QuickSearch

Staff Profiles also introduces a new feature to help you find quickly the profile you need. From the main window, simply click in the QuickSearch box, type the surname of the person whose profile you want to view, and press <Enter>.

Privacy of Information

In accordance with the Privacy Act, all information which is deemed private is automatically hidden from public view. Every tab on your profile containing private information has an Availability box with Confidential and Public options.

Updates to profiles can only be done by the individual (self), authorized users in Personnel (Infonnel system), and by other users with special privileges (Authority). To assist users in identifying the source of any changes, Staff Profiles displays the source and the date of the last modification on the tab where the change was made. Special privileges are granted to some people in the organization in order to update general information.

For example, divisional secretaries may be allowed to update the section's phone number and organizational symbol. Staff Profiles has been designed so that such a privilege will not extend to the other tabs of your profile.

Choose to Use

You are encouraged to regularly update or correct your profile. Should you not have an account for Corporate Applications, contact your local System Administrator to obtain one.

If you want more information about Corporate Applications, or wish to communicate your suggestions about the current applications or even proposals for new applications, please e-mail SXID at their CorpApps Support mailbox.

Cheers to all! "Choose to use...Corporate Applications!"

The Informatics Learning Centre
Set-up to serve you better

As a result of the recent merger of the Information Resources and Information Systems Bureaux, their respective training services (formerly the SIGNET Training Centre and Information Resources Training) have also been amalgamated to provide clients with a one-stop shop for all informatics/information management training.

The Informatics Learning Centre (SXCL) has been

established to provide a closer working relationship between these complementary training functions. While traditional training services will continue to be provided, the Centre is working towards providing a variety of new training services targeted towards better serving the various job and task-related functions throughout the Department.

As the schedules and training facilities become fully integrated,

clients will be able to better identify the range of training services offered, and choose to attend those sessions which best suit their needs. Please see the Headquarters Informatics Learning Centre course and workshop schedules for August on page 9.

For more information or to register for an upcoming training session, please contact the Informatics Learning Centre at 996-2476.

Internet/ICONDESK Special Characters - Please take note!

In case you have missed this important information, please note that the following special characters in an Internet address MUST be modified so that ICONDESK can read them:

Quotation mark "	replaced by (q)
Exclamation Mark !	replaced by (b)
At sign @	replaced by (a)
Percent %	replaced by (p)
Empty space	replaced by (u) which replaces underscore

Underscore _____ replaced by (u)