

Appendix F: How to interrupt PROFS tasks

While you are doing a task in one PROFS function, you may want to interrupt the task and go to a different function. For example, while typing a note, you may want to view your schedule to get some information to include in the note.

You don't have to go back to the main menu to do this. PROFS allows you to interrupt a task and to do another task in a different function while PROFS holds your place in the first function.

You can interrupt the PROFS task from any screen **except** the following:

- A00 – The main menu
- A05 – Process Documents from Other Sources
- C09 – Process Files that are not from PROFS
- C10 – View or Change the File
- E53 – Change the Note Log
- F10 – Proofreading
- F51 – Document Heading
- F52 – Document Text
- F53 – Change Document Text
- F54 – Power Typing (The screen does not show a number.)
- F62 – DisplayWrite/370 “Edit” screen (The screen does not show a number.)
- F67 – DisplayWrite/370 “Document Format Creation” screen (The screen does not show a number.)
- F73 – DisplayWrite/370 “View” screen (The screen does not show a number.)
- I01 – View the Graphics Document
- S00 – Interrupt and Process Other Jobs (That is, you can't interrupt a task if you're already interrupting another task.)
- Txx – All of the nickname file, author profile, and distribution list file screens.

To interrupt the PROFS task, press the **PA2** key. PROFS shows you screen S00, "Interrupt and Process Other Jobs."

This screen is very similar to screen A00, the main menu.

Press PF11 to view an alternate screen S00, "Interrupt and Process Other Jobs."

S00

INTERRUPT AND PROCESS OTHER JOBS

Press one of the following PF keys.

PF1 Process calendars

PF2 Process the mail log

PF3 Add an automatic reminder

PF4 Process notes and messages

PF5 View your next reminder

Time: 1:17 PM

1987 JANUARY 1987						
S	M	T	W	T	F	S
					1	2
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Day of Year: 002

PF11 View menu number 2

PF9 Help **PF12** Return

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Mail Waiting

Screen S00 lists five major tasks with PF keys. When you press **PF1** through **PF4** PROFS shows you the first screen for that task, as if you were on the main menu. When you press **PF5**, PROFS shows you your next reminder on the bottom half of the screen.

You can use some of the main menu commands on screen S00 to go to other functions and screens. However, the functions you can go to depend on the function you interrupt. For example, if you interrupt the "Process the mail log" function, you cannot go to that same function on the S00 screen. In fact, the "Process calendars" function is the only function you can interrupt and go to the same function on the S00 screen.

Like the main menu, the interrupt screen has two alternate menus. To go to the next interrupt menu, press **PF11**. Your PROFS administrator may set up choices for the PF keys on these menus or can help you to set some up.

When you have finished the task that you wanted to do, press **PF12**. PROFS returns you to screen S00. Press **PF12** again. PROFS returns you to the screen you were on before you interrupted your task.