



6 Processing notes and messages

Contents

1 Choosing from the main menu	6-1
2 Sending a note	6-4
3 Sending a message	6-16
4 Working with a note in your note log	6-20
5 Working with all the notes listed on one screen	6-35
Fast Track	6-42



6 Processing notes and messages

1 Choosing from the main menu

You use notes and messages to communicate informally with other PROFS users. For example, you might use a note or message to send information that you would usually deliver in person or by telephone.

A note is more lasting than a message. When you send a note, the note goes into the other person's incoming mail. It will stay there until the person opens the mail and files or erases it. You can keep a copy of the notes that you send and receive in your note log, or other note logs that you set up yourself. PROFS automatically keeps an electronic copy of the note for you, unless you tell it not to.

When you send a message, it appears directly on the other person's screen. A message does not go into the incoming mail, and PROFS does not keep a copy of it. Therefore, your message will not be received unless the person you are sending it to is signed on to the VM system when you send the message.

Press **PF4** on the main menu (screen A00). PROFS shows you screen E05, "Process Notes and Messages."

To work with special logs, type the name of the log over "Note."

E05

PROCESS NOTES AND MESSAGES

Press one of the following PF keys.

PF1	Send a note		
PF2	Send a message		
PF3	View the Note	Log	

PF4	Change the Note	Log	

PF8	Print the Note	Log	

If you want to work with another note log, type the log's name over the highlighted name and then press the PF key.

PF9 Help PF12 Return

Starting from this screen, you can:

- Send a note (see "Sending a note" later in this chapter).
- Send a message or have a conversation using messages (see "Sending a message" later in this chapter).
- Work with the notes you have filed in your note logs:
 - Individually (see "Working with a note in your note log" later in this chapter)
 - In groups (see "Working with all the notes listed on one screen" later in this chapter).

When you work with a note in one of your note logs, you can:

- View it.
- Copy it to another note log.
- Add comments to it.
- Forward it to others.
- Reply to the person who sent it to you.
- Erase it from the note log.
- Send it again.
- Print it.
- Add it to your calendar if it is a meeting notice.
- Add it to the conference room schedule (if it is a reservation notice for a conference room you are responsible for).

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

2 Sending a note

Press **PF1** on screen E05. PROFS shows you screen E04, "Send a Note."

Type a user name, system name (user name) combination, nickname, or name of a distribution list.

Your name is shown only if you typed it in your nickname file.

Type your note here.

Press **PF7** to send the note.

The screenshot shows a light blue screen titled "SEND A NOTE" in the top right corner, with the screen number "E04" next to it. On the left side, there are three labels: "Send to:", "From:", and "Subject:". Lines point from the text "Type a user name, system name (user name) combination, nickname, or name of a distribution list." to the "Send to:" label, and from "Your name is shown only if you typed it in your nickname file." to the "From:" label. A large, empty rectangular area in the center is for typing the note, with a line pointing from "Type your note here." to it. At the bottom of the screen, a line points from "Press PF7 to send the note." to the "PF7 Send" option in the footer. The footer contains the following text: "PF1 Top PF2 Bottom PF3 Erase Line PF4 Add Line PF5 Nulls Off PF6 Format PF7 Send PF8 Proofread PF9 Help PF10 Next PF11 Previous PF12 Cancel".

From screen E04, you can:

- Send a note.
- Proofread a note.
- Send copies of the note to other people.
- Put the note in a special log or no log at all.
- Change customized headings and closings that may be on your screen.
- Include the number of a document (or list of documents) you want to send with the note.

Special commands for notes

You can do additional things with your notes by typing special commands at the beginning of any line that you are not using for the text of a note. Each command is a period followed by two or three letters.

The following chart shows a list of the note commands and a description of each.

Command	Description	Page No.
.ad	Adds more names	6-6
.ak	For note acknowledgement	6-6
.at	Substitutes titles instead of names	6-6
.cc	Sends a copy of the note	6-11
.ct	Substitutes titles instead of names for the copy list	6-11
.gc	Includes any calendar you have access to in a note	6-12
.gf	Gets information from a file into a note	6-8
.grf	Sends several documents with the note	6-7
.im	Adds a file to a note	6-7
.lf	Puts note in special log	6-11
.nak	Cancels note acknowledgement	6-7
.nl	Doesn't put note in log	6-12
.pf	Saves the note (including the "Subject" line) in a file	6-12
.ref	Sends a document with the note	6-7
.wh	Views a list of names the note will be sent to	6-6

Note: If you press ENTER or PF6 while you are working with your note, any commands you have typed, except **.im** and **.ref**, won't show up again on the screen. The **.grf** commands will be changed to **.ref** commands. PROFS will still use those commands when you send your note.

- The command **.ad** is used for **adding** user names to the "Send to" line. The **names** you want to add should then be typed after the command (for example, several user names). Don't type anything else on that line.

If you **run out of space** on the "Send to" line, you can type the **.ad** command at the beginning of a blank line, and then type the additional **user names, nicknames, or names of distribution lists**.

- If you are sending several notes to several people, you may want to **see whom you have made "addressees"** (listed at the top of a note) **or whom you have put on the carbon copy (.cc command) list** (listed at the bottom of a note) with the **.wh** command. PROFS will show you a list. If you used a distribution list, PROFS will show the distribution list name above the list of user names.
- If you **don't want PROFS to show you a long list** of user names, and so forth, that you have typed on the "Send to" line, you can type the **.at** command to **substitute a title** (for example, "All Sales Reps") for the list of people. If you use this command for titles in your notes, then these titles instead of names will appear in the "TO" column on screen C00, "Open the Mail," and on screen E08, "View the Note Log."
- Use the command **.ak** if you **want to know if the person you sent your note to has received it**. PROFS will send you a note once the person opens the mail. When you check your incoming mail (on screen C00, "Open the Mail"), you will see your original subject line and the word ACKLMNT will appear under "TYPE" of mail.

The note will look like this:

This is to acknowledge that your note of 01/02/87
11:25:12 has been opened.

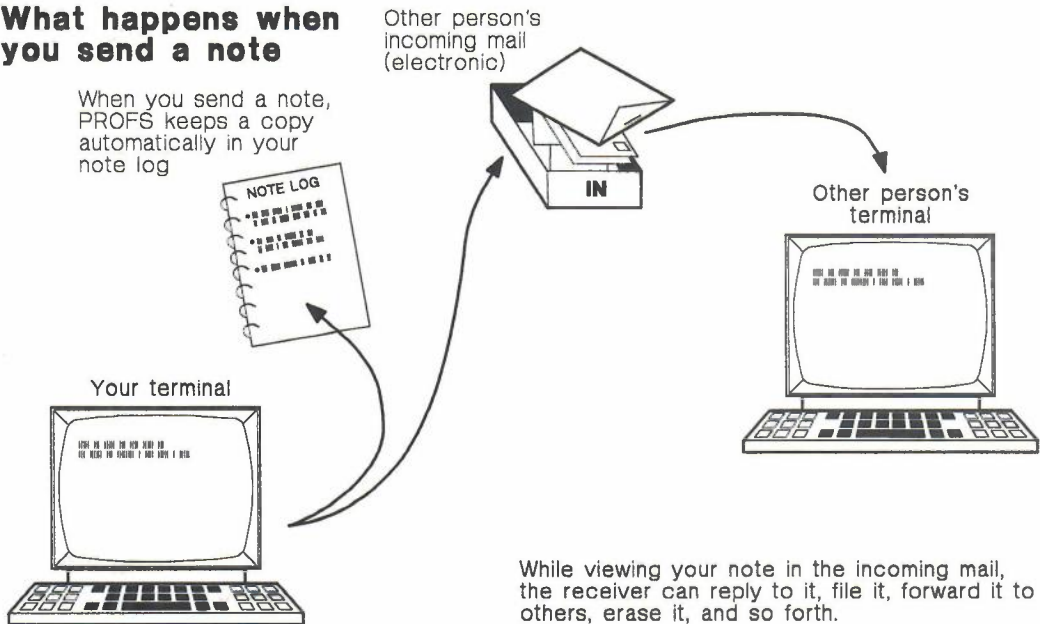
If you want to cancel your request to have your note acknowledged, you can type **.nak** on a new line and press ENTER.

- You can send several documents using a note to group the documents. You type **.ref** and the **document number** on any text line of any of the screens used to create notes. The person you send the note to will get the note and each of the documents separately. The **.ref** command remains in the note. The person you send the note to can choose to view the note and then view each of the documents by placing the cursor under the document number and pressing ENTER.
- If there is a group of documents you want to include in your note, you can use the PROFS document search function to find the documents. While you are using the document search function (screen D03), press **PF3** to save the list of documents. When you are creating a note, you can type **.grf** on any blank text line without specifying a filename, filetype, or filemode. PROFS will take the list of documents you saved and process it as if you had typed a **.ref** for each document in your saved search list. If you want PROFS to use another list of documents, type **.grf** followed by a filename, filetype, and filemode. Each record of the specified file must have the document number in columns 1 through 12. Remember, it is not necessary to type a filename, filetype, and filemode if you are using the list you saved when you searched your mail log.
- If you want to **add a file** from your personal storage to the note, you can use the **.im** command. Type **.im** at the beginning of a line where you want the added text to appear, followed by the **filename** and **filetype** of the file you want to add. Don't type anything else on that line. PROFS will not show you the text of the file you have requested. (If you want to see the file you are adding first, use the **.gf** command.) PROFS will include the file you requested when it sends the note.

- Use the special command **.gf** to **get information from a file into a note**. Type **.gf** and the **filename** and **filetype** of the file you need at the beginning of a line. Then press ENTER. PROFS will replace your **.gf** command with the full text of the file you requested. If you are getting a note you saved, type **.gf** at the beginning of the line immediately following the "Subject" line. This will properly position the "Subject" line in the note you saved. Now you can edit the note or add to it or simply send the same note to someone else without having to compose a new note or retype an old one.

What happens when you send a note

When you send a note, PROFS keeps a copy automatically in your note log



Sending a note

To send a note, follow these steps.

Step 1. Tell PROFS whom to send your note to. Type the name of the person or group you are sending your note to on the line that begins with "Send to." You may use any one of the following forms, or you may combine them:

- If you are sending your note to a person who uses the same PROFS system that you do (**a local user**), type that person's **user name**.
- If you are sending your note to a person who is not on your PROFS system (**a remote user**), type the **name of that person's computer system followed by the person's user name in parentheses**: for example, ATL50 (JPJONES).
- For both remote and local users, you can type a **nickname** if the nickname is in your own nickname file or your PROFS system's nickname file. (See "Appendix B: Working with nickname files.")
- If you are sending your note to several people you frequently send the same material to, type **the name of a distribution list**. (See "Appendix C: Working with distribution lists.")

You can type more than one **user name**, **nickname**, or **name of a distribution list** on the "Send to" line; just leave a space between each one.

Step 2. Type the text of the note. Move the cursor to the line that begins with "Subject" and type the subject of the note. Then move to the next line and begin typing the note. If you want to make the lines more even and close up space on the display screen, press **PF6**. If you do not press **PF6**, others will see the note exactly the way you type it.

If you fill up all the space on one screen, press **PF10** to continue typing on another screen. Use as many screens as you need.

Note: You should press ENTER frequently when you are typing a long note. If a warning message appears on your screen, all the text you typed since you pressed ENTER or a PF key will be lost. Press **PF11** to go back through the screens you have used.

You can make changes in the text by typing over it and by using PF keys:

- To erase a line, move the cursor to the line you want to erase and press **PF3**.
- To add a line, move the cursor one line before the line you want to add and press **PF4**. You will get a blank line. Use it to type the information you want to add.

You use the insert key if the words "Nulls Off" appear at the bottom of the screen next to **PF5**. If the words "Nulls On" appear next to **PF5**, press **PF5** so the words "Nulls Off" appear. When you finish using the insert key, press **PF5** again so the words change to "Nulls On."

IF YOU CHANGE YOUR MIND

*To cancel a note **before** you send it, press **PF12**. If you typed anything, you see a message that asks you if you want to cancel the note. Type **Y** and press ENTER. PROFS returns you to screen E05.*

Step 3. Press PF7 to send the note. When you have finished typing your note, press **PF7**. You see several messages saying that PROFS sent your note. If you typed a name incorrectly, PROFS will tell you. You can type **?** and PROFS will show you screen T00, "Process Your PROFS Control Files." From there, you can view your nickname files, add a nickname, view your distribution lists, add a distribution list, and so on. PROFS returns you to screen E05, "Process Notes and Messages," after you have sent the note.

Your note is now in the incoming mail of the person you sent it to. PROFS also puts your note in your note log. If you want to put your note in a special note log that you set up with a different name, or in no note log at all, see "Putting a note in a special log or no log at all" later in this chapter.

Proofreading a note

PROFS lets you proofread a note by first pressing **PF8** on screen E04, "Send a Note." PROFS shows you screen E14, "Proofread the Note." (See Chapter 13, "Proofreading notes and documents.")

Sending copies of a note to other people

Use the special command, **.cc**, to tell PROFS to send copies of your note to other people and to list their user names at the **end** of your note, rather than at the **beginning** where the addressees are listed.

If you don't want PROFS to display a long list of names, you can type the **.ct** command. This will tell PROFS to substitute a title (for example, "All Sales Reps") for the list of names. You can use this command only if you also use the **.cc** command.

To use **.cc**, or **.cc** and **.ct**, type the commands at the beginning of any blank line. Then, on the same line, type the **user names**, **nicknames**, or **names of distribution lists** that identify the people you're sending copies to (for **.cc**) or the title you want to substitute for the list of user names (for **.ct**). If you need more than one line, type the command again on the new line. Don't type anything else on these lines.

Putting a note in a special log or no log at all

When you send a note, PROFS automatically puts it in your note log unless you tell PROFS to do something else.

Use the special command, **.lf**, to **put your note in a special log**. (See “Working with one note at a time” in Chapter 4 for information about setting up other logs.) Type **.lf** and the **name of the log** in which you want to put your note at the beginning of any blank line in the text of the note. Your nickname file may be set up so all notes to a person can be put into a special log. (See “Appendix B: Working with nickname files.”)

Use the special command, **.nl**, to tell PROFS **not to keep your note in any log**. Type **.nl** at the beginning of any blank line in the text of the note.

Don't type anything else on these lines.

Saving a note to work with or send later

If you're not ready to send the note you've been working on or if you want to send it but also want to work with it later, use the **.pf** command. Type **.pf** and a **filename** and **filetype** of the note you're working with on a new line and press ENTER. PROFS will save the “Subject” line of the note along with the text of the note. Later you can use **.gf** to get the note back.

Including your calendar in a note

When you type **.gc** in your note, PROFS includes scheduled events from your calendar or another user's calendar in the note you send. You can specify today's schedule, a 7-day schedule, or up to 99 days of scheduled events beginning with a specific date. When you press ENTER, the calendar appears in the note.

The format of the command is:

```
.gc [function [#days] [user]]
```

where:

function is one of the following:

TODAY Brings in 1 days scheduled events beginning with today. The number of days can be changed using the **#days** option.

DAYS Brings in 7 days scheduled events beginning with today. The number of days can be changed using the **#days** option.

mm/dd/yy Brings in 1 days scheduled events beginning with the date specified. The number of days can be changed using the **#days** option.

The default function is **TODAY**.

If other options are to be used, a function must be specified.

#days The number of days for which calendar entries are to be included in the note, beginning with the date specified by the function. This option may have a value from 1-99.

The default for this option is based on the function.

Function	#days default
TODAY	1
DAYS	7
mm/dd/yy	1

user User name or nickname of the calendar to be processed. A distribution list cannot be used.

The default for this option is your user name.

Changing customized headings and closings on your screen

If your PROFS administrator has set up standard headings and closings for notes on screen E04, you can change them by typing over them after you press ENTER. You can also change them permanently using the CONTROL command to process your nickname file.

This is the heading. You can change it or blank it out after you press ENTER.

Press these PF keys to look at the heading or closing.

SEND A NOTE E04

Send to: _
From: The Training Division!
Subject:

PF1 Top PF2 Bottom PF3 Erase Line PF4 Add Line PF5 Nulls Off PF6 Format
PF7 Send PF8 Proofread **PF9** Help PF10 Next PF11 Previous PF12 Cancel

If you want to make changes to the heading in this note:

1. Press **PF1** to go to the top of the screen. PROFS shows you the heading at the top of the screen. If you are already at the top, you must have pressed ENTER at least once on screen E04, "Send a Note."
2. Move the cursor to the line with the heading.

3. Either type something else over the heading or erase it. You can erase it by pressing the space bar along the length of the line or by pressing **EOF**.

If you want to make changes to the closing in this note:

1. Press **PF2**. The closing will appear at the bottom of your screen.
2. Move the cursor to the line with the closing.
3. Type something else on top of the closing or erase it. You can erase it by pressing the space bar along the length of the line or by pressing **EOF**.

You can find more information about setting up greetings and closings in "Working with control file information" in "Appendix B: Working with nickname files."

3 Sending a message

Press **PF2** on screen E05, "Process Notes and Messages."
PROFS shows you screen E07, "Send a Message." Once you
are on screen E07, you can:

- Send a message.
- Use a series of messages to have a two-way
"conversation."

SEND A MESSAGE E07

Send to: _____

Message text: _____

Type the information above and press PF7 to send.

PF7 Send **PF9** Help PF12 Cancel

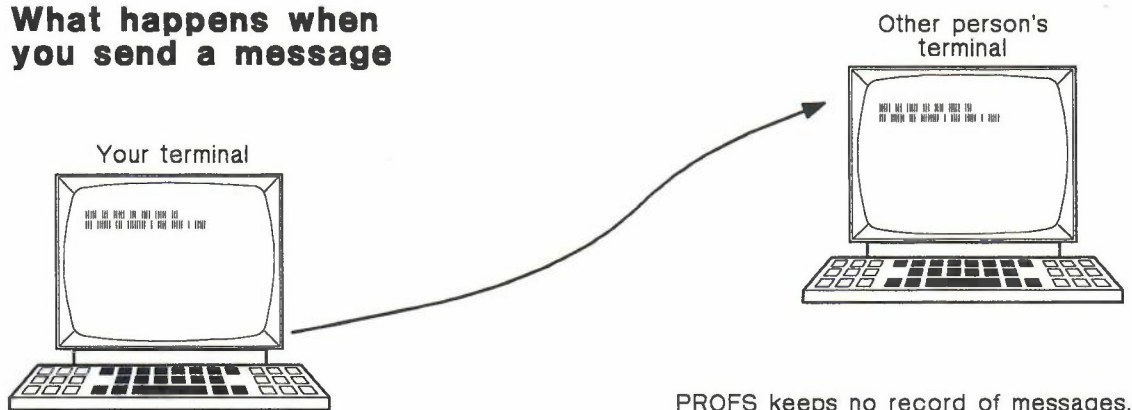
You fill in these parts.

Sending a message

You follow three steps to send a message:

1. Tell PROFS whom to send the message to.
2. Type the text of the message.
3. Press **PF7** to send the message.

What happens when you send a message



PROFS keeps no record of messages.

Step 1. Tell PROFS whom to send the message to. Type the **name of the person or group** you are sending your message to on the line that begins with "Send to."

- If you are sending your message to a person who uses the same PROFS system that you do (**a local user**), type the person's **user name**.
- If you are sending your message to a person who is not on your PROFS system (**a remote user**), type the **name of that person's computer system followed 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 or your PROFS system's nickname file. (See "Appendix B: Working with nickname files.")
- If you are sending your message to several people to whom you frequently send the same material, type **the name of a distribution list**. PROFS will send your message to everyone on it. (See "Appendix C: Working with distribution lists.")

You can type more than one **user name**, **nickname**, or **name of a distribution list** on the "Send to" line. Just leave a space between each one.

Step 2. Type the text of the message.

1. Move the cursor to the line that begins with "Message Text."
2. Type the text.

You can make changes in the text by typing over it.

Step 3. Press PF7 to send the message. When you are ready to send your message, press **PF7**. PROFS shows you a message that tells you whether the other person received your message. The word "MORE..." is at the bottom of the screen. Press **CLEAR**. If the name is incorrect or the person is not logged on to the computer system, you will get a message from PROFS that the person is not logged on. PROFS returns you to screen E05.

If the person you send the message to is not using the VM system when you pressed **PF7**, that person will not receive your message. In that case, you should send the person a note (see "Sending a note" earlier in this chapter) or send the message again later. PROFS does not keep a record of messages.

You can send a PROFS message only from screen E07, "Send a Message," the PROFS command line, or the CMS command line.

IF YOU CHANGE YOUR MIND

*To cancel a message before you send it, press **PF12**. The screen goes blank, and you see a message saying that PROFS cancelled your message. The word "MORE..." is at the bottom of the screen. Press **CLEAR**. PROFS returns you to screen E05.*

Using messages to have a "conversation"

You can use messages to have a two-way "conversation" with another person by:

1. Typing a **plus sign (+)** at the end of the message text.
(This tells PROFS that you are planning to send more messages to that person.)
2. Pressing **PF7** to send your message.

After that, when you press **ENTER**, PROFS will send to that person anything you type on your screen. To end the "conversation," press **ENTER twice**.

Note: You can have a conversation with only one person at a time.

4 Working with a note in your note log

To begin work with one note at a time, press **PF3** on screen E05, "Process Notes and Messages." To work with a note in a special log that you have set up, type the **name of the log** over "Note" before you press **PF3**. PROFS shows you screen E08, "View the Note Log." (The screen title includes the name of your special log if you typed it.)

Press the PF key next to the note you want to work with.

If the list is more than one screen long, use these PF keys to move back and forth between screens.

PROFS tells you how many screens are in the list.

VIEW THE NOTE LOG E08

Press the PF key for the note you want. Or, if you want to view all of these notes, type ALL here and press ENTER==> _

	---FROM---	-----TO-----	TYPE	DATE and TIME
PF1	John Smith	George Johnson	Meeting	03/06/87 13:16
	Subject: Status meeting for Project Sunshine			
PF2	John Smith	Conference Room 4B	Reserve	03/06/87 13:16
	Subject: Status meeting for Project Sunshine			
PF3	SMITHG --VMSYS1	JOHNSONG--VMSYS1	Forward	02/20/87 13:20
	Subject: Request for assistance			
PF4	David Richards	George Johnson	Note	01/02/87 11:25
	Subject: Meeting schedule			
PF5	ROEMARY2 --VMSYS1	JOHNSONG--VMSYS1	Note	01/02/87 11:23
	Subject: Estimates for report			

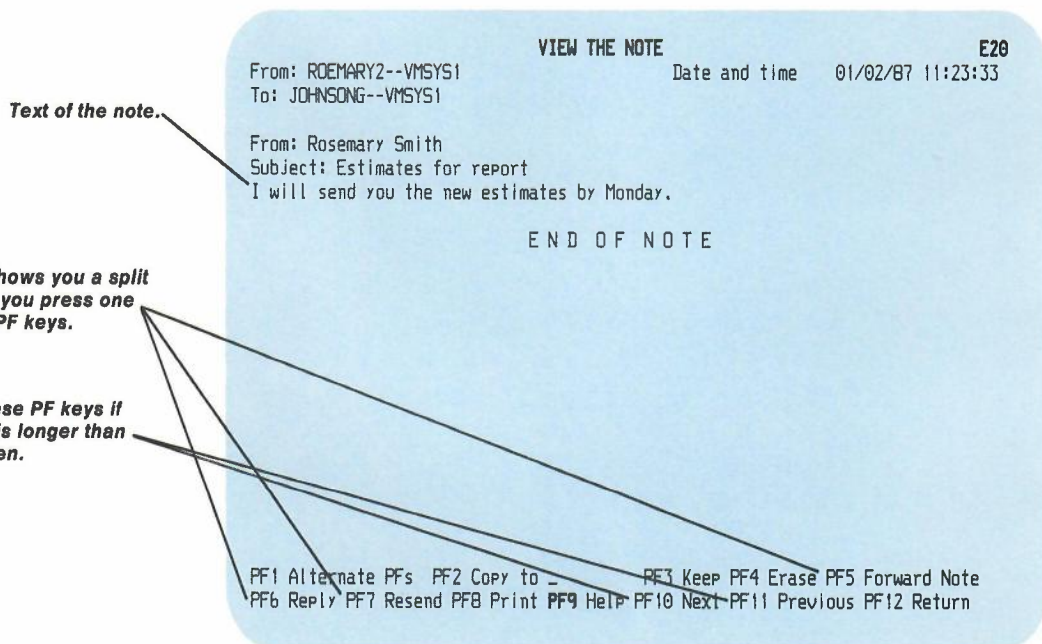
Screen 1 of 1

PF9 Help PF10 Next Screen PF11 Previous Screen PF12 Return

As you can see, screen E08 lists information about each note next to a PF key. When you select the note you want to work with, press the PF key next to it. PROFS shows you screen E20, "View the Note," shown later in this chapter.

From this screen, you can:

- View a document referenced in the note.
- Copy the note to another note log.
- Add personal comments.
- Forward a note.
- Reply to a note.
- Erase a note from a note log.
- Send a note again.
- Print a note.
- Add a meeting to your calendar, or a reservation to a conference room schedule you are responsible for.
- Send a new note.



Using split screens. Press **PF5**, **PF6**, or **PF7** at the bottom of screen E20 (or **PF1** followed by **PF4** or **PF5**) to work with the note while you are still viewing it. PROFS shows you a **split screen**. A split screen is really two screens that appear together on your terminal. The note is on the top screen and you do your work with the bottom screen.

To use the PF keys on a split screen, put the cursor anywhere on the top half of the screen to use the PF keys on the top half of the screen and anywhere on the bottom half of the screen to use the PF keys on the bottom half of the screen.

Use the split screens to:

- Forward the note (press **PF5**).
- Reply to the note (press **PF6**).
- Send the note again (press **PF7**).
- Add personal comments (press **PF1**, then **PF4**).
- Send a new note (press **PF1**, then **PF5**).

Viewing a document referenced in the note

While you are on screen E20 or the split screen version of E12, (if there is a document number in the note), you can place the cursor anywhere under the document number and press ENTER. PROFS will show you the DisplayWrite/370 "View" screen if it is an RFT document or will show you the document on screen I00, "View the document," if it is a DCF document (or I01, "View the Graphics Document," if it is a Graphic document). When you are finished viewing the document and press **PF12**, PROFS will show you the note again.

Copying the note to another note log

To copy a note from one note log to another note log, type the **name** of the note log next to **PF2** on screen E20. When you are ready to copy the note, press **PF2**.

Adding comments about a note to the note log

You can add comments to the note log and later view these comments. Press **PF1** to get the alternate PF keys; then press **PF4** on screen E20. PROFS shows you a split screen, with screen E12 on the top half and screen E03, "Add Personal Comments to Your Note Log," on the bottom half.

The note is still on the screen.

Type comments in this space.

Use these PF keys as you type in your comments.

VIEW THE NOTE E12

From: ROEMARY2--VMSYS1 Date and time 01/02/87 11:23:33

To: JOHNSONG--VMSYS1

From: Rosemary Smith

Subject: Estimates for report

I will send you the new estimates by Monday. If there are no other updates coming in from the field offices, we should be able to finish this up early next week.

PF1 Up PF2 Down PF9 Help PF10 Next Screen PF11 Previous Screen

ADD PERSONAL COMMENTS TO YOUR NOTE LOG E03

Comments: _

PF1 Top PF2 Bottom PF3 Erase Line PF4 Add Line PF5 Nulls Off PF6 Format
PF7 Add PF8 Proofread PF9 Help PF10 Next PF11 Previous PF12 Cancel

Use these PF keys if your comments are longer than your screen.

1. Type your comments.
2. Press **PF7** to add the comments to the note log.

PROFS will **not** send your comments with the note if you forward it or send it again.

IF YOU CHANGE YOUR MIND

If you decide before you press **PF7** that you don't want to add comments, press **PF12**. If you typed anything, you see a message that asks you if you want to cancel the note. Type **Y** and press **ENTER**. **PROFS** returns you to screen **E20**.

Forwarding a note

Press **PF5** on screen **E20**. **PROFS** shows you a split screen with **E11**, "Forward the Note," on the bottom and screen **E12**, "View the Note," on top.

This is a split screen with **E12** and **E11**.

The cursor is ready for you to type in the name of the person or group you want the note to go to.

VIEW THE NOTE **E12**

From: ROEMARY2--VMSYS1 Date and time 01/02/87 11:23:33
To: JOHNSONG--VMSYS1

From: Rosemary Smith
Subject: Estimates for report
I will send you the new estimates by Monday. If there are no other updates coming in from the field offices, we should be able to finish this up early next week.

FORWARD THE NOTE **E11**

Forward to:
From: G. J. Johnson
Subject: Estimates for report

PF1 Up PF2 Down PF9 Help PF10 Next Screen PF11 Previous Screen
PF1 Top PF2 Bottom PF3 Erase Line PF4 Add Line PF5 Nulls Off PF6 Format
PF7 Send PF8 Proofread PF9 Help PF10 Next PF11 Previous PF12 Cancel

You can forward the note by itself, or you can add your own comments to send along with the note.

1. Type the **user names**, **system name (user name)** combinations, **nicknames**, or **distribution list names** of the person or group you want to forward the note to. Use the line that begins with "Forward to." (See Appendix C for detailed instructions on distribution lists.)
2. If you want to **add comments** to the note, type them below the "Subject" line. You can also use any of the special note commands. If a name does not appear after "From," you can type a name. If a name appears after "From" and you want to change it, press ENTER, then type the **name**.
3. Press **PF7** to forward the note.

When you press **PF7**, the screen goes blank and you see a message saying that PROFS has forwarded your note. PROFS automatically puts a separator line between the old note and your comments. This allows the person receiving the forwarded note to see the route the note took, and where the note originated.

IF YOU CHANGE YOUR MIND

*If you decide not to forward the note before you press **PF7**, press **PF12**. If you typed anything, you see a message that asks you if you want to cancel the note. Type **Y** and press ENTER. PROFS returns you to screen E20.*

Replying to a note

Press **PF6** on screen E20. PROFS shows you a split screen with screen E02, "Reply to the Note," on the bottom and screen E12, "View the Note," on top.

PROFS fills in this information for you.

Type your reply here.

VIEW THE NOTE E12

From: ROEMARY2--VMSYS1
To: JOHNSONG--VMSYS1
Date and time 01/02/87 11:23:33

From: Rosemary Smith
Subject: Estimates for report
I will send you the new estimates by Monday. If there are no other updates coming in from the field offices, we should be able to finish this up early next week.

PF1 Up PF2 Down PF9 Help PF10 Next Screen PF11 Previous Screen

REPLY TO THE NOTE E02

Reply to: ROEMARY2--VMSYS1
From: G. J. Johnson
Subject: Estimates for report

PF1 Top PF2 Bottom PF3 Erase Line PF4 Add Line PF5 Nulls Off PF6 Format
PF7 Send PF8 Proofread PF9 Help PF10 Next PF11 Previous PF12 Cancel

You can send a reply to the note that has been sent to you.

1. Type your reply beginning on the line below the "Subject" line.
2. Press **PF7** to send the reply.

IF YOU CHANGE YOUR MIND

*If you decide not to reply to the note before you press **PF7**, press **PF12**. If you typed anything, you see a message that asks you if you want to cancel the note. Type **Y** and press **ENTER**. PROFS returns you to screen E20.*

Erasing a note from a note log

To erase a note from a note log, press **PF4** on screen E20. PROFS shows you screen E08 with DELETE next to the note. When you press **PF12** on screen E08, PROFS erases the note.

IF YOU CHANGE YOUR MIND

*If you press **PF4** but decide to keep the note, press the **PF** key to choose the note again. Then press **PF3**. PROFS will show you screen E08 with the date and time of the note instead of the word DELETE.*

Sending a note again

If you want to send the note to someone else, press **PF7** on screen E20. PROFS shows you a split screen with screen E13, "Send the Note Again," on the bottom and screen E12, "View the Note," on top.

Type in a user name, system name (user name) combination, nickname, or distribution list name here.

Subject and text of the note you are resending.

Use these PF keys as you type in your comments.

VIEW THE NOTE E12

From: ROEMARY2--VMSYS1
To: JOHNSONG--VMSYS1
Date and time 01/02/87 11:23:33

From: Rosemary Smith
Subject: Estimates for report
I will send you the new estimates by Monday. If there are no other updates coming in from the field offices, we should be able to finish this up early next week.

PF1 Up PF2 Down **PF9 Help** PF10 Next Screen PF11 Previous Screen

SEND THE NOTE AGAIN E13

Resend to: _
From: Rosemary Smith
Subject: Estimates for report
I will send you the new estimates by Monday. If there are no other updates coming in from the field offices, we should be able to finish this up early next week.

PF1 Top PF2 Bottom PF3 Erase Line PF4 Add Line PF5 Nulls Off PF6 Format
PF7 Send PF8 Proofread **PF9 Help** PF10 Next PF11 Previous PF12 Cancel

Use these PF keys if your comments are longer than one screen.

You can resend the note by itself or you can add comments to send along with it:

1. Type in the **user names, system name (user name) combinations, nicknames, or distribution list names** of the person or group you want to send the note to. (See Appendix C for detailed instructions on distribution lists.)

2. If you want to **add comments to or change the text** of the note, type them below the text of the note you are resending. You can also use any of the special note commands listed at the beginning of "Sending a note" earlier in this chapter. If you want to add or change a name after "From," then type the **name**.
3. Press **PF7** to resend it.

PROFS puts the note into the incoming mail of the person(s) you sent it to.

When you press **PF7**, your screen goes blank and you see a message saying that PROFS sent the note. The word "MORE..." is at the bottom of the screen. Press **CLEAR**. PROFS returns you to screen E20.

IF YOU CHANGE YOUR MIND

*If you decide not to send the note again before you press **PF7**, press **PF12**. PROFS will ask you if you really want to cancel the note. Type **Y** and press **ENTER**. PROFS returns you to screen E20.*

PROFS shows you Note, Forward, Reply, or Resend in the TYPE column on screen C00, "Open the Mail," and screen E08, "View the Note Log," when you receive or send these kinds of notes.

Printing a note

You may want to have a paper copy of a note that is in a note log. PROFS keeps the note in the note log even if you print a copy.

Press **PF8** on screen E20. PROFS shows you screen J00, "Choose a Printer."

CHOOSE A PRINTER

J00

Press the PF key to select the printer you want, or send a print file to a user or printer not listed. Press PF8 to see additional printer options. Press ENTER when you have made your choices.

Send a print file to: _ (name) at _ (location)

Number of copies: 1 Special print class: _
--

PF1	SYS3203 3203 SYSTEM PRINTER - CLASS A	SELECTED
PF2	SYS3287 3287 SYSTEM PRINTER - CLASS A	
PF3	SYS3800 3800 SYSTEM PRINTER - CLASS Y	
PF4	6670 East Tower, 9th Floor	
PF5	6670 East Tower, 17th Floor	
PF6	6670 West Tower, 2nd Floor	
PF7	Print at your workstation	

Screen 1 of 1

PF8 Options PF9 Help PF10 Next Printers PF11 Previous Printers PF12 Cancel
==>

For instructions on how to use this screen, see "Printing copies of notes and documents" in Chapter 4.

Adding a meeting notice to your calendar

To add a meeting notice to your calendar:

1. Press the PF key next to the "Meeting" on screen E08, "View the Note Log." PROFS shows you screen E20, "View the Note."
2. Press **PF7** to add the notice of the meeting to your calendar.

You can also add a meeting notice for a conference room reservation for which you are responsible. First you press the PF key next to Reserve on screen E08, "View the Note Log." PROFS shows you screen E20, "View the Note." Press **PF7** to add the meeting notice for the conference room to the calendar.

```

                                VIEW THE NOTE                                E20
From: JSMITH --VMSYS1                Date and time  03/06/87 13:16:33
To: GGJOHNSON-VMSYS1

Requester:      John Smith
Date to be scheduled: 03/09/87
Starting time:   8:00 AM
Ending time:     9:30 AM

Location:      Conference room 4B

Subject:       Notice of a meeting

Purpose:       We need to hold a daily status meeting between now and
               the end of the year for Project Sunshine.

18 meetings will be scheduled. The dates are:
               03/16/87 03/30/87 04/06/87 04/20/87 05/04/87 05/18/87
               10/05/87 10/07/87 10/09/87 10/13/87 10/15/87 10/17/87
               11/03/87 11/04/87 11/05/87 11/06/87 11/23/87 11/25/87
               * * * * *

PF1 Alternate PFs PF2 Copy to _      PF3 Keep PF4 Erase PF5 Forward PF6 Reply
PF7 Add to Calendar PF8 Print  PF9 Help PF10 Next PF11 Previous PF12 Return
```

Sending a new note

While you are viewing a note on screen E20, you may decide to send a new note that is **not a reply**. The new note might be to a different person or about a different subject. (Remember that when you send a reply, PROFS automatically sends the reply to the person who sent the note, and the reply has the same subject as the original note.) Or, you may want to type the text of a note while you have another note in the top half of the screen in order to copy information from it.

To send a new note, press **PF1** to get the alternate PF keys, then press **PF5** on screen E20. PROFS shows you a split screen, with screen E12 on the top half and screen E04 on the bottom half.

VIEW THE NOTE E12
From: ROEMARY2--VMSYS1 Date and time 01/02/87 11:23:33
To: JOHNSONG--VMSYS1

From: Rosemary Smith
Subject: Estimates for report
I will send you the new estimates by Monday. If there are no other updates coming in from the field offices, we should be able to finish this up early next week.

PF1 Up PF2 Down **PF9 Help** PF10 Next Screen PF11 Previous Screen
SEND A NOTE E04

Send to: _
From: G. J. Johnson
Subject:

PF1 Top PF2 Bottom PF3 Erase Line PF4 Add Line PF5 Nulls Off PF6 Format
PF7 Send PF8 Prefread **PF9 Help** PF10 Next PF11 Previous PF12 Cancel

Use these PF keys as you type in the text of the note.

Use these PF keys if your note is longer than one screen.

These are the same screens described in "Sending a note" and "Viewing a note" earlier in this chapter. You use these screens in the same way — **except** that you cannot use **PF3** through **PF7** on screen E12 to split the screen again. Put the cursor anywhere on the top half of the screen to use the PF keys on screen E12 and anywhere on the bottom half to use the PF keys on screen E04.

When you press **PF7** to send the note, you see a message saying that PROFS sent your note. The word "MORE..." is on the bottom of the screen. Press CLEAR. PROFS returns you to screen E20. The new note is now in the incoming mail of the person you sent it to and in your note log as well.

IF YOU CHANGE YOUR MIND

*If you decide not to send a note before you press **PF7**, press **PF12**. If you typed anything, you see a message that asks you if you want to cancel the note. Type **Y** and press ENTER. PROFS returns you to screen E20.*

5 Working with all the notes listed on one screen

To begin working with all the notes listed in your note log, press **PF3**, **PF4**, or **PF8** on screen E05. If you want to work with the notes in a special log that you have set up, type the **name** of the log over "Note" before you press the PF key.

PROCESS NOTES AND MESSAGESE05

Press one of the following PF keys.

PF1	Send a note	
PF2	Send a message	
PF3	View the Note	Log

PF4	Change the Note	Log

PF8	Print the Note	Log

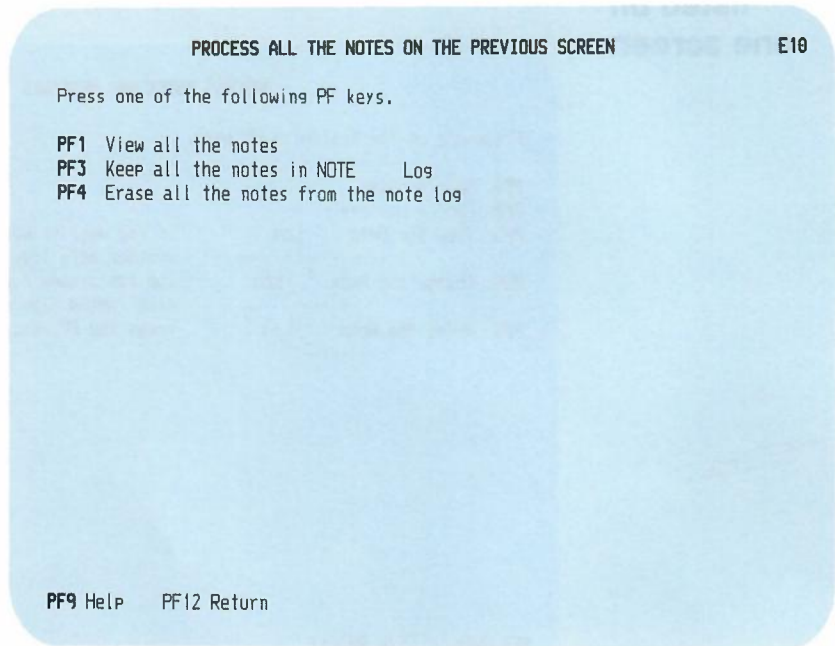
If you want to work with another note log, type the log's name over the highlighted name and then press the PF key.

PF9 Help **PF12** Return

If you press **PF3**, PROFS shows you screen E08, "View the Note Log," shown in "Working with a note in your note log" earlier in this chapter. (The screen title will include the name of your special log if you typed it.)

To work with all the notes listed on screen E08, type **ALL** next to the arrow at the top of the screen, and press ENTER.

PROFS shows you screen E10, "Process All the Notes on the Previous Screen." From screen E10, you can **view all the notes** or **erase all the notes**.



Viewing all the notes listed

Press **PF1** on screen E10. PROFS shows you screen E20, "View the Note," with the text of the newest note in the note log.

To view the next note, press **PF12**. When you have viewed all the notes, **PF12** returns you to screen E10.

Erasing all the notes listed

To erase all the notes listed on screen E08, press **PF4** on screen E10. PROFS shows you the E08 screen again with DELETE next to each of the notes.

IF YOU CHANGE YOUR MIND

*If you press **PF4** on screen E10, but decide that you want to keep the notes in the Note log, type **ALL** on the command line on screen E08, and press ENTER. Then press **PF3** on screen E10. PROFS shows you the E08 screen again with the dates and times next to each of the notes, instead of DELETE.*

Changing or adding information to a note log

If you want to change or add information to notes in the Note log, press **PF4** on screen E05. If you want to change or add information to a special log, type the **name** of that log over "Note" before you press **PF4**. PROFS shows you screen E53, "Change the Note Log." (The screen title will include the name of your special log if you typed it.)

CHANGE THE NOTE LOG E53

MSG FROM: ROEMARY2--VMSYS1 TO: JOHNSONG--VMSYS1 01/02/87 11:23:33

From: Rosemary Smith
Subject: Estimates for report
I will send you the new estimates by Monday. If there are no other updates coming in from the field offices, we should be able to finish this up early next week.

PF1 First Note PF2 Last Note PF5 Next Note PF6 Prev. Note PF7 Which Note
PF9 Help PF10 Next Screen PF11 Previous Screen PF12 Return
===>

Use these keys to go to other notes.

Type in commands here.

Use these keys if a note is longer than one screen.

Screen E53 shows you the oldest (first filed) note in the note log first. To move back and forth through the note log to view other notes, press **PF5** or **PF6**. To page back and forth between screens in one note, press **PF10** or **PF11**. If you are on the last screen of a note, pressing **PF10** will take you to the first screen of the same note. If you are on the first screen of a note, pressing **PF11** will take you to the last screen of the same note.

Press **PF1** and **PF2** to go to the first or last note in the note log.

If you want to know how many notes are in the note log or the sequence number of the note you are viewing, press **PF7**. PROFS sends you a message on the screen – for example:

This note is number 4 of 12 note(s) in this notelog.

If you want to go to a particular note in the note log:

1. Type **GOTO** and the **number** of the note you want to view next to the arrow at the bottom of the screen. Leave a space between GOTO and the number. For example:

goto 9

2. Press ENTER.

PROFS shows you the note you asked to see. You may also specify **GOTO TOP** or **GOTO BOT** to view the first and last note in the note log.

When you come to a note you want to add information to, move the cursor to the end of the note's text, and begin typing. If you want to change information that is already there, type over it or erase it by pressing the space bar along the line.

You can use XEDIT commands to change the notes. You can correct spelling and make other changes in the text just as you can to any other file in your personal storage. These changes will be seen if you later send the note or have it printed.

You can change the subject of a note. However, screen E08, "View the Note Log," will continue to show the old subject. If you forward a note after you have changed its subject, the recipient will see both the old and new subjects. You cannot change the first line of any entry in a note log. An example of this line is shown below.

MSG FROM: user1 TO: user2 mm/dd/yy hh:mm:ss

Press **PF12** to go back to screen E05 when you finish changing the note log.

Printing all the notes in a note log

You may want to have a paper copy of all the notes in a note log. PROFS keeps the notes in the note log, even if you print them.

To print all the notes in your Note log, press **PF8** on screen E05. If you want to print the notes in a special log, type the **name** of the log over "Note" before you press **PF8**. PROFS shows you screen J00, "Choose a Printer."

You use screen J00 to print **all** the notes in a note log in exactly the same way as you do to print **one** note.

For instructions on how to use this screen, see "Printing copies of notes and documents" in Chapter 4.



6 Processing Notes and Messages

Fast Track

