

Procedures on How to E-mail AUEELs/DEELs

Fall 2001

E-Mailing AUELs/DELS

TC ACCIS offers you the ability to mail your AUELs/DELS to a user. The procedures to do so are as follows:

1. Equipment List

The user must first create the print file in the FORSCOM Format. On the TC ACCIS Main Menu, select menu option:

- 1 – Equipment List Processing
- 4 – Equipment List Reports
- 1 – Equipment List Report – FORSCOM Format

Select **FORSCOM Format**

Enter the **Type Data Code**, and then press **ESC**.

Select the **UIC** by placing an **“X”** in the selection field.

Enter your **Sort Selection**.

Select option: **2 – File/Diskette**

You will be asked to enter a 3 character ID, and then press **ESC**.

This print file can be e-mailed to any user.

2. File name and directory

To mail a specific file you must know the name of the file and the directory where it resides. The following procedures must be performed at a UNIX prompt. If you do not have UNIX privileges, please contact your systems administrator for assistance.

To retrieve the specific file you want to e-mail, at the UNIX prompt type:

```
ls -lt /trans/tcaccis/comm/auel | more
```

Select the most recent file created (by date) with the 3 character ID. This file will be at the top of the list. It is important to write the specific file name down. The file name will be:

```
prtnnnnn.xxx
```

The **‘nnnnn’** represents a number and **‘xxx’** represents the 3 character ID. For example: **prt25660.rss**. Write the path and file name down on a piece of paper.

3. Electronic Mail

On the TC ACCIS Main Menu, select menu option:

9 - Electronic Mail
2 - Pine Check Mail

From the Pine main menu, select **C - Compose Message**.
You will see:

To :
Cc :
Attchmnt :
Subject:

At the **To:** (and **Cc**) line, enter the name and address of the recipient(s), for example:

oges@eis.army.mil

At the **Attchmnt :** line, enter **Ctrl-J (Attach)**.

At the bottom of the screen a message **File to attach:** appears.

Enter the file path, for example:

/trans/tcaccis/comm/auel/prtnnnnn.xxx

Then, press **return**.

Enter the **Subject :** line and press return.

Enter **Ctrl-X** to send the message. The system will ask you if you want to send the message, select **Y (Yes)**.

Your message has been sent.

If you have any questions, please call the RAM hotline at 1-866-TCAIMS2