


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.

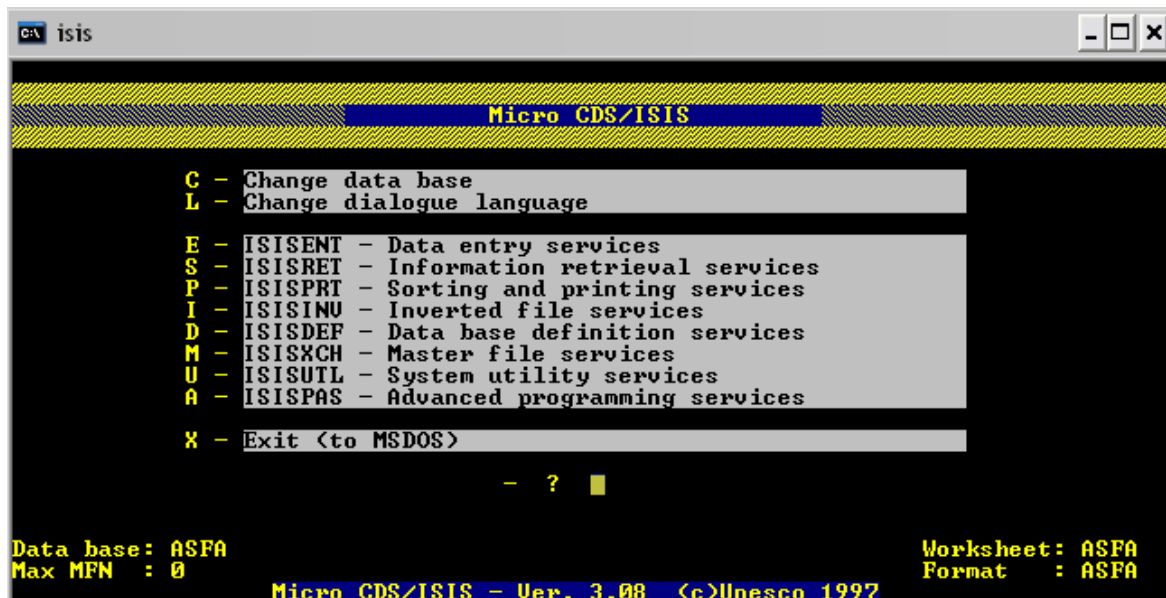


Fig. 13 – *CDS/ISIS* Main Menu

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

* 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

* 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

* 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 “ 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.