BULLETIN
Publisher's Guide
Release 1.1

January 1992

Contents

Figures

Acknowledgements

Rarely is any successful project the work of a single individual. In reality it is a collection of people, working together as a team, that produces the quality products. The following individuals are thanked for their efforts, ideas, and support over the past several months in the development of BULLETIN:

- IBM Communications in Purchase, NY (the application owner)

  - Sandra McKechnie
  - Stan Friedman
  - Bob Henshaw
  - Karen Davenport

- My management

  - Bill Bennett
  - Bob Brozzetti

- My department (086), especially the Window on the World (WOW) team - Tom Sorber, Cathy Fey, Wendy Neuberger - and Mike Sabo for their experience with USOS.

- United States Office Systems

  - Marcel Rodriguez, Somers
  - Sheila Ramsey, Atlanta

- The Eastern Region, one of the first installers of BULLETIN outside of the Susquehanna Valley

  - Joe Todaro
  - Sheldon Potolsky

- The Interally Developed Solution Center here in Endicott (Leigh Toth, Tricia Bray, Jennifer Dunne, Jun Yen, and Mary Jo Breno), who helped release BULLETIN as a PRPQ (5799-EGE).

Michael J. Marrer
Endicott, NY

Chapter 1. Overview

This manual describes how to generate and distribute news and information using the BULLETIN application. BULLETIN allows a site to distribute news and information to its employees in a timely and efficient manner. Using the site's VM services, information that was traditionally distributed by hardcopy postings on wall-mounted bulletin boards can now be immediately accessed by employees from host-connected terminals and displays in their work areas.

Who should read this document

* Anyone who will be publishing notices on the BULLETIN system

* The BULLETIN site administrator

* The person who will be installing BULLETIN at the site

Related Publications

* BULLETIN Installation and System Administrator's Guide

* BULLETIN User's Guide

Chapter 2. Changes in BULLETIN 1.1

The following changes have been made to the publishing-related programs in the BULLETIN package. You may want to review them with your system administrator and/or BULLETIN installer.

- Several of the publishing utility files can now be installed on a common minidisk.

- Multiple publishers are now allowed for a category/topic.

- SCRIPT profiles and symbol and macro libraries (i.e., DSMPROF3 and DSMGML3) are specified in the configuration table.

- The proofreading program is specified in the configuration table.

- Contact/Feedback node & userid are now entered in PROFS/OVVM format: i.e., NODE(USERID)

- Up to five other users can also be informed when a notice is published.

- Category/Topic appears in parentheses after the date in published notices.

- The notice is displayed before deleting for verification purposes.

- Responses sent back to the publishers from the service machines are now in PROFS/OVVM format.

Chapter 3. What is BULLETIN?

A company's competitive edge can depend on getting correct information to the right people as quickly and efficiently as possible. And the more organized and easy to access that information is, the better the company's employees will be able to utilize it. BULLETIN offers a simple, effective way to disseminate information throughout an organization in a way that can be easily utilized by the company's employees.

BULLETIN is a set of programs that performs electronic bulletin board functions, distributing notices posted by corporate and local communications departments to employees who need the information. The BULLETIN Publishing Utility (PUBLISH) simplifies the publication and correct distribution of information. The end-user portion of BULLETIN allows the employees to better utilize the published information and makes finding, viewing, and responding to notices simple and speedy.

In the past, the main way to communicate with employees was by hardcopy postings on the wall-mounted bulletin boards throughout their buildings. Notices were either typed directly onto official stationary or cut and pasted, sometimes with help from the artwork department. Sufficient copies to accommodate the entire site were printed (many times in the hundreds for large locations), and were then given to the mail room for posting on the boards.

Special mid-day announcements required additional trips for posting on the boards. There was also no guarantee that the employees were aware of these special postings.

BULLETIN provides a more efficient method of communication. While logged on to a VM system, employees can access notices published by local or site organizations, as well as notices created by regional or national organizations.

The features provided by the BULLETIN end-user interface include:

- Display today's notices

- Read notices

- Search for past notices by date, category, or a word appearing in the title or text of the notice

- Send comments or questions to the owner of the notice

- Copy notices to a minidisk

- Send notices to other end-users

- Print copies of notices

Chapter 4. A Quick Guide to Publishing

Before you get started

In order to understand how BULLETIN works, it is recommended that you review the BULLETIN User's Guide before reading this Publisher's Guide. It is important that you understand how bulletin notices are organized and stored on the system before you actually begin to post notices.

Installation

The authority to publish notices is usually only assigned to a select few users at each site. When the BULLETIN system administrator defines the categories and topics available on their system(s), they specify which userids are eligible to update each category/topic combination. Each publisher must also have access to a disk where the publishing programs are installed. Refer to the "BULLETIN Installation and System Administrator's Guide" if you have any questions about assigning publishing authority, or how to distribute the publishing utility.

Archive disk

The site administrator will supply you with a set of publishing files which must be placed on one of your minidisks. It is recommended that you obtain a dedicated minidisk for use by the publishing system. We will refer to this disk as the archive disk. As you create and publish notices, copies of the published notice will be stored on the archive disk. The version stored will contain the publishing sequence number assigned to that notice. Since the publishing sequence number is used to determine successive sequence numbers for a category/topic, as well as to delete or replace notices, it is important that you save your copy of the published notice on your archive disk until the notice expires from the system. Saving a copy of the notice is also useful for those notices that you publish on a recurring basis.

The publish utility (PUBLISH) will monitor the amount of free space left on the archive disk. When the disk is 85% full, the utility will begin to issue warning notices. At this point you should either erase those notices which you no longer require, and/or obtain additional space for the archive disk.

Colors and PF Key assignments

The publishing utility will use the same screen colors and PF Key assignments that you selected when using BULLETIN. If you would like to change any of these settings, you may do so by accessing the BULLETIN program, and selecting the 'Options' function from the action bar.

If you have not run BULLETIN yet, then the default colors and key assignments will be used.

Duplicate notices

Occasionally notices intended for the entire organization or company (hereafter referred to as national notices) may be relevant to more than one category/topic. For example, a promotion announcement could be posted for both the organization the person will be going into and for the area he or she is leaving. When a notice is intended for more than one category/topic, the publisher(s) will use the same text and exact same title and date when publishing these duplicate notices.

Preliminary work

Before you publish or update a notice, you will need the following information:

- The date the notice is to appear

- When it will expire (i.e., be erased from the system)

- The notice title

- Which category and topic the notice will be published under

- Which system(s) the notice will be published on

- The userid and node of the designated contact person for this notice

- And whether or not it is a duplicate notice

Notice format

A notice is created using a flat file - that is, a simple text file stored on one of your minidisks. It may contain SCRIPT commands if desired (to properly format tables, generate ordered lists, etc.).

The first three lines of the file are reserved for the title. These lines must contain only the text of the title, and may not contain any SCRIPT commands or tags. Leave any unused title lines blank. The actual body of the notice will begin on line 4 of the flat file.

Chapter 5. Using the Publishing Utility (PUBLISH)

This section will discuss how to use the publishing utility. Sample menu screens are included throughout.

How to invoke PUBLISH

There are three ways to start the program:

1. From the CMS, PROFS, or OVVM command line type: **PUBLISH**

   The main panel of the publish utility will then be displayed, allowing you to enter the name of the file that contains the text of the notice.

2. On any command line type: **PUBLISH** <filename> <filetype> <filemode>

   Where <filename> <filetype> <filemode> is the name of the file that contains the text of the notice. This name will be passed to and displayed in the main panel of PUBLISH.

3. From a FILELIST, type: **PUBLISH** next to the name of the notice. The name of the file will be passed to the publish utility, and displayed on the main panel.

```
                    PUBLISH:  BULLETIN Publishing Utility

 Process  . . . . . . . . _   1. Edit original notice    Editor . . . ?
                              2. Proofread notice
                              3. View formatted notice
                              4. Print formatted notice

                              5. Publish New Notice
                              6. Replace Existing Notice
                              7. Delete Existing Notice

 File Name  . . . . . . . ?        ?         ?    (fn ft fm)
 Publication Date . . . . __ / __ / __         (mm/dd/yy)
 Expiration Date  . . . . __ / __ / __         (mm/dd/yy-blank for default

 Feedback contact . . . . BIGHQVM  (  VPCOM   ) ( node(userid) )
 Inform contact . . . . . N                     (Y/N)
 Inform others  . . . . . N                     (Y/N)

 Hyphenation  . . . . . . N                     (Y/N)


 COMMAND ===> _____
 F1=Help      F3=Exit       F9=Cmd Line    F12=Cancel
```

Figure 1. PUBLISH Publishing utility - main panel

The main panel shown above lists all of the functions provided by the publish utility. The first four functions (edit, proofread, view formatted notice and print formatted notice) are optional. It is not necessary that the publisher perform any of these steps before publishing the notice. However, we strongly recommend that before

publishing any notice, the publisher use process option 3, "View formatted notice," to ensure that the notice is formatted correctly for viewing on the system.

In order to use any of the options on this screen, you must specify the filename, filetype and filemode of the notice you are working with. The publication date is not required for editing or proofreading the notice, but is required for all other processing options.

We will now discuss each of the publishing functions in turn.

Edit the notice

To edit the notice, specify the editor name that will be used and then select process one by typing '1' in the process field. Once you have specified your editor name, the publishing utility will remember this name for future sessions.

An example of editing a notice using XEDIT is shown below:

```
 STONE    ASSIGN  A1  V 80  Trunc=80 Size=6 Line=0 Col=1 Alt=0
====>
00000 * * * Top of File * * *
00001 J. B. STONE NAMED TO NEW POST
00002
00003
00004 :p.John B. Stone has been named director of quality,
00005 reporting to Tom Goodyear, vice president.
00006 :p.Mr. Stone was director of operations, Computer Services.
00007 * * * End of File * * *
```

Figure 2. "Edit original notice" (PUBLISH process option 1)

Note that lines 1-3 are reserved for the notice title, and that the text of the notice begins on line 4. This sample notice contains SCRIPT tags. BULLETIN assumes that the notices it processes will be in SCRIPT format. If you wish the notice to appear exactly as typed (without SCRIPT formatting), then you can turn off the formatting by placing the following SCRIPT tag on line 4:

    .FO OFF

Note: If you do turn formatting off, remember to view the formatted notice (using process option 3) before publishing. BULLETIN can only display 79 columns of a notice, so you must make sure that none of the text is cut off.

When you have finished editing the notice, save the file and any changes you have made. You will then be returned to the main menu where you may select another option or exit.

Proofread the notice

To proofread the notice, select process option 2. This option only applies to installations that have a proofreading program installed on their VM system. Contact the BULLETIN installation programmer if you have any questions. Since there are many possible spell-checking and proofreading programs, no example is shown here. When you have finished proofreading the notice, you will be returned to the PUBLISH main panel.

View formatted notice

To preview how the notice will appear on the system, specify the publication date, and then select process option 3. An example is shown below.

```
                         Display Formatted Notice


      Monday, July 29, 1991



      J. B. STONE NAMED TO NEW POST
      ─────────────────────────────



      John B. Stone has been named director of quality, reporting to Tom
      Goodyear, vice president.

      Mr. Stone was director of operations, Computer Services.



      End of Notice




   F1=Help                      F8=Forward     F12=Cancel
```
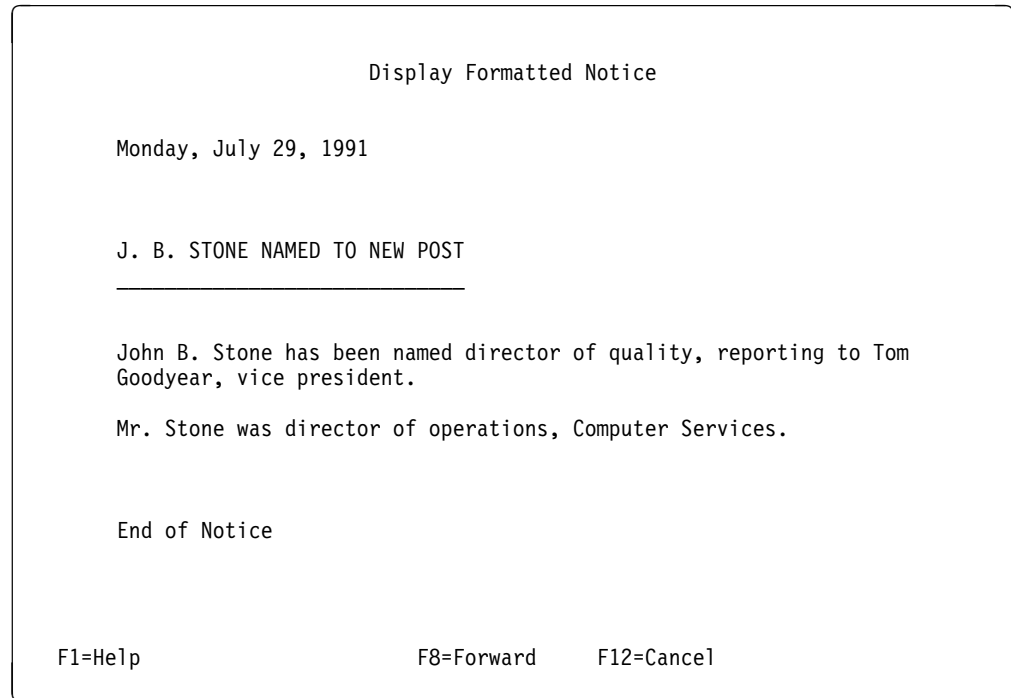
Figure 3. "View formatted notice" (PUBLISH process option 3)

This is what the end-users would see if it were posted on their systems at this time. The date will appear at the top of the notice, along with the title (underlined). If the results are not to your liking, repeat the sequence of editing, proofreading and viewing until you are satisfied. If you want a hardcopy of the formatted notice, you can obtain this by choosing "Print formatted notice" (process option 4).

During the final publishing process, the category and topic (to be selected later) will be added to the date line, and will appear in parentheses when end-users view the notice while in BULLETIN.

Print formatted notice

To print a copy of the formatted notice, select process option 4. The notice will be printed using the print utility selected for use by BULLETIN. A default print routine was defined by your BULLETIN system administrator. You may specify a different print routine by accessing the BULLETIN program, selecting 'Options' on the action bar, then choosing 'Environment'.

Since the print utility used will vary depending on your local installation, no example is shown here.

Publish new notice

To publish the notice:

1. Verify the file name information.

2. Specify/verify the publication date. This is the date on which the notice will appear on the system. Note that the publisher may specify a future date. The system will place the notice on the appropriate minidisks, but the notice will not be visible to end-users until that publishing date.

3. Specify the expiration date. Each category/topic combination is assigned an expiration age (in days) by the BULLETIN system administrator, and the default expiration date is determined by adding the expiration age to the publication date. If you want to accept the default, leave this field blank. Otherwise, type in a date to override the default.

4. Feedback contact. BULLETIN allows the end-user to send feedback comments about an individual notice to a designated contact. The default contact is the node/userid of the publisher. If there is another individual who should receive the feedback comments, then specify their userid here. This field is initially filled in with the publisher's node and userid.

5. Inform contact. By specifying 'Y' in this field, BULLETIN will send a confirmation notice to the feedback contact when the notice has been published on the system. The default for this field is 'N' for no.

6. Inform others. By specifying 'Y' in this field, BULLETIN will also send a confirmation notice to up to five other users who have a need to know when the notice is published. You will be prompted for their addresses on another panel. The default for this field is 'N' for no.

7. Hyphenation. Specifying 'Y' in this field tells SCRIPT to allow automatic hyphenation when formatting the notice. The default is 'N' for no hyphenation.

Once you have specified the information, select process option 5 and press Enter. The following is an example of how the main panel would appear after all of the required information has been filled in.

```
                    PUBLISH:  BULLETIN Publishing Utility

    Process  . . . . . . . . 5  1. Edit original notice   Editor . . . XEDIT
                                2. Proofread notice
                                3. View formatted notice
                                4. Print formatted notice

                                5. Publish New Notice
                                6. Replace Existing Notice
                                7. Delete Existing Notice

    File Name  . . . . . . . STONE    ASSIGN   A    (fn ft fm)
    Publication Date . . . . 07 / 29 / 91          (mm/dd/yy)
    Expiration Date  . . . . __ / __ / __          (mm/dd/yy-blank for default

    Feedback contact . . . . BIGHQVM  ( VPCOM    )  ( node(userid) )
    Inform contact . . . . . Y                      (Y/N)
    Inform others  . . . . . N                      (Y/N)

    Hyphenation  . . . . . . N                       (Y/N)


    COMMAND ===> _____
    F1=Help      F3=Exit        F9=Cmd Line    F12=Cancel
```

Figure 4. "Publish New Notice" (PUBLISH process option 5)

Select other users to inform

If you had indicated on the main panel that other users should be informed that the notice is being published, this panel allows you to enter their names.

When you are finished, press Enter to go to the next panel.

```
                         Inform Other Users Panel

 Type in the nodes and userids of any other users (up to 5) who should also be
 informed that the notice was published, then press Enter.

                            Node      Userid
 Send to  . . . . . . . .  _____ ( _____ )
                           _____ ( _____ )
                           _____ ( _____ )
                           _____ ( _____ )
                           _____ ( _____ )




             F1=Help                           F12=Cancel
```
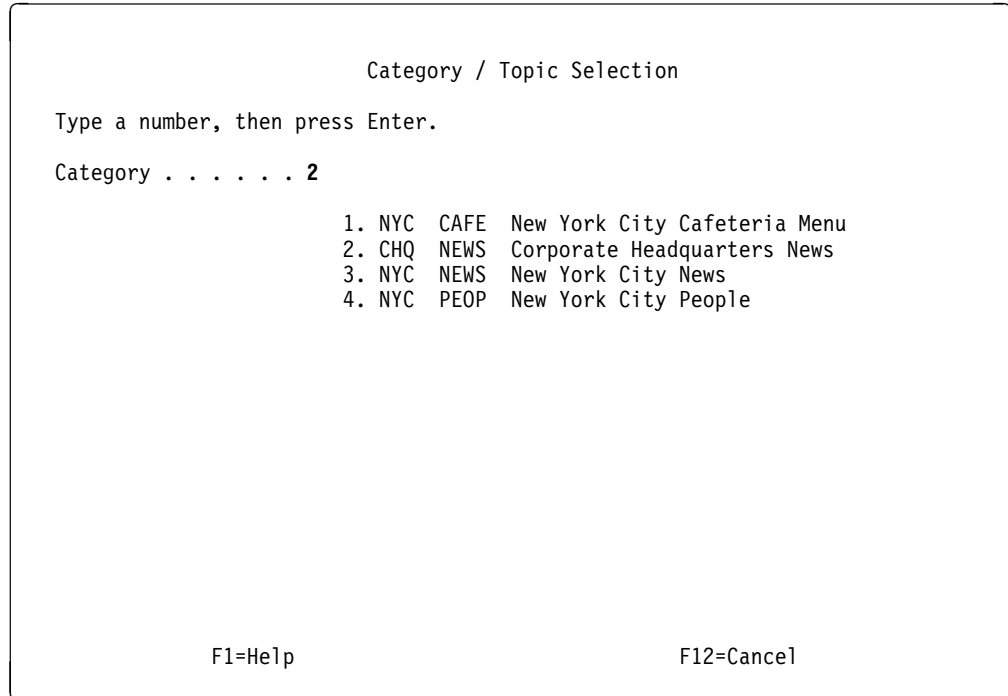
Figure 5. Sample Inform Other Users panel

Select categories and topics

The next step is to select the category/topic under which this notice will appear. The category/topic selection screen will list all of the category/topic combinations that you are authorized to publish under. Select the appropriate category/topic by typing the number in the category field, and press Enter. A sample screen is shown below.

```
                        Category / Topic Selection

  Type a number, then press Enter.

  Category . . . . . . 2

                      1. NYC  CAFE  New York City Cafeteria Menu
                      2. CHQ  NEWS  Corporate Headquarters News
                      3. NYC  NEWS  New York City News
                      4. NYC  PEOP  New York City People













          F1=Help                            F12=Cancel
```

Figure 6. Sample Category/Topic Selection panel

The publishing process now takes different paths based on whether the notice is being published under a local or national category. We will examine each step in turn, starting with our sample, which is being published in the national category "Corporate Headquarters News."

Publishing a National Category

Duplicate notice panel

After specifying the category, the next step is to tell BULLETIN whether or not this notice will be published under more than one national category. Occasionally a notice is published under more than one category to increase its visibility, or because it applies to more than one organization or category.

In the following example we will enter '1', for no.

```
                     Duplicate National Postings

 Is this notice being published in more than
 one Category/Topic by yourself or others?  . . .  1    1. No
                                                        2. Yes

















 F1=Help                                   F12=Cancel
```

Figure 7. Sample Duplicate National Postings panel

The notice has now been submitted for publishing. Proceed to the section entitled "What happens after a publishing request is submitted?" on page 23.

Publishing a local notice

Suppose in the previous example, we had specified a local category on the select category screen. The choices associated with publishing a local notice differ from those associated with publishing a national notice. Let's take a look at what is involved in publishing a local notice.

The first step, invoking the publishing process, would be the same. On the second screen we would specify a local category, such as "New York City News," as in the following example.

```
                      Category / Topic Selection

  Type a number, then press Enter.

  Category . . . . . . 3

                         1. NYC  CAFE  New York City Cafeteria Menu
                         2. CHQ  NEWS  Corporate Headquarters News
                         3. NYC  NEWS  New York City News
                         4. NYC  PEOP  New York City People















          F1=Help                               F12=Cancel
```

Figure 8. Sample Category/Topic Selection panel

Node distribution and selection screens

When the BULLETIN administrators define the available local categories/topics, they also specify whether or not notices for these categories may be targeted to specific nodes at a site. For example, the category topic "HQ Cafeteria" may be published on all the headquarters nodes, while another topic "HQ ISNEWS" may be published only on the I.S. system.

If the category/topic you have selected allows posting on individual nodes, you will then be prompted to supply additional information. If the category/topic was defined to automatically send notices to all local systems, then you will not see these screens, and can skip to the section entitled "What happens after a publishing request is submitted?" on page 23.

Notice distribution panel

```
                          Notice Distribution

              Type the number indicating how the notice request
                   should be distributed, then press Enter.

    Send to . . . . . . . . 2   1. All nodes
                                2. Individual nodes












    F1=Help        F12=Cancel
```
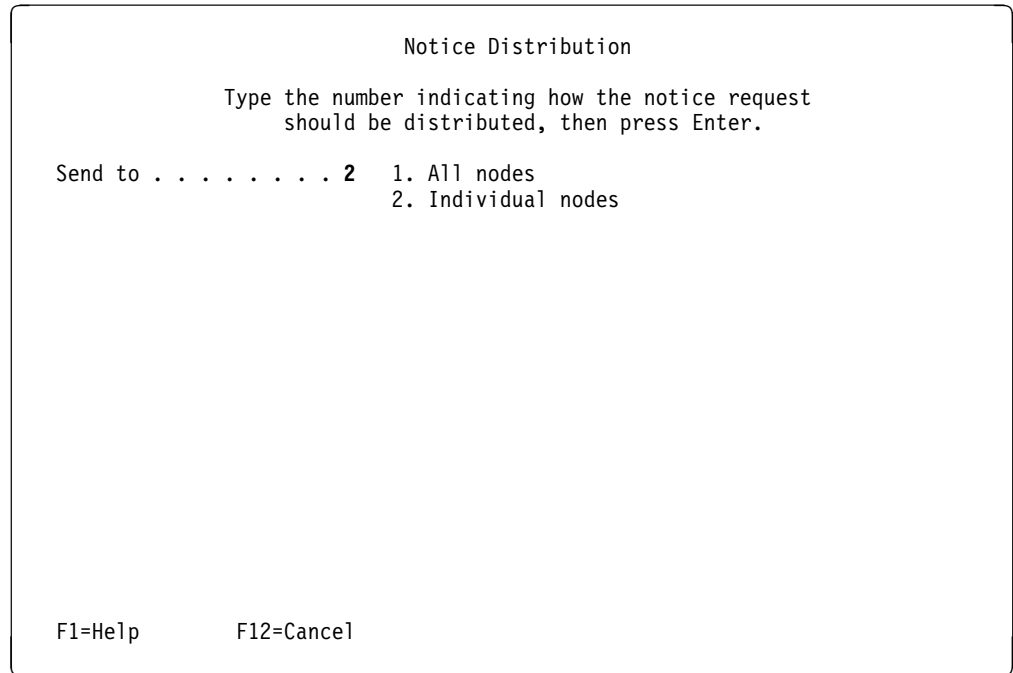
Figure 9. Sample Notice Distribution panel

This panel allows you to specify whether the notice is intended for all local nodes or individual nodes. To select all local nodes type '1' and press Enter. The publishing request has now been completed. Proceed to the section entitled "What happens after a publishing request is submitted?" on page 23.

In this example we will select '2' to specify individual nodes. We will then be able to specify which nodes the notice should be published on by selecting from a table, as shown in the example on the next page.

Node selection panel

```
                          Node Selection

  Select the Nodes you want the notice to appear by typing a '/'
  next to them, then press Enter.

  / NYCVM1
  _ NYCVM3
  _ NYCVM4
  _ NYCVM5
  _ NYCVM6
  / NYCVMTKL
```

```
  F1=Help                                    F12=Cancel
```

Figure 10. Sample Node Selection panel

The node selection panel lists all of the individual nodes you are authorized to
publish on. This list of nodes is obtained from the configuration table set up for you
by your system administrator. Select the nodes on which your notice will be
published by typing a slash ("/") in the entry fields in front of the node names.
Press Enter when you have completed your selections. The publishing request has
now been completed.

What happens after a publishing request is submitted?

When you have completed a publishing request, you will be returned to the main publishing panel. You may either submit additional requests or press the Cancel PF Key to leave the PUBLISH publishing utility.

When your request has been successfully processed, you will receive a message in your reader from the service machine(s). This message will be in PROFS/OVVM format and will look like this:

```
Your Publish request has completed successfully for:

Title:  J. B. STONE NAMED TO NEW POST
Notice:  91072903 CHQ$NEWS
Request:  Publish new or Replace existing notice
```

If the request was not completed successfully, you will receive a message describing the reason for the failure. Contact your BULLETIN system administrator for assistance in resolving the problem.

In the above example, the notice we published was stored on our archive disk and on the BULLETIN system with the name 91072903 CHQ$NEWS. The filetype is made up of the category/topic we chose (CHQ NEWS), and the file name is based on the day (July 29, 1991 = 910729). The last two digits are the sequence number, and indicate how many notices in that category/topic were published for that day. In this example we assume that two notices had been previously published in CHQ NEWS, so the Stone announcement was assigned number 3 ('03').

Note: Refer to the BULLETIN User's Guide for more information on the naming of notices).

This assignment of sequence numbers is why it is so very important that notices are not erased off your archive disk until they actually expire from the BULLETIN database.

If multiple users can publish notices in a given category/topic (to be assigned by your BULLETIN administrator), then the sequence numbers will have a slightly different appearance. For categories/topics with multiple publishers, the sequence numbers will be in hexadecimal beginning at 'A0' (i.e., 160). When these publishing requests are processed at the service machine, they are assigned new sequence numbers based on the order in which requests in that category/topic have been received. Because of this, multiple publishers can have identical filenames of notices yet still be differentiated by the service machine.

The confirmation received after submitting a request to a category/topic with multiple publishers will include an extra line telling you the sequence number the system assigned to your notice and used when storing it in the BULLETIN database:

```
Your Publish request has completed successfully for:

Title:  J. B. STONE NAMED TO NEW POST
Notice:  910729A2 CHQ$NEWS
Request:  Publish new or Replace existing notice

It was published on the system as: 91072905 CHQ$NEWS
```

In this example, it was the third notice in CHQ NEWS that you had published for today (A0, A1, A2), but two others had also published in CHQ NEWS for today, making it the fifth (05) notice overall.

To maintain the integrity of the numbering system, categories/topics that have multiple publishers cannot have notices targeted to individual nodes; these notices must appear on all nodes at the site. This will be handled when your BULLETIN administrator installs and configures your system.

On a final note, only 99 notices are allowed in any category/topic on a given day. For categories/topics with multiple publishers, no individual user can publish more than 96 notices for any day.

Informing contacts and others

If on the main panel you had indicated that the contact person should be notified when the notice is published, they will receive a copy of the formatted notice, with a message at the top indicating that they should contact you if there are any problems with the notice (Figure 11). The message at the top of the file is taken from the PUB$CFRM HEADING file on your archive disk. Your system administrator can assist you in creating or modifying this file. An example of the notification sent to the feedback contact is shown below:

```
The following notice has been accepted and published by NYCVM1(JOEDOE).
Contact Joe Doe at 212/555-4567 if you have any questions.

**************************************************************************


        Monday, July 29, 1991



        J. B. STONE NAMED TO NEW POST
        _____


        John B. Stone has been named director of quality, reporting to Tom
        Goodyear, vice president.

        Mr. Stone was director of operations, Computer Services.



        End of Notice
```

Figure 11. Sample confirmation message sent to designated contact

Replacing an existing notice

The replacement process is very similar to the publishing process. Before you replace a notice you need to know:

- The title of the notice being replaced

- The filename, filetype and filemode of the replacement notice

- The publication date of the original notice

- When the replacement notice will expire

- Which category and topic the original notice was published under

- Which system(s) the original notice was published on

- The userid and node of the designated contact person for the replacement notice

- And whether or not it is a duplicate notice (will the replacement notice be published under more than one national category/topic)

The following is an example of how the main panel would appear after the required information has been filled in.

```
                   PUBLISH:  BULLETIN Publishing Utility

Process  . . . . . . . . 6  1. Edit original notice    Editor . . . XEDIT
                           2. Proofread notice
                           3. View formatted notice
                           4. Print formatted notice

                           5. Publish New Notice
                           6. Replace Existing Notice
                           7. Delete Existing Notice

File Name  . . . . . . . UPDATE    LISTING  A    (fn ft fm)
Publication Date . . . . 07 / 29 / 91           (mm/dd/yy)
Expiration Date  . . . . __ / __ / __           (mm/dd/yy-blank for default

Feedback contact . . . . NYCVM1   ( JOEDOE )    ( node(userid) )
Inform contact . . . . . N                      (Y/N)
Inform others  . . . . . N                      (Y/N)

Hyphenation  . . . . . . N                      (Y/N)




COMMAND ===> _____
F1=Help      F3=Exit       F9=Cmd Line    F12=Cancel
```
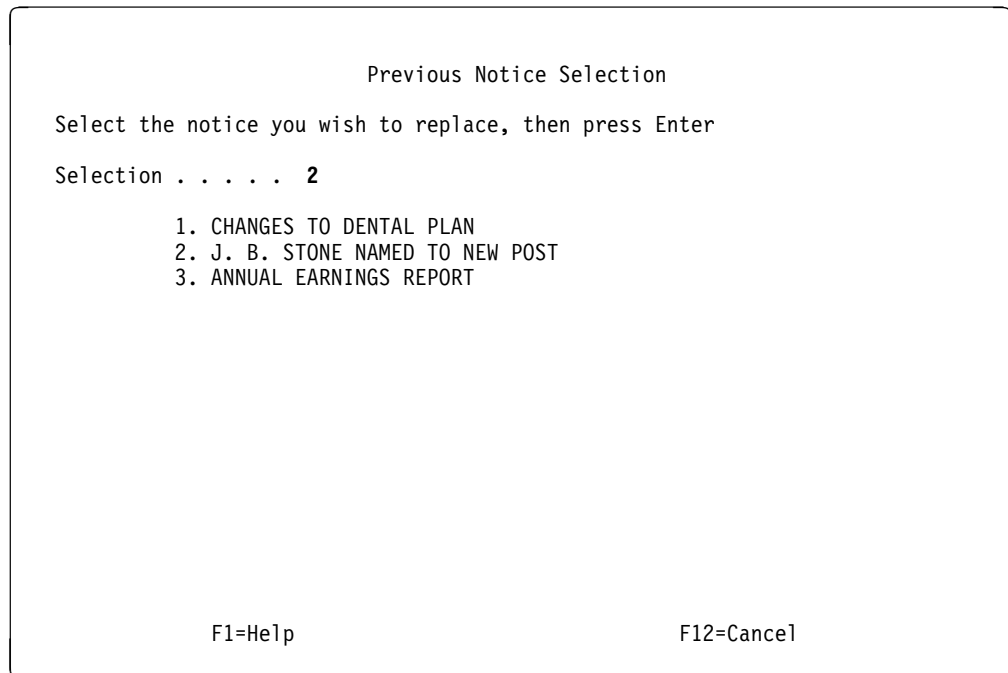
Figure 12. "Replace Existing Notice" (PUBLISH process option 6)

Select Category/Topic

The next step is to select the category/topic of the notice that is being replaced. See "Select categories and topics" on page 18 for information on how to specify the category/topic.

The publish utility will now display a list of all notices you have previously published in that category/topic on the date specified. Select the appropriate number, then press Enter. In the example shown below we will replace notice number 2.

```
                         Previous Notice Selection

   Select the notice you wish to replace, then press Enter

   Selection . . . . .  2

              1. CHANGES TO DENTAL PLAN
              2. J. B. STONE NAMED TO NEW POST
              3. ANNUAL EARNINGS REPORT













            F1=Help                              F12=Cancel
```

Figure 13. Previous Notice Selection panel

If the notice being replaced was published under a national category/topic, the publish utility will continue by prompting you to enter the duplicate notice information. If the notice was published under a local category/topic, the publish utility will continue by asking you to enter the node selection information. Consult the section entitled "Publish new notice" on page 15 for additional information on publishing local and national notices.

Deleting an existing notice

As was discussed previously, when you publish a notice, a copy of the final published notice is stored on your archive disk. The notice is named according to the following convention:

FILENAME: Consists of the year, month, day, and a sequence number. The sequence number pertains to the number of that category/topic combination published for that date.

FILETYPE: The first four characters are the category, and the last four characters are the topic. The character '$' is used as a fill character for categories and topics less than four characters long. For example, the third notice published on July 29th, 1991 for the category CHQ and topic NEWS would be named:

  91072903 CHQ$NEWS.

Remember that '$' is used as a fill character as described above.

In order to delete a notice, you will need to access your archive disk and determine the published notice filename and filetype. The easiest way to find this information is to perform a FILELIST on your archive disk. Browse the notices until you find the notice to be deleted. Then type: **PUBLISH** next to the filename. **You MUST execute PUBLISH against the copy of the notice on the archive disk in order to delete it from the BULLETIN database.**

To delete the notice, verify the filename information and select process option 7 for delete existing notice, then press Enter when complete. An example is shown below.

```
                    PUBLISH:  BULLETIN Publishing Utility

        Process  . . . . . . . . 7  1. Edit original notice    Editor . . . XEDIT
                                    2. Proofread notice
                                    3. View formatted notice
                                    4. Print formatted notice

                                    5. Publish New Notice
                                    6. Replace Existing Notice
                                    7. Delete Existing Notice

        File Name  . . . . . . . 91072903  CHQ$NEWS P    (fn ft fm)
        Publication Date . . . . __ / __ / __            (mm/dd/yy)
        Expiration Date  . . . . __ / __ / __            (mm/dd/yy-blank for default

        Feedback contact . . . . BIGHQVM  ( VPCOM   )    ( node(userid) )
        Inform contact . . . . . Y                       (Y/N)
        Inform others  . . . . . Y                       (Y/N)

        Hyphenation  . . . . . . N                       (Y/N)


        COMMAND ===> _____
        F1=Help      F3=Exit      F9=Cmd Line    F12=Cancel
```

Figure 14. "Delete Existing Notice" (PUBLISH process option 7)

You will then be shown the first part of the text of the notice, so that you can verify that you are deleting the correct one. The actual number of lines displayed will vary based on the size of the notice and and the number of lines available on your terminal or computer screen. This panel does not allow scrolling, so if you need to view the entire notice, press the Cancel key to return to the main menu and select process option 1.

```
                        Verify Notice to Delete

Is this the notice you want deleted? . . . . . .  _    1. No
                                                       2. Yes
_____

J. B. STONE NAMED TO NEW POST


:p.John B. Stone has been named director of quality,
reporting to Tom Goodyear, vice president.
:p.Mr. Stone was director of operations, Computer Services.













  F1=Help        F12=Cancel
```

Figure 15. Verify Notice to Delete Panel

If the notice is in a local category, you may be prompted to select the nodes where you want the notice to be deleted. You can choose to delete it from individual nodes or from all the nodes at your site. If you select the individual nodes option, then the node selection panel will be displayed.

Check the responses you receive from the BULLETIN service machines to make sure the publishing requests completed successfully. Contact your BULLETIN system administrator for assistance if necessary.