

## What's New on SIGNET?

# NEW CORRESPONDENCE REGISTER APPLICATION

In response to client requirements, this month SIGNET users at Headquarters will have access to a new Corporate Application called Correspondence Register.



Correspondence Register is an electronic version of the manual registers which are used to record all official incoming and outgoing correspondence, including letters, memos, electronic mail messages, and telex and facsimile messages.

The application design is based on the policies set forth by Foreign Affairs in the following manual: EA 4(1) Manual of Correspondence and Communications, Volume 1: Correspondence.

Following the current format of manual registers, each item entered in the electronic register is identified by a unique number composed of the divisional symbol followed by four digits; for example, STE0017.

The advantage of this "client-server" electronic register is that it can be accessed and shared by all divisional staff via SIGNET. This makes it easier for users to obtain a register number regardless of their location. The Correspondence Register also provides a search feature to quickly find and display specific items for reference purposes.

Several other options allow users to tailor how items are displayed on-screen.

Another advantage of this application is that the register number, and other details about correspondence items, can be copied and pasted into ICONDESK, WordPerfect or any other Windows application. Correspondence Register also offers three different reports on item details, including drafter comments, submission and modification dates.

SIGNET Client Services Division (STC) held introductory training sessions on September 21st. More will be scheduled in the upcoming months. To obtain more information on Correspondence Register, a complete online help system is available from within the application. Just select Help, Contents from its menu bar, or press the <F1> key from any of the Correspondence Register windows. You can also check out the online DEMONSTRATION available through the help facility.

**Remember, to access the Corporate Applications, you must have a Corporate Database Account.** To obtain an account, or to report any problems you may experience with the Applications, please call SIGNET Support.

A word of caution, in order to keep each divisional register "clean" and meaningful to its users, Applications Development (STED) requests users not to make false entries.

**Would you like to try the application? Read on.**

For those who wish to try the application, without entering information into the "real" database, you can use the "Training" version of Correspondence Register. Here's how to create this application:

1. In Program Manager, open the Corporate Apps group.
2. Copy the Correspond. icon to one of your groups by keeping the <Ctrl> key pressed while clicking and dragging the icon into the group you want.
3. Click once on the copied icon and then choose **File, Properties** from the menu bar.
4. Click in the **Description** box and type a description for the new icon (to make it different from the "real" application in CorpApps).
5. Click in the **Command Line** box, then press the <End> key to go to the end of the command.
6. Leave a space after the current command, then type **training**.
7. Click **OK** to complete.
8. Double-click on the new icon to start Correspondence Register.

Note that the first time you use the application, a verification window is displayed. Make sure that all information is correct, especially **YOUR DIVISION!** Correspondence Register will give you access to the divisional register based on this information.

Other than the profile information entered in the Verification screen, any items you enter or modify using this training version of the Correspondence Register will be confined to the training database and not the Corporate Database.

Happy registering!

The DFAIT WWW Internet address is: <http://www.dfait-maeci.gc.ca>

