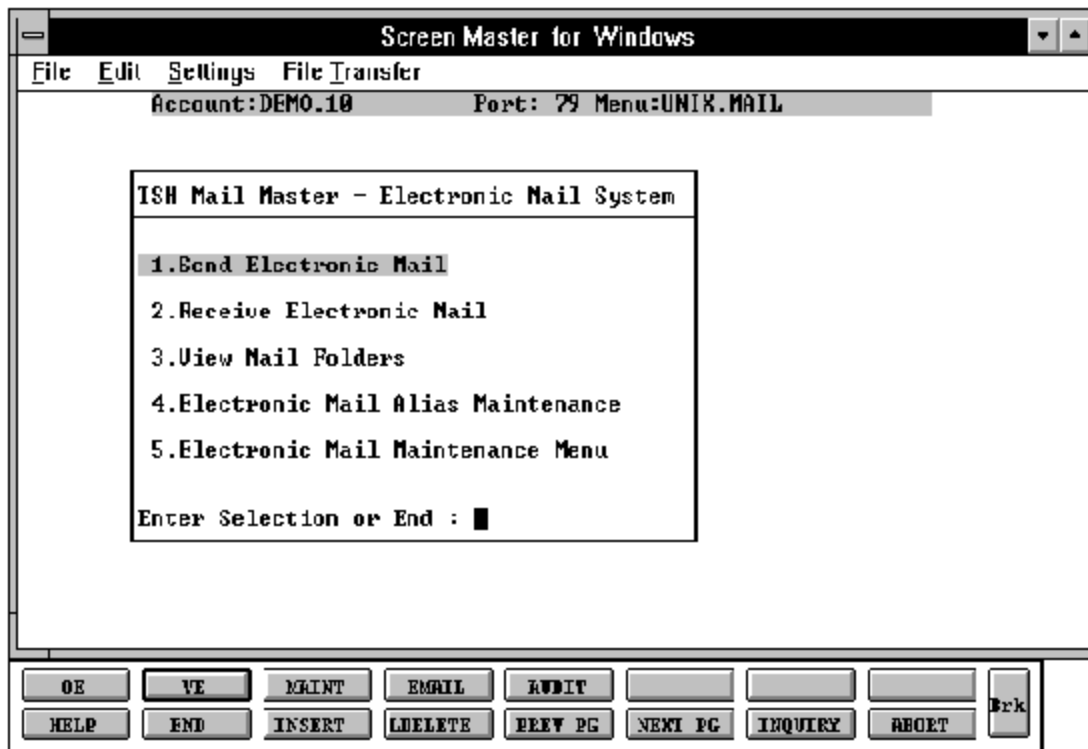


THE SYSTEMS HOUSE, INC.  
MASTER DISTRIBUTION SYSTEM DOCUMENTATION

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### ELECTRONIC MAIL MAINTENANCE



## **ELECTRONIC MAIL OVERVIEW**

The Electronic Mail programs allow an operator to create and maintain email users through the maintenance files and then send and receive message from perspective users electronically. The various programs will give the ability to set up individual users, a group of users, or user alias' and then view, acknowledge, respond or file a message to history in several folders that can be created on the system.

## MASTER FILE MAINTENANCE FUNCTION KEYS

The first 8 function keys on your keyboard (F1-F8) are reserved for special functions in the MDS Master File maintenance programs.

They appear on the last line of the screen as follows.

### FUNCTION KEY DEFINITION

#### **HELP**

The HELP function is available by pressing the F1 function key. Help text is set up as two layers. By pressing F1 at the first field on the screen, an overall description of the master file will be displayed. If F1 is pressed at a specific field within the master file a detailed description of the field and its use will be displayed.

#### **END**

The END function is available by pressing the F2 function key. This feature eliminated the need to manually type the word "END" at the end of a program after accepting the data.

#### **INSERT**

The INSERT function is available by pressing the F3 function key. The insert mode feature allows insertion of words or numbers into an existing text. Simply bring your cursor to the line or position in which you wish to insert and press F3. For example, if in a master file you wish to insert additional words into a description field or correct a spelling error, you may use the insert function to do so, rather than retype the text.

#### **DELETE**

The LDELETE (line delete) function is available by pressing the F4 function key. The LDELETE function allows you to delete a line from the master file, in place of the \*, which is used in older versions of the system. Simply bring the cursor to the line or field you wish to delete and press F4.

## MASTER FILE MAINTENANCE FUNCTION KEYS

### **PREV PAGE**

The PREV PAGE (previous page) function is available by pressing the F5 key (SHIFT F1 for terminals supporting only 4 function keys). This function would be used for master files which contain multiple input screens, and will allow easy paging to additional screens. This function will be used simultaneously with the NEXT PG (next page function see next item) function to move back and forth between the screens.

### **NEXT PG**

The NEXT PG (next page) function is available by pressing the F6 function key (SHIFT F2 for terminals supporting only 4 function keys). This function would be used for master files which contain multiple input screens, and will allow easy paging to additional screens. This function will be used simultaneously with the PREV PG (previous page function see item above) function to move back and forth between the screens.

### **INQUIRY**

The INQUIRY function is available by pressing the F7 function key (SHIFT F3 for terminals supporting only 4 function keys). This function allows the operator the flexibility to display items in the master file already entered and to display other master files used within the file being created. Example: The product master file. At the first prompt for product number, if F7 is pressed an inquiry can be made to display products on file (to eliminate duplication). If you press the F7 key at another field for example product type (which is another master file) the system will display product types on file to help the operator in selecting which product type best fits the product being created. As you can see the inquiry function can be a very useful tool when creating or maintaining master files.

### **ABORT**

The ABORT function is available by pressing the F8 function key (SHIFT F4 for terminals supporting only 4 function keys). This function is used to end a program without applying changes or additions made and should only be used if you DO NOT want the changes to be updated to the file. If used, the record will be filed as it was before the operator accessed it, in other words, as though no changes were made.

**ELECTRONIC MAIL MESSAGE ENTRY**

|                  |                          |
|------------------|--------------------------|
| PROGRAM NAME     | SSS.BP GEN.MASTER        |
|                  | SSS.BP UNIX.MAIL.SEND010 |
| SELECTION        | MENU-22                  |
| SELECTION NUMBER | 1                        |
| FILES ACCESSED   | UNIX.GROUP               |
|                  | TEMP                     |
|                  | UNIX. USERS              |

**OVERVIEW**

The electronic mail system is used to enter and send messages electronically to other respective users. The message field is a scrolling field which allows a number of users to be specified for a particular message.

**OPERATING INSTRUCTIONS****MESSAGE FOR**

Enter the email address for the user the message is being sent to. To display existing users use the "INQ" option (F7).

**SUBJECT**

Enter the subject for which the message pertains to. This is an optional field. Hit 'RETURN' to enter past.

**MESSAGE**

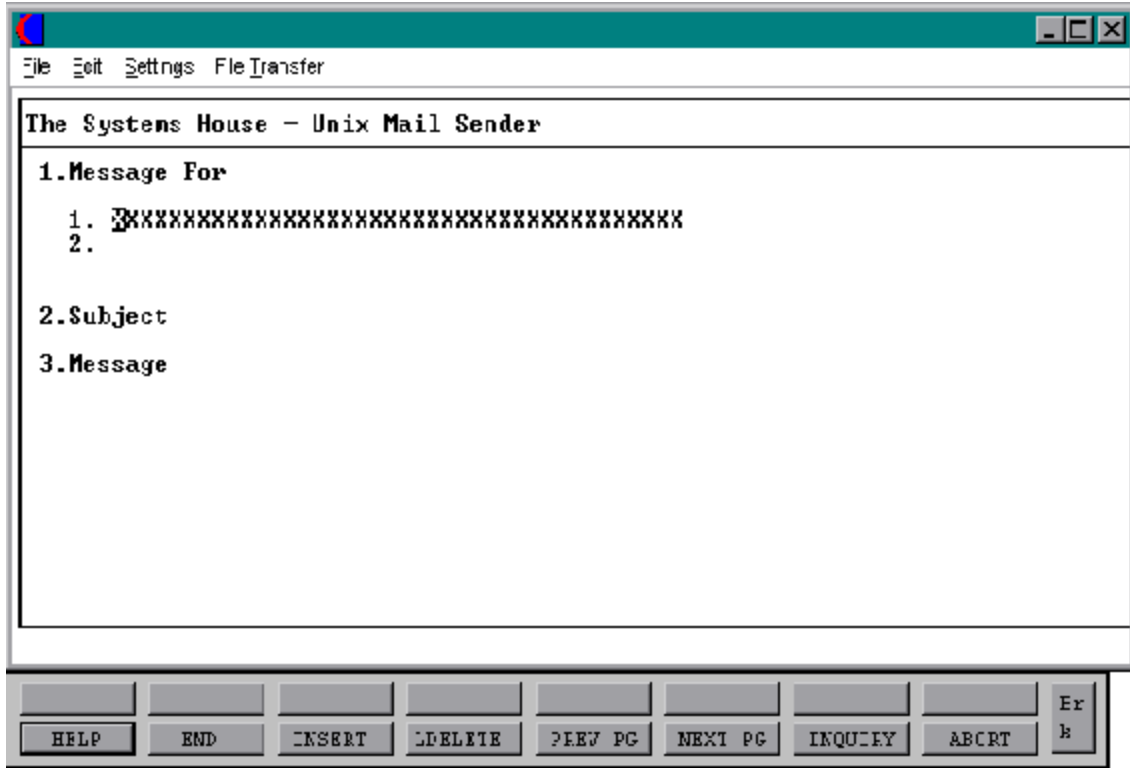
Enter the text of the message.

**ENTER LINE# TO CHANGE, <RETURN> TO POST MAIL, ABORT TO CANCEL**

If you need to make any changes, enter the appropriate line (1-7). Enter 'ABORT' if you want to delete the message.

Enter '0' to accept the message.

### ELECTRONIC MAIL MESSAGE ENTRY



**ELECTRONIC MAIL MESSAGE RETRIEVAL**

|                  |  |
|------------------|--|
| PROK NAME        | PROK PUNIX.MAIL.LOOKUP010                              |
| PROGRAM NAME     | MDS.SUBS,MAIL UNIX.MAIL.LOOKUP010<br>MDS.SUBS,MAIL     |
| SELECTION        | MENU-22  |
| SELECTION NUMBER | 2  |
| FILES ACCESSED   | MAIL.INDEX<br>UNIX.USERS<br>SYSTEM.CODES<br>MD<br>MAIL |

**OVERVIEW**

This program allows you to view, acknowledge, and file a message to history. Only a listing of messages not closed will display. You will be able to review the details of each message by highlighting the particular message and then hitting 'RETURN'.

**OPERATING INSTRUCTIONS****MESSAGE FOR**

Displays the complete email address for whom the message is intended.

**MESSAGE FROM**

Displays the complete address from the user who sent the message.

**SUBJECT**

Displays what the message is pertaining to.

**MESSAGE**

The details of the message will be displayed.



**ELECTRONIC MAIL MESSAGE RETRIEVAL****OPERATING INSTRUCTIONS (Continued)**

**ENTER LINE #, (P)RINT, (B)ACK, (R)EPLY, (F)ORWARD MAIL, E(X)IT ALL, (O) TO LEAVE OPEN, (S)AVE MAIL IN FOLDER, DELETE, <CR> FOR NEXT.**

If you need to make any changes, enter the appropriate line number. Enter 'P' to print the message, 'B' to return back to the screen that displays all your incoming messages, 'R' to reply to the message, 'F' to forward the mail to another user, 'X' to exit the message, 'O' to leave the message open, or 'S' to save the mail in a folder. Enter DELETE to delete the message or hit 'RETURN' to get the next message.

If 'S' is chosen then the operator will be prompted:

**ENTER FOLDER NAME OR ABORT TO CANCEL**

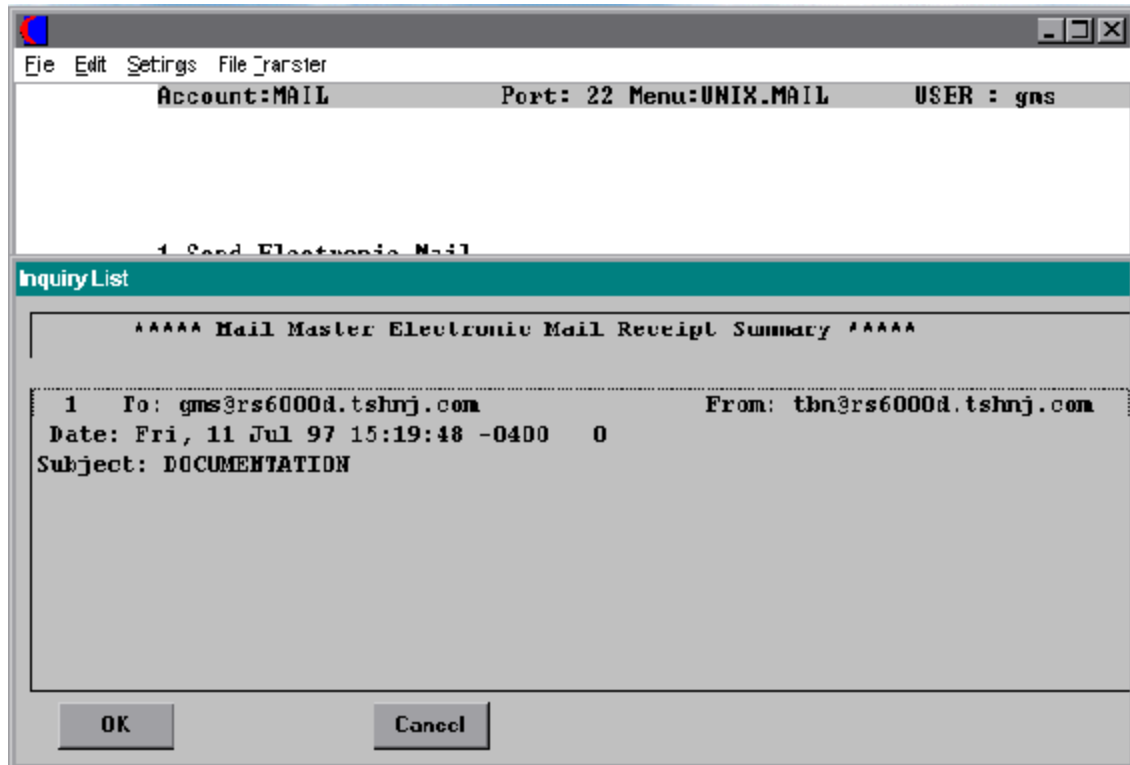
Enter the folder name or type ABORT to cancel.

If the choice is DELETE the operator will be prompted:

**ARE YOU SURE (Y/N)**

Enter "Y" or "N".

## ELECTRONIC MAIL MESSAGE RETRIEVAL SCREEN



## VIEW MAIL FOLDERS

|                  |                                   |
|------------------|-----------------------------------|
| PROK NAME        | PROK PUNIX.MAIL.ARCHIVE010        |
| PROGRAM NAME     | MDS.SUBS,MAIL UNIX.MAIL.LOOKUP010 |
| SELECTION        | MENU-22                           |
| SELECTION NUMBER | 3                                 |
| FILES ACCESSED   | MAIL.INDEX                        |
|                  | UNIX.USERS                        |
|                  | SYSTEM.CODES                      |
|                  | MD                                |
|                  | MAIL                              |

### OVERVIEW

This program allows you to create folders that important messages can be saved to and accessed at a later date.

### OPERATING INSTRUCTIONS

Upon entering the view folder option a window will appear with a listing of various folders that have been created. Use the arrow keys to move to the folder that is needed and hit 'RETURN' to enter that folder. Once inside the particular folder a listing of all messages saved to this folder will appear. Using the arrow keys again, you highlight the message you want to view and hit 'RETURN' to open the message back up. Once the message is opened you will be prompted:

**ENTER LINE #, (P)RINT, (B)ACK, (R)EPLY, (F)ORWARD MAIL, E(X)IT ALL, (C)OPY MAIL TO ANOTHER FOLDER, DELETE TO DELETE, <CR> FOR NEXT.**

Enter appropriate line number for the change. Enter 'P' to print the message, 'R' to reply to the message, 'F' to forward mail to another user, 'X' to exit the folder, 'C' to copy the mail to another folder, 'DELETE' to delete the mail, or hit 'RETURN' to get to next message.

If 'C' is the choice then you will be prompted:

**ENTER FOLDER NAME OR ABORT TO CANCEL**

**VIEW MAIL FOLDERS****OPERATING INSTRUCTIONS (Continued)****ENTER FOLDER NAME OR ABORT TO CANCEL**

If DELETE is the choice then you will be prompted:

**ENTER LINE #, (P)RINT, (B)ACK, (R)EPLY, (F)ORWARD MAIL, E(X)IT ALL, (C)OPY MAIL TO ANOTHER FOLDER, DELETE TO DELETE, <CR> FOR NEXT.**

Enter appropriate line number for the change. Enter 'P' to print the message, 'R' to reply to the message, 'F' to forward mail to another user, 'X' to exit the folder, 'C' to copy the mail to another folder, 'DELETE' to delete the mail, or hit 'RETURN' to get to next message.

If 'C' is the choice then you will be prompted:

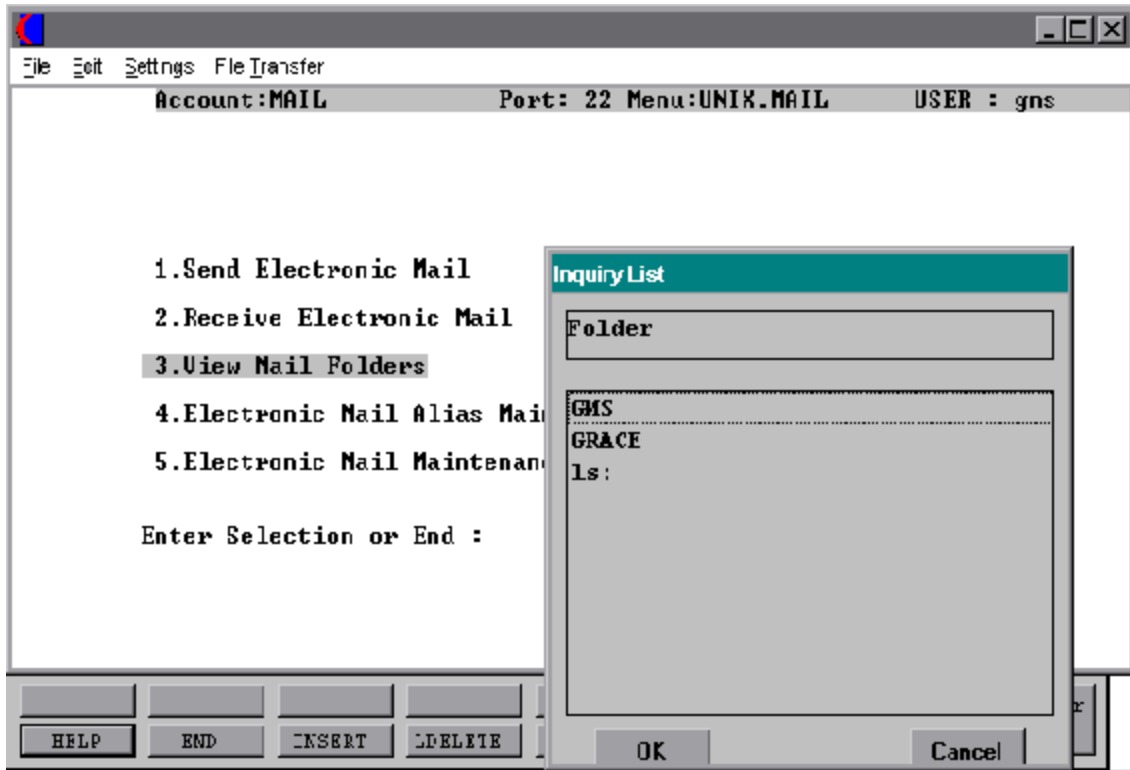
**ENTER FOLDER NAME OR ABORT TO CANCEL**

If DELETE is the choice then you will be prompted:

**ARE YOU SURE YOU WANT TO DELETE THIS MAIL (Y/N)**

Enter 'Y' or 'N'.

### VIEW MAIL FOLDERS



## ELECTRONIC MAIL ALIAS MAINTENANCE

|                  |                   |
|------------------|-------------------|
| PROGRAM NAME     | SSS.BP GEN MASTER |
| SELECTION        | MENU-22           |
| SELECTION NUMBER | 4                 |
| FILES ACCESSED   | UNIX.USER         |
|                  | SYSTEM.CODES      |
|                  | MD                |
|                  | MAIL              |

### OVERVIEW

This program allows you create an alias for a users email address that maybe exceptionally long or difficult to remember or for a user that has a special name that they are identified by when using the electronic mail program. This program is mainly used to customize an otherwise standard user address.

### OPERATING INSTRUCTIONS

#### **ENTER THE ALIAS**

Enter the alias name that will be used. Use the 'INQ' option (F7) to display a listing of all other alias' previously created.

#### **ENTER FIRST NAME**

Enter the users first name.

#### **ENTER LAST NAME**

Enter the users last name.

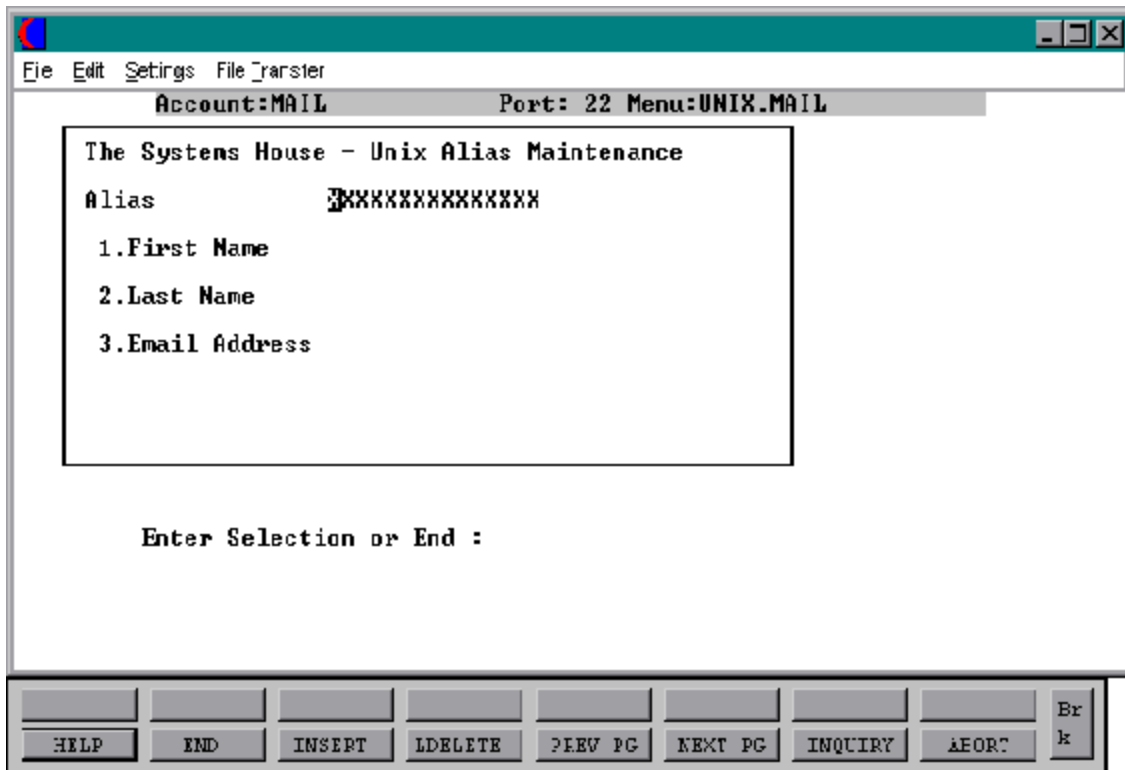
#### **ENTER EMAIL ADDRESS**

Enter the users original email address.

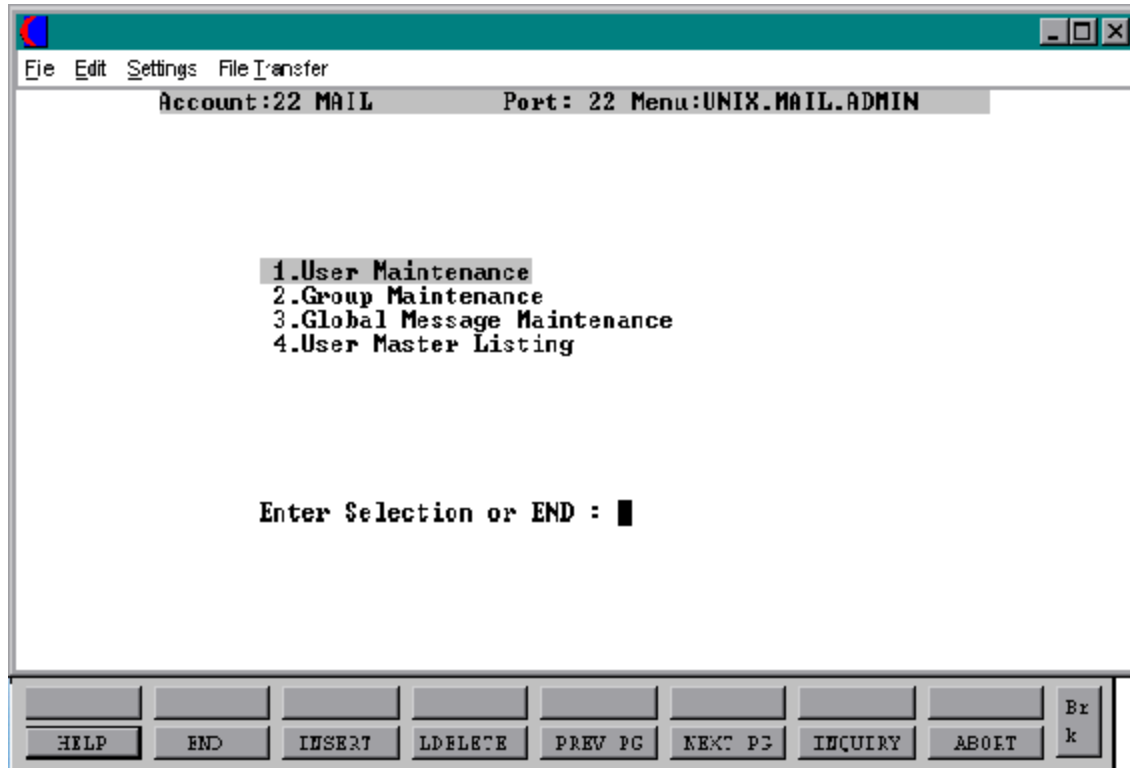
#### **ENTER LINE #, 'O' TO ACCEPT OR END**

Enter the appropriate line number to change, 'O' to accept the input information or 'END' to exit.

### ELECTRONIC MAIL ALIAS MAINTENANCE SCREEN



## ELECTRONIC MAIL USER MAINTENANCE MENU





**ELECTRONIC MAIL USER MAINTENANCE**

|                  |  |
|------------------|--|
| PROGRAM NAME     | SSS.BP GEN MASTER<br>UNIX.MAIL.ADMIN<br>UNIX.USER.MAINT010 |
| SELECTION        | MENU-22,5  |
| SELECTION NUMBER | 1  |
| FILES ACCESSED   | MAIL.XREF<br>MAIL.XREF.HIST<br>MAIL<br>USER.MAST           |

**OVERVIEW**

This program allows you setup and maintain all email users.

**OPERATING INSTRUCTIONS****USER**

Enter the id that the user will be using for their email address. The 'INQ' option (F7) can be used here to display a listing of user id's that have already been set up.

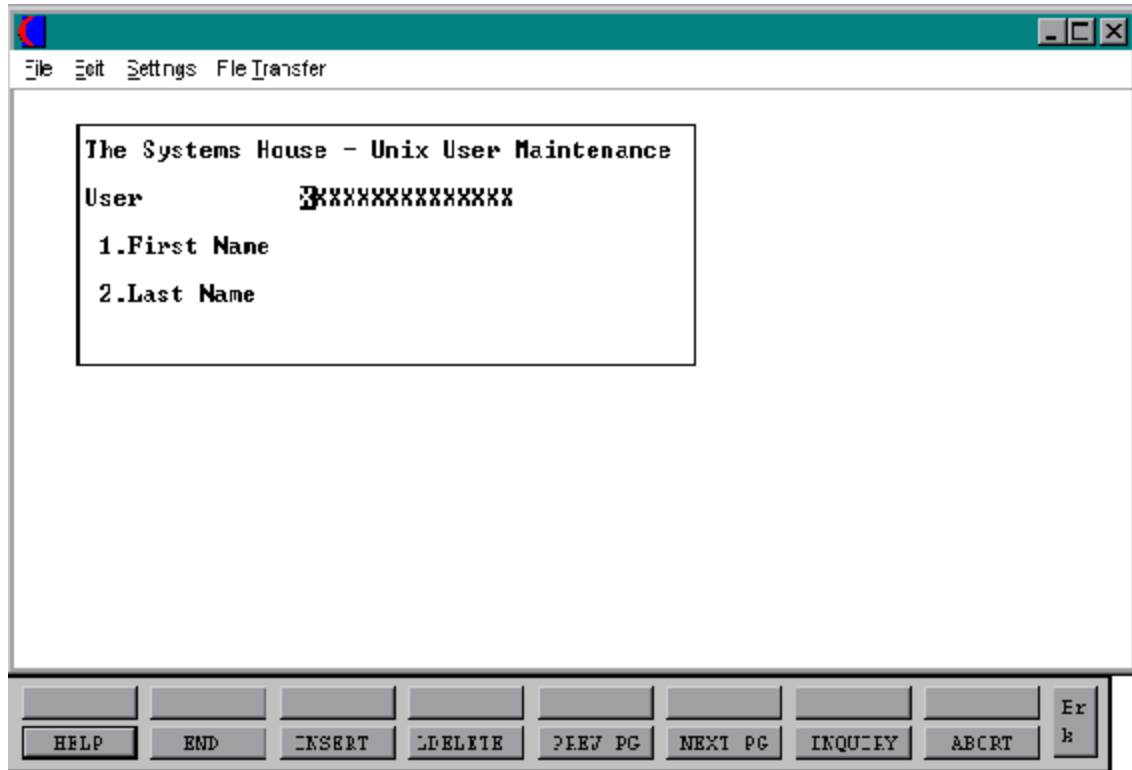
**FIRST NAME**

Enter the first name of the user.

**LAST NAME**

Enter the last name of the user.

### ELECTRONIC MAIL USER MAINTENANCE SCREEN



**ELECTRONIC MAIL GROUP MAINTENANCE**

|                  |                    |
|------------------|--------------------|
| PROGRAM NAME     | SSS.BP GEN.MASTER  |
|                  | UNIX.MAIL.GROUP010 |
| SELECTION        | MENU-22,5          |
| SELECTION NUMBER | 2                  |
| FILES ACCESSED   | UNIX.USER          |
|                  | MAIL               |
|                  | MAIL.GROUP         |

**OVERVIEW**

This program is used to create and maintain groups of users for the system. This maintenance is used to send an email message to a specific group of users rather than having to key in the message and the different address' several times. An example of such a group would be analysts, order entry clerks, programmers. The group would be coded as such and the users that are included under that title would be listed.

**OPERATING INSTRUCTIONS****ENTER OPERATOR INITIALS**

Enter the initials of the operator.

**GROUP**

Enter the group to be used.

**GROUP NAME**

Enter the name the group chosen is to be called.

**USER**

Enter the user id.

**NAME**

Enter the name of the user.

## ELECTRONIC MAIL GROUP MAINTENANCE

### OPERATING INSTRUCTIONS

#### **USER**

Enter the user id.

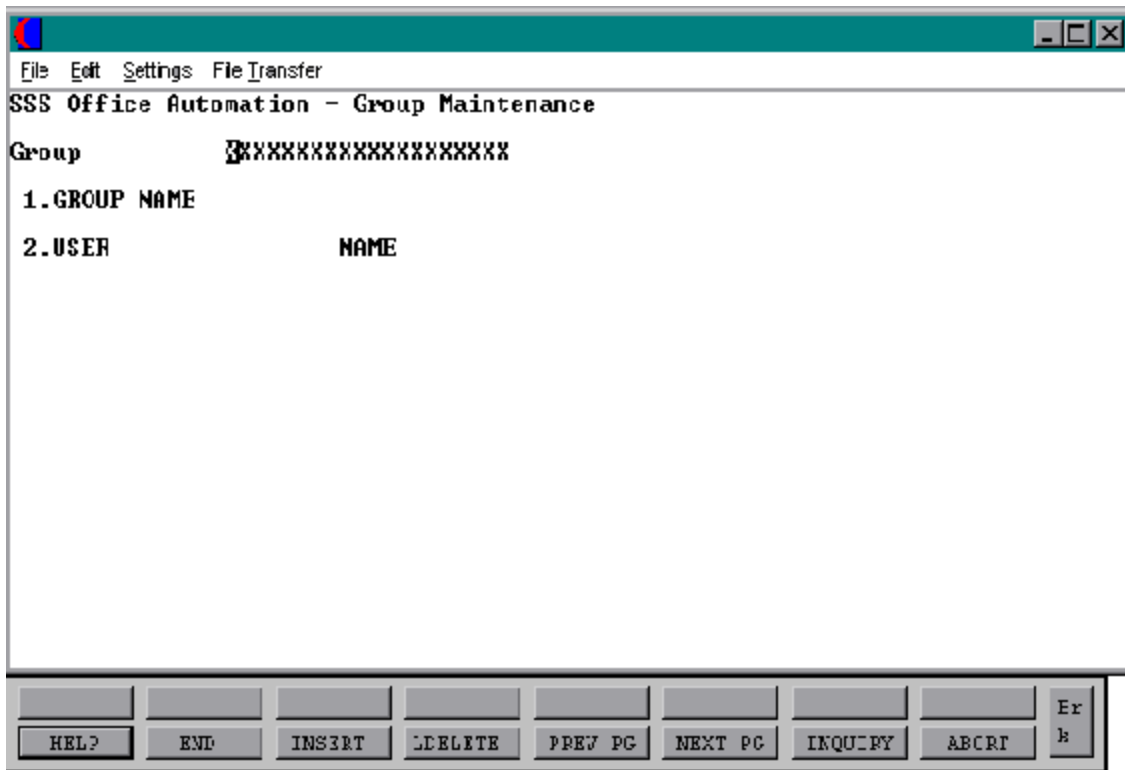
#### **NAME**

Enter the names of the user ID's that have been entered.

#### **ENTER LINE # TO CHANGE, DELETE TO DELETE OR 0 TO ACCEPT**

Enter the appropriate line number to change. Type DELETE to delete or hit '0' to accept.

### GROUP MAINTENANCE SCREEN



**USER MASTER LISTING**

|                  |                |
|------------------|----------------|
| PROK             | UNIX.USER.LIST |
| SELECTION        | MENU-22,5      |
| SELECTION NUMBER | 3              |
| FILES ACCESSED   | UNIX.USER      |
|                  | USER.MAST      |

**OVERVIEW**

This program is a listing of all users that have been created through user maintenance.

## ELECTRONIC MAIL FILE DESCRIPTIONS

### **MAIL.GROUP**

This file contains basic static data relative to each group that has been created. The file holds information such as group, group name, user, code, etc.

### **USER.MAST**

There is one User Master record maintained for each user. This file contains user name, password, dept.

### **MAIL.INDEX**

The Mail.Index file contains a record of each message sent, user from whom they were sent, and the date and time the message was sent.

### **SYSTEM CODES**

The System.Codes file contains a listing of all the function keys and their uses.

### **UNIX.USER**

This file contains one record for each user created on the system. It lists the user id, first and last names of the users that have email addresses.

### **UNIX.GROUP**

The Unix.Group file maintains one record for each group that is created on the system. The group, group name, and users assigned to the groups are all included in this file.

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