

# AGENCY FOR INTERNATIONAL DEVELOPMENT PPC/CDIE/DI REPORT PROCESSING FORM

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1. Consultant Roster

The APAP roster of international technical experts in agricultural policy was created to assist AID personnel in identifying outstanding policy analysts. This computerized roster presently contains 160 consultants. Users can access the roster by disciplinary specialization, country experience and language capabilities. This input will produce abbreviated bio-sketches of entrants with such characteristics, their telephone numbers and addresses. Current, as of June 30, 1988, the roster will be updated periodically.

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# AGRICULTURAL POLICY ANALYSIS PROJECT

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Project Office 4250 Connecticut Avenue, N.W. Washington, D C 20008 • Telephone (202) 362-2800

CONSULTANT ROSTER

USERS' MANUAL

APAP MICROCOMPUTER  
TOOL NO. 1

JULY, 1988

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## CONTENTS

<u>Chapter</u>		<u>Page</u>
I.	INTRODUCTION TO CONSULT PC AND THE APAP ROSTER	1
II.	USING THE ENTRY PROGRAM	3
	Overview	3
	Beginning an ENTRY Session	3
	Adding New Consultants to the Database	4
	Editing Existing Consultant Record	7
	Deleting Existing Consultant	8
	Exiting the ENTRY Program	8
	Creating and Using Database Backups	8
	Coding Conventions	9
III.	USING THE SEARCH PROGRAM	11
	Overview	11
	Beginning a SEARCH Session	11
	Options 1-5: Consultant Name, Education, Professional Skills, Language Fluency, Country/Regional Experience	12
	Option 6: The Last Date Contacted Field	15
	Option 7: Print Existing Search Results	16
	Some Additional Notes on the SEARCH Program	18
Appendix		
A	Roster Codes	
B	Installing Consult PC and the APAP Roster on a Hard Disk System	
C	Using Consult PC and the APAP Roster on a Dual Floppy System	
D	License Agreement	
E	Index of Consultants in the Roster	

## I. INTRODUCTION TO CONSULT PC AND THE APAP ROSTER

Consult PC is a menu-driven database software package designed specifically to aid in the search for qualified professionals for project tasks. The user specifies the necessary background, education, experience, and skills, and Consult PC responds with a list of professionals in the database meeting the criteria. Consult PC has been designed for users without training in the use of computers or database software. Menus guide the user through criteria selections. No programming is required.

Consult PC was selected as the database software for the Agricultural Policy Analysis Project (APAP) roster. This roster contains the names of many of the top agricultural policy consultants around the world. Consult PC is being distributed to USAID missions on computer disks to make the roster more useful to A.I.D. missions. Using Consult PC, the missions can identify leading consultants with the very specific skill mixes necessary for mission agricultural policy activities.

The software developer, Robert R. Nathan Associates, has granted APAP and A.I.D. a limited license to use Consult PC with the APAP roster. Users of the APAP roster are permitted to make unlimited copies of the software as necessary to use the roster at no charge. Distribution or resale of Consult PC beyond the scope of this project is prohibited, as is distribution outside A.I.D. A copy of the license agreement is included in Appendix D.

The program is mostly self-explanatory; however, some notes in this manual will reduce learning time and make use easier. Chapter II discusses entering and editing the roster using the ENTRY program. Chapter III discusses how to perform roster searches using the SEARCH program. Five

appendices include the APAP roster codes, the installation of the software and roster, the RRNA license agreement, and an index of the consultants included in the initial roster.

When commands are referenced within the text, they will be underlined. The commands should be entered exactly as shown but without the underline. The RETURN key must be hit after every command.

The program may be run directly off the floppy disk or installed on a hard drive. As further explained in Appendices B (for a hard disk system) and C (for a floppy disk system), beginning the program is accomplished by doing the following:

- For a floppy system: After you get the A> prompt, put the floppy disk in the A drive and type CONSULT (return).
- For a hard disk system: Create a subdirectory and copy the files from the diskette into the subdirectory, then type CONSULT (return) to begin the program.

In both cases, you will be given a menu with three choices: Entry (type 1) to make new entries or edit existing ones, Search (type 2) to search the database, and Exit (type 3) to end the session.

## II. USING THE ENTRY PROGRAM

### Overview

The ENTRY program is used to add, delete, and edit consultant records. Data entry and editing are accomplished through data entry screens. Immediately after a record is entered, it is automatically entered in the data file. There is no need to worry about saving the data. There is room for 750 records (consultants) on the roster.

### Beginning an ENTRY Session

First, turn on the Caps Lock (because the programs are written in BASIC, all entries must be in capital letters). Then, at the DOS prompt enter CONSULT. A list of the available programs will be listed. Enter 1 for the ENTRY program. A banner announcing Consult PC will be displayed for several seconds. The Main Menu will follow as in Figure II-1.

Figure II-1. Main Menu

---

MAIN MENU

- 1. ADD NEW CONSULTANTS TO THE DATABASE
- 2. EDIT CONSULTANTS IN THE DATABASE
- 3. DELETE CONSULTANTS FROM DATABASE
- X. QUIT PROGRAM

ENTER 1 THROUGH 3 OR X TO QUIT PROGRAM-->

---

From the Main Menu the user can choose to add, edit, or delete a consultant, or the user can exit the program.

### Adding New Consultants to the Database

To add a new consultant, choose Option 1 from the Main Menu in the ENTRY program. After making this selection, the program will pause briefly while it assigns the ID number.

The ID number is a unique number from 1 to 750 assigned to each consultant. When a new consultant is entered, the lowest available ID number is automatically assigned. ID numbers are reusable; when a consultant is deleted from the database, that ID number becomes available to be assigned to a new consultant. The ID number is important and is always displayed with the consultant name. The ID number is required to delete and edit a consultant record. If you do not know a consultant's ID number, the system will look it up for you (see the search option under the edit section).

Once the ID number has been assigned, the first data entry screen will be displayed as in Figure II-2.

To enter data on the screen, just enter Y at the prompt "EDIT DATA (Y/N) -->." After you enter Y, the cursor will be moved to the first variable, "LAST NAME". Note that it skips the ID number, as this cannot be changed.

Beside each variable name is the maximum number of characters allowed for entry. The program will not accept an entry longer than the specified number of characters; however, the program will accept any entry within the allowed number of characters. This facilitates changing the coding structure. Care must be taken to ensure that entry is correct.

To enter data, enter the correct codes and hit RETURN to go to the next field. If you make a mistake before you hit RETURN, use the

Figure II-2. Data Entry Screen 1

---

```

ID.....
LAST NAME (15 CHARS).....
FIRST NAME (15 NAMES).....
MIDDLE INITIAL (1 CHAR).....
ADDRESS (26 CHARS).....
ADDRESS (26 CHARS).....
ADDRESS (26 CHARS).....
ADDRESS (26 CHARS).....
PHONE NUMBER (10 CHARS).....
EDUCATION (3 CHARS).....
EDUCATION (3 CHARS).....

HIT RETURN TO KEEP SAME ENTRY
ENTER AN APOSTROPHE (') TO DELETE ENTIRE LINE
EDIT DATA (Y/N) ->

```

---

backspace key to go back to the point where you made the error, and retype the entry. If you have already hit RETURN, leave the mistake until the screen is finished. At the prompt "EDIT DATA (Y/N)", enter a Y. This will allow you to go back and edit the data.

Hitting the RETURN key without entering any data will keep the data currently in that field.

To delete a line completely, enter an apostrophe ( ' ) in the first character of a field. Do not try to delete an entire line by blanking out all of the characters, as this will leave the line exactly as it was.

When you're finished entering data for Screen 1 at the "EDIT DATA" prompt, enter N to go on to Screen 2, as shown in Figure II-3.

Enter data exactly as in Screen 1. When you're finished and at the "EDIT DATA" prompt, enter N to go on to Screen 3, shown in Figure II-4.

When you are finished with this screen, the program will return to the Main Menu.

Figure II-3. Data Entry Screen 2

---

 CONSULTANT DATA: PAGE 2

NAME: ID:  
 SKILL 1 (5 CHARS).....  
 SKILL 2 (5 CHARS).....  
 SKILL 3 (5 CHARS).....  
 SKILL 4 (5 CHARS).....  
 SKILL 5 (5 CHARS).....  
 LANGUAGE 1 (2 CHARS).....  
 LANGUAGE 2 (2 CHARS).....  
 LANGUAGE 3 (2 CHARS).....  
 LANGUAGE 4 (2 CHARS).....  
 LANGUAGE 5 (2 CHARS).....

HIT RETURN TO KEEP SAME ENTRY  
 ENTER AN APOSTROPHE (') TO DELETE AN ENTIRE LINE

EDIT DATA (Y/N) -->

---

Figure II-4. Data Entry Screen 3

---

 CONSULTANT DATA: PAGE 3

NAME: ID:  
 COUNTRY EXPERIENCE 1 (4 CHARS)...  
 COUNTRY EXPERIENCE 2 (4 CHARS)...  
 COUNTRY EXPERIENCE 3 (4 CHARS)...  
 COUNTRY EXPERIENCE 4 (4 CHARS)...  
 COUNTRY EXPERIENCE 5 (4 CHARS)...  
 COUNTRY EXPERIENCE 6 (4 CHARS)...  
 COUNTRY EXPERIENCE 7 (4 CHARS)...  
 COUNTRY EXPERIENCE 8 (4 CHARS)...  
 COUNTRY EXPERIENCE 9 (4 CHARS)...  
 COUNTRY EXPERIENCE 10 (4 CHARS)...  
 LAST DATE CONTACTED (YYMM).....

HIT RETURN TO KEEP SAME ENTRY  
 ENTER AN APOSTROPHE (') TO DELETE AN ENTIRE LINE

EDIT DATA (Y/N) -->

---

## Editing Existing Consultant Record

The Edit Existing Consultant option is selected by choosing 2 from the Main Menu in the ENTRY program. The Edit Menu is shown in Figure II-5.

Consultant records are edited by consultant ID number. If the number is known, enter 1. The program will then request the consultant's ID number. After it is entered, the three edit screens will appear as in Figures II-2, II-3, and II-4. Edit the existing necessary data, as detailed in the data entry discussions. When you're finished making changes to the third screen, the program will return to the Edit Existing Consultant Menu.

If the ID number of the consultant to be edited is not known, select Option 2 from the Edit Menu. The system will prompt for the last name of the record to be edited. The system will then list all consultants with the desired last name and their ID numbers. Choose the correct consultant (based

Figure II-5. Edit Existing Consultant Menu

---

EDIT EXISTING CONSULTANT

- 1. EDIT BY ID NUMBER
- 2. SEARCH FOR NAME
- X. RETURN TO MAIN MENU

ENTER 1 THROUGH 3 OR X TO RETURN TO MAIN MENU ->

---

on first name and middle initial) and note the ID number. The consultant can then be edited by ID number as described above.

## Deleting Existing Consultant

To delete an existing consultant, choose Option 3 from the Main Menu in the ENTRY program. Consultants are deleted by ID number. After the ID number has been entered, the program will display the consultant name associated with that number. The program will ask you to verify that this is the correct consultant before deleting. Note that when a consultant is deleted from the database, that ID number becomes available for a new consultant added to the roster.

## Exiting the ENTRY Program

Entering X from the Main Menu of the ENTRY program will terminate the program, save all changes made to the database, and return the user to BASIC mode. From BASIC, the user can execute the SEARCH program (see the following chapter), or return to DOS by entering the SYSTEM command. If using a dual floppy system, be sure to place the DOS disk in the A drive prior to entering SYSTEM.

## Creating and Using Database Backups

As with any file, frequent backups of the roster should be made and kept in a separate location from the main roster file. Instructions for hard disk and floppy disk systems are indicated below.

### *Dual Floppy System Backup*

- (1) Insert the roster disk in the A (left) drive and a formatted disk in the B (right) drive.
- (2) At the "A>" prompt in DOS, enter:  
COPY A:CONSULT.DB, B:CONSULT.DB

### *Hard Disk Backup*

- (1) Insert a formatted disk in the floppy (A) drive.
- (2) At the "C>" prompt in DOS, enter:  
COPY C:CONSULT.DB, A:CONSULT.DB

Note: you must be in the consult sub-directory of your hard disk. Enter CD\CONSULT to move to this directory.

If you find that your primary roster has been damaged or deleted, you can restore the system from the backup by copying the files as follows.

### *Restoring Files for Dual Floppy Systems*

- (1) Place the Roster disk in the A (left) drive and the backup disk in the B (right) drive.
- (2) At the "A>" prompt in DOS, enter:  
ERASE A:CONSULT.DB  
COPY B:CONSULT.DB, A:CONSULT.DB

### *Restoring Files for Hard Disk Systems*

- (1) Place the backup disk in the floppy (A) drive.
- (2) At the "C>" prompt in DOS, enter:  
CD\CONSULT  
ERASE C:CONSULT.DB  
COPY A:CONSULT.DB, C:CONSULT.DB

### **Coding Conventions**

As with any database, the success of searches in the APAP roster depends upon the user knowing what to look for and the data being recorded correctly in the file. Standard codes were developed for education, skill, language, and country/regional experience. These codes are included in Appendix A. Some additional coding conventions that provide additional assistance in standardizing responses are indicated below.

*Education*

Enter only degrees that are indicated on the coding form. Use the closest degree available if the degree does not exactly match any existing codes. If the consultant has more than two degrees, code the two highest or most relevant.

*Skills*

You need not enter all five skill fields. Enter as many as are applicable in order of the level of the consultant's expertise. They need not be entered in numerical order.

*Language*

Enter languages at working level of fluency. When in doubt, enter the language.

*Country Experience*

Enter as many as are applicable. Code every region and as many specific countries as possible within the ten-country limitation.

*Last Date Contacted*

Always fill in this field. If the exact date is not known, estimate.

*General*

Enter codes exactly as shown in coding form. If leading zeros are indicated, they must be entered as zeros.

### III. USING THE SEARCH PROGRAM

#### Overview

The SEARCH program is used to search the consultant roster and to select consultants based on specific criteria. The program works on a hierarchical search strategy. Each search performed uses the results of the previous search as the base. Users can create up to five levels of searches in one session. Searches that are not helpful to the user can be discarded without leaving the program. When the search is completed, the user can print the selected records to the screen or the printer, in a names-only or full dump format. Like the ENTRY program, the SEARCH program is menu-driven and is extremely fast and easy to use.

#### Beginning a SEARCH Session

First, turn on the Caps Lock. Then, at the DOS prompt enter CONSULT. A list of the available programs will be listed. Enter 2 for the SEARCH program. A banner announcing Consult PC will be displayed for several seconds. The Field Search Selections Menu will follow as in Figure III-1.

Items 1 through 6 are fields by which consultants can be searched and selected. Option 7 prints selected consultants and X terminates the session.

Figure III-1. Field Search Selection Menu

---

FIELD SEARCH SELECTION MENU

1. CONSULTANT NAME
2. EDUCATION
3. PROFESSIONAL SKILLS
4. LANGUAGE FLUENCY
5. COUNTRY/REGIONAL EXPERIENCE
6. LAST DATE CONTACTED
7. PRINT EXISTING SEARCH RESULTS
- X. QUIT PROGRAM

TO INITIATE A SEARCH, ENTER 1 THROUGH 6 AS  
INDICATED ABOVE.  
TO REQUEST A PRINTED REPORT, ENTER 7.  
ENTER 1 THROUGH 7 OR X TO QUIT PROGRAM -->

---

Options 1-5: Consultant Name, Education,  
Professional Skills, Language Fluency,  
Country/Regional Experience

With the exception of Last Date Contacted (discussed in the following section), all of the field searches work in the same manner. For example, to perform a search on education codes, you would select Option 2 in the Field Search Selection Menu. The program responds with

HOW MANY EDUCATION LEVELS TO SEARCH (1 TO 5) -->

You may select up to five education criteria for a single search. If you are searching for consultants with a Ph.D. in either Agricultural Economics or Agronomy, you would respond with a 2. At the following prompt:

ENTER EDUCATION LEVEL TO SEARCH -->

you would enter first an 011 (Ph.D., Agricultural Economics), then an 031 (Ph.D., Agronomy). The system will ask if you have entered the codes correctly, then it will conduct the search.

The search time for the first search is always the longest, because the entire database is searched. Subsequent searches are performed only on those consultants that were selected from earlier searches, greatly reducing search time.

After the search is completed, the number of consultants meeting your search criteria is indicated. After viewing this screen, hitting ENTER will cause the Consultant Search Information Summary screen to be displayed as in Figure III-2.

The Consultant Search Information summary screen displays the status of searches conducted. The screen in Figure III-2 indicates that one search has been performed for consultants with education codes equal to 11 or 31. Twenty qualified consultants were found with these criteria.

At this point, you could continue to narrow the field of 20 consultants by specifying additional criteria; you could decide to abandon the education search and try a new tack; or you could determine that the search is completed and print the results.

If you decide that the search is complete, you need only enter X to return to the Field Selection Menu. From there you can choose to print the results of your search (see the section on printing) or exit the program.

Perhaps you will decide after the first search that you have narrowed the field too much. For example, you may have hoped to have at least 30 consultants left after the first search. If this is the case, you may wish to abandon the first search (File 2) and start again. To delete the education search shown in Figure III-2, enter a 1 at the prompt. This eliminates the education file, and the subsequent search would be performed on File 1, the entire database. After entering 1, you would return to the Field Search Selection Menu, where you would define the new search criteria.

Figure III-2. Consultant Search Information Summary -  
One Search Level

CONSULTANT SEARCH: INFORMATION SUMMARY			
<u>FILE</u>	<u>NO. RECS.</u>	<u>FIELD</u>	<u>QUALIFYING CHARACTERISTICS</u>
1	ALL	N/A	ENTIRE CONSULTANT DATABASE
2	20	EDUCATION	11 31
X			QUIT.

SELECT A FILE TO PERFORM THE NEXT SEARCH (OR X TO  
RETURN TO MAIN MENU.  
FILE NUMBERS GREATER THAN THAT CHOSEN WILL BE DELETED.  
ENTER FILE NUMBER FOR SEARCH OR X -->

Let's assume that after viewing the screen shown in Figure III-2, you wish to continue to narrow the search from the 20 consultants chosen on the basis of the education criteria. To search from only these 20 consultants, you would enter 2 at the prompt for File 2. This will cause the subsequent search to be performed on this subset. The Field Search Selection Menu would then appear.

In this example, the next criterion selected is regional experience in North Africa. This is coded with a Country/Regional code of 3000. After you make this selection, the Consultant Search Information Summary will be displayed, as in Figure III-3.

Figure III-3 indicates that a third file has been created. File 3 is a subset of the entire database that consists of the six consultants who have education codes of 11 or 31 and a Country/Regional code of 3000. Again, you may terminate your search at this point, or use File 1, 2, or 3 as the starting point for a new search. Note that entering a 2 will cause File 3 to be deleted. If five files are shown (four search levels), you must delete a file prior to performing a search. You may print your results prior to deleting the file.

Figure III-3. Consultant Search Information Summary -  
Two Search Levels

CONSULTANT SEARCH: INFORMATION SUMMARY			
<u>FILE</u>	<u>NO. RECS.</u>	<u>FIELD</u>	<u>QUALIFYING CHARACTERISTICS</u>
1	ALL	N/A	ENTIRE CONSULTANT DATABASE
2	20	EDUCATION	11 31
3	6	COUNTRY/ REGION	3000
X			QUIT.

SELECT A FILE TO PERFORM THE NEXT SEARCH (OR X TO RETURN TO MAIN MENU.  
FILE NUMBERS GREATER THAN THAT CHOSEN WILL BE DELETED.  
ENTER FILE NUMBER FOR SEARCH OR X -->

#### Option 6: The Last Date Contacted Field

Option 6 from the Field Search Selections Menu is Last Date Contacted. This search field is similar to the other fields, except that it is a numeric range instead of a specific code.

After you select Last Date Contacted for your search, the program will prompt for the earliest contact date. For example, if you wished to select all consultants with whom you had no contact since January 1985, you would enter 1111 as the earliest date, since it does not matter what the earliest date is.

The system will now prompt for the latest contact date. In our example (not contacted since January 1985), the latest contact date we wish to select from is 8501. The program will then select all consultants with Last Date Contacted values of less than or equal to 8501.

### Option 7: Print Existing Search Results

Selecting Option 7 from the Field Search Selection Menu will display the Print Selection Menu as in Figure III-4.

The Print Selection Menu looks very similar to the Consultant Search Information Summary screen (see Figure III-2); it indicates all of the files active in your current session. Any of the files indicated can be printed, including the complete database. If you select File 1 (always the complete database), the program will ask you how many of the records in this database to print sequentially. If you know the highest ID number, enter that as the highest ID. If you do not remember the highest ID, guess at a number a few higher than the likely number of the highest ID.

The Print Selection Menu will also ask if you would like a full dump or names-only listing. Enter an F or N as desired. Finally, the program will ask if you would like to print to the screen or the printer. A sample printout using names only and a full dump are shown in Figures III-5 and III-6, respectively.

Note that a Consultant Search Information Summary precedes each report. This is printed along with the results so that you have a record of search criteria with the results. Screen displays are identical to the printed displays.

Figure III-4. Print Selection Menu

PRINT SELECTION MENU			
<u>FILE</u>	<u>NO.</u> <u>PROJ</u>	<u>FIELD</u>	<u>QUALIFYING CHARACTERISTICS</u>
1	ALL	N/A	ENTIRE CONSULTANT DATABASE
2	9	DATE CONTACTED	1111 TO 8501
X			QUIT.

ENTER 1 THROUGH 2 TO PRINT A DATABASE  
OR X TO RETURN TO MAIN MENU -->

Figure III-5. Sample Report - Names Only

---

CONSULTANT SEARCH: INFORMATION SUMMARY

---

<u>FILE</u>	<u>NO.</u>	<u>PROJ</u>	<u>FIELD</u>	<u>QUALIFYING CHARACTERISTICS</u>
1	ALL		N/A	ENTIRE CONSULTANT DATABASE
2	9		DATE CONTACTED	1111 TO 8501

---

QUALIFYING CONSULTANTS

<u>ID</u>	<u>LAST NAME</u>	<u>FIRST NAME</u>	<u>INIT</u>
1	DOE	JOHN	T
2	SMITH	JOHN	J
3	PETERS	JANE	M
4	ROBERTS	RICHARD	T
5	JACKSON	MARY	T
6	FISHER	ALLEN	J
7	YOUNG	GEORGE	C
9	WHITE	DONALD	R
10	WILSON	MARK	G

---

Figure III-6. Sample Report - Full Record Format

---

QUALIFYING CONSULTANTS: INFORMATION SUMMARY

---

ID	:	16			
NAME (LST/FRST/IN)	:	BREMER	JENNIFER	A	
MAILING ADDRESS	:	ROBERT NATHAN ASSOC.			
	:	1201 PENNSYLVANIA AVE.			
	:				
	:				
PHONE NUMBER	:	2023932700			
EDUCATION	:	PUBLI	AGEC3		
SKILLS	:	MATH	EVAL	INPT	FARM AGDP
LANGUAGES	:	FREN	SPAN	ARAB	
COUNTRY/REG EXP	:	WAFR	MALI	MAUR	SENE ASIA
	:	PAKI	PACI	PHIL	NAFR EGYPT
LAST DT CONTACTED:	:				

---

## Some Additional Notes on the SEARCH Program

### *Speed*

The SEARCH program's speed varies considerably according to the types of computer and search. Performing searches from the floppy disk is very slow. The initial search will take almost a minute on a dual floppy IBM PC. Speeds for the initial search are much faster on hard disk systems. The initial search on an AT takes only seconds.

Generally, subsequent searches will be fast on all systems unless your database is over several hundred consultants. If your database is large, search times can be reduced by using the most limiting search criteria first.

### *Coding Conventions*

Codes for all fields are given in Appendix A. Codes must be entered exactly as shown. For example, the code 11 is different from the code 011. Leading spaces will also change the meaning of a code. The printout of the search will use the alpha codes instead of the numeric codes.

### *File Security*

The SEARCH program never writes to the roster database. Search files are stored temporarily in the computer's memory, not on disk. You do not need to worry about damaging the database while in the search program.

# ROSTER CODES

## TABLE A-1. EDUCATION CODES

Discipline	Ph.D.		Master's/ Professional		Bachelor's					
	Degree	Candidate	Degree	Candidate	Degree					
Agricultural Economics	011	AGEC1	012	AGEC2	013	AGEC3	014	AGEC4	015	AGEC5
Agriculture	021	AGRI1	022	AGRI2	023	AGRI3	024	AGRI4	025	AGRI5
Agronomy	031	AGRO1	032	AGRO2	033	AGRO3	034	AGRO4	035	AGRO5
Animal Science	041	ANIM1	042	ANIM2	043	ANIM3	044	ANIM4	045	ANIM5
Anthropology	051	ANTH1	052	ANTH2	053	ANTH3	054	ANTH4	055	ANTH5
Business	061	BUSI1	062	BUSI2	063	BUSI3	064	BUSI4	065	BUSI5
Computer Sciences/OR	071	COMP1	072	COMP2	073	COMP3	074	COMP4	075	COMP5
Demography	081	DEMO1	082	DEMO2	083	DEMO3	084	DEMO4	085	DEMO5
Ecology	091	ECOL1	092	ECOL2	093	ECOL3	094	ECOL4	095	ECOL5
Economics	101	ECON1	102	ECON2	103	ECON3	104	ECON4	105	ECON5
Education	111	EDUC1	112	EDUC2	113	EDUC3	114	EDUC4	115	EDUC5
Engineering	121	ENGI1	122	ENGI2	123	ENGI3	124	ENGI4	125	ENGI5
Int'l Affairs/Law	131	INTL1	132	INTL2	133	INTL3	134	INTL4	135	INTL5
Finance	141	FINA1	142	FINA2	143	FINA3	144	FINA4	145	FINA5
Fisheries	151	FISH1	152	FISH2	153	FISH3	154	FISH4	155	FISH5
Forestry	161	FORE1	162	FORE2	163	FORE3	164	FORE4	165	FORE5
Geography	171	GEOG1	172	GEOG2	173	GEOG3	174	GEOG4	175	GEOG5
Geology	181	GEOL1	182	GEOL2	183	GEOL3	184	GEOL4	185	GEOL5
Health Sciences	191	HEAL1	192	HEAL2	193	HEAL3	194	HEAL4	195	HEAL5
Mathematics	201	MATH1	202	MATH2	203	MATH3	204	MATH4	205	MATH5
Medicine	211	MEDI1	212	MEDI2	213	MEDI3	214	MEDI4	215	MEDI5
Nutrition	221	NUTR1	222	NUTR2	223	NUTR3	224	NUTR4	225	NUTR5
Physical Sciences	231	PHYS1	232	PHYS2	233	PHYS3	234	PHYS4	235	PHYS5
Planning	241	PLAN1	242	PLAN2	243	PLAN3	244	PLAN4	245	PLAN5
Plant Sciences	251	PLNT1	252	PLNT2	253	PLNT3	254	PLNT4	255	PLNT5
Political Science	261	POLI1	262	POLI2	263	POLI3	264	POLI4	265	POLI5
Public Admin/Policy	271	PUBL1	272	PUBL2	273	PUBL3	274	PUBL4	275	PUBL5
Sociology	281	SOCI1	282	SOCI2	283	SOCI3	284	SOCI4	285	SOCI5
Statistics	291	STAT1	292	STAT2	293	STAT3	294	STAT4	295	STAT5

TABLE A-2. SKILL CODES

Technical Area	Codes	Technical Area	Codes
<u>Agriculture</u>	<u>1000</u>	<u>AGRI</u>	<u>Economics</u>
Agricultural Demand/Prices	1001	DEMD	5000 ECON
Cooperatives	1002	COOP	5001 AGEC
Farming Systems/Farm Management	1003	FARM	
Farm Inputs (pesticide/seed/irrig/fert)	1004	INPT	5002 ECMT
Fish/Fisheries/Livestock	1005	FISH	5003 MACR
Land Tenure/Agrarian Reform/Ag Capital Formation	1006	LAND	<u>Analytic Methods, Policy, and Planning</u>
Agronomy/Ag Production/Extension	1007	AGRO	6000 METH
Processing	1008	PROC	6001 ANAL
Resource Management/Environment/Energy Storage/Transport/Rural Infrastructure	1009	RESC	6002 MATH
	1010	INFR	6003 FORE
			6004 EVAL
			6005 FORM
			6006 STRT
			6007 IMPL
			6008 RSRC
			6009 STAT
			6010 SURV
			6011 FANL
			6012 TECH
			6013 TRAN
<u>Management and Finance</u>	<u>2000</u>	<u>MNGT</u>	<u>Engineering</u>
Accounting	2001	ACCT	7000 ENGI
Acquisitions & Mergers	2002	ACQU	7001 AGEN
Agricultural Finance/Credit	2003	FINC	
Commercial Banking	2004	BANK	
Cooperative Banking and Credit	2005	CRDT	
Development Finance	2006	DFIN	
Informal Banking/Finance	2007	INFIN	
Management Development & Training	2008	MNGT	
Management Information Systems	2009	COMP	
Marketing	2010	MARK	
Public Finance	2011	PUBF	
Taxes/Regulatory Reform	2012	TAXX	
Program/Project Management	2013	PMGT	
			<u>Industry/Services</u>
			8000 INDS
			8001 AGIN
			8002 PRIV
			8003 SIND
			8004 CRFT
<u>Trade and Exchange</u>	<u>3000</u>	<u>TDEX</u>	
Agricultural Trade/Commodity Analysis	3001	ATRD	
Foreign Exchange/Trade Balance & Reform	3002	EXCH	
International Trade	3003	ITRD	
<u>Development Issues</u>	<u>4000</u>	<u>DEVP</u>	
Agricultural Development/Sector Assessment and Plans	4001	AGDP	
Institutional Development	4002	INST	
Policy and Planning/Development Strategies			
Regional Planning	4003	PLAN	
Rural Development	4004	RURL	
Employment/Income Distribution	4005	EMPL	
Food & Nutrition/Consumer Policies/Food Security/Food Aid	4006	FOOD	

70



## APPENDIX B. INSTALLING CONSULT PC AND THE APAP ROSTER ON A HARD DISK

Consult PC will run on any computer fully compatible with the IBM XT.  
To install Consult PC and the APAP roster, execute the following steps:

1. The steps below create a separate subdirectory on the hard disk for the consult program. At the C prompt in DOS enter:

```
CD \  
MD \CONSULT  
CD \CONSULT
```

2. Put the Roster disk in the A drive. To copy the files onto the hard disk, enter:

```
COPY A:*.*
```

There are five files that will be copied onto the hard disk:

CONSULT.BAT	The main program that calls the subprograms
ENTRYA.EXE	The entry program
SEARCHA.EXE	The search program
CONSULT.DB	The consultant database
ASK.EXE	An utility program

3. Prior to running Consult PC, you must first enter the Consult directory by entering:

```
CD \CONSULT
```

Execute the program as directed in the manual.

TABLE A-3. LANGUAGE CODES

Language	Search/Entry Code	Print Code
African Tribal	01	AFRI
Arabic	02	ARAB
Bahasa Indonesian	02	BAHA
Bengali	04	BENG
Chinese	05	CHIN
Fijian	06	FIJI
French	07	FREN
Hindi/Urdu	08	HIND
Kiswahili/Swahili	09	KISW
Kurdish	10	KURD
Malay	11	MALA
Nepali	12	NEPA
Pilipino (Tagalog)	13	PILI
Portuguese	14	PORT
Punjabi	15	PUNJ
Singhalese	16	SING
Spanish	17	SPAN
Tamil	18	TAMI
Thai	19	THAI
West African Pidgin English	20	PIDG

## APPENDIX C. USING CONSULT PC AND THE APAP ROSTER ON A FLOPPY SYSTEM

Consult PC will run on any computer fully compatible with the IBM PC; however, because of the size of the program it is best to run it on a PC with a hard disk. To run the program on a floppy, all the program files and the data base must be on one floppy. The files are as follows:

CONSULT.BAT	The main program that calls the subprograms
ENTRYA.EXE	The entry program
SEARCHA.EXE	The search program
CONSULT.DB	The consultant database
ASK.EXE	An utility program

To execute Consult PC, the PC must first be booted with your DOS disk. Then put the disk with the program and database into the PC's A drive and enter CONSULT at the A> prompt.

## APPENDIX D. LICENSE AGREEMENT

### 1. License

Robert R. Nathan Associates, Inc. (RRNA) grants Abt Associates (Abt) a limited non-exclusive license to use the program Consult PC, which includes the programs SEARCH and ENTRY, for the Agricultural Policy Analysis Project (APAP). Abt may make as many copies of the program as necessary for this project, but may not resell the software or use the programs for any non-APAP work.

### 2. Disclaimer

This package (the program and the user manual) is licensed "as is," without warranty of any kind, either express or implied, including but not limited to the implied warranties of merchantability and fitness for a particular purpose. We do not warrant that any functions contained in this package will meet your requirements or that your use of the package will be uninterrupted or error-free.

We shall have no liability to you or any third party regarding the package, the user manual, or otherwise in warranty, contract, tort, or otherwise. In no event will we be liable for any direct, incidental, special, indirect, general, or consequential damage or loss of any nature (such as damage to property, damages resulting from delay, claims of third parties, loss of profits, or injury to person) that may arise in connection with the use of or inability to use the package. This clause shall survive failure of an exclusive remedy. Some states do not allow the exclusion or limitation of incidental or consequential damages, so the above limitation or exclusion may not apply to you.

25

CONSULTANT SEARCH: INFORMATION SUMMARY

FILE	NO. PROJ	FIELD	QUALIFYING CHARACTERISTICS
1	ALL	N/A	ENTIRE CONSULTANT DATABASE

QUALIFYING CONSULTANTS:

ID	LAST NAME	FIRST NAME	INIT	ID	LAST NAME	FIRST NAME	INIT
1	CASEY	C. FRANKLIN		16	BREDAHL	MAURY	E
2	ABBOTT	JOHN	C	17	BREMER-FOX	JENNIFER	A
3	ADAMS	DALE	W	18	BLOCH	PETER	C
4	ANSCHER	KURT	R	19	ANDERSEN	PER PINSTRUP	
5	RASSAS	BECHIR		20	DUHEM	BERTRAND	
6	ABBOTT	RICHARD	D	21	CULLEN	MICHAEL	A
7	BROCKHOUSE	JOHN	W	22	CROUCH	LUIS	A
8	BONNARD	PATRICIA		23	DIEZ	RAFAEL	E
9	BORRIS	BONNIE		24	ENOCHIAN	ROBERT	V
10	BLAREL	BENOIT		25	ESCUERO	WILLIAM	F
11	BADGER	DANIEL	D	26	FITCH	JAMES	B
12	HOUCK	JAMES	P	27	FLETCHER	LEHMAN	B
13	BERG	ELLIOT	J	28	FALK	CONSTANCE	L
14	BLAICH	OSWALD	P	29	GADWAY	JOHN	F
15	BENITO	CARLOS	A	30	FLEMING	ALLEN	P

26

ID	LAST NAME	FIRST NAME	INIT	ID	LAST NAME	FIRST NAME	INIT
31	GIHRING	THOMAS	A	68	PARKS	LOREN	L
32	GREGORY	WADE	F	69	SOUTHGATE	DOUGLAS	D
33	GRASBERG	EUGENE		70	STEEDMAN	CHARLES	
34	HORENSTEIN	NADINE	R	71	REESER	ROBERT	M
35	HOLTZMAN	JOHN		72	STRASMA	JOHN	D
36	HANNACHI	SALAH BRIK EL		73	TWEETEN	LUTHER	G
37	GROSH	BARBARA		74	TILNEY	JOHN	S
38	HAGGBLADE	STEVE		75	WIGTON	WILLIAM	H
39	HANGUE	EMMANUEL		76	WEIDEMANN	WESLEY	C
40	HENRY	GUY		77	REIBEL	JAME	I
41	JIRON	ROLANDO	J	78	ROBINSON	PETER	
42	HORTON	JOHN	S	79	STRYKER	JOSIAH	D
43	ARIZA-NINO	EDGAR	J	80	VALDES	ALBERTO	
44	HUBIG	FREDERICK	C	81	ROSS	CLARK	G
45	LARSON	DONALD	W	82	GOTSCH	CARL	H
46	LYNCH	SARAH	G	83	RODGERS	WILLIAM	L
47	JAFFEE	STEVEN	M	84	HANRAHAN	CHARLES	E
48	KAYNAK	ERDEBER		85	SCHULTE	R. BRUCE	
49	KRENZ	RONALD	D	86	MAKINEN	WILLIAM MARTIN	
50	LAHOUEL	MOHAMED HEDI		87	MARTIN	GERARD	J
51	POMERADA-BENEL	CARLOS	F	88	SHERBURNE	LYNNE	D
52	RAY	DARYLL	E	89	WILSON	STEPHANIE	Y
53	ROURK	PHILLIP	W	90	SINES	RICHARD	H
54	ROCHIN	REFUGIO	I	91	STEPPE	HERMAN	M
55	MANUNDU	MUTSEMBI		92	ABEL	MARTIN	E
56	RILEY	HAROLD	M	93	THOMAS	PATRICK	
57	DALY	REX	F	94	TILLIER	SYLVIE	
58	MARION	BRUCE	W	95	VERSEL	MALCOLM	A
59	BILLINGS	MARTIN	H	96	WALTER	BOB	J
60	RIORDAN	JAMES		97	WILLIAMS	ANNE	N
61	MEISSNER	FRANK		98	SCHREINER	DEAN	F
62	SAHN	DAVID	E	99	TRAPP	JAMES	N
63	MITTENDORF	HANS	J	100	HENNEBERRY	SHIDA	
64	MCCULLOUGH	T. DAVID		101	DAFT	LYNN	M
65	NASEER	MOHAMED		102	EARLEY	THOMAS	C
66	SCHUTJER	WAYNE	A	103	REDJEB	MOHAMED SALAH	
67	SMITH	ELDON	D	104	LI	CHI-MAN	E

16

ID	LAST NAME	FIRST NAME	INIT	ID	LAST NAME	FIRST NAME	INIT
105	ARNOULD	JOHN	A	142	BROMLEY	DANIEL	W
106	CHRISTENSEN	GARY	N	143	ROTH	ANN	B
107	PEARSON	SCOTT	R	144	SHAPIRO	KENNETH	H
108	PETERSON	WESLEY	F	145	KHALDI	NABIL	
109	RUTTAN	VERNON	W	146	MARTIN	FREDERIC	
110	SISLER	DANIEL	G	147	WILLIAMS	JEFFREY	
111	SCOTT	WILLIAM	E	148	ARCHIBALD	SANDRA	O
112	STAATZ	JOHN	M	149	JOSLING	TIMOTHY	E
113	SULLIVAN	DENIS	J	150	YOTOPOULOS	PAN	A
114	CHAVAS	JEAN		151	REYNOLDS	CLARK	W
115	GARDNER	BRUCE		152	FALCON	WALTER	P
116	JOHNSON	STANLEY	R	153	PECK	ANNE	E
117	JOHNSTON	BRUCE	F	154	CALKINS	PETER	H
118	ROTH	MICHAEL		155	BYERLEE	DEREK	R
119	JAFRI	M. HARIS		156	GOLDMAN	RICHARD	H
120	REINTSMA	MARY		157	THOMAS	PETER	A
121	BLOCK	STEVEN	A	158	WYETH	PETER	W
122	MONTGOMERY	ROGER	D	159	TIMMER	C. PETER	
123	RASSAS	CHERI		160	NORTON	ROGER	D
124	BAUDOUIN	MICHEL					
125	FALGON	CLAUDE					
126	GRENIER	PHILLIPPE					
127	HORTON	BRENDAN					
128	CRAWFORD	ERIC	W				
129	GARVEY	WILLIAM	E				
130	KING	JACK	W				
131	KRAMER	CAROL	S				
132	LASSITER	GREGORY	C				
133	ERIKSEN	JOHN	H				
134	MCLAUGHLIN	EDWARD	W				
135	NEWMAN	MARK	D				
136	SULLIVAN	GREGORY	M				
137	ZALLA	THOMAS					
138	MUIRRAGUI	EILEEN	I				
139	QUANCE	LEROY					
140	LEVINE	WILLIAM					
141	ROMAIN	ROBERT	F				

28