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ALL-IN-1 Information Update

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The *ALL-IN-1 Information Update* is a quarterly publication reporting on important ALL-IN-1 Software Performance Reports (SPRs), management, and tuning. It also describes workarounds and provides customers with information that may help them avoid problems. Much of the material is developed from SPR answers significant to the general audience and is printed here to supplement the maintenance updates.

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John Traphagan, Editor

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INTRODUCTION

Welcome to the November 1989 issue of the *ALL-IN-1 Information Update*. The *ALL-IN-1 Information Update* is a quarterly publication that aims to keep you up to date with ALL-IN-1, and contains information that is useful to system managers, application programmers, and users of ALL-IN-1.

Some of the articles for the *ALL-IN-1 Information Update* are developed from reports of problems that we have received from customers and aim to help you to avoid these problems. Other articles contain useful information about ALL-IN-1 features of which users might not be aware.

If you have any questions about ALL-IN-1 Versions 2.2 or 2.3, and are covered by a service contract, contact your local Digital support center.

We are anxious to provide you with information that you find useful. We would, therefore, be grateful if you would take the time to complete the Reader's Comments page at the back of this issue. This will help us get a better idea about the type of articles you would like to see in future issues.

INSTALLATION

Installing ALL-IN-1 Version 2.3

This article describes various problems with the installation of ALL-IN-1 Version 2.3 and with the *ALL-IN-1 Installation Guide*. The problems described are:

- Unwanted files remaining after an upgrade installation
- Incorrect command given in the *ALL-IN-1 Installation Guide, Part 1* for the conversion of WPS-PLUS/VMS documents to ALL-IN-1
- Undocumented restriction for parallel ALL-IN-1 systems
- Incorrect steps in post-installation tasks for parallel ALL-IN-1 systems with customizations
- Incomplete description of the conversion of user profiles
- Error when running the Installation Verification Procedure (IVP) after upgrading from ALL-IN-1 STARTER Version 1.0
- Incorrect disk space requirements specified for the Pre-Installation Tool (PIT)
- Problems specifying form libraries and directories for the PIT
- Problem running the PIT in REPORT mode from a command file

Unwanted Files Remaining After an Upgrade Installation

When upgrading your ALL-IN-1 Version 2.1, ALL-IN-1/BEV Version 2.1, or ALL-IN-1 Version 2.2 system to ALL-IN-1 Version 2.3, you need to add an extra 5205 blocks to the disk space specified in the *ALL-IN-1 Version 2.3 Installation Guide, Part 1*.

This is because several of the Training subsystem files have been renamed in ALL-IN-1 Version 2.3. Thus, the equivalent files in the earlier version are not purged.

To remove the files that are no longer needed, after installing ALL-IN-1 Version 2.3 do the following:

1. Set default to:

```
device:[directory.CBI_language]
```

where device is the device containing the Training language files, directory is the top-level ALL-IN-1 directory (usually ALLIN1), and language is the language name.

2. Back up the directory, in case you delete any required files
3. Delete the files as follows:

```
$ DELETE/CONFIRM/BEFORE=4-JAN-1989 *.*;*
```

INSTALLATION

Converting WPS-PLUS/VMS Documents to ALL-IN-1

Section 8.18, step 5, of the *ALL-IN-1 Installation Guide, Part 1* is incorrect. The command should be:

```
<DO OA$LIB:WPCOPY
```

Undocumented Restriction for Parallel ALL-IN-1 Systems

After you have installed ALL-IN-1 Version 2.3 as a parallel system, you must not create any new users on your old (primary) ALL-IN-1 system.

Problem: When ALL-IN-1 Version 2.3 is installed, the installation procedure copies the PROFILE.DAT file of your primary ALL-IN-1 system to OA\$DATA_SHARE:Vn_PROFILE.DAT (where n is the version number of your primary ALL-IN-1 system). When you use the Partial profile upgrade (PPU) option to convert users, the user profiles in OA\$DATA_SHARE:Vn_PROFILE.DAT are used, rather than those in PROFILE.DAT.

If you create a new user on your primary ALL-IN-1 system, the profile for that user is placed in the original PROFILE.DAT, and not in OA\$DATA_SHARE:Vn_PROFILE.DAT. Therefore, you cannot use the PPU option to convert that user's profile to ALL-IN-1 Version 2.3.

Workaround: If you have created new users on your primary system after installing ALL-IN-1 Version 2.3, do the following:

1. Copy the PROFILE.DAT file of your primary ALL-IN-1 system to OA\$DATA_SHARE:Vn_PROFILE.DAT, where n is the version number of your primary ALL-IN-1 system (21 for Version 2.1, 21BEV for BEV Version 2.1, or 22 for Version 2.2).
2. Convert the user profile for each new user as described in Section 8.16.2.1 of the *ALL-IN-1 Installation Guide, Part 1*

Post-Installation Tasks for Parallel Systems with Customizations

Section 8.16.3, steps 3 to 6 of the *ALL-IN-1 Installation Guide, Part 1* are incorrect. The steps should read as follows:

3. Enter the following command and make a note of the access control lists (ACLs), protections, and ownerships of files in the site directories of your secondary system:

```
$ DIRECTORY/SECURITY dev:[sec_dir.SITE...]
```

Where dev is the device containing the site directories and sec_dir is the name of the top-level directory of your secondary system.

4. Back up the files in the site directories of your primary system to the site directories of the secondary system, as follows:

```
$ BACKUP/NEW_VERSION dev:[dir.SITE...] sec_dev:[sec_dir.SITE...]
```

- dev is the device containing the site directories of your primary system
 - dir is the name of the top-level directory of your primary system
 - sec_dev is the device containing the site directories of your secondary system
 - sec_dir is the name of the top-level directory of your secondary system
5. Check that the ACLs, protections, and ownerships of the new files in the secondary system SITE directory are the same as those for the original ALL-IN-1 Version 2.3 files. If any files do not have the correct settings, restore them.

6. Copy the following files from OA\$DATA on your primary ALL-IN-1 system to the ALL-IN-1 Version 2.3 OA\$DATA_SHARE directory:

```
CM_ELEMENTS.DAT
CM_FORM_LIBS.DAT
CM_LANGUAGES.DAT
CM_SDC_ELEMENTS.DAT
CM_SITEHIST.DAT
CM_SITELOG.DAT
```

Converting the User Profile

Section 8.12 of the *ALL-IN-1 Installation Guide, Part 1* should read as follows:

After upgrading an existing ALL-IN-1 system, you must convert the user profile, PROFILE.DAT, to ALL-IN-1 Version 2.3. When you install ALL-IN-1 Version 2.3, your existing PROFILE.DAT file is copied to OA\$DATA_SHARE:Vn_PROFILE.DAT, where n is the version number of your old ALL-IN-1 system (21 for Version 2.1, 21BEV for BEV Version 2.1, or 22 for Version 2.2).

To convert all entries in the user profile at one time, enter the following command from the ALL-IN-1 Version 2.3 manager's ALL-IN-1 account:

```
<DO OA$LIB:PROFILE_CONVERT
```

The following prompt is displayed:

```
Is your system a V2.2 ALL-IN-1 system ? [N] :
```

Enter Y if you have upgraded from ALL-IN-1 Version 2.2. The user profiles are then converted.

If you have not upgraded from ALL-IN-1 Version 2.2, press RETURN. The following prompt is displayed:

```
Is your system a V2.1 ALL-IN-1 system ? [N] :
```

Enter Y if you have upgraded from ALL-IN-1 Version 2.1. The user profiles are then converted.

If you have not upgraded from ALL-IN-1 Version 2.1, press RETURN. The following prompt is displayed:

```
Is your system a V2.1 BEV ALL-IN-1 system ? [N] :
```

Enter Y if you have upgraded from ALL-IN-1/BEV Version 2.1. The user profiles are then converted.

If you enter N, or press RETURN, the profile conversion procedure exits.

INSTALLATION

IVP Error on Upgrade from ALL-IN-1 STARTER V1.0

Problem: If you upgrade from ALL-IN-1 STARTER Version 1.0 to ALL-IN-1 Version 2.3, and you run the Installation Verifications Procedures (IVPs), an error occurs during the Check File Protection (IFP) test. This error is due to an incorrectly named file.

The IVP test tries to find the file OA\$CBI_ENGLISH:CBIAGSFIF.DAT. However, the file is incorrectly named OA\$CBI_ENGLISH:CBIMGSFIF.DAT.

Workaround: Rename the file OA\$CBI_ENGLISH:CBIMGSFIF.DAT to OA\$CBI_ENGLISH:CBIAGSFIF.DAT and run the IFP test again.

Disk Space Required for the PIT

The disk space required for the PIT is as follows:

During installation	10000 blocks
After installation	3000 blocks

Specifying Additional Form Libraries and Directories for the PIT

The PIT allows you to enter the names of additional form libraries and directories. When you specify a form library, you must use the following format:

directory:filename.FLB

For example, OA\$LIB:CONVERT.FLB.

Restriction: There is no limit on the number of additional form libraries or directories that you can specify. However, the names of the additional form libraries are placed in one string, and the names of the directories are placed in another string. The total number of characters in each string must not exceed 255.

Workaround: If the total number of characters is likely to exceed 255, set up logical names, say two characters in length, to point to each additional form library or directory. For example:

```
$ DEFINE aa OA$LIB:CONVERT.FLB
.
.
.
```

Running the PIT in REPORT Mode from a Command File

To run the PIT in REPORT mode from a command file, set up the command file as described in Chapter 2 of the *ALL-IN-1 Installation Guide, Part 1*. However, note the following:

- After the point where any additional form libraries are listed, the PIT prompts as follows:

Is this correct? (Y/N) [Y]:

You must press RETURN or enter Y in response. Otherwise, the PIT assumes that you have entered the name of another form library.

- After the point where any additional directories are listed, the PIT prompts as follows:

Is this correct? (Y/N) [Y]:

You must press RETURN or enter Y in response. Otherwise, the PIT assumes that you have entered the name of another directory.

FILE CABINET

Archiving

ALL-IN-1 Version 2.3 provides facilities for archiving and restoring documents to and from disk or tape. You can allow an administrator to do some of the tasks that are involved with managing archiving. Users can archive documents and restore documents from archive areas.

You can use archiving to economize on the amount of disk space that is taken up by documents in users' File Cabinets. Once documents have been archived into an archive area, you can save disk space by moving the archive area off line to tape.

This article describes how archiving works in ALL-IN-1 Version 2.3 and details problems that exist with this new application.

Archiving Documents

There are three options available from the File Cabinet menu that allow users to archive documents. These are as follows:

- Archive document later (ADL)

This option cross-files the current document into the PENDING ARCHIVE folder and marks it for archiving. The ADL option is also available as a multiple option (XADL) from an index of File Cabinet documents.

- Automatic archiving (AUA)

This option allows users to archive any documents that they have not edited for a specified number of days. Users can restrict this automatic archiving by specifying folders to include or to exclude in the automatic archiving process.

- Archive document now (ADN)

This option moves the current document to the archive area.

Problem: There is currently a problem with the ADN option that may lead to the loss of documents that are archived using this option. We therefore recommend that you tell your users not to use this option, but to use the ADL option instead until Digital provides a solution for this problem.

You may also wish to disable this option. Do this as follows:

- Use the Customization Management subsystem to edit the named data of FRM element FC2. Remove the named data for the ADN option and replace it with the following line:

`DISPLAY This option is not available - use the ADL option`

- Edit the screen image of this element to remove the ADN option from the menu.

If you enforce document quotas on users, also remove the ADN option from the FRM element OVERQUOTA.

When a user selects the ADL or the AUA option to archive documents, the documents remain in the user's file cabinet until the Archive Documents (ADS) housekeeping procedure runs. This procedure moves all documents that users have marked for archiving to an archive area.

Enforced Archiving

The ALL-IN-1 manager can enforce the archiving of all documents that have not been modified for more than a specified number of days. Enforced archiving archives documents regardless of whether users have marked them for archiving, and even if they are in folders that users have specified to be excluded from automatic archiving.

To set up enforced archiving, when you schedule the Archive Documents housekeeping procedure, enter Y in the Enforced Archive field of the Schedule Archive Procedure form. ALL-IN-1 then displays the Enforce Document Archiving form. Use this form to specify particular folders to be included or excluded from the archiving process, and the number of days for which documents must remain unmodified before being archived.

If you wish to enforce archiving for some users only, you can specify that particular users are to be excluded from enforced archiving. To do this, set the Enforced Archiving field to N in the account details of those users whom you wish to exclude from enforced archiving. For users for whom you wish to enforce archiving, set the Enforced Archiving flag to Y. The value that you set in the Enforced Archiving field of a user's account details does not affect the user's ability to use the Automatic archiving (AUA) option.

Problem: When you run the Archive Documents housekeeping procedure, if the Enforced Archiving field is set to Y in the account details of any users, ALL-IN-1 enforces the archiving of those users' documents, even if you have entered N in the Enforced Archive field of the Schedule Archive Procedure form.

Workaround: To avoid the risk of unexpected archiving of documents, use the Customization Management subsystem to do the following:

1. Modify the command procedure OA\$LIB:ARCHIVE.COM. Find the line that reads:

```
$write tmp "do archive_sys_user_folders"
```

Before this line, insert the following:

```
$ ! Use the enforce archiving flag
$write tmp "get #sys_enforce=sm_ads_schedule.oa_ads_enfc_yn['''p1''']"
```

2. Modify the DO script ARCHIVE_SYS_USER_FOLDERS.SCP as follows:

- Find the lines that read:

```
! Check to see if we must enforce system archiving for this user.  If
! so then do system pass through user filecab else do user pass only.
!-
  .IF PROFIL.ENFORCED_ARCHIVE:U[#ARCHIVE_USER] == "N" -
    THEN .GOTO USER_PASS
```

Before these lines, insert the following:

```
! Check to see if manager wants to enforce system archiving.  If
! not, go to user loop for archiving folders.
!-
  .IF #SYS_ENFORCE EQS "N" THEN .GOTO USER_PASS
```

- Comment out the line that reads:

```
.IF SYS$ARCHIVE_FOLDER_OPTION EQS "E" THEN .GOTO -
SYS_INC ELSE .GOTO SYS_ALL
```

Before this line, insert the following:

```
.IF SYS$ARCHIVE_FOLDER_OPTION EQS "I" THEN .GOTO -
SYS_ALL ELSE .GOTO SYS_INC
```

- Comment out the line that reads:

```
.IF $ARCHIVE_FOLDER_OPTION EQS "E" THEN .GOTO -
USER_INC ELSE .GOTO USER_ALL
```

Before this line, insert the following:

```
.IF $ARCHIVE_FOLDER_OPTION EQS "I" THEN .GOTO -
USER_ALL ELSE .GOTO USER_INC
```

3. Move the modified elements to the live area, and use the Compile and install CM text library (CCM) option from the System Customization Management menu to recompile the site text library.

Problem: The presence of null folder names in the Include the folders or Exclude the folders fields of the Enforce Document Archiving form may result in documents being archived unexpectedly. To avoid returning empty values on these fields, use the TAB key to move from one field to the next.

Caution: The default value of the Include or Exclude all other folders field of the Enforce Document Archiving form is I. If you leave this field unchanged, all folders except those that you have specified in the Exclude the folders field are included in the archiving procedure. If you want only those documents that are in particular folders to be archived, remember to set the value in the Include or Exclude all other folders field to E.

Archiving and Disk Space

While an archive area is on line, it can use a considerable amount of disk space, for the following reasons:

- When a document is archived, a copy of the document is made in the current archive area. If the document has attachments, separate files are created in the archive area for each attachment. The disk space used for archiving a document with attachments is therefore greater than the space that the document occupied before it was archived.
- If a document is in a mail area, a separate copy of that document is made in the archive area for each user who archives the document.

Therefore, archiving only saves disk space when you move an archive area to tape.

As far as users are concerned, archiving documents from their own File Cabinets (that is, documents that are not in a shared area) frees the disk quota that was previously occupied by such documents. Archiving shared documents does not significantly affect the user's disk quota.

Document Quotas

If you enforce document quotas, the Document Quota Exceeded menu is displayed when users who exceed their document quota log in to ALL-IN-1. This menu allows users to delete or archive documents in order to reduce the number of documents to within the set limit.

Problem: Because of an error in the procedure that counts the number of documents to which a user has access, any documents that the user has archived increase rather than decrease the document count.

Workaround: Use the Customization Management subsystem to edit the named data of a copy of FRM element OVERQUOTA. Find the section of the COUNT_DOCS procedure that reads as follows:

```
FOR CABS WITH (.FOLDER NES #UNREADFOLDER) AND (.FOLDER NES OASWASTEBASKET)
AND (.FOLDER NES OASPENDING_ARCHIVE) AND (.FOLDER NES OASSTS_ARCHIVED)
DO OASNULL\
```

Replace this section with the following:

```
FOR CABS WITH (.FOLDER NES #UNREADFOLDER) AND (.FOLDER NES OASWASTEBASKET)
AND (.FOLDER NES OASPENDING_ARCHIVE) AND (.MAIL_STATUS NES OASSTS_ARCHIVED)
DO OASNULL\
```

Maintaining Archive Areas

There is no facility provided in ALL-IN-1 to allow system managers to keep automatic records of archiving actions. It is therefore important that you monitor archive areas to ensure that they do not become too full.

The Read (R) option from the Manage Archive Areas menu enables you to find out how many documents are contained in an archive area, but does not show how much disk space the area occupies. To find out how much disk space an archive area occupies, enter the following commands from ALL-IN-1:

```
<GET #DIR = ARCHIVE_SETS_DATA.DIRECTORY["ARCHIVE$AREA_nnnnnn"]
<GET OASDCL = "DIRECTORY/SIZE/TOTAL " #DIR
```

where nnnnnn is the number of the archive area.

To prevent archive areas becoming too full, and therefore difficult to manage, we recommend that you close the current archive area and open a new one on a regular basis. The frequency with which you do this depends on the amount of disk space that you want archive areas to use. Use the Close archive area (CAA) and the Open archive area (OAA) options from the Manage Archive Areas menu to close and open archive areas.

Moving Archive Areas to Tape

Once you have closed an archive area, you can save disk space by moving the area to tape.

Problem: When you move an archive area to tape, the files in the online area are deleted. If the tape that you use is corrupt, this could mean that you lose the documents contained in that archive area. The procedure to move archive areas to tape does not check for tape errors, and displays a message informing you that the move is complete, even when errors occur.

Workaround: To avoid the risk of losing archived documents in this way, use the Customization Management subsystem to copy the command procedure OASLIB:ARCHIVE_MOVE_AREA_TO_TAPE.COM. Edit the copy of this command procedure to insert the following line immediately after the command line that performs the backup:

```
$ IF .NOT. $STATUS THEN GOTO ARCHIVE_ERROR
```

Before you move an archive area to tape, you may wish to leave the area on line for some time, as users are more likely to want to restore documents that were archived recently than those that were archived a long time ago.

Use the Move archive area to tape (MAA) option to move a closed archive area to tape. When you do this, make sure that you enter enough detail about the archive area in the Select Archive Media form to be able to identify the correct area when you need to restore archived documents. Use this form to record details such as the dates when that area was opened and closed. Remember also to keep records of which tapes contain which archive areas.

Restoring Archived Documents

To restore archived documents, users select the Restore archived document (RAD) option from the File Cabinet menu. This option restores the current document from the appropriate archive area and replaces it in the folder or folders it was in before it was archived. A copy of the document remains in the archive area and is not deleted.

Documents that have been restored from an archive area are restored to the user's file cabinet, even if they were in a shared area before they were archived.

A document can only be restored to its original folder or folders if the pointers from those folders remain undeleted. When a document is archived, a reference to that document is created in a folder named ARCHIVED DOCUMENTS in the user's file cabinet. Another reference to the document remains in the folder from which the document was archived. If the document was referenced from more than one folder in the user's file cabinet, each of these references remain and point to the appropriate file in the archive area. If the user deletes all the references to an archived document, the user cannot restore the document. ALL-IN-1 does not warn users of this when they delete the last reference to an archived document.

When a document is retrieved from an online archive area, it is immediately replaced in the original folder or folders. No action is needed by the manager. A reference to the restored document remains in the ARCHIVED DOCUMENTS folder until the user deletes this reference.

If a user requests retrieval of a document from an archive area that you have moved off line, you have to use the Process retrieval requests (PRR) option from the Manage Archive Areas menu to restore the requested document.

Requests to restore documents from offline archive areas do not generate messages for the manager. Therefore, if you have moved any archive areas to tape, it is important that you make regular checks (say, every day) to see whether any users have requested the retrieval of any documents in these areas. To do this, use the Show retrieval requests (SRR) option from the Manage Archive Areas menu.

Once you have processed a user's retrieval request, the document is sent to the user as an attachment to a mail message. Once the user reads the mail message, the document is automatically detached from the message and restored to its original folder. The mail message is then automatically deleted.

Moving Files to and from Online Archive Areas

The following command procedures use the BACKUP command to move files to or from offline archive areas:

- OA\$LIB:ARCHIVE_MOVE_AREA_TO_TAPE.COM
- OA\$LIB:ARCHIVE_MOVE_TAPE_TO_AREA.COM
- OA\$LIB:ARCHIVE_PROCESS_RESTORE_REQS.COM

If you are running ALL-IN-1 Version 2.3 on VMS Version 5.0 or later, use the Customization Management subsystem to edit copies of these files and add the following qualifier to the BACKUP commands:

```
/LABEL='archive_label'
```

If you do not do this, the BACKUP operation may fail.

Transferring User Accounts

Problem: When you transfer a user account across the network, any references that the user has to archived documents are lost.

It is therefore essential that before transferring an account across the network, you ensure that the user restores all archived documents.

WORD AND DOCUMENT PROCESSING

Paragraph Numbering and VMS Version 5.2

If you are running ALL-IN-1 Version 2.3 on VMS Version 5.2, WPS-PLUS paragraph numbering fails if you run paragraph numbering and specify that you want to produce a table of contents. An error similar to the following is displayed:

Sorting error - insufficient system resources

Paragraph numbering works correctly if you do not request a table of contents.

If there are users on your system who want to run paragraph numbering and produce a table of contents, use the VMS Authorize Utility to set the value of the WSEXTENT limit of those users' accounts to 6700 or greater.

PRINTING

PRINTER FONT, PRINTER FONT RESET, and PRINTER TABLE Control Blocks

This article describes when to use the PRINTER FONT, PRINTER FONT RESET, and PRINTER TABLE control blocks to print documents on an LN03 printer.

Control blocks access keywords that initiate a control sequence that you have defined in a printer attributes table, printer.PRA, using the Printer Table Utility.

In ALL-IN-1 Version 2.2, the attributes tables most commonly modified by customers were the ones for the LN03 printer. In ALL-IN-1 Version 2.3, Digital has added keywords for the different font cartridges into the LN03 printer attributes table for you.

It is important that you specify the correct control blocks for the required keyword, or unexpected results may occur. The following descriptions will help you to decide which one to use.

The PRINTER FONT and PRINTER FONT RESET Control Blocks

Before explaining when to use the PRINTER FONT and PRINTER FONT RESET control blocks, it is necessary to describe how the WPS-PLUS formatter works.

The formatter works as follows:

- It translates parts of the WPS-PLUS document, such as control blocks and printer pagination settings, into escape sequences taken from the appropriate printer attributes table, for example, LN03.PRA
- It translates the WPS-PLUS character set into the values required by the printer using the appropriate printer character table, for example, LN03.PRC
- It merges the escape sequences with the text of the document to produce a .LIS file

When you print to an LN03 printer using a setting of 6 vertical lines per inch (the default print setting), the formatter sends the escape sequence to print at 6 lines per inch and then overrides it with an escape sequence to print at 12 lines per inch, but placing an extra line-feed character at the end of each line. In this way, when you print the document, it is printed at 6 vertical lines per inch. The formatter does this to enable the LN03 to print with half-line, line-and-a-half, and double spacing.

If you use a ruler containing an F or N setting to select half-line or line-and-a-half spacing and select a setting other than 6 vertical lines per inch, the document is not printed with half-line or line-and-a-half spacing, but is spaced at the vertical lines per inch you selected.

Half-line or line-and-a-half spacing is disabled when the PRINTER FONT control block is active. The PRINTER FONT RESET control block enables the half-line or line-and-a-half spacing, but remember that the document is not printed with these spacings unless the vertical pitch is set to 6. Double spacing is not disabled by the PRINTER FONT control block.

PRINTING

Using the PRINTER FONT and PRINTER FONT RESET Control Blocks

Use the PRINTER FONT control block when you wish to change the font within a document, for example, 10 point Roman Times, for which the keyword is 10_POINT_ROMAN. To change the font, place the control block into the document before the text that you want to print in that font, for example:

```
----- START CONTROL -----  
PRINTER FONT 10_POINT_ROMAN  
----- END CONTROL -----  
This text should appear in 10 Point Roman Times
```

The formatter takes the escape sequence for the keyword and places it in the .LIS file. It also reissues the vertical lines per inch escape sequence taken from the vertical lines per inch entry on the WPS-PLUS Pagination Settings form and also entered into the LN03 attributes table, LN03.PRA.

Note that the formatter uses the specified font for the header, footer, text, and footnotes. Therefore, if you use a PRINTER FONT control block before a header (TOP) or footer (BOTTOM) all the headers and/or footers are printed in that font. If you want to use a different font for your footnotes, you can change the font with the PRINTER FOOTNOTE_FONT control block.

After using the PRINTER FONT control block, use the PRINTER FONT RESET control block to reset the printer to the characters per inch and vertical lines per inch settings specified on the WPS-PLUS Pagination Settings form. The control block does not return the printer to the font that was last used in the document.

The PRINTER FONT RESET control block does not work if a PRINTER TABLE control block has been previously used. Make all requests for fonts to the printer using the PRINTER FONT control block.

Using the PRINTER TABLE Control Block

Use the PRINTER TABLE control block to define anything other than fonts.

Examples would be:

- To add the keywords SET_ITALICS and RESET_ITALICS for a printer that can do italic print
- The use of the DECVEC (drawing vectors) escape sequences for the LN03 printer, where a keyword can be defined to draw a vector or line of any length and width (thickness), which is not relative to the text. Four such vectors can produce a border around the page. The example below shows how the keyword BORDER would be defined in the printer attributes table:

```
BORDER  <ESC>[0;0;0;5730;30!|<ESC>[0;0;7600;5730;30!  
        <ESC>[1;0;0;7600;30!|<ESC>[1;5730;0;7630;30!
```

(In the table, the escape sequence must be entered on one line.)

When the formatter reaches a PRINTER TABLE control block it takes the escape sequence for the keyword and places it in the .LIS file—it does not interpret the escape sequence and does not adjust its processing in any way. If, for example, you use a keyword that changes the pitch, the pitch changes in the document, but the formatter continues to print using the pitch setting on the Pagination Settings form—this can cause truncation and pagination problems.

Helpful Hints

A way to organize a document with some of these features could be as follows:

```

----- START CONTROL -----
PRINTER FONT header_font_keyword
----- END CONTROL -----
----- START CONTROL -----
TOP
        document header
----- END CONTROL -----
----- START CONTROL -----
PRINTER FONT footer_font_keyword
----- END CONTROL -----
----- START CONTROL -----
BOTTOM
        document footer
----- END CONTROL -----
----- START CONTROL -----
PRINTER FOOTNOTE_FONT footnote_font_keyword
----- END CONTROL -----
----- START CONTROL -----
PRINTER FONT text_font_keyword (or RESET)
----- END CONTROL -----

```

When you test new printer tables, or if you are having problems with existing ones, it is possible to print the document to a file and then examine the contents. Do this by selecting a document destination of FILE when you print the document and putting the name of your printer table into the Format style field. You are prompted for a VMS filename and the document with its escape sequences is copied to your ALL-IN-1 directory. This is an easy way of solving problems and also saves paper.

For more information about using control blocks and keywords, see *WPS-PLUS Editor Functions*. For more information about defining keywords, see the *Guide to Modifying Printer Tables*.

TIME MANAGEMENT

Using ALL-IN-1 Time Management

In Version 2.3 of ALL-IN-1, the Time Management interface has been simplified and improved. You can schedule *events* and *tasks* directly from your calendar or from indexes. An *event* is anything that happens at a specific date and time. For example, it might be a meeting or a medical appointment. A *task* is way of planning your activities or reminding you when a piece of work is due. You can set a start date and a due date for each task, but not the time on these days. When you enter ALL-IN-1, it displays a list of all the tasks you have planned for that day.

You can work with events, or tasks, or both together. Other new features have been added, such as the ability to schedule events that occur at regular intervals. For more information about the options available, see the *User's Reference* for ALL-IN-1 Version 2.3 or the article "Using ALL-IN-1 Version 2.3" in the May 1989 edition of the *ALL-IN-1 Information Update*.

What can you do with Time Management that you couldn't do just as easily with an ordinary personal organizer? Both help you plan your time. You can schedule meetings and list the projects that you intend to complete. Both, if used successfully, can make your working day more productive.

The main difference is that a personal organizer is personal; it can only be used by one individual. ALL-IN-1 Time Management can be used to improve organization and communication throughout your department or company.

Arranging Meetings

How do you decide the best time to schedule a meeting? Perhaps some of the people that you want to invite work in different offices and are difficult to contact. By using the Scan for free time (SC) option on any of the Events menus, you can get a printout showing the time they have available on their calendars. After reading the results, you can schedule the meeting so that it won't conflict with any other events they have planned. Note that you can only scan calendars of people who use ALL-IN-1 Version 2.3.

When you schedule a meeting, the Time Management subsystem uses Electronic Messaging to send messages to the people you invite, asking them whether they can attend. If they decide to go to the meeting, the event is automatically scheduled on their calendars.

If you want to know more than just the times that people are available you can use the Two calendars (TC) option. This displays another person's calendar for the day alongside your own. It shows the purpose of each event as well as the time. Before you can use this option, the other person must allow you *two calendar access* by using the Calendar access management (CAM) option from the Time Management menu.

Letting Other People Schedule Events for You

You may want other people, for example your secretary or anyone working closely with you, to be able to schedule events on your calendar. Your ALL-IN-1 administrator must give the person *set user* privilege, and you must allow them *set owner access* using the Calendar access management (CAM) option from the Time Management menu. This allows them to access your calendar using the Set owner (SO) option from their Events menu. They can use your calendar as if it were their own. When they have finished they must use the Set owner (SO) option again to get back to their own calendar.

TIME MANAGEMENT

Note that even when someone has set owner to your calendar, they have no access to your electronic messages and cannot answer meeting requests for you. If you need them to do this, you must give them full access to your ALL-IN-1 account.

Confidential Events

If you want to keep an event private, you can mark it as confidential when you create or edit the event. Confidential events appear as booked time, but their details are not displayed when the Two calendar (TC) or Set owner (SO) options are used.

SYSTEM MANAGEMENT

Queues for Housekeeping and Account Management Batch Procedures

This article describes how to create a generic batch queue for the ALL-IN-1 housekeeping and account management batch procedures.

In ALL-IN-1 Version 2.3, the batch queue that ALL-IN-1 uses for the housekeeping procedures is the batch queue that you specify using the Define policies for housekeeping procedures (DPH) option; you specify the queue in the Batch queue for housekeeping procedures field.

The batch queue that ALL-IN-1 uses for the account management procedures is the batch queue that you specify using the Define policies for account security (DPS) option; you specify the queue in the Batch queue for manage user accounts field.

It is not possible to specify a generic batch queue in these fields.

ALL-IN-1 creates the queues as follows:

- The DPH and DPS options run the command procedure OA\$LIB:QUEUE_LIST.COM.
- OA\$LIB:QUEUE_LIST.COM executes the image file QUEUE_EDIT.EXE
- QUEUE_EDIT.EXE produces a file that lists all the system batch queues, excluding generic queues and queues that have no attributes, for example, queues that are "Stopped".

To use generic queues, replace OA\$LIB:QUEUE_LIST.COM with the following command procedure:

```
*****
**** Replacement for OA$LIB:QUEUE_LIST.COM ****
$!+
$! List batch queues on system for use by ALL-IN-1
$!-
$ SHOW QUEUE/BATCH/OUT=QUEUE.TMP
$!
$! Create temporary EDT command file
$!
$ CREATE EDIT_QUEUE_LIST.TMP
SUBSTITUTE/GENERIC BATCH/Batch/WHOLE/NOTYPE
CHANGE ;100("BATCH"ELI, ^Z)EXT EXIT
$!
$! Edit queue.tmp
$!
$ ASSIGN/USER NL: SYS$OUTPUT
$ EDIT/EDT/CMD=EDIT_QUEUE_LIST.TMP QUEUE.TMP
$!
$! Run edit program to produce new version of entry form file
$!
$ RUN OA$LIB:QUEUE_EDIT.EXE
$!
$! Delete temp file created by VMS
$!
$ DELETE/NOCONFIRM QUEUE.TMP;*,EDIT_QUEUE_LIST.TMP;*
$ EXIT
```

SYSTEM MANAGEMENT

In the command procedure, the ^Z in the EDT CHANGE command is one character; it is not UP-ARROW followed by the Z character. To enter the ^Z character using the EDT text editor, do the following:

1. Press the GOLD (PF1) key
2. Press *Keystrip 2*, then *Keystrip 6*
3. Press the GOLD (PF1) key
4. Press *Keypad 3*

If you do not use the EDT text editor to create the command procedure, refer to the manual for your text editor for information on how to enter control sequences.

Reorganizing Shared Directories

There is a problem with the housekeeping procedure to Reorganize the Shared Directories (RSD); files are sometimes lost. Digital is investigating the problem, but in the meantime do not run RSD.

This article explains the function of RSD, how you can perform this function manually, and how you can recover lost files if you have already run RSD.

RSD keeps the shared directories down to a reasonable size, by creating more directories if necessary, and moving the write window to a set of directories that are below the critical size. (See Page 9-26 of the *ALL-IN-1 Management Guide* for full details.) When a shared directory grows to about 60 blocks, performance starts to deteriorate. This becomes serious when the directory is more than 128 blocks (about 500 documents).

To keep the shared directories to a reasonable size:

1. Check the size of the shared directories in the write window regularly.
2. If any of these directory files is larger than 60 blocks:

Either, create new shared directories, and move the write window to use them, using the C CSD options from the Manage Mail Areas menu.

Or, reuse some old directories that are now smaller because users have deleted messages. Look for a set of contiguous directories that all have fewer than 60 blocks. If there are enough directories in the set for your write window, move the write window to point to this set of directories, using the E CWW options from the Manage Mail Areas menu.

If you have already used RSD, and you suspect that some of the shared directories are corrupt because users cannot access some documents, do the following:

1. Find out which shared directories are corrupt by entering:

```
$ DIRECTORY OA$SHARynnnn
```

where y is a letter representing the mail area and nnnn is a number representing the directory.

The corrupt directories cannot be accessed.

2. Before recovering the lost files from the corrupt directories, ensure that the disk does not have any other lost files. These files are not from the shared directories and may not even be related to ALL-IN-1, so consult your VMS manager when doing this. To recover these other lost files, use the Analyze Utility with the command:

```
$ ANALYZE/DISK/REPAIR diskname
```

where diskname is the disk containing the corrupt directories.

The Analyze Utility recovers the lost files and puts them in the directory SYSLOST.DIR. Move these files to the appropriate directories, or delete them if they are no longer required.

3. Decide whether the contents of your latest backup are up-to-date enough to restore.

The backup will be out of date if the corrupt directory has been inside the write window since the backup was taken, because new files will have been added to the directory since the backup.

The backup will probably be up to date if the corrupt directory has been outside the write window since the backup was taken. However the backup may contain some files that users have deleted since the backup. Once these files are restored from backup, users will not be able to delete them since there are no longer any pointers to the files. So do not use the backup if you estimate that users have already deleted a lot of the files.

4. If your latest backup is not up to date, recover each corrupt directory one at a time, as follows:

- a. Remove the directory attributes of the directory file of the corrupt directory, using the command:

```
$ SET FILE/NODIRECTORY filename
```

where filename refers to the corrupt directory file.

- b. Delete the directory file of the corrupt directory.
- c. Run the Analyze Utility to recover the lost files from the corrupt directory into SYSLOST.DIR, using the command:

```
$ ANALYZE/DISK/REPAIR diskname
```

where diskname is the disk containing the corrupt directory.

- d. Create a new shared directory with the same name as the old corrupt one, using the command:

```
$ CREATE/DIR/OWNER=username/PROT=(S:RWE,O:RWE,G:E,W:E) filename
```

where filename is the name of a shared directory file and username is the name of the ALL-IN-1 manager's account (usually ALLIN1).

- e. Move the files into the appropriate directory. If the files belong in a directory that is on the same disk as SYSLOST.DIR, use the RENAME command. Otherwise, use the COPY command, and delete the versions in SYSLOST.DIR afterwards.

If you have an up-to-date backup, you can handle all the corrupt directories at once, as follows:

- a. Remove the directory attributes of the directory files of the corrupt directories, using the command:

```
$ SET FILE/NODIRECTORY filename
```

where filename refers to a corrupt directory file.

- b. Delete the directory files of all the corrupt directories.
- c. Run the Analyze Utility to recover the lost files from the corrupt directories into SYSLOST.DIR, using the command:

```
$ ANALYZE/DISK/REPAIR diskname
```

where diskname is the disk containing the corrupt directories.

- d. Delete the lost files that the Analyze Utility recovered, from SYSLOST.DIR.

Note that you must recover and delete the lost files. If you do not, they continue to occupy disk space even though no one can access them because the directories are corrupt.

- e. Restore the contents of the corrupt directories from the backup.

APPLICATION PROGRAMMING

Customizing Training Elements

Introduction

ALL-IN-1 Version 2.3 does not provide support for customizing Training elements. This does not prevent you from customizing them, but first you must provide the necessary support yourself.

In order to customize any element in ALL-IN-1 Version 2.3 you must complete the following three steps:

1. Make sure that the Customization Management system can support the types of element you wish to customize.
2. Build a structure to separate customized versions of elements from base versions and make sure that the Customization Management subsystem uses the structure when customized elements are moved to the live area.
3. Make sure that customized elements take precedence over base elements.

For Training elements, apply the three steps in the following way:

1. ALL-IN-1 Training uses FMS forms and ALL-IN-1 SCRIPT scripts. These elements are already supported by Customization Management, so you do not need to take any action.
2. Provide site versions of the form library that holds FMS forms and the subdirectory that holds scripts. These will hold customized versions of the two types of element.
3. Define logical names so that ALL-IN-1 uses customized elements in preference to Digital elements and make sure that ALL-IN-1 opens the site form library before the base form library.

Training elements are marked as noncustomizable, so, as a final step, mark the Training elements as customizable.

The following sections explain how to carry out these steps.

Providing Site Versions of the Subdirectory and Form Library

The following guidelines assume you are running ALL-IN-1 in English. If you are running another language, replace ENGLISH in the names of the form library and directory with your own language.

Create a blank form library in OA\$SITE_LIB_ENGLISH, called SITEOACBIFORMS.FLB.

To create the form library:

1. \$ FMS/EDIT DUMMY
2. Exit from FMS and save the form
3. \$ FMS/LIB/CREATE OA\$SITE_LIB_ENGLISH:SITEOACBIFORMS.FLB DUMMY.FRM

The new subdirectory must be an RMS directory. The default name is [ALLIN1.SITE.CBI_ENGLISH], but you may use different directory names on your system. Training scripts are language dependent, so there is no need to create a shared area for customized versions.

Defining New Logical Names

You need to define some new logical names so that ALL-IN-1 uses customized elements in preference to Digital elements. Define the new logical names in OA\$SITE_BUILD_SHARE:A1V23_SITE_START.COM, which is a command file called automatically by the ALL-IN-1 startup procedure. You can use Customization Management to define the new logicals as follows:

1. Create a new element called A1V23_SITE_START of type COM containing the following lines. You may have already created this element for other purposes. If you have, you only need to modify it. If you have not used the default name for the new subdirectory, replace [ALLIN1.SITE.CBI_ENGLISH] with your subdirectory name when defining these logicals.

```
$ DEFINE/TABLE=OA$ENGLISH_TABLE/EXEC OA$SITE_CBI_LLV -  
[device name]:[ALLIN1.SITE.CBI_ENGLISH]  
  
$ DEFINE/TABLE=OA$ENGLISH_TABLE/EXEC OA$CBI_LLV -  
[device name]:[ALLIN1.CBI_ENGLISH]  
  
$ DEFINE/SYSTEM/EXEC OA$SITE_CBI_ENGLISH -  
[device name]:[ALLIN1.SITE.CBI_ENGLISH]  
  
$ DEFINE/SYSTEM/EXEC OA$SITE_CBI OA$SITE_CBI_LLV  
  
$ DEFINE/SYSTEM/EXEC OA$CBI_ENGLISH [device name]:[ALLIN1.CBI_ENGLISH]  
  
$ DEFINE/TABLE=OA$ENGLISH_TABLE/EXEC OA$CBI OA$SITE_CBI_LLV,OA$CBI_LLV
```

This creates logical names to point to the site area for Training scripts, and redefines the logical OA\$CBI as a search list.

2. Move A1V23_SITE_START.COM to the live area and specify OA\$SITE_BUILD_SHARE as the live directory.

Making Sure the Site Form Library is Opened First

Users do not access Training very often, so ALL-IN-1 does not open the Training form library when a user logs in. ALL-IN-1 only opens the Training form library when a user selects the Training option at a menu. You can make sure that the site version of the form library is opened first in one of two ways:

- If you want the Training form libraries to be opened only when users select the Training option, modify the OA\$_MO_TRAINING option so that it opens the SITEOACBIFORMS form library first. For example, the named data for the Training option on the Directories menu would become:

```
;;OA$_MO_TRAINING;;  
  
.IF OA$HARDCOPY EQ 1 THEN GET OA$DISPLAY = OA$GBL_NO_CBI_HC_MODE  
ELSE CHECK_DISKQUOTA,, "200"\\IFSTATUS\\  
OA$FLO_OPEN_LIB OA$SITE_LIB:SITEOACBIFORMS\\  
OA$FLO_OPEN_LIB OA$LIB:OACBIFORMS\\FORMCBIPH
```

- If you want ALL-IN-1 to open the Training form libraries when users log in, put OA\$LIB:OACBIFORMS in the FRMLIB field in the users' profiles. Form libraries in the FRMLIB field that begin with OA\$LIB always have their site version opened automatically.

Marking the Training Elements as Customizable

In order to mark the Digital Training elements as customizable you must have:

- Access to the Customization Management (CM) subsystem
- OA\$LIB:MANAGER as a form library in your user profile

Training forms and scripts are identified by their element name, which always begins with CBI. You can mark an individual element as customizable by selecting that element at the Access Digital Elements (ADE) menu, and using the Allow Changes to Element (ACE) option.

If you want to mark all Training elements as customizable, you can do so by executing the following within an ALL-IN-1 DO script:

```
FOR CM$SDC WITH .ELEMENT = "CBI" AND .ELEMENT_TYPE == "FRM" OR -
.ELEMENT_TYPE == "SCP" DO -
WRITE CHANGE CM$SDC %KEY = .%KEY, MODIFY = OA$Y
```

NOTE

When the ALL-IN-1 manager is moving customized Training elements to the live area, ALL-IN-1 must be running in the same language as the customized elements. Training elements are referenced by the logical OA\$CBI, not OA\$CBI_language, and the definition of this logical depends on the language ALL-IN-1 is running in.

Software Performance Report Submissions for U.S. Software Contract Customers

As part of Digital's continuing effort to improve customer satisfaction, U.S. Software Product Services (SPS) has changed the process for U.S. customers to submit Software Performance Reports (SPRs). These customers should report their software problems by calling their Customer Support Center (CSC) or by accessing the Digital Software Information Network (DSIN).

The CSCs have the technical expertise to quickly respond to many of our customers' problems without requiring Engineering intervention. Because many SPRs are duplicates of problems that have already been addressed by Engineering, the CSCs can immediately respond to many inquiries.

If you do not have access to a CSC, submit an SPR by following the instruction page attached to the front of the SPR form.

Digital Equipment Computer Users Society

Benefits of Belonging

The Digital Equipment Computer Users Society (DECUS) is one of the largest and most respected users groups in the computer industry today. Membership in DECUS, which is free and voluntary, affords the individual user information and services not found anywhere else.

DECUS provides an environment where users of Digital Equipment Corporation products can share information with other users and with Digital. Members can find out the latest news on Digital's hardware, software, and educational products. The feedback exchange with Digital allows the users of Digital's products a voice in the direction the company takes in the future.

Founded in 1961, DECUS has three autonomous chapters worldwide—DECUS U.S., DECUS Europe, and DECUS General Internal Area (GIA). DECUS services and activities are shared between these chapters through mutual agreements.

All DECUS services promote the exchange of information in a commercial-free environment. These services include:

Special Interest Groups (SIGs)

These groups, formed around an area of common interest, exist for a variety of hardware, operating systems, languages, applications, and marketing areas. Participation in these groups allows contact among fellow users to exchange information and share technical expertise in the area of most interest to the user.

Local Users Groups (LUGs) and National Users Groups (NUGs)

LUGs and NUGs are licensed groups of individuals who gather to share information with other users on a periodic basis. Not only do these people share professional interest, but they also share geographic and cultural ties. Often, Digital representatives attend these meetings to discuss new products and services and supply updates on existing policies and procedures.

Symposia

DECUS holds symposia each year in the different chapters, two per year in the U.S. These meetings provide unique opportunities for users with a wide spectrum of experience to meet for up to five intensive days of technical exchange. Included in symposia activities are workshops, clinics, panels, tutorials, and formal paper presentations. Digital participates in symposia by sending product group managers and developers to discuss strategies, products, problems, and solutions.

Communications

The flow of information among users, as well as between users and Digital, is the primary goal of DECUS. Various publications are published by DECUS to support this communication. They include chapter newsletters and "The Proceedings," a technical volume published after each symposium.

Digital Equipment Computer Users Society

DECUS also publishes the Special Interest Groups "SIGs Newsletter" on a monthly basis. The newsletter is divided into Special Interest Group sections and provides specialized information pertaining to specific Digital products. The monthly newsletter and "The Proceedings" are available through the DECUS Subscription Service.

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The DECUS Program Library is the main vehicle for the exchange of public domain software among users of all Digital systems. The library contains over 1000 software programs written and voluntarily submitted by users. These programs include compilers, editors, utilities, numerical and statistical functions, as well as games and graphic routines. The library publishes a software catalog on an annual basis that lists and describes all the DECUS programs.

DECUServe

DECUServe is an electronic conferencing system based on VAX Notes. The network is available to all U.S. members twenty-four hours a day, seven days a week for an annual subscription fee.

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You are cordially invited to join with over 100,000 other users of Digital products around the world and begin to share your experiences, both the successes and problems.

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Cumulative Index

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