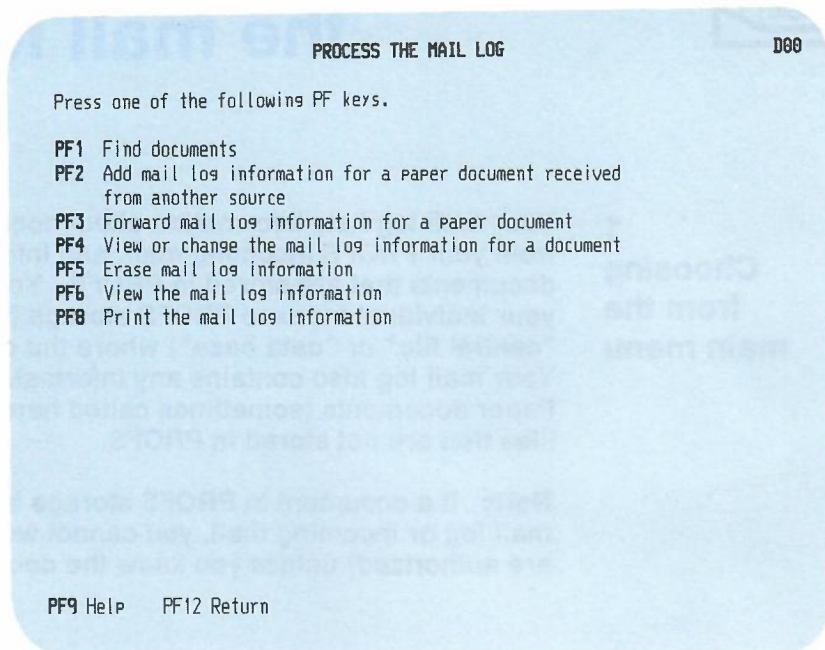# 10 Processing the mail log

Contents

10 Processing the mail log

1
Choosing from the main menu

Your mail log lists information about documents you have filed from your PROFS incoming mail, and information about documents that are stored in PROFS. Your mail log serves as your individual index to PROFS storage (sometimes called the "central file" or "data base") where the documents are stored. Your mail log also contains any information you add to it about Paper documents (sometimes called hardcopy documents) or files that are not stored in PROFS.

Note: If a document in PROFS storage is **not** listed in your mail log or incoming mail, you cannot work with it (even if you are authorized) unless you know the document number.

Press **PF7** on the main menu to work with your mail log.
PROFS shows you screen D00, "Process the Mail Log."

```
                    PROCESS THE MAIL LOG                        D00

     Press one of the following PF keys.

     PF1  Find documents
     PF2  Add mail log information for a paper document received
          from another source
     PF3  Forward mail log information for a paper document
     PF4  View or change the mail log information for a document
     PF5  Erase mail log information
     PF6  View the mail log information
     PF8  Print the mail log information




     PF9 Help    PF12 Return
```
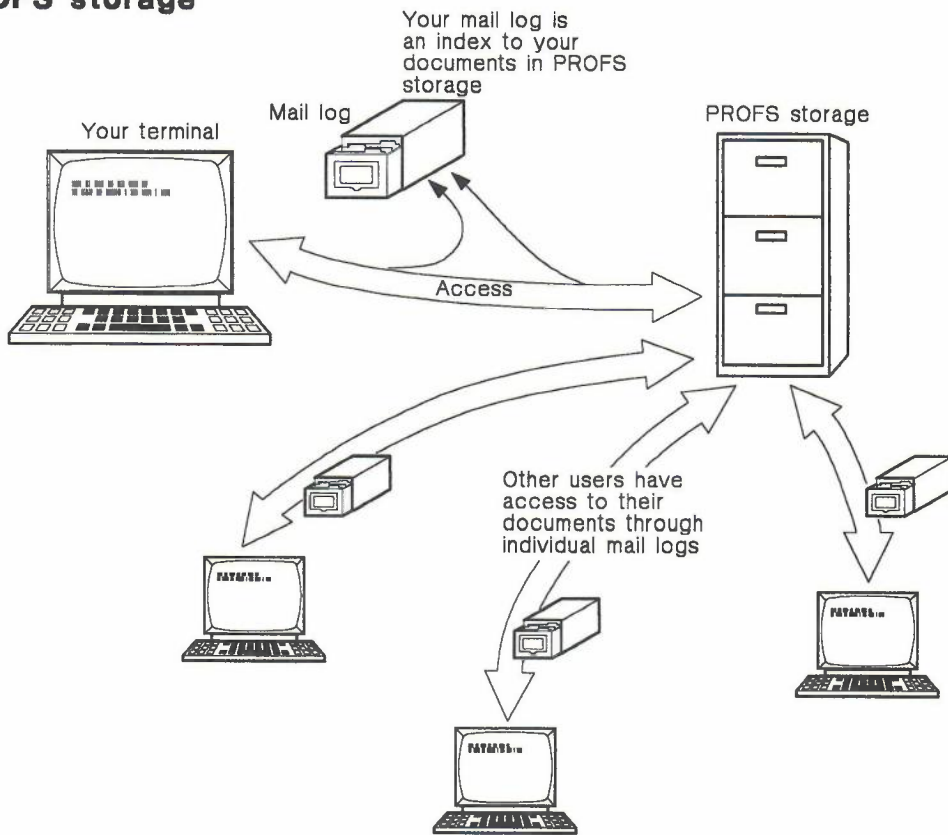
You can do several tasks with your mail log. The sections that
follow explain these tasks in the order they are listed:

- Find information about documents you (or someone else)
  filed.

- Add information to your mail log about a Paper document
  that you received from a source outside PROFS.

- Forward information about a Paper document from your
  mail log to another person.

- View or change information about a document already in
  your mail log.

- Erase the information for a document from your mail log.

- View your mail log on the screen. While you are viewing it, you can do other tasks as well.

- Print a copy of your mail log.

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

PROFS storage

Your mail log is an index to your documents in PROFS storage

Your terminal

Mail log

PROFS storage

Access

Other users have access to their documents through individual mail logs

2
Finding
information
about
documents

You may want to find information about a document, or a set of documents, that you have filed in your mail log. For example, you may only want to see who sent you the document and when, or you may want to view the document on your screen.

To find documents in your mail log, press **PF1** on screen D00, "Process the Mail Log." PROFS shows you screen D01, "Find Documents."

If you are authorized, you can type another user name, nickname, or distribution list here.

The cursor is here.

These are prompts.

```
                         FIND DOCUMENTS                        D01

To search another mail log, type:        (user name or distribution list)
Type the information below.  To change the search, press the PF key(s).
  Time period:  _                  /
                --------------------   --------------------
 ┌  From:                      /                    /
 │  AND        ------------------  ------------------  ------------------
 │  Key word:                       /                      /
 │  AND        --------------------  --------------------  --------------------
 │  To:                       /                      /
 │  AND        ------------------  ------------------  ------------------
 │  Identifier:      /    /
 │  AND            ---   ---   ---
 │  Type:           /   /
 │  AND            -   -   -
 └  Action:
                _____ / _____ /_____
 PF1  Find documents due:
                          --------------------
 PF2  Find the documents that have all the key words
 PF3  Replace AND with OR in the search above
 Now, press ENTER to start the search.
 PF9 Help    PF12 Return
```

This screen gives you several choices for searching. How you search will depend on the information you remember about the documents. For instructions on how to fill in information on this screen and how to do your search, see "Searching through a mail log" in Chapter 5.

3
Adding information about Paper documents

You may want to add information to your mail log about **Paper** documents which are written or printed on paper but not by PROFS and are not in the computer system. Examples might be magazine articles, letters from outside the company, or bulletins. You can't work with Paper documents directly on PROFS, but you can add information about them to your mail log, and you can even send this information to other PROFS users.

Press **PF2** on screen D00, "Process the Mail Log." PROFS shows you screen D15, "Add Mail Log Information for a Paper Document."

```
              ADD MAIL LOG INFORMATION FOR A PAPER DOCUMENT            D15

    Type the information below.  Then, press one of the following PF keys.

    From:        _
                 ----------------
    To:
                 ----------------
    Subject:
                 -------------------------------------------------------------

                 -----------------------------------------------------
    Comments:
                 ------------------------------------------
    Action:                        Due date:
                 --------                    ------------------
    Identifier:                    Type:
                 ---                          _

    PF1  Add to the mail log
    PF2  Add to the mail log and forward to others


    PF9 Help    PF12 Return
```

For instructions on how to work further with this screen, see "Processing Paper documents" in Chapter 9.

4
Forwarding the mail log information for Paper documents

You can also send other people the information about a Paper document later, after you have filed the information in your own mail log. First, be sure you know the document number. If you don't know the document number, find it by pressing **PF1** on screen D00, "Process the Mail Log," and then follow the procedure for forwarding the document after PROFS finds it. (See "Working with one of the documents that PROFS found" in Chapter 5.)

If you know the document number, follow these steps:

1. Press **PF3** on screen D00, "Process the Mail Log." PROFS shows you screen H05, "Assign the Reviewer Distribution Information."

```
               ASSIGN THE REVIEWER DISTRIBUTION INFORMATION              H05

     Type the distribution for document:              below.  Then press PF1 or
     PF2 to send the document locally.    -------- ----

          USER NAME        USER NAME        USER NAME        USER NAME
          -
          --------         --------         --------         --------

          --------         --------         --------         --------

          --------         --------         --------         --------

          --------         --------         --------         --------

          --------         --------         --------         --------

     PF1  Send the document and attach a routing slip
     PF2  Send the document without a routing slip

     PF10 Add more names to the list


     PF9 Help    PF12 Return
```

Local users only. ———

2. Type the **12-character document number** in the space shown at the top of the screen.

3. On the blank lines type the **user names, nicknames,** or **distribution list names** of the people on the local system to whom you want to send the mail log information.

4. Press ENTER.

    PROFS forwards the mail log information to the people you
    have named. The information appears in their incoming
    mail.

5
**Changing
the mail log
information**

You may want to change or add to the information under which
you've filed a document in your mail log. First, be sure you
have the document number. If you don't know the number, find
it by pressing **PF1** on screen D00, "Process the Mail Log," and
then follow the procedures for changing the filing information
after PROFS finds it. (See "Working with one of the documents
that PROFS found" in Chapter 5.)

If you know the document number, follow the next 5 steps:

1. Press **PF4** on screen D00, "Process the Mail Log." PROFS
    shows you screen D17, "View or Change the Mail Log
    Information."

```
            VIEW OR CHANGE THE MAIL LOG INFORMATION              D17


    Type the document number and Press ENTER===> _
                                                 -------- ----
```
```
    PF9 Help    PF12 Return
```

2. Type the **document number** in the space at the top of the
   screen. For an RFT-D, RFT-F, Final and softcopy, or Draft
   document from the PROFS system you are using, use the
   7-, 8-, or 12-character document number. For a Paper
   document, or any document sent from another PROFS
   system, use the 12-character document number. (If you
   don't know the number, you can search for it by pressing
   PF1 on D00 or **PF3** on A00.)

3. Press ENTER.

   PROFS shows you screen D18, "View or Change the Mail
   Log Information," for the document you have specified.

```
                    VIEW OR CHANGE THE MAIL LOG INFORMATION                D18

         Type the changes you want for document no.: B7002TST 0001
         Then press ENTER to change the mail log information.

         From:        Johnson, G. J.
                      ----------------
         To:          Roe, J. J.
                      ----------------
         Subject:     January sales report
                      --------------------------------------------------------

                      --------------------------------------------------------
         Comments:
                      ----------------------------------------------
         Action:                          Due date:
                      ----------                       --------------------
         Identifier:                      Type: M
                      ---                             -




         PF9 Help    PF12 Return
```

*PROFS has filled these in
for you.*

4. Type the **changes** or **new information** you want to add.
   You can find out more about "Action," "Identifier," and
   "Type" in Appendix A.

5. Press ENTER.

   PROFS records the new information you have typed in your mail log. Note that the information in PROFS storage does not change. If the document is an RFT-D or Draft document and you retrieve the document to update it, the information in PROFS storage will replace the information that is in your mail log.

6 Erasing the mail log information

You may decide to erase the information listed for documents in your mail log. Erasing the listings in your mail log will not erase the documents themselves, and the documents may still be listed in the mail logs of other PROFS users and in PROFS storage. If you want to get the document after you have erased the mail log information, you will have to know the document number.

First, be sure you have the document numbers of the document mail log items you want to erase. If you don't have the document numbers, find them by pressing **PF1** on screen D00 and then follow the procedures for erasing document mail log information after PROFS finds them. (See "Working with one of the documents that PROFS found" in Chapter 5.)

If you already have the document numbers, follow these steps:

1. Press **PF5** on screen D00, "Process the Mail Log." PROFS shows you screen D19, "Erase Mail Log Information."

```
              ERASE MAIL LOG INFORMATION                    D19

  Type in the document number(s) to be erased from the mail log.

                DOCUMENT NO.                  DOCUMENT NO.
                -
                -------- ----              -------- ----

                -------- ----              -------- ----

                -------- ----              -------- ----

                -------- ----              -------- ----

                -------- ----              -------- ----

      Now, press ENTER.




  PF9 Help    PF12 Return
```

2. Type the **document numbers** of the mail log items you want to erase. For an RFT-D, RFT-F, Final and softcopy, or Draft document from a user on your PROFS system, you may use the 7-, 8-, or 12-character number. For Paper documents or any documents you've received from users on other PROFS systems, use the 12-character number.

3. Press ENTER.

PROFS erases the information in your mail log for each document you have listed.

Note: Remember, if you then want to retrieve the document, you **must** know the document number.

7

Viewing the mail log information

You can view your entire mail log, or parts of it, on your screen. You can then do various tasks with one or more of the documents you see listed there.

Press **PF6** on screen D00, "Process the Mail Log." PROFS shows you screen D20, "View the Mail Log Information," with the information for the documents in your mail log. Each document is listed beside a PF key.

PROFS shows you information about each entry in your mail log.

```
                    VIEW THE MAIL LOG INFORMATION                    D20

Press the PF key for the document you want.  Or, if you want to view all of
these documents, type ALL here and press ENTER===) _
    ----FROM----      -----TO-----      ACTION    IDENT TYPE   DOCUMENT NO.
PF1 Riley, L. M.    Johnson, G. J.                    RFT-F  87002TST0012
      Subject:  Report information in last memo

      Comments:  Need to check dates
PF2 Smith, G.      Johnson, G. J.                     RFT-D  87002TST0008
      Subject:  Monthly report

      Comments:  Figures are far below last month's
PF3 Doe, L. M.      Johnson, G. J.                    Paper  87002HDC0003
      Subject:  Monthly sales and credits

      Comments:
PF4 Riley, L. M.    Johnson, G. J.                    Final  87002TST0001
      Subject:  January sales report

      Comments:  Sales are up in Texas

                                                 Screen   1 of   6
PF9 Help    PF10 Next Screen   PF11 Previous Screen   PF12 Return
```

If you have more entries than will fit on one screen, press PF10.

The documents are shown in order of document number.

Several categories ("Action," "Identifier," "Subject," "Comment," and "To") may be blank. This means nothing was typed on those lines when the information was filed.

If there are more documents in your mail log than PROFS can list on one screen, PROFS will tell you how many screens there are for your mail log at the bottom right of the screen. Press **PF10** to see the next screen. Press **PF11** to return to the previous screen.
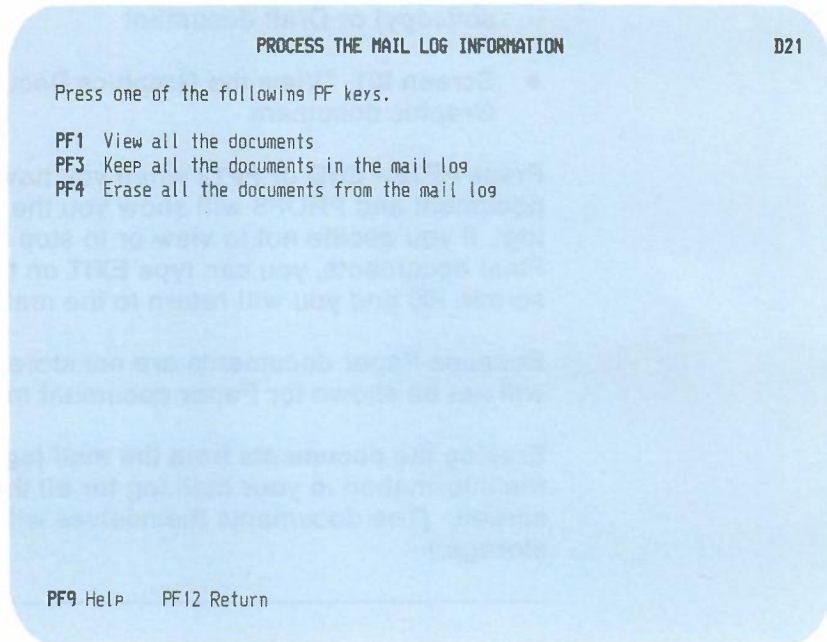
If you want to work with the documents you see listed in your mail log, there are two ways you can do that:

- Working with **all** the documents listed on that screen

- Working with the documents **one at a time**.

Both of these are explained in the sections that follow.

Working with all the documents

To work with **all** the documents listed in your mail log on that screen, type **ALL** on the command line on screen D20 and press ENTER. PROFS shows you screen D21, "Process the Mail Log Information."

```
                    PROCESS THE MAIL LOG INFORMATION                D21

     Press one of the following PF keys.

     PF1  View all the documents
     PF3  Keep all the documents in the mail log
     PF4  Erase all the documents from the mail log

     PF9 Help    PF12 Return
```

Note that you have three choices on this menu. You can:

- View all your documents (**PF1**).

- Erase all your documents from your mail log (**PF4**).

- Reverse the decision to erase all of your documents and keep them instead (**PF3**).

Viewing the documents. Press **PF1** to view all the documents in your mail log shown on that screen. PROFS shows you the documents one at a time on:

- The DisplayWrite/370 "View" screen, if it is an RFT-D or RFT-F document

- Screen I00, "View the Document," if it is a Final (or softcopy) or Draft document

- Screen I01, "View the Graphics Document," if it is a Graphic document.

Press **PF12 = END** or **PF12** when you have finished reading one document and PROFS will show you the next one in your mail log. If you decide not to view or to stop viewing the Draft and Final documents, you can type **EXIT** on the command line of screen I00 and you will return to the main menu, screen A00.

Because Paper documents are not stored in PROFS, a screen will not be shown for Paper document mail log items in the list.

Erasing the documents from the mail log. Press **PF4** to erase the information in your mail log for all the documents on that screen. (The documents themselves will remain in PROFS storage.)

IF YOU CHANGE YOUR MIND

*PROFS will not actually erase the document information from your mail log until you leave the "View the Mail Log Information" screen (that is, when you go back to screen D00 from screen D20, "View the Mail Log Information). If you change your mind about erasing the information in your mail log, press **PF3** on screen D21. But be sure to do it before you press **PF12** to leave screen D20.*

Working with one document at a time

When you press the PF key for the document you want to work with, PROFS shows you different screens, depending on the type of document you are working with: D31 and D33 for RFT-D documents; D30 and D32 for RFT-F documents; D22 and D26 for Final and softcopy documents; D24 and D27 for Draft documents; or D23 for Paper documents.

Both screens are for RFT-D documents.

```
                    PROCESS THE MAIL LOG INFORMATION                    D33

   From:    Smith, G.                      Document No.:  87002TST0008
   Subject: Monthly Report                 Type:  RFT-D
   --------------------------------------------------------------------------

   If you want to work with a version other than the most current (version 1),
   type the number you want to work with here: 1

   Press one of the following PF keys, or press PF11 to view the previous
   choices.

   PF1  View the document
   PF2  Copy the document into your personal storage
   PF3  Work with the document
   PF4  Create a new document from a copy of this document
```

```
                    PROCESS THE MAIL LOG INFORMATION                    D31

   From:    Smith, G.                      Document No.:  87002TST0008
   Subject: Monthly report                 Type:  RFT-D
   --------------------------------------------------------------------------

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

   PF1  View the document
   PF3  Keep in the mail log
   PF4  Erase from 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




   PF9 Help    PF12 Return
```

This PF key will cause screen D33 to appear.

```
                        PROCESS THE MAIL LOG INFORMATION                    D32

        From:    Riley, L.M.                    Document No.:  87002TST0012
        Subject: Report information in last memo Type:  RFT-F
        ----------------------------------------------------------------------

        Press one of the following PF keys, or press PF11 to view the previous
        choices.

        PF1  View the document
        PF2  Copy the document into your personal storage
        PF4  Create a new document from a copy of this document
```

```
                        PROCESS THE MAIL LOG INFORMATION                    D30

        From:    Riley, L.M.                    Document No.:  87002TST0012
        Subject: Report information in last memo  Type:  RFT-F
        ----------------------------------------------------------------------

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

        PF1  View the document
        PF3  Keep in the mail log
        PF4  Erase from 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
```

```
        PF9 Help    PF12 Return
```

```
                    PROCESS THE MAIL LOG INFORMATION                    D26

     From:    Riley, L. M.                    Document No.:  87002TST0001
     Subject:  January sales report           Type:  Final
     ------------------------------------------------------------------------

     If you do not want to work with the final copy of the document, key in the
     number 2 to work with the draft copy.  1

     Press one of the following PF keys, or press PF11 to view the previous
     choices.

     PF1  View the document
     PF2  Copy the document into your personal storage
```

```
                    PROCESS THE MAIL LOG INFORMATION                    D22

     From:    Riley, L. M.                    Document No.:  87002TST0001
     Subject:  January sales report           Type:  Final
     ------------------------------------------------------------------------

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

     PF1  View the document
     PF3  Keep in the mail log
     PF4  Erase from 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




     PF9 Help    PF12 Return
```

*This PF key
will cause
screen D26
to appear.*

Both screens are for Draft documents.

```
                    PROCESS THE MAIL LOG INFORMATION                    D27

     From:    Smith, G.                      Document No.: 87002TST0002
     Subject: Monthly report                 Type: Draft
     ------------------------------------------------------------------

     If you want to work with a version other than the most current (version 1),
     type the number you want to work with here: 1

     Press one of the following PF keys, or press PF11 to view the previous
     choices.

     PF1  View the document
     PF2  Copy the document into your personal storage
     PF3  Work with the document
```

```
                  PROCESS THE MAIL LOG INFORMATION                D24

     From:    Smith, G.                    Document No.: 87002TST0002
     Subject: Monthly report               Type: Draft
     ------------------------------------------------------------------

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

     PF1  View the document
     PF3  Keep in the mail log
     PF4  Erase from 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
```

This PF key will cause screen D27 to appear.

```
     PF9 Help    PF12 Return
```

```
                    PROCESS THE MAIL LOG INFORMATION                    D23

    From:    Doe, L. M.                        Document No.:  87002HDC0003
    Subject: Monthly sales and credits         Type:  Paper
    --------------------------------------------------------------------------

    Press one of the following PF keys.

    PF3  Keep in the mail log
    PF4  Erase from the mail log
    PF5  Forward the mail log information
    PF7  View or change the mail log information




    PF9 Help    PF12 Return
```

The tasks on the screens are very similar for each of the five
kinds of documents. With an RFT-F document (screens D30
and D32) or Final and softcopy documents (screens D22 and
D26) you can:

- View it (or view an earlier version of the document).

- Forward it to another PROFS user.

- View the distribution list, which shows to whom the
  document has been mailed.

- View or change the mail log information.

- Print the document.

- Copy the document into your personal storage (for
  example, to use parts of it in another document you are
  preparing).

- Erase the document information from your mail log.

You can do these same tasks with an RFT-D document (screens D31 and D33), or with a Draft document (screens D24 and D27), as well as make changes to it.

With Paper documents (screen D23), you can:

- Forward the mail log information to another local PROFS user.

- View or change the mail log information.

- Erase the document information from your mail log.

You can't view a Paper document using PROFS, because PROFS has only the mail log information for it.

The following sections explain how to do these tasks.

Viewing the document. To view an RFT-D, RFT-F, Draft, Final, or Graphic document, press **PF1** on one of the "Process the Mail Log Information" screens.

PROFS shows you the document in final form, as it was mailed to you. If the document is an electronic document that was produced on another system, you will see it the way it was sent to you. For RFT-D and RFT-F documents, PROFS will show you the DisplayWrite/370 "View" screen. For Final and softcopy, and Draft documents, PROFS will show you screen I00, "View the Document." For Graphic documents, PROFS shows you screen I01, "View the Graphics Document." (See "Appendix L: Working with graphics documents (GDDM).")

If the document is too long for one screen, use the PF keys at the bottom of the screen to see more of the document. With these keys you can go directly to the text on the next screen (RFT-D and RFT-F documents), or you can move the text up or down one line at a time (Draft, Final, and softcopy documents).

When you have finished viewing the document, press **PF12 = END** for RFT-D and RFT-F documents or **PF12** for Draft, Final, softcopy, and Graphic documents to go back to the "Process the Mail Log Information" screen for that document.

You might also want to view an earlier version of an RFT-D or a Draft document. You might also want to view a different version of a Final or softcopy document, as it was **originally typed**, with format controls shown in the text. (PROFS keeps only one version of an RFT-F document. See *Using DisplayWrite/370* for information on seeing controls in RFT documents.) To view a different version:

1. Press **PF10** on one of the "Process the Mail Log Information" screens (D31 for RFT-D documents, D24 for Draft documents, or D22 for Final and softcopy documents). PROFS shows you one of the following "Process the Mail Log Information" screens (D33 for RFT-D documents, D27 for Draft documents, or D26 for Final and softcopy documents).

2. If you want to view a version of the document other than version 1, type the **number** over the number where the cursor is showing. Version 1 is the current version. For an RFT-D or Draft document, version 2 is the document before the last changes were made. For a Final document, version 2 is the current version with the format controls in the text. If PROFS has been told to keep more than two versions, there may also be a version 3 or even 4 of an RFT-D or Draft document. Versions other than 1 will be available only if the time limit for keeping them has not passed.

3. Press **PF1** to view the document.

   PROFS shows you the DisplayWrite/370 "View" screen for RFT-D and RFT-F documents, or screen I00, "View the Document," for Draft, Final and softcopy documents.

After viewing the document, press **PF12 = END** or **PF12** to return to one of the "Process the Mail Log Information" screens (D31, D30, D24, or D22).

Forwarding the document. If you want to forward the document (or just the mail log information in the case of Paper documents) to another person who uses PROFS, press **PF5** on one of the "Process the Mail Log Information" screens (D31 for RFT-D documents, D30 for RFT-F documents, D24 for Draft documents, D22 for Final and softcopy documents, or D23 for Paper documents). PROFS then shows you screen H00, "Assign the Document Distribution Information," for all the document types except Paper. PROFS show you screen H05, "Assign the Reviewer Distribution Information," for Paper documents.

```
         ASSIGN THE DOCUMENT DISTRIBUTION INFORMATION              H00

 Document No.:  87002TST 0001              Location: VMSYS1
              --------  ----                        ------
 Type in the information below and press PF1 or PF2 to send the document.
    USER NAME at  LOCATION                    USER NAME at  LOCATION
    -
    --------    --------                      --------     --------

    --------    --------                      --------     --------

    --------    --------                      --------     --------

    --------    --------                      --------     --------

    --------    --------                      --------     --------

 PF1  Send the document and attach a routing slip
 PF2  Send the document without a routing slip

 PF10  Add more names to the list


 PF9 Help    PF12 Return
```

On screen H00 or H05 you can type the **user names** or **nicknames** of the people who will receive the document. You can also type the **names of distribution lists** (see Appendix C). If you run out of space and want to add more names, press **PF10**. When you have finished typing the names, press **PF1** or **PF2**. If you press **PF1**, PROFS shows you screen H02, "Attach a Routing Slip." The people you named will receive a notice in their incoming mail about the document.

Viewing the distribution list. If you want to see who has received the document, press **PF6** on one of the "Process the Mail Log Information" screens (D31 for RFT-D documents, D30 for RFT-F documents, D24 for Draft documents, or D22 for Final and softcopy documents). PROFS shows you screen K21, "View the Distribution List," which lists the user names of the people on the local system the document has been sent to. You may want to view this list of names before you forward the document, so you won't duplicate names. If you are looking for a person who was mailed a document but who is no longer on the PROFS system, you will see asterisks (********) instead of a user name.

Information about the document.

Users that document has already been sent to.

```
                          VIEW THE DISTRIBUTION LIST                    K21

 ┌Document No.:  87002TST0012               Type: RFT-F
 │Draft copies:  1                          Owner: RILEYL
 │From:         Riley, L. M.
 │To:          Johnson, G. J.
 └Subject:      Report information in last memo
 ---------------------------------------------------------------------------
   This document has been mailed to the following.  Their user names are listed.
 JOHNSONG ******** ROEJ
 END OF LIST




   PF1 Top     PF2 Bottom    PF4 Up    PF5 Down            Screen   1 of  1
   PF9 Help    PF10 Next Screen    PF11 Previous Screen    PF12 Return
 ===) _
```

Press **PF12** to return to one of the "Process the Mail Log Information" screens. If you are finished viewing the distribution lists and you want to return to the main menu quickly, you can type **EXIT** on the command line of screen K21, "View the Distribution List," and press ENTER.

Viewing or changing the mail log information. You may view, change, or add to the information that is filed in your mail log. This would help you later to search more quickly for documents you have filed. Remember, however, that this does not change the information in PROFS storage.

Press **PF7** on one of the "Process the Mail Log Information" screens (D31 for RFT-D documents, D30 for RFT-F documents, D24 for Draft documents, D22 for Final and softcopy documents, or D23 for Paper documents). PROFS shows you screen D18, "View or Change the Mail Log Information," with the information that you already have about the document in your mail log.

VIEW OR CHANGE THE MAIL LOG INFORMATION   D18

Type the changes you want for document no - 87002TST 0001
Then press ENTER to change the mail log information.

From: Riley, L. M.

PROFS has filled these in for you.

To: Johnson, G. J.

Subject: January sales report

Comments:

Action: Due date:
             ----------   --------------------

Identifier: Type: M
             ---   -

PF9 Help   PF12 Cancel

1. Type the **changes** or **new information** you want to add. You can find out more about "Action," "Identifier," and "Type" in Appendix A.

2. Press ENTER.

PROFS records the new information and takes you back to one of the "Process the Mail Log Information" screens so you can continue to work with the document. Note that the information in PROFS storage does not change. If the document is an RFT-D or Draft document and you retrieve the document to update it, the information in PROFS storage will replace the information that is in your mail log.

Printing the document. If you want a paper copy of a document listed in your mail log, press **PF8** on one of the "Process the Mail Log" screens. 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.

Copying the document into your personal storage. You might want to use parts of a document you have received in another document you are preparing. For example, you may have a document that you use to send out a monthly sales report. The wording in the document may stay the same, but the figures and dates would probably change. To use a part of last month's report, you must copy the document from PROFS storage into your personal storage so you can work with it. Just follow these steps:

1. Press **PF10** on one of the "Process the Mail Log Information" screens for the document you want to copy (D31 for RFT-D documents, D30 for RFT-F documents, D24 for Draft documents, or D22 for Final and softcopy documents).

    PROFS shows you a second screen with a different menu (D33 for RFT-D documents, D32 for RFT-F documents, D27 for Draft documents, or D26 for Final and softcopy documents).

<table>
<tr><td colspan="2">PROCESS THE MAIL LOG INFORMATION</td><td>D33</td></tr>
<tr><td>From: Smith, G.</td><td>Document No.:   87001TST0008</td><td></td></tr>
<tr><td>Subject: Monthly report</td><td>Type: RFT-D</td><td></td></tr>
</table>

If you want to work with a version other than the most current (version 1), type the number you want to work with here: **1**

Press one of the following PF keys, or press PF11 to view the previous choices.

PF1   View the document
PF2   Copy the document into your personal storage
PF3   Work with the document
PF4   Create a new document from a copy of this document

PF11   View previous choices

PF9 Help   PF12 Return

This is the second screen for RFT-D documents.

```
                    PROCESS THE MAIL LOG INFORMATION                    D32

    From:    Riley, L. M.                    Document No.:  87002TST0012
    Subject: Report information in last memo  Type:  RFT-F
    -------------------------------------------------------------------------

    Press one of the following PF keys, or press PF11 to view the previous
    choices.

    PF1  View the document
    PF2  Copy the document into your personal storage
    PF4  Create a new document from a copy of this document


    PF11  View previous choices





    PF9 Help    PF12 Return
```

```
                    PROCESS THE MAIL LOG INFORMATION                    D27

    From:    Smith, G.                       Document No.:  87002TST0002
    Subject: Monthly report                   Type:  Draft
    -------------------------------------------------------------------------

    If you want to work with a version other than the most current (version 1),
    type the number you want to work with here: 1

    Press one of the following PF keys, or press PF11 to view the previous
    choices.

    PF1  View the document
    PF2  Copy the document into your personal storage
    PF3  Work with the document



    PF11  View previous choices


    PF9 Help    PF12 Return
```

PROCESS THE MAIL LOG INFORMATION   D26

From: Riley, L. M.   Document No.: 87002TST0001
Subject: January sales report   Type: Final

If you do not want to work with the final copy of the document, key in the
number 2 to work with the draft copy. 1

Press one of the following PF keys, or press PF11 to view the previous
choices.

PF1   View the document
PF2   Copy the document into your personal storage

PF11 View previous choices

PF9 Help   PF12 Return

*This is the
second screen
for Final and
softcopy documents.*

2. If you want to copy a version of the document other than
    version 1, type the **number** over the number where the
    cursor is showing. Version 1 is the current version. For an
    RFT-D or Draft document, version 2 is the document before
    the last changes were made. For a Final document,
    version 2 is the current version with the format controls in
    the text. If PROFS has been told to keep more than two
    versions, there may also be a version 3 or even 4 of an
    RFT-D or Draft document. Versions other than 1 will be
    available only if the time limit for keeping them has not
    passed.

3. Press **PF2**.

    PROFS copies the document into your personal storage
    and assigns a filename and filetype. It then tells you what
    name has been assigned.

    If the document is **already** in your personal storage when you
    press **PF2**, PROFS shows you screen X10, "Copy the
    Document."

COPY THE DOCUMENT

The filename, filetype, and filemode of your document will be here.

A copy of: D0028001 SCRIPT   A1 is already in your personal storage.

Press one of the following PF keys. If you want to keep the file
in your personal storage without changing the name, press PF12.

Rename your file here.

PF1 Give the file in your personal storage another name.
Type the new filename and the filetype below first before pressing
the PF key. Filename and filetype===> _

-------- --------

PF2 Erase the file in your personal storage and continue
with a new copy

PF9 Help   **PF12** Return

At the top of the screen you see a message telling you that a
copy of the document you requested — identified by the
filename, the filetype, and the filemode — is already in your
personal storage.

You have several choices. You can:

- **Leave the copy** of the document as it is in your personal
storage, and not get another copy from PROFS storage.
Press **PF12** and PROFS takes you back to one of the
"Process the Mail Log Information" screens.

- **Rename** the document file that is already in your personal
storage and save the new file. To do this, type the new
filename and **filetype** in the spaces after the arrow, then
press **PF1**. PROFS copies the new document to your
personal storage.

- **Erase** the document file in your personal storage. Press
PF2. PROFS copies the new document to your personal
storage.

Changing an RFT-D or Draft document: To make changes to an RFT-D or Draft document:

1. Press **PF10** on screen D31 or screen D24, "Process the Mail Log Information."

    PROFS shows you screen D33 or D27.

2. If you want to use a draft version of the document other than the most recent (version 1), type the number over the number where the cursor is showing.

3. Press **PF3**.

4. If you are authorized to make changes PROFS shows you screen F63, "Process the Document," for RFT-D documents or screen F01, "Process the Document," for Draft documents.

To get help in using this screen to revise, edit, and file draft documents, see "Processing documents" in "Chapter 7: Preparing RFT documents" or in "Chapter 8: Preparing DCF documents."

Creating a new document from an RFT-D or RFT-F document: You can create a new document from an RFT-D or RFT-F document. Press **PF4** on screen D32 or screen D33, "Process the Mail Log Information." PROFS shows you screen F63, "Process the Document."

Erasing the mail log information: To erase the information listed in the mail log for the document, press **PF4** on one of the "Process the Mail Log Information" screens (D31, D30, D24, D23, or D22).

Erasing the item from your mail log will not erase the document itself. The document will remain in PROFS storage, and it may still be listed in the mail logs of other PROFS users. But the only way you'll be able to work with the document is by knowing the document number.

8
Printing
the mail log
information

You can have part or all of your mail log printed for you. You
can use a shortcut method to print all the mail log items for **the
last 90 days**. If you want to print mail log items for **other than
the last 90 days**, you will first have to do a searching task. You
will find how to do that later in this chapter.

Printing the mail log for the last 90 days

To print your mail log for the last 90 days only, follow these
steps:

1. Press **PF8** on screen D00, "Process the Mail Log."

PROFS shows you screen F30, "Print the Mail Log
Information," which offers you several ways to have your
mail log printed.

```
                     PRINT THE MAIL LOG INFORMATION                    F30

   Press the PF key(s) to choose the way you want the information printed.

   PF1  Print without the mail log comments

        CHOOSE ONLY ONE OF THE FOLLOWING.

   PF2  Print in sequence by document number
   PF3  Print in alphabetic sequence by the last
        name of the person who wrote the document ("FROM")
   PF4  Print in alphabetic sequence by the last
        name of the person(s) to whom the document
        was sent ("TO")

   Then, press ENTER.




   PF9 Help    PF12 Return
```

2. Press **PF1** if you want your mail log printed **without mail
   log comments**. If you do not press **PF1**, PROFS will print it
   with the comments included.

3. Decide in which order you want the mail log information to
   be listed:

   • Press **PF2** for a chronological list from the **oldest to the
     most recent** documents.

   • Press **PF3** for an alphabetical list according to the
     person who wrote the document ("FROM").

   • Press **PF4** for an alphabetical list according to the
     person to whom the document was written ("TO").

You can choose only one of the keys PF2 through PF4.
PROFS puts the word SELECTED next to your choice. You
can change your choice by pressing another PF key.

4. Press ENTER.

PROFS is now ready to print your mail log for the last 90 days.
PROFS will show you screen J00, "Choose a Printer," for you
to make printing choices. If you want to make additional
choices about the printer, press **PF8** on screen J00. PROFS
shows you screen J01, "Choose Printer Options." For more
information on using these screens, see "Printing copies of
notes and documents" in Chapter 4.

Printing the mail log for other time periods

To print your mail log for more or less than the standard 90
days of listings, you must first do a search:

1. Press **PF1** on screen D00, "Process the Mail Log."

   PROFS shows you screen D01, "Find Documents."

2. Type a **time period** for the documents you want listed, or
   type **ALL** if you want a listing of all documents. Then press
   ENTER.

   PROFS shows you the results of the search on screen D03,
   "Process the Documents Found."

3. Press **PF8**.

   PROFS shows you screen F30, "Print the Mail Log
   Information." You then choose whether to have the
   comments printed and in what order you want the mail log
   printed. (See "Working with a list of the documents that
   PROFS found" in Chapter 5.)

10 Processing the Mail Log

Fast Track

A00
Main Menu

—PF7→

D00
Process the Mail Log

On all screens

PF9 Help

PF12 Return
(except PF12 "End"
on A00)

—PF1→
D01
Find Documents

—PF2→
D15
Add Mail Log Information for a Paper Document

—PF3※→
H05
Assign the Reviewer Distribution Information
—PF1→
H02
Attach a Routing Slip

—PF4※→
D17
Change the Mail Log Information
—ENTER→
D18
View or Change the Mail Log Information

—PF5※→
D19
Erase the Mail Log Information

—PF6→
D20
View the Mail Log Information

—PF8→
F30
Print the Mail Log Information
—ENTER→
J00
Choose a Printer

PF8
J01
Choose Printer Options

F30 gives you the mail log for the last 90 days, for other times use the search routine (PFI) on D00; fill in only the time on D01; PF8 on D03.

※ For PF3, PF4, PF5 on D00, you must know the document number. If you don't, use the search routine (PF1 on D00) to get the document number.

═══>ALL→
D21
Process the Mail Log Information

—PF1→ View all (listed on that screen)

—PF3→ Keep (cancels PF4 erase)

—PF4→ Erase all (listed on that screen)

PF key next to document in list

D30 / D32
Process the Mail Log Information RFT-F

D31 / D33
Process the Mail Log Information RFT-D

D22 / D26
Process the Mail Log Information Final

D24 / D27
Process the Mail Log Information Draft

D23
Process the Mail Log Information Paper

Flowchart: Processing the mail log

PF1 D22 D24 → **I00** View the Document

PF1 D30 or D31 → DisplayWrite/370 "View"

PF3 → Keep (use to cancel PF4)

PF4 → Erase from the mail log

PF5 not on D23 → **H00** Assign the Document Distribution Information

PF5 D23 → **H05** Assign the Reviewer Distribution Information

PF6 not on D23 → **K21** View the Distribution List

PF7 → **D18** View or Change the Mail Log Information

PF8 not on D23 → **J00** Choose a Printer

PF10 on D31 → **D33** Process the Mail Log Information RFT-D (second screen)

PF10 on D30 → **D32** Process the Mail Log Information RFT-F (second screen)

PF10 on D22 → **D26** Process the Mail Log Final (second screen)

PF10 on D24 → **D27** Process the Mail Log Draft (second screen)

PF1 → **H02** Attach a Routing Slip

PF1 → **H02** Attach a Routing Slip

PF6 ← **J01** Choose Printer Options

PF1 → **I00** View the Document (earlier version)

If not in your storage yet, PROFS copies it.

or if already in your storage PROFS shows you.

PF2 → **X10** Copy the Document (into your personal storage)

PF3 → **F01** Process the Document

PF11 → **D24** Process the Mail Log Information Draft

PF1 → DisplayWrite/370 "View"

PF2 → Copy into Personal Storage

If file exists → **X10** Copy the Document (into your personal storage)

PF3 PF4 → **F63** Process the Document

PF11 → **D31** Process the Mail Log Information RFT-D

PF1 → DisplayWrite/370 "View"

PF2 → Copy into Personal Storage

If file exists → **X10** Copy the Document (into your personal storage)

PF4 → **F63** Process the Document

PF11 → **D30** Process the Mail Log Information RFT-F

Processing the mail log   10-35