

SERC Office Systems Newsletter

Issue 1 / August 1990

The bi-monthly newsletter for users of SERC Office Systems
Produced by the RAL Office Systems Group



The PROFS Team

Front row, left to right: Liz Krauesslar, Alison Bowen *, Kay Lloyd *, Judy Bandy, Ann Richardson, Mo Smith. Back row: Tim Evans, Jeff Inkpen, Jed Brown, Dave Parker, Kevin O'Neill, Rob Williams.

*The Swindon Office PROFS team

Welcome!

IT's NEW!!

This is the first edition of a newsletter produced by the Office Systems team to let PROFS users know all that is new about PROFS and to remind you of some of the goodies which have been around for a while. Non-PROFS users can find out some benefits of using the PROFS Office System.

The first edition has been created with articles by members of the team but there is no reason why you as PROFS users cannot have your say! We invite articles about specific uses of PROFS, in particular ways in which you have found that the PROFS service meets your needs. (If it doesn't, send a note to GRIPE!). We expect to include a range of articles of interest within each issue. This issue contains an article on SHOW (a library containing lots of useful PROFS information), details of PROFS user distribution, instructions for scheduling

meetings in PROFS and for keeping your PROFS personal storage under control. We have also included some hints and tips on using document numbers and on converting ExecuCalc spreadsheets for use with Lotus on a PC.

Watch out for the competition!

All major articles are available on PROFS using SHOW so that you can take copies of any you find useful and keep them in your own mail log for reference.

In addition there are details of the training and support offered to users by members of the team and some reminders to help you get the most out of PROFS.

Any comments on the newsletter would be welcomed - send them to PROFS userid OSSNEWS!

J Bandy

Articles can be found in SHOW OSSNEWS

How do I schedule a meeting?



PROFS provides you with an easy way of arranging meetings between PROFS users. It relies on users keeping diaries up-to-date.

To schedule a meeting:

- 1) Press **PF1** Process schedules on main menu 1.
- 2) Select **PF7** to schedule a meeting.
- 3) Specify a range of dates within which the meeting is to occur, its duration and preferred starting time.
- 4) Enter a list of the people to attend the meeting. Use userids, nicknames or distribution lists.

You then have three options for scheduling the meeting:

- 1) **PF1** will check calendars to find a time when all can attend.

PROFS will give you a list of times found.

Choose a day and time from the list by typing an **X** next to your preference, change times if necessary and press **ENTER**.

Then fill in the meeting notice and send by pressing **PF7**.

- 2) **PF2** will schedule a meeting at a particular time, whether or not everyone can make it.
- 3) To set up a recurring meeting, e.g. every two weeks, select **PF3**.

In addition, you can view a single calendar by moving the cursor to the name you require and pressing **PF4**.

REMEMBER Appointments which last "n" whole days, e.g. leave, should be entered thus:

Begin	End	Description
ALL	n	Leave

A Richardson

Personal Storage

Personal storage is an area of disk on the mainframe used to store your personal files, note logs, documents (short-term), in-basket and mail log (index of documents). PROFS storage is centrally managed and is used for filing documents after you have got them into shape.

You can see what is on your personal storage by entering the PROFS command

PUSHER

You will see a concise table of information. The top line tells you the size of your "A" disk in cylinders, which is your personal storage.

Your personal storage is also used as a temporary working area by the system. Thus all the space is not entirely available for you to use as you wish and you should avoid filling it all.

The first item listed by PUSHER is "mail". The number of items should be very small and account for no more than 1 or 2% of the space used. You can reduce the space used by your mail by simply "Opening your mail" and erasing or filing the items you have been sent. Documents should be "filed in the mail log and erased from the incoming mail".

The space occupied by your note logs is the second item shown by PUSHER. You should manage your note logs by using LOGLIST. (Press **PF7** on menu 3 or enter the command **LOGLIST**.) A future article will deal with this in more detail.

PUSHER tells you how many documents are on your personal storage. There should be none! While you may wish to hold documents on personal storage temporarily, documents should be filed permanently on PROFS storage, even if draft!

You may see some "AUTOSAVES" shown by PUSHER. While you are working on documents the system saves copies periodically to prevent you losing your work if a problem occurs. If you have found problems with a document you may need to recover the autosave. Any unwanted autosaves should be deleted. Contact PROFS Support for help with this.

Most PROFS users, will not have any listing files on their personal storage, but if you wish to remove superfluous listing files, contact PROFS Support.

The last item listed by PUSHER is "Other files". On your storage there are several important system files which should never be deleted. If however the "Other files" account for a very large proportion of your space, you should contact PROFS Support.

T Evans

Articles can be found in **SHOW OSSNEWS**

SHOW me a document

This article describes the SHOW facility in PROFS. What is it? How do you use it? and what is available?

SHOW provides easy access to on-line documents. Within SHOW documents are arranged in groups according to topic and you can easily find and print the one you want.

Simply type the command

SHOW

on a PROFS main menu. Select the category you want, e.g. PROFINFO, with the cursor and press the ENTER key. You can repeat this procedure until you see a list of documents from which you can choose one to view, print or work with. Once you have finished working with a document you can move back up to a main menu using PF12.

If you know the name of a particular group of documents, you can go directly to that group by entering its name, e.g.

SHOW HOUSEKEEPING

SHOW contains information on PROFS (PROF-INFO), the Photographic and Reprographic services,

Establishment information, Public Relations documents and Council documents. Amongst other useful information PROFINFO contains PROFS Newsletters and this Newsletter in particular.

To view any article in any issue of this Newsletter enter

SHOW OSSNEWS

on a command line and follow the procedure described above to select articles.

T Evans

Competition!

Win a bottle of Champagne!



All you have to do is think of a title for YOUR newsletter. The present title says what the Newsletter is but is not an EXCITING EYE-CATCHING TITLE - this is what we want you to supply.

All entries must be received by Tim Evans (userid: OSSNEWS) before 15th September. The winning entry will be chosen by the PROFS team and announced in the October issue.

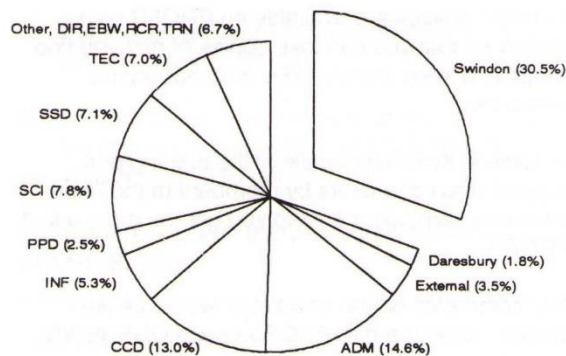
PROFS Statistics

PROFS was introduced at RAL in 1984 and to Swindon Office three years ago. During this time the number of users has increased to the point where we now have over a 1100 registered userids owned by 943 people.

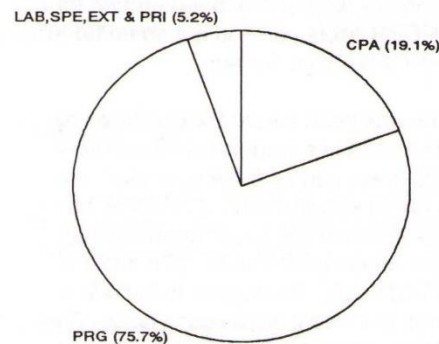
PROFS is available to staff at RAL and Swindon. The pie charts below show the distribution of all users among RAL departments with a separate breakdown by Directorate of Swindon Office.

R D Williams

All Users



Swindon Office



Distribution of PROFS users

Articles can be found in SHOW OSSNEWS

Hints and Tips

CRONological?

Whenever you see a document number in PROFS, you can place the cursor under the number and access the document. If you are allowed to read the document and it is stored in PROFS you will be able to view it on the screen.

E.g. 90214PRO0199

If you are looking at a DisplayWrite/370 document you will need to press **PF5 Docview** to see a document referred to by a cron number, otherwise just press **ENTER**.

When you are writing documents or notes and you refer to another document, why not give the document number? Recipients will then be able to access the document you are referring to.

ExecuCalc to Lotus? Don't re-do your work!

Many users are migrating from ExecuCalc on the mainframe to Lotus 1-2-3 on their PCs. If you have important spread-sheets on the mainframe, you do not need to set up the spread-sheet from scratch if you want to work using Lotus. The steps you should take to move your spread-sheet are summarised below:

- 1) Remove any functions in your ExecuCalc formulae which are not supported by Visicalc. (Most spread-sheets will not have any such functions in them.)
- 2) Save your spread-sheet in "Visicalc" form using the /SS command and store it on your personal storage.
- 3) Use XEDIT or a suitable EXEC to remove all non-Visicalc lines from the file, and save this file with a file type of VC.
- 4) Put the file on your PC, remembering to convert it to PC format.
- 5) Use the Lotus translate programme to import your spread-sheet which is then in Visicalc form into Lotus.

If you need help with this procedure contact PROFS Support.

Editor: Dr. J. Bandy

Articles and enquires about the Newsletter should be sent, preferably by PROFS, to T Evans Userid: OSSNEWS
Tel: RAL ext. 5368

How did we do it?

This newsletter was produced using PROFS and an IBM PC. The articles were created with DisplayWrite/370 in PROFS and DisplayWrite 4 on the PC and the charts were prepared using Lotus 1-2-3. PageMaker was used to layout the pages and the final publication was produced on a LaserJet printer with a PostScript cartridge and sent to Reprographics for production. All these facilities are available to users.

Reminders

- * Keep Notelogs small and erase unwanted notes.
- * Don't leave documents on your personal storage - file them on the PROFS Database.
- * Don't let your in-basket pile up!

Training

The following training is available at RAL:

- a) PROFS Module 1 - an introduction to PROFS
- b) PROFS Module 2 - follows from Module 1
- c) SCRIPT - document preparation facility
- d) DW370 - mainframe word-processing
- e) ExecuCalc - mainframe spread-sheet

The above training is also available at Swindon except for the SCRIPT and ExecuCalc courses.

For further information:

Contacts	Site	Userid	Ext
Liz Krauesslar	RAL	EAK	5368
Alison Bowen	SO	SAMB0	1037

Registration

If you do not already use PROFS and would like to do so, please contact: PROFS Support on RAL ext. 5730 or Swindon ext. 1123.

PROFS Manager : Jed Brown

PROFS Support
If you have a problem with PROFS send a note to GRIPE OR
RAL users: phone 6389 Swindon users: phone 1123

Articles can be found in **SHOW OSSNEWS**