Appendix I: Typing names, dates, and times

1
Typing names

Sometime you will need to type names that are not user names or nicknames — for example, on the copy list of a letter. You must type these names using standard formats so PROFS can work with them (for example, when alphabetizing a list or searching the mail log for particular documents).

You can type the **first name followed by the last name**.

George Johnson

Mr. George Johnson

George Johnson, Jr.

Mr. George Johnson, Jr.

You can add **a middle initial between the first and last name**. Always type a space between the initial and last name.

George J. Johnson

Mr. George J. Johnson

George J. Johnson, Jr.

Mr. George J. Johnson, Jr.

You can type **initials followed by a last name**. Always type a space between the initials (type **G. J.**, not **G.J.**) and between the initials and the last name.

G. J. Johnson

Mr. G. J. Johnson

G. J. Johnson, Jr.

Mr. G. J. Johnson, Jr.

You can type **the last name first** in all of these formats. Always type a comma and a space between the last name and whatever follows it:

Johnson, George

Johnson, Mr. George

Johnson, George, Jr.

Johnson, Mr. George, Jr.

Johnson, George J.

Johnson, Mr. George J.

Johnson, George J., Jr.

Johnson, Mr. George J., Jr.

Johnson, G. J.

Johnson, Mr. G. J.

Johnson, G. J., Jr.

Johnson, Mr. G. J., Jr.

If you type a first name or initials followed by a last name, you can then add **a job title or other information**. Always type two spaces between the last name and the other information. (Do **not** type a comma between the last name and the other information.)

Do type:

George Johnson   Marketing Director   Our Company

George J. Johnson   Marketing Director   Our Company

G. J. Johnson   Marketing Director   Our Company

Don't type:

G.J. Johnson, Marketing Director, Our Company

You can type names in capital letters, small letters, or both — except for **names with a second capital**, such as McMillan or DeForest. In that case you cannot type the name in all capitals, and you must type the second capital as a capital.

Do type: McMillan

Don't type: MCMILLAN
                   mcmillan

You must type **names that have a space** — such as Von Hoffman or De Lorenzo — with an underscore character to indicate the space in a DCF document. You must use a required space (RSP) in an RFT document to show blank spaces within the name.

Do type: De < RSP > Lorenzo (RFT document)

Do type: De_Lorenzo (DCF document)

Don't type: De Lorenzo

Alphabetizing a list of names

(This can be used only for DCF documents.) You can use the NAMESORT command to alphabetize the names in either the list of people to whom you are writing a document or a copy list. PROFS sorts the list by the last name of the people. Follow these steps:

1. Type an = or **&** before commercial names (department or company names). PROFS will sort these names using the first word in the name rather than using the last names as it would do with an individual.

2. Press **PF6** (alternate PFs) and move the cursor to the first line of the list of names you want sorted.

3. Press **PF4** to make the first line the current line.

4. Press ENTER to move the cursor to the command line.

5. Type **NAMESORT**.

6. Press ENTER.

PROFS sorts the names into alphabetical order and removes any leading = or & characters.

2
Typing
dates

You can type dates in a number of ways in PROFS — except on the main menu.

On the **main menu**, you must use numbers and slashes to type the date and you must type the number of the month first. For example:

- **1/25/86** (**Don't** type 25/1/86 or Jan 25 1986.)

- **1/25** for January 25 of the current year. (If you don't specify the year, PROFS assumes you mean the current year.) If you use this format with the REMINDER command or for a DUE DATE, however, PROFS assumes you mean the next year if the date has passed.

- **2** for February of the current year.

- **7/4/1776** for dates prior to the 20th century.

  Note, however, that you cannot use this format with the REMINDER command.

When you use the CURCAL command, you type the date in the MM/DD/YY format.

If you enter a date incorrectly, PROFS will think you are entering a command and may show you an error message.

Everywhere else in PROFS, you can choose from a variety of forms. You would use these dates when assigning due dates, handling reminders, processing calendars, or searching for documents in a particular time period.

For example, you could type January 25, 1986 as:

  january 25, 1986

  january 25 1986

  jan 25 1986

  (See the list of abbreviations for months
  at the end of this section)

  1/25/86

  1 25 86

  25 January 1986

  25 jan 1986

  25/1/86

  25 1 86

  25 (Julian date)

If you type the day before the month, you can't always use a number to indicate the month. You can type 25/1/86 for January 25, but you can't type 2/1/86 for January 2 because PROFS will assume you mean February 1.

If you don't type a year, PROFS assumes you mean a **future date**. However, if you are searching for documents with a date, PROFS assumes a **past date**.

If you are searching for documents, you can also use the following ways to specify parts of a year:

1Q86	1st quarter of 1986
3Q87	3rd quarter of 1987
2H86	2nd half of 1986

The table below shows the minimum number of letters you can use to abbreviate the name of each month. You can use longer abbreviations if you like.

January	ja
February	f
March	mar
April	ap
May	may
June	jun
July	jul
August	au
September	s
October	o
November	n
December	d

The dates you see on your screen will look different if your PROFS system was installed with either the **International** or **European** formats. Check with your PROFS administrator to find out which format is being used at your location.

The guidelines for the date format are:

U.S.:   MM/DD/YY

International: YY-MM-DD

European: DD/MM/YY or
                DD-MM-YY or
                DD.MM.YY

**3
Typing
times**

You can type times on screens in a variety of ways – with or without colons (:), with or without a.m. or p.m., or on a 12-hour or 24-hour system. PROFS interprets the time you type and puts it into a consistent style.

If HH stands for the hours you type (from 1-12 on a 12-hour system or 1-24 on a 24-hour system) and MM stands for the minutes you type (00-59), these are all the ways you can type times:

- HH   (for example, 4, 8, 10, 12, 21)

- HHMM   (for example, 230, 1045, 1730)

- HH:MM   (for example, 2:30, 10:45, 17:30)

In other words, you don't have to type the minutes and you don't have to type the colon.

You can also type AM or PM (am or pm) after the numbers, with or without a space between the numbers and letters (HHMMAM or HHMM AM). Therefore, all of these are acceptable ways of typing the time for 1 o'clock in the afternoon:

   1 100 1:00 1:00PM 13 1300 13:00 13:00PM

However, because PROFS is set to expect normal business hours, typing AM or PM is usually not necessary.

For normal business hours from 7:00 a.m. to 6:59 p.m.:

If you type	PROFS uses
9	9:00AM
12, 12pm, or noon	NOON
2:30	2:30PM
15	15:00 (on a 24-hour system)

For times outside normal business hours (7:00 p.m. to 6:59 a.m.), you must add some information:

If you type	PROFS uses
9pm	9:00PM
0,12am, 2400, or midnite	MIDNITE
2:30 am	2:30AM

Just a reminder that when you use the CURCAL command with times, you must use the format **HH:MM,** and **HH** must be two digit numbers. (For example, HH must be 09:00 and not 9:00.) Also the numbers must be in 24-hour format.