



HPDESKMANAGER III (A.03.00) is a software product that runs on any HP3000 computer system supporting MPE V or later. The product offers users a set of tightly integrated fundamental office facilities: multi-system electronic mail, word processing, personal electronic filing and time management.

HPDESKMANAGER III (version A.03.00) is a fully compatible upgrade from HPDESKMANAGER. Users are offered the functionality to both send and receive information to and from external systems, together with the integration of HPWORD, HPTELEX II, and VISICALC\*/3000 and access to HPDRAW, HPEASYCHART and HPLISTKEEPER.

Many new features are included at both the system and end user levels providing one electronic equivalent of an actual desk, together with an external communications capability.

## Features

### ■ ELECTRONIC MAIL

- Transparent through node routing
- Hierarchic (short form) addressing
- Use of any HP 3000 compatible terminal or Personal Computer
- External system or service connection
- Mail progress checking
- Full screen editor
- Distribution list management
- HPWORD integration
- HPDRAW access
- HPEASYCHART access
- HPLISTKEEPER access
- HPTELEX II integration
- HPMESSAGE integration
- VISICALC\*/3000 integration

- Confidentiality, security
- Designate access
- General system file transmission
- General delivery mail box
- Auto answer/forward of mail
- System administration
- Waste Bin

### ■ WORD PROCESSING

- HP SLATE integration
- Use of soft keys
- Simple formatting and printing

### ■ PERSONAL ELECTRONIC FILING

- Electronic filing cabinet
- Automatic filing capability
- Public distribution lists
- Notice board
- Nested folders

### ■ TIME MANAGEMENT

- File by date
- Electronic mail integration
- Daily, weekly, monthly and free time displays
- Appointment clash checking
- Designate access
- Multiple insertion capability
- Label searching
- List free time of another user at the same node

### ELECTRONIC MAIL

Full multi-node electronic mail is included within HPDESKMANAGER III. The networking and addressing facilities have been considerably enhanced providing more efficient, accurate and easy mail distribution using hierarchic (short form) addressing. HPDESKMANAGER III is able to carry word processing documents, data and graphics, program files, together with meeting appointments.

### **Transparent through node multi-system routing**

HPDESKMANAGER III networks are configurable by your system administrator. HPDESKMANAGER III implements an automatic store and forward system on every HP3000 in the network.

### **Terminal compatibility**

HPDESKMANAGER III can be used from any HP3000 log-on terminal including many HP desktop Personal Computers.

### **Foreign (external) service connection**

HPDESKMANAGER III provides the functionality for external connection to both systems and services through the ARPA Internet file interface formats.

### **Mail Progress Checking**

The Pending Tray is provided to monitor the progress of mail. Users can be notified when mail has been sent, delivered, read or on receipt of a reply.

### **Full Screen Editor**

Full screen editing is available for HP terminals and Personal Computers in terminal mode that support this facility. Terminals that do not support this can use the EDIT/3000 or TDP/3000 line mode editor to modify the message text.

### **Distribution List Management**

Each user is provided with a DISTRIBUTION list area. Lists contain recipients' names and mail addresses and can be created or modified as required. The user refers to the list by its name, HPDESKMANAGER III assembles the detailed list automatically.

### **HPWORD Integration**

With the appropriate HPWORD software and terminal (HP2625A, HP2628A, HP2626W, HP Touchscreen), the HPDESKMANAGER III user can use HPWORD, the full function secretarial Word Processor from within HPDESKMANAGER III. The user may create, edit, read, print and mail HPWORD documents, while remaining in HPDESKMANAGER III.

### **Graphics Integration**

With the appropriate graphics software HPDRAW (version A.02.00 or later), HPEASYCHART (version A.02.00 or later) and terminal (HP2623A, HP2627A, HP2625A, HP2628A, HP Touchscreen) with graphics option. The HPDESKMANAGER III user gains access to HPDRAW and HPEASYCHART from within HPDESKMANAGER III.

### **HPTELEX Integration**

With HPTELEX II installed on the HP3000 computer system, the HPDESKMANAGER III user gains two way access to the telex network from within HPDESKMANAGER III.

### **HPMESSAGE Integration**

HPDESKMANAGER III in conjunction with the HPMESSAGE product provides the HP Touchscreen user with document conversion from HPMEMOMAKER to HPWORD/HPSLATE.

### **VISICALC\*/3000 Integration**

The HPDESKMANAGER III user will be able to create, edit, read, print and mail VISICALC\*/3000 spreadsheets, with the appropriate VISICALC\*/3000 software (version A.00.02 or later).

### **Confidentiality**

HPDESKMANAGER III allows users to declare any mail item as private. A private item may not be read by a designate.

### **Waste Bin**

Accidentally deleted items may be easily recovered using the Waste Bin facility.

### **Designates**

HPDESKMANAGER III users can be designates of other users with full or partial capabilities to work on behalf of the principal.

### **General Systems File Transmission**

General Files (MPE) can be included in a message and sent to another user. This includes WP, graphics, program files etc.

### **General Delivery Mail Box**

The General Delivery mail box is used to deliver messages to people who are not known as registered users of HPDESKMANAGER III. Mail can then be forwarded electronically or conventionally.

### **Auto forward/Answer of Mail**

Users may forward their mail automatically to another location or user in their network. Users may reply to mail requiring an acknowledgement with an automatic answer.

### **System Administration**

HPDESKMANAGER III provides the system administrator with a comprehensive set of reports with which to audit and monitor systems statistics. Information may also be gathered for analysis and problem tracing. There is also a user relocation utility, and batch configuration utility to ease system administration.

### **BASIC WORD PROCESSING**

The functionality of HPSTLATE has been built into HPDESKMANAGER III providing easy-to-use soft keys for step-by-step word processing.

### **PERSONAL ELECTRONIC FILING**

Each HPDESKMANAGER III user is provided with electronic filing facilities to structure their own set of electronic files. These can contain any item the user may wish to keep. Items are filed and retrieved by subject. Disc space usage is optimized by only retaining one copy of an item, no matter how many users have filed it.

### **Electronic filing cabinet**

HPDESKMANAGER III provides each user with an electronic FILING CABINET in which a personal set of desk files can be created to suit the user's own particular needs. A file is created by subject name, and is subsequently referred to by that name.

### **Automatic filing facility**

HPDESKMANAGER III users can elect to have their incoming messages and/or their outgoing messages filed automatically. Use of this feature can be controlled by the system administrator and is invoked by the user as an administrative function.

### **Public distribution lists and notice board**

Each HPDESKMANAGER III user has two special-purpose folders in their filing cabinet. These are shared by all users on a particular node. The first contains distribution lists that can be used by all users registered on that node. The second contains communal items. Any user can add items to these folders. Only the General Delivery user for the mail node or the creator of an item may delete it from the notice board.

## **TIME MANAGEMENT**

Time management is provided by the electronic Calendar/Diary facility. This facility allows users to file messages by date – for example meeting notifications. Users can set an appointment, date, time and length on a message they are sending. The recipient can then insert the message directly into their own Calendar/Diary.

### **File by date**

Appointments and reminders can be created by the user and inserted into the Calendar/Diary against a selected date. The size of the item and the number of items per day are both unlimited. Information regarding appointments and reminders for current day is displayed in the HPDESKMANAGER III main menu.

### **Electronic mail integration**

Appointments can be made within electronic mail messages by the sender. The recipient's IN TRAY automatically highlights those messages which contain appointments. Users can move these appointments directly to their Calendars without re-specifying the date, time, subject etc. Because the time management facility is fully integrated with the electronic mail facility, any item a user sends, or receives, can be filed directly in the Calendar – as an appointment or a reminder.

### **Daily, weekly and monthly displays**

Whenever the Calendar function is selected a status display for the current day is automatically produced. The user can optionally request a weekly or monthly display. Items can be made 'minor' to prevent them cluttering the weekly or monthly items displayed.

### **Free time display**

At any time a user can request a Free Time list which summarises the free blocks and the booked blocks of time. The format of this display is a weekly matrix of time against date, allowing easy identification of free slots. In addition a List Free may be requested of another user on the same mail node for meeting scheduling purposes.

### **Hard copies**

Users are able to request printed copies of all the available displays – in an easy-to-read format.

### **Appointment clash checks**

Whenever a Calendar entry is made which overlaps with an existing entry, a 'clash' is reported giving details of the existing entry. The user has the option to override the clash notice if they wish to double-book a particular block of time.

### **Designate access**

A user can grant Calendar access to their designate (or designates) allowing the designated user to manage their Calendar. Calendar access alone lets a designate see list displays only. Other access rights (READ, WRITE, EDIT, COPY, FILE) extend the designate's ability. In all cases designates are prevented from reading private items.

### **Multiple insertions**

Entries can be created and inserted into the Calendar on multiple dates. This feature allows regular meetings to be set with minimum effort.

### **Label searching**

Entries may be classified under user-defined labels. These can subsequently be specified in full, or part, to recall all entries of a particular label.

## **TRAINING**

An interactive training program is supplied with HPDESKMANAGER III providing a self paced learning environment.



# Product Information

## Hardware environment

### HP 3000 Systems

Series III	Series 42
Series 30	Series 44
Series 33	Series 48
Series 37	Series 64
Series 39	Series 68
Series 40	

## Software environment

MPE V operating system or later.  
HP ADVANCENET NETWORK LINK for multi-system electronic mail networks.

## Workstations/Printers

### Terminals

All HP terminals and personal computers that can log-on to an HP 3000 can be used to access electronic mail, time management and personal filing capabilities.  
(Note: Not all terminals will support full screen editing and function key labeling. Check with your sales representative for details.) HPSLATE may be used from the following at a maximum transmission rate of 2400 baud.

HP2382A	HP2641A
HP2392A <sup>†</sup>	HP2642A
HP2622A	HP2645A
HP2623A	HP2647A/F
HP2624A/B	HP2648A
HP2625A	HP Touchscreen*
HP2626A/W	HP120*
HP2627A	HP125*
HP2628A	

\*Personal Computers in terminal emulation mode.  
<sup>†</sup>\*HPSLATE and full screen editor not available.

To use HPWORD within HPDESKMANAGER III the appropriate terminal (HP2625A, HP2628A, HP2626W, HP Touchscreen) is required together with appropriate HPWORD IV software. Integration of HPGRAPHICS also requires a suitable graphics terminal (HP2623A, HP2627A, HP2625A, HP2628A, HP2647A, HP2648A, HP Touchscreen).

Terminals should have a minimum of 10k terminal memory to support the basic WP (except HP2647A/F and HP2648A where 12k is required). Terminals running MTS software require 15k of terminal memory.

## Supported printers

HP2601A	HP2671A
HP2602A	HP9866A/B
HP2608A	HP9871A
HP2613A	HP2680A
HP2617A	HP2687A
HP2619A	HP2688A
HP2631A/B/G	HP2932A
HP2635A/B	HP2934A

An Asynchronous Data Communications/Serial Printer Interface (13250B) is required to connect the HP2601 printer directly to HP264x series terminals.

The HP2601A/HP2602A printer can alternatively be attached directly to the HP 3000 asynchronous terminal port. The 26010D dual-bin sheet feeder for the HP2601A printer is fully supported by HPSLATE (HPDESKMANAGER III basic word processing).

## Ordering Information

Product	Product No.
License to use HPDESKMANAGER III	36570A
Right to copy	36570M
Right to copy with sublicense	36570R

### Documentation

Using HPDESKMANAGER III	36570 - 90038
Programmatic access to HPDESKMANAGER III	36570 - 90040
HPDESKMANAGER III Reference Card (pack of 10)	36570 - 90039
Administrator's Guide to HPDESKMANAGER III	36570 - 90004
HPDESKMANAGER III Trainers Notes	36570 - 90029
Using HPSLATE	36576 - 90030
Personal Productivity	
Center Administrator's Overview	36564 - 90002
Introducing the Personal Productivity Center	36564 - 90001

### Support

HPDESKMANAGER III	36570A, M, R
Account Management Support AMS (Office Products)	99105B+T00
Response Center Support RCS (Office Products)	99105B+H00
Software Material Subscription (SMS)	36570A+S00
Manual Update Service	36570A+Q00
Additional System Coverage (99105B+B00)	is now available.