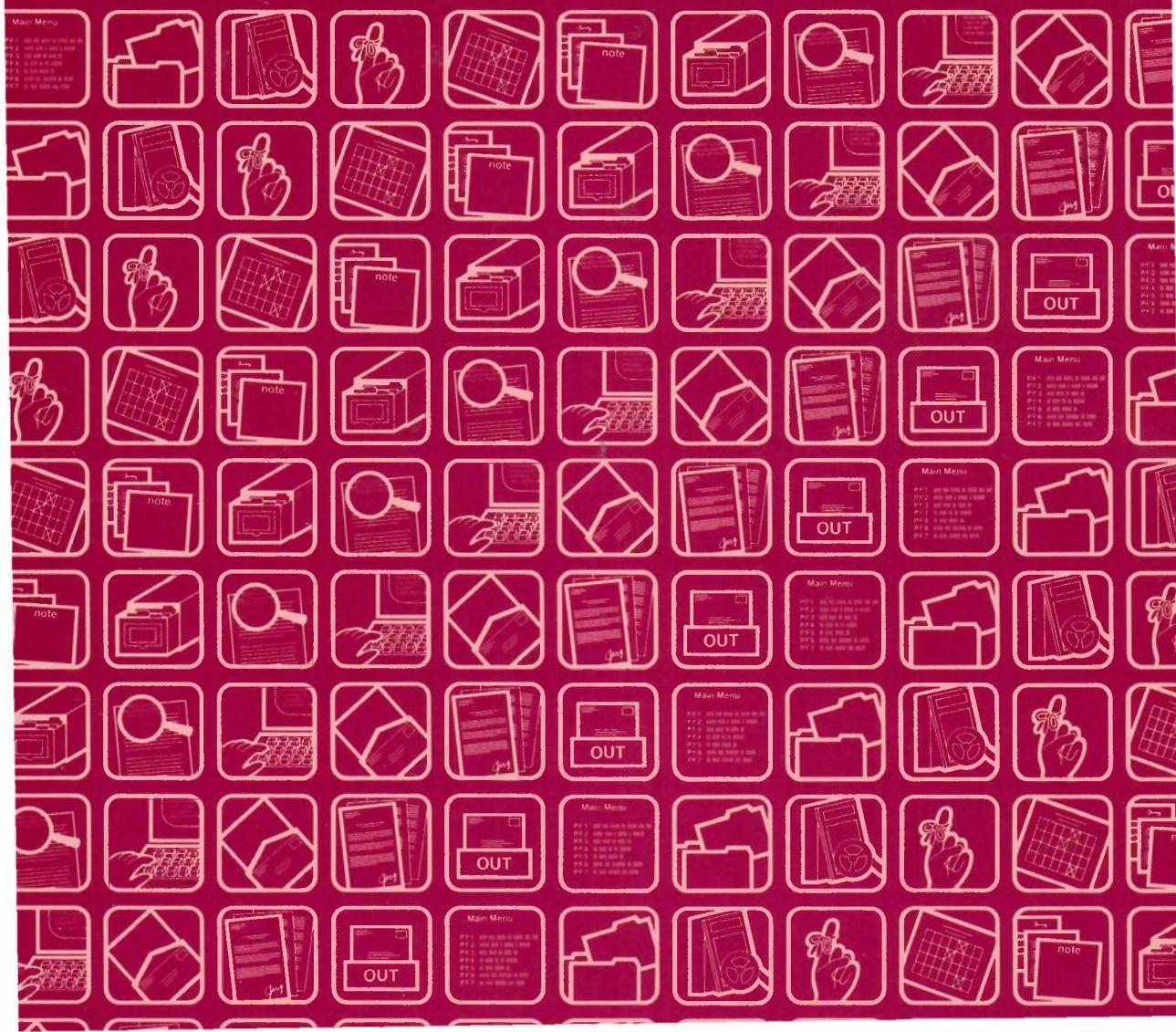


Using the Professional Office System Version 2, Release 2



VM/System Product



Using the Professional Office System Version 2, Release 2



VM/System Product



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This edition obsoletes SH20-6797-0. Changes are continually made to the information herein. Therefore, before using this publication, consult your System/370 Bibliography (GC20-0370) for the editions that are applicable and current.

The following document contains examples of data and screens used in daily business operations. To illustrate them as completely as possible, the examples may contain the names of individuals, companies, brands, and products. All of these names are fictitious and any similarity to the names and addresses used by an actual business enterprise is entirely coincidental.

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A complete set of PROFS publications is available by ordering SBOF-1663. In addition to the seven PROFS manuals and reference card, you will also receive five binders with plastic sleeves and a package of binder inserts. If you wish to order a binder separately, use SB30-0480. If you want only the package of binder inserts, use SH20-6804. Of course you may order PROFS publications separately, too.

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To the Reader

Who should read this book

This book is the reference guide for anyone who uses the Professional Office System (PROFS) with a video display terminal. However, before you read this book, you should read *Introducing the Professional Office System*, GH20-6795, to get a general idea of how PROFS will affect working and communicating in your office. You should also take the training on the video display terminal that you will be using. And, you should then read *Getting Started with the Professional Office System*, SH20-6796, and work through the exercises in it on your video display terminal.

If you will be working with a line-mode type terminal, you should consult *Using Line-Mode Support with the Professional Office System* SH20-6802. In addition, if you will be working with Revisable-Form Text documents, see *Using DisplayWrite/370*, SH12-5172.

The screens

The screens in this book are representations of those you see on your terminal. The appearance of the screens may also vary because of the difference in terminals. In addition, your PROFS administrator may have made changes to your PROFS system.

RFT and DCF: Two ways to prepare documents in PROFS

With PROFS, you can now prepare documents using two different formatting methods. See your PROFS administrator to find out which document preparation format your company uses.

1. Revisable-Form Text RFT —

A formatting method which uses DisplayWrite/370 to create documents. With the DisplayWrite/370 "Edit" screen, you can format your document as you write it. This means you can format individual lines and full pages of text. You can move, copy and delete text, proofread it, and make changes to your document as you edit it. See "Chapter 7: Preparing RFT documents" for more information about Revisable-Form Text formatting capabilities.

If you wish, you can prepare only RFT documents in PROFS.

2. Document Composition Facility DCF —

A formatting method which uses the Document Composition Facility. The Document Text screen is used to create documents. After you create your document, you can view the formatted version. You can also proofread it and change it. See "Chapter 8: Preparing DCF documents" for more information about Document Composition Facility formatting capabilities.

If you wish, you can prepare only DCF documents in PROFS.

If your company has the capability, you can use both document preparation formats.

What this book will tell you

This book gives you complete information on how PROFS will help you receive, create, send, store, and search for information.

The first chapter, "Communicating with PROFS," tells you how PROFS handles information, and how you give PROFS instructions. You should read through the chapter to get an orientation to the whole system. The remaining chapters describe in detail how to make PROFS do specific office tasks, such as scheduling meetings or preparing documents. Each chapter also has its own table of contents which shows the specific tasks and topics covered in that chapter. At the end of each chapter (except Chapter 1), there is a "fast track" diagram that shows pictorially how PROFS works.

Several appendixes, a glossary of terms, and an index follow the chapters.

Note: The examples of dates and times in this book are in the **U.S.** format. The dates and times you see on your screen will look different if your PROFS system was installed with either the **International** or **European** formats. Check with your PROFS administrator to find out which format is being used at your location.

How to get more information

The following books and materials are available with PROFS. Read below to find out which ones you need to read and use. Since Document Composition Facility (DCF) and DisplayWrite/370 are optional for PROFS, make sure you have the appropriate manuals you need.

Quick Reference to PROFS, GX20-2031, is a handy reference to the major tasks that PROFS does. Use it as a quick memory jogger.

Planning for and Installing the Professional Office System, SH20-6800, contains step-by-step instructions on how to install and get PROFS running smoothly on your computer. This book is for the person(s) in charge of installation.

Managing the Professional Office System, SH20-6799, contains step-by-step directions on how to perform the administrative tasks in PROFS, such as setting up user profiles. It also has step-by-step instructions for the daily running of PROFS. This book is for the PROFS administrator.

Messages for Professional Office System is a listing of all the messages. See your PROFS administrator and ask for a copy of the messages to be printed for you.

Programmer's Guide to the Professional Office System, SH20-6801, contains instructions on ways to determine problems. It also has step-by-step instructions for applying application updates and what to do before calling IBM. This book is for the PROFS system programmer.

You may also want further information about the system products and editors PROFS uses. The list of support publications that follows should be of interest to you.

If you have DisplayWrite/370: *Getting Started with DisplayWrite/370*, SH12-5171, contains step-by-step exercises on how to use the DisplayWrite/370 full-screen text editor. *Using DisplayWrite/370*, SH12-5172, is a comprehensive guide to all the features of the DisplayWrite/370. *DisplayWrite/370 Quick Reference Guide*, SH12-5001, is a handy reference to the major tasks that DisplayWrite/370 does.

If you have Document Composition Facility (DCF): *Introduction to Interactive Computing with VM/CMS*, SR20-4657, contains information about using virtual machines (VM) and the Conversational Monitor System (CMS). The first few chapters, in particular, will be helpful to someone who has no experience with computers or video terminals. *Document Composition Facility: Generalized Markup Language Starter Set User's Guide*, SH20-9186, introduces the GML starter set tags for the new user. You can use GML tags to help you arrange information on a document you create using PROFS.

Document Composition Facility: Generalized Markup Language Starter Set Reference, SH20-9187, describes all functions of the GML starter set.

Document Composition Facility: Generalized Markup Language Concepts and Design Guide, SH20-9188, introduces GML concepts and provides guidelines for designing your own GML.

Document Composition Facility: Generalized Markup Language Quick Reference, SX26-3719, summarizes GML tags and what they do.

Document Composition Facility: SCRIPT/VS Text Programmer's Guide, SH35-0069, describes how to use SCRIPT/VS with other text processors and user programs.

Document Composition Facility: SCRIPT/VS Language Reference, SH35-0070, describes all SCRIPT/VS control words in detail, SCRIPT/VS symbol and macro facilities.

IBM VM/SP System Product Editor User's Guide, SC24-5220, describes the VM/SP editor (XEDIT) for the new user. This is the default editor for PROFS.

IBM VM/SP System Product Editor Command and Macro Reference, SC24-5521, gives complete information about using the System Product Editor (XEDIT).

IBM VM/System Product: SP Editor Command Language Reference Summary, SX24-5122, summarizes the EXIT commands and what they do.

Contents

| | |
|---|------------|
| To the Reader | iii |
| Who should read this book | iii |
| The screens | iii |
| RFT and DCF: Two ways to prepare documents in PROFS | vi |
| What this book will tell you | v |
| How to get more information | vi |



1 Communicating with PROFS 1-1

Tells you how PROFS handles information and shows it to you—and how you give PROFS its instructions. Read this chapter thoroughly to familiarize yourself with the whole system.



2 The PROFS main menu 2-1

Shows you how to sign on and off the main menu—and what you can do while you're on it.



3 Processing calendars 3-1

Shows you how to view your schedule or change it, how to reserve a room or set up a meeting with others, authorize others to work with your calendar, and more.



4 Opening the mail 4-1

Shows you how to work with your incoming electronic mail—you start by looking through a list to pick the items you want to read, file, forward, or answer.



5 Finding documents 5-1

Shows you how to find documents by specifying dates, names, subjects, key words—or even special filing codes that you set up yourself.



6 Processing notes and messages 6-1

Shows you how to send a short, immediate message or a note to someone else's incoming mail. Going through your notes later is easy—PROFS stores them in different note logs that you set up.



7 Preparing RFT documents 7-1

Shows you how to write RFT documents and send drafts out for review. PROFS even lets you set up standard styles for the kinds of documents that you write frequently.



8 Preparing DCF documents 8-1

Shows you how to write DCF documents, send drafts out for review, or have them automatically proofread. PROFS even lets you set up standard styles for the kinds of documents that you write frequently.



9 Processing documents from other sources 9-1

Shows you how to keep track of paper or electronic documents from outside PROFS and work with some of the information in them.



10 Processing the mail log 10-1

Shows you how to work with your mail log which is your index to the documents in PROFS storage—your “central files.” You can change, add, and erase information, send it to others, search through it, view it, or have it printed.



11 Checking the outgoing mail 11-1

Shows you how to find out if what you've sent to others has arrived.



12 Adding automatic reminders 12-1

Shows you how to have PROFS remind you of meetings, appointments, or other things. If you want, PROFS will even remind you repeatedly.



13 Proofreading notes and documents 13-1

Shows you how to have PROFS check your notes and documents for spelling errors and for other problems with the words and phrases you use. If you need help, PROFS will suggest alternatives for you to choose from.

Appendix A How to index documents in PROFS A-1

Appendix B Working with nickname files B-1

Appendix C Working with distribution lists C-1

Appendix D Using the System Product (SP) Editor (XEDIT) D-1

Appendix E Using Generalized Markup Language (GML) and Document Composition Facility (DCF) to format documents E-1

Appendix F How to interrupt PROFS tasks F-1

Appendix G Using commands with PROFS G-1

| | | |
|-------------------|---|------------|
| Appendix H | List of PROFS screens | H-1 |
| Appendix I | Typing in names, dates, and times | I-1 |
| Appendix J | Working with author profiles | J-1 |
| Appendix K | Working with PROFS at a Displaywriter | K-1 |
| Appendix L | Working with graphics documents (GDDM) | L-1 |
| Appendix M | Working with Info Center/1 files | M-1 |
| Appendix N | Tailoring your PROFS system | N-1 |
| Appendix O | Using DisplayWrite/370 and CLISTS | O-1 |
| Appendix P | Creating RFT document styles | P-1 |
| Appendix Q | Converting a document | Q-1 |
| Glossary | | X-1 |
| Index | | X-9 |