

produce address labels to allow mailing out forms for next year's returns. When these forms, thus personalized, are returned, the information is transcribed on to punched cards, the cards read into the computer, the amount of the tax re-computed, and an appropriate form printed for return to the taxpayer. Since records of each year's returns are available, it is possible to perform comparisons of one return with another, if necessary. In addition the complete file of returns can be scanned to produce summary reports at any stage desired.

A third and larger computer, a Burroughs B5500, will be installed shortly to perform the accounting necessary for eight million depositors in the Canada Pension Plan.

A special use of mass data-processing is inventory control. At Rockcliffe, an IBM 705 computer is used by the Materiel Command of the Canadian Forces to keep track of some 300,000 items stored in warehouses throughout Canada and Overseas. An order originating at any Air Force station at home or abroad is transmitted by teletype to Ottawa where it is read into the computer's memory. The nearest warehouse containing the item desired is found by the computer, a message to that warehouse is written for transmission by teletype, and the amount of the item on hand in the warehouse is reduced accordingly. When the volume on hand falls below a specified level, instructions are printed to re-order that item.

Another use of growing importance is processing the preparation of reports for management control. The computer has been recognized as a device suitable for gathering together information from the various parts of an operation, summarizing it and presenting reports in a form suitable for management decision-making. Especially helpful are the speed with which reports can be produced, and the computer's ability to correlate data from a wide variety of sources.

A good example is a pilot study being undertaken by the Post Office Department's main office in Toronto. A computer is being installed to collect data from 75 reporting stations in the building. They will record automatically which employees are working at what work stations, what the volume of mail passing various points is, and related factors. Each morning the data for the previous 24-hour period will be transmitted by telephone line to Ottawa where calculations will be performed to relate it to performance the day before and the previous year. Summary information will be transmitted to managers in Toronto within a few hours after the original report to Ottawa, thus allowing managers to decide the best allocations of manpower for the next day's operations.

Data-processing is also used to maintain personnel records in the Department of Northern Affairs. When the system is fully operational, data on positions and personnel will be filed on tape and used to provide not only establishment reports by organizational structure, leave and attendance records, and a skills and training inventory, but also reports on establishment by program and activity.