

# SIGNET NEWS

THE INFORMATION TECHNOLOGY NEWSLETTER OF THE DEPARTMENT OF FOREIGN AFFAIRS AND INTERNATIONAL TRADE

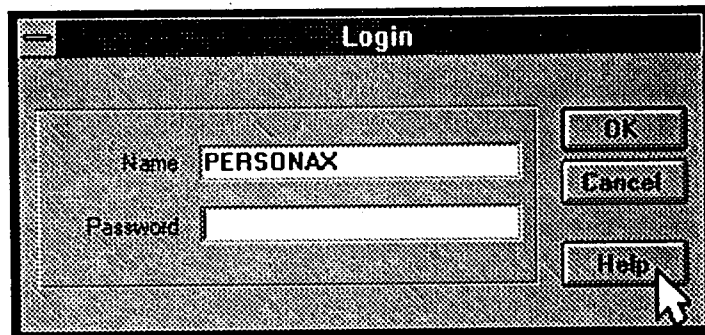
## New Version of Corporate Applications at HQ

As of June 8th, SIGNET Headquarters users will have an updated version of Corporate Applications. A number of new features have been added to this series of programs and a new account management process has been implemented. The Corporate Applications will soon be distributed to missions. Here's a brief look at this latest offering.

### New Account Management Process

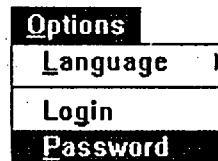
Until now, users were able to create their own account to access Corporate Applications. In order to avoid duplication of accounts and to better control the process, users must now contact their local System Administrator to obtain a Corporate Database account.

Another noticeable change is that the Login dialogue box no longer includes the "Save Password" option. From now on, the Login Name will reflect the account name of the last person who accessed the applications on the current workstation. For help on the login process, click on the Help button.



### Change Password within an Application

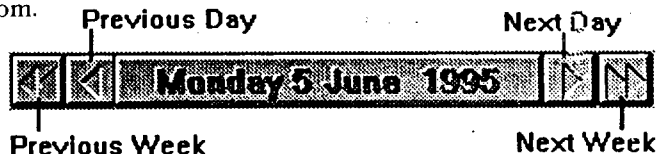
All Corporate Applications now enable the user to access the Change Password dialogue box directly from the application. The Password option is included in the Options menu.



### New Features in Conference Rooms

#### Scrolling in Scheduling Window

You can now scroll through days and weeks in the Scheduling window. From the main window, click on the Reservations button. In the Scheduling window, click on the scroll buttons until you get the day on which you want to reserve a room.



#### Contact Name and Date of Booking

This new version of Conference Rooms allows you to enter a Contact name for the reservation; that is, a name other than that of the chairperson. The Contact name is meant to be the main person responsible for the meeting and is the person designated to answer all inquiries about the meeting. The contact person may be someone outside the Department. This new text field has plenty of space to include all relevant information, such as the contact person's name, address and telephone number(s).

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### SIGNET news...

*SIGNET News* is going into a temporary period of hibernation! We will be using the time to review various aspects of the News, including the frequency of publication (we all have more than enough to read) and subject matter of greatest importance to you, our readers.

We promise to be back as soon as possible!