

WANG

Wang OFFICE

VS OFFICE User's Guide

Release 2.0



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Release 2.0

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HOW TO USE THIS GUIDE

This guide provides step-by-step instructions for using Wang OFFICE on the VS. It is divided into three clearly-defined sections to help you use VS OFFICE with minimal effort.

Section I, "Getting Started on VS OFFICE," is an introduction to VS OFFICE. A useful section for the first-time user, it discusses logging on and off, the choices offered from the main VS OFFICE menu and a brief explanation of each, the VS OFFICE Entry screens, and the VS OFFICE keys.

Section II, "Using VS OFFICE Every Day," describes the typical tasks that you can accomplish with VS OFFICE. These include reading, sending, replying to, and filing mail; using your daily, weekly, monthly, and yearly calendars, and maintaining a daily Reminder list (commonly referred to as a "to-do" list); scheduling meetings; and reading and posting notices and messages to OFFICE users on your local VS system.

Section III, "Expanding Your VS OFFICE Skills," describes the more advanced features of VS OFFICE — tasks that you do not use on a daily basis but need to know once you become familiar with the software.

Format for Instructions

The instructions for each task have a similar format that includes the following headings:

Task — A brief explanation of the task that you want to accomplish and what you should be familiar with before you begin that task.

To Begin — Instructions for choosing the task that you want to perform from the main VS OFFICE menu.

Steps — The steps that you follow to accomplish the task.

Remarks — Important points to remember concerning the task.

You Can Also — Advanced related tasks that you can accomplish.

This guide refers to the following Wang documents:

- *VS OFFICE Administrator's Guide (715-0850)*
- *VS OFFICE Indexer User's and Administrator's Guide (715-0298)*
- *VS System Utilities Reference (800-1303)*





Section I

Getting Started on VS OFFICE

Learning About VS OFFICE



Chapter 1

LEARNING ABOUT VS OFFICE

VS OFFICE

VS OFFICE is an office automation package designed to help you and everyone in your office communicate effectively, manage time more efficiently, and organize and accomplish specific tasks with minimal effort.

With VS OFFICE menus, you can perform the following tasks:

- Send memos, invitations, mail packages, and phone messages to users
- Maintain a filing system for incoming and outgoing mail
- Create Info Cards on people and companies — similar to a Rolodex file
- Keep a personal “to-do” list
- File mail into electronic folders
- Maintain a daily, weekly, monthly, and yearly calendar so that you can view appointments
- Post notices to an electronic “bulletin board”
- Electronically schedule business meetings with co-workers

The following is a list of choices offered to you from the main VS OFFICE menu and a summary of some of the tasks that they enable you to perform.

Mail

With VS OFFICE mail, you can electronically exchange a variety of mail items. VS OFFICE is like an “electronic postman” that picks up and delivers the mail to the appropriate person(s). With just a few keystrokes, you can send, read, save a copy for your files, forward, and reply to memos, invitations, phone messages, and mail packages. You can also create, read, and reply to posted notices on the VS OFFICE bulletin board. In addition, you can receive broadcast messages sent to all VS OFFICE users on your VS system by your VS OFFICE administrator.

VS OFFICE mail includes the following features:

Directory — You can find any person quickly and easily on a VS OFFICE system or network. The directory contains information that allows you to send memos, invitations, phone messages, and mail packages to users even when you do not know the exact spelling of their last name or their exact location. The directory helps you to find and distribute information with ease.

Mail Packages — You can create and send numerous mail items in one “package.” Items can be data processing (DP) files, word processing (WP) documents, WP Plus files (documents, glossaries, and display files), and items from your mail folders. Using the “envelope” concept, packages can contain up to 298 mail items. As with memos, invitations, and phone messages, you can receive, reply to, or forward packages to other users, save a copy for your files, or print the contents of a package item or the entire package.

Distribution Lists — You can create and save distribution lists for mail items. Each list can contain up to 100 items. An item can be a person, an organization, or another distribution list that you choose from the VS OFFICE directory. By combining (nesting) distribution lists within other distribution lists, you can send mail to numerous people at the same time. When you create these lists, you determine who is to be a primary recipient, and who is to receive a carbon copy (cc) or blind carbon copy (bcc) of the item each time the list is used.

Mailbox — Memos, phone messages, mail packages, and invitations are automatically delivered to your Mailbox folder. These items are listed in your Mailbox Folder index with the most recently delivered item listed first.

In-Progress Mail — If you are working on a memo, invitation, phone message, or mail package, and you are interrupted or called to a more important matter, you can store the item in a folder until you are ready to resume work. When you later call up your folders, this item is listed as an “In-Progress” item. It is labeled so that you can identify it easily when scanning your list of folders. You can also save and reuse an item that you are sending. When you do this, it is also listed as an In-Progress item in your folder.

Broadcasts — With VS OFFICE broadcasts, you can read important, informational announcements made by your VS OFFICE administrator. If your VS OFFICE administrator sends a broadcast message to you, you see it as soon as you enter VS OFFICE.

Bulletin Board — You can share information with other VS OFFICE users by posting notices and documents on the public bulletin board. In addition, you can also read notices posted by other users, save posted notices in your Mailbox folder for later use, reply to the creator of any notice, or delete any notice that you post.

Mail Classification Settings — You can change mail classification settings before you send a mail item. These settings include the priority and security levels, and the type settings of your mail item. You can also determine if that item is to be sent as certified mail or if you want to include a reply-by date. You simply call up the Mail Classification screen before you send your mail item and make your changes.

Calendars

VS OFFICE calendars let you manage your time efficiently with a daily Calendar/Reminder list, and weekly, monthly, and yearly calendars. Appointments and events scheduled from either your daily or weekly calendar are automatically reflected in your other calendars.

Calendar provides you with the following features:

Daily Calendar/Reminder List — Lets you look at your daily events, appointments, and reminders at a glance and schedule, change, or delete them at any time. Calendar events appear in the upper portion of the screen. Reminders appear after your calendar events. You can also look at your Calendar/Reminder list for other days and look at your weekly, monthly, and yearly calendars. You can create and send invitations all from one screen.

Weekly Calendar — Lets you look at your weekly appointments as well as your monthly and yearly calendars. Your weekly calendar provides 24-hour, 7-day-week scheduling and also indicates if you have reminders due for the individual days of the week.

Monthly Calendar — Lets you look at your appointments scheduled for any given month through your VS OFFICE monthly calendar. You can call up this calendar to see an overview of your schedule for a given month.

Yearly Calendar — Lets you look at your yearly calendar for any year in the current century. You can also look at a monthly calendar for any month in that year.

Reminder Index — Lets you look at your Reminder index, a personal “to-do” list that can include up to 300 items or tasks ranked according to importance. The index allows you to look at all of your reminders (organized by their priority) at a glance, regardless of the day they are due. At any time, you can look at, add, change, delete, mark as complete, or search for specific reminders in your index.

Info Cards

Info Cards serve as your personalized on-line “phonebook.” Similar to a Rolodex file, Info Cards provide up-to-date personal and business information on various individuals or businesses. You can look at, delete, or change your Info Cards at any time, and search for specific cards and generate reports.

You can use Info Cards to perform the following tasks:

Send an Info Card — You can send an Info Card to another OFFICE user. You may want to do this to share information concerning a specific individual or company with a colleague.

Create a Letter from Info Cards — You can copy information from an Info Card to include in a letter. When you access that card and press the appropriate PF key, a WP document is automatically created by the system. This document contains the basic information typically included in a letter such as the person’s name and title, company name and address, and the salutation that appears on the Info Card. As a result, all the relevant Info Card information appears in the upper left corner of each page, formatted as a typical letter.

Info Card Reports — You can create reports of the cards in your Info Card file. These reports include Info Cards within an alphabetical range of last names (for example, from A through G), cards added between certain dates, cards last modified within specified time periods, or a report of all cards on file.

Schedule Meeting

VS OFFICE users who are connected to a single VS can schedule meetings easily with co-workers who are connected to the same VS. All you need to do is choose the participants, the equipment, and the conference room needed to conduct the meeting. When you do this, VS OFFICE scans the chosen participants’ Scheduling Databases (similar to a calendar) and presents a mutual meeting time. You then have the option to send invitations or save the information on that meeting for future use.

Folders

Folders let you file your mail. You can organize and maintain your mail electronically in a customized filing system that includes the following folders:

Mailbox Folder — Memos, phone messages, invitations, or mail packages are automatically delivered to your Mailbox folder. You can read and reply to your mail, schedule appointments in your calendar, file mail to other folders, or search your Mailbox for a specific item.

Wastebasket Folder — When you choose to delete rather than file your mail, the items are sent to your Wastebasket folder. If you change your mind, you can recover an item and file it to another folder. In addition to deleting individual mail items, you can also delete entire mail folders. The contents of those folders are sent to your Wastebasket where they are periodically deleted by your VS OFFICE administrator.

Personalized Folders — You can also create new folders that are similar to a paper filing system. They let you move mail into appropriate folders and organize and maintain a personal filing system.

Correspondence Log

The Correspondence Log lets you organize and manage all incoming paper mail. You simply type the basic information concerning the correspondence into a special file called the Correspondence Log. You can also create and maintain the following report:

Correspondence Log Report — This feature lets you create several types of Correspondence Log reports including, for example, items that you responded to or that require follow-up in May.

WP Plus

WP Plus integration allows you to send and receive WP Plus documents through VS OFFICE mail. If you are running WP Plus and receive mail in your Mailbox folder, you are notified by an alert feature. You can look at this mail without exiting through a series of WP Plus menus. This interrupt feature, which appears as an “M” in the upper right corner of your screen, allows you to leave WP Plus and enter OFFICE by pressing two keys. When you want to return to WP Plus, you are exactly where you were working in the WP Plus document.

User Administration

VS OFFICE User Administration lets you control the appearance of your mail folders and calendars, and decide who can look at and use your mail, folders, calendars, Info Cards, and Correspondence Log.

User Administration includes the following features:

User Profile — Lets you customize your mail folders and your weekly and monthly calendars. It also allows you to change your print settings, choose to participate in the scheduling of meetings, and determine how many days to keep your mail, confirmations, daily Calendar/Reminder lists, Reminder index, and items in your Correspondence Log. In addition, through remote logon authorization, you can control the assignment of logon IDs to yourself on remote systems in the VS OFFICE network. A remote system is any system other than the “local” system to which your workstation is physically connected.

User Rights — Lets you authorize up to 67 users, organizations, or people on a distribution list to look at your Mailbox folder and decide which security levels of your mail they can view and act on. You can authorize users to read, print, add to, edit, or delete items from your daily Calendar/Reminder list, Correspondence Log, or Info Cards. You determine what access rights to grant each person. You can also authorize users to send mail in your name.

LOGGING ON AND OFF

To use VS OFFICE on your system, you need to log on to your VS as you ordinarily would by typing your user ID and password. If you are logging on to VS OFFICE from a remote Office Information System (OIS), Alliance®, or non-OFFICE VS system, use the standard remote logon procedure for your system.

To return to the main VS OFFICE menu, press PF16 after each screen appears until you reach the VS Logoff screen. Press RETURN. You are now logged off. From the main menu, you can exit from VS OFFICE by pressing PF16 or choosing Exit from Wang OFFICE and pressing RETURN. You are then returned to the VS Command Processor screen or the procedure from which you ran VS OFFICE. At this point, you can log off. (For more information on PF keys, refer to “Using the VS OFFICE Keys” in this chapter.)

It is important for you to log off properly. If you do not follow the correct procedure, another VS OFFICE user could use your mail, calendars, and other OFFICE functions.

Note: All logon and logoff procedures for the VS are established by your VS OFFICE administrator to meet the needs of your office. Therefore, the steps and procedures discussed here are general VS procedures. See your VS OFFICE administrator for logon and logoff procedures for your system.

Steps

1. Type your user ID. If it has three letters, the cursor moves to the next line. If it has two letters, press TAB to get to the next line.
2. Type your password.
3. Press RETURN. One of three things happen:

The main VS OFFICE menu appears. Choose the task that you want to accomplish and press RETURN.

or

The VS Command Processor screen appears. Go to step 4.

or

A screen called by your VS logon procedure appears. Either choose OFFICE from this menu and go to step 6 or make the choice that allows you to RUN a program and go to step 5.

4. Press PF1. When the next screen appears, the cursor is next to PROGRAM.

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5. Type the program, library, and volume names for VS OFFICE. See your VS OFFICE administrator for these names as they are defined on your system.
6. Press RETURN. The main VS OFFICE menu appears. Choose the task that you want to accomplish.

Remarks

- If you receive the message “Invalid User ID” or “Invalid Password,” you may have spelled the ID or password wrong in the space provided. Type your user ID or password again. If one of these messages reappears, see your VS OFFICE administrator.
- If a “Not Authorized” message appears at any time, see your VS OFFICE administrator.

THE MAIN VS OFFICE MENU

You can choose all VS OFFICE tasks from the main VS OFFICE menu. After you log on to your VS and call up VS OFFICE, the main VS OFFICE menu appears. Depending on the task that you chose from the main menu, you are either taken directly to an Entry screen for that task or to another menu to choose the task that you want to accomplish. (Refer to “Using the VS OFFICE Entry Screens” in this chapter.)

In addition to the main VS OFFICE menu choices, this screen also shows the following information:

- Today’s day, date, and time in the upper right corner.
- The message “You have Mail Item(s) not read” in the upper left corner if you have any unread items in your Mailbox folder.
- The message “Hello: (your name)” in the upper left corner.
- The date and time of the last logon that was performed on your system with your identification in the upper right corner. Designed as a security feature, the Last Logon notification lets you know when you last used your system. You should see your VS OFFICE administrator if you feel that the date and time shown is incorrect. Another user may have logged on to your system using your ID and password without your permission.

Note: All VS menus can be altered by your VS OFFICE administrator to meet the needs of your office. Therefore, the menus on your system may differ from the menus shown in this guide.

Figure 1-1 shows the main VS OFFICE menu.

```
Wang OFFICE - Version 2.0 (c) Wang Labs           Thursday 08/21/86 11:02 am
You Have Mail Item(s) not read                   Last Logon 08/20/86 08:00 am
Hello: Patricia Venuti
Position Cursor and Press RETURN

- Mail
- Calendar
- Info Cards
- Schedule Meeting
- Folders
- Correspondence Log

- User Administration
- Administrative Functions

- Exit From Wang OFFICE
```

Figure 1-1. The Main VS OFFICE Menu

Choosing a Task From the Menus

To choose a task from any of the VS OFFICE menus, press TAB, or the North(↑) and South(↓) cursor keys, to move the cursor next to your choice. Press RETURN. The Entry screen for that task appears. (Refer to “Using the VS OFFICE Entry Screens” in this chapter for more information.)

In addition, you can press “hidden” PF keys from the main VS OFFICE menu to choose a task that you want to accomplish. To see a list of these PF keys, press PF13 from the main VS OFFICE menu. (This list is only functional from the VS OFFICE menus.)

PF key descriptions that appear in single quotation marks refer to the specific OFFICE screens that enable you to perform an OFFICE function. For example, PF2 takes you to the Send screen where you can create and send a memo, PF3 takes you to your list of folders, PF4 takes you to your Mailbox folder, PF5 takes you to the Package screen where you can create and send a mail package, and PF6 and PF7 take you to your daily and weekly calendars.

PF keys listed in brackets refer to functions which interrupt OFFICE to perform a specific non-OFFICE task. For example, when you are at an OFFICE menu (except the main menu) and want to return to the main VS OFFICE menu, you can hold SHIFT and press PF1. If you are in an OFFICE screen and want to go to the VS Command Processor to run another program or procedure, hold down SHIFT and press PF15. Also, if you are in an OFFICE function and want to send a quick, perhaps urgent, message to another user, press PF10. A Read and/or Send Message screen appears. Simply type the person’s ID number and a one-line message in the appropriate fields and press RETURN. Your message is sent and appears on the screen where that user is working.

If you have Multi-Station software, you can also use the space bar, the first letter of the menu choice, or press EXECUTE to move the cursor from one choice to the next. (Refer to "Multi-Station Software" in this chapter for more information.)

If you make a mistake when choosing a task from the main VS OFFICE menu, you can return to the main menu to make another choice. For example, if you choose Mail and you decide to look at your monthly calendar instead, press PF16 until you reach the main VS OFFICE menu. You can then choose Calendar.

Remarks

- All VS OFFICE menus and hidden PF key assignments can be altered by your VS OFFICE administrator to meet the needs of your office. Therefore, the menus on your system can differ from the menus shown in this guide.

Using the VS OFFICE Entry Screens

The VS OFFICE Entry screens appear after you choose a task from the various menus. To accomplish a specific task, type information in the highlighted fields and choose the appropriate PF keys that are located at the bottom of every screen. Examples of Entry Screen fields are the To and Subject areas on the Send screen. (Refer to "Using the VS OFFICE Keys" in this chapter for more information on the various keys.)

When you finish a task from a particular Entry screen, you can return to the main VS OFFICE menu by pressing PF16. Depending on what screen you are in, you may have to press PF16 repeatedly until the main menu appears.

Figure 1-2 shows the Send screen, a typical Entry screen.

```
Send                                     Thursday 08/21/86 11:04 am
To:      Sheila Smith.....
Subject:  Staff Meeting.....

                                           Lines 1 - 13
-----
Our weekly staff meeting has been changed to Tuesday at 3 PM. Please plan to
attend.

                                           (-End-)
(1) Send      (5) Next      (9) Address   (13) Instructions
(2) First     (6) Insert Line (10) Save     (14) Create Package
(3) Last      (7) Delete Line (11) Mail Class (15) Print
(4) Previous  (12) Calendar   (16) Exit
```

Figure 1-2. Send Screen

Using the VS OFFICE Keys

The keyboard helps you accomplish specific tasks. It includes conventional typing keys such as letters, numbers, and characters, and those that tell the system what task you want to accomplish. Keys such as the TAB and BACK TAB help you to move from one field to the next on a screen. (Refer to "Using the VS OFFICE Entry Screens" in this chapter for more information on fields.)

Table 1-1 lists these keys and describes how they let you type information, move the cursor, or communicate with the system.

If you have Multi-Station software, some of the keys that appear in Table 1-1 may perform differently. (Refer to "Multi-Station Software" in this chapter.)

When appropriately configured by your VS administrator, certain workstations, including the 4230 and 4250 models, support the wordwrap feature and keys that perform differently than those described in this guide. These workstations use intuitive keys (like PREV and NEXT) to perform functions usually achieved with PF keys. Note that in these cases, the intuitive key generally can be used *in addition to* the PF keys described in the steps of this guide. The exception to this is the EXECUTE key, which is used *in place of* the RETURN key to execute VS OFFICE functions. Also, the RETURN key positions your cursor to a new line.

The following is a list of the intuitive keys used in place of PF keys for these workstations:

VS OFFICE Key	Alternate Key
PF4	PREV or SHIFT plus PREV
PF5	NEXT or SHIFT plus NEXT
PF13	SHIFT plus HELP
PF15	SHIFT plus PRINT
PF16 or PF32	SHIFT plus CANCEL (except in Insert/Delete mode)

If you have one of these workstations, see your VS administrator to determine whether it can be configured to support these keys and the wordwrap feature.

Table 1-1. VS OFFICE Keys

Key	What It Lets You Do
PF keys	Accomplish a specific VS OFFICE task. For example, PF15 allows you to get a printed copy of the screen in which you are working. All PF keys are located on the top row of the keyboard. There are 32 PF keys: PF1 through PF16 and PF17 (↑1) through PF32 (↑16). To use keys PF17 through PF32, you hold down SHIFT and press the appropriate PF key. A list of the various PF keys that are available to you appears at the bottom of every VS OFFICE screen. Beside each key is a 1- or 2-word description of what that key does.
RETURN	Tell the system to process the information that you type on a screen or choose an item from a list or menu.
TAB	Move the cursor to the first position of the next field.

(continued)

Table 1-1. VS OFFICE Keys (continued)

Key	What It Lets You Do
NEW LINE (EXECUTE)	Move the cursor to the first field on the next line.
BACK TAB (B TAB)	Move the cursor to the previous field on a screen.
BACK SPACE	Move the cursor one space to the left on a screen.
HOME	Move the cursor to the first field that you can change on a screen.
INSERT	Insert a space at the cursor position and move all characters that follow one space to the right. You use this key when creating memos, invitations, replies, and information on reminders and calendar events.
DELETE	Delete a character at the cursor position and move the characters that follow one space to the left. You use this key when typing memos, invitations, replies, and information on reminders and calendar events.
ERASE	Erase a character at the cursor position and all characters that follow (functional on a VS combined system but not on the universal keyboard unless specially configured). See your VS OFFICE administrator for more information.
HELP	Interrupt what you are working on and go to the VS Command Processor.
↑ (North)	Move the cursor up.
↓ (South)	Move the cursor down.
→ (East)	Move the cursor to the right.
← (West)	Move the cursor to the left.

MULTI-STATION SOFTWARE

Some workstations are configured to use the Multi-Station software feature. Multi-Station lets you run up to four VS OFFICE or other VS applications concurrently in different "windows." To do this, you need a unique logon ID for each window. Your VS OFFICE administrator provides these logon IDs.

In addition, you can customize your workstation by modifying the keyboard and character set. Text automatically wraps to the next line when you type memos, invitations, replies, and information on reminders and calendar events. For example, if you do not have the Multi-Station feature, you have to press the RETURN (or NEW LINE) key each time that you reach the end of a line (as you would with a typewriter).

The Multi-Station feature is not available to OIS, Alliance, or non-VS OFFICE users who are remotely logged on to VS OFFICE. For more information on Multi-Station software, see your VS OFFICE administrator.

ON-LINE HELP WHILE YOU WORK

With VS OFFICE, no matter what you are doing — whether you are sending a memo to an associate or an invitation to a colleague — you can call up the OFFICE On-Line Instructions for help while you work. You can press PF13 from any VS OFFICE screen (except the main VS OFFICE menu), and get a quick explanation of the task that you are trying to accomplish and the PF keys associated with that task. This is especially useful if you have a problem while using an OFFICE task and do not have the time to look it up in a manual, or if you have questions regarding a particular task that you are trying to perform.

When you press PF13, VS OFFICE saves your work and takes you to an instruction screen. To return to the screen where you were originally working, press PF16.



Section II

Using VS OFFICE Every Day

Reading, Replying to, and Filing Mail

Sending Mail

Using Your Info Cards

Keeping Track of Your Correspondence

Managing Your Time

Scheduling Meetings

Reading and Posting Notices and Messages

Printing



Chapter 2

READING, REPLYING TO, AND FILING MAIL

MAIL FOLDERS

Any memo, phone message, mail package, or invitation sent to you is automatically delivered to your Mailbox folder. These items are listed in your Mailbox Folder index with the most recently delivered item listed first.

You can read and reply to your mail and assign keywords to specific items. Keywords help you to identify, search for, and locate specific items in your folders quickly.

You can also organize your mail efficiently by creating personalized electronic folders. In addition to reading and replying to mail that you receive, you can save and file items by moving them into appropriate folders and creating a filing system. For example, if you have a mail item that is a progress report on the XYZ project, you can file it in the XYZ Project folder. At any time, you can change the name of a folder so that the contents are accurately defined. If you want, you can set up a filing system prior to receiving your mail.

When you look at the contents of a particular folder, each item is marked as “Read,” “Not Read,” or “In-Progress.” This allows you to easily identify folders with mail items that need to be read, that were filed for reference, or that need to be completed and sent.

In addition, there is a condensed and an expanded version of your folders. The condensed version automatically appears when you choose to see mail filed in a particular folder. You can change this format to the expanded version at any time. (Refer to “Changing the Settings in Your User Profile” and Table 10-1 in Chapter 10.)

If you decide to delete rather than file your mail, it is sent automatically to the Wastebasket folder. If you change your mind and want to keep an item that you sent to your Wastebasket folder, you can take the item out and move it to another mail folder. Neither the Mailbox nor the Wastebasket folder can be deleted.

Your VS OFFICE administrator determines how long you can keep items in your Wastebasket folder. When you delete an item from your Wastebasket folder or empty your Wastebasket, the item cannot be recovered.

In addition to deleting mail within mail folders, you can also delete entire mail folders. The contents of those folders are also sent to your Wastebasket folder.

Looking at Your Condensed Folder Index

There is a condensed and an expanded version of your Mailbox Folder index and all other folders that you create. (Refer to “Creating Mail Folders” in this chapter.)

The folder index automatically displays a condensed format when you choose to see your mail or items filed in your folders. This format is determined by your VS OFFICE administrator. However, you can change this format to the expanded version at any time. (Refer to “Changing the Settings in Your User Profile” and Table 10-1 in Chapter 10.)

The condensed folder index includes the following information:

Subject/Phone Number — Gives the subject of the mail item as it was typed in the Subject field by the author when the item was sent, or the caller’s phone number for phone messages.

Author/Caller — Lists the author’s name for memos, invitations, and mail packages, and the caller’s name for phone messages.

Date — Gives the date the mail item was delivered.

Content — Indicates if the item is a memo, mail package, invitation, or phone message.

Status — Indicates if the item is read, not read, or is an In-Progress item.

(A) — Indicates if the author wants you to acknowledge the mail item.

(C) — Indicates if the item was sent as certified mail.

Note: Mail items are not listed in your Mailbox folder if you do not have regular access to a VS OFFICE system. Some users receive OFFICE mail at a VS printer, and, therefore, do not find any mail items listed in a Mailbox. If you do not have regular access to a VS OFFICE system in the location where you receive mail, you can request delivery of mail to a VS printer. A VS OFFICE administrator can supply information in your directory record that directs your mail delivery to a printer instead of an OFFICE Mailbox.

Figure 2-1 shows a condensed Mailbox Folder index.

Remarks

- To look at the condensed index for your other folders, choose **Folders** from the main VS OFFICE menu. Choose the folder that you want to look at and press RETURN.

Folder: Mailbox

Tuesday 08/19/86 11:17 am

Name: Susan Smith

Subject/Phone Number	Author/Caller	Date	Content	Status
Luncheon	(A) Tom Smith	08/19/86	Invite	Not Read
Courses	Bill Jackson	08/18/86	Memo	Not Read
Evaluations	Jim Jones	08/18/86	Package	Read
Progress Report	Maggie Smith	08/18/86	Package	Read
Quarterly Meeting	Cathy Hicks	07/12/86	Memo	Read
Mail System	(C) John Crow	07/12/86	Memo	In Prog.
Monthly Report	Nancy Holmes	07/10/86	Package	Read
Returning Your Call	Alma Nahigian	07/09/86	Phone	Read

(-End-)

(RETURN) View

(6) Expand Index
(7) Acknowledge
(8) Delete Items

(9) Selective View
(10) Move Items
(11) Change Folder
(12) Change Name

(13) Instructions
(14) View Dist List
(15) Print
(16) Exit

Figure 2-1. Condensed Mailbox Folder Index Screen

Looking at Your Expanded Folder Index

The condensed Mailbox Folder index automatically appears when you choose to see your mail, but you can look at your expanded Mailbox Folder index at any time. You can also choose to have your folder index automatically show the expanded rather than the condensed version of your mail. (Refer to "Changing the Settings in Your User Profile" and Table 10-1 in Chapter 10.)

All folders that you create have an expanded and condensed format. (Refer to "Creating Mail Folders" in this chapter.)

In addition to the information that the condensed version gives you, the expanded folder index includes the following items:

Security — Indicates the security level of the mail item sent (Confidential, Limited, or General).

Copy — Indicates if the item was sent as a carbon copy (cc), blind carbon copy (bcc), or as a primary copy (to). The recipient of a blind carbon copy is not named on the recipient list.

Type — Indicates if an item is for action, reference, or information.

Acknowledge — Identifies those items that the sender expects to be acknowledged. The word "Acknowledge" appears beside the item.

Time — Shows the time a mail item is delivered.

Reply Date — Indicates when a reply is expected.

To Begin

From the main VS OFFICE menu: To look at your Mailbox folder, choose **Mail**. Choose **View: Mailbox**.

or

If you want to look at the expanded index of another folder, choose **Folders**. Choose the folder that you want to look at and press RETURN.

Steps

1. Press PF6 to look at the expanded folder index.
2. When you finish, press PF6 to return to your condensed folder index.

Knowing When Mail Is Sent to You

VS OFFICE has a message alert to let you know when mail is delivered to you. The system notifies you of mail delivery in the following ways:

- When a message is delivered, your workstation sounds an alarm (a high-pitched beep). The title of the mail item appears in the upper left corner of the current menu.
- When you log on to your VS and go to VS OFFICE, you see the message “You have Mail Item(s) not read” in the upper left corner of the main VS OFFICE menu if you have unread messages in your Mailbox.

WP Plus Interrupt Feature

If you are working in the WP Plus editor and modifying a document, message alerts appear in the form of an “M” in the upper right corner of the screen. If you are in a WP Plus menu, the title of the alert is shown. The interrupt feature allows you to leave WP Plus and enter OFFICE. You can exit WP Plus by pressing COMMAND and INDENT (or INDENT if you are in a WP Plus menu). When you exit to read your mail and want to return to WP Plus, choose **Return to WP Plus** and press RETURN or PF16. You are exactly where you were when you left to read your mail.

The interrupt feature does not apply if you are working in a WP Plus index. Although a message alert appears, you must cancel out of the WP Plus index by pressing EXECUTE or CANCEL. You can then enter OFFICE to read your mail.

Reading Your Mail

You can read memos, phone messages, invitations, and mail packages delivered to your Mailbox folder. You can also read items filed in your other folders. (Refer to “Looking at Your Mail Folders” in this chapter.)

In addition, if there is a specific item that you want to find, you can search your folder index instead of pressing PF keys to move from one screen to the next. (Refer to “Searching for Specific Items in Your Condensed Folder Index” and “Searching for Specific Items in Your Expanded Folder Index” in this chapter.)

To Begin

From the main VS OFFICE menu: Choose **Mail**. Choose **View: Mailbox**.

Steps

1. Choose the mail item that you want to read.
2. Press RETURN. The item is shown.
3. Read the mail item. Press PF2 through PF5 to move through multiple-paged memos.

Note: When you finish reading a particular item, and you want to read the previous item in your folder index without returning to the index, hold down SHIFT and press PF4. If you want to look at the next item without returning to the folder index, hold down SHIFT and press PF5.

4. When you finish reading your mail, press PF16 to return to your Mailbox Folder index.

Remarks

- If (“-More-”) appears in the lower right corner of your Mailbox Folder index, it indicates that you have additional items. Press PF5 to go to the next screen. Press PF4 to go to the previous screen. You can also press PF2 to go to the first screen and PF3 to go to the last screen.
- When you finish reading a mail item and return to your Mailbox Folder index, the status of the item changes from Not Read to Read.
- If a person accidentally sends you a mail item that was intended for someone else, you can forward that item to the correct person. Press PF9. The Package screen appears. You can type the correct name in the To field, and press PF1 or include additional items before you send it. (Refer to “Forwarding Mail to Another Person” in Chapter 10.)
- When you choose to read an item in your folder, you can assign a keyword to that item by pressing PF6. Keywords help you to search and locate specific items quickly. (Refer to “Assigning Keywords to Your Mail” in this chapter.)
- If you want to look at your other mail folders, press PF11. A list of your mail folders appears.
- If three asterisks appear when the contents of a package are shown, it indicates that a “history file” is associated with that item. (Refer to “Looking at the History File of a Mail Item” in Chapter 10.)
- You can move or copy an item in your Mailbox folder into another folder. (Refer to “Moving Items From One Mail Folder to Another” in this chapter.)

You Can Also

Forward mail you receive to another person and include additional items with that mail item

Look at the history of an item forwarded to you (for example, who initiated the item and who sent it to you)

Sort your mail

Look at a list of other recipients of a mail item sent to you

Copy mail to a WP document, WP Plus document, DP file, or a remote system

Refer to Chapter 10.

Reading Mail Items Included in a Package

A mail package can contain a number of WP documents, DP files, memos, items from a mail folder, and WP Plus files (documents, glossaries, and display files).

To Begin

From the main VS OFFICE menu: Choose **Mail**. Choose **View: Mailbox**.

Steps

1. Choose the package that you want to read.
2. Press RETURN. A list of items included in your package appears.
3. Choose the item that you want to read.
4. Press RETURN. The item is shown.

If the item chosen is a DP file, the first screen lists VS File Display functions. Press PF1 to display the file. You can use VS File Display functions to go through file records, or find specific records. For more information, refer to VS System Utilities Reference.

If the item is a WP document, a WP Plus document, or a WP Plus glossary, you can use the PF keys on the screen to go to specific pages and sections of the document, and to scroll through the document pages to find words or phrases.

5. Press PF16 to return to your list of items.
6. Repeat steps 3 through 5 for every item that you want to read in your package.
7. When you finish reviewing the package contents, press PF16 to return to the contents of your Mailbox Folder index.

Remarks

- If you want to look at or print WP Plus display files, you must do an external copy and use a terminal that has WP Plus capabilities. The location of graphs in the document is shown.
- To print the entire contents of the package, hold down SHIFT and press PF15. In addition, you can print a copy of an individual item in the package. (Refer to Chapter 9, "Printing.")
- You can move or copy a package from your Mailbox folder into another folder. (Refer to "Moving Items From One Mail Folder to Another" in this chapter.)

You Can Also

Forward a package that you receive to another person and include additional items in that package

Look at the history file of an item that was sent to you

Look at a list of other recipients who received the mail item sent to you

Copy a package item to a WP document, WP Plus document, DP file, or a remote system

Refer to Chapter 10.

Assigning Keywords to Your Mail

When you choose to read a mail item in your Mailbox folder, you can assign a keyword to that item. You can also assign keywords to mail items filed in your other folders. (Refer to “Looking at Your Mail Folders” in this chapter.)

Keywords help you to search and locate specific mail items quickly in your folders.

To Begin

From the main VS OFFICE menu: Choose **Mail**. Choose **View: Mailbox**.

Steps

1. Choose the mail item that you want to read.
2. Press RETURN. The text of the item appears.
3. Press PF6 to assign a keyword to that item.
4. Type the keyword in the highlighted Keyword field that appears.
5. Press RETURN. The keyword that you typed is now assigned to that mail item.
6. When you finish, press PF16. You are returned to your folder index.

Remarks

- To assign a keyword to an item in your other folders, choose **Folders** from the main VS OFFICE menu. Choose the folder that you want to look at and follow steps 1 through 6.
- If you want to search your Mailbox Folder index (or other folders) for specific items, you can search for the keyword that you assigned the item. (Refer to “Searching for Specific Items in Your Condensed Folder Index” and “Searching for Specific Items in Your Expanded Folder Index” in this chapter.)
- If you want to change a keyword that has been assigned to a mail item, press PF6 and type the new keyword over the original word. Press RETURN. The new keyword is now assigned.
- To delete a keyword that has been assigned to a mail item, press PF6 and either press DELETE or space over the existing letters using the space bar. Press RETURN. That keyword is now deleted.

Searching for Specific Items in Your Condensed Folder Index

You can search for a specific item in your condensed Mailbox Folder index or any other folder that you create. (Refer to “Creating Mail Folders” in this chapter.)

You can search by the subject of that item, assigned keywords, the sender, the date it was sent, and the content or status. When you type the search criteria, the system finds the exact match listed in your folder index.

Helpful Hints for Searching

Because the system searches everything from the left of the Subject/Phone Number, Content, or Status columns, the first letter that you type (and each letter that follows) must be an *exact match* (including capitalization) in order for it to be called up on the screen.

If you are uncertain of the first letter of the description, you can type a single quotation mark (') followed by a portion of the item that you are looking for. For example, if you are looking for an item with "meeting" in it, but are unsure what comes before the word meeting, type 'meeting'. The item(s) with this word appears. You cannot use single quotation marks when searching for keywords or dates.

In addition, when searching for a specific item, you do not have to type all the letters in that item's name. For example, you can type an *M* in the Content column to search for all memos or an *R* in the Status column to search for all items that you have read.

To Begin

From the main VS OFFICE menu: To search for an item in your condensed Mailbox folder, choose **Mail**. Choose **View: Mailbox**.

or

If you want to search for an item in another folder, choose **Folders**. Choose the folder that you want to look at and press RETURN.

Steps

1. Press PF9. Highlighted fields appear below each of the five columns and in the upper right corner of the screen.
2. To search for specific items in your condensed folder, type information in the following categories:
 - Subject/Phone Number** — Type the subject of the item in the highlighted field below the Subject/Phone Number column.
 - Author/Caller** — Type the name of the sender in the highlighted field below the Author/Caller column. This searches for all items sent from a particular person.
 - Date** — Type a date in the highlighted field below the Date column. This searches for all items received on a certain day.
 - Content** — Type *Memo*, *Package*, *Invite*, or *Phone* in the highlighted field below the Content column.
 - Status** — Type either *Read* or *Not Read* in the highlighted field below the Status column.
 - Keyword(s)** — Type the assigned keyword. This searches for all items with that keyword.
3. Press RETURN. Up to 12 items that match the information you typed appear.
4. Choose the item that you want to look at.
5. Press RETURN. The contents of that item are shown. You can now read or act on the item.
6. When you finish, press PF16 to return to the original listing of items in your folder.
7. Press PF16 to exit from this screen.

Remarks

- You can search for more than one field at a time. For example, you may want to search for all memos from Smith that are not yet read. Simply type *Smith* or *Sm* in the highlighted field below the Author/Caller column, *Memo* or *M* in the highlighted field below the Content column, and *Not Read* or *N* in the highlighted field below the Status column.
- A “No data matching search criteria was found” message appears when you type incorrect characters in one of the fields.

Searching for Specific Items in Your Expanded Folder Index

You can search for a specific item in your expanded Mailbox Folder index or any other folder that you create. (Refer to “Creating Mail Folders” in this chapter.) You can search by subject, author, items sent to you as a primary, carbon, or blind carbon copy recipient, the type of items sent, items sent requesting acknowledgement or certification, items received on a certain day or time, the content or status of items, or the reply date for items received.

Helpful Hints for Searching

Because the system searches everything from the left of the Subject/Phone Number, Content, or Status columns, the first letter that you type (and each following letter) must be an *exact match* (including capitalization) in order for it to be called up on the screen.

If you are uncertain of the first letter of the description, you can type a single quotation mark (') followed by a portion of the item that you are looking for. For example, if you are looking for an item with “meeting” in it, but are unsure of what comes before the word meeting, type 'meeting'. The item(s) with this word appears. You cannot use single quotation marks when searching for keywords or dates.

In addition, when searching for a specific item, you do not have to type all the letters in that item's name. For example, you can type an *M* in the Content column to search for all memos or an *R* in the Status column to search for all items that you have read.

To Begin

From the main VS OFFICE menu: To search for an item in your expanded Mailbox folder, choose **Mail**. Choose **View: Mailbox**.

or

If you want to search for an item in another folder, choose **Folders**. Choose the folder that you want to look at and press RETURN.

Steps

1. Press PF6. Your expanded folder appears.

Note: If you chose Expanded for your folder format in the User Profile, your expanded folder automatically appears. (Refer to “Changing the Settings in Your User Profile” and Table 10-1 in Chapter 10.)

2. Press PF9. Highlighted fields appear below each of the columns. You cannot search for Security and Time.

3. To search for specific items in your expanded folder, type information in the following categories:

Subject/Phone Number — Type the subject of the item in the highlighted field below the Subject/Phone Number column.

Author/Caller — Type the name of the sender in the highlighted field below the Author/Caller column. This searches for all items sent from a particular person.

Copy — Type *to*, *cc*, or *bcc* to indicate primary, carbon, or blind carbon copy recipients in the Copy column. This searches for all items sent to you as a primary, carbon, or blind carbon copy recipient.

Type — Type *Action*, *Information*, or *Reference* in the highlighted field below the Type column to search for the type of item sent to you.

Acknowledge — Type *Acknowledge* or *Certify* in the highlighted field below the Acknowledge column.

Date — Type the date the item was received in the highlighted field below the Date column. You can search by year, year and month, or a specific date.

Content — Type the specific content of the item, *Memo*, *Package*, *Invite*, or *Phone*, in the highlighted field below the Content column.

Status — Type the specific status of the item, *Read*, *Not Read*, or *In-Progress*, in the highlighted field below the Status column.

Reply Date — Type the date a reply is due in the highlighted field below the Reply Date column.

Keyword(s) — Type the assigned keyword and press RETURN. This searches for all items with that keyword.

4. Press RETURN. Up to 12 items that match the information you typed, appears. You can now read or act on one or more items.
5. When you finish, press PF16 to return to the original listing of items in your folder.
6. Press PF16 to return to the main VS OFFICE menu.

Remarks

- You can search for more than one field at a time. For example, you may want to search for all memos from Smith that are not yet read. Simply type *Smith* or *Sm* in the highlighted field below the Author/Caller column, *Memo* or *M* in the highlighted field below the Content column, and *Not Read* or *N* in the highlighted field below the Status column.
- A “No data matching search criteria was found” message appears when you type incorrect characters in one of the fields.

Looking at a List of Other Recipients of a Mail Item

When you receive a mail item, you can choose to look at a list of people who also receive the item. This list lets you know who are primary recipients, and who receive carbon copies.

In addition to your Mailbox folder, you can look at a list of other recipients of a mail item from any folder.

To Begin

*From the main VS OFFICE menu: Choose **Mail**. Choose **View: Mailbox**.*

Steps

1. Choose the mail item that you want to look at.
2. Press PF14. A list of people who received the mail item appears. If the list of recipients is more than one screen, press PF2 through PF5 to move from one screen to another.

Note: You can look at the list of recipients of a mail item from your folder index or while looking at the contents of the mail item.

3. When you finish, press PF16 to return to your folder.

Remarks

- To look at a list of recipients of a mail item from your other folders, choose **Folders** from the main VS OFFICE menu. Choose the folder that you want to look at and follow steps 1 through 3.
- A “cc” appears next to those recipients who receive carbon copies of the mail item sent to you. People who receive blind carbon copies are not listed.
- If an item is also sent to an organization, the name of the organization appears.

Acknowledging Mail

You can let a sender know that you received a mail item by sending an acknowledgement to that person. You can also choose to read but not acknowledge an item. (Refer to “Looking at the Status of Mail That You Send” in Chapter 10.)

All mail, except invitations, can be acknowledged in the same way. To acknowledge an invitation from the Mailbox Folder index, you must first call up the invitation, then press PF2 to accept, PF4 to decline, or PF3 to accept with scheduling. (Refer to “Accepting and Declining Invitations” in this chapter and “Accepting an Invitation With Scheduling” in Chapter 10.)

In addition, your VS OFFICE administrator may give you automatic acknowledgement status. If so, PF7 is not listed at the bottom of your screen. Instead, an acknowledgement is automatically sent back to the author when the mail item is read. (Automatic acknowledgement does not apply to invitations.) You may change this setting if your VS OFFICE administrator has determined that you can do so. (Refer to “Changing the Settings in Your User Profile” and Table 10-2 in Chapter 10.)

The moment that you choose to read a certified mail item, a notification is sent to the author that the mail item has been “opened.” This is similar to the act of signing for a certified letter. You must be the actual recipient of the certified mail in order to read the item. If you grant rights to another user, that user cannot read certified mail sent to you until you read the item. Once you read the item, it automatically returns to the security level assigned when it was sent. (Refer to “Granting Rights to Your Mail” and Table 10-7 in Chapter 10.)

To Begin

From the main VS OFFICE menu: Choose Mail. Choose View: Mailbox.

Steps

1. Choose the memo, mail package, or phone message that you want to acknowledge. An (A) appears next to the item in your folder that needs an acknowledgement.
2. Press PF7. An acknowledgement is sent to the sender's Confirmation/Status index. The (A) that appeared next to the mail item in your Mailbox Folder index disappears.
3. Press PF16 to exit from this screen.

Remarks

- When you read a certified mail item, the (C) placed next to that item disappears.

Replying to Mail

When you reply to a memo, invitation, mail package, or bulletin board notice, it is automatically sent to the author of the original mail item. After sending the reply, you can choose to save it by filing it to a mail folder. If you do not save it, the reply is automatically deleted. (Refer to "Replying to Bulletin Board Notices" in Chapter 8 and "Saving a Copy of Your Mail" in Chapter 3.)

To Begin

From the main VS OFFICE menu: Choose Mail. Choose View: Mailbox.

Steps

1. Choose the item in your Mailbox Folder index that needs a response.
2. Press RETURN. The content of the item is shown.
3. Press PF1. The Replying screen appears. The To field is addressed to the author of the original item. For memos and invitations, this screen shows the last four lines of the original item in the text area. It also provides a blank area for you to type your response. You can use PF4 and PF5 to scroll through the original item for reference.
4. Type your reply. You can type up to 33 screens (396 lines) of text.
5. Press PF1. Your reply is sent. Although a copy of your reply remains on the screen, your reply is sent automatically to the original author. If you change the name in the To field, it is sent to the person whose name you type.
6. If you want to keep a copy of your reply for your files, simply type your name in the To field after you send the item. Press PF1 to automatically send the item to your Mailbox Folder index. If you do not choose to save a copy of your reply, it is automatically deleted when you press PF16 to return to your folder index.

Remarks

- If you want to create a package to attach to a reply, press PF14. Include the package items, then press PF1 to send the reply. (Refer to "Assembling and Sending a Mail Package" in Chapter 3.)

- You can change the Subject and To fields when sending a reply.
- You can also send a reply to an organization or people on a distribution list. (Refer to “Creating a Distribution List of People” and “Creating a Distribution List That Includes Organizations and Other Lists” in Chapter 3.)

Accepting and Declining Invitations

You can either accept or decline invitations that you receive. You can also accept the invitation and schedule the event automatically in your calendar. (Refer to “Accepting and Scheduling Invitations” in Chapter 10.)

To Begin

From the main VS OFFICE menu: Choose **Mail**. Choose **View: Mailbox**.

Steps

1. Choose the invitation that you want to read.
2. Press RETURN. The invitation is shown.
3. Press PF2 to accept the invitation, or PF4 to decline.

Note: You can press PF3 to accept the invitation and automatically schedule the event in your calendar. (Refer to “Accepting and Scheduling Invitations” in Chapter 10.)

4. Press RETURN.
5. When you finish, press PF16 to return to the Invitation screen.

Remarks

- You can check to see if you have any other events scheduled for a specific time by pressing PF12 while viewing the invitation. Your daily Calendar/Reminder list appears directly from the Invitation screen. To look at your schedule for the specific day of the event, refer to “Looking at Items Scheduled For a Specific Day in Your Daily Calendar/Reminder List” in Chapter 6.
- You can file invitations into one of your folders and accept or decline them at a later date. (Refer to “Moving Items From One Folder to Another” in this chapter.)

Creating Mail Folders

In addition to your Mailbox folder, you have a Wastebasket folder that contains mail that you delete. You can also create up to 48 mail folders as needed and file mail items into them. For example, if you want to file all mail pertaining to the ABC project, you can create an ABC folder for that mail.

By setting up a basic filing system, you can easily file items into the appropriate folders as soon as you receive mail in your Mailbox folder. As a result, your Mailbox folder contains only those items that have been delivered recently and are unread.

All folders are listed alphabetically except the Mailbox and Wastebasket folders, which are always listed first.

To Begin

*From the main VS OFFICE menu: Choose **Folders**.*

Steps

1. Press PF7. The message "Folder Name:" appears in the upper left corner of the screen.
2. Type a name for the mail folder. This name can be up to 24 characters in length.
3. Press RETURN. The new mail folder name is listed alphabetically with the word "None" in the Total column.
4. When you finish, press PF16 to return to the main VS OFFICE menu.

Remarks

- If you want to begin filing items to your newly created mail folder, refer to "Moving Items From One Folder to Another" in this chapter.
- You can also keep related folders together. Simply create titles that sort your folders in a particular order. For example, you can create a folder entitled "The XYZ Project" and related folders that sort below it on the screen such as "The XYZ Project 7-86," "The XYZ Project 8-86," or "The XYZ Project 9-86." You can also name folders using special characters such as the pound key or exclamation point.

Looking at Your Mail Folders

In addition to looking at your Mailbox folder, you can also look at your Wastebasket or any other mail folder that you create. Like your Mailbox, each folder can contain a number of items and has a condensed and expanded format. If you want, you can also look at the individual items within the mail folders. (Refer to "Creating a Mail Folder" and "Looking at Your Expanded Folder Index" in this chapter.)

You can also complete and send or reuse all items listed as In-Progress items. These items are labeled in this way so you can identify them quickly and easily when scanning your folders. For more information on In-Progress mail, refer to "Storing Mail Before It Is Sent (In-Progress Mail)" and "Saving a Copy of Your Mail" in Chapter 3.

Figure 2-2 shows a typical Mail Filing screen.

```
Mail Filing - Select To View                      Thursday 08/21/86 11:20 am
Hello: John Johnson

  Folder Description                               Mail Received   In Progress
-----
- Mailbox                                         7  Items        1  Item
- Wastebasket                                    4  Items        2  Items
- ABC Progress Report                           20 Items        None
- Company Contest Results                       None            3  Items
- Evaluations of Employees                     50 Items        5  Items

                                                                    (-End-)
(RETURN) Select      (6) Edit Name      (10) Empty Basket  (13) Instructions
                    (7) Create Folder  (15) Print
                    (8) Delete Folders (16) Exit
```

Figure 2-2. Mail Filing Screen

To Begin

From the main VS OFFICE menu: Choose **Folders**.

Steps

1. Look at your folders on the Mail Filing screen. This screen includes the following information:
Folder Description — Lists the names of your mail folders alphabetically. The Mailbox and Wastebasket folders always appear first.
Mail Received — Indicates the number of mail items included in that folder.
In-Progress — Lists the number of In-Progress mail items filed.
2. If you want to look at a list of items filed in a particular mail folder, choose that folder.
3. Press RETURN. An index of the items in that folder appears. For a more detailed description of each of these columns, refer to “Looking at Your Condensed Folder Index” in this chapter.
4. If you want to look at the contents of a specific item, choose that item.

5. Press RETURN. The contents of the item are shown. Press PF2 through PF5 to move through multiple-paged memos, invitations, or phone messages.

Note: If the item is identified as In-Progress in the folder's index, it appears exactly as it did when last worked on or modified. You can complete and send the item or save it to reuse or eventually delete. Refer to "Storing Mail Before It Is Sent (In-Progress Mail)" and "Saving a Copy of Your Mail" in Chapter 3.

6. When you finish, press PF16 to return to the Mail Filing screen.

Remarks

- You can read specific items in a package. (Refer to "Reading Mail Items in a Package" in this chapter.)
- You can assign keywords to your mail. (Refer to "Assigning Keywords to Your Mail" in this chapter.)
- You can search for specific items in your folders as you would with your Mailbox folder. (Refer to "Searching for Specific Items in Your Condensed Folder Index" and "Searching for Specific Items in Your Expanded Folder Index" in this chapter.)
- You can look at a list of other recipients of a mail item that you received by pressing PF14. (Refer to "Looking at a List of Other Recipients of a Mail Item" in this chapter.)
- You can reply to your mail. (Refer to "Replying to Mail" in this chapter.)
- You can accept or decline an invitation. (Refer to "Accepting and Declining Invitations" in this chapter.)
- If ("-More-") appears in the lower right corner of your folder, it indicates that you have additional items. Press PF5 to go to the next screen. Press PF4 to go to the previous screen. You can also press PF2 to go to the first screen and PF3 to go to the last screen.
- If you are looking at the contents of a particular item and want to look at the previous item in that folder without returning to the Mail Filing screen, hold down SHIFT and press PF4. If you want to look at the next item, hold down SHIFT and press PF5.
- If you want to look at your expanded folder index, refer to "Looking at Your Expanded Folder Index" in this chapter.

Changing the Name of a Mail Folder

You can change the name of a mail folder at any time. Although you cannot delete the Mailbox and Wastebasket folders, you can rename them to define their contents more accurately.

To Begin

From the main VS OFFICE menu: Choose **Folders**.

Steps

1. Choose the mail folder name that you want to change.
2. Press PF6. An X appears next to that mail folder and the folder name is highlighted.

3. Type over the mail folder name with the new name. The new name can have up to 24 characters. If the new name for the mail folder is shorter than the original, press the space bar or DELETE to space over the existing mail folder characters.
4. Press RETURN. The new mail folder name is shown.

Remarks

- If you press PF6 to change a folder name and then change your mind, press PF16 before pressing RETURN. The highlighted field disappears.

Moving Items From One Mail Folder to Another

You can file items from one mail folder to another. As you receive mail items in your Mailbox folder or after you read them, you can move them to other folders that more accurately describe their contents.

You may also want to move items from a mail folder other than your Mailbox to another folder.

To Begin

From the main VS OFFICE menu: To move items from your Mailbox folder to another mail folder, choose **Mail**. Choose **View: Mailbox**. Go to step 3.

or

If you want to move items from a folder other than your Mailbox folder to another folder, choose **Folders**. Go to step 1.

Steps

1. Choose the folder that has items you want to look at.
2. Press RETURN. A list of items included in that folder appears.
3. Choose the mail item that you would like to file to another folder.
4. Press PF10. An X appears next to that item. If this is the only item that you want to move, go to step 6.
5. If you want to move additional items, choose them and type an X beside each. (Press PF4 and PF5 to choose items on additional screens.)
6. Press RETURN. A list of your folders appears on the Mail Filing screen.
7. Choose the folder in which the item(s) is to be filed.
8. Press RETURN. You are returned to the original folder from which you moved the items. The items that you chose are no longer listed. They are now included in the folder that you chose.

Remarks

- When you move mail into another folder, the number in the folder's Mail Received and In-Progress columns increases by the number of items that you moved into that mail folder. The mail folder that you moved the items from decreases by the number of items moved.
- If you are moving items from one folder to another, and have pressed PF10, you can also edit a folder name or create a folder for those mail items. (Refer to "Editing a Folder Name" and "Creating a Mail Folder" in this chapter.)

Deleting Items From Your Mail Folders

You can delete a single item or multiple items from your mail folders. When you do this, the item(s) is automatically sent to your Wastebasket folder.

To Begin

From the main VS OFFICE menu: To delete items from your Mailbox folder, choose **Mail**. Choose **View: Mailbox**. Go to step 3.

or

If you want to delete items from a mail folder other than your Mailbox, choose **Folders**. Go to step 1.

Steps

1. Choose the mail folder that has items you want to look at.
2. Press RETURN. A list of items included in that mail folder appears.
3. Choose the item that you want to delete.
4. Press PF8. An X appears beside that item. If this is the only item that you want to delete, go to step 6.
5. Type an X next to each item that you want to delete. Press PF4 and PF5 to choose additional items on other screens.
6. Press RETURN. The item(s) is deleted and placed in your Wastebasket folder.

Remarks

- If you decide not to delete a chosen item, press DELETE or the space bar while the cursor is positioned on the X.
- Because the items you delete are automatically sent to your Wastebasket folder, the number in the Mail Received column next to the Wastebasket name increases by the number of items that you delete.
- You cannot delete certified mail items sent to you before you read them.
- If you delete items from your Wastebasket folder, they are deleted permanently from your system. (Refer to “Emptying the Wastebasket Folder” in this chapter.)
- If you want to look at the contents of a specific item before you delete it, choose that item and press RETURN.

Deleting a Mail Folder

With the exception of the Mailbox and Wastebasket folders, you can delete any of your mail folders at any time. The items within these deleted mail folders are automatically sent to your Wastebasket folder.

To Begin

From the main VS OFFICE menu: Choose **Folders**.

Steps

1. Choose the mail folder that you want to delete.
2. Press PF8. An X appears. If this is the only mail folder you want to delete, go to step 4.
3. To delete additional mail folders, type an X next to those folders.
4. Press RETURN. The mail folder(s) is deleted.

Remarks

- The items in the mail folder that you delete are automatically sent to your Wastebasket folder. Therefore, the number in the Total column next to the Wastebasket name in the Mail Filing screen increases by the number of items included in that mail folder.
- If you want to look at the items included in a folder before you delete it, choose that item and press RETURN.

Emptying the Wastebasket Folder

You can delete all items within your Wastebasket folder. When you “empty” your Wastebasket, the items are permanently removed from your system, but your Wastebasket folder remains.

To Begin

From the main VS OFFICE menu: Choose **Folders**.

Steps

1. Press PF10 to empty your Wastebasket folder.
2. Press RETURN. The contents of your folder are deleted.

Remarks

- If you decide not to empty your Wastebasket folder after you press PF10, press PF16 before pressing RETURN.
- If you want to look at the items included in your Wastebasket folder before you delete them, choose that folder and press RETURN.



Chapter 3 SENDING MAIL

MAIL

With VS OFFICE, you can send memos, invitations, mail packages, and phone messages to any person listed in the VS OFFICE directory. The directory contains the names of those people who can receive mail through VS OFFICE. You can choose one or more names from the directory and decide who is to be a primary recipient of the mail sent or who (if any) is to receive carbon copies (cc) or blind carbon copies (bcc). You can also create and save distribution lists.

VS OFFICE Mail includes the following features:

Distribution Lists — You can send your mail to people and organizations on a distribution list by using the VS OFFICE directory. Each list can contain 100 items. An item can be a person, an organization, or another distribution list. By combining (nesting) distribution lists within other lists, you can send mail to numerous people at the same time.

When you create these lists, you also decide who is to be a primary recipient, and who is to receive a carbon or blind carbon copy of the item each time the list is used.

Mail Classification Options — Before you send any mail item to another VS OFFICE user, you can decide if it is to have a Low, Normal, High, or Immediate priority. The priority level determines how the item is to be sent. You can also classify mail as General, Limited, or Confidential to control access and prevent unauthorized people from reading the item. In addition, you can indicate if it is an action item, or for information or reference, and you can request a reply. You can do this by calling up the Mail Classification screen.

Although your VS OFFICE administrator establishes the priority and security levels for you, you can override these preset limits at any time if your administrator determines that you can do so.

Save a Copy of Mail Items Sent — In addition, you can choose to keep a copy of items that you send for your files. When you do this, you simply type your name in the To field on the Entry screen and send the item to yourself. The item is automatically sent to your Mailbox folder where you can later file it to an appropriate folder. (Refer to “Saving a Copy of Your Mail” in this chapter.)

In-Progress Mail — If you are working on a mail item and you are interrupted or get called away from your office, you can store the item in a folder until you are ready to resume work. When you call up your folder, the item is listed as an In-Progress item. You can complete the mail item and send it to the intended person(s). You can also save mail as In-Progress items if you want to reuse them at a later date. For example, if you have a memo announcing a weekly staff meeting, you can store the item and send it every week to the appropriate people. Refer to “Storing Mail Before It Is Sent (In-Progress Mail)” in this chapter.

Print Options — You can also print your memos, invitations, mail packages, and phone messages. (Refer to Chapter 9, “Printing.”)

ADDRESSING MAIL

You can use one of four ways to address memos, invitations, phone messages, and mail packages:

- Type the person’s name in the To field of a mail item
- Choose one or more names from the VS OFFICE directory
- Type the name of an organization, enclosed in parentheses, in the To field of a mail item
- Type the name of a distribution list, enclosed in single quotation marks, in the To field of a mail item

Note: For more information on sending mail to people within an organization or on a distribution list, refer to “Creating a Distribution List That Includes Organizations and Other Lists,” “Creating a Distribution List of People,” and step 1 of “Creating and Sending a Memo” in this chapter.

The directory alphabetically lists the names of people who can receive mail through VS OFFICE.

You may need to refer to the directory for the following reasons:

- If you want to send mail to more than one person and some recipients are to receive carbon copies (cc) or blind carbon copies (bcc).
- If you want to send mail to someone, but are not sure whether that person can receive mail through VS OFFICE.
- If you do not know how to spell a recipient’s name or you want to search for a recipient’s organization, location, or job description.
- If you type a name in the To field that is listed more than once in the directory (for example, the directory has a listing for two or more people with that same last name), VS OFFICE takes you to the directory so that you can choose the right person.
- If you type a name incorrectly or leave the To field empty when sending mail, VS OFFICE takes you to the directory so that you can choose the right name.
- If you want to send mail to people on a distribution list or an organization, or simply want to look at a list or organization. (Refer to “Creating a Distribution List of People” and “Creating a Distribution List That Includes Organizations and Other Lists” in this chapter.)

A sample directory screen is shown in Figure 3-1.

Corporate Directory: People Monday 08/25/86 11:24 am
Enter 'T' - To, 'C' - cc or 'B' - bcc

Name	Organization	Location	Job Description
- Mike O'Brien	MARKETING	LOWELL	MANAGER
- Sue Osley	PUBLICATIONS	BOSTON	SUPERVISOR
- Pam Oxton	PUBLICATIONS	CHICAGO	WRITER
- Rick Peel	PUBLICATIONS	LOWELL	WRITER
- Allen Podman	QUALITY CONTROL	DALLAS	ANALYST
- Jim Portney	LEGAL	BOSTON	MANAGER
- Pat Prilley	MARKETING	BOSTON	PRESIDENT
- Michael Quinlan	SALES	ATLANTA	SR. MANAGER
- Thomas Quip	R&D	LOWELL	ENGINEER
- Nancy Riseman	R&D	ATLANTA	PROGRAMMER
- Marcia Ross	MARKETING	SAN FRANCISCO	SUPERVISOR
- Benjamin Roterman	SALES	OMAHA	SALES REP

(RETURN) Accept (5) Next (9) Find (13) Instructions
(2) First (6) Mark All (10) Change View
(7) Clear All (11) Lists
(12) Organizations (16) Exit

Figure 3-1. Sample Directory Screen

Using the Directory To Send Mail to One or More People

You can use the VS OFFICE directory to send mail to one or more people who can receive mail through VS OFFICE. You can call up the directory when preparing to send a memo, invitation, or a mail package.

You can send your mail to people on a distribution list. You can also create a distribution list for future use. (Refer to "Distribution Lists" in this chapter.)

To Begin

From the main VS OFFICE menu: Choose **Mail**. Choose **Send: Memo**, **Send: Phone Message**, **Send: Invitation**, or **Send: Package**.

Steps

1. Press PF9. The directory appears.
2. Find the name of one or more persons from the directory.

If you want to look through the directory, press PF5 to get from one screen to the next, or PF2 to go back to the beginning of the directory.

If you want to find a specific name, press PF9. Type the person's last name in the highlighted field that appears. Press RETURN. If no match is found, the cursor moves to the first name in the directory that is most similar to the name that you typed.

If you are unsure of a person's last name, press PF9. Type the first letter or first few letters of that person's last name in the highlighted field that appears. Press RETURN. The cursor moves to the first name in the directory that begins with the letter(s) you typed.

If you want to choose recipients by organization, location, or job description, press PF10. Type the information in one, two, or all of the highlighted fields that appear. Press RETURN. If you type information in more than one field, VS OFFICE only finds the person(s) that fits all of your entries.

3. When you find the name of the person, type a *T* to mark that person as the primary recipient of the mail item.
4. If you want to send mail to more than one person, you can choose three types of recipients by typing *T* (primary), *C* (carbon copy), or *B* (blind carbon copy) next to each name.
5. Press RETURN. VS OFFICE returns you to the screen where you were working. If you chose one person to receive your mail, that name appears in the To field. If you chose more than one person, the word Distribution appears in the To field.
6. Type the subject of the item that you are sending in the Subject field.
7. Press PF1 to send your memo, phone message, invitation, or mail package. (Refer to the appropriate sections in this chapter.)

Remarks

- If you want to change the name of a recipient you chose, repeat steps 1 through 6 before pressing PF1 to send your item.
- If you want to save a copy of a memo for your files, type your name in the To field and press PF1. The item is automatically sent to your Mailbox folder. If, instead, you want to reuse the memo at a later time, press PF10 before you send it, and choose the folder in which to store the item. (Refer to "Saving a Copy of Your Mail" in this chapter.)
- If you are sending a mail item to more than one person, you can press PF9 and PF10 to help you quickly build your list of recipients. (Refer to "Creating a Distribution List of People" and "Creating a Distribution List That Includes Organizations and Other Lists" in this chapter.)

DISTRIBUTION LISTS

You can send your mail to people and organizations on a distribution list by using the VS OFFICE directory. Each list can contain 100 items. An item can be a person, an organization, or another distribution list. By combining (nesting) distribution lists within other lists, you can send mail to numerous people at the same time.

You can create three types of distribution lists: Private, Public, and Shared.

You can create and save distribution lists for future use, delete and edit them, add to and delete entries from them, or search for a specific distribution list.

Creating a Distribution List of People

You can create a distribution list comprised of people whose names appear in the VS OFFICE directory. Distribution lists can be for one-time use only or they can be saved for future use. They can also be deleted or edited at any time by the owner or by users who are authorized to do so by the owner.

You determine who is to be a primary recipient, and who is to receive a carbon (cc) or blind carbon copy (bcc) of the item being sent each time that the list is used.

There are three types of distribution lists that you can create:

Private — Lists that are only used and changed by the owner.

Public — Lists that are used by everyone but can only be changed by the owner.

Shared — Lists that are used, saved, and modified by anyone the owner chooses.

When you create a distribution list, it is automatically labeled Private. If you want, you can change your list from Private to Public to Shared. When you change your list to Shared, two columns are added on the screen with Use and Modify fields beneath them. This determines what a person can do with your list. (Refer to “Changing Your Private Distribution List to a Public or Shared List” in this chapter.)

In addition to including people on your distribution list, you can also include organizations. When you do this, every person within that organization gets a copy of the item that you are sending. You can also add an existing distribution list to the list that you are creating. (Refer to “Creating a Distribution List That Includes Organizations and Other Lists” in this chapter.)

Before you begin, you should know how to search for a person’s name, or that person’s organization, location, or job description. (Refer to “Using the Directory To Send Mail to One or More People” in this chapter.)

To Begin

From the main VS OFFICE menu: Choose **Mail**. Choose **Other: Distribution Lists**.

Steps

1. Press PF7. The Corporate Directory: People screen appears.
2. Choose the people whose names you want to include in your distribution list by typing a *T* (primary recipient), *C* (carbon copy), or *B* (blind carbon copy) next to their names.

Note: To move from one screen of names to the next, press PF2 or PF5.

3. Press RETURN. The Manage Lists — Create screen appears with the names that you chose.

Note: Your name is automatically included in this distribution list as the owner with the Recipient field blank. If you want to receive a copy of a mail item addressed to this distribution list, type a *T*, *C*, or *B* next to your name.

4. Type the name of your list in the highlighted List Name field.
5. To accept this list, press RETURN. You are returned to the Manage Lists — Create screen. The owner's name, the number of people included in the list, the date the list was last modified, and the type of list it is (Private, Public, or Shared) also appear.

Remarks

- When you create a list, your name is automatically included. In order to receive a copy of the mail item addressed to your list, you must type a *T*, *C*, or *B* next to your name.
- The name that you type in the List Name field can be up to 15 characters in length.
- To mark all the names on one screen with a T while in the directory, press PF6. To clear marks from all names that you choose on one screen, press PF7.
- If you want to leave the directory and return to the previous screen without saving any of the names that you chose, press PF16.
- You can change your list to a Public or Shared list. (Refer to “Changing Your Private Distribution List to a Public or Shared List” in this chapter.)
- When you create a distribution list, you can press PF9 and PF10 to help you quickly build your list of recipients. (Refer to “Using the Directory To Send Mail to One or More People” in this chapter.)
- You can change the name of your list by pressing PF6. (Refer to “Editing Distribution Lists” in this chapter.)
- You can delete your list by pressing PF8. (Refer to “Deleting Distribution Lists” in this chapter.)
- You can delete a name from your distribution list. (Refer to “Deleting Names From a Distribution List” in this chapter.)

Creating a Distribution List That Includes Organizations and Other Lists

You can include organizations and other distribution lists as well as people on your distribution lists.

When you choose an organization, every person within that organization gets a copy of the item that you send. You decide if the organization listed is to be a primary recipient, or to receive a carbon or blind carbon copy.

When you create a distribution list, it is automatically labeled Private. This means that the list can only be used and changed by you. If you want, you can change your list to Public or Shared. (Refer to “Changing Your Private Distribution List to a Public or Shared List” in this chapter.)

Before you begin, you should know how to include people in your distribution list and how to search for a specific person's name, or that person's organization, location, or job description. You should also understand Private, Public, and Shared distribution lists. (Refer to “Creating a Distribution List of People,” “Using the Directory To Send Mail to One or More People,” and “Changing Your Private Distribution List to a Public or Shared List” in this chapter.)

To Begin

From the main VS OFFICE menu: Choose **Mail**. Choose **Other: Distribution Lists**.

Steps

1. Press PF7. The Corporate Directory: People screen appears.
2. If you do not want to choose names from this screen, you can get a list of organizations from the directory by pressing PF12.

or

You can get a list of your distribution lists and all Public and Shared lists for which you have rights by pressing PF11.

3. Type a *T* (primary recipient), *C* (carbon copy), or *B* (blind carbon copy) next to the person's name, organization, or list that you want to include.

Note: If a recipient is another list, you can type an *X*. This letter keeps the original *T*, *C*, or *B* status of each name on the list. If you mark the list with a *T*, *C*, or *B*, everyone on the list becomes a primary, copy, or blind carbon copy recipient regardless of how they were originally marked when the list was created.

4. Press RETURN. The Manage Lists — Create screen appears.
5. Type the name of your list in the highlighted List Name field.
6. Press RETURN. You are returned to the Manage Lists — Create screen. The name of your new distribution list appears.

Remarks

- The name that you type in the List Name field can be no longer than 15 characters in length.
- To mark all the names on one screen with a *T* while in the directory, press PF6. To clear marks from names that you chose on one screen, press PF7.
- If you want to leave the directory and return to the previous screen, press PF16. Once you press PF16, the names that you chose are not saved.
- If you want to delete a *T*, *C*, or *B* that you marked, move the cursor to that letter and press DELETE or the space bar.
- You can change your list to a Public or Shared list. (Refer to “Changing Your Private Distribution List to a Public or Shared List” in this chapter.)
- You can change the name of your list by pressing PF6. (Refer to “Editing Distribution Lists” in this chapter.)
- You can delete your list by pressing PF8. (Refer to “Deleting Distribution Lists” in this chapter.)
- You can delete a name from your distribution list. (Refer to “Deleting Names From a Distribution List” in this chapter.)

Looking at Your Distribution Lists

You can call up your Distribution List index at any time. This index lists your distribution lists and Shared lists that other users create and that you can change.

When you choose to look at a specific distribution list, the names of the people, organizations, or distribution lists included in that list appear. In addition, the organization, person, or the owner and recipient status for each name is listed.

To Begin

From the main VS OFFICE menu: Choose **Mail**. Choose **Other: Distribution Lists**.

Steps

1. Look at your distribution lists and Shared lists that you are authorized by the owner to change.

You see the following information listed by column:

Name — The name of any distribution list that you create or can change.

Owner — The name of the owner of the list.

Entries — The number of people, organizations, and/or distribution lists included in that list.

Last Modified — The date the list was last edited.

Access — The type of distribution list (Private, Public, or Shared).

2. If you want to look at a specific list, choose that list.
3. Press RETURN. The Manage Lists — View screen appears with a list of names included in that list, the type of entry (if the name is a person, organization, distribution list, or owner), and the recipient status of each. It also indicates the type of list (Public, Private, or Shared), the dates it was last modified and used, and the number of names included in the list.

Remarks

- To move from one screen within a distribution list to the next, press PF2 through PF5.

Changing Your Private Distribution List to a Public or Shared List

When you create a distribution list, it is automatically labeled Private. This means that the list can only be used and changed by you. You can change your list from Private to Public, from Public to Shared, or from Shared back to Private at any time.

If you change your distribution list to Public, it can be used by anyone but changed only by you. If you change your distribution list to Shared, it can be used and changed by anyone you choose.

When you change your list to Shared, two columns are added with Use and Modify fields beneath them. The information that you type in these fields determines what each person can do with that list.

To Begin

From the main VS OFFICE menu: Choose Mail. Choose Other: Distribution Lists.

Steps

1. Choose the Private list that you want to change.
2. Press PF6. The Manage Lists — Edit screen appears.
3. Press PF10. The Access field in the upper right column changes to Public. Your list is now Public. If you want your list to remain Public, go to step 7.
4. Press PF10 again. The Access field now changes to Shared. Two additional columns (Access and Rights) appear with highlighted Use and Modify spaces beneath them.
5. Choose the column that you want to change.
6. Type an X either in the highlighted Use or Modify spaces, or in both. If you type an X in the Use space, that person can use your list as a destination for mail sent but cannot edit the list. If you type an X in the Modify space, the recipient can edit, add to, and delete names from it, or delete the list entirely, but cannot use the list as a destination for mail.
7. Press RETURN. You are returned to the Manage Lists — Edit screen. Your distribution list is now listed in the Access column as Public or Shared.

Note: If you press PF16 to go to the previous screen before you press RETURN, the list remains as it was before you attempted to change it to a Public or Shared list.

Remarks

- Each time that you press PF10, the Access field in the upper right column changes the list from Private to Public to Shared.

Editing Distribution Lists

At any time, you can change the name of a distribution list that you create, the recipient status of a person or organization, or the rights that you grant to your list.

To Begin

From the main VS OFFICE menu: Choose Mail. Choose Other: Distribution Lists.

Steps

1. Choose the distribution list that you want to change.
2. Press PF6. The Manage Lists — Edit screen appears.
3. *If you want to change the name of the list*, type the new name in the highlighted List Name field.

If you want to change a person's recipient status, type a T, C, or B in the appropriate highlighted space in the Recipient column.

If you want to change what a person can do with your Shared list, type either an X in the highlighted Use space in the Access column, or in the highlighted Modify space in the Rights column. To delete access or modify rights, press DELETE or space over the X using the space bar. The X disappears.

4. Press RETURN. You are returned to the Manage Lists — Edit screen. Your changes are made.

Note: If you press PF16 to go back to the previous screen before you press RETURN, your changes are not saved.

Remarks

- To add people, organizations, or other distribution lists to your distribution list when you are in the Manage Lists — Edit screen, press PF7. (Refer to “Adding Names, Organizations, and Lists to a Distribution List” in this chapter.)
- You can delete people, organizations, or distribution lists from your distribution list when you are in the Manage Lists — Edit screen by pressing PF8. (Refer to “Deleting Names From a Distribution List” in this chapter.)
- You can change the access rights of people and organizations to your distribution list by pressing PF10. (Refer to “Changing Your Private List to a Public or Shared List” in this chapter.)
- Use the TAB key to move quickly from one field to the next on this screen.
- When changing the name of the list, if the new list name is shorter than the original, press DELETE to delete the remaining characters.
- The new name that you type in the List Name field can be up to 15 characters in length.

Adding Names, Organizations, and Lists to a Distribution List

You can return to a distribution list that you create and add a name, organization, or list to that list.

Before you begin, you should know how to choose people, organizations, and distribution lists to include in your lists. (Refer to “Creating a Distribution List of People” and “Creating a Distribution List That Includes Organizations and Other Lists” in this chapter.)

To Begin

From the main VS OFFICE menu: Choose **Mail**. Choose **Other: Distribution Lists**.

Steps

1. To add a name, organization, or another list to a distribution list, choose that list.
2. Press PF6. The names on that list appear.
3. Press PF7. The Corporate Directory: People screen appears.
4. Choose the people, organizations, and lists that you want to add to your distribution list by pressing the appropriate PF key and typing an *X*, *T*, *C*, or *B* next to the person’s name, organization, or distribution list name.

Note: If you are adding a distribution list, you can type an *X*. This letter keeps the original *T*, *C*, or *B* status of each name on the list. If you mark the list with a *T*, *C*, or *B*, everyone on the list becomes a primary, copy, or blind carbon copy recipient regardless of how they were originally marked when the list was created.

5. When you finish, press RETURN. You are returned to the Manage Lists — Edit screen. The number in the Entries column has increased by the number of items you add.

Remarks

- You can delete people, organizations, or distribution lists from your distribution list when you are in the Manage Lists — Edit screen by pressing PF8. (Refer to “Deleting Names From a Distribution List” in this chapter.)
- You can change the access rights of people and organizations to your distribution list by pressing PF10. (Refer to “Changing Your Private List to a Public or Shared List” in this chapter.)

Deleting Names From a Distribution List

You can delete a name, organization, or list from any distribution list that you create.

To Begin

From the main VS OFFICE menu: Choose **Mail**. Choose **Other: Distribution Lists**.

Steps

1. Choose the distribution list with names that you want to delete.
2. Press PF6. The names on that list appear.
3. Press PF8. Highlighted fields appear.
4. Type an X next to each name, organization, or list that you want to delete.
5. Press RETURN. The items that you chose are deleted.
6. When you finish, press RETURN to go back to your list of distribution lists.

Remarks

- You cannot delete the owner’s name from a list.
- In addition to deleting names from a distribution list from the Manage Lists — Edit screen, you can also add names, or change the type of distribution list (Private, Public, or Shared) by pressing the appropriate PF keys. (Refer to “Adding Names, Organizations, and Lists to a Distribution List” and “Changing Your Private List to a Public or Shared List” in this chapter.)

Deleting a Distribution List

You can delete entire distribution lists at any time.

To Begin

From the main VS OFFICE menu: Choose **Mail**. Choose **Other: Distribution Lists**.

Steps

1. Choose the distribution list that you want to delete.

Note: If you want to see what is included in this list before you delete it, press PF6. The Manage Lists — Edit screen appears. Press PF16 to return to your lists of distribution lists.

2. Press PF8. A highlighted X appears to the left of the chosen list.

3. Type an *X* next to each list that you want to delete.
4. Press RETURN. The list(s) is deleted.

Remarks

- You can delete a Shared list if the owner grants you modify rights.
- If you change your mind about deleting the list that you chose, press PF16 before pressing RETURN.

MEMOS

With VS OFFICE, you can send memos electronically to a single user, a number of users, everyone in an organization, or to people on a distribution list.

The steps that you follow to send a memo are the same as those for sending a mail package or invitation. You type specific information such as the subject and recipient of the mail item. You can write up to 33 screens (pages) of information.

Note: This number may vary depending on the system in which you are working. See your VS OFFICE administrator for help if you are unable to get 33 screens to finish writing your memo.

In addition, you can choose to keep a copy of your memo for your files or you can save it as an In-Progress item. When you save it as an In-Progress item, you can reuse it for as often as you want, adding to or changing it each time it is sent. Refer to "Saving a Copy of Your Mail" and "Storing Mail Before It Is Sent (In-Progress Mail)" in this chapter.

Creating and Sending a Memo

You can prepare and send a memo to a single user, a number of users, everyone in an organization, or to people on a distribution list.

If you are unsure of the spelling of a person's name, or if you do not know if that person is a VS OFFICE user, you can call up the VS OFFICE directory. The directory alphabetically lists the names of people who can receive mail through VS OFFICE. When you call up the directory, you can choose the name of the person who is to receive your memo. You can return to the Send screen from the directory without losing any information that you type.

If you want to send your memo to more than one person, simply choose the names from the directory. You determine the primary recipients of your memo, and who is to receive carbon or blind carbon copies. (For more information on the directory and choosing recipients, refer to "Addressing Mail" and "Using the Directory To Send Mail to One or More People" in this chapter.)

In addition, you can choose to keep a copy of your memo for your files or you can save it as an In-Progress item. When you save it as an In-Progress item, you can reuse it as often as you want, adding to or changing it each time it is sent. Refer to "Saving a Copy of Your Mail" and "Storing Mail Before It Is Sent (In-Progress Mail)" in this chapter.

Also, if you are in the process of working on a mail item and you need to focus your attention on another matter or you get called away from your office, you can store the item in a folder until you are ready to resume work. When you call up that folder, the item is listed as an In-Progress item. When you decide to complete it, you can call it up and send it to the intended person(s). Refer to "Storing Mail Before It Is Sent (In-Progress Mail)" in this chapter.

Before sending a memo, you should know how to use the OFFICE keys to edit your memo. (Refer to "Using the VS OFFICE Keys" in Chapter 1.)

To Begin

From the main VS OFFICE menu: Choose Mail. Choose Send: Memo.

Steps

1. Fill in the To and Subject fields as follows:

To: Type the name of a person.

If you are uncertain of the spelling of that person's name, press PF9 to get the directory. Press PF5 to scroll through the directory until you find the name that you are looking for. Type a T next to that person's name. This tells the system who is to receive your memo. (If you want to send your memo to more than one person, refer to "Using the Directory To Send Mail to One or More People" in this chapter.) Press RETURN. VS OFFICE accepts the name you mark and returns you to the Send screen. The name that you chose now appears in the To area.

If you leave the To area blank, or type a person's name incorrectly, VS OFFICE brings you to the directory when you press PF1 to send your memo. Press PF5 to scroll through the list of names until you find the one that you are looking for. When found, type a T next to that person's name. Press RETURN. VS OFFICE accepts that person's name and sends your memo without returning you to the Send screen.

Note: While in the directory, you can also press PF9 to search for a specific name. Type the first letter or first few letters of the last name of the person you are looking for. Press RETURN. The first name that matches the letters that you type appears.

If you want to send your memo to people, distribution lists, or organizations on a distribution list, type the name of that list enclosed in single quotation marks. For example, 'XYZ.' If you are sending your memo to an organization, type the name of the organization in parentheses. For example, *(Birch Corporation)*. If you are unsure of the distribution list or organization name, press PF11 to look at your lists and PF12 to look at your organizations. Type an *X, T, C,* or *B* next to the distribution list(s) that you want. Type a *T, C,* or *B* next to the organization(s) that you want. Refer to "Distribution Lists" and "Using the Directory To Send Mail to One or More People" in this chapter.

Note: The X keeps the original T, C, or B status of each name on the list. If you mark the list with a T, C, or B, everyone on the list becomes a primary, copy, or blind carbon copy recipient regardless of how they were originally marked when the list was created.

Subject: Type a word or phrase to describe the subject of your memo.

2. Type your message in the empty portion of the screen. If you use all 13 lines on the screen and need more space, press PF5 to begin a new screen (page). You can write up to 33 screens.
3. Press PF1. Your memo is sent. Once VS OFFICE sends this memo, the message "Memo sent to: (person's name)" appears in the upper left corner of the screen.

Remarks

- If you want to save a copy of the memo for your files, type your name in the To field after the memo has been sent and press PF1. The item is automatically sent to your Mailbox folder. You can later file it to another folder for reference.
- If you want to reuse the memo at a later time, press PF10 before or after you send it, and choose the folder in which you want to store the item. You are returned to the Send screen. The message "Saved in (folder name)" appears in the upper left corner of the screen. (Refer to "Saving a Copy of Your Mail" in this chapter.)
- Your memo is deleted if you press PF16 from the Send screen *before* you press PF1 to send your memo.
- You can change the priority, security, confirmation, certification, or acknowledgement settings before you send your memo by pressing PF11. (Refer to "Mail Classification Settings" in this chapter.)
- When reviewing your memo, only 13 lines are shown on the screen at one time. Remember that the last line of a page is always the first line of the next page. Press PF2 through PF5 to move from one screen to the next.
- If you want to edit your memo at any point, refer to "Using the VS OFFICE Keys" in Chapter 1.
- You can look at your daily Calendar/Reminder list by pressing PF12. (Refer to "Looking at Your Daily Calendar/Reminder List" in Chapter 6.)

You Can Also

Send mail in someone else's name if you have been authorized to do so

Refer to Chapter 10.

INVITATIONS

You can send invitations to numerous VS OFFICE users. As with memos and mail packages, you send invitations (such as the notification of a meeting) to a single user, a number of users, everyone in an organization, or to people on a distribution list.

If you request acknowledgement, your recipient can either accept or decline your invitation.

You can also check your calendar while replying to or sending an invitation to see if you are free for that time and day.

Sending an Invitation

You write and send invitations the same way that you create and send a memo. You type the information about the event in the fields at the top of the screen. If you request acknowledgement, the recipient can either accept or decline your invitation.

You can send your invitation to more than one person by choosing the names, organizations, or distribution lists from the directory. (For more information on the directory and choosing recipients, refer to “Addressing Mail,” “Using the Directory To Send Mail to One or More People,” “Creating a Distribution List of People,” and “Creating a Distribution List That Includes Organizations and Other Lists” in this chapter.)

In addition, you can choose to keep a copy of your invitation for your files or you can save it as an In-Progress item. When you save it as an In-Progress item, you can reuse it as often as you want, adding to or changing it each time it is sent. Refer to “Saving a Copy of Your Mail” and “Storing Mail Before It Is Sent (In-Progress Mail)” in this chapter.

Before sending an invitation, you should understand how to use the OFFICE keys to edit your invitation. (Refer to “Using the VS OFFICE Keys” in Chapter 1.)

To Begin

From the main VS OFFICE menu: Choose **Mail**. Choose **Send: Invitation**.

Steps

1. Fill in the following fields:

- To:** The name of a person, organization, or distribution list. (Refer to step 1 of “Creating a Memo” in this chapter for more information on addressing mail.)
- Date:** The date of the event. You cannot type a date in the past, or a date more than two years in the future.
- Subject:** A word or phrase to describe the subject of your invitation.
- Time:** The time of the event.
- Duration:** The time the event is to last (2 hours, 5 hours, etc.).

Note: This time cannot extend to another day. For example, if a meeting starts at 8 PM, the duration must be 4 hours or less.

- Location:** The location where the event is to be held.

2. Type your message (up to 13 lines in length) in the empty portion of the screen.

Note: If you leave this area blank, VS OFFICE inserts the message “Please plan to attend.”

3. If you want the recipient to have the option to accept or decline your invitation, press PF11. The Mail Classification screen appears. Type an *X* next to Yes for Confirmation and an *X* next to Acknowledge. Press RETURN. Press PF16 to return to the Send an Invitation screen.
4. Press PF1. Your invitation is sent.

Remarks

- If you want to save a copy of your invitation for your files, type your name in the To field after the invitation has been sent and press PF1. The item is automatically sent to your Mailbox folder and you can later file it to another folder for reference.
- If you want to reuse the invitation at a later time, press PF10 before or after you send it, and choose the folder in which you want to store the item. You are returned to the Send an Invitation screen. The message “Saved in (folder name)” appears in the upper left corner of the screen. (Refer to “Saving a Copy of Your Mail” in this chapter.)
- You can change the priority and security settings or type a reply-by date using the Mail Classification screen before you send your invitation. Simply press PF11. (Refer to “Mail Classification Settings” in this chapter.)
- Invitations cannot be sent as certified mail.

You Can Also

Accept an invitation and automatically schedule the event in your calendar

Refer to Chapter 10.

MAIL PACKAGES

You can send a mail package that contains up to 298 items. These items can include one or more WP documents, DP files, WP Plus files (documents, glossaries, and display files), and items from your mail folders. You can also choose to prepare a cover memo or invitation first and then include it in the package.

You can send a mail package to a single user, a number of users, everyone in an organization, or to people on a distribution list.

In addition, if you want to include a WP or WP Plus document or glossary in your package but do not know its ID, you can use the OFFICE Indexer. With the Indexer, you can locate a WP or WP Plus document without manually searching for it. The Indexer bases its search on titles, authors, operators, comments, and the dates the documents are created or revised.

When you choose to create a mail package, the Package screen appears. Figure 3-2 shows this screen.

```
Package                                     Thursday 09/25/86 10:54 am
To:    Joe Johnson.....
Subject: Status Report.....

-----
- DP File
- WP Document
- WP Plus Document
- WP Plus Glossary
- WP Plus Display File
- Create Memo
- Office Indexer
- Select from Folder

-----
(RETURN) Select          (9) Address          (13) Instructions
                        (11) Mail Class      (16) Exit
```

Figure 3-2. Package Screen

Assembling and Sending a Mail Package

You can send a mail package to one or more people. Your package can contain a total of 298 items that can include existing WP and WP Plus files (documents, glossaries, and display files), DP files, and items from your mail folders. A copy of each of the chosen items is included in your package.

If you plan to include a document located on a system other than the one that you are logged on to, you must transfer that document to your system *before* beginning to assemble the package. (Refer to "Retrieving a Document From a Remote System" in this chapter.)

You can include a cover memo or invitation with a package, or you can send a package without a cover memo or invitation.

In addition, you can choose to keep a copy of your mail package for your files or you can save it as an In-Progress item. When you save it as an In-Progress item, you can reuse it as often as you want, adding to or changing it each time it is sent. (Refer to "Saving a Copy of Your Mail" in this chapter.)

Before starting to assemble a mail package, you should understand how to prepare a memo and how to use the OFFICE keys to edit your memo or invitation. (Refer to "Creating and Sending a Memo" in this chapter and "Using the VS OFFICE Keys" in Chapter 1.)

To Begin

From the main VS OFFICE menu: Choose **Mail**.

Steps

1. If you do not want to include a cover memo or cover invitation, choose **Send: Package**. The Package screen appears. Fill in the To and Subject fields.

*If you want to include a cover memo, choose **Send: Memo**, or if you want to include a cover invitation, choose **Send: Invitation**. On the screen that appears, fill in the To and Subject fields and type the text of your memo or invitation. Then press PF14. VS OFFICE saves the memo or invitation and takes you to the Package screen.*

Note: Refer to step 1 of “Creating and Sending a Memo” in this chapter for more information on addressing your mail.

2. Choose the type of item that you want to include in your package and press RETURN.

If you want to include a memo, type the subject and the text. When you finish, press PF14 to return to the Package screen.

If you want to include an existing DP file, type the file, library, and volume names. Press RETURN. The title of that file is shown. Press RETURN again to accept that file and PF16 to return to the Package screen.

If you want to include a WP document, type the ID number and the volume (optional). Press RETURN. The title of that document is shown. Press RETURN again to accept the document and PF16 to return to the Package screen. If a document is password protected, you must type the password in the appropriate field and press RETURN.

If you want to include a WP Plus file (document, glossary, or display file), type the ID number and the library. Press RETURN. The title of that document, glossary, or file is shown. Press RETURN again to accept the document and PF16 to return to the Package screen. If an item is password protected, you must type the password in the appropriate field and press RETURN.

*Note: If you want to include a WP document, WP Plus document, or WP Plus glossary in your package but do not know the ID, choose **OFFICE Indexer** from the Package screen. For more information, refer to “Use OFFICE Indexer From VS OFFICE Package To Find Documents” in the *VS OFFICE Indexer User’s and Administrator’s Guide*.*

If you want to include items from a folder, refer to steps 1 through 6 in “Including Mail Folder Items in a Package” in this chapter.

3. Repeat step 2 for each item that you want to include, until the package is complete.

Note: To look at the list of items included in your package, press PF6 from the Package screen. The Package Content screen appears.

4. When you finish, press PF1 to send the package.

Remarks

- If you want to save a copy of your mail package, you must leave the To field blank when you press PF1 to send the package. You are returned to the directory where you can mark yourself as one of the recipients or you can send the package to a distribution list on which you are marked as a recipient.
- If you want to reuse the package at a later time, press PF10 before you send it, and choose a folder in which to store the item. You are returned to the Package screen. The message “Package will be saved” appears in the upper left corner of the screen. (Refer to “Saving a Copy of Your Mail” in this chapter.)
- You can change the priority, security, confirmation, certification, or acknowledgement settings before you send your mail package by pressing PF11. (Refer to “Mail Classification Settings” in this chapter.)
- You can go back and edit your cover memo or invitation at any time before you send the package. To do so while working in the Package screen, press PF14. Make your changes and then press PF14 to return to the Package screen.
- When including items in your package, do not press PF16 before you press RETURN to accept the item’s title. If you do, your item is not included when you return to the Package screen.
- You can delete an item in your package from the Package Content screen. Simply press PF6 from the Package screen. A list of items included in your package appears. Choose the item that you want to delete and press PF8. Press RETURN.
- After you type the necessary information for an item that you want to include in your package, you can change the title before pressing RETURN to accept it. The item has the new title in the package, but keeps its original title in your files.
- If the WP Plus document you are including contains graphs, the graphs do not have to be sent separately.
- If you have access to the VS Command Processor and are uncertain of a DP file’s name, library name, or volume name, you can press HELP and use Manage Files/Libraries to determine the correct name.

Including Mail Folder Items in a Package

You can include items in a mail folder for your package. For more information on mail folders and creating a mail package, refer to Chapter 2 and “Assembling and Sending a Mail Package” in this chapter.

To Begin

From the main VS OFFICE menu: Choose **Mail**. Choose **Send: Package**.

Steps

1. Choose **Select from Folder**. A list of your mail folders appears.
2. Choose the folder with items that you want to include in your package.
3. Press RETURN. A list of the items within that folder appears.
4. Type an X next to each item that you want to include. Up to 12 items can be included from one folder at a time.
5. Press RETURN to accept the item(s).
6. Press PF14 to return to your package.

Remarks

- If you choose a package filed in your folder to include in the package that you are sending, each item in the package is listed as one item in the new package. For example, if a package listed in your folder has 20 items, those 20 items are listed when you return to complete your package. You can choose up to 298 items to include in your mail package.

Retrieving a Document From a Remote System

If you use Wang OFFICE from a remote OIS, Alliance, or non-OFFICE VS system, you can transfer (retrieve) a WP document located on your remote system (your home system) to the VS OFFICE system.

The need to retrieve a remote document typically arises when you either create or edit a WP document on your home system. If you are remotely logged on to a VS OFFICE system and want to create a mail package that includes a document currently located on your home system, you must first transfer it to the VS. Once you transfer the document, you can include it as an item in a mail package and send it to the appropriate recipients.

To Begin

From the main VS OFFICE menu: Choose **Mail**. Choose **Other: Retrieve Remote Document**.

Steps

1. Type the name of the system where the original document is located next to the Retrieve from System field. If this field contains the name of your home system, you can type the name of a different system.
2. Type the ID of the document to be transferred in the Document ID field.
3. If you are retrieving the document from a remote VS system, and the document is located in a library that is not on the system's WP volume, type the name of the volume where the document is located in the Document Volume field.
4. If the document is password protected, type the password in the Document Password field.
5. Choose a document ID as a location for the retrieved document on the VS system that you are logged on to. The name of this system is automatically shown as the local system.
6. If needed, type the name of the volume where the document should be located on the local system.
7. If the document ID that you choose is already assigned to a document, the message "Document exists. PF3 to replace" appears. You can complete this in one of two ways:
 - Type a different document ID. If you want the system to assign the next available ID in the library that you are using, type *next* and the library name in the ID field (for example, *nextX*).
 - Press PF3 only if you want to overwrite the existing document with the document that you are retrieving. The original document is deleted. If the original document is password protected, you must type the password to replace it.

Remarks

- Remember to write down the document ID assigned for the local copy of the remote document that you are retrieving. Later, if you want to include the retrieved document in a package, you must give the document's ID.

PHONE MESSAGES

The phone message feature enables you to take information about a phone call for someone else, and send it directly to that person. Similar to filling out a telephone "While You Were Out" pink slip, you type standard information concerning the phone call including the name of the caller, the caller's company name and phone number, and the status of the call in the fields on a preformatted phone message screen. In addition, space is provided for you to type any message that the person leaves. You may also want to type a personal note regarding the message.

You can send a phone message to a single user, a number of users, or to people on a distribution list.

This information can be typed in any order on the screen. This is especially useful because callers do not relay information in any fixed order over the phone.

You can also reroute any phone messages you receive. If you receive a phone message in your Mailbox folder that is intended for another OFFICE user, you can simply change the To field on the screen and press a PF key to forward the phone message.

Taking and Sending a Phone Message

You can send a phone message to anyone in the VS OFFICE network. All you need to do is record standard information about the incoming call such as the name of the caller, the caller's company name, a phone number where that person can be reached, and the status of the call. You must type the name of the recipient and the name of the caller in the appropriate fields. However, the remaining fields are optional.

When you send a phone message, the system informs the recipient who took the phone message, and the date and time the message was taken.

You can also change the priority, security, confirmation, certification, or acknowledgement settings before you send your phone message. (Refer to "Mail Classification Settings" in this chapter.)

Before you begin, you should be familiar with finding names in the VS OFFICE directory and how to use the OFFICE keys to edit your phone message (if you choose to type one). (Refer to "Addressing Mail" in this chapter and "Using the VS OFFICE Keys" in Chapter 1.)

To Begin

From the main VS OFFICE menu: Choose **Mail**. Choose **Send: Phone Message**.

Steps

1. Fill in the following fields on the Phone Message screen:
 - To: The name of the person who the caller is trying to reach. (Refer to step 1 of “Creating and Sending a Memo” in this chapter for more information on addressing mail.)
 - Caller: The name of the caller.
 - Phone: The caller’s phone number.
 - Company: The name of the caller’s company or firm.
2. Type an *X* next to one or more of the following fields:
 - Returned your call
 - Will call back
 - Urgent

Note: An *X* is already marked in the Please Call field. If you want to delete the *X*, press DELETE or use the space bar.
3. Type a message in the blank portion of the screen. This message, which is optional, can be up to 13 lines in length.
4. When you finish, press PF1 to send the message to the intended person.

Remarks

- If you receive a phone message that was intended for someone else, you can reroute that message to the appropriate person. Simply press PF9 from the View Mail — Phone Message screen. Type that person’s name in the To field, and press PF1.
- You can also change the priority, security, confirmation, certification, or acknowledgement settings before you send your phone message by pressing PF11. (Refer to “Mail Classification Settings” in this chapter.)
- If you incorrectly type a person’s name in the To field, the directory appears. Refer to steps 2 through 5 in “Using the Directory To Send Mail to One or More People” in this chapter.)
- If you want to save a copy of your phone message, you must leave the To field blank when you press PF1 to send the message. The system takes you to the directory where you can mark yourself as a recipient.

SAVING AND STORING MAIL

With VS OFFICE, you can save a copy of all your outgoing mail. Mail items that you choose to save are sent to your Mailbox folder. You can later file them to other folders for reference.

In addition, if you are in the process of working on a mail item and you are interrupted or called away from your office, you can store that item in a folder until you are ready to resume work.

Saving a Copy of Your Mail

You can keep a copy of all your outgoing mail. Memos, invitations, and mail packages can be saved and filed for your records or used as needed at a later time. (Refer to Chapter 2 for more information on mail folders.)

You have the option to save and file copies of mail that you are sending. When you choose to do this, mail is automatically sent to your Mailbox folder and you can later file items to other folders for reference. (Refer to "Moving Items From One Mail Folder to Another" in Chapter 2.) You can also send the mail item from the directory and include yourself as a recipient, or send the mail item to a distribution list on which you are listed as a recipient.

You can also save a copy of mail items before you send them. You do this if you are not yet finished with an item, or if you want to reuse it at a later time. For example, you may want to reuse a memo that announces your weekly staff meeting. When you choose this option, the item is listed in the folder that you chose as an In-Progress item. It is labeled so that you can identify it quickly and easily when scanning your folders. When you want to reuse it, you simply call it up and add to or change the information.

Before you begin you should know how to create and send a memo, invitation, and mail package. (Refer to the appropriate sections in this chapter.)

To Begin

From the main VS OFFICE menu: Choose **Mail**. Choose **Send: Memo**, **Send: Invitation**, or **Send: Package**.

Steps

1. *If you want to save a copy of a memo or invitation that you are sending*, first send the item. A copy of the memo or invitation remains on your screen. Type your name in the To field and press PF1. A copy of the item is automatically sent to your Mailbox folder. Although a copy of the memo or invitation remains on the screen once you send it to yourself, you can safely press PF16 to exit from this screen. If you want, you can later file that item to another folder. (Refer to "Moving Items From One Mail Folder to Another" in Chapter 2.)

If you want to save a copy of a mail package or phone message that you are sending, you must leave the To field blank when you press PF1 to send the item. This takes you to the directory where you can mark yourself as a recipient. In addition, you can also send packages and phone messages to a distribution list on which you are marked as a recipient.

If you want to reuse the mail item that you are sending at a later date, press PF10 before you send it. A list of your folders appears. Choose the folder in which the item is to be filed. Press RETURN. You are returned to the screen in which you were working. The message "Saved in (folder name)" or "Package will be saved" appears in the upper left corner of the screen. Send your item. Although a copy of the memo or invitation remains on the screen once you send it, you can safely press PF16 to exit from the screen. When you later look at your list of folders, that item is listed as an In-Progress item.

Remarks

- You cannot save phone messages as In-Progress items.
- When you need to reuse an item that you have sent, simply call it up from the folder that you filed it to and fill in the To field. When you send this item to the intended recipient, there is no need to save that item. Once you save an item as an In-Progress item, it remains in your folder as an In-Progress item, regardless of the number of times it is used.
- If you have reused your item and decide that you no longer want to keep it as an In-Progress item, send it to yourself by typing your name in the To field and pressing PF1. You can then delete the copy of the In-Progress item from the folder in which it appeared. (Refer to “Deleting Items From Your Mail Folders” in Chapter 2.)

Storing Mail Before It Is Sent (In-Progress Mail)

If you are in the process of working on a memo, invitation, or mail package, and you are interrupted or called away from your office, you can store the item in a folder until you are ready to resume work. All you need to do is press PF10.

When you call up that folder, it is listed in the Status column as an In-Progress item. It is labeled so that you can identify it quickly and easily when you want to resume work on the item. (Refer to Chapter 2 for more information on your folders.)

Once you return to that item, complete it, and send it, you do not need to save it again unless you want to save changes that you made. Once it is saved as an In-Progress item, it remains in your folder until you delete it. (Refer to “Deleting Items From Your Mail Folders” in Chapter 2.)

In-Progress items also appear in your folders if you choose to save them for future use. For example, you may want to reuse a memo that announces your weekly staff meeting. All you need to do is press PF10 before you send it and choose the folder in which you want to file a copy of the item. (Refer to “Saving a Copy of Your Mail” in this chapter.)

To Begin

From the main VS OFFICE menu: Choose **Mail**. Choose **Send: Memo**, **Send: Invitation**, or **Send: Package**.

Steps

1. If you want to interrupt the item you are working on, press PF10. A list of your folders appears.
2. Choose a folder in which to file the In-Progress item.
3. Press RETURN. The content of the item you were working in reappears with the message “Saved in folder (name)” or “Package will be saved” in the upper left corner of the screen. This indicates that your item has been filed into that folder and is now recognized by the system as an In-Progress item. When you later look at your list of folders, that item is listed as In-Progress.
4. Press PF16 to return to the main VS OFFICE menu.

Remarks

- You cannot save phone messages as In-Progress items.
- If you want to reuse a memo or invitation that you are sending at a later date, simply press PF10 before you send the item to the intended recipient. When you later look at your list of folders, that item is listed as an In-Progress item.
- Once you save an item as an In-Progress item, it remains in your folder as an In-Progress item, regardless of the number of times it is used.
- If you have reused your item and decide that you no longer want to keep it as an In-Progress item, you can send it to yourself by typing your name in the To field and pressing PF1. You can then delete the copy of the In-Progress item from the folder in which it appeared. (Refer to “Deleting Items From Your Mail Folders” in Chapter 2.)

MAIL CLASSIFICATION SETTINGS

When you become a VS OFFICE user, your VS OFFICE administrator determines the priority and security levels; the confirmation, certification, acknowledgement, and type settings for your mail; and whether or not your mail can be sent certified. Although the VS OFFICE administrator has already established these settings for you, you can override most of the preset limits at any time. These fields are highlighted on the Mail Classification screen.

Before you send a memo, invitation, phone message, or mail package, you can call up the Mail Classification screen by pressing PF11. When this screen appears, type an X in the fields that you want to change. Simply space over an X in order to delete it. You can do this by pressing the space bar when the cursor is positioned at the X or by pressing DELETE. You can make one choice per field.

For example, if your VS OFFICE administrator has typed an X in the Security Limited field on the screen, and you want the security level to be General, space over the X that appears next to Limited and type an X next to General. When you finish, press RETURN to accept your changes and then PF16 to return to the screen in which you were working. When you send your item, it is sent as General mail. The settings that you change return to their original defaults after your mail item is sent.

In addition, your VS OFFICE administrator chooses a priority ceiling for your mail; therefore, you cannot send mail at a higher level than the one that appears on your screen. However, you can change the priority to any level below this ceiling. For example, if your priority ceiling is set at Normal, you can choose Low or Normal, but you cannot choose High or Immediate.

If you send a certified mail item, that item must be “opened” and read first by the intended recipient. It can then be read by anyone else with rights to that user’s mail. Once the recipient reads the item, an acknowledgement is sent to you. (Refer to “Granting Rights to Your Mail” in Chapter 10.)

Figure 3-3 shows the Mail Classification screen. Table 3-1 describes the fields within it.

```

Mail Classification                               Monday    08/25/86  10:54 am
To:
Subject:                                         Author: Patricia Venuti
-----
Delivery Confirmation:  - Yes    X No
                        (if yes, optionally)      - Acknowledge (or)
                                                - Certify

Priority:               - Low           - Normal      X High      - Immediate

Security:              - General      X Limited     - Confidential

Type:                  X Action      - Information - Reference

Reply Date:            -- -- --(optional)
                        MM DD YY

(RETURN) Accept          (9) Change Author  (13) Instructions

                                                (16) Exit
  
```

Figure 3-3. Mail Classification Screen

Table 3-1. Mail Classification Fields

Field	What You Do
Author	Give the name of the author of the item being sent. Simply press PF9 and type that person's name. (You can only send mail in someone else's name if that user has authorized you to do so.)
Delivery Confirmation	Type an X next to Yes if you want the system to record the date and time of delivery of a mail item to a recipient's Mailbox. If you choose this option, the information appears in your Confirmation/Status index whether or not the item has been read. (Refer to "Looking at the Status of Mail That You Send" in Chapter 10.)
Acknowledge	Type an X next to this field if you want the recipient to acknowledge a mail item or have the option to accept or decline an invitation. Although recipients may read an item, they may choose not to acknowledge.

(continued)

Table 3-1. Mail Classification Fields (continued)

Field	What You Do
Certify	Type an <i>X</i> next to this field if you want that item to be “opened” and read first by the intended recipient. Once the item is read by the recipient, it returns to the security level that you assigned and an acknowledgement is automatically sent to you. Invitations cannot be sent as certified items; therefore, this field does not appear when you send an invitation.
Priority	<p>Determine how quickly a mail item is to be sent over the network.</p> <p>Low – Mail is sent during off-peak hours, at night, or when traffic or costs are reduced.</p> <p>Normal – Mail is sent at normal network delivery times; for example, at the end of the work day.</p> <p>High – Mail is sent in the next delivery of mail.</p> <p>Immediate – Mail is sent immediately, regardless of network delivery schedules.</p>
Security	<p>Control the confidentiality of a mail item being sent.</p> <p>General – Allow users with General rights to the recipient’s Mailbox folder to look at the mail item.</p> <p>Limited – Allow users with Limited rights to the recipient’s Mailbox folder to look at the item.</p> <p>Confidential – Allow users with Confidential rights to the recipient’s Mailbox folder to look at the item.</p>
Type	Indicate if the item that you are sending is for action, information, or reference.
Reply Date	Type the date that you would like to receive a reply to your item. (Does not apply to phone messages.)

Remarks

- Priority settings on this screen may vary. See your VS OFFICE administrator for more information on these settings.
- Security settings are assigned by the sender of a mail item.
- If you want to use the name of another VS OFFICE user as the author of the mail item you are sending, and are authorized to do so by that user, press PF9 from the Mail Classification screen. Type the user’s name in the field that appears and press RETURN. (Refer to “Granting Rights to Your Mail” in Chapter 10.)
- Your VS OFFICE administrator chooses a priority ceiling for your mail; therefore, you cannot send mail at a higher level than the one that appears on your screen. However, you can change the priority to any level below this ceiling. For example, if your priority ceiling is set at Normal, you can choose Low or Normal, but you cannot choose High or Immediate.
- All of the fields on the Mail Classification screen return to their original settings after your mail item is sent.



Chapter 4

USING YOUR INFO CARDS

INFO CARDS

Info Cards are like an electronic Rolodex file, providing you with a means to organize information pertaining to personal and business contacts. They provide up-to-date information on various individuals or businesses inside and outside your organization.

You can use Info Cards to keep the following information on a person (or business):

- Name of the person or business
- Title(s)
- Home and work address
- Home and work telephone number
- Secretary's name and telephone number
- Affiliations
- The month and year that visits are made to the person or company named on the Info Card
- General Comments

Once you create an Info Card, you can perform the following tasks:

- Look at, add, and delete Info Cards
- Change information included in Info Cards
- Search for specific entries
- Share and send cards to other OFFICE users
- Copy information from a card into a WP document for use in a letter
- Create Info Card reports on matching cards or cards that were added or modified on certain dates or within a certain timeframe

Figure 4-1 shows the Info Card menu. A View Card for field appears on this menu if you receive an Info Card from another user.

```
Information Cards                                Thursday 08/28/86 11:31 am
For: Jean Smith

- Display Card for:
  Last - .....
  First - .....

- Create an Information Card File Report

- Access Cards Owned by .....

- Search for Specific Entries

- Add an Information Card

- Exit

-----
(13) Instructions

(16) Exit
```

Figure 4-1. Info Card Menu

Adding an Info Card

Each Info Card that you create contains two screens of highlighted fields. The first screen includes 19 fields; the second screen includes 5 fields. You can complete some or all of these fields in order to file a card on a particular person or business. While you must fill in the Last Name field, all other fields are optional.

Before you begin, you should be familiar with the various fields on both of these screens. Tables 4-1 and 4-2 list these fields and provide a brief definition of each.

To Begin

From the main VS OFFICE menu: Choose **Info Cards**.

Steps

1. Choose **Add an Information Card**.
2. Press RETURN. The Information Card for screen appears.
3. Type the last name of the person in the highlighted Last Name field.
4. Type any other information that you would like to include on this person in the appropriate field(s).
5. If you want to include comments on this person, or list the user's affiliations or home address, go to the second screen by pressing PF3. If not, go to step 7.

6. Type the information that you want to include on this person in the appropriate field(s).
7. When you finish, press RETURN. The Info Card is now added. The message "A card was added for (last name)" appears in the upper left corner of the screen. A new screen appears for you to add another Info Card if you want.
8. If you want to add more Info Cards, repeat steps 1 through 7. If you do not want to add more Info Cards, press PF16 to return to the Info Card menu.

Remarks

- You can give an Info Card a "card type." You can either type it at the Info Card screen or press PF11 to look at the Card Type screen. A card type is a 3-letter description used to identify a person quickly. For example, if a person is the president of an oil company, you can create and assign a card type for that person called OIL. If, at a later date, you want to send a letter to all the presidents of oil companies, you can perform a search of this specific card type for use in your Info Cards. (Refer to "Adding a Card Type Description" in this chapter.)
- If the name you are adding to your file is an exact duplicate of one or more names already on file, a warning message appears. You can proceed to add the card if you want.
- If you want to print an Info Card, you must press PF15 and return to the main VS OFFICE menu in order for the card to be sent to the print queue.

Table 4-1. Info Card Entry Screen 1

Field	What You Enter
Last Name: (required)	The last name of the person or company.
First Name:	The first, or the first and middle, name of the person or company.
Familiar Name:	The person's nickname.
Preceding Name:	The honorific, such as Dr., Ms., or Rev., that precedes a name.
Following Name:	The honorific, such as Ph.D., Jr., Sr., or III, that follows a name.
Titles:	The person's title(s).
Phone:	The phone number at work. This field accepts both numbers and letters.
Company:	The name of the person's company.
Address:	The business address of the person or company.
City:	Name of city.
State:	Name of state.
Zip Code:	Zip code.
Country	Name of country.
Secretary Name:	The name of the secretary.
Phone:	The telephone number of the secretary.

(continued)

Table 4-1. Info Card Entry Screen 1 (continued)

Field	What You Enter
Dates Called:	The visits that are made to the person or company named on the card. You can type either the month and day of these visits (mm/dd) or the month and year (mm/yy).
Salutation:	The form of salutation to be used in correspondence. For example, Mr. Jones, David.
Signature Type:	The type of signature to be used when signing letters addressed to this person. For example, if Mary A. Smith is signing correspondence to a person, type the following in this field: Type <i>M</i> for Mary Type <i>MS</i> for Mary Smith Type <i>MAS</i> for Mary A. Smith
Card Type:	A 3-letter description that you can give a person or company for quick identification.
Desc:	A description of the card type. The description that you type in the Card Type list automatically appears when you fill in the Card Type field. (Refer to "Adding a Card Type" in this chapter.)

Table 4-2. Info Card Entry Screen 2

Field	What You Enter
Spouse's Name:	The name of the person's husband or wife.
Phone:	The person's home phone number.
Home Address:	The person's home address.
Comments:	Any comments or remarks you would like to keep on file.
Affiliations:	Up to four group(s) in which this person holds membership.

Note: The system automatically records the date that your card is entered and changed in the Date Added and Date Modified fields.

Looking at Your Info Cards

You can look at a listing of all your Info Cards by calling up your Info Card index. This index lists the names of people whose Info Cards you have on file. When you call up the index, an alphabetical list of cards on file appears with the individual's phone number and company name.

You can also look at the contents of a particular person's Info Card from your index. When you do this, the first of two screens of information on that person appears. You can read only the first screen of information, or you can proceed to read the second screen. (Refer to "Adding an Info Card" in this chapter for more details on the specific information included in these cards.)

You can also look at an Info Card for a specific person without first going to the index. (Refer to "Searching for a Specific Info Card" in this chapter.)

To Begin

From the main VS OFFICE menu: Choose **Info Cards**.

Steps

1. Choose **Display Card for**.
2. Press RETURN. Your Info Card index appears.
3. If you want to look at a specific Info Card, choose that card.
4. Press RETURN. The first screen of information on that person appears.
5. If you want to look at the second screen of information on that person, press PF3.

Note: If you want to look at the next card without returning to your index, press PF5.

6. When you finish, press PF16 to go back to the Info Card index. To return to the Info Card menu, press PF16 again.

Remarks

- Another user's Info Cards may appear when you choose Info Cards from the main VS OFFICE menu. This occurs if you type that person's name in the Default Log field on the User Authorization — Info Card screen in the Access Authorization function. If you want to look at your own Info Cards, simply type your name in the Access Cards Owned by field on the Info Card menu and press RETURN. (Refer to "Changing the Default Name for Correspondence Logs and Info Cards" in Chapter 10.)
- When you call up your Info Card index a list of the first 12 entries appears. To look at the first, last, previous, and next 12 cards in your index, press PF2 through PF5.
- You can add a new Info Card by pressing PF6. (Refer to "Adding an Info Card" in this chapter.)
- If there are no names in your Info Card index, you are not able to call it up from the Display Card for field.
- You can search for a specific name in your index by moving the cursor to the highlighted field below the PF9 key on the screen, typing the name or the first few letters of the name, and pressing PF9. That person's Info Card appears. (Refer to "Searching for a Specific Card in Your Info Card Index" in this chapter.)
- You can send an Info Card to another VS OFFICE user by pressing PF1 or SHIFT PF1. (Refer to "Sending an Info Card to Another User" in this chapter.)

Searching for a Specific Card in Your Info Card Index

If you have numerous screens of Info Cards in your index and are trying to find the name of a specific person, you can search for it electronically instead of moving from screen to screen using the PF keys.

Once the system finds that person's name, you can read the information included in that Info Card. Each Info Card contains two screens of information. You have the option to read only the first screen of information, or to proceed to read the second screen.

Refer to "Adding an Info Card" in this chapter for more information on the specific information included on these cards.

To Begin

From the main VS OFFICE menu: Choose **Info Cards**.

Steps

1. Choose **Display Card for**.
2. Press RETURN. Your Info Card index appears.
3. Type the name, or the first few letters of the name, of the person you want to find in the highlighted field below the PF9 key (located at the bottom of your screen).
4. Press PF9.

If the Info Card for that person appears, go to step 6.

*If the Exact Name index appears, the name that you type matches more than one card in your index. For example, if you type *Smith*, an index showing cards for Smith, Adam; Smith, Joe; and Smith, Pat appears. This index also lists the phone number and company of each person so that you can quickly choose the correct card. Go to step 5.*

*If the Similar Name index appears, the name that you type is not found in your Info Card index but is similar to (sounds like) one or more names on file. For example, if you type *Beetle*, an index showing Beatle, Beetel, and Beatel appears. This index is especially helpful if you are uncertain of the spelling of a person's name and need to quickly locate that person's Info Card. Go to step 5.*

5. Choose the name you want and press RETURN. The first screen of information on that person appears.
6. If you want to look at the second screen of information on this person, press PF3. The second screen of information appears. You can go back and forth from the first screen to the second by pressing the appropriate PF keys.
7. When you finish, press PF16.

Remarks

- You can call up a specific Info Card without going through your index. (Refer to "Searching for a Specific Info Card" in this chapter.)

Searching for a Specific Info Card

You can call up an Info Card on a particular person from the Info Card menu without using the Info Card index. All you need to do is type that person's name in the appropriate field on the Info Card menu. The Info Card on that person appears.

If there are two or more names on file that have the same last name, an Exact Name index appears. This index also lists the phone number and company of each person so that you can quickly find the Info Card that you want.

If you are unsure of the spelling of a person's name and type the name incorrectly, a Similar Name index appears. This index lists all the names on file that sound like the one you are searching for. If there are no names on file that are similar or match the information that you type, the alphabetical Info Card index appears with a list of all your Info Cards on file.

To Begin

From the main VS OFFICE menu: Choose **Info Cards**.

Steps

1. Type the last name, or both the last and first names, of the person whose Info Card you want to look at in the Display Card for field on the Info Card menu.
2. Press RETURN. The Info Card for that person appears.
3. If you want to look at the second screen of information on this person, press PF3. The second screen of information appears.
4. When you finish, press PF16. The Info Card menu appears.

Remarks

- An Exact Name index appears when the name that you type matches more than one card in your index. For example, if you type *Smith*, an index showing cards for Smith, Adam; Smith, Joe; and Smith, Pat appears. Choose the Info Card that you want to look at and press RETURN. If this is not the person you wanted, press PF16 to leave that Info Card and return to the Exact Name index where you can begin again.
- A Similar Name index appears when the name you type is not found in your Info Card index but is similar to (sounds like) one or more names on file. For example, if you type *Beetle*, an index showing Beatle, Beetel, and Beatel appears. This index is especially helpful if you are uncertain of the spelling of a person's name and need to locate that person's Info Card quickly. Choose the Info Card that you want to look at and press RETURN. If this is not the person you want, press PF16 to leave that Info Card and return to the Similar Name index where you can begin again.
- You can also type the first few letters of a name in the Last and First Name fields.
- If you incorrectly type a person's name in the Display Card for field and there are no similar names on file, the alphabetical Info Card index appears.

Changing an Info Card

You can change any of the fields on an Info Card at any time. This ensures that you have the most current information on a particular person on file.

Before you begin, you should know how to add an Info Card to your files and be familiar with the various fields on the Info Card Entry screens. You should also know how to search for a particular Info Card and how to call up your Info Card index. (Refer to "Adding an Info Card," Table 4-1, Table 4-2, "Searching for a Specific Info Card," and "Looking at Your Info Cards" in this chapter.)

To Begin

From the main VS OFFICE menu: Choose **Info Cards**.

Steps

1. Type the last name, or both the last and first names, of the person whose card you want to change in the appropriate fields under the Display Card for field on the Info Card menu.
2. Press RETURN. The Info Card for that person appears.
3. Press PF7. Highlighted spaces appear for each of the fields on the screen.
4. Choose the field that you want to change.
5. Type your changes over the existing information.
6. Press RETURN. Your changes are made to that card.
7. When you finish, press PF16 to return to the Info Card menu.

Remarks

- If you are unsure of the person's name, you can call up your index and choose the Info Card that you want to change.
- If the information you type in a field is shorter than the original description, delete the remaining characters using the DELETE key or the space bar.
- If you type a name that could belong to two or more Info Cards, the Exact Name index appears. Choose the correct name and press RETURN.

Deleting an Info Card

You can delete an Info Card at any time. You may want to do this if the card on a particular person or company is obsolete.

Before you begin you should be familiar with how to search for a particular Info Card and how to call up your Info Card index. (Refer to "Searching for a Specific Info Card" and "Looking at Your Info Cards" in this chapter.)

To Begin

From the main VS OFFICE menu: Choose **Info Cards**.

Steps

1. Type the last name, or both the last and first names, of the person whose card you want to delete in the appropriate fields under the Display Card for field.
2. Press RETURN. The Info Card for that person appears.
3. Press PF8.
4. Press RETURN to delete the card. The card is deleted.

Remarks

- When you delete a card, the next card in your Info Card index appears.
- If you type a name that could belong to two or more Info Cards, the Exact Name index appears. Choose the correct name and press RETURN. That card appears.

Choosing a Card Type Description for Use in Your Info Cards

You can give any Info Card that you create a 3-letter card type description. The card type quickly identifies a person or company. For example, if the person that you create an Info Card for is the president of an oil company, you can designate a 3-letter card type called OIL. Later, if you want to send a letter to all the presidents of oil companies in your area, you can search for all OIL card types by conducting a search of all your Info Cards. (Refer to "Searching for Specific Info Cards With Similar Information" in this chapter.)

You create these descriptions on the Card Type screen. This screen includes a lists of all the card types that you create. When you call up this screen, you can either choose the card type that best describes the person or company you are adding to your Info Card file, or you can create a unique card type for that person.

You can choose to type a card type description at the Info Card screen. It is not accepted by the system if it does not already exist on the Card Type screen.

Before you begin, you should know how to add an Info Card and be familiar with the Info Card fields. (Refer to "Adding an Info Card," Table 4-1, and Table 4-2 in this chapter.)

To Begin

*From the main VS OFFICE menu: Choose **Info Cards**.*

Steps

1. Choose **Add an Information Card**. The Information Card for screen appears.
2. Press PF11. The Card Type List screen appears.
3. *If you want to create a unique card type for your Info Card, press PF6. Highlighted fields appear under the Type and Description columns. Type three characters under the Type column for the description that you want to create. Type a description up to 28 characters long under the Description column. Press RETURN. The card type is now added to your Info Card.*

If you want to choose an existing card type for your Info Card, move the cursor next to it and press RETURN. The card type that you chose appears in the Card Type field on the Info Card screen when you return to it.

Remarks

- You can create 24 card types on one screen with 12 in each column.
- You can change a card type that you create. Simply choose the card type and press PF7. Highlighted fields appear in the Description column for the card you chose. Type your changes over the existing information. Press RETURN. Your changes are made.
- You can generate reports using card types just as you would generate any report.

Including Your Info Card Information in a Letter

You can copy information from an Info Card to include in a letter. In order to do this, call up that Info Card and press PF14. A WP document is automatically created by the system. This document contains the basic information included in a letter such as the name and title of the person, the company name and address, and the salutation that appears on the person's Info Card. (Refer to "Searching for a Specific Card in Your Info Card Index" and "Searching for a Specific Info Card" in this chapter.)

If you look at several cards in sequence, press PF5 to get to the next card. Press PF14 from each of them. All of the information is stored in that same WP document. For each Info Card with information that you want to extract, the system creates a page break in the WP document. As a result, all the information appears in the upper left corner of each page, formatted like a typical letter.

The number of the document that contains this information appears in the upper left corner of the screen. Remember to write this number down so that you can call it up when you want to begin working on your letters.

Copying Information From an Info Card

You can copy information from an existing Info Card to include in another Info Card. You would typically do this if you are adding an Info Card on a person who works for a company already in your Info Card file. For example, if you want to include a card on Joe Smith and he is employed at the same company as Brenda Doe (whose card is already on file), you can copy the company information from Brenda's card to Joe's card. This saves you time in copying the same information.

Before you begin, you should know how to add an Info Card, search for a specific Info Card, and be familiar with the Info Card fields. (Refer to "Adding an Info Card," "Searching for a Specific Info Card," Table 4-1, and Table 4-2 in this chapter.)

To Begin

From the main VS OFFICE menu: Choose **Info Cards**.

Steps

1. Choose the Info Card with information that you want to copy.
2. Hold down SHIFT and press PF6. The Work Phone, Company, Address, City, State, Zip Code, and Country fields are automatically copied onto a blank Info Card screen.
3. Complete the remaining fields.

4. When you finish, press RETURN to save your card. A blank Info Card appears with the message "A card was added for (last name)" in the upper left corner of the screen.
5. If you want to include more cards with this same information, repeat steps 2 through 4.

Sending an Info Card to Another User

You can send an Info Card to another OFFICE user on your local system at any time. You may want to do this to share information concerning a specific individual or company with a colleague.

To Begin

From the main VS OFFICE menu: Choose Info Cards.

Steps

1. *If you want to call up your Info Card index to choose a card to send, choose Display Card for.* Press RETURN. Your Info Card index appears. Choose the Info Card that you want to send and press RETURN. That card appears.

Note: You can also send a card to another user directly from your Info Card index. Go to step 2.

If you want to send a specific Info Card, type the last name, or both the last and first name, of that person or company in the Display Card for field. Press RETURN. The Info Card for that person or company appears.

2. You can send the card you chose in one of two ways:

If you want to send the card to a specific person, hold down SHIFT and press PF1. The Send a Card screen appears. Type the name of the person you want to send the card to in the highlighted field that appears. (If the name of the person you want to send the card to already exists on this screen, choose that name.)

If you want to send the card to the recipient of the last Info Card that you sent, press PF1. Your Info Card is automatically sent to that person.

Note: If there is no previous recipient, the Send a Card screen appears. Type the name of the person you want to send the card to in the highlighted field that appears.

3. Press RETURN. You are returned to your Info Card index. The message "Info Card Sent Successfully" appears in the upper left corner of the screen.

Remarks

- When you press RETURN to send your card to a specific person, you may receive the message "Info Card Sent Successfully, but user is not logged on." When that person logs on, a notification appears informing that user that an Info Card was sent.
- If you want to choose a name from the directory, leave the name field blank on the Send a Card screen and press RETURN. The directory appears. Type an X next to the name you want to send a card to and press RETURN. That card is sent to that person.

Searching for Specific Info Cards With Similar Information

You can search for specific Info Cards with similar information in your Info Card file.

Before you begin you should be familiar with each of the fields that appear when you choose this task. (Refer to Table 4-1 and Table 4-2.)

To Begin

From the main VS OFFICE menu: Choose **Info Cards**.

Steps

1. Choose **Search for Specific Entries** on the screen that appears.
2. Press RETURN. The Search of the Information screen appears.
3. To find specific cards, fill in any or all of the fields.

For example, to find all Info Cards pertaining to the Bank of Greater Southwest in Arizona, type *Bank of the Greater Southwest* in the Company field and *Arizona* in the State field. The system searches and finds all Info Cards that match both of these fields.

Note: When searching for a match, the system finds both lowercase and uppercase letters. For example, if you type *BANK*, the system finds "BANK," "Bank," and "bank."

4. Press RETURN. The system begins its search for the information that you typed.
5. The message "Search in Progress. PF1 to interrupt" appears.
6. *If you decide not to interrupt your search, go to step 8.*
7. *If you decide to interrupt your search, press PF1. The Search Interrupt screen appears. This screen tells you how many matching cards were found before you interrupted the search.*

Choose one of the following options that appear on this screen:

Continue the Search — The search continues and the remaining matching cards are found.

Stop Searching and Process These Records — Another menu appears that allows you to look at, review, or print the matching cards that are already found.

Cancel the Search and Return to the Previous Screen to Respecify the Search Limits — The search is cancelled and you are returned to the previous screen. At that previous screen, you can retype the information in the various fields to produce a different search result.

Exit to the Info Card Menu — Returns you to the Info Card menu.

8. When the search is finished, the Search of the Information Card File screen appears.

Choose one of the following options that appear on this screen:

Display the Matching Cards — An index of all matching cards appears. Choose one of the cards. You can press PF4 and PF5 to look at the remaining Info Cards, which are listed alphabetically, or you can press PF16 to return to the index.

Create a Report of the Matching Cards — The system creates a WP document in your library. The document number is shown in the upper left corner of the screen. This report is created according to the VS OFFICE print settings that your VS OFFICE administrator has established. It contains all the information shown on both screens and has one Info Card per page.

Search This Set of Matching Cards for Specific Entries — The system searches through the Info Cards found thus far. The Search of the Information Card File screen appears. You can now type new search criteria to get fewer matching Info Cards.

Note: You can use this option repeatedly to narrow down the number of matching items.

Return to Previous Search Results — You are returned to the previous search results. You would typically choose this if your second search (with the new search criteria) produced too few Info Cards.

Respecify Search of all Info Card Entries — The Search of the Information Card File screen reappears. You can then begin a new search with new search criteria that examines all the Info Cards for matches. The previous search results disappear.

Remarks

- You can decrease the number of matches by narrowing the search criteria. For example, if you want to find Info Cards for all employees of the Rubin & Marsh Corporation, but you are not sure if the company name was typed in the Info Card as *Rubin & Marsh* or *Rubin and Marsh*, you could search the entire file for "Rubin." The search would find all Info Cards that had both "Rubin" and "Marsh" in the Company field.
- You can delete or modify cards when you choose the Display Matching Cards option. (Refer to "Deleting Info Cards" and "Changing an Info Card" in this chapter.)
- You can do two types of searches. You can search for everything that is left-justified in a field, or you can search for text located anywhere in the field. For example, if you type *Bank of Indiana* starting at the left margin, the system finds all cards where "Bank of Indiana" was typed on the Info Card in that exact way. However, if "The Bank of Indiana" was typed in the Company field, the system would not find that card. Therefore, if you are not sure how the Company field was originally typed, you must leave a space before typing *Bank of Indiana*. The system finds that card even if the word "the" was typed before "Bank of Indiana."
- When you begin a search of your Info Cards, all cards containing your search boundaries are found. As a result, you may locate cards that you do not want to include in your search results. For example, if you conduct a search using "Rad" as the last name, the system also finds cards containing "Radford," or "Radcliff" because they contain the letters "Rad." To be more specific in your search, you can use one space after your search boundaries and enclose it in single or double quotation marks. For example, if you need to search for cards containing "Rad" (with a space after the "d"), the search would find only those Info Cards with a space after "Rad _."
- You can also type the first few letters of a name in any of the fields you are using for your search.

Creating an Info Card File Report

You can create different types of reports of the cards in your Info Card file. These reports can include Info Cards within an alphabetical range of last names (for example, from A through Z), cards added between certain dates, cards modified within specified time periods, or a report of all cards on file.

The reports that you create are generated, placed, and produced in the print format that you chose in your User Profile. (Refer to “Changing the Settings in Your User Profile” and Table 10-5 in Chapter 10.)

To Begin

From the main VS OFFICE menu: Choose **Info Cards**.

Steps

1. Choose **Create an Info Card File Report**.
2. Press RETURN. The Info Card Reports menu appears.
3. Choose one of the following options that appear on this screen:
 - Entries with Last Names** — Creates a report of names in the Info Card file starting with the name that you type on the top line and continuing through the name that you type on the second line. The names appear in the report in alphabetical order, beginning with the first name that you type.
 - Cards Added Between** — Creates a report of all cards added between the date you type in the first field and the date you type in the second field. You must type these dates in chronological order. To produce a report of cards created on a certain date, you need to fill in only *one* of the Date fields.
 - Cards Last Modified Between** — Creates a report of all cards that were last modified between the date you type in the first field and the date you type in the second field. You must type these dates in chronological order.
 - All Cards on File** — Creates a report of all of your Info Cards on file. This report can be lengthy and take a considerable amount of time to create.
4. Press RETURN. The report begins to be processed.
5. When the report is created, you are returned to the Info Cards Report menu. Press PF16 again. The Info Card menu appears.

Remarks

- When you create an Info Card report, a message appears in the upper left corner of the screen informing you that your report has been created in the print format that you chose in your User Profile. (Refer to Table 10-3 in Chapter 10.)
- The format of your Info Card report is similar to your Info Card Display screen and contains one card per page.

Using Another Person's Info Cards

You can use another person's Info Cards if that person has authorized you to do so. Depending upon the rights that you are granted, you can look at, add, change, or delete that person's Info Cards.

If you want to sort, add, change, or delete Info Cards, create reports, or search for specific items, refer to the appropriate sections in this chapter.

To Begin

*From the main VS OFFICE menu: Choose **Info Cards**.*

Steps

1. Type the name of the person whose Info Cards you want to look at in the Access Cards Owned by field.
2. Press RETURN. The Info Card menu of that person appears.

Note: If you type a partial or incorrect name and press RETURN, the system takes you to the directory. The name that is most similar to the name that you typed in this field appears. When you find the name of the person that you are looking for, type an X next to that name and press RETURN.

3. Depending on the rights that the person has given you, you can now add, change, or delete Info Cards, create reports, or search for specific items. (Refer to "Granting Rights to Your Calendar/Reminders, Correspondence Log, or Info Cards" in Chapter 10 for more information on granting rights.)
4. When you finish, type your name in the Access Cards Owned by field to return to your Info Card menu.



Chapter 5

KEEPING TRACK OF YOUR CORRESPONDENCE

CORRESPONDENCE LOG

With VS OFFICE, you can organize, manage, and monitor your correspondence activity. Simply type the basic information concerning the correspondence into a special file called the Correspondence Log. You can keep logs of all mail that you receive, and create reports of items that require follow-up and dates that the follow-up is due.

The Correspondence Log contains pertinent information about the correspondence such as the date it was received, the sender's name, and the date a response is expected.

You can perform the following tasks with your Correspondence Log:

- Look at an index of the items in the log
- Read, add, change, or delete a specific item
- Search for a specific item
- Generate reports
- Use another person's Correspondence Log if you are authorized to do so by that person
- Look at your Correspondence Log items in the order that they are logged, the date that you receive them, the date that they were sent, and the date that you respond to them

Figure 5-1 shows the Correspondence Log menu.

```
Correspondence Log                Tuesday    08/12/86  11:35 am

For:  Thomas Huley

- Display single entry -----
- Display Index starting with -----

Sorted By - Entry number
           - Date received
           - Correspondence date
           - Response date

- Create a Report
- Access Correspondence for -----
- Search for Specific Entries
- Add entries,  Default follow up date is .. .. .

- Exit

-----
(RETURN) Select                    (13) Instructions

                                   (16) Exit
```

Figure 5-1. Correspondence Log Menu

Adding an Item to Your Correspondence Log

When you receive a letter, statement, or other type of correspondence, you can log the information on that item in your Correspondence Log. You type the date that you receive the item and the name of the company or person who sends the item. You should state the reason for the correspondence, the name of a person you forward the item to (if any), and where it is filed (i.e., file drawer or vault). You can also include who is responsible for following up on the item, and by what date the follow-up should be done.

To help organize your office, you can define office-wide codes called entry types that indicate the general categories in which the correspondence belongs. For example, all correspondence that is an invitation to attend a meeting could be assigned a code of INV for Invitation. Type it into the Correspondence Log as the item's entry type.

An entry number is automatically given to every item that you add to the Correspondence Log. It also gives the current date as the "Date Received."

If you want to type a specific date, the standard format for typing it is determined by your VS OFFICE administrator. It can be in American format, MM/DD/YY; European format DD/MM/YY; or Swedish format, YY/MM/DD. For example, to enter September 3, 1986 in American format, type 09/03/86; in European format, type 03/09/86; and in Swedish format, type 86/09/03. However, you can also type the date using abbreviations. When you use these abbreviations, the system gives the correct date within the current week.

The following abbreviations list can be used instead of the standard format:

Abbreviation	Meaning
YES	YESTERDAY
TOD	TODAY
TOM	TOMORROW
MO or MON	MONDAY
TU or TUE	TUESDAY
WE or WED	WEDNESDAY
TH or THU	THURSDAY
FR or FRI	FRIDAY

The abbreviations for Monday through Friday pertain to the current week.

To Begin

From the main VS OFFICE menu: Choose **Correspondence Log**.

Steps

1. Choose **Add Entries, Default Follow-up Date Is**.

Note: If you are logging several items that have the same follow-up date, you can type that date in the Add Entries, Default Follow-up Date Is field. That date automatically appears for each item that you log.

2. Fill in the following fields:

Note: All fields are optional except the Received From Company or Person fields.

Date Received:	The date that you receive the item. Today's date may already appear.
Correspondence Date:	The date that the correspondence was written.
Entry Type:	The code that best describes this item. Your office can define a set of codes to identify the different categories in which you organize your items. For example, all correspondence that are invitations could be assigned a code of INV.
Received From Company:	The name of the company that sent the item. Either this field or the Person field must be completed.
Person:	The name of the person who sent the item. Either this field or the Received From Company field must be completed.
RE:	A brief description of the contents of the item.
Routed to:	The name of the person to whom you are forwarding the item. This is usually someone outside your office.
Follow up Date:	The date that you want to take action concerning the item.
Response Date:	The date you respond to the item. Leave this field blank until you respond to the item.

- Referred to: The initials of the person in your office who is responsible for following up on this item.
- Filed: A description of where the item is stored. It could be a drawer number or category name.
3. When you finish, press RETURN. The entry is now added. A new screen appears for you to add another item if you want.
 4. When you finish adding your entries, press PF16. The last item that you logged appears.
 5. Press PF16 again to return to the Correspondence Log menu.

Looking at Your Correspondence Log

You can look at a list of all the items in your Correspondence Log by calling up your Correspondence Log index. When you do this, the entry numbers of all logged items appear. The index also includes the date that the item is received, the sender, and the subject of each item. In addition, you can look at a summary index that includes the name of the person the correspondence was routed to as well as the follow-up and response dates.

While looking at your index, you can also read the contents of any item listed or search the rest of your Correspondence Log for the item that you want to read. For an explanation of the information included in each Correspondence Log item, refer to “Adding an Item to Your Correspondence Log” in this chapter.

To Begin

From the main VS OFFICE menu: Choose Correspondence Log.

Steps

1. Choose **Display Index Starting With**. Press RETURN. The Correspondence Log index appears with the first item in your log at the top of the screen.

Note: If you want to sort your Correspondence Log items by entry number, date received, correspondence date, or response date refer to “Sorting Your Correspondence Log Index” in this chapter.
2. Press PF2 through PF5 to look at the first, last, next, or previous item without returning to the Correspondence Log Index screen.
3. If you want, choose the item with contents that you want to read.
4. Press RETURN. The contents of that item appear.
5. When you finish, press PF16 to return to your Correspondence Log index.

Remarks

- Another user's Correspondence Log may appear when you choose Correspondence Log from the main VS OFFICE menu. This occurs if you typed that person's name in the Default Log field on the User Authorization — Correspondence Log screen in the Access Authorization function. If you want to look at your own Correspondence Log, type your name in the Access Correspondence Log field on the Correspondence Log menu and press RETURN. (Refer to "Changing the Default Name for Correspondence Logs and Info Cards" in Chapter 10.)
- If you know the entry number of an item, you can read the contents without looking at your index. (Refer to "Reading a Single Correspondence Log Item" in this chapter.)
- When you call up your Correspondence Log index, a list of 12 entries appears. To look at the first, last, previous, and next 12 entries in your index, press PF2 through PF5.
- To look at a summary of your index while in the Correspondence Log Index screen, press PF6. The summary index list includes the sender's name, the name of the person to whom the item was routed, and the follow-up and response dates. To return to the normal index list, press PF6 again.
- You can look at the contents of any item in your log from the Correspondence Log Index screen by typing an entry number beside the PF9 key found at the bottom of your screen. Press PF9 again. The contents of that item appear.

Reading a Single Correspondence Log Item

You can read a single item in your Correspondence Log from the Correspondence Log menu without using your Correspondence Log index. All you need to know is the entry number of the item.

To Begin

*From the main VS OFFICE menu: Choose **Correspondence Log**.*

Steps

1. Type the entry number to the right of the Display Single Entry field.
2. Press RETURN. The item identified by that entry number appears.
3. When you finish, press PF16 to return to the Correspondence Log menu.

Remarks

- If you do not type an entry number, the first 12 items in the log appear.

Sorting Your Correspondence Log Index

With VS OFFICE you can look at a list of your logged correspondence arranged in four different ways. You can look at the items in the order that they were logged, the date the items were received, the date the items were sent, or the date that you responded to the correspondence.

To Begin

*From the main VS OFFICE menu: Choose **Correspondence Log**.*

Steps

1. *If you want to list your items in the order in which they were logged, type X next to Entry Number. This field may already be marked with an X by the system.*

If you want to list your items in order of the date that you received them, type X next to Date Received.

If you want to list your items in order of the date that they were sent, type X next to Correspondence Date.

If you want to list your items in order of the date that you responded to them, type X next to Response Date.

Note: If you want to begin your sorted listing with a specific item, response, or date it was received, refer to “Starting Your Correspondence Log Index With a Specific Date” in this chapter.

2. Press RETURN. The Correspondence Log Index screen appears with the items in the order that you chose.
3. Press PF2 through PF5 to look at the first, last, next, or previous item without returning to the Correspondence Log Index screen.
4. When you finish, press PF16 to return to the Correspondence Log menu.

Remarks

- To look at a summary of the Correspondence Log items while on the index screen, press PF6. You can now read the name of the person to whom the item is routed, and the follow-up and response dates. To return to the normal index listing, press PF6.
- If you want to read a specific item, choose that item and press RETURN. The Correspondence Log Item screen appears. (Refer to “Looking at Your Correspondence Log” in this chapter.)

Starting Your Correspondence Log Index With a Specific Date

In addition to sorting your index by three different types of dates (date received, correspondence date, or response date), you can also choose the date that begins your list. For example, you can call up an index listing that starts with the first item that you logged yesterday.

When you choose the type of date for sorting at the Correspondence Log menu, you can only search for other items in your log using that type of date. For example, if you choose to look at your index in response date order, you can only search for an item by response date. (Refer to “Finding a Specific Item in Your Correspondence Log” in this chapter.)

The standard format for typing the date is determined by your VS OFFICE administrator. It can be in American (MM/DD/YY), European (DD/MM/YY), or Swedish (YY/MM/DD) form at, or you can type the date using abbreviations. For more information on date formats and a list of date abbreviations, refer to “Adding an Item to Your Correspondence Log” in this chapter.

While looking at the index screen, you can choose an item from the list to read.

To Begin

From the main VS OFFICE menu: Choose Correspondence Log.

Steps

1. *If you want to start your index with the first item logged on a certain date, type the date in the Display Index Starting With field and type an X in the Date Received field.*

If you want to start your index with the first item that was written on a particular date, type the date in the Display Index Starting With field and type an X in the Correspondence Date field.

If you want to start your index with the first item that you need to respond to by a certain date, type the date in the Display Index Starting With field and type an X in the Response Date field.

2. Press RETURN. The Correspondence Log Index screen appears with the items listed in the order that you chose. The first item for the certain date appears at the top of the screen.
3. Press PF2 through PF5 to look at the first, last, next, or previous item without returning to the Correspondence Log Index screen.
4. When you finish, press PF16 to return to the Correspondence Log menu.

Remarks

- To look at a summary of each of the listed Correspondence Log items while on the index screen, press PF6. You can now look at the name of the person to whom the letter is routed, and the follow-up and response dates. To go back to the normal list, press PF6 again.
- If you want to read a specific item, choose that item and press RETURN. The Correspondence Log Item screen appears. (Refer to “Looking at Your Correspondence Log” in this chapter.)
- If you type a date in the Display Index Starting With field and there are no matches, a list of the closest entries is shown.

Finding a Specific Item in Your Correspondence Log

You can find a specific Correspondence Log item by the entry number of the item, the date it was logged, the date it was written, or the follow-up and response dates.

You determine how the system searches for an item when you sort your Correspondence Log index. (Refer to “Sorting Your Correspondence Log Index” in this chapter.) When you sort the index by entry number, the system looks for an entry number. When you sort the index by date received, the first item received on the date that you type appears.

Before you begin you should know how to add an item to your log and how to look at an item’s entry number. (Refer to “Looking at Your Correspondence Log” and “Adding an Item to Your Correspondence Log” in this chapter.)

To Begin

From the main VS OFFICE menu: Choose Correspondence Log.

Steps

1. *If you want to find the first item by entry number, type an X in the Entry Number field.*
If you want to find the first item received on a certain day, type an X in the Date Received field.
If you want to find the first item written on a certain day, type an X in the Correspondence Date field.
If you want to find the first item that you responded to on a certain day, type an X in the Response Date field.
2. Press RETURN. The Correspondence Log Index screen appears.
3. Move the cursor next to the highlighted PF9 field at the bottom of the screen.
4. Type the entry number or the date of the item. (Type the date in the MM/DD/YY format or use an abbreviation.)

Note: You determine the type of date to use by typing an X next to Date Received, Correspondence Date, or Response Date at the Correspondence Log menu.
5. Press PF9. The item appears on the screen.
6. When you finish, press PF16 to go back to your index.

Remarks

- If you type the entry number of an item that does not exist, the item with the closest entry number appears.
- If you type a date for which no items exist, the item with the closest date appears.

Changing an Item in Your Correspondence Log

You can change the contents of any item in your Correspondence Log.

Before you begin, you should know how to add an item to your Correspondence Log and be familiar with the various fields on the entry screen. You should also know how to find a Correspondence Log item. (Refer to “Adding an Item to Your Correspondence Log” and “Finding a Specific Item in Your Correspondence Log” in this chapter.)

To Begin

From the main VS OFFICE menu: Choose Correspondence Log.

Steps

1. Choose **Display Single Entry**.
2. Type the entry number for the item that you want to change.
3. Press RETURN. The item appears on the screen.
4. Press PF7. Highlighted fields appear to indicate what information can be changed.
5. Choose the field(s) that you want to change.
6. Type your changes over the existing information. You cannot change the entry number.

7. Press RETURN. The changes are made to the item.
8. When you finish, press PF16 to return to the Correspondence Log menu.

Remarks

- If the information that you type in a field is shorter than the original description, press the space bar or DELETE to erase the remaining characters.

Deleting an Item From Your Correspondence Log

You can delete any item in your Correspondence Log.

Before you begin, you should know how to find a particular Correspondence Log item. (Refer to “Finding a Specific Item in Your Correspondence Log” in this chapter.)

To Begin

From the main VS OFFICE menu: Choose **Correspondence Log**.

Steps

1. Choose **Display Single Entry**.
2. Type the entry number for the item that you want to delete.
3. Press RETURN. The item appears on the screen.
4. Press PF8.
5. Press RETURN. The item is deleted.
6. When you finish, press PF16 to return to the Correspondence Log menu.

Remarks

- Items that are older than the retention period set by your VS OFFICE administrator are automatically deleted from your Correspondence Log. These items are stored in a special file. For more information on recovering these outdated log items, refer to “Looking at Your Recovered Correspondence” in this chapter.
- If you choose an item to delete and change your mind, press PF16. Your choice is canceled.

Searching for Specific Items With Similar Information

You can search for specific items that contain similar information.

Once these items are found, you can look at them, create a report, or begin the search again. You can narrow the field further by searching again within the search group that you chose. You can interrupt the search at any time to look at the results.

Before you begin you should know each of the fields that you can use to search for specific items. (Refer to “Adding an Item to Your Correspondence Log” in this chapter).

To Begin

From the main VS OFFICE menu: Choose **Correspondence Log**.

Steps

1. Choose **Search for Specific Entries**. The Correspondence Search screen appears.
2. Fill in the fields that identify the group of items that you want to look at. For example, to find all the logged letters that you received from the XYZ Corporation in January, complete the Received From Company and Date Received fields.
3. Press RETURN. The search begins using the information that you typed on the Correspondence Search screen. The message "Search In Progress. Press PF1 to Interrupt" appears.

Note: When searching for a match, the system finds both lowercase and uppercase letters. For example, if you type *COMPANY*, the system finds "COMPANY," "Company," and "company."

4. *If you decide not to interrupt your search, go to step 6.*

If you decide to interrupt your search, press PF1. The Search Interrupt screen appears. This screen tells you how many matching items were found before you interrupted the search.

5. Choose one of the following options that appear on this screen:

Continue the Search — The search continues and the remaining matching items are found.

Stop Searching and Process These Reports — Another menu appears that lets you look at or print the matching items that are already found.

Cancel the Search and Return to the Previous Screen to Change the Search Limits — The search is canceled and you are returned to the previous screen. You can retype the information in the various fields to produce a different search result.

6. When the search is finished, the Search Results screen appears. Choose one of the following options that appear on this screen:

Display the Matching Entries — The first matching item appears. You can press PF5 to look at the remaining items which are listed in entry number order.

Index of Matching Entries — An index of the matching entries appears.

Create a Report of the Matching Entries — The system creates a WP document in your library. The document number is shown at the top of the screen. This report has one item per page.

Note: You can choose to have your reports printed in a WP, WP Plus, or a VS print file format. Although this format is set by your VS OFFICE administrator, you can change it if your administrator has authorized you to do so. For more information on these formats and changing the settings, refer to "Formatting Printed Items if You Have WP or WP Plus Software" in Chapter 9, and "Changing the Settings in Your User Profile" and Table 10-3 in Chapter 10.

Search Using Only These Matching Entries — The search is limited to the group of matching entries found by the previous search. The system does not search the entire Correspondence Log. The Correspondence Search screen appears. You can now type new search criteria to get fewer matching items. You can use this option repeatedly and continue to narrow down the items that you want to match.

Restore Results of Previous Search — You are returned to the results of the search done immediately before. You would typically choose this if your second search (using the Search Using Only These Matching Entries option) produced too few items. It is important to note that if you start a completely new search, the previous search results are lost. This option only restores a search that is done immediately before the current search.

Search Using All the Entries — The Correspondence Search screen reappears. You can then begin a new search with new search criteria that examines all the items for matches.

Remarks

- The standard format for typing the date is determined by your VS OFFICE administrator. It can be in American (MM/DD/YY), European (DD/MM/YY), or Swedish (YY/MM/DD) format, or you can type the date using abbreviations. For more information about date formats and the list of date abbreviations, refer to “Adding an Item to Your Correspondence Log” in this chapter.
- You can delete or change items when you choose the Display the Matching Entries option. (Refer to “Deleting an Item From Your Correspondence Log” and “Changing an Item in Your Correspondence Log” in this chapter.)
- When you begin a search of your Correspondence Log, all items containing your search boundaries are found. As a result, you may locate items that you do not want to include in your search results. For example, if you conduct a search using “Berg” as the last name, the system also finds items containing “Bergman” or “Berger” because they also contain the letters “Berg.” To be more specific in your search, you can use one space after your search boundaries and enclose it in single or double quotation marks. For example, if you need to search for items containing “Berg _” (with a space after the “g”), the search would find only those Correspondence Log items with a space after “Berg _.”

Creating a Correspondence Log Report

With VS OFFICE, you can create several types of Correspondence Log reports. For example, a report can include items that require follow-up for the month of May or items that need a response.

You can choose to have your reports printed in a WP, WP Plus, or a VS print file format. Although this format is set by your VS OFFICE administrator, you can change it if your administrator has authorized you to do so. For more information on these formats and changing the settings, refer to “Formatting Printed Items if You Have WP or WP Plus Software” in Chapter 9, and “Changing the Settings in Your User Profile” and Table 10-3 in Chapter 10.

To Begin

From the main VS OFFICE menu: Choose **Correspondence Log**.

Steps

1. Choose **Create a Report**. The Correspondence Reports screen appears.
2. Choose one of the following options that appear on this screen:
All Entries — To create a report of all the items in your Correspondence Log. This report can be lengthy and take a considerable amount of time to create.

Entries Requiring Follow-up From ____ To ____ — To create a report of Correspondence Log items requiring follow-up between the dates that you type in the From and To fields. The To date cannot be earlier than the From date. If you do not type any dates, the report includes all items that require follow-up.

Entries Requiring Follow-up From ____ To ____ That Have No Response Date — To create a report of Correspondence Log items requiring follow-up that have not been responded to between the dates that you type in the From and To fields. The To date cannot be earlier than the From date. If you do not type any dates, the report includes all items in the Correspondence Log that require follow-up and response.

3. When you finish, press PF16 to return to the Correspondence Log menu.

Remarks

- When you create a report, a message appears at the top of the screen that tells you where the report is being created. This depends on the type of print format that you chose in your User Profile. (Refer to “Changing the Settings in Your User Profile” and Table 10-3 in Chapter 10.)

Looking at Your Recovered Correspondence

Outdated Correspondence Log items are deleted from your log by your VS OFFICE administrator. You determine when these items are to be removed through your User Profile. (Refer to “Changing the Settings in Your User Profile” and Table 10-4 in Chapter 10.) These items are stored in a special file and are eventually removed from the VS system. If you need to look at items in this file, your VS OFFICE administrator can make a copy of chosen items available to you.

After the items are made available, you have two new choices on your Correspondence Log menu: Access Recovered Mail and Delete Recovered Mail.

The Access Recovered Mail option lets you work with a copy of the recovered items in the same way that you work with the original items. However, you cannot add new items or use another person’s recovered log. Also, if you make changes to any item, the change is not permanent and does not affect your current Correspondence Log. You use the recovered log to look at and report on outdated correspondence.

The Delete Recovered Mail option lets you delete your copy of recovered mail items. (Refer to “Deleting Your Recovered Correspondence” in this chapter.)

To Begin

From the main VS OFFICE menu: Choose **Correspondence Log**.

Steps

1. Choose **Access Recovered Mail**.
2. Look at your outdated Correspondence Log items.

Note: You cannot add an item or use another person’s recovered Correspondence Log.

3. When you finish, press PF16 to return to the original Correspondence Log menu.

Deleting Your Recovered Correspondence

You can delete a file containing your copy of recovered correspondence. The central file of all recovered correspondence is not affected. Correspondence Log items can be recovered as many times as needed. (Refer to "Looking at Your Recovered Correspondence" in this chapter.)

To Begin

From the main VS OFFICE menu: Choose Correspondence Log.

Steps

1. Choose **Delete Recovered Mail**.
2. Press RETURN. The recovered correspondence file is deleted. You are returned to your original Correspondence Log menu.

Note: Your Correspondence Log menu no longer contains the Access Recovered Mail or Delete Recovered Mail options.

Remarks

- Deleting your copy of the recovered mail does not remove those items from the central archive file.

Using Another Person's Correspondence Log

You can use another person's Correspondence Log if that person has authorized you to do so. Depending upon the rights that you are granted, you can look at that log and add, change, or delete items.

If you want to sort, add, change, or delete Correspondence Log items, create reports, or search for specific items, refer to the appropriate sections in this chapter.

To Begin

From the main VS OFFICE menu: Choose Correspondence Log.

Steps

1. Type the name of the person whose Correspondence Log you want to look at in the Choose Access Correspondence for field.
2. Press RETURN. The Correspondence Log menu appears.

Note: If you type a partial or incorrect name and press RETURN, the system takes you to the directory. The name that is most similar to the name that you type in this field appears. When you find the name of the person that you are looking for, type an X next to that name and press RETURN.

3. Depending on the rights that the person gave to you, you can now add, change, or delete items in this log, create reports, or search for specific items.
4. When you finish, type your name in the Choose Access Correspondence for field to return to your Correspondence Log.



Chapter 6

MANAGING YOUR TIME

CALENDARS

The VS OFFICE calendar feature helps you manage your time more efficiently. You can use the daily Calendar/Reminder list, your weekly, monthly, and yearly calendars, and your Reminder list (also known as your Reminder index) to keep track of tasks that need to be accomplished by a certain date and to look at your reminders and scheduled appointments. You can also print your calendars and reminders.

VS OFFICE includes the following calendar features:

Daily Calendar/Reminder List — Shows your daily appointments, events, and reminders for that day or reminders from previous days that are not completed. From this calendar, you can add, delete, and change appointments and reminders; create and send invitations; and look at your weekly, monthly and yearly calendars and Reminder index. You can also look at a Calendar/Reminder list for other days or look at another user's Calendar/Reminder list if that user has authorized you to do so.

Weekly Calendar — Shows seven days of a chosen week in half-hour increments. The calendar also shows when reminders are due during that week, and lists reminders that were due earlier but were not removed. You can use the weekly calendar to schedule an event, create and send invitations, look at your daily Calendar/Reminder list for a specific day, and look at your monthly and yearly calendars and Reminder index. You can also look at a specific day from your weekly calendar, or choose to look at the previous or following weeks. The weekly calendar is automatically updated to reflect any events that you schedule through your daily Calendar/Reminder list. If you want, you can look at the weekly calendar of another user if that user has authorized you to do so.

Monthly Calendar — Shows the current month on a 35-day grid. Scheduled events for specific days of the month are indicated by asterisks. A plus sign indicates events scheduled before or after work hours. You use your monthly calendar to determine what your schedule is for a day or a week and to quickly look at the days and times that you are free within that month. You can also look at a specific day or week from your monthly calendar or look at the previous or following months or the yearly calendar. The monthly calendar is automatically updated to reflect any events you schedule.

Yearly Calendar — Shows six months at a time on each screen (two screens per year). From your yearly calendar you can look at a specific month within that year, another year, or other months.

Reminder Index — Shows a list of your reminders, both outstanding and completed. Each of your reminders is listed in order of priority and due date. They include a subject for identification, a start date, and a completion date. From the Reminder Index screen you can add and delete items, and look at the detail of a specific item. You can also sort your reminders by due date and priority number or search for a specific reminder by subject.

DAILY CALENDAR WITH REMINDERS

With the daily Calendar/Reminder list, you can look at your daily calendar and reminders at a glance. The daily calendar events and appointments are listed first. If you have authorized certain people to use your calendar, the name of the person who scheduled you for a meeting appears in the Scheduled by column.

Your reminders, listed after the calendar events, are items or tasks ranked according to importance. You control your list of reminders by changing the due date and priority. The system then organizes your reminders by rank and then, within rank, by due date. If you indicate that the reminder has been completed, it no longer appears on the Daily Calendar/Reminder screen.

You can use your daily Calendar/Reminder list to look at, add, print, change, or delete events, appointments, and reminders for any given day. You can also look at any day's Calendar/Reminder list and your weekly, monthly, and yearly calendars, and create and send invitations from the Calendar function. You can also look at a Calendar/Reminder list for another day or the Calendar/Reminder list of another user if you are authorized by that user to do so. For more information on reminders, refer to "Reminders" in this chapter.

From your daily Calendar/Reminder list you can call up your weekly, monthly, and yearly calendars.

Figure 6-1 shows a typical daily Calendar/Reminder list.

Calendar/Reminder	Helen Bergeron	Friday	08/29/86	10:59 am
Position Cursor and Press RETURN				
Friday, August	29, 1986			scheduled by
- 10:00 am - 11:00 am	Status Meeting			Helen Bergeron
- 11:00 am - 12:00 pm	Meeting with Employees			Helen Bergeron
- 12:00 pm - 1:00 pm	Business Luncheon			Jean Smith
- 2:00 pm - 4:00 pm	Meet with marketing group			Helen Bergeron

	REMINDERS	PRIORITY	
-	progress report	1	09/04/86
-	evaluations due	2	09/18/86
			(-End-)
(1) Change Day	(5) Next Day	(9) Week	(13) Instructions
(2) First Item	(6) Add Event/ Reminder	(10) Month	(14) Reminders
(3) Next Items	(7) Invitations	(11) Year	(15) Print
(4) Prev Day	(8) Delete Item(s)	(12) Change Name	(16) Exit

Figure 6-1. Calendar/Reminder Screen

Adding an Event to Your Daily Calendar/Reminder List

You can schedule events and appointments in the daily calendar portion of your Calendar/Reminder list or in your weekly calendar.

Events scheduled from your daily Calendar/Reminder list are automatically scheduled in your weekly and monthly calendars.

To Begin

From the main VS OFFICE menu: Choose **Calendar**.

Note: Depending on the setting in your User Profile, your daily Calendar/Reminder list or your weekly calendar appears. You can change this setting. (Refer to "Changing the Settings in Your User Profile" and Table 10-1 in Chapter 10.)

From either your daily Calendar/Reminder list or your weekly calendar, press PF6. The Add an Event screen appears.

Steps

1. Fill in the following fields:

Time:	The time the event begins. Type AM or PM.
Duration:	The length of the meeting (1 hour, 2 hours, etc.).
Date:	The date of the event.
Repeat Event:	To schedule your event, type an X beside the Daily field. (An X may already appear if your VS OFFICE administrator has set this field.) You can also schedule a repeat daily or weekly event. (Refer to "Scheduling a Repeat Appointment" in this chapter.)
Alarm:	The number of minutes that you want VS OFFICE to notify you before the event (or zeros if you do not want to be notified). For example, if you type 15, the system sounds a high-pitched beep 15 minutes before your event.
Title: (daily)	The title of the event. This appears in your daily Calendar/Reminder list. It can have up to 29 characters.
(weekly)	The title that you want to appear in your weekly calendar. It can have up to 9 characters.

2. If you want, type a word or phrase describing the event in the empty portion of the screen. You can type up to 12 lines of text.
3. Press PF1 to schedule the event in your appropriate calendar. VS OFFICE takes you back to where you started.

Remarks

- You can schedule numerous calendar appointments. Although a typical daily Calendar/Reminder screen includes nine events scheduled in your daily calendar and five reminders, you can schedule as many calendar appointments as you want. If, for example, you have ten events in your daily calendar and five reminders, VS OFFICE shows your calendar appointments first with only four reminders on that screen. The fifth reminder moves to the next screen.
- If you do not type a title in the Title field, the word "event" appears in both the Title (daily) and (weekly) fields the next time you look at that scheduled event.
- You cannot schedule a meeting beyond midnight in the Duration field. For example, if you schedule an event to start at 8:00 PM, the maximum duration is 4 hours. To schedule an event that extends beyond 12:00 AM (24:00), type a duration time that takes the event to 11:59 AM (23:59). Then go to the daily Calendar/Reminder list for the next day and begin scheduling at 12:00 AM (00:00).
- Events scheduled from your daily Calendar/Reminder list are automatically scheduled in your weekly and monthly calendars.
- Events scheduled from your weekly calendar are automatically scheduled in your daily Calendar/Reminder list and monthly calendar.
- You can schedule an event up to two years minus one day in the past.

- If you type a title in one field and not the other, the title you type automatically appears in the other field. For example, you may type *Meeting* in the Title (daily) field but choose to leave the Title (weekly) field blank. When you look at your weekly calendar, the title of the event is “Meeting.” However, the field title in your weekly calendar can only be 9 characters long whereas in the daily calendar it can be 29 characters.
- If you do not type a title in either field, the word EVENT automatically appears the next time you look at your calendar.

You Can Also

Look at another person’s daily Calendar/Reminder list

Refer to Chapter 10.

Scheduling a Repeat Appointment

You can use your daily Calendar/Reminder list to schedule repeating daily or weekly appointments. For example, you may want to schedule an appointment for a meeting on the same day and at the same time every week for a certain number of weeks. Your daily, weekly, and monthly calendars reflect this appointment.

Before you begin this task, you should first understand how to add an event in your daily calendar. (Refer to “Adding an Event to Your Daily Calendar/Reminder List” in this chapter.)

To Begin

From the main VS OFFICE menu: Choose **Calendar**.

Note: Depending on the setting in your User Profile, your daily Calendar/Reminder list or your weekly calendar appears. You can change this setting. (Refer to “Changing the Settings in Your User Profile” and Table 10-1 in Chapter 10.)

From either your daily Calendar/Reminder list or your weekly calendar, press PF6.

The Add an Event screen appears.

Steps

1. Type the information about the event in the appropriate fields.
2. To schedule a repeating daily event, type an X beside the Daily field. (Your VS OFFICE administrator may have marked an X for you in this field.)
3. Type the number of days that you want the event repeated in the Times field. The event is scheduled at the same time each day, including Saturday and Sunday, for the number of times you type.

For example, if you want to schedule your event two times for that week, type an X next to the Daily field and type a 2 next to the Times field. Your weekly calendar shows that an event has been scheduled for the day you typed and the next day after it for that week.
4. To schedule a weekly event, type an X beside the Weekly field.

Note: If an X appears next to the Daily field, you must space over it. Simply move the cursor on the X and use the space bar or press DELETE.

5. Type the number of weeks you want the event repeated in the Times field. The event is scheduled at the same time each week for the number of times you type.

For example, if you want to schedule a meeting for the same time and day for three weeks, type an *X* next to the Weekly field and type a *3* next to the Times field. Your weekly and monthly calendars show that an event has been scheduled for that time and day for the next three weeks.

6. Press PF1 to add the event to your calendar.

Remarks

- The repeating daily and weekly events automatically appear in the appropriate daily Calendar/Reminder list, weekly calendar, and monthly calendar.
- Before you schedule a repeating event, you may want to check your weekly calendar by pressing PF9 or your monthly calendar by pressing PF10. This lets you see how many times you can schedule the event without conflicting with previous appointments that you scheduled. For example, you may want to schedule an event for every Thursday for the month of August. VS OFFICE lets you check your monthly calendar for August with ease to see if you are free every Thursday.
- You can schedule a daily repeat for up to 30 days.
- You can schedule a weekly repeat for up to 52 weeks.

Adding a Reminder to Your Daily Calendar/Reminder List

Any reminder that you add to your daily Calendar/Reminder list automatically appears in your calendars and your Reminder index.

To Begin

From the main VS OFFICE menu: Choose Calendar.

Note: Depending on the setting in your User Profile, your daily Calendar/Reminder list or your weekly calendar appears. You can change this setting. (Refer to “Changing the Settings in Your User Profile” and Table 10-1 in Chapter 10.)

If your weekly calendar appears, choose the day that you want to look at and press RETURN.

Steps

1. Hold down SHIFT and press PF6. The Add Item screen appears.
2. Fill in the following fields:
 - Priority: A priority number for your reminder. This tells VS OFFICE where to place it in the Reminder portion of your daily Calendar/Reminder list. For example, if you type *1* next to your reminder, it appears first. If you type *2*, it appears second (or after any other reminders with a priority of one).
 - Subject: The subject of your reminder.
 - Due Date: The day the reminder is due.
 - Start Date: The day the reminder begins. This must be today’s date or a subsequent date.

3. If you want, type a description on that reminder in the blank area on the screen.
4. Press PF1 to add the reminder. You are returned to the daily Calendar/Reminder list.

Remarks

- The description that you type in the blank area of the Add Item screen can be up to 12 lines long.
- The priority number for reminders can be from 1 to 99. You can also set up a system of priority numbers by giving the same number to two or more reminders. For example, the numbers 1, 2, and 3 can stand for High, Medium, and Low priority.
- If you give two reminders the same priority number, VS OFFICE places the reminder with the earliest due date first. If two reminders have the same priority and due date, then the reminder with the earliest start date appears first.
- The subject you type in the Subject field can be no more than 40 characters in length.
- If you do not type a date in the Start Date or Due Date fields, today's date automatically appears.

Looking at Your Daily Calendar/Reminder List

With your daily Calendar/Reminder list, you can look at your daily appointments, events, and reminders for a specific day on one screen.

Typically, a daily Calendar/Reminder screen shows nine events and five reminders. However, appointments always take precedence over reminders in your daily Calendar/Reminder list. If, for example, there are ten events and five reminders in your daily calendar, VS OFFICE shows your calendar appointments first with only four reminders on that screen. The fifth reminder moves to the next screen.

Calendar events, shown in the upper half of the screen, appear in sequence from the earliest appointment to the latest appointment. Calendar events also indicate who scheduled them (either yourself or another person). Reminders, which are located after the calendar events, are a list of items or tasks ranked according to importance. You control your list of reminders by changing the due date and priority. The system then organizes your reminders by rank and, within rank, organizes them by due date.

If you choose to print your daily Calendar/Reminder list, the entire day is printed, not just the Calendar/Reminder list that appears on one screen. (Refer to Chapter 9, "Printing.")

To Begin

From the main VS OFFICE menu: Choose **Calendar**.

Note: Depending on the setting in your User Profile, your daily Calendar/Reminder list or your weekly calendar appears. You can change this setting. (Refer to "Changing the Settings in Your User Profile" and Table 10-1 in Chapter 10.)

If your weekly calendar appears, choose the day that you want to look at and press RETURN.

Steps

1. Look at your daily Calendar/Reminder list.
2. Choose the event, appointment, or reminder that you would like to read in full.
3. Press RETURN. The complete information on that item is shown.
4. If you want, you can move from one item to the next from each individual Event or Reminder screen without returning to the daily Calendar/Reminder list. Press PF2 to look at the first item, and PF5 to look at the next item.

Remarks

- If (“-More-”) appears in the lower right corner of the Calendar/Reminder screen, it indicates that you have more scheduled items in your daily Calendar/Reminder list. Press PF5 to look at the next screen.
- You can look at other calendars from your daily Calendar/Reminder list as follows:
 - For your weekly calendar, press PF9.
 - For your monthly calendar, press PF10.
 - For your yearly calendar, press PF11.
- You can send invitations from your daily Calendar/Reminder screen by pressing PF7. (Refer to “Sending an Invitation” in Chapter 3.)
- To look at your Reminder index from the daily Calendar/Reminder screen, press PF14. (Refer to “Looking at Your Reminder Index” in this chapter.)
- You can look at your previous day’s Calendar/Reminder list by pressing PF4 from the Calendar/Reminder screen. To look at your events and reminders for the next day, press PF5.
- To look at another person’s Calendar/Reminder list, press PF12. Type the person’s name in the highlighted field that appears and press RETURN. That daily Calendar/Reminder list appears if the owner has granted rights to you. (Refer to “Granting Rights to Your Calendar/Reminders, Correspondence Log, or Info Cards” in Chapter 10.)

You Can Also

Grant rights to people who can use your daily Calendar/Reminder list

Set the daily calendar alarm

Refer to Chapter 10.

Changing an Item in Your Daily Calendar/Reminder List

With VS OFFICE, you can change any appointment, event, or reminder that is listed in your daily Calendar/Reminder list by modifying fields or changing the text area.

To Begin

From the main VS OFFICE menu: Choose **Calendar**.

Note: Depending on the setting in your User Profile, your daily Calendar/Reminder list or your weekly calendar appears. You can change this setting. (Refer to “Changing the Settings in Your User Profile” and Table 10-1 in Chapter 10.)

If your weekly calendar appears, choose the day with items that you want to change and press RETURN.

Steps

1. Choose the item that you want to change.
2. Press RETURN. The information on that item is shown.
3. Change any field, including the text portion.
4. Press PF1. VS OFFICE saves your changes and returns you to the daily Calendar/Reminder list.

Remarks

- Any changes made in your daily Calendar/Reminder list are automatically reflected in your weekly and monthly calendars.
- To cancel changes that you made, press PF16.

Looking at Items Scheduled For a Specific Day in Your Daily Calendar/Reminder List

You can look at an event, appointment, or reminder for any day from your daily Calendar/Reminder list.

If you want to change an event, appointment, or reminder scheduled for a specific day, refer to “Changing an Item in Your Daily Calendar/Reminder List” in this chapter.

If you want to delete an event, appointment, or reminder scheduled for a specific day, refer to “Deleting Items Scheduled for a Specific Day From Your Daily Calendar/Reminder List” in this chapter.

To Begin

From the main VS OFFICE menu: Choose **Calendar**.

Note: Depending on the setting in your User Profile, your daily Calendar/Reminder list or your weekly calendar appears. You can change this setting. (Refer to “Changing the Settings in Your User Profile” and Table 10-1 in Chapter 10.)

If your weekly calendar appears, choose the day that you want to look at and press RETURN.

Steps

1. Press PF1. Today’s date is highlighted at the top of the screen.
2. Type the date of the daily Calendar/Reminder list that you want to look at over today’s date.
3. Press RETURN. The daily Calendar/Reminder list for that day appears.
4. If you want to look at your daily Calendar/Reminder list for the previous day, press PF4. To look at the next day, press PF5.
5. To return to today’s daily Calendar/Reminder list, press PF1. Type today’s date over the existing highlighted date and press RETURN. Today’s calendar is shown.

Marking Reminders as Complete

If you are finished with a reminder, you can mark it as complete from your daily Calendar/Reminder list or from your Reminder index. When you do this, the reminder automatically disappears from the daily Calendar/Reminder list. However, that reminder remains in your Reminder index until you delete it permanently.

Before you begin, you should know how to look at items scheduled for a specific day in your Calendar/Reminder list. (Refer to “Looking at Items Scheduled for a Specific Day in Your Daily Calendar/Reminder list” in this chapter.)

To Begin

From the main VS OFFICE menu: Choose **Calendar**.

Note: Depending on the setting in your User Profile, your daily Calendar/Reminder list or your weekly calendar appears. You can change this setting. (Refer to “Changing the Settings in Your User Profile” and Table 10-1 in Chapter 10.)

Steps

1. Choose the reminder that you want to mark as complete.
2. Press RETURN.
3. Press PF9. Today’s date appears as the complete date. You can change this date if you want by typing over it.
4. If the reminder is complete, press RETURN. Although the reminder disappears from your daily Calendar/Reminder list, it remains in your Reminder index.

Remarks

- If you change your mind and do not want to mark a reminder complete, press PF16 before you press PF9.
- Although a reminder no longer remains in your daily Calendar/Reminder list when you mark it as complete, it remains in your Reminder index until you delete it. (Refer to “Reminders” in this chapter.)
- To delete a reminder from your index, refer to “Deleting Reminders From Your Index” in this chapter.

Deleting Items From Your Daily Calendar/Reminder List

You can delete appointments, events, or reminders from your daily Calendar/Reminder list.

To Begin

From the main VS OFFICE menu: Choose **Calendar**.

Note: Depending on the setting in your User Profile, your daily Calendar/Reminder list or your weekly calendar appears. You can change this setting. (Refer to “Changing the Settings in Your User Profile” and Table 10-1 in Chapter 10.)

If your weekly calendar appears, choose the day that you want to look at and press RETURN.

Steps

1. Choose the item that you want to delete.
2. Press PF8. An X appears beside that item. If you want to delete only that item, go to step 4.
3. Type an X next to each item you want to delete.
4. Press RETURN. The item(s) is deleted.

Remarks

- You can delete a screen of events, appointments, and reminders at one time.
- If you decide not to delete an item(s), press PF16 and the X(s) disappear.
- Any item(s) that you delete from your daily Calendar/Reminder list is automatically deleted from your weekly and monthly calendars.
- Repeat events must be deleted from each daily Calendar/Reminder list on which they appear. (Refer to “Deleting Items Scheduled for a Specific Day From Your Daily Calendar/Reminder List” in this chapter.)

Deleting Items Scheduled for a Specific Day From Your Daily Calendar/Reminder List

With VS OFFICE, you can delete events, appointments, or reminders scheduled for another day from your daily Calendar/Reminder list.

To Begin

From the main VS OFFICE menu: Choose Calendar.

Note: Depending on the setting in your User Profile, your daily Calendar/Reminder list or your weekly calendar appears. You can change this setting. (Refer to “Changing the Settings in Your User Profile” and Table 10-1 in Chapter 10.)

If your weekly calendar appears, choose the day that you want to look at and press RETURN.

Steps

1. Press PF1 to delete an event scheduled for a different date than the one shown.
2. Type the date of the daily Calendar/Reminder list that you want to look at over today’s date, which is highlighted at the top of the screen.
3. Press RETURN. The daily Calendar/Reminder list for that day appears.
4. Choose the event that you want to delete.
5. Press PF8. An X appears beside that item. If you want to delete only that item, go to step 7.
6. Type an X next to each item you want to delete.
7. Press RETURN. The item(s) is deleted.

Remarks

- You can delete a screen of events, appointments, and reminders at one time.
- If you decide not to delete an item, press PF16 and the X disappears.
- Any item(s) that you delete from your daily Calendar/Reminder list is automatically deleted from your weekly and monthly calendars and Reminder index. (Refer to “Reminders” in this chapter.)
- You can go back two years in your daily Calendar/Reminder list to delete an event.

WEEKLY CALENDAR

You can look at your weekly calendar for any week. It shows scheduled events for each of the seven days of a chosen week in half-hour increments. Although 16 half-hours are shown at a time (for example, from 8 AM to 3:30 PM), you can look at hours earlier or later than those shown on the screen by using the appropriate PF keys. You can do this if you have events scheduled for times earlier or later than the times that appear in your weekly calendar. The weekly calendar also indicates if you have reminders listed for the individual days of that week.

You can use your weekly calendar to schedule an event, create and send invitations, look at your daily Calendar/Reminder list for a specific day, and look at your monthly and yearly calendars and Reminder index. You can also look at a specific day from your weekly calendar or the weekly calendar of another user if you are authorized to do so. Your weekly calendars are automatically updated to reflect any events that you schedule through your daily Calendar/Reminder list.

In addition to looking at your weekly appointments, you can use your weekly calendar to look at your monthly and yearly calendars, and your Reminder index.

When you call up your weekly calendar, a screen similar to Figure 6-2 appears.

Week Ending: 03/23/86		Susan Jones		Wednesday 09/17/86 11:58 am		
Position cursor and press RETURN						
Time	Mon _17	Tue _18	Wed _19	Thur _20	Fri _21	Sat _22 Sun _23
8:00 am						
8:30						
9:00			EVENT			
9:30	EVENT					
10:00 am		Meeting				
10:30					Meeting	
11:00						
11:30		Ceremony				
12:00 pm				Luncheon		
12:30						
1:00	Meeting	Multiple				
1:30				Multiple		
2:00						
2:30						
3:00						
3:30						
			Reminder		Reminder	Reminder (-More-)
(RETURN) Select	(5) Next Hours/ Week		(10) Month		(13) Instructions	
	(6) Add Event		(11) Year		(14) Reminders	
(4) Prev Week	(7) Invitations		(12) Change Name		(15) Print	
					(16) Exit	

Figure 6-2. Weekly Calendar Screen

Looking at Your Weekly Calendar

You can use your weekly calendar to look at scheduled events for the week. In addition, you can look at your daily Calendar/Reminder list for a specific day, your monthly and yearly calendars, and your Reminder index.

Before you begin, you should be familiar with your daily Calendar/Reminder list and also know how to add an event. (Refer to "Looking at Your Daily Calendar/Reminder List" and "Adding an Event to Your Daily Calendar/Reminder List" in this chapter.)

To Begin

From the main VS OFFICE menu: Choose **Calendar**.

Note: Depending on the setting in your User Profile, your daily Calendar/Reminder list or your weekly calendar appears. You can change this setting. (Refer to "Changing the Settings in Your User Profile" and Table 10-1 in Chapter 10.)

If your daily Calendar/Reminder list appears, press PF9.

Steps

1. If you have events scheduled earlier than the times shown, press PF4 to look at them.
If you have events scheduled after the times shown, press PF5 to look at them.
2. To look at your previous week's calendar, hold down SHIFT and press PF4.
3. To look at your next week's calendar, hold down SHIFT and press PF5.
4. When you finish, press PF16 to return to the previous screen.

Remarks

- You can scroll through your weekly calendar from midnight to midnight using the appropriate PF keys for a total of 24 hours. However, the weekly calendar cannot cross the midnight boundaries.
- Events scheduled for more than a half-hour are indicated by quotation marks below the event listing. Each quotation mark (') represents one half-hour or partial half-hour.
- To look at your daily Calendar/Reminder list for any date, choose the highlighted Date field for that day, and press RETURN. From this list, to look at a scheduled event, choose the event and press RETURN. The event appears.
- To add an event, choose the appropriate highlighted Date field for the day to which you want to add an event. Press PF6. The Add an Event screen appears with the date that you chose in the Date field. (Refer to "Adding an Event to Your Daily Calendar/Reminder List" in this chapter.)
- If the word Reminder appears at the bottom of a column in your weekly calendar, this indicates that you have reminders for that day.
- To look at your list of reminders, press PF14.
- To send an invitation, press PF7. (Refer to "Sending an Invitation" in Chapter 3.)
- If you have scheduled more than one event for the same day and time, the word "Multiple" appears in the column below the date.
- To look at another person's calendar, press PF12. Type the person's name in the highlighted field that appears and press RETURN. That calendar only appears if the owner has granted rights to you.
- You can use the TAB key to quickly move from one field to the next to choose the daily Calendar/Reminder list that you want to look at.

You Can Also

Authorize up to 67 items (people, lists, or organizations) to use your calendar

Refer to Chapter 10.

MONTHLY CALENDAR

You can see an overview of your appointments scheduled for any given month with your VS OFFICE monthly calendar. It is arranged in blocks that are labeled for each day of the month. Because of this design, you can easily determine what your schedule is for a given day or week and see what times you are free within that month.

From this calendar you can also look at a specific month, your yearly and weekly calendars, and your daily Calendar/Reminder list for a specific day. The monthly calendar is automatically updated to reflect any events that you schedule through your daily Calendar/Reminder list.

The information in your monthly calendar is presented to you through the following symbols:

A dot (·) represents each hour of the work day. There are 10 dots in each block.

An asterisk (*) shown in place of a dot represents a scheduled event.

A plus sign (+) that replaces the first or last dot in a block represents an event scheduled before or after work hours.

If you have chosen a vertical format for your monthly calendar, your calendar differs from Figure 6-3. In a vertical format, the weeks of the month appear across the top, and the days of the week are aligned vertically along the left of the screen. (Refer to "Changing the Settings in Your User Profile" and Table 10-1 in Chapter 10.)

When you call up your monthly calendar, a screen similar to Figure 6-3 is shown.

Month	February 1987							Wednesday	02/18/86	11:00 am
For:	Tim Longley									
Week	Mon	Tues	Wed	Thurs	Fr1	Sat	Sun			
-	.24	.25	.26	.27	.28	.01	.02			
	+.....	+.....	*.....			
-	.03	.04	.05	.06	.07	.08	.09			
	*.....	*.....	*.....			
-	.10	.11	.12	.13	.14	.15	.16			
			
-	.17	.18	.19	.20	.21	.22	.23			
	+.....	+.....	*.....			
-	.24	.25	.26	.27	.28	.29	.30			
	*.....	*.....	*.....	+.....			

(RETURN) Select	5) Next month	(13) Instructions
(4) Prev month	(11) Year	(15) Print
		(16) Exit

Figure 6-3. Monthly Calendar Screen

Looking at Your Monthly Calendar

You can use the monthly calendar to look at a specific daily, weekly, or monthly calendar.

To Begin

From the main VS OFFICE menu: Choose **Calendar**.

Note: Depending on the setting in your User Profile, your daily Calendar/Reminder list or your weekly calendar appears. You can change this setting. (Refer to "Changing the Settings in Your User Profile" and Table 10-1 in Chapter 10.)

From either your daily Calendar/Reminder list or weekly calendar, press PF10. Your monthly calendar appears.

Steps

1. To look at your calendar for the previous month, press PF4.
2. To look at your calendar for the next month, press PF5.
3. When you finish, press PF16 to return to the previous screen.

Remarks

- You can look at your yearly calendar by pressing PF11 from your monthly calendar.
- You can also look at a day or week from your monthly calendar. (Refer to “Looking at a Day or Week From Your Monthly Calendar” in this chapter.)

Looking at a Day or Week From Your Monthly Calendar

You can look at any day or week shown in your monthly calendar.

To Begin

From the main VS OFFICE menu: Choose **Calendar**.

Note: Depending on the setting in your User Profile, your daily Calendar/Reminder list or your weekly calendar appears. You can change this setting. (Refer to “Changing the Settings in Your User Profile” Table 10-1 in Chapter 10.)

From either your daily Calendar/Reminder list or weekly calendar, press PF10. Your monthly calendar appears.

Steps

1. To look at a specific day from your monthly calendar, choose the appropriate highlighted area for that day.
2. Press RETURN. The calendar for the chosen day appears.
3. To look at a specific weekly calendar from your monthly calendar, choose the appropriate highlighted area for that week under the Week column located at the left of the screen.
4. Press RETURN. The calendar for the chosen week appears.

Remarks

- You can use the TAB key to move quickly from one field to the next to choose a daily or weekly calendar to view.

YEARLY CALENDAR

Your yearly calendar, which shows six months at a time on each screen (two screens per year), lets you look at all of your yearly calendars in the current century.

From this calendar you can look at a specific month, or another year.

Looking at a Month From Your Yearly Calendar

You can look at a specific month from your yearly calendar.

To Begin

From the main VS OFFICE menu: Choose **Calendar**.

Note: Depending on the setting in your User Profile, your daily Calendar/Reminder list or your weekly calendar appears. You can change this setting. (Refer to “Changing the Settings in Your User Profile” and Table 10-1 in Chapter 10.)

From either your daily Calendar/Reminder list or weekly calendar, press PF11. Your yearly calendar appears.

Steps

1. Choose the month that you want to view.
2. Press RETURN. That month’s calendar appears.
3. Press PF16 to return to your yearly calendar.
4. To look at the previous six months from your yearly calendar, press PF4. To look at the next six months, press PF5.

Remarks

You can use the TAB key to move quickly from one field to the next and choose the monthly calendar that you want to view.

REMINDERS

Your Reminder index is a personal “to-do” list that can include up to 300 items or tasks ranked according to importance and due dates. These reminders, which can include notes, can be scheduled up to two years in advance.

The index shows a list of your reminders, including those reminders that are outstanding and those that are completed. Each of your reminders is listed in order of priority, and includes a subject, which identifies it, a due date, start date, and completion date. In addition, if two asterisks appear at the end of a subject, it indicates that there is more detail on that reminder. Once you mark a reminder as complete, it disappears from your daily Calendar/Reminder list but remains in your index until you delete it. (Refer to “Daily Calendar With Reminders” in this chapter.)

From the Reminder Index screen you can add and delete items, and look at your daily Calendar/Reminder list for a specific day. You can also sort your reminders by date or priority number, or search for a specific reminder by subject.

Adding a Reminder to Your Reminder Index

You can include up to 300 items or tasks in your Reminder index. These reminders, which are ranked in order of importance and include a subject, due date, start date, and completion date, can be scheduled up to two years in advance.

To Begin

From the main VS OFFICE menu: Choose Calendar.

Note: Depending on the setting in your User Profile, your daily Calendar/Reminder list or your weekly calendar appears. You can change this setting. (Refer to “Changing the Settings in Your User Profile” and Table 10-1 in Chapter 10).

From either your daily Calendar/Reminder list or weekly calendar, press PF14. Your Reminder index appears.

Steps

1. Press PF6. The Add Item screen appears.
2. Fill in the following fields:
 - Priority: A priority number for your reminder. This tells VS OFFICE where to place it in the reminder portion of your Calendar/Reminder list.
 - Subject: The subject of your reminder.
 - Due Date: The day the reminder is due.
 - Start Date: The day the reminder begins.

Note: If you do not type a date in the Due Date and Start Date fields, today’s date automatically appears.

3. If you want, you can type a description of that reminder in the blank area on the screen.
4. Press PF1 to add the reminder. You are returned to the Reminder index.

Remarks

- The description that you type in the blank area of the Add Item screen can be up to 12 lines long.
- The priority number for reminders can be from 1 to 99, or you can set up a system of priority numbers by giving the same number to two or more reminders. For example, the numbers 1, 2, and 3 can stand for High, Medium, and Low priority.
- If you give two reminders the same priority number, VS OFFICE places the reminder with the earliest due date first. If two reminders have the same priority and due date, then the reminder with the earliest start date appears first.
- The subject that you type in the Subject field can be no more than 40 characters in length.

Looking at Your Reminder Index

You can look at your Reminder index at any time. Items are ranked according to priority and include a due date, start date, and completion date. They can also include a brief description.

Before you begin, you should understand your daily Calendar/Reminder list and your weekly calendar. (Refer to “Looking at Your Daily Calendar/Reminder List” and “Looking at Your Weekly Calendar” in this chapter.)

Figure 6-4 shows a typical Reminder index.

Reminders For: Nancy Reiss		Thursday	08/21/86	11:50 am
Priority	Subject	Due Date	Start Date	Complete Date
- 1	Complete Progress Report	08/27/86	08/14/86	
- 3	Finish Employee Evaluations	** 09/24/86	08/19/86	
- 3	Plan assignments for group	09/26/86	08/13/86	
- 4	Send letter to XYZ corporation	09/29/86	08/20/86	08/21/86

(-End-)

(RETURN) Select Item	(9) Find Subject	(13) Instructions
(6) Add Item	(11) Change View	(15) Print
(8) Delete Item(s)	(12) Change Name	(16) Exit

Figure 6-4. Reminder Index Screen

To Begin

From the main VS OFFICE menu: Choose **Calendar**.

Note: Depending on the setting in your User Profile, your daily Calendar/Reminder list or your weekly calendar appears. You can change this setting. (Refer to "Changing the Settings in Your User Profile" and Table 10-1 in Chapter 10.)

From either your daily Calendar/Reminder list or your weekly calendar, press PF14. Your Reminder index appears.

Steps

1. Look at your Reminder index.
2. If two asterisks appear next to a reminder's due date, it indicates that there is more information on that reminder. If you want to read this information, choose that reminder and press RETURN.

Remarks

- If a ("-More-") appears in the lower right corner of your Reminder Index screen, it indicates that you have more reminders. Press PF5 to look at the next screen of reminders. Press PF4 to return to the previous screen.
- The Complete Date and Start Date fields can be changed from the Reminder index.
- If there are no reminders in your daily Calendar/Reminder list and none have been added directly from your index, your index is empty.

- To get to the last screen of reminders press PF3. To return to the first screen, press PF2.
- You can scroll through each reminder while in the Item Display screen without returning to the Reminder Index screen. Press PF2 to look at the first reminder, PF3 to look at the last reminder, PF4 to look at the previous reminder, and PF5 to look at the next reminder.
- To look at another person's Reminder index, press PF12. Type the person's name in the highlighted field that appears at the top of the screen and press RETURN. That Reminder index appears if that person has granted rights to you.
- To add a reminder to your index, press PF6. (Refer to "Adding a Reminder to Your Reminder Index" in this chapter.)
- To delete a reminder from your index, press PF8. (Refer to "Deleting Reminders From Your Index" in this chapter.)
- To search for a specific reminder in your index by subject, press PF9. To search for a reminder by Priority and Due Date, press PF11. (Refer to "Searching for a Reminder by Subject in Your Index" and "Searching for a Reminder by Priority and Due Date in Your Index" in this chapter.)

You Can Also

Choose who can use your Reminder index

Sort your Reminder index to locate items that may have the same priority or the same due date

Refer to Chapter 10.

Changing a Reminder in Your Index

You can change any information that appears in the Priority, Due Date, Start Date, Complete Date, and Description fields of a reminder that appears in your Reminder index.

To Begin

From the main VS OFFICE menu: Choose **Calendar**.

Note: Depending on the setting in your User Profile, your daily Calendar/Reminder list or your weekly calendar appears. You can change this setting. (Refer to "Changing the Settings in Your User Profile" and Table 10-1 in Chapter 10.)

From either your daily Calendar/Reminder list or your weekly calendar, press PF14. Your Reminder index appears.

Steps

1. Choose the reminder that you want to change.
2. Press RETURN. The Displayed Item screen appears with a complete description of the reminder.
3. Type your changes in the Priority, Subject, Due Date, Complete Date, or Start Date fields. You can also change the text of your description area.
4. Press PF1 to save your changes. VS OFFICE brings you back to the Reminder screen. The message "Changes made to item record" appears.

Remarks

- If you decide to change a reminder other than the one you chose, you can press PF2, PF3, PF4, and PF5 to go from one reminder to the next without returning to the Reminder Index screen.
- If you press PF16 before you press PF1 to save your changes, your changes are not saved. A warning appears at the top of your screen. At this point, you can either press PF16 to cancel the exit and continue to save your changes or press RETURN to ignore your changes and return to your Reminder index.

Searching for a Reminder by Subject in Your Index

You can search your Reminder index to find a specific reminder by subject. VS OFFICE finds the reminder that matches the information you type.

To Begin

*From the main VS OFFICE menu: Choose **Calendar**.*

Note: Depending on the setting in your User Profile, your daily Calendar/Reminder list or your weekly calendar appears. You can change this setting. (Refer to “Changing the Settings in Your User Profile” and Table 10-1 in Chapter 10.)

From either your daily Calendar/Reminder list or your weekly calendar, press PF14. Your Reminder index appears.

Steps

1. Press PF9. A highlighted field appears below the Subject column.
2. Type the information that you are searching for.

Note: Because the system searches everything from the left, this information must be an *exact match* to the description (subject) or part of the description, you are searching for (i.e., exact number of characters, punctuation, etc.). For example, if the subject that you are searching for is “The Meeting,” you can type *The Meeting* or *The*. The system finds that reminder. However, if you type *meeting*, the system is not able to find it because the capitalization is typed incorrectly and “meeting” is not the first word.

3. Press RETURN. The reminders matching the information that you typed in the Search field are now shown.

Note: Each time that you press RETURN without changing the search text, the system finds the next reminder that matches the information that you typed.

4. When you find the reminder you are looking for, press PF16. This cancels the search. You can now look at that reminder in detail by pressing RETURN.
5. When you finish, press PF16. Your entire Reminder index appears.

Remarks

- You must cancel your search by pressing PF16 before you press RETURN to look at or change your reminder.
- If you type information into the highlighted field below the Search column that does not exactly match the reminder you are searching for, you see the message “Specified subject was not found.”
- If you want to search for a reminder by priority or due date, press PF11. (Refer to “Searching for a Reminder by Priority and Due Date in Your Index” in this chapter.)

You Can Also

Sort your reminders

Refer to Chapter 10.

Searching for a Reminder by Priority and Due Date in Your Index

You can search your Reminder index to find a specific reminder by priority and due date. VS OFFICE finds the reminder that matches the information you type.

To Begin

From the main VS OFFICE menu: Choose **Calendar**.

Note: Depending on the setting in your User Profile, your daily Calendar/Reminder list or your weekly calendar appears. You can change this setting. (Refer to “Changing the Settings in Your User Profile” and Table 10-1 in Chapter 10.)

From either your daily Calendar/Reminder list or your weekly calendar, press PF14. Your Reminder index appears.

Steps

1. Press PF11. Highlighted fields appear below the Priority and Due Date columns.
2. *If you want to search for a reminder by priority number*, type that number in the highlighted field below the Priority column.
If you want to search for a reminder by due date, type that date in the highlighted field below the Due Date column.
3. Press RETURN. The reminders matching the information you type, are now listed.
4. To look at the contents of a reminder, choose that reminder and press RETURN.
5. To return to the normal reminder index listing, press PF1.

Remarks

- If you want to search for a reminder by subject, press PF9. (Refer to “Searching for a Reminder by Subject in Your Index” in this chapter.)

You Can Also

Sort your reminders

Refer to Chapter 10.

Deleting Reminders From Your Index

You can delete any reminder from your Reminder index.

To Begin

*From the main VS OFFICE menu: Choose **Calendar**.*

Note: Depending on the setting in your User Profile, your daily Calendar/Reminder list or your weekly calendar appears. You can change this setting. (Refer to “Changing the Settings in Your User Profile” and Table 10-1 in Chapter 10.)

From either your daily Calendar/Reminder list or your weekly calendar, press PF14. Your Reminder index appears.

Steps

1. Choose the reminder that you want to delete.
2. Press PF8. An X appears beside that reminder. If you want to delete only that item, go to step 4.
3. Type an X next to each item that you want to delete.
4. Press RETURN. The item(s) is deleted.

Remarks

- If you decide not to delete a reminder, press PF16 and the X disappears.

Chapter 7

SCHEDULING MEETINGS

MEETINGS

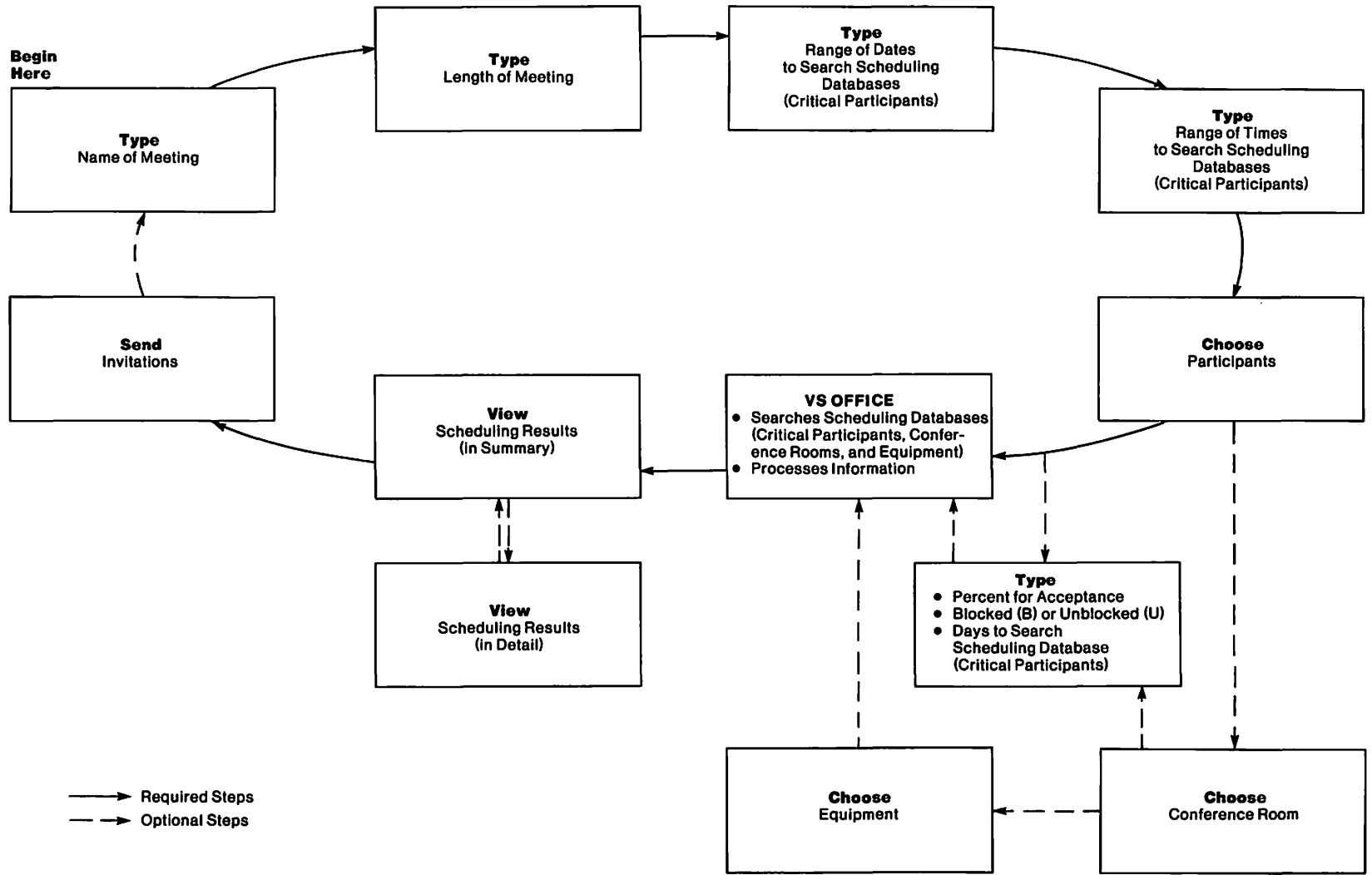
VS OFFICE users who are connected to a single VS system can schedule meetings quickly and easily with co-workers who are connected to the same VS. When you plan to schedule a meeting through VS OFFICE, all you need to do is choose the participants (as critical or noncritical) and indicate the time and date of the meeting. You also have the option to include the room in which the meeting is to be held, and the equipment needed to conduct the meeting.

When you choose critical participants for your meeting, VS OFFICE “scans” their Scheduling Databases. This determines if participants are available for the proposed meeting. VS OFFICE then processes the information to determine a mutual meeting time for all participants. (Refer to “Looking at Your Scheduling Database” in this chapter.)

In addition to critical participants, VS OFFICE scans the Scheduling Databases of local equipment and conference rooms that are listed in the directory.

VS OFFICE also saves you time when scheduling frequently held meetings that have the same or similar requirements (i.e., same participants, conference room, and time and day). You can save and reuse the scheduling information, thus eliminating the need to create and type the same requirements repeatedly. For example, if you have a weekly status meeting, all you need to do is type the information on this meeting once and save the settings. When you do this, the information is saved in your Meeting file. You can call up this meeting at another time and use it as many times as necessary.

Figure 7-1 shows the required and optional steps that you can perform when you schedule a meeting.



Note: Throughout this procedure, you can save the information that you type by pressing RETURN from the Scheduling Entry screen.

Figure 7-1. The Scheduling a Meeting Process

Scheduling a Meeting

With VS OFFICE, you can schedule meetings with ease. All you need to do is choose participants and indicate the time and date of the meeting. You also have the option to include the room in which the meeting is to be held, and the equipment needed to conduct the meeting.

When you choose critical participants (those people who need to be present for your meeting), VS OFFICE scans their Scheduling Databases. This determines if participants are available for the proposed meeting. It also provides a way for users to communicate with each other and participate in the scheduling of meetings. (Refer to "Looking at Your Scheduling Database" in this chapter.)

You have the option to participate in the scheduling process by choosing Yes or No for Calendar Scheduling in your User Profile. You can also choose to have events that are scheduled in your personal calendar automatically merged with your Scheduling Database by choosing Auto-Update Scheduling in your User Profile. (Refer to "Changing the Settings in Your User Profile" and Table 10-2 in Chapter 10.)

In addition to critical participants, local equipment and conference rooms that are listed in the directory are included in the scheduling process. When you choose a conference room or piece of equipment, VS OFFICE scans its Scheduling Database. If the equipment or conference room is available, that date and time is blocked off on its Scheduling Database for the remainder of that day.

You can also save the information that you type on a meeting in your Meeting file. The next time that you choose Schedule Meeting from the main VS OFFICE menu, the name of that meeting appears on the Meeting Management screen.

Before you begin, you should be familiar with the Scheduling a Meeting process and the various fields on the Scheduling Entry screen. You should also know how to search for specific names, and the organization, location, or job description of any person listed in the directory. (Refer to Figure 7-1 and Table 7-1 in this chapter and step 2 in "Using the Directory To Send Mail to One or More People" in Chapter 3.)

Figure 7-2 shows the Scheduling Entry screen. Table 7-1 describes the fields on this screen.

```

Time Management: Scheduling Entry           Wednesday 08/13/86 12:00 pm
For: Mary Leeds

-----
Meeting Name: -----
Duration (HH MM):      02 00
Date (MM DD YY):      03 21 86 to 03 27 86
Time (HH MM):         08 00 AM to 05 00 PM
Number of Participants: 0
Conference Room: ----- Critical X
Room Capacity: -----
Equipment: ----- Critical X

Percent for Acceptance: 100%
Blocked (B) or Unblocked (U): X B _U
Days To Search: S _M X T X W X T X F X S_

-----
(RETURN) Save      (5) Process Sched.  (9) Select Part.  (13) Instructions
(3) Select Conf. Rm.                (15) Print
(4) Select Equipmnt                (16) Exit

```

Figure 7-2. Time Management: Scheduling Entry Screen

Table 7-1. Scheduling Entry Screen Fields

Field	What You Do
Meeting Name:	Type the name of the meeting. This description can be up to 24 characters in length.
Duration:	Type the length of the meeting. Meetings can be no longer than 9 hours.
Date:	Indicate the range of dates that you want the system to search the Scheduling Databases of critical participants. Today's date automatically appears in the first Date field, and a date one week from today appears in the second field. A date prior to the current date is not accepted. Dates of meetings cannot be more than 42 days after today's date. In addition, the range of the Date fields cannot be more than 14 days.

(continued)

Table 7-1. Scheduling Entry Screen Fields (continued)

Field	What You Do
Time:	<p>Indicate the range of time that you want the system to search the Scheduling Databases of critical participants (i.e., 9 AM to 10 PM). The first Time field is always set to the start time of your calendar and the second field is automatically set to the end of your workday. For example, if the start time on your calendar is 8 AM, this time automatically appears in the first Time field. Because the system assumes a 9-hour workday, 5 PM appears in the second Time field. The range of time for this field can be no longer than 12 hours and cannot cross day boundaries.</p>
Number of Participants:	<p>Indicate the number of participants for a meeting. When you choose the participants for your meeting from the directory, the number you choose automatically appears in this field when you return to the Scheduling Entry screen. You can choose up to 35 participants. However, when scheduling a meeting, remember that you can choose a total of 35 participants, conference rooms, and equipment.</p>
Conference Room:	<p>Indicate the site for the meeting. When you choose a conference room from the directory, the name of that room automatically appears in this field when you return to the Scheduling Entry screen. If you choose more than one conference room, CONFERENCE ROOM LIST appears in this field.</p> <p>Although you can choose up to 36 conference rooms, only one is selected for your meeting. Therefore, when scheduling a meeting, remember that you can choose a total of 35 participants, conference rooms, and equipment. For example, if you choose a conference room and one piece of equipment for your meeting, you can choose 33 participants. You can also type directly into this field. For example, you can type <i>Pat's office</i>.</p>
Critical:	<p>Indicate if the conference room that you choose is critical to the scheduling of the meeting. If it is, the system checks to see if it is available for the date and time you typed. This field is automatically marked with an X. If you type a nonconference room name directly in this field, for example, <i>my office</i>, it is considered noncritical by the system. The system only scans the databases of conference rooms that are listed on the directory.</p>
Room Capacity:	<p>Indicate the need for a room with a specific seating capacity. Type the number of people that you want the room to accommodate. If you choose a conference room, the seating capacity for that room automatically appears in this field when you return to the Scheduling Entry screen. If you do not choose a conference room for your meeting, and the Conference Room Critical field is marked with an X, the system searches for one that can accommodate the number of people that you plan to invite.</p>

(continued)

Table 7-1. Scheduling Entry Screen Fields (continued)

Field	What You Do
Equipment:	<p>Indicate equipment for the meeting. Once you choose equipment from the directory, the name of the equipment automatically appears in this field when you return to the Scheduling Entry screen. If you choose more than one piece of equipment, EQUIPMENT LIST appears in this field. You can choose no more than five pieces of equipment per meeting. However, when scheduling a meeting, remember that you can choose a total of 35 participants, conference rooms, and equipment.</p>
Critical:	<p>Indicate if the equipment is critical to the scheduling of the meeting. If it is, the system checks to see if it is available for the date and time that you typed. The system only scans the databases of conference rooms that are listed on the directory.</p>
Percent for Acceptance:	<p>Indicate what percentage of time a participant must be available in order to constitute an affirmative reply during the scheduling process. This field is always set at 100 percent.</p> <p>For example, if you change this field to 75 percent and one of the participants on your list is only available from 11 AM to 12 PM for a 2-hour meeting from 11 AM to 1 PM, you receive a negative attendance response when you process the scheduling results of your meeting. A negative response is generated because the participant's percent of acceptance is only 50 percent — less than the minimum percentage that you typed in the Percent for Acceptance field.</p> <p>That person would have to be available from 11 AM to 12:30 PM or 11:30 AM to 1 PM for the scheduling results to return an affirmative response. If you choose Unblocked, 11 AM to 12:00 PM and 12:30 PM to 1:00 PM would generate an affirmative response. If you reduce the requirement in the Percent for Acceptance field to 50 percent, an affirmative response would be generated. This field is used in conjunction with the Blocked/Unblocked field to get the exact results of who is available for your meeting.</p>
Blocked (B) or Unblocked (U):	<p>Indicate if a participant is available in one continuous block on the Scheduling Database, or if the available slots are scattered randomly. This field is always set at B (Blocked).</p> <p>For example, if you want the duration time for the meeting to be 2 hours and you type 50 percent in the Percent for Acceptance field, and choose Blocked (B), a critical participant who is free for the first half-hour and the last half-hour of the meeting would appear to be unavailable. However, if you choose Unblocked (U), this same critical participant would be seen as available to attend the meeting. This may or may not be acceptable to you.</p>

(continued)

Table 7-1. Scheduling Entry Screen Fields (continued)

Field	What You Do
Days to Search:	Indicate the days of the week that you want the system to search the calendars of critical participants for available times. This allows for international considerations when the work week may not be the U.S. standard Monday through Friday. This field is always set at Monday through Friday, except when users change their <i>start of</i> work week to be other than Monday in their User Profile. (Refer to "Changing the Settings in Your User Profile" and Table 10-1 in Chapter 10.)

To Begin

*From the main VS OFFICE menu: Choose **Schedule Meeting**.*

*Note: When you choose **Schedule Meeting** from the main VS OFFICE menu, you are presented with a list of meetings that you created and saved for future use. This is the Meeting Management screen. Press PF6 to add a new meeting. The Scheduling Entry screen appears.*

or

If you have no meetings saved, you are returned directly to the Scheduling Entry screen.

Steps

1. Fill in the following fields:

Meeting Name: A word or phrase that identifies the purpose of the meeting.

Duration: The length of the meeting. Meetings can be no longer than 9 hours.

Date: The range of dates that you want the system to search the Scheduling Databases of critical participants (i.e., 12/16/86 to 12/23/86).

Time: The range of times that you want the system to search the Scheduling Databases of critical participants (i.e., 9 AM to 10 AM).

Note: You can type a specific date and time or a range of dates and times in the Date and Time fields.

2. To choose participants for your meeting, press PF9. The Corporate Directory: People screen appears.
3. Type an X next to the names of people you want to invite to your meeting. Press PF2 and PF5 to move from one screen to the next.

4. When you finish, press RETURN. The Time Management: Participant Selection screen appears with a list of the names that you chose from the directory. Names marked with a C indicate local users who choose to participate in the scheduling process. During the scheduling process, the Scheduling Databases of users that are designated C (Critical) are scanned to determine available meeting times. If you want, you can change a critical participant to a noncritical participant. Simply type an N in place of the C that appears.

Note: All other names are automatically designated as noncritical participants. These people can receive meeting invitations but their Scheduling Databases are not scanned because they chose not to participate in the scheduling process or they are remote users.

5. When you finish, press RETURN again. The Scheduling Entry screen reappears. The number of participants that you chose appears in the Number of Participants field.

Note: Throughout this procedure, you can save the information that you type by pressing RETURN from the Scheduling Entry screen. The information is saved in your Meeting file for future use. You also have the option to process the information that you type. You can do this if you choose one or more critical participants for your meeting and complete the Meeting Name, Date, Duration, and Time fields.

6. Choose the room in which the meeting is to be held.

If you want to schedule the meeting in a location other than a conference room, simply type the name of that room in the Conference Room field. For example, type Pat's office. Go to step 10.

If you want to schedule the meeting in any available conference room, leave the Conference Room field blank. A room that is available on that day and that can accommodate the number of participants you choose is automatically assigned. The Critical field must be marked with an X for the system to search available conference rooms for that date and time in the directory. Go to step 10.

If you want to schedule the meeting in a particular conference room, press PF3. A list of all local conference rooms appears with their locations and capacities. Go to step 7.

7. Choose a conference room(s) from the list that appears by typing an X.
8. Press RETURN. You are taken to a screen that lists the conference room(s) that you chose.

Note: If you choose a conference room with a smaller seating capacity than the number of participants scheduled to attend the meeting, a message appears at the top of your screen when you begin to process the information on your meeting. However, if you want this room, simply press PF5 to override this message. If not, press PF3 from the Scheduling Entry screen. The Conference Room Selection screen appears. Press PF9 to choose another conference room that can accommodate the number of people that you plan to invite.

9. Press RETURN again. The Scheduling Entry screen reappears with the name of the conference room(s) you chose in the Conference Room field. If you chose more than one conference room, CONFERENCE ROOM LIST appears in this field. The room capacity number appears in the Room Capacity field if only one conference room is chosen.

Note: If this conference room is not critical to scheduling your meeting, delete the X that appears in the Critical field.

10. *If you do not want to choose equipment for your meeting, go to step 14.*
If you want to choose equipment needed for the meeting, press PF4. A list of all local equipment that can be included in the scheduling process appears with its location, control number, and serial number.
11. Type an X next to the equipment that you need for your meeting. Press PF2 through PF5 to move from one screen to the next.
12. When you finish, press RETURN. You are taken to a screen that lists the equipment you chose.
13. Press RETURN again. The Scheduling Entry screen reappears with the name of the equipment you chose in the Equipment field. If you chose more than one piece of equipment, EQUIPMENT LIST appears in this field.

Note: If the equipment is not critical to scheduling your meeting, you can delete the X that appears in the Critical field.

14. If you need to have critical participants present for the entire meeting, leave the automatic setting at 100 percent in the Percent for Acceptance field. If attendance for only part of the meeting is acceptable, change the number in this field.

For example, if you are scheduling a 2-hour meeting but it is acceptable for critical participants to attend only 1 hour (50 percent of the time), type 50 in the Percent for Acceptance field. This field is used in conjunction with the Blocked (B) or Unblocked (U) fields (step 15).
15. The choice in the Blocked (B) or Unblocked (U) field determines whether the time participants can spend at the meeting must be continuous (Blocked). If continuous attendance is required, leave the automatic setting at Blocked (B). If you want critical participants to be considered available even if they are free only for the minimum amount of time (as indicated in the Percent for Acceptance field) and regardless of whether or not the time is continuous, choose Unblocked (U).
16. If you want the system to search the Scheduling Databases of participants for days other than those that are marked in the Days to Search field, type an X next to those days. To erase the days you do not want, press the DELETE key or the space bar over the X that appears.
17. To process the information that you type, press PF5. A list appears with the top five available meeting times for the critical participants that you chose. The first entry in the list is the optimum meeting time.
18. If you want to look at the individual time available in detail for each critical participant associated with a particular meeting date and time, choose the time that you want and press RETURN.
19. The Scheduling Results Detail screen appears. (See Figure 7-3.) This screen summarizes the following information:

Name — Lists the names of critical participants that you chose.

Available — Indicates Y (yes), N (no), or NC (not confirmed) for each participant, conference room, or piece of equipment.

Time Block — Shows a portion of the Scheduling Databases of critical participants for the date and time of the proposed meeting. Indicates with an asterisk (*) that the participant is busy for the corresponding half-hour period. In the example shown in Figure 7-3, Joe Smith is available from 1:00 to 2:00 PM but is busy from 2:30 to 3:00 PM, as indicated by the asterisk in the second column to the right of his name.

```

Time Management: Scheduling Results Detail      Wednesday 08/13/86 12:30 pm
For: Mary Leeds
Meeting for: Wednesday 08/20/86 (MM DD YY)
Percent for Acceptance: 100 %      Blocked (B) or Unblocked (U): X B U

```

Name	Available	Time Block
Carole Daily	Y	1:00 PM 3:00 PM
Conference Room A	Y	! ! !
Projector #1	Y	! ! !
Joe Smith	N	! ! *!
Mike Cappulo	NC	! ! !

(-End-)

(13) Instructions

(7) Send Invitation

(15) Print
(16) Exit

Figure 7-3. Time Management: Scheduling Results Detail Screen

20. When you are satisfied with the time and information presented on the Scheduling Results Detail screen, you can either press PF7 to send your invitation from this screen or return to the Scheduling Results Summary screen. If you choose to send your invitation from the Scheduling Results Summary screen, make sure that the cursor is next to the meeting date and time you want. The Send an Invitation screen appears with the pertinent information that you typed (on the Scheduling Entry screen) concerning the meeting. You can type up to 12 lines of text in the empty portion of the screen.

Note: If you are not satisfied with the time and information on a particular meeting listed in the Scheduling Results Detail screen, press PF16 to return to the Scheduling Results Summary screen. Choose another time to look at in detail and refer to steps 19 and 20.

21. Press PF1. Your invitations are sent.
22. Press PF16 until you return to the Scheduling Entry screen.
23. *If you want to save the information on this meeting, press RETURN.*

If you do not want to save the information on this meeting, press PF16 to return to the main VS OFFICE menu.

Remarks

- You can save the information on your meeting that you type in the Scheduling Entry screen by pressing RETURN. You can also begin to process the information on your meeting once you choose one or more critical participants and complete the Meeting Name, Date, Duration, and Time fields.
- If the equipment or conference room that you choose for your meeting is available, that date and time is blocked off on its Scheduling Database for the remainder of that day. It is the conference room and equipment administrator's responsibility to create a permanent block on the database by accepting the invitation for the requested conference room or equipment. Therefore, if you encounter obstacles in getting the conference room or equipment that you want, see your administrator.
- You can choose a total of 35 participants, conference rooms, and equipment. For example, if you choose two pieces of equipment and one conference room for your meeting, you can choose 32 critical or noncritical participants.
- When you choose participants from the directory, you can choose an entire screen of names by pressing PF6. To clear a screen of names that you have chosen, press PF7.
- You can search for a person's organization, location, or job description when choosing names from the directory by pressing PF10. To search for a specific name, press PF9. (Refer to step 2, "Using the Directory To Send Mail to One or More People," in Chapter 3.)
- You can look at the list of names you chose while selecting additional names from the directory by pressing PF14.
- At any time, you can look at, add to, or delete a person, conference room, or piece of equipment that you choose by pressing the appropriate PF key from the Scheduling Entry screen. When you do this, the system takes you to the Participant, Conference Room, or Equipment Selection screen. Press PF9 from this screen to get to the directory.
- The information that you type in the Time field must equal or exceed the information in the Duration field, otherwise the system does not send your invitations. For example, if you type 2 in the Duration field but type 9:00 AM to 10:00 AM in the Time field, the message "Range Must Equal or Exceed Meeting Duration" appears.
- You can delete a meeting by pressing PF8 from the Meeting Management screen or the Scheduling Entry screen. (Refer to "Deleting a Meeting" in this chapter.)
- Conference rooms and equipment chosen and designated as critical are queried in the same way as critical participants. You are notified by the system if a particular conference room or piece of equipment is not available for any of the optimum meeting times for the day you plan to conduct your meeting.
- Before you send your invitation, you can change its priority and security levels. Press PF11 from the Send an Invitation screen. (Refer to "Mail Classification Settings" in Chapter 3.)

Changing an Existing Meeting in Your Meeting File

In addition to creating meetings, you can also change information on existing meetings that you saved in your Meeting file. This is especially useful if you frequently hold meetings that have the same or similar requirements (i.e. same participants, same conference room, and same time). You simply change or reuse the information.

If, for example, information on a meeting that you held a week ago and saved in your Meeting file includes the names of people you want to attend an upcoming meeting but does not include the right conference room, simply choose this meeting from the Meeting Management screen and make the necessary changes.

When you change an existing meeting, you can change any of the fields on the Scheduling Entry screen. You can change critical participants to noncritical, choose additional participants or delete existing ones, or add and delete equipment and conference rooms.

To Begin

*From the main VS OFFICE menu: Choose **Schedule Meeting**.*

Steps

1. Choose the meeting that you want to change.
2. Press RETURN. The Scheduling Entry screen appears.
3. You can change the Meeting Name, Duration, Date, and Time fields from the Scheduling Entry screen for the new meeting requirements. To change any of the other fields, process the information, and send your meeting invitations, refer to steps 4 through 7.
4. You can review, change, add to, or delete information from your list of participants.

If you want to review the list of participants for this meeting, press PF9. The original list of names marked C (critical) or N (noncritical) appears. You can change critical participants to noncritical participants or noncritical participants to critical. Simply type an N or C next to their names. Press RETURN. The Scheduling Entry screen reappears.

Note: You can only change noncritical participants to critical if they chose to participate in the calendar scheduling process. If they did not, the system notifies you.

If you want to add to or delete from this list of participants, press PF9. The original list of names that you chose appears. Press PF9 again. The Corporate Directory: People screen appears. Type an X next to those names that you want to add to your current meeting, or use the DELETE key or the space bar to delete names from your list. Press PF2 through PF5 to move from one screen to the next. When you finish, press RETURN. You are returned to the list of participant names that you chose. Press RETURN again to return to the Scheduling Entry screen. The new list of participants is now included for this meeting.

Note: Throughout this procedure, you can save the new information that you type on this meeting by pressing RETURN from the Scheduling Entry screen.

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5. You can review, change, add to, or delete information from your list of conference rooms.

If you want to review the conference room(s) for this meeting, press PF3. The original conference room list appears. Press RETURN. The Scheduling Entry screen reappears.

If you want to choose a different conference room, press PF3. The original conference room list appears. Press PF9. A list of conference rooms from the directory appears with room locations and capacities. Type an X next to the conference room(s) that you want to include in your current meeting or use the DELETE key or the space bar to delete a room from your list. Press PF2 through PF5 to move from one screen to the next. When you finish, press RETURN. The conference room(s) you chose appears. Press RETURN. The Scheduling Entry screen reappears with the name of the conference room that you chose or the conference room list.

*If you want to schedule the meeting in a location other than a conference room, type the name of that room directly in the Conference Room field. For example, type *Pat's office*. Delete the X that appears next to the Critical field. However, if it is marked Critical, the system ignores the X.*

If you want to schedule the meeting in any available conference room, leave the Conference Room field blank. Use the DELETE key or the space bar to erase existing characters in this field. A room that is available for that day and that can accommodate the number of participants that you chose is automatically assigned. The Critical field must be marked with an X for the system to search available conference rooms for that day and time in the directory.

6. You can review, change, add to, or delete information from your list of equipment.

If you want to review the equipment for this meeting, press PF4. The original list of equipment for this meeting appears. Press RETURN. The Scheduling Entry screen reappears.

If you want to choose different equipment, press PF4. The original list of equipment appears. Press PF9. A list of equipment appears with designated locations, control numbers, and serial numbers. Type an X next to the equipment that you want to include in your current meeting or use the DELETE key or the space bar to delete a piece of equipment from your list. Press PF2 through PF5 to move from one screen to the next. When you finish, press RETURN. You are returned to the list of equipment that you chose. Press RETURN again to return to the Scheduling Entry screen. The new list of equipment is now included for this meeting.

7. *If you want to process the information that you typed and send invitations, refer to steps 14 through 23 in "Scheduling a Meeting" in this chapter.*

Remarks

- You can save the new information that you type concerning a meeting by pressing RETURN at the Scheduling Entry screen. You can also begin to process the information for your meeting once you choose one or more critical participants and complete the Meeting Name, Date, Duration, and Time fields.

Deleting a Meeting

You can delete a meeting that is saved in your Meeting file at any time.

To Begin

*From the main VS OFFICE menu: Choose **Schedule Meeting**.*

Steps

1. Choose the meeting name that you want to delete.
2. Press PF8.
3. Press RETURN. That meeting is deleted.

Remarks

- If you want to see the information concerning a particular meeting before you delete it, you can choose the meeting from the Meeting Management screen and press RETURN. The Scheduling Entry screen appears. You can then press PF8 and RETURN to delete this meeting from the Scheduling Entry screen.
- If you press PF8 to delete a meeting and then change your mind, press PF16 instead of RETURN.

Looking at Your Scheduling Database

Your Scheduling Database is used solely for the Scheduling a Meeting function. When a user wants to invite you to a meeting and has designated you as a critical participant, VS OFFICE scans your Scheduling Database to determine if you are available for the proposed meeting. The results are then presented to the user who initiated the meeting function. Although the system scans your database, it cannot show that user the details of your Scheduling Database. Only you can manipulate its information.

You have the option to participate in the Scheduling a Meeting process. You choose this through the Calendar Scheduling field in your User Profile. You also have the option to have all entries made in your daily calendar automatically recorded in your Scheduling Database. You choose this through Auto-Update Scheduling in your User Profile. (Refer to “Changing the Settings in Your User Profile” and Table 10-2 in Chapter 10.)

Your database allows you to

- Block out times that you are unavailable for meetings when the system scans your database.
- Automatically have events that are scheduled in your daily calendar included in your Scheduling Database.

When you call up your database, a grid appears. This grid indicates when you have scheduled events and appointments through asterisks and slashes. The database, which begins with today's date, shows the hours of one full day across the top of the grid and each day of the week with the corresponding date down the left side.

There are two lines of information per day, delineated by the second line, which has the word “Sched.” The first line of each day, denoted by the date, represents the data in your personal calendar and is represented by an asterisk for each filled half-hour slot. If you did not choose Auto-Update Scheduling in your User Profile, PF14 enters slashes to merge your calendar events into your Scheduling Database. These asterisks, unlike the slashes, cannot be erased — they are only for your information. (Refer to “Changing the Settings in Your User Profile” and Table 10-2 in Chapter 10.)

Figure 7-4 shows a typical Scheduling Database.

```

Time Management: Scheduling Update
                                Friday 08/15/86 12:10 pm
                                (MM DD YY) (MM DD YY)
Calendar/Scheduling Database for Period from 08/15/86 to 08/21/86
                                PM
    12  1  2  3  4  5  6  7  8  9  10  11  12
08/15 FI  !  !  ! ** !  !  !  !  !  !  !  !  !
Sched !  !  ! // !  !  !  ! // !  !  !  !  !
08/16 SI  !  !  ! // !  !  !  ! // !  !  !  !  !
Sched !  !  ! // ! // !  !  !  ! // !  !  !  !  !
08/17 SI  !  !  ! // ! // !  !  !  ! // !  !  !  !  !
Sched !  * !  ! // ** !  !  !  ! // !  !  !  !  !
08/18 MI  ! // !  ! // !  !  !  ! // !  !  !  !  !
Sched ! // !  ! // ! * !  !  !  ! // !  !  !  !  !
08/19 TI  ! // !  ! // ! // !  !  !  ! // !  !  !  !  !
Sched ! * !  ! // ! // !  !  !  ! // !  !  !  !  !
08/20 WI  ! // !  ! // ! // !  !  !  ! // !  !  !  !  !
Sched ! // ! // ** !  !  !  ! // !  !  !  !  !  !
08/21 TI  ! // !  ! // ! // !  !  !  ! // !  !  !  !  !
Sched ! // ! // ! // !  !  !  ! // !  !  !  !  !  !
                                (- More -)
(RETURN) Save      (5) View Next Week      (13) Instructions
                  (6) View AM Hours      (10) Fill Grid      (14) Merge Cal Data
(3) View Last Week (7) View PM Hours      (11) Clear Grid     (15) Print
                  (16) Exit
  
```

Figure 7-4. Time Management: Scheduling Update Screen

To Begin

From the main VS OFFICE menu: Choose **User Administration**. Choose **Calendar Schedule Maintenance**.

Note: The Scheduling Database appears only if you chose to participate in the scheduling function. (Refer to "Changing the Settings in Your User Profile" and Table 10-2 in Chapter 10.)

Steps

1. Look at your Scheduling Database. The following symbols may appear:
 - Asterisk (*)** — Indicates an entry from your daily calendar. This allows you to have entries made in your daily calendar automatically recorded in your Scheduling Database.
 - Slash (/)** — Indicates that you are not available for a particular time in your database. You can mark a slash at the appropriate half-hour slot if you want to be seen as unavailable by other users.
2. To indicate that you are unavailable to other users for a particular time in your database, type a / (slash) at the appropriate half-hour slot. Press RETURN to save your changes.

For example, if another user wants to invite you to a meeting, VS OFFICE scans your database. If a slash appears in your database for this time, you are seen as unavailable to that user and a negative response is generated.
3. The Scheduling Database can be looked at and changed six weeks in advance. Press PF2 through PF5 to move from one week (screen) to the next.

Remarks

- If you make any changes to your Scheduling Database and do not press RETURN, these changes are not saved.
- While the slash key is used to mark a slot and indicate that you are not available for a particular time, the DELETE key or the space bar is used to erase the slash and free the slot.
- You can look at and change other periods of time in your Scheduling Database as follows:
 - For the first week, press PF2
 - For the last week of the database (sixth week), press PF3
 - For the previous week, press PF4
 - For the next week, press PF5
 - For the AM hours in the week shown, press PF6
 - For the PM hours in the week shown, press PF7
- To fill all of the shown hour slots with slashes to indicate that there is no available time for scheduling, press PF10. Erase all slashes from the hour slots that are shown to indicate that all time is available for scheduling, press PF11.
- If you chose No in the Auto-Update Scheduling field in your User Profile, but you want to merge all appointments scheduled in your daily calendar for the six weeks shown in your Scheduling Database, press PF14. (Refer to “Changing the Settings in Your User Profile” and Table 10-2 in Chapter 10.)
- If you schedule an event that is more than six weeks in the future, that event is not automatically merged with your Scheduling Database. However, when the event is within six weeks of the present date, an asterisk appears in the appropriate slot in your Scheduling Database. You can then press PF14 to merge the event into your Scheduling Database. When you do this, a slash appears below the asterisk.

Chapter 8

READING AND POSTING NOTICES AND MESSAGES

BULLETIN BOARD

With the VS OFFICE bulletin board, you can share information by posting notices to other VS OFFICE users. Notices are posted in categories and subcategories established by your VS OFFICE administrator.

In addition, you can read notices posted by other users, save posted notices in your Mailbox folder for later use, reply to the author of any notice, or delete any notices that you post.

Posting Bulletin Board Notices

VS OFFICE lets you send information to other VS OFFICE users by posting notices on the bulletin board. These notices can be brief or lengthy items of interest.

Your VS OFFICE administrator may have established a variety of descriptive categories and, in some cases, subcategories, for you to choose from when you post your notices. If your administrator creates subcategories, notices appear when you call up the subcategory.

In addition, your VS OFFICE administrator determines who can post notices to the bulletin board. If you cannot post notices but would like that option, see your VS OFFICE administrator.

Before you begin, you should know how to edit a memo. (Refer to "Using the VS OFFICE Keys" in Chapter 1.)

To Begin

From the main VS OFFICE menu: Choose **Mail**. Choose **Other: Post to Bulletin Board**.

Steps

1. Choose the bulletin board category in which to post your notice.
2. Press RETURN. A screen of subcategories for that bulletin board category may appear. If there are no subcategories, go to step 5.
3. Choose the subcategory in which to post your notice.
4. Press RETURN. A blank entry screen appears.
5. On the screen that appears, type the subject of your notice in the highlighted Subject field.
6. Type the text of your notice in the blank portion of the screen.

7. Press PF1. Your notice is posted. You are returned to the category or subcategory screen.
8. When you finish, press PF16 until you return to the VS OFFICE menu.

Remarks

- If you type a notice and change your mind about posting it, press PF16 *before* pressing PF1. Your typed notice disappears and you are returned to the category or subcategory screen.
- You can delete a notice that you post at any time. (Refer to “Deleting Bulletin Board Notices That You Create” in this chapter.)

Reading Bulletin Board Notices

At any time, you can read notices that other users post on the bulletin board. Your VS OFFICE administrator creates descriptive categories and, in some cases, subcategories in which notices can be posted. If this is the case, notices appear when you call up the subcategory.

Your VS OFFICE administrator determines who can read bulletin board notices. If you cannot read notices but would like that option, see your VS OFFICE administrator.

To Begin

From the main VS OFFICE menu: Choose **Mail**. Choose **View: Bulletin Board**.

Steps

1. Choose a bulletin board category.
2. Press RETURN. A screen of subcategories for that bulletin board category may appear. If there are no subcategories, go to step 4.

Note: The subcategory screen only appears if your VS OFFICE administrator creates one.

3. Choose a subcategory.
4. Press RETURN. A list of posted notices, similar to your condensed Mailbox index, appears for that category or subcategory. If there are none posted, the board is empty.
5. Choose the item that you want to read.
6. Press RETURN. The contents of that notice appears with the name of the person who posted it and the day the notice was posted.
7. When you finish, press PF16 until you return to the main VS OFFICE menu.

Remarks

- If an asterisk appears next to a category, it means that a new notice has been posted to that category since you last looked at the bulletin board. If you look at the bulletin board and then exit using PF16, the asterisks disappear. (This feature may vary if you have Multi-Station software.)
- You can save posted messages for future use or reference by pressing PF10. The notice is automatically placed in your Mailbox folder.

Replying to Bulletin Board Notices

You can reply to the author of any bulletin board notice with a short memo.

Before you begin to reply to a bulletin board notice, you should know how to send a reply and how to edit your reply. You should also know how to read bulletin board notices. (Refer to “Replying to Mail” in Chapter 2, “Using the VS OFFICE Keys” in Chapter 1, and “Reading Bulletin Board Notices” in this chapter).

To Begin

From the main VS OFFICE menu: Choose **Mail**. Choose **View: Bulletin Board**.

Steps

1. Choose a bulletin board category.
2. Press RETURN. A screen of subcategories for that bulletin board category may appear. If there are no subcategories, go to step 4.

Note: The subcategory screen only appears if your VS OFFICE administrator creates one.

3. Choose a subcategory.
4. Press RETURN. A list of posted notices, similar to your condensed Mailbox index, appears for that category or subcategory. If there are none posted, the board is empty.
5. Choose the item that you want to read and reply to.
6. Press RETURN. The contents of that notice appears with the name of the person who posted it and the day the notice was posted.
7. Press PF1. The Replying screen appears. The To field is addressed to the author of the original item. The Reply screen shows the last four lines of the posted message in the text area and has a blank text area.
8. Type your reply in the blank text area.
9. Press PF1 again to send your reply. Although a copy of your reply remains on your screen, it is sent to the original author.

Remarks

- If you want to save a copy of your reply, type your name in the To field and press PF1. A copy is automatically sent to your Mailbox folder.
- If you want to delete (instead of save) the copy of your reply after you send it, press PF16. The reply disappears.
- When you finish your reply, if you want to change the priority, security, confirmation, or acknowledgement settings that your VS OFFICE administrator has set for you, press PF11. The Mail Classification screen appears. (Refer to “Mail Classification Settings” in Chapter 3.)
- If you want to send your reply to a person other than the name that appears in the To field, press PF9. The directory appears. From this screen, you can choose one or more user names, including people on a distribution list or in an organization. (Refer to step 1, “Creating and Sending a Memo” in Chapter 3.)

Deleting Bulletin Board Notices That You Create

You can delete a notice that you post at any time. However, you cannot delete notices posted by other VS OFFICE users.

To Begin

From the main VS OFFICE menu: Choose **Mail**. Choose **View: Bulletin Board**.

Steps

1. Choose a bulletin board category.
2. Press RETURN. A screen of subcategories for that bulletin board category may appear. If there are no subcategories, go to step 4.

Note: The subcategory screen only appears if your VS OFFICE administrator has created one.

3. Choose a subcategory.
4. Press RETURN. A list of posted notices, similar to your condensed Mailbox index, appears for that category or subcategory. If there are none posted, the board is empty.
5. *If you want to delete a notice that you post without reading its contents*, choose that item and press PF8. Press RETURN. Your notice is deleted from the bulletin board.

If you first want to read the contents of your posted notice before you delete it, choose that item and press RETURN. The text of your notice appears. Press PF8. Press RETURN. Your notice is deleted from the bulletin board.

6. When you finish, press PF16 until you return to the main VS OFFICE menu.

Remarks

- If you press PF8 to delete your notice and then change your mind, press PF16.

BROADCASTS

Broadcast messages are important informational announcements made by your VS OFFICE administrator. If your administrator sends a broadcast message to you, you see it as soon as you log on to VS OFFICE.

Once you read a broadcast message, it is automatically deleted. When you finish looking at the broadcast message(s), you automatically go to the main VS OFFICE menu.

If you want to keep a copy of the broadcast message for your files, you can choose to save and file it in your Mailbox folder, and then move on to the next message.

Although you must read the first message, you can choose to skip the remainder. When you do this, you go directly to the main VS OFFICE menu. The next time that you log on to VS OFFICE, these broadcasts, including the first message, reappear.

Reading Broadcast Messages

If your VS OFFICE administrator sends a broadcast message to you, you see it as soon as you log on.

Once you read this message, it is automatically deleted by the system. If there is more than one message, you can continue on and read the additional messages or you can skip them. (Refer to "Skipping Broadcast Messages" in this chapter.) When you finish looking at your message(s), you automatically go to the main VS OFFICE menu.

If you want to keep a copy of a broadcast message for your files, you can save and file it in your Mailbox folder before moving on to the next message.

Steps

1. Read the broadcast message sent by your VS OFFICE administrator.

Note: You can save a copy of a broadcast message, by pressing PF10. That message is sent directly to your Mailbox folder.

2. When you finish, press RETURN. That message is automatically deleted. If there is another message, it appears. If not, go to step 4.
3. Continue to press RETURN until you read all your broadcasts.
4. The main VS OFFICE menu appears after you read the last broadcast message.

Skipping Broadcast Messages

If your VS OFFICE administrator sends broadcast messages to you, you must read the first message but you can skip the remainder. This important feature lets you go to the main VS OFFICE menu to perform a specific function. For example, you may need to write and send a memo as soon as you log on, but broadcast messages appear. You can read the first message, skip the remainder of them, and go directly to the main VS OFFICE menu. The next time that you log on to VS OFFICE, the broadcasts, including the first message, reappear.

Steps

1. Read the first message that appears when you log on.
2. Press PF16 to skip the remaining messages. The main VS OFFICE menu appears.

Remarks

- The next time you log on to VS OFFICE, the broadcast messages that you initially skipped (including the first) appear.



Chapter 9 PRINTING

VS OFFICE SCREENS AND PRINT OPTIONS

With VS OFFICE, you can print your mail items, your condensed and expanded folder indexes, a list of your folders, and your daily Calendar/Reminders list, Reminder index, weekly and monthly calendars, Correspondence Log, and Info Cards. By pressing PF15 from almost any VS OFFICE screen, you can also get a printed copy of the screen in which you are working.

Although your VS OFFICE administrator establishes settings for your print mode that determine how the item is printed and what it looks like, you can change some of these fields. However, your VS OFFICE administrator decides which fields you can modify. For example, you may be able to decide if an item is held in the print queue until a printer becomes available, if it is held in the print queue until you release it, stored in a print file and assigned to a library disk, or sent directly to the printer. (Refer to "Changing the Settings in Your User Profile" in Chapter 10.)

In addition, if you have WP or WP Plus software installed on your system, you can control what your printed item looks like by choosing the print format for the item. You decide if it is to be a VS print file format, WP, or WP Plus print format.

Printing From VS OFFICE Screens

Table 9-1 lists the VS OFFICE screens and describes what each screen lets you print.

Table 9-1. VS OFFICE Screens With Print Options

Screen	What It Lets You Print
Folder: Mailbox (or other folder)	Your condensed or expanded folder index.
Mail Filing	A list of all your folders and the number of mail items filed in those folders.
Replying	A reply that you are sending.
View Mail — Package	An entire package or items within the package.
Display Utility	The data processing file that you receive in a package.
View Mail — Memo	A memo sent to you.

(continued)

Table 9-1. VS OFFICE Screens With Print Options (continued)

Screen	What It Lets You Print
Send	A memo that you are sending.
View Mail — Phone Message	A phone message that you receive.
Phone Message	A phone message that you are sending.
Send an Invitation	An invitation that you are sending.
View Mail — Invite	An invitation that you receive.
Confirmation/Status Index	A list of items that you sent with the delivery and acknowledge status, and the date and time of each.
Confirmation Detail	The expanded version of your Confirmation/Status index.
Bulletin Board	Bulletin board notices.
Read Broadcast	A broadcast message.
Manage Lists	A list of created distribution lists.
Manage Lists — Edit or View	A listing of users included on a distribution list.
Calendar/Reminder	A list of your daily calendar events and reminders for a particular day.
Displayed Item	Information on a certain reminder in your daily Calendar/Reminder list.
Event Display	Information on a calendar event in your daily Calendar/Reminder list.
Reminders	Your list of reminders (Reminder index).
Weekly Calendar	Your calendar for a particular week.
Monthly Calendar	Your calendar for a particular month.
Info Cards	Two screens of detailed information on a person.
Card Category	A list of card type categories for Info Cards and a description of each.
Index Display	A list of Info Cards in index form that shows the person's name, phone number, and company name.
Correspondence Index	A list of recorded correspondence.
Correspondence Detail	A detailed list of recorded correspondence.
Time Management: Scheduling	A list of meetings that you create and save.
Time Management: Scheduling Entry	Information such as the location, date, and time of a scheduled meeting and the participants, conference room, and equipment that you choose.

(continued)

Table 9-1. VS OFFICE Screens With Print Options (continued)

Screen	What It Lets You Print
Time Management: Participant Selection	A list of participants that you choose for a meeting.
Time Management: Conference Room Selection	A list of conference rooms that you choose for a meeting.
Time Management: Equipment Selection	A list of equipment that you choose for a meeting.
Time Management: Scheduling Results Summary	A list of the five best meeting times for participants that you choose.
Time Management: Scheduling Results Detail	Detailed schedules of critical participants for a proposed meeting.
Time Management: Scheduling Database	A list of meetings slotted in your Scheduling Database for a particular week.

Formatting Printed Items if You Have WP or WP Plus Software

If you have WP or WP Plus software, you can control what your printed document looks like. You can do this by choosing to have a Select Print Format screen appear before your item is sent to the printer. For example, if you chose to have the Print Format screen appear, and you press PF15 to print a particular screen, the Format screen automatically appears. You can either send the item to the printer with the settings that your VS OFFICE administrator chooses for you and which appear on the screen, or you can change any of the highlighted fields.

If you choose not to have the Select Print Format screen appear each time that you send an item to print, the print settings established by your VS OFFICE administrator determine the appearance of your document, and when and how that item is to be printed. However, you can still override the print settings established for you if your system administrator gives you the right to do so. For more information on choosing the Print Format screen and changing the print settings established by your VS OFFICE administrator, refer to "Changing the Settings in Your User Profile" and Table 10-3 in Chapter 10.

Section III

Expanding Your VS OFFICE Skills

Using Advanced VS OFFICE Features

Chapter 10

USING ADVANCED VS OFFICE FEATURES

ADVANCED VS OFFICE FEATURES

This section addresses *advanced* features of VS OFFICE that are not typically used to accomplish basic tasks. It is recommended that you be familiar with the previous sections of this Guide.

These advanced features are as follows:

User Profile — Through the User Administration feature, you can customize your expanded and condensed Mailbox folder and weekly and monthly calendars. You can also change your print settings, choose how many days to keep your mail, confirmations, Calendar/Reminder list, Reminder index, and correspondence, and control the assignment of logon IDs to yourself on remote systems in the VS OFFICE network.

User Rights — Through the User Administration feature, you can authorize up to 67 items (people, organizations, or lists) to use your Mailbox folder, Confirmation/Status index, Calendar/Reminder list, Correspondence Log, and Info Cards.

Advanced Mailbox Folder — Through the Mail feature, you can sort items in your Mailbox and other folder indexes and look at another person's mail. You can also look at the status of mail that you send, accept and schedule an invitation, look at a list of other recipients of mail items sent to you, forward mail to another person, look at the history file of a mail item, and copy mail to a WP or WP Plus document, DP file, or a remote system.

Advanced Reminders — Through the Calendar feature, you can sort your Reminder index and use another person's reminders.

USER PROFILE

With the User Profile, you can change some of the settings established by your VS OFFICE administrator to customize your Mailbox folder and weekly and monthly calendars. You can also change your print settings, and choose how many days to keep your mail, confirmations, Calendar/Reminder list, Reminder index, and correspondence.

Once you change a field(s) in any of the User Profile screens, the settings remain until you change them again.

Changing the Settings in Your User Profile

The six VS OFFICE User Profile screens described in Tables 10-1 through 10-6 enable you to change certain VS OFFICE settings. These settings are established by your system administrator when you became an OFFICE user. However, your administrator determines the fields that you can change on User Profile screens 2 through 6. These modifiable fields are highlighted on the various screens within the User Profile function. You can always change the fields that appear in User Profile 1.

Once you change a field(s) in any of the User Profile screens, the settings remain until you choose to change them again.

These screens are as follows:

User Profile Screen 1 — Lets you control the appearance of your Mailbox folder and your weekly and monthly calendars. It also lets you choose a 12-hour or 24-hour format for your calendar and control the assignment of logon IDs to yourself on remote systems in the VS OFFICE network. (See Table 10-1.)

User Profile Screen 2 — Lets you change your Receive Mail, Send Mail, and Calendar Options settings. (See Table 10-2.)

User Profile Screen 3 — Lets you change the settings in your WP/WP Plus print format if you have WP or WP Plus installed. (See Table 10-3.)

User Profile Screen 4 — Lets you choose the number of days that you want to keep mail, confirmations, calendars, reminders, and correspondence. (See Table 10-4.)

User Profile — Logon Defaults Screen 5 — Lets you change the settings that determine the file protection class and print settings. (See Table 10-5.)

User Profile — Logon Defaults Screen 6 — Lets you change the names for files, volumes, libraries, and the name of the first menu shown when you log onto VS OFFICE. (See Table 10-6.)

To Begin

From the main VS OFFICE menu: Choose **User Administration**. Choose **User Profile**.

Steps

1. To change any of the highlighted fields that appear on the screen, type an *X* next to that field. Use the space bar or DELETE to erase an *X*. You can choose one for each category.

Note: Fields that are not highlighted cannot be changed.

2. When you finish, press RETURN. If you made changes to a field(s), these changes are now made. The next screen within the User Profile appears.

Note: To get from one screen to the next, press RETURN from each screen. If you want to leave the User Profile function at any time, press PF16. Any changes that you make are saved except those made to the last screen you were working on when you exited.

Remarks

- The VS OFFICE User Profile sets your VS usage constants. These constants remain if you leave VS OFFICE but do not log off of your VS system.

Table 10-1. User Profile Screen 1

Field	What You Do
<p>Mail Box Format: Condensed Expanded</p> <p>Calendars Format (Monthly):</p> <p>Default (Display): (Daily is default)</p> <p>Start Day (Weekly):</p> <p>Start Hour (Daily):</p> <p>Clock Display:</p> <p>Alarm:</p> <p>Remote Logon Authorization</p>	<p>Choose a condensed or expanded format for your Mailbox Folder index.</p> <p>Choose a horizontal or vertical format for your monthly calendar.</p> <p>Designate which calendar (daily Calendar/Reminder or weekly) appears when you choose Calendar from the main VS OFFICE menu.</p> <p>Choose the start day for your weekly or monthly calendars.</p> <p>Choose the start hour of your work day on your weekly calendar.</p> <p>Choose a 12-hour or 24-hour time display format for your calendars.</p> <p>Set the default alarm for your calendar appointments. When you do this, the system notifies you minutes before an appointment. For example, if you want the system to notify you 15 minutes before every scheduled appointment, type <i>00 15</i> in the Alarm field. The maximum for this field is 90 minutes.</p> <p>Choose to control the assignment of logon IDs to yourself on remote systems in the VS OFFICE network. (Refer to “Authorizing Remote Logon” and “Using a Remote Logon” in this chapter.)</p>

Table 10-2. User Profile Screen 2

Field	What You Do
<p>Receive Mail Defaults: Auto-Acknowledge</p> <p>Send Mail Defaults: Confirmation</p>	<p>Type an <i>X</i> next to Yes to send an automatic acknowledgement to the sender. This indicates that the mail has been received and read. Or type an <i>X</i> next to No for manual acknowledgement. (Does not apply to invitations or certified mail.)</p> <p>Type an <i>X</i> next to Yes to be automatically notified of the delivery date and time an outgoing mail item arrives in the recipient’s Mailbox, but not if mail has been read.</p>

(continued)

Table 10-2. User Profile Screen 2 (continued)

Field	What You Do
If yes (optional)	Certify – Certification of outgoing mail. When you send a mail item certified, only the intended recipient can “open” and read that item. Once the recipient reads the item, an acknowledgement is sent and the security level returns to its original setting.
	Acknowledge – Request acknowledgement of outgoing mail.
Security	Type an <i>X</i> next to the security level that you want for your outgoing mail: General, Limited, or Confidential.
Priority	Type an <i>X</i> next to the priority level that you want for your outgoing mail: Low, Normal, High, or Immediate.
Calendar Options: Calendar Scheduling	Type an <i>X</i> next to Yes or No to indicate if you want to participate in the scheduling of meetings.
Auto-Update Scheduling	Type an <i>X</i> next to Yes or No to indicate if you want your calendar entries automatically sent to the Scheduling Database for scheduling meetings.

Table 10-3. User Profile Screen 3

Field	What You Do
Print Format	Indicate that a printed item is to be formatted as a VS print file, WP Plus, or WP document.
WP Print Disposition	Indicate how WP and WP Plus documents are to be printed, and whether they are saved, or deleted after use.
Print Option	Choose Prompt for Format if you want the Select Print Format screen to appear every time you press PF15 to print an item. Choose No Prompt if you do not want this screen to appear.
WP Plus Defaults	Indicate the default library and printer for items printed as WP Plus documents. Type a library name with a maximum of 8 characters (letters, digits, #, or @). Printer must be a combination of A-Z and/or 0-9.
WP Defaults	Type a 1-character library name (a-z or A-Z) and a volume name with a maximum of 6 characters (letters or digits).

Note: If you do not have WP or WP Plus software installed, this screen does not appear.

Table 10-4. User Profile Screen 4

Field	What You Do
Days to Keep Mail	Type the number of days that you want to keep your mail. This is based on the date that the item was received. This number can be 001 to 365. To keep the number permanently, type 999.
Days to Keep Confirmations	Type the number of days that you want to keep your confirmations. This number can be 001 to 365. To keep the number permanently, type 999.
Days to Keep Calendars	Type the number of days that you want to keep your calendars. This number can be 001 to 365. To keep the number permanently, type 999.
Days to Keep Reminders	Type the number of days that you want to keep your reminders. This number can be 001 to 365. To keep the number permanently, type 999.
Days to Keep Correspondence	Type the number of days that you want to keep your correspondence. This number can be 001 to 365. To keep the number permanently, type 999.

Table 10-5. User Profile – Logon Defaults Screen 5

Field	What You Do
File Protection Class	<p>Assign each file, when created, to a file protection class. A file can be assigned to one protection class, which is marked by a 1-character code. The following five codes have system-defined meanings:</p> <p>Space (or blank) – Unprotected file.</p> <p>\$ – Read-only file. Can be modified only by administrator or owner. Can be read or executed by any system user or program.</p> <p>@ – Execute-only file. Can be read or modified only by administrator or owner. Can be executed by any user or program.</p> <p># – Private file. Can only be used by the person who created the file or by the system security administrator.</p> <p>(A-Z) – Twenty-six different file classes identified by letters A-Z. Defined by administrators and unique for each installation. Each user is given access privileges for zero or more of these classes. Users cannot get a file if they do not have access privileges.</p>

(continued)

Table 10-5. User Profile – Logon Defaults Screen 5 (continued)

Field	What You Do
Print Mode	<p>For VS print files, determine how an item is to be printed.</p> <p>Spool — Holds item in print queue until a printer becomes available, and then prints it immediately.</p> <p>Hold — Holds item in print queue until you release it.</p> <p>Keep — Stores item in a print file, WP, or WP Plus document, and assigns it to a library on disk. No entry appears in the print queue. Can only be printed through a print utility.</p> <p>Online — Sends item directly to an on-line printer. No disk file is created.</p>
Print Class (“A-Z”)	Assign a print class (A-Z) to determine which printer prints the item. Each printer has a print class.
Print Form # (000 – 254)	Determine the form type to use for printing Spool and Hold files.
Printer # (000 – 255)	<p>Determine the device number of the printer used for on-line printing. If the print mode is other than Online (Hold, Spool, or Keep), then this field can contain either the device address of a printer (or Telecommunications device) or 000. If the address is 000, then the print file is spooled to the lowest device-numbered printer that is available and that also matches the print class of the print request.</p>
Lines Per Printed Page (16 – 255)	Determine the number of lines printed on each page. The default value is 55 lines.
Print File Protection Class	Determine the file protection class for your print files. The default value is ‘#’ (private file).

Table 10-6. User Profile – Logon Defaults Screen 6

Field	What You Choose
Input Files	<p>INLIB — An 8-character file name, including letters (A-Z), numbers (0-9), and #, \$, @, for your input file.</p> <p>INVOL — A 6-character name, including letters (A-Z), numbers (0-9), and #, \$, @, for your input volume. If left blank, the current volume is used.</p>
Output Files	<p>OUTLIB — An 8-character file name, including letters (A-Z), numbers (0-9), and #, \$, @, for your output file.</p> <p>OUTVOL — A 6-character name, including letters (A-Z), numbers (0-9), and #, \$, @, for your volume. If left blank, the current volume is used.</p>

(continued)

Table 10-6. User Profile – Logon Defaults Screen 6 (continued)

Field	What You Choose
User Programs	<p>RUNLIB — An 8-character name, including letters (A-Z), numbers (0-9), and #, \$, @, for the library containing your programs.</p> <p>RUNVOL — A 6-character name, including letters (A-Z), numbers (0-9), and #, \$, @, for the volume containing your programs. If blank, the current volume is used.</p>
Work Files	<p>WORKVOL — A 6-character name, including letters (A-Z), numbers (0-9), and #, \$, @, for the volume containing your work files. If blank, the current volume is used.</p>
Spooled Print Files	<p>SPOOLLIB — An 8-character name, including letters (A-Z), numbers (0-9), and #, \$, @, for the library containing the spooled print files.</p> <p>SPOOLVOL — A 6-character name, including letters (A-Z), numbers (0-9), and #, \$, @, for the volume containing the spooled print files. If blank, the current volume is used.</p>
Logon Procedure	<p>File — An 8-character name, including letters (A-Z), numbers (0-9), and #, \$, @, for the file containing your logon procedure.</p> <p>Library — An 8-character name, including letters (A-Z), numbers (0-9), and #, \$, @, for the library containing your logon procedure.</p> <p>Volume — A 6-character name, including letters (A-Z), numbers (0-9), and #, \$, @, for the volume containing your logon procedure.</p>
Logoff Procedure	<p>File — An 8-character name, including letters (A-Z), numbers (0-9), and #, \$, @, for the file containing your logoff procedure.</p> <p>Library — An 8-character name, including letters (A-Z), numbers (0-9), and #, \$, @, for the library containing your logoff procedure.</p> <p>Volume — A 6-character name, including letters (A-Z), numbers (0-9), and #, \$, @, for the volume containing your logoff procedure.</p>
Start Menu	<p>The name of the first menu shown when you log onto VS OFFICE. The menu you choose here must be a VS OFFICE menu. The system default for this field is WOMAIN.</p>

Authorizing Remote Logon

Remote Logon Authorization enables you to control the assignment of logon IDs to yourself on remote systems in the VS OFFICE network. A remote system is any system other than the “local” system to which your workstation is physically connected.

If you choose Remote Logon Authorization in your User Profile (Table 10-1 in this chapter), directory administrators on remote VS OFFICE systems in the OFFICE network can add one or more logons to your user record. For any VS system where you have a remote logon, you can log on as yourself. For example, if you travel to different locations where VS OFFICE systems are installed, it may be convenient for you to be able to log on to systems other than your local system. When you do this, you can send mail, maintain a calendar and reminders, and perform other local OFFICE functions.

In order to use this feature, you need to set the Remote Logon Authorization field in your User Profile to Yes and then telephone or send a message to the VS OFFICE administrator of the system where you want the remote logon. Request that the administrator contact you as soon as the logon(s) is added to your user record. Once your remote logon is confirmed, set the User Profile field to No. This setting lets you maintain your security. (Changing this field from Yes to No or No to Yes can only be done on your local system.)

In addition, you may want to prohibit logon IDs on systems other than your local system. You can choose not to authorize remote logons in your User Profile. This precaution ensures that no one else can log on to VS OFFICE with your logon ID and send mail in your name. (Refer to “Using a Remote Logon” in this chapter.)

Using a Remote Logon

When you log on to another system as a remote logon user, you can send mail, control your mail classification, use the directory, and maintain a personal calendar and reminder list. As a remote logon user, you can create and use folders, look at the status of mail sent, maintain distribution lists, retrieve remote documents, and look at and post notices to bulletin boards if you are authorized to do so.

Because you cannot receive mail at a system when you use your remote logon, your mail is delivered to your Mailbox, which is located on your “home” system. However, important mail items can be forwarded to a local user on the system that you are remotely logged on to if you are authorized to access that user’s mail.

As a remote logon user, you can also schedule meetings. However, because the calendar you use as a remote user is not scanned in the scheduling function, you cannot be designated a critical participant by other OFFICE users.

Although you cannot call up your own Info Cards or Correspondence Log on your remote system, you can use those that belong to another user if you are authorized to do so. In addition, you can change the default log name. When you do this, that user’s Info Cards or Correspondence Log automatically appears when you choose that function from the main VS OFFICE menu. (Refer to “Using Another Person’s Info Cards” in Chapter 4, “Using Another Person’s Correspondence Log” in Chapter 5, and “Changing the Default Name for Correspondence Logs and Info Cards” in this chapter.)

The following list includes the features that are active and inactive for a remote logon user through the User Administration function. For more information on these fields, refer to “Changing the Settings in Your User Profile” and “User Rights” in this chapter.

- **Access Authorization**
 - View Mail Access Inactive
 - Send/Confirmation Access Active
 - Calendar/Reminder Access Active
 - Correspondence Log Access Inactive
 - Info Cards Access Inactive
- **User Profile**
 - Mailbox Format Inactive
 - Calendars Format, Default, and Start Day and Start Hour Active
 - Clock Display and Alarm Active
 - Remote Logon Authorization Inactive
 - Receive Mail Defaults Inactive
 - Send Mail Defaults Active
 - Calendar Options Inactive
 - Print Format Active
 - WP Print Disposition Active
 - Print Option Active
 - WP Plus Defaults Active
 - WP Defaults Active
 - Retention Days for Mail Inactive
 - Retention Days for Confirmations Active
 - Retention Days for Calendars Active
 - Retention Days for Reminders Active
 - Retention Days for Correspondence Inactive
- **Calendar Schedule Maintenance** Inactive
- **Modify Menus** Active, if authorized

Remarks

- If your VS OFFICE administrator has enabled the phone message log, phone messages that you send are recorded in the VS OFFICE Phone Log.
- You can change the default card file or default log for Correspondence Log Access and Info Cards Access in Access Authorization.
- The Calendar Options field in the User Profile cannot be modified.

USER RIGHTS

You can grant rights to 67 items (people, organizations, or lists) to use your Mailbox folder, Confirmation/Status index, daily Calendar/Reminder list, Correspondence Log, and Info Cards. You decide the security levels of your mail that others can view. Security levels represent mail sent to you designated General, Limited, or Confidential by the author. (Refer to Table 10-7.)

You also determine what an authorized user can do with your Mailbox folder, Confirmation/Status index, daily Calendar/Reminder list, Correspondence Log, and Info Cards. For example, you may allow users to read and print your daily Calendar/Reminders, but not add items to or delete items from that list.

Granting Rights to Your Mail

You can authorize up to 67 items (people, organizations, or lists) to look at your Mailbox folder and decide which security level of your mail they can view and act on. For example, you may let someone look at all mail marked General and Limited, but not mail marked Confidential.

Security levels represent mail sent to you marked General, Limited, or Confidential by the author.

You can also decide what others can do with your mail once they call up your Mailbox folder. For example, you can let a secretary read, print, add to, edit, delete from, reply to, or forward your mail, but not send acknowledgements or copy your mail.

At any time, you can change or delete the rights that you grant. (Refer to “Deleting Names of People With Rights to Your Mail” in this chapter.)

Table 10-7 describes the mail security levels.

To Begin

From the main VS OFFICE menu: Choose **User Administration**. Choose **Access Authorization**. Choose **View Mail Access**.

Steps

1. Press PF6. Highlighted fields appear below each of the columns.
2. Type the person, organization, or distribution list name in the highlighted field that appears to the left of the highlighted columns.

If you want to grant rights to a person, type that person's name.

If you want to grant rights to people on a distribution list, type quotation marks before and after the list name.

If you want to grant rights to people within an organization, type the name in parentheses.

*If you want to grant rights to all users, type *ALL.*

Note: If you are unsure of the name of the person, list, or organization, the directory appears when you press RETURN. To search for a person, type an X next to the name you want. To search for a list, press PF11 and type an X next to the list you want. To search for an organization, press PF12 and type an X next to the organization that you want. When you finish, press RETURN to accept the name and return to the screen you were working in. The name of the person, organization, or distribution list appears in the highlighted field.

3. For the person, list, or organization that you chose, type the security level, 1 (rights to mail marked Confidential, but not General or Limited), 2 (rights to mail marked Limited, but not General or Confidential), or 3 (rights to mail marked General, but not Limited or Confidential) in one, some, or all of the highlighted fields in the Read, Print, Delete, Copy, Acknowledge, Reply, or Forward columns. You can type different security levels for each of the columns. (Refer to Table 10-7 for more information on security levels.)
4. Press RETURN. That person, list, or organization now has rights to your mail.

Note: If you incorrectly type the name, the directory appears. Simply choose the correct name, list, or organization.

5. When you finish, press PF16 to return to the User Authorization menu.

Remarks

- Keep in mind that users with Read access to your mail can print a copy of the item even if you do not give them Print rights. They can do this if they have access to the VS Command Processor. See your VS OFFICE administrator if this presents a problem for you.
- When you grant rights to people on a list, access is not granted to any lists or organizations nested within that distribution list. Therefore, you must grant rights to a single list.

Table 10-7. Mail Security Levels

Level	Code	What It Means
Confidential	1	The person you authorize has rights to all mail sent to you marked Confidential, but not to mail marked General or Limited.
Limited	2	The person you authorize has rights to mail sent to you marked Limited, but not to mail marked General or Confidential.
General	3	The person you authorize has rights to mail sent to you marked General, but not to mail marked Limited or Confidential.

Choosing Who Can Send Mail in Your Name and Look at Your Confirmation/Status Index

You can choose up to 67 items (people, organizations, or lists) to send mail in your name and to look at your Confirmation/Status index. The people you choose are able to type your name in the Author field on the Mail Classification screen and send mail with your name listed as the author. (Refer to "Mail Classification Settings" in Chapter 3.)

To Begin

From the main VS OFFICE menu: Choose **User Administration**. Choose **Access Authorization**. Choose **Send/Confirmation Access**.

Steps

1. Press PF6. A highlighted field appears.
2. Type the person, organization, or distribution list name in the highlighted field that appears.

If you want to grant rights to a person, type that person's name.

If you want to grant rights to people on a distribution list, type quotation marks before and after the list name.

If you want to grant rights to people within an organization, type the name in parentheses.

*If you want to grant rights to all users, type *ALL.*

Note: If you are unsure of the name of the person, list, or organization, the directory appears when you press RETURN. To search for a person, type an X next to the name you want. To search for a list, press PF11 and type an X next to the list you want. To search for an organization, press PF12 and type an X next to the organization that you want. When you finish, press RETURN to accept the name and return to the screen you were working in. The name of the person, organization, or distribution list appears in the highlighted field.

3. Press RETURN to accept the name. That person can now send mail in your name and look at your Confirmation/Status index.

Note: If you incorrectly type the name, the directory appears. Simply choose the correct name, list, or organization.

4. When you finish, press PF16 to return to the User Authorization menu.

Granting Rights to Your Calendar/Reminders, Correspondence Log, or Info Cards

You can choose up to 67 items (people, organizations, or lists) to read, print, add to, edit, or delete from your daily Calendar/Reminders, Correspondence Log, or Info Cards. You decide what rights to grant each user.

To Begin

From the main VS OFFICE menu: Choose **User Administration**. Choose **Access Authorization**.

Steps

1. *If you want to grant someone rights to your daily Calendar/Reminders list, choose **Calendar/Reminder Access**.*

*If you want to grant someone rights to your Correspondence Log, choose **Correspondence Log Access**.*

*If you want to grant someone rights to your Info Cards, choose **Info Cards Access**.*

2. Press RETURN. The appropriate screen appears.
3. Press PF6. Highlighted fields appear below each of the columns.

4. Type the person, organization, or distribution list name in the highlighted field that appears to the left of the highlighted columns.

If you want to grant rights to a person, type that person's name.

If you want to grant rights to people on a distribution list, type quotation marks before and after the list name.

If you want to grant rights to people within an organization, type the name in parentheses.

*If you want to grant rights to all users, type *ALL.*

Note: If you are unsure of the name of the person, list, or organization, the directory appears when you press RETURN. To search for a person, type an X next to the name you want. To search for a list, press PF11 and type an X next to the list you want. To search for an organization, press PF12 and type an X next to the organization that you want. When you finish, press RETURN to accept the name and return to the screen you were working in. The name of the person, organization, or distribution list appears in the highlighted field.

5. For the person, list, or organization you chose, type an X in one, some, or all of the highlighted fields in the Read, Print, Add, Edit, and Delete columns.
6. Press RETURN. That person, list, or organization now has rights to your Calendar/Reminders, Correspondence Log, or Info Cards.

Note: If you incorrectly type the name, the directory appears. Simply choose the correct name, list, or organization.

7. When you finish, press PF16 to return to the User Authorization menu.

Remarks

- Keep in mind that users authorized to read your Calendar/Reminders, Correspondence Log, or Info Cards can print a copy of the item even if you have not given them Print rights. They can do this if they have access to the VS Command Processor. See your VS OFFICE administrator if this presents a problem for you.

Changing Rights to Your Mail

You can change the mail rights that you grant to VS OFFICE users, including people on a distribution list or within an organization, at any time. (Refer to "Granting Rights to Your Mail" and Table 10-7 in this chapter.)

To Begin

From the main VS OFFICE menu: Choose **User Administration**. Choose **Access Authorization**. Choose **View Mail Access**.

Steps

1. Choose the name of the person, distribution list, or organization with mail rights you want to change.
2. Press RETURN. Highlighted fields appear below each of the columns.

3. *If you want to take away a particular right that you granted, erase the existing number by pressing the DELETE key or using the space bar.*
If you want to change an existing number, type another number over it.
If you want to add rights, type a 1, 2, or 3 in the appropriate column.
4. When you finish, press RETURN. Your changes are made.
5. Press PF16 to return to the User Authorization screen.

Changing Rights to Your Calendar/Reminder List, Correspondence Log, or Info Cards

You can also change the rights that you give VS OFFICE users, including people on a distribution list or within an organization, to your daily Calendar/Reminders list, Correspondence Log, or Info Cards. (Refer to “Granting Rights to Your Calendar/Reminders, Correspondence Log, or Info Cards” in this chapter.)

To Begin

From the main VS OFFICE menu: Choose **User Administration**. Choose **User Access Authorization**.

Steps

1. *If you want to change a user's rights to your daily Calendar/Reminder list, choose **Calendar/Reminder Access**.*
*If you want to change a user's rights to your Correspondence Log, choose **Correspondence Log Access**.*
*If you want to change a user's rights to your Info Cards, choose **Info Cards Access**.*
2. Press RETURN. The appropriate screen appears.
3. Choose the name of the person whose rights you want to change.
4. Press RETURN. Highlighted fields appear under the Read, Print, Add, Edit, and Delete columns.
5. *If you want to take away a particular right that you granted, delete the existing X in the appropriate column by using the DELETE key or the space bar.*
If you want to add rights for a user, type an X in any highlighted field.
6. When you finish, press RETURN. Your changes are made.
7. Press PF16 to return to the User Authorization screen.

Deleting Names of People With Rights to Your Mail

You can delete the names of VS OFFICE users, including people on a distribution list or within an organization, who have rights to your mail, Confirmation/Status index, daily Calendar/Reminder list, Correspondence Log, or InfoCards.

To Begin

From the main VS OFFICE menu: Choose **User Administration**. Choose **Access Authorization**.

Steps

1. *If you want to delete the names of people with rights to your mail, choose **View Mail Access**.*

*If you want to delete the names of people with send and confirmation rights that you granted in your name, choose **Send/Confirmation Access**.*

*If you want to delete the names of people with rights to your Calendar/Reminders, choose **Calendar/Reminder Access**.*

*If you want to delete the names of people with rights to your Correspondence Log, choose **Correspondence Log Access**.*

*If you want to delete the names of people with rights to your Info Cards, choose **Info Cards Access**.*

2. Press RETURN. The appropriate screen appears.
3. Choose the name that you want to delete.
4. Press PF8. An X appears. If this is the only name that you want to delete, go to step 7.
5. Choose additional names that you want to delete.
6. Type an X next to each name.
7. Press RETURN. The name(s) disappears.
8. When you finish, press PF16 to return to the User Authorization screen.

Remarks

- If you choose a name to delete and then change your mind, press PF16.

Changing the Default Name for Correspondence Logs and Info Cards

Although Correspondence Logs and Info Cards can be shared with other VS OFFICE users, you may want a particular user's Correspondence Log or Info Cards to appear every time you choose that function from the main VS OFFICE menu. For example, this would make it easier for you to track a user's correspondence, or monitor and use Info Cards that the user creates and files. You can do this by changing the default log name for your Correspondence Log or Info Cards.

You cannot change the default log name for your Correspondence Logs or Info Cards unless you are authorized by that user to do so.

To Begin

*From the main VS OFFICE menu: Choose **User Administration**. Choose **Access Authorization**.*

Steps

1. *If you want to change the default log name for your Correspondence Log, choose **Correspondence Log Access**.*

*If you want to change the default log name for your Info Cards, choose **Info Cards Access**.*

2. Press RETURN.

3. Press PF9. A highlighted Default Log field appears in the upper right portion of the screen.
4. Type the name of the person whose Correspondence Log or Info Cards you want to appear as soon as you choose that particular function from the main VS OFFICE menu.

Note: If you do not know the correct spelling of that person's name, press RETURN. The directory appears. Type an X next to that person's name and press RETURN. You are returned to the screen where you were working. The name of the person you chose appears in the Default Log field.

5. Press RETURN. If the person whose name you typed granted you rights, that user's Correspondence Log and Info Cards appear the next time you choose that function from the main VS OFFICE menu.

Remarks

- In order to access a user's Correspondence Log or Info Cards and have it tied to your logon, you must be authorized to do so. If that person did not give you rights, the message "Insufficient Access Rights" appears the next time that you try to call up that function from the main VS OFFICE menu.
- To change the default name that you typed, simply type over the existing name with a new name. To delete the name, use the DELETE key or the space bar over the existing characters.

ADVANCED MAILBOX FEATURES

With advanced Mailbox features, you can perform the following tasks:

- Alphabetically sort items in your condensed Mailbox index
- Look at another person's mail if you have been authorized to do so by the owner
- See whether items that you send are delivered and acknowledged by looking at your Confirmation/Status index
- Accept an invitation and automatically schedule the event in your calendar
- Look at a list of other recipients of mail items sent to you
- Forward mail that you receive to another user
- Look at the history file of a mail item to see who forwarded the item, and the date and time the original item and subsequent items were sent
- Copy an item in your folders to a WP document, a WP Plus document, WP Plus Display file, WP Plus Glossary library, or a DP file

Sorting Items in Your Folder Index

You can alphabetically sort the items in the Subject/Phone Number, Author/Caller, Content, or Status columns in your condensed Mailbox Folder index and in any other folder index.

To Begin

From the main VS OFFICE menu: To sort items in your Mailbox Folder index, choose **Mail**. Choose **View: Mailbox**.

If you want to sort items in your other mail folders, choose **Folders**. Choose the folder that you want to sort.

Steps

1. Press PF9. Highlighted fields appear below each of the five columns.
2. To sort all your items alphabetically, type two single quotation marks in the highlighted field below the Subject/Phone Number, Author/Caller, Content, or Status columns.
3. Press RETURN. The items in that column are sorted.
4. When you finish, press PF9 to return to the original listing of items in your folder index.
5. Press PF16 to return to the main VS OFFICE menu.

Remarks

- You can also search and sort for specific keywords that you assigned to items. Type the keyword in the highlighted Keyword field that appears at the top of your screen. Press RETURN. All items with that keyword appear.

Looking at Another Person's Mail

You can look at another person's folder if you are authorized to do so by the owner.

The mail that you can see depends on which of the three security levels (General, Limited, or Confidential) that the owner gives to you. The owner also decides whether or not you can read, delete, print, copy, acknowledge, or reply to any or all of the security levels.

To Begin

From the main VS OFFICE menu: Choose **Folders**.

Steps

1. Choose the folder index that you want to look at.
2. Press PF12 from the folder index. A highlighted field appears in the upper left corner of the screen.
3. Type the name of the person whose mail you want to read in the highlighted field that appears.
4. Press RETURN to look at that person's folder.

Remarks

- You cannot call up a user's folders unless that user has authorized you to do so.

Looking at the Status of Mail That You Send

You can see whether mail items that you send are delivered and acknowledged by looking at your Confirmation/Status index.

The items are listed in the index by date in the following order:

- Undelivered items (for items sent to a distribution list, the item with the least number delivered is listed first)
- Unacknowledged/certified items
- Items that are acknowledged/certified and delivered

To Begin

From the main VS OFFICE menu: Choose **Mail**. Choose **View: Confirmations**.

Steps

1. Look at your Confirmation/Status index. Press PF2 through PF5 to move from one screen to another.

The index includes the following information on each item:

Subject — The subject of the mail item.

Content — The type of mail item listed: memo, invitation, mail package, file, WP document, or phone message.

Date — The date the item was sent.

Time — The time the item was sent.

Delivery Status — Whether or not the item was delivered.

Certify/Acknowledge Status — If the recipient read the certified item that you sent or if an acknowledgement was sent.

The following designations indicate the status of deliveries or acknowledgements:

All — Delivered confirmed and acknowledged mail received from all recipients.

N of n — The number of items delivered and/or acknowledged/certified of the total items sent (for example, 15 of 18).

None — The item is not yet delivered and/or acknowledged/certified.

Not Requested — An acknowledgement was not requested.

Not Applicable — The item was sent to a system unable to acknowledge.

2. *If you want to look at the details of the delivery confirmation*, press RETURN. Information appears in the following fields: Addressee(s), Location, Delivery Date and Time, and Date and Time of Acknowledgement or Certification.
3. When you finish, press PF16.

Remarks

- The date and time of acknowledgement for invitations are listed as accepted or declined.
- An acknowledgement status of Not Applicable indicates that the item was sent to a system that could not acknowledge the item. For example, an item delivered to someone on an OIS system who receives VS OFFICE through the MAILWAY® application cannot be acknowledged.
- If mail is sent certified, the certification you receive indicates that the intended recipient has read the item. Once it is read, a certification is automatically sent.
- You can search for a specific item by subject from the Confirmation Details screen by pressing PF9. The subject that you type must be an exact match to the item that you want to find. Press RETURN. All items that match your description appear.
- You can sort items from the Confirmation Details screen by pressing PF11. Type the information by which you want to sort your list. Press RETURN. All items that match your description appear. Press PF11 again to return to the normal view of the index.
- You can look at another person's Confirmation/Status index if you are authorized by that person to do so. Press PF12. Type the person's name in the highlighted field that appears. Press RETURN. That person's index appears.
- To authorize someone else to view your index, refer to "Choosing Who Can Send Mail in Your Name and Look at Your Confirmation/Status Index" in this chapter.
- If you want to choose the number of days to keep your confirmations, refer to Table 10-4 in "Changing the Settings in Your User Profile" in this chapter.
- If you want to delete entries in you index, move the cursor next to that item and press PF8. Repeat this for additional items that you want to delete and press RETURN.

Accepting and Scheduling Invitations

If the sender has requested acknowledgement, you can accept an invitation and automatically schedule it in your calendar at the same time.

To Begin

From the main VS OFFICE menu: Choose **Mail**. Choose **View: Mailbox**.

Steps

1. Choose the invitation that you want to accept.
2. Press RETURN. The text of the invitation is shown.
3. Press PF3 to accept the invitation and automatically schedule the event in your calendar.

Note: If an acknowledgement is not requested, pressing PF3 schedules the event in your calendar but does not automatically send an acceptance to the originator of the invitation.
4. Press RETURN. The event is now scheduled in your calendar.

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Remarks

- If you have no conflicting events in your calendar for the date and time of the invitation, the event is automatically scheduled. However, if you do have another event scheduled for that day and time, the system shows your calendar for that day with the message “Conflict, press (6) to add, (16) to exit.”
- To look at your calendar for the date of the invitation, press PF12. By doing this, you can see if you have any conflicting appointments at the time of the invitation before you accept.
- To decline an invitation, press PF4.
- To accept an invitation without scheduling, press PF2.

Looking at a List of Other Recipients of Mail Items Sent to You

When you receive a mail item in your Mailbox folder, you can look at a list of people who also received that item. Primary recipients are differentiated from recipients who receive carbon copies. Recipients who receive blind carbon copies are not listed.

To Begin

From the main VS OFFICE menu: Choose **Mail**. Choose **View: Mailbox**.

Steps

1. Choose the mail item that you want to look at.
2. Press PF14 to look at a list of other people who also received that mail item. A list of those people is shown.
3. When you finish, press PF16 to return to your Mailbox folder.

Remarks

- Recipients of complimentary copies are marked “cc.”
- If the list of recipients is more than one screen, press PF2 through PF5 to move from screen to screen.

Forwarding Mail to Another Person

You can forward a memo or mail package that you receive to another person. You can also attach additional items such as a WP or WP Plus document, WP Plus glossary, WP Plus Display file, a DP file, a memo, or items from a folder.

When your item is forwarded, a history of that item is made available to the recipient. This history file shows the items that were forwarded, who the original author of the item was, when the items were forwarded, and to whom the items were sent.

The person who receives the forwarded item can add to it or send it to another person. Each time an item is forwarded, new items (if there are any) appear at the top of the list with the name(s) of the original and subsequent senders.

To Begin

From the main VS OFFICE menu: Choose **Mail**. Choose **View: Mailbox**.

Steps

1. Choose the mail item that you want to forward.
2. Press RETURN. The text of that item appears.
3. Press PF9. A screen similar to the Package screen appears.
4. Fill in the To and Subject fields.
5. *If you do not want to include additional items*, press PF1. The item is sent to the person whose name you typed in the To field.

If you want to include additional items, choose that item and type the requested information in the fields that appear. Press PF1. The item is sent to the person whose name you typed in the To field. (Refer to “Assembling and Sending a Mail Package” in Chapter 3.)

Remarks

- When you add an item to a package and forward it to another person, that new item appears at the top of the package list.
- If you do not know the correct spelling of a person’s name, leave the To field blank. When you press PF1 to forward the item, the directory appears. You can search for and choose the name of that person from the directory.

Looking at the History File of a Mail Item

If three asterisks appear next to a mail package that you choose to read in your Mailbox folder, it indicates that the item was forwarded by another person and that it has a “history file.” The history file appears on the ViewMail — Mailing History screen. It includes the date and time that the original item and subsequent items were sent, who forwarded them, to whom they were sent, and the sender and recipient of the complimentary copies.

In addition, you can look at a list of those who also receive the item that was forwarded to you.

To Begin

From the main VS OFFICE menu: Choose **Mail**. Choose **View: Mailbox**.

Steps

1. Choose the mail package that you want to look at.
2. Press RETURN. A list of items in that package appears.

Note: If three asterisks appear next to an item, it indicates that it was forwarded by another person.

3. To look at the history file of the item, hold down SHIFT and press PF14.

4. When you finish, press PF16. At this point, you can choose the appropriate PF key to perform one of the following options:
 - Return to your Mailbox folder
 - File the forwarded item to a mail folder
 - Copy it to a WP document, DP file, or remote system
 - Delete it
 - Forward it to another recipient
 - Forward it with additional items to another person

Remarks

- If you want to see the list of recipients of the forwarded mail item, press PF14.
- Items that are added to the mail item always appear at the top of the list.
- To delete the forwarded item, press PF8.

Copying Mail to a Word Processing Document

You can copy any item in your Mailbox folder and other folders (except WP Plus Display files and WP Plus glossaries) to a WP document.

You have two options when copying to a WP document:

Copy to WP — This lets you copy only the text of the mail item.

Copy to WP with Distribution — This lets you copy the text and the contents of all other fields of the memo including the recipient list.

To Begin

From the main VS OFFICE menu: To copy an item in your Mailbox folder to a WP document, choose **Mail**. Choose **View: Mailbox**.

or

If you want to copy an item in your other mail folders to a WP document, choose **Folders**. Choose the folder that you want to look at.

Steps

1. Choose the mail item that you want to copy.

Note: If the item that you want to copy is included in a package, choose that package and press RETURN. A list of items included in that package appears. Choose the item that you want to copy.

2. Press RETURN. The content of the mail item appears.
3. Press PF11. The Copy Facility menu appears.
4. Choose **Copy to WP** or **Copy to WP with Distribution**.
5. Press RETURN.

6. Type the document ID in the document ID field (for example, 4568X).

Note: If you want the system to assign the next available ID in the library, type *next* and then the letter of your library, in the Document ID field (for example, *next X*).

7. To place a document on a volume other than the system WP volume, type the Volume name in the Volume field.
8. To password protect the document, type the password in the optional Password field.
9. Press RETURN. You are returned to the mail item and the document ID appears at the top of the screen.

Remarks

- If the document ID that you type is already assigned to a WP document, the message “Document exists. PF3 to replace” appears. When this happens, you can either type a different document ID, or press PF3. You press PF3 only when you want to overwrite the existing item with the mail item you are copying. If the original document is password protected, you must type the password to overwrite it.

Copying Mail to a Data Processing File

You can copy any item in your Mailbox folder and other folders (except WP Plus Display files and WP Plus glossaries) to a DP file.

You have two options when copying to a DP file:

Copy to File — Lets you copy only the text of the mail item.

Copy to File with Distribution — Lets you copy the text and the contents of the item’s other fields including the recipient list.

To Begin

From the main VS OFFICE menu: To copy an item in your Mailbox folder to a DP file, choose **Mail**. Choose **View: Mailbox**.

or

If you want to copy an item in your other mail folders to a DP file, choose **Folders**. Choose the folder that you want to look at.

Steps

1. Choose the mail item that you want to copy.

Note: If the item that you want to copy is included in a package, choose that package and press RETURN. A list of items included in that package appears. Choose the item that you want to copy.

2. Press RETURN. The content of the mail item appears.
3. Press PF11. The Copy menu appears.
4. Choose **Copy to File** or **Copy to File with Distribution**.
5. Press RETURN. The Copy to DP File screen appears.

6. Type the file, library, and volume names in the appropriate fields.
7. You can type the following optional information:
 - Retention** — The number of days that you want to retain the file before it can be deleted by your system administrator.
 - Release** — When you copy to a file, the system allocates a predetermined amount of space for that file. Type *Yes* if you want to return unused space to the system.
 - File Class** — A file protection class for your file.
8. Press RETURN. You are returned to the mail item, and the name of the file that you created appears at the top of the screen.

Remarks

- If you type a file name that already exists on the system, the message, "File exists. PF3 to replace" appears. Press PF3 if you want to overwrite the existing file with the mail item that you are copying. The original file is deleted.

Copying Mail to a Remote System

You can copy any item in your Mailbox folder and other folders (except WP Plus Display files and WP Plus glossaries) to a remote system. This feature is designed for individuals who use VS OFFICE from a remote system but cannot use VS word processing documents received in a package.

You can copy a mail item from your Mailbox or other folders back to a WP document on your home system (the remote system). You can then edit the document on your home system.

Later, if you need to return the document to its original sender, you can choose **Retrieve from Remote System** from the VS OFFICE mail submenu to transfer the document back to the VS system where you use VS OFFICE. After you retrieve the document to the VS system, you can include it as an item in a mail package and send it to others.

You have two options when copying mail to a remote system:

- **Copy to Remote System** — Lets you copy the text of the mail item, including the contents of any WP documents or any VS 80-byte consecutive files that are part of a mail package.
- **Copy to Remote System with Distribution** — Lets you copy the text and the contents of the header fields of a memo, package, or invitation, including the recipient list.

To Begin

From the main VS OFFICE menu: To copy an item in your Mailbox folder to a remote system, choose **Mail**. Choose **View: Mailbox**.

or

If you want to copy an item in your folder to a remote system, choose **Folders**. Choose the folder that you want to look at.

Steps

1. Choose the mail item that you want to copy.

Note: If the item that you want to copy is included in a package, choose that package and press RETURN. A list of items included in that package appears. Choose the item that you want to copy.

2. Press RETURN. The content of the mail item appears.
3. Press PF11. The Copy menu appears.
4. Choose **Copy to Remote System** or **Copy to Remote System with Distribution**.
5. Press RETURN. The Copy Facility screen appears.
6. Type the name of the remote system to which you are copying the mail item.

Note: If you are using Remote VS Terminal Emulation, this field may already contain the name of your home system. You can indicate a different system, if necessary.

7. Type a document ID in the Document ID field (for example, 1234X).
8. If your destination system is a VS and you are typing a document ID in a library that is located on a volume other than the system default WP volume, type the volume name in the Volume field.

Note: If the document ID that you type is already assigned to a document, the system cannot complete your copy procedure unless you allow the existing document to be replaced with the item that you are copying. To indicate if you intend to replace an existing document with the item that you are copying from your Mailbox, choose **Yes** or **No**.

9. If you are replacing a password-protected document, type the document's password.
10. Press RETURN. You are returned to the mail item.

Remarks

- If the document ID that you type is already assigned to a document and you do not choose to replace it with the item that you are trying to copy from your Mailbox, the copy cannot be completed.
- You must type the name of a remote system. Remember that the word *remote* always refers to the system that receives the copy that you are sending.
- If the destination or receiver system is an Alliance, you must copy to an Alliance library that has a 1-character name.

Copying Mail to a WP Plus Document

If you have WP Plus installed on your system, you can copy any item in your Mailbox folder and other folders (except WP Plus glossaries) to a WP Plus document.

You have two options when copying to a WP Plus document:

Copy to WP Plus — Lets you copy only the text of the mail item.

Copy to WP Plus with Distribution — Lets you copy the text and the contents of all other fields of the memo including the recipient list.

In addition, you can copy a WP Plus document that includes a graphics file.

To Begin

From the main VS OFFICE menu: To copy an item in your Mailbox folder to a WP Plus document, choose **Mail**. Choose **View: Mailbox**.

or

If you want to copy an item in your other mail folders to a WP Plus document, choose **Folders**. Choose the folder that you want to look at.

Steps

1. Choose the mail item that you want to copy.

Note: If the item you want to copy is included in a package, choose that package and press RETURN. A list of items included in that package appears. Choose the item that you want to copy.

2. Press RETURN. The content of the mail item appears.
3. Press PF11. The Copy menu appears.
4. Choose **Copy to WP Plus** or **Copy to WP Plus with Distribution**.
5. Press RETURN. The Copy Facility screen appears.
6. Type the document ID in the document ID field (for example, *100459*) and the name of the WP Plus library.

Note: If you want the system to assign the next available ID in the library, type *NEXT* in the ID field and press TAB.

7. To password protect the document, type the password in the optional Password field.
If the mail item contains a graphics file, type the name of your WP Plus Display File library. To password protect the graphics file, type the password in the optional Password field.
8. Press RETURN. You are returned to the mail item and the document ID appears at the top of the screen.

Remarks

- If the document ID that you type already exists, you cannot replace the document. An error message is generated by the system and is sent in memo format to your library.

Copying a WP Plus Display File to a WP Plus Display File Library

If you have WP Plus on your system, you can copy a WP Plus Display file in your Mailbox folder and other folders to a WP Plus Display File library.

To Begin

From the main VS OFFICE menu: To copy an item in your Mailbox folder to a WP Plus Display File library, choose **Mail**. Choose **View: Mailbox**.

or

If you want to copy an item in your other mail folders to a WP Plus Display File library, choose **Folders**. Choose the folder that you want to look at.

Steps

1. Choose the mail item that contains the WP Plus Display file that you want to copy.

Note: If the item that you want to copy is included in a package, choose that package and press RETURN. A list of items included in that package appears. Choose the item that you want to copy.

2. Press RETURN. The content of the mail item appears.
3. Press PF11. The Copy WP Plus Display File menu appears.
4. Type the name of your WP Plus Display File library. The system assigns the next available ID in the library,
5. To password protect the display file, type the password in the optional Password field.
6. Press RETURN. You are returned to the mail item and the document ID appears at the top of the screen.

Copying a WP Plus Glossary to a WP Plus Glossary Library

If you have WP Plus on your system, you can copy a WP Plus glossary in your Mailbox folder and other folders to a WP Plus Glossary library.

In addition, you can copy a WP Plus document that includes a graphics file.

To Begin

From the main VS OFFICE menu: To copy an item in your Mailbox folder to a WP Plus Glossary library, choose **Mail**. Choose **View: Mailbox**.

or

If you want to copy an item in your other mail folders to a WP Plus Glossary library, choose **Folders**. Choose the folder that you want to look at.

Steps

1. Choose the mail item that contains the WP Plus glossary that you want to copy.

Note: If the item you want to copy is included in a package, choose that package and press RETURN. A list of items included in that package appears. Choose the item that you want to copy.

2. Press RETURN. The content of the mail item appears.
3. Press PF11. The Copy WP Plus Glossary menu appears.
4. Type the glossary ID in the document ID field (for example, 000456).

Note: If you want the system to assign the next available ID in the library, type *NEXT* in the ID field and press TAB. Type the name of your WP Plus Glossary library.

5. To password protect the glossary, type the password in the optional Password field.
If the mail item contains a graphics file, type the name of your WP Plus Glossary library.
To password protect the graphics file, type the password in the optional Password field.
6. Press RETURN. You are returned to the mail item and the document ID appears at the top of the screen.

Remarks

- If the glossary ID that you type already exists, you cannot replace the document. An error message is generated by the system and is sent in memo format to your library.

ADVANCED REMINDER FEATURES

With the advanced reminder features, you can perform the following tasks:

- Sort your Reminder index to locate items in your index that have the same priority number or due date
- Look at someone else's reminders or add items to that person's Reminder list if you have been granted the right to do so

Sorting Your Reminder Index

You can sort your Reminder index chronologically. When you do this, the reminder with the earliest due date appears first.

To Begin

From the main VS OFFICE menu: Choose **Calendar**. From either the Calendar/Reminder screen or the weekly calendar that appears, press PF14.

Steps

1. Press PF11. Highlighted fields appear below the Priority and Due Date columns.
2. To sort your list, type a date equal to or earlier than any due date on your list in the highlighted field below the Due Date column.
3. Press RETURN. Your Reminder index is now sorted chronologically.
4. To return to the normal Reminder index listing, press PF11.

Using Another Person's Reminders

You can look at someone else's reminders or add items to that person's Reminder list if you are granted the right to do so.

To Begin

From the main VS OFFICE menu: Choose **Calendar**.

Steps

1. Press PF14. Your Reminder index appears.
2. Press PF12. A highlighted Reminders for field appears at the top of the screen.
3. Type the name of the person whose reminders you want to look at in the highlighted field.
4. Press RETURN. That person's reminders are shown.

Remarks

- If you are not authorized to look at a person's reminders, you cannot look at them.
- To return to your Reminder index, press PF12 and type your name in the highlighted Reminders for field. Press RETURN.
- If you type a partial or incorrect name and press RETURN to look at a person's reminders, the directory appears. Type an X next to the name of the person whose reminders you want to look at. Press RETURN. That person's reminders appear.



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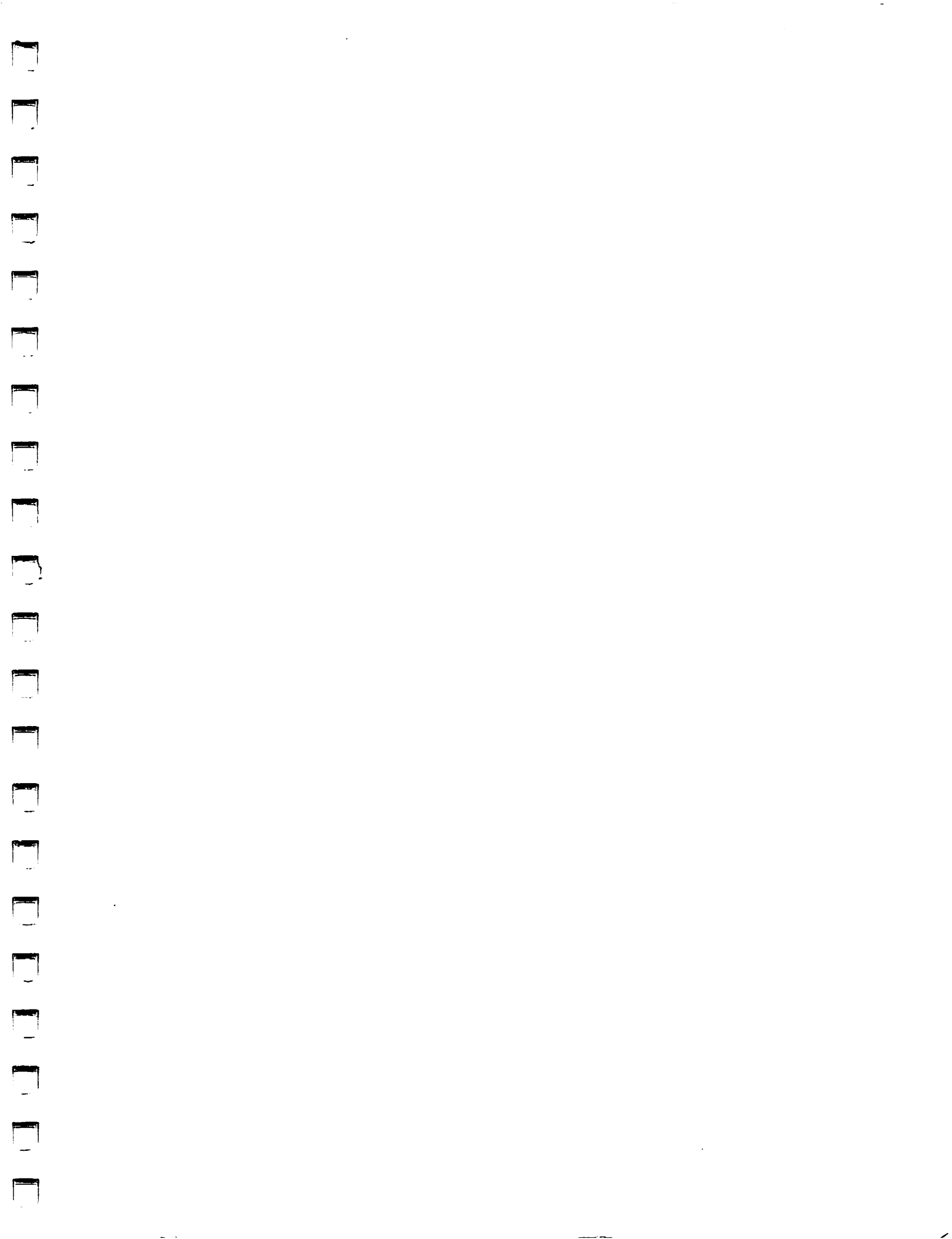
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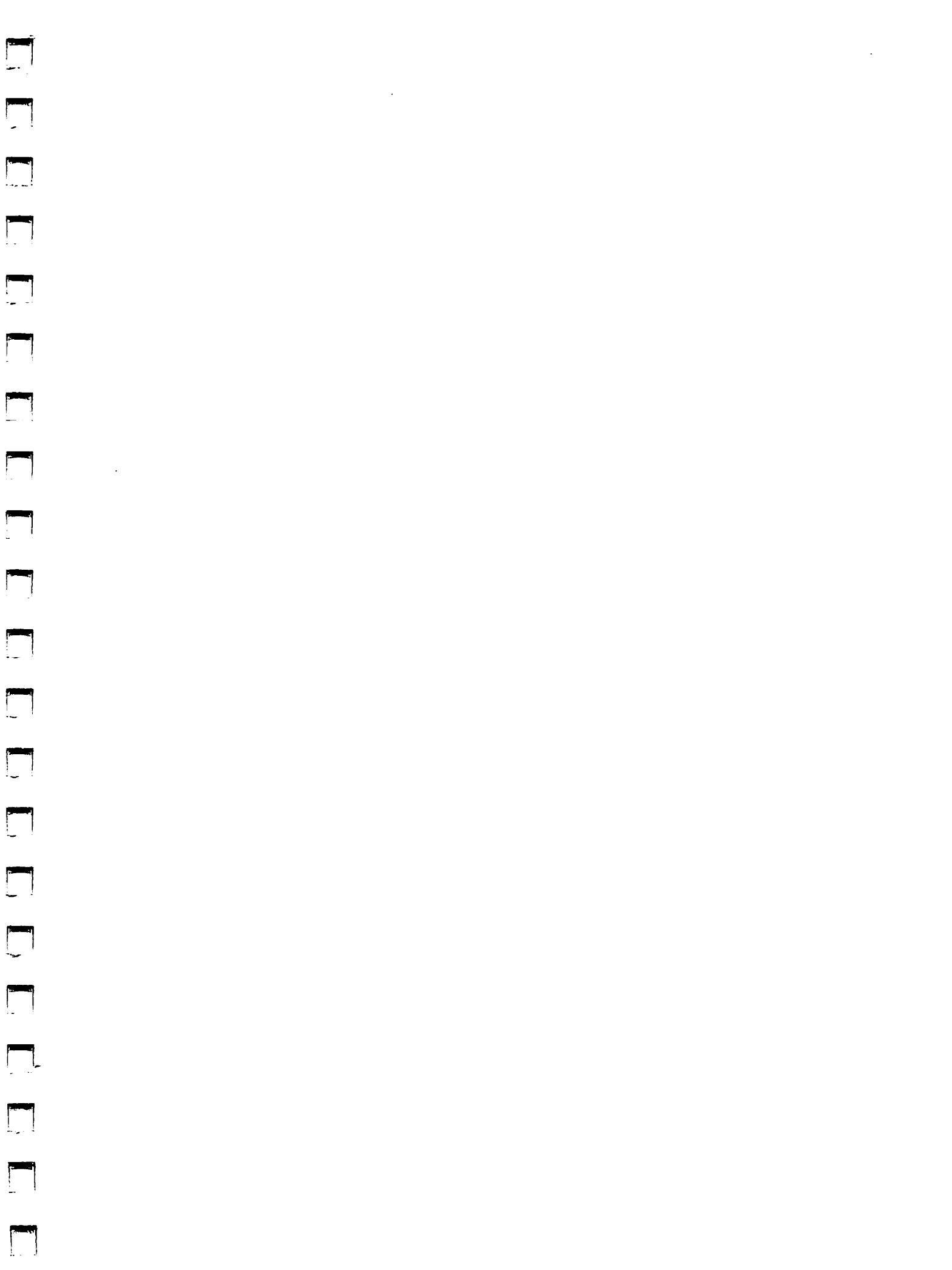


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