

The date at which the booking was made is also entered automatically for information purposes. This date cannot be modified.

Booking Date 1995-03-17

Reserving Weekly Meetings

The Conference Rooms application now also allows you to reserve the same room, at the same time, for 8 consecutive weeks. For example, you can reserve a room for weekly Monday morning staff meetings. When making a reservation, new options include Selected Day or Weekly.

Reservations

Selected day Weekly

If the weekly option is selected, the system will attempt to book consecutive weekdays for the specified room and time. If some days are already booked, an availability window will appear asking if you want to proceed in reserving the available days or if you want to cancel the process and start again using another room, day or time.

Printing Reservation Reports

You have just finished making reservations for two conferences, a new product demonstration, a staff meeting, and a weekly project meeting. Your manager later asks you to cancel the demo, and to shift the weekly meeting from room 158 to room 330.

Pop-quiz hotshot! ...when was that demo? and did you manage to reserve that weekly meeting after all?
Answer: Get a printed report of all your reservations for the next 2 or 3 months!

Two new reports are available from the File menu:

When the dialogue box appears, just enter the name of the person who made the reservations, or the room reserved, and the start and end date of the period in which the reservations were made.

File

Print Reservations - by person

Exit Reservations - by room

Internet addressing using OGD

OGD has been changed to reflect the latest addressing changes to the schemes. As well, you can now ADD addresses to a Private List! For example, if you have obtained an e-mail address (either X.400 or Internet) for someone outside the government, you can enter it in a private list for future reference.

Addresses added to the Private List are automatically translated for use with IBISys. In this way, you can copy the address and use it with ICONDESK!

For more information on adding and maintaining addresses in OGD, see Using Internet and X.400 Addresses in OGD's online help.

Add to Private List

Surname person Network
First Name joey X.400 Internet

Mail Address
Internet
c-822*personj[a]qucis.queensca.ca\$\$gc+internet\$\$govml.canada\$ca

Translated for IBISYS
\$fc-822*\$fc-822*personj[a]qucis.queensca.ca\$\$gc+internet\$\$govml.canada\$ca\$\$gc+internet\$\$govml.canada\$ca

OK
Cancel

Mission Reports available in Missions Application

The Missions application now allows you to view available mission reports. To view a report:

- Search for the needed mission.
- From the list displayed in the main window, double-click on the mission for which you want details.
- From the mission details screen, click once on the Mission Report tab.
- Double-click on the report you want to view.

The report will be displayed using the Write application. You can save the file and use it any way you like. The original text will remain intact in the corporate database. For more information on the Missions application, please refer to its online help.

Mission Reports