

Upload Address Maintenance

The Upload Address Maintenance function is used to select which addresses on your local Con-nect node will be uploaded to the central directory, which will be removed from the central directory and other general maintenance functions.

This chapter covers the following topics:

- Upload Address Maintenance Screen
 - Return to Top of List
 - Display Additional Address Information
 - Set Addresses for Upload
 - Undo Addresses for Upload
 - Remove Addresses from the Central Directory
 - Hold Addresses
 - Release Addresses
-

Upload Address Maintenance Screen

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3:01 PM          * * * C O N - N E C T 3 * * *          14.Feb.94
Cabinet LS      Upload Address Maintenance          OLAP01

Cmd Addressee Name      Type      Mail ID  Alias      CD Name  Status  Version
-----
__ AB                  Priv.Cab AB      D4S      DAEFCOC  Uploaded 1.1
__ ABBOTT              Priv.Cab ABBOTT
__ Abbott,Rebecca     Name      ABBOTT  D4Q      DAEFCOC  Uploaded 1.1
__ Adams,Sarah        Name      SA      D4R      DAEFCOC  Uploaded 1.1
__ ADMIN              Priv.Cab ADMIN  Dnj      DAEFCOC  CentDel  1.1
__ AH                  Priv.Cab AH
__ BBH                 Priv.Cab BBH
__ Beechman,Andy      Name      AB                      New      1.1
__ BLI                 Priv.Cab BLI                      New      1.1
__ Burke,Martin       Name      MBU
__ CF                  Priv.Cab CF      DjY      DAEFCOC  CentDel  1.1
__ CONFBULL           Bulletin
__ CONFEREN           Publ.Cab CONFEREN                      New      1.1

Cmd:      Addressee Type _ All          Position to _____
TO Top   DI Display  ST Set   UN Undo   RM Remove  HD Hold   RL Release
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Menu  Quit  StAll  UnAll  RmAll  Find  +    --          HdAll  RlAll
Mark item(s) from the list above with a command or press a PF-key

```

By default, all addresses on your local node are displayed. You can also display addresses of a specific addressee type.

Addressee Name

The addressee's name which, depending upon the type of addressee, will be one of the following:

Name	User's first and last name.
Address	Nickname of addressee or external address.
Private Cabinet	Name of private cabinet.
Shared Cabinet	Name of shared cabinet.
Public Cabinet	Name of public cabinet.
Standalone Cabinet	Name of standalone cabinet.
Bulletin Board	Name of bulletin board.
External Address	Name of external node, or the name of an external address.

Type

Type of addressee. The following abbreviations are used:

Name	Addressee is a Con-nect user.
Address	Addressee is a nickname.
PrivCab	Addressee is a private cabinet.
ShardCab	Addressee is a shared cabinet.
PubCab	Addressee is a public cabinet.
StandCab	Addressee is a standalone cabinet.
Bulletin	Addressee is a bulletin board.
External	Addressee is an external node.

Mail ID

Identifies the addressee on your local node. Depending upon the type of addressee, the mail ID can be one of the following:

Name	User's Con-nect ID.
Address	User ID of cabinet, user, nickname, bulletin board or, external address referenced by the nickname.
Cabinet	Name of shared, standalone, or public cabinet.
Bulletin Board	Name of bulletin board.
External user	Name of external node.

Alias

A unique ID which is assigned to each address uploaded to the central directory. If the address has not been uploaded to the central directory, this field is blank.

CD Name

Name of the central directory to which the address has been uploaded. If an address has not been uploaded to the central directory, this field is blank.

Status

Status of address. The following abbreviations apply:

" "	Address has not been uploaded to the central directory.
New	Address is marked to be uploaded to the central directory. If, on the "Directory Synchronization Maintenance" screen, you have specified that an addressee type is to be automatically set for upload when it is created, the status for the new addressee remains blank " " until the upload function is performed, at which point the status is changed to uploaded. See <i>Directory Synchronization Maintenance</i> .
Uploaded	Address has been uploaded to the central directory.
Modified	Addressee's description, or last and/or first name has been modified. With the next upload, the central directory will be updated. When the name or description of an addressee that has been uploaded is modified, the address' status is automatically changed by Con-nect to Modified.
Hold	Address will be uploaded to the central directory, but other participating Con-nect nodes will not be allowed to download the address from the central directory until you release the address.
Removed	Address is marked to be removed from the central directory with the next upload. Once the upload is performed, the columns Alias, CD Name, Status and Version for that address are reset to blank. Once the upload function is performed, the status for the address is set to Removed in the central directory, however, if the address was downloaded and imported to another Con-nect node, the address is not removed from that Con-nect node until that Con-nect node performs a download.
CentDel	Address was deleted in the central directory.

Version

Version number of the directory synchronization programs which are used by your local Con-nect node.

Addressee Type

You can select to display all addressee types on your Con-nect node, or a specific type. To change the addressee type displayed, enter one of the following abbreviations and press ENTER.

- A Display all nicknames.
- B Display all bulletin boards.
- C Display all cabinets (private, shared, public, and standalone).
- E Display all external nodes and external addresses.
- N Display all Con-nect users.
- * Default - Display all addressee types.

Position to

You can enter one, or more characters to scroll down the list of addresses to a particular address. For example, if you enter JO the list will be restarted with the first address whose addressee name begins with JO.

Return to Top of List

To reposition the address list to a selected addressee, you can enter TO in the Cmd column for the addressee and press ENTER. As a result, the selected addressee is now displayed at the top of the list

Display Additional Address Information

To display the full address of an addressee, you can enter DI in the Cmd column for the addressee and press ENTER.

```

10:25 AM          * * * C O N - N E C T 3 * * *          14.Feb.94
Cabinet LS       Address Maintenance - ESH                OLAN06

Mail Nickname for
Last Name/Description  Eshberry          Initial  X
First Name            John

Company              Walk America
Title
Department           Public Relations          Number
Location
Address              12004 Sunrise Valley Drive

City                 Reston
Postal Code          20001                    Country  USA

Phone                703-WAL-K000             Country Code  1
Extension            25

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      HELP           Menu
Press a PF-key

```

The information that is displayed is identical to that which is displayed when a Con-nect user issues the "DISPLAY Address *name*" command.

If you display an external address (indicated as External in the Type column), you can press PF4 to display the external address information you provided when you created the external address.

Note:

If the addressee is not an external node or external address, this PF-key is not available.

Set Addresses for Upload

You can set addresses on an individual basis, or all addresses for upload to the central directory.

It is important to note that if you specify to list a particular addressee type and *then* specify to set *all* addresses for upload, only the addresses pertaining to the addressee type you previously specified will be set for upload.

To select addresses on an individual basis, you mark each address you want with *ST* in the *Cmd* column and press *ENTER*.

To select all addresses which have not been previously set for upload or currently uploaded, press *PF4*. As a result, a confirmation window is displayed; enter *Y* to confirm and press *ENTER*. When the set all function is completed, the total number of addresses set for upload is displayed.

In both cases, the status for each address you select is changed to *New* and, with the next upload, the addresses will be uploaded to the central directory.

Undo Addresses for Upload

You can undo all addresses or an individual address, so long as the status is *New*, *Removed* or *CentDel*. When you undo an address, the address will not be uploaded to the central directory with the next upload.

It is important to note that if you specify to list a particular addressee type and then specify to undo all addresses for upload, only the addresses pertaining to the addressee type you previously specified will be undone for upload.

To undo addresses on an individual basis, you mark each address you want with *UN* in the *Cmd* column and press *ENTER*.

To undo all addresses pending for the next upload, press *PF5*. As a result, a confirmation window is displayed; enter *Y* to confirm and press *ENTER*. When the undo all function is completed, the total number of addresses undone is displayed.

In both cases, the status for each address you select is changed to " " (blank).

Remove Addresses from the Central Directory

You can remove addresses from the central directory on an individual basis, or all addresses, so long as the status is *Uploaded*.

It is important to note that if you specify to list a particular addressee type and *then* specify to remove all addresses from the central directory, only the addresses pertaining to the addressee type you previously specified will be removed.

Note:

Removing an address from the central directory will not delete the address from your *Con-nect* system.

To remove addresses on an individual basis, you mark each address with *RM* in the *Cmd* column and press *ENTER*.

To remove all addresses from the central directory, press PF6. As a result, a confirmation window is displayed; enter *Y* and press ENTER. When the remove all function is completed, the total number of addresses marked is displayed.

In both cases, the status for each address is changed to Removed. With the next upload, the addresses will be marked in the central directory as Deleted and the columns Alias, CD Name, Status and Version on the "Upload Address Maintenance" screen will be blank for each address removed.

The address' record on the central directory is not completely deleted until the central directory administrator physically deletes the address.

Hold Addresses

So that other participating Con-nect nodes cannot download your local addresses from the central directory you can place a hold on them. You can place a hold on addresses on an individual basis, or on all local addresses.

It is important to note that if you specify to list a particular addressee type and *then* specify to hold all addresses from the central directory, only the addresses pertaining to the addressee type you previously specified will be placed on hold.

To hold addresses on an individual basis, you mark the address in question with HD in the Cmd column and press ENTER.

To hold all addresses, you press PF11. As a result, a confirmation window is displayed; enter *Y* and press ENTER. When the hold all function is completed, the total number of addresses marked is displayed.

In both cases, the status for each address is changed to Hold and, with the next upload to the central directory, the addresses will be marked in the central directory as such.

Release Addresses

You can release addresses whose status is Hold on an individual basis, or all addresses. Releasing an address means that other Con-nect nodes can download that address from the central directory.

It is important to note that if you specify to list a particular addressee type and *then* specify to release all addresses from the central directory, only the addresses pertaining to the addressee type you previously specified will be released.

To release addresses on an individual basis, you mark the address you want with RL and press ENTER.

To release all addresses, you press PF12. As a result, a confirmation window is displayed; enter *Y* and press ENTER. When the release all function is completed, the total number of addresses released is displayed.

In both cases, the status for each address is changed to Modified and, with the next upload to the central directory, the addresses will be marked in the central directory as such.