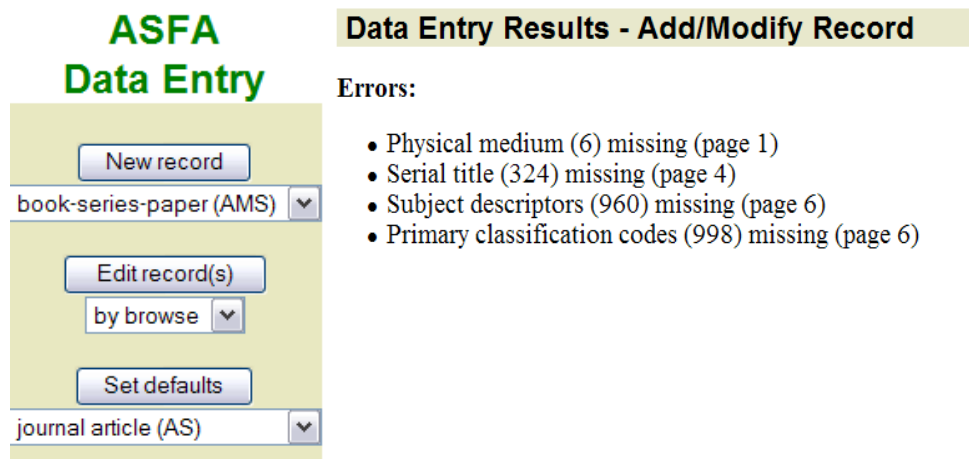


SAVE/EDIT/DELETE RECORDS

Save a New Record

After having entered all the relevant bibliographic data in the appropriate fields of the worksheet, CLICK on the SUBMIT button to save the record. If the worksheet needs to be completed at a later date, SELECT **T** (temporary) in the “Data entry status field” otherwise the record cannot be saved.

When submitting (saving) a record, if mandatory data in some fields are missing or incorrectly entered and **T** has not been selected (i.e. C has been left as default in the “Data Entry Status field”), the system cannot save the record and an **Error message**, specifying the fields which have not been completed, is displayed on the screen. (see *Fig. 9* below).



ASFA Data Entry

New record

book-series-paper (AMS) ▼

Edit record(s)

by browse ▼

Set defaults

journal article (AS) ▼

Data Entry Results - Add/Modify Record

Errors:

- Physical medium (6) missing (page 1)
- Serial title (324) missing (page 4)
- Subject descriptors (960) missing (page 6)
- Primary classification codes (998) missing (page 6)

Fig. 9 – Example of some errors identified by the system when trying to save the record

CLICK on the BACK button on your browser’s Navigation Toolbar to return to the worksheet. If the fields missing the information are intentionally left empty, because they will be completed at a later date, SELECT **T** (for temporary) in the “Data entry status field” and CLICK on the SUBMIT button to save the record. If instead the missing information in the fields is due to an oversight, enter the appropriate information in the missing fields and then CLICK on the SUBMIT button to save the record.

Difference between an “Error” message and a “Warning” message

After having saved a record, the system automatically runs the “Validation Routine”, which checks the validity of the data. If the record is missing some mandatory data in any of the fields, the system will present an “**Error**” message and the record cannot be saved unless you return to the worksheet and enter the missing mandatory data in the appropriate field.

If instead after having saved a record a “**Warning**” message is displayed on the screen, you can still save the record because this message only refers to some possible inconsistencies in the methodology/procedure and not to missing or incorrect mandatory information. Therefore, you should check the validity of the message and make any appropriate modification if necessary. If instead no amendments/modifications are required, you can ignore the warning message and save the record by clicking on the phrase “*Click here to add/modify record anyway*”

Edit a Newly Saved Record

After successfully submitting (saving) a record you will be presented with the **Verification Format** (see *Fig. 10*) of the saved record. You should check for correct information. Should the record need to have some data changed, you can **CLICK** on the **UPDATE** button, make the necessary modifications and then **CLICK** again on the **SUBMIT** button to include the modifications.

Change the Bibliographic level of a record saved with an incorrect bibliographic level

If after having completed and saved the record it is noticed that this record has been catalogued with an incorrect worksheet (and therefore you need to change the bibliographic level), the following procedure should be carried out:

- **CLICK** on the “**Update bibl. Level**” button next to the record which needs to be modified, to display the record in a worksheet containing **ALL** the bibliographic level fields
- **SELECT** the correct worksheet in the “**Bibliographic Level**” field
- **MODIFY** the data in the worksheet according to the correct bibliographic level selected, either by removing data from the fields which belong to the incorrect bibliographic level or by adding data to the fields which belong to the correct bibliographic level
- **CLICK** on the **SUBMIT** button to save the modifications.

Should you need to edit or change the bibliographic level of a record saved a long time before, you should identify the record (i.e. call it up) by clicking on the “Edit record(s) by browse” button, **TYPE** the TRN number of the record to be edited in the “Start from” box and **CLICK** on the **BROWSE** button. The record will be presented on the screen in the Browse Mode. You can then continue as explained above.

Copy an Existing Record

The **Copy** button may be used to copy a record that has already been completed. This function may be used to re-utilize an already existing record which needs only minor modifications. For example, an Annual Report of an Institute or Statistical bulletins which are updated periodically, where only information regarding the year covered by the data and the year of publication need to be changed.

Delete an existing record

Should you need to delete a previously saved record, identify the record (i.e. call it up) by clicking on the “Edit record(s) by browse” button, TYPE the TRN number of the record to be deleted in the “Start from” box, CLICK on the BROWSE button. The record will be presented on the screen in the Browse Mode (see Fig. 11). Click on the option “Delete”. A window showing the following message “*Are you sure you want to delete the record?*” will appear on the screen. Click OK and the phrase “*Record has been removed*” will be presented on the screen.

Should you not know the TRN of the record to be deleted, carry out “Search by title” to identify the record as explained further on in Section “Edit Record(s)”.

Undelete a deleted record

If a record has erroneously been deleted and you wish to “undelete” it, you can only do so by using the ISIS icon included in the folder www-ISIS-ASFA. The procedure is as follows:

- Double click on the www-ISIS-ASFA folder icon
- Double click on the icon ISIS and you will be presented with the CDS/ISIS Main Menu
- Select <E> Data Entry Services
- Select <O> ODIN data entry interface
- At the prompt: “Data base: ASFA” press <Enter>
- At the prompt “MFN”: Type the MFN number of the deleted record that you wish to recreate and press <Enter>
- At the prompt “Worksheet” press >Enter>
- You will be presented with the following message: “Record deleted. Enter one of the following action codes: “*R – Undelete N - Recreate <CR> Leave deleted*”
- Type <R> - Undelete. The record will be displayed on the screen
- Press the “Esc” key and a menu will be displayed on the screen
- Select the option “<3> Save and Exit” by typing the number <3>
- Press the “Esc” key twice and then <X>
- Generate the Full Inverted File as follows:
- Select < I > **Inverted file services** from the **CDS/ISIS Main Menu**

- Select < **F** > **Full inverted file generation**
- The phrase **Inverted file exists and will be cleared, OK (Y/N)?** will be presented on the screen
- Select < **Y** > and you will see the phrase **MFN limits?**
- Press < **Enter** >. After a number of system messages the following text will appear: **Full inverted file generation completed**
- Press < **Enter** > and then type <**X**> to return to the CDS/ISIS Main Menu
- Type <**X**> to exit from CDS/ISIS
- The undeleted record may be browsed using www-ISIS-ASFA.

The “Verification/View format” of a saved record is reproduced below.

		Selection list	Update	Update bibl. level	Copy	Delete
ASFA Data Entry						
<input type="button" value="New record"/>						
journal article (AS) ▼						
<input type="button" value="Edit record(s)"/>						
by browse ▼						
<input type="button" value="Set defaults"/>						
journal article (AS) ▼						
LOG IN LOG OUT						
<input type="button" value="Download/Print"/>						
HELP EXPORT HELP						
						
TRN:	4475					
MFN:	004475					
Date of update:	20061117					
Data entry status:	C					
Record entered by:	dba					
English title:	Overcoming factors of unsustainability and overexploitation in fisheries: selected papers on issues and approaches. International Workshop on the Implementation of International Fisheries Instruments and Factors of Unsustainability and Overexploitation in Fisheries. Siem Reap, Cambodia, 13-16 September 2004					
Type of document:	B					
Bibl.level:	MS					
Lit.style:	K					
Physical medium:	P; I					
Author:	Swan, J. (comp.); Greboval, D. (comp.)					
Corp.author:	FAO/Japan Government Cooperative Programme					
Conference name:	International Workshop on the Implementation of International Fisheries Instruments and Factors of Unsustainability and Overexploitation in Fisheries					
Conference loc.:	Siem Reap (Cambodia)					
Conference date:	13-16 Sep 2004					
Lang.of text:	En					
Lang.of abstract in doc.:	En					
Doc./Report/Patent number:	FAO FIPP/R.782(En); GCP/INT/788/JPN					
ISBN:	92-5-105449-5					
Place of publ.:	Rome (Italy)					
Publisher:	FAO					
Serial title:	FAO fisheries report					
Abbreviated Serial title:	FAO Fish. Rep.					
ISSN:	0429-9337					
Collation - issue:	782					
Collation - pages:	352 pp					
Date of publ.:	2005					
Online avail./URL address:	http://www.fao.org/fi/eims_search/advanced_s_result.asp?no_in_serie=782					
Environmental regime:	M					
English abstract:	An international workshop was organized in order to identify factors of unsustainability and overexploitation in fisheries and review major issues in the implementation of international fisheries instruments. The workshop referred closely to the results of two previous workshops held in Bangkok in 2002 (The International Workshop on Factors Contributing to Unsustainability and Overexploitation in Fisheries) and in Mauritius in 2003 (The International Workshop on Implementation of International Fisheries Instruments and Factors of Unsustainability and Overexploitation in Fisheries). The Workshop focused on: the way main factors are addressed in international fisheries instruments; the difficulties and obstacles for States and regional fishery bodies to implement existing fisheries instruments; the way these difficulties and obstacles can be overcome; the lessons learned from the implementation of fisheries instruments in relation to overexploitation and unsustainability in fisheries; and the identification of possible gaps. The Workshop was based on a review of eighteen discussion papers that took into account the outcomes of the previous two workshops and addressed the following themes: (1) Governance and fisheries management: causes or solutions for unsustainability; (2) Access and fishing rights; (3) Fishery management and sustainability dimensions; and (4) Small scale issues and developing country perspective. This document contains the report of the Workshop and discussion papers submitted by the participants. The report includes a summary of each paper and a synthesis of views expressed during the discussion, followed by the overall conclusions and recommendations of the workshop. Abstracts of the discussion papers are cited individually in ASFA.					
Subject descr.:	conferences; overexploitation; marine fisheries; fishery management					
Identifiers:	sustainable fisheries;					
Primary journal allocation:	Q1					
Primary subject category:	1565					
X-ref journal allocation:	Q1					
X-ref subject category:	1106					
X-ref phrase:	unsustainability and overexploitation in fisheries, workshop					
		Selection list	Update	Update bibl. level	Copy	Delete

Fig. 10 – Verification/View Format

EDIT RECORD(S)

(second button down on the left of the screen)

To EDIT existing record(s), first you must select a method to locate the record(s) requiring editing. There are two methods to locate existing records:

1. by **browse**
2. by **search**

1. By browse method to locate records that require editing

The *Edit record(s) by browse* screen is reproduced below.

ASFA

ASFA Data Entry

Instructions:

- To move to a specific position in the list enter the appropriate root of the term in the box.
- Click on the underlined text to view the record.

Start from: 4422 TRN BROWSE NEXT PAGE BOTTOM

<input type="checkbox"/>	View	Update	Update bibl. level	Copy	Delete
4422 (MFN=004422) FRN= <u>aFA06</u> *b00852 Diseases in Asian aquaculture 5: proceedings of the fifth Symposium on Diseases in Asian Aquaculture, 24-28 November 2002, Queensland, Australia (En) Walker, P.J., Lester, R.G., Bondad-Reantaso, M.G., ^p633 pp; 5. Symposium on Diseases in Asian Aquaculture, Queensland (Australia), 24-28 Nov 2002; Fish Health Section, Asian Fisheries Society, Quezon City (Philippines), 200501					
<input type="checkbox"/>	View	Update	Update bibl. level	Copy	Delete
4423 (MFN=004423) FRN= <u>aFA06</u> *b00853 Biosecurity: a new word for an old concept (En) Beers, P., Findlay, V., Perera, R.; In: Diseases in Asian aquaculture 5: proceedings of the fifth Symposium on Diseases in Asian Aquaculture, 24-28 November 2002, Queensland, Australia, ^p3-13; 5. Symposium on Diseases in Asian Aquaculture, Queensland (Australia), 24-28 Nov 2002; Fish Health Section, Asian Fisheries Society, Quezon City (Philippines), 200501					
<input type="checkbox"/>	View	Update	Update bibl. level	Copy	Delete
4424 (MFN=004424) FRN= <u>aFA06</u> *b00854 A national survey to verify freedom from white spot syndrome virus and yellow head virus in Australian crustaceans (En) East, I.J., Black, P.F., Findlay, V.L., Bernoth, E.-M.; In: Diseases in Asian aquaculture 5: proceedings of the fifth Symposium on Diseases in Asian Aquaculture, 24-28 November 2002, Queensland, Australia, ^p15-26; 5. Symposium on Diseases in Asian Aquaculture, Queensland (Australia), 24-28 Nov 2002; Fish Health Section, Asian Fisheries Society, Quezon City (Philippines), 200501					
<input type="checkbox"/>	View	Update	Update bibl. level	Copy	Delete

Fig. 11 – Edit record(s) by browse screen

There are four options, which can be selected from the drop down menu, to browse all the records in the database listed according to the selected option:

1. **By TRN** (the default option)
2. **By MFN**
3. **By FRN**
4. **By title**

a. By TRN

- CLICK on the EDIT RECORD(S) by browse button to display the records. By default, the records are listed by TRN
- TYPE the TRN of the record to be displayed in the “Start from” box
- CLICK on the BROWSE button to display the record in a short format.

b. By MFN (6 digit numbers)

- CLICK on the EDIT RECORD(S) by browse button to display the records. By default, the records are listed by TRN
- SELECT option “MFN” in the drop down menu next to the “Start from” box
- TYPE the MFN of the record to be displayed in the “Start from” box. **Note:** When using the *www-ISIS-ASFA* software, the MFNs must be quoted in their complete form, i.e. including the zeroes, as shown in the record (e.g. 000001, 000020, etc.)
- CLICK on the BROWSE button to display the record in a short format.

c. By FRN

- CLICK on the EDIT RECORD(S) by browse button to display the records. By default, the records are listed by TRN
- SELECT option “FRN” in the drop down menu next to the “Start from” box
- TYPE the FRN of the record to be displayed in the “Start from” box. **Note:** The FRN must be quoted in its complete form as shown in the record (e.g. ^aFA07^b00032)
- CLICK on the BROWSE button to display the record in a short format.

d. By Title

- CLICK on the EDIT RECORD(S) by browse button to display the records. By default, the records are listed by TRN
- SELECT option “Title” in the drop down menu next to the “Start from” box
- TYPE the first few words of the title of the record to be displayed in the “Start from” box and then CLICK on the BROWSE button to display the record in a short format.

Note: You can browse the records by title using the method “Edit records by browse” **only** if you know the precise first words of the title. If you remember just some words of the title then you should use the “Edit record(s) by Search” method available in the drop down menu under “Edit record(s)” button.

TO EDIT THE RECORDS - once you have located the record(s) which require Editing, there are 2 types of Editing:

- a. Data in the record**
- b. Bibliographic Level**

Editing Data in the Record

- CLICK on the UPDATE button next to the record to display the worksheet
- CARRY OUT the necessary modifications and then
- CLICK on the SUBMIT button to save the modifications.

Editing Bibliographic Level

- CLICK on the “Update bibl. level” button to display the record in a worksheet containing ALL the bibliographic level fields
- SELECT the correct worksheet in the “Bibliographic level” field
- MODIFY the data in the worksheet according to the correct bibliographic level selected, either by removing data from the fields which belong to the incorrect bibliographic level (e.g. in the case of changing an AS record to an MS record, the English title in the Analytic Level field should be removed and entered in the Monographic Title field); or by entering data in the fields which belong to the correct bibliographic level (e.g. in the case of changing an M record to an MS record, the Serial title and related information should be entered in the appropriate fields.
- CLICK on the SUBMIT button to save the modifications.

Browse and edit a range of records

This option may be used when there is a need to edit and eventually carry out some corrections in a range of records without calling up each record individually.

The procedure is as follows:

- **CLICK** on the **EDIT RECORD(s) by browse** button to display the records. By default, the records are listed by TRN
- **TYPE** the first TRN (of the range of records to be edited) in the “Start from” box or **TYPE** the first MFN (of the range of records to be edited) if you wish to search the records by MFNs (after having selected MFN from the drop down menu)
- **CLICK** on the **BROWSE** button to display the records sequentially starting from the first number you have entered
- **CLICK** on the **UPDATE** button of the first record to display the worksheet and carry out the necessary modifications
- **CLICK** on the **SUBMIT** button to save the modifications
- **CLICK** on the **SELECTION LIST** button to return to the displayed records and then **CLICK** on the **UPDATE** button of the next record to be edited.

2. By search method to locate records that require editing

The *Edit record(s) by search* screen is displayed below.

Fig. 12 – *Edit record(s) by search* screen

This method allows you to locate a record(s) using a number of different searchable fields (Author, Corporate author, Conference, Serial title, Descriptors, Language, etc.). This option is particularly useful when the complete title and the TRN are unknown.

- CLICK on the drop down menu under the “Edit record(s) button”
- SELECT option “by search” and then CLICK on the “Edit record(s) button”. A screen containing 8 different searchable fields is displayed.

You can search in just one of the 8 different fields or you can combine two or more fields by selecting the appropriate inter-field operator (AND/OR/NOT) which appears above each field.

You can also enter (or combine) more than one search term (Keyword) within the same field, by selecting the appropriate operator in the (AND/OR) combo-box, which immediately follows each field.

To search in any of the fields:

There are two methods to search in the fields:

1. By typing directly the search term in the appropriate searchable field and then **CLICKING** on the **SEARCH** button
2. By using the **LIST** button next to the field

To use the option **LIST**, the following procedure should be carried out:

- **CLICK** on the **LIST** button next to the field (the list of Keywords which appears, represents the index for that field)
- **TYPE** the Keyword(s), or the first few letters of the word that you are looking for, in the square box
- **CLICK** on the **GO TO** button to go automatically to the position in the List which is closest to the desired Keyword(s)
- **SELECT** the desired Keyword(s) by **CLICKING** on the box next to the Keyword(s)
- **CLICK** on the **SELECT** button to enter all of the selected Keywords into the appropriate field(s) to be searched. **REMEMBER:**
 - to select “**AND**” in the combo-box to search for a record containing all of the Keywords entered in the field
 - to select “**OR**” in the combo-box to search for a record containing any of the Keywords entered in the field
- **SELECT** the Format in which you wish the retrieved record(s) to be displayed (i.e. full or short) in the “**Format**” box at the top of the screen
- **CLICK** on **SEARCH** and the record(s) will be displayed on the screen in the format selected
- **CLICK** on **UPDATE** to carry out the necessary modifications
- **CLICK** on **SUBMIT** to save the modifications.

Additional instructions to facilitate searching

1. Searching for compound keywords

When searching for a keyword or descriptor which may be part of a compound term (e.g. **marine** fisheries) it is necessary to type the dollar sign (\$) after the word (e.g. marine\$).

The dollar sign is also used for truncation of words that may have the same root (e.g. **fishery**, **fisheries**, **fishing**). To search for records which contain any of the above terms, type the term **fish** followed by the dollar sign (\$) (i.e. **fish**\$).

The same procedure also applies to searching for Author's names when all the initials of the author are unknown. For example, to search for the name Park, S.N. in the Author field

- TYPE the surname followed by the dollar sign (\$) (i.e. Park\$)
- SELECT the Format in which you wish the record to be displayed (i.e. full or short) in the "Format" box
- CLICK on SEARCH. The system will retrieve (display) all the records in the database which contain (Park) as an author name, regardless of the different initials which may follow the name.

2. To narrow down the search so as to have ONLY the record(s) containing the desired author

- CLICK on the LIST button next to the Author field
- TYPE the name in the Author's box (e.g. Park)
- CLICK on the GO TO button to go to the position of the name in the list
- SELECT the desired name by CLICKING on the box next to the name
- CLICK on the SELECT button to enter the selected name in the Author field
- SELECT the Format in which you wish the record(s) to be displayed (i.e. full or short) in the "Format" box
- CLICK on SEARCH - The record(s) will be displayed on the screen in the format selected

Note: Search results (more than one record) can be sorted by Title/Author/Most recent/TRN/MFN, by clicking in the drop down menu of the "Sort box" at the top of the screen.

More detailed instructions on how to use the ASFA SEARCH option may be found on the Search Interface icon contained in the www-ISIS-ASFA software by clicking on the "HELP" button.

Search and Download/Print retrieved records using www-ISIS-ASFA

The screenshot displays the ASFA Data Entry interface. On the left, there is a sidebar with the following elements: a 'New record' button, a dropdown menu set to 'journal article (AS)', an 'Edit record(s)' button with a 'by search' dropdown, a 'Set defaults' button, another dropdown menu set to 'journal article (AS)', 'LOG IN' and 'LOG OUT' links, a 'Download/Print' button, and 'HELP' and 'EXPORT HELP' links. At the bottom of the sidebar are several logos, including the UNEP logo. The main content area is titled 'Download results' and contains two sections: 'Select scope of download' with radio buttons for 'All records from query' (selected) and 'Selected records', and 'Select download type' with radio buttons for 'TEXT' (selected), 'XML', and 'CONTR'. A 'Download' button is located at the bottom right of the main content area.

To search record(s) and download/print them, the following procedure should be observed:

- SELECT option “by search” in the drop down menu of the “Edit record(s)” button
- CLICK on the “Edit record(s)” button
- SELECT one of the options available in the drop down menu of the “Sort” box to display the retrieved records in the order of the field selected (e.g. title, author, etc.)
- SEARCH in one of the 8 different fields or combined fields as explained in section: “By search method to locate records that require editing”
- CLICK on the “Search” button and you will be presented with the records retrieved
- CLICK on the “Download” button to download all the records displayed*
- SELECT the format in which you wish to download the records (e.g. TEXT, XML, CONTR) and click on DOWNLOAD. The records will be displayed on the screen in the format selected. You may be asked to open or save the file (depending on which version of the Browser you are using). Click on “Open” to display the records

* Should you wish to download **only some** of the records displayed, mark them by CLICKING on the checkbox on the left hand side of the record(s) and CLICK on the “Download” button. Then CLICK on the radio button “Selected records” and follow the instructions given in the last three points above.

- Should you wish to save the downloaded records, **CLICK** on the option “File” in the Browser (Explorer/Netscape) toolbar and select the “Save as” option
- **TYPE** any name for the file, making sure that the extension corresponds to the format selected (i.e. **.html** for the format CONTR and **.txt** for the format Txt) and **SAVE** it.

Should you wish to print the downloaded records, **CLICK** on the option “File” in the Browser (Explorer/Netscape) toolbar and then **CLICK PRINT**.

Note: It is possible to print the ASFA records in other useful formats using DOS ISIS. (See Section “*Printing records in formats not available using www-ISIS-ASFA*”) in Part 2 of these guidelines.

SET DEFAULTS

(third button down on the left of the screen)

This option may be used when there is a need to have the same data in some fields repeated 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, date of publication, publisher, ISBN, conference name, location and date) and the 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 **Set defaults** option.

The procedure for the **Set defaults** option is as follows:

- **SELECT** in the drop down menu of the **Set defaults** button the worksheet with the bibliographic level required: we take as an example the document “Conference proceedings published within a series” cited above, therefore we select an **AMS** worksheet
- **CLICK** on the **Set defaults button**. An empty worksheet **AMS** will be displayed on the screen
- **ENTER** in the selected **AMS** worksheet **ONLY** the bibliographic data that need to be repeated in each analytic record. For example, in the case cited above, the selected **AMS** worksheet will contain the following bibliographic data:
 - **B** in the Type of document field
 - **P** in the Physical medium field (if the document is published on paper)
 - **K** in the Literary style field
 - Conference name, Conference location, Conference date
 - English monographic title
 - ISBN
 - Author/editor (monographic)
 - Corporate author (monographic)
 - Imprint/publisher
 - Serial title and ISSN (if available)
 - Date of publication
 - Volume/issue number
- **CLICK** on the **SUBMIT** button. The message “**Defaults has been saved**” will appear on the screen
- **SELECT** the worksheet **AMS** from the drop down menu of the “New record” button
- **CLICK** on the “New record” button and an **AMS** worksheet containing all the data elements mentioned above is displayed on the screen

- COMPLETE the record by entering the bibliographic data related to the analytic level (English title, author(s), address, pages), the TRN number and abstract and indexing fields (as described in the appropriate manuals)
- CLICK on the SUBMIT button to save the record
- For each of the records to be prepared CLICK on the “New record” button and another AMS worksheet containing all the data elements to be repeated is displayed on the screen
- COMPLETE the record and then CLICK on the SUBMIT button to save the record
- To CLEAR the **Set defaults** option (i.e. once you no longer need the worksheet containing the data to be repeated) CLICK on the **Set defaults** button

Note: When you log out of the system the **Set defaults** is not memorised, therefore, if the work has not been completed, you will have to create a new **Set defaults**.

An alternative procedure which allows you to repeat the same data in some fields for a number of records is explained in the next page.

REPETITION OF DATA IN CONSECUTIVE RECORDS

During bibliographic data entry, for certain types of publications, you may sometimes find it necessary to repeat the same data 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, date 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. An alternative procedure to the **Set defaults** option, which avoids the re-typing of the same information in each record by the creation of a template, is described below:

1. Firstly a record (i.e. the template) should be prepared, (we take as an example the document “Conference proceedings published within a series”, cited above) using an **AMS** worksheet, containing **ONLY** the bibliographic data that need to be repeated in each analytic record, i.e. the data relevant to the monographic and serial levels. In addition, the following data should be entered: the TRN number, the **T** (temporary) in the “Data entry status” field and any word in the English title field of the analytic level (which will later be replaced by the correct English title). If these three fields are left empty the record cannot be saved. Then click on the **SUBMIT** button to save the record. This is the template which is to be copied
2. **CLICK** on the “Edit record(s) by browse” button to display the records. By default, the records are listed by TRN
3. **TYPE** the TRN of the record described in point 1 (i.e. the template containing only the bibliographic data that need to be repeated) in the “Start from” box
4. **CLICK** on the **BROWSE** button to display the record
5. **CLICK** on the **COPY** button next to the record (i.e. the template) that you wish to copy
6. The worksheet containing only the data cited in point 1 above is displayed on the screen
7. The record may now be completed by entering the bibliographic data related to the analytic level (e.g. English title, author(s), address, etc.), by changing the TRN number, by replacing the word entered in the English title field with the appropriate English title, by changing the **T** into **C** in the “Data entry status” field and also by completing the abstract and indexing fields. Then Click on the **SUBMIT** button to save the record
8. Repeat instructions in points 2 to 7 for each of the records to be prepared
9. After preparing the last of the records, **REMEMBER** to **DELETE** the record (i.e. the template) used to copy the same data in all the records, as this record is incomplete and therefore of no use.
10. To **DELETE** the incomplete record, repeat instructions in points 2 to 4, and then Click on the option **DELETE**.

DOWNLOAD/PRINT

(fourth button down on the left of the screen)

The screenshot shows the ASFA Data Entry interface. On the left, there is a vertical menu with buttons: 'New record', 'Edit record(s) by search', 'Set defaults', and 'Download/Print'. Below these are 'LOG IN' and 'LOG OUT' links. The 'Download/Print' button is highlighted. On the right, the 'Download/print records' section is active, showing 'Select database' as ASFA, 'Select mfn range' as two empty boxes separated by a hyphen, and 'Select file type' with radio buttons for TEXT (selected), XML, and CONTR. A 'DOWNLOAD' button is visible at the bottom right of this section.

To Print ASFA records using www-ISIS-ASFA:

For printing the ASFA records the CONTR format is recommended, especially for checking records before sending them to the Publisher CSA, since it is the most complete format.

The procedure is as follows:

- CLICK on the “Download/Print” button on the left of the screen
- TYPE the range of records to be printed in the “Select MFN range” boxes
- SELECT the CONTR as the printing format
- CLICK on the “Download” button. The records will be displayed on the screen in the CONTR format. You may be asked to open or save the file (depending on which version of the Browser you are using). Click on “Open” to display the records
- CLICK on the option “File” in the Browser (Explorer/ Netscape) tool bar and then CLICK Print.

To download ASFA records using www-ISIS-ASFA:

The downloading of ASFA records using www-ISIS-ASFA should **only** be carried out for internal use and **NOT** for sending records to the Publisher CSA. Instructions for exporting ASFA records and despatching them to CSA are available by clicking on the “Export Help” link on the left of the screen or in Part 2 of these guidelines, Section “Allocation of FRNs and dispatch of records to CSA”.

The procedure for internal downloading of the records is similar to that explained above, but requires selecting one of the download types (e.g. TEXT, XML, CONTR).