



Diana Huffer, management analyst, shows Lt. Col. Robert McKittrick, Chief, Directorate of Information Systems, how to send a letter through his computer to another executive office on base.

# Not science fiction; mail for executives on computer system

by Sandy Layman

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It sounds like the old science fiction plots. Workers arrive then go immediately to a computer and begin communicating with each other on a screen. No more phone calls. No more interoffice memos to lose. No more carbon copies to file. But, it's not from an old movie—it's here today in the form of the PROFS system.

PROFS, Professional Office System, began with the executive staff at Newark AFS in late September, according to System Administrator Diana Huffer from the Directorate of Information Systems. Ms. Huffer said the PROFS here is in a test phase. A similar system exists at Ogden ALC, Hill AFB, Utah.

According to Ms. Huffer executives now enter inter-office mail, their calendars, and schedules on the system. The system will alert the user a message is waiting. Using correct user identifications the communication begins. A scheduling

phase permits up to 40 people to be scheduled along with a conference room in just minutes. "This used to take days just trying to catch up with everyone, and countless phone calls before a meeting was scheduled," Ms. Huffer explained.

The main advantage to the system is the time it saves. If AGMC can upgrade its main computer as many as 800 users on base could be added in the near future, according to Ms. Huffer.

Ms. Huffer who is in charge of one-on-one training for the PROFS users said it is very easy to use, and most of those currently on-line are beginning to rely on it. "It's the first thing they check in the morning. They bring up their system to see what may be waiting, then leave it up all day," she said.

She smiles when she says the system could lead to a "paperless office" in the future. Adding quickly, "of course that will take some adjusting from many people."