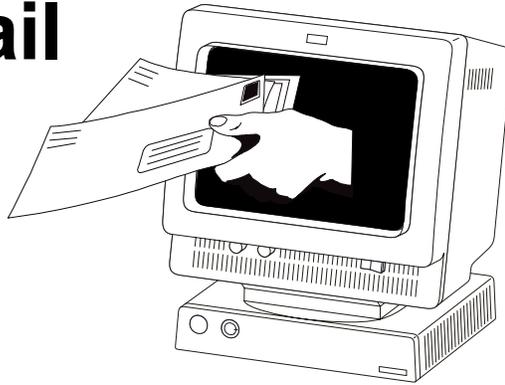

MacKinney Systems, Inc.

Electro Mail



FEATURES

- Easy to use (menu driven)
- Help screens at every level
- Online user directories
- Mail lists (by user or system wide)
- Carbon copies
- User maintenance (adding, updating, deleting) is done online
- Easy edit commands to modify documents
- Interfaces with most CICS menu systems
- In house CICS applications can create and route mail
- Print hard copies on any CICS printer
- CICS automatic notification of mail
- SECURITY - User id and password protected (passwords are encrypted)
- Time and date stamps are on all communications
- Mail distribution is done by mail user id
- Mail priority can be designated registered, urgent or general
- See if registered mail has been read
- Message reply
- Received mail can be filed and modified for rerouting
- Easy installation
- PF key settings are set at install time and are consistent throughout the system
- Documents are kept in compressed mode to save disk space
- Unlimited number of users

ELECTRO MAIL can be included on your own selection menus. When your users exit **ELECTRO MAIL**, your selection menu can be redisplayed.

APPLICATION SELECTION MENU

Enter the character of your selection and press the ENTER key:

- A Accounting
- B Customer Inquiry
- C ELECTRO MAIL
- D Inventory
- E Order Entry
- F Sales
- G Shipping

Option ==> C

```
EMLM110      ELECTRO MAIL      USER MASTER MENU
Type in option below, then press ENTER
  1: Update user Profile
  2: Create Mail
  3: Work with Personal File items
  4: Work with Mail Box items
  5: Update an existing Distribution List
  6: Add a new Distribution List
  7: Check status of Registered Mail

Help=PF1      End=PF3

Option ==> 2
```

Upon entry to **ELECTRO MAIL**, users enter their mail user id and password (password is encrypted for security). If valid, the master menu is displayed. From this menu, the user selects the **ELECTRO MAIL** option he wishes to use.

Master menu options

1: Update user profile

User can update his profile data including password, name, default printer, and route options.

2: Create mail

User creates new mail items to be sent to other users, printed, or filed in the user's personal file.

3: Work with personal file items

User works with items he has created and filed, or items he has received and filed.

4: Work with mail box items

User works with mail box items which can be new or items already viewed, but not filed.

5: Update an existing distribution list

User updates an existing distribution list which contains a list of user ids to be grouped together when sending mail.

6: Add a new distribution list

User adds a new distribution list which contains a list of user ids to be grouped together when sending mail.

7: Check status of registered mail

User checks the status of registered mail to verify that recipient(s) have viewed it.

```

EMLM405          ELECTRO MAIL    CREATE MAIL

Type in field(s) below, then press ENTER to Update

Subject: Mgmt meeting - Fiscal year end    Owner:SMITHL

TO: BONNETTD  EVANSA    MILLERJ  NELSONJ  ROGERSG

CC: CLEVERM

```

```

Registered: Y (Y or N, N is forced if any lists are included)
Urgent: N (Y or N)
Print Headings: N (Y or N)

```

```

HELP=PF1    USER=PF6    CANCEL=PF9

```

To create mail the user enters '2' for OPTION on the MASTER MENU. The first screen that is displayed allows the user to designate the Subject and recipients of the mail as well as its classification.

If the user does not know the user ids or list names, he presses PF6 to receive the USER DIRECTORY MENU.

```

EMLM480          ELCTRO MAIL    USER DIRECTORY MENU

```

```

Type T to add TO user or C for CC user, Then press ENTER

```

S User----	Name-----	S User----	Name-----
T BONNETTD	DEBRA E BONNETT	C CLEVERM	MARY A CLEVER
T EVANSA	ADAM B EVANS	LINKF	FRANK L LINK
MERCERS	SAMUEL A MERCER	T MILLERJ	JAMES I MILLER
T NELSONJ	JOHN A NELSON	T ROGERSG	GARY E ROGERS
SMITHL	LEE E SMITH	*CARPOOL	MY CARPOOL
%ACCT	ACCOUNTING	%DATAPRO	DATA PROCESSING
%DPSUPER	DP SUPERVISORS	%IVTY	INVENTORY
%SALES		%SHIPPING	

```

HELP=PF1    END=PF3    BWD=PF7    FWD=PF8

```

On the USER DIRECTORY MENU the user enters 'T' or 'C' beside the user(s) or list(s) to whom he wishes the mail sent. Once this is completed, the screens to enter the mail text are displayed.

```

EMLM410          ELECTRO MAIL    CREATE MAIL                                LINE 01 TO 15

```

```

Subject: MGMT MEETING - FISCAL YEAR END                                CMD nn
01 Please plan to meet Thursday, June 8 in conference room 3, 10:00 a.m. 01
02                                                                    02
03 Be prepared to discuss this years expenses versus budgeted.        03
04                                                                    04
05 Also be prepared to discuss this coming years company goals and     05
06 how they will affect your departments coming years budget.         06
07                                                                    07
08                                                                    08
09 Let me know if there are any conflicts                               09
10                                                                    10
11                                                                    11
12                                                                    12
13                                                                    13
14                                                                    14
15                                                                    15

```

```

HELP=PF1    END=PF3    BWD=PF7    FWD=PF8    CANCEL=PF9

```

```

Option==>

```

```

Scroll==> PAGE

```

Up to 56 lines of text can be created for each document. Editing commands move, copy, delete, repeat, and insert are included. Left is a sample mail entry screen.

```

EMLM400          ELECTRO MAIL      CREATE MAIL OPTIONS
Type in option below, then press ENTER
Subject: Mgmt meeting - Fiscal year end          Owner:SMITHL
TO: BONNETTD  EVANSA  MILLERJ  NELSONJ  ROGERSG
CC: CLEVERM

Registered: Y (Y or N, N is forced if any lists are included)
Urgent: N (Y or N)

Date Filed: 98/04/07  09:20          Last Sent:
Opened:                Delivered:

1-View  2-Edit  4-Route  5-Delete  6-Print  9-Update Route Options  10-Copy

HELP=PF1      END=PF3
EMLE063 - DOCUMENT CREATED

Option==>  4

```

When document entry is completed the user is returned to the CREATE MAIL screen. The screen is changed slightly to reflect the options available with the newly created mail. An OPTION 4 will cause the document to be mailed to the designated recipients and filed in the creator's personal file. Other options, including options to delete or print, could have been selected.

11:06:36 SMITHL HAS SENT YOU MAIL

If the recipient is using a pseudo-conversational transaction on CICS, he can be notified immediately regardless of the transaction.

PRESS ENTER OR CLEAR TO RETURN YOUR SCREEN
ELECTRO MAIL - MESSAGE FROM SMITHL

Whenever a mail user wants to work with his own personal file items or his received mail box items, he selects either option 3 or 4, respectively. In each case he will receive a screen display (multiple screens if necessary) showing each item in his file cabinet or mail box. Items will always be displayed in alphabetical order.

```

EMLM600          ELECTRO MAIL      PERSONAL FILE DIRECTORY
Type any character next to item to Select; then press ENTER

SEL Subject----- Filed----- Sent-----
ACCOUNTS RECEIVABLE      04/12/98 14:29  04/12/98 14:29
ADVERTISING DEADLINES    04/17/98 09:13  04/17/98 10:41
DISTRIBUTION SCHEDULE    04/09/98 16:08  04/09/98 16:09
HOLIDAY SCHEDULE         01/03/98 14:15  01/03/98 14:15
MARKETING STRATEGIES     03/12/98 08:10  03/20/98 11:20
MGMT MEETING - FISCAL YEAR END 06/01/97 13:03  06/01/97 13:03
SALARY EVALUATION        04/10/98 10:12  04/10/98 10:12
SUMMER WORK HOURS        05/12/97 13:34  05/12/97 13:45
SYSTEM INQUIRY IMPLEMENTATION 04/19/98 12:15  04/19/98 12:15
VACATION BENEFITS - CLERICAL 02/14/98 15:01  02/16/98 09:24
VACATION SCHEDULE        04/12/98 16:22  04/12/98 16:22
YEAR END INVENTORY       12/01/97 13:22  12/01/97 13:22

HELP=PF1      END=PF3      BWD=PF7      FWD=PF8

```

Opening mail and replying

When users view their incoming mail they can use the REPLY functions to send a reply to the sender and all TO and CC recipients. They could also use the PERSONAL REPLY function and send a reply to only the sender.

The incoming mail can be FILED in the receiver's personal file. This allows him to modify this piece of mail and route it as if it were his own. Otherwise it would remain in his mail box until he deleted it.