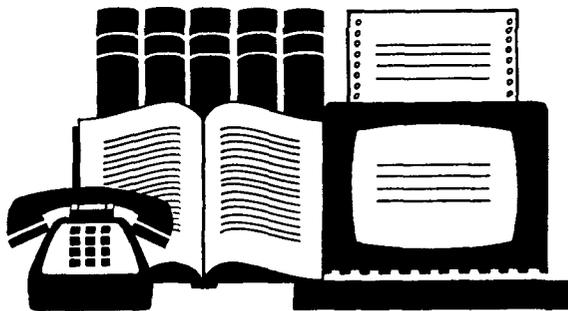




EPA E-Z REF Database System





UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

MAR 14 1991

OFFICE OF
ADMINISTRATION
AND RESOURCES
MANAGEMENT

MEMORANDUM

SUBJECT: E-Z REF: New Information Tool for EPA Staff

FROM: *Daiva Balkus*
Daiva Balkus, Director
Information Management and Services Division

TO: Assistant Regional Administrators
Headquarters Senior Information Resource
Management Officials
Senior Budget Officers
Administrative Council Members

We have recently completed development of a new microcomputer application called E-Z REF. E-Z REF was developed in response to EPA staff requests for an easy way to automate access to small collections of reports, subject files, and other office ready reference information. E-Z REF is a menu-driven microcomputer shell, designed to be used as is or tailored to individual needs.

E-Z REF was developed by the Information Access Branch, which also manages the mainframe Online Library System of the holdings of EPA's 28 libraries. E-Z REF includes the capability to transfer information from the Online Library System. This connection provides a growth path for small databases and also provides a means to download Program-specific records from the Online Library System for frequent access.

We have already distributed E-Z REF to several Regional and Headquarters Program offices and libraries. Attached for your information is the E-Z REF user manual. If you would like more information on E-Z REF, contact Brigid Rapp, Chief, Information Access Branch at FTS-475-8710.

Attachment

cc: Al Pesachowitz
Paul Wohlleben
OIRM/NDPD Division Directors

December 7, 1990

USER NOTES

Enclosed is a revised software disk copy of E-Z REF (Version 2.1, 10/2/90) and the current guidance manual. This revision, a minor one, now makes it possible to delete entries within E-Z REF and not have to return to dBASE to exercise that command.

Also be advised of two minor problems in using E-Z REF, which cannot be changed due to the complexity and internal logic of this program:

1. Whenever you open the ADD DOCUMENT function to enter a new record, a sequential number -starting with 000001- is automatically assigned to that document. However, this number cannot be reused, even after deleting that entry - and it remains in the program. For example, the first document saved will be 000001 (See page 11). The second document becomes 000002. If you later go back and delete the original document for 000001, that numbered space remains in the program system, followed by 000002 as entered. The numbers do not "roll back." Moreover, you can not recall the data field under 000001 for a replacement entry. Keep this in mind, if you want the numbering sequence for recorded documents to be continuous or with as few breaks as possible.

2. When entering a record (ADD DOCUMENT) and you come to the line on the screen for listing keywords, you must first write these down and enter them separately under the ADD KEYWORD function. The SAVE command for ADD DOCUMENT will save everything except keywords not previously entered. The intent was that one oversight-user should pre-select and require the use of certain keywords by other document entry staff, before entering records. That way, everyone in a given office would share the same call-up information and be able to access entries other than their own. Just keep this in mind, as you enter records for the first time. SAVE a keyword first before entering it to the ADD DOCUMENT field.

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1 Introduction

1.1 • Purpose

E-Z REF was developed in response to EPA staff requests for an easy way to automate access to small collections of information. It may be tailored to individual needs and is designed for convenient access to books, reports, journal articles and other files of reference information.

E-Z REF was developed by the EPA Information Services Branch (ISB) and the Headquarters Library. ISB also manages a mainframe bibliographic database to improve access to EPA Library Network collections. E-Z REF includes the capability to upload records entered in E-Z REF to the mainframe database, and download records from the mainframe to E-Z REF. This connection provides a growth path for small databases and also provides a means to download selected records from the mainframe for frequent access or for additional processing.

If you need assistance with E-Z REF after reading this manual and using the commands, you may call the Headquarters Library at 8-382-5921.

1.2 • Organization of Manual

The manual is divided into seven sections. Section 1 is the "Introduction." Section 2, "Guide to Manual Format/Conventions," explains the conventions and standard notations used in this manual. Section 3, "Installation Instructions," details the procedures for installing the E-Z REF Database System on the hard drive of your personal computer. Section 4, "Accessing the E-Z REF Database System," explains how to enter the E-Z REF Database. Section 5, "Maintenance Menu," describes Maintenance Menu functions in detail and presents related screens. Section 6, "Menu and Screen Conventions," presents notations as to standard commands and options that are common to the E-Z REF Database System's design. Section 7, "Main Menu," describes in detail the various options and search procedures available on the E-Z REF Database's Main Menu.

This manual combines two command procedures: the MAINTENANCE MENU function, which shows how to enter, delete or modify database records and the MAIN MENU (or search) function, which shows how to locate information, once entered.

1.3 • Maintenance Menu

The MAINTENANCE MENU allows you to add, update, and delete documents and keywords; to re-index database files individually or simultaneously; to keep track of the number of database searches performed; to import files from EPA's Online catalog; and to update the opening screen of the E-Z REF Database System.

Every record in the database corresponds to an individual citation. Each record includes space for bibliographic information, including an abstract and keywords. One of the PC

screen displays, A SUMMARY REPORT (Figure 30), is composed of 15 fields. When entering a new document or record, as much information as is available should be recorded, although an entry does not have to be made in every field. A more complete record of 22 fields is in the FULL RECORD DISPLAY (For the name and description of each field, consult Appendix B).

1.4 • Main Menu

The MAIN MENU allows you to search for references by several criteria, including keyword, title, author, date, call or ID number and to display and print summary or full record displays.

1.5 • Optional dBASE III+ Commands

You have the option of searching the database using the E-Z REF Database Menu, as described in this manual, or using dBASE III+ commands. Through the E-Z REF Database Menu, you can look for your document by searching the keywords, title, alternate title, personal author, corporate author, and publication date fields. If you use dBASE III+ commands, you can search every field.

1.6 • Development

This user's manual was developed to accompany the E-Z REF Database System. The Menu database system was designed by CRC Systems, Inc. under EPA Contract 68-01-7176 (where it was called the "Generic Database Menu"), and subsequently modified by Computer Sciences Corporation, Applied Technology Division. The database and manual are designed for use by the EPA Library Network and EPA Program Staff.

Contact the Headquarters Library at FTS (202) 382-5921, if you have any further questions regarding use of the E-Z REF Database System.

2.3 • Menu Options

References to menu options will be in upper and lower case characters and will be enclosed in quotation marks. For example, in Figure 1, Option 5 of the MAIN MENU would be expressed as (5) "Exit System."

2.4 • Bold

In this manual, bold text represents user input. In the following notation, for example, when the "C:\>" appears on the screen, you would type in **CD\EZREF** to access the E-Z REF Database System:

CD\EZREF <ENTER>

3 *Installation Instructions*

3.1 • Personal Computers

The database runs on an IBM PC/AT, PC/XT, or compatible computer with a hard disk drive.

These instructions assume that you will load the E-Z REF Database System from drive A of your personal computer (PC).

3.2 • Creating a Directory

To create a directory for the E-Z REF Database System, use the DOS "make directory" (MD) function and type in the new name for the directory (e.g. EZREF). At the DOS prompt of the C drive of your PC type:

```
CD\EZREF <ENTER>
```

This creates a directory where the E-Z REF Database System will reside. If you find that this directory already exists, you may have previously installed the E-Z REF Database System on this PC or you may have a directory with the same name that contains files unrelated to the E-Z REF Database System. In the latter case, you should move the files before continuing with the installation procedure or choose another directory name.

3.3 • Installing the E-Z REF Database System

Go to the directory you have created and insert the installation diskette into drive A of your PC. At the DOS prompt, which should now show C:\EZREF>, type:

```
COPY A:*. * <RETURN>
```

Upon completing the installation procedures, if you want to import a database to the new system, select the "import" routine from the MAINTENANCE MENU after beginning the program (See Section 5.5).

4 Accessing the E-Z REF Database System

You can access the E-Z REF Database System from the DOS C:> prompt. To enter DOS from the standard EPA menu, press <F8>.

Note: If you do not have the standard EPA menu, you may access DOS differently.

After the DOS C:\> prompt, type the directory name. For example, to access the E-Z REF Database System, type the following:

```
CD\EZREF <ENTER>
```

After the screen shows C:\EZREF>, type the following:

```
EZREF <ENTER>
```

The screen shown below will be displayed:

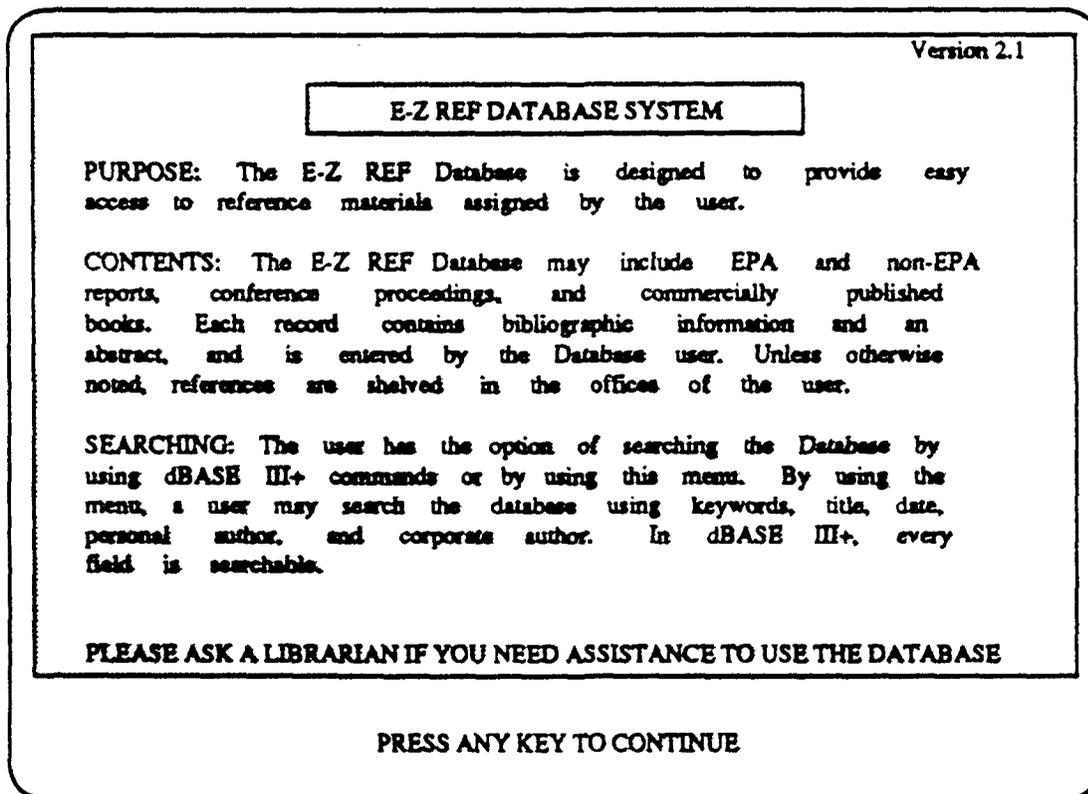


Figure 2

You can access the Maintenance Menu from the E-Z REF Database MAIN MENU, shown below in Figure 3. Enter <4> to display the MAINTENANCE MENU screen, shown in Figure 4.

```
23 RECORD(S) IN DATABASE                                LAST UPDATED: 07/12/90
-----
MAIN MENU
-----
1) SELECT RECORDS
2) DISPLAY ENTIRE RECORD BY CALL NUMBER
3) DISPLAY ALPHABETIC LIST OF KEYWORDS
4) MAINTENANCE
5) EXIT SYSTEM
-----
ENTER SELECTION (1-5)
<PgUp> FOR HELP
```

Figure 3

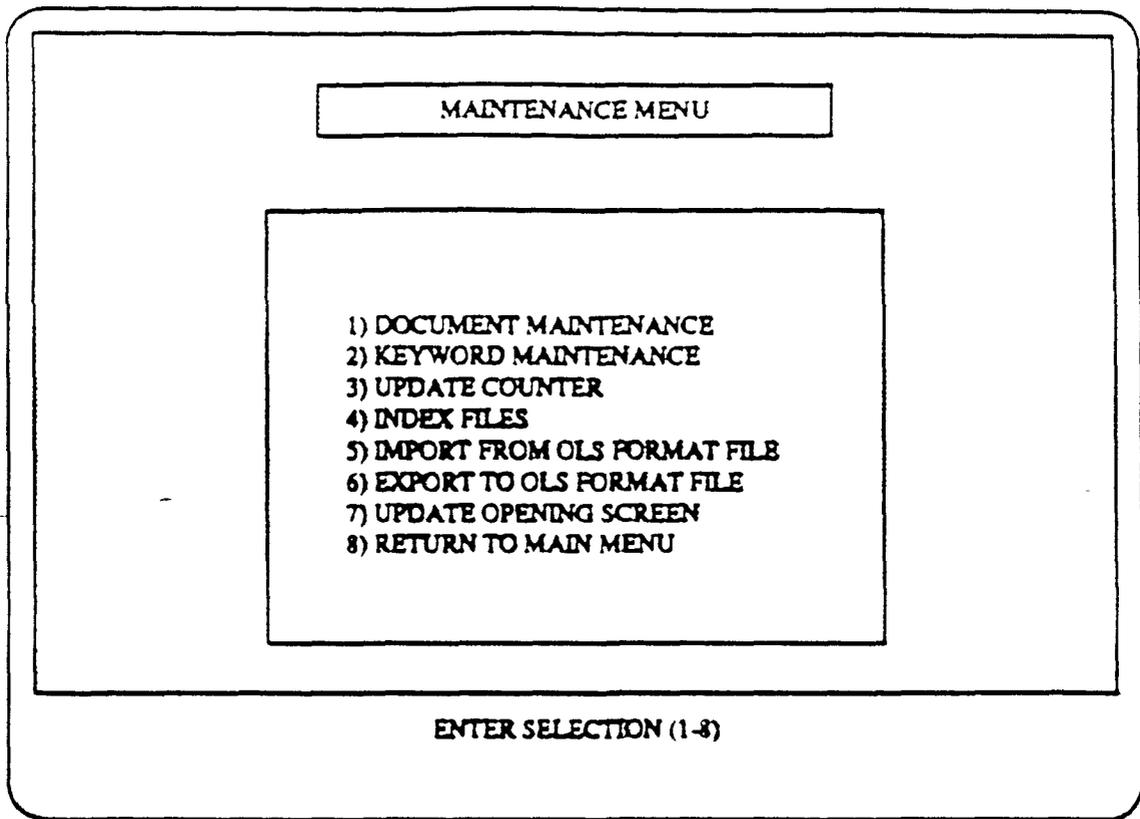


Figure 4

5.1 • Document Maintenance Menu

You can add, modify, or delete entire document records or elements of one record using the DOCUMENT MAINTENANCE MENU. Entering <1> at the MAINTENANCE MENU displays the screen shown in Figure 5.

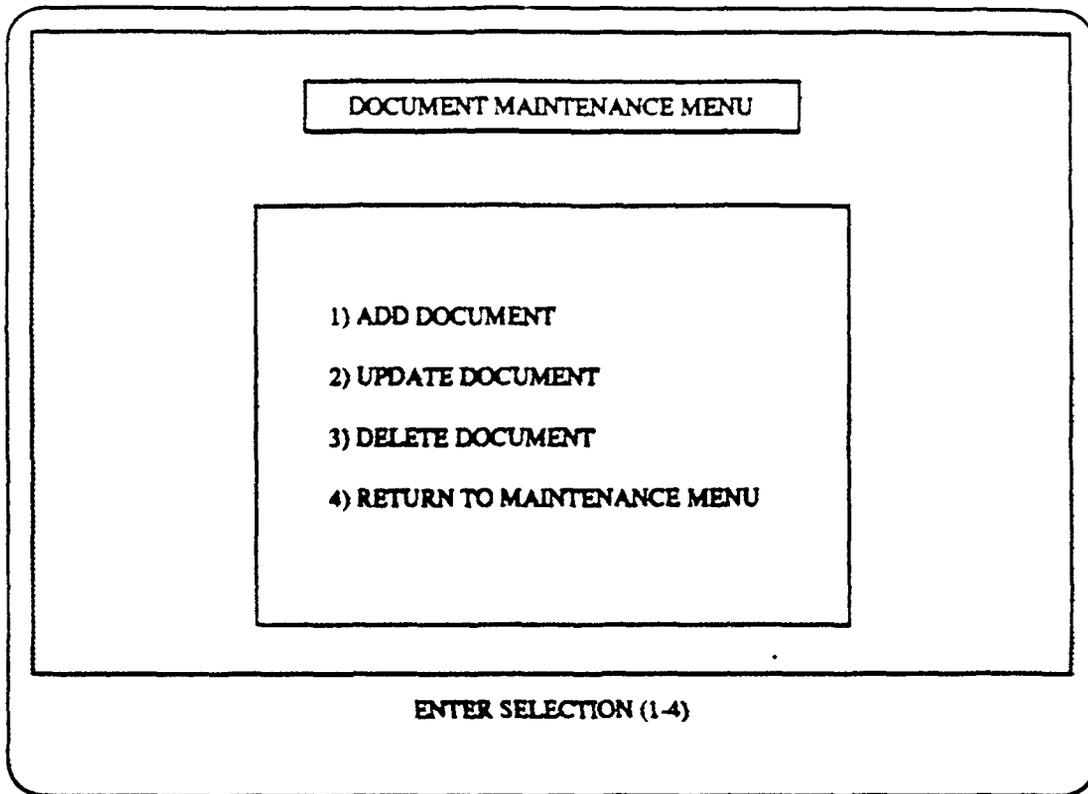


Figure 5

5.1.1 • Add Document

When a new document needs to be added to the menu, you can add the document record to the E-Z REF Database using this option. Select <1> to display the ADD DOCUMENT screen shown in Figure 6.

Note that the program automatically enters a unique ID Number in the upper right corner for each new document. This is a simple sequential number, which indicates the chronological order of each different entry to your database (i.e. the first document would be 000001 and the 250th would be 000250). Once recorded, it is the only reference number you would need to display the entire record from the SEARCH RESULTS menu (See Figure 29) or to call up a document for updating (See the discussion for Figure 8).

ADD DOCUMENT	SCREEN 1 of 2
CALL NUMBER:	DOCUMENT ID: 24
TITLE:	
ALT. TITLE:	
PER AUTHOR:	
CORP AUTHOR:	
PUBLISH:	
PUB DATE: / /	
EPA RPT. NO:	FORMAT:
CONTRACT NO:	LOCATION:
NTIS NO:	GEOCODE:

Press PgDn to End
 [N]ext screen, [E]dit screen, [L]eave without adding []

Figure 6

The cursor is at the "call number" field when the screen appears. See Appendix B for an explanation of these fields and how proper entries should be made. Type in the data requested, using capital letters for all titles, and press the <ENTER> key to move on to the next field. Note that you cannot reverse the cursor from some fields until you have gone to the bottom of the screen (also true for updates). If you missed something or need to make a change, just select [E]dit at the bottom, and you can start over.

The "Title," "Alternate Title," "Personal Author," and "Corporate Author" fields in Figure 6 have a scrolling feature. As space on the screen is filled, the text shifts to the left allowing you to enter additional characters (up to 150 characters in the "Title" and "Alternate Title" fields, 120 in the "Personal Author" field, and 140 in the "Corporate Author" field). Use the left arrow on key 4 to scroll back to read your entry, if it extends beyond the data field window. However, if you expect to make changes, be careful not to hold the return key beyond the first letter, or you will leave this field and go to the next. If you do this, you can return to the field needing change by going to the bottom and selecting the [E]dit screen key.

The "Next Screen" option displays the second screen of the document record and accommodates entry of an abstract, keywords, and other information for the document. A sample screen is shown in Figure 7.

ADD DOCUMENT	SCRN 2 of 2
CONFERENCE: SERIES: TO ORDER:	
CONTACT: OTHER INFO:	CODE:
ABSTRACT:	
KEYWORDS:	
Press PgDn to End [P]revious screen, [S]ave, [E]dit screen, [L]eave without adding []	

Figure 7

The "Abstract," "Other Info," and "Keywords" fields on this screen also have the scrolling feature. In the Keywords field, you may enter only words that already exist in the database's list of keywords. If you enter an invalid keyword, the screen will display an error message and request re-entry (If the same entry is repeated, there is no additional error message). If you wish to add new keywords to the database, first review the abstract you have written and then write down all the words you wish to use. Return to the Maintenance Menu and enter <2> "Keyword Maintenance" to add these, one at a time (See Section 5.2 for specific instructions). Use single words, as opposed to a group of several, where possible. This makes the keyword file more flexible for calling up other citations. Use option 2) "Keyword Maintenance" on the MAINTENANCE MENU.

Enter <S> for "Save" at the status line to save your entry. This will add the new record to the database, and display a message asking whether you want to continue adding. A "Yes" response displays a new add screen (Figure 6); a "No" response displays the DOCUMENT MAINTENANCE MENU.

5.12 • Update Document

The "Update Document Record" option allows you to revise document records already in the Database. Entering <2> at the DOCUMENT MAINTENANCE MENU displays a screen requesting entry of the Document ID (Figure 8), which is in the upper right corner of the first page of each reference display screen.

UPDATE DOCUMENT

ENTER DOCUMENT ID: 0

Figure 8

Entering a valid Document ID displays a screen of previously entered data for the selected document, as shown in Figure 9. Each time a new document is entered, the next sequential ID number is automatically assigned by the computer (i.e. 1, 2, 3, etc.).

UPDATE DOCUMENT SCREEN 1 of 2

CALL NUMBER: RA1231.R2B75 DOCUMENT ID: 12

TITLE: HARMFUL EFFECTS OF IONISING RADIATIONS. WITH A FOREWORD BY
W.V. MAYNEORD

ALT. TITLE:

PER AUTHOR: BROWNING, ETHEL (CHADWICK)

CORP AUTHOR:

PUBLISH: Elsevier Pub. Co.,
PUB DATE: / /

EPA RPT. NO. FORMAT: BC
CONTRACT NO. LOCATION: ELBM
NTIS NO. GEOCODE:

Press PgDn to End
[N]ext screen, [S]ave changes, [E]dit screen, [L]eave without updating: []

Figure 9

Use the <ENTER> key to move from field to field, filling in the information where needed. You can also overwrite existing information that may have changed. Press the <PgUp> key and then <N> (default) at the status line to go directly to the second screen of the document record, shown in Figure 10.

UPDATE DOCUMENT SCREEN 2 of 2

CONFERENCE:
SERIES:
TO ORDER:

CONTACT: CODE:
OTHER INFO:

ABSTRACT:

KEYWORDS: RADIATION—TOXICOLOGY

Press PgDn to End
[N]ext screen, [S]ave changes, [E]dit screen, [L]eave without updating: []

Figure 10

5.1.3 • Repeat Field

The "Keywords" field is a repeat field and is designed to accommodate multiple entries. When the cursor reaches this field, the first word in the record and a new status line appear. Entering <N> for "Next" displays the next keyword in the record and <P> for "Previous" displays the previous keyword. Enter <A> to add a new word or <D> to delete an existing word. The status line defaults to "C" (Continue); pressing <ENTER> moves the cursor to the status line at the bottom of the screen.

If you have no further revisions, enter <S> to save the changes you have made. Entering <S> at the status line saves your changes, replaces the record in the database, and returns you to the DOCUMENT MAINTENANCE MENU.

5.1.4 • Delete Document

The Delete function is very similar to Update. Entering <3> at the DOCUMENT MAINTENANCE MENU displays the Document ID screen (Figure 8). Again, you must enter the Document ID to display the record's contents. The status line offers options to Delete or Leave without deleting. Selecting "Delete" displays a message requesting you to confirm

the delete with a Yes or No response. Entering <Y> deletes the record, and entering <N> leaves the record unchanged. In either case, the system returns to the DOCUMENT MAINTENANCE MENU.

5.2 • Keyword Maintenance Menu

As documents are added to and removed from the Database, you can use the Keyword Maintenance option to modify the keyword records in the Database. Entering <2> at the MAINTENANCE MENU displays the screen shown in Figure 11.

```
KEYWORD MAINTENANCE MENU

1) ADD KEYWORD
2) UPDATE KEYWORD
3) DELETE KEYWORD
4) PRINT A LIST OF KEYWORDS
5) RETURN TO MAINTENANCE MENU

ENTER SELECTION (1-4)
```

Figure 11

5.2.1 • Add Keyword

This option allows you to add new keywords to the Database. You can use this option also to add Use Terms, which act as references to actual, similar keywords in the Database. For example, in the alphabetic list of keywords, the term AERATED PONDS could be shown with the notation "USE AERATED LAGOONS." Enter <1> to display the ADD KEYWORD screen shown in Figure 12. Note that you may add Use Terms that are not keywords, in which case the user will need to go outside of the E-Z REF Database System for reference assistance.

ADD KEYWORD

KEYWORD: _____

ENTER A BLANK KEYWORD TO LEAVE

Figure 12

To add a keyword, type the new word in the "Keyword" field. Once you enter the keyword, the screen shown in Figure 13 appears, where you may add Use Terms and Related Terms for the keyword.

ADD KEYWORD

KEYWORD: IMPACT

USE TERMS	RELATED TERMS
** NO TERMS FOUND **	** NO TERMS FOUND **

[A]dd a new keyword
[U]se terms
[R]elated Terms
[L]eave
[]

Figure 13

To add a Use Term to the Database, select <U> from the status line and type the new term in the blank field on the left side of the screen. Once the term has been added, a new status line appears, as shown in Figure 14.

The screenshot shows a terminal window titled "ADD KEYWORD". At the top, a box contains "KEYWORD: IMPACT". Below this are two columns: "USE TERMS" and "RELATED TERMS". The "USE TERMS" column contains the word "EFFECT". The "RELATED TERMS" column contains the text "** NO TERMS FOUND **". At the bottom of the window is a control panel with the following text:

<A> TO ADD	<U> TO UPDATE	<↑> FOR PREVIOUS TERM
<D> TO DELETE	<L> TO LEAVE	<↓> FOR NEXT TERM

Figure 14

You may continue adding Use Terms or update or delete existing terms. Use the arrow keys to scroll through the list and select a Use Term; press <D> or <U> to perform the desired function. Entering <L> displays the original status line (shown in Figure 13).

A Related Term is simply another keyword that is similar to the selected keyword. It may provide other similar references for a database search (e.g. the term "Sewage Treatment" is related to the term "Aerated Ponds"). It may be similar to a Use Term but must have previously been entered as a keyword in the database. In order to update Related Terms, you must return to the KEYWORD MAINTENANCE MENU and use the "Update Keyword" option. As with keywords, only one Related Term at a time may be added.

5.2.2 • Update Keyword

Entering <↔> at the KEYWORD MAINTENANCE MENU displays a blank UPDATE KEYWORDS screen similar to ADD KEYWORD shown in Figure 13. Enter the keyword you wish to update in the "Keyword" field to display data associated with the keyword (See Figure 15).

UPDATE KEYWORD

KEYWORD: IMPACT

<div style="text-align: center; border-bottom: 1px solid black; margin-bottom: 5px;">USE TERMS</div> <p>EFFECT</p>	<div style="text-align: center; border-bottom: 1px solid black; margin-bottom: 5px;">RELATED TERMS</div> <p style="text-align: center;">** NO TERMS FOUND **</p>
--	--

[N]ew keyword
[U]pdate keyword
[R]elated Terms
Use [T]erms
[L]eave []

Figure 15

You may also add, update, and delete Use Terms for this keyword by selecting <T> for "Use Terms" at the status line. Selecting <R> for "Related Terms" allows you only to add or delete Related Terms for the keyword. Again, you may update Related Terms only through the "Update Keyword" option on the KEYWORD MAINTENANCE MENU.

5.2.3 • Delete Keyword

The operation of this function is similar to that of "Update"; the status line contains only three options:

[D]elete keyword [N]ew keyword [L]eave []

Entering <D> displays a message requesting you to confirm the deletion. Entering <Y> deletes the keyword and displays the KEYWORD MAINTENANCE MENU, and entering <N> leaves the word unchanged and also displays the MENU.

5.2.4 • Print a List of Keywords

This option is available to provide the capability of printing an alphabetic list of keywords that can be placed near a terminal for user reference when searching the database. Be sure the printer is turned on and is configured to the desired settings prior to selecting this option. When you enter <4> at the KEYWORD MAINTENANCE MENU prompt, there will be a short delay while the program prepares the list. You will then be asked if you are ready to print the list now. If you enter <N>, you will be returned to the KEYWORD MAINTENANCE MENU; if you enter <Y>, the list will print and then you will be returned to the KEYWORD MAINTENANCE MENU.

5.3 • Update Counter

The Counter tracks the number of Database searches performed during any given time period. Enter <3> at the MAINTENANCE MENU to display the screen shown in Figure 16.

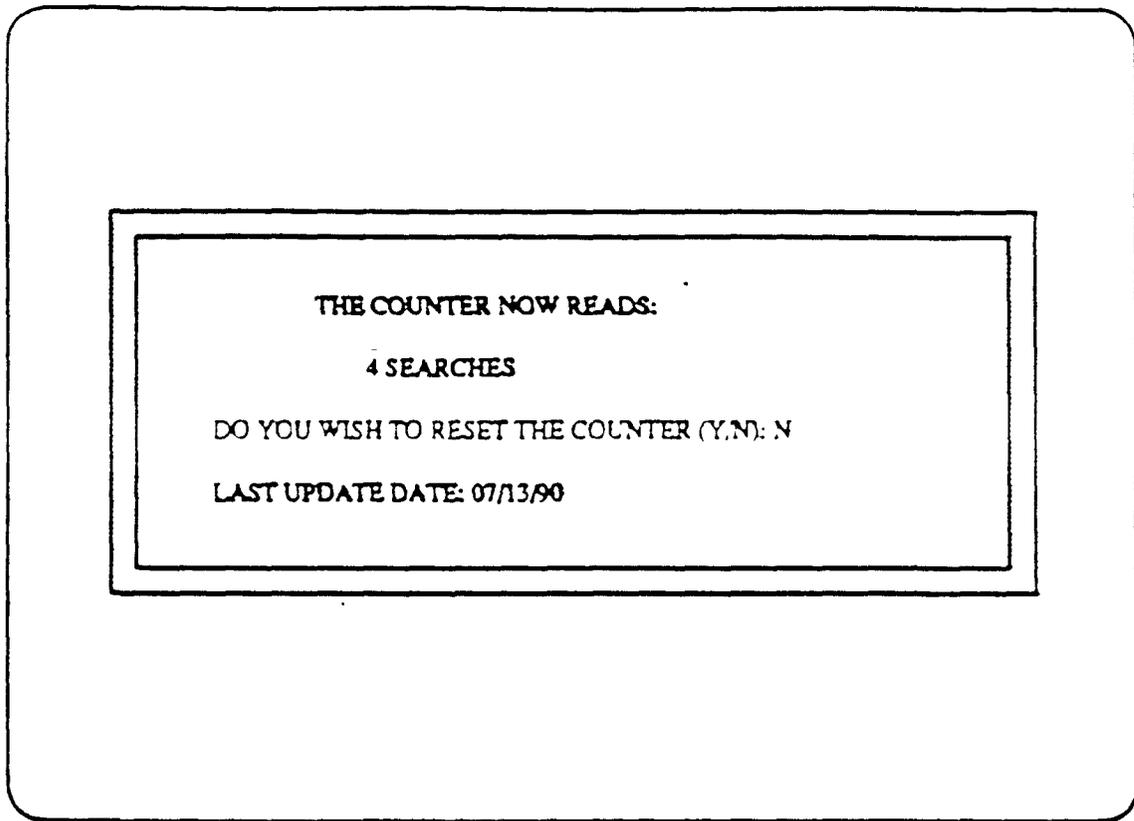


Figure 16

The screen displays the number of searches performed since the previous reset. Entering <Y> resets the counter to 0.

5.4 • Index Files Menu

Enter <4> at the MAINTENANCE MENU to display the INDEX FILES MENU, shown in Figure 17.

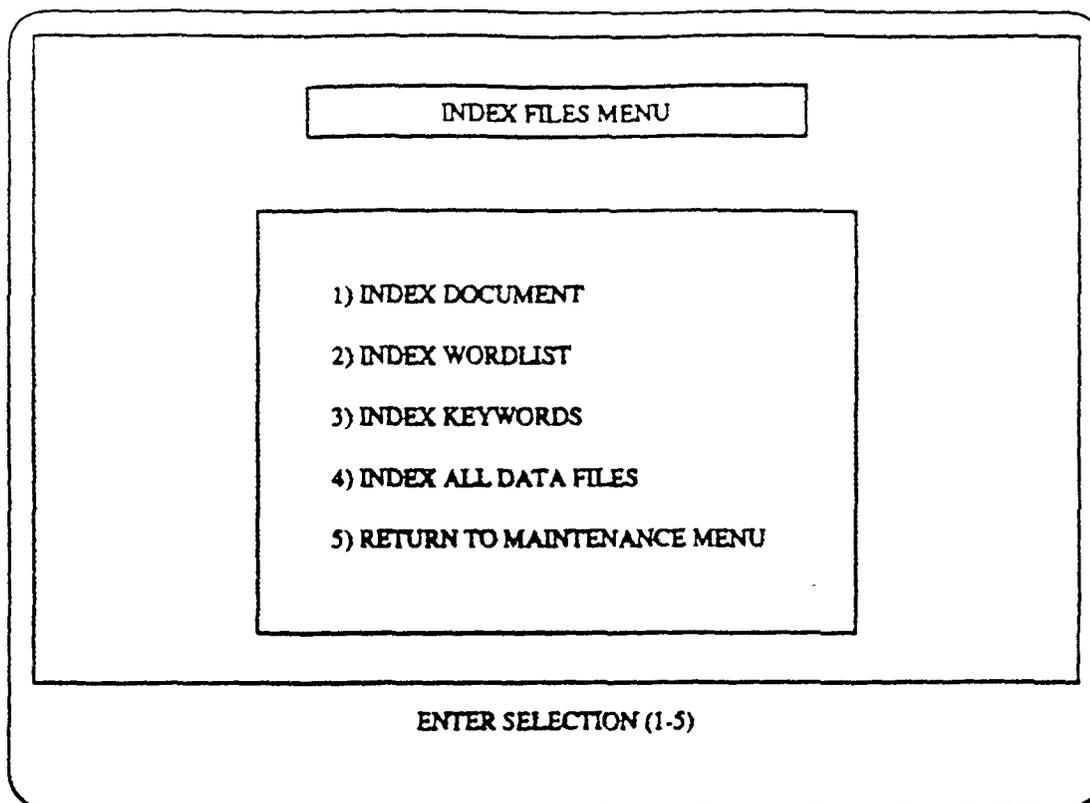


Figure 17

Enter option numbers 1) - 3) to re-index individual data files or option 4) to re-index all data files.

5.5 • Import from OLS Format File

The EPA Library Network maintains the Agency catalog on the National Computer Center computer in Research Triangle Park, North Carolina. Anyone who has a user ID and account number for this computer can use this Catalog, which is called the Online Library System (OLS).

You may wish to capture some information from this Catalog, transfer it to your PC, and search it using the E-Z REF Database System. The Import from OLS Format File function (Option 5 from the MAINTENANCE MENU) accomplishes this process.

First, you must use the Online Library System (OLS) to create a set of documents (or "document set") to be imported. Second, you must download the document set to your PC, using an IRMA card or some sort of communications software (Crosstalk, Kermit, etc.). Refer to the BASIS Advanced Online Library System (OLS) User Guide for information about how to create document set. Information about how to download a document set can be found in Appendix C, "Preparing for Import."

The document set which you have downloaded to your PC is in "text format". In order to access this information through the E-Z REF Database System, the file must be converted into a dBASE format file. This process is accomplished by the Import function of the MAINTENANCE MENU.

Select option 5), "Import from OLS Format File," from the MAINTENANCE MENU. If you have already been using the E-Z REF Database and have records in it, you will be given the option to add the import file records to the current records, or to delete the current records and replace them with the new ones (See Figure 18).

IMPORT FROM OLS FORMAT FILE

The E-Z REF Database System already contains records. Please choose whether you wish to:

- 1) Append new records to your database
- 2) Delete old records and add new ones
- 3) Exit this procedure

ENTER SELECTION (1-3)

Figure 18

Next you will be asked for the name of the file to import (See Figure 19). A series of messages will then appear on the screen. These are for your information only, you do not need to take notes or make any response. When the import procedure is finished, the MAINTENANCE MENU will reappear.

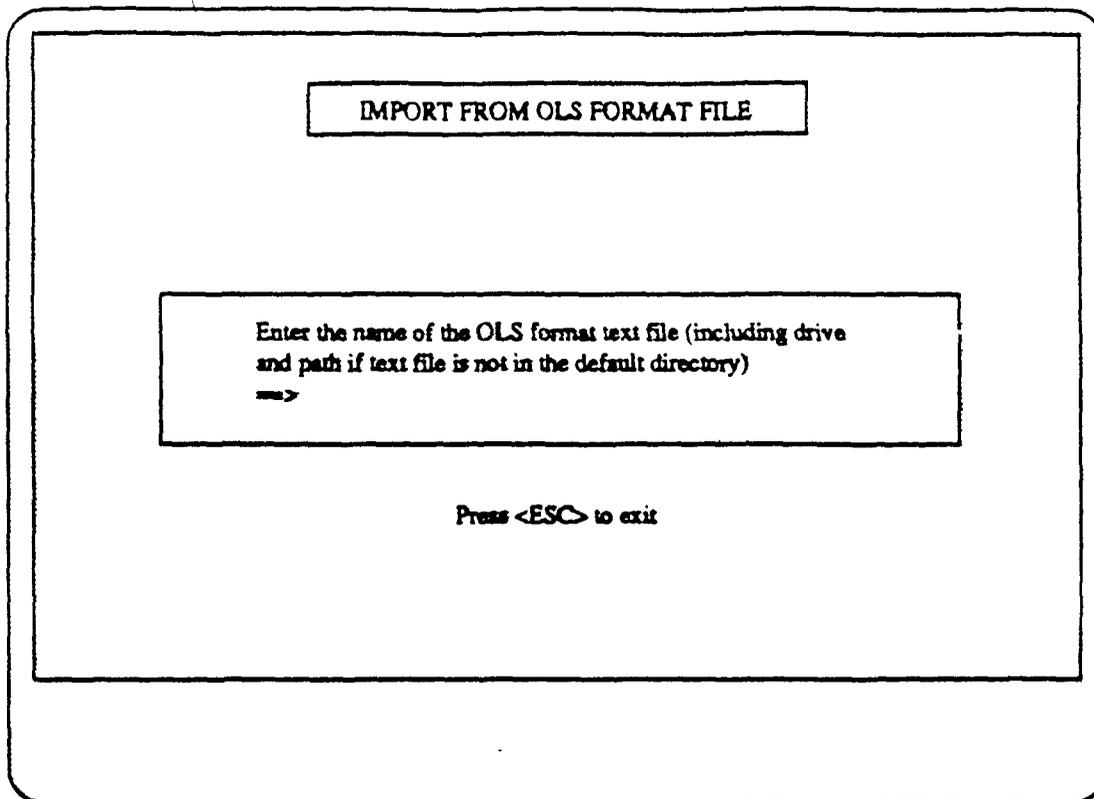


Figure 19

5.6 • Export to OLS Format File

You can use this option to export data that has been entered or modified in the E-Z REF database to a text file that will be compatible with the OLS format and can be uploaded into the OLS system. For information about adding your E-Z REF Database records to the Online Library System, contact the Headquarters Library at 8-382-5921. Follow the instructions on the screen following your selection of Option 6) from the MAINTENANCE MENU (See Figure 20).

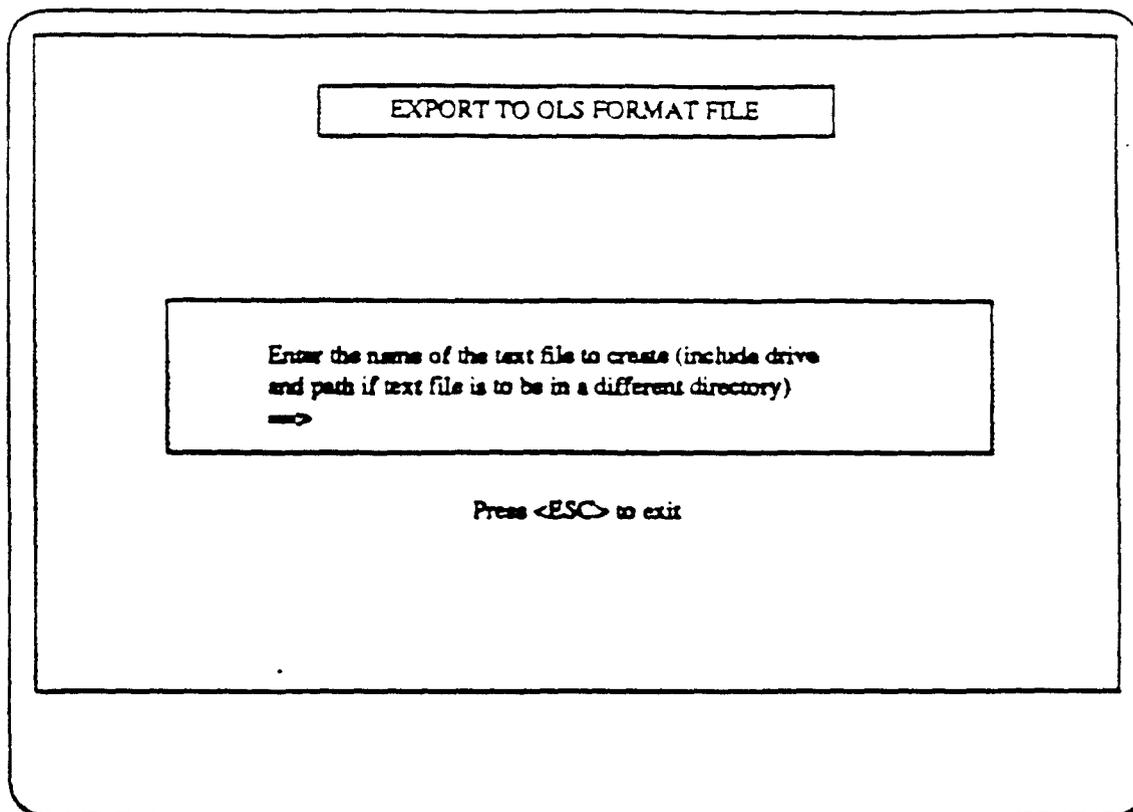


Figure 20

5.7 • Update Opening Screen

You can use this option to modify the opening screen, describing the contents of the Database. Enter <7> at the MAINTENANCE MENU to display the screen shown in Figure 21.

```

TITLE: E-Z REF DATABASE SYSTEM

LINE 4: PURPOSE: The E-Z REF Database is designed to provide easy Y
LINE 5: access to reference materials assigned by the user. N
LINE 6: N
LINE 7: CONTENTS: The E-Z REF Database may include EPA and non-EPA Y
LINE 8: reports, conference proceedings, and commercially published N
LINE 9: books. Each record contains bibliographic information and an N
LINE 10: abstract, and is entered by the Database user. Unless otherwise N
LINE 11: noted, references are shelved in the offices of the user. N
LINE 12: N
LINE 13: SEARCHING: The user has the option of searching the Database by Y
LINE 14: using dBASE III+ commands or by using this menu. By using the N
LINE 15: menu, a user may search the database using keywords, title, date, N
LINE 16: personal author, and corporate author. In dBASE III+, every N
LINE 17: field is searchable. N
LINE 18: N
LINE 19: N
LINE 20: PLEASE ASK ALIBRARIAN IF YOU NEED ASSISTANCE TO USE THE DATABASE N

[E]dit screen or [L]eave [E]

```

Figure 21

When the screen appears, the cursor is at the "Title" field. Use your arrow keys to move the cursor to the portion of the screen you wish to edit. If you first press the <Ins> key, the space bar will delete one letter at a time. Note that this screen does not have a word wrap capability. Entering a <Y> in the last column on the screen will cause the system to display the paragraph heading (i.e., PURPOSE, CONTENTS, and so on) in Boldface type. To add spaces with new letters or with the space bar, press the <Ins> key and then the space bar. To leave this mode, again press the <Ins> key.

5.8 • Return to Main Menu

To leave the Maintenance function, move the cursor to the bottom and enter <L> at the UPDATE OPENING SCREEN status line and <8> at the MAINTENANCE MENU to "Return to Main Menu." Enter <5> at the MAIN MENU to "Exit System."

The following notations are common to the E-Z REF Database System's design and will assist you in using it effectively.

6.1 • Numeric Options

From the MAIN MENU, you are asked to select one of several options by typing in the number which corresponds to the desired function. In Figure 22, you would type in <1> to access the "Select Records" function or <5> to "Exit System."

```
23 RECORD(S) IN DATABASE                                LAST UPDATED: 07/12/90
MAIN MENU
1) SELECT RECORDS
2) DISPLAY ENTIRE RECORD BY CALL NUMBER
3) DISPLAY ALPHABETIC LIST OF KEYWORDS
4) MAINTENANCE
5) EXIT SYSTEM
ENTER SELECTION (1-5)
<PgUp> FOR HELP
```

Figure 22

6.2 • Help

For clarification of many of the menu options and general assistance, select the <PgUp> key.

6.3 • Alphabetic Options

If you had typed in <1>, you would then see the screen in Figure 23. After completing the blank entries, you will be prompted to type in the first letter of the desired option, at the bottom of the screen in Figure 23.

SEARCH CRITERIA	
KEYWORDS:	TITLE:
PERSONAL AUTHOR:	CORPORATE AUTHOR:
PUBLISHED AFTER: / /	PUBLISHED BEFORE: / /

[S]earch database [E]dit search fields [M]enu [S]
<PgUp> FOR HELP

Figure 23

6.4 • Invalid Entries

If you enter a selection other than S, E, M, or <Pg Up>, the screen will respond with an error message. Wait until the message disappears from the screen and then enter a correct selection.

The MAIN MENU, displayed below in Figure 24, provides access to all records within the E-Z REF Database. Through the Maintenance function, you can add, edit or delete files or view the search Counter (See Section 5, "Maintenance Menu").

```
23 RECORD(S) IN DATABASE                                LAST UPDATED: 07/12/90
-----
MAIN MENU
-----
1) SELECT RECORDS
2) DISPLAY ENTIRE RECORD BY CALL NUMBER
3) DISPLAY ALPHABETIC LIST OF KEYWORDS
4) MAINTENANCE
5) EXIT SYSTEM
-----
ENTER SELECTION (1-5)
<PgUp> FOR HELP
```

Figure 24

7.1 • Select Records

This option allows you to enter specific criteria which you wish your records to meet. Choosing <1> "Select Records" from the MAIN MENU displays the following screen:

SEARCH CRITERIA	
KEYWORDS:	TITLE:
PERSONAL AUTHOR:	CORPORATE AUTHOR:
PUBLISHED AFTER: / /	PUBLISHED BEFORE: / /
SEARCH ON ANY OR ALL OF THE ABOVE FIELDS <PgUp> FOR HELP	

Figure 25

On the SEARCH CRITERIA screen, there are six search criteria options. You may search on a single criterion, any combination of criteria, or all of the search criteria. Enter your criterion in the space provided next to each of the options. To go to the next data field, press <ENTER>.

7.1.1 • Keywords

This criterion limits the search to documents pertaining to the subject entered in the "Keywords" field. Only one keyword may be entered at a time. However, additional words may be added through a "Refine Search" command, after you have entered the SEARCH CRITERIA fields, entered this request, and then examined the SEARCH RESULTS screen.

7.1.2 • Title

The "Title" refers to the name of the document. You may enter the entire title of the document or a significant phrase. For example, in the document entitled "EPA's Efforts to Clean Up Three Hazardous Waste Sites," you could enter the phrase "Efforts to Clean" or "Three Hazardous Waste." Avoid entering acronyms such as "EPA" or terms such as "pollution." These occur frequently in EPA references. The resulting document set would be enormous.

Some documents may be listed in the Database with a title and an alternate title. In performing the SEARCH CRITERIA routine, the system searches in both the title and the alternate title fields to locate a document.

7.1.3 • Personal Author

This criterion refers to the individual who authored a particular document. Enter the last name, first name and middle initial, up to 120 characters.

7.1.4 • Corporate Author

"Corporate Author" refers to the EPA sponsoring office, other government agency or quasi-government agency (140 characters).

7.1.5 • Published After

The "Published After" search criterion restricts the search to documents published on or after the date entered in this field.

7.1.6 • Published Before

The "Published Before" search criterion limits the search to documents published on or before the date entered in this field.

7.1.7 • Published During

To locate a document published during a certain time period (for example, between January 1 and June 30, 1987), enter the earlier date in the "Published After" field and the later date in the "Published Before" field (See Figure 26).

The image shows a search criteria form with a title bar 'SEARCH CRITERIA'. Inside the form, there are two columns of input fields. The left column contains 'KEYWORDS:', 'PERSONAL AUTHOR:', and 'PUBLISHED AFTER: 01/01/87'. The right column contains 'TITLE:', 'CORPORATE AUTHOR:', and 'PUBLISHED BEFORE: 06/30/87'. At the bottom of the form, there is a instruction: 'SEARCH ON ANY OR ALL OF THE ABOVE FIELDS' followed by '<PgUp> FOR HELP'.

Figure 26

7.1.8 • Published on a Specific Date

To locate a document published on a specific date, enter the same date in both the "Published Before" and the "Published After" search criteria fields.

7.1.9 • Scrolling

The "Keywords," "Title," "Personal Author," and "Corporate Author" fields have a scrolling feature. When you fill up the space allotted on the screen for any of these fields, the text will shift to the left and allow you to enter additional characters (up to 60 characters in the "Keywords" field, 150 characters for the "Title" field, 120 for "Personal Author," and 140 for "Corporate Author"). You may double-check your entry by scanning it with the left or right arrow keys on 4 or 6 on the right side of the keyboard.

7.1.10 • Help

For clarification of search criteria options, select the <PgUp> key. The SEARCH CRITERIA HELP MENU will appear, as shown in Figure 27.

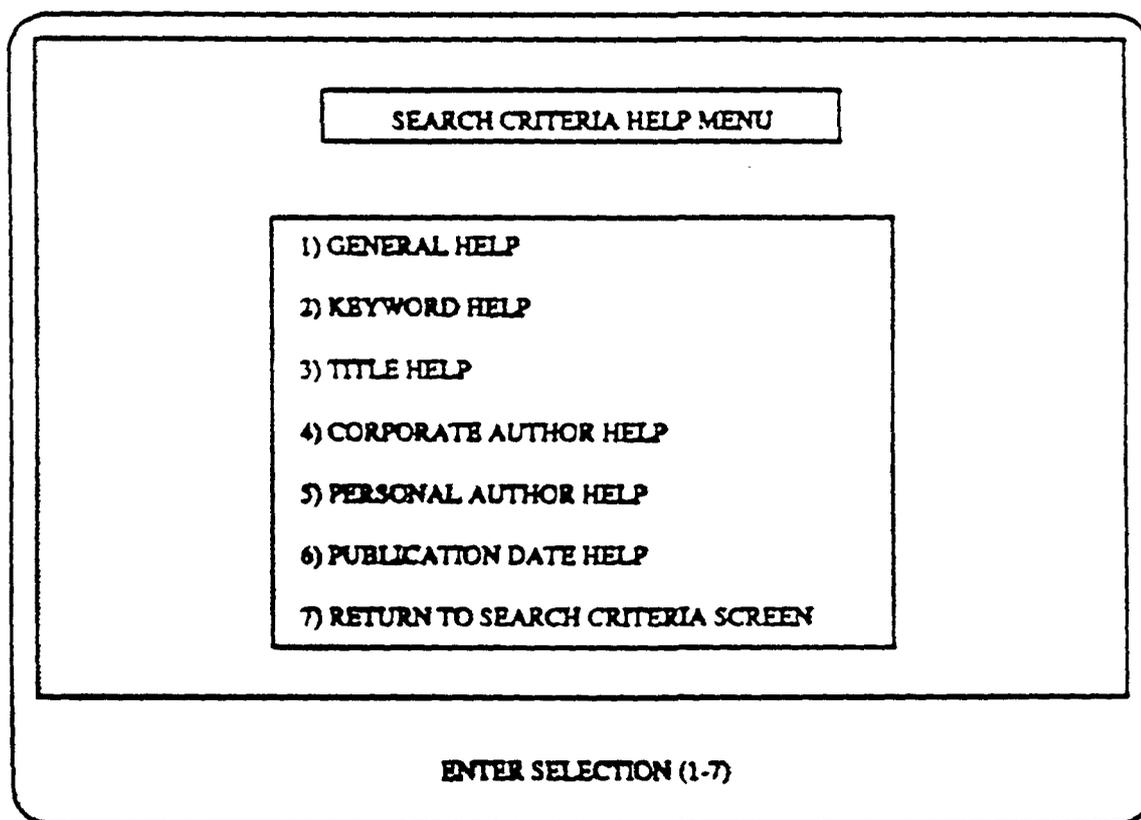


Figure 27

Select the desired help option to receive an explanation of each search criterion. Note that only Option 3) on the MAIN MENU will display a list of valid keywords.

7.1.11 • Search Logic

Each time you enter information in one of the search criteria fields, you are requesting the computer to search for items meeting that additional criterion. For instance, in the following sample search (See Figure 28), you are trying to locate documents published on or after January 1, 1985, from the Office of Solid Waste (OSW) and on the subject of incineration.

The screenshot shows a terminal window titled "SEARCH CRITERIA". Inside the window, there are several search fields arranged in two columns. The left column contains: "KEYWORDS: INCINERATION", "PERSONAL AUTHOR:", and "PUBLISHED AFTER: 01/01/85". The right column contains: "TITLE:", "CORPORATE AUTHOR: OSW", and "PUBLISHED BEFORE: 06/30/87". At the bottom of the window, there is a prompt: "SEARCH ON ANY OR ALL OF THE ABOVE FIELDS" followed by "<PgUp> FOR HELP".

Figure 28

Once you have entered all of your search criteria in the appropriate fields, press <RETURN> or <PgUp> until your cursor moves down to the bottom of the screen. There you have a choice of selecting <S> to Search the Database, <E> to Edit Search Fields, or <M> to return to the MAIN MENU. The default setting is "S."

7.1.12 • Editing Search Fields

Should you make any mistakes while entering your search criteria, you can go back and make changes by entering <E> for Edit, before asking the computer to begin searching.

7.1.13 • Searching the Database

When you are satisfied with the chosen search criteria, select <S> and the computer will begin searching the database.

7.1.14 • Search Results

Once you have executed your search and the computer has scanned the entire database, the screen will display the total number of records on the SEARCH RESULTS menu (See Figure 29). If no records exist which satisfy all of your criteria, the screen will display a message and allow you to edit the criteria.

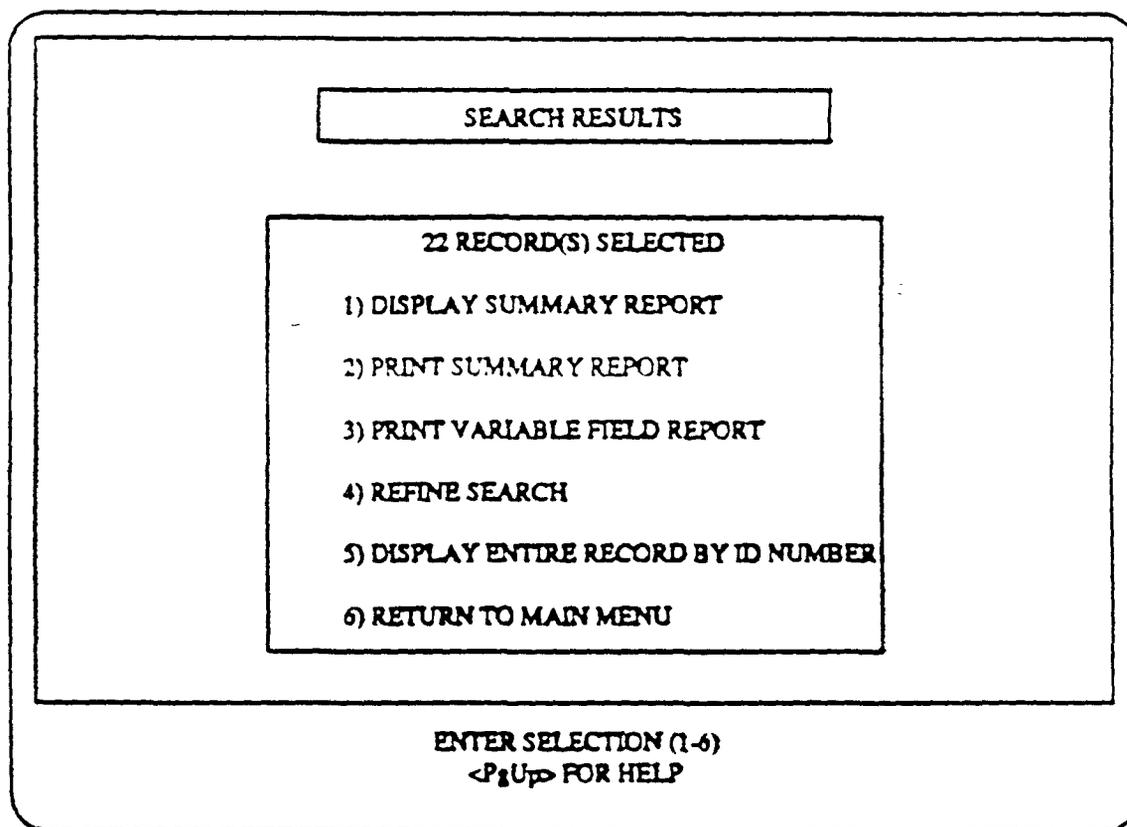


Figure 29

7.1.15 • Display Summary Report

From the SEARCH RESULTS menu, you can display summary reports of the records selected by choosing <1> "Display Summary Report." A sample screen from the Summary Report is shown in Figure 30.

SUMMARY REPORT		DOCUMENT 5 OF 22
CALL NUMBER:	SH214.2.B76	DOCUMENT ID: 5
TITLE:	FISHERIES OF THE NORTH PACIFIC: HISTORY, SPECIES, GEAR & PROCESSES.	
ALT. TITLE:		
PER AUTHOR:	BROWNING, ROBERT J.	EPA NO:
CORP AUTHOR:		NTIS NO:
		FORMAT: BC
		LOCATION: ESBM
PUBLISHER:	Alaska Northwest Pub. Co.,	GEOCODE:
		PUB DATE: / /
ABSTRACT:		
KEYWORDS:	FISHERIES—NORTH PACIFIC OCEAN; FISHERIES—EQUIPMENT AND SUPPLIES; FISHERY PRODUCTS—PRESERVATION	
NOTE "DOC ID" NUMBER, AND PRESS "5" AT SEARCH MENU TO VIEW THE WHOLE RECORD		
[N]ext screen [P]revious screen [T]op of file [M]enu [N]		
<PgUp> FOR HELP		

Figure 30

One record is displayed per screen, and the screen counter in the upper right hand corner indicates the screen you are viewing of the total records retrieved (i.e., "Document 1 of 5" is the first of five documents). Each record contains the call number, document ID number, title, personal author, corporate author, publisher, publication date, keywords, and abstract of the document. Note: If there is a document which is of particular interest, you can view the entire record by noting the document ID number and selecting Option <5> on the SEARCH RESULTS menu.

7.1.16 • Printing the Summary Report

A SUMMARY REPORT consisting of the document ID number, Call Number, Title, Keywords and Abstract for all documents in the SUMMARY REPORT can be sent to your printer by choosing <2> "Print Summary Report."

7.1.17 • Printing the Variable Field Report

You may also choose the fields to be included in a printed report. By selecting <3> "Print Variable Field Report," the screen shown in Figure 31 will be displayed. Place an "X" next to the fields you wish to include in the report.

VARIABLE FIELD REPORT

MARK DESIRED FIELDS WITH "X"

CALL NUMBER:	NTIS NO:
TITLE:	FORMAT:
ALTERNATE TITLE:	LOCATION:
PERSONAL AUTHOR:	GEOGRAPHIC CODE:
CORPORATE AUTHOR:	TO ORDER:
PUBLISHER:	CONTACT PERSON:
PUBLICATION DATE:	OTHER INFORMATION:
CONFERENCE:	ABSTRACT:
SERIES:	KEYWORDS:
EPA REPORT NO:	CODE:
EPA CONTRACT NO:	DOCUMENT ID:

<PgUp> FOR HELP <PgDn> TO END

Figure 31

7.1.18 • Narrowing Your Search

You can refine the search further by choosing <4> "Refine Search" from the SEARCH RESULTS menu. Selecting this option displays your previous SEARCH CRITERIA screen, allowing you to add information to these search criteria.

The more search criteria fields you complete, the smaller and more specific your set of selected documents will be.

7.1.19 • Expanding Your Search

Ideally, the set of records you retrieve will not be too large. However, if the set is too narrow or contains no records at all, you should expand the search criteria. You can do this either by choosing fewer search criteria to search on (e.g., do not specify words in the "Title" field) or by selecting Option <3> "Display Alphabetic List of Keywords" on the MAIN MENU to find related terms.

7.1.20 • Display Entire Record

To see all of the fields associated with a particular record, choose <5> "Display Entire Record by ID Number." A full record is composed of two screens. A sample of a full record display is shown in Figures 32 and 33. The entire record can also be displayed through the MAIN MENU by using the "Call Number" in Option 2), if it is known.

7.2 • Display Entire Record By Call Number

This option allows you to view a full record if you know the "Call Number." Type the Call Number in the space provided on the screen (See Figure 34). Call numbers must be entered exactly. Typical call numbers include:

OSWER 9487.50-1A
OSWER 9300.01(84)
OSWER 9834.2

EPAX 8612-0015
TD 898.S93L86
S 55.3 1987

FULL RECORD DISPLAY

ENTER A CALL NUMBER:

<PgUp> FOR HELP

Figure 34

7.3 • Display Alphabetic List of Keywords

Option 3) "Display Alphabetic List of Keywords" allows you to view the keywords in alphabetical order. After choosing Option 3), the following screen will appear (Figure 35).

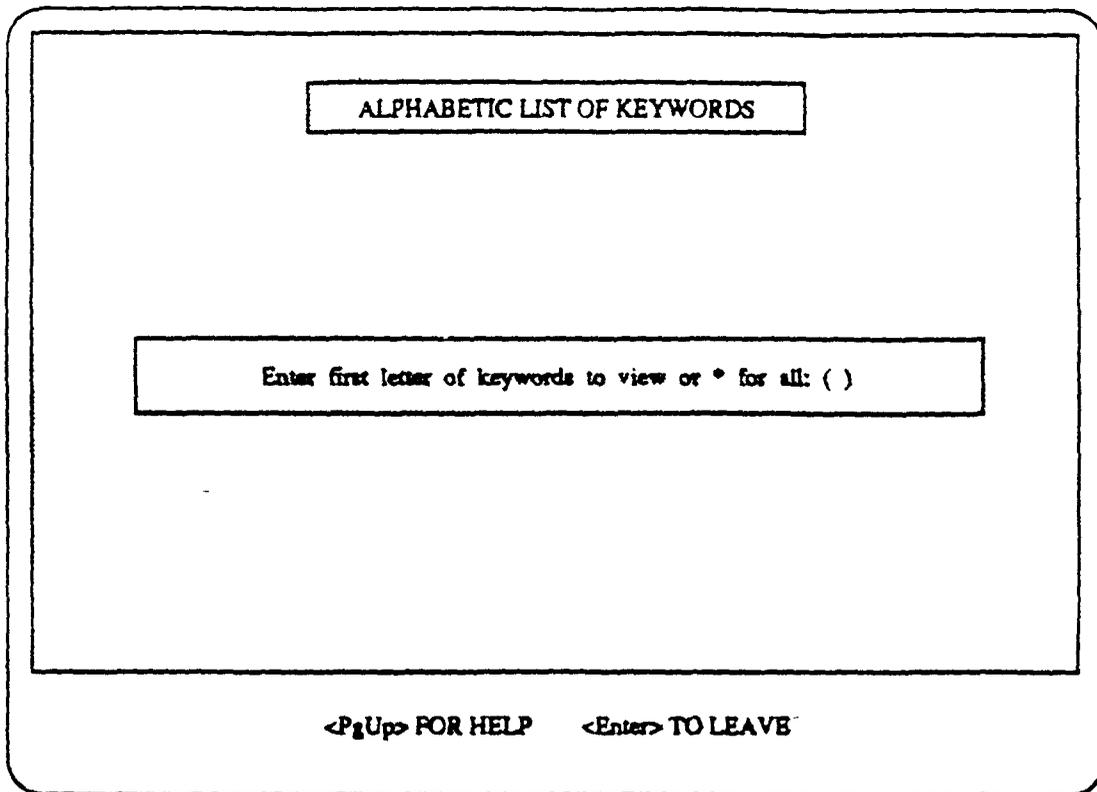


Figure 35

If you enter the letter <A>, for example, the screen in Figure 36 will appear.

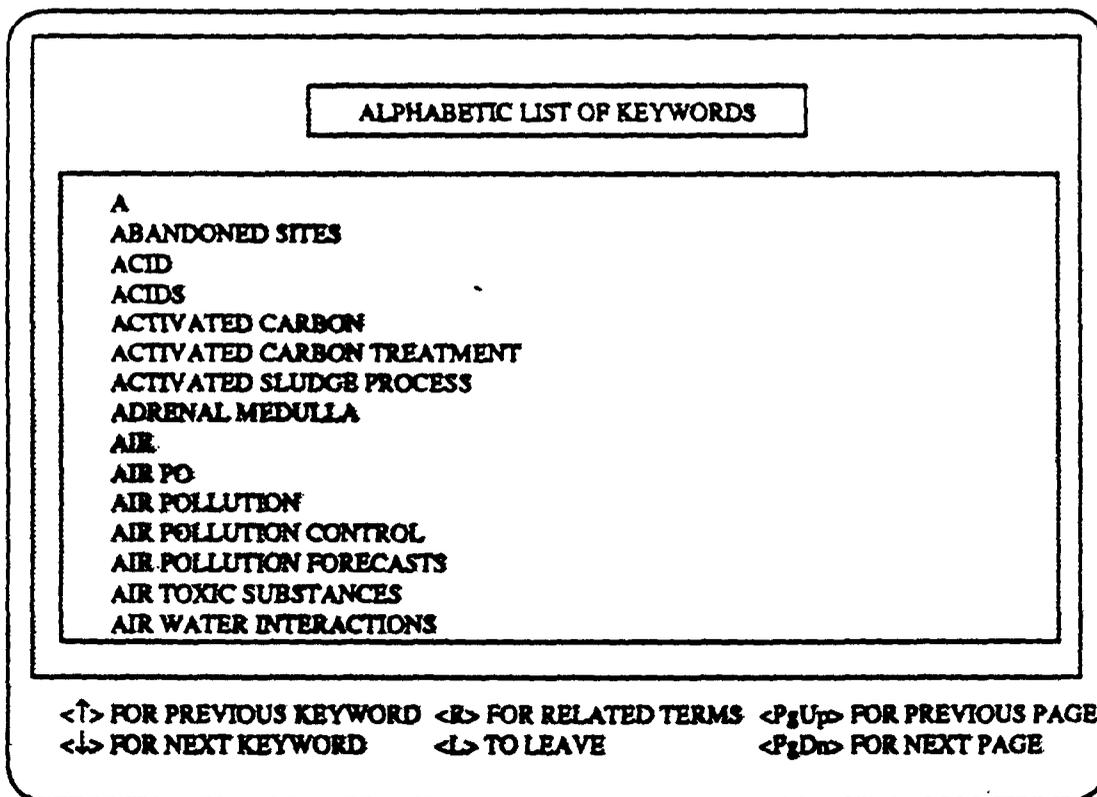


Figure 36

Use the arrow keys to scroll through the list of keywords on the screen. Use the <PgUp> and <PgDn> keys to display the previous and next screens of keywords that begin with the selected letter. Entering <R> for "Related Terms" will display a list of related terms for the selected keyword. Entering <L> displays the keyword prompt screen, shown in Figure 35.

7.4 • Exit System

To leave the E-Z REF Database System, choose Option 5), "Exit System," from the MAIN MENU. If any records were deleted during the session, there will be a slight delay while the databases are packed and reindexed. Messages will appear at the bottom of the screen, informing you of the progress of this procedure. When the process is complete, your system will return to the DOS prompt.

You can leave the system at any time. However, you must first go to the MAIN MENU screen before selecting Option 5), "Exit System."

REGIONAL OFFICE LIBRARIES

EHA REGION 1
EPA Region 1 Library
Room 2100B
JFK Federal Building
Boston, MA 02203
8/835-3300
E-Mail ID: EPA9128

EMA REGION 6
EPA Region 6 Library
1445 Ross Avenue
Dallas, Texas 75202-2733
8/255-6444
E-Mail ID: EPA9696

EIA REGION 2
EPA Region 2 Library
26 Federal Plaza
New York, NY 10278
8/264-2881
E-Mail ID: EPA9299

ENA REGION 7
EPA Region 7 Library
726 Minnesota Avenue
Kansas City, KS 66101
8/276-7241
E-Mail ID: EPA9743

EJA REGION 3
EPA Region 3 Library, 3PM21
841 Chestnut Street
Philadelphia, PA 19107
8/597-0580
E-Mail ID: EPA 9337

EOA REGION 8
EPA Region 8 Library
Suite 1300
999 18th Street
Denver, CO 80202
8/330-1444
E-Mail ID: EPA9869

EKA REGION 4
EPA Region 4 Library
345 Courtland Street, N.E.
Atlanta, GA 30365
8/257-4216
E-Mail ID: EPA9415

ERA REGION 9
EPA Region 9 Library
1235 Mission Street
San Francisco, CA 94105
8/454-6606
E-Mail ID: EPA9956

ELA REGION 5
EPA Region 5 Library
Room 1420
230 South Dearborn Street
Chicago, IL 60604
8/353-2022
E-Mail ID: EPA9559

ESA REGION 10
EPA Region 10 Library
1200 Sixth Avenue
Seattle, WA 98101
8/399-1289
E-Mail ID: EPA9085

EJB HEADQUARTERS
EPA Headquarters Library, PM-211A
401 M Street, SW, Room 2904
Washington, DC 20460
8/382-5921
E-Mail ID: EPA3738

LABORATORY LIBRARIES

- EHB Environmental Research Laboratory Library
South Ferry Road
Narragansett, RI 02882
8/838-6025
E-Mail ID: EPA8461
- EIC EPA Region 2 Field Office Library
Edison, NJ 08837
8/340-6762
E-Mail ID: EPA 9299
- EKB EPA Library Services Office, MD-35
Research Triangle Park, NC 27711
8/629-2777
E-Mail ID: EPA3128
- EKC Environmental Research Laboratory (ERL) Library
Sabine Island
Gulf Breeze, FL 32561
8/228-9218
E-Mail ID: EPA8478
- EKD Environmental Research Laboratory Library
College Station Road
Athens, GA 30613
8/250-3302
E-Mail ID: EPA8431
- ELB Andrew W. Breidenbach Environmental Research Center Library
~~26 W. St. Clair St.~~
Cincinnati, OH 45268
8/684-7707
E-Mail ID: EPA3141

- ELC Motor Vehicle Emissions Laboratory Library
2565 Plymouth Road
Ann Arbor, MI 48105
8/374-8311
E-Mail ID: EPA6476
- ELD Environmental Research Laboratory Library
6201 Congdon Boulevard
Duluth, MN 55804
8/780-5538
E-Mail ID: EPA8541
- EMB Robert S. Kerr Environmental Research Lab Library
P.O. Box 1198
Ada, OK 74820
9/743-2241
E-Mail ID: EPA8441
- EOB National Enforcement Investigation Center Library
Building 53, Box 25227
Denver Federal Building
Denver, CO 80225
8/766-5122
E-Mail ID: EPA2339
- ERB Environmental Monitoring System Laboratory Library
944 E. Harmon Avenue
Las Vegas, NV 89119
8/545-2648
E-Mail ID: EPA8239
- ESB Corvallis Environmental Research Laboratory Library
200 S.W. 35th Street
Corvallis, OR 97330
8/420-4731
E-Mail ID: EPA 8421

OTHER REGIONAL PROGRAM OFFICE LIBRARIES

- EJC Law Library, LE-130L
401 M Street, SW, Room 2902 WSM
Washington, DC 20460
8/382-5919
E-Mail ID: EPA2808
- EJD Central Regional Laboratory (CRL) Library
839 Bestgate Road
Annapolis, MD 21401
301/266-9180
E-Mail ID: EPA9385
- EJE Office of Toxic Substances Non-Confidential Information Center, TS-793
401 M Street, SW, Northeast Mall, Room B002
Washington, DC 20460
8/382-2320
E-Mail ID: EPA7565
- EKE Office of Air Quality Planning and Standards Library
826 Mutual Plaza, MD-16
Research Triangle Park, NC 27711
8/629-5514
E-Mail ID: EPA3128
- EKF Atmospheric Research and Exposure Assessment Laboratory (AREAL)
Atmospheric Sciences Modeling Division Library, MD-80
Research Triangle Park, NC 27711
8/629-4536
E-Mail ID: EPA8491

CALL NUMBER — a unique number assigned to each item by the user to organize a collection on the shelves. It is desirable for all such entries to be uniform and consistent with the system used by the Library and in the Online Catalog. The Library's reference staff are available to provide guidance in this area (30 characters).

DOCUMENT ID — unique document identification number, automatically assigned by the system (6 numeric characters) and not related to the Call Number.

TITLE — the title of the document. Initial articles, such as "the," "an" or "a" should be eliminated from the title (150 characters).

ALT. TITLE — an alternate title for a book, report, policy directive, or other material. This may consist of the rest of a long title, sometimes separated by colons (150 characters).

PER AUTHOR — the personal author of a book or report; but do not list project directors. If several authors are given, list only the first author. Drop titles, e.g. Ph.D, except in the case of an editor, add (ed) as in - Jones, G. L. (ed). If no personal author is given, leave this field blank. The last name is listed first, followed by the first name and middle initial (120 characters).

CORP AUTHOR — a corporation, EPA sponsoring office, other government agency or quasi-government agency that issued the document. Where lower level organizations are also listed, the parent organization is listed first (140 characters).

PUBLISHER — place of publication and name of publisher. Keep the name simple by omitting such acronyms or words as LTD or COMPANY. The U.S. Environmental Protection Agency is always USEPA, but do not use abbreviations for other Government agencies. Examples: WASHINGTON, DC, USEPA; WASHINGTON, DC, U.S. GENERAL ACCOUNTING OFFICE (60 characters).

PUB DATE — date when the item was published; show as mm/dd/yy. For instance, December 15, 1987 would be listed as 12/15/87 or February, 1988 would be listed as 02/01/88 (8 number characters). Note that some number must appear in each field segment, or the cursor will not move on. Therefore, "February, 1988" required an assumption about the day.

EPA RPT. NO — a reference number assigned to most EPA reports by the originating EPA office, such as EPA/600/9-89/059 (20 characters).

CONTRACTNO — the EPA contract number under which the work was performed. Often found inside the document rather than on the title page (15 characters).

NTIS NO — the ordering number for reports available through the National Technical Information Service in Springfield, VA (12 characters).

FORMAT — indicates the type of material. Choose one of the following (10 characters):

- B = Book
- J = Journal, journal article or reprints from journals
- R = Report, including all EPA and government reports and documents
- M = Microfilm; items only available in this form
- MF = Microfiche; items only available in this form
- AV = Video and Audio cassettes; items only available in this form

LOCATION — shows where the document is physically located (10 characters).

GEOCODE — Use this field when documents are specifically applicable to a State or Region. Use two characters for the Region (01-10) and two letters for the State:

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

CONFERENCE — location and date of meeting from which conference proceedings originated (60 characters).

SERIES — Item is part of a series. Provide name of the series and number, if available (60 characters).

TO ORDER — information helpful in acquiring the item. In the case of commercial books, the international standard book number can be listed. In the case of government reports from agencies other than the EPA, the ordering number may be listed. For EPA publications, see the NTISNU field (180 characters).

CODE — Source of the abstract (10 characters).

CONTACT — Person who can be contacted for further information. Last name listed first, followed by first name and middle initial (20 characters).

OTHER INFO — additional information relating to the document, which may include codes to show which other EPA libraries have a copy and/or call numbers of those copies, if appropriate (254 characters).

ABSTRACT — a brief description of the content of the document (254 characters).

KEYWORDS — the words and phrases assigned from a uniform and agreed upon vocabulary list that indicate the subject and contents of the document. When listing in sequence, separate each keyword by a comma and space (150 characters).

C Preparing for Import

The instructions in this Appendix explain the steps which you must follow prior to selecting the "Import from OLS Format File" option from the MAINTENANCE MENU (Section 5.5).

After you have saved a text file on the mainframe with your document set from the Online Library System, there are several ways to download that text file to your IBM-compatible personal computer.

You may have a special piece of equipment inside your PC which would allow you to connect directly to the mainframe, as if your PC were an IBM 3270 terminal. If you do not know whether or not your PC contains this piece of equipment, ask your local computer support person to tell you if your PC has an "IRMA card," "IRMA board," "PCOX card," or "PCOX board." These are all names for the same type of equipment. Using this type of equipment is by far the easiest and fastest way to download your text file.

If your PC has an IRMA card, follow these steps:

- (1) Log onto the mainframe via the IRMA card.
- (2) From the TSO READY prompt, press the two <SHIFT> keys simultaneously to temporarily drop down to the PC.
- (3) Use the RECEIVE command. A sample command would be:

```
RECEIVE MYDOCSET.TXT 'DOMLIBH.DBASETXT.DOM1310' ASCII CRLF
```

This command will copy the file 'DOMLIBH.DBASETXT.DOM1310' from the mainframe and create a file on your PC called MYDOCSET.TXT. The two words ASCII and CRLF specify that the file you are downloading is a text file which contains carriage returns at the end of each line. See the IRMA documentation for more information about how to use this command.

If you have a PCOX card, consult the PCOX documentation for a command similar to the IRMA RECEIVE command.

If you do not have an IRMA or PCOX card, you will have to use a software communications package such as Crosstalk, Procomm, or Kermit to transfer the text file from the mainframe to the PC. Consult your local computer support person for assistance with these products.