

# What's Coming on SIGNET?

## Corporate Applications Soon Available to Missions

For those of you at missions who have been anticipating receipt of the Corporate Applications to make your working life easier, Data and Application Integration (STEI) are pleased to announce that in April-May 1995, five of the Corporate Applications currently available at Headquarters will be distributed to missions.

### What are Corporate Applications?

The Corporate Applications are a set of programs available through SIGNET. The main purpose of these applications is to provide users with tools to obtain, create and distribute Department-based information to assist them in their daily work. The Applications which will be available at missions include:

- Other Government Departments (OGD)
- Articles
- Budget Management
- Mission Abstracts
- Profiles

### How Do I Access Corporate Applications?

Before you can access any Corporate Application, you MUST have a valid account. Your System Administrator will provide you with an account when Corporate Applications are installed at your mission.

Now here's a quick look at the Applications.

### OTHER GOVERNMENT DEPARTMENTS (OGD)



Do you need to correspond with colleagues in other government departments? The Other Government Departments (OGD) application provides a fast and easy method of locating an e-mail address

for any listed federal government employee in the world.

OGD allows you to search for people by name and department. Using this Application is simple. Once you have located a person in OGD, you can copy their e-mail address; paste it into ICONDESK and then send your message. Please note that the addressing information can also be used with other X.400 compatible e-mail systems and with the Internet.

### BUDGET MANAGEMENT



This application is designed to provide financial managers with a fast and efficient method of viewing budget information obtained from FINEX. It is updated within seconds of any modification.

Users can view budgets according to a number of specifications (Code Vote, Responsibility Centre, Reporting Objects and Fiscal Year). Basic reports are provided automatically when printing the information. This information can also be copied and inserted into a Quattro Pro spreadsheet for further statistical analysis or into a WordPerfect document as part of a more comprehensive report.

### MISSION ABSTRACTS



Mission Abstracts provides (in a neat, easy-to-access electronic form) the kind of information you recently requested on our missions around the world. Mission Abstracts allows users to view such practical information as:

- mission address, telephone, fax and MITNET numbers
- list of mission personnel
- list of available mission reports
- country's currency rates
- hotels and rates; airline routes and rates and meal allowances

User's can search for missions by city, country, acronym or mission-type. Once the required information is retrieved, it can be viewed or printed as desired.

### PROFILES



Profiles/Profiles

Profiles allows you to view information about DFAIT employees, including work location, telephone number, section, title, and biographic information (such as career history and education). You can even view an individual's photograph.

Although the information is based primarily on INFONNEL records, each individual can modify certain details of his or her own record and also decide what information is to be kept confidential.

Profiles provides an extensive search feature to locate staff according to a number of criteria (name, classification and telephone number).

### ARTICLES



Articles allows you to retrieve and view a wide range of Departmental publications. These include mission reports, policy documents, bulletins, news articles, training schedules and financial reports. These documents can be viewed on-screen in their original formats. Once retrieved, the documents can be printed and copied for personal use. The original text will, however, remain intact.

Articles allows the user to search for needed publications using criteria such as title, subject, keywords, type, contributor and target audience.

Look for more information on Corporate Applications in future issues of the SIGNET News!