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

As an alternative to processing FORM 0068, Book and Supply Form to order textbooks, instructional materials, and supplies, orders may be submitted to the Book Center using E-Mail on the VAX cluster by executing 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 to 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.

Adding the command to your LOGIN.COM file.

Alternatively, the following command $EMF = ^@USRO: [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.