THE GAO ELECTRONIC DOCUMENT REQUEST SERVICE

SYSTEM AVAILABILITY

The system is available (Eastern Time):

>   7:00 AM until Midnight, Monday through Friday
>   9:00 AM until 8:00 PM, Weekends and Holidays

You will be advised of any changes to this schedule with online system messages.

SIGNING ON

H.I.S. can be accessed by virtually any terminal or personal computer with communications capability. Check with your system manager, or contact the vendor of your equipment, for information on how to use the communications package for your office equipment.

When signing on follow these steps:

1. Establish the phone connection using your communications package. (H.I.S. has both 1200 baud and 2400 baud dial-in capability. The 1200 baud phone number is 202-225-4170; the 2400 baud number is 202-226-6105.)

2. Press a **carriage return** to initiate the CONNECTING... message. (If you do not receive the message, press the **carriage return** again.)

3. At the PLEASE SIGN ON prompt, enter **on** and **gao**, followed by a **carriage return**.

4. At the **password** prompt, enter the password followed by a **carriage return**.

5. At the ENTER THE NAME OF THE SERVICE YOU WANT OR TYPE HELP prompt, enter **mail** followed by a **carriage return**.

6. Mail will then welcome you and prompt you to enter a request.

An example of signing on:

CONNECTING...

PLEASE SIGN ON.
on gao (carriage return)
ENTER PASSWORD: *********
(type the password followed by a **carriage return**)
ENTER THE NAME OF THE SERVICE YOU WANT OR TYPE 'HELP'.
mail (carriage return)

GOOD MORNING (name). IT'S 9:15 AM, THURSDAY, AUGUST 23, 1990.
YOU LAST SIGNED ON AT 5:40 PM WEDNESDAY, AUGUST 22, 1990.
WELCOME TO THE MAIL SERVICE.
MAIL CALL: 2 READ, 3 UNREAD
PLEASE ENTER A REQUEST OR TYPE 'HELP'.

CHANGING THE GAO PASSWORD

The GAO password can be changed. A password may have up to ten characters but cannot include blank spaces. You may change the password at anytime by entering **go to password** and responding to the system prompts.

An example of changing a password:

PLEASE ENTER A REQUEST.
go to password (carriage return)

ENTER OLD PASSWORD:
gold (carriage return)

ENTER NEW PASSWORD:
silver (carriage return)

SILVER   REPLACES GOLD   AS PASSWORD FOR GAO

PLEASE ENTER OFF OR GO TO MAIL.

SIGNING OFF

To sign off MAIL, enter **off** after you get the message PLEASE ENTER A REQUEST.

An example of signing off:

PLEASE ENTER A REQUEST.
off (carriage return)
GOODBYE (name). HAVE A GOOD DAY.

10:01:23 SIGN-OFF IS COMPLETE

#@!DISCONNECTED

Note: If you leave your terminal unattended for 20 minutes, MIN will disconnect. You will need to sign on to the system again.

It is very important to sign off Mail when you have completed your work. Please do not disconnect the phone without signing off.

READING THE GAO MAILBOX

Each time you sign on or sign off the Mail Service your mailbox is checked. A "mail call" message automatically tells you how many messages in your mailbox have been read, are unread, or are express mail. All mail items will be displayed, one at a time, in the order they were received except for "express" items which will always be displayed first.

The READ command enables you to read your mail. After entering the Mail Service, type **read**, or **r**, when you are prompted with PLEASE ENTER A REQUEST.

The header line of the message is displayed first to provide you with the name list, the sender, when it was sent, the number of lines in the message, and the subject. The system pauses and gives you the --MORE-- prompt. Press the carriage return and the text of the message will be displayed.

At the end of the text, the **DISPOSITION:** prompt appears. At this point, you tell the system what to do with the message. You can permanently **delete** the message or **file** it for future reference. Filed messages can be filed in a general file called "BOX" or filed in a file that you name (e.g., **file annunzio**).

An example of reading mail and disposing of mail appears on the next page.

An example of reading a mail message and then disposing of it:

PLEASE ENTER A REQUEST.
read (carriage return)

1   TO: GAO
          FROM: J.Doe
      SUBJECT: DOCUMENT REQUEST

    --MORE--
    (carriage return)

    NAME: John Doe
    OFFICE: Committee on House Administration
    ADDRESS: H326 Capitol
    PHONE NUMBER: 225-9999
    GAO ID LABEL NUMBER: 12345678
    REPORT NUMBER(S): REPT. 123, REPT. 456
    ADDITIONAL COMMENTS: please send 2 copies of each document

    DISPOSITION: **file** (in the general file called "BOX")
                      file houseadmin (in a file called
                           "houseadmin")
                      delete (to delete the mail message)

ATTACHMENTS

gao
THE GENERAL ACCOUNTING OFFICE ELECTRONIC DOCUMENT REQUEST SERVICE
For help, call (301) 840-3669.

YOU WANT INSTRUCTIONS? (YES OR NO)

NAME?

OFFICE? (MEMBER OR COMMITTEE)

ADDRESS? (ROOM/BUILDING #, STREET, CITY, STATE, ZIP)

MORE?

PHONE NUMBER? (AREA CODE AND 7-DIGIT NUMBER)

GAO ID LABEL NUMBER? (FROM GAO ADDRESS LABEL, IF KNOWN)

REPORT NUMBER(S)? (AND DATE OF REPORT, IF KNOWN)

MORE?

ADDITIONAL COMMENTS?

SEND OR DISPLAY?

?GAO

The General Accounting Office [GAO] Electronic Document Request Service
was created in 1990. This service was developed to allow Congressional
staff to request GAO reports electronically via computer terminals
located in their offices.

The Document Request Service is used in conjuction with the H.I.S.
Electronic Mail service. Once signed on to MAIL, users type GAO and
respond to the prompts. Users are able to display messages to verify
the contents before sending them. When sent, the destination, senders
name, and subject line are automatically attached to the message.

For help, call the General Accounting Office at [301] 840-3669.

PLEASE ENTER A REQUEST.