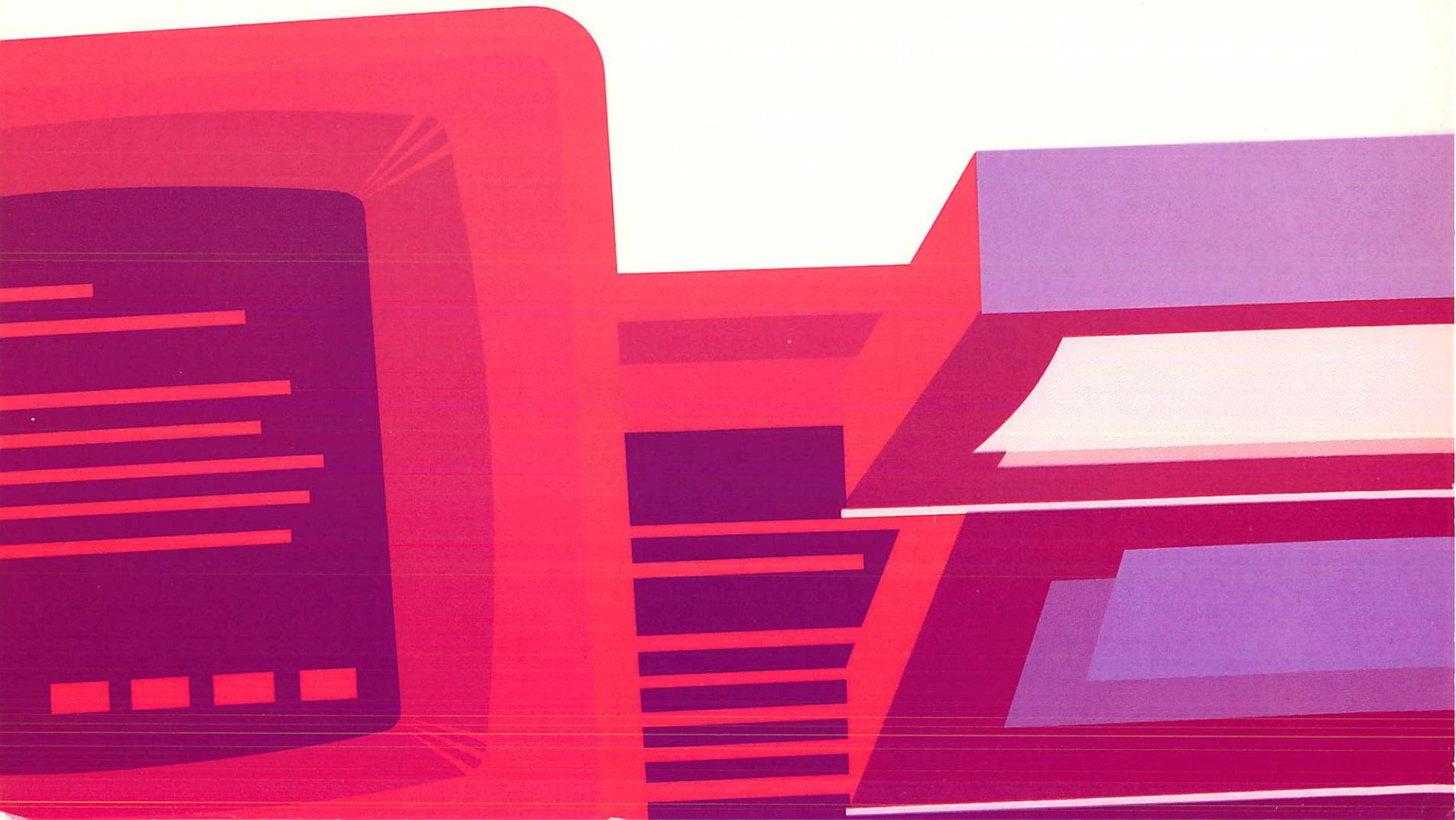


HPDESKMANAGER Reference Guide

 HEWLETT
PACKARD





HP 3000 Computer Systems

HPDESKMANAGER Reference Guide

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Preface

Now that HPDESKMANAGER is in your office, you'll no doubt want to start using HPDESKMANAGER for yourself. This Reference Guide has been written to act as a reference as you become more proficient in the use of HPDESKMANAGER.

It is expected that you will have already completed the training program provided with HPDESKMANAGER. For further information on the training program refer to "Learning HPDESKMANAGER", Part No. 36570-90001.

Before you start using HPDESKMANAGER though, you should check that the person responsible for administering your HPDESKMANAGER system has registered you as an HPDESKMANAGER user.

HPDESKMANAGER runs on the HP 3000 computer system, but this doesn't mean that you have to be a computer expert to use HPDESKMANAGER, and this guide does not assume that you are. You will be working from a terminal connected to the HP 3000 computer. Therefore, it will be useful if you could spend a few moments becoming familiar with your terminal. In particular, check out the keyboard and note where to find the "function keys" (these are the keys marked f1 through f8), the RETURN key, and the backspace key.

Section 1 introduces you to HPDESKMANAGER.

Section 2 describes what a message is and what you can do with it.

Sections 3 through 10 indicate the facilities provided in each area of HPDESKMANAGER.

Appendix A is a list in alphabetical order of the HPDESKMANAGER commands, and gives full details of how and when they are used.

Appendix B describes the differences between using HP SLATE in HPDESKMANAGER and using HP SLATE by itself. HP SLATE is the word processor that has been incorporated in HPDESKMANAGER.

Date formats in HPDESKMANAGER can be American or European. If month, day, year are separated by slashes (/), HPDESKMANAGER is running with the American format. The examples in this guide show the American format. If day, month, year are separated by periods (.), HPDESKMANAGER is running with the European format.

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Section 1

Introduction to HPDESKMANAGER

HPDESKMANAGER, (HPDESK) runs on any terminal connected to the HP3000. HPDESK not only gives you the facilities to communicate with other HPDESK users, but it also gives you the equivalent of your own personal electronic desk.

The following facilities are provided:

IN TRAY

OUT TRAY

PENDING TRAY

WORK AREA

LIST AREA

FILING CABINET

CALENDAR

ADMINISTRATION

Learning how to use HPDESK

The purpose of this guide is to provide reference information. The on-line training is available on your system to enable you to become familiar with your terminal and with HPDESK. Section 1 is an introduction to some of the possible uses of the HPDESK system. We will look at a typical user called Mary Lake

and see how she uses HPDESK when she arrives at the office.

Throughout this section and all subsequent sections of this Reference Guide, underlined text indicates text typed in by the user.

This section does not attempt to cover all the HPDESK facilities, instead it introduces some typical, day-to-day uses of the system. Section 2 explains what messages are, what they look like and what you can do with them. Sections 3 to 10 describe all the facilities in detail.

Signing on

Mary arrives at the office. She switches on her terminal, logs on to the HP3000 and signs on to HPDESK. She signs on by typing HPDESK, pressing RETURN and waiting for the prompts.

The first prompt asks her for her name. As she has been registered as an HPDESK user she just types her last name and presses RETURN. This is sufficient for HPDESK to recognise her and distinguish her from other users on the system. If, however, there is more than one user on the system with the same last name, Mary would have to type her full name.

The next prompt asks for her password. This is a password that she has set up herself so

Introduction to HPDESKMANAGER 1-2

that only she has access to her messages, files and other documents. She types her password and presses RETURN. Once the password has been accepted the main menu of HPDESK is displayed.

HPDESK also checks to see whether Mary is a registered designate of any other user. A designate is a user that has been authorised by another user to work on their behalf. For example if you have a secretary you can register him or her as your designate. And of course, you can be a designate yourself. If

you are not a designate, sign on is complete as soon as the password has been accepted. If you are a designate, however, HPDESK asks you whether you want to work on your own behalf. If you type YES sign on is complete. If you type NO you are asked to select one of the principals who has authorised you as a designate. Sign on is complete as soon as HPDESK has identified the user and the principal.

The main menu

```

HPDESKMANAGER                0949  01/04/83.

Mary LAKE                      Location HQ/00

    Two messages have been delivered
    You have 1 appointment and 1 reminder today
    Your next appointment is at 14:00 to 16:00
    Subject: Meeting

Select  1 - IN TRAY                6 - FILING CABINET
        2 - OUT TRAY               7 - CALENDAR / DIARY
        3 - PENDING TRAY          8 - Leave HPDESK
        4 - WORK AREA             9 - Sign on again
        5 - LIST AREA            10 - ADMINISTRATION

Please type a number to indicate your choice.
Type HELP if you need help at any time.

HPDESK >

```

Fig. 1-1 The main menu display

While Mary has been away from the office two messages have been delivered to her IN TRAY. The main menu of HPDESK (see Fig. 1-1) displays a message which tells Mary whether any new messages have arrived. In addition, the IN TRAY function key label displayed at the bottom of her screen, indicates the arrival of a message by displaying an asterisk (*). So

Mary has two ways of knowing whether she has any new mail. She decides to read her mail first, so she presses function key f1 to look at the messages in her IN TRAY. She could also have pressed numeric key 1 and then pressed RETURN.

Reading mail

Mary's IN TRAY is shown in Fig. 1-2. The new messages are displayed first. To see a

complete list of all her messages Mary would have to type LIST after the IN TRAY prompt.

IN TRAY of Mary LAKE. 01/04/83 0952.

11 messages.

Item	Subject	Sender	Received	N A P U E C R R W K I G
10	group meeting	BROWNING, JOHN	01/03/83	*
11A	lunch	SMITH, JANE	01/03/83	*

IN TRAY >

Fig. 1-2 Mary's IN TRAY

To read the first new message in her IN TRAY Mary types READ 10 after the IN TRAY

prompt. Message 10 is then displayed on her screen.

Filing a message

Mary does not want to reply to message 10 but she does want to file it in her filing cabinet. She does this by typing **FILE IT** after the **IN TRAY** prompt. When **IT** is included with a command, HPDESK automatically assumes that **IT** refers to the current item. The current item in this case, is the message Mary has just

read. A message can be filed in any folder in your filing cabinet but because Mary did not give the name of a specific folder, HPDESK automatically files it in her **INCOMING** folder. When a folder is not specified, messages in the **IN TRAY** are automatically filed in the **INCOMING** folder. See Fig. 1-3.

IN TRAY > read 10

Start of Item 10.

Message.

Subject: group meeting

Sender: John BROWNING / HQ/00

Dated: 01/03/83 at 0912.

Contents: 2.

Part 1.

FROM: John BROWNING / HQ/00

TO: Mary LAKE / HQ/00

Part 2.

There will be a group meeting on Friday 7th January at 2:00pm.

IN TRAY > FILE IT

Fig. 1-3 Reading and filing a message

Making an appointment

Mary now decides to transfer message 10 to her CALENDAR. She will then be reminded of the meeting on Friday 7th. January when she looks at her CALENDAR. To transfer the message to her CALENDAR she types **FILE IT IN CALENDAR** after the **IN TRAY** prompt. HPDESK first asks her for the type of CALENDAR entry. She can either create an **APPOINTMENT** entry or a **REMINDER** entry. She decides to create an **APPOINTMENT** entry. Because an **APPOINTMENT** is the default type Mary simply presses **RETURN**. She is then

asked for the date of the **APPOINTMENT** so she types **1/7**. She does not need to type the year because the current year is assumed. She is then asked for the time of the appointment so she types **2:00pm**. Finally she is asked for the length of the appointment. She estimates that the meeting will last about an hour so she simply presses **RETURN** because the default length is 1 hour. When Mary next looks at her CALENDAR she will find the meeting listed under Friday January 7th.

```
IN TRAY > FILE IT IN CALENDAR
Type (Default is APPOINTMENT):
Date(s): 1/7
Time: 2:00pm
Length (Default is 1 Hr):
```

```
IN TRAY >
```

Fig. 1-4 Transferring a message to CALENDAR

Replying to a message

To read the next message Mary types `READ 11`. Note that the letter A is next to the message number. See Fig. 1-2. This indicates that Jane Smith has marked it for Mary's

attention as an appointment. When Mary reads the message details of the appointment are given at the top as shown in Fig. 1-5.

`IN TRAY > READ 11`

Start of Item 11.

Message.
Subject: Lunch
Sender: Jane SMITH / HQ/00
Appointment on 01/14/83 at 13:00 to 13:30

Dated: 01/03/83 at 0925.

Contents: 2.

Part 1.

`TO: Mary LAKE / HQ/00`

Part 2

Please join me for lunch on Friday 14th January
in the Staff Restaurant. See you there at 1:00pm.
Jane

End of Item 11.

`IN TRAY >`

Fig 1-5 Reading a message marked as an appointment

After reading the message Mary decides to send a reply. To do this she types `REPLY 11` after the `IN TRAY` prompt. She could also have typed `REPLY "LUNCH"` because you can refer

to a message by its subject. The subject must, however, be enclosed in double quotes. See Fig. 1-6 below.

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IN TRAY > REPLY 11

Replying to: Jane SMITH / HQ/00.

Text: Yes, I shall be happy to join you for lunch on Friday.

See you there at 1:00pm

Mary

//

The Reply is now ready to be MAILED.

REPLY > MAIL

Mailed on 01/04/83 at 0959.

IN TRAY >

Fig. 1-6 Replying to a message

Mary now files the message in her CALENDAR. Because the message is marked as an APPOINTMENT she only has to type FILE IT or FILE 11 IN CALENDAR. She is not

prompted for the type, date, time and length of the APPOINTMENT. This information is automatically extracted from the information already included in the message.

Checking the CALENDAR

Mary has dealt with all her morning mail so she now looks at her CALENDAR to see what appointments and other things there are to do today. She presses function key f7 and the

appointments and reminders are displayed. Fig. 1-7 shows what Mary has scheduled for the day.

CALENDAR / DIARY of Mary LAKE

TUESDAY	01/04/83			P	M	T
	Start	Finish	Subject	R	A	E
				I	I	X
				V	L	T
1	16:00	18:00	Meeting		*	

Reminders
Subject

2	Report				*	
---	--------	--	--	--	---	--

1/4/83 >

Fig. 1-7 Mary's CALENDAR

Item number 2 is a REMINDER. Mary created this REMINDER last week to remind her to complete a report she has been writing in her WORK AREA. Before moving on to her WORK AREA to complete the report she checks to see what free time she has tomorrow. She

does this by typing LIST FREE 1/5 at the CALENDAR prompt. The complete week containing the 5th. January is displayed on her screen. She can now see at a glance what free time she has available.

Introduction to HPDESKMANAGER 1-10

CALENDAR of Mary LAKE

WEEK 1 1/3/83 - 1/9/83

	AM											PM												
	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11
3 M																								
4 T																								
5 W																								
6 T																								
7 F																								
8 S																								
9 S																								

1/4/83 >

Fig. 1-8 A LIST FREE display

The WORK AREA

Mary has in her WORK AREA.

Mary now moves to her WORK AREA by pressing function key f4. Fig. 1-9 shows what

WORK AREA of Mary LAKE

01/04/83 1005.

3 parts

Item	Subject	Type	Created
1	report	HPSLATE DOCUMENT	12/14/82
2	applications	PACKAGE	12/14/82
3	new one	TEXT	12/15/82

WORK AREA >

Fig. 1-9 WORK AREA

Mary wants to continue work on item number 1 so she types EDIT 1 at the WORK AREA prompt.

The report is an HPSLATE document and so the HPSLATE screen is displayed with the document ready to be edited. The function

keys displayed at the bottom (or top depending on your terminal) of the screen are now HPSLATE editing keys. See Fig. 1-10. When Mary has finished the report she presses the End EDIT soft key. The WORK AREA prompt is then displayed again.

EndEDIT **PREVKEYS** **NEXTKEYS** **delpage** **prevpage** **nextpage** **getapage** **newpage**

Fig. 1-10 HPSLATE editing keys

Mary has now completed the report so she decides to move it from her WORK AREA to her FILING CABINET. To do this she types MOVE 3 TO "REPORTS". She has already created the folder called REPORTS so her completed report is automatically filed in the REPORTS folder in her filing cabinet. Because Mary used MOVE the report was deleted from her WORK AREA. If she had wanted to move the report to her FILING CABINET but retain a copy in her WORK AREA she should have used COPY. So, MOVE moves an item to another area but deletes the item from the original area and COPY copies an item to another area but retains a copy in the original area.

Sending messages

Although you can compose and send a message from almost anywhere in HPDESK Mary finds that her OUT TRAY is a convenient place for composing short messages. She moves on to her OUT TRAY by pressing function key f2. At the moment there is one message in her OUT TRAY which she has already composed but not yet mailed. This message is in a READY state. She decides to mail the message now and so she types MAIL 1 after the OUT TRAY prompt. See Figure 1-11 below.

OUT TRAY of Mary LAKE

01/04/83 1008.

1 message

Item	Subject	Created	Contents	Status
1	Minutes	01/03/83	3	Ready

OUT TRAY > MAIL 1

Mailed on 01/04/83 at 1009.

OUT TRAY >

Fig. 1-11 Mary's OUT TRAY

Mary wants to compose a short message and send it to all her managers. She already has a distribution list which includes all the names of her managers, so she only has to type SEND TO "MANAGERS" after the OUT TRAY prompt. Fig. 1-12 shows how Mary composes and sends the message from her OUT TRAY. Mary

only has to type the subject, the text of the message and the command MAIL. The names of those on the distribution list are displayed automatically. Note that she terminates the text of the message with two slashes (//).

OUT TRAY > send to "managers"

Subject: Monthly Meeting

TO: Sarah BARKER / HQ/00
David BROWN / HQ/00
Peter JONES / HQ/0
John SMITH / HQ/0

Text: The next monthly meeting is on Friday 21st. January.
at 2:00pm. It will be held in Conference Room 1.

Mary
//

The message is now ready to be MAILED.

MESSAGE > MAIL

Fig. 1-12 Sending a message from the OUT TRAY

Composing a message

You can compose and send a message in all parts of your electronic desk except your ADMINISTRATION area and CALENDAR. The procedure is always the same.

Mary has now left her OUT TRAY and is back in her IN TRAY. She is going to send a

message from her IN TRAY. She types SEND after the IN TRAY prompt and presses RETURN. Fig. 1-13 shows how she proceeds.

IN TRAY > send

Subject: New User

TO: John SMITH
//

Text: Please register Peter Read as a new HPDESK user.
Mary
//

MESSAGE >

Fig. 1-13 Sending a message from the INTRAY

After typing SEND the Subject prompt is displayed. Mary types New User and presses RETURN. The TO prompt is then displayed. This is the start of the distribution list for the message. Mary types the name of the person to whom she wants to send the message and presses RETURN. If there are

other names to be included she would simply type each name and press RETURN after each one. The distribution list could also include CC (Carbon Copy), BCC (Blind Carbon Copy), and FROM, but this time Mary is just sending the message to one person. To leave CC, BCC, and FROM blank she could just press RETURN when the prompts are displayed. However, to

avoid being prompted at all, Mary simply types two slashes (//) and presses RETURN after the last name on the TO list. The Text prompt is then displayed so Mary types in the text of her message. To conclude the message she types two slashes (//) at the beginning of the next new line and presses RETURN.

Finally the MESSAGE prompt is displayed. Mary could now MAIL the message, but she wants to be notified when the message has reached its destination and when it has been read. She has to request this before she MAILES the message.

Acknowledgement levels

To keep track of a message Mary types **ACKNOWLEDGE** and presses **RETURN** after the **MESSAGE** prompt. A list, with all the available acknowledgement levels, is then displayed on the screen. See Fig. 1-14. For example, to find out whether a message has

been read by the recipient(s), she types **4** at the appropriate prompt to select **Acknowledge Read** and presses **RETURN**. Once the message has been mailed Mary can keep track of it in her **PENDING TRAY**.

MESSAGE > acknowledge

Please select one of the following:

- 0 - No acknowledgements required.
- 1 - Acknowledge transmission.
- 2 - Acknowledge receipt.
- 3 - Acknowledge delivery.
- 4 - Acknowledge read.
- 5 - Acknowledge reply.

Which level would you like? (0 - 5) >> 4
Read acknowledgement set.

MESSAGE > reminder

Date: 12/1

Setting reminder date in the diary.

MESSAGE > MAIL

Mailed on 01/04/83 at 1018.

IN TRAY >

Fig. 1-14 Acknowledgement levels

Reminders

Mary also wants to be reminded of the message at a later date, so she types **REMINDER** after the **MESSAGE** prompt. See Fig. 1-14. HPDESK then prompts for details of the reminder to be inserted into her **CALENDAR**. When the **REMINDER** is set she types **MAIL** to send the message on its way.

Checking the progress of a message

To check the progress of the message, Mary moves on to her **PENDING TRAY** by pressing function key f3 and pressing **RETURN**. In this case, if the message is listed in the **PENDING TRAY** it means that not all the recipients have read the message.

PENDING TRAY of Mary LAKE.

01/04/83 1020.

1 Message.

Item	Subject	Created
1	New User	01/04/83

PENDING > read 1

Start of Item 1.

Message.
Subject: New User
Sender: Mary LAKE / HQ/00

Dated: 01/04/83 at 1018.

Contents: 2.

Part 1.

TO: John SMITH / HQ/00 DELIVERED

Part 2.

Please register Peter Read as a new HPDESK user.
Mary

End of Item 1.

PENDING >

Fig. 1-15 PENDING TRAY

The FILING CABINET

Mary quite often files messages in her FILING CABINET. You probably remember that she has already filed message number 10. See Fig. 1-3. Because she did not specify the name of a folder, the message was automatically filed in her INCOMING folder. Her INCOMING folder is created by HPDESK when she is registered as a user. To read the contents of a folder she must first go to her FILING CABINET by pressing function key f6. A list of all the folders in her FILING CABINET is displayed as

shown in Fig. 1-16. She then types `OPEN 1` at the CABINET prompt and the contents of her INCOMING file are listed on the screen. To read any part she types `READ` followed by the relevant number. In this case 1. The full details of the message are then displayed on the screen. You will notice that the prompt at the bottom of the screen is now `Incoming >`. In an OPEN folder you are always prompted with the folder name.

FILING CABINET of Mary LAKE. 01/04/83 1021.

6 folders.

Item	Label	Created	Contents
1	Incoming Day File.	08/11/82	1 part
2	Outgoing Day File.	08/11/82	1 part
3	Public Distribution Lists.	08/11/82	12 parts
4	Notice Board.	08/11/82	2 parts
5	REPORTS	12/08/82	2 parts
6	personal	01/19/83	1 part
7	hotels	01/19/83	1 part

CABINET > open 1

FOLDER Incoming Day File. 01/04/83 1021.

1 part.

Item	Subject	Type	Created
1	group meeting	MESSAGE	01/04/83

Incoming > READ 1

Fig. 1-16 The FILING CABINET

When Mary has read the contents of her Incoming Day File she decides to reorganize her FILING CABINET.

Reorganizing the FILING CABINET

She often files messages in her incoming and outgoing folders and transfers the messages to the appropriate folder later. Today she wants to transfer a message in her incoming folder to a folder called "personal". The

INCOMING prompt is now displayed at the bottom of the screen so she types **MOVE 1 to "PERSONAL"**. This moves item 1 into her folder called personal. She then closes her incoming day file by typing **CLOSE** at the INCOMING prompt.

Setting an AUTOANSWER

Mary is going to be out of the office for a while so she decides to set up an automatic answer to reply to anybody who tries to contact her through HPDESK. She has created a text item in her WORK AREA saying when she will be back in the office. To set up the automatic answer she moves to her ADMINISTRATION AREA by pressing numeric key 10 and then RETURN, after the CABINET

prompt. The status of her ADMINISTRATION facilities is then displayed on her screen together with the ADMIN prompt. She types AUTOANSWER "OUT" and presses RETURN at the ADMIN prompt. "OUT" is the name of the text item in her WORK AREA which she wants to use as her automatic answer. See Fig. 1-17 a

```
ADMINISTRATION status of Mary LAKE.          01/04/83 at 1024
PASSWORD          set.
DESIGNATES        0.
AUTOANSWER        not set.
AUTOFORWARD       not set.
AUTOCOPY          not set.
AUTOFILE          not set.
ADMIN > autoanswer "out"
Copying the item for you now.
ADMIN >
```

Fig. 1-17 Setting an AUTOANSWER

Returning to the main menu

To leave her ADMINISTRATION AREA and return to the main menu of HPDESK, Mary types **EXIT** and presses RETURN at the ADMIN prompt.

Signing off

To sign off and leave HPDESK Mary presses function key f8. She could also have typed 8 and pressed RETURN. To leave HPDESK and

sign on as someone else Mary would press numeric key 9 and then RETURN.

Further information

This section has introduced you to some of the typical uses of HPDESK. There is, however, a lot more you can do with your electronic desk. The following sections give you more details about each area in HPDESK. Appendix A gives you detailed information about each HPDESK command.

Section 2
Messages

You can compose and send messages from all parts of your electronic desk except the main menu, your ADMINISTRATION area and your CALENDAR. Messages that HPDESK users mail to you are delivered to your IN TRAY.

An HPDESK message is made up of at least two parts (see Fig. 2-1). When you compose a message HPDESK needs to know who is to receive a copy of it. So, a message must always have a distribution list as its first part.

All those on the distribution list will expect to receive some written information when they get the message and so a piece of text usually forms the second part of a message. The text can simply be something you typed in when you composed the message, or it can be an HP SLATE document created in your WORK AREA, or a document created on a system other than HPDESK, for example, an HP WORD document.

You can include additional information with your message. For example, you may want to include an HP SLATE document or an HP WORD document. This additional information forms an optional third part of a message.

Once you have composed a message you can MAIL it. You can also FILE it in your FILING CABINET so that you have a copy of the message for future reference. If you decide not to send it immediately you can CLOSE the message and hold it in your OUT TRAY.

Of course, now you are an HPDESK user you will not only be sending messages, you will also be receiving messages. All the messages that are sent to you are automatically placed in your IN TRAY. So, to read or print a message you go to your IN TRAY.

Distribution list

Just like the office memos you are used to, an HPDESK distribution list can contain TO:, CC:, BCC:, and FROM:. Every person on the list receives a copy of the message. You can either create a distribution list when you send a message or you can create a distribution list in your LIST AREA and then call it up later.

If you have forgotten which lists you have in your LIST AREA you can type SEND TO "" instead of SEND (see "Composing a message") to display a list of all your distribution lists.

If you type a name on a distribution list that HPDESK does not recognize, HPDESK will find any names that match approximately and display them on the screen. You are then asked to select one of the names.

If, however, you are sending a message to a user at a different location and HPDESK does not recognize the name you have typed, you will also need to specify the mail address of that user. A mail address consists of a location code and a sub-location code. For

Messages 2-2

example, HQ/00 is a mail address. HQ is the location code and 00 is the sub-location code. Your own location code is displayed at the top of the main menu. Even if HPDESK does not recognize the name of the user, if the location code and sub-location code are correct, the message will be sent. To find out all the HPDESK mail addresses type a ? (question mark) at the TO: prompt on the distribution list. You are first asked to select a country from the list displayed on your screen. You are then asked to select a specific location within that country from the displayed list. You are then presented with a list of sub-locations from which you asked to select one. Finally, a list of users at that sub-location is displayed.

The text

When you are sending a message, Text can be entered line by line. Press RETURN at the end of each line. If you make a mistake on a line, use the BACKSPACE key on your terminal keyboard to move the cursor to the error and then retype the rest of the line. You cannot use the cursor control keys while you are entering text. If you need to make a lot of changes and go back to previous lines, you will find it easier to EDIT the message.

Start of Item 17.

Message.

Dated: 03/28/83 at 1504.

Subject: Publications

Sender: Mary LAKE/ HQ/00

Contents: 2.

Part 1.

TO: Shirley MASON / HQ/00
Leonard RIDER / HQ/00
John WILSON / HQ/00
Rickey SIMMS / HQ/00
John BROWNING / HQ/00
Jane SMITH / HQ/00

Part 2.

I now have details of all the latest publications.
Mary.

End of Item 17.

Figure 2-1 A typical HPDESK message

Composing a message

To compose a message you use the SEND command.

For example, to send a message from your IN TRAY type SEND after the IN TRAY prompt. HPDESK then prompts you for the subject of the message. You can enter a subject or simply press RETURN if you want to leave it blank. The TO: prompt is then displayed. This is the start of the distribution list for the message. Type the appropriate name(s) pressing RETURN after each. When you have completed the TO: list press RETURN again and the CC: prompt is displayed. You add names to this list in exactly the same way. Repeat the process for BCC: and FROM: To leave any part of the list blank just press RETURN when the prompt is displayed. Alternatively, when you have completed your distribution list type two slashes (//) on the next new line and press RETURN. This concludes the list and prevents any further prompts being displayed. You are then prompted for the text. Type in the text of the message concluding it with two slashes (//) at the start of the next new line. Finally the MESSAGE prompt is displayed. Before you MAIL the message you can do a number of things with your message. For example, you can set an ACKNOWLEDGEMENT on the message, or you can mark it as PRIVATE or URGENT. For a list of all the available commands type a ? (question mark) after the

MESSAGE prompt. However, simply to send the message type MAIL and press RETURN.

When you use the SEND command on its own you are prompted for the distribution list. Alternatively, you can specify the name of the recipient or a distribution list after typing SEND. For example:

```
IN TRAY > SEND TO "MANAGERS"
```

tells HPDESK to send the message to your distribution list called "MANAGERS". You are not prompted for the distribution list as described above. All you have to do is type the subject and text of the message.

Referring to parts of a message

You can look at and work on different parts of a message but you must OPEN it first. When you have OPENed the message you can, for example, READ the TEXT of the message, or COPY a specific part to your WORK AREA. To open a message, type OPEN followed by the number or subject of the message you want to access. To find out what commands are available to you once you have OPENed the message, type a ? (question mark) at the next prompt. When you have finished working on the message, type CLOSE.

Editing a message

If you need to make a lot of changes to the message you are composing, you can use the EDIT command. You can edit the distribution list, the text or an HPSLATE document in a message you are sending as long as you have not yet filed the message. Simply type EDIT and the number of the part you want to change at the MESSAGE prompt. For example, to edit the distribution list of a message type `EDIT 1`

If you are editing a DISTRIBUTION LIST, HPDESK displays the list on the screen and prompts you with EDIT. You now have a new set of commands available to you to enable you to EDIT the distribution list. To find out what these commands are type a ? (question mark) at the EDIT prompt.

If you are editing TEXT, HPDESK displays the text on the screen and you can use the normal editing functions allowed on your terminal.

If you are editing an HPSLATE document, HPDESK transfers you to HPSLATE and displays the document on the screen. You can now edit the document using all the available HPSLATE editing features. When you have finished editing press the `EndEDIT` key. If you do not know how to use HPSLATE then refer to the Learning HPSLATE manual, Part No. 36576-90002. If you are familiar with HPSLATE but do not know about the differences between HPSLATE and HPSLATE

in HPDESKMANAGER, then refer to Appendix B at the back of this manual.

Attaching items to a message

You can attach items from your FILING CABINET to a message you are just about to MAIL, or to a READY message in your OUT TRAY which you have OPENed. In both cases you use the ATTACH command at the MESSAGE prompt. You must always specify the subject of the item in the folder, and the folder label, both of which must be enclosed in double quotes. For example:

```
MESSAGE > ATTACH "AGENDA" OF "MEETING"
```

If you cannot remember the item subject, type "" in place of the subject. For example:

```
MESSAGE > ATTACH "" OF "MEETING"
```

and HPDESK displays a list of all the items in the folder called "MEETING". You are then asked to select one. Similarly, if you cannot remember the folder label, type "" after the ATTACH command. For example:

```
MESSAGE > ATTACH "" OF ""
```

and HPDESK displays a list of all the folders in your FILING CABINET. When you have selected the folder you want, HPDESK displays a list of all the items in that folder. You can then select which item you want and type in

Messages 2-6

the correct information after the ATTACH command.

Adding information to a message

You can add TEXT, a PACKAGE, or an HPSLATE document to a message you are just about to MAIL, or to a READY message in your OUT TRAY which you have OPENed. In both cases you use the CREATE command after the MESSAGE prompt. After typing CREATE you must specify what sort of item you want to add. For example, CREATE TEXT, CREATE HPSLATE, CREATE PACKAGE.

If you specify TEXT and you have a suitable terminal, HPDESK clears your screen and you can go ahead and type in your text. When you have finished press the <ENTER> key. If, however, your terminal is not suitable for entering text in this way, you will be prompted for the text line by line. When you have typed in all the text, type two slashes (//) at the start of the next new line and press RETURN.

If you specify a PACKAGE, HPDESK first prompts you for the Subject. Type in the subject and press RETURN and the MESSAGE prompt is displayed. If you want to put items into the PACKAGE you must OPEN it first (see Section 6, Fig. 6-3).

If you specify an HPSLATE document, HPDESK prompts you for the Subject. Type in the subject and press RETURN and HPDESK transfers you to HPSLATE. You can now enter text using all the available HPSLATE editing features. When you have finished entering the text press the **EndEDIT** key. If you do not know how to use HPSLATE then refer to the Learning HPSLATE manual, Part No. 36576-90002. If you are familiar with HPSLATE but do not know about the differences between HPSLATE and HPSLATE in HPDESKMANAGER, then refer to Appendix B at the back of this manual.

Copying a WORK AREA item or an MPE file into a message

You can copy a document in your WORK AREA or the contents of an MPE file, into a message you are just about to MAIL or a READY message you have OPENed in your OUT TRAY. The name of the WORK AREA item must be enclosed in double quotes and the name of the MPE file must be enclosed in brackets. For example:

```
MESSAGE > COPY FROM "AGENDA"
```

copies the WORK AREA item called AGENDA into your message. If you cannot remember the name of the item in your WORK AREA just type COPY FROM "" at the MESSAGE prompt. HPDESK displays a list of all the items in your WORK AREA and you are asked to select one of them.

You also use the COPY FROM command to copy MPE files into your message but if you are copying from a TDP or Editor MPE file you must add in the word TEXT if you want to be able to read the file in HPDESK. For example:

```
MESSAGE > COPY TEXT FROM (filename)
```

copies the text from the MPE file called "filename" into your message. To copy any other type of MPE file simply use COPY FROM. The recipients of the message will, for example, be able to read HPSLATE and

HPWORD documents copied in this way, as long as they have HPSLATE and HPWORD on their systems.

The simplest way of sending a WORK AREA item is to send it from your WORK AREA. Simply type SEND after the WORK AREA prompt followed by the number or subject (enclosed in double quotes) of the item and press RETURN. HPDESK prompts you for the distribution list. Once the content of the item has been copied into your message the MESSAGE prompt is displayed. Type MAIL and press RETURN.

Private and urgent messages

You can mark a message as PRIVATE or URGENT when you SEND a message, FORWARD a message or REPLY to a message. After typing the message, type PRIVATE or URGENT after the MESSAGE prompt. A message marked PRIVATE cannot be read by your designates or anyone else's designates. Please note that a PRIVATE message that cannot be delivered to the proper recipient is not deposited in General Delivery, but is destroyed so that it cannot be read by any one else. A message marked as URGENT is given priority over normal messages and is marked as URGENT in the recipient's IN TRAY.

Marking a message as an APPOINTMENT

You can mark a message as an appointment just before you mail it. When the message is received it is listed in the recipient's IN TRAY with the letter A next to the message number.

To mark a message as an appointment, type SEND as usual, type in the distribution list and the text and then wait for the MESSAGE prompt. Before typing MAIL type APPOINTMENT. You are then prompted for the date, time and length of the appointment. The following message is displayed on your screen

```
Appointment set.  
Do you want to insert this  
in your CALENDAR/DIARY (Yes or No)?
```

Message acknowledgement

You can keep track of a message you have just composed by setting an ACKNOWLEDGEMENT on the message. You do this by typing ACKNOWLEDGE after the MESSAGE prompt. HPDESK displays a list of all the available acknowledgement levels. Choose which one you want, type in the appropriate number and press RETURN. Once you have set the acknowledgement level, type MAIL after the MESSAGE prompt. You can now keep track of the message in your PENDING TRAY.

Reading and printing a message

Messages you receive in your IN TRAY can be displayed on your terminal screen with READ, or they can be printed on a printer with PRINT. Each message starts with the subject of the message and the name of the sender. The separate parts of the message follow, starting with the distribution list.

To read or print a message type READ or PRINT after the the IN TRAY prompt followed by the number of the message. For example, READ 1. If you just type READ with no accompanying number the first unread message is displayed. If you type READ followed by a range of numbers, for example 1/5, then all of those messages are displayed. Similarly, if you type READ followed by a sequence of numbers separated by commas, for example 2,5,7 then each of those messages is displayed. The following prompt is displayed at the end of each message:

```
Press <RETURN> to read the  
next item >>
```

Sometimes a message will include a part that cannot be displayed by HPDESK. For example, a chart or a diagram. When this happens the following message is displayed:

```
Cannot be displayed by HPDESK
```

To read this part of the message message you must copy it to an MPE file. See "Copying part of a message to an MPE file" later in this section for details of how to copy part of a message to an MPE file.

Forwarding a message

You can forward a message to another user or to a list of users. For example, to forward a message to another user type FORWARD at the IN TRAY prompt, the number of the message you want to forward, and the name of the other user. To forward a message to one of your distribution lists, type FORWARD followed by the number of the message, and the name of the distribution list (enclosed in double quotes). If you just type FORWARD followed by the number of the message, HPDESK prompts you for the distribution list.

Replying to a message

To reply to a message type REPLY at the IN TRAY prompt, followed by the number of the message. You are then prompted for the text of the reply. Type in the text and conclude it

with two slashes (//) on a separate line, and press RETURN. When the reply is delivered the message number will be followed by the letter R. This indicates that the message is a reply.

Copying part of a message to an MPE file

You can copy part of a message to an MPE file in a message you are about to MAIL, a READY message you have OPENed in your OUT TRAY, or a message you have received in your IN TRAY. Simply type COPY after the MESSAGE prompt followed by the item number and the name of the MPE file (enclosed in brackets). For example:

```
MESSAGE > COPY 2 TO  
(NOTES.MYGROUP.MYACCT)
```

copies item number 2 to an MPE file called NOTES. If the MPE file already exists, HPDESK asks you if you want to delete the old version before the item is copied.

Copying a message to your WORK AREA and LIST AREA

You can copy part or all of a message to your WORK AREA from your IN TRAY, OUT TRAY and PENDING TRAY. If you type COPY followed by the number or subject (enclosed in double quotes) of the message you want to copy, the whole message is copied to your WORK AREA.

To copy part of a message, you must OPEN it first. Then type COPY followed by the number of the part you want to copy. If, however, you specify a part of the message that is a distribution list, then that part is automatically copied to your LIST AREA. All other parts are copied to your WORK AREA.

Filing a message

You can file a message that is in your IN TRAY, OUT TRAY or PENDING TRAY in a folder in your FILING CABINET. In addition, you can file a message that is in your IN TRAY in your

CALENDAR. In each case you use the FILE command. If you do not specify the name of a folder after the FILE command, messages in your IN TRAY are automatically filed in your INCOMING folder, and messages in your OUT TRAY and PENDING TRAY are automatically filed in your OUTGOING folder. For example:

IN TRAY > FILE 4

files message number 4 in your IN TRAY in your INCOMING folder.

OUT TRAY > FILE 5 IN "NOTES"

files message number 5 in your OUT TRAY in a folder called NOTES.

IN TRAY > FILE 8 IN CALENDAR

files message number 8 in your IN TRAY in your CALENDAR.

Section 3

Your IN TRAY

Messages that HPDESK users mail to you are delivered to your IN TRAY. To get to your IN TRAY press function key f1, or press numeric key 1 and then RETURN. HPDESK displays a list of all the new messages in your IN TRAY. If you do not have any new messages then the following message is displayed:

You have no NEW messages in your IN TRAY.

At the bottom of the index HPDESK displays the IN TRAY > prompt, after which you can type one of the commands shown in Table 3-1 depending on what you next want to do. Full details of all these commands are given in Appendix A. To obtain a full list of all the messages in your IN TRAY type LIST and press RETURN at the IN TRAY prompt.

Table 3-1 Summary of IN TRAY facilities

COMMAND	FACILITY	COMMAND	FACILITY
COPY	Copy an IN TRAY message to the WORK AREA or CALENDAR	OPEN	Access the individual parts of an IN TRAY message
DELETE	Remove an IN TRAY message	PRINT	Print IN TRAY messages on the system printer
EXIT	Return to the main menu	READ	Display IN TRAY messages on the terminal screen
FILE	File an IN TRAY message in the FILING CABINET or CALENDAR	REDO	Correct or change a command to save retyping
FORWARD	Forward an IN TRAY message to another user	REPLY	Reply to an IN TRAY message
LIST	Display the IN TRAY index	SEND	Send a message to another user
MOVE	File an IN TRAY message in the FILING CABINET or CALENDAR and delete it		

An example of an IN TRAY index is shown
in Fig. 3-1

IN TRAY > LIST

IN TRAY of Mary Lake. 03/04/83 1349.

4 messages.

Item	Subject	Sender	Received	N A P U E C R R W K I G
1	Travel Plans	RIDER, LEONARD	01/06/83	
2	Security	WILSON, JOHN	01/06/83	
3	Publications	MASON, SHIRLEY	02/14/83	* *
4	Part Numbers	SIMMS, RICKEY	02/14/83	* *

IN TRAY >

Fig. 3-1 An IN TRAY index

Messages are listed by item number and also by subject in date order. The oldest messages appear at the top of the list. The letter R after an item number indicates that this is a reply to a message you have sent.

The letter A after an item number indicates that this message is an appointment. The letter C after an item number indicates that this message has been autocopied to you by a principal of yours. To the right of the

Your IN TRAY 3-4

screen there are four columns. An asterisk in one of these columns gives you information about the message to which it refers as follows:

NEW - you have not yet read the message

ACK - a reply is requested by the sender

PRI - the message is private

URG - the message is urgent

Up to 20 messages are displayed on the screen at a time. If there are more to be displayed the following prompt is displayed:

Press <RETURN> to continue >>

Press RETURN and the next page is displayed. If you press any other key, the page currently displayed remains and the IN TRAY > prompt is displayed, as it is when you reach the end of the index. If you wish to redisplay the index type LIST and press RETURN.

Reading messages

If you just type READ after the INTRAY prompt the next unread message is displayed.

If you type READ followed by a number then that message is displayed.

If you type READ followed by a range of numbers, such as 1/10, then all of those messages are displayed. The following prompt is displayed at the end of each message:

Press <RETURN> to read
the next item >>

Messages you receive in your IN TRAY can be displayed on the terminal screen with READ, or they can be printed on a printer with PRINT. Each message starts with the subject of the message and the name of the sender. Then follow the individual parts of the message. All messages have at least two parts. Part 1 is the distribution list. If the distribution list contains more than ten names, only the word DISTRIBUTION is displayed. To look at the names on the DISTRIBUTION LIST, OPEN the message and then read part 1. Part 2 is the text of the message. Other parts may then follow such as attachments from FILING CABINET folders, or HP 3000 system files such as HPCWORD or HPSLATE documents. A message containing an HPSLATE document is read in Fig. 3-2.

Handling your mail

When you have read your mail you may simply want to leave it in your IN TRAY for later action. But more likely you will want to do something immediately.

If the message requires no further action you can throw it away. That is, you delete it from your IN TRAY. You do not file or copy it.

A message may require an immediate reply, so you can use the REPLY command. If the message requires a longer, more considered response, you can compose the text of a message in your WORK AREA.

If you think a message is relevant to other people and they are not on the distribution list, you can FORWARD it to those people.

A message that is marked as an appointment (A) can be inserted directly into your CALENDAR. All the appointment details are taken from the message itself. You do not have to supply any additional information.

If you want a printed copy of a message, you can print it on the system printer using the PRINT command.

Before deleting a message from your IN TRAY you can file or copy it to another area of your electronic desk. A message can be filed in your FILING CABINET or in your CALENDAR, or both.

If you want to do more work on a particular message you can copy the message to your WORK AREA. You can use the MOVE command to delete a message from the IN TRAY and file it at the same time. You can move a message to your FILING CABINET or CALENDAR.

Another useful way to handle your mail is to OPEN a message and then deal with individual parts of the message. You may want to do this for a number of reasons. For example, to FILE or COPY parts of a message to other areas such as your FILING CABINET, CALENDAR, or WORK AREA. You can also just copy the distribution list in a message to your LIST AREA.

Composing messages

As in other areas of your electronic desk you can use SEND and FORWARD to compose and forward messages. But in the IN TRAY you have additionally REPLY. FORWARD enables you to include all or part of an IN TRAY message as part of your own message. REPLY enables you to make quick replies to messages in your IN TRAY. You must use REPLY when

responding to a message with a REPLY acknowledgement set. If you do not, the senders PENDING TRAY is not updated and the message remains until it is deleted. If a message has an acknowledgement set an asterisk appears in the ACK column on the IN TRAY index. Fig. 3-4 is an example of forwarding a message and adding comments. Fig. 3-5 shows how you might reply to a message.

Your IN TRAY 3-8

IN TRAY > forward 4

TO: Leonard Rider

CC:

BCC:

FROM:

Comments: This is applicable to you too - Mary
//

The forwarded message is now ready to be MAILED.

FORWARD > ack 5

Reply acknowledgement set.

FORWARD > mail

Mailed on 03/04/83 at 1403.

IN TRAY >

Fig. 3-4 Forwarding a message

IN TRAY > reply 2

Replying to: John WILSON / NY/05.

Text: Could you arrange for me to have a key to the building please.

Regards, Mary.

//

The Reply is now ready to be MAILED.

REPLY > FILE IT IN "Personal"

REPLY > mail

Mailed on 03/04/83 at 1406.

IN TRAY >

Fig. 3-5 Replying to a message

If while you are composing a message you wish to change something in a line, you backspace using the BACKSPACE key, and retype before pressing RETURN to enter that line. However, to make substantial changes, or to change lines that have previously been entered, you need to use EDIT. Type EDIT followed by the number of

the part of the message you wish to modify. To edit the text of the message you will probably have to type EDIT 2. To edit a distribution list when you are composing a message with SEND or FORWARD, you would type EDIT 1.

Your IN TRAY 3-10

Replying to a message

To reply to a message type REPLY followed by the number or subject name of the message to which you want to reply. Now press RETURN. A message similar to the one following is displayed on your screen:

Replying to: Shirley MASON / HQ / 00

You are then prompted for the text of your reply. Type in the text followed by two slashes (//) on a separate line, and press RETURN. When the reply is delivered the message number will be followed by the letter R. This indicates that the message is a reply.

Forwarding a message

You can forward a message to another user or to a list of users. For example, to forward a message to another user type FORWARD, the number of the message you want to forward, and the name of the other

user. To forward a message to one of your distribution lists, type FORWARD followed by the number of the message, and the name of the distribution list, enclosed in double quotes. If you just type FORWARD followed by the message number you are prompted for the distribution list. After each use of FORWARD you are prompted for any comments you want associated with your forwarded message.

Acknowledging messages

If you want to keep track of a message you have just composed, you can specify how much information you want on the progress of the message. You do this by typing ACKNOWLEDGE and pressing RETURN after the MESSAGE prompt. The MESSAGE prompt is displayed when you have composed a message and it is ready to be mailed. HPDESK displays a list of all the available acknowledgement levels.

Copying and filing messages

Messages in your IN TRAY can be filed in your FILING CABINET with FILE. If you do not specify a folder name with FILE, the message is filed in the folder named "Incoming". You can also use IT with FILE. For example, FILE IT IN "PERSONAL" files the current message in your folder called PERSONAL. See Fig. 3-5.

You can also file a message in your CALENDAR. For example, if you type FILE 8 IN CALENDAR you are prompted for the type of CALENDAR entry (APPOINTMENT or REMINDER), the date, the time and the length. The message is then put into your CALENDAR. However, if the message is marked as an appointment (A) you are not prompted for the type, date, time or length.

If you use MOVE when filing a message in your FILING CABINET or CALENDAR, the message is filed in the appropriate place but then deleted from your IN TRAY.

You can create folders in your FILING CABINET. However, if you specify a non-existent folder name with FILE, MOVE or COPY, HPDESK gives you the opportunity to create it while you are in your IN TRAY. A part of a message can be FILEd if you OPEN it first.

COPY allows you to copy an IN TRAY message or part of an OPENed message to your WORK AREA . Parts of OPENed messages can also be copied to the HP 3000 filing system.

Messages that you FILE or COPY remain in your IN TRAY. If you want to remove them, you should use DELETE. However, if you want to file a message and then delete it from your IN TRAY straight away, you can use MOVE which does this for you.

Copying a distribution list

You can copy the distribution list of a message to your own LIST AREA. For example, if a message contains a distribution list that would be of use to you, copying it to your LIST AREA will save you the trouble of creating the list yourself.

To copy a list you must OPEN the message first. Type OPEN followed by the number of the message at the IN TRAY prompt. Each part of the message is displayed on the screen. The distribution list is usually item number 1, so to read the list type READ 1 after the MESSAGE prompt. Now to copy the list to your LIST AREA, type COPY 1 after the MESSAGE prompt.

HPDESK automatically copies a distribution list to your LIST AREA.

Copying a message to the WORK AREA

Not only can you copy parts of messages to your LIST AREA and WORK AREA you can also copy an entire message to your WORK AREA. To copy a complete message, type COPY followed by the number or subject name of the message and press RETURN. For example, COPY 1 or COPY "TRAVEL PLANS". Note that the subject name must be enclosed in double quotes.

Section 4

Your OUT TRAY

The OUT TRAY is a convenient place for composing and sending messages, although they can also be composed and sent in all other areas except your ADMINISTRATION area and your CALENDAR. When you compose a message, however, you do not have to MAIL it immediately. Instead you can CLOSE it and hold it in your OUT TRAY to be MAILED at a later time. To get to your OUT TRAY press function key f2, or

press numeric key 2 and then RETURN. HPDESK displays an index of all messages in your OUT TRAY. At the bottom of the index, HPDESK displays the OUT TRAY > prompt, after which you can type in one of the commands shown in Table 4-1 depending on what you next want to do. Full details of all these commands are given in Appendix A.

Your OUT TRAY 4-2

Table 4-1 Summary of OUT TRAY commands

COMMAND	FACILITY	COMMAND	FACILITY
COPY	Copy an OUT TRAY message to the WORK AREA or CALENDAR	MOVE	File an OUT TRAY message in the FILING CABINET or CALENDAR and delete it
CREATE	Create a message which can then be sent later	OPEN	Access the individual parts of an OUT TRAY message
DELETE	Remove an OUT TRAY message	PRINT	Print OUT TRAY messages on the system printer
EXIT	Return to the main menu	READ	Display OUT TRAY messages on the terminal screen
FILE	File an OUT TRAY message in your FILING CABINET or CALENDAR	REDO	Correct or change a command to save retyping
FORWARD	Forward an OUT TRAY message to another user	SEND	Send a message to another user
LIST	Display the OUT TRAY index		
MAIL	Mail an OUT TRAY message		

An example of an OUT TRAY index is shown in Fig. 4-1.

OUT TRAY of Mary Lake. 06/06/83 1420.

4 messages.

Item	Subject	Created	Contents	Status
1	Expenses	03/05/83	2	Ready
2	Meetings	03/06/83	2	Ready
3	Statistics	06/03/82	2	Ready
4	Part Numbers	06/06/82	3	MAILED

OUT TRAY >

Fig. 4-1 OUT TRAY index

Messages in your OUT TRAY are listed by item number and subject name in date order. The oldest message is placed first. Under the "contents" heading of the index the number of individual parts of the message is given. The "status" heading tells you which messages have been MAILED and which messages are READY to be mailed.

Messages in the OUT TRAY

Messages in the OUT TRAY are listed as MAILED or READY. READY means that the message has been composed but not yet MAILED. The message has been CLOSED instead. Messages that have been MAILED can no longer be accessed.

Adding information to a READY message

Further information can be added to an OUT TRAY message in the READY state. The only exception is if you have already FILEd the message, in which case you cannot make further changes to the message.

For example you can create TEXT, a PACKAGE or an HPSLATE document and add it to your message. To add information, first OPEN the message and then type CREATE followed by the type of item you want to create. If you do not specify what you want to create after the CREATE command, HPDESK prompts you for this information.

When you have finished adding TEXT, a PACKAGE or an HPSLATE document, the

MESSAGE > or REPLY > prompt is displayed ready for you to continue working on the message.

Attaching information to a READY message

You can only attach information to a READY message. First OPEN the message by typing OPEN followed by the number of the message. To attach information from your WORK AREA, or from an HP 3000 computer file (see Fig. 4-4) use COPY FROM after the MESSAGE prompt. To attach an item from a folder in your FILING CABINET, type ATTACH with the appropriate folder information after the prompt.

OUT TRAY > open 2

Message.

Dated: 06.06.82 at 1202.

Subject: Meetings

Sender: Mary LAKE / HQ/00

Contents: 2.

Reference Number: 1430245

Item	Type	Subject
1	DISTRIBUTION LIST	DISTRIBUTION
2	TEXT	Meetings

MESSAGE 2 > copy text from (newdoc)

Please type in a subject for the MPE FILE.

Subject: Room Bookings

Copying ... finished.

MESSAGE 2 > close

Closing message.

OUT TRAY >

Fig. 4-4 Copying from the HP 3000 filing system

Your OUT TRAY 4-6

Editing a READY Message

You can edit the distribution list and text of a message held in your OUT TRAY. However, you must OPEN the message first. Then you type EDIT followed by the number of the part of the message you want to edit.

Mailing a READY message

You can mail a READY message from your OUT TRAY by typing MAIL followed by the number or subject of the message, at the OUT TRAY prompt. For example, MAIL 2 or MAIL "PUBLICATIONS". If you are

currently working on the message, you can simply type MAIL after the MESSAGE prompt. Once the message has been mailed you cannot edit it or change it in any way.

Copying and filing messages

COPY, FILE and MOVE in your OUT TRAY work much the same way as they do in the IN TRAY. In the OUT TRAY, however, if you do not specify a folder name with FILE or MOVE the message is filed in folder "Outgoing".

Section 5

Your PENDING TRAY

The PENDING TRAY is the place where you keep track of messages that you have MAILED to other HPDESKMANAGER users. You get to your PENDING TRAY by pressing function key f3, or pressing numeric key 3 and then RETURN. HPDESKMANAGER displays an index of all messages in your

PENDING TRAY. At the bottom of the index, HPDESKMANAGER displays the PENDING > prompt, after which you can type in one of the commands shown in Table 5-1. Full details of these commands are given in Appendix A.

Table 5-1 Summary of PENDING TRAY facilities

COMMAND	FACILITY	COMMAND	FACILITY
COPY	Copy a PENDING TRAY message to the WORK AREA or CALENDAR	OPEN	Access the individual parts of a PENDING TRAY message
DELETE	Remove a PENDING TRAY message	PRINT	Print PENDING TRAY messages on the system printer
EXIT	Return to the main menu	READ	Display PENDING TRAY messages on the terminal screen
FILE	File a PENDING TRAY message in your FILING CABINET or CALENDAR	REDO	Correct or change a command to save retyping
LIST	Display the PENDING TRAY index	SEND	Send a message to another user
MOVE	File a PENDING TRAY message in the FILING CABINET or CALENDAR and delete it from the PENDING TRAY		

An example of a PENDING TRAY index is shown in Fig 5-1.

```
PENDING TRAY of Mary Lake.          06/06/83 1429.
1 Message.
Item      Subject                      Created
  1       Next Meeting                 06/06/83
PENDING >
```

Fig 5-1 The PENDING TRAY index

The PENDING TRAY index displays messages by sequence number and subject name. The messages are displayed in the order they were mailed. The oldest being placed at the top of the list.

If a message you MAILED is not in your PENDING TRAY, it either means no acknowledgement level was set or the level of acknowledgement required has already been satisfied.

Checking message progress

You check the progress of a message by looking at the TO: part of the distribution list, and checking the status of the message against each recipient's name.

To display the whole message you type READ and the message number after the PENDING > prompt. To display the distribution list only, OPEN the message first and only READ part 1 of the message. See Fig 5-2 for an example.

The status of the message is given next to the name of each recipient on the TO: part of the list. The status of a message could be as follows:

TRANSMITTED – the message has left your computer

RECEIVED – the message has been received at the recipient's computer

DELIVERED – the message is in the recipient's IN TRAY

READ – the recipient has read the message

ANSWERED – the recipient has sent a reply using the REPLY command

Please note that acknowledgement levels cannot be set on the CC: BCC: and FROM: categories of a distribution list.

PENDING > open 1

Message.

Dated: 06/06/83 at 1327.

Subject: Next Meeting

Sender: Mary LAKE / HQ/00

Contents: 2.

Acknowledge: Reply

Reference Number: 1413487

Item	Type	Subject
1	DISTRIBUTION LIST	DISTRIBUTION
2	TEXT	Next Meeting

MESSAGE 1 > read 1

Start of Item 1.

TITLE: DISTRIBUTION.

TO: Shirley MASON / NY/02 DELIVERED
Pete WINTHROP / NY/05 READ

End of Item 1.

MESSAGE 1 >

Fig 5-2 Reading the distribution list

Your PENDING TRAY 5-6

Copying and filing messages

COPY, FILE and MOVE in your PENDING TRAY work much the same way as they do

in the IN TRAY. In the PENDING TRAY, however, if you do not specify a folder name with **FILE** or **MOVE** the message is filed in folder "Outgoing".

Section 6

Your WORK AREA

Your WORK AREA is provided for you to create mail items, which may subsequently be included in messages to other users. To get to your WORK AREA press function key f4, or press numeric key 4 and then RETURN. HPDESK displays an index of all items in your WORK AREA. At the bottom of the index, HPDESK displays the WORK AREA > prompt, after which you can type one of the commands shown in Table 6-1 depending on what you next want to do. Full details of all these commands are given in Appendix A.

Your WORK AREA is the place where you do your major text creation, editing and

assembling of packages. You can create items in your WORK AREA or you can bring them into your WORK AREA from other areas. When you have finished working on an item you can transfer that item to another area, or you can include it in a message. In addition your WORK AREA provides the word processing facilities of HPSLATE. If you do not know how to use HPSLATE then refer to the Learning HPSLATE manual, Part No. 36576-90002. If you are familiar with HPSLATE you will need to refer to Appendix B at the back of this manual. This gives details of the differences between HPSLATE and HPSLATE in HPDESK.

Your WORK AREA 6-2

Table 6-1 Summary of WORK AREA facilities

COMMAND	FACILITY	COMMAND	FACILITY
COPY	Duplicate a WORK AREA item or copy to CALENDAR	EXIT	Return to the main menu
COPY FROM	Copy a mail item from a FILING CABINET folder or from the HP 3000 Computer filing system	LIST	Display the WORK AREA index
COPY TO	Copy a WORK AREA item to a FILING CABINET folder or to the HP 3000 filing system	MOVE	Move a WORK AREA item to a FILING CABINET folder or CALENDAR
CREATE	Compose text, create a package or create an HPSLATE document	OPEN	Access the individual parts of a package
DELETE	Remove a WORK AREA item	PRINT	Print a WORK AREA item on the system printer
EDIT	Edit items of text and rename items of text	READ	Display a WORK AREA item on the terminal
		REDO	Correct or change a command to save retyping
		SEND	Send a message to another user

An example of a WORK AREA index is shown in Fig. 6-1.

WORK AREA of Mary Lake.		03/14/83 1435.	
4 parts.			
Item	Subject	Type	Created
1	Report	HPSLATE DOCUMENT	06/05/82
2	Applications	PACKAGE	06/05/82
3	New one	TEXT	03/06/83
4	Minutes	HPWORD DOCUMENT	03/12/83
WORK AREA >			

Fig. 6-1 The WORK AREA index

Mail Items

A mail item can be a message or one of the parts of a message such as:

- * Text
- * An HP SLATE document
- * An HP WORD document

- * A package

- * Another type of MPE file, for example, HPDRAW slide or TDP file

A package is a mail item that can contain other mail items. For example, a package could contain some text and an HP 3000 file containing a document or report. A message

Your WORK AREA 6-4

you copy to the WORK AREA from your IN TRAY, OUT TRAY or FILING CABINET is converted to a PACKAGE.

Creating text items in the WORK AREA

You can create text items in your WORK AREA in the following ways:

- * Typing CREATE TEXT and adding text
- * OPENing a message in your IN TRAY or OUT TRAY and copying text from the message to the WORK AREA
- * OPENing a folder in the FILING CABINET and copying text in the folder to the WORK AREA
- * Copying text from an HP 3000 file

Creating an HPSLATE document

You use CREATE HPSLATE to create an HPSLATE document. An HPSLATE document is similar to a text item but you have all the advanced editing facilities of the HPSLATE word processor available. For example, you can justify text, move blocks of text from one place to another, replace a word or phrase throughout the whole document, include information from other HPSLATE documents and so on. Please note, however, that you can only join text from a

stand-alone HPSLATE document. To do this you use the JOINFILE function key. You cannot join text from another HPSLATE document created in HPDESK.

Even if you are familiar with HPSLATE you may still need some help from time to time. HPSLATE in HPDESK has a HELP facility which is available by pressing the HELP key. When you select HPSLATE the first set of function keys is displayed at the top or bottom of the screen depending on the type of terminal. The HELP key is found on the third set of soft keys. Press NEXTKEYS to find the appropriate set.

After typing CREATE HPSLATE, you are prompted for the subject of the document. The screen is cleared and the HPSLATE editing keys are displayed on the screen. When you have finished typing in the text press the END EDIT key.

Editing documents

You use the EDIT command to modify TEXT items, HPSLATE documents and PACKAGES in your WORK AREA. You must always specify which item you want to edit by typing EDIT followed by the item number or subject.

If the item you are editing is TEXT, HPDESK displays the text on the screen and you can then edit using the normal editing functions.

If the item is a PACKAGE, HPDESK opens the package and you can then select which part you want to edit.

If the item is an HPSLATE document, HPDESK transfers you to HPSLATE and you can then edit the document using all the available HPSLATE editing features. When you have finished editing press the END EDIT function key (f1).

You cannot edit any other items in your WORK AREA. For example, if you try to edit an HPWORD document the following message is displayed:

HPDESK is not able to EDIT that type of item. Please try again.

Creating a package

You use CREATE PACKAGE to create a package into which other mail items can be copied. See Fig. 6-2. If you just type CREATE the following message is displayed:

What would you like to CREATE?
(TEXT/PACKAGE/HPSLATE) >>

To create a package type PACKAGE and press RETURN.

A package is a container like an envelope. You can insert items of text, HPSLATE documents, items from other areas and so on, into a package. When you create a package it is empty. To put items into the package you must OPEN it first. When you have assembled a package you can either file it away for future reference, or you can send it as part of a message.

Your WORK AREA 6-6

WORK AREA > create package

Subject: Collections
Package number 5 created

WORK AREA > List

WORK AREA of Mary Lake. 03/14/83 1435.

5 parts.

Item	Subject	Type	Created
1	Report	HPSLATE DOCUMENT	06/05/82
2	Applications	PACKAGE	06/05/82
3	New one	TEXT	03/06/83
4	Minutes	HPWORD DOCUMENT	03/12/83
5	Collections	PACKAGE	03/14/83

WORK AREA >

Fig. 6-2 Creating a package

After you type in the CREATE PACKAGE command, HPDESK gives the Subject: prompt. You should then type in a name that will identify the package, and press RETURN. The following message is then displayed:

Package number x created

The WORK AREA > prompt is now displayed. If you type LIST you will notice that the package just created is now shown in the index. This package is at the moment empty but can be OPENed later, as shown in Fig. 6-3, and the COPY command issued to copy mail items into the package.

You can mark a package as being private. You do this when the package is open by typing PRIVATE after the PACKAGE > prompt.

To change the subject of a package, first open the package and then type SUBJECT. The Subject: prompt is then displayed for you to rename the package.

WORK AREA > open 5

Package. Dated: 03/14/83 at 1435.
Subject: Collections
Creator: Mary LAKE / HQ/00 Contents: 1.

Item	Type	Subject
1	PACKAGE	New User

PACKAGE 5 > copy from "business" of "industrial"
Copying ... finished.

PACKAGE 5 > close

Closing package.

WORK AREA >

Fig. 6-3 Enclosing a folder item in a package

Your WORK AREA 6-8

Reading and printing items in the WORK AREA

You can read (display) any TEXT, PACKAGE, HP SLATE or HP WORD item in your WORK AREA. Simply type READ followed by the number or subject of the item. Similarly, you can print any item in your WORK AREA by typing PRINT followed by the number or subject of the item. If you do not specify an item after the PRINT command then all the items in your WORK AREA are printed. However, when you print an HP SLATE document you are presented with the HP SLATE print menu through which you can specify your print requirements.

Copying mail items out of the WORK AREA

Any type of WORK AREA item can be copied to a folder in your FILING CABINET. You can copy a complete item, or you can copy part of a package after first separating it into its individual parts with OPEN. You use COPY TO.

Only text, HP SLATE and HP 3000 computer files can be copied to the HP 3000 computer filing system. You use COPY TO to do this also. If the text or HP 3000 file is part of a package, you OPEN the package first.

When you use COPY TO the item remains in your WORK AREA for you to continue working on it. If you want to place an item in a

FILING CABINET folder so that no copy remains in your WORK AREA you use MOVE. To move part of a package, OPEN the package first.

Copying mail items into the WORK AREA

You can copy items in folders from your FILING CABINET to your WORK AREA. To do this use COPY FROM. Note that when you are in the WORK AREA it is not possible to copy complete folders.

You can copy items (except distribution lists) to the WORK AREA of another user. The user receiving the item can then edit the item. For example:

WORK AREA > COPY 1 TO MARY LAKE

copies item number 1 in your WORK AREA to the WORK AREA of Mary Lake.

You can copy HP 3000 files from the HP 3000 filing system to your WORK AREA. To do this you use COPY FROM or COPY TEXT FROM. To copy an MPE file or an HP WORD document use COPY FROM followed by the file name enclosed in brackets. To copy a TDP file or an Editor MPE file use COPY TEXT FROM followed by the file name enclosed in brackets. You can also use COPY to duplicate items in your WORK AREA. To duplicate only part of a package, OPEN the package first. When you copy an HP WORD

document to your WORK AREA it remains an HPWORD document but you can READ or PRINT it in the usual way. However, you cannot EDIT it. When you copy a TDP file to your WORK AREA it is converted to TEXT and you can therefore READ, PRINT or EDIT it in the usual way .

You can also copy items from your IN TRAY, OUT TRAY and PENDING TRAY. For example, to copy a complete message from your IN TRAY, simply type COPY after the IN TRAY prompt followed by the number or subject

name of the message. To copy part of a message, first open the message and then use COPY in the way described above. Please note that you can only copy a distribution list to your LIST AREA. All other parts of a message are copied to your WORK AREA.

To copy the subject and text of a CALENDAR entry to your WORK AREA, type COPY after the default date prompt followed by the subject name or number of the entry.

Section 7

Your DISTRIBUTION LIST AREA

Your DISTRIBUTION LIST AREA is the area of your electronic desk where you create and store your distribution lists. To get to your DISTRIBUTION LIST AREA press function key f5 or press numeric key 5 and then RETURN. HPDESK displays an index of all distribution lists in your DISTRIBUTION LIST AREA. At the

bottom of the index, HPDESK displays the LIST AREA > prompt, after which you can type one of the commands shown in Table 7-1 depending on what you next want to do. Full details of all these commands are given in Appendix A.

Your DISTRIBUTION LIST AREA 7-2

Table 7-1 Summary of DISTRIBUTION LIST AREA facilities

COMMAND	FACILITY	COMMAND	FACILITY
COPY	Copy a specified list	EXIT	Return to the main menu
COPY FROM	Copy a distribution list from a folder to your DISTRIBUTION LIST AREA	LIST	Display the distribution list index
COPY TO	Copy a specified list to a folder, MPE file or another user	MOVE	Transfer a distribution list to a FILING CABINET folder
CREATE	Create a new distribution list	PRINT	Print a distribution list on the system printer
DELETE	Delete a distribution list	READ	Display a distribution list on the terminal
EDIT	Modify a distribution list	REDO	Correct or change a command to save retyping
		SEND	Send a message to another user

An example of a distribution list area index
is given in Fig. 7-1.

LIST AREA of Mary Lake. 03/04/83 1508.

3 Lists.

Item	Title	Created
1	Marketing	12/10/82
2	Sales	01/05/83
3	Production	01/24/83

LIST AREA >

Fig 7-1 DISTRIBUTION LIST AREA index

Distribution lists

You can simply create a distribution list when sending a message.

You can copy a distribution list from a message by OPENing the message and then copying the distribution list to your LIST AREA.

You can create a distribution list in your LIST AREA and then call it up later when sending a message. For example:

SEND TO "MARKETING"

When you SEND or FORWARD a message to a distribution list HPDESK searches for the list in your LIST AREA. If it cannot be found the search is continued in the Public Distribution Lists folder in your FILING CABINET.

You can copy a distribution list from your FILING CABINET. A distribution list may be in the Public Distribution Lists folder or in any other folder.

The Public Distribution Lists folder is automatically provided for each HPDESK user and is maintained by the System Administrator. However, any user can add items to this folder.

When you compose a message with SEND or FORWARD, HPDESK needs to know who is to receive a copy of it. Just like the

office memos you are used to, an HPDESK distribution list can contain TO:, CC:, BCC:, and FROM:. Every member in the list receives a copy of the message. The BCC: part of a distribution list is only included in messages to the members of the BCC: and FROM: parts. The FROM: part of the list is especially useful to have if you are sending a message on someone else's behalf. It is not necessary to complete the FROM: part if you are sending messages on your own behalf. If you include a name that HPDESK does not recognize as an authorized user, you will be asked to supply a location code and sub-location code with the name. Then when the message reaches the location you specified, HPDESK searches for the name again. If HPDESK still cannot recognize the name, it delivers the message to GENERAL DELIVERY at that location. However, if the message is PRIVATE, it is destroyed.

If you are not sure of all the available locations, type ? when HPDESK displays the TO: prompt. HPDESK then gives you the opportunity to select a location/sublocation and display a list of users currently known to HPDESK at that location/sublocation.

When you type in a name, you only have to type in as much of the name as will identify a user. For example, a last name only might be sufficient. HPDESK orders distribution lists so that user names in each part are in

alphabetical order, and gives also the location/sublocation of each user.

Once a distribution list is stored in your DISTRIBUTION LIST AREA, you can refer to that list by its name when you use SEND or FORWARD. This saves your having to type the same distribution list every time you compose a message.

Creating a distribution list

To create a distribution list that will be stored in your DISTRIBUTION LIST AREA, type CREATE after the LIST AREA > prompt. See Fig 7-2 for an example.

Your DISTRIBUTION LIST AREA 7-6

LIST AREA > create

TITLE: Personnel

TO: Wilson
Leonard Rider

CC: Earl Schroder

BCC: _____

FROM: _____

Distribution list number 4 created.

LIST AREA >

Fig 7-2 Creating a distribution list

The TITLE: prompt then appears for you to name the distribution list. Type in a name and then press RETURN. The TO: prompt is then displayed ready for you to type in the distribution list. Type in each member of the list, line by line, completing each line by pressing RETURN. To get to the CC: part of the list, press RETURN on an empty line. Similarly you get to the BCC: and FROM: parts of the list by pressing RETURN on an empty line. You do not have to enter names for every part of the list. Just press RETURN on an empty line to get to

the next part. To tell HPDESK there are no more names to add, type two slashes on an empty line and then press RETURN, or press RETURN on an empty line in the FROM: part. A message similar to the one following is displayed on your screen:

Distribution list number 4 created.

The distribution list you create will be shown in the index the next time you display it, as shown for example in Fig 7-3.

LIST AREA > list

LIST INDEX of Mary Lake. 03/04/83 1508.

4 Lists.

Item	Title	Created
1	Marketing	12/06/82
2	Sales	01/02/83
3	Production	01/21/83
4	Personnel	02/10/83

LIST AREA > read 4

Start of Item 4.

TITLE: Personnel.

TO: Leonard RIDER / NY/05
John WILSON / NY/05

CC: Earl SCHRODER / LA/00

End of Item 4.

LIST AREA >

Fig 7-3 Displaying a distribution list

Modifying distribution lists

Distribution lists that already exist in your DISTRIBUTION LIST AREA can be modified with EDIT. See Fig 7-4. There are a number of things you can do to a distribution list after typing EDIT.

- * You can display all the names on the distribution list you are currently editing by typing LIST or READ at the EDIT prompt.
- * You can add a name to any category on the list by typing ADD after the EDIT prompt. If you just type ADD you are prompted for names in all categories. However, when you come to the end of the list, type two slashes (//) on the next empty line and press RETURN. You can specify to which category you want to add a name by typing ADD followed by the name of the category. For example, ADD FROM.
- * You can delete a name from a distribution list by typing DELETE at the EDIT prompt followed by the name you

want to delete. For example, DELETE JOHN WILSON.

- * You can replace a name on a distribution list with another name by typing REPLACE at the EDIT prompt followed by the name you want to replace. You are then prompted for the replacement name(s). You will notice that the first category you are prompted for is the category of the name you are replacing. The name you want to replace is deleted even if you do not fill in any of the categories. If a name is already on the TO: list and you type it in again at the CC: prompt, the name is removed from the TO: list.
- * You can change the name of a distribution list by typing TITLE at the EDIT prompt followed by the new name. For example, TITLE NEWNAME. If you just type TITLE you are prompted for the new name of the list.

When you have finished editing, type EXIT at the EDIT prompt.

LIST AREA > edit 1

TITLE: Marketing.

TO: Shirley MASON / NY/02
Pete WINTHROP / NY/05

EDIT > add cc

CC: Rickey Simms
//

EDIT > title

TITLE: Local Marketing

EDIT > exit

LIST AREA >

Fig 7-4 Modifying a distribution list

Your DISTRIBUTION LIST AREA 7-10

Distribution lists in your FILING CABINET

If you have a DISTRIBUTION LIST item in a folder in your FILING CABINET, you can copy it to your DISTRIBUTION LIST AREA. You use COPY FROM to do this.

You can remove a distribution list from your DISTRIBUTION LIST AREA, and file it in a folder in your FILING CABINET. To do this, use the MOVE command to specify the name of the folder where you want to file the distribution list.

Using distribution lists

The previous sections have explained how you can create and modify a distribution list in your LIST AREA or how you can simply create the distribution list when you SEND or FORWARD a message. You must always include a distribution list with any message you SEND or FORWARD but as you have seen there are two ways of doing it.

The simplest way is to create the list after you type SEND or FORWARD. HPDESK

prompts you for each category on the list. When you have included all the names on the list you can conclude by typing two slashes (//) at the start of the next new line. You do not have to go through every category.

To SEND or FORWARD a message to a stored distribution list you must name the list after you type SEND or FORWARD. For example:

```
SEND TO "MARKETING"  
FORWARD TO "REVIEWERS"
```

The name of the list must be enclosed in double quotes. HPDESK searches your LIST AREA and the Public Distribution Lists folder in your FILING CABINET for the list you have specified. You are then prompted for the text of the message as normal.

The advantage of using a stored distribution list is that you do not have to retype a list of names you use frequently, every time you SEND or FORWARD a message.

Section 8

Your FILING CABINET

Your FILING CABINET contains folders in which you can file messages and other mail items. You get to your FILING CABINET by pressing function key f6, or by pressing numeric key 6 and RETURN. HPDESK displays an index of all folders in your FILING CABINET. Every FILING CABINET has four folders named Incoming Day file, Outgoing Day file, Public Distribution Lists and Notice Board.. These four folders are

initially provided by HPDESK, and are always available. At the bottom of the index, HPDESK displays the CABINET > prompt, after which you can type one of the commands shown in Table 8-1 depending on what you next want to do. Full details of all these commands are given in Appendix A.

Table 8-1 Summary of FILING CABINET facilities

COMMAND	FACILITY	COMMAND	FACILITY
CREATE	Create a new folder	OPEN	Open a folder to work on its contents
DELETE	Remove a folder from the FILING CABINET	REDO	Correct or change a command to save retyping
EXIT	Return to the main menu	SEND	Send a message to another user
LIST	Display the FILING CABINET index		

Your FILING CABINET 8-2

When you enter your FILING CABINET an index of all folders currently in the FILING

CABINET is displayed. An example of a FILING CABINET index is given in Fig. 8-1.

FILING CABINET of Mary Lake.

03/04/83 1526.

7 folders.

Item	Label	Created	Contents
1	Incoming Day File.	01/03/83	10 parts
2	Outgoing Day File.	01/03/83	20 parts
3	Public Distribution Lists	01/03/83	12 parts
4	Notice Board	01/03/83	2 parts
5	Personal	01/23/83	12 parts
6	Travel	02/04/83	5 parts
7	Budget	02/10/83	6 parts
8	Publications	02/19/83	2 parts
9	Industrial	02/25/83	1 part

CABINET >

Fig. 8-1 FILING CABINET index

HPDESK folders

You can create as many folders as you like in your FILING CABINET but the Incoming and Outgoing Day Files and the Public Distribution Lists Folder and the Notice Board are provided automatically for each user.

The Incoming File is used as the default file for all messages you FILE or MOVE from your IN TRAY. The Outgoing File is used as the default file for all messages you FILE or MOVE from your OUT TRAY. The Public

Distribution Lists folder contains distribution lists that can be used by all HPDESK users. You can add lists to this folder but only your System Administrator can delete lists. The Notice Board contains items of general interest to all users. You can add items to the Notice Board but only your System Administrator can delete items from it.

You are not allowed to delete any of these four permanent folders.

Creating a folder in the FILING CABINET

You create new folders in your FILING CABINET with CREATE. HPDESK displays the LABEL: prompt in response to CREATE. After the prompt, type in a name by which you want to identify the new folder. See Fig. 8-2 for an example of how to create a folder.

You can also create new folders from your IN TRAY, OUT TRAY, PENDING TRAY and CALENDAR. However, you do not use the CREATE command. When you FILE or MOVE an item from your IN TRAY, OUT TRAY, PENDING TRAY or CALENDAR you

can name a specific folder. Alternatively, you can name a non-existent folder. When you do, HPDESK displays the following message:

```
I can't find a "new name" Do you  
want me to create it? (YES or NO) >>
```

If you type YES the folder is created in your FILING CABINET and the item is filed in that new folder. If you type NO the following message is displayed:

```
Folder not created  
Please try again
```

CABINET > create

Label: Hotels
Folder number 10 created.

CABINET > list

FILING CABINET of Mary Lake. 03/04/83 1537.

8 folders.

Item	Label	Created	Contents
1	Incoming Day File.	01/03/83	10 parts
2	Outgoing Day File.	01/03/83	20 parts
3	Public Distribution Lists	01/03/83	12 parts
4	Notice Board	01/03/83	2 parts
5	Personal	01/23/83	12 parts
6	Travel	02/04/83	5 parts
7	Budget	02/10/83	6 parts
8	Publications	02/14/83	2 parts
9	Industrial	02/25/83	1 part
10	Hotels	03/04/83	empty

CABINET >

Fig. 8-2 Creating a folder

Working on the contents of a folder

When you OPEN a folder, HPDESK displays a list of all the items in that folder. At the bottom of the list is a prompt which is the first word of the name of the OPENed

folder. After this prompt you can type in one of the commands shown in Table 8-2 which allow you to work on the contents of the folder. Full details of all these commands are given in Appendix A.

Table 8-2 Summary of open folder facilities

COMMAND	FACILITY	COMMAND	FACILITY
ATTACH	Place an item from another folder in the open folder	FORWARD	Forward an item to another user
CLOSE	Close the open folder	LABEL	Relabel the open folder
COPY	Copy an item from the open folder to the WORK AREA or CALENDAR	LIST	Display a list of all the items in the open folder
COPY FROM	Copy an item from the WORK AREA to the open folder	MOVE	Remove an item from the open folder and place it in or in CALEanother folder NDAR
COPY FROM	Copy from the HP 3000 filing system to the open folder	OPEN	Separate a folder item into its component parts
COPY TO	Copy an item from the open folder to the HP 3000 filing system	PRINT	Print an item from the open folder
CREATE	Create a folder within the open folder	PRIVATE	Mark the folder private
DELETE	Remove an item from the open folder	READ	Display an item in the open folder on the terminal
FILE	File an item from the open folder in another folder or in CALENDAR	REDO	Correct or change a command to save retyping
		SEND	Send a message to another user

Your FILING CABINET 8-8

An example of a list of items in an OPENed folder is given in Fig. 8-3.

CABINET > open "Budget"

FOLDER Budget 03/04/83 1545.

6 parts.

Item	Subject	Type	Created
1	Expenses	MESSAGE	10/01/82
2	Accounts	PACKAGE	10/10/82
3	Exchange	TEXT	10/25/82
4	New rates	HPWORD DOCUMENT	11/12/82
5	Petty cash	FOLDER	11/24/82
6	Treasurers	DISTRIBUTION LIST	12/06/82

Budget >

Fig. 8-3 List of items in an open folder

The following types of items can be stored in a FILING CABINET folder:

- * MESSAGE - filed from the IN TRAY, OUT TRAY, PENDING TRAY, or another folder
- * PACKAGE - copied or moved from the WORK AREA, or filed from an OPENED IN TRAY, OUT TRAY or PENDING TRAY message
- * HP 3000 file - copied or moved from the WORK AREA, or copied from the HP 3000 filing system, or filed from an OPENED IN TRAY, OUT TRAY or PENDING TRAY message
- * TEXT - copied or moved from the WORK AREA, or copied from the HP 3000 filing

system, or filed from an OPENED IN TRAY, OUT TRAY or PENDING TRAY message

- * FOLDER - created in the folder
- * DISTRIBUTION LIST - moved from the DISTRIBUTION LIST AREA, or filed from an OPENED IN TRAY, OUT TRAY or PENDING TRAY message
- * SUBJECT and TEXT of a CALENDAR entry - copied, filed or moved from your CALENDAR. You can only file or move items that have previously been filed or moved to your CALENDAR.

Fig. 8-4 shows how to display a folder item.

Budget > read 1

Start of Item 1.

Message.

Dated: 03/04/83 at 1201.

Subject: Expenses

Sender: Rickey SIMMS / NY/05

Contents: 2.

Part 1.

TO: Mary LAKE / HQ/00

Part 2.

Please submit all expense reports before the end of the financial year.

End of Item 1.

Budget > close

Closing FOLDER Budget

CABINET >

Fig. 8-5 shows how you might reorganize your FILING CABINET.

```

CABINET > open "travel"

FOLDER   Travel                               03/04/83 1614.

5 parts.

Item      Subject                                Type                Created
-----
  1       Bills                                PACKAGE            10/04/82
  2       Printer`s                               TEXT               11/04/82
  3       London Trip                             MESSAGE            11/20/82
  4       Tickets                                 MESSAGE            12/06/82
  5       Bookings                                 MESSAGE            01/06/83

Travel > attach "expenses" of "budget"

Travel > move "printer`s" to "publications"

Travel > close

Closing FOLDER Travel

CABINET >

```

Fig. 8-5 Reorganizing folder items

Section 9

Your CALENDAR

Your CALENDAR enables you to keep a record of all your APPOINTMENTS and REMINDERS. Whenever you use CALENDAR you will be given a list of all your APPOINTMENTS and REMINDERS for that day or any other day that you specify.

An APPOINTMENT is just like an appointment you would write into a standard desk calendar. A REMINDER is simply something you want to be reminded of on a specific day.

You access your CALENDAR by pressing function key f7, or by pressing numeric key 7

and then RETURN. HPDESK displays a list of all your APPOINTMENTS and REMINDERS for that day. See Fig. 9-1. If you do not have any appointments then a message is displayed telling you this.

At the bottom of the display is the standard prompt of the default date, after which you can type any of the commands shown in Table 9-1. Full details of these commands are given in Appendix A.

Your CALENDAR 9-2

Table 9-1 Summary of CALENDAR facilities

COMMAND	FACILITY	COMMAND	FACILITY
COPY	Copy a CALENDAR entry to the WORK AREA or FILING CABINET	LIST	Display all entries for a specific date or range of dates
CREATE	Create an appointment or reminder and insert it in your CALENDAR	MOVE	File a CALENDAR entry in the FILING CABINET and delete it from your CALENDAR
DATE	Display a day and date	PRINT	Print a CALENDAR entry on the system printer
DAYNUM	Display the number of a day	READ	Display a CALENDAR entry on the terminal screen
DELETE	Remove appointments or reminders from your CALENDAR	SET	Specify how dates and times are displayed
EDIT	Edit a CALENDAR entry	STATUS	Show the display settings for dates and times
EXIT	Return to the main menu	TIME	Display the time
FILE	File a CALENDAR entry in your FILING CABINET	WEEKNUM	Display the number of a week
FIND	Display all occurrences of CALENDAR entries with the same label		
INSERT	Make more insertions of an existing CALENDAR entry		

Creating an APPOINTMENT

You use the CREATE command to create an APPOINTMENT entry and insert it into your CALENDAR. After typing CREATE you are prompted for the date, time and length of the APPOINTMENT.

You must always type the date in NUMERIC format. For example, 2/14. HPDESK automatically assumes you mean the current year. It is only necessary to type in the year if you are making an entry that is not in the current year. However, HPDESK can display dates in NUMERIC or MIXED format. You use the SET command to determine the format of the date display. SET and formats are described later in this section.

You can type the time of the APPOINTMENT in a number of ways. For example, 2PM, 2:00PM, 14:00, 12NOON.

Either type the length of the APPOINTMENT for example, 3, 2HRS, 1 HR 30 MINS, or simply press RETURN for the default length of 1 Hr. Please note that if you type 1.5 HRS, CALENDAR assumes you mean 1 HR 5 MINS and not one-and-a-half hours.

You are then prompted for the subject of the APPOINTMENT. You can either type in the subject or simply press RETURN.

The next prompt is for the text. Type in whatever text you want associated with

the APPOINTMENT in your CALENDAR and to conclude, type two slashes (//) at the beginning of the next new line. If you do not want any text simply type two back slashes.

The APPOINTMENT entry has now been created and inserted into your CALENDAR on the date and at the time specified. You can now repeat the process and insert other APPOINTMENTS into your CALENDAR.

If you create an APPOINTMENT that clashes with an existing APPOINTMENT, a message similar to the one following is displayed:

```
A conflict occurs with
the following:
MONDAY 02/14/83 from 14:00 to 16:00
Committee Meeting
```

```
Put it in anyway?(Yes or No)>>
```

If you type YES the APPOINTMENT will be inserted despite the clash. If you type NO the APPOINTMENT will not be inserted.

You can put the same entry into your CALENDAR as many times as you want. This is useful if, for example, you have a regular monthly or weekly meeting.

CALENDAR / CALENDAR of Mary LAKE

FRIDAY 02/03/83

	Start	Finish	Subject
1	14:00	15:00	group meeting

P	M	T
R	A	E
I	I	X
V	L	T
		*

Reminders

Subject

2 Complete monthly report

*

02/03/83 > CREATE

Date(s): 2/14

Time: 2:00pm

Length (Default is 1 Hr): 2

Subject: Monthly Meeting

Text: Monthly meeting to be held in conference room 5.

//

02/03/83 >

Fig. 9-1 Creating an APPOINTMENT entry

Creating a REMINDER

You can also create a REMINDER entry and insert it into your CALENDAR. The process is the same as for an APPOINTMENT, but you do not have to specify the length or time. This is because time and length are not associated with a REMINDER entry and

no clash checking is done. To create a REMINDER use the CREATE command with the REMINDER command. For example, CREATE REMINDER or simply CR R.

When you create an APPOINTMENT or REMINDER you can also include one of the following attributes:

- * PRIVATE
- * MINOR

For example, CREATE PRIVATE creates an APPOINTMENT entry that is marked PRIVATE.

A PRIVATE entry can only be seen by you and not by any of your designates. A MINOR entry is only displayed in DAILY format. If you do not specify an attribute then the entry is assumed to be NORMAL. A NORMAL entry is displayed in DAILY, WEEKLY and MONTHLY format and can be read by your designates. See "Looking at your CALENDAR" for more information on DAILY, WEEKLY and MONTHLY format.

Displaying and reading entries

To look at a specific day in your CALENDAR, type LIST followed by the date. For example, LIST 1/2. HPDESK automatically assumes you mean the current year. If there are no entries for that day the following message is displayed:

There are no appointments or reminders on TUESDAY 1/2/83

If there are any APPOINTMENTS or REMINDERS they are displayed on your screen with the APPOINTMENTS separated from the REMINDERS by a horizontal, dotted line.

To the right of the display there are three columns. An asterisk in one of these columns gives you information about each entry.

PRIV - the entry is private and confidential

MAIL - the entry is a mail message

TEXT - some text was typed in when the CALENDAR item was created

When you list the entries on a specific day, only the time, subject and label (if specified) are displayed for an APPOINTMENT entry, and only the label and subject for a REMINDER. To display a complete entry you use the READ command. For example, to read the APPOINTMENT listed on FRIDAY 3/1/83 type READ followed by the number of the entry, in this case 1. See Fig. 9-2.

Your CALENDAR 9-6

01/03/83 > READ 1

APPOINTMENT:

Date: MONDAY 01/03/83
Time: 14:00
Length: 1 HR
Subject: group meeting

Message.

Dated: 01/02/83 at 1130.

Subject: group meeting

Sender: John BROWNING / HQ/00

Contents: 2.

Part 1.

FROM: John BROWNING / HQ/00

TO: Mary LAKE / HQ/00

Part 2.

There will be a group meeting on Monday 3rd January at 2:00pm.
01/03/83 >

Fig. 9-2 Reading a CALENDAR entry

Deleting and printing entries

To delete an entry type DELETE (or D) followed by the number of the entry. The entry number can be found at the left-hand edge of the screen. See Fig. 9-1. A

summary of the entry is displayed, followed by the prompt:

Delete?(Yes or No)>>

If you type YES the entry is deleted and the following message is displayed:

Deleting . finished

CALENDAR displays one dot for each deletion. If you type NO the entry is not deleted.

To print an entry type PRINT (or P) followed by the number of the entry. A printed copy of the entry will then be available on your system printer.

You can also delete and print entries by specifying a label rather than an entry number. All the entries with that label are deleted or printed, within the specified date range. Similarly, you can specify more than one label, a list of numbers separated by commas, a range of numbers, for example 1/5, or ALL.

Creating regular entries

So far you have learned how to insert a single entry into your CALENDAR. However, a single entry can be inserted into your CALENDAR as many times as you want.

You can either insert a group of dates at the Date(s) prompt, with each date separated by a comma, for example, 2/14, 3/1, 3/10, or, you can insert a series of regular dates. For example:

EVERY WEDNESDAY FROM TODAY TO 3/21

This tells HPDESK to insert your entry on every Wednesday from the start date (today) until the end date (3/21). The date does not have to be a Wednesday because HPDESK works out for itself when the Wednesdays fall.

Here are some more examples:

**EVERY WEEK ON TUE AND WED
FROM 1/1 TO 12/31**

**EVERY MONTH ON 4TH FROM
6/1 FOR 6 MONTHS**

EVERY 2ND DAY FROM 2/1 TO 2/31

**EVERY 2ND MONTH FROM 1/1 TO 12/31 ON
3RD TUESDAY**

Labels

You can include a label with any CALENDAR entry. A label is a keyword which enables you to make a subsequent reference to a single entry or a group of entries.

To include a label when you create an APPOINTMENT or REMINDER, type CREATE or CREATE R (for a REMINDER), followed by the label enclosed in double quotes. A label can be up to 30 characters long. For example:

Your CALENDAR 9-8

CREATE "WEEKLY MEETING"

prompt, the following message is displayed:

If you create an entry without a label and specify more than one date at the Date(s)

You are specifying multiple occurrences of an item with no label. If you want to be able to reference the occurrences collectively you need to provide a label.
Label:

You can either press RETURN or type a label. You are then prompted for the subject and text. You can now reference all the entries using one command. You do not have to reference them all individually. For example:

```
READ "WEEKLY PROJECT MEETINGS"  
DELETE "MEMO"
```

If you type LIST LABELS (or LL), all the labels you have defined are displayed. If you type LIST LABELS followed by one or more characters in inverted commas, all the labels starting with the specified characters are displayed. For example:

```
LIST LABELS "BI"
```

displays all the labels starting with the letters "BI".

Modifying an entry

You can modify any entry using the EDIT command. If your modification affects the length, time or date, a clash check is automatically carried out by CALENDAR.

There are two ways of editing an entry. You can either edit an entire entry, or you can edit individual parts of an entry.

To edit an entire entry type EDIT followed by the entry number or label. (If you specify a label after the EDIT command all associated entries are modified as well.) The following message is then displayed:

You are about to enter Screen Mode in which you can make changes anywhere in your text by moving the cursor with the cursor control keys and overwrite any text displayed on your terminal.

When you are ready to begin editing, press the <ENTER> key.

Press the <ENTER> key again when you wish to move to the next page of your text. Press the <Finished editing> (f1) key to finish editing, without any further pages being displayed.

Press the <Cancel editing> (f8) key to cancel all the changes.

Fig. 9-3 Screen Editing Mode

When you press ENTER all parts of your entry are displayed on your terminal screen in the following way:

Item type:	APPOINTMENT
Label:	
Date:	01/04/83
Time:	11:00
Length:	1 HR
Subject:	Review Meeting

The review meeting is to be held in conference room 2.

You can now modify any part of the entry using the screen editor keys. Press ENTER when you have finished editing.

You can only enter a single date when editing the date of an entry. A group of

dates or a series of regular dates are not permitted.

To modify individual parts of an entry simply type EDIT followed by the name of the part you want to edit and the entry number. For example:

Your CALENDAR 9-10

EDIT TIME 2
EDIT LABEL 2

A message similar to the one following is then displayed:

Existing Time: 11:00
Time:

At the Time prompt, type in the amended time and press RETURN.

You can edit all the following parts of an APPOINTMENT or REMINDER entry in the same way.

Date; Time; Length; Subject; Text; Importance (Normal or Minor); Label; Private; Type (Appointment or Reminder).

Finding an entry

You can display all entries with the same label using the FIND command. For example

```
FIND "GROUP MEETING"
```

displays all entries with the label "Group Meeting". The information is displayed in the following way:

Searching ...

Date	Start	Finish	Label	Subject
3/6/83	13:00	14:00	GROUP MEETING	meeting
4/6/83	12:00	13:00	GROUP MEETING	
5/6/83	13:00	14:00	GROUP MEETING	
6/6/83	12:00	13:00	GROUP MEETING	

Finished.

Looking at your CALENDAR

You can look at your CALENDAR in a variety of ways. You can use the LIST command to display your CALENDAR on your terminal screen, or you can use the PRINT command to print your CALENDAR on the system printer.

Both commands allow you to look at your CALENDAR in DAILY, WEEKLY or MONTHLY format. DAILY format means that you see all your entries for one day, WEEEEKLY format means you see all your entries for one week, and MONTHLY format means you see all your entries for one month. You specify which day, week or month you want to look at. For example:

LIST (or L) 2/1

displays all your entries for one day, the 1st February.

LIST WEEKLY (or LW) 2/3

displays all your entries for the week including the 3rd. February.

PRINT MONTHLY (or PM)

prints all your entries in the current month.

P M FROM 1/1 TO 12/31

prints all your entries in MONTHLY format from the 1st. January 1983 to the 31st December 1983.

If you use the LIST command on its own, then DAILY format is assumed. In other words, you do not have to specify DAILY format. Similarly, if you do not specify a date, then the current (or last date listed) day, week or month is assumed. You do, however, have to specify DAILY format with the PRINT comand.

If you have created an entry with the attribute MINOR, it can not be LISTed or PRINTed when you use WEEKLY or MONTHLY format.

You can use a date range with the LIST or PRINT commands. The entries for each specified day are then displayed or printed in consecutive order. For example:

LIST 1/2 TO 5/2

displays the entries on the 1st, 2nd, 3rd, 4th and 5th of February 1983.

You can also use the LIST and PRINT commands in the following ways:

LIST TOMORROW (or TOM)

displays the next day's entries.

PRINT YESTERDAY (or Y)

Your CALENDAR 9-12

prints the previous day's entries.

LIST WEDNESDAY

displays Wednesday's entries. If the current day is Wednesday, however, then the following Wednesday's entries are displayed.

PRINT LAST TUESDAY (or TUE)

prints last Tuesday's entries.

LIST MINDATE (or MIN)

displays the entries on the earliest date in your CALENDAR.

PRINT MAXDATE (or MAX)

prints the entries on the latest date in your CALENDAR.

Moving items out of your CALENDAR

You can copy the subject and text of a CALENDAR entry to a folder in your FILING CABINET or to your WORK AREA. However, you cannot copy an entry that has already been filed or moved to your CALENDAR from another area of HPDESK. For example:

```
COPY 3 TO "NEWFOLDER"
```

copies entry number 3 to a folder called NEWFOLDER in your FILING CABINET. You can also specify an entry label. For example:

```
COPY "Lunch Meetings" TO "FOLDER1"
```

copies the entry called Lunch Meetings to folder number 1.

If you do not specify a folder name with the COPY command, the entry is copied to your WORK AREA. You can also specify a range of numbers or labels, or a sequence of numbers. For example:

```
COPY 4,7,8
```

```
COPY 2/6,10
```

```
COPY "Lunch Meetings", "Reviews"  
TO "Folder1"
```

If you do not specify a number or a label then ALL (all items on the current day or last date listed) is assumed. For example:

```
COPY TO "MISCELLANEOUS"
```

You can also FILE or MOVE the subject and text of an entry to a folder in your FILING CABINET. However, you can only FILE or MOVE an entry that has previously been FILEd or MOVEd from another area of HPDESK. Just like COPY you can specify a single number or label, or a range of numbers or labels. You must always specify a folder name because there is no

default folder when you FILE or MOVE an entry.

Moving items into your CALENDAR

You can transfer any HPDESK item to your CALENDAR using the FILE and MOVE commands. For example, if you receive a message in your IN TRAY and decide to transfer it to your CALENDAR, you would type the following command at the IN TRAY prompt:

```
FILE 8 IN CALENDAR
```

You are then prompted for the type of CALENDAR entry (APPOINTMENT or REMINDER), the date, the length and the time. If you FILE the mail item as an APPOINTMENT, a clash check is done automatically.

Mail items that you FILE remain in your IN TRAY (or whatever). If you want to FILE a message and delete it from the IN TRAY, you should use the MOVE command. For example:

```
MOVE 8 TO CALENDAR
```

moves message number 8 to your CALENDAR and deletes it from your IN TRAY.

You cannot EDIT or COPY the subject or text of a mail item that has been FILEd or MOVEd to your CALENDAR.

You can also transfer text mail items to your CALENDAR using the COPY command. You are prompted for the type (APPOINTMENT or REMINDER), date, length and time. If you COPY the item as an APPOINTMENT, a clash check is done automatically. Unlike the FILE and MOVE commands you can EDIT and COPY a text mail item that has been copied.

Printing a CALENDAR

The PRINT CALENDAR command prints a calendar for any year between 1900 and 2100. For example, PRINT CALENDAR 1983 prints the calendar for 1983. To display a calendar on your screen use the READ CALENDAR comand.

Free time

To find out if you have any free time in a specific week use the LIST FREE or PRINT FREE commands. LIST FREE displays all your commitments and free time on your terminal screen and PRINT FREE prints the same information.

To look at your free time in a specific week simply type the command followed by a date in the week you want to check. For

Your CALENDAR 9-14

example, LIST FREE 1.2.83. This displays all your free time in the week including the 1st February 1983.

What is the DATE?

You can find out the day and date using the DATE command. For example, when you just type DATE, a message similar to the one following is displayed:

```
WEDNESDAY 12/15/82
```

You can also use the DATE command to find out the date a week from now or a week ago and so on. For example:

```
DATE TODAY + 7  
DATE TODAY + 14  
DATE FRIDAY + 5
```

What is the TIME?

You can find out the time using the TIME command. For example, when you just type TIME, a message similar to the one following is displayed:

```
The current time is 13.31.06
```

You can also use the TIME command to find out the time so many hours or minutes from now or so many hours or minutes ago. For example:

```
TIME NOW + 3 (HRS assumed)  
TIME NOW - 15mins  
TIME NOW + 3HR 30MIN
```

DATE and TIME formats

Dates are displayed in one of two formats, MIXED (for example, 1st JULY, 1983) or NUMERIC (for example, 1.7.83). Similarly time is displayed in one of two formats, 12 hour (for example, 2:00PM), or 24 hour (for example, 14:00). When you first use your CALENDAR the dates are displayed in NUMERIC format, and the TIME is displayed in 24 hour format. You can, however, change these settings using the SET command. For example, to display the date in mixed format type:

```
SET DATE MIXED (or M)
```

To set the date in numeric format type:

```
SET DATE NUMERIC (or N)
```

To set the time in 12 hour format type:

```
SET TIME=12 HOURS (or HRS,HR)
```

To set the time in 24 hour format type:

```
SET TIME=24 HOURS
```

The SET command only affects the way dates and times are displayed. It does not

have anything to do with the way you type in dates and times.

To find out what your current settings are use the STATUS command. For example if

you type STATUS (or ST) a message similar to the one following is displayed:

TIME FORMAT = 24 HOURS
DATE FORMAT = NUMERIC

Section 10

Your ADMINISTRATION facilities

Your ADMINISTRATION Facilities 10-1

HPDESK provides you with ADMINISTRATION facilities with which you can:

- * Define a password to prevent unauthorized access to your electronic desk
- * Designate other HPDESK users to work on your behalf
- * Select one of your designates to receive a copy of all your messages, except those marked PRIVATE
- * Set up automatic answering and forwarding of your mail

- * File all your mail automatically

You access your ADMINISTRATION facilities by pressing numeric key 10 and RETURN.

HPDESK displays the current status of your ADMINISTRATION facilities. At the bottom of this display is the ADMIN > prompt, after which you can type in one of the commands shown in Table 10-1 depending on what you next want to do. Full details of all these commands are given in Appendix A.

Your ADMINISTRATION Facilities 10-2

Table 10-1 Summary of ADMINISTRATION facilities

COMMAND	FACILITY	COMMAND	FACILITY
AUTOANSWER	Define an automatic answer	EXIT	Return to the main menu
AUTOFILE	Set up automatic filing of your mail	LIST	Display the status of your ADMINISTRATION facilities
AUTOFORWARD	Set up automatic forwarding of your mail	PASSWORD	Define a password
DESIGNATES	Choose your designates and set AUTOCOPY	REDO	Correct or change a command to save retyping

An example of an ADMINISTRATION facilities status display is given in Fig. 10-1

ADMINISTRATION status of Mary Lake. 06/06/83 at 1641

PASSWORD set.

DESIGNATES 2.

AUTOANSWER not set.

AUTOFORWARD not set.

AUTOCOPY not set

AUTOFILE not set

ADMIN >

Fig. 10-1 ADMIN status

Defining a password

If you have a password, you have to type it before you can sign-on to HPDESK. To define a new password, type `PASSWORD` after the `ADMIN >` prompt. HPDESK then prompts you to type in the password you require. Because your password is never displayed on the screen, HPDESK asks you to type in the password again just to confirm that what you first typed is what you meant. To change an existing password, the procedure is the same. To delete an existing password so that you no longer have a password, follow the same procedure but in this case press `RETURN` each time HPDESK asks you for the new password. HPDESK takes upper and lower case characters into account. Therefore when you type your password to sign-on, make sure it is exactly as you defined it.

When a password has been defined, `PASSWORD` is shown as "set" in the `ADMIN` status display.

Choosing your designates

You can choose another HPDESK user with the same mail address as you to be your designate and therefore to work on your behalf. The number of designates you currently have is displayed in the `ADMIN` status display. To check who your designates are, type `DESIGNATES` after the `ADMIN >` prompt. This results in a list of your designates, if any, as shown for example in Fig 10-2. You can also display this list by typing `LIST` when the `DESIGNATE >` prompt is displayed. "Expiry" is the date on which you want the designation to end. "Access" refers to the capabilities you have given to your designate. Expiry date and access capabilities are defined by you when you add a designate.

Designates of Mary LAKE

06/06/83 at 1646

Designate No 1.

Name: Jean SIMPSON

Expiry: 06/30/83

Access: Read, File, Delete, Create, Copy, Edit, Mail

Designate No 2.

Name: Alison ADRIANS

Expiry: 12/31/83

Access: Read

DESIGNATE >

Fig. 10-2 List of designates

To add to your list of designates, type ADD after the DESIGNATE > prompt. Then give the name of your designate, who must be a registered HPDESK user. When prompted, type in the expiry date. If you want an indefinite expiry date, just press RETURN without entering a date. Type in a question mark (?) if you need help on the format in

which you should type an expiry date. HPDESK then prompts you with the various capabilities you can give your designate. If you want your designate to have the capability specified, type yes. If not, type no or just press RETURN. An example of adding a designate is shown in Fig. 10-3.

Your ADMINISTRATION Facilities 10-6

The prompts are displayed in the following order:

READ - allows your designate to read or open any mail item, except those marked **PRIVATE**

FILE - allows your designate access to your **FILING CABINET** and to use the **FILE** command

DELETE - allows your designate to use the **DELETE** command

CREATE - allows your designate to create new mail items, copy mail items, and use the **SEND** command

COPY - allows your designate to use the **COPY** command. To allow your designate

to **PRINT** items, your designate must have both **READ** and **COPY** capabilities.

EDIT - allows your designate to amend mail items in the **OUT TRAY**, **WORK AREA** or **DISTRIBUTION LIST AREA**

MAIL - allows your designate to mail messages to other users

CALENDAR/DIARY - allows your designate to read any **CALENDAR** entry, except those marked **PRIVATE**

Please note that to allow a designate to **SEND** a message on your behalf, that designate must have both **CREATE** and **MAIL** capabilities.

DESIGNATE > add brown

Expiry Date: 08/31/82

Please indicate the access classes this designate is to have.
Type YES to allow the access, NO or just RETURN to deny it.

Read ? y

File ? y

Delete ? n

Create ? n

Copy ? n

Edit ? n

Mail ? n

Calendar-Diary? y

Designate Ann BROWN added.

DESIGNATE > exit

Exiting DESIGNATE.

ADMIN >

Fig. 10-3 Adding a designate

Deleting a designate

You can remove a designate from the list of those you have authorized to work on your behalf. Each designate appears in the list with an associated number. To delete a designate type **DESIGNATE** at the **ADMIN** prompt. When the **DESIGNATE** prompt is displayed type **DELETE** followed by the number of the designate. Once a designate has been removed they can no longer sign on on your behalf and they will cease to appear on your list of designates.

Setting AUTOFILE

You can file all your Incoming and Outgoing messages (or both) automatically. Incoming messages are filed in your **INCOMING** folder and Outgoing messages are filed in your **OUTGOING** folder.

To set **AUTOFILE**, type **AUTOFILE** at the **ADMIN** prompt. **HPDESK** asks you which categories of mail you want automatically filed by displaying the following prompts:

Incoming?
Outgoing?

Type **YES** or **NO** at each prompt and press **RETURN**. To cancel **AUTOCOPY** simply type **NO** at each prompt.

Setting AUTOCOPY

You can nominate one of your designates to receive a copy of every message you send or receive, except those that are marked **PRIVATE**. Only one designate can be nominated at a time. Each time you issue the **AUTOCOPY** command with the number of another designate, the previous nomination is cancelled.

To set **AUTOCOPY**, type **DESIGNATE** at the **ADMIN** prompt. When the **DESIGNATE** prompt is displayed type **AUTOCOPY** followed by the number of the designate. To cancel **AUTOCOPY**, simply type **AUTOCOPY** without a designate number at the **DESIGNATE** prompt.

When the nominated designate receives an **AUTOCOPY** message, it is identified in the **IN TRAY** by the letter "C" next to the item number.

Automatic answering and forwarding of mail

You can have **HPDESK** reply automatically to **IN TRAY** messages that require acknowledgment, by defining a reply with **AUTOANSWER**. You type **AUTOANSWER** after the **ADMIN >** prompt, and you specify a folder item or a **WORK AREA** item to be used as the reply.

You can combine automatic answering with automatic forwarding of your mail with AUTOFORWARD. To do this you type AUTOFORWARD after the ADMIN > prompt. You supply with AUTOFORWARD the name of a distribution list to whom your mail is to be forwarded. HPDESK then prompts you for a reply to be used as your autoanswer. After you set AUTOFORWARD all messages subsequently arriving in your IN TRAY are forwarded to the user or users

you named. But only those messages requiring acknowledgement get the autoanswer also. A copy of the message that has been forwarded remains in your IN TRAY.

Fig. 10-4 gives an example of setting up AUTOFORWARD. If you now LIST you see that AUTOANSWER and AUTOFORWARD are set.

ADMIN > autoforward "local marketing"

Copying the list for you now.

Item for AUTOANSWER: "reply" of "travel"

ADMIN > list

ADMINISTRATION status of Mary LAKE.

06/06/83 at 1726

PASSWORD set.

DESIGNATES 3.

AUTOANSWER Reply

AUTOFORWARD Local Marketing

AUTOCOPY not set

AUTOFILE not set

ADMIN >

Fig. 10-4 Setting AUTOFORWARD

Appendix A

HPDESK Commands

One of the ways in which you communicate with HPDESK is to type in a command after a single arrow prompt (>). Each area has its own main prompt which is displayed when you first enter that area. These prompts are shown in Table A-1. You might see other

subsidiary prompts, after which you can type a command, depending on the commands you use. These subsidiary prompts are shown in Table A-2.

Table A-1 Main prompts

AREA	MAIN PROMPT	AREA	MAIN PROMPT
IN TRAY	IN TRAY >	DISTRIBUTION LIST	LIST AREA >
OUT TRAY	OUT TRAY >	FILING CABINET	CABINET >
PENDING TRAY	PENDING >	WORK	WORK AREA >
ADMINISTRATION	ADMIN >	CALENDAR/DIARY	2/8/83 >A >

This appendix lists in alphabetical order all the commands that are available for your use, and describes each of them. Some commands can be typed in by themselves after the prompt,

but with others you have to add extra information. For example, you might need to add the subject or number of a message.

HPDESK Commands A-2

Table A-2 Subsidiary prompts

Command used	Purpose	Prompt displayed
SEND	Send a message	MESSAGE >
FORWARD	Forward a message	FORWARD >
REPLY	Reply to a message	REPLY >
OPEN	Open a message	MESSAGE >
	Open a reply	REPLY >
	Open a folder	folder name >
	Open a package	PACKAGE >
EDIT	Edit a distribution list	EDIT >
DESIGNATES	Choosing designates	DESIGNATE >

The following conventions have been used in the "Format" sections of this appendix to describe how you should type in a command:

- * Capitals indicate you should type what is shown
- * Words in lower case italics indicate extra information is required. Replace the word with an appropriate value. If a word is enclosed in quotation marks (" ") or by

round brackets (()), they must also enclose the value you give

- * Any part of the command shown in square brackets ([]) may in certain circumstances be omitted

You may type commands in upper or lower case. If a command can be abbreviated, the abbreviation is shown in brackets at the head of the command section.

ACKNOWLEDGE (ACK)

Sets the acknowledgement level of a message.

Format

ACKNOWLEDGE [*number*]

where:

number is a number in the range 0 to 5. If no number is typed a list of acknowledgement levels and their meanings is displayed for you to make a choice

Description

ACKNOWLEDGE gives you a number of options with which you can track the progress of a message in your PENDING TRAY. After you have composed a message with SEND or FORWARD, the MESSAGE > or FORWARD > prompt is displayed. Before you MAIL the message, you can type ACKNOWLEDGE and set the acknowledgement level you require. If you MAIL a message without using ACKNOWLEDGE, HPDESK assumes that you want acknowledgement level 0.

The acknowledgement levels available to you are:

- 0 - No acknowledgements required. The message does not go into the PENDING TRAY at all.
- 1 - Acknowledge transmission. A copy of the message remains in the PENDING TRAY until all the physical transmissions from the local computer required to get the message to all the TO: recipients have been carried out.
- 2 - Acknowledge receipt. A copy of the message remains in the PENDING TRAY until the message arrives at all the TO: recipients' locations. Note that this means the location and not necessarily the IN TRAY of the recipient.
- 3 - Acknowledge delivery. A copy of the message remains in the PENDING TRAY until the message has been delivered to the IN TRAYS of all TO: recipients.
- 4 - Acknowledge read. A copy of the message remains in the PENDING TRAY until all TO: recipients have read, printed or deleted the message.
- 5 - Acknowledge reply. A copy of the message remains in the PENDING TRAY until all TO: recipients have replied to the message.

Examples

1 OUT TRAY > SEND

(message composed)

MESSAGE > ACKNOWLEDGE 4

Read Acknowledge set.

MESSAGE > MAIL

Mailed on 06/06/82 at 1003

OUT TRAY >

You compose a message in your OUT TRAY with SEND. You set acknowledgement level 4 and then MAIL the message

2 IN TRAY > FORWARD 3 TO BROWN

TO: Thomas B. BROWN/HQ/00

(Comments added)

The forwarded message is now ready.

FORWARD > ACKNOWLEDGE 5

Reply Acknowledgement set.

FORWARD > MAIL

Mailed on 06/06/82 at 1014

IN TRAY >

You forward a message to an HPDESK user named Thomas Brown. You add your comments, set Reply acknowledgement, and then mail the message

ADD

1 Adds a designate

2 Adds names to a distribution list

Format

1 ADD [*user*]

where:

user is the name of a registered HPDESK user. If you do not give a name, HPDESK prompts you for one

2 ADD [TO]

ADD [CC]

ADD [BCC]

ADD [FROM]

where:

TO specifies that you want to start adding to the distribution list from the TO: part of the list. If you type ADD by itself, you start from TO: anyway

CC specifies that you want to start adding to the distribution list from the CC: part of the list.

BCC specifies that you want to start adding to the distribution list from the BCC: part of the list

FROM specifies that you want to start adding to the distribution list from the FROM: part of the list

Description

1 With your ADMINISTRATION facilities you can authorize another HPDESK user to work on your behalf. You first type DESIGNATES after ADMIN >, and when DESIGNATE > is displayed you type ADD. HPDESK then prompts you for the name of your designate (if you didn't specify it with ADD) and a date on which the authorization is to end. Type the date in number form in the date format in which HPDESK is running, for example 06/25/82 or 25.06.82. HPDESK then displays a number of prompts, after each of which you are required to type in YES or NO. The prompts refer to the type of work you want your designate to carry out on your behalf. The prompts are given in the following order: READ, FILE, DELETE, CREATE, COPY, EDIT, and MAIL.

2 In your DISTRIBUTION LIST AREA you can add user names to an already existing distribution list. After LIST AREA > type in EDIT to identify the distribution list you wish to edit. That distribution list is then displayed. The EDIT > prompt follows the list after which you can type ADD.

Similarly you can ADD to a distribution list of a message that you EDIT

Examples

1 ADMIN > DESIGNATES

(List of existing designates)

DESIGNATE > ADD

(Give designate's name, expiry date
and YES/NO responses)

DESIGNATE > EXIT

ADMIN >

You display all your existing designates, add a new designate, and then return to the ADMIN > prompt by typing EXIT after DESIGNATE >.

2 LIST AREA > EDIT 1

(distribution list displayed)

EDIT > ADD

TO:

(Add names to the list and terminate
with //)

EDIT > EXIT

LIST AREA >

You select distribution list number 1 as the list to which you want to add one or more names. You start from the TO: part of the list. To get to the other parts of the list press RETURN on a blank line. To finish adding to the list you type // and RETURN. You type EXIT to return to the LIST AREA > prompt.

APPOINTMENT

Marks a message as an APPOINTMENT and creates an APPOINTMENT in your CALENDAR

Format

APPOINTMENT

Description

In your CALENDAR the APPOINTMENT command is exactly the same as the CREATE APPOINTMENT or CREATE command. It simply avoids using the word CREATE. See CREATE for a complete description.

When you are sending a message you use the APPOINTMENT command to insert information about an appointment. The information is displayed when the recipient reads the message. The recipient can FILE the message in his/her CALENDAR without being prompted for the date, time and length of the appointment. When you type APPOINTMENT at the MESSAGE prompt, HPDESK asks you for the date, time and length of the appointment.

You are then asked if you want to put the message in your own CALENDAR. If you type YES, the message is put in your own CALENDAR on the date and at the time you specified. Once you have filed the message in your own CALENDAR you cannot change it in any way.

To cancel an appointment in a message you are sending, simply press RETURN at each of the prompts described above.

Examples

```
1 MESSAGE > APPOINTMENT
Date: 3/25
Time: 12:30
Length (default 1 HOUR): 2
Appointment set.
Do you want to insert this in
your CALENDAR/DIARY (YES or NO)?Y
```

```
MESSAGE >
```

You mark a message as an APPOINTMENT and insert it in your own CALENDAR.

ATTACH (ATT)

- 1 Attaches an item from a folder to a message
- 2 Files a folder item in an open folder

Format

ATTACH "*f-item*" OF "*folder*"
 [OF "*folder*"]

where:

f-item is the name of the folder item to be attached or filed

folder is the name of the folder in which the folder item is held. If the folder is within a folder give that folder name also

Description

- 1 An item from a folder in your FILING CABINET can be attached to a message you compose with SEND, FORWARD, or REPLY. Type in ATTACH after MESSAGE >, FORWARD >, or REPLY >. This is also applicable to messages you OPEN in the OUT TRAY.
- 2 When you have OPENed a folder in your FILING CABINET you can take a copy of an

item from another folder and file it in the open folder. Type in ATTACH after the folder name prompt.

Examples

1 IN TRAY > REPLY 2

(Add text)

The reply is now ready

REPLY > ATTACH "Statement" OF
"Accounts"

REPLY > MAIL

Mailed on 06/06/82 at 1014

IN TRAY >

In your IN TRAY, you reply to message number 2. You add your comments, and then attach an item named "Statement" from a folder named "Accounts" in your FILING CABINET. You then MAIL the reply

ATTACH A-10

2 CABINET > OPEN "Outgoing"

(list of folder items)

Outgoing > ATTACH "Dates" OF
"Accounts"

Outgoing> CLOSE

CABINET >

In your FILING CABINET you open the folder named "Outgoing". Into this folder you file the item named "Dates" in a folder named "Accounts". Item "Dates" is now filed in two places in your FILING CABINET. You then close folder "Outgoing".

AUTOANSWER (AUTOA)

Defines an automatic reply to a message

Format

AUTOANSWER "*w-item*"

where:

w-item is the name of a WORK AREA item

AUTOANSWER "*f-item*" OF "*folder*"
[OF "*folder*"]

where:

f-item is the name of a folder item

folder is the name of a folder in your FILING CABINET. If the folder is within a folder, type in the name of that folder also

AUTOANSWER NO

where:

NO clears the current autoanswer

Description

Your ADMINISTRATION facilities include an automatic answering service. A message in your IN TRAY that requires a reply is denoted by an asterisk in the ACK column of the IN TRAY index. If, for example, you are to be away from your office for some time you can define a message that will be used as an automatic answer to those messages requiring acknowledgement. The message of the automatic answer can be a WORK AREA item, or it can be an item in a folder of your FILING CABINET. To define an automatic answer, type AUTOANSWER after ADMIN >. The automatic answer can be cleared by typing in AUTOANSWER NO after the ADMIN > prompt.

Examples

1 ADMIN > AUTOANSWER "Absence"

Copying the item for you now.

ADMIN >

You define an item named "Absence" in your WORK AREA as the automatic answer. Any previously defined automatic answer is cleared

2 ADMIN > AUTOANSWER "Standard
reply" OF "Replies"

ADMIN >

You define folder item "Standard reply" in folder "Replies" as your automatic answer

3 ADMIN > AUTOANSWER NO

ADMIN >

You clear any previously defined automatic answer

AUTOCOPY

Automatically sends a copy of all messages, except those marked PRIVATE, to a nominated designate

Format

AUTOCOPY *number*

where:

number is the sequence number of a designate on your list of designates

AUTOCOPY

without an associated number, cancels AUTOCOPY so as no further messages are sent to a designate

Description

Your ADMINISTRATION facilities provide you with an automatic copying service. By typing in AUTOCOPY after DESIGNATE > you can arrange to have all messages you send or receive, except those marked PRIVATE, delivered to the IN TRAY of a nominated designate. Only one designate can be nominated. If you issue a subsequent AUTOCOPY command, the previous nomination is cancelled

To clear AUTOCOPY, just type AUTOCOPY with no accompanying number.

AUTOCOPY A-14

Examples

1 DESIGNATE > AUTOCOPY 2
Alison ADRIANS nominated
for auto-copy

DESIGNATE >

You tell HPDESK that all messages you send and receive, except those marked PRIVATE, are to be sent to the IN TRAY of Alison Adrians. An AUTOCOPY message is identified in Alison's IN TRAY by the letter "C" after the item number

2 DESIGNATE > AUTOCOPY
AUTOCOPY set off

DESIGNATE >

You tell HPDESK to turn AUTOCOPY off completely. There is now no nominated designate

AUTOFILE

Automatically files specified categories of mail

Format

AUTOFILE

Description

Your ADMINISTRATION facilities provide you with an automatic filing service. By typing in AUTOFILE after ADMIN > you can arrange to have all messages you receive and/or all messages you send automatically filed in your FILING CABINET. Incoming mail is filed in your Incoming Day Folder, and outgoing mail is filed in your Outgoing Day Folder. After you type AUTOFILE, you are prompted for the categories of mail you want to file. Your System Administrator must give you AUTOFILE capabilities before you can use this command.

To clear AUTOFILE, respond to each prompt with NO.

Examples

1 ADMIN > AUTOFILE

Please indicate the level of Automatic Filing you require. Type YES to allow Filing, NO or just <RETURN> to deny it.

Incoming? YES Outgoing? NO

AUTOFILE of incoming messages set.

AUTOFILE >

You tell HPDESK that all incoming messages are to be filed in your Incoming Day Folder.

2 ADMIN > AUTOFILE

Please indicate the level of Automatic Filing you require. Type YES to allow the Filing, NO or just <RETURN> to deny it.

Incoming? NO Outgoing? NO

AUTOFILE not set for messages.

ADMIN >

You tell HPDESK not to file any messages

AUTOFORWARD (AUTOF)

Automatically forwards incoming messages

Format

AUTOFORWARD "*dist*"

where:

dist is the name of a distribution list in your DISTRIBUTION LIST AREA

AUTOFORWARD "*f-item*" OF "*folder*"
[OF "*folder*"]

where:

f-item is the name of a distribution list in a folder

folder is the name of the folder in which the distribution list is held. If the folder is within a folder, type in the name of that folder also

AUTOFORWARD NO

where:

NO clears the AUTOFORWARD, so no further messages are automatically forwarded

Description

Your ADMINISTRATION facilities provide you with an automatic forwarding service. By typing in AUTOFORWARD after ADMIN > you can arrange to have all those messages that subsequently arrive in your IN TRAY forwarded to all the members of a distribution list that you name. A copy of a forwarded message remains in your IN TRAY. After you type AUTOFORWARD, a prompt is given for you to specify an automatic answer that is given to messages requiring a reply. Any previously set up automatic answer is cleared.

To clear AUTOFORWARD, type in AUTOFORWARD NO. This clears AUTOANSWER also.

Examples

1 ADMIN > AUTOFORWARD "Team"

Copying the list for you now

Item for autoanswer: "Absence" OF
"Replies"

ADMIN >

You tell HPDESK that any incoming messages are to be forwarded to all members of the distribution list "Team" in your DISTRIBUTION LIST AREA. Messages that need a reply are given the automatic answer message contained in item "Absence" in folder "Replies" in your FILING CABINET

2 ADMIN > AUTOFORWARD "Forward list"
OF "distribution"

Item for autoanswer: "Trip"

Copying the item for you now.

ADMIN >

You define the distribution list which is folder item "Forward list" in the folder named "distribution list". Incoming messages are forwarded to the members of this list. The automatic answer is the WORK AREA item "Trip"

CLOSE (C)

- 1 Closes an open message, package, or folder
- 2 Places a message in the OUT TRAY

Format

CLOSE

Description

- 1 Messages or packages that have been OPENED can be closed by typing in CLOSE after the MESSAGE >, REPLY > or PACKAGE > prompt.

A folder you OPEN in the FILING CABINET can be closed by typing in CLOSE after the folder name prompt
- 2 Messages you compose with SEND, FORWARD or REPLY can be placed in the OUT TRAY in a READY state by typing in CLOSE after the MESSAGE >, FORWARD > or REPLY > prompt. Provided you haven't filed it, you can continue working on an OUT TRAY message in the READY state until you decide to MAIL it

Examples

1 WORK AREA > OPEN 2

PACKAGE > CREATE TEXT

(Work on the package)

PACKAGE > CLOSE

WORK AREA >

You open item number 2 in your WORK AREA which is a package. You add text to the package and then when finished you close it

2 CABINET > OPEN "Incoming"

(Work on folder "Incoming")

Incoming> CLOSE

CABINET >

In your FILING CABINET you open a folder named "Incoming". When finished working with the folder you close it.

3 IN TRAY > SEND

(Compose message)

MESSAGE > CLOSE

IN TRAY >

While in your IN TRAY you decide to compose a message. You don't have time to complete the message so you decide to leave it in your OUT TRAY, and complete it later

COPY FROM

Copies information from the FILING CABINET, from the WORK AREA, or from the HP 3000 Computer filing system

Format

COPY FROM "*w-item*"

where:

w-item is the name of a WORK AREA item

COPY FROM "*f-item*" OF "*folder*"
[OF "*folder*"]

where:

f-item is the name of a folder item.

folder is the name of the folder in which the folder item is stored. If the folder is within a folder, give the name of this folder also

COPY [*type*] FROM (*HP3000*)

where:

type is the word TEXT. This is only required if you want to treat an HP 3000 file as a text item. In this case the HP 3000 file must contain text only and must be of a certain type such as a TDP, HPSLATE, HPWORD or EDITOR file

HP3000 is the name of an HP 3000 Computer

file. If required group name and account name can be added.

Description

You can copy items into your WORK AREA with COPY FROM. Type COPY FROM after the WORK AREA > prompt, or after the PACKAGE > prompt when you have OPENed a package. HP 3000 files can be copied from the HP 3000 filing system, and folder items can be copied from the FILING CABINET. Note that when you are in the WORK AREA it is not possible to copy complete folders. If an HP 3000 file contains text only and you want to create a TEXT item in the WORK AREA, and not an item that HPDESK only recognises as coming from the HP 3000 filing system, you should type in the word TEXT after COPY. HP 3000 files cannot be displayed in HPDESK unless they have been treated as being text only.

When in your OUT TRAY, you can OPEN a message and add further information to it (if you have not yet filed it) from the WORK AREA, from the DISTRIBUTION LIST AREA, or from the HP 3000 filing system by typing in COPY FROM after the MESSAGE > or REPLY > prompt. This is also applicable to messages you have just composed.

In your FILING CABINET, you can add a new folder item to the currently OPENed folder. Type in COPY FROM after the folder name prompt. You can copy from the HP 3000 filing system, or from the WORK AREA.

When in your DISTRIBUTION LIST AREA you can copy a DISTRIBUTION LIST item from a folder in your FILING CABINET.

Examples

1 WORK AREA > COPY TEXT FROM
(TDPDOC)

Please type in a subject for the mpe
file

Subject: Updates

Copying...

WORK AREA >

You copy the HP 3000 file named TDPDOC
into your WORK AREA. This file is to be
treated as a text item and you give it the
name "Updates"

2 WORK AREA > OPEN 2

(details of package listed)

PACKAGE > COPY FROM "Letter" OF
"Incoming"

Copying...

PACKAGE > CLOSE

Closing package

WORK AREA >

You open a package in your WORK AREA
and copy into it an item named "Letter" from a
folder named "Incoming"

3 CABINET > OPEN "Docs"

(list of folder items)

Docs > COPY FROM "Figures"

You copy from the WORK AREA an item
named "Figures" and place it in the folder
named "Docs"

COPY TO

Copies information to the WORK AREA, the DISTRIBUTION LIST AREA, the FILING CABINET, or to the HP 3000 filing system

Format

COPY [*item*] [TO "*folder*"] [OF "*folder*"]

COPY [*number*] [TO "*folder*"] [OF "*folder*"]

COPY [*item*] TO (HP3000)

COPY [*number*] TO (HP3000)

COPY [*number*] TO [*name*]

COPY *IT* [TO "*folder*"]

COPY [*number*] TO CALENDAR

COPY [*item*] TO CALENDAR

COPY *IT* TO CALENDAR

where:

item is the name of the item to be copied. This name can be omitted only when a message, package or folder has been OPENed, in which case the whole message, package or folder is assumed.

number is the number of the item. Can be omitted in the same circumstances as *item*

folder is the name of a folder in the FILING CABINET. If the folder is within a folder, give the name of this folder also. If the complete TO part is omitted, the WORK AREA is assumed. If the item to be copied is a distribution list the DISTRIBUTION LIST AREA is assumed

HP3000 is the name of an HP 3000 file. If required group name and account name can be added.

name is the name of another HPDESK user. The item is copied to the WORK AREA of the named user.

Note: Only items that cannot be OPENed further can be copied to the HP 3000 filing system. This means, for example, that you cannot copy a complete message to the HP 3000 filing system.

Description

In your IN TRAY and OUT TRAY, you can copy a complete message to the WORK AREA. If the message is OPENed first, the MESSAGE > prompt is displayed, after which COPY TO can be typed to copy part of the message to your FILING CABINET, or to the HP 3000 filing system.

In your FILING CABINET, after you have OPENed a folder, the folder name prompt appears. COPY TO can be typed after this prompt to copy to an HP 3000 file.

COPY TO A-24

In your WORK AREA, COPY TO can be typed after the WORK AREA > prompt to copy an item to a folder, or to the HP 3000 filing system. If the TO part is omitted, HPDESK assumes you want to duplicate the item within the WORK AREA. If a package is OPENed, the PACKAGE > prompt is displayed, after which COPY TO can be typed to copy part of the package.

In your CALENDAR, COPY TO can be typed after the default date prompt to copy the subject and text of a CALENDAR entry to your WORK AREA or FILING CABINET. You cannot copy items which have previously been FILEd in or MOVEd to your CALENDAR. You can copy a sequence of items, a range of items or all items. If you do not specify a number or label of an item, then ALL is assumed.

Examples

1 IN TRAY > COPY 2

You copy message number 2 in your
IN TRAY to the WORK AREA

2 OUT TRAY > OPEN 3

(details of message 3)

MESSAGE > COPY 1

Part 1 of message 3 is a distribution list and
you copy it to the DISTRIBUTION LIST AREA

3 CABINET > OPEN "Outgoing"

(list of folder items)

Outgoing> COPY 2 TO (NEWDOC)

Outgoing>

You copy folder item 2 to the HP 3000 filing
system to a file that you call NEWDOC

4 CABINET > OPEN "Accounts"

(list of folder items)

Accounts> COPY "Budget"

Accounts>

You copy folder item "Budget" in folder
"Accounts" to the WORK AREA

5 WORK AREA > COPY 3 TO "accounts"

You copy item number 3 in the WORK AREA
to the folder named accounts in the FILING
CABINET

COPY TO A-26

6 WORK AREA > OPEN 2

(details of package 2)

PACKAGE > COPY 2 TO "NEW"

You copy the the second part of the PACKAGE to a folder named "NEW"

7 WORK AREA > COPY 2

You duplicate item number 2 in the WORK AREA

8 WORK AREA > OPEN 1

(details of package)

PACKAGE > COPY 2

You duplicate part 2 of item number 1 in the WORK AREA

9 2/1/83 > COPY 3 TO "PERSONAL"

You copy item number 3 to a folder called "PERSONAL"

10 2/1/83 > COPY "MEETING" TO "NEWFOLDER"

You copy an item with the label "MEETING" to a folder called "NEWFOLDER"

11 2/1/83 > COPY 4

You copy item number 4 to your WORK AREA

12 2/1/83 > COPY 4,7,8

You copy item numbers 4, 7 and 8 to your WORK AREA

13 2/1/83 > COPY 2/6,10 TO "PERSONAL"

You copy items 2 to 6 (2,3,4,5 and 6) and item 10 to a folder called "PERSONAL"

14 2/1/83 > COPY ALL

You copy ALL items to your WORK AREA

15 2/1/83 > COPY TO "MISCELLANEOUS"

You copy ALL items to a folder called "MISCELLANEOUS"

CREATE (CR)

Creates text, an HPSLATE document, a package, a distribution list, a folder, an APPOINTMENT or a REMINDER.

Format

CREATE [*type*] [*attribute list*]

where:

type is the word TEXT, HPSLATE, PACKAGE, APPOINTMENT or REMINDER. This is applicable in the WORK AREA, OUT TRAY or CALENDAR only. If omitted HPDESK prompts you for the required type

where:

attribute list is optional and is one or more of the following attributes: PRIVATE, NORMAL, MINOR or a label (enclosed in double quotes). Each attribute must be separated by a comma. This is applicable in CALENDAR only

Description

In your WORK AREA and in your OUT TRAY you can use CREATE TEXT, CREATE HPSLATE and CREATE PACKAGE to create text, HPSLATE documents and package items. CREATE can be typed after the WORK AREA >, MESSAGE >, or PACKAGE > prompts. In the OUT TRAY, messages must be OPENED first.

If you type CREATE TEXT, HPDESK prompts you with a Subject: prompt for you to name the text. Type in a name that will identify the text and press RETURN. Then, depending on the type of terminal you have, HPDESK either displays the Text: prompt for you to type in text line by line, or you enter screen mode to type in text.

If you type CREATE HPSLATE, HPDESK prompts you with a Subject: prompt for you to name the document. Type in the name that will identify the document and press RETURN. Then, the screen is cleared and draft page 10 together with the first HPSLATE soft keyset is displayed. You can now type in the text.

If you type CREATE PACKAGE, HPDESK displays the Subject: prompt. Type in a name that identifies the package and press RETURN. The package has been created. At the moment it is empty but can be OPENED later and items placed in it.

In your DISTRIBUTION LIST AREA you use CREATE to compose a new distribution list. Type CREATE after the LIST AREA > prompt. The TITLE: prompt then appears for you to name the distribution list. Type in a name and then press RETURN. The TO: prompt is then displayed ready for you to type in the distribution list.

In your FILING CABINET, type CREATE after CABINET > to create a new folder. If a folder has been OPENED, the name of the folder is displayed as a prompt, after which CREATE

CREATE A-28

can be typed to create a folder within the open folder. HPDESK then gives you the LABEL: prompt, after which you type the name you want to give the folder.

In your CALENDAR type CREATE after the default date prompt to create an appointment entry and type CREATE REMINDER (RE or R) to create a reminder entry. You are then prompted for the date, time, length, subject and text for an APPOINTMENT, and the date, subject and text for a REMINDER. You can also specify a label and/or PRIVATE and/or NORMAL or MINOR after the CREATE command.

Examples

1 WORK AREA > CREATE TEXT

Subject: Plans

(add text)

WORK AREA >

You create a text item called Plans in your WORK AREA

2 WORK AREA > CREATE PACKAGE

Subject: New contents

WORK AREA >

You create a package named "New contents" in your WORK AREA

3 WORK AREA > CREATE HPSLATE

Subject: Report

You create an HPSLATE document called "Report". The screen is cleared and draft page 10 and the first keyset is displayed.

4 OUT TRAY > OPEN 3

(details of message 3)

MESSAGE > CREATE TEXT

Subject: Accounts

(add text)

MESSAGE > CLOSE

OUT TRAY >

You add text entitled "Accounts" to message number 3 in your OUT TRAY

5 LIST AREA > CREATETITLE: ADMIN

TO:

(add list)

LIST AREA >

You create a distribution list named "Admin" which is stored in your DISTRIBUTION LIST AREA

6 CABINET > CREATELABEL: Tax

CABINET >

You create a folder named "Tax" in your FILING CABINET

7 2/1/83 > CREATE REMINDER,"RING HOME",PRIVATE

You create a REMINDER entry with the label "RING HOME" and it can only be read by you

8 2/1/83 > CREATE MINOR

You create an APPOINTMENT entry which will only be displayed in daily format. That is by the LIST DAILY and PRINT DAILY commands.

DATE

Displays the day and date

Format

DATE [*date*]

where:

date is the date you want to look at and is optional

Description

In your CALENDAR you use DATE to display the day and date of a specified date.

Examples

1 2/7/83 > DATE TODAY

MONDAY 2/7/83

2/7/83 >

You display today's day and date

2 3/7/83 > DATE WEDNESDAY

WEDNESDAY 2/9/83

2/7/83 >

You display the day and date on Wednesday

3 2/7/83 > DATE 2/24

THURSDAY 2/24/83

2/7/83 >

You display the day and date on the 24th February 1983

4 2/7/83 > DATE MIN

TUESDAY 1/4/83

2/7/83 >

You display the earliest date in your CALENDAR

5 2/7/83 > DATE TODAY + 7

MONDAY 2/14/83

2/7/83 >

You display the day and date a week from today

DAYNUM

Displays the day number in the year

Format

DAYNUM [*date*]

where:

date is the date of the day number you want displayed and is optional

DAYNUM [*date*] FROM YEAR END

where:

date is the date of the day number you want displayed and FROM YEAR END indicates the number of days to the end of the year

Description

In your CALENDAR you use DAYNUM to display the day number in the year for a given date. If you specify FROM YEAR END at the end of the command the day number is calculated from the end of the year rather than from the start of the year.

Examples

1 2/8/83 > DAYNUM 2/21/83

The day number is 52.

2/8/83 >

You display the day number on the 21st
February 1983

2 2/8/83 > DAYNUM WEDNESDAY

The day number is 40.

2/8/83 >

You display the day number on Wednesday

3 2/8/83 > DAYNUM TODAY FROM YEAR END

326 days to the end of the year.

2/8/83 >

You display the number of days from today
to the end of the year

4 2/8/83 > DAYNUM

The day number is 39.

2/8/83 >

You display the day number of the last day
listed

DELETE (D)

Deletes a mail item or a CALENDAR entry.

Format

DELETE [*number*]

where:

number is the number of the mail item or CALENDAR entry. Can be omitted only when a message, package or folder is OPENed, in which case the whole message, package or folder is assumed. In CALENDAR ALL is assumed

DELETE [*number/number*]

where:

number/number is the range of numbers of the mail item or CALENDAR entry

DELETE ["*label*"] FROM *date* TO *date*

where:

label is the label of a CALENDAR entry

date is either the start date or end date in the date range you want to delete

DELETE ["*item*"]

where:

item is the name of the mail item or label of a CALENDAR entry. Can be omitted in the same circumstances as *number*

DELETE [*IT*]

where:

IT refers to the current mail item

DELETE [*user*]

where:

user is the name of a registered HPDESK user. If you do not give a name, HPDESK prompts you for one. This is not applicable in CALENDAR

Description

DELETE can be used in all areas except your ADMINISTRATION facilities area to delete a message, package, part of an OPENed message or package, a folder, an item in an OPENed folder, or a distribution list. Type DELETE after the main prompt, MESSAGE >, PACKAGE >, or the folder name prompt. Note, however, that you are not able to DELETE parts of OPENed messages in the IN TRAY, PENDING TRAY, or FILING CABINET.

In your DISTRIBUTION LIST AREA you can delete names from an already existing distribution list. After LIST AREA >, type in EDIT to identify the distribution list you wish to

DELETE A-34

edit. That distribution list is then displayed. The EDIT > prompt follows the list after which you can type DELETE. Similarly you can DELETE names from a distribution list of a message that you EDIT.

In your ADMINISTRATION facilities area, DELETE is used to remove a designate from your list of designates. You first type

DESIGNATES after the ADMIN > prompt, and then type DELETE after DESIGNATE >.

In your CALENDAR, DELETE is used to delete entries. After the default date prompt type DELETE followed by the number(s) or label(s) of the CALENDAR entry. You can also include an optional date range.

Examples

1 IN TRAY > DELETE 1

IN TRAY >

You delete message number 1 from your
IN TRAY

2 WORK AREA > OPEN 1

(details of item 1)

PACKAGE > DELETE 2

You delete part 2 of PACKAGE item 1 in
your WORK AREA

3 CABINET > DELETE 2

CABINET >

You delete folder number 2 from your FILING
CABINET

4 CABINET > OPEN "Budget"

(list of items in "Budget")

Budget > DELETE 1

You delete item number 1 from folder
"Budget"

5 ADMIN > DESIGNATES

(list of designates)

DESIGNATE > DELETE 3

You delete designate number 3 from your
list of designates

6 2/8/83 > DELETE 2

Item 2 specified.

Delete? (Yes or No) >> YES
Deleting . finished.

2/8/83 >

You delete entry number 2 from your list of
entries for 8th February 1983

DELETE A-36

7 2/8/83 > DELETE "Group Meetings"

GROUP MEETINGS

This entry currently has 6
insertions

Delete? (Yes or No) >> YES
Deleting finished.

2/8/83 >

You delete all entries with the label "Group
Meetings". Because a date range is not
included all entries from the MINDATE to the
MAXDATE are deleted

8 2/8/83 > DELETE 1,2,3

Insertions 1,2,3 specified

Delete? (Yes or No) >> YES
Deleting ... finished.

2/8/83 >

You delete entry numbers 1, 2 and 3 on the
8th February 1983

9 2/8/83 > DELETE "MEETINGS", "GOLF"
FROM TODAY TO 2/31

MEETINGS

This entry currently has 6
insertions

Deletion from 2/8/83 to 2/31/83
requested.

Delete? (Yes or No) >> YES
Deleting finished.

GOLF

This entry has 2 insertions
Deletion from 2/8/83 to 2/31/83
requested.

Delete? (Yes or No) >> YES
Deleting .. finished.

2/8/83 >

You delete all entries with the labels
"MEETINGS" and "GOLF" between 8th
February 1983 and 31st February 1983

10 2/8/83 > DELETE 1/3,6,9/11

Insertion(s) 1,2,3,6,9,10,11
specified.

Delete? (Yes or No) >> YES
Deleting finished.

2/8/83 >

You delete entry numbers 1 to 3, 6, and 9
to 11 on 8th February 1983

11 2/8/83 > DELETE ALL FROM MIN TO
LAST FRI

Delete all insertions from 9/6/82 to
2/4/83 requested.

Delete? (Yes or No) >> YES
Deleting
..... finished.

You delete all entries in your CALENDAR
between the specified dates

DESIGNATES (DES)

Allows you to choose your designates

Format

DESIGNATES

Description

Designate selection is included in your ADMINISTRATION facilities. You may find it convenient for another HPDESK user to work on your behalf, checking your mail, filing, replying to messages, and so on. If so, you can designate the user or users to work on your behalf by typing in DESIGNATES after the ADMIN > prompt. This results in a list of all your current designates, if any. HPDESK then displays the DESIGNATE > prompt ready for you to ADD, DELETE, or LIST your designates. You return to the ADMIN > prompt by typing EXIT.

Example

ADMIN > DESIGNATES

(list of designates)

DESIGNATE > ADD

(add a designate)

DESIGNATE > EXIT

ADMIN >

You add a designate

EDIT (ED)

- 1 Modifies items of text
- 2 Modifies a distribution list
- 3 Modifies a CALENDAR entry

Format

EDIT *number*

where:

number is the number of the item or entry to be edited.

EDIT *number/number*

where:

number/number is the range of numbers of the mail items

EDIT "*item*"

where:

item is the name of the item or label to be edited.

EDIT *IT*

where:

IT refers to the current mail item

EDIT *field number*

where:

field is the name of a part of a CALENDAR entry and is one of the following: TYPE, DATE, TIME, LENGTH, LABEL, SUBJECT, TEXT, PRIVATE or IMPORTANCE

number is the number of the CALENDAR entry

EDIT *field "label"*

where:

field is the name of a part of a CALENDAR entry

where:

label is the label of an entry or group of entries in your CALENDAR

Description

If you wish to edit text or a distribution list in a message you are currently composing with SEND or FORWARD, or you wish to edit text in a REPLY, and you have not yet CLOSED, FILED or MAILED the message, type EDIT after the MESSAGE >, FORWARD >, or REPLY > prompt. You will need to know which part of the message you are working on.

A text item or a distribution list in a message or package in your OUT TRAY or WORK AREA can be modified with EDIT. First OPEN the message or package and then type EDIT and the number of the part after the MESSAGE >, PACKAGE >, or REPLY > prompt.

Usually HPDESK uses the standard screen editing features available on most terminals. However, if SCREEN MODE is not supported by your terminal, you may be offered the TDP/3000 text processor as an alternative. This allows you to EDIT line-by-line using the TDP editing features. For further information

on the TDP/3000 text processor refer to the TDP documentation.

In your DISTRIBUTION LIST AREA you can modify an existing distribution list with EDIT. You type EDIT after the LIST AREA > prompt. When you edit a distribution list, HPDESK displays the list you want to edit. The EDIT > prompt is then displayed, after which you can type ADD, DELETE, LABEL, or LIST. You type EXIT to return to the prompt displayed when you typed EDIT.

In CALENDAR you can modify the whole of an existing entry or you can modify part of an existing entry. If you do not specify a field name with the EDIT command, then the whole entry is displayed. If you do specify a field name then only that part of the entry is displayed. How you edit text depends on the type of terminal you have. HPDESK either displays the Text: prompt for you to rewrite the text, or you enter screen mode so that you can modify and add to existing text.

Examples

1 OUT TRAY > OPEN 2

(details of message 2)

MESSAGE > EDIT 3

(modify text)

MESSAGE >

You modify part 3 of message number 2 in
your OUT TRAY

2 IN TRAY > SEND

(compose message)

MESSAGE > EDIT 2

(modify text)

You modify the text of the message you are
currently composing

3 LIST AREA > EDIT 3

EDIT >

(modify list)

EDIT > EXIT

LIST AREA >

You modify distribution list number 3 in
your DISTRIBUTION LIST AREA

4 2/8/83 > EDIT IMPORTANCE 2

Existing Importance: NORMAL
Importance: MINOR

2/8/83 >

You modify a specific part (IMPORTANCE)
of entry number 2 in your CALENDAR

EDIT A-42

5 2/8/83 > EDIT SUBJECT"MEETING"

The following entries match"MEETING":

1 MEETING 5/3/83

2 MEETING Review 2/8/83

Please choose one: 2

Existing Subject: Review

Subject: Monthly Review

2/8/83 >

You modify the subject name of the second entry with the label "MEETING"

6 2/8/83 > EDIT "REVIEWS"

The following entries match"REVIEWS":

1 REVIEWS 2/10/83

2 REVIEWS 2/22/83

Please choose one: 1

(details of entry number 1. Modify entry and then press ENTER)

2/8/83 >

You modify all or part of entry number 1

EXIT (E)

- 1 Returns you to the main menu
- 2 Returns you to the ADMIN > prompt
- 3 Returns you to the LIST AREA >, MESSAGE >, FORWARD >, or PACKAGE > prompt

Format

EXIT

Description

- 1 EXIT typed after the main prompt of an area returns you to the main menu.
- 2 When you use your ADMINISTRATION facilities to choose your designates, the DESIGNATE > prompt is displayed. Type EXIT to return you to the ADMIN > prompt.
- 3 When you EDIT a distribution list, the EDIT > prompt is displayed. You type EXIT after EDIT > to return to the prompt displayed when you typed EDIT

Examples

1 OUT TRAY > EXIT

You are returned to the main menu

2 ADMIN > DESIGNATES

(list of designates)

DESIGNATE > EXIT

ADMIN >

You are returned to the ADMIN > prompt

3 LIST AREA > EDIT 3

(distribution list displayed)

EDIT > EXIT

LIST AREA >

You are returned to the LIST AREA > prompt

FILE (F)

Files a mail item in a FILING CABINET folder or your CALENDAR. Files the subject and text of a CALENDAR entry in a FILING CABINET folder.

Format

FILE [*number*] [IN "*folder*"] [OF "*folder*"]

FILE [*no./no.*] [IN "*folder*"] [OF "*folder*"]

FILE [*no,no,no*] [IN "*folder*"] [OF "*folder*"]

FILE ["*item*"] [IN "*folder*"] [OF "*folder*"]

FILE *IT*

where:

item is the name of the item or label of an entry to be filed. Can be omitted when FORWARD >, REPLY >, MESSAGE >, or PACKAGE > is displayed, in which case the whole message or package is assumed

number is the number of the item or entry to be filed. Can be omitted in the same circumstances as *item*

no./no. is a range of items or entries to be filed

no,no,no is a series of items or entries to be filed

folder is the name of a folder in the FILING CABINET. IN and folder name can be omitted in

the IN TRAY, OUT TRAY and PENDING TRAY only. If the folder is within a folder, give the name of this folder also

IT refers to the current mail item

Description

After you compose a message with SEND, FORWARD or REPLY, the MESSAGE >, FORWARD > or REPLY > prompt is displayed. Type FILE after the prompt to file the message in the required folder. Folder "Outgoing" is assumed if you specify no folder name. A message that has been FILEd cannot be changed further. You can only CLOSE, DELETE or MAIL the message.

IN TRAY messages can be FILEd in your CALENDAR. You are prompted for the type of CALENDAR entry (APPOINTMENT or REMINDER), the date, the length and the time. You are not prompted for the length and time if you file the message as a REMINDER. If you file the message as an APPOINTMENT, a clash check is done automatically.

IN TRAY, OUT TRAY and PENDING TRAY messages or parts of messages that you have OPENed can be FILEd. If you specify no folder name in your IN TRAY, HPDESK assumes folder "Incoming" and in your OUT TRAY and PENDING TRAY, HPDESK assumes folder "Outgoing". Note that once an OUT TRAY message has been filed, you can add no further information to it in the OUT TRAY. You could, however,

copy the message to the WORK AREA for you to continue working on it.

In your FILING CABINET, after a folder has been OPENed, the name of the folder is displayed as a prompt, after which FILE can be typed. Note, however, that it is not possible to FILE a folder within a folder. If a folder item is OPENed, the MESSAGE > prompt or PACKAGE > prompt is displayed, after which you FILE part of the message.

In your CALENDAR, you can FILE the subject and text of an entry. However, you can only FILE an item that has previously been FILEd or MOVEd to your CALENDAR. These items are marked with an asterisk in the MAIL column of the LIST display.

Examples

1 IN TRAY > FILE 4

IN TRAY >

You file IN TRAY message number 4 in folder "Incoming"

2 IN TRAY > FILE 8 IN CALENDAR

Type (Default is APPOINTMENT):

Date(s): 9.2.83

Length (Default is 1 Hr): 2

Time: 2:00pm

IN TRAY >

3 IN TRAY > FILE "Travel" IN
"NOTES"

IN TRAY >

You file message "Travel" in an already existing folder named "Notes"

4. IN TRAY > FILE 5 IN "TAPES"

I cannot find a "tapes"

do you want me to create it? yes

IN TRAY >

You file message number 5 in a folder named "tapes"

5 CABINET > OPEN "Budget"

(list of folder items)

Budget > FILE "Finances" IN
"Statistics"

Budget >

You file folder item "Finances" in the folder named "Statistics". A file copy also remains in "Budget"

6 2/8/83 > FILE 4,7,8 IN "MISC"

2/8/83 >

You file entry numbers 4, 7 and 8 in the folder named "MISC"

7 2/8/83 > FILE 2/6,10,12/14 IN
"MEETINGS"

2/8/83 >

You file entry numbers 2,3,4,5,6,10,12,13 and 14 in the folder named "MEETINGS"

8 2/8/83 > FILE "MEETINGS", "GOLF" IN
"PLEASURE"

2/8/83 >

You file the entry with the label "MEETINGS" and the entry with the label "GOLF" in the folder named "PLEASURE"

FIND

Finds all CALENDAR entries with the same label

Format

FIND *label* [FROM *date* TO *date*]

FIND *label* [FROM *date* FOR *number*]

where:

label is the label given to one or more entries

date is either the start date or end date in the date range you are seaching

number is the number of days from the start date

Description

In your CALENDAR you use FIND to display all entries with a given label. You can also specify a date range with the FIND command.

Examples

1 2/8/83 > FIND "MEETING" FROM TODAY TO 3/31.

Searching ...

Date	Start	Finish	Label	Subject
2/9/83	14:00	15:00	MEETING	Group Meeting
2/15/83	14:00	15:00	MEETING	Group Meeting
5/3/83	14:00	15:00	MEETING	Group Meeting

Finished .

2/8/83 >

You display all entries with the label "MEETING" from today until the 31st March 1983

2 2/8/83 > FIND "MEETING" FROM 2/9 FOR 2

Searching ...

Finished .

2/8/83 >

You search for any entries with the label "MEETING" between 9th February 1983 and 11th February. There are no entries with that label between those two dates so none are displayed

FORWARD (FOR)

Forwards an IN TRAY message to another HPDESK user.

Format

FORWARD [*number*] [TO "*dist*"]

FORWARD [*number*] [TO *user*]

FORWARD ["*item*"] [TO "*dist*"]

FORWARD ["*item*"] [TO *user*]

FORWARD [*IT*] [TO "*dist*"]

FORWARD [*IT*] [TO *user*]

where:

item is the subject of the IN TRAY message or message part. Can be omitted only in an OPENed message, in which case the whole message is assumed

number is the number of the IN TRAY message or message part. Can be omitted in the same circumstances as *item*

dist is the name of a distribution list stored in your DISTRIBUTION LIST AREA or FILING CABINET. If omitted and no user name is given, HPDESK prompts for a distribution list

user is the name of a registered HPDESK user.

If omitted and no distribution list name is given, HPDESK prompts for a distribution list

IT refers to the current mail item.

Description

You can forward messages or parts of messages in your IN TRAY to other users of HPDESK. To forward part of a message OPEN it first. If you do not include the name of a user or the name of a distribution list, HPDESK prompts you for a distribution list. As soon as HPDESK knows the distribution it prompts you for any comments you want to include with the forwarded message.

Type in your comments, completing each line by pressing RETURN. You can correct typing errors before you press RETURN by backspacing and retyping. At the end of your comments type in two slashes (//) on a line by itself and then press RETURN. The FORWARD > prompt is then displayed. To start forwarding of the message, type MAIL and then press RETURN. Modifications to the comments you typed can be made with EDIT. You can delete your comments with DELETE. Other commands that could be typed after the FORWARD > prompt are as follows: ACKNOWLEDGE, ATTACH, CLOSE, COPY FROM, COPY TO, FILE, PRIVATE, and URGENT.

Examples

1 IN TRAY > FORWARD 2

FORWARD A-50

(Type distribution list and add
comments)

FORWARD > MAIL

You forward message 2 to another user

2 IN TRAY > FORWARD 1 TO "accounts
group"

You forward message 1 to all members of
the distribution list named "accounts group".

3 IN TRAY > FORWARD 2 TO TOM BROWN

You forward message 1 to user Tom Brown.

HELP

Provides HELP about all areas of HPDESK and all the available commands

Format

HELP

?

HELP *command name*

where:

? tells HPDESK to display a list of all the commands available to you at that time

command name is the name of any HPDESK command on which you want help

Description

You can use the HELP command in any area of HPDESK. You can use the HELP command on

its own to obtain help on a specific area. You can use a ? (question mark) to display a list of commands available to you at that time. You can use the HELP command with a command name to obtain help on that command.

Examples

1 IN TRAY > HELP

You obtain help on the IN TRAY

2 OUT TRAY > ?

You display a list of all the commands available to you in your OUT TRAY

3 3/16/83 > HELP CREATE

You obtain help on the CREATE command in your CALENDAR

INSERT (I)

Inserts an entry at some other point(s) in your CALENDAR

Format

INSERT *number*

where:

number is the number of the CALENDAR entry

INSERT "*label*"

where:

label is the name of a group of CALENDAR entries

Description

In your CALENDAR you use INSERT to make more insertions of an existing CALENDAR entry. You can either INSERT a specific entry by specifying the entry number, or you can INSERT one of a group of entries by specifying a label.

Examples

1 2/8/83 > INSERT 3

WEDNESDAY 2/9/83 from 13:00 to 14:00
Review

Date(s): 2/16

Time: 9

2/8/83 >

You insert the entry called "Review" on 16th February 1983 at 9:00am

2 2/8/83 > INSERT "PROJECT MEETINGS"

The following entries match
"PROJECT MEETINGS"

1 PROJECT MEETINGS 5/3/83

2 PROJECT MEETINGS 2/8/83

Please choose one: 1

TUESDAY 5/3/83 from 12:00 to 13:00
PROJECT MEETINGS

Date(s): 10.2

Time: 13

2/8/83 >

You insert the entry on 5/3/83 with the label "PROJECT MEETINGS" on 10th February 1983 at 1:00pm

LABEL (LA)

- 1 Changes the title of a distribution list
- 2 Changes the label of a folder
- 3 Changes the subject of a package

Format

LABEL

If you prefer you can use SUBJECT or TITLE.

Description

1 In your DISTRIBUTION LIST AREA you can change the title of a distribution list. First type EDIT after the LIST AREA > prompt, then when EDIT > is displayed type LABEL. HPDESK then displays the TITLE: prompt, after which you can type in the new name of the distribution list

2 In your FILING CABINET you can change a folder name with LABEL. First OPEN the folder then type LABEL after the folder name prompt. HPDESK displays the Label: prompt, after which you type in the new name. Press RETURN, and the new name is displayed as a prompt.

If you wish you can change the names of "Incoming" and "Outgoing". If you subsequently file an IN TRAY or OUT TRAY message without specifying the folder name, HPDESK files the message in your equivalent of "Incoming" or "Outgoing".

3 In your WORK AREA you can change the subject of a package with LABEL. First OPEN the package, and then type LABEL after the PACKAGE > prompt. Type in the new name and then press RETURN

Examples

1 LIST AREA > EDIT 3

(distribution list displayed)

EDIT > LABEL

TITLE: Reception

EDIT >

You change the title of distribution list 3 to "Reception"

LABEL A-54

2 CABINET > OPEN "Budget"

(list of folder items)

Budget > LABEL

Label: Finances

Finances >

You change the name of folder "Budget" to
"Finances"

3 OUT TRAY > SEND

(compose message)

MESSAGE > SUBJECT

Subject: Projects

You change the subject of an outgoing
message

LIST (L)

- 1 Displays an index
- 2 Displays a list of parts in an OPENed message or package
- 3 Displays a list of items in an OPENed folder
- 4 Displays the status of your ADMINISTRATION facilities
- 5 Displays a list of your designates
- 6 Displays a list of CALENDAR entries for a specified day

Format

LIST

LIST FROM *date* TO *date*

LIST FROM *date* FOR *number*

LIST *date*

where:

date is either the start date or end date in the date range you want to LIST

number is the number of days from the start date

Description

- 1 When you are in your IN TRAY, OUT TRAY, PENDING TRAY, WORK AREA, DISTRIBUTION LIST AREA, or FILING CABINET, you can type LIST after the main prompt and display the index of that area
- 2 When you have OPENed a message or package, the MESSAGE > or PACKAGE > prompt is displayed, after which you can type LIST to display a list of the separate parts
- 3 In your FILING CABINET after you have OPENed a folder, you can type LIST after the folder name prompt to display a list of the items in the open folder
- 4 In your ADMINISTRATION facilities area you type LIST after the ADMIN > prompt to display the current status of your ADMINISTRATION facilities
- 5 In your ADMINISTRATION facilities area, you type DESIGNATES after the ADMIN > prompt. This results in the DESIGNATE > prompt, after which you type LIST to display a list of all your designates
- 6 In your CALENDAR you type LIST after the default date prompt to display a list of all your entries for a specified day. The APPOINTMENTS and REMINDERS are displayed on your screen, with the REMINDERS separated from the APPOINTMENTS by a dotted line. To display your CALENDAR in WEEKLY or MONTHLY format use the LIST WEEKLY or LIST MONTHLY commands. To display a specific date type the date after LIST. The entries for that day are listed and the default date is changed to the specified date.

Examples

1. IN TRAY > LIST

You display the IN TRAY index

2 Outgoing > LIST

You display all items in folder "Outgoing"

3 2/8/83 > LIST

You display all your CALENDAR entries on the current day or the last day listed

4 2/8/83 > LIST 2/14

You display all your CALENDAR entries on the 14th February 1983

5 2/8/83 > LIST FROM TODAY FOR 7

You display all your CALENDAR entries from TODAY and for the seven following days

6 2/8/83 > LIST FROM TODAY TO FRI

You display all your CALENDAR entries from TODAY until Friday

LIST FREE (LF)

Displays a list of your free time

Format

LIST FREE

LIST FREE *date*

LIST FREE FROM *date* TO *date*

LIST FREE FROM *date* FOR *number*

where:

date is either the start date or the end date in the date range you are listing

number is the number of days from the start date

Description

In your CALENDAR, you type LIST FREE after the default date prompt to display a list of all

your free time. It is displayed a week at a time. This means that if you specify a single date you see the complete week containing that date. If you specify a range of dates that covers more than one week, you see a week at a time. You press RETURN to display the subsequent weeks.

Examples

1 2/8/83 > LIST FREE

You display the current week or the week containing the last date listed

2 2/8/83 > LIST FREE 2/14

You display your free time on the 14th February 1983

3 2/8/83 > LIST FREE FROM TODAY TO 2/18

You display your free time from today until 18th February 1983

LIST LABELS (LL)

Displays all your CALENDAR labels

Format

LIST LABELS

LIST LABELS "*name*"

where:

name is the name of a specific label

Description

In your CALENDAR you use LIST LABELS to display a list of all your labels. If you include

one or more names after the LIST LABELS command, only the labels starting with those names are displayed.

Examples

1 2/8/83 > LIST LABELS

You display all your labels

2 2/8/83 LIST LABELS "M"

You display all the labels which start with the letter "M"

LIST MONTHLY (LM)

Displays a list of CALENDAR entries for a specified month.

Format

LIST MONTHLY

LIST MONTHLY *date*

LIST MONTHLY FROM *date* TO *date*

LIST MONTHLY FROM *date* FOR *number*

where:

date is either the start date or end date in the date range you want to LIST

number is the number of days from the start date

Description

In your CALENDAR you type LIST MONTHLY after the default date prompt to display a list

of all your entries for a specified month or group of months. The entries that are marked MINOR are not displayed in monthly format. Only the months containing entries are displayed.

Examples

1 2/8/83 > LIST MONTHLY

You display all your entries in the current month or in the last month listed

2 2/8/83 > LIST MONTHLY FROM TODAY TO 5/11

You display all your entries from today until 11th May 1983

3 2/8/83 > LIST MONTHLY FROM 1/1 TO 12/31

You list all your entries from 1st January until 31st December

LIST WEEKLY (LW)

Displays a list of CALENDAR entries for a specified week.

Format

LIST WEEKLY

LIST WEEKLY *date*

LIST WEEKLY FROM *date* TO *date*

LIST WEEKLY FROM *date* FOR *number*

where:

date is either the start date or end date in the date range you want to LIST

number is the number of days from the start date

Description

In your CALENDAR you type LIST WEEKLY after the default date prompt to display a list

of all your entries for a specified week or group of weeks. The entries that are marked MINOR are not displayed in weekly format. Only the weeks containing entries are displayed.

Examples

1 2/8/83 > LIST WEEKLY

You display all your entries in the current week or in the last week listed

2 2/8/83 > LIST WEEKLY FROM TODAY TO 5/11

You display all your entries from today until 11th May 1983

3 2/8/83 > LIST WEEKLY FROM 1/1 TO 12/31

You list all your entries from 1st January until 31st December

MAIL (M)

Starts delivery of a message

Format

MAIL [*item*]

where:

item is the name of the item to be MAILED. It can be omitted when you wish to MAIL a message you have just composed with SEND, FORWARD or REPLY

MAIL [*number*]

where:

number is the number of the item to be MAILED. Can be omitted in the same circumstances as *item*

MAIL [*IT*]

where:

IT refers to the current mail item.

Description

Messages you compose with SEND, FORWARD or REPLY can be mailed immediately by typing

MAIL after the MESSAGE >, FORWARD >, or REPLY > prompt.

A message in a READY state in your OUT TRAY can be mailed by typing MAIL after the OUT TRAY > prompt.

Examples

1 IN TRAY > FORWARD 3

TO:

(add distribution list and comments to go with forwarded message)

FORWARD > MAIL

Mailed on 06/06/82 at 1455

IN TRAY >

You initiate delivery of a message

2 OUTRAY > MAIL 3

You mail message number 3 which is in your OUT TRAY

MOVE (MO)

Removes an item from its current position and files it in a FILING CABINET folder.

Format

MOVE [*item*] [TO "*folder*"]

MOVE [*number*] [TO "*folder*"]

MOVE [*number/number*] [TO "*folder*"]

MOVE [*IT*] [TO "*folder*"]

where:

item is the name of the item. Can be omitted only when a package, message or folder is OPENed, in which case the whole package, message or folder is assumed

number is the number of the item. Can be omitted in the same circumstances as the item name

folder is the name of a folder in your FILING CABINET. TO and folder name can be omitted in the IN TRAY, OUT TRAY and PENDING TRAY only. If omitted in the IN TRAY, folder "Incoming" is assumed. If omitted in the OUT TRAY or PENDING TRAY, folder "Outgoing" is assumed

number/number is the range of mail items or CALENDAR entries

IT refers to the current mail item

Description

MOVE is available in your IN TRAY, OUT TRAY, PENDING TRAY, WORK AREA and DISTRIBUTION LIST AREA. Type MOVE after the main prompt. In your WORK AREA if you OPEN a package, you can MOVE part of that package. If you OPEN a message in your OUT TRAY, you can MOVE part of the message when the MESSAGE > or REPLY > prompt is displayed.

In your FILING CABINET after you OPEN a folder the folder name prompt is displayed. Type in MOVE after this prompt to remove an item from the open folder and to place it in another folder

In your CALENDAR, MOVE can be typed after the default date prompt to move the subject and text of a CALENDAR entry to your FILING CABINET. You can only move items which have previously been FILEd in or MOVEd to your CALENDAR. You can move a sequence of items, a range of items or all items. If you do not specify a number or subject name of an item, then ALL is assumed.

Examples

1 WORK AREA > MOVE 2 TO "accounts"

You remove WORK AREA item number 2 and place it in a folder named "accounts"

MOVE A-64

2 WORK AREA > OPEN 2

(details of package 2)

PACKAGE > MOVE 3 TO "incoming"

You remove part 3 of package item 2 in your WORK AREA and place it in the folder named "Incoming"

3 CABINET > OPEN "Docs"

(List of items in "Docs")

Docs > MOVE 3 TO "Budget"

You remove folder item number 3 from the open folder "Docs" and place it in the folder named "Budget".

4 LIST AREA > MOVE 3 TO "Outgoing"

You remove distribution list number 3 from your DISTRIBUTION LIST AREA and place it in the folder named "Outgoing"

5 2/8/83 > MOVE 3 TO "PERSONAL"

Filing...
Finished.

Item 3 specified

Delete? (Yes or No) >> Yes

2/8/83 >

You move item number 3 to a folder called "PERSONAL" and you delete the item in your CALENDAR. To keep the item in your CALENDAR type NO at the Delete? prompt

6 2/8/83 > MOVE "MEETING" TO "FOLDER1"

You move an item with the subject name "MEETING" to a folder called "FOLDER1". You are then asked if you want to delete the item. See example number 5 above

7 2/8/83 > MOVE 2/6,10,TO "PERSONAL"

You move items 2, 3, 4, 5, 6 and 10 to a folder called "PERSONAL". You are then asked if you want to delete the items. See example number 5 above

8 2/8/83 > MOVE TO "MISCELLANEOUS"

You move ALL items to a folder called "MISCELLANEOUS". You are then asked if you want to delete the items. See example number 5 above

OPEN (O)

- 1 Allows you access to the separate parts of a message or package
- 2 Opens a folder in the FILING CABINET

Format

OPEN "*item*"

where:

item is the name of the item to be OPENed

OPEN *number*

where:

number is the number of the item to be OPENed

OPEN *IT*

where:

IT refers to the current mail item

Description

You can OPEN messages and packages so that you can work on their individual parts. Type OPEN after the main prompt, or when you are in your FILING CABINET after the folder name prompt. When a message or package has been OPENed, the MESSAGE >, REPLY > or PACKAGE > prompt is displayed. You then type comands that refer to the separate parts or to the OPENed message or package as a whole.

In your FILING CABINET, you type OPEN after the CABINET > prompt to open a folder. When the folder has been OPENed, the name of the folder is displayed as a prompt.

Examples

1 IN TRAY > OPEN3

(details of message 3)

MESSAGE > FORWARD 2 TO TOM BROWN

TO:

(add comments)

You forward part 2 of IN TRAY message number 3

2 OUT TRAY > OPEN 2

(details of message 2)

MESSAGE > COPY 3

Copying...

MESSAGE >

You copy part 3 of OUT TRAY message number 2 to the WORK AREA

3 OUT TRAY > OPEN 2

(details of message 2)

MESSAGE > CREATE TEXT

(add text)

MESSAGE >

You add text to OUT TRAY message number 2

4 WORK AREA > OPEN 2

(details of item 2)

PACKAGE > OPEN 1

(details of package)

PACKAGE > READ 1

You OPEN item number 2 a package in your WORK AREA. Part 1 of this package is another package. You open part 1 with another OPEN command, and you READ part 1

5 CABINET > OPEN 2

(items in folder 2)

Outgoing > OPEN 3

(details of folder item 3)

MESSAGE > COPY 2 TO (REPORT)

You OPEN folder "Outgoing". You then OPEN a message in that folder, and you copy the second part of the message to the HP 3000 filing system

PASSWORD (PAS)

Allows you to specify a new password.

Format

PASSWORD

Description

Your ADMINISTRATION facilities give you the ability to specify a password. Any one, other than an authorized designate, attempting to sign-on to HPDESK in your name would have to type in the password before gaining access to your messages and other mail items. If you do not have a password or if you want to change the one you have, you type PASSWORD after the ADMIN > prompt. HPDESK then prompts you for a new password. Type in the required password and press RETURN. You are then asked to confirm what you have just typed. Type in the required password again. You have to confirm what you typed because the password is not displayed on the screen for security reasons,

and you could have mistyped the first time. If there are any differences in the two passwords you type, you have to start again. Note that a distinction is made between upper and lower case letters.

To delete an existing password so that you no longer have a password, press RETURN when you are prompted for the new password, and again when you are asked to confirm it.

Example

ADMIN > PASSWORD

Enter a new password: _____

Please confirm it: _____

New password set

ADMIN >

You define a password.

PRINT

Prints an item or CALENDAR entry on the system printer

Format

PRINT

PRINT [*"item"*]

where:

item is the subject of the item or the label of a CALENDAR entry to be printed. If omitted, all messages or entries are assumed. If omitted in an OPENed message or package, the whole item is assumed

PRINT [*number*]

where:

number is the number of the item or CALENDAR entry to be printed. Can be omitted in the same circumstances as item name

PRINT [*number,number*]

where:

number,number is the sequence of CALENDAR entries. You are not restricted to only two numbers

PRINT [*"item","item"*]

where:

"item","item" is the sequence of CALENDAR entries. You are not restricted to only two item names

PRINT [*number/number*]

where:

number/number is the range of the mail items or CALENDAR entries

PRINT [*IT*]

where:

IT refers to the current mail item

Description

In your IN TRAY, OUT TRAY, PENDING TRAY, WORK AREA, and DISTRIBUTION LIST AREA you can type PRINT after the main prompt to print an item in the index.

In your FILING CABINET, you type PRINT after a folder name prompt to print an item in the open folder.

If you OPEN a message or package, the MESSAGE >, REPLY > or PACKAGE > prompt is displayed, after which you can type PRINT.

In your CALENDAR you type PRINT after the default date prompt to print all your entries for

PRINT A-70

a specified day. To print your CALENDAR in DAILY, WEEKLY or MONTHLY format use the PRINT DAILY, PRINT WEEKLY or PRINT MONTHLY commands.

Examples

1 IN TRAY > PRINT

You print all messages in your IN TRAY

2 WORK AREA > OPEN 3

(Details of package)

PACKAGE > PRINT 2

You print part 2 of package item 3

3 CABINET > OPEN "Outgoing"

(List of folder items)

Outgoing > PRINT 2

Outgoing >

You print item number 2 in folder "Outgoing"

4 2/8/83 > PRINT

You print full details of all your CALENDAR entries on the current day or the last day listed

PRINT CALENDAR (P CAL)

Prints a calendar for a given year

Format

PRINT CALENDAR *year*

where:

year is the calendar year you want to print

Description

In your CALENDAR you type PRINT CALENDAR after the default date prompt to print a calendar for a specified year.

Example

1 2/8/83 > PRINT CALENDAR 82

You print the calendar for 1982. You can omit "19"

PRINT DAILY (PD)

Prints a list of CALENDAR entries for a specified date or range of dates.

Format

PRINT DAILY

PRINT DAILY *date*

PRINT DAILY FROM *date* TO *date*

PRINT DAILY FROM *date* FOR *number*

where:

date is either the start date or end date in the date range you want to PRINT

number is the number of days from the start date

Description

In your CALENDAR you type PRINT DAILY after the default date prompt to print a list of all your entries for a specified date or range of dates. The subject of each entry is printed in the format one day to a page.

Examples

1 2/8/83 > PRINT DAILY

You print all your entries for the day in the date prompt

2 2/8/83 > PRINT DAILY FROM TODAY
TO 2/21

You print all your entries from today until 21st Feb 1983

3 2/8/83 > PRINT DAILY FROM 1/1 TO
1/31

You print all your entries from 1st January until 31st January

PRINT FREE (PF)

Prints a list of your free time

Format

PRINT FREE

PRINT FREE *date*

PRINT FREE FROM *date* TO *date*

where:

date is either the start date or the end date in the date range you are listing

Description

In your CALENDAR, you type PRINT FREE after the default date prompt to print a list of all your free time.

Examples

1 2/8/83 > PRINT FREE

You print the week containing the date in the date prompt

2 2/8/83 > PRINT FREE 2/14

You print your free time for the week containing the 14th February 1983

3 2/8/83 > PRINT FREE FROM TODAY TO 2/18

You print your free time from today until 18th February 1983

PRINT MONTHLY (PM)

Prints a list of CALENDAR entries for a specified month.

Format

PRINT MONTHLY

PRINT MONTHLY *date*

PRINT MONTHLY FROM *date* TO *date*

PRINT MONTHLY FROM *date* FOR *number*

where:

date is either the start date or end date in the date range you want to PRINT

number is the number of days from the start date

Description

In your CALENDAR you type PRINT MONTHLY after the default date prompt to print a list of all your entries for a specified month or group of months. The entries that are marked MINOR are not printed in monthly format.

Examples

1 2/8/83 > PRINT MONTHLY

You print all your entries in the month containing the date in the date prompt

2 2/8/83 > PRINT MONTHLY FROM TODAY TO 5/11

You print all your entries from today until 11th May 1983

3 2/8/83 > PRINT MONTHLY FROM 1/1 TO 12/31

You print all your entries from 1st January until 31st December

PRINT WEEKLY (PW)

Prints a list of CALENDAR entries for a specified week.

Format

PRINT WEEKLY

PRINT WEEKLY *date*

PRINT WEEKLY FROM *date* TO *date*

PRINT WEEKLY FROM *date* FOR *number*

where:

date is either the start date or end date in the date range you want to PRINT

number is the number of days from the start date

Description

In your CALENDAR you type PRINT WEEKLY after the default date prompt to print a list of all your entries for a specified week or group of weeks. The entries that are marked MINOR are not printed in weekly format.

Examples

1 2/8/83 > PRINT WEEKLY

You print all your entries in the week containing the date in the date prompt

2 2/8/83 > PRINT WEEKLY FROM TODAY TO 5/11

You print all your entries from today until 11th May 1983

3 2/8/83 > PRINT WEEKLY FROM 1/1 TO 12/31

You print all your entries from 1st January until 31st December

PRIVATE (PRI)

Marks a message, package, or folder as being private

Format

PRIVATE

PRIVATE *NO*

where:

NO removes the PRIVATE status from a message, package or folder

Description

Your mail is of course always restricted from viewing by unauthorized users. But PRIVATE allows you to prevent the message, package or folder from being read by your designates or anyone else's designates.

After you compose a message with SEND, FORWARD or REPLY, you type PRIVATE after

the MESSAGE >, FORWARD > or REPLY > prompt.

After you have created a package, OPEN the package and then type PRIVATE after the PACKAGE > prompt.

After you have created a folder, OPEN the folder and then type PRIVATE after the folder name > prompt.

Example

IN TRAY > SEND

(compose a message)

MESSAGE > PRIVATE

You mark the message as being private

READ (R)

Displays an item or CALENDAR entry on the terminal screen

Format

READ

READ [*item*]

where:

item is the name of the item to be displayed. Can be omitted in your IN TRAY to display messages that you have not previously read. If omitted in an OPENed message or package, the whole item is assumed

READ [*number*]

where:

number is the number of the item to be displayed. Can be omitted in the same circumstances as item name

READ [*number/number*]

where:

number/number is the range of mail items or CALENDAR entries

READ [*number,number*]

where:

number,number is the sequence of CALENDAR entries. You are not restricted to only two numbers

READ [*item","item*]

where:

"item","item" is the sequence of CALENDAR entries. You are not restricted to only two item names

Description

In your IN TRAY, OUT TRAY, PENDING TRAY, WORK AREA, and DISTRIBUTION LIST AREA, you type READ after the main prompt to display one of the messages in the index. If you do not give the number or subject of the message in your IN TRAY, the first unread message is displayed. If there are no new messages, HPDESK displays message number 1. If you do not leave your IN TRAY and you type READ again without a number or subject, message number 2 is displayed, and so on.

In your FILING CABINET you type READ after you have OPENed a folder to read a folder item.

In your CALENDAR, you type READ after the default date prompt to read full details of all your entries for a specified day.

Examples

READ A-78

1 IN TRAY > READ

You display the first message in the index
that has not yet been read

2 WORK AREA > OPEN 3

(Details of the package)

PACKAGE > READ 2

You read part 2 of the package

3 CABINET > OPEN "Incoming"

(Details of folder "Incoming")

Incoming > READ 3

You read item number 3 in folder "Incoming"

4 2/8/83 > READ

You read all your CALENDAR entries on the
current day or the last day listed

READ CALENDAR (R CAL)

Displays a calendar for a given year

Format

READ CALENDAR *year*

where:

year is the calendar year you want to display

Description

In your CALENDAR you type READ CALENDAR after the default date prompt to display a calendar for a specified year.

Example

1 2/8/83 > READ CALENDAR 82

You display the calendar for 1982. You can omit "19"

REDO

Enables you to correct or change a command to save retyping it

Format

REDO

Description

REDO is available in all areas of HPDESK. You use REDO when you want to correct or change a command you have just typed. When you type REDO the command you have just typed is redisplayed. You can now modify the command. Use the space bar to position the cursor under the appropriate character(s) and then use one of the following sub-commands.

- D Delete. This sub-command deletes the character immediately above the cursor. To delete more than one character, type D repeatedly until you have deleted all the characters you want to delete.
- DE Delete to the end of the command line. This sub-command deletes from the character above the cursor to the end of the line.

- I Insert. This sub-command inserts one or more characters immediately before the character positioned above the cursor. You can use D (Delete) and I (Insert) together to delete and insert characters at the same time.
- R Replace. Replace the characters positioned above the cursor with new characters. If you just type one character the character above the cursor is replaced. If you type two characters, the character above the cursor and the character immediately to the right of the cursor are replaced, and so on for additional characters. R (Replace) is assumed if no other sub-command is specified.

After you have changed the command using one of the sub-commands described above, the command is redisplayed with all the modifications. You can either make more changes or press RETURN. When you press RETURN the command is executed.

Example

```
1 2/8/83 > LIST FROM 2/1 TO 2/31
```

An invalid date has been specified.
Type HELP LIST if you need help.

```
2/8/83 > REDO  
LIST FROM 2/1 TO 2/31  
                ddi28  
LIST FROM 2/1 TO 2/28
```

You type in a command incorrectly and use the REDO command to make the correction.

To change 31 to 28 you use the D (Delete) and I (Insert) sub-commands. You position the cursor under the first incorrect character and type a "d". You position the cursor under the next incorrect character and type another "d". To insert the new characters you type an "i" immediately after the "d" and type the correct characters. You then press RETURN and the modified command is displayed. You press RETURN again to execute the now correct command.

REMINDER

Inserts an outgoing message into your CALENDAR on a date you select and creates a REMINDER in your CALENDAR

Format

REMINDER

Description

In your CALENDAR the REMINDER command is exactly the same as the CREATE REMINDER command. It simply avoids using the word CREATE. See CREATE for a complete description.

When you are sending a message you use the REMINDER command to insert the message in

your CALENDAR on the date you select. The message is inserted in your CALENDAR as a REMINDER with the same subject as the message. When you type REMINDER at the MESSAGE prompt, HPDESK asks you for the date of the reminder.

Examples

```
1 MESSAGE > REMINDER
```

```
Date: 3/25
```

```
Setting reminder in the  
Calendar/Diary.
```

```
MESSAGE >
```

You insert an outgoing message in your own CALENDAR on the 25th March 1983.

REPLY (REP)

Allows you to make a quick reply to an IN TRAY message

Format

REPLY [*"message"*]

where:

message is the subject of the message for which the reply is being composed. Can be omitted after you OPEN a message in your IN TRAY

REPLY *number*

where:

number is the number of the message for which the reply is being composed. Can be omitted after you OPEN a message in your IN TRAY

Description

You can make quick replies to messages in you IN TRAY by using REPLY. The subject of

the reply and the recipient is automatically given by HPDESK. This information is taken from the IN TRAY message. Following this information the Text: prompt is displayed. Type in your reply, completing every line by pressing RETURN. You can correct typing errors before you press RETURN by backspacing and retyping. At the end of the reply type in two slashes (//) on a line by itself, and then press RETURN. The REPLY > prompt is then displayed. To mail the reply, type MAIL and press RETURN. To abandon the REPLY and start again you could type DELETE instead. Or you can modify the text you have typed with EDIT. Other commands that could be typed after the REPLY > prompt are as follows: ATTACH, CLOSE, COPY FROM, COPY TO, FILE, PRIVATE, and URGENT. Note that the ACKNOWLEDGE and LABEL commands cannot be used with REPLY. Also you cannot EDIT the distribution list of the reply.

Example

IN TRAY > REPLY 4

You make a reply to message 4

SEND (S)

Allows you to compose a message.

Format

SEND [*number*] [TO "*dist*"]

SEND ["*item*"] [TO "*dist*"]

SEND [*number*] [TO *user*]

SEND ["*item*"] [TO *user*]

SEND [*IT*]

SEND [*IT*] [TO "*dist*"]

SEND [*IT*] [TO *user*]

where:

item is the subject of an item to be included as the content of the message. This can be any of the items displayed when LIST is typed after the prompt currently displayed. If omitted, HPDESK prompts for text.

number is the number of an item to be included in the message. Used in the same way as *item*.

dist is the name of a distribution list stored in your DISTRIBUTION LIST AREA or FILING CABINET. If omitted and no user name is given, HPDESK prompts for a distribution list

user is the name of a registered HPDESK user. If omitted and no distribution list name is given, HPDESK prompts for a distribution list

IT refers to the current mail item

Description

You can compose a message with SEND from any area of your electronic desk except from your ADMINISTRATION facilities area and your CALENDAR and the main menu. You can type SEND after any single arrow prompt (>) in these areas.

When you type SEND by itself without adding any additional information, HPDESK asks you to supply the following:

- * A subject for the message
- * The names of the recipients of the message
- * The text of the message

If the message is to go to only one person, or you have a distribution list name, you can include the name in SEND. In both these cases you are prompted for the subject and text of the message. HPDESK automatically displays the distribution list after you give the subject. The distribution list given is exactly as it is stored in your DISTRIBUTION LIST AREA. You can if you wish use the names of a distribution list and put them all in the same category, for example TO:. If this is the case, do not include

the distribution list name with SEND, but type it in after the required category prompt (TO:, CC:, BCC:, or FROM:).

If the message you send is to include an item from the area you are in, you include the number or the subject of the required item in SEND. If you want to send part of an item, use OPEN first. In your FILING CABINET if you wish to include an item from a folder, OPEN the folder first.

If HPDESK prompts you for text, type in your message, completing every line by pressing

RETURN. You can correct typing errors before you press RETURN, by backspacing and retyping. At the end of the message type in two slashes (//) on a line by itself, and then press RETURN. The MESSAGE > prompt is then displayed. To start delivery of the message, type MAIL and then RETURN. Or if you decide to abandon the message type DELETE. Modifications to the message can be made by typing EDIT. Other commands you could type are ACKNOWLEDGE, ATTACH, CLOSE, COPY FROM, COPY TO, FILE, PRIVATE, and URGENT.

Examples

1 IN TRAY > SEND

You compose a message. HPDESK prompts you for a subject, a distribution list, and for text

2 OUT TRAY > SEND TO PETER SMITH

You compose a message for Peter Smith. HPDESK prompts you for the subject and text of the message

3 WORK AREA > SEND 1 TO "sales"

(Distribution list displayed)

MESSAGE > MAIL

You include item number 1 in your WORK AREA index in a message to all members of the distribution list named "Sales". You are required to give no further information

4 WORK AREA > OPEN 3

(Details of item 3)

PACKAGE > SEND 2 TO BROWN

(Distribution list displayed)

MESSAGE > MAIL

You include part 2 of package item 3 in a message to user BROWN

SET

Allows you to alter the TIME and DATE settings

Format

SET DATE

SET TIME

Description

In your CALENDAR you use SET to specify the format of dates and times. Dates can be displayed in MIXED format, for example, 1st July 1983, or NUMERIC format, for example, 7/1/83.

Times can be displayed in 12 HOUR format, for example, 2:00PM, or 24 HOUR format, for example, 14:00.

When you first use your CALENDAR the dates are set to NUMERIC format and the time is set to 24 HOUR format. You use the SET command to alter these settings.

The SET command only affects the way dates and times are displayed. It does not have anything to do with the way you type in dates and times.

Examples

1 2/8/83 > SET DATE = NUMERIC

You set the date to NUMERIC format

2 2/8/83 > SET DATE = MIXED

You set the date to MIXED format

3 2/8/83 > SET TIME = 12 HOUR

You set the time to 12 HOUR format

4 2/8/83 > SET TIME = 24 HOUR

You set the time to 24 HOUR format

STATUS

Displays the current settings for dates and times

Format

STATUS

Description

In your CALENDAR you use STATUS to display the current format settings for dates and times. Dates can be displayed in MIXED

format, for example, 1st July 1983, or NUMERIC format, for example, 7/1/83.

Times can be displayed in 12 HOUR format, for example, 2:00PM, or 24 HOUR format, for example, 14:00.

Examples

1 2/8/83 > STATUS

You display the current settings for dates and times

SUBJECT

Changes the SUBJECT of a message you are about to MAIL. Changes the LABEL of an OPEN folder. Changes the SUBJECT of an OPENed OUT TRAY message. Changes the TITLE of a distribution list. Changes the LABEL of a folder in your FILING CABINET. Changes the SUBJECT of a PACKAGE created by yourself.

Format

SUBJECT [*"newtitle"*]

where:

"newtitle" is the new SUBJECT, TITLE or LABEL. If you just type SUBJECT, HPDESK prompts you for the SUBJECT, TITLE or LABEL

Description

You use the SUBJECT command to change the subject of a message you are just about to MAIL. You can SEND (MAIL) a message from your IN TRAY, OUT TRAY, PENDING TRAY, WORK AREA, LIST AREA and FILING CABINET.

In your OUT TRAY, you use the SUBJECT command to change the SUBJECT of an OPENed message.

In your WORK AREA, you use the SUBJECT command to change the SUBJECT of an OPENed PACKAGE. You can, however, only change the SUBJECT of a PACKAGE you have created in your WORK AREA, or a PACKAGE you have included in a message and are about to MAIL.

In your LIST AREA, you use the SUBJECT command to change the TITLE of a distribution list. To change the TITLE, however, you must issue the EDIT command first.

SUBJECT A-90

Examples

1 MESSAGE > SUBJECT

Subject: newssubject

You change the SUBJECT of a message
you are just about to MAIL

2 PACKAGE 2 > SUBJECT

Subject: newssubject

You change the SUBJECT of an OPENed
PACKAGE

3 EDIT > SUBJECT

Title: newtitle

You change the TITLE of a distribution list

4 CABINET > SUBJECT

Label: newlabel

You change the LABEL of a folder in your
FILING CABINET

TIME

Displays the specified time

Format

TIME [*time*]

where:

time is the specified time and is optional

TIME NOW

Description

In your CALENDAR, you type TIME after the default date prompt to display the current time. You can also add or subtract an interval of time to display another time.

Examples

1 2/8/83 > TIME NOW

You display the current time

2 2/8/83 > TIME 2:30pm + 1:43

You display the time 1 HOUR 43 MINS after 2:30PM

3 2/8/83 > TIME

You display the current time because NOW is optional

URGENT (U)

Marks a message as being urgent.

Format

URGENT

URGENT *NO*

where:

NO removes the URGENT status from a message

Description

If the message you have composed with SEND, FORWARD or REPLY is urgent, you should type URGENT after the MESSAGE >.

FORWARD > or REPLY > prompt. When MAILED the message goes by the fastest route available and the message is marked in the recipient's IN TRAY as being urgent.

Example

OUT TRAY > SEND

(compose message)

MESSAGE > URGENT

MESSAGE > MAIL

You compose a message and mark it as urgent

WEEKNUM

Displays the week number in the year

Format

WEEKNUM [*date*]

where:

date is the date of the day in the week number you want displayed and is optional

WEEKNUM [*date*] FROM YEAR END

where:

date is the date of the day in the week number you want displayed and FROM YEAR END indicates that the weeks are to be counted from the end of the year

Description

In your CALENDAR you use WEEKNUM to display the week number in the year for a given date. If you specify FROM YEAR END at the end of the command the week number is calculated from the end of the year rather than from the start of the year.

Examples

1 2/8/83 > WEEKNUM 2/21/83

The week number is 8.

2/8/83 >

You display the week number containing the 21st February 1983

2 3/8/83 > WEEKNUM WEDNESDAY

The week number is 6.

2/8/83 >

You display the week number containing Wednesday

3 2/8/83 > WEEKNUM TODAY FROM YEAR END

46 weeks to the end of the year.

2/8/83 >

You display the number of weeks from today to the end of the year

4 2/8/83 > WEEKNUM

The week number is 6.

2/8/83 >

You display the week number of the last week listed

Appendix B

HPSLATE in HPDESK

Introduction

You can now READ, PRINT, COPY, EDIT and CREATE documents using the HP SLATE word processing package, while in HPDESK.

Each of these areas has either been modified or introduced for use within HPDESK.

If you are already familiar with HP SLATE you will need to read this appendix to establish what the changes are. If you have never used HP SLATE then you should

refer to the manual entitled "Learning HP SLATE" first. This is a step-by-step guide to using HP SLATE.

This document does not teach you how to use HP SLATE. It simply describes the changes to the following commands:

- * CREATE
- * READ
- * PRINT
- * COPY
- * EDIT

Creating an HPSLATE document

You can create an HPSLATE document in your WORK AREA. If you just type CREATE at the WORK AREA prompt the following message is displayed:

What would you like to create?
(TEXT/PACKAGE/HPSLATE) >>

To create an HPSLATE document simply type HPSLATE. You are then asked for the

SUBJECT of the document, so type the SUBJECT name and press RETURN. The screen is then cleared and the first HPSLATE keyset is displayed.

Alternatively, you can simply type CREATE HPSLATE at the WORK AREA prompt. You are then prompted for the SUBJECT as described above.

There are five HPSLATE keysets in HPDESK. See Figure B-1 below.

Endedit	PREVKEYS	NEXTKEYS	delpage	prevpage	nextpage	getapage	newpage
Endedit	PREVKEYS	NEXTPAGE	joinfile	movetext	copytext	movepage	copypage
Endedit	PREVKEYS	NEXTPAGE	HELP	info	renumb	undopage	redisplay
Endedit	PREVKEYS	NEXTPAGE	resume	search	replace		redisplay
Endedit	PREVKEYS	NEXTPAGE	center	fill	justify	---on	---off

Figure B-1 HPSLATE softkey sets

When you have typed in all the text, press the **Endedit** key, f1. A message telling you that the document has been created is displayed followed by the WORK AREA prompt.

To move through the keysets use **PREVKEYS** and **NEXTKEYS**.

Reading an HPSLATE document

If an HPSLATE document already exists within HPDESK you can display that document on your terminal screen using the READ command.

The document is displayed without any footings, headings or page numbers. After

20 lines the display stops and the following message is displayed:

Press RETURN to continue >>

To continue the display simply press RETURN. To stop the display press any character other than RETURN. See Figure B-2 below.

HPSLATE in HPDESK B-4

IN TRAY > read 24

Start of Item 24.

Message.

Dated: 02/16/83 at 1338.

Subject: Manual Report

Sender: Jane SMITH / HQ/00

Contents: 2.

Part 1.

TO: Mary LAKE / HQ/00

Part 2.

This report gives details of our latest projected dates for all the new manuals.

.

.

.

.

.

.

End of Item 24.

IN TRAY >

Figure B-2 Reading an HPSLATE document

In Figure B-2 Mary Lake has used the READ command to read a message in her IN TRAY. Part 2 of that message is an HPSLATE document. It is displayed on the

screen just like any other message in HPDESK.

Printing an HPSLATE document

To print an HPSLATE document within HPDESK you use the PRINT command. When you print an HPSLATE document by itself, and not as part of a message or package, a modified HPSLATE Print Menu is displayed. See Figure B-3 below.

All the fields on the Print Menu have default values. You can change any of these by using the TAB key to position on a field and then simply typing over the existing information. When the Print Menu contains all the correct information press RETURN.

Copying an HP SLATE document

You can copy a document created in HP SLATE into HPDESK using the COPY FROM command. For example, if you type COPY FROM followed by the name of the HP SLATE document enclosed in brackets, the document is copied into HPDESK in its original format.

If, however, you type COPY TEXT FROM followed by the name of the HP SLATE document, enclosed in brackets the document is converted into an HPDESK TEXT item and the original format is lost.

Editing an HP SLATE document

You can EDIT any HP SLATE document in your WORK AREA using the HP SLATE editing facilities. To edit an HP SLATE document type EDIT followed by the number of the document at the WORK AREA prompt. The screen is cleared and the first HP SLATE keyset is displayed

together with the first page of the document. The HP SLATE keysets are shown in the next section.

EDIT the document in the usual way and to finish editing press the **endedit** key, f1. The WORK AREA prompt is then displayed on your screen.

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Reader Comment Sheet

HPDESKMANAGER Reference Guide

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We welcome your evaluation of this manual. Your comments and suggestions help us to improve our publications.

Is this manual technically accurate? Yes No

Are the concepts and wording easy to understand? Yes No

Is the format of this manual convenient in size, arrangement and readability? Yes No

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Office Systems Pinewood
Hewlett-Packard Limited
Nine Mile Ride
Easthampstead
Wokingham
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United Kingdom

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