

**PRIME**

## The Prime Office Automation System

### Features

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

Multi-node electronic mail capability that allows word processing documents or short notes to be sent between networked Prime systems, speeding the flow of information

Management Communications and Support function that provides convenient electronic filing and scheduling

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

Advanced Text Management functions, including spelling check, dictionaries and document indexing, enhance Word Processing capabilities and document accuracy

OAS Command Language utilizes simple English commands that allow experienced users to bypass menus, saving time and increasing productivity

Powerful communications network that allows sending and receiving electronic messages and word processing documents from local, as well as remote locations, giving OAS users fast, easy access to information

### Description

The Prime Office Automation System (OAS) combines electronic mail, word processing, appointment scheduling, and electronic filing and retrieval in one integrated software package that runs on all Prime computers.

The system is composed of three menu-driven modules – Management Communications and Support (MCS), Word Processing (WP) and Advanced Text Management (ATM) – that address the broad range of tasks that are an essential part of almost every office.

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

Word Processing, designed for document creation, further increases office productivity. Documents of any size can be edited and printed, using a wide range of functions. Used in conjunction with MCS, Word Processing provides a powerful tool for effective management of all forms of business communications.

By taking advantage of Advanced Text Management, the Prime OAS user will benefit from additional word processing capabilities, including proofreading and automatic hyphenation.

While comprehensive enough to handle the diversity of office functions, The Prime Office Automation System is unique because it serves both managerial and administrative personnel under one system. This unified manner of processing documents, messages and files keeps important information consistent, current, easy-to-update and access by all system users... from any department.

## Management Communications and Support (MCS)

- Multi-Node Electronic Mail
- Electronic Filing and Retrieval
- Scheduling and Activity Management
- Information Inquiry and Report Generation

### Multi-Node Electronic Mail

Due to the powerful networking capabilities of Prime systems, OAS users gain the speed and flexibility of multi-node electronic mail. This feature allows users in other systems to send and receive notes and word processing documents, speeding the exchange of information between local or remote systems.

The Electronic Mail function allows the user to send and receive notes up to 99 lines, including Word Processing documents and requests for appointments. The user can send mail to a specific individual, as well as to a large group of OAS users. Mail can also be sent immediately or at a specified future time and date.

To insure that new mail receives prompt attention, an Electronic In tray automatically stores and notifies the user of its arrival. As a convenient reminder, a user can send notes that will arrive in his or her own In tray at a specified time.

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, create printed copies of mail and automatically accept or reject appointment requests.

To ensure confidentiality of documents, a number of security measures are an inherent part of the Electronic Mail system. When sending mail, the user can specify whether the recipient can forward, copy or store the correspondence. The user can also confirm whether mail sent has been received and viewed. Each document is assigned an ID number, its author and date of creation recorded, affording permanent and easy identification.

## Electronic Filing and Retrieval

Documents created and received can be organized in personal electronic files, under filing codes created by the user. They can then be quickly retrieved and displayed for review. The user can also locate and review documents by filing code, author, title, ID number, date created or received. Filed documents can either be deleted or stored permanently on magnetic tapes.

Notes and appointment requests sent by a user are stored in a log called a Diary. These too can be easily displayed for review. Copies of filed documents, notes and appointment requests can also be obtained by the user at any time.

## Scheduling and Activity Management

To help budget time more efficiently, MCS allows the user to maintain a Schedule Grid or personal daily calendar, listing holidays, business appointments, as well as availability for meetings.

An automatic arrangement capability works in conjunction with the Schedule Grid. To arrange appointments with other OAS users, MCS checks user availability by reviewing their Schedule Grids. Appointment requests are then sent to all desired attendees. Once an appointment is confirmed, MCS then notifies the user and indicates the appointment on the grid. Similarly, if an appointment request is rejected, the scheduled time will be automatically cleared.

To accurately record each individual's activities over a several month period, MCS also allows the user to maintain a central diary or log. All documents, notes and appointment requests sent or received are recorded for quick and easy viewing.

## Information Inquiry and Report Generation

To further aid in organizing and managing time more effectively, MCS provides users with several more useful options. One includes a System-wide Telephone Directory, containing information, such as titles, telephone numbers and individual User IDs, for all OAS system users.

In addition to displaying domestic holidays and special events, a calendar, usually implemented by a system administrator, indicates holidays in foreign countries as well. This capability is especially beneficial for users with international business concerns.

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

## Word Processing

- Document Editing
- Document Handling
- List Processing

### Document Editing

To aid the user in creating documents that are as accurate as possible, Word Processing utilizes a full Screen Editor that displays text exactly as it is entered. Automatic word wrap and insertion or deletion by character, word, line, paragraph and page make it easy to create and manipulate document text.

A wide variety of Word Processing functions provides document formatting versatility. Format Lines set left and right margins, tab stops and automatic paragraph indentation. When a Format Line needs to be changed, text under its control automatically adjusts to the new format.

Automatic scrolling and a number of other cursor and screen functions allow the user to move quickly within a page or from one page to another. Text can also be copied or moved to another location within a document or to an entirely different document as well.

To shorten typing time, frequently used blocks of text can be easily inserted into a document by utilizing a user-created library of boilerplate text. A global library, maintained by a system administrator or group of users, provides standard boilerplate text for the entire office, further improving efficiency.

When the user needs to make corrections or additions to a document, a Search facility quickly locates the specified words. Repetitive corrections can also be made easily by a global Search and Replace function.

Building on a global keyword list maintained by a system administrator and incorporating keywords entered by the user, a Keyword Index option creates an index for any document.

## Document Handling

To provide fast and easy access to user documents, Word Processing maintains a Document Directory. The Directory can be searched by Title, Category or unique ID number, making it simple to select documents for editing, printing, copying or deletion. To insure accurate record keeping, the Document ID is permanent. However, the user can change document Title, Category or Description as often as necessary.

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

Documents can be copied as many times as desired into a user's personal Directory or into another user's Directory. Each copy is distinguished from the original by a unique ID number. Producing a copy with a different page format can be done by utilizing the Copy Document option.

For the most professional look, documents can be printed at a Letter Quality Printer. Right margin justification, variable pitch, fractional line spacing and single-sheet feeding, are all options using a Letter Quality Printer. When printing long documents or copy for revision, a Draft Printer is highly suitable and supported by OAS.

Page headers and footers, (including automatic page numbering), footnotes, either at the end of the document or on a separate page, and automatic hyphenation are possible with both types of printers.

Additionally, documents can be Imported or Exported from the PRIMOS® operating system. This allows the integration of Word Processing documents into other Prime applications used in an office environment.

### List Processing

Creating personalized copies of a document, such as a form letter, can be easily accomplished using the List Processing option. It can also be used to create reports and tables. Lists with insertion information can be merged with the basic document form. This results in an unlimited number of copies sharing format and boilerplate text, but including individualized information at specified points.

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

Word Processing is supported by the PT65 Workstation, as well as the PST100 and PT45 Prime terminals. Many other kinds of video display terminals can be adapted by Prime System Analysts to utilize equipment previously installed for Prime data processing operations.

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## Advanced Text Management

- English and Foreign Language Dictionaries
- Proofreading
- Automatic Hyphenation

Advanced Text Management offers an English language dictionary, as well as four foreign language dictionaries. These automated dictionaries can be used to check spelling, hyphenation, as well as to find English translations of foreign words.

ATM dictionaries can also be modified to meet the particular needs of the user's company. For example, specialized terms, brand or model names can be easily entered into the dictionary and updated or changed when necessary.

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## Proofreading

To increase accuracy, 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 provides a quick and easy way of finding and correcting spelling errors before documents are printed or distributed.

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## Hyphenation

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

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## Word Translation

By simply pressing a special Language key, a user can check for translations of a particular word. Suggested translations will be displayed at the top of the PT65 Workstation screen. Both foreign language translations of English words and English translations of foreign words are available.

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