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Quick Reference to the Professional Office System

Version 2, Release 2



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GX20-0231-01



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To the Experienced User

This book is a reference guide for an experienced user. Use it as a quick memory jogger for working in PROFS.

For more detailed information on each section in this guide, see *Using the Professional Office System*, SH20-6797-1.

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This edition obsoletes GX20-0231-0. Before using this publication, consult your System/370 Bibliography (GC20-0370) for the editions that are applicable and current.

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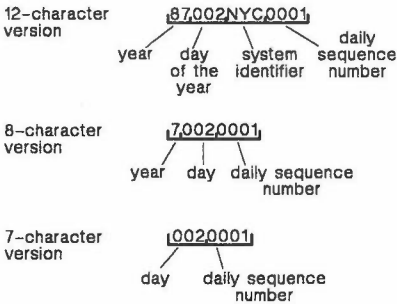
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1 Communicating with PROFS

PROFS Term	Definition
real name	A person's full name, for example: John M. Doe.
user name	The name by which the computer knows a user, a userid.
system name	A computer system's name (often a location), a nodeid; you use the system name with a person's user name to communicate to users on other systems.
nickname	An easy-to-remember name that may be used in place of a user name and system name.
message	A short, quick, informal communication; it does not go into the incoming mail; PROFS does not keep a copy; the person must be logged on to receive it.
note	An informal communication (note, meeting notice, reservation notice) that goes into the incoming mail of the person you send it to; you keep copies of notes in note logs.
document	A formal communication in a special style (format); you keep information about documents in your mail log. "Final" or "RFT-F" documents cannot be changed; "Draft" or "RFT-D" documents can be changed; "Graphics" is a GDDM file that can be printed or viewed; "Paper" documents are hardcopy documents that were not created using PROFS; "Other" or "Softcopy" documents are electronic documents that were not created using PROFS.
personal storage	Where you keep tailor-made files, indexes to files, and documents in progress; also called A-disk or user files.
PROFS storage	Where documents are kept; your mail log is an index to these documents.
document number	Number given to every document in PROFS storage, also called cron number.





2 The PROFS main menu

To do this	Use this PF key or command	You will see
------------	----------------------------	--------------

Write any special instructions for your system here:

Log on to computer	Turn terminal on. LOGON (your user name) (your password).	ENTER PASS- WORD
--------------------	---	---------------------

Sign on to PROFS	PROFS	A00
------------------	-------	-----

Sign off PROFS	Return to A00. PF12 on A00.	A00 "Signed off PROFS" message
----------------	--------------------------------	---

Log off computer	LOGOFF	
------------------	--------	--

See a HELP screen	PF9 on any screen (except Power Typing).	
-------------------	--	--



3 Processing calendars

To do this	Use this PF key or command	You will see
------------	----------------------------	--------------

Work with schedules	PF1 on A00.	W00
---------------------	-------------	-----

Work with your schedule for today	PF1 on W00 or CURCAL.	W01
-----------------------------------	-----------------------	-----

Work with other peoples' schedules	Type over name on W00 or W01 with user name or nickname to view one schedule.	W00 or W01 for other person
------------------------------------	---	-----------------------------

	Type over name on W00 with distribution list name to view several schedules. Press PF1.	W04 for distribution list
--	---	---------------------------

Work with a schedule for another date	Type over date on W00 or W01 or PF4, PF5 on W00 or W01.	W00 or W01 for new date
---------------------------------------	---	-------------------------

Put a meeting or other event on a schedule	Type times on W01 under BEGIN and END. Type description under DESCRIPTION. First letter of description is transferred to monthly schedule.	W01 with the addition to schedule
--	--	-----------------------------------

	Press PF7 on E01, E20, or I00 if a meeting notice is received as a note or document.	
--	--	--

Delete a meeting	Type D at beginning of line for that meeting.	W01 with the event deleted
------------------	---	----------------------------

Mark a meeting or a note so only you and	Type CONF: at beginning of DESCRIPTION on W01 to mark "CONFIDENTIAL".	
--	---	--

people you authorize can see description.	Type PERS: at beginning of DESCRIPTION on W01 to mark "PERSONAL".	
---	---	--

Add a note to your schedule	Type NOTES: at beginning of a blank line under BEGIN, move to DESCRIPTION column, type notes under DESCRIPTION.	
-----------------------------	---	--

3 continued

To do this	Use this PF key or command	You will see
View a schedule for more than one day	PF2 on W00 (for several days). PF6 on W00 (for a month).	W02 W05
Monthly calendar symbols:		
	● Nothing scheduled	
	* Two or more events that hour	
	- No authority to view	
	< Before first hour of workday	
	> After last hour of workday.	
If none of these, the character is the first character from description of event.		
View then reserve a conference room (or equipment)	Press PF3 on W00. Press PF7 on W00. Include user name of conference room when typing list of meeting attendees.	W04 W06
Have PROFS schedule a meeting	PF7 on W00. Fill in W06. Press PF1, PF2, or PF3.	W06, W07, W08, W09
Choose a time for the meeting	Type X next to line you want on W07, adjust times on that line, if needed.	W08
Print schedules	PF8 on W00. PF8 on W02.	J00 J00
Calendar commands:	ERASE to erase all entries D to delete entries ALL to add an all day event R to schedule recurring meetings A to add a blank line C to copy entries M to move entries CURCAL to bypass menus	



4 Opening the mail

To do this	Use this PF key or command	You will see
See list of mail	PF2 on A00 or OPENMAIL.	C00
Work with one item	PF key next to that item on C00.	E01 (note) C01 (final) C01 (other) C02 (draft) C30 (RFT-F) C31 (RFT-D) C05 (paper) C08 (paper w/ routing slip)
Work with all items	ALL on C00.	C06
Erase all items from incoming mail	PF4 on C06.	C00 (with DELETE noted)
NOTES		
View the note	Press PF key next to note on C00.	E01
Add comments for your log	PF1 on E01 press PF4, type comments, press PF7.	E12/E03
Send new note	PF1 on E01, press PF5, fill in E04, press PF7.	E12/E04
Forward same note	PF5 on E01. Fill in E11, add text (optional), press PF7 on E11.	E12/E11
Reply to note	PF6 on E01, type reply, press PF7 on E02.	E12/E02
Send note again (except meeting notice)	PF7 on E01, fill in E13, press PF7 on E13.	E12/E13
Cancel a request to add, send, forward, reply, or resend a note	PF12 while on E03, E04, E11, E02, or E13—and not PF7 ● If you have not typed anything on the note screen, except E13. ● If you have typed something on the note screen.	Message, press CLEAR, E01 Message, answer 'Y' to quit, E01

4 continued

To do this	Use this PF key or command	You will see
File in note log	PF2 on E01.	C00; FILE noted
● In special log	Type name of log over NOTE, press PF2 on E01.	C00; FILE noted
Erase without filing	PF4 on E01.	C00; DELETE noted
Cancel a request to file or erase	PF key next to note on C00, PF3 on E01.	E01 C00
Add "Meeting" or "Reserve" note to a schedule	PF7 on E01.	Added to calendar, then E01
Print the note	PF8 on E01.	J00
View document referred to in a note	Cursor under document number on E01. Press ENTER.	I00, I01, F73

DOCUMENTS

View the document	PF1 on C01, C02, or C06. PF1 on C30 or C31 w/ DisplayWrite/370. PF1 on C30 or C31 w/o DisplayWrite/370.	I00 or I01 F73 I00
Reply to document with note	PF6 on I00. PF6 on F73.	E04 E04
Return to A00 or S00 after viewing a document	EXIT on I00.	A00, S00
View document with format controls in the text for DCF document.	PF10 on C01 or C02. Type "2" over "1" PF1 on C04 or C07.	C04, C07 I00
RFT document	PF1 on C30 or C31. Type TCON on command line on F73. Press ENTER.	F73

4 continued

To do this	Use this PF key or command	You will see
View another document from this document	Press PF1 on C01, C02 or C06. Move cursor under document number on I00. Press ENTER.	I00 I00 (DCF) F73 (RFT) I01 (graphic)
	Press PF1 on C30 or C31 w/ DisplayWrite/370. Move cursor under document number on F73. Press DOCVIEW PF key.	F73 I00 (DCF) F73 (RFT) I01 (graphic)
File the document and erase it from your incoming mail	PF2 on C01, C02, C05, C06, C08, C30 or C31.	C00 (with FILE noted)
Erase the document from your incoming mail and mail log	PF4 on C01, C02, C05, C06, C08, C30 or C31.	C00 (with DELETE noted)
Cancel a file or erase request	PF key next to document on C00. PF3 on C01, C02, C05, C06, C08, C30 or C31.	C01, C02, C05, C06, C30 or C31. C00 (with FILE or DELETE gone)
Forward the document	PF5 on C01, C02, C05, C08, C30 or C31. Fill out information and PF1 or PF2.	H00 (unless paper document, then H05)
View the distribution list	PF6 on C01, C02, C05, C30 or C31.	K21
Change the mail log information	PF7 on C01, C02, C05, C08, C30 or C31. Add or change information on D18. Press ENTER.	D18 C01, C02, C05, C08, C30 or C31
Copy the document into your personal storage	PF10 on C01, C02, C30 or C31. PF2 on C04, C07, C32, C33.	C04, C07, C32 or C33

4 continued

To do this	Use this PF key or command	You will see
Work with a draft document	PF10 on C02 or C31. PF3 on C07 or C33.	C07, C33 F01, F63
Create new document using previous one as base	PF10 on C30 or C31. PF4 on C32 or C33.	C32 or C33 F63
Add meeting notice to a schedule	PF1 on C01, C02. PF7 on I00.	I00 Added to calendar, then I00
Print notes or documents	PF8 on E01, C01, C02, C30 or C31.	J00



5 Finding documents

To do this	Use this PF key or command	You will see
View a document if you know the document number	RETRIEVE on A00. Fill in the document number on X01.	X01
Find documents	PF3 on A00 or SEARCH. Fill in D01 and choose from PF1-3, press ENTER.	D01
● In other mail logs	First type another user name, nickname or distribution list name on D01.	D03
Change the search	PF4-6 on D03.	D01
Start a new search	PF7 on D03 (repeat search steps above on D01).	D01
View a list of documents found	PF1 on D03 (with comments). PF2 on D03 (without comments).	D04 D06
Save a list of documents in a file	PF3 on D03 (the file is kept as \$SEARCH\$ OFSDATA).	D03
Print a list of documents found	PF8 on D03. Specify order of list on F30.	F30
Work with all the documents found	ALL on D04 or D06.	D07
Work with one of the documents found	PF key next to that document on D04 or D06.	D08 (final) D08 (other) D11 (draft) D12 (paper) D40 (RFT-F) D41 (RFT-D)
View the document(s):	PF1 on D07, D08, or D11. PF1 on D40 or D41 w/ DisplayWrite/370. PF1 on D40 or D41 w/o DisplayWrite/370.	I00, I01 F73 I00

5 continued

To do this	Use this PF key or command	You will see
View other versions of the document(s):	PF10 on D08, D11 or D41.	D02 (final) D02 (other) D09 (draft) D43 (RFT-D)
	Specify version number and press PF1 on D02 or D09.	I00
	Specify version number and press PF1 on D43 w/o DisplayWrite/370.	F73
	Specify version number and press PF1 on D43 w/o DisplayWrite/370.	I00
Erase the document(s) from the list	PF2 on D07, D08, D11, D12, D40 or D41.	D04 or D06 w/ REMOVE noted
Erase the document from the mail log and the list	PF4 on D07, D08, D11, D12, D40 or D41.	D04 or D06 with DELETE noted
Keep document in list and mail log	PF3 on D07, D08, D11, D12, D40 or D41.	D04 or D06 w/ document number replaced
Forward the document	PF5 on D08, D11, D12, D40 or D41. Fill out information and press PF1 or PF2.	H00 H05 (for paper)
View the distribution list for the document	PF6 on D08, D11, D40 or D41.	K21
View or change the mail log information	PF7 on D08, D11, D12, D40 or D41.	D18
Print the document	PF8 on D08, D11, D40 or D41.	J00
Copy the document into your personal storage	PF10 on D08, D11, D40 or D41. PF2 on D02, D09, D42 or D43.	D02 (final) D09 (draft) D42 (RFT-F) D43 (RFT-D)
Work with a draft document	PF10 on D11 or D41. PF3 on D09 or D43.	D09, D43 F01, F63
Create new document using previous one as base	PF10 on D40 or D41. PF4 on D42 or D43.	D42 or D43 F63



6 Processing notes and messages

To do this	Use this PF Key or command	You will see
Work with messages, notes, or note logs	PF4 on A00, or OFSNOTE.	E05
Send a message	PF2 on E05 or MSG. Fill in, PF7 on E07.	E07
Have a conversation with messages	Type + at the end of message text on E07. Press ENTER twice to quit.	
Send a note	PF1 on E05 or NOTE. Fill in, PF7 on E04.	E04
Proofread a note	PF8 on E02, E03, E04, E06, E11, or E13. PF1-4 on E14.	E14 F10
View a document referred to in a note	Cursor under document number on E20, or E12. Press ENTER.	I00 (DCF) I01 (graphic) F73 (RFT)
Copy a note to another note log	Type other note log name next to PF2 on E20. Press PF2.	E20
Work with notes in note logs	Type over log name, if necessary, then PF3 on E05, or type LOGVIEW, press ENTER.	E08
View a note	PF key next to note on E08.	E20
View all notes on the screen	ALL on E08. PF1 on E10.	E10 E20
Print all notes in a note log	PF8 on E05.	J00
Add a meeting notice to a calendar	PF7 on E20.	Added to calendar, then E20

6 continued

To do this	Use this PF key or command	You will see
Special commands:	Type at beginning of new line in text:	
● Add more names	.ad names	
● Find out who you're sending to	.wh	
● Substitute a title	.at title	
● Request acknowledgement	.ak	
● Cancel acknowledgement	.nak	
● Add text from a file	.im filename filetype	
● Get from file into note	.gf filename filetype	
● Put note in a file	.pf filename filetype	
● Copy list	.cc names	
● Copy list with title	.ct title	
● File in another note log	.lf name-of-note-log	
● Do not file in any log	.nl	
● Reference a document inside a note	.ref document number	
● Get a list of document references	.grf filename filetype (default is \$SEARCH\$ OFSDATA)	
● Get a calendar	.gc	



7 Preparing RFT documents

To do this	Use this PF key or command	You will see
Prepare a new document	PF5 on A00 or MEMO or CREATE.	F00
● Standard style-RFT	PF1 on F00.	F61
● Another RFT style	Type name. PF2 on F00.	F61
● View list of styles	PF2 on F00.	F04
Enter author profile	Type name on F61. Press ENTER.	F62
Create, change or view author profile	PF1 on F61.	T20
Prepare text	Type text on F62. Press PF12.	F63
Change an existing draft:		
● While preparing	PF1-12 or PF1-24 or type command on floating line or stationary command line.	F62 w/ immediate changes visible; or command menu windows or edit windows
● After filing in personal storage	PF5 on A00. Type document filename and filetype. PF3 on F00. PF2 on F63.	F00 F63 F62
● After filing in PROFS storage	PF5 on A00. Type document number on F00. PF3. PF2 on F63.	F00 F63 F62
File document in personal storage	PF12 on F62. PF6 on F63.	F63 A00
File as RFT-D for changes by you and reviewers	PF12 on F62. PF7 on F63. Type choices, press ENTER.	F63 F70 A00, H00
File a RFT-F version and distribute it	PF12 on F62. PF5 on F63. Type choices, press ENTER.	F63 F68 A00, H00

7 continued

To do this	Use this PF key or command	You will see
Restrict document:		
● Before distributing	Type Y on F70 or F68.	
● After distributing	RESTRICT on A00. Type document number and PF1 on F20.	F20 A00
Remove restriction	RESTRICT on A00. Type document number. PF2 on F20.	F20 A00
View the document	PF1 on F63.	F73
View document referred to in another document.	Move cursor under document number on F73. Press DOCVIEW PF key.	I00 (DCF) F73 (RFT) I01 (graphic)
Assign a new document number	PF3 on F63. Press ENTER.	F03 F63
View or change the index information	PF4 on F63. Type changes. Press ENTER.	F66 F63
Print the document	PF8 on F63. Type Y on F68. Type Y on F70.	J00 J00 J00
Print document referred to in another document	DOCVIEW PRINT on F73. Move cursor under document number. Press ENTER.	J00



8 Preparing DCF documents

To do this	Use this PF key or command	You will see
Create an author profile	AUTHOR on A00 or F51. PF1 on T20. Fill in T21. PF12 on T21. PF12 on T20.	T20 T21 T20 A00, F51
Prepare a new document;	PF5 on A00, or MEMO or CREATE.	F00
● Standard style	PF2 on F00. Select STANDDCF.	F04
● Another style	Type name, PF2 on F00.	F51
● View list of styles	PF2 on F00.	F04
Prepare heading	Fill out, PF7 on F51.	F52
Prepare text:	Fill out F52.	
● Power typing	PF10 on F52 (press ENTER twice on Power Typing to return to F52).	Power Typing
Change an existing draft:		
● While preparing	Press ENTER twice on F52.	F53
● After filing request	PF2 on F01.	F51
● After filing	Type document number, PF3 on F00. PF2 on F01. PF7 on F51.	F01 F51 F53
File document in personal storage	PF12 on F51, F52, or F53. PF6 on F01.	F01 A00
File a draft for changes by reviewers	PF12 on F51, F52 or F53. PF7 on F01. Press ENTER.	F01 F08 H00
Make a final version and distribute it	PF12 on F51, F52 or F53. PF5 on F01. Press ENTER.	F01 F06 H00

8 continued

To do this	Use this PF key or command	You will see
Restrict the document:		
● Before distributing	Type 'Y' on F06 or F08.	
● After distributing	RESTRICT. Type document number and PF1 on F20.	F20
Remove restriction	RESTRICT on A00. Type document number, press PF2 on F20.	F20
View the document	PF1 on F01, F51, F52 or F53.	I00
View document referred to in another document	Cursor under document number on I00. Press ENTER.	I00 (DCF) F73 (RFT) I01 (graphic)
Assign a new document number	PF3 on F01. Press ENTER on F03.	F03 F01
Proofread the document	PF4 on F01.	F05
Print the document	PF8 on F01. Type Y on F06 or F08.	J00
Print document referred to in another document	PRINT, then put cursor under document number and press ENTER on I00.	J00



9 Processing documents from other sources

To do this	Use this PF key or command	You will see
Add mail log information for paper document:	PF7 on A00. PF2 on D00 or MAILLOG ADD.	D00 D15 D15
● Add to <i>your</i> mail log only	PF1 on D15.	
● <i>Also</i> send to other people	PF2 on D15.	H05
Add mail log information for electronic document:	PF6 on A00 then PF2 on A05 or STORE on A00. Fill out F13.	A05 F13 F14
● Add for later change	PF1 on F14.	
● Add for no changes	PF2 on F14.	
● Add changed copy	PF3 on F14.	document number + message (type YES)
● <i>Also</i> restrict draft	PF4 on F14.	
● <i>Also</i> send to other people	PF5 on F14.	H00

9 continued

To do this	Use this PF key or command	You will see
Retrieve electronic document:		
● Change draft document	RETRIEVE Document no. UPDATE on A00.	
● Transform to RFT, then change	RETRIEVE Document no. XFORM RFT on A00.	F65
● Transform to DCF, then change	RETRIEVE Document no. XFORM SCRIPT on A00.	
● Delete formatting from an RFT document, then change	RETRIEVE Document no. XFORM STRIP on A00.	A00
● Create new RFT document using previous one as base	RETRIEVE Document no. NEW on A00.	F63



10 Processing the mail log

To do this	Use this PF key or command	You will see
Begin work with mail log	PF7 on A00 or MAILLOG.	D00
Find the number of a document	PF1 on D00, SEARCH or MAILLOG SEARCH on A00.	D01
View mail log	PF6 on D00 or MAILLOG VIEW on A00.	D20
Begin work with documents:		
● All	ALL on D20.	D21
● One at a time	PF key next to the document.	D22 (final) D22 (other) D22 (graphic) D24 (draft) D23 (paper) D30 (RFT-F) D31 (RFT-D)
View the document(s)	PF1 on D21, D22, D24, D30 or D31.	I00 (DCF) I01 (graphic) F73 (RFT)
View another document from this document	Press PF1 on D21, D22 or D24. Move cursor under document number on I00. Press ENTER.	I00 I00 (DCF) F73 (RFT) I01 (graphic)
	Press PF1 on D30 or D31 w/ DisplayWrite/370. Move cursor under document number on F73. Press DOCVIEW PF key.	F73 I00 (DCF) F73 (RFT) I01 (graphic)
Return to A00 or S00	EXIT on I00.	A00 or S00
Erase the document(s) from the mail log	PF4 on D21, D22, D23, D24, D30 or D31.	D20 with DELETE noted
Forward the document	PF5 on D22, D24, D23, D30 or D31. PF3 on D00.	H00 H05 (paper)

10 continued

To do this	Use this PF key or command	You will see
View the distribution list	PF6 on D22, D24, D30 or D31.	K21
Change the mail log information	PF7 on D22, D23, D24, D30 or D31.	D18
	If know document number, PF4 on D00.	D17
	Fill in number on D17 and press ENTER.	D18
Copy a document into personal storage	PF10 on D22, D24, D30 or D31.	D26 (final) D27 (draft) D32 (RFT-F) D33 (RFT-D)
	PF2 on D26, D27, D32 or D33.	
Work with a draft or RFT-D document	PF10 on D24 or D31.	D27, D33
	PF3 on D27 or D33.	F01, F63

Print a document	PF8 on D22, D24, D30 or D31.	J00
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11 Checking the outgoing mail

To do this	Use this PF key or command	You will see
Find out if mail you sent has arrived	PF8 on A00 or MAILMAN STATUS.	G03



12 Adding automatic reminders

To do this	Use this PF key or command	You will see
To add a reminder	PF10 on A00 or REMINDER.	X03
To view all your reminders	REMINDER View.	
To see your reminders for certain dates	REMINDER View date date.	
To see your next reminder	REMINDER Next.	
To change the date or time of a reminder	REMINDER Change old old new new date time date time.	
To erase a future reminder	REMINDER Delete date time.	
To erase repetitions of a reminder that has come up	REMINDER Cancel.	
To change the text of a reminder	Erase the reminder and add a new one.	



13 Proofreading RFT documents

To do this	Use this PF key or command	You will see
Begin proofreading when writing an RFT document	PF5 on F62 or type TSPELL on the command line.	F62 with misspelled words highlighted
Use additional proofreading features	See <i>Using DisplayWrite/370</i> .	



14 Proofreading notes or DCF documents

To do this	Use this PF key or command	You will see
------------	----------------------------	--------------

Begin proof-reading:

- | | | |
|---------------------------------------|--|-----|
| ● When you are writing a note | PF8 on E02, E03, E04, E06, E11 or E13. | E14 |
| ● When you are writing a DCF document | PF4 on F01. | F05 |
| ● A DCF document in storage | PROOFREAD. | F07 |

Check spelling	PF1 on E14, F05 or F07 (or, VERify SPELL on F10).	F10
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Check spelling in context	PF2 on E14, F05 or F07 (or, VERify CONtext on F10).	F10
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Check phrasing	PF3 on E14, F05 or F07 (or, VERify PHRases on F10).	F10
----------------	---	-----

Check reading comprehension grade level	Type grade from 4 to 16, press PF4 on E14, F05 or F07 (or, VERify GRADES on F10).	F10
---	---	-----

Get help with spelling or other proof-reading	PF3 "Aid" on F10.	an aid window or message
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Find synonyms	PF6 "Synonym" on F10.	an aid window
---------------	-----------------------	---------------

Put words in an addenda dictionary	PF1 "Addenda" on F10.	an addenda dictionary window
------------------------------------	-----------------------	------------------------------

Specify your own addenda dictionaries	ADICTionary (name) (name) on F10.	
---------------------------------------	-----------------------------------	--

Go to next highlighted word automatically	AUTONEXT on F10.	
---	------------------	--

Get an aid window automatically	AUTOAID on F10.	
---------------------------------	-----------------	--

14 continued

To do this	Use this PF key or command	You will see
------------	----------------------------	--------------

Stop proof-reading and save corrections	PF12 on F10.	E14 F01 F07
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Save corrections made so far and keep proof-reading	SAVE on F10.	F10
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Stop proof-reading and <i>not</i> save corrections	QUIT or QQuit on F10.	E14 F01 F07
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15 Interrupting PROFS tasks

(From Appendix F in *Using PROFS*)

To do this	Use this key
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Interrupt what you are doing in order to: PA2.

- | | |
|--|---|
| <ul style="list-style-type: none"> ● Work with schedules ● Work with mail log ● Add a reminder ● Work with notes and messages ● See next reminder | (Do NOT do this if you are on A00, A05, C09, C10, E53, F10, F51, F52, F53, I01, power typing screen, S00 or the Txx (control) screens.) |
|--|---|

Get back to where you were	PF12 until you are on S00. PF12 on S00.
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Other information

(In Using PROFS)

To do this	See appendix
Index documents in PROFS	A
Work with nickname files	B
Work with distribution lists	C
Use XEDIT with PROFS	D
Use GML and DCF with PROFS	E
Use commands with PROFS	G
List of PROFS screens	H
Type names, dates, and times	I
Work with author profiles	J
Work with PROFS at a Displaywriter	K
Work with graphics documents (GDDM)	L
Work with Info Center/1 files	M
Tailor your PROFS system	N
Use DisplayWrite/370 and CLISTs	O
Create RFT document styles	P
Convert a document	Q

Notes:

List of PROFS Screens

- A00 Main Menu (Alternate Main Menus -2 and -3 have the same screen ID.)
- A05 Process Documents from Other Sources
- C00 Open the Mail
- C01 Process the Incoming Mail (for Final or Other documents, first screen)
- C02 Process the Incoming Mail (for Draft documents, first screen)
- C04 Process the Incoming Mail (for Final or Other documents, second screen)
- C05 Process the Incoming Mail (for Paper documents)
- C06 Process the Incoming Mail (for viewing all the items at once)
- C07 Process the Incoming Mail (for Draft documents, second screen)
- C09 Process Files That Are Not From PROFS
- C10 View or Change the File
- C30 Process the Incoming Mail (for RFT-F documents, first screen)
- C31 Process the Incoming Mail (for RFT-D documents, first screen)
- C32 Process the Incoming Mail (for RFT-F documents, second screen)
- C33 Process the Incoming Mail (for RFT-D documents, second screen)
- D00 Process the Mail Log
- D01 Find Documents
- D02 Process the Document Found (for Final or Other documents, second screen)
- D03 Process the Documents Found
- D04 List of the Documents Found (includes comments)
- D06 List of the Documents Found (does not include comments)
- D07 Process the Documents Found (all documents at once)
- D08 Process the Document Found (for Final or Other documents, first screen)
- D09 Process the Document Found (for Draft documents, second screen)

D11 Process the Document Found (for Draft documents, first screen)

D12 Process the Document Found (for Paper documents)

D15 Add Mail Log Information for a Paper Document

D17 View or Change the Mail Log Information

D18 View or Change the Mail Log Information

D20 View the Mail Log Information

D21 Process the Mail Log Information (all documents at once)

D22 Process the Mail Log Information (for Final or Other documents, first screen)

D23 Process the Mail Log Information (for Paper documents)

D24 Process the Mail Log Information (for Draft documents, first screen)

D26 Process the Mail Log Information (for Final or Other documents, second screen)

D27 Process the Mail Log Information (for Draft documents, second screen)

D30 Process the Mail Log Information (for RFT-F documents, first screen)

D31 Process the Mail Log Information (for RFT-D documents, first screen)

D32 Process the Mail Log Information (for RFT-F documents, second screen)

D33 Process the Mail Log Information (for RFT-D documents, second screen)

D40 Process the Document Found (for RFT-F documents, first screen)

D41 Process the Document Found (for RFT-D documents, first screen)

D42 Process the Document Found (for RFT-F documents, second screen)

D43 Process the Document Found (for RFT-D documents, second screen)

E01 View the Note (full screen version)

E02 Reply to the Note

E03 Add Personal Comments to Your Note Log

E04 Send a Note

E05 Process Notes and Messages

E06 Send a Note (You get here by typing the NOTE user name command.)

E07 Send a Message

E08 View the Note Log

E10 Process All the Notes on the Previous Screen

E11 Forward the Note

E12 View the Note (split screen version)

E13 Send the Note Again

E14 Proofread the Note

E20 View the Note

E53 Change the Note Log

F00 Prepare Documents

F01 Process the Document

F03 Assign a New Document Number

F04 List of Available Document Styles

F05 Proofread the Document

F06 File the Document as a Final Document

F07 Proofread a Document

F08 File the Document as a Draft Document

F10 Proofread

F13 Add and Change a Document File and Its Mail Log Information

F14 Add and Change a Document File and Its Mail Log Information

F20 Restrict Distribution of a Document

F30 Print the Mail Log Information

F51 Document Heading

F52 Document Text

F53 Change Document Text

F54 Power Typing (The screen does not show a number.)

F61 Enter Author Profile

F62 DisplayWrite/370 Edit (The screen does not show a number.)

F63 Process the Document (for RFT-D documents)

F65 Prepare a Converted Document

F66 View or Change the Index Information

F68 File the Document as a Final Document

F70 File the Document as a Draft Document

F73 DisplayWrite/370 View (The screen does not show a number.)

G03 Check the Outgoing Mail

H00 Assign the Document Distribution Information

H05 Assign the Reviewer Distribution Information

I00 View the Document

I01 View the Graphics Document

J00 Choose a Printer

K21 View the Distribution List

S00 Interrupt and Process Other Jobs (Alternate interrupt menus -2 and -3 have the same screen number.)

T20 Process an Author Profile

T21 Add a New Author Profile

W00 Process Calendars

W01 Work with the Schedule

W02 View nn Days of the Calendar

W04 View the Schedules for Conference Rooms

W05 View the Month of XXXXXXXXX

W06 Schedule a Meeting

W07 Times Found for a Meeting

W08 Send a Notice of a Meeting

W09 Schedule a Recurring Meeting

X01 Process a Document

X03 Add an Automatic Reminder