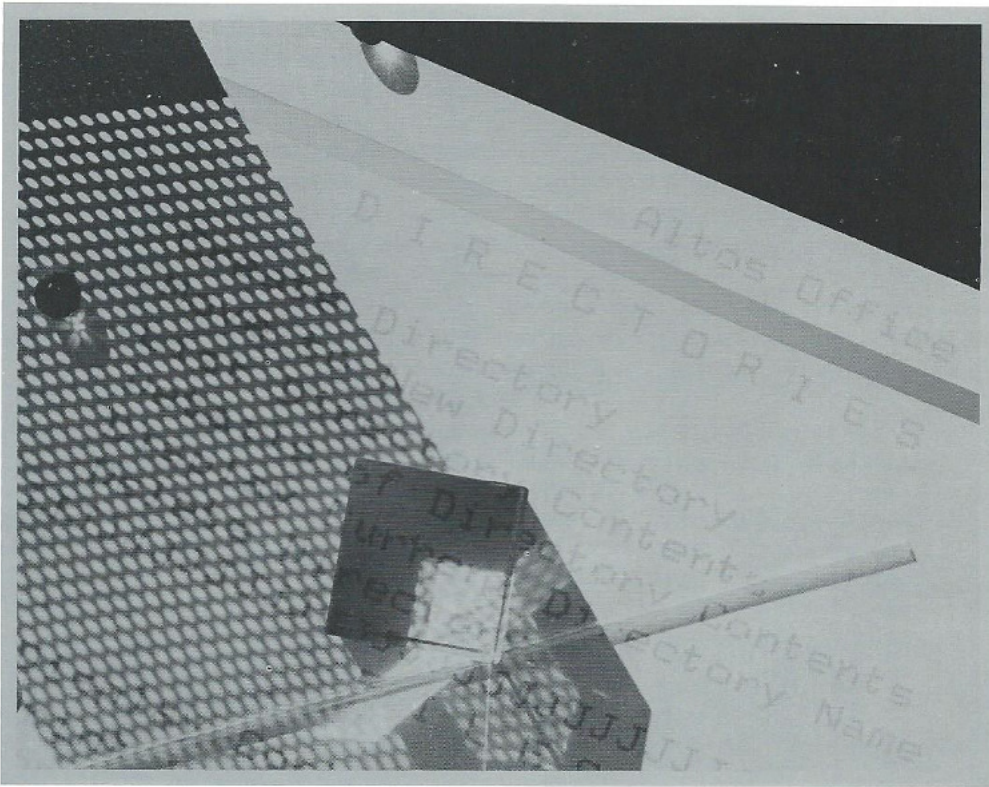


ALTOS OFFICE MANAGER



▲ The Altos Office Manager (AOM™) Suite is a comprehensive software application package that provides solutions for the needs of today's office. Altos also provides AOM Plus, an enhanced version of AOM Suite, the AOM Menu System, an easy-to-use interface to XENIX®/UNIX™, and the AOM Tool Kit, a software development aid.

The AOM Suite

The AOM Suite consists of seven interactive productivity applications that fulfill the office automation needs of small and medium sized businesses.

AOM Suite includes:

- ▲ Word Processing
- ▲ Business Graphics
- ▲ Communications
- ▲ Electronic Spreadsheet
- ▲ Calendar Manager
- ▲ Electronic Mail
- ▲ File Manager

The AOM Plus

The AOM Plus office automation software is an enhanced version of AOM Suite, designed for more advanced users. AOM Plus incorporates the 20/20 integrated spreadsheet, graphics and database application (replacing the spreadsheet included in the AOM Suite).

The AOM Menu System

The AOM Menu System is a flexible, windowpane interface to the XENIX/UNIX Operating Systems and the applications software products. It allows you to take advantage of the power and sophistication of XENIX/UNIX within an easy-to-use menu system. Installation of Altos software is also simplified by using the AOM Menu System.

The AOM Tool Kit

The AOM Tool Kit is an aid to applications developers and system integrators. It enables you to easily define your own menus and add your own vertical application to the AOM Menu System. In addition, the Tool Kit allows you to rewrite the default menus of AOM Suite or AOM Plus and translate menus into non-English languages to meet the needs of the international marketplace.



SPECIFIC FEATURES OF THE AOM MENU SYSTEM

▲ *On-line Help facilities*

You can get Help both within the menu system and the productivity tools. You need only press the HELP key or its equivalent to get a description of the command or function you are currently using.

▲ *Instant-view Menu System*

AOM enables you to view menus for up to four productivity tools or AOM utilities on a single screen. You need only type one letter to change the screen to view four more menus. The AOM Menu System supports up to eight screens, with a possible 32 menus.

▲ *User-Configurable*

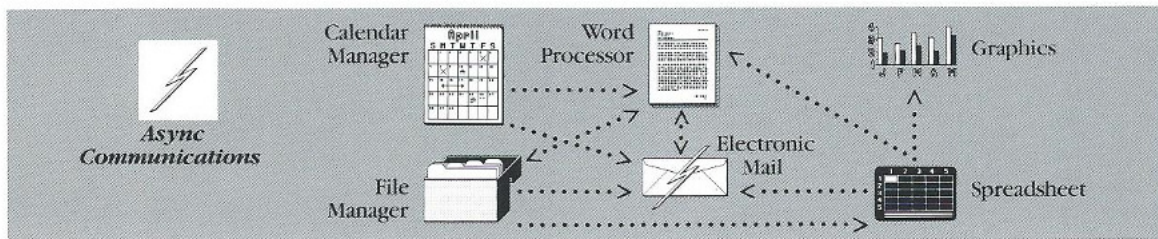
When installing the applications, you determine where these products will be located within the AOM Menu System. This feature enables you to group those productivity applications used most often to provide the optimal data processing environment.

▲ *Expansion*

With an eye to your future computing needs, Altos has designed the AOM Menu System with room for expansion. By utilizing the AOM Tool Kit, you can add your own programs to the AOM Menu System. The Tool Kit enables you to use a single menu system to present a consistent and professional showcase for your software.

▲ *Enhanced Merge Capabilities*

AOM enables you to transfer data between the productivity tools.



PRODUCT DESCRIPTIONS

The multi-user productivity applications available in the AOM Suite and AOM Plus include:

Word Processing

The AOM Word Processor is a full-function, menu-driven word processor that provides a complete range of functions, commands, and facilities focused on text manipulation and management. The AOM Word Processor features include:

- ▲ Mail merge
- ▲ Full cut and paste
- ▲ Spell checking
- ▲ Extensive print control
- ▲ Configured function keys with mylar overlay for popular Altos terminals

Electronic Spreadsheet

The AOM Spreadsheet is a modeling and planning tool to help analyze financial data. The AOM Suite Spreadsheet features:

- ▲ Single keystroke commands (no control characters)
- ▲ 63 columns by 255 rows
- ▲ Flexible column width
- ▲ Versatile cursor positioning in spreadsheet: by row and column number, area name or window number
- ▲ Up to eight separate windows on the screen at one time
- ▲ Numeric and alphabetic sorting in ascending or descending order
- ▲ Linked worksheet: as one spreadsheet is updated linked worksheets are also updated

The AOM Plus Spreadsheet features:

- ▲ 1000 x 1000 matrix
- ▲ Named cell reference
- ▲ Data import/export
- ▲ Text justification
- ▲ Powerful command facility
- ▲ Long labels cross cell boundaries
- ▲ Lotus 1-2-3 like command structure
- ▲ Integrated bit-mapped graphics and database
- ▲ Versatile data consolidation
- ▲ Goal seeking
- ▲ Project modeling
- ▲ Multiple windows (up to 4) with data and graphics



PRODUCT DESCRIPTIONS

Database File Manager

The AOM File Manager was developed by the creators of Informix, a powerful relational database management system. The File Manager was designed for maximum ease-of-use. The menu-driven user interface directs novice users through the system to the information needed. More experienced users can utilize single keystrokes to perform functions more quickly. The AOM File Manager features include:

- ▲ Powerful, interactive query capabilities
- ▲ Screen-oriented data entry
- ▲ Sorting capabilities
- ▲ Informix compatibility: data can be passed or retrieved from an Informix database

Business Graphics

The AOM Business Graphics System is a character-based graphics application. It includes the following capabilities:

- ▲ Bar charts, line graphs and cake charts
- ▲ Vertical and horizontal bar charts that permit single bars or groups of bars for easy comparison
- ▲ Cake charts that allow up to 25 segments and do automatic percentage calculation
- ▲ Reads SYLK files (such as from Multiplan)
- ▲ Automatic scaling that allows a range of values to be displayed
- ▲ Support of HP and Amdek plotters that can be used for printing the charts and graphs

Calendar Manager

The AOM Calendar Manager is a record keeper of daily, weekly, and monthly appointments. It has the following capabilities:

- ▲ Coordination of schedules from many calendars
- ▲ Notes that can be written for each appointment without limit to the number of pages written
- ▲ Weekly template
- ▲ Reports and diary entries can be displayed and printed for daily, weekly, and monthly appointments with or without notes
- ▲ Meeting scheduler

Communications

With Altos Async and a modem (or null-modem cable) you can exchange text and program files with another Altos computer or any other computer that supports XMODEM protocol, or supports a public access service, such as MCI Mail. Additional capabilities include:

- ▲ A phone list that you can add or change, and that maintains the corresponding communications setting for each phone number
- ▲ Hayes-compatible modem support
- ▲ Autodial capabilities between two Altos computers
- ▲ Terminal mode in which your console acts like a terminal connected to another computer

Electronic Mail

Electronic Mail can be used to create, send, receive and examine files throughout the system. Capabilities include:

- ▲ Creating memos, letters, etc. within the word processor and sending copies to particular users on the system
- ▲ Storing or removing of received memos after reviewing
- ▲ Simple to use menu system
- ▲ Reply option for each file received



S P E C I F I C A T I O N S

AOM Suite

Hardware: Altos 486, 586, 586T, 986, 986T, 886, 1086, 2086
Operating System: 8086 Family – XENIX version 3.0B or greater
80286 Family – XENIX version 3.2F or greater
Terminals: Altos II, Altos III, Altos IV, Wyse 50, Wyse 75, Wyse 100

AOM Plus

Hardware: Altos 886, 1086, 2086, 3068
Operating System: 80286 Family – XENIX version 3.0B or greater
3068 Family – UNIX System V version 1.0a or greater
Terminals: ASCII: same as above
Graphics: VT125, VT240, QUME QVT311GX (in VT125 emulation mode)

Documentation

The following documentation is included with AOM Suite:

Uniplex User's Guide
Uniplex System Administrator's Guide
File-it! Reference Manual
High Tech Business Graphics User's Guide
Altos Calendar Manager User's Guide
Altos Async User's Guide
AltosMail User's Guide
Data Transfer Manual
Multiplan Electronic Worksheet – AOM Suite only
20/20 User's Guide – AOM Plus only
Productivity tools purchased separately are shipped with the appropriate documentation.

The following documentation is included with AOM Tool Kit:

The Tool Kit User's Guide

Ordering Information

Contact your Altos Reseller to order the AOM Suite, AOM Plus, individual productivity tools, or the AOM Tool Kit. Be sure to specify the ALTOS hardware model on which AOM will be installed.



Altos Computer Systems
2641 Orchard Parkway
San Jose, CA 95134
(408) 946-6700
1-800-ALTOS-US

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