NOTIS-ID
User Guide
ND-63.011.2 EN

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PREFACE

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THE PRODUCT

This user guide is for the program NOTIS Information Distribution (NOTIS-ID) version B, ND 210192.

NOTIS-ID is an electronic mail system that allows you to send mail to users on any computer that is part of the same COSMOS network that your computer is connected to.

NOTIS-ID is integrated with the NOTIS Document Storage program (NOTIS-DS) and with the NOTIS Word Processing program, (NOTIS-WP).

THE READER

This manual is written for all users of NOTIS-ID. To gain full advantage from the manual, you should be familiar with ND's UE (User Environment).

It is also recommended that you have some knowledge of the NOTIS-WP version M, or a later version.

As a user of NOTIS-ID, you are automatically a user of NOTIS-DS which automatically files all of your mail in your mailbox. This manual includes the information you need about NOTIS-DS in order to use NOTIS-ID. However, we recommend that you become familiar with NOTIS-DS in order to get the most out of your mail service.

THE MÁNUAL

This manual is intended as a guide to the use of NOTIS-ID. The first chapter introduces the program and its various functions.

The second chapter is a short instruction in writing a letter.

We recommend that you read Chapter 1 first. Then read and follow the directions in Chapter 2. When you have completed the first two chapters, you may either read the chapters in the order they are presented, or use the Table of Contents to select the information you want.

This manual contains examples of screen pictures that appear in connection with NOTIS-WP. The examples show screen pictures from the M-version of NOTIS-WP. If you have a later version of NOTIS-WP, the examples may be different from what you see on your screen.

RELATED MANUALS

User Environment Reference Manual   ND-60.172.2 EN

NOTIS-WP User Guide   ND-63.018.2 EN

NOTIS-DS User Guide   ND-63.017.3 EN

NOTIS-ID Supervisor Guide   ND-30.062.1 EN

TABLE OF CONTENTS

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CHAPTER 1
INTRODUCING NOTIS-ID

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INTRODUCING NOTIS-ID

This chapter gives you an idea of how
NOTIS-ID works by giving you a look at the
screen picture and the command menu.
Although it is intended as an introductory
chapter, some detail is included so that a
user can use many of the NOTIS-ID functions
after becoming familiar with:

Chapter 1 - Introducing NOTIS-ID

Chapter 2 - Writing your first letter

IMPORTANT WORDS

If you are familiar with NOTIS-DS, you
already know many of the terms that are
used in NOTIS-ID, e.g. archive, user,
drawer, folder, document.

Explanations of these and other words you
should know in NOTIS-ID are included in
Appendix A, "Glossary".

IMPORTANT KEYS

The important keys you use with NOTIS-ID
are described briefly in this section. For
more detailed information about the various
function keys, see Appendix B, "A Guide to
the Function Keys".

Press the HELP key to get information about
a function or about a choice you have to
make.

SHIFT + (HELP)
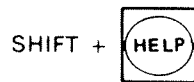
Press the SHIFT key and the HELP key at the same time to get a display of mailing lists, or a list of available choices of users, drawers, folders, documents.

Press the SPACE BAR to refresh the screen display or to return to the previous screen display.

Press the <> key to display the text of a letter or other document. Press it again to return to a list.

Press the (... key to display the list of receivers of a letter or other document. Press it again to return to a list.

Press the << key to display information about a letter or document. Press it again to return to a list.

Press the HOME key to move the cursor from the command menu to the work area or from the work area to the command menu.

Press the CANCEL key to remove marking or to stop a function. To stop a function and make a new choice from the command menu, press the CANCEL key twice.

Press the CARRIAGE RETURN key (↵ key) after you have filled in the appropriate answer to a field or to accept the default answer given.

Press the EXECUTE key (⌐→ key) to accept all of the fields as they are and to execute the function.

Press the EXIT key to stop using NOTIS-ID.

If you have entered NOTIS-DS or NOTIS-WP from the NOTIS-ID program, press the EXIT key to return to NOTIS-ID.

How TO START USING NOTIS-ID

Before you start

You must be registered as a user of NOTIS-ID. You also must know your user name and password(s). If you do not already know them, check with your system supervisor.

What you type

In the text and illustrations of this user guide, the words or characters that are underlined are what you should type.

Log in

To start using NOTIS-ID you must first log in on your computer with the user name you have registered in NOTIS User Environment (NOTIS-UE).

- When the User Environment menu appears on the screen, select the choice for NOTIS-ID.

  It may be called "Electronic Mail" or "Mail" or "ID" or whatever name your system supervisor has given the NOTIS-ID program.

- If you usually give SINTRAN commands to select a program, you can give the command:

  NOTIS-ID-EN↵

THE SCREEN PICTURE

As soon as you have entered NOTIS-ID you
see the following screen picture:

```
ID:    _Intray      Outtray     DS-folder    Letter      NOTIS
        List       Answer    Mail     Display text     Receivers     Info

  .       NOTIS-ID-500          VERSION B00        Date: JULY 23, 1986          .
```

```
Address : JEEVES
User : Mary Maclynn                    1986-08-24                    Mail :0
```

Command menu   The first two lines on the screen are the
                              command menu for NOTIS-ID. The menu, how
                              you use it, and its functions are described
                              in the next section of this chapter.

Information line   The third line is the information line. It
                              remains blank until you make selections
                              from the menu. Then the information line
                              shows what you are working with and the
                              number of lines that are in use in the work
                              area.

Program title   The fourth line shows you the name, version
                              and date of the NOTIS-ID program you are
                              using.

Work area

The blank area of the screen is the <u>work area</u>. This is the area where you work with lists of letters, text displays, lists of receivers and document profiles. This is also the area where you write the letters you will send through NOTIS-ID.

First status line

The first status line is the next to the bottom line on the screen display. It appears in reverse video. It shows your address, i.e. the name or number of the computer you are using.

The status line changes according to the selections you make from the menu, so that you are able to see what drawer, folder and document you are currently working with.

Second status line

The second status line always shows:

- The user name you use to log in as a User Environment (UE) user.

- The current date - year-month-day.

- The number of letters that have been delivered into your Intray and that you have not yet read. This is called your "mail count"

  When there is unread mail in your Intray, the area around the word "Mail" and the number is lit up.

THE COMMAND MENU

The Command Menu consists of two lines:

● The first line shows the objects you can
  work with in NOTIS-ID.

● The second line shows the functions that
  can be carried out for each object in
  the top level.

  The second line changes according to the
  selection you have made in the first
  line.

```
ID:    _Intray    Outtray    DS-folder    Letter    NOTIS
        List    Answer    Mail    Display text    Receivers    Info
```

HOW TO CHOOSE FROM THE MENU

**Selection
by letter**

The most direct way of making a selection
is by typing the first letter of the name
of the object in the first line of the
menu. Your choice then shows in reverse
video and the cursor moves directly to the
second line of the menu.

Type the first letter of the name of a
function in the second line to complete the
command and carry out the function.

Example

To write a letter:

1. Type L for Letter.

2. Type W for Write.

**Position
with arrows and
select and
execute with ↵**

The other way of making selections in the menu is by using the RIGHT and LEFT ARROW keys to move the cursor to the entry you would like to select.

When you have positioned the cursor at the entry of your choice, press ↵. The entry you have selected remains in reverse video and the cursor moves to the lower level of the menu.

Position the cursor at your choice in the second line and press ↵.

Example

To write a letter:

1. Press the RIGHT ARROW key three times to move the cursor to the word "Letter".

2. Press ↵.

3. Press ↵ to accept the choice the cursor is on, "Write".

Note that the cursor moves back to the first line of the command menu as soon as you have made a selection in the second line of the menu.
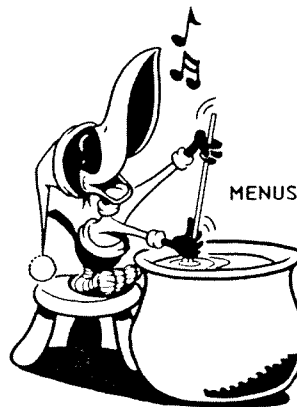
WHAT YOU CAN CHOOSE FROM THE COMMAND MENU

Before you choose anything from the command
menu, it looks like the example below:

ID: _Intray   Outtray   DS-folder   Letter   NOTIS
       ‾List   Answer   Mail   Display text   Receivers   Info

Each box in the diagram below contains a
list of the functions that are available
for each of the entries in the first line
of the menu.

If, for example, you choose "Letter" from
the first line of the command menu, the
second line of the menu will show the
functions that are in the box below
"Letter" in the diagram.

Intray	Outtray	DS-folder	Letter	NOTIS
List Answer Mail Display text Receivers Info	List Mail Display text Receivers Info	List Mail Display text Receivers Info	Write Mail Store Fetch Continue	WP DS
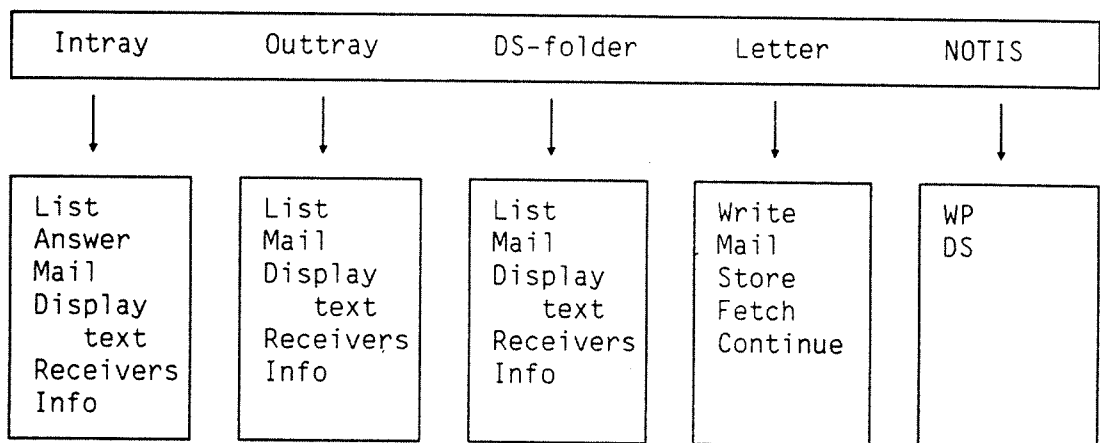
Intray   All letters you receive are put into your
                                    Intray. You fetch your Intray so that you
                                    can read the mail you have received. The
                                    commands you can use with your Intray are:

                                        Intray/List (IL)
                                        Intray/Answer (IA)
                                        Intray/Mail (IM)
                                        Intray/Display text (ID)
                                        Intray/Receivers (IR)
                                        Intray/Info (II)

Outtray   A copy of each letter you write and/or send
                                    using NOTIS-ID is stored in your Outtray.
                                    You fetch your Outtray to find out if a
                                    letter you have written has been stored,
                                    sent, received, etc. The commands you can
                                    use with your Outtray are:

                                        Outtray/List (OL)
                                        Outtray/Mail (OM)
                                        Outtray/Display text (OD)
                                        Outtray/Receivers (OR)
                                        Outtray/Info (OI)

DS-folder   All of the documents you have stored in
                                    NOTIS-DS have been placed in DS-folders.
                                    You select DS-folder from the menu to
                                    specify the folder that contains a document
                                    you want to fetch. The commands you can use
                                    with DS-folder are:

                                        DS-folder/List (DL)
                                        DS-folder/Mail (DM)
                                        DS-folder/Display text (DD)
                                        DS-folder/Receivers (DR)
                                        DS-folder/Info (DI)

Letter   When you want to write, edit or mail a
                                  letter, choose Letter from the top level of
                                  the command menu. The commands you can use
                                  with Letter are:

                                      Letter/Write   (LW)
                                      Letter/Mail   (LM)
                                      Letter/Store (LS)
                                      Letter/Fetch (LF)
                                    ' Letter/Continue (LC)

NOTIS   If you want to use NOTIS-WP or NOTIS-DS
                                  choose NOTIS from the top level of the
                                  command menu. The commands you can use are:

                                      NOTIS/WP (NW)
                                      NOTIS/DS (ND)

THE LIST COMMANDS

List is the function that fetches your Intray, Outtray, or a DS-folder. Then it lists the contents of it in the work area of the screen. Choose the List function first so that your letters are available.

Intray/List

Intray/List (IL) lists the letters in your Intray.

Outtray/List

Outtray/List (OL) lists the letters in your Outtray.

DS-folder/List

DS-folder/List (DL) lists the documents in a DS-folder.

The example below shows how the screen may look after you have selected Intray/List (IL). (The asterisk * indicates an unread letter.)

```
ID:    _Intray      Outtray      DS-folder      Letter      NOTIS
        List    Answer    Mail    Display text      Receivers      Info
Intray:  1-6
        Subject                Sent by            Received  #Rec.  Char Type
──➤ *parking lot           John Jay              86-07-29   73    612 Lett
      salary               Colin Bligh           86-07-29    1    152 Lett
      summer vacation      Tom Grough            86-07-28   20    458 Lett
      summer vacation      Tom Grough            86-07-28   20   1589 Encl
      office procedures    John Jay              86-07-25   11    770 Answ
      office procedures    Marcia Johnson        86-07-25   11   1786 Lett
```

```
/MARY MACLYNN/MAILBOX/INTRAY                          Number :6
User : Mary Maclynn              1986-07-29           Mail :1
```

THE INTRAY/ANSWER COMMAND

Answer is a function that can only be used
with letters in your Intray. Answer
makes it easy for you to send a reply to a
letter you have received.

Intray/Answer   Intray/Answer (IA) provides you with the
editor so that you can write a reply to a
letter you have received.

When you have completed your reply, you
choose the Mail function to send the reply
automatically to whoever sent you the
letter you have just answered.

You can also send the answer automatically
to everyone else who has received the
letter you have answered. There is also a
way you can send the answer to only some of
the people who have received the letter.
(See Chapter 8, page 121.)

You can send the answer by registered mail
so that you can see if those who received
your answer have read it.

The MAIL commands

Mail is the function you choose when you want to send a letter. You can use these commands:

Intray/Mail

Intray/Mail (IM) sends a letter that is in your Intray.

Outtray/Mail

Outtray/Mail (OM) sends a letter that is in your Outtray.

DS-folder/Mail

DS-folder/Mail (DM) sends a document that is in a DS-folder.

Letter/Mail

Letter/Mail (LM) sends a new letter you have written.

Mailing features

When you choose Mail, prompts appear so that you can also choose how and when a letter will be delivered. You can choose to send a letter by registered mail. You can also decide the mailing time, and you can enclose another document.

Registered mail

When you send a letter as registered mail, you receive information in your Outtray about whether that letter has been read, deleted or moved by the receiver.

Enclosure

You can enclose a document with a letter you are sending. The document you enclose may either be a copy of another letter, a document that is stored in your NOTIS-DS archive, or a document that is stored in SINTRAN. This means that documents written with NOTIS-WP can be sent with NOTIS-ID.

Mailing time   You can specify the time of mailing to su
                              your needs.

                              You may have written a letter that you want
                              to send at a later date/time. For example,
                              if you have a circular to send to 230
                              receivers, you may want to send it at a
                              time of day when the system is not so busy.

# of Receivers   You can send a letter to 500 receivers at
                              one time.

Rain nor sleet   You can count on NOTIS-ID to keep trying to
nor snow   deliver a letter you have mailed.

                              Sometimes a letter cannot be delivered
                              immediately. The receiver's computer, for
                              example, may be temporarily inaccessible.
                              The mail server keeps trying to deliver th
                              letter at regular intervals until the
                              letter is at its destination.

The DISPLAY TEXT COMMANDS

Intray/
Display text

Intray/Display text (ID) displays the text
of a letter that is in your Intray.

Outtray/
Display text

Outtray/Display text (OD) displays the text
of a letter that is in your Outtray.

DS-folder/
Display text

DS-folder/Display text (DD) displays the
text of a document that is in a DS-folder.

The text display appears in the work area
of the screen as in the sample below.

```
ID:    _Intray     Outtray      DS-folder      Letter      NOTIS
       List     Answer     Mail     Display text      Receivers      Info
Display text:   1-15
   Subject: parking lot
_____

NOTICE!!

To all of you who drive to work only to find that all of the company parking
spaces are already taken:

        DESPAIR NO MORE!
        Our new parking lot, with 150 spaces, is open as of today.

To those of you who bike to work:

        The bike stall has become a "bikeport" with a roof to keep your
        bike dry. New locks have been installed on all of the stanchions.

                                    JJ




/MARY MACLYNN/MAILBOX/INTRAY/PARKING LOT-01-21107723          Number :15
User : Mary Maclynn                     1986-07-29              Mail :3
```

Alternative
to menu

You may press the <> key to display the
text of the letter that the marking arrow
is pointing to in the list of letters.
Press the <> key again to return the list
of letters to the screen.

THE RECEIVERS COMMANDS

Intray/Receivers　　　　Intray/Receivers (IR) displays a list of
the receivers of a letter in your Intray.

Outtray/Receivers　　　　Outtray/Receivers (OR) displays a list of
the receivers of a letter in your Outtray.

DS-folder/　　　　DS-folder/Receivers (DR) displays a list of
Receivers　　　　the receivers of a document in a DS-folder.

The sample below shows a list of receivers
of a letter in an Intray.

```
ID:     Intray      Outtray     DS-folder     Letter        NOTIS
        List     Answer    Mail   Display text    Receivers     Info
Receivers:  1-19
  Subject: parking lot
——Tom Grough                    JEEVES
  John Johnson                  JEEVES
  Mary Jordan                   JEEVES
  Alice Alorg                   JEEVES
  Mary Maclynn                  JEEVES
  Dick Hahn                     JEEVES
  George Greeves                ANOKA
  Gordon Groves                 ANOKA
  Sam Samson                    ANOKA
  James Josling                 ANOKA
  Julie Moreno                  ANOKA
  Marjorie Lane                 GRANT
  Meryl Matson                  JEEVES
  Jordan Brown                  JEEVES
  Janice Rush                 ·  GRANT
  Rikki Alesi                   GRANT
  Alice Blackstone              ANOKA
  Adair Morris                  GRANT
  Ted Thatcher                  GRANT
/MARY MACLYNN/MAILBOX/INTRAY/PARKING LOT-01-21107723        Number :73
  User : Mary Maclynn                      1986-07-29        Mail :3
```

Alternative　　　　You may press the (... key to display the
to menu　　　　list of receivers of the letter the marking
arrow is pointing to in the list of letters.
Press the (... key again to return the list
of documents to the screen.

THE INFO COMMANDS

Intray/Info   Intray/Info (II) displays information about
                                a letter in your Intray.

Outtray/Info   Outtray/Info (OI) displays information
                                about a letter in your Outtray.

DS-folder/Info   DS-folder/Info (DI) displays information
                                about a document in a DS-folder.


```
ID:    _Intray    Outtray    DS-folder    Letter      NOTIS
        List      Answer    Mail    Display text    Receivers    Info
Information:
    Subject: parking lot
Name : PARKING LOT-01-21107723                    Type : TEXT

Access rights :  Public :          Friends :RWND     Own user : RWND

Subject : parking lot

Key words : parking            bicycle            bike
- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
Size of document : 612

Created :       1986-07-29  11:35    By : John Jay
Last fetched :  1986-07-29  14:45    By : Mary Maclynn
Last updated :  1986-07-29  11:35    By : John Jay

Sent by :  John Jay                      Address :  GRANT
Sent to :  >COMPANY
Registered?: No
Encl :

/MARY MACLYNN/MAILBOX/INTRAY/PARKING LOT-01-21107723
User :Mary Maclynn                      1986-07-29            Mail :3
```


Alternative   You may press the << key to get the
to menu   information display of the letter the
                                marking arrow is pointing to in the list of
                                letters. Press the << key again to return
                                the list of letters to the screen.

The LETTER/WRITE command

Letter/Write

Letter/Write (LW) provides you with the
NOTIS-ID editor so you can write a letter.

The editor that is available in NOTIS-ID is
a simple editor that has only a few of the
functions that are available in NOTIS-WP.
It has, for example, wordwrap for the last
line of text. There is no limit to the
length of the text of the letter.

You can use the following keys to help you
when you use the NOTIS-ID editor:

Press the EXPAND key to turn on the expand
mode. This allows you to insert characters
in a line of text.

Press the F1 key to delete the line of text
that the cursor is on.

Press the F2 key to insert a blank line
above the line of text the cursor is on.

Press the F5 key to move the line of text,
starting at the position of the cursor,
down one line.

NOTIS-WP

If you have started writing a letter and
find that you need the NOTIS-WP editor, you
simply select NOTIS-WP to copy the letter
to NOTIS-WP in order to complete writing
and/or editing it. You can then return to
NOTIS-ID to send the letter.

The LETTER/STORE command

Letter/Store

Letter/Store (LS) saves a letter that you have been writing. The letter is stored in your Outtray where you can fetch it any time you choose.

The LETTER/FETCH command

Letter/Fetch

This function allows you to fetch any letter or document, then edit it. Choose Letter/Fetch (LF) to fetch:

- a letter that is in your Intray
- a letter that is in your Outtray
- a document that is in a DS-folder
- a SINTRAN file

Letter/Fetch finds the letter or document the marking arrow is pointing to in the list of letters in the Intray, Outtray or DS-folder, whichever you were using just before you chose Letter/Fetch. Then it copies it into the work area of the NOTIS-ID editor so you can edit it.

If you want to edit a different letter or document than is listed on the screen, you may change the names provided for you in the prompts.

You can fetch several letters or documents to copy into the work area at one time. If, for example, you have started writing a letter and want to include a document that you already have written and stored, give the Letter/Fetch command and specify the document you want to include. It will be fetched and appended to the end of the text that is already in the work area.

The LETTER/CONTINUE command

Letter/Continue

Letter/Continue (LC) fetches the last letter you were working on in the editor.

The text of the letter is displayed in the work area so you can continue writing the letter or edit it.

If you have already mailed the last letter you were working on, a copy of the letter is displayed in the work area and you can edit it. The edited copy will be stored as a new letter in your Outtray when you finish working on it.

The NOTIS/WP and NOTIS/DS commands

NOTIS/WP

NOTIS/WP (NW) enters the NOTIS-WP program. You may want to use it:

* To write a letter for which you need more editor functions than are available in the NOTIS-ID editor so you can write the letter the way you want it.

* To create your own mailing lists.

To return to NOTIS-ID, press the EXIT key.

NOTIS/DS

NOTIS/DS (ND) enters the NOTIS-DS program.

To return to NOTIS-ID, press the EXIT key.

CHAPTER 2
WRITING YOUR FIRST LETTER

●●

WRITE YOUR FIRST LETTER TO YOURSELF

The purpose of this chapter is to provide you with step-by-step instructions for writing a letter using NOTIS-ID.

Follow the instructions exactly in order to write a letter and mail it to yourself.

Why write a letter to yourself?

It is a good idea to write your first letters to yourself because:

- You can practice writing letters without depending on (or bothering) anyone else.

- The letters are delivered into your own Intray.

  The mail you receive from yourself will be useful for practicing the commands you can use with your Intray.

- Copies of the letters you write are put into your Outtray.

  You can use these letters to practice the various commands that you can use with your Outtray.

Explanation

For those who want more explanation, the step-by-step instructions are followed by the section, "How to write a letter - in detail". The section contains explanations and descriptions of what happens for each of the steps.

More about writing letters, the NOTIS-ID editor, and special mailing services is included in Chapter 7, "More about writing and mailing letters", page 95.

How TO WRITE A LETTER   -   STEP-BY-STEP

1. Enter the NOTIS-ID program.

2. Type L for Letter (in the first line of the command menu).

3. Type W for Write (in the second line of the command menu). Wait for the prompt "Subject of new letter...." at the top of the screen.

4. Type Junk mail on the dotted line to the right of "Subject of new letter". Then press ↵.

5. When the cursor is in the work area of the screen, type the following text:

   This is the first letter I have written in NOTIS-ID. I will probably write several letters to myself. It is handy to have a lot of junk mail available to practice on.

6. Press the HOME key.

7. Type L for Letter.

8. Type M for Mail. Wait for prompts.

9. Type your own user name on the dotted line after "Receiver".

10. Press ⌐→ .

   Your letter is on its way!
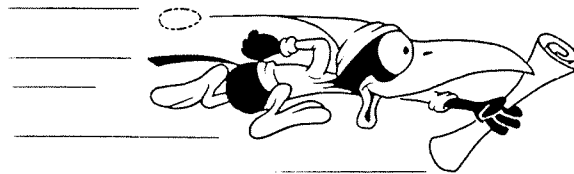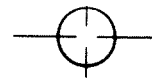
HOW TO WRITE A LETTER - IN DETAIL

Step 1   **Enter the NOTIS-ID program.**

The command menu at the top of the screen
looks like this.

```
ID:    _Intray     Outtray     DS-folder    Letter     NOTIS
         List     Answer    Mail    Display text    Receivers    Info
```

Step 2   .   **Type L for Letter.**

A new menu appears as shown below.

```
ID:     Intray     Outtray     DS-folder     Letter     NOTIS
       _Write     Mail     Store     Fetch     Continue
```

The cursor is in the second line of the
menu. The second line has changed to show
the functions for Letters.

Step 3   **Type W for Write.**

The menu disappears and a prompt appears in
its place.

```
Subject of new letter:_.................................................
                                          ↑
```

Step 4   Type <u>Junk mail</u> on the dotted line.

Subject of new letter:Junk mail..
                                                    ↑

                              Note:

                              ● You <u>must</u> fill in the subject of the
                                letter.

                              ● You may use either UPPERCASE or
                                lowercase letters.

                              ● Quotation marks and hyphens are not
                                necessary.

                              ● You may use any characters or symbols
                                when you type the subject.

                              After you press ↵ , the prompt disappears
                              and the following message appears at the
                              top of the screen:

Creating letter in outtray

                              This means that space for your letter is
                              being allotted in your Outtray.

                              When the message disappears, the first
                              status line changes to show exactly what
                              letter you are working on and where it is
                              filed.

The user for the example, Mary Maclynn,
sees this top status line:

/MARY MACLYNN/MAILBOX/OUTTRAY/JUNK MAIL-01   NUMBER :0

MARY MACLYNN is the <u>user</u> name.

MAILBOX is the name of the <u>drawer</u> the
letter is in.

OUTTRAY is the name of the <u>folder</u> the
letter is in.

JUNK MAIL-01 is the <u>document</u> name of the
letter.

NUMBER :0 means that no (zero) lines of the
letter are stored yet.

Step 5   **Type the text.**

You can type a short message or a letter
that is several pages long. There is no
limit to the length of letter you can write
with the NOTIS-ID editor.

<u>Wordwrap</u> and <u>expand</u> are among the features
that are available in the NOTIS-ID editor.

Step 6   **Press the HOME key.**

The menu reappears at the top of the screen.


```
ID:     _Intray     Outtray     DS-folder     Letter     NOTIS
         Write     Mail     Store     Fetch     Continue
```


Step 7   **Type L for Letter.**

Step 8   **Type M for Mail.**
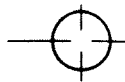
The following message appears at the top of the screen:


```
Storing letter in outtray: JUNK MAIL-01
```


Then prompts appear at the top of the screen so that you can specify who you want to send the letter to.


```
Receiver :...................................
Address  : _
Enclosure? (Y/N): N          Registered mail? (Y/N): N
                             Mailing time   : 1986-07-29 10:28
```


Step 9   **Type your own user name on the dotted line.**

The only field that you must fill in is the field for "Receiver". You type the user name of the receiver of your letter.

Step 10   Press ⌐→ .

You see the following message at the top of
the screen:

Mailing

Soon after this message disappears, your
letter will be in the Intray of your
Mailbox. A copy of it will be in your
Outtray.

You can find out if your letter has been
delivered:

1. Note that the message light (MSG.) is
   lit on the keyboard

2. Note that MAIL:1 is lit up at the far
   right on the bottom status line (this
   number will be different if you have
   received other mail as well).

3. Type IL for Intray/List.

   The list of letters in your Intray is
   displayed. "Junk mail" is now one of the
   entries in the list of letters.

WHEN YOU NEED TO FILL IN THE ADDRESS FIELD

When you choose "Mail", the following
prompt appears on the screen.

```
Receiver:................................
Address:                    Registered mail? Y/N: Y
Enclosure? (Y/N): N         Mailing time  : 1986-07-29 10:28
```

Fill in address   You need to fill in the blank for "Address"
                             only when:

                             ● The user has a different address than
                               you have

                               and

                             ● the user address is not on any mailing
                               list.

No address   Usually, you do not need to fill in the
                             address of the user you are sending a
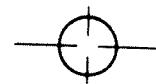   letter to.

Receiver and you   You do not fill in any address when the
have same address   receiver has the same address you have.

Receiver is on   You do not fill in an address if the
a mailing list   receiver is on a mailing list.

                             Check with your system supervisor to find
                             out if there is a common mailing list that
                             includes all of the user names and their
                             respective addresses. The mail server uses
                             the common mailing list to find the
                             receiver's address.

                             If you create your own user mailing lists,
                             the mail server will check your lists first
                             to find the receiver's address.

REGISTERED MAIL, ENCLOSURE AND MAILING TIME

The registered mail and mailing time fields are for options in NOTIS-ID mail delivery. In brief, these options are for the following:

Registered mail

If you want to find out if the receivers of a letter have read the letter you have sent, you can send your letter by registered mail. Type Y for Yes, followed by ↵ and your letter will be sent as registered mail.

or

If you do not want to send the letter by registered mail, simply press ↵ to accept N for No.

Enclosure

If you want to send another document with your letter, type Y for Yes, followed by ↵. Before your letter is mailed, prompts appear so that you can specify which document you want to enclose.

Mailing time

If you want to send your letter at some other time than the present date and time, you can change the numerals in the field for "Mailing time" to suit your needs, then press ↵.

Registered mail, enclosure and mailing time are described in more detail in Chapter 7, section "Sending a letter by registered mail". (See page 100.)

●●●

THE MAIL THAT IS IN YOUR INTRAY

This chapter is about how you can read the
mail that you receive - the mail that is in
your Intray. It is also about how you get
information about a letter.

Hopefully, after you read Chapter 2 you
wrote enough "junk mail" to yourself so
that you have several letters in your
Intray already.

You have mail!

When you receive a letter, the MSG. light
lights up on the keyboard (MSG. = message).

If you are using NOTIS-WP, or any of the
other NOTIS programs with a status line,
the word "Mail" lights up in the status
line.

In a hurry?

If you have received a letter and cannot
wait any longer to read it, follow the
steps below before you read the rest of
this chapter:

1. Enter NOTIS-ID, if you have not already
   done so.

2. Press the <> key. First, a list of
   letters will show on the screen, then
   the text of the letter you received most
   recently will be displayed in the work
   area of the screen.

3. When you have finished reading your
   letter, press the <> key again. A list
   of letters appears on the screen.

HOW TO LOOK AT THE MAIL YOU HAVE RECEIVED

Intray/List

In order to look at the mail you have received, you fetch the contents of your Intray by giving the command Intray/List (IL).

A list of the letters that are in your Intray is then displayed in the work area of the screen. (If your Intray is empty, the message "No entries to list!" appears at the top of the work area.)

If you took the short cut at the beginning of this chapter and pressed the <> key to open a letter, and pressed it again when you finished reading the letter, the list of letters in your Intray is already displayed in the work area.

```
ID:     _Intray     Outtray     DS-folder     Letter      NOTIS
         List       Answer      Mail     Display text    Receivers     Info
Intray:  1-6
         Subject                    Sent by              Received  #Rec.   Char Type
   →  *parking lot                  John Jay             86-07-29    73     612 Lett
        +salary                     Colin Bligh          86-07-29     1     152 Lett
        *summer vacation            Tom Grough           86-07-28    20     458 Lett
        *summer vacation            Tom Grough           86-07-28    20    1589 Encl
         office procedures          John Jay             86-07-25    11     770 Answ
         office procedures          Marcia Johnson       86-07-25    11    1786 Lett
```

```
/MARY MACLYNN/MAILBOX/INTRAY                                    Number :6
User : Mary Maclynn              1986-07-29                      Mail :4
```

WHAT THE STATUS LINES AND INFORMATION LINE SHOW YOU

First status line

At the left of the first status line you see the following names, separated by slashes (/):

- your <u>user name</u> (preceded by a /)

- the name of the NOTIS-DS <u>drawer</u>, MAILBOX

- the name of the NOTIS-DS <u>folder</u>, INTRAY

At the right of the first status line you see the total number of letters that are in your Intray.

Second status line

The second status line always shows:

- the name you used when you logged in

- today's date

- the number of letters that are in your Intray that you have not read yet - your mail count

> NOTE:
> If you receive mail while you are using your Intray, your mail count will change. To view a list that includes the new letter(s), you must give the Intray/List (<u>IL</u>) command.

Information line

After you have checked the status lines, note the information line (under the command menu).

The information line shows what is displayed in the work area. It also shows which lines are displayed.

WHAT IS IN THE WORK AREA

In the work area of the screen you can see
a list of all of the letters you have
received. The entries in the list are
arranged in chronological order with the
letter that was delivered to your Intray
most recently at the top of the list.

Subject	Sent by	Received	#Rec.	Char	Type
→ *parking lot	John Jay	86-07-29	73	612	Lett
+salary	Colin Bligh	86-07-29	1	152	Lett
*summer vacation	Tom Grough	86-07-28	20	458	Lett
*summer vacation	Tom Grough	86-07-28	20	1589	Encl
office procedures	John Jay	86-07-25	11	770	Answ
office procedures	Marcia Johnson	86-07-25	11	1786	Lett

Either an asterisk (*) or a plus sign (+)
precedes an unread letter:

*   signifies that the letter has not been
    read

+   signifies that this is a registered
    letter that has not been read

There are only 6 entries in the sample list
of letters. On most screens there can be up
to 19 entries displayed in the work area at
one time.

If there are more than 19 entries in a
list, press the SCROLL DOWN key to turn
quickly to the next "page" of the list; to
turn back a page, press the SCROLL UP key.

The headings on the first line of the work
area show what information you can get from
the list:

Heading	The information you get
Subject	what the letter is about - the topic of the letter you have received
Sent by	who the letter is from - the name of the user who sent you the letter
Received	when it came - the date (year-month-day) you received the letter in your Intray
#Rec.	how many have received the letter - the total number of receivers of the letter
Char	how long it is - the number of characters in the letter
Type	the type of letter or document

Lett = a letter
Answ = an answer to a letter
Encl = an enclosure

Sample letter 1

The first entry in the sample list of
letters is a letter about a parking lot.
You can see by the asterisk (*) that Mary
Maclynn has not read it yet. John Jay sent
the letter to her and she received it on
29 July, 1986. Seventy-three people have
received this letter (Mary Maclynn plus 72
others). The letter has 612 characters.

Sample letter 2

The second entry in the list of letters is
a letter about salary. Note the plus sign
(+) that shows that this is a registered
letter that has not yet been read.

**Sample letters
3 and 4**

The third entry is a letter that was sent
as a cover letter for the fourth entry in
the list, which is an enclosure.

HOW TO READ YOUR MAIL

In order to read a letter:

1. If the marking arrow is pointing to the
   letter you want to read, go to step 2.

   <u>or</u>

   Press the UP or DOWN ARROW key one or
   more times to move the marking arrow to
   the letter you want to read.

2. Press the <> key to open the letter (or
   choose Intray/Display text (<u>ID</u>) from the
   menu).

The sample screen below shows the text
display of the first letter in Mary
Maclynn's Intray.

```
ID:     _Intray      Outtray      DS-folder     Letter        NOTIS
         List      Answer     Mail     Display text     Receivers      Info
Display text:   1-15
  Subject: parking lot
_____

NOTICE!!

To all of you who drive to work only to find that all of the company parking
spaces are already taken:

        DESPAIR NO MORE!
        Our new parking lot, with 150 spaces, is open as of today.

To those of you who bike to work:

        The bike stall has become a "bikeport" with a roof to keep your
        bike dry. New locks have been installed on all of the stanchions.

                                JJ




/MARY MACLYNN/MAILBOX/INTRAY/PARKING LOT-01-21107723        Number :15
User : Mary Maclynn                      1986-07-29         Mail :3
```

Status lines

The document name is entered in the first
status line after INTRAY/.

The document name is now made up of:

- The subject of the letter (PARKING LOT).

- The number assigned to the letter when
  it was filed by the sender (01).

- A random number assigned to the letter
  by the mail server (21107723) when it
  was delivered to your Intray.

The total number of lines in the text is
entered by "Number :".

The number of unread letters shown in the
second status line is reduced by one.

Information line

The information line shows that the display
is of a text. It also shows which lines of
the text are currently on display in the
work area of the screen.

Work area

The subject of the letter is on the first
line of the work area. If you mark this
letter, this subject line will be shown in
reverse video.

The actual text of the letter is displayed
in the rest of the work area.

If a letter is too long to fit into the
work area, press the SCROLL DOWN key to get
a display of the next "page" of the text.
To turn back to the previous page, press
the SCROLL UP key.

How TO FIND OUT WHO RECEIVED A LETTER

To look at the list of everyone who has
received this letter, press the (... key.
(Or choose Intray/Receivers (IR) from the
menu.) A display like the one in the sample
below appears on the screen.

```
ID:      _Intray     Outtray      DS-folder     Letter      NOTIS
          ‾List     Answer     Mail     Display text     Receivers     Info
Receivers:  1-19
  Subject: parking lot
——Tom Grough                    JEEVES
  John Johnson                  JEEVES
  Mary Jordan                   JEEVES
  Alice Alorg                   JEEVES
  Mary Maclynn                  JEEVES
  Dick Hahn                     JEEVES
  George Greeves                ANOKA
  Gordon Groves                 ANOKA
  Sam Samson                    ANOKA
  James Josling                 ANOKA
  Julie Moreno                  ANOKA
  Marjorie Lane                 GRANT
  Meryl Matson                  JEEVES
  Jordan Brown                  JEEVES
  Janice Rush                   GRANT
  Rikki Alesi                   GRANT
  Alice Blackstone              ANOKA
  Adair Morris                  GRANT
  Ted Thatcher                  GRANT
/MARY MACLYNN/MAILBOX/INTRAY/PARKING LOT-01-21107723           Number :73
User : Mary Maclynn                    1986-07-29               Mail :3
```

Status lines   Check the status lines for the document
                            name, to see the total number of receivers,
                            and to see if you have received any mail.

Information line   The information line shows a display of the
                            list of receivers. It also shows which
                            lines of the list of receivers are on
                            display.

Work area   The first line of the work area shows the
                            subject of the letter you are working with.
                            If you mark this letter, this subject line
                            will appear in reverse video.

                            The first column in the list shows who has
                            received the letter.

                            The second column in the list shows the
                            address of each receiver.

                            If the list is too long to fit into the
                            work area, press the SCROLL DOWN key to
                            view the next "page" of the list. Press the
                            SCROLL UP key to view the previous page.

WHAT ELSE YOU CAN FIND OUT ABOUT A LETTER

To look at the display of information for a
letter, press the << key (or choose
Intray/Info (II) from the menu).

```
ID:    _Intray     Outtray     DS-folder     Letter     NOTIS
       List     Answer     Mail     Display text     Receivers     Info
Information:
   .Subject: parking lot
Name : PARKING LOT-01-21107723                        Type : TEXT

Access rights :  Public :          Friends :RWND     Own user : RWND

Subject : parking lot

Key words : parking          bicycle          bike
- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
Size of document : 612

Created :          1986-07-29  11:35     By : John Jay
Last fetched :     1986-07-29  14:45     By : Mary Maclynn
Last updated :     1986-07-29  11:35     By : John Jay

Sent by :  John Jay                          Address :  GRANT
Sent to :  >COMPANY
Registered?: No
Encl:

 /MARY MACLYNN/MAILBOX/INTRAY/PARKING LOT-01-21107723
  User :Mary Maclynn                   1986-07-29               Mail :3
```

Status lines	Check the status lines for the document name and for any new mail.
Information line	The information line shows that the display is an Information display .
Work area	The first line of the work area shows the subject of the letter you are working with. If you mark the letter, this subject line appears in reverse video.
	The information that is above the broken line is editable (See Chapter 8, page 120).

Type of information	What this information tells you
Name	the document name with its identification number
Type	the file type (usually TEXT)
Access rights	who is allowed access to this letter and what kind of access that is allowed
R	retrieve - allowed to fetch, read and copy this letter
W	write - allowed to write, edit and store this letter
N	new - allowed to create new letters in this folder
D	delete - allowed to delete this letter or change access rights to it
Subject	the topic of the letter
Key words	words that can be used in a document search
Size of document	the number of characters in the document
Created	when the letter was written and who wrote
Last fetched	when the letter was fetched most recently, and who fetched it
Last updated	the date and time of the most recent change
Sent by	the user who mailed you the letter
Address	the sender's address
Sent to	the name of the user or mailing list as the sender typed it in the receiver field
Registered?	Yes/No indicates whether or not the letter was sent by registered mail
Encl	This field is always blank for letters in your Intray. For letters in your Outtray, see Chapter 5, page 77.

SHORT CUTS

the CANCEL key

If you want to look at a letter in your list of letters, but do not want to wait for the whole list to be displayed on the screen, press the CANCEL key (or any other key) to stop the listing.

If you have stopped the listing and want to see the rest of the list:

● press the DOWN ARROW key to move the marking arrow below the bottom entry currently displayed in the list

  or

● give the Intray/List command to get a new list of the letters in your Intray.

FAT ARROW keys

The FAT ARROW keys can save you time when you are working with text displays, lists of receivers or information displays.

Press the RIGHT FAT ARROW key to move to the next letter down in the list of letters without returning to the list of letters.

If you had a text in the work area, the text of the next letter down in the list of letters is displayed. If you had a list of receivers in the work area, the next list of receivers is displayed. If you had an information display in the work area, the next information display is shown.

To see a display of the next letter up in the list of letters, press the LEFT FAT ARROW key.

How to get through
a stack of unread
mail

You may have several days' mail in your
Intray that you have not had a chance to
read. A quick way to read your mail in the
order you received it is to:

1. Press the DOWN ARROW key to move the
   marking arrow down to the bottommost
   letter with an asterisk (*) or a plus
   (+), i.e. the oldest, unread letter in
   the list.

2. Press the <> key to fetch the text of
   the letter and read it.

3. Press the LEFT FAT ARROW key to display
   the text of the letter that is the next
   one up in the list of letters.

4. Continue using the LEFT FAT ARROW key
   until you have read all of your mail.
   (You will hear a "beep" if you are at
   the top of the list and press the LEFT
   FAT ARROW key.)

5. Press the <> key or the SPACE bar to
   display the list of letters once more.

You can use the same procedure if you want
to look at:

● a series of lists of receivers

   Press the (... key, then a FAT ARROW
   key as many times as you require.

● a series of information displays

   Press the << key, then a FAT ARROW key.

CHAPTER 4
HOW YOU CAN ACT ON THE LETTERS IN YOUR INTRAY

●●

WHAT YOU CAN DO WITH THE MAIL YOU HAVE RECEIVED

Chapter 3 describes how to look at a letter in various ways. This chapter describes how you can take action on a letter. You may:

- answer a letter that you have received

- mail a letter that you have received

- delete or "throw away" a letter that you no longer need

- copy a letter

    - to file a copy in another DS-folder
    - to forward it to another user

- move a letter out of your Intray

    - to file the letter in another DS-folder
    - to forward the letter to another user

- print a letter that you want a paper copy of

- mark letters so that you can mail, delete, copy, move or print several letters at one time

ANSWERING A LETTER THAT YOU HAVE RECEIVED

You may have received a letter that
requires an answer. NOTIS-ID has a special
command that makes answering simple.

1. If the letter you want to answer is
   displayed in the work area (either as
   text or list of receivers or
   information display), go on to step 2.

   If the list of letters is in the work
   area, press the UP or DOWN ARROW key to
   move the marking arrow to the letter
   that you want to answer.

Intray/Answer   2. Give the Intray/Answer (IA) command.

   The work area of the screen is cleared.
   At the top of the screen, the subject of
   the letter you are answering is in the
   blank, as shown below:

Subject of new letter: parking lot...

                                            ↑

4. Press ↵ to accept the subject that is
   already filled in (or you can change
   the name of the subject by typing in a
   different subject and pressing ↵).

   The following message appears:

Creating letter in outtray

4. When the cursor is in the work area,
   type your reply.

5. When you have finished typing the text
   of your letter, press the HOME key. The
   cursor moves directly to Mail in the
   second line of the menu.

6. Type M for Mail, or press ↵. The
   following message appears: .

Storing letter in outtray: PARKING LOT-01

The following question appears:

Send answer as registered mail? (Y/N):

7. Type Y for Yes if you want to send the
   answer by registered mail.

   or

   Type N for No if you do not want to send
   the answer by registered mail.

   If you are the only receiver of the
   letter you have just written the answer
   to, the answer will now be mailed.

   If others have also received the letter
   you have just answered, the following
   question appears:

Should the others who received the letter have a copy of the answer? (Y/N)

8. Type Y for Yes if you want all of the
   other receivers of the letter to receive
   a copy of the answer.

   or

   Type N for No if you want to send the
   answer to only the sender of the letter
   you have received.

   Your reply is now delivered immediately
   to the user who sent you the letter that
   you have just answered (and the other
   receivers if you have requested it).

Unfinished answer   If you choose another function before you
                                 finish and/or mail your answer, you will
                                 see the following question at the top of
                                 the screen:

Do you want to store this letter? (Y/N):

                                 Answer Y for Yes so that you can fetch the
                                 answer you have started at any time.

                                 When you are ready to continue writing or
                                 editing the answer you have started, you
                                 have two options:

                                 ● If the answer is the last letter you
                                   have been writing, you may fetch it by
                                   giving the Letter/Continue (LC) command.

                                 ● If you have been writing another letter
                                   since you stopped writing your answer,
                                   follow the steps below:

                                   1. Give the Intray/List (IL) command.

                                   2. Position the marking arrow by the
                                      letter you started answering.

                                   3. Give the Intray/Answer (IA) command.

                                   4. Press ↵ to accept the subject that
                                      is filled in for you.

5. When the cursor appears in the blank
   work area, give the Letter/Fetch (LF)
   command.

   The prompts appear as below. Your
   user name, the name of the DS-drawer,
   DS-folder and the document name of
   the letter you are answering are
   already filled in.

Archive: . . . .   User: MARY MACLYNN
Drawer: MAILBOX   Folder: INTRAY
Document: PARKING LOT-01-21107723

6. Change the name of the folder to
   "OUTTRAY".

   Change the name of the document to
   the document name of your answer.

```
NOTE:
If you are not sure of the document
name:

1. Delete the name that is already
   filled in.

2. Press SHIFT + HELP. A list of the
   names of all of the documents in
   your Outtray appears in the work
   area.

   If you know the first character(s)
   of the document name, fill them in
   before you press SHIFT + HELP. Then
   only the document names that begin
   with the same character(s) will
   appear in the list.
```

HOW TO MAIL A LETTER THAT IS IN YOUR INTRAY

You may receive a letter that you think someone else should also have.

To mail a letter that is in your Intray:

1. If the letter you want to mail is displayed on the screen (either as a text, list of receivers, or information display), go on to step 2.

   If the list of letters is displayed on the screen, use the UP or DOWN ARROW key to position the marking arrow beside the letter you want to mail.

Intray/Mail

2. Give the Intray/Mail (IM) command.

   The list of letters appears in the work area (if it was not already there). Note that the letter the marking arrow is pointing to is marked in reverse video so that you can make sure you are mailing the right letter.

   Prompts appear at the top of the screen:

```
Receiver :  ...............................
Address  :                      Registered mail? (Y/N): N
Enclosure? (Y/N): N             Mailing time  : 1986-07-29 10:28
```

Receiver

3. Type the name of the user(s) or mailing list that you want to send the letter to.

4. To send the letter without any special specifications, press ⌐Ļ→ . The letter will be sent immediately.

   or

   Go on to step 5.
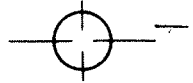
Address

5. Press ↵ in the field for the user's address <u>except</u> when:

● The receiver has a different computer address than you have

<u>and</u>

● the user is not included in any mailing list.

Registered mail

6. If you want the letter registered, type <u>Y</u> for Yes, and then press ↵.

<u>or</u>

If you do not want your letter registered, press ↵ to accept No.

Enclosure

7. If you want to send an enclosure with your letter, type <u>Y</u> for Yes in the field for Enclosure. Before your letter is mailed, prompts appear so you can specify the document to be enclosed.

Mailing time

8. Press ↵ to accept the present mailing time and send your letter immediately

<u>or</u>

Specify the time of mailing to suit your needs. Press the RIGHT ARROW key to move the cursor to the numerals you want to change and type in the appropriate numerals. Press ↵ to deliver the letter as specified.

The following message appears at the top of the screen:

```
Copying letter(s) to outtray and mailing
```

How TO DELETE A LETTER

Many letters that you receive are letters that you only need to read once. Do not leave them to take up space in your Intray.

1. If the letter you want to delete is displayed in the work area (either as text, or information display) go on to step 2.

   If the display is the list of letters, position the marking arrow beside the letter you want to delete.

2. Press the DELETE key.

   The list of letters appears in the work area (if it was not already there). The letter you want to delete appears in reverse video in the list.

   The following question appears at the top of the screen:

Do you want to delete 1 letter(s) (Y/N):

   (If a different numeral appears, you already have a marked letter in the list that will also be deleted. Press the CANCEL key.)

3. Answer Y for yes.

   The numeral 1 appears in the top right corner of the screen to show that one document is being deleted.

   The letter is removed from the list of letters.

   The number of letters (shown in the top status line is) is reduced by one.

How to copy a letter

You may want to file a copy of a letter you have received. In order to make a copy of the letter without removing it from your Intray, follow the steps below:

1. If the letter you want to copy is displayed in the work area (either as text, list of receivers or information display) go on to step 2.

   If the list of letters is in the work area, position the marking arrow beside the letter you want to copy.

2. Press the COPY key.

   The list of letters appears in the work area if it was not there already. The letter you want to copy is marked in reverse video.

   The following prompts appear at the top of the screen with your user name filled in:

```
Archive: ................             User:   MARY MACLYNN
Drawer:
Copy letter(s) to folder:
```

3. Press ↵ twice if you want to copy the letter to one of your own folders that is in the archive you are now using.

   or

   If you want to specify an archive and/user different to the one you logged in on, fill in the appropriate name(s) and press ↵ after each entry.

4. Type the name of the DS-drawer that you want to put the copy of the letter in. Press ↵.

   If you want to create a new drawer, enclose the name in double quotation marks, e.g. "useful info".

SHIFT + (HELP) If you cannot remember the name of a drawer you can press SHIFT + HELP to get a list of your drawers. Then type the name of the drawer on the dotted line.

5. Type the name of the DS-folder you want to put the copy of the letter in. Press ↵.

   If you want to create a new folder, enclose the name in double quotation marks, e.g. "parking lot".

SHIFT + (HELP) - If you cannot remember the name of the folder you want to copy the letter to, press SHIFT + HELP to get a list of all the folders in the drawer you specified. Then type the name of the folder on the dotted line.

6. Press the ⌐→ key to start the copying.

   The following message appears:

Copying   1   letter(s)   1

   The number 1 at the right shows you that one letter is being copied.

   When the command menu appears again at the top of the screen, the copying is complete. (You can check to see that this is true by fetching the list of documents in the folder you copied to.)

How to Move a Letter Out of Your Intray

You may want to move a letter out of your Intray and into another DS-folder. In order to move the letter from your Intray, follow the steps below:

1. If the letter you want to move is displayed in the work area (either as text, list of receivers or information display) go on to step 2.

   If the list of letters is in the work area, position the marking arrow beside the letter you want to move.

2. Press the MOVE key.

   The list of letters appears in the work area if it was not there already. The letter you want to move is marked in reverse video.

   The following prompts appear at the top of the screen with your user name filled in:

```
Archive:   ..................      User:    MARY MACLYNN
Drawer:
Move letter(s) to folder:
```

3. Press ↵ twice if you want to move the letter to one of your own folders that is in the archive you are now using.

   or

   If you want to specify an archive and/user different to the one you logged in on, fill in the appropriate name(s) and press ↵ after each entry.

4. Type the name of the DS-drawer that you want to put the letter in. Press ⏎.

If you want to create a new drawer, enclose the name in double quotation marks, e.g. "useful info".

SHIFT + (HELP)

If you cannot remember the name of a drawer you can press SHIFT + HELP to get a list of your drawers. Then type the name of the drawer on the dotted line.

5. Type the name of the DS-folder you want to put the letter in. Press ⏎.

If you want to create a new folder, enclose the name in double quotation marks, e.g. "parking lot".

SHIFT + (HELP)

If you cannot remember the name of the folder press SHIFT + HELP to get a list of all the folders in the drawer you specified. Then type the name of the folder on the dotted line.

6. Press the ⌐↳ key to start the move.

The following message appears:

Moving   1   letter(s)   1

When the command menu appears again at the top of the screen, the move is complete. The letter you moved is deleted from the list of letters in the Intray.

You can check to see that the letter is in the correct folder by fetching the list of documents in the folder you moved the letter to.

How TO GET A PRINTED COPY OF A LETTER

If you want a paper copy of the text of a
letter in your Intray, follow the steps
below:

1. If the letter you want to print out is
   displayed in the work area (the screen
   display may be either of the text, the
   list of receivers or the information
   display) go on to step 2.

   If the list of letters is in the work
   area, position the marking arrow beside
   the letter you want to print out.

2. Press the PRINT key.

   The following prompts appear:

```
Print  1    letter(s) on printer: .........................
Language:  1                      Include information heading? (Y/N): Y
```

3. Type the name of the printer you
   want to print the copy out on. Press ⌐⌐
   to start the printing.

   or

   Type the name of the printer, press ↵
   and go on to step 4.

4. To change the language character set for
   the printer, type the appropriate number
   after "Language". (Press the HELP key to
   get a list of the available character
   sets and the appropriate numbers.)

   Press ↵ to go on to the next question.

   or

   Press ⌐⌐ to start the printing.

5. If you do not want the information
   heading at the top of the first page of
   the letter that you print out, type <u>N</u>
   for No and press ↵ to start the
   printing.

The information heading at the top of
the printout page looks like the sample
heading below:

```
+-----------------------------------------------------------------+
| Printed by:      Mary Maclynn           Date: 1986-07-31        |
| Subject:         parking lot                                    |
| Document name:   PARKING LOT-01-21107723:TEXT                   |
| Letter created:  1986-07-29  11:35:07                           |
| Sent by:         John Jay                                       |
| Address:         GRANT                                          |
+-----------------------------------------------------------------+
```

WHY AND HOW YOU MARK LETTERS

Why mark letters?

You may have several letters that you want to mail to one or more receivers. You may want to delete, copy, move or print out several letters at one time. Or you may want to copy several letters to NOTIS-WP at one time.

You can mark any of the letters in a list of letters. Then choose the function you want to carry out on all of the marked letters.

If, for example, you want to delete several letters that you have in your Intray, mark all of the letters you want to delete. Then press the DELETE key. You go through the steps for deleting a letter only once. All of the marked letters will be deleted.

When the list of letters is displayed in the work area, position the marking arrow, using the UP and DOWN ARROW keys, beside the letter you want to mark. Press the MARK key. The letter the marking arrow is pointing to then appears in reverse video.

You can mark as many letters as you like by positioning the marking arrow and then pressing the MARK key.

You may press the MARK key while a display of the text is in the work area. Then the first line of the work area, (showing the subject of the letter) appears in reverse video. When you return the list of letters to the work area, you see the marked letter in reverse video.

You may also press the MARK key to mark a letter if the display in the work area is the information display.

You can also press the FIELD key to mark
the letter that the marking arrow is
pointing to in the list of letters.

The letter you mark with the FIELD key
appears in reverse video and the marking
arrow moves to the next entry down in the
list.

If you want to mark several consecutive
letters in the list of letters, press the
FIELD key as many times as you have letters
that you want to mark.

**You can unmark
a letter**

Press the MARK key when the marking arrow
is pointing to a marked letter to remove
the marking. You can use the FIELD key in
the same manner.

Press the CANCEL key to remove all marking
if you have not chosen a function.

If you have chosen a function, for example
"Mail", press the CANCEL key once to stop
the function; press it once more to remove
the marking.

**You can stop
a function**

If you want to stop the function you have
started on several letters, press the
CANCEL key (or any other key).

For example, you may have marked 10
letters, and started the deleting function:

● You can press the CANCEL key to stop the
  deleting function before it proceeds to
  the next letter and deletes it.

● The marked letters that were not deleted
  before you stopped the deleting remain
  marked.

● You can now remove the marking from one
  or more letters that you want to keep.
  Then press the DELETE key to resume
  deleting the letters that remain marked.

Chapter 5
Outgoing mail

●●

THE MAIL THAT IS IN YOUR OUTTRAY

All letters that you send through NOTIS-ID, as well as letters you have written but have not mailed yet, are placed in your Outtray.

In order to look at the letters you have written and/or mailed:

Outtray/List

Give the command Outtray/List (OL).

A list of the letters that are in your Outtray is then displayed in the work area of the screen.

```
ID:      Intray    _Outtray     DS-folder     Letter     NOTIS
         List     Mail     Display text     Receivers     Info
Outtray:  1-4
         Subject                   Sent to           Sent      Status    #Rec.  Char
——▶office procedures              >NEW-SECR         86-07-30  ERROR      11     597
    salary                        Colin Bligh       86-07-30  UNREAD      1     423
    junk mail                     Mary Maclynn      86-07-23  Read        1      93
    junk mail                     Mary Maclynn      86-07-23  Received    1     146
```

```
/MARY MACLYNN/MAILBOX/OUTTRAY                              Number  :4
User : Mary Maclynn              1986-07-30               Mail    :0
```

Status lines   The top status line shows:

                              ● that the display is of your Outtray

                              ● the total number of letters that are in
                                the Outtray

Information line   The information line shows:

                              ● that the list of letters on display is
                                from the Outtray

                              ● which lines of the list of letters are
                                now in the work area

Work area   The list of letters is in the work area of
                              the screen. The list is arranged in
                              chronological order.

                              The following headings on the first line of
                              the work area show what information is
                              presented in the list of letters:

Heading   <u>**The information you get**</u>

Subject   The topic of the letter.

Sent to   The user you mailed the letter to.

                              > before the name of a user or mailing
                              list signifies that:

                              there is more than one receiver

                              <u>or</u>

                              the letter has been mailed to the receiver
                              specified, but has not been delivered yet.

Sent   The date (year-month-day) you stored
                              and/or mailed the letter.

Status   The status of the letter:

Written   The letter has been written and
              stored in the Outtray, but has
              not been mailed.

MAILED   The letter has been mailed but
              has not yet been delivered to
              its destination.

Received   The letter has been delivered to
              everyone it was mailed to.

ERROR   Something went wrong, and one or
              more of the users who were
              supposed to receive the letter
              have not received it.

A letter that has been sent by registered
mail and has reached its destination has
one of the following words in the status
column (instead of "Received").

Read   The receiver has received and
              read the letter.

Moved   The receiver moved the letter
              without reading it first.

Deleted   The receiver deleted the letter
              without reading it first.

UNREAD   The receiver has received the
              letter but has not read it yet.

#Rec.   The total number of users you mailed the
                         letter to.

Char   The number of characters in the letter.

                         If the number of characters in the letter
                         exceeds 99999, the digits are replaced by
                         *****.

How TO READ A LETTER IN YOUR OUTTRAY

To read a letter in your Outtray, follow
the same procedure that you use to read a
letter in your Intray.

With the list of letters in the work area,
position the marking arrow so it points to
the letter you want to read. Then press the
<> key. The letter you want to read is
fetched and the text of the letter is
displayed in the work area of the screen.

Press the <> key again (or press the SPACE
BAR) to return the list of letters to the
work area.

If you want to view the list of receivers
of the same letter, press the ...) key. To
view the display of information, press the
<< key.

How TO FIND OUT WHO RECEIVED A LETTER

Press the (... key to fetch a display
of the list of receivers of a letter.

```
ID:     Intray    _Outtray     DS-folder     Letter      NOTIS
        List    Mail     Display text     Receivers     Info
Receivers:   1-11
  Subject: office procedures
──Tom Grough              JEEVES              Received
   Mary Jordan            JEEVES              Received
   Alice Alorg            JEEVES              Received
   George Greeves         ANOKA               Received
   Gordon Groves          ANOKA               Received
   Sam Samson             ANOKA               DS: No such user
   James Josling          ANOKA               Received
   Julie Moreno           ANOKA               Received
   Marjorie Lane          GRANT               RR: No access to remote system
   Meryl Matson           JEEVES              ID: Not sent.
   Ted Thatcher           GRANT               ID: Not sent.




 /MARY MACLYNN/MAILBOX/OUTTRAY/OFFICE PROCEDURES-01          Number :11
 User : Mary Maclynn                    1986-07-30           Mail :0
```

The first column of the list shows who has
received this letter.

The second column shows the address for
each receiver.

The third column shows the status of the
mail delivery for each individual. This
column may show error messages. Examples of
such error messages are in the sample
screen:

DS: No such user   The DS message, No such user, indicates
that Sam Samson is not a user on ANOKA so
his letter has not been delivered.

RR: No access to...   The RR message, No access to remote system,
                           indicates that the receiver's computer is
                           not available right now. If a DS back-up is
                           being done on the receiver's computer, for
                           example, you will get this message.

ID: Not sent.   The ID message, Not sent., indicates
                           that the letter has not been delivered yet.
                           Allow a little more time for the mail
                           server to deliver to the last users on the
                           mailing list.

```
NOTE:
Even though the status for delivery in
the list of letters is "ERROR", it is
possible that only one of the
receivers has not received the letter.

Always check the list of receivers to
see what type of error has occurred
and how many receivers are affected by
an error. See Appendix C for
explanations of error messages.
```

DELETING THE NAME OF A RECEIVER FROM THE LIST OF RECEIVERS

You may want to remove a user's name from
the list of receivers. Sam Samson, for
example, is no longer an employee, so he is
no longer a user on ANOKA. His name,
however, was not removed from the mailing
list called "NEW-SECR".

To remove a name from a list, position the
marking arrow beside the name you want to
remove from the list. Press the DELETE key.
Answer Y for Yes to the question, "Do you
want to delete 1 receiver(s)?". A new list
will be displayed without the deleted name.

To delete several names at a time, mark
each name you want to delete with the MARK
or FIELD key before you press the DELETE
key.

THE DISPLAY OF INFORMATION

Press the << key to get a display of
information about a letter you have in
your Outtray.

The information display for the Outtray is
the same as the information display for the
Intray.

Encl

The bottom entry of the information display
is "Encl" for Enclosure. If you have sent
an enclosure with a letter, the name of the
document you have enclosed appears after
Encl. (A document you send as an enclosure
is not listed in the list of letters in
your Outtray.)

WHAT YOU CAN DO WITH THE LETTERS IN YOUR OUTTRAY

The functions that you can use with the
Outtray are the same as the functions you
can use with the Intray, except for
"Answer". Therefore, the functions that can
be used with the Outtray are presented only
briefly in this chapter. The functions make
it possible to:

- <u>mail</u> a letter

- <u>delete</u> or "throw away" a letter that you
  no longer need

- <u>copy</u> a letter

  - to file a copy in another DS-folder
  - to send a copy to another user

- <u>move</u> a letter out of your Outtray

  - to file it in another DS-folder
  - to forward it to another user

- <u>print</u> a letter that you want a paper
  copy of

- <u>mark</u> letters so that you can mail,
  delete, copy, move or print several
  letters at one time

MAILING A LETTER THAT IS IN YOUR OUTTRAY

There are three common situations in which
you may want to mail a letter that is in
your Outtray:

- You have written a letter and stored it
  in your Outtray without mailing it to
  anyone.

- You have mailed a letter already and
  want to mail it to other users as well.

- You have mailed a letter, but it has not
  been delivered. In the status column for
  this letter, you see either:

  MAILED

  or

  ERROR

Mail a letter   If you have stored a letter, or have mailed
that is stored   it and want to mail it to yet another user:
or mailed

1. Select the letter you want to mail and
   give the command Outtray/Mail (OM).

2. Follow the same procedure you use to
   mail a letter that is in your Intray,
   i.e. fill in the name of the receiver
   and other specifications you would like
   to make, then press ↵ or the EXECUTE
   key to mail the letter.

   If the letter has already been mailed, a
   new copy of the letter will be placed in
   your Outtray.

   If the letter has not been mailed
   previously, only the status of the
   letter will change.

**Mailing a
MAILED letter**

If MAILED is in the status column for a letter in your Outtray, the letter has been mailed, but not delivered.

If you have not set a later mailing time and the mail server has not delivered a letter yet, check the list of receivers (press the (... key) to see why the letter has not been delivered.

- If the message "ID: Not sent." is in the status column for receivers, the mail server is still in the process of delivering the letter. Wait a little.

**Mail server is
waiting to retry**

- If there is a message like "No access to remote system", the mail server will automatically try to send the letter again later.

**You can retry
delivery**

It is possible that the remote system/computer becomes available before the mail server is scheduled to retry the delivery. You can retry sending it yourself:

1. Give the command Outtray/Mail (OM).

   The following prompt appears:

```
Do you want to retry  1  delivery (deliveries)?  (Y/N)
```

2. Type Y for Yes.

   The mail server will attempt to deliver the letter immediately.

Send to another
receiver

If you want to mail a MAILED letter to
another receiver or mailing list:

1. Give the Outtray/Mail (OM) command.

2. If the question about retry appears,
   answer N for No.

3. When the prompts appear for mailing the
   letter, fill in the fields as you would
   any other new letter.

   A new copy of the letter will be stored
   in your Outtray with the name of the new
   receiver.

Mailing   an
ERROR letter

If you want to mail a letter that shows
ERROR status, you must first find out what
sort of error is the problem. The hints
that follow should help you.

Hints

● Check the list of receivers!

● Check with Appendix C to see how
  you should interpret the error message
  that is given in the status column.

● Check for a typing or spelling error. If
  you tried to send a letter to Mary
  Maclynn, and typed "Maty" instead of
  "Mary", you would get the message "DS:
  No such user" in the list of receivers.

  The mail server cannot find anyone named
  "Maty", and cannot, of course, deliver
  mail to someone who does not exist!

● Check the information display (press
  the << key).

  The field, "Sent to", shows what you
  typed in the field for Receiver. Check
  to see that you typed the correct user
  name or name of mailing list.

If you choose Outtray/Mail (OM) for a
letter that has an "ERROR" status, the
following message will appear at the top of
the screen:

Do you want to retry   1   mail delivery (deliveries)? (Y/N)

Usually, you will have to change a name or
names in order to achieve a successful
delivery, so you should answer N for No.

The prompts for mailing a letter appear so
you can fill in the name of the Receiver,
etc., and mail the letter in the usual way.

DELETING A LETTER THAT IS IN YOUR OUTTRAY

Many of the letters you write are only of
interest for a short period of time. Delete
any letters that you no longer need.

Just as with the letters in your Intray, to
delete a letter, select the letter you want
to delete and press the DELETE key. Answer
the question at the top of the screen with
Y for Yes, and the letter is deleted.

NOTE:
Make sure the receivers have received
the letter before you delete it.

COPYING AND MOVING A LETTER THAT IS IN YOUR OUTTRAY

The procedures for copying a letter and moving a letter are exactly the same as for copying and moving a letter in the Intray. See Chapter 4, page 61.

Select the letter you want to copy or move, press the COPY or MOVE key and fill in the necessary specifications.

GETTING A PRINTOUT OF A LETTER IN YOUR OUTTRAY

To print a letter in your Outtray, select the letter you want to print out and press the PRINT key. Answer the prompts that appear at the top of the screen.

The information heading that is printed at the top of the first page of the printout of an Outtray letter is like the one below:

```
Printed by:        Mary Maclynn              Date: 1986-07-31
Subject:           office procedures
Document name:     OFFICE PROCEDURES-01:TEXT
Letter created:    1986-07-30 10:47:31
Receiver:          >NEW SECR
Address:           JEEVES
```

MARKING A LETTER THAT IS IN YOUR OUTTRAY

You can mark one or several letters in the Outtray with the MARK key or the FIELD key in order to mail, delete, copy, move or print all marked letters at the same time.

●●

NOTIS-DS FOLDERS

Whenever you are using NOTIS-ID, you are using NOTIS-DS as well.

The folders that you use most in NOTIS-ID, your Intray and Outtray, were created for you when you became a NOTIS-ID user.

The other folders that you have stored in drawers in a NOTIS-DS archive are folders that you have created yourself.

WHAT YOU CAN DO WITH DS-FOLDERS THAT YOU HAVE CREATED

In NOTIS-ID, you always have access to any documents stored in any DS-folder in any DS-drawer that you have created. You can:

- read the text of a document stored in a DS-folder

- look at a list of the receivers (if any) of a document

- look at the information display

- mail a document

- delete a document

- copy a document to another DS-folder

- move a document out of the DS-folder

- print any documents on paper

- mark more than one document so that you can mail, delete, copy, move or print several documents at one time.

How to list the documents in a DS-folder

The only difference between the way you use
another DS-folder and the way you use the
Intray or Outtray is in the way you fetch
the list of documents that are in a
DS-folder.

DS-folder/List   1. Give the command DS-folder/List (D̲L̲).

At the top of the screen, prompts appear
so that you can specify which DS-folder
you want to fetch.

```
Archive: .................              User: MARY MACLYNN
Drawer:      ̅
Folder:
```

2. To fetch a folder from the archive you
   are presently working on, leave the
   field for Archive blank and press ↵.

   To fetch a folder that is in a different
   archive than the one you are using, type
   the name of the archive and press ↵.

3. Your user name is already filled in.
   Press ↵ to accept it.

4. Type the name of the drawer that the
   folder is in, then press ↵.

5. Type the name of the folder you want to
   fetch, then press ↵.

```
NOTE:
You may abbreviate the name of the
folder, the name of the drawer, and
the name of a user, but you must not
abbreviate the name of an archive.
```

THE SCREEN PICTURE WITH THE DS-FOLDER LIST

The document names of the documents in the
DS-folder you fetch are listed in
alphabetical order.

```
ID:      Intray    Outtray     DS-folder     Letter     NOTIS
         List    Mail     Display text    Receivers     Info
DS-folder:    1-5
              Name                    Subject                Revised      Char
         ──BIDS                     bikeport budget          86-02-13     4897
           BIKEPORT-01-89782638     bikeport                 86-07-22      986
           BIKEPORT-02-72735206     bikeport                 86-03-29     3502
           BIKE STANCHIONS          bikeport                 86-05-12      589
           LOCKS                    bikeport                 86-04-23     1208
           REPAIRS                  maintenance              86-07-02      347




/MARY MACLYNN/BUILDING IMPROVEMENT/BIKEPORT              Number :5
User : Mary Maclynn               1986-07-31             Mail :0
```

Heading	The information you get
Name	the document name and identification number
Subject	the topic of the document
Revised	the most recent date that someone has done something to the document (e.g. edited, copied, moved)
Char	the number of characters in the document

USING SHIFT + HELP

SHIFT + HELP

SHIFT + (HELP)

If you are not sure of the name of a user, drawer or folder, you can use the SHIFT + HELP function to get a list of names. To get a list of all of your DS-drawers, for example:

1. Position the cursor in the field for Drawer.

2. Press SHIFT + HELP.

   The list of all of the drawers you have in the archive is displayed in the work area.

After you have filled in the name of the drawer you can press ↵ to move the cursor to the field for Folder.

If you need help to find the right folder, press SHIFT + HELP to display a list of all of the folders that are in the drawer you have specified.

HINTS FOR USING SHIFT + HELP

Fill in general fields first

You can use SHIFT + HELP in any of the fields except Archive. Make sure, however, that the field above the one you need help for is filled in, i.e. if you need to find a folder name, fill in the name of the drawer first.

Use truncated names

You can limit the length of the list by typing in the first character(s) of the name of the folder before you press SHIFT + HELP. Then only the names that match the character(s) you have typed will be listed.
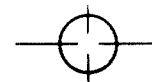
FILL IN THE FIELDS FOR FETCHING A DS-FOLDER AUTOMATICALLY

If you use one DS-drawer and/or DS-folder
more than others, you can save time by
setting standard answers in the field(s)
that you fill in when you fetch a folder.

To set standard fields:

1. Fill in the field(s) with the names you
   want to have as standard answers.

2. Press the SHIFT + ^ keys. (The symbol
   shown on the key top may be ~ or |.)

The names you typed in the various
fields will automatically be filled in
every time you give the DS-folder/List (DL)
command until you:

● Type different names in the fields.

  The names you type most recently take
  priority over the standard names.

  The standard answers will appear again
  the next time you enter NOTIS-ID.

● Set new standards

```
NOTE:
Standards you set for NOTIS-ID become
your standards for NOTID-DS as well.
```

CHAPTER 7
MORE ABOUT WRITING AND MAILING LETTERS

●●

WRITING AND MAILING LETTERS

When you want to write or edit the text of a letter, choose "Letter" from the first line of the command menu.

The second line of the menu then changes to show the functions that you can use.

ID: _Intray   Outtray   DS-folder   Letter   NOTIS
        Write   Mail   Store   Fetch   Continue

Letter/Write

Choose Letter/Write (LW) to start writing a new letter.

Letter/Mail

Choose Letter/Mail (LM) to store and mail the letter you have just been writing.

Letter/Store

Choose Letter/Store (LS) to store a letter you have started writing, or have written, but do not want to mail yet.

Letter/Fetch

Choose Letter/Fetch (LF) to fetch a copy of any letter that is in your Intray or Outtray, or any document that is in another DS-folder. The copy of the text of the letter (or document) appears in the work area so that you can edit it. When you mail or store the edited copy, you store it as a new letter.

Letter/Continue

Choose Letter/Continue (LC) to fetch the last letter you have written, edited or started writing so that you can edit it or finish writing it.

CHOOSING THE SUBJECT OF YOUR LETTER

When you choose Letter/Write (LW) you see
this prompt at the top of the screen:

Subject of new letter:...

                                                    ↑

Subject

You must fill in the subject of the letter
you are going to write. The subject should
be a word or phrase that describes the
contents of the letter.

- The subject can be up to 55 characters
  long. When the subject is listed in the
  list of letters in an Intray or Outtray,
  the character that the arrow is pointing
  to (below the dotted line) is the last
  character that appears in the list.

- You are allowed to use any characters or
  symbols in the subject. Quotation marks
  (") and hyphens between words are
  unnecessary, but may be used.

- You can use the same subject for as many
  letters as you like. It can be useful,
  for example, to be able to find all of
  the letters about the same subject in
  order to move them all into a DS-folder
  you create for that subject.

Document name

A document name is assigned to each letter.
It consists of the subject plus an
identification number.

If you write two letters about the subject,
transportation, the document name of the
first letter will be TRANSPORTATION-01; of
the second, TRANSPORTATION-02.

After you have chosen a subject, the
NOTIS-ID editor is available so you can
write a letter.

WHAT YOU CAN DO WITH THE NOTIS-ID EDITOR

The editor that you use in NOTIS-ID does not have all of the functions of an advanced word processor such as NOTIS-WP. It does, however, have the following special features:

Wordwrap

The wordwrap function moves a word that does not fit into the last line of a text to the next line below.

The expand function allows you to insert text. Press the EXP key to use this function (check the status line to see that the function is turned on). Press the EXP key again to turn the function off.

The F1 key deletes the line of text that the cursor is in.

The F2 key inserts a blank line above the line the cursor is in.

The F5 key moves the line of text, starting at the position of the cursor, to the next line below.

The HOME key moves the cursor from the work area to the command menu (or from the command menu to the work area).

When you have finished writing a letter, you press the HOME key to make a choice from the command menu.

No limit to length   The letter you write can be any length.

NOTIS-WP

NOTIS-WP is always available. If you find that you need the functions of NOTIS-WP, choose NOTIS-WP (NW) to enter the NOTIS-WP program. If you need to use NOTIS-WP repeatedly, you can set it as your standard editor (see Chapter 8, page 116).

HOW TO MAIL A LETTER

To mail a letter, give the command
Letter/Mail (LM).

The following message appears at the top of
the screen:

Storing letter in outtray: (DOCUMENT NAME OF LETTER-00)

Then the following prompts appear at the
top of the screen:

```
Receiver  :........................
Address   :_
Enclosure? (Y/N): N            Registered mail?  (Y/N): N
                               Mailing time  : 1986-07-29 10:15
```

Receiver

You must fill in the name of the user(s) or
the name of the mailing list(s) you want to
send the letter to. You may abbreviate a
user name, but you may not abbreviate the
name of a mailing list.

SHIFT + HELP

SHIFT + (HELP)

If you do not remember the user's name
press SHIFT + HELP when the cursor is in
the field for Receiver. Mailing lists are
then displayed in the work area. These
lists contain names and computer addresses.

You can use a truncated name to limit the
list. For example; if you know that the
user's name begins with T, type T in the
blank before you press SHIFT + HELP. Then
only the names that start with T are
listed.

```
NOTE:
SHIFT + HELP lists only mailing lists.
If no mailing lists have been created
- either common mailing lists or user
mailing lists - no help will be given.
```

More than one receiver

You can send a letter to several receivers at one time. Type the names, separated by commas, in the receiver field. You can type as many names as there is space for.

```
Receiver :Tom,Dick,Harry
```

If there is not enough room to type all the user names of those who are to receive a letter, you can create your own user mailing list. Then you can send the letter to everyone listed in your mailing list by simply typing the name of the mailing list in the receiver field.

No address

It is seldom necessary to type in the address of the receiver.

• Do not fill in the address field if the receiver's address is the same as yours. The letter automatically goes to the computer you are using.

• Do not fill in the address if the user's name is on a mailing list.

Usually, the system supervisor has set up a common mailing list that includes the names and addresses of all of the users of the NOTIS-ID program. Check with your supervisor to find out if this is true for the system you are using.

• Do not fill in the address if the name you filled in for "Receiver" is the name of a mailing list.

Address   You must type the address for a receiver
                                    if:

                                    • The receiver is not listed in any
                                      mailing list and has a different address
                                      than you.

                                      or

                                    • The receiver has another mailbox at
                                      another address that is either not on a
                                      mailing list or is not the receiver's
                                      standard address.

SENDING A LETTER BY REGISTERED MAIL

Registered mail   You can send a letter as registered mail in
                                    NOTIS-ID. Information about the registered
                                    letter comes to the status column in the
                                    list of letters in your Outtray.

                                    When a registered letter has reached its
                                    destination, the status of the letter is:

                                    UNREAD   The receiver has not opened
                                                   the letter yet.

                                    Read   The receiver has opened the
                                                   letter (and presumably read
                                                   it).

                                    Moved   The receiver has moved the
                                                   letter to another DS-folder
                                                   without having read it
                                                   first.

                                    Deleted   The receiver has deleted the
                                                   letter without having read
                                                   it first.

SENDING AN ENCLOSURE WITH A LETTER

Enclosure

If you want to send another letter or document as an enclosure, answer Y for Yes in the field for Enclosure. Before your letter is sent, the following prompts appear:

```
User:........................
Drawer:                                        Folder:
Document to be enclosed:
```

Specify the document you want to enclose by filling in the names of the drawer, folder and document, each followed by ↵.

If the name of the user is not the user name you logged in with, you must fill in the user name as well. You may abbreviate any of the names.

```
NOTE:
If the document you want to enclose is
stored in SINTRAN instead of a
DS-folder:
1. Type SINTRAN in the field for
   drawer.
2. Leave the field for folder blank.
3. Type the document name in the field
   for document.
```

SHIFT + HELP

SHIFT + [HELP]

You can press SHIFT + HELP to list the available alternatives in any of the fields in the prompts.

```
NOTE:
SHIFT + HELP lists the available
alternatives in a field only when the
more general field above it is filled
in.
```

**Subject of
enclosure**

When an enclosure is delivered, it is
listed in the Intray of the receiver as a
separate entry. It is given the same
subject as the letter it is sent with.

**Enclosure not
registered**

An enclosure that accompanies a registered
letter is <u>not</u> treated as registered mail.

**Find out if there
is an enclosure**

If you want to see if you have sent an
enclosure with a letter, check the
information display of the letter you have
mailed (see page 77). The last entry
of the display, "Encl", shows the document
name of any document that has been sent as
an enclosure to the letter.

CHOOSING THE MAILING TIME

When you have chosen the mail command, the
mailing time is automatically set for you
as the current date and time.

You may, however, want to postpone sending
a letter. If the letter is to be sent to
200 receivers, for example, it may be wise
to set the mailing time to a time of day
that the computer system is not so busy -
perhaps at night. Or perhaps you want to
send a letter to yourself next week to
remind yourself of an important meeting.

To change the mailing time, press the RIGH
ARROW key to position the cursor on the
numeral(s) you want to change. Type the
numerals for the date and time you want the
letter sent and press ↵.

In your Outtray, the status of the letter
is shown as "MAILED", even though it has
not been delivered yet.

THE FASTEST WAY TO MAIL A LETTER

Whenever you mail a letter and have no use for any of the special mailing features mentioned:

1. Type the name of the receiver.

2. Press ⌐→ to accept the other fields and mail the letter immediately.

HOW TO STORE A LETTER WITHOUT MAILING IT

Letter/Store

If you have started writing a letter and want to complete it at another time, or if you have written a letter but do not want to mail it yet, you can store the letter in your Outtray with the command Letter/Store (LS).

After you choose Letter/Store, the following message appears at the top of the screen:

Storing letter in outtray: (DOCUMENT NAME OF LETTER-00)

When the message disappears, the letter is stored in your Outtray for later use.

HOW YOU CAN FETCH AND EDIT ANY LETTER OR OTHER DS-DOCUMENT

Letter/Fetch

The Letter/Fetch (LF) command allows you to fetch a copy of any letter from your Intray or your Outtray, or a document in a DS-folder.

The copy is displayed in the work area where you can edit it. Since what you fetch is a copy, any changes you make do not affect the original letter or document.

The easiest way to fetch a letter is:

1. Fetch the list of letters that the letter you want to fetch is in. For example, choose Intray/List (IL) if you want to fetch a letter that is in your Intray.

2. Position the marking arrow by the letter you want to fetch.

3. Type LF for Letter/Fetch.

4. Press the ⌐→ key to accept the fields that are already filled in for you, i.e. the name of the archive, user, drawer, folder and document name of the letter the marking arrow was pointing to in the list of letters.

   The following message appears at the top of the screen:

Fetching letter

5. When a copy of the letter is displayed in the work area, you may edit it.

   You may also fetch another letter or document to append it to the one that is already in the work area.

6. When you have finished editing the
   letter, choose either Letter/Store (LS)
   or Letter/Mail (LM) to store and/or mail
   the letter.

7. When a prompt appears, type the subject
   and press ↵.

   The letter is then stored as a new
   letter in your Outtray (and mailed, if
   you gave the Letter/Mail command).

How to Finish Writing a Letter You Have Started

Letter/Continue

To fetch the letter you were working on
most recently since you entered the
NOTIS-ID program, give the command
Letter/Continue (LC).

The text of the last letter you were
writing on (whether you finished it or not)
is displayed in the work area without your
having to specify anything. You can finish
writing it or edit it.

Answer

If the last letter you were writing on is
an answer that you have not mailed, the
answer will be fetched. It will still be
treated as an answer.

**Letter already
mailed**

If you have already mailed the letter you
were writing most recently, only a copy of
the letter is fetched. This allows you to
make any changes and then store the letter
as a new letter without affecting the
original letter.

●●●

MORE WAYS TO USE NOTIS-ID

NOTIS-ID makes it possible for you to tailor your mail to suit your needs. This chapter presents various instructions - and hints - on how to use features that are available with NOTIS-ID.

Most users will probably want to create their own mailing lists. The first section is about how to do this. The other sections are not presented in any special order.

WRITING YOUR OWN MAILING LISTS - USER MAILING LISTS

Why create your own mailing lists?

There are various reasons for creating your own mailing lists:

- You want to send a letter to several users at one time and there is not enough space to type all the user names in the field for receivers.

- You will be sending mail to the same group of users more than once - and do not want to type each name every time you mail a letter to the group.

- You want to send a letter to several users who have different addresses.

  If you type two different addresses in the field for address, an error will occur. (After you have mailed the letter, an error message will appear in the status column of the list of letters in your Outtray.)

**How you create
your first
mailing list**

To create your own user mailing list,
follow these steps:

1. Choose NOTIS-WP (NW) from the menu.

2. Make sure that "Use Document Storage" in
   the WP-Environment menu (Menu 1) is set
   at Y for Yes.

3. Make a list as shown in the example:

```
WP:
Line: 1-21
(...:....1...:....2....:....3T...:....4....:....5....:....6T...:....7....:....)
BIKE GROUP                    .   GEORGE GREEVES          ANOKA
                                  MERYL MATSON            JEEVES
                                  RIKKI ALESI             GRANT
                                  MARY JORDAN             JEEVES
                                  ADAIR MORRIS            GRANT
                                  MARY MACLYNN            JEEVES
```

> NOTE:
> The cursor must be in column 1 when
> you start typing the name of the
> mailing list.
>
> The cursor must be in column 31 when
> you start typing the name of the user.
>
> The cursor must be in column 61 when
> you start typing the user's address.

4. Give the Document/Store (DS) command.

5. Fill in the fields exactly as in the
   sample below. You must name your
   document "mailing lists" and you must
   store it in your Outtray.

```
WP:Store Document: "MAILING LISTS"
Folder: OUTTRAY
Drawer: MAILBOX
```

HOW TO CREATE SEVERAL MAILING LISTS

You may create as many mailing lists as
you need.

1. Enter NOTIS-WP and fetch the document
   MAILING LISTS.

2. Add the new list to the list(s) already
   stored in the document.

The screen picture of the lists may look
like the example below:

```
WP:
Line: 1-21
(...:....1...:...:....2....:....3T...:....4....:....5....:....6T...:....7....:...)
BIKE GROUP                    GEORGE GREEVES         ANOKA
                              MERYL MATSON           JEEVES
                              RIKKI ALESI            GRANT
                              MARY JORDAN            JEEVES
                              ADAIR MORRIS           GRANT
                              MARY MACLYNN           JEEVES

%   A line that begins with % is not part of the list itself. It is
%   text that you type in order to write your own comments about
%   the lists.
%   The lists below are lists with only one name each.
AB                            ALICE BLACKSTONE       ANOKA
JAJ                           JAMES JOSLING          ANOKA
JJ                            JOHN JAY               GRANT


%   PROJECT GROUP FOR PARKING LOT
PARK                          JJ
                              ADAIR MORRIS           GRANT
                              DICK HAHN              JEEVES
                              JULIE MORENO           ANOKA
```

Hint for name

When you send a letter to a mailing list instead of a user, you fill in the name of the mailing list in the field for Receiver. You are not allowed to abbreviate the name of the mailing list. Therefore:

● Choose a short name for the mailing list. You may insert a description of the list in the line above the list itself by writing a line of text that begins with %. (See the mailing list called PARK in the example.)

● Choose a name that is easy to remember.

Mailing list with only one name

Note that you can make a mailing list with only one name in it. "JJ", for example, is the name of the mailing list with John Jay· as the only user in the list.

This "list" is to make it easy for you to send to a user without having to type the user's name and address. To send a letter to John Jay, you would fill in the Receiver field of the mailing prompts by typing JJ.

Name of mailing list instead of name of user

You can enter the name of a mailing list instead of the name of a user in the column for user names. This allows you to make a mailing list that consists of a list of mailing lists. (You can have a "nest" of up to five levels of mailing lists.)

You can write a mailing list that consists of mailing lists from the common mailing lists.

Do not write anything in the column for address if you have typed the name of a mailing list instead of a user name.

**Where you can
find your own
mailing lists**

Your own mailing lists are stored as a
document in your Outtray, so you can get a
display of your list by fetching the
display of the text of the document called
MAILING LISTS from your Outtray.

```
NOTE:
It is possible to delete your MAILING
LISTS by mistake when you are deleting
other letters in your Outtray.
```

In order to avoid losing your mailing
lists, you may:

● Store a copy of the document in another
  DS-folder.

● Set the access rights to RW for your own
  user in the information display of the
  "letter" mailing lists in your Outtray.
  If you do not know how to to this, see
  page 120.

```
NOTE:
To edit your mailing lists, use
NOTIS-WP to fetch and edit the
document.  If you fetch a copy of
"MAILING LISTS" and edit it with the
NOTIS-ID editor, it will be stored as
a new letter (and it will not function
as a mailing list).
```

SHIFT + HELP

SHIFT + (HELP)

You can also view your mailing lists by pressing SHIFT + HELP when the cursor is in the receiver field. All mailing lists are then fetched.

- If there is a common mailing list (or mailing lists), your mailing lists will be listed at the beginning of it.

- Parentheses () are placed in front of the name of each of your mailing lists so that you can see which lists are yours. Lists without parentheses are common mailing lists.

SETTING STANDARD ANSWERS TO PROMPTS/INSTRUCTIONS

You may set standard answers to the following:

- names in prompts for fetching or enclosing documents

    Archive
    User
    Drawer
    Folder
    Document

- Y for Yes, for sending letters by registered mail

- the name of the printer you want to use to print copies of a letter

- the language code for the printer

- N for No, to get printouts of letters without the information heading at the top of the page

SHIFT +

When you have filled in a field with the answer you want to have as a standard answer, press SHIFT + ^. The symbol shown on the key top may be ~ or | , depending on the terminal you are using.

The answers you have saved as standard answers will be in effect until you:

- type different answers in the fields (any answer you type in overrides the standard answer until you type in the standard answer again, or log out of NOTIS-ID)

- set new standard answers

HOW TO SET NOTIS-WP AS YOUR STANDARD EDITOR

It is possible to set NOTIS-WP as the
standard editor in NOTIS-ID.

SHIFT + [~/^]

When the cursor is anywhere in the command
menu of NOTIS-ID, press SHIFT + `. The
symbol shown on the key top may be ~ or | ,
depending on the terminal you are using.

A message appears in the information line
of the screen:

`Standard editor is NOTIS-WP.`

With NOTIS-WP as the standard editor, each
time you give the command Letter/Write (<u>LW</u>)

● The prompt for the subject of the letter
  appears.

`Subject of new letter:` ....

● After you fill in the subject of the
  letter, followed by ↵, the message
  "Creating letter in outtray" appears.

● Then a new message shows you that NOTIS-
  WP is being entered: ──► NOTIS-WP.

● After you have written a letter in
  NOTIS-WP, press the EXIT key.

  NOTIS-ID will first store the letter for
  you in your Outtray. Then it will move
  your letter into the work area of the
  NOTIS-ID editor so that you can mail it.

If you give the command Letter/Continue
(LC), your letter will be moved back
into NOTIS-WP so that you can edit or
complete it.

When you have NOTIS-WP as the standard
editor, you are not allowed to store or
fetch a letter from the NOTIS-ID command
menu.

To change the standard editor from the
NOTIS-WP editor back to the NOTIS-ID
editor, simply press SHIFT + ^again when
the cursor is in the command menu of
NOTIS-ID. Then the following message will
be shown:

Standard editor is NOTIS-ID local editor.

```
NOTE:
Make sure that "Use Document Storage"
in the WP-Environment menu (Menu 1) is
set at Y for Yes. This will make it
easier for you to fetch your letters
in NOTIS-WP.
```

HOW TO GET A LIST OF LETTERS FROM ANOTHER MAILBOX

You may view a list of letters that are in an Intray or an Outtray in a mailbox that is not the one you usually use.

Why use another mailbox?

- You have been asked to keep an eye on another user's mailbox while he/she is away.

- You are a member of a user group which has its own mailbox for letters of special interest for that group.

- You are currently logged in on a computer that is not the one where you have your mailbox. You want to check to see the mail you have in your mailbox at "home".

- You have moved letters out of your Intray and into other DS-folders and you want to look at the documents in a DS-folder as though it were an Intray, i.e. you want your stored letters presented to you in chronological order (instead of alphabetical), and you want to see who sent you the letters.

How to list an
alternative Intray

The instructions below are for fetching a
list of letters from the Intray of another
user's mailbox. If you want to list an
alternative Outtray, or a DS-folder as an
Intray, fill in the fields accordingly.

1. Type I for Intray.

2. Press ⌐ .

   Prompts appear at the top of the
   screen.

3. Fill in each field with the
   appropriate name.

```
Archive :  GRANT                    User : JOHN JAY
Drawer  :  MAILBOX
Folder  :  INTRAY
```

4. Press ↵ . The list of letters will be
   shown in the work area.

+---+
| NOTE: |
| You must have access rights to the |
| archive and the other user's mailbox |
| in order to fetch her/his Intray or |
| Outtray. |
+---+

EDITING THE INFORMATION IN THE INFO DISPLAY

The top part of the information display (above the dashed line) is editable. You may, for example, want to change the document name, or make changes so that those who are defined as your DS-friends are not allowed access to a particular letter.

In order to edit the fields in the information display:

1. Press the HOME key to move the cursor into the work area.

2. Press the UP or DOWN ARROW keys to move the cursor to the field you want to edit.

3. Make the appropriate changes.

4. Press the HOME key again to move the cursor back into the command menu.

How to Send an Answer to Only Some of the Other Receivers

If you have written an answer to a
letter, you must specify whether or not you
want the other receivers of the letter to
have a copy of your answer.

If you want to send a copy of the answer to
some, but not all, of the receivers of a
letter follow the instructions below. It is
easiest if you do this before you write
your answer:

1. Press the (... key to view the list of
   receivers of the letter.

2. Mark any receiver in the list who should
   not receive the answer. Position the
   marking arrow by the appropriate
   receiver, then press the MARK key or the
   FIELD key.

3. Press the DELETE key to delete all of
   the marked receivers.

   Only those who remain on the list of
   receivers will receive any answer you
   send.

WHAT YOU CAN DO WITH @

In NOTIS-ID, the commercial "at" symbol, @, has two functions.

- If you press @ when the cursor is in the command menu, the following prompt appears:

Sintran-command:_..

This allows you to give a SINTRAN command direct from NOTIS-ID.

- If you have stopped using NOTIS-ID and want to start using it again from SINTRAN, give the command for choosing NOTIS-ID, followed by @.

<u>NOTIS-ID @↵</u>

The @ allows you to fetch NOTIS-ID with the contents of the Intray, Outtray and the last text you had in the editor as they were when you last used NOTIS-ID. If you, for example, had several letters in your Intray marked, they will still be marked in the list of letters in your Intray.

STARTING NOTIS-ID WITH A COMMAND

If you are entering NOTIS-ID from SINTRAN,
you may give your first command together
with the command to enter NOTIS-ID.

After the SINTRAN prompt (@) type;

NOTIS-ID 1,1↵

This allows you to enter NOTIS-ID with the
list of letters displayed immediately in
the work area.

The first numeral, 1, represents the first
command choice, Intray, in the first
line of the command menu.

The second numeral, 1, represents the first
command choice, List, in the second line of
the command menu.

If you want to enter NOTIS-ID to write a
letter, you can give the following command
from SINTRAN:

NOTIS-ID 4,1↵

You can type the @ symbol after the command
to enter the program with the scratch file
from the last time you used NOTIS-ID. (See
previous page.)

NOTIS-ID 2,1 @↵   .

APPENDIX A
GLOSSARY

•••

ADDRESS

An address in NOTIS-ID is the name of the computer that the terminal you are working on is connected to. The computer may have a number for a name, like ND500-322; or it may have been given a more personal name like TOM. Either way, the name of the computer is the same as the <u>address</u>.

If the computer your terminal is connected to is a satellite computer, your NOTIS-ID address is the name of the satellite computer.

ARCHIVE

The database where all documents are stored in NOTIS-DS is called an archive.

The archive is usually on the computer that the terminal you are using is connected to. It then has the same name as that computer.

A satellite computer does not have a NOTIS-DS archive; its NOTIS-DS archive is on a central computer. If your terminal is connected to a satellite computer, the name of the archive you use is the same as the name of the central computer.

DOCUMENT

Document is the general term used to describe what you write with an editing program such as NOTIS-WP, e.g. a report, a letter, a dissertation, a short message.

In NOTIS-ID, all documents that you write, and all documents that are stored in your Intray or your Outtray are called "letters".

DOCUMENT NAME

The document name of a letter in NOTIS-ID
is assigned to the letter when the letter
is allocated space in a DS-folder.

The document name is made up of the subject
you have specified plus an identification
number.

Example: subject of letter: music

           document name of letter: MUSIC-01

You can see the document name of a document
you are working with in the top status
line, after the name of the drawer and the
name of the folder you are working in.

DS-DRAWER

A DS-drawer is the storage unit in NOTIS-DS
that contains folders. You can create a
DS-drawer. One drawer is created for you so
that you can use NOTIS-ID: it is called
"Mailbox".

DS-FOLDER

A DS-folder is a storage unit in NOTIS-DS
that contains documents. You can create a
DS-folder. Two folders are created for you
so that you can use NOTIS-ID: One of these
folders is called "Intray"; the other is
called "Outtray".

EDITOR

The editor is the function in NOTIS-ID that
allows you to write letters. It is a word
processing function that includes such
features as wordwrap and expand. It does
not have all of the features that are
available in NOTIS-WP. NOTIS-WP, however,
is always available to you when you are
using the NOTIS-ID.

INTRAY

Your Intray is the DS-folder that all of your incoming mail is stored in.

Your Intray is one of two folders in your DS-drawer called "Mailbox".

You do not create your own Intray. It is created for you when you become a User Environment user of NOTIS-ID.

LETTER

Any document you write or receive in NOTIS-ID is referred to as a "Letter".

MAILBOX

Mailbox is the name of your DS-drawer that contains your Intray (folder) and your Outtray (folder).

You do not create your own Mailbox. It is created for you when you become a User Environment user of NOTIS-ID.

MAILING LISTS

Mailing lists are lists of names of users who can receive mail through NOTIS-ID, together with their addresses.

There are two types of mailing lists in NOTIS-ID:

- common mailing lists - that the System Supervisor creates

- your own user mailing lists - that you create for your own mailing needs

You do not fill in the addresses of the receivers that are on the UE-user mailing lists.

When you send a letter without addressing
it, the mail server sends the letter as
soon as it finds the user name of the
receiver. The mail server:

1. Checks your user mailing lists first, to
   find out if the receiver is on a mailing
   list that you have created. If the
   receiver is not on one of your mailing
   lists, the server:

2. Checks the common mailing lists second,
   to find out if receiver is on one of the
   common mailing lists. If the receiver is
   not on a common mailing list, the
   server:

3. Checks the list of users on the
   computer you are using.

MAIL SERVER

The mail server is a program that NOTIS-ID
uses in order to sort and deliver letters
and other documents.

OUTTRAY

Your Outtray is the DS-folder that
contains a copy of every letter that you
have written and stored and/or mailed.

Your Outtray is one of two folders in your
DS-drawer called "Mailbox".

You do not create your own Outtray. It is
created for you when you become a User
Environment user of NOTIS-ID.

RECEIVER

In this manual, "receiver" is the term used
for the recipient, or addressee, of the
mail you send.

SUBJECT

The subject of a letter is the same
as the topic of a letter.

Before you start writing a letter in
NOTIS-ID, you are asked to specify the
subject of your letter. It is wise to
choose a subject that briefly describes the
letter.

You may write and/or receive many letters
about the same subject. (Note: The subject
is not the same as the document name.)

**COMMON MAILING
LISTS**

Common mailing lists are lists of UE-users
and their addresses. These lists are
written by the System Supervisor, who is
also the only person who is authorized to
change the lists.

These lists make it possible for you to
specify only the name of the receiver(s) or
group of receivers of a letter. You do not
fill in the address of a receiver that is
on a mailing list when you mail a letter.

USER MAILING LISTS

User mailing lists are mailing lists that
you can create for your own purposes. You
create these lists in a special NOTIS-WP
file. You store them in your Outtray.

The function keys that will be especially
helpful to you can be divided into five
groups:

arrow keys   The first group consists of the arrow keys.

These are the keys you use to move the
cursor in the command menu.

You also use arrow keys in the work area
when a list of documents, a list of
receivers, or an information display is in
the work area.

toggle keys   The second group of function keys consists
of toggle keys. These are the keys that you
press to display the text, the list of
receivers, or the information display for
any of the documents in a list.

You can use these keys instead of the last
three entries in the second line of the
command menu.

Pressing the appropriate toggle key once
displays the text, list of receivers or
information display; pressing it again
returns the display of the list to the
work area.

marking keys   The third group of function keys consists
of marking keys. You use them to mark any
document(s) you want to delete, copy, move
or print.

delete, copy, move   The fourth group of function keys consists
and print keys   of the delete, copy, move, and print keys.

other keys   The fifth group is a collection of various
keys that are commonly used in NOTIS
products to expedite your work.

ARROW KEYS

The arrow keys can be divided into two
groups:

- the arrows you use when moving the
  cursor in the command menu

- the arrows you use when the display
  in the work area is:

    - a list of documents

    - a text (chosen from your list of
      documents)

    - a list of the receivers of a document

    - an information display

IN COMMAND MENU

KEY	NAME IN TEXT	FUNCTION
→	RIGHT ARROW key	Moves cursor to next entry to the right.
←	LEFT ARROW key	Moves cursor to next entry to the left.
↖	HOME key	Moves cursor from lower level of menu to top level.
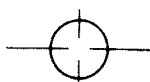
DISPLAY IN WORK AREA: LIST OF DOCUMENTS;

KEY	NAME IN TEXT	FUNCTION
	DOWN ARROW key	Moves the marking arrow to next entry down in the list.
		If you have interrupted the listing process by pressing the CANCEL key (or any other key), you can use the DOWN ARROW key to restart the listing.
		When the marking arrow is pointing to the last document on the page,. pressing the DOWN ARROW key displays the next page of the list.
	UP ARROW key	Moves the marking arrow to next entry up in the list.
	SCROLL DOWN key	Displays next page of list.
	SCROLL UP key	Displays previous page of list.

DISPLAY IN WORK AREA: TEXT

KEY	NAME IN TEXT	FUNCTION
	RIGHT FAT ARROW key	Displays first page of text of next entry down in list of documents. (And moves marking arrow down to next entry in list.)
	LEFT FAT ARROW key	Displays first page of text of next entry up in list of documents. (And moves marking arrow up to next entry in list.)
	SCROLL DOWN key	Displays next page of text.
	SCROLL UP key	Displays previous page of text.

DISPLAY IN WORK AREA: LIST OF RECEIVERS

KEY	NAME IN TEXT	FUNCTION
⇒	RIGHT FAT ARROW key	Displays list of receivers of next entry down in list of documents. (And moves marking arrow down to next entry in list of documents.)
⇐	LEFT FAT ARROW key	Displays list of receivers of next entry up in list of documents. (And moves marking arrow up to next entry in list of documents.)
↓	DOWN ARROW key	Moves marking arrow to next entry down in list of receivers.
↑	UP ARROW key	Moves marking arrow to next entry up in list of receivers.
⇘	SCROLL DOWN key	Displays next page of list of receivers.
⇖	SCROLL UP key	Displays previous page of list of receivers.

DISPLAY IN WORK AREA: INFORMATION DISPLAY

KEY	NAME IN TEXT	FUNCTION
↖	HOME key	Moves cursor into work area. If cursor is in work area, the HOME key moves it back into the menu.
→	RIGHT ARROW key	Moves cursor one space to the right when cursor is in work area.
←	LEFT ARROW key	Moves cursor one space to the left when cursor is in work area.
↓	DOWN ARROW key	Moves cursor to next field in information display.
↑	UP ARROW key	Moves cursor to previous field in information display.

| | RIGHT FAT ARROW key | Displays information display of next entry down in list of documents when the cursor is in the menu. (And moves marking arrow to next entry down in the list.) |

| | LEFT FAT ARROW key | Displays information display of next entry up in list of documents when the cursor is in the menu. (And moves marking arrow to the next entry up in the list.) |

TOGGLE KEYS

The toggle keys let you look at a document's text, list of receivers and information display.

KEY	NAME IN TEXT	FUNCTION
	<> key	Displays the text of the document that the marking arrow is pointing to in the list.
		Pressing it again removes the text and returns the list.
	(... key	Displays the list of the receivers of the document the marking arrow is pointing to.
		Pressing it again removes the list of receivers and returns the list of documents.
	<< key	Displays the information display of the document the marking arrow is pointing to in the list.
		Pressing it again removes the information display and returns the list of documents.

MARKING KEYS

The third group of function keys includes
the marking keys.

KEY   NAME IN TEXT   FUNCTION

(MARK)   MARK key   Marks the document the marking
                              arrow is pointing to in the list of
                              documents. Marked document entries
                              are shown in reverse video. Remove
                              the marking by pressing MARK again.

                              You can mark as many documents as
                              you like by moving the marking
                              arrow to the documents you choose
                              and pressing the MARK key.

                              You can also use the MARK key when
                              you have a display of the text or
                              an information display in the work
                              area. When you return to the list
                              of documents, the documents you
                              have marked are in reverse video.

                              When the list of receivers is in
                              the work area, you use the MARK key
                              to mark the name of a receiver
                              instead of a document.

(FIELD)   FIELD key   Marks the document the marking
                              arrow is pointing to in the list of
                              documents and moves the marking
                              arrow to the next entry down. e.g.
                              If you press the FIELD key three
                              times, three consecutive documents
                              will be marked.

                              You can use the FIELD key in the
                              list of receivers to mark
                              receivers.

(CANCEL)   CANCEL key   Removes all marking.
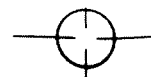
DELETE, COPY, MOVE AND PRINT KEYS

Use these keys to delete, copy, move or
print out a document.

The following notes apply to all four keys:

- If you use one of these keys without
  first marking any of the documents in
  the list of documents, the document
  that the marking arrow is pointing to
  will be marked, then the function will
  be carried out.

  If you use one of these keys with marked
  documents, only the marked documents
  will be affected, no matter where the
  marking arrow is, i.e. marking overrides
  the marking arrow.

- Pressing the CANCEL key (any other key)
  after one of these keys interrupts
  (aborts) the function that you started.

- You can use any of these keys when you
  have a display of a text, a list of .
  receivers or an information display in
  the work area of the screen.

  When you press one of these keys, the
  list of documents appears on the screen,
  with the marked documents shown in
  reverse video, before the function is
  executed.

KEY	NAME IN TEXT	FUNCTION
DELETE	DELETE key	Deletes the marked documents

or

Deletes the document the marking arrow is pointing to.

When the list of receivers is in the work area, press delete to remove the marked receivers from the list.

COPY key — Copies the marked documents

or

Copies the document the marking arrow is pointing to.

Prompts appear at the top of the screen so that you can specify the destination for the copy.

MOVE — MOVE key — Moves the marked documents

or

Moves the document the marking arrow is pointing to in the list of documents.

Prompts appear at the top of the screen so that you can specify the destination of the documents.

Note that moving a document removes it from its original location.

PRINT key | Starts the printout process for the marked documents.

or

Starts the printout process for the document the marking arrow is pointing to.

A prompt appears at the top of the screen so that you can specify the printer you want the documents printed out on.

OTHER KEYS

KEY	NAME IN TEXT	FUNCTION
	SPACE bar	Whenever you have a text display, a list of receivers, or an information display in the work area, you can press the SPACE bar once to restore the list of letters that you were working in.
	↵ or CR	You often are prompted with several fields that you have to fill in.

Press the carriage return after you have filled in each field.

or

If the fields are already filled in for you, press the carriage return after each field that you want to accept as it is.

Sometimes some or all of the fields you are prompted with are already filled in. Press the EXECUTE key to accept all of the fields as they are at one time.

| | ⌐ or EXECUTE | |

●●

100%
pause

If an error occurs while you are using
NOTIS-ID, an error message appears in
reverse video on the fourth line of the
screen.

Some error messages may also appear in the
list of receivers. These messages are
intended as clues to why a letter has
not reached its destination.

Some errors are caused by simple mistakes.
The error messages for this type of error
should help you to see what you have done
wrong or forgotten to do.

Some errors are due to problems with the
computer you are using, the destination
computer (that you are sending mail to), or
a computer(s) connecting your computer to
the destination computer. There may also be
a problem with the communication lines
between the computers.

Protected function, not allowed for this user

If you tried to enter the NOTIS-ID program
and got this message, you used a user name
to log in that is not recognized as a user
who has access to NOTIS-ID.

- If you used your own user name to log in
  and got this message, you are probably
  not yet created as a NOTIS-ID user.
  Contact your System Supervisor.

- If you logged in with another user name
  and got this message, the user name you
  used is not a NOTIS-ID user. Change to
  your own user name (SINTRAN command
  @UE-LOG↵) and try once more to enter
  NOTIS-ID.

No help available. Check user guide.

You have pressed the HELP key to get help
with NOTIS-ID. The particular situation
you were in when you pressed the HELP key
is not explained in any help picture on the
screen. The help you need is probably
available in the user guide.

This function cannot be used now!

You have chosen a command that you are not
allowed to use now. If, for example, you
have a display in the work area that is
from your Intray and you give the command:
Letter/Mail (LM), you will get this error
message. You should have given the command:
Outtray/Mail (OM).

No entries to list!

If this message appears when you have given
a "list" command, such as Intray/List (IL),
there are no letters or documents in the
folder. No list can then be displayed.

The message may also appear when you have
chosen to display a list of receivers and
the letter has not been sent to anyone
(yet).

NOTIS-ID mail server is not available

The mail server cannot process any mail at
this time.

- You can try to mail the letter again.

- If the message keeps appearing, contact
  your System Supervisor.

ID: **No document specified**

The blank provided for the name of a
document is empty.

Fetch the prompts once more and type the
name of the document in the appropriate
field.

ID: **Not sent**

This error message appears only in the
status column in the list of receivers. It
means that a letter has not been delivered
to a particular receiver <u>yet</u>.

If you have sent a letter to many receivers
at one time it may take a while for all of
the deliveries to be made. Be patient (or
else use the SPACE BAR to refresh the
screen display and see how many more
receivers have received the letter now!).

ID: **No receiver specified**

The blank provided for the name of the
receiver of a letter is empty. The letter
cannot be sent when this field is empty.

Give the "mail" command again and type the
name of the user or mailing list in the
field for receiver.

ID: **Send queue full**

When the "mail" command is given by many
senders who want to send an unusually great
number of letters at the same time, the
mail server may not be able to handle it
all. It will not accept any more letters in
the stack to be processed.

- You can try to mail the letter again.

- If the message keeps appearing, contact
  your System Supervisor.

ID: This is the wrong version of the program

> The version of the mail server program is
> not compatible with the version of the
> NOTIS-ID program that you are using. The
> mail server program is probably too old.

ID: Illegal mailing time specified

> The date or time you specified for the
> mailing time for a letter is not
> acceptable. A date like 1986-17-45 will
> give this error message.
>
> Specify the mailing time once more.

ID: Too many receivers specified

> The mailing lists you have specified in the
> field for receiver contain more names than
> the program can handle in one delivery.
>
> Try to limit the total number of receivers
> to 500 in a single delivery.

RR: No access to remote system

> It is not possible for you to establish
> contact with the receiver computer because:
>
> • the receiver computer is not running
>
> • one of the computers between the
>   computer you are using and the receiver
>   computer is not running
>
> • one of the connections between the
>   computers is not functioning
>
> • the receiver computer does not recognize
>   the computer you are using
>
> You can retry whatever function you were
> carrying out. If the error message keeps
> reappearing, contact your System Supervisor
> who can find the source of the error.

RR: Remote end has terminated

The receiver computer has stopped the
connection and no more communication with
that computer is possible for the time
being.

- You can try to mail the letter again.

- You can wait and let the mail server
  keep trying to deliver the letter at
  regular intervals.

- If the message keeps appearing, contact
  your System Supervisor.

RR: Server is busy (No free connections)

The mail server or the document server
cannot process any more requests at this
time. Wait awhile and try again.

RR: Unknown server (Not started? Not installed?)

The mail server at the destination computer
is not functioning now. The server has
perhaps been temporarily stopped at the
receiving end. Wait awhile and try again.

If you get this message on further attempts
to mail a letter, check with your System
Supervisor, who can find out if the
receiving server is only temporarily
unavailable or if it is not installed.

RR: Unknown system

The mail server cannot find the archive
that you are trying to send a letter to.
Check that you have specified the correct
address. Addresses may not be abbreviated.

RR: Timeout occurred while waiting for server reply

The function you chose was not completed
because of a delay in the mail server.

Try to mail the letter again. (Answer Yes
to the question: "Do you want to retry...?"

RR: Disconnected by server or communication system

The mail server has terminated the
delivery.

Try to mail the letter again. (Answer Yes
to the question: "Do you want to retry...?"

RR: Unexpected event while waiting for reply

Some sort of interruption occurred that
affected the mail server's procedure.

Try to mail the letter again. (Answer Yes
to the question: Do you want to retry...?"

NOTIS-DS document server is not available

The document storage server cannot process
any documents at this time.

● You can try to mail the letter again.

● You can wait and let the mail server
keep trying to deliver the letter at
regular intervals.

● If the message keeps appearing, contact
your System Supervisor.

DS: Already locked for update

A user, or the mail server, is updating the
folder you are trying to access. Try again.
If you keep getting the same error message,
contact your System Supervisor, who may
have to restart NOTIS-DS.

DS: Ambiguous user name

You probably used an abbreviation when you
typed in the name of a user. The
abbreviation matches more than one user
name. Try typing the name of the user again
without abbreviating so much.

Use the SHIFT + HELP function to get a list
of users.

DS: Ambiguous drawer name

You probably used an abbreviation when you
typed in the name of a drawer. The
abbreviation matches more than one folder
name. Try typing the name of the folder
again without abbreviating so much.

Use the SHIFT + HELP function to get a list
of the available drawers.

DS: Ambiguous folder name

You probably used an abbreviation when you
typed the name of a folder. The
abbreviation matches more than one folder
name. Try typing the name of the folder
again without abbreviating so much.

Use the SHIFT + HELP function to get a list
of the available folders.

DS: Ambiguous document name

When you typed the name of a document you
probably used an abbreviation that matches
more than one document name. Try typing the
name of the document again without
abbreviating so much.

User the SHIFT + HELP function to get a
list of the available documents.

DS: **No such user**

The user name that you specified cannot be found in the archive. You might have misspelled the name of the user or abbreviated the name of the mailing list. Try typing the name once more.

Use the SHIFT + HELP function to display mailing lists that include user names.

DS: **No such drawer**

The drawer you specified cannot be found in the list of drawers that belong to the user specified.

You might have misspelled the name of the drawer. Try typing it once more.

The drawer might be listed for a different user than the one specified. Use the SHIFT + HELP function to list the drawers that the specified user has available.

DS: **No such folder**

The folder you specified cannot be found in the drawer you have specified.

You might have misspelled the name of the folder. Try typing it once more.

The folder might be in a different drawer than the one you specified. Use the SHIFT + HELP function to check the contents of the drawer.

DS: **No such document name**

The document you specified cannot be found in the folder you have specified.

You might have misspelled the name of the document. Try typing it once more.

The document might be in a different folder
than the one you specified. Use the SHIFT +
HELP function in the to check the contents
of the folder.

DS: Not directory access

You do not have access to this directory
and are not allowed to make the request or
changes you have just specified.

DS: Not read access

You do not have read access rights to this
document. Fetch the information display and
change the access rights.

WP: The final " or) is missing

You have entered NOTIS-WP (English version)
from NOTIS-ID to edit a letter. The
document name of the letter you have tried
to take into NOTIS-WP probably has
characters that do not belong to the
English national character set. The
NOTIS-WP version you are using cannot
interpret the characters.

While the error message is still on
display:

1. Press CONTROL + W.

2. Position the cursor in the field for
   "Insert before" by pressing ↓ three
   times.

3. Delete the * and press ↵.

No open port has this name

The mail server cannot find the archive
that you are trying to send a letter to.
Check that you have specified the correct
address. Addresses may not be abbreviated.

Norsk Data ND-63.011.2 EN

PRINTING RECORD	
PRINTING	NOTES
10/86	Version 2 EN

UPDATING

Manuals can be updated in two ways, new versions and revisions. New versions consist of a completely new manual which replaces the old one, and incorporate all revisions since the previous version. Revisions consist of one or more single pages to be merged into the manual by the user, each revised page being listed on the new printing record sent out with the revision. The old printing record should be replaced by the new one.

New versions and revisions are announced in the ND Customer Support Information and can be ordered from the address below.

The reader's comments form at the back of this manual can be used both to report errors in the manual and give an evaluation of the manual. Both detailed and general comments are welcome.
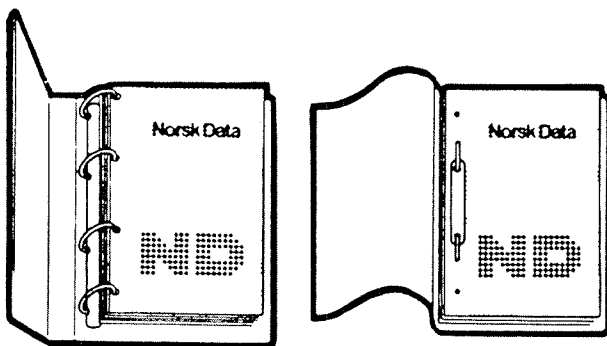
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Are you frustrated because of unclear information in this manual? Do you have trouble finding things?

Please let us know if you
  * find errors
  * cannot understand information
  * cannot find information
  * find needless information
Do you think we could improve the manual by rearranging the contents? You could also tell us if you like the manual!

************ **HELP YOURSELF BY HELPING US!!** ************

Manual name: _____   Manual number: _____

What problems do you have? (use extra pages if needed) _____

_____

_____

_____

_____

_____

Do you have suggestions for improving this manual ? _____

_____

_____

_____

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_____

Your name: _____ Date: _____

Company: _____ Position: _____

Address: _____

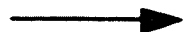_____

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