

CONNEXIONS

 Dep. of External Affairs
 Min. des Affaires extérieures

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The CAT is Out of the Bag ! CATS on the Web

searching the corporate record on the Intranet

 RETURN TO DEPARTMENTAL LIBRARY
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A new CATS interface will be available on the Intranet at Headquarters on Thursday, October 31. This working tool will be available to SIGNET missions when they are provided with Netscape beginning the week of Monday, November 18. CATS on the Web is part of the Department's strategy to use technology to help satisfy *your* working needs.

CATS will run on the Web browser, Netscape, with which many of you are already familiar, and will make it possible for you to search for and retrieve from *your* desktop all unclassified electronic documentation copied to CATS¹.

How do you search for and find the documentation you need? It's easy. All you have to do is:

1. Double click the Netscape icon located in the Network Apps group in Program Manager
2. Click the Cat icon on the Intranet Home Page

For those in the know about the Internet, CATS operates just like any other search engine on the Web. Use it a few times and you, too, will soon feel like an experienced Internet aficionado.

Refresh my memory. What is CATS?

CATS, the Corporate Automated Text Storage system, provides the Department with the ability to capture, store, maintain, search for, retrieve, and dispose of

No. You will only find unclassified electronic documents (e-mail and attachments) that *have been sent to CATS since August 1994*. Electronic documents are only part of the story, however, not all of it. Please keep in mind that records exist in other media (e.g., paper, film) that are managed by the BICOs.²

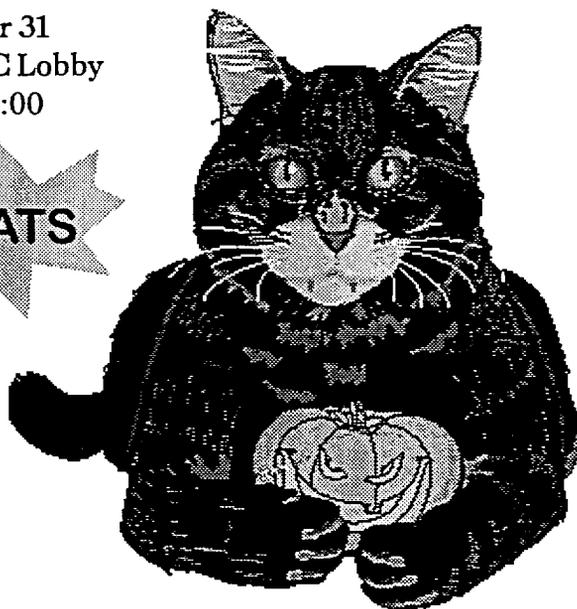
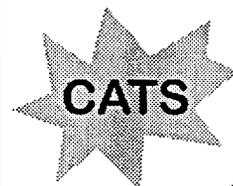
Be a "Copy CAT"

We all have an obligation to CC our documents to CATS. There are sound business reasons for keeping a good corporate record: re-using information (i.e., not re-writing it); being able to defend the government in litigation; orienting new staff to the background of current policies and programs; and being

able to look at the whole picture to assess policy proposals, etc. By copying your messages to CATS, you help to satisfy the Department's present and future business requirements for rapid information retrieval, and to assure corporate accountability for government information. The messages you write today are history tomorrow – and we mean that literally! Without your documents, there might not be a

Open House

October 31
Tower C Lobby
9:00 - 3:00



documents that are either generated or received by the Department in the normal course of business. CATS has been in operation since August 1994 and contains electronic documents copied to CATS through ICONDESK.

When I perform a search, will I find *all* unclassified electronic documents relating to a particular issue?