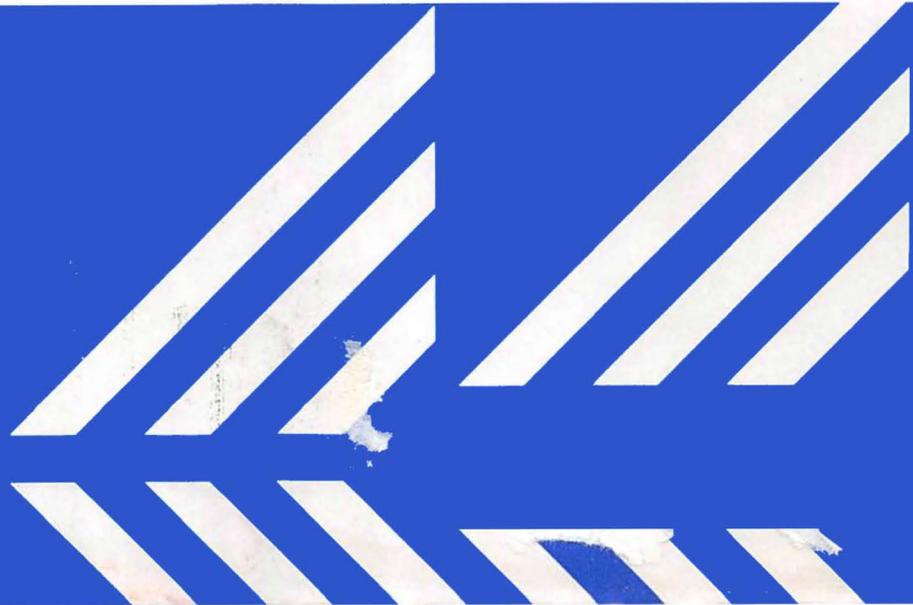# Distributed Office Support System/370 Version 3 Release 3

General Information

MVS and VSE

IBM

Distributed Office
Support System/370
Version 3 Release 3

General Information

MVS and VSE

Fourth Edition (October 1984)

This major revision obsoletes GC30-3085-2. The Summary of Changes explains the changes made in this edition. Changes or additions to the text and illustrations are indicated by a vertical line to the left of the change. This edition applies to Version 3 Release 3 of the IBM Distributed Office Support System/370 (program number 5665-290 for MVS and program number 5666-270 for VSE) and to all subsequent releases and modifications until otherwise indicated in new editions or Technical Newsletters.

Changes are made occasionally to the information herein. Therefore, before using this publication in connection with the operation of IBM systems, consult the latest *IBM System/370 Bibliography of Industry Systems and Application Programs,* GC20-0370, for the editions that are applicable and current.

Any reference to an IBM program product in this publication is not intended to state or imply that only IBM's program product may be used. Any functionally equivalent program may be used instead.

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A form for reader's comments is provided at the back of this publication. If the form has been removed, comments may be addressed to: IBM Corporation, Information Development, Department E06, P.O. Box 12195, Research Triangle Park, North Carolina, U.S.A. 27709. IBM may use or distribute any of the information you supply in any way it believes appropriate without incurring any obligation whatever. You may, of course, continue to use the information you supply.

This manual is for:

— a company executive who makes office systems decisions

— a data-processing executive

— an administrative services executive

If you want information about:	See Chapter:
— The Distributed Office Support System (DISOSS)	**1**
— How DISOSS fits into a data-processing system	
— The products DISOSS supports	
— The migration aids DISOSS provides	
— The office requirements DISOSS satisfies	**2**
— The programming functions DISOSS provides	**3**
— Installing DISOSS	**4**
— Using DISOSS	
— The security features of DISOSS	
— Available DISOSS aids	
— Migrating from a previous DISOSS version	
— The required hardware and software	**5**
— The required computer storage	
— DISOSS and your system performance	

The DISOSS Publications Library

The DISOSS/370 Version 3 publications are organized into a library according to tasks that must be performed to use DISOSS/370 Version 3. Task orientation eliminates the need to define who performs a specific task.

The information needed to perform a specific task—whether it is evaluating DISOSS, planning for it, installing it, or diagnosing problems—is contained in one book dedicated to that task. Some information is needed by more than one task (for example, DISOSS messages and reference information). This cross-task information is combined into one book to avoid duplicating information in multiple books.

The identified tasks for DISOSS Version 3 are

1. *Evaluation:* Deciding to install DISOSS.

2. *Planning:* Making decisions about the options that DISOSS offers. The decisions are specified in written directions and procedures that are followed during the implementation tasks of installation, administration, and diagnosis.

3. *Installation:* Making DISOSS ready to do useful work. It implements decisions made during the planning task.

4. *Administration:* Managing DISOSS and making changes to the system after installation.

5. *Application Programming:* Developing application programs that use the DISOSS application program interface to access DISOSS functions.

6. *Diagnosis:* Identifying and describing problems that occur in the DISOSS system.

7. *End Use:* Using DISOSS. The DISOSS Version 3 library describes how to use the IBM Scanmaster I with DISOSS. All other end-user tasks (for example, filing or distributing documents) are described by the product providing the end-user interface to DISOSS.

Except for this one, each DISOSS publication has title labels attached to its back cover. These labels fit into pockets on standard IBM binders that may be ordered to hold the DISOSS library. The IBM order numbers for these binders are SR30-0329 (1-inch binder), SR30-0330 (1.5-inch binder), and SR30-0331 (2-inch binder).

The following chart relates each DISOSS publication to the task or tasks it supports. It also shows the flow of information from one task to another.

Note: The DISOSS publications listed below are currently available for DISOSS Version 3 Release 2. DISOSS Version 3 Release 3 publications will be available at the product release's general availability.

TASKS:	1 Evaluation	2 Planning	3 Installation	4 Administration	5 Application Programming	6 Diagnosis	7 End Use
DISOSS Documentation	General Information GC30-3085	Planning Guide SC30-3093	MVS Installation Guide SC30-3090	Administration Guide SC30-3091	Application Programming SC30-3096	Diagnosis SC30-3097	Scanmaster I User's Guide SC30-3095
			VSE Installation Guide SC30-3232		Architecture Reference for Document Interchange Units and Interchange Units SC30-3276		Scanmaster I DISOSS Template SX27-3543
			Installation and Administration Reference SC30-3092				Scanmaster I DISOSS Instruction Cards SX27-3544
			Messages SC30-3094				
			Bibliography and Master Index SC30-3277				

Note: A complete set of the DISOSS library manuals whose order numbers begin with the prefix "SC" can be ordered by specifying order number SBOF-1624.

Publications about the Products DISOSS Supports

For this type of information:	Refer to:	Order No.:
Description of the IBM Displaywriter System	IBM Displaywriter System General Information	G544-0851
Description of the IBM 5520 Administrative System	IBM 5520 Administrative System Introduction	GC23-0702
Description of the IBM 8100/DOSF System with the Distributed Office Support System/8100/DOSF	Distributed Office Support Facility General Information and Distributed Office Support System/8100/DOSF General Information	GC27-0546 GH12-5139
Description of the IBM Scanmaster I	IBM Scanmaster I Description	GA18-2094
Description of the IBM Professional Office System (PROFS)	Introducing the Professional Office System	GH20-5601
Description of Personal Services/370	Introducing Personal Services/370	GC30-3292
Description of IBM Personal Services/PC	IBM Personal Services/PC	

Summary of Changes

GC30-3085-1

The second edition provides corrected and additional information on the software requirements for DISOSS and its supported products listed in "Chapter 5. DISOSS Resource Requirements."

It also adds information on acceptable document interchange for an IBM Displaywriter System in Appendix A, "Document Interchange Among DISOSS-Supported Products" on page A-1.

GC30-3085-2

The third edition provides support for DISOSS Version 3 Release 2.

- Distribution among multiple DISOSS systems

- Distribution between the IBM 5520 Administrative System and DISOSS systems

- Personal and priority distributions for Displaywriter and Scanmaster I

- Interchange of revisable documents among 5520, Displaywriter, and 8100/DOSF users

- Interactive service aids

- Trace formatter

GC30-3085-3

The fourth edition provides support for DISOSS Version 3 Release 3. Changes have been made throughout the book, and it should be reread in its entirety.

- Interchange of documents between DISOSS MVS and PROFS (VM/CMS) devices

- Interchange of documents between DISOSS and Personal Services/370

| | • Interchange of documents between DISOSS and Personal Services/PC

| | • Enhanced revisable-form text formatter for producing final-form output
| | documents from revisable-form input documents

| | • Enhanced formatter for 8100I text controls for DOSF Release 4

| | • List Document Profile utility to help DISOSS users associate search
| | arguments with documents by providing information for the entire library,
| | for selected documents, or for selected groups of documents

| | • Deletion, addition, and changing of search terms functions have been added
| | to the Owner and Search Term Change utility (formerly called the Change
| | Document Ownership utility)

| | • Enhanced trace formatter for PROFS

| | • Expanded accounting activity records for CICS transactions processed by
| | DISOSS

| | • Host user profile (HUP) and routing data set List functions have been
| | enhanced to operate while CICS/VS is active

| | • Enhanced HUP and routing error messages identification

Contents

Figures

Chapter 1. Introducing the Distributed Office Support System

Today's office is changing and the Distributed Office Support System offers the new features that are needed for this change.

Except for the addition of the electric typewriter, the typical office has remained much the same as it was fifty years ago. It has been a paper-based office requiring more and more people to operate. Salaries and other associated office costs have increased to the point that they are the single largest cost factor for many companies.

In recent years, companies have started to automate their offices to lessen these rapidly increasing costs. However, most of the money spent on office automation has been to increase the productivity of the relatively small number of office personnel (typists, secretaries, clerks, and so on). Almost nothing has been done to enhance the productivity of the management and professional personnel who account for the biggest percentage of office personnel costs.

In spite of rising office costs, today's office must obtain timely and accurate information with which to make important decisions. It must also satisfy the increasing demands for information gathering and reporting.

Office automation has led to an increasing use of word-processing equipment. This has helped create error-free text that can be stored and reused. After the text and reports have been generated, however, it still takes a lot of time to distribute the information. This distribution time lag reduces the ability of a company to react promptly to changing market conditions.

The Distributed Office Support System/370 program product (called DISOSS in the remainder of this book) offers a systematic approach to solving these office problems. If you are not now using word-processing equipment, DISOSS and its devices can provide an automated office system for your management, professional, and office personnel. If you are now using word-processing equipment, DISOSS can connect your equipment into your data-processing system to increase the benefits to your company.

DISOSS offers:

- A centralized information filing and retrieval system

- An integrated network distribution system

- Host services

Library services allow information created at a word-processing work station or entered at an IBM Scanmaster I—an image scanning and printing device— to be

stored in the DISOSS document library in the host processor to which the work station is attached. A document (any information you want saved) can be filed in the host document library with a description that can later be used for locating the document. A document can be retrieved from the DISOSS document library to be viewed, printed, distributed, or revised by your authorized personnel. The specific office tasks your users can perform on a document filed in the DISOSS document library depend upon the functions of their work stations.

Distribution services allow information created at a work station or retrieved from the document library to be distributed to any other DISOSS user. You can distribute documents to, and receive documents from, other users within the same DISOSS system or on a different DISOSS system.

In addition, DISOSS provides *host services*. This group of functions includes a host printing and formatting facility and the ability to submit a batch job to a host processor from a work station.

These three areas—library services, distribution services, and host services—plus others are described in this book. After reading it, you will understand what benefits DISOSS can bring to your organization.

The rest of this chapter is an overview of DISOSS. You will find out how DISOSS fits into your data-processing system, what products it supports, and how these products are supported. You will learn about the security features DISOSS offers to protect your information and about the national languages DISOSS supports. In addition, if you have an earlier version of DISOSS/370 installed, you will learn how to migrate to Version 3 Release 3.

DISOSS and the Data-Processing System

DISOSS is an IBM host-based program product that uses IBM's Systems Network Architecture (SNA) for communication with its related products. Since this is the same communication facility used by your data-processing system, word-processing programs can run on the same system as your data-processing applications. This enables you to:

- Fit office functions directly into your existing network operation and management

- Share communication facilities (lines) and other system resources

- Access host data-processing data bases and application programs

- Use the interface provided by DISOSS to allow data-processing programs to access documents stored in the DISOSS document library

- Use word-processing work stations to submit data-processing jobs to the main processor

To make data processing available to you, DISOSS depends upon several other host program products. A description of the hardware and software requirements for DISOSS is in "Chapter 5. DISOSS Resource Requirements."

Products Supported by DISOSS

Through its support of the following products and their attached devices, DISOSS enables you to automate your document and image filing and distribution processes.

- IBM Displaywriter System (Displaywriter)

- IBM 5520 Administrative System (5520)

- IBM 8100/Distributed Office Support Facility with the Distributed Office Support System/8100/DOSF (8100/DOSF)

- IBM Scanmaster I (Scanmaster I)

- IBM Professional Office System (PROFS) (for distribution services only)

- IBM Personal Computer with the Personal Services/PC program product (for distribution services only)

- IBM 327x display stations with the Personal Services/370 program product

Figure 1-1 on page 1-5 shows a DISOSS system with all of the supported products. The following paragraphs describe each of these products.

IBM Displaywriter System

The IBM Displaywriter System is a diskette-based text processor. It can create and edit text and send or receive information over communication lines from compatible office equipment and computers. Licensed programs provide the IBM Displaywriter System functions, such as text processing, record processing, data processing, and electronic communications.

By using text processing, the user can create, revise, or store a document on a diskette. The user can also use a spelling verification aid to compare words in a document with stored dictionaries. Additional words can be added to the dictionaries to meet any specific spelling needs of the user.

By using records processing, the user can create and maintain lists (files) of variables on the Displaywriter diskette. With no programming skills, an operator can request that the Displaywriter print final-form reports from these files or merge the variables into text documents (for example, a contract or a letter).

The data-processing support enables a Displaywriter operator to execute BASIC, FORTRAN, or PASCAL programs on a Displaywriter. In addition,

data maintained by data-processing applications can be converted and used by text or records-processing applications.

IBM 5520 Administrative System

The IBM 5520 Administrative System is a shared-logic text and files processor that can create and edit documents and send or receive information over communication lines from compatible office equipment and computers. It contains internal disk storage for documents being processed or for storing frequently used documents or documents shared by several users. External diskette storage is available for placing infrequently used documents on external storage or for transferring documents to another 5520 system. An IBM licensed program controls all 5520 processing and controls the flow of information to and from attached devices on the 5520 system. The IBM 5520 Administrative System supports the IBM 5253 Display Station and the IBM Personal Computer emulating the IBM 5253 Display Station.

By using text and file processing, the user can create, revise, or store a document on disk or diskette storage. The document can be printed by an attached printer or accessed by another 5520 user. Multiple systems can be connected to make up a network of 5520 and other compatible systems for document distribution.

IBM 8100/DOSF System

DISOSS supports an IBM 8100/DOSF system with the IBM Distributed Office Support System/8100/DOSF program product. This system is made up of three separate products: (1) an 8100 Information System with a Data Processing Control Executive (DPCX) operating system, (2) the Distributed Office Support Facility (DOSF), and (3) the Distributed Office Support System/8100/DOSF (DISOSS/8100/DOSF). DOSF adds text processing to the 8100 Information System. The Distributed Office Support System/8100/DOSF program product assists 8100/DOSF users to gain access to host processor resources for filing and retrieving documents and for exchanging documents and messages with other DISOSS users.

8100/DOSF supports the IBM 3732 Text Display Station and the IBM 8775 Display Terminal with the text feature for text entry, revision, and storage in the 8100/DOSF system. It also supports a Displaywriter that is attached to an 8100/DOSF system as a work station. Other devices supported by an IBM 8100/DPCX, such as IBM 327x display terminals, can be used to display final-form text documents and to initiate print, delete, or archive operations on DOSF documents.

IBM Displaywriter System

IBM Personal
Services/370

IBM Scanmaster I

52xx
Printer

Application Programming
Interface (API)

DISOSS
Host System

6670 Information
Distribution System

IBM PROFS (VM)
Support

Personal
Services/PC

IBM
Personal Computer

IBM 5520
Administrative
System

IBM 8100/DOSF
Information
System

IBM
Displaywriter

52xx
Printer
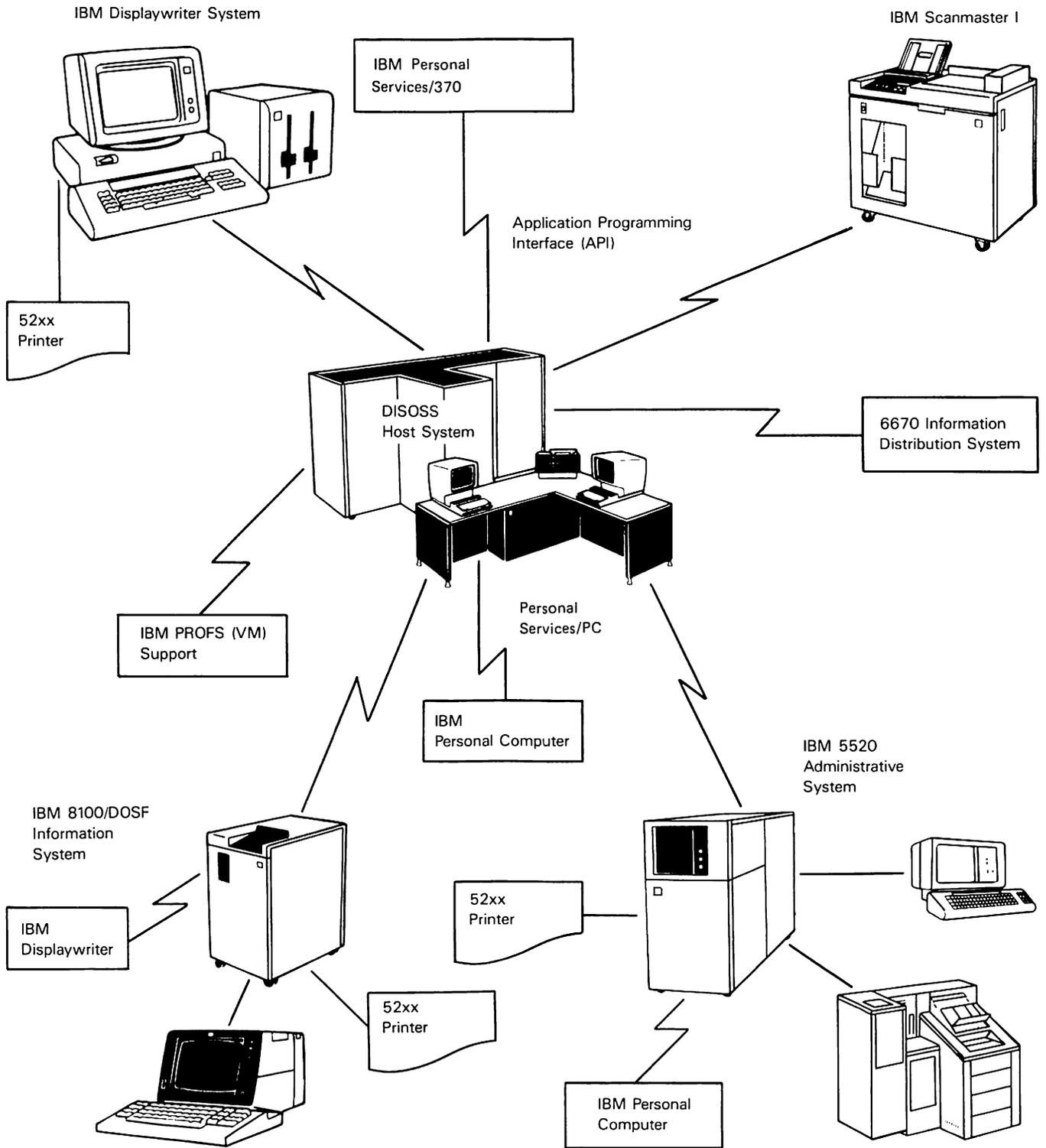
52xx
Printer

52xx
Printer

IBM Personal
Computer

Figure   1-1.   DISOSS and Supported Products

IBM Personal Computer and Personal Services/PC

DISOSS provides distribution services support for attachment of IBM Personal Computers, IBM 3270 Personal Computers, and IBM Personal Computer XTs (PC-XTs) as asynchronous and 327x emulator devices. The IBM Personal Services/PC program product provides document interchange capability among Personal Computer software applications that have common data formats. Personal Services/PC can be used to send, receive, view, and print final-form and revisable-form text documents or messages.

IBM Personal Services/370

Personal Services/370 provides distribution, library, and host services for attachment of IBM 327x devices through use of the DISOSS application programming interface (API).

IBM Professional Office System (PROFS)

DISOSS provides distribution services support for connecting PROFS (VM/CMS) devices to DISOSS (for MVS only).

IBM Scanmaster I

The IBM Scanmaster I can scan and print images and can also print text. It can communicate with another Scanmaster I directly or through a host processor. A document is scanned at the sending location and its image is transmitted to a receiving Scanmaster I, where it is printed, or to the DISOSS document library, where it is filed. The Scanmaster I offers an automatic document feeder and selectable scanning and darkness-control levels. It can also be used as a local copying device.

DISOSS enables a user to enter an image document at a Scanmaster I for filing in the host document library. The document can then be distributed at a word-processing work station. DISOSS also controls the direct distribution and receiving of an image document using a Scanmaster I. Displaywriter and 8100/DOSF users can distribute final-form text documents and messages to any Scanmaster I for printing. Furthermore, 8100/DOSF and 5520 users can use a host-attached Scanmaster I to print text or image documents.

Security

Because the storage, retrieval, and distribution of information could allow access by unauthorized persons, security is a major concern for a company. The internal design of DISOSS enables your company to address the unauthorized use of DISOSS resources and limit access to documents. The program products used in conjunction with DISOSS also offer additional security features.

DISOSS enables you to secure your resources through authorization checking and password protection. DISOSS also enables you to secure documents by

automatically designating document owners and by enabling document owners to restrict access to their documents.

These and other security features provided by DISOSS are described in "Security Aids Included in DISOSS" on page 4-4.

National Language Support

DISOSS provides translated distribution status heading information for the Displaywriter, messages for the Scanmaster I, headings for the 8100/DOSF Direct Document View panels, and end-user messages in the following languages:

Danish	Italian	Dutch
Norwegian	French	Spanish
German	Swedish	U.S. English

Previous DISOSS Versions

DISOSS Version 3 is an enhancement of DISOSS/370 Versions 1 and 2 and DISOSS/VSE Releases 1 and 2. If you are now using either of these previous DISOSS versions and want to take advantage of Version 3's extended functions and product support, you can do so by using the DISOSS Version 3 migration utility programs.

DISOSS Version 3 uses CICS/VS for data base and communication management. If you are using a previous DISOSS version and are currently using IMS/VS for data base management, you can use the Version 3 migration utility programs as an aid in converting your DISOSS libraries to CICS/VS.

These utility programs are described in "Migration to DISOSS Version 3 Release 3" on page 4-13.

Product Support Summary

Figure 1-2 on page 1-8 summarizes the functions provided by DISOSS to each of its supported products. See "Appendix A. Document Interchange among Supported Products" for more details on the functions that each work station can perform.

| Work Station | Distribution Services | | | Library Services | Host Services |
	Send	View	Receive	Revise Print	File Search Retrieve Delete	Host Print [1] Format for STAIRS/VS [2] Submit Batch Job [3]
8100/DOSF	Yes	Yes[4]	Yes	Yes	Yes	Yes
5520[5]	Yes	Yes	Yes	Yes	Yes	Yes
Displaywriter	Yes	Yes	Yes	Yes	Yes	No
Scanmaster I	Yes	No	Yes	No	File Only	Print Only
Personal Services/PC	Yes	Yes[6]	Yes[6]	Yes[6]	No	No
Personal Services/370	Yes	Yes	Yes	Yes	Yes	Host Print and Format for STAIRS/VS only
PROFS (VM) Devices[7]	Yes	Yes	Yes	Yes	No	No

Figure 1-2. Product Support Summary

Notes:

1. *The user can request printing of a document on a host-attached system printer (for example, a 1403, 3800, or 6670 printer) or a Scanmaster I. (This is in addition to local printing provided by the devices.)*

2. *Storage and Information Retrieval System/Virtual Storage (5740-XR1 OS/VS, 5746-XR4 DOS/VS).*

3. *The user can submit a batch job to the host processor from a work station.*

4. *In addition to viewing documents created on the 8100/DOSF, users can view and browse documents filed in the DISOSS document library without first retrieving them (direct document viewing).*

5. *5520 Release 3 is required to use the distribution services provided by DISOSS. For 5520 Release 2, a 5520 user is supported with library services and host services.*

6. *Requires IBM DisplayWrite or PCWrite.*

7. *Requires PROFS Version 2 Release 1.*

Chapter 2. How DISOSS Meets Your Office Requirements

By combining DISOSS with various work stations and the Scanmaster I, you can establish an electronic office system that can solve many of the problems existing in a conventional office. Of special concern to most companies is getting timely and accurate information for making decisions. Companies must also satisfy an ever-increasing demand for accumulating information and statistics for required reports. There are two basic elements for solving these information management problems. They are:

- An automated document filing and retrieval system

- An automated document distribution system

After reading this section, you will understand how an office system consisting of DISOSS and a combination of supported IBM work stations and products (such as Displaywriter, 5520, 8100/DOSF, Personal Services/PC, Personal Services/370, Professional Office System (PROFS), and Scanmaster I) can satisfy your office requirements and can help:

- Increase the productivity of professional and administrative personnel

- Improve office efficiency and, therefore, provide more time for creativity, thinking, and analyzing important issues

- Improve communication between decision-makers

An Automated Filing and Retrieval System

The first element for solving many of the problems in today's office is an automated filing and retrieval system to make accurate, up-to-date information available to all of your personnel.

Filing Problems in a Conventional Office

If you have a conventional filing system, you probably have file cabinets containing paper copies of important information controlled by various groups in your company. Each group has its own filing system and controls access to its files, even though other groups in your company have a valid need for the information. Anyone needing the information must request it from the controlling group. The controlling group must find the information, make a copy of it, and give it to the requestor. This may be as easy as handing the information to the requestor or it may involve transmittal over a long distance requiring several days.

To further complicate matters, there is probably one person responsible for maintaining each group file. If that person is unavailable, the needed information often cannot be located. Another problem that may occur is that the information has not yet been filed or that the information was filed some time ago and has been transferred to another site for long-term storage.

Overall, it is often difficult to find information using a conventional filing system.

The DISOSS Solution

DISOSS provides a host document library to allow your management and office personnel to file, search for, retrieve, and delete documents in an automated filing system. The term "document" is meant to include whatever you need filed—reports, form letters, regulations, correspondence, customer records, and image documents. With DISOSS, everyone having a need for certain information can be allowed to find it and retrieve it as needed. Each authorized user has easy access to the information stored in the host DISOSS system.

Filing a Text Document

After creating a document at a work station or receiving a text document from another user, you can file (store) the document in the host document library for future use. (Whenever a reference is made to filing a document in this publication, it always means filing the document in your DISOSS host document library.)

No doubt you will also have documents that you do not want to enter (retype) at a work station in order to file them in your document library. These are called external documents because they are not stored in the DISOSS library. DISOSS allows you to file their *descriptions* in the host document library. In this

way, anyone looking for an external document can see when it arrived, who it was from, the subject, and where it is filed in your paper filing system.

Because you know best how to classify your organization's documents, DISOSS allows you to define your filing needs by using a document class. Some examples of possible document classes are a letter, report, project-related records, or any other special class, such as image documents. DISOSS files each document according to its specified class, and you can then establish a document retention schedule based on the document class and date.

In addition to the document class, you can define other descriptive terms to make it easy to find a document after it has been filed. For example, you can define document name, date, recipients, and search terms that define the document's contents. By establishing meaningful standards for your organization, any user can describe and retrieve needed information, even though the user did not file the document originally.

Filing an Image Document

In addition to filing a text document from a work station, you can use a Scanmaster I to file an image document. It can then be retrieved whenever you need it.

If you want to file an image document, you enter the document at the Scanmaster I. DISOSS needs your Scanmaster user identifier and a document identifier. This information is sent to DISOSS by marking a form called a file coversheet or by keying the information using the numeric keypad on the Scanmaster I.

After filing the image document, a user must then go to any work station attached to the same DISOSS host system for additional handling:

- A Displaywriter user can search for an image document, distribute it to a Scanmaster I for printing, or delete it.

- A 5520 user with library services can search for an image document, print it on a host-attached Scanmaster I, or delete it.

- An 8100/DOSF user can search for an image document, add search terms and access codes, distribute or redistribute the image document, print it on a host-attached Scanmaster I, or delete it.

- A Personal Services/370 user can search for an image document, add search terms and access codes, distribute or redistribute the image document, print it on a host-attached Scanmaster I, or delete it.

Controlling Access to a Document

DISOSS not only makes it easy for you to find information, it helps you make the information secure. While information is readily available to those who have a legitimate need for it, sensitive information can be restricted by using access codes. When you file a document, you decide whether to assign access codes. If you do not assign an access code, only you or a specified delegate can use the document. If you do assign access codes, only those users who have

been defined to DISOSS as being authorized to access documents with those codes can use the document.

DISOSS also lets you change ownership of documents when another user assumes responsibility for them. Your company can continue to control access to information when job responsibilities change.

Retrieving a Document

Anyone who has authorized access to a document can retrieve it from the host document library. A user can search for the document and then view it, print it, edit it, or distribute it to another user. However, when a document is filed by a user at one work station type and it is retrieved by a user at a different type of work station, there are some restrictions on the processing that is allowed. See "Library Services" on page 3-2 for specific details.

An Automated Document Distribution System

The second basic element for solving the problems existing in today's office is an automated document distribution system. This can reduce the time that information is in transit and increase the time that information is available to your personnel.

Document Distribution Problems in a Conventional Office

With a conventional document distribution system, it often takes a lot of time to distribute information that is needed to make an important real-time decision.

Often, when the need for specific information is recognized, a telephone call is made to where the information is believed to be located. At the receiving location, someone starts to look for the information in the file cabinets. When it has been found, the information is duplicated and rushed to where it is needed. That might be on the next floor of the same building, in another building, or even in another city. The information might arrive too late to influence a decision that must be made immediately.

The DISOSS Solution

DISOSS provides document distribution services that enable you to get the information you need to make important decisions and to keep your company running efficiently. These services include distributing text documents stored in the local host document library and distributing diagrams, handwritten information, or any other information that can be filed or distributed by a Scanmaster I. Documents can be distributed within a DISOSS host system, to another DISOSS host, to PROFS, or to a 5520 Release 3 system, without having to know with which system the recipient is associated. Your management and

office personnel will no longer need to wait for the manual delivery of a
document.

Distributing a Document Using a Work Station

Within work station limitations, a document filed in your DISOSS document
library can be distributed to anyone defined within a DISOSS network. DISOSS
handles some of the conversions necessary to distribute a document between
two different types of devices. It also handles the routing necessary to
distribute a document to any DISOSS, PROFS, or 5520 system in your network.
All you need to know is the recipient's user name. You can make this easy for
your users by setting up a DISOSS user directory for your company.

In addition to distributing documents, you can include a message with the
distributed document to let the recipient know exactly what action you want
taken. Distributions may be specified for personal or priority handling, if
requested. DISOSS can also let the sender know when a distribution arrives at
the intended destination.

By checking their delivery queue, recipients can choose to obtain, view,
redistribute, print, file, or delete the document. The processing options
available to the recipient are based upon the type of work station that
distributed the document and the type of work station used by the recipient.
These options are described in "Distribution Services" on page 3-3.

Distributing a Document Using a Scanmaster I

Besides the document library and distribution service described above, DISOSS
offers another option for communication between users. By attaching a
Scanmaster I to DISOSS, you can distribute an image document to any other
Scanmaster I in your DISOSS network.

Using a Scanmaster I, you can distribute an image document to individual
recipients or to a distribution list that has been previously defined to DISOSS.
DISOSS requires only the Scanmaster identifier assigned to the sender and to
each recipient or distribution list. This information is provided by marking a
form called a distribution coversheet or by keying the information on the
Scanmaster I keypad.

You can also use the coversheet or keypad to specify that the distribution is
personal or to request that the distribution be given priority in delivering it to
the recipient.

After a document has been entered at the Scanmaster I, DISOSS controls its
distribution. This means that you can enter a document at your convenience,
without requiring a connection with the receiving Scanmaster I and without
requiring that the receiving Scanmaster I be available.

You have two choices for receiving a document at a Scanmaster I. A document
can be automatically printed at the receiving Scanmaster I without requiring
any action by the recipient or DISOSS can store the document until the recipient
requests it.

Chapter 3. What DISOSS Provides

DISOSS plays an important role in an IBM office system by serving as a central link between products, providing a centralized filing and retrieval system and multihost distribution (within limitations noted in this chapter).

Specifically, this chapter describes:

- Library services for the Displaywriter, 5520, 8100/DOSF, and Personal Services/370 products

- Distribution services for the Displaywriter, 5520, 8100/DOSF, Personal Services/PC, Personal Services/370, and Professional Office System (PROFS) products

- Scanmaster I allows the filing and distribution of image documents

- Document interchange among products

- Definition of users performing work for one another

- An application program interface to allow user applications to use DISOSS

- An application program interface sample program to aid in the creation of a user directory

- Interactive service aids that enable users to display queues and routing information and to delete entries from the queues

- Host services for the 5520, 8100/DOSF, and Personal Services/370 products

DISOSS also provides an Installation Assist process and utility programs for ease of installation and administration. These topics are discussed in "Chapter 4. What You Should Know About DISOSS."

Library Services

DISOSS provides the Displaywriter, 5520, 8100/DOSF, and Personal Services/370 products and application programs with library services that file, search for, retrieve, and delete text documents from a host document library. DISOSS also automatically reclaims the library storage space when a document is deleted from the document library. (Library services provided for the Scanmaster I are described in "Scanmaster I Support" on page 3-5.)

Filing a Document

When a user requests that a document be filed, DISOSS stores the document in the host document library. In a file request, a user defines the document name, date, author, recipients, document class, and any chosen search terms that reflect the document contents. DISOSS uses this description to create search arguments that are filed in a document library index. The search arguments can then be used in locating the document in the document library.

DISOSS also allows a description of an external document to be filed in the document library index. A user can search for the external document in the same way as for a document filed in the document library. A user can determine when the document was received, the name of the sender, the name of the recipient, and where it is filed outside of the DISOSS system.

DISOSS assigns a unique library name to each filed document. For Displaywriter, 5520, and Personal Services/370 users, the DISOSS library-assigned document name can be used for future retrieval of a document.

DISOSS classifies the filer of a document as the primary owner. As primary owner, the filer can control access to a specific document by choosing to assign or not to assign access codes. (The concepts of document ownership and access codes as related to document security are described in "Security Aids Included in DISOSS" on page 4-4.)

For 8100/DOSF, if a document is filed by the primary owner with a name used previously, DISOSS creates a new version of the document and assigns a unique library document name. The earlier version is not replaced; DISOSS retains each version until it has been specifically deleted from the document library. When the owner searches for the document, DISOSS supplies the name and all existing version numbers.

Searching for a Document

When a user enters a search request, DISOSS searches the document library for documents owned by the requestor and those to which the requestor has access. DISOSS looks for those authorized documents whose search arguments match the criteria specified in the search request. If a user does not know the exact search arguments defined for the document, the user can specify some alternative search arguments. For example, a user could search for all documents containing auto, car, automobile, or vehicle as a search argument.

Then DISOSS can look for all the documents whose search arguments match any of the search arguments but do not necessarily match all of them.

DISOSS creates a list of document descriptions that match the search arguments and stores it in a search results file. A user can then retrieve any or all of the matching documents in the search results file.

Retrieving a Document

DISOSS retrieves and delivers a document from the document library as the result of a user request. The retrieval request specifies the results of a search request. A Displaywriter, 5520, or Personal Services/370 user has the option of specifying the library-assigned document name when retrieving a document.

If more than one document fits the criteria specified in a search request, DISOSS provides a list of document descriptions in the search results file. A user can then select a document description from the search results file and retrieve the description from the document library instead of the document itself. A Displaywriter, 5520, or Personal Services/370 user can specify that all of the document descriptions be automatically returned as a result of a search request. In that case, the user does not have to issue a specific retrieval request for them. In either case, a user can determine which document are needed and can issue a retrieval request for the required document.

Deleting a Document

As mentioned earlier, DISOSS classifies the filer of a document as the primary owner. When a document is distributed by the primary owner, DISOSS classifies each recipient as a secondary owner. When any of the owners request DISOSS to delete a particular document, DISOSS deletes that owner's access to the document. DISOSS does not delete the document itself at this time (unless no one else is classified as the owner of the document). When the last remaining document owner requests deletion, DISOSS deletes the actual document from the document library. Documents can also be deleted by using the Library Management utility program. After a document has been deleted, DISOSS automatically reclaims the document storage space for reuse.

Like a retrieval request, the delete request can specify either the library-assigned document name or a selection from the results of a search request.

Distribution Services

DISOSS provides multihost document distribution services among Displaywriter, 5520 Release 3, 8100/DOSF, Personal Services/370, Personal Services/PC, PROFS, and Scanmaster I users. User-written 370/host application programs may also use distribution services. Distribution among

users of different devices is limited by the type of documents and character sets that a device accepts.

Distribution services include distributing a document among users on the same or on a different DISOSS system, on a PROFS system, or on a 5520 Release 3 Administrative System. Users on separate DISOSS, PROFS, or 5520 Release 3 systems can interchange documents without knowing that they are not on the same DISOSS system. DISOSS distributes documents to other systems in a network using the Systems Network Architecture (SNA) Distribution Services or a special DISOSS-PROFS connection.

Document distribution requests are entered at the user's convenience, without requiring an immediate connection with other systems (nodes). DISOSS temporarily stores documents awaiting delivery to another node until the connection to that node is available.

Users need only be defined to the DISOSS, 5520, or PROFS system to which they are directly attached. However, each user name, combined with the node name, must be unique across the network. Standard naming conventions for Displaywriter, 5520, Personal Services/PC, Personal Services/370, and PROFS users create unique network names. Standard names for 8100/DOSF and Scanmaster I users are converted to network-unique names in the host user profile (HUP). Mapping for user names must be defined in the node to which the users are associated.

However, DISOSS allows 8100/DOSF and Scanmaster I users to be defined using the unique name format. In that case, these users need to be defined only in the node to which they are attached. DISOSS does not, however, verify that the user names are unique across the network. Because of this, it is recommended that naming conventions that create unique names be followed for all users.

More information on how DISOSS handles the various naming conventions in providing document interchange among products is described in a later section called "Document Interchange" on page 3-7.

Distributing a Document

DISOSS provides document and message distribution to individual recipients that have been previously defined to DISOSS. DISOSS returns a confirmation of document delivery to the sender, if requested.

Documents distributed by an 8100/DOSF user are always filed in the host document library. DISOSS also optionally files documents distributed by a Displaywriter, PROFS, Personal Services/PC, or Personal Services/370 user. Documents distributed by a 5520 user defined with distribution services are not filed as part of distribution.

Displaywriter, Scanmaster I, and Personal Services/PC users may designate a document distribution as personal. If it is a personal distribution, it is delivered only to the specified recipient.

Displaywriter, Scanmaster I, and Personal Services/PC users may also designate a distribution request to receive a priority distribution before other

non-priority distributions. DISOSS sends priority distributions ahead of non-priority distributions. An organization can choose to set up a different route for sending priority distributions.

Receiving a Document

The products supported by DISOSS receive documents differently.

A document distributed to an 8100/DOSF user is filed and is stored in a queue in the DISOSS host for the 8100/DOSF system. The 8100/DOSF obtains the document and creates an entry in the recipient's mail log. The 8100/DOSF user checks the mail log and decides how to process the document; that is, to redistribute it, print it, or delete it.

DISOSS stores a document distributed to a Displaywriter, Personal Services/370, or Personal Services/PC user in a queue in the DISOSS host until the user requests delivery. Optionally, DISOSS may also file the document. Displaywriter, Personal Services/370, or Personal Services/PC users can list the contents of the document delivery queue and decide how to process the documents. The user may obtain all of the documents or specific ones or may choose to cancel delivery of specific documents. Personal Services/370 users may obtain all of the documents in their delivery queue or cancel document delivery.

A document distributed to a 5520 Release 3 user is sent to the 5520 node. For 5520 users defined as having only library services, the distributed document is filed in the DISOSS document library.

Scanmaster I Support

DISOSS supports the Scanmaster I by handling the distribution and receipt of an image document. It allows the filing of an image document entered at a Scanmaster I. DISOSS also allows text documents and messages to be printed at a Scanmaster I.

An identification number of up to seven digits is assigned to each Scanmaster I user and is defined at the host DISOSS node.

When a Scanmaster I user wants to send a document, DISOSS is given the Scanmaster identifiers of the sender and each recipient or list of recipients. A DISOSS utility is provided for creating the Scanmaster I distribution lists that allow a document to be sent to many people with one request.

When a Scanmaster I user wants to file a document, DISOSS must be given the Scanmaster identifier of the filer. A four-digit document name is optional. DISOSS assigns a name if none is supplied.

Both distribution and filing instructions are given to DISOSS through a document coversheet or the numeric keypad. The keypad can be used for distributing, filing, or receiving a document.

Filing an Image Document

When a user files an image document using a Scanmaster I, DISOSS needs the user's Scanmaster identifier and, optionally, a document name. This information is provided by marking a file coversheet or by keying the information and a File command using the numeric keypad.

DISOSS interprets the filing instructions, verifies that the user has been defined to DISOSS, and returns a printed confirmation message to the user. The message includes the document name (if provided), the user's name as owner of the document, and a library-assigned document name.

After filing an image document using a Scanmaster I, a user can perform additional processing at a work station. The processing that can be performed was described earlier in "Filing an Image Document" on page 2-3.

Distributing an Image Document

As an alternative to filing an image document, a user can distribute it directly. To enter a document for distribution at a Scanmaster I, a user must supply DISOSS with information on both the sender and the recipients. An image document can be distributed with personal or priority designations as described in "Distributing a Document" on page 3-4. This is done by marking a distribution coversheet or by keying the information and a Send command on the numeric keypad. The Scanmaster I scans the document and sends it to DISOSS.

DISOSS first interprets the distribution instructions and verifies that the sender has been defined to DISOSS. It also verifies that the recipients have been defined to DISOSS or have a route defined for distribution to them. DISOSS then returns a printed confirmation message to the user. The confirmation message contains the sender and recipients' identifiers and notes any detected errors. If there are no errors, DISOSS delivers the document to the recipient. If there are any errors detected, DISOSS lists them on the confirmation message and informs the user to correct the distribution instructions and reenter the document.

DISOSS optionally files documents distributed by a Scanmaster I in the host document library.

Receiving an Image Document

DISOSS offers several methods for receiving an image document. If the recipient has specified that all image documents be automatically printed at a specific Scanmaster I, the document is delivered and printed as soon as possible on that Scanmaster I. If the distribution is personal, a message is printed and the distribution document is stored until the recipient requests it.

When the recipient is an 8100/DOSF user, DISOSS files the image document. If the recipient has not requested automatic printing, DISOSS stores a description on the 8100/DOSF queue. The 8100/DOSF obtains the document description and adds an entry to the recipient's mail log to indicate that an image document has been received. The recipient can then print the image document at a Scanmaster I using mail log print or can redistribute the document to another user.

When the recipient is a Displaywriter, Personal Services/370, or Personal Services/PC user who has not requested automatic printing, DISOSS stores the image document on a delivery queue and optionally files it. The user can then list the contents of the delivery queue to determine when there is an image document to obtain. When a request to obtain the image document is entered using the Scanmaster keypad, DISOSS delivers the document to be printed.

When the recipient is a 5520 user defined for library services only, DISOSS files the image document. The 5520 user can then search for the document and use DISOSS host print to print it at a Scanmaster I. (A 5520 user defined for distribution services cannot receive an image document.)

After receiving an image document, a Personal Services/370 user can view, file, distribute, or print the document.

Printing a Text Document

DISOSS can distribute a final-form text document or message to a Scanmaster I to be printed. A user can be defined so that all text documents and messages sent are automatically printed at a specific Scanmaster I.

If text documents are not automatically printed, a Displaywriter user can enter a specific request using the Scanmaster I keypad to obtain text documents and messages. An 8100/DOSF or 5520 user can use host print to request the printing of a text document at a Scanmaster I.

Document Interchange

DISOSS provides for the interchange of documents among products. This support involves the interchange of a document being filed in and retrieved from the document library and the interchange of a document being distributed among users. DISOSS provides both library services and distribution services for Displaywriter, Personal Services/370, 5520, 8100/DOSF, and Scanmaster I users. (5520 users can be defined for library services, distribution services, or both library and distribution services. 5520 Release 3 is required for 5520 distribution services.)

Providing document interchange among the various devices includes handling the different naming conventions and changing the information form (data stream) used by the supported products, if necessary.

Handling Naming Conventions

The products supported by DISOSS use different naming conventions. Because of this, it is recommended that you establish a consistent scheme for defining all user names no matter what work station is used. This will eliminate any problems that may arise because of the different naming conventions used by the products.

However, if different naming conventions are used, DISOSS can handle them automatically without any special action by the user. When a document is filed or distributed, DISOSS transforms the defined user name entered at the source work station into a DISOSS-controlled name called a qualified name. When a document is retrieved from the document library or is received as the result of a distribution request, DISOSS converts the qualified name of the source work station into the form required by the destination work station.

Changing Data Streams

If the source and destination work stations use different types of data streams, DISOSS changes the data stream (if possible) to ensure that a document is in the correct format to be processed by the destination work station. DISOSS allows the interchange of final-form text documents among Displaywriter, 8100/DOSF, and Scanmaster I users and among Displaywriter, 5520, Scanmaster I, PROFS, Personal Services/PC, and Personal Services/370 users. DISOSS also allows the exchange of revisable-form text documents among Displaywriter, PROFS, Personal Services/PC, Personal Services/370, 8100/DOSF, and 5520 products. PROFS devices can also send 1403W6 data streams. Personal Services/PC users can exchange revisable-form text documents if IBM DisplayWrite or PCWrite are used with the Personal Computer.

To provide for document interchange, DISOSS stores the document as it is entered by the work station. If the work station uses a different format and is directly connected to the DISOSS host system, DISOSS performs the data stream transformation. The data stream transformation is done in accordance with IBM's Document Content Architecture (DCA), which specifies the format of a document.

Different levels of document interchange are possible, depending upon the source and destination work stations, the data streams used, and the function being performed. Appendix A contains detailed information on the data stream transformation and document interchange of the supported products.

Definition of Users Performing Work for Others

DISOSS provides for the definition of users who regularly perform work for other users by working on behalf of another and obtaining documents for others.

Displaywriter, API, 5520, 8100/DOSF, and Personal Services/PC users can be defined to DISOSS so that they can work on their own behalf or on behalf of

others in an established working relationship called an affinity relationship. If access codes are assigned, the user can then work in behalf of another user within defined limitations.

In addition, Displaywriter and Scanmaster I users can be defined so that they can obtain documents (except personal distributions) being distributed to other users within a specified work group. To obtain another's personal distributions, the specified recipient's identifier and password must be used.

Application Program Interface

DISOSS offers an application program interface to allow user-written application programs to use DISOSS. The application program must be executing on the same CICS/VS subsystem as DISOSS.

Application programs can file, search for, retrieve, and delete documents from the host document library. They can also add search arguments, print documents on a host-attached printer, receive distributed documents, and distribute documents to other system users.

DISOSS provides these functions by accepting from the application programs a set of Document Interchange Architecture (DIA) commands. The use of the application program interface and DIA commands is described in the *DISOSS Application Programming* publication.

Note: Personal Services/370 is a program product that uses the application programming interface (API) to provide DISOSS support for IBM 327x devices.

Application Program Interface Sample Program

DISOSS provides a sample program that uses the application program interface. The sample program provides guidance to an organization in developing application programs of its own. An organization can then use the DISOSS and CICS/VS to offer additional support to its users.

The sample program provides an online user directory that enables Displaywriter and 8100/DOSF users to create directory entries for their work groups, using their work stations. With the aid of a DISOSS-supplied skeleton document, users fill in the user name, user system identifier, Scanmaster identifier, location, and telephone number. Optional fields, such as address and job title, can also be added. Using their usual distribution procedure, users send the directory document to the directory program. A user can add, change, or remove directory entries.

Users can find the directory entry for an individual or all of the entries for a location by sending a request to the directory program. A shortened name may be used if a user is unsure of the correct spelling. The directory program returns a document containing the entries that meet the criteria. A user can then display or print the document.

Service Aids

DISOSS provides a set of operator commands that help a system administrator or network operator monitor DISOSS distribution operations. The operator or system administrator at a 327x terminal can:

- Display: (1) All of the names of a specified user (network unique name, Scanmaster I identifier, 8100/DOSF name); (2) the next node in a route used for distribution to the user; or (3) the local queue where that user's distributions are held until delivery

- Determine the size of a queue and how long the first (the next entry to be serviced) and the oldest entries have been on the queue

- Locate a document distribution request by specifying the originator or recipient of the distribution request

- Display the name of the sender and recipient and the date and time of the first or all entries on a queue

- Display the document type

- Locate the next node in a route

- Delete an entry from a distribution queue

Queue displays can specify a specific queue, a group of queues, or all queues.

Host Services

DISOSS provides host services for 8100/DOSF, 5520, and Personal Services/370 users. Host services include:

- Batch job submission

- Host print/format facilities

- Direct Document View Facility (8100/DOSF only)

- Document Transmission Facility (8100/DOSF only)

Batch Job Submission

DISOSS enables an 8100/DOSF, 5520, or Personal Services/370 user to submit a data-processing batch job to the host processor. When a batch job is submitted, a set of job-control statements is created by DISOSS, based on installation parameters. The job control procedure used with the submitted job must have been stored in a procedure library.

While this function is primarily intended to supply some parameters to a program to be executed, it can also be used to transfer a document to the host processor for processing by a suitable program.

Host Printing and Formatting Facilities

DISOSS provides host formatting and printing support by allowing an organization to define a printer description table tailored to its own needs. It contains the characteristics of each output device or program. The output devices and programs allowed are the IBM Storage and Information Retrieval System/Virtual Storage (STAIRS/VS) program, a user-defined formatting program, host-attached printers, or a Scanmaster I. DISOSS also converts revisable-form documents into final-form documents for host printing.

DISOSS provides a STAIRS/VS format facility that formats a document in the condensed text format required for loading a STAIRS/VS data base.

DISOSS enables an 8100/DOSF, 5520, or Personal Services/370 user to format a text document that is stored in the host document library with a user-written formatter instead of the DISOSS host print formatter.

DISOSS enables a user to request that a document in the library be printed on a host-attached printer (for example, a 1403, 3800, or 6670) or at a Scanmaster I. This function makes it possible for a user to take advantage of the high-speed and volume printing offered by host-attached printers. Defining a Scanmaster I as a printer enables a user who does not have a work station to receive image and text documents at a location that may be more convenient than a system printer.

Direct Document View

DISOSS enables an 8100/DOSF user to use the Direct Document View (DDV) facility to display a text document stored in the document library without retrieving the document.

Document Transmission Facility

DISOSS enables an 8100/DOSF user to use the Document Transmission Facility (DTF) to archive a document in the host document library. The user can also use DTF to retrieve or delete the document.

Chapter 4. What You Should Know about DISOSS

By now, you should understand what DISOSS offers in the way of functions and how the functions can be used in your office. However, there are probably some other points you are interested in:

- What is necessary to make DISOSS operational and to start using it

- What kind of security aids, administration aids, and support is available

Also, if you have an earlier version or release of DISOSS installed, you want to know what steps are necessary to install Version 3 Release 3.

Making DISOSS Operational

There are three stages in getting DISOSS ready for active use. You must (1) plan for DISOSS, (2) prepare for installation, and (3) install DISOSS. Thorough planning and preparation will make the installation stage easier.

Planning for DISOSS

Planning for DISOSS involves setting specific goals for automating your office activities and relating those goals to the way you want to implement DISOSS. After setting your goals, you should decide on how to implement DISOSS. You might choose to include your entire organization in the DISOSS office system. Or, you might choose initially to implement DISOSS in several related groups or in a single work group.

You must also define your current office environment. For example, you should determine what your current work procedures are, what kinds of documents are created, what groups work together, and so on. After you define your current practices, you can better define how you want to use DISOSS and what kinds of work procedures you need.

Preinstallation Effort

DISOSS preinstallation effort can actually be considered another planning task—one in which you make decisions that are necessary for installation to proceed smoothly. It includes developing your system installation plan, setting naming standards, and defining your users.

Before you install DISOSS, you should develop a system installation plan to fit DISOSS into your current information-processing system. The required host processor programs must be operational or installed. You must decide which office system devices are to go in which locations in order to make best use of the DISOSS document interchange.

If you are setting up a multihost DISOSS network, you must define the routes to be used to distribute information from one DISOSS, 5520, or Professional Office System (PROFS) system to another.

Setting naming standards and procedures for your organization before installation will help improve the security and effectiveness of your DISOSS office system. Naming conventions that are logical and easy to remember lead to orderly storage of information and effective retrieval of it. This is really no different than setting up a standardized, conventional filing system.

Another important task that should be done before installation is for you to define your users. You must define your user names, passwords, Scanmaster identifiers, access codes, and affinity relationships. Defining this before installation allows you to implement security procedures that are provided by the internal design of DISOSS.

The *DISOSS Planning Guide* gives details of all of these recommended planning and preinstallation steps. It also includes information gathering forms and checklists that you can use to prepare for DISOSS installation.

DISOSS Installation

DISOSS simplifies installation by providing an Installation Assist process. The Installation Assist process consists of editable sample definition statements for a DISOSS system and all of the definitions required to include DISOSS in the CICS/VS subsystem. These definitions can be combined with the CICS/VS Starter System definitions to generate a pretested CICS/VS-DISOSS system.

As part of the Installation Assist process, DISOSS provides matching telecommunications definitions (ACF/VTAM, ACF/NCP, and NTO) that are required to add other DISOSS hosts, Displaywriter, 5520 Administrative System, 8100/DOSF Information System, Personal Computer, PROFS connection, and Scanmaster I products to existing network definitions. Also included are the definitions of DISOSS data sets required to define an initial DISOSS host document library and host user profile.

If you use the Installation Assist process, you can reduce the time required to install an initial DISOSS system.

DISOSS also provides utility programs to help you modify the supplied definitions to meet your needs:

- The Host Definition utility defines your resources to DISOSS.

- The Data Base Initialization utility initializes the DISOSS data sets for use.

- The Host User Profile Create and Maintenance utility defines user information to DISOSS.

- The Routing Create and Maintenance utility defines routing information to DISOSS.

Examples of all utility programs are provided in DISOSS Installation Assist. DISOSS installation is simplified by the use of step-by-step procedures that are included in the *DISOSS Installation Guide.*

Starting to Use DISOSS

You can make the conversion to DISOSS easy for your personnel and nondisruptive to your organization by establishing a conversion plan and educating your personnel.

Establish a Conversion Plan

Whether you are converting from a manual system or from a different automated system, you should establish a conversion plan. This plan should include a specific test period in which a group of your personnel use DISOSS in a "real-world" environment. The test group can provide valuable information on procedural problems, operational difficulties, and suggested improvements. Some of the general strategies that can be used for the conversion are:

- A parallel operation that implements DISOSS while maintaining your current operations until the test period ends

- A gradual conversion that implements one or two DISOSS functions at a time, making sure that everything is operating correctly before additional functions are implemented

- A complete conversion that implements all DISOSS functions in a one-step process

Educate Your Personnel

To make it easy for your personnel to start using DISOSS, IBM offers a range of classroom and self-teaching courses. IBM offers classes on DISOSS planning and implementation. The Displaywriter, 5520, 8100/DOSF, and Personal Services/370 products include a self-teaching course that provides hands-on training on your system.

Before using DISOSS, your personnel must also receive instructions on the procedures you have developed to standardize the use of DISOSS.

To reinforce classroom and self-teaching courses, you might set up an occasional workshop or circulate a newsletter to give instructions on new applications, procedural changes, and helpful hints for using DISOSS to its fullest potential. You can, of course, use DISOSS to distribute this information to your users.

Security Aids Included in DISOSS

Two important security aids are included in the internal design of DISOSS. They allow you to limit the unauthorized use of DISOSS resources and access to the document library. Other program products used in conjunction with DISOSS offer you additional security options.

Securing DISOSS Resources

DISOSS allows you to secure your resources in two ways: authorization checking and password protection.

DISOSS users must be identified in the host user profile before they can use DISOSS. Among other things, a host user profile includes a user's identifier (name) and access codes representing the documents that the user is allowed to access. When a user makes a request of DISOSS, DISOSS performs an authorization check to verify that the user has been defined in the host user profile.

Your company can also protect its DISOSS resources from unauthorized access by including user passwords in the host user profiles. DISOSS then verifies that the user name and password match those in the host user profile.

Securing Access to Documents

DISOSS allows you to secure your documents by providing for the assignment of access codes and document ownership.

Access Codes

Access codes can be assigned to a user in the host user profile and can also be assigned to documents during filing and distribution. Before a user is allowed to access a filed document, DISOSS verifies that the user has been assigned an access code that corresponds to an access code for the document to be retrieved. Different users can be assigned identical access codes, and each user can have many access codes. In a similar manner, different documents can have identical access codes, and a single document can have multiple access codes assigned to it.

DISOSS provides 2049 access codes for assignment purposes. Access code 0 is reserved for defining documents that are accessible to all users. There is no hierarchy to the access codes; that is, a higher access code does not allow access to documents having lower numbers. You can, however, specify a range of access codes that reflect, for example, the organization or reporting paths of your company.

Document Ownership

Another way to secure your documents is through the ownership rights provided by DISOSS. DISOSS recognizes two types of document ownership:

- The primary owner of a document is the person who originally files or distributes a document. Only a primary owner can assign or delete access codes.

- A secondary owner is a recipient of a distributed document. A secondary owner cannot add or delete access codes to or from a document.

In addition to limiting access to a document, the DISOSS document ownership concept allows only document owners to delete a document from the document

library. In fact, owners can only delete their access to a document. The document is not physically deleted from the DISOSS document library until the last owner has deleted it.

The combination of access codes and document ownership determines the privacy characteristics of a document. There are three levels of document privacy:

- Private—These documents are accessible only to the primary owner. Private documents do not have any assigned access codes and have not been distributed to any secondary owners.

- Shared—These documents are accessible only to the primary owner or to a user who is authorized by access codes or secondary ownership.

- Public—These documents are accessible to any authorized DISOSS user. They carry an access code of zero.

Related Security Features

Other program products used in conjunction with DISOSS provide additional security aids for you to protect your resources and information. For example, the optional Resource Access Control Facility gives additional protection in controlling access to system resources in a multiple virtual storage (MVS) environment. VSAM also protects access to the DISOSS utility program data sets by allowing password protection.

Administration Aids Available with DISOSS

DISOSS offers several administration aids to help you:

- Maintain the host user profiles and the network routing information

- Manage the document library

- Create and maintain automated distribution lists for Scanmaster I

- Control your use of search arguments

- Maintain accounting information

Host User Profile and Routing Information Maintenance

DISOSS provides two utility programs for defining user profile and SNADS routing information:

1. The Host User Profile (HUP) Create and Maintenance utility

2. The Routing Create and Maintenance utility

The HUP Create and Maintenance utility can:

- Add or delete users

- Change passwords for users

- Change access codes for users

- Define new or changed affinity relationships between users

- Print the HUP data set

- List a subset or all of the HUP data set while CICS/VS is active

- Create a backup copy of the HUP data set

The Routing Create and Maintenance utility can:

- Add, change, or delete routing entries in the routing data set

- Print the routing data set

- List the routing data set while CICS/VS is active

- Create a backup copy of the routing data set

Document Library Management

In order to help you maintain your document library, DISOSS provides the Library Management, the List Document Profile, and the Owner and Search Term Change utilities. You can use these utilities to control the document library according to your organization's document retention schedules and your changes in personnel responsibilities.

When documents are no longer needed, you can use the Library Management utility to delete documents from it according to the rules you establish for document retention and deletion. You can delete documents within a specified date range, by document class (for example, memos, reports, or contracts), or by specific library-assigned document names (LADNs).

You can use the Library Management utility to store documents on a backup storage device regardless of whether you delete them from the document library or not. You can save documents within a specified date range, by document class, or by specific document names. The Library Management utility can also be used to restore documents to the document library from another storage device.

The List Document Profile utility helps DISOSS users associate search argument information with documents by providing data for the entire library, for selected documents, or for selected groups of documents.

The Owner and Search Term Change utility (formerly called the Change Document Ownership utility) can be used to change the owner of a document to reflect changes in a user's responsibilities or to add, change, or delete the search terms associated with a document.

Distribution List Definition

DISOSS offers a Distribution List utility to help you create and maintain your Scanmaster I distribution lists. Distribution lists can be used to distribute an image document to a group of recipients using one distribution list identifier on the Scanmaster I coversheet or keypad. You can use this utility to add, delete, or update a distribution list. You can also print all of your distribution lists or any specified subset of them.

In addition, after you have made any changes, the new list is validated. It is checked to ensure that all of the users named in the distribution list are either:

- Defined in the local DISOSS host user profile

- Have a defined route for distribution to another DISOSS or 5520 system

If neither of these items can be validated, the name is deleted from the distribution list.

Control of Search Arguments

To help you control your organization's use of search arguments, DISOSS provides the Print Search Arguments utility. It prints all of the search arguments that are used in your document library or a specified subset of them. It also gives the total number of documents to which each search argument applies.

You can then use the data from the utility report to verify adherence to your organization's standards. You might also determine that your standards need to be changed to refine the use of specific search arguments. For example, you can determine whether a specific search argument is used for so many documents that it no longer represents a valid search criteria.

The Owner and Search Term Change utility (formerly called the Document Ownership Change utility) is enhanced to provide for the addition, deletion, or changing of search terms.

Maintaining Accounting Information

During processing, DISOSS creates accounting activity records containing information regarding requests made to DISOSS. These accounting activity records provide information that can be used to charge users for DISOSS requests and to project resource needs for adjusting system performance.

An activity record is created for each DISOSS transaction, including transactions that are not explicitly started by CICS/VS; a record is created whether the transaction processed successfully or unsuccessfully.

DISOSS Support

DISOSS offers a full range of support to you through publications, messages, education courses, and problem determination aids. The IBM support organizations are also available for your use.

Publications

DISOSS provides a complete library of easy-to-use publications. They are especially designed to support the tasks that you will perform with DISOSS:

- To plan for, install, and administer DISOSS

- To use the application program interface

- To respond to messages

- To diagnose problems

- To use a Scanmaster 1 with DISOSS

Each publication contains the information you will need to perform a specific task. Refer to the front of this publication for a description of the DISOSS library.

Messages

DISOSS messages are designed to explain errors and to give information on how to correct them. Each message is listed according to its message number in the *DISOSS Messages* publication. This makes it easy to find information on any specific message.

Messages that occur when you are using a Scanmaster 1 are also documented in the *DISOSS Scanmaster 1 User's Guide*. These are listed according to the task being performed; for example, sending a document. This makes it easy for anyone using a Scanmaster 1 to find the appropriate message explanation if a problem occurs.

Education

As mentioned earlier, DISOSS education classes are offered by IBM. Also, the Displaywriter, the 5520, and 8100/DOSF products offer classes and self-teaching courses for hands-on training for your users.

Problem Determination Aids

In addition to error and information messages, DISOSS provides several other aids to help your organization define and resolve problems.

As described in "Service Aids" on page 3-10, DISOSS provides a set of operator commands that help a system administrator or network operator monitor DISOSS distribution operations. An operator or system administrator can display distribution queues and routing information and delete entries from a queue.

DISOSS traces each message that flows between itself and the products it supports. When an error that prevents any further processing is detected, DISOSS issues a specific code identifying the error that has occurred. The contents of DISOSS storage at the time the error occurred can be printed to get additional information on the nature and cause of the error.

You can also use the tracing facilities provided by CICS/VS to trace the flow of data through DISOSS. The CICS/VS trace table records information about the execution of CICS/VS functions by DISOSS.

The DISOSS trace formatter enables you to selectively print information which has been logged to a CICS/VS journal. You may select information by terminal identifier, date, or time. The information is printed with headings to identify the output.

In addition, the CICS/VS journal can be used to audit DISOSS actions and to recover data.

Specific procedures to follow for problem determination and resolution are given in *DISOSS Diagnosis*, SC30-3097.

IBM Support Organizations

IBM support is designed to enable you to plan for, install, and productively use a DISOSS office system. This support is provided through direct contact with an IBM marketing and service team, in addition to the support aids described previously.

The IBM Field Engineering Division and Customer Service Division can help you resolve problems. Your IBM marketing representative can give you details on the licensed support provided for DISOSS.

Migration from an Earlier DISOSS Version or Release

DISOSS Version 3 Release 3 is an enhancement of DISOSS/370 Version 1, Version 2, and Version 3 Releases 1 and 2. It offers additional functions and product support. If you have an earlier DISOSS version or release installed, you need to know the differences between DISOSS Version 3 Release 3 and the previous DISOSS versions and what steps are necessary to migrate to Version 3 Release 3.

Summary of DISOSS Version 1

DISOSS Version 1 consists of licensed programs that provide document-handling extensions to the IBM 3730 Distributed Office Communication System and the IBM 8100/DOSF Distributed Office System. It operates in an OS/VS or VSE environment under IMS/VS or CICS/VS. The DISOSS Version 1 user can file, search for, or retrieve documents from a host library and exchange messages with other users.

Summary of DISOSS Version 2

DISOSS Version 2 consists of licensed programs that provide document-handling functions in the IBM 8100/DOSF Distributed Office System and 5520 Administrative System. It operates in an OS/VS or VSE environment under IMS/VS or CICS/VS. The DISOSS Version 2 user can file, search for, or retrieve documents from a host library. In addition to the document library functions, an 8100/DOSF user can distribute, receive, and redistribute documents or messages to users on the same or different 8100/DOSF subsystems that are attached to the same host system.

Summary of DISOSS Version 3 Release 1

DISOSS Version 3 Release 1 offers the following additional support and functions to those provided by DISOSS Version 2:

- Communication with the IBM Displaywriter System

- Communication with the IBM Scanmaster I

- Final-form text document interchange among supported products

- An Installation Assist process

- An application program interface

- Definition of users performing work for others

- Improved structure and management of the host document library

- Queue management service aids

Note: The application program interface allows user access to the document library and distribution services.

DISOSS Version 3 continues the support provided by DISOSS Version 2, except for the following:

- The use of OS/VS1 as an operating system

- The use of IMS/VS for data communications and data base management

- The use of ACF/TCAM as an access method

- A user exit for the document library

Summary of DISOSS Version 3 Release 2

DISOSS Version 3 Release 2 offers the following additional support and functions to those provided by DISOSS Version 3 Release 1:

- Distribution among multiple DISOSS systems

- Distribution between the IBM 5520 Administrative System and DISOSS systems

- Personal and priority distribution for Displaywriter and Scanmaster I

- Interchange of documents between DISOSS and Personal Services/370 devices

- Interchange of documents between DISOSS and Personal Services/PC

- Interpretation of 8100/DOSF names and Scanmaster I identifiers as unique network names

- Interchange of revisable-form text documents by 5520, Displaywriter, and 8100/DOSF users

- Interactive queue management service aids

- Trace formatter

New Support in DISOSS Version 3 Release 3

DISOSS Version 3 Release 3 offers the following additional support and functions to those provided by DISOSS Version 3 Releases 1 and 2:

- Interchange of documents between DISOSS MVS and PROFS (VM/CMS) devices

- Enhanced revisable-form text formatter for producing final-form output documents from revisable-form input documents

- Enhanced formatter for 8100I text controls for DOSF Release 4

- List Document Profile utility to help DISOSS users associate search arguments with documents by providing information for the entire library, for selected documents, or for selected groups of documents

- Deletion, addition, and changing of search terms functions have been added to the Owner and Search Term Change utility (formerly called the Change Document Ownership utility)

- Enhanced trace formatter for PROFS

- Expanded accounting activity records for CICS transactions processed by DISOSS

- Host user profile (HUP) and routing data set List functions operate while CICS/VS is active

- Enhanced HUP and routing error messages identification

Migration to DISOSS Version 3 Release 3

From DISOSS Version 1 or Version 2

To migrate to DISOSS Version 3 Release 3 from DISOSS Versions 1 or 2:

- Obtain all undelivered documents in the distribution queues (for migration from DISOSS Version 2 only).

- IMS/VS or CICS/VS users migrating from DISOSS Versions 1 or 2 can use the Library Migration utility to migrate their libraries. First, use the Version 1 or Version 2 Library Reorganization utility to back up the Version 1 or Version 2 library. Then, use the Library Migration utility to change documents to the format required for input to the DISOSS Version 3 Library Management utility. Finally, use the Library Management utility to add the documents to the Version 3 host document library.

- IMS/VS users migrating from DISOSS Version 1 or Version 2 and CICS/VS users migrating from DISOSS Version 1 must put their host user profile definitions into input control statement format and then manually edit them.

- CICS/VS users migrating from DISOSS Version 2 can use the Version 3 Host User Profile Create utility to migrate their host user profiles.

- Update the host user profile data set if you do not want DISOSS to convert 8100/DOSF and Scanmaster I names to a unique network name form.

- Create the routing data set to allow local distribution only.

To use the additional functions of DISOSS Version 3 Release 3, the same steps must be done as described in "From DISOSS Version 3 Release 1" on page 4-14 and "From DISOSS Version 3 Release 2" on page 4-14.

From DISOSS Version 3 Release 1

To migrate to DISOSS Version 3 Release 3 from DISOSS Version 3 Release 1 and use only the DISOSS Version 3 Release 1 functions:

- Obtain all undelivered documents in the distribution queues.

- Initialize all DISOSS Version 3 Release 3 data sets except the host document library and stored distribution list data sets.

- Copy the Release 1 host user profile data set and re-create it on Release 3. Update the host user profile data set if you do not want DISOSS to convert 8100/DOSF and Scanmaster I names to a unique network name form.

- Create the routing data set to allow local distribution only.

To use the additional functions of DISOSS Version 3 Release 3:

- Generate each DISOSS Version 3 Release 3 host with a unique node name.

- Update the routing data set with additional routing information.

- Update the host user profile data set with the network-unique names of users.

From DISOSS Version 3 Release 2

To migrate from DISOSS Version 3 Release 2 and use the additional functions of DISOSS Version 3 Release 3:

- Copy the Release 2 host user profile data set and recreate it so that it can be shared for printing while CICS/VS is active.

- Copy the Release 2 routing data set and recreate it so that it can be shared for printing while CICS/VS is active.

- Update your CICS/VS, DISOSS, and network definitions to add PROFS support (MVS systems only).

- Re-create the accounting data set to allow for expanded accounting records information.

Chapter 5. DISOSS Resource Requirements

DISOSS is a class A licensed program product. It runs on any IBM processor having a minimum of 2 megabytes of real storage that meets the minimum requirements for the prerequisite MVS or VSE operating system program. The operating system controls network resources and issues such resources to DISOSS for its use. DISOSS also relies on several other program products that must be operational:

- The Customer Information Control System/Virtual Storage (CICS/VS) performs data base management and data communication for DISOSS.

- The Virtual Storage Access Method (VSAM) transfers data between DISOSS and the direct access storage devices that contain the DISOSS document library.

- The Advanced Communications Function for the Virtual Telecommunications Access Method (ACF/VTAM) transfers data between DISOSS and link-attached devices through an IBM 3705 Communications Controller or an IBM 3725 Communication Controller that runs the Advanced Communications Function for the Network Control Program (ACF/NCP). The IBM 3705 or 3725 is not necessary if ACF/VTAM is used on an IBM 4331 Processor equipped with a Communications Adapter (CA).

- Network Terminal Option (NTO) if Personal Computers are attached to DISOSS via asynchronous links.

Figure 5-1 shows the relationship of these network products.
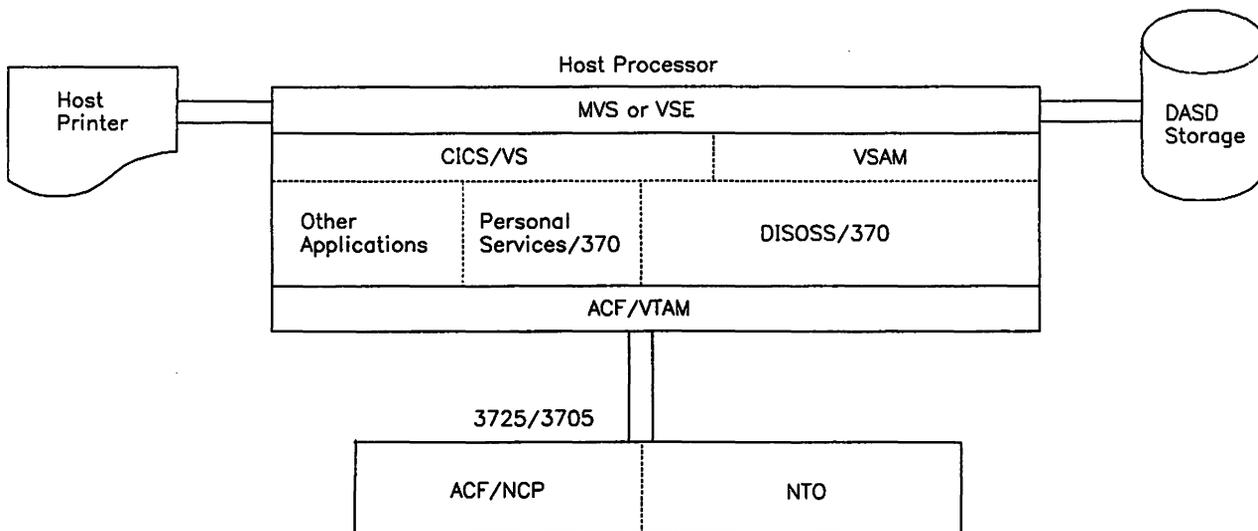
Figure 5-1. DISOSS/370 System Environment

The remainder of this chapter describes specific system hardware and software requirements for DISOSS and the software requirements for the products DISOSS supports. It also contains the DISOSS storage requirements.

System Hardware Requirements

Host Processor

One of the following is required:

• IBM System/370 Model 138 or larger

• IBM System/3031 or larger

• IBM System/3081 or larger (these processors do not support VSE)

• IBM 4331, 4341, 4361, or 4381 Processor

Communications Controller

One of the following is required for link-attached subsystems:

• IBM 3705-II Communications Controller

• IBM 3705-80 Communications Controller

• IBM 3725 Communication Controller

Other Hardware Requirements

- IBM Scanmaster I for image document distribution and filing

- IBM 327x terminal for interactive service aids. (This can be the same terminal as is used for CICS/VS and VTAM.)

System Software Requirements

For MVS

- The then most current release of CICS/OS/VS Version 1 (program number 5740-XX1)[1]

- ACF/VTAM OS/VS2 Version 2 Release 1 (program number 5665-280)

- VSAM

- An IBM sort/merge program or its equivalent

- System Modification Program (SMP); one of the following is required:

  OS/VS SMP Version 1 Release 4
  SMP Extended (program number 5668-949)

- MVS/System Product 1 or MVS/System Product 2; one of the following is required:

  JES 2 MVS/SP-JES2 Version 1 Release 3 (program number 5740-XYS)
  JES 3 MVS/SP-JES3 Version 1 Release 3 (program number 5740-XYN)
  JES 2 MVS/SP-JES2 Version 2 (program number 5740-XC6)
  JES 3 MVS/SP-JES3 Version 2 (program number 5665-291)

- PL/1 Release 4 (if the API Sample Directory Program is used)

Notes:

1. *MVS Information Distribution Workstation Support (program number 5740-AMA) is required if the SNA version of the IBM 6670 Information Distributor is used as a host line printer.*

2. *MVS/SP2 (MVS/XA) is supported in MVS/370 compatibility mode only.*

For the PROFS connection only. The DISOSS-PROFS connection will be supported by CICS/OS/VS (for MVS only) in the second half of 1985.

For VSE

One of the following:

- CICS/DOS/VS Version 1 Release 6 and subsequent releases (program number 5746-XX3)

  - ACF/VTAM VSE Version 2 Release 1 (program number 5666-280)

  - DOS/VSE Release 3 with VSE/Advanced Functions (program number 5745-030)

  - VSE/VSAM Release 2 (program number 5746-AM2)

  - VSE/POWER Release 2 (program number 5746-XE3)

  - An IBM sort program or its equivalent

  - Maintain system history program (MSHP)

  - PL/1 Release 6 (if the API Sample Directory Program is used)

  OR

- VSE System PO/E Version 1 Release 4 (program number 5750-AAP)

  OR

- VSE System Package Version 2 Release 1 (program number 5666-316)

Other Software

For a 3705 Communications Controller, one of the following is required:

- ACF/NCP/VS Version 1 Release 3 (program number 5735-XX1)

- ACF/NCP/VS Version 2 Release 1 (program number 5735-XX9)

For a 3725 Communication Controller:

- ACF/NCP/VS Version 2 Release 1 (program number 5735-XX9)

Software Requirements for Supported Products

This section contains the software requirements for the products supported by DISOSS. The required and optional hardware associated with each supported product is described in the product description publications listed at the front of this book.

IBM Displaywriter System

- Electronic Document Distribution (EDD) Licensed Program (program number 5608-SR8)

- Textpack 4 (program number 5608-TR4) or Textpack 6 (program number 5608-TR6)

PROFS

| - PROFS Version 2 Release 1 (program number 5664-176)

| - Remote Spooling Communications Subsystem (RSCS)

Personal Services/PC

| - Personal Services/PC Version 1 Release 1

| - Network Terminal Option (NTO) version applicable to NCP used

| - IBM DisplayWrite or PCWrite (if PC is to receive revisable-form text
| documents)

Personal Services/370

| - Personal Services/370 Version 1 Release 1

IBM 5520 Administrative System

- 5520 Administrative Processing Program Release 3 (program number 5611-SS2) for library services, distribution services, and host services

IBM 8100/DOSF

| - IBM Distributed Processing Control Executive (DPCX) Release 4 (program
| number 5761-DS1) with feature code 6001 and subsequent releases, unless
| otherwise specified.

| - IBM Distributed Office Support Facility (DOSF) Release 4 (program
| number 5761-XR1) and subsequent releases, together with IBM Host Prep
| Release 5.0 (program number 5735-XR3), unless otherwise specified.

- IBM Distributed Office Support System/8100/DOSF (DISOSS/8100/DOSF) Release 1 (program number 5668-955) and subsequent releases, unless otherwise specified.

Storage Requirements

DISOSS requires 1.7 megabytes of virtual storage in addition to that required for the appropriate release of CICS/OS/VS or CICS/DOS/VS.

An estimated minimum of 55.5 megabytes of DASD storage is required for the IBM-supplied DISOSS modules and the files required to operate DISOSS. Additional DASD storage is required for the document library, document library indexes, host user profiles, and other DISOSS files. The size of these files depends upon how many users you plan to support and how many documents you plan to store. A *DISOSS/370 Capacity Planning Guide*, G320-0121, is available for additional information.

You should refer to the publications relating to the products that DISOSS supports for their storage requirements.

System Performance

The effect DISOSS has on your data processing system performance varies, depending upon your hardware, software, and network configuration. It also depends upon your use of DISOSS: for example, the size of your document library, the number of recipients on a distribution request, and the number of search criteria on a search request. A *DISOSS/370 Capacity Planning Guide*, G320-0121, is available for additional information.

The IBM aid SNAP/SHOT is also available to model networks and to evaluate individual customer performance.

Appendix A. Document Interchange Among DISOSS-Supported Products

This appendix describes document interchange among DISOSS-supported products and systems. Appendix information is based on functions provided by the latest release level of each of these products.

Document interchange functions are provided by DISOSS library and distribution services, which are described in detail in Chapter 3, "What DISOSS Provides" on page 3-1. Library services enable DISOSS users to file documents from a work station and to retrieve the same documents using another type of work station; distribution services enable DISOSS users to distribute documents from a work station and to receive and process the documents using another type of work station.

Use of document content architecture (DCA) data streams allows document interchange among DISOSS-supported products. This architecture defines both the syntax and meaning of information units. Supported products (8100/DOSF Information System, 5520 Administrative System, Displaywriter System, Personal Services/PC, Personal Services/370, and Professional Office System (PROFS)) each use product-unique structures for creating data streams needed by DISOSS.

Names used to describe these data streams are also product-dependent. However, some DISOSS-supported systems can create or receive more than one type of data stream. The following table shows the types of data streams produced by each of the DISOSS-supported systems, as well as the types of data streams that each system can receive.

DISOSS-Supported Product or System	Data Streams Created by Product or System	Data Streams that Product or System Receives
8100/DOSF	8100-I Revisable-form text Direct Document View (DDV)	8100-I Revisable-form text Final-form text
5520	Record-processing files Revisable-form text Final-form text	Record-processing files Revisable-form text Final-form text

Figure A-1 (Part 1 of 2). Data Streams Created and Received by Supported Products

DISOSS-Supported Product or System	Data Streams Created by Product or System	Data Streams that Product or System Receives
Displaywriter	Record-processing files Revisable-form text Final-form text	Record-processing files Revisable-form text Final-form text
PROFS device	1403W6 text Softcopy	1403W6 text Softcopy
Personal Computer (with Personal Services/PC)	Revisable-form text Final-form text Any other DOS file	Revisable-form text Final-form text Any other DOS file
IBM 327x device (with Personal Services/370)	Final-form text	1403W6 text
Scanmaster I	Image	Image Final-form text

Figure A-1 (Part 2 of 2). Data Streams Created and Received by Supported Products

DISOSS-Supported Product Relationships and Processing Functions

The following table defines document-processing tasks that can be performed after receiving a document from another DISOSS-supported system device. To find the document-processing tasks that can be performed, find the row heading that describes the type of device that sent the document and its corresponding text form. Next, find the column heading that describes the type of device being used to receive and process the document. The block at the row/column intersection lists processing tasks that can be performed using the received document.

Note: Although it is not shown in the following table, the Scanmaster I can be used to print final-form text and image data streams.

* Receiver * * Sender *	Display-writer can be used to	5520 can be used to	8100/ DOSF can be used to	327x device can be used to	PROFS device can be used to	Personal Computer can be used to
If Display-writer sends revisable-form text (and files document in HDL),	Retrieve View Print Revise File	Retrieve View Print Revise File	Retrieve View Print Revise File	Retrieve File	View Print	View[1] Print[1] Revise[1]
If Display-writer sends final-form text (and files document in HDL),	Retrieve View Print Revise	Retrieve Print Format for STAIRS[2]	View Print Format for STAIRS	Retrieve View Print[4] Revise File	View Print	View Print Revise
If Display-writer sends record-processing file (and files document in HDL),	Retrieve View Print Revise File	Retrieve View Print Revise File				
If 5520 sends revisable-form text (and files document in HDL),	Retrieve View Print Revise File	Retrieve View Print Revise File	Retrieve[3] View Print[3] Revise[3] File	Retrieve File	View Print	View[1] Print[1] Revise[1]
If 5520 sends final-form text (and files document in HDL),	Retrieve View Print Revise	Retrieve Print Format for STAIRS[2]	View Print Format for STAIRS	Retrieve View Print[4] Revise File	View Print	View Print Revise

Figure   A-2   (Part   1   of   4).   Supported Product Relationships and Processing Functions

* Receiver * * Sender *	Display-writer can be used to	5520 can be used to	8100/ DOSF can be used to	327x device can be used to	PROFS device can be used to	Personal Computer can be used to
If 5520 sends record-processing file (and files document in HDL),	Retrieve View Print Revise File	Retrieve View Print Revise File				
If 8100/DOSF sends 8100-I text (and files document in HDL),	Retrieve View Print Revise	Retrieve Print	Retrieve View Print Revise File Format for STAIRS	Retrieve View Print Revise File	View Print	
If 8100/DOSF sends revisable-form text (and files document in HDL),	Retrieve View Print Revise File	Retrieve View Print Revise File	Retrieve View Print Revise File	Retrieve File	View Print	View[1] Print[1] Revise[1]
If Scanmaster I sends image document (and files document in HDL),	Redis-tribute	Print[4]	Add search terms Print Redis-tribute	Retrieve Print[4] File Redis-tribute		
If PROFS device sends 1403W6 text (and files document in HDL),	Retrieve View Print Revise File	Retrieve View Print Revise File	Retrieve View Print Revise File	Retrieve View Print Revise File	View Print	View Print Revise

Figure A-2 (Part 2 of 4). Supported Product Relationships and Processing Functions

* Receiver * * Sender *	Display-writer can be used to	5520 can be used to	8100/ DOSF can be used to	327x device can be used to	PROFS device can be used to	Personal Computer can be used to
If PROFS device sends softcopy text (and files document in HDL),					View Print Revise	
If Personal Computer sends revisable-form text (and files document in HDL),	Retrieve View Print Revise File	Retrieve View Print Revise File	Retrieve View Print Revise File	Retrieve File	View Print	View[1] Print[1] Revise[1]
If Personal Computer sends final-form text (and files document in HDL),	Retrieve View Print Revise	Retrieve Print Format for STAIRS[2]	View Print Format for STAIRS	Retrieve View Print[4] Revise File	View Print	View Print Revise
If Personal Computer sends any other DOS file (and files document in HDL),		Process[5]		Retrieve[6] File[6]		Process[5]
If 327x device sends revisable-form text (and files document in HDL),	Retrieve View Print Revise File	Retrieve View Print Revise File	Retrieve View Print Revise File	Retrieve File	View Print	View[1] Print[1] Revise[1]

Figure   A-2 (Part 3 of 4).   Supported Product Relationships and Processing Functions

* Receiver * * Sender *	Display-writer can be used to	5520 can be used to	8100/ DOSF can be used to	327x device can be used to	PROFS device can be used to	Personal Computer can be used to
If 327x device sends final-form text (and files document in HDL),	Retrieve View Print Revise	Retrieve Print Format for STAIRS[2]	View Print Format for STAIRS	Retrieve View Print[4] Revise File	View Print	View Print Revise

Figure A-2 (Part 4 of 4). Supported Product Relationships and Processing Functions

Notes:

1. *Requires IBM DisplayWrite or PCWrite.*

2. *Library Services only.*

3. *If the 8100/DOSF work station receives revisable-form text from Distribution Services, the document can only be printed. However, a copy of the document remains in the DISOSS host document library. This stored document can be retrieved from Library Services and revised.*

4. *On host printer.*

5. *Requires compatible software package to process the file received at a Personal Computer or 5520 work station.*

6. *For type "PC" only.*

Index

F

filing a text document 2-2, 3-2
filing an image document 2-3, 3-6
formatting facilities provided by DISOSS 3-11
formatting traces 4-10

H

hardware requirements, system 5-2
Host Definition utility 4-3
host printing and formatting facilities 3-11
host services
    description of 1-2
    functions supported 3-10
Host User Profile (HUP) Create and Maintenance
    utility 4-6
Host User Profile Create and Maintenance utility 4-3
host user profile, defining users in 4-2

I

IBM support organizations 4-10
image document
    distributing 2-5, 3-6
    filing in document library 2-3, 3-6
    receiving 3-6
Installation Assist 4-3
installing DISOSS 4-3

L

language support 1-7
learning to use DISOSS 4-4, 4-9
Library Management utility 3-3, 4-7
library services
    deleting a document 3-3
    description of 1-1, 3-2
    filing a document 3-2
    retrieving a document 3-3
    searching for a document 3-2
library-assigned document name 3-2, 3-6
List Document Profile utility 4-7

M

message distribution 2-5
messages, DISOSS 4-9
migration from earlier DISOSS version 4-11-4-13

N

naming conventions used by products 3-4
naming conventions used by supported products 3-7
naming standards, advantages of 4-2
national language support 1-7
network name requirements 3-4
network routing definition 4-7
network user definition 4-6

O

Owner and Search Term Change utility 4-7
owner, primary 3-2, 4-5
owner, secondary 3-3, 4-5

P

password protection 4-5
performance, system 5-6
personal distribution 3-4
Personal Services/PC
    description of 1-6
    software requirements 5-5
Personal Services/370
    description of 1-6
    software requirements 5-5
planning for DISOSS 4-2, 4-3
primary owner 3-2, 4-5
Print Search Arguments utility 4-8
printing a text document 3-7
printing facilities provided by DISOSS 3-11
priority distribution 3-4
private document 4-6
problem-determination aids 4-10
products supported by DISOSS 1-3
    Displaywriter System 1-3
    Personal Computer 1-6
    Personal Services/PC 1-6
    Personal Services/370 1-6
    Professional Office System (PROFS) 1-6
    resource requirements 5-4, 5-5
    Scanmaster I 1-6
    VM/CMS devices 1-6
    327x devices 1-6
    5520 Administrative System 1-4
    8100/DOSF 1-4

Distributed Office
Support System/370
Version 3 Release 3

READER'S
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Order No. GC30-3085-3

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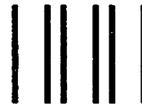Number of latest Newsletter associated with this publication: _____

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