

## PRACTICAL APPLICATIONS OF NEW INFORMATION TECHNOLOGY AND NEW ROLES FOR INFORMATION WORKERS

### Electronic information exchange in the office

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The presentation will cover five different facilities for the electronic dissemination of various types of information and data throughout the company. These facilities were built to grant simple and easy access to information of all types by individuals at all levels within the company.

The facilities will handle the following types of documents:

1. Electronic mail and document distribution
2. Electronic filing and retrieval of Short Text
3. Publications (Long Text)
4. Production reports
5. Graphics

A short review will be given on the following software which forms an integral part of the strategy:

1. Inquire
2. ISPF/DCF (Document Composition Facility)
3. DAX-MAIL (Electronic Mail System).