

## Copy ("C") Action

As you can see from the list of message action codes (Table 3 in this chapter), you can use the Copy action code (i.e., "C") to copy a message and optionally include a list of recipients. Effective with MailMan V. 7.1 with Patch 50, when you copy a message, you can copy the original message and/or *any* combination of responses.

To copy the original message and any responses, enter a "C" at the "Enter message action (in xxxx basket): IGNORE//" prompt (where "xxxx" contains the name of the actual mail basket in which the message resides), as shown below:

```

Subj: Priority test #1 [#1214467] 02 Jun 98 07:44 1
From: FUCHSIA,GARY M. - PROGRAMMER (San Francisco
5 of 5 responses read. In 'TEST' basket. Page 1
-----

Enter message action (in TEST basket): IGNORE// C
There are 5 responses. Response 0 is the original
Select the responses to copy: 0// 0,1,3-4
List original recipients in text? NO// y <RET> YES
Deliver to the same recipients? NO// <RET>

Subject: Copy of: Priority test #1 Replace Priority <RET> With Copy <RET>
Replace <RET>
Copy of: Copy test #1
Copying text...
Copying recipients into text...
You may edit the text of the message...

==[ WRAP ]==[ INSERT ]=====< Copy of: Copy test #1 >===== [ <PF1>H=Help ]=====
Here is a copy of a previous message, I'm adding this text prior to the
copied portion.

Original message: "Priority test #1" [#1214467]
From: FUCHSIA,GARY M.@ISC-SF.VA.GOV
Sent: 02 Jun 98 07:44

I am not sending this message to myself.

Response #1: BLUE,THOMAS E. 02 Jun 98 11:35
Here is my reply.

Response #3: FUCHSIA,GARY M. 02 Jun 98 12:39
Please reply again.

Response #4: BLUE,THOMAS E. 03 Jun 98 07:54
nag, nag, nag... here you go!

Original Recipients
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FUCHSIA,GARY
BLUE,THOM

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```

**Here we entered the portion of the message we wanted to copy. In this case we wanted the original message and responses #1 and #3 - #4. We also requested a list of the original recipients.**

**Here we modified the subject.**

**Here we added text prior to the copied text of the message.**

**MailMan included the original message, the three responses we requested, and the list of original recipients.**

Figure 59: Copying a Message

Figure 59 (continued):

```

Send mail to: BLUE,THOMAS E.// <RET>
Select basket to send to: IN// <RET>
And Send to: <RET>

Select Message option: Transmit now// <RET> Sending [1225355]
Sent

Finished with the 'Copy' command.
Now back to:

Subj: Priority test #1 [#1214467] 02 Jun 98 07:44 1 line
From: FUCHSIA,GARY M. - PROGRAMMER (San Francisco CIO Field Office)
5 of 5 responses read. In 'TEST' basket. Page 1
-----
Enter message action (in IN basket): Ignore//
    
```

**MailMan sent our copied message and then placed us back into the original message for any further action.**

**Figure 59: Copying a Message (continued)**

In this example (Figure 59), we wanted to copy a message we just read. Thus, we entered a "C" (Copy) at the "Enter message action (in TEST basket): IGNORE/" prompt.

MailMan asked us to choose what portion of the message we wanted to copy (e.g., original message and/or any combination of responses). In this case, we chose to copy the original message, response 1 of the message, and responses 3 to 4 of the message by entering "0,1,3-4" at the "Select the responses to copy: 0/" prompt.



*If the message you are copying doesn't have any responses, MailMan will automatically copy the original message and not prompt you to choose any responses.*

If we were unsure of the responses to include, MailMan lets you enter two question marks ("??") at the "Select the responses to copy: 0/" prompt in order to display an index of responders to the message, for example:

```

Select the responses to copy: 0// ??

There are 5 responses.
Response.....From.....Lines
5) 03 Jun 98 FUCHSIA,GARY M. - PROGRAMMER (San Francisco CIO Field Office) 1
4) 03 Jun 98 BLUE,THOMAS E. - COMPUTER SPECIALIST (San Francisco CIO Field Of 1
3) 02 Jun 98 FUCHSIA,GARY M. - PROGRAMMER (San Francisco CIO Field Office) 1
2) 02 Jun 98 FUCHSIA,GARY M. - PROGRAMMER (San Francisco CIO Field Office) 1
1) 02 Jun 98 BLUE,THOMAS E. - COMPUTER SPECIALIST (San Francisco CIO Field Of 1
0) 02 Jun 98 FUCHSIA,GARY M. - PROGRAMMER (San Francisco CIO Field Office) 1
    
```

**Two question marks displays an index of responders to a message.**

**Figure 60: Copy Action Code Index List of Respondents**

The previous index (Figure 60) shows that there were five responses to the original message.

After we chose the portion of the message we wanted to copy (Figure 59), MailMan asked us if we wanted to have a list of recipients included after the copied text. For this example, we chose to list the original recipients by answering "Yes" at the "List original recipients in text? NO//" prompt.

Next, MailMan asked us if we wanted to deliver this copy of the message to the same recipients from the original message. In this case, we did not, so we answered "No" at the "Deliver to the same recipients? NO//" prompt.

MailMan then asked us if we wanted to modify the subject. In this case, we decided to change the Subject from "Copy of: Priority test #1" to "Copy of: Copy test #1." To do this, we entered the word "**Priority**" at the "Replace" prompt and entered the word "**Copy**" at the "With" prompt.

At this point we were finished with our changes and pressed the Enter/Return key after the next "Replace" prompt without entering any text.

MailMan then displayed our modified subject to us.

After copying the original text, the specified responses, and the list of recipients, MailMan automatically placed us into our editor to add any additional text to the copied text.

After entering our text, we saved it and closed the editor.

Finally, MailMan asked us to address the modified copy of the message. In this case, we just sent the copy to ourselves (i.e., **BLUE,THOMAS E.**, default response) by pressing the Enter/Return key at the "Send mail to: BLUE,THOMAS E.//" prompt.

We also accepted the default basket (i.e., "**IN**") by pressing the Enter/Return key at the "Select basket to send to: IN//" prompt.

MailMan knew we were finished addressing the message when we pressed the Enter/Return key at the "And Send to:" prompt without entering another recipient's name.

MailMan sent our message after we answered "Yes" at the "Select Message option: Transmit now//" prompt.

After sending the message copy, MailMan notified us the "Copy" was completed (i.e., "Finished with the 'Copy' command."), redisplayed the original message header, and returned us to the original message action prompt where we could take any additional actions on this message.

