

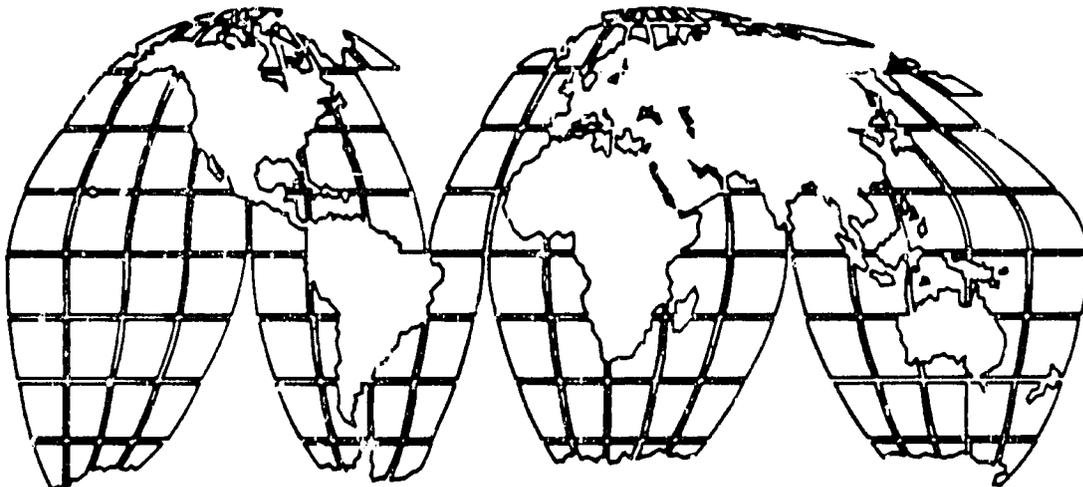


CENTER FOR DEVELOPMENT INFORMATION & EVALUATION

MicroDIS

A MICROCOMPUTER BASED DEVELOPMENT INFORMATION SYSTEM

**User's Manual
Version 1.0**



AGENCY FOR INTERNATIONAL DEVELOPMENT
Washington, D.C. 20523

PREPARED FOR

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MicroDIS

BACKGROUND

MicroDIS is an AID application developed using dBase III⁽¹⁾ to provide a tool which AID Missions can use to maintain local development information centers (DICs) of AID and non-AID documentary information and institutional memory. It was developed in order to:

1. provide a complete library system for AID Missions and host country counterpart institutions,
2. facilitate the access and exchange of development information between AID's Development Information System (DIS), AID offices in Washington, overseas AID Missions, and developing country institutions, and
3. provide an institutional vehicle which could be used to collect, organize, disseminate, and utilize development information generated throughout the Agency.

The source code is compiled using CLIPPER⁽²⁾ to enhance its speed and efficiency.

MicroDIS has been developed using the MINISIS⁽³⁾ database system as a general guideline. (MINISIS is used to operate the AID Development Information System which maintains and provides access to project, technical, and experiential information emanating from AID development assistance programs.) As a result, it contains processors which are analogous to those contained within MINISIS. However, MicroDIS is more. It is a menu-oriented package. Included in MicroDIS is an acquisitions module to track additions to the mission's information collection, a circulation module to manage the use, develop the focus, and control the integrity of the the mission's information resources, and a reference desk module which offers access to AID Project Manager References and other textual material. In addition, the reference desk contains a list of possible sources of information DIC user.

-
1. dBase III is a registered trademark of ASHTON-TATE, Inc.
 2. CLIPPER is a registered trademark of NANTUCKET, Inc.
 3. MINISIS is a product of the INTERNATIONAL DEVELOPMENT RESEARCH CENTRE of CANADA

KNOWN PROBLEMS

"You can never prove that a system is free of bugs, but you can always prove that there is at least one bug in any system." (old computer adage; anonymous)

Alas, this adage is true, even for MicroDIS. And equally certain is that "bugs" will rear their ugly heads as time goes by. Hopefully these "bugs" will be no more than minor annoyances. Nevertheless, we, the developers of MicroDIS, want to know about any problem which might come to your attention as a result of your use of this system. It is the only way that we can make this package better.

This being said, and in order to save you some time and energy, following is a list of known problems which we are working to correct. By the time version 1.1 of MicroDIS is ready for release, these problems will be corrected (and, undoubtedly, there places taken by other problems).

1. In the SEARCH module certain combinations of terms linked with the AND connector produces some strange results. It looks as if an OR connector was used as the number of found records is greater than expected. The problem is due to the difference between the way dBase III (the development tool) and CLIPPER (the compiler) handle the database indexes. The solution is to either change the order in which you ask for the terms or to repeat the last term until the number of found records appears reasonable.
2. The ERASE function of the FILE UTILITIES in the CATALOG module does not work as advertised. While reviewing the records which have been marked for deletion you are given the opportunity to either erase each record or leave it marked for deletion. However, if you elect not to erase a record, the record will be re-activated. Therefore, if you later decide to erase the record, you will first have to re-delete it using the DELETE module.

There are some potential problems with the authority files. Actually, these problems are not really system problems as much as they are operational problems. For example: suppose that you have 2000 records cataloged and decide to add additional words to the "stopword" authority file. Records which used the now invalid words will still be inverted with these words. On the other hand, if you make a formerly invalid word valid, none of the previously inverted records will be accessible using this new word. This is true for all authority files. The only way to correct this anomaly is to process and recatalog each affected record with the MODIFY module.

1. INSTALLATION

The MicroDIS software will run only on an IBM or compatible microcomputer (e.g., COMPAQ, Leading Edge) running PC-DOS⁽¹⁾ or MS-DOS⁽²⁾ versions 2.1 or later. It will operate properly on a WANG PC if it is equipped with an IBM emulation board.

The minimum microcomputer configuration should include 256K memory (RAM is very inexpensive and 640K is recommended) and a hard disk for storage of the data. It is recommended that at least 2 Megabytes (MB) of storage be available for each 1,000 records in the database (e.g., an information center with 5,000 items in its collection would need a 10MB harddisk). As other online information resources become available, such as the Project Manager References,⁽³⁾ the need for storage will further increase. It is also recommended that the microcomputer configuration include a sturdy high-speed printer.

To install MicroDIS, first prepare the microcomputer as per the manufacturer's instructions. Insert the MicroDIS diskette marked "INSTALL" into the A disk drive and enter the command "a:mdis". Follow the instructions which will be displayed on the microcomputer's monitor.

-
1. PC-DOS is a registered trademark of INTERNATIONAL BUSINESS MACHINE Corporation.
 2. MS-DOS is a registered trademark of MICROSOFT, Incorporated.
 3. Project Manager References are currently being developed by AID's Program and Policy Evaluation Division (PPC/CDIE/PPE) as syntheses of AID experience in selected sectors.

2. SYSTEMS OPERATION

2.1 STANDARD PROCEDURES

MicroDIS is designed to be as easy to use as possible. Except where specific, detailed information is needed (as in adding a record to the database), you are only required to enter one or two keystrokes to respond to MicroDIS prompts. In most cases, MicroDIS displays a menu (i.e., a list) of possible responses from which to choose.

Manual conventions

Throughout this manual, there are illustrations of the MicroDIS screen displays that appear in each module. In these displays, the letter "x" is used to indicate where you respond to a MicroDIS prompt or supply information. The number of "x"s indicates the maximum number of characters that you are allowed to enter at that point. For example, when selecting an option from a MicroDIS menu, "xx" indicates that you must enter two digits (e.g., the number 07). On a data entry screen, "xxxx" indicates that you can enter up to four characters (e.g., "1985" or "none"). Additional information on field lengths is provided in the instructions for using each module, as necessary, in the Cataloging Guidelines, Appendix E, and in the Field Definition Tables, Appendix G.

Italics are used to indicate messages, prompts, or questions which are generated by MicroDIS and to which you are expected to reply in some fashion. In the case of prompts or questions, MicroDIS will normally provide you with a list of the acceptable answers. One of the characters in each possible answer will be enclosed in arrow heads (i.e., <X>). It is these letters which are acceptable responses. Any response other than the ones listed will be rejected by MicroDIS and the question or prompt will be repeated.

Moving the cursor

When you are entering data into a computer generated form, use the arrow keys to move the cursor from field to field or within a field. Use the UP arrow to move the cursor to the previous field, the DOWN arrow to move to the next field, the RIGHT arrow to move to the next space within a field, and the LEFT arrow to move back a space.

Help

Please note that whenever MicroDIS is expecting you to supply information, you may depress the F1 key (function key #1) for a "HELP" message. MicroDIS then supplies you with additional online information so that you may better determine what response to make. These messages are available regardless of the module you are using.

Exit

On each menu one of the options is to "exit". This "exit" option is always number "9" or "99". Selecting the "exit" option always returns you to the previous menu. The process of exiting is somewhat like climbing down a ladder. When you call MicroDIS into operation you are stepping off the ground onto the first rung of the ladder. Each time you select an option from a MicroDIS menu (except for the "exit" option) you climb up the ladder one rung. Whenever you select the "exit" option, you step back down the ladder one rung. Eventually, if you continue to select the "exit" option, you will step off the ladder and terminate the MicroDIS session.

Function keys

MicroDIS uses certain function keys on the keyboard. These keys allow you to execute specific pre-programmed operations at the touch of a single key. For instance, function key #1 (F1) is used by MicroDIS to provide you with help messages throughout the system. From time to time, MicroDIS utilizes other function keys. The messages at the bottom of the display indicate which function keys are available and what to use them for.

Emergency break

The preferred way to leave MicroDIS to to "exit" using the features programmed into MicroDIS. (see EXIT above) If you terminate MicroDIS in the preferred manner, all database files and indexes will be properly closed, thus ensuring the integrity of the data.

However, if during the execution of MicroDIS you find that you must terminate without "exiting", there is a way to accomplish this. It is strongly recommended that you do not make use of this feature. The procedure should, in theory, permit the graceful termination of MicroDIS, however, it is not guaranteed that your files will not be damaged. To initiate an emergency break:

Simultaneously depress the "ALT" and "C" keys.

The operating system will intercept this signal and display in the upper right hand corner of the screen the message:

QUIT? (Q/A/I)

You have three options:

Q means "quit" this is the option you should select.

A means "abort" under no circumstances should you select this option.

I means "ignore" ... this will return you to MicroDIS as if nothing happened.

NEVER, NEVER just turn the computer off. Every database and index file which is active when the power goes off will be damaged.

System errors

While every effort has been made to prevent MicroDIS users from damaging files, there is no way to prevent random occurrences (e.g., power outages) which may corrupt your data. This being the case, we have built into MicroDIS some procedures which, if used on a regular basis, will minimize the impact of such occurrences. These procedures are built into the FILE UTILITIES (see section 4.6).

First, and most important, is the BACKUP utility. This should be run regularly. The frequency with which it should be run is up to you. We recommend that it be run whenever you have completed more work (since the previous backup) than you care to redo.

Second is the REBUILD utility. If a problem occurs, it is most likely that an index has been corrupted. The REBUILD utility will rebuild the system's indexes and correct this type of problem. If you receive a message asking you to "quit" or "abort" the program or "ignore" the problem, ALWAYS "quit" the program, restart MicroDIS, and then execute the REBUILD utility. If that doesn't solve the problem, RESTORE the database. If this does not correct the problem, contact the MicroDIS system maintenance staff in care of PPC/CDIE/DI.

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2.2 WELCOME PANEL

Once MicroDIS has been installed, it is called into operation by entering "MICRODIS" at the DOS prompt. The command indicates to the computer that MicroDIS is to be loaded into the microcomputer's memory and executed. Once loaded into memory, you are presented with the *WELCOME PANEL* (figure 2.1.1).

figure 2.2.1

```
U.S. Agency for International Development
Center for Development Information and Evaluation
Washington, D.C. 20523

MicroDIS

WELCOME - BON JOUR - BUENOS DIAS

1 ... ENGLISH language processing
2 ... FRENCH language processing
3 ... SPANISH language processing

option)
option) x
option)

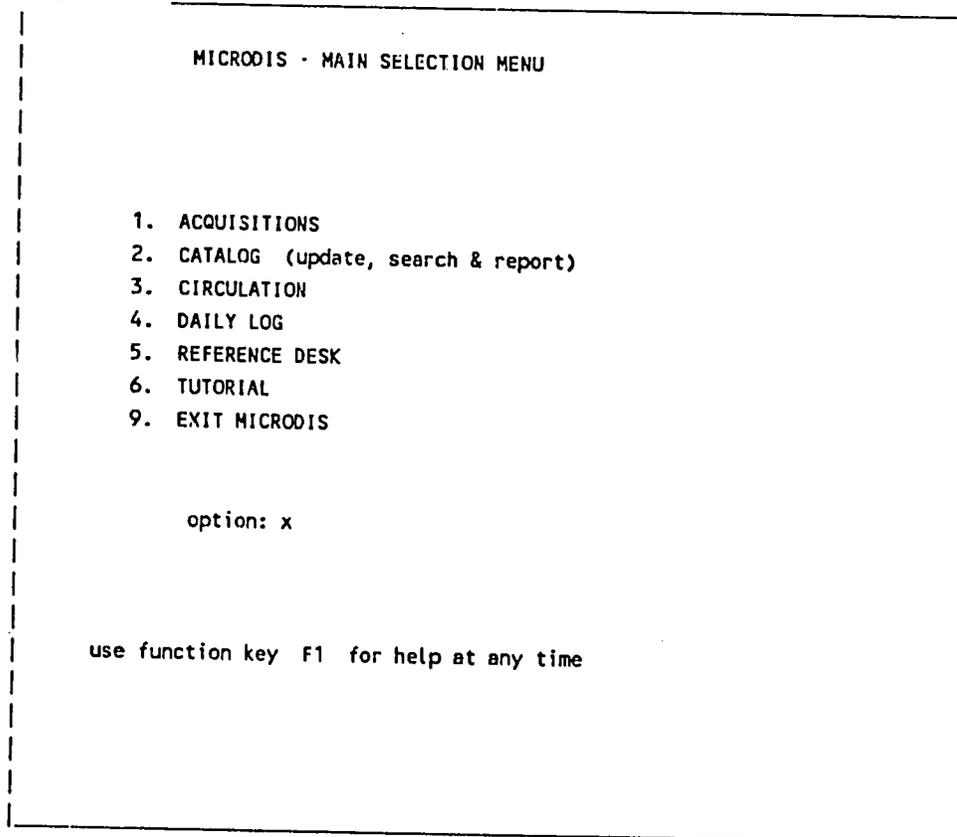
version 1.0 ... May 1986
Prepared under AID contract by -
LTS Corporation 311 Maple Avenue West Suite A Vienna, VA. 22180 USA
contract number: OTR-0000-C-00-4446-00
```

This panel is used to select the language in which all of the system prompts and messages will appear. (Currently only English is available.)

2.3 MAIN SELECTION MENU

After you select the language desired, or, during operation, after you terminate a module, MicroDIS displays the *MAIN SELECTION MENU*. From this panel you select the module desired by entering the number of the option at the prompt (e.g., 1 for Acquisitions).

figure 2.3.1



For instructions on how to use each of these modules, refer to the following sections of the manual.

1 ... ACQUISITIONS	section 3
2 ... CATALOG	section 4
3 ... CIRCULATION	section 5
4 ... DAILY LOG	section 6
5 ... REFERENCE DESK	section 7
6 ... TUTORIAL	section 8
9 ... EXIT	

Option 9, EXIT, will terminate your MicroDIS session and return you to the DOS operation system.

3. ACQUISITIONS

Selecting option 1 from the *MAIN SELECTION MENU* initiates the *ACQUISITION TRACKING* module. This module will permit you to enter and maintain records of document acquisitions. In addition, this module will produce several reports. The first panel to appear is the *ACQUISITION TRACKING* menu (figure 3.1).

figure 3.1

```

MICRODIS - ACQUISITION TRACKING

1. INITIATE an item
2. UPDATE an item
3. REPORT
9. EXIT

option: x
```

Refer to the following sections of this manual for continued instruction on the use of the MicroDIS Acquisitions Tracking Module.

1 ... INITIATE an item	section 3.1
2 ... UPDATE an item	section 3.2
3 ... REPORT	section 3.3
9 ... EXIT	section 2.3

3.1 INITIATE ITEM TRACKING

Selecting option 1 from the ACQUISITIONS TRACKING menu executes the acquisition initiation procedure. The INITIATION panel (figure 3.1.1) is displayed and awaits the entry of data.

```

figure 3.1.1
| ACQUISITION - INITIATION
| -----
| ACQUISITION ID: xxxxxxxx
|
| TITLE
|XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
|XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
|XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
|XXXXXXXXXX
|
| PUBLISHER: xxxxxxxxxxxxxxxxxxxxxxxxxxxx
| VENDOR: xxxxxxxxxxxxxxxxxxxxxxxxxxxx
|
| PATRON NAME: xxxxxxxxxxxxxxxxxxxxxxxx
| AFFILIATION: x (A = AID, C = contractor, H = host gov't, O = other)
| OFFICE: xxxxxxxxxxxxxxxx
| PHONE NUMBER: xxxxxxxxxx
|
| COST: xxx.xx
|
| Hit F1 for help, F5 when done, F9 to cancel

```

Fill in each data field, taking note of any format requirements specified in parenthesis to the right. All data fields must be completed.

Hit F5 (function key 5) to initiate the acquisition procedure.

MicroDIS checks:

- to make sure each data field has been filled in,
- to make sure the user affiliation code entered is one of the four specified.

If any typographical errors have occurred or if any data entered are not valid, MicroDIS displays an error message and waits for you to enter the correct information.

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Once the information you have supplied is accepted, MicroDIS:

logs the acquisition,

makes an entry into the DAILY LOG reflecting the fact that an acquisition has been initiated.

The system then returns to the *INITIATION* panel (figure 3.1.1) to allow you to initiate tracking of additional items or to exit the ACQUISITIONS module.

NOTE

The "acquisition id" is an arbitrary code you assign to identify the acquisition being tracked. It could be as simple as a sequential number or as complex as you make it. An easy coding scheme to remember is the year followed by a hyphen and a three digit sequential number. (e.g., The third document ordered in 1986 would be "86-003".)

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3.2 UPDATE ITEM TRACKING RECORD

Selecting option 2 from the *ACQUISITION TRACKING* menu initiates the acquisition update procedure and displays the *UPDATE* panel (figure 3.2.1) so that you can identify the acquisition record to be updated.

figure 3.2.1

```

| . ACQUISITION TRACKING - UPDATE
| -----
|
| enter the ACQUISITION ID of the item to be updated
|   or just hit RETURN to exit ----> xxxxxxxx
|

```

Enter the "acquisition id" assigned during the initiation procedure and depress the return key to execute the update procedure.

figure 3.2.2

```

| ACQUISITION TRACKING - UPDATE
| -----
|
| ACQUISITION ID: xxxxxxxx
|
| TITLE
|XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
|XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
|XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
|XXXXXXXXXX
|
| PUBLISHER: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
| VENDOR: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
| PATRON NAME: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
| AFFILIATION: x (A = AID, C = contractor, H = host gov't, O = other)
| OFFICE: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
| PHONE NUMBER: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
| COST: xxx.xx
|
| DATE ORDERED: xx/xx/xx
| DATE ACQUIRED: xx/xx/xx (use format - mm/dd/yy)
| DATE DISPOSED: xx/xx/xx (use format - mm/dd/yy)
|
| Hit F1 for help, F5 to do update, F9 to cancel

```

MicroDIS verifies the id supplied against the acquisition database to determine if that item is valid. If it is not a valid item, the message "ACQUISITION UNKNOWN" flashes on the screen. If it is valid, the expanded *UPDATE* panel (figure 3.2.2) is displayed. This panel displays information about the acquisition to be updated. This enables you to verify that the item you identified is the item you wish to update.

If it is the correct item, you may now update any of the information displayed on the screen except for the "acquisition id" and the "date ordered" (e.g., the date you initiated tracking on this item).

The fields which you are most likely to update are "date acquired" and "date disposed". "Date acquired" is the date that the item is received at your installation. "Date disposed" can be the date that the item is shelved, or, it can be the date that the acquisition is cancelled. In either case, you have "disposed" of the acquisition. When the "date disposed" is entered it serves as a signal to MicroDIS that this record is a candidate for removal from the database.

MicroDIS verifies that any changes you make to the acquisition record are acceptable. If MicroDIS detects any errors, messages are displayed on the screen and MicroDIS awaits your corrections. If your changes are acceptable to MicroDIS, the record on the acquisitions database is updated and MicroDIS returns to the *UPDATE* panel (figure 3.2.1).

3.3 REPORT

Selecting option 3 from the *ACQUISITION TRACKING MENU* initiates the reporting function of the ACQUISITION module. The following *ACQUISITION TRACKING REPORT MENU* (figure 3.3.1) is displayed.

figure 3.3.1

```
MicroDIS -- ACQUISITION TRACKING REPORT MENU

      1 ... Outstanding Acquisitions
      2 ... Acquisition User Statistics
      3 ... Summary of Acquisitions
      9 ... EXIT

      option: x
```

Refer to the following sections of this manual for additional information on these reports:

1 ... OUTSTANDING ACQUISITIONS	section 3.3.1
2 ... ACQUISITION USER STATISTICS	section 3.3.2
3 ... SUMMARY OF ACQUISITIONS	section 3.3.3
9 ... EXIT	section 3.

3.3.1 OUTSTANDING ACQUISITIONS

This report provides you with a listing of all items ordered but not yet acquired or disposed. When this report is requested, the following question appears on the screen:

Report to <S>creen or <P>rinter?

If you respond <S>, the report is displayed on the screen.

If you respond <P>, MicroDIS displays the following message:

ALIGN PAPER IN PRINTER then depress any key to continue

The report is then printed on the system printer.

The report is sorted in sequence by acquisition id and shows the acquisition id, an abbreviated title, the vendor, and the date ordered.

When the report is completed, MicroDIS displays the message:

Hit space bar to exit ...

Upon depressing a key, MicroDIS returns to the *ACQUISITION TRACKING REPORT MENU* (figure 3.3.1).

A sample of this report appears in Appendix A.

3.3.2 ACQUISITION USER STATISTICS

This report provides you with summary information on the status of your orders, and the distribution of orders and acquisitions funds among various types of requestors. When this report is requested, the following question appears on the screen:

Report to <S>screen or <P>rinter?

After responding to this question, MicroDIS displays the following message:

REPORT BEING GENERATED

If you responded <S>, the report is displayed on the screen.

If you responded <P>, MicroDIS displays the following message:

ALIGN PAPER IN PRINTER then depress any key to continue

The report is then printed on the system printer and it will contain data for all records contained on the database.

For each affiliation category (AID, contractor, host gov't, other), the report displays the number of orders placed (expressed as both a number and as a percentage of the total), and the value of the total money spent or committed (expressed in dollars and as a percentage of the total).

In addition, the report shows the total number of orders outstanding, the number of orders acquired but not disposed, and the number of orders disposed.

NOTE: Remember, when you produce the "Summary of Acquisitions" report (see section 3.3.3), you are asked if disposed items are to be removed. If you respond in the affirmative to that question all "disposed" items are removed from the database. As a result, the counter for items disposed will reflect only those items "disposed" since the Summary of Acquisitions report was last run with the removal option specified.

When the report is completed, MicroDIS displays the message:

Hit space bar to exit ...

Upon depressing a key, MicroDIS returns to the *ACQUISITION TRACKING REPORT MENU* (figure 3.3.1).

A sample of this report appears in Appendix A.

3.3.3 SUMMARY OF ACQUISITIONS

This report summarizes all orders logged into the Acquisitions Tracking File. The report shows, for each individual, the number of items ordered and the associated dollar value. Individual totals are summarized by office level, and office subtotals are totaled for all affiliation categories. In addition, grand totals are produced. When this report is requested, the following question will appear on the computer display:

Report to <S>creen or <P>rinter -

If you respond <S>, MicroDIS displays the report on the terminal screen.

A response of <P> directs the report to the system printer. After this question has been answered, MicroDIS displays the following message:

Do you want disposed items removed from the database? (Y/N)

If you respond <N>, MicroDIS immediately produces the report. If you respond <Y>, MicroDIS displays the following verification message:

*You have indicated that disposed items are to be removed.
Are you certain? Y/N -->*

After you respond to this question, MicroDIS produces the report. If you respond <N> to the above question, MicroDIS leaves the Acquisitions File. However, if you respond <Y>, MicroDIS removes every record on the database which has been marked as "disposed" after the report has been produced.

When the report is completed, MicroDIS displays the message:

Press any key to continue ...

Upon depressing a key, MicroDIS returns to the *ACQUISITION TRACKING REPORT MENU* (figure 3.3.1).

A sample of this report appears in Appendix A.

4. CATALOG

Selecting option 2 from the *MAIN SELECTION MENU* initiates the *CATALOG* module. The first panel to appear is the *CATALOG MENU* (figure 4.1).

figure 4.1

```

MICRODIS - CATALOG MENU
-----

1. ADD new documents          5. REPORT
2. MODIFY documents          6. FILE UTILITIES
3. DELETE documents          9. EXIT
4. SEARCH for documents

option: x
```

Refer to the following sections of this manual for further information concerning the specific functions of MicroDIS's *CATALOG* module:

1 ... ADD new documents	section 4.1
2 ... MODIFY documents	section 4.2
3 ... DELETE documents	section 4.3
4 ... SEARCH for documents	section 4.4
5 ... REPORT	section 4.5
6 ... FILE UTILITIES	section 4.6
9 ... EXIT	section 2.3

4.1 ADD NEW DOCUMENTS

To add a document to your catalog database, select option 1 on the *CATALOG MENU. DATA ENTRY SCREEN #1* (figure 4.1.1) is displayed and awaits entry of information about the document.

figure 4.1.1

```

MICRODIS -- Data Entry Screen #1
site code: xxxxxxxx      call number: xxxxxxxxxxxxxxxxxxxxxxxx
copies:                  location(s): xxxxxxxxxx
format(s):               bib type: xx
|TITLE
|XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
|XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
|XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
|XXXXXXXXXX
|SECOND TITLE
|XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
|XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
|XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
|XXXXXXXXXX
|SERIES                                NUMBER
|XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
|AUTHORS
|1. XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
|2. XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
|3. XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
|4. XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
|5. XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
Hit F1 for help, F5 to continue add, F9 to cancel add
    
```

Enter data into each field, following the Cataloging Guidelines in Appendix E on the content and length of each field. The only fields into which data must be entered are the "Site Code" and "Call Number" fields. The values entered into these fields, taken together, must be unique for each document. It is advisable to enter data into as many of the other fields as possible to ensure creation of a complete bibliographic record. (The "site code" field will be preset to your installation and you should not be necessary for you to enter this field.)

Press Function Key 5 (F5) when you have completed data entry on this screen.

MicroDIS validates the data in the following fields:

- Site Code -- to ensure that the code is a valid code,
- Call Number -- to ensure that it is present, and
- Bib Type -- to ensure that the code is a valid code.

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An error message is displayed if any of these fields contain invalid data or if, taken together, the Site Code and Call Number do not represent a unique document identification number in the database.

MicroDIS also converts any acronyms entered in the Series and Author fields into the full name as appears in the authority file for these fields. Note that MicroDIS only initiates this conversion if an equal sign (=) is entered into the field preceding the acronym, and only completes the conversion if the acronym is found in the acronym authority file. Several acronyms may be linked to the same full name (e.g., =AID, =USAID, =A.I.D. translates to US Agency for International Development). For further information on using acronyms in the Author and Series fields, see the Cataloging Guidelines, Appendix E. See section 4.6 for details on creating and maintaining the Acronym Authority File.

After all of the above fields have been validated and processed, and MicroDIS has found no problems, then *DATA ENTRY SCREEN #2* (figure 4.1.2) is displayed.

figure 4.1.2

```

MICRODIS -- Data Entry Screen #2
| pagination: xxxxxxxxxxxxxxxxxxxxxxxx pub date: xx/xx/xx (YY/MM/DD or ND)
| language 1: xx
|           2: xx
| NOTES
| xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
| xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
| xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
| xxxxxxxxxxxx
|
| xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
| xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
| xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
| xxxxxxxxxxxx
| OTHER INFORMATION
| AID doc id: xx-xxx-xxxxxxx
| project #1: xxxxxxxxx
|           #2: xxxxxxxxx
|           #3: xxxxxxxxx
| contract #: xxxxxxxxxxxxxxxxxxxxxx
|
| Hit F1 for help, F5 to continue add, F9 to cancel add
    
```

Enter data into each field as appropriate, referring to the Cataloging Guidelines in Appendix E for information on the content and length of each field. The only field on this panel that must be entered is "Pub Date". If there is no publication date indicated on the document, enter the value "ND" (for No Date) in the year position (YY).

MicroDIS checks the following fields against their associated authority files:

- AID Doc ID -- to check that the number begins with a valid prefix (e.g., PN), and
- Project # -- to check that the number begins with a valid AID geographic code.

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An error message is displayed if these fields are not valid.

After these fields have been validated and MicroDIS has found no problems, *DATA ENTRY SCREEN #3* (figure 4.1.3) will be displayed.

```

figure 4.1.3
|
|          MICRODIS -- Data Entry Screen #3
|DESCRIPTORS
| 1: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
| 2: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
| 3: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
| 4: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
| 5: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
| 6: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
| 7: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
| 8: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
| 9: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
|10: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
|IDENTIFIERS
| 1: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
| 2: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
| 3: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
| 4: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
| 5: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
| 6: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
| 7: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
| 8: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
| 9: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
|10: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
|
|          Hit F1 for help, F5 to continue add, F9 to cancel add
|

```

Enter keywords, describing the content of the document, into the Descriptors and Identifiers fields, if desired. Descriptors are terms selected from the AID Thesaurus and identifiers are terms which you need to use to index the document but are not found in the AID Thesaurus. (e.g., local geographic terms) Both types of keywords (descriptors and identifiers) are included in your online thesaurus. See section 4.6 for further information on thesaurus construction and maintenance, as well as Appendix E for Cataloging Guidelines.

MicroDIS checks descriptors to verify that the terms assigned are in the thesaurus, and that it is selected from the AID Thesaurus. It also checks the identifiers to verify that the terms assigned are in the thesaurus.

Upon completion of validation, MicroDIS enters the entire record into the database and links the bibliographic record to the fast access (inverted) indexes used by MicroDIS to search the following fields: (1) title, second title, and series; (2) authors; (3) bib type; (4) project numbers; and (5) descriptors and identifiers.

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After the record has been added to the database and all linkages to the fast access files are completed, MicroDIS asks the following question:

Do you wish to add more records to the database <Y>es/<N>o?

A response of <Y>es returns you to the *DATA ENTRY SCREEN #1*. A response of <N>o returns you to the *CATALOGING MENU*.

4.2 MODIFY DOCUMENTS

Selecting option 2 from the *CATALOG MENU* initiates the data modification procedure. Use this function to correct any typographical errors in catalog records, as well as to change data as needed (e.g., if you add a duplicate copy to your holdings or find that you need to modify your descriptors.) Upon selection of option 2, MicroDIS clears the screen and displays the following document identification message:

*Enter the SITE CODE and CALL NUMBER of the record
to be modified or leave both blank and hit RETURN twice to exit*

*site code: xx-xxxxxx
call number: xxxxxxxxxxxxxxxxxxxxxx*

If the document identified is not found on the database, MicroDIS displays the following message:

*Record does not exist for this SITE CODE/CALL NO. ---> xx-xxxxxx xxxxxxxxxxxxxxxxxxxxxx
hit space bar to continue*

figure 4.2.1

```

MICRODIS -- Data Update Screen #1
| site code: xx-xxxxx      call number: xxxxxxxxxxxxxxxxxxxxxx
|   copies: x             location(s): xxxxxxxxxx
| format(s): xx          bib type: xx
| TITLE
| xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
| xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
| xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
| xxxxxxxxxx
| SECOND TITLE
| xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
| xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
| xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
| xxxxxxxxxx
| SERIES                                     NUMBER
| xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
| AUTHORS
| 1. xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
| 2. xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
| 3. xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
| 4. xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
| 5. xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
|
|                               Hit F1 for help, F5 to continue modify, F9 to cancel add
    
```

The document identification message is then redisplayed so that you can re-enter the call number. If you are unsure of the correct call number, use the SEARCH function to first identify and display the record, make a note of the call number, then execute the Modify function to make the necessary changes. When a valid call no. is supplied, the following *DATA UPDATE SCREEN #1* (figure 4.2.1) is displayed and awaits your entry of the

modifications. Use the down arrow key to move the cursor to the desired field, then type in the new data or type over the old data. Refer to Appendix E, Cataloging Guidelines, for information about the contents of each field.

The only fields which can not be modified here are the "site code" and "call number" fields. This is so that you do not inadvertently alter the record identification. If you need to change the "call number" field you must use the RECATALOG utility (see FILE UTILITIES, section 4.6).

After you have completed your modifications on this screen, or if no modifications are needed, depress the F5 key to instruct MicroDIS to validate the data and go to the next screen.

After all of the above fields have been processed and MicroDIS has found no problems, then the *DATA UPDATE SCREEN #2* (figure 4.2.2) is displayed. Continue your modifications as you did for screen #1, referring to Appendix E, Cataloging Guidelines, for information concerning the content of specific fields

There is one field on this panel which must be present. It is the "pub date". Please note that if a publication date exists, enter it in the format "year/month/day". If there is no date on a document, the value should be "ND" for no date. When you have completed your modifications to this screen, or if no modifications are needed, depress F5 (function key #5) to continue.

figure 4.2.2

```

MICRODIS -- Data Update Screen #2
| pagination: xxxxxxxxxxxxxxxxxxxxxxxx pub date: xx/xx/xx (YY/MM/DD or ND)
| language 1: xx
|           2: xx
| NOTES
| xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
| xxxxxxxx) xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
| xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
| xxxxxxxxxx
|
| xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
| xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
| xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
| xxxxxxxxxx
| OTHER INFORMATION
| AID doc id: xx-xxx-xxxxxxx
| project #1: xxxxxxxxx
|           #2: xxxxxxxxx
|           #3: xxxxxxxxx
| contract #: xxxxxxxxxxxxxxxxxxxxxxxx
|
| Hit F1 for help, F5 to continue modify, F9 to cancel add
    
```

After all of the fields have been processed and MicroDIS has found no problems, then the *DATA UPDATE SCREEN #3* (figure 4.2.3) is displayed. Continue your modifications as you did for screens #1 and #2, referring to Appendix E, Cataloging Guidelines.

```

figure 4.2.3
|
|          MICRODIS -- Data Update Screen #3
|
| DESCRIPTORS
| 1: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
| 2: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
| 3: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
| 4: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
| 5: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
| 6: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
| 7: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
| 8: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
| 9: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
|10: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
|
| IDENTIFIERS
| 1: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
| 2: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
| 3: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
| 4: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
| 5: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
| 6: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
| 7: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
| 8: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
| 9: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
|10: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
|
|          Hit F1 for help, F5 to continue modify, F9 to cancel add
|

```

After this data update screen has been successfully processed, MicroDIS automatically updates the record on the database. In addition, MicroDIS updates, as required, the fast access indexes for the following fields: (1) title, second title, and series; (2) authors; (3) bib type; (4) project #s; and (5) descriptors and identifiers.

Upon completion of this process, MicroDIS asks you the following question:

Are there more records to modify (Y/N)?

A response of <Y>es returns you to the document identification message. A response of <N>o returns you to the *CATALOG MENU*.

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4.3 DELETE DOCUMENTS

Selecting option 3 from the *CATALOG MENU* initiates the record deletion procedure.

This procedure does not remove the record from the database, it only marks it as being inactive. If, after marking a record inactive, you wish to re-activate it, you must execute the *RECALL* utility (see *FILE UTILITIES*, section 4.6). In order to physically remove the record from the database it is necessary to first run this procedure and then execute the *ERASE* utility.

When option #3 is selected MicroDIS clears the screen and displays the following document identification message:

*Enter the SITE CODE and CALL NUMBER of the record
to be deleted or leave CALL NUMBER blank and hit RETURN twice to exit*

*site code: xx-xxxxxx
call number: xxxxxxxxxxxxxxxxxxxx*

If the document identified is not found on the database, MicroDIS displays the following message:

*Record does not exist for this site code/call number ---> xx-xxxxxx xxxxxxxxxxxxxxxxxxxx
hit space bar to continue*

The document identification message is then redisplayed so that you can re-enter the call number. If you are unsure of the correct call number, use the *SEARCH* function to identify and display the record, make a note of the call number, then execute the *DELETE* function to mark the record inactive.

When a valid call number is supplied, the *DELETE RECORD PANEL* (figure 4.3.1) is displayed and awaits your entry of the delete confirmation.

MicroDIS displays the specified information (or whatever is contained in the record) for the identified document.

Should you decide not to mark it for deletion at this time, respond <N> to the question at the bottom of the screen. MicroDIS then displays the following message:

*Document is not marked for deletion
hit spacebar to continue*

MicroDIS then asks for the site code/call number of the next record to be deleted or allows you to exit back to the *CATALOG MENU*.

If you respond <Y>es to the question at the bottom of the screen, MicroDIS marks the record for deletion and displays the following messages:

DOCUMENT is now marked for deletion. To permanently erase the document, use the ERASE procedure on the UTILITIES menu.

hit spacebar to continue

MicroDIS then asks for the call number of the next record to be deleted, or allows you to exit back to the *CATALOG MENU*.

figure 4.3.1

```

|
|           The document is
|
| SITE CODE: xx-xxxxxx      CALL NUMBER: xxxxxxxxxxxxxxxxxxxxxxxxx
|
| AUTHOR 1: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
| AUTHOR 2: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
|
| TITLE : xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
|         xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
|         xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
|         xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
|
| COPIES: x                LOCATION: xxxxxxxxx
| PUB DATE: xx/xx/xx      PAGINATION: xxxxxxxxxxxxxxxxxxxxxxxxx
|
| Do you want to mark it for deletion? x
|

```

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4.4 SEARCH FOR DOCUMENTS

Selecting option 4 from the *CATALOG MENU* initiates the document search function. When called into operation, the *SEARCH* procedure begins with the following question:

MICRODIS -- Search
Do you want search help Y/N?

If you respond <N> to this question, MicroDIS goes directly to the *SEARCH SCREEN* (figure 4.4.4).

If you respond <Y>, MicroDIS displays the following message screens (figures 4.4.1, 4.4.2, 4.4.3) which explain how the *SEARCH* function operates. After the message screens have been displayed the *SEARCH SCREEN* (figure 4.4.4) appears.

figure 4.4.1

```

MicroDIS - SEARCH help screen
-----
The SEARCH processor, like a card catalog, is a tool for finding
documents. One can easily locate a document given its author or subject
(descriptor). MicroDIS SEARCH allows more flexibility than that. For
instance, suppose you vaguely remember the title of a document. The
unforgiving card catalog doesn't help; you must know the first title word
to find the reference. With SEARCH, however, just knowing one significant
word of the title is enough to identify the document. MicroDIS can also
search for documents of a particular bibliographic type, project number,
publication date range, or document identification.

Combination searches give you further options for identifying records.
MicroDIS can AND and OR searches together. For example, one could ask for all
documents with both the title word "WATER" AND with a publication date after
June 1979. The search processor then locates all documents with WATER in the
title and discards those dated before June 1979. You can then browse through
these documents, print the references, or CONTINUE searching. If the water
search turned up 200 documents, you would certainly want to AND the results
with another limiting criteria, e.g. descriptor = North Africa. Use OR to
expand your search, for example: using title word "WATER" or descriptor "WATER
RESOURCES".

hit spacebar to see next help screen

```

After reviewing the information on this panel, strike the spacebar to display the second *HELP SCREEN* (figure 4.4.2).

figure 4.4.2

```

MicroDIS - SEARCH help screen
-----
| The search screen has columns of CONNECTORS, TYPES, and VALUES.
|
| CONNECTORS are links between searches. Use A for AND; use O for OR. If
| no CONNECTOR is given, MicroDIS assumes that it is OR.
|
| TYPES are search type codes. MicroDIS has no way of knowing if what you
| ask for is an author, descriptor, or title word; each value (e.g. WATER)
| should have a type code. The type codes are listed at the top of the
| search screen as well as here:
|
|   1 means DESCRIPTOR search           4 means BIBIYPE search
|   2 means TITLE WORD search           5 means PROJECT # search
|   3 means AUTHOR NAME search          6 means CALL # search
|
| If no TYPE is given, MicroDIS assumes that it is DESCRIPTOR search.
|
| VALUES are the actual terms for searching. Type in the title words,
| author names, etc. to be found. VALUES may be "right-truncated". For
| example, a search on descriptor AGR= would turn up documents concerning
| agriculture, agricultural economics, agricultural resources, etc. Right-
| truncation is perhaps most useful in an author search. Often just a last
| name is known, not the first name or initials. An author search on
| SMITH= would locate SMITH, J. as well as SMITH, JOHN.
|
|   hit spacebar to see next help screen

```

After reviewing the information on this panel, strike the spacebar to display the third *HELP SCREEN* (figure 4.4.3).

figure 4.4.3

```

MicroDIS - SEARCH help screen
-----
Let's take a look at some sample searches.

CON TYPE  VALUE
   1      1  potable water sources
A   2      2   water
Locates all documents with descriptor POTABLE WATER SOURCES and with WATER
in the title.

   2      2   education
O   1      1   education
Locates all documents with title word EDUCATION or descriptor EDUCATION.

   3      3   Smith, Jerome
A   5      5  2350048=
Locates all documents that Jerome Smith wrote about project number 2350048
or its subprojects.

   1      1   econ=
A   date > 78/01/01
Locates all documents published after January 1, 1978 with descriptors
beginning with ECON (e.g. economics, economic recovery, economic research).
hit spacebar to see start searching

```

After the explanatory messages have been either displayed or skipped, MicroDIS displays the following *SEARCH SCREEN* (figure 4.4.4):

It is on this panel that you enter your search criteria. The first column is titled "CON". In this column you enter the desired connector. Only <A>nd and <O>r are acceptable. If you leave the entry blank, MicroDIS assumes an OR connector.

The second column is titled "TYPE". In this column you identify which of the available fast access fields (1 thru 6) you wish to query. If this field is left blank, MicroDIS assumes a type 1 (descriptor) search.

The third column is titled "VALUE". In this field you enter the information you wish to search for. These three fields may be repeated up to 10 times on this panel.

In addition, you may also enter a value for "PUBDATE" which acts as a limiting factor on your search. This means that MicroDIS will always "AND" the date with the citations that have been found as a result of the search performed up to this point. However, you may specify how you wish the date to be applied by entering one of three symbols before the date: ">" selects citations with a date "greater than" the date entered; "<" selects citations with a date "less than" the date entered; "=" selects citations with a date "equal to" the date entered.

NOTE

You should not enter a "connector" for the first "value" on the first SEARCH panel. Let it default to "OR". If you enter <A>nd for this value, MicroDIS will attempt to combine whatever is "found" with an empty set and the result of the search will be an empty set. On subsequent SEARCH panels, enter the first "connector", if appropriate. It is important to understand that MicroDIS evaluates each "value" in the order it is entered and after the search for a "value" has been completed, MicroDIS combines what was "found" with the results of the previous "total" to create a new "total".

After a search for the values specified on one panel has been completed, the bottom portion of the screen is cleared and a message is displayed (figure 4.4.5.1).

figure 4.4.5

```

MicroDIS - SEARCH Screen
-----
CON: connector   one of A or O   And Or           PUBDATE uses <=>=
TYPE: field type 1 - descriptor/identifier 2 - title word 3 - author
                4 - bibtype 5 - project # 6 - document d
VALUE: the term to search for (use = for right-truncation)
      previous documents found xxx

CON  TYPE  VALUE                                     FOUND  TOTAL
X    X    XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  XX     XX
X    X    XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  X      XX
X    X    XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  XXX     XX
X    X    XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  X       X
X    X    XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

A pubdate <=>= x xx/xx/xx
                SEARCHING FOR xxxxxxxxxx
                xxx xxxxxxxxxxxxxxxxxxxxxxxxxxxx
    
```

figure 4.4.5.1

```

A pubdate <=>= x xx/xx/xx
Do you want to <V>iew the documents, <C>ontinue search,
start a <N>ew search, or <Q>uit? x
    
```

If you respond to this question with <C>ontinue, MicroDIS clears the screen and redisplay the *SEARCH SCREEN*. This permits you to add additional criteria to the search in progress.

If you enter <V>iew, MicroDIS retrieves the bibliographic citations for the records identified by the search just concluded. This can be a time consuming process as MicroDIS must first retrieve the record, decode certain fields and then cross reference to other

files. Consequently, it is recommended that you not retrieve more records than is absolutely necessary. (The speed at which this process is completed does vary with the equipment used.) Once the desired records have been retrieved, MicroDIS displays the records. At the bottom of the display, MicroDIS also provides you with a series of options (figure 4.4.6) which permit you to browse forward and backward through the citations. You may even get a printout of the citations identified by the search. When you have completed browsing and elect to <Q>uit, MicroDIS redisplay the question shown in figure 4.4.5.1.

figure 4.4.6

```
| B - backup; space - next page; H - 1/2 page; P - print; Q - quit ---> x |
```

If you enter <N>ew, MicroDIS resets all hit files and redisplay the *SEARCH SCREEN* (figure 4.4.4) so that you can start a new search.

If you enter <Q>uit, MicroDIS terminates the search process and returns to the *CATALOG MENU* (figure 4.1).

4.5 REPORTS

If you select option 5 from the *CATALOG MENU*, MicroDIS displays the *REPORT SELECTION MENU* (figure 4.5.1). As there is no provision in MicroDIS for you to create your own reports, the only reports available are those which appear on this menu.

figure 4.5.1

```

MicroDIS - Report Selection Menu
-----

1 ... Catalog Reports

      Fast Access File Reports
2 ... Authors
3 ... Descriptors
4 ... Title words
5 ... Bibtype codes
6 ... Project numbers

9 ... Exit

option: x

```

CATALOG REPORTS

If you select option 1 on the *REPORT SELECTION MENU*, MicroDIS displays the *CATALOG REPORT MENU* (figure 4.5.2). From this menu you can select from several reports which display the information contained in the collection in a variety of ways.

These reports are only printed on the system printer (see Appendix B for samples of the reports). When a report is selected, MicroDIS sends a message informing you to check that the printer is ready. Upon response, generation of the report begins. Some of these reports are quite long. The typical printer attached to a microcomputer is far too slow to produce these reports on a regular basis.

For example, let us assume that there are 3,000 items cataloged and each item has an average of 10 descriptors/identifiers entered. If you ask for report #7 (Keyword List), MicroDIS prints each citation an average of 10 times, once for each keyword used. This means that your 3,000 item collection would produce a report containing 30,000 citations. Further, assume that each citation averages 7 printed lines and that each line contains an average of 65 characters. This means that the report would contain 13,650,000 characters. At the draft mode speed of 120 characters per second, it would take a typical printer approximately 31 1/2 hours to print this report. In addition, the printer ribbon would have to be changed at least three times and you would have expended 13% of the print head's expected useful life. It is recommended that these reports not be run unless you have access to a high speed printer designed to handle a volume of this magnitude. (see Attachment - Redirecting MicroDIS report output to a WANG VS print file)

Selecting option 99 from the *CATALOG REPORT MENU* returns you to the *REPORT SELECTION MENU* (figure 4.5.1).

Selecting option 9 from the *REPORT SELECTION MENU* returns you to the *CATALOG MENU* (figure 4.1).

figure 4.5.2

```

MicroDIS - Catalog Report Menu
-----

1 ... Shelf List
2 ... Bibliographic Record
3 ... New Acquisitions
4 ... Author Report
5 ... Title Report
6 ... Series List
7 ... Keyword List
8 ... Project List
9 ... Bibliographic Type List
99 ... Exit

option: x

```

FAST ACCESS REPORTS

From the *REPORT SELECTION MENU* (figure 4.5.1), selecting any of the options 2 through 6 (Fast Access File Reports) instructs MicroDIS to display the desired fast access index. MicroDIS clears the screen and asks the following question:

*Do you want the <E>ntire file displayed - (default) or
Do you want a <R>ight truncated search: x*

If you select a right truncated search (a search in which MicroDIS only prints those terms which match the leftmost specified characters), MicroDIS then asks for the characters to be matched.

Enter value: xxxxxxxx

Next MicroDIS displays the question:

Report to <S>creen or to <P>rinter or to <D>isk: x

If you select <P>, you are asked to align the printer paper properly and then to continue. The report is then printed.

If you select option <S>, the report appears on your monitor. At the bottom of each screen the following message is displayed:

hit spacebar to continue or X to exit ---> x

If you select option <D>, the report will be produced but it will be stored on a disk file. You may then print this report at a later time by printing the disk file. MicroDIS will display for you a default file name for the report. If it is acceptable, this file will receive the generated report. If the default name is not acceptable to you, you may enter an acceptable name.

For these reports, MicroDIS displays two fields of information. The first field indicates how many times the term has been used in the database and the second field is the term.

When the report has completed or you have exited the report process, MicroDIS redisplay the *REPORT SELECTION MENU* (figure 4.5.1).

4.6 FILE UTILITIES

If you select option 6 from the *CATALOG MENU*, MicroDIS displays the *FILE UTILITIES MENU* (figure 4.6.1).

figure 4.6.1

MicroDIS - File Utilities Menu		

1 ...	ERASE	documents labeled for deletion
2 ...	RECALL	documents labeled for deletion
3 ...	BACKUP	document database for safety
4 ...	RESTORE	document database from a backup
5 ...	IMPORT	documents from another system
6 ...	EXPORT	documents to another system
7 ...	RECATALOG	document id numbers
8 ...	MAINTAIN	authority files
9 ...	REBUILD	document indexes
99 ...	EXIT	
option: xx		

Refer to the following sections of this manual for further information concerning the specific operation of MicroDIS's FILE UTILITIES functions.

1 ...	ERASE	section 4.6.1
2 ...	RECALL	section 4.6.2
3 ...	BACKUP	section 4.6.3
4 ...	RESTORE	section 4.6.4
5 ...	IMPORT	section 4.6.5
6 ...	EXPORT	section 4.6.6
7 ...	RECATALOG	section 4.6.7
8 ...	MAINTAIN	section 4.6.8
9 ...	REBUILD	section 4.6.9
99 ...	EXIT	section 4

4.6.1 ERASE

Selecting option 1 from the *FILE UTILITIES MENU*, initiates the ERASE utility. This utility is used to remove from the database those records which were marked for deletion by the DELETE function (see section 4.3).

When called into execution, the ERASE utility reads the document database and displays the following message:

Searching for marked documents

When a deleted record is identified, the *DOCUMENT VERIFICATION* panel (figure 4.6.1.1) is displayed so that you can confirm the deletion of the citation in question.

figure 4.6.1.1

```

|-----|
| The document is |
|-----|
| SITE CODE: xx-xxxxxxx          CALL NUMBER: xxxxxxxxxxxxxxxxxxxxxxxxx |
|-----|
| AUTHOR 1: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx |
| AUTHOR 2: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx |
|-----|
| TITLE |
| xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx |
| xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx |
| xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx |
| xxxxxxxxxxxxx |
|-----|
| COPIES: x          LOCATION: xxxxxxxxxx |
| PUB DATE: xx/xx/xx          PAGINATION: xxxxxxxxxxxxxxxxxxxxxxxxxxxxx |
|-----|
| Do you want this document permanently ERASED? x |
|-----|
    
```

After you review the information presented by MicroDIS, you should be able to verify if the document is one you wish to have permanently removed from the database.

If you respond <N>o to the above question, MicroDIS will "undelete" the record and display the following message:

document no longer marked for deletion

MicroDIS then continues to search the database for additional records which have been marked for deletion.

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If you respond <Y>es to the above question, MicroDIS displays the following messages and performs the tasks identified:

Erasing document # xxxxxxxxxxxxxxxxxxxxxxxxx

Erasing authors from fast access files

Erasing descriptors/identifiers from fast access files

Erasing title keywords from fast access files

Erasing bibtypes from fast access files

Erasing project numbers from fast access files

Document permanently erased.

Hit spacebar to continue

MicroDIS will cycle through the complete database until all records have been processed. When this task is completed, MicroDIS displays:

No other documents are marked for deletion

Rebuilding document database

Hit spacebar to leave ERASE

After the database has been rebuilt, MicroDIS returns to the *FILE UTILITIES MENU* (figure 4.6.1).

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4.6.2 RECALL

Selecting option 2 from the *FILE UTILITIES MENU*, initiates the RECALL utility. This utility is used to return to the database those records which were marked for deletion by the DELETE function (see section 4.3).

When called into execution, the RECALL utility reads the document database and displays the following message:

Searching for marked documents

When a deleted record is identified, the *DOCUMENT VERIFICATION* panel (figure 4.6.2.1) is displayed so that you can confirm the deletion of the citation in question.

```

figure 4.6.2.1
|
| The document is
|
| SITE CODE: xx-xxxxxxx          CALL NUMBER: xxxxxxxxxxxxxxxxxxxxxxxx
|
| AUTHOR 1: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
| AUTHOR 2: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
|
| TITLE
| xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
| xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
| xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
| xxxxxxxxxxx
|
| COPIES: x                      LOCATION: xxxxxxxxx
| PUB DATE: xx/xx/xx            PAGINATION: xxxxxxxxxxxxxxxxxxxxxxxx
|
| Do you want this document RECALLED? x
    
```

After you review the information presented by MicroDIS, you should be able to verify if the document is one you wish to have recalled into the database.

If you respond <N>o to the above question, MicroDIS ignores the record and displays the following message:

Document still marked for deletion

Hit space bar to continue

MicroDIS then continues to search the database for additional records which have been marked for deletion.

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If you respond <Y>es to the above question, MicroDIS will "undelete" the record and return it to the database. The following message will be displayed:

Document no longer marked for deletion

Hit spacebar to continue

MicroDIS will cycle through the complete database until all records have been processed. When this task is completed, MicroDIS displays:

No other documents are marked for deletion

Hit spacebar to leave RECALL

MicroDIS then returns to the *FILE UTILITIES MENU* (figure 4.6.1).

4.6.3 BACKUP

Selecting option 3 from the *FILE UTILITIES MENU*, initiates the BACKUP utility. This utility is used to make copies of all or part of your MicroDIS databases so that in the event that your data is damaged, you will be able to recreate your databases. When this utility is selected, MicroDIS displays the *BACKUP OPTIONS MENU* (figure 4.6.3.1).

figure 4.6.3.1

```

MICRODIS - BACKUP OPTIONS MENU
-----

1 ... Backup all database files
2 ... Backup all fast access files
3 ... Backup all authority files
4 ... Backup entire MicroDIS system
9 ... EXIT

option: x

```

Depending upon which option you select, MicroDIS copies all or a selected portion of your MicroDIS database onto floppy disks. MicroDIS accomplishes this by issuing a "DOS backup" command. Simply follow the instructions which will be displayed on the screen.

It is also possible for you to acquire or devise your own method of backing-up your data. For example, you could purchase the software package FASTBACK.⁽¹⁾ This package allows for the high speed backup of your data onto floppy disks (with an advertised speed of 8 minutes to backup a 10MB harddisk vs. IBM "backup" of approximately 30 minutes).

Upon completion of the backup, MicroDIS redisplayes the *BACKUP OPTIONS MENU*, and awaits your instruction. Selecting option 9 (exit) returns you to the *FILE UTILITIES MENU* (figure 4.6.1).

VERY IMPORTANT NOTE

It is imperative that to keep your backups synchronized. If you backup you database every other week and your fast access files once a month, it may be impossible to get them together if it becomes necessary to restore your system. It is recommended that you either use option 4 or, for convience, run options 1 and 2 in succession.

1. FASTBACK is a registered trademark of Fifth Generation Systems.

4.6.4 RESTORE

Selecting option 4 from the *FILE UTILITIES MENU*, initiates the RESTORE utility. This utility is used to reload all or part of your MicroDIS database from floppy disks onto the harddisk in the event that some of your files have been damaged. When this utility is selected, MicroDIS displays the *RESTORE OPTIONS MENU* figure (4.6.4.1).

figure 4.6.4.1

```

MICRODIS - RESTORE OPTIONS MENU
-----
1 ... Restore all database files
2 ... Restore all fast access files
3 ... Restore all authority files
4 ... Restore entire MicroDIS system
9 ... EXIT

option: x
```

Depending upon which option you select, MicroDIS reloads all or a selected portion of your MicroDIS database from your most recent floppy disk backup (see section 4.6.3). It is also possible for you to acquire or devise your own method for restoring your data.

Upon completion of the restore, MicroDIS redisplay the *RESTORE OPTIONS MENU*, and awaits your instruction. Selecting option 9 (exit) returns you to the *FILE UTILITIES MENU* (figure 4.6.1).

NOTE

Refer to the "very important note" in section 4.6.3 !!

4.6.5 IMPORT

Selecting option 5 from the *FILE UTILITIES MENU*, initiates the IMPORT utility. Use this utility if you wish to load citations received on floppy disk from other MicroDIS installations into your database. When this utility is selected, MicroDIS displays the following message:

*enter name of downloaded file
or just hit RETURN to exit ---> xxxxxxxxxxxxxxxx*

After you provide the name of the data file (located on the floppy disk) to be loaded into your database, MicroDIS adds each citation. This process is time consuming as MicroDIS must verify all the data and build the necessary fast access files for each record. Allow yourself ample time to perform this task. On an IBM PC/XT, it requires from 60 to 75 seconds to add one record. On a WANG PC, the required time would be from 30 to 45 seconds per record to be added.

When completed, MicroDIS returns to the *FILE UTILITIES MENU* (figure 4.6.1).

NOTE

The file name should be in the format: disk drive, colon, filename, period, file extension. (i.e., A:newcites.txt)

4.6.6 EXPORT

This utility is not yet available.

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4.6.7 RECATALOG

Selecting option 7 from the *FILE UTILITIES MENU*, initiates the RECATALOG utility. This utility is used to change the site code/call number of records on the database. When this utility is selected, MicroDIS displays the following message:

*Enter the SITE CODE/CALL NUMBER of the document
you want to recatalog or leave the call number blank and hit RETURN twice to exit*

*site code: xx-xxxxxxx
call number: xxxxxxxxxxxxxxx*

If the designated Site Code/Call Number is not, MicroDIS displays an error message and repeats the above "request for record identification". If the specified record is found, MicroDIS displays the *RECATALOG CONFIRMATION* panel (figure 4.6.7.1) so that you can verify that the record indeed matches the item you wish to recatalog.

figure 4.6.7.1

```

|-----|
| The document is |
| SITE CODE: xx-xxxxxxx          CALL NUMBER: xxxxxxxxxxxxxxxxxxxxxxxxx |
| TITLE: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx |
| COPIES: x                      LOCATION: xxxxxxxxx |
| PUB DATE: xx/xx/xx            PAGINATION: xxxxxxxxxxxxxxxxxxxxxxxxx |
| Do you want to change the SITE CODE/CALL NUMBER? x |
|-----|
    
```

If you respond <N>o to the confirmation question at the bottom of the screen, MicroDIS clears the screen and redisplayes the "request for record identification". If you respond <Y>es, MicroDIS asks the following question:

New SITE CODE/CALL NUMBER

*site code: xx-xxxxxxx
call number: xxxxxxxxxxxxxxxxxxxxxxx*

The information supplied is then verified to ensure that the combined Site Code/Call Number is unique. If it is not valid an error message is displayed and the above question is redisplayed. If the new Site Code/Call Number supplied is accepted, MicroDIS recatalogs the record and displays the following messages:

The document has been recataloged

Hit space bar to continue

Upon continuing, MicroDIS redisplayes the "request for record identification" message and awaits your response.



4.6.8 MAINTAIN

Selecting option 8 from the *FILE UTILITIES MENU*, initiates the MAINTAIN utility. This utility is used to create and maintain all of the MicroDIS authority files. When this utility is selected, MicroDIS displays the *AUTHORITY FILE MAINTENANCE MENU* (figure 4.6.8.1).

figure 4.6.8.1

```
MICRODIS - AUTHORITY FILE MAINTENANCE MENU
-----
1 ... Author/Serial Title Acronyms
2 ... AID Geographic Codes
3 ... AID Bibliographic Codes
4 ... Site Codes
5 ... Project Number Prefixes
6 ... Title stopwords
7 ... Mission Thesaurus
9 ... EXIT

option: x
```

From this menu select the authority file with which you wish to work. Regardless of which option you select, MicroDIS displays the *UPDATE MENU* (figure 4.6.8.2).

figure 4.6.8.2

```
"file name"  UPDATE MENU
-----

"file contents"

1 ... ADD a new term
2 ... MODIFY an existing term
3 ... DELETE an existing term
4 ... VIEW existing terms
9 ... EXIT

option: x
```

The defined functions work in the same manner as the corresponding cataloging functions for the document database. You are presented with a panel on which to enter the information you wish to ADD, MODIFY, or DELETE. There is no verification of the information which is entered except to determine if it does or does not already exist on the file in question.

With the exception of the "Thesaurus" and the "Stopword" files, all of the authority files are in the same basic format. Each is made up of two fields: the first field contains the valid code, the second field contains an explanation of the code. The "Thesaurus" file also contains two fields. The first field is the valid "key term", but, in this case, the second field is a flag which is used to indicate whether the term is an AID approved thesaurus term or a locally generated term. The "Stopword" file contains only one field and this field contains the stopwords.

As with many of MicroDIS's standard reports, VIEWing the authority files can be accomplished either on the computer display or on the printer.

If you select option 9 (exit), MicroDIS redisplay the *AUTHORITY FILE MAINTENANCE MENU*.

Selecting option 9 (exit) from the *AUTHORITY FILE MAINTENANCE MENU* returns you to the *FILE UTILITIES MENU* (figure 4.6.1).

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4.6.9 REBUILD

Selecting option 9 from the *FILE UTILITIES MENU*, initiates the REBUILD utility. This utility is used to recreate the indexes associated with the various databases contained within MicroDIS. When this utility is selected, MicroDIS displays the following message:

MicroDIS - REBUILD function

This utility rebuilds all indexes from scratch. Use it in two situations:

- 1 - After a system crash, to ensure integrity of all indexes*
- 2 - After a RESTORE is run, to recreate the indexes*

Doing a rebuild in other situations is not harmful in any way, but it may take several minutes

Do you want to do a REBUILD? x

If you respond <N>o to this question, MicroDIS returns to the *FILE UTILITIES MENU* (figure 4.6.1). If you respond <Y>es, MicroDIS rebuilds all of the system's indexes. While MicroDIS is working, the system displays messages indicating which files are being reindexed and when the operation is completed. After all indexes have been recreated, MicroDIS displays the following messages:

Done Creating Index Files

Hit space bar to continue

Upon continuation, MicroDIS returns to the *FILE UTILITIES MENU* (figure 4.6.1).

NOTE

This utility does not recreate the "fast access" indexes. It does REBUILD the dBase III/Clipper indexes to the various database files which are part of MicroDIS. This utility in no way eliminates the necessity to make regular BACKUPS of your data.

5. CIRCULATION

Selecting option 3 from the *MAIN SELECTION MENU* initiates the *CIRCULATION* module. The first panel to appear is the *CIRCULATION MENU* (figure 5.1).

figure 5.1

```

MICRODIS - CIRCULATION MENU

1. CHECK OUT a document
2. CHECK IN a document
3. REPORT
9. EXIT

option: x
```

Refer to the following sections of this manual for continued instruction on the use of MicroDIS.

1 ... CHECK OUT	section 5.1
2 ... CHECK IN	section 5.2
3 ... REPORT	section 5.3
9 ... EXIT	section 2.3

5.1 CHECK OUT

Selecting option 1 from the *CIRCULATION MENU* initiates the document check out procedure. The following primary *CHECKOUT* panel (figure 5.1.1) is displayed and awaits the entry of data.

figure 5.1.1

```

CIRCULATION - CHECKOUT
-----

SITE CODE: xx-xxxxx
CALL NUMBER: xxxxxxxxxxxxxxxxx (use UNCAT if document uncataloged)
COPY CODE: x (use only to show copy number)
BORROWER NAME: xxxxxxxxxxxxxxxxxxxxxxxxxxxxx (last name, first name)
AFFILIATION: x (A = AID, C = contractor, H = host gov't O = other)
OFFICE: xxxxxxxxxxxxxxxx LOAN TERM (days): 0
                               (use 99 for indefinite term)

Hit F1 for help, F5 to do checkout, F9 to cancel

```

Fill in each data field following the colon, taking note of any format requirements or options specified in the parentheses to the right. All fields must be filled in. Note that you can circulate uncataloged documents by entering "UNCAT" in place of a call number.

Hit F5 (function key 5) to initiate the check-out procedure.

MicroDIS checks:

- each field to make sure it has been entered,
- the site code/call number against the catalog to determine if it is valid,
- the copy number to verify that the copy entered is not already circulating,
- the user affiliation to make sure the code entered is one of the four specified.

If any typographical errors have occurred or if any data entered is not valid, MicroDIS displays an error message. If all data entered is valid, then the expanded *CHECKOUT* panel (figure 5.1.2) is displayed.

The expanded *CHECKOUT* panel redisplayes the data you have entered along with bibliographic information about the document being checked out. This enables you to verify that the document in hand is the item being placed on loan.

If it is the correct document, and if the circulation data at the top of the screen is correct then respond <Y>es to the confirm check-out prompt. MicroDIS logs the document to the requesting party. The catalog is updated to reflect that the document has been placed on loan. (This statistical update is used in the circulation report which identifies that

part of the collection being utilized from the library.) An entry is also made into the DAILY LOG reflecting the fact that a circulation operation has taken place. The system then returns to the primary CHECKOUT panel (figure 5.5.1) to allow you to check-out additional documents to the same patron or to another patron, or to exit out of the circulation module.

figure 5.1.2

```

CIRCULATION - CHECKOUT
-----

SITE CODE: xx·xxxxxx
CALL NUMBER: xxxxxxxxxxxxxxxxx (use UNCAT if document uncataloged)
COPY CODE: x (use only to show multiple copies)
BORROWER NAME: xxxxxxxxxxxxxxxxxxxxxxxxx (last name, first name)
AFFILIATION: x (A = AID, C = contractor, H = host gov't, O = other)
OFFICE: xxxxxxxxxxxxxxxx LOAN TERM (days): xx
                                   (use 99 for indefinite term)

CLASS CODE      PUB DATE      PAGINATION
|XXXXXXXXXXXXXX| XX/XX/XX    |XXXXXXXXXXXXXXXXXXXXXXXXXXXX|
DOCUMENT TITLE
|XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX|
|XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX|
|XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX|
|XXXXXXXXXX
SERIES TITLE                                          NUMBER
|XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX|
AUTHORS
|XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX|
|XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX|
|XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX|
CONFIRM CHECK OUT - Y/N x

```

If the circulation information or the information concerning the document to be checked out is incorrect, then a response of <N>o causes the transaction to be ignored. The system returns to the primary CHECKOUT panel so that the data may be entered correctly.

If "UNCAT" is entered for the call number, then an item which has not been cataloged on the system is being checked out. All of the requested fields are verified as above. When these fields are approved, the uncataloged document CHECKOUT panel (see figure 5.1.3) is displayed.

The uncataloged document CHECKOUT panel also redisplay the data you have entered. However, since there is no bibliographic data for this item in the system, you are prompted to specify the title of the item.

If you then respond <Y>es to the "confirm checkout" prompt, MicroDIS logs the item out and makes an entry into the DAILY LOG to record that a circulation operation has taken place. You are then allowed to either check another item out to the same person or to another

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person, or exit out of the circulation module.

If the circulation information displayed at the top of the panel is incorrect, or if you wish to cancel the circulation procedure for this item, respond <N> to the "confirm checkout" prompt. MicroDIS returns you to the primary *CHECKOUT* panel (figure 5.1.1).

figure 5.1.3

```
CIRCULATION - CHECKOUT
-----

SITE CODE: xx-xxxx
CALL NUMBER: uncat      (use UNCAT if document uncataloged)
COPY CODE: x           (use only to show multiple copies)
BORROWER NAME: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx (last name, first name)
AFFILIATION: x (A = AID, C = contractor, H = host gov't, O = other)
OFFICE: xxxxxxxxxxxxxxxx
LOAN TERM (days): xx      (use 99 for indefinite term)

TITLE
|XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX|
|XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX|
|XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX|
|XXXXXXXXXX|
CONFIRM CHECK OUT - Y/N x
```

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5.2 CHECK IN

Selecting option 2 from the *CIRCULATION MENU* initiates the document check in procedure.

The following primary *CHECKIN* panel (figure 5.2.1) is displayed so that you can identify the document to be checked in.

figure 5.2.1

```

| CIRCULATION - CHECKIN
| -----
|
|     SITE CODE: XX-XXXXXX
|     CALL NUMBER: XXXXXXXXXXXXXXXX.XXX (use UNCAT if document uncataloged)
|     COPY CODE: X                       (use only to show multiple copies)
|
| Hit F1 for help, F5 to do checkin, F9 to cancel
|

```

Enter the call number and copy number of the item being checked in. Hit F5 (function key 5) to initiate the check-in procedure. MicroDIS verifies the call number and copy code combination against the circulation database to determine if that item is on loan. If it is not checked out, the message "DOCUMENT NOT CHECKED OUT" flashes on the screen. If it is checked out, the expanded *CHECKIN* panel (figure 5.2.2) is displayed. This panel displays bibliographic information about the document to be checked in. This enables you to verify that the document in hand is the item being checked in.

If it is the correct document, respond <Y>es to the "confirm checkin" prompt. MicroDIS deletes the document reference from the circulation database, and an entry is made into the *DAILY LOG* to record that a circulation operation has taken place. The system then returns to the primary *CHECKIN* panel (figure 5.2.1) to accept more documents.

If the information concerning the document to be checked in is incorrect, then respond <N>o. The transaction is ignored and the system returns to the primary *CHECKIN* panel so that the document can be identified correctly. (If the item is uncataloged, MicroDIS searches the entire circulation database for all items flagged as "UNCAT" and displays them in turn. When and if the proper item is found, respond <Y>es to the "confirm checkin" prompt. The item is then deleted from the circulation database and a record of a circulation operation is made in the *DAILY LOG*. A <N>o response causes the next "UNCAT" record to be displayed. If all such records are displayed and none are confirmed, the system returns to the primary *CHECKIN* panel to accept more documents.)

A response of <X> to the "confirm checkin" prompt means that an incorrect circulation record was created during the *CHECKOUT* procedure and is to be removed from the system. In addition, the counter in the catalog database for the affected document is decreased by one. The system then returns to the primary *CHECKIN* panel to accept more documents.

figure 5.2.2

```
CIRCULATION - CHECKIN
-----

SITE CODE: xx-xxxxxx
CALL NUMBER: xxxxxxxxxxxxxxxxx (use UNCAT if document uncataloged)
COPY CODE: x (use only to show multiple copies)

BORROWER NAME: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
AFFILIATION: x
OFFICE: xxxxxxxxxxxxxxxx
DATE BORROWED: xx/xx/xx
LOAN TERM (days): xx

TITLE
|XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX|
|XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX|
|XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX|
|XXXXXXXXXX|

CONFIRM CHECK IN - <Y/N> - OR USE <X> TO CANCEL ERRONEOUS CHECK OUT x
```

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5.3 REPORTS

Selecting option 3 from the *CIRCULATION MENU* initiates the reporting function of the circulation module. The following *CIRCULATION REPORT MENU* (figure 5.3.1) is displayed.

figure 5.3.1

```
MicroDIS -- CIRCULATION REPORT MENU

1 ... OVERDUE NOTICES
2 ... COLLECTION USAGE STATISTICS
3 ... CIRCULATION LIST
9 ... EXIT

option: x

NOTE: reports 1 and 2 display on printer only
```

Refer to the following sections of this manual for additional information on these reports:

1 ... OVERDUE NOTICES	section 5.3.1
2 ... COLLECTION USAGE STATISTICS	section 5.3.2
3 ... CIRCULATION LIST	section 5.3.3
9 ... EXIT	section 5.

5.3.1 OVERDUE NOTICES

When this report is requested, the following questions appear on the screen:

Name to appear on notice as sending party:

Return by date to appear on notice:

Sorted by <N>ame or by <C>all number?:

After you respond to these questions, MicroDIS displays the following message:

ALIGN PAPER IN PRINTER then depress any key to continue

The computer screen is cleared and the following information displayed:

Number of items in circulation: #

Number of overdue notices printed: #

The first number is the total number of documents on loan. The second number is incremented as each overdue notice is printed. When all overdue notices are printed, MicroDIS returns to the *CIRCULATION REPORT MENU* (figure 5.3.1).

A sample of this report appears in Appendix C.

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5.3.2 COLLECTION USAGE STATISTICS

When this report is requested, the following questions appear on the computer screen:

Should the circulation counters contained in the DOCUMENT database be reset to zero by this report program?

Respond <Y>es or <N>o ->

Each time you circulate an item, MicroDIS increments an internal "circulation counter" by one. You may wish to keep a running total of your circulation statistics for a one month period, for an entire year, or for some other period. Anytime you wish to start a new record keeping period, reset the counters to zero. Once this is done, however, there is no way of retrieving the count for a previous time period.

Thus if you respond <Y>es to this prompt, MicroDIS resets the circulation counter to zero when it has finished generating the circulation usage statistics. If you respond <N>o, MicroDIS retains these statistics and continues to increment the circulation counter as additional items are circulated.

Following your response to this question, MicroDIS clears the screen and displays the following message:

```
RECORDS ON DATABASE:  #  
record being processed:  #
```

The first number is the total number of items in the collection. The second number is incremented as each catalog record is processed for the circulation usage statistics report. When all records have been processed, the system displays the message:

REPORT BEING GENERATED

This message indicates that the records are being sorted and the statistics being computed. When this process is completed the report is printed and MicroDIS returns to the *CIRCULATION REPORT MENU* (figure 5.3.1).

A sample of this report appears in Appendix C.

5.3.3 CIRCULATION LIST

This report is a simple listing of all items in the collection which are currently in circulation. The report shows the call number, the first 50 characters of the title, the name of the individual to whom the item has been checked out and the date it was checked out.

When this report is requested, the following question will appear on the computer display:

Should the report be ordered by <N>ame or by <C>all number?

If you make an erroneous response or no response, the report will be produced in site code/call number sequence. MicroDIS then asks:

Report to <S>creen or <P>rinter -

If you respond <S>creen, MicroDIS displays the report on the terminal screen. A response of <P>rinter directs the report to the system printer. After this question has been answered, MicroDIS displays the following message:

Press any key to continue ...

If you have selected the printer option, make certain that the paper is properly aligned before continuing.

When the report is completed, MicroDIS again displays the message:

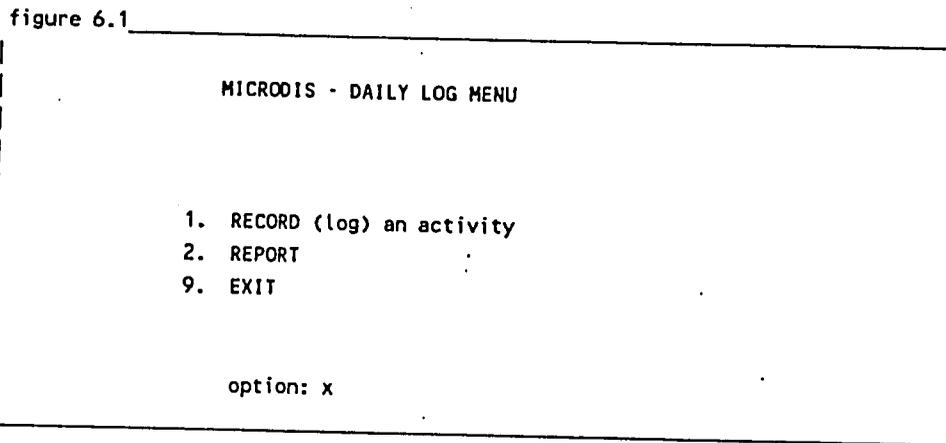
Press any key to continue ...

Upon depressing a key, MicroDIS returns to the *CIRCULATION REPORT MENU* (figure 5.3.1).

A sample of this report appears in Appendix C.

6. DAILY LOG

Selecting option 4 from the *MAIN SELECTION MENU* initiates the *DAILY LOG* module. The first panel to appear is the *DAILY LOG MENU* (figure 6.1).



Refer to the following sections of this manual for continued instruction on the use of MicroDIS.

1 ... RECORD an activity	section 6.1
2 ... REPORT	section 6.2
9 ... EXIT	section 2.3

6-1

6.1 RECORD AN ACTIVITY

Selecting option 1 from the *DAILY LOG MENU* executes the *DAILY LOG* activity entry procedure. The *ENTRY* panel (figure 6.1.1) is displayed and awaits the entry of data.

figure 6.1.1

```

DAILY LOG - ENTRY
-----
AFFILIATION: x      (A = AID, C = contractor, ! = host govt, 0 = other)
OFFICE: xxxxxxxxxxxx
SERVICE: x        (see below for explanation of codes)
VOLUME: xxxxx

SERVICE CODES
-----
A -> PURCHASING (acquisition entered automatically)
B -> PHOTOCOPYING
C -> REFERENCE REQUEST (simple)
D -> REFERENCE REQUEST (complex)
E -> OUTREACH
F -> INTER-LIBRARY LIAISON
G -> A/V (tapes, equipment, etc.)
H -> AID/W
I -> OTHER (misc.)
J -> CIRCULATION (circulation entered automatically)

Hit F1 for help, F5 when done, F9 to cancel

```

Fill in each field following the colon, taking note of any format requirements specified in parenthesis to the right. All fields must be filled in.

Hit F5 (function key 5) to enter the activity into the *DAILY LOG*.

MicroDIS checks:

- each field to make sure it has been entered,
- the user affiliation to make sure the code entered is one of the four specified,
- the service code to make sure it is one of the ten specified.

If any typographical errors have occurred or if any data entered are not valid, MicroDIS displays an error message and waits for you to enter the expected information.

Once the information you have supplied is accepted, MicroDIS logs the activity.

The system then returns to the *ENTRY* panel (figure 6.1.1) to allow you to enter additional activities, or to exit the *DAILY LOG* module.

6.2 REPORT

Selecting option 2 from the *DAILY LOG MENU* initiates the reporting function of the *DAILY LOG* module. The following *DAILY LOG USER STATISTICS REPORT PARAMETER ENTRY* panel (figure 6.2.1) is displayed.

figure 6.2.1

```

MICRODIS - Daily Log user statistics report parameter entry

Do you want this report on the <S>creen or <P>rinter?
  enter S/P --> x

Enter the starting date for this report.
To have the report start at the beginning, enter a carriage return.
  starting date --> xx/xx/xx Use the form MM/DD/YY.

Enter the ending date for this report.
To have the report end with the last entry, enter a carriage return.
  ending date --> xx/xx/xx Use the form MM/DD/YY.

Should the selected records be removed from the log upon
completion of the report. Enter <Y>es or <N>o
  Y/N --> x

```

After answering the above questions, MicroDIS verifies the information entered to determine if it is valid.

The first question must be answered using the specified options.

The second and third questions do not require an answer as default responses are built into the system. When an activity is entered into the log, the system date is automatically attached. This is the date which MicroDIS checks to determine if an entry is to be included in the report. If both dates are left blank the entire log is used as input to the report. By varying these dates you can report on specific time periods (i.e., on a monthly basis).

The fourth question must be answered using the specified options. If you select "Y"es, then every activity in the log which is shown on the report produced by this request will be removed. Once removed from the log these entries are no longer available for reporting purposes. (You may wish to select this option on an annual basis after producing annual statistics.)

After the above parameters have been processed, MicroDIS sorts the log into the proper sequence and displays the following message:

press any key to continue...

The report produced shows statistics for each office broken down by activity. Statistics for each office within an affiliation group are summarized, and all affiliation group totals are combined into a grand total. For each activity, three numbers are displayed:

the frequency (number of times) an activity was performed,

the frequency expressed as a percent of the total number of activities performed for the office, and

the volume produced for this activity.

For example, 10 photocopying activities might result in the production of 135 pages of output. On the other hand, checking out (circulating) 10 documents would result in a volume of 10 for this activity.

In addition, for each office, MicroDIS totals the frequency of activities and expresses each activity as a function of the affiliation total. At the affiliation level, these same statistics are produced as a function of the grand total.

When the report is completed, MicroDIS displays the message:

press any key to continue...

Upon depressing a key, MicroDIS returns to the *DAILY LOG MENU* (figure 6.1).

A sample of this report appears in Appendix D.

NOTE

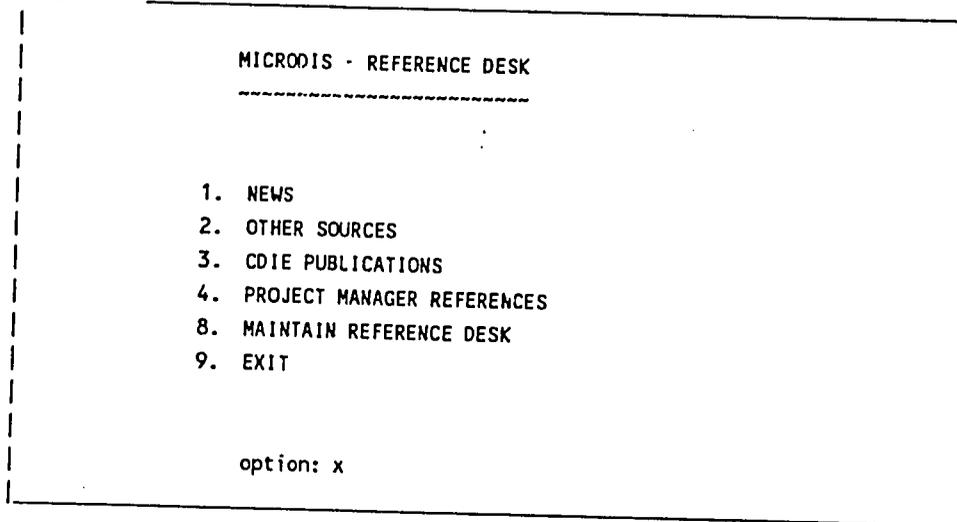
This report is summarized by office, but, the office field is not defined as an authority file. In order for your totals to be accurate, you must ensure that you identify offices consistently.

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7. REFERENCE DESK

Selecting option 5 from the *MAIN SELECTION MENU* initiates the REFERENCE DESK module. The first panel to appear is the *REFERENCE DESK* menu (figure 7.1). The purpose of this module is to provide quick access to files of pre-defined textual information. Only information which has been entered into a MicroDIS text file can be retrieved.

figure 7.1



Refer to the following sections of this manual for continued instruction on the use of MicroDIS.

1 ... NEWS	section 7.1
2 ... OTHER SOURCES	section 7.2
3 ... CDIE PUBLICATIONS	section 7.3
4 ... PROJECT MANAGER REFERENCES	section 7.4
8 ... MAINTAIN REFERENCE DESK	section 7.5
9 ... EXIT	section 2.

7.1 NEWS

Selecting option 1 from the *REFERENCE DESK* menu executes the NEWS. The information contained in the pre-defined "news" file is then displayed on the computer screen. This file can be used as a "clippings service", as a bulletin board, or as anything you wish. The information contained in this file is totally under your control. (See section 7.5 for instructions concerning maintenance of this file.)

Displayed at the bottom of each screen are several options which permit you to browse forward and backward through the text (figure 7.1.1). You may even get a printout of this file. When you have finished reading the text and you elect to <Q>uit, MicroDIS returns you to the *REFERENCE DESK* menu (figure 7.1).

figure 7.1.1

```
| B - backup; space - next page; H - 1/2 page; P - print; Q - quit ---> x |
```

7.2 OTHER SOURCES

Selecting option 2 from the *REFERENCE DESK* menu executes the *OTHER SOURCES* procedure. The information contained in the pre-defined "other sources" file is then displayed on the computer screen. This file is intended to be used as a listing of other libraries or information centers known to contain information of value to your installation. However, it can be used in any fashion you desire. The information contained in this file is totally under your control. (See section 7.5 for instructions concerning maintenance of this file.)

Displayed at the bottom of each screen are several options which permit you to browse forward and backward through the text. (Figure 7.1.1) You may even get a printout of this file. When you have finished the text and you elect to <Q>uit, MicroDIS returns you to the *REFERENCE DESK* menu (figure 7.1).

7.3 CDIE PUBLICATIONS

Selecting option 3 from the *REFERENCE DESK* menu executes the CDIE PUBLICATIONS procedure. The information contained in the pre-defined "CDIE publications" file is then displayed on the computer screen. This file is intended to be used as a listing of publications available from CDIE.

Displayed at the bottom of each screen are several options which permit you to browse forward and backward through the text. (figure 7.1.1) You may even get a printout of this file. When you have finished the text and you elect to <Q>uit, MicroDIS returns you to the *REFERENCE DESK* menu (figure 7.1).

7.4 PROJECT MANAGER REFERENCES

Selecting option 4 from the *REFERENCE DESK* menu executes the PROJECT MANAGER REFERENCE procedure. The first screen which appears is the *PMR SELECTION MENU* (figure 7.4.1). This panel displays the topics for which "references" have been produced and which are currently available through MicroDIS.

figure 7.4.1

```

MICRODIS - PMR SELECTION MENU
-----
1. Irrigation
2. Potable Water
3. Small Scale Enterprises
4. ...

9. EXIT

selection: x
```

figure 7.4.2

```

MICRODIS - TABLE OF CONTENTS
-----
01. Table of Contents
02. Introduction
03. AID Irrigation Trends
04. Understanding the Problem Cycle
05. Operational Assumptions
06. Org. & Management Variables
07. Pricing & Management Research
08. Managing Irrigation Projects
09. Irrigation Evaluation Matricies
10. Irrigation Organizations
11. Irrigation Participation Issues
12. Role of Women in Irrig. Projects

99. EXIT

selection: xx
```

From the list of available references, select the one you wish to review and enter the number as your selection.

MicroDIS next displays the *TABLE OF CONTENTS* (figure 7.4.2) for the reference requested. As on the *PMR SELECTION MENU*, select the section of the reference you wish to review and enter its associated number as your selection. MicroDIS then displays the text you have requested. (The information contained in the references is produced and maintained by PPC/CDIE in Washington. New references and updates to old references will be provided by this office when they become available.)

Displayed at the bottom of each screen are several options which permit you to browse forward and backward through the text. (figure 7.1.1) You may even get a printout of this file. When you have finished the text and you elect to <Q>uit, MicroDIS returns you to the *TABLE OF CONTENTS* (figure 7.4.2).

If, from the *TABLE OF CONTENTS*, you select option 99 (exit), MicroDIS returns you to the *PMR SELECTION MENU* (figure 7.4.1). This enables you to review a different reference.

If, from the *PMR SELECTION MENU*, you select option 9 or 99 (exit), MicroDIS returns you to the *REFERENCE DESK* menu (figure 7.1). This enables you to review other available textual information.

7.5 MAINTAIN REFERENCE DESK

Selecting option 8 from the *REFERENCE DESK* menu executes the *REFERENCE DESK MAINTENANCE* procedure. The first screen which appears is the *REFERENCE DESK MAINTENANCE* panel (figure 7.5.1).

figure 7.5.1

```
MICRODIS - REFERENCE DESK MAINTENANCE
-----
1 ... EXPORT a reference file to text
           for changes
2 ... IMPORT an updated reference desk
           text file
9 ... EXIT

option: x
```

It is through the utilization of this procedure that you can update and maintain your "news" and "other sources" text files. However, this procedure only provides a facility to convert a MicroDIS file into ASCII format (American Standard Code for Information Interchange) and back. You need to have available a word processor capable of producing a text file in ASCII format. You use your word processor to create and update your text and then translate the updated text into ASCII format for IMPORT into the MicroDIS reference desk.

Selecting option 9 (exit) returns you to the *REFERENCE DESK* menu (figure 7.1).

HINT

You will not require the EXPORT option if you maintain and retain your original word processing file of textual data. Whenever you wish to update the information in MicroDIS, you will simply correct your text file and IMPORT the updated text into the MicroDIS reference desk.

7.5.1 EXPORT

Selecting option 1 from the *REFERENCE DESK MAINTENANCE* menu exercises the EXPORT facility. When called into execution the first screen which appears is the *SELECT A FILE - EXPORT* panel (figure 7.5.1.1).

figure 7.5.1.1

```
SELECT A FILE for exporting:

      1 ... NEWS
      2 ... OTHER SOURCES
      9 ... EXIT without export

      option: x
```

After you identify to MicroDIS which file you want exported ("1" or "2"), MicroDIS displays the following question:

Type in the complete name of the destination text file, including drive letter, colon, filename, dot, and extension, or just hit RETURN to abort ---> xxxxxxxxxxxxxxxx

For example: A:news.txt

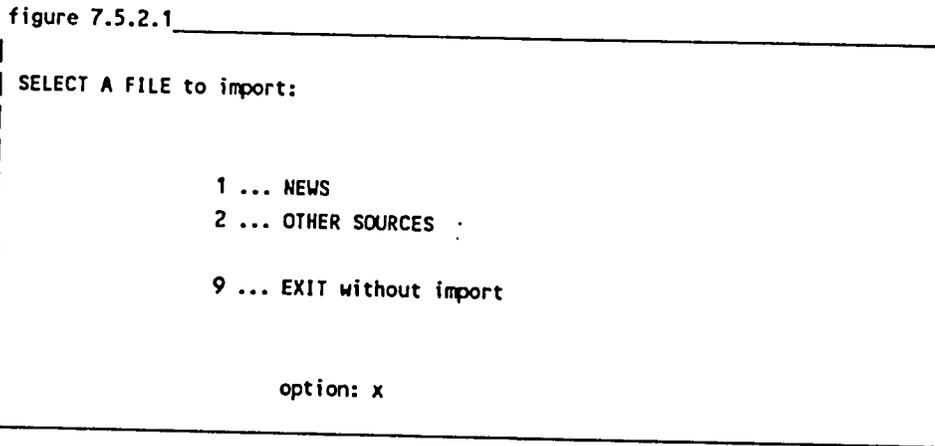
MicroDIS converts the proper source file into the designated text file. You update this text file using your word processor. (It is possible to use EDLIN - the DOS line editor facility - but it is cumbersome and not recommended.)

After the MicroDIS file is converted, the *SELECT A FILE - EXPORT* menu (figure 7.5.1.1) is redisplayed.

Selecting option 9 (exit) results in MicroDIS returning to and displaying the *REFERENCE DESK MAINTENANCE* menu (figure 7.5.1).

7.5.2 IMPORT

Selecting option 2 from the *REFERENCE DESK MAINTENANCE* menu exercises the IMPORT facility. When called into execution the first screen which appears is the *SELECT A FILE - IMPORT* panel (figure 7.5.2.1).



After you identify to MicroDIS which file you want to import ("1" or "2"), MicroDIS displays the following question:

Type in the complete name of the source text file, including drive letter, colon, name, dot, and extension, or just hit RETURN to abort ---> xxxxxxxxxxxxxxxx

For example: A:news.txt

MicroDIS converts the designated text file into the proper source file. This MicroDIS file is then available to browse.

The *SELECT A FILE - IMPORT* menu (figure 7.5.2.1) will be redisplayed.

Selecting option 9 (exit) results in MicroDIS returning to and displaying the *REFERENCE DESK MAINTENANCE* menu (figure 7.1).

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8. TUTORIAL

This function has not yet been implemented.



Appendicies

A. ACQUISITION REPORTS

This appendix not yet prepared.

B. CATALOG REPORTS

This appendix not yet prepared.

C. CIRCULATION REPORTS

This appendix not yet prepared.

D. DAILY LOG REPORTS

This appendix not yet prepared.



E. MICRODIS CATALOGING GUIDELINES

Processing/Cataloging Guidelines

The Cataloging Guidelines describe the steps to be taken in the processing and cataloging of a document. They include an overview of the cataloging process, as well as specific rules about entering data in each field. Every attempt has been made to keep these rules general enough to allow for a fairly broad interpretation by the cataloger to accommodate the specific needs of each center.

Part 1: PREMIMINARY PROCESSING

- 1.1 Always check the newly received item against your current holdings, using the "Search for Documents" function, to make sure that it has not already been cataloged. Determine whether it is an item that should be cataloged, or is ephemeral and should be placed in a vertical file.
- 1.2 If the document has already been processed, you will have to decide if you really need a second copy of that document in the library. If you decide that you need two copies, you can add the second copy to your collection by simply making an identical call number label and placing the copy on the shelf next to copy number 1. Label one copy c.1, the other copy c.2. Modify the "Copies" field of your catalog record to reflect the number of copies now held, using the "Modify Documents" function.

If you receive a new edition of a document that has already been processed, remove the old edition from the shelf and replace it with the new edition. Remember you must modify your catalog record for the old edition. Modify the record to indicate the new date and edition, etc. of the the new version.

Try to process multi-volume works together so that they will be shelved together. If you receive a new volume of an already cataloged work, add the new volume to the already processed volumes. Remember, you must modify your record for the other volumes to note ownership of the new volume.

- 1.3 If the new document is an AID-funded report, you may want to check the Master List of DI reports (available in microfiche and paper copy as subject, title, author, corporate author indicies) to see if DI has already processed the document. You could then request that DI send you their cataloging records.
- 1.4 If the document has not been previously processed by your Center or by DI, you will have to do original cataloging using the "Add New Documents" function. You will want to be consistent in your cataloging, and it will help if you check on how similar reports have been cataloged in the past. For example, look at records in your catalog database by the same author or institution to see how they have been cataloged.

Part 2: ORIGINAL CATALOGING

2.1 **Descriptive Cataloging:** The purpose of descriptive cataloging is to create a record which uniquely identifies each document in a collection, and to create all such records in a consistent format. Using the Bibliographic Input Sheet, you are now ready to begin cataloging. This sheet includes space for entry of data in each field, with the fields listed as they appear on the "Add New Documents" screens. You will want to refer to Part 3 of the Guidelines for rules on entry of data in each MICRODIS field.

Remember - you must maintain consistency and accuracy when entering data. Your computer cannot "think". It will look for only what you tell it to look for. When you tell it to look for some information and you have entered that information inconsistently or incorrectly, you will be out of luck.

Example:

If you have two bibliographies in the same series and you enter the Series title for one of the bibliographies as USAID Bibliography Series and the series title for the other one as AID Bibliography Series, you will potentially lose one of these reports when you try to retrieve them. If you ask the system to search for items in the USAID Bibliography Series, it will find only the item entered as USAID Bibliography Series. It doesn't know that the bibliography entered as AID Bibliography Series is also a part of the USAID Bibliography Series. However, this potential problem can be solved by creating an entry in the "Author/Serial Title" acronym file (e.g., =USAIDBIB) which would translate into a standard serial title.

Example:

If you are entering a Bibtype Code for a Project Paper and you enter the Bibtype as 01 (the Bibtype for PIDs) instead of the correct Bibtype, 42, you will not find that Project Paper when you search under the correct code.

2.2 **Indexing:** Next, you want to index your document. The purpose of indexing is to facilitate the retrieval of the document. The index terms that you assign to a document will give additional or more detailed access to documents within your collection. For the user of your collection, the index terms will point to documents that are relevant to her/his needs. As the indexer, you are responsible for selecting terms that provide the most accurate description of the contents of the document that you are cataloging. You will want to assign subject descriptors for those topics which are treated in some detail in a document. The mere mention of a subject is not sufficient reason for using it as an index term no matter how important the subject is to the AID and the mission program.

MICRODIS provides you with two types of index terms. Descriptors are terms selected from the AID Thesaurus. Identifiers are terms that you assign locally and that do not appear in the AID Thesaurus, such as local geographic designations. See Section 4.6 of the Manual for instructions on creating and maintaining the online authority files of descriptors and identifiers.

- a. Using the AID Thesaurus or list of local subject terms, index the document. In subject indexing, you will want to look at the title of the document and the table of contents. Scan the chapter headings, read the abstract if there is one. Read as much of the document as is necessary to grasp the dominant subject of the document and author's intent. Jot down the terms that are primary descriptors, the major subject pertaining to the document as a whole (e.g., malaria, farming systems, women in development, etc.), secondary descriptors, the specific terms pertaining to important parts of the document (e.g., data collections, female labor, cost analysis, etc.), and all geographic and climatic descriptors (e.g., Egypt, Kenya, Sahel, Arid zone, Tropical zone, etc.) You will not find descriptors for local states, areas, cities, etc. You will want to add these local terms as identifiers.
- b. Become familiar with the AID program and in particular with your Mission's projects/programs so that you will know your user's needs. You can review your Mission's Country Development Strategy Statements, Briefing Books, Congressional Presentations, policy statements, etc. You will need to know the vocabulary of the development community and the subject terms that will come to mind for individuals in that community.
- c. Be specific. Select the most specific terms to describe the subject of the document. If a document discusses malaria, index it under malaria not health, for example.
- d. Be consistent. When you are indexing a new document, check your holdings to see how you have indexed similar documents in the past.
- e. Be thorough but do not overindex. Index every topic of major importance but do not include terms for subjects which are not described in some detail. Do not use several terms to describe the same subject area when one will ensure retrieval by a user. Overindexing will give your users documents that are only peripheral or irrelevant to their needs. Some documents will have 8 to 10 index terms. Others may need only 2 to 3. Check to see if you have selected terms for every subject of major importance in a document.
- f. Use the AID Thesaurus Rotated Descriptor List to find the term(s) that capture the concepts you have used to describe the document in hand. Next look at the Alphabetical Display Section to see how your terms are defined and to see if there are any related terms you might want to use. Be sure to look at the hierarchical subject structure scheme in addition to the index before assigning descriptors. You will want to see how the subject fits into the broader subject hierarchy.
- g. When listing descriptors on your Bibliographic Input Sheet, list primary descriptors first, then secondary, then geographic/climatic descriptors.
- h. A keyword authority list is maintained to control the form of the keywords used in subject indexing. If you use the AID Thesaurus, add to your copy of the thesaurus any changes or additions that you have made. You now have a "Keyword Authority List." See Section 4.6 for instructions on entering data in the authority file for the local thesaurus.

- i. As with descriptive cataloging, remember to be consistent.

Example:

If you index a report using the keyword, COST-BENEFIT ANALYSIS, and another time index a similar report using the term, BENEFIT-COST ANALYSIS, you will not find both reports when you search the term, COST-BENEFIT ANALYSIS. The system doesn't know have been mistakenly inconsistent. It will not help you out by looking for the term BENEFIT-COST ANALYSIS by itself.

- 2.3 Classification: You must now classify the document by assigning a call number to the document so that all the materials on a similar topic will be shelved together in the library. The call number consists of a class notation and a unique identification number or cutter number
 - a. Always class according to the primary theme of the document.
 - b. When a document deals with more than one subject, assign a call number according to the subject which appears to be most important. When a document seems to belong equally in two places in the classification scheme, you will have to make a choice as to where it is to go based on your knowledge of your library users. Other subjects treated in the document will be captured through your subject indexing.
 - c. When two or three subject areas are dealt with in a document, place the document in a more general heading which encompasses all or the majority of the subjects.
 - d. When you have a subject for which there appears to be no class or subdivision, you can place it under the heading to which it appears to be closest or you can create a new code. You will want to make a note in your classification scheme of any new class numbers that you have created and what is classed under those codes.
 - e. When one subject appears to be able to be placed under more than one code, place the document where you think it will be most useful to your library users and try to be consistent.

While subject codes place a document in one subject class on the library shelves, your users will have computer access to other subjects treated in each document through the descriptors/identifiers you have assigned in indexing the document.

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Part 3: MICRODIS FIELDS

3.1 Alphabetical listing of MICRODIS fields: The fields comprising a MICRODIS catalog record are listed below in alphabetical order. Note that each field has a fixed, maximum length.

Fields Required by		Field name	Type	Width	Description
MicroDIS	Catalog				
	yes	AIDDOCID	Character	14	AID assigned docid number
	yes	AIDPROJ9	Character	27	3 AID project numbers
	yes	AUTHOR1	Character	77	first author
		AUTHOR2	Character	77	second author
		AUTHOR3	Character	77	third author
		AUHTOR4	Character	77	fourth author
		AUTHOR5	Character	77	fifth author
	yes	BIBTYP	Character	2	AID bibtype code
yes		CALLNO	Character	25	class number and cutter
		CONTRACTNO	Character	25	AID contract number
		COPIES	Character	1	number of copies
	yes	DESCRIPTOR	Character	50	10 AID descriptors
	yes	DOCTITLE	Character	250	primary title
	yes	FORMAT	Character	2	physical document format
	yes	IDENTIFIER	Character	50	10 non-AID identifiers
	yes	LANGUAGES	Character	4	2 languages of text
	yes	LOCATION	Character	10	location within installation
		NOTES	Character	500	notes
	yes	PAGINATION	Character	25	pagination
yes		PUBDATE	Character	8	publication date
	yes	SECTITLE	Character	250	second title
	yes	SERIES	Character	70	series name
		SERIESNUM	Character	8	number within a series
yes		SITECODE	Character	3	MICRODIS site code

The "MicroDIS required" fields must be entered or else your document will not be cataloged by the system. The "Catalog required" fields do not have to be entered, however, in order to ensure that a reasonable complete citation is added to the database, at a minimum, these fields should be supplied.

The following pages provide detailed information on rules for entry of data in each field. Fields are listed in the order in which they appear on the MICRODIS "Add New Documents" screens.

3.2 Format for entry of data in MICRODIS fields

SITE CODE

Required field, max length 3.

This is a unique code which will be assigned to each MicroDIS user. Together with the call number field, it forms a unique document identification number. An example of a site code would be "001" which would be decoded and print out as "EG-DIC" (USAID/Egypt Development Information Center.)

CALL NUMBER

Required field, max length 25.

This is the unique number assigned to each document for purposes of shelf arrangement. The number has two lines: a class number and a local document identification number or "Cutter" or shelf number. Enter the entire number with a period separating the class number from the shelf number.

Missions have many options. They can use the classification scheme based on the AID Thesaurus, the Dewey Decimal Classification scheme, the AGRIS scheme, the Library of Congress scheme, or any others - their own included.

Examples:

AID Thesaurus Notation & DOCID shelf number
A05.JB (Dry Farming)
PN-AAG-003
ENTER: A05.JB.PN-AAG-003

Dewey Decimal & Cutter
301.35 (Land Reform)
A265
ENTER: 301.35.A265

FAO AGRIS Code
AE10 (Agricultural Economics)
AAF-304
ENTER: AE10-AAF-304

A document series can be shelved together by assigning the same beginning call number to all documents and appending a two digit sequence number.

Example:

AE10-AAF-304.01 (first in a series)
AE10-AAF-304.02 (second in a series)

COPIES

Non-required field, max length 1.

This cites the number of copies of the document the center possesses.

Hint:

Data entry effort can be saved by leaving this field blank if you have only one copy of the document. The assumption is that if you have the document cited, you have it and you need only indicate if you possess multiple copies.

LOCATION

Non-required field, max length 10.

Use this field to tell where a document is currently located, e.g. in the Mission Library/Development Information Center, in a specific file, or in someone's office. This is not a shelf location. (e.g., M = mission director's office, L = legal office)

Hint:

We recommend that you develop and maintain your own authority location list to insure consistency in data entry. As with the COPIES field, data entry effort can be saved if you use this field only to show the location of a document if it is not in your information center.

FORMAT

Non-required field, max length 2.

This field tells what format(s) of the report are held by the processing library.

Suggested codes are:

- PC = Paper copy
- MF = Microfiche
- PF = Both paper and microfiche
- VT = video tape

BIBLIOGRAPHIC TYPE CODE (BIBTYPE)

Non-required field, max length 2.

This field is used to indicate the bibliographic type of the document.

TITLE

Non-required field, max length 250.

Select the title by which the document is most likely to be cited; this will usually be the title on the title page (not the book cover.) Enter the title and subtitle exactly as it appears on the document, using the same order, wording, and spelling, with the following exceptions:

Omit initial articles (i.e., A, An, The, El, La, Los, Las, Le, Les, etc.) Retain articles when they form part of a name, e.g. "Los Angeles".

Capitalize the first word of the title. Enter all other words in the title in lower case, except for words that would normally be capitalized in the language of the document, i.e. proper nouns in English, names of cities, countries, etc.

When a subtitle is used, precede the subtitle with a colon and space. If it designates the type of document (i.e., final report, annual report, feasibility study, etc.) it is separated from the title by a semi-colon, e.g. Middle management education program; final report.

Represent dashes with a "space hyphen space", e.g. Brackish water fisheries production project - Indonesia. This makes sure that the words "project" and "Indonesia" are read as separate words. (Entering "project--Indonesia" results in the computer reading it as one word: "ProjectIndonesia".)

Do not use any end punctuation.

Special cases --

Non-English titles: If the title is not in English, enter the foreign title in the Title field. Translate the title into English (if you can) and enter the translated title into the field for Second Title.

Parallel titles in several languages: Select as the first parallel title the first title appearing on the document. Separate parallel titles with "=" and capitalize the first letter of each title. Example: Directory of contraceptives = Repertoire des contraceptifs = Guia de anticonceptivos

SECOND TITLE

Non-required field, max length 250.

This field is used for inputting the English translation of a document written in another language.

It is also used for recording the generic title (the title of the monograph or collection from which the document in hand has been extracted.)

Example:

Title: On - farm trials in northwestern Syria: testing the feasibility of annual forage legumes as grazing and conserved feed

Second Title: Research methodology for livestock on - farm trials: proceedings of a workshop held at Aleppo, Syria, 25-28 March 1985

Pagination/Description: p.34-48

When the document has been extracted from a serial, the title of the serial is not recorded in Second Title field but in the Series field.

The general rules for cataloging the TITLE field also apply to the SECOND TITLE.

SERIES

Non-required field, max length 70.

Records the title of the serial of which the document unit is a part, e.g.

the title of a periodical, yearbook, or newspaper from which an article has been extracted, or

the title of a monographic series of which an individual book, report, etc. is a part.

Definitions --

Serial: This is a series issued in successive parts. It is intended to be continued indefinitely. Serials are usually issued by the same publisher or organization, and are in a uniform style and format. Serials include: periodicals, newspapers, annual reports, yearbooks, and monographic series.

Monographic series: A group of separate items issued in succession and related to one another by the fact that each bears, in addition to its own title, a common title applying to the group of separate items as a whole. Each issue in a monographic series has its own pagination.

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SERIES NUMBER

Non-required field, max length 8.

Enter the series volume and part number in English. Convert Roman numerals to Arabic. Use the following abbreviations:

volume	v.
number	no.
supplement	suppl.
part	pt.

Do not enter a space after a hyphen or a number. There should be no embedded spacing in this field. When both a volume and issue number are used, follow the volume number by the issue number in parentheses.

Example:

The document unit is an article from the periodical, Canadian Geographer, volume 13, number 3.

Series: Canadian geographer
Number: v.13(3)

Example:

The documentary unit is volume V, part 1 of *Economia e Financas*.

Series: *Economia e financas*
Number: v.5(1)

Example:

The documentary unit is issue 10 in the Current Report of the Australian Institute of International Affairs.

Series: Current report / Australian Institute of International Affairs
Number: no.10

AUTHOR

Non-required 5 fields, each with max length of 77.

The author field records the names of persons or institutions responsible for the intellectual content of the document - authors, editors, compilers, corporate authors, funding agencies, etc. Due to the limited space not all names will fit in this field. For these occurrences use an acronym and list it in the Author Acronyms File. See section 4.6 for information on entry and modification of this file.

Personal authors --

Do not enter names of translators, illustrators, persons writing the introduction or preface, etc.

Enter the full name, family name first, followed by a comma and a space, and the given name(s) or initial(s).

Examples:

Majid, Abdul
Shah, Nighat A.
Mulligan, Paul F., Jr.
Szepesy, E.J. III

When there is more than one family name, begin the entry with the last family name. Example: Amadi Kane Diallo would be entered as Diallo, Amadi Kane.

Do not separate a hyphenated name or a name known to be compound, as is often the case with Spanish names.

Examples:

Ndong-Ondo, J. Frederic
Hyde-Smyth, Gerald
Montenegro Caldamez, Maria
Abdul Quasim, Mohammed

When it is not possible to identify a family name, copy the full name, exactly as it appears on the documentary unit, without adding any punctuation.

We recommend limiting the number of personal authors to two. In this case, select the principal authors, if indicated, or else the first two mentioned. This would make room for necessary corporate authors or sponsoring institutions.

Institution Name --

Identifies the institution(s) which relate specifically to the documentary unit. This includes corporate authors and sponsoring institutions.

If not in the Author Acronym list and the name will fit in the 77 spaces provided in the author field then enter the corporate author or sponsoring institution. If there are two or more corporate authors and no determination can be made as to which is the principal corporate author then list in the same order as appears on the document. List corporate authors before sponsoring institutions. If corporate author has several subordinate bodies list in descending order. (When names become too long for the author field then create an acronym and add to the authority file for Author Acronyms giving full name as "value". Remember that the name can not exceed 77 characters.)

OK

Examples:

Morgan Stanley & Co.
Academy for Educational Development, Inc.
Coopers & Lybrand Associates, Ltd.
Southern Illinois University. College of Business and Administration

Sponsoring institutions are defined as those which funded the production of the document or the project responsible for the production of the document. Often a sponsoring institution is the ministry of a country. Enter the country name first followed by a period and a space and then the ministry name.

Examples:

USAID/Egypt
Egypt. Ministry of Agriculture

PAGINATION

Non-required field, max length 25.

Enter the pagination or the number of physical pieces in the document.

Use standard abbreviations "p." for pages and "v." for volumes.

For a monograph, enter the number of pages in the major sequence of numbered pages. For an extract from a serial or monograph, enter the first and last pages separated by a hyphen. For a collection, enter the number of physical pieces. When pages are in various sequences of pages numbered or unnumbered then count or estimate and enclose in brackets.

Examples:

A monograph contains 194 numbered pages in the major sequence of numbered pages.
Enter: 194p.

A monograph contains various sequences of pages numbered and unnumbered.
Enter: [43]p.

A multivolume collection contains 6 volumes.
Enter: 6v.

A chapter in a book is on page 19 to 83.
Enter: p.19-83

An article in a periodical, not continuously paged, is on pages 27-40, 44, and 46-57.
Enter: p.27-40, 44, 46-57

A monograph contains approximately 200 pages.
Enter: [200]p.

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Note presence of attachments, appendices, or annexes.

Examples:

A project paper contains 145 pages as well as various annexes.
Enter: 145p. + annexes

A report contains sections of various pagings (with an estimated total of about 200) as well as 3 attachments.
Enter: [200]p. + 3 attachments

Detailed description of attachments may be entered in the notes field at the discretion of the cataloger.

PUB DATE

Required field, max length 8.

This field records publication date or issue of the document, i.e.,

date of publication of a book, report, or non-serial collection,
issue date of a serial (when document is a contribution to a serial), or
date of submission of a thesis or dissertation.

Format:

YY/MM/DD or ND

Selection:

1. General rule: Select the date of publication as found on the document.
2. Copyright date: When the document bears both a copyright date and a date of publication, select the date of publication.
3. Editions: When the document is a second or subsequent edition, select the date of publication.
4. Reprint: When the document is a reprint, select the date of reprinting. Enter the original date of publication as part of a reprint note in the note field.

Example:

An article is originally published in *Convergence*, v.11(3-4), 1978 on p. 83-92. It is reissued in 1979 with new paging, as part of the Ford Foundation Reprint series. The Ford Foundation Reprint is the documentary unit in hand.
Select for date: 1979

5. No date: When no date of publication is specified, supply a probable date of publication by checking references, tables, etc. and selecting the latest date mentioned. If no probable date can be determined, enter "ND".
6. Span of dates: When a document is published over more than one year, select the end dates.
7. Project Evaluation Summaries (PES's), Evaluation Summaries (ES's), and Project Papers: Select the date the Mission or AID/W Office Director approved the document.

LANGUAGES OF TEXT

Non-required 2 fields, each with max length of 4.

This field identifies the language of the text of the document being analyzed. See Appendix ? for the appropriate language code. If the document is in more than one language, use the second language code field.

If the translation is a separate document, enter only the language of the version in hand and cross-reference the other language version(s) in the note field. Use the abbreviation "ed." for edition.

Example:

Document number PN-AAK-001 is the English version of a contractor report. Document PN-AAK-002 is a Spanish translation of the report.

Document PN-AAK-001
Language: En
Notes: Spanish ed.: PN-AAK-002

Document PN-AAK-001
Language: Es
Notes: English ed.: PN-AAK-001

Hint:

As with previous fields, data entry effort can be saved if certain operational assumptions are made. If you assume that the document is written in the language used to enter the title, then you need only enter information in this field if the document also exists in another language.

NOTES

Non-required field, max length 500.

This field contains information about the documentary unit which cannot be entered in any other field.

Use this field for entering publisher name for commercially published monographs.

Example:

A reference book is published by Gale Research Co.

Notes: Published by Gale Research Co.

You can cross reference other language versions of a document available on your database.

Example:

A document is available in English and in Spanish.

For the English record (PN-AAG-887):

Notes: Spanish ed.: PN-AAG-888

For the Spanish record (PN-AAG-888):

Notes: English ed.: PN-AAG-887

You can record the language of the original and, if available, the name of the translator and the original title.

Example:

Document titled "There is no Doctor" is an English translation by C. Powell.

Notes: Translated from the Spanish by C. Powell; original title: Donde no hay doctor

You can add notes relating to original publication.

Example:

Originally published under the title: Give us the tools.

Notes: Reprinted from: Themes on Pacific lands by M.C.R. Edgell and B.H. Farrell, 1974, p.5-15

You can add report numbers to the notes field.

Report numbers should not be confused with monographic series statements, which are not as cryptic as report numbers, and do not usually contain abbreviated words.

Examples:

On the title page of an AID audit report you find, "A Survey of the Private Investment Encouragement Fund Project; Grant No. 263-0097; Audit report no. 6-263-82-4".

Notes: Audit report no. 6-263-82-4

The PES number consists of the geographic code, a dash, the fiscal year in which the evaluation was conducted, a dash, and a sequential number relative to that fiscal year.

Notes: PES no. 263-86-01

A capital assistance paper, prepared for the Development Loan Committee, is entitled "Indonesia: West Java Interim Generation (Amendment)". The lower left-hand corner has the number AID/DLC/P-1081/2.

Notes: AID/DLC/P-1081/2

This field can also be used for any notes which pertain specifically to the local center. These are to be entered at the discretion of the cataloger.

AID/W DOCUMENT IDENTIFICATION NUMBER (AID DOC ID)

Non-required field, max length 14.

This number is the identification number used by CDIE when it processes reports for retrieval and microfiching. Each identification number is unique; that is, each document has its own unique DOCID number.

Format: PP-AAA-NNN-S

- PP = two letter prefix (PN, PD, TN, PC)
- AAA = three-letters, AAA through ZZZ
- NNN = sequential numerical number
- S = single letter optional suffix

These are the main prefixes used by DI:

PD: This prefix is assigned to AID project documents.
Examples: PP, PES, Audit Report, ABS

XD: This prefix is assigned to attachments of AID project documents which in their own right are self-contained documents, but were prepared in conjunction with the document to which they are attached.

PN: This prefix is assigned to research and development documents completed by or funded by AID. Many are authored and issued by AID-funded contractors and grantees.

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TN: Publication issued by DI.

Example: ARDA (AID Research and Development Abstracts)

PC: Commercially published documents and documents from non-AID sources.

Example: GAO (Government Accounting Office) reports

Note:

Sometimes it is hard to decide whether to use a PN or PD number for a document. For tricky cases, consider sensitivity or security access. If the document is not meant for public access or citation in a publication, the PD prefix is used.

AID PROJECT NUMBER

Non-required 3 fields, each with max length of 9.

This field is used to tell what AID project number(s) relate to the document. There are three AID project number fields available to accomodate up to three project numbers.

The standard format for project numbers is as follows:

Format: GGGNNNSS

GGG = AID geographic code
NNNN = Assigned numbers
SS = Subproject number, if any

Exception:

Commodity import projects should be recorded as they appear on the project apper.
Example: 263K604

PL480 projects should be recorded in the following manner.

Format: GGGPLNSS

GGG = AID geographic code
PL = The letters "PL" for public law
NN = Two numbers representing the PL480 title
SS = Subproject number, if any

Housing Guarantee projects should be entered in the following format.

Format: GGGHGNNSS

GGG = AID geographic code
HG = The letters "HG" for housing guarantee
NN = A two-digit sequential number which is part of the original HG number
SS = Subproject number, if any

The Bureau for Latin America and Caribbean is now assigning subproject letters instead of numbers. Enter the letter as it appears on the project document.

AID CONTRACT NUMBER

Non-required field, max length 25.

In this field, you enter the number of the AID contract, grant, PASA, or RSSA which funded the writing of the report. This number is often supplied on the title page or preface by the contracted author.

If a contractor is evaluating another contract, enter the contract number under which the report is being written.

DESCRIPTORS

Non-required, 10 fields, max length of 40 each.

This field contains subject and geographic keywords from the AID Thesaurus which reflect the subject content of the document being cataloged. There are ten descriptor fields available to the cataloger. For terms not found in the thesaurus use the Identifier fields.

If more than ten descriptors are needed then you can use the identifier field.

Enter the primary descriptors first, followed by the geographic descriptors, and then the secondary descriptors. Always choose at least one primary descriptor.

Example DESCRIPTORS:

1. Agricultural credit primary subject descriptor
2. Cooperatives "
3. Egypt geographic descriptor
4. Agricultural inputs secondary subject descripto
5. Farmer training
6. Farm income

IDENTIFIERS

Non-required, 10 fields, max length of 40 each.

This field is for locally assigned keywords which are referred to as identifiers. Just like the descriptor field, the identifier field contains primary, secondary, and geographic keywords which reflect the subject content of the document being cataloged. These are terms not found on the AID Thesaurus, but are entered as identifiers along with approved AID Thesaurus terms on the MicroDIS Mission Thesaurus authority file. There are ten identifier fields. You also have the option of using these fields to list additional descriptors from the AID Thesaurus if the ten descriptor fields are not sufficient. While you may thus put descriptors in the identifier fields, you may not put identifiers in the descriptor field.

Examples:

A project paper entitled "Industrial Development" has non-AID institution names as identifiers that are not included in the Thesaurus.

IDENTIFIERS

1. Asian Development Bank
2. World Bank
3. United Kingdom Overseas Development Agency

A project evaluation summary with the title "Basic Education" has local subject terms. These terms are not in the Thesaurus.

IDENTIFIERS

1. Evaluation team
2. Sampling method
3. Public data

A project paper entitled "Hydrographic Study" includes information on the Suez Canal.

IDENTIFIERS

1. Suez Canal

F. GLOSSARY

DEFINITION OF ACRONYMS

- AID* -- United States Agency for International Development
- ASCII* --American Standard Code for Information Interchange
- CDIE* -- Center for Development Information and Evaluation (part of PPC)
- DI* -- Development Information Division (part of CDIE)
- DIC* --Development Information Center
- DIHF* -- Document Information Handling Facility (part of DI)
- DIS* --Development Information System
- DOS* --Disk Operating System
- MB* --MegaByte (storage capacity unit of measure)
- MicroDIS* -- Microcomputer based Development Information System
- PPC* -- Bureau for Program and Policy Coordination (part of AID)
- PMR* --Project Manager Reference
- PPE* -- Program and Policy Evaluation Division (part of CDIE)
- USAID* -- United States Agency for International Development

DEFINITION OF TERMS

authority file -- a collection of valid values for a specific data element

catalog -- the database of bibliographic information for the DIC

database -- an organized collection of related information

descriptors -- keywords which appear in the AID Thesaurus

fast access fields -- data elements on the document database which are inverted

fast access index -- a file which relates the use of a given term in a fast access field with all records in which the term appears; facilitates the speedy retrieval of bibliographic citations

identifiers -- keywords which do not appear in the AID Thesaurus

index -- the natural sequence of a database as maintained by the system

inverted index -- see fast access index

keywords -- terms which are used to describe and catalog a citation; terms may be either descriptors or identifiers

record -- the collection of information which relates to a specific entry

thesaurus, AID -- a publication of cataloging terms approved by AID

thesaurus, local -- the electronic collection of cataloging terms used at a MicroDIS installation; it may contain descriptors and identifiers

G. FIELD DEFINITION TABLES

ACQUISITION DATABASE

<u>FIELD NAME</u>	<u>TYPE</u>	<u>WIDTH</u>	<u>DESCRIPTION</u>
acqid	character	7	acquisition number
title	character	250	title of document being ordered
publisher	character	30	publisher of document
cost	numeric	6	cost of document (2 decimals)
orddate	date	8	date order entered into system (auto)
acqdate	date	8	date document received
disdate	date	8	date document shelved or order cancelled
name	character	30	name of patron requesting order
office	character	15	patron's office designation
affiliate	character	1	patron's affiliation
phonenumbr	character	8	patron's telephone number
vendor	character	30	vendor order placed with

Fields which have the designation "(auto)" are automatically maintained by MicroDIS.

CIRCULATION DATABASE

<u>FIELD NAME</u>	<u>TYPE</u>	<u>WIDTH</u>	<u>DESCRIPTION</u>
sitecode	character	3	information center designation (coded)
callnumber	character	25	document call number
copy	character	1	number of copy loaned
name	character	30	name of patron borrowing document
affiliate	character	1	patron's affiliation
office	character	15	patron's office designation
address	character	30	mailing address of patron's office
phone	character	8	patron's telephone number
date	date	8	date document placed on load (auto)
term	numeric	2	length of document loan
title	character	250	title of document loaned
od_counter	numeric	1	number of overdue notices sent

Fields which have the designation "(auto)" are automatically maintained by MicroDIS.

CIRCULATION MESSAGE DATABASE

<u>FIELD NAME</u>	<u>TYPE</u>	<u>WIDTH</u>	<u>DESCRIPTION</u>
msg_num	character	1	notice when message should print
msg_line1	character	65	first line of overdue message
msg_line2	character	65	second line of overdue message
msg_line3	character	65	third line of overdue message
msg_line4	character	65	fourth line of overdue message

DAILY LOG DATABASE

<u>FIELD NAME</u>	<u>TYPE</u>	<u>WIDTH</u>	<u>DESCRIPTION</u>
affiliate	character	1	affiliation of patron requesting service
office	character	15	office of patron requesting service
service	character	1	service patron requested
volume	numeric	5	volume of service performed
date	date	8	date log entry made (auto)

Fields which have the designation "(auto)" are automatically maintained by MicroDIS.

DOCUMENT DATABASE

<u>FIELD NAME</u>	<u>TYPE</u>	<u>WIDTH</u>	<u>DESCRIPTION</u>
isn	character	5	internal sequence number (auto)
printflag	numeric	1	print status of citation (auto)
circ_count	numeric	2	counter of time document loaned (auto)
sitecode	character	3	information center designation (coded)
callnumber	character	25	document call number
copies	character	1	number of copies
location	character	10	physical location of document
format	character	2	physical format of document
bibtype	character	2	AID bibliographic type code
doctitle	character	250	title of document
sectitle	character	250	second title of document
series	character	70	title of series
seriesnum	character	8	number within series
author1	character	77	first author name
author2	character	77	second author name
author3	character	77	third author name
author4	character	77	fourth author name
author5	character	77	fifth author name
pubdate	character	77	document publication date
pagination	character	25	pages in document
languages	character	2x2	language code for document
notes	character	2x250	notes / short abstract
aid_docid	character	14	AID document identification number
aid_proj9	character	3x9	AID project number
contractno	character	25	AID contract number
datecomp	date	8	date citation placed on database (auto)
descriptor	character	10x40	AID Thesaurus terms
identifier	character	10x40	non-AID Thesaurus terms

Fields which have the designation "(auto)" are automatically maintained by MicroDIS.

H. PRINTABLE CHARACTER SEQUENCE

MicroDIS uses the standard ASCII code characters. The printing sequence from low to high is as follows:

space

! " # \$ % & ' () * + , - . /

0 thru 9

: ; < = > ? @

A thru Z

[\] ^ _ `

a thru z

{ | } ~

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Attachments

MICRODIS BIBLIOGRAPHIC FORM

Site no.: _____ Call no.: _____

Copies: _____ Location: _____

Format: _____ Bib. type: _____

Title: _____

Second title: _____

Series: _____

Series no.: _____

Authors: _____

1. _____

2. _____

3. _____

4. _____

5. _____

Pagination: _____ Pub. date: _____

Language: 1. _____ 2. _____

Notes: _____

AID doc. id.: _____

Project no.: 1. _____

2. _____

3. _____

Contract no.: _____

Descriptors: 1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

Identifiers: 1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

MICRODIS

Redirecting MICRODIS report output
to a Wang VS print file.

M/SER/IRM/TS

May 1986

DISCLAIMER

The method described in this document was developed to solve a specific application problem. It may not be the best solution to the problem. Alternative methods may, and probably do, exist. Any questions or comments regarding this document should be referred to Paul W. Brosseau, M/SER/IRM/TS, Room 709-C SA-12, Washington, DC 20523.

BACKGROUND

MICRODIS is a modular library/information center automation package. It is menu driven and it is written using dBase III. The dBase III code is compiled using CLIPPER. The result is an executable program file containing all six MICRODIS modules.

MICRODIS runs in compiled form on IBM PCs and fully compatible computers. This includes the Wang PC equipped with the IBM Monochrome Emulation Option. Regardless of the manufacturer, the installed system requires a hard disk. It is estimated that MICRODIS will require 1MB of storage per 1000 items in the database.

MICRODIS was developed primarily as an interactive system. That is, the user would interact with the database via the computer keyboard and the monitor. Capability was also provided, however, for printing the contents of the database in several different formats. It is this printing process that is the cause for concern which led to the involvement of IRM/TS.

The person responsible for maintaining the system that is to be installed at USAID Cairo is concerned about the number of people that would wish to access the system at the mission. There are several major universities and other institutions in Cairo that would like to gain access to the information that will be stored in the system. If all of these potential users were to need access to the mission in order to use the system, chaos would result.

A solution to that problem is to print copies of the MICRODIS database and distribute them to the interested parties. Then, if the desired information is available at the USAID, a request could be sent to the librarian and the information sent to the requesting party. This solution, however, presents another problem. It is not feasible to print the MICRODIS reports on the PC printer because the printer is simply not designed to handle the volume of data that MICRODIS will produce. It is also not feasible to save the output to a PC print file because of disk space limitations (it is expected that MICRODIS will generate reports whose volume is in excess of the total disk space on the PC).

Hence, IRM/TS was approached to help find a way to redirect the MICRODIS printer output, as it is generated, directly to a Wang VS print file. This file could then be printed at the convenience of the Data Management Services staff on the VS's high speed printers. This approach overcomes the PC's limited printing capabilities and disk storage capacity.

PURPOSE

The purpose of this document is to provide information about a method developed at IRM/TS for redirecting the printer output of the MICRODIS product to a Wang VS minicomputer print file. This process was developed in response to a need identified by Mr. Paul G. Howard, LTS Corporation, regarding the installation of the MICRODIS system at USAID Cairo.

While the method was developed specifically for MICRODIS, its application is very general and this document can serve as a reference for the replication of the process where it may be needed.

PROBLEM DEFINITION

Simply stated, the problem to be solved is this: to redirect the output sent to print by MICRODIS to the PC communications port and to capture that data on the VS and store it in a print file.

This problem breaks down into two separate functions: 1) redirecting the MICRODIS printer output to the PC communications port, and, 2) capturing data coming into the VS communications port and storing it in a print file.

SOLUTION

The solution process for this problem will be explained in three sections. Section one will cover the manners in which MICRODIS printer output is redirected to the PC communications port for three possible PC configurations: 1) IBM PC or compatible running compiled MICRODIS, 2) Wang PC equipped with the IBM Monochrome Emulation Option running compiled MICRODIS, and, 3) Wang PC running MICRODIS source code via the dBase III interpreter. Section two will cover the steps necessary to prepare the VS to receive the incoming data. This will include the information necessary to run the TTY program as a background task as well as the source code for a procedure to automate that process. Section three will explain the steps necessary to get the processes explained in sections 1 and 2 to work together.

The following hardware and software items are necessary:

Hardware

- PC equipped with RS232 asynchronous communications adapter (this can be an IBM PC or compatible or a Wang PC with the IBM Monochrome Emulation Option installed.
- A null modem or a null modem cable.
- Wang VS equipped with a 22V76 TC Device Adapter (25V76 for VS-15's and VS-65's.
- If using a null modem, appropriate cables for connecting the PC and the VS to the null modem.

Software

MICRODIS (for the PC).

The DOS command file MODE.COM (if using an IBM PC or compatible).

The TTY asynchronous communication program for the VS.

Section 1 - Redirecting dBase III printer output.

Case 1 - IBM PC or compatible.

In the case of an IBM PC or compatible machine, the default printer at system startup time is LPT1:, or the parallel printer port (unless the machine is not equipped with one). Since dBase III send its print commands to the default printer, it is necessary to configure DOS to use the communications port as the default printer destination. This is accomplished by issuing the MODE command twice. Once to set the communications parameters for the port and a second time to redirect printer output from LPT1: to COM1:. The syntax of the two commands is:

```
MODE COM1:9600,N,8,1 (MODE COM1:4800,N,8,1 for VS 15s and 65s)
and
MODE LPT1:=COM1:
```

That's all. Now all output that would normally got ot the parallel printer port will be redirected to the communications port. For more information on the MODE command consult your DOS manual or refer to Appendix A.

Case 2 - Wang PC with IBM Monochrome Emulation Option.

The method for redirecting printer output to the communications port for a Wang PC using IBM Emulation is approximately the same as that for an IBM PC with the addition of one preliminary step. The preliminary step is designating the use of XON/XOFF protocol with IBM Emulation. To do this, you specify the -x parameter when you enter IBM PC Emulation mode. The -x parameter is specified on the line labeled Parameters: on the screen you use to attach the IBM Emulation Option to your Wang menu system. Please refer to the reproduction of the important part of this screen below.

Wang Menu System Screen

```
File Name: LOADIBM  File Extension: EXE  On drive: C
In Directory: IBMEMUL _____
Parameters: -x _____
Module type:  _ Menu           X Program
              _ Other        _ System Function  _ Command.com
```

When your menu is configured like this one, the XON/XOFF protocol will be used.

At this point you may enter into IBM Emulation. Once in IBM Emulation you need to issue the two MODE commands just as if you were on an IBM PC. The syntax of the two commands is:

```
MODE COM1:9600,N,8,1 (MODE COM1:4800,N,8,1 for VS 15s and 65s)
and
MODE LPT1:=COM1:
```

That's all. Now all output that would normally get to the parallel printer port will be redirected to the communications port. For more information on the MODE command consult your DOS manual or refer to Appendix A.

Section 2 - Capturing the incoming data on the VS.

To capture the incoming data it is necessary to run the TTY Asynchronous Communications program on the VS. To make the capturing efficient it is necessary to submit TTY to run as a background task. This is accomplished through a procedure that supplies TTY with its necessary information. The reason for running the program as a background task is twofold. 1) By running TTY as a background task, the need to have two people (one on the VS and the other on the PC) is eliminated. 2) The TTY program is painfully slow when run in the foreground because all of the incoming data is displayed on the screen as well as saved in the print file.

Following is the source code for a procedure named TTYRCV that will submit TTY to run as a background task and supply it with the necessary information to handle the data transfer:

```

PROCEDURE TTYRCV                                000100
  RUN TTY                                        000200
  ENTER OPTIONS  DLPNAME=037A, BAUD=4800, PARITY=NONE, 000300
                DATABITS=8, RESPONSE=NO             000400
  ENTER EOR                                           000500
  ENTER CONTROL EOF=YES, XONXOFF=YES                 000600
  ENTER FUNCTION 3                                    000700
  ENTER RECEIVE FILE=TESTRPT, LIBRARY=#PWBPR, VOLUME=SYSTEM, 000800
                RECORDS=0050000                     000900
  ENTER FUNCTION 1                                    001000
  ENTER LINEDROP 1                                    001100
  ENTER RECEIVE 1                                     001200
  ENTER FUNCTION 16                                   001300
  ENTER CONTROL 16                                    001400
  ENTER EOR 16                                        001500
  ENTER OPTIONS 16                                    001600
  RETURN                                              001700

```

Where:

- DLPNAME is the address of the Data Link Processor. This address can be determined using the GENEDIT program. For a more detailed explanation of DLP determination refer to Appendix B.

- BAUD is the baud rate at which the transmission will take place. The baud rate in this example procedure is 4800 because the example was developed on a VS-15. When using a VS-15 or 65, the VS is the limiting factor in terms of baud rate. When using other VS models, the PC's 9600 maximum baud rate becomes the limiting factor. In either case, be sure that the baud rate issued in the MODE command and the baud rate entered in the TTYRCV procedure are the same.

- FILE is the name of the file to be opened. A default name of TTY is supplied for receiving print files. The default name can be changed. When the specified name does not already exist, TTY opens a new file with the name supplied.

- LIBRARY is the library containing the file. A default name is supplied. The print file default name is PRT, preceded by a pound sign (#) and the user's initials. The user can change the default library name.

- VOLUME is the name of the volume containing the library. If the user's volume has not been parameterized by a procedure program, and no volume is entered by the user, the TTY program looks for the users OUTVOL specified under Usage Constants. If no volume is found there, the program supplies the system volume as a default.

- RECORDS is the number of records allocated when the file is opened. Be sure to allow enough records to be allocated to accommodate the incoming data. If not enough records are allocated data will be lost. However, if you allocate too many records, unused records will not be allocated when the transmission is completed.

All other parameters in the procedure should not be changed. For a detailed explanation of the TTY program and its application in a procedure refer to the VS Teletypewriter Emulation User Manual.

Section 3 - Making it happen

There are three steps involved in making the data transfer work, once all of the preliminary steps have been worked out. 1) Set up the hardware. That is, connect the PC and the VS via the null modem or via a null modem cable. 2) Submit the TTYRCV procedure as a background task and issue the MODE commands on the PC. 3) Run the MICRODIS application report.

1) If you are using a null modem, connect the VS to the null modem with an RS232 cable. The cable should plug into the RS232 port on the VS that corresponds with the DLP address determined in Section 2. Connect the PC to the null modem with an RS232 cable. The cable should plug into the RS232 port on the PC that corresponds with COM1:.

If you are using a null modem cable, plug one end into the RS232 port on the VS that corresponds with the DLP address determined in Section 2. Plug the other end of the null modem cable into the RS232 port on the PC that corresponds with COM1:.

2) Submit the TTYRCV procedure to the background on the VS. This is done from the Command Processor screen by pressing PF-12 and identifying the filename, library and volume of the procedure. Once submitted, wait 2 or 3 minutes to make sure that enough time has been allowed for the TTY program to have been started and for the printfile, to which the output will go, to be opened.

On the PC, issue the two MODE commands described in Section 1.

3) Run the MICRODIS application on the PC. Run the report as you normally would and the output will be routed to the VS printfile designated in your TTYRCV procedure.

APPENDIX A

MODE Command

Option 3 (For Asynchronous Communications Adapter)

MODE COMn:*baud*[,*parity*],[*databits*],[*stopbits* [,P]]]

where:

n Either 1 or 2 (Asynchronous Communications Adapter number)

baud 110, 150, 300, 600, 1200, 2400, 4800, or 9600

Note: Only the first two characters are required; subsequent characters are ignored.

parity Either N (none), O (odd), or E (even) – (default = E)

databits Either 7 or 8 (default = 7)

stopbits Either 1 or 2 (if baud equals 110, default = 2; if baud does not equal 110, default = 1)

MODE Command

These are the *protocol* parameters. They are used to initialize the Asynchronous Communications Adapter. When you specify the protocol, you must specify at least the baud rate. The other parameters can be omitted, with the defaults accepted, by entering only commas. For example:

MODE COM1:12,N,8,1,P

sets the mode of operation to 1200 baud rate, no parity, eight databits, and one stopbit. To use the defaults listed in the definitions above, you enter:

MODE COM1:12,...,P

The *parity* defaults to even, the *databits* defaults to seven, and the *stopbits* defaults to one.

The P option indicates that the asynchronous adapter is being used for a serial interface printer. If you enter the P, time-out errors are continuously retried. You can stop the retry loop by pressing Ctrl-Break. To stop the time-out errors from being continuously retried when you have entered P, you must reinitialize the asynchronous adapter without entering the P.

MODE Command

Option 4 (To redirect parallel printer output to an Asynchronous Communications Adapter)

MODE LPT#:=COM*n*

where:

Either 1, 2, or 3 (printer number)

n Either 1 or 2 (Asynchronous Communications Adapter number)

All output directed to printer LPT# is redirected to the Asynchronous Adapter *n*.

Notes:

1. Before you can use MODE to redirect parallel printer output to a serial device, you must initialize the Asynchronous Communications Adapter by using Option 3 (see above). If that serial device is a printer, your serial initialization command should also include the P parameter.
2. MODE LPT#=[*n*][*m*] disables the redirection for the printer designated by the #.

APPENDIX B

The following three pages have been photocopied from the "SNA 3274 Emulator System Administrator's Guide". They describe the process for determining the DLP address to be used when configuring SNA 3274. They have been reproduced here to aid in the determination of the DLP address to be used in the TTYRCV procedure described in this document.

The process is the same with one small exception. On the following page, section 2.3, first paragraph: Reference is made to "the 22V17 or 22V27 IOP or Serial Device Adapter". For the purpose of determining the DLP for TTYRCV you should refer to the "22V76 TC Device Adapter (25V76 for VS-15's and VS-65's)" instead. The rest of the process is the same.

If this is confusing and you cannot understand it, please consult your system administrator or your Wang CE.

2. Each link defined by the VS SNA Emulator configuration (see Chapter 3) requires its own Data Link Processor (DLP). (Strictly speaking, it is possible to configure multiple links on the same DLP; however, the VS SNA Emulator can run using only one such link.)
3. A DLP is configured by defining either two or four logical TCBl devices with the same port number on the appropriate IOP or adaptor. The number of logical TCBl devices required depends on the number of VS SNA Emulator physical units (PUs) to be defined on the link. A link with one PU requires two logical TCBls, and a link with two PUs requires four logical TCBls.
4. The maximum number of open files allowed for a program is as follows:
 - a. For a 3274 PU: Maxfiles = (8 x PU) + (1 x LU)
 - b. For a 3777 PU: Maxfiles = (8 x PU) + (2 x LU)

2.3 DETERMINING THE DLP ADDRESS USING GENEDIT

Assuming that GENEDIT has already been run to configure required VS SNA hardware, you need to run the GENEDIT program to examine only the existing configuration. Two items of system configuration information are combined to determine the DLP address required to configure the VS SNA Emulator. Specifically, the number of the first logical device assigned to the 22V17 or 22V27 IOP or Serial Device Adaptor is combined with a letter representing the port address of the logical TCBl devices associated with a particular link.

The following steps explain how to determine the DLP address by running GENEDIT on the existing system configuration file. If you are modifying GENEDIT, disregard the superfluous steps and note the required information as you perform the modifications.

1. Run the GENEDIT program. Specify @CONFIG@ in library @SYSTEM@ on your system volume.
2. Press ENTER until the screen appears that contains the logical TCBl devices configured for the VS SNA 3274 Emulator. This screen may be a Serial (Extended) IOP screen, an Extended Serial IOP screen, or a Serial Device Adaptor screen. Figure 2-1 shows a sample screen; your screen may vary somewhat depending on your VS model and operating system.
3. Find the first device number associated with this IOP or adaptor. (Be aware that this first device number may be unassigned or be assigned to a device other than a TCBl.) If the list of device numbers spans several screens, be sure to scroll back to the first screen.

- The column labeled Dev (device) lists the number of each logical device assigned to the IOP or adaptor identified at the top of the screen (in Figure 2-1, it is IOP #5). Note the device number of the first logical device configured on this IOP or adaptor (in Figure 2-1, it is Device 64). Add leading zeros to this number, if necessary, to create a three-digit number (in Figure 2-1, it would be 064). This three-digit number represents the first three digits of the four-digit DLP address you will need later to run the SNAEDIT configuration program.

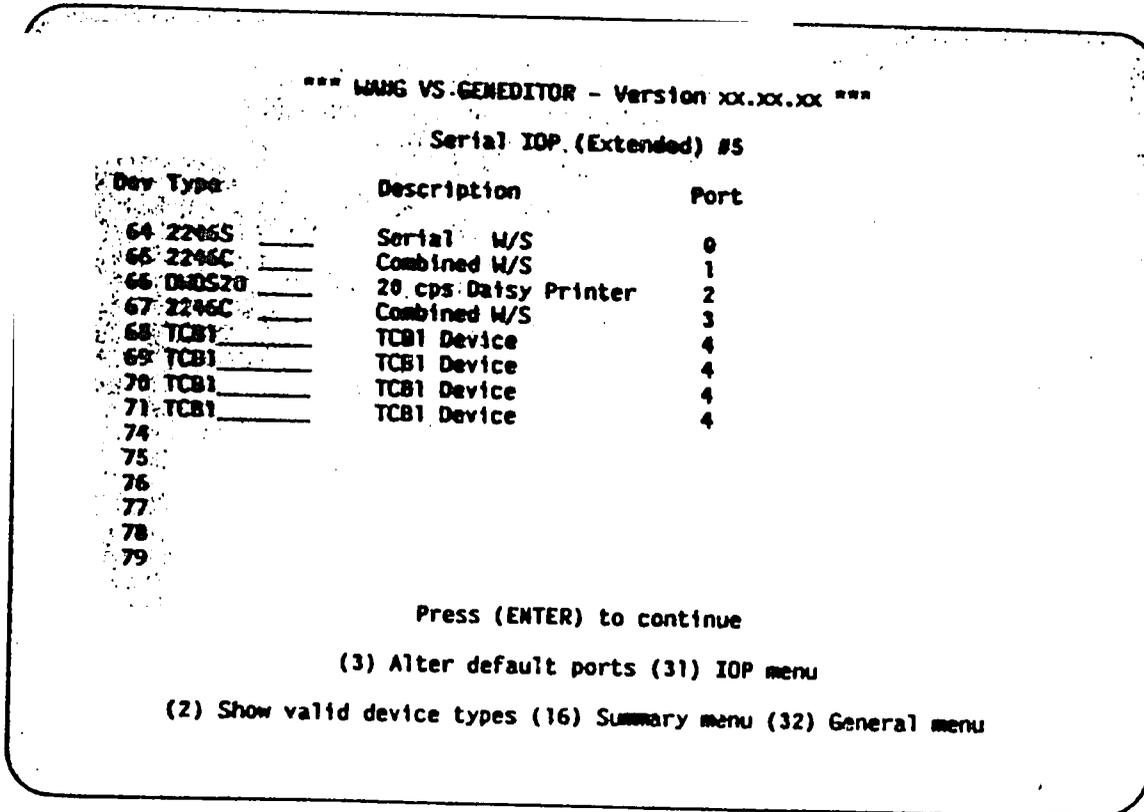


Figure 2-1. Sample Serial IOP (Extended) Screen

- Find the logical TCBI devices configured for the VS SNA 3274 Emulator. If the port numbers are not displayed, follow the instructions on the screen to display the port numbers. Note the port number (range is 0 to 15) to which each TCBI is assigned (in Figure 2-1, the port number is 4). (The logical TCBI devices associated with a given DLP used for a single SNA link must be on the same port.)

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6. To determine the fourth digit of the DLP address, convert the port number to the equivalent letter according to the following scheme (in Figure 2-1, Port 4 becomes Port E):

0 = A	6 = G	12 = M
1 = B	7 = H	13 = N
2 = C	8 = I	14 = O
3 = D	9 = J	15 = P
4 = E	10 = K	
5 = F	11 = L	

7. Note the complete four-digit DLP address (064E in this example). You will need this DLP address later to define the link in the SNAEDIT program (see Section 3.3).

If you are planning to run SNAMCP as a background task, be sure that the noninteractive Segment 2 stack size is set to 322K. Also be sure (from the Main System menu in GENEDIT) that the Maximum Open Files value is set to a number greater than the maximum number of LUs to be configured by SNAEDIT (see Chapter 3).

Once you have completed the VS system hardware configuration and have determined the DLP address for each DLP used for an SNA link, you are ready to configure the VS SNA 3274 Emulation software.