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B

SANJAY

USER GUIDE

Prepared by

**Defence Scientific Information & Documentation Centre
(DESIDOC)**

Issued by

**National Information System for Science & Technology
(NISSAT)**

01
INTRODUCTION

1. INTRODUCTION

As is well known, CDS/ISIS is a generalized information storage and retrieval software for the management of structured non-numerical databases. It cannot be used straightaway for the management of library house-keeping operations like acquisition, serial control, circulation, etc. However, the version 2.3 of the CDS/ISIS has provision for interfacing the necessary software modules with it for covering the house-keeping applications. These interface modules should however be in PASCAL. Certain modules for these applications have therefore to be integrated with CDS/ISIS package for making an integrated software package for all the library management operations.

NISSAT, being the distributing agency in India for CDS/ISIS package, became interested in getting the modules for library house-keeping operations developed indigenously, for supplying an integrated version of the package. NISSAT awarded a project to DESIDOC for the development of these additional modules in PASCAL. Accordingly, DESIDOC developed the additional modules for the library house-keeping applications on CDS/ISIS. The procedures and practices of the Technology Bhavan (DST) Library were taken into consideration while developing the modules. This integrated package, called SANJAY (ver 1.0), was released in 1992. The package was implemented in the Technology Bhavan Library. Subsequently, this package was

distributed to other libraries in India on requests from them. Although the feedback received from the users was very encouraging, it was generally felt that a general-purpose package which could meet the requirements of various types of libraries would greatly help the libraries in their automation efforts. Therefore, NISSAT proposed to DESIDOC that the Centre develop a general-purpose library automation package as SANJAY (ver 2.0). DESIDOC has completed this task also, and this manual gives detailed instructions to users on the operation of SANJAY (ver 2.0).

The manual is in instructional mode and assumes that the user is quite familiar with the use of the CDS/ISIS version 2.3. The manual therefore gives the operational instructions for the house-keeping applications in detail, but mentions briefly those of the CDS/ISIS. Efforts have been made to make it self-instructional. After getting feedback on this manual from users, necessary modifications will be made to make it more easy-to-follow. Suggestions are therefore invited towards this end.

CONTENTS

CONTENTS

01. Introduction	01
02. Installation	03
2.1 System Requirements	03
2.2 Installation of the System	03
03. Library Management Services	06
3.1 Applications	06
3.2 Operations	06
04. Acquisition Control	10
4.1 Data Entry	12
4.2 Query Search	20
4.3 Report Generation	31
4.4 Link to Catalogue	37
05. Catalog—Information Retrieval Services	39
06. Catalog—Report Generation	55
07. Circulation Control	61
08. Serial Control	82
09. Maintenance of Databases	135
8.1 Operation	136
10. Error Handling	141
9.1 Installation	141
9.2 Operation	142

02
INSTALLATION

2. INSTALLATION

2.1 System Requirements

For operating SANJAY the following hardware and software are required:

1. PC/XT or PC/AT with
 - 1 MB RAM
 - 40MB hard disk
(3 x 1.2MB for system software)
 - a floppy drive
 - a printer
2. MSDOS 3.2 or above

2.2 Installation of the System

Insert the system diskette SANJAY (in drive A) and give the following command on the hard disk of your PC/XT or PC/AT

```
A:\Sanjay\install <Return>
```

In response, the system will display

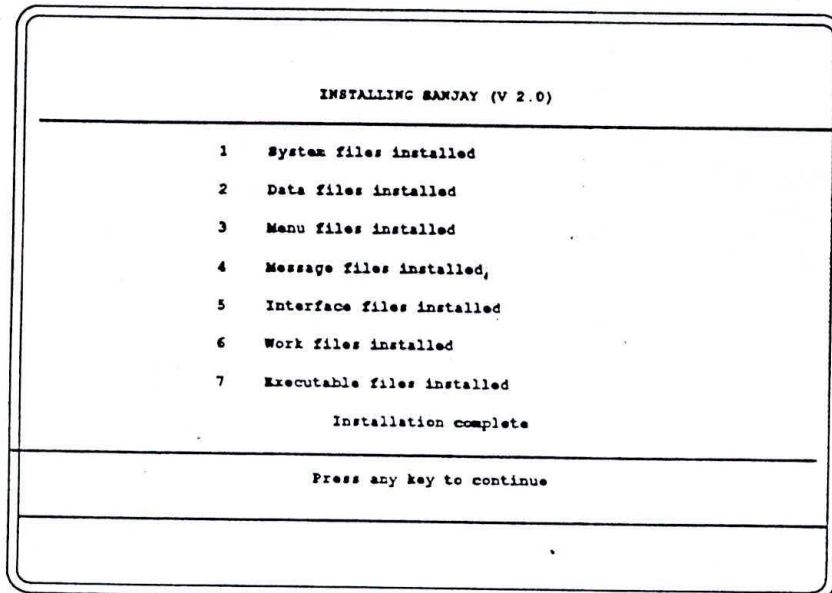
```
Source Drive [A\B\C\...]
```

Then, enter 'A'. The system will display

```
Destination Drive [A\B\C\...]
```


Enter 'C', 'D' or any other drive wherever you want to install the package.

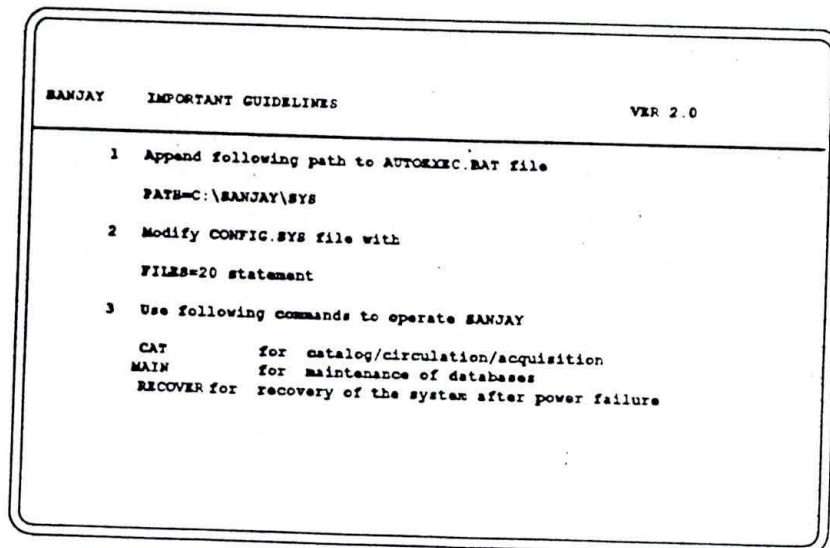
In response, the following screen will gradually appear (Fig.2.1) on the terminal.



(Fig.2.1)

The installation process will take 5 to 10 minutes. If the installation is error-free, all the steps in Fig 2.1 will appear one after another on the screen. For any possible errors that may occur in the installation, consult Section 11 (Error Handling). Apply remedial measures and repeat the installation process.

When you press a key at this stage, a few guidelines (Fig.2.2) for operating the package will be displayed as follows:



(Fig.2.2)

Before working with the system you must follow these guidelines.

03

LIBRARY MANAGEMENT SERVICES

3. LIBRARY MANAGEMENT SERVICES APPLICATIONS & OPERATION

3.1 Applications

SANJAY covers the following applications:

3.1.1 Library Management

- * Acquisition control
- * Online catalog
- * Circulation control

3.2 Operation

SANJAY can be operated by using the following commands :

Command	Application
CAT	Acquisition control, circulation and online catalog
MAIN	Maintenance of databases
RECOVER	Recovery of the system after power failure

On typing any of the above commands (CAT, MAIN and RECOVER), the system will display the introductory screens (Figs.3.1-3.2) and then it will ask for the password. (Default password is cat, however it can be changed by using CDS/ISIS protocols)


```
*****
SAN SANJAY SAN
*****

                                MAIN MENU

                                *****
                                SAN VER 2.0 SAN
                                *****

D   Acquisition control
S   Catalog * Information Retrieval Service
P   Catalog * Report Generation Services
A   Circulation control
X   Exit (MSDOS)

Enter your choice

Data base: INTEC
Max MFN : 28

Worksheet: INTEC
Format : INTEC
```

(Fig.3.3)

```
*****
SAN SANJAY SAN
*****

                                DATABASE MAINTENANCE

                                *****
                                SAN VER 2.0 SAN
                                *****

C   Select a database for maintenance
E   Data entry and updations
I   Inverted File Services
D   Database initialisation
M   Data Base back Up services
X   Exit (to MSDOS)

Enter your choice

Data base: INTEC
Max MFN : 28

Worksheet: INTEC
Format : INTEC
```

(Fig.3.4)

If the password is incorrect, it will return to MSDOS prompt.

Sample records are given in the databases. **Before using the package for your library, please reinitialise all the databases in the system using maintenance of databases.**

04
ACQUISITION CONTROL

4. ACQUISITION CONTROL

```

#####
SANJAY
#####
                                MAIN MENU
                                #####
                                VER 2.0
                                #####

D  Acquisition control
S  Catalog * Information retrieval services
P  Catalog * Report generation services
A  Circulation control

X  Exit (MSDOS)

Enter your choice

Data base: INTEG                               Worksheet: INTEG
Max MFN : 25                                   Format : INTEG
Micro CDS/ISIS - (C)Copyright Unesco 1988

```

(Fig. 3.3)

This module covers all activities related to the acquisition of documents, which include

1. Data entry
 - * Indentor's request details
 - * Book Selection Committee (BSC) decision details
 - * Book procurement details
 - * Vendor details
 - * Budget details
 - * Bill details

2. Query search

- * Indentor queries
- * Vendor queries
- * Budget queries

3. Report generation

- * List of indented documents
- * List of rejected documents
- * List of approved documents
- * List of new acquisitions
- * Supply orders for approved documents
- * Reminders for outstanding orders
- * Office copy of supply orders
- * Bill Processing Report

To operate ACQUISITION CONTROL from MAIN MENU (Fig3.3) Press 'D'. In response to it, the ACQUISITION CONTROL MENU (Fig.4.1) will be displayed.

```

#####
SANJAY          ACQUISITION CONTROL          VER 2.0
#####

A   Data entry
B   Query
C   Report generation
D   Link to catalog
X   Exit (MAIN MENU)

          ENTER YOUR CHOICE

Data base: INTEG          Worksheet: INTEG
Max MFN  : 35            Format   : INTEG
          Micro CDS/ISIS - (C)Copyright Unesco 1988

```

(Fig. 4.1)

Then the user can select any of the options like A, B, C, D by pressing the corresponding letter. To exit ACQUISITION CONTROL, press 'X'. The ACQUISITION CONTROL MENU has the following options:

4.1 Option 'A' — Data Entry

When you operate option 'A' of the ACQUISITION CONTROL MENU, the following DATA ENTRY MENU (Fig.4.2) will be displayed.

```

#####                #####
### SANJAY ###        ACQUISITION CONTROL IN DATA ENTRY        ### VER 2.0 ###
#####                #####

                                         A  New indents
                                         B  Book Selection Committee decision
                                         C  Arrival (Receiving & Accessioning)
                                         D  Vendor
                                         E  Budget
                                         F  Bill
                                         G  Catalog (detailed entry for catalog)
                                         X  Exit (ACQUISITION MENU)

                                         ENTER YOUR CHOICE

Data base: INTEC                               Worksheet: INTEC
Max MFN  : 10                                 Format   : INTEC
                                         Micro CDS/ISIS - (C)Copyright Unesco 1988
  
```

(Fig.4.2)

For each of the options of the DATA ENTRY MENU different worksheets will be displayed as shown in the following paragraphs. After filling the relevant worksheets the user can select one of the two options 'N' and 'X' for next entry and exit respectively. For details the user can consult CDS/ISIS screen editor. The system provides the following options for data entry.

4.1.1 Option 'A' — New Indents

This option is used to enter the details of new indents. Press 'A' to select this option. The following screen will appear

```

    [O]n approval  [N]ew indents  [X]Exit ?
    
```

Press 'O' for approvals, 'N' for new indents or 'X' to exit. If you select 'O' then a worksheet (Fig 4.4) appears. On selection of 'N' worksheet (fig 4.3) will be displayed.

```

-----
                                INDENT
                                -----
Language          eng__          Physical Medium  010__
ISBN (Rep)        _____
Document Number (rep) _____
Title             _____
Edition statement _____
Author            _____
Corporate body    _____
Name of meeting   _____
Place & Publisher _____
EDIT : Replace          More ....          MPN = 11
Date of Publication _____
Part statement     _____
Acquisition No.   _____          BSC No  APR-94
List price        _____          No. of Copies  1_
Indentor details  _____
Budget Year       _____
-----
EDIT : Replace          Last Page          MPN = 11
    
```

(Fig. 4.3)

After filling in the worksheet, the user can use options 'N' and 'X' as described on page 12. 'X' will take the user back to Fig.4.2.

4.1.2 Option 'B' - Book Selection Committee Decision

Approved indents can be entered through this option. Press 'B' to select this option.

The system will aks for updations.

UPDATE THE DATABASE (Y/N)

After that system will prompt to enter acquis no. of the document as shown below.

SEARCH BY ACQUIS NO

HERE ENTER THE ACQUIS NO. OF THE BOOK
OR THE FIRST FEW LETTERS OF
ACQUIS NO
FOLLOWED BY A S SIGN

AND TIEN PRESS ENTER [KEY]

The system will display corresponding record in the following format

DISPLAY OF THE SEARCHED INFORMATION

Record No. 1 Sr. No. 1

Title	:	Dev's All India Fax Directory
Author(s)	:	
BSC/Acq. No	:	MAR-94/001
Indentor(s)	:	KN Mishra, DM((DOC), IDCL Library CGO Complex, New Delhi-110003

Q]uit [S]elect [M]ore

Press 'S' to edit. 'M' to see next retrieved record or 'Q' to quit. If edit option is selected, the system will display the corresponding record in the work-sheet as given in fig 4.4.

```

-----
                                BSC - DECISION
-----
Language          ang                Physical Medium  _010_
ISBN (Rep)        _____
Document Number (rep)  _____
Title             ^ADev's all India Fax Directory
Edition Statement  6
Author            _____
Approval code     Y                Vendor Code      _____
Supply Mode       _____      Supply due-date  19940415
Reminder Date/Msq _____      Reminder Number: _____
EDIT : Replace                More.....                MFN = 12
-----
    
```

Corporate Body	_____		
Name of meeting	_____		
Place & Publisher	*ANew Delhi*BDav Publications _____		
Date of Publication	199307 _____		
Part statement	_____		
Acquisition No.	001 _____	RSC Number	MAR-94 _____
List Price	300.00 _____	No. of copies (0)	1 _____
Indenter details	*ARON Mishra, DM(DOC)*BIOCL Library, CGO Complex, New Delhi		
Budget Year	1993 _____		

EDIT : Replace More MFN = 12

(Fig. 4.4)

Enter 'Y' in the field of approval code for all the approved indents and 'N' for all the unapproved ones.

After filling in the worksheet, the user can use one of the two options 'N' and 'Q', as described on page 12. 'Q' will take the user back to Fig.4.2.

4.1.3 Option 'C' — Arrival (Receiving & Accessioning)

This option is used for new arrivals. Press 'C' to select this option. The system will ask for updating the database. Once the user makes a choice, system will display another menu ARRIVAL (Fig.4.5). The user can search the particular record using any of the fields in the menu.

```

#####
### SANJAY ###          DATA ENTRY || ARRIVAL          #####
#####                                ### VER 2.0 ###
#####                                #####

          A   Author
          B   Title (partial)
          C   Acquisition number
          D   Boolean expression
          X   Exit (DATA ENTRY)

          Enter your choice

Data base: ACQUIS                               Worksheet : ACQUIS
Max MFN  : 124                                Format      : aquery
Micro CDS/ISIS - (C)Copyright Unesco 1988
    
```

(Fig. 4.5)

When the user selects a particular option from the menu the system will ask to enter (Fig.4.6) that field and displays details of retrieved records (Fig.4.7).

SEARCH BY ACQUIS NO

HERE ENTER THE ACQUIS NO OF THE BOOK
OR THE FIRST FEW LETTERS OF
ACQUIS NO
FOLLOWED BY A \$ SIGN

AND THEN PRESS ENTER [KEY]

(Fig.4.6)


```

-----
Author _____
Corporate Body _____
Name of meeting _____
Place & Publisher ^ANew Delhi ^BDev Publications _____
Date of Publication 199307 Part statement _____
Acquisition No. 001 _____
BSC Number MAR-94 _____
List Price 300.00 _____ No. of copies (0)1 _____
Indenter details ^AJN Mishra, DM(DOC)^BIOCL Library, CGO Complex, New Delhi
Budget Year 1993 _____

```

```

| J - Next page | B - Previous page | M - Modify | N - New record
| X - Exit | D - Del | C - Can | T - End revise

```

More MFN = 1

```

-----
Note on Bibliography _____
Class No. _____
Subject descriptor _____
Accession No 13798 _____
Completeness of record C
Source of Record IOCRHQ _____
Type of material 100 _____
Other Title _____
Serial No & Date _____
Series _____
Note _____

```

```

Physical Description ^A389p
| J - Next page | B - Previous page | M - Modify | N - New record
| X - Exit | D - Del | C - Can | T - End revise

```

Last page MFN = 1

(Fig.4.8)

Here the field 'Completeness of record' is very important. Enter 'C' if the record is complete and is available for circulation. Once the data entry is complete, fig. 4.7 will be redisplayed. The user can use options M.P.Q or E. Q will take the user back to Fig.4.5

- 4.1.4 Option 'D' — Vendor**
'E' — Budget
'F' — Bill
'G' — Catalog (detailed entry for catalog)

These options are used to enter new records or edit existing records in vendor, budget, bill or acquisition database respectively. The same procedure is adopted to operate these options as described in 4.1.3..

4.1.5 Option 'X' — Exit (Acquisition menu)

Press 'X' to return to ACQUISITION CONTROL MENU.

4.2 Option 'B' — Query

To operate this option, press B. When this option is selected, QUERY SEARCH MENU (Fig.4.9) will be displayed. This menu provides the following options.

```
#####
END SANJAY END          ACQUISITION CONTROL & QUERY          #####
#####                  ##### VER 2.0 #####
#####

A   Indentor
B   Vendor
C   Budget
D   Duplicate Check
X   Exit ( ACQUISITION MENU )

      ENTER YOUR CHOICE

Micro CDS/ISIS - (C)Copyright Unesco 1988
```

(Fig. 4.9)

4.2.1 Option 'A' — Indentor

When this option is operated, the system will display the following message:

Updates required ? (Y/N)

The user may press 'Y' if the latest information on the indent is desired, or 'N' to escape the updation procedure. Then INDENTOR QUERY MENU (Fig.4.10) will be displayed. The queries related to indentors can be made in the following ways.

```

#####
SSE SANJAY SSE ACQUISITION CONTROL & INDENTOR QUERY SSE VER 2.0 SSE
#####

Acquisition status by

A Indentor name
B Author's surname
C Book title
D Acquisition No.
E BSC - Number
R Retrieval mode
X Exit (QUERY MENU)

ENTER YOUR CHOICE

Data base : ACQUIS Worksheet : ACQUIS
Max MFN : 10 Format : aquer
Micro CDS/ISIS - <C> Copyright Unesco 1984

```

(Fig. 4.10)

4.2.1.1 Option 'A' — Indentor Name

Through this option the user can know the status of indents by a

particular indenter. When this option is used, by pressing 'A', the system will ask to enter the name of the indenter. Once the name is entered, the status of selected documents will be displayed one by one (Fig.4.11).

SANJAY [SEARCHED INFORMATION]			
Total Hits	10	MFN	1 . Sr. No. 1
Title	: Dev's All India Fax Directory		
Author(s)	:		
BSC/Acq.No.	: MAR-94/001		
Indenter(s)	: KN Mishra,DM(DOC), IOCL Library, CGO Complex, New Delhi-110003		
APPROVED	ORDERED	NOT RECEIVED	
	19940205		
[X]Exit	[B]ack	[P]rint	[N]ext

(Fig. 4.11)

The user can see next/previous searched record by using key 'N' or 'B' respectively. By using 'P' a print of the displayed record can be taken. Press 'X' to return to INDENTOR QUERY MENU (fig 4.10)

4.2.1.2 Option 'B' — Author's Surname

Through this option the user can know the status of indents of a particular author. When this option is used, by pressing 'B', the system will ask to enter the name of the author. Once the name is entered, the system will display the information as described in 4.2.1.1.

4.2.1.3 Options 'C', 'D' & 'E' — Indent Status by Title, Acquis No. and BSC No.

When these options are used, the system will ask for document title, or Acquis no., or book selection committee number respectively. Once the corresponding query term is entered, the system will display the relevant information as described in 4.2.1.1.

4.2.1.4 Option 'R' — Retrieval Mode

Refer to page 45 option 5.1.4.

4.2.1.5 Option 'X' — Exit

To quit INDENTOR QUERY MENU, press 'X'. In response, QUERY MENU (Fig.4.9) will be redisplayed.

4.2.2 Option 'B' — Vendor

When this option is used, by pressing 'B', the VENDOR QUERY MENU (Fig.4.12) will be displayed. This menu provides the following options:

```

#####
ADD SANJAY  ACQUISITION CONTROL & VENDOR QUERY  AND VER 2.0  AND
#####

A  Vendor details by vendor-code
B  Vendor details by vendor-name
C  Vendor details by vendor -type
D  Acquisition status by vendor -code
E  Acquisition status by boolean exp.
F  Books on order by vendor -code
X  Exit (QUERY MENU)

      ENTER YOUR CHOICE

Data base : ACQUIS                               Worksheet : ACQUIS
Max MFN   : 124                               Format      : aquery
Micro CDS/ISIB - <C> Copyright Unesco 1988

```

(Fig. 4.12)

4.2.2.1 Option 'A' — Vendor details by vendor code

When this option is used, by pressing 'A', the following message will be displayed:

```

SEARCH BY THE VENDOR CODE

nba

HERE ENTER THE VENDOR CODE
OR THE FIRST FEW LETTERS OF
THE VENDOR CODE
FOLLOWED BY A $ SIGN

AND THEN PRESS ENTER [KEY]

```

The user can enter the vendor code whose particulars are to be displayed.

Once the code is supplied, the system will display the details (Fig.4.13) of the vendor. Before returning to VENDOR QUERY MENU (by pressing 'Q' or 'C' at the last retrieved record) the system will display message indicating the no. of documents retrieved by the above search. Then press any key to return to VENDOR QUERY MENU (fig. 4.12)

4.2.2.2 Option 'B' — Vendor details by vendor name

When this option is used, by pressing 'B', the user will be prompted to enter vendor name. The user can enter the vendor name whose particulars are to be displayed. Once the name is supplied, the system will display the details of that vendor (Fig.4.13), as described in 4.2.2.1.

DISPLAY OF THE SEARCHED INFORMATION		
Record No. 1	Se.No.1/10	
VENDOR CODE	:: SBA	
VENDOR NAME	:: Standard Book Agency	
VENDOR ADDRESS	:: 11, Darya Ganj New Delhi-110002	
PHONE NUMBER	::	
Q uit	B ack	C ontinue

(Fig. 4.13)

4.2.2.3 Option 'C' — Vendor details by vendor type
This option can be used in the same way as 4.2.2.1.

4.2.2.3 Option 'D' — Acquisition status by vendor code

This option is used, by pressing 'D', to display the status of the documents ordered to a particular vendor. When this is used, the system will display the following message:

SEARCH BY THE VENDOR CODE

nba

HERE ENTER THE VENDOR CODE
OR THE FIRST FEW LETTERS OF
THE VENDOR CODE
FOLLOWED BY A & SIGN

AND THEN PRESS ENTER [KEY]

Once the vendor code is entered by the user, the system will display the status of documents ordered to the vendor (Fig.4.14). This option can be operated as described in 4.2.2.1

DISPLAY OF THE SEARCHED INFORMATION		
Record No. 7	Sr. No. 1/3	
Title	: Directory of foreign publishers agents in India	
Author(s)	:	
BSC/Acq. No.	: MAR-94/007	
Indenter(s)	: DM(DOC)	
APPROVED ORDERED NOT RECEIVED 19940329		
[Q]uit	[B]ack	[C]ontinue

(Fig. 4.14)

4.2.2.5 Options 'E' & 'F' - Acquisition status by boolean exp. and books on order by vendor code

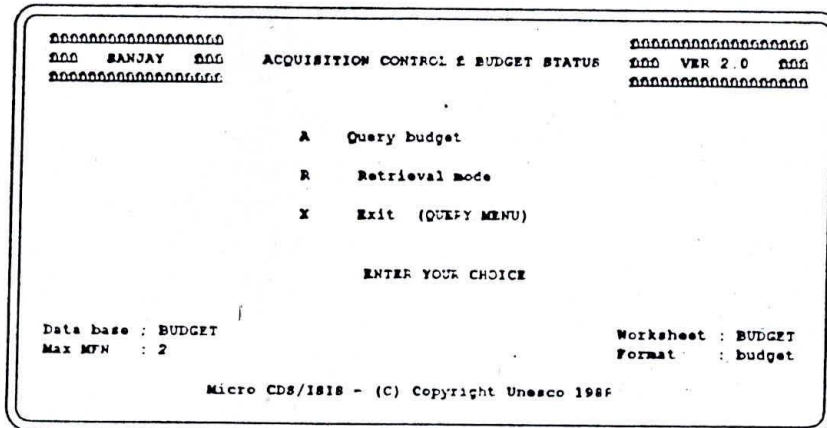
These options can be used as described in 4.2.2.3.

4.2.2.6 Option 'X' — Exit (Query menu)

To quit VENDOR QUERY MENU, press 'X'. In response, QUERY MENU (Fig.4.9) will be redisplayed.

4.2.3 Option 'C' — Budget

When this option is used, by pressing 'C', system will ask for updation of database. Then another menu BUDGET STATUS (Fig.4.15) will be displayed.

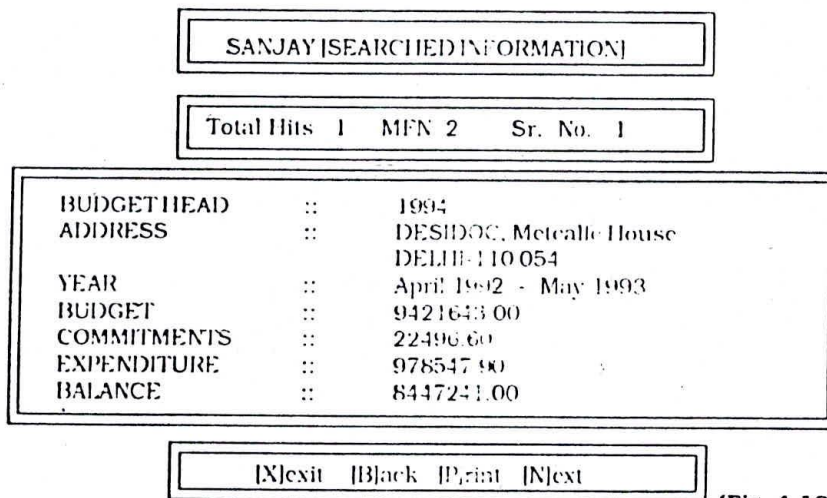


(Fig. 4.15)

Before using option 'A', select an appropriate retrieval mode by using 'R', as described in 5.1.4.

4.2.3.1 Option 'A' — Query budget

When this option is used, the system will prompt the user to enter Budget head. Once the Budget head is supplied, its status will be displayed (Fig 4.16).



(Fig. 4.16)

to operate this option, please refer to option 4.2.1.1

4.2.3.2 Option 'X' — Exit (Query menu)

Select this option to return to ACQUISITION QUERY Menu. (fig 4.9)

4.2.4 Option 'D' — Duplicate Check

This option allows the user to search acquisition database through a number of fields for duplicate checking. When this option is selected, DUPLICATE CHECK MENU (Fig. 4.17) will be displayed.

```

#####
### SANJAY ###          ACQUISITION & DUPLICATE CHECK          ### VER 2 0 ###
#####

      A      ISBN                F      Author
      C      Title                I      Publishers
      G      Boolean search       H      Display format
      R      Retrieval mode       X      EXIT (QUERY MENU)

                                ENTER YOUR CHOICE

Data base : ACQUIS                Worksheet : ACQUIS
Max MFN   : 124                  Format    : ACQUIS
                                Micro CDS/ISIS - <C> Copyright Unesco 1986

```

(Fig. 4.17)

The user can perform duplicate checking on any of the following fields

ISBN

Author

Title (Partial)

Publisher

and boolean combination of these in the same way as described in option 5.1. The information will be displayed in the following formats.

(Refer to 5.1 for details)

SANJAY SEARCHED INFORMATION					
Total Hits	10	MFN	1	Sr. No.	1
Title	: Dev's All India Fax Directory				
Authors	:				
BSC/Acq. No.	: MAR-94/001				
Indenter(s)	: KN Mishra, DM(DOC), IOCL Library, CGO Complex, New Delhi-110003				
APPROVED ORDERED TO BE RECEIVED					
[X]exit [B]ack [P]rint [N]ext					

(Fig. 4.18)

Press 'X' to redisplay QUERY MENU
(fig 4.9)

4.2.5 Option 'X' — Exit (Acquisition menu)

To quit QUERY MENU, Press 'X'. In response, ACQUISITION CONTROL MENU (Fig.4.1) will be redisplayed.

4.3 Option 'C' — Report generation

Option 'C' of ACQUISITION CONTROL MENU provides the user access to report-generation services. When this option is selected, by pressing 'C', REPORT GENERATION MENU (Fig.4.19) is displayed. This menu provides the options listed therein.

```

#####
### SANJAY ### ACQUISITION CONTROL & REPORT GENERATION ### VER 2.0 ###
#####

H List of indented documents
I List of approved documents
J List of rejected documents
K List of rejected documents (Vendor)
L List of documents received
M Printing of supply orders
N Office copy of supply orders
O Reminders to vendors
P Certified Receiver Voucher (CRV)
R Finance Sanction (CFA)
X Exit ( ACQUISITION MENU )

ENTER YOUR CHOICE

Data base: ACQUIS Worksheet: ACQDIS
Max MPN : 124 Format : ACQDIS
Micro CDS/1515 - (C)Copyright Unesco 1988

```

(Fig. 4.19)

4.3.1 Option 'H' — List of indented documents

When the Book Selection Committee (BSC) meeting is due, the list of proposed documents (Fig.4.20) can be taken using this option. When this option is used, by pressing 'H', the system will display the following message:

Updates required ? (Y/N)

The user can press 'Y' to update acquisition files. Then the system will display :

Enter BSC - Number	MAR-94
Output File Name	lpt1
Pause between Pages (y/n)	y

Enter Book Selection Committee no. for which list is required. The user can enter 'LPT1' as file name to obtain printout of the list. A valid DOS file name can also be given. (invalid file name will result in system error)

This pause is meant for either adjusting the printing position of a continuous stationary or, if separate sheets are used, for individual reminders, to change the paper sheets with pagination on the printer. Press 'Y' if you want the pause, or 'N' if you don't want this arrangement. Then the system will generate the list which is of 132 column width.

Adjust the new page and press any key

List of Documents (Indents) for BSC MAP
Page No. 1 Date 25-02-95

SN	AN	AUTHOR/TITLE/PUBLISHER	YEAR	ISBN	PRICE
1	001	Dev's All India Fax Directory Dev's Publications	1993		300.00
2	002	Sinskey, F C Automatic Control Foxboro			300.00
3	003	Sinskey, F C Energy Conservaton by automatic control Foxboro			
4	004	Robbins, S P Organisational behaviour Princeton Press			
5	005	BS 3492 : Specification for electrically bonded road and rail tanker hose BSI			1200.00
6	006	IS 10773 : Resistant to petroleum products, electrically bonded road and BIS			40.00
7	007	Directory of foreign publishers agents in India Trade Communications India			195.00
8	008	Directory of Indian publishers in english language Trade Communications India			245.00
9	009	1993 Annual book of ASTM standards, 1993 sec 1 : Ferrous metal products		0-8031-1908-9	494.00
10.	010	EI Thesaurus Engineering Index	1993		140.00
Total No. of Documents				10	App Cost (Rs) = 2614.00

(Fig. 4.20)

4.3.2 Options 'T', 'J' & 'K' — Approved/Rejected documents

After the BSC meeting, the lists of approved (Fig.4.21), rejected documents and rejected documents vendor-wise can be generated using the 'T', 'J' & 'K' options respectively. When these options are used, the system will ask for updation, BSC no.

and output file name. The user can operate these options as described in Fig.4.3.1.

List of Documents (Approved) for RSC MAR
Page No. 1 Date 26-02-95

SN	AN	AUTHOR/TITLE/PUBLISHER	YEAR	ISBN	PRICE
1	001	Dev's All India Fax Directory Dev's Publications	1993		300.00
2	002	Sinskey, F G Automatic Control Foxboro			300.00
3	003	Sinskey, F G Energy Conservation by automatic control Foxboro			
4	004	Robbins, S P Organisational behaviour Princeton Press			
5	005	BS 3452 : Specification for electrically bonded road and rail tanker hose BSI			1200.00
6	006	IS 10773 : Resistant to petroleum products; electrically bonded road and BIS			40.00
7	007	Directory of foreign publishers agents in India Trade Communications India			195.00
8	008	Directory of Indian publishers in english language Trade Communications India			245.00
9	009	1993 Annual book of ASTM standards, 1993 sec 1 : Ferrous metal products		0-8031-1908-9 494.00	
10	010	EI Thesaurus Engineering Index	1993		140.00
Total No. of Documents			10		App Cost (Rs) = 2614.00

(Fig. 4.21)

4.3.3 Option 'L' — Documents Received

The list of recently received documents can be generated by using this option. When this option is selected, by pressing

'L', the system will ask for updation. Then the system will ask to enter initial and final dates (time interval for which arrival list is to be generated. Enter these dates in YYYYMMDD format. The user can operate as described in 4.3.1.

4.3.4 Option 'M' — Supply Orders

Once the BSC meeting is over and the decision is entered in the system, the supply orders to the vendors (Fig.4.24) can be printed by using this option. This option works as described in 4.3.1. The system will automatically generate the supply order numbers.

No. : M-93226

Standard Book Agency
11, Darya Ganj
New Delhi-11002

Dear Sir,

You are requested to kindly send one copy of each of the publications in the enclosed list alongwith your bill at current GOC rates.

Yours faithfully

(S S RAI)

Supply Order Number DESIDOC/LIB/0365/SBA/1/16-03-95

(Fig. 4.22)

4.3.5 Option 'N' —Office Copy of Supply Orders

This option is used to generate office duplicate copy of the supply orders. works as described in 4.3.4.

4.3.6 Option 'O' — Reminders to Vendors

This option is used to generate reminders for the overdue supply orders. When this option is used by pressing 'O', the system will display the following message :

update required ? (y/n) ---

If 'Y' is pressed, the system will make the update. Press 'N' to skip the update. Then the system will display the following message :

Output File Name [lpt1]-----

The user should enter a valid DOS file name in response to this for storing the reminder letters, vendor-wise. Simply pressing <CR> will select printer as the output device. Then the system will ask the user to give two more inputs. If reminders for all the vendors are required, press <CR>. Otherwise, give the corresponding vendor record no. For example

Starting Vendor Record No. [1] ?-1

Last Vendor Record No. [maxmf] ?-10

Then the system will ask

Pause between reminders (Y/N) ?

This pause is meant for either adjusting the printing position of a continuous stationary or, if separate sheets are used, for individual reminders, to change the paper sheets with pagination on the printer. Press 'Y' if you want the pause, or 'N' if you don't want this arrangement.

Once these options are entered, the system will print the reminders.

**

Options P and R are not being used in the current version

4.3.7 Option 'X' — Exit

Press 'X' to quit REPORT GENERATION MENU. In response, ACQUISITION CONTROL MENU' will be redisplayed.

4.4 Option 'D' — Link to catalog

Through this option the user can transfer all the recently acquired documents to the online catalog. When this option is used, by pressing 'D', the system will display the following message :

Total documents exported

Press any key to continue

After pressing any key ACQUISITION CONTROL MENU will be redisplayed.

4.5 Option 'X' — Exit

Press 'X' to quit ACQUISITION CONTROL MENU. On selection of this option MAIN MENU (Fig.3.3) will be redisplayed.

05

CATALOG—INFORMATION RETRIEVAL
SERVICES

5. CATALOG INFORMATION RETRIEVAL SERVICES

```

#####
SND SANJAY SND                               #####
#####                               #####
                                     MAIN MENU
                                     #####
                                     #####
D   Acquisition control
S   Catalog * Information retrieval service
P   Catalog * Report generation Services
A   Circulation control

X   Exit (MSDOS)

                                     Enter your choice

Data base: INTEG                               Worksheet: INTEG
Max MFM : 10                                   Format : INTEG

```

(Fig. 3.3)

This option is used to cover activities related to the searching of catalog database which include

- * Searching of catalog database
- * Display of catalog information
- * Printing of searched information

The user can access the Information Retrieval Services of the Online catalog module by selecting option 'S' of MAIN MENU (Fig.3.3).

On typing 'S', INFORMATION RETRIEVAL MENU (Fig.5.1) will be displayed. This menu has the following options.

```

#####
SND SANJAY SND          CATALOG & INFORMATION RETRIEVAL          SND VER 2.0 SND
#####

S  Specific search
B  Browse master file
T  Display terms dictionary
D  Display search results
F  Change display format
R  Recall query formulations
P  Save search results
H  Help

X  EXIT(MAIN MENU)

      ENTER YOUR CHOICE

Data base: INTEC          Worksheet: INTEC
Max MFN : 10             Format : INTEC

```

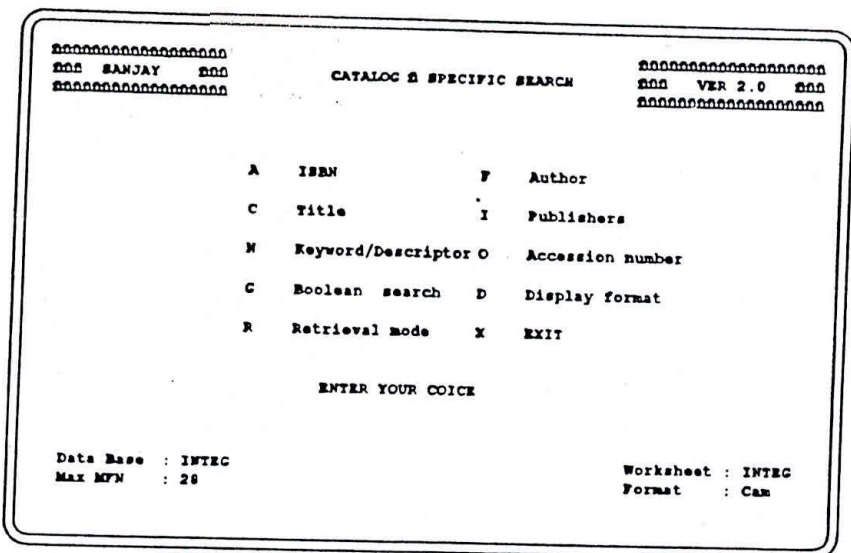
(Fig. 5.1)

5.1 Option 'S' — Specific Search

This option allows the user to enter a search expression. To use this option, press 'S'. Then the system will display the following message:

Updations Required?(Y/N)

The user may press 'Y' if the latest information on the documents is desired, or 'N' to escape updation procedure. Then SPECIFIC SEARCH MENU (Fig.5.2) will be displayed.



(Fig. 5.2)

The queries related to documents can be made in the following fields.

5.1.1 Option

- A ISBN
- C Title
- F Author
- I Publishers
- N Keyword/Descriptor
- O Accession Number

When any of these options is selected, the system will display the following message and prompt you to enter the field (say author) to be searched.

EDIT: Replace

Once this field is entered, the system will display the retrieved information as shown in Fig.5.1.2. You can use 'B' and 'N' keys to display the previous and next retrieved records. Using 'P' key the displayed information can be printed. Press 'X' to redisplay SPECIFIC SEARCH MENU.

5.1.2 Option 'G' — Boolean search

The catalog database can be searched using boolean logic by a combination of the fields mentioned above.

Use + * ^ etc. operator.
(For details of formulating search consult CDS/ISIS manual).

A search expression can't exceed 250 characters. Key in the search expression. Then the system will display the number of postings for each term in the expression and then the resulting number of records retrieved after applying boolean logic, which the user will find in the last line displayed.

```

P= 1 COMPUTERS
P= 2 RAO
T= 2 - #2: COMPUTERS + RAO
T= 2 - #1: #2
    
```

At this stage the system will stop to allow the user to examine the results. To exit from this option, press <CR> or 'D' to display the records retrieved.

Each search expression is assigned a set number to which the user may refer to in the subsequent search expressions.

5.1.3 Option 'D' — Display Format

On pressing 'D' the system will display RETRIEVAL FORMAT MENU (Fig.5.3)

```

#####
SIS SANJAY SIS CATALOG & RETRIEVAL FORMAT SIS VER 2.0 SIS
#####

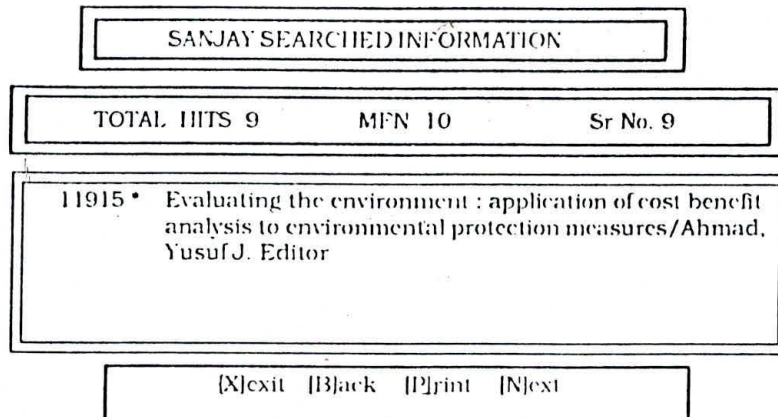
A General format
B Catalog format
C Circulation format
D EXIT

ENTER YOUR CHOICE

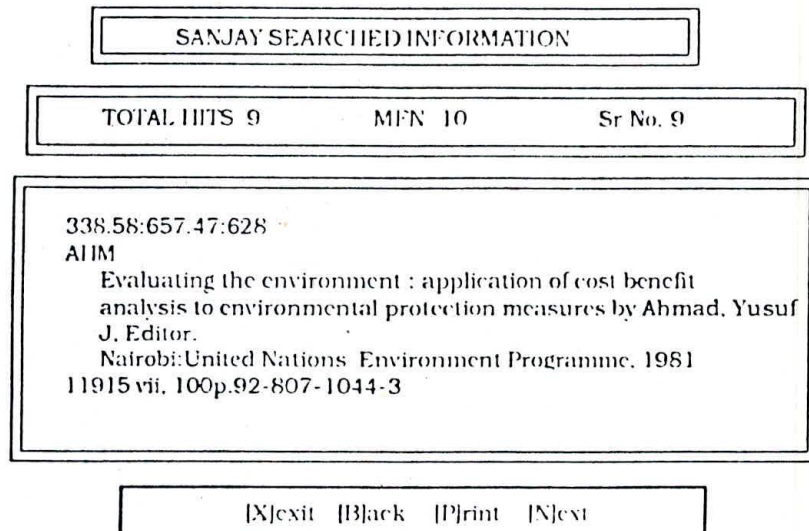
Data Base : INTEC Worksheet : INTEC
Max MFX : 10 Format : cat
Micro CDS/ISIS - (C) Copyright Unesco 1986
    
```

(Fig. 5.3)

Here you can select a particular format for subsequent display of retrieved information. You will get information in following formats (Figs.5.1.1, 5.1.2 and 5.1.3) for options A, B and C respectively.



(Fig. 5.1.1)



(Fig. 5.1.2)

SANJAY SEARCHED INFORMATION

TOTAL HITS 9 MFN 1 Sr No. 1

TITLE : Applied chemistry for engineers
 AUTHOR(S) : Gyngell, E S
 PUBLISHER : Bombay, B.I. Publications, IN
 CLASS NO. : 540, GYN, UDC
 ACC NO. : F-524

[X]exit [B]ack [P]rint [N]ext

(Fig. 5.1.3)

5.1.4 Option 'R' — Retrieval mode

On pressing 'R', the system will display RETRIEVAL MODE MENU (Fig.5.4) where you can select a particular retrieval mode for subsequent retrieval of information.

```

#####
SND SANJAY SND                RETRIEVAL MODE                SND VER 2.0 SND
#####

A   Print only
B   Print and display
C   Display and selective print
D   Display only
X   Exit

                ENTER YOUR COICE

Data Base : INTEC                Worksheet : INTEC
Max MFN   : 20                   Worksheet : INTEC

                Micro CDS/ISIS - (C)Copyright Unesco 1988
    
```

(Fig. 5.4)

5.2 Option 'B' - Browse master file

This option allows display of Fig.5.5. a section of master file starting from a given MFN (record number). To use this option, press 'B'. Then the following message will be displayed :

Starting MFN for browse ?

Reply to this prompt by entering the MFN (record number) of the first record to be displayed. or <CR> to start at the beginning of the master file.

If the records to be displayed are too many to fit on the screen, the system will pause at the end of each screen with the message

More....

In this case, reply by pressing either : <CR> to continue the display of subsequent records, or 'X' to interrupt the display and return to INFORMATION RETRIEVAL MENU.

614.84:624.014.2
ECCS

European recommendations for the fire safety of steel structures : Calculation of the fire resistance of load-bearing elements and structural assemblies exposed to the standard fire Technical committee 3-fire safety of steel structure. ECCS, Brussels, BE

Amsterdam:Elsevier Scientific Publishing, 1983
8889 vi,106p.0-444-42120-3

669-11:628.2/.6
LEP

Effect of heavy metal pollution on plants vol.2 : Metals in environment by Lepp, N W, Editor.

London:Applied science publishers, 1981
7155 xii,257p.0-85334-923-1

More....

(Fig. 5.5)

5.3 Option 'T' - Display terms dictionary

This option allows the user to display search term dictionary and to select terms for searching. When this option is used, by pressing 'T', the system prompts the user to enter the initial search key. The user may press <CR> to display the dictionary from the first term. Alternatively, one or more characters can be entered to select a specific section of the dictionary. For example, COM to view the dictionary from the word COM.

Dictionary list	Data Base Name: INTEG
_ COMBUSTION	_ DESIGN
_ COMPUTER STORAGE DEVICES	_ DJ-0005
_ COMPUTER SYSTEMS	_ DJ-0012
_ CONCRETES	_ DJ-0013
_ CONSTRUCTION PRESS	_ DJ-0014
_ CONTROL	_ DJ-0015
_ CORROSION	_ DJ-0016
_ COST	_ DJ-0046
_ COST ANALYSIS	_ DJ-0050
_ COTE	_ DJ-0051
_ CONSTRUCTION	_ DJ-0052
_ CRITICAL TEMPERATURE	_ DOCUMENTATION
_ DATA PROCESSING	_ ECOLOGY
_ DE GARMO	_ ECONOMIC
	DEVELOPMENT
_ DECISION MAKING	_ ECONOMY
_ DEFORMATION	_ ECOSYSTEMS
_ DEPLETION	_ EFFECT
_ DEPRECIATION	_ EFFECT OF HEAVY
	METAL POLLUTION
	_

key : com

(Fig. 5.6)

In response to the user's selection, the system will display up to 36 terms (Fig.5.6). A line of asterisks (*) indicates the end of the dictionary.

At this point the user may page through the dictionary and/or select the terms for searching as explained below.

1. PAGING KEYS

- <PgDn> Display next page
- T Select another section of the dictionary

2. SELECTION KEYS

Cursor keys : <UP>, <DOWN>, <LEFT>, <RIGHT> <HOME> & <END>

allow the user to position the cursor on the desired term.

- S By pressing 'S' any term can be selected which will be highlighted. The system will insert logical 'OR' operator between this and the previously selected terms.

Operators: If at least one term is already selected. the user may select another one and link it to the previous expression with the desired search operator

by entering one of the following :

· + ^ * G F . \$

At this stage the search expression is constructed.

3. EXIT KEYS

- X Exit & execute search
- C Exit & cancel search

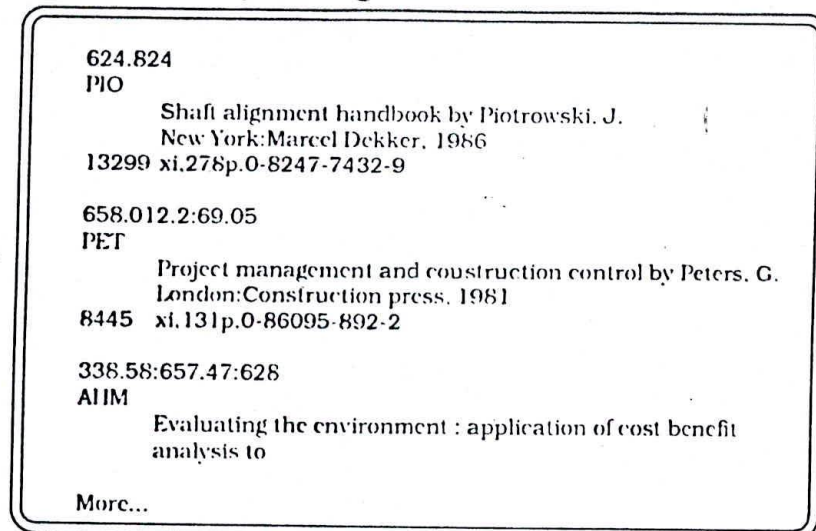
Before executing the search, the system will display the search expression in edit mode. The user at this time may make any required modification before executing the search. Press <CR> to start the search.

Assuming that the user has pressed 'S' in front of the term COMPUTER and [*] in front of the term DOC then the exit key 'X' at this stage, the system will display the following search expression :

COMPUTER * DOC

5.4 Option 'D' — Display search results

On pressing 'D' the system will display the records retrieved by the last search expression, page by page (Fig.5.7). A message is displayed if no search expression has been submitted. The user can advance to the next page by pressing <CR>, or quit by pressing 'X'.



(Fig. 5.7)

At the end, the message

*** end of display ***

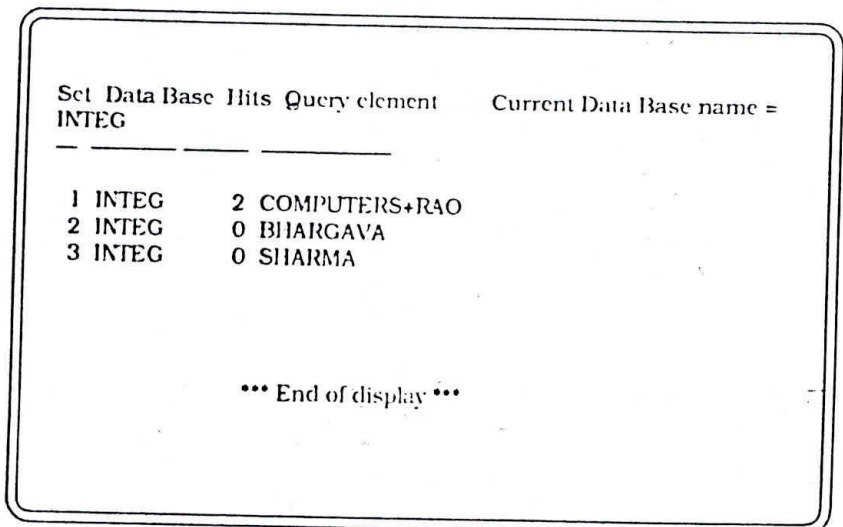
will appear. The user can press <CR> to return to the INFORMATION RETRIEVAL MENU.

5.5 Option 'F' — Change display format

Refer to 5.1.3.

5.6 Option 'R' — Recall query formulations

By pressing 'R', the system will display the set of search expressions created during the current session. For each search expression, the system displays the set number, the number of records retrieved and the text of the corresponding expression (Fig.5.8). To exit to INFORMATION RETRIEVAL MENU, press <CR>.



(Fig. 5.8)

5.7 Option 'P' — Save Search Results

This option allows the user to save the results of the most recently entered search expression for subsequent printing. When the user selects this option by pressing 'P', the system will display the following message :

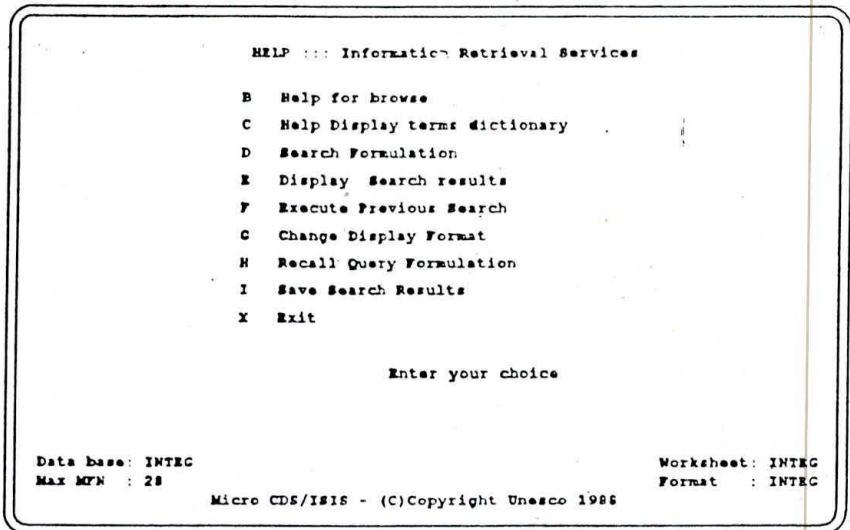
Enter save file name

In response, a file name is to be entered to save the results.

For taking output on printer, the name of the file is to be entered as 'LPT1'.

5.8 Option 'H' — Help

This option gives about 20 pages of text for interactive help. When this option is used by pressing 'H', the system will display HELP MENU (Fig.5.9) indicating the various topics on which help is available. The user can select any of these topics. By indicating the choice of the topic, the help text related to that topic is displayed.



(Fig. 5.9)

5.9 Option 'X' — Exit

Press 'X' to quit INFORMATION RETRIEVAL MENU. In response, the system will redisplay CATALOG INFORMATION RETRIEVAL MENU (Fig.5.1).

06

CATALOG—REPORT GENERATION

6. CATALOG—REPORT GENERATION

```

#####
SND SANJAY SND
#####
                                MAIN MENU
                                #####
                                SND VER 2.0 SND
                                #####

                                D Acquisition control
                                E Catalog * Information retrieval service
                                P Catalog * Report generation Services
                                A Circulation control
                                X Exit (MSDOS)

                                Enter your choice

Data base: INTEC
Max MFN : 25

Worksheet: INTEC
Format : INTEC

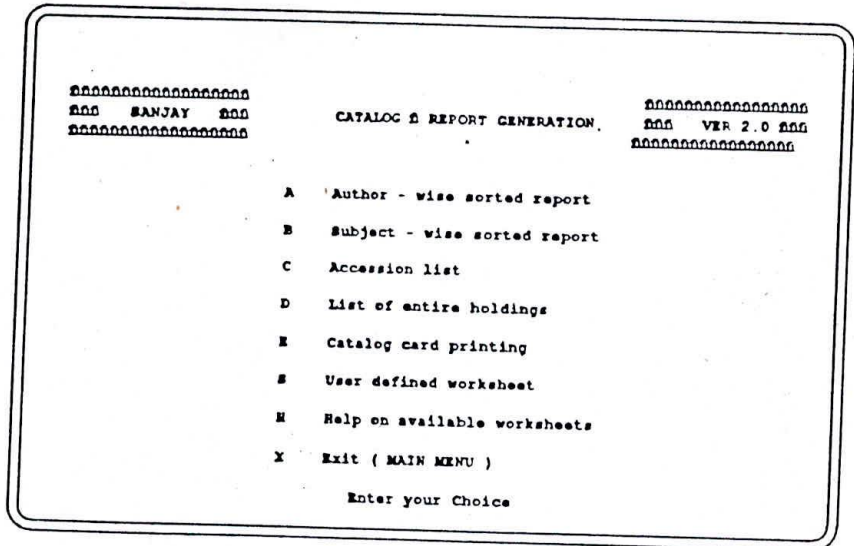
```

(Fig. 3.3)

This option is used to cover activities related to report generation for catalog, which include

- * Subject-wise and author-wise sorted list
- * Accession list
- * List for proof-reading
- * Temporary reports based on requirements.

By using option 'P' of the MAIN MENU, the user can access the report generation module. On typing 'P', REPORT GENERATION MENU (Fig.6.1) will be displayed.



(Fig. 6.1)

Before using any of the options [A to D], make sure that the printer is ready. While working with the option, all the reports generated will be stored in SANJAY\WORK directory under following names :

- * Author-wise sorted report
- * Subject-wise sorted report
- * Accession list
- * List of entire holdings.

The menu has the following options :

6.1 Option 'A' — Author-wise sorted report

Select this option to get a listing of all the documents sorted on author (Fig.6.2). When this option is used by pressing 'A', the system will display the following message.

The Author-wise sorted list is being prepared.
The output file is \sanjay\work\author.lst
<<press any key>>

By pressing a key, Author.lst file will be created in work subdirectory. The output file format is given in fig 6.2.

Author-wise sorted list			
Ahmad, Yusuf J, Editor			
0010	11915	338.58:657.47:628	Evaluating the environment : application of cost benefit analysis to environment protection measures
Bontadelli, IA			
0002	12816	33:62	Engineering economy
Bugbee, P.			
0004	12348	614.841.41	Principles of fire protection
Cote, A.			
0004	12348	614.841.41	Principles of fire protection
De Garmo, E P			
0002	12816	33:62	Engineering economy
Gyngell, E S			
0001	F-524	540	Applied chemistry for engineers
Lepp, N W, Editor			
0006	7155	669-11:628.2/.6	Effect of heavy metal pollution on plants vol.2 : Metals in environment
Peters, G			
0009	8445	658.012.2:69.05	Project management and construction control
Piotrowski, J			
0008	13299	624.824	Shaft alignment handbook

(Fig. 6.2)

Then the system will redisplay the REPORT GENERATION MENU.

6.2 Option 'B' — Subject-wise Sorted Report

Select this option to get a listing of all the documents sorted on subject. The option can be used in the same way as described in fig 6.1. However the output file name containing subject wise sorted report will be subject.lst. Then the system will redisplay REPORT GENERATION MENU.

6.3 Options 'C' & 'D' — Accession list and List of entire holdings

Options 'C' & 'D' are to be used as described in 6.1. Accession list file name is Acc. list and that of entire holdings is entry.lst.

6.4 Option 'E' — Catalog card

This option is used to print catalog card. This option is to be used with standard 5"x3" stationary. If the standard size stationary is not used, please select pause option. The option will work in the same way as described in option 7.7

6.4 Option 'S' — User defined worksheet

To get the desired printing, use this option by pressing 'S'. Then the system will display the following message:

Name of worksheet ?

The user can enter the desired worksheet name. (Use option 'H' to get information about the names of worksheets.) The corresponding worksheet will be displayed. Make the corresponding entries in the worksheet.

[Details on worksheets are available in CDS/ISIS 2.3 manual under PRINTING & SORTING SERVICES.]

6.6 Option 'H' — Help on available worksheets

When this option is used, HELP MENU (Fig.6.3) will be displayed. The available worksheets are EYAUT, EYCLS, EYACC and EYUST. For example, to print author-wise sorted list, the user has to select the worksheet EYAUT, and for class no.-wise list, the user can choose EYCLS worksheet.

```
#####  
### SANJAY ### CATALOG & HELP FOR REPORT GENERATION ### VER 2.0 ###  
#####  
  
      WORKSHEET      Description  
      EYAUT          Author-wise list  
      EYCLS          Class No-wise list  
      EYACC          Accession Register  
      EYUST          List of searched data  
      X              EXIT (REPORT GENERATION)  
  
Database : INTEC  
MPN      : 10  
  
Worksheet :INTEC  
Format   :INTEC
```

(Fig. 6.3)

6.7 Option 'X' — Exit

Press 'X' to quit REPORT GENERATION MENU. When this option is used, MAIN MENU will be redisplayed.

07
CIRCULATION CONTROL

7. CIRCULATION CONTROL

```

:*****
SAN SANJAY SAN          MAIN MENU          VER 2.0
*****

D  Acquisition Control
E  Catalog * Information Retrieval Service
F  Catalog * Report Generation Services
A  Circulation Control
X  Exit (to MSDOS)

      Enter your choice

Data base: INTEC          Worksheet: INTEC
Max MFN : 28             Format : INTEC

```

(Fig.3.3)

This option is used to cover all the activities related to the circulation control, which include :

1. Functions
 - * Document charging
 - * Document discharging
 - * Document reservation
 - * Reservation withdrawal
 - * Document recall
2. Query search
 - * Member queries
 - * Document queries
3. Report generation
 - * List of members

- * No dues certificate
- * Reminder printing
- * Loan card
- * Notice to reserving member.

On typing 'A' CIRCULATION CONTROL MENU (Fig.7.1) will be displayed.

```
#####
SND SANJAY SND          CIRCULATION CONTROL          SND VER 2.0 SND
#####

A      Query member
B      Book issue
C      Book return
D      Book reservation
E      Book Query
F      Reservation withdrawal
G      Reminder printing
H      Book recall
N      No Dues Certificate
M      List of Members
P      Reservation Notice
R      Library Rules
X      EXIT (MAIN-MENU)

                                ENTER YOUR CHOICE

Database : INTEC                Worksheet : INTEC
Max MFN : 10                    Format : INTEC
```

(Fig.7.1)

To choose any of the options [A-H, N], press the corresponding letter on the keyboard. To quit CIRCULATION CONTROL MENU, press 'X'.

This menu provides the following options :

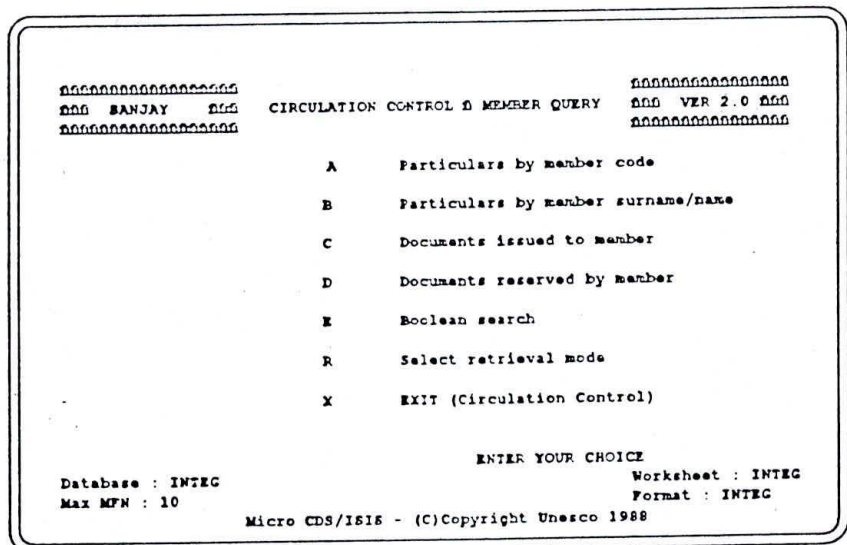
7.1 Option 'A' - Query member

By using this option, MEMBER QUERY MENU (Fig.7.2) will be displayed. Before displaying this menu, the system will ask :

Updation required ? (Y/N)

If 'Y' is pressed, the system will make updations. Otherwise, press 'N' to skip the updation. (Updating may take some time if it is long overdue.)

Once the updation is complete, the MEMBER QUERY MENU will be displayed.



(Fig.7.2)

MEMBER QUERY MENU provides the following options :

7.1.1 Option 'A' - Particulars by member code

When this option is used, by pressing 'A', the following message will be displayed :

SEARCH PARTICULARS
81002
HERE ENTER MEMBER CODE OR THE FIRST FEW LETTERS OF MEMBER CODE FOLLOWED BY A S SIGN

EDIT : Replace

Enter the member code whose particulars are to be displayed.

Once the code is supplied, the system will display the details of that member (Fig.7.3). Press 'X' to return to MEMBER QUERY MENU.

SANJAY SEARCHED INFORMATION		
TOTAL HITS 1	MFN 1	Sr No. 1
Member Particulars 81002 Misra, K.N., Dy. Manager (DOC) Library		
Entitlement 2	Status N	
[X]exit	[B]ack	[P]rint
[N]ext		

(Fig.7.3)

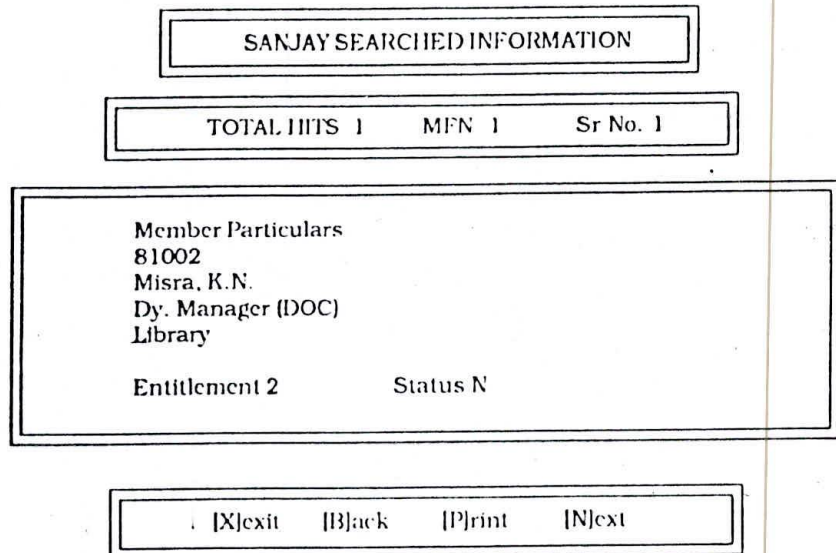
7.1.2 Option 'B' - Particulars by member surname/name

When this option is used, by pressing 'B', the following message will be displayed :

SEARCH PARTICULARS
Misra
- HERE ENTER MEMBER NAME OR THE FIRST FEW LETTERS OF MEMBER NAME FOLLOWED BY A \$ SIGN

Enter the last name of the member whose particulars are to be displayed.

Once the name is entered, the system will display the details of that member (Fig.7.4).



(Fig.7.4)

7.1.3 Option 'C' - Documents issued to member

When this option is used, by pressing 'C', the following message will be displayed :

SEARCH - ISSUED DOC

62613

HERE ENTER MEMBER CODE
OR THE FIRST FEW LETTERS OF
MEMBER CODE
FOLLOWED BY A \$ SIGN

EDIT: Replace

Once the member code is entered, the system will display the books issued to that member (Fig.7.5). For details of this display, refer to option 5.1.1.

SANJAY SEARCHED INFORMATION

TOTAL HITS 1 MFN 10 Sr No. 1

TITLE : Evaluating the environment : application of cost benefit analysis to environmental protection measures
AUTHORS : Ahmad, Yusuf J, Editor
PUBLISHER : Nairobi, United Nations Environment Programme KE
92-807-1044-3
CLASS NO. : 338.58:657.47:628, AHM
ACC. NO. : 11915
ISSUED TO : 81002 DUE-DATE : 4-3-95

[X]exit [B]ack [P]rint [N]ext

(Fig.7.5)

7.1.4 Option 'D' — Documents reserved by member

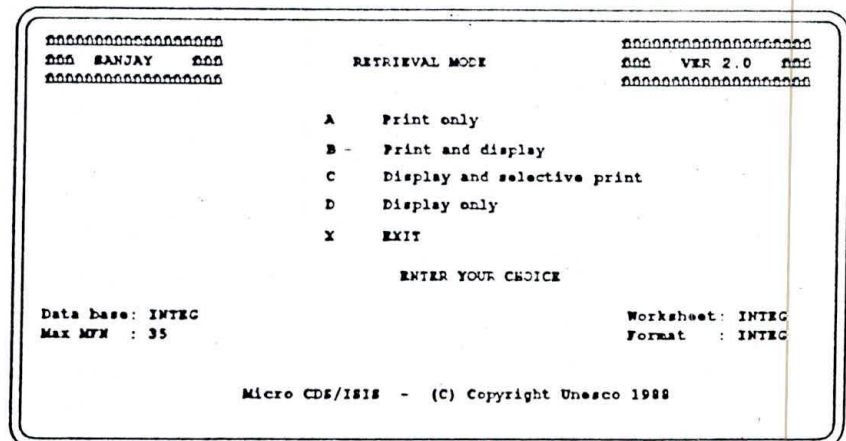
On using this option, documents reserved by a member will be displayed one by one as described in 7.1.3.

7.1.5 Option 'E' — Boolean search

The boolean expression here should be combination of member code and member surname only. The option can be used in the same way as described in option 5.1.2

7.1.6 Option 'R' — Select retrieval mode

This option is used to select the retrieval mode for subsequent operations. When this option is used by pressing 'R', another menu, RETRIEVAL MODE, will be displayed. (Fig. 7.5). Select the required mode and exit to previous menu. If retrieval mode is "display only", the information will be displayed in browse mode only.



(Fig.7.5)

7.1.7 Option 'X' — Exit

Use this option by pressing 'X' to quit MEMBER QUERY MENU. On using this option CIRCULATION CONTROL MENU will be redisplayed.

7.2 Option 'B' — Book issue

Use option by pressing 'B'. for charging a document. When this option is used, Fig. 7.6 will appear. Give the member code and the accession number of the documents. Then the details of the member and the document will be displayed as in Fig. 7.7 and Fig. 7.8.

Enter member code Enter Book accession No. F-524
BOOK ISSUE SERVICE

(Fig 7.6)

Member Particulars	
81002 MISRA, K.N. Dy. Manager (DOC) Library	
Entitlement 2 [C]ontinue	Status N [X]cancel

Enter member code 81002 Enter Book accession No. F-524
--

BOOK ISSUE SERVICE

(Fig 7.7)

540 GYN	Applied chemistry for engineers/Gyngell, E S. Bombay : B.I. Publications, 1962.01.15 -viii,359p.
F-524	
<input type="checkbox"/> Print_Card <input type="checkbox"/> Continue <input checked="" type="checkbox"/> Cancel	

Enter member code 81002 Enter Book_accession No. f-524
--

BOOK ISSUE SERVICE

(Fig 7.8)

If the document is available for charging, the system will ask for the option for printing a loan card. The loan card (Fig:7.9) can be printed by pressing 'P'.

..... LIBRARY LOAN - CARD

TITLE	Applied chemistry for engineers
CLASS NO.	540. GYN, UDC
ACC. No.	F-524

Due Date 16-3-95 Date of Issue 01-03-95

Received the above publication on loan

(Signature)
Misra. K.N. (81002)
Library

(Fig. 7.9)

7.3 Option 'C' - Book return

This option is used for discharging a document. When this option is used by

pressing 'C' the system will ask for the accession number of the document. Once the accession number is entered, the system will display the particulars of the document (Fig.7.10).

540 GYN	Applied chemistry for engineers/Cyngell, E S. Bombay : B.I. Publications, 19620115 -viii,359p.
F-524	
ISSUED TO :: 81002 DUE DATE :: 16-3-95	
RESERVED BY :: 75070	
[C]ontinue [X]cancel	

Book_Accession No. f-524

Book return service

[P] - Print notice for receiving member [X] - Exit
Press any key to continue

Book_Accession No. f-524

Book return service

(Fig.7.10)

If required, the notice for the reserving member (Fig. 7.11) can be printed by pressing 'P'.

Title ----- Applied chemistry for engineers
Acc.No. ----- F-524

This document is available in the library. Please collect within one week, otherwise your reservation claim will be treated as withdrawn##

To

75070
Washwa, I.P.
SCLE
Admn.

Librarian
|library|

(Fig.7.11)

7.4 Option 'D' - Book reservation

Use this option, by pressing 'D', for reserving a document.

Give member, code and accession number. Then the details of the member and the document to be reserved will be displayed. On completion of this process CIRCULATION CONTROL MENU will be redisplayed.

7.5 Option 'E' - Book query

This option is used for making queries related to the documents. When this option is used, by pressing 'E', SEARCH SPECIFIC MENU (Fig. 7.12) will be displayed.

```
#####
SNC SANJAY  SNC          CATALOG INFORMATION RETRIEVAL          #####
#####          SPECIFIC SEARCH          #####
#####

A  ISBN                F  Author
C  Title                I  Publishers
M  Keyword/Descriptor  O  Accession Number
C  Boolean Search      D  Display Format
R  Retrieval Mode      X  Exit

                                ENTER YOUR CHOICE

Data Base : INTEG                Worksheet : INTEG
Max MFN   : 35                  Format      : INTEG

Micro CDS/ISIS - (C)Copyright Unesco 1988
```

(Fig.7.12)

This option can be used as described in option 5.1 (page 39).

7.6 Option 'F' - Reservation withdrawal

This option is used for withdrawal of reservation on a document. When this option is used by pressing 'F', the system will ask for member code and accession number. Enter these fields, then the system will display details of the member and the document as described in option 7.4. If applicable, the reservation notice to next reserving member (as given below) will be displayed.

Title ----- Applied chemistry for engineers
Acc.No. ----- F-524

This document is available in the library. Please collect within 3 days
otherwise your reservation claim will be treated as withdrawn##

To

71823
Srinivas, T
SPSE
Tech

Librarian
|library|

(Fig.7.13)

7.7 Option 'G' - Reminder printing

This option is used for generating the reminders for overdue documents. When this option is used, by pressing 'G', the system will display the following message :

Updatatton required ? (y/n) ---

If 'Y' is pressed, the system will make the updation. Otherwise, press 'N' to skip the updation.

Then the system will display following message :

Enter File Name [lpt1]-----

The user should enter a valid DOS file name in response to this for storing the reminder letters, member-wise. Simply pressing <CR> will select printer as the

output device.

Then the system will ask the user to give two more inputs:

```
Starting M_Record  [10]  
Last M_Record     [1/10]
```

If reminders for all the members are required, press <CR>. Otherwise, give the corresponding member record nos. Then the system will ask :

```
Pause between reminders ?  (Y/N)
```

This pause is meant for either adjusting the printing position on continuous stationary or, if separate sheets are used, for individual reminders, to change the paper sheets with pagination on the printer. Press 'Y' if you want the pause, or 'N' if you don't want this arrangement.

Once these options are entered, the system will print the reminders (Fig.7.14).

LIBRARY

To
81002
Miera, K.N.
Dy. Manager (DOC)
Library

SUB : Return of the library books

Sir/Madam,

The following books are due. Please return these books immediatly.

Title	-	Evaluating the environment : application of cost benefit analysis to environmental protection measures
Acc. No.	-	11915
Due Date	-	16-3-95

Total books Due 1

Dated 18-03-95

Librarian
(Fig.7.14)

7.8 Option 'H' - Book recall

This option is used to recall a document. This option works as described in 7.6. The recall notice (given below) will be printed.

Title ----- Evaluating the environment : application of cost
benefit analysis to environmental protection measures
Acc.No. ----- 11915

This document is available in the library. Please return the document as early
as possible

To

81002
Misra, K.N.
Dy. Manager (DOC)
Library

Librarian
[.....library]

7.9 Option 'N' - No dues certificate

This option is used for printing the No
Dues Certificate. When this option is
used by pressing 'N', the system will
display the following message :

SEARCH - MEMBER NAME

Wadhwa

HERE ENTER MEMBER NAME/SURNAME
OR THE FIRST FEW LETTERS OF
MEMBERNAME/SURNAME
FOLLOWED BY A \$ SIGN

The user should then enter the
surname of the member for whom 'No
Dues Certificate' is to be printed.

Then system will display details of the members with surname, one by one (Fig.7.15). Keep pressing 'N' till you move to the desired member. Press 'S' to select the desired member.

SANJAY SEARCHED INFORMATION		
TOTAL HITS 10	MFN 2	Sr. No. 2
Member Particulars 75070 Wadhwa, I.P. SCLE Admn. Entitlement 2 Status N		
[X]exit	[B]ack	[P]rint
[N]ext	[S]elect	

(Fig.7.15)

Once a particular member is selected, the system will print the certificate (Fig.7.16) if no document is due from that member. Otherwise, it will display the number of documents issued to that member. Press <CR> to redisplay CIRCULATION CONTROL MENU.

Member Code 75070
Wadhwa, I.P.
SCLE
Admn.

SUB: No Dues Certificate

It is certified that the above mentioned member has no dues towards this Library.

Dated 18/03/1995

Librarian

(Fig.7.16)

7.10 Option 'M' — List of members

When this option is used by pressing 'M', the system will display following message

The member list is being sorted on Surname
The output file is \sanjay\work\MEMBER.LST
<< press any key >>

Then the system will generate a file member.lst in work subdirectory. The output file format is given in fig 7.17.

List of Members			
75893	A.K. Sharma	DMML	Project
76292	C.S. Arora	SMLE	Project
75981	D.K. Garg	DM(Eco)	Chairman's office
75070	I.P. Wadhwa	SCLE	Admn.
81002	K.N. Misra	Dy. Mangr. (Doc)	Library
71827	M.K. Azad	SELE	Project
76594	M.K. Rastogi	SITE	M&I
81318	Rani Marjarra	Librarian	Library
71823	T. Srinivas	SPSE	Tech
76519	V. Mukku	SSO	MIS

(Fig.7.17)

Then CIRCULATION CONTROL MENU will be redisplayed.

7.11 Option 'P' — Reservation notice

This option is to be used **daily** to generate default reservation notices. Please ensure that database is updated while this option is being used. The sample reservation notice is given below

LIBRARY

To
#1002
Misra, K.N.
Dy. Manager(DOC)
Library

SUB : Availability of reserved documents

Sir/Madam,

The following books are available. Please get it issued within 3 days

F-524 Applied chemistry for engineers/Cyngell, K S

Total books Due 1

Dated 04-04-95

Librarian

7.12 Option 'R' — Library rules

This option can be used to display library rules related to circulation control. When this option is used the system will display these rules sequencing. (Format "rule" can be changed to include specific rules.)

7.13 Option 'X' — Exit

Use this option to quit CIRCULATION CONTROL MENU. When this option is used, by pressing 'X', MAIN MENU will be redisplayed.

08
SERIAL CONTROL



8. SERIAL CONTROL

Installation

TYPE "Install" at the prompt.

A:\> Install

The system shall then prompt for source and destination drives and shall install the software

Installing SANJAY Serial Control...

Give Source Drive	: a
Give Destination Drive	: c

Installing Sanjay Serial Control module in c:\SER...

Wait for 5 to 10 Min.

- 0. Creating Directories
- 1. Copying Menus
- 2. Copying Programmes
- 3. Copying datafiles
- 4. Copying Other files

Done:

Now append <destination-drive>\SER\SYS to the "path" statement in your AUTOEXEC.BAT file present in your ROOT directory.

This module of Sanjay covers activities related to journals. It includes

- * Acquisition of Journals
 - Ordering
 - Budget, etc.

- * Monitoring
 - Monitoring receipts of journals through out the year. Registration Reminders, etc

- * Maintenance
 - Export and Import of Data between ordering process and monitoring process. (In this module once ordering process is complete data are transferred to monitoring process)

 - Financial initialization. For every new budget order data bases are initialized. Per year one budget is allowed.

Before using this module please read "How to start using Serial Control" in Appendix 'A'

To operate serial control, get access to SER Directory. Type SER on DOS prompt. In response SERIAL control menu will be displayed (Fig 8.1)

```
#####  
SUN SANJAY SUN          SERIAL CONTROL : EXOMAI          #####  
#####  
                                MAIN  
  
O      ORDER PROCESS  
  
S      SERIAL MONITORING  
  
W      WINDOW TO CDS/ISIS  
  
X      Exit (DOS)  
  
                                ENTER YOUR CHOICE  
  
Micro CDS/ISIS - (C)Copyright Unesco 1992
```

(Fig.8.1)

8.1 Option 'O' — Order Process

This option is used for order processing of new and old (renewal) journals. After selecting this option the system will display menu Fig.8.1.2.

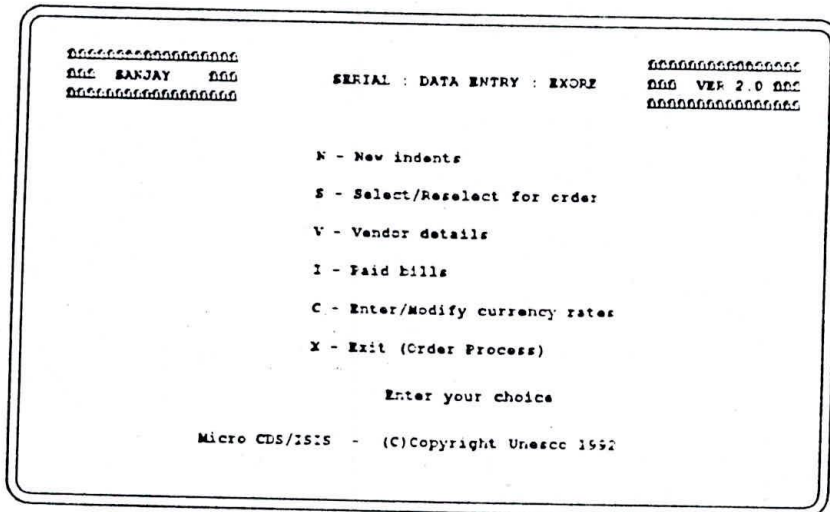
Order Processing Menu (Exord) 8.1.2

```
#####  
SUN SANJAY SUN          SERIAL : ORDER PROCESS : EXORD          #####  
#####  
  
D      DATA ENTRY  
  
S      SEARCH  
  
R      REPORTS  
  
M      MAINTENANCE  
  
X      Exit (MAIN)  
  
                                ENTER YOUR CHOICE  
  
Micro CDS/ISIS - (C)Copyright Unesco 1992
```

(Fig.8.1.2)

8.1.1 Option 'D' - Data Entry

This option is used for data entry regarding new indents, budgets, bills, vendors, decisions, etc. After selecting this option the system will display menu Fig.8.1.3.



(Fig.8.1.3)

8.1.1.1 Option 'N' — New Indents

This option is for entering new indents. After selecting this option the system will ask (Fig.8.1.4) to enter title for duplicate checking. Enter title, or part of title. Then matching journals will be displayed as in Fig.8.1.5. Then the system will display the following message :

Journal Available in the List (Y/N)

If the journal is displayed in the list, press 'Y'. In response the system will ask Acquisition No. Enter corresponding no. However, if the journal is not displayed in the list, press 'N', which will cause the system to generate a new code. In either case the system will display the worksheet (Fig.8.1.6).

Give Title/(Full/Partial) to quit <Returns>:-

(Fig.8.1.4)

AQ NO	TITLE
A11	IEEE COMPUTER
A12	IEEE SOFTWARE ENGINEERING
A14	IEEE SOFTWARE RELIABILITY
A17	IEEE TRANSACTIONS ON AERODYNAMICS

Journal in the list ? (y/n)

Give AQ No.

(Fig.8.1.5)

	INDENTS	DATA	ENTRY
Aquis No		A124	
Journal Number		ICS31	
Title		I & CS (Instrumentation & control systems)	
Currency Code		RS	
Currency Price		3286.80	
No. of Volumes/year		1	
No. of Issues/year		12	
Period		JAN 95 TO DEC 95	
Volume Dep ?		N	
EDIT : REPLACE	LAST PAGE		MFN=1

(Fig.8.1.6)

In this work sheet the Aquis. No. should not be modified as it was system-generated. Regarding volume dependency see Appendix. The currency code should be a valid currency code. See options 8.1.1.5 & 8.1.2.3.

Then system will again display Fig.8.1.4 for next entry. If your entry is over, to come out, press <RETURN>.

8.1.1.2 Opion 'S' — Select/Reselect for Order

This option is for deciding whether a journal is to be ordered for current financial year or not. After selecting this option the system will ask title (Fig.8.1.4). Enter title. Then the system will display the worksheet Fig.8.1.5. Give appropriate Aquisition No. Then the system will display worksheet Fig. 8.1.8.

In this worksheet, select (Y/N), price, vendor No., period fields are mandatory. Here also the user should not enter Aquis No. If price is more the system will display fig 8.1.8a.

After entry is over, the system will again ask title No. (Fig.8.1.7) for next entry. Press <RETURN> if you want to come out.

Give Full Title/Partial (to quit Press <Return>) :
EDIT : REPLACE

(Fig.8.1.7)

SELECTION DECISION	
Aquis No.	All
Journal Number.	1
Title	IEEE COMPUTER
Publisher	IEEE
Select (Y/N)	Y
Currency Code	DLRU
Currency Price	105
Vendor Code	1
Vendor Name	1
Period	Jan 95 to Dec 95
EDIT : REPLACE	LAST PAGE
	MFN = 1

(Fig.8.1.8)

WARNING ! PRICE EXCEEDING FUNDS BUT SELECTION ALLOWED!

Press any key to continue

(Fig 8.1.8a)

8.1.1.3 Option 'V' — Vendor Details

This option is for entering vendor details. Once the option is selected the system will ask (Fig.8.1.9) vendor code/ vendor short name.

Give Vendor Code /Short Name:-

(Fig.8.1.9)

After entering the matching entries are listed and the user is prompted for vendor code (Fig 8.1.9a)

Vendor Code	Short Name
1	Informatics
Vendor in the List (Y/N) Y	
Give Vendor Code	

(Fig.8.1.9a)

Whether vendor code already exists or not the vendor worksheet is displayed (Fig 8.1.10)

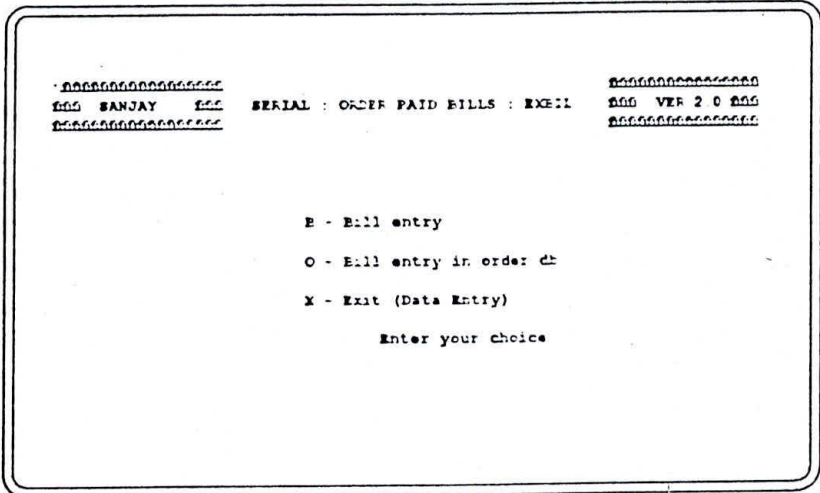
Vendor Code	1
Short Name	Informatics
Full Name	Informatics Private Ltd
Address	16, Greater Kailash, Delhi

(Fig.8.1.10)

Here vendor code, short name & address are mandatory fields.

8.1.1.4 Option 'I' — Paid Bills

This option is for entering paid bill details and final entry of journals (for preparation of merging with monitoring process). After selecting this option following menu (Fig.8.1.11) will be displayed.



(Fig.8.1.11)

8.1.1.4.1 Option 'B' — Bill Entry

This option is selected for entering incoming bills. After selecting this option the worksheet for the bill entry (Fig.8.1.12) is displayed. Here Acquisition no is repeatable field.

BILL Number.	Date	
Return Payment ?	N	
Amount	0	
Aquis No.		
EDIT : REPLACE	LAST PAGE	MFN = 2

(Fig.8.1.12)

8.1.1.4.2 Option 'O' — Bill Entry in Order Database

Once a bill is received for a set of journals, they are ready for merging with monitoring process (whole-year issues receipt) databases. At this time all the details of the journal are entered. After selecting this option, the system will ask title (Fig.8.1.4). Enter title. Then the system will display Fig.8.1.5. Give appropriate Acquisition No. Then the system will display worksheet Fig.8.1.13.

In this worksheet, Bill Recvd (y/n), no of volumes/year, no. of issues/year, vol dep (y/n?), starting volume no., starting issue no., grace days, and expected date for first issue are mandatory fields. Here also the user should not enter Aquis No.

Volume dependency is explained in Appendix.

FINAL ENTRY AFTER BILL RECEIPT	
Aquis No.	A11
Journal Number	11
Title	IEEE COMPUTER
Publisher	PUBLISHER
Order No.	KX3008
Bill/Recvd?	N
Vendor code	1
Vendor name	Fabers
No of volumes/year	1
No of issues /year	12
Period	Jan 95 to Dec 95
Starting issue No	1
Starting volume No	1
Grace days	10
Expected date for first issue	12/12/93

EDIT : Replace Last page MFN = 1

(Fig 8.1.13)

After entry is over the system. will again ask another title. (Fig.8.1.7) for next entry. Press <RETURN> if you want to come out.

8.1.1.4.3 Option 'X' — Exit (Data Entry)

The system will go back to the previous menu (data entry menu) (Fig.8.1.3).

8.1.1.5 Option 'C' — Enter/Modify currency rates

This option is used to enter or modify

the currency rates. The user is given freedom to change and assign his own currency code. But the users are not advised to use the symbols such as \$ and £. On selecting this option the system prompts as in fig 8.1.14.

Give currency code/currency/country name

DLRU

(Fig 8.1.14)

If the record for a particular currency already exists (Fig 8.1.14a)

Currency code	Currency	Country
DLRU	US DOLLAR	USA
Currency in the list		y/n
Give currency code		DLRU

(Fig 8.1.14a)

On entering the currency code/currency/country name the following information is displayed. On entering the system displays following worksheet fig 8.1.14b.

Currency Code	<input type="text" value="dlru"/>
Currency Name	<input type="text" value="US DOLLAR"/>
Country	<input type="text" value="USA"/>
Exchange rate in Rupees	<input type="text" value="37.00"/>

(Fig 8.1.14b)

In this worksheet currency code and exchange rate are compulsory.

8.1.1.6 Option 'X' — Exit (Ordering Process)

The system will go back to the previous menu (ORDER PROCESS MENU) (Fig.8.1.2).

8.1.2 Option 'S' - Search

This option is used for making searches on order process. After selecting this option the system will display the menu Fig.8.1.15.

```
#####  
SANJAY SERIAL : ORDER : SEARCH : EXOSE VER 2.0  
#####  
  
B - Budget Details  
S - Status of a Journal  
C - Browse Currencies  
R - Browse Journals : Status  
V - Scan vendors  
X - Exit (Order Process)  
  
Enter your choice :  
  
Micro CDS/ISIS - (C) Copyright Unesco 1982
```

(Fig.8.1.15)

8.1.2.1 Option 'B' — Budget Details

This option will display budget details (Fig 8.1.16). The fields displayed are total budget, commitments, payment, return payment, if any, and remaining amount.

Total Budget	:	100000
Commitments	:	200
Total Expenditure	:	200
Remaining Amount for further commitments	:	99800
Return payment	:	0
Press Any Key	:

(Fig.8.1.16)

8.1.2.2 Option 'S' — Status of a Journal

This option is used to know whether a journal is selected, merged with main databases, etc. The details are shown with verbose message

Once the option is selected, the system will ask (Fig.8.1.4) to enter title for duplicate checking. Enter title, or part of title. Then matching journals will be displayed as in Fig.8.1.5. The system will display the following message :

Journal Available in the List (Y/N)

If the journal is displayed in the list, press 'Y'. In response, the system will ask 'Acquisition No.' Enter corresponding No. Then the system will display the status as in Fig.8.1.17.

Then system will again display Fig.8.1.4 for next entry. If your entry is over, press <RETURN> to come out.

Acquisition No	:	AB1
Journal No	:	BJIS35
Title	:	British Journal of Industrial relations
Publisher	:	BASIL BLACKWELL LTD, UK
PRICE	:	2500
NOT SELECTED FOR ORDER		

(Fig.8.1.17)

8.1.2.3 Option 'C' — Browse Currencies

On selecting this option the system displays the following fig 8.1.18.

Currency code	Currency Name	Country	Exchange rate
DLRU	US DOLLAR	USA	RS 35
PNDS	UK POUND	United Kingdom	RS. 50
RS	RUPEES	India	RS. 1
DLRS	Singapore Dollar	Singapore	RS. 25.
Press Any Key			

(Fig.8.1.18)

8.1.2.4 Option 'R' - Browse Journals : Status

This option gives verbose status of all journals in order database. On selecting this option the system displays the message

Browsing Record by Record ! Press any key to start

(Fig 8.1.19a)

After that the following screen is displayed (fig 8.1.19b).

Record 1		
Acquisition No	:	AB1
Journal No	:	BHSM
Title	:	British Journal of Physics
Publisher	:	BASIL BLACK WELL LTD. UK
PRICE	:	25.00
NOT YET SELECTED FOR ORDER		
Press q to quit		b for back any other key to continue

(Fig. 8.1.19b)

8.1.2.5 Option 'V' — Scan Vendors

This option is used to display the list of vendors. When this option is used the system will display the vendor code and vendor name as shown in Fig.8.1.20.

Vendor Code	Vendor Name
2	Fabers Eq
3	Mother Lands

Press Any Key.....

(Fig.8.1.20)

8.1.2.6 Option 'X' — Exit

The system will go back to main menu of ordering process (Fig.8.1.2).

8.1.3 Option 'R' — Reports

This option is selected for generating reports related to ordering process. After selecting this option the system will display the following menus (Fig 8.1.21)

```

*****
*** SANJAY ***          SERIAL : ORDER : REPORTS : ENCR *****
*****          ***** VER 2.0 *****
*****

A      Gen. all for selection.
O      Generate orders
R      Reminder generation.
S      Status report of all jobs
X      Exit (Order Process)

Enter your choice

Micro CDS/ISIS - (C)Copyright Unesco 1992
    
```

(Fig 8.1.21)

8.1.3.1 Option 'A' - Gen all for selection

This option is selected to generate the report of all the new indents entered and downloaded from the previous year, for the purpose of order selection. The report is stored in the file \ser\work\order. Please see appendix for reports file format.

8.1.3.2 Option 'O' - Generate Orders

This option is selected to generate orders for selected journals in vendor-wise manner. A default of 30 days is given to vendors to reply to the order. The order is put in a file of the form today.ord (Today - date on which the option is selected). For example, 071293.ord would indicate the order would have been generated on 7 Dec. 1993. Once the order is generated it cannot be regenerated. Further copies have to be made from this file. The file will be stored in 'ser' directory.

VENDOR	:	Mother Lands
ORDER No.	:	Vendor - 3/04/04/95/No. 1
EXPECTED DATE	:	03/05/95
<u>ACQUIS No.</u>	:	<u>TITLE</u>
AB1		British Journal of Industrial Relations Publisher: BASIL BLACKWELL LTD. UK PERIOD: JAN 95 to DEC 95 PRICE: Rs 25
AE15		ELECTRONICS FOR YOU PERIOD: JAN 95 TO DEC 95 PRICE RS. 140
Total price 165.00		

(Fig. 8.1.22)

Along with this (Fig 8.1.22) order letters are also generated (see Appendix) for report format

8.1.3.3 Option 'R' — Reminder Generation

If the bill for an order is not received within 30 days, reminders are generated. The reminder file is stored in 'ser' directory. It is of the form "todayor.rmd". For example, 071293or.rmd would indicate the reminder would have been generated on 7 Dec 1993.

VENDOR	:	Informatics
ACQUIS No.	:	TITLE
AE14		Electrical Index
		Publisher: Plazer
		Order No: Vendor-1/05/04/95/No. 1
		Expected Date: 04/05/95
		Price RS. 300
		Period Jan 95 to Dec 95
Total money paid for above Rs. 300		

(Fig.8.1.23)

Sample entry in the reminder list is shown in fig 8.1.23. For complete format see appendix.

8.1.3.4 Option 'S' — Status Report of all journals

Generate verbose (fig 8.1.17) status details of all journals in the database.

This file is stored in ser directory. It is of the form todayOR.STS. For example 040495OR.STS would indicate list was generated on 04 April 95. Please see appendix for control format.

8.1.3.5 Option 'X' — Exit

The system will go back to main menu of Ordering Process.

8.1.4 Option 'M' — Maintenance

This option is selected for downloading the previous year's journals for renewal and exporting the journals ordered to serial monitoring (for further receipts throughout the year). After selecting this option the system will display the menu Fig.8.1.24

```

*****
*** SANJAY *** SERIAL : ORDER MAINTENANCE : EXOR *** VER 2.0 ***
*****

D - Down Load Data from Serial Db
M - Merge to Serial Monitoring
I - Initialize for Financial Year
X - EXIT (Order Process)

Enter your choice :

Micro CDS/ISIS - (C)Copyright Unesco 1991
    
```

(Fig.8.1.24)

8.1.4.1 Option 'D' — Download Data from serial Db

This option is selected for loading the previous year's titles for renewals into order database. Before entering any

new indents, the data should have been downloaded. This facilitates duplicate checking at the time of entering new indents.

8.1.4.2 Option 'M' — Merge to Serial Monitoring

Once a journal is ordered and advance payment is made the serial monitoring process should take control of the journal. The serial monitoring process monitors throughout the year the receipt of the issues of the journals. It generates reminders as and when an issue is not received. Once the option is selected, the eligible data from the order database is uploaded to monitoring process databases 'serm & year'.

Once a journal is merged to serial monitoring process, the issue details of previous year subscription are erased from serial monitoring process. So user is advised to select "Issue status reports option" in Reports Menu of Serial Monitoring Process, before selecting this option. This will facilitate keeping track of previous year issues manually.

8.1.4.3 Option 'I' — Initialise for Financial Year

As per this package once in a year new budget amount is entered. At that time

onwards the order process starts. The user has to take report of order status before selecting this option for backup purpose (option 8.1.3.4). On selecting this option the system displays the following screen (Fig. 8.1.25).

<p>Financial year initialization</p> <p>Selecting this option will initialize all the order database details. This option is used to initialize for every year and this accepts new budget amount for the new year. This package assume that budget amount is one time allocation</p> <p>CAUTION</p> <p>This will remove all the order information currently that is going on. Please take report of states before selecting this. This is used whenever a new budget is allotted</p> <p>Press any key to discontinue 'Y' to continue</p>

(Fig 8.1.25)

On selecting 'y' the system displays fig 8.1.26.

<p>Give Budget Amount in Rs >></p> <p>20000</p>

(Fig 8.1.26)

Once after getting budget amount, the system starts to initialize the order DB. By displaying the message

Initialising order Db record

(Fig.8.1.26a)

8.1.4.3 Option 'X' — Exit (Order Process)

The system will go back to main menu of ordering process (Fig 8.1.2).

8.1.5 Option 'X' — Exit (Main)

The system will go back to main menu of serial control (Fig 8.1).

8.2 Option 'S' — Serial Monitoring

This option is used to go to serial monitoring process modules. On selecting the following menu is displayed (Fig 8.2.1).

```

#####
SUN SANJAY SUN SERIAL : SERIAL MONITORING : EXMT1 SUN VER 2.0 SUN
#####

E - Data Entry (Monitoring)
R - Reports (Monitoring)
S - Searches (Monitoring)
X - Exit (Main)

Enter your choice > -

```

(Fig.8.2.1)

8.2.1 Option 'E' — Data Entry (Monitoring)

After selecting this option the system will display following menu (Fig 8.2.2).

```

#####
SUN SANJAY SUN SERIAL : SERIAL MONITORING : EXSME SUN VER 2.0 SUN
#####

DATA ENTRY

N - New Journal Entry
R - Receipt of a Journal
U - Modify Master Data
X - Exit (Serial Monitoring)

Enter your choice .

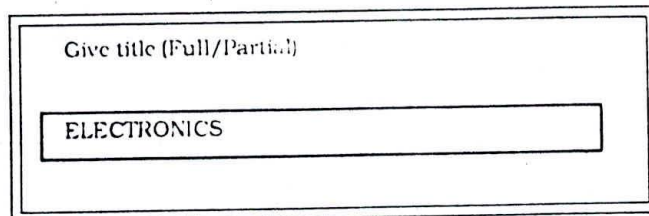
```

(Fig.8.2.2)

8.2.1.1 Option 'N' - New Journal Entry

This option is used to enter journals for which ordering process is not done. Some times user may want to skip ordering process and directly want to use monitoring process.

On selecting this the system will ask for confirmation to continue or discontinue. After confirmation the system asks for title (Fig. 8.2.3)

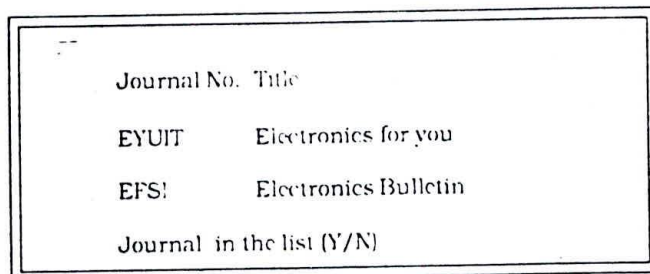


Give title (Full/Partial)

ELECTRONICS

(Fig 8.2.3)

Enter the title or part of the title of a journal. Then the matching entries will be displayed (Fig 8.2.4)



Journal No.	Title
EYUIT	Electronics for you
EFS!	Electronics Bulletin

Journal in the list (Y/N)

(Fig 8.2.4)

a) Journal in the list

If the journal is displayed in the list press 'y'. In response the system will ask for journal number. Enter the corresponding journal number. In response the system asks whether you want to modify the details of the journal or not. If yes press 'y' and fig 8.2.5a and fig 8.2.5b will be displayed. If not press 'N' and it will take you to serial monitoring data entry menu.

b) Journal not in the list

However if the journal is not displayed press 'N'. This will cause automatic generation of a new code for the journal title. In this case the system will display following data entry worksheet (Fig 8.2.5a & 8.2.5b).

Title	Electronics for you
Publisher	RK Pvt. Ltd
No. of Vol/year	1
No of issues/year	2
Subject	
Language	Eng
Price	
Media	
Date of First Publication	
Date of First Procurement	
Periodicity	

(Fig 8.2.5a)

ISSN No.
Code No.
Remarks

(Fig 8.2.5b)

Default values for No. of vol per year is 1 for No. of issues per year is 12..

Fill in required data.

Once after entering, the system will list all the vendors to select appropriate vendor code (Fig 8.2.6)

Vendor code	Short name
1.	Faxon Ltd
2.	Informatics Ltd
Vendor in the list: (Y/N)	

(Fig 8.2.6)

If you press 'y' the system will ask for

Give Vendor Code

If you press 'N' Another list of vendors are listed in next page. This process repeats till the user enters proper vendor code.

After this entry of dynamic data will follow.

Entry of Dynamic Data

Dynamic Data involves entry of starting Volume No., starting issue no. grace days, volume dependency & expected

first date. See the following worksheet (Fig 8.2.7a)

Starting vol no
Starting Issue No.
Vol dep	y
Grace

(Fig 8.2.7a)

After entering the above data. system will prompt for starting expected date (Fig 8.2.7b)

Give starting expected date(dd/mm/yy)	<input type="text"/>
---------------------------------------	----------------------

(Fig 8.2.7b)

Volume Dependency

A journal is volume dependent if after the end of each volume the issue number starts from one. This information is read from the user to generate correct expected issue numbers & volume numbers.

8.2.1.2 Option 'R' - Receipt of a Journal

This option is used by pressing 'R' to make entry for receipt of a journal. When the option is used the system will prompt for title (Fig 8.2.3)

After entering title the matching entries will be listed (Fig 8.2.4)

Then the system will ask for journal code.

After giving this, Fig 8.2.8 will be displayed. Enter necessary details.

Give Vol No	33
Give Issue No	:56
The above are Correct y/n?	y

(Fig 8.2.8)

If the volume number and/or issue number entered are wrong the following message is displayed

Invalid Vol. and Issue Press any key

If the issue was already received the system will display the message

Duplicate Issue press any key

8.2.1.3 Option 'U' — Modify Master Data

This option is used to edit records of database. When this option is used, by pressing 'U', the system first displays the following message

Warning: Don't choose delete or cancel operations from Editing Menu. If you do so all the original entries will be cleared, and default value will be loaded. Press any <key>...

Then the system prompts for Journal No. after that the system will display following worksheets (Fig 8.2.8a & 8.2.8b). Make necessary entries/modifications.

Title	<input type="text"/>		
Publisher	<input type="text"/>		
Subject	<input type="text"/>		
Language	<input type="text"/>		
Price	<input type="text"/>	Media	<input type="text"/>
Date of First Publication	<input type="text"/>		
Date of First Procurement	<input type="text"/>		
Periodicity	<input type="text"/>		

(Fig 8.2.8a)

ISSN No	<input type="text"/>
Coden No.	<input type="text"/>
Remarks	<input type="text"/>

(Fig 8.2.8b)

8.2.2 Option 'R' - Reports (Monitoring)

After selecting this option the system will display the following menu(Fig 8.2.9)

```
#####  
### SANJAY ### SERIAL :SERIAL MONITORING : EXSM-### VER 2.0 ###  
##### REPORTS #####  
  
A - Alphabetical list journals  
V - Vendor wise journal list  
I - Issue details of all journals  
U - Update Reminder list  
C - Generate current reminder  
X - Exit (Serial Monitoring)  
  
Enter your choice
```

(Fig.8.2.9)

8.2.1.1 Option 'A' - Alphabetical list of journals

When this option is used by pressing 'A' the system will generate alphabetical list of journals. The list is stored in the file \work\serm.lst. After generating the report the REPORTS MENU will again be displayed. Actually this option goes to CDS/ISIS sorting & printing services. The data entries of report worksheets are done automatically. So user can see the entries.

8.2.2.3 Option 'V' - Vendor wise journal list

Same as previous option. Journals are listed vendor wise. The list is stored in the file `\work\vend`.

8.2.2.4 Option 'I' - Issue details of all journals

On selecting this option following message appears (Fig 8.2.10a)

Generating Issue details of all journals Press any key

(Fig 8.2.10a)

After pressing the key the system displays

Processing on Record 1 please wait

(Fig 8.2.10b)

After completion the system displays the message (Fig 8.2.10c)

Completed Output file is 040495.ISS Press any key

(Fig 8.2.10c)

The output file has the name as today.ISS i.e. if today is 4th April 95 then output file name is 040495.ISS. See appendix for the format of the file. It is stored in the "ser" directory.

8.2.2.5 Reminders

Reminders list generation involves two steps

1. Update reminder list
2. Generate current reminder

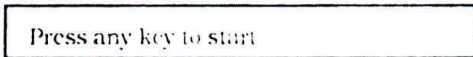
Normally these options have to be executed sequentially.

8.2.2.5.1 Option 'U' - Update reminder list

This option is used to update the databases. On selecting this option new entries will be added to the reminder list.

8.2.2.5.2 Option 'G' - Generate current reminder

Normally this option is selected after previous option. This option actually prepares the reminder list vendor wise in a file. On selecting this option the system will display the message (Fig 8.2.11a)



Press any key to start

(Fig 8.2.11a)

The output file has the name as TODAY.RMD. Suppose today's date is 4th April 95 then reminder list file name is 040495.RMD. See appendix for the format of the report file.

8.2.2.6 'X' — Exit (Serial monitoring)

On selecting this option the system will go to serial monitoring menu.

8.2.3 Option 'S' - Searches (Monitoring)

On selection of this option the system displays the menu (Fig 8.2.12)

```

#####
SUN SANJAY SUN SERIAL SERIAL MONITORING EXSMS SUN VER 2.0 SUN
#####
SEARCHES

S - Status of issues
B - Browse Journals
T - Details of databases
V - Vendors
X - Exit (Serial Monitoring)

Enter your choice :

```

(Fig.8.2.12)

8.2.3.1 Option 'S' - Status of issues

This option displays receipt status of issues of any journal.

On selecting this option the system will ask title (full/partial) of the journal (Fig 8.2.3).

After giving the title the system displays matching entries and prompt for journal code (Fig 8.2.4).

After giving journal code the system gives the status as in the Fig 8.2.13.

```
J NO c1 computer ++++++Date: 10/04/92
Vol 1
1 03/02/92 [R]
2 02/03/92 [N]
3 02/04/92 [N]
4 02/05/92 [N]
5 02/06/92 [N]
6 02/07/92 [N]
7 02/08/92 [N]
8 02/09/92 [N]
9 02/10/92 [N]
10 02/11/92 [N]
11 02/12/92 [N]
12 02/01/93 [N]
Press Any key ....
```

(Fig 8.2.13)

R - issue is received N - issue is not received

8.2.3.2 Option 'B' - Browse journals

Press 'B' to use this option. Here user can enter journal no./subject/any boolean string, and the output is given

in tabular form (fig 8.2.14). Being a generic search, this can be used for various specialised searches such as journals on a particular subject, journals of a particular publisher, etc.

Give Journal No. or Subject or any Boolean strings >>

Journal No.	Title	Publisher	Subject
c1	computer	CSI, INDIA	COMPUTER
B2	BYTE	BYTE	COMPUTER
I3	IEEE TRANSACTIONS ON COMPUTERS	IEEE	COMPUTER
A4	ARTIFICIAL INTELLIGENCE	NORTH HOLLAN	COMPUTER

Press Any Key

(Fig 8.2.14)

8.2.3.3 Option 'T' - Details of Databases

On selection of this option the system displays following screen (Fig 8.2.15)

Databases Details	
SERM	Contains permanent data of journals
VENDOR	Contains vendor details
MISY	Contains issue which have not come in time
YEAR	Contains dynamic data of journals, volume nos & issue nos.
ORDER	Contains details regarding acquisition of journals
BILLS	Contains bill details of acquisition of journals
BUDGET	Contains budget status of current financial year
CURREN	Keeps track of exchange rate of various currencies
Press any key	

(Fig 8.2.15)

8.2.3.4 Option 'V' - Vendors

On selecting this option the following menu is displayed (Fig 8.2.16).

Note : Gift institutions are also treated as vendors

```

#####
SANJAY SERIAL SERIAL MONITORING : EXOT VER 2.0
#####
                                VENDOR SEARCHING

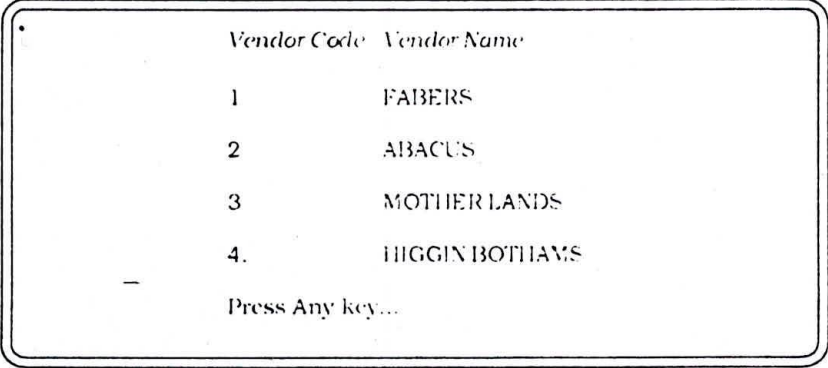
S - Scan vendors
N - Browse by vendor code
x - Exit (Searches)

Enter your choice
    
```

(Fig.8.2.16)

8.2.3.4.1 Option 'S' - Scan Vendors

This option is used to display the list of vendors. When this option is used, by pressing 'S', the system will display the vendor code and vendor name as shown in Fig 8.2.17.



<i>Vendor Code</i>	<i>Vendor Name</i>
1	FABERS
2	ABACUS
3	MOTHERLANDS
4	HIGGINBOTHAMS

Press Any key...

(Fig 8.2.17)

Press any key to redisplay VENDOR SEARCHING MENU.

8.2.3.4.2 Option 'N' - Browse by vendor code

This option is used to display details of a particular vendor. When this option is used by pressing 'N', the system will read the vendor code and display particulars of this vendor (Fig 8.2.18)

```
Vendor Code      i
-----
FABERS
FABERS, 12, II Block, Connaught Place,
New Delhi-1
Press any key
```

(Fig 8.2.18)

8.2.3.4.3 Option 'X' - Exit (SEARCHES)

On pressing this option the system goes to serial monitoring searches menu.

8.2.4 Option 'X' — Exit(Main)

On selection of this option the system goes to main menu of the serial control

8.3 Option 'W' - Window to CDS/ISIS

This option puts the user into CDS/ISIS menu.

Apart from CDS/ISIS options there are two options related to serial control

8.3.1 Option 'N' — INITIALISE SERIAL DATABASES

Serial control module comes with sample data. If you want to delete this data use this option. During normal

operations this should not be used.

8.3.2 Option 'B' - SERIAL CONTROL

Puts back the user to SERIAL CONTROL
MAIN MENU.

8.4 Option 'X' - Exit (DOS)

Completes serial control processes.

I. Serial Control Processes assumed in this Version:

0. Budget amount is entered.
1. Journals to be procured or renewed are put for selection.
2. Once selection is over, ORDERS are sent along with/without payment. Vendors are given 30 days. Reminders can be sent later.
3. Once the vendor sends bills (receipts) (after the payment) full details of journals are entered in the database.
4. Journals are now ready for monitoring process (such as receipts of journals through out the year). Then journals are exported to monitoring

process.

II. How to start work with Serial Control ?

1. Install the software.
2. Initialise the databases from CDS/ISIS menu before entering your own data.
3. From MAINTENANCE MENU select "Initialise for financial year ".Enter budget amount for the year.
4. Enter VENDOR details (Data entry menu of order process)
5. Enter currency, exchange rates (Data entry menu of order process)
6. Enter any new journals to be subscribed.
7. Generate list for selection (approval)
8. Enter (select) journals for order
9. Generate orders. Send orders along with or without payment
10. Generate reminders if required
11. Reselect journal if you want to change the vendor
12. On receiving bill (receipt) for payment, order bill details & complete full data entry of journal by selecting the option "Bill entry in order Database". Now journal is ready for merging into serial monitoring process
13. Select merge to serial monitoring process from maintenance menu of ordering process
14. Now the merged journal is ready for monitoring process through out the year.

After first time installation for subsequent years user need not initialize data bases. But he is required to follow steps from 3 onwards. So at the start of every financial year user has to select "Initialize for financial

year".

III. What is volume dependency ?

A journal is volume-dependent if after the end of each volume, the issue number starts from 1.

For example .

Volume No	Issue Nos.
1	1.2.3.....
2	1.2.3.....
3	1.2.3.....

However if for different volumes over the year/years, issue numbers are continuous, then the journal is volume-independent.

In the above case, journal is volume-dependent.

Volume No	Issue Nos.
1	1.2.3.4.5.6
2	7.8.9.10.11.12
3	13.14.15.16.17.18

Whenever you see any entry 'vol dep (y/n)' give a suitable entry accordingly.

IV. Sample Report Files of Serial Control module**Journals for approval** : File name : Order: Directory
: ser\work

Journals to be Procured or renewed

<u>Acq No</u>	<u>Other Details</u>
AE14	Electrical India Publisher Blazer Price in Rs 300.00 Jan 95 to Dec 95
AE16	Encology Publisher Blazer Price in Rs 300.00 Jan 95 to Dec 95
AH23	Hydrocarbon Processing Publisher GULF PUBLISHING CO. Price in Rs 6938.80
AM41	Materials Performance Publisher NATIONAL ASSOCIATION OF CORROSION ENGINEERS Price in Rs 2656.00
AD42	Oil and Gas Journal Publisher PENWELL PUBLISHING CO. Price in Rs 4018.80
AP51	Processing Engineering Publisher MORGAN GRAMPIAN PLC Price in Rs 5644.00

SANJAY

Order list : File name : 050495.ORD Directory : ser

Vendor :- Informatics

Order No :- Vendor- 1/05/04/95 / No. 1.

Expected Date :- 04/05/95

Aquis no Title

AC8 Control Engineering
 Publisher :
 Period : Jan 95 to Dec 95
 Price : Rs. 6839.20

Total Price :- Rs 6839.20

To

Informatics

Info.16 Greater Kailash.New Delhi -110001

Sub : Order No. :- Vendor- 1/05/04/95/ No. 1.

You are requested to supply the following

Total price Rs. 6839.20

Yours Faithfully

End of Order list : File name : 050495.ORD

Order Reminder list : File name:0504950R.RMD
Directory ser

Vendor:-Mother Lands

<u>Aquis no</u>	<u>Title</u>
AB1	BritishJournal of Industrial Relations Publisher:BASIL BACKWELL LTD.UK Order no:Vendor-3/01/01/95/No. 1. Expected Date:01/02/95 Price Rs 950.00 Period Jan 95 to Dec 95
AC3	Chemical Age of India Publisher: Order No:Vendor-3/01/01/95/No. 1. Expected Date :01/02/95 Price Rs. 360.00 Period Jan95 to Dec 95
AC7	Computers & Communications Publisher: Order No: Vendor-3/01/01/95/No.1. Expected Date :01/02/95 Price Rs 150.00 Period Jan 95 to Dec 95
AC9	Corrosion (Journal of Science & Engg) Publisher :NATIONAL ASSOCIATION OF CORROSION ENGINEERS) Order No : Vendor-3/01/01/95/No. 1. Expected Date : 01/02/95 Price Rs. 4482.00 Period Jan 95 to Dec 95

Total Money Paid for above Rs. 5942.00

Vendor :- Faxon

Aquis No Title

AC2 Chartered Accountant
Publisher : Association of Cas
Order No : Vendor- 2/01/01/95/No. 2
Expected Date : 01/02/95
Price Rs. 150.00

AC4 Period Jan 95 to Dec 95
Chemical Engineering
Publisher : Chemists
Order No : Vendor-2/01/01/95/No. 2
Expected Date : 01/02/95
Price Rs. 5278.80

AC5 Period Jan 95 to Dec 95
Chemical Engineering World
Publisher : INDUSTRIAL PUBLICA-
TIONS
Order No : Vendor-2/01/01/95/No. 2
Expected Date : 01/02/95
Price Rs. 300.00
Period

Total Money Paid for above Rs. 5728.80

Vendor :- Informatics

Aquis No. Title

AC6 Civil Engineering Division
Publisher :
Order No : Vendor-1/01/01/95/No. 3
Expected Date : 01/02/95
Price Rs. 150.00
Period Jan 95 to Dec 95

AD10 Dataquest
 Publisher :
 Order No : Vendor-1/01/01/95/No. 3
 Expected Date : 01/02/95
 Price Rs. 150.00
 Period Jan 95 to Dec 95
Total Money Paid for above Rs. 300.00
End of Order Reminder list:File name :050495OR.RMD

Order Data base Status list : File name :
 010195OR.STS Directory : Ser

Aquisition No :AD12
Journal No :DMT 18
Title :Disaster Management
Publisher :
Price :
Period :Jan 95 to Dec 95

Not yet selected for order

Aquisition No :AC2
Journal No :ACT19
Title :Chartered Accountant
Publisher :Association of Cas
Price :Rs. 150.00
Period :Jan 95 to Dec 95

Order Not yet Generated

Aquisition No :AC6
Journal No :CEDN24
Title :Civil Engineering Division
Publisher :
Price :Rs. 150.00
Period :Jan 95 to Dec 95

Selected For Order

Vendor Code :1
Vendor Name :Informatics

Order generation has already been done
Order Number :Vendor-1/01/01/95/No. 3.

Bill Entry in order data base entry is not yet made.If bills (Receipts) are received for the advance payments paid earlier along with order.select the option < bill entry in order db >from bill details menu of dataentry menu of order process and Enter Bill Received field ? as <y>

Aquisition No :AB1
Journal No :BJIS35
Title :British Journal of Industrial Re-
lations
Publisher :BASIL BLACKWELL LTD. UK
Price :Rs. 950.00
Period :Jan 95 to Dec 95

Selected For Order

Vendor Code :3
Vendor Name :Mother Lands

Order generation has already been done
Order Number :Vendor-3/01/02/95/ No. 1.
Bill received & Paid
Bill Entry in Order Database is over
Waiting To be merged to Monitoring Process.
You may Select Merge option in Maintenance Menu.

Aquisition No :AC7
Journal No :CCS23
Title :Computers & Communications
Publisher :
Price :Rs 150.00
Period :Jan 95 to Dec 95

Selected For Order

Vendor Code :3
Vendor Name :Mother Lands

Order generation has already been done
Order Number :Vendor-3/12/12/95/ No. 1.
Bill Received & Paid
Bill Entry in Order Database is over
Merged To Serial Monitoring
Order Process is Complete

List of Reminders : File name : 050495. RMD
Directory:ser

Vendor :-Informatics

Date 05/04/95

Title	Vol	No	Issue	Reminder	Lastrem.
				No	Date
Electronics for You	1.	1		1.	4/04/95
Electronics for You	1.	2.		1.	4/04/95
Electronics for You	1.	3.		1.	4/04/95
Control Engineering	1.	1.		1.	5/04/95
Control Engineering	1.	2.		1.	5/04/95
Control Engineering	1.	3.		1.	5/04/95
Control Engineering	1.	4.		1.	5/04/95

Vendor :- Mother Lands

Date 05/04/95

Title	Vol	No	Issue	Reminder	Lastrem. Date
Chemical Age of India	12.	1.	1.	1.	5/04/95
Chemical Age of India	12.	3.	3.	1.	5/04/95
Computers & Comm.	1.	1.	1.	1.	5/04/95
Computers & Comm.	1.	2.	2.	1.	5/04/95
Computers & Comm.	1.	3.	3.	1.	5/04/95
Computers & Comm.	1.	4.	4.	1.	5/04/95
Computers & Comm.	1.	5.	5.	1.	5/04/95
Computers & Comm.	1.	6.	6.	1.	5/04/95
Computers & Comm.	1.	7.	7.	1.	5/04/95
Computers & Comm.	1.	8.	8.	1.	5/04/95
Computers & Comm.	1.	9.	9.	1.	5/04/95
Computers & Comm.	1.	10.	10.	1.	5/04/95
Computers & Comm.	1.	11.	11.	1.	5/04/95
Computers & Comm.	1.	12.	12.	1.	5/04/95
Corrosion (Journal of Science & Engineering)	12.	1.	1.	1.	5/04/95
Corrosion (Journal of Science & Engineering)	12.	2.	2.	1.	5/04/95
Corrosion (Journal of Science & Engineering)	12.	3.	3.	1.	5/04/95

Vendor :- Faxon

Date 05/04/95

Title	Vol	No	Issue	Reminder	Lastrem. Date
Chemical Engg. World	29.	1.	1.	1.	5/04/95
Chemical Engg. World	29.	2.	2.	1.	5/04/95
Chemical Engg. World	29.	3.	3.	1.	5/04/95

List of Status : File name : 050495.ISS Directory:ser

Journal No :-BJIS35
Title :-British Journal of Industrial Relations
Vendor Code :-3
Vendor Name :-Mother Lands

Volume No	Issue No	Status	Expected Date	Received Date
1.	1.	N	21/01/95	05/04/95
1.	2.	N	19/04/95	
1.	3.	N	17/07/95	
1.	4.	N	15/10/95	

Journal No :-efyl7
Title :-Electronics for You
Vendor Code :-1
Vendor Name :-Informatics

Volume No	Issue No	Status	Expected Date	Received Date
1.	1.	N	11/01/95	
1.	2.	N	11/02/95	
1.	3.	N	11/03/95	
1.	4.	N	11/04/95	
1.	5.	N	11/05/95	
1.	6.	N	11/06/95	
1.	7.	N	11/07/95	
1.	8.	N	11/08/95	
1.	9.	N	11/09/95	
1.	10.	N	11/10/95	
1.	11.	N	11/11/95	
1.	12.	N	11/12/95	

Vendor wise Journals List : File name : vend
Directory:ser/work

Vendor wise Journal List

Informatics

efyu17 Electronics for You

Mother Lands

BJIS35 British Journal of Industrial Relations

Alphabetical Journals List : File name : serm Direc-
tory : ser/work

Journal No	Title
E14	Electrical India
E16	Encology
H23	Hydrocarbon Processing
M41	Materials Performance
O42	Oil and Gas Journal
P51	Processing Engineering

Note : Keep a backup of these files on a floppy else these will be over written once you execute the respective options next time.

09

MAINTENANCE OF DATABASES

9. MAINTENANCE OF DATABASES

It would be desirable to have a database manager who will take the responsibility of safeguarding the data against accidental losses or sabotage attempts. The database manager will be responsible for the following activities:

- * *Online Catalogue*
 - (a) Entry of the new documents
 - (b) Modification in the existing entries to accommodate updations
 - (c) Updation of the inverted files
 - (d) Back up of the database at regular intervals

- * *Circulation Control*
 - (a) Entry of the new members in the member database
 - (b) Deletion of the records of those who cease to be members
 - (c) Updation of the inverted files
 - (d) Back up of member database

- * *Acquisition Control*
 - a) Modification of vendor and budget databases
 - b) Deletion of vendor(s)
 - c) Updation of files
 - d) Back up of database


```

#####
SUN SANJAY SUN          DATABASE MAINTENANCE          SUN VER 2 0 SUN
#####

C - Select a database for maintenance
E - Data entry & updation
I - Inverted file services
D - Database initialization
M - Database backup Services
X - Exit (MSDOS)

Enter your choice

Data base: INTEG          Worksheet: INTEG
Max MFN : 10             Format : INTEG
Micro CDS/ISIS - (C)Copyright Unesco 1986

```

(Fig.9.2)

9.1.1 Option 'C' — Select a database for maintenance

This option is used to open a database for maintenance. When this option is used, the system will display DATABASE SELECTION MENU (Fig.9.3).

```

#####
SUN SANJAY SUN          MAINTENANCE & DATABASE SELECTION          SUN VER 2 0 SUN
#####

A Acquisition
B Budget
I Catalog
M Member
V Vendor
U Bill
X Exit ( MAINTENANCE MENU )

Enter your choice

Data base: INTEG          Worksheet: INTEG
Max MFN : 10             Format : INTEG

```

(Fig.9.3)

Press the desired key to select a database you want to operate on. Then the system will redisplay MAINTENANCE menu.

9.1.2 Option 'E' — Data entry and updation

When this option is used, by pressing 'E', DATA ENTRY and UPDATES MENU (Fig.9.4) will be displayed.

```

#####
SANJAY MAINTENANCE & DATA ENTRY & UPDATION VER 2.0
#####

N - Create new record
E - Edit record (or range)
D - Define default values
C - Clear default values

X - Exit ( MAINTENANCE MENU )

Enter your choice

Database : INTEG Worksheet : INTEG
Max MFN : 10 Format : INTEG

Micro CDS/ISIS - (C)Copyright Unesco 1988
```

(Fig.9.4)

9.1.2.1 Option 'N' — Create new record

This option is used for data entry. Press 'N' to add new data to the existing database. Then a worksheet (Fig.9.5.) will be displayed.

Worksheet for catalog

Database	INTEC	Worksheet	CAT
Record-ID	-----		
Source of Record	IOCRHQ-----		
Date entered	1994-----		
Language	eng-----		
Physical medium	010-----		
Type of Material	100-----		
ISBN	-----		
Doc No	-----		
Heading	-----		
Title	-----		
Other Title	-----		
Edition	-----		
Author	-----		
Corporate body	-----		
Name of meeting	-----		
Place, publishers	-----		
Place, Distributor	-----		
Date of Publication	-----		
Physical Description	-----		
Cost (per copy)	-----		
Series	-----		
Part Statement	-----		
Note	-----		

(Fig.9.5)

Once a page of worksheet is displayed, the user can make the desired data entry.

(For detailed instructions on data entry, refer to CDS/ISIS Manual).

9.1.2.2 Option 'E' — Edit record (or range)

This option is helpful in modifying the existing records. When this option is used, by pressing 'E', the system will display the following message:

RFN or RFN Range (1-10) to be modified :__

The user may reply this as follows:

To edit a single record, enter MFN of the record. Then the corresponding record will be displayed. Then move the cursor to the desired place and edit the record. This option works as described in 9.1.2.1.

(For detailed instructions on this option please refer to CDS/ISIS manual)

- 9.1.2.3 Option 'D' — Define default values
 'C' — Clear default values

(Please refer to CDS/ISIS manual for details)

- 9.1.2.4 Option 'X' — Exit

Press 'X' to quit DATA ENTRY and UPDATION MENU. Then MAINTENANCE MENU will be redisplayed.

- 9.4 Option 'I' — Invert file services**
Option 'D' — Database Initialization
Option 'M' — Database backup services

Refer to the CDS/ISIS Manual to operate these options.

- 9.5 Option 'X' — Exit**

Press 'X' to quit MAINTENANCE MENU. When this option is used, the system will display DOS prompt.

10
ERROR HANDLING

10. ERROR HANDLING

10.1 Installation

a) If the screen shown in Fig.2.1 doesn't appear, this indicates wrong installation.

Remove the source diskette. Remove SANJAY directory from the destination drive and start the installation process again.

b) If the following message appears on the screen during installation.

Not enough space on disk Error copying file

then this indicates that the user had not checked the free disk space before installation.

Remove SANJAY directory from the destination drive. Make some more space free on the destination disk so as to make the total available space more than 3MB and start the installation process again.

c) Power failure during installation.

Remove SANJAY directory from the destination disk and start the installation procedure again.

10.2 Operation

a) The system may behave unpredictably under the following circumstances

- i) Power failure during operation
- ii) Disk full.

(i) In such cases, execute recovery program by giving the following command:

RECOVER

Once this program is over, the system will be in operation again.

(ii) Please make enough space available on operation drive to operate SANJAY

b) While operating Report Generation Services of various modules, system may report following error

No more memory available

In such cases please ensure 1MB RAM is available on the system and no memory resident program is loaded into memory.

SANJAY VER 2.0
ERRORS/SUGGESTIONS REPORT

Name : Date :
Institution : License number :
Address :
City : Pin :

Statement of Problem and possible reason/suggestions

Software Installation

Acquisition Control

Catalog - Information Retrieval Services

Catalog - Report Generation