

HEWLETT-PACKARD

HP DeskManager

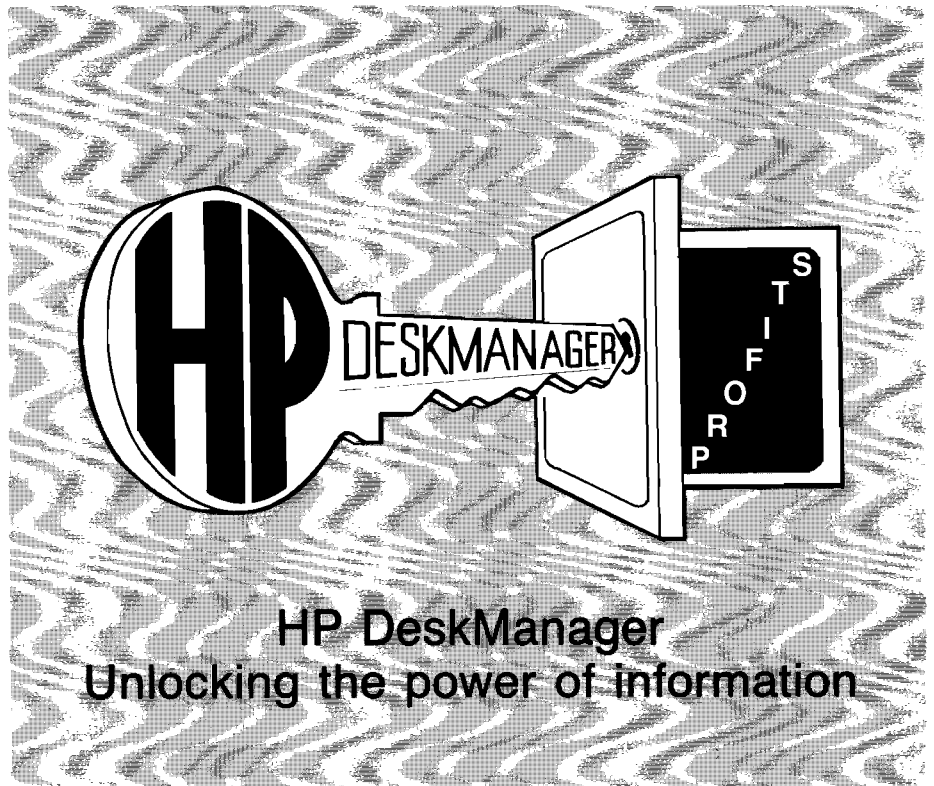
HP DeskManager - Unlocking the power of information Data Sheet

Hewlett-Packard's HP DeskManager is the information distribution and messaging component of Business Systems Plus. HP DeskManager provides your organization with a cost effective communications method. Users can distribute any information, whether this is a simple message, a file created on a personal computer or data processing information. Getting this information to the required people can be as easy as pushing a button.

In addition to information distribution and messaging services, there are a number of features to optimize users' productivity. Electronic filing provides users with easy access to information, and Time Management facilities enable users to organize their time in the most effective way. Customization options allow each individual user to decide how they would like to have their electronic office work, and the Suspend and Resume feature enables users to manage the interrupts of normal office work. At all times HP DeskManager provides these capabilities whilst maintaining security of the system and ensuring confidentiality of information when required.

HP DeskManager integrates with a range of complimentary applications to add to its benefits. AdvanceMail and NewWave AdvanceMail integrate the personal computer user with HP DeskManager. They provide users with the ability to work in the familiar PC environment, and to communicate to the rest of the HP DeskManager network and beyond. These applications are part of Hewlett-Packard's leadership solutions for personal computer integration.

Extending the benefits of HP DeskManager on the HP 3000 can be achieved with HP DeskManager



HP DeskManager Unlocking the power of information

Intrinsics which provides applications with the ability to access many of the HP DeskManager services. Communications between HP DeskManager and other office systems can be achieved using HP OfficeConnect to X.400, HP OfficeConnect to PROFS and HP OfficeConnect to DISOSS allowing you to share critical information between users in a multi vendor environment. HP Schedule complements the time management capabilities of HP DeskManager by providing comprehensive meeting and resource scheduling. HP File/Library grows the capabilities of electronic filing to provide a central store of information for a workgroup.

Effective information distribution: The key to competitive advantage

Maintaining competitive advantage by reducing costs or differentiating products is key to the success of any business. In order for this goal to be met, the right business decisions have to be made. This may mean obtaining input from a number of people and analyzing information from many different sources. HP DeskManager can meet the need for effective information distribution and provide fast communication between individuals, whether these users are local or remote. Any information which is required to make the business decision can be distributed

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by HP DeskManager - whether this is a forecast in Lotus 1-2-3, a graphic explaining a process or a document outlining competitors' products.

If the data required is in a data processing application, the user can choose to distribute the information using HP DeskManager's Application Umbrella. The user initiates passing information between HP DeskManager and applications and can have access to applications from within HP DeskManager. For example, when asking business entities to forecast for the next quarter, the financial results for the previous months could be copied from the accounting application to be included in your message - allowing all entities to make more accurate forecasts.

Application Integration is extended through the forms capability in HP DeskManager enabling, for example, faster and more efficient processing of internal purchase orders. The electronic order form can be called up within HP DeskManager, completed by the user with online verification of the data input, and electronically sent to the Purchasing Manager for approval. Once approved the order could be automatically applied to the order processing application - eliminating rekeying, holdups and the possibility of losing information in the mail.

Unlocking the potential for increased profits

When adding up all of the costs associated with communicating from time spent in meetings to facsimile, telex and postal charges, an organization spends a significant amount of money making information available to the correct individuals. In some instances the communications process will involve photocopying information, follow up phone calls to ensure that data has arrived, and even people manually rekeying data which they receive. These activities all add to the cost of communicating. HP DeskManager can reduce the personnel costs associated with communicating, in addition to reducing the actual communications bill. HP DeskManager

also makes the data available quickly, ensuring action can be taken on the information before it is too late.

Unlocking people to be more productive

No time is wasted in finding the correct information to help make critical business decisions using the structure and search facilities of the Filing Cabinet within HP DeskManager. The Index capability provides a quick overview of all the folders created and key information on data stored within that folder if necessary. The Search facility offloads the task of finding information for you - allowing you to carry on working in HP DeskManager while it performs the search.

The Time Management facilities of HP DeskManager can also save users considerable time by providing reminders of upcoming appointments, indentifying tasks to be completed for the day in the To Do list and even scheduling regular staff meetings for you.

HP DeskManager can help users manage their time in the most effective way by allowing them to customize the system. For example, if you want Urgent messages to be brought to your attention, you could set the system to display these at the top of your Inray. You can also offload non critical work to your assistant to help improve effectiveness using the Designate capability of HP DeskManager.

Keeping focussed on key activities can be critical to improved productivity. This can be achieved with Suspend and Resume features of HP DeskManager. For example, a colleague asks if you can attend a meeting next Tuesday, whilst you are in the middle of writing up your project schedule. You can use the Suspend key to freeze your current activity, check your electronic diary to confirm availability and then use the Resume key to return to your original task.

All these capabilities of HP DeskManager are provided while ensuring system security. For example, passwords are required to enter your electronic desk, security

groups determine the facilities which you have access to, messages can be identified as private, or for extra security they can be encrypted. Even when you work closely with your Designate you can place passwords on folders in the filing cabinet to ensure confidentiality is maintained at all times.

International customers may require a localized version of the application, so users can work with HP DeskManager in their local language. Localized versions of the software are available for the main European countries and for some Middle and Far East countries.

Extending the benefits of HP DeskManager - Available bolt on applications

Integrating the personal computer user

Making optimum use of existing personal computers in the organization can be difficult if they are not integrated into your existing network. AdvanceMail and NewWave AdvanceMail provide that integration. They enable personal computer users to exchange messages and documents with other HP DeskManager users. Transferring information can be automatically done at off-peak times minimizing resources required on the HP 3000 and allowing more users per system.

Providing applications with communications capabilities

HP DeskManager Intrinsic allow an HP 3000 based application to access in a simple way, the mailing and other services of HP DeskManager, putting the application in the driving seat. For example, exception reports generated by an inventory control application to highlight potential stock shortages can be sent by the

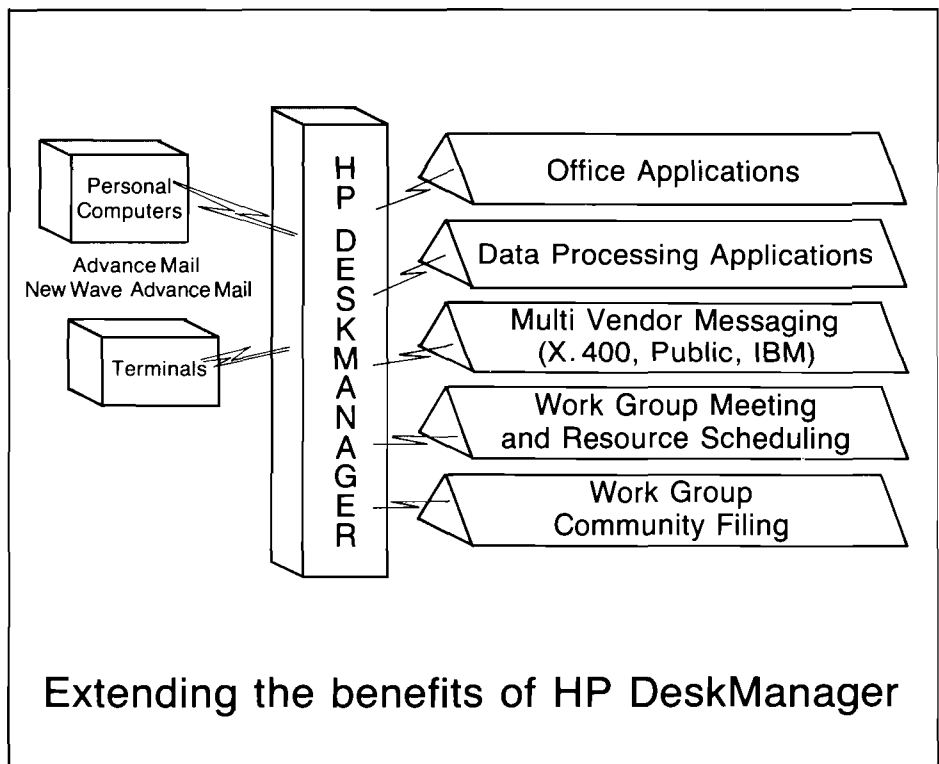
application directly to the In tray of the Purchasing Manager. This means that action to rectify the problem can be taken immediately saving both time and money.

HP DeskManager providing a communications gateway to the world

Where a variety of different vendors are present within an organization, communication between these systems can prove difficult. Incompatibility issues can now be overcome with HP DeskManager and HP OfficeConnect to X.400. This solution provides connectivity between HP DeskManager and any messaging system which adheres to the X.400 standard. Communication can also be provided to public mail systems which adhere to this standard. This integration is totally transparent to users, who only have to specify a name to send information across the network to the relevant user.

Customers who have IBM equipment can integrate with HP DeskManager at both the personal computer and the mainframe level. AdvanceMail and NewWave AdvanceMail both work on the IBM PC and PS/2. Accounts which use a DCA based word processor can use HP Convert/DCA to convert documents to a variety of Hewlett-Packard document types for further editing and can read and print DCA documents within HP DeskManager from any terminal. HP OfficeConnect to PROFS, together with HP DeskManager enables PROFS Notes and HP DeskManager messages to be exchanged between any users on the network. HP OfficeConnect to DISOSS provides access to DISOSS distribution and library services from HP DeskManager.

Customers using telex as a communication method can become part of the HP DeskManager network. HP Telex integrated with HP DeskManager opens up two way communication between any HP DeskManager user and customers with their own telex machines. (HP Telex is available in countries outside North America).



Meeting and resource scheduling

You can use HP Schedule together with the diary within HP DeskManager to offload the work of arranging meetings and free up users time to perform other tasks. The system will inform you of when individuals are available to be booked for meetings, ensuring the optimum time is chosen for the meeting, as well as using the most up to date availability information. Even paper calendar users are catered for in this system. No more playing telephone tag to determine the optimal time for a meeting.

Resource scheduling is also made easy, as the system can take care of booking all of the required resources for a meeting. Personnel costs associated with administering the booking process can be significantly reduced by using HP Schedule to automate the process.

Community filing

Most organizations work on the basis of groups of individuals forming teams to collectively solve problems and achieve common goals. The teams which each individual is part of can be varied and may differ over time. For the team to work at the optimum level, it is important that information relating to a workgroup is available to all of the team, and as the team members change, new additions to the group can be brought up to date quickly. Having all of the information centrally stored in HP File/Library means that the right people can have fast and easy access to the information which they need and data is not lost or duplicated.

HP File/Library enables you to index documents so that they can easily be retrieved at a later date. If information held is in paper format this can also be indexed, so that HP File/Library can provide users with the total list of information relating to their subject area. At the end of a project, when information is no longer needed on a regular basis it can be archived, making most

effective use of disc space. If any of this information is needed at a later date for reference, the Administrator is notified and can retrieve the data and make it available on the system.

Only the right individuals are given access to information through the security of the system, and document integrity is maintained through the CheckOut facility of HP File/Library. All of these capabilities are provided at the same time as having very close integration with HP DeskManager, really growing the benefits which HP DeskManager provides.

Product Information

Hardware Requirements

HP 3000 Micro LX/GX, Series 37, 39, 40, 42, 44, 48, 52, 58, 64, 68, 70, HP 3000 Series 900, Model 925, 935, 950 and 955.

Software Requirements

MPE V V delta 4 MIT or later, MPE XL Version 1.2 or later.

Compatibility

Version B.03.00 of HP DeskManager can be run in conjunction with Versions A.03.01 or later. Previous versions of HP DeskManager are no longer supported.

Terminals

The full capabilities of HP DeskManager can be accessed by users of block-mode or block-mode emulating terminals with Hewlett-Packard standard function keys.

The following personal computers and terminals are explicitly supported by HP DeskManager (B.03.00):

Personal Computers running AdvanceLink in terminal modes, HP 150 A/B/C; HP Vectra PC, Models CS/ES/RS; IBM PC AT/XT and the HP Portable PLUS and HP Vectra Portable.

HP 2382
HP 239X Series*
HP 2621A/B/N
HP 2622A
HP 2623A/E
HP 2624A/B
HP 2625A
HP 2626A/W

HP 2627A
HP 2628A
HP 2640A/B
HP 2641A
HP 2642A
HP 2644A
HP 2645A
HP 2647A/F
HP 2648A
HP 700 Series

** Note this includes HP 2392 emulating terminals.*

Terminal Connections Supported

HP Desk Manager (B.03.00) will support terminals connected to the HP 3000 via RS 232 Serial, virtual terminal and over a 2334A MUX. Terminal connections via CCITT standard X.25 PAD devices are supported provided the terminal is of a suitable type and has been configured properly. Access to certain applications that are invoked from HP DeskManager may be restricted. Terminals should have a minimum of 10K terminal memory to support basic word processing; terminals running MTS software require 15K of terminal memory. Personal computers supported with HP DeskManager using AdvanceLink can also be connected over HP ThinLan, HP StarLan and HP StarLan/10.

** Note some of these terminal connections are not supported on MPE XL.*

HP Slate Supported Terminals

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 or when accessing the HP 3000 from a personal computer via the OfficeShare LAN.

HP 2382A
HP 239X Series including 2392 emulating terminals
HP 2622A including 2622 emulating terminals
HP 2623A/E
HP 2624A/B
HP 2625A
HP 2626A/W
HP 2627A
HP 2628A
HP 150 A/B/C

Ordering Information

This information relates to ordering the US version of products, please contact your local HP Sales Representative for localized product and part 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	36570-90087
HP DeskManager 2 Administration Reference	36570-90088
Programmatic Integration and Customization	36570-90068
Using HP Slate	36576-90030
With HP Schedule: Using HP Schedule	27522-90001
HP Schedule Administration	27522-90002
With HP File/Library: Using HP File/Library	27520-90001
HP/File Library Administration	27520-90002

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Support Products

Family Support

Account Management Support (AMS) for Office Products 99105B + T51

Response Center Support (RCS) for Office Products 99105B + H00

Additional System Coverage for Office Products 99105B + V00

HP DeskManager

Software Material Subscription (SMS) 36570A + S00

Manual Update Service (MUS) 36570A + Q00

Extended Materials Subscription (EMS) 36570A + W00

HP Schedule

Software Material Subscription (SMS) 27522A + S00

Manual Update Service (MUS) 27522A + Q00

Extended Materials Subscription (EMS) 27522A + W00

HP File/Library

Software Material Subscription (SMS) 27520A + S00

Manual Update Service (MUS) 27520A + Q00

Extended Materials Subscription (EMS) 27520A + W00

Features

Mailing Services

- Electronic information sent and received between users and computers
- Distribution list management
- Electronic mail tracking
- Private and urgent mail
- Information encryption
- New Mail notification
- Deferred mail delivery
- Forwarding of undelivered mail to General Delivery
- Autoanswer and autoforward facilities

- Concurrent Principal/Designate access
- Information sharing through the NoticeBoard and Public distribution lists
- Access to document converters for AdvanceWrite, HP Word, HP Word/PC, Executive MemoMaker, Text and HP Slate
- Customizable system and user function keys
- Task automation using script files
- Forms Processing
- Customizable welcome screen, message headers and menu help system
- Application Manager to access HP 3000 applications
- Application data passing for integrating HP 3000 applications
- Configurable display of graphics and/or spreadsheets

Personal Management Tools

- Nested and shared folders
- Password control on folders
- Automatic filing capability
- Search by attribute: date, creator name, item type, subject
- Electronic wastebasket
- Appointments and To Do summary at sign on
- To Do lists
- Daily, weekly, monthly and free time displays
- Daily, weekly and monthly calendar print
- Searching on appointment label
- Free time display of other users on the same node
- Appointment clash checking
- Appointment override capability
- Tickler facility

Administration

- Semi concurrent mail maintenance
- Automatic remote directory synchronization
- Transparent routing between network nodes
- Foreign Service Connection for communication with external systems
- Comprehensive Network Statistics

Message Creation and converters supported

- HP Slate supplied with HP DeskManager
- Full screen editor



Converters available from HP:

- HP Convert/DCA

Integration with HP products

- AdvanceMail and NewWave AdvanceMail
- HP DeskManager Intrinsic
- HP File/Library
- HP Schedule
- HP OfficeConnect to X.400
- HP OfficeConnect to PROFS
- HP OfficeConnect to DISOSS
- HP Convert/DCA

Meeting and Resource Scheduling (HP Schedule)

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

Workgroup Filing and Retrieval (HP File/Library)

- Shared workgroup filing with documents organized centrally in catalogs.
- Index any document or HP DeskManager message
- Information indexed by up to 8 fields including subject, author, keywords and comments
- Archive to tape with reference information maintained on-line
- Flexible searching on any combination of index fields
- Keyword dictionary maintained for each catalog
- Refine or save search specifications
- Search for on-line and off-line information
- Background searching
- Send any retrieved documents electronically
- Document "checkout" facility
- Comprehensive security system



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