

POINT 4'S ELECTRONIC OFFICE SYSTEM: OFFICE AUTOMATION FOR THE IRIS USER

The POINT 4 Electronic Office System (EOS) brings the newest generation of timesaving, high-productivity business tools into the work environment for users of the IRIS™ Operating System. Now, any one of the POINT 4 family of computers can become a center for office automation with the simple addition of the Electronic Office System software package.

With the Electronic Office System, the user can have the most frequently used business capabilities, such as Electronic Mail, Calendar, Word Processing, and Dictionary, all without the addition of special hardware.

ELECTRONIC OFFICE SYSTEM FEATURES

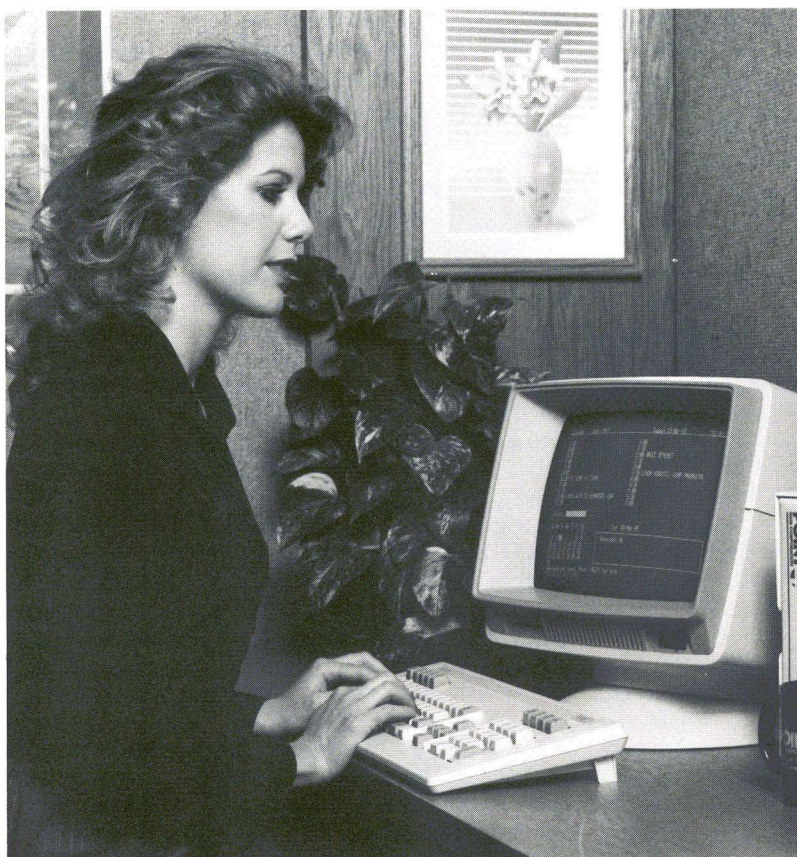
- Simple, Friendly, Easy to Use
- Menu or Command Flexibility
- Uses English Language Commands
- Specially Programmed Function Keys
- Full-Screen Editor
- On-Line Dictionary and Spelling Verification
- Extensive Self-Help Instructions
- Electronic Mail for Documents and Messages
- Executive Desk Calendar
- Daily and Appointment Memo Pad
- Automatic Meeting Scheduler

WORD PROCESSING

The key to the success of an office automation package lies in the strengths of its word processing system. POINT 4's Word Processor incorporates three very exciting features: a Full-Screen Editor, an On-Line Dictionary, and an extensive complement of HELP instructions that appear on the screen as you need them. The Screen Editor enables any portion of the document currently displayed on the screen to be edited merely by positioning the cursor over the desired word. The On-Line Dictionary can be accessed by touching a single key. Words can be looked up easily, and simply inserted into a document. Any time a command is forgotten, pressing the HELP key grants immediate access to an extensive set of on-line HELP instructions, which summarize the many features of the Word Processing System.

The 58 editing functions make preparation of a document fast and easy. Sections of text can be stored and retrieved, so a new document can be built from previously stored paragraphs. All operations are easily selected from a sequence of menus or may be invoked directly by typing the name of the operation. A special "queue" feature allows the user to work on one document while another is waiting to be printed. Security is assured by individual passwords and user verification.

ELECTRONIC MAIL offers the ease and flexibility of sending short messages or Word Processing documents electronically. Once a message is sent, the sender may observe the progress of the message on a status display showing all messages sent. When sent, when received, and disposition are indicated. This status board for



messages sent is an excellent 'tickler' file for managers of people and data. When mail has been sent, a "MAIL WAITING" message appears on the screen of each recipient. The recipient invokes the View Mail program. All mail in a user's "in-box" is displayed, showing such items as the sender, time sent, the title or subject, and the current status (waiting, seen, or read). When selected, the full text will be displayed on the workstation screen. Disposition options for mail include saving in a Word Processing document, marking it as "seen" or "read," or completely discarding the message from the mail box.

ELECTRONIC CALENDAR

POINT 4's ELECTRONIC CALENDAR has been designed to simulate an executive's desk calendar. Included on the screen are time increments for appointments to be scheduled, an electronic memo pad, and the current monthly calendar. Alarms or notes can also be set for individual appointments. Appointments are easy to enter, update, or delete. A quick review of the public portion of other users' calendars is also available. So is the ability to "pencil" in an appointment on another calendar. Even facilities such as meeting rooms and pieces of equipment can have their own calendars, and appointments scheduled on them. If someone has "pencilled" an appointment on a calendar, a "PENCILLED WAITING" message appears on the screen. Invoke the List Pencilled Appointments function for easy confirmation or deletion. If there is an "alarmed" appointment, and the alarm goes off, the terminal will sound the audible alarm once, once every four minutes, or every twelve minutes, depending upon which option has been selected. Ringing alarms are easily turned off by entering the appropriate mnemonic. The ELECTRONIC CALENDAR also fea-

tures a display of the next ten scheduled or pencilled appointments, even if they are for next month or even next year. This display also shows the calendar and time of day in large block letters.

TRUE EASE-OF-USE

Unlike many office automation products, the POINT 4 Electronic Office System has simple, consistent operating characteristics.

INTEGRATED FUNCTIONS

Important, frequently used operations are invoked by function keys. The keys remain constant among all modules. The user doesn't have to refer to complex instructions to operate the system.

CONSISTENT DISPLAY

The format of screen displays is consistent among modules so that once learned, the user doesn't have to learn a new set as he moves from Electronic Mail to Word Processing to Calendar.

EASY "MENU" SELECTION

System functions can be selected by simply moving the cursor to the desired feature listed in menu fashion on the screen. In addition, each menu selection is identified by unique character mnemonics. This allows the user to go from the execution of one function to another without moving through menus. A BROWSE key lists the functions of the entire system and makes selection simple throughout the EOS; the BROWSE key can be used to review alternatives without exiting the function being used.

CLEAR PROMPTS

When system input is required, the user knows by the reverse video box and a blinking cursor that is clearly visible on the screen. When no input is needed, the box disappears. The user

does not have to rely on guesswork to interact with the system.

HELP

The help key may be pressed at any time it is required. A "help box" will appear to provide assistance. A unique feature of EOS help boxes is that they remain visible until an input has been selected and the help is no longer required.

TOMORROW'S SYSTEM TODAY

POINT 4's Electronic Office System brings tomorrow's exciting world of Office Automation to you today. Now, you can enjoy Electronic Mail, Executive Desk Calendar, and a powerful Word Processor—all combined in one easy-to-use program—all at the simple touch of a key. Its integrated function, constant displays, and easy menu selection make the EOS one of the most "user-friendly" systems available today.

POINT 4: RESPONSIVE TO OUR CUSTOMERS' NEEDS

At POINT 4 Data Corporation, our business is multi-user systems with a personal touch. We design and manufacture computer systems, distribute them through a worldwide network of value-added resellers and support those resellers with personal service.

POINT 4 computer systems are flexible, cost-efficient, expandable and upward compatible. And we're working for the future, developing new and better products and planning more and better ways to support our customers.

The materials contained herein are intended for general information. Details and specifications concerning the use and operation of POINT 4 Data Corporation's equipment and software are contained in the applicable technical manuals, available through local sales representatives.

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