

Copying document to AS/400 for Flyers

NOTE: The document name must be 8 characters or less, with no blanks or special characters.

First locate your document using Windows explorer, 'right click' and take option 'copy'

Then on your p/c desktop, go to AS/400 Operations Navigator, (the icon that looks like a compass) and open it up.

Double click the as/400 icon and sign on.

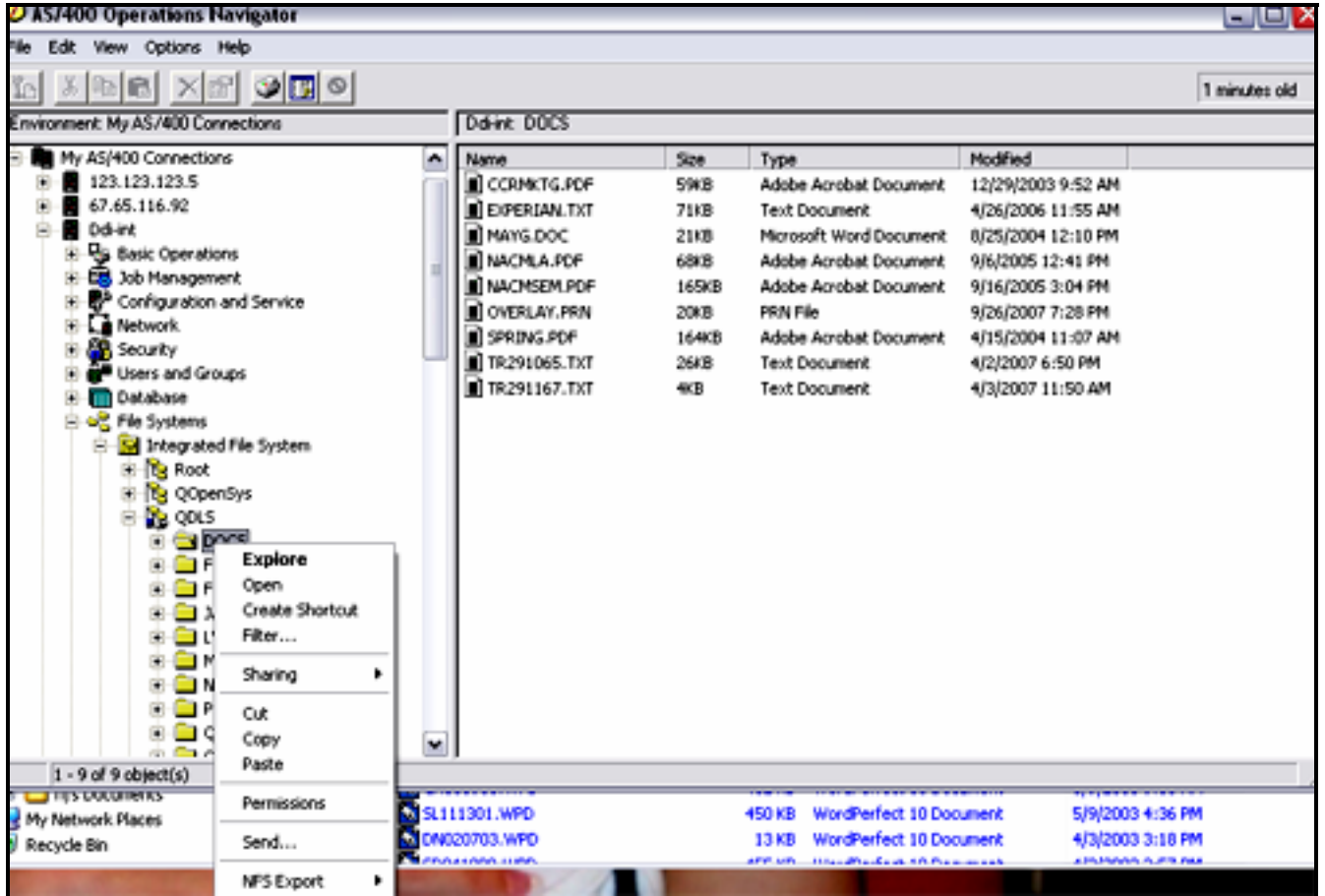
Locate item 'file systems' and open it up.

Locate item 'integrated file system' and open it up

Locate item 'QDLS' and open it up.

Locate folder DOCS and open it up

Right click and take 'paste' and your document will move into folder DOCS.



Note: If these options don't appear, you may need to install them from the client access C/D.

Return to the AS/400 session, and give the document a description. This will become the subject name of the e-mail.

Key in:

CHGDOCD and F4 then F10

```
Document . . . . . > FLYER.PDF Name, *DOCID
Folder . . . . . > DOCS
User identifier:
User ID . . . . . *CURRENT Character value, *CURRENT
Address . . . . . Character value
Sensitivity . . . . . *SAME
Document description . . . . . NACM October newsletter!
```

Document - key in the document name from the P/C

Folder - key in DOCS

Document description - becomes the subject of the e-mail.

To check, key in:

WRKFLR

Then key a 5 in front of folder DOCS

Check your document description to be sure that it is correct.

```
Folder . . . DOCS
Position to . . . . . Starting characters

Type options (and Document), press Enter.
 1=Create      2=Revise      3=Copy        4=Delete
 6=Print       7=Rename      8=Details     9=Print options
11=Spell      12=File remote 13=Paginate  14=Authority

Opt  Document      Document Description      Revised
-----
   CCRMKTG.PDF    CCRMKTG.PDF              12/29/03
   EXPERIAN.TXT   EXPERIAN.TXT              04/26/06
   MAYG.DOC       MAYG.DOC                  08/25/04
   NACMLA.PDF     Notice re NACM Louisiana  09/06/05
   NACMSEM.PDF    NACM round table discussion on 9/2  09/16/05
   OVERLAY.PRN    OVERLAY.PRN               09/26/07
   SPRING.PDF     spring fling flyer testing change  04/15/04
```

To order the flyer:

Take CCMENU #5

```
Area (Specify)
Group (Specify) AA
-----|
| Do NOT FAX if Logged For: |
| Meeting Date: (MMYY) |
| Log Code: |
|-----|
Key "X" if your choice is one of the following
All
Standard mailing
Legal Bulletin
Collection Users
Renewal Month
Starting Nbr > 00000 Thru > 99999 F/E Fx/Eml S=Skp Cvr Y/A=In House
Starting Zip > 00000 Thru > 99999 X=Edit GrpAlt N=Newslt,F=Flyer F
ENTER YOUR CHOICE OF MEMBERS CMD1=END
```

Complete as normal, except key an F for flyer in the lower right option.

You will receive a screen to select your flyer.

```
Document Name... FLYER.PDF

Message... This is your October Newsletter from NACM! We hope to see
you
at the next meeting!
blah blah blah and more blah
```

For document name, key in the name of the document from the P/C.

The message is the text of the e-mail. Be descriptive here so the member knows exactly what your sending and it doesn't go into the spam file!

The document will be sent as an attachment.