



CORPORATE APPLICATIONS

Stats & Facts

Correspondence Register

Introduced in September of this year, the electronic Correspondence Register has been adopted by more and more divisions at Headquarters. In fact, as of November 1st, at least **27** organizational sections have added more than **5,755** correspondence items in their electronic Incoming and Outgoing registers. The **TOP TEN** contributors are identified below. These users are part of a growing number of people who are reaping the benefits of using this "client-server" based application.

Organisational Symbol	Numbers of register entries
JPO	2866
SPA	697
SBP	560
EAA	533
CPB	214
PPM	196
CPP	136
AGM	83
STA	70
TOD	63

Here are some of these advantages:

- Users can get a correspondence number from any office, anywhere, anytime.
- Eliminates the need to send completed manual registers to BICO, who can now access the information electronically.
- Allows users to make simple or complex searches to display customized lists of register items.
- Item lists can be sorted several ways and details can be displayed on-screen or printed in summary or detailed reports.

New Version

STD is always looking for ways to improve the functionality and performance of the Corporate Applications in order to better respond to user needs. The Correspondence Register application is no exception. The following features will be included in version 1.1, available January 1st, 1996:

- Allow the BICO units to enter their File Number for each Outgoing correspondence item to serve as a cross-reference to their document tracking systems.
- Accommodate the creation of Mission Program registers.
- Allow all users to access ANY correspondence register.

This last point is very important. The "open access" will allow managers and their administrative support staff to access and manage all of the registers within their area of responsibility. It will also allow DFAIT personnel to make department-wide searches for correspondence relating to specific topics of interest. These changes are consistent with the Department's vision of assisting users in the performance of their duties by providing them with access to corporate information.

The integrity of the information is still assured, as only the submitting or drafting officer can edit items in the register. It should also be noted that the system only provides summary details of the correspondence items and not the actual document.

With the new year fast approaching, now is the time to think about switching from manual registers to the electronic version. On January 1st, all correspondence registers are reset to 0001.

Correspondence Register, the newest Corporate Application... "CHOOSE TO USE!"