

APPENDIX A. Current Systems

A.1 Administration

A limited number of administrative personnel are equipped with PCs. This is increasing. Typically, PCs are equipped with:

- "Lotus 1-2-3" for spreadsheet analysis
- "Word Perfect" or "Word Perfect Office" for word processing
- "Q&A" for non-relational database operation
- "AMAX/TAPS/TIPS" for asset management, procurement and inventory (not yet in use)

In addition, access to systems provided by other departments includes:

- "OLPAY" for on-line pay
- "FINEX"

In most instances the PCs are operated as stand-alone devices, not connected to each other or to a central database, although plans are underway to provide more inter connection via a Local Area Network (LAN).

Requirements for administrative functions centre around the need to have

- ready access to information
- quality (accurate) information
- transportability of information between applications.