

In a move to further automate many of the routine office functions, the Department is implementing a multi-station office automation system on a pilot basis in selected areas within the headquarters building and at the New York Consulate-General. The equipment to be used for this trial is the Mitel KONTACT. ADAF, in addition to ADAP and ADA, has been identified as a recipient of this equipment and a participant of the pilot. Although data processing software suitable for aiding in financial ADAF applications may exist on this equipment, the KONTACT is to be used primarily as a general office automation tool during the pilot test. However, the personal computer which ADAF acquires, should be equipped with the proper protocol and peripherals to allow for communications with the KONTACT. This will enable eligible users of the KONTACT to receive ADAF financial data maintained on the personal computer, further enhancing the office automation pilot.

RECOMMENDATION

The personal computer be equipped with the necessary protocol and peripherals to allow for communications with the Mitel KONTACT.

Although the development of current manual operations on a personal computer will enhance the information reporting function of ADAF, the project team feels the section should not be required to produce departmental person-year counts. The departmental PMIS, maintained in ADAP, presently captures the same basic data from the same sources at the same time as is captured in ADAF for person year reporting. The maintenance of two person-year reporting systems, within the same division is a duplication. One can argue that two systems are needed as a check against each other. What actually is happening is that both are reporting wrong data. Efforts should be made to ensure that one is correct (PMIS) and ad-hoc checks can be made to verify the accuracy of the system.