

HEWLETT-PACKARD

HP DeskManager, HP File/Library, HP Schedule

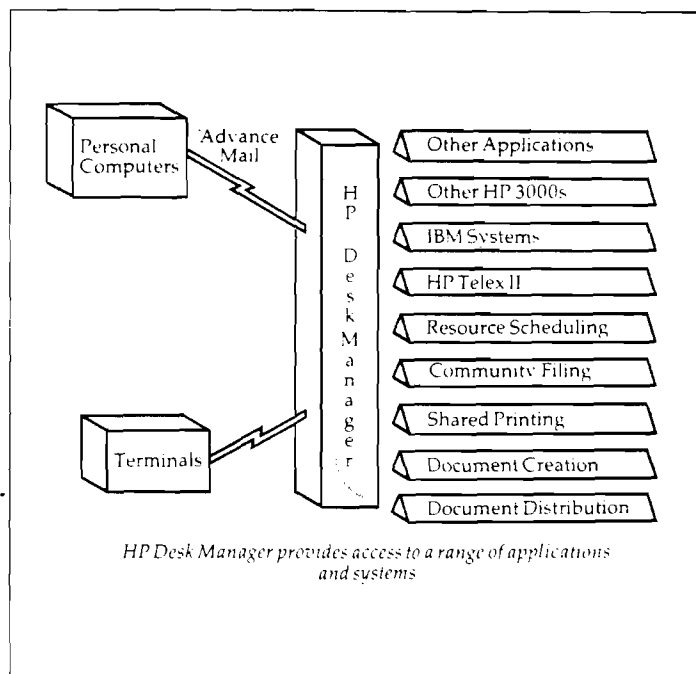
A Range of Services for the Personal Productivity Center

Hewlett-Packard's Personal Productivity Center (PPC) — a powerful office information system that combines the strengths of personal computing, office applications, distributed data processing, and networking. PPC allows you to link computers of all sizes into the system that suits you best, from individual workstations through to departmental and company-wide networks. At all levels PPC provides an integrated solution for accessing, interpreting and exchanging information.

The cornerstone of the PPC strategy is excellent communications services, permitting the easy exchange of documents and messages, shared filing, complete time management, resource scheduling and application integration, all in a customizable environment. The latest release of HP DeskManager (B.00.00), together with new optional products HP File/Library and HP Schedule, offers these capabilities as a single solution for users of the HP 3000, Hewlett-Packard's compatible line of business computers.

HP DeskManager is a customizable office solution — so you can tailor the system to suit the particular needs of your organization — and offers close integration with other HP 3000 applications. The ability to invoke and exchange data with a wide variety of Hewlett-Packard, Value Added Reseller (VAR) and your proprietary applications turns HP DeskManager into the application manager for the HP 3000. HP File/Library brings community filing and archiving into the HP DeskManager environment. HP File/Library provides Catalogs which may be shared between HP DeskManager users on the same computer and which are used to index any document or file held either inside or outside HP DeskManager, such as messages, HP Word documents, graphics, MPE files, personal computer files and even paper files. Now the entire workgroup can share documents and access the information they need to do their jobs.

HP Schedule extends the time management facilities of HP DeskManager by providing a comprehensive meeting scheduler and resource management tool. With HP Schedule you can organize meetings with other HP DeskManager users, even if they are on different computers, and at the same time schedule any resources you might need, from meeting rooms to corporate jets.

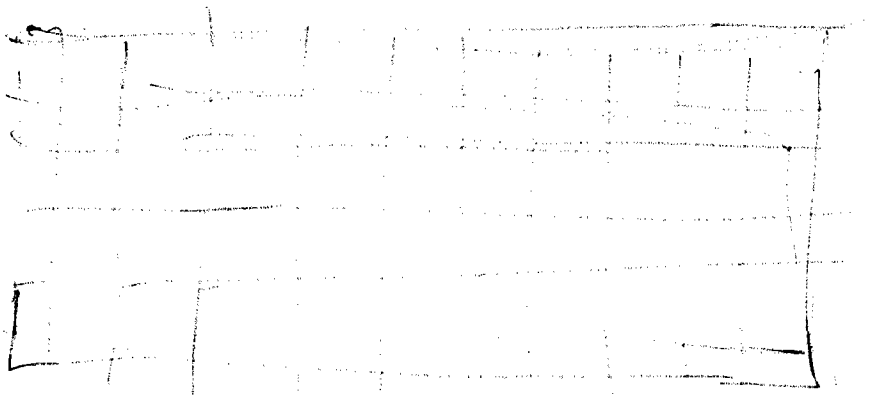


The Personal Productivity Center offers superior IBM integration, both at the personal computer and mainframe level. Vectra, HP Touchscreen and IBM PC users can exchange mail around the network using AdvanceMail, a PC-based electronic mail application that hooks into HP DeskManager. In a mainframe environment HP DeskManager provides IBM integration through connections to IBM's PROFS and (when available) to DISOSS systems.

These HP DeskManager services let easy, effective information sharing improve productivity for everyone within the Personal Productivity Center — whether they use PCs or terminals, HP 3000s or mainframes.

Electronic Mail: Keeping People Posted

The electronic mail and document distribution capabilities of HP DeskManager permit all kinds of messages, from simple text items to word processed documents, forms, graphics and MPE program files, to be sent and received around the office or (with appropriate connections) across the world.



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It's easy to compose and send messages of any length. You can address a message simply by typing in each name — or store names in distribution lists that can be used time and time again. The text of the message can be anything from a short memo typed then and there, to a detailed document or combination of documents created with a wide variety of applications. And after you've mailed the message it's easy to track its progress and find out whether it's been sent, delivered, read or replied to.

Above all else the HP DeskManager electronic mailing service means flexibility: when you're in a different office you can have your mail automatically forwarded to that location, so you're never out of touch with colleagues; you can choose the most convenient time for messages to be mailed; you can even register your secretary or a co-worker as a designate so they can use HP DeskManager on your behalf to send, read or file messages.

HP DeskManager also offers a high level of system security to ensure the confidentiality of messages and documents. Security features include password protection when you sign on to HP DeskManager; options to set passwords on folders and/or packages and to declare mail items as "private" so they cannot be accessed by a designate; and encryption, the ability to scramble the text of messages and documents so they cannot be read by unauthorized people.

Electronic mail capabilities for personal computer users

AdvanceMail links into HP DeskManager, extending electronic mailing services to personal computer users. A PC-based application, AdvanceMail allows Vectra, HP Touchscreen and IBM PC users to exchange messages and documents with other HP DeskManager users — with minimum time spent connected to the HP 3000. With AdvanceMail you compose messages and replies (which may include PC files) on your personal computer and only hook into the HP 3000 to transfer mail between the PC and HP DeskManager. For more information refer to the AdvanceMail data sheet (5953-8309).

Message creation

For creating messages and other documents within HP DeskManager there is a choice of editors and word processors. For short memos and messages you can use a simple screen text editor, while for longer documents requiring a page-based text editor you can use HP Slate, a standard part of HP DeskManager.

For more sophisticated word processing needs, HP Word can be integrated into HP DeskManager. HP Word is an easy-to-use secretarial host-based word processor which is perfect for creating and editing complex documents.

Documents can contain a mixture of text, business graphics and data from personal data bases such as HP ListKeeper files.

Alternatively, you can create messages or documents using a PC-based word processor such as Executive MemoMaker, HP Word/150, AdvanceWrite or IBM's Displaywrite 2, and then use AdvanceMail to send them around the network.

Finally, HP Spell may be integrated into HP DeskManager so you can check and correct the spelling of any text message or HP Word document.

Application Integration: Bringing it all Together

An important element in the PPC strategy is the ability to use the right application for the job, with a minimum of fuss. HP DeskManager makes this possible by acting as an application manager for HP 3000 applications — which means that you can invoke a wide variety of Hewlett-Packard, VAR and your proprietary applications, directly from within HP DeskManager.

In addition, application data passing features make it possible to exchange documents and files between HP DeskManager areas, and between HP DeskManager and an integrated application:

- Documents may be placed into the HP DeskManager "clipboard". This acts as an holding area in which you place information from HP DeskManager or an integrated application, that can then be picked up in another area or application.
- Integrated applications may be modified such that data is extracted automatically from the application and placed into the HP DeskManager Work Area or Library Area.

So, for example, you could access a specialized application written by your MIS department, extract some data, place it in the clipboard and then insert it into a message for mailing around the office. All without leaving the HP DeskManager environment.

Application integration means greater productivity for everyone using PPC: it provides easier access to applications, improves basic office tasks and speeds up the retrieval and communication of information — throughout the organization.

Note: For data passing between HP DeskManager and an integrated application, the application must be slightly modified.

A Solution that Works the Way You Work

The last thing you want from an office system is to have to adapt to a new way of working. With HP DeskManager you adapt the system to the way you want to work.

Customizable interface

The user interface is consistent across all HP DeskManager areas, so no matter what you do, from writing a message to making an appointment, you only have to learn one set of commands.

It is possible to change parts of the interface to suit your own needs or company style. The HP DeskManager System Administrator can change the function key labels to add the name of an integrated application, customize the message headers that appear on newly arrived mail, and alter the welcome message that you see when you sign on to HP DeskManager. It is also possible to write short command files that automatically take data from an integrated application and place it in the HP DeskManager Library Area or Work Area, and vice versa. You can even write command files that automate a process so you simply touch one key to execute a series of commands.

On a personal level, individual users can select the order in which messages and documents are listed in the In Tray and other areas — for example, you can have all new mail arranged according to priority and date. You can also define a preferred editor for creating text, and specify a default printer and associated environment file.

Suspend and Resume key

The Suspend and Resume function key allows you to suspend work in one HP DeskManager area, move to another, do some work and then return to the original work location. Just like you would with paper files on your desk.

Forms processing

Whatever your business, the daily routine probably involves filling in forms of one sort or another, from taking telephone messages to completing time sheets. Forms Processing is a crucial feature which helps automate these tasks: forms for different purposes may be created with VPLUS/3000, a utility included with every HP 3000, then mailed around the network for the collection of information from groups or individuals.

Document conversion

Everyone likes to use their favorite word processor, so for this reason HP DeskManager offers built-in document converters which convert documents to the format you want to work with, both for terminal and PC-based word processors.

You can convert from any of these, to any of these:

- HP Word and HP Word/150
- AdvanceWrite
- Executive MemoMaker and MemoMaker
- HP Slate

Documents created with any of these applications may also be converted to simple text format. By adding HP Convert/DCA to HP DeskManager you can also convert documents to and from DCA format, the document format on which IBM has standardized. In addition, documents created with some PC-based word processors may be converted to ASCII format for editing within HP DeskManager. See your local HP representative for further details.

Note: certain formatting characteristics may be lost during conversions.

Filing Capabilities: Find What You Want When You Need it

Every HP DeskManager user has a personal electronic filing cabinet in which documents and messages are filed away in folders. You can create as many folders as you need (including folders within folders) and nominate other users to share folders with you. To ensure privacy you can set passwords on any folder that you have created. Finally, to speed up routine filing you can elect to have all incoming and/or outgoing messages filed away automatically.

Don't worry if you file an item and then forget where you've put it: you can search through the filing cabinet for items by date, creator name, item type or subject. And if you mistakenly delete an important item you can still retrieve it from the Waste Basket.

To help workers keep in touch with each other or with what's happening in the organization we've provided two additional folders: Public Distribution Lists and Noticeboard. These contain items of interest to everyone, such as commercial distribution lists, global finance reports or weekly newsletters. Anyone on the same HP 3000 can add items to these folders.

Community filing with HP File/Library

Most organizations generate a lot of information that everyone needs to use, from minutes of meetings to project reports. So it's important to have a filing solution that gives everyone access to the information they want quickly, without duplicating files or wading through a mass of different cabinets and indexes, but which also restricts access to authorized personnel.

HP File/Library provides just this capability by offering electronic indexing of documents held both inside and

outside HP DeskManager. The HP DeskManager Library Area contains one or more shared or individually owned Catalogs, where documents are indexed by up to eight attributes: Subject, Creator, File Type, Status, Create Date, Keywords, Author Name and Comments. You can add Keywords and Comments to provide a unique description of an item to help speed things up when you want to find it. For example you could use the Keyword "Hazardous Chemicals" to describe documents concerned with environmental pollution.

The Catalogs can also be used to index documents held outside HP DeskManager, such as MPE files or even paper documents. If you want to register the actual location of a document you can note it down as a Comment or Keyword.

To find a document in a Catalog simply specify as many details as you wish about it. Each Catalog contains an automatically maintained Keyword Dictionary to remind you of which Keywords have been used. Search specifications can be saved to avoid retyping when looking for a frequently used document.

Searching takes place in the background so you're free to continue working on something else. Once a document is found you can choose from several options depending on your access rights to the Catalog, such as read, print, delete and archive. A Check Out command lets authorized users remove a document from the Library to the Work Area, edit it, and check it back in. Infrequently used documents may be archived to tape to help reduce system storage requirements.

In any shared filing system, it's important to protect sensitive documents from unauthorized access. HP File/Library offers three levels of security that determine whether individual users may see which Catalogs exist and which documents are indexed in them. There are also access rights to control how much a user may manipulate the documents and Catalogs. For example, a public relations department could set up a Catalog of press releases; the department secretary could work as the Catalog manager, responsible for adding, deleting and editing items, while the rest of the department might be permitted only to read and copy items.

Electronic Time Management: Making the Perfect Date

HP DeskManager's sophisticated time management system is an invaluable aid to busy professionals. Acting like an electronic office calendar, it makes sure you don't double book time or let important tasks slip through the cracks.

When you begin using HP DeskManager each day, the Calendar lists the number of the appointments and To Do items for that day. For more detailed information, you can go to the Calendar/Diary Area where appointments can

be displayed or printed by the day, week or month. If you're not sure when a particular appointment is, you can either glance through the month's events, or even easier, search through the Calendar by asking to view details of any event concerned with the same subject.

If you want to find out when you can run out for a quick break or schedule an important meeting, HP DeskManager will display your free and booked time for the week. And if you schedule an appointment that clashes with something already listed, HP DeskManager lets you know.

Regular meetings and commitments are easy to handle, too. For example, you can schedule the regular staff meeting every Friday for the next six months. In case you forget a meeting, a tickler facility is provided so that you are notified of the appointment at regular intervals before it starts.

And the To Do list means you can keep a note of all the activities that need to be done, with priorities — and you can arrange to have the activities remain on the list from day to day until you've completed them.

Appointment messages can be sent to anyone on HP DeskManager. The appointment request includes a subject, date and start/end time and the recipient can have the message automatically inserted into his or her Calendar. Ordinary messages can also be placed in the Calendar as appointments or To Do items.

Meeting and resource scheduling

A lot of time can be spent arranging a meeting with several attendees. Often you have to telephone everyone, only to discover that one person can't make it, or when the meeting is finalized you find out that the room has been booked by someone else.

HP Schedule speeds up the process and lets you schedule people and resources efficiently. Resources can be anything from meeting rooms to corporate jets.

Suppose you want to schedule a meeting between all the project managers in the company. You type in a list of their names (or use a predefined distribution list) and specify a range of acceptable dates for the meeting.

HP Schedule examines the relevant electronic Calendars (including the Calendar for the meeting room) and comes up with a list of potential meeting times. Select a time, and HP Schedule sends appointment requests to all those concerned. Features such as reply tracking and automatic conflict reporting mean that you always know whether attendees have received the request, and you are automatically notified if someone schedules a meeting that clashes with yours before all the details are finalized.

HP Schedule accommodates non-Calendar users too — in the event that some of the necessary attendees do not use the HP DeskManager Calendar, HP Schedule places the



meeting request in their In Tray, so they can either respond personally or by generating an HP DeskManager message.

HP DeskManager: A Gateway to the World

HP DeskManager accommodates any size network, even if it includes other vendor's mail systems. The Foreign Service Connection (FSC) allows HP DeskManager to connect programmatically with customer's own systems and services. Integration with HP Telex II provides transparent two-way access to the international telex system from within HP DeskManager.

Connection to IBM systems is achieved via the following HP 3000-based applications:

- HP OfficeConnect to PROFS which provides a gateway between HP DeskManager and the IBM PROFS electronic mail system for easy-to-use document interchange. For more information refer to the data sheet (5953-8304).
- HP OfficeConnect to DISOSS (when available) which connects HP DeskManager to the IBM DISOSS system providing access to the library and distribution services. For more information refer to the specification sheet (5953-8297).

IBM PCs (as well as Vectra and HP Touchscreen PCs) can hook into HP DeskManager via AdvanceMail permitting users to exchange messages and PC files quickly and easily. DCA format documents can be converted to HP document formats (and vice versa) using HP Convert/DCA.

Easy to Manage: HP DeskManager Administration Features

Many HP DeskManager maintenance tasks are semi-automated and can be run in the background while everyone in the office continues working. Among the administration features is Remote Directory Synchronization which enables network-wide directories to be maintained from a central location rather than by every computer in the network.

System Administrators can specify which computers messages are routed through, so they can assign the most appropriate line for urgent or not so urgent messages. In addition, a wide variety of network statistics are available to help System Administrators audit and monitor system statistics as well as analyze and trace problems.

Product Information

Hardware requirements

HP 3000 Series 37, 39, 40, 42, 44, 48, 58, 64, 68, 70.

Software requirements

MPE V U-MIT Delta or later.

Installation and upgrades

HP DeskManager (B.00.00) contains facilities that simplify the installation procedure when the product is first installed or upgraded from an existing version.

Note: Version B.00.00 can be run in conjunction with Versions A.03.00 and A.03.01, but not with Versions A.01.XX or A.02.XX.

Terminals

The full capabilities of HP DeskManager can be accessed by users of conventional block-mode or block-mode emulating terminals with conventional function keys. These include the HP 150 series, the HP 262X series (except the 2621) and the HP 239X series.

Access to the forms processing or forms-based capabilities, context-sensitive function keys, the tickler facility and the Suspend and Resume key will not be available on the HP 264X series. The Portable PLUS with the REFLECTION 1 ROM will support Suspend and Resume. Other enhancements introduced in HP DeskManager (B.00.00) and features found in previous versions will continue to be supported on these devices.

The following terminals are explicitly supported by HP DeskManager (B.00.00):

Personal computers in terminal mode

(HP Portable/Portable PLUS; HP Touchscreen family; Vectra PC; IBM PC, AT, XT; HP 120; HP 125)

HP 2382	HP 2627A
HP 2392A*	HP 2628A
HP 239X series	HP 2640A/B
HP 2621A/B/N;	HP 2641A
HP 2622A	HP 2642A
HP 2623A/E	HP 2644A
HP 2624A/B	HP 2645A
HP 2625A	HP 2647A/F
HP 2626A/W	HP 2648A

* This includes HP 2392 emulating terminals

Terminals Connected Via X.25 PAD

HP DeskManager (B.00.00) will support terminals connected to the host HP 3000 via CCITT standard X.25 PAD devices, provided that the terminal is of a suitable type and has been configured properly. Access to certain applications that may be invoked from HP DeskManager will be restricted, as these applications are not themselves supported in operation over PAD devices.

Word Processing Terminals

Terminals should have a minimum of 10K terminal memory to support basic word processing; terminals running MTS software require 15K of terminal memory.

HP Slate may be used from the following terminals at a maximum transmission rate of 2400 baud via ADCC or 9600 baud via ATP.

Note: HP Slate is not supported over X.25.

HP 2382A	HP 2626A/W
HP 2392A (including HP 2392 emulating terminals)	HP 2627A
HP 239X Series	HP 2628A
HP 2622A (including terminals running 2622 emulation firmware)	HP 2393A
HP 2623A/E	HP 2394A
HP 2624A/B	HP 2397A
HP 2625A	HP Touchscreen I or II

HP Word may be used from these terminals:
HP 2625A HP 2628A
HP 2626W HP Touchscreen I or II

Graphics Terminals

For integration of HP 3000-based graphics products one of these terminals is required:

HP 2623A	HP 2628A
HP 2627A	HP 2647A/F
HP 2525A	HP 2648A
HP Touchscreen I or II	

Ordering Information

Product

Right to use HP DeskManager	36570A
Right to copy HP DeskManager	36570R
Right to use HP Schedule	27522A
Right to copy HP Schedule	27522R
Right to use HP File/Library	27520A
Right to copy HP File/Library	27520R

Documentation and training

A comprehensive computer-based training package is included with HP DeskManager providing self-paced training for new users.

The following user and System Administration manuals are supplied:

■ With HP DeskManager:	
Using HP DeskManager	36570-90050
HP DeskManager: 1 Administration Tasks	36570-90051
HP DeskManager: 2 Administration Reference	36570-90052
Programmatic Access to HP DeskManager	36570-90053
Using HP Slate	36576-90030
■ With HP File/Library:	
Using HP File/Library	27520-90001
HP File/Library Administration	27520-90002
■ With HP Schedule:	
Using HP Schedule	27522-90001
HP Schedule Administration	27522-90002

Support

Account Management Support (AMS) (Office Products)	99105B+T51
Response Center Support (RCS) (Office Products)	99105B+H00
Additional System Coverage (Office Products)	99105B+V00

HP DeskManager:

Software Material Subscription (SMS)	36570A+S00
Manual Update Service	36570A+Q00
Extended Materials Subscription (EMS)	36570A+W00

HP File/Library

Software Material Subscription (SMS)	27520A+S00
Manual Update Service	27520A+Q00
Extended Materials Subscription (EMS)	27520A+W00

HP Schedule

Software Material Subscription (SMS)	27522A+S00
Manual Update Service	27522A+Q00
Extended Materials Subscription (EMS)	27522A+W00

Features

Electronic mail

- Sending and receiving of electronic mail across computers
- Distribution list management
- Access to HP 3000 applications and document converters
- Mail progress checking
- Autoanswer, autoforward and autofile facilities
- Concurrent Principal/Designate access
- Password protection at sign on
- Private and urgent messages
- Message encryption
- Automatic new mail notification
- Deferred message delivery
- General system file transmission
- General Delivery mail box
- Forwarding of undelivered mail to General Delivery
- System Administration utilities
- External system or Foreign Service Connection (FSC)
- Transparent through node routing
- Use of any HP 3000 compatible terminal or PC

Text creation and word processing

- Full screen editor
- HP Slate supplied with HP DeskManager
- HP Word integration
- Spell checking of messages (via HP Spell integration)

Application integration

- HP DeskManager: application manager for HP 3000 applications
- Application data passing

Integration with HP products

- AdvanceMail
- HP Draw and HP EasyChart
- HP File/Library
- HP ListKeeper
- HP OfficeConnect to DISSOS (when available)
- HP OfficeConnect to PROFS
- HP Schedule
- HP Slate
- HP Spell
- HP Telex II
- HP Word
- VisiCalc[®]*/3000

*VisiCalc[®] is a U.S. registered trade mark of Lotus Development Corporation.

Customization

- Suspend and Resume
- Consistent use of commands across HP DeskManager areas
- System and user function key labels
- Consistent presentation of items
- Customizable welcome screen
- Customizable message headers
- Customizable menu help system
- Automatic display of graphics and/or spreadsheets
- Task processing using command files
- Forms processing

Document conversion

Converters supplied with HP DeskManager:

- AdvanceWrite
- HP Word
- Executive MemoMaker and MemoMaker
- HP Word/150

Converters available from HP:

- HP Convert/DCA (Revisable Form Text DCA)
- HP Convert/WPS (Wang OIS WPS)

Personal filing capabilities

- Nested folders
- Shared folders (with nominated users)
- Password control on folders
- Automatic filing capability
- Search by attribute: date, creator name, item type, subject
- Waste Basket folder
- Noticeboard
- Public Distribution Lists

Community filing (HP File/Library)

- Electronically index any HP DeskManager message or document
- Shared group and public filing with Catalogs
- Documents referenced by 8 attributes: Subject, Creator, File Type, Status, Create Date, Keyword, Author Name, Comments
- Electronically index documents held outside HP DeskManager
- Archive to tape with on-line reference
- Searching on any combination of attributes
- Search criteria entered using the Forms interface
- Keyword Dictionary maintained for each Catalog
- Frequently used named search criteria saved in Work Area
- Check In/Check Out facilities
- Background searching
- Sophisticated security and access rights at all levels of the Library

Time management

- Appointment and To Do summary at sign on
- Monthly, weekly, daily Calendar displays
- File by date
- Search on label
- Daily, weekly, monthly and free time display
- List free time of other users on the same node
- Appointment clash checking
- Multiple insertion capability
- Tickler facility
- To Do list

Meeting and resource scheduling (HP Schedule)

- Meeting and resource scheduling across the network
- Reply tracking
- Automatic appointment insertion
- Automatic clash notification
- Cancel command

System administration

- Network statistics
- Remote directory synchronization
- mi-automated mail maintenance