and places it on the monthly calendar to show that you have scheduled an event for a particular hour. To identify a meeting, you might type the following under description: Meeting with Wilson.

If you select the option to view the entire month, the "m" from "meeting" would appear on the day and hour you scheduled the meeting.

7-5. SCHEDULING A RECURRING EVENT. A recurring event is one that is held on a regular basis, such as a routine status meeting in your department. The recurring event can be daily, weekly, biweekly, or monthly. PROFS automatically marks the event on your calendar for each occurrence. From screen W01 "work with the schedule," follow these steps:

a. Move the cursor next to the entry you want to show as a recurring event.

b. Type an "r:" in the first position under the begin column beside the entry;

c. Press "enter." Screen W09 is displayed)

d. Select the desired parameters, and enter. (If "daily" is selected, PROFS will not schedule over weekends).

NOTE: If "weekly" is selected, you must select the day of the week and the week of the month.

7-6. SCHEDULING A MEETING. You can use the PROFS calendar to schedule meetings in three different ways:

a. You can have PROFS check schedules of a list of people to determine what time everyone is available for a meeting. Then, PROFS will send a meeting notice to those people.

b. You can have PROFS send a meeting notice to a list of people without checking to see if the people are available.

c. You can have PROFS notify a list of people of a recurring meeting (one that occurs on a regular basis). PROFS will not check to see if the people are available for the recurring meeting.

NOTE: These options appear on the scheduling screen W06. In each case, PROFS will only notify the people of the meeting. It will not put the event on any calendar; each individual must add the event themselves by pressing "PF7" while viewing the notice.

d. If you invite more than 40 people to the meeting, you must send a meeting notice by creating a document, using the "meeting" document style instead of screen W06, "schedule a meeting."

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

f. Because of the way PROFS determines who is unavailable for a meeting, you should place the names of attendees in priority sequence, placing the most important at the beginning of the list.

7-7. SCHEDULING A RECURRING MEETING. You can schedule a meeting that occurs on a regular basis for a group of people over a period of time. PROFS does not check the individual schedules for the "recurring" option. The following steps apply:

a. Select PF1 from the main menu (Screen W00 is displayed).

b. Select PF7 from screen W00 (Screen W006 is displayed).

c. On screen W06 enter addressees, and select "schedule a recurring meeting," PF3, (Screen W09 is displayed).

d. Select desired parameters self-explanatory), and enter Screen W08 is displayed).

e. Enter the location, subject and the purpose for this meeting and send the notice.

CHAPTER 8

COMMUNICATING WITH REMOTE USERS

8-1. SENDING NOTES AND MESSAGES. Communicating with users on other PROFS host systems.

a. In the "send to" line, type the NODEID followed by the USERID in parentheses.

b. An easier way is to type the user's nickname only, without the NODEID; PROFS will automatically know the user's NODEID to address. All PROFS users have an associated nickname as explained in the "general information" section of this guide. You can identify a user's nickname by selecting the "PROFS Users Directory" option PF8 on PROFS main menu 1 and reviewing the PROFS directory file.

8-2. SENDING DOCUMENTS (DW 370 AND DW 4 FORMATTED TYPES). When supplying addressee information on the "document distribution" screen, include NODEID in the "location" field when sending a document to a remote system. Or, use a nickname only in the "user name" field leaving the "location" field blank. PROFS will know the correct NODEID to address (Ref "Sending Notes and Messages" above).

8-3. FORWARDING DOCUMENTS (DW 370 AND DW 4 FORMATTED TYPES).

a. You can forward documents that still reside in your mail "in-basket" or in PROFS storage (Permanent Storage). Selecting these from your "in-mail" displays a screen with those options to forward it. Documents previously stored in "permanent storage" can be forwarded to other users by first selecting the "process the document log," option PF7 and then selecting appropriate options displayed thereafter until the following screen appears:

"Assign the Document Distribution Information" screen.

b. An easier way to get to this same screen if you know the document number: From the main menu, enter the command "mail" on the command line and press enter. The cursor will automatically position on the "document number" line of the screen; type the document number and fill in the appropriate blank lines.

8-4. RETRIEVING DOCUMENTS SENT FROM ANOTHER SYSTEM (DW 370 AND DW 4 TYPES). After receiving and filing the document (Permanent Storage), you can retrieve them at any time by selecting the "prepare documents":

a. Option "PF5" and tab down to the blank line of the "PF3" option. Type the document number and select PF3 to search for the document, or

b. Enter the command "retrieve" from the main menu command line and follow the screen instructions.

8-5. DISTRIBUTION LISTS. If you create your own distribution list for PROFS users on a separate host system, use nicknames instead of USERID. PROFS will know individual users NODEIDs when using a distribution file with nicknames instead of USERIDs.

8-6. SENDING FILES HOST TO HOST (BUT NOT WHILE IN PROFS). Following are files in this category: Data files, Programs and Execs, Procedures, and Formatted and Unformatted DW 4 Documents residing in the user's "personal storage." The "send file" command can be executed from the PROFS main menu command line or while out of PROFS but still logged on to the system. Type the "send file" command and follow the screen instructions: i.e., send file (Enter).

CHAPTER 9

PROFS DOCUMENT MAIL LOG AND DOCUMENT SEARCHES

9-1. ADDING DOCUMENT MAIL LOG INDEX INFORMATION.

a. When a document is stored in the data base in final or draft status, mail log information for it is automatically stored, including creation date, addressee, owner, and subject. Further mail log information may be added or changed for both PROFS and non-PROFS documents.

b. Identifiers included in the mail log will aid in later searches for a document. Searches may also include hardcopy documents for which you have supplied mail log information.

9-2. SEARCHING FOR DOCUMENTS (SEARCH THE DOCUMENT MAIL LOG).

a. Mail log information provides the basis for locating documents filed in the database. A search may be initiated by selecting "PF3" (Search for Documents) on the PROFS main menu. Search criteria must be entered in at least one of the following fields:

Time Period: Default is the last 90 days.

Key Words: Subject.

To and From: Document owner and addressee

Identifier: Any entry up to 3 characters.

Type Field: U = UPDATE M = FINAL D = DELETED
Blank = Document not created with PROFS

Action: Any entry up to 10 characters

b. If you want to see all the documents, you can type "all" for time period. Other examples for time periods are:

Today: All documents created today

Jul88: All documents from July 1988.

7/88: All documents from July 1988

1q88: 1st quarter, 1988

2h88: 2nd half, 1988.

01/07/88-31/07/88: All documents from 1 to 31 July, 1988

9-3. CHECKING DOCUMENT OUT MAIL STATUS. A document mailed from the PROFS data base is tracked until accepted by the recipient.

a. On the PROFS main menu, press "PF11" to see main menu 2.

b. On main menu 2, press "PF1" (Check the Outgoing Mail). This option allows you to see if the document has been received. All documents mailed are listed until actually received via "open mail," whereupon these references are deleted.

CHAPTER 10

PROFS DOCUMENT PREPARATION

10-1. DOCUMENT CREATION FACILITIES (YOU MUST KNOW HOW TO USE DW 370). The memos, letters, and reports you prepare are more formal communications than notes. In PROFS, these are called documents. These are prepared within the DW 370 environment. DW 370 requires an author profile and established document format.

10-2. AUTHOR PROFILE. The author profile contains standard information to be included in letters written for or by you (name, title, address, etc.). It is created and maintained by keying "author" on the PROFS main menu command line. An "options" screen appears that allows you to select the appropriate control file.

10-3. CHOOSING DW 370 FORMATS. Several formats are available for use. Press "PF2" on the "Prepare a Document" screen (without entering any format name) to see a list of available formats.

10-4. THE DW 370 CREATING FACILITY. DW 370 is accessed as an automatic function of any PROFS option selected that processes documents. On the PROFS main menu, press "PF5, prepare documents":

a. On the "prepare documents" menu, press "PF2" to list the available formats.

b. Select a document format of your choice.

c. If you are prompted for an author profile, use the same profile that you currently have today when you create PROFS documents. If you do not remember your author profile, or you want to create a new author profile, press the appropriate PF key when you are prompted for the profile.

d. You are now ready to begin typing your document. With DW 370, when you make most editing changes, you see the effects of your change as soon as you press enter or a PF key.

e. When you are finished with your DW 370 document, press the appropriate PF key to end the document. Upon ending the document, you can do all of the same things that you currently do with PROFS documents (distribute, print, etc.).

10-5. INCLUDING FILES IN A DOCUMENT. Sometimes you need to include a portion of another document within a new document. The "get" command lets you insert previously stored text into your

document. This function is particularly useful for including predefined distribution or copy lists in a memo. It also may be used to include predefined blocks of text in the body of a letter. To include text from a CMS file in your document, type on the command line:

<filename> <filetype> <filemode>

The file specified will be inserted into your document below the current (highlighted) line. For example:

<profs> <hints> <a> ("a" is the mode default)

This includes a copy of a CMS file named PROFS hints A from the user's A disk where:

PROFS is the filename

HINTS is the filetype

A is the filemode

The file is inserted following the "current" line

<filename> <filetype> <filemode> 10 20

This includes text lines 10 thru 20 of the referenced CMS file.

10-6. ENDING A DOCUMENT.

a. To exit the document without filing it, you can type "quit" or "qq" on the command line at the top of the screen.

b. Once you have completed the various parts of your document, you can file it by pressing "PF12."

c. The "process the document" screen that appears next requires that you take some action. Besides the other options displayed, you must select one of the following to exit this screen: PF5, PF6, PF7 or type "delete" and enter on the command line at the bottom of the screen. Above also applies when you change an existing document you retrieve from storage, or select from your mail in-basket (Open Mail).

CHAPTER 11

PROCESSING THE DOCUMENT

11-1. PROFS (PF) FUNCTION KEY DEFINITIONS. After completing and filing a document, a menu shows the following options:

a. PF1 - Viewing the document.

b. PF2 - Change the document.

c. PF3 - Assign a new document number. Use to assign a unique document number to a PROFS document. This number will not change when you finalize a draft.

d. PF4 - View or change the index information (DW 370). Use to look at or change the index information for an RFT document. When you search for a document, PROFS matches the search information with information stored in the index. You may want to change the index information to make a document easier to find at a future date.

e. PF5 - File and send the document as a final document.

(1) Use to assign a unique number to the document, file a formatted copy in the database, and send to other users if desired (removes the in-process document from your personal storage). Every document stored in the document data base has a unique number automatically assigned by PROFS, such as "89252T420001." The following is a document number descriptive breakdown:

(a) 89 = last 2 digits of year

(b) 252 = Julian day of the year (9/9 = 252)

(c) T42 = code for this PROFS system

(d) 0001 = first document stored today incremented by 1 each time a document stored to PROFS storage).

(2 Two levels of the document are kept by the system.

(a) Level 1 is the formatted or "mailed" version. It cannot be revised.

(b) Level 2 is the unformatted or "source" version which is retained for 30 days and may be revised.

f. PF6 - File the document in your personal storage for further changes. Use to store the document in your personal storage. This "temporary" copy is automatically assigned a number (1 through 24), with a file type of RFT.

g. PF7 - File the document as a draft (and mail to reviewers if desired). Use to store a revisable document in the PROFS data base. You can send it to more than one person for review, but only one person at a time can update it. The document must be returned to the PROFS storage to allow others to access it. When you file a document using "PF7," you can specify up to four levels to be retained in the data base. Level 1 is the latest version of the document; Level 2 is the next latest version, and so on.

h. PF8 - Print the document. The "choose a printer" screen is displayed. You may print a document on any printer selected on the screen. The types of printers available are the 5210, 4228 and the 3268. Printer selection and assignment to individual units/sections are determined by the systems programmer at system implementation time or when added to the system. To select different print options, press the "PF8" key. Reference to "arrangement file" on the print options screen does not apply.

i. The following applies to PF5 and PF7 above. These two options will display screen "F70." From here, you can select to restrict the document before it is filed and mailed. Restricting a document prevents receivers from forwarding it to other PROFS users.

j. You can mail a document to a USERID, nickname, or distribution list by entering these on the "assign the document distribution information" screen (H00). If the receiver is located at a system outside of the FSHVMS42 complex, the NODEID must also be entered.

CHAPTER 12

FAST PATH COMMANDS

12-1. FAST PATH COMMANDS. To quickly access any function below, enter one of the commands on the command line of the PROFS main menu screen:

a. appointm - Process calendars (process calendar screen).

b. author - Create or modify an author profile.

c. create - Prepare documents.

d. curcal - Process current day of your calendar.

e. dbput - Place a non-PROFS file in the PROFS data base.

f. dbget - Retrieve a file from the PROFS data base.

g. loglist - PROFS note log maintenance facility.

h. logview - Look at the note log or a particular note log.

i. mail - Send a final document.

j. mail hardcopy - Forward information about a printed document

k. mail notice - Send a draft.

l. mail log - Handle the document mail log.

m. mail log add - Add mail log information about a paper document

n. mail log delete - Erase mail log information.

o. mail log list - Print mail log information.

p. mail log send - Assign distribution.

q. mail log view - Look at mail log information

r. mailman - Check the outgoing mail

s. memo - Work with a draft document named X.

t. msg USERID - Send a message to the userid specified.

u. note - Send a note.

v. note USERID - Send a note to user specified

w. note NODEID (USERID) - Send a note to user specified on another system.

x. reminder - Set a reminder to appear at a specified time.

y. restrict - Restrict or unrestrict a document.

z. retrieve - Work with an electronic document you have stored.

search - Search mail log for documents.

sendfile - Send file outside of PROFS.

cc. store - Add mail log information about a non-PROFS document

dd. browse - Allows user to view any file in his "A" disk (Personal Storage). Type the following and enter:

<filename> <filetype> <filemode>

CHAPTER 13

DW 4 TO DW 4 DOCUMENT TRANSFER

13-0. DW 4 TO DW 4 DOCUMENT TRANSFER.

a. PROFS users with DW 4 resident on their PC can transfer DW 4 documents to PROFS, then mail them to others via the PROFS network. Revisable Form documents can be viewed, changed or forwarded to other PROFS users while still in PROFS. Also, the document can be copied to "personal storage" and then mailed to other PROFS users, or downloaded to the PC DW 4 where it can be changed or viewed. If the DW 4 document transferred to PROFS is a non-revisable form, it can only be mailed to other PROFS users after exiting PROFS (but still logged on the host).

b. Users receiving non-revisable form documents must download it to the PC DW 4 in order to view or change the document. Before you can send or receive documents between the PC and the PROFS host, you must have the "send" and "receive" Execs resident on your PC.

c. All "PF" references assume IBM equipment. For Zenith equivalent, use the ALT key and the associated PF Number, example:

PF3 = ALT and the Number 3 key

13-1. TRANSFERRING A DOCUMENT FROM THE PC DW 4 TO THE PROFS HOST.

From the PC DW 4 Mode:

a. Get on the DW 4 main menu.

b. Create or revise a document.

c. Type in the document name and enter it.

d. Select F2 to end/save the document.

NOTE: If the document is to be converted to revisable form, steps e and f are required and step g is not required. Otherwise, proceed to step g from step d.

e. Under convert to revisable-form, select 5 End/Save.

f. Next screen, convert to revisable-form text; hit enter.

g. Enter 1 "end and save" from DW 4 main menu

h. Jump to the host and log on to PROFS.

i. From the main menu, select "PF12" to exit PROFS.

j. Jump back to DW 4 (PC mode).

k. Select option 8, DOS commands.

l. From the "C:> Type the command" prompt, type the following:

send c:<filename1>.rft b:<filename2> rft a

NOTE: no "." between "filename2" and "rft" where:

filename1 = File being transferred from PC.

filename2 = Same as "filename1" or a new name

rft = Constant for revisable-form documents hit enter.

NOTE: Message will indicate good or an aborted transfer. If transfer is aborted, return to step b. Jump back to the host.

The document is received and stored as an automatic function. It can be mailed to anyone logged on to the host system. For non-revisable documents to be mailed, proceed to "sending the document to another user."

NOTE: Next four steps allow user to view, change, or mail the document from within PROFS.

m. Type "PROFS," and press the "enter" key.

n. Hit PF5, "Prepare Documents."

o. Under PF3, "Change A Draft Document," enter filename2 rft (from step 1 above).

p. Select PF3. PROFS will display the document and available options for processing it.

13-2. SENDING THE DOCUMENT TO ANOTHER USER. The addressee must be a PROFS subscriber. The "mail waiting" indicator will always be on when either type document is received as mail.

a. Non-Revisable Form Documents: To send the file to another user, type the following:

sendfile <filename2> <filetype> to <USERID>

where:

filename2 = filename on host (ref item 10).

filetype = in this example, "rft" (ref step 1

USERID = addressee's USERID (cannot be the nickname)

Hit enter.

b. Revisable Form Documents:

(1) Mailing it from PROFS: If not completed yet, complete steps from 13-1. m through p. Select the option to forward the document. Follow instructions on the screen that are displayed.

2) Mailing it from host: Select "PF10, View Other Options." On the following screen.

(a Select option to copy the document to personal storage

(b) Get out of PROFS; follow steps for "sending non-revisable form documents" above.

13-3. RECEIVING AND DOWNLOADING THE DOCUMENT TO DW 4 PC Mode.

a. If the document received as mail is in Revisable Form:

(1) Open Mail - Document will appear as normal PROFS mail. To download this document-type:

Select PF number next to the document.

On the next screen, select PF10 (view more options).

(4) On the next screen, select option to copy the document to personal storage.

Get out of PROFS.

(b) Proceed to "downloading the document to DW 4 PC mode."

b. If the Document received as mail is in Non-Revisable Form:

(1) Enter "PF2, Open Mail" on the PROFS main menu the document will not appear in your mail "index").

Enter PF12, "return."

(3) Next screen will ask "do you want to process files that are not from PROFS." Enter "y"; next screen will display options to view erase, store, etc. the document.

(4) Select any option desired, but before leaving this screen (PF12), you must store the document (PF2).

Get back to the PROFS main menu.

(6) Enter "PF12" to get out of PROFS; this step is required to download document to DW 4 PC; user remains logged on to the host.

c. Downloading the Document to DW 4 PC Mode:

Jump back to DW 4 (PC mode).

2) From the "C:> Type the command" prompt, type the following:

receive c:<filename3>.rft b:<filename2> rft a

NOTE: There is no "." between "filename2" and "rft", where:

filename2 = file being transferred from host.

filename3 = new filename on PC. Hit enter.

NOTE: A "successful file transfer" message appears on the screen. You can now work with the document, the whole procedure can be repeated to reply or forward the document to another user or a group of users.

CHAPTER 14

PROFS DIRECTORY

14-1. PROFS DIRECTORY. The PROFS Users Directory that is available from the PROFS main menu contains all current subscribers to the PROFS network. It consists of the user's nickname, USERID, and the user's full name. It is configured in an alphabetical sequence, by user's name. The file is provided as a convenience for looking up a subscriber's nickname or USERID for electronic mailing purposes. It can be accessed by selecting the corresponding option (PF8) and following the instructions at the beginning of the file, which are as follows:

a. To scroll one page forward, select

b. To scroll one page backward, select

c. To leave this file and return to PROFS, select PF3.

14-2. ADDITIONAL HINTS/OPTIONS. The following are additional hints/options that may be of some help. To search the directory without having to scroll through several screens, the following applies:

a. On the command line at the top of the screen (beginning of file), type a "/" followed by the data required. Examples:

(1) /is9642: Searches for USERID "IS9642"

2 /9642: Searches "9642" portion of USERID "IS9642"

3 /JCANTU: Searches for nickname "JCANTU"

(4) /CANTU: Searches for "CANTU" portion of nickname "JCANTU," also targets other combination's that match such as; CANTU, ROBERT J. or VALCANTUMY CORP.

b. If the data is not found, the system notifies you with a beep and an error message appears at the command line. You must hit the enter key to erase the message before any other commands are accepted. If the data is found and you want to search for more occurrences, PF9 continues the search or you can reissue the search command from that point and PROFS will search the rest of the file.

c. Commands that will aid in speeding this process:

(1) Top: Will return to beginning of the file; can be issued from any screen command line.

(2) Bottom: Will forward to the end of the file; can be issued from any screen command line.

d. If searching for different data types (more than one USERID), the following applies: After the search is completed, successful or unsuccessful, type top on the command line and hit enter before executing a separate search; this assures that the entire file will be searched for the new data requested.

The proponent of this memorandum is the Directorate of Information Management. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Commander, Fifth U.S. Army & FSH, ATTN: AFZG-IM, Fort Sam Houston, Texas 78234-5000.

FOR THE COMMANDER:

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