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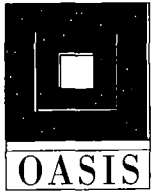
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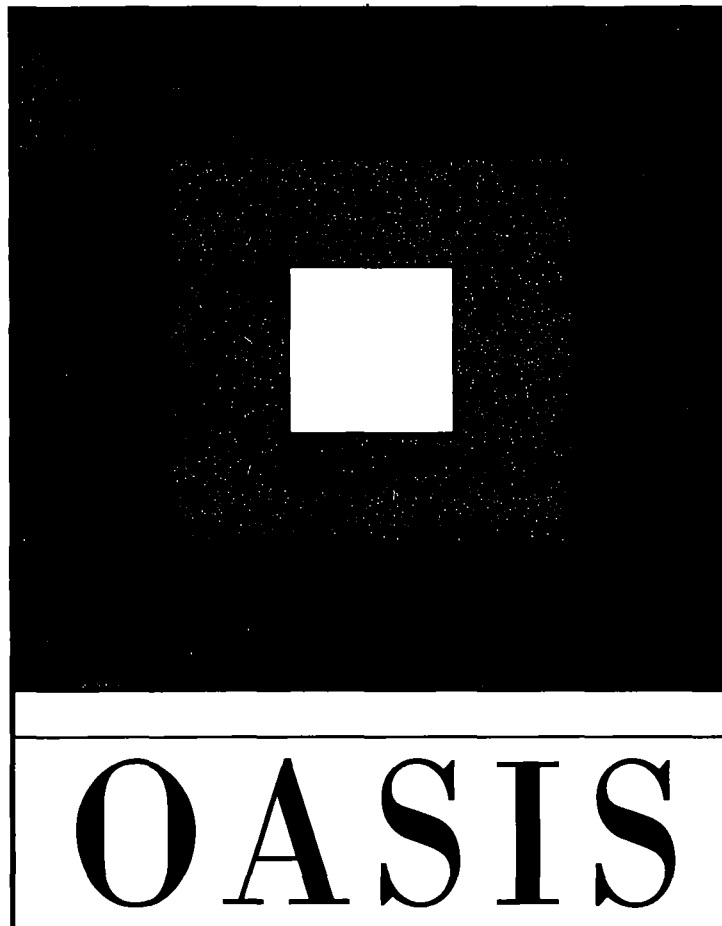
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OASIS

REFERENCE MANUAL

OASIS REFERENCE MANUAL



OFFICE OF ADMINISTRATION
SYSTEM FOR INFORMATION SERVICES

SEPTEMBER 1990

**Office of Administration
on Resources Management Division**

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FACSIMILE (FAX)

INTRODUCTION

OASIS users may include addressees in electronic mail who do not have OASIS accounts but do have available Facsimile (FAX) service. (Only outgoing FAX mail is supported.) The overall procedure is similar to that of sending messages to OASIS users. Only the addressing differs.

The Electronic Messaging feature of ALL-IN-1 is used for sending messages to FAX addressees. Messages may include a mix of OASIS and FAX addressees.

The following describes how to use the FAX feature to:

- Include a FAX recipient as an addressee or in a distribution list, by name or by nickname,
 - Send a message addressed to FAX users,
 - Send a WordPerfect document to FAX users, and
 - Show the status of messages sent to FAX recipients.
-

**ADDRESSING A
FAX**

To address a FAX:

- At the main OASIS menu or the EM (Electronic Messaging) menu, type FAX and press <ENTER>. The system will display the OASIS FAX entry form.
- Type in the telephone number for the recipient's FAX at the FAX NUMBER prompt. (Four digits for in-house transmissions, or multiple digits with area code for other transmissions. Remember to use "8", or "9" and "1" where appropriate; for example 9-123-4567.)

- Type in the recipient's name at the ATTENTION prompt. This will appear on the cover sheet sent to the recipient's FAX machine.
 - Press <ENTER> to return to the Message Header screen. At this point, you may type FAX to enter an additional FAX addressee or you may enter OASIS users.
-

**INCLUDING A FAX
RECIPIENT IN AN
ADDRESSEE LIST**

To include a FAX recipient in an addressee list:

- At any screen where the recipient's name is to be entered (e.g., TO: or CC: prompts), type **FAX** and press <ENTER>. The system will display the OASIS FAX entry form.
 - Type in the telephone number for the recipient's FAX at the FAX NUMBER prompt. (Four digits for in-house transmissions, or multiple digits with area code for other transmissions. Remember to use "8", or "9" and "1" where appropriate; for example 9-123-4567.)
 - Type in the recipient's name at the ATTENTION prompt. This will appear on the cover sheet sent to the recipient's FAX machine.
 - Press <ENTER> to return to the Message Header screen. At this point, you may type FAX to enter an additional FAX addressee or you may enter OASIS users.
-

**INCLUDING A FAX
RECIPIENT IN A
DISTRIBUTION
LIST**

A distribution list may be created or revised (see page 21 of the OASIS manual) to include any number of FAX recipients, either with or without OASIS addressees.

At any screen where the recipient's name is to be entered (e.g., TO: or CC: prompts), type **FAX** and press <ENTER>. Then follow the procedures described above for including a FAX recipient in an addressee list.

**USING A
NICKNAME FOR A
FAX RECIPIENT**

A nickname may be created or revised by using a distribution list, as above.

**SENDING A
WORDPERFECT
DOCUMENT**

To send a WordPerfect document to a FAX user:

- Within ALL-IN-1, type **PCT** from the Electronic Messaging Menu and press **<ENTER>**.
- Type **MTM** and press **<ENTER>** from the PC File Transfer Menu.
- Type in the name of the file on the PC you wish to transfer and press **<ENTER>**. Be sure to specify the drive and directory where the file is stored if it is somewhere other than C:\WORK\WP51. For example, C:\MYDIR\FILENAME.TXT for a document stored on the C: Drive in the MYDIR directory.
- When prompted with the ALL-IN-1 Message Header screen, follow the steps under "INCLUDING A FAX RECIPIENT IN AN ADDRESSEE LIST" located on page 2.
- After the Message Header is completed, the File Transfer will be executed.
- When file transfer is complete, press the **<EXIT>** key (0 on the numeric keypad) to exit the File Transfer menu.
- Type **S** and press **<ENTER>** to send the document.

**AFTER SENDING A
MESSAGE**

Several minutes after the message is sent, a system notification will appear on the sender's screen, confirming that the message has been sent.

A confirmation will be received in your mailbox after the transmission has been completed stating whether it was successful or has failed. This confirmation message may be sent several minutes after the FAX has completed.

Note: You cannot send a FAX that is over 40 pages (i.e. a 40 page FAX being sent to one recipient, a one page FAX being sent to 40 recipients, or a combination of these). If you attempt to send it, you will receive a notification informing you that the message is too large.

SHOWING FAX STATUS

To display a summary showing the status of previously sent FAXes:

At the Electronic Message Menu, type **SFX** (Show FAX Status). The system will display the Status and Resending Menu, which lists all previously sent messages and their status, unless deleted.

There are several options for handling previously sent FAX messages listed on the Status and Resending Menu.

For a full listing of such options, press **<GOLD M>** at the Status Menu.

The most common options are:

D (Delete) used to delete a FAX message from the Status Menu. This should be done regularly, to keep the list manageable.

UP (Update Status) used to refresh the Status screen so that it will display the new status of a FAX message.

SU (ReSubmit) used to resend a FAX message which for some reason was not received, or which transmission is identified as failed.

Use the **UP** or **DOWN <ARROW KEYS>** to select a specific FAX message on the Status Menu, enter the option, and press **<ENTER>**.

VE (View Error) will display the appropriate error message should

the transmission be unsuccessful. Depending on the reason it failed, check the phone number, contact the recipient and ask them to check their FAX machine, and/or resend, as appropriate.

**PROBLEMS WITH
FAX AND ERROR
MESSAGES**

If you have any problems sending a FAX message, call the Client Services Help Desk at x7370.

ANSWERS TO YOUR QUESTIONS ABOUT OASIS FAX

HOW DO I USE IT?

In summary, FAX is accessed by typing the word FAX at the main OASIS menu, at the EM (Electronic Messaging) menu, or at the TO: or CC: prompts of an electronic mail message or in a distribution list.

HOW LONG DOES IT TAKE TO SEND THE FAX?

It will take approximately 2 minutes per page per addressee before the message is sent to the recipient's FAX machine. This time may increase slightly when several people are sending FAX messages simultaneously. You may continue to use your OASIS workstation, however, since the processing is done in the background.

If the recipient's FAX machine is busy or not working (perhaps it is out of paper or is not connected), the program will attempt to send the message 3 times with a wait period of 5 minutes in between tries. Thus the entire FAX processing time could take several minutes before it completes, either successfully or unsuccessfully.

Note: You cannot send a FAX that is over 40 pages (i.e. a 40 page FAX being sent to one recipient, a one page FAX being sent to 40 recipients, or a combination of these). If you attempt to send it, you will receive a notification informing you that the message is too large.

HOW CAN I TELL IF THE FAX MESSAGE WAS SENT SUCCESSFULLY?

The most timely way to check the status of your FAX message is to use the SFX (Show FAX Status) option, described on page 5-4. This option will give you the most up to date information on whether your FAX is pending or has been sent.

Another way to tell if the FAX was sent, is by the confirmation message. An OASIS mail message (confirmation message) will also be sent to you which informs you of the completion and status of your FAX message. However, because this program is run on a scheduled basis, you may receive the message several minutes after the FAX message has completed.

**WHAT SHOULD I
DO IF IT FAILS?**

The **SFX** (Show FAX Status) **VE** (View Error) selection will display the reason your FAX transmission failed. Depending on the reason it failed, check the phone number, contact the recipient and ask them to check their FAX machine, and/or resend, as appropriate, or call the Client Services Help Desk at x7370.

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SYSTEM OVERVIEW

INTRODUCTION

Welcome to the Office of Administration System for Information Services (OASIS)!

OASIS is an office automation system specifically designed for executive and professional staff working in the Executive Office of the President (EOP) environment. It combines personal computer (PC) resources and ALL-IN-1 software running on a central computer system to perform routine daily tasks.

At the personal computer level, OASIS provides WordPerfect, File Transfer, Custom Menu options (for example, Lotus), and Utilities. Through the Utilities option, you may perform many personal computer tasks (for example, formatting a diskette) and determine if you have new mail in ALL-IN-1.

Although OASIS includes other elements, this manual addresses the ALL-IN-1 features. ALL-IN-1 is a commercially-available software product, extensively tailored to meet EOP needs. Through the use of ALL-IN-1, you will be able to:

- Send electronic messages and receive messages from other OASIS users;
- Transfer files from your personal computer to another OASIS user;
- Access the EOP Directory;
- Keep up-to-date on major events;
- Maintain a calendar of events and tasks; and
- Perform word processing.

This manual serves as a quick reference document to guide you through some of the most popular features of this system. It covers the procedures you need to begin working productively in the OASIS environment.

This section of the manual provides an introduction to the features available through ALL-IN-1.

LOGGING ON

ALL-IN-1 runs on a central computer system and it is necessary to log on to take advantage of its features. Your PC communicates with the central computer system through a link established at the time you log on to OASIS. When you log on, OASIS connects you to the central computer system where ALL-IN-1 resides.

To log on:

- Turn on your personal computer.
- At the prompt, type your username **LAST_F** or press **<ENTER>** to accept the name displayed.
- Type your password and **<ENTER>**. Your OASIS Menu displays.

Important

If you do not see the "Logout" option on your OASIS Menu, you are not connected to the central computer system.

- From the OASIS Menu, type **A** to access ALL-IN-1.

Upon successful log on, the system displays the Executive Office of the President Menu, referred to hereafter as the EOP Main Menu.

EXECUTIVE OFFICE OF THE PRESIDENT

EM	Electronic Messaging		
IM	Information Management		
DIR	Personnel Directories	US	User Setup
DM	Desk Management	TR	Training
EWP	Executive Word Processing		
BB	Bulletin Board		
EX	Exit ALL-IN-1		

Choose option and press ENTER

**ALL-IN-1
FEATURES**

- **EM**
Electronic Messaging allows you to communicate with other OASIS users. You can use this facility to create, revise, store, send, receive, forward, and answer mail messages.
- **DIR**
Personnel DIRectories allow you to look up the names and electronic mail addresses of other OASIS users on the EOP Network. The EOP Directory, which provides the organization, room number, and telephone number of all EOP staff, is available under this option. You may also create your own personal rolodex and maintain it for ready reference.
- **IM***
Information Management provides news and other current information with options to Read or Print.

- **DM** Desk Management options help you manage your work day. Time Management services allow you to schedule meetings as well as maintain and print a personal calendar by day, week or month. The calendar consists of events and tasks. An on-line calculator and phone messaging system are available.

- **EWP*** Executive Word Processing allows you to prepare, store, and print documents while logged on to ALL-IN-1 using the editor provided on the central computer system.

- **BB** The Bulletin Board contains special announcements to OASIS users and a schedule of classroom training. When you log on to ALL-IN-1, an announcement appears on your screen. To review all announcements, select **BB** from the EOP Main Menu.

If you have a special announcement to post on the electronic Bulletin Board for OASIS users, please call telephone extension 4982.

- **US** User Setup offers a number of special functions, including the ability to change your OASIS password. The system requires you to change your password every 30 days to make sure unauthorized individuals cannot gain access to your information.

You may also list information about your ALL-IN-1 account and Set Working Conditions. These working conditions control your calendar of events and other conditions within ALL-IN-1.

- **TR** The TRaining option is an on-line tutorial to assist you in learning about the capabilities of ALL-IN-1.

To exit on-line tutorials, press **GOLD (F1) X**.

**HELP, TUTORIALS,
AND CLASSES**

One of the advantages of OASIS is that you will be able to use it right away. On-line tutorials and Help screens are available to assist you.

Formal training is available through the Computer Support Center, Room 483 OEOB. Please check the Bulletin Board (Option BB from the EOP Main Menu) for class schedules, or call extension 7370 to register for class.

If you have a problem or need special assistance, please contact the Help Desk at extension 7370.

FUNDAMENTALS

INTRODUCTION

This section introduces fundamental practices and terms to assist you in working in the ALL-IN-1 environment.

KEYBOARD

The keyboard referred to throughout this documentation is the personal computer extended keyboard. (Please refer to Appendix 1 for a personal computer keyboard map.) Other personal computer keyboards may have a different keyboard mapping scheme. If you are using a different keyboard and need assistance in determining the equivalent keys, please call extension 7370.

This documentation refers to the numeric keypad located at the far right of your keyboard as "**keypad**" keys.

EOP MAIN MENU

The screen entitled, "Executive Office of the President," is the EOP Main Menu from which you can make selections of ALL-IN-1 submenus.

Example:

To select the Electronic Messaging subsystem, type **EM** at the EOP Menu and press **<ENTER>**.

**Moving Between
Submenus**

ALL-IN-1 has a menu tree structure which moves you from one menu to the next based on the selections you choose.

There are several valid procedures for accessing specific features of ALL-IN-1:

- From any submenu, type **MAIN** and press **<ENTER>** to return to the EOP Main Menu.
- You can record a telephone message for another OASIS user from any menu by typing **PH** and pressing **<ENTER>**.
- File Cabinet options are available from the Electronic Messaging submenu and the Executive Word Processing submenu.
- Use **GOLD I** to interrupt the current task and to access other ALL-IN-1 features.
- Some subsystems are available from all menus: Nickname (**NI**), Distribution Lists (**DL**), Electronic Messaging (**EM**), Information Management (**IM**) and Calculator (**CA**).

more...

Some submenu screens display **more...** in the lower right corner. This means that more options are available by pressing **<Page Down>** (NEXT SCREEN).

**STACKING
ALL-IN-1
COMMANDS**

Within ALL-IN-1, you can "stack" commands to bypass the menu hierarchy by entering commands in sequence separated by a space.

Examples:

From the EOP Main Menu, type **EM RN** to read new mail in your Inbox. This option allows you to read only one message.

From the EOP Main Menu, type **EM II ALL XR** and press **<ENTER>** to read all new mail received.

**FORMS AND
FIELDS**

ALL-IN-1 uses a number of forms which contain fields through which you provide information. The form may be compared to a blank form which you must fill out to request actions. On each form, a specific line of information about a particular task is a "field." Some fields, such as the TO: field when creating an electronic message, require completion. Other fields, such as CC: when creating a message, are optional.

While editing a form, use the following keys:

- **CTRL H** to move to the previous field;
- **CTRL J** to clear the present field;
- **<Tab>** to advance the cursor to the next field on the form;
- **<ENTER>** to let ALL-IN-1 know the information is complete;
- **<Keypad 0>** to exit the form without storing the new information;
- **GOLD L** to list choices for a particular field; and

- **GOLD H** to receive help on a particular field.

You may also use **<ARROW KEYS>** to move the cursor and **<Backspace>** to edit fields while completing a form.

CLEAR SCREEN

Use **<CTRL> W** to clear the screen of mail receipt notifications.

Example:

ALL-IN-1 notifies you when you receive an electronic message. To clear the screen of this mail notification, hold down **<CTRL>** and press **W**.

**ELECTRONIC
FOLDER INDEX**

To view an Index of Messages (and folders), type **I** at the Electronic Messaging Menu. Press **<ENTER>**. To clear the FOLDER field press **<CTRL J>**, type the name of the desired folder and press **<ENTER>**. Provide as much information as possible about the author, title, etc., to limit your search. Press **<ENTER>**.

INTERRUPT

The "Interrupt" feature is available at any time from ALL-IN-1 screens and the editor. It allows you to interrupt the current task to access other frequently-used features. By pressing **GOLD I**, the system displays the Interrupt Menu.

INTERRUPT MENU			
EOP	EOP Directory		
DC	Desk Calculator		
SMD	Search Mail Directory		
RN	Read New Mail Messages		
TM	Time Management		
SUG	OASIS Suggestion Box	TR	OASIS Suggestion Box Training
PH	Phone Messaging		
Enter selection and press ENTER			

After using the Interrupt Menu, the system returns to the point of interruption.

GOLD MENU

ALL-IN-1 provides options which are available from some electronic messaging and word processing screens. To view available options, press **GOLD M**.

CURRENT ITEM BLOCK

Before you can read, print, edit, or delete an item in ALL-IN-1, the item or document must be the Current Item highlighted in the block located at the upper right corner of your screen. Use the **SE**lect option from the Electronic Messaging and Executive Word Processing submenus to change to a different selection.

To select an item from a submenu, type **SEL** and press **<ENTER>**. If you cannot remember the exact information to enter in a field, press **GOLD L** to list options. Type the line number that contains the item you want to select and press **<ENTER>**.

While viewing an electronic folder, you may also move the cursor to the desired item and press **<End>** to select that item.

**LIST VALID
ENTRIES**

FIND <Home> produces a list of all valid entries for a particular field. If you are not sure of the information to enter, press **<Home>** to see a list of options. (This is the same as **GOLD L**)

**ON-LINE
TUTORIALS**

The on-line **TR**aining option provides training on many of the features of ALL-IN-1, depending on your location within a menu. **TR**aining is available from the EOP Main Menu and from selected submenus.

To exit **TR**aining, press **GOLD X**.

HELP

In addition to on-line tutorials, ALL-IN-1 provides an extensive **HELP** system. When you need help while using ALL-IN-1, press **GOLD H** for options.

While in the editing mode (creating a mail message or a document), pressing **GOLD H** displays the PC keyboard map. Use this map to locate keys to perform specific functions.

SUGGESTIONS

We encourage you to use the on-line "Suggestion Box" to help us better meet your needs. To make a suggestion, press **GOLD I** for the Interrupt Menu, type **SUG** and press **<ENTER>**. You have the option of making suggestions anonymously.

EXIT

You may exit ALL-IN-1 from any submenu by typing **EX** and pressing **<ENTER>**. This returns you to the personal computer environment.

To exit a form without saving, press **<Keypad 0>**.

IMPORTANT REMINDER:

Please select **Logout** from the OASIS Menu when you leave at night or leave your work station for an extended period of time. This protects your information from unauthorized access and enables the performance of nightly system housekeeping functions.

ELECTRONIC MESSAGING

INTRODUCTION

The Electronic Messaging (EM) feature of ALL-IN-1 lets you create and send mail to other OASIS users. It is a fast and easy way to communicate with others and to transfer personal computer files.

This section provides a quick review of Electronic Messaging to enable you to benefit from its features right away.

For information on transferring personal computer files to another user, please refer to the section on File Transfer.

ACCESSING
ELECTRONIC MAIL

After logging on to ALL-IN-1, select **EM** from the EOP Menu and press **<ENTER>** to display the Electronic Messaging Menu.

ELECTRONIC MESSAGING			
SEL	Select Message	Folder: Title: Author: Date: Sent on: Number: Status:	
C	Create	II	Index - Inbox
E	Edit	IR	Index - Read
D	Delete	IC	Index - Created
P	Print	IO	Index - Outbox
R	Read	TR	Training
I	Index		
R	Recall Index		
RN	Read New Mail		
A	Answer		
S	Send		
F	Forward	SMP	Send Message to PC
		SAP	Send Attachment to PC
Choose option and press ENTER			
or press PAGE DOWN for more options (more...)			

**CURRENT ITEM
BLOCK**

The Current Item Block is the highlighted area in the upper right corner of the Electronic Messaging Menu. Before you can read, print, edit, or delete an item in ALL-IN-1, you must first **SE**lect the item.

**Selecting the
Current Item**

To **SE**lect an item, type **SEL** from the Electronic Messaging Menu and press **<ENTER>**. ALL-IN-1 displays the current folder. Press **<Home>** to display an index of the current folder. Type the number of the item you wish to select.

To **SE**lect a different folder, hold down **<CTRL>** and press **H** to move the cursor to the Folder field. Hold down **<CTRL>** and press **J** to clear the field. Type the name of the folder desired and press **<Tab>**. Press **<Home>** to display the folder index. Type the line number of the item desired and press **<ENTER>**.

**ELECTRONIC
MESSAGING MENU**

There are three screens of options in the Electronic Messaging Menu. An explanation of the choices on the first screen and selected choices from subsequent screens follows. Please note the Electronic Messaging screen displays **more...** in the lower right corner. To display additional options, press **<Page Down>** (NEXT SCREEN). Any command may be selected from the menu, even if it is not on the screen currently displayed.

**ENTERING
USER NAMES**

The format for entering names is:

LAST_F

It is not necessary to type the name as indicated above; type the first few characters of the last name in the TO: or CC: field and press **<ENTER>**. The system displays a list of valid user names. Type the line number of the user you want to select and press **<ENTER>**.

**ELECTRONIC FILE
FOLDERS**

ALL-IN-1 files electronic copies of mail messages and documents in five (5) temporary file folders. They are temporary folders because the ALL-IN-1 Mail Janitor periodically removes items placed in these folders.

Inbox Folder

The INBOX folder contains all new mail messages. Once you read your messages, ALL-IN-1 moves these messages to your READ folder.

Important:

The ALL-IN-1 Mail Janitor places **unopened** mail from your INBOX folder into the WASTEBASKET after 28 days.

Read Folder

ALL-IN-1 temporarily stores messages you read in the READ folder. To retain these messages longer than 14 days, you must refile them in a personal folder.

Example:

To refile a message to a folder named "XYZ," SELECT the item from the appropriate index by pointing the cursor to the item and pressing the <End> key. Type **RFD** to ReFile Document and press <ENTER>. For the folder name, type **XYZ** and press <ENTER>.

Created Folder

The CREATED folder contains messages created but not mailed or filed. Once you send a message, ALL-IN-1 removes it from your CREATED folder and places it in your OUTBOX folder. The system deletes the message after 14 days unless you refile the message.

Outbox Folder

When you mail a message, ALL-IN-1 places a copy in your OUTBOX folder. The system deletes the message after 14 days unless you refile the message.

**Wastebasket
Folder**

When you delete a message, ALL-IN-1 places the deleted message in your WASTEBASKET folder. The ALL-IN-1 Mail Janitor empties the WASTEBASKET on Tuesdays, Thursdays, and Saturdays. Once the Mail Janitor empties your wastebasket, you cannot retrieve these items.

Reminder:

You may wish to review the contents of your wastebasket periodically by typing **I W** (Wastebasket) and pressing **<ENTER>**. To retain an item previously deleted, press **<End>** to **SELECT** the item, type **RFD** and **<ENTER>**.

Although the Mail Janitor empties your wastebasket regularly, you may wish to empty it occasionally. From any Electronic Messaging submenu, type **EW** and press **<ENTER>**.

COMMANDS

Some of the commands available from the Electronic Messaging Menu follow.

Create

To Create a message, type **C** and press **<ENTER>** to display a blank Message Header. The Message Header asks you to "Enter the name of one or more addressees" at the **TO:** field. After each name typed, press **<ENTER>**. If you wish to send a **CC:** to another OASIS user, press the **<Tab>** key to move the cursor to the **CC:** portion of the form. Enter the names of users you want to receive a copy of the message. Press **<Tab>** again to place the cursor on the **Subject:** line and type the subject of the message.

If you wish **ALL-IN-1** to notify you when the addressee reads your message, **<Tab>** to the "Read Receipt" field and type **yes**. Press **<ENTER>** to display a blank screen with a margin ruler at the top.

Type the text of your message and press **GOLD F** to save it. **ALL-IN-1** files your message in the **CREATED** folder and returns you to the **EM Menu**.

Tip: If you wish to quit without saving, press **GOLD K**.

Please note the highlighted area (Current Item) in the upper right portion of your screen contains the message you created. The status of your message indicates it is **UNSENT**. You may still **Edit** the message before you send it by typing **E** and pressing **<ENTER>**. You may also edit the addressees or change the subject by typing **MH** to **Modify Header** and pressing **<ENTER>**. When you are ready to **Send** the message, type **S** and press **<ENTER>**. The status of your message changes to **SENT**.

Example:

To test EM, create and send a message to yourself by entering **ME** (a default nickname for each user) in the TO: field. Press **<ENTER>** and ALL-IN-1 displays your username. Use the **<Tab>** key to move to the Subject: line and enter subject. Create a message and press **GOLD F** to save the message. When you return to the EM Menu, press **S** and **<ENTER>** to send. The system displays a message at the top of your screen indicating new mail. Type **RN** and press **<ENTER>** to Read New mail.

Edit

The **Edit** option allows you to modify a document or message previously created, but unsent. To edit an item displayed in your Current Item Block, type **E** and press **<ENTER>**.

Delete

Use the **Delete** option to erase an item from your electronic file folders. To delete the item highlighted in your Current Item Block, type **D** and press **<ENTER>**.

ALL-IN-1 places deleted items in the **WASTEBASKET** where they are completely erased by the system every Tuesday, Thursday, and Saturday. Once erased by the system, they are irretrievable.

If you want to retain an item that is still in your wastebasket, display the contents of the wastebasket by typing **I W** (Wastebasket). ALL-IN-1 provides an **INDEX** of your wastebasket contents. **SELECT** the item you wish to retain by moving the cursor to the item and pressing **<End>**. Type **RFD** to refile it in a personal folder.

Tip: To delete multiple messages from an **INDEX**, use the **<ARROW KEYS>** to point the cursor to the desired messages. Press **<End>** to **SELECT** each message. An "x" appears next to all items selected. Type **XD** and press **<ENTER>**.

Print

Messages and documents may be printed by your locally-connected printer. To print your current item, type **P** and press **<ENTER>**. ALL-IN-1 displays a form showing your local printer specifications. Press **<ENTER>** again to print at that destination.

Tip: To print multiple messages from your INDEX, use **<ARROW KEYS>** to point to the desired messages. Press **<End>** to SELECT each message. An "x" appears next to all items selected. Type **XP** and press **<ENTER>**. Press **<ENTER>** again to accept the default printer.

Read

Use the Read option to display the contents of the item displayed in your Current Item Block.

Tip: You will not be able to edit the item while in this mode. If you wish to use the Edit option, first type **RFD** to refile the item in your personal folder.

Index

Use the Index option to display a list (or index) of the items in your file folders. ALL-IN-1 prompts you to enter information to use as search criteria. To display all of the messages in a specific folder, type the name of the folder and press **<ENTER>**.

You may use any of the index options located below the Current Item Block (**II** - Index Inbox, **IR** - Index Read, **IC** - Index Created, or **IO** - Index Outbox) to display a list of items in these temporary file folders.

Recall Index

Use this option to Recall the last Index accessed. Type **RI** and press **<ENTER>**.

Read New Mail

ALL-IN-1 stores all incoming mail in your INBOX folder. To read the message waiting for you, type **RN** and press **<ENTER>**.

If the message is more than 24 lines, press **<ENTER>** until the "BOTTOM" of your message appears on the screen.

Tip: Before exiting the message, you may wish to consider these options:

- Select **P** to **Print** a hard copy;
- Select **FM** to **File** the **Message** in a folder you create;
- Select **D** to **Delete** the message; or
- Select **A** to **Answer** the message.

When you exit your message, the EM Menu displays additional options.

**Read New Mail
(Multiple Messages)**

When you receive multiple messages, you may wish to read all of them quickly:

- Select **Index Inbox (II)** from the EM Menu;
- When your Inbox Index appears, type **ALL** to select all messages and press **<ENTER>**;
- Type **XR** to read all incoming mail.

Tip: You can stack these commands. From the EOP Main Menu, type **EM II ALL XR**.

Answer

The **Answer** option creates a response to the message specified in the Current Item Block.

ALL-IN-1 prompts you as to whether your reply is to the sender of the message (addressee), or to the sender and all persons who received copies. If you choose **S**, only the Sender receives your reply; **A** sends response to the sender and All addresses.

After typing your response, press **GOLD F** to file it. ALL-IN-1 asks whether you want to send the message. Answer **Y** to send or **N** to perform further editing on the message.

Send

Use **Send** to mail the current electronic message.

Forward

The **Forward** option lets you forward received mail to other individuals. ALL-IN-1 prompts you to see if you want to add a cover note. If you do not, type **N** and press **<ENTER>**.

**Distribution
Lists**

The **Distribution List** option lets you create a mailing list for sending mail on a recurring basis to the same group of people. Only the person who creates the **Distribution List** may use it.

From any submenu, type **DL** and press **<ENTER>**. Create your distribution list by typing the name followed by a colon (:). Type the names of the OASIS users you want to include on the list.

When you want to send mail to all individuals on this list, select **EM C** to create your message and use the group name for the address.

Example:

To create a list named "group," type **DL C** and press **<ENTER>**. Type **GROUP:** and press **<ENTER>**.

To use the distribution list, type **GROUP** at the **TO:** field of the message header.

Nicknames

Develop short forms of OASIS user names by creating **N**icknames. Only the person who creates the **N**ickname may use it.

From the Electronic Messaging Menu, type **NI** and press **<ENTER>**. Select **C** to create **N**icknames.

Example:

To create a nickname for an OASIS user, access the Nickname Management Menu by typing **NI C** and pressing **<ENTER>**. If the OASIS username is **DAYS_H** and you want to address the user as "Happy," type **Happy** in the Nickname field. For the Mail Address, you must enter **DAYS_H**. Press **<ENTER>**. OASIS forwards all mail which you address to "Happy" to the valid username, in this case, **DAYS_H**.

Spell Check

You can perform a **Spell Check** on messages or documents you create. Type **SC** at the Electronic Messaging Menu and press **<ENTER>** to perform a **Spell Check** of the message or document in the Current Item Block.

Modify Header

Use the **Modify Header** option to edit, add or delete addressees, or to change the subject of a **CREATED** message. From the Electronic Messaging Menu, type **MH** and press **<ENTER>**.

File Message

Type **FM** and press **<ENTER>** to file a message in your personal file folder.

Tip: To file multiple messages, press **<End>** to **SELECT** desired messages from the appropriate Indexed Folder. Type **XFM** and press **<ENTER>**. Specify the Folder and **<Tab>** to the "Keywords" field to define any terms to help you recall the file. Press **<ENTER>**. **ALL-IN-1** either files messages in a folder already defined, or prompts you to create a new folder.

File Cabinet

To view the contents of your File Cabinet, type **FC** and press **<ENTER>** to see a list of options. (Please refer to the section on **FILE CABINET** for more information.)

Send Message to PC

To send the Current Item to your personal computer, type **SMP** to **Send Message to PC**. When prompted, give the item a DOS file name, a name that has 1-8 characters plus an extension.

Example: **Myfile.txt**

To retrieve the file at the personal computer level:

- Type **W** for **WordPerfect** from the **OASIS Menu**.
- Press **F5** to **List Files** and **7** to **Change Directory**. Change to the **M:** drive by typing **M:** and pressing **<ENTER>**.
- Press **F5** to **List Files** on the **M:** drive. You may use **WordPerfect** options to copy or move the file.

Important:

You must be logged on to **ALL-IN-1** to retrieve a file from the **M:** drive.

**Send Attachment
to PC**

Use the **Send Attachment to PC** for attachments or forwarded messages which you want to have sent to your personal computer. Use this option only if you have a message that specifies **ATTACHMENT**. Type **SAP** and press **<ENTER>**.

Follow the instructions for naming your text and retrieving your document, as mentioned in the preceding command (**Send Message to PC**).

Auto Forward

The **Auto Forward** option automatically forwards all your mail to another OASIS user. You can use this command to forward your new mail to another person while you are away from the office.

From any **Electronic Messaging Menu**, type **AF** and press **<ENTER>**. When the system displays the **Auto Forward** form, type the OASIS user name of the person to receive all your new mail.

Auto Forward remains in effect until you **Cancel Forward**. While **Auto Forward** is on, you will not receive any mail. To cancel, type **CF** and press **<ENTER>**.

Auto Reply

Auto Reply to store a message whenever you want the system to send that message to all OASIS users who send you mail. For example, "I will be out of the office next week."

Creating an Auto Reply: From any **Electronic Messaging Menu**, type **AR** and press **<ENTER>**. At the **Auto Reply** form, type **C** to **Create** your message. Upon completion, press **GOLD F** to file the message.

Selecting a Reply: Type **SEL** and press **<ENTER>**. Complete the fields on the **Select Message** form and press **<ENTER>**.

Auto Reply remains in effect until you **Cancel Reply**. To cancel, type **CF** and press **<ENTER>**.

FILE TRANSFER

INTRODUCTION

The File Transfer option on the OASIS Main Menu allows you to take a WordPerfect document and send it as a Text Message to ALL-IN-1. You may also send Data Files from one PC to another PC.

Type **F** from the OASIS Menu to use File Transfer. You must be logged on to the ALL-IN-1 system.

**TRANSFER A
DATA FILE**

Send a copy of a Data File (WordPerfect, Lotus, ASCII, or any DOS file) to another OASIS user.

- Type **D** and press **<ENTER>** from the File Transfer Menu.
- Press **<ENTER>** to transfer the file displayed,

or

- Press **<CTRL> J** to clear the field. Type the Path and File Name and press **<ENTER>**.

Example: C:\MYDIR\filename.dat

- Type the name(s) of the user(s) to receive the file and press **<ENTER>**.
- **<Tab>** to the Subject field, type the name of the subject and press **<ENTER>**.
- The File Transfer Menu displays available options. Type **S** and press **<ENTER>** to send the file.
- Press **<Keypad 0>** to exit.

OASIS notifies the recipient of a file, "You have received a new WordPerfect file named M:\filename."

**RETRIEVE
DATA FILES**

Use WordPerfect to retrieve transferred Data Files from the M: drive of the central computer system.

- Type **W** to select WordPerfect from the OASIS Menu.
- Press **<F5>** to List Files and **7** to Change Directory. Change to the **M:** drive on the central computer system by typing **M:** and pressing **<ENTER>**.
- Press **<F5>** to List Files on the **M:** drive. You may use WordPerfect options to retrieve, print, copy or move the file.

Important:

You must be logged on to ALL-IN-1 to retrieve a file from the **M:** drive.

**SEND A TEXT
MESSAGE**

Use the Text Message option to send the text of a WordPerfect document as an ALL-IN-1 mail message.

- From the File Transfer Menu, type T and press <ENTER>.
- Press <ENTER> to transfer the file displayed (the newest file in the directory),

or

- Press <CTRL> J to clear the field. Type the Path and File Name and press <ENTER>.

Example: C:\MYDIR\filename.txt

- Type the name(s) of the user(s) to receive the file and press <ENTER>.
 - <Tab> to the Subject field, type the name of the subject and press <ENTER>.
 - Type S and press <ENTER> to send the file.
 - Press <Keypad 0> to exit.
-

FILE CABINET

INTRODUCTION

ALL-IN-1 uses a File Cabinet to organize individual folders and documents. It identifies each folder by folder name.

File Cabinet

Type FC and press <ENTER> to access the File Cabinet from any ALL-IN-1 Menu. The File Cabinet option lets you store and retrieve documents and messages created, sent, received and saved.

The File Cabinet stores your documents in either the temporary folders used by ALL-IN-1 or folders created by you.

Select

Type SEL and press <ENTER> to select a folder. The system displays a form to Select Current Document. If you want to change the name of the folder, use <CTRL> H to move the cursor to the folder field. Press <CTRL> J to clear the field. Type the name of the folder and press <ENTER>.

Locate

Type L and press <ENTER> from the File Cabinet Menu. Use the following commands to Locate folders and documents contained in the File Cabinet.

- TC Top of cabinet
 - NF Next folder
 - N Next in folder
 - NN Next of same number
 - NT Next of same title
 - TF Top of folder
-

**Refile
Document**

Type **RFD** to Refile a Document from one folder to another folder with the option of renaming the document.

- Type **RFD** and press **<ENTER>**.
 - Type new folder name and **<Tab>**.
 - Type new document name and press **<ENTER>**.
-

**Make Copy
of Document**

Type **MCD** to Make a Copy of a Document for the same or a different folder.

- Type **MCD** and press **<ENTER>**.
 - Type new folder name and **<Tab>**.
 - Type new document name and press **<ENTER>**.
-

**Cross-file
Document**

Type **XFD** to Cross-File a Document. You will be able to select the file using either folder name. However, only one copy of the document exists.

- Type **XFD** and press **<ENTER>**.
 - Type new folder name and press **<ENTER>**.
-

**Empty
Wastebasket**

Type **EW** to Empty the **W**astebasket of old **ALL-IN-1** documents and messages.

- Type **EW** and press **<ENTER>**.
- Answer **Y** to delete and press **<ENTER>**.

Tip: Before exercising this option, please make sure you do not want to keep any messages or documents that are in the wastebasket. Once you exercise this option, items emptied are irretrievable.

List Folders

The **List Folders** option allows you to see all of the folders in your File Cabinet, with a breakdown of the number of documents. Type **LF** and press **<ENTER>**.

Print Index

The **Print Index** option allows you to print a list of documents in your File Cabinet. Type **PI** and press **<ENTER>**.

**File Cabinet
Organization**

The **File Cabinet Organization** allows you to reorganize your File Cabinet. Type **FCO** and press **<ENTER>**.

Delete Folder

The **Delete Folder** option allows you to delete all documents in the current folder from your File Cabinet. Type **DF** and press **<ENTER>**.

EXECUTIVE WORD PROCESSING

(Executive Services Only)

INTRODUCTION

The Executive Word Processing option from the EOP Main Menu provides full-functioning word processing capability using the central computer system. The editing commands used in word processing also apply when you are creating an electronic message.

Type **EWP** and press **<ENTER>** for selections from the Executive Word Processing Menu.

EXECUTIVE WORD PROCESSING	
SEL	Select
C	Create
E	Edit
D	Delete
P	Print
R	Read
I	Index
RI	Recall Index
S	Send
TR	Training
Choose option and press ENTER, or press PAGE DOWN for more options (more...)	

Folder:	
Title:	
Date:	Modified on:
Number:	Status:

This section provides an introduction to word processing features. To take full advantage of all word processing capabilities, please call extension 7370 to register for classroom instruction.

**CURRENT ITEM
BLOCK**

The Current Item Block is the highlighted area in the upper right corner of the Executive Word Processing Menu. It displays the Folder, Title, Date, Modified on, Number, and Status. In order to edit a previously-created document, you must first **SELE**ct the item. After the document displays in the Current Item Block, you may perform any of the functions listed on the Word Processing Menu: Edit, Delete, Read, or Print.

COMMANDS

Some of the commands available from the Executive Word Processing Menu follow.

Select

The **SELE**ct option lets you choose your document and work on it. From the Executive Word Processing Menu, type **SEL** and press **<ENTER>**. Once you select your document, ALL-IN-1 displays it in the Current Item Block. Use the options listed on the Executive Word Processing Menu (edit, print, etc.) to work on your document.

Tip: Use the **SELECT** option to work with documents previously created.

Create

To Create a document, type **C** and press **<ENTER>**. ALL-IN-1 displays a form for naming the **FOLDER**, **TITLE**, and **KEYWORDS** in your document. You must specify the **FOLDER** and **TITLE**; **KEYWORDS** are optional.

While working in this form:

- Use the **<Tab>** key to move forward to the next field;
- Hold down the **<CTRL>** key and press **H** to move backward to the previous field; and
- Hold down the **<CTRL>** key and press **J** to clear the field.

Upon completion of the above information, ALL-IN-1 provides an

editing screen which shows the "TOP" of document marker and a margin ruler.

Important:

After entering your text, press **GOLD F** to file (save) your document. You can quit without saving by pressing **GOLD K**.

Please file word processing documents in a user-defined folder. From the Word Processing Menu, type **RFD** and press **<ENTER>** to file your document.

Edit

The **Edit** option allows you to modify a document or message previously created. To edit an item displayed in your Current Item Block, type **E** and press **<ENTER>**.

Delete

Use the **Delete** option to erase the current item from your data file. When you type **D** and press **<ENTER>**, ALL-IN-1 prompts you to verify deletion of the file selected. (The option for verification of deletion can be turned off under the User Setup **SWC** option.)

Print

The **Print** option allows you to print a copy of the document or message selected to your locally-connected printer. To print the item in your Current Item Block, type **P** and press **<ENTER>**. If you do not see your printer type listed, choose the **PORT** option for a standard printer.

You may also press **<CTRL> J** to clear the **DOCUMENT DESTINATION**, then press **<CTRL> L** to list your printer selections.

Read

The **Read** option allows you to display the Current Item. You cannot edit the item from the **Read** option. To view the contents of the Current Item, type **R** and press **<ENTER>**.

Index

Use the Index option to display a list (or index) of items in your electronic file cabinet. ALL-IN-1 displays an Index form and prompts you to enter information for use as search criteria. To display all of the messages in a specific folder, type the name of the folder and press **<ENTER>**.

While working in this form:

- Use the **<Tab>** key to move forward to the next field;
- Hold down the **<CTRL>** key and press **H** to move backward to the previous field; and
- Hold down the **<CTRL>** key and press **J** to clear the field.

Recall Index

Use this option to Recall an Index previously accessed. Type **RI** and press **<ENTER>**.

Send

After creating a document using the word processing editor, you may Send the document to another ALL-IN-1 user. Please make sure the document is in the Current Item Block. Type **S** and press **<ENTER>**.

File Cabinet

Type FC and press <ENTER> to display the File Cabinet Menu. Use this option to manipulate and organize your documents. (Please refer to the section on File Cabinet.)

**EDITING
KEYSTROKES**

While editing a document or an electronic message, perform the functions specified by entering the stipulated keystrokes.

- For GOLD key functions, press F1, then press key indicated.
- For <CTRL> key functions, hold down the <CTRL> key and press key specified.
- For keystrokes shown as <Keypad> commands, press the keys known as the "numeric keypad" located to the right of your keyboard.

Please see Appendix 2 for an explanation of functions and keystrokes.

DESK MANAGEMENT

INTRODUCTION

The ALL-IN-1 Desk Management option helps organize tasks and work schedules.

Desk Management is divided into three submenus:

CA Calculations

Type **CA** and press **<ENTER>** to make available a calculator to help solve simple math problems.

TM Time Management

Type **TM** and press **<ENTER>** to make available Time Management options to:

- Schedule Events
- Create Tasks or "To Do Lists"
- Display Calendar
- Edit Tasks and Events while Viewing Calendar
- Print Calendars

PH Use **PH**one Messaging for recording incoming telephone messages. Type **PH** and press **<ENTER>**. After completing the message form, ALL-IN-1 sends the message to the OASIS user.

Access Desk Management by typing **DM** and pressing **<ENTER>** from the EOP Main Menu to gain access to both Calculations (**CA**) and Time Management (**TM**). Access **PH**one Messaging from any ALL-IN-1 Menu or by using the Interrupt Menu (**GOLD I**).

CALCULATIONS

Access the Desk Calculator from any menu within the system by typing **DC** and pressing **<ENTER>**. Press **GOLD <SHIFT 3>** to use the **GOLD CALCULATOR**, an abbreviated short form calculator.

**Arithmetic
Operators**

- Enter the first number
 - Press the **+** (ADD), **-** (SUB), **/** (DIVIDE), ***** (MULTIPLY)
 - Enter the second number
 - Press **=** to total
-

**Special
Functions**

A	Absolute value
C	Clear
E	Clear Last Entry
F	Evaluate Formula
N	Nearest Integer
P	Set Decimal Places
R	Square Root

Exit

To exit the Desk Calculator, press **GOLD Q**.

**TIME
MANAGEMENT**

The **Time Management** option maintains a personal calendar by the day, week, and month. The calendar consists of a schedule of activities.

Upon completion of the appropriate form, **ALL-IN-1** displays the current Event or Task in the Current Item Block on the Time Management Menu.

**COMMANDS
(TIME
MANAGEMENT)**

Some of the commands available from the Time Management Menu follow.

Events

Use **EVents** option to create, edit, schedule, and print events. Examples of Events are meetings, appointments, and schedules. Recurring Events, such as weekly meetings, can also be scheduled.

Tasks

Tasks are activities or "To Do Lists" which do not occur at a specific time and do not involve other **ALL-IN-1** users. A Task automatically opens at the start date and closes the date you close the task.

**Events at a
Glance**

Type **EG** to display Events at a Glance for the current day.

Events Plus

Type **EP** to display Events at a Glance in the top half of the screen in addition to a summary of the events for the week and the calendar for the month in the bottom half of the screen.

**Tasks at a
Glance**

Type **TG** to display open Tasks at a Glance with due date on or before the current date.

**Events and
Tasks**

Type **ET** to display a split screen of both Events at a Glance (top half) and Tasks at a Glance (bottom half) of the screen.

**COMMANDS
(EVENTS)**

Some of the commands available from the **EV**ents Menu follow.

Create

Create **EV**ents by using the **Time Management** submenu from **Desk Management Menu**. Use the **<Tab>** key to change default or press **<ENTER>** to accept all defaults.

- Type **EV** from the **Time Management Menu** and press **<ENTER>**.
- Type **C** from **Events** and press **<ENTER>**.
- Type Date (**dd-mmm-yyyy**) and press **<Tab>**.
- Start Time (**hh mm am/pm**) and press **<Tab>**.
- End Time (**hh mm am/pm**) and press **<Tab>**.
- Type Purpose comments and press **<Tab>**.
- Confidential? **Y/N** and press **<Tab>**.
- Invite Attendees ? **Y/N** and press **<Tab>**.
- Location (if attendees) and press **<ENTER>**.

If you answered **Yes** for attendees, enter the names of attendees. Nicknames, distribution lists, and user names may be typed, followed by pressing **<ENTER>**.

Edit

To Edit the **EV**ent displayed in the Current Item Block:

- **SE**lect the Event.
- Type **E** and press **<ENTER>**.

- **<Tab>** to edit Date, Time, Purpose, and Confidentiality fields. Press **<ENTER>**.
-

Select

Use **SE**lect according to a date and time.

- **SEL** and press **<ENTER>**.
 - Type Date (**dd-mmm-yyyy**) or accept default and press **<ENTER>**.
 - Type Start Time (**hh:mm**) and press **<ENTER>**.
-

Index

To Index Events:

- Type **I** and press **<ENTER>**.
 - Type field search criteria where applicable and **<Tab>** to fields.
 - Press **<ENTER>** to Index all Events.
 - Type Event number, or use the cursor to point to the desired Event, and press **<ENTER>**. You may now press **GOLD M** to see the time available to you.
-

Delete

To Delete an Event:

- **SE**lect the Event.
 - Type **D** and press **<ENTER>**.
 - Press **<ENTER>** to Delete Event,
- or
- Press **<Keypad 0>** for no deletion.
-

Print**To Print an Event:**

- **SE**Lect the Event.
- Type **P** and press **<ENTER>**.
- Press **<ENTER>** again to accept default printer (your local printer),

or

- Select a different:
Document destination **<Tab>**
Format style **<Tab>**
Number of copies **<ENTER>**.
-

Read**To Read an Event:**

- **SE**Lect the Event.
 - Type **R** and press **<ENTER>**
-

**Schedule
Recurring
Events**

To schedule events that recur on a regular basis use **Schedule Recurring Events**.

- Type **SRE** and press **<ENTER>**.
- Type:
 - Start date **<Tab>**
 - Start time **<Tab>**
 - End time **<Tab>**
 - Purpose **<Tab>**
 - Confidential (Y/N) **<Tab>**
 - Invite attendees (Y/N) **<Tab>**
 - Location (if attendees) **<Tab>**.
- Enter style and press **<ENTER>**.
- Edit style **<ENTER>**.

If you answered **Yes** for attendees, enter the names of attendees. Nicknames, distribution lists, and user names may be typed, followed by pressing **<ENTER>**.

Answer Meeting

Use **AM** to Answer a Meeting request by another ALL-IN-1 user.

- Type **AM** and press **<ENTER>**.
- Type (Y/N) answer to meeting request **<Tab>**.
- Enter comments **<Tab>**.
- Answer (Y/N) to add memo and press **<ENTER>**.
- Create memo using the editor. Press **GOLD F** to save.

- Press <Keypad 0> to Exit without processing or <ENTER> to accept meeting.
-

Week's End

Display a week's activity of tasks with the **WE** (Week's End) option from the Tasks Menu. A screen displays all Tasks for the week.

Week's Grid

Display a grid of tasks in tabular form with the **WG** (Week's Grid) option from the Tasks Menu. A screen displays a schedule of all tasks for determining time availability.

**Print Events
and Tasks**

Use **PET** to Print the Events and the Tasks for the Day.

- Type **PET** and press <ENTER>.
 - Complete printing form and press <ENTER>.
-

**Print Events
at a Glance**

Use **PEG** to Print the Events at a Glance calendar.

- Type **PEG** and press <ENTER>.
 - Type the number of calendar days to cover and press <ENTER>.
 - Complete the printing form press <ENTER>.
-

**Print Month's
Calendar**

Use **PMO** to Print the **MO**nth's calendar.

- Type **PMO** and press <ENTER>.
 - Complete the printing form and press <ENTER>.
-

**Print Week's
Events**

Use **PWE** to Print the **Week's Events** in expanded form.

- Type **PWE** and press **<ENTER>**.
 - Complete the printing form and press **<ENTER>**.
-

**Print Week's
Grid**

Use **PWG** to Print the **Week's events** in **Grid** format.

- Type **PWG** and press **<ENTER>**.
 - Complete the printing form and press **<ENTER>**.
-

**COMMANDS
(TASKS)**

Some of the commands available from the Tasks Menu follow.

Create

Use **T** from the Time Management Menu to create new Tasks. Use the **<Tab>** key to move through form fields.

- From the Time Management Menu, type **T** and press **<ENTER>**.
 - Type **C** to Create and press **<ENTER>**.
 - **<Tab>** to Title:, press **<CTRL> J** to clear field, and type the name of the task.
 - Type Start Date and press **<ENTER>**.
 - Type Description and press **<ENTER>**.
 - Type Due Date and press **<ENTER>**.
-

Select

Use the **SEL** command to move Tasks into the Current Item Block.

- Type **SEL** and press **<ENTER>**.
 - Complete Select Task Form:

Start Date **<Tab>**
Category **<Tab>**
Title

and press **<ENTER>**.
-

Read

Use **R** to **Read** Tasks in the Current Item Block.

- **SE**Lect the Task.
 - Type **R** and press **<ENTER>**.
-

Edit

Use **P** to **Print** Tasks in the Current Item Block.

- **SE**Lect the Tasks.
 - Type **P** and press **<ENTER>**.
 - Complete the print form and press **<ENTER>**.
-

Close

Use **CL** to **C**lose Tasks in the Current Item Block.

- **SE**Lect the Task.
 - Type **CL** and press **<ENTER>**.
 - Type completion date and press **<ENTER>**.
 - Type comments if desired and press **<ENTER>**.
-

Delete

To Delete a task:

- **SE**Lect the Task to delete.
 - Type **D** and press **<ENTER>**.
 - Press **<ENTER>** to confirm Deletion.
-

Index

Use **I** to list an Index of Tasks.

- Type **I** and press **<ENTER>**.
 - Complete the Index For
or
 - Press **<ENTER>** to list entire Index.
-

PERSONNEL DIRECTORIES

INTRODUCTION

The Personnel Directories option provides a list of personnel, room numbers, and office phone numbers of staff assigned to the Executive Office of the President. A Personal Rolodex is available for OASIS users to maintain a directory of names, addresses, and telephone numbers for personal use.

From the EOP Main Menu, type **DIR** and press **<ENTER>** to list the Personnel Directories Menu.

EOP DIRECTORY

To list a name from the EOP Directory,

- Type **EOP** and press **<ENTER>**.
 - Type a few characters of the last name and press **<ENTER>**,

or
 - Type **LAST NAME, FIRST NAME** and press **<ENTER>**.
-

**CHANGE
REQUEST**

Use the Change Request option to add, delete, or modify information contained in the EOP Directory.

- Type **CR** and press **<ENTER>** to display the EOP Directory Change Request.
 - Type part of the name and press **<ENTER>**. Use the **<Up Arrow>** to change mode (modify, delete, or add). Press **GOLD L** to list options.
-

**PERSONAL
ROLODEX**

Use **PER** to create a **PErsonal Rolodex** of personal telephone numbers and addresses.

- Type **PER** and press **<ENTER>**.
 - Type **C** to Create a new entry and press **<ENTER>**.
 - Complete Personal Phone Directory form and press **<ENTER>**.
-

Commands

Use the following commands with the Personal Rolodex:

- **C** Create
 - **E** Edit
 - **D** Delete
 - **P** Print
 - **R** Read
 - **I** Index
 - **RI** Recall Index
-

USER SETUP

INTRODUCTION

The User Setup option contains information about your user profile. It allows you to modify personal details, change working conditions, and specify other OASIS users who can access your calendar.

From the EOP Main Menu, type US and press <ENTER>. Options available are:

- CP Change Password
- SPD Set Personal Details
- SWC Set Working Conditions

This section provides information concerning each of these options.

**CHANGE
PASSWORD**

Your password expires every 30 days. The Change Password option allows you to renew your password.

Type CP from the User Setup Parameters Menu and press <ENTER>. The system displays fields for:

- Old Password: <Enter old password>
press <Tab>
 - New Password: <Enter new
password> press <Tab>
 - Verification: <Enter new password
again> press <ENTER>.
-

**WORKING WITH
SCREENS AND
FIELDS**

To assist you in working with the remaining User Setup options, use the following keystrokes:

<Tab>	Moves to the next field.
CTRL H	Moves to the previous field.
CTRL J	Clears the field.
GOLD L	Provides a list of options.
<ENTER>	Saves changes.
<Keypad 0>	Exits the screen without saving.
<Page Down>	Moves to the next screen.
<Page Up>	Moves to the previous screen.

**SET PERSONAL
DETAILS**

The Set Personal Details option allows you to update personal information, such as a change in work location.

From the User Setup Parameters Menu, type **SPD** and press **<ENTER>**. There are two screens of fields for personal information.

**SET WORKING
CONDITIONS**

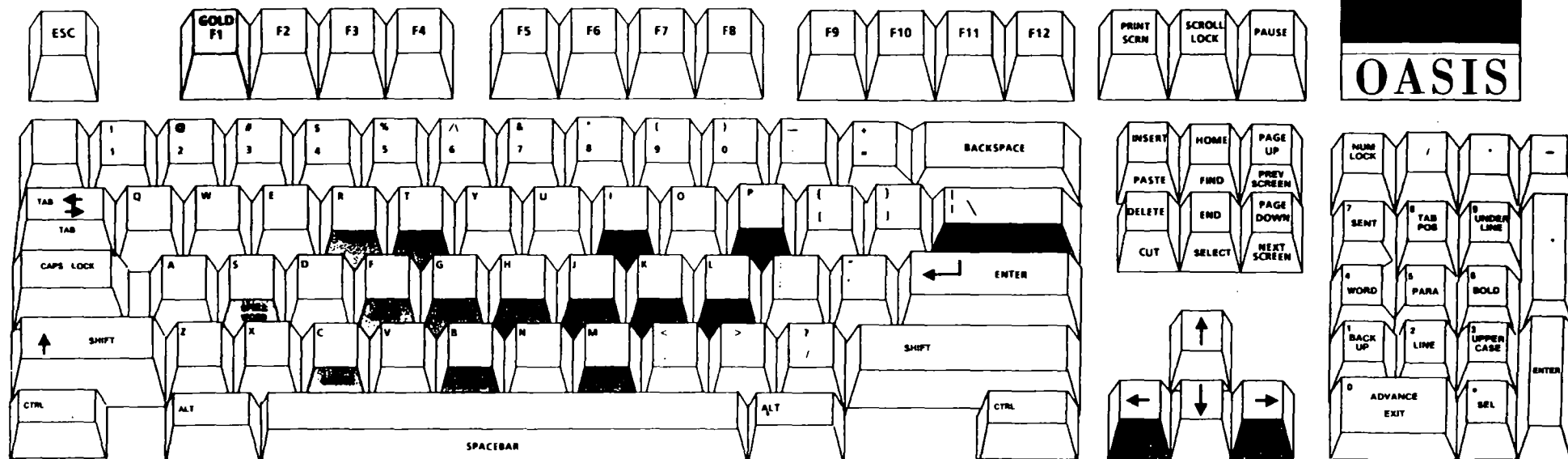
The **Set Working Conditions** option allows you to change conditions about your working environment, such as calendar and date format and working hours.

Access this option from the User Setup Parameters Menu by typing **SWC** and pressing **<ENTER>**. There are two screens of fields for entering information.

Some of the fields you may wish to consider changing include:

- Display Tasks (Y/N)
 - Working Week (Start and End Hour)
 - Calendar Time Increment (in Minutes)
-

PERSONAL COMPUTER KEYBOARD - ALL-IN-1



For Assistance, Call Office of Administration x7370

SPECIAL FEATURES - ALL-IN-1

FEATURES:	KEYSTROKES	FEATURES:	KEYSTROKES	FEATURES:	KEYSTROKES
Clear Field	<CTRL> J	GOLD	<F1>	Menu	GOLD M
Exit ALL IN 1	EX (from any menu screen)	Help	GOLD H	Previous Field	<CTRL> H
Exit Screen	<Keypad 0> (except Training)	Interrupt Menu	GOLD I	Refresh Screen	<CTRL> W
Exit Training	GOLD X	List (Options for field)	GOLD L (use <CTRL> J to Clear)	Select	<Keypad Del (.)> or <End> Key
				Spell Check	SC (From Menu)

WORD PROCESSING

FEATURES:	KEYSTROKES	FEATURES:	KEYSTROKES	FEATURES:	KEYSTROKES
Advance	<Keypad 0>	Get Document	GOLD G	Quit (without SAVE)	GOLD K
Backup	<Keypad 1>	Help	GOLD H	Ruler (margins tabs etc.)	GOLD R
Beginning of Line	GOLD left arrow	Interrupt Menu	GOLD I	Select (mark text)	<Keypad Del (.)> or <End> Key
Bold	<Keypad 6>	Linguistic Aids	GOLD J	Sentence	<Keypad 7>
Bottom of Document	GOLD B	Page Marker	GOLD P	Spell Word	GOLD S (in Document)
Center	GOLD C	Paragraph	<Keypad 5>	Tab	<Tab>
Cut	<Delete> (use with SELECT)	Paste	<Insert>	Tab Position	<Keypad 8>
Date and Time	GOLD \			Top of Document	GOLD T
End of Line	GOLD right arrow			Underline	<Keypad 9>
Exit (SAVE)	GOLD F			Uppercase/Lowercase	<Keypad 3>
File Document	GOLD F			Word	<Keypad 4>
Find	<Home>				

For GOLD key features, press GOLD (F1), then press key. For CTRL key features, hold down <CTRL> key and press key specified.

EXECUTIVE WORD PROCESSING/EDITING

The keystrokes listed below perform the same stated functions within the Electronic Messaging System.

<u>Function</u>	<u>Keystrokes</u>	<u>Purpose</u>
Advance	<Keypad 0>	Moves the cursor forward one character position and sets direction.
Backup	<Keypad 1>	Moves the cursor backward one character position and sets direction.
Beginning of Line	GOLD <---	Moves the cursor to the beginning of the line.
Bold	<Keypad 6>	Use to bold text one character at a time. To bold several characters, use the <End> key to select the beginning of bolded text; move the cursor to the end of text; then press <Keypad 6>. Use GOLD <Keypad 6> to remove bolding.
Bottom Document	GOLD B	Moves the cursor to the bottom of the document.
Center	GOLD C	Centers text.

Cut	<Delete>	SELECT the beginning of the text using the <End> key, move cursor to end of text, and press <Delete> key. (<Delete> and <End> keys located above cursor arrows.)
Date and Time	GOLD \	Inserts current date and time.
End of Line	GOLD -->	Moves cursor to the end of the line.
File Message	GOLD F	Files the document.
Find	<Home>	Searches for a string of text. (The <Home> key is located above the cursor keys.)
Get Document	GOLD G	Gets a document and inserts it into the current document.
Help	GOLD H	Provides on-line help.
Interrupt Menu	GOLD I	Interrupts the current task to do other ALL-IN-1 functions.
Linguistic Aids	GOLD J	Provides spell check and Thesaurus capability.
Line	<Keypad 2>	Moves the cursor to the beginning of the next line.
Menu	GOLD M	Displays an editor menu.
Page Marker	GOLD P	Inserts a page marker.

Paragraph	<Keypad 5>	Moves the cursor to the beginning of the next paragraph.
Paste	<Insert>	Inserts cut text.
Quit	GOLD K	Quits the editing session without saving.
Ruler	GOLD R	Lets you modify the ruler which controls the appearance of your document. To indent, replace the letter T with a W at the desired location.
Select	<End>	Used to mark text. To de-select text, use GOLD <End> . The <Keypad Del (.)> may also be used to mark text.
Sentence	<Keypad 7>	Moves the cursor to the beginning of the next sentence.
Spell Check	SC	Performs a spell check on a document already filed.
Spell Word	GOLD S	To verify the spelling of the current word.
Tab	<Tab>	Tabs to the next tab setting.
Tab Position	<Keypad 8>	Moves the cursor to the nearest tab position.

Underline	<Keypad 9>	Use to underline text one character at a time. To underline several characters, use the <End> key to select the beginning of underlined text; move the cursor to the end of text; then press <Keypad 9>.
		Use GOLD <Keypad 9> to remove underlining.
Uppercase	<Keypad 3>	Used to change lowercase letters to uppercase.
Moving the Cursor	Use a combination of directional and distance keys to position the cursor to the desired location within the text.	
Directional	<Keypad 0>	Used to advance the cursor one character position and sets direction.
	<Keypad 1>	Used to move the cursor backward one character position and sets direction.
	<ARROW KEYSs>	Moves the cursor one character position in the specified direction.
Distance	<Keypad 4>	Extends the directional command to the beginning of the next WORD.
	<Keypad 7>	Extends the directional command to the beginning of the next SENTENCE.
	<Keypad 2>	Extends the directional command to the beginning of the next LINE.
	<Keypad 5>	Extends the directional command to the beginning of the next PARAGRAPH.

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TIME: ALL-IN-ONE
PORT (DRAFT SETTINGS)

There is no one who knows who

ALL INFORMATION CONTAINED
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DATE 08-27-2009 BY 60322 UCBAW

[illegible]

10-10-68

DATE: 11/11/1964 FILE NO: 100-361147-1000

DATE: 11/29/16 FILE: 16-00000-24

SECURITY HANDOUT FOR BEGINNING OASIS CLASSES

Now that you're working on a PC that's more than a stand-alone unit, you need to think a little more about security. Your PC is now connected as a terminal to a big computer in a central area. And through this connection, you can talk to people all over the White House and Office of Administration through their PCs. Soon, most of the offices of the Executive Office of the President will be connected.

Because of that connection, your PC is a place for potential security problems. If you leave your PC turned on and connected to the big computer while you're not there or if you give away your password, other people who are not supposed to use the system may get on. The damage that they do can range from embarrassing you to telling some people outside of the Executive Office of the President some very sensitive information. Your role by itself may not be that important, but your role, combined with others, may allow someone to put all of the pieces together. And the next thing you know, it's all over the front page of the newspapers.

There are two things that you as a user can do to safeguard the system. One is to make sure you're logged out of OASIS any time you leave your PC. After all, who knows who may use your system while you're out of your seat.

The other main safeguard on the system is your password. We must emphasize that this is **YOUR** password to **YOUR** account. Every person who is on the system should have their own. Your password has between 6 and 8 numbers or letters. Some tips on passwords:

- o Don't tell your password to anyone.
- o Memorize the password. Don't write it down anywhere.
- o Don't use your name, your spouse's or pet's names, initials or anything that any who knows you could figure out.
- o Change your password often and on an irregular schedule, at least once a month.

The main computer monitors who is trying to log on to OASIS and how often. And the security people in OA look at these logs every day to make sure there are no problems. If you often have trouble logging on to OASIS, you may get a call from one of these folks. They're only trying to keep the system safe for you.

If you have any questions about security, please call Diane Smith at 4784.

REMEMBER - OASIS IS NOT APPROVED FOR THE USE OF CLASSIFIED INFORMATION!