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history. CATS keeps your e-mail and attachments as you sent them: no one is allowed to alter or destroy your words.

Copying messages to CATS is simple – CATS is the first address in the ICONDESK Addresses list accessible from the Compose Message window. Select CATS as a CC address when you send a message.

Please CC to CATS all Unclassified or PROTECTED A corporate information except the following:

- Messages that are classified at a level higher than PROTECTED or include caveats (e.g., performance appraisals or PROTECTED documents that contain personal information or business information)

- E-mail messages that are the equivalent of telephone message slips or informal telephone calls
- Messages already CC'd to CATS

If you aren't sure whether or not to copy a document to CATS, please ask your BICO.

If you have committed the sin of forgetting to CC documents to -CATS, you are in luck as there is a way to do it.<sup>3</sup> It's important to note that documents cannot be sent to CATS using the Forward feature in ICONDESK.

**Will I be trained to use the CATS on the Web product?**

Yes! A series of one and a half-hour workshops and open houses will be offered twice a

week to all employees at Headquarters beginning Tuesday, November 5. For information, please contact Diane McCully, Informatics Learning Centre (SXCL), at 944-2184 or Marie Morin (SXCL) at 995-2476. Online help will be available within CATS. Client support is available from the Help Desks (SIGNET Tower Support).

User documentation will be available from the CATS' Web booth outside Tower C on October 31 and from the BICOs, LISOs and the Library at any time from October 31 on. User documentation will be available at missions when Netscape is installed.

We believe that you will like the new CATS interface. It is an easy to use, very powerful document storage and retrieval tool.

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**Hats Off to the CATS Team!**

On October 21, DFAIT was presented with the "Most Impact on the Organization Using BASIS Products" award by Information Dimensions, the U.S.-based software development company that produces the software that has made CATS on the Web possible.

In announcing the award, the company said that DFAIT's CATS on the Web application was an outstanding example of how BASIS can be used for managing documents across an organization. "The scale of the applications, number of users and database content and size is impressive," said a company spokesperson. "Your application is not only an outstanding use of BASIS, but

also illustrates the power of document management in an Intranet environment."

The award will be on display at the CATS' Web booth outside Tower C on Thursday, October 31. Congratulations to Diane Crouse, Ann Desormeaux, Robert Miron, Sylvie Brunet and Aline De Marinis of Information Resources (SXIS); Diane McCully and Susan Cousineau of the Client Service Division (SXCL); Phil Holton of the United States Business Development Division-West (UTI); Jeffrey Shuter of Intelligent Solutions and Caroline Richter of Richter Resource Integration.

<sup>1</sup> The BICOs will concentrate their research efforts on searches that users are not equipped to perform (i.e., CATS PROTECTED and CLASSIFIED documents; paper documents; attachments to electronic mail messages in unknown formats; and complex essential research requiring specialized BICO skills). For more information on this, please refer to SIGNET broadcast message sxc0025-BICO services of Tuesday, October 1.

<sup>2</sup> A reminder about what paper documents to send to your BICO will be the subject of an article in a subsequent issue of *Connexions*.

<sup>3</sup> See *Connexions* No. 1/96, May 27, 1996, page 10. The procedure has also been incorporated into the user documentation.