



1 Communicating with PROFS

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1 Communicating with PROFS

1 Introduction

You don't have to learn a new language to use PROFS, but you do have to know how to read PROFS screens, how to make choices from a menu, and how to type certain kinds of information.

This chapter gives you basic information about PROFS screens, program function (PF) keys, PROFS commands, and ways in which PROFS stores and sends information.

If you've already worked through the exercises in *Getting Started with the Professional Office System*, you may already know some of this information. You may want to review this chapter briefly now. Later, when you are working with PROFS, you can return to this chapter to review specific information.

2 Getting help from your PROFS administrator

Your PROFS administrator can help you learn how to use PROFS and make sure that PROFS is set up to serve you in the most convenient ways possible.

Among many other things, your PROFS administrator will:

- Add you to the PROFS system as a user
- Help train you to use PROFS
- Answer your questions
- Tailor PROFS for you or your department.

To get you started, your PROFS administrator will first give you copies of the PROFS books you'll need (and perhaps other training material). He or she will also answer whatever questions you have at the beginning. Other training sessions will depend upon the schedule and training program that your PROFS administrator has set up for you.

If you have any questions later about PROFS, first try looking up the answer on a HELP screen (see "Screens, menus, and PF keys," later in this chapter) or in this book. If you still don't have the answer you need, contact your PROFS administrator.

3

Your

**user name,
password,
nickname, and
system name**

Every PROFS user has a **user name** (sometimes called **userid**) and a **password**. In addition, your computer system has a unique **system name** (sometimes called **nodeid**).

User names

A user name is a name which is unique to a person using the computer system. PROFS uses this unique name to identify the person who creates, sends, or receives each schedule, note, document, or other piece of information within PROFS. You use your own user name with PROFS to identify the information that you create. You use other people's user names to send information to them or to view their calendars and in turn allow other people to send information to you, or view or change your calendar.

Your user name is assigned by your computer support group. It may be your name or serial number or a combination of letters and numbers. An example of a user name for John P. Jones might be JPJONES. Your PROFS administrator can tell you how your user name was assigned.

When you communicate with someone on your own PROFS system, you need only type the person's user name. When you communicate with people on other computer systems, you must type their unique system name with the user name so that PROFS knows the computer system it must communicate with.

Passwords

Your password is a security measure. It helps prevent unauthorized people from seeing the information in your files. You use your password, as well as your user name, when you log on to the computer system.

Your password may be initially assigned by your computer support group. Your PROFS administrator will tell you what it is, as well as if and when it will change and whether you change it yourself or are notified of the change by someone else.

Nicknames

Nicknames are names that you can use instead of user names when you send messages, notes, and documents to other users or work with calendars. To use nicknames, you or your PROFS administrator must set up a nickname file to which you add the nicknames you want to use.

A nickname represents both a user name and a system name as one name. For example, suppose you communicate quite often with Mary Jones who also works for your company but who is located in another city and works with another computer system. Mary's user name is MJONES and the system name that recognizes her as a user is VMSYS1. If you were to add Mary Jones to your nickname file with a nickname of MARY, all you would have to do as you were using PROFS is type the name **MARY**. PROFS then checks your nickname file to find the user name and system name of MARY.

The nickname can be any name you choose, as long as it is not longer than eight characters (letters and numbers only). Do **not** use your user name as a nickname. The nickname you give to a user does not have to be the same as someone else's nickname for that same user. (See "Appendix B: Working with nickname files" for more information.)

System names

A system name is the name of your computer system. Frequently you use a system name/user name combination when you are sending material to someone who uses a different computer system. A system name is also called a nodeid.

4 Screens, menus, and PF keys

You do your work with PROFS by using **screens**, which PROFS shows you on your terminal. Most screens have a **screen identifier (screen id)** in the upper right corner, such as A00, C04, or F51. The **screen name** appears at the top of most screens. In a few cases, screens with different ids have the same name if they handle similar tasks. In this book, you'll see ids used, and sometimes names as well, to refer to screens.

Most of the screens list different tasks next to **PF keys**, much like choices on a menu (which is why some screens are often called **menus**). You make a choice on a screen by pressing the corresponding PF key on your keyboard. PROFS responds in some way when you press a PF key. PF stands for "program function" because you call up a specific function of the program with each PF key. A PF key is valid only if it is listed on the screen.

The list of choices changes from screen to screen, and there are different kinds of choices. Some choices (for example, the following screen) take you to another menu or screen to do a specific task. Some choices tell PROFS to do something, such as print a document or send a note to someone. Some choices help you to make changes in documents as you type them on a screen. Sometimes the list of choices is a list of notes or documents that you can work with. Frequently, there is more than one way to do a particular task, depending upon which screen you start from.

Screen name

Screen id

PROCESS THE INCOMING MAIL

C02

From: Smith, G.
Subject: Monthly report

Document No.: B7002TST000B
Type: Draft

**You must press only one
PF key on this screen.**

Press one of the following PF keys, or press PF10 to view more choices.

- PF1 View the document
- PF2 File in the mail log and erase from the incoming mail
- PF3 Keep in the incoming mail and the mail log
- PF4 Erase from the incoming mail and the mail log
- PF5 Forward the document
- PF6 View the distribution list
- PF7 View or change the mail log information
- PF8 Print the document
- PF10 View more choices

**Press PF9 to see an
explanation of how
this screen works.**

PF9 Help

PF12 Return

**If you press PF12, you
will usually return to the
screen you just came
from.**

Some PF keys will have different meanings on different menu screens. However, **PF9** "Help" always has the same meaning. If you press **PF9** on any screen, PROFS shows you a **HELP** screen. The **HELP** screen explains what you can do on the screen you were on when you pressed **PF9**.

*** Help Screen ***

C02

**This is a HELP screen
for screen C02.**

PROCESS THE INCOMING MAIL

What you can do

You can look at, file, forward, or print a draft document from your incoming mail. You can see which other people received a copy of the document. You can look at or change mail log information about the document.

Getting it done**View the document**

Press PF1. PROFS shows you the document on screen 100, "View the Document."

Keep in the list

1. Decide whether or not you want to keep the document in your incoming mail.
2. If you do not want to keep the document in your

PF9 Help
==> _

PF10 Next Screen

PF11 Previous Screen

Screen 1 of 3
PF12 Return

**You can press PF10 and
PF11 to move back and
forth among the different
screens.**

Also, if you press **PF12** when it is labelled "Return," PROFS generally returns you to the screen you just came from. For example, if you go from the main menu to another screen and then press **PF12**, you'll return to the main menu. However, if you press **PF12** "End" while viewing the main menu, you'll leave PROFS. When you leave PROFS, the screen clears and then you see a message that you have signed off PROFS. We'll point out any exceptions to the **PF12** function as they occur.

When you are working with Revisable-Form Text (RFT) documents, you can have more than 12 PF keys by changing the number from 12 to 24 in your user profile. (See "Appendix N: Tailoring your PROFS system" for more information.) While you are editing an RFT document, you can change the function of any PF key while you are editing. You can also write your own list of commands to change the functions on the PF keys. (See "Appendix O: Using DisplayWrite/370 and CLISTs" for more information.)

On some screens, you can make more than one choice. When you press PF keys on one of these screens, the word **SELECTED** appears in bright letters next to each of the choices you make. (In most cases, you can cancel a choice by pressing the same PF key you chose to make the word **SELECTED** appear, and it will disappear from your screen.) When you press all the PF keys that you need, you press the **ENTER** key to tell PROFS to process your choices.

CHANGE USER ACCESS TO THE CALENDAR

W13

Calendar for: **G. J. Johnson**

Authority being granted to: **David Richards**

Press one or more of the following PF keys to indicate the type of authorization for this user. Then press **ENTER** to give the user access to the calendar.

PF1	User may view times of entries only	
PF2	User may view nonrestricted entries	SELECTED
PF3	User may view confidential entries	
PF4	User may view personal entries	SELECTED
PF5	User may change nonrestricted entries	SELECTED
PF6	User may change confidential entries	
PF7	User may change personal entries	
PF8	User may change authorized access to the calendar	

*Pressing the same PF key you chose to make the word **SELECTED** appear usually cancels a choice.*

PF9 Help PF12 Cancel

Sometimes you must type information on a screen before you press a PF key or the **ENTER** key. In most cases, blank lines on the screen show you where to type. These blank lines on the screen that are reserved for your information are called **fields**, with one field for each piece of information that is requested or allowed. To move your cursor from one field to another, use your **tab** key.

PROFS expects you to press keys and type information in certain allowable ways, which this book describes. If you should happen to make a mistake, don't worry. PROFS will tell you why you can't do a particular step the way you tried by giving you an **error message**. If you then need help in understanding what you can or can't do, try these sources of information, in this order:

- Press **PF9 "Help"** on any screen to get an explanation of how that screen works.
- Look up the section(s) in this book that talks about the task you are trying to accomplish.
- Look up the explanation of the message in the listing of messages that your PROFS administrator gave you. The listing is called *Messages for Professional Office System*.
- Ask your PROFS administrator.

PROFS shows you error messages on (1) the screen in error or (2) a separate screen with "MORE..." in the lower right-hand corner of the screen. If (1), just correct the error and continue. If (2), you must press **CLEAR** to get back to the screen in error.

5 Commands

As Section 4 just described, you usually give instructions to PROFS in either of two ways. By:

- Pressing PF keys that correspond to choices on a screen or,
- Typing in some information and pressing the ENTER key or a PF key.

A third way you can give instructions to PROFS is to use **commands**.

You are actually already using commands whenever you press a PF key. PROFS is set up so that every PF key choice is really just a way to give a command without having to type it.

If the task you want to do does not have a PF key assigned to it, you can type commands. These commands give you increased control over what PROFS does. The more commands you know, the more useful and flexible PROFS will be for you.

Commands may be one or more words long. You always type them on the command line following the arrow ==>, usually at the bottom of a screen that has a command line. In some cases, you might have to type the command and some other information that indicates how the command should be carried out. After you type a command, press the ENTER key to tell PROFS to carry it out.

When you type a command, you can type it in capital or small letters. PROFS interprets the command the same way no matter how you type it.

In this book, the capital and small letters in a command have particular meanings. Capital letters indicate the letters in the command that you must include; they show the shortest acceptable abbreviation of the command. Small letters can indicate two different things:

1. They can indicate letters that you can leave out. For example, in the FILE command, you must include all four letters. In the Input command, you can leave out some letters and just type **i**, **in**, or **inp**, and so forth. You don't have to capitalize any of the letters.

Or,

2. They can indicate information that you **must** supply. For example, in this command:

ERASE filename AUT\$PROF

you must substitute the name of the file for the word "filename." If the file is named "Debbie," the actual command you type could be **erase debbie aut\$prof**. You don't have to capitalize any of the letters.

(See "Appendix G: Using commands with PROFS" for more information.)

6 Sending and receiving information

Sending information

With PROFS, you can send information in any or all of the following forms:

- Messages
- Notes
- Documents.

The medium you choose depends upon the length, formality, and urgency of the communication, as well as on what kind of response you want.

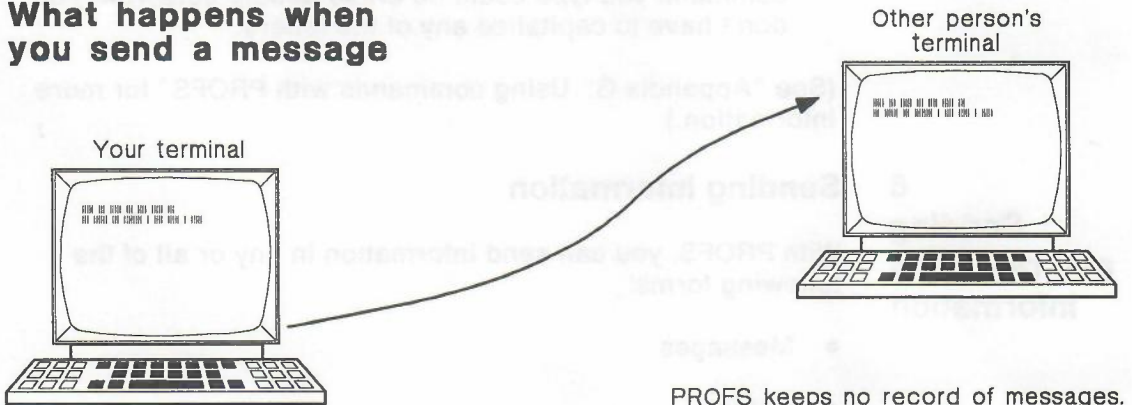
Messages

Messages are short and informal. When you send a message, it appears almost immediately on the receiver's screen if the receiver is on the PROFS main menu or subset menu screen. Otherwise, the message will not appear until the person who receives the message presses ENTER or some other key that interrupts something he or she is doing on PROFS.

Messages do not go into the person's incoming mail and PROFS does not keep copies of them. Therefore, if the person you are sending the message to is not logged on to the computer, the message will not be received.

For more information, see "Chapter 6: Processing notes and messages."

What happens when you send a message



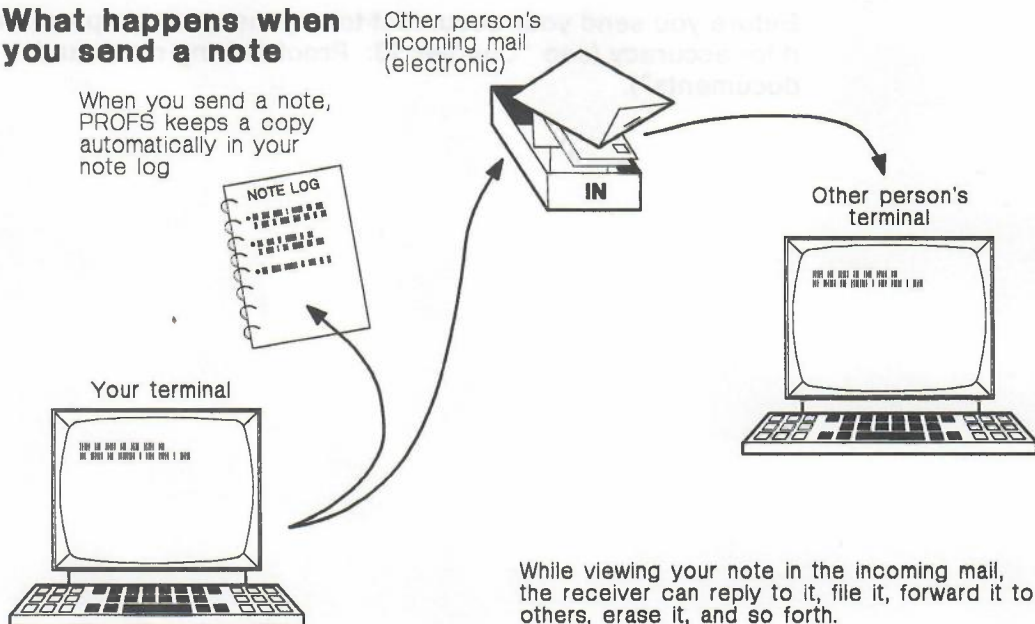
Notes

Notes are more lasting than messages. When you send a note, it goes into the other person's incoming mail. It will be there the next time that person opens the mail. PROFS automatically keeps an electronic copy of the note you send, unless you tell it not to.

Notes are identified by the subject and by the date and time they are sent. You can keep a file of the notes you send and receive in a general **note log**, or in other note logs that you set up and label yourself. For example, you might set up a "Jean" log for all the notes you send to, or get from, an associate named Jean. You can also have your notes printed or proofread.

For more information, see "Chapter 6: Processing notes and messages" and "Chapter 13: Proofreading notes and documents."

What happens when you send a note



Documents

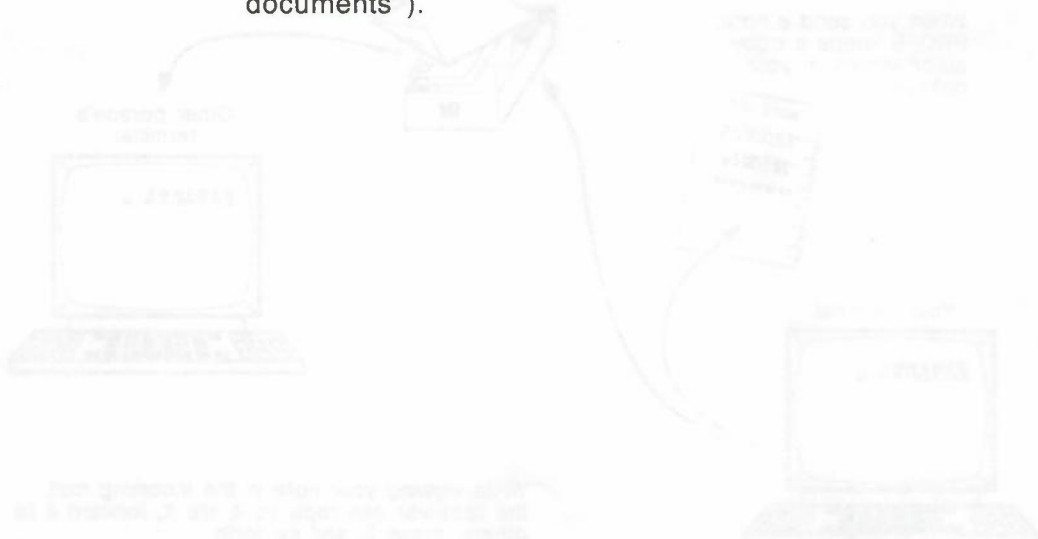
Documents cover a wide range of items: letters, memoranda, reports, bulletins, and so on. They are the most formal and most permanent type of communication.

Before you actually create a document, you choose a **document style**, which is a preset format and may even have some text already typed in.

For more information, see "Writing a new document" in "Chapter 7: Preparing RFT documents" and "Writing a new document" and "Changing or editing an existing draft" in "Chapter 8: Preparing DCF documents."

Before you type the text of a document, you specify one of your **author profiles** (or someone else's profile, if you're preparing a memo or letter for someone else). By typing the name of the author profile, you tell PROFS automatically to put key information (such as name, address, title) into the document.

Before you send your document to anyone, you can proofread it for accuracy (see "Chapter 13: Proofreading notes and documents").



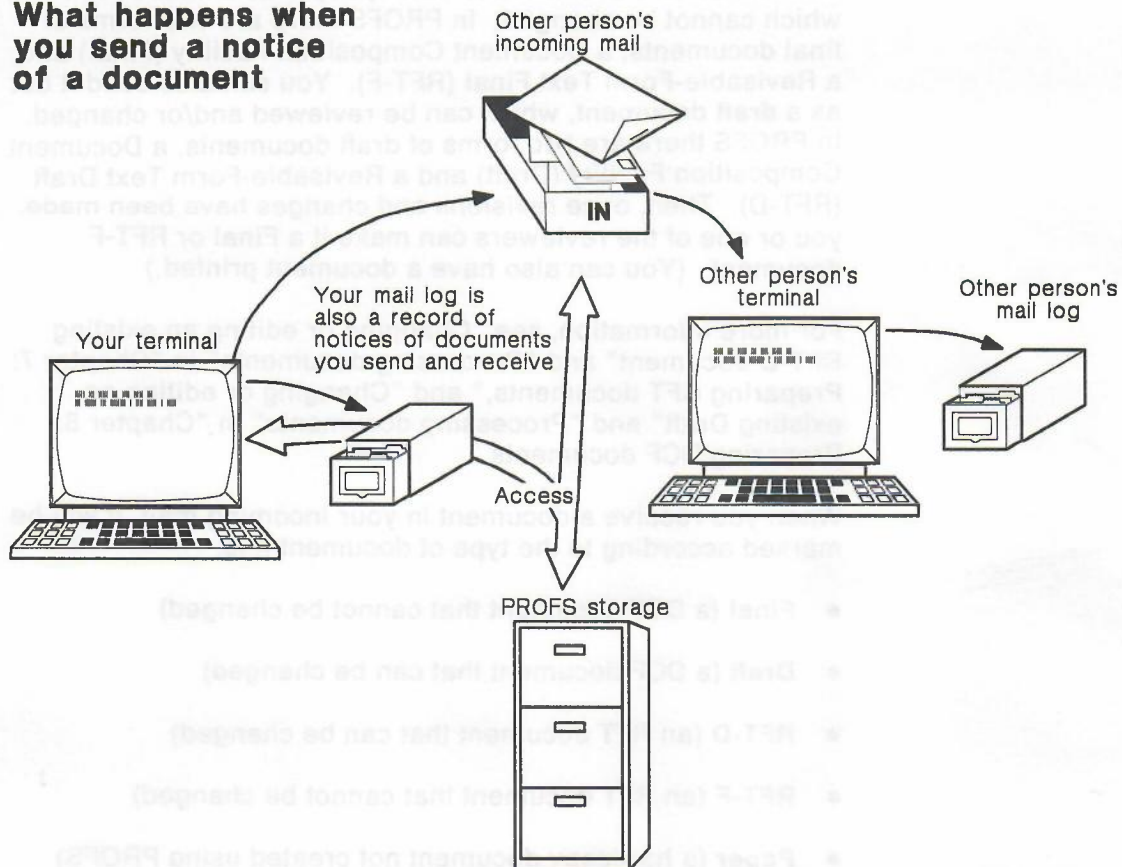
You can send a document to other people as a **final** document, which cannot be changed. In PROFS there are two forms of final documents, a Document Composition Facility (Final) and a Revisable-Form Text Final (RFT-F). You can also send it out as a **draft** document, which can be reviewed and/or changed. In PROFS there are two forms of draft documents, a Document Composition Facility (Draft) and a Revisable-Form Text Draft (RFT-D). Then, once revisions and changes have been made, you or one of the reviewers can make it a Final or RFT-F document. (You can also have a document printed.)

For more information, see "Changing or editing an existing RFT-D document" and "Processing documents" in "Chapter 7: Preparing RFT documents," and "Changing or editing an existing Draft" and "Processing documents" in "Chapter 8: Preparing DCF documents."

When you receive a document in your incoming mail, it will be marked according to the type of document it is.

- **Final** (a DCF document that cannot be changed)
- **Draft** (a DCF document that can be changed)
- **RFT-D** (an RFT document that can be changed)
- **RFT-F** (an RFT document that cannot be changed)
- **Paper** (a hardcopy document not created using PROFS)
- **Graphic** (a Graphical Data Display Manager (GDDM) softcopy file that can be printed or viewed)
- **Other** (an electronic document not created using PROFS).

What happens when you send a notice of a document



When you send a notice of a document, PROFS puts information about it in your mail log and the other person's incoming mail. The document itself is filed in PROFS storage.

7 Storing information

As part of its filing and sending procedures, PROFS stores information for you in two ways: in **personal storage** and in **PROFS storage**. Understanding how this is done, makes PROFS easier to use.

Personal storage. Your personal storage (sometimes called your **A-disk** or **user files**) contains:

- Files you are currently working with (for example, documents you are preparing, but haven't yet sent to anyone)
- Files you have tailored or created for yourself (for example, note files, author profiles, nickname files, or distribution lists)
- Files you have kept as indexes to other files (for example, your note logs are indexes to your notes and your mail log is an index to all of the documents you have created or received from other people).

The computer uses two names to identify each file in your personal storage, a **filename** and a **filetype**. For example, an unfinished memo might have "1" as its filename and SCRIPT as its filetype. (PROFS automatically assigns a number from 1 to 99 to unfinished documents that you put in personal storage.)

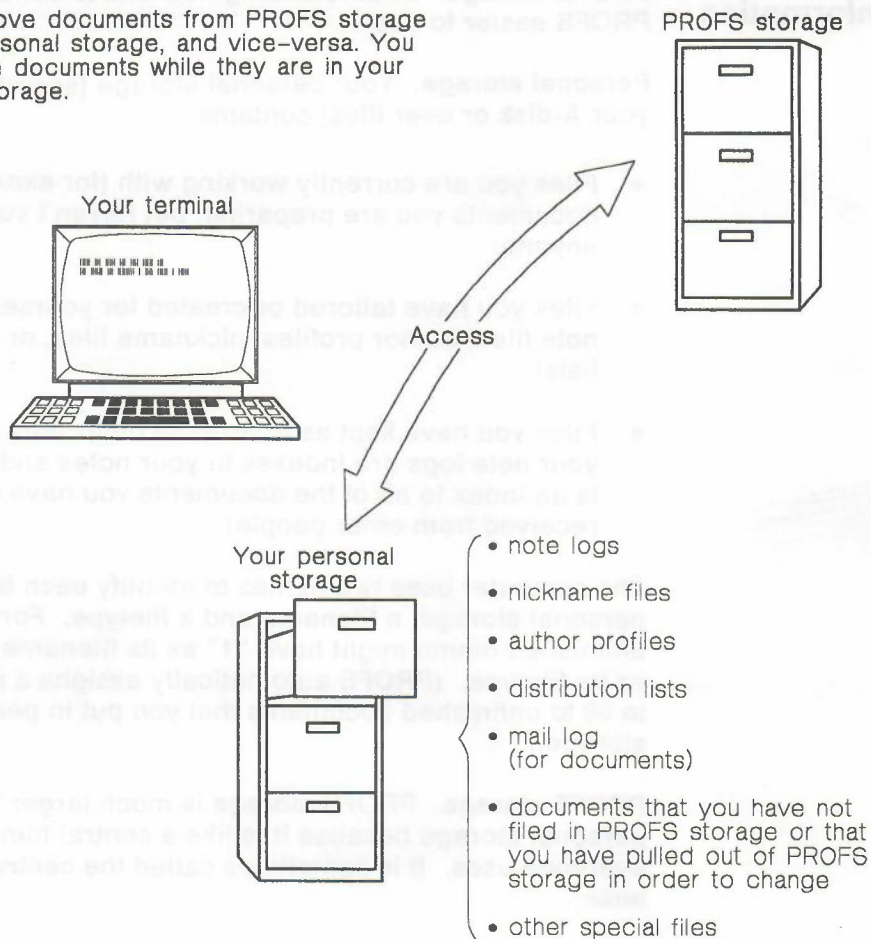
PROFS storage. PROFS storage is much larger than your personal storage because it is like a central filing cabinet that everyone uses. It is sometimes called the **central file** or **data base**.

When you **send** a document to someone else, you are really putting it in PROFS storage, making an entry in your **mail log**, and sending a notice to that person that the document is available to work with. (If the person you send a final document to is on another computer system, the document itself is sent also.) When you **file** a document, you are really putting it in PROFS storage and making (or changing) an entry for that document in your mail log.

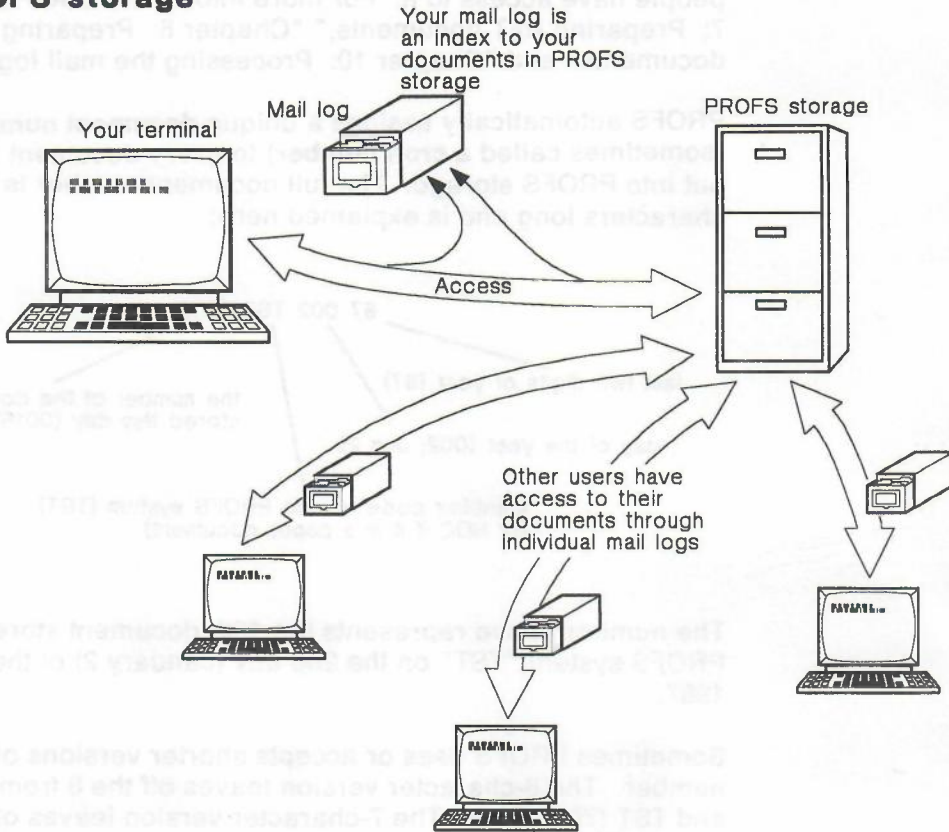
The **owner** of a document is any person who created it or made the last revision to it.

Personal storage

You can move documents from PROFS storage to your personal storage, and vice-versa. You can change documents while they are in your personal storage.

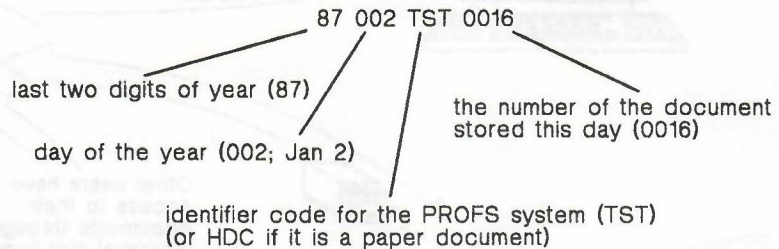


PROFS storage



The owner can restrict the document so that only certain people have access to it. For more information, see "Chapter 7: Preparing RFT documents," "Chapter 8: Preparing DCF documents" and "Chapter 10: Processing the mail log."

PROFS automatically assigns a unique **document number** (sometimes called a **cron number**) to every document that is put into PROFS storage. The full document number is 12 characters long and is explained here:



The number above represents the 16th document stored on PROFS system "TST" on the 2nd day (January 2) of the year 1987.

Sometimes PROFS uses or accepts shorter versions of this number. The 8-character version leaves off the 8 from the year and TST (70020016). The 7-character version leaves off 87 and TST (0020016). If you use the shorter version, you can only work with a current year's item. If you want to work with a previous year's item, you must type the document number using the long version (12 characters).

8 Finding out what's new in PROFS

PROFS News is a feature that will keep you informed of changes that have been made to PROFS. Typically, when new tasks are added to PROFS, when old tasks are improved, or when a screen is added or changed, you can see information about the change in PROFS News.

To see PROFS News, type **NEWPROFS** on the command line of screen A00, "PROFS Main Menu," then press ENTER.