RIMS USERS GUIDE

22 MAR 94

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QUICK START

RIMS CD-ROM Operating Instructions

1. Insert the most current issue of CD-ROM into the CD-ROM drive unit, or into a "caddy" and place the caddy into the CD-ROM drive unit.

2. From the directory on the C:> drive where the RIMS software is installed, type CONTRACT E (name of organizational unit and CD-ROM reader drive letter) and hit **<ENTER>**.

3. Read the **_important_** note giving you instructions on finding and retrieving images that may be located on other issues of the FA/OP RIMS CD-ROM (i.e. CD no. 4, CD no. 3, etc). These instructions say:

   Hit **<ENTER>** when you have completed reading the note.

   You should <u>wait</u> for the CD-ROM drive light to go out before doing anything.

4. The welcome screen (**Screen 1**) will appear for the FA/OP RIMS CD-ROM. You will be asked to select from one of the following:

   > (**C**)ontract RIMS Database
   > (**G**)etting Started

5. Select (**C**) to gain access the contracts database with entries for all documents processed through records management since FY83.

6. You will then be asked how you would like to search for a document (**Screen 2.1**). Your options are to search by the following fields:

   > Contract Number
   > Contractor Name
   > Document Type
   > Date Signed
   > Project Number
   > More...

7. Hit "*More*" to see other fields (**Screen 2.2**):

   > Geo / Program Area
   > A.I.D. Geocode
   > DOCID

8.   Using the up or down arrow keys, or use the first letter of your choice , select one of these fields and hit **<ENTER>** to begin your initial search.

9.   A window will open to the right (**Screen 3**) with a sorted alphanumeric list (0-9, A-Z) of the contents of the field you selected. Type in the specific item you are looking for, like a specific contract number. The number you type will appear at the top of the screen. Also the list of contract numbers will move to the number you type. It will be highlighted in white. Hit **<ENTER>** to confirm. A yellow check mark will appear to the left of your selections.

10.   Hit **F5** to perform the search.

11.   The computer will tell you how many items it found matching your search criteria (**Screen 4**). It will then ask you if you want to **display results**.

12.   **Display results** by hitting **<Enter>**.

13.   The database record for the document will appear on the screen (**Screen 5**). The text will include contract number, contractor name, project number, country, date signed, amendment number, document type, and the available format for the document (i.e. image or microfiche).

      Be sure to write down the DOCID number for future reference, particularly if you want to print all or part of the document.

14.   If this is not the record you are looking for you can **Restart Search** by pressing **<F3>** (See **Screen 5.1**).

15.   The last line of the record will indicate whether the document is available as an image or can be found in microfiche only. To display the image, hit **<F7>**.

16.   **Available as Microfiche.** If the format line indicates the document is only available in microfiche, and you hit <F7> to display the image, you will see **Screen 5.3**.

Image Display

17.   **Available as an Image**. If it is available as an image, it will tell you the CD issue number on which it can be found. For instance, CD no. 1 or CD no. 2, and so on.

      If it says available on CD no. 1 and this is the one you have in the CD-ROM reader, then you are okay. Hit **<F7>** to display

the image.

If it says it is available on CD no. 2 and you are looking at CD no. 1, the computer will instruct you to insert CD no. 2. It is important to recall the instructions from the opening screen at this stage. The computer will tell you to insert CD no. X once you take CD no. 1 out, but *ALWAYS WAIT* for the computer to do so before proceeding (wait for CD reader light to go out). Or hit **<F10>** to exit completely from the program and then swap CD's.

You will then see the image displayed on the screen (**Screen 5.2**).

18. To **Zoom** in on an image, hit the **+** (plus) sign. You will only see the top portion of the document. Hit the **Down Arrow** to see the bottom portion of the page image. Hit **-** (minus sign) to return the document to normal size.

19. To **View the Next Page** hit **Page Down**. To go back to the previous page, hit **Page Up.**

20. Other Options:

<F1>	-	Help or display options
<Home>	-	Go to the first page (image) of a document
<End>	-	Go to the last page (image) of a document
<F10>	-	Return to index record

21. Hitting **<F10>** will return you to the record where you refine the search (**Screen 6**), Restart the Search or quit.

22. If you select **<F10>**, Quit Program you will see (**Screen 7**).

23. Take the caddy out of the CD-ROM reader. Remove the CD-ROM and return it to its corresponding, properly labelled storage case. Close the CD-ROM reader door.

QUICK START - PRINTING

1. Exit the RIMS program and return to the DOS prompt - C:>RIMS.

2. Type **PRINTING** <space> DOCID number of the document you want to print. Hit **<ENTER>**. This will take you to the first page of the document you want to print.

3. When you are ready to actually start printing, hit **INSERT**. The print menu will appear with the following options:

    1. Print Current Page
    2. Range of Pages to Print (Not available at this time)
    3. Print all pages
    4. Exit (No Print)

    Select one of these options and hit **<ENTER>**.

4. This will bring up the menu - **Select Printer Resolution**. Pick one of the following options:

    1. Draft   -   75 DPI
    2. Normal   -   150 DPI   (recommended)
    3. Letter Quality -   300 DPI   (slow print)
    4. Return

    Select one of the above and hit **<ENTER>**. The printer will start. Normal works very nicely with very legible print. For a working copy, Draft is adequate and prints very quickly. It is recommended that Letter Quality not be used as it takes a long per page to print.

Quick Start

RIMS CD-ROM Operating Instructions

1. Insert the most current issue of the RIMS CD-ROM into the CD-ROM drive unit, or into a "caddy" and place the caddy into the CD-ROM drive unit.

2. From the directory on the C:> drive where the RIMS software is installed, type CONTRACT E (your bureau name and CD-ROM reader drive letter) and hit <ENTER>.

3. Read the important note giving you instructions on finding and retrieving images that may be located on other issues of the (bureau name) RIMS CD-ROM (i.e. CD no. 4, CD no. 3, etc). These instructions say:

Hit <ENTER> when you have completed reading the note.

You should wait for the CD-ROM drive light to go out before doing anything.

4. The welcome screen will appear for your bureau's RIMS CD-ROM. You will be asked to select from one of the following:

    (B)ureau RIMS Database
    (G)etting Started

5. Select (B) to gain access to your bureau database with entries for all documents processed through records management since FY83.

6. You will then be asked how you would like to search for a document. Your options are to search by the following fields:

    Project Number
    Title Words
    Geo/Program Area
    AID Geo Code
    Document Type
    More...

7. Hit **More...** to see other fields:

    Contractor
    Contract Number
    Date Signed
    DOCID
    More...

8. Using the up or down arrow keys, or use the first letter of your choice , select one of these fields and hit <ENTER> to begin your initial search.

9. A window will open to the right with a sorted alphanumeric list (0-9, A-Z) of the contents of the field you selected. Type in the specific item you are looking for, like a specific contract number. The number you type will appear at the top of the screen. Also the list of contract numbers will move to the number you type. It will be highlighted in white. Hit <ENTER> to confirm. A yellow check mark will appear to the left of your selections.

10. Hit <F5> to perform the search.

11. The computer will tell you how many items it found matching your search criteria. It will then ask you if you want to display the search results.

12. Display the results by hitting <Enter>.

13. The database record for the document will appear on the screen. The text will include contract number, contractor name, project number, country, date signed, amendment number, document type, and the available format for the document (i.e. image or microfiche).

Be sure to write down the DOCID number for future reference, particularly if you want to print all or part of the document.

14. If this is not the record you are looking for you can Restart Search by pressing **<F3>**.

15. The last line of the record will indicate whether the document is available as an image or can be found in microfiche only. To display the image, hit **<F7>**.

16. Available as Microfiche. If the format line indicates the document is only available in microfiche, and you hit **<F7>** to display the image, you will see the message **"Available only in microfiche."**

Image Display

17. Available as an Image. If it is available as an image, it will tell you the CD issue number on which it can be found. For instance, CD no. 1 or CD no. 2, and so on.

If it says available on CD no. 1 and this is the one you have in the CD-ROM reader, then you are okay. Hit **<F7>** to display the image.

If it says it is available on CD no. 2 and you are looking at CD no. 1, the computer will instruct you to insert CD no. 2. It is important to recall the instructions from the opening screen at this stage. The computer will tell you to insert CD no. X once you take CD no. 1 out, but ALWAYS WAIT for the computer to do so before proceeding (wait for CD reader light to go out). Or hit **<F10>** to exit completely from the program and then swap CD's.

You will then see the image displayed on the screen.

18. To Zoom in on an image, hit the **<+>** (plus) sign. You will only see the top portion of the document. Hit the Down Arrow to see the bottom portion of the page image. Hit **<->** (minus sign) to return the document to normal size.

19. To View the Next Page hit **<Page Down>**. To go back to the previous page, hit **<Page Up>**.

20. Other Options:

    <F1>   Help or display options

    <Home>   Go to the first page (image) of a document

    <End>   Go to the last page (image) of a document

    <F10>   Return to index record

21. Hitting **<F10>** will return you to the record where you refine the search, Restart the Search or quit.

22. If you select <F10>, Quit Program you will see an exit screen.

23. Take the caddy out of the CD-ROM reader and return the disk to its case. Close the CD-ROM reader door.

Printing

1. Exit the RIMS program and return to the DOS prompt C:>RIMS, or the directory where RIMS is installed.

2. Type **PRINTING** <space> **DOCID** (number of the document you want to print). Hit **<ENTER>**. This will take you to the first page of the document you want to print.

3. Hit **<INSERT>**. The print menu will appear with the following options:

    1.   Print Current Page
    2.   Range of Pages to Print (Not available at this time)
    3.   Print all pages
    4.   Exit (No Print)

Select one of these options and hit **<ENTER>**.

4. This will bring up the menu - **Select Printer Resolution**. Pick one of the following options:

    1.   Draft—75 DPI
    2.   Normal—150 DPI (recommended)
    3.   Letter Quality—300 DPI (slow print)
    4.   Return

Select one of the above and hit **<ENTER>**. The printer will start. Normal works very nicely with very legible print. For a working copy, Draft is adequate and prints very quickly. It is recommended that Letter Quality not be used as it takes a long per page to print.

Welcome to CONTRACTS RIMS CD no. 1

Please Select One of the Following:

< C > ontract RIMS Database

< G > etting Started

F10
EXIT

You are searching   CONTRACTS RIMS

Search by ...

Contract Number
Contractor Name
Document Type
Date Signed
Project Number
More...

F1
HELP

F10
EXIT

You are searching   CONTRACTS RIMS

Search by ...

Contract Number
Contractor Name
Document Type
Date Signed
Project Number
More...

Search by ...

Geo/Program Area
AID Geocode
DOCID
More...

F1
HELP

F10
Quit
Program

You are searching   CONTRACTS RIMS

Search by ...

Contract Number
Contractor Name
Document Type
Date Signed
Project Number
More...

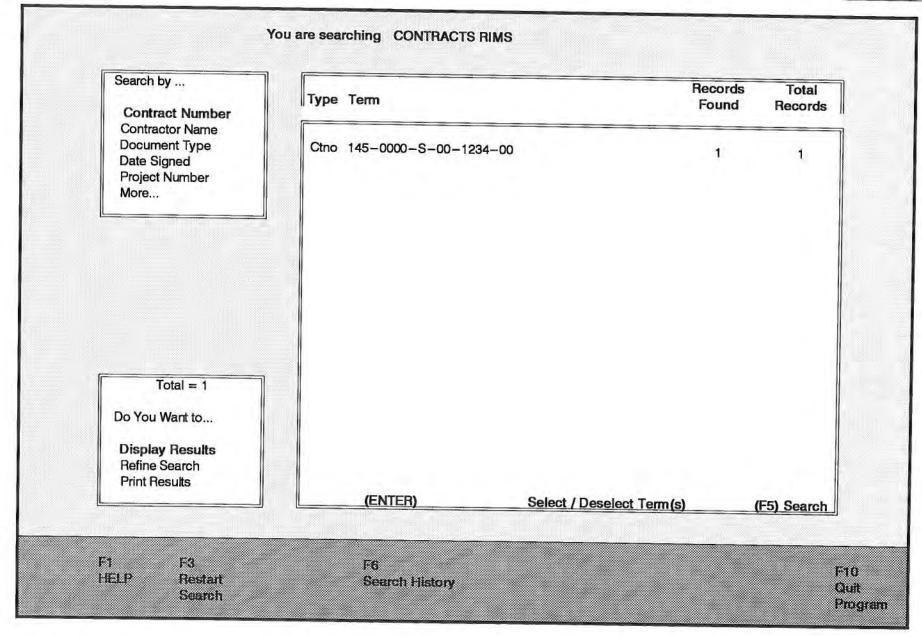Type Contract Number:

```
              110-0000-S-00-1234-00
              110-0000-S-00-1234-00
           √ 145-0000-S-00-1234-00
              145-0000-S-00-1234-00
              145-0000-S-00-1234-00
              181-0000-S-00-1234-00
              181-0000-S-00-1234-00
              181-0000-S-00-1234-00
              263-0000-S-00-1234-00
              263-0000-S-00-1234-00
              263-0000-S-00-1234-00
              263-0000-S-00-1234-00
              263-0000-S-00-1234-00
              263-0000-S-00-1234-00
              263-0000-S-00-1234-00
              263-0000-S-00-1234-00
              263-0000-S-00-1234-00
              398-0000-S-00-1234-00
              398-0000-S-00-1234-00
              398-0000-S-00-1234-00
              398-0000-S-00-1234-00
```

(ENTER)   **Select / Deselect Term(s)**   **(F5) Search**

F1
HELP

F5   F6
Search   Search History

F10
Quit
Program

You are searching   CONTRACTS RIMS

Search by ...

Contract Number
Contractor Name
Document Type
Date Signed
Project Number
More...

Type	Term	Records Found	Total Records
Ctno	145-0000-S-00-1234-00	1	1

Total = 1

Do You Want to...

Display Results
Refine Search
Print Results

(ENTER)   Select / Deselect Term(s)   (F5) Search

F1
HELP

F3
Restart
Search

F6
Search History

F10
Quit
Program

Contracts RIMS Records   1 of 1

```
        Item Type  :  Contract  (71)
       Contractor  :  ANYBODY, FIRSTNAME MIDDLENAME
  Contract Number  :  145-0000-S-00-1234-00
            Pages  :  0016
      Date Signed  :  1985-09-30
   AID Project No  :  1450000
     Program Area  :  Italy
     AID GeoCode   :  145
            DOCID  :  PDABC123
       Control No  :  9006-15-76
   Record Created  :  1990-06-20
           Format  :  Available only in MICROFICHE.  Please consult your
                      microfiche collection.
```

(+/−) Next / Previous Record   (ESC) Refine Search   (F1) HELP / Other Options

F1 HELP	F3 Restart Search		F7 Display Image	F9 Print / Download	F10 Quit Program

Warning: This will cancel your
current search. Do you still want
to start a new search? (Y/N)

No image is currently associated with this record.
Refer to your microfiche collection to review the document

Press any key to return to the citation.

PDABC123

document	wordswords	words	wordswords	wordswords	wordswords	wordswords	words\
document	wordswords	words	wordswords	wordswords	wordswords	wordswords	words\
document	wordswords	words	wordswords	wordswords	wordswords	wordswords	words\
document	wordswords	words	wordswords	wordswords	wordswords	wordswords	words\
document	wordswords	words	wordswords	wordswords	wordswords	wordswords	words\
document	wordswords	words	wordswords	wordswords	wordswords	wordswords	words\
document	wordswords	words	wordswords	wordswords	wordswords	wordswords	words\
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document	wordswords	words	wordswords	wordswords	wordswords	wordswords	words\
document	wordswords	words	wordswords	wordswords	wordswords	wordswords	words\
document	wordswords	words	wordswords	wordswords	wordswords	wordswords	words\
document	wordswords	words	wordswords	wordswords	wordswords	wordswords	words\
document	wordswords	words	wordswords	wordswords	wordswords	wordswords	words\
document	wordswords	words	wordswords	wordswords	wordswords	wordswords	words\
document	wordswords	words	wordswords	wordswords	wordswords	wordswords	words\
document
document	Signature xxxxx			Signature xxxxx
document	Signature xxxxx			Signature xxxxx
document	Signature xxxxx			Signature xxxxx
	Date_____			Date_____

You are searching   CONTRACTS RIMS

Search by ...

Contract Number
Contractor Name
Document Type
Date Signed
Project Number
More...

Type	Term	Records Found	Total Records
Ctno	145−0000−S−00−1234−00	1	1

Do you want to ...

Narrow Search
Broaden Search
Exclude Terms
Undo Last Step

F1	F3	F6	F10
HELP	Restart Search	Search History	Quit Program

Thank you for using CONTRACTS RIMS

L S

T

Prepared under A.I.D. Contract

PDC−0232−C−00−0094−00 by:
  LTS Corporation
  1500 Wilson Blvd, Suite 1010
  Arlington, VA 22209−2404
  +1 703−351−4006 voice
  +1 703−351−4039 fax

2.   RIMS Overview

- What is a CD-ROM?

- RIMS CD-ROM Contents

- Loading the CD-ROM

- Search Modes

- Getting HELP

- Getting Out

- Getting Comfortable

What is a CD-ROM?

CD-ROM means "compact disk - read only memory". A CD-ROM disk is similar to the familiar floppy disk, in that it is a means of storing and retrieving data. However, the way in which the data is encoded on the disk is different; it is actually etched into the surface by a laser beam. The high precision of this method enables a large volume of data to be stored on the disk. The data cannot be erased or corrupted, but by the same token, it cannot be revised or replaced. A CD-ROM reader, attached to any personal computer, is used to access the data on the disk.

RIMS (Records Image Management System) CD-ROM Contents

RIMS CD-ROM is a compact disk containing bibliographic information, including a pointer to the storage location (microfiche or images), for documents comprising the official project files of the U.S. Agency for International Development. It is linked historically with the APDMS (Agency Project Document Micrographic System) and is a continuation of the same basic system, the difference being the storage medium and the fact that a current, searchable database is included on each CD. The RIMS CD-ROM is sponsored by the Agency's records management office (M/AS/ISS/RM) for participating geobureaus.

RIMS CD-ROM's are produced for the geobureaus as frequently as a sufficient volume of official project documents accumulate - usually, at least quarterly or more often. Each RIMS CD-ROM contains the most current records management database for the geobureau, along with approximately 10,000 images (pages) from documents received since the last RIMS CD-ROM was issued. The database refers to official project documents stored in both microfiche and image formats. Document images residing on earlier issues of the bureau's RIMS CD are referred to by number and can be accessed by following instructions. Documents in microfiche format are indicated, and the user is directed to their microfiche collection.

Each of the records management databases presents record information in a standardized format. The record identifies a specific document associated with a specific project by keys such as project number, project title, document type, contract number, contractor name, geo / program area (country), and document dates or the date signed.

Copies of most of the documents cited in the database can be ordered in paper or microfiche format from the A.I.D. Development Information Services Clearinghouse (See *Appendix 1* for ordering information).

Loading the CD-ROM

Insert the most current issue of the RIMS CD-ROM into the CD-ROM drive unit, or into a "caddy" and place the caddy into the CD-ROM drive unit. From the directory where the RIMS software has been installed, type the name of your bureau plus the letter of the CD-ROM reader drive. For example, LAC E for the LAC bureau with "E" being the CD reader drive letter. Read the important note giving you instructions on other issues of the RIMS CD-ROM and how to interchange them when it's necessary to display an image stored on another CD. You have to <u>wait</u> for the CD-ROM drive light to go out before doing anything, otherwise the system may lockup.

Search Mode

The information on a RIMS CD-ROM is organized to be searched directly using combinations of menu picks. There is one set of instructions and options which you see on the screen. A "Getting Started" path is available if you need to familiarize yourself with the system. It runs through the help messages. You select the mode you prefer on the first menu in the RIMS CD, the Main Menu. Please refer to *Screen 1*.

General Search

This mode guides the search process, step-by-step, through a series of menus. Only the options which are logical at each step are presented. There are three types of keys used repeatedly and consistently: arrow keys to move up and down in a menu or display screen, **ENTER** to make a selection and move forward in the search, and **ESC** to move backward. Any other keys which are available for use are clearly displayed in a fixed white bar at the bottom of the screen, or as part of the instructions at a particular step.

The selection of search criteria is designed to provide a number of ways to assist users access official project files, including those of APDMS (Agency Project Document Micrographics System). Searches for information on a country or program area are enhanced by options to search either for an individual country name, for all countries in a geographic region, by the geocode of the country, or by combining the geocodes or names of all the countries which are the focus of an A.I.D. geographic bureau. Searches for a particular type of document are enhanced by options to search by the name of the document type (i.e. grant, contract, project paper, etc.). HELP messages provide additional details, background information about the data, and search tips.

Getting HELP

Online HELP is available at any time. Just press **F1** for information about the screen which you are currently viewing. Press **ESC** when you are finished reading the message. Each message explains what to do at that point.

Getting Out

Any operation can be reversed by pressing the **ESC** key - in other words, **ESC** takes you back one step.

You can also leave the RIMS CD-ROM completely at any time. Within the Search mode, press **F10** to quit. (This option is clearly visible at all times in the highlighted bar at the bottom of the Search screens.)

Getting Comfortable

No matter how simple any computer package is intended to be, initially almost everyone will make mistakes and feel frustrated. Relax. The use of any new computer program or database involves an often uncomfortable period of learning and adjustment. This is especially true if you are beginning to learn how to find information with the aid of a computer. On the computer, it is not possible to "see" the body of information available, or the logic to its organization and use.

If you are new to RIMS CD-ROM's, and especially if you are new to database searching, please take a few minutes to glance through this user guide, and try an experimental search with the aid of some HELP messages. You cannot damage, overwrite or accidentally erase the data from the RIMS CD-ROM disk.

3.   The Search Mode

-    Keyboard basics

-    What is the question?

-    The basic search cycle

-    Refining the search

-    Display and print options

Keyboard Basics

Say Hello to your Keyboard

There are several keys which are consistently used in the Guided
Search mode for menu selection and display.

To SCROLL up and down/highlight:	**Up/down arrows, PgDn PgUp**
To SELECT/go forward one step:	**ENTER**
To CANCEL/go back one step:	**ESC**

Any other keys which you might need to use in the Guided Search are
clearly displayed in a highlighted bar at the bottom of the screen
(when applicable), or together with the on-screen instructions at
a particular step. These are assigned as follows:

HELP	**F1**
RESTART SEARCH	**F3**
SEARCH	**F5**
SEARCH HISTORY	**F6**
DISPLAY IMAGE	**F7**
PRINT / DOWNLOAD	**F9**
QUIT PROGRAM	**F10**

How to Select from a Menu or List

Search uses menus and lists to give you the logical options which
move you forward through the steps in a search. Broadly speaking,
these help you to make two types of choices:

(1)   What do you want to do next? The options available at any
      point are listed on menus, e.g. "What field do you want to
      search by: project number, country, document type, etc.
      Highlight your choice by scrolling (using up/down arrow keys)
      to that entry (or type the first letter of the entry), press
      ENTER, and proceed directly to take that action.

(2)   What are you looking for? These options are presented as
      lists of the words, names, dates, numbers and categories that
      you can search for in the database selected. **You can choose
      more than one.** Highlight your choice by scrolling to that
      entry (or type the first few letters), press **ENTER**, and see
      a check mark appear to the left of your selection. Repeat for
      each additional choice (or to "deselect" any choice that
      you've already checked). When finished, press **F5** to begin
      searching. The search is interpreted as: "Find all records
      containing any of the checked search terms." (See below for
      more details on the "the basic search cycle, and see the next
      section for specific tips on searching for various types of
      data).

What is the Question?

Before beginning any search, it is helpful to think through what it is you are looking for. What is it that you hope to find information "about"?

First of all, are you looking for the type of information that might be contained in specific A.I.D. project documentation? The answer to this question will help you determine where to look.

Secondly, what is the focus of your question? Most often, the focus is on a project or a country. Sometimes, the focus is very specific such as a known instrument with a specific document number like a contract, grant, or PIO/T related to a specific project.

Thirdly, do you have any criteria in mind which limit the focus of your questions, for example, to a particular time period, project number, type of document or document number?

The answer to these last two questions will help you determine HOW to search in the database and pull up the image of the document in question.

The Basic Search Cycle

Within all the RIMS databases it is possible to search by:

    Project Number
    Title Words
    Geo / Program Area
    A.I.D. Geocode
    Document Type
    Contract Number
    Contractor Name
    Document Dates
    DOCID

Within the Search mode you cycle through a set of menus and displays to complete one "search". If you have found what you are looking for, you can display the image of the document, or print the results (i.e. bibliographic database record or page(s)) and exit. It is more common, however, to want to broaden or narrow the focus of the results by cycling through the search process several more times. This is accomplished by "refining" the search. The basic search cycle is illustrated in this section, while techniques for refining the search are described in the subsequent section.

The basic search cycle is very simple to follow. Each step is guided by a menu or list of options. These menus are displayed in succession on the screen in clockwise fashion, beginning at the

upper left with the Search Menu (**Screen 2.1**) followed by the list of available Search Terms to the right (**Screen 3**); this is overlaid by a display of the Search Results, which is followed immediately by a Display/Refine/Print Menu, below the Search Menu (**Screen 4**).

At each step, the border of the current menu is always highlighted. Upon completion of one cycle, you can see the progression of your search thus far.

Details on each of the steps follow.

Search by - Selecting from the Search Menu

The Search Menu lists the various ways in which you can retrieve information from the database. If the number of choices exceeds the space available in the menu box, select "More" to see the additional choices. From the second menu, return to the first list by selection "More" again (**Screen 2.1, Screen 2.2**).

Begin a search by selecting the item on the menu which matches the primary focus of your query. As soon as you make a selection from this menu, the list of specific, available search terms appears to the right. They are sorted in alphanumeric sequence, smallest to largest (0-9, a-z).

Type or Select the Search Term(s)

Most options on the Search Menu lead to a list of specific words, names, dates, numbers or categories. You can scroll to the entry you want to search for, or, if the list is long, "jump" ahead by typing all or part of the search word, name, date or number after the prompt at the top of the terms box (**Screen 3**). If there is no entry which exactly matches what you have typed, the highlights will fall on the next item in alphabetical or numerical order.

Whenever a list of terms is provided, you can always select and search for as many entries in the list as you like. For example, to search on the date range 1980-1990, select all of the dates in that range, one-by-one; press **F5** to then begin the search. The RIMS CD-ROM will retrieve all records matching those dates.

In the case of title words, the process of specifying what you are looking for is slightly different. Instead of a list, you see a blank box. In the box, type the words (or word stem, e.g., "educat*") you are looking for. Putting an asterisk "*" after it captures all words beginning with 'educat' (i.e. educate, education, educational, etc.).

See Total Found

The search results (**Screen 4**) overlay the term selection box. **TYPE**

indicates, in an abbreviated manner, the type of information you selected in the Search Menu. **TERM** indicates the specific search term; if you searched for more than one, only the first is listed, followed by and ellipsis (...). **RECORDS FOUND** are the number of records containing that specific term. **TOTAL RECORDS** are the number of records which match the overall search strategy thus far.

After the first search, the number under FOUND and TOTAL will be identical. If you go on to refine the search, TOTAL will reflect the end result of the combined searches.

Display, Refine, or Print

This box marks the end of one search cycle (**Screen 5**). In the box, the TOTAL is repeated at the top, followed by three logical options. You may want to DISPLAY the results before going any further; within display, there are options to display the image, print or download a single records, selected records, or the entire set. Or you may want to go ahead and REFINE the results with some qualifying or limiting criteria. PRINT enables you to print the records found without displaying them first. (At this time, you must exit the CD and run the RIMS print module installed on you hard drive.)

Refining the Search

To modify the results of a search, select REFINE. You then see another menu with options to narrow or broaden the search, exclude unwanted terms, or undo the last step (**Screen 6**).

Narrow the Search

Select this option to focus the search and REDUCE the TOTAL number of records found. (This is equivalent to the Boolean AND used in database searching).

For example, select NARROW if you have just completed a search for information on a particular country, and now want to limit the focus of that search by date range. After selecting NARROW, you will see the Search Menu again. Select the limiting criteria (e.g. document date). The search result will automatically be combined with the previous result. The new TOTAL indicates only those records which match both criteria (e.g. country and date range).

Broaden the Search

Select this option to expand the search and INCREASE the TOTAL number of records found. (This is equivalent to the Boolean OR used in database searching).

For example, select BROADEN if you have just completed a search for

information on a particular subject but did not find much of inters. You may now want to add to the last result by searching on other related subjects. After selecting BROADEN, you will see the Search Menu again. Select your alternate criteria (e.g. document type). The search result will automatically be added to the previous result. The new TOTAL indicates all of the records which match either criteria (e.g. 'subject 1' or 'subject 2').

Exclude Terms

Select this option to ELIMINATE selected words, dates, names, etc. from your search. (This is equivalent to the Boolean AND NOT used in database searching.)

For example, select EXCLUDE if you have completed a search for information on all countries in A.I.D.'s Bureau for Europe and the Newly Independent States (ENI), but now want to focus on eastern European countries only. You can eliminate the unneeded ENI countries (e.g. Ireland, Portugal, Italy, etc.) from the search result. After selecting EXCLUDE, you will see the Search Menu again. Select the criteria which you want to exclude (e.g. geo / program area: country name). The search result will automatically be eliminated from the previous result. The new TOTAL indicates only those records which remain from the first search (e.g. EUR countries minus Ireland, Portugal, Italy, etc.).

Undo the Last Step

Select this option to cancel the last search result. For example, select UNDO if the last search TOTAL was 0. Or, select UNDO if, after displaying the last set of records found, you decide that you want to cancel that set.

YOU CAN UNDO THE LAST STEP ONLY. You cannot cancel any previous search results.

If you have completed only one search step, and you UNDO it, you return directly to the Search Menu (just as though you are beginning a new search).

If you have completed several search steps, the last step of your search will be erased from the Search Results. You will then see the DISPLAY, REFINE, PRINT options. Any of these options will work against what now appears to be the last TOTAL displayed.

Example

Search Question: "We are interested in evaluation reports for Senegal, particularly those written since 1985." The search criteria are thus:

- Senegal (Geo/Program Area)
- Evaluation Report (Document Type)
- 1985-1994 (Document Date)

You would then cycle through the search process several times to successively include each criterion: country, document type, and date.

The entire search would involve the following steps:

Cycle 1
1. From the Search Menu, select "Geo/Program Area".
2. In the Geo/Program Area list, check "Senegal".
3. Press **F5** to begin searching on the checked Geo/Program area.
4. See the Search Results.
5. From the Display, Refine, Print Menu, select "Refine Search".
6. "Narrow" the search.

Cycle 2
7. From the Search Menu, select "Document Type".
8. From the Document Type list, select "Report, Evaluation".
9. Press **F5** to begin searching on the checked document type.
10. See the new Search Results.
11. From the Display, Refine, Print Menu, select "Refine Search".
12. "Narrow" the search.

Cycle 3
13. From the Search Menu, select "Document Date".
14. In the date list, check all entries within the specified range of interest, e.g. 1985-1994.
15. Press **F5** to begin searching on all checked items.
16. See the new Search Results.
17. From the Display, Refine, Print Menu, select "Display Results".
18. Review the records found.

Display and Print Options

Display

To see the results of any search, select DISPLAY from the Display, Refine, Print Menu. The full display brings one record to the screen at a time. In the top corner of the screen, a "counter" shows you the number of that record within the set of records found, e.g. 1 of 50, 2 of 50, etc. Follow the instructions at the bottom of the screen to scroll up/down within the record, or to move to the "next" and "previous" records within the set.

Note the use of the **ESC** key to return to the search process to further refine your results.

Selecting

As you browse, you can select individual records for print or download by pressing **INS** anywhere within the record. Next to the "counter" at the top of the screen, you will then see a note which says, "SELECTED FOR PRINT". If you change your mind, press **INS** again. The note will disappear.

When ready to print or download, press **F9**.

Display, then print or download.

From within the record display, you also have the option to print or download (copy to disk) the currently displayed record only, all records found, or selected records (see above). This option is provided as a Function Key (**F9**) at the bottom of the screen.

PRINTING enables you to print records found by your search. Normally, the output is directed to the printer which is attached to your PC. If the PC is connected to a network and you are not sure which printer is designated for output from you work station, check with you local network manager.

1.   Exit the RIMS program and return to the DOS prompt - C:>RIMS.

2.   Type **PRINTING** <space> DOCID number of the document you want to print. Hit **<ENTER>**. This will take you to the first page of the document you want to print.

3.   When you are ready to actually start printing, hit **INSERT**. The print menu will appear with the following options:

        1.   Print Current Page
        2.   Range of Pages to Print (Not available at this time)
        3.   Print all pages
        4.   Exit (No Print)

      Select one of these options and hit **<ENTER>**.

4.   This will bring up the menu - **Select Printer Resolution**. Pick one of the following options:

        1.   Draft   -   75 DPI
        2.   Normal   -   150 DPI   (recommended)
        3.   Letter Quality -   300 DPI   (slow print)
        4.   Return

Select one of the above and hit **<ENTER>**. The printer will start. Normal works very nicely with very legible print. For a working copy, Draft is adequate and prints very quickly. It is recommended that Letter Quality not be used as it takes a long per page to print.

DOWNLOADING enables you to copy records to your hard disk. The RIMS CD-ROM currently assumes that you have a hard disk designated as "c:". Before downloading begins, you will be advised of the full path and filename.

Once you press **F9**, a series of questions and sub-menus help you identify: (1) which records, (2) how much of each record, and (3) whether to direct output to the printer or to the disk. At any point in this series of questions, you can **ESC** back to the Display screen. Once the printing or downloading has begun, you also have the option to press **F9** to cancel the operation and return to the Display Screen.

Print or Download Only

Select PRINT from the Display, Refine, Print Menu to print or download (copy to disk) ALL records found by your last search. If you want to see the records first, or print/download only SELECTED records, then select DISPLAY instead and follow the directions from the previous section.

When you are Finished

If you have come to a "dead end" in the search process and do not want to either display, refine or print the current search, press **F3** to RESTART SEARCH - that is, start a completely new search, or **F10** to exit completely from the RIMS CD-ROM you are using. Upon exiting, you will see (**Screen 7**) and be returned to the DOS prompt.

4. Search Tips

Searching by Project Number   [H16]

Scroll down to read about the following topics:

- o   Information about PROJECT NUMBER
- o   How to Search by PROJECT NUMBER
- o   Tips on Searching by PROJECT NUMBER

Information about PROJECT NUMBER

A project number is the unique 7-digit identification number
assigned to all A.I.D. projects; sub-projects bear a 9-digit
number. The first three digits are the same as the A.I.D.
GEOGRAPHIC CODE for the host country or region.

How to Search by PROJECT NUMBER

On the search screen, you see a numerical list of project
numbers. They are sorted in ascending numeric sequence,
smallest to largest (0000000 - 9999999). You can search for
one or more numbers, in any order. To select and search:

1 HIGHLIGHT   scroll to, or type a project number

2 SELECT   press <ENTER> to check (or uncheck)

3 SEARCH   press <F5> to search on all checked
                entries.

NOTE: If you type a project number which is not in the list,
the highlight will always fall on the next entry in numerical
order closest to the project number you entered.

Tips on Searching by Project NUMBER

All projects bear at least a 7-digit project number;
sub-projects bear a 9-digit number. The first three digits
are the same as the A.I.D. GEOGRAPHIC CODE for the host
country or region.

If you want to find all information "about" a country or
region, search by GEO/PROGRAM area.

Searching by Title Words

Scroll down to read about the following topics:

    o   Information about TITLE WORDS
    o   When to Search by TITLE WORDS
    o   How to Search by TITLE WORDS

Information about TITLE WORDS

"Title Word" refers to the official project title or an abbreviated version thereof (limited to 40 characters). In addition to the official project title, title words may also include subproject or subactivity title information, and/or other information to identify the general nature of the documentation (e.g., "Amends. 1-4", PIO/T numbers, Action Memo, CN, TN, etc.) that cannot be found in other fields.

Project titles have not necessarily been entered consistently for the same project. For the sake of brevity, project titles have sometimes been entered with abbreviations, Roman numerals, and embedded punctuation (e.g., "Population Project/Family Planning II").

When to Search by TITLE WORDS

Search by title words to (1) find a specific project title; (2) search for information about a particular project, organization or entity that may be included in the project title; or (3) search by an instrument number (i.e. PIO/T, Amendment No.'s, PIL #'s, CN, TN, etc.). In case of (2) or (3), you may want to search title words and narrow the search in conjunction with another field such as document type or contract number.

Although the manner of data entry may make it difficult to use TITLE WORDS for comprehensive or accurate retrieval, searching by TITLE WORDS may be useful if a project number is not known, or if you wish to search across projects in a general subject area (e.g., "agriculture").

How to Search by TITLE WORDS

Type the major words which you believe would be included in the title. Word order is not important. You do not need to include insignificant words (of, then, and, there, etc.).

To search on a word stem, enter as much of the word as appropriate, followed by an asterisk (*). Example: "agric*". This will retrieve all words beginning with this stem (e.g., agriculture, agricultural), as well as the abbreviation

"agric.". The asterisk can only be used to the right of a
word stem, not to the left.

If there is embedded punctuation in the title, you must search
on the entire character string which includes that
punctuation. For example, using the title cited above,
"Population Project/Family Planning II", if you search on the
word "family" alone, you will not retrieve this title. You
would have to search on the entire string "project/family".

RIMS can only determine whether the typed words appear in the
project and/or item titles in the same citation. It cannot
determine whether the words are adjacent.

Searching by Geo / Program Area   [H12]

Scroll down to read about the following topics:

    o   Information About GEO/PROGRAM AREA names
    o   How to Search by GEO/PROGRAM AREA

Information About GEO/PROGRAM Area Names

    Geographic and program area names are determined by the
    agency's Budget Office. Most often this field contains
    COUNTRY names as defined in "A.I.D. Handbook 18", Appendix D.
    An example of a common PROGRAM area name is "Development and
    Support". GEO/PROGRAM Area Names may change periodically to
    reflect the latest information available. (Please refer to
    Appendix 2 for a list of geocodes and country names.)

How to Search by GEO/PROGRAM AREA

    You can search for any number of area names, in any
    order. To select and search:

    1 HIGHLIGHT   scroll to, or type area name

    2 SELECT   press <ENTER> to check (or uncheck)

    3 SEARCH   press <F5> to search on all checked
                    entries.

    NOTE: If you type an area name which is not in the list, the
    highlight will always fall on the next entry below, in
    alphabetical order.

Searching by AID Geo Code

Scroll down to read about the following topics:

- o How to Search by GEOGRAPHIC CODE
- o Tips on Searching by GEOGRAPHIC CODE

How to Search by GEOGRAPHIC CODE

On the search screen, you see a numerical list of geographic codes. You can search on one or more codes, in any order. To select and search:

1 HIGHLIGHT   scroll to, or type a geographic code

2 SELECT   press <ENTER> to check (or uncheck)

3 SEARCH   press <F5> to search on all checked entries.

NOTE: If you type a code which is not in the list, the highlight will always fall on the next item below, in numerical order.

Tips on Searching by GEOGRAPHIC CODE

Geographic Codes are defined in "A.I.D. Handbook 18", Appendix D. The Geographic Code comprises the first 3 digits of the A.I.D. Project Number. (Please refer to *Appendix 2* for a list of geocodes and country names.)

You may also wish to retrieve information about a country, region, or program area by searching GEO/PROGRAM AREA.

Searching by Document Type

- o Information about DOCUMENT TYPE
- o How to Search by DOCUMENT TYPE
- o Tips on Searching by DOCUMENT TYPE

Information about DOCUMENT TYPE

Project documentation is divided into groups which correspond to activities during a project's lifecycle (i.e. project development, core project administration, correspondence, reports, etc.). The purpose of the groups is to aid in organizing files for easy access and retrieval. Each group consists of a set of document types comprised of specific

project documents.

On the RIMS CD-ROM, the document types are listed alphabetically with a number in parenthesis. The number indicates the physical file sequence by project within a drawer for the official project files. A list of project document types can be found in *Appendix 3*.

How to search by Document Type

You can search for one or more specific document types. To select and search:

1 HIGHLIGHT   scroll to a document type

2 SELECT   press <ENTER> to check (or uncheck)

3 SEARCH   press <F5> to search on all checked entries.

NOTE: If you type a DOCUMENT TYPE which is not in the list, the highlight will always fall on the next entry below, in alphabetical order, closest to the one you entered.

Tips on searching by DOCUMENT TYPE

The following list identifies document types common to A.I.D. projects. The list is group according the project lifecycle and the physical file location. It can be used as an aid to determine what document types are listed alphabetically on the RIMS CD-ROM and their logical connection with other project-related documents.

Searching by Contractor [H20]

Scroll down to read about these topics:

o   Information on CONTRACTOR
o   How to Search by CONTRACTOR
o   Tips on Searching by CONTRACTOR

Information on CONTRACTOR

CONTRACTOR contains the contractor name up to eighty characters. It may contain several versions of the contractor name depending on the way the name was specified on the document. Variations include abbreviations, parentheses, capital letters. It is advisable to check several

possibilities for the most complete and comprehensive search.

How to Search by CONTRACTOR

You can search by any number of CONTRACTOR names, in any order. To select:

1 HIGHLIGHT   scroll to, or type an contractor name

2 SELECT   press <ENTER> to check (or uncheck)

3 SEARCH   press <F5> to search on all checked entries.

NOTE: If you type a CONTRACTOR name which is not in the list, the highlight will always fall on the next entry below, in alphabetical order.

Search Tip

CONTRACTOR names are entered in a variety of forms. You may need to search through the index for alternative spellings, abbreviations, etc. Select all forms that apply. For example:

3M
3M COMPANY
3M DE PANAMA
3-M CIE

Searching by Contract Number   [H21]

Scroll down to read about the following topics:

o Information on Contract Number
o How to Search by Contract Number

Information on CONTRACT NUMBER

The CONTRACT NUMBER is the official, unique 21-digit number assigned to all A.I.D. contract instruments (originals, amendments). Apart from searching for a specific contract, you will usually use the contract number in conjunction with "document type" to narrow a search because of the cross-referencing between the contract number and other document types.

How to Search by CONTRACT NUMBER

On the search screen, you see a numerical list of contract

numbers. They are sorted in ascending numeric sequence, smallest to largest (000 - 999). You can search on one or more numbers, in any order. To select and search:

1 HIGHLIGHT   scroll to, or type a contract number

2 SELECT   press <ENTER> to check (or uncheck)

3 SEARCH   press <F5> to search on all checked entries.

NOTE: If you type a contract number which is not in the list, the highlight will always fall on the next entry in numerical order closest to the contract number you entered.

Please be aware that contract numbers may have been entered on the source document with or without dashes. This means that a contract number may be in one or more locations within the index.

Searching by Date Signed   [H17]

Scroll down to read about the following topics:

    o   Information on the Date Signed
    o   How to Search by Date Signed

Information on Date Signed

    For all official project documents requiring an authorized, approved signature, "Date Signed" means the official signature date on the document. For all other documents, the date signed indicates the date of the document (i.e. cables, correspondence, PIL's, reports, etc.).

How to Search by Date Signed

    You can search by one specific date, or by a range of dates. To search:

    1 HIGHLIGHT   scroll to, or type a starting date

    2 SELECT   press <ENTER> to check (or uncheck)

    3 SEARCH   press <F5> to search on all checked entries.

    To search on a date range (e.g. 1991-01-02 through

1991-02-15), highlight and check each date in the range, then
press <F5> to begin the search.

NOTE: If you type a document date (date signed) which is not
in the list, the highlight will always fall on the next entry
in numerical (date) order closest to the date you entered.

Searching by DOCID   [H19]

Scroll down to read about the following topics:

o   Information on the DOCID
o   How to Search by DOCID

Information on the DOCID (Document Identification Number)

The DOCID number is the unique control number assigned to each
RIMS document. The DOCID number is composed of 8 characters
in the format PDAAA000. The numbers are assigned sequentially
as the documents are processed. The PD prefix is assigned to
documents which provide information about specific A.I.D.
projects. Select this option if you know one or more DOCID
numbers and want to search for the citation quickly.

How to Search by DOCID

The DOCID number is the unique control number assigned to each
RIMS document. If you know one or more DOCID numbers and want
to search for the full citation in the RIMS database:

1 HIGHLIGHT   scroll to, or type a starting year

2 SELECT   press <ENTER> to check (or uncheck)

3 SEARCH   press <F5> to search on all checked
               entries.

NOTE: If you type a DOCID number which is not in the list,
the highlight will always fall on the next entry in
alphanumeric order closest to the date you entered. If the
DOCID cannot be found, there is no record on this RIMS CD-ROM;
or verify the number and try again.

5.   Support

Support for the RIMS CD-ROM can be obtained through the Agency's
Records Management Office. M/AS/ISS/RM, NS B930. (202) 736-4748.

Appendix 1

Ordering Documents

Overview

Documents may be printed directly from the appropriate RIMS CD-ROM if they are in image format. For those documents in microfiche, your bureau microfiche collection should be consulted and a paper copy made using the microfiche reader/printer. If neither of these options is available or works and you still need a copy, the document can be ordered.

Copies of most of the documents cited on a RIMS CD-ROM can be obtained in paper and microfiche format from the A.I.D. Development Information Services Clearinghouse (DISC). Address:

    A.I.D. Development Information Services Clearinghouse
    1500 Wilson Blvd. Suite 1010
    Arlington, VA 22209-2404
    Tel: (703) 351-4006
    Fax: (703) 351-4039

User Categories

The charge and turnaround time for document delivery vary according to User Category. The following category, turnaround times, and charges are defined by A.I.D. This is the only category for which the documents may be available as the collection is considered for internal Agency use only.

Category I   -   1 day turnaround

A.I.D./W and USAID Mission requests are fulfilled FREE-OF-CHARGE.

Information Needed from You

    -        Requestor number (if you have ordered previously)
    -        Send-to address
    -        For each document requested:
                DOCID / Order Number
                Document Title (type / project)
                Number of Copies
                Format (Paper or Microfiche)

Appendix 2

A.I.D. Geographic Codes and Country Names

Bureau	Country Name	Geocode
AFR	Africa Regional	698
AFR	Angola	654
AFR	Area Development Office - Dakar	628
AFR	Area Development Office - Niamey	626
AFR	Area Development Office - Yaounde	627
AFR	Benin	680
AFR	Botswana	633
AFR	Burkina Faso	686
AFR	Burundi	695
AFR	Cameroon	631
AFR	Cape Verde	655
AFR	Central African Republic	676
AFR	Chad	677
AFR	Comoros	602
AFR	Congo	679
AFR	Djibouti	603
AFR	East Africa (Regional Dev Office)	618
AFR	English-speaking Africa	
AFR	Entente	689
AFR	Equatorial Guinea	653
AFR	Ethiopia	663
AFR	French-speaking Africa	
AFR	Gabon	678
AFR	Gambia	635
AFR	Ghana	641
AFR	Guinea	675
AFR	Guinea-Bissau	657
AFR	Ivory Coast	681
AFR	Kenya	615
AFR	Lesotho	632
AFR	Liberia	669
AFR	Madagascar	687
AFR	Malawi	612
AFR	Mali	688
AFR	Mauritania	682
AFR	Mauritius	642
AFR	Mozambique	656
AFR	Namibia	673
AFR	Niger	683
AFR	Nigeria	620
AFR	Portuguese - Speaking Africa	659
AFR	REDSO/EA	623
AFR	REDSO/WA	624
AFR	Regional U.S. AID/Africa	697
AFR	Rhodesia, Southern	614

Appendix 2

A.I.D. Geographic Codes and Country Names

Bureau	Country Name	Geocode
AFR	Rwanda	696
AFR	SAHEL Regional	625
AFR	Sao Tome and Principe	658
AFR	Senegal	685
AFR	Seychelles	662
AFR	Sierra Leone	636
AFR	Somalia	649
AFR	South Africa	674
AFR	Southern Africa Region-OSARAC	690
AFR	Spanish Africa	651
AFR	Sudan	650
AFR	Swaziland	645
AFR	Tanzania	621
AFR	Togo	693
AFR	Uganda	617
AFR	Zaire	660
AFR	Zambia	611
AFR	Zimbabwe	613
ANE/ASIA	Afghanistan	306
ANE/ASIA	ASEAN Regional	399
ANE/ASIA	Asia Regional	498
ANE/ASIA	Asia/Near East Regional	398
ANE/ASIA	Australia	880
ANE/ASIA	Bangladesh	388
ANE/ASIA	Brunei	485
ANE/ASIA	Burma (Myanmar)	482
ANE/ASIA	Cambodia	442
ANE/ASIA	China, People's Republic of	435
ANE/ASIA	China, Republic of	484
ANE/ASIA	Fiji Islands	882
ANE/ASIA	Foreign Affairs DP Center/Bangkok	499
ANE/ASIA	Gilbert (Kiribati) and Ellice (Tuvalu	871
ANE/ASIA	Guam	008
ANE/ASIA	Hong Kong	478
ANE/ASIA	India	386
ANE/ASIA	Indonesia	497
ANE/ASIA	Japan	488
ANE/ASIA	Kiribati	871
ANE/ASIA	Korea, Republic of	489
ANE/ASIA	Laos	439
ANE/ASIA	Malaysia	483
ANE/ASIA	Melanesia	
ANE/ASIA	Micronesia	
ANE/ASIA	Mongolia	438

Appendix 2

A.I.D. Geographic Codes and Country Names

Bureau	Country Name	Geocode
ANE/ASIA	Nepal	367
ANE/ASIA	New Caledonia	888
ANE/ASIA	New Hebrides	891
ANE/ASIA	New Zealand	890
ANE/ASIA	Niue	
ANE/ASIA	North Korea	432
ANE/ASIA	Oceania	
ANE/ASIA	Pacific Islands	007
ANE/ASIA	Pakistan	391
ANE/ASIA	Papua New Guinea	889
ANE/ASIA	Philippines	492
ANE/ASIA	Polynesia	
ANE/ASIA	Singapore	480
ANE/ASIA	Solomon Islands	870
ANE/ASIA	South Asia	
ANE/ASIA	South Pacific Regional	879
ANE/ASIA	South Pacific Regional	838
ANE/ASIA	Southeast Asia	
ANE/ASIA	Sri Lanka	383
ANE/ASIA	Tahiti	886
ANE/ASIA	Thailand	493
ANE/ASIA	Tonga	887
ANE/ASIA	Tuvalu	
ANE/ASIA	Vanuatu	
ANE/ASIA	Vietnam	730
ANE/ASIA	Vietnam	440
ANE/ASIA	Western Samoa	491
ANE/NE	Algeria	638
ANE/NE	Bahrain	231
ANE/NE	CENTO	290
ANE/NE	Cyprus	233
ANE/NE	Egypt	263
ANE/NE	Gaza Strip	292
ANE/NE	Greece	240
ANE/NE	Iran	265
ANE/NE	Iraq	266
ANE/NE	Israel	271
ANE/NE	Jordan	278
ANE/NE	Lebanon	268
ANE/NE	Libya	670
ANE/NE	Morocco	608
ANE/NE	Near East Regional - DA	298
ANE/NE	Oman	272
ANE/NE	Qatar	274

Appendix 2

A.I.D. Geographic Codes and Country Names

Bureau	Country Name	Geocode
ANE/NE	Saudi Arabia	273
ANE/NE	Syria	276
ANE/NE	Tunisia	664
ANE/NE	United Arab Emirates	281
ANE/NE	Yemen Arab Republic	279
BHR	American Schools and Hospitals Abroad	913
BHR	Food for Peace	904
BHR	Labor Affairs	907
ENI/EUR	Albania	
ENI/EUR	Austria	131
ENI/EUR	Belgium	132
ENI/EUR	Berlin, West	110
ENI/EUR	Bosnia and Hercegovina	
ENI/EUR	Bulgaria	183
ENI/EUR	Croatia	160
ENI/EUR	Cyprus	233
ENI/EUR	Czech Republic	192
ENI/EUR	Czech Republic	184
ENI/EUR	Denmark	136
ENI/EUR	Eastern Europe	180
ENI/EUR	Finland	137
ENI/EUR	France	138
ENI/EUR	Germany, Federal Republic	109
ENI/EUR	Great Britain	157
ENI/EUR	Hungary	185
ENI/EUR	Iceland	143
ENI/EUR	Ireland	144
ENI/EUR	Italy	145
ENI/EUR	Luxembourg	146
ENI/EUR	Macedonia	165
ENI/EUR	Malta	134
ENI/EUR	Netherlands	147
ENI/EUR	Norway	148
ENI/EUR	Poland	181
ENI/EUR	Portugal	150
ENI/EUR	Romania	186
ENI/EUR	Slovakia	193
ENI/EUR	Slovenia	166
ENI/EUR	Spain	152
ENI/EUR	Sweden	153
ENI/EUR	Switzerland	154
ENI/EUR	Turkey	277
ENI/EUR	Yugoslavia	158

Appendix 2

A.I.D. Geographic Codes and Country Names

Bureau	Country Name	Geocode
ENI/NIS	Armenia	111
ENI/NIS	Armenian Earthquake	155
ENI/NIS	Azerbaijan	112
ENI/NIS	Byelarus	113
ENI/NIS	Estonia	161
ENI/NIS	Georgia	114
ENI/NIS	Kazakhstan	115
ENI/NIS	Kyrgyzstan	116
ENI/NIS	Latvia	162
ENI/NIS	Lithuania	163
ENI/NIS	Moldova	117
ENI/NIS	New Independent States	164
ENI/NIS	New Independent States	110
ENI/NIS	Russia	118
ENI/NIS	Tajiksistan	119
ENI/NIS	Turkmenistan	120
ENI/NIS	Ukraine	121
ENI/NIS	USSR	156
ENI/NIS	Uzbekistan	122
GPS	Country Financed Technical Services	922
GPS	Development Support	936
GPS	International Training	926
GPS	Population and Humanitarian Assistanc	932
GPS	Technical Assistance	931
GPS	Women in Development	906
GPS/PRE	Housing	912
GPS/PRE	Private and Development Cooperation	938
GPS/PRE	Private Enterprise	940
LAC	Andean Regional	595
LAC	Antigua	541
LAC	Argentina	510
LAC	Aruba	506
LAC	Bahamas	501
LAC	Barbados	534
LAC	Belize	505
LAC	Bermuda	502
LAC	Bolivia	511
LAC	Brazil	512
LAC	Canal Zone	000
LAC	Central America Regional	597
LAC	Chile	513
LAC	Colombia	514

Appendix 2

A.I.D. Geographic Codes and Country Names

Bureau	Country Name	Geocode
LAC	Costa Rica	515
LAC	Cuba	516
LAC	Dominica	542
LAC	Dominican Republic	517
LAC	Ecuador	518
LAC	El Salvador	519
LAC	French Guiana	591
LAC	Grenada	543
LAC	Guadeloupe	592
LAC	Guatemala	520
LAC	Guyana	504
LAC	Haiti	521
LAC	Honduras	522
LAC	Jamaica	532
LAC	Latin America Regional	598
LAC	Martinique	593
LAC	Mexico	523
LAC	Montserrat	544
LAC	Netherlands Antilles	507
LAC	Nicaragua	524
LAC	Other West Indies-Eastern Caribbean R	538
LAC	Panama	525
LAC	Paraguay	526
LAC	Peru	527
LAC	Puerto Rico	004
LAC	Reg Office Cen America & Panama-ROCAP	596
LAC	St. Christopher, Nevis, and Anguilla	545
LAC	St. Lucia	546
LAC	St. Vincent	547
LAC	Suriname	508
LAC	Trinidad and Tobago	533
LAC	Uruguay	528
LAC	Venezuela	529
LAC	Virgin Islands	005
LAC	West Indies	531
MISC	AID Administrator	942
MISC	Canada	703
MISC	Engineering	925
MISC	Interagency Development Coordination	900
MISC	International Narcotics Control	923
MISC	Public Safety	908
MISC	Special requirements	999
MISC	United States and District of Columbi	002
MISC	US	000

Appendix 2

A.I.D. Geographic Codes and Country Names

Bureau	Country Name	Geocode
PPC	Intragovernmental & International Aff	933
PPC	Program and Policy Coordination	930

Appendix 3

A.I.D. Project Document Types

10 Project Development
11 Feasibility Study
12 Market Survey
13 Pre-PID Document, Misc
14 Market Study
15 Proposal
16 Research Proposal
17 Assessment Surveys
18 Assessment and Social Marketing
19 Concept Paper
20 Core Project
21 PID
22 PID Revision
  - PID Reviews
23 PID Approval Document
24 PRP, (Project Review Paper, Pre-1978)
25 PRP Revision
26 PP/PAAD/Project Memorandum
27 PP Amendment
28 Project Authorization
  - Project Data Sheet
29 Project Auth. Amendment
  - Pursuant to Authorization
30 Grant Agreement
  - Grant Project Agreement
  - Subproject
  - Subgrant Agreement
31 Grant Agreement Amendment
32 Loan Agreement
33 Loan Agreement Amendment
34 Waiver, General
35 Core Off. Correspondence
  - Congressional Notification (CN)
  - Technical Notification (TN)
  - Action Memorandum
  - Memorandums to High Officials
  - Memorandums to the Administrator
  - Request for Procurement Waiver
  - Patents
  - Advices
  - Activity Data Sheet
  - 3 year Planner under Work Plan
  - Program Change

Appendix 3

A.I.D. Project Document Types

- Program Data Sheet
- Issue Paper
- Project Review Sheet
- Memorandum of Understanding / Conversation
- Annual / Multiyear Workplan
- Technical Memorandum
- Administrative Memorandum

36 Loan and Grant Agreement
37 Miscellaneous Agreements
- License Agreements
- Research Agreements
- Subordinate Agreements
- Letter of Agreement

40 *Correspondence*
41 Cable, Incoming
42 Cable, Outgoing
43 Correspondence, General
- ABS / Annual Budget Submission / CDSS
- Approved or Signed Correspondence
- Action Plan
- Letter of Transmittal
- Notice of Termination
- Guideline / Outlines
- Step-by-Step Procedures
- Capability Statement (background)
- AID Instructions for Technical Evaluation
- Fact Sheet
- Brief Summary
- Grant Application / Outlines
- Resume
- Briefings / Meetings
44 Financing Request
- Federal Cash Transaction
- Invoices
- Vouchers
- Request for Travel Forms
- Strategy Statement
- Annual Budget
- Financial Status Report
- Reimbursement Agreement
- Line of Credit
45 Cables (Incoming and Outgoing Combined)

Appendix 3

A.I.D. Project Document Types

50 CP to Disbursement
51 Pre-Disbursement Condition
52 Implementation Letter
    - Circular Letter
54 Technical Memorandum
55 Administrative Memorandum

60 Disbursing Authorization
61 PIO/T (Project Implementation Order/Technical)
62 PIO/C (Commodities)
63 PIO/P (Participants)
64 L/COM (Letter of Commitment)
65 Procurement Auth/Purchase Requisition
    - Order for Supplies and Services
66 DRA/Dir Reimbursement Approval
67 Excess Property Ltr Order/Purchase Order
68 Procurement Plan

70 Contract/Contract Amendments
71 Contract
    - Grant Contract
    - Subcontracts
    - Cooperative Agreements / Amendments
    - Statement of Work
72 Contract Amendment
73 IFB/RFP (Invitation for Bid / Request for Proposal)
    - Winning Proposal (Best and Final)
    - Unsolicited Proposal / OPG
    - Request for Application
    - Scope of Work
    - Cost Proposal
    - Cost Reimbursement
    - Indirect Cost
    - Cost for Approval
    - Modification 1014
    - Sub-Agreements
74 Response to Invitation
75 Awarded Invitation for Bid
76 Work Order
77 Task Order
78 Delivery Order
79 PASA/RSSA

80 Reports
81 Report, Research

Appendix 3

A.I.D. Project Document Types

82 Report, Progress
    - Status
    - Semi-Annual Report
    - Quarterly
    - Monthly
    - Weekly
83 Report, Evaluation
    - Project Evaluation Summary (PES)
84 Report, Audit
    - Balance Sheets / Audits
85 Report, Final
86 Report, Implementation
87 Report, Trip
88 Report, End of Tour
89 Report, Misc/NEC (Not Elsewhere Classified)
    - Language Proficiency Report
    - Special Study
    - Assessment Financing
    - Corporate Capability & Heading Overview
    - IQC (Financial Report)
    - Problem Implementation
    - Functional Report
    - Executive Summary
    - Summary
    - Discussion Paper
    - Information Paper
    - Life of Project Workplan
    - Sub-Contracting
    - Management and Reviews

Appendix 4
RIMS Batch File

```
@echo off
rem ********************************************************************
rem *                                                                  *
rem *                            GENERAL                               *
rem *                            =======                               *
rem *                                                                  *
rem *  This BAT file is designed to run on a stand-alone PC with a CD-ROM *
rem *  reader attached.  The general assumptions are that the PC will have *
rem *  a minimum of 535K available RAM at the time RIMS is invoked.    *
rem *  More is better.  Any amount less than this might cause RIMS to  *
rem *  fail.  Read on for information concerning customization of the  *
rem *  RIMS runtime environment.                                       *
rem *                                                                  *
rem * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *  *
rem *                                                                  *
rem *                       RUN TIME PARAMETERS                        *
rem *                       ====================                       *
rem *                                                                  *
rem *  It is possible to enter up to seven parameters that affect the run *
rem *  time environment.  These parameters may be entered in any order. *
rem *  Please note that each parameter begins with a dash "-" and it must *
rem *  be present.  Separate each parameter with a blank.              *
rem *                                                                  *
rem *  -e   ........   use expanded (EMS) memory, if available         *
rem *  -x   ........   use extended (XMS) memory, if available         *
rem *  -s   ........   optimize operation of RIMS      for speed       *
rem *                      default is to optimize for size (memory use) *
rem *  -m#####  ...    reserve ##### bytes base memory for database server *
rem *                      minimum amount = 20000; default amount = 100000 *
rem *  -d?????  ...    drive/directory where temp files should be placed *
rem *                      default is active drive/directory           *
rem *  -i###   .....   interrupt number (96 - 103)                     *
rem *                      default is first available interrupt        *
rem *  -r#####  ...    record buffer size                             *
rem *                      default = 16384                            *
rem *                                                                  *
rem *  As a general rule, any or all of the above parameters may be used in *
rem *  any combination.  However, depending on the memory management scheme *
rem *  in place on the equipment used to access this disc, conflicts might *
rem *  occur with the use of the "-e" and/or the "-x" parameter.       *
rem *                                                                  *
rem *                                                                  *
rem *  ONLY USE THE ABOVE DEFINED PARAMETERS IF THE OPERATION OF RIMS  *
rem *          IS UNACCEPTABLE OR IMPOSSIBLE IN THE DEFAULT STATE.     *
rem *                                                                  *
rem * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *  *
rem *                                                                  *
rem *                     DOS ENVIRONMENT VARIABLES                    *
rem *                     =========================                    *
rem *                                                                  *
rem *  Two DOS environment variables are set when executing this procedure. *
rem *  They are:   set clipper=swappath:"c:\"                          *
rem *              set cddispath=\\                                    *
rem *                                                                  *
rem *  The first command ASSUMES that a hard drive designated as "C:"  *
rem *  exists in your computer and instructs RIMS to place temporary   *
rem *  files on this disk in the root directory.                       *
rem *                                                                  *
rem *  The second command ASSUMES that all data files required by RIMS *
rem *  are located on the active drive, the drive from which RIMS is   *
```

```
rem *   started.  Please note that the slash is doubled and must be so.    *
rem *                                                                       *
rem *   Both of these variables are cleared by the procedure upon           *
rem *   termination.                                                        *
rem *                                                                       *
rem * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *
rem *                                                                       *
rem *                         NETWORK ACCESS                                *
rem *                         ==============                                *
rem *                                                                       *
rem *   RIMS can run on a local area network (LAN).  Making RIMS            *
rem *   accessible on a LAN will likely require some modification to the    *
rem *   runtime environment.                                                *
rem *                                                                       *
rem * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *
rem *                                                                       *
rem *                     CUSTOMIZATION OF BAT FILE                         *
rem *                     =========================                         *
rem *                                                                       *
rem *   It is possible to customize this BAT file, but it must first be     *
rem *   copied onto a "writable" disk drive.  If you wish to customize this *
rem *   file and you do not have the services of someone who is familiar    *
rem *   with DOS, you may contact the developers for assistance.            *
rem *                                                                       *
rem *************************************************************************
rem *

type notice.dat
pause

:MENU
cls
rem  sets screen colors to BRIGHT WHITE ON BLUE if ANSI.sys present
ECHO ^[[0;1;37;44m
cls
%1:sabir1.exe

type %1:welc.dat

:REPLY
%1:reply

if errorlevel 104 goto :REPLY
if errorlevel 103 goto :START
if errorlevel 100 goto :REPLY
if errorlevel  99 goto :FRONTEND
if errorlevel  72 goto :REPLY
if errorlevel  71 goto :START
if errorlevel  69 goto :REPLY
if errorlevel  68 goto :END
if errorlevel  67 goto :FRONTEND
goto :REPLY

:ROMWARE
cls
%1:sabir1.exe
%1:rw20 contract %2 %3 %4 %5 %6 %7
goto :MENU

:FRONTEND
set clipper=swappath:"c:\"
set cddispath=%1:\\
%1:rwstsr -m45000 %2 %3 %4 %5 %6 >nul
cdconbv3
```

```
%1:rwsterm >nul
set cddispath=
goto :END

:START
%1:scroltxt %1:h01.txt
goto :MENU

:END
cls
%1:sabir1.exe
type %1:lts.dat
```

If you wish to change to RIMS.BAT file, this will require an ASCII
editor. Using a wordprocessing program which alters the format of
this file *will not* produce the desired results. If you do not have
a good ASCII text editor, EDLIN (part of DOS) will work. EDLIN is
very cumbersome as it is a line editor. If you must use EDLIN,
refer to your DOS manual and understand it thoroughly before
starting.

Appendix 6

Example of Images Files in the directory of a RIMS CD.

```
Volume in drive I is IMAGE
Volume Serial Number is 8100-FB30
Directory of I:\CON_CD_7\IMAGES
```

DOCID	Page	FileSize	Scan Date	
PDFDK331	001	43187	01-31-94	6:12p
PDFDK331	002	44973	01-31-94	6:12p
PDFDK331	003	76589	01-31-94	6:12p
PDFDK332	001	80937	01-31-94	6:13p
PDFDK332	002	80739	01-31-94	6:13p
PDFDK333	001	74445	01-31-94	6:14p
PDFDK333	002	39691	01-31-94	6:14p
PDFDK333	003	76241	01-31-94	6:14p
PDFDK334	001	75545	01-31-94	6:15p
PDFDK334	002	39383	01-31-94	6:15p
PDFDK334	003	83639	01-31-94	6:15p
PDFDK335	001	44461	01-31-94	6:17p
PDFDK335	002	41135	01-31-94	6:17p
PDFDK335	003	51523	01-31-94	6:17p
PDFDK335	004	31283	01-31-94	6:17p
PDFDK335	005	8585	01-31-94	6:17p
PDFDK335	006	84923	01-31-94	6:17p
PDFDK336	001	43265	01-31-94	6:51p
PDFDK336	002	32807	01-31-94	6:51p
PDFDK336	003	14441	01-31-94	6:51p
PDFDK336	004	58983	01-31-94	6:51p
PDFDK336	005	56947	01-31-94	6:51p
PDFDK336	006	57549	01-31-94	6:51p
PDFDK336	007	61651	01-31-94	6:51p
PDFDK336	008	69591	01-31-94	6:51p
PDFDK336	009	57977	01-31-94	6:51p
PDFDK336	010	41881	01-31-94	6:51p
PDFDK336	011	51691	01-31-94	6:51p
PDFDK336	012	72201	01-31-94	6:51p
PDFDK336	013	14761	01-31-94	6:51p
PDFDK336	014	60469	01-31-94	6:51p
PDFDK336	015	54925	01-31-94	6:51p
PDFDK512	048	69869	01-28-94	2:02p
PDFDK512	049	65139	01-28-94	2:02p
PDFDK512	050	69759	01-28-94	2:02p
PDFDK512	051	64637	01-28-94	2:02p
PDFDK512	052	64757	01-28-94	2:02p
PDFDK512	053	64271	01-28-94	2:02p
PDFDK512	054	65343	01-28-94	2:02p
PDFDK512	055	72243	01-28-94	2:02p
PDFDK512	056	60609	01-28-94	2:02p

Appendix 5
Files in RIMS CD Directory

The equivalent of these files should be on each RIMS CD.
Volume in drive E is CON_CD_7
Directory of E:\

File		Size	Date		Function
CDCONBV5	EXE	491620	12-28-93	1:53p	Front-end
CONFIG	EXE	54056	02-15-93	10:57a	CD Configuration
CONTRACT	BAT	7552	02-09-94	8:28a	Batch File
CONTRACT	EDC	2094	02-09-94	1:19p	Database Dictionary
CONTRACT	EDI	2279603	02-09-94	2:35p	Index-related
CONTRACT	EDS	353448	02-09-94	1:19p	Record Pointers
CONTRACT	EDT	26942270	02-09-94	1:19p	Loaded Data
CONTRACT	EDX	7438336	02-09-94	2:35p	Index-related
CONTRACT	LTF	958	09-23-93	10:47a	Contracts Load Format
DISC	NO	16	02-09-94	2:43p	Contains RIMS CD number (issue)
H01	TXT	988	09-29-93	3:37p	Help: Getting Started, Cursor keys
H06	TXT	1666	09-30-93	8:07a	Help: Search Options
H08	TXT	735	09-29-93	2:39p	Help: Country / Region
H12	TXT	937	09-30-93	7:54a	Help: Search by Geo / Program Area
H13	TXT	4885	07-09-93	11:28a	Help: Select a Region
H14	TXT	3700	07-09-93	11:27a	Help: Search by AID Bureau Cluster
H15	TXT	2342	07-09-93	11:29a	Help: Searching by Title
H16	TXT	1142	09-29-93	3:43p	Help: Searching by Project Number
H16_P1	TXT	1113	09-30-93	7:56a	Help: Searching by Geographic Code
H17	TXT	537	09-29-93	3:42p	Help: Searching by Date Signed
H19	TXT	824	09-30-93	8:09a	Help: Searching by DOCID
H20	TXT	968	09-30-93	7:50a	Help: Searching by Contractor
H21	TXT	863	09-29-93	4:17p	Help: Search by Contract Number
H23	TXT	365	09-30-93	7:51a	Help: Searching by Document Type
H24	TXT	2036	09-30-93	8:09a	Help: Display, Refine or Print
H25	TXT	4253	09-30-93	8:02a	Help: Narrow/Broaden/Exclude/UNDO
H27_R	TXT	2144	09-30-93	9:26a	Help: Full Record Display
H28	TXT	1735	09-29-93	2:06p	Help: Printing / Downloading
H31	TXT	864	09-29-93	1:55p	Help: Output to Printer / Disk
HELP	DBF	2162	09-29-93	4:39p	Help Message Pointers
HELP	NTX	5120	09-29-93	4:39p	Help Message Pointer Index
IMAGES		<DIR>	03-03-94	8:37a	Directory Containing Image Files
LTS	DAT	927	09-29-93	12:07p	Exit Screen / LTS Credits
REPLY	COM	14	06-25-90	2:57p	Reply
ROMWARE	CFG	370	07-01-93	12:30p	ROMWARE Configuration
RW20	EXE	367830	10-08-91	11:42a	ROMWARE
RWSTERM	EXE	15340	10-08-91	11:42a	ROMWARE TSR Termination
RWSTSR	EXE	122122	10-08-91	11:42a	ROMWARE TSR
SABIR1	EXE	3264	08-09-93	9:26a	Support Engine
SCROLTXT	EXE	46400	01-08-93	12:44p	Getting Started
WELC	DAT	1941	02-09-94	2:43p	Text for Welcome Screen

       41 file(s)   38167540 bytes