Software Product Description

PRODUCT NAME: ALL-IN-1, Version 2.4 **SPD 27.30.04**

DESCRIPTION

ALL-IN-1 is a customizable, menu-oriented software product that provides generic office applications and a facility for integrating other business-oriented applications. ALL-IN-1 unifies these applications into an easy-to-use, menu-driven, information system.

Through ALL-IN-1's electronic mail and links into Digital Equipment Corporation's networking facilities, users can transport or receive information that has been created on desktop, departmental, and corporate systems.

ALL-IN-1 consists of:

- ALL-IN-1 Office Applications
- VAX FMS (includes both FMS and Forms Language Translator)
- Message Router VMS Gateway (includes both the Message Router and the Gateway to VMS Personal Mail Utility)
- CDA Converter Library for VMS (required for use with CDA Support)
- ALL-IN-1 PC Server for VMS (license only)
- VAX Notes and ALL-IN-1/VAX Notes Interface (Group Conferencing)

ALL-IN-1 provides an environment in which users access applications in a consistent manner. Users' documents are stored in folders in the user's file cabinet where they are accessed from the office applications.

The generic office applications are built upon the base system facilities. These facilities are available when customizing or developing applications that are to be consistent with the ALL-IN-1 environment.

Office Applications

Document Processing

The Document Processing application enables users to create, edit, print, delete, and read documents. The editor used is dependent upon the user's preference indicated in the User Profile. ALL-IN-1 users have a choice of three editing styles - EDT, WPS, and WPS-PLUS.

EDT and WPS are both ASCII editors. EDT uses keying conventions and terminology that make it oriented towards the more technical user. WPS uses keying conventions and terminology that make it a subset of WPS-PLUS. WPS is available to users who have a word processing orientation but desire ASCII output.

The optionally installable WPS-PLUS for ALL-IN-1 is Digital's full function word processor. Highlights of the WPS-PLUS features are:

- Insert or Overstrike Mode
- User control of margins and tabs, including left-justified, right-justified, and decimal-aligned tabs
- Automatic Centering, Underlining, Bolding, Double Underscoring, Change Bars, and Redlining
- Technical Characters and Scientific Equations editing
- Support for Wide Documents up to 256 characters
- Numbered Footnotes, Paragraph Numbering to nine levels, Automatic Table of Contents generation, Table of Authorities, and Word Indexing
- Widow/Orphan control and No-break Blocks
- Column Cut and Paste
- List Processing and Sort to produce form letters and maintain mailing lists
- Abbreviation and Library documents
- Two-dimensional Editor for creation of diagrams and equations

Electronic Messaging

The Electronic Messaging application provides a means of exchanging messages with other users. The user can create, edit, print, delete, read, and send messages. The ‘‘envelope’’ or message header (which contains addressee(s), subject, and mail classification) and the text of the message can be edited.

When creating a message, the user specifies the addressee(s) to whom the message is to be sent and, optionally, any addressee(s) to receive copies of the message. To save time with addressing, the user can create distribution lists or nicknames (seen only by the user). Incoming messages can be forwarded and/or answered. Answers can be directed to the sender only, or to all the recipients of the message. Confirmation that the addressee(s) has received and/or read the message can be requested. Priority for delivery of the message can be assigned as Express, First Class, or Second Class. The user can specify the sending of a message be deferred to a time chosen by the user.

Messages appear and are treated as documents to the user. ALL-IN-1 maintains folders for incoming, read, created and sent messages. Once a message is sent, one copy of that message is shared (per system or cluster) by the sender and receiver(s) and cannot be edited. Messages can be re-filed and cross-filed in the user’s file cabinet. Documents already in the file cabinet can be sent to other users.

The user can choose to have all incoming messages automatically forwarded to another user. Additionally, the user can create a reply message that is sent in response to all incoming mail (for example, "I am on vacation until"..).

Two styles of user interface are provided. One interface uses menus similar to other ALL-IN-1 applications and the other interface (hard-copy mode) is utilized, for efficiency, mainly over dial-up lines. This mode does not display the full screen menu but displays the menu in a strip form.

Exchange of messages with ALL-IN-1 users on other systems in a DECnet network is provided by Message Router for VMS. Message Router VMSmail Gateway allows ALL-IN-1 users to exchange messages with users of the VMS Personal Mail Utility. Refer to Message Router for VMS Software Product Description (SPD 26.33.xx).

Time Management

Time Management offers the facility to maintain a personal calendar of events and tasks. An ‘‘Events at a Glance’’ screen gives the user an editable picture of the day’s events, which makes it easy to quickly make changes. Likewise, the ‘‘Tasks at a Glance’’ screen gives the user an editable picture of the tasks for the day. These pictures are combined on an ‘‘Events and Tasks’’ screen where other Time Management operations can be performed.

Users can tailor Time Management to their own style and display only the screens and options that are of interest to them.

Users can schedule, reschedule or cancel an event. In an event involving other people, Time Management can use the Electronic Messaging application to deliver meeting notifications and confirmations. If there are other attendees, Time Management uses the Electronic Messaging application to deliver meeting notifications and confirmations. Users can also reserve unavailable time on their calendars. An entry in the user’s calendar can be marked confidential and other users cannot read the description of the entry. Recurring events can be scheduled whereby an attendee’s "Yes" reply schedules all occurrences of the meeting on the calendar.

Time Management has the ability to perform a multinode scan. This scan will return a graph of potential attendees’ free time PRIOR to the scheduling of the meeting. It will scan both local and off-NODE calendars in real time.

The Tasks facility is provided to track reminders, to-do lists, action items, and so forth. Tasks are not necessarily tied to a specific day or time of day. Tasks can be viewed by selection criteria such as: open versus closed, a range of beginning dates, deadlines, and so forth.

Communications

The Communications application enables users to access other computer systems without having to understand anything about communication technology.

For more knowledgeable users, entire communications sessions can be automated through the use of Control Documents (Control Documents are standard ALL-IN-1 documents that contain a set of special commands). Connection to other computer systems is fully automated if autodial modems or hardwired connections are permitted. The connection is by means of a VMS terminal port (RS232 type) and can be connected to any computer system supporting such terminal types.

Facilities are also provided to transfer files to and from a DECmate II, DECmate III, VMS, and in or out of the user's file cabinet.

Desk Calculator

The Desk Calculator enables the user to perform interactive calculations and include the results in documents. Desk Calculator operates in two modes: Calculator and Formula. Formula mode is used for complicated formulas that combine trigonometric and arithmetic functions. Calculator Mode is used for simple arithmetic computations. The alternate keypad is operated the same way as a standard calculator.

File Cabinet/File Cabinet Management

The ALL-IN-1 File Cabinet is similar in function to a standard office filing cabinet - documents are contained within folders. Folders are in alphabetical order and documents within the folders are in order by date and time of creation. The latest document is listed first, except for the INBOX where the latest document is listed last.

Documents are grouped together in user-specified folders. Information (such as title, date created, document number, author, keywords, and type) associated with each document is maintained in the filing cabinet. When a document has multiple cross-filings, only one copy of the document body is stored.

Documents deleted by a user are filed in the Wastebasket until the Wastebasket is emptied.

A Scratch Pad facility is provided where parts of documents or contents of the user's screen can be temporarily placed. Contents of the scratch pad can be inserted into a document, edited, printed, mailed or read.

The File Cabinet provides access to documents through a common mechanism regardless of the format of the documents. Support is provided as standard for ASCII, DX and WPS-PLUS formats.

Facilities are provided for the user to maintain and manage the contents of their filing cabinet. The user can print or delete more than one document at a time. Selection of the documents can be made with user specified criteria.

Documents (individual or by folder) can be re-filed, cross-filed, or duplicated. Information such as title and associated keywords can be changed.

ALL-IN-1 provides a feature that allows the user and system manager to archive/restore any ALL-IN-1 document from the shared areas or from a user's file cabinet.

Compound Document Architecture (CDA) Support

ALL-IN-1 provides support for the following new data types:

DDIF -	the standard CDA encoding format
DOTS -	the format for packing and transferring composite CDA documents
DTIF -	the CDA encoding format for tables
PS -	PostScript® the final form document format

Users will be able to send and receive these document types in mail, store them in their filing cabinet, read, print, copy and convert them.

ALL-IN-1 will allow the new datatypes to be read with the exception of PostScript. The quality of formatting of the displayed data depends on the CDA facilities provided by the underlying VMS system. For VMS V5.1 and V5.2, ALL-IN-1 uses the RMS text extension mechanism which produces minimally formatted text. This method ignores external references from DDIF documents and only shows the main document. For VMS V5.3, ALL-IN-1 uses the CDA character cell formatter which gives improved results with correct formatting and the inclusion of externally referenced files. ALL-IN-1 automatically uses the appropriate mechanism depending on the underlying VMS version.

Note: Upgrading to VMS V5.3 requires that ALL-IN-1 be re-linked to pick up the new CDA functionality.

ALL-IN-1 will attempt to print CDA documents in PostScript if the destination printer is capable of it; otherwise, ALL-IN-1 will convert the document to text before printing.

The CDA conversion function will be used to convert to/from the new datatypes.

If a user attempts to edit any CDA document using a standard editor, the normal handling will result in a message telling the user that the document format is not supported by the editor. However, the user may convert a CDA document into a suitable format for editing and then use the appropriate editor. Through conversion, there is a potential for formatting attributes to be lost.

Application programmers will have access to the new CDA tools through the provision of new API functions.

Directories

The Directories subsystem provides access and maintenance to directories available to the user. The user can view a directory, maintained by the system manager, which contains telephone numbers and addresses. A directory of all the ALL-IN-1 users can also be viewed.

Facilities are provided for the user to maintain and view a personal telephone directory, nicknames, and distribution lists.

With the installation of Distributed Directory Service, ALL-IN-1 provides the user with the ability to perform mail directory searches on defined criteria such as name, department, location, and organization.

Group Conferencing

ALL-IN-1 V2.4 introduces Group Conferencing. An ALL-IN-1 user interface has been applied to Digital's VAX Notes application to provide the Group Conferencing feature.

This feature gives users the ability to communicate on a many to many basis while taking advantage of ALL-IN-1's ease of use. Application developers can benefit from VAX Notes being integrated at the API level in developing business or professional specific applications that can use this Conferencing capability.

System Wide Features

Menu Navigation

Applications are accessed through a hierarchy of menus. Experienced users can bypass menus in a simple manner.

The user can interrupt their current activity to read a new mail message, display the current time, or to access Time Management, Directories, Desk Calculator and Scratch Pad.

Users familiar with VMS commands can have direct access to the commands without leaving ALL-IN-1.

Help

Users can invoke Help for any part of ALL-IN-1 by pressing the HELP key. The HELP facility provides basic information on the function in question without the user having to reference the documentation.

On-line Training

Users can learn how to use the system using the on-line Training facilities. Training leads the user through sets of interactive screens and explains how the various features of ALL-IN-1 work.

User Defined Process

User-Defined Processes (UDPs) automate frequently repeated key sequences. There is no limit to the number of UDPs or the number of keystrokes that can be stored in a UDP. One UDP can invoke another UDP.

Printing

The Printing facility provides the user the ability to specify where a document is to be printed, the number of copies, and the output format. The output can be directed to any of the printers available to the ALL-IN-1 users, another document, or to the user's terminal. Documents that specify Runoff handling are automatically processed by Digital Standard Runoff (DSR) before output. Printing is handled in the background and frees the terminal for other actions when interaction with the print formatter is not needed.

Job Services

ALL-IN-1 provides users the ability to perform operations on their jobs in print, batch, and server queues. Using the multiple select indexing capability, users can get information on jobs, delete jobs, edit their attributes, and restart currently executing jobs.

Profile

Each ALL-IN-1 user has a user profile which contains information pertaining to the user.

The user can access and modify part of their user profile including full name, address, telephone number, department, and title. In addition, user preference information (such as work week and working hours, editing style, mail notification, and read receipt handling) can be modified.

The System Manager maintains information such as user privileges, default directory, and form library access.

Index Select

A user can create an index selection list by selecting or de-selecting objects from the index. Operations (such as print, delete, cross-file, and so forth) can be on the list as if they were a single entity. An index menu lists the options available to the current selected index. Within an index, a user can scroll either forward or backward.

International Support

ALL-IN-1 is designed to support multi-lingual operations. This support is subject to availability of the specific translation (refer to the System Support Addendum SSA 27.30.04-x). ALL-IN-1 can be deployed in a multi-lingual network and can support multi-lingual operations on a single system. However, all language kits, including U.S. English, must be the same version.

System Management

The System Management utilities are used to perform routine maintenance of ALL-IN-1 such as scheduling and rescheduling of housekeeping procedures, management of printers, direct maintenance of network and DDS profiles, metering, and quota management of the shared area. A system manager has the option of creating a non VMS privileged system administrator for the purpose of administering the management of the following: user accounts (create, delete, move, rename), document archiving, system distribution lists, scheduling of housekeeping tasks, monitoring of ALL-IN-1 exception and information reports, and the initiation of ALL-IN-1 shutdown.

ALL-IN-1 supplies a metering facility which allows system managers and ALL-IN-1 Application developers the ability to define and create their own meters. Meters will record the number of times metering is called, CPU usage, Direct I/O, Buffered I/O, Page Faults, and Application specific metered resources.

Customization and Application Development

ALL-IN-1 is a form-driven system which uses the VAX FMS (Forms Management System). In conjunction with VAX FMS and VAX FMS Form Language Translator, the ALL-IN-1 Application Development utilities allow changes to be made to the ALL-IN-1 system. ALL-IN-1 can be altered to fit customer-specific requirements and provides a platform for application development and integration. ALL-IN-1 provides a programming interface to common functions and mechanisms to pass control from one application or function to another (for example, Flow Control). These functions have been enhanced in ALL-IN-1, Version 2.4.

The features within Customization Management allow system managers and application programmers to modify their standard ALL-IN-1 system in a controlled and disciplined manner. It provides the ability to create, modify, index, and control customizations as well as providing a modification history record for each customization.

For more information on VAX FMS, refer to the Software Product Description (SPD 26.10.xx).

Server for ALL-IN-1 Clients

ALL-IN-1 provides server support for PCs by implementing client/server technology. The license for ALL-IN-1 allows usage of the ALL-IN-1 PC Server for VMS. The Media Kit must be ordered separately. For more details on the capabilities of the server and available clients, refer to the ALL-IN-1 PC Server for VMS Software Product Description (SPD 31.71.xx).

IBM® 3270 Terminal Support

ALL-IN-1 can run on the following IBM terminal keyboards on CUT mode terminals which are supported using the CMX04 option card in a DECserver 550:

- 122 Key Typewriter (native mode)
- 122/104 Key Typewriter (emulation mode)
- 102 Key Typewriter
- 87 Key Typewriter

The ALL-IN-1 Kit contains a 3270 keyboard Quick Reference Card showing the ALL-IN-1 functions.

Documentation

The following documentation is standard with ALL-IN-1:

Read Me First

System Management Guides

Release Notes
Installation Guide
Differences between ALL-IN-1 V2.3 and V2.4
Administration Guide
Guide to Modifying Printer Tables
Management Guide
Mail Management Guide
Group Conferencing Installation Guide
CDA Converter Library Documentation Set
Message Router Documentation Set
VMSmail Gateway Documentation Set
FMS Documentation Set
VAX FMS V2.4 Installation Guide
VAX FMS Form Driver Reference Manual
VAX FMS Utility Reference Manual
VAX-11 FMS Language Interface Manual

Application Development Reference Guides

Application Programmer's Getting Started
Application Programmer's Reference Volume 1, 2
Application Programmer's Guide
Application Programmer's Mini Reference
Application Programmer's Index
User Interface Standards
WPS-PLUS XAL
Group Conferencing Programmer's Reference

User's Reference Guides

ALL-IN-1 Getting Started
ALL-IN-1 User's Reference
WPS-PLUS Editor Functions
WPS-PLUS List and Sort Processing
ALL-IN-1 Quick Look-up Guide
WPS-PLUS Accessing External Applications
IBM 3270 Keyboard Quick Reference Card for ALL-IN-1 Functions
Keyboard Layout Cards
Group Conferencing User Guide

Additional copies of these manuals can be purchased separately.

For customers wishing to modify the documentation to reflect the customization of their ALL-IN-1 system, a Customizable Documentation Kit is available. The kit includes:

- Manuals

  ALL-IN-1 Writer's Guide
  Customizing ALL-IN-1 Documentation and Help

- Source files on Magnetic Tape (9 track 1600 BPI (PE) in Runoff format

  Getting Started
  Quick Lookup and User's Reference

SOURCE CODE INFORMATION

In order to facilitate customization of ALL-IN-1, several source code modules are provided on all available distribution media for this product. This source code is provided without any warranty of any kind, either express or implied.

Note: VAX BLISS-32 Implementation Language is required if .B32, .BLI or .REQ modules are to be used in customizing ALL-IN-1.

INSTALLATION

Only experienced customers should attempt installation of this product. Digital recommends that all other customers purchase Digital's Installation Services. These services provide for installation of the software product by an experienced Digital Software Specialist.

For more information on additional service offerings, refer to the System Support Addendum (SSA 27.30.04-x).

HARDWARE REQUIREMENTS

VAX, MicroVAX or VAXstation configuration as specified in the System Support Addendum (SSA 27.30.04-x).

SOFTWARE REQUIREMENTS

- VMS Operating System (DECwindows needs to be installed for CDA support)
- DECnet-VAX is required for multi-node support
- VAX FMS (included with the ALL-IN-1 Kit)
- VAX Notes (included with the ALL-IN-1 Kit - required for Group Conferencing)
- CDA Converter Library for VMS (included with the ALL-IN-1 Kit - required for CDA support)

Note: ALL-IN-1 and ALL-IN-1 STARTER cannot coexist on the same system.

Refer to the System Support Addendum (SSA 27.30.04-x) for availability and required versions of prerequisite/optional software.

Country Component Software

For information on country-specific modifications to this product, refer to the System Support Addendum (SSA 27.30.04-x).

ORDERING INFORMATION

Software Licenses: QL-AAA**-**
Software Media: QA-AAA**-**
Complete Documentation Kit: QA-AAA**-GZ

ALL-IN-1/US Management Documentation: QA-AAAAB-GZ
ALL-IN-1/ US AP&I Documentation Kit: QA-AAAAC-GZ
Customization Kit: QA-AAAAD-GZ

Software Product Services: QT-AAA**-**

* Denotes variant fields. For additional information on available licenses, services and media, refer to the appropriate price book.

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This software is furnished under the licensing provisions of Digital Equipment Corporation's Standard Terms and Conditions. For more information about Digital's licensing terms and policies, contact your local Digital office.

LICENSE MANAGEMENT FACILITY SUPPORT

This layered product supports the VMS License Management Facility. License units for this product are allocated on either a CPU-capacity or User basis.

In addition, ALL-IN-1 provides a Personal Licensing Reporting Tool. System Managers and Administrators can easily recognize when the authorized (purchased) personal license limit has been reached or exceeded.

For more information on the License Management Facility, refer to the VMS Operating System Software Product Description (SPD 25.01.xx) or the VMS Operating System documentation set.

For more information about Digital's licensing terms and policies, contact your local Digital office.

SOFTWARE PRODUCT SERVICES

A variety of services and options are available from Digital. For more information, contact your local Digital office.

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