

# MAIN MENU

To access E-mail Utilities Main Menu, enter the following command:

**EMLADM** Administrator Main Menu

The following screen should appear:

```

                                E-Mail Utilities (TM)      1/30/02   08:58:32
                                Administrator Main Menu    01 01 0000  QSECOFR

Administration
  1. Tailoring Optons           (BEMSETUP)
  2. Manage CSV/TSV Specifications
  3. Manage PDF Specifications
  4. Manage MS Excel Specifications
  5. Manage Excel Style Specifications
  6. Manage HTML Specifications
  7. Manage Encryption Specifications

Operation
 11. E-mail a data file         (EMLDTAF)
 12. E-mail a spool file        (EMLSPLF)
 13. E-mail an IFS file         (EMLIFSF)
 14. Copy a file to IFS Directory (DIRDTAF)
 15. Copy a spool entry to IFS Dir (DIRSPLF)

90. Sign off

Selection: _____ F3=Exit  F6=Messages  F10=Command Entry
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```

## *Administration*

Options 1 thru 5 are used to describe various components to E-mail Utilities. The above options have the following definitions:

### **1. Tailoring Options**

Allows the Administrator to enter passwords, set various system options, and define E-mail Utilities Logging options. For more information, refer to Chapter 4, "Define Tailoring Options".

### **2. Manage CSV/TSV Specifications**

Allows the Administrator to define Comma Separated Values (CSV) and Tab Separated Values (TSV) Specifications. CSV/TSV Specs allow E-mail to be in sent in CSV or TSV format, which most PC

# E-MAIL UTILITIES™

Spreadsheet and Database applications can support.

## 3. Manage PDF Specifications

Allows the Administrator to define PDF Specifications. PDF Specs allow E-mail to be sent in Adobe PDF format, which most can be read by Adobe Acrobat Reader.

## 4. Manage MS Excel Specifications

Allows the Administrator to define MS Excel Specifications. Excel is a format owned by Microsoft and is used to display spreadsheets on PC's. E-mail Utilities uses XLS specifications in its E-mail and IFS Directory functions.

## 5. Manage Excel Style Specifications

Allows the Administrator to define MS Excel Style Specifications. Excel is a format owned by Microsoft and is used to display spreadsheets on PC's. E-mail Utilities refers to Style specifications in its XLS Specifications, allowing the administrator to define groups of cell characteristics that will be used repeatedly.

## 6. Manage HTML Specifications

Allows the Administrator to define HTML Specifications. PDF Specs allow IFS Directory files to be formatted in HTML.

## 7 Manage Encryption Specifications

Allows the Administrator to define Encryption Specifications. Encryption Specs are used by E-mail Utilities commands, allowing data to be encrypted.

## *Operation*

Options 11 thru 15 have the following definitions:

### 11. E-mail a data file

Executes the **EMLDTAF** command, which will E-mail data files to Internet users.

### 12. E-mail a spool file

Executes the **EMLSPLF** command, which will E-mail a spool entry to Internet users.

### 13. E-mail an IFS file

Executes the **EMLIFS** command, which will E-mail IFS files to Internet users.

### 14. Copy a data file to IFS Directory

Executes the **DIRDTAF** command, which copy a data file to an IFS Directory.

### 15. Copy a spool file to IFS Directory

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Executes the **DIRSPLF** command, which copy a spool entry to an IFS Directory.