



Prime OAS (Office Automation System)

Features

Integrated, modular system that provides easy-to-use office applications, including word processing, appointment scheduling, electronic filing and retrieval

Multi-hop electronic mail for sending word processing documents or notes among networked Prime® systems, speeding the flow of information

Management Communications and Support features provide convenient electronic filing and appointment scheduling, helping users manage their time more effectively

Word Processing permits easy document creation, editing, copying and list processing for efficient handling of reports and office correspondence

Advanced Text Management capabilities include spelling check, dictionaries and document indexing, and word processing enhancements to help users produce accurate final copy

Prime OAS Command Language uses simple English commands so experienced users can bypass menus, saving time and increasing productivity

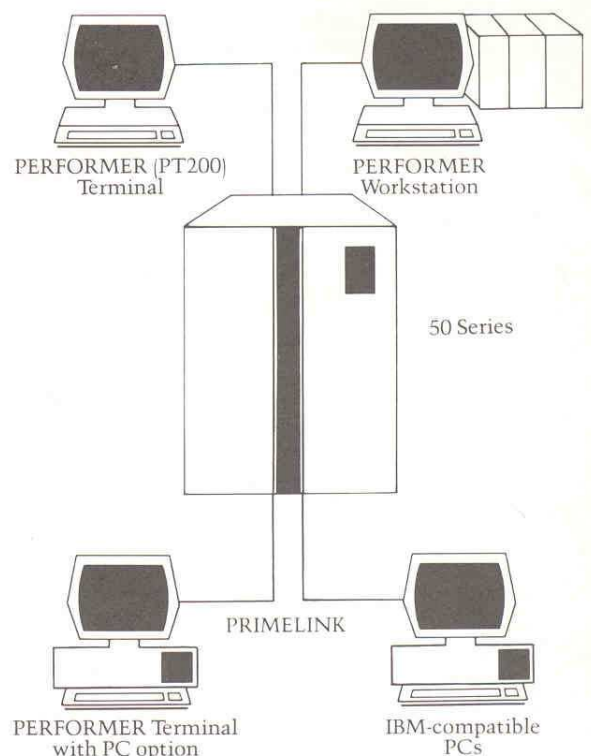
Powerful communications network allows users to send and receive electronic messages and word processing documents to and from local and remote locations, providing fast and easy access to information

Supports the PERFORMER™ workstation, the PT200™ terminal, letter quality, laser and draft printers

Linkages with Prime INFORMATION™ data management software allow database reports to be included in word processing documents. Prime INFORMATION data and formulas can also be formatted for use in 20/20™ and Multiplan™ spreadsheets

The Prime Timer™ interface on workstations and terminals gives users direct entry to Prime OAS or the PRIMOS® operating system, and provides alarms, "ticklers" and a phone index via menu selections

Prime OAS runs on the multi-user, multi-functional PRIMOS operating system; all 50 Series™ computer systems are compatible under PRIMOS



Description

The Prime Office Automation System (Prime OAS) combines electronic mail, appointment scheduling, word processing and electronic filing and retrieval in one integrated software package that runs on all 50 Series computers. It is based on Prime's proven leadership in interactive information processing, networking and total product compatibility.

Composed of three menu-driven modules – Management Communications and Support (MCS), Word Processing (WP) and Advanced Text Management (ATM) – Prime OAS addresses the broad range of tasks that are an essential part of almost every office. It improves information handling and, therefore, personal productivity.

By providing a number of support functions, Management Communications and Support helps office workers distribute documents and notes, arrange schedules, make appointments and produce a variety of reports.

Word Processing, designed for creating and modifying documents, further increases productivity. A wide range of functions allows users to edit and print documents of any size. In conjunction with MCS, Word Processing becomes a powerful tool for managing all forms of business communications effectively.

With Advanced Text Management, the Prime OAS user can benefit from further word processing capabilities, including proofreading and automatic hyphenation.

Prime OAS also has a powerful Import/Export feature, so the user can easily move text and data between office automation and data processing environments. The Prime Timer provides direct entry to Prime OAS and the PRIMOS operating system.

The Prime Office Automation System is unique because it is comprehensive enough to handle diverse business functions of managerial and administrative personnel under one system. This unified system of processing and communicating documents, messages and files keeps important information accessible, consistent, current, and easy-to-update by any system user...from any department.

Management Communications and Support

Management Communications and Support works with and extends the power of Prime OAS Word Processing. Designed to reduce overall paper handling, accelerate workflow and increase the efficiency of communications, MCS acts as a mechanism for distributing and managing all written information. It also allows users to keep a personal calendar, schedule meetings and appointments, and track messages.

Multi-hop Electronic Mail

The powerful networking capabilities of 50 Series systems let Prime OAS users take advantage of the speed and flexibility of multi-hop electronic mail. This feature allows users to send notes, word processing documents, appointment requests and other messages across multiple networks – even networks without Prime OAS software. An electronic mail transport on connecting nodes of the networks stores user directories and network maps to determine the connection between the sender's and receiver's location. The system, not the user, keeps track of a user's location on a specific network. Any changes made to a specific location on the network (such as adding a new user) can be distributed to all other locations on the network. This speeds up the exchange of information between local and remote systems.

A user can send mail to a specific individual or to a large group of Prime OAS users; the mail can be sent immediately, or held within MCS for release at a later time and date. To ensure that new mail receives prompt attention, an Electronic In tray automatically stores it and notifies the recipient of its arrival. Mail can also be classified as "urgent" to notify the user of important messages. As a convenient reminder, a user can send notes to arrive in his or her own mailbox at a specified time.

Users can edit electronic mail messages as easily as other word processing documents, with such functions as inserting and deleting text, scrolling and centering, next page/previous page, top/bottom of text and a FINISH command. This assures compatibility between the host-based Prime OAS and the user's word processing workstation. A special "note screen" lets users quickly create and modify notes of up to 99 lines.

MCS also provides flexible mail handling capabilities, including replying to mail, forwarding mail to other users and annotating received documents and notes. With MCS, the user can also store mail in personal files or archives, print copies of mail and accept or reject appointment requests automatically.

The many security features built into the Prime OAS electronic mail system ensure that all documents remain confidential. MCS assigns each document an ID number and records its author and date of creation for permanent, easy identification. When sending mail, the user can specify whether the recipient can forward, copy or store the correspondence. The user can also confirm if mail has been received and viewed.

Phone Message Pad

The phone message pad is an electronic version of the familiar paper message notes. It lets users take messages and send them to the appropriate users via electronic mail. The pad template is configurable, so users can modify it to their own specifications.

Electronic Filing and Retrieval

Users can organize documents they create or receive in personal electronic files, under filing codes that they assign. Documents can then be quickly retrieved and displayed for review. The user can also locate documents by their author, title, ID number, date created or date received. Filed documents can be deleted or stored permanently on magnetic tape.

A log called a Diary stores notes and appointment requests that a user sends. These can be easily displayed for review, and the user can selectively scan his or her diary by date or type of entry. The user can obtain copies of filed documents, notes and appointment messages at any time. The diary can accurately record a person's activities for a period of several months.

Scheduling and Activity Management

To help budget their time more efficiently, MCS users can maintain a 24-hour calendar. This personal daily calendar lists holidays and business appointments and shows one's availability for meetings.

An automatic appointment arrangement capability works in conjunction with the 24-hour calendar. To arrange appointments with other Prime OAS users, MCS checks their availability by reviewing their personal calendars. It can then send appointment requests through the network, even to remote users. Once an appointment is confirmed, MCS indicates so on the calendar and informs the user. If a request is rejected, the scheduled time is cleared automatically.

The user can view the daily or weekly calendar. Also, a copy of the daily calendar can be printed by specifying the requested dates.

Information Inquiry and Report Generation

MCS provides several more useful options to help users organize and manage their time. A system-wide Telephone Directory contains such information as titles, telephone numbers and User IDs for all system users.

A calendar, usually implemented by a system administrator, displays holidays in foreign countries, in addition to domestic holidays and special events. This can be especially beneficial to users with international business concerns.

To obtain a permanent record of Prime OAS activities, the user can generate and print a number of reports quickly. These can include lists of documents created or filed, as well as the contents of the Diary, calendar and Appointment Log.

Word Processing

Prime OAS Word Processing will simplify the often arduous task of creating effective written communications by making it easy to write and edit documents of any size, then share them with other Prime OAS users through Prime's networking capabilities.

An interrupt feature within Word Processing lets the user exit word processing sessions with a single keystroke to check mail, send notes, take phone messages, or schedule appointments. By pressing the interrupt key again, the user returns to the word processing session.

Document Editing

To help users create accurate documents, Word Processing has powerful, comprehensive editing capabilities. It uses a full screen editor that displays text exactly as it is entered. Automatic word wrap and insertion or deletion by character, word, line, paragraph or page make creating and manipulating document text simple.

To enhance the appearance of a document, the user can assign character attributes such as underline, double underline, boldface and bold underline to selected characters or text.

A wide variety of Word Processing functions provides versatile document formatting. Format lines set left and right margins, tab stops and automatic paragraph indentation. When a Format Line is changed, text under its control adjusts to the new format automatically. This capability lets users with general purpose or data processing-oriented terminals take advantage of the editing functions within host-based Prime OAS.

Document Handling

Word Processing maintains a Document Directory to provide users with fast and easy access to their material. The Directory can be searched by title, category or unique ID number, making it simple to select documents for editing, printing, copying or deleting. To ensure accurate record-keeping, the document ID is permanent. However, the user can change a document's title, category or description as often as necessary.

The combined filing and retrieval capabilities of the Document Directory and Management Communications and Support allow access to documents under a number of different categories, as if there were copies in several files.

Documents can be copied as often as desired into a user's personal Directory or into another user's Directory. A unique ID number distinguishes each copy from the original.

For the most professional look, documents can be produced at a letter-quality or laser printer. When printing long documents or copy for revision, a draft printer is highly suitable. Prime OAS supports all three kinds of printers.

Additionally, documents can be imported or exported from the PRIMOS operating system. This allows the integration of Word Processing documents with other Prime applications, such as Prime INFORMATION data management software.

List Processing

Creating personalized copies of a document such as a form letter is easy with the List Processing option. Lists with variable information, like names and addresses, can be merged with the basic document form. This allows an unlimited number of copies to share format and boilerplate text, while including individualized information at specific points.

List Processing can also be used to create reports and tables.

To maintain an extensive library of information for mailing or reports, the user can create easy-to-access sub-lists.

Advanced Text Management

The Advanced Text Management (ATM) feature refines and enhances documents originated in or passed through Word Processing.

English and Foreign Language Dictionaries

ATM offers an English language dictionary and four foreign language dictionaries. By simply pressing a special key, a user can check the translation of specific words. All are displayed at the top of the terminal screen.

The dictionaries can be expanded to meet the needs of a user's company. For example, specialized terms, brand or model names are easy to enter, update and change.

Proofreading

The user can proofread documents against the ATM English or foreign language dictionaries. Any words not in the dictionary are automatically highlighted on the workstation screen. This is a quick and easy way to find and correct spelling errors before printing and distributing documents.

Automatic Hyphenation

When printing, words at the ends of lines can be automatically hyphenated, reducing the number of blank spaces. This function ensures that the Word Processing text is printed evenly, greatly improving its appearance.

Prime Timer

The Prime Timer is a menu-style interface to Prime OAS and the PRIMOS operating system. It displays a three-month calendar and a 24-hour clock, scans the in-tray to notify users of new mail, and provides an on-line phone index for quick, easy access and retrieval of telephone numbers. It can also send alarms and "ticklers" to remind users of important events or upcoming meetings.

Users can enter Prime OAS directly through the Prime Timer, and they can tailor it to invoke often-used commands for particular PRIMOS applications with as little as a keystroke. The Prime Timer displays on any Prime workstation or terminal.

Linkages to Other Products

Prime INFORMATION

Prime OAS users who also use the Prime INFORMATION data management system can incorporate data directly into word processing documents. For example, users can copy database reports generated using SIMPLE™ software into memos or department reports without re-keying data. Mailing lists maintained in the Prime INFORMATION database can be automatically formatted for use with the Prime OAS list processing facility. Prime INFORMATION data and formulas can also be reformatted for use in 20/20 host spreadsheets or in the PERFORMER workstation's Multiplan spreadsheets.

Integration with Other Applications

Users can integrate any PRIMOS application with Prime OAS using the Application Directory. It lets the user import and integrate a PRIMOS application file into a Prime OAS document automatically. Prime OAS documents can also be exported easily to PRIMOS application files. For example, a user working with an accounting software package on the host can combine data from the accounting application with a Prime OAS report.

MultiMate™ Word Processing

Through PRIMELINK™ communications software, users can connect the PERFORMER™ PC option and other IBM-compatible personal computers to 50 Series systems and Prime OAS. A key feature of PRIMELINK software allows users to transfer and receive documents created with the popular MultiMate word processing software (rev. 3.2 or greater) to and from Prime OAS. The documents are reformatted automatically, so they can be sent to other Prime OAS users for review or editing.

Terminals and Workstations

All Prime workstations and terminals support Prime OAS, including our latest products, the PERFORMER (PT200) terminal and the PERFORMER workstation. Both are designed to increase the flexibility and ease-of-use of Prime OAS, provide access to such facilities as communications and data processing, and act as "windows" into 50 Series computer systems.

PERFORMER Workstation

The PERFORMER workstation is a modular, powerful, full-function desk-top workstation designed for the most demanding word processing users. With local mass storage and a 16-bit microprocessor, the PERFORMER workstation features advanced word processing with optional Multiplan financial modeling software. A graphics option interfaces directly with Multiplan to produce high-quality business graphs and charts, which can be further enhanced with an optional color monitor. Available in several configurations with many options to suit a variety of office needs, the PERFORMER workstation also provides access to information on any 50 Series system and integration with Prime OAS.

Users can exchange documents created on either system for viewing or further editing. Using terminal mode, PERFORMER workstation users also have access to the comprehensive capabilities of Prime OAS, such as electronic mail, filing and scheduling, as well as other applications on the 50 Series host.

PERFORMER (PT200) Terminal

The PT200 is a versatile, high-throughput, alphanumeric display terminal ideal for a variety of business applications requiring both character and block-mode capabilities. An asynchronous terminal, it can operate with both local and remote connections. When used with PRIME/SNA™ software, the PT200 can emulate the IBM 3270 terminal for connecting to networks based on the IBM Systems Network Architecture (SNA). In addition to the monochrome terminal, the PT200 is available with a color monitor and an optional graphics board that supports the popular Tektronix 4010/4014 interface.

PERFORMER PC Option

Users can transform their PT200 terminals into IBM-compatible personal computers by adding the PERFORMER PC option. Featuring 256KB memory and an 8088 processor, the PERFORMER PC option is available in either a dual diskette or 10MB Winchester/single diskette version. With the PERFORMER PC option, users can run hundreds of PC-DOS applications and switch with a keystroke to terminal mode to enter the PRIMOS environment. A unique feature even allows the PC option to operate in "shared mode", in which the terminal screen displays both the PC and PRIMOS applications.

Printers

Prime OAS supports letter quality, laser and draft printers. Letter quality and laser printers are designed to produce final or correspondence copy with right margin justification, variable pitch and fractional line spacing.

The Prime 3186 letter quality printer produces 55 characters per second, contains 96 upper and lower case characters, and lets users set such parameters as forms length and lines per inch. It can output documents on continuous form paper or single sheets. Using the dual sheet feeder, it can alternate between different kinds of stationery.

Prime OAS supports the QMS Smartwriter and Lasergraphics 800, 1200 and 2400 laser printers, available from the Prime Custom Systems group. Laser printers provide a high level of print quality, speed, quiet operation and flexibility.

Draft printers are best for printing long documents or early, review copy. Prime OAS works on a number of draft printers.

All printers support page headers and footers (including automatic page numbering), footnotes at the end of a page or on a separate page, and automatic hyphenation.

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