

DEPARTMENT OF THE ARMY
HEADQUARTERS, FIFTH U.S. ARMY AND FORT SAM HOUSTON
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Information Management
PROFESSIONAL OFFICE SYSTEMS (PROFS) GUIDE

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CHAPTER 1

PROFS INFORMATION

1-1. GENERAL. The PROFS Guide is a simple "how to" reference explaining the most common functions.

1-2. PURPOSE. To prescribe guidance, procedures, and responsibilities for requesting, the requirements associated with the system, thereby increasing the usefulness and productivity of the user community.

1-3. APPLICABILITY. This regulation applies to all units/activities requesting PROFS information and support from this headquarters.

1-4. RESPONSIBILITIES. The DOIM serves as a principal staff officer on the USAG FSH commander's staff and is responsible for all matters relating to the Information Management Area (IMA) and assumes responsibility under the provisions of AR 25-1.

CHAPTER 2
GENERAL INFORMATION

USER IDENTIFICATION.

a. System USERIDs: The USERIDs assigned to PROFS users are unique and are assigned by the USAISC-FSH ADPSSO. Primarily, they are an administrative controlling device that are used for administrative support, accountability, and PROFS subscriber identification.

b. Nicknames: First letter of the first name and the first seven letters of the last name constitute a user's "nickname." When duplicates occur, the PROFS Administrator will substitute the last letter of one of the "nicknames" with a number to make it unique.

Example:

Roger Smith and Randy Smith will have the same "nickname", RSMITH. Assuming Randy Smith is the new PROFS subscriber, his "nickname" will be RSMITH1.

The PROFS Administrator will notify the user of his modified "nickname."

c. New USERID Procedures: The unit-level TASO is responsible for coordinating all new USERID/password requirements and changes with the USAISC-FSH ADPSSO. Included are changes in users' names, titles (directors, deputies, directorate secretaries) or any other action that impacts on the status of a user's access to PROFS. Some of these actions may require changes in your control files. Change requests should be submitted via PROFS. To edit your control file(s) information (Author Profile and Nickname File), select the appropriate "PF" options from the PROFS Main Menu. Refer to the "fast path commands" section for use of the "control" command.

SECURITY.

a. Passwords: A password is the user's personal key to the system. It is assigned by the USAISC-FSH ADPSSO. Once used, responsibility for the password's security rests with the user. Notify your TASO immediately if you suspect that someone else knows your password; the TASO will know what action to take.

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b. The system will suspend you (not allow you to log on to the system again) after three unsuccessful attempts to enter your password. You must notify your TASO of your status. The TASO will take the appropriate action (call the ADPSSO) to clear the suspension, which allows you to log on to the system again.

2-3. LOGGING ON AND LOGGING OFF.

a. Logging on to the system: Turn the power on at your terminal. You will see the following "logo" screen:

Virtual Machine/System Product

FSH/VM in large lettering)

Bottom of screen will display instructions on entering your USERID and password as follows:

```
USERID =====> (enter USERID here)
PASSWORD =====> (enter password here)
COMMAND =====> (special commands; i.e. vmexit)
```

Enter your USERID and password on corresponding lines, and then press enter.

Some control and system generated messages will appear on the screen; eventually, the "security" screen appears. It is so called because it provides information on the sensitivity of using PROFS. You must press the "enter" button to proceed from this screen.

b. Reconnected Status: Sometimes the message "reconnected at" appears when you log on, indicating that your previous session was disconnected rather than logged off. This happens frequently when a terminal is turned off and on again to clear it while "hung up" in PROFS, and will not accept the log off command. Type a "b" and push the "enter" button, and PROFS will attempt to restart from where it was when the unit was turned off. Otherwise, it is best to type "i cms" and press "enter"; PROFS proceeds to the Main Menu as if a new "log on" had been initialized.

c. Broadcast Messages: When logging on, you may see messages from the DOIM Executive Software Section alerting you to system changes, scheduled maintenance, or emergency system outages which may impact on your access to PROFS and/or the host.

d. Logging Off: You can log off PROFS and the host by entering the command "log off" from the command line at the bottom of the Main Menu screen. It is suggested that workstations be left powered on overnight, and powered off for the weekend or when electrical storms are eminent.

2-4. WHERE TO GET HELP. For general assistance in using PROFS and other host facilities, seek help from your section/branch point-of-contact. If additional assistance is required, call the DOIM Help Desk, ext 6497 or 6498.

(1). For information regarding computer-based training on PROFS, DW 4, documents transfer between PC DW 4 and PROFS, and "mailing" DW 4 documents via the PROFS, call the DOIM Information Center at ext 6283.

(2). For tips and techniques on using PROFS, read the USAISC-FSH newsletter. The PROFS administrator will also send out "helpful hints" from time to time.

CHAPTER 3

SYSTEM MESSAGES

3-1. GENERAL. System status messages appear in the lower right corner of the terminal screen.

1. RUNNING: Normal operation.
2. VM READ: System awaiting action, press "enter" key to return to running status or follow instructions on the screen.
3. MORE: This screen is full and there is more data to be displayed. The display will remain for 60 seconds unless user clears the screen sooner; and then the system will clear the screen automatically, and display the rest of the data. It will repeat this until all data "queued" has been displayed. To keep a display longer than 60 seconds, press the "enter" key; this will place the system in a holding status until you clear the screen.

TO CLEAR THE SCREEN:

IBM keyboards: Press the "clear" or "pause" key;

Zenith keyboards: Press ALT and F2 keys simultaneously; if that does not work, then F2 key only.

4. HOLDING: This display screen will remain in this status until you clear the screen as described in paragraph 3 above.
5. CP READ: You are no longer in the PROFS host system (VM), and it is waiting for user intervention. Enter "b" to return to the PROFS host system and a running status. If that does not work, enter "i cms" to re-start PROFS at the main menu.
6. READY: You are out of PROFS but still logged on. To get back into PROFS, type "PROFS," and hit "enter."

CHAPTER 4

TERMINAL INDICATOR CODES

4-1. COMMON TERMINAL INDICATOR CODES:

- a. "X" and a Clock Symbol: Normal; system processing last request.
- b. "X" and a Smiling Face: If no response within 3 minutes, call the Help Desk.
- c. "X" and Brackets Set: Call the Help Desk.
- d. "X" SYSTEM: System is processing last request; input inhibited.

Possible cause(s):

System saturated; running very slow.

Incorrect data/key(s) have been selected.

System "hung up"; host problems.

Corrective action:

IBM Keyboard: Press reset or the ALT key(s).

Zenith Keyboard: Press the "end" key.

Last Resort: Call the Help Desk, ext 6497/6498

- e. A lightning bolt and number indicates you are not communicating with the PROFS host computer. Take the following actions:

- (1) If workstation is PC/PROFS host connected, turn power for the control unit off/on. System will automatically reboot itself. If workstation is a host connected terminal only turn switch off and on again.

- (2) If above actions do not clear the problem, call the Help Desk, ext 6497/6498.

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f. Inverted "v" symbol at the bottom of the screen: Your keyboard is in the insert mode.

NOTE: To leave "insert" or "delete" mode, or to reset most "error" codes that appear at the bottom of the screen, the following keys reset, or act as reset keys:

IBM System2 PCs ALT on right side of space bar

IBM Terminals - Reset key

ZENITH PCs - End key

g. Arrow symbol at bottom of screen, pointing up: Your keyboard is in the uppercase mode.

CHAPTER 5

PROFS MAIL

5-1. Opening Mail:

a. Press "PF2" on the PROFS main menu to see what is in your incoming mail (in basket). New mail is highlighted and appears ahead of old mail. Highlight disappears once mail is opened except for mail not viewed; corresponding "PF" number for mail not viewed will remain in highlights.

b. For each incoming item, you will see:

Who mailed it

To whom it was mailed

(3 The type of mail: Document, original or reply to a note, etc.

(4 The number of the document, or the date/time stamp for the note.

c. To reduce the time required to open the mail, it is recommended that you keep your mail log to less than three screens.

5-2. FUNCTIONS: When you press the PF key next to an incoming note, the note will be displayed and you can take the following action:

a. PF1: Look at the alternate PF keys.

b. PF2: File it in the default log (Note) or overtyping logname with a name of your choice.

c. PF3: Keep the note. To keep an item previously selected for deletion, select the item again, then select the "keep" (PF3) option. The item will be kept upon returning to the "main menu" screen.

d. PF4: Erase the note. If "delete" option (PF4) selected for any mail item, the word delete will appear under "document number." The mail item is not deleted until returning to the Main Menu from this "in-basket" function.

e. PF5: Forward the note to another USERID. You can add comments but you cannot change the text.

f PF6: Reply to the sender.

g. PF7: Resend the note. Allows you to change the text before sending the note.

h PF8: Print the note.

i. PF9: Ask for help (provides information for that screen).

j. PF10: Next screen. Displays rest of the note's text

k. PF11: Previous screen. Returns to previous display screen.

l. PF12: Return to the in-basket (index of all your mail). Displays mail disposition upon returning to "main menu" (PF12).

5-3. WHEN "MAIL" IS A PROFS (DW 370 OR DW 4 FORMATTED) DOCUMENT. To look at an incoming document, press the PF key next to the document. The next menu lets you perform common disposition functions, such as:

a. PF1: View the document.

b. PF2: File the document in the mail log and erase from the incoming mail.

c. PF3: Keep in the incoming mail and the mail log.

d. PF4: Erase from the incoming mail and the mail log.

e. PF5: Forward the document

f. PF6: View the distribution list

g. PF7: View or change the mail log information

h. PF8: Print the document.

i. PF10: View more choices.

NOTE: If the document is a "non-PROFS" (DW 4 Unformatted) type, it will not appear when you open your mail even though the "mail waiting" indicator is on. Follow instructions that appear on the screen when you "close" mail (PF12 Return) to view and/or store (receive) the document.

5-4. REFERENCING THE DOCUMENT IN A NOTE.

a. While viewing the document, PF6 allows you to send a note referencing the document.

b. PROFS places the document number in the "subject" line as a reference.

5-5. OTHER THINGS YOU CAN DO. When viewing the mail index (in-basket).

a. To view sequentially all items in your in-mail index, enter "all" on the command line at the top of the screen. PROFS displays all of the notes and documents on the screen without returning to the open the mail screen. By using this process, you will not be given the opportunity to file documents. That must be a separate step.

b. Notes, however, can be filed to a log.

CHAPTER 6

PROFS NOTES

6-1. CUSTOMIZING YOUR NOTE (GREETINGS AND CLOSINGS). You create your greetings and closings on your "main nickname file." When you send a note, PROFS automatically includes information about you (the sender). You can change this information to include new information as required. All greetings and closings will be customized according to the standard format described in paragraph 6-1b, below. For example, to change your note personalization, follow these steps:

a. Type "control" on the PROFS main menu command line and press enter, or PROFS main menu 2 contains an option that also allows you to access your control files.

b. On the next screen that appears press "PF1" to process your main nickname file; then, on the following screen press "PF5" to change your nickname file's control information to the standard customized greeting and closing as follows:

(1) Greetings, first line - Type the name of directorate or staff office; i.e., "Directorate of Information Management."

(2) Greetings, second line - Type the office symbol; i.e., "AFZG-IM-O."

(3) Greetings, third line - Type the mailing address to include Zip Code; i.e., "Fort Sam Houston, TX 78234-5000."

(4) Closing, first line - Type your name as it appears on an official signature block; i.e., "CHARLES D. CHILDRES."

(5) Closing, second line - Type your title; i.e., "Chief, Operations and Systems Integration Division."

(6) Closing, third line - Type your AUTOVON telephone number; i.e., "AV 471-2118/5941."

(7) Closing, fourth line - Type your PROFS nickname; i.e., "PROFS nickname (CCHILDRE)."

(8) If your official signature block requires more than two lines, the PROFS nickname will follow the AUTOVON telephone number on the same line; i.e., "AUTOVON 471-2118/5941; PROFS Nickname (CCHILDRE)."

(9) Select "PF12." This is one of the few screens where "PF12" does not cancel the process and will save the changes made.

SENDING A NOTE.

a. On the PROFS main menu, use "PF4, Process Notes and Messages" or type "note" on the command line. If you enter "note" followed by a USERID, nickname, or distribution list name, a screen will appear with the "Send To" line already filled in.

b. Notes must contain the following information: USERID, nickname, distribution list name, or several of these separated by blank space. If addressee is on a remote system, see "Communicating with Remote Users."

NOTE COMMANDS.

a. You can use the commands below in the text of a note.

b. Type each command on a separate line by itself, starting in column one.

c. When you press "enter" or "PF6" while preparing a note, all note commands except ".im" will disappear from the screen, but will be executed when the note is sent.

(1) .ad addressees: Adds the USERIDs following the command to those on the "send to" line. Replace the word "addressees" with the USERIDs, nicknames, or distributed lists being added.

(2) .at text: PROFS includes a list of all addressees at the beginning of a note, when sending to multiple users. For distribution lists, this could be hundreds or more. To preclude this, include the ".at" command on the first blank line of the body of the note followed by any name, or the first line of the distribution list i.e., ".at" allusers."

(3) .cc addressees: Sends a copy to USERIDs given. Replace the word "addressee" with the USERIDs, nicknames, or distribution lists to receive copies of the note.

(4) .ct text: The user supplied text appears following "cc:" The addressee names are suppressed. This command is similar to the ".at" function.

(5) .pf filename filetype: Saves the note as the named file in the user's personal storage. This file can be retrieved for revision or inclusion in another note or document. Example:

".pf mynote pending." Now press the enter key to save the note (No confirmation is given that the file has been saved). Then press "PF12" to cancel the note. The note is saved as "my note pending" on your personal storage area. To retrieve the note, see next paragraph.

(6) .gf filename filetype: Retrieves the stored note text and subject into a note. Enter this command on a separate line: ".gf mynote pending." Press the "enter" key to retrieve the note. The stored text and subject will be inserted on the next line from where the command was issued.

(7) .gc: Lets you include in a note scheduled events from any calendar that you have access. To include four days of JDOE's calendar beginning with 05/01/89, type ".gc 05/01/89 4 JDOE."

(8) .ref: You can send one or more documents using a note to group the documents. You type ".ref" and the document number on any line of the note. The person you sent the note to can choose to view the document by moving the cursor under the document number and pressing enter.

(9) .grf: Similar to the ".ref" command, ".grf" lets you include a group of documents in a note. First, using the document search function, press "PF3" to save the list of documents. When you create a note, type ".grf" on any blank line. PROFS will process your list as if you had typed ".ref" for each document.

(10) .wh: Displays the USERIDs in any distribution lists used in the "send to," ".cc," or ".ad" commands. Press the "enter" key to see the USERIDs.

(11) .im filename filetype: Imbeds a file in the text of a note at the time the note is sent. The file to be imbedded must reside in your personal storage (synonymous to "A" disk). You will not see the text of the imbedded file while you are preparing the note.

6-4. FILING NOTES. When notes are mailed, the following commands control filing of these in "default" or "named" notelogs.

a. .lf logname: Files the note in a "named" log or creates a new log named by "logname." To file notes to a log with the same name as a user's nickname, specify "private" when defining that user's nickname on your main nickname file. Thereafter, notes mailed to that nickname will automatically be filed to that log. Examples: Nicknames or Specifying Private

b. .nl: The note will not be filed in any log; non-accountable. Unless a ".nl" (no log) or ".lf" (named log) is used, notes mailed are automatically filed in a default log named "note."

6-5. PROOFREADING A NOTE. To proofread a PROFS note just completed, follow these steps:

a. While still on the "send a note" screen, press PF8: "proofread the note." The following options will appear:

- (1) PF1: Spelling.
- (2) PF2: Spelling in Context.
- (3) PF3: Phrasing.
- (4) PF4: Reading Comprehension Level

b. Press PF1 for a simple spelling check. Misspelled words will be highlighted:

- (1) Press PF7 to position the cursor under the first misspelled word.
- (2) Press PF3 to display possible alternative spellings. Position the cursor under your choice. Press "enter," or over-type the word to correct it using PF4 "unlock" or PF5 "split" if more spaces are needed.

c. Repeat step 2b until no more words are highlighted or until the message "wrap around" is displayed.

NOTE: Observe "PF" options carefully. Another case where "PF12" does not cancel actions, it will save them instead.

d. Press PF12 "File" to save the corrected document. Unmatched words may be spelled correctly but not included in the PROF's dictionary. To add a word to your personal dictionary, use PF1: Addenda function.

MAINTAINING YOUR NOTE LOGS (LOGLISTS).

a. It is essential that you review all your notelogs, the document mail log, and your normal mail log (in-basket) may frequently become full and will require deletion of all unnecessary items. Failure to do so will cause an "a disk full" condition and the loss of most or all data on the mentioned logs. Only the PROFS Administrator can alleviate this condition.

b. To display a list of all your notelogs, enter the command "loglist" on the PROFS main menu command line.

c. To work with a particular notelog, place the cursor under its name and use the PF keys described at the bottom of that display screen. Highlights of log list include:

PF2 Erase: Allows you to erase an entire notelog.

(2) PF3 Look at: Provides the standard PROFS notelog functions.

(3) PF5 Split/Sort: Sorts notes by date and allows you to split a large notelog into small notelogs.

(4) PF8 Print log: Provides a table of contents and prints the notes in chronological order.

PF9 Help: Provides excellent help screens regarding log list

6-7. ERASING FROM THE NOTE, MAIL, AND DOCUMENT LOGS. For erasing purposes, these logs are accessed from the main menu.

a. To access the normal "mail" log, you open mail.

b. To access the "note" log you select "process notes and messages" and apply PF options at bottom of the screen(s).

c. To erase from the document mail log:

(1) Select "process the document log." Screen D00 is displayed.

(2) Select "view the mail log information." Screen D20 is displayed.

3 Select the desired document. Screen D31 is displayed.

"Erase" option appears on this screen.

6-8. PROFS SUBSET MENU FACILITY. If you are creating a note and you need calendar, USERID, or other information, the PROFS subset facility can help. First, press the enter key (to record what you have typed thus far); then, to effect a "break" from the current PROFS function, press one of following:

<u>Workstation Type</u>	<u>Keys to Enter</u>
IBM Terminal model 3179G	PA2 lower case)
IBM Terminal model 3194	PA2 lower case)
System 2 PC	Page Down
ZENITH PC	CTRL F10 (on some)

This will display the PROFS subset menu where you may select any of the options displayed. Unlike the main menu function which is made up of three screens, the subset menu is only one screen, and does not offer as many options. To return to the function you were in when the subset menu was selected, press "PF12." (The subset facility may be invoked from most, but not all, of the PROFS functions).

6-9. CREATING AND UPDATING YOUR MAIN NICKNAME FILE. A nickname is your own designation which PROFS accepts as a synonym for a USERID. To update your nickname file, enter the command "control" or follow the PF options on main menu 2.

a. Select PF1: Process your main nickname file, then select any one of the options. Example: PF1 - Add a new nickname. The following screen appears:

```
Nickname:          WILLI          (8 char Max)

System name:       FSHVMS42 (Computer Address) or
                  % (% Indicates "within the same NODEID")

name:             Is the USERID (6 pos max)

Private:

Printer:

Class:

Name/comments     Williamson, Q. User
```

b. Specifying Private: Specifying "private" for a user's nickname on your "main nickname" File instructs PROFS to create a note log named the same as that nickname. Each time a note is mailed to that nickname, it will automatically be filed in that special log, and not in the "default" note log.

c. Caution: If you send a note to a distribution list that contains private nicknames, the same note will be filed in each one of your private notelogs. If you use distribution lists frequently, your "a" disk could fill up quickly.

d. The first 18 characters of the name/comments field are included in notes sent to the nickname. Entries are required for nickname, system name, and user name. Other fields may be blank.

NOTE: This is one of the few screens where PF12 does not cancel what you have entered. It saves it instead. To cancel, select PF8. Use "PF12" to record changes to the file.

CHAPTER 7

PROFS CALENDAR FUNCTIONS

7-1. MENUS. There are two menus in the calendar function. Menu 1 consists of scheduling options. Menu 2 consists of options for calendar authorization, user access, and company holidays.

a. From calendar menu 1 (screen W00), process calendars, you can:

month View your schedule for one day or for an entire

Change your schedule.

View or change someone else's schedule.

(4) View several people's schedules at a time using a distribution list.

(5) View the schedules for conference rooms or equipment.

Schedule a meeting and notify the attendees.

Print several days of your calendar

View calendar menu 2.

b. From calendar menu 2 (screen W10), process calendars, you can:

Change user access to your calendar

(2) View the list of users authorized to access your calendar

Add company holidays to your calendar.

View calendar menu 1.

7-2. USER ACCESS AUTHORIZATION. Only you can authorize other PROFS users access to your calendar entries. You can do this by getting into the "process schedules" option PF1, and from there selecting to "view calendar main menu number 2," PF10. Then, just follow the screen instructions. There are eight levels of authorization when you give or change user access to your calendar.

a. Access to your calendar:

User may view times of entries only (Default).

User may view nonrestricted entries.

User may view confidential entries.

User may view personal entries.

User may change nonrestricted entries

User may change confidential entries.

User may change personal entries

User may change authorized access to the calendar.

7-3. RESTRICTING INFORMATION. You can type information (personal and confidential entries) that can be seen by only you or others that you authorize. From the main menu select "process schedules"; and, from there, the desired PF option. To have personal information that can be seen only by you or others whom you authorize:

a. Type begin and end times for the item.

b. Move the cursor to the description column

c. Type the word PERS: or CONF: (the colon is required and whatever information you want to add.

d. Press enter.

People who are not authorized to look at personal entries will see the time and the word "PERS," but not the information that follows it. "PERS" can also be used for private notes.

7-4. SCHEDULING AN EVENT.

a. Time is expressed in military 24-hour format; i.e., 1000 10:00 a.m.), 1500 (3:00 p.m.).

b. PROFS assumes normal business hours 0800 hours to 1600 hours).

When you add an event that has both a beginning and ending time, PROFS takes the first letter of the first word in your description