appears. From this display, you can choose to add the document to the text index, remove the document from the text index, or keep the current text index.

h. For the *Send document* prompt, type a **Y** (Yes) if you want to send the changed copy; type an **N** (No) if you do not.

7. Press the Enter key. A message that the request is being processed appears briefly on the Exit Document display.

8. If the *Display print options* prompt contains a Y (Yes), a print options display appears. Complete each prompt. If you need information about a prompt, see "Printing a Mail Item with Options" on page 3-8.

   If the *Print document* prompt contains a Y (Yes) and the *Display print Options* prompt contains an N (No), the print request is processed.

9. If you typed N (No) for the *Send document* prompt on the Exit Document display, the Work with Mail display appears. Press F3 (Exit).

   If you typed a Y (Yes) for the *Send document* prompt on the Exit Document display, the Send Document display appears.

10. If you want to send a copy of the changed mail item to someone, fill in the *User ID* and *Address* prompts for each person.

```
                               Send Document

Document description . . . . :   RUN SCHEDULE
Document . . . . . . . . . . :   BBJS471902
  Folder . . . . . . . . . . :    HANSON
________
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
```

Notes:

a. If you are not sure of the user ID and address for someone, move the cursor to either prompt and press F4 (Prompt). A list of the people in the system distribution directory and their user IDs and addresses appear. From this list, you can choose the user IDs and addresses you want.

b. Instead of typing a user ID and address for someone, you can specify a distribution list in the *Distribution list* prompts.

   If you do not know the distribution list that you want to use, move the cursor to either prompt and press F4 (List). A list of available distribution lists appears. From this list, you can choose the distribution list you want.

c. If a nickname has been created for a user, you can type the nickname instead of the user ID and address for the *User ID* prompt.

If a nickname has been created for a distribution list, you can type the nickname instead of the name of the distribution list for the *Distribution list* prompts.

11. Press F10 (Send) to send the document. The Work with Mail display appears with the status of the mail item changed.
12. Press F3 (Exit).

Deleting a Mail Item from the Mail Log

This procedure shows you how to delete a mail item from your mail log. A **mail log** is a list of your incoming mail and appears on the Work with Mail display. The log contains such information as the date a mail item is received, who sent it, and its description.

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 document 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 itself is deleted when it is deleted from the mail log. If the mail item is filed (that is, the status is filed, hard copy, or remote), the mail item can be deleted from the mail log, but the document or hard-copy reference still remains stored in the document library. If you want to delete a local document or hard-copy reference from the document library, see "Deleting a Local Document or Hard-Copy Reference" on page 6-36. If you want to delete a remote document or hard-copy reference from the document library, see "Deleting a Remote Document or Hard-Copy Reference" on page 6-53.

Note: You may want to delete mail items periodically from the mail log. This helps keep your list of mail items to a minimum and makes new items easier to find.

To delete a mail item from the mail log, do the following:

1. On the Work with Mail display, move the cursor down to the mail item you want to delete.
2. Type **4** (Delete) and press Enter.
3. The Confirm Delete of Mail display appears showing which mail item you want to delete.

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









                                                                       Bottom
 F12=Cancel
```

4. If you decide now that you do not want to delete this mail item, press **F12** (Cancel). The Work with Mail display appears again with your mail item not deleted.

   If you still want to delete this mail item, press the Enter key. The Work with Mail display appears again with your mail item deleted.

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 can also add your comments about the mail item (by sending a note or memo slip) and forward them with the mail item.

You can forward a mail item using either the basic or intermediate assistance level. If you are using the basic assistance level, the displays you see are different than the ones shown here. See the *Learning about OfficeVision/400** manual for a detailed description of forwarding a mail item using the basic assistance level.

To forward a mail item, do the following:

1. On the Work with Mail display, move the cursor down to the mail item you want to forward.
2. Type **10** (Forward) and press Enter.
3. The Forward Mail display appears. Notice a description of the mail item you are forwarding is shown at the top of the display. Also, notice that the *Subject* and *Reference* information for this mail item is shown.

```
                                 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
```

Notes:

a. This display shows what the Forward Mail display looks like for a revisable-form text (RFT) document, final-form text (FFT) document, message, note, or if the OfficeVision/400 Application Enabler is active.

   If the mail item you are forwarding is not an RFT or FFT document, the *Subject* and *Reference* prompts do not appear on the display and your function keys may differ.

b. If you are forwarding an RFT or FFT document and type a note, the item you are forwarding is attached to the note. If you are forwarding an RFT or FFT document and do not type a note, only the mail item is forwarded. If you are forwarding a document that is neither an RFT or FFT document, only the mail item is forwarded. If you are forwarding a message or note, the shell document for a note is attached to the mail item you are forwarding.

4. Fill in the *User ID* and *Address* columns for each person to whom you are forwarding the mail item.

Notes:

a. If you are not sure of the user ID and address for someone, move the cursor to either column and press F4 (List). A list of the people in the system distribution directory along with their user IDs and addresses appears. From this list, you can choose the user IDs and addresses you want.

b. Instead of typing a user ID and address for someone, you could specify a distribution list in the *Distribution list* prompts.

   If you do not know the distribution list that you want to use, move the cursor to either prompt and press F4 (List). A list of available distribution lists appears. From this list, you can choose the distribution list you want.

c. If a nickname has been created for a user, you can type the nickname instead of the user ID and address for the *User ID* prompt.

If a nickname has been created for a distribution list, you can type the nickname instead of the name of the distribution list for the *Distribution list* prompts.

5. Decide if you want to do any of the following to this mail item:

   - If you want to add a note, press F6 (Type note) and see "Creating and Sending a Note" on page 5-1.
   - If you want to attach a memo slip, press F9 (Attach memo slip) and see "Attaching a Memo Slip to a Mail Item."
   - If you want to change the details, press F11 (Change details) and see "Changing Note Details" on page 5-5.
   - If you want to change the defaults, press F13 (Change defaults) and see "Changing Mail Item Defaults" on page 3-21.
   - If you want to add user IDs and addresses to the copy list, press F14 (Specify copy list). The bottom of the display shows the *Copy List* columns. If you press F14 (Specify addressees) again, the bottom of the display now shows the *Addressees* columns. Complete the information for any additional user IDs and addresses.

     Depending on the format of your shell document for notes, user IDs and addresses typed for the addressee list usually appear at the beginning of the mail item you forward. User IDs and addresses typed for the copy list usually appear at the end of the mail item you forward.
   - If you want to sort the list alphabetically press F18 (Sort by user ID). If you do not press F18, the list remains in the order in which it was typed. Pressing F18 also removes duplicate entries.

     If a user is listed more than once with the same user ID and address under the *Addressees* columns, only one copy of the mail item is sent to that user. But if a user is listed more than once with the same user ID and address under the *Copy List* columns, one copy of the mail item is sent to the user for each entry.

6. Press F10 (Send) to forward the mail item. The Work with Mail display appears.
7. Press F3 (Exit).

Attaching a Memo Slip to a Mail Item

A **memo slip** contains additional information for the person receiving your mail item and is sent with the original mail item. If you need information about forwarding a mail item, see "Forwarding a Mail Item" on page 3-18.

Note: You can attach a memo slip to a mail item only if you are using the intermediate assistance level. If you need information about changing your assistance level, see "Using Assistance Levels of OfficeVision/400 Mail" on page 3-1.

To attach a memo slip to the mail item you are forwarding, do the following:

1. On the Forward Mail display, press F9 (Attach memo slip). The Attach Memo Slip display for a mail item 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
```

2. From the choices on the display, type a choice for the *Action* prompt and any other remarks that you want to make about the mail item for the *Memo text* prompt.

   Notes:

   a. If you are attaching a memo slip to a message, the *Memo text* prompt does not appear on the display.

   b. When completing the Attach Memo Slip display, you can leave either of the prompts blank.

3. Press the Enter key. The Forward Mail display appears.
4. Press F10 (Send) to forward your mail item. The Work with Mail display appears.
5. Press F3 (Exit).

Changing Mail Item Defaults

The mail item defaults affect how your mail item is handled by the system. This procedure shows you how to change the mail item defaults for the mail item you are forwarding under "Forwarding a Mail Item" on page 3-18. You can also change mail item defaults when you are sending a message or note or replying to a mail item.

Note: You can change the mail item defaults only if you are using the intermediate assistance level. If you need information about changing your assistance level, see "Using Assistance Levels of OfficeVision/400 Mail" on page 3-1.

To change the mail item defaults for the mail item you want to forward, do the following:

1. On the Forward Mail display, press F13 (Change defaults).
2. The Change Defaults display for a mail item appears.

```
                          Change Defaults

 Type changes, press Enter.

   Confirm delivery . . . . . .   N           Y=Yes,  N=No
   Log outgoing mail status . .   Y           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
                                              Name, *NONE, F4 for list

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


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

3. Change the defaults on the display as necessary. The defaults shown on the display are the last set of defaults that were saved. The choices are:

   a. **Confirm delivery**. Type a **Y** (Yes) if you want the system to inform you that your mail item has been received by the person you sent it to and logged in your outgoing mail log. Type an **N** (No) if you do not.

   b. **Log outgoing mail status**. Type a **Y** (Yes) if you want your outgoing mail logged in your outgoing mail log. Type an **N** (No) if you do not want it in your outgoing mail log.

   c. **Personal**. Type a **Y** (Yes) if your mail item is personal; type an **N** (No) if it is not.

   d. **High priority**. Type a **Y** (Yes) if you want the system to give your mail item high priority. If your mail item is sent to a local user, the notification of the mail item is highlighted in the mail of the receiver and a message is sent to the message queue of the receiver (a list on which messages are placed when they are sent to a person or program) informing the receiver of the mail item. If the receiver is a remote user, the mail item may be sent by a faster method. If your mail item is not high priority, type an **N** (No).

   e. **Shell document**. This default defines the format of your note. OfficeVision/400 comes with an example format defined in shell document QNOTE in folder QWPDOCS. You can use this shell document as it is, change it, or create your own shell document using the word processing function of OfficeVision/400. For more information about shell documents, see the *Using OfficeVision/400* Word Processing* manual.

   f. **Shell folder**. This default specifies what folder your shell document is filed in. Change it if you want to use a shell document filed in another folder.

   g. **File note when sent**. Type a **Y** (Yes) if you want to file the note when it is sent; type an **N** (No) if you do not.

   h. **Folder to file note into**. Type the name of your personal folder where you want this note filed. If you type `*NONE` in this prompt, the note is filed on the system in the document library, but not in a folder.

i. **Add to text index**. This prompt appears if text search is installed. Type a Y (Yes) to add the filed document to the text search index the next time the text index is updated. See your administrator for more information on when the text index is updated.

4. If you want to save the defaults so that all future mail items you send will have these defaults, press F17 (Save defaults). The defaults you select are saved and the Forward Mail display appears.

   If the defaults you select apply only to the mail item you are forwarding now, press the Enter key. The Forward Mail display appears.

5. Press F10 (Send) to forward your mail item. The Work with Mail display appears.

6. Press F3 (Exit).

Replying to a Mail Item

You can reply to a mail item using either the basic or intermediate assistance levels. If you are using the basic assistance level, the displays you see are different than the ones shown here. See the *Learning about OfficeVision/400** manual for a detailed description of replying to a mail item using the basic assistance level.

To reply to a mail item you have received, do the following:

1. On the Work with Mail display, move the cursor down to the mail item you want to reply to.

2. Type 11 (Reply) and press Enter.

3. The Reply to Mail display appears. The prompts at the top of the display contain the description, subject, and reference for the mail item you selected on the previous display. Also shown are the user ID, address, and description of the sender.

```
                                 Reply to Mail

Mail description . . . . . . :   Dept Meeting

Type mailing information, press F6 to type note.
  Subject . . . . . . . . . .    DEPT MEETING
________________
  Reference . . . . . . . . .    MY MESSAGE DATED APRIL 15, 1988
________________

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

----Addressees-----
User ID    Address    Description
PETERSON   ROCH       R N Peterson
________   ________
________   ________
________   ________
________   ________
                                                                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
```

4. Decide if you want to do any of the following to this mail item:

- If there are additional people who you want to send the reply to, do one of the following or both:
  - Complete the *Distribution list* prompts. An example of a distribution list is D543 PSPECS.

    If you do not know the distribution list that you want to use, move the cursor to either prompt and press F4 (List). A list of available distribution lists on your system appears. From this list, you can choose the distribution list you want.

    If a nickname has been created for a distribution list, you can type the nickname instead of the name of the distribution list for the *Distribution list* prompts.
  - Complete the *User ID* and *Address* columns for each person you want to send your reply to. If you are not sure of the user ID and address for someone, move the cursor to either column and press F4 (List). A list of the people in the system distribution directory along with the user ID and address for each person appears. From this list you can choose the user ID and address you want.

    If a nickname has been created for a user, you can type the nickname instead of the user ID and address for the *User ID* prompt.
- If you want to type a reply, press F6 (Type note) and type your reply. If you need information about how to type a note, see the *Using OfficeVision/400* Word Processing* manual. After you type the reply, press F3 (Exit/Save) to return to the Reply to Mail display.

```
REPLY P:12                      Edit Req'd Carrier Ret    Pg:1       Ln:15
<2...T:...T3...T:...T4...T:...T5...Tv...T6...T:...T7...T:...T8...T:...T9>...:..

 Start typing your note on the next line.:■
:■
:■
:■
COPYLIST:
:■
_______________________________________________________________________________
MAIL P:12                                                 Pg:1       Ln:1
_______________________________________________________________________________
:■
TO:         PETERSON  ROCH        R N Peterson
FROM:       HANSON    ROCH
DATE:       April 21, 1988:■
SUBJECT:    Monthly Department Meeting
REFERENCE:  My Message Dated April 15, 1988
_______________________________________________________________________________
F1=Copy          F10=Send           F16=Adjust/Paginate   F21=Nondisplay keys
F2=Move          F12=Cancel         F17=Functions         F22=Spell functions
F3=Exit/Save     F13=Edit options   F18=Search/Replace    F23=Word spell aid
F6=Find          F14=Get options    F19=Print/View        F24=More keys
```

Note: Your editing display may appear differently from the one above.

- If you want to attach a memo slip, press F9 (Attach memo slip) and go to "Attaching a Memo Slip to a Mail Item" on page 3-20.
- If you want to change the details, press F11 (Change details) and go to "Changing Note Details" on page 5-5.
- If you want to change the defaults, press F13 (Change defaults) and go to "Changing Mail Item Defaults" on page 3-21.

- If you want to file a copy of your response, press F13 (Change defaults) and go to "Changing Mail Item Defaults" on page 3-21. Type a Y (Yes) for the *File note when sent* prompt.
- If you want to add user IDs and addresses to the copy list, press F14 (Specify copy list). The bottom of the display shows the *Copy List* columns. If you press F14 (Specify addressees) again, the bottom of the display now shows the *Addressees* columns. Complete the information for any additional user IDs and addresses or nicknames.

  Depending on the format of your shell document for notes, user IDs and addresses typed for the addressee list usually appear at the beginning of the reply. User IDs and addresses typed for the copy list usually appear at the end of the reply.
- If you want to sort the list alphabetically, press F18 (Sort by user ID). If you do not press F18, the list remains in the order in which it was typed. Pressing F18 also removes duplicate entries.

  If a user is listed more than once with the same user ID and address under the *Addressees* columns, only one copy of the mail item is sent to that user. But if a user is listed more than once with the same user ID and address under the *Copy List* columns, one copy of the mail item is sent to the user for each entry.

5. Press F10 (Send) to reply to the mail item. The Work with Mail display appears.

   Note: A message appears if you press F10 (Send) to send a reply to a mail item before you have pressed F6 (Type note) to type the note. After the message appears, you can press F6 to type a note or F10 to send the empty note.

6. Press F3 (Exit).

Filing a Mail Item

A mail item can be filed in a local or remote document library. A **document library** is the storage area on the system for all filed documents. One document library exists on the local system and another one exists on a remote system. Mail items are filed from the mail log (the list of mail items on the Work with Mail display) or from the View Mail display, which you access by typing option 5 on the Work with Mail display.

Mail items should be filed instead of being left in the mail log. You can search for filed items but you cannot search for items in the mail log. After a mail item is filed, you can delete it from the mail log. This helps to keep the list of items in the mail log to a minimum so that new mail is easier to find. You can also authorize other people to a document you have filed. For information about authorizing people to a document you have filed, see "Changing Authority" on page 3-34.

Filing a Mail Item Locally

When you file a note or document on your local system, the mail item must have a status of new, new*, or opened.

You can file a mail item locally using either the basic or intermediate assistance level. If you are using the basic assistance level, the displays you see are different than the ones shown here. See the *Learning about OfficeVision/400** manual for a detailed description of filing a mail item locally using the basic assistance level.

To file the mail item locally, do the following:

1. On the Work with Mail display, move the cursor down to the mail item you want to file locally.
2. Type **13** (File local) and press Enter.

```
                              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-------                                  Date
Opt  Status       User ID  Address   Description                     Received
 _   NEW          PETERSON ROCH      Run schedule                    04/22/88
 _   NEW          SJONES   ROCH      Budget review                   04/21/88
 _   NEW          PETERSON ROCH      Dept meeting                    04/20/88
 _   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=Morekeys
```

3. The first part of the File Document display for filing a mail item locally appears and shows the *Document type* at the top of the display.

```
                              File Document

Document type  . . . . . :   Final form text document

Type choices, press Enter.

  Document . . . . . . . .   *NONE                 Name, *NONE
  Folder . . . . . . . . .   HANSON
                                                   Name, *NONE, F4 for list
  Document description . .   SPRING SCHEDULES
  Subject  . . . . . . . .   Project Schedules

  Authors  . . . . . . . .   PETERSON
  Keywords . . . . . . . .   Project;Schedules

                                                   F4 for list
  Document class . . . . .   SCHEDULES             F4 for list
  Allow revisions  . . . .   Y                     Y=Yes, N=No
  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
```

4. Change the information for the prompts as necessary. The information specified for these prompts can be used later when searching for the document.

   The values for the document details are:

a. **Document**. This is the name of the document. If *NONE is specified, the system creates the document name.

b. **Folder**. This is the folder where the document is stored; the default value is the folder into which you last filed a document. If you specify *NONE for this prompt, the document is filed on the system in the local document library but not in a folder. Valid folder names can be 8 characters followed by a period (.) plus 3 more characters, for a total of 12 characters. A folder path (when a folder is stored in another folder) can be up to 63 characters long. (The *CL Reference* manual contains information about a folder path.) If you want to see a list of folders on your system, press F4 (List) with the cursor in this prompt.

c. **Document description**. This is the description of the document. You must type something for this prompt.

d. **Subject**. This is the subject of the document.

e. **Authors**. This is who wrote the document. Up to two authors can be typed for this prompt.

f. **Keywords**. These are search values used to identify a document filed in a library. You can later specify any of these words when searching for the document.

   You can type keywords in this prompt until you run out of space. Up to 24 keywords are allowed. Keywords must be separated by a semicolon (;). On a DISOSS System/38, and a Release 1.0 or 1.2 AS/400 system, the maximum length for a keyword is 35 characters. On a Release 2.0 or later AS/400 system, the maximum length for a keyword is 60 characters. If you are not sure what to type in this prompt, press F4 (List) with the cursor in this prompt for a list of suggested entries.

g. **Document class**. This prompt is used to group documents by type. Some examples are budgets, expenses, letters, and abstracts. For a list of suggested entries for this prompt, press F4 (List).

h. **Allow revisions**. Type a Y (Yes) if you want to allow changes to be made to the document or an N (No) if you do not want to allow changes to be made to the document.

   Note: You can allow changes to be made to any type of document. However, if you allow changes to be made to a final-form text (FFT) document, results may be unpredictable when the document is printed because an FFT document is not reformatted before it is printed.

i. **Delete from mail**. Type a Y (Yes) if you want to delete this item from the mail log or an N (No) if you do not want to delete this item from the mail log. Whatever you type for this prompt becomes the default for the next time you file a document. Whether you type yes or no, the document is still filed and saved in a document library or folder.

j. **Add to text index**. This prompt appears if text search is installed. Type a Y (Yes) to add the filed document to the text search index the next time the text index is updated. See your administrator for more information on when the text index is updated.

   Note: If the document you are filing is a meeting notice (document type EMN) and you add it to the text index, the document type changes and you can no longer apply the meeting notice to your calendar to create meeting entries on your calendar. For more information on meeting notices, see "Working with Meeting Notices" on page 2-54.

5. 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 . . . . . . . :   SCHEDULES
  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 . . . . .     PLK            F4 for list
  Country ID  . . . . .     PL             F4 for list
                                                                More...
F3=Exit   F4=Prompt   F5=Refresh   F9=Change authority   F12=Cancel
F19=Display messages
```

6. Change the information for the prompts as necessary. The information specified for these prompts can be used later when searching for the document. The values for the document details are:

   a. **Project**. This is an overall document category and can be anything, including a number assigned to the document.

   b. **Reference**. This is an additional subject or source to look at for information (for example, an earlier-dated document).

   c. **Status**. This prompt contains the present condition of the document and can be whatever you choose to type.

   d. **Document date**. This prompt usually contains the date the document was created or changed but can be any date you associate with the document.

   e. **Expiration date**. This is the date you want the document removed from the system. Typing a date in this prompt does not automatically remove the document from the system on this date, but only indicates to someone when it should be removed.

   f. **Date action due**. By this date you expect someone to take action. By typing a date here, the document becomes an action item.

   g. **Date action completed**. This is the date the action was completed by the person who received or acted on the document. Filling in this date removes the document from the list of action items.

   h. **Sent to**. This is the name of the person or persons the document was sent to. You can type names in this prompt until you run out of space. Up to 24 entries are allowed. Entries must be separated by a semicolon (;).

   i. **Assigned to**. This prompt indicates the person who performs the action if the item is an action item.

j. **Personal**. This prompt indicates whether the document is personal. If you specify Y (Yes), only you can see the document.

k. **Language ID**. For this prompt type the ID of the national language the document is written in. Press F4 for a list of language IDs.

l. **Country ID**. For this prompt type the ID of the country associated with the *Language ID* prompt. Press F4 for a list of country IDs.

7. Press the Page Down key to view the third part of this display.

```
                              File Document

Document type  . . . . . :   Final form text document

Type choices, press Enter.

  Mark for
    offline storage . . .    2           1=Do not mark
                                         2=Mark and keep document
                                         3=Mark and delete document
                                           content
                                         4=Mark and delete document
  Comments . . . . . . . .   _____________________________________
 __________________________________________________________________
 __________________________________________________________________
 ___________________________________




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

8. Complete the prompts as necessary.

a. **Mark for offline storage**. The information for this prompt indicates whether you want the document saved for storage off the system (for example, on diskette or tape). Do one of the following:

- Type a **1** (Do not mark) if you do not want to save the document for storage off the system.
- Type a **2** (Mark and keep document) if you want to keep the document both on and off the system.
- Type a **3** (Mark and delete document content) if you want to delete the text of the document from the system but still keep information about it on the system.
- Type a **4** (Mark and delete document) if you want to delete the document from the system and save it only off the system.

Note: The Save Document Library Object (SAVDLO) command actually saves the document. This command should be typed periodically on the command line to save your documents. The *CL Reference* manual contains information about commands.

b. **Comments**. This prompt can contain miscellaneous information about the document. For example, you can type the names of the people receiving the document, who currently have the document, or who have seen the document. You can type up to 252 characters for this prompt.

9. Press the Enter key. A message appears stating that the mail item is being filed. After the filing is complete, the status of the mail item changes to filed on the Work with Mail display.
10. Press F3 (Exit).

Filing a Mail Item Remotely

When you file a note or document that you have received to a remote system, the mail item must have a status of new, new*, or opened.

Note: You can file a mail item remotely only if you are using the intermediate assistance level. If you need information about changing your assistance level, see "Using Assistance Levels of OfficeVision/400 Mail" on page 3-1.

To file the mail item remotely, do the following:

1. On the Work with Mail display, move the cursor down to the mail item you want to file remotely.
2. Type **12** (File remote) and press Enter.

   Note: A remote library must be defined for the system before you can do this procedure.

```
                              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-------                                   Date
Opt  Status      User ID  Address   Description                      Received
 _   NEW         CDS      ROCH      Fall review                      04/22/88
 _   NEW         PETERSON ROCH      Run schedule                     04/22/88
 _   NEW         SJONES   ROCH      Budget review                    04/21/88
 _   NEW         PETERSON ROCH      Dept meeting                     04/20/88
 _   OPENED      PETERSON ROCH      PERSONAL                         04/18/88



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

3. The File Document on Remote System display appears.
4. In the *Document library* prompt, type the name of the document library where you want to file the document. The remote system is identified by the document library name. (Each system has its own library.) If you need help in determining the name of the library, move the cursor down to this prompt and press F4 (List). A list of the document libraries appears.
5. For the *Remote user* prompt, type your remote user ID and address or nickname. If you are working with mail that belongs to another user, type the user ID and address or nickname for that user for the *Remote user to file on behalf of* prompt.

```
                    File Document on Remote System

Document description  . . :   Fall review
Document type . . . . . . :   Final form text document

Type choices, press Enter.

  Document library  . . . .   MDOC                Name, F4 for list

  Remote user . . . . . . .   HANSREM  MPLS       User ID/Address, User ID
                                                   Nickname

  Remote user to file on
    behalf of . . . . . . .   _______ _______     User ID/Address, User ID
                                                   Nickname





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

6. Press the Enter key. If the File Document on Remote System display appears as shown in step 7 on page 3-32, go to that step. If the document library or the remote user ID/address typed on the File Document on Remote System display is different from the last remote operation you did, the following display appears. For the *Password* prompt, type your password for this remote system. As you type the password, the cursor moves, but the password does not appear on the display. This prevents anyone from seeing your password. After you type the password, press the Enter key.

```
                    File Document on Remote System

Document description  . . :   Fall review
Document type   . . . . . :   Final form text document

Type choices, press Enter.

  Document library . . . . .  MDOC               Name, F4 for list

  Remote user   . . . . . . . HANSREM  MPLS      User ID/Address, User ID
                                                  Nickname
              ..........................................................
  Remote user :                      Remote User Password              :
    behalf of :                                                        :
              :  Type choice, press Enter.                             :
              :                                                        :
              :    Password . . . . . . . . . . .                      :
              :                                                        :
              :  F12=Cancel                                            :
              :                                                        :
              :........................................................:

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

7. The File Document on Remote System display appears.

```
                         File Document on Remote System

Document type . . . . . :   Final form text document

Type choices, press Enter.

  Document description      Fall Review
  Subject  . . . . . . .    ______________________________________________

  Authors  . . . . . . .    SASS_________  _____________
  Keywords . . . . . . .    Fall__________________________________________

                                                          F4 for list
  Document class  . . . .   REVIEWS                       F4 for list
  Allow revisions . . . .   Y                             Y=Yes, N=No
  Delete from mail  . . .   N                             Y=Yes, N=No
  Project . . . . . . . .   __________
  Reference . . . . . . .   _______________________________________________

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

Note: Some systems use slightly different prompts. The prompts shown here are for a remote AS/400 system.

8. Change the information in the prompts as necessary. The information specified in these prompts can be used later when searching for the document.

   The values for the document details are:

   a. **Document description**. This is a short description of the document.

   b. **Subject**. This is the subject of the document.

   c. **Authors**. This is who wrote the document. Up to two authors can be typed for this prompt.

   d. **Keywords**. These are search values used to identify a document filed in a library. You can later specify any of these words when searching for the document.

      You can type keywords in this prompt until you run out of space. Up to 24 keywords are allowed. Keywords must be separated by a semicolon (;). On a DISOSS System/38, and a Release 1.0 or 1.2 AS/400 system, the maximum length for a keyword is 35 characters. On a Release 2.0 or later AS/400 system, the maximum length for a keyword is 60 characters. If you are not sure what to type in this prompt, press F4 (List) with the cursor in this prompt for a list of suggested entries.

   e. **Document class**. This is used to group documents by type. Some examples are budgets, expenses, letters, and abstracts. For a list of suggested entries for this prompt, press F4 (List) with the cursor in this prompt.

   f. **Allow revisions**. Type a Y (Yes) if changes can be made to the document or an N (No) if changes cannot be made to the document.

   g. **Delete from mail**. Type a Y (Yes) if you want to delete this item from the mail log or an N (No) if you do not want to delete this item from the mail log. Whether you type yes or no, the document is still filed and saved in a document library.

h. **Project**. This is an overall document category and can be anything, including a number assigned to the document.

i. **Reference**. This is an additional subject or source to review for information (for example, an earlier dated document).

j. **Status**. This prompt contains the present condition of the document and can be whatever you choose to type.

9. Press the Page Down key to view the next part of this display.

```
                         File Document on Remote System

Document type  . . . . . :   Final form text document

Type choices, press Enter.

  Document date  . . . . .   04/18/88              MM/DD/YY
  Expiration date  . . . .   12/20/88              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
  Comments   . . . . . . .



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

10. Change the information for the prompts as necessary. The information specified for these prompts can be used later when searching for the document.

The values for the document details are:

a. **Document date**. This prompt usually contains the date the document was created or changed but can be any date you associate with the document.

b. **Expiration date**. This is the date you want the document removed from the system. Typing a date in this prompt does not automatically remove the document from the system on this date, but only indicates to someone when it should be removed.

c. **Date action due**. By this date you expect someone to take action. By typing a date here, the document becomes an action item.

d. **Date action completed**. This is the date the action was completed by the person who received or acted on the document. Filling in this date removes the document from the list of action items.

e. **Sent to**. This is the name of the person or persons the document was sent to.

You can type names in this prompt until you run out of space. Up to 24 entries are allowed. Entries must be separated by a semicolon (;).

f. **Assigned to**. If this is an action item, this is the person who performs the action.

g. **Personal**. This prompt indicates whether the document is personal. If you specify Y (Yes), only you can see the document.

h. **Comments**. This prompt can contain miscellaneous information about the document. For example, you can type the names of the people receiving the document, who currently have the document, or who have seen the document. You can type up to 252 characters for this prompt.

Note: After a mail item is filed remotely, you can view the comments about it but cannot change them.

11. If you are filing a document to a system other than AS/400, you must change the authority to the document. If you do not change the authority, the document is filed as a private document and only the owner has authority to it.

    To change the authority to the document:

    a. Press F9 (change authority). The Change Remote Document Access Codes display appears.

    b. For the *Remove all document access codes* prompt, leave the N (No).

    c. Under the *Access Code* column, type the access codes for the document. You can have one access code for accessing the document or multiple access codes for accessing the document. For example, if three people need access to the document, you can type an access code for each of the three people and notify each person what the access code to the document is for that person or you can type one access code that all three people use to access the document. An access code can be any number between 1 and 2047.

    d. Press the Enter key. The File Document on Remote System display is shown.

12. Press the Enter key. A message appears stating that the mail item is being filed. After the filing is complete, the status of the mail item changes to remote.

13. Press F3 (Exit).

Changing Authority

This section shows how to change the authority that someone has to a filed document. The status of the filed document must be filed or hard copy. The **authority** is the type of security associated with the document.

Note: You can change the authority that someone has to a filed document only if you are using the intermediate assistance level. If you need information about changing your assistance level, see "Using Assistance Levels of OfficeVision/400 Mail" on page 3-1.

To verify the type of authority or to change the type of authority that someone has to a filed document, do the following:

1. On the Work with Mail display, move the cursor to the mail item of which you want to verify or change the authority.

2. In the *Opt* column next to your selection, type a **14** (Change authority). Press the Enter key.

3. The Change Document Authority display appears.

```
                    Change Document Authority

Document . . . . . . . . . . :    REVIEW
  Folder . . . . . . . . . . :      MYFLR

Owner . . . . . . . . . . . . :   CDS


Type changes, press Enter.

  Authorization list  . . . . .    D530        Name

  Personal document . . . . . .    N           Y=Yes, N=No

  Public authority  . . . . . .    *CHANGE     *ALL, *CHANGE
                                               *USE, *EXCLUDE, *AUTL



F3=Exit   F6=Add new users    F12=Cancel    F13=Change authorized users
F15=Change access codes       F24=More keys
```

Use this display to add or remove an authorization list, change the personal status, and change the *PUBLIC authority of a document.

The authority levels for *PUBLIC are:

Type	**Description**
*ALL	The user can do most functions (such as read, change, delete, and save) but cannot transfer ownership of the document.
*CHANGE	The user can change the document and document description.
*USE	The user can read the document and document description.
*EXCLUDE	The user cannot see or use the document.
*AUTL	Authorization list (*AUTL) applies only when *PUBLIC authority to a document is established using an authorization list. This means that anyone who is not authorized to the document, as shown on this display, has the same type of authority to it as specified in the authorization list for this document. The name of the authorization list (if any) for this document is shown for the *Authorization list* prompt on this display.

You can change the access codes for this document by pressing F15 (Change access codes). To view a list of users authorized through the authorization list, press F14 (Display authorization list).

4. Press F13 (Change authorized users).
5. The Change Authorized Users display appears.

```
                          Change Authorized Users

 Document . . . . . . . . . . :        REVIEW
   Folder . . . . . . . . . . :          MYFLR


 Type changes, press Enter.
 Authority:  *ALL, *CHANGE, *USE, *EXCLUDE

 User      Authority          User     Authority
 SMITH     *ALL
 JONES     *ALL








 F3=Exit  F5=Refresh   F6=Add new users   F12=Cancel   F17=Top   F18=Bottom
```

6. On this display, you can change or remove a user's authority to the document.

   A user can have one of the following types of authority:

Type	**Description**
*ALL	The user can do most functions (such as read, change, delete, and save) but cannot transfer ownership of the document.
*CHANGE	The user can change the document and document description.
*USE	The user can read the document and document description.
*EXCLUDE	The user cannot see or use the document.

   After you make changes to the display, press the Enter key. The Change Authorized Users display reappears showing your changes. If you did not make any changes to the display, and you press the Enter key, the Change Document Authority display appears again.

7. To add users, press F6 (Add new users).

   The Add New Users to Document display appears.

```
                        Add New Users to Document

Document . . . . . . . . . . :        REVIEW
  Folder. . . . . . . . . . . :        MYFLR

Type information, press Enter.
Authority:  *ALL, *CHANGE, *USE, *EXCLUDE

User      Authority                        User      Authority
SMITH     *ALL                             ________  ________
JONES     *ALL                             ________  ________
________  ________                         ________  ________
________  ________                         ________  ________
________  ________                         ________  ________
________  ________                         ________  ________
________  ________                         ________  ________
________  ________                         ________  ________
________  ________                         ________  ________
________  ________                         ________  ________
________  ________                         ________  ________
                                                               More...
F3=Exit   F12=Cancel   F17=Top  F18=Bottom
```

After you have made the changes to the display, press the Enter key. The Change Authorized Users display appears again with the changes you have made. If you did not make any changes to the display, and you press the Enter key, the display you were on before you selected the Change Authorized Users display reappears.

8. Press the Enter key again. The Change Document Authority display appears.
9. Press F3 (Exit).

Creating Hard-Copy References

The term **hard copy** is associated with printed items you have physically sent or received through the mail or by some other form of distribution, but not sent on the system. Hard-copy (printed) items include such things as memos, letters, or reports and are not created or stored on your system. A **hard-copy reference** is a mail log entry of an item and contains such information as when the hard copy was sent or received, the name of the receiver or sender, the subject matter, the action required, and where it is physically stored. The hard-copy reference is filed in the document library on either a local or remote system.

Creating a Local Hard-Copy Reference

This procedure shows you how to create references for hard-copy mail, which are then filed on your local system.

Note: You can create a local reference to hard-copy mail only if you are using the intermediate assistance level. If you need information about changing your assistance level, see "Using Assistance Levels of OfficeVision/400 Mail" on page 3-1.

To create a local reference to hard-copy mail, do the following:

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

3. For the *Selection* prompt, type a **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 local hard-copy reference.

```
                       Create Hard-Copy Reference

Document number . . . . . :   88-00001

Type choices, press Enter.

  Folder . . . . . . . . . .   HANSON
                                                 Name, *NONE, F4 for list
  Document description . . .   ______________________________________
  File cabinet . . . . . . .   ______________________________________

  Subject  . . . . . . . . .   ______________________________________

  Authors  . . . . . . . . .   ________________   ________________
  Keywords . . . . . . . . .   ______________________________________

                                                  F4 for list
  Document class . . . . . .   HARDCOPY           F4 for list
  Project  . . . . . . . . .   ________

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

Note: The system automatically assigns the document number that can be used for filing items in a numeric sequence. The first two digits are the current year followed by a five-digit number. This number increases by one for each hard-copy reference created. You can write this number on the document and then use it to refer to the reference about the document on the system.

5. Type the following information about the document. The information specified for these prompts can be used later when searching for the reference.

   a. **Folder**. This is the folder where the hard-copy reference will be filed; the default value is 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 (List) with the cursor in this prompt. This prompt must be completed.

   b. **Document description**. This is the description of the document. This prompt must be completed.

   c. **File cabinet**. This is the physical location of where the document is stored. For example, this could be a particular file cabinet or drawer. This prompt must be completed.

   d. **Subject**. This is the subject of the document.

   e. **Authors**. This is who wrote the document. Up to two authors can be typed for this prompt.

   f. **Keywords**. These are search values used to identify a hard-copy reference filed in a document library. You can later specify any of these words when searching for the reference.

You can type keywords in this prompt until you run out of space. Up to 24 keywords are allowed. Keywords must be separated by a semicolon (;). On a DISOSS, System/38, and a Release 1.0 or 1.2 AS/400 system, the maximum length for a keyword is 35 characters. On a Release 2.0 or later AS/400 system, the maximum length for a keyword is 60 characters. If you are not sure what to type in this prompt, press F4 (List) with the cursor in this prompt for a list of suggested entries.

g. **Document class**. The information for this prompt is used to group document references by type; the default value is HARDCOPY. You can either leave the information for this prompt HARDCOPY or change it. Some examples of what you might want to change it to include budgets, expenses, letters, or abstracts. To see a list of suggested classes for this prompt, press F4 (List) with the cursor in this prompt.

h. **Project**. This is an overall document category and can be anything, including a number assigned to the document.

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

```
                        Create Hard-Copy Reference

Document number . . . . . . :   88-00001

Type choices, press Enter.

  Sent or received  . . . . .   2                   1=Sent, 2=Received
  To/From . . . . . . . . . .   ______________________________________________

  Reference . . . . . . . . .   ______________________________________________

  Status  . . . . . . . . . .   __________________
  Document date  . . . . . .    ________            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. Type the following information about the document. The information specified for these prompts can be used later when searching for the reference.

   a. **Sent or received**. Type a **1** (Sent) if you sent this document or a **2** (Received) if you received it.

   b. **To/From**. For this prompt, type the name of the person you sent the document to or the name of the person you received it from.

   You can type names in this prompt until you run out of space. Up to 24 entries are allowed. Entries must be separated by a semicolon (;).

   Note: If you print a mail report of action items, the *From* information for hard-copy references does not appear.

   c. **Reference**. This is an additional subject or source to look at for information (for example, an earlier-dated document).

   d. **Status**. This prompt contains the present condition of the document and can be whatever you choose to type.

e. **Document date**. In this prompt, type a date you want associated with the document, such as the date sent or received.

f. **Expiration date**. This is the date you want the hard-copy reference removed from the system. Typing a date in this prompt does not automatically remove the reference from the system on this date, but only indicates to someone when it should be removed.

g. **Date action due**. By this date you expect someone to take action. By typing a date here, the hard-copy reference becomes an action item.

h. **Date action completed**. This is the date the action was completed by the person who received or acted on the referenced item. Filling in this date removes the reference from the list of action items.

i. **Assigned to**. If this is an action item, this is the person who will perform the action.

j. **Personal**. This prompt indicates whether the reference to the document is personal. If you specify Y (Yes), only you can see the reference.

8. Press the Page Down key to view the next part of this display.

```
                         Create Hard-Copy Reference

Document number  . . . . . :   88-00001

Type choices, press Enter.

  Mark for offline storage     1                    1=Do not mark
                                                    2=Mark and keep
                                                      reference
                                                    4=Mark and delete
                                                      reference
  Comments . . . . . . . . .   _______________________________________
______________________________________________________________________
______________________________________________________________________
__________________________________________
```

9. Complete the prompts as necessary.

a. **Mark for offline storage**. The information for this prompt indicates whether you want the reference for the hard-copy item saved for storage off the system (for example, on diskette or tape). Do one of the following:

- Type a **1** (Do not mark) if you do not want to save the reference for storage off the system.
- Type a **2** (Mark and keep reference) if you want to keep the reference both on and off the system.
- Type a **4** (Mark and delete reference) if you want to delete the reference from the system and save it only off the system.

b. The **Comments** prompt can contain miscellaneous information about the document. For example, you can type the names of the people receiving the document, who currently have the document, or who have seen the document. You can type up to 252 characters for this prompt.

10. Press the Enter key. A message appears confirming that the reference was created.

11. Press F3 (Exit).

Creating a Remote Hard-Copy Reference

This procedure shows you how to create references to hard-copy mail and file these references on a remote system.

Note: You can create a remote reference to hard-copy mail only if you are using the intermediate assistance level. If you need information about changing your assistance level, see "Using Assistance Levels of OfficeVision/400 Mail" on page 3-1.

To create a remote reference for hard-copy 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. For the *Selection* prompt, type option **2** (Create remote hard-copy reference). Press the Enter key.

   Note: A remote document library must be defined for the system before you can do this procedure.

4. The Create Remote Hard-Copy Reference display appears.

```
                    Create Remote Hard-Copy Reference

Type choices, press Enter.

  Document library . . . .   _______        Name, F4 for list

  Remote user . . . . . . .  HANSREM  MPLS     User ID/Address, User ID
                                            Nickname

  Remote user to create on
    behalf of . . . . . . .  _______  _______  User ID/Address, User ID
                                            Nickname






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

5. For the *Document library* prompt, type the name of the document library where you want to store the reference. The remote system is identified by the document library name. Each system has its own library. If you need help in determining the name of the library, move the cursor down to this prompt and press F4 (List). A list of the document libraries appears.
6. For the *Remote user* prompts, type your remote user ID and address or nickname.
7. If you are creating this reference for another user, type the user ID and address or nickname for that user in the *Remote user to create on behalf of* prompt. Press the Enter key.

   If the Create Hard-Copy Reference display appears as shown in step 9 on page 3-43, go to that step.

If the document library or remote user ID specified is different from the last remote operation you did, the following display appears.

```
                    Create Remote Hard-Copy Reference

 Type choice, press Enter.

   Document library . . . .   MDOC            Name, F4 for list

   Remote user . . . . . . .  HANSREM  MPLS   User ID/Address, User ID
                                              Nickname
                 ..............................................................
   Remote user :                    Remote User Password                      :
     behalf of :                                                              :
               :   Type choice, press Enter.                                  :
               :                                                              :
               :     Password . . . . . . . . . . .                           :
               :                                                              :
               :   F12=Cancel                                                 :
               :                                                              :
               :..............................................................:



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

8. For the *Password* prompt, type your password for this remote system. As you type the password, the cursor moves, but the password does not appear on the display. This prevents anyone from seeing your password. After you type the password, press the Enter key.

9. The Create Hard-Copy Reference display appears for creating a remote hard-copy reference.

```
                    Create Remote Hard-Copy Reference

 Type choices, press Enter.

   Document description . . .   ____________________________________
   File cabinet . . . . . . .   ________________________________________

   Subject  . . . . . . . . .   ________________________________________

   Authors  . . . . . . . . .   ________________   ________________
   Keywords . . . . . . . . .   ________________________________________

                                                   F4 for list
   Document class . . . . . .   HARDCOPY           F4 for list
   Project  . . . . . . . . .   ________
   Sent or received . . . . .   2                  1=Sent, 2=Received
   To/From  . . . . . . . . .   _____________________________________

   Reference  . . . . . . . .   _____________________________________

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

10. Type the following information about the reference. The information specified for these prompts can be used later when searching for the reference.

    a. **Document description**. This is the description of the document.

    b. **File cabinet**. This is the physical location where the document is stored. For example, this could be a specific file cabinet or drawer.

c. **Subject**. This is the subject of the document.

d. **Authors**. This is who wrote the document. Up to two authors can be typed for this prompt.

e. **Keywords**. These are search values used to identify a hard-copy reference filed in a library. You can later specify any of these words when searching for the reference.

   You can type keywords in this prompt until you run out of space. Up to 24 keywords are allowed. Keywords must be separated by a semicolon (;). On a DISOSS, System/38, and a Release 1.0 or 1.2 AS/400 system, the maximum length for a keyword is 35 characters. On a Release 2.0 or later AS/400 system, the maximum length for a keyword is 60 characters. If you are not sure what to type in this prompt, press F4 (List) with the cursor in this prompt for a list of suggested entries.

f. **Document class**. This is used to group hard-copy references by type. Some examples are budgets, expenses, letters, and abstracts. To see a list of suggested classes for this prompt, press F4 (List) when the cursor is in this prompt.

g. **Project**. This is an overall document category and can be anything, including a number assigned to the document.

h. **Sent or received**. Type a **1** (Sent) if you sent this document or a **2** (Received) if you received it.

i. **To/From**. Type the name of the person to whom you sent the document or from whom you received it.

   You can type names in this prompt until you run out of space. Up to 24 entries are allowed. Entries must be separated by a semicolon (;).

   Note: If you print a mail report of action items, the From information for hard-copy references does not appear.

j. **Reference**. This is an additional subject or source to look at for information (for example, an earlier-dated document).

11. Press the Page Down key to view the next part of this display.

```
                    Create Remote Hard-Copy Reference

 Type choices, press Enter.

   Status . . . . . . . . . .   ________________
   Document date . . . . . . .  ______             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
   Comments  . . . . . . .    ______________________________________
 ___________________________________________________________________
 ___________________________________________________________________
 ____________________________________
```

12. Type the following information about the document. The information specified for these prompts can be used later when searching for the reference.

   a. **Status**. This prompt contains the present condition of the document and can be whatever you choose to type.

b. **Document date**. For this prompt, type when you sent or received the document.

   Note: This prompt must be completed.

c. **Expiration date**. This is the date you want the hard-copy reference removed from the system. Typing a date for this prompt does not automatically remove the hard-copy reference from the system on this date, but only indicates to someone when it should be removed.

d. **Date action due**. By this date you expect someone to take action. By typing a date here, the hard-copy reference becomes an action item.

e. **Date action completed**. This is the date the action was completed by the person who received or acted on the referenced item. Filling in this date removes the hard-copy reference from the list of action items.

f. **Assigned to**. If this is an action item, this is the person who will perform the action.

g. **Personal**. This prompt indicates whether the reference to the document is personal. If you specify Y (Yes), only you can see the reference.

h. **Comments**. This prompt can contain miscellaneous information about the document. For example, you can type the names of the people receiving the document, who currently have the document, or who have seen the document. You can type up to 252 characters for this prompt.

13. Press the Enter key.
14. Press F3 (Exit).

Working with Someone Else's Mail

This section shows you how to work with the mail of another user.

Notes:

1. You can work with the mail of another user only if you are using the intermediate assistance level. If you need information about changing your assistance level, see "Using Assistance Levels of OfficeVision/400 Mail" on page 3-1.
2. The F11 (Change user) key appears only if you are authorized to work on behalf of another user.
3. The granting of authority to "work with mail" on behalf of another user does not grant authority to perform calendar functions. Authority to "work with mail" allows the authorized user to add meeting notices to another's calendar but does not include authorization to other calendar functions. You must have calendar authority to work with another user's calendar.

To work with the mail of another user, do the following:

1. On the Work with Mail display, press F11 (Change user) and the Change User to Work on Behalf of window is shown on the Work with Mail display:

```
                           Work with Mail

Working with mail for  . . . . . :   HANSON   ROCH
......................................................................
:                    Change User to Work on Behalf of                :
:                                                                    :
:  Type choice, press Enter.                                         :
:                                                                    :
:    Work on behalf of . . . . . . . .   HANSON    ROCH     User ID/Address :
:                                                           F4 for list     :
:  F4=Prompt   F12=Cancel                                            :
:                                                                    :
:....................................................................:
 __  NEW        PETERSON ROCH     Run schedule                  04/22/88
 __  NEW        SJONES   ROCH     Budget review                 04/21/88
 __  NEW        PETERSON ROCH     Dept meeting                  04/20/88
 __  OPENED     PETERSON ROCH     PERSONAL                      04/18/88


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

2. Type the user ID or nickname of the person whose mail you want to work with for the *Work on behalf of* prompt and press the Enter key. If you are not sure of the user ID, press F4 for list. A list of the user IDs that you are authorized to work with is shown.

   Note: If you are not authorized to work with the mail for that user, contact your administrator.

3. The Work with Mail display for the user ID you typed now appears. It contains a list of the mail for that person.

4. Move the cursor down to the mail item you want to work with. Type an option shown on the display and press the Enter key, or press one of the function keys shown on the bottom of the display.

   Notes:

   a. When you are working with the mail of another user, you cannot display or work with the mail items that have a status of personal for that user.

   b. You cannot view the descriptions for another user's personal mail items. F16 (Display personal descriptions) is not available if you are working on behalf of another user.

   c. If you need help in completing the option you selected or the function key you pressed, refer to that topic in this manual.

   d. When you are working with the mail of another user, you may also work with the documents and folders of that user. If you exit the Work with Mail display and select option 5 (Documents and Folders) on the OfficeVision/400 menu, you continue to work on behalf of the same person.

   e. If you are working with the mail of another user, and you exit the Work with Mail display but do not leave OfficeVision/400, and later return to the Work with Mail display, the system considers that user as the default user in whose behalf you are working. That is, when you return to the Work with Mail display, you are still working on behalf of that same user if no other user is currently working with the mail or documents and folders of that user. If another user is working with the mail, documents, or folders for the user on whose behalf you are working, you see a message stating that the mail log of that user is in use and to try again later. The Work with Mail display for your mail appears. However, if someone else is working with your mail at that time, you see a message stating that no mail logs are available and to try again later.

f. When you are working with the mail of another user, another authorized user may be working with your mail. If you try to return to work with your mail, you see a message that your mail log is in use and to try again later. You will still be working with the mail of the user that you started with.

5. You can return to work with your own mail by either spacing over the user ID in the *Working with mail for* prompt and pressing the Enter key, or typing your user ID or nickname over the one in the *Working with mail for* prompt and pressing the Enter key.

Viewing the Outgoing Mail Status

This section shows you how to view the status of mail items that you have sent to other people. Outgoing mail status includes such things as the date the item was sent, who received it, and what was done with it.

Note: You can view the status of outgoing mail only if you are using the intermediate assistance level. If you need information about changing your assistance level, see "Using Assistance Levels of OfficeVision/400 Mail" on page 3-1.

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

1. On the Work with Mail display, press F6 (Outgoing mail status).
2. The Work with Outgoing Mail Status display appears with the descriptions 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
  _        04/22/88      Regular message format
  _        04/21/88      Note with action due
  _        04/19/88      Note with memo slip attached








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

Note: When you are working with the mail of another user, you cannot view the status of personal outgoing mail for that user.

3. Move the cursor next to the mail item that you want to view the status of and type an **8** (View outgoing mail status details). Press the Enter key.

4. The View Outgoing Mail Status Details display appears with the status of the item that you selected for each person the mail item was sent to.

   Note: If the *Confirm delivery* prompt is N (No), the date and time do not appear on the display under *Confirmed*.

```
                        View Outgoing Mail Status Details

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

             -----------------Sent To------------------  ---Confirmed-----
 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
```

If the person who sent the mail item asked for confirmation of delivery, OfficeVision/400 indicates what action the receiver took with it in the *Status* column on the display. At first, OfficeVision/400 shows a status of SENT. It then changes to one of the following:

Status	Description
SENT	The mail was sent to the person specified.
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.
DELIVERED	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.

If the sender did not ask for confirmation of delivery, OfficeVision/400 does not show the delivered status. Instead the status remains SENT. For information on how to request confirmation of delivery for a mail item, see "Changing Mail Item Defaults" on page 3-21.

5. Press the Enter key to return to the Work with Outgoing Mail Status display.

6. If you want to delete any entries on the display, move the cursor next to each of those entries and type a **4** (Delete status). Press the Enter key. The Confirm Delete of Outgoing Mail Status display appears. Press the Enter key

to confirm the deletion or F12 (Cancel) to cancel the delete request. You should periodically delete entries that are no longer needed from this display. This can help keep the list of entries to a minimum and helps you find the current entries quickly.

7. Press F3 (Exit).

Viewing the Status of Outgoing Action Items

An **action item** is an item of mail that requires an action or an answer. It also has a due date. An item 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 item of mail and then adding a due date.

This procedure shows you how to view the status of an outgoing action item that has a due date associated with it. You can verify when the action item was sent, who received it, and what that person did with it.

For information about working with incoming action items, see "Working with Action Items" on page 3-54.

Note: You can view the status of outgoing action items only if you are using the intermediate assistance level. If you need information about changing your assistance level, see "Using Assistance Levels of OfficeVision/400 Mail" on page 3-1.

To review the status of an outgoing action item, do the following:

1. On the Work with Mail display, press F6 (Outgoing mail status). The Work with Outgoing Mail Status display appears.
2. On the Work with Outgoing Mail Status display, press F9 (Outgoing action items status).
3. The Work with Outgoing Action Item Status display appears with the descriptions of the outgoing action items.

```
                        Work with Outgoing Action Item Status

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

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

 Option     Date Sent  Description                              Date Due
   _        04/07/88   Spring budget reviews                    04/12/88
   _        04/04/88   Summer work load request                 04/18/88
   _        04/11/88   Paper specification changes              04/20/88
```

Note: When you are working with the mail of another user, you cannot view the status of personal outgoing action items for that user.

4. Move the cursor down to the outgoing action item you want to verify the status of and type an **8** (View outgoing mail status details) in the *Option* column. Press the Enter key.
5. The View Outgoing Mail Status Details display appears with the status of the item that you selected for each person the mail item was sent to.

Note: If the *Confirm delivery* prompt is N (No), the date and time do not appear on the display under *Confirmed.*

```
                      View Outgoing Mail Status Details

Description . . . . . . . . . :   Spring Budget Reviews
Date/Time sent  . . . . . . . :   04/07/88    15:10:18
Confirm delivery  . . . . . . :   Y

           ---------------Sent To-----------------    ----Confirmed-----
Status     User ID  Address    Description            Date      Time
CANCELED   TOM      ROCH       T F Dixon              04/08/88  09:15
DELIVERED  SJONES   ROCH       S A Jones              04/07/88  15:33
DELIVERED  PETERSON ROCH       R N Peterson           04/08/88  09:10








                                                                      Bottom
Press Enter to continue.

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

If the person who sent the mail item asked for confirmation of delivery, OfficeVision/400 indicates what action the receiver took with it in the *Status* column on the display. At first, OfficeVision/400 shows a status of SENT. It then 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.
DELIVERED	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.

If the sender did not ask for confirmation of delivery, OfficeVision/400 does not show the delivered status. Instead the status remains SENT. For information on how to request confirmation of delivery for a mail item, see "Changing Mail Item Defaults" on page 3-21.

6. Press the Enter key to return to the Work with Outgoing Action Item Status display.
7. If you want to delete entries on the display, move the cursor next to each of those entries and type a **4** (Delete status). Press the Enter key. The Confirm Delete of Outgoing Mail Status display appears. Press the Enter key to confirm the deletion or F12 (Cancel) to cancel the delete request. You should periodically delete entries that are no longer needed from this display. This can help keep the list of entries to a minimum and helps you find the current entries quickly.
8. Press F3 (Exit).

Resending an Outgoing Mail Item

You may want to resend a note that is filed in a folder to someone who may have accidentally deleted the note or to someone who did not receive the note.

Note: You can resend an outgoing mail item only if you are using the intermediate assistance level. If you need information about changing your assistance level, see "Using Assistance Levels of OfficeVision/400 Mail" on page 3-1.

To resend an outgoing mail item, do the following:

1. On the Work with Mail or the Work with Outgoing Mail Status display, press F14 (Work with outgoing mail folder).
2. The Work with Documents in Folders display appears. This display shows what documents are stored in the folder shown for the *Folder* prompt at the top of the display.

   If the note you want to resend is not listed for the folder shown, type the name of the folder for the *Folder* prompt where the note is stored and press the Enter key. If you are not sure of the name of the folder, move the cursor to the *Folder* prompt and press F4 (Prompt). A list of folders appears. From this list, you can select a folder and see what documents are filed in it.

```
                         Work with Documents in Folders

 Folder  . . .  HANSON
 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 opts    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
 _    MAGSPEC        Magazine paper specifications        02/10/88 RFTAS400
 _    NEWSSPEC       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
                                                                     Bottom
 F3=Exit      F4=Prompt          F5=Refresh      F10=Search for document
 F11=Display names only          F12=Cancel      F13=End search     F24=More keys
```

3. Move the cursor down to the note you want to resend. Type a **10** (Send) and press the Enter key.
4. The Send a Document display appears. In the *User ID* and *Address* columns, type the user ID and system address or nickname of the person to whom you want to send the note.
5. Press F10 (Send) to send the note. The Work with Documents in Folders display appears again. On the bottom line is information indicating how many people the note was sent to.
6. Press F3 (Exit).

Selecting Mail by Status

Each mail item has a status assigned to it by the system. Normally, OfficeVision/400 lists all the mail items in the mail log, which can include all the types of status. However, you may only want to see a certain type of mail. For example, you may want to see only new mail (mail that you have not seen).

The types of status for mail that you can choose include:

NEW
OPENED
MESSAGE
HARDCOPY
FILED
REMOTE

This section shows you how you can change and control the type of mail you see listed on the Work with Mail or Work with Action Items display.

Note: You can select mail by status only if you are using the intermediate assistance level. If you need information about changing your assistance level, see "Using Assistance Levels of OfficeVision/400 Mail" on page 3-1.

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 that you see is indicated by a 1 in the *Option* column 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
```

The description of each type of status follows:

Status	Description
NEW	The mail item is new and has never been looked at. Selecting new mail also lets you see new* (new mail with a memo slip attached) mail.
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 an item of mail not sent or received 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.

5. Move the cursor down to each status of mail you want to see and type a **1** (Select) beside it in the *Option* column. If you do not want to see a certain type of mail, move the cursor next to that status of mail and use the spacebar on your keyboard to remove the 1. After you have made all your selections, press the Enter key.

   The status of mail you see remains in effect until you change the options again on this display, even if you sign off and then later sign back on.

   Note: The exception to this is if you change your assistance level. If you have selected a subset of mail (which you must do using the intermediate assistance level) and then change to the basic assistance level, all mail is displayed, regardless of the subset of mail you selected while you were using the intermediate assistance level.

6. The Work with Mail display appears. If you have any mail with the status types that you selected, the items appear on this display.

7. Press F3 (Exit).

Working with Action Items

An **action item** is an item of mail that requires an action or an answer. It also has a due date. An item 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 item of mail and then adding a due date.

This task shows you the status of the action items you have received (incoming) and the choices you have to work with them.

For information about working with outgoing action items, see "Viewing the Status of Outgoing Action Items" on page 3-49.

Note: You can work with incoming action items only if you are using the intermediate assistance level. If you need information about changing your assistance level, see "Using Assistance Levels of OfficeVision/400 Mail" on page 3-1.

To work with incoming action items, do the following:

1. On the Work with Mail display, press F9 (Action items).
2. The Work with Action Items display appears with a list of action items you have received. The items are arranged by due date with the earliest action item due listed first.

   Note: If you do not have an editor installed on your system, editing options, **2** (Revise a copy), **11** (Reply), and **15** (Fill form), will not appear on the Work with Action Items display.

```
                              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
___  NEW         PETERSON ROCH       Dept Meeting                      04/20/88
___  NEW         JOHNSON  ROCH       Sched Meeting                     04/21/88
___  NEW         SJONES   ROCH       Budget Meeting                    04/21/88



                                                                         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
```

   The description for personal action items does not appear on the Work with Action Items display. Press F16 (Display personal descriptions) to see the descriptions for personal action items. Press F16 (Nondisplay personal descriptions) again, and PERSONAL appears in the description column again.

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

If you need help in completing the option you selected, refer to that topic in this manual.

Printing a Mail Report of Action Items

You can print a mail report of action items that shows, for example, when an action item was received, who it was assigned to, and when it is due.

Note: You can print a mail report of action items only if you are using the intermediate assistance level. If you need information about changing your assistance level, see "Using Assistance Levels of OfficeVision/400 Mail" on page 3-1.

To print a mail report of action items, 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
```

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
```

5. For the *Report option* prompt, do one of the following:
   - If you want to print the details for mail items that have a due date, type option **1** (Action items due on or before date specified). Then go to step 6 on page 3-56.
   - If you want to print the details for all mail items, type option **2** (All mail). Then go to step 8 on page 3-56.
   - If you want to print the details for mail items that were received between two specific dates, type option **3** (Mail received within dates specified). Skip step 6 on page 3-56 and go to step 7 on page 3-56.

6. If you typed option 1 (Action items due on or before date specified below) for the *Report option* prompt, press the Enter key. The prompts appear as shown on the following display:

```
                              Print Mail Reports

Working with mail for . . . . :   HANSON   ROCH

Type choices, press Enter.

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

  Action items:
    Date due  . . . . . . .   04/25/88       MM/DD/YY
    Sort by . . . . . . . .   1              1='Assigned to' name
                                             2=Due date




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

a. The *Date due* prompt shows a default of the current date. Change it to the date that you want the system to start listing the details of the action items. The details printed will have a due date on or before the date you type.

b. The *Sort by* prompt shows a default of 1 ('Assigned to' name). Do one of the following:

   - If you want to print a report of your action items that lists which action items are assigned to which person, leave the 1 ('Assigned to' name) for this prompt.

   - If you want to print a report of your action items in order by time (the oldest date being first), type option **2** (Due date).

7. If you typed option 3 (Mail received within dates specified below) for the *Report option* prompt, the following prompts appear:

   a. For the *From date* prompt, type the date on which you want to start the mail report. Use the system date format that is shown on your display.

   b. For the *To date* prompt, type the date on which you want to end the mail report. Use the system date format that is shown on your display.

8. Press the Enter key.

   The report prints on the printer specified in your user profile.

   Note: If the printer specified in your user profile is *WRKSTN, the report is printed on the system printer.

9. Press F3 (Exit).

Chapter 4. Sending and Receiving Messages

If the mail function is installed on your system, you can send and receive messages using OfficeVision/400. You can also forward and reply to messages, but you cannot file them.

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.

You can use either the basic or intermediate assistance level of OfficeVision/400 Mail as you send messages. Depending on which assistance level you are using, the displays shown here might appear differently on your display. For more information on assistance levels, see "Using Assistance Levels of OfficeVision/400 Mail" on page 3-1.

Sending a Message

You can send a message either to a group of people using a distribution list or to one person.

When messages are sent to a user, a copy of the message is sent to the message queue and incoming mail of the receiver.

Sending a Message Specifying the User ID

This section shows you how to send a message to another user.

To send a message specifying the user ID, do the following:

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

   Note: If the AS/400 Main Menu does not appear after you sign on, type the Start Office (STROFC) command on the command line of the display and press the Enter key. The OfficeVision/400 menu appears. Skip step 2 and go to step 3.

2. On the Office Tasks menu, type option **1** (OfficeVision/400) and press the Enter key. The OfficeVision/400 menu appears.
3. On the OfficeVision/400 menu, type option **3** (Send message) and press the Enter key.
4. The Send Message display appears. At the top of the display, type the message.
5. In the *User ID* and *Address* columns, type the user ID and system address or nickname of each user to whom you are sending the message. If a user is not in your system distribution directory, it is not necessary to complete the address prompt since it shows a default of the address associated with the user ID for that user.

   If you are not sure of a user ID or an address, press F4 (List) with the cursor in the *User ID* column. A list of user IDs and addresses for your system appears.

   If you are sending the message to several people and do not have enough space to type all the user IDs and addresses or nicknames, press the Page

Down key. Additional spaces appear where you can type the user IDs and addresses or nicknames.

```
                              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  F5=Refresh   F9=Attach memo slip   F10=Send
F12=Cancel  F13=Change defaults     F18=Sort by user ID   F19=Display messages
```

Note: If you are using the basic assistance level of OfficeVision/400 Mail, different prompts and function keys appear on your display.

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

7. Press F3 (Exit).

Sending a Message Using a Distribution List

This section shows you how to send a message to a group of people using a distribution list. If you need to create a distribution list or need other information about distribution lists, refer to "Working with Distribution Lists" on page 7-3.

The instructions in this section describe how to send a message if you are using the intermediate assistance level of OfficeVision/400 Mail. For a detailed description of sending a message to a group of people using the basic assistance level of OfficeVision/400 Mail, see the *Learning about OfficeVision/400** manual.

To send a message using a distribution list, do the following:

1. At the top of the Send Message display, type the message.

2. Complete the *Distribution list* prompts.

   If you do not know the name of the distribution list that you want to use, move the cursor to either prompt and press F4 (List). A list of available distribution lists appears. From this list, you can choose the distribution list you want. Then either send your message to everybody on the list or indicate which people on the list should receive your message.

   Note: If a distribution list has a nickname, you can type the nickname instead of the name of the distribution list for these prompts.

3. Press the Enter key. The Send Message display appears again showing the user IDs of the people on the distribution list.

```
                              Send Message

 Type message.
   I will be on vacation next week.  Sharon will be handling my responsibilities
while I am gone.


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

 ----Addressees-----
 User ID     Address    Description
 HANSON      ROCH       E G Hanson
 HENKE       ROCH       S K Henke
 PETERSON    ROCH       R N Peterson
 SJONES      ROCH       S A Jones
 TOM         ROCH       T F Dixon
 ________    ________
 ________    ________
 ________    ________
                                                                   More...
 F3=Exit      F4=Prompt  F5=Refresh  F9=Attach memo slip   F10=Send
 F12=Cancel   F13=Change defaults    F18=Sort by user ID   F24=More keys
```

4. Decide if you want to do either of the following to this message:
   - If you want to attach a memo slip, go to "Attaching a Memo Slip to a Message."
   - If you want to change the defaults, go to "Changing Message Defaults" on page 4-4.
5. Press F10 (Send) to send the message. The Send Message display appears again. On the bottom line is information indicating how many people the message is being sent to.
6. Press F3 (Exit).

Attaching a Memo Slip to a Message

A memo slip contains additional information for the person receiving your message.

Note: You can attach a memo slip to your message only if you are using the intermediate assistance level of OfficeVision/400 Mail. If you need information about changing your assistance level, see "Using Assistance Levels of OfficeVision/400 Mail" on page 3-1.

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

1. On the Send Message display, press F9 (Attach memo slip).

2. The Attach Memo Slip display for a message appears.

```
                              Attach Memo Slip

 Type choice, press Enter.

   Action . . . . . . . . .   _        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









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

3. Type one of the choices for the *Action* prompt.
4. Press the Enter key. The Send Message display appears.
5. Press F10 (Send) to send the message.
6. Press F3 (Exit).

Changing Message Defaults

The message defaults affect how your message is handled by the system. For example, you can have the system confirm delivery of a message or make a message personal so only the receiver can see it.

Note: You can change your message defaults only if you are using the intermediate assistance level. If you need information about changing your assistance level, see "Using Assistance Levels of OfficeVision/400 Mail" on page 3-1.

To change your message defaults, do the following:

1. On the Send Message display, press F13 (Change defaults).
2. The Change Defaults display appears for messages.

```
                              Change Defaults

 Type choices, press Enter.

   Confirm delivery . . . . . .   N              Y=Yes,  N=No
   Personal . . . . . . . . . .   N              Y=Yes,  N=No
   High priority  . . . . . . .   N              Y=Yes,  N=No
```

3. If necessary, change the defaults on the display. The choices are:

   a. **Confirm delivery**. Type a **Y** (Yes) if you want the system to inform you that the message you sent has been received by the person you sent it to; type an **N** (No) if you do not.

b. **Personal**. Type a Y (Yes) if your message is personal; type an N (No) if it is not. By typing yes for this prompt, only the person who receives the message can see the message.

Note: If someone else is working on your behalf, you can prevent that person from viewing your note log. To do this, you need to change authority of your message log to *EXCLUDE for that person. The *Security Reference* manual contains information about changing someone's authority to your message log.

c. **High priority**. Type a Y (Yes) if you want the system to give your message high priority. If your message was sent to a local user, the notification of the message is highlighted in the mail log of the local user, and a message is sent to the message queue of the local user, informing the receiver of the message. If the receiver is a remote user, the message may be sent by a faster method. If your message is not high priority, type an N (No).

4. If you want to save the defaults so that this and all future mail items you send have these defaults, press F17 (Save defaults). The defaults you selected are saved and the Send Message display appears.

   If the defaults you selected apply only to the message you are sending now, do not press F17, just press the Enter key. The changes you made are not saved after this message is sent. The Send Message display appears.

Viewing a Message

To view a message, do the following:

1. On the OfficeVision/400 menu, type option 2 (Mail) and press the Enter key.
2. The Work with Mail display appears.

   You can tell which items on the display are messages because they have a status of message. The message status remains the same until you delete the 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-------                                 Date
Opt  Status      User ID  Address   Description                    Received
__   NEW         SJONES   ROCH      Status meeting will be Friday  04/21/88
__   MESSAGE     PETERSON ROCH      The shipment of paper expected Fr 04/21/88
__   NEW         SJONES   ROCH      Budget review                  04/21/88
__   NEW         PETERSON ROCH      Dept meeting                   04/20/88
__   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
```

3. Move the cursor down to the message you want to see and type a **5** (View) in the *Opt* column. Press the Enter key.
4. The View Message display appears with the message.

```
                                  View Message

  Description  . . . . . . . . :   The shipment of paper expected Friday will n
  Sent from . . . . . . . . . . :   PETERSON ROCH
  Date/Time received  . . . . . :   04/21/88  09:28 a.m.

    The shipment of paper expected Friday will not be here until Tuesday.











Press Enter to continue.

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

5. After you view the message, press F3 (Exit).

Forwarding a Message

Sometimes it may be necessary to forward a message. When you do, the original message stays in your mail log.

This section describes how to forward a message if you are using the intermediate assistance level. If you are using the basic assistance level, the displays you see are different than the ones shown here. See the *Learning about OfficeVision/400** manual for a detailed description of forwarding a message using the basic assistance level of OfficeVision/400 Mail.

To forward a message to someone, do the following:

1. On the Work with Mail display, move the cursor next to the message you want to forward. Type a **10** (Forward) and 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-------                               Date
Opt  Status       User ID  Address   Description                  Received
__   NEW          SJONES   ROCH      Status meeting will be Friday  04/21/88
__   MESSAGE      PETERSON ROCH      The shipment of paper expected Fr 04/21/88
__   NEW          SJONES   ROCH      Budget review                04/21/88
__   NEW          PETERSON ROCH      Dept meeting                 04/20/88
__   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 Forward Mail display appears. A description of the message you are forwarding is shown at the top of the display.

```
                          Forward Mail

Mail description . . . . . . :  The shipment of paper expected Fr

Type mailing information, press F6 to type note.
  Subject . . . . . . . . . .   ____________________________________
__________
  Reference . . . . . . . . .   ____________________________________
__________

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
```

3. Fill in the *User ID* and *Address* columns for the person to whom you are forwarding the message.

Notes:

a. If you are not sure of the user ID and address for someone, move the cursor to either column and press F4 (List). A list of the people in the system distribution directory and their user IDs and addresses appears. From this list, you can choose the user IDs and addresses you want.

b. If you are forwarding your message to several people, instead of typing a user ID and address for each person, you can complete the *Distribution list* prompts. This sends the message to everyone on the distribution list.

If you do not know the name of the distribution list that you want to use, move the cursor to either prompt and press F4 (List). A list of available distribution lists appears. From this list, you can choose the distribution list you want.

c. If a nickname has been created for a user, you can type the nickname instead of the user ID and address for the *User ID* prompt.

   If a nickname has been created for a distribution list, you can type the nickname instead of the name of the distribution list for the *Distribution list* prompts.

4. Decide if you want to do any of the following to this message:

   - If you want to add a note, press F6 (Type note) and go to "Creating and Sending a Note" on page 5-1.
   - If you want to attach a memo slip, press F9 (Attach memo slip) and go to "Attaching a Memo Slip to a Mail Item" on page 3-20.
   - If you want to change the details, press F11 (Change details) and go to "Changing Note Details" on page 5-5.
   - If you want to change the defaults, press F13 (Change defaults) and go to "Changing Mail Item Defaults" on page 3-21.
   - If you want to add user IDs and addresses to the copy list, press F14 (Specify copy list). The bottom of the display shows the *Copy List* columns. If you press F14 (Specify addressees) again, the bottom of the display now shows the *Addressees* columns. Complete the information for any additional user IDs and addresses.

     Depending on the format of your shell document for notes, user IDs and addresses typed for the addressee list usually appear at the beginning of the message you are forwarding. User IDs and addresses typed for the copy list usually appear at the end of the message you are forwarding.

   - If you want to sort the list alphabetically, press F18 (Sort by user ID). If you do not press F18, the list remains in the order in which it was typed. Pressing F18 also removes duplicate entries.

     If a user is listed more than once with the same user ID and address under the *Addressees* columns, only one copy of the message is sent to that user. But if a user is listed more than once with the same user ID and address under the *Copy List* columns, one copy of the message is sent to the user for each entry.

5. Press F10 (Send) to forward the message. The Work with Mail display appears.

6. Press F3 (Exit).

Replying to a Message

Sometimes it may be necessary to reply to a message. When you do, the original message stays in your mail log without your reply.

This section describes how to reply to a message if you are using the intermediate assistance level. If you are using the basic assistance level of OfficeVision/400 Mail, the displays you see are different than the ones shown here. See the

*Learning about OfficeVision/400** manual for a detailed description of replying to a message using the basic assistance level.

To reply to a message, do the following:

1. On the Work with Mail display, move the cursor down to the message you want to reply to. Type an **11** (Reply) and 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-------                                  Date
 Opt  Status    User ID  Address   Description                     Received
 __   NEW       SJONES   ROCH      Status meeting will be Friday   04/21/88
 __   NEW       PETERSON ROCH      The shipment of paper expected Fr 04/21/88
 __   NEW       SJONES   ROCH      Budget review                   04/21/88
 __   NEW       PETERSON ROCH      Dept meeting                    04/20/88
 __   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 Reply to Mail display appears. The top of the display shows the description of the message to which you are responding. Also shown are the user ID and address of the receiver.

```
                              Reply to Mail

 Mail description  . . . . . :   Status meeting will be Friday.

 Type mailing information, press F6 to type note.
   Subject  . . . . . . . . . .   ______________________________________
 _______________
   Reference  . . . . . . . . .   ______________________________________
 _______________

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

 ----Addressees-----
 User ID    Address     Description
 SJONES     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
```

3. Decide if you need to do any of the following to this message:

   a. If there are additional people to whom you want to send the reply, do one of the following or both:

      - Complete the *Distribution list* prompts.

If you do not know the name of the distribution list that you want to use, move the cursor to either prompt and press F4 (List). A list of available distribution lists appears. From this list, you can choose the distribution list you want.

If a nickname has been created for a distribution list, you can type the nickname instead of the name of the distribution list for the *Distribution list* prompts.

- Complete the *User ID* and *Address* columns for each person you want to receive your reply. If you are not sure of the user ID and address for someone, move the cursor to either column and press F4 (List). A list of the people in the system distribution directory and their user IDs and addresses appears. From this list, you can choose the user IDs and addresses you want.

  If a nickname has been created for a user, you can type the nickname instead of the user ID and address for the *User ID* prompt.

b. If you want to add a note, press F6 (Type note) and go to "Creating and Sending a Note" on page 5-1.

c. If you want to attach a memo slip, press F9 (Attach memo slip) and go to "Attaching a Memo Slip to a Mail Item" on page 3-20.

d. If you want to change the details, press F11 (Change details) and go to "Changing Note Details" on page 5-5.

e. If you want to change the defaults, press F13 (Change defaults) and go to "Changing Mail Item Defaults" on page 3-21.

f. If you want to add user IDs and addresses to the copy list, press F14 (Specify copy list). The bottom of the display shows the *Copy List* columns. If you press F14 (Specify addressees) again, the bottom of the display now shows the *Addressees* columns. Complete the information for any additional user IDs and addresses.

   Depending on the format of your shell document for notes, user IDs and addresses typed for the addressee list usually appear at the beginning of the reply. User IDs and addresses typed for the copy list usually appear at the end of the reply.

g. If you want to sort the list alphabetically, press F18 (Sort by user ID). If you do not press F18, the list remains in the order in which it was typed. Pressing F18 also removes duplicate entries.

   If a user is listed more than once with the same user ID and address under the *Addressees* columns, only one copy of the message is sent to that user. But if a user is listed more than once with the same user ID and address under the *Copy List* columns, one copy of the message is sent to the user for each entry.

4. Press F10 (Send) to reply to the message. The Work with Mail display appears.

   Note: A message appears if you press F10 (Send) to send a reply to a message before you have pressed F6 (Type note) to type the note. After the message appears, you can press F6 to type a note or F10 to send the empty note.

5. Press F3 (Exit).

Chapter 5. Working with Notes

If the mail function is installed on your system, you can use OfficeVision/400 to send notes to other users. A **note** is a small, formatted document used for informal correspondence. You can either create a note and send it right away, or you can start creating a note which you can finish and send at a later time.

You can use either the basic or intermediate assistance level as you work with notes. Depending on which assistance level you are using, the displays shown here might appear different on your display. For more information on assistance levels, see "Using Assistance Levels of OfficeVision/400 Mail" on page 3-1.

As you use the functions described in this chapter, you might find that some functions do not operate as described. Your administrator might have set up OfficeVision/400 on your system so that non-IBM programs are used in place of specific OfficeVision/400 functions. For example, if you want to create a note to send to another user (described in "Creating and Sending a Note"), the text editor you use to edit the note might be an editor other than the OfficeVision/400 word processing function.

Ask your administrator for more information about non-IBM programs that are used in place of OfficeVision/400 functions on your system.

Creating a Shell Document for Notes

A **shell document** is a prearranged document (report, letter, memo, or note) where the user adds only the variable information. An example of a shell document is a form letter, to which the user adds the name and address of the receiver and a salutation.

The format of the shell document for your edit display is determined by your administrator. This format can be the QNOTE document in folder QWPDOCS that is shipped with OfficeVision/400 or one created by your administrator. When creating and sending a note, you can use the standard shell document (QNOTE) for your system or create your own by copying the QNOTE document and revising it. For more information about creating a shell document for notes, see the *Managing OfficeVision/400** manual. For other information about shell documents, see the *Using OfficeVision/400* Word Processing* manual.

Creating and Sending a Note

You can create and send a note by doing the following:

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

   Note: If the AS/400 Main Menu does not appear after you sign on, type the Start Office (STROFC) command on the command line of the display and press the Enter key. The OfficeVision/400 menu appears. Skip step 2 and go to step 3 on page 5-2.

2. On the Office Tasks menu, type option **1** (OfficeVision/400) and press the Enter key. The OfficeVision/400 menu appears.

3. On the OfficeVision/400 menu, type option **4** (Send note) and press the Enter key.

4. The Send Note display appears. If applicable, complete the information for the *Subject* and *Reference* prompts for your note.

   Note: You can specify up to 60 characters for the subject. If you do not specify a document description for the note by pressing F-11 (Change details) and typing a document description, the first 44 characters of the *Subject* prompt are used for the document description.

```
                                  Send Note

 Type mailing information, press F6 to type the note.
   Subject . . . . . . . . . .   ______________________________________
________
   Reference . . . . . . . . .   ______________________________________
________

 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
```

   Note: If you are using the basic assistance level, fewer prompts and function keys appear on your display. See the *Learning about OfficeVision/400** manual for a detailed description of sending a note using the basic assistance level.

5. Fill in the *User ID* and *Address* columns for the person to whom you are sending the note.

   If you do not know the user ID or address of the user, move the cursor to either column and press F4 (List). A list of the system distribution directory users appears. From the list, select who should receive the note.

   If a nickname has been created for a user, you can type the nickname instead of the user ID and address for the *User ID* prompt.

   If you want to use a distribution list to send your note, instead of typing a user ID and address for each person, you can complete the *Distribution list* prompts.

   If you do not know the name of the distribution list that you want to use, move the cursor to either prompt and press F4 (List). A list of available distribution lists appears. From this list, you can choose the distribution list you want, and specify who on the distribution list you want to receive your note.

   If a nickname has been created for a distribution list, you can type the nickname instead of the name of the distribution list for the *Distribution list* prompts.

6. Press F6 (Type note). The Edit display to type your note on appears.

```
NOTE P:12                          Edit Req'd Carrier Ret    Pg:1       Ln:10
<2...T:...T3...T:...T4...T:...T5...Tv...T6...T:...T7...T:...T8...T:...T9>...:..
TO:           HANSON   ROCH       E G Hanson

FROM:         HANSON   ROCH       E G Hanson

DATE:        date
SUBJECT:      Ordering Paper
REFERENCE:    Weekly Paper Request
 R

 -






 F
COPY LIST:
 ______________________________________________________________________________
 F1=Copy          F10=Send            F14=Get options          F21=Nondisplay keys
 F2=Move          F11=Insert lines    F16=Adjust/Paginate      F22=Spell functions
 F3=Exit/Save     F12=Cancel          F17=Functions            F23=Word spell aid
 Start typing your note at the cursor position.
```

Notes:

a. If you are using the basic assistance level of the OfficeVision/400 editor or if an alternative system-defined editor is active on your system, the Edit display may be different than what is shown in this manual.

b. All of the function keys that can be used with this display are not shown at the bottom of the display. Other function keys that you can use are shown at the bottom of the Edit display when you are creating a document.

c. When you send, reply to, receive, view, or forward a note using OfficeVision/400, you are shown the above display or one similar to it. If you are editing a note, you see `NOTE` on the status line; if you are replying to a note, you see `REPLY`; if you are forwarding a note, you see `FORWARD`; or if you are viewing the mail, you see `MAIL`.

7. Type the text for your note starting at the place where the system has positioned the cursor. If you inadvertently move the cursor, the start position can be relocated by first moving the cursor to the top of the display and then pressing the Alt and N keys.

   The text for the *TO*, *FROM*, *SUBJECT*, *REFERENCE*, and *COPY LIST* prompts is filled in from the information specified on the Send Note display. Any changes you make to these prompts on this display are not stored when the note is sent.

   If you are not able to finish your note, you can save it and work on it later. For more information about this, see "Saving a Note before Completion" on page 5-4.

8. If you want to check the spelling of your note, see information about checking and correcting your spelling in the *Using OfficeVision/400* Word Processing* manual.

9. When you finish typing the text of your note, press F3 (Exit/Save) to return to the Send Note display.

10. Decide if you want to do any of the following to this note:

    - If you want to attach a memo slip, press F9 (Attach memo slip) and go to "Attaching a Memo Slip to a Mail Item" on page 3-20.
    - If you want to change the details, press F11 (Change details) and go to "Changing Note Details" on page 5-5.
    - If you want to change the defaults, press F13 (Change defaults) and go to "Changing Mail Item Defaults" on page 3-21.
    - If you want to add user IDs and addresses to the copy list, press F14 (Specify copy list). The bottom of the display shows the *Copy List* columns. If you press F14 (Specify addressees) again, the bottom of the display now shows the *Addressees* columns. Complete the information for any additional user IDs and addresses.

      Depending on the format of your shell document for notes, user IDs and addresses typed for the addressee list usually appear at the beginning of the note you are sending. User IDs and addresses typed for the copy list usually appear at the end of the note you are sending.
    - If you want to sort the list alphabetically, press F18 (Sort by user ID). If you do not press F18, the list sorts in the order in which it was typed. Pressing F18 also removes duplicate entries.

      If a user is listed more than once with the same user ID and address under the *Addressees* columns, only one copy of the note is sent to that user. But if a user is listed more than once with the same user ID and address under the *Copy List* columns, one copy of the note is sent to the user for each entry.

11. Press F10 (Send) to send your note.

    Note: A message appears if you press F10 (Send) to send a note before you have pressed F6 (Type note) to type the note. After the message appears, you can press F6 to type a note or F10 to send the empty note to the user or users that you specified on the Send Note display.

12. Press F3 (Exit).

Saving a Note before Completion

Sometimes you might be working on a note but cannot complete it. You can save the note and then work on it later. To save an unfinished note, do the following:

1. On the Edit display, where you are typing your note, press F3 (Exit/Save).
2. The Send Note display appears. Press F17 (Save note). Your note is saved in your default folder and is automatically named by the system. If you want to see what the name of your note is, go to "Completing and Sending an Unfinished Note" on page 5-5. There you can view the Work with Saved Notes display, which contains the name and description for the saved note.

   Note: If the OfficeVision/400 editor is not active, F17 (Save note) is not valid.
3. Press F3 (Exit).

Completing and Sending an Unfinished Note

You can complete an unfinished note (that you saved to work on later) and then send it only if you are using the intermediate assistance level. For information on changing your OfficeVision/400 assistance level, see "Using Assistance Levels of OfficeVision/400 Mail" on page 3-1.

To complete and send a saved note, do the following:

1. On the Send Note display, press F16 (Work with saved notes).
2. The Work with Saved Notes display appears showing a list of the notes you have saved.

```
                          Work with Saved Notes

Type options, press Enter.
  1=Continue note    4=Delete

         Saved
Option   Note           Description
  _      AKPC5322.12    Paper specifications review
  _      AKDF3791.42    Presentation for department meeting
  _      AKLM1253.33    Project status
  _      AKGJ4834.22    Request for new furniture
  _      AKTP6915.54    Vacation schedules
```

3. Move the cursor next to the note you want to complete and type a **1** (Continue note). Press the Enter key and your note appears. If you need information on how to complete the note, see "Creating and Sending a Note" on page 5-1.
4. After you complete your note, press F10 (Send). The Work with Saved Notes display appears again. On this display, you can complete another unfinished note, or if you want to delete any unfinished note, move the cursor next to each of those notes and type a **4** (Delete). Press the Enter key.
5. The Confirm Delete of Saved Notes display appears showing what you have selected to delete.

```
                       Confirm Delete of Saved Notes

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

         Saved
Option   Note           Description
  4      AKDF3791.42    Presentation for department meeting
  4      AKGJ4834.22    Request for new furniture
```

6. Press the Enter key to confirm the deletion or F12 (Cancel) to return to the Work with Saved Notes display, where you can change your selection.
7. Press F3 (Exit).

Changing Note Details

Note details include the note description, subject, reference, date written, authors, date action due, project, keywords, and document class.

Note: You can change your note details only if you are using the OfficeVision/400 intermediate assistance level. If you need information about changing your

OfficeVision/400 assistance level, see "Using Assistance Levels of OfficeVision/400 Mail" on page 3-1.

To change your note details, do the following:

1. On the Send Note display, press F11 (Change details).
2. The Change Details display appears.

```
                              Change Details

 Type changes, press Enter.

   Document description . . . .   Ordering Paper
   Subject . . . . . . . . . . .  Ordering Paper

   Reference . . . . . . . . . .  Weekly Paper Request

   Authors . . . . . . . . . . .  HANSON
   Keywords  . . . . . . . . . .

                                                        F4 for list
   Document class  . . . . . . .  NOTE                  F4 for list
   Project . . . . . . . . . . .
   Date written  . . . . . . . .  04/18/88              MM/DD/YY
   Date action due . . . . . . .                        MM/DD/YY
   Language ID . . . . . . . . .  ENU                   F4 for list
   Country ID  . . . . . . . . .  US                    F4 for list


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

3. Change the information in the following prompts as necessary. The value shown for each prompt varies depending on the function used to reach this display:

   a. **Document description**. This prompt contains the subject of the note if the *Subject* prompt was completed on the Send Note display. Otherwise, this prompt contains the word Note and the current date.

   b. **Subject**. This prompt contains the subject of the note from the Send Note display.

   c. **Reference**. This prompt contains the reference of the note from the Send Note display.

   d. **Authors**. This is who wrote the note. Up to two authors can be typed for this prompt. The first entry for this prompt shows a default of the person sending the note.

   e. **Keywords**. These are the search values used to identify a note filed in a library. You can specify any of these words when searching for the note.

      You can type keywords in this prompt until you run out of space. Up to 24 keywords are allowed. Keywords must be separated by a semicolon (;). On a DISOSS System/38, and a Release 1.0 or 1.2 AS/400 system, the maximum length for a keyword is 35 characters. On a Release 2.0 or later AS/400 system, the maximum length for a keyword is 60 characters. If you are not sure what to type in this prompt, press F4 (Prompt) with the cursor in this prompt for a list of suggested entries.

   f. **Document class**. This prompt is a classification category used to describe documents or notes that are stored in a document library and defaults to

NOTE. To see a list of suggested entries for this prompt, press F4 (Prompt) with the cursor in this prompt.

g. **Project**. This is an overall note category and can be anything, including a number assigned to the note.

h. **Date written**. This prompt is used to indicate when the note was written and shows a default of the current date. Change it if necessary.

i. **Date action due**. By this date you expect someone to take action. By typing a date here, the note becomes an action item.

j. **Language ID**. For this prompt type the ID of the national language in which the note is written. Press F4 for a list of language IDs.

k. **Country ID**. For this prompt type the ID of the country associated with the *Language ID* prompt. Press F4 for a list of country IDs.

4. Press the Enter key. The details that are now on the Change Note Details display apply only to the note you are in the process of sending. The Send Note display appears.
5. Press F3 (Exit).

Chapter 6. Handling Filed Documents

This chapter describes how to handle filed documents using the documents and folders function of OfficeVision/400. If you need information on how to create a document, see the *Using OfficeVision/400* Word Processing* manual.

Documents are stored in your system by the following methods:

- Filing mail from the mail log
- Filing a note when it is sent
- Using the word processing editor to create a document
- Using the documents and folders function to create a search result list
- Filing from another system

All folders and documents are in the document library on the system. Documents usually reside in a folder; however, a document does not have to be in a folder. Filing a document in a folder allows you to associate that document with other documents that have similar characteristics.

For example, you could group all documents related to a certain project in the same folder, or you could file all the documents written by you in one folder. Doing this makes it easier to find those documents when you want to work with them, save them for storage off of the system, or whatever else you might want to do with them.

If you do not file a document in a specific folder, the only way you can work with it is from the Work with Documents in a Document List display. However, filing a document in a folder allows you to process it from the Work with Documents in Folders display. This may be more convenient than having to work from the Work with Documents in a Document List display.

As you use the functions described in this chapter, you might find that some functions do not operate as described. Your administrator might have set up OfficeVision/400 on your system so that non-IBM programs are used in place of specific OfficeVision/400 functions. For example, if you want to revise a document (described in "Revising a Local Document" on page 6-33), the text editor you use to edit the document might be an editor other than the OfficeVision/400 word processing function.

Ask your administrator for more information about non-IBM programs that are used in place of OfficeVision/400 functions on your system.

Working with Documents in Folders

You can look at and work with documents in a folder by doing the following:

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

   Note: If the AS/400 Main Menu does not appear after you sign on, type the Start Office (STROFC) command on the command line of the display and press the Enter key. The OfficeVision/400 menu appears. Skip step 2 on page 6-2 and go to step 3 on page 6-2.

2. On the Office Tasks menu, type option **1** (OfficeVision/400) and press the Enter key. The OfficeVision/400 menu appears.
3. On the OfficeVision/400 menu, type option **5** (Documents and folders) and press the Enter key.
4. 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   F11=Change work on behalf of  F12=Cancel   F19=Display messages
```

5. If you have authority and want to work on behalf of another user, press F11 (Change work on behalf of). The Change User to Work on Behalf of window appears.

   Note: If you do not have authority to work on behalf of any other user, F11 (Change work on behalf of) does not appear on the Documents and Folders display.

```
                              Documents and Folders
 ...........................................................................
 :                        Change User to Work on Behalf of                 :
 :                                                                         :
 :  Type choice, press Enter.                                              :
 :                                                                         :
 :    Work on behalf of . . . . . . . .   ________  ________  User ID/Address :
 :                                                            F4 for list  :
 :  F4=Prompt   F12=Cancel                                                 :
 :                                                                         :
 :.........................................................................:
```

   a. Type the user ID and address or nickname of that user in the *Work on behalf of* prompt. If you are not sure of the user ID, press F4 (List) with the cursor in this field. A list of the user IDs you are authorized to work for appears.
   b. Press the Enter key. The user ID and address or nickname is shown for the *Working on behalf of* prompt at the top of the Document and Folders display.
6. For the *Selection* prompt, type option **1** (Work with documents in folders). Press the Enter key.

7. The Work with Documents in Folders display appears.

```
                    Work with Documents in Folders

 Folder . . .  HANSON
 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
 _    MAGSPEC        Magazine paper specifications       02/10/88 RFTAS400
 _    NEWSSPEC       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
                                                                   Bottom
 F3=Exit     F4=Prompt          F5=Refresh      F10=Search for document
 F11=Display names only         F12=Cancel      F13=End search     F24=More keys
```

From this display you can choose an option to work with an existing document that is stored within a specific folder. The *Folder* prompt lets you specify the name of the folder you want to use. For more information about working with documents in folders, see the *Using OfficeVision/400* Word Processing* manual.

Note: If the mail function is not installed on your system, option 10 (Send) is not available on the Work with Documents in Folders display.

8. Press F3 (Exit).

Working with Folders

You can look at and work with the list of folders you are authorized to by doing the following:

1. On the Documents and Folders display, do the following:
   a. If you have authority and want to work on behalf of another user, press F11 (Change work on behalf of). The Change User to Work on Behalf of window appears. Type the user ID and address or nickname of that person for the *Work on behalf of* prompt. If you are not sure of the user ID, press F4 (List) with the cursor in this field. A list of the user IDs you are authorized to work for appears. Select the user ID you want to work for and press the Enter key. The user ID and address or nickname is shown for the *Working on Behalf of* prompt at the top of the Documents and Folders display.
   b. For the *Selection* prompt, type option **2** (Work with folders). Press the Enter key.
2. The Specify Document Library to Search display appears if the system has document library services support to one or more remote systems. The information for the *Document library to use for search* prompt shows a default of the name of the local document library unless you have changed this prompt

to the name of another document library. Do not change the information for this prompt. Press the Enter key.

3. The Work with Folders display appears.

```
                                 Work With Folders

 Folder . . .  /
 Position to . . . . . .                       Starting character(s)

 Type options (and Folder), press Enter.
   1=Create          3=Next level       4=Delete        5=Work with documents
   7=Rename          8=Details          14=Authority

 Opt  Folder         Opt  Folder          Opt  Folder         Opt  Folder

  _   ACDGSA          _   DBCPQRST         _   FABMNB          _   HLMSRF
  _   AUTOE           _   DCTGHST          _   FBNMNAT         _   HMSRF
  _   AUTOF           _   DHKLMS           _   FHNMN           _   HNPSRTM
  _   AUTOG           _   DJMBTU           _   FJKLMNCT.DTT    _   HPSTRTM
  _   BASMGSD         _   DKLGHJCT.ABA     _   GBCRHKL         _   HRSTRTM
  _   BCACBSDA.DDS    _   DMKSTH           _   GBDRHKL         _   HSTRTM
  _   BDEGQCH         _   EARG             _   GNDRK           _   IASTRMP
  _   CDGHKJ          _   ECHJLM           _   HIKCKMN         _   IBSRTMWT
  _   CELMJKA         _   EDJHN            _   HJLMN           _   ICDTH
                                                                        More...
 F3=Exit                     F5=Refresh       F6=Print list       F9=Work with
 F11=Display descriptions    F12=Cancel       F13=Previous level
```

From this display you can choose an option for working with a folder. For more information about working with folders, see the *Using OfficeVision/400* Word Processing* manual.

4. Press F3 (Exit).

Searching for Documents

You can search for a document in a document library on your local or remote system.

Note: If you have text search installed, see "Searching for Documents Using Text Search" on page 6-18 for information on using this feature.

Searching for a Local Document

To search for a local document, do the following:

1. On the Documents and Folders display, do the following:

   a. If you have authority and want to work on behalf of another user, press F11 (Change work on behalf of). The Change User to Work on Behalf of window appears. Type the user ID and address or nickname of that person for the *Work on behalf of* prompt. If you are not sure of the user ID, press F4 (List) with the cursor in this field. A list of the user IDs you are authorized to work for appears. Select the user ID you want to work for and press the Enter key. The user ID and address or nickname is shown for the *Working on Behalf of* prompt at the top of the Documents and Folders display.

Notes:

1) If you do a search for a local document while working on behalf of a local user, the results of the search go to a document list owned by that user.

2) When you are working on behalf of another user, you cannot see the personal documents for that user.

b. For the *Selection* prompt, type option **3** (Search for documents). Press the Enter key.

2. The Specify Document Library to Search display appears if the system has document library services support to one or more remote systems. The information for the *Document library to use for search* prompt shows a default of the name of the local document library unless you have changed this prompt to the name of another document library. Since this is a local search, you do not have to change this prompt. Press the Enter key.

3. The first page of the Search for Documents display appears.

```
                          Search for Documents

 Working on behalf of . . . . . . . :   xxxxxxxx  xxxxxxxx

 Type choices, press F11 to specify search criteria.
 Press F10 to start search.

   Document list description  . . . . . .  ____________________________

   Wait for completion  . . . . . . . . .  N           Y=Yes, N=No
   Arrange alphabetically . . . . . . . .  N           Y=Yes, N=No
   Maximum number of documents to return   *NOMAX      1-32767
                                                       *NOMAX







 F3=Exit   F5=Refresh   F10=Start search
 F11=Specify document details criteria   F12=Cancel   F19=display messages
```

Note: If you are working on behalf of another user, the user ID and address for that person is shown at the top of the Search for Documents display. If you did not specify that you are working on behalf of anyone else, this information does not appear on the display.

4. Complete the prompts for the document list on this display that you feel are necessary:

a. **Document list description**. This is how you want to describe the list. The information you type in this prompt can help you recognize the list after you run the search. You must type something for this prompt.

b. **Wait for completion**. If you type a Y (Yes), the search occurs while you wait and you are not able to do anything else on your display station while the search runs. When the first display of documents is found, the Work with Documents in a Document List display appears.

If you type an N (No), a batch request is sent and you return to the Documents and Folders display. You receive a message when the search is completed. You can then work with the results of the search by selecting the document list on the Work with Owned Document Lists display.

c. **Arrange alphabetically**. Type a Y (Yes) if you want the document list sorted by document description; type an N (No) if you do not. If you type yes, the search takes longer to complete than if you type no.

d. **Maximum number of documents to return**. Type the maximum number of documents to return with the search. If more documents are found than are specified, only the number you specified for this prompt are returned.

The default, *NOMAX, means that you do not wish to limit the number of documents to return with the search. The maximum number of documents that could be returned with the search, using the *NOMAX value, is 32 767.

5. Press F11 (Specify document details criteria). The Specify Document Details Criteria display appears.

```
                         Specify Document Details Criteria

 Document list description . . . . . . :  DEPARTMENT INFORMATION____________

 Type search criteria, press F10 to start search.

   Folder . . . . . . . . .     ________________________________________

   Document description . .     ________________________________________
   Owner  . . . . . . . . .     _________  __________     User ID/Address
                                                          F4 for list
   Subject  . . . . . . . .     ________________________________________

   Authors  . . . . . . . .     ________________________________________

   Keywords . . . . . . . .     ________________________________________
 _______________________________________________________________________
                                                          F4 for list
   Document class . . . . .     ________________________________________
                                                          F4 for list
                                                                  More...
 F3=Exit   F4=Prompt   F5=Refresh   F10=Start search   F12=Cancel
 F19=Display messages
```

Note: Some prompts on the Specify Document Details Criteria displays allow you to use *and* (+) and *or* (|) relationships for searching. For example, if you type Hanson+Jones|Peterson, documents that have been filed with Hanson and Jones *or* documents that have been filed with Peterson are selected.

6. Complete the prompts that you think are necessary.

a. **Folder**. For this prompt, you can specify the name of any folder you want to search. You must specify a folder that already exists. If you leave this prompt blank, then all documents that are in any folder plus any documents that are not in a folder are searched. If you want to see a list of your folders, press F4 (Prompt) with the cursor in this prompt.

b. **Document description**. This is the description of the document you want to find and can be up to 44 characters long. You can type the exact description, or you can do a generic or contextual search on this prompt. You can type the search values in either uppercase or lowercase characters.

A **generic search** is a search where you type a few characters and follow them with an asterisk (*). For example, if you type SM*, you get a match if a field starts with the letters SM, such as SMith or SMall.

A **contextual search** is similar to a generic search except the string of characters specified can occur anywhere in the field being searched. To indicate a contextual search, put an apostrophe (') before and after the string of characters you type. For example, if you type 'WAY', you get matches on such things as highWAY, sWAY, WAYside, and WAY station.

c. **Owner**. Type the user ID and address or nickname of the owner of the document that you want to find. If you cannot remember the user ID, press F4 (List) with the cursor in this prompt to get a list of users on the system.

d. **Subject**. Type the subject of the document you want to find. You can type the exact subject or you can do a contextual or generic search on this prompt.

e. **Authors**. Type the author of the document you are searching for. You can type the exact name or you can do a contextual or generic search on this prompt. You can combine multiple values to search for using the symbols + instead of *and*, and | instead of *or*.

f. **Keywords**. Type the search values of the document you want to find.

Note: You can only use keywords that were specified when the document was filed or created.

You can type the exact keywords or you can do a contextual or generic search on this prompt. You can combine multiple values to search for using the symbols + instead of *and*, and | instead of *or*. To see a list of keywords used on this system, press F4 (List) with the cursor in this prompt. When you do this, a display appears that allows you to select keywords.

g. **Document class**. Type the appropriate document class. You can type the exact class or do a contextual or generic search for this prompt. You can combine multiple values to search for using the symbol | instead of *or*. To see a list of document classes, press F4 (List) with the cursor in this field to view the list of suggested document classes for the library specified. When you do this, a display appears that allows you to select one or more classes.

7. If you press F10 (Start search) now, the search is started and completed based on the information on this display. If you press the Page Down key, the next page of the Specify Document Details Criteria display appears.

```
                    Specify Document Details Criteria

Document list description . . . . . . :  DEPARTMENT INFORMATION

Type search criteria, press F10 to start search.

  Document status  . . . .   3                    1=Final, 2=Revisable
                                                  3=All
  Project  . . . . . . . .   ________
  Reference  . . . . . . .   ________________________________________

  Status . . . . . . . . .   _______________
  Sent to  . . . . . . . .   ________________________________________




                                                                More...
F3=Exit   F4=Prompt   F5=Refresh   F10=Start search   F12=Cancel
F19=Display messages
```

8. Complete the prompts for the search criteria on this display that you feel are necessary.

   a. **Document status**. Type a **1** for final (document cannot be changed), a **2** for revisable (document can be changed), or a **3** for all. If you are not sure of the status of the document you are searching for, type a **3**. All final and revisable documents are searched.

   b. **Project**. Type the appropriate project. You can type the exact project or you can do a contextual or generic search on this prompt. You cannot specify multiple values.

   c. **Reference**. Type the appropriate reference. You can type the exact reference or you can do a contextual or generic search on this prompt. You can combine multiple values to search for using the symbol | instead of *or*.

   d. **Status**. Type the status that you think the document you are searching for has. You can type the exact status or you can do a contextual or generic search on this prompt. You cannot specify multiple values.

   e. **Sent to**. Type the user IDs or nicknames of the people to whom you think the document you are searching for was sent. You can type the exact user IDs or you can do a contextual or generic search on this prompt. You can combine multiple values to search for using the symbols + instead of *and*, and | instead of *or*.

9. If you press F10 (Start search) now, the search is started and completed based on the information on the previous two displays. If instead you press the Page Down key, the last page of the Specify Document Details Criteria display appears.

```
                    Specify Document Details Criteria

Document list description . . . . . . :   DEPARTMENT INFORMATION____________

Type search criteria, press F10 to start search.

  From date/To date:
    Filed . . . . . . . . .   ________  _______   MM/DD/YY
    Created . . . . . . . .   ________  _______   MM/DD/YY
    Revised . . . . . . . .   ________  _______   MM/DD/YY
    Document  . . . . . . .   ________  _______   MM/DD/YY
    Expiration  . . . . . .   ________  _______   MM/DD/YY
    Action due  . . . . . .   ________  _______   MM/DD/YY
    Action completed  . . .   ________  _______   MM/DD/YY




                                                                 Bottom
F3=Exit   F4=Prompt   F5=Refresh   F10=Start search   F12=Cancel
F19=Display messages
```

10. Complete the prompts for the search criteria on this display that you feel are necessary.

    Note: For the following prompts, if you type a *From date* without a *To date*, then the search is done for any date after or equal to the *From date*. If you type a *To date* without a *From date*, then the search is done for any date before or equal to the *To date*. Also, if you want to search for documents from a single day, type the same date in both the *From* and *To* prompts.

    a. **Filed**. Type the dates between which you think the document was filed.

    b. **Created**. Type the dates between which you think the document was created.

    c. **Revised**. Type the dates between which you think the document was last revised.

    d. **Document**. This prompt usually contains the dates between which you think the document was created or revised, but can be any date you associate with the document.

    e. **Expiration**. Type the dates between which you think the document was to be removed from the system.

    f. **Action due**. Type the dates between which you think someone was to take some sort of action on the document.

    g. **Action completed**. Type the dates between which you think action was completed by the person who received or acted on the document.

11. If you want to review or change any of the previous displays, press the Page Up key. Documents must match all of the criteria that you specify on the Specify Document Details Criteria display in order to be returned in the search.

12. Press F10 (Start search) to begin the search.

13. One of the following happens:

    - If you specified an N (No) for the *Wait for completion* prompt on the first part of the Search for Documents display, the Documents and Folders display appears. After the search is complete, the results appear on the Work with Documents in a Document List display. For information on how to go to the Work with Documents in a Document List display and how to work with the documents listed on it, see "Working with Documents in a List on a Local System" on page 6-30.

- If you specified a Y (Yes) for the *Wait for completion* prompt on the first part of the Search for Documents display, a message indicating that you have to wait appears.

  When the first full page of the documents is found, the Work with Documents in a Document List display appears. If you do not have an editor installed on your system, your display may be different from the one shown here.

```
                    Work with Documents in a Document List

 Working on behalf of . . . . . . . . :   HANSON    ROCH
 Document list description  . . . . . :   DEPARTMENT INFORMATION


 Type options, press Enter.
   2=Revise           3=Copy    4=Delete    5=View    6=Print    7=View details
   8=Change details   9=Print options       10=Send   11=Move    12=File remote
   14=Change authority   15=Fill form

 Opt   Document Description                          Date Filed    Type
 __    DEPARTMENT ACCOUNTING INFORMATION              03/10/88     FFTAS400
 __    DEPARTMENT ACTUAL EXPENSES                     03/11/88     FFTAS400
 __    DEPARTMENT LISTING                             03/02/88     RFTAS400
 __    DEPARTMENT QUALITY PLAN                        01/07/88     RFTAS400
 __    DEPARTMENT VACATION PLAN                       02/01/88     RFTDCA
 __    PROJECTS                                       03/08/88     HARDCOPY
 __    WORK PLAN                                      03/14/88     RFTAS400
                                                                        More...
 F3=Exit   F5=Refresh   F10=Start search   F11=Display document name
 F12=Cancel   F14=View criteria   F15=Print list   F24=More keys
```

Note: If you left the *Arrange alphabetically* prompt as an N (No) on the first part of the Search for Documents display, then the *Position to* prompt does not appear on the Work with Documents in a Document List display.

To continue the search, press the Page Down key.

On the Work with Documents in a Document List display, you can stop the search by pressing F3 (Exit), F12 (Cancel), or the Enter key. The search results that you viewed on your display before quitting the search appear in an incomplete document list on the Work with Owned Document Lists display.

You can also stop processing the search interactively and submit it to batch by pressing F16 (Exit and start search). The Work with Owned Document Lists display appears, but you cannot work with the search results until the search is completed in batch. You can, however, use your display station to do something else.

If you press F15 (Print list) on the Work with Documents in a Document List display, the interactive search stops and a copy of the search criteria is submitted to batch to complete the search and print the search results.

Searching for a Remote Document

To search for a document located on a remote system, do the following:

1. On the Documents and Folders display, do the following:
   a. If you have authority and want to work on behalf of another user, press F11 (Change work on behalf of). The Change User to Work on Behalf of window appears. Type the user ID and address or nickname of that person for the *Work on behalf of* prompt. If you are not sure of the user ID, press F4 (List) with the cursor in this field. A list of the user IDs you are authorized to work for appears. Select the user ID you want to work for and press the Enter key. The user ID and address or nickname is shown for the *Working on behalf of* prompt at the top of the Documents and Folders display.
   b. For the *Selection* prompt, type option **3** (Search for documents). Press the Enter key.
2. The Specify Document Library to Search display appears. For the *Document library to use for search* prompt, type the name of the library on the remote system you want to search.

   Notes:

   a. If the Specify Document Library to Search display does not appear, your system does not have document library services support to a remote system.
   b. If the local library has the same name as a remote library and you specify that name in this prompt, the local library is searched instead of the remote library.
   c. If you are not sure of the name, press F4 (List) with the cursor in this prompt. A list of document libraries appears.
3. The Remote Document Request Sign-On display appears.

```
                         Remote Document Request Sign-On

Remote document library . . . . . . . . . . :   xxxxxxxx
Local user to receive information from
  remote requests . . . . . . . . . . . . . :   xxxxxxxx  xxxxxxxx

Type choices for remote requests, press Enter.

  Remote user:
    User ID/Address  . . . . . .   HANSON    ROCH
    Password . . . . . . . . . .   ________

  Remote user to work on behalf of:
    User ID/Address  . . . . . .   ________  ________






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

The first two items of the display cannot be changed. Also, the user ID in the *Local user ID to receive information from remote requests* prompt indicates that the results of the search belong to you when they arrive for later processing. They do not belong to and are not sent to anyone you might be working on behalf of when you requested the search.

4. For the *Remote user:*

   a. For the *User ID* prompts, type the remote user ID and address or nickname used to find documents on the remote system. At first, these prompts show a default of your local user ID and address, and thereafter, to the last remote user ID and address you typed in these prompts. Change them if necessary.

      Note: The address part for this prompt appears only if the remote document library is on an AS/400 Release 2, Modification Level 0 system or on a system that has the Distributed Office Support System (DISOSS) Release 3, Modification Level 4 installed.

   b. For the *Password* prompt, type the password associated with the user ID on the remote system. This prompt has no default. As you type the password, the cursor moves but the password does not appear on the display. This prevents anyone from seeing the password.

5. For the *Remote user to work on behalf of* prompt, if you are working on behalf of someone, type the remote user ID and address or nickname of the person on whose behalf you are working for the *User ID* prompt.

   Notes:

   a. The address part for this prompt appears only if the remote document library is on an AS/400 Release 2, Modification Level 0 system or on a system that has DISOSS Release 3, Modification Level 4 installed.

   b. When you are working on behalf of another user on a remote system, you cannot see the personal documents for that user.

6. Press the Enter key. The Search for Documents display appears.

```
                              Search for Documents

Working on behalf of . . . . . . . :   xxxxxxxx  xxxxxxxx
Remote document library  . . . . . :   xxxxxxxx

Type choices, press F11 to specify search criteria.
Press F10 to start search.

  Remote document list . . . . . . . . .  ______       Name
  Document list description  . . . . . .  ___________________________________

  Return document authority  . . . . . .  N            Y=Yes, N=No
  Maximum number of documents to return   *NOMAX       1-32767
                                                       *NOMAX






F3=Exit   F5=Refresh   F10=Start search
F11=Specify document details criteria   F12=Cancel   F19=display messages
```

Notes:

a. The search values on the following displays may vary slightly depending on what kind of system your remote library is on. The following displays assume the remote system is an AS/400 system.

b. If you are working on behalf of another user, the user ID for that person is shown at the top of the display. If you did not specify that you are working on behalf of anyone else, this information does not appear on the display.

c. The name of the remote document library you are searching is shown at the top of the display.

7. Complete the prompts on this display that you feel are necessary. The descriptions for the prompts follow:

   a. **Remote document list**. This is the name of the search request you are sending to the remote system. The name of the list can be up to 8 characters. The first 2 characters cannot be a greater than sign (>) or a slash (/). Also a blank in the first position or within the name of the list is not allowed. The name of a list can be used again. However, if you use the same name for a list again, the results from the current search replace the previous search results on the remote system.

   b. **Document list description**. This is how you want to describe the list. The information you type in this prompt may help you recognize the list when you run the search. You must type something for this prompt.

   c. **Return document authority**. If you are searching for a document stored on an AS/400 system and a Y (Yes) is typed, a list of authorized users is returned with each document in the search list. Unless you plan to change document security from the Work with Documents in a Document List display, leave the N (No) for this prompt.

   d. **Maximum number of documents to return**. Type the maximum number of documents to return with the search. If more documents are found than are specified, only the number you specified for this prompt are returned.

      The default, *NOMAX, means that you do not wish to limit the number of documents to return with the search. The maximum number of documents that could be returned with the search, using the *NOMAX value, is 32 767.

      Note: If the remote system has DISOSS installed, the maximum number of documents to be returned was already determined when DISOSS was configured. The maximum number of documents to be returned is either the number you type for this prompt, or a number not exceeding the configured DISOSS amount, whichever is less.

8. Press F11 (Specify document details criteria). The Specify Document Details Criteria display appears.

```
                    Specify Document Details Criteria

Document list description . . . . . . :  MINNEAPOLIS INFORMATION

Type search criteria, press F10 to start search.

  Document description . .
  Owner  . . . . . . . . .                            User ID/Address
                                                      F4 for list
  Subject  . . . . . . . .

  Authors  . . . . . . . .

  Keywords . . . . . . . .

                                                      F4 for list
  Document class . . . . .
                                                      F4 for list
  Document status  . . . .  3                    1=Final, 2=Revisable
                                                 3=All
                                                              More...
F3=Exit   F4=Prompt   F5=Refresh   F10=Start search   F12=Cancel
F19=Display messages
```

Note: Some prompts on the Specify Document Details Criteria displays allow you to use *and* (+) and *or* (|) relationships for searching. For example, if you type `Hanson+Jones|Peterson`, documents that have been filed with Hanson and Jones *or* documents that have been filed with Peterson are selected.

9. Complete the prompts that you think are necessary.

   a. **Document description**. This is the description of the document you want to find and can be up to 44 characters long. You can type the exact description, or you can do a generic or contextual search on this prompt. You can type search values in either uppercase or lowercase characters.

      A **generic search** is a search where you type a few characters and follow them with an asterisk (*). For example, if you type `SM*`, you get a match if an entry starts with the letters SM, such as SMith or SMall.

      A **contextual search** is similar to a generic search except the string of characters specified can occur anywhere in the field being searched. To indicate a contextual search, put an apostrophe (') before and after the string of characters you type. For example, if you type `'WAY'`, you get matches on such things as highWAY, sWAY, WAYside, and WAY station.

      Note: Contextual searching is not supported on a remote system that has DISOSS installed.

   b. **Owner**. Type the user ID and the address or nickname of the owner of the document that you want to find. If you cannot remember the user ID, press F4 (List) with the cursor in this prompt to get a list of user IDs for the system.

   c. **Subject**. Type the subject of the document you want to find. You can type the exact subject or only part of the subject for a contextual or generic search on this prompt.

   d. **Authors**. Type one or more authors of the document you are searching. You can type the exact name or you can do a contextual or generic search on this prompt. You can type several authors to search for by using the symbols + instead of *and*, and | instead of *or*.

e. **Keywords**. Type the search values of the document you want to find. You can type the exact keywords or you can do a contextual or generic search on this prompt. You can combine several keywords to search for by using the symbols + instead of *and*, and | instead of *or*. Keywords must be separated by a semicolon (;). To see a list of keywords used on this system, press F4 (List) with the cursor in this prompt. When you do this, a display appears that allows you to select keywords.

f. **Document class**. Type the appropriate document class. You can type the exact class or do a contextual or generic search on this prompt. You can combine multiple values to search for by using the symbol | instead of *or*. To see a list of document classes, press F4 (List) with the cursor in this prompt to view the list of suggested document classes for the library specified. When you do this, a display appears that allows you to select classes.

g. **Document status**. Type a **1** for final (document cannot be changed), a **2** for revisable (document can be changed), or a **3** for all. If you are not sure of the status of the document you are searching for, type a **3**. All final and revisable documents are searched.

10. If you press F10 (Start search) now, the search is started and completed based on the information on this display. If you press the Page Down key, the next page of the Specify Document Details Criteria display appears.

```
                       Specify Document Details Criteria

 Document list description . . . . . . :  MINNEAPOLIS INFORMATION___________

 Type search criteria, press F10 to start search.

   Project  . . . . . . . .      __________
   Reference  . . . . . . .      ________________________________________________

   Status . . . . . . . . .      __________________
   Sent to  . . . . . . . .      ________________________________________________

   From date/To date:
     Filed . . . . . . . . .     ________  ________   MM/DD/YY
     Created . . . . . . . .     ________  ________   MM/DD/YY
     Revised . . . . . . . .     ________  ________   MM/DD/YY
     Document  . . . . . . .     ________  ________   MM/DD/YY
     Expiration  . . . . . .     ________  ________   MM/DD/YY
     Action due  . . . . . .     ________  ________   MM/DD/YY
     Action completed  . . .     ________  ________   MM/DD/YY
                                                                       More...
 F3=Exit   F4=Prompt   F5=Refresh   F10=Start search   F12=Cancel
 F19=Display messages
```

11. Complete the prompts for the search criteria that you feel are necessary.

a. **Project**. Type the appropriate project. You can type the complete project name or only part of the project name for a contextual or generic search on this prompt. You cannot specify multiple values.

b. **Reference**. Type the appropriate reference. You can type the exact reference or you can do a contextual or generic search on this prompt. You can combine multiple values to search for by using the symbol | instead of *or*.

c. **Status**. Type the status that you think the document you are searching for has. You can type the exact status or you can do a contextual or generic search on this prompt. You cannot specify multiple values.

d. **Sent to**. Type the user IDs or nicknames of the people to whom you think the document you are searching for was sent. You can type the exact user IDs or nicknames for a contextual or generic search on this prompt. You can combine multiple values to search for by using the symbols + instead of *and*, and | instead of *or*.

e. **From date/To date**. For the following prompts, if you type a *From date* without a *To date*, then the search is done for any date after or equal to the *From date*. If you type a *To date* without a *From date*, then the search is done for any date before or equal to the *To date*. Also, if you want to search for documents from a single day, type the same date in both the *From date* and *To date* prompts.

   1) **Filed**. Type the dates between which you think the document was filed.

   2) **Created**. Type the dates between which you think the document was created.

   3) **Revised**. Type the dates between which you think the document was last changed.

   4) **Document**. This prompt usually contains the dates between which you think the document was created or changed, but can be any date you associate with the document.

   5) **Expiration**. Type the dates between which you think the document was to be removed from the system.

   6) **Action due**. Type the dates between which you think someone was to take some sort of action on the document.

   7) **Action completed**. Type the dates between which you think action was completed by the person who received or acted on the document.

12. If you want to review or change any of the previous displays, press the Page Up key. Documents must match all of the criteria that you specify on the Specify Document Details Criteria display in order to be returned in the search.

13. Press the F10 (Start search) to send your search request to the remote system.

    Note: The length of time the search takes to complete depends on how your system communicates with the remote system.

14. The Documents and Folders display appears.

15. When your search is complete, you can work with the documents in the document list that resulted from your remote search. For the *Selection* prompt on the Documents and Folders display, type option **4** (Work with document lists) and press the Enter key.

16. The Work with Owned Document Lists display appears.

    Each document list shown is a result of a search request and in the *Status* column shows `Completed` (the search was completed successfully), `Failed` (the search was not completed successfully), or `Pending` (the search is waiting to be sent to the remote system or is still running). Also shown for each document list is the number of documents in the *Found* column and where the documents are stored in the *Library* column. If you specified that you wanted only a certain number of documents to be found for a document list and the system found more, the number in the *Found* column has a plus (+) after it.

```
                         Work with Owned Document Lists

Working on behalf of . . . . . . . . :   JONES     ROCH


Type options, press Enter.
  2=Change criteria   3=Copy   4=Delete list   5=Work with documents in list
  6=Print             7=Copy criteria...

Opt  Document List Description          Status     Found  Library   Date Run
___  MINNEAPOLIS BRANCH INFO           Completed    10   MPLS      04/20/88
___  MINNEAPOLIS PRINTERS              Completed    50+  MPLS      04/20/88







                                                                       Bottom
F3=Exit      F5=Refresh   F6=Create new list   F11=Display full descriptions
F12=Cancel   F14=Display authorized list       F23=More options   F24=More keys
```

Note: To remove the *Status, Found,* and *Library* columns information from the display, press F11 (Display full descriptions). The *List* column information is added to the display.

Press F11 (Display status) again to remove the *List* column information from the display and to make the deleted information reappear.

17. Move the cursor next to the document list that contains the document you want to work with, and in the *Opt* column, type option **5** (Work with documents in list). Press the Enter key.

18. The Work with Documents in a Document List display appears. The documents in this list match the search values you specified. If you do not have an editor installed on your system, your screen may differ from the one shown below.

```
                    Work with Documents in a Document List

Working on behalf of . . . . . . . . :   JONES     ROCH
Description  . . . . . . . . . . . . :   MINNEAPOLIS INFORMATION
Document library . . . . . . . . . . :   MPLS

Type options, press Enter.
  2=Get for revise   3=Copy to local system   4=Delete   7=View details
  8=Change details   9=Print remote   14=Change authority

Opt   Document Description                               Date Filed    Type
__    MINNEAPOLIS ACCOUNTING INFORMATION                  02/08/88     FFTAS400
__    MINNEAPOLIS ACTUAL EXPENSES                         02/17/88     FFTAS400
__    MINNEAPOLIS ASSETS                                  03/07/88     RFTDW
__    MINNEAPOLIS BUDGET                                  02/08/88     FFTAS400
__    MINNEAPOLIS LIABILITIES                             03/10/88     RFTDW
__    MINNEAPOLIS LISTING                                 02/02/88     RFTAS400
__    MINNEAPOLIS PROJECTS                                02/04/88     HARDCOPY
__    MINNEAPOLIS VACATION PLAN                           02/22/88     RFTDCA
__    MINNEAPOLIS WORK PLAN                               03/03/88     RFTAS400
                                                                            More...
F3=Exit   F5=Refresh   F10=Start search   F11=Display document name
F12=Cancel   F14=View criteria   F15=Print list   F24=More keys
```

19. Move the cursor next to the document you want to work with, and type an option from this display in the *Opt* column.

Searching for Documents Using Text Search

Text search is a document search feature that you can optionally include when installing OfficeVision/400.

The standard OfficeVision/400 search function locates documents according to their document details, such as subject, author, date, and so on. With text search, you can also search for documents that contain a particular phrase, word, or word part within the text of the document.

Note: You cannot use text search to search for documents on a remote system. Text search can be used to search for local documents only.

Text search provides two types of search:

- **Text search only**. For this type of search your search criteria can consist of a phrase, word, word fragment, or any characters in the national language character set you are using. Text search identifies the documents in which your search criteria appear. An example of this type of search is to find all documents in the document library containing the phrase *annual sales figures*.
- **A combined search**. This type of search combines text search with the search functions of OfficeVision/400. An example of this type of search is to find all documents in the document library containing the phrase *annual sales figures* whose author is *John Smith*.

Using the Text Search Index

The key to a text search is the **text index**. The text index contains text selected from the documents you choose from the document library. When you create a document or change the details of a document, you can specify that you want the document added to the text index. When you search for documents using document text criteria, this index is searched for the phrase, word, or word part you specify.

Understanding how the search index is constructed helps you use text search effectively. Text search processes documents that are written in a national language such as English, French, or German. The process of dividing text into words and sentences, selecting key terms from the text, and processing those key terms to get the base forms for the key terms, their synonyms, and compound word components is called **linguistic processing**. Linguistic processing ensures that only significant terms are added to the text index.

The amount of linguistic processing that occurs when a document is added to the text index depends on the availability of the appropriate national language dictionary. For information about which national language dictionaries are available on your system, see your administrator.

When you perform a text search, linguistic processing is also used to analyze your search criteria before performing the search. This ensures that the terms in your search phrases match the terms stored in the text index.

If the national language dictionary is available, the linguistic processing that occurs when a document is indexed or a text search is requested includes the following:

- Dividing text into words and sentences.
- Filtering to discard commonly used words.
- Filtering to keep only nouns, verbs, and adjectives. If the part of speech for a word is ambiguous, the word is kept for the index.
- Reducing nouns to the singular, verbs to the infinitive.
- Determining the component parts of compound words (for Germanic languages) and words containing a hyphen or a slash.
- Normalizing words to remove diacritic marks (if appropriate for the language) and putting all words in uppercase.
- Returning the synonyms for key terms in search phrases. This processing is for searches only.

If a national language dictionary is not available, the following processing occurs:

- Dividing text into words and sentences
- Normalizing words

Performing a Simple Text Search

This section describes how to use document text criteria to search for documents that contain a single search phrase. More complex searches are described later in this chapter.

To search for a document using text search, do the following:

1. On the Documents and Folders display, do the following:
   a. If you have authority and want to work on behalf of another user, press F11 (Change work on behalf of). The Change User to Work on Behalf of window appears. Type the user ID and address or nickname of that person for the *Work on behalf of* prompt. If you are not sure of the user ID, press F4 (List) with the cursor in this field. A list of the user IDs you are authorized to work for appears. Select the user ID you want to work for and press the Enter key. The user ID and address or nickname is shown

for the *Working on Behalf of* prompt at the top of the Documents and Folders display.

Notes:

1) If you perform a search while working on behalf of a local user, the results of the search go to a document list owned by that user.

2) When you are working on behalf of another user, you cannot see the personal documents for that user.

b. For the *Selection* prompt, type option 3 (Search for documents) and press the Enter key.

2. If the Specify Document Library to Search display appears, your system has document library services support to one or more remote systems. However, you can run a search using document text criteria only on your local system. The *Document library to use for search* prompt shows a default of the local document library. Do not change this prompt. Press the Enter key.

3. The Search for Documents display appears.

```
                             Search for Documents

Working on behalf of . . . . . . . :   xxxxxxxx  xxxxxxxx

Type choices, press F9 or F11 to specify search criteria.
Press F10 to start search.

  Document list description  . . . .  ________________________________________

  Wait for completion  . . . . . . . .  N          Y=Yes, N=No
  Arrange alphabetically . . . . . . .  N          Y=Yes, N=No
  Maximum number of documents to return  *NOMAX    1-32767
                                                   *NOMAX







F3=Exit   F5=Refresh   F9=Specify document text criteria   F10=Start search
F11=Specify document details criteria   F12=Cancel         F19=Display messages
```

4. Complete the necessary prompts for the document list on this display.

a. **Document list description**. Type information that describes the list that the search will produce. The information should help you recognize the list after you run the search. You must type something for this prompt.

b. **Wait for completion**. If you type a Y (Yes), the search occurs while you wait, and you cannot do anything else on your display station while the search runs. When the first display of documents is found, the Work with Documents in a Document List display appears.

If you type an N (No), a batch request is sent and you return to the Documents and Folders display.

Note: You receive a message when the search is completed. You can then work with the results of the search by selecting the document list on the Work with Owned Document Lists display. For more information about working with the results of the search, see "Working with Document Lists" on page 6-30.

c. **Arrange alphabetically**. The information in this prompt is ignored for searches using document text criteria.

d. **Maximum number of documents to return**. Type the maximum number of documents to return with the search. If more documents are found than are specified, only the number you specified for this prompt are returned.

   The default, *NOMAX, means that you do not wish to limit the number of documents to return with the search. The maximum number of documents that could be returned with the search, using the *NOMAX value, is 32 767.

5. Press F9 (Specify document text criteria). The Specify Document Text Criteria display appears.

```
                         Specify Document Text Criteria

Description . . . . . :   XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Language  . . . . . . :   ENU     US English

Type search criteria, press F10 to start search.
  AND: +   OR: |   AND NOT: -
                                                     AND/OR/
  Phrases                                            AND NOT   Exact   Synonym
  annual sales figures______________________________    _        N        N
  __________________________________________________    _        N        N
  __________________________________________________    _        N        N
  __________________________________________________    _        N        N
  __________________________________________________    _        N        N
  __________________________________________________    _        N        N
  __________________________________________________    _        N        N
  __________________________________________________    _        N        N
  __________________________________________________    _        N        N
                                                                      More...
F3=Exit      F10=Start search      F11=Specify document details criteria
F12=Cancel   F16=AND all phrases   F17=OR all phrases   F24=More keys
```

6. Type the phrase for which you want to search in the *Phrases* column. Press F10 (Start search).

   Note: If you press F13 (Change language), a window appears that allows you to change the national language of the search.

7. Text search performs the search, and a list of documents containing the phrase you specified is displayed.

Using Substitution Characters

You can search for documents containing phrases with words or characters of which you are unsure. To do this, you use substitution characters in your search phrases to represent these words or characters.

To search for documents containing words of which you are unsure, do the following:

1. On the Specify Document Text Criteria display, use an asterisk (*) to represent a word in your search phrase.

   For example, to identify documents that contain references to all types of annual reports, type **Annual * report** for the *Phrases* column.

```
                    Specify Document Text Criteria

Description . . . . . :   XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Language  . . . . . . :   ENU     US English

Type search criteria, press F10 to start search.
  AND: +   OR: |   AND NOT: -
                                                       AND/OR/
  Phrases                                              AND NOT   Exact   Synonym
  annual * report____________________________________    _         N       N
  ___________________________________________________    _         N       N
  ___________________________________________________    _         N       N
  ___________________________________________________    _         N       N
  ___________________________________________________    _         N       N
  ___________________________________________________    _         N       N
  ___________________________________________________    _         N       N
  ___________________________________________________    _         N       N
  ___________________________________________________    _         N       N
                                                                       More...
F3=Exit      F10=Start search      F11=Specify document details criteria
F12=Cancel   F16=AND all phrases   F17=OR all phrases   F24=More keys
```

2. Press F10 (Start search).
3. The search results list documents that contain phrases such as:

   Annual budget report
   Annual progress report
   Annual sales report

You can also use an asterisk (*) to represent part of a word in your search phrase. For example, if you type *text for your search phrase, the search results list documents that contain any word that includes *text* as the last syllable, such as:

context
hypertext
teletext

To search for documents containing words that could be spelled in one of several ways, do the following:

1. On the Specify Document Text Criteria display, use a question mark (?) to represent a character in a word in your search phrase.

   For example, if you want to identify documents that contain references to someone named Miller, but you are not sure how the person spells the name, type `M?ll?r` in the *Phrases* column.

```
                         Specify Document Text Criteria

Description . . . . . :   XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Language  . . . . . . :   ENU     US English

Type search criteria, press F10 to start search.
  AND: +   OR: |   AND NOT: -
                                                        AND/OR/
  Phrases                                               AND NOT   Exact   Synonym
  M?ll?r___________________________________________       _         N        N
  _________________________________________________       _         N        N
  _________________________________________________       _         N        N
  _________________________________________________       _         N        N
  _________________________________________________       _         N        N
  _________________________________________________       _         N        N
  _________________________________________________       _         N        N
  _________________________________________________       _         N        N
  _________________________________________________       _         N        N
                                                                          More...
F3=Exit      F10=Start search      F11=Specify document details criteria
F12=Cancel   F16=AND all phrases   F17=OR all phrases   F24=More keys
```

2. Press F10 (Start search).
3. Your search results list documents that contain names such as:

   Miller
   Myller
   Millar

Using substitution characters can substantially increase the time it takes to complete your search, so be careful to restrict your use of substitution characters to only those situations where it is necessary. Other restrictions on the use of substitution characters include the following:

- Your search phrase cannot contain only substitution characters, and individual words in your search phrase cannot consist entirely of substitution characters. For example, you cannot use the following search phrases:

  *
  ????
  ??
  Now ??? time

- No linguistic processing is done on any word in your search phrase that uses substitution characters. For example, if you type *texts as part of your search phrase, the normal linguistic processing that would reduce the word *texts* to *text* does not occur. Instead, only those documents containing any word with *texts* as the last syllable are returned in the search.

Using the Exact Option

You can limit your search to find only those documents in which the complete phrase appears in exactly the same word sequence as you type for your search phrase. To do this, type a Y (Yes) in the *Exact* column.

If you do not use the Exact option, the search results include any document that contains the words you specify in your search phrase in any order in the same sentence of the document. The Exact option is useful, for example, if you want to find documents that contain the phrase *annual sales figures* but not the phrase *sales figures on an annual basis.*

To search for documents including the complete search phrase in the exact sequence you specify, do the following:

1. On the Specify Document Text Criteria display, type your search phrase for the *Phrases* column.
2. Type a Y (Yes) in the *Exact* column.

```
                          Specify Document Text Criteria

Description . . . . . :   XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Language  . . . . . . :   ENU     US English

Type search criteria, press F10 to start search.
  AND: +   OR: |   AND NOT: -
                                                       AND/OR/
  Phrases                                              AND NOT   Exact   Synonym
  annual sales figures_________________________________   _        Y        N
  _____________________________________________________   _        N        N
  _____________________________________________________   _        N        N
  _____________________________________________________   _        N        N
  _____________________________________________________   _        N        N
  _____________________________________________________   _        N        N
  _____________________________________________________   _        N        N
  _____________________________________________________   _        N        N
  _____________________________________________________   _        N        N
                                                                         More...
F3=Exit      F10=Start search     F11=Specify document details criteria
F12=Cancel   F16=AND all phrases  F17=OR all phrases   F24=More keys
```

3. Press F10 (Start search).

Note: If you type an N (No) in the *Exact* column, you do not need to type an asterisk (*) in place of an unknown word in your search phrase. The search results include documents that contain all the words in your search phrase in one sentence in any sequence, not just the sequence you specify in your search phrase.

If you type a Y (Yes) in the *Exact* column, you can use the asterisk (*) to indicate the relative position of the words in your search phrase.

See "Using Substitution Characters" on page 6-21 for more information on using substitution characters in your search phrases.

Using the Synonym Option

You can broaden your search to include words that are similar in meaning to the words in your search phrase. To do this, you use the Synonym option.

To use the Synonym option, do the following:

1. On the Specify Document Text Criteria display, type your search phrase for the *Phrases* column.
2. Type a Y (Yes) in the *Synonym* column.

```
                        Specify Document Text Criteria

 Description . . . . . :   XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

 Language  . . . . . . :   ENU     US English

 Type search criteria, press F10 to start search.
   AND: +    OR: |    AND NOT: -
                                                    AND/OR/
   Phrases                                          AND NOT   Exact   Synonym
   annual___________________________________________   _        N        Y
   _________________________________________________   _        N        N
   _________________________________________________   _        N        N
   _________________________________________________   _        N        N
   _________________________________________________   _        N        N
   _________________________________________________   _        N        N
   _________________________________________________   _        N        N
   _________________________________________________   _        N        N
   _________________________________________________   _        N        N

                                                                      More...
 F3=Exit      F10=Start search     F11=Specify document details criteria
 F12=Cancel   F16=AND all phrases   F17=OR all phrases   F24=More keys
```

3. Press F10 (Start search).
4. The search results list all documents that contain the search phrase you typed, as well as documents that contain any synonyms of the words in your search phrase. Synonyms are determined by the national language dictionary used for your search request. In the example shown above, the search results could include documents containing the following terms:

   annual
   yearly

Using the Synonym option can substantially increase the amount of time it takes to process your search request, so this option should be used with caution. You should also consider the following when using the Synonym option:

- Using the Synonym option with a word with many meanings can result in a large number of irrelevant document references being returned.
- Using the Synonym option with a phrase results in document references for all the words in the phrase as well as all the synonyms for all the words in the phrase.

Searching for One of Several Phrases

You can search for documents that contain one of several phrases. To do this, you type several search phrases on the Specify Document Text Criteria display. You then use the logical OR operator (|) to instruct text search to find any documents that contain at least one of your search phrases.

For example, assume you want to find documents containing any one of the following phrases:

estimated sales
projected sales
expected sales

To locate documents containing one of several phrases, do the following:

1. On the Specify Document Text Criteria display, type your search phrases under the *Phrases* column, one phrase per line.
2. Type the OR operator (|) in the *AND/OR/AND NOT* column. You can also press F17 (OR all phrases) after typing your search phrases in the *Phrases* column. This places the OR operator in the *AND/OR/AND NOT* column for you.

```
                        Specify Document Text Criteria

Description . . . . . :   XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Language  . . . . . . :   ENU     US English

Type search criteria, press F10 to start search.
  AND: +   OR: |   AND NOT: -
                                                   AND/OR/
  Phrases                                          AND NOT   Exact   Synonym
  estimated sales___________________________________  |        N        N
  projected sales___________________________________  |        N        N
  expected sales____________________________________  _        N        N
  __________________________________________________  _        N        N
  __________________________________________________  _        N        N
  __________________________________________________  _        N        N
  __________________________________________________  _        N        N
  __________________________________________________  _        N        N
  __________________________________________________  _        N        N
                                                                     More...
F3=Exit      F10=Start search     F11=Specify document details criteria
F12=Cancel   F16=AND all phrases  F17=OR all phrases   F24=More keys
```

3. Press F10 (Start search).
4. The search results include all documents that include any one (or more) of the search phrases you typed.

Searching for a Combination of Phrases

You can search for documents that contain all of several specific phrases. For example, assume you want to locate documents that refer to annual sales figures for a particular division of your company. Use the AND operator (+) to instruct text search to find all documents that contain both of the following phrases:

annual sales figures
Midwest division

To locate documents containing all of several phrases, do the following:

1. On the Specify Document Text Criteria display, type your search phrases under the *Phrases* column, one phrase per line.
2. Type the AND operator (+) in the *AND/OR/AND NOT* column. You can also press F16 (AND all phrases) after typing your search phrases in the *Phrases* column. This places the AND operator in the *AND/OR/AND NOT* column for you.

```
                           Specify Document Text Criteria

 Description . . . . . :   XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

 Language  . . . . . . :   ENU     US English

 Type search criteria, press F10 to start search.
   AND: +    OR: |    AND NOT: -
                                                      AND/OR/
   Phrases                                            AND NOT   Exact   Synonym
   annual sales figures_______________________________   +         N        N
   midwest division___________________________________   _         N        N
   ___________________________________________________   _         N        N
   ___________________________________________________   _         N        N
   ___________________________________________________   _         N        N
   ___________________________________________________   _         N        N
   ___________________________________________________   _         N        N
   ___________________________________________________   _         N        N
   ___________________________________________________   _         N        N
                                                                      More...
 F3=Exit       F10=Start search      F11=Specify document details criteria
 F12=Cancel    F16=AND all phrases   F17=OR all phrases    F24=More keys
```

3. Press F10 (Start search).
4. The search results list all documents that contain both of the search phrases you typed.

Searching for One Phrase but Not Another

You can search for documents that contain a certain phrase but specifically do not contain another. Text search lets you exclude such phrases with the AND NOT operator (-).

For example, you may want to locate all documents that contain the phrase *annual reports*, but you do not want to see any documents that contain the phrase *projected sales*. To search for documents containing one phrase but not another, do the following:

1. On the Specify Document Text Criteria display, type your search phrases under the *Phrases* column, one phrase per line.

   Note: For the search phrase to exclude, you cannot use the Synonym option. Make sure that the *Synonym* column contains an N, indicating that synonyms are not to be used for that search phrase.

2. Type the AND NOT operator (-) in the *AND/OR/AND NOT* column.

```
                         Specify Document Text Criteria

Description . . . . . :   XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Language  . . . . . . :   ENU     US English

Type search criteria, press F10 to start search.
  AND: +   OR: |   AND NOT: -
                                                       AND/OR/
  Phrases                                              AND NOT   Exact   Synonym
  annual reports_________________________________         -        N        N
  projected sales________________________________         _        N        N
  _______________________________________________         _        N        N
  _______________________________________________         _        N        N
  _______________________________________________         _        N        N
  _______________________________________________         _        N        N
  _______________________________________________         _        N        N
  _______________________________________________         _        N        N
  _______________________________________________         _        N        N
                                                                       More...
F3=Exit      F10=Start search     F11=Specify document details criteria
F12=Cancel   F16=AND all phrases  F17=OR all phrases   F24=More keys
```

3. Press F10 (Start search).
4. The search results list all documents that contain the first phrase but specifically do not include the second phrase. If a document contains both phrases, it is not returned with the search.

Combining Operators for Complex Searches

You can combine the AND, OR, and AND NOT operators for more specific results on your searches. For example, you may want to find documents that contain information on either the annual sales for your Midwest division or the projected sales for your East Coast division. Or you may want to locate documents that refer to annual budget reports or annual staffing reports, but not to annual sales reports.

To use a combination of operators effectively, you must understand how text search processes the operators to complete your search request. When combining operators, the order in which you type your search phrases and the operators affects the results of your search.

When processing your search request, text search first performs all the AND and AND NOT operations in the order listed (top to bottom) on the Specify Document Text Criteria display. Text search then performs any OR operations.

The following display illustrates how a complex search might appear on your display:

```
                      Specify Document Text Criteria

Description . . . . . :   XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Language  . . . . . . :   ENU     US English

Type search criteria, press F10 to start search.
  AND: +   OR: |   AND NOT: -
                                                    AND/OR/
  Phrases                                           AND NOT   Exact   Synonym
  annual sales________________________________________  +        N        N
  midwest division____________________________________  |        N        N
  projected sales_____________________________________  +        N        N
  east coast division_________________________________  _        N        N
  ____________________________________________________  _        N        N
  ____________________________________________________  _        N        N
  ____________________________________________________  _        N        N
  ____________________________________________________  _        N        N
  ____________________________________________________  _        N        N

                                                                     More...
F3=Exit      F10=Start search     F11=Specify document details criteria
F12=Cancel   F16=AND all phrases  F17=OR all phrases   F24=More keys
```

The search results include all documents that mention both the phrases *annual sales* and *Midwest division* or both the phrases *projected sales* and *East Coast division.*

Because text search processes AND NOT operators before it processes any OR operators, you might need to repeat the phrases to exclude, depending on the combination of phrases you want. For example, to find documents that refer to annual budget reports or annual staffing reports, but not to annual sales reports, your display should look something like the following:

```
                      Specify Document Text Criteria

Description . . . . . :   XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Language  . . . . . . :   ENU     US English

Type search criteria, press F10 to start search.
  AND: +   OR: |   AND NOT: -
                                                    AND/OR/
  Phrases                                           AND NOT   Exact   Synonym
  annual budget reports_______________________________  -        N        N
  annual sales reports________________________________  |        N        N
  annual staffing reports_____________________________  -        N        N
  annual sales reports________________________________  _        N        N
  ____________________________________________________  _        N        N
  ____________________________________________________  _        N        N
  ____________________________________________________  _        N        N
  ____________________________________________________  _        N        N
  ____________________________________________________  _        N        N

                                                                     More...
F3=Exit      F10=Start search     F11=Specify document details criteria
F12=Cancel   F16=AND all phrases  F17=OR all phrases   F24=More keys
```

Performing a Combined Search

You can search for documents using a combination of text search criteria and standard OfficeVision/400 search criteria. In other words, you can search for documents based not only on document content but also on document details, such as author, subject, document class, and so on. This is called a combined search.

Note: Because a combined search uses document text criteria to search for documents, you cannot perform a combined search for documents on a remote system. A combined search can be used to search for local documents only.

To search for a document using a combined search, do the following:

1. On the Documents and Folders display, type option `3` (Search for documents).
2. Press the Enter key.
3. The Search for Documents display appears.
4. Complete the prompts for the document list that are necessary. If you need information about these prompts, see "Searching for a Local Document" on page 6-4.
5. Press F9 (Specify document text criteria). The Specify Document Text Criteria display appears.
6. Type your search criteria and press F11 (Specify document details criteria).
7. The Specify Document Details Criteria display is shown.
8. Type the search criteria on the display. If you need more information about the prompts on this display, see "Searching for a Local Document" on page 6-4.
9. Press F10 (Start search).
10. Text search performs the search, and a list of documents containing the search criteria is displayed if you typed a `Y` for the *Wait for completion* prompt on the Search for Documents display. If you typed an `N` for the *Wait for completion* prompt, your search is submitted for batch processing.

Working with Document Lists

A document list is created as a result of doing a search for documents. This allows you to work with documents in a list; view, change, and copy search values for a list; run a search; delete or print a list of documents; or copy a list of documents.

Working with Documents in a List on a Local System

This task describes how you can work on documents that are filed on the local system.

If the document is filed on the local system, you can:

- Change a document or document details
- Copy a document
- Delete a document
- Look at (view) a document or document details
- Specify print options and print a document
- Send a document to another user (if the mail function is installed on your system)

- Move a document to a different folder or rename the document
- File a document in a document library on a remote system
- Look at and change authorizations and access codes to a document
- Fill in predefined form fields

To work with documents in a list, do the following:

1. On the Documents and Folders display, do the following:

   a. If you have authority and want to work on behalf of another user, press F11 (Change work on behalf of). The Change User to Work on Behalf of window appears. Type the user ID and address or nickname of that person for the *Work on behalf of* prompt. If you are not sure of the user ID, press F4 (List) with the cursor in this field. A list of the user IDs you are authorized to work for appears. Select the user ID you want to work for and press the Enter key. The user ID and address or nickname is shown for the *Working on behalf of* prompt at the top of the Documents and Folders display.

      Notes:

      1) If you type a user ID and address or nickname for this prompt, the document lists that appear belong to the user ID specified, not your own.

      2) If you are working on behalf of another user, you cannot see the personal documents of that user.

      3) On the Documents and Folders display, the *Document library to use for search* prompt is shown only if the system has document library services support to one or more remote systems. If this prompt is on your display, leave it as it is. The prompt is not used when option 4 (Work with document lists) is selected.

   b. For the *Selection* prompt, type option **4** (Work with document lists). Press the Enter key.

2. The Work with Owned Document Lists display appears. The continuation character (...) shown after option 7 (Copy criteria) in the options list indicates that more options are available. Press F23 (More options) to see the rest of the available options.

```
                    Work with Owned Document Lists

Working on behalf of . . . . . . . . :    JONES    ROCH

Type options, press Enter.
  2=Change criteria   3=Copy   4=Delete list   5=Work with documents in list
  6=Print            7=Copy criteria...

Opt  Document List Description         Status    Found   Library   Date Run
 _   Specifications for using color   Completed    12    ROCH      01/14/88
 _   Department information           Completed    20+   ROCH      03/15/88
 _   Minneapolis information          Completed    50    ROCH      02/11/88
 _   Specifications for ordering paper Completed   10    ROCH      02/11/88

                                                                     Bottom
F3=Exit      F5=Refresh   F6=Create new list   F11=Display full descriptions
F12=Cancel   F14=Display authorized lists      F23=More options   F24=More keys
```

Note: To remove the *Status, Found,* and *Library* columns information from the display, press F11 (Display full descriptions). The *List* column information is added to the display.

Press F11 (Display status) again to remove the *List* column information from the display and to make the deleted information reappear.

3. Move the cursor next to the description that contains the document you want to work with. In the *Opt* column, type a **5** (Work with documents in list). Press the Enter key.
4. The Work with Documents in a Document List display for a local system appears.

```
                 Work with Documents in a Document List

Working on behalf of . . . . . . . . :   HANSON    ROCH
Document list description  . . . . . :   DEPARTMENT INFORMATION

Type options, press Enter.
  2=Revise  3=Copy   4=Delete        5=View    6=Print     7=View details
  8=Change details   9=Print options  10=Send   11=Move     12=File remote
  14=Change authority   15=Fill form

Opt   Document Description                        Date Filed    Type
 _    DEPARTMENT ACCOUNTING INFORMATION            03/10/88     FFTAS400
 _    DEPARTMENT ACTUAL EXPENSES                   03/11/88     FFTAS400
 _    DEPARTMENT LISTING                           03/02/88     RFTAS400
 _    DEPARTMENT QUALITY PLAN                      01/07/88     RFTAS400
 _    DEPARTMENT VACATION PLAN                     02/01/88     RFTDCA
 _    PROJECTS                                     03/08/88     HARDCOPY
 _    WORK PLAN                                    03/14/88     RFTAS400

                                                                    More...
F3=Exit   F5=Refresh   F10=Start search   F11=Display document name
F12=Cancel   F14=View criteria   F15=Print list   F24=More keys
```

Press F11 (Display document name) to display the system assigned document name on the Work with Documents in a Document List display. If the document name is showing and you do not want to see it, press F11 (Display full description) again.

5. Move the cursor next to the document you want to work with, and type an option shown on this display in the *Opt* column. Press the Enter key.

   If you need additional information about using one of the options, refer to the topic in this chapter, or move the cursor under the *Opt* heading and press the Help key.

Revising a Local Document

To revise a local document, do the following:

1. On the Documents and Folders display, type option **4** (Work with document lists). Press the Enter key.
2. The Work with Owned Document Lists display appears. On this display, move the cursor next to the description that contains the document you want to work with and type a **5** (Work with documents in list). Press the Enter key.
3. The Work with Documents in a Document List display appears. On this display, move the cursor next to the description of the document you want to revise and in the *Opt* column, type a **2** (Revise). Press the Enter key.
4. One of the following displays appears:
   - If you can change the document, the following display appears:

```
SCHEDULE 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
```

     Note: If you are using the basic assistance level of the OfficeVision/400 editor or if an alternative system-defined editor is active on your system, your display may be different than what is shown in this manual.

     Do the following:

     – Make the changes to the document as necessary. If you need more information on how to change the document, see the *Using OfficeVision/400* Word Processing* manual or press the Help key.

     – Press F3 (Exit/Save). The Exit Document display appears. Fill in the prompts on this display as described in "Changing a Calendar Item" on page 2-89.

- Press the Enter key. The Work with Documents in a Document List display appears.
- Press F3 (Exit).

- If you cannot change the document (no was specified for the *Allow revision* prompt on the File Document display when the document was filed), the following display appears:

```
                          Revise Final Document

Document description  . . . . :   Department Actual Expenses


You are attempting to revise a document that is final.
Final documents cannot be revised.

Press Enter to create and revise a new document from the document selected.











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

Do one of the following:

- If you want to create and change a new document from the one specified, press the Enter key. A display appears on which you can specify the name for the new document. After you complete the display, the new document is created and the Edit display appears. If you need help to change the new document, see the *Using OfficeVision/400* Word Processing* manual.
- If you do not want to create and change a new document from the one specified, press F12 (Cancel). The Work with Documents in a Document List display appears. Press F3 (Exit).

Copying a Local Document

You can copy a local document by doing the following:

1. On the Documents and Folders display, type option **4** (Work with document lists). Press the Enter key.
2. The Work with Owned Document Lists display appears. On this display, move the cursor next to the description that contains the document you want to work with and type a **5** (Work with documents in list). Press the Enter key.
3. The Work with Documents in a Document List display appears. On this display, move the cursor next to the description of the document you want to copy and in the *Opt* column, type a **3** (Copy). Press the Enter key.

4. The Copy Document display appears.

```
                              Copy Document

 Copy from:
   Document description  . . . :


 Type choices, press Enter.

   Copy to:
     Document description  . . .   Department Vacation Plan
     Document  . . . . . . . . .   __________    Name, *NONE, F4 for list
       Folder  . . . . . . . . .   MYFLR________________________________
 _____________________
                                                 Name, *NONE, F4 for list







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

5. For the *Document description* prompt, change the existing description for the document or type a new one. If you do not change the description or type a new one, you will have two documents with the same description.
6. For the *Document* prompt, type a name for the new document.
7. Do not change the *Folder* prompt if you want to store the new document in your default folder. If you want to store the document in a different folder, type the name of the folder where you want to store the new document.
8. If the document you want to copy is the result of a remote search, the *List* prompt is on this display. For this prompt, type a new name for the search request you are copying. The name can be up to 8 characters. The first 2 characters cannot be a greater than sign (>) or a slash (/). Also a blank in the first position or within the name is not allowed. The name of a list can be used again. However, if you use the same name for a list again and run a search, the results from the search replace the previous search results on the remote system.
9. Press the Enter key. The system determines whether or not the document you specified already exists in the folder. If a document already exists with the name you specified for the *To document* prompt, the *Replace existing document* prompt appears. Type a Y (Yes) for the *Replace existing document* prompt to replace the existing document with the one you just copied. If you do not want to replace the existing document, make sure an N (No) is specified for this prompt and change the document or folder name.
10. Press the Enter key. The document is copied.
11. Press F3 (Exit).

Deleting a Local Document or Hard-Copy Reference

To delete a local document or hard-copy reference, do the following:

1. On the Documents and Folders display, type option **4** (Work with document lists). Press the Enter key.
2. The Work with Owned Document Lists display appears. On this display, move the cursor next to the description that contains the document you want to work with and type a **5** (Work with documents in list). Press the Enter key.
3. The Work with Documents in a Document List display appears. On this display, move the cursor next to the description of the document or hard-copy reference you want to delete and in the *Opt* column, type a **4** (Delete). Press the Enter key.
4. The Confirm Delete of Documents display appears to confirm the document you have identified to delete.

```
                          Confirm Delete of Documents

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

 Opt   Document Description                              Date Filed   Type
  4    WORK PLAN                                          03/14/88    RFTAS400















                                                                         Bottom
 F11=Display document name    F12=Cancel
```

5. Press the Enter key to confirm your delete request, or press F12 (Cancel) to return to the Work with Documents in a Document List display without deleting the document.
6. Press F3 (Exit).

Viewing a Local Document

To view a document filed on the local system, do the following:

1. On the Documents and Folders display, type option **4** (Work with document lists). Press the Enter key.
2. The Work with Owned Document Lists display appears. On this display, move the cursor next to the description that contains the document you want to work with and type a **5** (Work with documents in list). Press the Enter key.
3. The Work with Documents in a Document List display appears. On this display, move the cursor next to the description of the document you want to view and in the *Opt* column, type a **5** (View).
4. Press the Enter key. The document you want to view appears on the display.

Note: If the document you are viewing is a meeting notice (document type EMN), you can process the meeting notice to add a meeting entry to your calendar by pressing F9 (Process notice). You can also view any listed invitee calendars that you own or manage by pressing F20 (View calendar). However, if the calendar function is not installed on your system, these options are unavailable.

For more information about meeting notices, see "Working with Meeting Notices" on page 2-54.

5. When you have finished viewing the document, press F3 (Exit). The Work with Documents in a Document List display appears.
6. Press F3 (Exit).

Printing a Local Document

To print a local document, do the following:

1. On the Documents and Folders display, type option **4** (Work with document lists). Press the Enter key.
2. The Work with Owned Document Lists display appears. On this display, move the cursor next to the description that contains the document you want to work with and type a **5** (Work with documents in list). Press the Enter key.
3. The Work with Documents in a Document List display appears. On this display, move the cursor next to the description of the document you want to print and in the *Opt* column do one of the following:
   - Type a **6** (Print) to print your document without options (the system controls the printing).
   - Type a **9** (Print options) to print your document with options (you control the printing). For information about the printing options, see "Printing a Mail Item with Options" on page 3-8.
4. Press the Enter key. Your print request is sent to the system.
5. Press F3 (Exit).

Viewing Details of a Local Document

To view the details of a local document, do the following:

1. On the Documents and Folders display, type option **4** (Work with document lists). Press the Enter key.
2. The Work with Owned Document Lists display appears. On this display, move the cursor next to the description that contains the document you want to work with and type a **5** (Work with documents in list). Press the Enter key.
3. The Work with Documents in a Document List display appears. On this display, move the cursor next to the description of the document you want to see the details of and, in the *Opt* column, type a **7** (View details).
4. Press the Enter key. The View Document Details display appears. To see the next page of the View Document Details display, press the Page Down key.
5. If you need an explanation for a prompt on either display, see "Changing Details of a Local Document" on page 6-38.
6. When you have finished viewing the details, press F3 (Exit).

Changing Details of a Local Document

Sometimes you may need to change the details of a local document. The details include such things as the author, keywords, document class, status, expiration date, and date action due. To change the details of a local document, do the following:

1. On the Documents and Folders display, type option **4** (Work with document lists). Press the Enter key.
2. The Work with Owned Document Lists display appears. On this display, move the cursor next to the description that contains the document you want to work with and type a **5** (Work with documents in list). Press the Enter key.
3. The Work with Documents in a Document List display appears. On this display, move the cursor next to the description of the document you want to change the details of and in the *Opt* column, type an **8** (Change details). Press the Enter key.
4. The first page of the Change Document Details display appears.

```
                          Change Document Details

Type changes, press Enter.

  Document description  .  WORK PLAN
  Subject . . . . . . . .  May 1988 Work Plan

  Authors . . . . . . . .  HANSON
  Keywords  . . . . . . .  Work;Plan

                                                    F4 for list
  Document class  . . . .                           F4 for list
  Project . . . . . . . .  PLANS
  Reference . . . . . . .  May 1988 Work Plan

  Status  . . . . . . . .  CURRENT
  Document date . . . . .  03/14/88                 MM/DD/YY
  Expiration date . . . .  12/31/88                 MM/DD/YY
  Date action due . . . .  ________                 MM/DD/YY
  Date action completed .  ________                 MM/DD/YY
                                                          More...
F3=Exit   F4=Prompt    F5=Refresh   F9=Change text index option
F11=View additional details   F12=Cancel   F24=More keys
```

Notes:

a. The display may vary slightly depending on the type of document you select on the Work with Documents in a Document List display.

b. If you have text search installed, the function key F9 (Change text index option) appears at the bottom of the display. If you press F9 (Change text index option), the Text Index Options display appears. This display allows you to add or remove a document from the index, or leave the index contents for the document as they are.

5. To view additional details for the document, press F11 (View additional details). The Additional Document Details window appears, showing the status of the document.

   If you have text search installed on your system, the *Indexed* prompt indicates whether the document is part of the text index.

```
                          Change Document Details

Type changes, press Enter.

.....................................................................
:               Additional Document Details                         :  ______
:                                                                   :
:  Document type . . . . . :   Revisable form text document         :
:  Created . . . . . . . . :   04/04/88    11:28 a.m.               :  ______
:  Last revised  . . . . . :   04/06/88    09:30 a.m.               :  ______
:  Filed . . . . . . . . . :   04/05/88    10:15 a.m.               :
:  Allow revisions . . . . :   Y                                    :
:  Indexed . . . . . . . . :   N                                    :
:                                                                   :  ______
:  Document  . . . . . . . :   WORKPLAN___                          :
:  Folder  . . . . . . . . :                                        :
:    MYFLR______________________________________________________    :
:                                                                   :
:  Press enter to continue                                          :
:                                                                   :
:  F12 Cancel                                                       :
:                                                                   :  More...
:...................................................................:
```

You cannot change any of the information shown on the Additional Document Details window. Press the Enter key to continue.

6. You can change the information for any of the prompts on the Change Document Details display. The descriptions for the prompts follow:

   a. **Document description**. This is the description of the document.

   b. **Subject**. This is the subject of the document.

   c. **Authors**. This prompt shows who the writer of the document is. It can have one or two authors.

   d. **Keywords**. These are the search values used to identify a document filed in a document library. You can later specify any of these words when searching for the document.

      You can type keywords in this prompt until you run out of space. Up to 24 keywords are allowed. Keywords must be separated by a semicolon (;). On a DISOSS System/38, and a Release 1.0 or 1.2 AS/400 system, the maximum length for a keyword is 35 characters. On a Release 2.0 or later AS/400 system, the maximum length for a keyword is 60 characters. If you are not sure what to type in this prompt, press F4 (List) with the cursor in this prompt for a list of suggested entries.

   e. **Document class**. This is used to group documents by classification. Some examples are budgets, expenses, letters, and abstracts. For a list of suggested document classes, press F4 (List) with the cursor in this prompt.

   f. **Project**. This is an overall document category and can be anything, including a number assigned to the document.

   g. **Reference**. This is an additional subject or source to look at for information (for example, an earlier-dated document).

   h. **Status**. This prompt contains the present condition of the document and can be whatever you choose to type.

   i. **Document date**. This prompt usually contains the date the document was created or changed but can be any date you associate with the document.

j. **Expiration date**. This is the date you want the document removed from the system. Typing a date in this prompt does not automatically remove the document from the system on this date but only indicates to someone when it should be removed.

k. **Date action due**. By this date you expect someone to take action. By typing a date here, the document becomes an action item.

l. **Date action completed**. This is the date the action was completed by the person who received or acted on the document. Filling in this date removes the document from the list of action items.

7. Press the Page down key to view the second part of this display.

```
                         Change Document Details

 Type changes, press Enter.

   Sent to . . . . . . . .    R N PETERSON

   Language ID . . . . . .    ENU                 F4 for list
   Country ID  . . . . . .    US                  F4 for list
   Mark for offline
     storage . . . . . . .    2                   1=Do not mark
                                                  2=Mark and keep document
                                                  3=Mark and delete document
                                                    content
                                                  4=Mark and delete document
   Comments  . . . . . . .



                                                                      Bottom

 F3=Exit   F4=Prompt            F5=Refresh   F9=Change text index option
 F11=View additional details    F12=Cancel   F24=More keys
```

Note: The display you see may vary slightly depending on the type of document you select on the Work with Documents in a Document List display.

8. You can also change the document details on this display. The descriptions for the prompts follows:

   a. **Sent to**. This is the name of the person or persons that the document was sent to.

      You can type names in this prompt until you run out of space. Up to 24 entries are allowed. Entries must be separated by a semicolon (;).

   b. **Language ID**. For this prompt, type the ID of the national language the document is written in. Press F4 for a list of language IDs.

   c. **Country ID**. For this prompt, type the ID of the country associated with the *Language ID* prompt. Press F4 for a list of country IDs.

   d. **Mark for offline storage**. The information for this prompt indicates whether you want the document saved for storage off the system (for example, on diskette or tape). Do one of the following:

      - Type a **1** (Do not mark) if you do not want to save the document for storage off the system.

- Type a **2** (Mark and keep document) if you want to keep the document both on and off the system.
- Type a **3** (Mark and delete document content) if you want to delete the text of the document from the system but still keep information about it on the system.
- Type a **4** (Mark and delete document) if you want to delete the document from the system and save it only off the system.

Note: The Save Document Library Object (SAVDLO) command actually saves the document. This command should be typed periodically on the command line to save your documents. The *CL Reference* manual contains information about control language commands.

e. **Comments**. This prompt can contain miscellaneous information about the document. For example, you can type the names of the people receiving the document, who currently have the document, or who have seen the document.

9. Press the Enter key. A message appears confirming the changes you made.
10. Press F3 (Exit).

Sending a Local Document to Another User

If the mail function is installed on your system, you can send a local document to someone by doing the following:

1. On the Documents and Folders display, type option **4** (Work with document lists). Press the Enter key.
2. The Work with Owned Document Lists display appears. On this display, move the cursor next to the description that contains the document you want to work with and type a **5** (Work with documents in list). Press the Enter key.
3. The Work with Documents in a Document List display appears. On this display, move the cursor next to the description of the document you want to send to someone and in the *Opt* column, type a **10** (Send). Press the Enter key.
4. The Send Document display appears with the name of the document you want to send at the top of the display.

   Note: If the document is not in a folder, the *Document* and *Folder* information does not appear on the display.

```
                              Send Document

Document description . . . . :  Department vacation plan
Document . . . . . . . . . . :  VACPLAN
  Folder . . . . . . . . . . :    TXTXXXXX


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

----Addressees-----
User ID    Address    Description
________   ________
________   ________
________   ________
________   ________
```

5. Fill in the *User ID* and *Address* columns for each person to whom you are sending the document.

   If you do not know the user ID and address for the user, move the cursor to the *User ID* column and press F4 (List). A list of the system distribution directory users along with the user ID and address for each user appears. From the list, select who should receive the document.

   If you are sending the document to several people, instead of typing a user ID and address for each person, you can complete the *Distribution list* prompts.

   If you do not know the name of the distribution list that you want to use, move the cursor to either prompt and press F4 (List). A list of available distribution lists appears. From this list, you can choose the distribution list you want, and specify who on the distribution list you want to receive the document.

6. Press F10 (Send) to send the document.
7. Press F3 (Exit).

Moving a Local Document

Moving a document lets you move a document and place it in a new folder or give it a new name. After you move the document, the original document you copied no longer exists.

You can move a local document by doing the following:

1. On the Documents and Folders display, type option **4** (Work with document lists). Press the Enter key.
2. The Work with Owned Document Lists display appears. On this display, move the cursor next to the description that contains the document you want to work with and type a **5** (Work with documents in list). Press the Enter key.
3. The Work with Documents in a Document List display appears. On this display, move the cursor next to the description of the document you want to move and in the *Opt* column, type an **11** (Move). Press the Enter key.
4. The Move Document display appears.

```
                              Move Document

 Move from:
   Document description  . . . :   Department Vacation Plan


 Type choices, press Enter.

 Move to:
   Document  . . . . . . . . .   ____________      Name, *NONE, F4 for list
   Folder  . . . . . . . . . .   MYFLR________________________________________
                                                   Name, *NONE, F4 for list




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

5. For the *Document* prompt, type a name for the new document.
6. For the *Folder* prompt, type the name of the folder where you want to store the new document if you do not want to store the document in your default folder.
7. Press the Enter key. The system determines whether the document you specified already exists in the folder. If a document already exists with the name you specified for the *To document* prompt, the *Replace existing document* prompt appears. Type a **Y** (Yes) for the *Replace existing document* prompt to replace the existing document with the one you just copied. If you do not want to replace the existing document, make sure an N (No) is specified for this prompt and change the document or folder name.
8. Press the Enter key. The document is moved.
9. Press F3 (Exit).

Filing a Local Document on a Remote System

To file a local document on a remote system, the remote system must have document library support. To file a document on a remote system, do the following:

1. On the Documents and Folders display, type option **4** (Work with document lists). Press the Enter key.
2. The Work with Owned Document Lists display appears. On this display, move the cursor next to the description that contains the document you want to work with and type a **5** (Work with documents in list). Press the Enter key.

   Note: If you are working with a document that you got from a remote system to revise, the description must contain the version of the remote document that you revised on the local system.
3. The Work with Documents in a Document List display appears. On this display, move the cursor next to the description of the document you want to file on a remote system and in the *Opt* column, type a **12** (File remote). Press the Enter key.
4. The File Document on Remote System display appears.

```
                         File Document on Remote System

Document description . . :   DEPARTMENT VACATION PLAN
Document type . . . . . . :   RFTDCA

Type choices, press Enter.

  Document library . . . .   ________              Name, F4 for list

  Remote user . . . . . . .   HANSON   ROCH          User ID/Address, User ID
                                                     Nickname

  Remote user to file on
    behalf of . . . . . . .   ________ ________     User ID/Address, User ID
                                                     Nickname




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

5. For the *Document library* prompt, type the name of the document library where you want to file the document. The remote system is identified by the document library name. (Each system has its own library.) If you need help in determining the name of the library, move the cursor down to this prompt and press F4 (List). A list of the document libraries appears.
6. For the *Remote user* prompts, type your remote user ID and address or nickname.
7. If you are filing a local document for another user, type the user ID and address or nickname of that user in the *Remote user to file on behalf of* prompt.
8. Press the Enter key. If the File Document on Remote System display appears, go to step 10. If the document library or the remote user ID/address specified is *different* from the last remote operation you did, the following display appears.

```
                          File Document on Remote System

 Document description . . . . . :   DEPARTMENT VACATION PLAN
 Document type  . . . . . . . . :   RFTDCA

 Type choices, press Enter.

   Document library  . . . .   MDOC               Name, F4 for list

   Remote user . . . . . . .   HANSON   MPLS      User ID/Address
                .............................................................
   Remote user :                      Remote User Password                  :
     on behalf :                                                            :
               :   Type choice, press Enter.                                :
               :                                                            :
               :     Password . . . . . . . . . . .                         :
               :                                                            :
               :   F12=Cancel                                               :
               :                                                            :
               :............................................................:

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

9. For the *Password* prompt, type the password for this remote system. As you type the password, the cursor moves, but the password does not appear on the display. This prevents anyone from seeing your password. After you type the password, press the Enter key.
10. The File Document on Remote System display appears. If you need information on how to complete these displays, see the description of them in "Filing a Mail Item Remotely" on page 3-30.
11. Press the Enter key. A message appears stating the document is being filed.
12. Press F3 (Exit).

Changing Authority to a Local Document

This task shows how to change the authority that someone has to a local document. The **authority** is the type of security associated with the document.

To verify or change the type of authority that someone has to a local document, do the following:

1. On the Documents and Folders display, type option **4** (Work with document lists). Press the Enter key.
2. The Work with Owned Document Lists display appears. On this display, move the cursor next to the description that contains the document you want to work with and type a **5** (Work with documents in list). Press the Enter key.
3. The Work with Documents in a Document List display appears. On this display, move the cursor next to the description of the document that you want to verify or change the authority of, and in the *Opt* column, type a **14** (Change authority). Press the Enter key.
4. The Change Document Authority display appears.

```
                         Change Document Authority

Document . . . . . . . . . . :     WORKPLAN
  Folder . . . . . . . . . . :       MYFLR

Owner . . . . . . . . . . . . :     CDS

Type changes, press Enter.

  Authorization list . . . . .       D530     Name

  Personal document . . . . . .      N        Y=Yes, N=No

  Public authority . . . . . .       *CHANGE  *ALL, *CHANGE
                                              *USE, *EXCLUDE, *AUTL




F3=Exit   F6=Add new users   F12=Cancel    F13=Change authorized users
F15=Change access codes      F24=More keys
```

Use this display to add or remove an authorization list, change the personal status, and change the *PUBLIC authority of a document.

The authority levels for *PUBLIC are:

Type	**Description**
*ALL	The user can do most functions (such as read, change, delete, and save) but cannot transfer ownership of the document.
*CHANGE	The user can change the document and document description.
*USE	The user can read the document and document description.
*EXCLUDE	The user cannot see or use the document.
*AUTL	Authorization list (*AUTL) applies only when *PUBLIC authority to a document is established using an authorization list. This means that anyone who is not authorized to the document, as shown on this display, has the same type of authority to it as specified in the authorization list for this document. The name of the authorization list (if any) for this document is shown in the *Authorization list* prompt on this display.

You can change the access codes for this document by pressing F15 (Change access codes). To view a list of users authorized through the authorization list, press F14 (Display authorization list).

5. Press F13 (Change authorized users).
6. The Change Authorized Users display appears.

```
                         Change Authorized Users

 Document . . . . . . . . . . :        REVIEW
   Folder. . . . . . . . . . . :         MYFLR

 Type changes, press Enter.
 Authority:  *ALL, *CHANGE, *USE, *EXCLUDE

 User      Authority       User      Authority
 SMITH     *ALL
 JONES     *ALL











 F3=Exit   F5=Refresh   F6=Add new users   F12=Cancel   F17=Top   F18=Bottom
```

7. On this display, you can change or remove a user's authority to the document.

   A user can have one of the following types of authority:

Type	**Description**
*ALL	The user can perform most functions (such as read, change, delete, and save) but cannot transfer ownership of the document.
*CHANGE	The user can change the document and document description.
*USE	The user can read the document and document description.
*EXCLUDE	The user cannot see or use the document.

   After you make changes to the display, press the Enter key. The Change Authorized Users display appears again showing your changes. If you did not make any changes to the display and you press the Enter key, the display you were on before you selected the Change Document Authority display appears again.

8. Press the Enter key again. The Change Document Authority display appears.
9. Press F3 (Exit).

Filling in a Form Document on a Local System

A form document is a document which contains a form field. A form field is an area within a document that has been defined and designated as an input area. You can type data in the form field to complete the form.

When filling in a form, you can type data only within the designated form fields. All other text in the document is protected from changes.

Notes:

1. The fill form option as described in this manual uses the OfficeVision/400 editor. This option may not be available with other editors.

2. The fill form option **15** (Fill form) appears only on a local system. The fill form function is not available when you are working with a remote document list.

For detailed information on filling in a form document see "Filling in Form Fields in a Document" on page 3-4.

Working with Documents in a List for a Remote System

This task describes how you can work on documents that are filed on a remote system.

If the document is filed on a remote system you can:

- Get a document to change
- Copy a document to the local system
- Delete a document
- Look at (view) document details
- Change document details
- Print a document (that is on a remote system) locally
- Change authorizations and access codes to a document

To work with documents in a list, do the following:

1. On the Documents and Folders display, do the following:

   a. If you have authority and want to work on behalf of another user, press F11 (Change work on behalf of). The Change User to Work on Behalf of window appears. Type the user ID and address or nickname of that person for the *Work on behalf of* prompt. If you are not sure of the user ID, press F4 (List) with the cursor in this field. A list of the user IDs you are authorized to work for appears. Select the user ID you want to work for and press the Enter key. The user ID and address or nickname is shown for the *Working on behalf of* prompt at the top of the Documents and Folders display.

      Notes:

      1) If you type a user ID and address for this prompt, the document lists that appear belong to the user ID specified, not your own.

      2) If you are working on behalf of another user, you cannot see the personal documents of that user.

      3) On the Documents and Folders display, the *Document library to use for search* prompt is shown only if the system has document library services support to one or more remote systems. If this prompt is on your display, leave it as it is. The prompt is not used when option 4 (Work with document lists) is selected.

   b. For the *Selection* prompt, type option **4** (Work with document lists). Press the Enter key.

2. The Work with Owned Document Lists display appears. The continuation character (...) shown after option 7 (Copy criteria) in the options list indicates

that more options are available. Press F23 (More options) to see the rest of the available options.

```
                      Work with Owned Document Lists

Working on behalf of . . . . . . . . :    JONES     ROCH

Type options, press Enter.
  2=Change criteria   3=Copy   4=Delete list   5=Work with documents in list
  6=Print             7=Copy criteria...

Opt  Document List Description         Status     Found  Library   Date Run
 _   Specifications for using color   Completed     12   ROCH      01/14/88
 _   Department information           Completed    20+   ROCH      03/15/88
 _   Minneapolis information          Completed     50   ROCH      02/11/88
 _   Specifications for ordering paper Completed    10   ROCH      02/11/88

                                                                     Bottom
F3=Exit      F5=Refresh   F6=Create new list   F11=Display full descriptions
F12=Cancel   F14=Display authorized lists      F23=More options   F24=More keys
```

Note: To remove the *Status, Found*, and *Library* columns information from the display, press F11 (Display full descriptions). The *List* column information is added to the display.

Press F11 (Display status) again to remove the *List* column information from the display and to make the deleted information reappear.

3. Move the cursor next to the description that contains the document you want to work with. In the *Opt* column, type a 5 (Work with documents in list). Press the Enter key.
4. The Work with Documents in a Document List display appears for a remote system.

```
                    Work with Documents in a Document List

Working on behalf of . . . . . . . . :   JONES     ROCH
Description  . . . . . . . . . . . . :   MINNEAPOLIS INFORMATION
Document library . . . . . . . . . . :   MPLS

Type options, press Enter.
  2=Revise  3=Copy   4=Delete         5=View    6=Print    7=View details
  8=Change details   9=Print options  10=Send   11=Move    12=File remote
  14=Change authority

Opt   Document Description                        Date Filed    Type
 _    MINNEAPOLIS ACCOUNTING INFORMATION           02/08/88     FFTAS400
 _    MINNEAPOLIS ACTUAL EXPENSES                  02/17/88     FFTAS400
 _    MINNEAPOLIS ASSETS                           03/07/88     RFTDW
 _    MINNEAPOLIS LIABILITIES                      03/10/88     RFTDW
 _    MINNEAPOLIS LISTING                          02/02/88     RFTAS400
 _    MINNEAPOLIS PROJECTS                         02/04/88     HARDCOPY
 _    MINNEAPOLIS VACATION PLAN                    02/22/88     RFTDCA
 _    MINNEAPOLIS WORK PLAN                        03/03/88     RFTAS400
                                                                   More...
F3=Exit   F5=Refresh   F10=Start search   F11=Display document name
F12=Cancel   F14=View criteria   F15=Print list   F17=Top   F24=More keys
```

5. Move the cursor next to the document you want to work with and type an option shown on this display in the *Opt* column. Press the Enter key.

6. One of the following happens:

   - If the Remote Document Request Sign-On display *does not* appear, skip the remaining part of this task and continue with the option you selected on the Work with Documents in a Document List display.

     If you need additional information about doing one of the options, refer to the topic in this chapter or move the cursor under the *Opt* heading and press the Help key.

   - The Remote Document Request Sign-On display *does* appear if you are not signed on the remote system or if you left the OfficeVision/400 function and now have returned to it. Continue with this task.

```
                       Remote Document Request Sign-On

Remote document library . . . . . . . . . . . :   MPLS
Local user to receive information from
  remote requests . . . . . . . . . . . . . . :   JONES     ROCH

Type choices for remote requests, press Enter.

  Remote user:
    User ID/Address . . . . .  HANSON    ROCH
    Password  . . . . . . . .  ________

  Remote user to work on behalf of:
    User ID/Address . . . . .  ________  ________






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

Note: The first two items on the display are for your information only and cannot be changed.

7. For the *Remote user* prompt:

   a. For the *User ID* prompts, type the remote user ID and address or nickname used to process documents on the remote system. At first these prompts show a default of your local user ID and address, and thereafter, of the last remote user ID and address you typed in these prompts. Change them if necessary.

      Note: The address part for this prompt appears only if the remote document library is on an AS/400 Release 2, Modification Level 0 system or on a system that has the Distributed Office Support System (DISOSS) Release 3, Modification Level 4 installed.

   b. For the *Password* prompt, type the password associated with the user ID on the remote system. As you type the password, the cursor moves but the password does not appear on the display. This prevents anyone from seeing the password.

8. For the *Remote user to work on behalf of* prompt, if you are working on behalf of someone, type the remote user ID and address or nickname of the person

on whose behalf you are working for the *User ID* prompts. At first, these prompts show the default of your local user to work on behalf of ID (if any) and, thereafter, to the last remote user to work on behalf of ID (if any) typed in these prompts. Change them if necessary.

Note: The address part for this prompt appears only if the remote document library is on a remote AS/400 Release 2, Modification Level 0 system or on a remote system that has DISOSS Release 3, Modification Level 4 installed.

9. Press the Enter key and continue with the option you selected on the Work with Documents in a Document List display.

   If you need additional information about doing one of the options, refer to the topic in this chapter or move the cursor to the *Opt* column and press the Help key.

Getting a Remote Document for Revising

Getting a remote document lets you copy a remote document from the remote system to the local system. You can then revise the local copy. However, you cannot get the remote document unless the remote system is an AS/400 system.

While you are working on the local copy of the document, nobody can revise the remote copy of the document. After you have finished revising the local copy of the document and have filed it back to the remote system, the revised copy of the document replaces the original remote document.

To get a remote document for revising, do the following:

1. On the Documents and Folders display, type option **4** (Work with document lists). Press the Enter key.
2. The Work with Owned Document Lists display appears. On this display, move the cursor next to the description that contains the document you want to work with and type a **5** (Work with documents in list). Press the Enter key.
3. The Work with Documents in a Document List display appears. On this display, move the cursor next to the description of the document you want to get for revising and in the *Opt* column, type a **2** (Revise). Press the Enter key.
4. Do one of the following:
   - If you have signed on the remote system, go to step 5.
   - If you have not signed on the remote system, the Remote Document Request Sign-On display appears. Complete it and then press the Enter key. If you need information on how to complete it, see the information for this display in "Working with Documents in a List for a Remote System" on page 6-47.
5. The Get Remote Document display appears.

```
                         Get Remote Document

Copy from:
  Document description . . . . :   MINNEAPOLIS INFORMATION
  Document library . . . . . . :   MPLSLIB

Type choices, press Enter to store the document on your system.

  Copy to:
    Document . . . . . . .   ____________   Name, *NONE, F4 for list
      Folder . . . . . . .   MYFLR_____________________________________
____________                                Name, *NONE, F4 for list









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

6. For the *To document* prompt, type the name you want the document stored under when it comes to your local system. If you type *NONE for this prompt, the system creates the name of the document for you.

   Note: To see a list of names for the current documents, press F4 (List) with the cursor in this prompt after you have typed the name of the folder.

   Before you leave this display, the system determines whether or not the name you typed already exists in the folder you specify in step 7. If it does, the system requests another name from you for the document to be stored in.

7. For the *To folder* prompt, type the folder you want the document stored in. If you do not want to file the document in a folder, type *NONE for this prompt. The document is stored in the document library.

   Note: To see a list of folders, press F4 (List) with the cursor in this prompt.

8. Press the Enter key.

   The document does not appear in your local system immediately after you complete this task, but gets copied and arrives there through a batch request. A message is sent to you when the document arrives. If you want to change the document after it arrives, go to "Revising a Local Document" on page 6-33. If you need information on how to view the status of a remote request, see "Viewing the Status of Remote Requests" on page 6-75.

9. After you have finished changing the local copy of the document, file it back on the remote system. If you need information on how to do this, see "Filing a Local Document on a Remote System" on page 6-43.

Copying a Remote Document to the Local System

Copying a remote document only provides you with a local copy of the document. What you do with the local copy does not affect the original remote document.

To copy a document stored on a remote system to the local system, do the following:

1. On the Documents and Folders display, type option **4** (Work with document lists). Press the Enter key.

2. The Work with Owned Document Lists display appears. On this display, move the cursor next to the description that contains the document you want to work with and type a **5** (Work with documents in list). Press the Enter key.

3. The Work with Documents in a Document List display appears. On this display, move the cursor next to the description of the document you want to copy to the local system and in the *Opt* column, type a **3** (Copy to local system). Press the Enter key.

4. Do one of the following:

   - If you have signed on the remote system, go to step 5.
   - If you have not signed on the remote system, the Remote Document Request Sign-On display appears. Fill in the prompts and press the Enter key. If you need information on how to complete the prompts, see the information for this display in "Working with Documents in a List for a Remote System" on page 6-47.

5. The Copy Remote Document display appears.

```
                          Copy Remote Document

Copy from:
  Document description . . . . :   MINNEAPOLIS INFORMATION
  Document library . . . . . . :   MPLSLIB

Type choices, press Enter to store the document on your system.

  Copy to:
    Document . . . . . . .   ____________   Name, *NONE, F4 for list
      Folder . . . . . . .   MYFLR______________________________
_____________                               Name, *NONE, F4 for list









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

6. For the *Document* prompt, type the name you want the document stored under when it comes to your local system. If you type *NONE for this prompt, the system creates the name of the document for you.

   Note: To see a list of names for the current documents, press F4 (List) with the cursor in this prompt after you have typed the name of the folder.

   Before you leave this display, the system determines whether or not the name you typed already exists in the folder you specify in step 7. If it does, the system requests another name from you for the document to be stored in.

7. For the *Folder* prompt, type the name of the folder in which you want the document stored. If you do not want to file the document in a folder, type ***NONE** for this prompt. The document is stored in the document library.

   Note: To see a list of folders, press F4 (List) with the cursor in this prompt.

8. Press the Enter key. A message appears on your display indicating that a batch job was submitted.

The document does not appear on your local system immediately after you complete this task, but gets copied and arrives there through a batch request. A message is sent to you when the document arrives. You can then work with the document. If you need information on how to view the status of a remote request, see "Viewing the Status of Remote Requests" on page 6-75.

9. Press F3 (Exit).

Deleting a Remote Document or Hard-Copy Reference

To delete a document or hard-copy reference from a remote document library, do the following:

1. On the Documents and Folders display, type option **4** (Work with document lists). Press the Enter key.
2. The Work with Owned Document Lists display appears. On this display, move the cursor next to the description that contains the document you want to work with and type a **5** (Work with documents in list). Press the Enter key.
3. The Work with Documents in a Document List display appears. On this display, move the cursor next to the description of the document or hard-copy reference you want to delete and in the *Opt* column, type a **4** (Delete). Press the Enter key.
4. Do one of the following:
   - If you have signed on the remote system, go to step 5.
   - If you have not signed on the remote system, the Remote Document Request Sign-On display appears. Fill in the prompts and press the Enter key. If you need information on how to complete the prompts, see the information for this display in "Working with Documents in a List for a Remote System" on page 6-47.
5. The Confirm Delete of Documents display appears to confirm the document you have identified to delete.

```
                          Confirm Delete of Documents

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

 Opt   Document Description                             Date Filed    Type
  4    MINNEAPOLIS WORK PLAN                             03/14/88     RFTAS400









                                                                        Bottom
 F11=Display document name   F12=Cancel
```

6. Press the Enter key to confirm your delete request, or press F12 (Cancel) to return to the Work with Documents in a Document List display without deleting the document.
7. Press F3 (Exit).

Displaying Details of a Remote Document

To display the details of a remote document, do the following:

1. On the Documents and Folders display, type option **4** (Work with document lists). Press the Enter key.
2. The Work with Owned Document Lists display appears. On this display, move the cursor next to the description that contains the document you want to work with and type a **5** (Work with documents in list). Press the Enter key.
3. The Work with Documents in a Document List display appears. On this display, move the cursor next to the description of the document you want to see the details of and in the *Opt* column, type a **7** (View details). Press the Enter key.
4. The first page of the View Document Details display appears. The prompts that appear on both pages of the View Document Details display depend on what kind of system the remote document library is on and the type of document. These displays assume that the document library is on an AS/400 system.

```
                         View Document Details

 Document type . . . . . . . :   Revisable form text document
 Last revised  . . . . . . . :   03/15/88  09:32 a.m.
 Filed . . . . . . . . . . . :   03/03/88  10:51 a.m.
 Created . . . . . . . . . . :   03/03/88  10:51 a.m.
 Allow revisions . . . . . . :   Y
 Document description  . . . :   MINNEAPOLIS WORK PLAN
 Subject . . . . . . . . . . :   WORK PLAN FOR MARCH 1988

 Authors . . . . . . . . . . :   JONES
 Keywords  . . . . . . . . . :   WORK PLAN


 Document class  . . . . . . :   PLANS
 Project . . . . . . . . . . :   MPLSPLANS
 Reference . . . . . . . . . :   MARCH WORK PLAN

 Status  . . . . . . . . . . :   CURRENT
                                                                 More...
 Press Enter to continue.

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

5. Press the Page Down key. The next page of the View Document Details display appears.

```
                          View Document Details

 Document date . . . . . . . :   03/03/88
 Expiration date . . . . . . :   12/31/88
 Date action due . . . . . . :
 Date action completed . . . :
 Sent to . . . . . . . . . . :   R N Peterson

 Language ID . . . . . . . . :   ENU  US English

 Country ID . . . . . . . . . :  US   United States
 Comments . . . . . . . . .






 Press Enter to continue.

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

6. If you need an explanation for a prompt on either display, see "Changing Details of a Remote Document" on page 6-55.
7. Press F3 (Exit).

Changing Details of a Remote Document

Sometimes you may need to change the details of a document stored on a remote system. The details include such things as the author, keywords, document class, status, expiration date, and date action due. To change the details of a remote document, do the following:

1. On the Documents and Folders display, type option **4** (Work with document lists). Press the Enter key.
2. The Work with Owned Document Lists display appears. On this display, move the cursor next to the description that contains the document you want to work with and type a **5** (Work with documents in list). Press the Enter key.
3. The Work with Documents in a Document List display appears. On this display, move the cursor next to the description of the document you want to change the details of and in the *Opt* column, type an **8** (Change details). Press the Enter key.
4. Do one of the following:
   - If you have signed on the remote system, go to step 5.
   - If you have not signed on the remote system, the Remote Document Request Sign-On display appears. Fill in the prompts and press the Enter key. If you need information on how to complete the prompts, see the information for this display in "Working with Documents in a List for a Remote System" on page 6-47.
5. The first page of the Change Document Details display appears. The prompts that appear on both pages of the Change Document Details display depend on what kind of system the remote document library is on and the type of document. These displays assume that the document library is on an AS/400 system.

```
                          Change Document Details

 Type changes, press Enter.

   Document description . . . .   MINNEAPOLIS WORK PLAN
   Subject  . . . . . . . . . .   Work Plan for March 1988

   Authors  . . . . . . . . . .   JONES
   Keywords . . . . . . . . . .   Work;Plan

                                                          F4 for list
   Document class . . . . . . .                           F4 for list
   Project  . . . . . . . . . .   PLANS
   Reference  . . . . . . . . .   March Work Plan

   Status  . . . . . . . . . .    CURRENT
   Document date  . . . . . . .   03/03/88    MM/DD/YY
   Expiration date  . . . . . .   12/31/88    MM/DD/YY
   Date action due  . . . . . .   ________    MM/DD/YY
   Date action completed  . . .   ________    MM/DD/YY
                                                                  More...
 F3=Exit      F4=Prompt   F5=Refresh   F11=View additional details
 F12=Cancel   F18=Finalize document    F19=Display messages
```

Note: The display you see may vary slightly depending on the type of document you select on the Work with Documents in a Document List display.

6. To view additional details for the document, press F11 (View additional details). The Additional Document Details window appears, showing the status of the document.

```
                          Change Document Details

 Type changes, press Enter.

 ..............................................................
 :                 Additional Document Details                :
 :                                                            :
 :  Document type . . . . . :   OfficeVision/400 revisable document  :
 :  Created . . . . . . . . :   03/03/88   09:15 a.m.         :
 :  Last revised  . . . . . :   03/04/88   11:30 a.m.         :
 :  Filed . . . . . . . . . :   03/03/88   09:44 a.m.         :
 :  Allow revisions . . . . :   Y                             :
 :                                                            :
 :                                                            :
 :                                                            :
 :                                                            :
 :                                                            :
 :  Press enter to continue                                   :
 :                                                            :
 :  F12 Cancel                                                :
 :                                                            : More...
 :............................................................:
```

You cannot change any of the information shown on the Additional Document Details window. Press the Enter key to continue.

7. You can change the information for any of the prompts on the Change Document Details display. The descriptions for the prompts follows:

   a. **Document description**. This is the description of the document.

   b. **Subject**. This is the subject of the document.

c. **Authors**. This prompt shows who the writer of the document is. It can have up to two authors.

d. **Keywords**. These are the search values used to identify a document filed in a document library. You can specify any of these words when searching for the document.

   You can type keywords in this prompt until you run out of space. Up to 24 keywords are allowed. Keywords must be separated by a semicolon (;). On a DISOSS System/38, and a Release 1.0 or 1.2 AS/400 system, the maximum length for a keyword is 35 characters. On a Release 2.0 or later AS/400 system, the maximum length for a keyword is 60 characters. If you are not sure what to type in this prompt, press F4 (List) with the cursor in this prompt for a list of suggested entries.

e. **Document class**. This is used to group documents by type. Some examples are budgets, expenses, letters, and abstracts. For a list of suggested document classes, press F4 (List) with the cursor in this prompt.

f. **Project**. This is an overall document category and can be anything, including a number assigned to the document.

g. **Reference**. This is an additional subject or source to look at for information (for example, an earlier dated document).

h. **Status**. This prompt contains the present condition of the document and can be whatever you choose to type.

i. **Document date**. This prompt usually contains the date the document was created or revised, but can be any date you associate with the document.

j. **Expiration date**. This is the date you want the document removed from the system. Typing a date in this prompt does not automatically remove the document from the system on this date, but only indicates to someone when it should be removed.

k. **Date action due**. By this date you expect someone to take action. By typing a date here, the document becomes an action item.

l. **Date action completed**. This is the date the action was completed by the person who received or acted on the document. Filling in this date removes the document from the list of action items.

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

```
                         Change Document Details

Type changes, press Enter.

  Sent to . . . . . . . .   R N PETERSON
_________

F3=Exit      F4=Prompt     F5=Refresh    F11=View additional details
F12=Cancel   F18=Finalize document       F19=Display messages
```

Note: The display you see may vary slightly depending on the type of document you select on the Work with Documents in a Document List display.

9. You can change the document details on this display for the **Sent to** prompt. This prompt shows the name of the person or persons that the document was sent to.

   You can type names in this prompt until you run out of space. Up to 24 entries are allowed. Entries must be separated by a semicolon (;).

10. Press the Enter key. A message appears confirming the changes you made.
11. Press F3 (Exit).

Printing a Remote System Document

You can print a remote document on the local or remote system. To print the remote document on the local system, copy the remote document to the local system (see "Copying a Remote Document to the Local System" on page 6-51 for more information) and then print the local copy of that document. To print the remote document on the remote system, do the following:

1. On the Documents and Folders display, type option **4** (Work with document lists). Press the Enter key.
2. The Work with Owned Document Lists display appears. On this display, move the cursor next to the description that contains the document you want to work with and type a **5** (Work with documents in list). Press the Enter key.
3. The Work with Documents in a Document List display appears. On this display, move the cursor next to the description of the document you want to print and in the *Opt* column, type a **9** (Print remote). Press the Enter key.
4. Do one of the following:
   - If you have signed on the remote system, go to step 5 on page 6-59.
   - If you have not signed on the remote system, the Remote Document Request Sign-On display appears. Fill in the prompts and press the Enter key. If you need information on how to complete the prompts, see the

information for this display in "Working with Documents in a List for a Remote System" on page 6-47.

5. The Print Remote Document display appears.

```
                              Print Remote Document

 Document description . . . . :   MINNEAPOLIS WORK PLAN
 Document library . . . . . . :   MPLS

 Type choices, press Enter.

   From page . . . . . . . . . .      1          1-9999
   Through page  . . . . . . . .    *ALL         1-9999
   Number of copies  . . . . . .      1          1-255
   Remote printer  . . . . . . .    *DFT         *DFT, name
   Remote job  . . . . . . . . .    *DFT         *DFT, name









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

6. At first, the *Remote printer* and *Remote job* prompts show defaults of what the remote system specifies (*DFT). If you change these values, the prompts show defaults of the last value that you specified for each prompt.

7. The *Form definition* prompt only appears on this display if the remote system has DISOSS Release 3, Modification Level 4 installed. For this prompt, type the form definition name as it appears in the FORMDEF library on the remote system.

8. The Resource Access Control Facility (*RACF*) *user ID* prompt only appears on this display if the remote system has DISOSS installed. For this prompt, type your user ID for the RACF.

9. The *RACF password* prompt only appears on this display if the remote system has DISOSS installed. For this prompt, type your password for the RACF. As you type the password, the cursor moves but the password does not appear on the display. This prevents anyone from seeing the password.

10. Complete the other prompts as shown on the display.

11. Press the Enter key.

12. Press F3 (Exit).

Changing Authority to a Remote Document

This task shows how to change the authority that someone has to a remote document. The **authority** is the type of security associated with the document.

To verify or change the type of authority that someone has to a remote document, do the following:

1. On the Documents and Folders display, type option **4** (Work with document lists). Press the Enter key.

2. The Work with Owned Document Lists display appears. On this display, move the cursor next to the description that contains the document you want to work with and type a **5** (Work with documents in list). Press the Enter key.

3. The Work with Documents in a Document List display appears. On this display, move the cursor next to the description of the document that you want to verify or change the authority to. In the *Opt* column, type a **14** (Change authority). Press the Enter key.

   Note: If you cannot do option 14 (Change authority), it is probably because the information for the *Return document authority* prompt was N (No) when the Work with Document List was created. Press F3 (Exit). Go to "Changing Search Criteria" on page 6-62 and change the search criteria for the list that contains this document. Type Y (Yes) for the *Return document authority* prompt when it appears on the Change Criteria display.

4. Do one of the following:

   - If you have signed on the remote system, go to step 5.
   - If you have not signed on the remote system, the Remote Document Request Sign-On display appears. Fill in the prompts and press the Enter key. If you need information on how to complete the prompts, see the information for this display in "Working with Documents in a List for a Remote System" on page 6-47.

5. The Change Remote Document Authority display appears. You can use this display to add or remove the authorization list, change the personal status, and change the *PUBLIC authority of a remote document.

   The authority values for *PUBLIC are as follows:

Type	Description
*ALL	The user can perform most functions (such as read, change, delete, and save) but cannot transfer ownership of the document.
*CHANGE	The user can change the document and document description.
*USE	The user can read the document and document description.
*EXCLUDE	The user cannot see or use the document.
*AUTL	Authorization list (*AUTL) applies only when *PUBLIC authority to a document is established using an authorization list. This means that anyone who is not authorized to the document, as shown on this display, has the same type of authority to it as specified in the authorization list for this document. The name of the authorization list (if any) for this document is shown in the *Authorization list* prompt on this display.

   You can change the access codes of this document by pressing F15 (Change access codes). You can view a list of users authorized to this document through the authorization list by pressing F14 (Display authorization list).

   Note: Some remote systems only support document authority through access codes. If the document is secured this way, a display to add or delete access codes appears instead of the following display.

```
                  Change Remote Document Authority

Description . . . . . . . . . :       REVIEW
Library . . . . . . . . . . . :       QDOC
Owner . . . . . . . . . . . . :       TGL        ROCH


Type changes, press Enter.

  Authorization list  . . . . .     *NONE        Name

  Personal document . . . . . .     N            Y=Yes, N=No

  Public authority  . . . . . .     *EXCLUDE     *ALL, *CHANGE
                                                 *USE, *EXCLUDE, *AUTL





F3=Exit   F5=Refresh          F6=Add new users   F12=Cancel
F13=Change authorized users   F15=Change access codes
```

6. Press F13 (Change authorized users).

   The Change Authorized Users display appears.

```
                        Change Authorized Users

    Description . . . . . . . . . :       REVIEW
    Library . . . . . . . . . . . :       RCHA425

    Type changes, press Enter.
    Authority:  *ALL, *CHANGE, *USE, *EXCLUDE

    User  ID   Address   Authority          User ID   Address   Authority
    SMITH      RCHA425   *ALL
    JONES      RCHA425   *ALL










                                                                     Bottom
F3=Exit   F5=Refresh   F6=Add new users   F12=Cancel   F17=Top   F18=Bottom
```

7. On the Change Authorized Users display, you can change or remove a user's authority to the document.

   A user can have one of the following authorities:

Type	Description
*ALL	The user can perform most functions (such as read, change, delete, and save) but cannot transfer ownership of the document.
*CHANGE	The user can change the document and document description.
*USE	The user can read the document and document description.
*EXCLUDE	The user cannot see or use the document.

8. To add users, press F6 (Add new users).

   After you have made the changes to the display, press the Enter key. The Change Authorized Users display appears again.

9. Press F3 (Exit).

Changing Search Criteria

This task shows you how to change the search criteria for a list. A local search may be run in batch mode (processing is done by the system with little or no interaction between the user and the system) or interactive mode (while you wait for completion). All remote searches run in batch mode.

To change the search criteria for the list, do the following:

1. On the Documents and Folders display, type option **4** (Work with document lists). Press the Enter key.
2. The Work with Owned Document Lists display appears.

```
                         Work with Owned Document Lists

 Working on behalf of . . . . . . . . :    JONES    ROCH

 Type options, press Enter.
   2=Change criteria   3=Copy   4=Delete list   5=Work with documents in list
   6=Print             7=Copy criteria...

 Opt  Document List Description        Status    Found   Library    Date Run
 __   Specifications for using color   Completed    12   ROCH       01/14/88
 __   Department information           Completed   20+   ROCH       03/15/88
 __   Minneapolis information          Completed    50   ROCH       02/11/88
 __   Specifications for ordering paper Completed   10   ROCH       02/11/88








                                                                      Bottom
 F3=Exit      F5=Refresh   F6=Create new list   F11=Display full descriptions
 F12=Cancel   F14=Display authorized lists      F23=More options   F24=More keys
```

3. Move the cursor next to the description that you want to change the search criteria of and type a **2** (Change criteria) in the *Opt* column. Press the Enter key.

   If your system has document library services to one or more remote systems, the Create Document List display appears. If you want to search for documents in the library specified for the *Document library* prompt, press the Enter key. If you want to search for documents in a different library from the one specified for the *Document library* prompt, type the name of that library for this prompt and press the Enter key.

4. The Change Search Criteria display appears. The prompts on this display are the same as on the Search for Documents display.

   For information on what to type for each prompt, press the Help key, or see the prompt descriptions in "Searching for a Local Document" on page 6-4, "Searching for a Remote Document" on page 6-11, or "Searching for Documents Using Text Search" on page 6-18.

   Note: A local search may be run interactively by typing **Y** (Yes) for the *Wait for completion* prompt on the Change Search Criteria display. If you run a search interactively, you cannot do any other work on your display station until the search is completed.

   After you have made any needed changes to the prompts, press the Enter key to begin the search.

   You receive a message when the search is completed. You can then work with the results of the search by selecting the document list on the Work with Owned Document Lists display.

5. Press F3 (Exit).

Copying a Document List

You can copy a document list by doing the following:

1. On the Documents and Folders display, type option 4 (Work with document lists). Press the Enter key.
2. The Work with Owned Document Lists display appears.
3. Move the cursor next to the description of the document list that you want to copy and in the *Opt* column, type a 3 (Copy). Press the Enter key.
4. The Copy Document List display appears.

```
                              Copy Document List

 Copy from:
   Document list description  . . . :  Minneapolis information


 Type choices, press Enter.

   Copy to:
     Document list description  . . .  Minneapolis information
     Document  . . . . . . . . . . .  __________  Name, *NONE, F4 for list
       Folder  . . . . . . . . . . .    MYFLR___________________________
                                                  Name, *NONE, F4 for list








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

5. For the *Document list description* prompt, change the existing description for the document or type a new one. If you do not change the description or type a new one, you will have two documents with the same description.
6. For the *Document* prompt, type a name for the new document.
7. For the *Folder* prompt, type the name of the folder where you want to store the new document.
8. If the document list you want to copy is the result of a remote search, the *List* prompt is on this display. For this prompt, type a new name for the search request you are copying. The name can be up to 8 characters. The first 2 characters cannot be a greater than sign (>) or a slash (/). Also a blank in the first position or within the name is not allowed. The name of a list can be used again. However, if you use the same name for a list again and run a search, the results from the search replace the previous search results on the remote system.
9. Press the Enter key. The system determines whether or not the document you specified already exists in the folder. If a document already exists with the name you specified for the *Document* prompt, the *Replace existing document* prompt appears. Type a Y (Yes) for the *Replace existing document* prompt to replace the existing document with the one you just copied. If you do not want to replace the existing document, make sure an N (No) is specified for this prompt and change the document or folder name.

10. Press the Enter key. The document is copied.
11. Press F3 (Exit).

Deleting a Document List

To delete a document list, do the following:

1. On the Documents and Folders display, type option **4** (Work with document lists). Press the Enter key.
2. The Work with Owned Document Lists display appears.
3. Move the cursor next to the description that you want to delete and in the *Opt* column, type a **4** (Delete list). Press the Enter key.
4. The Confirm Delete of Owned Document Lists display appears. This display shows which document list you selected to delete.

```
                    Confirm Delete of Owned Document Lists

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

Opt  Document List Description                      List          Date Run
 4   Department information                         DEPTINFO      03/15/88




                                                                      Bottom
F11=Display status   F12=Cancel
```

5. Press the Enter key to confirm the deletion of the list, or press F12 (Cancel) to return to the Work with Owned Document Lists display, where you can make another selection.
6. Press F3 (Exit).

Printing a Document List

This task shows you how to print the search values and the list of documents for the list you choose.

To print the search values and the list of documents, do the following:

1. On the Documents and Folders display, type option **4** (Work with document lists). Press the Enter key.
2. The Work with Owned Document Lists display appears.

```
                     Work with Owned Document Lists

Working on behalf of . . . . . . . . :    JONES    ROCH

Type options, press Enter.
  2=Change criteria   3=Copy   4=Delete list   5=Work with documents in list
  6=Print             7=Copy criteria...

Opt  Document List Description        Status    Found  Library   Date Run
 _   Specifications for using color  Completed    12   ROCH      01/14/88
 _   Department information          Completed    20+  ROCH      03/15/88
 _   Minneapolis information         Completed    50   ROCH      02/11/88
 _   Specifications for ordering paper Completed  10   ROCH      02/11/88

                                                                   Bottom
F3=Exit      F5=Refresh   F6=Create new list   F11=Display full descriptions
F12=Cancel   F14=Display authorized lists      F23=More options   F24=More keys
```

3. Move the cursor next to the description that you want to print and in the *Opt* column, type a **6** (Print). Press the Enter key.
4. The search values for the list you chose are printed followed by that list of documents.
5. Press F3 (Exit).

Copying Search Criteria

This task shows you how to copy search criteria for a list and use that information to create another document list.

To copy search criteria for a list, do the following:

1. On the Documents and Folders display, type option **4** (Work with document lists). Press the Enter key.
2. The Work with Owned Document Lists display appears.

```
                     Work with Owned Document Lists

Working on behalf of . . . . . . . . :    JONES    ROCH

Type options, press Enter.
  2=Change criteria   3=Copy   4=Delete list   5=Work with documents in list
  6=Print             7=Copy criteria...

Opt  Document List Description         Status    Found  Library   Date Run
 __  Specifications for using color    Completed    12  ROCH      01/14/88
 __  Department information            Completed   20+  ROCH      03/15/88
 __  Minneapolis information           Completed    50  ROCH      02/11/88
 __  Specifications for ordering paper Completed    10  ROCH      02/11/88

                                                                    Bottom
F3=Exit      F5=Refresh   F6=Create new list   F11=Display full descriptions
F12=Cancel   F14=Display authorized lists      F23=More options   F24=More keys
```

3. Move the cursor next to the description that you want to copy the search criteria of (to create another search list) and in the *Opt* column, type a **7** (Copy criteria). Press the Enter key.

   If your system has document library services to one or more remote systems, the Create Document List display appears. If you want to search for documents in the library specified for the *Document library* prompt, press the Enter key. If you want to search for documents in a different library than the one specified for the *Document library* prompt, type the name of that library for this prompt and press the Enter key.

4. The Copy Search Criteria display appears. The prompts on the display contain the search values for the list you selected on the previous display.

   Review the information in the prompts to see if any of them needs to be changed.

   For a description of each prompt, press the Help key, or see the prompt descriptions in "Searching for a Local Document" on page 6-4, "Searching for a Remote Document" on page 6-11, or "Searching for Documents Using Text Search" on page 6-18.

   After you have completed the prompts, press the Enter key to begin the search.

   Note: You receive a message when the search is completed. You can then work with the results of the search by selecting the document list on the Work with Owned Document Lists display.

5. Press F3 (Exit).

Viewing Search Criteria

This task describes how to view the search criteria for a list.

To view the search criteria for a list, do the following:

1. On the Documents and Folders display, type option **4** (Work with document lists). Press the Enter key.

2. The Work with Owned Document Lists display appears. The continuation character (...) shown after option 7 (Copy criteria) in the options list indicates that more options are available. Press F23 (More options) to see the rest of the available options.

```
                         Work with Owned Document Lists

Working on behalf of . . . . . . . . :    JONES    ROCH

Type options, press Enter.
  2=Change criteria  3=Copy   4=Delete list   5=Work with documents in list
  6=Print            7=Copy criteria...

Opt  Document List Description          Status    Found   Library   Date Run
 _   Specifications for using color    Completed    12    ROCH      01/14/88
 _   Department information            Completed    20+   ROCH      03/15/88
 _   Minneapolis information           Completed    50    ROCH      02/11/88
 _   Specifications for ordering paper Completed    10    ROCH      02/11/88

                                                                      Bottom
F3=Exit      F5=Refresh  F6=Create new list   F11=Display full descriptions
F12=Cancel   F14=Display authorized lists     F23=More options   F24=More keys
```

3. Move the cursor next to the description that you want to view the search criteria of and type an **8** (View criteria) in the *Opt* column. Press the Enter key.

4. The View Search Criteria display appears. This display shows the existing search values for the list you chose and contains the same prompts as on the Search for Documents display. You can only look at the information; you cannot change it.

   For information about each prompt, press the Help key, or see the prompt descriptions listed in "Searching for a Local Document" on page 6-4, "Searching for a Remote Document" on page 6-11, or "Searching for Documents Using Text Search" on page 6-18.

5. Press F3 (Exit).

Running a Search

Document lists need to be brought up to date periodically. To do this, you need to run a search to include newly created documents that meet the search criteria or to remove documents from the list that no longer exist or meet the search criteria due to changes.

You can run a search in batch, which lets you work at your display station while the system does the search. To run a search in batch, do the following:

1. On the Documents and Folders display, type option **4** (Work with document lists). Press the Enter key.

2. The Work with Owned Document Lists display appears. The continuation character (...) shown after option 7 (Copy criteria) in the options list indicates that more options are available. Press F23 (More options) to see the rest of the available options.

```
                    Work with Owned Document Lists

Working on behalf of . . . . . . . . :    JONES    ROCH

Type options, press Enter.
  2=Change criteria   3=Copy   4=Delete list   5=Work with documents in list
  6=Print             7=Copy criteria...

Opt  Document List Description          Status    Found   Library   Date Run
__   Specifications for using color     Completed    12   ROCH      01/14/88
__   Department information             Completed    20   ROCH      03/15/88
__   Minneapolis information            Completed    50   ROCH      02/11/88
__   Specifications for ordering paper  Completed    10   ROCH      02/11/88







                                                                      Bottom
F3=Exit      F5=Refresh   F6=Create new list   F11=Display full descriptions
F12=Cancel   F14=Display authorized lists      F23=More options   F24=More keys
```

3. Move the cursor next to the description that you want to run a search of and type a **9** (Run search) in the *Opt* column. Press the Enter key. A message appears at the bottom of the display stating that the search request was sent to the system.

   Note: You receive a message when the search is completed. You can then work with the results of the search by selecting the document list on the Work with Owned Document Lists display.

4. Press F3 (Exit).

You can also run a local search interactively. This means that you wait for completion and you cannot do any other work on your display station while you wait for the search to finish.

To run a local search interactively, do the following:

1. On the Work with Owned Document Lists display, move the cursor to the list you want to search and type a **5** (Work with documents in list).
2. Press the Enter key. The Work with Documents in a Document List display appears.
3. Press F10 (Start search). The search runs while you wait.
4. When the first display appears containing the search results, press F15 (Print list). The list is submitted in batch for printing. The printout of the document list shows a temporary search result list name.
5. Press F3 (Exit).

Sending a Document List to Another User

If the mail function is installed on your system, you can send a document list to another user by doing the following:

1. On the Documents and Folders display, type option **4** (Work with document lists). Press the Enter key.
2. The Work with Owned Document Lists display appears.

3. Move the cursor next to the description of the document list you want to send to another user and type a **10** (Send) in the *Opt* column. Press the Enter key.
4. The Send Document display appears with the name of the document you want to send at the top of the display.

```
                              Send Document

Document description . . . . :    Minneapolis information

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
```

5. Fill in the *User ID* and *Address* columns for each person to whom you are sending the document.

   If you do not know the user ID and address of a user, move the cursor to the *User ID* column and press F4 (List). A list of the system distribution directory users along with the user ID and address for each person appears. From the list, select who should receive the document.

   If you are sending the document to several people, instead of typing a user ID and address for each person, you can complete the *Distribution list* prompts.

   If you do not know the name of the distribution list that you want to use, move the cursor to either prompt and press F4 (List). A list of available distribution lists appears. From this list, you can choose the distribution list you want, and specify who on the distribution list you want to receive the document.
6. Press F10 (Send) to send the document.
7. Press F3 (Exit).

Moving a Document List

Moving a document list lets you copy a document list and place it in a new folder or give it a new name. After you move the document list, the original document list you copied no longer exists.

You can move a document list by doing the following:

1. On the Documents and Folders display, type option **4** (Work with document lists). Press the Enter key.
2. The Work with Owned Document Lists display appears.
3. Move the cursor next to the description of the document list you want to move and type an **11** (Move) in the *Opt* column. Press the Enter key.

4. The Move Document display appears with the name of the document you want to move at the top of the display.

```
                                Move Document

 Move from:
   Document description  . . . :   Department Vacation Plan


 Type choices, press Enter.

   Move to:
     Document  . . . . . . . . .   ____________      Name, *NONE, F4 for list
     Folder  . . . . . . . . . .   MYFLR________________________________________
                                                     Name, *NONE, F4 for list
 ________________







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

5. For the *Document* prompt, type a name for the new document.
6. For the *Folder* prompt, type the name of the folder where you want to store the new document.
7. Press the Enter key. The system determines whether or not the document you specified already exists in the folder. If a document already exists with the name you specified for the *To document* prompt, the *Replace existing document* prompt appears. Type a **Y** (Yes) for the *Replace existing document* prompt to replace the existing document with the one you just copied. If you do not want to replace the existing document, make sure an N (No) is specified for this prompt and change the document or folder name.
8. Press the Enter key. The document is moved.
9. Press F3 (Exit).

Filing a Document List on a Remote System

To file a document list on a remote system, the remote system must have document library support. To file a document list on a remote system, do the following:

1. On the Documents and Folders display, type option **4** (Work with document lists). Press the Enter key.
2. The Work with Owned Document Lists display appears.
3. Move the cursor next to the description of the document list you want to file on a remote system and type a **12** (File remote) in the *Opt* column. Press the Enter key.

4. The File Document on Remote System display appears.

```
                      File Document on Remote System

 Document description . . . :   Minneapolis information
 Document type  . . . . . . :   Search results list document

 Type choices, press Enter.

   Document library  . . . .   MDOC                 Name, F4 for list

   Remote user . . . . . . .   HANSON   ROCH        User ID/Address, User ID
                                                    Nickname

   Remote user to file
     on behalf of  . . . . .   _______  _______     User ID/Address, User ID
                                                    Nickname




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

5. For the *Document library* prompt, type the name of the document library where you want to file the document. The remote system is identified by the document library name. (Each system has its own library.) If you need help in determining the name of the library, move the cursor down to this prompt and press F4 (List). A list of the document libraries appears.
6. For the *Remote user* prompt, type your remote user ID or nickname.
7. If you are filing a local document for another user, type the user ID or nickname for that user in the *Remote user to file on behalf of* prompt.
8. Press the Enter key. If the File Document on Remote System display appears, go to step 10 on page 6-73. If the document library or remote user ID and address specified is *different* from the last remote operation you did, the following display appears.

```
                      File Document on Remote System

 Document description . . :   Minneapolis information
 Document type  . . . . . :   Search results list document

 Type choices, press Enter.

   Document library . . . .   MDOC                 Name, F4 for list

   Remote user  . . . . . .   HANSON   MPLS        User ID/Address, User ID
                 .............................................................
   Remote user  :                      Remote User Password                   :
     on behalf  :                                                             :
                :   Type choice, press Enter.                                 :
                :                                                             :
                :     Password . . . . . . . . . .                            :
                :                                                             :
                :   F12=Cancel                                                :
                :                                                             :
                :.............................................................:

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

9. For the *Password* prompt, type the password for this remote system. As you type the password, the cursor moves, but the password does not appear on the display. This prevents anyone from seeing your password. After you type the password, press the Enter key.
10. The File Document on Remote System display appears. If you need information on how to complete these displays, see the description of them under "Filing a Mail Item Remotely" on page 3-30.
11. Press the Enter key. A message appears stating the document is being filed.
12. Press F3 (Exit).

Changing Authority to a Document List

This task shows how to change the authority that someone has to a document list. The **authority** is the type of security associated with the document list.

To verify or change the type of authority that someone has to a document list, do the following:

1. On the Documents and Folders display, type option **4** (Work with document lists). Press the Enter key.
2. The Work with Owned Document Lists display appears.
3. Move the cursor next to the description of the document list you want to verify or change the authority of and type a **14** (Change authority) in the *Opt* column. Press the Enter key.

   The Change Document Authority display appears.

```
                         Change Document Authority

Document . . . . . . . . . . . . :   CC3N394252
  Folder . . . . . . . . . . . . :     MYFLR

Owner  . . . . . . . . . . . . . :   HANSON

Type changes, press Enter.

  Authorization list . . . . . . .   D530          Name

  Personal document  . . . . . . .   N             Y=Yes, N=No

  Public authority . . . . . . . .   *CHANGE       *ALL, *CHANGE
                                                   *USE, *EXCLUDE, *AUTL




   F3=Exit   F6=Add new users   F12=Cancel   F13=Change authorized users
   F15=Change access codes      F24=More keys
```

   Use this display to add or remove an authorization list, change the personal status, and change the *PUBLIC authority of a document.

   The authority levels for *PUBLIC are:

Type	Description
*ALL	The user can do most functions (such as read, change, delete, and save) but cannot transfer ownership of the document.

*CHANGE	The user can change the document and document description.
*USE	The user can read the document and document description.
*EXCLUDE	The user cannot see or use the document.
*AUTL	Authorization list (*AUTL) applies only when *PUBLIC authority to a document is authorized using an authorization list. This means that anyone who is not authorized to the document, as shown on this display, has the same type of authority to it as specified in the authorization list for this document. The name of the authorization list (if any) for this document is shown in the *Authorization list* prompt on this display.

You can change the access codes for this document by pressing F15 (Change access codes). To view a list of users authorized through the authorization list, press F14 (Display authorization list).

4. Press F13 (Change authorized users).

   The Change Authorized Users display appears.

```
                              Change Authorized Users

 Document . . . . . . . . . . . :   CC3N394252
 Folder . . . . . . . . . . . . :   MYFLR


 Type changes, press Enter.
 Authority:  *ALL, *CHANGE, *USE, *EXCLUDE

 User      Authority                User      Authority
 SMITH     *ALL
 JONES     *ALL









                                                                       Bottom
    F3=Exit    F5=Refresh    F6=Add new users    F12=Cancel    F17=Top   F18=Bottom
```

5. On this display, you can change or remove a user's authority to the document list.

   A user can have one of the following types of authority:

Type	**Description**
*ALL	The user can do most functions (such as read, change, delete, and save) but cannot transfer ownership of the document.
*CHANGE	The user can change the document and document description.
*USE	The user can read the document and document description.
*EXCLUDE	The user cannot see or use the document.

   After you make changes to the display, press the Enter key. The Change Authorized Users display reappears showing your changes.

6. To add users, press F6 (Add new users).

The Add New Users to Document display appears.

```
                        Add New Users to Document

Document . . . . . . . . . . . . :   CC3N394252
  Folder . . . . . . . . . . . . :     MYFLR


Type information, press Enter.
Authority:  *ALL, *CHANGE, *USE, *EXCLUDE

User      Authority                          User      Authority
SMITH    *ALL                                ________  _________
JONES    *ALL                                ________  _________
________  _________                          ________  _________
________  _________                          ________  _________
________  _________                          ________  _________
________  _________                          ________  _________
________  _________                          ________  _________
________  _________                          ________  _________
________  _________                          ________  _________
________  _________                          ________  _________
________  _________                          ________  _________
                                                                 More...
   F3=Exit   F12=Cancel    F17=Top  F18=Bottom
```

After you have made the changes to the display, press the Enter key. The Change Authorized Users display appears again with the changes you have made. If you did not make any changes to the display, and you press the Enter key, the display you were on before you selected the Change Authorized Users display reappears.

7. Press the Enter key again. The Change Document Authority display appears.
8. Press F3 (Exit).

Viewing the Status of Remote Requests

You can display a list of your remote requests and the current status of them. Remote requests are used for:

- Performing a remote search
- Getting a copy for changing
- Copying a document to the local system
- Printing a remote document
- Changing remote document information
- Deleting a remote document
- Filing a remote document
- Changing remote document authority

To display the status of your remote requests, do the following:

1. On the Documents and Folders display, type option **5** (Work with status of remote requests).

   Note: Option 5 (Work with status of remote requests) does not appear on the Documents and Folders display unless your system has access to remote libraries.

2. Press the Enter key.

3. The Work with Status of Remote Requests display appears. This display shows the status of all remote requests that have not been deleted.

```
                      Work with Status of Remote Requests

 Status for user ID . . . . . . . :   HANSON    ROCH

 Type options, press Enter.
   4=Delete   5=View details   9=Cancel pending request

      Request  Request                                             Date of
 Opt  Type     Description                              Status     Request
  _   Search   Department information         DEPTINFO  Completed  04/15/88
  _   Search   Specifications for using color COLOR     Completed  04/15/88
  _   Search   Specifications for ordering paper PAPERSPC Failed   04/13/88
  _   Search   Specifications for ordering ink INKSPEC  Pending    04/12/88
  _   Get      Accounting information                   Pending    04/08/88
  _   Get      Actual expenses                          Pending    04/08/88
  _   Delete   Listing                                  Failed     04/06/88
  _   Delete   Quality plan                             Pending    04/04/88
  _   Print    Vacation plan                            Completed  04/04/88


                                                                    Bottom
 F3=Exit   F5=Refresh   F11=Display full description   F12=Cancel
 F17=Position to        F19=Display messages
```

The remote request can be one of the following request types:

Type	**Description**
Print	A request to print the document on the remote system.
Delete	A request to delete the document at the remote system.
Get	A request to get the document from a remote system to change it.
Copy	A request to get a copy of the document from a remote system.
Search	A request to find a document on a remote system.
File	A request to save (file) a document on the remote system.
Change	A request to change the document details of a document on a remote system.
Secure	A request to change the document authority for a document on a remote system.

The status of the remote request can be one of the following:

Status	**Description**
Pending	The request is being processed or is still waiting to be processed.
Completed	The request completed normally.

Failed — The request did not complete normally.

Canceled — The request is canceled.

Renamed — A get or copy request completed normally. However, the requested document is given a new name because when it was received at the local system, a document with the same name was found. In this case, move the cursor down to the document and in the *Opt* column, type a **5** (View details) to see what is used for the new name.

4. Decide if you want to do any of the following:

   - If you want to delete the status of a request, move the cursor next to that status and type a **4** (Delete). This does not cancel a request, but only removes the status information about it from the list. The request still gets completed. You may want to do this to help keep the number of status requests on the list to a minimum. For example, you may want to delete status requests that are no longer pending or status requests you are not interested in knowing the status of.

   - If you want to view the details of a request, move the cursor next to that status request and type a **5** (View details). This shows you information about the request such as the library name, dates, times, and failure details.

   - If you want to cancel a status request that has a status of pending, move the cursor next to that status and type a **9** (Cancel pending request). This does not remove the status request from the list, but cancels the request if it has not already started.

   - If you are working on behalf of another user and want to switch from the list of requests for that user to yours, or from yours to the list of requests for the other user, press F11 (Change user). Press F11 again to switch back to the other list.

5. Press F3 (Exit).

Chapter 7. Using Directories and Distribution Lists

This chapter describes how to work with the system distribution directory, a distribution list, and a personal directory using OfficeVision/400.

Most of the functions described in this chapter are available to you through OfficeVision/400 only if the mail function 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 Personal Directories" on page 7-19 for information about personal directories.

Viewing the System Distribution Directory

The **system distribution directory** contains information that is used to distribute electronic mail. It identifies someone as a local, a remote, or an indirect user. An **indirect user** is someone who receives electronic mail as printed copy rather than signing on the system to receive mail. Because the system only checks mail for an indirect user periodically, mail for an indirect user may be delayed. In addition, the system distribution directory may contain information about each user, such as the mailing address and telephone number.

Only an administrator has full-update authority to the system distribution directory. However, if you are not an administrator, you can view the system distribution directory and change some parts of your own directory entry. For more information about changing parts of your directory entry, see "Changing Your System Distribution Directory Information" on page 8-1.

Note: If the mail function is not installed on your system, the system distribution directory function is not available to you through OfficeVision/400. You can access the system distribution directory by typing **WRKDIR** or **DSPDIR** on the command line.

To view the system distribution directory, do the following:

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

   Note: If the AS/400 Main Menu does not appear after you sign on, type the Start Office (STROFC) command on the command line of the display and press the Enter key. The OfficeVision/400 menu appears. Skip step 2 and go to step 3.

2. On the Office Tasks menu, type option **1** (OfficeVision/400) and press the Enter key. The OfficeVision/400 menu appears.
3. On the OfficeVision/400 menu, type option **7** (Directories and distribution lists) and press the Enter key.

4. The Directories and Distribution Lists display appears.

```
                         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
     _

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

5. Type option **2** (System directory). Press the Enter key.
6. 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
 _    ANDY       ROCH       Stevens, Andy
 _    ANN        ROCH       Pierce, Ann
 _    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
```

7. If you want to see the system directory details (such things as the telephone number and location) for a user, move the cursor next to the user ID of that user and type option **5** (Display details).

   After viewing the details for a user ID, press the Enter key to return to the Display Directory Entries display.
8. 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 messages, notes, and documents to a group of users in one step instead of one at a time. You can view, change, and delete a distribution list that you create. Anyone can view any distribution list.

Note: If the mail function is not installed on your system, the distribution lists function is not available to you through OfficeVision/400. You can work with distribution lists by typing **WRKDSTL** at any command line.

The *Distribution Services Network Guide* contains more information about distribution lists.

Creating a Distribution List

To create a distribution list, do the following:

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

```
                          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
     _

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

3. Type option **3** (Distribution lists). Press the Enter key.

4. The Work with Distribution Lists display appears. This display shows a list of existing distribution lists.

```
                         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

  _     ACCDSTL    ACCTG       Distribution list for accounting
  _     DEPT248    DLIST       Members of Department 248

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

5. Type option **1** (Create list) on the first option line. Press the Enter key.

   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
```

6. For the *List ID* prompt, type the two-part ID by which the distribution list is to be known.

   To make it easier to manage the system, use a consistent naming convention for list IDs. As an example, DEPT001 DLIST and DEPT999 DLIST can be list IDs for two departments, and PROJ22 PLIST and PROJ32 PLIST can be list IDs for two projects. The second part of the list ID can also be the system name. This convention allows remote lists to be more easily associated with a location.

7. For the *Description* prompt, type the description for this distribution list.

8. Press the Enter key. The Add Distribution List Entries display appears.

```
                        Add Distribution List Entries

Distribution list:
  List ID . . . . . . . :   D543      PSPECS
  Description . . . . . :   Paper specifications reviewers in Dept 543

Type distribution list ID to copy entries, or type user ID/address 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
```

9. Type the entries on the distribution list by doing any or a combination of the following methods:

   - Type the user ID and address, user ID only, or nickname for each person you want on the distribution list.
   - For the *Copy from list ID* prompt, type one or both parts of the name or nickname of another distribution list containing the entries you want added to this distribution list. If a valid name is typed, all entries in that list are added to this list. If duplicate entries are in the distribution list you select, they also appear in the new distribution list.

     If you are not sure of the name of the distribution list or you want to see the names of other distribution lists you can select, press F4 (Prompt) with the cursor in the *Copy from list ID* prompt.
   - Press F4 (Prompt) with the cursor in either the *User ID* or *Address* columns to see a list of everyone (all user IDs and addresses) in the system distribution directory. Then by following the information on the display, select the user IDs you want to add to the new distribution list. The entries that you select appear on the Add Distribution List Entries display.

10. Press the Enter key.

    If a user ID has more than one address, or a user ID and address have more than one description, a list appears from which you can select one or more IDs.

    If you specify only the first part of a list ID on the *Copy from list ID* prompt and there is more than one list with the same ID, a list appears from which you can select the ID you want.

    After you have added the entries, a message appears at the bottom of the display indicating the number of entries added to the distribution list.

11. 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.

12. Press F3 (Exit).

Viewing a Distribution List

To view 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

  _    ACCDSTL    ACCTG       Distribution list for accounting
  _    DEPT248    DLIST       Members of Department 248
  _    D543       PSPECS      Paper specifications reviewers in Dept 543
  _












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

3. Move the cursor next to the name of the distribution list you want to view and type a **5** (Display entries) in the *Opt* column. Or type a **5** (Display entries) and the name of the list on the input lines at the top of the list. Press the Enter key.

4. The Display Distribution List Entries display appears.

5. After you have finished viewing the distribution list, press F3 (Exit).

Changing a Distribution List

Changing a distribution list consists of adding or deleting distribution list entries.

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.

3. Move the cursor next to the name of the distribution list you want to change and type an **8** (Work with entries) in the *Opt* column. Or type an **8** (Work with entries) and the name of the list on the input lines at the top of the list. Press the Enter key.

Note: If you are not authorized to change the list, an error message appears on the Work with Distribution Lists display. Press F3 to exit this function.

4. The Work with Distribution List Entries display appears.

```
                    Work with Distribution List Entries

List ID . . . . . . . . :   D543      PSPECS
Description . . . . . . :   Paper specifications reviewers in Dept 543

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

                                                                  Bottom
F3=Exit   F5=Refresh   F12=Cancel   F17=Position to
```

5. If you want to remove an entry, move the cursor down to the entry you want to remove and type option **4** (Remove entry). Or type a **4** (Remove entry) and the name of the user ID on the input lines at the top of the list. Press the Enter key. A display appears to let you confirm the removal. Press the Enter key again to confirm the removal, or press F12 (Cancel) to return to the Work with Distribution List Entries display where you can change the option for this entry. Then go to step 6 if you have an entry to add, or press F3 (Exit).

6. If you want to add an entry, do the following:

   a. Type option **1** (Add entries) on the input lines at the top of the list. Press the Enter key. The Add Distribution List Entries display appears.

```
                       Add Distribution List Entries

Distribution list:
  List ID . . . . . . . :   D543      PSPECS
  Description . . . . . :   Paper specifications reviewers in Dept 543

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

Copy from list ID . . . . . .  ________   ________    F4 for list

User ID    Address          User ID    Address          User ID    Address
________   ________         ________   ________         ________   ________
________   ________         ________   ________         ________   ________
________   ________         ________   ________         ________   ________
________   ________         ________   ________         ________   ________
```

   b. Add entries to the distribution list by doing any or a combination of the following methods:

      - Type the user ID and address, user ID only, or nickname for each person you want to add to the distribution list.

- For the *Copy from list ID* prompt, type one or both parts of the name or nickname of another distribution list containing the entries you want added to this distribution list. If a valid name is typed, all entries in that list are added to this list. If duplicate entries are in the distribution list you select, they also appear in the distribution list.

  If you are not sure of the name of the distribution list or you want to see the names of other distribution lists you can select, press F4 (Prompt) with the cursor in the *Copy from list ID* prompt.

- Press F4 (Prompt) with the cursor in either the *User ID* or *Address* columns to see a list of everyone (all user IDs and addresses) in the system distribution directory. Then, by following the information on the display, add the users you want to the distribution list. The entries that you select appear on the Add Distribution List Entries display.

c. Press the Enter key.

   If there is more than one address or one description for a user ID, a list appears from which you can select one or more IDs.

   If you specify only the first part of a list ID on the *Copy from list ID* prompt, and there is more than one list with this ID, a list appears from which you can select the ID you want.

   After you have added the entries, a message appears at the bottom of the display indicating the number of entries added to the distribution list.

d. Press the Enter key again. The Work with Distribution List Entries display appears.

e. Press F3 (Exit).

Deleting a Distribution List

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

 _    ACCDSTL    ACCTG      Distribution list for accounting
 _    DEPT248    DLIST      Members of Department 248
 _    D543       PSPECS     Paper specifications reviewers in Dept 543

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

3. Move the cursor next to the name of the distribution list you want to delete and type a **4** (Delete list) in the *Opt* column. Or type a **4** (Delete list) and the name of the list on the input lines at the top of the 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 distribution list. Press the Enter key again to confirm the deletion, or press F12 (Cancel) to return to the Work with Distribution Lists display, where you can change the option for this distribution list.

   If you are not the distribution list owner or an administrator, an error message appears on the display and 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, an existing nickname can be typed for the *User ID* or *List ID* prompt. Nicknames are not shared with other users.

Note: If the mail function is not installed on your system, you cannot work with nicknames through OfficeVision/400. You can work with nicknames by typing **WRKDSTL** on the command line and pressing F9 (Work with nicknames), or by typing **DSPDIR** on the command line and pressing F9 (Display nicknames).

Creating a Nickname

To create a nickname, do the following:

1. On the OfficeVision/400 menu, type option **7** (Directories and distribution lists) and press the Enter key.

2. The Directories and Distribution Lists display appears.

```
                    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
     _

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

3. Type option **4** (Nicknames). Press the Enter key.
4. The Work with Nicknames display appears. Type option **1** (Add) on the input lines at the top of the list. 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






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

5. For the *Nickname* prompt, type a name you want to give to an existing user ID or distribution list. The name should be meaningful to you and easy to remember. For example, you could type MANAGER to create a nickname for your manager or DEPT to create a nickname for a distribution list that contains the names of all the people in your department.
6. For the *Description* prompt, type a description for the nickname. If you do not type something for this prompt, the first description found for the user ID or list ID you type later on this display becomes the description for the nickname.
7. Do one of the following:

- For the *User ID/Address* prompt, type the user ID and address for the nickname. If you do not complete the prompt for the address, the system finds the address for that user ID.

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

- For the *List ID* prompt, type the two-part list ID of the distribution list for the nickname. If you do not complete the prompt for the second part of the list ID, the system finds the information.

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

8. Press the Enter key.

   If a user ID has more than one address, a list appears from which you can select an address. If you specify only the first part of the list ID and there is more than one list with this ID, a list appears from which you can choose an ID.

   When all information is complete, a message appears at the bottom of the display indicating that the nickname is created.

9. Press F3 (Exit).

Changing a Nickname

You can change the nickname, the description, user ID, address, or list ID for a nickname you created.

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

1. On the Directories and Distribution Lists display, type option **4** (Nicknames). Press the Enter key.

2. 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    Nickname for my manager                         USER
  _    DEPT       Nickname for my department distribution list    LIST












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

3. Move the cursor next to the nickname you want to change and type a **2** (Change) in the *Opt* column. Or type a **2** (Change) and the name of the nickname on the input lines at the top of the list. Press the Enter key.

4. If the nickname is for a user, the Change User Nickname display appears. If the nickname is for a distribution list, the Change List Nickname display appears.

```
                              Change User Nickname

 Type changes, press Enter.

   Nickname . . . . . . . .   MANAGER
   Description  . . . . . .   Nickname for my manager

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









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

   If you are changing the nickname information for a distribution list, the *List ID* prompt appears instead of the *User ID* prompt.

5. You can change the information for any of the following prompts on the display by typing over the information that already appears for the prompts:
   a. **Nickname**. This is the name you gave to an existing user ID or distribution list.
   b. **Description**. This is the description for the nickname.
   c. **User ID/Address**. This is the user ID and address for the nickname. If you change the user ID and remove the address for the *Address* prompt, the system finds the address for that user ID.
   d. **List ID**. This is the list ID of the distribution list for the nickname. If you change the first part of the list ID and remove the second part, the system finds the information.
6. Press the Enter key.

   If a user ID has more than one address, a list appears from which you can select an address. If you specify only the first part of the list ID and there is more than one list with this ID, a list appears from which you can select an ID.
7. Press the Enter key again. The Work with Nicknames display appears.
8. Press F3 (Exit).

Removing a Nickname

To remove a nickname you added, do the following:

1. On the Directories and Distribution Lists display, type option **4** (Nicknames). Press the Enter key.

2. 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    Nickname for my manager                         USER
  _    DEPT       Nickname for my department distribution list   LIST
  _










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

3. Move the cursor next to the nickname you want to remove and in the *Opt* column, type a **4** (Remove). Or type a **4** (Remove) and the name of the nickname on the input lines at the top of the list. Press the Enter key.

4. A display appears to let you confirm the removal. Press the Enter key again to confirm the removal, or press F12 (Cancel) to return to the Work with Nicknames display, where you can change the option for this nickname.

5. Press F3 (Exit).

Searching the System Distribution Directory

The search function allows you to look for information you need about other users. For example, you may want to know the telephone number and user ID of another user with whom you need to communicate.

Note: If the mail function is not installed on your system, the search function is not available to you through OfficeVision/400. You can search the system distribution directory by typing **DSPDIR** on the command line and then pressing F10 (Search directory).

The result of the search function is a list containing the following fields of the user or users for whom you requested the search function:

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

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
- Location
- Building
- Company

There are two types of search functions: standard (or exact), and generic.

Using the Standard or Exact Search Function

The standard search function returns character matches that equal exactly the information you typed as a search string, ignoring uppercase and lowercase characters. For example, if you request the following search argument (also known as a search string):

```
sAN
```

The result of your search request could be any or all of the following:

```
SAN
sAN
san
San
```

Using the Generic Search Function

The generic search is similar to the standard search, with the exception of a special variable character you can use anywhere in the search string. The asterisk (*) represents an unknown string in a field. Consequently, the variable character broadens the scope of your search request by looking at additional characters in a field. You can search for words beginning with, containing, or ending with the variable character and search string.

Note: The search may result in a slower response if you use the variable character at the beginning of your search request rather than at the end. For example, `IN*` results in a faster search response than specifying `*IN*`, `*IN`, or `I*N`.

For example, if you request the following search that begins with the search string:

```
sAN*
```

The result of your search request could be any or all of the following:

```
SAN
Sandy
San Francisco
Sanka
```

To request the following search that contains the search string, you type:

```
*SAN*
```

This returns all matches containing your search string. The result of your search could be any or all of the following:

```
insane
thousand
nuisance
San Francisco
Sanka
```

To request the following search that ends with a search string, you type:

```
*ING
```

This returns all matches containing your search string. The result of your search could be any or all of the following:

```
running
jumping
walking
working
```

Your administrator can specify that all searches are to be generic searches. Ask your administrator to use the CHGDIRA SCHTYPE (*GENERIC) command to set this.

Performing the Search Function

To search the system distribution directory, do the following:

1. On the OfficeVision/400 menu, type option **7** (Directories and distribution lists) and press the Enter key.
2. The Directories and Distribution Lists display appears.
3. For the *Selection* prompt, 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.
5. For the *Data to search* prompt, you can indicate that you want to search for local data only, or that you want to search for data for both local and remote

systems. The default is to search for local information only. Type a **2** if you want to search for both local and remote data.

6. After you type the information, press the Enter key. If no matches are found, a message appears at the bottom of your display indicating no matches were found.

   Any matches found are shown alphabetically by full name on the following display:

```
                        Display Names from Search Results

 Type options, press Enter.
   5=Display directory entry details  6=Print directory entry details
   8=Display department members


 Opt   Name                                          Telephone Number
  _    Smith, Mark Allen                             (123)976-1234
  _    Smith, Mark Allen                             (123)976-0000
```

   You can move the cursor down to a name and in the *Opt* prompt, type a **5** (Display directory entry details) to display the directory entry details, or you can type a **6** (Print directory entry details) to print directory entry details. Pressing the Enter key without typing any options returns you to the Search System Directory display.

   To display department details, you can move the cursor down to a name and in the *Opt* prompt, type an **8** (Display department details). You can also view the user ID/address and department by pressing F11 (Display user ID/address and department), or print the search results by pressing F15 (Print list).

   If an asterisk (*) appears in the *Name* prompt, a full name has not been entered for the directory entry, but the user is a member of a department.

7. Press F3 (Exit).

Working with Departments

The department function allows you to display all the members in a department or to identify the management levels for a department or an individual.

Note: If the mail function is not installed on your system, this function is not available to you through OfficeVision/400. If you are an administrator, you can access departments by typing **WRKDIR** on the command line and then pressing F13 (Work with departments). If you are not an administrator, type **DSPDIR** on the command line and then press F13 (Display departments).

If you are not an administrator, you can only display or print department details. If you are an administrator, you can add, change, and remove departments, or work with department members. For information on working with the department function as an administrator, see the *Managing OfficeVision/400** manual.

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 and 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 department 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 P. Jones
  User ID/Address. . . . . . :      JONES    ROCH
Reports to . . . . . . . . . :   SMITH
Locally-defined  . . . . . . :   Yes

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

Opt   Department Members                           Telephone Number
 _    Smith, John Allen (John)                     333-5834
 _    Smith, Karen Jane (Karen)                    333-0000
 _    Smith, Peter Gregory (Pete)                  333-4273
 _    Smith, Sara Ann (Sara)                       333-6834



                                                                  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, or view the user IDs and addresses of the department members.

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 and 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 departments for which you are printing the details and type a **6** (Print details) in the *Opt* column. Press the Enter key. The department details print with a list of the department members. A completion message appears at the bottom of your display once the printing is completed.
4. Press (F3) Exit.

Working with Locations

The location function allows you to display all the locations in the system distribution directory.

Note: If the mail function is not installed on your system, this function is not available to you through OfficeVision/400. If you are an administrator, you can access locations by typing **WRKDIRLOC** on the command line. If you are not an administrator, type **DSPDIR** on the command line and then press F18 (Display directory location).

If you are not an administrator, you can only display or print location details. If you are an administrator, you can add, change, remove, or combine locations. For information on working with locations as an administrator, see the *Managing OfficeVision/400** manual.

Displaying Location Details

You can display the details of a location by doing the following:

1. On the OfficeVision/400 menu, type option **7** (Directories and distribution lists) and press the Enter key. The Directories and Distribution Lists display appears.
2. Type option **2** (System directory) and press the Enter key. The Display Directory Entries display appears.
3. Press F18 (Display directory locations). The Display Directory Locations display appears.

```
                       Display Directory Locations

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

Opt     Location
 _      Boston, MA
 _      Byron, MN
 _      Chatfield, MN
 _      Chicago, IL
 _      Dallas, TX
 _      Eau Claire, WI
 _      Fountain, MN
 _      Geneva, Switzerland
 _      Houston, TX
 _      Ignace, MI
 _      Jacksonville, FL
 _      Kansas City, MO
 _      McClusky, ND
 _      Minneapolis, MN
 _      Oronoco, MN
                                                                  More...
F3=Exit   F5=Refresh   F12=Cancel   F15=Print locations   F17=Position to
```

4. Move the cursor next to the location for which you are displaying the details and type a **5** (Display) in the *Opt* column. Press the Enter key. The Display Directory Location Details display appears.

```
                    Display Directory Location Details

Location . . . . . . . :   Rochester, MN

Address  . . . . . . . :   Highway 52 and 37 St. NW
                           Rochester, MN
                           55901



Locally-defined  . . . :   Yes






Press Enter to continue.

F3=Exit   F12=Cancel
```

5. Press F3 (Exit).

Working with Personal Directories

A **personal directory** is a collection of entries of similar things and is defined by the user. For example, a personal directory can be a telephone directory or an inventory report. A personal directory that you create may or may not have anything to do with the system distribution directory, depending on what you intend to use the personal directory for.

Creating a Personal Directory

To create a personal directory, do the following:

1. On the OfficeVision/400 menu, type option **8** (Decision support) for the *Selection* prompt 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
      3. Business Graphics Utility (BGU)
      4. Personal directories

     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. For the *Selection or command* prompt, type a **4** (Personal directories) and press the Enter key.

   Note: If the mail function is installed on your system, you can also work with personal directories from the Directories and Distribution Lists display. On the Directories and Distribution Lists display, type a **1** (Personal directories) for the *Selection* prompt 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. Press F13 (More tasks).

```
                         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. 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. In the *Personal directory* prompt, type the name you want for the personal directory you are creating. 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. If you want to copy the format of another personal directory to use to create this personal directory, type the name of that directory in the *Copy from* prompt. If you want to see a list of personal directories, press F4 (List) with the cursor in this prompt. Press the Enter key.

   The contents of the Work with Personal Directory display are similar to the directory you copied. You can change any information for the prompts on the display using the remaining steps in this task.

9. For the *Authority* prompt, 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.
   - Type a **2** (Change) if you want to allow all system users the ability to search for, view, add, change, and remove entries in this personal directory.

10. For the *Description* prompt, type the description for the personal directory you are creating.

11. In the *Field Name* column, type each field name. For example, if you are creating a personal directory for inventory items, 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 column.

12. In the *Column Heading* column, type each column heading name. For example, type **Name**, **Number**, and **Cost**.

    A column name can be a maximum of 20 characters long. The column name is used to specify the headings for the directory whenever they are displayed or printed. Up to 9 column headings are allowed.

13. In the *Field Length* column, type the length for each field. This column indicates how long the field is for each entry that you type in the *Column Heading* column. For example, type **20**, **6**, and **6** on the first three lines in this

column. This indicates that the *Item name* can be 20 characters long, the *Inventory number* can be 6 characters long, and the *Cost* can be 6 characters long.

If you want to use the field later for searching, the maximum length is 20 characters. If you do not want to use the field later for searching, the maximum length is 76 characters.

14. In the *Space* column, type the number of spaces you want between each column that you specified in the *Column Heading* column. For example, on each of the first three lines in this column, type a **3**. This indicates that you want three spaces between each column.

15. In the *Type* column, indicate the type of character you want for each entry. For example, typing an L means that both uppercase and lowercase letters are accepted. Typing a U means that OfficeVision/400 automatically capitalizes all letters you type for the entry. Typing an N means that only numbers are accepted for the entry.

    Letters are not accepted in entries marked N. However, numbers are accepted in entries marked L or U.

16. In the *Search* column for each entry, indicate whether this is a search field. A Y (Yes) means this is a search field. An N (No) means this is not a search field. There can be a maximum of six search fields. Making an entry a search field lets you find the information later when you need to change or delete it.

17. Press the Enter key. The column headings, the column lengths, the spacing between, and their types are shown at the bottom of the display.

    Notes:

    a. The 20 Ls under the *Name* heading indicate the *Item name* field is 20 characters long and both uppercase and lowercase characters can be typed for this prompt. The 6 Ns under the *Number* and *Cost* headings indicate that the fields are 6 characters long and that you can only type numbers for these prompts.

    b. The total length of a line can be up to 76 positions long.

```
                         Work with Personal Directory

 Type information, press Enter.
   Personal directory . . . .   INVENTORY      Name, F4 for list
   Copy from . . . . . . . . .  __________     Name, F4 for list
   Owner . . . . . . . . . . .  HANSON
   Authority . . . . . . . . .  2              1=Use, 2=Change, Blank=None
   Description . . . . . . . .  Current Inventory List

 Field Name        Column Heading          Field Length   Space   Type   Search
 Item name         Name                         20          3      L       Y
 Inventory number  Number                        6          3      N       Y
 Cost              Cost                          6          3      N       Y
 ________________  ____________________         __          _      _       _
 ________________  ____________________         __          _      _       _
 ________________  ____________________         __          _      _       _
 ________________  ____________________         __          _      _       _
 ________________  ____________________         __          _      _       _
 Name                   Number   Cost
 LLLLLLLLLLLLLLLLLLLL   NNNNNN   NNNNNN

 F3=Exit   F4=Prompt   F5=Refresh   F12=Cancel   F19=Display messages
 Press Enter to create directory.
```

18. Press the Enter key again. You receive a message stating that the personal directory has been created.
19. Press F3 (Exit).

Changing or Removing a Personal Directory

Sometimes you may need to change information about a personal directory you own. For example, you may want to change the type of authority that users have to a personal directory or the way it looks. Also, you may decide to remove a personal directory that you no longer need. If you want to change or remove entries in a personal directory, see "Viewing, Changing, or Removing a Personal Directory Entry" on page 7-28.

To change or remove a personal directory, do the following:

1. On the Directories and Distribution Lists display, type option **1** (Personal directories). Press the Enter key.
2. The Specify Personal Directory Criteria display appears. Press F13 (More tasks).
3. 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
```

4. For the *Selection* prompt, type a **1** (Work with personal directory).
5. For the *Personal directory* prompt, type the name of the personal directory that you want to change or remove. Press the Enter key.
6. The Work with Personal Directory display appears for the name you specified on the More Personal Directory Tasks display.

```
                        Work with Personal Directory

Type information, press Enter.
  Personal directory . . . .   INVENTORY      Name, F4 for list

  Owner . . . . . . . . . . .   HANSON
  Authority . . . . . . . . .   2              1=Use, 2=Change, Blank=None
  Description . . . . . . . .   Current Inventory List

Field Name        Column Heading          Field Length   Space   Type   Search
Item name         Name                         20           3      L       Y
Inventory number  Number                        6           3      N       Y
Cost              Cost                          6           3      N       Y





Name                   Number   Cost
LLLLLLLLLLLLLLLLLLL    NNNNNN   NNNNNN

F3=Exit   F4=Prompt   F5=Refresh   F12=Cancel   F16=Remove
Directory found.
```

7. Do one of the following:

   - Change any information for the *Owner, Authority*, and *Description* prompts and for the *Field Name* column as needed. If you need more information about any of the prompts, press the Help key, or see the description of each one in "Creating a Personal Directory" on page 7-20. Press the Enter key. The changes are made.

     Note: You can change the information for the *Owner* prompt only if you are an administrator.

   - If you want to remove this personal directory, press F16 (Remove). At the bottom of the display, the following message appears:

     `REMOVE request.  Press Enter to remove, F5 to cancel.`

     If you are removing the wrong personal directory, press F5. If you want to remove this personal directory, press the Enter key. The personal directory is removed.

8. Press F3 (Exit).

Changing User Authority to a Personal Directory

You can give another user the authority to change a personal directory you own. You can also change the type of authority or remove the authority another user has to a personal directory you own.

To give or change authority to a personal directory, do the following:

1. On the Directories and Distribution Lists display, type option **1** (Personal directories). Press the Enter key.
2. The Specify Personal Directory Criteria display appears. Press F13 (More tasks).
3. 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
```

4. For the *Selection* prompt, type a **2** (Change personal directory authority).
5. For the *Personal directory* prompt, type the personal directory name whose user authority you want to change. Press the Enter key.

   Note: If you are not sure of the name of the personal directory, press F4 (List) with the cursor in this prompt to see a list of personal directories.

6. The Change Personal Directory Authority display appears for the personal directory name you specified on the More Personal Directory Tasks display. Also shown is the type of authority that was assigned to the personal directory when it was created or changed. This display shows who you can authorize to your personal directory.

```
                  Change Personal Directory Authority

Authority  . . . . . . . . . . :  USE

Personal directory . . . . . . .  INVENTORY    Name, F4 for list
Copy from  . . . . . . . . . . .  __________   Name, F4 for list
Position to  . . . . . . . . . .  __________   Starting character(s)

Type authority, press Enter.
  1=Use  2=Change  Blank=None

Authority        User        Full Name
    _            ANDERSON    Anderson, Ben C
    _            BENTLEY     Bentley, Dan
    _            HENKE       Henke, S K
    _            KING        King, Jean
    _            NENANCY     Nelson, Nancy E
    _            PETERSON    Peterson, R N
    _            ROSE        Nelson, Rose
    _            SJONES      Jones, Sharon
    _            TOM         Dixon, T F
                                                              More...
F3=Exit   F4=Prompt   F5=Refresh   F12=Cancel   F16=Revoke all
```

7. If you want this personal directory to specify the same authorities as another personal directory, type the name of that personal directory in the *Copy from* prompt. The authorities are copied to this personal directory.

8. If you did not complete the *Copy from* prompt, specify the type of authority you want each person to have in the *Authority* column next to each user ID. You can do one of the following:
   - Type a **1** (Use) if you want to allow the user only the ability to search for and view the entries in this personal directory.
   - Type a **2** (Change) if you want to allow the user the ability to search for, view, add, change, and remove entries in this personal directory.
   - Leave the prompt blank if you want the user to have the same type of authority for this personal directory as shown for the *Authority* prompt. If a number is shown already, you can space over it.

   Note: The type of authority that users have to the personal directory is assigned when the personal directory is created or changed and is shown at the top of the Change Personal Directory Authority display. However, a user on your system may still have authority to the personal directory even though you have removed it or not given it to that user. For example, if the type of authority shown at the top of display is USE and the *Authority* column is blank for someone, that person has use authority to the personal directory.
9. Press the Enter key. The authorities are changed.
10. Press F3 (Exit).

Adding a Personal Directory Entry

You can add entries to an existing personal directory by doing the following:

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 type of authority for the personal directory is change, or if you have been given change authority to the personal directory by the owner.

1. On the Directories and Distribution Lists display, type option **1** (Personal directories). Press the Enter key.
2. The Specify Personal Directory Criteria display appears.
3. For the *Personal directory* prompt, type the name of the personal directory to which you want to add entries. If you are not sure of the name of the personal directory, press F4 (List) with the cursor in this prompt to see a list of personal directories.
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 or changed.

```
                         Add Personal Directory Entry

Directory . . . . . :    INVENTORY    Current Inventory List
  Item name . . . . .    ____________________

  Inventory number . .   ______

  Cost . . . . . . . .   ______
```

7. Type the information for the entry you want to add. For example, next to the *Item name* prompt, type **Adhesive tape**, next to the *Inventory number* prompt, type **221314**, and next to the *Cost* prompt, type **139**.
8. Press the Enter key. The entry you just added appears at the bottom of the display and you can type another entry.
9. After you have finished adding all the entries, press F3 (Exit).

Viewing, Changing, or Removing a Personal Directory Entry

You can view and then change or remove entries in a personal directory. This helps you keep your personal directory current.

Notes:

1. To view entries in a personal directory, you must have use or change authority to that directory. You have use or change authority if you are the owner of the personal directory, if the type of authority for the personal directory is use or change, or if you have been given use or change authority to the personal directory by the owner.
2. 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 the type of authority for the personal directory is change, or if you have been given change authority to the personal directory by the owner.

To view, change, or remove entries in a personal directory, do the following:

1. On the Directories and Distribution Lists display, type option **1** (Personal directories). 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 the name of the personal directory that contains the entries that you want to view, change, or remove. If you are not sure of the name of the personal directory, press F4 (List) with the cursor in this prompt to see a list of personal directories.
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 or changed 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









 F3=Exit   F6=Add    F12=Cancel   F13=More tasks   F16=Remove   F21=Search
```

7. To find the entry you want to view, change, or remove, press the Page Down key until the entry appears or press F21 (Search). If you press F21 and need

information on how to do a search, see "Searching and Printing Personal Directory Entries" on page 7-30.

Do one of the following:

- If you only want to *view* the entry, go to step 9 when you are finished.
- If you want to *change* the entry, type over the existing information and 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.
- If you want to *remove* the entry, press F16 (Remove). A message appears at the bottom of the display for you to confirm the removal. Press the Enter key to confirm the removal. The next entry in the personal directory appears, and the entry you just removed is shown at the bottom of the display. If you now decide not to remove the entry shown at the bottom of the display, press F5. The current entry at the top of the display remains.

8. Change and remove any other entries.
9. Press F3 (Exit).

Searching and Printing Personal Directory Entries

You may want to search a personal directory for a certain entry or to see a list of related items. You may then decide to print a list of the items found or the entire personal directory.

To search and print personal directory entries (or the entire personal directory), do the following:

1. On the Directories and Distribution Lists display, type option **1** (Personal directories). 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. Do one of the following:

   - For the *Personal directory* prompt, type the name of the personal directory that you want to search or that has the entries you want to print. Press the Enter key and then skip step 4 on page 7-31 and go to step 5 on page 7-31.
   - If you are not sure of the name of the personal directory or want to see a list of personal directories from which you can select a name, press F4 (List). The Select Personal Directory display appears.

```
                         Select Personal Directory

Position to  . . . .  __________        Starting character(s)

Type option, press Enter.
  1=Select

     Personal
Opt  Directory   Description                                 Owner       Authority
 _   EXAMPLEDIR  IBM-Supplied Example Telephone Directory                USE
 _   INVENTORY   Current Inventory List                      HANSON      CHANGE
 _   SUPPLIERS   List of Paper Suppliers                     SJONES      USE
 _   VENDORS     List of Vendors                             PETERSON    CHANGE
```

4. On the Select Personal Directory display, move the cursor next to the personal directory you want to select and type a **1** (Select). Press the Enter key.

5. 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
```

6. Do one of the following:

   - If you want to see all the entries in the personal directory, do not complete the information for any prompts on the display.

   - If you want to see only certain entries in the personal directory, complete the prompts on the display with the information that you want to see. For example, you could do the following:

     a. Type **Baxter** for the *Last name* prompt. This tells the system to search for all entries that have Baxter for the last name.

     b. Type **1*** for the *Street address* prompt. This tells the system to search for all street addresses that begin with a 1.

     c. Type **'4'** for the *Phone number* prompt. This tells the system to search for all telephone numbers that have a 4 in them.

7. Press the Enter key. The system searches for all entries in the personal directory that meet your search criteria. When the search is completed and one or more entries are found, the View Personal Directory Entries display 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
```

Note: If you do not have change authority to this personal directory, the *Option* column does not appear on the display.

8. If you want to print the results of the search, press F15 (Print report). If you do not want to print the results, press F3 (Exit).

Note: When printing the results of the search, if the search criteria you specified on the Specify Personal Directory Criteria display is blank and a directory entry contains an apostrophe, all the directory entries print. If the search criteria you specified on the Specify Personal Directory Criteria display is not blank and contains an apostrophe, an error occurs and none of the directory entries print.

9. After you press F15 (Print report), the Print Personal Directory Report display appears with the name of the personal directory whose contents you are printing.

```
                        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            0-99

  Printer . . . . . . . . . . . .   *SYSVAL       *SYSVAL, name




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

10. Change the information for the *Main heading* prompt to what you want it to be. For example, type **Telephone Example Directory**.

11. Change the information for the *Sub-heading* prompt to what you want it to be. For example, you could type the date you are printing the report.

12. 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, this prompt shows a default of 1.
13. 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, this prompt shows a default of 4.
14. For the *Printer* prompt, type the printer ID (identification) 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 information for this prompt defaults to *SYSVAL and your default printer is selected to print the report.
15. Press the Enter key. Your print request is sent to the system.
16. Press F3 (Exit).

Chapter 8. Handling Administrative Functions

This chapter describes how you can use the administrative functions of OfficeVision/400 if you are not an administrator. The functions include such things as changing your enrollment, displaying access codes, giving and removing authority to handle your mail and filed documents, working with owned objects, changing calendar and personal directory information, and working with directory commands.

For information about administrative functions for an administrator, see the *Managing OfficeVision/400** manual.

Changing Your Enrollment

You cannot change all the enrollment information about yourself. Only an administrator can do that. However, you can change some information in your system distribution directory entry, your environment information, and your calendar information (if OfficeVision/400 calendar is installed on your system).

Changing Your System Distribution Directory Information

You can change information about yourself in the system distribution directory by doing the following:

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

   Note: If the AS/400 Main Menu does not appear after you sign on, type the Start Office (STROFC) command on the command line of the display and press the Enter key. The OfficeVision/400 menu appears. Skip step 2 and go to step 3.

2. On the Office Tasks menu, type option **1** (OfficeVision/400) and press the Enter key. The OfficeVision/400 menu appears.
3. On the OfficeVision/400 menu, type option **9** (Administration) and press the Enter key.

4. The Administration display appears for a user who is not an administrator.

```
                              Administration

Select one of the following:

     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
===> ____________________________________________________________

F3=Exit   F4=Prompt   F9=Retrieve   F12=Cancel   F19=Display messages
```

Notes:

a. If the mail function is not installed on your system, option **3** (Permit others to handle mail/filed documents) does not appear on the Administration display.

b. If the text search function is not installed on your system, option **7** (Display text index status) does not appear on the Administration display.

5. Type option **1** (Change enrollment). Press the Enter key.

6. The Change Enrollment display appears. The user ID and address for the user whose enrollment information is being changed is shown at the top of the display.

```
                             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: If the calendar function is not installed on your system, option 7 (Calendar information) does not appear on the Change Enrollment display. Also, if you select option 1 (All of the following options in sequence), the calendar information displays are bypassed.

7. Type option **5** (Directory information). Press the Enter key.

8. The first page of the Change Directory Information display appears with the first part of your directory information. This display allows you to change your job title, company, telephone numbers, and location in the system distribution directory.

```
                       Change Directory Information

User ID/Address . . . . :   HANSON    ROCH
Description . . . . . . :   E G HANSON    Innovative Systems

Type changes, press Enter.

  Job title . . . . . . .   Consulting Analyst
  Company . . . . . . . .   ABC Corporation

  Telephone numbers . . .   233-8888
                            __________________________

  FAX telephone number      233-7171

  Location  . . . . . . .   Third  floor
                                                   F4 for list



                                                                More...
F3=Exit      F10=Display additional details   F11=Display your descriptions
F12=Cancel   F15=Print your entry   F24=More keys
```

9. You can change the information for any prompt on this display.

10. Press the Page Down key to see the second page of the Change Directory Information display. This display allows you to change your building, office, and mailing address.

```
                       Change Directory Information

User ID/Address . . . . :   HANSON    ROCH
Description . . . . . . :   E G HANSON    Innovative Systems

 Type changes, press Enter.

   Building  . . . . . . .   F
   Office  . . . . . . . .   301

   Mailing address . . . .   1102 North Circle Freeway
                             Suite 300
                             Fairmont, Ohio






                                                                More...
F3=Exit      F10=Display additional details   F11=Display your descriptions
F12=Cancel   F15=Print your entry   F24=More keys
```

11. Press the Page Down key to see the third page of the Change Directory Information display. This display allows you to change your print cover page choice and mail notification choice.

```
                        Change Directory Information

User ID/Address . . . . :   HANSON  ROCH
Description . . . . . . :   E G HANSON   Innovative Systems

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
```

12. Make any necessary changes and press the Enter key.

13. Press F3 (Exit).

Changing Your Environment Information

Environment information is how the system handles certain things for you. This information includes notifying you of messages and showing you the names for your current library, initial personal directory, default folder, and word processing choice. To change any of your environment information, do the following:

1. On the Administration display, type option **1** (Change enrollment) and press the Enter key.
2. The Change Enrollment display appears.
3. On the Change Enrollment display, type option **6** (Environment information). Press the Enter key.
4. The Change Environment Information display appears containing your current 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  . . . . . . . . . . .   2                   1=Never, 2=Notify
                                                        3=Interrupt, 4=Same

  Current library . . . . . . . .   *CRTDFT             *CRTDFT, name
  Initial directory . . . . . . .   __________          Name, F4 for list
  Default folder  . . . . . . . .   HANSON
                                                        Name, F4 for list
  Word processing choice  . . . .   1                   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 or nickname for 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. A list of office users appears.

   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 a default of 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. How the system informs you of the message (either by a message-waiting light or sounding an audible alarm) depends on the type of display station you have. 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 the system objects you create are placed when you do not specify a library. This prompt shows a default of the name of 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 have to 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. If you are not sure of the name of the personal directory, press F4 (List) with the cursor in this prompt. A list of existing personal directory names appears.

e. **Default folder**. This prompt contains the name of the folder that is used whenever a folder is needed but not specified. It shows a default of the first 8 characters in your user profile. 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. If you want to see a list of existing folders, press F4 (List) with the cursor in this prompt.

f. **Word processing choice**. For this prompt, type 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 the attributes for your calendar, such as your starting and ending times or the length of the time periods. To change your calendar information, do the following:

Note: This option is not available if the calendar function is not installed on your system.

1. On the Administration display, type option **1** (Change enrollment) and press the Enter key.
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
```

3. Type option **7** (Calendar information). Press the Enter key.

4. The first part of the Change Calendar Information display appears containing your current 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 . . . . . . . . .    8:00a              hh:mmA, hh:mm,  hhmm, 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 or nickname of someone whose calendar values you would like to copy to your calendar values. If you complete the *Copy from* prompt, the calendar values from the calendar of the other user are used on your Calendar display.

   b. **Initial calendar**. This prompt contains the name of the first calendar you see when doing calendar functions. If the calendar you specify does not exist, it is created. If this prompt is left blank, you have to select a calendar each time you use the calendar function. If you are not sure of the name of the calendar, press F4 (List) with the cursor in this prompt. A list of existing calendar names appears.

   c. **Scheduling calendar**. This prompt contains the name of your calendar that people can use for scheduling items, if they have the correct authority.

   d. **Allow jobs or procedures**. This prompt contains the permission for you to schedule jobs or procedures on your calendar. The information for this prompt is specified 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 or procedures for which you do not have the appropriate authority. See "Scheduling a Job" on page 2-74 for more information on scheduling jobs and procedures.

   e. **View type** for single user calendar. For this prompt, type your choice as shown on the display for the kind of view you want to see for a single calendar.

   f. **View type** for multiple user calendar. For this prompt, type your choice as shown on the display for the kind of view you want to see for a multiple user calendar.

g. **Start time**. For this prompt, type the time of day you want your calendar to start. This is usually your starting time at your company. Use one of the time formats shown on your display.

h. Press the Page Down key. The second part of the Change Calendar Information display appears.

```
                       Change Calendar Information

User ID/Address . . . . . . :   HANSON   ROCH

Type choices, press Enter.

  Time format . . . . . . . .   1                    1=12 hour clock
                                                     2=24 hour clock
  Display week number . . . .   Y                    Y=Yes, N=No
  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
```

i. **Time format**. For this prompt, type either a **1** for a 12-hour format for each day, or a **2** for a 24-hour format for each day. For example, 1:30p (using the 12-hour format) would be the same as 1330 (using the 24-hour format).

j. **Display week number**. For this prompt, type either a `Y` to display the number of the week of the year on your main calendar display or **N** to not display the number of the week.

For a weekly, group, and composite views:

k. **Columns/days**. For this prompt, type how many columns/days you want on a calendar. This can be a number 5 through 7. For a weekly or composite view, specify one column for each day you want to view. For a group view, specify one column for each person in the group. If there are fewer than five people in the group, the remaining columns appear with no user specified.

l. **Time interval**. For this prompt, type the number of minutes for each time period you want in a calendar day. For example, if you specify `30`, your calendar shows 9:00, 9:30, 10:00, and so on. Valid values are `5`, `6`, `10`, `12`, `15`, `20`, `30`, `40`, or `60` for weekly, group, and composite views.

m. **Start day**. For this prompt, type the number of the day (as shown on the display) for which you want the calendar to start. For example, if you start a calendar on 1 (Monday), a 5-day calendar shows appointments for Monday, Tuesday, Wednesday, Thursday, and Friday.

Press the Page Down key. The last part of the Change Calendar Information display appears.

```
                        Change Calendar Information

User ID/Address . . . . . . :   HANSON   ROCH

Type choices, press Enter.

  For monthly view:
    Columns . . . . . . . . .   6                   5-7
    Time interval . . . . . .   60                  5-120 minutes
    Start day . . . . . . . .   7                   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
                                                                      Bottom
F3=Exit   F4=Prompt   F5=Refresh   F12=Cancel   F19=Display messages
```

For monthly view:

n. **Time interval**. For this prompt, you can select 90 and 120 minutes in addition to the values that are valid for the weekly and composite views.

For six month view:

o. **Start day**. For this prompt, type the day you want the calendar to start: MON, TUE, WED, THU, FRI, SAT, or SUN.

For daily view:

p. **Number of days**. For this prompt, you can type a number from **1** to **999** for the number of days you want to see for a daily calendar.

6. Press the Enter key.
7. Press F3 (Exit).

Note: Changes you make to the calendar information, in most cases, do not take effect until you exit OfficeVision/400.

Displaying Access Codes

Access codes are a way of restricting who can look at and work on filed documents and folders. All filed documents can be grouped according to type, and each type of filed document can have an access code consisting of a one to four digit number. The access code is assigned by the owner of a document.

To see the access codes you have authorization to, do the following:

1. On the Administration display, type option **2** (Display access codes) and press the Enter key.
2. The Display Access Codes display appears.

```
                          Display Access Codes


 Access Code          Description
        1             Budgets
        2             Department Staffing Requirements
        3             Payroll
        4             Finance
        5             Accounting
        6             Status Reports
        7             Personnel Reports
        8             Project Reports
        9             Customer List
       10             Purchasing Contracts
       11             Pricing Guidelines
       12             Test Requirements
       13             Furniture Requests
       14             Equipment Inventory
                                                                    More...
 Press Enter to continue.

 F3=Exit   F12=Cancel   F17=Position to   F19=Display messages
```

3. If you need authorization to an access code that is not listed, contact your administrator.
4. Press F3 (Exit).

Permitting Others to Handle Your Mail and Filed Documents

You can either give or revoke (remove) the authority of a person to handle your mail and filed documents.

Note: This option is not available if the mail function is not installed on your system.

Do the following:

1. On the Administration display, type option **3** (Permit others to handle mail/filed documents) and 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 or persons you want to authorize to handle your mail and filed documents, and type an **X**.

   The person you authorize can handle all of the tasks for your mail (except personal mail) and filed documents.

   Note: Any user that can handle your mail and filed documents already has an X next to his user ID. To remove that authorization for someone, use the spacebar on your keyboard to space over the X next to the user ID.

4. Press the Enter key.
5. Press F3 (Exit).

Working with Owned Objects

The OfficeVision/400 objects include such things as your calendars, calendar groups, and personal directories. You can do the following procedures to your objects:

- Edit the authority of an owned object
- Delete an owned object
- Display the authority of an owned object
- Rename an owned object
- Display the description of an owned object
- Change the owner of an owned object
- Display the folder path of an owned object

The procedures for changing an owner and displaying a folder are described below. The *Security Reference* manual contains additional information on working with owned objects.

Changing the Owner of an Object

You can change the owner of an object by doing the following:

1. On the Administration display, type option **4** (Work with objects by owner) and press the Enter key.
2. The Work with Objects by Owner display appears.

```
                         Work with Objects by Owner

User ID/Address  . . . . . . :    HANSON   ROCH

Type options, press Enter.
  2=Edit authority      4=Delete        5=Display authority     7=Rename
  8=Display description 9=Change owner  10=Display folder path

Opt  Object             Library        Type            Attribute
 _   HANSCAL                           CALENDAR
 _   INVENTORY                         DIRECTORY
 _   HANSON                            *FLR
 _   HANSON             QUSRSYS        *MSGQ
 _   HANSON             QSYS           *LIB            PROD
 _   HANSON             HANSON         *OUTQ

                                                                  Bottom
Command
===>____________________________________________________________________

F3=Exit   F5=Refresh     F11=Display text   F12=Cancel    F16=Delete all
F20=Change owner of all  F24=More keys
```

3. On the Work with Objects by Owner display, move the cursor next to the object for which you want to change the owner and type a **9** (Change owner) in the *Opt* column. Press the Enter key.

4. The Change Object Ownership display appears.

```
                       Change Object Ownership

User ID/Address  . . . . . . :    HANSON   ROCH

Type choice, press Enter.

  New owner  . . . . . . . . .    _______ _______    User ID/Address
                                                     F4 for list

Opt  Object             Library        Type              Attribute
 9   HANSON             HANSON         *OUTQ
```

5. For the *New owner* prompt, type the user ID of the new owner and press the Enter key. A message appears confirming that the ownership of the object has changed.

6. Press F3 (Exit).

Displaying the Folder Path

You can display the folder path of an object to determine its location within folders by doing the following:

1. On the Work with Objects by Owner display, move the cursor next to each object for which you want to display the folder path and type a **10** (Display folder path) in the *Opt* column. Press the Enter key.

2. The Display Folder Path display appears.

```
                              Display Folder Path

  Object . . :    CPYR5034.60

  Path . . . :    HANSON











Press Enter to continue.

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

3. Press F3 (Exit).

Working with Calendar Items

You can save and restore calendars or copy and remove items in a calendar. Doing this can help you keep a calendar up-to-date.

Note: This option is not available if the calendar function is not installed on your system.

Saving Calendars

By saving calendars, you can remove items from a calendar that you do not need at the present time but may need for later use, and place them on a diskette or tape. You can also save calendars from one system and restore them on another.

Note: Only items to which you have at least use (3) authority are saved unless you have *SAVSYS, *SECADM, or *ALLOBJ authority.

To save calendars, do the following:

1. On the Administration display, type option **5** (Work with office files) and press the Enter key.
2. The Specify Office Files display appears. For the *Type of file* prompt, type a **1** (Calendar), and for the *Option* prompt, type a **1** (Save). Press the Enter key.

3. The Save Calendar display appears.

```
                         Save Calendar (SAVCAL)

Type choices, press Enter.

 Calendar:
   Name . . . . . . . . . . . . .   *SCHED      Character value, generic*...
   User or List ID  . . . . . . .   *CURRENT    Character value, *CURRENT...
   Address or Qualifier . . . . .   ________    Character value













                                                                      Bottom
F3=Exit   F4=Prompt   F5=Refresh   F10=Additional parameters   F12=Cancel
F13=How to use this display        F24=More keys
```

4. The *Calendar* prompt consists of three parts: the *Name*, *User or List ID*, and *Address or Qualifier*. There are several ways these can be used.

   - *ALL can be used for both the *Name* prompt or the *User or List ID* prompt. If both are *ALL and you have the appropriate authority, all calendars on the system are saved.

     Notes:

     a. If you want to save a group of calendars, type *GRP for the *Name* prompt and press the Enter key. The *Group* prompt appears.

     b. Saving a group of calendars (using *GRP) saves the individual calendars that are in the group. Using *GRP does not save a single group calendar containing all items from the individual calendars.

   - Generic values are supported for the calendar name. The generic is noted by an asterisk (*) at the end of a character string. For example, if CA* is used, all calendars that begin with the letters CA, and are owned by the specified user, are saved.

   - The *Name* prompt supports the use of *SCHED which specifies the scheduling calendars for the specified users.

   - The *User or List ID* prompt supports *CURRENT which specifies the current user.

   - The *User or List ID* prompt and the *Address or Qualifier* prompt can be used in two ways. They can contain the user ID and address of the owner for all calendars specified for the *Name* prompts. Or they can contain a list ID and qualifier for a distribution list which contains the owners of the calendars specified for the *Name* prompt.

5. Press the Enter key. The next part of the Save Calendar display appears.

```
                              Save Calendar (SAVCAL)

 Type choices, press Enter.

   Calendar:
     Name . . . . . . . . . . . . .   *SCHED    _   Character value, generic*...
     User or List ID  . . . . . . .   *CURRENT  ‾   Character value, *CURRENT...
     Address or Qualifier . . . . .   ________      Character value
   Device . . . . . . . . . . . . .   __________
                 + for more values    __________
   Date:
     Start date . . . . . . . . . .   *AVAIL        Date, *AVAIL
     End date . . . . . . . . . . .   *END          Date, *END
   Remove items . . . . . . . . . .   *NO           *YES, *NO







                                                                         Bottom
 F3=Exit   F4=Prompt   F5=Refresh   F10=Additional parameters   F12=Cancel
 F13=How to use this display        F24=More keys
```

6. For the *Device* prompt, type the name of the device on which you want to save the calendar items. This can be the name of either a diskette or tape device, or *SAVF if you want to save to a save file.

   If you typed the name of a tape device, you may also need to specify other options including volume, sequence number, file expiration date, end of tape option, and label parameters.

7. If you want to save the calendar items for a specific range of time, specify the date to start for the *Start date* prompt and the date to end for the *End date* prompt. When typing each date, use the same format as in the date prompt on your display. If all items are to be saved, leave ***AVAIL** for the *Start date* prompt and ***END** for the *End date* prompt.

8. For the *Remove items* prompt, type a ***YES** if you want the items removed from the system after they are saved; otherwise, leave the *NO.

9. You can press F10 (Additional parameters) to display options that allow you to specify the following:

   - Whether to clear the media or use data compression
   - The version, release, and modification level of the target release

10. Press the Enter key. The calendar items are saved.

Note: Calendars may also be saved by typing the SAVCAL command on any command line. The *Office Services Concepts and Programmer's Guide* contains a detailed description of the SAVCAL command.

Restoring Calendars

Restoring calendar items lets you put back on the system any calendars you previously saved on diskette, tape, or in a save file.

Notes:

1. To restore items you must have use (3) authority to the saved calendar items, and add (4) authority to the *To calendar.*
2. If you have *SECADM or *ALLOBJ authority, you can restore *from* any calendar *to* any calendar. If you have *SAVSYS authority you can restore any calendar to itself.

To restore calendars, do the following:

1. On the Administration display, type option **5** (Work with office files) and press the Enter key.
2. The Specify Office Files display appears. For the *Type of file* prompt, type a **1** (Calendar), and for the *Option* prompt, type a **2** (Restore). Press the Enter key.
3. The Restore Calendar display appears.

```
                          Restore Calendar (RSTCAL)

Type choices, press Enter.

  Calendar:
    Name . . . . . . . . . . . . . .   *SCHED      Character value, generic*...
    Owner's user ID . . . . . . . .   *CURRENT    Character value, *CURRENT...
    Owner's Address . . . . . . . .   ________    Character value
  Device . . . . . . . . . . . . . .   __________  Name, *SAVF
                 + for more values   __________
  To calendar:
    Name . . . . . . . . . . . . . .   *FROMCAL    Character value, *FROMCAL
    Owner's user ID . . . . . . . .   ________    Character value, *CURRENT
    Owner's Address  . . . . . . .   ________    Character value
  Saved library  . . . . . . . . .   QTEMP       Name
  Date:
    Start date . . . . . . . . . . .   *AVAIL      Date, *AVAIL
    End date . . . . . . . . . . . .   *END        Date, *END


F3=Exit   F4=Prompt   F5=Refresh   F12=Cancel    F13=How to use this display
F24=More keys
```

4. The *Calendar* prompt consists of three parts: the *Name*, *Owner's user ID*, and *Owner's Address*. There are several ways these can be used.
   - *ALL can be used for both the *Name* prompt or the *Owner's user ID* prompt. If both are *ALL and you have the appropriate authority, all calendars on the device are restored.

     Note: If you want to restore a group of calendars, type *GRP for the *Name* prompt and press the Enter key. The *Group* prompt appears.
   - Generic values are supported for the calendar name. The generic is noted by an asterisk (*) at the end of a character string. For example, if CA* is used, all calendars that begin with the letters CA, and are owned by the specified user, are restored.
   - The *Name* prompt supports the use of *SCHED which specifies the scheduling calendars for the specified users.

- The *Owner's user ID* prompt supports *CURRENT which specifies the current user.
- The *Owner's user ID* and the *Owner's Address* prompts are used to specify the owner for all calendars specified for the *Name* prompts.

5. For the *Device* prompt, type the name of the device from which you want to restore the calendar. This can be the name of either a diskette, tape device, or *SAVF if you are restoring from a save file. If a tape or diskette is used, you may have to specify the volume, sequence number, end option, and label parameters.

   Notes:

   a. If *SAVF is specified as the device, a save file and library must be specified.
   b. If you specify QUSRSYS as the saved library, the label parameter should be QUSRSYS. If QTEMP is the saved library, the label parameter should be *GEN. If you use a specific label to do your save, you may need to use that label rather than QUSRSYS or *GEN.

6. Under *To calendar*, type the name and owner of the calendar where the items are to go. *FROMCAL restores a calendar to the same calendar as the *Calendar* prompt. *CURRENT in the *Owner's user ID* prompt means current user.
7. For the *Saved library* prompt, type the name of the library from which the calendar data was saved. If the calendar data was saved as part of the system backup, or by specifying all calendars for all date ranges, this value is QUSRSYS. In all other cases, this should be QTEMP.
8. If you want to restore calendar items for a specific range of time, specify the date to start for the *Start date* prompt and the date to end for the *End date* prompt. When typing each date, use the same format as in the *Date* prompt on the Restore Calendar display. To restore all items, leave *AVAIL for the *Start date* prompt and leave *END for the *End date* prompt.
9. Press the Enter key. The calendar items are restored.

Note: Calendars may also be restored by typing the RSTCAL command on any command line. The *Office Services Concepts and Programmer's Guide* contains a detailed description of the RSTCAL command.

Copying Calendar Items

Copying calendar items lets you copy calendar items from one calendar to another calendar.

Note: To change a meeting, the user must be the person who requested or scheduled it, or must be authorized to change the meeting by the person who scheduled it. Even though a meeting is copied to a user's calendar, the owner of that calendar (the calendar that was copied to) may not be able to work with (change) that meeting.

To copy calendar items, do the following:

1. On the Administration display, type option 5 (Work with Office files) and press the Enter key.

2. The Specify Office Files display appears. For the *Type of file* prompt, type a **1** (Calendar), and for the *Option* prompt, type a **3** (Copy). Press the Enter key.
3. The Copy Calendar Items display appears.

```
                              Copy Calendar Items

 Type choices, press Enter.

   From calendar . . . . . .  ___________________________   F4 for list

   To calendar . . . . . . .  ___________________________   F4 for list

   Start date  . . . . . . .  __________                    MM/DD/YY

   End date  . . . . . . . .  __________                    MM/DD/YY

   Remove items after copy    Y                             Y=Yes, N=No

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

   Wait for completion  . .   N                             Y=Yes, N=No



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

4. For the *From calendar* prompt, type the name of the calendar that you want the system to copy existing items from. If you do not know the name, press F4 (List) with the cursor in this prompt for a list of existing calendar names.
5. If you want to copy calendar items for a specific range of time, specify the date to start for the *Start date* prompt and the date to end for the *End date* prompt. To copy all items, type ***ALL** for the *Start date* prompt and leave the *End date* prompt blank. When typing each date, use the same format as in the date prompt on your display.
6. For the *To calendar* prompt, type the name of the calendar that you want the system to copy existing items to. If you do not know the name, press F4 (List) with the cursor in this prompt for a list of existing calendar names.
7. For the *Remove items after copy* prompt, type a **Y** (Yes) if you want the items removed after they are copied to another calendar; otherwise, leave the N (No).
8. For the *Print items* prompt, leave the Y (Yes) if you want to print the calendar items you are copying or type an **N** (No) if you do not.
9. For the *Wait for completion* prompt, type a **Y** (Yes) to run the job interactively, which means you wait while the calendar items are being copied. If you leave the N (No), the job runs in batch mode, which means you can continue working on something else at your display station.
10. Press the Enter key. The calendar items are copied.
11. The Copy Calendar Items display appears again. You can continue copying other calendar items by repeating this procedure, or press F3 (Exit).

Removing Calendar Items

You can remove items from a calendar by doing the following:

1. On the Administration display, type option **5** (Work with Office files) and press the Enter key.
2. The Specify Office Files display appears. For the *Type of file* prompt, type a **1** (Calendar), and for the *Option* prompt, type a **4** (Remove). Press the Enter key.
3. The Remove Calendar Items display appears.

```
                              Remove Calendar Items

 Type choices, press Enter.

   Calendar  . . . . . . .   ____________________________   F4 for list

   Start date . . . . . . .  __________                     MM/DD/YY

   End date . . . . . . . .  __________                     MM/DD/YY

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

   Wait for completion  . .  N                              Y=Yes, N=No





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

4. For the *Calendar* prompt, type the name of the calendar from which you want the system to remove items. If you do not know the name, press F4 (List) with the cursor in this prompt for a list of existing calendar names.
5. If you want to remove calendar items for a specific range of time, specify the date to start for the *Start date* prompt and the date to end for the *End date* prompt. To remove all items, type ***ALL** for the *Start date* prompt and leave the *End date* prompt blank. When typing each date, use the same format as in the date prompts on the Remove Calendar Items display.
6. For the *Print items* prompt, leave the Y (Yes) if you want to print the calendar items you are removing, or type an N (No) if you do not.
7. For the *Wait for completion* prompt, type a **Y** (Yes) to run the job interactively, which means you wait while the calendar items are being removed. If you leave the N (No), the job runs in batch mode, which means you can continue working on something else at your display station.
8. Press the Enter key. The calendar items are removed.
9. The Remove Calendar Items display appears again. You can continue removing other calendar items by repeating this procedure, or press F3 (Exit).

Working with Personal Directory Entries

You can save, restore, copy, and remove entries in a personal directory in order to help you keep a personal directory up-to-date.

Saving Personal Directory Entries

By saving personal directory entries, you can remove entries from a personal directory that you do not need at the present time but may need for later use and place them on a diskette or tape. To save personal directory entries, do the following:

1. On the Administration display, type option **5** (Work with Office files) and press the Enter key.
2. The Specify Office Files display appears.

```
                              Specify Office Files

 Type choices, press Enter.

   Type of file . . . . . . . .   _        1=Calendar
                                           2=Personal directory

   Option . . . . . . . . . . .   _        1=Save
                                           2=Restore
                                           3=Copy
                                           4=Remove







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

Note: If the calendar function is not installed on your system, `1=Calendar` does not appear as an available response for the *Type of file* prompt.

3. For the *Type of file* prompt, type a **2** (Personal directory) and for the *Option* prompt, type a **1** (Save). Press the Enter key.
4. The Save Directory Entries display appears.

```
                         Save Directory Entries

Type choices, press Enter.

  Directory . . . . . . . . . . . .   ________   Name, F4 for list

  Device  . . . . . . . . . . . . .   ________   Name

  Remove entries  . . . . . . . . .   N          Y=Yes, N=No

  Print entries . . . . . . . . . .   Y          Y=Yes, N=No

  Wait for completion . . . . . . .   N          Y=Yes, N=No




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

5. For the *Directory* prompt, type the name of the personal directory that contains the entries you want to save. If you do not know the name, press F4 (List) with the cursor in this prompt for a list of existing personal directory names.
6. For the *Device* prompt, type the name of the device that you want to save the personal directory entries on. This can be the name of either a diskette or tape device.
7. For the *Remove entries* prompt, type a **Y** (Yes) if you want to have the entries you are saving removed from the system after they are saved; otherwise, type an **N** (No).
8. For the *Print entries* prompt, type a **Y** (Yes) if you want to print the personal directory entries you are saving, or type an **N** (No) if you do not.
9. For the *Wait for completion* prompt, type a **Y** (Yes) to run the job interactively, which means you wait while the personal directory entries are being saved. If you type an **N** (No), the job runs in batch mode, which means you can continue working on something else at your display station.
10. Press the Enter key. The personal directory entries are saved.
11. The Work with Office Files display appears again. You can continue saving other personal directory entries by repeating this procedure, or press F3 (Exit).

Restoring Personal Directory Entries

Restoring personal directory entries lets you put back on the system any personal directory entries you previously saved on diskette or tape. To restore personal directory entries, do the following:

1. On the Administration display, type option **5** (Work with Office files) and press the Enter key.
2. The Specify Office Files display appears. For the *Type of file* prompt, type a **2** (Personal directory), and for the *Option* prompt, type a **2** (Restore). Press the Enter key.
3. The Restore Directory Entries display appears.

```
                          Restore Directory Entries

 Type choices, press Enter.

   Directory . . . . . . . . . . . . .   __________    Name, F4 for list

   Device  . . . . . . . . . . . . . .   __________    Name

   Print entries . . . . . . . . . . .   Y             Y=Yes, N=No

   Wait for completion . . . . . . . .   N             Y=Yes, N=No








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

4. For the *Directory* prompt, type the name of the personal directory that you want to restore. If you do not know the name, press F4 (List) with the cursor in this prompt for a list of existing personal directory names.
5. For the *Device* prompt, type the name of the device that you want to restore the personal directory from. This can be the name of either a diskette or tape device.
6. For the *Print entries* prompt, type a **Y** (Yes) if you want to print the personal directory entries you are restoring, or type an **N** (No) if you do not.
7. For the *Wait for completion* prompt, type a **Y** (Yes) to run the job interactively, which means you wait while the personal directory entries are being restored. Type an **N** (No), to run the job in batch mode, which means you can continue working on something else at your display station.
8. Press the Enter key. The personal directory items are restored.
9. The Work with Office Files display appears again. You can continue restoring other personal directory entries by repeating this procedure, or press F3 (Exit).

Copying Personal Directory Entries

Copying personal directory entries lets you copy personal directory entries from one personal directory to another personal directory. To copy personal directory entries, do the following:

1. On the Administration display, type option **5** (Work with Office files) and press the Enter key.
2. The Specify Office Files display appears. For the *Type of file* prompt, type a **2** (Personal directory), and for the *Option* prompt, type a **3** (Copy). Press the Enter key.
3. The Copy Directory Entries display appears.

```
                    Copy Directory Entries

Type choices, press Enter.

  From directory . . . . . . . . . .   ________   Name, F4 for list

  To directory . . . . . . . . . . .   ________   Name, F4 for list

  Remove entries after copy . . . . .  N          Y=Yes, N=No

  Print entries . . . . . . . . . . .  Y          Y=Yes, N=No

  Wait for completion . . . . . . . .  N          Y=Yes, N=No




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

4. For the *From directory* prompt, type the name of the personal directory that you want the system to copy existing entries from. If you do not know the name, press F4 (List) with the cursor in this prompt for a list of existing personal directory names.
5. For the *To directory* prompt, type the name of the personal directory that you want the system to copy existing entries to. If you do not know the name, press F4 (List) with the cursor in this prompt for a list of existing personal directory names.
6. For the *Remove entries after copy* prompt, type a **Y** (Yes) if you want the entries removed after they are copied to another personal directory; otherwise, type an **N** (No).
7. For the *Print entries* prompt, type a **Y** (Yes) if you want to print the personal directory entries you are copying; otherwise, type an **N** (No) if you do not.
8. For the *Wait for completion* prompt, type a **Y** (Yes) to run the job interactively, which means you wait while the personal directory entries are being copied. If you type an **N** (No), the job runs in batch mode, which means you can continue working on something else at your display station.
9. Press the Enter key. The personal directory entries are copied.
10. The Work with Office Files display appears again. You can continue copying directory entries by repeating this procedure, or press F3 (Exit).

Removing Personal Directory Entries

You can remove entries from a personal directory by doing the following:

1. On the Administration display, type option **5** (Work with Office files) and press the Enter key.
2. The Specify Office Files display appears. For the *Type of file* prompt, type a **2** (Personal directory) and for the *Option* prompt, type a **4** (Remove). Press the Enter key.
3. The Remove Directory Entries display appears.

```
                         Remove Directory Entries

Type choices, press Enter.

  Directory . . . . . . . . . . . . .   ________     Name, F4 for list

  Print entries . . . . . . . . . . .   Y            Y=Yes, N=No

  Wait for completion . . . . . . . .   N            Y=Yes, N=No










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

4. For the *Directory* prompt, type the name of the personal directory from which you want the system to remove entries. If you do not know the name, press F4 (List) with the cursor in this prompt for a list of existing personal directory names.
5. For the *Print entries* prompt, type a **Y** (Yes) if you want to print the personal directory items you are removing, or type an **N** (No) if you do not.
6. For the *Wait for completion* prompt, type a Y (Yes) to run the job interactively, which means you wait while the personal directory entries are being removed. If you type an N (No), the job runs in batch mode, which means you can continue working on something else at your display station.
7. Press the Enter key. The personal directory entries are removed.
8. The Work with Office Files display appears again. You can continue removing other personal directory entries by repeating this procedure, or press F3 (Exit).

Working with Directory Commands

You can work directly with some control language (CL) commands. To see the CL Directory Commands menu, do the following:

1. On the Administration display, type option **8** (Directory commands). Press the Enter key.
2. The Directory Commands menu appears.

```
CMDDIR                              Directory Commands

Select one of the following:

  Commands
     1. Change Directory Attributes                              CHGDIRA
     2. Copy From Directory                                      CPYFRMDIR
     3. Copy To Directory                                        CPYTODIR
     4. Display Directory                                        DSPDIR
     5. Work with Directory                                      WRKDIR
     6. Work with Directory Locations                            WRKDIRLOC

  Related Command Menus
     7. Directory Entry Commands                                 CMDDIRE
     8. Directory Shadow Commands                                CMDDIRSHD
     9. Document Commands                                        CMDDOC
    10. Office Commands                                          CMDOFC

                                                                  Bottom
Selection or command
===>____________________________________________________________

F3=Exit   F4=Prompt   F9=Retrieve   F12=Cancel   F16=Major menu
(C) COPYRIGHT IBM CORP. 1980, 1993.
```

For the *Selection or command* prompt, type the command or the number of the command that you want. The options in the Related Command Menus group take you to additional menus that allow you to select related functions.

Appendix A. Differences between OfficeVision/400 and Personal Services/36

This appendix describes the differences between OfficeVision/400 and Personal Services/36. The differences described in this appendix are limited to the differences that may cause you some inconvenience if you do not know about them before working with OfficeVision/400. This appendix discusses the following differences:

- Conceptual
- Operational
- Command

Conceptual Differences

The following list identifies the concept that is different on the AS/400 system along with an explanation of the difference as it applies to the listed concept.

Documents not in folders On the System/36, all documents had to be stored within a folder. On the AS/400 system, you can still store documents within a folder, but you do not have to. Documents that are not stored in folders are stored in the document library with no folder associated with them.

Group support The System/36 group support of distribution is now called a distribution list. Distribution lists can be used as calendar groups.

Operational Differences

The following list identifies the operation that is different on the AS/400 system along with an explanation of the difference as it applies to the listed operation.

Calendars To perform a calendar function in Personal Services/36, you use a menu option. In OfficeVision/400, you use a function key or a function code.

Calendar groups In OfficeVision/400, you cannot specify embedded calendar groups as you can with Personal Services/36.

Directory entries In Personal Services/36, anyone can add or delete entries in a system distribution directory. In OfficeVision/400, only an administrator can add or delete an entry in a system distribution directory.

Indirect users In Personal Services/36, information for indirect users is printed on the default system printer. In OfficeVision/400, indirect users can specify any printer to print information.

Mail log In Personal Services/36, you can search the mail log. In OfficeVision/400, you cannot search the mail log.

OfficeVision/VM	On the System/36, Multiple Session Remote Job Entry (MSRJE) is used to distribute office information. On the AS/400 system, VM/MVS bridge is used to distribute office information. Remote spooling communications subsystem (RSCS) version 1.3 must be used for the VM/MVS bridge to work.
Self-enrollment	On the System/36, users can enroll themselves in Personal Services/36. On the AS/400 system, only the administrator can enroll users in OfficeVision/400.

Command Differences

The following list contains the System/36 procedure and the equivalent AS/400 command (if there is one) that is used by OfficeVision/400.

System/36	**AS/400 System**
SAVING	SAVDLO
OFCCAL	STROFC 1
OFCDFLT	STROFC 9
OFCDIR	WRKDIR
OFCFILE	WRKDOC
OFCGRP	WRKDSTL
OFCLDF	STROFC 9
OFCMAIL ACTION	STROFC 2
OFCMAIL ALTERLOG	Not supported
OFCMAIL MAILOUT	STROFC 2
OFCMAIL RECEIVE	STROFC 2
OFCMAIL REFERENCE	STROFC 2
OFCMAIL REVLOG	STROFC 2
OFCMAIL SELECT	STROFC 2
OFCMAIL SEND	SNDDOC
OFCMAIL SENDNOTE	STROFC 4
OFCMAIL STATUS	STROFC 2
OFCMSG	STROFC 3
OFCQ	Not supported
OFCSRCH	STROFC 5
OFCSTART	Not supported
OFCUSER	STROFC 9
READINFO	DSPHLPDOC
RESTFLDR	RSTDLO
RETRIEVE	RSTDLO
SAVEFLDR	SAVDLO

Note: In OfficeVision/400, when you use the STROFC 9 (Start Office Command), you are shown the Administration menu. When you use the STROFC 5 (Start Office Command), you are shown the Work with Documents in Folders display. From these displays, you can select the appropriate options to perform the tasks you want.

Appendix B. Differences between OfficeVision/400 and Personal Services/38

This appendix describes the differences between OfficeVision/400 and Personal Services/38. The differences described in this appendix are limited to the differences that may cause you some inconvenience if you do not know about them before working with OfficeVision/400. This appendix discusses the following differences:

- Conceptual
- Operational
- Command

Conceptual Differences

The following list identifies the concept that is different on the AS/400 system along with an explanation of the difference as it applies to the listed concept.

Document names
On the System/38, document names are 10 characters for file, library, and member names. On the AS/400 system, document names can be 1 to 12 characters long, including an optional extension of a period (.) and 1 to 3 characters.

Folders
On the System/38, all documents are stored in the document library or in database files for the text editor. On the AS/400 system, all documents are still stored in the document library, but you may also use folders to manage and organize the documents.

Remote document libraries
In Personal Services/38, users cannot use a remote document library. In OfficeVision/400, users are prompted for the document library they work with when accessing remote libraries.

Operational Differences

The following list identifies the operation that is different on the AS/400 system along with an explanation of the difference as it applies to the listed operation.

Device support
The following devices can access Personal Services/38, but cannot access OfficeVision/400:

- Devices attached to a 3270 controller
- Distributed host command facility (DHCF) (communications)
- Devices attached to a System/38 performing display station pass-through to the AS/400 system
- Personal computers using remote 5250 emulation
- Work stations attached to a 5251 Model 12

Command Differences

The following System/38 command is the equivalent to the AS/400 command used by OfficeVision/400.

System/38	AS/400 System
ENTPS	STROFC

Appendix C. Using Double-Byte Character Set (DBCS) Prompts

The calendar, system distribution directory, and administration functions of OfficeVision/400 allow double-byte data to be entered from a double-byte capable display station. This double-byte support should only be used as part of the OfficeVision/400 DOS direct connect DBCS environment from a PS/55 work station.

Only certain prompts on the following displays are capable of accepting double-byte character set (DBCS) information:

- Calendar
- System distribution directory
- Administration
- Documents and folders
- Document search
- Mail
- Send

Calendar Function Displays

The following prompts are DBCS input-capable:

- Calendar
- Calendar description
- Command
- Comments
- Copy from
- Date/Day

  Note: If the prompt can accept either a date or day, it is capable of accepting double-byte data. If the prompt only accepts a date, it is not capable of accepting double-byte data.

- Description
- Description (Job, Procedure, or Event)
- Earliest date
- End date
- End date (options 1 through 5)
- From calendar
- From group
- Function
- Group
- Group description
- Initial calendar
- Invitee calendars
- Item date
- Latest date
- Manager ID/Address

  Note: Only a nickname may be DBCS input-capable for the *Manager ID/Address* prompts on the Calendar function displays.

- Meeting owner
- Member calendar
- Message date
- Owner
- Owner ID/Address

  Note: Only a nickname may be DBCS input-capable for the *Owner ID/Address* prompts on the Calendar function displays.

- Place
- Position to
- Purpose
- Reminder
- Requested by
- Requested by ID/Address

  Note: Only a nickname may be DBCS input-capable for the *Requested by ID/Address* prompts on the Calendar function displays.

- Requester
- Restore to calendar
- Scheduling calendar
- Start date
- Subject
- Subject (meetings)
- To calendar

System Distribution Directory Function Displays

The following prompts are DBCS input-capable:

- Building
- Company
- Department description
- Department title
- First name
- Full name
- Job title
- Last name
- Location
- Location address
- Mailing address (lines 1 to 4)
- Middle name
- Nickname
- Nickname description
- Office
- Position to
- Preferred name
- Reports to department
- Text
- User description

Administration Function Displays

The following prompts are DBCS input-capable:

- Building
- Company
- Copy from

  Note: Only a nickname may be DBCS input-capable for the *Copy from* prompts on the Administration function displays.

- Department
- First name
- Full name
- Job title
- Last name
- Location
- Mailing address (lines 1 to 4)
- Middle name
- New owner

  Note: Only a nickname may be DBCS input-capable for the *New Owner* prompts on the Administration function displays.

- Object (Only a calendar name is DBCS input-capable.)
- Office
- Option 50 menu text
- Preferred name
- Text
- User description

  Note: Only a nickname may be DBCS input-capable for the *User ID/Address* prompts on the Administration function displays.

Library Description File (LDF)

The following prompts are DBCS input-capable:

- Keyword
- Keyword description
- Document class
- Document class description

  Note: Printing DBCS Library Description File items is not supported.

Document and Folder Function Displays

The following prompts are DBCS input-capable:

- Authors
- Comment
- Document class
- Document description
- Keywords
- Project
- Reference
- Sent to
- Status
- Subject

Document Search Function Displays

The following prompts are DBCS input-capable:

- Authors
- Document class
- Document description
- Document list description
- Keywords
- Project
- Reference
- Sent to
- Status
- Subject

Mail Function Displays

The following prompts are DBCS input-capable:

- Assigned to
- Authors
- Comment
- Document class
- Document description
- Keywords
- Mail description
- Project
- Reference
- Sent to
- Status
- Subject
- Working on behalf of

Note: Only a nickname can be DBCS input-capable for the *Working on behalf of* prompts on the Mail function displays.

Send Function Displays

The following prompts are DBCS input-capable:

- Addresseees/Copy list

  Note: Only a nickname may be DBCS input-capable for the *Addressees/Copy list* prompts on the Send function displays.

- Authors
- Distribution list

  Note: Only a nickname can be DBCS input-capable for the *Distribution list* prompts on the Send function displays.

- Document class
- Document description
- Keywords
- Mail description
- Memo slip text
- Message text
- Project
- Reference
- Subject

Glossary

This glossary includes terms and definitions from:

- The *American National Dictionary for Information Processing Systems*, copyright 1982 by the Computer and Business Equipment Manufacturers Association (CBEMA). Copies may be purchased from the American National Standards Institute, 1430 Broadway, New York, New York 10018. Definitions are identified by the symbol (A) after the definition.
- The *Information Technology Vocabulary*, developed by Subcommittee 1, Joint Technical Committee 1, of the International Organization for Standardization and the International Electrotechnical Committee (ISO/IEC JTC1/SC1). 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/IEC JTC1/SC1 vocabulary subcommittee are identified by the symbol (T) after the definition, indicating final agreement has not yet been reached among participating members.

access code. A 4-digit number assigned to documents and folders, which gives those users authorized to the access code use authority to the documents and folders.

action item. In SAA OfficeVision/400, a piece of mail that requires an action or an answer by a due date, but is not yet answered.

adapted word processor. An editor that provides a basic level of function to edit SAA OfficeVision/400 documents. It allows the user to edit documents on an AS/400 system where the editing functions provided by the work station controller are not available.

add item authority. In OfficeVision/400, an authority that allows a user to work with another user's calendar to display, add, or change items on the calendar.

address. The second part of a two-part user identification used to send distributions. See also *user ID/address*.

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.

authorization list. A list of two or more user IDs and their authorities for system resources. The system-recognized identifier for the object type is *AUTL.

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.

batch. Pertaining to a group of jobs to be run on a computer sequentially with the same program with little or no operator action. Contrast with *interactive*.

bridge. A device that connects two or more networks; for example, an Ethernet-to-Ethernet network or Ethernet to token-ring network. A bridge stores and forwards information in packets between the networks. See also *VM/MVS bridge*.

calendar group. In OfficeVision/400, a list of existing calendars used to schedule events for a group of users in one step.

calendar user-defined function code. In SAA OfficeVision/400, a user-created function code that allows user application programs to be run from within the calendar function. See also *function code*.

composite calendar. In SAA OfficeVision/400, a calendar that displays the calendar items for up to seven days for up to ten people.

contextual search. In SAA OfficeVision/400, a type of search that allows the user to find smaller text strings that are part of larger search fields in filed documents or personal directories. See also *exact search* and *generic search*.

copy names. In SAA OfficeVision/400, a list, created when a document is created, that names the users to whom a document was copied.

country ID. See *country identifier (country ID)*.

country identifier (country ID). The two-character representation for the country associated with an object. For example, documents and user profiles can have a country associated with them.

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.

DBCS. See *double-byte character set (DBCS).*

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.*

DISOSS. See *IBM Distributed Office Support System (DISOSS).*

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.

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. (1) The entire collection of documents and folders on a system. (2) The AS/400 system library named QDOC that contains all documents and folders.

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. In SAA OfficeVision/400, a list of filed documents that have common characteristics. The document list identifies those documents that satisfy a search pattern specified at the time the search is used. This document list is a document type of 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.*

double-byte character set (DBCS). A set of characters in which each character is represented by 2 bytes. Languages such as Japanese, Chinese, and Korean, which contain more symbols than can be represented by 256 code points, require double-byte character sets. Because each character requires 2 bytes, the typing, displaying, and printing of DBCS characters requires hardware and programs that support DBCS. Four double-byte character sets are supported by the system: Japanese, Korean, Simplified Chinese, and Traditional Chinese. Contrast with *single-byte character set.*

electronic mail. Documents and messages sent through the system from one user to one or more users.

EMN. See *enterprise meeting notice (EMN).*

enrollment. In SAA OfficeVision/400, the process of identifying a user to SAA 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.

enterprise meeting notice (EMN). In office applications, a data stream defined by enterprise meeting notice architecture that is used to exchange meeting notice documents between systems.

enterprise meeting notice architecture. In office applications, the architecture that specifies the structure of the data stream used for the interchange of meeting notice documents.

exact search. In SAA OfficeVision/400, a search of all filed documents or personal directory entries for details that correspond exactly to the search values.

expiration date. In SAA OfficeVision/400, the date that a document or a reference to a document should be deleted from the system by the user.

FFT. See *final-form text (FFT).*

filed document. In SAA OfficeVision/400, electronic mail or a document that is stored in the document library.

final-form text (FFT). A data stream defined by document content architecture that is used to exchange resolved documents (which can be printed directly by most printers or displayed) between systems. Contrast with *revisable-form text (RFT).*

footnote reference number. In SAA OfficeVision/400, the number assigned to a word or phrase in the text of a document that refers to a footnote. Contrast with *reference number.*

function code. In SAA OfficeVision/400, 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.*

generic search. In SAA OfficeVision/400, a type of search that searches all documents or personal directories authorized to a user for information that corresponds to a search value that contains a string of characters followed by an asterisk. The asterisk indicates to the system that the user wants to identify all instances of the specified character string. See also *contextual search* and *exact search.*

group calendar. A display that shows the events for up to seven users at one time.

hard-copy reference. In SAA OfficeVision/400, 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 Distributed Office Support System (DISOSS). A licensed program that provides document distribution services and document library services on a host system (System/370*, 43xx, and 30xx computers).

IBM OfficeVision/VM. An IBM licensed program that allows users to create, change, and send notes and documents; make appointments and maintain calendars; create and maintain schedules; create and maintain distribution lists; and control electronic mail and personal files. Formerly known as the PROFS* licensed program. See also *Remote Spooling Communications Subsystem (RSCS)* and *VM/MVS bridge.*

IBM Remote Spooling Communications Subsystem (RSCS). A licensed program that operates on a host system (such as a System/370, 30xx, or 43xx) transferring spooled files, commands, and messages between OfficeVision/VM users, remote work stations, and remote and local batch systems through communications programs. See also *IBM OfficeVision/VM* and *VM/MVS bridge.*

IBM Resource Access Control Facility (RACF). An IBM licensed program that provides for access control by identifying and by verifying the users to the system, authorizing access to protected resources, logging the detected unauthorized attempts to enter the system, and logging the detected accesses to protected resources.

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. SAA OfficeVision/400 also provides word processing functions and the capability to work on behalf of other users.

indirect user. In SAA OfficeVision/400, 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.*

interactive. Pertaining to the exchange of information between people and a computer. Contrast with *batch.*

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. In OfficeVision/400, the person invited to a meeting.

invitee list. In OfficeVision/400, list of all the people that are invited to a meeting.

invitee status. In SAA OfficeVision/400, the status of the invitee's attendance for a meeting. The status can be unknown, attending, not attending, or sending alternate.

keyword. In SAA OfficeVision/400, a user-defined word used as one of the search values to identify a document during a search operation.

LADN. See *library-assigned document name (LADN).*

language ID. See *language identifier (language ID).*

language identifier (language ID). The 3-character representation for the language associated with an object, such as a document or a user profile. For example, the language identifier is used by text search services to determine how to process the text of a document.

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*.

list ID. A two-part name by which a distribution list is known. The two-part name allows distributions to be sent to both local and remote systems.

list ID qualifier. The second part of a two-part name by which a distribution list is known. See also *list ID*.

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*.

local system. For interactive jobs, the system to which the display device is directly attached. For batch jobs, the system on which the job is being processed.

mail details. In SAA OfficeVision/400, information related to a mail item, such as the date received, authors, and due date.

mail log. In OfficeVision/400, a record of all the electronic and printed mail that an office user has sent or received.

mail report. In SAA OfficeVision/400, 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. In SAA OfficeVision/400, a set of mail selected by status from the entire mail log. For example, new mail.

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 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.*

paginate. In SAA OfficeVision/400, to adjust text within margins and page boundaries.

permission. In SAA OfficeVision/400 functions, 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. In SAA OfficeVision/400, a user-defined directory. For example, a personal directory can be a distribution list, telephone directory, or inventory report.

personal mail. In SAA OfficeVision/400, 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.

private authority. The authority specifically given to a user for an object that overrides any other authorities, such as the authority of a user's group profile or authorization list. Contrast with *public authority*.

Professional Office System (PROFS). See *IBM OfficeVision/VM.*

PROFS. See *IBM OfficeVision/VM*

profile. Data that describes the characteristics of a user, program, device, or remote location.

PROFS bridge. See *VM/MVS bridge.*

public authority. The authority given to users who do not have any specific (private) authority to an object, who are not on the authorization list (if one is specified for the object), and whose group profile has no specific authority to the object. Contrast with *private authority*.

RACF. See *IBM Resource Access Control Facility (RACF).*

reference number. In SAA OfficeVision/400, a number assigned to an item on the calendar. Contrast with *footnote reference number.*

reminder. In SAA OfficeVision/400, an item that includes description 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*.

remote system. Any other system in the network with which your system can communicate.

resolved document. In SAA OfficeVision/400, a document that contains final-form text. A document that has all text instructions processed and is formatted for printing.

revisable-form text (RFT). In SAA OfficeVision/400, a data stream defined by document content architecture that is used to exchange unresolved documents (which cannot be directly printed or displayed) between systems. Contrast with *final-form text (FFT)*.

RFT. See *revisable-form text (RFT)*.

RSCS. See *IBM Remote Spooling Communications Subsystem (RSCS)*.

SBCS. See *single-byte character set (SBCS)*.

search value. User-defined information that is used to either make a list of filed documents with similar document details or content, or to find a directory entry.

shell document. In SAA OfficeVision/400, 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.

single-byte character set (SBCS). A character set in which each character is represented by a one-byte code. Contrast with *double-byte character set*.

system distribution directory. A list of user IDs and identifying information, such as network addresses, used to send distributions.

temporary group. A list of existing calendars used to schedule items for a group of users in one step. The list can be used in the current session only, after which the list is deleted.

text search. In OfficeVision/400, a type of search that allows the user to find documents that contain one or more phrases within the document content.

text search index database. The database files used by text search services for storing the significant words of documents. These database files are used when a search of the document library is requested for one or more phrases.

text search services. The system support that lets office users add, delete, and search for documents in the text search index database. See also *text search* and *text search index database*.

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)*.

VM/MVS bridge. A function of the AS/400 Communications Utilities licensed program that provides distribution services between an AS/400 SNADS network and both a VM/370 Remote Spooling Communications Subsystem (RSCS) network and a Multiple Virtual Storage/Job Entry Subsystem (MVS/JES) network. Formerly known as RSCS/PROFS bridge. See also *bridge*, *IBM OfficeVision/VM* and *IBM Remote Spooling Communications Subsystem (RSCS)*.

window. A part of the display screen with visible boundaries in which information is displayed.

working times. In the SAA OfficeVision/400 calendar function, the times specified as available for meetings.

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.

- *Communications: Distribution Services Network Guide*, SC41-9588, provides the system operator or system administrator with information about configuring a network for SNADS and the VM/MVS bridge.

  Short title: *Distribution Services Network Guide*

- *Office Services Concepts and Programmer's Guide*, SC41-9758, provides the applications programmer with information about writing applications that use OfficeVision/400 functions. It introduces OfficeVision/400 application program interfaces (APIs).

  Short title: *Office Services Concepts and Programmer's Guide*

- *Programming: Control Language Reference*, SC41-0030, describes the commands and structure of the AS/400 control language.

  Short title: *CL Reference*

- *Programming: System Reference for the System/36 Environment*, SC41-9662, provides programmers with information about using the System/36 environment on the AS/400 system.

  Short title: *System Reference for the System/36 Environment*

- *Publications Guide*, GC41-9678, identifies and describes all the documentation in the AS/400 library.

  Short title: *Publications Guide*

- *Security Reference*, SC41-8083, provides the security officer (or someone who is assigned the responsibilities of a security officer) with information about security within OfficeVision/400 and detailed security information.

  Short title: *Security Reference*

- *Systems Application Architecture* OfficeVision/400*: Learning about OfficeVision/400*, SC41-9615, introduces the different functions of OfficeVision/400 and includes examples. This guide is for the new OfficeVision/400 user or for someone who needs a quick review before using OfficeVision/400 again.

  Short title: *Learning about OfficeVision/400**

- *Systems Application Architecture* OfficeVision/400*: Learning about OfficeVision/400 Word Processing*, SC41-9617, contains introductory information and examples about using the word processing function.

  Short title: *Learning about OfficeVision/400* Word Processing*

- *Systems Application Architecture* OfficeVision/400*: Managing OfficeVision/400*, SC41-9627, provides the office administrator with information on how to manage the day-to-day activities of OfficeVision/400.

  Short title: *Managing OfficeVision/400**

- *Systems Application Architecture* OfficeVision/400*: OfficeVision/400 Common Tasks*, SX41-9868, provides the experienced OfficeVision/400 user with quick information on common tasks or problems. This manual also includes various keyboard layouts.

  Short title: *OfficeVision/400* Common Tasks*

- *Systems Application Architecture* OfficeVision/400*: Planning For and Setting Up OfficeVision/400*, SC41-9626, provides information for the office administrator that includes planning for enrolling users, word processing, mail and calendar processing, using OfficeVision/400 with IBM personal computers, and using OfficeVision/400 in a communications network

  Short title: *Planning For and Setting Up OfficeVision/400**

- *Systems Application Architecture* OfficeVision/400*: Using OfficeVision/400 Adapted Word Processing Function*, SC41-9879, provides the end user with information about how to do word processing tasks 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 the word processing functions of OfficeVision/400.

  Short title: *Using OfficeVision/400* Word Processing*

Index

Special Characters

A

B

C

D

S

W

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