

Uploading Legal Files for Employee Contracts

When producing employee contracts, you can create and incorporate customized legal text that will be included in the contracts when they are printed. To include the legal text in employee contracts, you first create text files and then upload them to the HP 3000. Then, when you schedule the Contract Print job (PS4031J), you use the parameters LEGAL-FILE-1 or LEGAL-FILE-2 to indicate that the uploaded text should print on the contracts. When the job is run, your customized legal text from the file or files you have uploaded is incorporated in the employee contracts.

Complete the following steps to upload employee contract legal text files:

1. Using a word processing or text editor application, create one or two word processing documents, depending on your needs. When creating these documents, you need to insert a carriage return at the end of each line. Each document may contain up to 50 lines, with up to 80 characters per line.
2. Save the documents as text-only ASCII files with unique filenames that include the .TXT filename extension. For example, for the text that you want inserted for the LEGAL-FILE-1 parameter, you could use the file name LEGAL1.TXT. Similarly, for the text you want inserted for the LEGAL-FILE-2 parameter, you could use the filename LEGAL2.TXT.

Note: It is easier to direct the system to find these documents if you put them on a floppy disk in your computer's A: drive.

3. From SMENU, select PS4080 (for LEGAL-FILE-1) or PS4081 (for LEGAL-FILE-2) to upload the document files to the HP 3000.

The following prompts are displayed:

```
TURN TRACE MODE ON(N/Y)? Press Return.

ENTER OPTIONS(U=UPLOAD,D=DOWNLOAD,P=PURGE,E=EXIT): U

ENTER PC FILENAME TO UPLOAD OR PRESS RETURN TO CANCEL: Type the complete path and filename under which the documents were saved, for example: A:\legalfiles\LEGAL1.TXT

UPLOAD COMPLETED
*****

PRESS ENTER TO CONTINUE...

ENTER OPTIONS(U=UPLOAD,D=DOWNLOAD,P=PURGE,E=EXIT): E
```

If you previously uploaded a file and are now uploading a new file to which you have made changes, the following prompt is displayed:

```
HOST FILE: PS4031S1.DATA
CREATED: THU, JUN 8, 2000
MODIFIED: THU, JUN 8, 2000, 4:55 PM

DO YOU WISH TO REPLACE THE FILE ON THE HP3000(N/Y)? Y

UPLOAD COMPLETED
*****

PRESS ENTER TO CONTINUE...

ENTER OPTIONS(U=UPLOAD,D=DOWNLOAD,P=PURGE,E=EXIT): E
```

If the file you specified cannot be found, the following prompt is displayed:

```
UPLOAD NOT COMPLETED
*****

PRESS ENTER TO CONTINUE...

ENTER OPTIONS(U=UPLOAD,D=DOWNLOAD,P=PURGE,E=EXIT): E
```