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INTERNATIONAL DEVELOPMENT RESEARCH CENTRE

DEVELOPMENT DATA BASES: USE IN CANADA

USER MANUAL

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## Preface

This manual is a reference and self teaching guide to the use of the QUERY processor within the MINISIS system designed by the International Development Research Centre.

The main body of this manual explains how to access the various data bases; perform different types of searches; obtain the output; and exit from the system. Following this, in Appendix A, are data base descriptions for the seven available data bases as well as field nomenclature tables for each. Appendix B gives in depth descriptions of all available commands. Finally, Appendix C lists and describes error messages which you may encounter.

Any problems encountered with respect to use of this system or manual should be communicated to the data base administrator. Suggestions for improvements are also most welcome.

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## 1.0 INTRODUCTION

-----

This document describes the means to access and search the data bases stored in the computer based information management system (MINISIS), developed by the International Development Research Centre (IDRC).

This is an interactive, user friendly system providing access to seven different data bases:

1. BIBLIOL      2. DEVSISL      and      3. SALUS

- compiled by IDRC

4. FAO - compiled by the Food and Agriculture Organization of the United Nations
5. ILO - compiled by the International Labour Office
6. UNESCO - compiled by the United Nations Educational, Scientific and Cultural Organization
7. UNIDO - compiled by the United Nations Industrial Development Organization.

Data base descriptions and field nomenclature tables are found in Appendix A.

The computer system used is the Hewlett-Packard 3000 Series III mini computer with software written specifically for the HP 3000 family of computers in HP's System Programming language.

## 1.1 GENERAL SYSTEM USE INFORMATION

-----

### Carriage Returns

All commands and data entries are followed by pressing the carriage return key, which indicates to the system that the line is ready for processing as entered.

### Backspacing

Each time the backspace key is hit the last character will be deleted from the line being entered. On terminals without a backspace key one must enter "control-h" instead (Press the Control [CNTRL CTRL] key and the "h" key simultaneously). On

some hard-copy terminals a linefeed will be issued and the print head (if any) will back up one position. The deleted characters may be replaced by retyping.

#### Line Deletion

A "control-x" carriage return will cause all of the characters on the line being entered to be deleted. The operating system (MPE) produces a carriage return and linefeed, but the prompt (if any) will not be reissued. Note that on some terminals this will blank the entire screen.

#### Temporary Suspension of Output

A "control-s" carriage return will temporarily halt all output to the terminal. This is usually used to prevent output from slipping off the top of the screen before it can be read. Output may be restarted by issuing a "control-q" carriage return.

#### Yes/No Responses

Many of the procedures request a yes or no response. YES responses may be entered by typing Y or YES in either upper or lower case. NO may be entered by typing N or NO in either upper or lower case, or by simply entering a carriage return.

#### < Field id>

Many of the commands refer to fields in the record. References to these fields may be made using either the mnemonic name defined for the field, or the tag name. (Both of these are defined by the Data Base Manager and are found in Appendix A, Data Base Descriptions.) Mnemonics are sequences of letters up to 6 characters in length. Tags are of the form xnnn, where x is a letter, and n is a digit.

Whenever <field id> is found in this manual either mnemonics or tags are to be inserted.

#### Upper and Lower Case

In general, all input to the system may be entered in either upper or lower case. This applies to commands, field names and tags.

## 1.2 CONVENTIONS USED IN THIS MANUAL

-----

Certain character combinations are used to define commands in this manual. The characters themselves are not included in the input to the processor.

< > Characters between carets indicate that a MINISIS specification, i.e. a filename or field identifier, is used here.

[ ] An element inside brackets is optional. Several elements inside a pair of brackets and separated by a vertical line means that the user may select any one of these elements.

EXAMPLE: [A|B|C] the user may select A or B or C  
or none.

{ } When several elements are found within braces, the user must select one of the elements.

EXAMPLE: {A|B|C} the user must select either A or B  
or C

..... A horizontal row of dots indicates that a previous bracketed element may be repeated.

EXAMPLE: [A.....] A may be repeated  
{A|B}... A or B may be repeated

\_\_\_\_\_

.....

The required settings for MINISIS are:

1. Speed (also known as Baud Rate,  
Character Control Rate): 300 Baud, 30 cps.  
(1200 Baud, 120 cps.)
2. Duplex: half duplex
3. Parity: even parity
4. Character set: upper or lower case

Make sure that all cables are plugged in securely and, if you are using a modem, that its power is on as well as the terminal's.

The system is available 24 hours a day from Monday to Saturday except from 7:30 to 8:30 AM Monday to Thursday and 7:30 to 9:30 AM Friday. (Times are EASTERN TIME) System unavailability during these times is due to the running of back-up tapes.



## 2.2 Sign-on and Sign-off Procedures

### 2.2.1 Sign-On

1. Turn on terminal and acoustic coupler/modem and ensure proper Terminal settings
2. Dial your local datapac number
3. When you hear the high pitched tone, place the receiver in the coupler or engage the data switch on your modem
4. Strike the period on your terminal followed by a carriage return (CR)
5. System responds: DATAPAC:XXXX XXXX
6. Enter the network address  
20400157,IDRCOO CR  
(IDRCOO are letters in upper case)
7. System responds: DATAPAC: CALL CONNECTED  
Any other response requires a repetition of step 6
8. Strike carriage return (CR)
9. System responds: :  
Enter: HELLO <USER NAME>.EXTERNAL CR
10. System responds: HELLO <USER NAME>.EXTERNAL  
HP3000/MPE 111 B.01.B1.  
DATE, TIME  
English or French  
Anglais ou francais  
?  
Enter: e or a CR (for english) or  
f CR (for french) to choose the  
desired operating language.

11. System responds: [A NON-OPTIONAL SYSTEM  
MESSAGE] is displayed  
  
MORE NEWS? (Y/N)  
  
Enter: Y or N CR  
For display of optional  
system message  
  
END OF PROGRAM  
:
12. Enter: MINISIS CR
13. System responds: QUERY/MINISIS D.01.00  
DATE, TIME  
ENTER DATA BASE NAME OR EXIT  
  
YOU ARE NOW READY TO BEGIN THE SEARCH PROCESS.

### 2.2.2 Break Key

Use of the break key stops processing allowing you to alter the status of the search session.

1. Depress the Break Key
2. System responds :
3. (a) To return to point of data base selection:  
Enter: ABORT CR

System responds:  
Program aborted per user request (CIERR 989)  
If's and endif's must be paired within user  
defined commands. The previous if nesting  
level will be restored. (CIERR 1925)  
:

Enter: MINISIS CR

System responds:

QUERY MINISIS D.01.00 DATE,TIME  
ENTER DATA BASE NAME OR EXIT-

3. (b) To exit completely from the system:

Enter: ABORT CR

System responds:  
Program aborted per .....(CIERR 1925)  
:

Enter: Bye CR

System responds:

CPU= . CONNECT= . DATE,TIME

3. (c) To resume processing at the point when  
you depressed the break key:

Enter: RESUME CR

System responds: a) with the result of the  
processing when the QUERY is completed.

or b) READ PENDING

Enter: CR  
then continue as appropriate.

### 2.2.3 Sign-Off

1. Given the prompt > after your search is finished,

Enter EXIT carriage return

2. System responds:

```
    **MINISIS QUERY TERMINATED**  
    END OF PROGRAM  
    CPU=   . CONNECT=   . DATE, TIME
```

3. Replace your phone if you are using an acoustic coupler.
4. Turn off power on the coupler/modem and terminal.

### 3.0 QUERY -----

QUERY is the name of the processor within MINISIS which enables interactive retrieval capabilities with all the available data bases.

#### 3.1 QUERY COMMANDS -----

Having completed signing on, the system responds with:

ENTER DATA BASE NAME OR EXIT-

At this point you enter the name of the data base which you wish to search and then press carriage return.

If you have given a legal data base name, QUERY will respond:

TYPE 'HELP' FOR VALID COMMANDS  
>

Typing 'HELP' at this point will cause QUERY to display the following:

THE VALID COMMANDS ARE:

LANG en|fr|sp  
REFLECT on|off  
TRANSLATE on|off  
HELP  
DISPLAY tag [key]@  
FORMAT filename [,LINE=nn][,PAGE=mm][,MARGIN=pp]  
STATUS  
INVERTED  
DETAIL on|off  
FT on|off  
DEFAULT fieldid  
DB db name  
FILES  
USING filename  
EXIT  
= (to initiate a query)

>

The LANG, REFLECT, TRANSLATE and FT commands are applicable to those data bases linked to a thesaurus and will be discussed in Appendix A.1.1

DEFAULT fieldid is not applicable to the available data bases at this time.

(See Appendix B for detailed explanations)

- |                 |   |
|-----------------|---|
| HELP            | - tells the user what commands are valid at this point in the search. These commands will vary, depending on whether or not the user has already initiated the search with '=' and a QUERY specification. |
| DISPLAY         | - Allows you to browse through an inverted file or a thesaurus. This is a very important feature; see Section 3.3.2 and Appendix A.1.1  |
| FORMAT filename | - Allows you to change the format in which records will be displayed when BROWSE or LIST OFFLINE is invoked.  |
| STATUS          | - lists the current values (whether default or user-supplied) for DB, FORMAT, DECIMAL, REFLECT, TRANSLATE, DETAIL, FT LANG and DEFAULT fieldid.   |
| INVERTED        | - displays the mnemonics of any fields in the data base which are associated with inverted files.   |
| DETAIL on/off   | - if DETAIL ON is specified, more explicit information about how QUERY handles your search will be displayed. QUERY defaults to DETAIL OFF.   |
| DB db name      | - this enables you to change from one data base to another. <db name> can be any other legal data base name in the account.   |
| FILES           | - displays information about the available data bases.  |
| USING filename  | - will fetch search commands from a file in which they have been previously kept (see KEEP in Section 3.7).   |

EXIT

- causes the user to exit from QUERY and the MINISIS system.

=

- initiates the query formulation.

"=" is entered at the beginning of the first line of any search formulation. It is entered again for a new search only after a search formulation has been closed by entering a "\$".

### 3.2 Selecting a Search Formula

-----

Since QUERY assumes default options for the commands listed above, the search may begin at this point.

The user has a choice of two search formulas, "free text" search and a "term" search using inverted files. Free text searches require looking at each record in a subset of the data base and are MUCH, MUCH SLOWER than inverted file searches. (See section 3.5).

### 3.3 Searching Using Inverted Files

-----

#### 3.3.1 Description of Inverted Files

Inverted files provide a fast means of searching through the contents of a data base.

A field which is commonly used for search purposes will have a corresponding inverted file created by the system manager. These files are created by extracting terms from a field and making a list of records which contain each term. Terms may be inverted in an uncontrolled fashion where they are generally associated with words, i.e. words in a title; or in a controlled fashion where each term is inverted only if it is found in a data base of legal terms (thesaurus), i.e. abstract terms or descriptors.

#### 3.3.2 DISPLAY of Inverted Files

This command does not display records. It is used only to search through the contents of an inverted file. DISPLAY may begin at the first term in the file, or at any specified term, and can be stopped temporarily or brought to a complete halt using CONTROL-Y carriage return. At the end of every 15 terms the system will ask you if you wish to continue or not.

This command allows you to select the most appropriate term to satisfy your search criteria.

The structure is as follows:

>DISPLAY <field id> @



will list terms in the inverted file linked to the field defined by <field id>, being either the field tag or mnemonic, from the beginning of the file.

>DISPLAY <field id> [key]@

will list terms in that inverted file beginning with the term defined by [key]. Note that [key] may be a right-truncated term; for example:

>DISPLAY v800 ser@

will list the inverted file linked to field V800 starting at the first key which begins with the characters ser. If no term begins with ser, then DISPLAY will start the listing at the first term which would follow ser alphabetically.

The display may be halted by CONTROL-Y carriage return. The system will ask: MORE (Y/N)-  
Replying with YES or Y will result in further display.  
NO or N brings the user back to the > or Q> prompt.

> DISPLAY [key]@

The <field id> may be omitted if the field is the default query field for this data base. See section 3.3.3 for an explanation of the default query field.

### 3.3.3 Initiating an Inverted File Search

The command 'inverted' may be invoked to display the names of fields which are associated with inverted files.

```
>inverted
```

```
SUBDES  TITLEM
```

The search or query is initiated with '=' and takes the form:

```
>=<field id> (term or list of terms)
```

where <field id> can be either the mnemonic or tag used to identify the field. The system verifies that the field indicated is associated with an inverted file. The term or list of terms is scanned and the inverted file is consulted to find those records or postings that contain this term or terms in the specified field. A single search statement line may contain up to 256 characters.

EXAMPLE:           >= TITLEM Labour

and QUERY will respond

```
1:  P=525  T=525
```

where P = number of postings to records containing the term Labour in the TITLEM field and T = total number of records accessible to the user. (T may be less than P if there are initial restrictions applying to the data base being searched.) These records found are now in what is called a 'Set', ready to be displayed on-line (BROWSE), kept (KEEP), listed offline (LIST OFFLINE) or further manipulated.

For each data base there is only one default QUERY field which must be associated with an inverted file and usually contains terms in the form of descriptors. You NEED NOT identify the default QUERY field when searching that field. When you do NOT identify the field on which you want to search, QUERY assumes that you wish to search for the term or terms in the default QUERY field.

EXAMPLE:           >= Labour

```
1:  P=422  T=422
```

### 3.4 Search Formulation

Having initiated our search using = and an initial specification, we find ourselves within the search formulation. (The = (equal) sign should be at the beginning of the first line of a search). When the result, or set, of your initial search has been displayed, QUERY prompts with:

Q>

Typing 'HELP' at this point will display a list of commands available to the user within QUERY.

THE VALID COMMANDS ARE:

```
LANG  en|fr|sp
REFLECT  on|off
TRANSLATE  on|off
HELP
BROWSE  [,+nnn|,LAST nnn]
DISPLAY  tag  [key]@
FORMAT  filename [,LINE=nn][,PAGE=mm][,MARGIN=pp]
STATUS
INVERTED
DETAIL  on|off
SHOW  arith expression  [;arith expression...]
DECIMAL  nnn
FT  on|off
DSF
KEEP  filename  [EXCEPT line number,...]
SAVE  filename
LIST OFFLINE  [,NOW [,+nnnn|,LAST nnnn]]
STREAM  processor;parameter[;parameter.....]
*TITLE1  title line of search
*TITLE2  title line of search
*SENDTO  name of requestor
$  (to terminate query)
DEFAULT  fieldid
```

LANG, REFLECT, TRANSLATE, FT, HELP, DISPLAY, STATUS, INVERTED, DETAIL and FORMAT may be used as explained in Section 3.1.

BROWSE allows you to display on-line the records which have been retrieved by the last step of the search formulation. BROWSE,+nnn skips nnn records and then displays the remainder of the set. BROWSE,LAST nnn allows only the last nnn records in the subset to be displayed. Ten records may be displayed at a time, after which you may elect to continue or not. At

any time during the display you may press CONTROL-Y carriage return, which will cause BROWSE to stop at the end of the currently displayed record.

SHOW, DECIMAL, SAVE, STREAM and DEFAULT are presently not applicable to the available data bases.

KEEP allows you to save previous search strategies as explained in Section 3.7.

LIST OFFLINE, \*TITLE1, \*TITLE2 and \*SENDTO allow the production and distribution of offline requests. These commands are explained in Section 3.8.

DSF allows you to see all the steps of your search up to the present.

NOTE also that DB, FILES, USING, = and EXIT are no longer available to you after the Q> prompt.

\$ is used to end the query formulation and return you to > .

\$ is entered before:

- (a) beginning a new search formulation  
= term
- (b) changing to another legal data base  
db <data base name>
- (c) exiting from the system  
exit

#### 3.4.1 Searching With Boolean Operators

The core commands in searching are the Boolean operators: AND, OR, EOR, and NOT. With these you can combine lists of records containing various terms. The AND, OR and EOR operators join two lists of records, and NOT works on only one list. Each time a term is entered during a search, a list of records containing that term is generated and saved in a temporary area. The lists may then be manipulated using these operators.

The AND (\*) operator joins two lists creating a smaller set of records - those common to both lists. When ANDing separate fields or descriptor terms it is necessary to specify AND.

```
>= Labour AND AUTHM WOOD WD
1: P = 1 T = 1
```

NOTE >= Management AND Labour  
1: P = 11 T = 11

but >= Management Labour  
^ILLEGAL TERM

because QUERY assumes 'Management Labour' is one term and was not able to find it in the inverted file of descriptors. It is not necessary to specify AND when ANDing terms which are separate words (not descriptors) within an inverted field (i.e. Title field). You need only specify the field identifier and the string of words.

The OR (+) operator specifies a wider set of records - those contained in either of the two lists or both.

>=Labour  
1: P = 422 T = 422

Q> OR MANAGEMENT  
2: P = 2411 T = 2411

The EOR (#) operator (Exclusive OR) specifies a subset of the OR operation - those records belonging to one list or the other, but not to both.

>=Management  
1: P = 2000 T = 2000

Q> EOR LABOUR  
2: P = 2400 T = 2400

The NOT operator is usually used in conjunction with the AND operator in order to reduce unwanted occurrences from a previous set. NOT(-); AND NOT(\* -); OR NOT(+ -).

>=Labour  
1: P = 422 T = 422

Q>AND NOT MANAGEMENT  
2: P = 411 T = 411

### 3.4.2 Manipulating Sets and Line Numbers

Now that you are within the QUERY formulation, and have a set as the result of your initial search, you may create other sets by the use of the AND, OR, EOR or NOT expressions. We have seen that you can combine two or more requests in a single operation but it is important to note that AND or OR expressions always apply to the set immediately before the

expression. Since each set is issued a unique line number, you may refer back to an earlier set by entering its line number in order to retrieve it for further manipulation. Up to 250 internal operations can be used to create a subset within a single QUERY formulation.

With DETAIL ON

> = LABOUR

#1 = "LABOUR"

P = 422

1: P = 422 T = 422

Q>AND MANAGEMENT

#2 "MANAGEMENT"

P = 2000

#3 1 AND 2

T = 11

2: P = 11 T = 11

Q>and AUTHM Wood WD

#4 I100 "WOOD WD"

P = 1

#5 3 and 4

T = 1

3: P = 1 T = 1

If you wish, a number of searches may be carried out without Boolean expressions, and then Boolean operations can be performed on these sets using their line numbers.

WITH DETAIL OFF

```

> = Labour
   1:  P = 422    T = 422

Q> Management
   2:  P = 2000   T = 2000

Q> AUTHM  WOOD WD
   3:  P = 1      T = 1

Q> 1 AND 2
   4:  P = 11     T = 11

Q> 4 AND 3
   5:  P = 1      T = 1

```

To summarize, boolean operators may combine  
 (a) terms with terms;  
 (b) terms with sets; or  
 (c) sets with sets.

### 3.4.3 Parentheses

Parentheses may be used within any single line of a search. They may not cross lines. Their main use is to change the order of BOOLEAN operations. Normally the operators are executed in the following order:

```

TEXT
NOT
AND
OR
EOR

```

so that in the statement

```

> = idrc AND development aid
OR forestry

```

'idrc' and 'development aid' would be AND'ed, and then OR'ed with 'forestry'.  
 But in

```

> = idrc AND (development aid
OR forestry)

```

'development aid' and 'forestry' would be OR'ed, and then AND'ed with 'idrc'.

To avoid potentially spurious results, do not combine boolean operations with a free text search within the same search statement line. (Because free text searches are performed on the result of the previous search statement line.) (See section 3.5)

#### 3.4.4 Quotation Marks

Quotation marks may be used within a single search statement if descriptor processing is being used and part of the descriptor could be confused with the name of a BOOLEAN operation. For example, when searching for a term such as 'law and order' use quotation marks as follows:

```
> = "law and order"
```

otherwise QUERY will attempt to find the two terms 'law' and 'order' and perform an AND operation on these terms.

#### 3.4.5 Right Truncation

Queries may be performed on inverted fields, on terms that are truncated on the right. A search on a character string of four letters, for example, will find and OR all terms in the inverted file beginning with those four letters. The truncated form of the term must be followed by a commercial 'at' symbol (@).

```
> = mari@
```

```
MARINE FISHING      P=15
```

```
MARINE RESOURCES   P=45
```

```
MARITAL STATUS     P=17
```

```
MARITIME LAW       P=7
```

```
1:   P=71   T=71
```

In the following example, two right-truncated terms from the same field are ANDed. QUERY ORs all terms



beginning with MARI and all terms beginning with RES and ANDs the two resulting sets.

> = mari@ AND res@

We have seen that when terms are words, rather than descriptors within slashes or the entire contents of a field, it is possible to AND words from a single inverted file by specifying the field identifier and a string of words, without explicitly stating AND. However, only the last word in the line of search formulation may be right-truncated, unless the AND operation is performed as in Example 3 below.

EXAMPLE 1: > = TITLEM computer sci@

will AND the word COMPUTER from the title inverted file with the result of an OR of all words in the title inverted file which begin with SCI, whereas

EXAMPLE 2: > = TITLEM comp@ sci@

will result in the error message ILLEGAL TERM.

EXAMPLE 3: > = TITLEM comp@ AND TITLEM sci@

will OR all terms in the title field beginning with comp and all terms beginning with SCI and AND the resulting sets.

### 3.5 Free Text Search

-----

Free text refers to searching for a sequence of characters, rather than for a term. The TEXT operation is applied usually to those fields which are not associated with an inverted file, and requires QUERY to look at each individual record in the data base or set being searched, to find those records containing the supplied character string in the specified field. This method of searching is usually used to:

- (a) further restrict the result of the previous fast access search by date of publication (DATEP), language of text (LANGT) or some specific data in another non-inverted field;
- (b) find all records with a particular author (AUTHM) or corporate author (CORPMN); or

(c) find one record with a particular title (TITLEM).

The form of a TEXT operation is:

`>=TEXT <field id> = (text string)`

EXAMPLE: `>=TEXT AUTHM = Bene`

All records which contain the character sequence "bene" in the AUTHM field will be retrieved by this search. Note that if a record contains the name "Benet" in the AUTHM field it will also be retrieved by this search, because TEXT does not distinguish words, it only matches sequences of characters. Therefore, TEXT will distinguish between the words 'won't' and 'wont' or 'co-operation' and 'cooperation', because hyphens, apostrophes and spaces between words count as characters. However, as with terms, diacritical marks are stripped and characters are upshifted internally so that TEXT does not distinguish between 'BENE', 'Bene' and 'bene'. We may want to further restrict our search by supplying a more unique character string, i.e.

`>=TEXT AUTHM = Bene, J.`

Note that the word TEXT and the "=" operator need to be indicated ONLY if the field is inverted and you wish to search for a character string rather than a key. When QUERY is given a search command, it first checks to see if the supplied field identifier (tag or mnemonic) is associated with an inverted file. If it finds that it is not, QUERY will automatically assume that the search will be free text, and will begin to look through each record for this field. If the field is a valid field in the data base, we need only say:

`>=AUTHM Bene, J.`

for a TEXT search to take place  
and QUERY will provide the TEXT and '=' operator  
implicitly for the search.

The free text search may take a VERY LONG TIME depending on how many records are being searched. You may wish to stop before the search is completed. This can be accomplished by pressing CONTROL-Y carriage return (pressing the control key and Y key simultaneously), causing the processor to display the number of records searched, and the number of hits found so far. You then have the option of continuing or stopping at this point. If you choose the latter, the result is saved, just like any other set, and given a

unique line number. If you wish to perform a free text search on a large set (> 3000 records) or during peak hours, then it might be preferable to employ the offline searching technique described in Communique 5.

The free text operation is a form of AND operation, OPERATING ON THE SET ESTABLISHED BY THE IMMEDIATELY PRECEEDING SEARCH STATEMENT LINE. If the free text operation is the first line of a search formulation then it will operate on the whole data base.

### 3.6 Inverted and Free Text Searching Formats

-----  
>=term  
    inverted search on default QUERY field  
  
>=<field id> term(s)  
    inverted search on field defined by  
    <field id>.  
  
>=<field id> (comparison operator) key  
    comparison operation performed on inverted field  
    defined by <field id>.

The "comparison operator" may take the form of:

< is less than  
> is greater than  
<> is not equal to  
<= is less than or equal to  
>= is greater than or equal to

The order of the search will follow the standard ASCII order.

>=<field id> character string  
    free text search on field defined by  
    <field id>.  
  
>= <field id> (comparison operator) character string  
    free text search on field defined by  
    <field id>. (Comparison operation)  
  
>=TEXT <field id> = character string  
    free text search on the inverted field  
    defined by <field id>.

### 3.7 Saving Search Strategies

-----

Although the results of each expression are kept WITHIN the QUERY formulation, once you terminate this particular search with \$ and return to > these sets are lost. To save the text of the search use KEEP.

KEEP <filename> [EXCEPT line number....]

After any operation, KEEP <filename> can be invoked. KEEP keeps the text of the search for use at a later date within QUERY. The <filename> can be any sequence of six characters or less which begins with an alphabetic character.

At a later date, by invoking the USING <filename> command on the same data base on which the search structure was kept, that search strategy will be automatically performed.

NOTE that KEEP does not actually keep the records found in the search, merely the structure of the search itself. If changes are made to the data base between the time you KEEP your search structure and the next time you use it, different results may be obtained from your search, although the formulation remains the same.

The EXCEPT option allows exclusion of certain lines of the formulation, by allowing you to list those line numbers not required.

### 3.8 LIST OFFLINE [,NOW [,+nnn],LAST nnn]]

-----

This command will list the records in the current set on the system line printer, by creating a job and submitting it to the batch queue. LIST OFFLINE is the same as the BROWSE command except the output is on the line printer instead of the terminal. The [,NOW] option should not be used.

There are three commands which may be used in conjunction with LIST OFFLINE.

\*TITLE1 - These commands allow the user to  
\*TITLE2 - provide information as to the ultimate  
\*SENDTO - destination of the listing.

These three commands, if used, must be specified before each LIST OFFLINE command; for example:

Q>\*TITLE1 30 Elm Street

Q>\*TITLE2      Ottawa, Ont., A1A 1A1

Q>\*SENDTO      J. Smith

Q>LIST OFFLINE

\*TITLE1, \*TITLE2 and \*SENDTO can be changed simply by restating the commands followed by the new information.

SECTION 4.0                      SAMPLE    SEARCH  
-----

:Hello <user name>.External  
HELLO <USER NAME>.EXTERNAL  
HP3000 / MPE III B.01.B1.    TUE, OCT 21, 1980,    4:08 PM

ENGLISH OR FRENCH  
ANGLAIS OU FRANCAIS

?e

"Non-optional System News"  
MORE NEWS?(Y/N)

Y

"Optional System News"  
END OF PROGRAM

:MINISIS

QUERY/MINISIS D.01.00    TUE, OCT 21, 1980,    4:08 PM

ENTER DATA BASE NAME OR EXIT - il0  
TYPE 'HELP' FOR VALID COMMANDS

> = Labour  
1:        P=422        T=422

Q> and management  
2:        P=11        T=11

Q> and authm wood wd  
3:        P=1        T=1

Q> browse  
WOOD WD    KELLY LA    KUMAR P  
QUEEN'S UNIVERSITY, KINGSTON, ONT. INDUSTRIAL RELATIONS CENTRE  
CANADIAN GRADUATE THESES, 1919-1967 - AN ANNOTATED BIBLIO-  
GRAPHY (COVERING ECONOMICS, BUSINESS AND INDUSTRIAL  
RELATIONS).  
KINGSTON, ONT., 1970, XIV, 483 P. TABLES. (ITS - BIBLIO-  
GRAPHY SERIES, NO. 4.)

lang: ENGL        date: 1970

Q> \$  
> exit

**\*\*MINISIS QUERY TERMINATED\*\***  
**END OF PROGRAM**  
**CPU=15. CONNECT=3, TUE, OCT, 21, 1980, 4:10 PM**

## APPENDIX A. DATA BASE DESCRIPTIONS

### Appendix A.1 BIBLIOL

-----

#### General Description

Supplier: International Development Research Centre (IDRC)  
Ottawa, Canada.

Content Coverage: This data base covers literature collected to service the needs and objectives of the International Development Research Centre as a whole. This literature relates primarily to the economic and social development of the developing world, particularly its rural areas. Topics covered include: demography, urbanization, migration, technology transfer, education, family planning, health, agriculture, nutrition, information systems, development aid and science policy.

Period of Coverage: 1972 to date

Updating Frequency: Daily

Data Base Name: BIBLIOL

Print format:

Full FBIB

Print format:

Brief (No Abstract) SBIB

Default format

Default Query Field: SUBDES  
B080



# FIELD NOMENCLATURE

-----

Field Name -----	Mnemonic -----	Tag ---	Inverted -----
Personal Author	AUTHA	A110	
	AUTHM	A120	
	AUTHC	A130	
Author Affiliation	AFILAN	A141	
	AFILMN	A151	
	AFILCN	A161	
Corporate Author Name	CORPAN	A171	
	CORPMN	A181	
	CORPCN	A191	
Corporate Author Code	CORPSN	C021	
	CORPMK	A184	Yes
	TITLEA	A080	Yes
Title	TITLEM	A090	Yes
	TITLEC	A100	Yes
Edition	EDITN	A270	
Publisher	PUBLN	A251	
Collation	COLLAM	A290	
	PARTC	C060	
	COLLAC	A280	
Library Has	LIBHAS	D020	
Monographic Series Title	MONOST	C041	Yes
Title Serial	TITLES	C010	Yes
Part Serial	PARTS	C050	
Pagination Analytic	PAGINA	A200	
Date of Publication	DATEP	A210	
Publisher Serial Location	PUBLSL	C032	
Publisher Serial Name	PUBLSN	C031	
Conference Name	CONFN	A301	
Report Number	REPTNO	A390	
Language(s) of Text	LANGT	A230	
ISBN	ISBN	A260	
Internal Sequence Number	ISN	ISN	
IDRC Library References Numbers		D030, B010, D040, D050, D060, D070, D080	
Free Text Abstract	ABSTR	B070	
Subject Descriptors	SUBDES	B080	Yes

### A.1.1 Thesaurus Searches

This applies only to the BIBLIOL data base.

The MINISIS system supports the use of a thesaurus structure as an aid to searching. The thesaurus is a data base, containing records composed of terms in the form of descriptors in three languages: English, French and Spanish. These descriptors are taken from the data base by an internal program to form an inverted file, which in turn is linked to the field in the bibliographic data base that is to be searched.

This field, usually an abstract of the contents of the document described in a record, may look like this:

Example: /International law/ of the /sea/, /regional cooperation/  
in /South East Asia/ - /bibliography/c notes.

Note that this abstract might also read:

/international law/ /sea/ /regional cooperation/ /south  
east asia/ /bibliography/

Only those words or phrases within slashes are recognised as valid terms for search purposes. These terms must be standardized, i.e. 'youth' will be used throughout the data base rather than the synonyms 'adolescent', 'teenager', 'boy' or 'girl'.

Date, number and part are also standardized (note /bibliography/c). Other examples are /country/s, /agriculture/al, /social/ly. All characters are upshifted and diacritical marks stripped internally so that /International law/ and /international law/ are treated as one term by QUERY.

### Links to Other Descriptors

One can use the thesaurus to broaden or narrow a search by obtaining other descriptors, related to the descriptor used in the search, that may better describe the desired subject.

These descriptors may be found through the Broader Term, Narrower Term, Related Term, and Any Tables as they are found in the thesaurus data base.

Broader Term	- can be consulted if the specific descriptor does not supply enough information
	- the resulting set is the result of a logical OR of the term and all of its broader terms (in all 3 languages)

Narrower Term           - can be consulted if too wide a range of records are retrieved by the specific descriptor  
                         - the resulting set is the result of a logical OR of the term and all of its narrower terms (in all 3 languages)

Related Term           - broadens the range of descriptors linked to the specific descriptor  
                         - the resulting set is the result of a logical OR of the term and all of its related terms (in all 3 languages)

Example: TERM 'subtropical fruit' may have

BT - fruit  
NT - almond  
      apricot  
      citrus fruit  
      date  
      olive  
RT - subtropical zone

Any Table               - allows user to access information in blocks  
                         - usually used in conjunction with geographic terms

Example: TERM 'Asia' has three narrower terms: 'Far East', 'South East Asia' and 'South Asia'. By specifying ANY Asia, the user may access all the countries in Asia, and need not list the names of all Asian countries in the search formulation. QUERY will treat all the descriptors in the ANY Table as though they had been linked by the OR operator.

These commands are indicated in the form:

BT (term)  
RT (term)  
NT (term)  
ANY (term)

Where (term) is a valid descriptor in the thesaurus.

REFLECT on|off

This command is useful when using the BT, NT, RT, or ANY features of the thesaurus. REFLECT controls the information shown to the user. When REFLECT is OFF, only the postings and total for the line entered are returned. When ON, every term involved is displayed with its postings, and then the postings and total for the line are given at the end. The default is REFLECT ON.

LANG en|fr|sp

This command controls the languages of translation when using the thesaurus. Any of the three languages may be specified, in any order, separated by commas if more than one is desired. If a term is entered that is not in the language(s) specified, it will be translated to the language(s) desired, and postings will be included for the language entered plus any translations. The default is all languages.

Example: >= sea  
          SEA = 99  
          MER = 10  
          MAR = 1  
          T = 110    P = 110

TRANSLATE on|off

This command turns off the automatic translation facility of the trilingual thesaurus. The language(s) of translation are controlled by the LANG command. The default is TRANSLATE ON.

FT on|off

This command, when turned on, allows the user to search using forbidden terms (where a forbidden term is defined in the thesaurus data base as the obsolete form of a valid term). For example, 'social security', which exists as a valid term in a thesaurus data base, has as a forbidden term the obsolete expression 'social insurance', which is no longer a valid term and does not exist in the bibliographic data base on which searching is taking place. When FT is ON, a search on 'social insurance' will retrieve all records containing the descriptor 'social security'. The default is FT OFF.

DISPLAY with a thesaurus

When DISPLAY is invoked on a field which is linked to a thesaurus, the related, broader, narrower and any terms related to each term are displayed. If the thesaurus is multi-lingual, the other language equivalents of each term are also displayed (but not of its related terms; i.e. in the example below, the English and Spanish equivalents of the French-language term MARIN are shown, but only the French broader and related terms have been displayed).

>DISPLAY mari@

MARIN P=0  
SEAFARER P=1  
MARIOSO P=0  
BT EMPLOYE DES TRANSPORTS  
RT TRANSPORT MARITIME

and, so on, until the end of ten terms is reached, or until the user halts the listing by CONTROL-Y carriage return. Note that if CONTROL-Y Carriage Return is hit and the user replies NO or carriage return to MORE (Y/N), the listing will continue until all related terms for the last term found are listed. For example:

> DISPLAY maritime law@

MARITIME LAW P=7  
DROIT MARITIME P=2  
DESECHO MARITIMO P=0  
MORE (Y/N) - no (user has hit CONTROL-Y Carriage Return and replied NO)  
BT LAW  
RT SEA TRANSPORT

The listing continues after CONTROL-Y Carriage Return is hit, until the last related term for MARITIME LAW is listed, and then stops.

## Appendix A.2     DEVSISL

### General Description

Supplier:   International Development Research Centre (IDRC)  
             Ottawa, Canada

Content Coverage:   Devsis is an international, cooperative information system covering literature on the economic and social aspects of Third World development. At present it is an experimental data base consisting of bibliographic references provided by the following countries: Canada; Sri Lanka; West Germany; Indonesia; Morocco; Netherlands; USSR; Pakistan; and the Philippines. Each country is responsible for reporting documents produced within its own territory.

Period of Coverage:                1975 to date

Updating Frequency:                Monthly

Data Base Name:                    DEVSISL

Print format                        FDEV  
Full

Print format                        SDEV  
Brief (No Abstract)  
Default format

Default Query Field:                SUBDES  
                                      D200

# FIELD NOMENCLATURE

FIELD NAME	MNEMONIC	TAG	INVERTED
-----	-----	----	-----
Personal Author	AUTHA	A110	
	AUTHMN	A121	
	AUTHCN	A131	
Author Affiliation	AFILAN	A141	
	AFILMN	A151	
	AFILCN	A161	
Corporate Author Name	CORPAN	A171	
	CORPMN	A181	
	CORPCN	A191	
Title	TITLEA	A080	
	TITLEM	A090	
	TITLEC	A100	
Edition	EDITN	A270	
Serial/Series Title	TITLES	A030	
Volume Number	VOLNO	A050	
Publisher	PUBLN	A251	
Pagination Analytic	PAGINA	A200	
Report Number	REPTNO	A390	
Conference Name	CONFN	A300	
Conference Location	CONFL	A311	
Conference Date	CONFD	A320	
Notes	NOTES	A990	
Language(s) of Text	LANGT	A230	
Date of Publication	DATEP	A210	
ISBN	ISBN	A260	
ISSN	ISSN	A010	
Geographic Code	GEO1	D131	
Sequence Number	SEQNUM	D020	
Internal Sequence Number	ISN	ISN	
Subject Descriptors	SUBDES	D200	YES

Appendix A.3        SALUS  
-----

General Description

Supplier:    International Development Research Centre (IDRC)  
             Ottawa, Canada

Content Coverage:    Salus is a data base covering literature  
mainly on low cost rural health care and health manpower  
training in developing countries.

Period of Coverage:        1970 to date

Updating Frequency:        weekly

Data Base Name:            SALUS

Print format                FSAL  
    full

Print format                SSAL  
    brief (no Abstract)  
    Default format

Default Query Field:        SUBDES  
                              H400



# FJELD    NOMENCLATURE -----

FIELD NAME -----	MNEMONIC -----	TAG ----	INVERTED -----
Personal Author	AUTHM	H100	
Corporate Author	CORPMN	H110	
Editor	EDITOR	H180	
Title	TITLEM	H200	
Translate Title	TRANSL	H210	
Conference	CONF	H120	
Source	SOURCE	H300	
Int. Org. Doc. No.	ORGNO	H050	
Notes	NOTES	H500	
Language(s) of Text	LANGT	H600	
Date of Publication	DATEP	H530	
Call No	CALLNO	H150	
Resequenced Number	RESEQN	B940	
Location	LOCATN	H130	
Internal Sequence Number	ISN	ISN	
Abstract	ABSTR	H730	
Subject Descriptors	SUBDES	H400	YES

#### Appendix A.4    FAO

-----

#### General Description

Supplier:    Food and Agriculture Organization (FAO)  
             Rome, Italy

Content Coverage:    Geographic coverage is worldwide of documents written by or for FAO on such topics as: agricultural chemicals technology; agriculture, farming; agronomy, crops and soils; animal husbandry, livestock farming; botany; ecology; economics, industry and trade; conservation; fishing and fisheries; food and nutrition; human geography; natural resources; physical geography; rock, soil and mineral sciences; Zoology and animal biology. Much of the documentation deals with developing countries, the enhancement of food production in these countries and questions of trade in agricultural products between these countries and the rest of the world.

Period of Coverage:    1968 to date

Updating Frequency:    biannually

Data base Name:        FAO

Print Format            FFAO  
    full

Print Format            SFAO  
    brief (No Abstract)  
    Default format

Default Query Field:    SUBDES  
                         F300

# FIELD NOMENCLATURE

FIELD NAME -----	MNEMONIC -----	TAG ----	INVERTED -----
Personal Author	AUTHM	F070	
Corporate Author	CORPMN	F080	
English Title	TITLEM	F110	
Original Title	OTITLE	F120	
Publisher Location	PUBLL	F190	
Publisher Name	PUBLN	F180	
Publisher Date	PUBLD	F200	
Collation Monograph	COLLAM	F210	
Title Serial	TITLES	F230	
Collation Serial	COLLAS	F260	
Publication Date Serial	PUBLDS	F250	
Conference Name	CONFN	F140	
Conference Location	CONFL	F150	
Conference Date	CONFD	F160	
General Source	SOURCE	F290	
Availability	AVAIL	F280	
Accession Number	ACCESS	F010	
Reference Symbol	REF	F060	
Language(s) of Text	LANGT	F130	
Date of Publication	DATEP	F020	
ISBN	ISBN	F090	
ISSN	ISSN	F240	
Internal Sequence Number	ISN	ISN	
Subject Descriptors	SUBDES	F300	YES

Appendix A.5 ILO

General Description

Supplier: International Labour Office (ILO)  
Geneva, Switzerland

Content Coverage: Geographic coverage is worldwide of journal and monographic literature in the fields of economic and social development and industrial relations, including such topics as: international relations, economic conditions and policies, demography, management, education, law, agriculture, environment and earth sciences. It covers much information specific to the developing countries, such as: employment creation, labour-intensive manufacturing methods and the role of women in development.

Period of Coverage: 1971 to date

Updating frequency: quarterly

Data base Name: ILO

Print format FILC  
full

Print format SILO  
brief (no Abstract)  
Default format

Default Query Field: SUBDES  
I400

FIELD    NOMENCLATURE  
-----

FIELD NAME -----	MNEMONIC -----	TAG ----	INVERTED -----
Personal Author	AUTHM	I100	
Corporate Author	CORPMN	I110	
Title	TITLEM	I200	
Conference	CONF	I120	
Source	SOURCE	I300	
Multiple Volume Data	MVDATA	I030	
Series Note	SERIES	I350	
Report Number	REPTNO	I060	
Language(s) of Text	LANGT	I050	
Date of Publication	DATEP	I900	
ISBN	ISBN	I040	
Document Number	DOCNUM	I370	
Internal Sequence Number	ISN	ISN	
Subject Descriptors	SUBDES	I400	YES

Appendix A.6 UNESCO

General Description

Supplier: United Nations Educational, Scientific and Cultural  
Organization (Unesco)  
Paris, France

Content Coverage: Geographic coverage is worldwide of literature consisting of monographs, serials, reports, proceedings and unpublished documents written by or for Unesco. These deal with a broad range of educational, scientific and cultural programs with an increasing emphasis on development issues. Topics include: area studies; arts; communication science and technology; economics, industry and trade; education; environment and nature conservation; geography; work and leisure; information sciences and documentation; international law; language, linguistics and literature; legal organizations and procedure; music and the performing arts; political science and politics; psychology; religion and atheism; social sciences, social welfare and relief services.

Period of Coverage: 1970 to date

Updating Frequency: quarterly

Data base Name: UNESCO

Print format FUNE  
full

Print format SUNE  
brief (No Abstract)  
Default format

Default Query Field: SUBDES  
U270

FIELD    NOMENCLATURE  
-----

FIELD NAME -----	MNEMONIC -----	TAG ----	INVERTED -----
Personal Author	AUTHM	U280	
Corporate Author	CORPMN	U290	
Meetings	MEET	U170	
Title Statement	TITLEM	U190	
Edition Statement	ED	U210	
Series Statement	SERIES	U400	
Imprint	IMPRNT	U220	
Collation	COLLAT	U230	
General Notes	NOTES	U240	
Date of Publication	DATEP	U060	
UDC	UDC	U150	
Language(s) of Text	LANGT	U020	
Document Codes	DCODE	U160	
Microfiche Number	MICRO	U130	
ISBN	ISBN	U120	
ISSN	ISSN	U110	
Internal Sequence Number	ISN	ISN	
Abstract	ABSTR	U260	
Subject Descriptors	SUBDES	U270	YES

Appendix A.7 UNIDO  
-----

General Description

Supplier: United Nations Industrial Development Organization  
(UNIDO)  
Vienna, Austria

Content Coverage: This data base covers documents prepared by or for UNIDO concerned with the improvement of industry in developing countries. The literature covers macro- and micro-economic aspects of industrial development, such as: policies; planning; surveys; infrastructure; institutional services; pre-feasibility and feasibility of industry or plant; production and productivity; product development and design; technology and techniques; management; marketing; quality control and research.

Period of Coverage: 1968 to date

Updating Frequency: biannually

Data base Name: UNIDO

Print format  
full FUNI

Print format  
brief (No Abstract) SUNI  
Default format

Default Query Field: SUBDES  
U100



FIELD    NOMENCLATURE  
-----

FIELD NAME -----	MNEMONIC -----	TAG ----	INVERTED -----
Personal Author	AUTHM	U020	
Corporate Author	CORPMN	U030	
Title	TITLEM	U040	
Source	SOURCE	U050	
Language(s) of Text	LANGT	U060	
Date of Publication	DATEP	U010	
Document Number	DOCNO	U080	
ISBN	ISBN	U090	
Internal Sequence Number	ISN	ISN	
Subject Descriptors	SUBDES	U100	YES

## APPENDIX B. QUERY COMMANDS

-----

### B.1

=

COMMAND FORM:        = <search formulation>

COMMAND PROMPT:     >

PURPOSE:            The = initiates a search

DESCRIPTION:        The = may appear on a line by itself, or at the beginning of the first search statement line. It must begin every search session but it can not be entered again unless that search session has been closed by entering \$ . After it has been entered, the prompt changes to Q> , indicating that the user is in the search process.

Each search statement entered will select records, if they match the condition specified. After the search has been carried out, a line will be displayed showing the postings for the terms entered (P=), and the total records chosen up to and including this search statement (T=).

The results of the search may be displayed at the terminal (BROWSE) or listed at the line printer (LIST OFFLINE).

The search formulation itself may be kept for future use (KEEP).

B.2

\$

COMMAND FORM: \$

COMMAND PROMPT: Q>

PURPOSE: To terminate the current search formulation.

DESCRIPTION: This will terminate the current search  
formulation, and return the user to the  
> prompt.

### B.3

#### BROWSE

COMMAND FORM:     BROWSE [,+nnn [,LAST nnn]  
                  nnn is any positive number

COMMAND PROMPT:   Q>

PURPOSE:           To display records in the current set.

DESCRIPTION:       This will display the records in the current set, using the default print format for the data base, or the format selected with the FORMAT command. The command has no meaning after the > prompt.

Ten records will be displayed, and the user will then be asked if she wants to continue with the display. No or carriage return will return you to the Q> prompt, and the search may be continued. Control-Y carriage return may be used at any time, and BROWSE will halt after the currently displayed record.

The two options allow selected portions of the set to be displayed. The first form, +nnn , will display starting after the n-th record in the set:

          e.g.       BROWSE,+10  
will display from the eleventh record onward. The display will continue for ten records, or to the end of the list. If there are fewer than nnn records in the set, nothing will happen.

The second form ,LAST nnn will display the last nnn records in the set.

          e.g.       BROWSE,LAST 10  
will display the last 10 records. If nnn is greater than the number of records in the list, they will all be displayed.

## B.4

### DB

COMMAND FORM: DB <data base name>

<data base name> is the name of any MINISIS data base which one may search.

COMMAND PROMPT: >

PURPOSE: To change data bases on which searches are to be performed.

DESCRIPTION: The DB command allows the data base being searched to be changed. If the new data base specified does not exist, or is not searchable, the data base being accessed at the time the DB command was given will still be open.

The new data base will bring with it a new default print format.

## B.5

### DETAIL

COMMAND FORM: DETAIL {ON|OFF}

COMMAND PROMPT: > or Q>

PURPOSE: To optionally allow the display of internal system information.

DESCRIPTION: QUERY breaks user queries down into smaller units for searching. This command, with the ON argument, will cause the smaller unit to be displayed at the terminal.

## B.6

### DISPLAY

AND FORM:     DISPLAY <field id> [key]@

<field id> is the field tag or mnemonic of a field linked to the inverted file which is to be listed. If the field is the default query field for the data base, <field id> may be omitted.

[key] defines the point at which browsing is to begin. the [key] may be any term in the file, or a right-truncated term, in which case browsing will start at the first term which begins with the character string defined by [key]. If [key] is omitted, browsing begins at the first term in the file.

@ follows immediately after [key] if the latter is specified; otherwise it follows a blank space after <field id> or DISPLAY.

PROMPT:   > or Q>

:           To browse through an inverted file

TION:     This command enables the user to browse through an inverted file, starting at the beginning of the file, or at any point in the file specified by [key].

If the inverted file has a thesaurus structure, related, broader, narrower and any terms will be listed for each term, as well as other-language equivalents of the term if the thesaurus is multi-lingual.

DISPLAY may be stopped by pressing CONTROL-Y carriage return. The user is then prompted with MORE (Y/N) and may choose to either continue displaying or quit by replying YES (Y) or NO (N).

## B.9

### FILES

COMMAND FORM: FILES

COMMAND PROMPT: >

PURPOSE: To display information about what data bases are available and how current they are.

DESCRIPTION: Information supplied by the Data Base Administrator as to what data bases are available, will be displayed at the terminal when this command is given.

## B.10

### FORMAT

COMMAND FORM: FORMAT <filename>

<filename> is the name of any print format file found in the data base descriptions in Appendix A.

COMMAND PROMPT: > or Q>

PURPOSE: To specify the display format for the BROWSE or LIST OFFLINE commands.

DESCRIPTION: This command will allow a print format to be selected, or if there was no default print format for this data base, to be specified. The command may be used as often as is necessary.

Print format files are generated by the PRINT processor, and control the format of BROWSE and LIST OFFLINE displays. If the file specified is not a print format file, an error message will be displayed; the previously specified format, if any, will be applicable.

B.11

HELP

COMMAND FORM:     HELP

COMMAND PROMPT:   > or Q>

PURPOSE:           To display the list of legal commands.

DESCRIPTION:       This command may be entered at any time, and  
                    will cause a list of all legal commands to be  
                    displayed.  
                    The list will vary according to the  
                    prompt.

                    No changes will be affected by this command.

B.12

INVERTED

COMMAND FORM:     INVERTED

COMMAND PROMPT:   > or O>

PURPOSE:           To display the name of all inverted files in  
                    the data base which is currently chosen.

DESCRIPTION:       This will show the names of all of the fields  
                    that have associated inverted files. Specification  
                    of these fields in a query will cause their  
                    inverted files to be automatically accessed.



B.13

KEEP

COMMAND FORM:      KEEP <filename> [EXCEPT (linenumber,...)]

<filename> is any legal file name, of up to 6 alphanumeric characters, the first of which must be a letter.

(linenumber,...) is a list of statement numbers from the current search formulation, separated by commas if there is more than one.

COMMAND PROMPT:    Q>

PURPOSE:            To save the current search formulation for future use.

DESCRIPTION:        This command will save the search statements entered since = , as long as they were not in error. The saved statements may be used again by means of the USING command.

If the EXCEPT option is used, all of the statements in the formulation, except those specified, will be saved.

B.14

LANG

COMMAND FORM:       LANG <en|fr|sp>

                    <en|fr|sp> is any of en, fr, sp,  
                    separated by commas if there is more  
                    than one.

COMMAND PROMPT:     > or Q>

PURPOSE:             To specify the languages into which  
                    thesaurus terms will be translated.

DESCRIPTION:        This command will specify the translation  
                    to be performed, but only on thesaurus terms.  
                    The default is to translate into all languages.

                    If a term is entered in a language other than  
                    that specified, the postings will be retrieved  
                    for the terms as entered, plus the translation  
                    specified by LANG.

## LIST OFFLINE

COMMAND FORM: LIST OFFLINE [,NOW [, +nnn [, LAST nnn]]

nnn is any positive number

COMMAND PROMPT: Q>

PURPOSE: To print on the system printer the records selected by the current search formulation.

DESCRIPTION: In its simplest form (no parameters) this command will create a job to print the records currently selected, on the system printer. In all cases, the format of the printing will be determined by the current print format.

If the NOW option is selected, the printing will be done immediately, and the user must wait while the records are formatted for printing.

The +nnn and LAST nnn options work in exactly the same manner as in the BROWSE command: +nnn starts after the nnn-th record in the current set, LAST nnn takes the last nnn records in the set.

The LIST OFFLINE command follows the three commands: \*TITLE1, \*TITLE2 and \*SENDTO, if specified, which allow the specification of address information

```
Q> *TITLE1      Address information
Q> *TITLE2      Address information
Q> *SENDTO      Address information
Q> LIST OFFLINE
```

B.16

REFLECT

COMMAND FORM: REFLECT {ON|OFF}

COMMAND PROMPT: > or Q>

PURPOSE: To allow display of translated thesaurus terms to be suppressed.

DESCRIPTION: The translated thesaurus terms, and their postings are normally displayed for each term, including any terms retrieved through the use of the thesaurus operators. This command will allow that display to be turned off, and if so, to be turned back on again.

There is no effect on the postings generated - they will be for all of the terms, in all languages retrieved by default, or by specification with the LANG command.

B.17

\*SENDTO

COMMAND FORM:     \*SENDTO   name of requestor

COMMAND PROMPT:   Q>

PURPOSE:           To specify to whom a LIST OFFLINE is to be sent.

DESCRIPTION:       This command will cause a line to be printed  
                    on the first page of the listing produced by the  
                    LIST OFFLINE command.

                    The text supplied with this command will be  
                    printed in upper case, and preceded by SEND TO.

B.18

STATUS

COMMAND FORM: STATUS

COMMAND PROMPT: > or Q>

PURPOSE: To display certain parameter values.

DESCRIPTION: This command will display the following information:

- the name of the data base currently being accessed
- the name of the print format file currently in use
- whether REFLECT is ON or OFF
- whether TRANSLATE is ON or OFF
- whether DETAIL is ON or OFF
- whether FT (Forbidden Term Searching) is ON or OFF
- what languages are being used for translation of thesaurus terms.
- the DEFAULT QUERY fieldid

B.19

\*TITLE1/2

COMMAND FORM:        \*TITLE1    title line of search  
                         or  
                         \*TITLE1    title line of search

COMMAND PROMPT:    Q>

PURPOSE:            To allow an address to be specified for  
                      a LIST OFFLINE.

DESCRIPTION:        The text supplied with this command will be  
                      printed in upper case on the first page of  
                      the listing produced by the LIST OFFLINE  
                      command.

The command may be entered as often as needed.  
Only the last one will have any effect.

If \*TITLE2 is specified, it will be printed  
on the line after \*TITLE1, if that too has been  
specified.

**B.20**

**TRANSLATE**

**COMMAND FORM:**     **TRANSLATE {ON|OFF}**

**COMMAND PROMPT:**   **> or Q>**

**PURPOSE:**            **To turn the automatic translation facility  
                          on or off.**

**DESCRIPTION:**       **Thesaurus terms are normally translated into  
                          all languages or into the languages specified  
                          by the LANG command. This command allows this  
                          feature to be stopped.**



B.21

USING

COMMAND FORM:     USING <filename>

                  <filename> is the name of any file  
                  created with the KEEP command.

COMMAND PROMPT:   >

PURPOSE:           To use a predefined search formulation.

DESCRIPTION:       Search formulations may be kept in files using  
                  the KEEP command. The USING command will  
                  retrieve the search statements from the file  
                  and reactivate them to search the currently opened  
                  data base.

## APPENDIX C: ERROR MESSAGES

-----

The following error messages may be encountered while using the QUERY processor:

**\*\* INVALID DATA BASE - TRY AGAIN  
DATA BASE NOT DEFINED IN THE  
USER PROFILE**

The data base specified in a DB command does not exist or is inaccessible.

**\*\* NO PRINT FORMAT FOR BROWSE\*\***

The default print format for this data base has not been specified, or can't be found in the log-on group. Contact data base administrator.

**\*\* COMMAND NOT ALLOWED HERE**

A command has been requested that is only available in a query (between = and \$), or vice versa. Use HELP to see which commands are available.

**\*\* FUNCTION NOT AVAILABLE**

An optional thesaurus function has been specified, but is not available.

**\*\* NON-EXISTENT FILENAME**

The file specified in a USE command does not exist in this group.

**\*\* UNABLE TO CLOSE DATA BASE**

The data base that was being searched can't be closed -- contact data base administrator.

**\*\* INVALID FILENAME - UP TO 6 CHARACTERS**

A KEEP filename may be up to 6 characters long, and the first must be a letter.

**\*\* UNABLE TO OPEN "VERSION" FILE**

MINISIS system error - contact data base administrator.

** NON-EXISTENT FORMAT FILE	An incorrect print format name has been specified.
** INITIALIZATION PROBLEM ON DISPLAY - TRY LATER	There are insufficient system resources to display a record.
** INVALID LANGUAGE	The language specified in a LANG command is not available on your system.
** NOTHING TO BE KEPT	There are no query statements to KEEP.
ILLEGAL TERM	The term specified is not found in the inverted file.
UNABLE TO SEARCH ON DESCRIPTOR	The default field can not be searched.
DIRECTORY OF WORK FILE OVERFLOW - PLEASE TERMINATE QUERY	Too many query statements have been entered. You will have to enter a \$ and end the query.
INITIAL OPERATOR HAS BEEN ENTERED TWICE	A second equal sign has been entered before a dollar sign.
INVERTED FILE NOT FOUND	A supposedly existing inverted file can not be found -- contact data base administrator.

\*\* INTERNAL PROBLEM - ILLEGAL EXPRESSION NUMBER      MINISIS has  
internal problems - contact  
data base administrator or  
start your search again.

RELOP 3 \*\* SYSTEM RESOURCE ALLOCATION PROBLEM      The system can't  
supply the necessary system  
resources -- contact data base  
administrator.

SYNTAX ERROR      The data entered is incorrect.  
(ie. an invalid field id has  
been entered; the = has not  
been entered after the >  
prompt; etc...). Consult  
documentation.