

Appendix C: Working with distribution lists

How to use distribution lists

If you often send notes, messages, or documents to, or schedule meetings with, the same groups of people, you may want to use distribution lists instead of typing names again and again. You can set up distribution lists according to departments, job functions, or membership on project teams. You can give each list a meaningful name (from one to eight characters long) like SALES or MANAGERS. (The filetype for a distribution list is always OFSMLIST.)

You can create distribution lists by copying nicknames from a nickname file, or by typing nicknames, user names, or system name (user name) combinations. Do **not** use your user name as the name of your distribution list. You can also include other distribution list names in a distribution list.

To use a distribution list when you are sending notes, messages, or documents, type the name (filename) of the list where you typically type a nickname or user name. You can also type the user names or nicknames of other people who are not on a list. If your nickname or user name is in the distribution list, PROFS will not send you the note, message, or document.

When you want to search several mail logs at the same time, you can type a distribution list name on screen D01, "Find Documents." PROFS will give you a message that tells you the name of the mail log you are about to search. PROFS will also ask you for the password for that person's A-disk, if necessary. When all the mail logs have been searched, PROFS shows you screen D03, "Process the Documents Found."

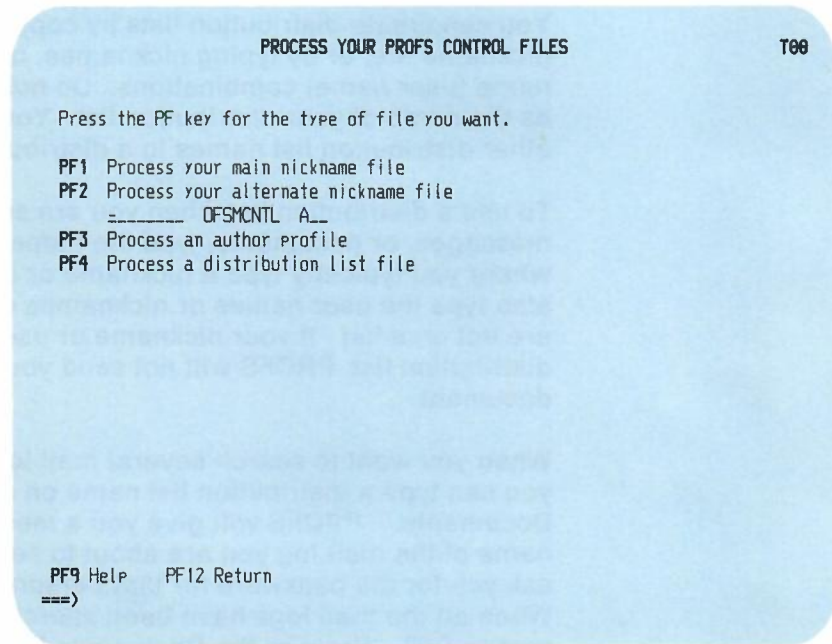
You can use a distribution list to view the schedules for a group of people all at one time. You can also type the distribution list names of people you want to attend a meeting.

At the end of this appendix, you'll find a "fast-track" diagram that summarizes the appendix pictorially.

Processing distribution lists

When you process distribution lists, you can create new distribution lists, add names to existing lists, change individual names or nicknames on a list, erase single names or whole distribution lists, or view distribution lists. You can also copy nicknames from your existing nickname files into your distribution lists.

To begin processing your distribution lists, type **CONTROL** on the command line of the PROFS main menu. If your PROFS administrator has set up a PF key for this function, just press the PF key. PROFS shows you screen T00, "Process Your PROFS Control Files."



Press **PF4** on screen T00.

PROFS shows you screen T30, "Process a Distribution List."

PROCESS A DISTRIBUTION LIST

T30

Press one of the following PF keys.

PF1	Add a new distribution list	If you want to work with a specific distribution list, type in the name before you press the PF key.
PF2	Change a distribution list	
PF3	Erase a distribution list	
PF4	View a distribution list	

PF9 Help

PF12 Return

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From this screen you can begin to add (create), change, erase, or view distribution lists. While you are changing a list, you can add, change, erase, or view individual names.

Creating a distribution list

You can build a distribution list by adding nicknames from your existing nickname files. PROFS will copy them from the file you request to your new distribution list. You can also add other names to your list by typing nicknames, user names, or system name (user name) combinations.

To create a new distribution list, type the name (one to eight characters) you have chosen for it on the blank line next to **PF1** and press **PF1** on screen T30. Be sure to make the name something easy to remember, for example, "Managers." PROFS shows you screen T31, "Add the XXXXXXXX Distribution List." (The name you typed on screen T30 replaces the Xs in the screen title.)

ADD THE MANAGERS DISTRIBUTION LISTT31

Press one of the following PF keys.

PF1 Choose nicknames to add to the list from your main nickname file

PF2 Choose nicknames to add to the list from your alternate nickname file. Type the name below
----- **OFSMCNTL A1**

PF3 Add a name to the list

PF8 Quit **PF9** Help PF12 File
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Adding nicknames

If you want to **copy names from your main nickname file** into your distribution list, press **PF1** on screen T31. If you want to work with your alternate nickname file, type the name of the alternate nickname file next to the cursor and press **PF2**.

PROFS shows you screen T32, "Choose Nicknames to Add to the XXXXXXXX List." (PROFS replaces the Xs in the screen title with the name of the distribution list you chose on screen T30.)

CHOOSE NICKNAMES TO ADD TO THE MANAGERS LISTT32

To add a nickname to the distribution list, type X next to your choice(s) below. When you have made your choice(s) on this screen, press ENTER.

PF8 Quit PF9 Help PF10 Next Screen PF11 Previous Screen PF12 Return

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Choice	Nickname	Comments/Name
-	MATTISON	Robin B. Mattison Mgr. Market Res.
-	WANGED	Deb Wange Mgr. PR
-	VANJOREN	Dot VanJoren Office Manager
-	RADDISHJ	Janine Raddish TEAM Manager
-	JSMITH	John Smith Mgr. Accounting
-	MCBARRY	Barry McCormick Mgr. Sales
-	ATREE	Art Tenenbaum Mgr. R and D
-	REISMANA	Alan Reisman Mgr. Distribution

To add nicknames to the distribution list, type **X** next to your choices. Then, press ENTER.

You may have more nicknames than can be shown on one screen. To view the next screen in the sequence, press **PF10**. To view the previous screen, press **PF11**. When you press either of these keys, PROFS first adds the nicknames you chose before showing you another list of nicknames on screen T32. Press **PF12** to return to T31.

*If you decide before you press **PF12** on screen T31 that you don't want to add nicknames to a distribution list, press **PF8**. PROFS will show you screen T30. The names you were going to add will not be added.*

If you want to **add names that are not in your nickname files**, press **PF3** on screen T31. PROFS shows you screen T33, "Add a Name to the XXXXXXXXX List."

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On this screen you can type the names you want to add to your distribution list:

- If you are adding the name of a person who uses the same PROFS system that you do, type the person's **user name**.
- If you are adding the name of a person who is not on your PROFS system (a remote user), type **that person's system name followed immediately by the person's user name in parentheses**, for example: ATL50(JPJONES).
- For both **remote and local users**, you can type a **nickname** instead of a user name if the nickname is in your own nickname file, your alternate nickname file, or your PROFS system nickname file. (See "Appendix B: Working with nickname files.")
- Type your comments on the lines under "Name/Comments." These are for your own use and never appear in notes or messages.

When you have finished, press **PF12**. PROFS adds the names to your distribution list and returns you to screen T31, "Add the XXXXXXXX Distribution List." Press **PF12** to file the changes and return to T30.

IF YOU CHANGE YOUR MIND

*If you decide before you press **PF12** on screen T31 that you don't want to add other names to a distribution list, or if you decide not to add the whole list, press **PF8**. PROFS will show you screen T30. The names or list you were going to add will not be added.*

Changing a distribution list

There are two ways to change distribution lists, depending on whether or not you have a specific list in mind.

If you only want to make changes in one distribution list, type the filename in the blank space next to **PF2** on screen T30 and press **PF2**. PROFS takes you directly to screen T40, "Change the XXXXXXXX Distribution List." (PROFS replaces the Xs with the filename you typed.)

CHANGE THE MANAGERS DISTRIBUTION LIST

T40

Press one of the following PF keys.

PF1 Choose nicknames to add to the list from your main nickname file

PF2 Choose nicknames to add to the list from your alternate nickname file. Type the name below
----- **OF5MCNTL A1**

PF3 Add a name to the list

PF4 Change a name in the list

PF5 Erase a name from the list

PF6 View the names in the distribution list

PF8 Quit **PF9** Help **PF12** File

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If you want to **change more than one distribution list**, or if you **can't remember the name of the distribution list** you want to change:

1. Press **PF2** on screen T30 without typing anything under **PF2**. PROFS shows you screen T34, "Change a Distribution List."

CHANGE A DISTRIBUTION LIST T34

To change a distribution list, type X next to your choice(s) below.
When you have made your choice(s) on this screen, press ENTER.

PF8 Quit **PF9** Help PF10 Next Screen PF11 Previous Screen PF12 Return
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Choice	Distribution List
-	MANAGERS
-	SALES
-	SUPPORT
-	BOARD
-	PREFSTOK
-	TECHNCL

2. Type **X** next to the names of distribution list(s) you want to change.

You may have more distribution list names than can be shown on one screen. To view the next screen in the sequence, press **PF10**. To view the previous screen, press **PF11**. When you press either of these keys, PROFS first processes the names you have chosen before it shows you another list of names on screen T34.

3. Press ENTER.

PROFS shows you screen T40, "Change the XXXXXXXX Distribution List." (PROFS replaces the Xs with the first filename you chose.) See screen T40 at the beginning of "Changing a distribution list" in this appendix.

From screen T40, you can:

- Copy names from your nickname files into distribution lists.
- Add names that are not in your nickname files.
- Change names.
- Erase names.
- View names.

If you want to **choose nicknames to add to your distribution list from your main nickname file**, press **PF1** on screen T40, "Change the XXXXXXXX Distribution List." PROFS shows you screen T32.

If you want to **choose nicknames to add to your distribution list from your alternate nickname file**, type the filename, and press **PF2** on screen T40. PROFS shows you screen T32, "Choose Nicknames to Add to the XXXXXXXX List." You can use this screen the same way you did when you created a distribution list (see "Creating a distribution list" at the beginning of this appendix).

If you want to **add names that are not in your nickname files**, press **PF3** on screen T40. PROFS shows you screen T33, "Add a Name to the XXXXXXXX List." You can use this screen the same way you did when you created a distribution list (see "Creating a distribution list" at the beginning of this appendix).

If you want to **change names in your distribution list**, press **PF4** on screen T40. PROFS shows you screen T41, "Change a Name in the XXXXXXXX List."

T41

CHANGE A NAME IN THE MANAGERS LIST

To change a name in the distribution list, type X next to your choice(s) below. When you have made your choice(s) on this screen, press ENTER.

PF8 Quit PF9 Help PF10 Next Screen PF11 Previous Screen PF12 Return

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Choice	Name	Name/Comments
-	WSHVM3BC(RBMATTSN)	Robin B. Mattison, Mgr. Market Research
-	WSHVM3BB(DEW44211)	Deb Wange, Mgr. PR
-	WSHVM3BD(DOTVJ999)	Dot VanJoren, Office Manager
-	PALALVM5(JANRAD33)	Janine Raddish, TEAM Manager
-	MSNVM2AA(DALID100)	John Smith, Mgr. Accounting
-	TXVMSYS1(BMCCDEV7)	Barry McCormick, Mgr. Sales
-	CANTVM36(ATANPR88)	Art Tenenbaum, Mgr. R and D
-	MDGATVMK(ALREIS12)	Al Reisman, Mgr. Distribution

Choose names by typing **X** next to each one you want to change. Press **ENTER**. PROFS shows you screen T42, "Change the Name in the XXXXXXXX List," with the names you chose to change. (PROFS replaces the Xs with the name of the list you are making changes in.)

CHANGE THE NAME IN THE MANAGERS LIST

T42

Type in the change(s) over the information below. When you have finished, press PF12.

Name	Comments/Name
WSHVM3BC(RBMATTSN)	Robin B. Mattison, Mgr. Market Research
WSHVM3BB(DEW44211)	Deb Wange, Mgr. PR
WSHVM3BD(DOTVJ999)	Dot VanJoren, Office Manager
PALALVM5(JANRAD33)	Janine Raddish, TEAM Manager
MSNVM2AA(DALID100)	John Smith, Mgr. Accounting
TXVMSYS1(BMCCDEV7)	Barry McCormick, Mgr. Sales
CANTVM36(ATANPR88)	Art Tenenbaum, Mgr. R and D
MDGATVMK(ALREIS12)	Al Reisman, Mgr. Distribution

PF8 Quit PF9 Help PF12 Return
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Type your changes over the information on the screen. Press **PF12**. PROFS returns you to screen T41. Press **PF12**. If you chose several lists on screen T34, PROFS returns you to screen T40 for each one. You can choose nicknames to add to a list, make other additions, change, erase, or view names in each distribution list. PROFS will return you to screen T40 until you finish making changes.

IF YOU CHANGE YOUR MIND

*If you decide before you press **PF12** on screen T40 that you don't want to change one or more distribution lists, press **PF8**. PROFS will show you screen T30. The distribution list(s) you were going to change will not be changed.*

Erasing names on a distribution list or erasing the whole list

If you want to **erase a name from a distribution list**, press **PF5** on screen T40, "Change the XXXXXXXX Distribution List." PROFS shows you screen T43, "Erase a Name From the XXXXXXXX List."

ERASE A NAME FROM THE MANAGERS LISTT43

To erase a name from the distribution list, type X next to your choice(s) below. When you have made your choice(s) on this screen, press ENTER.

PF8 Quit PF9 Help PF10 Next Screen PF11 Previous Screen PF12 Return

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Choice	Name	Comments/Name
-	WSHVM3BC(RBMATTN)	Robin B. Mattison, Mgr. Market Research
-	WSHVM3BB(DEW44211)	Deb Wange, Mgr. PR
-	WSHVM3BD(DOTVJ999)	Dot VanJoren, Office Manager
-	PALALVM5(JANRAD33)	Janine Raddish, TEAM Manager
-	MSNM2AA(DALID100)	John Smith, Mgr. Accounting
-	TXVMSYS1(BMCCDEV7)	Barry McCormick, Mgr. Sales
-	CANTVM36(ATANPR88)	Art Tenenbaum, Mgr. R and D
-	MDGATVMK(ALREIS12)	Al Reisman, Mgr. Distribution

Choose the names you want to erase by typing **X** next to each name. Then press ENTER.

IF YOU CHANGE YOUR MIND

If you decide before you press **PF12** on screen T40 that you don't want to erase names on a distribution list, press **PF8**. PROFS will show you screen T30. Nothing will be erased.

There are two ways to **erase whole distribution lists**, depending on whether or not you have one specific list in mind.

If you only want to erase one distribution list, type the name of the distribution list in the blank space next to **PF3** on screen T30, "Process a Distribution List," and press **PF3**. PROFS shows you screen T36, "Erase the XXXXXXXX Distribution List."

ERASE THE MANAGERS DISTRIBUTION LISTT36

Press PF12 to erase the following distribution list.

PF8 Quit **PF9** Help PF10 Next Screen PF11 Previous Screen PF12 Erase
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Name	Comments/Name
WSHVM3BC(RBMATTSN)	Robin B. Mattison, Mgr. Market Research
WSHVM3BB(DEW44211)	Deb Wange, Mgr. PR
WSHVM3BB(DOTVJ999)	Dot VanJoren, Office Manager
PALALVM5(JANRAD33)	Janine Raddish, TEAM Manager
MSNVN2AA(DALID100)	John Smith, Mgr. Accounting
TXVMSYS1(BMCCDEV7)	Barry McCormick, Mgr. Sales
CANTVM36(ATANPR88)	Art Tenenbaum, Mgr. R and D
MDGATVMK(ALREIS12)	Al Reisman, Mgr. Distribution

Look over the information you see on screen T36 to make sure that this is the distribution list you want to erase. If it is, press **PF12**. PROFS erases the list and returns you to screen T30.

IF YOU CHANGE YOUR MIND

*If you decide before you press **PF12** on screen T36 that you don't want to erase the distribution list, press **PF8**. PROFS returns you to screen T30. Nothing will be erased.*

If you want to **erase more than one distribution list**, or if you **can't remember the name of the distribution list** you want to erase:

1. Press **PF3** on screen T30. PROFS shows you screen T35, "Erase a Distribution List."

T35

ERASE A DISTRIBUTION LIST

To erase a distribution list, type X next to your choice(s) below.
When you have made your choice(s) on this screen, press ENTER.

PF8 Quit **PF9** Help PF10 Next Screen PF11 Previous Screen PF12 Return
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Choice	Distribution List
X	MANAGERS
-	SALES
-	SUPPORT
-	BOARD
-	PREFSTOK
-	TECHNCL

2. Type **X** next to the names of the distribution lists you want to erase.
3. Press **PF12**.

PROFS shows you screen T36 for each of the lists you chose to erase. After you view the list to make sure you want to erase it, press **PF12**. PROFS shows you screen T36 for each list you chose.

IF YOU CHANGE YOUR MIND

*If you decide before you press **PF12** on screen T36 that you don't want to erase one of the lists, press **PF8**. Press **PF8** again on screen T35. Nothing will be erased.*

After you have finished working with the last list, press **PF12** to get back to screen T30.

Viewing a distribution list

There are three ways you can view a distribution list, depending on which screen you are working with at the time, and whether or not you have a specific list in mind.

If you want to **view names in a distribution list** from screen T40, "Change the XXXXXXXX Distribution List," press **PF6**. PROFS shows you screen T44, "View the Names in the XXXXXXXX List."

If you know the **name of the distribution list** you want to view, type it in the blank next to **PF4** on screen T30 and press **PF4**. PROFS shows you screen T44, "View the Names in the XXXXXXXX List."

If you don't know the **name of the distribution list**, or want to **view more than one**:

1. Press **PF4** on screen T30. PROFS shows you screen T37, "View a Distribution List."

VIEW A DISTRIBUTION LIST

T37

To view a distribution list, type X next to your choice(s) below.
When you have made your choice(s) on this screen, press ENTER.

PF8 Quit PF9 Help PF10 Next Screen PF11 Previous Screen PF12 Return

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Choice	Distribution List
-	MANAGERS
-	SALES
-	SUPPORT
-	BOARD
-	PREFSTOK
-	TECHNCL

2. Type **X** next to the names of the lists you want to view.
3. Press **ENTER**.

PROFS shows you screen T44, "View the Names in the XXXXXXXX List."

VIEW THE NAMES IN THE MANAGERS LIST

T44

The following information is in the distribution list.

PF9 Help
PF10 Next Screen
PF11 Previous Screen
PF12 Return

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Name	Comments/Name
WSHVM3BC(RBMATTSN)	Robin B. Mattison, Mgr. Market Research
WSHVM3BB(DEW44211)	Deb Wange, Mgr. PR
WSHVM3BB(DOTVJ999)	Dot VanJoren, Office Manager
PALALVM5(JANRAD33)	Janine Raddish, TEAM Manager
MSNVM2AA(DALID100)	John Smith, Mgr. Accounting
TXVMSYS1(BMCCDEV7)	Barry McCormick, Mgr. Sales
CANTVM36(ATANPR88)	Art Tenenbaum, Mgr. R and D
MDGATVMK(ALREIS12)	Al Reisman, Mgr. Distribution

4. Press **PF12**.

If you chose to view only one distribution list on screen T37, PROFS returns you to screen T30. If you chose several distribution lists on screen T37, PROFS shows you screen T44 for each list you chose, until you have seen them all. PROFS then returns you to screen T37.

Appendix C: Working with distribution lists

Fast Track

