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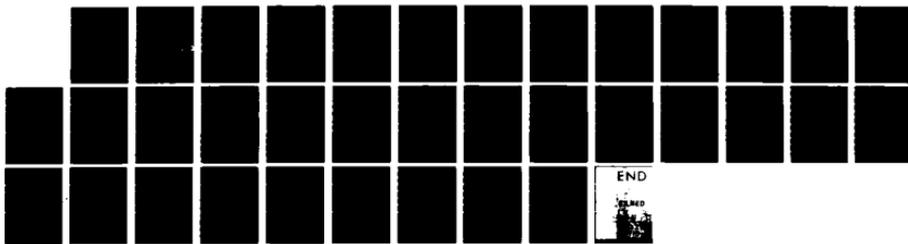
THE TOTAL LIBRARY SYSTEM (TLS) VOLUME 3 THE PROCEDURE  
MANUAL(U) CORPS OF ENGINEERS CHICAGO ILL NORTH CENTRAL  
DIV W R SCHNEIDER 1983

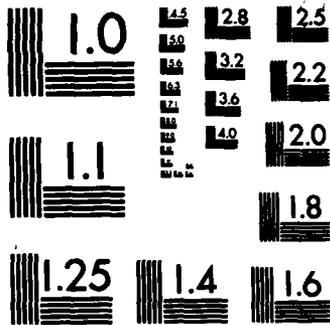
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THE TOTAL LIBRARY SYSTEM (TLS) :

V.3 THE PROCEDURE MANUAL

BY

W. RICHARD SCHNEIDER

1982



U.S. ARMY.  
CORPS OF ENGINEERS.  
NORTH CENTRAL DIVISION.

Handwritten signature "A" and a faint, partially legible stamp or form in the bottom right corner.

ABSTRACT

This report is part of a series describing the use of the Boeing EKS1 System in library automation at the library of the U.S. Army. Corps of Engineers. North Central Division Library in Chicago, Illinois. This volume aids a library user in searching titles for books and periodicals. It also provides all the necessary input techniques for the librarian.

Z678.9

S359 Schneider, W. Richard, 1940-

The TOTAL LIBRARY SYSTEM (TLS). / by W. Richard Schneider.--Chicago, Ill; U.S. Army. Corps of Engineers. North Central Division. Library; Springfield, VA.; Available at NTIS, 1983.

leaves : ill. ;29 cm.

Content: V.1. What it can do for you.--V.2 The files.--V.3. The procedure manual.

1. Libraries--Automation. 2. Electronic data processing--Library science. 3. Libraries, Governmental, administrative, etc. 4. EKS1 (Computer program). TLS (Computer program). I. U.S. Army. Corps of Engineers. North Central Division. Library. II. Title.

- I. Search instructions for users.
  - A. Signing on the TLS.
  - B. Searching monographs and continuations.
  - C. Searching periodicals & services.
  
- II. Input instructions and procedures.
  - A. Ordering a monograph.
  - B. When the purchase order arrives.
  - C. When the monograph arrives.
  - D. Ordering a continuation.
  - E. When the purchase order arrives.
  - F. When the continuation arrives.
  - G. Ordering a service.
  - H. When the purchase order arrives.
  - I. Ordering a service.
  - J. When the purchase order arrives.
  - K. Ordering other items.
  - L. When a purchase order arrives.
  
- III. Special Caveats.
  
- IV. Creating custom library files.
  
- V. Definitions.

SIGNING ON THE TLS

The TSL (i.e. Total Library System) is designed to follow publications through the whole library cycle from procurement through disposal using minimal effort and space. The files are interconnected for more sophisticated computer systems.

To sign on the computer,

Dial 9 726 6029 (or get your local number from your Boeing representative in your city).

Is the signal working on the telephone?

Attach the receiver to the modem.

Has a connection been made? (usually indicated by a green light on the terminal).

When the light turns one, hit the CR.

The computer says:

WELCOME TO THE BCS NETWORK...  
YOUR ACCESS PORT IS ...  
SELECT DESIRED SERVICE:  
USER NUMBER: eg ICG295  
PASSWORD: eg JOHN:  
TERMINAL ...  
RECOVER/USER ID: eg MCG:

You must type:

EKS1 (then) CR  
(ADP must supply) (then) CR  
(ADP must supply) (then) CR  
(your initials) (then) CR

A few news items appear.

Is the news over? (indicated by the statement: C>)

C>

As this point you must decide what it is that you want to do. There are presently eighteen (18) files that apply to library use. See the attached for some of the applications. If you have any difficulty, call Richard Schneider at the following number: (312) 353 5038.

SEARCHING MONOGRAPHS AND CONTINUATIONS

Entries are placed in shelf-list order by the Library of Congress number. After this section appears a section of locally cataloged monographs and continuations. For speed of entry and quicker availability of the documents, a year and number is specified for each document if OCLC does not provide a LC number for the title. (If a title was produced in 1976 and it is the tenth title cataloged in this manner for the year, its number would be: "1976.10").

If you want titles on engineering,

The computer says:

C>  
C>  
C>

E>

You must type:

GET, TITL2/UN=CEF2116 (then) CR  
CME, TITL2 (then) CR  
W 150 (then) CR  
(depending on how many  
characters your output device  
can type on a horizontal line)  
L /ENGINEER/;L;L;L;L;L;L CR  
(each L retrieves one title)

If you want to conduct another search,

The computer says:

E>  
E>

You must type:

TOP (then) CR  
L /CONCRETE DAM/;L;L;L;L CR

To end a search,

The computer says:

E>

You must type:

QUIT (then) CR

To sign off the computer,

The computer says:

C>  
C>

You must type:

FILE,0 (0 i.e. zero)  
BYE

SEARCHING PERIODICALS AND SERVICES

Entries are placed in alphabetical order by title. A sequence number for each title allows you to use other files without retyping titles. Services are frequently updated titles that supersede a previous edition of a page or a whole volume. Services tend to be in the legal category.

If you want titles on engineering,

The computer says:

C>  
C>  
E>

You must type:

GET, MAGLIST/UN=CEF216 (then) CR  
CME, MAGLIST (then) CR  
W 150 (then) CR  
(depending on how many  
characters your output  
device can type on a  
horizontal line  
L /ENGINEER/;L;L;L;L CR  
(each L retrieves one title)

If you want to conduct another search.

The computer says:

E>  
E>

You must type:

TOP (then) CR  
L /CONCRETE/;L;L;L (then) CR

To end a search,

The computer says:

E>

You must type:

QUIT (then) CR

To sign off the computer,

The computer says:

C>  
C>

You must type:

FILE,0 (0 i.e. zero)  
BYE

INPUT INSTRUCTIONS

In remembering that all the files are part of a system, the TOTAL LIBRARY SYSTEM, it takes more than one file to process the materials that appear in the library for the first time. To answer questions about how to input the necessary information, it is best to simulate what happens when a monograph, continuation, periodical, service, or other publications arrives. Each will be treated with an example.

ORDERING A MONOGRAPH

When order information is clear, do the following:

The computer says:

WELCOME TO THE BCS NETWORK ...  
YOUR ACCESS PORT IS ...  
SELECT DESIRED SERVICE?  
USER NUMBER: eg RRR999,RRR999  
TERMINAL ...  
RECOVER/USER ID: eg MCG:

A few news items appear.

C>  
C>  
E>  
1 11 15 25 35  
E>  
E>  
E>

E>  
I>

I>  
E>  
ORDER EDITED AND REPLACED.  
C>  
JOB PROCESSING CCUS ...

You must type:

EKS1 (then) CR  
(ADP must supply) (then) CR  
(your initials) (then) CR

GET,ORDER  
CME,ORDER  
L /1/

TABDEF , (commas set the tabs or zones)  
TABSET 1 11 15 25 35

B (Gives latest entry as sample)  
The file is filed by requisition number. If previous information has been entered on time, then the next record will appear after the record on the bottom (B) of the file.

I (means input mode)  
REQN NO, LINE NO, REQN DATE, PUBN TYPE, ACCOUNT TYPE  
REQN NO, LINE NO, TITLE  
REQN NO, LINE NO, ESTIMATED COST  
REQN NO, LINE NO, JUSTIFICATION  
REQN NO, LINE NO, OFC SYMBOL, REQUESTER  
REQN NO, LINE NO, VENDOR NAME  
REQN NO, LINE NO, VENDOR STREET ADDRESS OR BOX NO.  
REQN NO, LINE NO, VENDOR CITY STATE ZIP  
REQN NO, LINE NO, VENDOR PHONE  
(Commas are necessary; no spaces after them)  
CR  
FILE,0 (zero)

BYE (Do not use this command if you are going to enter another file) If you must enter another file, type: GET, \_\_\_\_\_  
(Insert the file name in place of the line).

WHEN THE PURCHASE ORDER ARRIVES

The computer says:

WELCOME TO THE BCS NETWORK ...  
YOUR ACCESS PORT IS ...  
SELECT DESIRED SERVICE:  
USER NUMBER: eg RRR999,RRR999  
TERMINAL ...  
RECOVER/USER ID: eg MCG:

A few news items appear.

C>  
C>  
E>  
1 11 15 25 35  
E>  
E>  
(Record is produced)  
E> ORDER  
EDITED AND REPLACED.  
C>  
C>  
E>  
1 11 33 51 71 90 108  
E>  
(File descriptors printed)  
E>  
E>  
E>  
(You should be in position to  
input the new record according  
to requisiton number order)  
E>  
I>  
  
I>  
E>  
CATCOST EDITED AND REPLACED.  
C>

You must type:

EKS1 (then) CR  
(ADP must supply) (then) CR  
  
(your initials) (then) CR

GET,ORDER  
CME,ORDER  
L /1/  
  
ZONE 1 9 (means tab 1 through 9)  
L /\_\_\_\_/ (requisition number)

GET,CATCOST  
CME,CATCOST  
L /1/

PR 8

TABDEF ,  
TABSET 1 11 33 51 71 90 108  
B

I  
REQUISITION NUMBER, COST CODE,  
APPROPRIATION CODE, PURCHASE ORDER  
NUMBER, COST, SHIPPING CHARGE, FUND  
TRANSFER CODE (no spaces after  
commas)  
CR  
FILE,0 (zero)

BYE (Do not use this command if you  
are going to enter another file)  
If you must enter another file,  
type: GET,\_\_\_\_(Insert the file  
name in place of the line).

WHEN THE MONOGRAPH ARRIVES

When the monograph arrives from the vendor follow these steps after the Library of Congress catalog number was obtained using OCLC:

The computer says:

WELCOME TO THE BCS NETWORK ...  
YOUR ACCESS PORT IS ...  
SELECT DESIRED SERVICE:  
USER NUMBER: eg RRR999,RRR999  
TERMINAL  
RECOVER/USER ID: eg MCG:

A few news items appear.

C>  
C>  
E>  
(type of file produced)  
E>  
ORDER EDITED AND REPLACED  
C>  
C>  
E>  
1 11 33 51 71 90 108  
E>  
E>  
(Record is produced: check  
correctness)  
E>  
CATCOST EDITED AND REPLACED.  
C>  
C>  
E>  
1 132  
E>  
(File descriptors printed)  
E>  
E>  
E>  
E>  
E>  
E>  
I>  
  
I>  
E>  
TITL2 EDITED AND REPLACED.

You must type:

EKS1 (then) CR  
(AD) must supply) (then) CR  
  
(your initials) (then) CR

GET,ORDER  
CME,ORDER  
L /(title)/  
  
FILE,0 (zero)  
  
GET,CATCOST  
CME,CATCOST  
L /1/  
  
ZONE 1 10  
L /(requisition number)/  
  
FILE,0 (zero)  
  
GET,TITL2  
CME,TITL2  
L /1/  
  
PR 3  
  
TABDEF ,  
TABSET 1 132  
ZONE 132  
L /(LC number area)/  
I  
TITLE--LC NUMBER--EDITION--PROPERTY  
INFO APPROXIMATE COST, OCLC CARD ON  
ORDER+ (no spaces after comma)  
CR  
FILE,0 (zero)

WHEN THE MONOGRAPH ARRIVES (CONT'D)

The computer says:

You must type:

C>  
C>  
E>  
1 26 28 36 40 49 70  
E>  
(File descriptors printed)  
E>  
E>  
E>  
E>  
E>  
I>

GET,SHELF  
CME,SHELF  
L /1/  
  
PR 8  
  
TABDEF ,  
TABSET 1 26 28 36 40 49 70  
ZONE 1 25  
L /(LC number area)/  
I  
LC NUMBER, YEAR IN TITLE, YEAR OF  
PUBLICATION, COPY NUMBER, PROPERTY  
NUMBER+, APPROXIMATE COST,  
REQUISITION NUMBER AND ITEM NUMBER  
(no spaces after commas)

I>  
E>  
SHELF EDITED AND REPLACED.

CR  
FILE,0 (zero)

C>  
C>  
E>  
1 40 90

GET,CATCHG  
CME,CATCHG  
L /1/

E>  
E>  
E>  
E>  
(Last record is printed)

PR 4  
TABDEF ,  
TABSET 1 40 90

E>  
  
I>  
E>  
CATCHG EDITED AND REPLACED.  
C>

LC NUMBER, USER, OFFICE CODE  
(no spaces after commas)  
CR  
FILE,0 (zero)

BYE (Do not use this command if you  
are going to enter another file)  
If you must enter another file,  
type: GET,\_\_\_\_\_ (Insert the file  
name in place of the line).

ORDERING A CONTINUATION

To save time try to find last year's record:

The computer says:

You must type:

WELCOME TO THE BCS NETWORK ...  
YOUR ACCESS PORT IS ...  
SELECT DESIRED SERVICE?  
USER NUMBER: eg RR999,RRR999  
TERMINAL ...  
RECOVER/USER ID: eg MCG:

EKS1 (then) CR  
(ADP must supply) (then) CR  
  
(your initials) (then) CR

A few news items appear.

C>  
C>  
E>  
(Title info supplied with  
file type)  
E>  
ORDER EDITED AND REPLACED.  
C>  
C>  
E>

GET,ORDER  
CME,ORDER  
L /(title)/

FILE,0 (zero)

E>  
CONTIN EDITED AND REPLACED.  
C>  
C>  
E>  
1 11 15 25 35

GET,CONTIN  
CME,CONTIN  
L /(title)/  
(This record is built from many  
lines: check line numbers for  
completeness)  
FILE,0 (zero)

E>  
E>  
E>  
(Last record is printed: the  
new record is next)

GET,ORDER  
CME,ORDER  
L /1/  
  
TABDEF ,  
TABSET 1 11 15 25 35  
B

E>  
I>

I (means input mode)  
REQN NO, LINE NO, REQN DATE, PUBN  
TYPE, ACCOUNT TYPE  
REQN NO, LINE NO, TITLE  
REQN NO, LINE NO, ESTIMATED COST  
REQN NO, LINE NO, JUSTIFICATION  
REQN NO. LINE NO, OFC SYMBOL, REQUESTER  
REQN NO, LINE NO, VENDOR NAME  
REQN NO, LINE NO, VENDOR STREET  
ADDRESS OR BOX NO.  
REQN NO, LINE NO, VENDOR CITY STATE ZIP  
REQN NO, LINE NO, VENDOR PHONE  
(Commas are necessary; no spaces  
after them)

ORDERING A CONTINUATION CONT'D

I>  
E>  
ORDER EDITED AND REPLACED.  
C>  
JOB PROCESSING CCUS ...

CR  
FILE,0 (zero)

BYE (Do not use this command if you  
are going to enter another  
file) If you must enter  
another file, type: GET, \_\_\_\_\_  
(Insert the file name in  
place of the line).

After sending a 318 to Procurement you are finish until the purchase order  
arrives.

WHEN THE PURCHASE ORDER ARRIVES

The computer says:

You must type:

WELCOME TO THE BCS NETWORK ...  
YOUR ACCESS PORT IS ...  
SELECT DESIRED SERVICE:  
USER NUMBER: eg RRR999,RRR999  
TERMINAL ...  
RECOVER/USER ID: eg MCG:

EKS1 (then) CR  
(ADP must supply) (then) Cr  
  
(your initials) (then) CR

A few news items appear.

C>  
C>  
E>  
(Title info printed with  
file type)  
E>  
ORDER EDITED AND REPLACED.  
C>  
C>  
E>  
1 11 33 51 71 90 108  
E>  
(File descriptors printed)  
E>  
E>  
E>  
E>  
(You should now be in position  
to input the new record in  
requisition number order)

GET,ORDER  
CME,ORDER  
L /(title)/  
  
FILE,0 (zero)  
  
GET,CATCOST  
CME,CATCOST  
L /1/  
  
PR 8  
  
TABDEF ,  
TABSET 1 11 33 51 71 90 108  
ZONE 1 10  
L /(requisition number in area)/

E>  
I>  
  
I>  
E>  
CATCOST EDITED AND REPLACED.  
C>

I  
REQUISITION NUMBER, COST CODE,  
APPROPRIATION CODE, PURCHASE ORDER  
NUMBER, COST, SHIPPING CHARGE, FUND  
TRANSFER CODE (no spaces after  
commas)  
CR  
FILE,0 (zero)

BYE (Do not use this command if you  
are going to enter another file)  
If you must enter another file,  
type: GET,\_\_\_\_ (Insert the file  
name in place of the line).

WHEN THE CONTINUATION ARRIVES

When the continuation arrives previous manual records are checked to see if the title is a new series. If it is OCLC must be used and then:

The computer says:

WELCOME TO THE BCS NETWORK ...  
YOUR ACCESS PORT IS ...  
SELECT DESIRED SERVICE:  
USER NUMBER: eg RRR999,RRR999  
TERMINAL ...  
RECOVER/USER ID: eg MCG:

A few news items appear.

C>  
C>  
E>  
(type of file produced)  
E>  
ORDER EDITED AND REPLACED.  
C>  
C>  
E>  
1 11 33 51 71 90 108  
E>  
(File descriptors printed)  
E>  
E>  
(Record is produced: check  
correctness)  
E>  
CATCOST EDITED AND REPLACED.  
C>  
C>  
E>  
1 132  
E>  
(File dexcriptors printed)  
E>  
E>  
E>  
E>  
E>  
E>  
I>  
  
I>  
E>  
TITL2 EDITED AND REPLACED.

You must type:

EKS1 (then) CR  
(ADP must suply) (then) CR  
(your initials) (then) CR

GET,ORDER  
CME,ORDER  
L /(title)/

GET,CATCOST  
CME,CATCOST  
L /1/

PR 8

ZONE 1 10  
L /(requisition number)/

FILE,0 (zero)

GET,TITL2  
CME,TITL2  
L /1/

PR 3

TABDEF,  
TABSET 1 132  
ZONE 132  
L /(LC number area)/

I  
TITLE--LC NUMBER--EDITION--PROPERTY  
INFO, APPROXIMATE COST, OCLC CARD  
ON ORDER+ (no spaces after comma)  
CR  
FILE,0 (zero)

WHEN THE CONTINUATION ARRIVES (CONT'D)

The computer says:

You must type:

C>  
C>  
E>  
1 26 28 36 40 49 70  
E>  
(File descriptors printed)  
E>  
E>  
E>  
E>  
E>  
I>  
  
I>  
E>  
SHELF EDITED AND REPLACED.  
C>  
C>  
E>  
1 40 90  
E>  
(File descriptors printed)  
E>  
E>  
E>  
(Last record is printed)  
E>  
I>  
I>  
E>  
CATCHG EDITED AND REPLACED.  
C>  
C>  
E>  
1 9 50 PR 13  
E>  
(File descriptors printed)  
E>  
E>  
E>  
  
I>  
  
E>  
CONTIN EDITED AND REPLACED.

GET,SHELF  
CME,SHELF  
L /1/  
  
PR 8  
  
TABDEF ,  
TABSET 1 26 28 36 40 49 70  
ZONE 1 25  
L /(LC number area)/  
I  
LC NUMBER, YEAR IN TITLE, YEAR OF  
PUBLICATION, COPY NUMBER, PROPERTY  
NUMBER NUMBER+, APPROXIMATE COST,  
REQUISITION NUMBER AND ITEM NUMBER  
(no spaces after commas)  
CR  
FILE,0 (zero)  
  
GET,CATCHG  
CME,CATCHG  
L /1/  
  
PR 4  
  
TABDEF ,  
TABSET 1 40 90  
B  
  
LC NUMBER, USER, OFFICE CODE  
(no spaces after commas)  
CR  
FILE,0 (zero)  
  
GET,CONTIN  
CME,CONTIN  
L /1/  
  
PR 13  
  
TABDEF ,  
TABSET 1 9 50  
ZONE 9 49  
(Locate proper LC nr area)  
(Eleven lines: use file descriptors  
as guide for input)  
CR  
FILE,0 (zero)

ORDERING A PERIODICAL

When order information is clear, do the following:

The computer says:

WELCOME TO THE BCS NETWORK ...  
YOUR ACCESS PORT IS ...  
SELECT DESIRED SERVICE:  
USER NUMBER: eg RRR999,RRR999  
TERMINAL ...  
RECOVER/USER ID: eg MCG:

A few news items appear.

C  
C  
E>  
1 11 15 25 35  
E>  
E>  
E>

E>  
I>

I>  
E>  
ORDER EDITED AND REPLACED.  
C>  
C>  
E>  
1 77 85 105 125 137  
E>  
(File descriptors printed)  
E>  
E>  
E>  
E>  
I>

You must type:

EKS1 (then) CR  
(ADP must supply) (then) CR  
(your initials) (then) CR

GET,ORDER  
CME,ORDER  
L /1/

TABDEF , (commas set the tabs or zones)  
TABSET 1 11 15 25 35  
B (Gives latest entry as sample)  
The file is filed by requisition number. If previous information has been entered on time, then the next record will appear after the record on the bottom (B) of the file.

I (means input mode)  
REQN NO, LINE NO, REQN DATE, PUBN TYPE, ACCOUNT TYPE  
REQN NO, LINE NO, TITLE  
REQN NO, LINE NO, ESTIMATED COST  
REQN NO, LINE NO, JUSTIFICATION  
REQN NO, LINE NO, OFC SYMBOL, REQUESTER  
REQN NO, LINE NO, VENDOR NAME  
REQN NO, LINE NO, VENDOR STREET ADDRESS OR BOX NO.  
REQN NO, LINE NO, VENDOR CITY STATE ZIP  
REQN NO, LINE NO, VENDOR PHONE  
(Commas are necessary; no spaces after them)  
CR  
FILE,0 (zero)

GET,MAGLIST  
CME,MAGLIST  
L /1/

PR 7

TABDEF  
TABSET 1 77 85 105 125 137  
L /(title area)/

I  
TITLE,PROJECTED STARTING DATE OF SUBSCRIPTION, ACCOUNT TYPE, DESTINATION, ORDERED THROUGH, SEQUENCE NUMBER  
(no spaces after comma)

ORDERING A PERIODICAL (CONT'D)

The computer says

You must type:

I>  
E>  
MAGLIST EDITED AND REPLACE.

CR  
FILE,0 (zero)

C>  
C>  
E>  
1 20 55

GET,MAGVEND  
CME,MAGVEND  
L /1/

E>  
(File descriptors printed. Each  
record contains five lines)

PR 6

E>  
E>  
E>  
E>  
E>  
I>  
I>  
E>  
MAGVEND EDITED AND REPLACED.

TABDEF ,  
TABSET 1 20 55  
ZONE 1 19  
L /(sequence nr area)/  
I  
(Follow example closely)  
CR  
FILE,0 (zero)

C>  
C>  
E>  
1 14 20 :30 46 61 76 91 106  
120 136

GET,ROUTE  
CME,ROUTE  
L /1/

E>  
(File descriptors printed)

PR 12

E>  
E>  
I>

TABDEF ,  
TABSET 1 14 20 30 46 61 76 91 106  
120 136  
ZONE 1 13  
L /(sequence nr area)/  
I  
SEQUENCE NR, COPY NUMBER, OFFICE  
SYMBOL USER SEQUENCE NRS  
(no space after commas)

I>  
E>  
ROUTE EDITED AND REPLACED.  
C>

CR  
FILE,0 (zero)  
BYE (Do not use this command if you  
are going to enter another  
file) If you must enter another  
file, type: GET,\_\_\_\_(Insert the  
file name in place of the  
line).

WHEN THE PURCHASE ORDER ARRIVES

When the purchase order arrives, do the following:

The computer says

WELCOME TO THE BCS NETWORK...  
YOUR ACCESS PORT IS ...  
SELECT DESIRED SERVICE:  
USER NUMBER: eg RRR999,RRR999  
TERMINAL ...  
RECOVER/USER ID: eg MCG:

A few news items appear.

C>  
C>  
E>  
I 11 15 25 35  
E>  
E>  
(Record is produced)  
ORDER EDITED AND REPLACED.  
C>  
C>  
E>  
E>  
MAGLIST EDITED AND REPLACED.  
C>  
C>  
E>  
I 20 30 60 80 97 103 110 116 134  
E>  
(File descriptors printed)  
E>  
E>  
E>  
E>  
E>  
I>  
  
I>  
E>  
MAGCOST EDITED AND REPLACED.

You must type:

EKS1 (then) CR  
(ADP must supply) (then) CR  
(your initials) (then) CR

GET,ORDER  
CME,ORDER  
L /1/  
  
ZONE 1 9  
L /(requisition number)/  
FILE,0 (zero)  
  
GET,MAGLIST  
CME,MAGLIST  
L /(title)/  
yields sequence number  
FILE,0 (zero)  
  
GET,MAGCOST  
CME,MAGCOST  
L /1/  
  
TABDEF ,  
TABSET I 20 30 60 80 97 103 110 116 134  
ZONE 1 19  
L /(sequence number area)/  
I  
SEQUENCE NR, REQUISITION NR, COST  
CODE, APPROPRIATION CODE, PURCHASE  
ORDER NR, BEGINNING MONTH DAY,  
ENDING MONTH DAY, YEARS OF  
SUBSCRIPTION, COST, SHIPPING COST  
(no space after commas)  
CR  
FILE,0 (zero)

WHEN THE PURCHASE ORDER ARRIVES (CONT'D)

The computer says:

C>  
C>  
E>  
MAGDATE EDITED AND REPLACED.  
C>

You must type:

GET,MAGDATE  
CME,MAGDATE  
(under revision)  
FILE,0 (zero)  
BYE (Do not use this command if  
you are going to enter another  
file) If you must enter  
another file, type: GET,\_\_\_\_  
(Insert the file name in place  
of the line).

ORDERING A SERVICE

When ordering a service do the following after obtaining the Library of Congress number from OCLC:

The computer says:

You must type:

WELCOME TO THE BCS NETWORK ...  
YOUR ACCESS PORT IS ...  
SELECT DESIRED SERVICE:  
USER NUMBER: eg RRR999,RRR999  
TERMINAL ...  
RECOVER/USER ID: eg MCG:

EKSI (then) CR  
(ADP must supply) (then) CR  
  
(your initials) (then) CR

A few news items appear.

C>  
C>  
E>  
1 11 15 25 35  
E>  
E>  
E>

GET,ORDER  
CME,ORDER  
L /1/  
  
TABDEF ,  
TABSET 1 11 15 25 35  
B (Gives latest entry as sample)  
The file is filed by requisition number. If previous information has been entered on time, then the next record will appear after the record on the bottom (B) of the file.

E>  
I>

I (means input mode)  
REQN NO, LINE NO, REQN DATE, PUBN  
TYPE, ACCOUNT TYPE  
REQN NO, LINE NO, TITLE  
REQN NO, LINE NO, ESTIMATED COST  
REQN NO, LINE NO, JUSTIFICATION  
REQN NO, LINE NO, OFC SYMBOL, REQUESTER  
REQN NO, LINE NO, VENDOR NAME  
REQN NO, LINE NO, VENDOR STREET  
ADDRESS OR BOX NO.  
REQN NO, LINE NO, VENDOR CITY STATE ZIP  
REQN NO, LINE NO, VENDOR PHONE  
(Commas are necessary; no spaces after them)

I>  
C>  
C>  
E>  
1 77 85 105 125 137  
E>  
(File descriptors printed)

CR  
GET,MAGLIST  
CME,MAGLIST  
L /1/  
  
PR 7  
  
TABDEF ,  
TABSET 1 77 85 105 125 137  
L /(title area)/  
I  
TITLE & LC NR, PROJECTED STARTING  
DATE OF SERVICE, ACCOUNT TYPE,  
DESTINATION, ORDERED THROUGH,  
SEQUENCE NUMBER  
(no spaces after commas)

E>  
E>  
E>  
E>  
I>



ORDERING A SERVICE (CONT'D)

The computer says:

E>  
I>  
  
I>  
E>  
TITL2 EDITED AND REPLACED.  
C>  
C>  
E>  
I 26 28 36 40 49 70 PR 8  
E>  
(File descriptors printed)  
E>  
E>  
E>  
E>  
E>  
I>  
I>  
E>  
SHELF EDITED AND REPLACED.  
C>

You must type:

I  
TITLE--LC NUMBER (add SERV label  
to LC nr)  
  
CR  
FILE,0 (zero)  
  
GET,SHELF  
CME,SHELF  
L /1/  
  
PR 8  
  
TABDEF ,  
TABSET I 26 28 36 40 49 70  
ZONE I 25  
L /LC number area)/  
I  
LC NUMBER--SERV TAG  
CR  
FILE,0 (zero)  
  
BYE (Do not use this command if  
you are going to enter another  
file) If you must enter another  
file, type: GET,\_\_\_\_(Insert the  
file name in place of the  
line).

WHEN THE PURCHASE ORDER ARRIVES

When the purchase order arrives, do the following:

The computer says:

You must type:

WELCOME TO THE BCS NETWORK ...  
YOUR ACCESS PORT IS ...  
SELECT DESIRED SERVICE:  
USER NUMBER: eg RRR999,RRR999  
TERMINAL ...  
RECOVER/USER ID: eg MCG:

EKS1 (then) CR  
(ADP must supply) (then) CR  
  
(your initials) (then) CR

A few news items appear.

C>  
C>  
E>  
1 11 15 25 35  
E>  
E>  
(record is produced)  
E>  
ORDER EDITED AND REPLACED.  
C>  
C>  
E>  
(record is produced)  
E>  
MAGLIST EDITED AND REPLACED.  
C>  
C>  
E>  
1 20 30 60 80 97 103 110 116 134  
E>  
E>  
E>  
E>  
E>  
E>  
E>  
I>  
E>  
I>  
E>  
MAGCOST EDITED AND REPLACED.

GET,ORDER  
CME,ORDER  
L /1/  
  
ZONE 1 9  
L /(requisition nr)/  
  
FILE,0 (zero)  
  
GET,MAGLIST  
CME,MAGLIST  
L /(title)  
  
FILE,0 (zero)  
  
GET,MAGCOST  
CME,MAGCOST  
L /1/  
  
PR 11  
TABDEF ,  
TABSET 1 20 30 60 80 97 103 110 116 134  
ZONE 1 19  
L /(sequence nr area)/  
I  
SEQUENCE NR, REQUISITION NR, COST  
CODE, APPROPRIATION CODE, PURCHASE  
ORDER NR OR ENGINEERING CIRCULAR NR,  
BEGINNING MONTH DAY, ENDING MONTH  
DAY, YEARS OF SERVICE, COST,  
SHIPPING COST  
(no spaces after commas)  
CR  
FILE,0 (zero)

WHEN THE PURCHASE ORDER ARRIVES (CONT'D)

The computer says:

C>  
JOB PROCESSING CCUS ...  
BYE

You must type:

BYE (Do not use this command if  
you are going to enter another  
file) If you must enter another  
file, type: GET, \_\_\_ (Insert  
the file name in place of the  
line).

ORDERING OTHER ITEMS

When ordering a map, membership certifying for a service, drawings, supplies, single issues of magazines; or accounting for photocopying and local travel as well as adding to accounts, do the following:

The computer says

WELCOME TO THE BCS NETWORK ...  
YOUR ACCESS PORT IS ...  
SELECT DESIRED SERVICE:  
USER NUMBER: eg RRR999,RRR999  
TERMINAL ...  
RECOVER/USER ID: eg MCG:

A few news items appear

C>  
C>  
E>  
1 11 15 25 35  
E>  
E>  
(File descriptors are printed)  
E>

E>  
I>

I>  
E>

You must type:

EKS1 (then) CR  
(ADP must supply) (then) CR  
  
(your initials) (then) CR

GET,ORDER  
CME,ORDER  
L /1/  
  
TABDEF ,  
TABSET 1 11 15 25 35

B (Gives latest entry as sample)  
The file is filed by requisition number. If previous information has been entered on time, then the next record will appear after the record on the bottom (B) of the file.

I  
REQN NO, LINE NO, REQN DATE, PUBN  
TYPE, ACCOUNT TYPE  
REQN NO, LINE NO, TITLE  
REQN NO, LINE NO, ESTIMATED COST  
REQN NO, LINE NO, JUSTIFICATION  
REQN NO, LINE NO, OFC SYMBOL, REQUESTER  
REQN NO, LINE NO, VENDOR NAME  
REQN NO, LINE NO, VENDOR STREET  
ADDRESS OR BOX NO.  
REQN NO, LINE NO, VENDOR CITY STATE ZIP  
REQN NO, LINE NO, VENDOR PHONE  
(Commas are necessary; no spaces  
after them)  
CR  
FILE,0 (zero)

WHEN A PURCHASE ORDER ARRIVES, ETC.

The computer says:

WELCOME TO THE BCS NETWORK ...  
YOUR ACCESS PORT IS ...  
SELECT DESIRED SERVICE:  
USER NUMBER: eg RRR999,RRR999  
TERMINAL ...  
RECOVER/USER ID: eg MCG:

A few news items appear.

C>  
C>  
E>  
(Record is produced)  
E>  
ORDER EDITED AND REPLACED.  
C>  
C>  
E>  
1 11 33 51 71 90 108 127  
E>  
(File descriptors are printed)  
E>  
E>  
E>  
I>  
  
I>  
E>  
OTHCOST EDITED AND REPLACED.  
C>

You must type:

EKS1 (then) CR  
(ADP must supply) (then) CR  
  
(your initials) (then) CR

GET,ORDER  
CME,ORDER  
L /(requisition nr)/  
  
FILE,0 (zero)  
  
GET,OTHCOST  
CME,OTHCOST  
L /1/  
  
PR 9  
  
ZONE 1 10  
L /(requisition nr area)/  
I  
REQUISITION NUMBER ITEM NR, COST  
CODE, APPROPRIATION CODE, PURCHASE  
ORDER NR, EXACT ITEM COST WITHOUT  
SHIPPING, SHIPPING COST, 2ND COST  
FUND TRANSFER OR PERIODICAL  
CR  
FILE,0 (zero)  
  
BYE (Do not use this command if you  
are going to enter another file)  
If you omust enter another file,  
type: GET,\_\_\_\_(Insert the file  
name in place of the line).

SPECIAL CAVEATS

The thing that the person entering files must be aware of most is not to delete his file accidentally. Sometimes a file is duplicated due to a mistyped symbol or character. Duplication is no problem. An extra file can be purged. A lost file can be retrieved by immediate action. One must call the Boeing Company in Seattle. Numbers may change; so, the number will not be listed. Boeing can reproduce records from a day before the accident. Everyone in Boeing's program has been very courteous and understanding so far. EKS1 like any other program is a learning experience.

Some of the problems the author experiences are listed here. If anyone else has a problem that can be helpful in eliminating future errors, it will be added to this list:

1. Do not hit the carriage return (CR) when entering data if you come to the end of a line. The machine will automatically advance the carriage. If a CR is entered, this will prevent one from adjusting margins on different machines.
2. Do not enter too many lines of input at one time. A storm or some other malfunction can put one back at the beginning. The author entered fifty or sixty lines because he can type fast enough. One should use the FILE,0 (zero) command as in logging off and then log back on.
3. Do not forget to leave the 'I' mode before trying to log off the system. Otherwise, the log off information will be entered as a line of input.
4. It is better to follow one title through all the files than to process several titles in one file. It is easy to get confused when dealing with several titles that may be entered in different ways.
5. To assure the quality of a record and that it is entered in the correct columns or zones, hit the carriage return and then the PR command with a carriage return. If you forget to enter TABDEF , and TABSET commands the information will not be assigned to zones, but will be entered as a solid string including commas. When the information is entered correctly the commas disappear.

SPECIAL CAVEATS (CONT'D)

6. When entering a file, if you type GET,GASP and CME,GASP you are ready. If you accidentally type GET,GASP and CME,GAS something happens to your good file if you get nervous. But, you are in the 'I' mode. Hit the carriage return which returns you to the 'E' mode, and type a QUIT command. When real panic sets in, do not type a FILE command. Sometimes it is wise to pull the plug and call for help.
  
7. If you need to try something about which you are not certain, it is wise to duplicate a file and experiment on the duplicated file. To duplicate a file GET,GASP and CME,GASP then FILE,HOPE. Experiment on FILE,HOPE. When you are finished choose the best file for retention. If you want to keep FILE,HOPE then PURGE,GASP. Then check to see if FILE,GASP was indeed purged by typing GET,GASP. If you get information saying it cannot be found GET,HOPE and CME,HOPE and FILE,GASP which will return the new file to the desired name.

CREATING CUSTOM LIBRARY FILES

Where does one begin to create the needed files? This is how the author did it. It is necessary to collect all the forms and know the routines as performed. Each agency's processing methods will vary. Some may use different forms. Assemble the forms. Next, mark the information with a marker if it is to be entered in a computer file. Try to place relevant material in the same file. Try not to duplicate information but be concerned with tying one file together with another file. Leave some space for new ideas on each line of the record. Plan zones or fields of information for the largest record possible. Plan for the name with 26 characters in it. Start with a file that will give you immediate returns such as a charge-out file.

Once you have gotten the types of information you will need, sit down and design the plan for one record as it will look when it is printed out. You may have to regulate the number of strokes or characters per record according to the machinery you work with. Keep in mind the strength of one program is that it may be adaptable to more sophisticated machinery later.

It is also wise to locate a simple set of instructions explaining the zones or fields in the quick and easy use of each file.

Once the look of the final product has been determined and the zones or fields assigned depending on the equipment abilities, do the following:

The computer says:

WELCOME TO THE BCS NETWORK...  
YOUR ACCESS PORT IS ...  
SELECT DESIRED SERVICE:  
USER NUMBER: eg RRR999,RRR999  
TERMINAL ...  
RECOVER/USER ID: eg MCG:

You must type:

EKS1 (then) CR  
(ADP must supply) (then) CR  
(your initials) (then) CR

A few news items appear.

CREATING THE CUSTOM LIBRARY FILES (CONT'D)

The computer says:

C>  
NEW FILE.  
I>  
E>  
E>  
E>  
I>  
I>  
E>  
LIBRARY EDITED AND REPLACED.  
C>  
JOB PROCESSING CCUS ...  
BYE

You must type:

CME,LIBRARY  
CR  
TABDEF ,  
TABSET 1 20 40  
I  
XXXXX,XXXXX,XXXXX  
CR  
FILE,LIBRARY  
BYE

This is an easy and clean way to begin to automate your library.

DEFINITIONS

B	Command sends search element to the bottom of the file.
FILE	A collection of lines of records.
+	Look for an additional line to make up the whole record.
.	The final line of an additional lined record.
L /1/	Command presents the fields for the record.
PR	Command prints the line where the search element stands.
NE	Command prints a line five lines beneath the present line.
U	Command moves the search element up specified lines.
U 10	Command prints a line ten lines above the present line.
L	Command locates a search element.
CONTROL H	Command moves the carriage one character to the left each time the 'H' is pressed while the 'CONTROL' key is held.
>	The terminal is awaiting a response from the user.
FILE,0 (zero)	Command to exit a file.
ZONE 1 13	Command indicating the next field probably begins on zone 14.
TABDEF ,	Command determining a comma as the key to moving information to the proper tabs or columns.
TABSET 1 30 50	Command determining where the columns or tabs should be set to create the look of the output record using vertical columns for multiple records.

DEFINITIONS (CONT'D)

NEW FILE.	See notes in the "Caveats" section and the "Creating Custom Library Files" section.
PURGE, _____	Command to delete a whole file when the file name is specified where the line is placed.
GET, _____	Command to call for a file which a user needs.
CME, _____	Command to engage the editor portion of a program to make changes, etc to a file when the file name is placed where the line is.
I	Command to add information.
C	Command to change information.
.C	Command to change information without having each changed record printed.
C/library/library/	Command to change incorrect spelling. This moves each succeeding character one space to the right. To localize the effect of the rightward movement, use ZONE 1 30 putting a right limit to the command.
C /libray /library/	Command to correct a word without moving succeeding characters to the right. Used usually if a mistake is made at the end of a field followed by several spaces. Notice the space after libray.
C /Thomas CP /Andersonowitz OJ/	Command to change one name to another. Add spaces where necessary to make an even count of characters on each side of the /.
CATLIST,LO=F.	Command to list all the files, indicate if they are private or public, and time of use.
C /312/132/ *	Command to change these numbers in each record containing them in the whole file.



DATE OF SERVICE, ACCOUNT TYPE,  
DESTINATION, ORDERED THROUGH,  
SEQUENCE NUMBER  
(no spaces after commas)

**END**

**FILMED**

**5-83**

**DTIC**