


## PART 2: **www-ISIS-ASFA SOFTWARE UTILITIES RELATED TO ASFA BIBLIOGRAPHIC DATA ENTRY AND MANAGEMENT OF THE SOFTWARE**

**Part 2** of these guidelines contain utilities necessary for the preparation of ASFA records (i.e. allocation of FRNs, Exporting/Importing, GMOD and Printing) and also some useful procedures recommended for an efficient management of the ASFA Database. These utilities are accessed from the DOS based *CDS/ISIS* software, which is linked to the *www-ISIS-ASFA* software. **Note** that, for the client server environment, **only** the system manager has access to the above mentioned utilities, whereas for the stand-alone environment each ASFA inputter has his/her own access.

The procedure to access the *CDS/ISIS* software is as follows: Double **CLICK** on the *www-ISIS-ASFA* folder icon located on your desktop.



Then double **CLICK** on the *ISIS* icon  and you will be presented with the *CDS/ISIS* Main Menu.

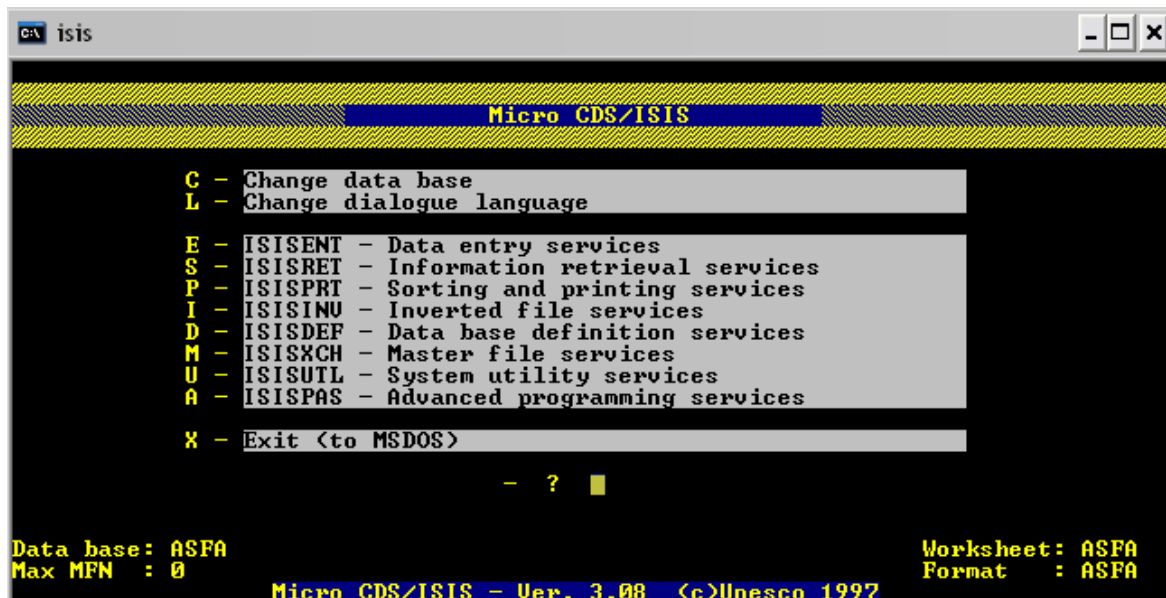


Fig. 13 – *CDS/ISIS* Main Menu

## ALLOCATION OF FRNs AND DISPATCH OF RECORDS TO CSA

In order to export and dispatch a batch of ASFA records to the publisher (CSA)\*, it is necessary to assign a correct sequential numbering to the records for the following reasons:

- the software disrupts the sequential numbering of records whenever a record is deleted during input preparation
- the TRN assigned to the records during their preparation may not correspond to the final FRN that we wish to assign to them when exporting. For example, in the case of a new year's input, the TRN of the first record will be sequential to the number of the last record of the previous year's input, whereas the FRN of the same record must have the new year starting from number one. Note that the FRN is the only number included in the exported record.

Before assigning the correct sequential FRN numbering to the records that you wish to send to CSA, you must first 1) identify their MFNs and, 2) verify that all the records are complete (i.e. **C** is selected in the "Data entry status" field).

### 1. Identification of MFNs

It is important to know the MFNs (Master file Numbers) of the records that you wish to send to CSA, because the utility programme (contained in the software) which assigns the FRN, **only** recognizes the **MFNs** as an identifying number of the record. Therefore, once the range of TRNs to be exported has been defined, the corresponding **MFNs must be identified**.

To identify the MFNs, click on the "Edit Record(s) by browse" button; type the first TRN of the range of records to be exported and then click on the "Browse" button. The records will be displayed showing both TRNs and MFNs.

### 2. Verification that records are complete

All records sent to CSA must be **complete**, therefore it is important to verify that all the records to be exported have **C** (Completed) in the "Data Entry Status" field and **NOT T** (Temporary). If necessary, complete all the records within the range you are exporting. This is important, because the "**Assign FRN and Export**" utility will NOT export a range of records containing one or more records marked as **T** (Temporary) and during the Export procedure an "error" message will appear on the screen.

To identify any <**T**> records in the range to be exported, the following procedure should be carried out:

- a) Click on the "Edit Record(s) by search" button. A screen containing a number of searchable fields is displayed

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\* The Publisher (CSA) specifically requests the ASFA Input Centres to send small, more frequent batches of records rather than one or two large batches in one year (e.g. approximately 30-150). This ensures timeliness and also facilitates the detection, correction and mitigation of any possible errors.

- b) Select **T** (Temporary) in the “Record status” field
- c) Type the range of MFNs that you wish to export to CSA in the field “Range of MFNs” and then click on the SEARCH button
- d) All the <T> (Temporary) records within the range of MFNs that you searched will be displayed on the screen in the Browse Mode. Click on the “UPDATE” button next to the record to display the worksheet, carry out the necessary modifications to complete it, change the status of the record from <T> to <C> and then save the record again.

How to use the “Assign FRN and Export” software utility:

1. Double Click on the www-ISIS-ASFA folder icon
2. Double Click on the Assign FRN and Export icon
3. Type the range of the MFN numbers to export in the two boxes <MFN range>
4. Click <Next>. **Note:** If an error message appears on the screen informing you that one or more temporary records are contained in the range, you cannot continue with the Export of this range of records. Therefore, you must return to the www-ISIS-ASFA Data Entry module, identify the temporary records and complete them as explained in points “a to d” above.
5. Type your two letter **Input centre code** (for example Poland=PL, Mexico=MX) and the last two digits of the year (2007=07)
6. Type the **starting FRN** and click <Next>. **Note:** If you type an FRN number that you have already assigned during a previous export, the system will issue an “Error” message informing you that the FRN was already assigned to another record. In this case, change the FRN number to one that has never been assigned.
7. Type the location, i.e. Drive, followed by the name of the ISO 2709 file to be exported and sent to CSA. **Note:** If you do not specify the Drive, by default the system will save the file in C:\Xitami\webpages\DB\asfa\Asfa-Pgm
8. Click <Next> and then <Finish> to complete the procedure.

Once the export procedure is completed, you may send your Exported records to the ASFA Publisher (CSA) either 1) by sending the file via e-mail as a **zipped** attachment or 2) by transferring the ISO file via FTP.

**Important note for ASFA partners working with collaborating centres:**

The FRN (final record number) assigned to the records sent to CSA must be unique and sequential for the **records**, and **not** the individual input/collaborating centres preparing them. It is recommended that only **one** of the ASFA Input Centres, most probably the National ASFA Partner, coordinates this sequential numbering. This work may be organized in either of the following ways:

1. The National ASFA Partner receives all the ASFA records prepared by the various collaborating centres, it assigns the FRNs to the records and then sends them to CSA on behalf of the collaborating centres or
2. The National ASFA Partner maintains only a register of the FRNs and, when a collaborating centre wishes to send records to CSA, it asks the National ASFA Partner which FRNs should be assigned.

## INVERTED FILE

The **Full Inverted File**\* MUST be carried out after importing ASFA records into the *www-ISIS-ASFA* software, otherwise the imported records cannot be found when using *www-ISIS-ASFA* to browse or search the records.

The procedure for generating the full **Inverted file** is described below:

- Double Click on the *www-ISIS-ASFA* folder icon that is on your desktop
- Double Click on the icon **ISIS** and you will be presented with the **CDS/ISIS Main Menu**
- 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. Type < **Y** >
- The phrase **MFN limits?** will appear: 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 DOS

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\* The **Inverted file** is a group of files contained in the *www-ISIS-ASFA* software system, which contains: 1) all the *terms* that can be used as an access point during a search of that database (single words, or groups of words indexed with a pre-fix, e.g. au=, ti=, etc.), and 2) for each *term*, a list of references that point to the records contained in the Master File, from which the term was extracted. The "Inverted File" (in all ISIS based Database Management Software) enables you to search and browse for records in your database. It is therefore a very important file, **but it does not update itself automatically when you import records into your database** (although it does update itself automatically, in the *www-ISIS-ASFA* software during data entry, when you create new records and when you modify existing records).

## EXPORTING ASFA RECORDS ON TO DISKETTES OR OTHER DRIVES

The records prepared using the *www-ISIS-ASFA* data entry interface may be downloaded, i.e. exported, on to a diskette or any other drive (e.g. USB pen drive or CD-ROM) as an ISO file.

**IMPORTANT:** the ONLY numbers recognized by ISIS are the **MFNs**, therefore, once the range of TRNs to be exported has been defined, the corresponding **MFNs must be identified**. To identify the MFNs: click on the “Edit Record(s) by browse” button, type the first TRN of the range of records to be exported and then click on the “Browse” button. The records will be displayed showing both TRNs and MFNs.

The procedure explaining the export and import of records takes, as an example, a diskette designated as Drive <A>.

The procedure for exporting the ASFA records is as follows:

1. Double Click on the **www-ISIS-ASFA** folder icon
2. Double Click on the icon ISIS and you will be presented with the CDS/ISIS Main Menu
3. Select <M> Master File Services
4. Select <E> Export CDS/ISIS file from the Master File Services Menu. The Data **Interchange Services - Export parameters** table now appears on the screen
5. The **Database name** < ASFA > will appear as default. Press < **Enter** >
6. 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 extension ISO, e.g. *FA.ISO*. **Note: the name of the file must not exceed 10 characters including the full stop and the extension ISO** (e.g. **xxxxxx.ISO**)
7. Press <**Enter**> until the cursor arrives at the < **MFN limits** > field. Then type the range of records to be exported, e.g. *1/80*
8. Press <**Enter**> until the cursor arrives at the < **Reformatting FST** > field. Note that this field is CSA by default. Remove CSA and leave the field blank
9. Press <**Enter**> until the prompt < **Backup drive and/or directory?** > appears. Type <A:> and press <**Enter**>
10. At the prompt < **Press CR when ready or C to cancel** > press <**Enter**>
11. Once the procedure is completed, a prompt indicating the number of records exported will appear on the screen. These records have been downloaded in the drive indicated, in a file called <*FA.ISO*>
12. Press < **Enter** > to return to the **Master File Services Menu**, select <**X**> or press <**Esc**> to return to the **CDS/ISIS Main Menu** and then select <**X**> to exit.

## IMPORTING ASFA RECORDS ON TO THE SAME OR DIFFERENT COMPUTER

Records which have been downloaded on to a diskette or any other drive (e.g. USB pen drive or CD-ROM) as an ISO file may be imported on to another computer.

The procedure is as follows:

1. Double Click on the **www-ISIS-ASFA** folder icon
2. Double Click on the icon **ISIS** and you will be presented with the **CDS/ISIS Main Menu**
3. Select < **M** > **Master File Services**
4. Select < **I** > **Import External file** from the **Master File Services Menu**. The **Data Interchange Services - Import Parameters** table now appears on the screen
5. The **Database name** < **ASFA** > will appear as default. Press < **Enter** >
6. In the < **Input ISO file name** > field type the name of the ISO file containing the records to be imported (e.g. *FA.ISO*)
7. Press < **Enter** > until the prompt < **Backup drive and/or directory?** > appears. Then type < **A:** > and press < **Enter** >
8. At the prompt < **X - no more diskettes** > < **CR - to continue after mounting new diskette** >, press < **Enter** >
9. Once the importing procedure is completed, 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.
10. A prompt will appear indicating < **The next MFN to be assigned** >. Press < **Enter** > to return to the **Master File Services Menu**, select < **X** > or press < **Esc** > to return to the **CDS/ISIS Main Menu** and then select < **X** > to exit.

**IMPORTANT:** Each time an ISO file is imported, the **Full Inverted File MUST** be carried out otherwise the imported records cannot be found when using *www-ISIS-ASFA* to browse or search the records.

The procedure for generating the full **Inverted file** is as follows

- Double Click on the *www-ISIS-ASFA* folder icon that is on your desktop
- Double Click on the icon **ISIS** and you will be presented with the **CDS/ISIS Main Menu**
- 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. Type < **Y** >
- The phrase **MFN limits?** will appear: 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 DOS.

## **EXPORTING/IMPORTING RECORDS MAINTAINING THE SAME 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 stand alone 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 stand alone 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. Double Click on the **www-ISIS-ASFA** folder icon
2. Double Click on the icon **ISIS** and you will be presented with the **CDS/ISIS Main Menu**
3. Select < **M** > **Master File Services**
4. Select < **E** > **Export CDS/ISIS file** from the **Master File Services Menu**. The **Data Interchange Services - Export parameters** table now appears on the screen
5. The **Database name** < **ASFA** > will appear as default. Press < **Enter** >
6. The output ISO file name < **CSA.ISO** > will appear as default. Assign any name to the file, (remember not to exceed 10 characters) such as the Input Centre Code, followed by the extension ISO, *e.g. FA.ISO*
7. Press < **Enter** > until the cursor arrives at the < **MFN limits** > field. Then type the range of records to be exported, *e.g. 1/80*
8. Press < **Enter** > until the cursor arrives at the < **Reformatting FST** > field. Remove **CSA** and type **EXCH**
9. Press < **Enter** > until the prompt < **Backup drive and/or directory?** > appears. Type < **A:** > and Press < **Enter** >
10. 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 7 above) have been downloaded in the drive indicated, in a file called < **FA.ISO** >



11. 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. Double Click on the **www-ISIS-ASFA** folder icon
2. Double Click on the icon **ISIS** and you will be presented with the **CDS/ISIS Main Menu**
3. Select < **M** > **Master File Services** from the **CDS/ISIS Main Menu**
4. Select < **I** > **Import External file** from the **Master File Services Menu**. The **Data Interchange Services - Import Parameters** table now appears on the screen
5. The **Database name** < **ASFA** > will appear as default. Press < **Enter** >
6. In the < **Input ISO file name** > field type the name of the ISO file containing the records to be imported (*e.g. FA.ISO*)
7. Press < **Enter** > until the cursor arrives at the < **Input Tag containing MFN** > field. Type < **99** >
8. Press < **Enter** > until the prompt < **Backup drive and/or directory?** > appears. Type < **A:** > and then press < **Enter** >
9. At the prompt < **X - no more diskettes** > < **CR - to continue after mounting new diskette** >, press < **Enter** >
10. Once the importing procedure is completed, 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.
11. A prompt will appear indicating < **The next MFN to be assigned** >. Press < **Enter** > to return to the **Master File Services Menu**, select < **X** > or press < **Esc** > to return to the **CDS/ISIS Main Menu**
12. Generate the **Inverted File/Full Inverted file** as explained in section “Inverted File”

**REMEMBER:** Each time an ISO file is imported, the **Full Inverted File MUST** be carried out otherwise the imported records cannot be found when using **www-ISIS-ASFA** to browse or search the records.

## **CORRECTION OF A RECURRENT MISTAKE IN CONSECUTIVE RECORDS**

If, while checking or proofreading completed ASFA records, a recurrent mistake is noted in a group of consecutive records, a small utility programme exists within the CDS/ISIS software which enables the correction of that mistake in all the records involved, without having to call up each one individually to correct the mistake.

The programme, called **GMOD**, is extremely useful when the same correction is necessary in a large number of records.

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

1. Double Click on the **www-ISIS-ASFA** folder icon
2. Double Click on the icon **ISIS** and you will be presented with the **CDS/ISIS Main Menu**
3. Select **< A > Advanced programming services from the CDS/ISIS Main Menu**
4. Select **< R > Run programme**
5. Type the name of the programme **< GMOD >** and press **< Enter >**
6. 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).  
**Note:** In the worksheets each field name is followed by its respective Tag Number. For a complete list of Field Tags numbers see Annex 7: *ASFA Field Definition Table*
7. 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 only the word after which the information should follow, or just the mistake itself if a simple spelling mistake needs correction
8. At the prompt **< By >** type the correct information which is to replace the existing incorrect information and press **< Enter >**
9. At the prompt **< Limit to search result (y/n)? >** type **<n>** and press **<Enter>**
10. At the prompt **< From MFN: >** type the MFN number of the first record in the range that needs to be modified and press **< Enter >**
11. At the prompt **< To MFN: >** type the MFN number of the last record in the range that needs to be modified and press **< Enter >**

After the programme has run, you will be presented with a table, showing the number of fields read and processed and also the number of changes made.

If the numbers in the table do NOT correspond, i.e. the number of fields read and processed are not the same as the number of changes made, check for mistakes and repeat the procedure.

If all the numbers in the table correspond, the programme has successfully made the corrections to all of the records and at the prompt < **Stop or continue s/c?** > type <s> and press <Enter>. Then type <Q> to exit the programme.

The correction has now been amended in each of the records within the range. One of the records may be recalled to check that the correction has been made in the appropriate field.

**Note:** It is not possible to correct words that have diacritical marks (accented characters).

## **PRINTING RECORDS IN FORMATS NOT AVAILABLE USING *www-ISIS-ASFA***

In addition to the formats TXT, XML and CONTR which are available using *www-ISIS-ASFA* it is possible to print the ASFA records using CDS/ISIS in the following formats:

- a. @ASFA – This format will display only the completed fields of the record
- b. @IND – This format will display the MFN, TRN, FRN, bibliographic level, date of update, data entry status, environmental regime, title, source, abstract and indexing fields (Subject, Taxonomic and Geographic descriptors, Identifiers, Primary and Secondary classification codes) of the record
- c. @MFNFRN – This format will display the MFN and FRN of the records.

**IMPORTANT:** the ONLY numbers recognized by ISIS are the **MFNs**, therefore, once the range of TRNs to be printed has been defined, the corresponding **MFNs must be identified**. To identify the MFNs click on the “Edit Record(s) by browse” button; Type the first TRN of the range of records to be printed and then click on the “Browse” button. The records will be displayed showing both TRNs and MFNs. The procedure to print the records using CDS/ISIS is as follows:

1. Double Click on the **www-ISIS-ASFA** folder icon
2. Double Click on the icon **ISIS** and you will be presented with the **CDS/ISIS Main Menu**
3. Select < **P** > **Sorting and Printing Services** from the **CDS/ISIS Main Menu**
4. Select < **P** > **System print worksheet**
5. A worksheet is now displayed on the screen, which requires definition of the printing parameters. The < **Data Base Name** > parameter is **ASFA** by default, so press < **Enter** >
6. At the < **MFN limits** > field type the MFNs of the records to be printed, e.g. 1/30
7. Press < **Enter** > until the cursor arrives at the < **Print format** > field. Type the name of the display format in which the records are to be printed, e.g. @ASFA
8. Press < **Enter** > until the cursor arrives at the < **Print file name** > field. Type the name of the printer device to directly print the records. Should your computer not be linked to a printer, you may type a name for the file (e.g. 1-30.txt)\*
9. Press < **Enter** > twice. The prompt < **Print run completed** > will be presented on the screen once the records have been printed
10. Press < **Esc** > to return to the **CDS/ISIS Main Menu** and then select < **X** > to exit

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\* If you have saved the records to a text file by default it is stored in the following subdirectory:  
C:\Xitami\webpages\DB\Asfa\isis\work

## **USEFUL PROCEDURES RECOMMENDED FOR EFFICIENT MANAGEMENT OF THE ASFA DATABASE**

### **BACK-UP OF THE RECORDS CONTAINED IN YOUR DATABASE**

It is recommended to make a back-up of your ASFA work at least once a week. Computers can break down, files can become corrupted and the inputter can mistakenly delete some ASFA records. The solution is to make regular back-ups.

The procedure to “back-up your work” is carried out from ISIS utilities contained within the *www-ISIS-ASFA* software, i.e. you access the procedure through the Micro CDS-ISIS main menu as follows:

1. Double Click on the **www-ISIS-ASFA** folder icon on your desk-top
2. Double Click on the icon **ISIS** and you will be presented with the **CDS/ISIS Main Menu**
3. Select < **M** > **Master File Services**
4. Select < **B** > **Master file back-up**
5. The phrase “*Backup drive and/or directory?*” will appear on the screen. If you press <Enter> the back-up of your ASFA work will automatically be stored as the file **ASFA.BKP** in the directory **C:\Xitami\webpages\DB\Asfa\Isis**. If instead you wish to have your back-up file in another drive or directory then you have to specify which (e.g. D:).
6. Press <ESC> and then <X> to exit

It may happen that after pressing “<B> Master file backup” you will be presented with the phrase “*You cannot back-up while inverted file is pending*”. In this case, you have to return to the Main Menu perform the “Update inverted file” and then the ‘Back-up’ as follows:

1. Select < **I** > **Inverted files services** from the CDS/ISIS Main Menu
2. Select < **U** > **Update Inverted File**
3. The phrase “*Inverted file update completed*” will appear on the screen. Press < **Enter** > and then < **X** > to return to the Main Menu
4. Select < **M** > **Master file services**
5. Select < **B** > **Master file backup** and then continue as in points 5 to 6.

## HOW TO RESTORE A BACK-UP OF YOUR ASFA WORK

The procedure to restore a back-up is as follows:

1. Double Click on the **www-ISIS-ASFA** folder icon on your desk-top
2. Double Click on the icon **ISIS** and you will be presented with the **CDS/ISIS Main Menu**
3. Select **< M > Master File Services**
4. Select **< R > Master File Restore**
5. The phrase *Master file exists and will be cleared, OK (Y/N)?* will appear on the screen. Type **<Y>**
6. The phrase *Backup drive and/or directory?"* will appear on the screen. If when you made a back-up you pressed **<Enter>** without specifying the directory and therefore the file **ASFA.BKP** was automatically stored in the directory **C:\Xitami\webpages\DB\Asfa\Isis**, you just press **<Enter>**. If instead you specified a directory then you have to type which (e.g. D:\)
7. Generate the **Inverted File/Full Inverted file** as explained in section "**Inverted File**"
8. Press **<ESC>** and then **<X>** to exit

## **REORGANIZE MASTER FILE AND FULL INVERTED FILE GENERATION**

Following these two procedures regularly will keep the *www-ISIS-ASFA* software running efficiently. Note, they are standard procedures for all ISIS based software and it is recommended that you carry out the “**Reorganize Master file**” and “**Full Inverted File generation**” procedures from time-to-time (e.g. once or twice a month). You can carry out these procedures using the ISIS utilities contained within the *www-ISIS-ASFA* software.

The procedure to **Reorganize the Master file** is described below:

1. Double Click on the *www-ISIS-ASFA* folder icon that is on your desktop
2. Double Click on the icon **ISIS** and you will be presented with the **CDS/ISIS Main Menu**
3. Select < **I** > **Inverted file services** from the **CDS/ISIS Main Menu**
4. Select < **F** > **Full inverted file generation**
5. The phrase **Inverted file exists and will be cleared, OK (Y/N)?** will be presented on the screen. Type < **Y** >
6. The phrase **MFN limits?** will appear: Press < **Enter** >
7. After a number of system messages the following text will appear: **Full inverted file generation completed**
8. Press < **Enter** > and then Type < **X** > to return to the CDS/ISIS Main Menu
9. Select < **M** > Master file services
10. Select < **C** > Reorganize Master file. The phrase “*Backup drive and/or directory?*” will appear
11. Press < Enter >. When the process is finished Press < Enter > again and then < **X** > to return to the Main Menu
12. Select < **I** > **Inverted file services**
13. Select < **F** > **Full inverted file generation** and then continue as in point 5 to 8.

## **CLEANING THE “WORK” DATABASE CONTAINED IN THE *www-ISIS-ASFA* SOFTWARE**

The “WORK” database is a necessary component of the *www-ISIS-ASFA* software system and its function is to store session details while you are working with the software. The folder “WORK” is located in the directory: *C:\Xitami\webpages\DB\Asfa\Work*.

The cleaning of the “Work” database is necessary from time-to-time (once every two/three months) because the files comprising it can get too big and the *www-ISIS-ASFA* software will “block”, i.e. stop responding to your commands while you are preparing/amending ASFA records. When this happens, the following error messages might appear on your screen: “*This server is currently overloaded – please try again later*” and/or “*error code: 102 database access denied (probably exclusive write lock)*”.

Note that each time you log-out the *www-ISIS-ASFA* software, the data in the “WORK” database become obsolete, i.e. no longer of any use to the program or to you, therefore, there is **NO danger of deleting your ASFA records** when you carry out the “cleaning” process.

The “cleaning” process involves replacing **8** of the 12 files which are contained in the WORK folder at *C:\Xitami\webpages\DB\Asfa\Work* with the **8** “clean” (i.e. empty) files contained in the zipped file “Work zip” included in the same WORK folder.

The “cleaning” process is as follows:

1. Click on the **WORK** folder located in: *C:\Xitami\webpages\DB\Asfa\Work* (the 12 files making up WORK database will appear – plus the **Work. Zip** file which contains the 8 “clean” files that you will need to **extract** within the folder (WORK))
2. Open the Work.zip file by <double clicking> on it. The WinZIP utility will display the 8 files that need to be extracted
3. Click on <**Extract**> and in the screen that appears, in the “**Extract to**” box, specify the destination of the **Work** folder which is *C:\Xitami\webpages\DB\Asfa\Work*
4. Click on **Extract**. Since the 8 files that you are extracting to this location have the same name as the 8 existing files which you want to replace, you will be presented with a Windows system message saying: “*Confirm file Overwrite*”. “*This folder already contains the file*” *Would you like to replace the existing file...*”
5. Click on the option **Yes to all** and the 8 “Clean” files from the Work.zip will replace the 8 similarly named files at *C:\Xitami\webpages\DB\Asfa\Work*



## UNLOCK ASFA DATABASE

Whilst editing records or attempting to save a newly created one the system may block (does not respond to your commands) and the following Error codes may appear on the screen: “101: Data base access denied (data entry lock)”; “602: Record locked [IsisRecReadLock]”

You have to unlock the Database and then Reorganize the Master File by carrying out the procedure described below:

1. Double Click on the *www-ISIS-ASFA* folder icon that is on your desktop
2. Double click on the icon **ISIS** contained in the folder *www-ISIS-ASFA*
3. From the Main CDS/ISIS menu Select < **D** > (Data base definition services)
4. Select < **R** > (Unlock data base): a prompt will appear < Data Base Name>; Type “**asfa**” and press **Enter**
5. Press < **D** > Data base locks
6. Press < **X** > twice to return to the Main Menu
7. From the main menu Select < **I** > (Inverted file services)
8. A prompt will appear <Data Base Name>; Type “**asfa**” and press **Enter**
9. Select < **U** > (Update inverted file) as inverted file update can be pending. When the phrase “*Inverted file update completed*” appears on the screen, press **Enter** and then **X** to return to the Main Menu
10. Select < **M** > (Master file services)
11. Select < **C** > (Reorganize Master file)
12. The phrase “Backup drive and/or directory?” will appear. Press <**Enter**>. When the process is finished Press < **Enter** > again and then < **X** > to return to the Main Menu
13. Select < **I** > (Inverted file services) and < **F** > (Full inverted file generation)
14. You will be presented with the phrase “Inverted File exists and will be cleared, OK (Y/N)?”:  
Type < **Y** >
15. The phrase “MFN limits?” will appear: **Press Enter**
16. The phrase “*Full inverted file generation completed*” will appear: **Press Enter** and then <**X**> to return to the Main Menu
17. Press < **X** > to exit from DOS.

## RE-INITIALIZE DATA BASE

This option **MUST** be used with **extreme caution** because when selected it removes all your work (ASFA records) contained in your database (i.e. the database remains empty and you cannot recreate the records). Therefore, before using this option, it is highly recommended to make a back-up of your work just in case you may need these records at a later stage.

The procedure to re-initialize the database is as follows:

1. Double Click on the ***www-ISIS-ASFA*** folder icon that is on your desktop
2. Double click on the icon **ISIS** contained in the folder **www-ISIS-ASFA**
3. From the Main CDS/ISIS menu Select < **D** > (Data base definition services)
4. Select < **I** > Re-initialize data base
5. You will be presented with the phrase “*Master file exists and will be cleared, OK (Y/N)?*” Type < **Y** >. A second phrase will appear: “*Inverted File exists and will be cleared, OK (Y/N)?*” Type < **Y** >
6. You will be presented with the phrase **Max MFN 0** (i.e. no records on the database)
7. Type < **X** > to return to the main menu and then < **X** > to exit from DOS.

## **ANNEX 1: Guidelines for Transliteration**

The following tables give the transliteration schemes used in ASFA records:

### **A. Transcription of accented letters in languages based on Latin alphabets and special letters.**

Accented letters should be replaced by unaccented letters (e.g. é = e; ç = c; ä = a).

<b>Special letters</b>	<b>Occurring in following languages</b>	<b>ASFA Input form</b>
Æ, æ	Danish, French	Ae, ae
ð	Faroese, Icelandic	D
Œ, œ	French	Oe, oe
ß	German	Ss
þ Þ	Icelandic	Th, th

**B. Transliteration of the Modern Russian Alphabet (based on ISO 9: 1986) approved at the 2006 ASFA Board Meeting.**

**Transliteration of the Modern Russian and Ukrainian Alphabets  
(based on ISO 9: 1986), including 6 characters (lines 5, 7, 10, 12, 30, and 32)  
suggested by the Ukrainian Input Centre**

Number	Russian			Ukrainian		
	Characters		Transliteration	Characters		Transliteration
1.	а	А	a	а	А	a
2.	б	Б	b	б	Б	b
3.	в	В	v	в	В	v
4.	г	Г	g	г	Г	g
5.				г	Ґ	gh
6.	д	Д	d	д	Д	d
7.	е (ё)	Е (Ё)	e	є	Є	e
8.	ж	Ж	zh	ж	Ж	zh
9.	з	З	z	з	З	z
10.	и	И	i	і	І	i
11.	й	Й	j	й	Й	j
12.				ї	Ї	ji
13.	к	К	k	к	К	k
14.	л	Л	l	л	Л	l
15.	м	М	m	м	М	m
16.	н	Н	n	н	Н	n
17.	о	О	o	о	О	o
18.	п	П	p	п	П	p
19.	р	Р	r	р	Р	r
20.	с	С	s	с	С	s
21.	т	Т	t	т	Т	t
22.	у	У	u	у	У	u
23.	ф	Ф	f	ф	Ф	f
24.	х	Х	kh	х	Х	kh
25.	ц	Ц	ts	ц	Ц	ts
26.	ч	Ч	ch	ч	Ч	ch
27.	ш	Ш	sh	ш	Ш	sh
28.	щ	Щ	shch	щ	Щ	shch
29.	ъ	Ъ	“	-	-	-
30.	ы	Ы	y	и	И	y
31.	ь	Ь	‘	ь	Ь	‘
32.	э	Э	eh	е	Е	eh
33.	ю	Ю	yu	ю	Ю	yu
34.	я	Я	ya	я	Я	ya

## **ANNEX 2: Language Codes**

The following language codes are used in ASFA bibliographic description to indicate the language in which the document is published\* .

<b>Language</b>	<b>Language code</b>
Afrikaans	AF
Albanian	SQ
Arabic	AR
Armenian	HY
Azerbaijani	AZ
Belorussian	BE
Bulgarian	BG
Catalan	CA
Chinese	CH
Croatian	CR
Czech	CS
Danish	DA
Dutch	NL
English	EN
Esperanto	EP
Estonian	EE
Faroese	FO
Farsi (Iranian)	FA

---

\* Listed in alphabetical order by language.

Should the language of the text/abstract not be included in this table, Enter it in full in the “Notes field” (e.g. Text in Swahili).

Fijian	FJ
Finnish	FI
French	FR
Gaelic	GA
Galician	GL
German	DE
Greek	GR
Hebrew	HE
Hindi	HI
Hungarian	HU
Icelandic	IS
Indonesian	IN
Italian	IT
Japanese	JA
Korean	KO
Lao	LO
Latin	LA
Latvian	LV
Lithuanian	LI
Macedonian	MA
Malay	ML
Norwegian	NO
Polish	PL
Portuguese	PT

Romanian	RO
Russian	RU
Serbian	SR
Serbo-Croatian	SH
Slovak	SK
Slovenian	SN
Spanish	ES
Swedish	SV
Tagalog (Philippine)	TG
Thai	TH
Turkish	TR
Ukrainian	UK
Vietnamese	VI
Welsh	WE

### **ANNEX 3: Guidelines for abbreviating words in ASFA Bibliographic Description**

Whenever feasible use ISO standards or recommendations. A useful source which may be consulted for abbreviated words as well as for other library and information science standards is:

**ISO Standards Handbook 1: *Documentation and Information. Third edition.***  
Geneva, International Organization for Standardization, 1988, 1021 p. ISBN 92-67-10144-7.  
Available in English and French.

The following standards may be used for abbreviations:

**ISO 832-1994(E): *Information and documentation -- Bibliographic description and references -- Rules for the abbreviation of bibliographic terms. Second edition.*** Geneva, International Organization for Standardization, 1994. Available in English and French.

*List of serial title word abbreviations* (in accordance with ISO 4), (ISSN 0259-000X), Paris, ISDS International Centre, 20 rue Bachaumont, F-75002 Paris (France), 1991. The list is available on two different media: paper and online.

The *List of serial title word abbreviations* contains lists of words or word stems and their standardized abbreviations to be used for the abbreviation of the serial titles.

#### **Abbreviation of words in serial titles**

All serial titles appear in both full and abbreviated title form in ASFA records. A pick-list of serial titles monitored for ASFA is available in the “Serial title field” by clicking on the BROWSE button. The Serial titles are listed in full and abbreviated format, including their respective ISSN when available. The Master file of the “Serials monitored for the ASFIS Bibliographic Database” is maintained by FAO, which periodically provides partners with an update of this list to be incorporated in the *www-ISIS-ASFA* software. The latest updated version of this list is also available as a text file on the ASFA home page: <http://www.fao.org/fi/asfa/asfa.asp>, by clicking on the **ASFA FTP** site link and then on **master.txt**.

Please note that, in the case of a new serial title which is expected to be monitored on a regular basis, contact FAO before typing the title into the field manually. FAO will provide you with the standardised abbreviation for the title that you can then use for input purposes and will also register the new title for future incorporation into the pick-list when it is updated.

This does not apply when monitoring the occasional article appearing in a publication which rarely contains material falling within the scope of ASFA. In this case, use the *List of serial title word abbreviations* cited above, to abbreviate the serial title of such publications.



## **ANNEX 4: Abbreviations of State Names for Australia, Canada and USA**

### **Australian state abbreviations:**

Australian Capital Territory	A.C.T.
New South Wales	N.S.W.
Northern Territory	N.T.
Queensland	Qld.
South Australia	S.A.
Tasmania	Tas.
Western Australia	W.A.
Victoria	Vic.

### **Canadian state abbreviations:**

Newfoundland	NF
Nova Scotia	NS
Prince Edward Island	PE
New Brunswick	NB
Quebec	PQ
Ontario	ON
Manitoba	MB
Saskatchewan	SK
Alberta	AB
British Columbia	BC
Yukon Territory	YT
Northwest Territories	NT

**USA state abbreviations:**

Alabama	AL	Missouri	MO
Alaska	AK	Montana	MT
Arizona	AZ	Nebraska	NE
Arkansas	AR	Nevada	NV
California	CA	New Hampshire	NH
Canal Zone	CZ	New Jersey	NJ
Colorado	CO	New Mexico	NM
Connecticut	CT	New York	NY
Delaware	DE	North Carolina	NC
District of Columbia	DC	North Dakota	ND
Florida	FL	Ohio	OH
Georgia	GA	Oklahoma	OK
Hawaii	HI	Oregon	OR
Idaho	ID	Pennsylvania	PA
Illinois	IL	Rhode Island	RI
Indiana	IN	South Carolina	SC
Iowa	IA	South Dakota	SD
Kansas	KS	Tennessee	TN
Kentucky	KY	Texas	TX
Louisiana	LA	Utah	UT
Maine	ME	Vermont	VT
Maryland	MD	Virginia	VA
Massachusetts	MA	Washington	WA
Michigan	MI	West Virginia	WV
Minnesota	MN	Wisconsin	WI
Mississippi	MS	Wyoming	WY

**ANNEX 5: ASFA Typesetting Codes for Special/Forbidden Characters**

These codes are used to represent special characters (e.g. Greek letters, mathematical signs, etc.) in the following six fields of the *www-ISIS-ASFA* Data Entry Interface: Title, Original Title, Abstract, non-English Abstract(s), Identifiers and Cross-reference Phrase.

$\alpha = \sim a$	$\mu = \sim k$	$\Psi = \sim q$	$\infty = \sim 8$	$\copyright = \sim o$
$\beta = \sim b$	$\nu = \sim R$	$\omega = \sim w$	$\{ = \sim 9$	$\wedge = \sim \$$
$\gamma = \sim g$	$\xi = \sim y$	$\Omega = \sim W$	$\} = \sim 0$	$\vee = \sim \backslash$
$\Gamma = \sim G$	$\Xi = \sim Y$	$\pm = \sim c$	$\equiv = \sim =$	$\Delta = \sim n$
$\delta = \sim d$	$\circ = \sim O$	$\nabla = \sim v$	$\infty = \sim !$	$\parallel = \sim "$
$\Delta = \sim D$	$\pi = \sim p$	$\div = \sim X$	$\circ = \sim ' $	$\cap = \sim /$
$\varepsilon = \sim e$	$\Pi = \sim P$	$\oplus = \sim z$	$\neq = \sim C$	$\geq = \sim .$
$E = \sim I$	$\rho = \sim r$	$\otimes = \sim Z$	$\subset = \sim m$	$\leq = \sim ,$
$\zeta = \sim Q$	$\sigma = \sim s$	$\rightarrow = \sim 1$	$\supset = \sim M$	$\gtrsim = \sim >$
$\eta = \sim E$	$\Sigma = \sim S$	$\leftarrow = \sim  $	$\perp = \sim N$	$\lesssim = \sim <$
$\theta = \sim f$	$\tau = \sim t$	$\uparrow = \sim 2$	$\partial = \sim V$	$\cong = \sim ?$
$\vartheta = \sim T$	$\upsilon = \sim u$	$\downarrow = \sim @$	$\int = \sim 7$	$\approx = \sim -$
$\Theta = \sim F$	$\Upsilon = \sim U$	$\leftrightarrow = \sim 3$	$\oint = \sim \&$	$\surd = \sim :$
$\iota = \sim i$	$\varphi = \sim h$	$\pounds = \sim 4$	$\angle = \sim *$	$\cdot = \sim ;$ (don't use for decimal point)
$\kappa = \sim K$	$\Phi = \sim H$	$\frac{1}{4} = \sim 5$	$" = \sim A$	
$\lambda = \sim l$	$\chi = \sim j$	$\frac{1}{2} = \sim \%$	$\square = \sim B$	
$\Lambda = \sim L$	$X = \sim x$	$\sim = \sim 6$	$\text{\textcircled{R}} = \sim +$	

**Note:** 1) for the symbol “%” a special character is not available, therefore the abbreviation “ppt” should be used. 2) for the symbol  $<$  use the HTML coding  $\&lt;$ ; and for  $>$  use  $\&gt;$ ;

## ANNEX 6: EXAMPLE OF ASFA BIBLIOGRAPHIC DESCRIPTIONS ON AN AMS WORKSHEET

The AMS worksheet has been taken as an example since it contains all the fields. It comprises seven pages, which are displayed below as they appear on the screen.

Book-series-paper (AMS)		Page 1 of 7	
		1	2
		3	4
		5	6
		7	NEXT PAGE
		SUBMIT	BOTTOM
TRN (11)	4476	BROWSE	
Bibliographic level (4)	AMS		
Date of update (23)	20061117		
Record entered by (92)	dba		
Data entry status (91)	<input type="radio"/> (T) Temporary <input checked="" type="radio"/> (C) Completed		
English title (120)	Allocation and conservation of ocean fishery resources connecting rights and responsibilities	BROWSE	
Translated by inputer (121)	<input type="checkbox"/>		
Non-English title(s) (124)		BROWSE	REPEAT
Type of document (3)	<input checked="" type="radio"/> (B) Book/Monograph/Annual report <input type="radio"/> (P) Patent <input type="radio"/> (C) Standard <input type="radio"/> (R) Report <input type="radio"/> (D) Drawing/Photograph <input type="radio"/> (G) Atlas/Map/Cartographic		
Physical medium (6)	<input checked="" type="checkbox"/> (P) Printed matter <input type="checkbox"/> (F) Films <input type="checkbox"/> (O) Other <input type="checkbox"/> (C) CD-ROM <input checked="" type="checkbox"/> (I) Internet <input type="checkbox"/> (D) Diskette <input type="checkbox"/> (T) Tape		
Literary style (5)	<input checked="" type="checkbox"/> (K) Conference <input type="checkbox"/> (U) Dissertation/Thesis <input type="checkbox"/> (L) Dictionary/Directory/Encyclopaedia <input type="checkbox"/> (W) Law/Legislation/Treaties <input type="checkbox"/> (N) Numerical graph/table <input type="checkbox"/> (Y) Summary <input type="checkbox"/> (O) Review <input checked="" type="checkbox"/> (Z) Bibliography <input type="checkbox"/> (Q) Course document/Training material		
		1	2
		3	4
		5	6
		7	NEXT PAGE
		SUBMIT	TOP

**Book-series-paper (AMS)** Page 2 of 7

PERSONAL AUTHOR

Role (100^b)  ed.  comp.  transl.  CLEAR

Refer for correspondence (100^c)

Author's name (100^a)

Role (100^b)  ed.  comp.  transl.  CLEAR

Refer for correspondence (100^c)

Author's name (100^a)

AUTHOR'S ADDRESS

Institute (509^a)

Street+city (509^b)

Country (509^c)

Email (509^e)

[Corporate author \(110\)](#)

**Book-series-paper (AMS)** Page 3 of 7

[Degree type of thesis \(511\)](#)

[Conference name \(521\)](#)

[Conference location \(522\)](#)

[Conference date \(523\)](#)

LANGUAGE(S)

[Language of text \(600\)](#)

[Language of abstract\(s\) in document \(601\)](#)

[Document/Report/Patent number \(530\)](#)

[English monographic title \(220\)](#)

[Translated by inputter \(221\)](#)

[Non-English monographic title \(224\)](#)

[ISBN \(232\)](#)

**PERSONAL AUTHOR (MONOGRAPHIC)**

Role (200^b)
  ed.
  comp.
  transl.
  CLEAR

Author's name (200^a)

Role (200^b)
  ed.
  comp.
  transl.
  CLEAR

Author's name (200^a)

[Corporate author - monographic \(210\)](#)

[Edition \(225\)](#)

**IMPRINT**

Place of publ. (540^a)

Publisher (540^b)

[Serial title \(323\)](#)

[Serial title - abbreviated \(324\)](#)

[ISSN \(332\)](#)

[Electronic ISSN \(334\)](#)

[Date of publication \(543\)](#)

**COLLATION**

Volume (550^v)

Issue (550^i)

Pages (550^p)

[Online availability/URL address \(920\)](#)

[Digital object identifier \(921\)](#)

Book-series-paper (AMS)

Page 5 of 7

PREVIOUS PAGE 1 2 3 4 5 6 7 NEXT PAGE SUBMIT BOTTOM

[Notes \(610\)](#) Contains 62 bibliographic references.

[Notes \(610\)](#) Paper originally presented at the 4th World Fisheries Congress, Vancouver, Canada, May 2004. REPEAT

[Environmental regime \(2\)](#)  (B) Brackish  (F) Freshwater  (M) Marine

[English abstract \(700\)](#) It is generally agreed that overcapacity, overfishing, habitat destruction and wastes relate closely to the 'tragedy of the commons', i.e. to the fact that access to the resources is relatively cheap (if not free) and easy (if not open). The implication is that the establishment of a system of clear use rights will eliminate the incentive to 'race for fish' and increase the user's sense of responsibility, leading to conservation. This paradigm has significant conceptual and operational implications. The concepts of conservation and allocation are well defined, and the factors of success and failure are generally well known. The performance of allocation in terms of conservation depends on: the control variable (allocated factor); the rights attributes; the selection of private versus communal property; the initial allocation; the effectiveness of the rights' administration; the value of the fishing

[Non-English abstract \(701\)](#) REPEAT

PREVIOUS PAGE 1 2 3 4 5 6 7 NEXT PAGE SUBMIT TOP

<a href="#">Subject descriptors (960)</a>	marine fisheries;overfishing;fishery regulations;ecosystem management;resource	<input type="button" value="BROWSE"/>
<a href="#">Taxonomic descriptors (970)</a>	<input type="text"/>	<input type="button" value="BROWSE"/>
<a href="#">Geographic descriptors (980)</a>	<input type="text"/>	<input type="button" value="BROWSE"/>
<a href="#">Identifiers (990)</a>	<input type="text"/>	

Primary classification codes

Journal allocation (998^a)	<input checked="" type="radio"/> (Q1) ASFA-1: Biological Sciences and Living Resources <input type="radio"/> (Q2) ASFA-2: Ocean Technology and Policy and Non-living Resources <input type="radio"/> (Q5) ASFA-3: Aquatic Pollution and Environmental Quality <input type="radio"/> CLEAR
Subject category (998^b)	<input type="text" value="1565"/> <input type="button" value="BROWSE"/> <input type="button" value="REPEAT"/>

Secondary (X-ref) classification codes

X-ref Journal allocation (999^a)	<input type="radio"/> (Q1) ASFA-1: Biological Sciences and Living Resources <input type="radio"/> (Q2) ASFA-2: Ocean Technology and Policy and Non-living Resources <input type="radio"/> (Q5) ASFA-3: Aquatic Pollution and Environmental Quality <input checked="" type="radio"/> CLEAR
X-ref Subject category (999^b)	<input type="text"/> <input type="button" value="BROWSE"/>
X-ref phrase (999^c)	<input type="text"/> <input type="button" value="REPEAT"/>



Book-series-  
paper (AMS)

Page 7 of 7

LOCAL FIELDS

<a href="#">Indexing terms (801)</a>	<input type="text"/>
<a href="#">Call number or availability statement (803)</a>	<input type="text"/>
<a href="#">Collection (805)</a>	<input type="text"/>
<a href="#">Ownership (807)</a>	<input type="text"/>
<a href="#">Notes (809)</a>	<input type="text"/>

## ANNEX 7: ASFA FIELD DEFINITION TABLE

www-ISIS-ASFA field name	Sub-fields	Tag	Field length	Data type 0 – Alphanumeric not validated by CDS/ISIS 1 – Alphabetic 2 – Numeric 3 - Pattern	Field type 1 = repeatable 0 = non repeatable
FRN		1	9	0	0
Environmental regime		2	3	1	1
Type of document		3	1	1	0
Physical medium		6	3	1	0
Bibliographic level		4	3	1	0
Literary style		5	3	1	1
TRN		11	9	0	0
Date of update		23	8	0	0
Data entry status		91	1	0	0
Record entered by		92	8	0	0
Analytic level authors	abc	100	35	0	1
Corporate author		110	230	0	1
English title		120	600	0	0
Translated by inputter		121	1	0	0
Non-English title		124	400	0	0
Personal author (monographic)	ab	200	35	0	1
Corporate author monographic		210	230	0	1
English monographic title		220	600	0	0
Translated by inputter		221	1	0	0
Non-English monographic title		224	400	0	0
Edition		225	100	0	0
ISBN		232	60	0	1
Serial title		323	500	0	0
Serial title - abbreviated		324	100	0	0
ISSN		332	10	3	0
Electronic ISSN		334	10	0	0
Collective level authors	ab	400	35	0	1
Collective corporate author		410	230	0	1
English collection title		420	600	0	0
Translated by inputter		421	1	0	0
Non-English collection title		424	400	0	0
Edition (collection)		425	100	0	0
Author's address	abce	509	300	0	0
Degree type of thesis		511	80	0	0
Conference name		521	200	0	1
Conference location		522	100	0	1
Conference date		523	25	0	1
Document/Report/Patent number		530	50	0	1
Imprint	ab	540	160	0	0
Date of publication		543	20	0	0
Collation	vip	550	45	0	0
Language of text		600	2	0	1
Language of abstract(s)		601	2	0	1
Notes		610	160	0	1
English abstract		700	4000	0	0
Non-English abstract		701	4000	0	0
Local indexing terms		801	400	0	0
Local call no./availability		803	80	0	0
Local collection		805	80	0	0
Local ownership		807	80	0	0
Local notes		809	400	0	0
Online avail./URL address		920	400	0	1
Digital object identifier		921	400	0	1
Subject descriptors		960	74	0	1
Taxonomic descriptors		970	74	0	1
Geographic descriptors		980	74	0	1
Identifiers		990	74	0	1
Primary classif. codes	ab	998	97	0	1
Secondary(X-ref)classif.codes	abc	999	97	0	1

## **ANNEX 8: Frequently Asked Questions and Recurring Problems about www-ISIS-ASFA software**

<b>Problems regarding the installation, testing, launching of the XITAMI Web Server and www-ISIS-ASFA software components</b>	<b>115</b>
Q1 After installing the Xitami software, the Xitami icon (the Green X) does not appear in your Tool Bar or is red.....	115
Q2 Après avoir installé le logiciel www-ISIS-ASFA les messages suivants peuvent apparaître à l'écran.....	116
Q3 When trying to launch the www-ISIS-ASFA application, either by launching the program from the shortcut icon on the desktop or by typing the URL address into your browser's Location bar, the system does not start.....	117
Q4 Network Environment - When launching the www-ISIS-ASFA application on a client computer, after typing the URL into your browser's Location bar, you are not able to start the system.....	118
Q5 After installing the www-ISIS-ASFA software, when launching the application you are presented with the following message: "The page cannot be displayed – do you want to work offline?".....	118
Q6 After typing the www-ISIS-ASFA URL into your browser's Location bar, you are presented with the following Error message: "The URL you asked for does not exist on this website".....	118
Q7 After typing the www-ISIS-ASFA URL into your browser's Location bar, the browser provides the left frame, but the right frame does not appear .....	119
Q8 How to make www-ISIS-ASFA work under IIS (Internet Information Server) rather than XITAMI.....	119
Q9 Network Environment - How to install www-ISIS-ASFA in a network computer environment with no DNS defined.....	119
Q10 Error code: - 1023 User not found or Error code: - 1024 Invalid password.....	120
Q11 How to change width of the left panel of ASFA Data Entry window.....	120
Q12 Network Environment - If the www-ISIS-ASFA software is installed on the server, how can I run the DOS ISIS from a client machine?.....	120
Q13 How to uninstall the www-ISIS-ASFA software.....	120
Q14 How to uninstall the XITAMI Web Server software.....	121
<b>Error codes and recurring problems during Data Entry</b>	<b>122</b>
Q15 Error code: - 1028 user not logged in. Please log in.....	122
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## **Problems regarding the installation, testing, launching of the XITAMI Web Server and www-ISIS-ASFA software components**

### **Q1. After installing the Xitami software, the Xitami icon (the Green X) does not appear in your Tool Bar or is red**

The Green X means that Xitami was installed correctly and is running. There are a number of reasons the Green X may not appear:

**A1:** Port 80 (which is the default port used by Xitami) is already dedicated to another Web Server installed on your computer;

**A2:** When you installed the Xitami software you did not select the option to “Start Xitami automatically” each time you start your computer.

**A1:** During the installation of the Xitami web server it may happen that Port 80 (which is the default port used by Xitami) is already dedicated to another Web Server installed on your PC. If this is the case, Xitami will not open up correctly when typing the URL `http://localhost`. You may or may not receive the following Error message: “**Could not open http Port 80. Port is already used by another server**”. You should then change the Port number assigned to Xitami, by editing the **Xitami.cfg** file (using notepad), located in the Main Xitami directory (C:\Xitami if you have not changed the defaults during the installation process), and assigning a number different than zero to the parameter portbase .

**Remember** that the Port number and the Portbase value **should** be assigned in a way that: **Port no. = 80 + Portbase**. The 2 variables are dependent. Once you decide the value to be assigned to one of the two, the other should be calculated according to the formula above.

For example, if you decide to use Port number 120, then you should type 40 as Portbase value in the Xitami.cfg file. If you decide to assign 10 to the Portbase value, then your Port number will be 90.

**Note:** If you are going to start ASFA on the server computer using the icons *www-ISIS-ASFA Data Entry* and *www-ISIS-ASFA Search*, remember to add the same port number in the icons destination field (i.e. right click on both icons, choose *Properties* and in the URL field insert `http://www.isis.org:120/Asfa/de.html` and `http://www.isis.org:120/Asfa/index.html` respectively).

**A2:** If the Green X does NOT appear in the Tool Bar it may simply mean that you forgot to start the Xitami program. Perhaps, during the installation of the Xitami software, you did not select the option to “Start Xitami automatically” each time you start your computer.

### **To start the Xitami program manually:**

Go to the Windows *Start* menu > *Programs* > *Internet Tools* and click on the *Xitami Web Server – Windows* icon (once Xitami is running, you see the Green X icon in the Tool Bar at the bottom right-hand corner of your computer screen). Note: this has to be done each time you start up the computer.

## **Q2. Après avoir installé le logiciel www-ISIS-ASFA les messages suivants peuvent apparaître à l'écran**

« *On ne peut pas ouvrir http Port 80* » ou « *La page est introuvable* » ou « *La page que vous recherchez est actuellement indisponible* »

**A:** Après avoir effectué l'installation du software www-ISIS-ASFA, et avoir lancé l'application, il peut se vérifier que pendant l'installation du Xitami, le "Port 80" (qui est le port par "default") est utilisé par un autre serveur, donc il faut choisir un autre Port en configurant le fichier `\xitami\cfg`

Quelquefois on reçoit à l'écran le message suivant relatif au Port 80 « **On ne peut pas ouvrir http Port 80** » donc on connaît le problème, mais quelquefois on reçoit simplement le message suivant : « **La page que vous recherchez n'est pas disponible actuellement** » ou « **La page est introuvable** ». Dans ces deux cas aussi il s'agit du même problème, c'est pourquoi il faut changer le numéro du Port.

**Important à savoir:** Le "Port" doit être assigné de la façon suivante **Port no. =80 + Portbase**, les deux variables étant dépendantes l'une de l'autre. Par exemple, si vous décidez d'utiliser **Port 120**, il faut taper **40** comme valeur de la Portbase. (80+40 =120)

La procédure pour changer la "Portbase" est la suivante:

- 1) Ouvrir le répertoire **C:\Xitami.cfg** (si le logiciel a été installé sur le répertoire C). Si vous ne pouvez pas l'ouvrir, vous devez le faire avec le « Notepad ».
- 2) Changer le numéro **0** avec le numéro **40** et **sauver** le fichier.
- 3) Il faut maintenant ajouter le nouveau numéro du Port **120** dans les deux icônes **ASFA Data Entry** et **ASFA Search**. La procédure est la suivante:

- a) Faire double clic sur le dossier www-ISIS-ASFA
- b) Cliquer avec le bouton droit de la souris sur l'icône "ASFA Data Entry"
- c) Cliquer une fois sur "Propriétés/Propriétés" et dans le champ URL insérer le numéro 120. Le URL doit être le suivant: <http://www.isis.org:120/Asfa/de.html>
- d) Cliquer avec le bouton droit de la souris sur l'icône "ASFA Search"
- e) Cliquer une fois sur "Propriétés/Propriétés" et dans le champ URL insérer le numéro 120. Le URL doit être le suivant <http://www.isis.org:120/Asfa/index.html>

- 4) Éteindre l'ordinateur et l'allumer à nouveau.

**Note :** Si le Xitami a été bien installé on devrait avoir un **X** vert en bas à droite de l'écran. Si le Xitami n'as pas été bien installé, le **X** aura la couleur jaune. Il peut aussi se passer qu'au moment de l'installation du Xitami vous n'avez pas sélectionné l'option « Start Xitami automatically (Lancer le Xitami automatiquement) chaque fois qu'on allume l'ordinateur ». Dans ce cas, vous devez lancer le Xitami manuellement.

**Q3. When trying to launch the www-ISIS-ASFA application, either by launching the program from the shortcut icon on the desktop or by typing the URL address into your browser's Location bar, the system does not start.**

**A:** You should run the following checks:

- a. Check that the XITAMI Web Server software was installed correctly and is running, by opening your Internet browser and typing the URL **http://127.0.0.1**
- b. If the XITAMI Welcome Page appears, it means that the XITAMI Webserver is installed correctly, in which case you will see the XITAMI icon (a Green X) appear in the bottom right corner of the screen. If the green icon is missing, it means XITAMI is not properly installed. You should uninstall XITAMI from your computer and install it again
- c. If the XITAMI Web Server software is running and you're still unable to start the ASFA application then, as a first step, you should uninstall the ASFA application from your computer and reinstall it
- d. Should the problem still exist, then check the appropriate parameters in the "HOSTS" file, following the instructions below:

Open the file "HOSTS" (double click on the file or open it using Notepad) located in the directory C:\WINNT\system32\drivers\etc. The last line should read as follows:

**127.0.0.1      Localhost      www-isis-org**

If the line reads:

127.0.0.1      Localhost

i.e. www-isis-org is missing, go to a new line and type:

**127.0.0.1      www-isis-org**

Save the file and then reboot the computer.

**IMPORTANT:** Should you need to edit the file "HOSTS" as described above and the system does not allow the changes to be saved, it is because the file is "READ ONLY" by default. Therefore, right click on the file "HOSTS" (located in C:\WINNT\system32\drivers\etc), then choose *Properties*, and in the *General* tab go to *Attributes* and **uncheck READ ONLY**. Click on Apply and OK. This will allow any eventual future change to be applied to the file.

**Q4. Network Environment - When launching the www-ISIS-ASFA application on a client computer, after typing the URL into your browser's Location bar, you are not able to start the system.**

**(You may or may not receive the following messages: "Server could be down" or "Connecting..." and nothing happens)**

**A:** We assume that the system works properly on the server computer, but when you try to launch the program on a client computer by typing the URL address into your browser's Location bar, you are not able to start the system. You should run the following checks:

- a. Verify the URL, especially the "port" part. Please note that normally the port number is omitted from the URL if its value is 80, otherwise it should be stated (e.g. if you have changed the port base value to 40, then the URL address should be **http://www.isis.org:120/**)
- b. Check if other web resources on the server are available for the client: e.g. try with the URL: **http://server\_url/** or **http://server\_url/admin**. If also these URLs do not work, you should then verify the connectivity between the client and the server computer.
  - ✓ In terms of hardware, check if the client is connected to the LAN
  - ✓ In terms of software, check if the TCP/IP connectivity for the client is installed and working correctly.

**Q5. After installing the www-ISIS-ASFA software, when launching the application you are presented with the following message: "The page cannot be displayed – do you want to work offline?"**

**A:** From Internet Explorer go to *Tools > Internet options > Connections*. Check/mark the first setting: **"Never dial a connection"**.

**Q6. After typing the www-ISIS-ASFA URL into your browser's Location bar, you are presented with the following Error message: "The URL you asked for does not exist on this website"**

**A:** This message means that the Web Server works, but it does not see the location of the HTML files for the ASFA application. Check that the URL address is ending with **"/asfa"**. If the URL is correct, possibly the ASFA folder is not located in the Web Server root (for example: C:\Xitami\Webpages). In this case, uninstall the system (using the standard Windows ADD/Remove programs procedure available from the Control Panel) and install it again providing proper location for the Main HTML directory in the Web Server root (for example: C:\Xitami\Webpages).



**Q7. After typing the *www-ISIS-ASFA* URL into your browser's Location bar, the browser provides the left frame, but the right frame does not appear.**

**A:** This may happen in two cases:

- a. If the cgi directory is not the one you indicated during the installation procedure, the Web Server cannot find the file *isis3w.exe*. In this case, you should check out the proper name of the cgi directory and copy there the file *isis3w.exe*, along with the files *isis3w.exe.cfg* and *Isis32.dll*.
- b. It may also happen that the execution of the cgi programs is not active on your Web Server. In this case you have to open the Web Server control panel and change the setting for cgi (if you use XITAMI this should never happen).

**Q8. How to make *www-ISIS-ASFA* work under IIS (Internet Information Server) rather than XITAMI.**

**A:** The following procedure should be carried out:

1. Install *www-ISIS-ASFA* with the standard installation procedure
2. Define the directory *ASFA* as a virtual WEB directory under IIS
3. Define the cgi-bin directory as the virtual cgi-bin directory, with the right to execute scripts and programs. For more information please refer to the IIS instructions document on the FAQ page: <ftp://ftp.fao.org/FI/asfa/faq/www-ISIS-ASFA/FAQ.pdf>
4. Test the system from the Web Server and/or from the connected clients.

**Q9. *Network Environment* - How to install *www-ISIS-ASFA* in a network computer environment with no DNS defined.**

**A:** There are two possible solutions:

- a. Use the IP address of the server rather than the http address when launching *ASFA* (remember to change also the Cookie Domain specified in the file *isis3w.exe.cfg* in order to show the IP address rather than the http)
- b. Edit the "HOSTS" file (located in *C:\WINNT\system32\drivers\etc*) on all client computers, by adding a line with the http address associated to the server IP address

For more information concerning how to start the *www-ISIS-ASFA* software in a network environment, please refer to the document "Network Computer Environment" for *www-ISIS-ASFA*, Section 5.

**Q10. Error code: - 1023 User not found or Error code: - 1024 Invalid password.**

When starting the application *www-ISIS-ASFA* one of the following error messages is displayed on the screen: “*Error code: - 1023 User not found*” or “*Error code: - 1024 Invalid password*”.

**A:** Check that the Username and Password are correct. If you are using the default Username and Password **dba**, then make sure that it is typed in small letters and NOT in capital letters.

**Q11. How to change width of the left panel of ASFA Data Entry window.**

**A:** The following procedure should be carried out:

1. Go to the ASFA directory and open the file **de.html** with Notepad
2. Increase the size of the frame (e.g. from 184 to 220) in the phrase:

```
<FRAMESET COLS="184,*" border="0" frameborder="0" framespacing="0">  
<NOFRAMES>  
<B>Sorry, wrong browser! – you must use Netscape 4.x or IE 4.x </B>  
</NOFRAMES>.
```

**Q12. Network Environment - If the *www-ISIS-ASFA* software is installed on the server, how can I run the DOS ISIS from a client machine?**

**A:** You can map the shared folder on a client machine (from Windows Explorer you should go to *Tools > Map Network Drive...* and choose one of the letters available, e.g. “X” drive) and then run *isis.exe*. All the parameters (paths) required by *isis.exe* are already defined relatively and do not have to be re-adjusted.

**Q13. How to uninstall the *www-ISIS-ASFA* software.**

**A:** The following procedure should be carried out:

1. Use the icon Add/Remove Programs available from the Control Panel
2. Find the system *WWW-Isis-Asfa*
3. Click on the REMOVE button

Note: some files might have to be manually removed.

**Q14. How to uninstall the XITAMI Web Server software.**

**A:** The following procedure should be carried out:

1. Use the icon Add/Remove Programs available from the Control Panel
2. Find XITAMI
3. Click on the REMOVE button
4. After carrying out this procedure some files remain in the XITAMI folder, therefore go to the directory XITAMI and manually delete the files contained in the folder and the folder itself.

## **Error codes and recurring problems during Data Entry**

### **Q15. Error code: - 1028 user not logged in. Please log in.**

After successfully logging into the system, when attempting to create a NEW record or to update an existing one, the following Error message is displayed: “*Error code: - 1028 user not logged in. Please log in*”

**A:** The following procedures should be carried out:

(note: these instructions are also presented below in **Spanish** and **French** versions)

### **English Instructions for Error code: - 1028 user not logged in. Please log in.**

1. Open the file **isis3w.exe.cfg** (double click on the file or open it using Notepad), which is located in the **c:\xitami\cgi-bin** directory, and check the value of the parameter “Cookie Domain” (5th line); the value should be “**www.isis.org**” and it should be the same as the domain in the URL for calling the system. Starting from the eighth line you should have the following parameter definitions:

```
HtpFilePath      c:\xitami\webpages\Asfa\htp
IncludeFilePath  c:\xitami\webpages\Asfa\htp\eng
SearchDefinitionFile c:\xitami\webpages\Asfa\database.def
EntryDefinitionFile c:\xitami\webpages\Asfa\entry.def
BrowseDefinitionFile c:\xitami\webpages\Asfa\browse.def
```

2. Verify the URL in the icon “**ASFA Data Entry**”, contained in the folder **www-ISIS-ASFA** (in your desktop):
  - a. Double click on the folder **www-ISIS-ASFA**
  - b. Right click on the icon **ASFA Data Entry**
  - c. Click on Properties. The URL address should read:  
**<http://www.isis.org/Asfa/de.html>**
3. Verify the URL in the icon “**ASFA Search**” contained in the folder **www-ISIS-ASFA** (in your desktop):
  - a. Double click on the folder **www-ISIS-ASFA**
  - b. Right click on the icon **ASFA Search**
  - c. Click on Properties. The URL address should read:  
**<http://www.isis.org/Asfa/index.html>**
4. If Cookie Domain and URL correspond, you should check if your cookie option is **ON (activated)** in your browser. If you use Internet Explorer, open *Tools > Internet options*. Then select *Privacy* and click on the *Advanced* button: The option **Accept** should be activated in both First and Third party.
5. Finally you should make sure that your *Proxy Server* does not filter out the *Cookies* for the ASFA application. In order to check this, if you use Internet Explorer open *Tools > Internet options > Connections > LAN Settings*. Then, under *Proxy Server* check/click the option *Bypass Proxy server for local addresses* and click OK.

**Istrucciones en español con respecto al mensaje Error code: - 1028 user not logged in. Please log in.**

1. Abrir el fichero **isis3w.exe.cfg** (si no se logra abrir con el doble clic, abrirlo con el “Notepad”) que está en el directorio **c:\xitami\cgi-bin** (o en el directorio donde está instalado el sistema). Controlar el valor del parámetro “Cookie Domain” (quinta línea), el valor debería ser “**www.isis.org**” y debería ser lo mismo que el “domain” en el URL para llamar el sistema.

Empezando por la octava (8) línea, debería tener la descripción siguiente:

```
HtpFilePath      c:\xitami\webpages\Asfa\htp
IncludeFilePath  c:\xitami\webpages\Asfa\htp\eng
SearchDefinitionFile c:\xitami\webpages\Asfa\database.def
EntryDefinitionFile c:\xitami\webpages\Asfa\entry.def
BrowseDefinitionFile c:\xitami\webpages\Asfa\browse.def
```

2. Verificar la dirección URL en el icono “**ASFA Data Entry**” que se encuentra en la carpeta *www-ISIS-ASFA* localizada en la pantalla:
  - a. Hacer doble clic en la carpeta *www-ISIS-ASFA*
  - b. Hacer Clic con el botón derecho del ratón en el icono “**ASFA Data Entry**”
  - c. Hacer Clic sobre *Properties*. La dirección URL debería ser la siguiente:  
**http://www.isis.org/Asfa/de.html**
3. Verificar la dirección URL en el icono “**ASFA Search**” que se encuentra en la carpeta *www-ISIS-ASFA* localizada en la pantalla:
  - a. Hacer doble clic en la carpeta *www-ISIS-ASFA*
  - b. Hacer Clic con el botón derecho del ratón en el icono “**ASFA Search**”
  - c. Hacer Clic sobre *Properties*. La dirección URL debería ser la siguiente:  
**http://www.isis.org/Asfa/index.html**
4. Si el “Cookie Domain” y el URL corresponden, hay que controlar si la opción “Cookie Option” está **activada** en el browser. En el caso de que se use Internet Explorer, abrir *Tools > Internet options*. Después seleccionar *Privacy* y usar el botón *Advanced*: la opción **Accept** tiene que ser activada en ambas First and Third party cookies.
5. Verificar que el *Proxy Server* no va a bloquear los *Cookies* en la aplicación ASFA. A fin de hacer esta verificación, en el caso de que se use Internet Explorer, abrir *Tools > Internet options > Connections > LAN Settings*. Después, en la sección *Proxy Server*, marcar la opción *Bypass Proxy server for local addresses* y hacer Clic en el botón OK.

## Directives en français concernant le message **Error code: - 1028 user not logged in. Please log in.**

1. Ouvrir le fichier **isis3w.exe.cfg** qui se trouve dans le répertoire **C:\xitami\cgi-bin** (si on ne peut pas l'ouvrir, utiliser le "Notepad"). Une fois dans le fichier **isis3w.exe.cfg** contrôler la valeur du paramètre "Cookie domain" dans la cinquième ligne. La valeur devrait être la suivante: **www.isis.org** et devrait être la même que celle utilisée dans la direction URL pour activer le système.

À partir de la huitième ligne on devrait lire la description suivante:

```
HtpFilePath      c:\xitami\webpages\Asfa\http
IncludeFilePath  c:\xitami\webpages\Asfa\http\eng
SearchDefinitionFile c:\xitami\webpages\Asfa\database.def
EntryDefinitionFile c:\xitami\webpages\Asfa\entry.def
BrowseDefinitionFile c:\xitami\webpages\Asfa\browse.def
```

2. Vérifier le URL dans l'icône "**ASFA Data Entry**" contenue dans le dossier "www-ISIS-ASFA" qui se trouve sur l'écran:
  - a. Faire double clic dans le dossier **www-ISIS-ASFA**
  - b. Cliquer avec le bouton droit de la souris sur l'icône "**ASFA Data entry**".
  - c. Cliquer une fois sur "*Properties/Propriétés*". Dans la fenêtre qui apparaîtra à l'écran on devrait lire la direction URL suivante: **http://www.isis.org/Asfa/de.html**
3. Vérifier le URL dans l'icône "**ASFA Search**" contenue dans le dossier "www-ISIS-ASFA" qui se trouve sur l'écran:
  - a. Faire double clic dans le dossier **www-ISIS-ASFA**
  - b. Cliquer avec le bouton droit de la souris sur l'icône "**ASFA Search**".
  - c. Cliquer une fois sur "*Properties/Propriétés*". Dans la fenêtre qui apparaîtra à l'écran on devrait lire la direction URL suivante: **http://www.isis.org/Asfa/index.html**
4. Si le "Cookie Domain" et le URL correspondent, il faut contrôler si le "Cookie Option" est activé dans le browser. Si on utilise Internet Explorer, ouvrir *Tools > Internet options*. Après avoir sélectionné *Privacy*, utiliser le bouton *Advanced*: L'option **Accept** doit être activée dans les deux *First and Third party cookies*.
5. Vérifier que les cookies ne soient pas bloqués dans l'application ASFA. Afin d'effectuer cette vérification, si on utilise Internet Explorer, ouvrir *Tools > Internet options > Connections > LAN Settings* et après, dans le *Proxy Server*, cliquer sur l'option *Bypass Proxy server for local addresses* et cliquer sur **OK**.

## Q16. Error code – unknown or illegal – Undefined error

When launching the application and typing the default user name and password “dba dba” the above Error appears on the screen: “

*Error code – unknown or illegal – Undefined error.*

You try to enter again your user name and password but the same Error code is still displayed on the screen and you cannot access your database.

If you click on the “Edit record(s) by Browse” button and then on the update button next to any of the records displayed, you will receive a different Error code:

*Error code: - 1028 user not logged in. Please log in.*

**A:** The problem is with the WORK database. To keep the system from blocking it is recommended that the WORK database be cleaned from time to time.

The best way to clean it is to replace 8 of the 12 files which are contained in the directory

**C:\Xitami\webpages\DB\Asfa\Work** with the 8 files contained in the zipped file Work.Zip, included in the same directory (and attached below for your easy reference). The following procedure is recommended:

Open the Work.zip file, and extract the 8 files contained there into the **WORK** folder (**C:\Xitami\webpages\DB\Asfa\Work**, unless you changed the destination drive during installation).

Note that the WORK database is NOT the database containing your ASFA records; it is a database within the system used for storing session details, therefore you don't have to worry about losing your ASFA records. The file containing your ASFA records is called (**ASFA.mst**) and it is located in another subdirectory (i.e. C:\Xitami\webpages\DB\Asfa\Asfa)

## Q17. Error code: - 602: Record locked [IsisRecReadLock]

Whilst editing records or attempting to save a newly created one, the following Error code appears on the screen: “*Error code: -602: Record locked [IsisRecReadLock]*”.

**A:** To unlock the record you must Reorganize the Database/Master file. The procedure below should be carried out:

1. Double click on the icon ISIS contained in the folder www-ISIS-ASFA
2. From the Main CDS/ISIS menu Select <I> (Inverted file services) and <F> (Full inverted file generation)
3. You will be presented with the phrase “Inverted file exists and will be cleared, OK (Y/N)?”: Type <Y>
4. The phrase “MFN limits?” will appear: Press Enter
5. The phrase “Full inverted file generation completed” will appear: Press Enter and then <X> to return to the Main Menu
6. From the Main CDS/ISIS menu Select <M> (Master file services)

7. Select <C> (Reorganize Master file). The phrase "Backup drive and/or directory?" will appear. Press <Enter>. When the process is finished Press <Enter> again and then <X> to return to the Main Menu
8. Select <I> (Inverted file services) and <F> (Full inverted file generation) and then continues as in points 3 to 5 . Then Type <X> to exit.

**Q18. Error codes - 101: Data base access denied (data entry lock); 602: Record locked [IsisRecReadLock]**

Whilst editing records or attempting to save a newly created one the following Error codes appear on the screen: "101: Data base access denied (data entry lock)"; "602: Record locked [IsisRecReadLock]"

**A:** You have to unlock the Database and then Reorganize the Master File. The procedure below should be carried out:

18. Double click on the icon ISIS contained in the folder www-ISIS-ASFA
19. From the Main CDS/ISIS menu Select <D> (Data base definition services)
20. Select <R> (Unlock data base): a prompt will appear < Data Base Name>; Type "asfa" and press Enter
21. Press <D> Data base locks
22. Press <X> twice to return to the Main Menu
23. From the main menu Select <I> (Inverted file services)
24. A prompt will appear <Data Base Name>; Type "asfa" and press Enter
25. Select <U> (Update inverted file) as inverted file update can be pending. When the phrase "Inverted file update completed" appears on the screen, press Enter and then X to return to the Main Menu
26. Select <M> (Master file services)
27. Select <C> (Reorganize Master file)
28. The phrase "Backup drive and/or directory?" will appear. Press <Enter>. When the process is finished Press <Enter> again and then <X> to return to the Main Menu
29. Select <I> (Inverted file services) and <F> (Full inverted file generation)
30. You will be presented with the phrase "Inverted File exists and will be cleared, OK (Y/N)?: Type <Y>
31. The phrase "MFN limits?" will appear: Press Enter
32. The phrase "Full inverted file generation completed" will appear: Press Enter and then <X> to return to the Main Menu
33. Press <X> to exit from DOS.



**Q19. Error code: - 1030 Data entry: Modify failed, because record has been changed during record modification.**

When modifying/amending an existing record the following Error appears on the screen:

*“Error code: - 1030*

*Data entry: Modify failed, because record has been changed during record modification”.*

**A:** When you modify/amend an existing record by clicking on the “Update” button and then on the “SUBMIT” button to save the modifications, you are presented with the verification format. If, by reading this verification format, you realize that additional error(s) should be corrected you **MUST NOT** use the Internet Explorer **Back** function to return to the worksheet. Instead, you **MUST** use the **Update** option on the verification format to make additional modifications. Should you **erroneously** use the Internet Explorer **Back** function to return to the worksheet to make the additional modifications, when you click again on the “SUBMIT” button to save these modifications you are presented with the above Error message. To get out of this Error message and be able to make the modifications to the record, Click on the **Edit record(s) by browse** button, Click on the **Update** button of the record which needs to be modified, carry out the additional modifications and then save the record again.

**Q20. After saving a record the system blocks (i.e. the screen goes blank).**

**A:** When you submit (i.e. save) a record where you have unknowingly exceeded the total character limit, the software may or may not block you (the screen may go blank) but it does **NOT** notify you that there may be a problem. The field which is most likely to be the cause of exceeding the total record length is the “Abstract field”. Therefore, if the system blocks you, i.e. the screen goes blank, you should go back to the worksheet (by clicking on the back button of the browser) and delete the whole abstract. Then, you should enter a shortened version of the abstract before re-submitting the record. Should the problem still persist, then we suggest deleting the record and creating a new one. It is highly recommended to carefully check the verification/view format when entering long abstract(s), to ensure that the entire abstract(s) text has been saved. This is because the system may permit you to type the text in the field but then, when submitting the record, the system will only save the maximum amount of characters allowed.

It may also happen that the abstract is exceeded by just a few characters in which case you can still save the record. However, should you need to return to this record for carrying out some modifications, the system does **NOT** allow you to save this modified record and it does not inform you where the problem lies. Should you experience this sort of problem, the first thing to be checked is the length of the abstract and eventually reduce it.

### **Q21. Abstract text automatically repeated in the abstract field.**

**A:** It may happen that the abstract entered in the abstract field has become corrupted and part of the text has automatically repeated itself so as to appear two or three times in the same abstract field. The two or more repeated abstract texts are separated by the word <WRAP> in triangular brackets. This problem is due to the fact that in the abstract text the double quotation mark (“...” ) have been typed in proximity with the HTML code for italics, subscript/superscript. The use of this combination of characters creates conflict.

To amend the corrupted abstract, you should call up the record, delete all the double quotes (or replace them with single quotes ‘...’), delete the abstract text which has been repeated and then save the record again. Should the problem still exist, you must call up the record again, delete all the content in the abstract field (i.e. leave the field empty), click on the SUBMIT button to save the record. Carry out the Full Inverted File. Then, call up the record, click on the UPDATE button, insert the correct abstract. Most probably, manually typing would be better rather than scanning or copying/pasting the HTML text, so as to avoid the possibility that some strange characters (or accents) may create a conflict and corrupt the abstract again. Save/Submit the record and check the verification/view format that the abstract is OK. Should the abstract not be repaired, then DELETE the corrupted record and create a new one.

### **Q22. Error code – 1025 Access denied.**

After saving a record the message “*ERROR CODE – 1025*” appears on the screen. When calling up the record and clicking on the option View, the record is displayed on the screen having data in some fields repeated twice. When clicking on the Update or Delete button the following message appears: “*ERROR CODE – 1025 Access denied*”.

**A:** In general, when the system does not allow you to Update or Delete a record, you may try using DOS/ISIS by carrying out the procedure described below. Note that this procedure is very useful for amending some errors which cannot be corrected with *www-ISIS-ASFA*.

1. Open the DOS/ISIS by double clicking on the icon ISIS contained in the folder *www-ISIS-ASFA*
2. Select <E> Data entry services from the CDS/ISIS Main Menu
3. Select <O> ODIN data entry interface from the Data Entry Services Menu
4. At the prompt <Data base ASFA> press <Enter>
5. At the prompt <MFN> type the number of the record which has the problem and needs to be modified and Press <Enter>
6. At the prompt <Worksheet> type <LONG> and Press <Enter>
7. The record is now displayed on the screen in the “Browse mode” therefore, for amending data in a specific field, you have to press <Enter> to be in the “Edit mode”. Carry out the necessary modifications, which could not be done using *www-ISIS-ASFA* (i.e. delete or add data) and then press <Enter> again to confirm the modifications into the field. Once you have completed all the necessary modifications, press <Esc> twice and then <[3]

- Save&Exit> to save the modified record. Press again <Esc> twice and then <X> to return to the main menu
8. From the Main CDS/ISIS menu Select <I> (Inverted file services)
  9. Select <F> (Full inverted file generation)
  10. You will be presented with the phrase "Inverted file exists and will be cleared OK (Y/N)?": Type <Y>
  11. The phrase "MFN limits?" will appear: Press Enter
  12. The phrase "Full inverted file generation completed" will appear: Press Enter and then <X> to return to the Main Menu. Press <X> to exit.
  13. Return to www-ISIS-ASFA application, call up the record using "Edit record by browse" option, to ensure that the amendments have been correctly carried out.

### Q23. Error Code: -1003

One record is corrupted and when trying to amend/delete it the system blocks and you are presented with:

*"Error code: -1003*

*Unable to get error template (HTP) file. Wrong path or files structure. File: [c:\xitami\webpages\asfa\http//error.htp]. Submitted error code was: - 1002".*

**A:** There are two possibilities to solve this problem. The first is to delete the record using DOS/ISIS, carrying out the following procedure:

1. Open the DOS/ISIS by double clicking on the icon ISIS contained in the folder www-ISIS-ASFA
2. Select <E> Data entry services from the CDS/ISIS Main Menu
3. Select <O> ODIN data entry interface from the Data Entry Services Menu
4. At the prompt <Data base ASFA> press <Enter>
5. At the prompt <MFN> type the number of the record which has the problem and needs to be modified and Press <Enter>
6. At the prompt <Worksheet> type <LONG> and Press <Enter>
7. The record is now displayed on the screen in the "Browse mode" therefore, for deleting data in a specific field, you have to press <Enter> to be in the "Edit mode"
8. Delete data by pressing the F6 key and when the field is empty press <Enter> again to confirm the modifications into the field (i.e. empty field). When the record is completely empty, Press the key <Esc> twice and then [5] Delete Record. Press <Esc> twice and then <X> to return to the main menu
9. From the Main CDS/ISIS menu Select <I> (Inverted file services)
10. Select <F> (Full inverted file generation)
11. You will be presented with the phrase "Inverted File exists and will be cleared OK (Y/N)?": Type <Y>
12. The phrase "MFN limits?" will appear: Press Enter
13. The phrase "Full inverted file generation completed" will appear: Press Enter and then <X> to return to the Main Menu
14. Press <X> to exit.

**Note:** The quicker way of deleting a record using DOS (i.e. call up the record and then press “[5] Delete Record”) does NOT work for a corrupted record. It is necessary to first manually delete data in each field and then delete the empty record as explained above.

**The second possible solution to the Error code:-1003 is to export all the records in your database and then re-import them without importing the corrupted record.**

Below details are given of the procedures to follow in the case where, in a database comprised of 100 records, MFN 30 is corrupt. This record MFN 30 cannot be repaired using *www-ISIS-ASFA*. Therefore, the records of the database, except for MFN 30, have to be exported and then re-imported using DOS/ISIS. In this way, the database will then contain 99 valid records.

1. Double Click on the *www-ISIS-ASFA* folder icon
2. Double Click on the icon ISIS
3. Select <M> Master File Services from the CDS/ISIS Main Menu
4. Select <E> Export CDS/ISIS file from the Master file Services menu. The “Data Interchange Services – Export parameters” table now appears on the screen
5. The Database name <ASFA> will appear as default. Press <Enter>
6. The output ISO file name <CSA.ISO> will appear as default. Assign a name to the file. The name must not exceed the 10 characters including the extension **.ISO** (e.g. **Part1.ISO**)
7. Press <Enter> until the cursor arrives at the <MFN limits> field. Type the range of records to be exported, for this example **1/29**
8. Press <Enter> until you get to the field “Reformatting FST” and remove the default CSA from the field (the field must be empty)
9. Press <Enter> four times and you will be presented with the phrase “ Backup drive and/or directory?>. In this example, if you want to export the records onto a floppy disk and assuming that your floppy disk drive has been designated <A>, **Type A:** and press <Enter> (Should you wish to export the records onto another drive then you should type the letter that the drive has been designated e.g. C:)
10. At the prompt <Press CR when ready or C to cancel> press <Enter>
11. Once this procedure is completed, a prompt indicating the number of records exported will appear on the screen.
12. Press <Enter> to return to the Master File Services Menu, select <X> or press <Esc> to return to the CDS/ISIS Main Menu and then select <X> to exit. Records 1 to 29 have been exported as an ISO file named Part1.ISO

Repeat the above procedure but this time giving a different name to the ISO file (for example **Part2.ISO**). In the field <MFN limits> you should type **31/100** (i.e. you skip MFN 30 as it is corrupt). You have now two ISO files: the first ISO file containing 29 records (1-29) named Part1.ISO and the second ISO file containing 70 records (31-100) named Part2.ISO. In this way, the corrupted record MFN 30 has not been exported.

Now you have to import these two ISO files onto your computer, paying SPECIAL ATTENTION to the “Load/Merge/Update” parameters explained in point 6 below. The procedure is as follows:

1. Double Click on the *www-ISIS-ASFA* folder icon
2. Double Click on the icon ISIS
3. Select <M> Master File Services from the CDS/ISIS Main Menu

4. Select <I> Import External file from the Master File Services Menu. The “Data Interchange Services – Import Parameters” table now appears on the screen
5. The database name <ASFA> will appear as default. Press <Enter>
6. In the <Input ISO file name> field type the name of the ISO file containing the 29 records (i.e. **Part1.ISO**) and press <Enter> until you get to the field “Load/Merge/Update”. The letter <U> will appear as default. **Change** the <U> into <L>. Note that the letter <L> stands for **Load**. When the letter <L> is selected the system erases all the records in your database and replaces them with those contained in the ISO file just imported.
7. Press <Enter> until the prompt <Master file exists and will be cleared, OK(Y/N)? Type <Y>
8. The prompt <Backup drive and/or directory?> will appear. Type the letter of the drive where the ISO file Part1.ISO was previously exported (e.g. A:) and press <Enter>
9. At the prompt <X – no more diskettes> <CR – to continue after mounting new diskette>, press <Enter>
10. Once the import procedure is completed the same prompt appears on the screen, <X – no more diskettes> <CR – to continue after mounting new diskette> Press <X – no more diskette>. **N.B. DO NOT** press <Enter> otherwise the ISO file will be imported again.
11. A prompt will appear indicating <The next MFN to be assigned>. Press <Enter> to return to the Master File Services Menu, select <X> or press <Esc> to return to the CDS/ISIS Main Menu and then select <X> to exit.

You now have in your computer ONLY 29 records. To import the second ISO file (**Part2.ISO**) containing records 31 to 100, repeat the IMPORT procedure explained above (points 1 to 11) **but this time in point 6 you have to leave the default letter <U> (Update) in the field <Load/Merge/Update>**. The system will add the records contained in the ISO file (Part2.ISO) to the 29 already existing records in your database, assigning a sequential MFN number (i.e. the first record contained in Part2.ISO will no longer be MFN 31 but it will be MFN 30 and the last MFN will be 99, NOT 100).

**IMPORTANT:** Each time you import records into www-ISIS-ASFA you MUST generate the Inverted File (i.e. from the Main Menu you select <I> Inverted file services and then <F> Full inverted file generation. If this procedure is not carried out the new imported records are not available for retrieval, although they are physically in the system.

**Q24. This server is currently overloaded – please try again later; Error code: - 102 data base access denied (probably write lock).**

While working the system blocks and the following Error messages appear on the screen:  
*“This server is currently overloaded – please try again later  
Error code: - 102 data base access denied (probably write lock)”*.

**A:** The problem is with the WORK database. To keep the system from blocking it is recommended that the WORK database be cleaned from time to time.

The best way to clean it is to replace 8 of the 12 files which are contained in the directory **C:\Xitami\webpages\DB\Asfa\Work** with the 8 files contained in the zipped file Work.Zip, included in the same directory. The following procedure is recommended:

Open the Work.zip file, and extract the 8 files contained there into the **WORK** folder (C:\Xitami\webpages\DB\Asfa\Work, unless you changed the destination drive during installation).

Note that the WORK database is NOT the database containing your ASFA records; it is a database within the system used for storing session details, therefore you don't have to worry about losing your ASFA records. (Note for your information: the file actually containing the ASFA records is called **ASFA.mst** and is located in another sub-directory: C:\Xitami\webpages\DB\Asfa\Asfa).

Please note that it is also advisable to delete the Internet Temporary files on your computer from time to time, since some of these files may interfere with the system.

### **Q25. Error codes 101, 201, 301**

One or more of the following Error messages appear on the screen:  
“Error codes 101, 201, 301”.

**A:** To solve the above error codes, you must Reorganize the Database/Master File. The procedure is as follows:

1. Double click on the icon ISIS contained in the folder www-ISIS-ASFA
2. From the Main CDS/ISIS menu Select <I> (Inverted file services) and <F> (Full inverted file generation)
3. You will be presented with the phrase “Inverted File exists and will be cleared OK (Y/N)?”: Type <Y>
4. The phrase “MFN limits?” will appear: Press Enter
5. The phrase “Full inverted file generation completed” will appear: Press Enter and then <X> to return to the Main Menu
6. From the Main CDS/ISIS menu Select <M> (Master File services)
7. Select <C> (Reorganize master file)
8. The phrase "Backup drive and/or directory" will appear. Press <Enter>. When the process is finished Press <Enter> again and then <X> to return to the Main Menu
9. Select <I> (Inverted file services) and <F> (Full inverted file generation) and then continues as in points 3 to 5. Press <X> to exit.

**NOTE:** For an efficient working system it is recommended that the above ISIS procedures for Master File Reorganization and Full Inverted File Generation are carried out from time to time, depending on the dynamics of the changes to your database.

### **Q26. “No matches found!”**

After having correctly imported some records in the ASFA database and carried out a Search to display them in the Browse Mode, the following message appears on the screen: “*No matches found!*”.

**A:** After having correctly imported some records, it is NECESSARY to update/generate the “**Inverted File**”, as this is not automatically done by the system. If the “Inverted File” is not updated, the new imported records are not available for retrieval, although they are physically present in the system. The procedure to generate the “Inverted File” is as follows:

1. From the Main CDS/ISIS menu Select <I> (Inverted file services)
2. Select <F> (Full inverted file generation)
3. You will be presented with the phrase "Inverted file exists and will be cleared OK (Y/N)?":  
Type <Y>
4. The phrase “MFN limits?” will appear: Press Enter
5. The phrase “Full inverted file generation completed” will appear: Press Enter and then <X> to return to the Main Menu
6. Press <X> to exit.

### **Q27. The system gives an Error message and the record cannot be saved.**

**A:** This problem occurs when in the same field (e.g. English title, Non English title, Abstract etc.) double quotes (“...”) are used in combination with HTML coding such as <i>...</i> to indicate italics, <sup>...</sup> to indicate superscript, and <sub>...</sub> to indicate subscript. This combination creates conflict. The solution to this problem is to replace double quotes (“...”) with single quotes (‘...’).

### **Q28. After having installed www-ISIS-ASFA, the ODIN Data Entry interface available in DOS/ISIS does not work.**

**A:** Although DOS/ISIS environment within the www-ISIS-ASFA application is not used for data entry, it is sometimes necessary to use it for repairing a corrupted record that was created with www-ISIS-ASFA. When using the icon ISIS contained in the www-ISIS-ASFA folder and selecting <E> Data Entry services and then <O> ODIN data entry interface, it may happen that the system blocks. The problem is linked to the expanded memory and extended memory settings. Therefore, the memory parameters should be set up following the procedure below. **Note**, however, that this procedure may not work with some operating systems.

1. Right click on the ISIS icon contained in the www-ISIS-ASFA folder
2. Select *Properties*
3. Click on *Memory*: the parameters should read as follows:
  - a. Under *Total* select AUTO

- b. Under *Initial Environment* select AUTO
  - c. Under *Expanded (EMS) Memory Total* select 192
  - d. Under *Extended (XMS) Memory Total* select NONE
  - e. Check/Mark the field *Uses HMA*
  - f. Under *MS-DOS Protected Mode (DPMI) Memory Total* select AUTO
4. Click on APPLY and then OK.

**Q29. How to extract a debug log from the system (i.e. so as to alert the software developer to your problem).**

**A:** In the event that you cannot find the solution to your problem in these FAQs or the suggested procedures do not solve the problem, you can extract a “log file” from the system, which can then be sent to the software developer (and FAO) in order to identify the root cause of the error.

The procedure to extract the log file is as follows:

1. Open the file **isis3w.exe.cfg** in the directory **C:\Xitami\cgi-bin**
2. Identify the line containing **DebugLevel 0**
3. Change **DebugLevel 0** to **DebugLevel 20000** and save the file **isis3w.exe.cfg**
4. Return to the application, sign on and after receiving the “Error” exit from the system
5. Return to the file **isis3w.exe.cfg** and change **DebugLevel 20000** back to **DebugLevel 0** and save the file
6. Identify the file **debuglog** and send it to Dr Rybinski (with copy to FAO)
7. For example the **debuglog** could be located in **C:\Xitami\webpages\debuglog.txt**

**Q30. TRN (11): (followed by the TRN number of the record) already exists in the database (page 1).**

When amending an existing record, the system may give the following Error message concerning duplicate TRN number and the modifications cannot be saved: “*TRN (11): (followed by the TRN number of the record) already exists in the database (page 1)*”.

**A:** When the system displays the above message, it is not possible to save the modified existing record. To solve the problem the following procedure is suggested:

1. Click on the “Update” button of the record which needs to be modified
2. Slightly modify the TRN number of the record, for example if the record is TRN 25 you modify it to 25a, carry out the necessary amendments and then save the record.
3. Click on the “Edit records by browse” button and type in the “Start from” box TRN 25 and then Click on the “Browse button”.
4. The records 25 and 25a will be displayed in the Browse Mode
5. Delete record TRN25 and leave record TRN25a which is the record containing the modifications
6. Change the TRN 25a back to 25.



**Q31. How to make a Back-up of your database to ensure that you always have a copy of your ASFA records should any damage occur to your computer**

**A:** This is common advice for all work done on any computer. Computers can break down, files can become corrupted and you, yourself, can mistakenly delete your ASFA records. The solution is to regularly make back-ups (i.e. at least once a week) . The procedure to back-up your work is as follows:

1. Double click on the ISIS icon contained in the www-ISIS-ASFA folder
2. Select <M> Master file services
3. Select <B> Master file backup
4. The phrase “Backup drive and/or directory?” will appear on the screen
5. If you press <Enter> the back-up of your ASFA work will automatically be stored as the file ASFA.BKP in the directory: **C:\Xitami\webpages\DB\Asfa\Isis**. It is advisable to copy this back-up file on to another disk drive such as a floppy disk or CDROM, so that should your hard disk drive (C:) become damaged you always have a copy of your ASFA records
6. Press <ESC> and then <X> to exit

It may happen that after pressing “<B> Master file backup” you will be presented with the phrase “You cannot back-up while inverted file is pending”. In this case, you have to return to the Main Menu, perform the “Update inverted file” and then the “Back-up” as follows:

1. Select <I> Inverted files services from the CDS/ISIS Main Menu
2. Select <U> Update inverted file
3. The phrase “Inverted file update completed” will appear on the screen. Press <Enter> and then <X> to return to the Main Menu
4. Select <M> Master file services
5. Select <B> Master file backup and then continue as in points 4 to 6.