FORUM

Q   Douglas Rosenthal, Deputy Director,
        Account Management Group (SXCA)

        Some of our clients did not know that correspondence forms were available in JetForm. What are
        they and where are they located?

A   Jacques Goulet, Administrative Publications (SXIS)

        JetForm Correspondence forms[1] include the following four forms:

        •   Q & A Briefing Note for Ministerial Use EXT 838
        •   Transmittal Slip—Action EXT 401
        •   Request for Translation GC 81
        •   Request for Text Revision EXT 1673

        Since JetForm was introduced at Headquarters in July 1995, 35 of the Department's most
        frequently used forms have been converted to electronic format. In the near future, we plan to add
        some 40 new forms to the network along with a new version of JetForm, e-mail capability and
        database links.

        JetForm will be available at missions, including small missions, at the end of November.

JetForm Quick Tips

    How to access Correspondence forms:

① In Corporate Apps, click on JetForm.
② Click on File; click on Use Form. The Open Form Category window will open.
③ In the Open Form Category window, click on the form classification you want.

    Getting help:

    Procedures for using JetForm are found on the Intranet. More help is located on the Intranet
    (http://folio.lbp/english/branches/corporat/info-man/learncen/jetform.htm). Questions? Please contact
    SIGNET Support.

    Saving your work:

    Save a completed form or a form in progress with .dat format, as it will enable you to re-open the form so
    that both the form and the data reappear. Save with .dat whether you save to a hard or to a floppy diskette.
    When you use Save, the .dat extension is automatically added to the filename.

    Requesting new forms:

    If you use a form that you think should be included in JetForm, or if you have an idea for a new form,
    please contact Jacques Goulet (SXIS).

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[1]   JetForm is an electronic forms application with the graphical interface features of Windows. It supports both mouse and
      keyboard input, and makes extensive use of pull-down menus, tool bars, status bars and other Windows program interface
      standards.

      JetForm Correspondence forms are not to be confused with the correspondence macros (letter, memorandum, message and
      facsimile) found under Macro (Zmenu) in WordPerfect, traditional multi-page WordPerfect documents into which QuattroPro,
      spreadsheets, and graphics can be incorporated.