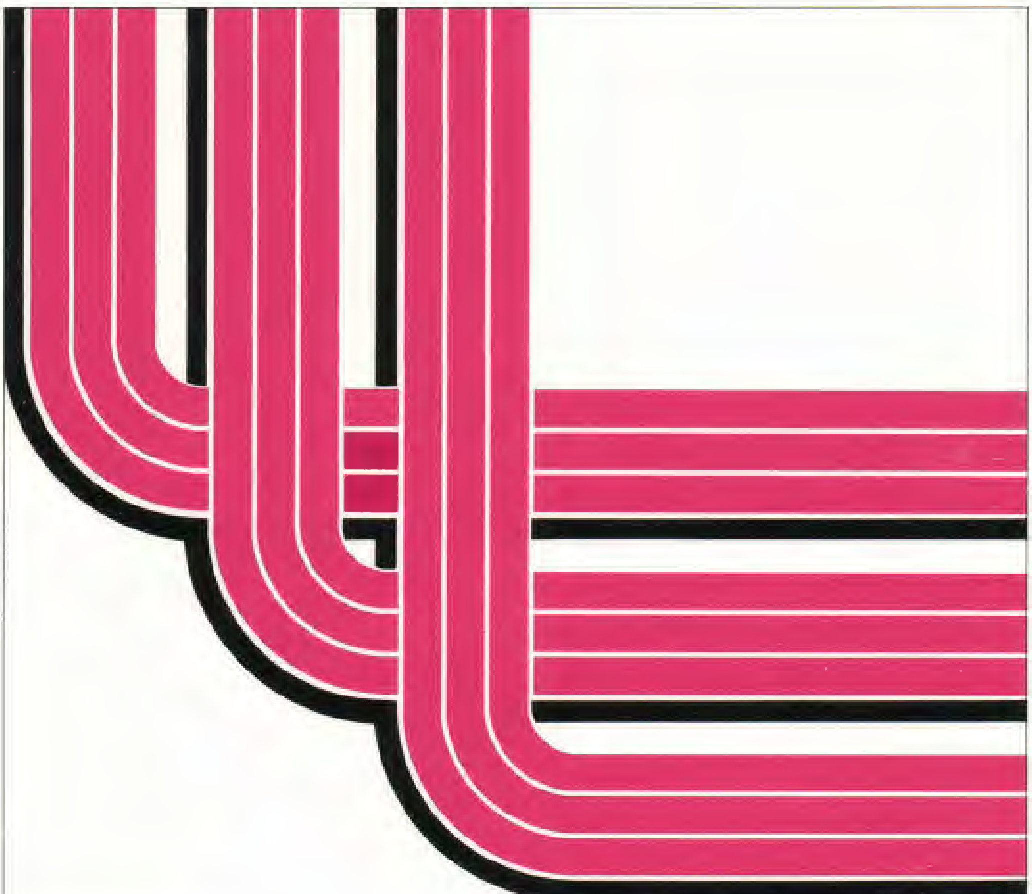
Application System/400

SC41-9627-02

Systems Application Architecture OfficeVision/400: Managing OfficeVision/400

Version 2



System Use

Application System/400

SC41-9627-02

Systems Application Architecture OfficeVision/400: Managing 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 SC41-9627-01. Make sure you are using the proper edition for the level of the product.

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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 OfficeVision/400 and how they are described in this publication.

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About This Manual

This manual helps you administer OfficeVision/400. OfficeVision/400 runs on a stand-alone AS/400 system or on an AS/400 system with one or more personal computers attached. If you do not use personal computers as display stations in your office, skip the chapters related to personal computers.

To complete the tasks in this manual, you can use the worksheets you were asked to complete in the manual *Systems Application Architecture* OfficeVision/400*: Planning For and Setting Up OfficeVision/400*, SC41-9626.

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 intended for the person who is responsible for administering the OfficeVision/400 product. It provides step-by-step descriptions of how to accomplish tasks for which an administrator is responsible. You should be familiar with office procedures, policies, and requirements.

You should be familiar with the AS/400 system and the OfficeVision/400 product.

You could be using one of several display stations attached to your system. The typing sequence for each keyboard is different depending on which display station you have. The manual *Systems Application Architecture* OfficeVision/400*: OfficeVision/400 Common Tasks*, SX41-9868, has information on how to use function keys on different keyboards.

In this manual, *personal computer* means an IBM personal computer such as a 5170 Personal Computer AT* or an 8560 Personal System/2* Model 60.

Unless otherwise indicated, this manual assumes that OfficeVision/400 word processing functions are used to work with documents. However, you can set up your system to use other programs in place of certain OfficeVision/400 functions. See "Managing Other Programs" on page 10-14 for more information about using other programs on your system.

Summary of Changes

The following OfficeVision/400 Version 2 Release 3 changes affect the *Managing OfficeVision/400** manual.

Base product and optional functions:

OfficeVision/400 includes the base product and several optional functions. The base product provides programs for storing and retrieving documents, using personal directories, maintaining distribution directories, and administering OfficeVision/400. Now the OfficeVision/400 program includes the following optional functions:

- **OfficeVision/400 text search**: The text search function is a document search tool that locates documents by indexed phrases or words in the document.
- **OfficeVision/400 calendar**: The calendar function is used to keep track of appointments and jobs to run, and can be used to notify users of upcoming events.
- **OfficeVision/400 mail**: The mail function is used to send and receive messages and documents.
- **OfficeVision/400 editor**: The editor is used to create and change documents. You have the option to use the OfficeVision/400 editor or activate the OfficeVision/400 application enabler to use the editor you are currently using.

Security level 50

is available to allow more enhanced operating system integrity. All auditing activity is recorded in a system journal. For more information about selecting security levels, see "Setting the System Security Level" on page 5-1. For more details about security levels, see the *Security Reference* manual.

The following additional OfficeVision/400 changes may affect your use of OfficeVision/400:

- The **form-field editing** option allows you to create form documents that can be used within your operation for standardizing employee requests. A form document is any OfficeVision/400 document that contains form fields. Form fields are created using the form field instruction. For more details about the form field, see the online information or see "Accessing Another Program" on page 10-15 and "Using Form-Field Editing Options" on page 3-11.
- The **first-level folder creation** authority allows you to control authority of the root (*ROOT) folder. For more details about the root folder, see "Maintaining Folder Creation Authority" on page 5-12.

Chapter 1. Introduction to Managing OfficeVision/400

This chapter introduces you to the IBM* SAA* OfficeVision/400* program. It describes the OfficeVision/400 base product and optionally installable functions. It also briefly explains how you can use either menus or commands to perform Application System/400* (AS/400*) functions.

As the OfficeVision/400 administrator, you control the authorization of functions and data within your office. You will be managing enrollment and security procedures and controlling the printers. To avoid unnecessary use of AS/400 system storage, you can manage office objects such as documents, files, folders, distribution logs, authorization lists, and distribution lists. You also manage calendars, mail logs, and text search if those functions are installed.

OfficeVision/400 and Optional Functions

OfficeVision/400 includes the base product and several optional functions. The base product provides:

- **Document library services**, which lets you use and manage document libraries.
- **Word processing**, which you use to create and revise documents.
- **Administration**, which you use to manage enrollment of OfficeVision/400 users and manage directory and environment information.
- **Personal directories**, which you use to store information you want on the system.

You can choose to install the following functions:

- **OfficeVision/400 text search**, which is a document search tool that locates documents by indexed phrases or words in the document.
- **OfficeVision/400 calendar**, which you use to keep track of appointments and jobs to run and which can notify users of upcoming events.
- **OfficeVision/400 mail**, which you use to send and receive notes, messages, and documents.
- **OfficeVision/400 editor**, which you use to create and change notes, messages, and documents.

When you install OfficeVision/400, you install the base product and can choose to install one or more of the optional OfficeVision/400 functions.

OfficeVision/400 menus and displays show services that are installed on your system. If a program function is not installed, the related menu options do not appear on your OfficeVision/400 menus and displays.

For example, if only the base product is installed on your system, the OfficeVision/400 menu looks like the following:

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

                                                            Time:   12:52

                                                        September       1992
                                                          S  M  T  W  T  F  S
     5. Documents and folders                                   1  2  3  4  5
     6. Word processing                                   6  7  8  9 10 11 12
                                                         13 14 15 16 17 18 19
     8. Decision support                                 20 21 22 23 24 25 26
     9. Administration                                   27 28 29 30

    90. Sign off

                                             Bottom
Press ATTN to suspend a selected option.
Selection
     _

F3=Exit   F12=Cancel   F19=Display messages
(C) COPYRIGHT IBM CORP. 1985, 1992.
```

If both the optional OfficeVision/400 mail and calendar functions are installed in addition to the base product, you see an OfficeVision/400 menu similar to the following:

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

     1. Calendars                                           Time:   12:52
     2. Mail
     3. Send message                                    September       1992
     4. Send note                                         S  M  T  W  T  F  S
     5. Documents and folders                                   1  2  3  4  5
     6. Word processing                                   6  7  8  9 10 11 12
     7. Directories/distribution lists                   13 14 15 16 17 18 19
     8. Decision support                                 20 21 22 23 24 25 26
     9. Administration                                   27 28 29 30

    90. Sign off

                                             Bottom
Press ATTN to suspend a selected option.
Selection
     _

F3=Exit   F12=Cancel   F19=Display messages
(C) COPYRIGHT IBM CORP. 1985, 1992.
```

You should be aware of the following when managing a system that does not include either OfficeVision/400 mail or OfficeVision/400 calendar:

- If OfficeVision/400 mail is not installed, you must use the Start Personal Directory (STRPRSDIR) command to start personal directories. For more information about the STRPRSDIR command, see the online information.
- Options on menus that use services of the OfficeVision/400 calendar or mail functions are not available if the function is not installed. If a user selects a

function that is not available, the user receives a message indicating that the function is not installed.

- You can control whether electronic distributions are allowed on your system using the Change Office Attributes (CHGOFCA) command. Distributions, such as messages and documents, can be sent when OfficeVision/400 mail is not installed.
- You can use the Retrieve Office Attributes (RTVOFCA) command to see which functions are installed on your system. This command is also useful to determine whether electronic mail is allowed or the OfficeVision/400 editor is installed. For more information about the RTVOFCA command, see the online information.
- Users with or without OfficeVision/400 calendar can receive and view meeting notices (sent from systems with OfficeVision/400 calendar) if distributions are allowed on your system, either through distribution services or OfficeVision/400 mail.

Using Menus and Commands in OfficeVision/400

The following sections of this chapter describe how you can use menus or commands to perform AS/400 functions.

Using Menus to Operate the System

The AS/400 system provides menus to help you do a task. This can be helpful if you are not quite sure what command to use for a task. Menus guide you through the different functions of the system and help identify tasks by grouping similar tasks on one menu. The following display shows the OfficeVision/400 main menu:

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

     1. Calendars                                          Time:    4:00
     2. Mail
     3. Send message                                     September       1992
     4. Send note                                         S  M  T  W  T  F  S
     5. Documents and folders                                   1  2  3  4  5
     6. Word processing                                   6  7  8  9 10 11 12
     7. Directories/distribution lists                   13 14 15 16 17 18 19
     8. Decision support                                 20 21 22 23 24 25 26
     9. Administration                                   27 28 29 30

     50. (User defined option)

    90. Sign off
                                                 Bottom
Press ATTN to suspend a selected option.
Selection

     _

F3=Exit   F12=Cancel   F19=Display messages
(C) COPYRIGHT IBM CORP. 1985, 1992.
```

Note: This display assumes that the user has option 50 defined. For more information on option 50, see the *Planning For and Setting Up OfficeVision/400** manual.

To perform OfficeVision/400 tasks using menus, do the following:

1. Select the option that is related to the task you want to do, and press the Enter key. The next menu is shown.
2. Continue to select options until you have completed your task, pressing the Enter key after each selection.

To suspend a selected task, press the ATTN key. If you pressed the ATTN key and you previously suspended an option, and you press F3, F12, or option 90, an exit approval display is shown. The purpose of the display is to prevent you from inadvertently pressing F3, F12, or option 90 from the menu and losing a note or document that is in progress.

Note: The Exit OfficeVision/400 display appears only when you press F3 or F12, or select option 90, and one or more options have been suspended by pressing the ATTN key.

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

 Type choice, press enter.
    Exit OfficeVision/400  . . . . . . . . . . . Y  Y=Yes, N=No









 F12=Cancel
```

To continue:

- Type **Y** (yes) to exit OfficeVision/400.
- Type **N** (no) to continue working with the option you were working with.
- Press F12 to return to the OfficeVision/400 main menu to select another option.

Using Commands to Show System Menus

You can type a command to show another menu. Type the command on the command line and press the Enter key.

The following shows commands, the menus that appear, and some of the tasks you can perform on each menu:

Command	Menu	Tasks You Can Select from the Menu
GO OFCTSK	Office Tasks	PC Support host tasks Security
GO SYSTEM	General System Tasks	Status Files, libraries, and folders
GO USER	User Tasks	Send a message Submit a job Display or change your job
GO SUPPORT	User Support	How to use help and commands AS/400 publications InfoSeeker
GO CMDDIR	Directory Commands	Change directory attributes Work with the directory, locations, and shadow systems Related command menus

Using Commands to Operate the System

The AS/400 system commands allow you to do quickly the task at hand. Unlike menus, commands do not guide you through the system, but rather you must enter the exact command for the task you want to do.

The tables in Chapter 10, "Administering OfficeVision/400 and System Activity" contain some of the tasks that you may do frequently. These tasks are listed with a brief description along with the name of the corresponding AS/400 command. These tasks are listed in alphabetical order and are divided into the following groups:

- Controlling jobs and system activity
- Using diskette and tape
- Saving and restoring information
- Controlling devices

For information about any commands, see the online information, as described in the following sections.

When You Know the Name of a Command

Use the following steps when you know the name of the command that does the task:

1. Type the name of the command you want to use on the command line of any menu, and press F4 (Prompt) to show additional information to help you use the command. If you need more information:
   a. Move the cursor to the area of the display that you need further information about.
   b. Press the Help key; online information is displayed.
   c. Read the help information.
   d. Press F12 (Cancel) to return to the last display.
   e. If parameters are associated with the command you selected, type the parameter values you want to run with the command.

   Note: You may need to repeat these steps for other parameters you need more information about.
2. To have the system run the command, press the Enter key.

When You Do Not Know the Name of a Command

When you are signed on the AS/400 system, you can use the command online help information to do a task.

1. Move the cursor to the command line, but do not type anything.
2. Press F4 (Prompt); the Major Command Group menu is shown.
3. Select an option based on the function you want to perform.
4. The next menu presented allows you to make further selections until you reach the command you want to use.
5. Type the option of the command you want to use.
6. Press F4 (Prompt); the system shows you additional information to help you use the command. If you need more information:
   a. Move the cursor to the area of the display that you need further information about.
   b. Press the Help key; online information is displayed.
   c. Read the help information.
   d. Press F12 (Cancel) to return to the last display.
   e. If parameters are associated with the command you selected, type the parameter values you want to run with the command.
7. To have the system run the command, press the Enter key.

Chapter 2. Managing Enrollment of OfficeVision/400 Users

This chapter describes how to manage the enrollment of OfficeVision/400 users on the AS/400 system. To enroll users or work with existing enrollments, you must be defined to the system as an administrator or security officer.

These positions have the following authority:

Administrator
A person who controls the authorization of functions and data in OfficeVision/400. (You can define an administrator who does not have authority to manage system objects, such as libraries and user profiles.) Managing enrollment is just one of the functions that can be assigned to an office administrator.

Security officer
A person assigned to control all of the security authorizations provided with the system.

Note: Users can change some of their enrollment information, but only an administrator or security officer can actually enroll users.

Enrolling New OfficeVision/400 Users

Before you enroll users, complete the Enrolling Users Worksheets that are in the *Planning For and Setting Up OfficeVision/400** manual. The enrollment worksheets follow the same format as the enrollment displays. The enrollment displays you are shown depend on what selections you make when enrolling users. To continue from one enrollment display to another, you must always press the Enter key (even when you do not make a selection on a display). To enroll a user with system default values, either type Y (Yes) for the *Accept enrollment defaults* prompt on the Enroll Office User display or press F3 (Exit) on the Add System Information display. If you are an administrator with authority to manage system objects or are authorized to the Create Folder (CRTFLR) control language (CL) command, the new user then has a calendar, default folder, and message queue.

During enrollment, the following is created for each OfficeVision/400 user:

User profile
The user profile allows the user to sign on the AS/400 system. It contains information about user authorizations within the AS/400 system and OfficeVision/400. Each user profile has a unique user profile name.

Note: Some of the users you enroll in OfficeVision/400 may not be new to the AS/400 system and may already have a user profile. OfficeVision/400 checks for the existence of a user profile during enrollment and adds it only if necessary.

System distribution directory entry
The system distribution directory entry allows users to send information to one another. Each user has a system distribution directory entry identified by a two-part user ID and address.

Note: Some of the users you enroll in OfficeVision/400 may not be new to the AS/400 system and may already have a system distribution directory entry. OfficeVision/400 checks for the existence of a system distribution directory entry during enrollment and adds it only if necessary.

An OfficeVision/400 enrollment record

The OfficeVision/400 enrollment record notifies OfficeVision/400 of the existence of the user. It also contains other information about the enrollment of a user. This enrollment record is automatically added when you enroll a user.

Enrolling Users Using Enrollment Commands

You can enroll new users using OfficeVision/400 enrollment commands in a CL program. If you enroll new users using a program, you do not need to complete enrollment displays. The program can contain the following OfficeVision/400 enrollment commands:

- Add Office Enrollment (ADDOFCENR)
- Retrieve Office Enrollment (RTVOFCENR)

The program can also contain commands to add the user to the AS/400 system, such as the Create User Profile (CRTUSRPRF) command. See the *Planning For and Setting Up OfficeVision/400** manual for information about creating a program to enroll new users.

To use the ADDOFCENR command you must have *SECADM authority or you must be enrolled in OfficeVision/400 as an administrator.

Consider using a program to enroll users in the following situations:

- Groups of users will perform the same or similar system tasks, and have the same enrollment values.
- You are not enrolling a user who has many unique enrollment values, such as an administrator.
- You are adding users who have the same or similar enrollment values as existing users.

If you enroll new users using a program, run the enrollment program instead of completing the enrollment displays.

Enrolling Administrators and Other Direct Users

You should consider the order in which users are enrolled. Enroll users who will be authorized to handle mail for others and who will manage calendars first.

To enroll direct users, do the following:

1. Sign on the system as the administrator or the security officer.
2. Start at the Work with Office Users display. To get to the display from the OfficeVision/400 main menu, select option 9 (Administration) and press the Enter key.

The Administration display appears.

```
                              Administration

 Select one of the following:

      1. Work with Office users
      2. Work with access codes
      3. Permit others to handle mail/filed documents
      4. Work with objects by owner
      5. Work with office files
      6. Work with library descriptions file
      7. Work with text index
      8. Directory commands

                                                                   Bottom
 Selection or command
 ===> 1

 F3=Exit   F4=Prompt   F9=Retrieve   F12=Cancel   F19=Display messages
```

3. Select option 1 (Work with Office users) and press the Enter key.

   The Work with Office Users display appears.

   Note: Option 4 (Delete from system) does not appear if the user is an administrator without authority to manage system objects and without *ALLOBJ authority.

```
                           Work with Office Users

 Type options, press Enter.
   1= Enroll Office user   2=Change   4=Delete from system
   10=Remove from Office   11=Remove from Office and directory  ...

                              Office
 Opt  User ID  Address  Administrator  Description

 __   ANDERSON ROCH          N         Anderson, Ben C
 __   BENTLEY  ROCH          N         Bentley, Dan
 __   HANSON   ROCH          N         Hanson, E G
 __   HENKE    DENV          N         Henke, S K
 __   KING     ROCH          N         King, Jean
 __   NENANCY  ROCH          N         Nelson, Nancy E
 __   PETERSON DENV          Y         Peterson, R N
 __   ROSE     DENV          N         Nelson, Rose
 __   SJONES   DENV          N         Jones, Sharon
 __   TJA      DENV          N         Ashely, T J
                                                                  More...
 F3=Exit   F5=Refresh   F12=Cancel   F17=Position to   F19=Display messages
 F23=More options
```

The Work with Office Users display shows a list of all users currently enrolled in OfficeVision/400, sorted by user ID and address.

4. Select Option 1 (Enroll Office user).

The Enroll Office User display appears.

```
                         Enroll Office User

Type choices, press Enter.

  User ID/Address . . . .   Lange___ Detroit_   F4 for list

  Description . . . . . .   Lange, Chris M.______________________________

  User profile  . . . . .   __________          Name, F4 for list

  Indirect user . . . . .   N                   Y=Yes, N=No

  Password  . . . . . . .   __________

  Accept enrollment
     defaults . . . . . .   N                   Y=Yes, N=No



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

5. Use online help information or the Enrolling Direct Users Worksheet from the *Planning For and Setting Up OfficeVision/400** manual to fill out the Enroll Office User display:

   - Type the user ID and address of the user you want to enroll for the *User ID/Address* prompt. The example display shows **LANGE** for the user ID and **DETROIT** for the address.

     Note: When enrolling an office user who is not in the system directory, type in both the user ID and address for the *User ID/Address* prompt. When enrolling a user who has a user profile and is in the system directory, type in only the user ID for the *User ID/Address* prompt.

   - Type a description for the *Description* prompt. This prompt is most useful if you specify a description in the form of last name, first name, and middle name or initial (for example, **Lange, Chris M.**).

   - You do not need to type anything for the *User profile* or *Password* prompt. A user profile and password are automatically created using the name you specified for the user ID. If the user has a user profile and password, you must type the ones that already exist. Press F4 for a list of user profiles.

     The *Password* prompt is only required if the security level specified for your system is higher than level 20. If security level 10 (system is not secured) is specified, anyone can sign on the system by entering any name.

     If you plan to access this user profile from a remote system, the password for this user profile cannot be longer than 8 characters.

   - Make sure **N** (No) is specified for the *Indirect user* prompt.

   - If you are using system-supplied defaults for this user, type **Y** (Yes) for the *Accept enrollment defaults* prompt. The entries for the prompts in the remaining displays are automatically filled in and the user is enrolled.

If you want to continue typing enrollment information for this user, type **N** (No) for the *Accept enrollment defaults* prompt.

Press the Enter key.

If the user is not successfully enrolled, the user ID and address fields appear in reverse image on the Enroll Office User display.

If you type **Y** (Yes) for the *Accept enrollment defaults* prompt, a message indicating that the user is enrolled is displayed. When you receive that message, you can continue to enroll another user from the Enroll Office User display. Otherwise, the Add System Information display appears.

Note: If you choose user profile QSECOFR on the Enroll Office User display, the *Maximum storage*, *Limit capabilities*, and *Group profile* prompts are not shown.

```
                          Add System Information

User ID/Address . . . . . . :   LANGE    DETROIT

Type choices, press Enter.

  Copy from . . . . . . . . .   _______ _______   User ID/Address
                                                  F4 for list
  Group profile . . . . . . .   __________        Name, F4 for list
  Accounting code . . . . . .   _______________
  Maximum storage . . . . . .   *NOMAX            1-2147483647, *NOMAX
  Limit capabilities . . . . .  N_________        Y=Yes
                                                  N=No
                                                  *PARTIAL
  Initial program . . . . . .   QOFINLPG
    Library . . . . . . . . .     QOFC            *LIBL, *CURLIB, name
  Initial menu . . . . . . . .  MAIN              *SIGNOFF, name
    Library . . . . . . . . .     *LIBL           *LIBL, *CURLIB, name


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

Note: All informational display titles contain either *Add*, *Enroll*, or *Change* depending on the function desired. For example, if you enroll a new user, then you access the Add Enrollment Information display. If you change enrollment information for a user, then you access the Change Enrollment Information display. The only exception is the Permit User to Handle Mail for Others display, because the enrollment information is the same regardless of the access function for the display.

6. Use online help information or the Enrolling Direct Users Worksheet from the *Planning For and Setting Up OfficeVision/400** manual to fill out the information on this display:

   - If you want to use the system information from an existing user ID for the new user, type the existing user ID and address in the *Copy from* prompt and press the Enter key. The information from the copied user appears for the prompts on this display and on other enrollment displays. You can type over any of the copied information to change it.

- If the program QOFINLPG and library QOFC are specified for the *Initial program* prompt and the *Library* prompt, this user sees the OfficeVision/400 menu as the first menu after signing on.

Press the Enter key.

Note: If you do not want to change the default values on the remaining enrollment displays, you are not required to continue through the remaining enrollment displays. By not completing the prompts on the Add System Information display and pressing F3 (Exit) or F12 (Cancel), the current user will be enrolled in OfficeVision/400 using the defaults on the remaining enrollment displays. You will return to the Enroll Office User display, where you can enroll another user (by returning to step 5 in this section) or press F3 (Exit) to leave enrollment.

The Add Enrollment Information display appears.

```
                          Add Enrollment Information

User ID/Address . . . . . . . . . :   LANGE    DETROIT

Type choices, press Enter.

  Copy from . . . . . . . . . . . .   ________ ________    User ID/Address
                                                           F4 for list
  Authority:
    Administrator . . . . . . . . .   Y                    Y=Yes, N=No
      Allow object management . . .   Y                    Y=Yes, N=No
    Allow commands in documents . .   N                    Y=Yes, N=No
  Objects:
   Printer  . . . . . . . . . . . .   *WRKSTN___           *SYSVAL, *WRKSTN
                                                           name
   Message queue  . . . . . . . . .   LANGE____
     Library  . . . . . . . . . . .     QUSRSYS___         *LIBL, *CURLIB, name
  Option 50 on OfficeVision/400 menu:
   User program . . . . . . . . . .   __________
     Library  . . . . . . . . . . .     __________         *LIBL, *CURLIB, name
   Text for menu option . . . . . .   ______________________________________
                                                                     Bottom
F3=Exit    F4=Prompt    F5=Refresh    F12=Cancel    F19=Display messages
```

7. If you are enrolling someone as an administrator, type **Y** (Yes) for the *Administrator* prompt. If you are enrolling a direct user who will not be an administrator, make sure you specify **N** (No) for the *Administrator* prompt.

   If you want the administrator to be able to work with system objects such as files, type **Y** (Yes) for the *Allow object management* prompt. The example display shows user LANGE being enrolled as an administrator with authority to manage system objects.

8. Complete the remaining prompts on the Add Enrollment Information display using the Enrolling Direct Users Worksheet. Press the Enter key. If you have authority to create OfficeVision/400 objects or are authorized to the Create Library (CRTLIB) and Create Folder (CRTFLR) CL commands, a calendar default folder and message queue are created for the user. If you specify a program and library name for option 50, a user program library is also created.

The Add Directory Information display appears.

```
                         Add Directory Information

User ID/Address . . . . :   LANGE     DETROIT

Type choices, press Enter.

  Description . . . . . .   Chris M. Lange____________________________________
  Network user ID . . . .   LANGE  DETROIT_________________________________

  Name:
    Last  . . . . . . . .   __________________________________________
    First . . . . . . . .   ____________________
    Middle  . . . . . . .   ____________________
    Preferred . . . . . .   ____________________
    Full  . . . . . . . .   __________________________________________________

  Department  . . . . . .   __________                 F4 for list
  Job title . . . . . . .   __________________________________________
  Company . . . . . . . .   __________________________________________________

                                                                     More...
F3=Exit   F4=Prompt   F5=Refresh   F12=Cancel   F18=Display location details
```

9. Complete the Add Directory Information display using information from the Enrolling Direct Users Worksheet. Use the Page keys to see all pages of the display. Press the Enter key. If you want to change the default values on the remaining enrollment displays for the current user, continue with enrollment by pressing the Enter key after completing the Add Directory Information display.

   The Add Environment Information display appears.

```
                        Add Environment Information

User ID/Address . . . . . . . . :   LANGE    DETROIT

Type choices, press Enter.

  Copy from . . . . . . . . . . .   ________ ________   User ID/Address
                                                        F4 for list
  Message notification within
    Office  . . . . . . . . . . .   4                   1=Never, 2=Notify
                                                        3=Interrupt, 4=Same
  Current library . . . . . . . .   *CRTDFT___          *CRTDFT, name
  Initial directory . . . . . . .   __________          Name, F4 for list
  Default folder  . . . . . . . .   LANGE______________________________________
                                                        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
```

10. Complete the Add Environment Information display using information from the Enrolling Direct Users Worksheet. The first 8 characters of the user profile are shown for the *Default folder* prompt.

Press the Enter key. If the folder you specified does not exist, press the Enter key again. If you have authority to create OfficeVision/400 objects, or are authorized to the Create Folder (CRTFLR) CL command, the folder is created for you.

If OfficeVision/400 calendar is installed, the Add Calendar Information display appears. If OfficeVision/400 calendar is not installed, the Add Distribution List Membership display appears.

```
                          Add Calendar Information

User ID/Address . . . . . . :   LANGE    DETROIT

Type choices, press Enter.

  Copy from . . . . . . . . .   ________ ________     User ID/Address
                                                      F4 for list
  Initial calendar . . . . . .  LANGE_______________
                                                      F4 for list
  Scheduling calendar . . . .   LANGE_____            F4 for list
  Allow jobs or procedures . .  Y                     Y=Yes, N=No
  Single user calendar:
    View type . . . . . . . .   2                     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
                                                                More...
F3=Exit   F4=Prompt   F5=Refresh   F12=Cancel   F19=Display messages
```

11. Complete the Add Calendar Information display using information from the Enrolling Direct Users Worksheet.

    Use the Page keys to see the information on all the pages of the display. Press the Enter key. If the calendar you specified does not exist, press the Enter key again and the Create Calendar display appears. Complete the prompts on this display using the online information and press the Enter key. Additional information on calendars can be found in the *Using OfficeVision/400** manual.

The Add Distribution List Membership display appears.

```
                    Add Distribution List Membership

User ID/Address . . . . . . :  LANGE    DETROIT

Type choices, press Enter.

  Copy from . . . . . . . . .  ________ ________  User ID/Address
                                                  F4 for list

Type or remove X to change current membership, press Enter.

Membership  ----List ID-------  Description
    _        ACCDSTL   ACCTG    Distribution list for Accounting
    _        DEPT248   DLIST    Members of Department 248
    _        D543      DLIST    Distribution list for Department 543
    _
    _
    _
    _
    _
                                                                   Bottom
F3=Exit   F4=Prompt   F5=Refresh   F12=Cancel   F17=Position to
F19=Display messages
```

12. The list IDs and descriptions for distribution lists must be created before you can add individuals to them. Do one of the following:

    - If you have already created your distribution lists, the distribution list IDs are shown on the display. Type an **X** in the *Membership* column next to the list ID(s) you want to add the user to. You can add the user to as many distribution lists as necessary. To add the user to every distribution list, type an **X** for every prompt in the *Membership* column. Use the Page keys to see all the distribution lists. Press the Enter key.
    - If you have not created any distribution lists, skip the Add Distribution List Membership display by pressing the Enter key. When you create the distribution lists that your office will use, you can add the user to the lists.

      For more information on creating distribution lists, see Chapter 4, "Working with the Distribution Directory and Lists."

After you press the Enter key, the Add Authorization to Access Codes display appears.

```
                      Add Authorization to Access Codes

User ID/Address  . . . . . . :   LANGE    DETROIT

Type choices, press Enter.

  Copy from  . . . . . . . . .   ________ ________   User ID/Address
                                                     F4 for list

Type or remove X to change current authorization, press Enter.

Authorization  Access Code  Description
      X           0001      Budgets
      _           0002      Department Staffing Requirements
      _           0003      Payroll
      X           0004      Finance
      _           0005      Accounting
      X           0006      Status Reports
      _           0007      Personnel
      _
                                                                    More...
F3=Exit   F4=Prompt   F5=Refresh   F12=Cancel   F17=Position to
F19=Display messages
```

13. If you used access codes on previous systems and intend to continue using access codes for compatibility reasons, you should add the access codes you need before enrolling users. Do one of the following:

    - If you have already added your access codes, the codes are shown on the Add Authorization to Access Codes display. Type an **X** in the *Authorization* column next to the access code you want to authorize the user to. You can authorize the user to as many access codes as necessary. To authorize the user to every access code, type an **X** for every prompt in the *Authorization* column. Use the Page keys to see all the access codes. Press the Enter key.
    - If you have not added any access codes, skip the Add Authorization to Access Codes display by pressing the Enter key. After you are finished enrolling this user, add the access codes that your office will use. You can then continue enrolling other users or change the enrollment information of the previous user to include the new access codes.

      For more information on adding access codes, see "Working with Access Codes" on page 5-19.

      Press the Enter key.

If OfficeVision/400 mail is installed, the Permit User to Handle Mail for Others display appears. If OfficeVision/400 mail is not installed, the Enroll Office Users display appears (continue with step 15).

```
                    Permit User to Handle Mail for Others

User ID/Address . . . . . . :   LANGE    DETROIT

Type choices, press Enter.

  Copy from . . . . . . . . .   ________ ________   User ID/Address
                                                    F4 for list

Type or remove X to change current permission, press Enter.

Permission  User ID   Address   Description
    X       ANDERSON  ROCH      Anderson, Ben C
    _       BENTLEY   ROCH      Bentley, Dan
    X       HANSON    ROCH      Hanson, E G
    X       KING      ROCH      King, Jean
    _       ROSE      DENV      Nelson, Rose
    _       SJONES    DENV      Jones, Sharon
    _       TOM       ROCH      Dixon, T F
                                                                More...
F3=Exit   F4=Prompt   F5=Refresh   F12=Cancel   F17=Position to
F19=Display messages
```

14. Complete the Permit User to Handle Mail for Others display using the Enroll Users Worksheet. Type an **X** in the *Permission* column next to the user ID of the user you want the new user to handle mail for. The new user can handle mail for as many users in the list as needed. Press the Enter key.

    The Enroll Office User display appears.

15. To continue enrolling new administrators or other direct users from this display, return to step 5 in this section. To enroll new indirect users from this display, go to step 5 in the next section. If you are finished enrolling users in OfficeVision/400, press F3 (Exit) to return to the OfficeVision/400 Administration menu.

Enrolling Indirect Users

To enroll indirect users, do the following:

1. Sign on as the administrator or security officer.
2. Start at the Work with Office Users display. To get to the display from the OfficeVision/400 main menu, select option 9 (Administration) and press the Enter key.

   The Administration display appears.

3. Select option 1 (Work with Office users) and press the Enter key.

The Work with Office Users display appears.

Note: Option 4 (Delete from system) does not appear when the user is an administrator without authority to manage system objects and without *ALLOBJ authority.

```
                          Work with Office Users

 Type options, press Enter.
   1=Enroll Office user   2=Change   4=Delete from system
   10=Remove from Office  11=Remove from Office and directory  ...

                              Office
Opt   User ID  Address   Administrator  Description

 _    ANDERSON ROCH            N        Anderson, Ben C
 _    BENTLEY  ROCH            N        Bentley, Dan
 _    HANSON   ROCH            N        Hanson, E G
 _    HENKE    DENV            N        Henke, S K
 _    KING     ROCH            N        King, Jean
 _    NENANCY  ROCH            N        Nelson, Nancy E
 _    PETERSON DENV            Y        Peterson, R N
 _    ROSE     DENV            N        Nelson, Rose
 _    SJONES   DENV            N        Jones, Sharon
 _    TJA      DENV            N        Ashely, T J
                                                                    More...
 F3=Exit   F5=Refresh  F12=Cancel  F17=Position to  F19=Display messages
 F23=More options
```

This display shows a list of all users currently enrolled in OfficeVision/400, sorted by user ID and address.

4. Select Option 1 (Enroll Office user).

   The Enroll Office User display appears.

```
                            Enroll Office User

 Type choices, press Enter.

   User ID/Address . . . .   REYNOLDS WESTLAND   F4 for list

   Description . . . . . .   Reynolds, Jamie W.________________________________

   User profile  . . . . .   __________          Name, F4 for list

   Indirect user . . . . .   Y                   Y=Yes, N=No

   Password  . . . . . . .   __________

   Accept enrollment
     defaults  . . . . . .   N                   Y=Yes, N=No




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

5. Use the information from the Enrolling Indirect Users Worksheet from the *Planning For and Setting Up OfficeVision/400** manual to complete the Enroll Office User display:

   - Type the user ID and address of the user you want to enroll for the *User ID/Address* prompt. The example display shows **REYNOLDS** for the user ID and **WESTLAND** for the address.
   - Type a description for the *Description* prompt. This prompt is most useful if you specify a description in the form of last name, first name, and middle name or initial (for example, **Reynolds, Jamie W.**).
   - Type **Y** (Yes) for the *Indirect user* prompt.
   - You do not need to type anything for the *User profile* or *Password* prompt. For an indirect user, the system will automatically create a user profile with the same name as the user ID and the system assigns *NONE as the password.
   - If you are using system-supplied defaults for this user, type **Y** (Yes) for the *Accept enrollment defaults* prompt. The entries for the prompts in the remaining displays are automatically filled in and the user is enrolled.

     If you want to continue typing enrollment information for this user, type **N** (No) for the *Accept enrollment defaults* prompt.

   Press the Enter key.

   If you type **Y** (Yes) for the *Accept enrollment defaults* prompt, a message indicating that the user is enrolled is displayed. After you receive that message, you can continue to enroll another user (see step 4 in this section). Otherwise, the Add System/Environment Information display appears.

```
                     Add System/Environment Information

User ID/Address . . . . . . :   REYNOLDS WESTLAND

Type choices, press Enter.

  Copy from . . . . . . . . .   ________ ________   User ID/Address
                                                    F4 for list

  Print personal mail . . . .   N                   Y=Yes, N=No

  Printer . . . . . . . . . .   *WRKSTN___          *SYSVAL, *WRKSTN
                                                    name

  Group profile . . . . . . .   __________          Name, F4 for list

  Accounting code . . . . . .   _______________



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

6. Use information from the Enrolling Indirect Users Worksheet from the *Planning For and Setting Up OfficeVision/400** manual to complete the information on this display.

   If you want to use the system information from an existing user ID for the new user, type the existing user ID and address in the *Copy from* prompt and press the Enter key. The information from the copied user will appear for the prompts. You can type over any of the copied information to change it. If you want to print all personal mail for an indirect user, type **Y** (Yes) for the *Print personal mail* prompt.

Press the Enter key.

The Add Directory Information display appears.

```
                          Add Directory Information

User ID/Address . . . . :   REYNOLDS  WESTLAND

Type choices, press Enter.

  Description . . . . . .   Reynolds, Jamie W.______________________________
  Network user ID . . . .   REYNOLDS WESTLAND_____________________________

  Name:
    Last  . . . . . . . .  ________________________________________
    First . . . . . . . .  ____________________
    Middle  . . . . . . .  ____________________
    Preferred . . . . . .  ____________________
    Full  . . . . . . . .  __________________________________________________

  Department  . . . . . .  __________          F4 for list
  Job title . . . . . . .  ________________________________________
  Company . . . . . . . .  __________________________________________________

                                                                   More...
F3=Exit   F4=Prompt   F5=Refresh   F12=Cancel   F14=Add X.400 O/R name
F18=Display location details
```

7. Use information from the Enrolling Indirect Users Worksheet from the *Planning For and Setting Up OfficeVision/400** manual to fill out the information on this display. Use the Page keys to see all pages of the display. Press the Enter key.

   The Add Distribution List Membership display appears.

```
                       Add Distribution List Membership

User ID/Address  . . . . . . :   REYNOLDS WESTLAND

Type choices, press Enter.

  Copy from  . . . . . . . . .   _______ _______   User ID/Address
                                                   F4 for list

Type or remove X to change current membership, press Enter.

Membership  ----List ID-------  Description
     _      ACCDSTL   ACCTG     Distribution list for Accounting
     _      DEPT248   DLIST     Members of Department 248
     X      D543      DLIST     Distribution list for Department 543
     _      DEPT277   DLIST     Distribution list for Department 277
     _      DEPT290   DLIST     Distribution list for Department 290
     _      DEPT222   DLIST     Distribution list for Department 222
     _      DEPT235   DLIST     Distribution list for Department 235
     _      SHPDSTL   SHPNG     Distribution list for Shipping
                                                                   More...
F3=Exit   F4=Prompt   F5=Refresh   F12=Cancel   F17=Position to
F19=Display messages
```

8. The list IDs and descriptions for distribution lists must be created before you can add individuals to them. Do one of the following:

   - If you have already created your distribution lists, the distribution list IDs are shown on the display. Type an X in the *Membership* column next to the list ID you want to add the user to. You can add the user to as many distribution lists as necessary. To add the user to every distribution list, type an X for every prompt in the *Membership* column. Use the Page keys to see all the distribution lists. Press the Enter key.

   - If you have not created any distribution lists, skip the Add Distribution List Membership display by pressing the Enter key. When you create the distribution lists that your office will use, you can add the users to the lists.

     For more information on creating distribution lists, see Chapter 4, "Working with the Distribution Directory and Lists."

   After you press the Enter key, the Enroll Office User display appears again.

9. To continue enrolling new indirect users from this display, return to step 5 in this section. To continue enrolling new administrators or other direct users from this display, return to step 5 in the previous section. If you are finished enrolling users in OfficeVision/400, press F3 (Exit) to return to the OfficeVision/400 Administration menu.

Changing the Enrollment of a User

As an administrator, you may need to change the enrollment information for a user. For example, a user may change jobs and have a different start time or a user may acquire more responsibility and need additional distribution lists to work with. Only an administrator or security officer can change the enrollment information for another user.

Users can change their own directory and environment information. Users can also change their calendar enrollment information if OfficeVision/400 calendar is installed on the system. For more information about changing directories, environments, and calendars, see the *Using OfficeVision/400** manual.

If you make any changes to the enrollment information, the changes are not reflected until the next time the user starts an OfficeVision/400 session. (A user starts a session by using the Start Office command or selecting option 1 (OfficeVision/400) on the Office Tasks menu.) Also, information about a user cannot be changed while the directory entry for the user is being renamed. For information about renaming a directory entry, see "Renaming System Distribution Directory Entries" on page 4-4.

Changing Enrollment Using Enrollment Commands

You can change enrollment using OfficeVision/400 enrollment commands in a CL program. When you change enrollment using a program, you do not need to complete displays.

You can use the following commands to change enrollment:

- Retrieve Office Enrollment (RTVOFCENR)

  Use the RTVOFCENR command in a program to put enrollment information about a user in the CL variables you specify.

The RTVOFCENR command can obtain all enrollment information about a user, including how the user is notified of messages; the name of the user program, library, or text when the user selects Option 50; if the user is allowed to use CL commands when working with text documents; the type of word processing used; the name of the first personal directory and folder; and user calendar information. You must have *USE authority to the user profile to retrieve OfficeVision/400 enrollment information.

- Change Office Enrollment (CHGOFCENR)

  Use the CHGOFCENR command to change the enrollment record for a user. You can use this command in a program or enter it on a command line. If you use the command in a program, you can use values retrieved using the RTVOFCENR command. You must be the security officer or an administrator to change OfficeVision/400 enrollment.

  The following example shows how to change the enrollment of a user defined on a system and in OfficeVision/400 using the CHGOFCENR command:

  ```
  CHGOFCENR USRPRF(JACKSON) WRDPROC(*STANDARD) DFTFLR(JACKSON)
     INLCAL(JACKSON) SCHEDCAL(JACKSON) CALINLVIEW(*WEEKLY)
     CALTIME('08:00' 12 30) CALSTRDAY(*MON)
  ```

For additional detailed information on these commands, see the *Office Services Concepts and Programmer's Guide* manual or online command information.

If you change enrollment using a program, run the program instead of completing the enrollment displays.

Changing Enrollment Using Displays

To change the enrollment information for a user using displays, do the following:

1. Sign on the system as the administrator or security officer.
2. Start at the Work with Office Users display. To get to the display from the OfficeVision/400 main menu, select option 9 (Administration) and press the Enter key.

   The Administration display appears.
3. Select option 1 (Work with Office users) and press the Enter key.

The Work with Office Users display appears. This display shows a list of all users currently enrolled in OfficeVision/400, sorted by user ID and address.

Note: Option 4 (Delete from system) does not appear if the user is an administrator without authority to manage system objects and without *ALLOBJ authority.

```
                         Work with Office Users

 Type options, press Enter.
   1=Enroll Office user   2=Change    4=Delete from system
   10=Remove from Office  11=Remove from Office and directory  ...

                                 Office
Opt   User ID  Address   Administrator  Description

 _    ANDERSON ROCH            N        Anderson, Ben C
 _    BENTLEY  ROCH            N        Bentley, Dan
 _    HANSON   ROCH            N        Hanson, E G
 _    HENKE    DENV            N        Henke, S K
 _    KING     ROCH            N        King, Jean
 _    NENANCY  ROCH            N        Nelson, Nancy E
 _    PETERSON DENV            Y        Peterson, R N
 _    ROSE     DENV            N        Nelson, Rose
 _    SJONES   DENV            N        Jones, Sharon
 _    TJA      DENV            N        Ashely, T J
                                                                More...
 F3=Exit   F5=Refresh  F12=Cancel   F17=Position to  F19=Display messages
 F23=More options
```

4. Locate the user ID and address of the user for whom you are changing information. Use the Page keys or *F17 (Position to)* if a large list of users is shown.

5. Type a **2** (Change) in the *Opt* column next to the user ID and address you wish to change and press the Enter key.

   The Change Enrollment display appears. The Change Enrollment display shows different options depending on whether you are changing the enrollment of a direct user or an indirect user.

The user ID and address for the person whose enrollment information is changing is now shown at the top of the Change Enrollment display.

Notes:

a. Option 7 (Calendar information) appears only if OfficeVision/400 calendar is installed on your system.

b. Option 10 (Permission to handle mail/filed documents) appears if OfficeVision/400 mail is installed on your system or if distributions are allowed.

```
                              Change Enrollment

User ID/Address . . . . . . . :  CHARLES  DENV

Select one of the following:

     1. All of the following options in sequence
     2. Office user information
     3. System information
     4. Enrollment information
     5. Directory information
     6. Environment information
     7. Calendar information
     8. Distribution list membership
     9. Authorization to access codes
    10. Permission to handle mail/filed documents


Selection
     1_

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

6. Select option 1 (All of the following options in sequence) if you want to change all of the enrollment information for a user in the order the options are listed. If you want to change only one or a few specific items, select the option for one of the items from this menu. Press the Enter key.

   A display appears for the information you selected to change.

7. Depending on the option you selected on the Change Enrollment menu, do the following:

   - If you selected option 1 (All of the following options in sequence) on the Change Enrollment menu, the displays for all enrollment items will appear in sequence as you press the Enter key. Make any necessary changes to the displays and press the Enter key after each. After you press the Enter key on the last enrollment display, the Change Enrollment menu appears again.

     Note: If you complete the *Copy from* prompt on the Change Distribution List Membership display, the information from the copied user appears for the prompts only on the current display being changed.

   - If you selected an option other than option 1 on the Change Enrollment display, make your changes to the display shown and press the Enter key. If you selected the wrong display or do not want to change the information on the display shown, press F12 (Cancel). When you press the Enter key or F12, the Change Enrollment menu appears again. You can continue to select options on the Change Enrollment menu until you have changed all the desired enrollment options.

Note: If you complete the *Copy from* prompt on the Change Distribution List Membership display, the information from the copied user appears for the prompts only on the current display being changed.

Removing the Enrollment of a User

You may need to remove users from the system when they leave your organization or when they are no longer using OfficeVision/400. Once the office enrollment of a user is removed, you are not able to access the directory entry of the user or user profile through OfficeVision/400 administration. Only an administrator or security officer can remove a user.

When you remove users from OfficeVision/400 who will still be using the system, you have to remove their office enrollment information and other office items such as personal directories and calendars.

When you remove a user completely from the system, you need to remove or change ownership of any objects owned by the user. Examples of objects you may need to remove or change ownership of are documents, folders, and document lists.

Removing Enrollment Using Commands

You can use the following commands to remove the enrollment of a user, change ownership of owned objects, and remove the user the from AS/400 system:

- Remove Office Enrollment (RMVOFCENR)

  Use the RMVOFCENR command to remove a user from OfficeVision/400. You must be an administrator or have *SECADM authority to use the RMVOFCENR command. This example of the RMVOFCENR command removes a user from OfficeVision/400 and deletes all owned calendars and personal directories:

  ```
  RMVOFCENR USRPRF(JACKSON) OWNOBJOPT(*DLT)
  ```

  If you use the OWNOBJOPT(*NODLT) parameter, you must delete owned calendars and personal directories and change ownership of owned document library objects before using the RMVOFCENR command.

- Change Document Library Object Owner (CHGDLOOWN)

  Use the CHGDLOOWN command to transfer documents or folder ownership from one user to another user. The following example changes ownership of owned document library objects:

  ```
  CHGDLOOWN OWNER(JACKSON) NEWOWN(NELSON)
  ```

- Remove Directory Entry (RMVDIRE)

  Use the RMVDIRE command to remove an entry from the system distribution directory. In the following example, all descriptions for the given user ID and address are removed:

  ```
  RMVDIRE USRID(JACKSON ROCH) USRD(*ALL)
  ```

- Delete User Profile (DLTUSRPRF)

  Use the DLTUSRPRF command to delete a user profile from the system. In the following example, the owned objects for the user profile JACKSON are transferred to the specified user profile, SMITH:

  ```
  DLTUSRPRF USRPRF(JACKSON) OWNOBJOPT(*CHGOWN SMITH)
  ```

Removing Enrollment Using Displays

You can remove the following information for a user using the Work with Office Users display:

- OfficeVision/400 enrollment, using option 10 (Remove from Office)
- OfficeVision/400 enrollment and the system distribution directory entry, using option 11 (Remove from Office and directory)
- All system information, including OfficeVision/400 enrollment, system distribution directory entry, and user profile

To remove a user from the system, do the following:

1. Sign on the system as the administrator or security officer.
2. Start at the Work with Office Users display. To get to this display from the OfficeVision/400 main menu, select option 9 (Administration) and press the Enter key.

   The Administration display appears.
3. Select option 1 (Work with office users) and press the Enter key.

   The Work with Office Users display appears. This display shows a list of all users currently enrolled in OfficeVision/400, sorted by user ID and address.

   Note: Option 4 (Delete from system) does not appear if the user is an administrator without authority to manage system objects and without *ALLOBJ authority.

```
                          Work with Office Users

 Type options, press Enter.
   1=Enroll Office user     2=Change   4=Delete from system
   10=Remove from Office    11=Remove from Office and directory  ...

                                 Office
 Opt   User ID  Address   Administrator  Description

 __    ANDERSON ROCH           N         Anderson, Ben C
 __    BENTLEY  ROCH           N         Bentley, Dan
 __    HANSON   ROCH           N         Hanson, E G
 __    HENKE    DENV           N         Henke, S K
 __    KING     ROCH           N         King, Jean
 __    NENANCY  ROCH           N         Nelson, Nancy E
 __    PETERSON DENV           Y         Peterson, R N
 __    ROSE     DENV           N         Nelson, Rose
 __    SJONES   DENV           N         Jones, Sharon
 __    TJA      DENV           N         Ashely, T J
                                                                   More...
 F3=Exit  F5=Refresh   F12=Cancel   F17=Position to  F19=Display messages
 F23=More options
```

4. Locate the user ID and address of the user you are going to remove from the system. Use the Page keys or the *Position to* prompt if a large list of users is shown. Type a **4** (Delete from system) in the *Opt* column next to the user ID and address of the user and press the Enter key.

   If the Remove Office User display appears, continue with the next step. The Remove Office User display appears if the user owns objects. If this display does not appear, go to step 7 in this section.

   Notes:

   a. If OfficeVision/400 calendar is not installed, option 4 (Delete) is the only option available for calendar objects that may reside on your system.

   b. You must have full administrative authority or *ALLOBJ authority to select 4 (Delete from system) on the Work with Office Users display and see the AS/400 system objects and OfficeVision/400 objects on the Work with Objects by Owner display.

```
                              Remove Office User

User ID/Address  . . . . . . . . . :   DEBNEREM DENV

User owns objects that must either be deleted or changed to another
owner or be deleted before the user can be removed.

Note:  When the user is removed, any mail owned by the user will be
removed, and any distribution lists owned by the user will be changed to
the default owner, QDFTOWN.

Press Enter to delete or change ownership of objects.
Press F12 to return to change your choice.







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

5. Read the information on the display. Press the Enter key.

   If the owner owns objects, the Work with Objects by Owner display appears.

   Note: Removing a user from the OfficeVision/400 program does not remove any mail owned by that user.

```
                          Work with Objects by Owner

User ID/Address . . . . . . :   DEBNEREM DENV

Type options, press Enter.
  4=Delete          5=Display authority    8=Display description
  9=Change owner    10=Display folder path

Opt  Object              Library    Type               Attribute
 4   DEBNEREM            QUSRSYS    *MSGQ

                                                                     Bottom
Command
===> ____________________________________________________________________
F3=Exit   F5=Refresh     F11=Display text   F12=Cancel   F16=Delete all
F20=Change owner of all  F24=More keys
```

The Work with Objects by Owner display allows you to remove or change ownership of the objects that the user owns.

6. Do the following to ensure that the user being removed no longer owns objects:

   - To delete objects owned by the user, type a **4** (Delete) in the *Opt* column next to the object you want to delete. Press the Enter key.

     The Confirm Delete of Objects display appears. Press the Enter key to delete the objects shown on the display.

     The Work with Objects by Owner display appears. You can continue deleting or changing ownership of objects.

   - To change ownership of objects owned by the user, type a **9** (Change owner) in the *Opt* column next to the object you want to change ownership for. If you are giving ownership of the different objects to more than one owner, type a **9** next to the objects for only one owner at a time. The owner must be enrolled in OfficeVision/400. Press the Enter key.

     The Change Object Ownership display appears. Type the user ID and address of the new owner in the *New owner* prompt. Press the Enter key.

     The Work with Objects by Owner display appears. You can continue deleting or changing ownership of objects.

   Note: If you have many objects to delete or change, use the Delete all or Change owner of all function keys, rather than typing a **4** (Delete) or a **9** (Change owner) in front of each object.

   Press F16 (Delete all) to delete all objects in one step, or F20 (Change owner of all) to change the owners all at once. If your request is completed successfully, a successful completion message appears, and all items are deleted from or changed on the list of objects. An unsuccessful attempt results in an error message, and the option of the first entry is highlighted.

   When all the objects for the user to be removed have been deleted or the ownership has changed, press the Enter key.

The Confirm Remove of Office User display appears.

```
                         Confirm Remove of Office User

User no longer owns objects.

Press Enter to confirm your choice for Remove.
Press F12 to return to change your choice.

                             Office
Opt  User ID   Address   Administrator  Description
4    DEBNEREM  DENV            N        Debner, E M











F12=Cancel
```

Note: If you came from step 4 in this section, the message **User no longer owns objects** will not be shown at the top of this display.

7. Press the Enter key on the Confirm Remove of Office User display to remove the user.

   The Work with Office Users display appears. You can continue working with users from this display or press F3 (Exit).

Chapter 3. Working with Folders and Documents

OfficeVision/400 allows you to create and change documents, print and view documents, and create and maintain the folders where documents are stored. OfficeVision/400 uses document library services to manage documents and their related objects, such as folders.

For information on securing documents and folders, see Chapter 5, "Managing Security in OfficeVision/400."

Additional information on documents and folders can be found in the *Using OfficeVision/400* Word Processing* manual.

Creating a Folder

If you do not want everyone in your office creating folders, change the public authority for the Create Folder (CRTFLR) command to *EXCLUDE. The CRTFLR command is in library QSYS. Use the Grant Object Authority (GRTOBJAUT) command and Revoke Object Authority (RVKOBJAUT) command to control authorizations to the CRTFLR command. The AS/400 system has online information for these commands. The ability to create a folder can be controlled by changing either individual users or changing public authority to the CRTFLR command. Users who are authorized to the CRTFLR command can be prevented from creating first-level folders by changing the public authority to the root folder. For more information about the root folder, see "Maintaining Folder Creation Authority" on page 5-12.

Administrators without authority to manage system objects are restricted from creating folders, unless authorized to the CRTFLR command.

Note: Any users not authorized to create folders will not see option 1 (Create) on the Work with Folders display.

To create a folder, do the following:

1. Start at the Work with Folders display. To get to this display, type **WRKFLR** on the command line of any menu and press the Enter key, or from the OfficeVision/400 main menu, select option 5 (Documents and folders) and press the Enter key.

   The Documents and Folders display appears.

2. Select option 2 (Work with folders) and press the Enter key.

The Work with Folders display appears.

```
                                 Work with Folders
Folder  . . .  /________________________________________________________________
Position to . . . . . .    ____________         Starting characters

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
1    HEALTH
_    ACCEPTS        _    DEVELOP        _    HARRIS         _    NUISSAN
_    ADMINIS        _    DICKENS        _    HOLMES         _    OPENING
_    ADMISSIO       _    EVALUATE       _    ITEMS          _    POWERS
_    ATHLETIC       _    FELLOWS        _    JANITOR        _    PRACTICE
_    BERNARD        _    FIGURE         _    JURY           _    RANK
_    BUSINESS       _    FIRSTAID       _    LEADS          _    RITES
_    CAREXPEN       _    FORREST        _    LEAVES         _    RICHARDS
_    COEDS          _    GIVING         _    MASTERS        _    SERVICE
_    DAVIDS         _    GRIEVANC       _    MORGAN         _    STANDARD

                                                                      More...
F3=Exit                     F5=Refresh        F6=Print list       F9=Work with
F11=Display descriptions    F12=Cancel        F13=Previous level
```

The Work with Folders display appears with a blank folder path (the slash only) and a list of all the folders on the system that are not contained within folders. A folder path is a folder that contains one or more folders that may also contain other folders. The shortest folder path possible is a folder that contains another folder that contains only documents.

Note: If you want to create a folder within an existing folder path, use the instructions in the section of this chapter entitled "Creating a Folder within a Folder" on page 3-4.

3. Type a **1** (Create) for the first prompt in the *Opt* column and the name specified on the Managing Folder and Document Security Worksheet from the *Planning For and Setting Up OfficeVision/400** manual for the first prompt in the *Folder* column, and press the Enter key.

The Create Folder display appears.

```
                              Create Folder

Folder  . . :   /

Type choices, press Enter.

  Folder . . . . . . . . . . . . . . .    HEALTH_____    Name

  Folder description . . . . . . . . .    ______________________________________
________

  Text profile
    for documents  . . . . . . . . . .    ____________







F3=Exit     F12=Cancel
```

4. Using the information from the Managing Folder and Document Security Worksheet from the *Planning For and Setting Up OfficeVision/400** manual, type information for the following prompts:
   - *Folder* (if you want a different name than what you typed on the Work with Folders display)
   - *Folder description*
   - *Text profile for documents* (optional)

   Press the Enter key.

   Your folder is created, and the Work with Folders display appears. The new folder has been added to the list on the display.

5. You can now create another folder or press F3 (Exit) to end your work.

If you specified a text profile for the folder that does not exist, you will need to create the text profile. Instructions for creating a text profile can be found in the section of this chapter entitled "Creating a Text Profile" on page 3-37.

After you create a folder, you can then set up the authority for the folder if you have security active on your system. For more information on securing a folder, see "Securing Folders" on page 5-12.

Creating a Folder within a Folder

You can use a folder within a folder to help you better organize your information. Folders can contain other folders and documents. Documents may contain text, images, personal computer data, and personal computer application programs.

To create a folder within a folder, do the following:

1. Start at the Work with Folders display. To get to the display, type **WRKFLR** on the command line of any menu and press the Enter key, or from the OfficeVision/400 main menu, select option 5 (Documents and folders) and press the Enter key.

   The Documents and Folders display appears.

2. Select option 2 (Work with folders) and press the Enter key.

   The Work with Folders display appears.

```
                               Work with Folders
Folder  . . .   /__________________________________________________________
Position to . . . . . .    ___________       Starting characters

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
3_   STUDIES
__   ACCEPTS         __   DEVELOP        __   HARRIS         __   NUISSAN
__   ADMINIS         __   DICKENS        __   HOLMES         __   OPENING
__   ADMISSIO        __   EVALUATE       __   ITEMS          __   POWERS
__   ATHLETIC        __   FELLOWS        __   JANITOR        __   PRACTICE
__   BERNARD         __   FIGURE         __   JURY           __   RANK
__   BUSINESS        __   FIRSTAID       __   LEADS          __   RITES
__   CAREXPEN        __   FORREST        __   LEAVES         __   RICHARDS
__   COEDS           __   GIVING         __   MASTERS        __   SERVICE
__   DAVIDS          __   GRIEVANC       __   MORGAN         __   STANDARD
                                                                   More...
F3=Exit                  F5=Refresh      F6=Print list      F9=Work with
F11=Display descriptions F12=Cancel      F13=Previous level
```

3. The folder that contains the folders shown on the display is automatically shown in the *Folder* prompt at the top of the display. A slash (/) in the field for this prompt means that the folders shown on the display are not contained in any other folders. To see the folders contained in another folder, type over the slash (or current folder name) with the new folder name and press the Enter key. The Work with Folders display appears again with a list of the folders contained in the specified folder.

4. To specify an existing folder or folder path that will contain the folder you are creating, do one of the following:

   - To specify a folder, do one of the following:

     – Type a **3** (Next level) for the *Opt* prompt and the name of the existing folder you want to use for the *Folder* prompt (first row only in the list on the display). The Work with Folders display in the following example uses STUDIES for the new folder path.

     – Type a **3** (Next level) for the *Opt* prompt next to one of the folders in the list.

- To specify a folder path (rather than a single folder as described earlier), type the folder path for the first *Folder* prompt (at the top of the display). For example, if you want to create a folder for a new study called DRAWING, and you want the new folder to be contained in an existing folder called STUDIES, you would type **STUDIES** for the *Folder* prompt at the top of the display.

Press the Enter key.

The Work with Folders display is shown again with a list of the folders contained within the folder you selected. You can now create a folder that will be stored within this folder.

```
                              Work with Folders
Folder  . . .   /STUDIES______________________________________________________
Position to . . . . . .   ___________       Starting characters

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
1_   DRAWINGS
__   AERONAUT        __   DUTCH           __   JAPANES         __   RUSSIAN
__   ANATOMY         __   ENGLISH         __   LATIN           __   SPANISH
__   ARABIC          __   FRENCH          __   MATH            __   SWEDISH
__   ARCHITEC        __   GEOLOGY         __   MINING          __   ZOOLOGY
__   ASTRONOM        __   GERMAN          __   MUSIC
__   BIOLOGY         __   GREEK           __   MYTHOLOG
__   CHEMISTR        __   GRAMMAR         __   NORWEGIA
__   CHINESE         __   HEBREW          __   PHYSICS
__   DANISH          __   ITALIAN         __   POLISH

                                                                      Bottom
F3=Exit                     F5=Refresh       F6=Print list      F9=Work with
F11=Display descriptions    F12=Cancel       F13=Previous level
```

5. Type a **1** (Create) for the first prompt in the *Option* column and the name specified on the Managing Folder and Document Security Worksheet from the *Planning For and Setting Up OfficeVision/400** manual for the first prompt in the *Folder* column, and press the Enter key.

The Create Folder display appears.

```
                          Create Folder

Folder  . . :   STUDIES

Type choices, press Enter.

  Folder . . . . . . . . . . . . . . .   DRAWING____    Name

  Folder description . . . . . . . . .  _____________________________
_______

  Text profile
    for documents  . . . . . . . . . .   __________








F3=Exit      F12=Cancel
```

6. Using the information from the Managing Folder and Document Security Worksheet from the *Planning For and Setting Up OfficeVision/400** manual, you can type information for the following prompts:
   - *Folder* (if you want to change from the name you chose on the Work with Folders display)
   - *Folder description*
   - *Text profile for documents*
7. Press the Enter key.

   Your folder within a folder is created, and the Work with Folders display is shown. The new folder has been added to the list on the display.

   You can now create another folder or press F3 (Exit) to end your work.

   Note: If security is active on your system, a folder created within another folder or folder path assumes the authority of the containing folder or folder path. If you want the new folder to have a different authority than the containing folder or folder path, see "Securing Folders" on page 5-12.

Copying Documents into and between Folders

You can use folders to help you organize related documents. Documents can be copied from one folder into another folder.

To copy a document into a folder, do the following:

1. Start at the Work with Documents in Folders display. To get to the display, type **WRKDOC** on the command line of any menu and press the Enter key, or from the OfficeVision/400 main menu, select option 6 (Word processing) and press the Enter key.

   The Word Processing display appears.

2. Select option 1 (Work with documents in folders) and press the Enter key.

   The Work with Documents in Folders display appears.

3. If the folder that contains the document you want to copy is not shown on the Work with Documents in Folders display, type the name of the folder you want to use in the *Folder* prompt and press the Enter key. The Work with Documents in Folders display appears again with a list of the documents contained in that folder. In the example below, the folder path **BIRDS** was specified for the *Folder* path prompt.

```
                          Work with Documents in Folders

Folder  . . .   BIRDS_____________________________________________________
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

 _   __________
 _   ALBATROS      All about the albatross              01/19/89  RFTAS400
 _   AUK           All about the auk                    01/19/89  RFTAS400
 _   BARNOWL       All about the barn owl               11/18/88  RFTAS400
 _   BLACKBRD      All about the blackbird              11/14/88  RFTAS400
 3   BLUEJAY       All about the blue jay               01/19/89  RFTAS400
 _   BOBWHITE      All about the bobwhite               11/18/88  RFTAS400
 _   BULLFIN       All about the bullfinch              11/14/88  RFTAS400
                                                                   More...
F3=Exit      F4=Prompt        F5=Refresh      F10=Search for document
F11=Display names only        F12=Cancel      F13=End search    F24=More keys
```

4. Type a **3** (Copy) in the *Opt* column next to the document or documents in the list that you want to copy. Press the Enter key.

The Copy Documents display appears.

```
                              Copy Documents

 From folder . . . . . . . :
   BIRDS

 Type choices, press Enter.
   To folder . . . . . . . .                        Name, F4 for list
     BIRDS________________________________________________
   Replace existing document . . . . . . . . . . .   N  Y=Yes, N=No

 To rename copied document, change To Document name.
   From Document       To Document
   BLUEJAY             ROBIN_______







 F3=Exit     F4=Prompt    F9=Reset      F12=Cancel
```

5. If you want your document copied into a new folder, type the name of the folder for the *To folder* prompt.

   You can also change the name of the copied document by typing over the existing name in the *To Document* prompt. You must change the name of the copied document if the following are true:

   - You want to copy the document into the same folder.
   - A document with the same name already exists in the folder you specified for the *To folder* prompt.

   Press the Enter key.

   The Work with Documents in Folders display appears again. The copied document is in the list of documents at the bottom of the display.

Marking Documents for Offline Storage

You can mark documents for offline storage by selecting an option for the *Mark for offline storage* prompt on the Create Document Details display or the Change Document Details display.

Note: To save the documents you marked for storage, use the Save Document Library Object (SAVDLO) command with the CHKFORMRK(*YES) and DLO(*SEARCH) parameters. The documents will be unmarked after they are saved. If you do not use the CHKFORMRK(*YES) value with the command, marked documents are saved (if other parameters specify the marked documents) and remain marked.

The Create Document Details display appears when you create a document. To change the document details, do the following:

1. Start at the Work with Documents in Folders display. To get to this display, type **WRKDOC** on the command line of any menu and press the Enter key, or from the OfficeVision/400 main menu, select option 6 (Word processing) and press the Enter key.

The Word Processing display appears.

2. Select option 1 (Work with documents in folders) and press the Enter key.

   The Work with Documents in Folders display appears.

```
                     Work with Documents in Folders

Folder . . .   BIRDS____________________________________________________
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
     ____________
 _   ALBATROS      All about the albatross               01/19/89  RFTAS400
 _   AUK           All about the auk                     01/19/89  RFTAS400
 _   BARNOWL       All about the barn owl                11/18/88  RFTAS400
 _   BLACKBRD      All about the blackbird               11/14/88  RFTAS400
 8_  BLUEJAY       All about the blue jay                01/19/89  RFTAS400
 _   BOBWHITE      All about the bobwhite                11/18/88  RFTAS400
 _   BULLFIN       All about the bullfinch               11/14/88  RFTAS400
                                                                  More...
F3=Exit      F4=Prompt          F5=Refresh      F10=Search for document
F11=Display names only          F12=Cancel      F13=End search    F24=More keys
```

3. If the folder that contains the document you want to copy is not on the Work with Documents in Folders display, type the name of the folder you want to use in the *Folder* prompt and press the Enter key. The Work with Documents in Folders display appears again with a list of the documents contained in that folder.

4. Type an **8** (Details) in the *Opt* column next to the document that you want to mark for offline storage. Press the Enter key.

   The first page of the Change Document Details display appears.

```
                        Change Document Details

Type changes, press Enter.

  Document description    ___________________________________________
  Subject . . . . . . . . __________________________________________________

  Authors . . . . . . . . ____________________  ___________________
  Keywords  . . . . . . . __________________________________________________

                                                F4 for list
  Document class  . . . . ________________      F4 for list
  Print as labels . . . . _                     Y=Yes, N=No
  Project . . . . . . . . __________
  Reference . . . . . . . __________________________________________________

  Status  . . . . . . . . ____________________
  Document date . . . . . ________              MM/DD/YY
  Expiration date . . . . ________              MM/DD/YY
  Date action due . . . . ________              MM/DD/YY
                                                                  More...
F3=Exit    F4=Prompt          F5=Refresh   F9=Change text-index option
F11=View additional details   F12=Cancel   F24=More keys
```

Use the Page Down key to see all the pages of the display.

```
                         Change Document Details

 Type changes, press Enter.

   Date action completed     ________           MM/DD/YY
   Sent to . . . . . . . .   ____________________________________

   Language ID . . . . . .   __                 F4 for list
   Country ID  . . . . . .   __                 F4 for list
   Mark for offline
     storage . . . . . . .   _                  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
```

Select one of the following options for the *Mark for offline storage* prompt:

- **1** (Do not mark) if you do not want the document marked for offline storage.
- **2** (Mark and keep document) to mark the document for offline storage and keep both the document and the document details. After you save the document, the text in the document and the document details remain in the folder.
- **3** (Mark and delete document content) to mark the document for offline storage and delete the document text. After you save the document, the text in the document is removed from the folder, but the document details remain in the folder.
- **4** (Mark and delete document) to mark the document for offline storage and delete the document and document details. After you save the document, the text in the document and the document details are removed from the folder.

Press the Enter key.

Using the Move Document Command

The Move Document (MOVDOC) command moves documents from one folder to another or out of a folder. With the Move Document command, you can do the following:

- Add a document not contained in a folder to a folder and name the document.
- Move a document from a folder while keeping the original document name.
- Move a document from a folder and rename the document.
- Move a document from a folder, making it a document without a folder.

The Move Document command does not physically move a document. The command changes the address of a document using the folder path of the document.

All of the following must be true in order to use the MOVDOC command:

- You must be enrolled in the system directory.
- You must have *ALL authority to the document you are moving.
- You must have *CHANGE authority to both the FROM and TO folders (if applicable).

The following example shows how to move a document (DOC1) from FLR1, and rename it to DOC2:

```
MOVDOC FROMDOC(DOC1) FROMFLR(FLR1) TOFLR(FLR2) RENAME(DOC2)
```

For more information on the MOVDOC command, see the online information for the command.

Using Form-Field Editing Options

Form-field editing is numeric, character, or date and time editing that can be specified for a form-field instruction. When you use the form-field editing option, you define the data in designated fields. All other text in the document is protected from changes. Once the fields are defined, you can print the form.

OfficeVision/400 allows you to create form documents that can be used within your operation for standardizing employee requests. A form document is any OfficeVision/400 document that contains form fields. Form fields are created using the form-field instruction. When users fill in a form, they can only enter data into the predefined form fields.

To help you manage your standard form documents, you should do the following:

1. Create a folder to hold your form documents, and specify *USE authority for all users (*PUBLIC).
2. Store all your form documents in this folder, and also specify *USE authority for all users for each form document.

If you follow these steps, users are allowed to fill out the form documents but will not be able to make changes to the layout of the form.

For more information about the instructions to use the editing and printing options, see the *Using OfficeVision/400** or the *Learning about OfficeVision/400** manual.

Creating Documents with Search Values

To create a document with search values, do the following:

1. Start at the Work with Documents in Folders display. To get to the display, type **WRKDOC** on the command line of any menu and press the Enter key, or from the OfficeVision/400 main menu, select option 6 (Word processing) and press the Enter key.

   The Word Processing display appears.

2. Select option 1 (Work with documents in folders) and press the Enter key.

   The Work with Documents in Folders display appears.

```
                      Work with Documents in Folders

Folder  . . .   BIRDS
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
1_   EAGLE
__   ALBATROS      All about the albatross             01/19/89   RFTAS400
__   AUK           All about the auk                   01/19/89   RFTAS400
__   BARNOWL       All about the barn owl              11/18/88   RFTAS400
__   BLACKBRD      All about the blackbird             11/14/88   RFTAS400
__   BLUEJAY       All about the blue jay              01/19/89   RFTAS400
__   BOBWHITE      All about the bobwhite              11/18/88   RFTAS400
__   BULLFIN       All about the bullfinch             11/14/88   RFTAS400
                                                                  More ...
F3=Exit     F4=Prompt         F5=Refresh     F10=Search for document
F11=Display names only        F12=Cancel     F13=End search     F24=More keys
```

3. Type the name of the folder you want to use for the *Folder* prompt (at the top of the display) if you do not want to use the folder that is automatically shown. Press the Enter key. The documents contained in the specified folder are shown in the list at the bottom of the display.
4. Type a **1** (Create) for the first prompt in the *Opt* column and a document name for the first prompt of the *Document* column. Press the Enter key.

   The Create Document Details display appears.

```
                         Create Document Details              Page 1 of 3

Profile being used . . . . :   SYSTEM        (User)

Type choices, press Enter.
  Document . . . . . . . . .   EAGLE______               Name

  Document description . . .   All about the eagle
  Subject  . . . . . . . . .

  Document to copy . . . . .
    From folder  . . . . . .

  Authors  . . . . . . . . .   FAIRBANKS
  Keywords . . . . . . . . .   .U.S.

                                                         F4 for list
  Document class . . . . . .   INFORMATIONAL             F4 for list
  Print as labels  . . . . .   N                         Y=Yes, N=No

                                                                More...
F3=Exit    F4=Prompt    F10=Bypass text entry         F12=Cancel
F20=Change formats/options
```

5. Using the information from the *Planning For and Setting Up OfficeVision/400** manual and using the online information, you can type information for such prompts as *Authors*, *Keywords*, and *Document class*. This and other informa-

tion can be used as search values when searching for the document at a later date.

Press F4 to view a list of keywords and document classes you have entered in the Library Descriptions File.

Use the Page keys to see all the pages of the Create Document Details displays.

6. If you do not want to start typing the document yet, press F10 (Bypass text entry); otherwise, press the Enter key.

   If you pressed the Enter key, you can begin typing on the Edit display. More information on typing on the Edit display is in the *Learning about OfficeVision/400* Word Processing* and the *Using OfficeVision/400* Word Processing* manuals.

Searching for Documents

After creating documents with search values, you are able to search for specific documents either for informational purposes or when you want to store old documents offline to make more room for new documents.

This section describes how to search for documents using search values. The *Using OfficeVision/400** manual provides more information about searching for documents using search values, and includes information about searching for documents using text values. You can search for documents using text values if you have OfficeVision/400 text search installed on your system. For information about OfficeVision/400 text search, see "Working with OfficeVision/400 Text Search" on page 3-15.

If you press F10 (Search) on the Work with Documents in Folders display and then specify search values on the Search for Documents display, the Work with Documents in Folders display is returned with a list of the documents that match the search values you specified (only within the current folder you are viewing).

To search for documents and save them in a document list, do the following:

1. Start at the Search for Documents display. To get to this display from the OfficeVision/400 main menu, select option 5 (Documents and folders) and press the Enter key.

   The Documents and Folders display appears.

2. Select option 3 (Search for documents) and press the Enter key.

   The Specify Document Library to Search display appears if remote document libraries are defined on the system.

3. The name of the system you are using appears in the *Document library* prompt. If you want to search a remote system, type the name of the system you want to search. Otherwise, leave the system name as it appears. To see a list of configured libraries, press F4 (Prompt).

   Press the Enter key.

   The Search for Documents display appears.

```
                         Search for Documents


Type choices, press F9 or F11 to specify search criteria.
Press F10 to start search.

  Document list description . . . . . .  Documents by Fairbanks______________

  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. Type a description of the document list for the *Document list description* prompt.
5. Type **Y** (Yes) for the *Wait for completion* prompt to choose an interactive search or type **N** (No) to choose a batch search.
6. Press F11 (Specify document details criteria).

   The Specify Document Details Criteria display appears.

```
                   Specify Document Details Criteria

Document list description . . . . . . :

Type search criteria, press F10 to start search.

  Folder . . . . . . . . .     __________________________________________
                                                   Name, F4 for list
  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   F9=Specify document text criteria
F10=Start search       F12=Cancel   F19=Display messages
```

7. Type the name of a folder to search for the *Folder* prompt, or leave the *Folder* prompt blank to check for documents in all folders on the system.
8. Type the search values for one or more of the remaining prompts shown on the Specify Documents Details Criteria display.

9. Press F10 to start the search.

   - If you specified an **interactive search** (`Y` for the *Wait for completion* prompt), a message indicating you have to wait is shown. The Work with Documents in Document List display shows the first page of the list of documents you are searching for. Press the Page Down key to continue the search and view the next page of the list of documents you are searching for.

     If you press F15 (Print list), the interactive search stops and the Documents in Folders display appears. A temporary copy of the search is submitted to batch to complete the search and print all the search results.

     Note: The temporary copy of the search has a description of `Print use only` on the Work with Owned Documents List display. The temporary copy of the search and description disappears when printing is complete. Make sure that you or users working on your behalf do not delete the search document while it is in *REQUESTED* status. If it is deleted, the search does not complete.

   - If you specified a **batch search** (`N` for the *Wait for completion* prompt), a message indicating the search was submitted is shown and then the Documents and Folders display appears. To see the list of documents, select option 4 (Work with document lists) on the Documents and Folders display. The list has a status of completed or requested.

     Note: The status of the search result document changes briefly to *REQUESTED* on the Work with Owned Documents List display. You can identify the search result document by the description, which matches what you entered for the *Document list description* prompt on the Search for Documents display. Make sure that you or users working on your behalf do not delete the search document while it is in *REQUESTED* status. If it is deleted, the search does not complete.

The results of the search are stored in a document with the document type DOCLIST. Documents with document type DOCLIST used to store search results may contain other documents with document type DOCLIST that are also storing search results.

Note: When you run a search on a local system to search a remote system, a document list is created on the local system and on the remote system. However, the document list on the remote system will only have a list of documents and not the search values. You cannot run the search again from the remote system.

Working with OfficeVision/400 Text Search

Text search is the OfficeVision/400 option that allows users to add, delete, and search for documents in the text search index database. The text search supplements the document search function available with the OfficeVision/400 program and the Query Document Library (QRYDOCLIB) CL command as follows:

- The document search function, provided with the OfficeVision/400 program and the QRYDOCLIB command, locates documents that have specific document details such as subject, author, or creation date.

- OfficeVision/400 text search locates documents that have a specific phrase, word, word part, or a combination of these in the text content of the document.

Document searches can be based on document details, document content, or both. A typical example would be a search that locates only those documents that contain specific text written by a specific author.

Text Search Components

OfficeVision/400 text search consists of the following:

- Text index

  The **text index** contains phrases, words, or word parts for documents you select from the Operating System/400* (OS/400*) document library. Text search uses the text index in searching for documents when you enter phrases, words, or word parts. The process of extracting words and word parts from the text of a document and adding this information to the text index is called **indexing**.

- Scheduling queue

  The **scheduling queue** contains the names of documents to be indexed. The documents, selected from the document library, are those that users have requested be included in, updated in, or deleted from the text index. Using CL commands or OfficeVision/400 menu options, you can submit requests to add or remove text of a document from a text index and add requests to the scheduling queue.

  Note: After a document has been indexed, subsequent changes to the document text are not reflected in the text index until that document is indexed again. Because processing an index update uses system resources, you might decide to index the document again only after major text changes.

- Administration functions

  Administration functions allow you to maintain the text index. To maintain the text index, you update the text index and reorganize the text index. The first **text index update** run after installing text search creates the **primary index**. When updating the text index, the system processes all requests on the scheduling queue. These requests change the text index by adding, updating, or removing the scheduled document text information. Later text index updates add to the **additional index**. **Text index reorganizations** merge and condense the primary and additional indexes, leaving only a primary index. A primary index contains information for all documents indexed before the last reorganization of the text index. An additional index contains information for documents indexed since the last reorganization.

  You can use the **administration monitor** to automatically control text index updates and reorganizations. You can use administration displays or CL commands to display and change administration details and to manually maintain the text index. For more information, see "Using the Administration Displays" on page 3-21.

- Linguistic processing using language dictionaries

  Linguistic processing divides text into words and sentences, selects the keywords from the text, and processes the keywords to get the base forms for keywords, their synonyms, and compound word components. Linguistic processing uses a national language dictionary, including the stop word list associated with the dictionary, to find keywords and return keywords in a standard, consistent form. See "Using Stop Word Lists" on page 3-19 for information about stop word lists.

- Search function

  The document search function provided by the OfficeVision/400 program and the QRYDOCLIB CL command allows you to locate documents. To use the document search function, provide one or more phrases, words, or word parts and specify the following:

  - Match phrase word order exactly or partially
  - Optionally use synonyms to match words with similar meanings

For information about the files used with text search, see Appendix E, "OfficeVision/400 Text Search Services Files."

Using National Language Dictionaries

OfficeVision/400 text search can process documents that are written in a national language such as English, French, or German. The document processing procedure analyzes the text content of the selected document and stores the selected words in the text index. To analyze the document text, text search uses linguistic processing with the appropriate language dictionaries, if available, from the Language Dictionaries/400 licensed program (5738 DCT). The national language dictionaries are also used by the OfficeVision/400 word processing function to check synonyms and spelling, which ensures consistent language-specific processing.

If a supported AS/400 language dictionary is installed on the system and it matches the **language identifier** (language ID) of a document, that dictionary is used while indexing the document. The language ID is a 3-character identifier that you specify with document details. If the document does not have a language ID, you can add one by changing the document details using displays or commands. If you assign a language ID, you must also assign a **country identifier** (country ID), which associates a country with an object. To see a list of the language IDs and dictionaries supported by text search services, see the *Planning For and Setting Up OfficeVision/400** manual. To see a list of country IDs, view the help information for the Change Document Details (CHGDOCD) command or see the *National Language Support Planning Guide.*

If you do not assign a language ID, the system default language is used. The system default language is defined as the primary language on systems running OfficeVision/400 Version 2 Release 1 Modification 1 or higher when OfficeVision/400 is installed. When you index documents without a language ID, you receive a message saying that the system default language was used to index the document. You can see the system default language using the Work with System Value (WRKSYSVAL) command. You can change the system default language using the Change System Value (CHGSYSVAL) command. See the online information for more information about these commands.

When you change the system default language, documents are not indexed again. You may want to index all documents without a language ID on your system after changing the system default language.

When using a language dictionary, linguistic processing stores keywords or word parts into the text index. This reduces the amount of information stored in the text index. Also, storing keywords or phrases allows text search to locate documents containing related forms of a word.

If an appropriate language dictionary is not available when a document is indexed, the system uses the default.

For example, you may have documents that contain several forms of the word `program`, such as `programs`, `programming`, `programmed`, and `programmer`. If the document is indexed without linguistic processing, an exact search for documents with the word `program` would find only those documents with the word `program`. With linguistic processing, the search finds documents that contain all forms of the word.

Documents created before OfficeVision/400 Version 2 Release 1 Modification 1 do not have a language ID. For each such document, you must determine the language ID for the document and whether you want the document included in the text index. The *Planning For and Setting Up OfficeVision/400** manual provides information about choosing which documents to index. For all documents that you want to index, you can use the system default language ID or assign the appropriate language ID using a system running OfficeVision/400 Version 2 Release 1 Modification 1 or later.

Setting the Language ID and Country ID for Documents

You can set the language ID and country ID for documents that do not have a language ID and country ID and for which the system default language ID does not match the language of the document content.

You can set the language ID and country ID in one of the following ways:

- Manually set the language ID and country ID for each document.

  You can use the Change Document Details (CHGDOCD) command or use the Change Document Details display to set the document language ID and country ID.

- Use commands to set the language ID and country ID for groups of documents.

  You can use the following commands to set the language ID and country ID for groups of documents:

  1. Use the QRYDOCLIB command to retrieve a list of documents to which you want to assign a language ID and country ID. You can specify QRYDOCLIB search values to meet your needs. For example, you can use the QRYDOCLIB command to retrieve the names of all documents in a folder or all documents with the same owner.
  2. Use the Change Document Language (ZCHGDOCLNG) command to set the language ID and country ID of documents. You can specify a single document or a list of documents for the command to process.
  3. Use the Index Documents (ZIDXDOC) command to index the documents for which you have set the language ID and country ID.

  The ZCHGDOCLNG and ZIDXDOC commands are available in the QUSRTOOL library. Instructions for creating these commands are in the T9758INF member of the QATTINFO file in the QUSRTOOL library. You can display this information using the Display Physical File Member (DSPPFM) command. The following shows the command:

```
DSPPFM FILE(QUSRTOOL/QATTINFO) MBR(T9758INF)
```

The *Office Services Concepts and Programmer's Guide* also contains detailed information about creating the ZCHGDOCLNG and ZIDXDOC commands to set the language ID and country ID and to index documents.

Note: In a program, you can index all documents with a specific type, for example type RFTAS400, FFTAS400, RFTDCA, or FFTDCA. This may include documents with those types shipped in folders and supplied with products you have installed on your system. If you have installed products that have folders, you can examine these folders for documents with a document type that can be indexed. You may want to remove these documents from the list of documents to index or from text index using the RMVTXTIDXE command, specifying the folders to remove. (Names of IBM-supplied folders start with the letter Q.)

Using Stop Word Lists

A **stop word list** is a part of a national language dictionary that identifies words that are very common in the language. Words on the stop word list are not stored in the text index or used for text searches.

You can add words to or remove words from the stop word list for each language you use. You can also create stop word lists for dictionaries that do not have them.

This section describes how to do the following:

- Review the stop word list provided with the dictionaries you use.

  You can retrieve the existing stop word list into a source file using the Retrieve Stop Word List Source (RTVSWLSRC) CL command. You can also print an existing stop word list using the Print Stop Word List (PRTSWL) command.

- Create or change a stop word list source.

  After you retrieve a stop word list, you can review and change the stop word list in the source file before creating a new stop word list. You can also create a stop word list without retrieving the existing source.

- Make your stop word list available for use.

  After creating or changing the source for the stop word list, you use the Create Spell Aid Dictionary (CRTSPADCT) command to build the new stop word list and make it available for use.

Retrieving a Stop Word List

Use the RTVSWLSRC command to retrieve the words in an existing stop word list. The words are placed in a source file you can edit. For example, the following command retrieves the IBM-supplied stop word list for U.S. English into a member named ENU in the file MYSWL in the library MYLIB:

```
RTVSWLSRC LANGID(ENU) SRCFILE(MYLIB/MYSWL) SRCMBR(*LANGID) TYPE(*IBM)
```

Printing a Stop Word List

Use the PRTSWL command to print a stop word list. For example, the following command prints the IBM-supplied stop word list for U.S. English:

```
PRTSWL LANGID(ENU) TYPE(*IBM)
```

The following command prints a user-created stop word list for British English:

```
PRTSWL LANGID(ENG) TYPE(*USER)
```

Printing a stop word list allows you to review the entries and make decisions about words to include in your stop word list.

Creating or Changing a Stop Word List

To create your own stop word list, you can use the source file containing a retrieved stop word list or create a completely new stop word list. Follow these guidelines when creating a source file for a stop word list:

- The first record should contain a keyboard ID.
- The last record should contain a CHRID value.
- Use one word per line to add to the stop word list.
- Lines beginning with dot commands or asterisks (*) are ignored.
- Use lines with words preceded by one or more dashes (–) to prevent the word from being added to the changed stop word list from the IBM-supplied stop word list.

The following example shows a source file for a stop word list that adds the term `IBM` and removes the word `Begin` from a stop word list.

```
* Common terms in our documents *
IBM
* Do not stop Begin because it is also a person's name *
–Begin
.chrid 037
```

You might want to add words or abbreviations that are commonly used in your office but are not useful for locating documents when searching. For example, if engineering work is done in your office, all documents except letters might contain the word *specification*, which would not help users locate documents. Or you may want to create a stop word list if you use a dictionary that does not include a stop word list.

When you have prepared a source file for your stop word list, use the CRTSPADCT command to create the new stop word list.

The following command creates a stop word list from the source file created by the preceding RTVSWLSRC command. The file member name is the language ID (ENU) in the file MYSWL in library MYLIB:

```
CRTSPADCT SPADCT(*USRSWL) SRCFILE(MYLIB/MYSWL) SRCMBR(ENU)
   OPTION(*SRC) BASESWL(*IBM) SWLLANGID(ENU) REPLACE(*NO)
```

The new stop word list in library QUSRSYS has a system-supplied name of QTWENUX and a type of *SPADCT. The new stop word list includes the words in the IBM-supplied stop word list for U. S. English. If there is an existing stop word list in library QUSRSYS with the same name, the existing stop word list is not replaced and the command does not complete. The ***SRC** value for the **OPTION** parameter prints the list of words in the stop word list.

In addition to creating a new stop word list, the command defines the new stop word list to text search. When text search processes indexing or search requests, it uses the stop word list you create if one exists. Otherwise, the IBM-supplied stop word list is used.

The following command creates a stop word list from the source file member MYWORDS in the file MYSRC, located using the library list (*LIBL):

```
CRTSPADCT SPADCT(*USRSWL) SRCFILE(*LIBL/MYSRC) SRCMBR(MYWORDS)
   OPTION(*NOSRC) BASESWL(*NONE) SWLLANGID(FIN) REPLACE(*YES)
```

The new stop word list in library QUSRSYS has a system-supplied name of QTWFINX and a type of *SPADCT. The new stop word list contains words for the Finnish language, which does not have an IBM-supplied stop word list. The new stop word list does not include words from an IBM-supplied stop word list and replaces any existing stop word list in library QUSRSYS with the same name. The ***NOSRC** value for the **OPTION** parameter does not print the list of words in the stop word list.

For more detailed information about the RTVSWLSRC, PRTSWL, and CRTSPADCT commands, see the *CL Reference* manual or the online information for the command.

Using the Administration Displays

Before you begin working with administration displays, you should be aware of the following:

- Some of the administration displays contain too many lines to fit on one page, so the information shown here may differ from what appears on your display. When this happens, the word *More* appears on the bottom right-hand corner of the display. Press the Page Down key to move to the bottom of the display. When the word *Bottom* appears, press the Page Up key to move to the top of the display.
- All administration fields contain default values.
- You can perform most of the administrative tasks from the administration displays described in this section. You can perform other administrative tasks by using CL commands entered directly on the AS/400 command line. See "Text Search Services CL Commands" on page 3-34 for more information.

Using the Work with Text Index Display

To access the text search administration displays, type **WRKTXTIDX**, the Work with Text Index (WRKTXTIDX) command, on the command line of any AS/400 system display and press the Enter key.

The Work with Text Index display appears.

```
                              Work with Text Index

 Type options, press Enter.
   2=Change details     3=Hold     5=Display details       6=Release
   7=Display messages   8=Display all status               9=Start reorganize
   10=Start update      11=Start monitor       12=End monitor

      Text                                 Monitor     Update      Reorganize
 Opt  Index                    Status      Started     Started     Started
 __   Text Search Index        Released    No          No          No









                                                                       Bottom
 F3=Exit   F5=Refresh   F12=Cancel
```

In addition to showing the current status of the text index, the Work with Text Index display also allows you to:

- Hold or release operations on the text index.
- Display the message queue.
- Start a text index reorganization or update.
- Start and stop the administration monitor.
- Select further displays to:
  - Change text index details.
  - Display text index details.
  - Display all text index status information.

The Work with Text Index display shows the current status of the text index. The *Status* column on the display can have the following entries:

Status	**Meaning**
Released	All text search functions are operational.
Held	The administrator has selected *Hold* to stop text search functions.
Errors	An error has been detected by text search services and one or more functions are not operating.
Unknown	Status is unavailable. A message appears telling you why.

Note: The Work with Text Index display shows the status that is valid at the time it is originally displayed. The status is not updated during processing. To determine whether a status has changed, press F5 (Refresh) to refresh the display.

The *Started* columns on the Work with Text Index display can have the following entries:

Entry	**Meaning**
Yes	The operation is currently running.

No The operation is not currently running.

— Unable to determine the current status. A message appears telling you why.

Holding and Releasing Text Index Functions

To hold text index functions, do the following:

1. Type **WRKTXTIDX** on the command line of any AS/400 display and press the Enter key. The Work with Text Index display appears (see "Using the Work with Text Index Display" on page 3-21).
2. Select option 3 (Hold) and press the Enter key to temporarily stop the following text index functions:
   - Search
   - Index documents
   - Update text index
   - Reorganize text index

   The text index functions are held until you issue a release command.

To release temporarily held text index functions, do the following:

1. Type **WRKTXTIDX** on the command line of any AS/400 display and press the Enter key. The Work with Text Index display appears (see "Using the Work with Text Index Display" on page 3-21).
2. Select option 6 (Release) to release temporarily held functions and to reset all *...error occurred* prompts and indicators found on the Display All Text Status display (see "All the Text Index Status Information" on page 3-31).
3. Press the Enter key.

   All text index functions are released.

Displaying the Message Queue

The message queue contains messages issued by text search. To display the message queue, do the following:

1. Type **WRKTXTIDX** on the command line of any AS/400 system display and press the Enter key. The Work with Text Index display appears (see "Using the Work with Text Index Display" on page 3-21).
2. Select option 7 (Display messages) and press the Enter key.
3. To clear the message indicator after you have worked with all messages, type **Y** next to the *Document error indicator* prompt on the Change Text Index Details display (see "Setting Up or Changing the Administration Monitor" on page 3-26).

Starting a Text Index Update

A text index update processes all documents currently in the scheduling queue. You can start a text index update at any time, regardless of the settings for the administration monitor. See "Using the Administration Displays" on page 3-21 for information about the administration monitor. To start a text index update, do the following:

1. Type `WRKTXTIDX` on the command line of any AS/400 system display and press the Enter key. The Work with Text Index display appears (see "Using the Work with Text Index Display" on page 3-21).
2. Select option 10 (Start update) and press the Enter key.

   Text search begins processing the queued documents and storing the results in the additional index. This operation runs in the background, allowing full use of text search functions while it is running.

Note: You can also start a text index update by entering the Start Update of Index (STRUPDIDX) command on the AS/400 command line. See "Text Search Services CL Commands" on page 3-34 for more information.

System Errors

OfficeVision/400 text search can stop while updating the text index without displaying an error message. While the text index update process is running, the system performs background processes that take some time to complete. Background processes do not always display error messages, so you may not be aware of errors. You can see information about the processing of the index update by viewing the job log. You can also look at the text search message queue by selecting option 7 (Display messages) on the Work with Text Index display.

After restarting text search, look at the Work with Text Index display. A problem encountered during the running of an administration or search function can result in the function being held. Check the status indications. Text index functions that can be held are:

- Search the text index
- Scheduling a document
- Updating the text index
- Reorganizing the text index

Starting a Text Index Reorganization

A text index reorganization merges the additional index with the primary index. You can start a text index reorganization at any time, regardless of the settings for the administration monitor. See "Using the Administration Displays" on page 3-21 for information about the administration monitor. To start a text index reorganization, do the following:

1. Type `WRKTXTIDX` on the command line of any AS/400 system display and press the Enter key. The Work with Text Index display appears (see "Using the Work with Text Index Display" on page 3-21).
2. Select option 9 (Start reorganize) and press the Enter key.

   Text search begins merging the additional index with the primary index. This operation runs in the background, allowing full use of text search functions while it is running.

Note: You can also start a text index reorganization by entering the Start Reorganization of Index (STRRGZIDX) command on the AS/400 command line. See "Text Search Services CL Commands" on page 3-34 for more information.

System Errors

OfficeVision/400 text search can stop while reorganizing a text index without displaying an error message. While the reorganize text index process is running, the system performs background processes that take some time to complete. Background processes do not always display error messages, so you may not be aware of errors. You can see information about the text index reorganization by viewing the job log. You can also look at the text search message queue by selecting option 7 (Display messages) on the Work with Text index display.

After restarting text search, look at the Work with Text Index display. A problem encountered during the running of an administration or search function can result in the function being held. Check the status indications. Text search functions that can be held are:

- Search the text index
- Scheduling a document
- Updating the text index
- Reorganizing the text index

Using the Administration Monitor

Text search uses an **administration monitor** that automatically performs text index updates and reorganizations at preset intervals. The administration monitor runs as a job in batch, as do text index updates and reorganizations. The administration monitor uses a timed **polling frequency**. This is the frequency at which preset conditions that determine automatic administration are checked.

To determine when to perform a text index update, the administration monitor checks the following at the polling frequency that you set:

- The amount of time to wait before determining if an update is required
- The number of documents in the scheduling queue

When one of the conditions reaches its preset value, the administration monitor requests an update of the text index.

To determine when to perform a text index reorganization, the administration monitor checks the following at the polling frequency:

- The amount of time to wait before determining if a reorganization is required
- The number of documents in the additional index

When both of the conditions reach a preset value, the administration monitor requests a reorganization of the text index.

Note: The administration monitor runs in the background on a batch subsystem (QBATCH). The monitor has to wait its turn based on QBATCH restrictions, regardless of the preset polling frequency intervals.

Starting or Stopping the Administration Monitor

You can use the administration monitor to automatically start text index updates and reorganizations. To start or stop the administration monitor, do the following:

1. Type `WRKTXTIDX` on the command line of any AS/400 system display and press the Enter key. The Work with Text Index display appears (see "Using the Work with Text Index Display" on page 3-21).

2. To start the administration monitor, select option 11 (Start monitor) and press the Enter key.

   To stop the administration monitor, select option 12 (End monitor) and press the Enter key. Automatic reorganization and update do not occur if you stop the administration monitor.

Note: You can also start and stop the administration monitor by entering the Start Index Monitor (STRIDXMON) command or the End Index Monitor (ENDIDXMON) command on the AS/400 command line. See "Text Search Services CL Commands" on page 3-34 for more information.

Setting Up or Changing the Administration Monitor

To set up or change the administration monitor, do the following:

1. Type **WRKTXTIDX** on the command line of any AS/400 system display and press the Enter key. The Work with Text Index display appears (see "Using the Work with Text Index Display" on page 3-21).
2. Select option 2 (Change details). Press the Enter key.

The first page of the Change Text Index Details display appears.

```
                         Change Text Index Details

Text index . . . . . . . . . . . . . . . . . :   Text Search Index
Documents in scheduling queue . . . . . . . :   1
Documents in primary index  . . . . . . . . :   1000
Documents in additional index . . . . . . . :   100

Type choices, press Enter.

  Monitor polling frequency . . . . . . . . .   6_  0_         HH  MM

  Update text index conditions:
    Based on either:
      Documents in scheduling queue . . . . .   100_           1-9999
      Time interval . . . . . . . . . . . . .   3_  0_  0_     DD  HH  MM
    Goes into effect:
      Date  . . . . . . . . . . . . . . . . .   08/20/92
      Time  . . . . . . . . . . . . . . . . .   00:00:00



                                                                    More...
F3=Exit   F5=Refresh   F12=Cancel
```

The first four lines display the following information:

- The name of the text index
- The number of documents in the scheduling queue waiting for the indexing process
- The number of documents that have been processed and are in the primary index
- The number of documents that have been indexed but are in the additional index waiting for text index reorganization

This information cannot be changed.

3. For the *Monitor polling frequency* prompt, type in the number of hours (HH) and minutes (MM), indicating how often you want the system to check whether conditions have been met to request a text index update or text index reorganization.

   Note: The *Monitor polling frequency* prompt cannot be set to zero or left blank.

4. For the *Documents in scheduling queue* prompt, specify the number of documents you want queued before beginning a text index update.

5. For the *Time interval* prompt, specify the time interval to wait between updates of the text index. Type in the days (DD), hours (HH), and minutes (MM).

   The administration monitor requests a text index update when either the *Documents in scheduling queue* value or *Time interval* value reaches the value you have specified.

6. For the *Date* and *Time* prompts, type in the date and time when the settings you specified go into effect.

   Note: The date and time chosen can be in the past or future.

7. Press the Page Down key.

The second page of the Change Text Index Details display appears.

```
                         Change Text Index Details

Text index . . . . . . . . . . . . . . . . :   Text Search Index
Documents in scheduling queue . . . . . . . :   1
Documents in primary index  . . . . . . . . :   1000
Documents in additional index . . . . . . . :   100

Type choices, press Enter.

  Reorganize text index conditions:
    Based on both:
      Documents in additional index . . . . .   100__          1-99999
      Time interval . . . . . . . . . . . . .   7_  0_  0_     DD  HH  MM
    Goes into effect:
      Date. . . . . . . . . . . . . . . . . .   08/20/92
      Time. . . . . . . . . . . . . . . . . .   00:00:00
  Clear:
    Scheduling queue  . . . . . . . . . . . .   N           Y=Yes, N=No
    Text index  . . . . . . . . . . . . . . .   N           Y=Yes, N=No
    Document error indicator  . . . . . . . .   N           Y=Yes, N=No

                                                                  Bottom
F3=Exit   F5=Refresh   F12=Cancel
```

The first four lines repeat those at the top of the first page of the Change Text Index Details display.

8. For the *Documents in additional index* prompt, specify the number of documents that must be in the additional index before text index reorganization begins.

9. For the *Time interval* prompt, specify the time interval to wait before determining whether a text index reorganization is required. Type in the days (DD), hours (HH), and minutes (MM).

   The administration monitor requests a text index reorganization when both the *Documents in additional index* and *Time interval* values reach the specified values.

10. For the *Date* and *Time* prompts, type in the date and time when the settings you specified go into effect.

    Note: The date and time chosen can be in the past or future.

11. Type Y (Yes) next to the following prompts only if you want to clear the objects:

    - The *Clear: Scheduling queue* prompt contains the names of documents waiting for text indexing. Clearing the objects in this queue might be necessary during a general recovery action following a serious error, or you may have mistakenly selected documents that you do not want included in the text index.

    - The *Clear: Text index* prompt allows you to delete the entire text index, that is, both the additional and the primary index.

      Note: If the text index is cleared, all text index information is lost. Deleting the entire text index should be considered only as a last resort after a serious error.

    - The *Clear: Document error indicator* prompt allows you to reset the error messages queued indicator. This indicator tells you that error messages occurred during text index updates. The indicator should be reset only after the cause of the errors has been investigated.

12. Press the Enter key.

    If you selected any of the clear options, the Confirm Clear Choices display appears.

```
                              Confirm Clear Choices

Text index. . . . . . . . . . . . . . . . . :   Text Search Index

Press Enter to confirm your choices for Clear.
Press Cancel to return to change your choices.

Choices
Clear scheduling queue









                                                                   Bottom
F12=Cancel
```

    Only the clear options selected are listed on the display.

13. Press the Enter key to clear the selected objects.

Viewing the Text Index Details

To view the text index details, do the following:

1. Type **WRKTXTIDX** on the command line of any AS/400 system display and press the Enter key. The Work with Text Index display appears (see “Using the Work with Text Index Display” on page 3-21).
2. Select option 5 (Display details) and press the Enter key.

   The first page of the Display Text Index Details display appears.

```
                        Display Text Index Details

Text index . . . . . . . . . . . . . . . . :   Text Search Index
Documents in scheduling queue  . . . . . . :   1
Documents in primary index . . . . . . . . :   1000
Documents in additional index  . . . . . . :   100

Monitor polling frequency  . . . . . . . . :   6_  0_         HH  MM

Update text index conditions:
  Based on either:
    Documents in scheduling queue  . . . . :   100           1-9999
    Time interval  . . . . . . . . . . . . :   3_  0_  0_    DD  HH  MM
  Goes into effect:
    Date . . . . . . . . . . . . . . . . . :   08/20/92
    Time . . . . . . . . . . . . . . . . . :   00:00:00

                                                                  More...
Press Enter to continue

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

3. Use the Page Down key to view the second page of the display.

```
                         Display Text Index Details

Reorganize text index conditions:
  Based on both:
    Documents in additional index . . . . . :   1000          1-9999
    Time interval . . . . . . . . . . . . . :   7   0   0     DD  HH  MM
  Goes into effect:
    Date  . . . . . . . . . . . . . . . . . :   08/20/92
    Time  . . . . . . . . . . . . . . . . . :   00:00:00

                                                                   Bottom
Press Enter to continue

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

For further details about the fields in these displays, press the Help key or refer to "Setting Up or Changing the Administration Monitor" on page 3-26.

Viewing the Text Index Status

Two displays provide status information about the text index: the Display All Text Index Status display and the Display Text Index Status display.

The Work with Text Index display also presents status information. See "Using the Work with Text Index Display" on page 3-21 for the status information on the Work with Text Index display.

All the Text Index Status Information

The Display All Text Index Status display provides full information about the text index status. To view all the text index status information, do the following:

1. Type **WRKTXTIDX** on the command line of any AS/400 system display and press the Enter key. The Work with Text Index display appears (see "Using the Work with Text Index Display" on page 3-21).
2. Select option 8 (Display all status) and press the Enter key.

   The first page of the Display All Text Index Status display appears.

```
                        Display All Text Index Status

Text index . . . . . . . . . . . . . . . . . :   Text Search Index
  Status . . . . . . . . . . . . . . . . . . :   Released
Update text index error occurred . . . . . . :   No
Reorganize text index error occurred . . . . :   No
Index document error occurred . . . . . . . . :   No
Search error occurred . . . . . . . . . . . . :   No
Document error occurred . . . . . . . . . . . :   No

Current primary index . . . . . . . . . . . . :   File set A
Current additional index. . . . . . . . . . . :   File set B

Documents in scheduling queue . . . . . . . . :   1
Documents in primary index. . . . . . . . . . :   1000
Documents in additional index . . . . . . . . :   100

Monitor started . . . . . . . . . . . . . . . :   Yes
  Scheduled to end . . . . . . . . . . . . . :   No
                                                                 More...
Press Enter to continue.

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

3. Use the Page Down key to view the second page of the display.

```
                         Display All Text Index Status

Update text index started . . . . . . . . . :   No
Reorganize text index started . . . . . . . :   No

Update text index last started:
  Date. . . . . . . . . . . . . . . . . . . :   08/19/92
  Time. . . . . . . . . . . . . . . . . . . :   12:25
Update text index last completed:
  Date. . . . . . . . . . . . . . . . . . . :   08/19/92
  Time. . . . . . . . . . . . . . . . . . . :   13:45

Reorganize text index last started:
  Date. . . . . . . . . . . . . . . . . . . :   08/18/92
  Time. . . . . . . . . . . . . . . . . . . :   14:01
Reorganize text index last completed:
  Date. . . . . . . . . . . . . . . . . . . :   08/18/90
  Time. . . . . . . . . . . . . . . . . . . :   14:11

                                                                Bottom
Press Enter to continue.

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

This display shows the status of the text index and other useful information. For an explanation of the text index status information, press the Help key.

Partial Text Index Status Information

The Display Text Index Status display provides partial information about document indexing and the current text index status. To view this version of the text index status, do the following:

1. Type **DSPIDXSTS** on the command line of any AS/400 display.

   The Display Text Index Status display appears.

```
                          Display Text Index Status

Text index available for search . . . . . . :   Yes
Text index available for update . . . . . . :   Yes

Documents waiting for indexing  . . . . . . :   1

Text index update in progress . . . . . . . :   No

Last text index update:
  Date  . . . . . . . . . . . . . . . . . . :   08/19/92
  Time  . . . . . . . . . . . . . . . . . . :   13:45:45

Next text index update based on either:
  Documents waiting for indexing  . . . . . :   100
  Time interval . . . . . . . . . . . . . . :   01  00  00     DD  HH  MM



Press Enter to continue.

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

For an explanation of the meaning of the status information, press the Help key.

Solving Problems

If a problem arises with text search, either during installation or during normal daily operation, gather all available information to identify the cause of the problem before you begin to resolve the problem.

The first step is to clearly identify the problem. Any additional steps depend on whether the system displays an error message.

Make sure that no data relevant to the problem is lost. If it is necessary to call IBM support, providing more information about the problem permits a more effective response.

If you need to call IBM support, you should have the following essential information available:

- The error message details, if a message is displayed
- The serial number of your application
- The type of equipment you are using
- Actions you have taken to solve the problem

If the System Displays an Error Message

In most cases an error message appears on the display. If this happens, do the following:

1. Note where the processing has stopped.
2. List the exact steps that were taken leading up to the problem.
3. Make a note of the error message exactly as it appears. Press the Help key, read the explanation of the message, and make a note of the error message number.
4. Take any recovery action suggested by the help information.

If the System Stops without an Error Message

Text search can stop while updating or reorganizing the text index without displaying an error message. While these functions are running, the system performs background processes that take some time to complete. Background processes may not display error messages. You can obtain some information about text search functions by viewing the job log. You can also look at the text search message queue by selecting option 7 (Display messages) on the Work with Text index display.

After restarting text search, look at the Work with Text Index display. A problem encountered during the running of an administration or search function can result in the function being held. Check the status indications. Text search functions that can be held are:

- Search text index
- Schedule document
- Update text index
- Reorganize text index

Recovering the Text Index

If the text index files and their contents can be used, it is possible to restore the text index to an earlier state by saving and restoring the files. The files are kept in library QUSRSYS where document search information is also stored. Saving and restoring the whole library ensures a text index is available that matches document search information.

If the text index files can be used but the contents cannot, reset the text index using the Change Text Index Details display (see "Setting Up or Changing the Administration Monitor" on page 3-26). This display allows you to clear the text index. You can then rebuild the text index.

If any of the text index files cannot be used, delete all of them. Reinstall the text search function of OfficeVision/400. The *Licensed Programs and New Release Installation Guide* provides more information about how to install OfficeVision/400 text search.

Text Search Services CL Commands

Text search provides a number of commands that you can enter on the command line of any AS/400 system display. The following commands allow you to directly control text search administration functions:

- Start Update of Index (STRUPDIDX)
- Start Reorganization of Index (STRRGZIDX)
- Start Index Monitor (STRIDXMON)
- End Index Monitor (ENDIDXMON)
- Add Text Index Entry (ADDTXTIDXE)
- Remove Text Index Entry (RMVTXTIDXE)
- Display Text Index Status (DSPIDXSTS)
- Work with Text Index (WRKTXTIDX)

To request a text index update, do the following:

1. Type **STRUPDIDX** on the command line of any AS/400 system display.
2. Press the Enter key. This begins processing of the scheduling queue. All text search functions are available while the system is updating the text index.

To request a text index reorganization, do the following:

1. Type **STRRGZIDX** on the command line of any AS/400 system display.
2. Press the Enter key. This starts reorganization of the text index. All text search functions are available during the text index reorganization.

To start the administration monitor, do the following:

1. Type **STRIDXMON** on the command line of any AS/400 system display.
2. Press the Enter key. The command submits a request to start the administration monitor.

To stop the administration monitor, do the following:

1. Type **ENDIDXMON** on the command line of any AS/400 system display.
2. Press the Enter key. The administration monitor is requested to stop at the beginning of the next polling cycle.

To create text index entries by document or folder, do the following:

1. Type **ADDTXTIDXE** on the command line of any AS/400 system display.
2. Press F4 (Prompt).

   You are prompted to select the documents you want to add to the text index.
3. Press the Enter key.

   Your requested documents are added to the scheduling queue.

To delete text index entries by document or folder, do the following:

1. Type **RMVTXTIDXE** on the command line of any AS/400 system display.
2. Press F4 (Prompt).

   You are prompted to select the documents for which you want to delete the text index entries.
3. Press the Enter key.

   Your request is added to the scheduling queue.

To display the text index status, do the following:

1. Type **DSPIDXSTS** on the command line of any AS/400 system display.
2. Press the Enter key.

   The Display Text Index Status display appears (see "Partial Text Index Status Information" on page 3-32).

To work with the text index, do the following:

1. Type **WRKTXTIDX** on the command line of any AS/400 system display.
2. Press the Enter key.

   The Work with Text Index display appears (see "Using the Work with Text Index Display" on page 3-21).

Note: When commands are issued during a text index update or text index reorganization, the following occurs:

- If the STRUPDIDX or STRRGZIDX commands are issued during a text index update or text index reorganization, a message is returned stating that these commands cannot be used at this time.
- If the STRIDXMON or ENDIDXMON commands are issued during a text index update or text index reorganization, the process completes before the command takes effect.
- If the ADDTXTIDXE or RMVTXTIDXE commands are issued during a text index update or text index reorganization, the commands complete and their requests are queued.

For further detailed information about the OfficeVision/400 CL commands and using commands to manage text search, see the *Office Services Concepts and Programmer's Guide*. For information about planning for text search, see the *Planning For and Setting Up OfficeVision/400** manual.

Working with Text Profiles

You can use text profiles to set the values, called defaults, you want used in the format of each newly created document. Without using text profiles, the changes a user makes to a document affect only the document being worked on. Text profiles can be created to store the values so they can be used for any document. You can create text profiles for different types of documents or for individual users.

You can also assign a text profile to a folder so that all documents created within the folder use the same text profile. If you have folders within a folder, the documents created within a specific level of folder use the text profile of the folder in which the documents were created. If a level of folder does not have a text profile, the documents use the SYSTEM profile or the active user text profile.

A system-supplied text profile (document SYSTEM in folder QPRFFLR) contains commonly used defaults. You can change this text profile if you have planned to use one text profile for your entire office instead of setting up individual text profiles.

Note: If you plan to have your users go through the exercises in the *Learning about OfficeVision/400* Word Processing* and the *Using OfficeVision/400* Word Processing* manuals, you should not change the defaults in the system-supplied text profile.

Unless you set up a text profile for your users, the system text profile, SYSTEM, is used. You can change or copy the system text profile, but you should not delete or rename it. If you create other text profiles, your users must activate that profile to override the values in the system-supplied text profile.

Use your Text Profile Worksheet from the *Planning For and Setting Up OfficeVision/400** manual to change the system text profile or create new text profiles.

Each text profile can contain the following values:

- Document format
- Alternate format
- Edit defaults
- Math format (numeric field editing options)
- Print options
- Dictionary options
- Merge options (to be used with MRGDOC)
- Text month names

Note: Text profiles do not apply to documents created using DisplayWrite* 4 as a text editor.

Creating a Text Profile

To create a text profile, do the following:

1. Start at the Work with Text Profiles display. To get to the display, type **WRKTXTPRF** on the command line of any menu and press the Enter key; or, from the OfficeVision/400 main menu, select option 6 (Word processing) and press the Enter key.

   The Word Processing display appears.

2. Select option 5 (Work with text profiles) and press the Enter key.

   The Work with Text Profiles display appears.

```
                         Work with Text Profiles

Active profile . . . . . . :   SYSTEM

Select one of the following:

     1. Create text profile
     2. Revise text profile
     3. Copy text profile
     4. Delete text profile
     5. Activate text profile
     6. Activate system profile





Selection
     1

F3=Exit     F9=Work with     F12=Cancel
```

3. Select option 1 (Create text profile) and press the Enter key.

   The Create Text Profile display appears.

```
                        Create Text Profile

Type choices, press Enter.

  Profile . . . . . . . . . .   REPORT.TP      Name

  Description . . . . . . . .   Text profile for reports











F3=Exit                                F12=Cancel
```

4. Type the name and description of the text profile you want to create and press the Enter key.

   The Select Text Defaults display appears.

```
                       Select Text Defaults

Creating profile . . . . . :   REPORT.TP



Select one of the following:

     1. Document format
     2. Alternate format
     3. Edit defaults
     4. Math format  (Numeric field editing)
     5. Print options
     6. Dictionary options
     7. Merge options
     8. Text month names


Selection
     _

F3=Exit     F12=Cancel
```

5. Select one of the items shown on the display that you want to set up for this text profile and press the Enter key.

6. One or more displays appear, depending on the option you selected. Type the values that you have planned for and press the Enter key for each display.

   When the Select Text Defaults display appears again, you can do the following:

   - Continue typing your choices for the text profile that you have planned for by selecting the appropriate options on the Select Text Defaults display, and then pressing the Enter key.

- Press F3 (Exit) to end typing choices for the text profile.

The Exit Text Profiles display appears.

```
                              Exit Text Profiles

Active profile . . . . . . :   SYSTEM
Creating profile . . . . . :   REPORT.TP

Select one of the following:

     1. Save and exit
     2. Exit without saving
     3. Resume text profile session
     4. Save and return to profiles menu






Selection
     _

F12=Cancel
```

7. Select option 4 (Save and return to profiles menu) and press the Enter key.

   The text profile is saved and you are shown the Work with Text Profiles display again where you can create another text profile, activate a profile, or do other work with text profiles.

8. Press F3 (Exit) to end your work with text profiles.

Changing a Text Profile

To change a text profile, do the following:

1. Type **WRKTXTPRF** on the command line of any menu and press the Enter key.

   The Work with Text Profiles display appears.

```
                     Work with Text Profiles

Active profile . . . . . . :   SYSTEM

Select one of the following:

     1. Create text profile
     2. Revise text profile
     3. Copy text profile
     4. Delete text profile
     5. Activate text profile
     6. Activate system profile






Selection
     2

F3=Exit     F9=Work with     F12=Cancel
```

2. Select option 2 (Revise text profile) and press the Enter key.

   The Revise Text Profile display appears.

```
                       Revise Text Profile

Type choices, press Enter.

  Profile . . . . . . . . . .   REPORT.TP      Text profile, SYSTEM
                                               F4 for list











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

3. Type the name of the text profile you want to change and press the Enter key.

   The Select Text Defaults display appears.

```
                          Select Text Defaults

Revising profile . . . . . :   REPORT.TP



Select one of the following:

     1. Document format
     2. Alternate format
     3. Edit defaults
     4. Math format  (Numeric field editing)
     5. Print options
     6. Dictionary options
     7. Merge options
     8. Text month names


Selection
     _

F3=Exit     F12=Cancel
```

4. Select the item shown on the display that you want to change for this text profile and press the Enter key.
5. When the appropriate display is shown, type the values that you want changed and press the Enter key.

   After you make the changes and press the Enter key, the Select Text Defaults display appears again.
6. You can select another item to change by selecting the appropriate option on the Select Text Defaults display, and then pressing the Enter key.

   To end typing your choices for the text profile, press F3 (Exit) or F12 (Cancel).

   The Exit Text Profiles display appears.

```
                           Exit Text Profiles

Active profile . . . . . . :   SYSTEM
Revising profile . . . . . :   REPORT.TP

Select one of the following:

     1. Save and exit
     2. Exit without saving
     3. Resume text profile session
     4. Save and return to profiles menu







Selection
     _

F12=Cancel
```

7. Select option 4 (Save and return to profiles menu) and press the Enter key.

   The text profile is saved and you are shown the Work with Text Profiles display again. You can create another text profile, activate a profile, or do other work with text profiles.

8. Press F3 (Exit) to end your work with text profiles.

Activating a Text Profile

A text profile is not used until you activate it.

If you want to activate a text profile for a user, you must sign on the system with the ID for the user whose text profile you are activating. Only one text profile can be active at any time for a user.

To activate a text profile, do the following:

1. Start at the Work with Text Profiles display. To get to the display, type **WRKTXTPRF** on the command line of any menu and press the Enter key.

The Work with Text Profiles display appears.

```
                          Work with Text Profiles

Active profile . . . . . . :   SYSTEM

Select one of the following:

     1. Create text profile
     2. Revise text profile
     3. Copy text profile
     4. Delete text profile
     5. Activate text profile
     6. Activate system profile

Selection
     5

F3=Exit     F9=Work with     F12=Cancel
```

2. Select option 5 (Activate text profile) on the Work with Text Profiles display.

   The Activate Text Profile display appears.

```
                          Activate Text Profile

Type choices, press Enter.

  Profile  . . . . . . . . . .   REPORT.TP      Name, F4 for list

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

3. Type the name of the text profile to be activated for the *Profile* prompt and press the Enter key.

   If you cannot remember the name of the text profile you want to activate, move the cursor to the *Profile* prompt and press F4 (Prompt) to see a list of existing text profiles.

   After you select the text profile and press the Enter key, you are shown the Work with Text Profiles display.

Activating the System Text Profile

To activate the system profile, do the following:

1. Start at the Work with Text Profiles display. To get to the display, type **WRKTXTPRF** on the command line of any menu and press the Enter key.

   The Work with Text Profiles display appears.

```
                              Work with Text Profiles

Active profile . . . . . . :   SYSTEM

Select one of the following:

     1. Create text profile
     2. Revise text profile
     3. Copy text profile
     4. Delete text profile
     5. Activate text profile
     6. Activate system profile




Selection
     6

F3=Exit     F9=Work with     F12=Cancel
```

2. Select option 6 (Activate system profile) on the Work with Text Profiles display and press the Enter key.

The system text profile is activated, and you are shown the Work with Text Profiles display.

Assigning a Text Profile to a Folder

When you create or describe a folder, you can assign a text profile for that folder. The text profile you specify will be used for all newly created documents within this folder, even if you have another active profile assigned to a user. You can also change or remove a text profile from an existing folder.

All text profiles are stored as documents in folder QPRFFLR. However, you can override the text profile assigned to a folder by typing a document name for the *Document to copy* prompt on the Create Document Details display. When you do this, the copied document will be used as a text profile document.

To assign a text profile to a new folder, do the following:

1. Type **WRKFLR** on the command line of any menu and press the Enter key.

   The Work with Folders display appears with a blank folder path (the slash only) and a list of all the folders on the system that are not contained within folders.

```
                              Work with Folders

Folder  . . .   /_______________________________________________________________
Position to . . . . . .    ____________        Starting characters

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
1_   DORMS
__   ACCEPTS         __   DEVELOP         __   HARRIS          __   NUISSAN
__   ADMINIS         __   DICKENS         __   HOLMES          __   OPENING
__   ADMISSIO        __   EVALUATE        __   ITEMS           __   POWERS
__   ATHLETIC        __   FELLOWS         __   JANITOR         __   PRACTICE
__   BERNARD         __   FIGURE          __   JURY            __   RANK
__   BUSINESS        __   FIRSTAID        __   LEADS           __   RITES
__   CAREXPEN        __   FORREST         __   LEAVES          __   RICHARDS
__   COEDS           __   GIVING          __   MASTERS         __   SERVICE
__   DAVIDS          __   GRIEVANC        __   MORGAN          __   STANDARD
                                                                        More...
F3=Exit                    F5=Refresh       F6=Print list      F9=Work with
F11=Display descriptions   F12=Cancel       F13=Previous level
```

   If you want to create a folder in a folder path other than the one shown on the display, you must enter the folder path at the top of the display and press the Enter key.

2. Type a **1** (Create) in the *Opt* column and a folder name for the first prompt in the *Folder* column, and press the Enter key.

   The Create Folder display appears.

```
                              Create Folder

Folder  . . :   /

Type choices, press Enter.

  Folder . . . . . . . . . . . . . . .   DORMS______    Name

  Folder description . . . . . . . . .   Folder of dorm expenses______________
________

  Text profile
    for documents  . . . . . . . . . .   ____________





F3=Exit     F12=Cancel
```

3. Specify the folder name for the *Folder* prompt (if you want to change from the name you specified on the Work with Folders display), a description for the *Folder description* prompt, and the text profile that you want to use for each new document added to this folder for the *Text profile for documents* prompt. Press the Enter key.

   Your folder is created and the Work with Folders display appears. The text profile name you typed is used for all newly created documents within this folder.

4. You can now work with another folder, or press F3 (Exit) to end your work.

Changing or Removing a Text Profile for an Existing Folder

To change or remove a text profile for an existing folder, do the following:

1. Start at the Work with Folders display. To get to this display, type **WRKFLR** on the command line of any menu and press the Enter key.

```
                              Work with Folders

Folder . . .  /_____________________________________________________________
Position to . . . . . .    ____________         Starting characters

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
_    ____________
_    ACCEPTS          _    DEVELOP          _    HARRIS            _    NUISSAN
_    ADMINIS          _    DICKENS          _    HOLMES            _    OPENING
_    ADMISSIO         _    EVALUATE         _    ITEMS             _    POWERS
_    ATHLETIC         _    FELLOWS          _    JANITOR           _    PRACTICE
_    BERNARD          _    FIGURE           _    JURY              _    RANK
8_   BUSINESS         _    FIRSTAID         _    LEADS             _    RITES
_    CAREXPEN         _    FORREST          _    LEAVES            _    RICHARDS
_    COEDS            _    GIVING           _    MASTERS           _    SERVICE
_    DAVIDS           _    GRIEVANC         _    MORGAN            _    STANDARD
                                                                          More...
F3=Exit                    F5=Refresh       F6=Print list      F9=Work with
F11=Display descriptions   F12=Cancel       F13=Previous level
```

2. Type an **8** (Details) in the *Opt* column and the name of the folder for which you want to change or remove the text profile in the *Folder* column.

   Note: The folder name you type must be contained within the folder or folder path shown on the top part of the display. If no folder path exists for the folder, a slash must appear for the folder.

   Press the Enter key.

   The Change Folder Details display appears.

3. Type in a different text profile name (to change it) or leave the *Text profile for documents* prompt blank (to remove it). Press the Enter key.

   The Work with Folders display appears. The profile is changed or removed from the folder.

4. Press F3 (Exit) to end your work with folders.

Adding Spelling Dictionaries to a Text Profile

You must install the AS/400 Language Dictionaries if you want to use the spell check function when working with documents. Information on adding or deleting dictionaries after you have installed the OfficeVision/400 program is in the *Licensed Programs and New Release Installation Guide.*

To add a spelling dictionary to the system profile or any other text profile, do the following:

1. Start at the Work with Text Profiles display. To get to the display, type **WRKTXTPRF** on the command line of any menu and press the Enter key, or from the OfficeVision/400 main menu, select option 6 (Word processing) and press the Enter key.

   The Word Processing display appears.

2. Select option 5 (Work with text profiles) and press the Enter key.

   The Work with Text Profiles display appears.

```
                        Work with Text Profiles

Active profile . . . . . . :   REPORT.TP

Select one of the following:

    1. Create text profile
    2. Revise text profile
    3. Copy text profile
    4. Delete text profile
    5. Activate text profile
    6. Activate system profile




Selection
    2

F3=Exit     F9=Work with     F12=Cancel
```

3. On the Work with Text Profiles display, select option 2 (Revise text profile) and press the Enter key.

   The Revise Text Profile display appears.

```
                          Revise Text Profile

Type choices, press Enter.

  Profile . . . . . . . . . .   REPORT.TP      Text profile, SYSTEM
                                               F4 for list











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

4. On the Revise Text Profile display, type the name of the text profile (SYSTEM, if the system profile) for the *Profile* prompt and press the Enter key.

   The Select Text Defaults display appears.

```
                         Select Text Defaults

Revising profile . . . . . :   REPORT.TP



Select one of the following:

     1. Document format
     2. Alternate format
     3. Edit defaults
     4. Math format  (Numeric field editing)
     5. Print options
     6. Dictionary options
     7. Merge options
     8. Text month names


Selection
     6

F3=Exit     F12=Cancel
```

5. On the Select Text Defaults display, select option 6 (Dictionary options) and press the Enter key.

The Specify Dictionary Options display appears.

```
                           Specify Dictionary Options

Revising profile . . . . . :   REPORT.TP

Type dictionary search list information, press Enter.

Order
(1-8)      Dictionary        Library
  _        __________        __________
  _        __________        __________
  _        __________        __________
  _        __________        __________
  _        __________        __________
  _        __________        __________
  _        __________        __________
  _        __________        __________




F3=Exit     F12=Cancel
```

6. Using the online information, complete the information on the Specify Dictionary Options display. Press the Enter key.

   The Select Text Defaults display appears again.

7. Press F3 (Exit) or F12 (Cancel) on the Select Text Defaults display. The Exit Text Profiles display appears.

```
                               Exit Text Profiles

Active profile . . . . . . :   SYSTEM
Revising profile . . . . . :   REPORT.TP

Select one of the following:

     1. Save and exit
     2. Exit without saving
     3. Resume text profile session
     4. Save and return to profiles menu







Selection
     _

F12=Cancel
```

8. Select option 4 (Save and return to profiles menu) and press the Enter key.

   The Work with Text Profiles display appears again, and the spelling dictionaries are added to the text profile.

9. Press F3 (Exit) to end your work with text profiles.

You can also specify spelling dictionaries while editing a document. For information, see the *Using OfficeVision/400* Word Processing* manual.

Creating Additional Spelling Dictionaries

You can use the AS/400 Language Dictionaries to help you check your documents for spelling errors. A legal and a medical dictionary are also available if you have the AS/400 Language Dictionaries on your system. More information on these different types of dictionaries is in the *Planning For and Setting Up OfficeVision/400** manual.

To avoid having the system incorrectly marking words, phrases, names, and abbreviations that are common to your office, you may also want to use **user dictionaries**. A user dictionary is stored on the system and contains words that you add to it. The user dictionary allows you to have a specific language associated with a dictionary.

Each user dictionary can be created automatically while you edit a document, or you can create the dictionary using commands. Use the Dictionary Worksheet from the *Planning For and Setting Up OfficeVision/400** manual for a list of the words you plan to add to your user dictionary.

Creating a User Dictionary Automatically

To create a dictionary automatically while you edit a document, press F22 (Spell functions) on the Edit display. Select option 3 (Add word). For more information on creating a user dictionary automatically, see the online Help information.

Creating the Source File Using Commands

The source file member allows you to enter a set of words that will eventually make up your new user dictionary. A source file is made up of source file members. A source file used for creating user dictionaries may contain several source file members (set of words) for different user dictionaries.

To create a source file for creating a user dictionary using commands, do the following:

1. Create the physical file that the members will be contained in using the Create Source Physical File (CRTSRCPF) command.
2. Type **STRSEU** on the command line of any menu and press F4 (Prompt).

   The Start Source Command display appears.
3. Type the source file name, library name, member name, and source type of SPADCT on this display and press the Enter key.

   An Edit display appears.
4. Type the words you want in your dictionary on this display. After each word, type a blank.
5. Press F3 (Exit) when you are finished typing the words.

   An Exit display appears. If you made changes in this source file, option 2 is automatically selected on this display.
6. Press Enter and the changes you made are saved in the source file.

Creating a User Dictionary Using Commands

You now have to actually create the dictionary, which will use the source file member you created.

To create the dictionary, type the Create Spelling Aid Dictionary (CRTSPADCT) command on the command line of any menu and press the Enter key. The following is an example of the CRTSPADCT command:

```
CRTSPADCT SPADCT(dictionary) SRCFILE(file) SRCMBR(member) LNGATR(language)
```

where **dictionary** is the name of the dictionary, **file** is the name of the source file you just created, **member** is the source file member name, and **language** is the language to be associated with this dictionary.

Additional parameters may be specified with the CRTSPADCT command. For more information, see the *CL Reference* manual or the online information for this command.

Creating Merge Documents

You can create several different types of merge documents, including the following:

- A paragraph document
- A document with stop codes
- A document that merges data and text
- A document that merges an image or a graphics data file

The following section briefly describes these methods for merging documents. For information on how to actually create these types of documents, see the *Using OfficeVision/400* Word Processing* manual or the *Learning about OfficeVision/400* Word Processing* manual.

A **paragraph document** contains a set of stored paragraphs that can be combined in any order to produce a tailored document.

A **document with stop codes** allows you to type variable information into a document quickly, without searching through the document for the locations you need.

A **document that merges data and text** contains fields that allow the system to automatically merge variable information into the document. The variable information, such as names and addresses, is stored in data records in a fill-in document, file, or query.

A **document that merges an image or a graphics data file** contains Graphic text instructions (**.gr**) at the place in the document where you want the chart or image printed. You can merge images created and transferred from another system or graphics data files created using the AS/400 Business Graphics Utility (BGU). Before you can merge BGU charts into text documents, you must create graphics data files from the charts you want to merge. This process puts the chart into a format the printer can understand. You must have a printer that supports graphics. The following section describes using images in documents.

Using Images in Documents

You can use scanned images in your OfficeVision/400 documents. The images can be sent from another system, or you can use a personal computer product such as the IBM Personal Computer Image Document Utility (PC/IDU) or ImagEdit to scan an image.

To use an image in a document, do the following:

1. Set up a shared folder for storing your images.
2. Scan the image and file it in the shared folder as an RFTDCA document with an extension of .RFT or as an IMDS file with an .IMG extension.
3. If you want to insert the image into a document, use the Graphic text instruction to indicate where the image should be inserted, and use the Get Graphic function to copy the image into your document. The *Using OfficeVision/400* Word Processing* manual has information about using the Graphic text instruction and the Get Graphic function.

The following documentation has more information about using images:

- *IBM Personal Computer Image Document Utility* brochure
- *ImagEdit Version 2.0* brochure
- *OS/2* Image Support: Introducing* manual
- *Office Facsimile Application User's Guide*
- *Office Facsimile Application Server Guide*

Using a Shell Document for Notes

The sample shell document for notes, which is named QNOTE and is contained in the folder QWPDOCS, is automatically used when a user sends a note. If you want your user notes to have a different format than the one used by this sample, change the format by doing the following:

1. Creating another shell document.
2. Specifying the new shell document as the default for sending notes.

Note: The details specified for the shell note are ignored when the user sends the note. To change the details, go to the Send Note display and press F11 (Change details).

Creating a Shell Document for Notes Using QNOTE

Creating shell documents for notes requires knowledge of text instructions used by the word processing function of OfficeVision/400.

To create a shell document for notes, do the following:

1. Start at the Work with Documents in Folders display. To get to this display, type **WRKDOC** on the command line of any menu and press the Enter key, or from the OfficeVision/400 main menu, select option 6 (Word processing) and press the Enter key.

   The Word Processing display appears.
2. Select option 1 (Work with documents in folders) and press the Enter key.

The Work with Documents in Folders display appears.

```
                        Work with Documents in Folders

 Folder  . . .   BIRDS________________________________________________________
 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
 1_   BIRDNOTE
 __   ALBATROS      All about the albatross              01/19/89   RFTAS400
 __   AUK           All about the auk                    01/19/89   RFTAS400
 __   BARNOWL       All about the barn owl               11/18/88   RFTAS400
 __   BLACKBRD      All about the blackbird              11/14/88   RFTAS400
 __   BLUEJAY       All about the blue jay               01/19/89   RFTAS400
 __   BOBWHITE      All about the bobwhite               11/18/88   RFTAS400
 __   BULLFIN       All about the bullfinch              11/14/88   RFTAS400
                                                                     More...
 F3=Exit      F4=Prompt          F5=Refresh      F10=Search for document
 F11=Display names only          F12=Cancel      F13=End search      F24=More keys
```

3. On the Work with Documents in Folders display, select option 1 (Create) and specify the name you want for your shell document in the *Document* column. Then press the Enter key.

   The Create Document Details display appears.

```
                             Create Document Details                Page 1 of 3

 Profile being used . . . . :    SYSTEM        (User)

 Type choices, press Enter.
   Document . . . . . . . . .    BIRDNOTE___                Name

   Document description . . .    ______________________________________
   Subject  . . . . . . . . .    ________________________________________

   Document to copy . . . . .    QNOTE______
     From folder  . . . . . .
       QWPDOCS_________________________________________________
   Authors  . . . . . . . . .    ________________    ________________
   Keywords . . . . . . . . .    ________________________________________

 ___________________________________________________  F4 for list
   Document class . . . . . .    ___________________  F4 for list
   Print as labels  . . . . .    N                    Y=Yes, N=No
                                                                     More...
 F3=Exit     F4=Prompt     F10=Bypass text entry          F12=Cancel
 F20=Change formats/options
```

4. Specify QNOTE for the *Document to copy* prompt and QWPDOCS for the *From folder* prompt and press the Enter key.

   The Edit display appears with a sample note. You can delete or move the existing fields. Do not move or delete any stop codes. The stop codes are placed in the document where the variable information will be typed.

The fields are as follows:

TO:	The receiver or receivers of the note
FROM:	The sender of the note
DATE:	The date the note is being sent
SUBJECT:	The subject of the note
REFERENCE:	A related topic or another note that the receiver can refer to
COPY LIST:	A list of receivers who will be sent a copy of the note

5. Once you have made your changes, press F3 (Exit).

   The Exit Document display appears.

6. Complete the prompts on this display. Because this is a document to use when sending notes, type **N** (No) for the *Print document* prompt.

   Press the Enter key. The Work with Documents in Folders display appears.

7. Press F3 (Exit). The OfficeVision/400 display appears.

Additional information on shell documents, such as how to change shell documents, can be found in the *Using OfficeVision/400* Word Processing* manual.

Creating a Shell Document for Notes without Using QNOTE

Creating a shell document for notes without copying the sample shell document provided by the system (QNOTE) requires knowledge of text instructions used by the word processing function of OfficeVision/400.

The following steps outline the procedure needed to create a shell document for notes without copying QNOTE:

1. Create a document using the Work with Document in Folders display.

2. Complete the information on the Create Document Details display. Press the Enter key to see the Edit display.

3. Certain data field names can be used to cause information typed on the Send Note display to appear in a note you send. None of these data fields names are required in the shell document. Use the following list to help you name the data fields you want to use. Use the Data Field Instruction display to include them in your shell document:

Figure 3-1. Data Field Names for Notes

TO:	ADDLST	The receiver or receivers of the note
FROM:	SENDER	The sender of the note
DATE:	The date instruction (.date)	The date the note is being sent on
SUBJECT:	SUBJ	The subject of the note
REFERENCE:	REFR	A related topic or another note that the receiver can refer to
COPY LIST:	COPY	A list of receivers who will be sent a copy of the note
Any comments	The comment instruction (.*)	Comment lines in your note that will not appear when the note is sent. Comments are not removed when forwarding AS/400 documents or notes from some non-AS/400 systems.

The ADDLIST, SENDER, and COPY fields require margins of at least 90 character spaces. You should set the margins for the sample shell QNOTE as follows:

a. Left margin 13, right margin 102 before the *TO*: field.
b. Left margin 13, right margin 86 before the area to type the note text.
c. Left margin 13, right margin 102 before the *COPY LIST*: field.
d. Left margin 13, right margin 86 at the end of the note.

The Data Field Instruction display provides information about the data field instruction. To get to the Data Field instruction display, press F5 (Goto) on the Edit display, type **.&** at the prompt, and press the Enter key.

To add data fields for notes, the data field must be a column list entry and you must specify *NOTE for your data field source.

```
FJFJ     P:12                        Edit                       Pg:1       Ln:7

TO:




.&                          Data Field Instruction

This instruction prints the value of a data field from a described data
file, Query, or document.

Type choices, press Enter.
  Data field . . . . . . . .   ADDLST       Name
    Data field source  . . .   3            1=From Merge Data Options
                                            2=*PRINT, 3=*NOTE
  Letters or list  . . . . .   2            1=Multiple letters, 2=Column list
  File ID for Query  . . . .
  Instruction length . . . .                1=255, Blank=Entire instruction

F3=Exit                    F5=Numeric editing          F6=Character editing
F9=Date/time editing       F12=Cancel                  F24=More keys
```

4. When you are finished using the Data Field instruction display, press F3 (Exit) to return to the full screen Edit display. When your shell document is completed, press F3 (Exit/Save) on the Edit display to save the document.

Specifying the Default Shell Document for Sending Notes

To specify the new shell document as the default for sending notes, do the following:

1. On the OfficeVision/400 menu, select option 4 (Send note).

   Press the Enter key.

The Send Note display appears.

```
                              Send Note

 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
```

2. 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 . .   Y        Y=Yes, N=No
   Personal . . . . . . . . . .   N        Y=Yes, N=No
   High priority  . . . . . . .   N        Y=Yes, N=No

   Shell document . . . . . . .   BIRDNOTE___    Name, F4 for list
     Shell folder . . . . . . .     BIRDS______________________________
___________________                              Name, F4 for list

   File note when sent  . . . .   N              Y=Yes, N=No
     For choice Y=Yes:
       Folder to file note into   ____________________________________
___________________                              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. On this display, specify the name of the shell document you created for your notes for the *Shell document* prompt and the folder it is contained in for the *Shell folder* prompt.

4. To use this shell document for all of your future notes, press F17 (Save defaults). The next time you press F6 (Type note) on the Send Note display, the shell document you specified appears on the Edit display for notes.

   The Send Note display appears.

5. Press F3 (Exit).

For more information on how to send a note, see the *Using OfficeVision/400** manual.

Specifying Spelling Dictionaries for the QNOTE Shell

The system provides a sample shell document for notes named QNOTE in the folder QWPDOCS. You can use this sample shell document for your notes, or, if you want to move or delete fields that are used in the sample shell document, you can create a different shell document for notes.

If you want to use the spelling functions for notes, you must specify the names of the dictionaries you want to use.

Note: The AS/400 Language Dictionaries must be installed before you can specify the names of the dictionaries you want to use. For information about installing the AS/400 Language Dictionaries, refer to the *Licensed Programs and New Release Installation Guide*.

To specify one or more dictionaries for QNOTE or any other document you are using as your note shell document, do the following:

1. You or the security officer must sign on the system using the user profile QSECOFR.
2. Start at the Work with Documents in Folders display. To get to the display, type **WRKDOC** on the command line of any menu and press the Enter key, or from the OfficeVision/400 main menu, select option 6 (Word processing) and press the Enter key.

   The Word Processing display appears.
3. Select option 1 (Work with documents in folders) and press the Enter key.

   The Work with Documents in Folders display appears.

```
                     Work with Documents in Folders

Folder  . . .   BIRDS________________________________________________
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
__   DOCUMNT1      Document created on 11/14/88      01/19/89  RFTAS400
__   DOCUMNT2      Document created on 11/15/88      01/19/89  RFTAS400
__   LETTER1       Letter created on 11/18/88        11/18/88  RFTAS400
2_   QNOTE         Shell note for OfficeVision/400   11/18/88  RFTAS400
__   REPORT1       Report created on 11/14/88        11/14/88  RFTAS400
__   REPORT2       Report created on 12/31/88        01/19/89  RFTAS400
__
__
__
                                                                More...
F3=Exit     F4=Prompt        F5=Refresh     F10=Search for document
F11=Display names only       F12=Cancel     F13=End search     F24=More keys
```

4. On the Work with Documents in Folders display, type **QWPDOCS** (or the name of the folder that contains your shell document for notes) for the *Folder* prompt at the top of the display.

   Press the Enter key. The Work with Documents in Folders display appears again with the documents listed in the folder you specified.

5. Type a **2** (Revise) in the *Opt* column next to the document QNOTE (or the name of the shell document you use for notes) in the *Document* column. Press the Enter key.

   The Edit display appears.

6. Press F5 (Goto) on the Edit display. The *Goto* prompt appears at the bottom of the Edit display. Type **do** for the *Goto* prompt, and press the Enter key.

   The Specify Dictionary Options display appears.

```
do                          Specify Dictionary Options

Type dictionary search list information, press Enter.

Order
(1-8)         Dictionary         Library
  _           __________         __________
  _           __________         __________
  _           __________         __________
  _           __________         __________
  _           __________         __________
  _           __________         __________
  _           __________         __________
  _           __________         __________
  _           __________         __________




F3=Exit      F12=Cancel
```

7. On the Specify Dictionary Options display, type the following:

   - The order you want the dictionaries searched in the *Order* column, where 1 is the first dictionary to be searched.
   - The names of the dictionaries you want to use in the *Dictionary* column. If you do not know the names of the available dictionaries, position the cursor on the *Dictionary* column and press the Help key.
   - The name of the library containing your dictionaries in the *Library* column for each dictionary specified.

   Press the Enter key. The Edit display appears.

8. Press F3 (Exit/Save) on the Edit display. The Exit Document display appears.

9. Select an option to save the document and press the Enter key.

   The Work with Documents in Folders display appears.

For more information on saving document library objects and mail, see the *Basic Backup and Recovery Guide*.

Using the Save Document Library Object Command

To save documents, folders, and mail, use the Save Document Library Object (SAVDLO) command.

Before you can use this command, you must have one of the following authorities:

- You must be enrolled in the system distribution directory and have *ALL authority to each document and folder you are saving to save documents and folders.
- You must have the special authority of *SAVSYS or *ALLOBJ specified in your user profile (special authority (SPCAUT) parameter of the Create User Profile (CRTUSRPRF) or Change User Profile (CHGUSRPRF) command) to save documents, folders, and mail.

  For more information on authorizations, see the *CL Reference* manual, the online information for the command, or the *Security Reference* manual.

The SAVDLO command allows you to free storage using the storage (STG) parameter in the following ways:

- STG(*DELETE) deletes the entire document, including the document details.
- STG(*FREE) frees storage by deleting only the document content. The document details are not deleted.
- STG(*KEEP) allows you to keep both the document and document details in storage.

To use the Save Document Library Object command, type the following on any command line:

```
SAVDLO
```

Press F4 (Prompt). Complete the prompts and press the Enter key.

Examples of the SAVDLO Command

The following examples are some possible uses of the Save Document Library Object (SAVDLO) command. DEV is where you would specify the diskette unit name, the tape device name, or *SAVF. By using *OUTFILE for the OUTPUT parameter, information about the saved documents and folders will be printed after the save operation has completed.

- **SAVDLO DLO(*SEARCH) DEV(device name) OWNER(XYZ)**

  This command saves all documents owned by XYZ.
- **SAVDLO DLO(*SEARCH) SRCHTYPE(*ALL) DEV(device name) OWNER(XYZ)**

  This command saves all folders and documents owned by XYZ.

For more information on the SAVDLO command, see the online information, the *Basic Backup and Recovery Guide*.

Restoring Documents, Folders, and Mail

You can restore documents, folders, and mail to and from tape, diskette, or save files on the system.

To restore documents, folders, and mail, use the Restore Document Library Object (RSTDLO) command. Each time you use the RSTDLO command, all documents and folders specified in the command are restored from the specified file on diskette, tape, or save file.

Before you can use this command, you must be authorized to the command and one of the following must be true:

- You must have special authority *SAVSYS or *ALLOBJ specified in your user profile (SPCAUT parameter of the Create User Profile (CRTUSRPRF) or Change User Profile (CHGUSRPRF) command).
- You must have *ALL authority to each document or folder you are restoring and be enrolled as a DIA user in the system distribution directory.

When restoring mail after a user ID and address have been renamed, mail for the renamed user may or may not be restored. See "Renaming System Distribution Directory Entries" on page 4-4 for more information about renaming user IDs and addresses.

For more information on command authorizations, see the *Security Reference* manual.

Examples of the RSTDLO Command

The following examples are some possible uses of the Restore Document Library Object (RSTDLO) command and what it does. If a restored filed document is referred to by a mail log, then an attempt is made to restore the mail log reference at the time the document is restored.

- `RSTDLO DLO(A) DEV(device name) SAVFLR(X)`

  This command restores document A, saved in folder X on the tape or other media, to folder X on the system. Folder X must already exist on the system.

  Note: DEV is where you would specify the diskette unit name, the tape device name, or *SAVF.

- `RSTDLO DLO(*ALL) DEV(device name) SAVFLR(A)`

  This command restores all of folder A (including folders within folder A). If folder A was on the system when you specified the RSTDLO command and new documents had been added to this folder, the new documents are merged with the old documents from the restored folder A.

To restore mail that was saved using an OfficeVision/400 release earlier than Version 2 Release 2, use the Restore User Profile (RSTUSRPRF) command, followed by the RSTDLO command.

For more information on the RSTDLO and the RSTUSRPRF commands, see the online information or the *Basic Backup and Recovery Guide.*

Deleting Outgoing Mail

You can delete old outgoing mail that was sent without confirmation of delivery for all users by specifying the age of the entries you want removed from the system. This will keep outgoing mail logs at a reasonable size.

The DAYS parameter creates a removal date by subtracting the number of days you enter from the system (current) date. The minimum number of days allowed is 1 and the maximum is 999.

To use the Delete Outgoing Mail (DLTOUTMAIL) command, type the following on any command line:

```
DLTOUTMAIL DAYS (number of days old)
```

For more information, see the online information for the (DLTOUTMAIL) command.

Reclaiming Documents and Folders

You may need the Reclaim Document Library Object (RCLDLO) command to recover your documents and folders when you have problems working with them. For example, the document or folder may have some internal errors. In this case, you must reclaim the document or folder before you can use it. In most cases, the system will issue a message telling you when you need to reclaim a document or folder.

For more information on the RCLDLO command, see the online information.

Deleting Documents and Folders

You can delete documents and folders that you are no longer using. This allows you to free disk space for additional documents and folders.

To delete a document, you must have *ALL authority to the document you are deleting and *CHANGE authority to the folder it is in.

To delete a folder, you must have authority to the Delete Document Library Object (DLTDLO) command, have *ALL authority to the folder you are deleting, or be an administrator with authority to manage system objects.

To delete a document or folder, do one of the following:

- Use the Delete Document Library Object (DLTDLO) command.
- Use the Save Document Library Object (SAVDLO) command to delete previously marked documents after saving. For information on marking documents, see the section of this chapter entitled "Marking Documents for Offline Storage" on page 3-8.
- Use the delete option from the Work with Documents in Folders display or the Work with Folders display.

The DLTDLO command allows a user to delete a single document or folder, multiple documents (300 maximum) or folders, all documents or folders, or all documents based on the search values specified in the document descriptor. To use the Delete Document Library Object command to delete a document, type the following on any command line:

```
DLTDLO DLO(DEPTNM) FLR(D543)
```

To delete all the documents and folders owned by XYZ and created on the day this command is entered, type:

```
DLTDLO DLO(*SEARCH) OWNER(XYZ)
```

and press the Enter key.

For more information on commands and authorizations, see the online information for the command or the *Security Reference* manual.

Chapter 4. Working with the Distribution Directory and Lists

This chapter describes how you can create distribution lists using the system distribution directory. This chapter also describes how to work with directory entries. The **system distribution directory** is a list of user IDs and identifying information, such as network addresses, used to send distributions. A **distribution list** is a list of directory entries from the system distribution directory.

If you are using a SNA distribution services (SNADS) network, you can use distribution lists to send information to a group of users at the same time on your local system or on a remote system.

If your system is part of a network, you can use **directory shadowing** to share system distribution directory data among systems in the network. With directory shadowing, you do not need to enter and maintain system distribution directory entries for remote users. For more information about directory shadowing, see Chapter 8, "Using OfficeVision/400 in a Network."

Working with the System Distribution Directory

You must be the security officer or have *SECADM special authority to enroll new users, remove entries, change entries other than your own, or rename entries.

Adding System Distribution Directory Entries

To add a user to the local system distribution directory, do the following:

Note: For a remote user, the *System name* field contains the name of the remote system. Distributions will be sent to this system. The remote user must be added as a local user on the remote system defined by the system name. A user with a remote system name cannot send or receive from your local system. Remote users may send and receive distributions only at their location (the remote system). For further instructions on adding a system distribution directory entry for a remote user, see the *Planning For and Setting Up OfficeVision/400** manual.

1. Start at the Add Directory Entry display. To get to the display from the OfficeVision/400 main menu, select option 7 (Directories/distribution lists) and press the Enter key.

   The Directories and Distribution Lists display appears.

2. Select option 2 (System directory).

   The Work with Directory display appears.

3. Select option 1 (Add) and press the Enter key.

The Add Directory Entry display appears.

```
                        Add Directory Entry

Type choices, press Enter.

  User ID/Address . . . .   SMITH___  PLTS3XX_
  Description . . . . . .   ________________________________________
  System name/Group . . .   PLTS3XX_  ________   F4 for list
  User profile  . . . . .   ________             F4 for list
  Network user ID . . . .   _______________________________________

  Name:
    Last  . . . . . . . .   ________________________________
    First . . . . . . . .   ________________
    Middle  . . . . . . .   ________________
    Preferred . . . . . .   ________________
    Full  . . . . . . . .   ________________________________________

  Department  . . . . . .   ________             F4 for list
  Job title . . . . . . .   ________________________________
  Company . . . . . . . .   ________________________________________

                                                               More...
F3=Exit   F4=Prompt   F5=Refresh   F12=Cancel   F14=Add X.400 O/R name
F18=Display location details
```

4. Complete the prompts on the Add Directory Entry display for the *User ID/Address*, *Description*, *System name/Group*, and *User profile* using the online information. You can see a list of the available systems by moving the cursor to the *System name/Group* prompt and pressing F4 (Prompt).
5. Press the Page Down key to see the next page of the display.
6. Enter the user information on all pages of the display.

```
                        Add Directory Entry

Type choices, press Enter.

  Telephone numbers . . .   _____________________
                            _____________________

  FAX telephone number      ___________________________

  Location  . . . . . . .   ________________________________
                                                 F4 for list
  Building  . . . . . . .   _______________
  Office  . . . . . . . .   ____________

  Mailing address . . . .   ________________________________
                            ________________________________
                            ________________________________
                            ________________________________

                                                               More...
F3=Exit   F4=Prompt   F5=Refresh   F12=Cancel   F14=Add X.400 O/R name
F18=Display location details
```

7. Press the Page Down key to see the next page of the display.

```
                              Add Directory Entry

 Type choices, press Enter.

   Indirect user . . . . .   N                      Y=Yes, N=No
     For choice Y=Yes:
       Print personal mail   N                      Y=Yes, N=No

   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   F4=Prompt   F5=Refresh   F12=Cancel   F14=Add X.400 O/R name
 F18=Display location details
```

8. Enter the user information on all pages of the display.
9. Press the Enter key to add the user to the directory.
10. Press F3 (Exit) to return to the Work with Directory display.

Changing System Distribution Directory Entries

To change system distribution directory entries, do the following:

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

   The Office Tasks display appears.

2. Select option 1 (OfficeVision/400) and press the Enter key.

   The OfficeVision/400 display appears.

3. Select option 7 (Directories/distribution lists) and press the Enter key.

   The Directories and Distribution Lists display appears.

4. Select option 2 (System directory) and press the Enter key.

The Work with Directory display appears.

```
                              Work with Directory

Type options, press Enter.
  1=Add      2=Change    4=Remove    5=Display details  6=Print details
  7=Rename  8=Assign different ID to description   9=Add another description

Opt  User ID   Address   Description

 _   ABRAHAMB  SMITH     Smith, Abraham Brownell
 2   BARBARAF  JOHNS     Johns, Barbara French
 _   BARBARAJ  MILLER    Miller, Barbara Jean
 _   DOUGLASC  SMITH     Smith, Douglas Charles
 2   FREDRICG  STAUB     Staub, Fredrich Gossens
 _   SELASKY   DEPT242   Selasky, Ellen Nora
 _   SERSHIE   SYSTEM2   Sershie, Marvin Quail
 _   SHS       TAMPA     Simmons, Steven Harold
 _   LANGE     DEPT4     Renovation Committee
 _   LANGE     DEPT4     Lange, Robert Kenneth
 _   STONE     DEPT242   Manager of Department 242

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

5. On the Work with Directory display, type a **2** (Change) in the *Opt* column next to each user ID you want to change. Press the Enter key.

   The Change Directory Entry display appears.

6. Change the user information on any of the pages of the display.

7. Press the Enter key to make the changes in the directory.

Renaming System Distribution Directory Entries

As an administrator, you may need to rename a user ID or address. For example, a user may move to a different department and have a different address, or the user's last name may change (used on your system for the user ID). You can perform the rename process for local users or remote users.

When you rename a user ID and address, all occurrences in all IBM-supplied files are renamed to the new user ID and address. If your system participates in directory shadowing, the renamed user ID and address are shadowed to other systems.

Only an administrator or a security officer with *ALLOBJ authority can rename the user ID or address for another user.

When renaming a directory entry, you must first prepare the system for the rename process, then start the rename process.

Preparing to Rename a Directory Entry

To prepare for renaming a directory entry, make sure there is none of the following activity:

- No user can be using OfficeVision/400, PC Support/400, or the Hierarchical File Support (HFS).

- The QSNADS subsystem for System Network Architecture distribution services (SNADS) and the QTMSMTP job for Transmission Control Protocol/Internet Protocol (TCP/IP) electronic mail must not be active.
- Automatic cleanup through Operational Assistant* must not run during the rename process.

To prepare for renaming a directory entry, do the following:

1. End the QSNADS subsystem by typing the following End Subsystem (ENDSBS) CL command on any command line:

   ENDSBS SBS(QSNADS)

   Press the Enter key.

2. End the QTMSMTP TCP/IP job by doing the following:

   a. Type **WRKSBS** (the Work with Subsystem command) on any command line and press the Enter key.

      The Work with Subsystems display appears.

   b. On the Work with Subsystems display, type an **8** (Work with subsystem jobs) in the *Opt* column next to the QTCP subsystem. Press the Enter key.

      The Work with Subsystem Jobs display appears.

   c. Type a **4** (End) in the *Opt* column next to the QTMSMTP job and press the Enter key.

      The QTMSMTP job is ended.

3. Deactivate the automatic cleanup function of Operational Assistant during the rename process. Choose one of the following:

   - Type **CHGCLNUP ALWCLNUP(*NO)** (the Change Cleanup command) on any command line and press the Enter key.

     Automatic cleanup is deactivated.

   - Use the Cleanup Tasks menu.

     a. To get to the Cleanup Tasks menu, type **GO CLEANUP** on any command line and press the Enter key.

        The Cleanup Tasks menu appears.

     b. Select option 1 (Change cleanup options) and press the Enter key.

        The Change Cleanup Options display appears.

     c. Type **N** (No) for the *Allow automatic cleanup* prompt. Press the Enter key.

        Automatic cleanup is deactivated.

The following conditions apply to renaming a user ID or address:

- Directory entries QDFTOWN QDFTOWN, QSYS QSYS, QLPAUTO QLPAUTO, QDOC QDOC, QLPINSTL QLPINSTL, and *ANY entries cannot be renamed.
- Only one rename process can be active at one time on the system. If more than one rename request is submitted in batch, only one rename job runs. Any other batch rename jobs wait until the active rename job completes.

- The new user ID and address cannot be an existing user ID and address in the system distribution directory. The new user ID and address also cannot exist as a forward-from value for another directory entry.
- You can rename, on your system, the user ID and address for a user on another system. The renamed user ID and address may be shadowed to the local system for the renamed user.

  If your system participates in directory shadowing, you must perform the steps in this section on the receiving remote system for the shadowed rename to be successful.

  If these steps are not performed on the system receiving the changes, the rename process will not complete successfully. You must back out of the rename process or continue with the rename process. See step 9 on page 4-9 for information about correcting rename processes that do not complete successfully.
- If a user ID and address are renamed without a forward-from value after you save mail and before you restore the saved mail, the mail for that user is not restored. A link to the renamed user ID exists only when there is a forward-from value.

  You can rename user IDs and addresses before a regularly scheduled backup. The backup saves all changes to files resulting from the rename process and mail will be restored if necessary.

Renaming the Directory Entry

To rename a user ID or address, follow these steps:

1. Use the Work with Directory display. Type **WRKDIR** on any command line and press the Enter key.

   The Work with Directory display appears.

```
                          Work with Directory

 Type options, press Enter.
   1=Add     2=Change     4=Remove    5=Display details    6=Print details
   7=Rename  8=Assign different ID to description      9=Add another description

 Opt  User ID   Address   Description

  _   ABRAHAMB  SMITH     Smith, Abraham Brownell
  7   BARBARAF  JOHNS     Johns, Barbara French
  _   BARBARAJ  MILLER    Miller, Barbara Jean
  _   DOUGLASC  SMITH     Smith, Douglas Charles
  7   FREDRICG  STAUB     Staub, Fredrich Gossens
  _   SELASKY   DEPT242   Selasky, Ellen Nora
  _   SERSHIE   SYSTEM2   Sershie, Marvin Quail
  _   SHS       TAMPA     Simmons, Steven Harold
  _   LANGE     DEPT4     Renovation Committee
  _   LANGE     DEPT4     Lange, Robert Kenneth
  _   STONE     DEPT242   Manager of Department 242
                                                                      More...
 F3=Exit      F5=Refresh   F9=Work with nicknames   F10=Search directory
 F12=Cancel   F13=Work with departments   F17=Position to   F24=More keys
```

2. On the Work with Directory display, type a **7** (Rename) in the *Opt* column next to the user ID and address that you want to rename. Press the Enter key.

Note: You can also type **RNMDIRE** (the Rename Directory Entry command) on any command line and press F4 (Prompt). All prompts except *Change network user ID* are blank.

The Rename Directory Entry display appears.

Note: If the user ID is in the process of being renamed, is an *ANY entry, or is a system default entry (such as QSYS), you receive a message explaining that the entry cannot be renamed.

```
                          Rename Directory Entry

Old user ID/Address . . . . . . . . :   BARBARAF  JOHNS



Type choices, press Enter.

  New user ID/Address . . . . . . . .   ________  ________

  Submit to batch . . . . . . . . . .   Y                     Y=Yes, N=No
    For choice Y=Yes:
      Date to submit job  . . . . . .     03/12/93            MM/DD/YY
      Time to submit job  . . . . . .     23:59:00            HH:MM:SS

  Forwarding user ID/Address  . . . .   ________  ________

  Change network user ID/Address        2                     1=New user ID
                                                              2=Same

                                                                      Bottom
F3=Exit   F5=Refresh   F12=Cancel
```

The *Old user ID/Address* prompt displays the user ID and address selected from the Work with Directory display.

3. Type the new user ID and address for the *New user ID/Address* prompt.

4. For the *Submit to batch* prompt, type **Y** (Yes) to run the rename job in batch or **N** (No) to run the rename job interactively.

   Renaming a directory entry can be a very long-running process because all occurrences of the old user ID and address in all IBM-supplied files are renamed to the new user ID and address. It is recommended that you run the rename job in batch.

5. If you type **Y** (Yes) for the *Submit to batch* prompt to run the rename job in batch, specify the date and time for the batch job to run. The default is **Y**.

   a. The *Date to submit job* prompt contains the current date.

      If you want to change the date on which the batch job runs, type the date you want in the job date format. The default is the current date.

   b. The first time you use the display, the *Time to submit job* prompt contains the time **23:59:00**. After the first time you use the display, the prompt contains the last time specified.

      If you want to change the time at which the batch job runs, type the time you want in 24-hour format.

   The date and time must not be earlier than the current date and time.

If you run the rename job interactively, the date and time prompts are not used. However, the prompts must contain date and time values in the correct formats.

6. When you rename a directory entry for a local user, you can have distributions forwarded from the old user ID and address or a specified user ID and address. Type a user ID and address for the *Forwarding user ID/Address* prompt to automatically forward distributions from the user ID and address you specify to the new user ID and address. Specifying a forward from value also allows mail to be restored to the user if the user ID and address were renamed after mail was saved.

   If the user ID you are renaming already has a forward-from value, this value is shown for the *Forwarding user ID/Address* prompt.

   The user ID and address you specify for the *Forwarding user ID/Address* prompt must meet the following requirements:

   - The old user ID and address can be used.
   - If you are renaming a user ID that is the result of a previous rename process, you can use:
     - The old user ID and address for this rename process
     - The value from the previous rename process that appears for the prompt
     - Any other allowed value
   - The user ID and address can be any user ID and address that is not currently a system distribution directory entry and is not included in the preceding restrictions.
   - The user ID and address cannot exist as a value for the *Forwarding user ID/Address* prompt for another directory entry.

   For example, when you rename two user IDs and addresses, you can specify the following values:

Figure 4-1. Renaming User IDs and Addresses for the First Time

Old User ID/Address	New User ID/Address	Forwarding User ID/Address
BARBARAF JOHNS	JOHNSB SYSTEM2	BARBARAF JOHNS
FREDRICG STAUB	STAUBF SYSTEM2	FREDRICG STAUB

   Both users move to other departments, and you rename the addresses a second time. The existing *Forwarding user ID/Address* values appear when you use the Rename Directory Entry display from the Work with Directory display. You can choose the user ID and address to specify for the *Forwarding user ID/Address* prompt:

Figure 4-2. Renaming User IDs and Addresses the Second Time

Old User ID/Address	New User ID/Address	Existing Forwarding User ID/Address	New Forwarding User ID/Address
JOHNSB SYSTEM2	JOHNSB SYSTEM3	BARBARAF JOHNS	JOHNSB SYSTEM2
STAUBF SYSTEM2	STAUBF SYSTEM1	FREDRICG STAUB	FREDRICG STAUB

   You cannot specify any other existing user ID and address for the *Forwarding user ID/Address* prompt, unless the existing value is associated with the old user ID and address.

When you rename an entry for a remote user, the *Forwarding user ID/Address* prompt is not shown on the display.

7. If your system is part of a network and you use the default network user ID, which is the local user ID and address, you can change the network user ID to the new user ID and address. If you use a value such as employee number for the network user ID, you can keep the same network user ID when you rename the local user ID and address.

   To change the network user ID, type a **1** (New user ID) for the *Change network user ID* prompt.

   To keep the existing network user ID, type a **2** (Same), the default.

8. Press the Enter key.

9. Determine whether the rename job completed successfully.

   If you run the rename job interactively, you return to the display from which you entered the RNMDIRE command or the Work with Directory display. The system displays a message when the rename job is complete. If the message indicates that the rename job did not complete successfully, use the messages in the job log to find information about the rename job.

   If you run the rename job in batch, the system sends a message to your message queue. Determine whether the rename job completed successfully and use the information in the spooled file, if any, to find out more about the rename process.

10. If an error occurs during the rename process, all of the IBM-supplied files may not have been processed. Some files may contain the old user ID and address, and some files may contain the new user ID and address.

    Note: The old user ID and address cannot be used until the rename process in error is continued or backed out. All owned objects are changed back to the old user ID and address if the rename process is backed out.

11. Correct the problems indicated by the messages.

12. Use the Work with Directory display. Type **WRKDIR** on any command line and press the Enter key.

    The Work with Directory display appears.

13. On the Work with Directory display, type a **7** (Rename) in the *Opt* column next to the user ID and address that you want to rename. Press the Enter key.

    Note: You can also type the Rename Directory Entry command on any command line, **RNMDIRE**, and press F4 (Prompt).

The Rename Directory Entry display appears. The old user ID and address, new user ID and address, and forwarding user ID and address are displayed. These values cannot be changed.

```
                              Rename Directory Entry

 Old user ID/Address . . . . . . . . :   BARBARAF  JOHNS
 New user ID/Address . . . . . . . . :   JOHNSB    DEPT242
 Forwarding user ID/Address  . . . . :   BARBARAF  JOHNS


 Type choices, press Enter.

   Continue with rename  . . . . . . .   _                   Y=Yes, N=No

   Submit to batch . . . . . . . . . .   _                   Y=Yes, N=No
     For choice Y=Yes:
       Date to submit job  . . . . . .     ________          MM/DD/YY
       Time to submit job  . . . . . .     ________          HH:MM:SS

   Change network user ID/Address        _                   1=New user ID
                                                             2=Same



                                                                        Bottom
 F3=Exit   F5=Refresh   F12=Cancel
```

14. Use the *Continue with rename* prompt to indicate whether you want to continue with the rename job or return to the old user ID and address. The default value is Y (Yes).

    Continuing with the rename job changes all occurrences of the old user ID and address to the new user ID and address in all IBM-supplied files.

15. To return to the old user ID and address, type **N** (No) for the *Continue with rename* prompt. This changes all occurrences of the new user ID and address back to the old user ID and address in all IBM-supplied files successfully changed by the original rename request.

16. For the *Submit to batch* prompt, type **Y** (Yes) to run the rename in batch or **N** (No) to run the rename job interactively.

    Renaming a directory entry can be a very long-running process because all occurrences of the old user ID and address in all IBM-supplied files are renamed to the new user ID and address. It is recommended that you run the rename job in batch.

17. If you type **Y** (Yes) for the *Submit to batch* prompt to run the rename job in batch, specify the date and time for the batch job to run.

    a. The *Date to submit job* prompt contains the current date.

       If you want to change the date on which the batch job runs, type the date you want in the job date format.

    b. The *Time to submit job* prompt contains the last time specified.

       If you want to change the time at which the batch job runs, type the time you want in 24-hour format.

    The date and time must not be earlier than the current date and time.

If you run the rename job interactively, the date and time prompts are not used. However, the prompts must contain date and time values in the correct formats.

18. To change the network user ID, type a **1** (New user ID) for the *Change network user ID* prompt.

    To keep the existing network user ID, use the default **2** (Same).

19. Press the Enter key.

20. Determine whether the rename job completes successfully. See step 9 on page 4-9 for information about correcting errors with a rename process.

Renaming and Saving Considerations

If you request to rename a user and you do not specify a forward-from value, you can have problems restoring mail if you do not run your backup procedure after the rename request. If you run the backup procedure before the rename request, the mail for the user you renamed would not be restored because there is no link between the original user (before the rename request) and the new user (after the rename request).

To prevent this situation from occurring, it is recommended that rename requests of user IDs and addresses be done before backup procedures are run. This saves all the changes to all the files created by the rename request.

For more information about saving and restoring files when using OfficeVision/400 program, see the *Basic Backup and Recovery Guide.*

Removing System Distribution Directory Entries

You cannot remove a system distribution directory entry if one of the following is true:

- The user is enrolled in OfficeVision/400.
- The user is currently using PC Support/400.
- The user owns documents or folders in the Document Interchange Architecture (DIA) library. Documents and folders can be deleted using the DLTDLO command or the owner of a folder can be changed using the CHGDLOOWN command.
- The user has mail on the system that has not been received.

Note: Directory entries QDFTOWN QDFTOWN, QSYS QSYS, QDOC QDOC, QLPAUTO QLPAUTO, QUSER QUSER, and QLPINSTL QLPINSTL cannot be removed.

To remove a system distribution directory entry, do the following:

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

   The Office Tasks display appears.

2. Select option 1 (OfficeVision/400) and press the Enter key.

   The OfficeVision/400 display appears.

3. Select option 7 (Directories/distribution lists) and press the Enter key.

   The Directories and Distribution Lists display appears.

4. Select option 2 (System directory) and press the Enter key.

   The Work with Directory display appears.

```
                              Work with Directory

 Type options, press Enter.
   1=Add     2=Change   4=Remove  5=Display details  6=Print details
   7=Rename  8=Assign different ID to description    9=Add another description

 Opt  User ID   Address    Description

  _   ABRAHAMB  SMITH      Smith, Abraham Brownell
  _   BARBARAF  JOHNS      Johns, Barbara French
  _   BARBARAJ  MILLER     Miller, Barbara Jean
  _   DOUGLASC  SMITH      Smith, Douglas Charles
  _   FREDRICG  STAUB      Staub, Fredrich Gossens
  4   SELASKY   DEPT242    Selasky, Ellen Nora
  _   SERSHIE   SYSTEM2    Sershie, Marvin Quail
  _   SHS       TAMPA      Simmons, Steven Harold
  _   LANGE     DEPT4      Renovation Committee
  _   LANGE     DEPT4      Lange, Robert Kenneth
  _   STONE     DEPT242    Manager of Department 242

                                                                     More...
 F3=Exit      F5=Refresh   F9=Work with nicknames   F10=Search Directory
 F12=Cancel   F13=Work with departments   F17=Position to   F24=More keys
```

5. On the Work with Directory display, type a **4** (Remove) in the *Opt* column next to each user ID you want to remove. Press the Enter key. A display appears that allows you to confirm the directory entries you requested to remove.

6. Press the Enter key again to remove the directory entries. If you do not want to remove the directory entries, press F12 (Cancel) to return to the Work with Directory display.

Searching the System Distribution Directory

The search function allows you to look for information you need about other users.

You can perform the search function for any of the following:

- The last, first, or middle name of a user
- Department
- User ID
- User address
- Network user ID
- Telephone number
- Location
- Building
- Company
- Any combination of search values

You can search for information for locally defined users, or for both locally defined users and remote users whose directory information is shadowed to your system.

For example, you may want to know the telephone number and user ID of another user with whom you need to communicate. The result of the search function is a list containing the following information for each user for whom you requested the search function:

- Full name
- Telephone number

Additional information for each user listed is available by typing a **5** (Display directory entry details) in the *Opt* column next to the name of the user on the Display Names from Search Results display. See "Performing the Search Function" on page 4-15 for more information about using the search function.

You can specify the type of search for your system using the Change Directory Attributes (CHGDIRA) CL command. The default search type is *EXACT, in which the search function returns exact character matches of the information you type in. You can change the search type to *GENERIC, in which the search function assumes an asterisk (*) at the end of the information you type in.

Your system may have a customized search program. For more information about customized searches, see the *Office Services Concepts and Programmer's Guide* manual.

Note: For performance reasons, specify a last name, department, user ID, or user address without an embedded asterisk (*) if possible. If you specify an embedded asterisk (*) in any field or do not specify a last name, department, user ID or user address, the search request processes more slowly.

Standard Search Function When System Type Is *EXACT

The standard search function when the system type is *EXACT returns exact character matches of the information you type, ignoring upper- and lowercase characters. For example, if you request the following search (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
```

Generic Search Function When System Type Is *EXACT

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 character or 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.

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, 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, 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
```

Note: You will get faster or slower response during your search depending on where you place the asterisk. Placing the asterisk after the beginning characters of a name will result in faster search response. For example, a search of `SAN*` will result in faster search response than a search of `*SAN` or `*SAN*`.

No Search Values Function

If you want to see a list of all defined names in the directory or of all defined users in a department, type a **1** (Local) or **2** (All data) in the *Data to search* field and press the Enter key.

Search Function When System Type Is *GENERIC

When you change the system search type to *GENERIC using the CHGDIRA command, the system uses an implied variable character, the asterisk (*), at the end of the search information you specify.

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
Sanford
```

This produces the same result as using the default generic search with the asterisk (*) at the end of the string, SAN. If you want to use variable characters at other positions in the search string, type the variable character.

To request the following search that ends with a search string, 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
innings
Kingston
```

Performing the Search Function

To search the system distribution directory, do the following:

1. On the OfficeVision/400 menu, select option 7 (Directories/distribution lists) and press the Enter key.

   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
      7. Locations









 Selection
      5

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

2. 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
```

3. Type the information you know about the user's last name, first name, middle name, department, user ID, address, telephone number, location, building, and company.
4. If you want to search only data for the local system, type a **1** for the *Data to search* prompt.

   If you want to search data for both the local system and any remote systems for which your system has data, type a **2** for the *Data to search* prompt.
5. If your system has a customized search program, press F10 (Call customized search) to use the customized search program. If F10 was not set up by the Change Directory Attributes (CHGDIRA) command, then F10 is not shown on the display. For more information about customized searches, see the *Office Services Concepts and Programmer's Guide*.
6. After you type the information, press the Enter key. If no matches are found, a message appears at the bottom of your display.

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, Martha P.                                  (123)976-0000
 _    Smith, Marty                                      (123)976-7777











                                                                   Bottom
F3=Exit   F5=Refresh   F11=Display user IDs and departments   F12=Cancel
F15=Print list
```

Note: If you request the search function from a Select display, a display identical to the above display appears, with the exception of a different title. The Select Names from Search Results display appears instead of the Display Names from Search Results display. The Select Names from Search Results display also includes option 1 (Select for addressee list) and option 2 (Select for copy list).

You can type a **5** (Display directory entry details) to display more details, or a **6** (Print directory entry details) to print the results of your search request. To display department members, you can select option 8 (Display department members). Pressing the Enter key without typing any options returns you to the Search System Directory display.

From this display, you can also view the user ID/address and department by pressing F11 (Display user IDs and departments), or print the search results by pressing F15 (Print list).

Note: If you see an asterisk (*) in the Name column, the user is a member of a department but does not have any of the name fields specified. Change the directory entry to fill in the name fields.

7. Press F3 (Exit).

Working with User Descriptions

You can reassign user IDs to an existing description in the system distribution directory, or add additional descriptions to an individual user ID. Reassigning descriptions in the directory automatically updates distribution lists. Adding further descriptions to a single user ID allows the user to be identified in different ways.

Assigning Different User IDs to an Existing Description

You can assign different user IDs to an existing description in the directory. By reassigning existing descriptions in the directory, distribution lists can be automatically updated. For example, if Ellen Selasky (user ID **SELASKY**) replaces Marybeth Stone (user ID **STONE**) as the manager of Department 242, you would use option 8 (Assign different ID to description) to assign user ID **STONE** to the description **Manager of Department 242**.

Note: This function is not a substitute for renaming the user ID or address value, for which you use option 7 (Rename). The new user ID/address specified must already be defined in the directory.

To assign the different user IDs, start at the AS/400 Main Menu and do the following:

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

   The Office Tasks display appears.

2. Select option 5 (Work with system directory) on the Office Tasks display. Press the Enter key.

   The Work with Directory display appears.

```
                              Work with Directory

 Type options, press Enter.
   1=Add     2=Change     4=Remove    5=Display details   6=Print details
   7=Rename  8=Assign different ID to description       9=Add another description

 Opt  User ID   Address    Description

 _    ABRAHAMB  SMITH      Smith, Abraham Brownell
 _    BARBARAF  JOHNS      Johns, Barbara French
 _    BARBARAJ  MILLER     Miller, Barbara Jean
 _    DOUGLASC  SMITH      Smith, Douglas Charles
 _    FREDRICG  STAUB      Staub, Fredrich Gossens
 _    SELASKY   DEPT242    Selasky, Ellen Nora
 _    SERSHIE   SYSTEM2    Sershie, Marvin Quail
 _    SHS       TAMPA      Simmons, Steven Harold
 _    LANGE     DEPT4      Renovation Committee
 _    LANGE     DEPT4      Lange, Robert Kenneth
 8    STONE     DEPT242    Manager of Department 242
                                                                       More...
 F3=Exit      F5=Refresh   F9=Work with nicknames   F10=Search Directory
 F12=Cancel   F13=Work with departments   F17=Position to   F24=More Keys
```

3. On the Work with Directory display, type an **8** (Assign different ID to description) in the *Opt* column next to the description or descriptions that are to be reassigned. Press the Enter key.

The Assign Different ID to Description display appears.

```
                        Assign Different ID to Description

 User ID/Address  . . . . :   STONE     DEPT242
 Description  . . . . . . :   Manager of Department 242


 Type choices, press Enter.

   User:
     User ID/Address  . . .   ________  ________      F4 for list










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

4. Type the user ID and address of an existing user for the *User ID/Address* prompt. Press the Enter key.

   To see a list of all the user IDs and addresses in the directory, press F4 (Prompt). You can make one selection from this list by typing a **1** (Select) in the *Opt* column next to your choice and then pressing the Enter key.

   Note: If you assign a different user ID or address to a description, and that was the only description for the old user ID and address, the old user ID and address will be removed from the directory.

Adding Another Description to an Existing User ID

You can add another description to an existing user ID. There is no limit to the number of descriptions which can be defined for one user. You can define additional descriptions to identify a user in different ways. For example, if Robert Lange (user ID **LANGE**), a member of the renovation committee, is also assigned to the inspection board, you would add the description **Inspection Board** to his user ID. The description **Renovation Committee** for user ID **LANGE** would be unaffected.

Your system could have two distribution lists that both contain Robert Lange. The first is a list of renovation committee members, and the second is a list of inspection board members. When Robert Lange moves into a new job and is no longer a member of the inspection board, you can assign a different user ID to that description as shown in "Assigning Different User IDs to an Existing Description" on page 4-18. The distribution list containing Lange as a inspection board member would then be updated with the new user ID.

To add a new description, do the following:

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

   The Office Tasks display appears.

2. Select option 1 (OfficeVision/400) and press the Enter key.

   The OfficeVision/400 display appears.

3. Select option 7 (Directories/distribution lists) and press the Enter key.

   The Directories and Distribution Lists display appears.

4. Select option 2 (System directory) and press the Enter key.

   The Work with Directory display appears.

```
                              Work with Directory

Type options, press Enter.
  1=Add     2=Change   4=Remove   5=Display details   6=Print details
  7=Rename  8=Assign different ID to description      9=Add another description

Opt  User ID   Address   Description

 _    ABRAHAMB  SMITH     Smith, Abraham Brownell
 _    BARBARAF  JOHNS     Johns, Barbara French
 _    BARBARAJ  MILLER    Miller, Barbara Jean
 _    DOUGLASC  SMITH     Smith, Douglas Charles
 _    FREDRICG  STAUB     Staub, Fredrich Gossens
 _    SELASKY   DEPT242   Selasky, Ellen Nora
 _    SERSHIE   SYSTEM2   Sershie, Marvin Quail
 _    SHS       TAMPA     Simmons, Steven Harold
 9    LANGE     DEPT4     Renovation Committee
 _    LANGE     DEPT4     Lange, Robert Kenneth
 _    STONE     DEPT242   Manager of Department 242
                                                            More...
F3=Exit      F5=Refresh   F9=Work with nicknames   F10=Search directory
F12=Cancel   F13=Work with departments   F17=Position to   F24=More Keys
```

5. On the Work with Directory display, type a **9** (Add another description) in the *Opt* column next to the user ID that is to have a new description. Press the Enter key.

   The Add Another Description display appears.

```
                          Add Another Description

User ID/Address . . . . :   LANGE     DEPT4

Type choice, press Enter.

  Description . . . . . .   Inspection Board




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

6. Type the new description for the *Description* prompt and press the Enter key.

Another description for this user ID is added to the directory.

Working with Distribution Lists

A distribution list simplifies the work of distributing documents or mail items to the same set of users by allowing you to specify the name of the distribution list rather than specifying the name of each person individually. The *Planning For and Setting Up OfficeVision/400** manual explains why you should use distribution lists and the rules that apply to distribution lists.

You can add users to distribution lists two ways:

- Create the distribution list before enrolling users using the instructions in this section. Then add users to the distribution list during enrollment using the Change Distribution List Membership display and the instructions in "Enrolling New OfficeVision/400 Users" on page 2-1.
- Enroll users using the instructions in "Enrolling New OfficeVision/400 Users" on page 2-1, and press the Enter key without typing information on the Change Distribution List Membership display. Then add the users to the distribution list using the instructions in this section.

The owner of a distribution list is the user who created the distribution list. Only an owner or administrator can change or delete a distribution list.

Additional information about distribution lists can be found in the *Using OfficeVision/400** manual.

Creating a Distribution List

To create distribution lists, do the following:

1. Start at the Create a New Distribution List display. To get to the display from the OfficeVision/400 main menu, select option 7 (Directories/distribution lists) and press the Enter key.

   The Directories and Distribution Lists display appears.

2. Select option 3 (Distribution lists) and press the Enter key.

   The Work with Distribution Lists display appears.

3. Select option 1 (Create list) and 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 . . . . . . .   D543____  ACCT____

  Description . . . . . .   Accounting Department_________________________




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

4. Type entries for the prompts as follows:
   - For the *List ID* prompt, type the name of the distribution list for the first part. For the second part, type something that gives meaning to the name of the distribution list, such as ACCT. ACCT could mean that this distribution list is used by the accounting department.
   - For the *Description* prompt, type the description for this distribution list.

   Press the Enter key.

   The Add Distribution List Entries display appears.

```
                         Add Distribution List Entries

Distribution list:
  List ID . . . . . . . :   D543      ACCT
  Description . . . . . :   Accounting Department

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

Copy from list ID . . . . . . .   ________  ________   F4 for

User ID   Address            User ID   Address            User ID   Address
________  ________           ________  ________           ________  ________
________  ________           ________  ________           ________  ________
________  ________           ________  ________           ________  ________
________  ________           ________  ________           ________  ________
________  ________           ________  ________           ________  ________
________  ________           ________  ________           ________  ________
________  ________           ________  ________           ________  ________
                                                                      More...
F3=Exit   F4=Prompt   F5=Refresh   F12=Cancel
```

5. Type the entries for the distribution list.

You can use one, or a combination, of the following methods:

- If you are creating distribution lists for enrollment and want to add users at the time of enrollment only, type nothing on this display.
- For the *Copy from list ID* prompt, type the first part or both parts of another distribution list that contains entries that you want to add to this distribution list. Press the Enter key.

  If the first part of the list ID is typed and the name is unique from all other distribution list names, the distribution list is not shown, but all entries in that list are added to this list. Duplicate entries are not removed.

  If the first part of the list ID is typed but it is not unique from all other distribution list names, a list of all distribution lists names matching the first part of the list ID is shown. You can select the correct distribution list name from this list.

  If you are not sure of the name of a distribution list or 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* prompt to see a list of everyone (their user IDs and addresses) in the system distribution directory. Using the information on the display, select the ones you want to add to the new distribution list by typing a **1** in the *Opt* column next to the corresponding user IDs. The entries that you select are shown on the Add Distribution List Entries display.
- In the *User ID* and *Address* columns, type the user ID or the user ID and address for each person you want on the distribution list.

Press the Enter key. If you entered a user ID but no address, your entry is checked against the local system distribution directory for the address. If more than one address exists for a single user ID in the local system distribution directory, a list will appear for you to make a selection.

Note: For local users, the user ID must already exist on the system. For remote users, an *ANY or *ANY *ANY entry must be in the directory if an exact match of the user ID does not exist in the directory. If you use an entry of `*ANY` or `*ANY*ANY`, the description of the `*ANY` entry will be used for the entry in the distribution list.

A message is shown at the bottom of the display telling you how many entries were added to your distribution list.

Press the Enter key.

The Work with Distribution Lists display appears.

Changing a Distribution List

If you are an owner or administrator, you can change a distribution list. Even if you are not an owner or administrator, you can copy an existing distribution list into your new distribution list by using the topic "Creating a Distribution List" on page 4-21.

Note: If you are not the owner of a distribution list or an administrator and you try to change a distribution list, an error message appears on the display.

To change a distribution list, do the following:

1. Start at the Work with Distribution Lists display. To get to the display, type **WRKDSTL** on the command line of any menu and press the Enter key, or from the OfficeVision/400 main menu, select option 7 (Directories/distribution lists) and press the Enter key.

   The Directories and Distribution Lists display appears.

2. Select option 3 (Distribution lists) and press the Enter key.

   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

 _     DEPT248    DLIST       Members of Department 248
 _     DEPT492    DLIST       Members of Department 492
 _     DEPT501    DLIST       Members of Department 501
 8     D543       ACCTLST     Distribution list for accounting
 _     D588       PERS        Personnel dept 588
 _     D589       PERS        Personnel dept 589
 _     D601       DLIST       Department 601
 _     ENGLAND    EMPL        Employees in England
 _     EUROPE     EMPL        Employees in Europe
 _     MIAMI      DLIST       Distribution list for Miami
 _     NEWYORK    DLIST       Distribution list for New York
 _     TAMPA      DLIST       Distribution list for Tampa
                                                                    More...
F3=Exit   F5=Refresh          F9=Work with nicknames   F12=Cancel
F13=Work with departments     F17=Position to
```

3. On the Work with Distribution Lists display, type an **8** (Work with entries) in the *Opt* column next to the name of the distribution list ID you want to work with. Press the Enter key.

The Work with Distribution List Entries display appears.

```
                     Work with Distribution List Entries

 List ID . . . . . . . . :   D543      ACCTLST
 Description . . . . . . :   Distribution list for accounting

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

 Opt   User ID     Address     Description
  _    ________    ________
  _    GARRETT     ROCH        Berg, Garrett F
  _    HANSON      ROCH        Hanson, E G
  _    HENKE       ROCH        Henke, S K
  4    PETERSON    ROCH        Peterson, R N
  _    SJONES      ROCH        Jones, Sharon
  _    TERRY       ROCH        Dixon, T F
  _    TSMITH      CHICAGO     Smith, Tom

                                                                  Bottom
 F3=Exit   F5=Refresh   F12=Cancel   F17=Position to
```

4. On the Work with Distribution List Entries display, type a **4** (Remove entry) in the *Opt* column next to the entries you want to remove from the list. To add entries to the list, type a **1** (Add entries) in the *Opt* column next to the entries you want to add.

   Press the Enter key to add or remove the entries you selected.

Deleting a Distribution List

If you want to delete a distribution list, you must be an owner or administrator.

Note: If you are not the owner of a distribution list or an administrator and you try to delete a distribution list, an error message appears on the display.

To delete a distribution list, do the following:

1. Start at the Work with Distribution Lists display. To get to the display, type **WRKDSTL** on the command line of any menu and press the Enter key, or from the OfficeVision/400 main menu, select option 7 (Directories/distribution lists) and press the Enter key.

   The Directories and Distribution Lists display appears.

2. Select option 3 (Distribution lists) and press the Enter key.

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

 _     DEPT248    DLIST       Members of Department 248
 _     DEPT492    DLIST       Members of Department 492
 _     DEPT501    DLIST       Members of Department 501
 _     D543       ACCTLST     Distribution list for accounting
 _     D588       PERS        Personnel dept 588
 _     D589       PERS        Personnel dept 589
 4     D601       DLIST       Department 601
 _     ENGLAND    EMPL        Employees in England
 _     EUROPE     EMPL        Employees in Europe
 _     MIAMI      DLIST       Distribution list for Miami
 _     NEWYORK    DLIST       Distribution list for New York
 _     TAMPA      DLIST       Distribution list for Tampa
                                                                  More...
F3=Exit   F5=Refresh          F9=Work with nicknames   F12=Cancel
F13=Work with departments     F17=Position to
```

3. On the Work with Distribution Lists display, type a **4** (Delete list) in the *Opt* column next to the name of the distribution list ID you want to delete. Press the Enter key.

   A display appears that allows you to confirm the distribution lists you requested to delete. (If you do not want to delete the distribution lists, press F12 (Cancel) to return to the Work with Distribution Lists display.)

4. Press the Enter key again to delete the distribution lists.

Working with Departments

You can use the department function to maintain department information. You can do the following procedures with the department function:

- Add a department.
- Change department details.
- Remove a department.
- Display department details.
- Print department details.
- Add and remove department members.

To get to the department function, do the following:

1. On the OfficeVision/400 menu, select option 7 (Directories/distribution lists) and press the Enter key.

   The Directories and Distribution List display appears.

2. For the *Selection* prompt, type a **6** (Departments) and press the Enter key.

   The Work with Department display appears.

Adding a Department

As departments are created in your company, you may want to add them to the directory.

To add a department, do the following:

1. On the Work with Departments display, select option 1 (Add) and press the Enter key.

   The Add Department display appears.

```
                              Add Department

Type choices, press Enter.

  Department . . . . .   ________

  Title  . . . . . . .   ________________________________________

  Manager  . . . . . .   ______  ______    User ID/address
                                           F4 for list

  Reports to . . . . .   ________          Department
                                           F4 for list





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

2. For the *Department* prompt, type the name of the department you are adding.
3. For the *Title* prompt, type the title of the department you are adding.
4. For the *Manager* prompt, type the user ID and address of the manager for the department you are adding. This prompt is optional. The manager user ID/address must exist in the system directory. You can press F4 (Prompt) to view a list of user IDs and addresses.
5. For the *Reports to* prompt, type the name of the department to which this department reports. This prompt is optional. If you press F4 (Prompt), the Select Department display appears, and allows a single selection. If a valid Reports to department is not found, a message appears that allows you to add the Reports to department.
6. Press the Enter key.

   The Add Members to Department display appears. Enter the user ID and address for the directory entries for each user you want to add to the department.

Changing Department Details

As departments change in your company, you will need to update your department information.

To change department information, do the following:

1. Type option **7** (Directories/distribution lists) on the OfficeVision/400 menu and press the Enter key. The Directories and Distribution Lists display appears.
2. Type option **6** (Departments) in the *Selection* prompt.

   The Work with Departments display appears.

```
                              Work with Departments

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

Opt     Department     Title
 _      ACCT           Accounting department
 _      CEO            Corporate Executive Office
 2      SALES          Sales department
 _      SHIPPING       Shipping department








                                                                          Bottom
F3=Exit   F5=Refresh   F12=Cancel   F15=Print list   F17=Position to
```

3. Move your cursor next to the department which you want to change and type a **2** (Change) in the *Opt* column. Press the Enter key.

The Change Department display appears.

```
                          Change Department

Type changes, press Enter.

  Department . . . . .   SALES

  Title  . . . . . . .   Sales department

  Manager  . . . . . .   JONES      ROCH        User ID/address
                                                F4 for list

  Reports to . . . . .   CEO                    Department
                                                F4 for list






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

4. If you want to change the department name, type the new department name for the *Department* prompt.
5. For the *Title* prompt, type the title of the department you are changing.
6. For the *Manager* prompt, type the user ID and address of the manager for the department you are changing.

   Note: When the manager *User ID/address* prompt contains data, the system verifies it for existence in the directory. The manager user ID/address must exist in the system directory.

   If you press F4 (List), the Select Directory Entries display appears. You can then select a user ID and address.
7. For the *Reports to* prompt, type the name of the department to which this department manager reports. If you press F4 (List) with the cursor in this prompt, the Select Department display appears. You can then select a department. When the *Reports to* department value specified is not in the list of departments already defined, you can press the Enter key to add a *Reports to* department that is not defined.
8. Press the Enter key to change department details.

Removing a Department

As departments change in your office, you may want to remove a department.

To remove a department, do the following:

1. On the Work with Departments display, move the cursor next to the department you want to remove and type a **4** (Remove) in the *Opt* column. Press the Enter key.

The Confirm Remove of Departments display appears.

```
                         Confirm Remove of Departments

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

Opt     Department     Title
 4      ACCT           Accounting department
 4      SHIPPING       Shipping department















                                                                      Bottom
F12=Cancel
```

2. Press the Enter key to confirm the removal, or press F12 (Cancel) to return to the Work with Departments display, where you can change your selection.

Displaying Department Details

To display department details, do the following:

1. On the Work with Departments display, move the cursor next to the departments for which you are displaying the details and type a **5** (Display details) in the *Opt* column. Press the Enter key.

The Display Department Details display appears.

```
                              Display Department Details

Department . . . . . . :   SALES
Title  . . . . . . . . :   Sales department
Manager  . . . . . . . :   Jones, John P.
  User ID/Address  . . :     JONES     ROCH
Reports to . . . . . . :   CEO
Locally-defined. . . . :   Yes

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

Opt  Department Member                                    Telephone Number
 _   Anderson, Susan J. (Sue)                             758-5597
 _   Fitzpatrick, Joseph C. (Joe)                         758-3344
 _   Smith, John A.                                       758-1234



                                                                     Bottom
F3=Exit   F5=Refresh   F9=Display reports to   F11=Display user IDs/addresses
F12=Cancel   F15=Print list
```

2. From this display, you can view or print directory entry details or view the *Reports to* department information by pressing the various function keys or selecting options on the display.

Printing Department Details

To print department details, begin at the Work with Departments display. Move your cursor next to the departments for which you are printing the details and type a **6** (Print details) in the *Opt* column. The Department Details and Members are printed. A completion message appears at the bottom of your display when the printing is completed.

Adding and Removing Department Members

To add or remove department members, do the following:

1. On the Work with Departments display, move the cursor next to the department for which you want to add or remove members and type an **8** (Work with members) in the *Opt* column. Press the Enter key.

2. The Work with Department Members display appears.

```
                        Work with Department Members

Department . . . . . . :   SALES
Title  . . . . . . . . :   Sales department
Manager  . . . . . . . :   Jones, John P.
  User ID/Address  . . :     JONES     ROCH
Reports to . . . . . . :   CEO
Locally-defined. . . . :   Yes

Type options, press Enter.
  4=Remove member   5=Display directory entry details
  6=Print directory entry details

Opt  Department Member                                Telephone Number
 _   Anderson, Susan J. (Sue)                         758-5597
 _   Fitzpatrick, Joseph C. (Joe)                     758-3344
 _   Smith, John A.                                   758-1234


                                                                 Bottom
F3=Exit      F5=Refresh   F6=Add members   F11=Display user IDs/addresses
F12=Cancel   F15=Print list
```

3. You can add members by doing the following:

   a. Press F6 (Add member) on the Work with Department Members display.

      The Add Members to Department display appears.

```
                          Add Members to Department

Department . . . . . . :   SALES
Title  . . . . . . . . :   Sales department

Type choices, press Enter.

User ID   Address          User ID   Address          User ID   Address
BENSON    ROCH             ________  ________         ________  ________
LANGE     ROCH             ________  ________         ________  ________
________  ________         ________  ________         ________  ________
________  ________         ________  ________         ________  ________
________  ________         ________  ________         ________  ________
________  ________         ________  ________         ________  ________
________  ________         ________  ________         ________  ________
________  ________         ________  ________         ________  ________
________  ________         ________  ________         ________  ________
________  ________         ________  ________         ________  ________
________  ________         ________  ________         ________  ________
________  ________         ________  ________         ________  ________
                                                                 Bottom

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

   b. Type the user IDs and addresses of the department members you want to add.

   c. Press the Enter key. A message appears confirming the addition of the department members.

   d. Press F3 (Exit).

4. You can remove members from a department by doing the following:

   a. Move your cursor next to the department members that you want to remove and type a **4**.

   b. Press the Enter key.

      The Confirm Remove of Department Members display appears.

```
                       Confirm Remove of Department Members

 Department . . . . . . :    SALES
 Title  . . . . . . . . :    Sales department

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

 Opt  Department Member                                 Telephone Number
  4   Anderson, Susan J. (Sue)                          758-5597
  4   Smith, John A.                                    758-1234

                                                                   Bottom
 F11=Display user IDs/addresses   F12=Cancel
```

   c. Press the Enter key to remove the members. Press F12 (Cancel) to cancel the removal.

   d. Press F3 (Exit).

Working with Directory Locations

You can use the location function to maintain directory location information. When you add or change a directory location, you can associate up to 6 address lines with a directory location. Directory location information can be used when searching for directory entries.

You must have at least *SECADM authority to work with directory locations. You can do the following procedures with the location function:

- Add a directory location.
- Change directory location details.
- Remove a directory location.
- Display directory location details.
- Print directory location details.
- Combine directory locations.

To get to the location function, do the following:

1. On the OfficeVision/400 menu, select option 7 (Directories/distribution lists) and press the Enter key.

   The Directories and Distribution List display appears.

2. For the *Selection* prompt, type a **7** (Locations) and press the Enter key.

   The Work with Directory Locations display appears.

```
                        Work with Directory Locations

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

Opt      Location
 _       ________________________________________
 _       Boston, MA
 _       Boston, Mass.
 _       Denv, CO
 _       Denver CO
 _       Denver, CO
 _       Denver, Colorado
 _       Florence
 _       Florence Italy
 _       Florence, Italy
 _       Geneva
 _       Geneva, Switzerland
 _       Roch, Mn
 _       Roch, MN
                                                               More...
F3=Exit   F5=Refresh   F12=Cancel   F15=Print locations   F17=Position to
F18=Combine locations
```

Adding a Directory Location

To add a directory location, do the following:

1. On the Work with Directory Locations display, select option 1 (Add) and press the Enter key.

   The Add Directory Location display appears.

```
                           Add Directory Location

Type choices, press Enter.

  Location . . . . . . .   ________________________________________

  Address . . . . . . . .  ______________________________
                           ______________________________
                           ______________________________
                           ______________________________
                           ______________________________
                           ______________________________

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

2. For the *Location* prompt, type the name of the directory location you are adding.

3. For the *Address* prompts, type the address of the directory location you are adding.
4. Press the Enter key.

Changing a Directory Location

As locations change in your company, you need to update location information.

To change directory location information, do the following:

1. On the Work with Directory Locations display, move your cursor next to the directory location you want to change and type a **2** (Change) in the *Opt* column. Press the Enter key.

   The Change Directory Location display appears.

```
                        Change Directory Location

Type changes, press Enter.

  Location  . . . . . . .   Rochester, MN

  Address . . . . . . . .   Highway 52 and 37 St. NW
                            Rochester, MN
                            55901






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

2. If you want to change the directory location name, type the new name of the location for the *Location* prompt.

   When a location name is changed, any directory entries associated with that location will have the new location name.
3. For the *Address* prompts, type the address of the directory location you are changing.
4. Press the Enter key. The Work with Directory Location display appears.

Removing a Directory Location

As locations change in your office, you may want to remove a directory location.

To remove a directory location, do the following:

1. On the Work with Directory Locations display, move the cursor next to the directory locations you want to remove and type a **4** (Remove) in the *Opt* column. Press the Enter key.

The Confirm Remove of Directory Locations display appears.

```
                      Confirm Remove of Directory Locations

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

Opt    Location
 4     Boston, MA
 4     Boston, Mass.
 4     Dallas, Texas
 4     Dallas, TX
 4     Dallas/Fort Worth, TX

                                                                    Bottom
F12=Cancel
```

2. Press the Enter key to confirm the removal, or press F12 (Cancel) to return to the Work with Directory Locations display to change your selection.

   When you remove a directory location, any directory entries associated with that location have blanks for the location name.

Displaying Directory Location Details

To display directory location details, do the following:

1. On the Work with Directory Locations display, move the cursor next to the directory location for which you are displaying the details and type a **5** (Display) in the *Opt* column. Press the Enter key.

The Display Directory Locations 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
```

2. From this display, you can view directory location details. The *Locally-defined* prompt shows **Yes** for directory locations defined from your system and **No** for directory locations shadowed from other systems.

Printing Directory Location Details

To print directory location details, begin at the Work with Directory Locations display.

Move your cursor next to the directory locations for which you are printing the details and type a **6** (Print) in the *Opt* column.

The directory location details are printed. A completion message appears at the bottom of your display when the printing is completed.

Combining Directory Locations

Users may have similar directory location entries for the same actual location. For example, one user may have Rochester, MN for their directory location and another user may have Rochester, Minn. for their directory location. You can combine these directory location entries into one entry using the combining directory locations function. If your system participates in directory shadowing, you can combine both local and shadowed directory locations.

To combine directory locations, do the following:

1. On the Work with Directory Locations display, press F18 (Combine locations).

   The Combine Directory Locations display appears.

```
                        Combine Directory Locations

 Type choices, press Enter.

 Combine into location   Rochester, MN____________________________   F4 for list

 Locations to combine    Rch______________________________________   F4 for list
                         Roch_____________________________________
                         Rochester________________________________
                         ROCHESTER________________________________
                         Roch, Mn_________________________________
                         Roch, MN_________________________________
                         Rochester, Minn__________________________
                         Rochester, MINN__________________________
                         ROCHESTER, MINNESOTA_____________________
                         Rochester, Mn____________________________
                         Rochester, MN____________________________
                         _________________________________________
                         _________________________________________
                         _________________________________________
                         _________________________________________

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

   For the *Combine into location* prompt, type the directory location that you want to use or press F4 (Prompt) to select one location from the list of locations in the system distribution directory.

   Press the Enter key. If the directory location does not exist, you see the message:

   `Location does not exist.  Press Enter to confirm and add.`

   Press the Enter key to add the directory location or press F12 (Cancel) to use another directory location for the *Combine into location* prompt.

2. For the *Locations to combine* prompt, you can specify up to 15 locations in addition to the location you specified for the *Combine into location* prompt.

   At the *Locations to combine* prompt, do one of the following:

   - Type the names of the directory locations you want to combine.
   - Press F4 (Prompt).

The Select Directory Locations display appears.

```
                         Select Directory Locations

Type options, press Enter.
  1=Select   5=Display

Opt     Location
 _      Boston, MA
 _      Boston, Mass
 _      Denv, CO
 _      Denver CO
 _      Denver, Colorado
 _      Geneva
 _      Geneva, Switzerland
 _      Florence
 _      Florence Italy
 _      Florence, Italy
 _      Roch, Mn
 _      ROCH, MN
 _      Rochester
 _      Rochester, Minn
 _      Rochester, MN
                                                                   More...
F5=Refresh   F12=Cancel   F17=Position to
```

Type a **1** in the *Opt* column next to the locations you want to combine. Press the Enter key to select the locations and return to the Combine Directory Locations display.

3. Press the Enter key to combine locations.

   All directory entries associated with locations in the *Locations to combine* prompt are now associated with the location in the *Combine into location* prompt. The locations in the *Locations to combine* prompt are removed from the directory.

   The Work with Directory Locations display appears.

Chapter 5. Managing Security in OfficeVision/400

This chapter describes how office security and system security work together to allow you to control who can use your equipment, programs, folders, and documents.

Since office security is part of system security, some system security is discussed in this chapter also. For more information on system security, see the *Security Reference* manual.

If other people or departments also use your system, someone may have already performed certain security tasks. For example, user IDs may already be assigned to your users. Check with the people who share your system to see what security tasks are already done.

Activating Security

The AS/400 system is shipped at security level 10 (security is not active). If you want to use security on your system, you must activate security level 20 (security is limited), 30 (full security is active), 40 (full security and system integrity), or 50 (enhanced operating system integrity) for the QSECURITY system value. You must be a security officer to activate security.

For more information on these security levels, see the *Planning For and Setting Up OfficeVision/400** manual.

Setting the System Security Level

To set the system security level, do the following:

1. Select option 7 (Define or change the system) on the AS/400 Main Menu and press the Enter key. The Define or Change the System display appears.
2. Select option 8 (Work with system values) and press the Enter key.

The Work with System Values display appears.

```
                              Work with System Values
                                                             System:   RCHAXZV9
Position to  . . . . . .   _________   Starting characters of system value
Subset by Type . . . . .   *ALL__      F4 for list

Type options, press Enter.
2=Change   5=Display

        System
Option  Value        Type    Description
  _     QSECURITY            System security level
  _
  _
  _
  _
  _
  _
  _
                                                                       More...
Command
===>____________________________________________________________________
F3=Exit   F4=Prompt   F5=Refresh   F9=Retrieve   F11=Display names only
F12=Cancel
```

3. Type a **2** (Change) next to QSECURITY. The QSECURITY system value controls how much security is active on the system. The Change System Value display appears.

```
                              Change System Value

System value . . . . . :   QSECURITY
Description  . . . . . :   System security level



Type choice, press Enter.

  System security level  . . .  '30' 10=Physical security only
                                     20=Password security only
                                     30=Password and object security
                                     40=Password, object, and operating
                                       system integrity
                                     50=Password, object, and enhanced
                                       operating system integrity




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

4. Type one of the following numbers for the *System security level* prompt and press the Enter key. The number must be typed on the display inside single quotation marks, for example, '10'.

   10 Physical security only
   20 Password security only
   30 Password and object security
   40 Password, object, and operating system integrity

50 Password, object, and enhanced operating system integrity

You have set the security level for your system.

To activate the security level you have set, you must perform an initial program load (IPL) on the system.

For more information on security levels, see the *Security Reference* manual.

Changing a User Profile

After you establish security procedures for your system and you have enrolled your users in OfficeVision/400, you may want to change the authorities that are defined in the user profiles. For example, you may want to allow an existing user to have administrator authority.

If you want to change a user profile using a list of the available user profiles, use the Work with User Profile (WRKUSRPRF) command.

If you already know the name of the user profile you want to change, you can use the Change User Profile (CHGUSRPRF) command. The following examples show how to use CHGUSRPRF to allow administrator authority.

To change a user profile to allow administrator authority, type the following at the command line of any menu:

```
CHGUSRPRF  USRPRF(user name)  SPCAUT(*SECADM)
```

For more information, see the online information for this command.

Commands You Can Use as an Administrator

An administrator can use the following commands. For some of the commands, the authority level *SECADM must be specified for the special authority (SPCAUT) parameter before the administrator can use the command.

Add Directory Entry (ADDDIRE)
Change Directory Entry (CHGDIRE)
Remove Directory Entry (RMVDIRE)
Rename Directory Entry (RNMDIRE)
Work with Directory (WRKDIR)
Delete Document Library Object (DLTDLO)
Reorganize Document Library Object (RGZDLO)
Delete Distribution List (DLTDSTL)
Add Distribution List Entry (ADDDSTLE)
Remove Distribution List Entry (RMVDSTLE)
Work with Distribution List (WRKDSTL)
Delete Outgoing Mail (DLTOUTMAIL)

An administrator with *SECADM authority can perform the functions of these commands using the OfficeVision/400 administration displays. An administrator is not necessarily authorized to these commands.

Display Document Library Object Authority (DSPDLOAUT)
Change Document Library Object Owner (CHGDLOOWN)
Edit Document Library Object Authority (EDTDLOAUT)
Add Access Code (ADDACC)

Remove Access Code (RMVACC)
Grant Access Code Authority (GRTACCAUT)
Revoke Access Code Authority (RVKACCAUT)
Grant User Permission (GRTUSRPMN)
Revoke User Permission (RVKUSRPMN)

For more information, see the *Office Services Concepts and Programmer's Guide* or the online information for these commands.

Checking Authority

You can see what authority is specified for an object on the system if you have at least *USE authority for an object. You can check user, group, or public authority for an object, such as a document or folder, by checking the following:

- Specific authority of a user to an object using the Display Document Library Object Authority (DSPDLOAUT) command
- Authority of a user on the authorization list (if one is specified for the object) using the Display Authorization List (DSPAUTL) command
- Group authority of a user to the object using the Display Document Library Object Authority (DSPDLOAUT) command
- Group authority of a user on the authorization list (if one is specified for the object) using the Display Authorization List (DSPAUTL) command
- Public authority to an object using the Display Document Library Object Authority (DSPDLOAUT) command
- Public authority specified in the authorization list, if public authority to the object is by *AUTL, using the Display Authorization List (DSPAUTL) command
- Access codes assigned to an object and a user using the Display Document Library Object Authority (DSPDLOAUT) command and the Display Access Code Authority (DSPACCAUT) command, respectively

When a job is running, possible sources to determine the authorities to an object are:

- Special and specific authorities given to the user profile of the job
- Special and specific authorities given to the group profile if the user profile of the job is a member of a group
- Authorities given to the owner of programs if the programs in the program stack are using the adopted authority

For more information about commands, see the online information. You can also press F4 (Prompt) for information about command parameters.

Securing Calendars

If OfficeVision/400 calendar is installed, you can secure calendars. When a user is first enrolled and a calendar is created for that user, the administrator can choose to accept the default public authorities or change the defaults. The default is *EXCLUDE for unclassified, confidential, and personal calendar items. If the administrator chooses to change the defaults, the Change User Authority to Calendar display appears after the calendar has been created. Other individuals can also be given authority from this display. The Create Calendar display appears when you press the Enter key on the Add Calendar Information display. The public authority determines what the other system users can do with the calendar owned by a user.

After enrollment, the calendar owner can directly change the public authority or the authority of another individual to the calendar. For information about changing security for the calendar of a user, see the *Using OfficeVision/400** manual.

An administrator also can change the authority for a calendar owned by any user. To change this authority, do the following:

1. Sign on as the administrator.
2. Start at the Work with Calendars display. To get to the display from the OfficeVision/400 main menu, select option 1 (Calendars) and press the Enter key.

   A Calendar display appears.
3. On the Daily, Weekly, Group, Composite, Monthly, or Six-Month Calendar display, press F13 (More calendar tasks).

   The More Calendar Tasks display appears.
4. Select option 2 (Work with calendars) and press the Enter key.

   The Work with Calendars display appears.

```
                              Work with Calendars

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

                   ------Owner-------
 Opt  Calendar     User ID   Address    Calendar Text
 14   HANSCAL      HANSON    ROCH       E G Hanson's personal cal
 __   CONFROOM     HANSON    ROCH       Conference room calendar
 __   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   F19=Display messages
```

5. On the Work with Calendars display, type a **14** in the *Opt* column next to the calendar of which you wish to change the authority. Press the Enter key.

   The Change User Authority to Calendar display appears.
6. To change the public authority for the calendar, change the values in the *Authority* columns next to *PUBLIC in the *User ID* column.

   To change the authority of an individual to use your calendar, change the values in the *Authority* columns next to the user ID of the individual.

7. Press the Enter key.

   The authority for the calendar is changed.

Securing Documents

Before you secure documents, you should plan what type of authority you want to specify for the documents. Use the Folder and Document Security Worksheet from the *Planning For and Setting Up OfficeVision/400** manual when following the steps to secure a folder. This worksheet is designed to contain the information you will need when securing a document, such as the name, type of authority, and authorization list.

You can secure a document from the AS/400 Main Menu or from the Work with Documents in Folders display.

Note: The AS/400 system does not allow security to be defined for documents before they are created.

Securing a Document from the AS/400 Main Menu

If you have already created the documents in your office and decided to use some type of security, do the following:

1. Start at the Edit DLO (Document Library Object) Authority display. To get to the display, type **EDTDLOAUT** on the command line of any menu and press F4 (Prompt); or from the AS/400 Main Menu, select option 2 (Office tasks) and press the Enter key.

   The Office Tasks menu appears.

2. Select option 4 (Office security) and press the Enter key.

   The Office Security display appears.

3. Select option 1 (Work with document and folder security) and press the Enter key.

   The Edit DLO Authority (EDTDLOAUT) display appears.

```
                          Edit DLO Authority (EDTDLOAUT)

 Type choices, press Enter.

 Document library object . . . .   MYDOC______    Name, *SYSOBJNAM
 Folder . . . . . . . . . . . . .  MYFLR____________________________________
 ___________________________________

 F3=Exit  F4=Prompt  F5=Refresh  F12=Cancel   F13=How to use this display
 F24=More keys
```

4. Type the name of the document you want to secure for the *Document library object* prompt and the name of the folder (if there is one) for the *Folder* prompt, and press the Enter key.

   The Edit Document Authority display appears.

```
                          Edit Document Authority

 Document  . . . . . . . . :      MYDOC
   Folder  . . . . . . . . :         MYFLR

 Owner . . . . . . . . . . :      KATHY

 Type changes, press Enter.

   Authorization list. . . .     DEPTXXX__       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=Edit authorized users
 F15=Edit access codes           F24=More keys
```

Note: When you created this document, default security values were automatically assigned to it. If the folder was not contained within another folder, *ALL authority was assigned to the owner of the document and *EXCLUDE authority was assigned for public authority. If the document was created within a folder or folder path, the new document assumed the authority of the containing folder or folder path.

5. Make the changes you want to this document using the Folder and Document Security Worksheet, and press the Enter key.

   The authority for this document is changed.

Securing a Document from the Work with Documents in Folders Display

To secure a document you just created, do the following:

1. Start at the Work with Documents in Folders display. To get to the display, type **WRKDOC** on the command line of any menu and press F4 (Prompt), or from the OfficeVision/400 main menu, select option 6 (Word processing) and press the Enter key.

   The Word Processing menu appears.

2. Select option 1 (Work with documents in folders) and press the Enter key.

   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 opts   10=Send
  11=Spell        12=File remote  13=Paginate     14=Authority   15=Fill form

Opt  Document       Document Description                 Revised   Type

14   MYDOC______    Personal Document                    08/18/89  RFTAS400
__   REPORT1        Status Report for January            01/30/89  FFTAS400
__   VACATION       Vacation Schedule                    10/01/89  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. Type a **14** (Authority) in the *Opt* column next to the document you want to secure, and press the Enter key.

   The Change Document Authority display appears.

   Note: When you created this document, default security values were automatically assigned to it. The defaults were taken from the folder where the document was created.

```
                    Change Document Authority

Document . . . . . . . . . . . . :   MYDOC
  Folder . . . . . . . . . . . . :     MYFLR

Owner  . . . . . . . . . . . . . :   KATHY


Type changes, press Enter.

  Authorization list . . . . . . .   D530          Name

  Personal document  . . . . . . .   N             Y=Yes, N=No

  Public authority . . . . . . . .   *EXCLUDE      *ALL, *CHANGE
                                                   *USE, *EXCLUDE, *AUTL



F3=Exit   F6=Add new users    F12=Cancel   F13=Change authorized users
F15=Change access codes       F24=More keys
```

4. Make the changes you want to this document using the Folder and Document Security Worksheet, and press the Enter key.

   The authority for this document is changed.

Commands to Use When Securing Documents

The following commands are used to give or take away authorization for documents:

- Add Document Library Object Authority (ADDDLOAUT)
- Change Document Library Object Authority (CHGDLOAUT)
- Remove Document Library Object Authority (RMVDLOAUT)
- Edit Document Library Object Authority (EDTDLOAUT)
- Change Document Library Object Owner (CHGDLOOWN)

For more information, see the online information for these commands.

Securing Files or Libraries

To change the authority for a file or library, do the following:

1. Start at the Edit Object Authority (EDTOBJAUT) display. To get to the display, type **EDTOBJAUT** on the command line of any menu and press F4 (Prompt).

   The Edit Object Authority (EDTOBJAUT) display appears.

```
                         Edit Object Authority (EDTOBJAUT)

 Type choices, press Enter.

 Object . . . . . . . . . . . . . .   MYDOC        Name
   Library  . . . . . . . . . . . .     MYLIB      Name, *LIBL, *CURLIB
 Object type  . . . . . . . . . . .   *FILE        *ALRTBL, *AUTL, *CFGL...










                                                                        Bottom
 F3=Exit   F4=Prompt   F5=Refresh   F12=Cancel   F13=How to use this display
 F24=More keys
```

2. On the Edit Object Authority (EDTOBJAUT) display, type the following:

   - The name of the file or library for the *Object* prompt.
   - The library name for the *Library* prompt if you are changing authority for a file, or ***LIBL** if you are changing authority for a library.
   - The object type (***LIB** or ***FILE**) for the *Object type* prompt.

   Press the Enter key.

Another Edit Object Authority display appears.

```
                            Edit Object Authority

Object . . . . . . . :   MYDOC         Object type  . . . . :   *FILE
  Library  . . . . . :     MYLIB       Owner  . . . . . . . :   REYNOLDS

Type changes to current authorities, press Enter.

  Object secured by authorization list  . . . . . . . . . . .   *NONE

             Object     ----Object-----  ----------Data-----------
User         Authority  Opr  Mgt  Exist  Read  Add  Update  Delete
REYNOLDS     *ALL        X    X     X     X     X     X       X
*PUBLIC      *EXCLUDE    _    _     _     _     _     _       _




                                                                    Bottom
F3=Exit   F5=Refresh  F6=Add new users  F10=Grant with reference object
F11=Non-display detail   F12=Cancel     F17=Top    F18=Bottom
```

3. Press F6 (Add new users). The Add New Users display appears.

```
                              Add New Users

Object . . . . . . . :   MYDOC         Object type  . . . . :   *FILE
  Library  . . . . . :     MYLIB       Owner  . . . . . . . :   REYNOLDS

Type new users, press Enter.

             Object     ----Object-----  ----------Data-----------
User         Authority  Opr  Mgt  Exist  Read  Add  Update  Delete
__________   _________   _    _    _       _    _     _       _
__________   _________   _    _    _       _    _     _       _
__________   _________   _    _    _       _    _     _       _
__________   _________   _    _    _       _    _     _       _
__________   _________   _    _    _       _    _     _       _
__________   _________   _    _    _       _    _     _       _
__________   _________   _    _    _       _    _     _       _
__________   _________   _    _    _       _    _     _       _
__________   _________   _    _    _       _    _     _       _
__________   _________   _    _    _       _    _     _       _
__________   _________   _    _    _       _    _     _       _
                                                                 More...
F3=Exit   F11=Non-display detail   F12=Cancel   F17=Top   F18=Bottom
```

4. Complete the prompts on the display, including the *User* and *Object Authority* columns, using the online help information.

   Note: Authorities specified must begin with an asterisk, for example, *ALL.

   Press the Enter key.

Securing Folders

Before you secure folders, you should plan what type of authority you want to specify for the folders. Use the Managing Folder and Document Security Worksheet from the *Planning For and Setting Up OfficeVision/400** manual when following the steps to secure a folder. This worksheet is designed to contain the information you will need when securing a folder, such as the name, type of authority, and authorization list.

You can secure a folder from the AS/400 Main Menu or from the Work with Folders display.

Note: The AS/400 system does not allow security to be defined for folders before they are created.

Maintaining Folder Creation Authority

You can control the ability for users to create first-level folders in the *ROOT folder but allow them to create as many folders as they need into folders they are authorized to. The root folder is the folder on the system that contains all other folders. The system-recognized identifier is *ROOT. If you have *ALLOBJ special authority, you can change the public authority value for the root folder. If the root folder public authority value is *CHANGE (the default), all users can create first-level folders. If the value is set to *USE, users need *ALLOBJ or *SECADM authority to create first-level folders.

For more information about creating folders, see Chapter 3, "Working with Folders and Documents" on page 3-1.

Securing a Folder from the AS/400 Main Menu

If you have already created the folders in your office and decide to use some type of security, do the following:

1. Start at the Edit DLO (Document Library Object) Authority display. To get to the display, type **EDTDLOAUT** on the command line of any menu and press F4 (Prompt), or from the AS/400 Main Menu, select option 2 (Office tasks) press the Enter key.

   The Office Tasks menu appears.

2. Select option 4 (Office security) and press the Enter key.

   The Office Security menu appears.

3. Select option 1 (Work with document and folder security) and press the Enter key.

   The Edit DLO Authority (EDTDLOAUT) display appears.

```
                         Edit DLO Authority (EDTDLOAUT)

Type choices, press Enter.

Document library object . . . .   MYFLR______  Name, *SYSOBJNAM
Folder . . . . . . . . . . . . .  *NONE____________________________________
___________________________________




F3=Exit  F4=Prompt  F5=Refresh  F12=Cancel   F13=How to use this display
F24=More keys
```

4. Type the name of the folder you want to secure for the *Document library object* prompt and the name of the folder that this folder is in (if there is one) for the *Folder* prompt, and press the Enter key.

   The Edit Folder Authority display appears.

```
                          Edit Folder Authority

Folder . . . . . . . . . . . . . :   MYFLR
  In folder  . . . . . . . . . . :     *NONE


Owner  . . . . . . . . . . . . . :   KATHY

Type changes, press Enter.

  Authorization list . . . . . . .   *NONE_____    Name

  Personal folder  . . . . . . . .   N             Y=Yes, N=No

  Public authority . . . . . . . .   *EXCLUDE      *ALL, *CHANGE
                                                   *USE, *EXCLUDE, *AUTL



F3=Exit   F6=Add new users   F12=Cancel   F13=Edit authorized users
F15=Edit access codes        F24=More keys
```

Note: When you created this folder, default security values were automatically assigned to it.

5. Make the changes you want for this folder using the Folder and Document Security Worksheet, and press the Enter key.

   The authority for this folder is changed.

Securing a Folder from the Work with Folders Display

To secure a folder, do the following:

1. Start at the Work with Folders display. To get to the display, type **WRKFLR** on the command line of any menu and press the Enter key; or from the OfficeVision/400 main menu, select option 5 (Documents and folders) and press the Enter key.

   The Documents and Folders menu appears.

2. Select option 2 (Work with folders) and press the Enter key.

   The Work with Folders display appears.

```
                              Work with Folders

Folder  . . .  /_____________________________________________________________
Position to . . . . . .   ____________          Starting characters

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

 __   D543            __    MYFLR1        __    MYFLR2        __    MYFLR3
 __   SEMFLR          __    TELFLR        __    TJPFLR        __    TJPGRP
 __   VALFLR          __                  __                  __
 __                   __                  __                  __
 __                   __                  __                  __
 __                   __                  __                  __
 __                   __                  __                  __
 __                   __                  __                  __
                                                                     More...
F3=Exit                      F5=Refresh       F6=Print list      F9=Work with
F11=Display descriptions     F12=Cancel       F13=Previous level
```

3. Type a **14** (Authority) in the *Option* column next to the folder you want to secure on the Work with Folders display and press the Enter key.

   Note: When you created this folder, default security values were automatically assigned to it. If the folder was not contained within another folder, *ALL authority was assigned to the owner of the folder and *EXCLUDE authority was assigned for public authority. If the folder was created within another folder or folder path, the new folder assumed the authority of the containing folder or folder path.

   The Change Folder Authority display appears.

```
                          Change Folder Authority

Folder . . . . . . . . . . . . . :    MYFLR2
  In folder  . . . . . . . . . . :      *NONE


Owner. . . . . . . . . . . . . . :    KATHY

Type changes, press Enter.

  Authorization list . . . . . . .    DEPT543      Name

  Personal folder  . . . . . . . .    N            Y=Yes, N=No

  Public authority . . . . . . . .    *EXCLUDE     *ALL, *CHANGE,
                                                   *USE, *EXCLUDE, *AUTL




F3=Exit   F6=Add new users    F12=Cancel   F13=Change authorized users
F15=Change access codes       F24=More keys
```

4. Make the changes you want for this folder using the Folder and Document Security Worksheet and press the Enter key.

   The authority for this folder is changed.

Commands to Use When Securing Folders

The following commands are used to give or take away authorization for folders:

- Add Document Library Object Authority (ADDDLOAUT)
- Change Document Library Object Authority (CHGDLOAUT)
- Remove Document Library Object Authority (RMVDLOAUT)
- Edit Document Library Object Authority (EDTDLOAUT)
- Change Document Library Object Owner (CHGDLOOWN)

For more information, see the online information for these commands.

Securing Personal Directories

To secure a personal directory, do the following:

1. Start at the Specify Personal Directory Criteria display. To get to the display from the OfficeVision/400 main menu, select option 7 (Directories/distribution lists) and press the Enter key.

   The Directories and Distribution Lists display appears.

2. Select option 1 (Personal directories) and press the Enter key.

   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. On the Specify Personal Directory Criteria display, press F13 (More tasks).

   The More Personal Directory Tasks display appears.

```
                       More Personal Directory Tasks

 Select one of the following:

      1. Work with personal directory
      2. Change personal directory authority

 Selection
      2


 Type choice, press Enter.

   Personal directory  . . . . . . .   PHONE_____   Name, F4 for list






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

4. On the More Personal Directory Tasks display, type a **2** (Change personal directory authority) for the *Selection* prompt, and the name of the personal directory for the *Personal directory* prompt. Press the Enter key. The Change Personal Directory Authority display appears.
5. Use the online information to complete the prompts on the Change Personal Directory Authority display. Press the Enter key.

Using Menu Security

Menu security allows you to control access to system objects by restricting a user to a single menu or sequence of menus. You can restrict a user to perform only the function supported by the initial program or the initial menu or a combination of the initial program and menu in the enrollment information for the user. To change the enrollment information for a user, do the following:

1. Start at the Work with Office Users display. To get to the display from the OfficeVision/400 main menu, select option 9 (Administration) and press the Enter key.

   The Administration display appears.

2. Select option 1 (Work with Office users) and press the Enter key.

   The Work with Office Users display appears.

   Note: Option 4 (Delete from system) does not appear if the user is an administrator without authority to manage system objects and without *ALLOBJ authority.

```
                          Work with Office Users

 Type options, press Enter.
   1=Enroll Office user   2=Change   4=Delete from system
   10=Remove from Office      11=Remove from Office and directory  ...

                                   Office
 Opt   User ID  Address         Administrator  Description

 _     ANDERSON ROCH              Y        Anderson, Ben C
 _     BENTLEY  ROCH              N        Bentley, Dan
 _     CHARLES  DENV              N        Charles, E M
 2     HANSON   ROCH              N        Hanson, E G
 _     KING     ROCH              N        King, Jean
 _     NENANCY  ROCH              Y        Nelson, Nancy E
 _     PETERSON DENV              Y        Peterson, R N
 _     ROSE     DENV              N        Nelson, Rose
 _     SJONES   DENV              N        Jones, Sharon
 _     TJA      DENV              N        Ashley, T J
                                                                More...
 F3=Exit    F5=Refresh    F12=Cancel     F17=Position to
 F19=Display messages     F23=More options
```

   This display shows a list of all users currently enrolled in OfficeVision/400, sorted by user ID and address.

3. Locate the user ID and address of the user for whom you are changing information. Use the Page keys or F17 (Position to) if a large list of users is shown.

   Type a **2** (Change) in the *Opt* column next to the user ID and address, and press the Enter key.

The Change Enrollment menu appears.

Notes:

a. Option 7 (Calendar information) appears only if OfficeVision/400 calendar is installed on your system.

b. Option 10 (Permission to handle mail/filed documents) appears only if OfficeVision/400 mail is installed on your system.

```
                               Change Enrollment

User ID/Address . . . . . . :   ABLE     RCHAXZV9

Select one of the following:

     1. All of the following options in sequence
     2. Office user information
     3. System information
     4. Enrollment information
     5. Directory information
     6. Environment information
     7. Calendar information
     8. Distribution list membership
     9. Authorization to access codes
    10. Permission to handle mail/filed documents



Selection
     3

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

4. On the Change Enrollment menu, select option 3 (System information), and press the Enter key. The Change System Information display appears.

```
                           Change System Information

User ID/Address . . . . . . :   ABLE     RCHAXZV9

Type changes, press Enter.

  Copy from . . . . . . . . .   ________ ________        User ID/Address
                                                         F4 for list
  Group profile . . . . . . .   __________               Name, F4 for list
  Accounting code . . . . . .   _______________
  Maximum storage . . . . . .   *NOMAX                   1-2147483647, *NOMAX
  Limit capabilities . . . . .  Y                        Y=Yes
                                                         N=No
                                                         *PARTIAL

  Initial program . . . . . .   QOFINLPG
    Library . . . . . . . . .   QOFC                     *LIBL, *CURLIB, name
  Initial menu . . . . . . . .  MAIN                     *SIGNOFF, name
    Library . . . . . . . . .   *LIBL                    *LIBL, *CURLIB, name



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

5. On the Change System Information display, type a **Y** (Yes), an **N** (No), or ***PARTIAL** for the *Limit capabilities* prompt. Typing **Y** restricts the user from

entering commands, so that the user is limited to only the functions allowed by the initial program or the initial menu or both. Specifying **Y** only restricts access to the functions. It does not change the user's authority to the functions. Typing **N** does not limit capabilities of the user. Typing ***PARTIAL** prevents the user from changing the initial program and current library when the user signs on.

Note: If your user profile specifies a limit capability of *PARTIAL, you cannot change the limit capability of a user to *NO.

If your user profile specifies a limit capability of *YES, you cannot change the limit capability of a user to *PARTIAL or *NO.

If you change the limit capability to a value that is not allowed, you see the message:

```
Not enough authority to requested function.
```

These restrictions do not affect the existing limit capability for the user ID with which you are working.

6. Press the Enter key.

Working with Access Codes

Users who are assigned an access code have *USE authority to documents and folders that are assigned the same access code as the users. *USE does not allow a user to edit or change a document or folder. **Therefore, you should use access codes only if you used access codes on previous systems and intend to continue using access codes for compatibility.**

Once you have added the access codes to the system and assigned them to users and documents, you should add them to the library descriptions file. The library descriptions file lists keywords, document classes, and access codes associated with different document libraries. For information about adding access codes to the library descriptions file, see "Adding Access Codes to the Library Descriptions File" on page 10-27.

Adding Access Codes to the System

Before any user can file documents under a specific access code, the access code must first exist. To add an access code to the system, do the following:

1. Start at the Work with Access Codes display. To get to the display from the OfficeVision/400 main menu, select option 9 (Administration) and press the Enter key.

   The Administration display appears.

2. Select option 2 (Work with access codes) and press the Enter key.

The Work with Access Codes display appears.

```
                          Work with Access Codes

Type options, press Enter.
  1=Add access code    4=Delete  14=Authorize users to access codes

Opt     Access Code     Description
 _         ____
 _         0001         Budgets
 _         0002         Department Staffing Requirements
 _         0003         Payroll
 _         0004         Finance
 _         0005         Accounting
 _         0006         Status Reports
 _         0007         Personnel Reports
 _         0008         Project Reports
 _         0009         Customer Lists
 _         0010         Purchasing Contracts
 _         0011         Pricing Guidelines

                                                                  More...
F3=Exit   F5=Refresh    F12=Cancel    F15=Print list  F17=Position to
F19=Display messages
```

3. Press F6 (Add access codes).

   The Add Access Codes display appears.

```
                           Add Access Codes

Document library . . . . . . . :    MYLIB

Type information, press Enter.

Access Code     Description
  ____          __________________________________________________
  ____          __________________________________________________
  ____          __________________________________________________
  ____          __________________________________________________
  ____          __________________________________________________
  ____          __________________________________________________
  ____          __________________________________________________
  ____          __________________________________________________
  ____          __________________________________________________
  ____          __________________________________________________
  ____          __________________________________________________
  ____          __________________________________________________
  ____          __________________________________________________

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

4. To add new access codes, type the new access codes in the *Code* column and the descriptions of the new access codes in the *Description* column, and press the Enter key. Each access code must be a unique number between 1 and 2047 and must contain a description.
5. Press F12 (Cancel).

   The Work with Access Codes display appears.

Assigning Users to an Access Code

After you add access codes, you can give the appropriate users authority to these access codes. When these users are assigned to the access codes, they are given *USE authority to any document assigned that same access code.

To assign users to an access code, do the following:

1. Start at the Work with Access Codes display. To get to the display from the OfficeVision/400 main menu, select option 9 (Administration) and press the Enter key.

   The Administration display appears.

2. Select option 2 (Work with access codes) and press the Enter key.

   The Work with Access Codes display appears.

```
                              Work with Access Codes

 Type options, press Enter.
   1=Add access code    4=Delete   14=Authorize users to access codes

 Opt     Access Code     Description

  _         0001         Budgets
  _         0002         Department Staffing Requirements
  1         0003         Payroll
  _         0004         Finance
  _         0005         Accounting
  _         0006         Status Reports
  _         0007         Personnel Reports
  _         0008         Project Reports
  _         0009         Customer Lists
  _         0010         Purchasing Contracts
  _         0011         Pricing Guidelines

                                                                         More...
 F3=Exit   F5=Refresh   F12=Cancel   F15=Print list   F17=Position to
 F19=Display messages
```

3. To assign users to an access code, type a **14** (Authorize users to access codes) next to the access code you want to assign users to, and press the Enter key.

The Authorize Users to Access Code display appears.

```
                      Authorize Users to Access Code

Access code . . . . . . :   0003
Description . . . . . . :   Payroll

Type choices, press Enter.

  Copy from . . . . . . .   ___         Access code, F4 for list
  Position to . . . . . .   ________    User ID

Type or remove X to change current authorization, press Enter.

Authorization  User ID   Address   Description
      _        ANDERSON  ROCH      Anderson, Ben C
      X        BENTLEY   ROCH      Bentley, Dan
      _        DLUGE     TRVC      Dluge, G E
      _        HANSON    ROCH      Hanson, E G
      X        KING      ROCH      King, Jean
      X        SJONES    DENV      Jones, Sharon
      _        TOM       ROCH      Dixon, T F

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

This display shows a list of all the users.

4. Page through this list using the Page Down keys or the *Position to* prompt, and type an **X** next to the users you want to authorize to this access code. Press the Enter key.

   These users are now assigned to the access code and the Authorize Users to Access Codes display appears again.

5. Press F12 (Cancel).

   The Work with Access Codes display appears.

Assigning Documents to an Access Code

After you add access codes to the system, you can assign documents to these access codes. Only users assigned the same access codes can read the documents filed under the access codes.

To assign a document to an access code, do the following:

1. Start at the Work with Documents in Folders display. To get to the display, type **WRKDOC** on the command line of any menu and press the Enter key; or from the OfficeVision/400 main menu, select option 6 (Word processing) and press the Enter key.

   The Word Processing display appears.

2. Select option 1 (Work with documents in folders) and press the Enter key.

The Work with Documents in Folders display appears.

```
                         Work with Documents in Folders

Folder . . .    BIRDS
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

___  ALBATROS    All about the albatross               01/19/89   RFTAS400
___  AUK         All about the auk                     01/19/89   RFTAS400
___  BARNOWL     All about the barn owl                11/18/88   RFTAS400
___  BLACKBRD    All about the blackbird               11/14/88   RFTAS400
14   BLUEJAY     All about the blue jay                01/19/89   RFTAS400
___  BOBWHITE    All about the bobwhite                11/18/88   RFTAS400
___  BULLFIN     All about the bullfinch               11/14/88   RFTAS400
                                                                   More...
F3=Exit     F4=Prompt          F5=Refresh      F10=Search for document
F11=Display names only         F12=Cancel      F13=End search    F24=More keys
```

3. If the folder containing the document for which you want to assign an access code is not shown on the Work with Documents in Folders display, type the name of the folder you want in the *Folder* prompt and press the Enter key. The Work with Documents in Folders display appears again with a list of the documents contained in that folder.

4. Type a **14** (Authority) in the *Opt* column next to the document or documents for which you want to assign an access code. Press the Enter key.

   The Change Document Authority display appears.

```
                          Change Document Authority

Document . . . . . . . . . . . . :   BLUEJAY
  Folder . . . . . . . . . . . . :     BIRDS

Owner  . . . . . . . . . . . . . :   TWEET


Type changes, press Enter.

  Authorization list . . . . . . .   D630___      Name

  Personal document  . . . . . . .   N            Y=Yes, N=No

  Public authority . . . . . . . .   *EXCLUDE     *ALL, *CHANGE
                                                  *USE, *EXCLUDE, *AUTL



F3=Exit   F6=Add new users    F12=Cancel    F13=Change authorized users
 F15=Change access codes      F24=More keys
```

5. Press F15 (Change access codes).

The Change Document Access Codes display appears. This display shows you all the access codes assigned to your document.

```
                        Change Document Access Codes

Document . . . . . . . . . . . . . . :    BLUEJAY
  Folder . . . . . . . . . . . . . . :      BIRDS


Type choice, press Enter.

  Remove all document access codes . .    N    Y=Yes, N=No

Type new/changed access codes, press Enter.

Access Code     Description
    0001        access code for blue birds
    ____
    ____
    ____
    ____
    ____
    ____
    ____

F3=Exit   F5=Refresh   F12=Cancel   F17=Top   F18=Bottom
```

6. To assign an access code to a document, type the access code number in the *Code* column and press the Enter key. The access code number 0002 is added for document BLUEJAY in the example display. The description of the access code will appear in the *Description* column. Press the Enter key again.

   The Change Document Authority display appears again.

Deleting an Access Code

When some access codes are no longer needed, you can delete them. To delete access codes, do the following:

1. Start at the Work with Access Codes display. To get to the display from the OfficeVision/400 main menu, select option 9 (Administration) and press the Enter key.

   The Administration display appears.

2. Select option 2 (Work with access codes) and press the Enter key.

The Work with Access Codes display appears.

```
                          Work with Access Codes

Type options, press Enter.
  1=Add access code       4=Delete   14=Authorize users to access codes

 Opt        Access Code    Description
  _           0001         Budgets
  _           0002         Department Staffing Requirements
  _           0003         Payroll
  _           0004         Finance
  _           0005         Accounting
  4           0006         Status Reports
  _           0007         Personnel Reports
  _           0008         Project Reports
  4           0009         Customer Lists
  _           0010         Purchasing Contracts
  _           0011         Pricing Guidelines

                                                                 More...
F3=Exit   F5=Refresh    F12=Cancel   F15=Print list    F17=Position to
F19=Display messages
```

3. Page through the list using the Page Down key or F17 (*Position to*), and type a **4** (Delete) next to the access codes you want to delete. Press the Enter key.

   The Confirm Delete of Access Codes display appears.

```
                        Confirm Delete of Access Codes

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

 Opt        Access Code     Description
  4           0006          Status Reports
  4           0009          Customer Lists

                                                                  Bottom
F12=Cancel
```

If you do not want to delete these access codes, press F12 (Cancel).

To delete the access codes shown on the Confirm Delete of Access Codes display, press the Enter key. This delete request may take some time to complete.

The Work with Access Codes display appears.

Commands to Use When Working with Access Codes

Access codes are managed through the following commands:

- Add Access Code (ADDACC)
- Remove Access Code (RMVACC)
- Display Access Code (DSPACC)
- Grant Access Code Authority (GRTACCAUT)
- Revoke Access Code Authority (RVKACCAUT)
- Display Access Code Authority (DSPACCAUT)

For more information, see the online information for these commands.

Working with Authority for Distribution Lists

If you are an owner or administrator, you can change or delete a distribution list. For information on changing or deleting distribution lists, see the topics "Changing a Distribution List" on page 4-23 or "Deleting a Distribution List" on page 4-25. Even if you are not an owner or administrator, you can copy an existing distribution list into your new distribution list using the topic "Creating a Distribution List" on page 4-21.

Working with Authority for System Distribution Directory Entries

If you are an administrator or security officer, you can change or delete a system distribution directory entry. For information on changing or deleting a system distribution directory entry, see Chapter 4, "Working with the Distribution Directory and Lists."

Working with Authorization Lists

You should use authorization lists to give several users authority to a document or folder at the same time. An authorization list removes the need to give each user separate authority to the same document or folder.

Creating an Authorization List

To create an authorization list, do the following:

1. Start at the Work with Authorization Lists display. To get to the display, type **WRKAUTL** on the command line of any menu and press the Enter key, or from the AS/400 Main Menu, select option 2 (Office tasks) and press the Enter key.

   The Office Tasks menu appears.

2. Select option 4 (Office security) and press the Enter key.

   The Office Security menu appears.

3. Select option 4 (Work with authorization lists) and press the Enter key.

The Work with Authorization Lists (WRKAUTL) display appears.

```
                    Work with Authorization Lists (WRKAUTL)

Type choices, press Enter.

Authorization list . . . . . . .   *ALL______   Name, generic*, *ALL





                                                                       Bottom
  F3=Exit  F4=Prompt  F5=Refresh   F12=Cancel   F13=How to use this display
  F24=More keys
```

4. Type ***ALL** for the *Authorization list* prompt, and press the Enter key.

   The Work with Authorization Lists display appears.

```
                         Work with Authorization Lists

Type options, press Enter.
  1=Create      2=Edit         4=Delete     5=Display
  8=Display objects in list  9=Display documents/folders in list
  13=Change description

Opt  List         Text
__   ARSEC        Accounts receivable authorization
__   PAYSEC       Payroll authorization list



                                                                       Bottom
Parameters for options 1, 5, 8, 9 and 13 or command
===>___________________________________________________________________

F3=Exit      F4=Prompt   F5=Refresh    F6=Create     F11=Display names only
F12=Cancel   F16=Repeat position to    F17=Position to
```

5. Press F6 (Create).

The Create Authorization List (CRTAUTL) display appears.

```
                  Create Authorization List (CRTAUTL)

Type choices, press Enter.

Authorization list . . . . . . .  __________  Name
Text 'description' . . . . . . .  *BLANK




F3=Exit   F4=Prompt   F5=Refresh   F10=Additional parameters   F12=Cancel
F13=How to use this display   F24=More keys
```

6. Type the name of the authorization list for the *Authorization list* prompt and a description for the *Text description* prompt.

   Note: If you want to assign a level of public authority to this list, press F10 (Additional parameters) and specify the authority level for the *Authority* prompt. If you do not specify a value for public authority, the default value is *CHANGE.

   Press the Enter key, and the authorization list is created. The Work with Authorization Lists display appears. Press F5 (Refresh) to show the name of the new authorization list.

   The new authorization list has an entry for you as the owner with *ALL object authority and the value for public authority. If you want to add other users to the list, go to step 5 in "Changing an Authorization List."

Changing an Authorization List

To change an authorization list, do the following:

1. Start at the Work with Authorization Lists display. To get to the display, type **WRKAUTL** on the command line of any menu and press the Enter key, or from the AS/400 Main Menu, select option 2 (Office tasks) and press the Enter key.

   The Office Tasks menu appears.

2. Select option 4 (Office security) and press the Enter key.

   The Office Security menu appears.

3. Select option 4 (Work with authorization lists) and press the Enter key.

The Work with Authorization Lists (WRKAUTL) display appears.

```
                     Work with Authorization Lists (WRKAUTL)

Type choices, press Enter.

Authorization list . . . . . . .   *ALL______   Name, generic*, *ALL




                                                                    Bottom
  F3=Exit  F4=Prompt  F5=Refresh   F12=Cancel   F13=How to use this display
  F24=More keys
```

4. Type ***ALL** for the *Authorization list* prompt, and press the Enter key.

   Another Work with Authorization Lists display appears.

```
                        Work with Authorization Lists

Type options, press Enter.
  1=Create     2=Edit        4=Delete     5=Display
  8=Display objects in list  9=Display documents/folders in list
  13=Change description

  Opt     List          Text
  _2      ARSEC         Accounts receivable authorization
  __      PAYSEC        Payroll authorization list




 Parameters for options 1, 5, 8, 9 and 13 or command
 ===>____________________________________________________________________

  F3=Exit      F4=Prompt     F5=Refresh     F6=Create    F11=Display names only
  F12=Cancel   F16=Repeat position to   F17=Position to
```

5. Type a **2** (Edit) in the *Opt* column next to the name of the authorization list you want to change.

Press the Enter key and the Edit Authorization List display appears.

```
                          Edit Authorization List

 Object . . . . . . . . :  ARSEC     Owner . . . . . . . . :  QSECOFR
   Library  . . . . . . :    QSYS

 Type changes to current authorities, press Enter


             Object       List
 User        Authority    Mgt
 QSECOFR     *ALL____     X
 *PUBLIC     *EXCLUDE     _








                                                                  Bottom
F3=Exit   F5=Refresh   F6=Add new users   F11=Display details   F12=Cancel
F15=Display authorization list objects    F17=Top   F18=Bottom
(C) COPYRIGHT IBM CORP. 1989, 1991
```

6. On the Edit Authorization List display, do the following:
   - Make any changes to the existing entries.
   - To add new entries, press F6 (Add new users).

     The Add New Users display appears.

```
                              Add New Users

Object . . . . . . . :  *AUTL         Owner  . . . . . . :  HANSON
  Library  . . . . . :    QOFC

Type new users, press Enter.

             Object    List
User         Authority Mgt
__________   ________  _
__________   ________  _
__________   ________  _
__________   ________  _
__________   ________  _
__________   ________  _
__________   ________  _
__________   ________  _
__________   ________  _
__________   ________  _
__________   ________  _                                   More...

F3=Exit   F11=Display detail   F12=Cancel   F17=Top   F18=Bottom
```

Use the Authorization List Worksheet from the *Planning For and Setting Up OfficeVision/400** manual and the online information to answer the prompts on this display.

- To view a list of the objects that the authorization list secures, press F15 (Display authorization list objects) on the Edit Authorization List display. The Display Authorization List Objects display appears.

```
                        Display Authorization List Objects

Authorization list . . . . . . . . :   ARSEC
  Library  . . . . . . . . . . . . :     QOFC
Owner  . . . . . . . . . . . . . . :   HANSON

Object       Library       Type       Owner       Text

  (No objects are secured by this authorization list)









Press Enter to continue.
                                                                     Bottom
F3=Exit    F12=Cancel    F17=Top    F18=Bottom
(C) COPYRIGHT IBM CORP. 1989, 1991
```

7. Press the Enter key. The change is made to the authorization list, and the Work with Authorization Lists display appears.

Commands to Use When Working with Authorization Lists

Authorization lists can be created and managed using menu options or the following commands:

- Work with Authorization Lists (WRKAUTL)
- Display Authorization List (DSPAUTL)
- Create Authorization List (CRTAUTL)
- Delete Authorization List (DLTAUTL)
- Edit Authorization List (EDTAUTL)
- Add Authorization List Entry (ADDAUTLE)
- Remove Authorization List Entry (RMVAUTLE)
- Change Authorization List Entry (CHGAUTLE)
- Display Authorization List Objects (DSPAUTLOBJ)
- Display Authorization List Document Library Objects (DSPAUTLDLO)

For more information about these commands, see the *Security Reference* manual and the online information.

Working with Mail and Filed Documents for Other Users

If OfficeVision/400 mail is installed, users can change their own enrollment information to grant or revoke authority for other users to work with their mail and filed documents. To change your enrollment information, refer to "Changing the Enrollment of a User" on page 2-15.

Note: Other users who are working on your behalf do not have access to documents or folders marked as personal. Some products, such as the DisplayWrite program, allow users working on your behalf to view an item marked as personal if they specify your document password. The document password can be stored in your user profile. The *Security Reference* manual has information about storing a document password in your user profile.

To grant or revoke the authority of a user, other than yourself, to work with mail and filed documents, do the following:

1. Sign on as an office administrator.
2. Start at the Work with Office Users display. To get to the display from the OfficeVision/400 main menu, select option 9 (Administration) and press the Enter key.

   The Administration menu appears.
3. Select option 1 (Work with Office users) and press the Enter key.

   The Work with Office Users display appears.

   Note: Option 4 (Delete from system) does not appear if the user is an administrator without authority to manage system objects and without *ALLOBJ authority.

```
                        Work with Office Users

 Type options, press Enter.
   1=Enroll Office user    2=Change     4=Delete from system
   10=Remove from Office   11=Remove from Office and directory  ...

                            Office
Opt   User ID  Address   Administrator  Description

 _    ANDERSON ROCH           Y         Anderson, Ben C
 2    BENTLEY  ROCH           N         Bentley, Dan
 _    CHARLES  DENV           N         Charles, E M
 _    HANSON   ROCH           N         Hanson, E G
 _    KING     ROCH           N         King, Jean
 _    NENANCY  ROCH           N         Nelson, Nancy E
 _    PETERSON DENV           N         Peterson, R N
 _    ROSE     DENV           N         Nelson, Rose
 _    SJONES   DENV           N         Jones, Sharon
 _    TJA      DENV           N         Ashley, T J
                                                              More...
 F3=Exit  F5=Refresh   F12=Cancel   F17=Position to  F19=Display messages
 F23=More options
```

   This display shows a list of all users currently enrolled in OfficeVision/400, sorted by user ID and address.

4. Locate the user ID and address of the user for whom you are changing information. Use the Page Down key or the *Position to* prompt if a large list of users is shown.

   Type a **2** (Change) in the *Opt* column next to the user ID and address and press the Enter key.

   The Change Enrollment menu appears.

   Notes:

   a. Option 7 (Calendar information) appears only if OfficeVision/400 calendar is installed on your system.

   b. Option 10 (Permission to handle mail/filed documents) appears only if OfficeVision/400 mail is installed on your system.

```
                              Change Enrollment

User ID/Address . . . . . . :    ABLE      RCHAXZV9

Select one of the following:

     1. All of the following options in sequence
     2. Office user information
     3. System information
     4. Enrollment information
     5. Directory information
     6. Environment information
     7. Calendar information
     8. Distribution list membership
     9. Authorization to access codes
    10. Permission to handle mail/filed documents


Selection
      10

F3=Exit   F12=Cancel   F24=Display messages
```

5. On the Change Enrollment menu, select option 10 (Permission to handle mail/filed documents) and press the Enter key.

   The Permit User to Handle Mail for Others display appears.

6. Complete the information on the Permit User to Handle Mail for Others display using the online information, and press the Enter key.

Giving Permission to Work with Mail and Filed Documents for Another User

The following commands are used to grant or revoke permission to work with mail and filed documents for another user, or display the users who have permission to work with mail for others:

- Grant User Permission (GRTUSRPMN)
- Revoke User Permission (RVKUSRPMN)
- Display User Permission (DSPUSRPMN)

For more information, see the online information for these commands.

Chapter 6. Controlling Printers

This chapter describes how to use and control printers using the AS/400 system or OfficeVision/400. Using printers through the system allows you to use more functions; using printers through OfficeVision/400 allows you to be productive quickly. The *Planning For and Setting Up OfficeVision/400** manual explains the concepts and planning information necessary to use printers effectively for printing office documents. For information on printing documents, see the *Using OfficeVision/400* Word Processing* manual.

Before a printer can be used with the AS/400 system, it must be physically attached to the system and then defined within the system. The *Guide to Programming for Printing* has information about printing concepts.

Controlling Printers through OfficeVision/400

Printers can be controlled through OfficeVision/400 using print options, job queues, and output queues.

Controlling Printers Using the Print Options Display

Using the Print Options displays from OfficeVision/400 word processing, you can specify to resolve and print a document from the job queue and output queue. Your document is resolved after jobs already on the job queue are resolved; resolved output is then sent to an output queue. The **job queue** is where jobs wait to be resolved; the **output queue** is where job spooled files wait to be printed. Unless you specify otherwise, a document sent from OfficeVision/400 is automatically submitted to the job queue only if the text profile which was active when the document was created specified a Y in the *Place on Job Queue* prompt on the Print Options display.

For example, you might choose to resolve a document that is part of a mass mailing from the job queue. If the document will be merged with the customer names and addresses that are contained in a large master file, the system might require a considerable amount of time to resolve the document. Submitting the job to a job queue frees your display station for other work.

You can also use the Print Options display to delay the printing of a document once it is sent to the output queue; the resolved output is held in the output queue and is not immediately printed. You can later release or delete the resolved output. Delaying resolved output from printing is a convenient way for you to prevent a document from printing until you or the printer is ready. For example, you might choose to delay the printing of a large document until after the printer has completed more important documents. Or you might delay a document until you have loaded any special forms that it might require.

Controlling Printers Using the Work with Documents to Be Printed Display

The OfficeVision/400 documents waiting to be resolved (job queue) and waiting to be printed (output queue) are shown on the Work with Documents to Be Printed display. Documents that are currently on a job queue can be identified by the keyword JOBQ that appears in the *Status* field; documents on the output queue have the keyword PRINT.

```
                     Work with Documents to Be Printed
Output displayed . . . . .:   ____________________

Type options, press Enter.
  2=Change  3=Hold   4=Delete  5=View  6=Release
                                             Printer
Opt Pos User        Document      Status     or Queue   Form          Pages  Wrt
 _    1 MAK         NEWDOC        PRINT WAIT P3         0001            25
 _    2 RRS         MEMO1223.FFT  PRINT HELD P2         0002            52
 _    3 MAK         USERDOC       PRINT WAIT P3         0001            25
 _    4 RRS         MEMO1224.FFT  PRINT HELD P2         0002            52
 _    5 NNN         LETTER1       PRINT WAIT P2         0001            12
 _    6 NNN         LETTER2       PRINT WAIT P2         0001             1
 _    7 NNN         LETTER3       PRINT WAIT P2         0001             1
 _    8 ABC         LETTER1       PRINT WAIT P2         0001            12
 _    9 ABC         LETTER2       PRINT WAIT P2         0001             1
 _   10 ABC         LETTER3       PRINT WAIT P2         0001             1
 _   11 123         LETTERA       PRINT WAIT P2         0001             1
 _   12 ESE         DOCDECT       JOBQ WAIT  P4         0001
 _   13 RPT         REPORT01      JOBQ WAIT  P4         0001
                                                                    Bottom
F3=Exit       F5=Refresh                F6=Perform options on several documents
F9=Work with  F10=Subsetting options    F11=More options     F12=Cancel
```

The Work with Documents to Be Printed display is selected in the following ways:

- By selecting option 2 (Work with documents to be printed) on the Word Processing display and then pressing the Enter key
- By pressing F9 (Work with) on the Work with Documents in Folders display, then selecting option 2 (Work with documents to be printed) on the Work with Word Processing display
- By pressing F6 (Print queue) on the Exit Document display
- By pressing F6 (Print queue) on any of the Print Options displays
- By entering the Work with Documents to Be Printed (WRKDOCPRTQ) command on the command line of any menu

You can change the information shown on the Work with Documents to Be Printed display by pressing F10 (Subsetting options).

The Subsetting Options display appears.

```
                        Subsetting Options

 Type choices, press Enter.

   User  . . . . . . . . . . . .   TJA         Name, *ALL

   Printer or queue . . . . . . .  *ALL        Name, *ALL
     Library . . . . . . . . . .   *ALL        Name, *ALL

   Job queue . . . . . . . . . .   *ALL        Name, *ALL
     Library . . . . . . . . . .   *ALL        Name, *ALL

   Output to display  . . . . . .  2           1=All printer output
                                               2=Documents only





 F3=Exit             F12=Cancel
```

The Subsetting Options display allows you to specify any combination of user, printer or output queue and library, and job queue and library to use to search for the items that are shown in the list on the Work with Documents to Be Printed display.

If you enter values for more than one of the prompts on the Subsetting Options display, only the print jobs that satisfy all of the values entered will be shown.

Note: If your system has many users, you should specify a specific user, printer, or queue (not *ALL), which allows the system to show you the information in less time.

Working with One Document

When working with one document at a time on a job queue or an output queue, use the Work with Documents to Be Printed display.

To change a document that is on the output queue: Type a **2** (Change) next to the documents you want to change on the Work with Documents to Be Printed display. Press the Enter key. The Change Options display appears. If you typed a **2** next to more than one document, the Change Options display appears for each document you want to change.

Using the Change Options display, you can change any or all of the following items about that document to be printed:

- Forms type
- Printer ID
- Number of copies
- Output queue and library
- Start printing value

Notes:

1. Documents on a job queue (the STATUS field shows JOBQ) cannot be changed.
2. Do not change the printer ID to that of a different type of printer, because successful conversion into printed format depends on the printer type.
3. If you are printing a document with several pages or if you are printing several copies of the same document using data/text merge, changing the start printing value to a **3** (Immediately) allows printing to begin immediately, even though the document has not completed resolving on the job queue. If the start printing value is not changed, the default is **1** (Yes), which means all pages must be resolved before printing can begin.

To hold a document that is on the output queue: Type a **3** (Hold) next to the documents you want to hold on the Work with Documents to Be Printed display. Press the Enter key. If you are authorized to print the document, it is held and will not print until it is released.

To delete a document that is on the output queue: Type a **4** (Delete) next to the documents you want to delete on the Work with Documents to Be Printed display. Press the Enter key. If you are authorized to print the document, it is deleted.

To release a document that is held on the output queue: Type a **6** (Release) next to the documents you want to release on the Work with Documents to Be Printed display. Press the Enter key. If you are authorized to print the document, it is released and will eventually be printed.

Working with Several Documents at One Time

The Perform Options on Several Documents display allows you to hold, delete, or release a group of documents that have the same user, forms type, printer or queue, job queue, or any combination of these characteristics.

To get to the Perform Options on Several Documents display, press F6 (Perform options on several documents) on the Work with Documents to Be Printed display.

```
                    Perform Options on Several Documents

 Type choices, press Enter.

   Option to perform . . . . . .   _           3=Hold, 4=Delete, 6=Release

   Perform option on group of documents with the following:


     User  . . . . . . . . . . . .   TJA         Name, *ALL

     Forms type  . . . . . . . . .   *ALL        Number, *ALL

     Printer or queue  . . . . . .   *ALL        Name, *ALL
       Library . . . . . . . . . .   *ALL        Name, *ALL

     Job queue . . . . . . . . . .   *ALL        Name, *ALL
       Library . . . . . . . . . .   *ALL        Name, *ALL



 F3=Exit     F12=Cancel
```

Complete the prompts on the display using the *Planning For and Setting Up OfficeVision/400** manual and the online information. Press the Enter key.

Controlling Printers through the System

Printing and controlling the printed output through the system are essential if you are to have your documents printed and ready for presentations or distribution.

You control printing by controlling the way the system handles:

- Print jobs
- Spooled files
- Output queues
- Printer writers and messages associated with printers

The resolving of jobs may cause output that should be printed. This output is stored in **spooled files** until it can be printed. There can be multiple spooled files for a job.

When a spooled file is created, it is placed on an output queue. Each output queue contains a numbered list of spooled files. A single output queue may have spooled files for several different jobs and, in some cases, a single job may have spooled files on more than one output queue.

By default, each printer device has an output queue associated with it. The printer device and the output queue have the same name.

The spooled files that are placed on a particular output queue remain stored on the system until a **printer writer** is started. A printer writer is a system program that sends spooled files from an output queue to a printer device for printing. To get to a printer writer display, use the Work with Writers (WRKWTR) command.

For more information on controlling printers, see the operator's guide for the printer.

Displaying Spooled Files

The Work with Spooled Files (WRKSPLF) command allows you to display a list of all spooled files on the system or a subset of those files based on user ID, device (printer), form type, or user data (any descriptive phrase the user assigns). When the list of spooled files is displayed, you can change, delete, hold, or release any of the files on the list.

Determining Job Queue and Output Queue Status

On occasion, you may need to determine what jobs are on a job queue, or what files are on an output queue, or if a particular job is on a particular queue. To find out, you request the job queue and output queue displays.

The **job queue displays** allow you to determine the overall status of all job queues or a particular job queue. From the display of all job queues, you can show a specific job queue, hold a job queue, or release a job queue. To get to the job queue display, use the Work with Job Queue (WRKJOBQ) command.

The **output queue displays** allow you to determine the overall status of all output queues or the status of job spooled files on a particular output queue. From an output queue display, you can show a specific output queue. When the list is displayed, you can change, delete, hold, or release any of the output queues on the list. To get to an output queue display, use the Work with Output Queue (WRKOUTQ) command.

Starting the Printer Writer

Using the Start Printer Writer (STRPRTWTR) command or Work with Writer (WRKWTR) command, you can start a writer to print your document. Printer writers direct documents from a specific output queue to a specific printer. A printer writer must be started before your documents will be printed.

Displaying Printer Writer Status

Using the Work with Writer (WRKWTR) command, you can display the status of all printer writers or the detailed status of a specific printer writer. While that status is displayed, you can perform various operations on the printer writer. For example, you can start, end, or change the printer writer.

Changing the Printer Writer

To change the output queue being used by a printer, use the Change Writer (CHGWTR) command and specify the output queue you want to use. You do not need to stop the printer and start another printer writer for the desired output queue.

Working with Office Print Requests

The Work with Document Print Queue (WRKDOCPRTQ) command allows you to hold, release, or delete one or more OfficeVision/400 print requests in a single step. You can also view a list of print requests that are for a specific user or printer, or that require a specific form. For more information on controlling printers using OfficeVision/400, see the topic "Controlling Printers through OfficeVision/400" on page 6-1.

For more information on these commands, see the online information.

Routing Printer Messages to a Work Station

The device description for a printer tells a printer and the printer writer associated with the printer which message queue to send operational messages to. If the default device description is chosen for a printer, messages for the printer and the associated printer writer are sent to the message queue for the system operator (QSYSOPR).

You can have the messages for a printer and associated printer writer sent to a message queue other than the message queue for the system operator (for example, to the message queue of a work station located near the printer). To change the default message queue, specify the message queue you want to use for the MSGQ parameter of one of the following commands:

- Create Device Description Printer (CRTDEVPRT)
- Change Device Description Printer (CHGDEVPRT)
- Start Printer Writer (STRPRTWTR)

For more information on these commands, see the online information.

Using Printers

When you use printers, you should understand how the different functions of each type of printer work.

Lines per Inch

For most printers, the lines per inch is defined by programming; however, for the 5256 Printer, the lines per inch setting is not programmable and must be set manually. When the lines per inch setting of a printer file on the 5256 Printer changes from that of the previous file, an inquiry message requesting you to change the lines per inch setting is sent to the message queue associated with the printer. You must manually set the lines per inch switch on the 5256 Printer before replying to the inquiry message.

The 4214, 4224, 4234 Dot Band, 5224, and 5225 Printers have a print density key that allows you to set the lines per inch at the printer for some systems. This density key should not be used to override the lines per inch value specified for the printer device by the system.

Note: The print density key is ignored by OfficeVision/400 print jobs.

Forms Type

Before a printer writer starts producing output on a printer, you can specify the forms type to be used by using the FORMTYPE parameter on the Start Printer Writer (STRPRTWTR) command. Only files of this forms type will be printed by this printer writer, with all other types left on the output queue. For more information on the STRPRTWTR command, see the online information.

When a printer writer is started, it is assumed that the printer is loaded with the forms type last used on the printer. If a spooled file with a different forms type is to be printed or the printer has just been varied online, a `Load Forms Type` message is sent to the message queue assigned to the printer writer. The message queue is assigned to the printer writer. No printing is done until you respond to this message. When you respond to the message by entering G (Go) or I (Ignore), printing begins (or resumes). If you enter C (Cancel), the printer writer is canceled. If you enter H (Hold), the spooled file is held.

The system cannot detect whether you have loaded the correct forms or not, only that your response to the message has indicated printing can proceed. If you have loaded forms that are not long enough, the printing intended for one form runs over onto the next form. If the forms are not wide enough, some of the printing will be off the forms.

If forms alignment is specified for a spooled file, printing stops after the first line has been printed, and you receive a message to align the forms.

The procedures for loading and aligning forms on each printer are given in the operator manuals particular to each printer. The Ready light on the operator panel for the printer must be turned on. The procedure for setting the ready light to On is also described in the printer operator manuals for each printer.

Printer Ribbon or Toner

Your printer uses either a printer ribbon or toner to print. The system has no way of detecting print quality. The system can detect the failure of the printer ribbon to feed properly, but it has no way to check the lightness of the print. Therefore, you should check the printer periodically to verify that the printing has not become too light. If the printing is light, you need to change the printer ribbon or check the toner.

The procedure for changing the ribbon or adding toner is given in the manual for the printer operator.

Changing Print Wheels on the 5219 Printer

The 5219 Printer has several different type fonts available on 96-character print wheel cartridges. Each type font, specified as an attribute on the printer device file, has an associated print wheel cartridge. When a different type font is to be used, the system sends a `Printer intervention required` message. The Ready light on the operator panel for the printer will turn off, and the Change Font indicator will turn on. To determine which print wheel cartridge to install, do the following:

- Press the Stop key to reset the alarm. The light display on the printer will display the 2-byte hexadecimal code that identifies the correct print wheel to install.
- Install the requested print wheel cartridge.
- Press the Start key.

The printer cannot detect that the correct print wheel cartridge was installed. If the wrong print wheel is installed, incorrect characters, overprinting, or other undesirable results could occur.

The procedure for changing the print wheel cartridge is given in the *5219 Operator's Guide*.

Note: When you are changing fonts, the Ready light on the 5219 Printer operator panel for the printer will not turn off, and the Change Font indicator will not turn on in the following situation:

1. The 5219 Printer is currently using a print wheel other than the Courier 11 font when the printer is turned off.
2. When the power is turned on the 5219 Printer again, it assumes a default font of Courier 11.
3. After you turn on the printer, if the first print job selects Courier 11, no message is sent because the 5219 Printer does not turn on the Change Font indicator unless it thinks a change of fonts is required.
4. Printing will start using the print wheel currently placed in the 5219 Printer.

Print Quality on the 5219 Printer

Draft-quality printing means the printer ribbon advances at one third the normal distance, increasing the ribbon life by about three times. Letter-quality printing means the printer ribbon advances at a normal distance and produces high-quality printing.

The 5219 Printer has a conserve ribbon switch. The On position is for draft-quality printing. The printer will print in draft quality when the power is turned on. After the printer is turned on, the quality of the print is determined by the PRTQLTY parameter in the printer device file or the override PRTF and by the option specified on the OfficeVision/400 Print Options display (draft or letter quality). The Off position of the conserve ribbon switch allows the printer to print in draft quality and overrides OfficeVision/400 values and the value in the printer device file.

Based on how you want to use the printer, the switch should be:

On (for draft-quality printing)
This allows the program, such as OfficeVision/400, to set the print quality.

Off (for letter-quality printing)
This forces everything to be printed at the best print quality.

Forms Alignment

When forms alignment is required for a spooled file, the first line is printed, and the inquiry message CPA5316 or CPA4002 for work station printers is sent to the appropriate message queue asking you to verify the forms alignment and then reply to the message. When the first line is printed, all the skip and space commands that are to be resolved before the first line of data are included in the data stream. For example, if a program prints the first line of data on line 6, the commands to skip to line 6 will be resolved before the first line of data is printed.

Forms alignment will be requested as follows:

- For nonspooled output or for spooled output when the printer writer is started with the ALIGN(*FILE) parameter
  - When ALIGN(*YES) was specified on the CRTPRTF, CHGPRTF, or OVRPRTF command for the file being printed
- For spooled output when the printer writer is started with the ALIGN(*WTR) parameter

- When the file being printed is the first file to print after a printer writer has been started
- When the forms length in inches changes
- When the forms type is changed (after a G reply to a CPA3394 or CPA3395 message)
- On a work station printer if incorrect control characters have been detected in the previous file
- On a work station printer if the Cancel key has been pressed while the previous file is being printed
- On a work station printer if a C (Cancel) reply has been given to the inquiry message for unprintable characters detected in a previous file
- On a work station printer if an H (Hold) reply has been given to some inquiry messages
- On a remote work station printer after a printer writer has recovered from a communications failure
- On a 5219 Printer when forms feed type changes

The correct replies to message CPA5316 or CPA4002 are I, C, G, N, and R, and are described as follows:

I (Ignore)
You should use the I reply when the forms are aligned properly and you want to continue printing the entire file.

C (Cancel)
You should use the C reply if you want to cancel printing of the file. An escape message is signaled to indicate the cancel reply was entered. For spooled files, the printer writer is not canceled and the printer writer starts printing the next file on the output queue. For direct, nonspooled files, the resolving of the file is canceled.

G (Go)
You should use the G reply when the forms are aligned correctly and you want to eject to a new page and print the entire file.

N (Next)
You should use the N reply when the forms are not aligned properly and you want to recheck forms alignment on the next form. After you have aligned the forms, the first line is printed on the next form and the message CPA5316 or CPA4002 is sent again. The following operator actions are required:

- When the forms alignment message is received, check the forms alignment on the printer.
- Press the Stop/Reset key on the printer.
- Press the Carriage Restore key to advance the paper to the next form.
- If necessary, use the Forms Advance knob to position the form where the first line should print.
- Press the Ready key on the printer.
- Reply N to the inquiry message. The first line of data will be printed again on the next form and the forms alignment message will be sent again.

- Check the forms alignment again. If the forms are aligned properly, you can use the I or G reply to continue printing. If the forms are still not aligned properly, you can continue to use the N or R reply until the forms are aligned properly.

R (Reprint)
You should use the R reply when the forms are not aligned correctly and you want to do the alignment on the current form. For the R reply, the first line of data is reprinted on the first form exactly where the paper is positioned. The space and skip commands are not sent again. The forms alignment message is sent again. The following operator actions are required:

- When the forms alignment message is received, check to see if the first line is printed in the correct position.
- Press the Stop/Reset key on the printer.
- Use the forms advance knob to position the paper to where the first line should print.
- Use the R reply for the inquiry message.
- The first line of data will be printed exactly where the paper is positioned and the forms alignment message will be sent again.
- If the forms are aligned correctly, you can use the I or G reply to continue printing. If the forms are still not positioned correctly, you can repeat the procedure by using the R or N reply.

Notes:

1. The forms alignment message is not sent when cut forms are used on the 3812, 4214, or 5219 Printer.
2. The forms alignment message is not sent when the first page of a printer file contains graphics or bar codes for the 4224 Printer.

Printing Documents from the Mail Log

Documents printed from the mail log can be printed with or without a cover page. The mail cover page is created by using the document QHSTPRT in the folder QDIADOCS. If the format of the mail log document you are printing is set up with a different lines per inch (lpi) from the mail cover page, the document will not print with proper alignment.

You can change the document QHSTPRT in folder QDIADOCS to use either a matching lpi or different fonts to correct the alignment. For more information on changing formats, see the *Using OfficeVision/400* Word Processing* manual. If you choose not to print a cover page for documents, messages are still printed with a cover page. However, documents and notes accompanied by a memo are printed without the cover page and memo.

Note: You can choose not to print a cover page for documents for a single user. Type N (No) for the *Print cover page* prompt on the Add or Change Directory Entry display. See "Changing System Distribution Directory Entries" on page 4-3 for information about changing directory entries.

Messages printed from the mail log use the print options specified in document QHSTPRT in folder QDIADOCS. You may want to change the print options in QHSTPRT to specify the defaults you want to use. For example, you can change the *Printer* prompt to specify the printer you want to print your messages.

For more information about changing print options, see the *Using OfficeVision/400* Word Processing* manual.

Chapter 7. Using Personal Computers in OfficeVision/400

This chapter helps you use OfficeVision/400 and the DisplayWrite programs with your PC operating system. DisplayWrite 4, DisplayWrite 4 Version 2, DisplayWrite 5, and OfficeVision/400 are the text editors supported for IBM DOS. The OfficeVision/400 text editor and DW 5/2 are supported by the Operating System/2* (OS/2) program.

PC Support/400 is shipped to you with an installation program. Before you try to use PC Support/400, you must have already run the PC Support/400 installation program. The installation program copies to your PC diskette or hard disk the files needed for your personal computer to communicate with an AS/400 system. If someone else is responsible for installing and setting up your personal computer equipment and licensed programs, this may already have been done for you. If the installation program has not been run yet, see the *PC Support/400 DOS Installation and Administration Guide* and *PC Support/400 OS/2 Installation and Administration Guide* manuals for instructions.

Other manuals that cover personal computers in detail include:

- *OS/2 Extended Edition Commands Reference*
- *OS/2 Extended Edition Getting Started*
- *OS/2 Extended Edition System Administrator's Guide for Communications*
- *OS/2 Extended Edition User's Guide*
- *DOS Reference*
- *PC Support/400 DOS Installation and Administration Guide*
- *PC Support/400 OS/2 Installation and Administration Guide*
- *PC Support/400 Technical Reference for DOS and OS/2*
- *PC Support/400 User's Guide for DOS*
- *PC Support/400 User's Guide for OS/2*

Tailoring the Menu for the PC Support/400 Organizer

PC Support/400 Organizer lets you easily access personal computer and OfficeVision/400 data processing applications. You can change the options on the PC Support/400 Organizer menu to run any AS/400 system or personal computer application. For more information, see the *PC Support/400 DOS Installation and Administration Guide* and *PC Support/400 OS/2 Installation and Administration Guide* manuals.

Using OfficeVision/400 Word Processing on the Personal Computer

When you use OfficeVision/400 word processing on your personal computer that is attached to the AS/400 system and you do not have PC Support/400 installed on the system, the following happens:

- You can share folders across the system if you have access to them, but you cannot use the Shared Folders function of PC Support/400.
- Unusual symbols are shown as text editing characters (such as tabs and carrier returns).

  Note: Edit symbols do not appear when using the PC Support/400 Organizer and the PC Support/400 text-assist function. For a summary of the enhancements when using the Organizer menu, see the *Using OfficeVision/400* Word Processing* manual.

- You cannot take advantage of the enhanced usability of the OfficeVision/400 editor that works with the PC Support/400 Organizer.

If you have enhanced 5250 emulation and you do not want the editing symbols shown, you need to change the enhanced 5250 emulation EBCDIC-to-ASCII display table to display these characters as blanks or as DisplayWrite 4 characters. If you have work station emulation and you do not want these symbols shown, you can change the advanced options for work station emulation.

Changing Text Editing Symbols When Using Enhanced 5250 Emulation

The following steps are required to change text editing symbols while using 5250 emulation:

1. Run the 5250 emulation configuration program CONFIG.EXE.
2. When the Advanced Options menu appears, select option 3 (Select display emulation options) and press the Enter key.
3. Select option 6 (Customize display EBCDIC-to-ASCII table).
4. Change the following EBCDIC-to-ASCII translations:

EBCDIC Hex Value	Default ASCII Hex Value	Display as Blanks	Display as DW 4 Characters
01	01	20	19
02	02	20	10
03	03	20	BC
05	05	20	1A
06	06	20	11
09	09	20	18
0C	0C	20	1E
41	20	Leave as is	1F

Changing Text Editing Symbols When Using Work Station Emulation

The following steps are required to change text editing symbols while using work station emulation:

1. Run the work station emulation configuration program.
2. When the Main Configuration menu appears, select option 1 (Create a session profile) or option 2 (Modify a session profile) and press the Enter key.
3. Type the name of the session profile and press the Enter key.

   The Main Session Configuration menu appears.
4. Select option 3 (Modify advanced options) and press the Enter key.

   The Advanced Display Options menu appears.
5. Select option 4 (Modify text editor screen attributes) and press the Enter key.

   The Modify Text Editing Symbols menu appears.

6. Select option 2 (Match PC DisplayWrite symbols) and press the Enter key.
7. Save the session profile.

Note: If you plan to use more than one session profile, make these same changes for each session profile.

Converting Documents between the DisplayWrite Programs and OfficeVision/400

If you want to use the OfficeVision/400 editor with documents from the DisplayWrite programs, you will need to convert the documents.

The conversion can be done in one of two ways:

- From the DisplayWrite 4 menu when you are not using the PC Support/400 Organizer
- When you end and save a DisplayWrite 4 document

Converting from the DisplayWrite 4 Menu

The following steps are required to convert a DisplayWrite 4 document to a format usable with OfficeVision/400:

1. Select option 6 (Utilities [Copy, Erase, . . .]) on the DisplayWrite 4 menu.

   The Utilities display appears.
2. Select option 6 (Document conversion) on the Utilities display.

   The Document Conversion display appears.
3. On the Document Conversion display, type the document name and the name you want to give to the converted document for the *Document name* and *Converted document name* prompts. Select option 1 (Document to revisable-form text) for the *Type of conversion* prompt.

   Note: If you do not select option 1 (Document to revisable-form text) for the *Type of conversion* prompt, the system will not be able to determine that the document is revisable-form text.

   Press the Enter key.

The document is converted and can be used by OfficeVision/400.

Converting When Ending and Saving a Document

When you end a DisplayWrite 4 document, the options on the ending display differ depending on whether or not you are using the PC Support/400 Organizer.

To convert a document when ending and saving the document, do the following:

1. Select option 5 (End and Save) from the DisplayWrite 4 menu.

   The Convert to Revisable-Form Text display appears.
2. Type the name you chose for the converted document for the *Converted document name* prompt. If you want DisplayWrite 4 to delete the original document, select Y (Yes) for the *Erase current document after saving converted document* prompt.

3. Press the Enter key.

   The document is converted. If you chose to save the current document, a message appears on the bottom of the display stating that the document was saved.

You can now use the document with OfficeVision/400.

Copying Files

If you do copy files with an .RFT extension to your personal computer, you must add the .RFT extension when you copy them back.

Chapter 8. Using OfficeVision/400 in a Network

This chapter describes how OfficeVision/400 is used in a network.

The following manuals are needed for additional information on planning your network:

- *Device Configuration Guide*, provides the system operator, application programmer, system programmer, or system administrator with communications planning information. This planning information is used when you configure your system.
- *Distribution Services Network Guide*, provides the system operator or system administrator with information about administering data communications applications on an AS/400 system.

Shadowing is the ability to supply the local system directory data to collecting systems. Whenever changes occur to the data, these changes are supplied to the collecting systems within the network. The systems that you request information from are **suppliers** and the systems that receive information from your system are **collectors**. To receive shadow data from another system, the system wanting that data must make the request. The system administrator identifies which systems they want to shadow, when to shadow the systems, and at what frequency these systems need to be shadowed.

For more information about shadowing, refer to the *Distribution Services Network Guide*.

Defining Remote Document Libraries

Remote document libraries allow you to access documents stored on an attached system. The AS/400 system allows users to access documents stored on a remote system and allows users on a remote system to access documents in the AS/400 document library.

If a document is filed on a remote system, you can search for the document and then do the following:

- Get a document to change
- Copy a document to the local system
- Delete a document
- Look at document details
- Change document details
- Print locally a document that is on a remote system
- Change authorizations and access codes to a document

Information on working with documents filed on a remote system can be found in the *Using OfficeVision/400** manual.

The AS/400 system supports access to the following systems:

System/370* Distributed Office Support System (DISOSS)
System/38
AS/400 system

The AS/400 system supports access from the following systems:

Displaywriter
System/36
AS/400 system

Creating a SNADS Distribution Queue

A SNA distribution services (SNADS) distribution queue must be defined for each remote system before the corresponding remote document library can be accessed. To create a SNADS distribution queue for each remote document library you will access, do the following:

1. Type **CFGDSTSRV** on the command line of any menu, and press the Enter key.

   The Configure Distribution Services menu appears.

```
                         Configure Distribution Services

Type choice, press Enter.

  Type of distribution services
    information to configure . . .       1      1 = Distribution queues
                                                2 = Routing table
                                                3 = Secondary system name table













F3=Exit      F12=Cancel
```

2. Select option 1 (Distribution queues) from the Configure Distribution Services display, and press the Enter key.

   Note: The first time you select this option, the message `No distribution queues` appears.

The Configure Distribution Queues display appears.

```
                        Configure Distribution Queues

Type options, press Enter.
  2=Change  4=Delete  5=Display details


                                            Remote                    Remote
Opt  Queue Name        Queue Type    Location Name      Mode Name    Net ID
       QUEUEA           *SNADS          SYSA              SNADS       *LOC
       QUEUEB           *SNADS          SYSB              SNADS       *LOC
       QUEUED           *SNADS          SYSD              SNADS       *LOC









F3=Exit      F5=Refresh        F6=Add distribution queue
F10=Work with distribution queues                         F12=Cancel
```

3. To add an entry to the distribution queue, press F6 (Add distribution queue).

   The Add Distribution Queue display appears.

```
                          Add Distribution Queue          Page 1 of 2

Type choices, press Enter.

  Queue . . . . . . . . . . .  CUENAME________    Name
  Queue type . . . . . . . . . *DLS____           *SNADS, *RPDS, *DLS
  Remote location name . . . . ________           Name
  Mode . . . . . . . . . . . . ________           Name, *NETATR
  Remote net ID  . . . . . . . ________           Name, *LOC, *NONE
  Local location name  . . . . ________           Name, *LOC
  Normal priority:
    Send time:
      From/To  . . . . . . . . __ : __  __ : __   00:00-23:59
      Force  . . . . . . . . . __ : __            00:00-23:59
    Send depth . . . . . . . . 999                1-999, blank
  High priority:
    Send time:
      From/To  . . . . . . . . __ : __  __ : __   00:00-23:59
      Force  . . . . . . . . . __ : __            00:00-23:59
    Send depth . . . . . . . . 999                1-999, blank
                                                                   More...
F3=Exit   F12=Cancel
```

4. Use the Page keys to move between the two pages of the display. On this display, do the following:

   - For the *Queue name* prompt, type the name of the queue in which distributions are stored before they are sent.
   - Type ***DLS** for the *Queue type* prompt.
   - Complete the remaining prompts as needed using the online help information.

Press the Enter key. The distribution queue is now configured, and the display is refreshed with blanks.

Additional information about distribution queues can be found in the *Distribution Services Network Guide*.

Adding an Entry to the List of Remote Document Libraries

The Work with Document Libraries (WRKDOCLIB) command can be used to add, delete, change, or display the remote document libraries defined on your system. This command has no parameters.

For more information about remote document libraries, refer to the *Office Services Concepts and Programmer's Guide*.

Preparing a Remote User to Use Document Library Services

For a remote user to use the document library services on your local system, you must create a user profile and add a system distribution directory entry for the user on your local system.

Creating a User Profile

To create a user profile, do the following:

1. On the command line of any menu, type **CRTUSRPRF** and press F4 (Prompt). The Create User Profile (CRTUSRPRF) display appears.

```
                          Create User Profile (CRTUSRPRF)

 Type choices, press Enter.

 User profile . . . . . . . . . .   MYPRF         Name
 User password  . . . . . . . . .   *USRPRF       Name, *USRPRF, *NONE
 Set password to expired  . . . .   *NO           *NO, *YES
 Status . . . . . . . . . . . . .   *ENABLED      *ENABLED, *DISABLED
 User class . . . . . . . . . . .   *USER         *USER, *SYSOPR, *PGMR...
 Assistance level . . . . . . . .   *SYSVAL       *SYSVAL, *BASIC, *INTERMED
 Current library  . . . . . . . .   *CRTDFT       Name, *CRTDFT
 Initial program to call  . . . .   *NONE         Name, *NONE
   Library  . . . . . . . . . . .                 Name, *LIBL, *CURLIB
 Initial menu . . . . . . . . . .   MAIN          Name, *SIGNOFF
   Library  . . . . . . . . . . .     *LIBL       Name, *LIBL, *CURLIB
 Limit capabilities . . . . . . .   *NO           *NO, *PARTIAL, *YES
 Text 'description' . . . . . . .   'Test group for security demo'



                                                                      Bottom
 F3=Exit   F4=Prompt   F5=Refresh   F10=Additional parameters  F12=Cancel
 F13=How to use this display        F24=More keys
```

2. Type the user profile name for the *User profile* prompt. Complete the remaining prompts as needed using the online help information.

   If you want to add special authority, press F10 (Additional parameters) and a *Special authority* prompt is shown. Type a value for the prompt and press the Enter key.

Adding a System Distribution Directory Entry for a Remote User

There is basically no difference in the procedure for adding a remote user to the system distribution directory and adding a local user, except that the *System name* prompt for a remote user contains the name of the remote system. The remote user must also be added as a local user on the remote system defined by the system name. A user with a remote system name cannot send or receive from your local system. Remote users may send and receive distributions only at their system node.

Distributions can be sent directly to the remote user, or if the default values of *ANY or *ANY *ANY are used for the user ID, the routing of the distribution may be less direct.

Note: The default value *ANY *ANY can only appear once in a directory and will cause all distributions that cannot be resolved to a directory entry to be routed to that remote system defined by the remote system name, and the directory at that remote location will be checked to route the distribution received.

The advantages of default values for remote distribution are twofold. The user need only be added once in their local system. If the user moves, the distributions will be routed by the default values. If you use *ANY or *ANY *ANY entries, you are not required to add remote users locally.

The disadvantage of default values for remote distributions arises when routing information is incorrect. If the remote user is added individually to each system, errors in the remote distribution address are immediately detected. If the default value *ANY or *ANY *ANY is used, the distribution is routed to the remote location before any misdirected distributions can be detected.

If a distribution is received at a remote system and the user ID on the remote system cannot be found, the distribution may be rerouted using a default entry.

Add the remote user following the directions given in "Adding System Distribution Directory Entries" on page 4-1 but specify a remote system name for the *System name* prompt.

Saving the Network Information

As the last step in setting up OfficeVision/400 in a network, you should save all the information you created that is used only for SNADS distribution (such as the distribution queues and routing table). On any command line, type the Save Object (SAVOBJ) command and parameters as follows:

```
SAVOBJ OBJ(QSNADS*) LIB(QUSRSYS) OBJTYPE(*FILE) DEV(device name)
```

Where **device name** is *SAVF (save file) or the name of the diskette unit or tape unit used to save the objects. Press the Enter key.

For more information on the SAVOBJ command, see the online information for this command.

You should also save OS/400 and OfficeVision/400 information you created or changed when setting up a network, such as documents. Use the Save Document Library Object (SAVDLO) command. For more information about using the SAVDLO command, see the *Basic Backup and Recovery Guide*.

Managing Remote Definitions

Remote system definitions allow you to define attributes of remote systems in your network. Defining system attributes allows for a greater variety of systems to coexist in the network.

You can define the type of meeting notice document used on systems to which your system sends meeting notices created using OfficeVision/400 calendar. When a meeting notice is sent to a remote user, the remote definition is used to determine the appropriate document type for the meeting notice. The system sending the meeting notice checks the system distribution directory for the system name and system group of the remote user. The system then finds the system name and system group in the remote definition table. The remote definition indicates which document type to send.

If the system does not find the system name or system group of the remote user, the system uses the default *ANY remote definition entry. When no *ANY entry exists, the default value is used. The default value for the meeting notice type is FFTDCA.

On systems running OfficeVision/400 Version 2 Release 2 or higher, OfficeVision/400 calendar can send and receive meeting notices that have a document type of EMN. (Such systems can also receive FFTDCA-type meeting notices.) Systems running earlier releases of OfficeVision/400 can send and receive meeting notice documents only with a type of FFTDCA. For more information about meeting notices, see "Managing Meeting Notices" on page 9-11.

For each remote system to which you send meeting notices, do the following:

1. Use the Add Remote Definition (ADDRMTDFN) command. On any command line, type the following:

   ADDRMTDFN

   Press F4 (Prompt).

   The Add Remote Definition (ADDRMTDFN) display appears.

```
                     Add Remote Definition (ADDRMTDFN)

Type choices, press Enter.

System name:
  System name . . . . . . . . .   ________      Character value, *ANY
  System group . . . . . . . . .  ________      Character value
Text . . . . . . . . . . . . . .  *BLANK______________________________

Meeting notice document type . .  _____  *FFTDCA, *EMN









                                                                   Bottom
F3=Exit   F4=Prompt   F5=Refresh   F12=Cancel   F19=How to use this display
F24=More keys
```

2. Type the name of the system for the *System name* and *System group* prompt.
3. Type a description for the *Text* prompt.
4. For the *Meeting notice document type* prompt, type ***EMN** for systems running OfficeVision/400 Version 2 Release 2 (or higher) or ***FFTDCA** for systems running earlier releases of OfficeVision/400.

   Press the Enter key. The remote definition for the system is created.

   You return to the command line on which you typed the command.

You can use the Display Remote Definition (DSPRMTDFN) command to see the meeting notice document type you defined for a remote system. You can use the Remove Remote Definition (RMVRMTDFN) command to remove the definition of a remote system.

For more information about the commands, see the online information. The *CL Reference* manual also contains more information about the remote definition commands.

Chapter 9. Managing Calendars

This chapter describes how to manage the services of OfficeVision/400 calendar if it is installed on your system. You should:

- Maintain calendars for users and resources

  Calendar must be updated, and calendar items can be saved, restored, copied, and removed. For information about managing calendars for users, see "Maintaining Calendars" on page 9-2.

- Manage remote system definitions for **enterprise meeting notices**

  OfficeVision/400 calendar sends enterprise meeting notices that use the enterprise meeting notice (EMN) architecture. Meeting notices are sent as documents with a type of EMN on your system and to other systems running OfficeVision/400 Version 2 Release 2 (or higher). Meeting notices are sent with a type of FFTDCA on systems running earlier releases of OfficeVision/400. For more information about managing meeting notices, see "Managing Meeting Notices" on page 9-11. For information about sending and receiving meeting notices, see the *Using OfficeVision/400** manual.

- Create and maintain **calendar user-defined functions**

  A calendar user-defined function is a function code you or another user associates with a control language (CL) command. To use the calendar user-defined function, type the function code at a *Function* prompt in OfficeVision/400 calendar. The command runs from within OfficeVision/400 calendar. For information about using calendar user-defined functions, see the *Using OfficeVision/400** manual. For information about managing calendar user-defined functions, see "Working with Calendar User-Defined Functions" on page 9-11.

The operation of OfficeVision/400 calendar can depend on other services available on your system:

- If OfficeVision/400 calendar is installed and OfficeVision/400 mail is not installed on your system, you can use the Change Office Attributes (CHGOFCA) command to allow users of your system to receive distributions. Calendar users will be able to do the following:

  - Send meeting notices to users when they are not authorized to the calendar for that user. The meeting notice is sent as a document, which the user can receive using document distribution services.

    Note: If the user has typed **3** (Always) for the *For meeting notices: Automatically handle* prompt, the meeting notice is used to update the calendar and is not sent to a local user.

  - Type a **1** (Message queue only) or a **2** (Message queue and mail) for the *Notify mode* prompt on the Create Calendar display when requesting that the calendar manager be notified of changes to the calendar.

  - Users can select option 8 (Search remote calendar) from the More Calendar Tasks display and receive the search results as a distribution.

  For more information on the CHGOFCA command, see the online information for the command.

Maintaining Calendars

Every so often, calendars must be updated. Calendar items can become out of date and may no longer be needed. As the administrator, you can save, restore, copy, and remove calendar items.

Saving Calendar Items

To save calendar items, do the following:

1. Start at the Specify Office Files display. To get to the display from the OfficeVision/400 main menu, select option 9 (Administration) and press the Enter key.

   The Administration menu appears.

2. Select option 5 (Work with office files) and press the Enter key.

   The Specify Office Files display appears.

```
                         Specify Office Files

 Type choices, press Enter.

   Type of file . . . . . . . . . . .   1    1=Calendar
                                             2=Personal directory

   Option . . . . . . . . . . . . . .   1    1=Save
                                             2=Restore
                                             3=Copy
                                             4=Remove


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

3. Type a **1** (Calendar) for the *Type of file* prompt and a **1** (Save) for the *Option* prompt and press the Enter key.

The Save Calendar (SAVCAL) 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 calendar *Name*, the *User or list ID*, and the *address or qualifier*. There are several ways these fields can be used.

   - *ALL can be used in both the *Name* prompt and the *User or List ID* prompt. If both are *ALL and the user has the appropriate authority, all calendars on the system will be saved.

     Note: If you want to save a group of calendars, type *GRP in the *Name* prompt and the *GRPCALS* 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 whose first 2 characters are CA 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.

5. Press the Enter key.

The next part of the Save Calendar (SAVCAL) 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. Other options allow you to specify the following:

   - A group of calendars to be saved
   - The save file name and library
   - Whether to clear the media or use data compression
   - The specific version, release, and modification numbers of the target release, or if the target release is the current or previous release

10. Press the Enter key. The calendar items are saved.

Note: Calendars may also be saved using the SAVCAL CL command from any command line. For a detailed description of all prompts see the SAVCAL command in the *Office Services Concepts and Programmer's Guide* or the online information.

Restoring Calendar Items

To restore calendar items, do the following:

1. Start at the Specify Office Files display. To get to the display from the OfficeVision/400 main menu, select option 9 (Administration) and press the Enter key.

   The Administration menu appears.

2. Select option 5 (Work with office files) and press the Enter key.

   The Specify Office Files display appears.

```
                              Specify Office Files

Type choices, press Enter.

  Type of file . . . . . . . . . . .   1    1=Calendar
                                            2=Personal directory

  Option . . . . . . . . . . . . . .   2    1=Save
                                            2=Restore
                                            3=Copy
                                            4=Remove









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

3. Type a **1** (Calendar) for the *Type of file* prompt, and a **2** (Restore) for the *Option* prompt and press the Enter key.

The Restore Calendar (RSTCAL) 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 calendar *Name*, the *Owner's user ID*, and the *Owner's Address*. There are several ways these fields can be used.
   - *ALL can be used in both the *Name* prompt and the *Owner's user ID* prompt. If both are *ALL and the user has the appropriate authority, all calendars on the system will be restored.
   - 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 whose first 2 characters are CA 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.
5. For the *To calendar* prompt, type the name and owner of the calendar to whom 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.
6. Complete the *Saved library* prompt.
7. 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.

   Note: If *SAVF is specified as the device, a save file and library must be specified.
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` in the *End date* prompt.

9. Press the Enter key. The calendar items are restored.

Note: Calendars may also be restored using the RSTCAL CL command from any command line. For a detailed description of all prompts see the RSTCAL command in the *Office Services Concepts and Programmer's Guide* and the online information.

Copying Calendar Items

To copy calendar items, do the following:

1. Start at the Specify Office Files display. To get to the display from the OfficeVision/400 main menu, select option 9 (Administration) and press the Enter key.

   The Administration menu appears.

2. Select option 5 (Work with office files) and press the Enter key.

   The Specify Office Files display appears.

```
                              Specify Office Files

 Type choices, press Enter.

   Type of file . . . . . . . . . . .    1     1=Calendar
                                                2=Personal directory

   Option . . . . . . . . . . . . . .    3     1=Save
                                                2=Restore
                                                3=Copy
                                                4=Remove










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

3. Type a **1** (Calendar) for the *Type of file* prompt and a **3** (Copy) for the *Option* prompt, and press the Enter key.

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. Type the following on the display:

   - The name of the calendar that contains the items you want to copy for the *From calendar* prompt and the calendar you want to copy the current calendar items into for the *To calendar* prompt. If you are not sure of the name of either calendar, press F4 (Prompt). A list of calendars that you are authorized to appears. From the list, choose the one you want to use.
   - The date to start for the *Start date* prompt and the date to stop for the *End date* prompt if you want to copy the calendar items for a specific range of time. Type *ALL for the *Start date* prompt and leave the END DATE prompt blank if you want to copy all calendar items.
   - **Y** (Yes) or **N** (No) for the *Delete items after copy* prompt. Specify **Y** to have the items you are copying deleted after the copy operation.
   - **Y** (Yes) or **N** (No) for the *Print items* prompt. Specify **Y** if you want to print the calendar items you are copying.
   - **Y** (Yes) or **N** (No) for the *Wait for completion* prompt. Specify **Y** to run the job interactively, which means you wait while the calendar items are being copied. If you specify **N**, the job runs in batch mode, which means you can continue working on something else at your display station.

   Press the Enter key.

   The Copy Calendar Items display appears again. If you typed **Y** (Yes) for the *Wait for completion* prompt, a message showing the count of items copied and not copied is shown. If you typed **N** (No) for the *Wait for completion* prompt, a message indicating whether or not the job was successfully submitted is shown.

   Press F12 (Cancel) to return to the Specify Office Files display.

Removing Calendar Items

To remove calendar items, do the following:

1. Start at the Specify Office Files display. To get to the display from the OfficeVision/400 main menu, select option 9 (Administration) and press the Enter key.

   The Administration menu appears.

2. Select option 5 (Work with office files) and press the Enter key.

   The Specify Office Files display appears.

```
                              Specify Office Files

 Type choices, press Enter.

   Type of file . . . . . . . . . . .   1     1=Calendar
                                              2=Personal directory

   Option . . . . . . . . . . . . . .   4     1=Save
                                              2=Restore
                                              3=Copy
                                              4=Remove







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

3. Type a **1** (Calendar) for the *Type of file* prompt and a **4** (Remove) for the *Option* prompt, and press the Enter key.

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. Type the following on the display:
   - The name of the calendar that contains the items you want to remove for the *Calendar* prompt. If you are not sure of the name of the calendar, press F4 (Prompt). A list of calendars that you are authorized to appears. From the list, choose the one from which you want to remove items.
   - If you want to remove the calendar items for a specific range of time, enter the date to start removing items for the *Start date* prompt and the date to stop removing items for the *End date* prompt. Type *ALL for the *Start date* prompt and leave the *End date* prompt blank to delete all items from the calendar.
   - **Y** (Yes) or **N** (No) for the *Print items* prompt. Specify **Y** if you want to print the calendar items you are removing.
   - **Y** (Yes) or **N** (No) for the *Wait for completion* prompt. Specify **Y** to run the job interactively, which means you wait while the calendar items are being removed. If you specify **N**, the job runs in batch mode, which means you can continue working on something else at your display station.

   Press the Enter key. The Remove Calendar Items display appears again. If you typed **Y** (Yes) for the *Wait for completion* prompt, a program message appears showing counts of items removed and not removed. If you typed **N** (No) for the *Wait for completion* prompt, a program message appears indicating whether or not the job was successfully submitted.

   Press F12 (Cancel) to return to the Specify Office Files display.

Notes:

a. Calendar items can also be removed using the Remove Calendar Item (RMVCALITM) command. Type **RMVCALITM** on any command line and press F4 (Prompt).

   Refer to the online information for more information about the RMVCALITM command. The *Office Services Concepts and Programmer's Guide* also provides more detailed information about the command.

b. Operational Assistant also allows you to clean up old calendar items.

Managing Meeting Notices

OfficeVision/400 calendar sends and receives meeting notices that use the enterprise meeting notice (EMN) architecture. Meeting notices are sent as documents with a type of EMN on your system and to other systems defined to receive meeting notices with a document type of EMN. Those remote systems must run OfficeVision/400 Version 2 Release 2 (or higher). Meeting notices are sent with a type of FFTDCA on systems defined to receive meeting notices with a document type of FFTDCA or without remote definitions. These systems are likely to be running earlier releases of OfficeVision/400.

You should define the type of meeting notices used on remote systems to which you send meeting notices. See "Managing Remote Definitions" on page 8-6 for information about defining the meeting notice document type for remote systems.

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

Working with Calendar User-Defined Functions

If you are the security officer or an administrator with *SECADM authority, you can create calendar user-defined functions for users of your system, copy and change calendar user-defined functions you or other users create, and delete calendar user-defined functions from your system. As the security administrator, you have control over the calendar user-defined functions you create and own, as well as those created and owned by other users.

Note: Users with Y (Yes) specified for the *Limit Capabilities* prompt have only the options of a limited user when working with calendar user-defined functions.

You can use any calendar user-defined function for which you have authorization. As a system user, you can print and display a calendar user-defined function. For information on how to use a calendar user-function, or how to print or display a calendar user-defined function, see the *Using OfficeVision/400** manual.

Creating a Calendar User-Defined Function

You can create a calendar user-defined function to perform a function that users would otherwise need to leave OfficeVision/400 calendar to perform.

To create a calendar user-defined function, do the following:

1. Sign on the system as the security administrator.

2. From the AS/400 Main Menu, select option 2 (Office tasks) and press the Enter key.

   The Office Tasks display appears.

3. Select option 1 (OfficeVision/400) and press the Enter key.

   The OfficeVision/400 display appears.

4. Select option 1 (Calendars) and press the Enter key.

   A Calendar display appears.

5. On the Daily, Weekly, Group, Composite, Monthly, 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 calendar
     9. Work with user-defined functions
    10. Change meeting authority



Selection
    _

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

6. For the *Selection* prompt, type a **9** (Work with user-defined functions).
7. Press the Enter key.

The Work with User-Defined Functions display appears. This display shows ***ALL** for the *Work with functions for* prompt and lists all the calendar user-defined functions on your system.

```
                         Work with User-Defined Functions

Work with functions for . . . . . :  *ALL

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
 _   .VM          View Monthly Calendar







                                                                        Bottom
F3=Exit      F5=Refresh       F9=Six month calendar   F11=Display command
F12=Cancel   F15=Change user  F19=Display messages
```

Press F11 (Display command) to see the commands that 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 of the functions.

The functions are in alphabetical order by function name and the user ID of the owner. A user can have a private calendar user-defined function with the same name as a public calendar user-defined function. When the user uses the function, the private calendar user-defined function for the user is run, not the public calendar user-defined function.

8. If you want to change the user in the *Work with functions for* prompt, do the following:
   a. Press F15 (Change user).

      The Change User display appears.
   b. Select the user you want.
      - If you want to work with only public calendar user-defined functions, type ***PUBLIC** for the *Work with functions for* prompt.
      - If you want to work with calendar user-defined functions for a specific user, type the user ID and address for the *Work with functions for* prompt.
   c. Press the Enter key. The Work with User-Defined Functions display appears with the calendar user-defined functions for the user you selected.

   When the calendar user-defined functions are displayed, they are listed in alphabetical order by function name.
9. 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 want to

create. The name should be meaningful to the users. The name can be up to 7 characters and the first character must be a period (.). For example, you could type **.TODO** to create a function to edit your to-do list.

10. Press the Enter key.

    The Create User-Defined Function display appears.

```
                        Create User-Defined Function

Type choices, press Enter.

Owner . . . . . . . . .   *PUBLIC_________         F4 for list

Function  . . . . . . .   .TODO______              Name

Command . . . . . . . .   EDTDOC DOC(TODOLIST) FLR(&USRID)________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
________________________________________         F4 for prompt

 Text . . . . . . . . .   Edit my to-do list_____________________________



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

11. Type the name of the owner for whom you want to create the calendar user-defined function.
12. The *Function* prompt contains the name of the function you want to create. This is the name you typed on the Work with User-Defined Functions display.
13. For the *Command* prompt, type the command the function is to run.

    For a list of existing commands, press F4 (List) with the cursor in this prompt.

    In your command, you can include substitution variables to pass parameters to the command. You can pass the name of the calendar, the user ID of the owner of the calendar, or the user address of the calendar, for example. Substitution variables must always begin with an ampersand (&). For a list of the substitution variables available, see the *Using OfficeVision/400** manual.

    In the example, the &USRID substitution variable is used with the command. It specifies the name of the default folder for the calendar user, which contains the document to be edited (TODOLIST). The example calendar user-defined function can be used when a user wants to add to-do items in preparation, for example, for a meeting that is on that user's calendar.
14. For the *Text* prompt, type a short description of the calendar user-defined function.
15. Press the Enter key.

    The calendar user-defined function is created and the Work with User-Defined Functions display appears.

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. You might want to change a calendar user-defined function when your system changes, when a user needs assistance with a private calendar user-defined function, when the needs of your users change, or when you want to change the ownership of a calendar user-defined function.

To change a calendar user-defined function, do the following:

1. Sign on the system as the security administrator.
2. From the AS/400 Main Menu, select option 2 (Office tasks) and press the Enter key.

   The Office Tasks display appears.
3. Select option 1 (OfficeVision/400) and press the Enter key.

   The OfficeVision/400 display appears.
4. Select option 1 (Calendars) and press the Enter key.

   A Calendar display appears.
5. On the Daily, Weekly, Group, Composite, Monthly, or Six-Month Calendar display, press F13 (More calendar tasks). The More Calendar Tasks display appears.
6. On the More Calendar Tasks display, type a **9** (Work with user-defined functions).
7. Press the Enter key.

   The Work with User-Defined Functions display appears.
8. Move the cursor to the function you want to change and type a **2** (Change) in the *Opt* column.
9. Press the Enter key.

   The Change User-Defined Function display appears.

```
                     Change User-Defined Function

 Type choices, press Enter.

 Owner . . . . . . . . .   *PUBLIC_________        F4 for list

 Function  . . . . . . .   .TODO______              Name

 Command . . . . . . . .   EDTDOC DOC(TODOLIST) &FLR(&USRID)_______________
 ________________________________________________________________________
 ________________________________________________________________________
 ________________________________________________________________________
 ________________________________________________________________________
 ________________________________________________________________________
 _________________________________________        F4 for prompt

  Text . . . . . . . . .   Edit my to-do list_____________________________



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

10. Type the changes you want to make to the calendar user-defined function. You can change the owner, the name of the function, the command that it runs, or the text describing the function.
11. Press the Enter key when you have made all the changes.

    The calendar user-defined function is changed and the Work with User-Defined Functions display appears.

Selecting a Calendar User-Defined Function

You can select a function based on the item you want to add. For example, if you want to add a job, position the cursor next to AJ and type a **1** in the field to select that function.

To select a user-defined function, press F4 (Prompt) with the cursor positioned in the function code field of your initial calendar display. After you press F4 (Prompt), the Select Function display is shown.

```
                              Select Function

Type option, press Enter.
  1=Select

Opt  Function      Text
__   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 an event with multiple occurrences based on item nn
__   AJ            Add a job
__   AJnn          Add a job based on item number nn
__   AJM           Add a job with multiple occurrences
__   AJMnn         Add a job with multiple occurrences based on item nn
__   AM            Add a meeting
__   AMM           Add a meeting with multiple occurrences
__   AMMnn         Add a meeting with multiple occurrences based on item nn

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

From this display, press F15 to select a user-defined function.

```
                    Select User-Defined Function

Type option, press Enter.
  1=Select

Opt  Function      Text
__   .ALL          Send a message to all
__   .CHGMAG       Change a manager's calendar
__   .CMD          Pop-up a command line
__   .D            Display Message Queue
__   .DUMPHR       Delete all mail from ZXY1267
__   .EDTDOC       EDTDOC command
__   .EDTTODO      Edit my ToDo list
__   .MOP          RMVCALITM command
__   .MSGME        Send break message at desired time
__   .QRYITM       QRYCALITM command
__   .SIGNAL       SIGNAL command
__   .WA           WRKACTJOB command
__   .WD           WRKDOC command

                                                          More...
F5=Refresh  F9=Six month calendar  F11=Display command   F12=Cancel
F17=Position to  F19=Display message
```

If you do not make a selection from the Select User-Defined Function display, the Select Function display is shown again.

For more details about using the select function, see the *Using OfficeVision/400** manual.

Copying a Calendar User-Defined Function

You can copy an existing calendar user-defined function and change its name, change it to run a different command, or change the owner. When you copy a calendar user-defined function, the owner becomes:

- The user specified for the *Work with functions for* prompt on the Work with User-Defined Functions display
- The user you are working on behalf of, if you are working on behalf of another user
- The user you specify for the *Owner* prompt on the Copy User-Defined Functions display

You might want to copy a calendar user-defined function if you want to create a public version of a private calendar user-defined function, or if you want to change a calendar user-defined function to fit the needs of a different user.

To copy a calendar user-defined function, do the following:

1. Sign on the system as the security administrator.
2. From the AS/400 Main Menu, select option 2 (Office tasks) and press the Enter key.

   The Office Tasks display appears.
3. Select option 1 (OfficeVision/400) and press the Enter key.

   The OfficeVision/400 display appears.
4. Select option 1 (Calendars) and press the Enter key.

   A Calendar display appears.
5. On the Daily, Weekly, Group, Composite, Monthly, or Six-Month Calendar display, press F13 (More calendar tasks).

   The More Calendar Tasks display appears.
6. On the More Calendar Tasks display, type a **9** (Work with user-defined functions).
7. Press the Enter key.

   The Work with User-Defined Functions display appears.
8. If you want to change the user, see step 8 on page 9-13.
9. Move the cursor to the function you want to copy and type a **3** (Copy) in the *Opt* column.
10. Press the Enter key.

    The Copy User-Defined Function display appears.

```
                        Copy User-Defined Function

Type changes, press Enter.

Owner . . . . . . . . .   HANSON__  _______          F4 for list

Function  . . . . . . .   TODO_____                  Name

Command . . . . . . . .   EDTDOC DOC(TODOLIST) FLR(HANSON)________________
 ______________________________________________________________________________
 ______________________________________________________________________________
 ______________________________________________________________________________
 ______________________________________________________________________________
 ______________________________________________________________________________
 ____________________________________                F4 for prompt

Text  . . . . . . . . .   Print Item nn_________________________



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

11. Type any changes you want to make to the calendar user-defined function being copied. You can change the owner, the name of the function, the command that it runs, or the text describing the function.

12. Press the Enter key. A new calendar user-defined function is created and the Work with User-Defined Functions display appears.

Deleting a Calendar User-Defined Function

If you are the security administrator, you can delete any public or private calendar user-defined function. To delete a calendar user-defined function, do the following:

1. Sign on the system as the security administrator.

2. From the AS/400 Main Menu, select option 2 (Office tasks) and press the Enter key.

   The Office Tasks display appears.

3. Select option 1 (OfficeVision/400) and press the Enter key.

   The OfficeVision/400 display appears.

4. Select option 1 (Calendars) and press the Enter key.

   A Calendar display appears.

5. On the Daily, Weekly, Group, Composite, Monthly, or Six-Month Calendar display, press F13 (More calendar tasks).

   The More Calendar Tasks display appears.

6. On the More Calendar Tasks display, type a **9** (Work with user-defined functions).

7. Press the Enter key.

   The Work with User-Defined Functions display appears.

8. Move the cursor to the function you want to delete and type a **4** (Delete) in the *Opt* column.

9. 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   .TODO       Edit my to-do list














                                                                         Bottom
 F11=Display command   F12=Cancel
```

   If you want to see the command run by the calendar user-defined function, press F11 (Display command).

   If you want to see the owner of the function to be deleted, press F11 again.

10. When you are sure you want to delete this function, press the Enter key. The function is deleted.

    The Work with User-Defined Functions display appears.

Chapter 10. Administering OfficeVision/400 and System Activity

This chapter describes how to efficiently manage your office activity.

You should maintain certain parts of the OfficeVision/400 program on a scheduled basis. Changing mail handling, deleting unnecessary objects, and maintaining personal directories and library description files are necessary to make the most efficient use of your system.

You may also need to maintain OfficeVision/400 attributes and the level of assistance; manage other programs, system storage, database files, and journal receivers; control jobs, system activity and devices; use diskettes and tape; and save and restore information.

Changing Mail and Filed Documents Handling Permission

In Chapter 2, "Managing Enrollment of OfficeVision/400 Users," you were able to permit a new user to handle the mail and filed documents for several other users. You can also permit a user or users to handle the mail and filed documents for another user. For example, when one person is gone for the day or is on vacation, others are assigned the authority to handle mail for that individual. After the individual returns to work, the alternate authority to mail and filed documents can be canceled.

To permit another user or users to handle the mail and filed documents for a user, do the following:

1. Start at the Work with Office Users display for this task. To get to the display from the OfficeVision/400 main menu, select option 9 (Administration) and press the Enter key.

   The Administration display appears.

2. Select option 1 (Work with office users) and press the Enter key.

The Work with Office Users display appears.

Note: Option 4 (Delete from system) does not appear if the user is an administrator without authority to manage system objects and without *ALLOBJ authority.

```
                         Work with Office Users

 Type options, press Enter.
   1= Enroll Office user    2=Change   4=Delete from system
   10=Remove from Office       11=Remove from Office and directory  ...

                              Office
Opt    User ID  Address   Administrator  Description

 _     ANDERSON ROCH            N        Anderson, Ben C
 _     BENTLEY  ROCH            N        Bentley, Dan
 _     CHARLES  DENV            N        Charles, E M
 8_    HANSON   ROCH            Y        Hanson, E G
 _     KING     ROCH            N        King, Jean
 _     NENANCY  ROCH            N        Nelson, Nancy E
 _     PETERSON DENV            N        Peterson, R N
 _     ROSE     DENV            Y        Nelson, Rose
 _     SJONES   DENV            N        Jones, Sharon
 _     TJA      DENV            N        Ashely, T J
                                                                More...
 F3=Exit  F5=Refresh   F12=Cancel  F17=Position to   F19=Display messages
 F23=More options
```

3. Page through the list using the Page keys or F17 (*Position to*). Press F23 (More options) to display the other available options.

   Type an **8** (Permit others to handle mail/filed documents) in the *Opt* column next to the user ID of the person whose mail is to be handled by another user or users. Press the Enter key. The Permit Others to Handle Mail/Filed Documents display appears.

```
                 Permit Others to Handle Mail/Filed Documents

 User ID/Address  . . . . . . :   Bentley   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
     X       HANSON    ROCH      Hanson, E G
     _       HENKE     ROCH      Henke, S K
     X       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
     _       TOMKINS   ROCH      Tomkins, S R
                                                                More...
 F3=Exit   F5=Refresh   F12=Cancel  F17=Position to  F19=Display messages
```

4. Page through the list using the Page keys or F17 (*Position to*).

Type an **X** in the *Permission* column next to the user ID of each user permitted to handle the mail. If you want to take away the authority of some users who were previously identified to handle the mail and filed documents for this user, type blanks over the X shown next to their user IDs.

When you are finished, press the Enter key. The permissions are changed and a message appears stating that the changes were made.

Deleting Objects Owned by OfficeVision/400 Users

Every so often, objects owned by users may no longer be needed. As the administrator, you can delete these objects to lower the total number of objects you have to manage on the system.

To delete objects owned by a user, do the following:

1. Start at the Work with Office Users display for this task. To get to the display from the OfficeVision/400 main menu, select option 9 (Administration) and press the Enter key.

   The Administration display appears.

2. Select option 1 (Work with office users) and press the Enter key.

   The Work with Office Users display appears.

   Note: Option 4 (Delete from system) does not appear if the user is an administrator without authority to manage system objects and without *ALLOBJ authority.

```
                            Work with Office Users


 Type options, press Enter.
   1=Enroll Office user   2=Change     4=Delete from system
   10=Remove from Office  11=Remove from Office and directory  ...

                                Office
 Opt  User ID  Address   Administrator  Description

  _   ANDERSON ROCH            N        Anderson, Ben C
  _   BENTLEY  ROCH            N        Bentley, Dan
  _   HANSON   ROCH            N        Hanson, E G
  _   HENKE    DENV            N        Henke, S K
  5_  KING     ROCH            N        King, Jean
  _   NENANCY  ROCH            N        Nelson, Nancy E
  _   PETERSON DENV            Y        Peterson, R N
  _   ROSE     DENV            N        Nelson, Rose
  _   SJONES   DENV            N        Jones, Sharon
  _   TJA      DENV            N        Ashely, T J
                                                                  More...
 F3=Exit  F5=Refresh  F12=Cancel   F17=Position to  F19=Display messages
 F23=More options
```

3. Press F23 (More options) to display the other available options.

4. Type a **5** (Work with objects by owner) in the *Opt* column next to the user ID of the user whose objects you want to delete. Press the Enter key.

The Work with Objects by Owner display appears.

Notes:

a. AS/400 system objects and OfficeVision/400 objects appear on this display. When the user is an administrator without authority to manage system objects and without *ALLOBJ authority, system objects are not displayed.

b. If OfficeVision/400 calendar is not installed, option 4 (Delete) is the only option allowed for calendar objects that may be on your system.

```
                         Work with Objects by Owner

User ID/Address  . . . . . .   KING     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
 _   KING                              CALENDAR
 _   KING                QSYS          *LIB
 4   KING                              *FLR
 4   KING                QUSRSYS       *MSGQ






Command                                                             Bottom
===>
F3=Exit  F4=Prompt   F5=Refresh  F9=Retrieve   F11=Display text
F12=Cancel F16=Delete all  F19=Display messages  F20=Change owner of all
```

5. Type a **4** (Delete) in the *Opt* column next to the object or objects you want to delete. Press the Enter key.

   The Confirm Delete of Objects display appears.

6. Press the Enter key to delete the objects and return to the Work with Objects by Owner display. Press F12 (Cancel) if you do not want to delete the objects.

Maintaining 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. Select option 7 (Directories/distribution lists) from the OfficeVision/400 menu to access directories and distributions. 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 Directories and Distribution Lists display, type a **1** (Personal directories). Press the Enter key.

2. The Specify Personal Directory Criteria display appears. If you specified a default personal directory, 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
```

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. In the *Personal directory* prompt, type the name you want for the personal directory you are creating. Press the Enter key.

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        Name, F4 for list
  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
```

6. If you want to copy the format of another personal directory 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 to display what will be copied. Press the Enter key again to create the directory.

   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 by using the remaining steps in this task.

7. For the *Authority* prompt, do one of the following:

   - 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, or remove entries in this personal directory.
   - Leave the information for this prompt blank (None) if you do not want other system users to view or use this personal directory.

8. For the *Description* prompt, type the description for the personal directory you are creating.

9. 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.

10. 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.

11. 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.

12. 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.

13. 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.

14. 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.

15. Press the Enter key. The column headings, the column lengths, the spacing between columns, 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. 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         Name, F4 for list
  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.
```

16. Press the Enter key again. You receive a message stating that the personal directory has been created.

17. Press F3 (Exit).

Saving Personal Directory Entries

To save a personal directory entry, do the following:

1. Start at the Specify Office Files display. To get to the display from the OfficeVision/400 main menu, select option 9 (Administration) and press the Enter key.

   The Administration display appears.

2. Select option 5 (Work with office files) and press the Enter key.

The Specify Office Files display appears.

```
                          Specify Office Files

Type choices, press Enter.

  Type of file . . . . . . . . . . .   2    1=Calendar
                                            2=Personal directory

  Option . . . . . . . . . . . . . .   1    1=Save
                                            2=Restore
                                            3=Copy
                                            4=Remove








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

Note: Option **1** (Calendar) appears only when OfficeVision/400 calendar is installed on your system.

3. Type a **2** (Personal directory) for the *Type of file* prompt and a **1** (Save) for the *Option* prompt, and press the Enter key.

   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
```

4. Type the following on the display:

   - The name of the personal directory you want to save for the *Directory* prompt. If you are not sure of the name of the personal directory, press F4

(Prompt). A list of personal directories that you are authorized to appears. From the list, choose the one you want to save.

- The name of the device you want to save the directory to for the *Device* prompt. The device can be either diskette or tape.
- **Y** (Yes) or **N** (No) for the *Print entries* prompt. Specify **Y** if you want to print the directory entries you are saving.
- **Y** (Yes) or **N** (No) for the *Wait for completion* prompt. Specify **Y** to run the job interactively, which means you wait while the directory entries are being saved. If you specify **N**, the job runs in batch mode, which means you can continue working on something else at your display station.

5. Press the Enter key.

   The directory entries are saved. The Save Directory Entries display appears again. You can continue saving other directories from this display.

Restoring Personal Directories

To restore a personal directory, do the following:

1. Start at the Specify Office Files display. To get to the display from the OfficeVision/400 main menu, select option 9 (Administration) and press the Enter key.

   The Administration display appears.

2. Select option 5 (Work with office files) and press the Enter key.

   The Specify Office Files display appears.

3. Type a **2** (Personal directory) for the *Type of file* prompt and a **2** (Restore) for the *Option* prompt and Press the Enter key.

   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. Type the following on the display:

- The name of the directory you want to restore for the *Directory* prompt. If you are not sure of the name of the personal directory, press F4 (Prompt). A list of personal directories that you are authorized to appears. From the list, choose the one you want to restore.
- The name of the device you want to restore the directory from for the *Device* prompt.
- Y (Yes) or N (No) for the *Print entries* prompt. Specify Y if you want to print the directory entries you are restoring.
- Y (Yes) or N (No) for the *Wait for completion* prompt. Specify Y to run the job interactively, which means you wait while the directory entries are being restored. If you specify N, the job runs in batch mode, which means you can continue working on something else at your display station.

5. Press the Enter key.

   The directory entries are restored. The Restore Directory Entries display appears again. You can continue restoring other directories from this display.

Copying Personal Directories

To copy a personal directory, do the following:

1. Start at the Specify Office Files display. To get to the display from the OfficeVision/400 main menu, select option 9 (Administration) and press the Enter key.

   The Administration display appears.

2. Select option 5 (Work with office files) and press the Enter key.

   The Specify Office Files display appears.

3. Type a **2** (Personal directory) for the *Type of file* prompt and **3** (Copy) for the *Option* prompt and press the Enter key.

   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. Type the following on the display:
   - The name of the personal directory you want to copy for the *From directory* prompt and the personal directory you want to copy the current directory into for the *To directory* prompt. If you are not sure of the name of the personal directory, press F4 (Prompt). A list of personal directories that you are authorized to appears. From the list, choose the one you want to copy.
   - **Y** (Yes) or **N** (No) for the *Remove entries after copy* prompt. Specify **Y** if you want to remove the entries you are copying after the copy operation.
   - **Y** (Yes) or **N** (No) for the *Print entries* prompt. Specify **Y** if you want to print the directory entries you are copying.
   - **Y** (Yes) or **N** (No) for the *Wait for completion* prompt. Specify a **Y** to run the job interactively, which means you wait while the directory entries are being copied. If you specify **N**, the job runs in batch mode, which means you can continue working on something else at your display station.
5. Press the Enter key.

   The directory entries are copied. The Copy Directory Entries display appears again. You can continue copying other directories from this display.

Removing Personal Directory Entries

To remove a personal directory entry, do the following:

1. Start at the Specify Office Files display. To get to the display from the OfficeVision/400 main menu, select option 9 (Administration) and press the Enter key.

   The Administration display appears.
2. Select option 5 (Work with office files) and press the Enter key.

   The Specify Office Files display appears.
3. Type a **2** (Personal directory) for the *Type of file* prompt and a **4** (Remove) for the *Option* prompt, and press the Enter key.

   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. Type the following on the display:
   - The name of the personal directory you want to remove for the *Directory* prompt. If you are not sure of the name of the personal directory, press F4 (Prompt). A list of personal directories that you are authorized to appears. From the list, choose the one you want to remove.
   - **Y** (Yes) or **N** (No) for the *Print entries* prompt. Specify **Y** if you want to print the entries contained in the directory before you remove them.
   - **Y** (Yes) or **N** (No) for the *Wait for completion* prompt. Specify **Y** to run the job interactively, which means you wait while the directory entries are being removed. If you specify **N**, the job runs in batch mode, which means you can continue working on something else at your display station.
5. Press the Enter key.

   The directory entries are removed. The Remove Directory Entries display appears again. You can continue removing other directories from this display.

Maintaining OfficeVision/400 Attributes

You can set, view, and change the attributes used in OfficeVision/400 that show the following:

- Whether users can be automatically enrolled in OfficeVision/400 when a user enters OfficeVision/400 for the first time
- Whether OfficeVision/400 mail is installed
- Whether OfficeVision/400 text search is installed
- Whether OfficeVision/400 calendar is installed
- Whether OfficeVision/400 editor is installed
- Whether distributions are allowed on your system if OfficeVision/400 mail is not installed

To see the values associated with attributes, use the Retrieve Office Attributes (RTVOFCA) command. The RTVOFCA command retrieves the current content of the specified OfficeVision/400 attributes. The values are retrieved into CL variables you specify. You must have *SECADM authority to use the RTVOFCA command.

You can use the Change Office Attributes (CHGOFCA) command to allow users to be automatically enrolled in OfficeVision/400 when a user enters OfficeVision/400 for the first time. If a user is automatically enrolled the first time a user enters OfficeVision/400, the user ID is the same as the user profile name, the address is the system name, and default values are used for enrollment. See the *Planning For and Setting Up OfficeVision/400** manual for default enrollment values.

You can also use the CHGOFCA command to allow distributions on your system if OfficeVision/400 mail is not installed. Users can use distribution services commands to send and receive distributions. You must have *SECADM authority to use the CHGOFCA command.

Maintaining the AS/400 Level of Assistance Value

You can view and change the AS/400 system value for the level of assistance for OfficeVision/400 mail. The system value for level of assistance determines the level of assistance in OfficeVision/400 mail displays when a user signs on to OfficeVision/400 for the first time. The system value does not affect a user when:

- A value for level of assistance is specified in the user profile.
- The user changes the level of assistance when using OfficeVision/400 mail. The changed value changes the user profile and is used the next time the user signs on to OfficeVision/400.

To see the system value for level of assistance, you can use the Retrieve System Value (RTVSYSVAL) command and assistance level (QASTLVL) parameter in a CL program. The RTVSYSVAL command retrieves the current content of the QASTLVL parameter. The values are retrieved into CL variables you specify. You must have *SECADM authority to use the RTVSYSVAL command.

The following example of the RTVSYSVAL command, used in a CL program, retrieves the value of the QASTLVL parameter into the CL variable &ASSIST:

```
RTVSYSVAL SYSVAL(QASTLVL) VALUE(&ASSIST)
```

You can use the Change System Value (CHGSYSVAL) command to change the level of assistance for displays for new users. You must have *SECADM authority to use the CHGSYSVAL command.

The following example of the CHGSYSVAL command sets the basic level of assistance for the system:

```
CHGSYSVAL SYSVAL(QASTLVL) VALUE(*BASIC)
```

Managing Other Programs

Your system may include other programs that are not part of OfficeVision/400 but that you want to access using OfficeVision/400. This section explains how you can access other programs through OfficeVision/400, using the OfficeVision/400 application enabler function. Defining other programs to OfficeVision/400 is done either when you install the other program (if the program includes this support) or when you follow the steps in the *Office Services Concepts and Programmer's Guide.*

OfficeVision/400 Application Enabler Function

The OfficeVision/400 application enabler function provides support for accessing other programs through OfficeVision/400 by allowing you to:

- Define and use exit programs that allow you to access another program, such as an editor program, using OfficeVision/400. **Exit programs** provide a way for you to leave the program you are using without stopping that program.
- Define document conversion programs that change other program document types to OfficeVision/400 document types and back again. Document conversion programs are called when OfficeVision/400 word processing and print functions are used to process a document of a type other than RFTAS400, FFTAS400, RFTDCA, or FFTDCA.

The OfficeVision/400 application enabler function allows programs you have created or purchased to run on the AS/400 system and allows you to access those programs using OfficeVision/400. It also allows OfficeVision/400 to access documents created by these programs, because OfficeVision/400 converts documents using document conversion programs defined to OfficeVision/400.

The Version 2 Release 3 (V2R3) support for the OfficeVision/400 application enabler function allows other office applications, such as editors and spreadsheets, to be used from the document handling interfaces of OfficeVision/400. The V2R3 implementation is an enhancement to the set of exit interfaces created in V2R2. A user must be enrolled in OfficeVision/400 before using the V2R3 support for the OfficeVision/400 application enabler. You can specify whether you want to use V2R2 or V2R3 support for this function.

OfficeVision/400 users of the V2R3 OfficeVision/400 application enabler support can choose multiple editors, can define document types, and can select document conversion options. V2R2 supports one user exit program and only IBM-supplied types. For V2R2, any choices for the user need to be in the user code.

The OfficeVision/400 application enabler has been enhanced to make customizing your office environment easier. The V2R3 OfficeVision/400 application enabler support assists the user to integrate other office applications into the standard OfficeVision/400. This is accomplished by creating command interfaces that define the applications to OfficeVision/400 in terms of document types.

For more information about using exit programs, see the *Office Services Concepts and Programmer's Guide*.

Accessing Another Program

To access another program, make one of the following document function requests:

- Create a document using:
  - The Create Document (CRTDOC) command
  - Option 1 (Create) on the Work with Documents in Folders display
- View a document using:
  - The Display Document (DSPDOC) command
  - The Merge Document (MRGDOC) command with the DSPOPT(*VIEW) parameter
  - Option 5 (View) on the Work with Documents in Folders display

- Option 5 (View) on the Work with Documents in a Document List display
- Edit a document or revise a copy of a mail item using:
  - The Edit Document (EDTDOC) command
  - The Merge Document (MRGDOC) command with the DSPOPT(*EDIT) parameter
  - Option 2 (Revise) on the Work with Documents in Folders display
  - Option 2 (Revise) on the Work with Documents in a Document List display
  - Option 2 (Revise a copy) on the Work with Mail display
- View a mail item using option 5 (View) on the Work with Mail display
- Create a note by selecting option 4 (Send Note) on the OfficeVision/400 main menu and then pressing F6 (Type note) on the Send Note display
- Forward a note by selecting option 10 (Forward) on the Work with Mail display and then pressing F6 (Type note) on the Forward Mail display
- Reply to a note by selecting option 11 (Reply) on the Work with Mail display and then pressing F6 (Type note) on the Reply to Mail display
- Merge a document using the Merge Document (MRGDOC) command with the Display merge options=*NO parameter
- Merge a document with options using the Merge Document (MRGDOC) command with Display merge options=*YES parameter
- Print a document using:
  - The Print Document (PRTDOC) command with the Display print options=*NO parameter
  - Option 6 (Print) on the Work with Documents in Folders display
  - Option 6 (Print) on the Work with Documents in a Document List display
  - Option 6 (Print) on the Work with Mail display
- Print a document with options using:
  - The Print Document (PRTDOC) command with the Display print options=*YES parameter
  - Option 9 (Print options) on the Work with Documents in Folders display
  - Option 9 (Print options) on the Work with Documents in a Document List display
  - Option 9 (Print options) on the Work with Mail display
- Paginate a document using:
  - The Paginate Document (PAGDOC) command
  - Option 13 (Paginate) on the Work with Documents in Folders display
- Check the spelling or the grade level of a document using:
  - The Check Document (CHKDOC) command
  - Option 11 (Spell) on the Work with Documents in Folders display
- Fill in a form document using:
  - The Fill Form (FILLFORM) command
  - Option 15 (Fill form) on the Work with Documents in Folders display.
  - Option 15 (Fill form) on the Work with Documents in Document List display.
  - Option 15 (Fill form) on the Work with Mail display.

The following requests for document functions do not access other programs, even when an exit program to call the other program has been defined:

- The Receive Distribution (RCVDST) command.
- The Retrieve Document (RTVDOC) command.
- Single record merge requests are always processed by OfficeVision/400. (You can create a one-record file and perform a data/text merge from the file if you need to use document conversion for the merge.)
- On the Create Document Details and Change Document Details displays, pressing F20 (Change formats) uses the OfficeVision/400 word processing function to change document formatting.
- The OfficeVision/400 Text Profile displays use the OfficeVision/400 word processing function.
- Using F19 (Print) from within the OfficeVision/400 word processing function uses the OfficeVision/400 print function.

Maintaining the Library Descriptions File

The library descriptions file is used as a reference to help users create search requests and maintain a recommended set of values for the keywords, document classes, and access codes that will be used in your office. The Work with Library Descriptions File option allows you to add, delete, change, or print keywords, document classes, or access codes. If your system is configured to make use of document library services from a remote system, you may add, delete, change, or print keywords, document classes, or access code information about each remote document library configured.

Adding Keywords

Keywords are used to identify documents when you do a search for documents. Keywords are assigned to documents when they are created using the Create Document Details display or when they are changed using the Change Document Details display.

To add keywords, do the following:

1. Start at the Specify Library Descriptions File display. To get to the display from the OfficeVision/400 main menu, select option 9 (Administration) and press the Enter key.

   The Administration display appears.

2. Select option 6 (Work with library descriptions file) and press the Enter key.

   The Specify Library Descriptions File display appears.

```
                    Specify Library Descriptions File

Type choices, press Enter.

  Document library  . . . .    YOURLIB        F4 for list

  Library description type     1              1=Keyword
                                              2=Document class
                                              3=Access code











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

Note: If you specify a document library that does not exist, the *Document library* field will be highlighted. Press the Enter key to start a new file with the name you specified. If you are not sure of the name of the document library, press F4 (Prompt). A list of document libraries that you are authorized to appears. From the list, choose the one you want to work with.

3. If you want to work with a document library other than the local document library that is automatically shown for the *Document library* prompt, type the name of the document library for the prompt. Type a **1** (Keyword) for the *Library description type* prompt, and press the Enter key.

   The Work with Keywords display appears.

```
                          Work with Keywords

Document library . . . . . . . :   YOURLIB


Type options, press Enter.
  1=Add keyword  2=Change description   4=Delete   6=Print

Opt  Keyword                     Description
 _   _________________
 _   monthly                     All monthly activity reports
 _   ordering                    All documents that request orders
 _   paper                       All letters that request paper supplies
 _   purchase                    All purchase orders




                                                                  Bottom
F3=Exit    F5=Refresh    F12=Cancel    F15=Print list  F16=Delete all
F17=Position to    F19=Display messages
```

4. Select option 1 (Add keyword).

   The Add Keywords display appears.

```
                              Add Keywords

Document library . . . . . . . :   YOURLIB

Type information, press Enter.

Keyword                    Description
________________________   _____________________________________
________________________   _____________________________________
________________________   _____________________________________
________________________   _____________________________________
________________________   _____________________________________
________________________   _____________________________________
________________________   _____________________________________
________________________   _____________________________________
________________________   _____________________________________
________________________   _____________________________________
________________________   _____________________________________
________________________   _____________________________________
________________________   _____________________________________


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

5. Type the new keywords in the *Keyword* column and the descriptions of the new keywords in the *Description* column. The keyword is case sensitive. Use the Keywords Worksheet from the *Planning For and Setting Up OfficeVision/400** manual when completing this display. Press the Enter key.

   The new keywords are created. The Add Keywords display appears again.

Deleting Keywords

When some keywords are no longer needed, you can delete them. To delete keywords, do the following:

1. Start at the Specify Library Descriptions File display. To get to the display from the OfficeVision/400 main menu, select option 9 (Administration) and press the Enter key.

   The Administration display appears.

2. Select option 6 (Work with library descriptions file) and press the Enter key.

   The Specify Library Descriptions File display appears.

3. If you want to work with a document library other than the local document library that is automatically shown for the *Document library* prompt, type the name of the document library for the prompt. Type a **1** (Keyword) for the *Library description type* prompt, and press the Enter key.

   The Work with Keywords display appears.

```
                         Work with Keywords

Document library . . . . . . . :   YOURLIB


Type options, press Enter.
  1=Add keyword  2=Change description   4=Delete   6=Print

Opt  Keyword                   Description

 _   monthly                    All monthly activity reports
 4   ordering                   All documents that request orders
 4   paper                      All letters that request paper supplies
 _   purchase                   All purchase orders







                                                                    Bottom
F3=Exit    F5=Refresh   F12=Cancel  F15=Print list   F16=Delete all
F17=Position to   F19=Display messages
```

4. Page through the list using the Page keys and type a **4** (Delete) in the *Opt* column next to the keywords you want to delete. Press the Enter key.

   The Confirm Delete of Keywords display appears.

```
                      Confirm Delete of Keywords

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

Opt  Keyword                   Description
 4   ordering                   All documents that request orders
 4   paper                      All letters that request paper supplies











                                                                    Bottom
F12=Cancel
```

5. To delete the keywords shown on the Confirm Delete of Keywords display, press the Enter key.

   The Work with Keywords display appears again.

Changing Keyword Descriptions

When some keyword descriptions are no longer meaningful, you should change them. To change the description of a keyword, do the following:

1. Start at the Specify Library Descriptions File display. To get to the display from the OfficeVision/400 main menu, select option 9 (Administration) and press the Enter key.

   The Administration display appears.

2. Select option 6 (Work with library description file) and press the Enter key.

   The Specify Library Descriptions File display appears.

3. If you want to work with a document library other than the local document library that is automatically shown for the *Document library* prompt, type the name of the document library for the prompt. Type a **1** (Keyword) for the *Library description type* prompt, and press the Enter key.

   The Work with Keywords display appears.

```
                              Work with Keywords

 Document library . . . . . . . :    YOURLIB


 Type options, press Enter.
   1=Add keyword  2=Change description   4=Delete   6=Print

Opt  Keyword                     Description

 _    monthly                     All monthly activity reports
 _    ordering                    All documents that request orders
 _    paper                       All letters that request paper supplies
 2    purchase                    All purchase orders







                                                                      Bottom
 F3=Exit    F5=Refresh    F12=Cancel   F15=Print list  F16=Delete all
 F17=Position to    F19=Display messages
```

4. Page through the list using the Page keys and type a **2** (Change description) in the *Opt* column next to the keywords you want to change. Press the Enter key.

The Change Keyword Descriptions display appears.

```
                      Change Keyword Descriptions

Document library . . . . . . . :    YOURLIB


Type changes, press Enter.

Keyword                   Description
purchase                  All purchase orders__________________________









                                                                    Bottom
F3=Exit   F5=Refresh    F12=Cancel   F17=Position to   F19=Display messages
```

Type the new description over the existing one on this display, and press the Enter key.

The description is changed and the Work with Keywords display appears again.

Adding Document Classes

Document classes, like keywords, are used to help search for documents, but are usually used for such things as security classification or to show priority. Document classes are assigned to documents when they are created using the Create Document Details display or when they are changed using the Change Document Details display.

To add document classes, do the following:

1. Start at the Specify Library Descriptions File display. To get to the display from the OfficeVision/400 main menu, select option 9 (Administration) and press the Enter key.

   The Administration display appears.

2. Select option 6 (Work with library descriptions file) and press the Enter key.

   The Specify Library Descriptions File display appears.

3. If you want to work with a document library other than the local document library that is automatically shown for the *Document library* prompt, type the name of the document library for the prompt. Type a **2** (Document class) for the *Library description type* prompt and press the Enter key.

The Work with Document Classes display appears.

```
                              Work with Document Classes

 Document library . . . . . . . :   YOURLIB


 Type options, press Enter.
   1=Add document class  2=Change description   4=Delete   6=Print

Opt     Document Class            Description
 _      ______________
 _        ALL                 Specified reports, all employees
 _        CONFIDENTIAL        Confidential reports, management
 _        INTERNAL            Internal reports, not classified





                                                                          Bottom
 F3=Exit    F5=Refresh   F12=Cancel   F15=Print list  F16=Delete all
 F17=Position to    F19=Display messages
```

4. Select option 1 (Add document class).

   The Add Document Classes display appears.

```
                                 Add Document Classes

 Document library . . . . . . . :   YOURLIB

 Type information, press Enter.

 Document Class               Description
 ________________             _____________________________________
 ________________             _____________________________________
 ________________             _____________________________________
 ________________             _____________________________________
 ________________             _____________________________________
 ________________             _____________________________________
 ________________             _____________________________________
 ________________             _____________________________________
 ________________             _____________________________________
 ________________             _____________________________________
 ________________             _____________________________________
 ________________             _____________________________________
 ________________             _____________________________________
 ________________             _____________________________________

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

5. Type the new document classes in the *Document Class* column and the descriptions of the new document classes in the *Description* column using the Document Class Worksheet from the *Planning For and Setting Up OfficeVision/400** manual to complete this display. The document class is case-sensitive.

6. Press the Enter key.

The new document classes are created. The Work with Document Classes display appears again.

Deleting Document Classes

When some document classes are no longer needed, you can delete them. To delete document classes, do the following:

1. Start at the Specify Library Descriptions File display. To get to the display from the OfficeVision/400 main menu, select option 9 (Administration) and press the Enter key.

   The Administration display appears.

2. Select option 6 (Work with library descriptions file) and press the Enter key.

   The Specify Library Descriptions File display appears.

3. If you want to work with a document library other than the local document library that is automatically shown for the *Document library* prompt, type the name of the document library for the prompt. Type a **2** (Document class) for the *Library description type* prompt, and press the Enter key.

   The Work with Document Classes display appears.

```
                         Work with Document Classes

Document library . . . . . . . :   YOURLIB


Type options, press Enter.
  1=Add document class   2=Change description   4=Delete   6=Print

 Opt     Document Class     Description
  _      ____________
  _      ALL                Specified reports, all employees
  4      CONFIDENTIAL       Confidential reports, management
  4      INTERNAL           Internal reports, not classified







                                                                    Bottom
F3=Exit    F5=Refresh   F12=Cancel  F15=Print list  F16=Delete all
F17=Position to    F19=Display messages
```

4. Page through the list using the Page keys or F17 (*Position to*), and type a **4** (Delete) in the *Opt* column next to the document classes you want to delete. Press the Enter key.

   The Confirm Delete of Document Classes display appears.

```
                    Confirm Delete of Document Classes

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

 Opt     Document Class     Description
  4      CONFIDENTIAL       Confidential reports, management
  4      INTERNAL           Internal reports, not classified









                                                                    Bottom
F12=Cancel
```

Note: If you do not want to delete these document classes, press F12 (Cancel).

5. To delete the document classes shown on the Confirm Delete of Document Classes display, press the Enter key.

   The Work with Document Classes display appears again.

Changing Document Class Descriptions

When some document class descriptions are no longer meaningful, you should change them. To change the description of a document class, do the following:

1. Start at the Specify Library Descriptions File display. To get to the display from the OfficeVision/400 main menu, select option 9 (Administration) and press the Enter key.

   The Administration display appears.

2. Select option 6 (Work with library descriptions file) and press the Enter key.

   The Specify Library Descriptions File display appears.

3. If you want to work with a document library other than the local document library that is automatically shown for the *Document library* prompt, type the name of the document library for the prompt. Type a **2** (Document class) for the *Library description type* prompt, and press the Enter key.

   The Work with Document Classes display appears.

```
                         Work with Document Classes

Document library . . . . . . . :   YOURLIB


Type options, press Enter.
  1=Add document class  2=Change description   4=Delete   6=Print

 Opt    Document Class     Description

  _     ______________
        ALL                Specified reports, all employees
  2     CONFIDENTIAL       Confidential reports, management
  2     INTERNAL           Internal reports, not classified







                                                                      Bottom
F3=Exit    F5=Refresh    F12=Cancel   F15=Print list  F16=Delete all
F17=Position to   F19=Display messages
```

4. Page through the list using the Page keys or F17 (*Position to*) and type a **2** (Change description) in the *Opt* column next to the document classes you want to change. Press the Enter key.

The Change Document Class Descriptions display appears.

```
                         Change Document Class Descriptions

 Document library . . . . . . . :    YOURLIB


 Type changes, press Enter.

 Document Class               Description
 CONFIDENTIAL                 Confidential reports, management
 INTERNAL                     Internal reports, not classified









                                                                        Bottom
 F3=Exit  F5=Refresh   F12=Cancel   F17=Position to   F19=Display messages
```

5. To change the descriptions, type the new descriptions over the existing ones on this display, and press the Enter key.

   The Work with Document Classes display appears again.

Adding Access Codes to the Library Descriptions File

Access codes only allow you to read documents that are assigned the same access code. If you want to create access codes that allow you to give users authority to the access code, see "Working with Access Codes" on page 5-19. The access codes described in this chapter do not have any kind of authority associated with them.

To add access codes, do the following:

1. Start at the Specify Library Descriptions File display. To get to the display from the OfficeVision/400 main menu, select option 9 (Administration) and press the Enter key.

   The Administration display appears.

2. Select option 6 (Work with library descriptions file) and press the Enter key.

   The Specify Library Descriptions File display appears.

3. If you want to work with a document library other than the local document library that is automatically shown for the *Document library* prompt, type the name of the document library for the prompt. Type a **3** (Access code) for the *Library description type* prompt and press the Enter key.

The Work with Access Codes display appears.

```
                              Work with Access Codes

Type options, press Enter.
  1=Add access code   4=Delete   14=Authorize users to access codes

 Opt  Access Code            Description

  _      0001                Budgets
  _      0002                Department staffing requirements
  _      0003                Payroll
  _      0004                Finance
  _      0005                Accounting
  _      0006                Status reports
  _      0007                Personnel
  _      0008                Project reports
  _      0009                Customer list
                                                                   Bottom

F3=Exit   F5=Refresh   F12=Cancel   F15=Print list  F17=Position to
F19=Display messages
```

4. Select option 1 (Add access code).

   The Add Access Codes display appears.

```
                              Add Access Codes

Document library . . . . . . . :   YOURLIB

Type information, press Enter.

Access Code    Description
  ____         _____________________________________
  ____         _____________________________________
  ____         _____________________________________
  ____         _____________________________________
  ____         _____________________________________
  ____         _____________________________________
  ____         _____________________________________
  ____         _____________________________________
  ____         _____________________________________
  ____         _____________________________________
  ____         _____________________________________
  ____         _____________________________________
  ____         _____________________________________

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

5. Type the new access codes in the *Code* column and the descriptions of the new access codes in the *Description* column.

   Each access code must be a unique number between 1 and 2047 and must contain a description.

6. Press the Enter key. The new access codes are added; the Work with Access Codes display appears.

Deleting Access Codes from the Library Descriptions File

When some access codes are no longer needed, you can delete them from the library descriptions file. Deleting these access codes does not delete any kind of authorities. See "Working with Access Codes" on page 5-19 for information on deleting access codes with associated authorities. To delete access codes, do the following:

1. Start at the Specify Library Descriptions File display. To get to the display from the OfficeVision/400 main menu, select option 9 (Administration) and press the Enter key.

   The Administration display appears.

2. Select option 6 (Work with library descriptions file) and press the Enter key.

   The Specify Library Descriptions File display appears.

3. If you want to work with a document library other than the local document library that is automatically shown for the *Document library* prompt, type the name of the document library for the prompt. Type a **3** (Access code) for the *Library description type* prompt, and press the Enter key.

   The Work with Access Codes display appears.

```
                         Work with Access Codes


Type options, press Enter.
  1=Add access code   4=Delete  14=Authorize users to access codes

 Opt   Access Code          Description

  4      0001                Budgets
  _      0002                Department staffing requirements
  _      0003                Payroll
  4      0004                Finance
  _      0005                Accounting
  _      0006                Status reports
  _      0007                Personnel
  _      0008                Project reports
  4      0009                Customer lists
                                                             More...


F3=Exit    F5=Refresh   F12=Cancel   F15=Print list  F17=Position to
F19=Display messages
```

4. Page through the list using the Page keys or F17 (*Position to*), and type a **4** (Delete) in the *Opt* column next to the access codes you want to delete. Press the Enter key.

The Confirm Delete of Access Codes display appears.

```
                         Confirm Delete of Access Codes

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

 Opt   Access Code          Description
  4       0001              Budgets
  4       0004              Finance
  4       0009              Customer lists










                                                                 Bottom
F12=Cancel
```

Note: If you do not want to delete these access codes, press F12 (Cancel).

5. Press the Enter key to delete the access codes shown on the Confirm Delete of Access Codes display.

   The Work with Access Codes display appears again.

Changing Access Code Descriptions in the Library Descriptions File

When some access code descriptions are no longer meaningful, you should change them. To change the description of an access code, do the following:

1. Start at the Specify Library Descriptions File display. To get to the display from the OfficeVision/400 main menu, select option 9 (Administration) and press the Enter key.

   The Administration display appears.

2. Select option 6 (Work with library descriptions file) and press the Enter key.

   The Specify Library Descriptions File display appears.

3. If you want to work with a document library other than the local document library that is automatically shown for the *Document library* prompt, type the name of the document library for the prompt. Type a **3** (Access code) for the *Library description type* prompt, and press the Enter key.

The Work with Access Codes display appears.

```
                         Work with Access Codes

Type options, press Enter.
  1=Add access code  4=Delete  14=Authorize users to access codes

 Opt   Access Code            Description
  _      ________
  _      0001                 Budgets
  _      0002                 Department staffing requirements
  _      0003                 Payroll
  2      0004                 Finance
  _      0005                 Accounting
  _      0006                 Status reports
  2      0007                 Personnel
  _      0008                 Project reports
  _      0009                 Customer list
                                                                 More...


F3=Exit    F5=Refresh   F12=Cancel   F15=Print list   F17=Position to
F19=Display messages
```

4. Page through the list using the Page keys or F17 (*Position to*) and type a **2** (Change description) in the *Opt* column next to the access codes you want to change. Press the Enter key.

   The Change Access Code Descriptions display appears.

```
                      Change Access Code Descriptions

Document library . . . . . . . :    YOURLIB

Type changes, press Enter.

Access Code        Description
  0004             Finance  ______________
  0007             Personnel ____________










                                                                  Bottom

F3=Exit    F5=Refresh   F12=Cancel   F17=Position to  F19=Display messages
```

To change the descriptions, type the new descriptions over the existing ones on this display, and press the Enter key.

The Work with Access Codes display appears again.

Managing System Storage

The following objects associated with OfficeVision/400 administration need to be managed to avoid unnecessary use of storage on the system:

Authorization lists
Calendars
Calendar entries
Distribution lists
Document Interchange Architecture (DIA) search database files
Documents
Files
Folders
Journal receivers
Library description file entries (keywords, document classes, and access codes)
Libraries
Mail logs for incoming mail
Message queues
Outgoing mail status records
Output queues
Personal directories
Personal directory entries
Status records for remote requests
System distribution directory entries
User profiles

By specifying a value for the MAXSTG parameter on the Create User Profile (CRTUSRPRF) command or the Change User Profile (CHGUSRPRF) command, you can limit the amount of storage on the system available to the user. Not all objects are affected by the MAXSTG parameter. For example, calendars, personal directories, distribution lists, and system distribution directory entries are not affected.

To make the most efficient use of the disk space on the system, objects owned by users that are no longer needed should be deleted from the system. Objects that may be needed in the future but are not necessary to current operations can be stored offline. Information about storing objects offline can be found in the *Basic Backup and Recovery Guide.*

Managing Database Files and Journal Receivers

When you use documents, calendars, and mail, information is stored in certain database files. These database files should also be monitored, along with associated journal receivers. A journal receiver is a system object that contains information about changes made to the database files.

Office database files are located in the library QUSRSYS. Records in some of the database files are often deleted. If the corresponding physical file members contain a large number of deleted records, reorganizing the physical file reclaims the space used by deleted records. Use the Display File Description (DSPFD) command to see how many records are deleted from a file. Use the Reorganize Physical File Member (RGZPFM) command to reorganize the files. When you use the RGZPFM command, no one can use the file you are reorganizing. You must have *ALL authority to the file to use this command.

OfficeVision/400 Version 2 Release 2 manages database files for the following files:

- System distribution directory files
- Distribution list files
- Nickname files
- Documents
- Calendars

You do not need to reorganize database files managed by OfficeVision/400.

Journaling Database Files

The office database files are not automatically journaled by the system. Journaling provides additional data integrity by saving all changes to the database files that are being journaled. If the files become damaged, the most recent backup of the file could be restored and then the journaled changes can be applied to the file using the APYJRNCHG command.

The following statements show how to journal the calendar item database file:

```
CRTJRNRCV JRNRCV(QGPL/CALJRNRCV)

CRTJRN JRN(QGPL/CALJRN) JRNRCV(QGPL/CALJRNRCV)

STRJRNPF FILE(QAOCIT5) JRN(QGPL/CALJRN)
```

For more information on the above commands, see the *CL Reference* manual.

After a successful backup, you can delete the journal receiver and attach a new one to the journal. To do this, type the following commands:

ENDJRNPF FILE(*ALL) JRN(QGPL/CALJRN)

DLTJRNRCV JRNRCV(QGPL/CALJRNRCV)

CRTJRNRCV JRNRCV(QGPL/CALJRNRCV)

STRJRNPF FILE(QAOCIT5) JRN(QGPL/CALJRN)

Journaling uses additional system resources, including disk storage and processing unit time, which may result in a slower system response time. For more information on journaling, see the *Database Guide.*

Reorganizing Database Files for Remote Document Library Services

When a remote document request is made, records are added to the remote library status file. When the status is deleted, the database record is deleted. Reorganizing the following physical file reclaims the space used by the deleted records:

QAOFBSTH

Reorganizing Database Files for Personal Directories

When a personal directory is removed or a record is deleted from a personal directory, records are deleted from the personal directory database files. Reorganizing the following physical files reclaims the space used by deleted records:

QAOFDDH	QAOFDHH
QAOFODTY	QAOFDTH
QAOFDH	

Reorganizing Database Files for Printed-Copy Document Files

When a printed-copy document item is deleted, a record is deleted from the printed-copy document physical file. Reorganizing the following physical file reclaims the space used by the deleted records:

QAOFDOCH

Reorganizing Database Files for Office Enrollment Files

When a user is removed from OfficeVision/400, a record is deleted from the office enrollment physical file. Reorganizing the following physical file reclaims the space used by the deleted records:

QAOFENRA

Reorganizing Database Files for the Library Descriptions Files

When a document keyword or document class is removed from the system, records are deleted from the library descriptions file. Reorganizing the following physical file reclaims the space used by the deleted records:

QAOFLDFH

Reorganizing Database Files for Mail

When a mail item is removed from the mail log (by being filed or deleted), records in the mail database files are deleted. Reorganizing the following physical files reclaims the space used by deleted records:

QAOFODTY QAOFOMLH

Saving and Deleting Journal Receivers

The system uses journaling as the primary means of recovering from errors. A journal is a system object with an object type of *JRN. When a change is made to the database files associated with the journal, entries are made in an attached journal receiver (object type *JRNRCV). The journals and journal receivers used by OfficeVision/400 are in the library QUSRSYS. Journal receivers attached to the journal can grow quite large. You should periodically detach and save a large journal receiver, then delete it to free storage.

A journal receiver is automatically detached from a journal when a new journal receiver is attached. Use the Change Journal (CHGJRN) command to detach a journal receiver for a given journal. When you use JRNRCV(*GEN) on the CHGJRN command, the system creates the new receiver with the same values as the currently attached receiver, and in the same library.

You can periodically change the journal and delete the journal receiver when the journal receiver becomes too large without affecting normal system operations. However, it is recommended that this operation not be performed during the time the system is at maximum use.

When you change from the journal receiver shipped with the system (QAOSDIAC01) to a new journal receiver, the new journal receiver is named QAOSDIAC01. Thereafter, when you change from one receiver to another, the first sequence number in the new receiver is one greater than the last sequence number in the detached receiver.

In the following example, the journal receiver QAOSDIAC01 is being detached from journal QAOSDIAJRN. The journal is used by OfficeVision/400.

1. The following Change Journal command detaches the QAOSDIAC01 journal receiver from the journal and creates a new journal receiver named QAOSDIAC02:

   CHGJRN JRN(QUSRSYS/QAOSDIAJRN) JRNRCV(*GEN)

2. The following Save Object command saves the journal receiver on tape:

   SAVOBJ OBJ(QAOSDIAC01) OBJTYPE(*JRNRCV) LIB(QUSRSYS) DEV(TAP01)

3. The following Delete Journal Receiver command deletes the journal receiver:

   DLTJRNRCV JRNRCV(QUSRSYS/QAOSDIAC01)

   If you *do not* want to save the journal receiver before it is deleted, use the DLTJRNRCV command as shown above; enter **I** when the following message appears and press the Enter key.

   ```
   Receiver not fully saved. ( C I )
   ```

   The journal receiver is deleted.

The *Basic Backup and Recovery Guide* has more detailed information about using journaling.

Reorganizing Documents and Folders

Documents may contain unused storage after being edited, paginated, or browsed, which is useful when the document is undergoing revision. However, if the document is not going to be referred to for a length of time, then the Reorganize Document Library Object (RGZDLO) command may be used to reduce documents and folders to a minimum size. When a document is reorganized, unused storage may be removed. You can reorganize the individual documents on demand, run the reorganization overnight, or run a batch job.

With the Reorganize Document command, you can select the following methods of reorganizing the storage space occupied by documents:

- All documents (optionally including unfiled mail documents)
- All folderless documents
- All documents within a specified folder (recursively)
- All unfiled mail documents
- An individual document that is specified by a folder, document, or system-object name

Before you can use this command, you must be authorized to the command. All of the following must be true when using the RGZDLO command:

- You must have at least *CHANGE authority to a folder or document and you must be enrolled in the system distribution directory.
- You must have *ALLOBJ or *SECADM authority in order to specify the DLO(*MAIL) parameter, or to specify the DLO(*ALL) and FLR(*ANY) parameters together.
- You must be the only user using the document at the time you are reorganizing it.
- You must have shared update use of a folder.

Examples of the Reorganize Document Command

The following examples are some possible uses of the Reorganize Document Library Object (RGZDLO) command and what it does.

- **RGZDLO DLO(*ALL) FLR(*ANY) MAIL(*YES)**

  This command reorganizes all document library objects including unfiled mail.

- **RGZDLO DLO(*ALL) FLR(*ANY) MAIL(*ONLY)**

  This command reorganizes all unfiled mail documents.

  Note: When you are reorganizing unfiled mail documents using the MAIL(*YES) or (*ONLY) parameter specified with the DLO(*ALL) and FLR(*ANY) parameters, there must not be any office activity or the command fails immediately.

- **RGZDLO DLO(*ALL) FLR(*NONE) DAYS(7)**

  This command reorganizes all documents not contained in a folder that have not been used in 7 days.

- **RGZDLO DLO(*ALL) FLR(FOLDER1)**

  This command reorganizes all document library objects within a folder named FOLDER1.

- **RGZDLO DLO(DOC1) FLR(FOLDER1)**

  This command reorganizes a document named DOC1 within a folder named FOLDER1.

- **RGZDLO DLO(*ALL) FLR('X/Z')**

  This command reorganizes all documents within folder Z (which is within folder X).

Note: For Release 1.2 and 2.0 AS/400 system, the DLO(*ALL) and FLR(*ANY) parameters must be specified and are the only valid parameters you can use with the RGZDLO command.

When to Schedule the Reorganize Document Command

After using the Reorganize Document command, messages appear that report the amount of storage recovered. After using the command several times, you can use the recovered storage information previously gathered to estimate the necessary frequency of running the command. When a document library object is known by the system to be in optimum form, it is not reorganized again unless you specifically request it. The command may run a long time, so you may want to run this command in a batch job at a time when other system activity is low.

For more information on using the RGZDLO command, see the online information for the command.

Controlling Jobs and System Activity

Listed are a number of commands that you can use to verify and control jobs and system activity at your display station. This list does not include all of the commands that are available to you. For more information on a command, see the online information. If you want to be prompted for information about the parameters for the command, press F4 (Prompt).

Command	Description
CHGSYSVAL (Change system value)	The Change System Value command changes the current value for a specified system value.
DSPJOB (Display job)	The Display Job command displays, for the specified user job, any of the following information: job status attributes, job definition attributes, job run attributes, spooled file information, job log information, program stack information, job lock information, library list information, open file information, file override information, and commitment control status.
DSPJOBLOG (Display job log)	The Display Job Log command shows commands and related messages for a job when its job log has not been written. This command also shows commands for a job on a job queue that has not started processing.
DSPLOG (Display log)	The Display Log command displays the specified log on the system, such as a history log (QHST) or a problem log (QPRB).
SBMJOB (Submit a job)	The Submit Job command allows a running job to submit another job to the job queue to be run later as a batch job.
WRKACTJOB (Work with active jobs)	The Work with Active Jobs command displays a list of the users logged on and the active jobs in the system along with information for determining performance problems. Using this command, you can change a job, hold a job, end a job, work with other jobs, release a job, exclude a job, display spooled files, display program stack, or work with job locks. Using this command, you can start statistics again and display past data.
WRKJOBQ (Work with job queue)	The Work with Job Queue command allows you to do such tasks as change, hold, end, release, or work with a job on a job queue, or hold, release, or work with a job queue.
WRKOUTQ (Work with output queue)	The Work with Output Queue command shows either the Work with All Output Queues display or the Work with Output Queue display. The Work with All Output Queues display allows you to do tasks such as change, hold, release, or work with an output queue. The Work with Output Queue display allows you to change, hold, delete, or release a spooled file on an output queue.
WRKRDR (Work with readers)	The Work with Readers command allows you to hold, release, or end a reader, or display detailed status about a reader. Using this command, you can work with both database and diskette readers.
WRKSPLF (Work with spooled files)	The Work with Spooled Files command allows you to change, hold, release, or delete a spooled file, or display detailed status about a spooled file.
WRKUSRJOB (Work with user jobs)	The Work with User Jobs command allows your running job to change your job, hold your job, end your job, work with other jobs, release your job, exclude your job, or display your spooled files. Using this command, you can start statistics again and display past data for your jobs.
WRKWTR (Work with writers)	The Work with Writers command allows you to start, change, hold, release, or end writers; display output queues; or display messages related to writers.

Using Diskette and Tape

Listed are a number of commands and procedures that you can use to perform your diskette, tape, or save file tasks at your display station. This list does not include all of the commands that are available to you. For more information on a command, see the online information.

Command	Description
CHKDKT (Check diskette)	The Check Diskette command checks a diskette for a specific volume identifier.
CHKTAP (Check tape)	The Check Tape command searches a tape volume placed on a specific device for a unique volume identifier, file label, or both.
CLRDKT (Clear diskette)	The Clear Diskette command deletes all files, active and inactive, by deleting the data file identifiers from the diskette label area on the diskette.
DUPDKT (Copy a diskette)	The Duplicate Diskette command is used to copy the contents of one diskette to another diskette.
DLTDKTLBL (Delete diskette label)	The Delete Diskette Label command deletes the label (data file identifier) of the named data file from a diskette; the data file must be in the basic exchange format. Basic exchange format means the data set is organized sequentially; the records are a maximum of 128 bytes long; the records are of fixed length, deblocked, and unspanned; the physical record length is 128 bytes; and the data set identifier is no longer than 8 positions.
DSPDKT (Display diskette)	The Display Diskette command displays the volume label and data file identifier information that is contained on diskette. Optionally, you can display save and restore information for volumes in save or restore format.
DSPSAVF (Display save file)	The Display Save File command displays the save and restore information in a save file.
DSPTAP (Display tape)	The Display Tape command displays the volume label and data file identifier information that is contained on a standard labeled magnetic tape, or the volume type and density of a tape that is not labeled. Optionally, you can display save and restore information for volumes in save or restore format.
DMPTAP (Dump tape)	The Dump Tape command is used to copy label information or data blocks from tape to a spooled printer file.
INZDKT (Format a diskette)	The Initialize Diskette command prepares a diskette by writing information on it and setting the format that is to be used to store objects and data on it. Optionally, you can display, save, and restore information for volumes in save or restore format.
INZTAP (Format a tape)	The Initialize Tape command prepares magnetic tapes for use on the system. This command must be used to write volume labels on standard magnetic tapes. Tapes which are not labeled must also be prepared using this command.
RNMDKT (Rename a diskette)	The Rename Diskette command changes the name of the diskette or changes the name (or identifier) of its owner.

Saving and Restoring Information

Listed are a number of commands that you can use to perform your save and restore tasks at your display station. This list does not include all of the commands that are available to you. For more information on a command, see the online information.

Command	Description
RSTAUT (Restore authority)	The Restore Authority command restores the authority of object use to a user profile.
RSTCAL (Restore calendar)	The Restore Calendar command restores calendars that were previously saved as part of a system backup of library QUSRSYS, or that were saved using the SAVCAL command. You may restore one or more calendars to the calendar they were saved from, or you may restore a calendar to a different calendar. If the calendar does not exist, it is created during the restore function.
RSTDLO (Restore document library object)	The Restore Document Library Object command restores documents, folders, and mail to the system that were saved on diskette, tape, or save files.
RSTLIB (Restore library)	The Restore Library command restores to the system one or all user libraries that were saved on diskette or tape, or restores a user library that was saved in a save file.
RSTOBJ (Restore object)	The Restore Object command restores to the system a single object or a group of objects in a single library that were saved on diskette or tape or in a save file by a single command.
SAVCAL (Save calendar)	The Save Calendar command saves calendars and calendar items. Only local calendars can be saved.
SAVCHGOBJ (Save changed object)	The Save Changed Object command saves a copy of each object or a group of objects located in the same library that have changed from a specified date.
SAVDLO (Save document library object)	The Save Document Library Object command saves documents, folders, and mail.
SAVLIB (Save library)	The Save Library command saves one or more libraries or all user libraries to tape, diskette, or to a save file on the system. Using this command, you can save the QGPL library and all user-created libraries. QDOC, QRECOVERY, QRPLOBJ, QSPL, QSRV, QSYS, and QTEMP are not supported on the LIB parameter.
SAVOBJ (Save object)	The Save Object command saves a copy of a single object or a group of objects located in the same library to tape, diskette, or a save file on the system.
SAVSAVFDTA (Save save file data)	The Save Save File Data command saves the contents of a save file to either tape or diskette.
SAVSYS (Save system)	The Save System command saves the Licensed Internal Code, the QSYS library, security objects including all user profiles, and the device configuration objects to tape. However, it does not save the QGPL library or other utility libraries, such as QRPG or QIDU.

Controlling Devices

Listed are a number of commands that you can use to control system devices, lines, and controllers from your display station. This list does not include all of the commands that are available to you. For more information on a command, see the online information.

Command	Description
VRYCFG (Vary configuration)	The Vary Configuration command is used to bring (vary) one or more devices, lines, or controllers online with the system or offline.
WRKCFGSTS (Work with configuration status)	The Work with Configuration Status command shows the names and status of specified lines, controllers, and devices.
WRKCTLD (Work with controller descriptions)	The Work with Controller Descriptions command allows you to create, change, copy, delete, display, or print information about the descriptions for controllers.
WRKDEVD (Work with device descriptions)	The Work with Device Descriptions command allows you to create, change, copy, delete, display, or print information about descriptions for devices.
WRKLIND (Work with line descriptions)	The Work with Line Descriptions command allows you to create, change, copy, delete, display, or print information about descriptions for lines.

Appendix A. Handling Messages

A message is a communication sent to one system user by another user or the system. As the administrator, you receive messages from the system and system users that communicate conditions to you and indicate actions you need to take. As a system user, you receive messages in response to your entries at a display station. In addition, you can also receive messages notifying you of the arrival of new mail.

Messages regarding significant system events or actions taken on specific jobs are recorded in logs on the system or job logs, or in both.

A large set of predefined messages is supplied with the system. These messages are used for communication between the system and users of the system. For example, the system response to your command to start the batch subsystem is in the form of a predefined message:

```
Start of subsystem QBATCH in library QGPL in progress
```

In addition, you can communicate with other users of the system through messages that are created at the same time they are sent. On occasion, you will want to send messages to users at display stations to inform them of system conditions or provide general system information. An example of a message you might send is:

```
SYSTEM GOING DOWN AT 9:00
```

Two commands are used to send messages:

- The Send Message command for messages that do not need immediate attention
- The Send Break Message command for break messages

The primary difference between the two messages is how the message is delivered.

Sending Messages That Do Not Need Immediate Attention

Using the Send Message (SNDMSG) command, you can send a message from your display station to one or more message queues. You can also request a reply from the receiver of your message. However, the delivery of a message sent by this command depends on what delivery mode the message queue of the receiver is set to. You should use this command to send only general informational messages. If you want the user to receive your message immediately, send a break message. For information about how to send a break message, refer to "Sending Break Messages" on page A-2.

To use the SNDMSG command, do the following:

1. Type **SNDMSG** on the command line of the menu.
2. Press F4 (Prompt).

   The entry display appears.
3. Type the message you want to send.

4. Type the display station message queue or the user ID of the person you want to send the message to.
5. Type the kind of message you want to send, either informational (***INFO**) or inquiry (***INQ**).

   Note: You can specify up to 50 message queues if you are sending an informational message, but only one if you are sending an inquiry message.
6. Type the name of the message queue where you want the response to your inquiry message sent. If you did not send an inquiry message, leave this prompt blank. Press the Enter key.

   The message is sent.

Sending Break Messages

Using the Send Break Message (SNDBRKMSG) command, you can send a message from your display station to one or more display stations. Unlike the SNDMSG command, this command can be used to send a message only to display station message queues, not individual user message queues. Like the SNDMSG command, this command can be used to send a message that requires a reply.

You should use the SNDBRKMSG command when sending any message that requires the immediate attention of a display station user, such as a message about a current or impending system condition.

To use the SNDBRKMSG command, do the following:

1. Type **SNDBRKMSG** on the command line of the menu.
2. Press F4 (Prompt).

   An entry display appears.
3. Type the message you want to send.
4. Type the display station message queue you want to send the message to.
5. Type the kind of message you want to send, either informational (***INFO**) or inquiry (***INQ**).

   Note: You can specify up to 50 message queues if you are sending an informational message, but only one if you are sending an inquiry message.
6. Type the name of the message queue where the response to your inquiry message will be sent. This can be all work stations (*ALLWS), a specific device, or a user message queue. If you do not want to send an inquiry message, leave this prompt blank. Press the Enter key.

   The message is sent.

Receiving and Displaying Messages

As a user of the system, you receive system completion or diagnostic messages in response to your requests. As the administrator, you receive messages from message queues, from the system, jobs being processed by the system, and individual users at display stations.

The way in which messages are shown depends on which display you are currently using and, for messages sent to your message queue, the delivery mode of your queue.

Receiving System Messages

Messages in response to your entered requests are automatically shown on the current display you are using. If you are using the Command Entry display, the message appears on the next available line.

```
                         Command Entry
                                                    System:01
                                              Request level:    4
Type command, press Enter.

===> STRSBS SBSD(QSPL)
Start of subsystem QSPL in library QGPL in progress









F3=Exit   F4=Prompt   F9=Retrieve   F11=Display partial   F12=Cancel
F13=User support      F16=System main menu
```

For any other kind of display, the message appears at the bottom of the display.

```
MAIN                         AS/400 Main Menu
                                                  System:     SYSTEM01
Select one of the following:
  1. User tasks
  2. Office tasks
  3. General system tasks
  4. Files, libraries, and folders
  5. Programming
  6. Communications
  7. Define or change the system
  8. Problem handling
  9. Display a menu
 10. User support and education
 11. PC Support tasks

 90. Sign off

Selection or command
===>

F3=Exit    F4=Prompt    F9=Retrieve    F12=Cancel    F13=User support
F23=Set initial menu
Start of subsystem QSPL in library QGPL in progress
```

Identifying Messages

In some message displays, you will note that the message is accompanied by a letter and number code. This is the message identifier that is used to distinguish the message from others in a message file. A message identifier consists of three letters followed by four digits.

The first three letters indicate the message category. The following list shows some typical message identifiers:

CPA - CP2	Messages from the operating system
OFC	OfficeVision/400
RPG	RPG language
CBE	COBOL language (run messages)
CBL	COBOL language (compiler messages)
CSC	COBOL language (syntax checker)

The remaining four digits indicate the sequence number of the message.

Displaying Additional Information about a Message

If you need additional information about a message, you can request an additional message display. This display is particularly useful when you need to respond to an error message (see "Working with Error Messages" on page A-6). To request the Additional Message Information display, do the following:

1. Place the cursor anywhere on the same line as the message.
2. Press the Help key.

   You are shown the Additional Message Information display that contains the message identifier, the name of the program sending the message, and additional message information.
3. Read the additional message information.

Specific types of messages appear on the bottom line of the display (message line). If you press the Help key while a message is on the message line, and input is prevented, you will receive the Additional Message Information for the message on the message line regardless of where the cursor is positioned.

Displaying All Messages in the Message Log

Sometimes when a command fails, the information on the message line may not be sufficient to correct the problem. It may be necessary to display all messages that have been sent to the message log by the command-processing programs. The following procedure can be used:

1. On the entry line of any menu or display, type **DSPJOBLOG** to display the job log.
2. Press F10 (Display detailed messages). This will display all messages for the command that failed.
3. Use the Page keys to see the entire list. The messages will appear after the commands in order based on the time they were sent.

Displaying Messages from a Queue

Unless a message queue is in the break mode, a message sent to the queue is not automatically shown. You must take some action to see the message. Your current display is then replaced by a separate message display.

If your message queue is in the **break** mode, you receive the message automatically if you specified PGM(*DSPMSG) in the CRTMSGQ or the CHGMSGQ command. This is the way you obtain messages from the system operator message queue if you have not changed its delivery mode since starting the system.

You can change your message queue to have a program other than *DSPMSG (Display Messages) show your break messages when your message queue is set to break mode. The program might, for example, show a statement on your current display that indicates a message has arrived and instructs you what key to press to obtain the message.

If your message queue is in the **notify** (default) or **hold** mode, you obtain the display by entering the Display Messages (DSPMSG) command.

1. Type **DSPMSG** and press F4 (Prompt) to show the entry display.
2. Type the message queue you want to show. For example, to show the system operator message queue, type **QSYSOPR**.
3. Type the name of the library containing the message queue.
4. Type the output you want, such as displayed or printed.

   You can optionally display only specific message types, part of a message queue, or specific messages with a severity level equal to or greater than the one you specify.
5. Type the message type you want to use, such as all messages, inquiry messages only, informational messages only, or copies of inquiry messages you sent to other display stations.
6. Type the number of the first message you want shown.
7. Type the severity code you want.

Changing a Message Queue

To change the message delivery mode or another characteristic of a message queue, use the Change Message Queue (CHGMSGQ) command. When you enter the command, you must include the MSGQ parameter to identify the message queue. You then include any of the other parameters as needed to change one or more particular characteristics. If you do not enter a parameter, the characteristics remain the same. You can use the Change Message Queue command to change the system operator message queue (QSYSOPR) or another message queue in the following ways:

- Change the way you are notified of messages:
  - Notify to let you know when a message arrives on your message queue
  - Break to display the message immediately and have the message placed on your message queue

  - Hold to stop the system from notifying you that you have a message on your queue
  - Default to use the default (*DFT) message delivery
- Set the queue for unattended operation (default mode) to handle the inquiry messages you specified in the message description

To change a message queue using the Change Message Queue command, do the following:

1. Type **CHGMSGQ** on the command line of a menu.
2. Press F4 (Prompt).

   The Change Message Queue display appears. You can type the parameter values you want to use.
3. Type the name of the message queue you want changed.
4. Type the delivery mode you want the message queue to use:
   - *BREAK so that when you receive a message your work is interrupted, and a separate message display containing the message is shown (unless you have specified a program that handles the message).
   - *NOTIFY so that when you receive a message your work is not interrupted, but you are notified that a message has arrived with the display station attention indicator lit and an alarm (if your display station has one) that sounds. You must use the Display Messages (DSPMSG) command to get the message.
   - *HOLD to allow the message queue to keep or hold the messages until you request them using the Display Messages (DSPMSG) command. You are not notified when a new message arrives.
   - *DEFAULT so that all messages are ignored, and any messages requiring a reply are sent the default reply for the message. For the system operator message queue (QSYSOPR), the messages are kept in the queue and logged in the system history log, QHST; this is known as unattended operation. For any other user or display station message queue, none of the messages are kept in the queue.
5. Press F10 (Additional parameters). Type the program to be called, if you specified the break delivery mode.
6. Type the severity code for the delivery of messages if the message queue is set to break or notify delivery mode.
7. Type any text that will be included in the message queue description, and press the Enter key.

Working with Error Messages

You will receive a variety of messages that indicate conditions ranging from simple input errors to problems with system devices or programs. The message may be a response message on your current display, or a message regarding a system problem that is sent to the system operator message queue and displayed on the separate message display.

System Messages

If you make a request that the system cannot process because of an error, you will receive an error message on your current display, such as:

```
MAIN                            AS/400 Main Menu
                                                                  System:     XXXXXXXX
Select one of the following:

  1. User tasks
  2. Office tasks
  3. General system tasks
  4. Files, libraries, and folders
  5. Programming
  6. Communications
  7. Define or change the system
  8. Problem handling
  9. Display a menu
 10. Information Assistant options
 11. PC Support tasks

 90. Sign off

Selection or Command
===> ENDDBG

F3=Exit   F4=Prompt   F9=Retrieve   F12=Cancel   F13=Information Assistant
F23=Set initial menu
Command ENDDBG not valid in this mode                                       Bottom
```

Depending on the display, the keyboard may also lock.

To obtain additional information about the error, position the cursor on the same line as the message, and press the Help key.

You then receive a separate display that contains the help for the message:

```
                     Additional Message Information

Message ID. . . . . . :   CPD0039       Severity. . . :    30
Message type. . . . . :   DIAGNOSTIC
Date sent . . . . . . :   06/06/88      Time sent . . :    12:00:32
From program  . . . . :   QCARULE       Instruction . :    01D1
To program  . . . . . :   QUIMNDRV      Instruction . :    015F

Message . . . . :  Command ENDDBG not valid in this mode.
Recovery  . . . :  Omit command or enter proper mode: Production (ENDDBG
  or ENDSRV command), (STRDBG command), or service (SRVJOB command).










F3=Exit     F12=Cancel
```

To view any other messages associated with the command in error, do the following:

1. Press F12 to return to the previous display.
2. From any menu or display, type **CALL QCMD** to obtain the Command Entry display. Again type the command that produced the error and press the Enter key. The Command Entry display shows the command in error and its associated messages. Press F11 (Display full) in order to see the entire display.

```
                        Command Entry
                                                            System01
                                                Request level:    4
Type command, press Enter.
===> ENDDBG
     Command ENDDBG not valid in this mode.
     Error found in ENDDBG command.













                                                                More...

F3=Exit  F4=Prompt  F9=Retrieve  F11=Display partial   F12=Cancel
F13=User support    F16=System main menu
```

3. To view all other messages associated with the command, press F10 (Include detailed messages).

4. If you recognize the error, you can press F9 (Retrieve) to copy the command in the current input area so that you can correct it.

For some types of displays, such as prompt displays, you may have to press the Reset key to unlock the keyboard before you can correct the error. You correct the error by typing the correct characters on top of the incorrect characters.

Messages Sent to QSYSOPR

Messages regarding job, system, or input/output device errors are sent to the system operator message queue and appear on the separate message display.

If you are uncertain about what to do, your next step is to request the Additional Message Information display for the message by moving the cursor to the same line as the message and pressing the Help key. The Additional Message Information display appears, which provides enough information for you to correct the error.

If you are currently working on a job and want to display system operator messages, press the Sys Req (System Request) key.

The System Request display appears. Select option 6 (Display system operator messages) and press the Enter key.

Using Problem Analysis

Some messages allow you to run problem analysis. These messages have an asterisk in front of them. To run problem analysis for these messages:

1. Move your cursor to the message with an asterisk.
2. Press F14 (Run problem analysis).

These procedures help you resolve an error that you could not resolve from the message or the Additional Message Information display.

Keyboard Errors on a 5250 Display Station

If you are using a 5250 display station and make a typing error that is detected by the display station, only a four-digit error code, such as 0007, is shown on your display at first. When that occurs, press the Help key to obtain the explanatory message, such as:

```
Mandatory enter field, must enter data
```

You can obtain the Additional Message Information display associated with that error by pressing the Help key. To correct the error, you must press the Reset key to unlock the keyboard.

Handling a Damaged Message Queue

When a message queue becomes damaged, messages cannot be sent to it or displayed from it. If you attempt to display the messages in a damaged queue, or send a message to it, you will receive an error message that indicates the queue is damaged.

A damaged message queue must be deleted and created again. The procedure you use depends on the type of message queue.

The messages in a damaged message queue are lost. If the damaged queue was QSYSOPR, however, all messages that were sent to the queue prior to the time of the damage were also recorded in the history log, QHST. You can obtain those messages by displaying the history log. If the message queue for a log on the system, such as QHST, is damaged, only the messages in the current version of the log are lost.

Handling a Damaged System Operator Message Queue: The system operator message queue, QSYSOPR, can only be deleted and created again by powering down the system and starting it again. You can use the following procedure to recover from damage to QSYSOPR:

1. If possible, warn all display station users that the system must be powered down temporarily and that they should sign off. You can do this by sending a break message to all display station users.
2. Power down the system by typing the **PWRDWNSYS** command.
3. Start your system again by doing an initial program load (IPL) from disk.

When you do this procedure, the system deletes the damaged message queue and re-creates the QSYSOPR message queue automatically. You can then start normal operations.

Handling a Damaged Message Queue for System Logs: If the message queue for any of the logs on the system (for example, QHST) is damaged, that message queue is also automatically deleted and created again while starting the AS/400 system. However, you do not have to power down and start the system again if the QHST message queue becomes damaged during system operations. Ask the system security officer to do the following to delete the system message queue:

1. Type **DLTMSGQ** on the command line and press F4 (Prompt).
2. Type the message queue name.
3. Type the library name and press the Enter key.

   The message queue is deleted and the system automatically creates a message queue for the log on the system.

Handling a Damaged User Message Queue: If a user message queue (other than QSYSOPR) is damaged, it must be deleted and created again using commands.

Ask the owner of the queue, or another appropriate authority (such as the system security officer) to do the following to delete the damaged message queue:

1. Type **DLTMSGQ** on the command line and press F4 (Prompt).
2. Type the message queue name.
3. Type the library name and press the Enter key.

   The message queue is deleted.

Ask the owner of the queue, or another appropriate authority (such as the system security officer) to do the following to re-create the damaged message queue:

1. Type **CRTMSGQ** and press F4 (Prompt) to re-create the message queue.
2. Type the message queue name.
3. Type the library name and press the Enter key.

   The message queue is created again.

Handling a Damaged Display Station Message Queue: If a display station message queue is damaged, you should do the following to vary off and on the display station:

To vary **offline**:

1. Type **VRYCFG** and press F4 (Prompt).
2. Type the device name.
3. Type the status as ***OFF** and press the Enter key.

   The display station is varied offline and the old message queue is deleted.

To vary **online**:

1. Type **VRYCFG** and press F4 (Prompt).
2. Type the device name.
3. Type the status as ***ON** and press the Enter key.

   The display station is varied online and a new message queue is created.

When the display station is varied offline and online, the damaged display station message queue is automatically deleted and created again.

Appendix B. Documents, Folders, and Libraries

When working with OfficeVision/400, you may need to understand the documents, folders, and libraries that are shipped with OfficeVision/400. This appendix shows you these items and a brief description of each item.

System Item	Description
QPRFFLR	This folder contains all the text profiles on the system, including the profiles shipped with the system and the profiles you create.
QADDENDA	This is the file in library QUSRSYS that contains the source members for all the user spelling dictionaries used by OfficeVision/400.
QDCT	This is the library that contains all of the IBM-supplied dictionaries.
QWPDOCS	This is the folder for the shell note document and Search Remote Calendar documents shipped with the system.
QNOTE	This is the shell note document contained in QWPDOCS.
EXAMPLEDIR	This is an IBM-supplied personal directory shipped with the system.
QDOC	This is a library that contains all the folders and documents on your local system.
QOFC	This is a library that contains all the OfficeVision/400 programs and other objects.
QOFINLPG	This is a system-supplied program that, when specified during enrollment on the Create or Change System Information display, allows only the OfficeVision/400 menu to be shown first when that user signs on the system.
SYSTEM	This document contains the text profile shipped with the system.
QDIADOCS	This folder contains the shell documents used for interchanging notes with and documents with OfficeVision/VM*, and shell documents used for printing mail for indirect users. The following documents are contained in the QDIADOCS folder: QHSTPRT, QINDUSR, QPROFDOC, and QPROFNOT.
QBBCSRCH	This library contains all text search programs and objects used by OfficeVision/400 text search.

Appendix C. Differences between AS/400 and System/36 Office Functions

This appendix describes the differences between the AS/400 and System/36 office security and administration functions. The differences described in this appendix are limited to the differences that may cause you some inconvenience if you did not know about them before working with OfficeVision/400. This appendix defines these differences as:

- Conceptual
- Operational
- Command

Conceptual Differences

The following list identifies the concepts that are different on the AS/400 system along with an explanation of the differences as they apply to the listed concept.

Authorization levels The following authority levels have changed:

- OWNER has changed to *ALL
- UPDATE has changed to *CHANGE
- READ has changed to *USE

Authorization list Only one authorization list can be attached to a document or folder. On System/36, you could attach two authorization lists (override and primary) to a document or folder. On the AS/400 system, you can still override the authorization list by giving private authority.

Enrollment On System/36, you did not have to be enrolled in Personal Services/36 to use DisplayWrite/36. On the AS/400 system, you must be enrolled in OfficeVision/400 before you can use the word processing function.

Override authorization On the System/36, you could specify an override authorization list. This is not supported on the AS/400 system.

Self enrollment On System/36, users could enroll themselves in Personal Services/36. On the AS/400 system, only the administrator or security officer can enroll users in OfficeVision/400.

Operational Differences

The following list identifies operations that are different on the AS/400 system, along with an explanation of the differences as they apply to the listed operation.

Deleting folders Deleting a folder requires *ALL authority to each object in the folder unless the person who is deleting a folder has *SECADM special authority. On System/36, you only needed *CHANGE authority to delete a folder.

Folder authorizations Folder authorizations cannot be used to secure objects within a folder. Although new objects within a folder default at first to the folder authorizations, the authorizations of the objects are not changed when the folder authorizations change. For example, if you want to keep the financial reports of last year available only for reference but allow the financial reports for this year to be changed, you could change the authority to each of the reports for last year (objects) in the folder as *USE and change the folder authorization to *ALL or *CHANGE. On System/36, if you changed the security of a folder, it affected all unsecured members in that folder.

Saving and restoring Saving and restoring a document or folder requires *ALL authority to each object unless the person saving and restoring the object has SAVSYS special authority. On the System/36, saving and restoring a folder required *READ authority. On System/36, saving and restoring a folder member required *READ authority to the folder and *UPDATE authority to the member not used in the AS/400 system.

Command Differences

The following table lists the System/36 procedure and the equivalent AS/400 command (if there is one) used by OfficeVision/400.

System/36	AS/400 System
SECEDIT OFFICE	ADDDLOAUT (Add Document Library Object Authority)
SECEDIT OFFICE	CHGDLOAUT (Change Document Library Object Authority)
SECEDIT OFFICE	RMVDLOAUT (Remove Document Library Object Authority)
SECEDIT OFFICE	DSPDLOAUT (Display Document Library Object Authority)
SECEDIT OFFICE	DSPAUTLDLO (Display Authorization List Document Library Objects)

Appendix D. Differences between AS/400 and System/38 Office Functions

This appendix describes the differences between AS/400 and System/38 office security and administration functions. The differences described in this appendix are limited to the differences that may cause you some inconvenience if you did not know about them before working with OfficeVision/400. This appendix defines these differences as:

- Conceptual
- Operational
- Command

Conceptual Differences

The following list identifies the concepts that are different on the AS/400 system, along with an explanation of the differences as they apply to the listed concept.

Command changes
On the AS/400 system, the create commands are shipped with public authority (*USE), whereas on System/38, the create commands were shipped with PUBAUT(*NONE).

Document names
On System/38, document names were 10-character file, library, and member names. On the AS/400 system, document names can be 1 to 12 characters long, including an optional extension (1 to 3 characters).

Document ownership
On System/38, the QDOC user profile internally owned all documents on the system. The user that filed the document was referred to as the primary owner of the document. The primary owner could change the description of the document and grant others authority as secondary owners. Secondary owners could change the description of a document in the document library. On the AS/400 system, the document is owned by the user creating or filing the document. Secondary users are no longer supported because of the enhancements to document security.

Document storage
On System/38, the storage of documents was always charged to the QDOC user profile, which had no storage limit. On the AS/400 system, the storage of a document is charged to the user creating or filing the document. An administrator can now control the amount of storage used by the documents of a user by specifying a storage limit for the user within the user profile.

Folders
On System/38, all documents were stored in the document library or in the database for the text editor files. On the AS/400 system, all documents are still stored in the document library, but you can now use folders to manage and organize the documents.

Revisable Documents On System/38, all documents in the document library were saved, which meant that the text of the document could not be changed once the document was filed into the document library. On the AS/400 system, documents are classified as revisable or final. Revisable documents allow the contents of the document to be edited (changed) and put back into the document library. Final documents should not be changed.

Security On System/38, you could secure documents by specifying primary and secondary owners, and by using access codes. On the AS/400 system, you can secure documents by using explicit authorizations to user or group profiles, authorization lists, public authority, and access codes. On System/38, only two levels of authority allowed access to a document: ownership or read authority. On the AS/400 system, four levels of authority can be assigned to a user profile: *ALL, *CHANGE, *USE, and *EXCLUDE.

Operational Differences

The following list identifies operations that are different on the AS/400 system, along with an explanation of the differences as they apply to the listed operation.

Commands System/38 had a number of CL commands that worked with documents, which were represented by DOC within the CL command. Although the AS/400 system also has some CL commands that work only on documents, such as EDTDOC, there are other commands that now work on both folders and documents, which are represented by DLO (document library object).

Restore On System/38, when a document was restored and the primary owner of that document was no longer enrolled in the system distribution directory, QSECOFR became the primary owner of the document. The distribution directory was shipped with QSECOFR enrolled. On the AS/400 system, when a document is restored and the owner of that document is no longer enrolled in the system distribution directory, QDFTOWN becomes the owner of the document. The distribution directory is shipped with QDFTOWN enrolled.

Command Differences

The following table lists the System/38 command and the equivalent AS/400 command (if appropriate) used by OfficeVision/400.

System/38	AS/400 System
CHGDOCOWN	CHGDLOOWN (Change Document Library Object Owner)
DLTDOC	DLTDLO (Delete Document Library Object)
DSPDOCAUT	DSPUSRPMN (Display User Permission)
EDTDOC	EDTDOC (Edit Documents)
EDTTXT	Not supported
ENTPS	STROFC (Start Office)
GRTDOCAUT	GRTUSRPMN (Grant User Permission)
PRTDOC	PRTDOC (Print Documents)
RSTDOC	RSTDLO (Restore Document Library Objects)
RVKDOCAUT	RVKUSRPMN (Revoke User Permission)
SAVDOC	SAVDLO (Save Document Library Objects)

Appendix E. OfficeVision/400 Text Search Services Files

A number of files are created in library QBBCSRCH and used by OfficeVision/400 text search while performing functions such as searching the text index, updating the text index, or reorganizing the text index.

Figure E-1 describes the names of these temporary working files. A member name is created by text search according to an internal algorithm.

Figure E-1. Text Search Temporary Working Files in Library QBBCSRCH

EHTLARVS	EHWERRRD	EHWSDELT	EHWSDW01	EHWWOR2
EHWALN1	EHWEXIN	EHWSDI01	EHWSRECT	EHWWOR3
EHWBLSRO	EHWIAMSG	EHWSDJ01	EHWSWO8	EHWWOR4
EHWBLSRT	EHWMESWR	EHWSDLO	EHWUNW	EHWWOR5
EHWDELTA	EHWMSGS	EHWSDQ01	EHWURECT	EHWWOR6
EHWDLN1	EHWRDOUT	EHWSDR01	EHWWOR1	EHWWOR7
EHWDLO1	EHWRDTAG	EHWSDS01		EHWWOR8
EHWERR	EHWSDD01			

Figure E-2 describes the files created and used by text search.

Figure E-2. Text Search Files and Member Names in Library QUSRSYS

File	Member	Description
QABBADMTB	EHVADMTB	administration table
QABBIQTB	EHVIQTB	scheduling queue
QABBCAN	EHVCANP1	candidates file - primary index A
QABBCAN	EHVCANP2	candidates file - primary index B
QABBCAN	EHVCANU1	candidates file - update index A
QABBCAN	EHVCANU2	candidates file - update index B
QABBCOX	EHVCOXP1	context index - primary index A
QABBCOX	EHVCOXP2	context index - primary index B
QABBCOX	EHVCOXU1	context index - update index A
QABBCOX	EHVCOXU2	context index - update index B
QABBDEX	EHVDEXP1	external document identifiers - primary index A
QABBDEX	EHVDEXP2	external document identifiers - primary index B
QABBDEX	EHVDEXU1	external document identifiers - update index A
QABBDEX	EHVDEXU2	external document identifiers - update index B
QABBDIC	EHVDICP1	dictionary - primary index A
QABBDIC	EHVDICP2	dictionary - primary index B
QABBDIC	EHVDICU1	dictionary - update index A
QABBDIC	EHVDICU2	dictionary - update index B
QABBDIX	EHVDIXP1	internal document identifiers - primary index A
QABBDIX	EHVDIXP2	internal document identifiers - primary index B
QABBDIX	EHVDIXU1	internal document identifiers - update index A
QABBDIX	EHVDIXU2	internal document identifiers - update index B
QABBDOX	EHVDOXP1	document index - primary index A
QABBDOX	EHVDOXP2	document index - primary index B
QABBDOX	EHVDOXU1	document index - update index A
QABBDOX	EHVDOXU2	document index - update index B
QABBFIX	EHVFIXP1	fragment index - primary index A
QABBFIX	EHVFIXP1	fragment index - primary index B
QABBFIX	EHVFIXP1	fragment index - update index A
QABBFIX	EHVFIXP1	fragment index - update index B
QABBLADN	EHWINDEX	list of indexed LADNs

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.

accounting code. A 15-character field, assigned to a job by the system when it is processed by the system, that is used to collect statistics for the system resources used for that job when job accounting is active.

address. The second part of a two-part user identification used to send distributions. See also *user ID/address*.

add authority. A data authority that allows the user to add entries to an object; for example, add job entries to a job queue or add records to a file. Contrast with *delete authority*. See also *read authority* and *update authority*.

add item authority. In the SAA OfficeVision/400 program, an authority that allows a user to work with another user's calendar to display, add, or change items on the calendar.

administration monitor. In SAA OfficeVision/400, a text search function, which runs as a batch job, that automatically updates and reorganizes the text search index based on administrative values selected by the user.

all authority. An object authority that allows the user to perform all operations on the object except those limited to the owner or controlled by authorization list management authority. The user can control the object's existence, specify the security for the object, and change the object. Contrast with *exclude authority*.

all object authority. A special authority that allows users to use all system resources without having specific authority to the resources. See also *save system authority*, *job control authority*, *security administrator authority*, *service authority*, and *spool control authority*.

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.

authority checking. A function of the system that looks for and verifies a user's authority to an object.

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.

authorization list management authority. An object authority that allows the user to add users to, remove users from, and change users' authorities on the authorization list.

backup. (1) The act of saving some or all of the objects on a system to tape or diskette. (2) The tapes or diskettes with the saved objects.

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 subsystem. A part of main storage where batch jobs are processed.

BGU. See *IBM AS/400 Business Graphics Utility Version 2 (BGU)*.

Business Graphics Utility (BGU). See *IBM AS/400 Business Graphics Utility Version 2 (BGU)*.

calendar group. In the SAA OfficeVision/400 program, a list of existing calendars used to schedule items for a group of users in one step.

calendar user-defined function code. In the SAA OfficeVision/400 program, a user-created function code that allows user application programs to be run from within the calendar function. See also *function code*.

change authority. An object authority that allows a user to perform all operations on the object except those limited to the owner or controlled by object existence authority and object management authority. The user can add, change, and delete entries in an object, or read the contents of an entry in the object. Change authority combines object operational authority and all the data authorities.

CL. See *control language (CL)*.

collector system. For directory shadowing, a system that receives initial or changed Enterprise Address Book (EAB) data from a supplier system in a network. Contrast with *supplier system*.

common user identification (common user ID). In PC Support/400, the user identification of a PC Support/400 user that is used by the router when establishing a communications connection with a host system if a user ID is not specified in either the CONFIG.PCS file or in an alternative configuration file. The router uses this common user ID when connecting the personal computer to each additional host system. See also *user identification (user ID)*.

confirmation of delivery. The automatic notification to the sender of a message, note, or document as to when action is taken on the message, note, or document. Confirmation of delivery must be requested by the sender.

contextual search. In the SAA OfficeVision/400 program, 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*.

control language (CL). The set of all commands with which a user requests system functions.

control language (CL) program. A program that is created from source statements consisting entirely of control language commands.

control language (CL) variable. A program variable that is declared in a control language program and is available only to the CL program.

data authority. A specific authority to read, add, update, or delete data. See also *add authority*, *delete authority*, *read authority*, and *update authority*.

data/text merge. In SAA OfficeVision/400 and Query/400, the process of combining data from a file or another document (such as names and addresses) with the text of a document (such as a form letter).

delete authority. A data authority that allows the user to remove entries from an object; for example, delete messages from a message queue or delete records from a file. Contrast with *add authority*. See also *read authority* and *update authority*.

DIA. See *Document Interchange Architecture (DIA)*.

DIA document distribution services. The set of services that allows office users to send, receive, file, print, change details of, and query electronic mail.

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*.

directory shadowing. The capability of a system to duplicate Enterprise Address Book (EAB) data from one installation of the EAB to another, such that whenever an addition, change, or deletion is made to the EAB on a given system, it is available to all EAB installations within the network.

distribution. A piece of electronic mail.

distribution document. An internal document that contains the document content and the document details for a distribution, such as a note or document.

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 description. The 1- through 44-character description of a document, assigned by the user when creating or filing the document.

document descriptor. In the SAA OfficeVision/400 program, the internal description of the document supplied by the system, which contains the object name, user ID, and security associated with that user; and may also contain the document details, such as subject, author, document description, or other identifying information defined by the user for that document. See also *document description* and *document details*.

document details. Data that describes the characteristics of a document. For example, the details can include document type, subject, author, and date created.

document ID. In the SAA OfficeVision/400 program, a text instruction that describes the document, such as document name and folder name.

Document Interchange Architecture (DIA). The rules and structure for the exchange of information between office applications. Document Interchange Architecture includes document library services and document distribution services.

document library. The entire collection of documents and folders on the system. When using the Document library prompt in OfficeVision/400, the user must enter the system name for the prompt.

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 the SAA OfficeVision/400 program, 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. The document list is a document of type DOCLIST.

document name. The 1- through 12-character name for documents in folders, assigned by the user when creating the document. Contrast with *library-assigned document name* and *document object name*.

document object name. The 10-character name of a document assigned by the system when a user files the document. Contrast with *library-assigned document name* and *document name*.

document password. In the SAA OfficeVision/400 program, a string of characters that give authority to use or read a personal document.

document type. The Document Interchange Architecture type.

EAB. See *Enterprise Address Book (EAB)*.

EMN. See *enterprise meeting notice (EMN)*.

enrollment. In the SAA OfficeVision/400 program, 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.

enrollment record. Information that describes an office user to SAA OfficeVision/400, such as user profile information, system distribution directory information, and mail and calendar information.

Enterprise Address Book (EAB). A collection of information about people, departments, and locations in an enterprise. Information about people may include telephone numbers, mailing addresses, and the department in which a person works. Department information may include the department name, the manager, and the department name the department reports to. Location information may contain a mailing address. On the AS/400 system, the EAB is the system distribution directory.

enterprise meeting notice (EMN). In office applications, a data stream defined by the 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 the SAA OfficeVision/400 program, a search of all filed documents or personal directory entries for details that correspond exactly to the search values.

exclude authority. An object authority that prevents the user from using the object or its contents. Contrast with *all authority*.

exit. A routine, normally user-supplied, that receives control from the system.

exit program. A user-written program that is given control during operation of a system function.

expiration date. In the SAA OfficeVision/400 program, 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 the SAA OfficeVision/400 program, 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)*.

Final-Form Text:Document Content Architecture. The architecture that specifies the structure of the data stream used for the interchange of text documents formatted for presentation. A Final-Form Text:Document Content Architecture document consists of text and formatting information that controls the presentation of the text.

folder. A directory for documents. A folder is used to group related documents and to find documents by name. The system-recognized identifier for the object type is *FLR. See also *document library object*. Compare with *library*.

folder path. A folder name, followed by one or more additional folder names, where each preceding folder is found. For example, path A/B indicates that folder B is within folder A, and that folder A is not within any folder. See also *subfolder*.

function code. In the SAA OfficeVision/400 program, 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 the SAA OfficeVision/400 program, 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 authority. Authority to use objects, resources, or functions from a group profile.

group calendar. A display that shows the events for up to seven users at one time.

group profile. A user profile that provides the same authority to a group of users.

hop. The transmission from one location to the next in a network.

hops. The number of systems that a distribution passes through to its destination.

IBM AS/400 Business Graphics Utility Version 2 (BGU). The IBM licensed program that can be used to design, plot, display, and print business charts.

IBM 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 Language Dictionaries/400 Version 2. The IBM licensed program that provides language dictionary support used by AS/400 editors to do all the spell functions.

IBM Operating System/2 (OS/2). Pertaining to the IBM licensed program that can be used as the operating system for personal computers. The OS/2 licensed program can perform multiple tasks at the same time.

IBM Operating System/400 Version 2 (OS/400). Pertaining to the IBM licensed program that can be used as the operating system for the AS/400 system.

IBM OSI Message Services/400 Version 2. The IBM licensed program that provides message services (X.400) for open systems interconnection (OSI) on the AS/400 system.

IBM PC Support/400 Version 2. The IBM licensed program that provides system functions to an attached personal computer.

IBM Query/400 Version 2. The IBM licensed program used to select, format, and analyze information from data files to produce reports and other files.

IBM SAA OfficeVision/400 Version 2. The IBM licensed program that allows users to prepare, send, and receive mail; schedule items on calendars; maintain directories of names and addresses; file and retrieve documents; and create and maintain distribution lists. SAA OfficeVision/400 also provides word processing functions and the capability to work on behalf of other users.

IBM TCP/IP Connectivity Utilities/400 Version 2. The IBM licensed program that provides a collective set of industrial communications protocols to support connectivity functions for both local and wide area networks.

indirect user. In the SAA OfficeVision/400 program, a person enrolled in the system distribution directory who receives mail but never signs on to view it. An indirect user receives printed mail only. Contrast with *direct user*.

intermediate assistance level. The type of displays that supports all system tasks and uses computer terminology. Complicated tasks can be done using the intermediate assistance level.

job control authority. A special authority that allows a user to: change, delete, display, hold, and release all files on output queues; hold, release, and clear job queues and output queues; start writers to output queues; hold, release, change, and end other users' jobs; change the class attributes of a job; end subsystems; and start (do an IPL of) the system. See also *all object authority*, *save system authority*, *security administrator authority*, *service authority*, and *spool control authority*.

keyword. In the SAA OfficeVision/400 program, 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. A system object that serves as a directory to other objects. A library groups related objects, and allows the user to find objects by name. The system-recognized identifier for the object type is *LIB. Compare with *folder* and *document library*.

library-assigned document name (LADN). A unique name, which includes a time stamp and a system name, that is assigned by a system in the office network to a document when it is filed in the document library. On the AS/400 system, the time-stamp part of the library-assigned document name is included in a 10-character name that becomes the document object name. See also *document name* and *document object name*.

linguistic processing. In SAA OfficeVision/400 text search, a method of dividing text into words and sentences, selecting keywords from the text, and processing the keywords to determine the base forms for keywords, their synonyms, and compound word components.

local. In OSI, pertaining to the node from which one views the rest of the network.

mail log. In the SAA OfficeVision/400 program, a record of all the electronic and printed mail that an office user has sent or received.

menu security. A function of the operating system that controls which system resources are available to users. Menu security restricts a user to a single menu or a sequence of menus that are defined in the user profile.

modification level. A distribution of all temporary fixes issued since the previous modification level. A change in modification level does not add new functions or change the programming support category of the release to which it applies. A new release is shipped with a modification level of 0. When the release is shipped with the service changes incorporated, the modification level is incremented by 1. See also *release* and *version*.

network user identification (NUI). For directory shadowing, a unique value associated with each user in the Enterprise Address Book (EAB). For example, this value could be a user ID and address, a social security number, or an employee number.

O/R name. See *originator/recipient name (O/R name)*.

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.

object authority. A specific authority that controls what a system user can do with an entire object. For example, object authority includes deleting, moving, or renaming an object. There are three types of object authorities: object operational, object management, and object existence.

object existence authority. An object authority that allows the user to delete the object, free storage of the object, save and restore the object, transfer ownership of the object, and create an object that was named by an authority holder.

object management authority. An object authority that allows the user to specify the authority for the object, move or rename the object, and add members to database files.

object operational authority. An object authority that allows the user to look at the description of an object and use the object as determined by the user's data authorities to the object. See also *all authority* and *use authority*.

object owner. A user who creates an object or to whom the ownership of an object was reassigned. The object owner has complete control over the object.

Office. See *IBM SAA OfficeVision/400 Version 2*.

open systems interconnection (OSI). (1) The interconnection of open systems in accordance with standards of the International Organization for Standardization (ISO) for the exchange of information. (T) (2) The set of standards defined by ISO that define how systems from different vendors communicate.

originator/recipient name (O/R name). In OSI X.400, the name of the user (the originator and recipient of messages) and other attributes.

OS/2. See *IBM Operating System/2 (OS/2)*.

OS/400. See *IBM Operating System/400 Version 2 (OS/400)*.

OSI. See *open systems interconnection (OSI)*.

PC Support. See *IBM PC Support/400 Version 2*.

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 the SAA OfficeVision/400 program, a user-defined directory. For example, a personal directory can be a distribution list, telephone directory, or inventory report.

personal document. In the SAA OfficeVision/400 program, a document that cannot be accessed by a user when working on behalf of another user. The personal document can still be accessed by users who are authorized to the document when they are not working on someone else's behalf.

personal folder. In the SAA OfficeVision/400 program, a folder that cannot be accessed by a user when working on behalf of another user. The personal folder can still be accessed by users who are authorized to the folder when they are not working on someone else's behalf.

personal mail. In the SAA OfficeVision/400 program, 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 an authorization list. Contrast with *public authority*.

programming interface. The supported method through which customer programs request software services. The programming interface consists of a set of callable services provided with a product. Synonymous with *programming interface for customers*.

programming interface for customers. A synonym for *programming interface*.

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*.

Query. The shortened name for the Query/400 licensed program.

queue. A list of messages, jobs, files, or requests waiting to be read, processed, printed, or distributed in a predetermined order.

read authority. A data authority that allows the user to look at the contents of an entry in an object or to run a program. See also *add authority*, *delete authority*, and *update authority*.

release. A distribution of a new product or new function and authorized program analysis report (APAR) fixes for an existing product. Normally, programming support for the prior release is discontinued after some specified period of time following availability of a new release. The first version of a product is announced as Release 1 Modification Level 0. See also *modification level* and *version*.

remote system. Any other system in the network with which your system can communicate.

resource security. A security function of the operating system used to authorize users to any part of the system that is required by a job or task.

revisable-form text (RFT). In the SAA OfficeVision/400 program, 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)*.

Revisable-Form Text:Document Content Architecture. The architectural specification for the information interchange of documents whose text is in a revisable format. A Revisable-Form Text:Document Content Architecture document consists of structured fields, controls, and graphic characters that represent the format and meaning of the document.

RFT. See *revisable-form text (RFT)*.

root folder. The folder on the system that contains all other folders. The system-recognized identifier is *ROOT.

SAA. See *Systems Application Architecture* (SAA)*.

save system authority. A special authority that allows the user to save and restore all objects on the system and free storage of all objects on the system. See also *all object authority*, *job control authority*, *security administrator authority*, *service authority*, and *spool control authority*.

scheduling queue. In SAA OfficeVision/400 text search, a physical file that contains a list of requests for documents selected from the document library to be included in, updated in, or deleted from the text search index.

search index database. The database files used by document library services for storing descriptive information about documents and folders (such as keywords, subjects, dates, and so forth). These database files are used when a search of the document library is requested on one or more document descriptors.

search value. User-defined information that is used either to make a list of filed documents with similar document details or content, or to find a directory entry.

security administrator authority. A special authority that allows a user to add users to the system distribution directory, to create and change user profiles, to add and remove access codes, and to perform office tasks, such as delete documents, folders, and document lists, and change distribution lists for other users. See also *all object authority*, *save system authority*, *job control authority*, *service authority*, and *spool control authority*.

security officer. A person assigned to control all of the security authorizations provided with the system. A security officer can, for example, remove password or resource security; or add, change, or remove security information about any system user.

service authority. A special authority that allows the user to perform the alter function in the service functions. See also *all object authority*, *save system authority*, *job control authority*, *security administrator authority*, and *spool control authority*.

shadow. (1) A duplication of the Enterprise Address Book (EAB) data on another system. (2) To duplicate Enterprise Address Book (EAB) data from one system to another and to send EAB changes, additions, and deletions to other systems.

shadowing. The capability of a system to copy Enterprise Address Book (EAB) data from one system to another system and keep it up to date whenever it is changed on any system that shadows the information in the network.

shell document. In the SAA OfficeVision/400 program, 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.

special authority. The types of authority a user can have to perform system functions, including all object authority, save system authority, job control authority, security administrator authority, spool control authority, and service authority. Contrast with *specific authority*.

specific authority. The types of authority a user can be given to use the system resources, including object authorities and data authorities. See also *object authority* and *data authority*. Contrast with *special authority*.

spell aid. A document proofreading function that replaces a misspelled word when the correct spelling is chosen from a list of similarly spelled words provided by the system from one or more dictionaries.

spelling dictionary. In the SAA OfficeVision/400 program, a list of words used to verify word choices and to verify and correct spelling when the document spell-check function is used, and to provide hyphenation breaks for words when the automatic hyphenation function is used. Users may also create their own spelling dictionaries. The system-recognized identifier for the object type is *SPADCT. See also *user dictionary*.

spool control authority. A special authority that allows the user to perform spooling functions, such as display, delete, hold, and release spooled files on the output queue for himself and other users. This authority also allows the user to change the spooled file attributes, such as the printer used to print the file. See also *all object authority*, *save system authority*, *job control authority*, *security administrator authority*, and *service authority*.

stop word list. In SAA OfficeVision/400 text search, a list of words that are discarded during linguistic processing and not added to the text index. The words are usually the most frequently used words for a language.

subfolder. A folder that is in another folder. For example, if folder A contains folder B and folder B contains folder C, then B and C are subfolders of A because the folder path for each begins with A (A/B/C). See also *folder path*.

supplier system. For directory shadowing, a system that provides initial or changed Enterprise Address Book (EAB) data to a collector system in a network. Contrast with *collector system*.

synonym. One of two or more words of the same language that have the same or nearly the same meaning.

system distribution directory. A list of user IDs and identifying information, such as network addresses, used to send distributions.

system group. In SNADS, the second part of a system name in the system distribution directory.

system name. An IBM-supplied name that uniquely identifies the system. It is used as a network value for certain communications applications such as APPC.

system security. A system function that restricts the use of files, libraries, folders, and devices to certain users.

Systems Application Architecture (SAA). Pertaining to an architecture defining a set of rules for designing a common user interface, programming interface, application programs, and communications support for strategic operating systems such as the OS/2, OS/400, VM/370, and MVS/370 operating systems.

TCP. See *Transmission Control Protocol (TCP)*.

TCP/IP. See *Transmission Control Protocol/Internet Protocol (TCP/IP).*

text index entry. An entry for a document in the text search index database. The text index entry is used by the system to locate documents when doing a text search.

text profile. In the SAA OfficeVision/400 program, a description of formatting and editing options for creating a document.

text search. In the SAA OfficeVision/400 program, 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 user requests a search of the document library 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.*

time. A three-part value or data type that designates a time of day in hours, minutes, and seconds.

Transmission Control Protocol (TCP). In TCP/IP, a host-to-host protocol that provides transmission in an internet environment. TCP assumes Internet Protocol (IP) as the underlying protocol.

Transmission Control Protocol/Internet Protocol (TCP/IP). A set of non-proprietary communications protocols that support peer-to-peer connectivity functions for both local and wide area networks.

update authority. A data authority that allows the user to change the data in an object, such as a journal, a message queue, or a data area. See also *add authority*, *delete authority*, and *read authority*.

use authority. An object authority that allows the user to run a program or to display the contents of a file. Use authority combines object operational authority and read authority.

user default. In the SAA OfficeVision/400 program, the user-defined values used for mail, calendars, and word processing if no value is specified.

user dictionary. In the SAA OfficeVision/400 program, a supplemental spelling dictionary created by a user. Each user can create as many user dictionaries as needed. See also *spelling dictionary*.

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). (1) The name used to associate the user profile with a user when a user signs on the system. See also *user profile name*. (2) The first part of a two-part network name used in the system distribution directory and in the office applications to uniquely identify a user. The network name is usually the same as the user profile name, but does not need to be. See also *common user identification (common user ID).*

user message queue. A user-created object used to receive messages sent from the system, other users, and application programs.

user password. A unique string of characters that a system user enters to identify that user to the system, if the system resources are secured.

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).*

version. A separate IBM licensed program, based on an existing IBM licensed program, that usually has significant new code or new function. Each version has its own license, terms, conditions, product type number, monthly charge, documentation, test allowance (if applicable), and programming support category. The numbering of versions starts with Version 2. See also *modification level* and *release*.

work on behalf of. Pertaining to the function that allows users to temporarily access documents, folders, or mail that another user is authorized to except those items that are marked personal. Tasks performed by a user working on another user's behalf produce the same results as if the original user performed the task. For example, if user A creates a new object while working on behalf of user B, user B is the owner of the object.

working times. In the SAA OfficeVision/400 calendar function, the times specified as available for meetings.

X.400. A CCITT Recommendation for international electronic mail (messages).

Bibliography

As the administrator, you will find most of the information you need to administer OfficeVision/400 in this manual and in the manual *Systems Application Architecture* OfficeVision/400*: Planning For and Setting Up OfficeVision/400*, SC41-9626. However, if you want to know more about a specific product mentioned in those manuals, you should use the information that came with that product. The *Publications Guide*, GC41-9678, provides information about all documentation for an AS/400 system.

OfficeVision/400 and AS/400 Publications

The following OfficeVision/400 and 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.

- *Application Development Tools: Screen Design Aid User's Guide and Reference*, SC09-1340, provides information about creating menus.

  Short title: *SDA User's Guide and Reference.*

- *Basic Backup and Recovery Guide*, SC41-0036, provides information about backup and recovery procedures.

  Short title: *Basic Backup and Recovery Guide.*

- *Basic Security Guide*, SC41-0047, provides information about general security concepts and planning for security on the system.

  Short title: *Basic Security Guide.*

- *Business Graphics Utility User's Guide and Reference*, SC09-1408, provides information about using the Business Graphics Utility.

  Short title: *BGU User's Guide and Reference.*

- *Communications: Distribution Services Network Guide*, SC41-9588, provides the system operator or system administrator with information about administering data communications applications on an AS/400 system.

  Short title: *Distribution Services Network Guide.*

- *Communications: Operating System/400* Communications Configuration Reference*, SC41-0001, provides the system operator and system programmer with information to configure the communications functions available with the OS/400 program.

  Short title: *OS/400* Communications Configuration Reference.*

- *Device Configuration Guide*, SC41-8106, provides the system operator with information to configure system devices.

  Short title: *Device Configuration Guide.*

- *Guide to Programming for Printing*, SC41-8194, provides information about printing concepts.

  Short title: *Guide to Programming for Printing.*

- *Introducing the OfficeVision Family*, GH21-0448, describes the OfficeVision family of products.

  Short title: *Introducing the OfficeVision Family.*

- *Licensed Programs and New Release Installation Guide*, SC41-9878, provides the system operator or system administrator with step-by-step procedures for installing the licensed programs from IBM.

  Short title: *Licensed Programs and New Release Installation Guide.*

- *New User's Guide*, SC41-8211, provides information about using your system and display station, including using function keys, displays, menus, messages, and help information.

  Short title: *New User's Guide.*

- *Office Services Concepts and Programmer's Guide*, SC41-9758, provides information about using office services when writing application programs.

  Short title: *Office Services Concepts and Programmer's Guide.*

- *PC Support/400: DOS and OS/2 Technical Reference*, SC41-8091, provides the programmer or personal computer question-and-answer coordinator with technical information needed to do advanced configuration or tailoring of PC Support/400 to suit a special operating environment.

  Short title: *PC Support/400 Technical Reference for DOS and OS/2.*

- *PC Support/400: DOS Installation and Administration Guide*, SC41-0006, and *PC Support/400: OS/2 Installation and Administration Guide*, SC41-0007, provide the personal computer question-and-answer coordinator with the information needed to set up, configure, and tailor PC Support/400 through batch and configuration files, as well as through the PC Support/400 Organizer menu.

  Short titles: *PC Support/400 DOS Installation and Administration Guide* and *PC Support/400 OS/2 Installation and Administration Guide*

- *PC Support/400: DOS User's Guide*, SC41-8199 and *PC Support/400: OS/2 User's Guide*, SC41-8200, provide the personal computer operator

or administrative secretary with concepts and examples of how to use the PC Support/400 functions. It assumes that the PC Support/400 product is already loaded and set up.

Short titles: *PC Support/400 User's Guide for DOS* and *PC Support/400 User's Guide for OS/2.*

- *Programming: Control Language Programmer's Guide*, SC41-8077, provides the user with information on AS/400 commands and authorizations.

  Short title: *CL Programmer's Guide.*

- *Programming: Control Language Reference*, SC41-0030, provides the user with information on control language (CL) commands.

  Short title: *CL Reference.*

- *Programming: Work Management Guide*, SC41-8078, provides the system programmer with information about how to create a work management environment and how to change it.

  Short title: *Work Management Guide.*

- *Publications Guide*, GC41-9678, provides information about all documentation for an AS/400 system.

  Short title: *Publications Guide.*

- *Query/400 User's Guide*, SC41-9614, provides information about creating and using queries.

  Short title: *Query/400 User's Guide.*

- *Revisable-Form Text Document Content Architecture (RFTDCA) Document Interchange Compatibility Guide*, G320-0556, provides detailed information about exchanging documents between OfficeVision/400 and other word processing programs.

- *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, provides the user with information about learning the different mail and calendar tasks.

  Short title: *Learning about OfficeVision/400*.*

- *Systems Application Architecture* OfficeVision/400*: Learning about OfficeVision/400 Word Processing*, SC41-9617, provides the user with information to help learn how to use different word processing functions.

  Short title: *Learning about OfficeVision/400* Word Processing.*

- *Systems Application Architecture* OfficeVision/400*: OfficeVision/400 Common Tasks*, SX41-9868, provides the user with brief reference information about performing common office tasks.

  Short title: *OfficeVision/400* Common Tasks.*

- *Systems Application Architecture* OfficeVision/400*: Planning For and Setting Up OfficeVision/400*, SC41-9626, provides the administrator with planning information to set up and enroll users and administer OfficeVision/400 to best use the different functions.

  Short title: *Planning For and Setting Up OfficeVision/400*.*

- *Systems Application Architecture* OfficeVision/400*: Using OfficeVision/400*, SC41-9616, provides the user with detailed information on how to use OfficeVision/400.

  Short title: *Using OfficeVision/400*.*

- *Systems Application Architecture* OfficeVision/400*: Using OfficeVision/400 Adapted Word Processing Function*, SC41-9879, provides brief descriptions of the tasks you can do with 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, provides the user with detailed information on how to use the word processing function of OfficeVision/400.

  Short title: *Using OfficeVision/400* Word Processing.*

- *Utilities: Interactive Data Definition Utility User's Guide*, SC41-9657, provides information about defining and using database files.

  Short title: *IDDU User's Guide.*

- *9404 Attaching Workstation and Communications Cables*, SA41-0004, provides the system operator with information to attach system cables from the system devices to the AS/400 system.

  Short title: *9404 Attaching Workstation and Communications Cables.*

- *5219 Operator's Guide* provides the system operator with information about operating the 5219 printer, including how to change the print wheel.

  Short title: *5219 Operator's Guide.*

Other IBM Publications

The following IBM manuals contain information you may need when using the programs they describe with OfficeVision/400. The manuals are listed with their full title and base order number, when applicable. When these manuals are referred to in this manual, the short title, if any is listed, is used.

- *DisplayWrite 4 Getting Started* provides examples on basic DisplayWrite 4 functions.
- *DisplayWrite 4 Reference Guide* provides procedural information on how to use DisplayWrite 4.
- *DisplayWrite 4 Technical Reference* provides technical reference information on DisplayWrite 4.
- *IBM Operating System/2 Extended Edition Version 1.3 Commands Reference*, S01F-0290-00, provides information about commands used with the OS/2 Extended Edition program.

  Short title: *OS/2 Extended Edition Commands Reference.*
- *IBM Operating System/2 Extended Edition Version 1.3 Getting Started* introduces the OS/2 program and provides the information needed to install or remove the OS/2 program.

  Short title: *OS/2 Extended Edition Getting Started.*
- *IBM Operating System/2 Extended Edition Version 1.3 System Administrator's Guide for Communications*, S01F-0302-00, provides detailed information about configuration services, subsystem management, and the keyboard definition utility. It also provides the information and worksheets needed to install and configure Communications Manager.

  Short title: *IBM OS/2 Extended Edition System Administrator's Guide.*
- *IBM Operating System/2 Extended Edition Version 1.3 User's Guide* is a three-volume set that provides information about using the base operating system, and the Communications Manager, LAN Requester, and Database Manager components of the OS/2 Extended Edition program.

  Short title: *OS/2 Extended Edition User's Guide.*
- *IBM Personal Computer Disk Operating System Reference* provides information on how to use DOS on your personal computer.
- *IBM Personal Computer Image Document Utility* brochure, GB11-8119, provides information about the IBM Personal Computer Image Document Utility program.
- *ImagEdit Version 2.0* brochure, GC09-1233, provides information about the IBM ImagEdit Version 2.0 program.
- *Office Facsimile Application Server Guide*, SC38-2029-0, provides information about using the Office Facsimile Application program.
- *Office Facsimile Application User's Guide*, GC38-2030-0, provides information about using the Office Facsimile Application program.
- *OS/2 Image Support: Introducing*, GX09-1213, provides information about the IBM OS/2 Image Support program.

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