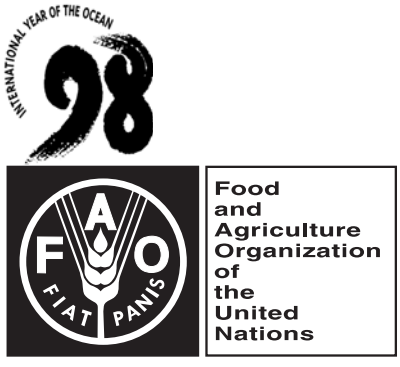
ASFISIS (RELEASE-3)

USER MANUAL



ASFISIS (RELEASE-3)

USER MANUAL

compiled by

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FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS
ROME, 1998

PREFACE

This Manual provides an overview of the ASFISIS release-3 software which the ASFA Partners use to prepare bibliographic references, in machine readable format, for inclusion in the ASFA bibliographic database.

The Aquatic Sciences and Fisheries Abstracts (ASFA) Bibliographic Database contains more than 500,000 bibliographic references (or records) to the world's aquatic science literature accessioned since 1971. ASFA is produced as a co-operative effort by the United Nations Co-sponsoring Partners, the National and International Partners, and the Publishing Partner. The objective is to disseminate bibliographic information on the science, technology and management of the marine and freshwater environments to the world community. All ASFA Partners are represented on the ASFA Advisory Board, for which FAO provides the Secretariat.

Input to the ASFA Database (i.e. the bibliographic references) is prepared by the network of ASFA Partners who are together responsible for the monitoring of more than 5,000 serial publications as well as books, reports, conference proceedings, and grey literature.

The collective input is sent to the Publisher of ASFA (CSA), in machine readable format, where it is processed by computer and merged to create a master file (the ASFA Bibliographic Database).

From the master file, the ASFA Information Products are produced. They are distributed to (or made available to) the ASFA Partners on a monthly/quarterly basis in the form of printed abstracts journals (e.g. ASFA-1, ASFA-2, ASFA-3 etc.), Internet databases, CD-ROM, and Magnetic tapes for use as a source of data in local, national or regional information services.

The Bibliographic Reference describing each document in the ASFA database contains: a detailed bibliographic citation, an abstract, and a set of indexing terms.

During the preparation of the bibliographic reference, it is the responsibility of the ASFA Partners: to identify the data elements making up the bibliographic citation, to write/edit the abstract, and to choose the indexing terms.

To assist the ASFA Partners in the preparation of input (that is to ensure the consistency necessary for the computer processing and the uniformity within the resulting ASFA information products) standardized cataloguing, abstracting and indexing procedures have been prepared and published under the title of the *ASFIS Reference Series*.

Acknowledgements

Credit for compiling this manual goes to Richard Pepe, Luciana Lombardi, and Helen Wibley from FAO.

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1. INTRODUCTION

The purpose of this manual is to provide an overview of the **ASFISIS (release-3)** software, which is an application developed by Dr. Egbert DeSmet based on UNESCO's Mini-Micro CDS/ISIS[1] database management software for use on microcomputers.

The ASFISIS software can be used as a tool

1. to develop a database (local, national, regional etc.) which is compatible with the **Aquatic Sciences and Fisheries Abstracts (ASFA)**[2] bibliographic database,
2. to prepare ASFA bibliographic input in machine readable format (using the ASFISIS/**ODIN Data Entry Interface**) and to submit it to the ASFA Publisher for inclusion in the main ASFA database,
3. to receive, incorporate, search and manage bibliographic records downloaded from the ASFA main database (e.g. ASFA CD-ROM) and other compatible systems.

This manual is mainly intended for people using the data entry function of ASFISIS, i.e. the ASFISIS/**ODIN DATA Entry Interface,** to prepare ASFA bibliographic input in machine readable format for submission to the ASFA Publisher. The bibliographic records prepared using ASFISIS and submitted to the ASFA Publisher are merged into the main ASFA bibliographic database file, and then are published in the various ASFA information products (e.g. ASFA CD-ROM, ASFA printed journals, magnetic tapes, CSA Internet journal service etc.).

This manual is not intended as a detailed reference manual to the underlying CDS/ISIS software. For a full understanding of the Micro CDS/ISIS software see the *Mini-Micro CDS/ISIS Reference Manual* © UNESCO, Paris (see footnote-1 below for ordering information).

This manual is also not intended as a set of guidelines containing all of the rules and formats used in the preparation of ASFA input. The detailed rules and formats used in the preparation of ASFA records are contained in the ASFIS Reference Series publications. See Annex 5 for a list and description of these Guidelines.

Comments related to the ASFISIS (release-3) software should be addressed to:

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Viale delle Terme di Caracalla
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E-mail richard.pepe@fao.org
Please visit our Web site (FAO Fisheries Homepage) at http://www.fao.org/fi

2. INSTALLING THE ASFISIS (RELEASE-3) SOFTWARE

For instructions on Installing ASFISIS (release-3), see Annex-1 of this document or the file **README.1ST** which comes with the ASFISIS software.

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[1] **Mini-Micro CDS/ISIS** is a member of the ISIS family (Integrated Set of Information Systems). ISIS was developed by the International Labour Office in 1964 to run on a mainframe computer (IBM 360). In the late seventies, it was re-written to become CDS/ISIS. By 1978, the International Development Research Centre (IDRC) had designed MINISIS, an ISIS version that can operate on mini-computers (HP 3000). By 1986, UNESCO had issued an ISIS version for use on micro-computers (IBM PC or compatible). All ISIS versions are designed to store and retrieve variable length textual information. All ISIS members are functionally compatible. ASFISIS, as described in this manual, is based on Micro CDS/ISIS (version 3.06 or higher). The Micro CDS/ISIS software and User manual can be obtained from UNESCO (UNESCO, Division of Software Development and Applications, 7 Place de Fontenoy, 75700, Paris, France).

[2] **Aquatic Sciences and Fisheries Abstracts (ASFA)** is an abstracting and indexing service covering the world's literature on the science, technology, and management of the marine, brackishwater, and freshwater environments including their socio-economic and legal aspects. ASFA was established in 1970 by the United Nations Food and Agriculture Organization (FAO), a commercial publisher, and a number of national centres that wished to establish a computerized information system dealing with literature on aquatic sciences and fisheries. The overall objective of ASFA is to disseminate information to the world community of aquatic scientists, bearing in mind the special interests of developing countries in this field. The first paper issue of ASFA was published in (July 1971) and the ASFA database (computerized in 1978) is recognised worldwide, by many users, as "the premier" source of information on the aquatic environment. FAO serves as the Co-ordinating Centre and Secretariat for ASFA.

3. NOTES ON THE GENERAL USE OF ASFISIS

3.1 SETTING THE DEFAULT VALUES OF THE "TEMPORARY RECORD NUMBER" (TRN) (in the data entry worksheets before beginning data entry)

This section describes the setting of the default values of the Temporary Record Number (TRN).

3.1.1 Temporary Record Number (TRN)

The Temporary Record Number[3] or **TRN** is one of the sequential numbers which the ASFISIS software automatically assigns to each record that you create.

After you have installed the ASFISIS (release-3) software (and before you begin preparing ASFA records) you must change one (or more) of the default values making up the "TRN".

The "TRN" is located in the TRN field and it is composed of three data elements for a total of nine characters (e.g. **FA9800150**)*****. The three data elements are:

1. a two-letter **Input Centre Code**[4] (e.g. FA is the input centre code for FAO, MX is the code for Mexico, IF is code for IFREMER, etc.). Section 3.1.1.1 provides information on when and how to change this default value.

2. a two-digit **Year of Input** (e.g. 98 stands for the year 1998). Section 3.1.1.2 provides information on when and how to change this default value.

3. a five-digit **Number**, which is sequentially allocated to each record as new records are created. Section 3.1.1.3 provides information on when and how to change this default value.

*****(In the above example "FA9800150", "FA" stands for FAO (i.e. FAO is the input centre which prepared the record) "98" stands for the year 1998 (i.e. 1998 is the year in which FAO prepared the record) and 00150 means that it is the 150th record prepared by FAO in 1998).

- In sections 3.1.1.1 to 3.1.1.3 below, the reasons for and the procedure for changing the default values of the three data elements (the "Input Centre Code", the "Year of Input", and the "Number" which is sequentially allocated to each record in the Database) are described.

3.1.1.1 Changing the "Input Centre Code"

REASON - The ASFISIS (release-3) software is distributed to all ASFA Partners with the Input Centre Code set at the default value **"FA"** which is the FAO input centre code.

Therefore, before using ASFISIS (release-3) to create ASFA input all ASFA Partners must change the default value of the Input Centre Code, so that it corresponds to their own Input Centre Code.

THE PROCEDURE for changing the "FA" Input Centre Code to your "own" Input Centre Code is as follows:

1. Select **< U > System Utilities Services** from the **CDS/ISIS Main Menu**
2. Select **< S > System Management ASFISIS**
3. Select **< T > Set the ASFA-partner identification for TRN**
4. At the prompt **< New TRN default? >** type the 2-letter code of [YOUR] Input Centre followed by the [current] Year of Input (e.g. 98 if the year is 1998) and press **< Enter >**

---

[3] The TRN number is automatically assigned to each record by the ASFISIS software (this is in addition to the MFN number, which is also automatically assigned to each record). The TRN and MFN numbers may be the same but they are usally different (it does not matter) . Note, the TRN number is, as the name suggests , a temporary record number, which will, in most cases, need to be altered before exporting a batch of records to the ASFA Publisher. The TRN numbers may be altered by running a small program which will assign any sequence of TRNs to a range of MFNs without allocating a TRN to deleted records (see page 13 for detailed instructions on how to change TRNs of a range of MFNs).

[4] See Annex 2 of this document for a complete list of Input Centre Codes.

5. The program now processes each of the ASFA worksheets (e.g. AS, AM, AMS, M etc.) so as to include your Input Centre Code as the new default value in the TRN field and when it has finished, the message **< Ready! >** appears on the screen.

Press **< Enter >** to return to the **ASFISIS System Management Tools Menu** and then select **X** or press **< Esc >** twice to return to the **CDS/ISIS Main Menu.**

(Now, you may begin creating ASFA input using ASFISIS release-3. When you create a record, the TRN number will contain your own Input Centre Code as the first part of the TRN number).

3.1.1.2 Changing the "Year of Input"

REASON - The ASFISIS release-3 software is distributed to all ASFA Partners with the default value for "Year of Input" set at 98 (i.e. 1998).

Therefore, you do not need to change this default value until January 1999.

In January 1999 (and at the beginning of each new year), you should change the default value for "Year of Input" to the current year.

THE PROCEDURE for changing "Year of Input" is as follows:

1. Select **< U > System Utilities Services** from the **CDS/ISIS Main Menu**
2. Select **< S > System Management ASFISIS**
3. Select **< T > Set the ASFA-partner identification for TRN**
4. At the prompt **< New TRN default? >** type the 2-letter code of [YOUR] Input Centre followed by the [current] Year of Input (e.g. 98 if the year is 1998) and press < **Enter** >
5. The program now processes each of the worksheets (e.g. AS, AM, AMS, M etc.) so as to include the new "Year of Input" as the new default value in the TRN field and when it has finished, the message **<Ready! >** appears on the screen.

Press **< Enter >** to return to the **ASFISIS System Management Tools Menu** and then select **X** or press **< Esc >** twice to return to the **CDS/ISIS Main Menu.**

3.1.1.3 Changing the "Number"

(of the sequentially allocated 5 digit number which is automatically assigned to each ASFA record)

REASON - The ASFISIS release-3 software is distributed to all ASFA Partners with the default value for "Number" set at zero.

Therefore, you do not need to change this default value until January 1999 when you change "Year of Input".

In January 1999 (and at the beginning of each new year), you should change the default value for "Number" back to zero (so as to facilitate your record keeping for each year's input).

THE PROCEDURE for setting the five-digit **Number** back to zero is as follows:

1. Select **< U > System Utilities Services** from the **CDS/ISIS Main Menu**
2. Select **< S > System Management ASFISIS**
3. Select **< L > Set base LNR (last numbered record) of TRN**
4. At the prompt **< New base LNR ? >** type five zeroes **00000** and then press **< Enter >**

   Select **X,** or press **< Esc >**, twice to return to the **CDS/ISIS Main Menu.**

3.2 DATA ENTRY

If you want to perform Data Entry (i.e. create new ASFA records or edit existing ASFA records) you must use the ASFISIS/**ODIN Data Entry Interface**.

Before attempting to enter data in the fields contained in the ASFISIS/ODIN Data Entry Interface, users should be familiar with the "**ASFA Input Methodology**". The "ASFA Input Methodology" consists of the detailed rules and formats which must be followed when inputting the bibliographic data elements, the abstract, and the indexing terms. The principal rules and formats are found in the following *ASFIS Reference Series* publications (note: for most fields there is also a Help Note which appears on the computer at the bottom of the worksheet screen).

- ASFIS-1 Serials Monitored for the ASFIS [ASFA] ASFA Bibliographic Database
- *ASFIS-2 (Rev.2) Subject Categories and Scope Descriptions*
- *ASFIS-3 (Rev.2), Guidelines for Bibliographic Description (using ASFISIS software)*
- *ASFIS-4 (Rev.1) Guidelines for Abstracting (using ASFISIS software)*
- *ASFIS-5 (Rev.1) Guidelines for Indexing (using ASFISIS software)*
- *ASFIS-6 Aquatic Sciences and Fisheries Thesaurus*
- *ASFIS-7 (Rev.2) Geographic Authority List*
- *ASFIS-10 Authority list for Corporate names*
- *ASFIS-14 ASFISIS Release-3 User Manual*

(see Annex 5 for a description of each of these publications.)

TO START THE ASFISIS/ODIN DATA ENTRY INTERFACE:

- **Start** the **ASFISIS** software (from the root directory, usually at the C:\>prompt) as follows:
- Type **< CD ASFISIS3 >** and Press **< Enter >** (this will change the Directory to ASFISIS3)
- Type **< ASFA >** and Press **< Enter >** and you will be automatically presented with the first (or main) CDS/ISIS menu **(Figure-1)**. From the main CDS/ISIS menu you should then:
- Select **< E > Data entry services** which takes you to the Data entry services menu **(Figure-2)** you should then:
- Select **< O > ODIN Data Entry Interface** which takes you to the first screen of the ODIN Data Entry Interface **(Figure-3)**

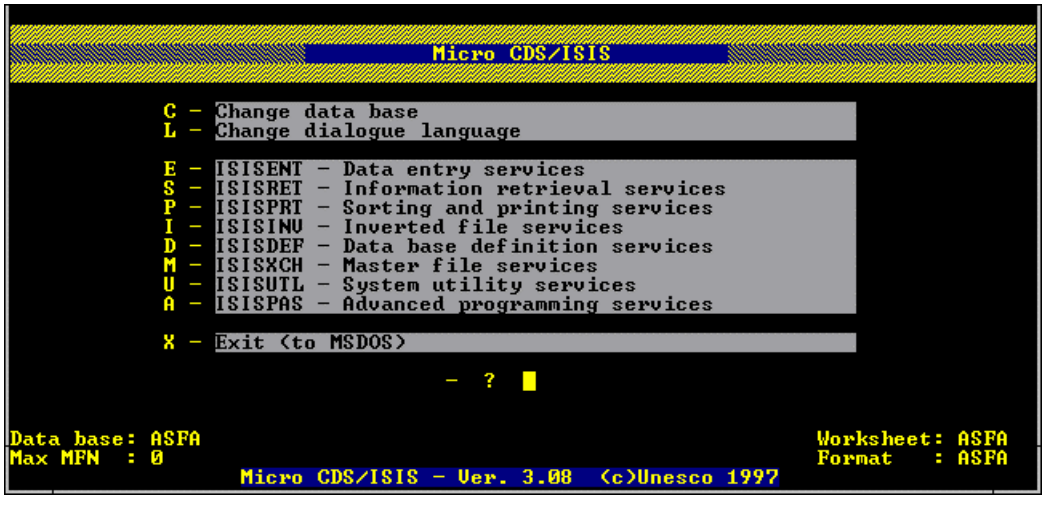

Figure-1 (CDS/ISIS main menu)



Figure-2 (Data entry services menu)

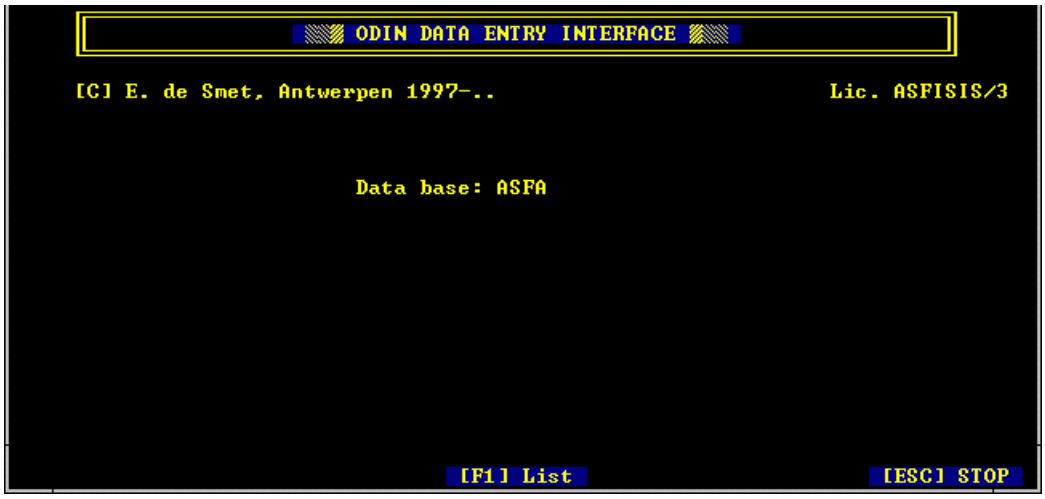

Figure-3 (first screen of ODIN Data Entry Interface)

3.2.1 The Opening Screen of the ASFISIS/ODIN Data Entry Interface

As stated in Section 3.2 the **ODIN Data Entry Interface** is activated by first selecting option < **E > Data entry services** from the main CDS/ISIS menu, and then by selecting the option < **O > ODIN data entry interface**.

The opening screen (**Figure-3**) contains the “Title” of the interface (i.e. ODIN Data Entry Interface), a Copyright Statement, and three fields: **Database**, **MFN** and **Worksheet** (the MFN and Worksheet fields appear when you press **<** Enter **>**. The three fields are briefly explained below:

a) the "Database" field (name of the database) - the default database is **ASFA**, and this is the database used for data entry of ASFA records. Press **< Enter >** to proceed to the next field.

b) the "MFN"[5] field (Master File Number field) - in this field you may:

- PRESS **<** Enter **>** : and you will proceed to the next field (Worksheet) where you can call up a new, empty worksheet for data entry, or you may.

- TYPE in an existing Master File Number "n": and you will be presented with an existing (i.e. previously prepared) record which corresponds to the MFN-number "n" you entered. This record can then be edited.

[5] **Master File Number (MFN)** The Master File Number (MFN) is an internal number given by Micro CDS/ISIS to any new reference you are creating. Once you have saved the record, this number will be assigned even if you decide to cancel data entry or to delete the record. The new MFN will always be the highest master file number (max MFN) plus one. The MFN is used by the system to perform its internal data base handling, and by the inputter when calling up records for editing and deletion. Keep in mind that the MFN of a record might change: If a data base is exported and subsequently imported the system will assign new MFNs to the records beginning with one. If the data base contained deleted records these 'gaps' will be filled during importing. As a consequence all records after the first deleted record would get a new (lower) MFN. There is a way to export and import records which will maintain the MFN number, which is sometimes necessary (see section 3.4.3).

c) the "Worksheet" field - to write data into the fields* which make up a record you must call up, on your screen, a "worksheet".

The two items below briefly refer:

i) to the **preparation of a new record** and

ii) to the **editing of an existing record**:

**** (again, you are reminded to consult the Guidelines for Bibliographic Description, Indexing and Abstracting and the Help Notes that appear at the bottom of the computer screen for each field)***

i) Preparation of a new record : to proceed with the preparation of a new record, it is essential to choose a data entry worksheet. In order to choose a worksheet, you must decide which bibliographic level or combination of bibliographic levels is needed to describe properly the document for which you are preparing input (e.g. 1) if the document you are inputting is an article in a journal you must choose the AS- worksheet, which contains two bibliographic levels, 2) if the document is a book, without separately authored chapters, you would choose the M-worksheet, which contains one bibliographic level).

You can TYPE the appropriate worksheet code in the "Worksheet" field, or you can SELECT the code of the worksheet from a pick-list which will appear by pressing **<** F1 **>** (the pick-list is a menu containing a list of all the worksheet codes, e.g.: AS, M, MS, AM, AMS, Long, Local).

ii) Editing of an already existing record: to proceed with the editing of an already existing record you should type the appropriate MFN number in the MFN field and press **<** Enter **>** twice. The worksheet containing the record will be displayed automatically.

Note: to return to the **Data entry menu** at any of the above three stages (a,b, and c), press **<** ESC **>**. To go back to the previous prompts use the up-arrow key.

3.2.2 EDIT-mode/BROWSE-mode - during the input of new records the program (after displaying the first worksheet screen) will present the first field for editing in the Edit-mode. In the case of existing records, the program will present the fields in the **Browse-mode**,

- switching between the Edit-mode and the Browse-mode is quick and easy. Press **<** Enter **>** to edit a highlighted field (this will bring you into the Edit-mode); press **<** ESC **>** to stop the editing (and this will return you to the Browse-mode).

3.2.3 Editing the Fields in the Worksheets (i.e. entering, deleting or amending data)

Following the opening ODIN screen, the worksheet screen will appear for entry/editing of data. The program will present the worksheet screen as many times as is necessary to process all the fields in the worksheet.

Starting with the first interactive field of the worksheet, each field will be presented in accordance with one of the following situations:

a) a single empty field (or subfield) for normal data input:

- the worksheet will present an edit window so that you can enter data (or you may leave the field empty and proceed to the next field by pressing **<** Page Down **>**).

b) an existing field or subfield:

- the existing contents of the field or subfield will be displayed and can be edited within the edit window.

c) a field or subfield with a pick-list (or control list):

- the pick-list will appear, containing the first 8 terms in the Inverted File (of an internal or external database). As you progressively key in the characters that make up the term which you are looking for, the pick-list will continuously reposition itself - thus approaching your entry as close as possible ("closest match positioning"). As soon as you are able to see the desired term in the pick-list, you can arrive at it by using the browsing technique within the pick-list (i.e. move the scrolling bar within the pick-list using the arrow-keys). The final selection of a highlighted term (i.e. storage of the term in a field) is performed by pressing **<** Enter **>**,

- if your desired term is not available in the pick-list, and the pick-list has been designated in the software as an open pick-list (i.e. one which allows you to make new entries) you can type and then store your own entry by pressing **<** Ctrl-Enter **>**. This will not be possible if the pick-list has been designated, in the software, as a closed pick-list,

- if your entry is longer than 30 characters, the normal editor will appear thus allowing more space (in this case you don't have to use **<** Ctrl-Enter **>** but just **<** Enter **>** to store your entry).

- if you decide to choose an entry from the pick-list, and you also want to edit this entry before saving (only possible if the pick-list is of the open type), you can press **<** F4 **>**, to present the selected entry with the standard editor for editing,

3.2.3.1 CDS/ISIS Editor Functions

During data entry you are working with the **field editor** of Micro CDS/ISIS. This enables you to perform a number of actions conveniently by using the appropriate function keys. The following summarises some of the most important functions available.

< Insert >	The insert key is used to toggle between *insert mode* and *replace mode* (type over). In ***insert mode***, every character you enter shifts the rest of the data (if any) to the right. In ***replace mode***, characters you enter will overwrite data on the right of the cursor position. The currently active mode is indicated in the lower left corner of the screen.
< Home >	Moves the cursor to the beginning of the field.
< End >	Moves the cursor to the end of the field.
< F1 >	If the field was previously filled by selection from a pick-list. F1 will present the pick-list again.
< F2 >	Deletes the content of the whole field and exits from the field (cursor is positioned into the next field,if any).
< F3 >	Marks the beginning of a string to be copied/moved.
< F4 >	Marks the end of a string to be copied/moved and deletes the marked string.
< F5 >	Copies the marked string at the cursor position (may be repeated as often as needed, also in another record).
< F6 >	Deletes all characters from the position of the cursor to the end of the field.
< ENTER >	Saves or records the data that was typed into a field. Highlighted terms in a pick-list can be selected by pressing Enter.
< Tab > and < Pg Up >	Brings the cursor back to the previous field on the screen.
< PgDn >	Brings up the next field.
< Esc >	Cancels any changes done in the field.

Caution: If you want to delete data in a field from a certain point up to the end of the field, *do not use the space key, **use < F6 > or < Delete > instead.*** Using the space key does not clear the rest of the field (although it appears to do so) but rather it inserts space characters (blanks) into the field!

3.2.4 The Final Screen (for data entry)

After the last data entry field in the worksheet has been processed, the following message area will appear at the bottom of the worksheet screen:

---

[0] Cancel [1] Repeat [2] Save&Cont. [3] Save&Exit

[4] Cancel & Continue [5] Delete Record

The meaning of each option is explained below:

- **[0] Cancel** : nothing is stored and the opening screen is presented again.

- **[1] Repeat** : the same record is presented again (e.g. for any necessary modifications).

- **[2] Save & Continue** : this option stores a record in the Master file. Immediately after being stored, the record is automatically run through a verification program and displayed on the screen. Then by pressing **<** ESC **>** a new empty record with the same type of worksheet will be displayed. This option is mandatory when entering a predefined range of records or a search set, in order to continue with the next record.

- **[3] Save & Exit** : this option saves the record in the Master file. Immediately after being stored, the record will be run through a verification program and displayed on the screen. Then by pressing **<** ESC **>** you are returned to the first screen of the ODIN Data Entry Interface. From there you can continue with data input. This option is recommended when you want to store a record, and then choose a different worksheet.

- **[4] Cancel & Continue** : this option moves you to the next record (when a range of records has been selected) without any new data being entered (or saved).

- **[5] Delete Record**: use this option to delete a previously prepared record. A deleted record can still be activated by ODIN, but the system will then issue a prompt to ask you whether you want to re-use the record, to make the record available as an empty one or just to leave it deleted (exactly the same as in the basic CDS/ISIS data entry services).

3.2.5. The Verification of Each Saved Record

A Record is stored or saved, in the Master file, by using either of the two **"SAVE"** options mentioned above (e.g.- **[2] Save & Continue** or - **[3] Save & Exit).**

Immediately after a record is saved, the program automatically runs that record through a "Verification" program and then displays that record on the screen. The displayed record will contain **"warning"** messages when the Verification program detects **"logical errors"** in the record (e.g. empty fields). Note: the Verification program does not detect "content" errors (e.g. mispelled words, wrong choice of words etc.)

You (the inputter) should note the errors and the MFN of the record containing the errors.

To correct the errors (immediately after viewing them) proceed as follows:

- Press **<** ESC **>** which returns the program to the first screen of ODIN.
- In the MFN field, Type the MFN number (n) of the record which you want to edit and
- Press **<** Enter **>** twice. The record you want to edit will appear within its respective worksheet.

Proceed with the editing (and when finished) Press one of the "Save" options.

3.2.6 Data Entry Related Tools and Utilities

The following sections (3.2.6.1 to 3.2.6.3) describe a number of tools and utilities contained in the ASFISIS software which will facilitate your data entry in certain situations. For example:

- When you make the same mistake in a large number of consecutive records, instead of calling up each record separately to make the same correction, you may correct the error in all of the records, at the same time, by using the utility program called **"GMOD"**. See section 3.2.6.1

- When you choose the wrong input worksheet, and thereby enter the bibliographic data elements into a wrong bibliographic level, you may add or delete the bibliographic levels by using a special input worksheet called **"LONG".** See section 3.2.6.2.
- When you want to repeat the same information (data elements) in a number of records you must use the copy function. See section 3.2.6.3.

3.2.6.1 GMOD (Correction of a Recurrent Mistake in Consecutive Records)

When checking or proofreading completed ASFA records, if a recurrent mistake is noted in a range of records, a small utility program exists within the ASFISIS software which enables the correction of that mistake in all the records (i.e. in all of the corresponding "MFN" numbers) involved, without having to call up each record individually (by "MFN" number) to correct the mistake.

This program is called **"GMOD"** (General Modification) , and it is extremely useful when having to make the same change or correction to a large number of records.

The procedure for running the **GMOD** program is as follows:

1. Select **< A > Advanced programming services** from the **CDS/ISIS Main Menu**
2. Select **< R > Run program**
3. Type the name of the program **< GMOD >** and press **< Enter >**
4. At the prompt **< Field Tag >** type the Tag Number of the field containing the mistake and press **< Enter >** (e.g. if the mistake is in the English Monographic Title Field, then type 220). See ASFA Field Definition Table Annex 4, for a complete list of the TAG numbers of each field.
5. At the prompt **< Change >** type the existing information which is to be modified and press **< Enter >**. Note that it is not necessary to type the entire phrase or sentence containing the mistake. If information is to be added, it is sufficient to type the only word after which the information should follow, or just the mistake itself if a simple spelling mistake needs correction.
6. At the prompt **< By >** type the correct information which is to replace the existing incorrect information and press **< Enter >**
7. At the prompt **< Limit to search result (y/n)?>** type **< n >** and press **< Enter >**
8. At the prompt **< From MFN: >** type the number of the first record in the range that needs to be modified and press **< Enter >**
9. At the prompt **< To MFN: >** type the number of the last record in the range that needs to be modified and press **< Enter >**
10. At the prompt **< Stop or continue (s/c) ? >** type **< s >** and press **< Enter >**
11. Type **< Q >** to exit the program.

The correction has now been amended in each of the records within the specified MFN range.

Please note that after having run the GMOD program, it is advisable to quit the ASFISIS3 program and then re-start it before carrying out any further data entry.

This is necessary because the GMOD program temporarily occupies some of the computer memory while carrying out the necessary modifications. This memory MUST be restored to the system before returning to the ODIN Data Entry Interface, or else some problems may be encountered when recalling a record to check that the appropriate amendments have been made (e.g. data may appear to be missing from some fields in the worksheet).

3.2.6.2 LONG Worksheet (Correction of the Bibliographic Level of a Record)

In order to correct the Bibliographic Level of a record that has already been prepared and saved, it is necessary to modify the Bibliographic Level Field of that record using the **LONG** worksheet.

The Bibliographic Level of a record must NOT be changed by simply calling up the record and changing the worksheet, for example from **AM** to **AMS.**

Adding a missing bibliographic level to a record

If, for example, after having completed and saved a record on an **AM** worksheet, it has been noticed that the record contains serial level information, it is necessary to re-catalogue the record on an **AMS** worksheet. Calling up the record and assigning it the **LONG** worksheet enables the bibliographic level to be changed in its appropriate field from **AM** to **AMS** and also enables the serial level information to be entered in the corresponding fields.

Similarly, if a record has been prepared and saved on an **AS** worksheet, and it is subsequently noticed that the record contains monographic level information, then by calling up that record and assigning it the **LONG** worksheet, the bibliographic level may be changed from **AS** to **AMS** and the monographic level information may be entered in the corresponding fields.

The procedure for adding a different bibliographic level to a record, e.g. changing an **AM** record to an **AMS** record, is as follows:

1. Select **< E > Data entry services >** from the **CDS/ISIS Main Menu**
2. Select **< O > ODIN data entry interface >** from the **Data Entry Services Menu**
3. At the prompt **< Data base ASFA >** press **< Enter >**
4. At the prompt **< MFN >** type the number of the record for which the Bibliographic Level must be changed and press **< Enter >**
5. At the prompt **< Worksheet >** type **< LONG >** and press **< Enter >**
6. The record is now displayed on the screen in the **LONG** worksheet in the Browse mode. The Bibliographic Level is the second field of the worksheet, so go down to this field and press **< Enter >** to edit the field
7. Type the correct Bibliographic Level, e.g. **AMS**, and press **< Enter >**
8. Go to the relevant fields and enter the information belonging to the additional Bibliographic Level (e.g. **Serial Level fields** such as Serial title, volume, issue and ISSN)
9. Once the necessary additions have been made, press **< Esc >** and then **< [3] Save&Exit >** (to save the modifications)

Deleting a bibliographic level from a record

Should it be necessary to delete a bibliographic level from a record that has already been prepared and saved, e.g. change an **AMS** record to an **AM,** after modifying the bibliographic level of the record, the information belonging to the bibliographic level which has been deleted must also be physically removed from the appropriate fields in the worksheet of the record.

The procedure for deleting a bibliographic level from a record, e.g. changing an **AMS** record to an **AM** record is as follows:

1. Select **< E > Data entry services** from the **CDS/ISIS Main Menu**
2. Select **< O > ODIN data entry interface** from the **Data Entry Services Menu**
3. At the prompt **< Data base ASFA >** press **< Enter>**
4. At the prompt **< MFN >** type the number of the record for which the Bibliographic Level must be changed and press **< Enter >**
5. At the prompt **< Worksheet >** type **< LONG >** and press **< Enter >**
6. The record is now displayed on the screen in the **LONG** worksheet in the Browse mode. The Bibliographic Level appears in the second field of the worksheet so go down to this field and press **< Enter >** to edit the field.
7. Type the correct Bibliographic Level, e.g. **AM** and press **< Enter >**
8. Press **<Esc >** to return to the Browse mode.
9. Go to each of the fields belonging to the Bibliographic Level which has been deleted (e.g. the **Serial Level fields**, such as Serial title, volume, issue and ISSN), press **<Enter >** and then press **< F2 >** to delete the information in that field.
10. Once all the necessary information has been deleted, press **<Esc>** twice and then **< [3] Save&Exit >** (to save the modifications).

3.2.6.3 Copy Function (Repetition of Data in Consecutive Records)

During bibliographic data entry, sometimes it may be necessary to repeat the same data element in some fields for a number of records. For example, in the preparation of analytic records of a conference proceedings published within a monographic series, the data elements relevant to the monograph (such as monographic title, editor, year of publication, publisher, ISBN, conference name, place and date) and data elements relevant to the Serial level (such as Serial title, volume, issue and ISSN if available) need to be entered in each of the relevant analytic records.

This repetitive and time-consuming work may be overcome by using the **Copy Function** contained in the ASFISIS/ODIN Data Entry Interface.

The procedure for the above example is as follows:

1. Firstly, a record should be prepared, using an **AMS** worksheet, containing ONLY the bibliographic data that need to be repeated in each analytic record, i.e. the relevant monographic and serial level data elements. Then save the record, which will be allocated an MFN, e.g. 35.
2. A new record should then be prepared. At the prompt **< Data base: ASFA >** press **< Enter >**
3. At the prompt **< MFN >** type **< c35 >** and press **< Enter >** (**c** stands for copy and **35** is the MFN of the record previously prepared, as in Item 1)
4. At the prompt **< Worksheet >** press **< Enter >**
5. A worksheet containing the monographic and serial information entered in MFN 35 is displayed on the screen (MFN36).
6. The record may now be completed by entering the bibliographic data related to the analytic level (e.g. English title, authors, address, etc.).
7. On completion of the record, press **< [2] Save&Continue >**
8. Press **< Esc >** (after checking the record)
9. Another copy of MFN35 is then automatically displayed on the screen.(MFN37)
10. Repeat steps 6 to 8 for each of the analytic records to be prepared.
11. After preparing the last of the records to be copied, press **< [3] Save&Exit >**
12. Delete record MFN35, by pressing **< [5] Delete record >**, as it is incomplete and therefore of no use.

3.3 PRINTING RECORDS

The records that you have created/edited or imported using ASFISIS may be printed out in various formats.

It is advisable that you print out your records for proof reading, as it is easier to detect eventual errors on paper than directly on the computer screen. The recommended print format for proof reading purposes is that called @CONTR.

To print out records using the @CONTR print format , the procedure is as follows :

1. Select **< P > Sorting and Printing Services** from the **CDS/ISIS Main Menu**
2. Select **< P > System print worksheet**
3. A worksheet is now displayed on the screen which requires definition of the printing parameters
4. The **< Data Base Name >** parameter is **ASFA** by default, so press **<Enter>**
5. At the **< MFN limits >** parameter type the range of MFNs of the records to be printed, e.g. 1/25
6. Then press **<Enter >** until the cursor arrives at the **< Print format >** parameter. Type the name of the display format in which the records are to be printed, e.g. **@CONTR**. (See note below for additional print formats).
7. Press **< Enter >** until the cursor arrives at the **< Print file name >** parameter. Type the name of the printer device.
8. Press **< Enter >** twice. The prompt **< Print run completed >** will be presented on the screen once the records have been printed.
9. Press **< Esc >** to return to the **CDS/ISIS Main Menu**.

Note, there are six different formats for printing your records (i.e. you may use any of them in place of @CONTR mentioned above in item 6):

1. @_**ASFA** - This format will display all fields of the record together with "warning" messages when "logical errors" have been detected (e.g. empty fields)
2. @**ASFA -** This format will display only the completed fields of the record
3. @**ASFA1** - This format will display the author/s, year and title of the record
4. @**IND -** This format will display the MFN, TRN, bibliographic level, environmental regime, title, abstract and indexing fields of the record (subject, taxonomic and geographic descriptors, identifiers, ASFA strings and X-ref.)
5. @**CONTR** - This format will display all fields of the records (this is the print format recommended for proof reading your records)
6. @**MFNTRN -** This format will display the MFN and TRN of the records

   (**Note**, if you are an experienced user of the standard Micro CDS/ISIS software you can create as many different print formats as you like. See the CDS/ISIS User Manual).

3.3.1 Screen Display Formats

The display format for data entry (i.e. the Verification format which appears on the screen after a record has been prepared and saved) is "default" and may not be changed (section 3.2.5).

However, other display formats exist, which may be used to view existing records when using the Information Retrieval Services Menu. These are :

1. _**ASFA**, which is the verification display format, default for ASFISIS/ODIN Data Entry
2. **ASFA**, which is the general display format, default for the Browse option [B] of the Information Retrieval Services Menu
3. **ASFA1**, which is shortlist display format used in IRIS Search Interface [I] of the Information Retrieval Services Menu
4. **IND**, which is an indexing display format, showing only the Title plus the Indexing Fields of the record
5. **CONTR**, which is a control display format, showing all fields of the record
6. **MFNTRN**, which is a format showing only the MFN and TRN of the record

The **CONTR** display format is highly recommended for the proofreading/checking of completed records. It may be used in the Browse option [B] of the Information Retrieval Services Menu to display existing records on the screen in their complete format (i.e. showing all fields of the records) or it may be used to print the records.

To change the display format for the Browse option [B], the procedure is as follows :

1. Select **< S > Information Retrieval Services** from the **CDS/ISIS Main Menu**
2. Select **< F > Change Display Format**
3. Press **F6** to remove the "default" display format, type @ followed by the name of the new display format to be used, e.g. **@CONTR** and then press **< Enter >**
4. Select **< B >** Browse Master File
5. At the prompt **< Starting MFN for browse** ? **>**, type the MFN of the first record of a range to be browsed and then press **< Enter >**
6. The records are then presented on the screen in sequential order. To move on from one record to the next press <**Enter**>

3.4 EXPORTING RECORDS

3.4.1 Submission of ASFA Input to the Publisher of ASFA (CSA)

After you have prepared a sufficient number[6] of ASFA records, using ASFISIS , you may export a file containing your records and submit it to the ASFA Publisher (CSA), so that the records can be included in the main ASFA database (i.e. included on the ASFA CD-ROM, magnetic tapes etc.).

You may submit your ASFA records to the Publisher in **three** different ways:

1) on diskette (to be sent by regular mail). See section 3.4.1.1

2) as a file attachment to an E-mail message. See section 3.4.1.2

3) by FTP (which is the preferred way). See section 3.4.1.3

Regardless of which of the above ways you choose to submit your ASFA input to the Publisher, the first two steps in the process are the same:

- **Step one** - Allocation of sequential TRN numbering[7] to the records which you want to export (see section 3.4.1.1.1) and
- **Step two** - Exporting your records to a file using the "Export CDS/ISIS file" function which is contained in the ASFISIS software (see section 3.4.1.1.2).

3.4.1.1 Submission of Input on Diskette

As stated above in section 3.4.1, before Exporting your ASFA records on to diskette and sending them to the Publisher, it is necessary to make sure that the range of records being exported contains the "correct" sequential TRN numbering. The next section (3.4.1.1.1) contains instructions on how to run the small utility program which allocates the "correct" sequential numbering, and the section (3.4.1.1.2) contains instructions on how to export on to a diskette a file containing your ASFA records using the "Export CDS/ISIS file" function.

3.4.1.1.1 Allocation of Sequential TRN Numbering

The procedure is as follows :

1. Select **< U > System Utilities Services** from the **CDS/ISIS Main Menu**
2. Select **< S > System Management ASFISIS**
3. Select **< A > Change TRN fixed value for a range of MFNs**
4. At the prompt **< Starting MFN >** type the **MFN** to be selected as the first TRN in the range and press **<Enter >**
5. At the prompt **< End MFN >** type the last **MFN** in the range and press **< Enter >**
6. At the prompt **< Input Centre Code and Year >** type the **Input Centre Code** and **Current Year** (e.g. **FA98**) and press **< Enter >** (Note: in the example **(FA98)**, the "FA" represents the input centre code for FAO, and the "98" represents the input year 1998. When you carry out this procedure REMEMBER to use your "own" input centre code and the appropriate input year).
7. At the next prompt **< TRN to start from >** type the number to be allocated to the first TRN (e.g. 1 in the case of the first batch of input for the current year, or the number following the last one of the previous batch) and press **<Enter>**
8. Once the program has finished, the prompt **< Ready ! >** comes up on the screen. Press **< Enter >** to return to the **ASFISIS System Management Tools Menu** and then select **X** or press **< Esc >** twice to return to the **CDS/ISIS Main Menu**

The records in the range specified have now been correctly allocated sequential TRN numbers and are now ready for export as described in the next section 3.4.1.1.2.

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[6] How many records should you send to the Publisher and how often? In theory, you may send any number of records to the Publisher at any time. However, in practice it would be more convenient for the Publisher, if you would send large batches of input (25 or more records) at monthly or bi-monthly intervals. The number of records that you send and at what interval will depend on the output of your centre. (For example, FAO sends a batch of at least 100 records every month).

[7] Step one: before you export a file containing your ASFA records onto a diskette (or attach it to an e-mail or send it by FTP), you must first run a small utility program (which is contained within the ASFISIS software). The running of this program will ensure that the ASFA records (which you want to export) have the correct **sequential TRN numbering** This step is necessary, because the CDS/ISIS software disrupts the sequential TRN numbering of records whenever a record is deleted during input preparation. See **section 3.4.1.1.1** above for instructions on how to correct or assign the sequential TRN numbers.

3.4.1.1.2 Exporting your Records to a File (on to a diskette) Using the "Export CDS/ISIS file" Function

EXPORT PROCEDURE

The records which you allocated a sequential TRN number (see above section 3.4.1.1.1) may now be exported on to a diskette (or on to your hard disk drive) as an __.ISO file. The procedure is as follows :

1. Insert a diskette in the floppy disk drive
2. Select **< M> Master File Services** from the **CDS/ISIS Main Menu**
3. Select **< E > Export CDS/ISIS file** from the **Master File Services Menu**. The **Data Interchange Services - Export parameters** table now appears on the screen
4. The **Database name < ASFA >** will appear as default. Press **< Enter >**
5. The output ISO file name **< CSA.ISO >** will appear as the default export file name. You could leave this file name, but it is better to change it to something which will facilitate your future record keeping. Therefore, cancel the file name CSA.ISO and assign a new name which is more convenient. The new file name should include the **Input Centre Code**+**Year of Input**+**Number of Batch**, such as **FA98-1.ISO*, FA98-2.ISO**, etc.

***(Note: in the example (FA98-1.ISO), the "FA" represents the input centre code for FAO, the "98" represents the year the input was prepared 1998, the " -1" represents the first batch of input being sent to the publisher by FAO for the year 1998, and the ".ISO" is the file extension name which must always be present and which must always be the same - or the export procedure won't work).

6. Press **< Enter >** until the cursor arrives at the **< MFN limits >** field. Then type the range of records to be exported, e.g. 1/80
7. Press **< Enter >** until the prompt **< Backup drive and/or directory? >** appears. Type **< A**: **>** (assuming the floppy disk drive has been designated as **<A >)** and press **< Enter >**
8. At the prompt **< Press CR when ready or C to cancel >** press **< Enter >**. Once the procedure is completed, a prompt indicating the number of records exported will appear on the screen. The 80 records (as in point 6 above) have been downloaded on to the diskette in the floppy disk drive in a file called e.g. **< FA98-1.ISO >**
9. Press **< Enter >** to return to the **Master File Services menu** and then **< Esc >** or **X** to return to the **CDS/ISIS Main Menu).**

The ISO file containing your ASFA records is now on a diskette and it may be sent to the ASFA Publisher in any one of the following ways:

- on diskette by regular mail (see Publisher's mailing address below)
- as a file attachment to an E-mail message (see section 3.4.1.2)
- using FTP (see section 3.4.1.3)

The Publisher's mailing address:

The postal mailing address of the Publisher (CSA), for sending ASFA input on diskette is:

Cambridge Scientific Abstracts
(attention: Dr. Craig Emerson)
7200 Wisconsin Avenue
Bethesda, MD 20814, USA

3.4.1.2 Submission of Input to the Publisher by E-mail (as an attached file)

The procedure for sending your input to the Publisher as an e-mail attachment is almost the same as sending your input on diskette by regular mail.

Proceed exactly as described above in sections 3.4.1.1.1 (Allocation of Sequential TRN numbers) and 3.4.1.1.2 (Exporting of ASFA records on to diskette).

However, after you have exported your records as an ISO file on to a diskette (or into a file on your computer's hard disk) you must now compress the file (using PKZIP or WINZIP) before attaching it to the e-mail message. The reason you must send the e-mail attachment as a compressed file is that some E-mail systems will automatically open DOS attachments and mix the contents with the body of the e-mail message. Attachments which are zipped are not automatically opened by e-mail systems.

Therefore, ISO files containing ASFA records must be compressed (or zipped) before attaching them to an e-mail.

The Publisher's e-mail address:

The e-mail address of the Publisher (CSA), for sending ASFA input, is: **craig@csa.com** (this is the e-mail address of Dr. Craig Emerson)

3.4.1.3 Submission of Input to the Publisher using Internet FTP (File Transfer Protocol)

FTP is the preferred way of sending the file containing your ASFA input to the Publisher.

However, not all ASFA Partners will have the necessary Internet connections which allow for the sending of files using FTP. You should check with your system manager to see if you can send files using FTP.

If your system allows for the use of FTP, send an E-mail message to the ASFA Publisher (attention: Dr. Craig Emerson at **craig@csa.com**) informing them that you will be sending records via FTP and that for such purposes you would like: 1) to know the name of the CSA host computer, 2) to be assigned a User ID, and a Password.

Once you have the name of the CSA host computer, and a User ID and a Password, the procedure for sending your ASFA input to the Publisher using FTP is, again, almost the same as sending your input on diskette or by e-mail attachment

Proceed exactly as described above in sections 3.4.1.1.1 (Allocation of sequential TRN numbers) and 3.4.1.1.2 (Exporting of ASFA records on to diskette).

After you have exported your records as an ISO file on to a diskette (or into a file on your computer's hard disk) you must now activate your Internet FTP function and follow the standard FTP procedures for the use of this Internet function (your system manager can guide you through the procedure the first few times). In brief, the FTP function will present you with a "Session Profile Screen" . The main information that you need to enter in this screen is the Host name , User ID , and Password (all of which the Publisher will send you on request). The next information that you need to enter is the name and location of the ISO-file that you want to sent to the Publisher.

Note that, it is not necessary to compress (or zip) the file that you send to the Publisher using FTP.

Note, Partners are reminded, that when they send a batch of ASFA records to CSA using FTP, they should also send an E-mail message notifying CSA that they have sent records by FTP. The E-mail message should also specify the number of records sent and the TRN range. The e-mail should be addressed to Dr Emerson. See e-mail address above.

3.4.2 Exporting/Importing Records Created under ASFISIS (release-2) into ASFISIS (release-3) Software

Once ASFISIS release-3 has been successfully installed on your computer, you may wish to import your "old" ASFA records (i.e. those records prepared using the previous version of ASFISIS (ASFISIS release-2) into the new version of ASFISIS (ASFISIS release-3).

This is easily done by exporting your "old" records from ASFISIS (release-2) using the procedure described below in section 3.4.2.1 and then Importing those same records into ASFISIS (release-3) using the procedure described in section 3.4.2.2.

3.4.2.1 Exporting your "Old" Records Prepared in ASFISIS (release-2)

The procedure is as follows:

1. Insert a diskette in the floppy disk drive
2. Select **< M> Master File Services** from the **CDS/ISIS Main Menu**
3. Select **< E > Export CDS/ISIS file** from the **Master File Services Menu**. The **Data Interchange Services - Export parameters** table now appears on the screen
4. The **Database name < ASFA >** will appear as default. Press **< Enter >**
5. The output ISO file name **< CSA.ISO >** will appear as default. Assign any name to the file, such as the Input Centre Code, followed by the suffix ISO, e.g. FA.ISO
6. Press **< Enter >** until the cursor arrives at the **< MFN limits >** field. Then type the range of records to be exported, e.g. 1/80
7. Press **< Enter >** until the cursor arrives at the **< Reformatting FST >** field. Remove CSA and leave the field blank by pressing **F6**
8. Press **< Enter >** until the prompt **< Backup drive and/or directory? >** appears. Type **< A: >** (assuming the floppy disk drive has been designated as **<A >)** and press **< Enter >**
9. At the prompt **< Press CR when ready or C to cancel >** press **< Enter >**. Once the procedure is completed, a prompt indicating the number of records exported will appear on the screen. The 80 records (as in point 6 above) have been downloaded on to the diskette in the floppy disk drive in a file called **< FA.ISO >**
10. Press **< Enter >** to return to the **Master File Services Menu** and then select **X,** or press **< Esc >**, to return to the **CDS/ISIS Main Menu**

3.4.2.2 Importing the ASFISIS (release-2) Records into ASFISIS (release-3)

The records prepared using the ASFISIS (release-2) software which you downloaded on to a diskette in an ISO file (following the procedure described in the above section 3.4.2.1) may be imported on to another computer or back to the same computer into the ASFISIS release-3 software as follows:

1. Select **< M > Master File Services** from the **CDS/ISIS Main Menu**
2. Select **< I > Import External file** from the **Master File Services Menu.** The **Data Interchange Services - Import Parameters** table now appears on the screen
3. The **Database name < ASFA >** will appear as default. Press **< Enter >**
4. In the **< Input ISO file name >** field type the name of the ISO file containing the records to be imported (e.g. FA.ISO)
5. Press <**Enter**> until the cursor arrives at the <**Reformatting FST**> field. Type: **A2to3**
6. Press **< Enter >** until the prompt **< Backup drive and/or directory?>** appears. Type **< A: >** (assuming the ISO file is on a diskette inserted in the floppy disk drive designated A:) and then press **< Enter >**
7. At the prompt **<X - no more diskettes > < CR - to continue after mounting new diskette >,** press **< Enter >**
8. Once the importing procedure is complete, the same prompt appears on the screen, **< X - no more diskettes > < CR - to continue after mounting new diskette >.** Select **< X - no more diskettes >.** Do NOT press **< Enter >** otherwise the ISO file will be imported again.
9. A prompt will appear indicating **< The next MFN to be assigned >** , i.e. the number following the last **MFN** of the range of records just imported.

Press **<Enter>** to return to the **Master File Services Menu** and then select **X** or press **< Esc >** to return to the **CDS/ISIS Main Menu.**

3.4.3 Exporting/Importing Records Maintaining MFNs (EXCH/99 tagging)

During the process of exporting, when the records are downloaded into an ISO file, they do not maintain their original MFNs. Consequently, when these records are imported on to another computer (or back to the same computer) they will be allocated different MFNs, which may cause some difficulties in identifying any particular record.

To avoid this problem, a "tagging" system may be used during the exporting procedure which enables each downloaded record to maintain its original MFN. In this way, when the records are then imported on to another computer (or back to the same computer) they will not be allocated different MFNs but will have their original MFNs. In the case where the records are imported back to the same computer, they will simply overwrite the same MFNs.

The procedure for tagging records during exporting is as follows:

1. Insert a diskette in the floppy disk drive
2. Select **< M > Master File Services** from the **CDS/ISIS Main Menu**
3. Select **< E > Export CDS/ISIS file** from the **Master File Services Menu**. The **Data Interchange Services - Export parameters** table now appears on the screen
4. The **Database name < ASFA >** will appear as default. Press **< Enter >**
5. The output ISO file name **< CSA.ISO >** will appear as default. Assign any name to the file, such as the Input Centre Code, followed by the suffix ISO, e.g. FA.ISO
6. Press **< Enter >** until the cursor arrives at the **< MFN limits >** field. Then type the range of records to be exported, e.g. 1/80
7. Press **< Enter >** until the cursor arrives at the **< Reformatting FST >** field. Remove **CSA** and type **EXCH**
8. Press **< Enter >** until the prompt **< Backup drive and/or directory? >** appears. Type **< A**: **>** (assuming the floppy disk drive has been designated as **<A >)** and press **< Enter >**
9. At the prompt **< Press CR when ready or C to cancel >** press **< Enter >**. Once the procedure is completed, a prompt indicating the number of records exported will appear on the screen. The 80 records (as in point 6 above) have been downloaded on to the diskette in the floppy disk drive in a file called **<FA.ISO>**
10. Press **< Enter >** to return to the **Master File Services Menu** and then select **X,** or press **< Esc >**, to return to the **CDS/ISIS Main Menu**

The procedure for importing records which have been tagged is as follows:

1. Select **< M > Master File Services** from the **CDS/ISIS Main Menu.**
2. Select **< I > Import External file** from the **Master File Services Menu.** The **Data Interchange Services - Import Parameters** table now appears on the screen.
3. The **Database name < ASFA >** will appear as default. Press **< Enter >**
4. In the **< Input ISO file name >** field type the name of the ISO file containing the records to be imported (e.g. FA.ISO)
5. Press **< Enter >** until the cursor arrives at the **<Input Tag containing MFN>** field. Type **< 99 >**
6. Press **< Enter >** until the prompt **< Backup drive and/or directory? >** appears**.** Type **< A: >** (assuming the ISO file is on a diskette inserted in the floppy disk drive designated A:) and then press **< Enter >**

7. At the prompt **< X - no more diskettes > <CR - to continue after mounting new diskette >,** press **< Enter >**

8. Once the importing procedure is complete, the same prompt appears on the screen,**< X - no more diskettes > < CR - to continue after mounting new diskette >.** Select **< X - no more diskettes >. N.B.** Do NOT press **<Enter>** otherwise the ISO file will be imported again.

A prompt will appear indicating **< The next MFN to be assigned >** , i.e. the number following the last **MFN** of the range of records just imported. Press **< Enter >** to return to the **Master File Services Menu** and then select **X** or press **< Esc >** to return to the **CDS/ISIS Main Menu.**

Note that, when importing records which have been downloaded into an ISO file using this **EXCH/99 tagging** system, only those records on the database having the same MFNs will be replaced, without affecting the numbering of the other records (MFNs). Should any further records be prepared in the meantime, they will not be affected in any way when importing previous records which have been tagged with this system.

3.5 IMPORTING RECORDS

3.5.1 General Importing Procedure

Records which have been downloaded on to a diskette in an ISO file may be imported on to another computer. The procedure is as follows:

1. Select **< M > Master File Services** from the **CDS/ISIS Main Menu**

2. Select **< I > Import External file** from the **Master File Services Menu.** The **Data Interchange Services - Import Parameters** table now appears on the screen

3. The **Database name < ASFA >** will appear as default. Press **< Enter >**

4. In the **< Input ISO file name >** field type the name of the ISO file containing the records to be imported (e.g. FA.ISO)

5. Press **< Enter >** until the prompt **< Backup drive and/or directory?>** appears. Type **< A: >** (assuming the ISO file is on a diskette inserted in the floppy disk drive designated A:) and then press **< Enter >**

6. At the prompt **< X - no more diskettes > < CR - to continue after mounting new diskette >,** press **< Enter >**

7. Once the importing procedure is complete, the same prompt appears on the screen,
< X - no more diskettes > < CR - to continue after mounting new diskette >.
Select **< X - no more diskettes >.**
N.B. Do NOT press **< Enter >** otherwise the ISO file will be imported again.

8. A prompt will appear indicating **< The next MFN to be assigned >** , i.e. the number following the last **MFN** of the range of records just imported.
Press **<Enter>** to return to the **Master File Services Menu** and then select **X** or press **< Esc >** to return to the **CDS/ISIS Main Menu.**

3.5.2 Importing Records Maintaining MFNs (EXCH/99 tagging)

See section 3.4.3

3.5.3 Importing Records into ASFISIS Downloaded from ASFA CD-ROM

The ASFISIS release-3 software contains two utilities which will allow you to convert a set of records, downloaded from the ASFA CD-ROM, and import it into the ASFA database or Master File which is contained in ASFISIS release-3.

1.The **CDR2ASFA.BAT** utility will convert the records that you downloaded from the ASFA CD-ROM and will automatically append them to the existing ASFA records which are already contained in your ASFA database

2.The **CDR2ISO.BAT** utility will also convert the records that you downloaded from the ASFA CD-ROM, however it will not automatically append them to the ASFA records contained in your ASFA database, but rather it will write the records to an ISO file - which then must be imported into your ASFA database using the standard CDS/ISIS import procedure. See section 3.5.1.

How to use the **CDR2ASFA.BAT** utility :

Important: before following the steps below, make a backup of the ASFA database contained in your ASFISIS release-3 software (using the CDS/ISIS Master file backup service - see section 5.2). It is always good practice to make period back-ups of your ASFA records, and especially so, whenever you perform a major action on your database which might disrupt existing records.

1. Make a search on the SilverPlatter ASFA CD-ROM, using the search techniques provided by the CD-ROM software.

2. When you have completed the search and have selected a set of ASFA-records which you would like to download proceed as follows:

- Select the **Download** option contained in the ASFA CD-ROM menu bar, and specify the following settings:

Fields :	**All**
Records :	**All**
FieldLabels :	**Short**
Searches :	**No**
Clear :	**No**
Sort :	**No**
Field :	**AU**
Include Holding :	**No**
Download titles only :	**No**
Drive :	**A:**
Filename :	**ASFACDR.TXT**
Filemode :	**Append**

These settings can be accessed by the options 'Download/Start Download/Change Options' from the menu which is invoked after pressing F10.

As the name of the download file, use the name: **ASFACDR.TXT** (since this is the name the conversion program requires).

A sample copy of such a file is included with this package.

3. Copy this file ASFACDR.TXT into your ASFISIS3 data-subdirectory ASFA (e.g. C:\ASFISIS3\DATA\ASFA), together with the following files from the subdirectory ASFACD (e.g. C:\ASFISIS3\ASFACD)

- ASFAPP.EXE
- ATTICA.EXE
- ASFA.TBL
- CDR2ASFA.BAT (or CDR2ISO.BAT, see above)

4. When these files are correctly copied into the subdirectory of your ASFA-database within ASFISIS, check and make sure that your hard disk has free space available about the size of the file ASFACDR.TXT. This is to allow for a temporary, intermediary file which will automatically be deleted at the end of the procedure.

5. To actually start the conversion, type at your DOS-prompt in the same sub-directory :

CDR2ASFA (Enter) or : CDR2ISO (Enter)

6. The process involves following automated steps :

- the download file will be 'preprocessed' and written to the temporary file;
- the ATTICA-conversion program will then produce the ISIS-records and write them directly into your CDS/ISIS database file named 'ASFA.MST'; if you use CDR2ISO instead of CDR2ASFA an ISO-file 'ASFACD.ISO' will be produced and this file is the file to import using CDS/ISIS import services;
- the temporary file will be removed from your harddisk since it is of no use except in the context of the conversion

7. Enter into your ASFISIS-system and select < **I > Inverted File Services** from the CDS/ISIS Main Menu. If the download file contained only a smaller portion of your new database, it is better to use the option 'U' (for 'update') of the Inverted File Services; otherwise it might be more practical to re-invert the whole database using the option **< F > Full Inverted File Generation.**

After these steps, your database is completely updated with the new records and searchable for both CDS/ISIS and the IRIS-interface.

N.B. Eventually you might prefer to delete the download file ASFACDR.TXT from your harddisk, especially if it takes a lot of space.

4. INFORMATION RETRIEVAL (using ASFISIS/IRIS Information Retrieval Interface)

The < **S > Information Retrieval Services** option of the Main CDS/ISIS Menu enables users to :

1. Browse through a range of ASFA records sequentially (e.g. for checking or proof-reading if it is not possible to print out the records) ; or
2. Search the ASFA database and then browse through the results.

4.1 Browsing Through Records

The procedure to browse through the records on the ASFA database is as follows:

1. Select < **S** > **Information Retrieval Services** from the CDS/ISIS Main Menu.
2. Select **< B > Browse Master File.** You are then presented with a prompt asking you to enter the 'Starting MFN to Browse'.
3. You should enter the MFN of the first number of the range of ASFA records you wish to browse through and press **< Enter >**.
4. The records are then presented on the screen in sequential order in the default display format (ASFA.PFT). To move on from one record to the next you should press **<Enter>**.
5. Once the final MFN is reached, the message 'End of display' appears at the end of the last record. Press **<Enter>** to return to the **Information Retrieval Services Menu** or press **<Esc>** to return to the CDS/ISIS Main Menu.

4.1.1 Changing the Display Format

Should you wish to browse through the records in a different display format (e.g. to display all fields of the records for checking or proof-reading purposes if it is not possible to print the records) you may change the default format (ASFA.PFT) before selecting Option B - Browse Master File. (See section 3.3.1 Screen Display Formats for more detailed information regarding this topic). The procedure to change the display format is as follows :

1. Select < **S** > **Information Retrieval Services** from the CDS/ISIS Main Menu.

2. Select < **F** > **Change Display Format**. You are presented with a prompt asking you to Enter/Edit the format.

3. Press **F6** to remove the "default" display format.

4. Type the name of the display format required, preceded by @ (e.g. **@contr**) and then press <Enter>

5. You are then re-presented with the Information Retrieval Services Menu, from which you may proceed with the < **B** > **Browse Master File** option.

4.2 Searching Through Records Using the IRIS Search Interface

The procedure to search through the records on the ASFA database is as follows:

1. Select < **S** > **Information Retrieval Services** from the CDS/ISIS Main Menu

2. Select < **I > IRIS Search Interface.** You are then presented with an opening welcome screen showing the ASFA-IRIS Logo and prompting for a key to be pressed for further action.

3. After pressing any key, the Main Menu, **Searching the Database**, is presented which offers a list of search options, i.e. a list of 'indexes' which may be searched, such as Basic, Author, Title, Descriptors, etc.

You may select an option (i.e. an index) either by moving the selection bar with the up/down arrows and pressing < Enter > or by typing the number of the option within the list.

An online manual exists, which may be called up by pressing F1. This manual consists of a set of linked screens, containing coloured (highlighted) words which may be selected by using the up/down arrows and pressing < Enter >. The selected term will then serve as a keyword for another screen. You may exit the manual by pressing < Esc >, which will bring you back to the Main Menu with the list of search options.

4. After having selected an option (i.e. an index), you are now presented with the **Search Selection Screen**, which displays: 1) a field in which a term to be searched may be typed, 2) a box which contains the best matches for the entered term, 3) a list of selected terms which will be included in search, and 4) a short help-text with the available special function keys.

As soon as a term is typed in the search key field, the index list will reposition itself as closely as possible to the matching entries. This list may be scrolled by using the up/down arrows or by using PgDn to go to the next 8 terms.

You may select the highlighted term and search it immediately by pressing < Enter >, or you may press < + > to select the highlighted term and include it in a list of other selected terms (up to 8) to be searched. Pressing < Enter > will end the selection and perform the actual search. Pressing < Esc > will return you to the Main Menu, **Searching the Database.** Pressing **F1** will invoke the relevant section of the Help Manual.

5. After having selected the terms to be searched, by pressing < Enter >, you are now presented with the **Search Result Screen**, which shows the results of the search as a number of retrieved references and also a small menu which offers 3 options : < 0 > presentation of results ; < 1 > expanding the search ; or < 2 > limiting the search.

If the search result is satisfactory, you may select Option < 0 > (by pressing < 0 > or < Enter >) to present the records which have been retrieved.

If, however, you wish to expand the search, by adding alternative terms, you should select Option 1. You are then re-presented with the Main Menu, **Searching the Database**, and you may repeat steps 3 and 4 to add other terms to expand the search.

Should you wish to limit the search, by adding additional terms, you should select Option 2. You are then re-presented with the Main Menu, **Searching the Database**, and you may repeat steps 3 and 4 to add other terms to limit the search.

6. Once the search has been completed (i.e. after having expanded, or limited, the search if necessary) and Option < 0 > has been selected, you are presented with a short list of the retrieved records, showing just the Authors and Title of the records. (Note that, should only one record be retrieved, it is presented fully).

You may browse the short list by using the up/down arrows. Pressing <Esc> at this stage will enable you to exit the programme. You are presented with a small menu offering you 4 options : < 0 > Stop searching ; < 1 > New search ; < 2 > Expand search ; or < 3 > Limit search. To exit the **IRIS Search Interface**, select Option < 0 > Stop searching. To remain in the **IRIS Search Interface** and continue searching, you may select Options 1, 2 or 3.

During browsing of the short list, you may mark records by pressing < **Ins** >. (Pressing < I**ns** > on a marked record will de-select it).

7. Pressing < Enter > will select a record from the short list for full viewing, i.e. it will be presented in the default display format (ASFA.PFT) and the search terms will be highlighted. The format may be changed by pressing F5 before selection of the record for full presentation. Use the up/down arrow keys to select the format required and press < Enter >.

You may browse through the set of retrieved records in full presentation by pressing **F10** (next record) or **F9** (previous record).

You may print a record in full presentation format, or copy it to a filename, by pressing **Alt+P**. A dialog box will prompt for the destination, which may be the printer, or the file name to which the record will be copied.

8. To exit the programme you must return back to the short list, by pressing < Esc >. You may then exit the **IRIS Search Interface** by pressing < Esc > again and selecting Option: < 0 > Stop searching.

5. ADDITIONAL ASFISIS/ODIN TOOLS (utilities for database maintenance)

5.1 Inverted File Generation

The **Inverted File** contains all terms which may be used as access points during retrieval for a given database, and, for each term, a list of references to the Master file record(s) from which the term was extracted.

You may think of the "Inverted File" as the index to the contents of your database (or master file).

For retrieval purposes and in order to maintain the consistency of the database, the Inverted File must be updated after each modification of the database contents (i.e. after creating a new record, after editing an existing record or after importing records into your database).

The ASFISIS/ODIN Data Entry Interface updates the Inverted File automatically after the "saving" of each record. Therefore you do not have to worry about updating the Inverted File after creating and saving a record or after editing and saving an existing record.

If you import records into your ASFA database, then you should update the Inverted File as follows:

1. Select **< I > Inverted file services** from the CDS-ISIS Main Menu (Figure-4).



Figure-4 (CDS/ISIS main menu)

2. Select **< F > Full inverted file generation** (Figure-5).



Figure-5 (Inverted File Services menu)

3. You will see the text "**Inverted file exists and will be cleared, OK (Y/N)?**"
4. Select **< Y >** and you will see the text "**MFN limits?**"
5. Press **< Enter >.** After a number of system messages the following text will appear

   Full inverted file generation completed --->
6. Press **<Enter >** and you have finished updating your Inverted file

5.2 Backing up the Records in your Database

To avoid accidental database loss it is recommended that the contents are saved (backup) from time to time onto a diskette(s).

To create a backup of all the records contained in your database proceed as follows:

1. Select **< M > Master file services** from the CDS/ISIS Main Menu
2. Select **< B > Master file backup** from the Master File Services menu and the following message will appear:
   "Backup drive and/or directory? "
3. Type **< A: >** and Press **< ENTER >** if the backup file is to be stored on the diskette mounted in drive A. The diskette(s) must be formatted before you start the back up procedure. After more prompts concerning diskettes and system messages, press **< ENTER >**.

As a result of this backup function you will have your backup file ASFA.BKP on the diskette(s).

If more than one diskettes is needed for backup they should be carefully labelled and numbered to ensure correct restore sequence.

5.2.1 Restoring Records

To restore your records proceed as follows:

1. Select **< M > Master file services** from the CDS/ISIS Main Menu
2. Select **< R > Master file restore** from the Master File Services menu and follow the system prompts.

To perform restore you must have diskette(s) prepared under the Option "**B- Master file backup"** (described above in section 5.2).

Note: The order of diskettes is critical, i.e. they must be mounted in the same order they were produced.

5.3 Screen Attributes

Adapting (color) screen attributes

ASFISIS uses three screen attributes (or colours, when you have a colour monitor) from the 8 attributes provided by CDS/ISIS.The main use of the colors is with the control lists, providing a scrolling bar. Normally the standard colour attributes (as provided) will suffice, however it is a good idea to check for this. This will also teach you how you can slightly adapt the program's look to your own taste. Note: if you do change the standard screen attributes, at the next software update your changes will most likely be cancelled - so make a note of them for reference.

To modify the colour attributes proceed as follows:

1. Select **< U > System utilities services** from the **CDS/ISIS Main Menu**
2. Select **< A > Display/modify attributes**
3. Type the number of attribute to be modified and press **< Enter >**
4. Choose the colour scheme required, type the appropriate number and press **< Enter >**
5. Press **< Enter >** to return to the **System utility services**.

Note: To function properly, the following colour attributes should be set as follows :

- attributes 0 and 1 (normal and inverted) should be as stated (i.e. clearly inverting each other with clear contrasting colors, mostly black on white and white on black);
- attributes 2 and 3 should contain clear colored and contrasting combinations. Don't use blinking combinations!

INSTALLATION PROCEDURE FOR ASFISIS (release-3)

(Excerpt from README.1ST file)

2.3 INSTALLATION PROCEDURE*

2.3.1 How to Install ASFISIS (release-3) Diskettes (valid both for first time installation and installation when the previous version of ASFISIS (i.e., ASFISIS release-2) is already present on this computer)

Important note:

1. If the previous version of ASFISIS (ASFISIS release-2) **is not installed** on this computer, you do not need to read the rest of this note and you may proceed with the Installation of ASFISIS release-3 (go to section 2.3.2 below).
2. If the previous version of ASFISIS (ASFISIS release-2) **is installed** on this computer, the installation program for ASFISIS (release-3) will **NOT** overwrite or replace any of the existing files contained in ASFISIS release-2, because all files relating to ASFISIS (release-2) are in (and will remain in) the existing root Directory called C:\ **ASFISIS**, while the new ASFISIS (release-3) software will be loaded into a new root Directory called C:**ASFISIS3**. Both versions of ASFISIS may reside, simultaneously, on the same computer, for as long as you like. **Therefore**, when you install ASFISIS (release-3), you do not have to worry about losing an existing ASFA database created under ASFISIS (release-2).

2.1 If you want to import the ASFA records which you created using the ASFISIS (release-2) software into the new ASFISIS (release-3) software, you must export the records created using ASFISIS release-2 (by selecting *Option M - Master File Services* from the CDS ISIS Main Menu and then *Option E - Export CDS/ISIS file*).The exported file can later be imported into ASFISIS (release-3), once it is installed. See sections 3.4.2.1 and 3.4.2.2.

3. **CAUTION** (DELETING the ASFISIS release-2 software) - If you decide to delete the entire ASFISIS (release-2) software (which you can do by deleting the root directory C:\ASFISIS) you may do it either before you install ASFISIS (release-3) or after you install it (or as stated above, you may keep both versions on your computer). **What is important to remember is that you should not delete ASFISIS (release-2), before you have exported any records that you would like to import into ASFISIS (release-3).**

2.3.2 STEPS TO FOLLOW FOR INSTALLATION

- **INSERT** the ASFISIS (release-3) diskette 1 into the floppy disk drive (usually designated as the A: drive)

- **TYPE** from the root directory (usually at the C:\> prompt) the following command:

  A:\INSTALL A: C: (and PRESS **<Enter>**) or B:\INSTALL B: C: (if B: is your diskette drive)

- **FOLLOW** the instructions which appear on the computer screen during the installation

---

2.4 STARTING ASFISIS (RELEASE-3)

TO START ASFISIS

After installing the ASFISIS (release-3) software, the ASFISIS system may then be started by typing from the root directory (usually at the C:\> prompt) the following:

- TYPE **< CD ASFISIS3 >** and PRESS **<Enter>** (this will change the directory to ASFISIS3)
- TYPE **< ASFA >** and PRESS **<Enter>** (you will see the Micro CDS/ISIS main menu with ASFA as the selected database.

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* **This section (2.3) is taken from the Readme.1st file which is contained on the ASFISIS (release-3) installation diskettes.**

ASFA PARTNERS INPUT CENTRE CODES

ARGENTINA. (INIDEP)	AR
AUSTRALIA. CSIRO Marine Laboratories, Tasmania	AU
CANADA. DFO, Ottawa	CA
CHILE. IFOP, Valparaiso	CL
CHINA. National Marine Data & Information Service, Tianjin	CH
CSA. Cambridge Scientific Abstracts, Washington D.C.	CS
CUBA. Departamento de Información y Documentación Científica y Técnica, Havana	HV
ESTONIA. Estonian Marine Institute, Tallinn	EE
FAO. Rome	FA
FRANCE. IFREMER, Brest	IF
GERMANY. Bundesforschungsanstalt fuer Fischerei, Hamburg	BF
GREECE. National Centre for Marine Research, Athens	GR
ICES, Copenhagen	CE
ICLAR M, Manila	IC
IOC, Paris	IO
INDIA. NIO, Goa	DP
IUCN, World Conservation Union, Geneva	IU
JAPAN. Japan Fisheries Resource Conservation Association, Tokyo	JA
KENYA. Kenya Marine & Fisheries Research Institute, Mombasa	KE
LITHUANIA. Ichthyobank	LT
MEXICO. CICH, Mexico	MX
NORWAY. Institute of Marine Research, Bergen	SK
PIMRIS, Pacific Islands Marine Resources Information System. Fiji	PI
POLAND. Sea Fisheries Research Institute, Gdynia	PL
PORTUGAL. Instituto Portugues de Investigaçao Marítima, Lisbon	PT
RUSSIA. VNIRO, Moscow	VN
SWEDEN. Fishery Board of Sweden, Lysekil	SE
UK. Plymouth Marine Laboratory	MB
UKRAINE. YugNIRO	UA
UN/DOALOS, New York	UN
UNEP, Nairobi	EP
USA. NOAA Central Library	NO

WHAT'S NEW (OR CHANGED) IN ASFISIS (release-3)

The following is a list of new (or changed) items in the ASFISIS (release-3) software (i.e. with respect to ASFISIS release-2). Please consult the Guidelines for Bibliographic description, Abstracting and Indexing for more detailed description of new fields, pick-lists, procedures etc..

1. A **New field** called **Physical medium** has been added to the Data Entry worksheets. This allows for the specification of publication medium (e.g. computer, CD-Rom etc.). See page 16 of the Guidelines for Bibliographic Description.
2. A new **subfield** called **E- mail address** has been added (it is a subfield of the Author address field). The E-mail address, if available, should be entered in the last subfield (^e) of the Author address field.
3. A **New worksheet** called **LOCAL** has been added to the menu of available worksheets from which inputters may choose. It allows the inputter to add additional information to a record of local significance (e.g. local indexing terms and availability statement or location of document in the ASFA centre). Note: Information entered in the Local worksheet will not be exported when you send records to the Publisher of ASFA - all "local" information remains in your computer only.
4. An **Updated version of the ASFA Thesaurus** (with a new hierarchy display and switching facility) has replaced the previous Thesaurus. The Thesaurus appears automatically as a pick-list when you enter the Subject Descriptor field of the data entry worksheet.
5. A **New pick-list** containing Latin and common names of **commercial species** has been added. This pick-list appears automatically when you enter the Taxonomic descriptors field of the data entry worksheet.
6. The **Corporate Author pick-list** is updated and it contains some changes in the way similar names are abbreviated and grouped (see page 36 of the Guidelines for bibliographic description).
7. The **Serial Title pick-list** is updated and it contains some changes in the way similar names are abbreviated and grouped (see page 42 of the Guidelines for bibliographic description).
8. **Date of publication in the Imprint Field (Subfield ^c)** has been deleted.
9. **Change of Field Tag -** The following 9 fields: Author address, Author degree, Conference name, Conference location, Conference date, Report/Doc.No., Imprint, Collation and Date of publication have had field tag changes to facilitate searching. This change is an internal change to the field tags - it does not affect input procedures.
10. **Journal codes** which must be assigned in ASFA Strings field now appear as a **pick-list** (e.g. Q1, Q2, Q5)
11. Two new **Subject Categories** have been added to the ASFA-1 picklist:
    - 1587 *Diseases of cultured organisms* (used for: the Description, diagnosis, therapy, management, and prevention of diseases relating to cultured organisms, e.g. fish culture, shellfish culture, etc.)
    - 1588 *Effects of aquaculture on the environment* (used for: the Effects of aquaculture practices which result in physical, chemical, or biological deterioration of the environment).
12. The **< Page up >** key may be used as well as the **< TAB >** to move up to previous fields.
13. **New options** have been incorporated in the **System Utility Services** menu: the previous SETLNR, SETTRN and TRNADD programmes are now all contained in a menu which may be called up by selecting < **U** > System utility services from the CDS/ISIS Main Menu and then < **S** > System Management ASFISIS (see page 57-59 of the Guidelines for Bibliographic Description).

ASFA FIELD DEFINITION TABLE

(in numerical order)

(this Table is based on the information contained in the ASFISIS file called ASFISIS3\DATA\ASFA\ASFA.FDT)

ASFISIS Field name	Tag	Field Length	Field Type *repeatable =R *non-repeatable=N
TRN	1	9	N
Input Centre Code (sub-field a)	^a	4	
Sequential number (sub-field b)	^b	5	
Environment	2	3	R
Document type	3	1	N
Bibl. level	4	3	N
Lit. style	5	3	R
Physical medium	6	3	R
Date of update	23	8	N
Author	100	35	R
Corp. Author	110	230	R
Main body (sub-field a)	^a	135	
Location (sub-field b)	^b	35	
Subpart (sub-field c)	^c	60	
Eng. title	120	600	N
Orig. title	124	400	N
Author (monogr) (at monographic level)	200	35	N
Corp. Author	210	230	R
Main body (sub-field a)	^a	135	
Location (sub-field b)	^b	35	
Subpart (sub-field c)	^c	60	
Eng. mon. title (at monographic level)	220	600	N
Orig. mon. title (at monographic level)	224	400	N
Edition	225	100	N
ISBN	232	60	N
Serial title	324	500	N
ISSN	332	10	N
Author (col. lev) (collective level)	400	35	R
Corp. Author 3	410	230	R
Main body (sub-field a)	^a	135	
Location (sub-field b)	^b	35	
Subpart (sub-field c)	^c	60	
Eng. col. title	420	600	N
Orig. col. title	424	400	N
Edition 3	425	100	N
Author address	509	300	N
Building/inst. (sub-field a)	^a	120	
Street+city (sub-field b)	^b	90	
Country (sub-field c)	^c	40	
e-mail (sub-field e)	^e	50	
Author degree	511	80	N
Conference name	521	200	N
Conference loc.	522	100	N
Conference date	523	25	N
Report/Doc.No.	530	50	R
Imprint	540	160	

ASFISIS Field name	Tag	Field Length	Field Type *repeatable =R *non-repeatable=N
Place of publ. (sub-field a) Publisher (sub-field b)	^a ^b	80 80	
Date of publ.	543	20	N
Collation Volume (sub-field v) Issue (sub-field i) Pagination (sub-field p)	550 ^v ^i ^p	45 15 15 15	N
Languages Lang. text (sub-field a) Lang. summary (sub-field b)	600 ^a ^b	4 2 2	R
Notes	610	160	R
Abstract	700	4000	N
2nd Abstract	701	4000	N
Local Availability **(THIS FIELD IS NOT EXPORTED TO CSA)**	820	80	R
Subject descr.	960	74	R
Local Index Terms **(THIS FIELD IS NOT EXPORTED TO CSA)**	961	30	R
Taxon. descr.	970	74	R
Geogr. descr.	980	74	R
Identifiers	990	74	R
ASFA strings Journal (sub-field a) Category (sub-field b) No-print terms (sub-field c)	998 ^a ^b ^c	200 2 18 180	R
X-ref. X-ref. Journal (sub-field a) Category (sub-field b) Phrase (sub-field c)	999 ^a ^b ^c	97 2 18 77	R

ASFA FIELD DEFINITION TABLE

(in same order as appearing on Long* worksheet which is contained in ASFISIS3\DATA\ASFA\Long.spf)

ASFISIS Field name	Tag	Field Length	Field Type *repeatable =R *non-repeatable=N
TRN	1	9	N
Input Centre Code (sub-field a)	^a	4	
Sequential number (sub-field b)	^b	5	
Bibl. level	4	3	N
Date of update	23	8	N
Eng. title	120	600	N
Orig. title	124	400	N
Environment	2	3	R
Document type	3	1	N
Lit. style	5	3	R
Physical medium	6	3	R
Author	100	35	R
Author address	509	300	N
Building/inst. (sub-field a)	^a	120	
Street+city (sub-field b)	^b	90	
Country (sub-field c)	^c	40	
e-mail (sub-field e)	^e	50	
Corp. Author	110	230	R
Main body (sub-field a)	^a	135	
Location (sub-field b)	^b	35	
Subpart (sub-field c)	^c	60	
Author degree	511	80	N
Conference name	521	200	N
Conference loc.	522	100	N
Conference date	523	25	N
Languages	600	4	R
Lang. text (sub-field a)	^a	2	
Lang. Summary (sub-field b)	^b	2	
Report/Doc.No.	530	50	R
Eng. mon. title (at monographic level)	220	600	N
Orig. mon. title (at monographic level)	224	400	N
Author (monogr) (at monographic level)	200	35	N
Corp. Author	210	230	R
Main body (sub-field a)	^a	135	
Location (sub-field b)	^b	35	
Subpart (sub-field c)	^c	60	
Edition	225	100	N
ISBN	232	60	N
Imprint	540	160	
Place of publ. (sub-field a)	^a	80	
Publisher (sub-field b)	^b	80	
Collation	550	45	N
Volume (sub-field v)	^v	15	
Issue (sub-field i)	^i	15	
Pagination (sub-field p)	^p	15	
Serial title	324	500	N

ASFISIS Field name	Tag	Field Length	Field Type *repeatable =R *non-repeatable=N
ISSN	332	10	N
Date of publ.	543	20	N
Author (col. lev) (collective level)	400	35	R
Corp. Author 3 Main body (sub-field a) Location (sub-field b) Subpart (sub-field c)	410 ^a ^b ^c	230 135 35 60	R
Eng. col. title	420	600	N
Orig. col. title	424	400	N
Edition 3	425	100	N
Notes	610	160	R
Abstract	700	4000	N
2nd Abstract	701	4000	N
Subject descr.	960	74	R
Taxon. descr.	970	74	R
Geogr. descr.	980	74	R
Identifiers	990	74	R
ASFA strings Journal (sub-field a) Category (sub-field b) No-print terms (sub-field c)	998 ^a ^b ^c	200 2 18 180	R
X-ref. X-ref. Journal (sub-field a) Category (sub-field b) Phrase (sub-field c)	999 ^a ^b ^c	97 2 18 77	R
Local Availability **(THIS FIELD IS NOT EXPORTED TO CSA)**	820	80	R
Local Index Terms **(THIS FIELD IS NOT EXPORTED TO CSA)**	961	30	R

* Long is the name of one of the ASFA data entry worksheets contained in ASFISIS release-3. It contains all of the ASFA fields except 820 and 961.

ASFIS [ASFA] REFERENCE SERIES PUBLICATIONS

ASFIS-1, Serials Monitored for the ASFIS [ASFA] Bibliographic Database - Lists the serial publications (journals, monographic series, report series etc.) which the ASFA Partners have agreed to monitor as input to the ASFA bibliographic database.

ASFIS-2, Subject Categories and Scope Descriptions (Rev.2) - The ASFA subject categories collectively define the subject scope of ASFA. They are also used in indexing, as ASFA indexers must allocate each ASFA record to one or more of the subject categories.

ASFIS-3, Guidelines for Bibliographic Description (Rev.-2) - Provides instructions on how to prepare references for inclusion in the ASFA bibliographic database (e.g. how to enter the title, the authors, the collation information etc.).

ASFIS-4, Guidelines for Abstracting, using ASFISIS software (Rev.-1) - Provides instructions to abstractors on how to prepare abstracts for inclusion in the ASFA bibliographic database.

ASFIS-5, Guidelines for Indexing, using ASFISIS software (Rev.1) - Provides instructions to indexers on how to assign the indexing terms to references being prepared as input to the ASFA bibliographic database.

ASFIS-6, Aquatic Sciences and Fisheries Thesaurus (Rev.2) - List of terms (subject descriptors) used by ASFA indexers to index references being prepared as input to the ASFA databases. The same Thesaurus terms may also be used to search the database.

ASFIS-7, Geographic Authority List (Rev.2) - List of terms (geographic descriptors) used by ASFA indexers to index references being prepared as input to the ASFA databases. The same terms may also be used to search the database.

ASFIS-8, Taxonomic Authority List - Withdrawn and replaced by the following two publications: 1) *FAO Standard Common Names and Scientific Names of Commercial Species* (which contains the common names of over 1000 commercial species listed in alphabetical order in English, French, Spanish together with the corresponding Latin name), and 2) *NODC Taxonomic Code* (this is the Taxonomic Code of the National Oceanographic Data Center (NODC). It contains over 200,000 records giving the scientific names and corresponding numerical codes of world-wide flora and fauna. Species are arranged in hierarchical order and in alphabetical order (scientific name order).

ASFIS-9, Database User Guide - discontinued

ASFIS-10, Authority List for Corporate Names - Lists the corporate names used in the preparation of bibliographic descriptions.

ASFIS-11, Magnetic Tape Specifications and Record Format - Describes the ASFA Tape specifications and record format for those people who subscribe to the ASFA magnetic tapes.

ASFIS-12, International Directory of Serial Publications in Aquatic Sciences and Fisheries

ASFIS-13, ASFIS Database Indexing and User Guide (Chinese)

ASFIS-14, ASFISIS Release-3 User Manual