

# Work Smarter with ICONDESK 4.4 Tips

A client from Addis recently wrote us to ask, "Has any thought been given to developing a compendium of all those handy ICONDESK tips that have appeared in *Panorama* in recent months? Many of us have a file full of clippings, but a compact reference document would be useful, particularly for locally engaged staff who do not regularly receive *Panorama*."

Excellent suggestion! We know that you, our readers, like to learn quick and easy ICONDESK shortcuts that help you get your work done faster. Now that ICONDESK 4.4 is soon to be installed at Headquarters, and at missions shortly thereafter, we've been thinking about putting together a new series of "best practices" for ICONDESK 4.4. Simply put, these tips will be

developed by ICONDESK pros and designed to teach you how to get the most from the new and improved version of ICONDESK. And, thanks to the practical suggestion received from Addis, put together as a handy reference.

Look for them in the early spring. We hope you'll find them useful.

## Achieving Results

# Technology Exhibition Showcases Departmental Work Applications

Earlier this month, an exhibition of the work applications currently in use in the Department was held at Headquarters. This Technology Exhibition was opened by Mr. Gordon Smith, Deputy Minister of Foreign Affairs. Individuals responsible for introducing these technologies to the Department were on hand to answer questions about the applications.

For those of you at Headquarters who missed seeing the exhibition and for the information of those at missions, following is the list of exhibits:

- InfoCentre Bulletin Board (IBB)
- Internet
- Electronic Publications
- Electronic Hansard/Electronic Media Monitoring/Folio Views
- Desktop Publishing
- CDI - Compact Disk Interactive
- VIDEOMAG
- Corel Show (Electronic Software Presentation)

- Electronic Surveys
- AutoCad
- FaxLink
- WIN Exports/Consular CD ROM
- PROMISE (Projects, Realty, Operations and Maintenance Integrated Systems Environment)
- Property Management Manual (Electronic Version)
- Inventory Management System/Parking Management System
- Jet Form (Electronic Forms)
- Treasury Board Manual (Electronic Version)

You've already read about FaxLink and WIN Exports, for example, in *Panorama*; and Jet Form and the Internet have been discussed in the *SIGNET Newsletter*. In this issue of the *Newsletter*, we are pleased to tell you about COSMOS, the first Departmental work application developed for use on SIGNET.

During the next few months, we'll tell you about some of the other software tools, which were developed in response to specific client needs to keep pace with change in the Department.

### Our Mistake!

• In the article, "What Can the SIGNET Client Services Division Do for You?" (*SIGNET Newsletter* of January 16), it should have read, "to access the Box, use the *Query* function of the Send Mail window and type "Suggestions SIGNET Suggestions."

• Layout problems meant entering two of the three Internet addresses provided in more than one line (see "Do You Need to Exchange E-Mail with the Internet?", *SIGNET Newsletter* of January 16). As you probably know, in ICONDESK, addresses are entered in one line.

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Units wishing to have a notice published in the *SIGNET Newsletter* should forward the text to STC with a memo signed at the director level. All readers are invited to send to the SIGNET Suggestion Box draft articles they wish to have published.