By combining word processing, spreadsheet, database management plus a wide range of office automation features, the Altos Integrated Office (AIO) puts a full complement of key business tools at your fingertips. All facets of AIO have been designed to work together with total integration and have the added benefit of complete consistency of commands and operations between applications. That means less training, higher productivity, lower costs.

AIO is comprised of two modules, the Basic Office System (BOS) and the Advanced Office System (AOS). The BOS includes the Uniplex word processor (version 6), 1-2-3 like spreadsheet, and a database compatible with INFORMIX SQL DBMS. The AOS includes Electronic Mail, Time Manager (Calendar), Card Index, Personal Organizer, Report Writer, and Formfill.

Features

Integration

Using the Altos Integrated Office you'll discover that creating a document combining text, data, and graphics, is a formality not a time-consuming chore. Both the Basic Office System and the Advanced Office System offer true seamless integration between all modules.

While working in the word processor, you can "pop-up" a window to query a data base, extract the retrieved data to a spreadsheet, graph it, and then paste the data and graph into your original document.

You can be rest assured that the command structure in all applications is completely consistent right across the system—the same generic commands, the same menu structure, consistent softkeys, and the same method of working. So you can learn the product faster, work faster, and achieve an effective, more authoritative end result.

Flexibility

Since no two individuals, departments, or organizations work alike, the Altos Integrated Office has been designed so that it can be customized to meet your specific needs. The menu system can be completely restructured and redesigned by adding or removing options as required for individuals, work groups or even your entire organization. The softkey menus which provide on-screen guidance for all AIO operations can also be customized to reflect your requirements.

Data transfer between AIO and external applications can be achieved by adding additional menu options to call the application. AIO's relational database is compatible with the INFORMIX® SQL DBMS, allowing the integration of a whole range of applications.

Pop-up Menus

AIO offers a number of standard pop-up menus, offering a range of options to the user. These options include:

- Running Basic Office System options in a window, such as the word processor, spreadsheet, and database.
- Running UNIX® Commands
- Running Advanced Office System applications in a window, such as time scheduling, appointment calendar, and mail.

All pop-up menus are available via the softkeys throughout the system. Pop-ups can be customized to add options that you find useful for your particular working style.

The AIO pop-up desk can be accessed in a single keystroke from anywhere in AIO. The desk contains all those things which you would expect to find on your own desk such as a calculator, clock, list of files, clipboards and so on. The desk also provides a quick route to get to other functional areas without leaving your original task and can be reconfigured to suit your own preferred options.

Basic Office System

The Basic Office System (BOS) business software includes the Uniplex word processor, Lotus 1-2-3® lookalike spreadsheet, and a database with an Informix back end.

Word Processor

The AIO word processor is a fully featured word processing package designed for both the casual and experienced user containing flexible formatting commands and an unparalleled range of powerful editing options and a range of 26 text effects.

Features

- Spelling checker based on 80,000 word Lexicon
- 80,000 word on-line dictionary with definitions*
- 40,000 word thesaurus*
- Standard letters and mail merge
- Cut and paste
- Case insensitive find*
- Proportional printing*
- Multi columns
- Multiline footnotes*
- Split screen on single/multiple document(s)*
- On-screen help
- Manual or automatic hyphenation*
- Integration with spreadsheet, database, and electronic mail
- Index/table of contents generation
- 16 soft keys*
- Automatic paragraph numbering
- Key Recorder

Split Screen with Spreadsheet and Word Processing

Basic Office System Spreadsheet

The BOS spreadsheet surpasses the ability of many standalone spreadsheets by combining a powerful range of functions with a tested, easy-to-use interface. Capabilities included full arithmetic, logical, statistical, financial, and trigonometric functions. Complex or specialized spreadsheet operations for the sophisticated user can be developed using macros attached to function keys, permitting their execution with a single keystroke.

Features Spreadsheet Continued

- Flexible formatting
- Multiple internal windows
- Lotus 1-2-3 like interface*
- Import Lotus 1-2-3 files, Release 1.a and 2.0*
- DIF conversion utility*
- Calls to database can be imbedded within cells using the ANSI standard SQL language.
- 1000 by 1000 matrix

Basic Office System Database Management

The BOS relational database management system is a relational database, compatible with INFORMIX-SQL. It also offers a non-procedural query language to create databases and tables, and query, insert and update the information they contain. Add to this the unique benefit of complete integration with the other functional areas of AIO and you have a power information management system.

Features

- Menu driven
- Friendly forms interface
- Customized forms facility
- On-Line help
- 1000 characters maximum row
- Non-procedural, standard ANSI query language
- Full operator prompting
- Integrated data dictionary
- Active spreadsheet integration
- Full screen editing
- INFORMIX SQL-compatible
- SQL script processing
- C-ISAM™ data structure
- Query history editing and execution
- Integrated with word-processor, spreadsheet, and graphics

Altos Integrated Office

The Altos Integrated Office (AIO) is truly Versatile and covers all areas of office automation.

The Altos Integrated Office is a family of Products which includes the Basic Office System (BOS) and the Advanced Office System (AOS).

All of these modules offer seamless integration and are easy to use. For example, this document was created integrating text, database and spreadsheet. Below are some records which have been extracted from the database system:

001	Widget A	124
002	Widget B	357
003	Widget C	1089

We can take these records and integrate them into the spreadsheet.

We can also produce graphs from the data integrated above, such as the vertical bar chart below:

Widget Sales in the U.S.			
	1986	1987	1988
Widget A	$ 124	$ 167	$ 190
Widget B	357	479	699
Widget C	1,089	4,867	6,957
	$1,570	$5,513	$7,846
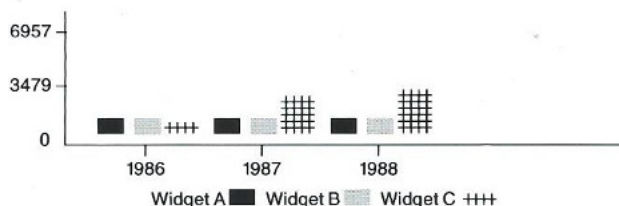
Sample AIO Document

Advanced Office System

The Advanced Office System is an add-on module to the Basic Office System designed to give you a completely automated office by adding Electronic Mail, Time Management, Report Writer capabilities, a Forms Builder, Personal Organizer, and Card Index.

New Electronic Mail

AOS Electronic Mail will help you communicate more efficiently within your organization. With electronic messaging you can speed up and simplify the process of sending notes, memos, letters, reports— even spreadsheets, graphs, and complex tables. Mail can be prioritized to ensure that your recipients can distinguish urgent messages. For confidential information, messages can be encrypted or have a password attached. The delayed send and auto reply/auto forward features assure you that AOS will keep working for you even when you are away from the office.

Features New Electronic Mail Continued
- Visible indication of mail received*
- Multiple document attachment option*
- Receipt and mail read verification
- Send mail at future date*
- Prioritization of mail*
- Automatic notification of unread mail*
- Encryption of mail
- Copy/forward to another user
- User-by-user configuration

Time Manager

The AOS Time Manager allows you to make the most of a very precious commodity; time. Now you can schedule a meeting for your whole department by having the AOS calendar automatically check your work group's schedule. You can use the calendar to track equipment, meeting rooms, overhead projectors, and company facilities.

Features
- View Calendar monthly or bi-weekly
- On-line help
- Alarm/reminder
- Private/public calendar
- Copy/edit/remove
- User/group aliasing
- Group booking/deletion*
- Block bookings*
- Repeated bookings*
- Holiday and event listing*
- Permissions control*
- Auto-mail*
- Print calendar in full size or wallet format*

Report Writer

The AOS Report Writer is a powerful tool that gives you the ability to produce comprehensive analytical reports on a range of data stored in the Informix Data Base module of the Basic Office System. Report writing is made easy by the use of word processing with the guidance of soft keys. Once the report has been created, it can be produced at regular intervals to access the effect of the most recent data.

Features
- User definable report templates with on-screen help
- Accesses data from Informix database, Mailmerge files, and ASCII tables
- Creates forms for entering data daily, weekly, and monthly

Formfill°

Formfill offers you a quick and flexible way to create and standardize on a variety of forms for daily, weekly and periodic reports. You can also create computer generated invoices, purchase orders, and expense forms.

Features
- Create user defined forms*
- Print data and forms on blank paper*
- Print data on preprinted forms*
- Print blank forms*

Personal Organizer°

The personal organizer is a range of features that make daily activities easier to manage. Included are Personal Organizer, a Bulletin Board, and a preformatted Easyletter and Easymemo to make producing memos and letters easy and quick work.

Features Personal Organizer Continued
- Time Manager (Calendar) integration
- To-do list*
  - items sorted by priority or by date
  - print list
- Meetings*
- Projects*
- Notepad*
- Conversion tables

Card Index°

The Card Index is for storing discrete pieces of information like names and addresses, and being able to access them quickly, without having to use the power of the relational database. It acts much like a manual card file except it is quicker and can sort by entry or group of entries.

Features
- 40 characters per field*
- 1–17 fields per card*
- 100,000 cards per index*

*new features

Specifications
System Requirements

Hardware	Altos 1086, 2086, 3086 386 Series 1000, 386 Series 2000
Operating System	XENIX® 3.3 A or Greater for 80286 Family XENIX 5.2 C or System V/386 for Series 1000, 2000
Disk Storage	Basic Office System—8 MB Advanced Office System—2.5 MB
Minimum RAM	1–8 Users: 2 MB 9–16 User: 4 MB 17–32 User: 8 MB

Ordering Information

Call 800-343-ASAP or see your Local Altos Distributor Representative

ALTOS®

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

Altos Computer Systems, Ltd.
Altos House, 1 London Road
Slough
Berkshire SL3 7XA
England
Ph. (44.753) 23024
Telex: 849139 Altouk G
FAX (44.753) 693739

Altos Computer Systems
4, Rue Diderot
92150 Suresnes
France
Ph. 47-72-26-62
Telex: 614805 Altos F
FAX: 42-04-57-44

Dallas • St. Louis • Cincinnati • Phoenix • Seattle
Los Angeles • Detroit • Chicago • Boston
New York • Washington D.C. • Atlanta
Jacksonville • Dayton • Minneapolis

Sydney • Toronto • Copenhagen • Paris • Munich
Milan • London • Hamburg • Hong Kong
Beijing • Stockholm