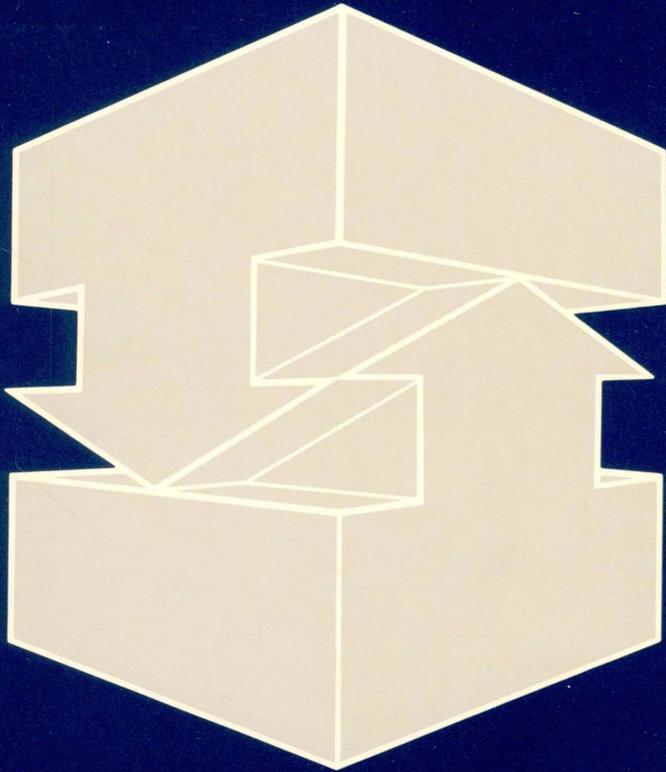


intel®

iBASE USER'S REFERENCE

iBASE User's Reference



Order Number: 137724-001

iBASE USER'S REFERENCE

Order Number: 137724-001

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1

INTRODUCTION



1.1 Overview

This chapter provides an overview of the iBASE product. iBASE provides a user-friendly interface to the powerful XENIX operating system through easy-to-use menus and forms. Thus, even the novice computer user can perform complicated clerical tasks in an automated, electronic office environment without being familiar with the operating system. The most notable of these tasks are electronic mail and file management.

The set of menus, forms and dynamic lists provide a structure that is the heart of the iBASE product. You can choose various selections in each of the menus that allow you to perform a specific task or operation. In some instances, choosing a menu selection causes a new menu to display, containing yet more specific selections. In addition, you can select the on-line help facility to explain and describe a specific topic (menu selection, menu commands, or user actions) from each screen display.

The iBASE product provides the XENIX text editor, vi, for you to write and edit text. Text can be in the form of mail messages, phone messages, or documents stored as files. iBASE also allows for other text editors if your site has provided them. For your convenience, a list of the more commonly used vi commands is provided in an appendix at the end of the manual. For more detailed information, consult your System Administrator or the XENIX reference library.

The iBASE product works on either standalone or networked systems. This manual is biased toward networked systems. However, users of standalone systems should have little trouble in applying the information to their systems.

1.2 Glossary of Terms

This section contains simple definitions of the terms associated with the iBASE menus.

alias: A name chosen by you to represent a group of users that will collectively receive electronic mail.

drawer: The way we group files or documents together. Similar to a drawer in an office file cabinet.

drawer name: Identifies a specific drawer where a group of files or documents is located.

dynamic list: A list of items such as files or drawers, presented by iBASE, from which you can choose those you wish to open or work in.

file: A collection of information (report, document, mail message, etc) that is kept by iBASE.

file cabinet: A workarea storage facility composed of several drawers.

form: A part of the iBASE menu system. A predesigned screen in which you fill in the fields. Similar to an office's paper form.

full network: A group of individual systems or subnetworks connected and configured so that they may share resources.

group: A collection of iDIS users who share a workarea.

group manager: An individual who adds and deletes users to his group.

local node: The node on which you are logged on.

modem: A device which allows computer data to be transmitted over telephone lines to another computer.

node: The name for an individual system on the network.

print spoolers: A facility that allows several users to share a single printer. Print jobs are sent to the print spoolers where they are printed on a first-come, first-serve basis. The spoolers also allow you to perform other work without waiting for your print job to complete.

remote node: A node connected to the local node through OpenNET.

SNR (Sub-Network Receiver): A node on a sub-network through which all mail between the full network and the subnetwork must pass.

sub-network: A group of networked systems with a common set of users. Users of one sub-network cannot necessarily use the resources of another sub-network.

standalone system: A system that is not a member of a network.

virtual terminal: A facility that allows a user to login to a remote node. The node responds to the user exactly as if it were a local node.

workarea: A place where file cabinets are stored. There are three types of workareas: individual, group, and public. An individual workarea is where your personal files are stored; other users cannot access these files. Group workarea is an area where members of a

group can share files. Only group members can access these files. Public workareas contain files that can be accessed by any user of the system. When you login to the system, you automatically start in your individual workarea.

XENIX: The multi-user operating system on the System 286/310. It controls the system activities and allows you to login to the system.

1.3 Related Publications

Getting Started with iDIS™, Order Number 136972.

iDESK User's Reference, Order Number 1337996.

iDB User's Reference, Order Number 137766.

iPLAN User's Reference, Order Number 137764.

iWORD User's Reference, Order Number 137768.

RJE 188 Remote Job Entry Workstation Emulation Software Administration Manual, Order Number 138369.

Getting Started with iPC, Order Number 138044.

iPC-iDIS™ Installation and User's Reference, Order Number 138045.

2.1 Introduction

This chapter provides a menu reference for the iBASE menu system. The information presented will show you the relationship of the menu structure and describe the actions and operations you may perform in each menu. The menu system allows you to select and perform a specific operation in an electronic office environment. The information is presented at a level that assumes the reader has a good working knowledge of the information presented in *Getting Started with iDIS*. If you have not read that manual and completed the exercises, you may have difficulty with the explanations in this chapter.

When you make a selection from a menu, one of three types of screen will appear:

- Menus—characterized by the Menu title and Menu name (shown in parentheses), several menu selections in the middle of the screen, and the “Which action” line prompt.
- Forms—characterized by fields that you must fill in with information for some specific purpose.
- Dynamic Lists—characterized by a list of items to choose from. The items on the list range from printers to application software packages that your system can run.

The next section describes those features that are found on all menus. A sample menu (in this case, a sample Top menu) is used for explanation. It is important that you know all of the functions you can perform from a menu. The last section of this chapter provides a detailed description of the iBASE menus by explaining the purpose and function of each selection on each menu. As stated earlier, some selections cause more specific menus to display, while other selections immediately perform the task it calls out.

2.2 iBASE Form Description

In the iBASE menu system, a form is a screen designed for entering information into the system. Forms have their own set of syntax and rules of operation. An example form (Esmail) is shown below, followed by an explanation of the general commands.

- < CTRL > -u** “Undo”, returns the field you just altered to its original contents.
- < TAB > /**
< cr > If you enter information over existing characters in a field, and press one of these keys, it will move the cursor either to the next (**< TAB > / < cr >**), previous (**< BACKTAB >**), or top left (**< HOME >**) field and delete any characters to the cursor’s right.
- < BACKTAB >**
- < HOME >**
- < CTRL > -e** Closes the form and completes the operation. If you have not entered all of the required data, the terminal “beeps” and indicates you must complete all required fields.
- < DEL >** Aborts the form. Any information you have entered into the form is lost.

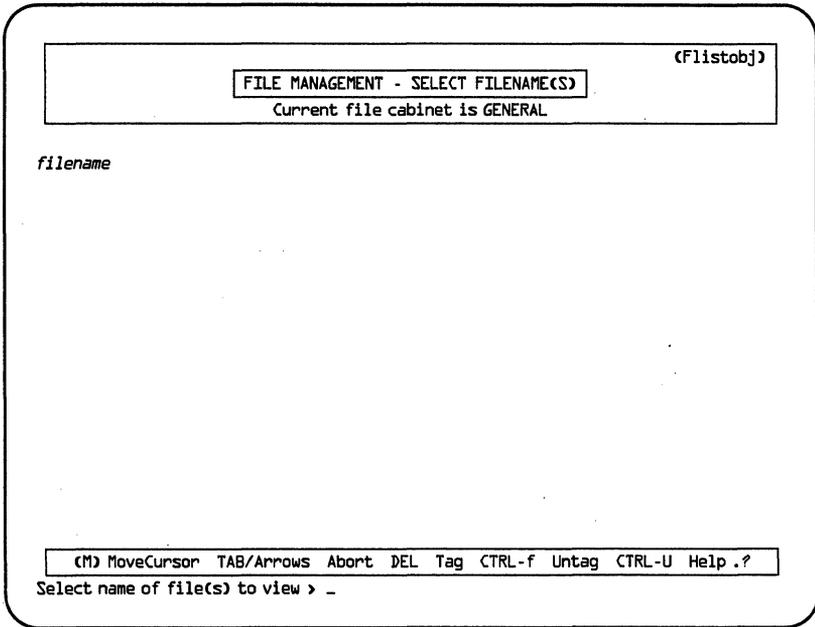
In some forms, data that you previously entered is available for you to view, modify, and add to. In these types of forms, an extra set of commands is used to access the data. These commands are described as follows:

- < CTRL > -b** Creates a blank form, allowing you to create a new entry into the database.
- < CTRL > -d** Removes the displayed entries from the database.
- < CTRL > -f** Find an entry. If you are looking for a particular entry in the database, you may enter one field (or even a part of the field), press **< CTRL > -f**, and the system will find the entry that matches your entry. If there is no match, the system will indicate that the form cannot be found.
- < CTRL > -n** Scrolls through the entries in the database, one form at a time.
- < CTRL > -t** Normally terminates your data entry session.
- < CTRL > -e** In these types of forms, **< CTRL > -e** enters newly entered data into the database.
- < DEL >** If you are in a non-empty field, **< DEL >** deletes the contents of the field. If you are in an empty field, **< DEL >** aborts the current session and returns you to the parent menu preserving the original contents of the database.

2.3 Dynamic Lists Description

Dynamic lists are screens that appear where the selectable items are dependent upon you specific configuration or operation. Dynamic lists

also have their own format and syntax rules. A sample dynamic list is shown below, followed by a description of the commands.



PPS1-501

Cursor

The cursor is indicated by highlighted (reverse video) selections.

Arrow Keys

< TAB > / < BACKTAB >

The arrow and < TAB > / < BACKTAB > keys move the cursor between selections.

< CTRL > -f

Selects an item under the cursor. A selection is indicated by the "+" character. The "+" marks do not show up on the selection while the cursor is on the selection. Depending on the list, you may make single or multiple selections.

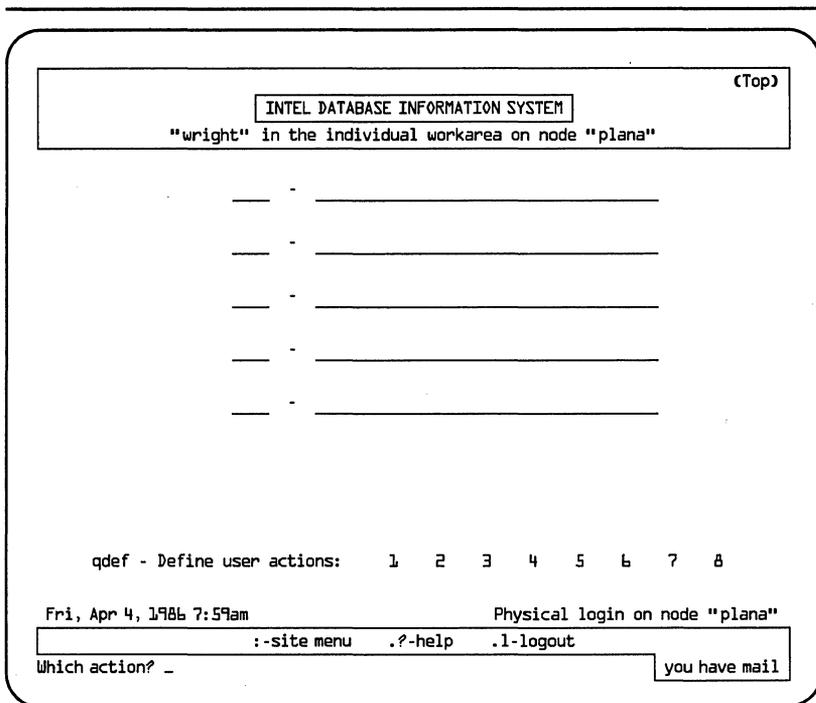
< CTRL > -x

"Unselects" the highlighted item. When the cursor is moved, the "+" marks, indicating a selection has been made, disappear.

- < cr > Closes the dynamic list and performs the intended function on the selections item(s).
- < DEL > Aborts the process and returns you to the menu that called out the dynamic list selection.

2.4 Common Features on the iBASE Menus

This section explains the features that are common to all of the iBASE menus. Figure 2-1 shows a sample Top menu, similar to the one shown after you have completed a successful login to your system. The definitions and explanations that follow this figure reflect



PPS1-526

Figure 2-1. Sample iBASE "Top" Menu.

this sample menu. Your Top menu may appear different if your System Administrator has modified the menu. (You may find that the first menu you see after logging in to your system is not even the Top menu.) However, the basic structure of the menu in iBASE is the same for all menus.

For the following descriptions, refer to Figure 2-1 to locate the characteristic on the menu. It will help your understanding if you can log into iBASE and display your Top menu.

(Top)

The menu name appears in parentheses at the upper-right corner of the menu. It is a mnemonic representation of the menu title.

INTEL DATABASE INFORMATION SYSTEM

The menu title appears on the second line of the menu. The title is in capital letters and is centered in the middle of the menu. The menu title defines the menu's function.

'wright' in the individual workarea on node 'plana'

This appears under the menu title to tell you the login ID you used to log in to the system (in this case, user "wright"), and in which workarea you are working (in this case, the "individual workarea"). You will always begin work in your individual workarea. If your system is defined on a network, then the node you are working on is indicated at the end of the line (in this case, node "plana"). If you log in to a standalone system the information line will end with the word "workarea".

qdef - Define user actions: 1 2 3 4 5 6 7 8

This follows the list of menu selections. The qdef function allows you to associate one of the number keys (1 through 8) with a particular menu selection. You can define up to eight such user actions and change those definitions at your discretion. Thus, you can define a special set of menu selections that you can access quickly (shortcuts). You must spell the menu name exactly as it appears on the screen display; and you must spell out the selection from that menu you wish to go to. You cannot choose a menu and selection that take you to another menu. Before actually defining a user action with qdef, go to the desired menu and choose the desired selection to see if you have the authorization to work from that selection. The valid menu/selections in the iBASE menu system are:

- Email (read, send, old, recn, dir, lists)

- iDIS (cal)
- Aswtop (other)
- Host (tty)
- Fops (edit, grant, name, stats, view, xdel)
- Fcopy (cpy, acpy, ucpy, wcpy)
- site (cal, pmsg)
- Aasave (chng, save, work, unit, xdel)
- Aprtr (chng, show, xdel)
- Aasavep (fmt, ret)
- Admin (use, what, disk, cpw)

Fri Apr 4, 1986 7:59am

This is the current date and time recognized by the system. It appears on the left side of the menu. This is updated whenever the menu display is redrawn.

Physical login on node 'plana'

This appears on the right side of the menu, opposite the date and time, only if your system is in a network. It tells you the actual node on which you logged in (local node).

.b-back a menu, :-site menu, .s-start, .?-help, .l-logout

These commands appear on the universal menu command line (a single line directly under the date/time and physical login lines). Simply enter the desired command on the prompt line, "Which action". Not all of these commands are available from all of the menus or dynamic lists. These commands allow you to perform the following operations:

- .b <cr> Go back to the menu you just came from.
- : <cr> Go to the site menu. The site menu is a multi-purpose iBASE menu which contains several commonly used selections found in the iBASE menu system.
- .s <cr> Go back to the top menu that you are authorized to access. For the individual user, this normally will be the Top menu.
- .? Go to the general help screen. This help provides information about the menu system.
- .l <cr> Logs you out of iBASE menu system.

There are other universal commands that are not shown in the command line (they are listed in general help), but are generally available. These commands are described as follows:

- ? This command displays help information for the particular menu, selection, form, or dynamic list that is currently selected. You do not have to press <cr> to invoke this command.
- .t <cr> Allows you to change the terminal type that is selected for you during that current session. Use this command whenever you access a remote system that expects a terminal type different from yours.
- .r <cr> This command redraws your screen display to the correct form. Sometimes, your screens may show garbage (unintelligible characters) if your terminal is turned off during a session. Use this command to repaint the proper screen.

Which action?

This line appears below the command line at the bottom of the screen on the left side of the menu. Your typed-in entries appear on the screen at the right of the question mark. You may choose selections from the menu by entering the first letter (or more, in some instances) of the selection, use the arrow keys to scroll through the selections, enter a universal command, or enter a series of single character selections (select ahead) to move quickly through the menu structure.

Select ahead

This important characteristic of the iBASE menu system can be used whenever the cursor is on the "Which action" line or when the prompt "Press RETURN to continue or select ahead" appears. Select ahead allows you to descend the menu structure and access a specific menu selection by typing the first letter of each succeeding menu selection, thereby bypassing the normal menu displays on the terminal screen. For example, to go to the Fcopy menu from any menu using "select ahead", you type in these characters (each separated by a single space) on the "Which action" line:

```
.s i f g c <cr>
```

you have mail

This appears at the bottom right of the menu only when you have mail (messages) in your system mailbox.

2.6 iBASE Menus

This section describes the iBASE menus. Your particular system may have additional menus and/or menu selections to those described in this section. iBASE allows the system manager to modify and expand the original menu system. Starting from the Top menu and continuing with the successive menus, a complete picture of the menu structure is presented. Notice that the menu descriptions are limited to a task-oriented explanation of the selections that appear on each menu.

Top—Intel Database Information System

```

                                                                    (Top)
INTEL DATABASE INFORMATION SYSTEM
" user" in the individual workarea on node " "

mail - Electronic mail

iDIS - iDIS office software

rmt - Remote operations

asw - Additional office software

qdef - Define user actions:  1  2  3  4  5  6  7  8

day date time                Physical login on node " "
:--site menu  .?-help  .l-logout
which action? _                you have mail
```

PPS1-502

From this menu you can use electronic mail, perform a variety of clerical operations with the iDIS office software, perform file management, and perform remote operations. You can also open a menu from which you can access several optional application software packages, (statistics software, graphics software, etc.). The following selections are available on the Top menu.

mail—Electronic Mail

This selection displays the Email menu. This menu provides the tools for using the system's electronic mail system. Electronic mail allows communications with other system users in the form of message passing. Refer to the Email menu description later in this section.

iDIS—iDIS Office Software

This selection displays the iDIS menu. The iDIS menu provides selections for electronic mail, appointment calendar, file management,

word processing, and file management operations. The following selections are available:

- mail - Electronic mail (Email menu)
- cal - Maintain appointment calendar
- db - Local database operations (Db menu)
- ss - Spreadsheet operations (Ssheet menu)
- wp - Word processing (Fwpops menu)
- file - File management (Ftop menu)

rmt—Remote Operations

This selection displays the Host menu. This menu allows you to perform remote file transfer operations on authorized systems and make a virtual connection to other authorized nodes on the system network. You can also connect to any authorized system that is reachable by phone. This menu also takes you to the “host comm” features (if such a communications package is installed). With host comm you can select features that access mainframe computers, such as IBM, etc. The following selections are available:

- file - Remote file transfer (Rtrans menu)
- tty - TTY passthrough

asw—Additional Software

This selection displays the Aswtop menu. The Aswtop menu provides the selections for various application software packages that may be installed on the system. You can perform database management, or use accounting software, graphics software, statistics software, and word processors. The following selections are available if installed on your system:

- acct - Accounting software (aacctop menu)
- dbms - Database Management software (Adbms menu)
- grph - Graphics software (Agrph menu)
- stat - Statistics software (Astat menu)
- wp - Word processing software (Awp menu)
- other - Site-specific software

Two methods exist to begin viewing your mail. The first is to press `< cr >` which displays the first message (and each subsequent message whenever the key is pressed). The second method is to press the number key matching the message you wish to view and `< cr >`. Each message displays a header which identifies the message number, who sent it and when, and the message subject. The text of the message appears below the message header.

Once you have read your mail, use the XENIX mail commands to manipulate and dispose of the messages. Many options are available, and if you need only a quick reminder, use the help screen available with the read selection. Appendix A contains detailed descriptions of the XENIX mail commands that can be used when the read selection is chosen.

send—Send Mail

Use the send selection to write messages to other users. Users may be local users on your node or in your sub-network, users outside of your sub-network, or users on a different network. This selection displays the Esmail form on which you type the subject of the message and the login ID of the individuals who are to receive the mail. When the list of users is complete, press `< CTRL > -e` to leave the Esmail form.

The login ID information required on the Esmail form varies depending on where the mail is to be sent. To send mail to local users, only the login ID of each user is required. To send mail to users outside of your sub-network, you must provide the SNR (Sub-Network Receiver) and the login ID of each user. The format you must type is as follows:

SNR % login id

(e.g., `plana%wright`). The login ID and SNR information is stored in the personnel directory by the System Administrator for the information.

You compose your message on the next display. The top portion of the display contains introductory information for message composition. Just below this information appears the subject of your message and who you have designated to receive the mail.

Messages consist of two parts: a heading and a body. The heading contains the following fields:

- | | |
|-----------------|---|
| To: | A mandatory field which contains the names of the users you are sending mail. |
| Subject: | An optional field which contains text describing the message. |

- Cc:** An optional field (Carbon copy) containing login id(s) of the individual(s) who will receive a copy of the message. Message recipients see these names in the received message.
- Bcc:** An optional field (Blind carbon copy) containing login ID(s) of the individual(s) who will receive a copy of the message. Message recipients **do not** see these names in the received messages.
- Return-receipt-to:** An optional field which contains the login IDs of those users who will receive an automatic acknowledgement when the message is delivered.

NOTE

The same information required in the "To:" field to send mail outside of your sub-network and/or users on a different network is required in the "Cc:", "Bcc:", and "Return-receipt-to:" fields.

Use the keyboard to type in the body of the message. Each line (80 characters maximum) must end with a `< cr >`.

Special commands called compose escapes are available during the message writing session. Compose escapes are only recognized when they are placed on a new line. They allow you to save portions of messages being composed, display messages being composed, and read in other files. A list of compose escapes is available when you type in `~?` on a new line and press `< cr >`. The help list appears in the middle of your message. You may continue typing your message on the line just below the notation "(continue)". Appendix B contains the definitions of the compose escapes.

If no word processor is installed, the XENIX text editor `vi` is the system text editor that is invoked whenever the compose escape `~v` is used. Refer to Appendix D for a brief description of the more commonly used `vi` commands.

old—Maintain Old Mail in Mbox

This selection allows you to manage your old mail that was saved in your `mbox` file by opening the file. This selection has meaning if you have used the `mb` command during a previous read mail session to save designated messages in your `mbox` file. The screen displays a list of the saved mail that is similar to the read display. XENIX mail commands are available with which to manipulate the mail. A help screen of the mail commands (like the screen available with the

read selection) displays when <?> is pressed. Use either the exit or quit commands to leave the mbox file.

recn—Reconstruct a File Received by Mail

This selection causes the Erecnobj dynamic list to appear on the screen which displays all of the files stored in your general file cabinet. You must use this selection every time you receive a file sent via electronic mail. The file would have been sent through the mail using the “mail—mail a file” selection from the Fops menu. When you choose the read selection to read the file, a message appears instructing you to use this reconstruct selection to restore the file to its original format.

NOTE

You must first save a file with a unique name while in the read selection.

dir—Browse Personnel Directory

This selection causes the Edir form to display on the screen. The personnel directory contains information about each user on the system. Use this selection to obtain login IDs, users’ real names, and sub-network receiver (SNR) information. The Edir form has the capability to search on words that sound like the word (or characters) you type in. You can abort the session (and return to the Email menu) by pressing <DELETE> (also referred to on some keyboards as <RUBOUT> or <CANCEL>). Press <CTRL> -e to start the search operation.

lists—Maintain Personal Mailing Lists

This selection opens a file that contains the mail options that are set for you and any mailing lists you may have. Once you are in this file you can make up mailing lists to suit your particular needs. You assign an alias (name) to represent all of the users in that list; then, whenever you wish to send mail to the mailing list, type in just the alias name.

If no word processor is installed, the XENIX text editor, vi, is used to maintain this file. Refer to Appendix D for a brief description of the more commonly used vi commands.

idesk—iDESK Mail

This selection causes the iDESK InBox folder in the iDESK Mailbox workarea to display on the screen. This selection appears on the

Email menu whether or not the iDESK program is installed (the iWORD word processor must be installed in order to implement iDESK). Refer to the *iDESK User's Reference* for further information.

iDIS—iDIS Office Software

(iDIS)	
iDIS OFFICE SOFTWARE	
"user" in the <i>individual workarea on node</i> " "	
mail	- Electronic mail
cal	- Maintain appointment calendar
db	- Local database operations
ss	- Spreadsheet operations
wp	- Word processing
file	- File management
qdef	- Define user actions: 1 2 3 4 5 6 7 8
day date time	Physical login on node " "
.b-back a menu :-site menu .s-start .?-help .l-logout	
Which action? _	you have mail

PPS1-504

The iDIS menu contains selections that allow the user direct access to the iDIS operations. These operations include electronic mail, an appointment calendar, and file management. Optional selections on the menu include local database operations, spreadsheet operations, and word processing. These optional selections represent software packages that are not part of the iBASE product. The optional software selections appear on the iDIS menu only if the software is installed on the system. The following selections available from the iDIS menu are described briefly.

mail—Electronic Mail

The mail selection displays the Email menu. Refer to the Email menu description for detailed information about the available selections and related functions.

cal—Maintain Appointment Calendar

This selection causes the appointment calendar to appear. If iDESK is installed on your system, then the iDESK appointment calendar

is opened with this selection. Refer to the *iDESK User's Reference* for more complete information. If iDESK is not installed, the cal selection opens a XENIX file into which you can type in your necessary information. The on-line help describes the format required for placing information into this file. If no other word processor is installed, your text editor is vi. See Appendix D for a brief description of vi commands.

db—Local Database Operations

This optional selection displays the Db menu. It is available only if the iDB software package is installed on your system. For more detailed information, consult the *iDB User's Reference* which accompanies the software.

ss—Spreadsheet Operations

This optional selection displays the Ssheet menu. This selection is available only if the iPLAN software package is installed on your system. The Ssheet menu provides access to the iPLAN spreadsheet system. For more detailed information, consult the *iPLAN User's Reference* which accompanies the software.

wp—Word Processing

This optional selection opens the iWORD word processing system. This selection is available only if the iWORD word processing software package is installed on your system. Consult the *iWORD User's Reference* which accompanies the software for more information.

file—File Management

This selection displays the Ftop menu. The Ftop menu provides direct access to the iDIS file cabinets: database files, general files, spreadsheet files, word processing files, and remote job file. Note, the selections for application software file cabinets (db, wp, ss, out, and job) are present whether or not the software packages are installed on your system. The selections available from Ftop are as follows:

- asw - Additional Office Software file cabinets
- gen - General file cabinet
- db - iDB file cabinet
- ss - iPlan file cabinet
- wp - iWord file cabinet
- job - Host Job file cabinet
- out - Host Output file cabinet

Ftop—File Management

FILE MANAGEMENT		(Ftop)
"user" in the individual workarea on node " "		
asw	-	Additional Office Software file cabinets
gen	-	General file cabinet
db	-	iDB file cabinet
ss	-	iPLAN file cabinet
wp	-	iWORD file cabinet
job	-	Host Job file cabinet
out	-	Host Output file cabinet
qdef - Define user actions: 1 2 3 4 5 6 7 8		
day date time		Physical login on node " "
.b-back a menu :-site menu .s-start .?-help .l-logout		
Which action? _		you have mail

PPS1-505

This menu is the top menu in the file management menu structure. You can access specific file cabinets, such as the general file cabinet, and perform various operations on the files contained within that file cabinet. The last five selections (db, ss, wp, job, and out) appear on the Ftop menu even if the application software is not installed on your system. Those file cabinets, however, remain empty of files until you place files in that file cabinet. The application software places files in its file cabinet automatically. The selections available from the Ftop menu are as follows.

asw—Additional Office Software File Cabinets

This selection opens the Fgetdr dynamic list. This list shows the various drawers in the ASW file cabinet. Each drawer represents a single application software package found in the additional software menus (Aaccttop, Adbms, Agrph, Astat, and Awp) if and only if the software creates files under the Asw directory (file cabinet). If the

application software places its files elsewhere, then you must access those files from that software's facilities.

When you choose a drawer from the list, you open the Fops menu which contains the tools to manipulate the file(s) in that particular drawer. The Fops menu contains the following selections: copy, edit, grant, mail, name, print, rmt, stats, view, and xdel.

gen—General File Cabinet

This selection opens the Fops menu and places you in the General file cabinet. All files you have created (including writing or saving mail messages to a file) are stored in the General file cabinet unless you specify another file cabinet. Choose this selection to perform file management activity on files stored in this cabinet. The following selections are available from the Fops menu to work on files in the General file cabinet: copy, edit, grant, mail, name, print, rmt, stats, view, and xdel.

db—iDB File Cabinet

This selection causes the Fdbops menu to display and places you in the iDB file cabinet. This menu contains the same selections as the Fops menu for manipulating files. Use this selection to perform file management operations on the files in the iDB file cabinet. If the iDB software is installed, consult the *iDB User's Reference* for additional information.

ss—iPLAN File Cabinet

This selection causes the Fssops menu to display and places you in the iPLAN file cabinet. This menu is described in detail in the *iPLAN User's Reference*. Simply, this selection allows you to manipulate files stored in the iPLAN file cabinet.

wp—iWORD File Cabinet

This selection causes the Fgetdr dynamic list to display, showing the drawers that exist in the iWORD file cabinet. When you choose a drawer, you cause the Fops menu to display. From here you can perform the standard iBASE file management operations on the selected drawer. If the iWORD software is installed, consult the *iWORD User's Reference* for additional information.

job—Host Job File Cabinet

This selection causes the Fops menu to display and places you in the Host-Job file cabinet. Use this selection to perform standard file

management operations on the files stored in the Host-Job file cabinet. If the Remote Job Entry (RJE) software is installed on your system, consult the *RJE 188 Remote Job Entry Workstation Emulation Software Administration Manual* for more information.

out—Host Output File Cabinet

This selection opens the Fops menu for the Host Output file cabinet. Use this selection to perform file management operations on the files stored in the Host Output file cabinet. If the Remote Job Entry (RJE) software is installed on your system, refer to the *RJE 188 Remote Job Entry Workstation Emulation Software Administration Manual* for additional information.

Fops—File Management Operations

FILE MANAGEMENT OPERATIONS		(Fops)
"user" in the <i>individual</i> workarea on node " "		
Current cabinet is <i>cabinet name</i>		
copy	-	Copy/Translate operations
edit	-	Create/Change a file
grant	-	Change file access permissions
mail	-	Mail a file
name	-	Rename a file
print	-	Print operations
rmt	-	Remote-system/RJE Host operations
stats	-	List files and statistics
view	-	View a file
xdel	-	Delete a file *CAUTION*
qdef	-	Define user actions: 1 2 3 4 5 6 7 8
day date time		Physical login on node " "
.b-back a menu :-site menu .s-start .?-help .l-logout		
Which action? _		you have mail

PPS1-506

This menu contains the tools to manage the files placed in the various iBASE file cabinets. When the Fops menu appears it will indicate (under the menu title) which file cabinet you are currently working in, as well as which workarea you are in. The selections available from the Fops menu are as follows.

copy—Copy/Translate Operations

This selection causes the Fcopy (Copy/Translate Operations) menu to display. The Fcopy menu provides several options for copying a file: within the current cabinet or drawer, to another cabinet or drawer, to another workarea in the same cabinet, or to another user in the same cabinet. Also available from the Fcopy menu is "translate operations" which allows you to translate a file to another format.

edit—Create/Change a File

This selection causes the Flistobj dynamic list to display. The list indicates the existing file names and asks you to select the file(s) you wish to edit. You may also choose to create a new file by selecting NEW from the file list. All editing is performed using the installed text editor. If no word processor is installed on your system, you will be using the vi editor. Press <cr> to leave the list and go back to the Fops menu.

grant—Change File Access Permissions

This selection allows you to change the write access permission to files you own in the group or public workareas. When chosen, this selection asks you to grant (allow) or deny (disallow) write-access to members of your current work area. You must specify either “g” (for granting permission to write to files) or “d” (for denying permission to write to files). The Flistobj dynamic list appears showing the files that can be changed. Note, if your members already have write access to your files, choosing “g” causes the following message to display: “no selections to choose from”. Conversely, denying permission to write to files that do not have write access also causes the “no selections to choose from” message to appear. Use the stats selection from the Fops menu to view the permissions assigned to each file.

This selection has no meaning in the individual workarea since no one can access your individual workarea.

mail—Mail a File

This selection causes the Flistobj dynamic list to display the list of files in your current working file cabinet. Select one or more files to be mailed. The file name of the selected file displays on the screen followed by a prompt to enter the user(s) (login ids) and/or group(s) (aliases) to receive the selected file. (You may press <cr> to bypass the file; if you have selected only one file to send, you will have effectively, cancelled the operation.)

Next, you are asked to write a brief message (maximum of one line) to accompany the file. Every file you send through the mail must have a subject or it will not be processed.

name—Rename a File

This selection causes the Flistobj dynamic list to display a list of files you may choose to rename. The current file cabinet you are working in is indicated just above the list of files. Use this selection

to rename a file by choosing it from the list and giving it a new name.

print—Print Operations

This selection displays the Fprint menu. From this menu you can print designated files on the assigned printer, perform printer maintenance operations, or print on a remote host (restricted to systems with installed RJE software).

rmt—Remote-System/RJE Host Operations

This selection causes the Frmt menu to display. From this menu you can transfer files to or from a remote system or personal computer. You must have the RJE software installed to use the remote system transfer; you must be a PC user to transfer files to or from a personal computer.

stats—List Files and Statistics

This selection displays the files stored in the current working file cabinet. A description of each file (or directory [a group of files]) follows:

filename	the name of the file.
attributes	the permissions assigned to the file. There are ten positions in the attribute field. The left-most position in the field indicates if the file is a directory; if a "d" is present, it is a directory; if a "-" is present it is a file. The second, third, and fourth positions from the left indicate the owner's permissions. The fifth, sixth, and seventh positions from the left indicate the permissions for the group. The last three positions indicate the permissions for the system (everyone else). The symbols used in the positions have the following meanings: d = directory r = read the file w = write to the file x = execute the file

NOTE

There are a few other symbols that might possibly appear. Refer to XENIX command documentation for more information.

For example, the following attribute field:

`-rw-rw---`

indicates a file which the owner and group members have permission to read from (view) and write to.

size	the size in bytes (characters) of the file
owner	the login ID name of the owner of the file
last updated	the date of the last modification of the file
file type	indicates whether it is a text file, executable file (a program), an empty file, a directory, etc.

view—View a File

This selection displays the Flistobj dynamic list. This list shows the names of the files stored in the file cabinet you are currently working in. Use this selection to display the contents of the selected file on your screen. Select a file by typing in the first letter of the filename or use the arrow keys to move about in the list. While viewing the file you can press the **<SPACE BAR>** to display the next page of the file or press **<cr>** to display the next line of the file.

xdel—Delete a File ***CAUTION***

This selection causes the Flistobj dynamic list to display. The list shows the files stored in the file cabinet you are currently working in. Use this selection to delete specified file(s) from the file cabinet. Once a file is selected, you will be asked for confirmation that specific file to be deleted. You may answer "y" and the file will be deleted; you may cancel the operation by answering "n".

Fcopy—File Management—Copy/Translate Operations

```
(Fcopy)
FILE MANAGEMENT - COPY/TRANSLATE OPERATIONS
"user" in the individual workarea on node " "
Current cabinet is cabinet name

cpy - Copy a file within current cabinet (or drawer)

acpy - Copy a file to another cabinet (or drawer)

wcpy - Copy a file to another workarea, same cabinet

ucpy - Copy a file to another user, same cabinet

trans - Translate operations

qdef - Define user actions:  1  2  3  4  5  6  7  8

day date time Physical login on node " "
.b-back a menu  :.site menu  .s-start  .?-help  .l-logout
which action? _ you have mail
```

PPS1-507

This menu contains the selections to copy a file from the file cabinet you are currently working in to one of four destinations. These operations create new copies of the files with different characteristics than those of the original file. Also available from this menu is a translate selection which allows you to translate a specified file(s) from one format to another format. The selections from the Fcopy menu are defined as follows.

cpy—Copy a File Within the Current Cabinet (or Drawer)

This selection displays the Flistobj dynamic list which lists the files stored in your current file cabinet. Use this selection to copy a designated file(s) to the current cabinet or drawer. You will be asked to choose a name for the file(s) you selected. Type in the name(s) and press <cr>. If the copy operation is successful, you will be informed that your selected file was copied to the new file (*name*). You can return to the Fops menu and use the stats selection to view the file stored in the current cabinet.

acpy—Copy a File to Another Cabinet (or Drawer)

This selection displays the Facyl list which shows the available file cabinets. Use this selection to copy a file(s) into another cabinet or drawer. If you happen to select the cabinet you are currently working in, you are taken back to the Fcopy menu and instructed to use the cpy selection. Select the destination file cabinet and press < cr > . Next, select the file to copy to that file cabinet from the Flistobj list and press < cr > . The screen will display the name of the file you have chosen to copy and asks you for the destination file name of the file to be copied. Once the file is successfully copied, you can keep or delete the original file.

wcpy—Copy a File to Another Work Area

This selection allows you to copy specified file(s) from one file cabinet to the same file cabinet in a different workarea. You must specify which workarea (group or public) the file is to reside in, then select a specific workarea name. Pressing < cr > displays the Fwcpyl list of available workareas. If no selected workareas are found, the Fcopy menu returns to the terminal screen, effectively halting this operation. Next, select the desired file from the list. The screen displays the file you have selected and prompts (asks) you to type in the destination file name (which you choose). Once the file is successfully copied, you have the option of keeping or deleting the original file.

ucpy—Copy a File to Another User, Same Cabinet

Use this selection to copy a specified file from your current file cabinet to the same file cabinet of another user. You may display a list of available users by pressing < cr > . Once the copy operation completes, you have the option of keeping or deleting the original file. The file is provided a system-generated name. The user is informed by electronic mail of the file's name and who provided it.

trans—Translate Operations

This selection displays the Ftrans menu. This menu provides the selections to encrypt or decrypt a file, reconstruct a file sent through electronic mail, or translate a specified file from one format to another format.

Ftrans—File Management—Translate Operations

```
(Ftrans)
FILE MANAGEMENT - TRANSLATE OPERATIONS
" user" in the individual workarea on node " "
Current cabinet is cabinet name

encl - Encrypt a file
decr - Decrypt a file
recl - Reconstruct a file received by mail

tl - Translate SYLK to DIF
t2 - Translate SYLK to CSV (Comma Separated Values)
t3 - Translate DIF to SYLK
t4 - Translate DIF to CSV
t5 - Translate CSV to SYLK
t6 - Translate CSV to DIF

qdef - Define user actions: 1 2 3 4 5 6 7 8

day date time Physical login on node " "
.b-back a menu :-site menu .s-start .?-help .l-logout
Which action? _ you have mail
```

PPS1-508

This menu provides selections for protecting files from unauthorized viewing, reconstructing files received by electronic mail, translating files from one format to another format. The following selections are available from the menu.

encl—Encrypt a File

This selection causes the Flistobj list to display, showing the available files for use with this selection. The list also indicates the current file cabinet in which you are working. Use this selection to prevent unauthorized users to view the contents of file(s) you wish to remain secure. Encrypting a file causes it to display unintelligible characters when you select the “view—View a file” selection from the Fops menu. Select the file from the list and press <cr>. You will be prompted to give the file a name for the encrypted copy of the selected file (or you can use the “=” sign to keep the same name). The new name can be up to 14 characters long (consisting of letters, numbers, period, underscore, and hyphen). You must then select and enter an encrypting key for the file. This key is a set of

characters you type in that do not appear on the screen (for security reasons). Once the encrypting process completes, you have the option of deleting the original file.

decr—Decrypt a File

This selection causes the Flistobj list to display any encrypted files to create decrypted copies. Use this selection to decrypt a file(s) so that you may view it (them). If no files exist, you are informed and must press < cr > to return to the Ftrans menu. If you have file(s) requiring decrypting, enter the destination file name and the encrypting key used for that file. You then can delete the original file if you wish.

recn—Reconstruct a File Received by Mail

This selection causes the Flistobj list to display, showing you the files that have been sent to you via electronic mail. Use this selection to reformat any file received via mail. Choose the file to be reconstructed and enter the destination file name. Once the reconstruction is complete you have the option of deleting the original file.

The following selections from the Ftrans menu allow you to translate the format of file(s) to another format. The three formats you can translate are as follows:

- SYLK—a format used by iPLAN and others.
- DIF—Data Interchange Format—used by Lotus 1-2-3 and others.
- CSV—Comma Separated Value—dBASE II calls this “Delimited” format, and Lotus 1-2-3 calls a file in this format a “print” file.

t1—Translate SYLK to DIF

Use this selection to translate a SYLK format file to a DIF format file. This selection displays a list of SYLK files that you can translate to DIF. If no such files exist, you will see a message at the bottom of the screen informing you that there are no selections to choose from. You must press < cr > to return to the Ftrans menu.

t2—Translate SLYK to CSV (Comma Separated Values)

Use this selection to translate SLYK files to the CSV format. This selection displays a list of SLYK files. If no such files exist, you are so informed and must press the < cr > key to return to the Ftrans menu.

t3—Translate DIF to SYLK

Use this selection to translate DIF format files to the SYLK format. This selection displays a list of files in the DIF format. If no such files exist, you are informed that there are no selections to choose from. You must press <cr> to return to the Ftrans menu.

t4—Translate DIF to CSV

Use this selection to translate DIF format files to the CSV format. This selection displays a list of files in the DIF format. If no such files exist, you are informed that there are no selections to choose from. You must press <cr> to return to the Ftrans menu.

t5—Translate CSV to SYLK

Use this selection to translate CSV format files to the SYLK format. This selection displays a list of CSV format files. If no such files exist, you are informed that there are no selections to choose from. You must press <cr> to return to the Ftrans menu.

t6—Translate CSV to DIF

Use this selection to translate CSV format files to the DIF format. This selection displays a list of CSV format files. If no such files exist, you are informed that there are no selections to choose from. You must press <cr> to return to the Ftrans menu.

Host—Remote Operations

```
(Host)
      REMOTE OPERATIONS
"user" in the individual workarea on node " "

file - Remote File Transfer

tty  - TTY Passthrough

qdef - Define user actions:  1  2  3  4  5  6  7  8

day date time                Physical login on node " "
.b-back a menu  :-site menu  .s-start  .?-help  .l-logout
Which action? _              you have mail
```

PPS1-509

This menu provides you with the tools to perform file management operations with other host computers and to connect your terminal to another authorized system (via modem or virtual terminal connect). Two selections are available from the Host menu as follows.

file—Remote File Transfer

This selection displays the Rtrans menu giving you access to the iBASE file cabinets in your current workarea. This selection must be used for all remote file management operations. Each of the selections takes you to the Frmt menu where file transfer to/from a personal computer or a mainframe computer can take place.

Optional iPC software must be installed on the iDIS system and the personal computer to perform iPC-iDIS file transfer. If it is installed, refer to *Getting Started with iPC*, Chapter 6, for an introduction to using the iPC software; refer to the *iPC-iDIS Installation and User's Reference*, Chapter 6, for more detailed information. If you do not have the software installed on your system and you make

an iPC selection from the Frmt menu, the screen displays the following message:

Action available to iPC users only - hit return

You must press < cr > twice to return to the Frmt menu.

You must have the Remote Job Entry (RJE) software products installed on your system to perform tasks from the RJE selections on the Frmt menu. If your system does not have RJE and you choose a selection reserved for RJE USERS ONLY, the screen displays this message below the "Which action?" line:

Action available to RJE users only

tty—TTY Passthrough

This selection allows you to logically connect your iDIS terminal to another authorized system. When this selection is chosen, the Tpass dynamic list appears on the screen. This list contains all of the systems that your System Administrator or Network Manager has authorized for your access. Simply choose the system you wish to connect to and press < cr > ; the connection (either via a modem or through the OpenNET software) is accomplished without further need for user action. Once the connection is made, you will receive a "login:" prompt on your terminal screen. You must be an authorized user and have a valid password for the system you have connected to in order to login. The System Administrator (or Network Manager) is responsible for assigning user IDs to their respective systems.

NOTE

In some instances the system you are connected to expects a terminal different from yours. When the iDIS system first signs on it displays the message, "Terminal type is *termtype*". If it is different from your terminal, then you must change the terminal type before proceeding any further. Type in the following command on the "Which action" line:

```
.t <cr>
```

Next, a list of acceptable terminals appears on your screen. Select your terminal type (*termtype*) from the list by typing in the terminal name and pressing < cr > . A new Top menu reappears with the proper display.

WARNING

You must log out of the other system before disconnecting your tty connection. Disconnect your tty connection by pressing

<cr>, the tilde key (~), and the period key, followed by <cr>. **If you do not disconnect properly, the connection is left open for anyone to use; they will be logged in to the system as you with complete access to your workarea and file cabinets.**

Rtrans—Remote File Transfer—File Cabinets

```
(Rtrans)
REMOTE FILE TRANSFER - FILE CABINETS
"user" in the individual workarea on node " "

asw - Additional Office Software file cabinet

gen - General file cabinet

db - iDB file cabinet

ss - iPLAN file cabinet

wp - iWORD file cabinet

job - Host Job file cabinet

out - Host Output file cabinet

qdef - Define user actions:  1  2  3  4  5  6  7  8

day date time                Physical login on node " "
.b-back a menu  :-site menu  .s-start  .?-help  .l-logout
Which action? _              you have mail
```

PPS1-524

This menu provides the selections with which to perform remote file transfer operations from the various file cabinets. The following selections are available from the menu.

asw—Additional Office Software File Cabinet

This selection causes the Fgetdr list to display the available software packages (the same software packages you access through the Aswtop menu selections). Each selection, in turn, brings up the Frmt menu from where you can perform file transfer operations using a personal computer or perform Remote Job Entry (RJE) transfer operations.

The remaining selections pertain to a specific file cabinet in your assigned workarea. Each selection, in turn, causes the Frmt menu to display. In order to perform remote file transfer operations on files in the file cabinets you must first select the file cabinet from the Rtrans menu. From the Frmt menu, choose the operation you wish to perform, iPC transfer or RJE operations.

NOTE

To perform iPC file transfer operations you must have a personal computer. To perform RJE operations, you must have the RJE software installed on your system.

Aswtop—Additional Office Software

```
(Aswtop)
      ADDITIONAL OFFICE SOFTWARE
"user" in the individual workarea on node " "

acct - Accounting software

dbms - Database management

grph - Graphics software

stat - Statistics software

wp   - Word processing software

other - Site specific software

qdef - Define user actions:  1  2  3  4  5  6  7  8

day date time                Physical login on node " "
.b-back a menu  :-site menu  .s-start  .?-help  .l-logout
which action? _                you have mail
```

PPS1-510

Additional office software is accessed through the Aswtop menu selections. These selections, in turn, lead to specific menus that contain pre-configured software package selections. The sixth selection, "other—Site specific software" leads to the Aswother dynamic list containing those software packages authorized for use by the site. If you choose a selection (software package) that is not installed on your system, your terminal displays the message, "Feature not installed". The following selections are available on the Aswtop menu.

acct—Accounting Software

This selection displays the Acacctop menu which contains selections for accounting software packages.

dbms—Database Management

This selection displays the Adbms menu which contains selections for database management software.

grph—Graphics Software

This selection displays the Agrph menu which contains selections for graphics software packages.

stat—Statistics Software

This selection displays the Astat menu which contains selections for statistical software package(s).

wp—Word Processing Software

This selection displays the Awp menu which contains selections for word processing software packages.

other—Site-specific Software

This selection displays the Aswother dynamic list of other site-specific software packages you are authorized to use.

Aaccttop—Accounting Software

```
(Aaccttop)
ACCOUNTING SOFTWARE
" user" in the individual workarea on node " "

mcba - MCBA Accounting

cmst - Cost Master

qdef - Define user actions:  1  2  3  4  5  6  7  8

day date time                Physical login on node " "
.b-back a menu  :-site menu  .s-start  .?help  .l-logout
Which action? _              you have mail
```

PPS1-511

The Aaccttop menu allows you to select an accounting software package and perform accounting operations specific to that package. For product use information, consult the corresponding user reference document provided with the software package.

Adbms—Database Software

```
(Adbms)
      DATABASE SOFTWARE
" user" in the individual workarea on node " "

fit - File-it!

ifmx - Informix

qdef - Define user actions:  1  2  3  4  5  6  7  8

day date time                Physical login on node " "
.b-back a menu  :-site menu  .s-start  .?-help  .l-logout
Which action? _                you have mail
```

PPS1-512

This menu allows to access the File-it! and INFORMIX database management software packages when they are installed. For more information about the selections on this menu, consult the accompanying reference manuals for those software packages.

Agrph—Graphics Software

```
(Agrph)
GRAPHICS SOFTWARE
"user" in the individual workarea on node " "

ghop - Graphopper

htbg - High-Tech Business Graphics

pbg - Pacific Basin Graphics

qdef - Define user actions:  1  2  3  4  5  6  7  8

day date time                Physical login on node " "
.b-back a menu  :-site menu  .s-start  .?-help  .l-logout
Which action? _              you have mail
```

PPS1-513

This menu contains selections for several graphics software packages. For more information about a particular graphic's software package, consult the reference manual.

Astat—Statistics Software

```
(Astat)
  STATISTICS SOFTWARE
  "user" in the individual workarea on node "  "

traj - Trajectories

qdef - Define user actions:  1  2  3  4  5  6  7  8

day date time                Physical login on node "  "
.b-back a menu  :-site menu  .s-start  .?-help  .l-logout
Which action? _                you have mail
```

PPS1-514

This menu provides you with selections for statistical software. For more information about your statistics software, consult that software package's reference manual.

Awp—Word Processing Software

```

                                WORD PROCESSING SOFTWARE                                (Awp)
                                "user" in the individual workarea on node " "

lyrx - Lyrix

goff - g-office

qdef - Define user actions:   1   2   3   4   5   6   7   8

day date time                                Physical login on node " "
.b-back a menu  :-site menu  .s-start  .?-help  .l-logout
Which action? _                                you have mail
```

PPS1-515

The Awp menu contains selections from which you can choose a word processor. For more information about your word processors, consult the appropriate reference manual.

site—System-Wide Menu

```

                                                                    (site)
      SYSTEM-WIDE MENU
" user" in the individual workarea on node " "

mail - Electronic mail

file - File management

ws   - Workarea selection

cal  - Maintain appointment calendar

pmsg - Take a phone message

adm  - Administrative operations

qdef - Define user actions:  1  2  3  4  5  6  7  8
                               Pending Transaction
day date time                Physical login on node " "
.b-back a menu  :-site menu  .s-start  .?-help  .l-logout
Which action? _                you have mail
```

PPS1-516

The site menu is a multi-purpose menu which is accessible from any iBASE menu displaying “:-site” in the command line by typing : and pressing < cr >. This feature of the iBASE menus provides the user with the capability of suspending operations in one menu, accessing one of the site menu selections, performing the desired operation, and returning to the original menu. The site menu contains a diversified group of selections including electronic mail, file management, workarea selection, and administrative operations. A calendar and phone message pad are available if the iDESK software is installed on your system. You can return to the menu you left by typing in the “.b back a menu” command. The site menu selections are as follows.

mail—Electronic Mail

This selection displays the Email menu. Refer to the Email menu description in this chapter for details.

file—File Management

This selection displays the Ftop menu. This menu allows you to add, delete, transfer, and maintain files in one of several file cabinets: database, general, word processing, and spreadsheet. Refer to Ftop menu and sub-menu descriptions found earlier in this chapter for more information.

ws—Workarea Selection

This selection displays the Fws menu. This menu allows you to move to an authorized individual, group or public workarea. Changing the workarea means that the files you create in this session belong to this new workarea; other users can view them in the case of group and public workareas.

cal—Maintain Appointment Calendar

If iDESK is installed on your system, this selection displays the iDESK appointment calendar screen. Refer to the *iDESK User's Reference* for complete details. If iDESK is not installed, this selection edits the calendar file in which you can place appointment information.

pmsg—Take a Phone Message

This selection is available on the site menu only if the iDESK software package is installed on your system. Briefly, you can record phone message information and send the information through the mail to be read by the receiving user. Consult the *iDESK User's Reference* which accompanies the software package for more details about using the electronic phone message facility.

adm—Administrative Operations

This selection displays the Admin menu. This menu provides tools to check on system usage, available system disk storage space, and perform printer operations. Personal tools to change your login password and perform save/restore operations on your files are also provided. The following selections are available from the Admin menu.

- use - Display who is using the system
- what - Display what is occurring on the system
- disk - Display available disk space
- ptr - Printer operations
- lists - Maintain group membership lists
- cpw - Change login password
- save - Save/Restore operations

Fws—Workarea Selection

```
(Fws)
WORKAREA SELECTION
" user" in the individual workarea on node " "

ind - Individual workarea

grp - Group workarea

pub - Public workarea

qdef - Define user actions:  1  2  3  4  5  6  7  8
day date time                Physical login on node " "
.b-back a menu  :-site menu  .s-start  .?-help  .l-logout
which action? _                you have mail
```

PPS1-517

This menu provides the means for changing your selected workarea. You may select from the individual workarea, group workarea, or public workarea. The selections from the Fws menu are as follows.

ind—Individual Workarea

Use this selection to return from either a group workarea or public workarea to your individual workarea.

grp—Group Workarea

This selection causes the Fgrp list to display showing the names of group workareas that you are authorized to use. Select the desired group by typing in the first letter (or more, if necessary) of the group name or using the arrow keys to position the cursor on the desired group, and press < cr >. When the process completes you will be in the new group workarea. The title line of each menu should indicate the name of the new group workarea. Remember that any data

you create in this workarea will be accessible by other members of this group.

pub—Public Workarea

This selection causes the Fpub list to display showing the available public workareas you may select to work in. Select the workarea from the list and press < **cr** >. Remember that any data you create in this workarea will be accessible by all other users.

Admin—Administrative Operations

```
(Admin)
ADMINISTRATIVE OPERATIONS
" user" in the individual workarea on node "  "

use - Display who is using the system

what - Display what is occurring on the system

disk - Display available disk space

ptr - Printer operations

lists - Maintain group membership lists

cpw - Change login password

save - Save/Restore operations

qdef - Define user actions:  1  2  3  4  5  6  7  8

day date time                Physical login on node "  "
.b-back a menu  :-site menu  .s-start  .?-help  .l-logout
Which action? _                you have mail
```

PPS1-518

This menu provides general-purpose tools to check on system usage, available disk storage space, printer operations, and group membership maintenance functions. Personal tools to change your login password and perform save/restore operations on your files are also supplied. The following selections are available from this menu.

use—Display Who is Using the System

This selection displays user information. If you logged onto a network you will view all of the users logged onto the subnetwork. If you have a standalone system, you will view all logged in system users. In the case of a standalone system, the dynamic list is bypassed and user information is displayed directly.

what—Display What is Occurring on the System

This selection displays the Aawhat dynamic list which shows all the nodes in the system. You are only allowed to view your system. Selecting the desired node will display what processes are currently executing. In the case of a standalone system, the dynamic list is bypassed and information relating to system processes is displayed directly. The following example illustrates what you will see on the screen. (In this example, kudu is the name of the system node.)

```
activity on kudu Wed May 21 15:22:20 MST 1986
      Process           Time
Terminal Number   Loginid   Started   Command

      ttyc5      6812      idis      12:17:50 [ more ]
console 5930      root      11:49:33
      ttyc4      7549      fye       16:43:48 [ ps ]
      ttyc0      2231      wright    17:15:02 [ msh ]
      ttyc1      7449      root      16:29:59 [ getty ]
```

disk—Display Available Disk Space

This selection displays the Aadisk dynamic list which shows all the nodes in the system. You are only allowed to view your system. Selecting the desired node will display the amount of disk memory being used (in kilobytes [1024 characters]) and the amount of free disk space remaining. In the case of a standalone system, the dynamic list is bypassed and the information relating to available disk space is displayed directly. The example below illustrates what you will see on the screen. (In this example, kudu is the name of the system node.)

```
available disk space on kudu Wed May 21 15:22:20 MST 1986
File      Number of      Percent
System   Kilobytes      Used      Free      Free      Mounted on

/         8929           6298      2631      29.47%    /dev/root
/usr      21961          16548     5413      24.65%    /dev/usr
```

ptr—Printer Operations

This selection displays the Aprtr menu which lists various printer-related functions. This menu allows you to change printer queues, list documents contained in a printer queue, and delete documents from a printer queue. You can also declare your current printer (the one assigned for your default use).

lists—Maintain Group Membership Lists

This selection displays the Amgml menu. This menu provides special tools for a group manager to manage group memberships. Menu selections allow viewing or printing the group membership list, and adding and deleting users from a group. Adding and deleting users from a group also require the group manager to apply the transaction to the network.

cpw—Change Login Password

This selection allows you to change your login password. A system prompt, “Please enter loginid for which to change password”, allows you to enter a new password. You will be prompted a second time to repeat the new password for verification before the change is recorded.

save—Save/Restore Operations

This selection displays the Aasave menu. This menu provides tools to enable you to easily perform functions involving save/restore operations. Menu selections allow you to save and restore your files and directories and to prepare diskettes and tapes for use. These operations can be performed on hard disks, floppy disks and tape.

Ap_{tr}—Printer Operations

```

                                                                    (Aptr)
          PRINTER OPERATIONS
" user" in the individual workarea on node " "

  chng - Change current printer from: "unassigned"

  show - Show documents in printer queue

  xdel - Delete documents from printer queue

  pcap - View printcap file

  qdef - Define user actions:   1   2   3   4   5   6   7   8

  day date time                Physical login on node " "
  .b-back a menu  :-site menu  .s-start  .?-help  .l-logout
Which action? _                you have mail
```

PPS1-519

This menu allows you to manage a few basic printer operations. If a printer stops operating, make sure that it is **ONLINE** (powered on and ready to print), that it has paper, and that the ribbon has not run out. This menu has the following selections.

chng—Change Current Printer From: *printer name*

The selection causes the Ap_{cp} list to display the available printers that have been assigned to you. Select the printer you wish to use and press <cr>. The printer you select will be your current (default) printer until you change it.

show—Show Documents in Printer Queue

This selection causes the Ap_{show} list to display showing all printers that have been assigned for your use. Select the printer whose queue you wish to examine and press <cr>. A list of print jobs queued for that printer is shown on your screen. The size (length) of the job, owner of the job, job status, and filename are shown for each job in the queue.

xdel—Delete Documents from Printer Queue

This selection causes the Apxdell list to display showing all printers that have been assigned for your use. Use this selection to cancel jobs that have not printed. Choose the printer from which you want to delete documents (jobs) and press `<cr>`. A list of all documents queued for that printer, including job size, owner, and filename appears on the screen. To delete a job, use the arrow keys to select the job from the list and press `<cr>`. To delete multiple files, use the arrow keys to select the first file (job), press `<CTRL-f>`, then move to the next file you want to delete. Those jobs you have selected for deletion will have a plus (+) sign in front of the job number. When all files have been selected, press `<cr>`. You are prompted (asked) to verify the job(s) you have selected before the deletion process starts. Answer no (n) to cancel the operation.

Amgml—Maintain Group Membership Lists

```
(Amgml)
      MAINTAIN GROUP MEMBERSHIP LISTS
" user" in the individual workarea on node " "

view - View group information

print - Print group information on: "unassigned"

add - Add members to a group

xdel - Delete members from a group *CAUTION*

trans - Transaction operations

qdef - Define user actions:  1  2  3  4  5  6  7  8
                             Pending Transaction
day date time                Physical login on node " "
.b-back a menu  :-site menu  .s-start  .?-help  .l-logout
Which action? _                you have mail
```

PPS1-520

This menu provides special tools for the group manager. Menu selections allow viewing or printing a selected group membership list. Adding or deleting users to a group is easily accomplished via their respective selections. For networked systems, the group manager must apply a transaction when users have been added or deleted.

view—View Group Information

This selection displays a dynamic list of all groups. You can select one or all groups listed for viewing.

print—Print Group Information On: Printer *x*

This selection displays a dynamic list of all groups. You can select one or all groups listed for printing. A printer must be assigned before this selection is valid.

add—Add Members to a Group

This selection displays the Amgmla form for adding new users. This selection displays only the group names to which the user can add members (i.e., for which he is the group manager). The group manager can add several names in one operation. Before initiating this function, however, the group manager should verify the list of new users with the System Administrator to ensure their login validity. If any of the login IDs are invalid, **none** of the login IDs are added. For networked systems, after the user(s) have been added, the group manager must apply the transaction via the trans menu.

xdel—Delete Members from a Group *CAUTION*

This selection displays the Amgmlx dynamic list form for deleting users. This selection displays only the group names for which the user can delete members. If any of the login IDs are invalid, **none** of the login IDs are added. The group manager can delete several user names in one operation. For networked systems, after the user(s) have been deleted, the group manager must apply the transaction via the Atrans menu.

trans—Transaction Operations

This selection displays the Atrans menu. This menu provides selections for scheduling or viewing pending transactions; view scheduled transaction status and reschedule previously deferred transactions. The group manager needs to be concerned with the functionality of transactions occurring on networked systems.

Aasave—Save/Restore Operations

```
(Aasave)
SAVE/RESTORE OPERATIONS
"user" in the individual workarea on node " "

chng - Change current backup device from: "unassigned"

save - Save workarea to: "unassigned"

work - Restore workarea from: "unassigned"

unit - View/Restore unit from: "unassigned"

xdel - Delete archive from hard disk *CAUTION*

prep - Prepare diskettes and tapes for use

qdef - Define user actions:  1  2  3  4  5  6  7  8

day date time                Physical login on node " "
.b-back a menu  :-site menu  .s-start  .?-help  .l-logout
Which action? _                you have mail
```

PPS1-647

This menu allows you to save workareas and restore workareas and units in your assigned workareas. The following selections are available on the menu.

chng—Change Current Backup Device From: *device-name*

This selection causes the Aasavec list to display all of the backup devices (tape drives, flexible disk drives, or hard disk drive(s)) assigned for your use. Choose the device you want to use as the default backup device (the device to which you will back-up (save) or restore your files. The default device remains set until you change it using this selection. The types of backup devices that are supported are as follows:

- 8-inch flexible diskette
- 5.25-inch flexible diskette
- streamer tape drive

- directory (hard disk, i.e., Winchester disk drive or SMD disk drive)

Not all systems are equipped with all devices. The list contains the devices you can choose from; if it is not on the list it is not available for use.

save—Save Workarea To: *device name*

This selection causes all files in the workarea to be saved to the default backup device. If the default backup device is a directory on a hard disk, you are prompted to specify a name. The workarea is saved in an archive by this name. If the default backup device is a flexible disk drive or a streamer tape, you are given the option to display the number of diskettes or tapes needed to complete the backup operation. You can also elect to have your diskettes formatted or the tape retensioned.

work—Restore Workarea From: *device name*

This selection restores an entire workarea from the currently assigned backup device. If the default backup device is a directory on a hard disk, you are prompted to enter the name of the archive which contains the workarea you wish to restore. If the backup device is a flexible diskette or a tape, you are prompted to insert the diskette(s) or tape(s). If you have problems reading a streamer tape, usually retensioning it will solve your problems (see the prep selection for details).

unit—View/Restore Unit From: *device name*

This selection restores specified units from the default backup device.

xdel—Delete an Archive File from Hard Disk

This selection allows you to delete an archive from a hard disk directory. An archive is a saved workarea. If the default backup device is not a hard disk, a list of all hard disks that have been assigned for your use are displayed on the screen. Select the disk that contains the archive you want to delete. A list of all your files on the hard disk is shown. Select the files you want to delete. The system prompts you for verification that you really want to delete the file. Answer no to cancel the operation if so desired.

prep—Prepare Diskettes and Tapes for Use

This selection displays the Aasavep menu. Use this menu when you want to format a batch of diskettes or retension one or more streamer tapes.

Atrans—Transaction Operations

```
(Atrans)
TRANSACTION OPERATIONS
" user" in the individual workarea on node " "

sched - Schedule pending transactions

view - View pending transactions

tstat - View scheduled transaction status

resch - Reschedule previously deferred transactions

qdef - Define user actions:  1  2  3  4  5  6  7  8
                             Pending Transaction
day date time                Physical login on node " "
.b-back a menu  :-site menu  .s-start  .?-help  .l-logout
Which action? _                you have mail
```

PPS1-522

This menu is only for group managers who operate on networked systems. It provides the means for the System Administrator to control the batch processing of user, group, and public workarea administration transactions. This allows greater productivity and control in performing the administrative tasks. Within a network, applying and scheduling transactions provides control over the network synchronization processor for user, group, public workarea, distributed resource, sub-network, and logical administration. Network synchronization is the process of copying all network control files around the network or subnetwork. For standalone systems, transactions only apply to the system you are on. The following selections are available from the menu.

sched—Schedule Pending Transactions

This selection allows you to copy the control files around the network. You are asked to either apply the transaction immediately or at a later time when the processing loads are lighter. If you desire it to be applied at a later time, you will be prompted to enter the hour you want it applied.

On standalone systems, there is no problem in applying the transaction immediately (directly). On networks, it is recommended that you maintain scheduled times to apply transactions, making sure that all nodes are active at that time. If you schedule an initialization transaction that you wish to delete, perform the deletion transaction and schedule it **after** the initialization transaction time.

view—View Unapplied Transactions

This selection displays only those transactions that have not been already applied or scheduled.

tstat—View Scheduled Transaction Status

This selection displays lists of deferred transactions (those transactions scheduled for a later time) and transactions in progress. In a network environment, the nodes that have uncompleted work still pending are shown.

Aasavep—Prepare Diskettes and Tapes for Use

```
(Aasavep)
PREPARE DISKETTES AND TAPES FOR USE
"user" in the individual workarea on node " "
Current device is device name

fmt - Format diskettes

ret - Retension streamer tape

qdef - Define user actions:  1  2  3  4  5  6  7  8

day date time Physical login on node " "
.b-back a menu :-site menu .s-start .?-help .l-logout
Which action? _ you have mail
```

PPS1-523

This menu allows you to format a batch of diskettes or retension a batch of streamer tapes. The selections available from this menu are as follows.

fmt—Format Diskettes

This selection allows you to format a batch of diskettes. Prior to using a diskette, it must be formatted. Note that formatting a diskette will erase any information that is already stored on it. For 8-inch diskettes, you must have the write-protect tab **on** the write-enable slot to format. For 5.25-inch diskettes, you **must not put** a write-protect tab on the diskette's write-enable slot.

ret—Retension Streamer Tape

This selection allows you to retension a batch of streamer tapes. All new tapes must be retensioned. Retensioning fast forwards the tape

and then rewinds it to ensure it is wound tightly. Make sure that the write-protect arrow is **not** pointing to the word "SAFE" on the tape cartridge.

NOTE

Retensioning a tape can take up to six minutes.

3

USING THE AASAVE MENU



3.1 Introduction

This chapter provides procedural explanations of the Aasave menu selections. This menu provides the means for you to save (backup) and restore your workarea, as well as choosing a backup device and preparing backup media for use. The save/restore operations are an important function you should perform on a routine basis. When you make copies of your work on a backup device, you guard against losing your files, directories, etc., in the event your system “crashes.”

The backup device can be a flexible diskette, a streamer tape or 9-track tape, or a directory on a Winchester disk drive. The devices you can select are defined by the sub-network administrator or system manager.



Always verify that the selected back up device is the correct type and drive for your save/restore operations. Consult your system administrator or key operator if you have questions.

The following sections describe the procedures (including screen displays) for each of the selections on the Aasave menu. Read this information carefully and refer to Figure 3-1, especially if this is the first time you are performing save/restore operations.

3.2 Accessing the Aasave Menu

The Aasave menu can only be accessed by going through the site menu. Follow these steps:

1. From any iBASE menu, press the colon (:) key and < cr > to go to the site menu.
2. When the site menu displays, choose the “adm—Administrative operations” selection. This action causes the Admin menu to display.
3. From the Admin menu choose the “save—Save/Restore operations” selection. This action causes the Aasave menu to display.

```

(Aasave)
SAVE/RESTORE OPERATIONS
" user" in the individual workarea on node " "

chgng - Change current backup device from: "unassigned"

save - Save workarea to: "unassigned"

work - Restore workarea from: "unassigned"

unit - View/Restore unit from: "unassigned"

xdel - Delete archive from hard disk *CAUTION*

prep - Prepare diskettes and tapes for use

qdef - Define user actions: 1 2 3 4 5 6 7 8

day date time Physical login on node " "
.b-back a menu :-site menu .s-start .?-help .l-logout
which action? _ you have mail

```

PPS1-647

Figure 3-1. Aasave Menu

3.3 Choosing a Current Backup Device

The first time you access the Aasave menu, the current backup device is "unassigned." You must choose a current backup device before proceeding any further with the save/restore operations. The procedure is as follows:

1. Choose the "chgng—Change current backup device from: unassigned" selection. The Aasave menu continues to display (with the cursor blinking on the "Which action?" line) until the Aasave list appears. This will take a few seconds (depending upon system usage). **Do not hit the <RETURN> key!!**
2. Select the backup device you wish to use. You can either type in the name of the device or use the arrow keys. When your choice appears at the bottom of the screen after the "Which device?" line, press <cr>.

3. The Aasave menu reappears. Notice that now the name of the backup device you selected displays on the top four selections.

You can begin the save/restore operations once you have a current backup device and prepared media. Use this selection to change backup devices whenever the need arises.

3.4 Preparing Backup Media for Use

The last selection on the Aasave menu allows you to prepare the media onto which you are going to save your workarea. Use this selection if you wish to prepare a large quantity of media prior to performing save/restore operations. Flexible diskettes are prepared by formatting them; streamer tapes are prepared by retensioning them. 9-track tapes need no special preparation. Follow these steps:

NOTE

Ensure that your current backup device is correct for the media preparation.

1. Choose the “prep—Prepare diskettes and tapes for use” selection. This action causes the Aasavep menu to display.
2. You can choose from two selections on this menu: “fmt” to format flexible diskettes, or “ret” to retension streamer tapes.

3.4.1 Formatting Flexible Diskettes

1. When you select “fmt”, the following messages display on your screen:

```
You are formatting diskettes on the device name drive on node  
node name
```

```
When you format a diskette any data it contains is erased. It is possible to view the contents of the media by the 'unit' menu selection. If you wish to cancel the format operation press the DEL key. Please insert a diskette to be formatted.
```

```
Press return to start.
```

```
Formatting...
```

2. Refer to Figure 3-2 for the proper way to insert a flexible diskette into the drive. For 5.25-inch diskettes only, ensure that there is no write-protect tab covering the diskette's write-enable slot. Insert the diskette into the drive (write-enable slot on the left) and close the diskette drive latch. Press <cr> to begin formatting the diskette.

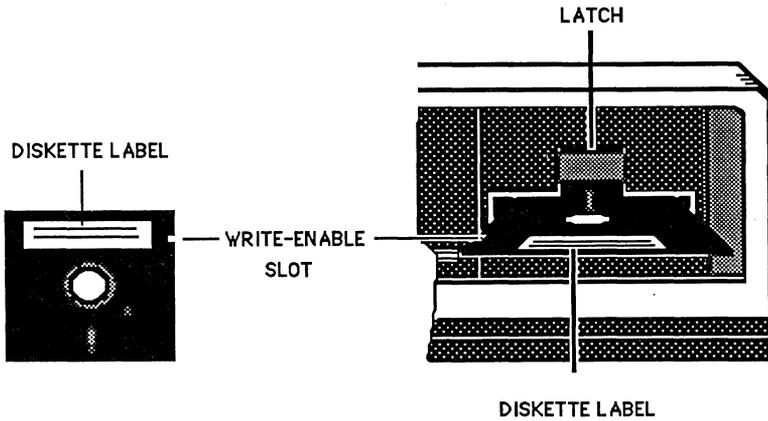


Figure 3-2. Inserting a Flexible Diskette

PM8-983

NOTE

The following messages appear if the diskette did not format:

```
formatting.
Formatted 0 tracks.
format another? (y or n)
```

3. When your diskette is formatted, the following messages appear on the screen:

```
Formatted 80 tracks: 0 thru 79, interleave 4.
format another? (y or n)
```

Answer **y** to format additional diskettes. When you have no more diskettes to format, answer **n** and press **<cr>** to end the session. You are then returned to the Aasavep menu.

3.4.2 Retensioning Tape Cartridges

1. When you select "ret", the following messages appear on the screen after you press **<cr>**:

```
You are retensioning tapes on the device name drive on node node name.
Please insert a tape to be retensioned.
```

```
Press return to start.
```

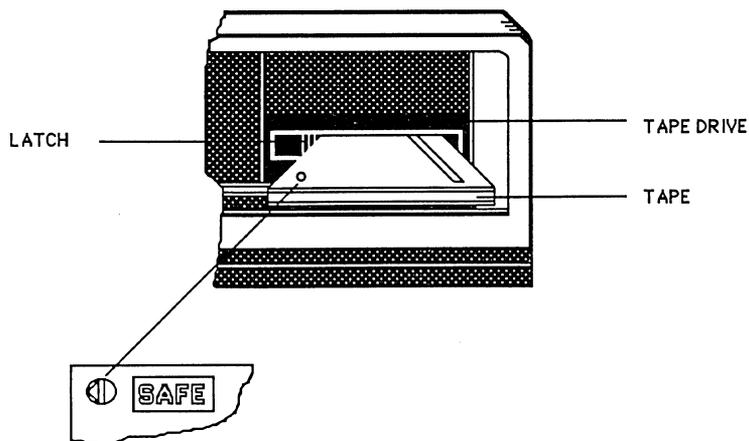
```
However, if your login ID has not been assigned a tape device, the
message will read "No streamer tape devices currently assigned to
login id."
```

```
Press RETURN to continue.
```

2. Refer to Figure 3-3 for the proper way to insert a tape cartridge into the tape drive. Push the tape cartridge into the drive and close the tape drive latch.
3. Once the tape is correctly inserted into the drive, press `< cr >`.
4. The screen displays the following message during the tape retensioning:
`Retensioning tape, please wait...`
5. When the tape has been retensioned, the following message appears on the screen (under the message in step 11):
`retension another? (y or n)`
6. Answer `y` to retension additional streamer tapes. When you have no more tapes to retension, answer `n` and press `< cr >` to end the session. You are returned to the Aasave menu.

3.5 Backing Up the Workarea

To save your workarea use the “save—Save workarea to: ...” selection. You may save your individual, public, or group workareas through this selection. You save the workarea you are currently in to whichever backup device you have specified (using the “chg—Change current backup device from: ...” selection). Therefore, before you invoke this selection, examine the top of the Aasave menu



PM24-1024

Figure 3-3. Inserting a Tape Cartridge

to see which workarea you are in. To change workareas, use the “ws—workarea selection” selection from the site menu.

NOTE

You must put your backup media (tape, flexible diskette) in the drive you have specified as your current backup device.

The following subsections contain the procedures and screen messages for using each of the valid backup devices from the Aasave menu.

3.5.1 Current Backup Device is Flexible Diskette

1. When you choose the selection and press < cr >, the following messages appear on the screen:

You are using the *device name* device on node *node-name*
Do you want an estimate of the number of diskettes needed? (y or n)

2. Answer y and press < cr >. The following message then displays on the screen:

Estimating the number of diskette(s) needed. Please wait...

3. When the program determines how large your workarea is and how many diskettes are needed to copy that workarea, the screen displays these messages:

You will need about x diskettes(s).
Do you want to format your diskettes? (y or n)

6. If you do not have formatted diskettes, answer y and press < cr >. As the diskette is formatted (5.25-inch diskettes take about 45 seconds), the following messages are output:

You are formatting diskettes on the *device-name* drive on node *node name*

When you format a diskette any data it contains is erased. It is possible to view the contents of the media by the 'unit' menu selection. If you wish to cancel the format operation press the DEL key.

Please insert a diskette to be formatted.
Press return to start.

formatting.....
Formatted 80 tracks: 0 thru 79, interleave 4.
format another? (y or n)

NOTE

If you use the “unit” selection to view the contents of the diskette, and that diskette is blank, the program displays

the following message:

There are no file cabinets in the archive
Press RETURN to continue

7. Answer **y** and press **< cr >** if you have more diskettes to format.

If for some reason the diskette did not format, your terminal will display the following message:

formatting.
Formatted 0 tracks.
format another? (y or n)

There are several reasons why this message may appear:

- The drive latch was not closed,
- A write-protect tab is covering the write-enable slot,
- The diskette was placed in the drive upside down,
- The diskette was placed in the drive backwards,
- The diskette was placed in the wrong drive or not placed in the drive at all.

Examine the drive to determine the problem and correct it. If none of the aforementioned reasons are evident, consult your system manager.

8. When you have formatted the necessary diskettes, or if you did not need to format diskettes, answer **n** to the question, “format another?” and press **< cr >**. The following messages display on your terminal:

Ready to save the workarea now.
Please insert a formatted diskette.
Press return when ready.

9. Before you start to save your workarea, label all of your formatted diskettes. It is recommended that you use the method “1 of x”, with *x* being the total number of diskettes you will use for this particular save operation. This is very important; when you restore the workarea from the archive diskettes you must use the same order as you did during the save operation.
10. Insert formatted diskette “1 of *x*” into the flexible disk drive; close the drive door and press **< cr >** to begin copying the work area files onto the diskette. The name and size of each file displays on the screen as it is copied onto the diskette.
11. When the diskette is full, the screen displays the following message:
- tar: please insert new volume, then press RETURN.**

12. Wait until the red light on the front of the flexible disk drive goes out, then remove the diskette, and insert the second diskette. This diskette should be labelled "2 of x".
13. Press < cr > to begin copying workarea files onto the second diskette.
14. Repeat the procedure in the three previous steps until the entire workarea is saved (copied onto the diskettes).
15. When the entire workarea has been copied, the following message displays:
 -Press RETURN for menu or select ahead
16. Press < cr > to redisplay the "Aasave" menu.

You have now copied (saved) your workarea onto flexible diskettes. Store the diskettes in a safe place.

NOTE

These archive diskettes have no security; any user can read the contents into their workarea and view the data on their terminal.

3.5.2 Current Backup Device is Streamer Tape

When you save a workarea to the streamer tape media, you must know the storage capacity of the tape cartridge. You must identify the size of the tape during the procedure in order for the program to estimate the number of tapes required for your workarea.

1. When you choose the "save—save workarea to:" selection and press < cr >, the following messages appear on the screen

```
One moment please
You are using the device name device on node node name
Please enter the size cartridges you will use: (40mb or 60mb)
```

 Note that "on node *node name*" does not appear on the screens of standalone systems.
2. Enter the size of the cartridge(s) you intend to use and press < cr >. If you don't know the size of the cartridge, use 40mb. The following message appears on the screen:

```
Do you want an estimate of the number of tapes needed? (y or n)
```
3. Answer **y** and press < cr >. The following message appears on the screen:

```
Estimating the number of tape(s) needed. Please wait...
```

4. When the program determines how large your workarea is and how many tape cartridges are needed to save that workarea, the screen displays this message:

You will need about *x* tape(s).

5. The next question the program asks is this:

Do you want to retension your tape cartridges? (y or n)

6. Answer **y** and press **< cr >** if your tape cartridge(s) have not already been prepared (retensioned). Answer **n** and press **< cr >** if the tape has been retensioned and go to step 8.
7. When you answer yes to retensioning the tape cartridge, the following messages appear on the screen (note that "on node *node name*" appears only on systems that are networked):

You are retensioning tapes on the *tape drive name* drive on node *node name*

Please insert a tape to be retensioned.

Press return to start.

8. Insert the tape into the drive you have specified as the backup device and press **< cr >**. Refer to Figure 3-2 for the proper way to insert the tape cartridge. The screen then displays the following message:

Retensioning tape, please wait...

9. When the tape is retensioned, you are asked if you have other tapes to retension. You should retension enough tapes to cover your save operation.

Label your tapes. It is recommended that you use the method "1 of *x*", with *x* being the total number of tapes you will use for this particular save operation. This is very important; when you restore the workarea from the archive tape you must use the same order as you did during the save operation.

10. When you have no more tapes to retension, answer **n** and press **< cr >**. The following message appears on your screen:

Ready to save the workarea now.

Please insert the first tape cartridge.

Press return when ready.

11. Turn the arrow away from the word "safe" on the tape cartridge (so that data may be written onto the tape), insert the first tape cartridge in the drive you have specified as the current backup device, close the tape drive latch, and from your terminal keyboard, press **< cr >**.

As the files are saved on the tape, the name and size of each file displays on your terminal screen.

12. When the tape cartridge is full, the screen displays the following message:
tar: please insert new volume, then press RETURN.
13. Remove the tape from the drive and insert the next tape (which should be labelled "2 of x") in the tape drive. Repeat the previous two steps until the workarea is completely copied. The following message appears on your screen to indicate that the workarea has been copied:
-Press RETURN for menu or select ahead
14. Press **< cr >** to redisplay the Aasave menu.

3.5.3 Current Backup Device is 9-Track Tape

In order for the program to accurately estimate the number of tape reels required to save your workarea you will be asked for the length (in feet) of the tape reel you will be using. Consult your key operator or system manager if you cannot determine the length of the tape reels. When it is time to load the tape reel in the Pertec drive, consult the Pertec drive operator's manual for details.

1. When you choose the "sav—Save workarea to: ..." selection, the following messages appear on your screen:
**You are using the *device name* device on node *node name*
Please enter the length of the tape reels you will use (in feet):**
2. Enter the length of the tape reel(s) you will be using and press **< cr >**.
3. The next message that appears on your screen is as follows:
Do you want an estimate of the number of tape reels needed? (y or n)
4. Answer **y** and press **< cr >** and the following message appears on your screen:
Estimating the number of tape(s) needed. Please wait ...
5. When the program completes the estimation of number of tapes required to copy your workarea, the following messages appear on your screen:
**You will need about *x* tapes
Ready to save the workarea now
Please insert the first tape reel
Press return when ready.**
6. Load the first tape reel according to the instructions documented in the tape drive's owner's manual and press the **< cr >** key on your keyboard.
7. As your workarea files are copied on the tape, the name and size of each file displays on your screen.

8. When the tape reel is full, the screen displays the following message:
tar: please insert new volume, then press RETURN.
9. Remove the tape reel according to the instructions found in the tape drive's owner's manual, label the tape in the standard manner (i.e., 1 of *x*), and load the next tape. Press the **< cr >** key from your keyboard.
10. Continue this process until your workarea is completely copied onto the backup media. Your screen displays the following message indicating that your workarea has been copied:
Press RETURN for menu or select ahead.
11. Press **< cr >** to redisplay the Aasave menu.

Store the tapes in a safe and secure place.

3.5.4 Current Backup Device is a Directory on a Winchester

To save your workarea to a specified Winchester disk drive, you must supply the program with an archive name.

1. When you select the "sav—Save workarea to ..." selection, the screen displays the following messages ("on node *node name*" appears only if the system is networked):

**You are using the *device name* device on node *node name*
Please type name you want to use for your archive:**

2. Type in an archive name to which your workarea will be saved. The name must be unique to that directory and consist of no more than 14 characters (letters, numbers, period, underscore and hyphen).
3. When you press **< cr >**, the following messages appears on your screen:

**Ready to begin saving the workarea.
Press return to start.**

4. As the files are copied to the Winchester directory, the name and size of each file displays on your screen. When the workarea is completely copied to the directory the following message displays:

Press RETURN for menu or select ahead.

3.6 Restoring a Workarea

This section contains information about restoring a workarea from the backup media. Use the "work—Restore workarea from: *device*

name” selection to restore your saved workarea from the backup media (tape, flexible diskette, Winchester drive directory). By this time you should be familiar with the types of messages that the system displays while you are using the Aasave menu; therefore, this section will not provide a step-by-step procedure for each archive device. Instead, a general overview of the restore procedure is presented. You should pay close attention to the message displays throughout your restore procedure and follow the instructions therein.

A few notes are worth special attention prior to beginning the restore operation:

- It is extremely important that you restore a saved workarea to its correct origin. For example, do not restore your individual workarea to your group or public workarea.
- Once you invoke the restore procedure, the system automatically restores your saved workarea to the workarea you are currently in. Therefore, take the precaution of knowing which workarea you are in and which workarea you are restoring. **THEY MUST BE THE SAME!!**
- You must (if restoring a workarea from either tape or flexible diskette medium) restore the workarea in the same order as it was saved; i.e., restore 1 of *x*, then 2 of *x*, etc.
- Before you actually begin the restore operation, ensure that the device you are using is not already in use. The system displays this warning because, if you proceed and the device is in use by another user, you could destroy that individual’s data.
- You can use the key to abort the restore operation up to the time you actually begin restoring the workarea from the backup media to the system.

CAUTION

Restoring a workarea will overwrite any files in that workarea that have the same name as a file on the archive media. To avoid this potential problem, you can rename the workarea file or move the file to a different workarea.

1. When you invoke the “restore” selection, the system displays the name of the device you are using and if your system is networked, the name of the node you are presently using.
2. An additional message then appears as follows:

This operation will restore (copy) files from the *device name* drive to the selected workarea. Be certain that the media on the *device name* device contains the data you

wish to restore. It is possible to view the contents of the media by the 'unit' menu selection. (If you wish to cancel this operation, without restoring, press the DEL key). Please insert the first backup diskette.

or

Do you want to retension your tape cartridges? (y or n)
Please insert first tape cartridge.
Press RETURN when ready.

3. The program then looks to see if the device you have selected is already in use. Read the subsequent message when it appears and determine whether or not you should proceed.
4. If the selected device is not locked by someone else's use you are allowed to proceed. Depending upon the selected device and associated backup media you are using, the program asks you to begin the restoration of your workarea.
5. Insert the first medium (tape cartridge, tape reel, or diskette) into the selected drive and press < cr > to begin the restoring process. In the case of restoring a workarea from a Winchester directory, just press < cr > .
6. When the first medium has been read, and its contents have been copied to your workarea, the program asks if there are more backup media to restore. Answer accordingly; if yes, remove the current media, insert the next sequentially numbered media into the selected drive, close the drive latch (if present), and press the < cr > key on your terminal's keyboard.
7. Wait until the red drive light (on the front of the flexible disk drive) goes out before removing the diskette.
8. Continue this procedure until all of the backup media has been copied to your workarea.
9. When the entire contents of the archive have been copied onto the workarea, the following prompt displays:
 - Press RETURN for menu or select ahead>
10. Press < cr > to redisplay the Aasave menu.

3.7 View/Restore Unit(s) from Current Backup Device

This section describes how to use the "unit—View/Restore unit from: ..." selection. Use this option from the menu to selectively restore "unit(s)" from the backup media to the selected workarea. A unit is the smallest piece of an archive workarea which can be individually restored. The definition of a unit varies depending upon which

type of file cabinet in the workarea was saved. For most of the cabinets in iBASE, a unit is either a file or a directory (a collection of files). In the case of the iDB File Cabinet, a unit can be either a file or a database. In the case of the iWORD File Cabinet, a unit can be a document, a directory, or a file.

1. From the Aasave menu, choose the "unit—View/Restore ..." selection and press < cr >. The screen then displays the following information: the name of the backup device (called a unit) you are using and the node name if your system is networked.

NOTE

The program displays the message to ensure that no one else is using the drive (device) you have selected for this operation. Do not proceed until you have determined that you are the only user using or about to use this drive.

2. You are then instructed by the screen display to insert the first backup medium into the selected drive and press < cr > when you are ready to proceed.
3. If there are additional backup media for your archive (saved workarea), you are asked to insert them as well.
4. When your entire archive has been read by the computer, the program analyzes the files it has read from the backup media. It then organizes the file cabinets, drawers, etc. When the analysis of the file structure is complete, a list of your file cabinets appears on the screen.
5. Choose the file cabinet that contains the unit you wish to restore either by typing the name of the file cabinet or by using the arrow keys; then press < cr >. The next screen that is displayed depends on which file cabinet you chose. For example, if you chose the GENERAL, iDB, iPLAN, HOST-JOB, OTHER-iDIS, or HOST-OUTPUT file cabinet, a list of units in that cabinet is displayed. However, if you chose the iWORD or ASW file cabinet, a list of drawers is displayed. To display the units for these cabinets, choose the drawer you wish to open. A list of units in that drawer is displayed.
6. Once the list of units is displayed, select the units you wish to restore. To restore a unit, simply use the arrow keys to move through the list. If you want to restore only one unit from the list, press < cr > when the name is highlighted. If you want to select more than one unit, move to the first unit, press < CTRL > -f (the Control key and the "f" key), then move to the second unit and press < CTRL > -f, etc., until you have selected all but the last unit. Then move to the last unit and press < cr >. (If you change your mind about a unit you have selected, move to that unit and press < CTRL > -u to untag it.) If you don't want

to restore any units on the list, press <cr> without highlighting any units.

When you press <cr>, the previous list is displayed (file cabinets or drawers). You can browse through and select units in other drawers or file cabinets at this time. When you have selected all units you wish to restore, press <cr> when the list of file cabinets is displayed.

7. Once you have made your unit selection(s), press <cr>. It will take some time for the program to assimilate the information, depending upon how many units you wish to restore.
8. Follow the message instructions that appear on your screen and insert the required volume number of the backup media into the selected drive. For example, if the message reads, "Please insert backup diskette volume 2", you should insert the diskette labelled "2 of x" into the drive, close the drive latch, and press <cr>. If you are backing up onto tape, the message might read "Please insert backup tape cartridge volume 1. Press RETURN when ready."
9. As the units are restored to the designated workarea, their name and size (in bytes) appear on your terminal. The following message appears once all units are restored:

Press RETURN for menu or select ahead>_

A

XENIX MAIL COMMANDS



A.1 Introduction

Appendix A contains detailed descriptions of the XENIX Mail Commands that can be used in conjunction with the read selection from the Email menu.

Command	Definition
<cr>	Press < cr > to display the next message on your screen. After the last message displays, pressing < cr > causes the following message to appear: Can't go beyond last message. Use other commands to perform desired operations on each piece of mail.
?	Press the question mark key followed by a < cr > to display the mail help screen. This screen briefly summarizes the commonly used mail commands.
=	Press the equal sign key followed by a < cr > to display the current message number.
^	Press the caret key followed by a < cr > to display the first message.
⌘	Press the dollar sign key followed by a < cr > to display the last message.
alias	Type in a < cr > to display known aliases. See the definition for alias in Chapter 1.
message list	An optional list of message numbers and users separated by spaces.

Command	Definition
delete	Type in d and the message number(s), followed by a <cr> key to delete messages. Examples: to delete your first message: d 1 <cr> ; to delete messages 1 and 3: d 1 3 <cr> ; to delete messages 1 through 4: d 1-4 <cr> . Actual deletion does not take effect until you quit mail using the q command. Use the undelete command to restore previously designated deleted messages or quit using the x command. If set autoprint is in effect (see Appendix C for information about the autoprint option), this command works like the dp command.
dp	Type in dp <cr> to delete the current message from the system mailbox and display the next message. If there is no next message, the screen displays the message, Can't go beyond last message . This command functions like the delete command; deleted messages are not gone until you quit mail using the quit command, and can be restored to the system mailbox using the undelete command while in the current mail session.
edit	Type in e <cr> to edit (modify) a message with the installed text editor.
exit	Type in x <cr> to leave the read selection. The screen displays this message, Press RETURN for menu or select ahead > . This command allows you to return the Email menu or choose one of the other Email selections with the select ahead feature. It does not function as a quit mail command; mail operations such as delete or mb do not complete if you use the exit command. It leaves your system mailbox exactly as you found it.
forward	Type in f <cr> to forward designated messages to all named users. You must specify the message number to forward as well as name the users who are to receive the message. Example: forward message number 2 to users Dave, Ranta, and Fye by typing the following information: f 2 dave, ranta, fye <cr>

Command	Definition
	This command causes the current message to display indented under the forwarded message header. If this command is typed in uppercase (F) then the current message is not indented under the forwarded message header.
headers	Type in h < cr > to list your messages. The message list contains the following information: message number, author, date sent, and message subject. Type in h + < cr > to display the next page of headers; type in h - < cr > to display the previous page.
hold	Type in ho < cr > to save designated messages in your system mailbox instead of your mbox file. This causes the "You have mail" message to display on the menus. Use this command to save mail of future importance. Use this command only when you have the autombox option set.
list	Type in list < cr > to display a list of mail commands. Note, some commands (those that function in the XENIX shell) on the list may not execute from your terminal. Authorization to use XENIX shell commands is set by the System Administrator.
lpr	Type in l < cr > to print designated messages on your current printer. When the message arrives in the print spooler queue, the terminal displays the message, "Message sent to line printer:". To examine the print queue, quit the mail session using the quit command. Enter the site menu, choose the adm selection, next choose the ptr selection from the Admin menu, then choose the show selection from the Aprt menu. To access the Aprt menu using the select ahead feature, type this entry: : a p s
mail	Type in m and any authorized login user's ID followed by a < cr > to send mail. For multiple recipients, put a space between each user ID. This command puts you in compose mode to write the message; use the command ~e to invoke your installed editor, if extensive editing (moving paragraphs, etc.) is required. Simple corrections can be made in compose mode. Type in a period (.) followed by a < cr > at the beginning of a line to end the message and send it to the recipient.

Command	Definition
mbox	Type in mb to mark designated mail to be placed in your mbox file and remove it from the system mailbox. Use this command to save your mail in a file that cannot be accessed by other users. Use the old selection to access the mbox file. This command should be used regularly to ensure that the system mailbox does not become overloaded. The mail is placed in your mbox file when you issue the mail command, quit.
move	Type in mov , the message list, and the desired message number to reorder, followed by a < cr > to reorder your message list in the system mailbox. Use this command to change the order of one or more messages in your mail list by placing it (them) after the desired message number. Use this command to consolidate messages for group movement with the mb command. For example, your mail list contains 10 messages, numbered 1 through 10; for your convenience you wish to move message numbers 4 and 5 after message number 7; type in this command: mov 4 5 7 < cr > . This command reorders the original message list and now old message 7 is now message 5; old message 4 is new message 6; and old message 5 is now message 7.
next	Type in n < cr > to display the next message on your screen. Use this command and specify a message number to display that particular piece of mail. This allows you to scroll up and down the mail list and view specified messages. This command acts like the < cr > command on the mail list.

Command	Definition
print	<p>Type in p, a specified message number, followed by a < cr > to display that message(s) on your terminal screen. You can specify no message number and the display begins with the first message (pressing < cr > displays the next message on the list; pressing < DEL > terminates the display); you may specify a single message number, and that message will display; or you may specify multiple messages that will cause their display. If the message(s) is longer than the screen display, the display scrolls until the last full screen of information. You can freeze the scrolling screen by pressing: < CTRL-s > < cr >. Use < CTRL-q > to restart the display. You can designate message strings as follows:</p> <p>Print messages starting from the first, type in p < cr >. Print messages 1 through 4, type: p 1-4 < cr >. Print messages 1 through 4 and 7, type in p 1-4 7 < cr ></p>
quit	<p>Type in q < cr > to terminate activity in the read selection. This command retains all undeleted, unsaved messages in the system mailbox and returns a message indicating how many messages were saved. Also, any messages marked to go into your mbox file are moved there. After executing the quit command, press < cr > for the Email menu, or use the select ahead feature.</p>
reply	<p>Type in r and a designated message number followed by a < cr > to reply to that message and send it to the message author.</p>
Reply	<p>Type in R and a designated message number followed by a < cr > to reply to the message, send it to the message author, and to each member who received the original message.</p>
restart	<p>Type in restart < cr > to read any new messages that may have arrived during the current read mail session. The screen prompts you with this message when the mail arrives in the system mailbox: New mail has arrived--type 'restart' to read.</p>

Command	Definition
save	Type in s , a specified message number or numbers, and a file name, followed by a <cr> , to save that mail in the specified file and remove it from the system mailbox. Each subsequent message that is saved is appended to the file which is in the general file cabinet. You can view the file from the view selection on the Fops menu (accessed via the site menu).
set	Type in se and a specified option, followed by a <cr> , to enable that option for your use. Type in se ? to display the list of available options. Typically, however, your System Administrator has defined the options for each user; consult that individual before using this command.
size	Type in si and a designated message number(s), followed by a <cr> , to display the number of characters of the specified message(s).
source	Type in so , the specified file name, and a <cr> to execute a mail command file on the current message. You create the file in the general file cabinet—choose the edit selection from the Fops (File Management Operations) menu. Use the installed text editor to type in the desired mail commands you want in the file. This command is useful if you wish to perform the same mail command on several messages. One advantage to this command is that you can perform the command without leaving your message list.
string	Type in st and a word (or <i>'quoted group of words'</i>) followed by <cr> to search and display all messages that contain the desired word(s). Example, st 'staff meeting' john <cr> would search on the quoted words and display all mail, from John, having those in the message body.
top	Type in t , specified message numbers, and a <cr> to display the top portion of each message. The default displays the top five lines of each message. Use this command to view the beginning of several messages on one screen display.

Command	Definition
undelete	Type in u , the designated message number(s) and a <cr> to prevent those messages from being deleted. Use this command to undo a previous delete command for the current mail session only. This command will not work on designated deleted messages if you have quit the mail session.
unset	Type in uns and a specified option that has already been enabled by the set command followed by a <cr> to disable the option.
visual	Type in v , the designated message number, and a <cr> to invoke the XENIX editor, vi , on each designated message. This command allows you to use the vi editor to edit or browse messages.
write	Type in w , a specified filename, designated message number(s), and a <cr> to save the body of the message in the specified file. The file resides in the individual workarea general file cabinet. Use this command as a means to save important mail information as a workable file in your general file cabinet. This command differs from the save command in that the message headers (subject, to, Cc:, etc) are not retained. Each subsequent message that is written to the file is appended to the file and removed from the system mailbox.

B

XENIX COMPOSE ESCAPES



B.1 Introduction

This appendix contains the descriptions of the XENIX commands known as compose escapes. They are valid only where you are composing a message. Compose escapes are only recognized when they are placed on a new line. They allow you to save portions of messages being composed, display messages being composed, and read in other files. The screen will display a list of compose escapes when you type in `~?` and press `<cr>`. The help list appears in the middle of your message. You may continue typing your message on the line just below the notation, “(continue)”. The list below contains the definitions of those compose escapes. Note, you must press `<cr>` after each compose escape to execute that function.

B.2 Editing Message Heading Field

Compose Escape	Definition
<code>~s subject</code>	Replaces the current subject with a new subject. Type in the new subject after the <code>~s</code> . Note, typing in just <code>~s</code> causes the deletion of the current subject.
<code>~t user</code>	Adds users to the To: heading in the message. Type <code>~t</code> followed by the login IDs of the additional users (put a space between each login ID). The new recipients are appended to the current login IDs in the To: field.
<code>~c user</code>	Adds users to the Cc: heading in the message if that heading already exists. Use this command to create the Cc: heading and fill it in with the specified users.
<code>~b user</code>	Adds users to the Bcc: heading in the message if that heading already exists. Use this command to create the Bcc: heading and fill it in with the specified login IDs of the users.

Compose Escape

Definition

~R user

Adds users to the Return-receipt-to: heading in the message if that heading already exists. Use the command to create the return-receipt-to: heading and fill it in with the specified users.

~h

This command edits all five message-heading fields, one at a time. Press **<cr>** to leave one field and proceed to the next field. Use this command if you need to edit more than one of the message-heading fields.

B.3 Reading in Messages

Compose Escape

Definition

~r filename

Use this command to read in a specified file and place it in the message body after the current line.

~d

Use this command to read the entire file `dead.letter` into the current message.

~m list

Type in *~m* and one or more designated messages to read those messages into the message buffer. This command appends the designated message(s) to the current message. This command actually functions during a “read mail” session; specifically, if you reply to a message, you can type *~m* to append another message to your response. The appended message is indented from your response. Type in *~M* if you do not want the appended message indented. Refer to the “reply” command in Appendix A.

B.4 Other Compose Escapes

Compose Escape	Definition
<code>~!cmd</code>	Type in this command to execute a shell command. This command takes you to the XENIX operating system to execute some specified shell script. Authorization for this command is determined by the network manager.
<code>~:mail cmd</code>	Type in <code>~:</code> and the desired mail command to temporarily escape from compose mode to mail command mode. This command allows you to execute a set of mail commands during the writing (composing) session. The following list represents valid commands: alias, list, set, and unset. Refer to the definitions of these commands in Appendix A for further information.
<code>~~</code>	Use this command to begin a new line with the letter tilde.
<code>~A name</code>	Type in <code>~A</code> and the designated alias to view the users that make up that alias. This command searches your personal distribution list; the system distribution list notes any undefined users, and alphabetizes the user list. Typing in this command without naming an alias displays the individual's login ID.
<code>~a name</code>	Type in <code>~a</code> and the designated alias to view the users that make up that alias. This command pulls the user information from your personal distribution list; the system distribution list displays it. Note, that there is no distinction between valid and invalid users; all are listed. If no alias is specified, all aliases are shown.
<code>~p</code>	Type in <code>~p</code> to display the current contents of your message on the screen. The display contains the note, Message contains: , the To: and Subject: fields, and as much of the body of the message as you have composed up to the time you invoke the command.

Compose Escape

Definition

- ~q** Type in **~q** to abort the current message. This command causes the message to be saved in the dead.letter file.
- ~w filename** Type in **~w** and a designated filename to write the current message to that file. The file is then accessed through the site menu and resides in your general file cabinet.

B.5 Editing Message Body

Compose Escape

Definition

- ~e** Type in **~e** to use the installed word processor text editor on the message text. Use this command if the text requires extensive or special editing (moving paragraphs, setting tabs, custom formatting, etc.) If the system has no word processor installed, this command will call up vi, the XENIX editor.
- ~v** Type in **~v** to use the XENIX editor, vi, in editing the message text. Refer to the vi command definitions in Appendix D for usage information. To quit vi, simply type in **< ESCAPE > :x**. At this point, you may press **< cr >** and return to the Email menu or use the select ahead feature.
- ~| XENIX cmd** Type in **~|** (vertical bar) and the desired XENIX filter to execute on the message text. The output of the command replaces the message text. This command should be used by experienced XENIX operators, exclusively.

C

XENIX MAIL OPTIONS



C.1 Introduction

This appendix contains definitions of the options that are controlled by the set and unset commands. The option may be either a switch, which is turned on or off, or a string, in which case the actual value is important. The switch options are turned on using the set command; are turned off using the unset command. Type in the command followed by the desired option and press <cr> to enable or disable the option. To see which options are currently set, use the list selection from the Email menu. The switch options are defined in Appendix B.

Option	Definition
askcc	This switch causes the mailer to ask you for a list of carbon copy recipients when you complete a message. The Esmail form does not automatically contain a carbon copy heading.
autombox	This switch, when set, causes all examined mail (messages) to be saved in the user's mbox unless they are saved or deleted.
autoprint	This switch causes the delete command to act like the dp command. After deleting a message, the next message is displayed automatically.
chron	This switch causes the messages to be listed in chronological order. If unset, the most recently received messages are listed first.
dot	This switch allows a single period (.) typed on a blank line to act as the end-of-transmission character. Thus, if this option is set, to end the message writing session and send the message, type a period (on a new line) and press <cr>.
EDITOR=	This string sets the pathname of the text editor to use with the edit command and ~e compose escape. If no word processor text editor is defined, then the editor ed is used.
escape <i>char</i>	This string sets <i>char</i> as the character to use as compose escape character. By default, it is the ~ (tilde).

Option	Definition
execmail	This switch causes the mail program to return to the user's shell upon initiating all mailer processes. This means that once the mail is sent, the user can begin other operations in the Email menu or other menus. If this option is not set, the user must wait until all mailers complete. This usually results in a longer wait period before other operations in the menus can begin.
ignore	This switch causes interrupt signals (< DELETE >) from the terminal to be ignored and echoed as "at" signs (@).
mchron	This switch causes messages to be listed in numerical order (as received) but displayed in chronological order.
metoo	This switch causes the sender's name to be included in alias displays when the compose escape ~A is executed. It also allows you to send a copy of mail that you send to a group (alias) of which you are a member. If unset, you will not receive a copy of the message.
nosave	This switch prevents saving of the message buffer in the dead.letter file in the home directory after two interrupts (< DELETE >) or a ~q compose escape.
page=<i>n</i>	This string specifies the number of lines per page (as defined by <i>n</i>) when messages display.
quiet	This string suppresses the display of the version number when mail is first invoked.
record=	This string sets the pathname of the file used to record all outgoing mail. If this option is not defined, then outgoing mail is not copied.
toplines=	This string sets the number of lines of a message to be printed with the top command. The default number of lines is five.
VISUAL=	This string sets the pathname of the text editor to use in the visual command and the ~v compose escape. The default pathname is for the vi text editor.

D

vi COMMAND DESCRIPTION



The vi (visual) editor is an interactive display-oriented text editor. It is used for editing document or program files.

The following are the most frequently used commands. vi is case-sensitive: “r” and “R” are two unique commands that perform different functions.

NOTE

Carriage returns are explicitly shown in this appendix as `<cr>`.

D.1 Entering vi

From any iDIS screen, type:

```
! <cr>
```

Choose a file name (*filename*), then type:

```
vi filename <cr>
```

A screen will appear with a column of tildes (~) and the filename's status on the last line.

To begin adding text type:

```
i
```

You are now actively using vi.

D.2 Exiting vi

To save (write) your changes and exit (quit) vi, type:

```
:wq <cr>
```

To exit vi without saving your changes, type:

:q! <cr>

Additional save and exit commands are:

:w <cr> write (save) text but do not exit.

ZZ exit vi and save changes (same meaning as “:wq”).

D.3 Adding Information

The following commands show several ways to add text. To exit these commands press <ESC>.

To insert text immediately before the cursor position, type:

i

To append text immediately after the cursor position, type:

a

To replace the character the cursor is positioned on, type:

r

To change the characters of a word, type:

cw

The capital letters (I, A and R) mean:

I Insert text at the beginning of the current line.

A Append text to the end of the current line.

R Replace all text until an <ESC> key is pressed.

D.4 Deleting Text

x Delete character. (Hold this key down to delete several characters.)

D Delete the rest of this line.

dd Delete all of this line.

dL Delete all of the screen below the cursor's position.

D.5 Moving Cursor

- <CTRL-d> moves the cursor **down** one screen.
- <CTRL-u> moves the cursor **up** one screen.
- <CTRL-f> moves the cursor **forward** one page.
- <CTRL-b> moves the cursor **backward** one page.

Typing the keys **h**, **j**, **k** and **l** moves the cursor left, down, up and right, respectively.

Typing **:n** (where *n* is a line number) moves the cursor to the specified line number.

D.6 Special Commands

SEARCH */text <cr>* will search forward through a document for the first appearance of *text* (where *text* is any information you choose). Type **n** to continue forward to the next appearance of *text* or **N** to go backwards to the previous appearance.

UNDO To cancel the most recent edit command, type **u**.

REPEAT To repeat the most recent edit command, type a period.

COPY To copy from another file, type:

:r filename <cr>

All the text in *filename* is inserted into the existing file at the cursor's current position.

To copy text from one location to another (**yank**) within the same file, type:

y

To copy several lines of information, type **nY** (where *n* is the number of lines you wish to copy).

To place the information immediately below the cursor, type

p



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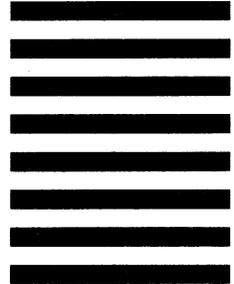
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