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If glare cannot be eliminated by these means, anti-glare screen can be attached to the front of your monitor. If you use one, keep it dust-free to prevent the reduction of screen image clarity.

#### On a final note

Most of your working day is spent in front of a computer. Being comfortable is not a luxury; it is a necessity. Be sure your workstation is set up with the principles of ergonomics in mind. You will work more comfortably and efficiently.

If you have questions about how to make your workstation ergonomically comfortable, please contact Christina Dowler (SBEH), co-ordinator, Occupational Health and Safety, at 996-0881 or send e-mail to DOWLER Christina-SBEH.

At Headquarters, if you need to obtain new furniture, please contact SBAM at 992-9719 or send e-mail to -SBAM; for missions, please contact SRMP at 957-4068 or send e-mail to -SRMP.

\*When SIGNET was introduced to the Department, a booklet entitled "Are You Sitting Comfortably? How to Be Ergonomically Comfortable at Your Computer" was prepared to provide tips and advice on how to make your work area as ergonomically suitable as possible. The booklet is being revised and will be distributed to all employees by the end of the fiscal year. This article is an edited version of the information contained in the new booklet.

## Getting it Right the First Time or Where do I send *that* message? Mission Program Addresses - ICONDESK

We've noticed that a number of clients have the listing of mission program addresses prominently displayed within easy reach of their workstations. A good idea, according to Tony Washbrook (ATHNS), who recently reminded us of the merits of providing that list again.\* Mr. Washbrook commented:

*"I notice that more and more messages are ending up in the Athens General Mailbox instead of being addressed to their proper organizational mailbox (e.g., -AG, -CS, -GR, -TD, etc.). Addressing them to the general box slows down prompt delivery. Can users be reminded of the correct method of addressing messages to missions?"*

To help you identify the appropriate addresses for your messages, listed below are mission program

addresses or program dash codes, as well as a brief description of each. As you would expect, not all missions have all of the codes.

This handy reference is provided with the assumption that you are already familiar with SIGNET addresses and the *Query* function. For example, the address entry -LDN-AG indicates London (-LDN), Administration General Section (-AG).

Mr. Washbrook is right. Using the correct program address, or code, should help you to get a prompt answer to your message because it will be directed to the SIGNET organizational mailbox for a particular workgroup. This will also alleviate the load on the missions' general organizational mailboxes.

-AC	Agricultural and Fisheries Policy	-EC	Economic, Labour	-RH	Refugees and Humanitarian Assistance
-AF	Finance	-EG	Energy and Environment	-RAM	Regional Telecommunications Manager
-AG	Administration General	-EX	Culture, Sport and Information Canada	-SL	Security and Liaison
-AP	Personnel	-GR	General Relations (Political, Economic Policy)	-ST	Industry, Science and Technology
-AM	Materiel Management	-HWC	Health and Welfare Canada	-TA	Technical Assistance
-AR	Real Property	-IN	Informatics, Telecommunications	-TD	Trade Development and Policy, Tourism
-CDLS	Canadian Defence Liaison Staff	-IM	Immigration and Manpower	-TI	Investment
-CE	Customs and Excise	-LT	Language Training	-VC	Visa and Document Control
-CO	Communications and Culture	-PI	Provincial Interests	-VA	Veterans Affairs
-CS	Consular	-PL	Police Liaison		
-DA	International Development Assistance	-PS	Passport Services		
-DR	Defence Relations				

\*the list first appeared in *SIGNET News* of November 7, 1994