11 Checking the outgoing mail

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How to check the outgoing mail

Press **PF8** on the main menu to find out whether a document that you sent has been received. PROFS shows you screen G03, "Check the Outgoing Mail."

```
                      CHECK THE OUTGOING MAIL                          G03

   OFSMRQ010I The outgoing mail was checked and the following was found:
     ALL MAIL SENT BY: ROEMARY2 HAS BEEN DELIVERED AND ACKNOWLEDGED.
   * * * END OF MESSAGES * * *












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

If all the documents you sent have been received, PROFS will show you the following message:

ALL MAIL SENT BY: (your user name)
HAS BEEN DELIVERED AND ACKNOWLEDGED.

This means that all the people you have sent documents to have viewed their respective "Open the Mail" screens since you sent the documents.

If some of the mail has not been received, PROFS shows you a message that names only those items that have not been received.

For example, if you sent a document to L. M. Riley and he has not received it, PROFS shows you the following message:

OFSMRQ011I FILE ID 86233XXX 0003
SENT TO LRILEY XXX ON 09/17 REC'D (NO)

This message means that L. Riley has not viewed his "Open the Mail" screen since you sent the mail. The XXX is the 3-character location code.

If there are more messages than one screen can show, press **PF10** to see the next screen; press **PF11** to see the previous screen.

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Fast Track


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┌─────────────────────┐              ┌─────────────────────┐
│              A00     │              │              G03     │
│                      │              │                      │
│  Main Menu           │──PF8────────▶│  Check the           │
│                      │              │  Outgoing Mail       │
│                      │              │                      │
└─────────────────────┘              └─────────────────────┘
```