

## APPENDIX B: E-Mail EXAMPLE

The following is a simple exercise that will demonstrate the major tasks needed to send spool entries and Bundles via E-Mail to Internet users. It is intended to be an introduction to SpoolOrganizer's E-Mail capabilities, and will refer the user to places to get more detailed information. The exercise will demonstrate sending E-Mail via the following functions of SpoolOrganizer/400:

**Monitors**  
**Bundles**  
**Display a spool entry**  
**Resend from Sent Mail log**

To use this exercise, the user must have authority to the following commands:

**CRTOUTQ**  
**DSPSPLF**  
**CHGSPLFA**  
**CLROUTQ**  
**DLTOUTQ**

This exercise should require approximately **90** minutes to complete. To complete the exercise, perform the following:

### 1) Create outqs.

The exercise needs two outq's; a **SOURCE** outq, which will simulate an outq that your applications are currently placing output into, and a **TARGET** outq, which will simulate a new outq defined to a printer.

Enter the following commands, or substitute your own names for the two outqs:

**CRTOUTQ OUTQ(BRODERICK/BPRT01) TEXT(TEST) DSPDTA(\*YES)**

**CRTOUTQ OUTQ(BRODERICK/BPRT01P) TEXT(TEST) DSPDTA(\*YES)**

### 2) Define yourself to SpoolOrganizer as a SpoolOrganizer Security Officer.

You must be a SpoolOrganizer Security Officer to define the objects needed for this exercise. If you are already defined to SpoolOrganizer as a security officer, you may skip this step. Otherwise perform the following:

a) Sign on as **QSECOFR**.

b) Enter the SpoolOrganizer Administrator Menu:

**BRODERICK/SPLADM**

c) Select Option **1**, "Define System Menu", then select option **1**, "Define Users".

d) The Display Specifications screen appears. Press **ENTER** to display all. A list of users defined to

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SpoolOrganizer will appear. Press **F6**, Add.

e) Enter your user profile and press enter.

f) For more information regarding SpoolOrganizer Users, refer to chapter 4, “Define Users”. For now, enter the following:

Place an \* in the first field of Change Security Table

User class: **S**

Press **ENTER**.

g) Press **F12** to exit Define Users. Your user profile should now appear in the list. Press **ENTER** to return to the menu.

h) Select option **90** to sign off.

## 3) Sign on as your User profile.

## 4) Verify System parameters.

a) Enter the SpoolOrganizer Administrator Menu:

**BRODERICK/SPLADM**

b) Select Option **1**, “Define System Menu”, then select option **7**, “Define Tailoring Options”.

c) The Setup Display appears. Press **F13** to display the E-mail options.

d) The E-Mail Options Display appears. For more information regarding E-mail Options, refer to Chapter 9, “Define Tailoring Options”. Change the following if necessary:

Domain Name

EBCDIC CCSID

ASCII CCSID

Character Set

## *Send Using a Monitor*

This example sends a spool entry to three Internet users. For simplicity, it uses the Monitor’s default processing options to perform the send. The administrator could also use Monitor selection specs.

## 1) Access the SpoolOrganizer Administrator Menu.

Enter the following commands:

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ADDLIBLE BRODERICK

SPLADM

## 2) Create an E-Mail Distribution List.

E-Mail Distribution Lists Tell E-Mail Specifications whom to send the message to if more than one recipient is desired. Enter the following:

a) Select option **1**, "Define System Menu", then Selection **15**, "Define E-Mail Distribution Table"

b) The Display Specifications screen appears. Press **ENTER** to display all.

c) A list of List Entries (if any) should appear. Press **F6**, Add.

d) Enter the following:

+ List Name: **EDIST1**

+ Sequence Number: **100**

Press **ENTER**.

e) For a description of all of the features of E-Mail Distribution Lists, refer to the following chapter:

**Chapter 32**, "Define E-Mail Distribution Table"

For now, enter the following:

To/BCC Address: **xxxxxx**

Address Type: **S**

Text: **Sample E-Mail Recipient**

Press **ENTER**.

**Note:** Substitute a valid Internet E-mail address for xxxx in the address field.

f) Enter the following:

List Name: **EDIST1**

Sequence Number: **200**

Press **ENTER**.

g) Enter the following:

To Address: **xxxxxx**

Address Type: **U**

Text: **Sample E-Mail Recipient**

Press **ENTER**.

**Note:** Substitute a valid User Profile for xxxx in the address field. The user profile must have a directory entry created for it (WRKDIRE cmd), and an SMTP address must be associated with the directory entry. If you do not want to do all of this, specify another Internet address (Type S).

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h) Press **F12** to end the add operation. Your E-Mail Distribution List entries should appear in the list. Press **ENTER** to return to the menu.

## 3) Create an E-Mail Specification.

E-Mail Specifications tell other SpoolOrganizer functions how to send the message. Enter the following:

a) Select option **14**, "Define E-Mail Specifications"

b) The Display Specifications screen appears. Press **ENTER** to display all.

c) A list of Specs (if any) should appear. Press **F6**, Add.

d) Enter the following:

Name: **EMAIL1**

Press **ENTER**.

e) For a description of all of the features of E-Mail Specifications, refer to the following chapter:

**Chapter 31**, "Define E-Mail Specifications"

For now, enter the following:

From Address:               **xxxxxxx**  
Address Type:               **S**  
To Address:                 **xxxxxx**  
Address Type:               **S**  
Distribution List Name:     **EDIST1**  
Text:                         **Sample E-Mail Specification**  
Press **ENTER**.

**Note:** Substitute a valid Internet E-mail address for xxxx in the address fields. The from and to address can be the same.

Subject:                     **Test subject**  
Period to keep in E-Mail Log:   **ND 30**  
Press **ENTER**.

f) Note the different Part Types, the attachment parameters, and the Adobe PDF, the Microsoft Excel and the CSV options. They are described in detail in Chapter 31.

Press **ENTER**.

g) Press **F12** to end the add operation, Your E-Mail Spec should appear in the list. Press **ENTER** to return to the menu.

## 4) Create a Monitor.

SpoolOrganizer Monitors monitor outq's and process spool entries placed into them. Example B-1 has a

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complete Monitor example. In this exercise the Monitor will move the spool entries we place in outq **BPRT01** to outq **BPRT01P**, and send them via E-Mail to 3 Internet users. Enter the following:

a) Select option **2**, “Define Monitors”

b) The Display Specifications screen appears. Press **ENTER** to display all. A list of Monitors (if any) should appear. Press **F6**, Add.

c) Enter the following:

+ Name: **BPRT01**

Press **ENTER**.

d) For a description of all of the features of Monitors, refer to the following chapters:

**Chapter 1**, “Introduction”

**Chapter 5**, “Define Monitors”

**Chapter 6**, “Define Selection Specifications”

**Appendix B, Section 2**, “Monitor Setup Example”

For now, enter the following:

From Outq/Library: **BPRT01**      **BRODERICK**

Descriptive Text: **Test**

To Outq: **BPRT01P**

Library: **BRODERICK**

E-Mail Spec: **EMAIL1**

Press **ENTER**.

e) Press **F12**. Your Monitor should appear in the list. Press **ENTER** to return to the menu.

### 5) Start the Monitor.

Enter the following command (or select the option off of the “Control System Execution Menu”):

**STRSOMON BPRT01**

### 6) Place output into outq BPRT01.

You can place any spool entry into outq **BPRT01** (we recommend that you do not use anything important). You can use any method you wish to move the output.

### 7) Display your E-Mail.

SpoolOrganizer/400 should deliver the mail within a few minutes. You can now use your Internet browser to look at your E-Mail.

### 8) End the Monitor.

Enter the following command (or select the option off of the “Control System Execution Menu”):

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ENDSOMON BPRT01

## *Send a Bundle via E-Mail*

### 1) Change the Monitor back.

From the “Define Monitors” option, Change the Monitor **BPRT01**. Change the E-Mail Spec to **\*NONE**. We will no longer need the Monitor to send E-mail in this exercise.

### 2) Create a Bundle Description.

Perform the following:

- a) Select option **12**, “Define Bundle Specifications”.
- b) The “Display Specifications Screen” should appear. If you have many Bundle Descriptions, you can use this screen to limit the amount displayed. Press **ENTER**.
- c) A list of Bundle Descriptions should appear. Press **F6**, Add.
- d) Enter the following:  
Bundle Name: **BUNDLE1**  
Bundle ID: **TEST**  
Press **ENTER**
- e) For a description of the features of Bundles, refer to Chapter 13, “Define Bundles Specifications”. For now, enter the following:  
  
Descriptive Text: **Test**  
To Outq/Library: **\*NONE**  
User Profile: (your user profile)  
Print Parameters:  
- Days: **0**  
- Time: **2500**  
Change Security: **\*** (in the first field)  
E-Mail Specification: **EMAIL1**  
Press **ENTER**.
- f) A list of Bundle Entries defined to this Bundle will appear. At this point there should not be any. Press **F6**, Add.
- g) Enter the following:  
Sequence Number: **10**  
Press **ENTER**.

The “Define Bundle Entry Description” screen will appear. Enter the following:

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Monitor Name: **BPRT01**  
Job User: (your user profile)  
Descriptive Text: **Test**  
Press **ENTER**.

**h)** The list of Bundle Entry Descriptions will appear, with the entry we just added.  
Press **ENTER** to exit. Press **F12** to exit Add mode.

**i)** The list of Bundle Descriptions will appear, with the Bundle we just added. Press **ENTER** to exit.  
Press **F3** to return to the Administrative menu.

### 3) Apply changes to production.

Select option **2**, “Control System Execution” and then select option **44**, “Apply Bundle Changes”. There are no parameters to the **APYBDLCHG** command, so press **ENTER**. The menu will appear.

**Note:** You may wish to select option **45**, “Display Production Specifications” at this time to see your Bundle in the production copy of the Bundle Descriptions.

### 4) Start the Monitor and Bundle Manager.

Enter the following commands (or select the options off of the “Control System Execution Menu”):

```
STRSOMON BPRT01  
STRBDLMGR
```

### 5) Place output into outq BPRT01.

You can place any spool entry (which has your user profile in the User spool file attribute) into outq **BPRT01** (we recommend that you do not use anything important). You can use any method you wish to move the output.

### 6) Display your E-Mail.

SpoolOrganizer/400 should deliver the mail within a few minutes. You can now use your Internet browser to look at your E-Mail.

### 7) End the Monitor and Bundle Manager.

Enter the followings command (or select the options off of the “Control System Execution Menu”):

```
ENDSOMON BPRT01  
ENDBDLMGR
```

## *Send a Spool Entry via Display*

This example sends a spool entry via E-Mail from the BDS Display a spool entry display. It uses the active Bundle created in the preceding section. Any function which uses the BDS Display a spool entry function, such as Display Archive Tape of Display Online Database entries, can send E-Mail using the

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procedure below.

## 1) Display the Bundle Entry.

- a) Enter the following command, or select option **4**, from the “End User Menu”, “Work with active Bundles”.

**WRKACTBDL**

The Active Bundles Display will appear,

- b) Select option **5**, “Display Entries” and press **ENTER**.
- c) The list of spool entries in the Bundle will appear. Place a **5** by the entry and press **ENTER**.

The spool entry data appears.

## 2) Specify E-mail attributes

For a description of sending E-Mail from the Display function, refer to the following chapter:

**Chapter 29**, “Display a Spool Entry”

- a) Press **F15**, “E-Mail”.
- b) The Page/line/column range screen appears. Note the ability to specify a range. For now, press **ENTER**.
- c) The “Specify an E-Mail Destination” screen appears. Enter the following:  

|               |                     |
|---------------|---------------------|
| To Address:   | <b>xxxxxx</b>       |
| Address Type: | <b>S</b>            |
| Subject:      | <b>Test Subject</b> |

Press **F14** (Log Params).
- d) A screen with more parameters will appear. Make any changes if desired and press **ENTER** to return to the Destination screen.
- e) The Destination screen 1 will appear. Press **ENTER**.
- f) A second screen will appear. Make any changes if desired and press **ENTER** to send the E-Mail.
- g) The Page Range screen will appear, with the message “Specified range sent”.  
Press **F3** to exit.  
Press **F3** to exit the Spool entry display.  
Press **F3** to exit the Bundle Entries display.  
Press **F3** to exit the Active Bundles display.

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## *Displaying/Resending Sent Mail*

This exercise will demonstrate the SpoolOrganizer/400 Sent Mail Log. It will show the log of E-Mail which was sent in the previous sections.

### 1) Search for sent Mail

- a) Bring up the Administrator menu:

**SPLADM**

- b) Select option **3**, “End User Functions”, then select option **6**, “Display Sent E-Mail Log”. Press **ENTER** again to execute the **DSPSNTML** command.
- c) The “Display Specifications” screen should appear. Note the fields available to aid your searches. For a description of sending E-Mail from the Display function, refer to the following chapter:

**Chapter 33**, “Display/Purge Sent Mail”

For now, press **ENTER**.

- d) A screen showing the E-mail messages sent earlier should appear. There should be two messages (The Monitor’s and the Bundle’s) in the list.

### 2) Display a sent message

- a) Select option **1**, “Disp Attr” The Attributes used when the message was mailed are shown. Press **ENTER** to step through the screens.

### 3) Display spool entries.

- a) Select option **5**, to display the spool entries which were attached to the message. A list of the entries will appear.
- b) Place a **5** by the first entry and press **ENTER**. The spool entry will appear. Press **ENTER** to exit.
- c) Select option **1** to display the spool entry’s attributes. Press **ENTER** to exit.
- d) Press **ENTER** to return the “Display Sent Mail” screen.

### 4) Resend sent Mail.

Select option **8** for any message you wish to resend. Once resent, you can display the mail on your Internet E-Mail browser.

Press **ENTER** to return to the search screen. Press **F3** to exit.