UNIVERSITY OF PITTSBURGH ELECTRONIC MAIL FORM (EMF)
FORM 0068 BOOK AND SUPPLY FORM

As an alternative to processing FORM 0068, <u>Book and Supply Form</u> to order textbooks, instructional materials, and supplies, orders may be submitted to the Book Center using E-Mail on the VAX cluster by xecuting the following command procedure:

1.   At the $ prompt, type @usr0:[14216.aisuss.forms]mailform

2.   Press <Return>

At this point, you are automatically in MAIL.

3.   Type SEND and press <Return> (You should cc yourself if you want a record of the transaction.)

4.   At the TO: prompt, type **PAUY2B,** (the Book Center E-Mail Address) and press <Return>

5.   At the SUBJECT: prompt, type Book and Supply Order and press <Return>

Continue in the Mail panel:

6.   Press the Gold (F1) key, followed by Keypad 7 (home)

7.   At the command prompt type BOOKS

8.   Press Keypad <ENTER>

At this point the Form will appear on the screen.

NOTE: If this procedure does not work, it is due the emulation package you are using. An alternative to STEP 6 above, is to press <CONTROL>Z when in the mail panel. At the asterisk (*) prompt type Books. At the second asterisk (*), type c.

9.   After completing the form, execute your standard command to send Mail. A procedure that will usually work is to press <CONTROL>Z and at the asterisk (*) type EXIT.

<u>Adding the command to your LOGIN.COM file.</u>

Alternatively, the following command $EMF= ="@USR0:[14216.AISUSS.FORMS]MAILFORM" may be added to your LOGIN.COM file one time and then executed to submit a Book and Supply order to the Book Center.

1.   With the command added to your LOGIN.COM file, to submit a Book and Supply order to the Book Center you would only need to type EMF at the $ prompt and Press <Return>.

At this point you are automatically in Mail. Continue with STEP 3, above.