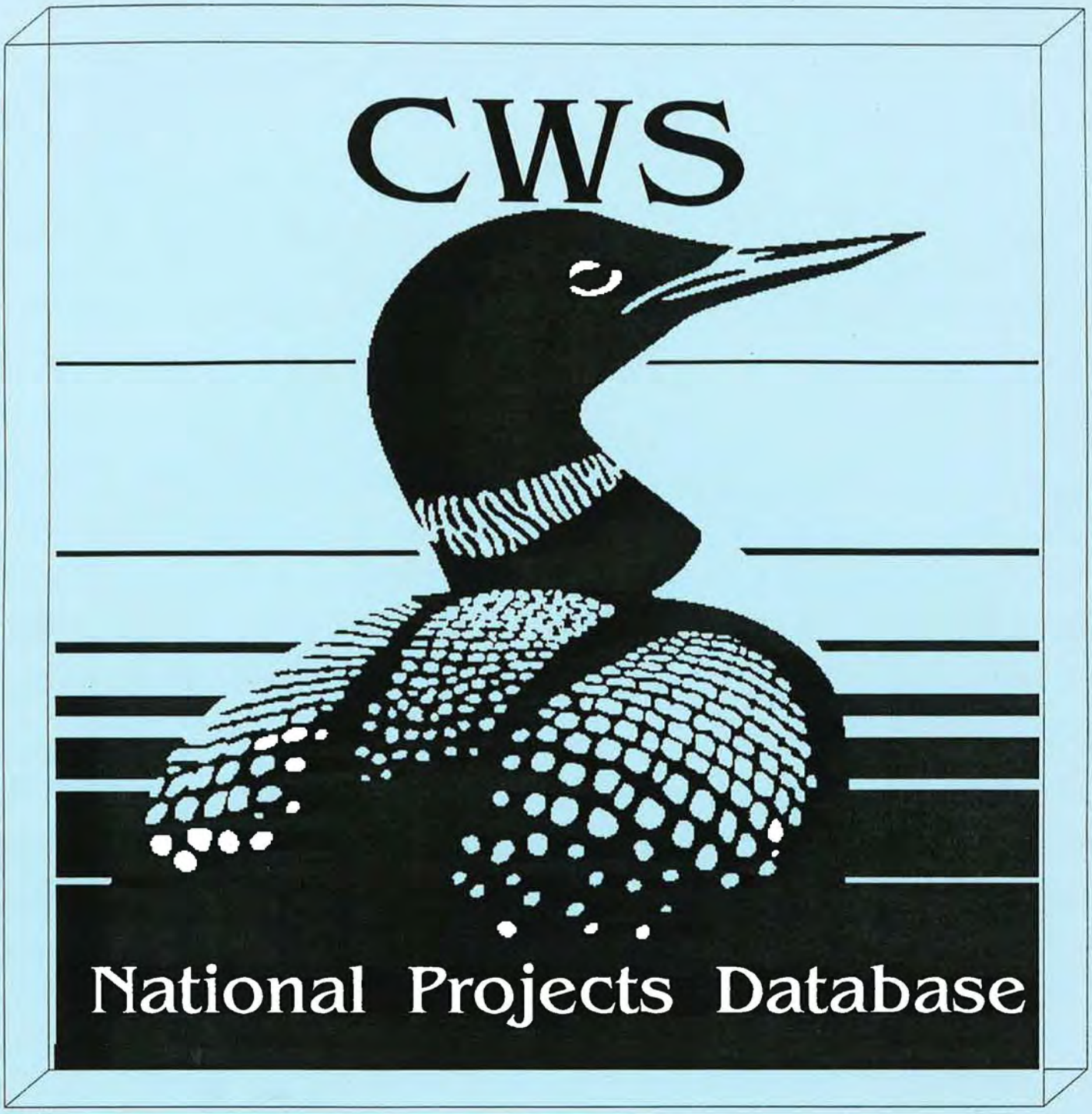

User's Manual

CWS

National Projects Database

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INTRODUCTION

FEATURES

The CWS National Database System (NDB) has been designed with several key components which make it a fully functional database system to enhance integration of CWS project information - with minimum fuss for the user. The system can perform many functions on National, Regional,and individual levels. The key to ensuring this system functions efficiently, is that it must be useful for you. To this end we will certainly want to hear from you regarding any concerns, bugs, or general comments about the program. A survey card is enclosed; please take a few minutes to fill it out.

Ease of Use

The NDB was specifically designed with the user in mind. Although some rudimentary computer knowledge is recommended, the user rarely has to touch the operating system. Installation is simple, and once in the program, the user always has help at hand with the context sensitive help feature. Technical support is available throughout the day for larger problems. Please do not hesitate to contact us with any comments, requests or problems you have with the program. Future updates will depend on your needs and comments.

Querying & Reporting

Querying can be accomplished on all projects across all regions. For example: the user may search and retrieve any subject related to project sheet information, such as Region, Leader, Summary, Rationale, Greenplan related projects or specific resources data. Reports can then be produced which provide the details. For example: with a few keystrokes you can see what work is being done in the North, or who is involved in contaminants research in any region. This data can then be sent to the computer screen, a printer, to a word processing package such as *WordPerfect*, or exported to a *Lotus* worksheet file (budget data).

Querying is made simple by two interfaces: a command line interface, or a menu-building interface. This allows the user to create simple queries or quite complex ones and thus any information contained in the databases can be retrieved with relative ease. For reporting, several report formats exist; from a simple listing of project title to a full description of every aspect of the project. The user can view projects (National or their own) based on one of these predefined formats. For special purposes users may request custom made formats from HQ.

Inputting

Project sheets can be entered into the system with ease. The entry screens resemble the actual project sheets, and therefore are easy to follow. Help for each field is available to the user by pressing F1. Users have the option of adding a new project or simply editing/updating their old ones.

Lab Services

Attaching a Lab Service request to a project is uncomplicated. The user selects one of their projects using a pick-list, and a lab service request form appears on the screen, ready for input. The request can be edited at any time. Again, help is available for all items on the request form.

Future Upgrades:

The present system is a first attempt, and as such, will require modifications for next year based on your suggestions. Suggestions for next year include: make next year's version more quick, making it a true Windows application, and having an Apple version ready.

We strongly encourage you to glance over the Concepts Chapter, as it gives a broad introduction to some key concepts used in the NDB system.

Installation and System Requirements

System Requirements

Although the NDB imposes few demands on your computer, some requirements must be met for the NDB to function. Several computers have been tested with the system, and as with most programs, the faster the computer, the faster the NDB will operate. This is a minimum requirements list: **

IBM PC, XT, AT or PS/2 or 100% compatible
MS-DOS (or IBM-DOS) 3.3 or greater
640K installed RAM with at least 512 available at runtime
35 files statement in the config.sys file
A hard disk with 5 MB available (7 MB for installation)

** This program has not been tested on a network as of yet, although it does support unlimited users. It is suggested that the network administrator get hold of technical support if they wish to install the program on one server. This documentation assumes users will place the program on an individual PC.

Checking RAM requirements:

Most computers meet the first three requirements. To verify that you have at least 512 K free RAM type 'chkdsk' at the DOS prompt. Depending on your DOS version, you will see a message reading: *580128 bytes free* (the numbers will not be the same). If it is less than 512,000 the program may not run; see section on 'Optimizing'.

Checking Config.sys requirements:

The file Config.sys resides in the root directory of your boot drive (usually C:\). On start-up your computer searches for this file, and carries out its commands to configure the system. One statement is the "FILES = " command. This command must be set to at least 35. Many users of WordPerfect already have this statement included, as WordPerfect creates it for them. To verify that this is acceptable, go to the root directory of your hard drive:

type " **cd** "
type " **type config.sys** "

You should now see a listing of your config.sys file. Within this file there should be the statement "FILES = ". If this is set to 35 or greater, then you can skip this next section. If it is less, you must increase it. You can do this using any text editor that deals with ASCII text files (ie. Dos 5.0 Edit or Windows 3.X notepad). WordPerfect can also work with text files. Start your WordPerfect and retrieve the config.sys file from **c:** . Next edit the file so it reads:
" FILES = 35 " (do not add quotation marks). **Save the file as text using Ctrl-F5.** Select DOS text/Save. Give the filename: c:\config.sys and replace it. Now reboot your computer (you can use Ctrl-Alt-Del). Your system is now correctly configured. If you have any questions regarding this please contact technical support.

Checking Hard Disk requirements:

You can use the DOS chkdsk command to determine what space is available on your hard disk. Type 'chkdsk' at the DOS prompt. You should see a message somewhere that reads:

```
Volume HARDDRIVE  created 02-16-1993 3:30p
Volume Serial Number is 2555-16C9

121290752 bytes total disk space
4888576 bytes in 3 hidden files
253952 bytes in 100 directories
100706304 bytes in 2927 user files
15441920 bytes available on disk          <------  Get available disk space from this line

2048 bytes in each allocation unit
59224 total allocation units on disk
7540 available allocation units on disk

655360 total bytes memory
602288 bytes free                         <------  Get free RAM from this line
```

In this example we have *154419284 bytes available on disk*. This translates to 15 MB (or 15 Million bytes). During installation you will require 7 MB; however after the program has been installed, only 5 MB are required. If you do not have the space, take a close look at the rarely used programs on your hard disk to see if there are any programs that you can transfer

to diskette. If you have dBase IV v1.5 on your computer you can save even more disk space - see section on 'Exiting to dBase' .

Once you have installed the NDB, store the disks in a safe place in case something happens to your hard disk and you lose data (someday you will!). You can easily reinstall the program.

Running CHKDSK

It is essential to the operation of this program and for the general health of your PC that you run DOS' CHKDSK command often. Not only are you "cleaning" up your hard disk, but you are also ensuring the integrity of your data. See the section on **'Troubleshooting'** for more information.

Installation:

See System Requirements before installing program. Also if you plan to use the NDB as a DOS application in Windows - see using Windows first.

- Change to the drive you are installing the program from by entering the drive letter:

  type **A: (or B:)** press ↵

- Run the installation program:

  type **"gocws"** press ↵

- Follow the instructions on the screen

The instructions will direct you to enter the following designations:

install **<d1:>** **<d2:>** **<dir>**

<d1:> is the drive to install FROM
<d2:> is the drive to install TO
<dir> is the directory to create

For example:

type **"install b: c: ndb"** press ↵

This installs the program from b: drive to c: drive in a directory called NDB

NOTE: You may only install one directory level off the root directory. For example:

Valid: install a: c: mystuff
install a: c: cws

Invalid: install a: c: mystuff\database
install a: c: cws\ndb

The installation program will carry out the necessary commands to install the program in the directory you selected. Do not copy the disks directly to your hard drive as the files are in a compressed format and must be decompressed first.

Starting the NDB System

To start the program change to the directory where you installed to:

type **"cd\<dir>"** press ↵ where: cd = change directory
<dir> = directory installed TO (ie. NDB)

type **"CWS"**

HELP IS AVAILABLE AT ANY TIME IN THE PROGRAM BY PRESSING **F1**

It is strongly recommended that you read the Concepts section of this manual so that you understand the concepts behind the operation of the program.

Also, read: 'Optimizing' your system to increase the speed and efficiency of the program.

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NDB Concepts

National database - the database containing all CWS projects
NDB - abbreviation for the National Database System

Several key concepts should be understood before proceeding to use the NDB. This is intended to give the user a better overall understanding of the system. These concepts include:

- database files - updating and adding to
- querying
- reporting

DATABASE FILES:

Each project leader will be given the program and **two** database files:

i) The National Database
ii) Your own project database

National Database:

The **National Database** is a database containing project information based on the 1992-1993 project sheets. The information input into this database was based on the project sheets sent to HQ. [Note: No project sheets for Quebec or Ontario Regions were available for 1992-93; 1991-92 project sheets were used for Ontario in this database].

The National Database contains a wealth of information and can be used for querying, reporting, or browsing purposes, but may not be edited or altered.

The National Database is given a filename based on the fiscal year HQ received the projects. In this first issue of this program, the database is named:

ie. 1992.dbf (where .dbf is the DOS filename extension meaning database file)

We would like to hear from users regarding possible additions to the fields in this database.

Your Projects Database:

As well as receiving the National Database, each project leader will receive their own project database, comprising of their own individual projects. These individual databases have been extracted from the 1992 National Database. Many of these projects are continuing and will simply require updating.With the large number of project sheets received, it is inevitable that some errors occurred while inputting, therefore, it is advisable that each project leader examine their respective sheets for errors, and correct them if necessary. Also, in an attempt to accommodate various styles of project sheets used by the Regions, new fields were added to the database. Therefore users may find that some fields are unnecessary for their project: for example, Hypotheses and Methodology fields were added to accommodate research projects and need not be filled in for other types of projects.

In the program menus, this database is referred to as **Your Projects database** so as not to confuse it with the National Database. **IT IS THESE "MINI-DATABASES" THAT USERS *UPDATE/ EDIT* OR *ADD* NEW PROJECTS TO AND THAT HQ REQUIRES FROM EACH LEADER TO CREATE AN UPDATED NATIONAL DATABASE.**

For a project leader's own database file, a name has been assigned to you based on your surname concatenated with the year of the update:

ie. 93<username>.dbf
93<username>.dbt

Lab Services Database:

For toxics researchers requiring Lab Services from NWRC, one more database will be specifically created for them. This **Lab Service database** is automatically created by the program the first time a user requests lab services from a menu item. The program automatically attaches the request to a project which the leader selects. This database may also be edited should changes be required.

After a request for a lab service, a separate database file is created using the leaders surname, year and an "L" to represent Lab services:

ie. L93<username>.dbf

QUERYING:

Querying allows a user to inquire about any subject related to information contained in the National Database or individual databases. Because the project sheets exist in an electronic database, querying can be very fast and simple as compared to sifting through reams of paper to find the same information.

Users will usually query the National Database, however for their own reporting purposes users can select their own database, using a query to filter projects for which they want a report. With the NDB, querying is unlimited in terms of scope; both complex queries or simple queries may be performed on any aspect of project information.

One field that will be particularly useful for accessing the data through queries, is the *Keywords* field. This field will allow users to quickly select projects based on a keyword dictionary; a list of standardized or accepted words and terms that are used to describe a project. As users input their own project sheets they should refer to this list. Of course, they may also use their own keywords to describe the project. After HQ has received the updated project sheets, a new keyword dictionary will be created and be sent back out to the users.

NOTE: For the first year, it is suggested that users query on such fields as *Summary* and *Rationale* as the Keywords field is new and contains no information.

REPORTING:

After a user has picked an appropriate query, if any at all, they now have several choices as to what they wish to do with the resulting information. Usually a report is printed to show the results. In the NDB, several **Report Formats** exist. A report format is simply a layout or design depicting different project information. For example, the NDB includes a Titles report, a short description report, a budget report, and several others. Some reports will keep a running total of resources, and one a running total of lab request specifics. These reports have been designed to be flexible and many users will not require more than these. If further refinement is required, a report can be exported to a Word Processor (Word Perfect) to be edited to suit a particular purpose. The NDB has no capability to alter report formats, therefore, users requiring a specific report layout (one not included with the NDB) may request one from HQ. See Appendix A for an example of each report format.

The above should give you a better impression of the capabilities of the NDB. With this knowledge, most users could probably start the NDB and run through most of the menus, with a good understanding of what each item performs. However, like most programs, one must become acquainted with the location and flow of the menu items. The next chapter will explain in detail the function of each menu item.

The NDB MENU SYSTEM

Navigation around the Menus:

Users may choose to use a mouse with the NDB, however it was not specifically designed to use one, and thus requires considerable double-clicking to move about.

The following standard keys are used to navigate the menu system:

ESC - Back up to previous menu
↵ - Select (Enter)
→ - Move right
← - Move left
↑ - Move up
↓ - Move down
Ctrl- End - Save a selection and exit

☞ From this point on, it is assumed that the user understands that to select an item in any menu, you must **first highlight it and then press** ↵

THE MAIN MENU

The Main Menu appears to the user at all times (See Figure 1). When you select an item by using the standard navigation keys and pressing ↵ , a pop-up menu with further selections will appear.

From the Main Menu you may:

UPDATE all aspects of the database files - this includes

» Adding a new project sheet
» Editing an existing project sheet
» Requesting Lab Services
» Adding a new user to the NDB

» Backing up your database files
» General Comments (and technical support)

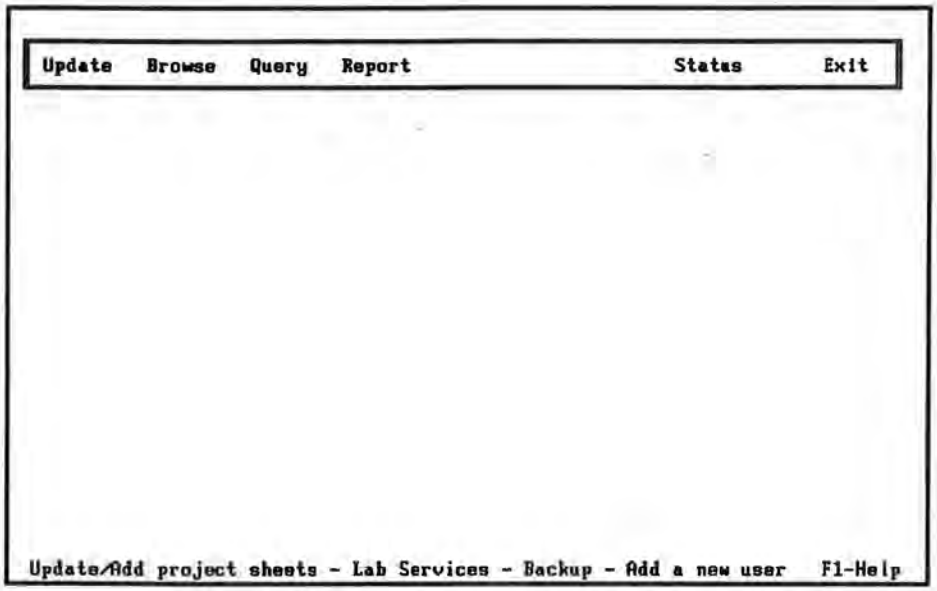


Figure 1 - Elements of the Main Menu Note the status line at the bottom of the screen. This briefly describes what the highlighted item does.

BROWSE the databases - this includes

» Browsing the National Database
» Browsing your projects database
» Browsing your lab services database
» Deleting projects from your databases

QUERY control screen - this includes:

» Selecting which query method to use (none, simple, or menu interface)
» Allows user to enter a simple query

REPORT control menu - this includes:

» Selecting what files to report/query
» Selecting what report format (layout) to use
» Entering a destination for reports (printer, screen, export to file)
» Controlling output (copies, page #'s)
» **Executing the query and sending results to destination**

STATUS screen - this includes:

» Troubleshooting should an error occur

EXIT program - this includes:

» Exiting to DOS
» Exiting to dBase

UPDATE

The Update menu allows users to work with various elements of the database files, from entering project sheets and lab service requests to backing up your files. See Figure 2.

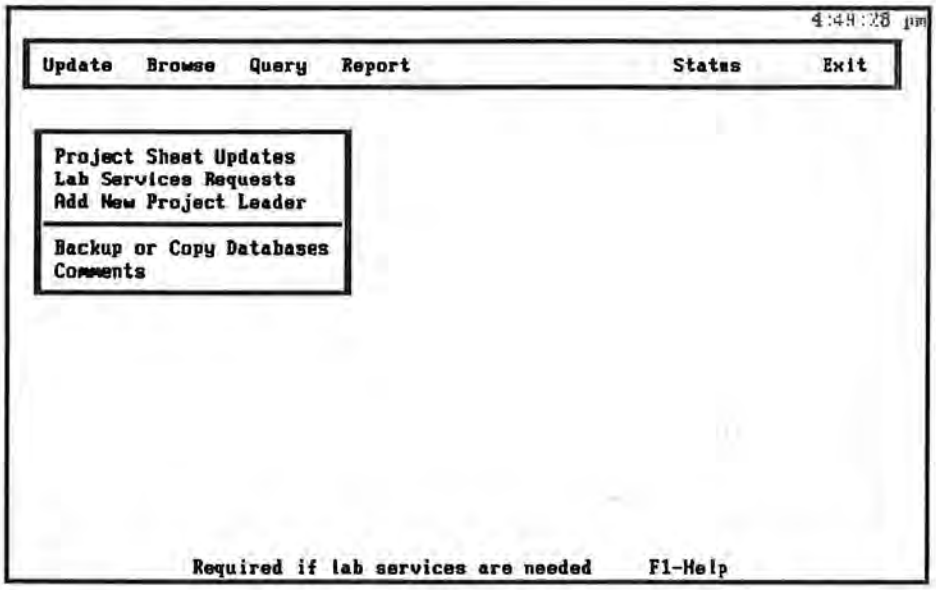


Figure 2 - Elements of the Update Menu

Project Sheet Updates

Choosing this option causes a pop-up menu to appear. You are given the option to either **Create new project sheets** or **Edit existing project sheets**.

☞ NOTE: HELP is available for each field you input into by pressing **F1**

☞ See Section on entering data into fields entitled *Data Entry Details* following this section: especially the section on ***Saving Your Data***

Create New Project Sheets:

If you decide to **Create** new project sheets, you must first select the database to which they are to be added. A list of available databases will pop up and you should highlight the one bearing your last name and press ↵ . ie. 93smith

A series of four input screens will appear in sequence as you complete data entry. The bottom of each screen indicates the keys you may use to navigate the screens. Press F1 for a brief explanation of each field.

DO NOT PRESS **ESC** unless you intend to abort filling in the project sheet: the data on the particular screen you are working on will not be saved. After each entry screen you complete, your data will be written to file, so if you do abort, be sure to complete the screen you are filling in; this way it gets saved. You may also press Ctrl-End or PgDn to save each screen. To exit the data entry screens, continue to press either Ctrl-End or PgDn.

As a precaution, you should save your data every so often (even while working within one screen). See *Saving Your Data* below for more details.

When the last field on the last screen has been filled (budget info screen), you will be asked whether you wish to create another project sheet. Type "**y**" and press ↵ and a new set of input screens will become available. If you type "**n**" you will be returned to the Update Menu.

Edit Existing Project Sheets:

Edit uses the same procedures as Create (above) to enter project information. Of course, the difference being that you must first select an existing project sheet to edit/update.

Highlight the 'Edit Existing Project Sheets' option on the menu and press ↵. You will be prompted to choose the database you wish to work on. Highlight the file bearing your name and press ↵.

A scrollable window displaying the CWS project numbers and titles of your existing projects will be activated. Highlight the project that you wish to edit and press ↵. The input screens

corresponding to the selected project will appear and data in any field can be modified as required.

The warning regarding use of the **ESC** key in the previous section still applies; do not press **ESC** unless you wish to abort what you are doing, as the edits on the particular screen you are working on will not be saved. After each entry screen you complete, your data will be written to file, so if you do abort, be sure to complete the screen you are filling in; this way it gets saved. You may also press Ctrl-End or PgDn to save each screen.

When you have completed your editing, you will be asked whether you wish to edit another project. If you type "**y**" the pick window is reactivated for your next choice, otherwise you are returned to the Update Menu. SEE *SAVING YOUR DATA* BELOW FOR MORE DETAILS.

Data Entry Details and Memos

There are 3 types of fields in the database file. Character fields are used for project sheet information such as **Current Status**, **Leader**, etc. where field size is limited. Memo fields are used for longer fields such as **Long Term Objectives**, **Summary**, etc. where length is variable, and can become considerably long. Numeric fields appear in the **Budget** and **Lab Services** sections where totals and calculations are required. When you are querying these field types become important (refer to section on Querying).

Much of the data users will be entering in the project sheets forms are in memo fields. Memo field entry makes use of the dBase text editor, a rudimentary word processor with the following features. Note that this is a partial list of some of the functions of the editor. Many are not required for the NDB's purpose. You may use any of the standard cursor keys to move about the editor (ie. PgUp, →, ↓, etc.). If you have any questions regarding the editor please call technical support.

MEMO FIELD ENTRY

☞ **DO NOT PRESS ESC WHILE IN THE MEMO SCREENS - YOU WILL LOSE YOUR DATA. ALWAYS PRESS CTRL-END TO EXIT AND SAVE OR PRESS F10 AND USE THE MENUS TO EXIT.**

Operation	**Keystrokes**
Open Menus	**F10**
Open memo field	**F9**
Close memo field	**Ctrl-End**
Select text (Block)	**F6**, complete with ↵
Move **selected** text	**F7**
Copy **selected** text	**F8**
Delete a line	**Ctrl-Y**
Delete a word	**Ctrl-T**
Insert Mode	**Insert**
Bottom of document	**Ctrl-PgDn**
Top of document	**Ctrl-PgUp**

You can apply **bold**, *italics* and <u>underline</u> attributes to text in memos. To do this, type <x> immediately before (no space) the text to be modified (where x = B(**bold**), I(*italics*), or U(<u>underline</u>). To return to normal text, type <N> immediately after (no space) the last word you want the attribute applied to. **Note:** you will not see the attributes on the screen - they will only be expressed in the printed version of your project sheets. Of course this assumes that your printer is capable of printing these attributes.

ie.) Suppose you want to italicize a Latin name:

Enter the text as follows:

"... the Herring gull <I>Larus argentatus<N> will be collected ..."

This will appear on the printed sheet as:

"... the Herring gull *Larus argentatus* will be collected ..."

Importing/Exporting from a Memo

You may also Import and Export to and from the dBase editor. For example if you had a project description previously written in WordPerfect, you could import it into the summary memo field so you would not have to re-type it.

Press F10 and go to the Words menu; select the item 'Read/Write Text'. Enter the name of the text file you wish to import or export (include the DOS path name) or press Shift-F1 to get a list of all *.txt files in the current directory. If you are importing the text from a word processor it must be converted to ASCII (or DOS text) format before it is imported. If you are exporting a memo to a word processor, the selected data is export as an ASCII text file. You can then retrieve this as ASCII text into your word processor.

☞ If you are using Windows see Chapter 4 on using Windows to cut and paste.

When you use the menu system (F10) within a memo, you will find most items are self explanatory, and for the purposes of simple data entry, they need not be explained here. If you encounter any problems, or have any questions regarding the editor - please call technical support.

Saving Your Data:

☞ DO NOT PRESS **ESC** UNLESS YOU WISH TO **CLEAR** THE INFORMATION YOU ENTERED SINCE THE LAST SAVE [Only affects the current screen]

The more often you save your work, the less chance of losing it. This section describes how the NDB saves information. While working in the data entry screens, your work will be saved to disk each time you move to a new screen; this is accomplished by pressing: Ctrl-End, PgDn, or by pressing the ↵ key on the last field of a screen.

On screens such as Screen 2, where there are several memo fields, you may enter a considerable amount of information before moving on to the next screen (and thus saving your data). If the program is interrupted before you have moved to the next screen, you'll lose all of your data. It is strongly recommended that you use the **F10 - Backup key**. This function will save your data to a file named ' 93backup.dbf ' in the directory where the NDB is installed. Should your machine malfunction, the power fails, or you make an error (such as pressing ESC); you can always retrieve this file if you have saved. Otherwise, you will lose all data on the current screen. So make a habit of backing up as often as possible.

☞ **BEFORE PRESSING F10, ENSURE THAT YOU HAVE PRESSED ↵ ON THE LAST FIELD YOU WORKED ON. FOR EXAMPLE: IF YOU JUST FINISHED FILLING IN THE SUMMARY FIELD AND NOW WISH TO SAVE IT, PRESS ↵ TO GET "OUT" OF THAT FIELD. IF YOU ARE UNSURE OF YOUR LAST ACTION THE PROGRAM WILL GIVE YOU THE OPTION TO ABORT SAVING.**

To retrieve the backup file, exit the program, and type the following at the DOS prompt:

Type " getfile <user> " where: <user> is your database filename

ie. " getfile 93finney "

This operation will take the backup file and overwrite your existing projects database filename, so ensure that you want to overwrite the old one. If you are unsure about overwriting your file you can use the 'Browse' function to examine both files.

Lab Services Requests

If your project is a Toxics project and you wish to request Laboratory Services from NWRC, choose this option from the Update menu. When you press ↵ , a pop-up menu will present you with two choices:

Add New Lab Services Requests
Edit Existing Lab Services Requests.

Add New Lab Services Requests:

If you select the **ADD** option you will be presented with a scrollable window displaying the Toxics project numbers and titles of your existing project sheets. Highlight the desired project and press ↵. A blank Laboratory Services input screen will appear and automatically display the Toxics project number of the project sheet you selected.

Press F1 for help on the particular entry fields.

The system will create the Lab Services request database file for you. The file name will match your database file (using your last name) except that the letter "L" will appear as a prefix.

DO NOT PRESS ESC unless you intend to abort filling in the request sheet: the data will not be saved. It will be saved after you have finished filling in the final field and press ↵ . After you have completed filling in the form, your data will be written to file. You may also press Ctrl-End to save the screen.

After you have completed this screen, you will be asked whether you wish to add another Lab Services request. If you do, type "**y**" to repeat the above process. If you type "**n**" you will be returned to the pop-up menu above.

Edit Existing Lab Services Requests

If you choose to **EDIT** an existing Lab Services request you will first be prompted to select your Lab Services database (see previous paragraph for naming conventions). You will be

presented with a scrollable window displaying the Toxics project numbers, species and tissue types of all the Lab Services requests you have entered so far. Highlight the request you wish to edit and press ↵ . The input screen will become available for additions and/or changes.

DO NOT PRESS ESC as your changes will not be saved; exit (and save) this screen using the PgDn, Ctrl-End keys or by completing the last field and pressing ↵ .

After you have completed this screen, you will be asked whether you wish to add another Lab Services request. If you do, type "**y**" to repeat the above process. If you type "**n**" you will be returned to the pop-up menu above.

Add a New Project Leader

This menu option allows new users on the system to add their names. This will create a new project database file that is empty and ready for input.

Any project leaders that submitted project sheets to HQ in the last 2 years, will receive their own project database file which contains their 1992 project sheets. A master 'file' list will sent out with this package indicating who will be receiving these files. If your name is not on this list then you will have to create the file using this option.

Once you select this item, the program prompts you to enter your surname and your first initial: ie. " FinneyG ". Do not add any spaces, commas or periods. The program asks for your initial because of common surnames such as 'Smith' ; it must be able to distinguish between them. In most cases your initial is cut-off. The program takes the first 6 letters of your name and adds the year to the beginning: ie. '93FINNEY'.

WARNING: This option overwrites any files with the same name. Therefore, do not use this option if you are unsure whether your file exists. To check this go to 'Browse' and select 'Your Projects Database' : a file pick-list appears. Using the cursor keys, cycle through the available choices. If you do not see your last name (or part of it) then you can use this option to create your database file.

Backup or Copy Your Database

This menu option is offered to allow you to make backup copies of your databases and, ultimately, to copy the final versions of your databases to diskette for delivery to HQ. After pressing ↵ a pop-up menu will appear offering you two choices:

Copy **Your** Database
Copy **Lab Services** Database

Once you select one of the above, a menu will require that you select either A: or B: drive to copy/backup to. Highlight your choice and press ↵.

☞ NOTE: You should insert your disks into the drive before you backup, and ensure they have adequate room on them for the necessary files. You can determine how much space is available on a diskette by typing " dir a: " (or b:) at the DOS prompt. The average size required is about 50K, but this depends on how much information you enter in your project sheets. Some can be as large as 100K.

Comments about this program

This item supplies a few comments about the program, and a list containing the names and telephone numbers of support personnel to contact for assistance. Press F1 for additional information.

BROWSE

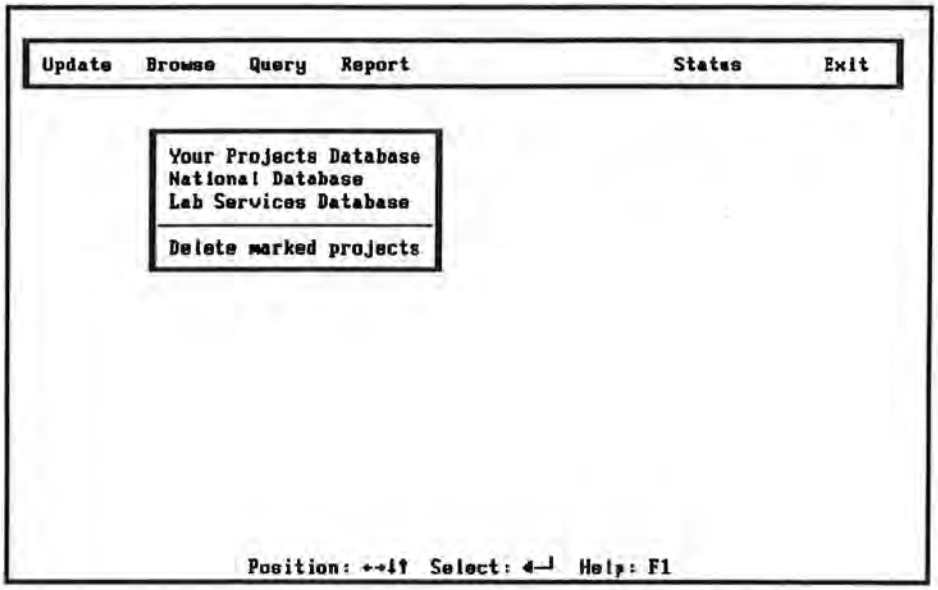


Figure 3 - Elements of the Browse Menu

The Browse menu is used primarily for viewing purposes - consider it a quick reference of sorts. Browse presents the selected database in a table format allowing you to examine projects without having to use the Report/Query functions or the input screens. To navigate the Browse screens, you use the typical cursor keys (see beginning of this section) - a full quick reference list appears when you press F1 while in these screens.

Users also have the option to remove project sheets from their own database or the Lab Services database here.

The Browse Menu offers the following databases to browse:

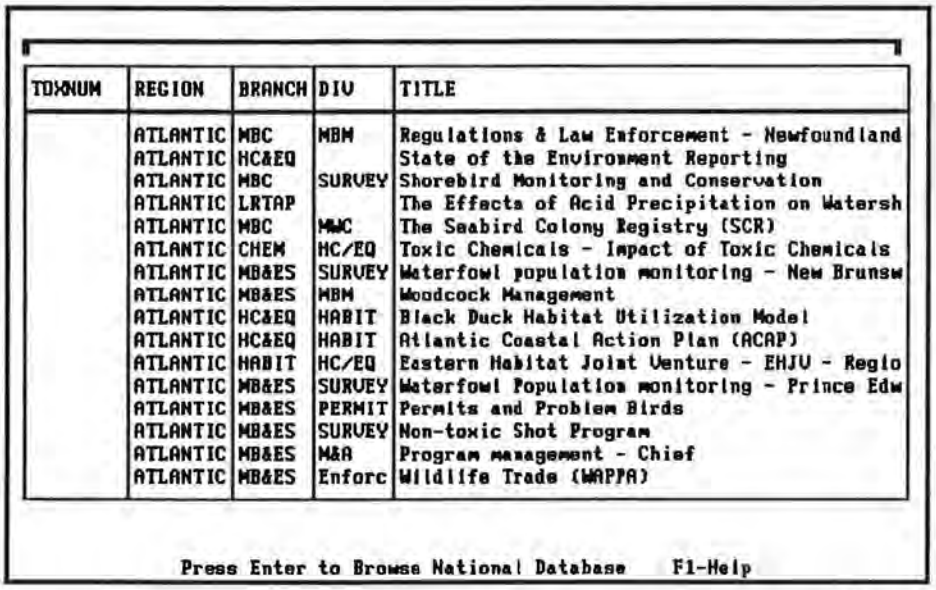
Your Projects Database
National Database
Lab Services Database

Delete Marked Projects

Browse Your Projects Database or Lab Services Database:

This option allows the user to view their database without having to use the Update menu. The project sheets are presented in a table-like format so several can be seen at once. This option also allows the user to delete project sheets from their databases.

After selecting this option you are presented with a list of database files. Highlight the one you wish to browse and press ↵ - a screen will appear showing the selected database contents. See Figure 4.



TOXNUM	REGION	BRANCH	DIV	TITLE
	ATLANTIC	MBC	MBM	Regulations & Law Enforcement - Newfoundland
	ATLANTIC	HC&EQ		State of the Environment Reporting
	ATLANTIC	MBC	SURVEY	Shorebird Monitoring and Conservation
	ATLANTIC	LRTAP		The Effects of Acid Precipitation on Watersh
	ATLANTIC	MBC	M&C	The Seabird Colony Registry (SCR)
	ATLANTIC	CHEM	HC/EQ	Toxic Chemicals - Impact of Toxic Chemicals
	ATLANTIC	MB&ES	SURVEY	Waterfowl population monitoring - New Brunsw
	ATLANTIC	MB&ES	MBM	Woodcock Management
	ATLANTIC	HC&EQ	HABIT	Black Duck Habitat Utilization Model
	ATLANTIC	HC&EQ	HABIT	Atlantic Coastal Action Plan (ACAP)
	ATLANTIC	HABIT	HC/EQ	Eastern Habitat Joint Venture - EHJV - Regio
	ATLANTIC	MB&ES	SURVEY	Waterfowl Population monitoring - Prince Edw
	ATLANTIC	MB&ES	PERMIT	Permits and Problem Birds
	ATLANTIC	MB&ES	SURVEY	Non-toxic Shot Program
	ATLANTIC	MB&ES	M&A	Program management - Chief
	ATLANTIC	MB&ES	Enforc	Wildlife Trade (WAPPA)

Press Enter to Browse National Database F1-Help

Figure 4 - A typical Browse Screen showing the database fields and their contents.

Navigating the Browse screen:

☛ Press F1 while in the browse screen to see a list of these navigation keys.

Page Up/Page Down
Cursor keys → ↑ ← ↓

Ctrl-PgUp to go to top of database

Ctrl-PgDn	to go to end of database
TAB	to go forward to next field
Shift-TAB	to go backward one field
END	go to last field
HOME	go to first field
F2	alternative screen view (to view a full title)
F9	view a memo field
Ctrl-End	to exit (and save your deletion marker)
┌ Ctrl-U	mark a project to delete **
|	
└ Ctrl-N	mark a project to recall

** **Note:** Once you exit the browse screen, the project(s) will not be deleted until you select "Delete Marked Projects" from the Browse Menu.

Browse National Database:

The National Database option allows the user to view the entire collection of CWS projects across the Service. This database is ordered alphabetically according to: 1) Region and 2) Leader. You may not delete or alter any projects in this database.

After selecting this option from the menu, you are automatically presented with a browse screen containing the National Database from the previous year (or last 6 month update). To move about the screen you may use all of the keys listed above, except the Delete function keys. Press F1 while in the browse screen to see a list of navigation keys.

Delete Marked Projects:

To delete a project sheet, highlight the sheet in your project database or your lab services database that you wish to delete; you may be on any field within the project sheet. For example, move the cursor to any field in the project (or lab request) you want to delete and

press **Ctrl-U**. At the top of the screen an indicator appears indicating ' **del** '; now try moving to another project the indicator should disappear. You may delete or recall (**Ctrl-N**) any of the projects you wish. Press Ctrl-End to exit Browse and save your changes. The next step is to select 'Delete Marked Projects' from the Browse Menu.

☞ Note: Once you have selected 'Delete Marked Projects', you may not retrieve them.

Query

Querying is fundamental to the operation of the NDB. Although at first the logic of the system may seem slightly confusing, it will become exceedingly transparent after a few uses.

THE QUERY SCREEN

The query screen presents several options (See Figure 5). It allows you to determine:

i) If you are going to use a query
ii) What type of Query to use - Command line or Menu-driven
iii) If using a command line query, user must enter the query in the command box

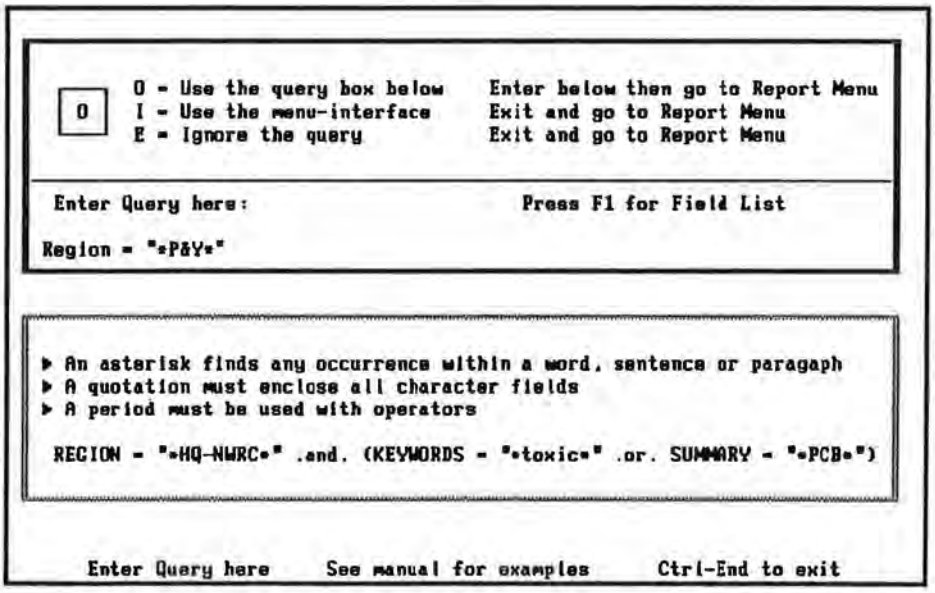


Figure 5 - The Query Screen This screen determines what type of query method to use. Note: only if you use the "O" (command-line) method, do you enter your query at this point, otherwise go to the 'Report' menu.

Type of Queries

i) ***NONE***

This option tells the program to print/display the entire database (or include all records). In other words, no filter has been set and all project sheets in the selected database will print/display.

To use no querying:

Select *Query* from the Main Menu
Enter "E" in the *Query Type box*
Exit the query screen (Ctrl-End)

Before we proceed with the other two types of queries, it is essential that the user understands the steps involved to query using both options. These steps outlined in **Figure 6** illustrate the difference between the two methods, and how to use each. Examine each scenario closely, as there are fundamental differences between the two methods.

Steps for Querying:

Figure 6 illustrates the steps required to Query a database. Two scenarios are presented: **Command line** and **Menu-driven**. Most users will opt for the Menu-driven interface method to "build" their queries because of it's ease of use using pick-lists.

Scenario 1 uses the Command line querying method, Scenario 2 uses the Menu-driven querying method. Note that both methods have one fundamental difference; **where to enter the query**. This is illustrated by the shaded boxes.

To use the command line query method, the user must enter their query in the Query Screen, **before** proceeding to the Report Menu to select options and then 'Execute Query'. Whereas the menu-driven interface is presented **after** all options have been selected. For the menu-driven option, once you 'Execute Query', you are then presented with a screen to build the query using the menu pick-list system. Once you have built your query, the search is then executed. This will become clearer after you have queried a few times using both options.

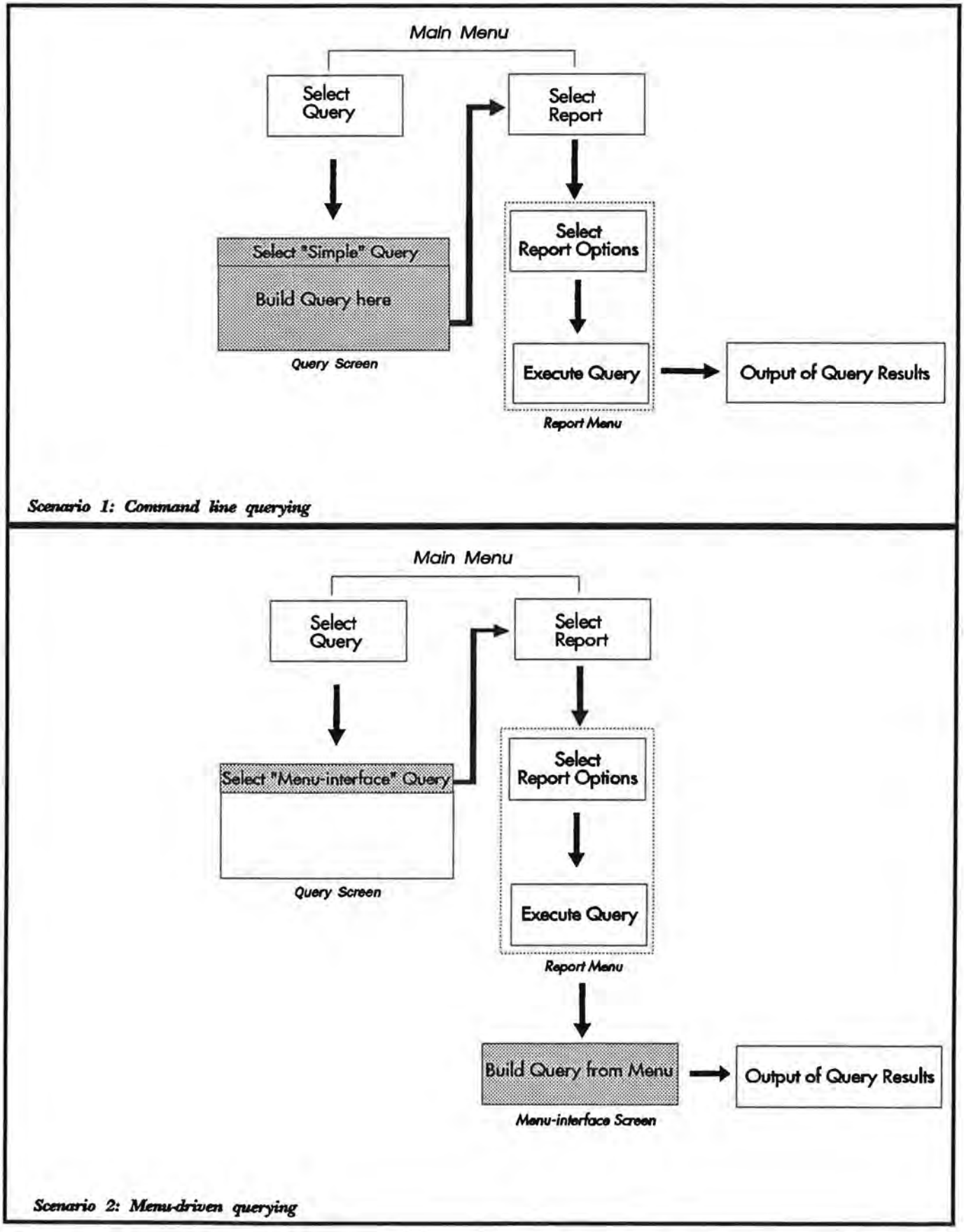


Figure 6 - Command line vs. Menu-driven Queries

ii) ***Command Line Querying:***

This option allows the user to type a query directly on the screen. Basic queries can be entered in the command line box on this screen. The prime reason for using the command line option is that it has a "memory" - it will remember your query even when you exit the program. Therefore, for users who query the same subject often, this option will save them time because they will not have to constantly re-type the query. It also has the advantage of having a slightly quicker processing time than the menu-driven option.

To use the **command line** option:

Select *Query* from the Main Menu
Enter "O" in the *Query Type box* and press ↵
Enter your query on the *command line* and press Ctrl-End
From the Report Menu select your options (see section on Report Menu)
From the Report Menu select 'Execute Query'

Basic Querying Rules:

Entering queries on the command line is relatively straight forward, however, several rules must be followed in order for a search to be successful:

1) All character data must be enclosed with quotation marks - ie. "PCB" and
2) All character data must be enclosed by an asterisk - ie. *PCB*

☞ **WITH CHARACTER DATA, YOU SHOULD ALWAYS USE BOTH THE QUOTATION MARKS AND THE ASTERISK TOGETHER: IE. "*PCB*" .THIS ENSURES THAT ANY OCCURRENCE OF THAT "STRING" WILL BE FOUND.**

Quotation marks indicate to the program that you are looking for a string of *character* information somewhere in the database.
An asterisk indicates to the program that you are looking for a subset of data. The asterisk is quite common in the world of computers and is known universally as a wildcard character. It is similar to the DOS wildcard character that we use for multiple file operations: ie. *copy* *.* Using an asterisk will find any occurrence of that word within a word, sentence, or an entire memo field.

Suppose you wanted to query all projects that dealt with songbirds. By entering the word "song" with the asterisks (ie. "*song*") the program would search for any occurrence of this word such as; "songbird", "songs", "song", etc. If you did not enter the wildcard the program would search only for the word "song" **and** assume that this was the only word in the field you are searching. This last assumption is important because there are no fields in the database(s) that have only one word within them.

Therefore for all character fields use the asterisk and quotation marks, but be selective. If, for example, you decided to search using "*cat*" - all words containing "cat" will appear such as "catastrophe", "catnip", "catalog", "duplicate", etc.

To determine whether a field is character, numeric, or logical (ie. True/False) press F1 in the query screen.

Building the Query:

To build a query using the command line method, you must limit the length of the line to 254 characters. For longer queries use the menu-driven interface.

First select a field you wish to search through. Press F1 for a list. Note that in the list the fields are divided into two sections:

Descriptive information
Resource information

Also note that all fields are character type unless a symbol appears beside them. This '!' symbol indicates a True or False field (or logical field). All resources data (except Sources) are numeric fields. The reasons for knowing this are explained in the examples below.

Instead of going through an in-depth discussion on query building, it is more appropriate to show several examples.

The following examples show various types of queries, and how you can selectively search for the data you are interested in. These examples also apply to the menu-driven querying techniques. If you require help while querying, please call tech support.

Examples: Remember to press F1 to see the field list

Suppose you wish to search for projects dealing with enforcement issues. You could type:

```
Summary = "*enforc*"
```

To expand that and ensure that you get all enforcement type projects you might enter:

```
Summary = "*enforc*" .or. summary = "*permit*" .or. summary = "*regulation*"
```

[NOTE: **connectors** such as *and, or* must be enclosed by a (.) period see Tables 1 & 2 for available connectors]

To limit the scope to a particular region:

```
Region= "*Atlan*" .and. (Summary="*enforc*" .or. summary="*permit*"
   .or. Summary="*regulation*")
```

[NOTE: **letter cases** (Upper and lower case) are ignored, also note that **spacing** is not important. The brackets can be used to separate and/or group operations. In this example the Region is searched first and then each project must contain one of the *or* statements]

Suppose you were interested in searching for Green Plan projects that have an operating budget of 30K or more:

```
Greenplan = .T. .and. budg_a_om > 30
```

[NOTE: **logical** (T or F) fields must also be enclosed with (.) periods, also note that because resources data is **numeric**, no quotation marks are needed. See Tables 1 & 2 for available operators]

Suppose you were interested in printing out only one of your projects to pass on to a colleague:

```
Leader = "*Finney*" .and. Title = "*EHJV*"
```

Once we have a complete Keywords field available, you will find that searching on it will be very beneficial and quick:

```
Keywords = "*arctic ecosystem*" .and. keywords = "*PCB*"
```

The above examples give a good indication of what you can query. Remember that all fields are available to be queried on, and thus the search possibilities are unlimited.

☞ Remember: Once you have entered a query you must **Execute Query/Report** in the Report Menu. You can not execute from the Query Screen.

Table 1. Logical connectors/operators available for querying

Logical Operator	Meaning
.and.	and
.or.	or
.T.	True
.F.	False

Table 2. Comparison operators available for querying

Comparison Operator	Meaning
>	Greater Than
<	Less Than
=	Equal To

Comparison Operator	Meaning
< >	Not Equal
> =	Greater Than or Equal
< =	Less Than or Equal

The above discussion provides a solid description of how to query using the command line option, but it also gives insight into querying in general; which will be helpful for the next section: Menu-driven querying.

iii) *MENU-DRIVEN QUERYING:*

The menu-driven interface offers users the ability to perform complex queries with considerable ease. As well, many users will likely prefer to use this option for queries because it uses pick-lists for all components of the query. You will find that the menu system is quite easy to learn, and by experimenting and observing the status lines, you will pick up on it's operation quickly.

☞ Users should read through the above **querying** procedures, and examples, as many concepts are similar for the menu-driven procedures and will not be re-examined here.

To use the **menu-driven query** option:

Select *Query* from the Main Menu
Enter "I" in the *Query Type box* and press Ctrl-End to exit Query Screen
From the Report Menu select your options (see related section in Report Menu)
From the Report Menu select 'Execute Query/Report'
You are then presented with the menu-interface

Using the menu interface:

☞ **Note: No help (F1) is available to the user while in this mode - refer to this section should you require assistance.**

Status Lines:

There are three lines at the top of the menu-interface screen that portray information depicting what the currently highlighted item will accomplish. See Figure 7. When you first enter the menu screen the status lines show:

Line 1 - Report format being used
Line 2 - Options available for querying - [Edit Reset Go Quit]
Line 3 - Description of highlighted option

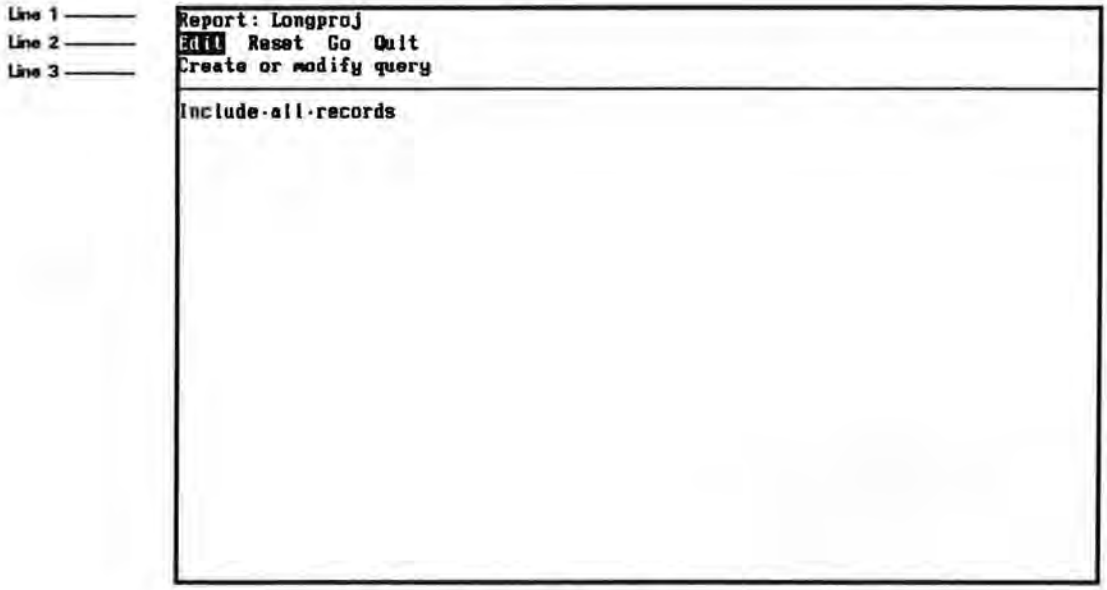


Figure 7 - The Menu-driven Query Screen
Here you may enter Edit mode to build your query. Note the line that says "Include all records" - this means that all projects will be selected to print/display.

EDIT

When you first enter the menu interface screen highlight EDIT and press ↵
In the EDIT mode you may create or modify your query.

☞ Note that the status lines now reflect the Edit mode :

Line 1 - Report format being used
Line 2 - Instruction line
Line 3 - Field description

Select a field to search:

When you enter the Edit mode, a pick-list appears showing all fields in the database. Using the cursor keys you can cycle through the available fields. You may also press the first letter of a field's name to find it (if several field names start with the same first letter, continue to press that letter until the correct one appears). Note that Line 3 in the status area has a brief description of each field (and type: character, numeric, or logical). Highlight the field you wish to query and press ↵. See Figure 8.

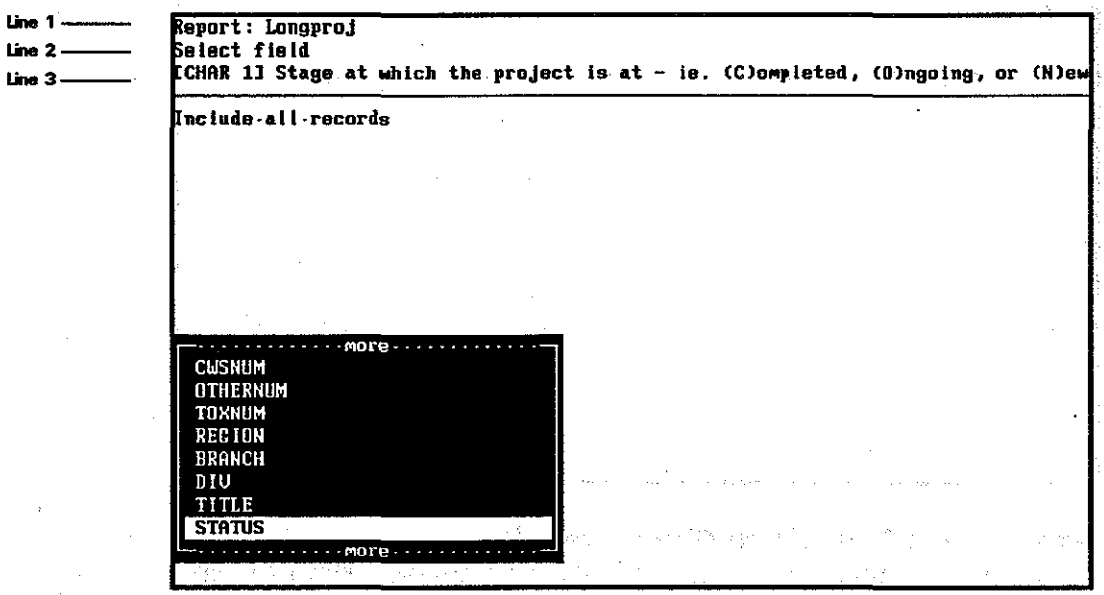


Figure 8 -Example of selecting a field to search on
Note the description of the selected field on the 3rd line.

Select an operator:

Next, select a comparison operator from the next pick-list that appears. If you are unsure about these operators review *command line querying* procedures above for an explanation of the operators and the choices available. See Figure 9.

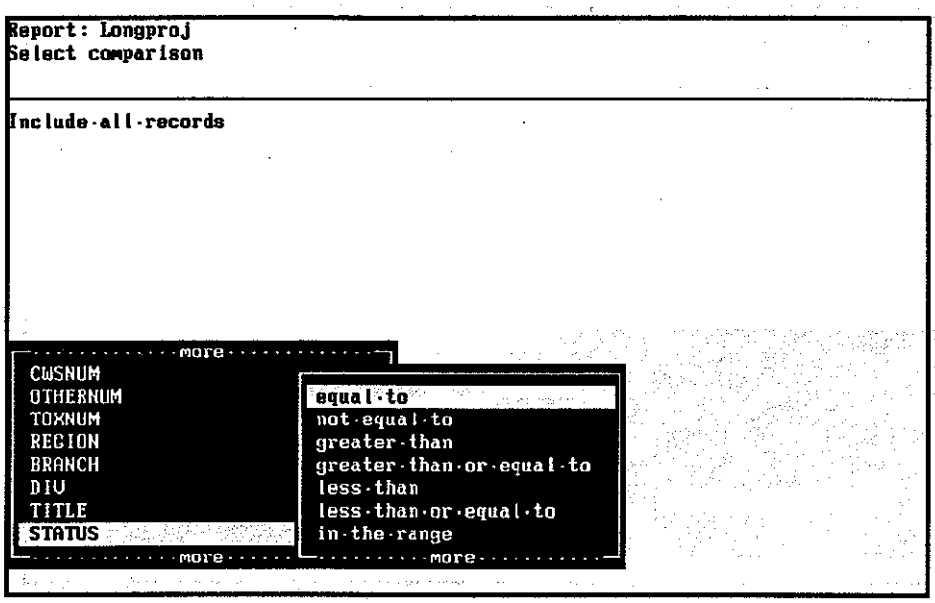


Figure 9 - Selecting an Operator

Select a search word:

The next pick-list that appears will list all "similar type" fields to compare your first field selection to (ie. numeric fields can only be compared to numeric fields, character to character, etc.). For the most part, you will likely not want to use these comparison fields.

The first line that appears in this pick-list is a dotted line, which literally indicates a "blank"; this line indicates that you should type your own search expression. See Figure 10. Here, you enter a "keyword" to search for - contained in the field you selected in the first step. Enter your expression on the 2nd status line.

☞ Similar to the command line queries you should **always** enter an asterisk on each side of your search word - ie. *PCB*

☞ **NOTE:** Quotation mark should **not** be used in the menu-interface screen, unless you are searching for a word that contains quotes. The program automatically recognizes whether you are searching for character data, and if required, will automatically put them in for you.

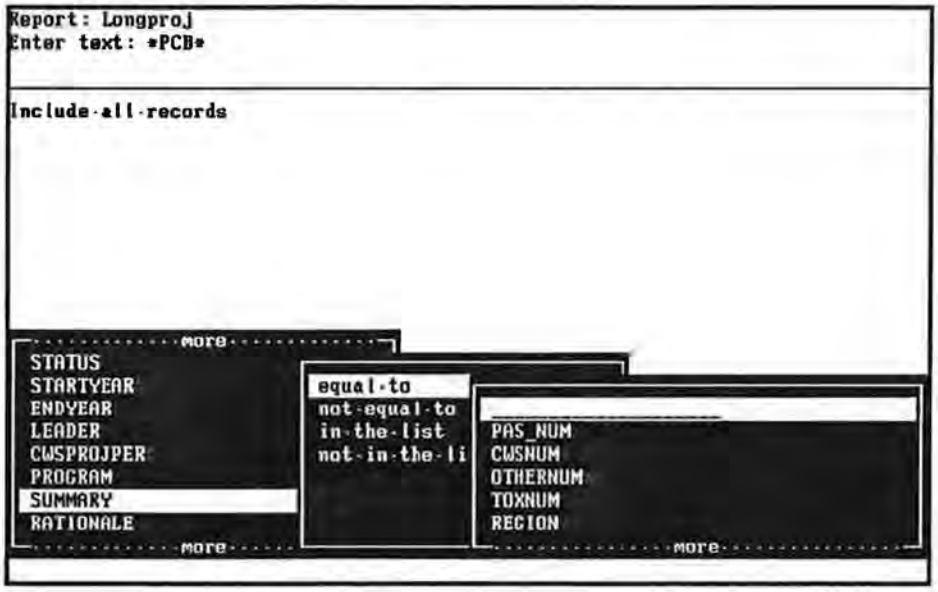


Figure 10 - Entering a search word
Note the highlight is on the dotted "blank" line which indicates that the system is ready to accept a search word (***PCB***) which is typed directly on the second status line.

Next, the program prompts you for a connector operator [**and, or, done**]. If you wish to add to the query further, select either and or or . If the query that is shown on the screen is acceptable, then choose done from the box. See Figure 11. This will return you to the opening screen where you may select 'GO' to begin the query.

If you wish to **edit** the query further, press F2. Note: Queries can be as long as you wish, we have queried with over 25 search words in one query - at some expense in processing time.

RESET

This option resets/erases the query that is currently on the screen. If you wish to re-enter the entire query, select this option to erase the current query.

GO

This selection performs the query specified on the screen. Select 'GO' and press ↵ . Be patient, especially on slower machines. Depending on the "extent" of your query you may have to wait a minute or so before the output is generated. The output time depends on what type of field(s) you are querying:

From fastest to slowest:

Logical fields
Numeric fields
Character fields
Memo/character fields - much slower but contains the most information

☛ **Remember: A Memo field is a character field, but can contain unlimited amounts of text. Thus a memo field follows all querying rules that apply to a character field: use asterisks and quotation marks.**

☛ If you selected Preview mode in the Report/Control menu, this will tend to slow down processing time.

☛ If your output destination is Printer, be sure that your printer in on-line before selecting 'GO'

Depending on your destination and whether you have selected to preview the report, different screens will appear after selecting 'GO': these are the **Preview** and **Display** screens. Both of these are described in detail in the Report Menu/Options and Report Menu/Destination sections respectively.

QUIT:

After the results of your query appear in the report (to the selected destination), you are returned to the menu-driven screen. You may then edit your query further, or Quit and return to the Report Menu.

☛ **NOTE: Unlike the command line query, once you exit this menu-driven module, your query is erased.**

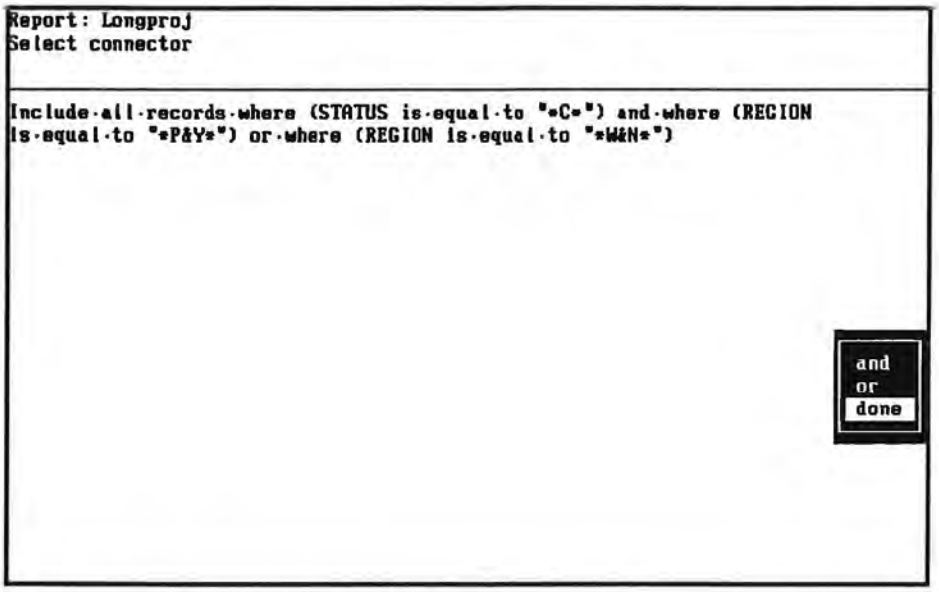


Figure 11 - An example of a completed query

REPORT MENU

The Report Menu contains the following choices: (See Figure 12)

REPORT Details
OUTPUT Destination
CONTROL Copies/Pages/Preview

EXECUTE Query/Report

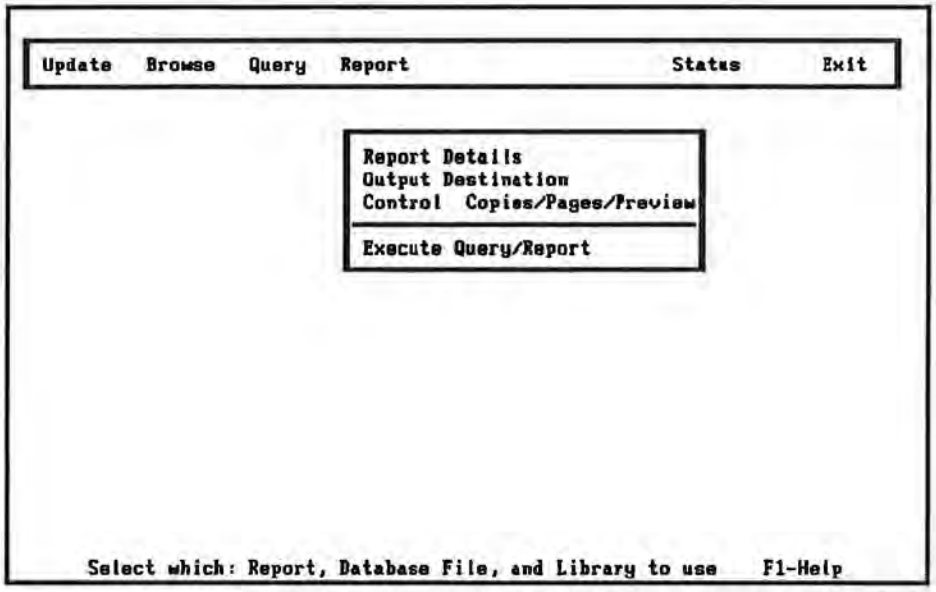


Figure 12 - The Report Menu

REPORT DETAILS:

Highlighting 'Report Details' and pressing ↵ opens up the Details Screen. Within this screen the following options are available: See Figure 13

» Selecting a report format
» Selecting the database to query/report on
» Selecting the library which contains the report formats

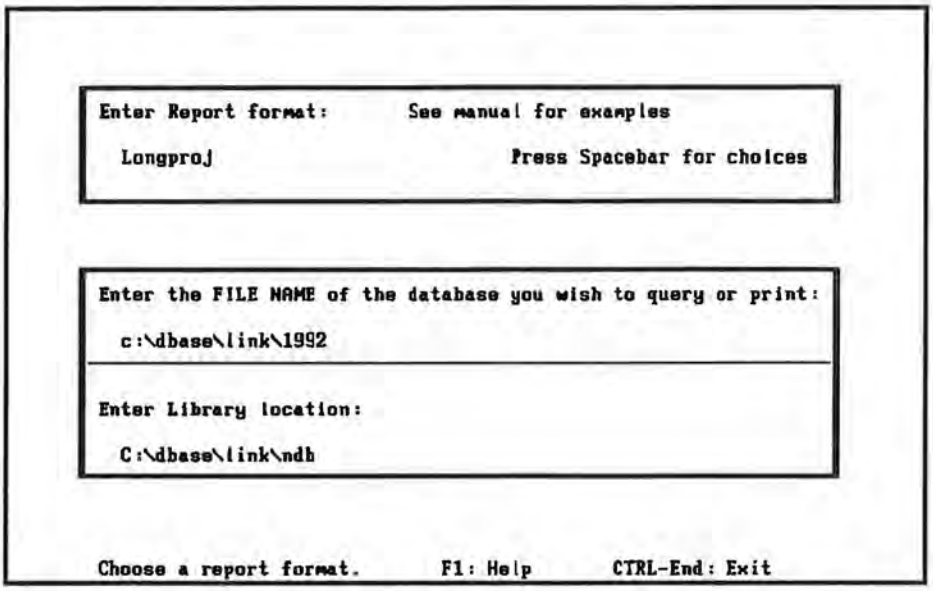


Figure 13 - The Report Details Screen

Selecting a Report Format:

When you first enter the Details Screen the cursor will be on this option. You can select which report layout you wish to use to send to your destination (printing, exporting, displaying).

At present the following reports are available: See **Appendix A** for examples of each.

Report Format	Description
Projet_SCF	All subject headings completed in French - based on toxics project sheets used by NWRC
Titles	Prints *Title* and *Leader* fields to show a simple listing of project sheets. Similar to a table of contents
Labrequest	Prints a duplicate of the Lab Request forms

Report Format	Description
Labsummary	If several lab request are completed, this report "summarizes" them. Includes automatic totalling for all selected requests. You must use a printer that is capable of landscape printing
Resources	A report that uses all resources information to produce a summary for a given project (includes automatic totalling for all selected projects)
Budg_expor	For those who may wish to export their resources information to a spreadsheet (*.wks) file, this report must be used
Summary	Prints *Title, Summary, Rationale, Leader* and *Region* fields to produce a general summary of all projects
Proj_Sheet	**This is a report of an entire project sheet including *all* fields in the database. The accepted CWS project sheet**
Proj_No_$	As above with no resources information

To select one of the reports use the spacebar to cycle through each available choice. When you are finished press Ctrl-End to return to Report Menu.

A Note About Custom-made Reports:

We have talked to several people regarding what to include with regard to report formats. The table above represents the most common needs. However, there will be occasion when someone will require a format other than these. If there is a need for a different format, you can use the program to export ASCII text to your word processor and make your changes

from there (see section on exporting below). Because all Regions used varying formats, one of the challenges of this project was to try and accommodate all users, developing formats that would take everyone into account. Therefore, if you need a report format to suit your individual needs, please call or FAX your request to technical support. If you have a modem available, a report format could be sent back within the day; depending on complexity.

Selecting a database to Query/Report:

In the Details screen you must also select which database to query/report on. Suppose you wanted to report on the National Database, you would enter the 1992 database file in the 'filename' box. See Figure 13. You will also want to query/report on **your** projects database or the **lab requests** database. Project managers who wish to report on several leader's databases may do so by copying the individual files to their computer, and entering the individual leader's file name here.

Suppose you wish to query/report on the National Database:

Enter: C:\NDB\1992

or if you want to query/report an individual or lab request database:

Enter: C:\NDB\<username>

Be sure to enter: 1) the drive the database file is located on (ie. a: b: c: etc.)
2) the directory where the file is located (ie. \NDB)
3) the filename of the database file (ie. \<username>)

Press F1 while in the Details screen for a complete explanation of the above topic.

Selecting a Library to use:

A library must be selected for the query/reporting functions to operate. The library contains all information related to the report formats. Therefore you should ensure that you have set the library location correctly. Once it is set there is no need to change it in further sessions.

Be sure to enter: 1) the drive the library file is located in (ie. c:)
2) the directory where the file is located (ie. \NDB)
3) the filename of the library file (ie. \NDB)

By default the library is set to: C:\ndb\ndb

The main library that is included with the package is the **NDB**.rp1 library. If you request alternative report formats, you will be sent a separate library. When you need to use this new report format then you must change the name of the library to reflect this new name:

ie. C:\ndb\<mylibary> where mylibary is the name of the new library containing your custom-made report formats

If any of the above selections are incorrect, you will get an error when you 'Execute Query/Report' , and you are returned to the Main Menu. If this occurs go to the Status menu to determine what error occurred.

OUTPUT DESTINATION:

Before running a query/report you should select where you want the results to be sent. The Destination screen (See Figure 14) presents the following choices of output:

Display
Printer 1
Printer 2
ASCII text file
Spreadsheet (for resources data only)

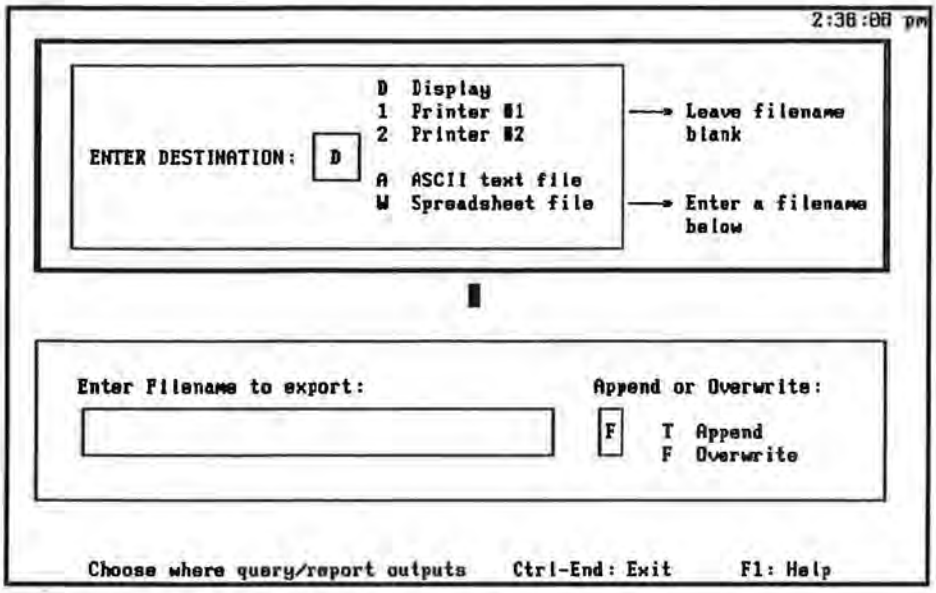


Figure 14 - Elements of the Report Destination Screen - Note: If you export the report to a file you must enter a filename in the box below, and tell the program whether to append or overwrite the file you are exporting to.

Display:

Most users will want to send their query/reports to the display screen prior to printing, to determine if the results of their query is suitable. If you determine the results are unsuitable, then you can re-run the query using different search words. If the search is then successful, you may then change your output destination to either the printer or a file and re-run the query. Display mode is a text based viewing system and is much quicker for viewing than the preview mode.

When you have selected **Display** as the destination, the screen fills up with the first project selected. Once the screen is filled you have several options to view the rest of the projects selected:

- **Line** - to display the next line of text
- **Screen** - to display the next full screen of text
- **Pan** - if any data goes off the screen you may pan the screen to the left or right. Use the standard cursor keys to navigate.

» **Window** - to split the screen in two. Not much use for the report layouts available. Follow the instructions on the screen.
» **Continuous** - to run through all projects continuously
» **Restart** - Restarts the report from the beginning
» **Quit** - Return to Main Menu

☛ For Destination = Printer or Export, no further screens appear. Once you generate the query/Report, the output is sent directly to the destination.

Printers 1 & 2:

When you select a printer as the destination, the output of the query/report is sent directly to the printer; the report will not display on the screen first (unless you have selected Preview mode in the Control menu).

Printer 1 corresponds to the printer you have selected in the printer setup, likewise, Printer 2 corresponds to the second printer selected in the printer setup. By default the following two printers have been pre-assigned:

Printer 1	**HP Laser Jet III**	(non-Postscript)
Printer 2	**Epson LQ dot matrix**	(and compatibles)

Enter: **1** for Printer 1
2 for Printer 2

Selecting a printer using printer setup:

☛ If you are using a HP Laser Jet III or Epson LQ 24-pin dot matrix printer you do not need to select a printer (see above)

To select a printer you must be at the DOS prompt, in the directory where you initially installed the NDB. Type **"ndbprint"** and the R&R Configuration Editor appears (the system responsible for reporting).

☛ **For assistance during printer setup, press F1 for Help.**

1) Highlight **Configure** and press ↵

2) The setup will ask you to update RR.CNF - Press ↵ to accept this default

3) Using the cursor keys highlight the **Printer** selection and press ↵. You will see two printers already listed:

   #1 Hewlett-Packard Laser Jet III
   #2 Epson LQ Dot Matrix

4) On Printer 1 press ↵ and a list of several printers will appear.

5) Using the cursor keys, find your printer and press ↵.

6) Another screen will appear; highlight **Interface** and press ↵.

   In the **Interface** screen you need only enter the Interface type: Parallel or Serial. If you are unsure choose Parallel. You also need to select which port you are printing from: LPT1, LPT2, COM1 or COM2. Again if you unsure, enter LPT1 if you have selected a Parallel interface, or enter COM1 if you are using a Serial interface.

Chances are you will not need to change any of these settings, but you should ensure they are correct. If you have trouble printing ask your local computer hacker for help; he/she will understand what these parameters mean. If you are still unsuccessful printing call Technical support for help.

7) Press **ESC** to exit the Interface Screen.
8) Next **Quit** the Printer menu and you will return to the menu where you selected you printer. Add another printer if desired using the steps outlined above, otherwise press ESC to return to the Configuration Manager. Do not change any other settings other than the Printer options.
9) **Quit** the configuration screen and you will return to the opening screen. **Exit** this menu and you will return to DOS. Start the program by typing "CWS" and try printing.

☞ Make sure you note what printer is attached to what number; ie. HP III = Printer **1**.

A note about Printer Fonts:

Because we have no way of knowing what printer you plan to use now or in the future, we could not attach a printer specific font to the report, ie. Helvetica, or the Times family of fonts. Therefore, most users will see the report coming out in a 10-pitch Courier font. The reports were designed to use this font, and thus will appear quite aesthetically pleasing.

In general, when your printer is first fired up it will start up with it's default font. In the case of the HP Laser Jet series this default is Courier. As well, many Epson compatible printers use a default font that closely resembles the Courier font (called Pica). You can experiment with your printers settings to change this start-up font and see if there is another font that looks acceptable.

Some older printers will have problems printing attributes such as bold, italics and underline. If yours does, unfortunately there is nothing that can be done. Try bringing your database files to another computer with the NDB installed on it.

Again, we urge users who are committed to using fonts such as Times, and Helvetica to call technical support to request a different font to use in their reports. You will need to tell us what type of printer you are using (and cartridges), and what fonts you would like in the report. Most people will find the Courier typeface is quite pleasing. See the section: *A note about custom-made reports*.

Exporting to an ASCII text file:

In some cases there may be a need to edit the report to meet your own requirements. If this is the case you can enter an "A" to export the report to an ASCII text file. This file can then be imported into word processing programs such as WordPerfect or MS-Word (or even Windows' Notebook). Most programs will import ASCII text. For example in WordPerfect, you simply retrieve the report; WordPerfect automatically recognizes the report as ASCII text. However, the ASCII text format does not specify specific attributes, such as bold, italics and underlining; so these will disappear.

Enter a filename:
When exporting to a file you must enter a filename and the location where the file is to be sent. In the bottom of the of the Destination Screen, a box prompts you to enter a filename.

See Figure 14. Enter the filename here; ie. c:\report.txt . This will be the filename to import into your word processing package.

Choose to Append or Overwrite:
Also when exporting, you must choose whether you want the current report to overwrite an existing filename (if one exists) or to append the report to the end of the existing filename. To do this fill in the 'Append or Overwrite' Box on the bottom of the Destination Screen: "T" is to Append (add to) & "F" is to Overwrite.

Exporting to a Spreadsheet:

If you wish to export resources information to a spreadsheet (Lotus compatible), you may do so by selecting "W" in the destination box. You must also select the report format Budg_expor in the 'Report Details' menu. This will produce a .wks spreadsheet file which can then be read directly in by *Lotus 1-2-3* (or compatibles). This is only useful for multiple person reports in which you require the "math crunching" capabilities of a spreadsheet. For example; a Chief may wish to take all of their staff's resource information and place them in a spreadsheet for roll-up purposes. To do this:

1) Choose the 'Budg_expor' report format in the 'Report Details' screen
2) Select the appropriate filename in the 'Report Details' screen
3) Select "S" as the 'Output Destination'
4) Enter a filename to export to ie. c:\report.wks
   where .wks is the extension
   required by Lotus for importing
5) Select "T" to append all the records to one file
6) Select 'Execute Query/Report'
7) Repeat step 2 & 6 for each person

When exporting to a file you must enter a filename and the location where the file is to be sent. In the bottom of the of the Destination Screen a box prompts you enter a filename. Enter the filename here; ie. c:\leader1.wks . Do not enter a filename here if your destination is Display or Printer.

CONTROL Copies/Pages/Preview:

All Control items are optional. Many users will not use these selections often, however they do exist for those who wish to have more control over your reports. See Figure 15.
The following choices are available for the report specific control:

Number of Copies to print
What Pages to print
Preview before printing

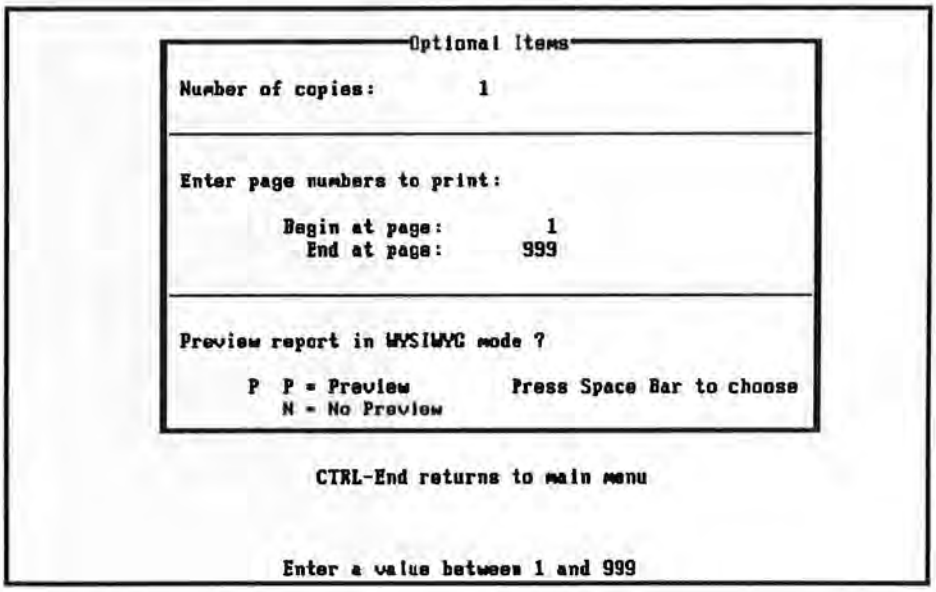


Figure 15 - Elements of the Report Control Screen

Copies
You may enter the number of copies of each report you wish to print. Enter a number between 1-999. The default is 1.

Pages
Specify what pages you wish to print. Some future report formats (such as roll-ups) will contain page numbers so that you can select what part of the report to print. Also if you wish to test a report format using your printer, but do not wish to print all selected projects; enter pages 1 to 3 to see a "sample".

Preview Mode:

This WYSIWYG feature (What You See Is What You Get) allows you to see exactly how the report is going to look on paper when it is printed (more or less). See Figure 16. After the program has searched the database, you will be presented with the Preview screen. Do not use this feature when exporting to files.

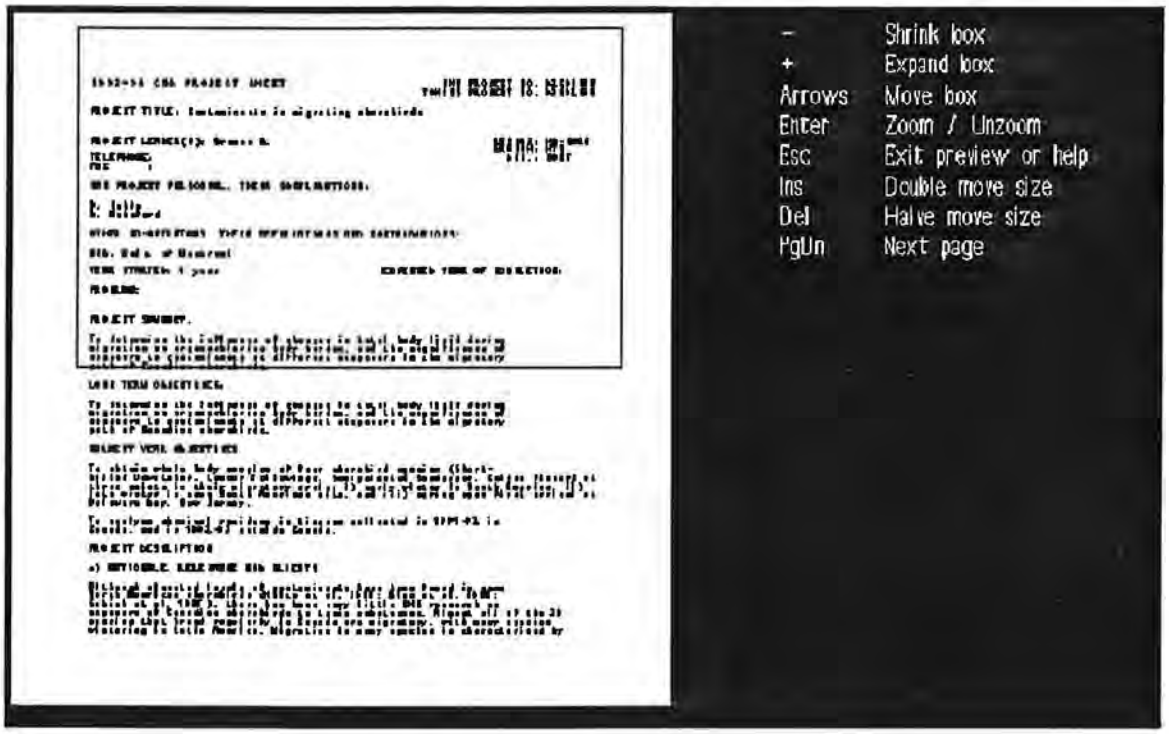


Figure 16 - The Preview Screen
Note the "zoom" box at the top of the report. This box can be zoomed to any size.

You may zoom in and out of this screen to get a closer view of the data contained on the paper. Initially you are shown the entire page; by pressing ↵ you will see the page zoomed in. By pressing the + or - keys you can make the zoom less or greater respectively. In the initial display (full page) you will see a box. This box represents the zoom ratio. You can change its size using the above mentioned keys and you can move the box to any point on the page using the standard cursor keys. Once you have positioned the box, press ↵ to see the results. You may press + or - while in zoom mode to change the zoom ratio.

☛ **All keys for zooming the preview appear on the screen when the report appears.**

To go to the next page of the report press PgDn. When you are satisfied with the "look" of your report press ESC to exit preview mode. You are then given the opportunity to cancel the report ("C") or generate the report to the chosen destination ("G").

EXECUTE Query/Report:

For a full explanation of querying rules and building queries refer to the sections on querying in the Querying section.

This item begins searching the selected database and printing/displaying/exporting the report based on the options you selected earlier. If you selected **Menu-driven** querying, then the menu builder appears before the search begins.

'Execute' will take few seconds to begin. Once it begins querying, be patient, especially on older machines with no disk cache programs implemented (See section on 'Optimizing'). If there are no errors, your report will output to the destination specified in 'Output Destination'. If you, after a few seconds return to the Main menu without anything appearing on the screen, go to the Status menu to determine what error occurred. If there is no error, then perhaps your query was unsuccessful. Build another query and re-try this procedure. See the section on troubleshooting.

STATUS

The Status menu is used primarily for troubleshooting purposes. See Figure 17.

From the Main Menu you may select Status to determine any errors that have occurred while executing a query/report. Once in the Status Screen the following information is available.

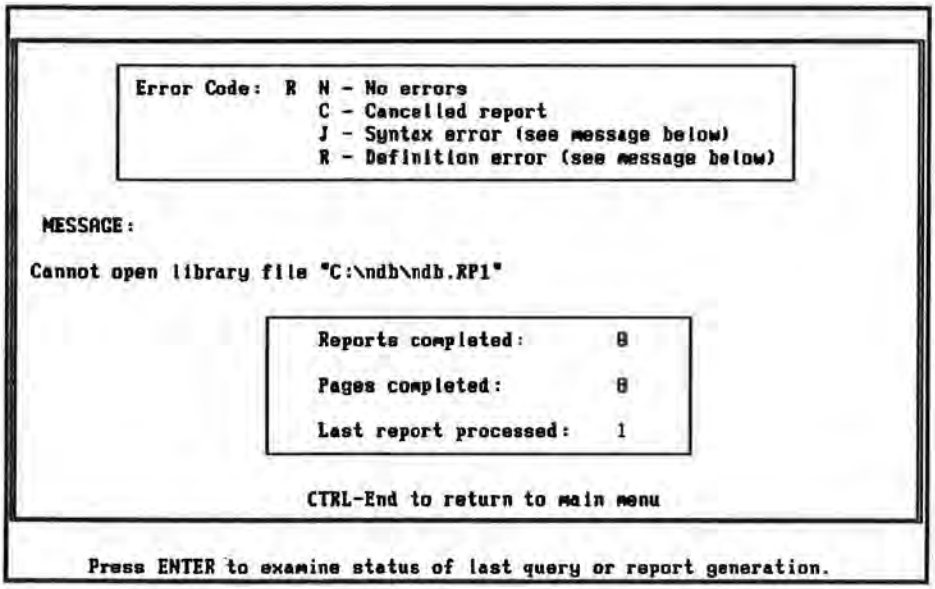


Figure 17 - The Status Screen
Used for troubleshooting should errors occur. Note the most common error appears on this screen: "Cannot open library....." Ensure that your specified directories are correct in the Report/Details Menu

Error Codes :

The Error Code indicates the status of a query/report session. Note that it does not tell us anything in regard to any input errors that may occur. The Error Code will return an "N" if no errors occurred, or a "C" if a report was cancelled by the user.

If an error has occurred for other reasons, then either code letter "J" or "R" will be returned. If this happens then read the MESSAGE area to get a description of the error. These

messages are quite often easy to understand, so rather than list all possible error messages (there are over 60 pages of possible errors), please call technical support for help if you can not determine the problem.

Status Box:

The lower box in the Status Screen indicates the status of a query/report. These functions will be used more extensively in a later update, so many users will not find a use for them now.

i) Reports Completed: Indicates how many reports were processed prior to completion or an error. This option will be more functional in later updates.

ii) Pages Completed: Indicates how may pages were printed prior to an error or at completion. If your printer jams on the tenth of twenty pages, you may restart printing by entering 10 in the Report/Control menu under Begin at Page.

iii) Last Report Processed: Indicates which report job finished successfully. This option will be more functional in later updates.

Troubleshooting: Common Problems and Solutions:

The DOS Path:

☞ Do not forget to check the Status Menu for error messages.

From our initial findings, one of the most common errors for users was that they did not correctly identify the location of the Database files and/or Library files. The example shown above in the Status Screen is the most typical error that occurs. This is because the DOS path name is usually incorrect in the 'Report/Details' Screen.

☞ Please ensure that the file names and DOS path are correctly specified before calling technical support. Press F1 while in the Report Details Screen for information on correct path settings.

Query Failure: The Control File

☛ Do not forget to check the Status Menu for error messages.

If you have tried querying and nothing appears on the screen after you 'Execute Query/Report', try entering a query that you know will work: ie. Region = "P&Y" (enter *your* region). If there is still no success, try to query using the National Database. If your query is still unsuccessful, then the program's main control file may be damaged [DATABASE FILES ARE VERY SENSITIVE; IF THE POWER GOES OFF, OR YOU TURN YOUR MACHINE OFF WHILE STILL IN THE PROGRAM].

To remedy this type **"cws_fix"** in the DOS directory where the program is installed. This will restore the control file. This, unfortunately, resets any parameters you had previously entered, so it will be necessary to ensure that these parameters are reset (ie. Database file location. Library file location, etc.).

System Gives Error Messages:

We have had some problems with the system giving error messages with users who use slower machines such as an XT or 286. Since our "Beta" tests, we believe we have remedied this problem, however, we have not tested all machines; depending on the machine there may be a slight chance these messages will occur. You will find that when you press the **ESC** key too quickly, or press several keys at the same time, the error message results. When this occurs the program will give you the following options:

Always choose Ignore (type "I").

After this message occurs, we recommend that you exit the program, and return back to it.

Memo Fields Problems: Inaccessible Memos & System Lock Up

Sometimes a memo field will not allow you to enter into (pressing F9) or exit from full screen mode (pressing Ctrl-End or choosing F10). As well, the system may lock-up when entering

the memo. Unfortunately if this happens there is little you can do about it. This is an inherent weakness in all dBase memo file structures, so there is not much we can do. As of printing time of this manual, we have tried several steps to help eliminate this problem, and we believe the problem is mostly solved, unfortunately we have not received enough feedback as to whether it is completely fixed. Please call technical support should this happen to you.

Solutions

Backup:
One obvious and simple solution is to backup often, so if the above problem(s) should occur, you can simply restore your database files.

Run CHKDSK:
As was emphasized in the Installation Chapter, every user should run the DOS command "chkdsk" before running the program. This will remove any "lost" files on your disk. dBase has the nasty habit of using this space and creating havoc. When you run chkdsk (every computer with DOS has it), you will either receive no messages; giving your disk a clean bill of health, or you will see a message saying something similar to " Convert lost chains to files? " You can either save them to your disk to look at them later by responding yes, or you can simply respond with no to delete them. If you have any questions regarding chkdsk, refer to your DOS manual or call tech support. It is a good idea to run the utility as often as possible - if you have not done it recently there is a good chance that you will recover some extra hard disk space. If you have any DOS pre-dating DOS 5.0 or you are on a network refer to your DOS manual first.

To run chkdsk type: "chkdsk/f" at the DOS prompt.

Delete "Bad" Project:
Please call technical support before performing the following:

As a very last resort, the best advice we can give is to delete the suspect project sheet where the memo field causes problems. Of course you will lose all the information in that project sheet. To do this go to the Browse Menu and select '**Browse your database**'. Mark the project sheet you are having problems with for deletion. Press Ctrl-End and go to the selection:'**Delete Marked Projects**' and press ↵. This will rebuild the database files and hopefully correct the problem.

EXIT

You have two choices when exiting the program:

1) Exit to DOS
2) Return to dBase

Exit to DOS:

When you are finished working with the NDB, you may exit the system by choosing Exit to DOS from the EXIT menu.

☞ Don't forget to backup any data you may have worked on before you exit!

Return to dBase:

This package is a self-contained program. To accomplish this, the dBase runtime engine is employed. The disadvantage of this is that the engine requires about 1.5 Megabytes of hard disk storage. If you have dBase IV v1.5 then you may wish to delete the runtime engine. You can easily run the program within dBase by typing "DO ndb1" at the dot prompt. If you decide to delete the runtime files type the following line in the directory where the NDB is installed: "del runtime.*"

To return to dBase highlight the **Return to dBase** selection.

OPTIMIZING, WINDOWS & REGISTRATION

There are several ways to help optimize speed using the NDB. The following suggestions will help direct you. If you are not at all familiar with DOS then you should probably ignore these suggestions, or alternatively you can ask your local computer hacker for his/her help. You will have to refer to your DOS User's Guide. These suggestions will benefit almost all programs you are using, not just the NDB.

Run "CHKDSK"

As discussed in the 'Troubleshooting' section, running the DOS 'chkdsk' (check disk) command is vital to the operation of the NDB. **If used regularly, especially after power failures or computer/program malfunctions, you will avoid the chance of corrupting the memo fields in your project sheets.** If you are on a network, talk to your network administrator.

to run 'chkdsk' type: "chkdsk/f" at the DOS prompt

Using a Disk Cache

This will speed up the program significantly!

Because this is a database application, it necessarily retrieves data off the hard drive quite often. This tends to create a bottle-neck in the system, as hard disks are quite sluggish (relative to memory). One of the best ways to speed up the NDB is to use a commercial Disk Cache program. Its function is to anticipate what data you are going to ask for next, then stores that data to memory - a much faster way to transfer data.

All people who use either Windows or DOS 5.0 have a free Disk Cache included on their system called *Smartdrive*. *Smartdrive* requires extended memory to operate, so unless you have a couple of Megs of RAM to operate with, there will be little advantage in using it.

Check either your DOS manual or Windows User Guide for information on how to install this. You simply add one line to your systems autoexec.bat file (or config.sys).

Disk Defragmentation

Many hard drives get very messy after several years of neglect. DOS has a habit of writing all over your disk. This means that your hard drive has to work harder and longer to retrieve all the necessary files required to operate the program.

By using a commercial disk defragmenter often, you can greatly increase the speed of your hard drive and thus the program. The most popular packages include *Norton's Speed Disk* and *PC Tools Disk Compression*. These programs simply take all segments of a file and puts them together into one contiguous segment, and thus the hard drive does not have to search all over the disk for that file. We have seen one hard drive that took about 40 seconds to load a program. After running a defragmenter, it took less than 10 seconds.

Memory Squeezing

One thing that can slow down a computer is a lack of memory available for programs to run. The NDB requires as much as you can give it. See System Requirements on how to test this. If you find yourself below 580K, there are several things you can do to make more RAM available. You'll need a good knowledge of DOS to fix these problems. Ask your floor computer expert for help.

Quick suggestions:

- Use DOS 5.0
- Use a memory manager
- If your using DOS 5.0 and do not have a memory manager - load DOS and your TSR's high
- Get rid of any device drivers and TSR's you rarely use, they take up unnecessary space.

Using Windows with the NDB

If you have the memory, then you may run the NDB through Windows as a DOS application. Load the program as you would normally through the program manager - we have included an Icon and a PIF (Program Information File). When you set up the program use the cws.bat file to start the program (this ensures it uses the correct PIF). The name of the Icon is ndb.ico Refer to your Windows User Guide on installing DOS applications.

Using Preview:

You can run the NDB full screen or in a window. Because the NDB is basically a text-based application, the PIF configuration has been set up for this purpose (to maximize speed), therefore you will have problems running the preview mode while in a window; be careful to avoid this situation as the program may lock up. If you are going to preview a document, run the NDB in full screen (press Alt-↵ to cycle back and forth).

Cutting and Pasting Text:

There are several advantages to running the NDB in Windows. One of the main advantages is the ability to cut and paste between applications. If you already have much of your project sheet data in a word processor (ie. WordPerfect), then you may cut and paste this text into the NDB input screens; an invaluable time saver. Of course this is accomplished easier if you are running both applications in a window. Refer to your Windows manual for instructions on this.

☛ The NDB defaults to run full-screen. You may change this setting on the fly by pressing: Alt-Spacebar. To change this permanently you must edit the PIF file (CWS.PIF).

☛ You can only run a DOS application in a window if you have a 386 or higher CPU - ie. 386 enhanced mode.

Although we have experimented with the NDB running under Windows, exercise caution while using it and **always backup your database regularly.** If, while under Windows your system crashes, and you find the NDB not functioning properly afterwards, get out of Windows, and run 'CHKDSK'. Also try running "cws_fix" from DOS and then try to access the program from DOS. For information on CWS_FIX; see the section on 'troubleshooting'.

Technical Support

Any problems, bugs, questions or comments can be directed to one of the following people. We are available to answer your questions during regular working hours - Eastern Time.

Note: Please call R. Stewart regarding Report Layout requests

	Phone	**FAX**	**Modem**
Ross Stewart - HQ	(819) 953-8582	(819) 953-6283	(819) 994-0915
Dave Ward - NWRC	(819) 953-9508	(819) 953-6612	(819) 953-9508

In the event that we cannot fix your problems over the phone, we will request that you send a few selected files to HQ via modem or disk (preferably modem). In this manner we should be able to track down the problem quite rapidly.

Sending update data to HQ:

PLEASE USE THE COPY/BACKUP FEATURE IN THE 'UPDATE' MENU. THIS ENSURES WE ACQUIRE THE NECESSARY FILES.

Once all your project sheet data has been entered and a satisfactory set of sheets has been printed, your .dbf, .dbt, .mdx files (project sheet and Lab Services requests databases where applicable) are ready to be sent to HQ. Two delivery options are available: You can mail your files on diskette to Ross Stewart at the following address:

Ross Stewart
Canadian Wildlife Service
3rd Floor, PVM
351 St.Joseph Blvd.
Hull, Quebec
K1A 0H3

Alternatively, you can make arrangements to send your files by modem by calling (819)-953-8582.

APPENDIX A

Report Layouts

Copying User Files
1993 User Filenames List

Survey/Registration Card

Keywords

Proj_Sheet

1993-94 CWS PROJECT SHEET

CWS PROJECT NO. 12345
TOXICS PROJECT NO.

PROJECT TITLE:

PROJECT LEADER(S):

TEL:
FAX:

REGION: BRANCH: DIV.:

CWS PROJECT PERSONNEL, THEIR CONTRIBUTIONS:

OTHER CO-OPERATORS, THEIR AFFILIATIONS AND CONTRIBUTIONS:

YEAR STARTED: EXPECTED YEAR OF COMPLETION:

PROGRAM: GREEN PLAN PROJECT: F

PROJECT SUMMARY:

LONG TERM OBJECTIVES:

CURRENT YEAR OBJECTIVES:

CURRENT STATUS:

PROJECT DESCRIPTION

a) RATIONALE, RELEVANCE AND CLIENTS

b) QUESTIONS, HYPOTHESES

c) APPROACHES AND METHODS

d) MILESTONE DATE AND CORRESPONDING MILESTONE

i) 6-Month Milestones

6-Month Results

ii) 12-Month Milestones

12-Month Results

e) ANTICIPATED REPORTS AND PUBLICATIONS

RISKS:

RESOURCES ($K):

		Current Year 1992-93		Budget Year 1993-94		Forecast Year 1994-95	
A-base	**PY**	1.50		1.50		1.50	
	Sal		45.00		48.00		50.00
	O&M		16.00		5.00		50.00
	Cap		10.00		4.00		12.00
	G&C		0.00		5.00		0.00
A-base Total		1.50	71.00	1.50	62.00	1.50	112.00

A-base Sources:

Non A-base	**PY**	1.00		2.50		5.00	
	Sal		10.00		0.00		15.00
	O&M		18.00		15.00		0.00
	Cap		0.00		1.00		50.00
	G&C		0.00		0.00		0.00
Non A-base Total		1.00	28.00	2.50	16.00	5.00	65.00

Non A-base Sources:

Green Plan

APPROVALS:

ENVIRONMENTAL ASSESSMENT: F

ANIMAL CARE: F

COMMENTS:

MANAGEMENT APPROVAL:

	Project Leader	**Head**	**Chief**	**Director**
Signature:				
Date:				

Proj_no_$

1993-94 CWS PROJECT SHEET

CWS PROJECT NO. 12345
TOXICS PROJECT NO.

PROJECT TITLE:

PROJECT LEADER:

TEL:
FAX:

REGION: BRANCH: DIV.:

CWS PROJECT PERSONNEL, THEIR CONTRIBUTIONS:

OTHER CO-OPERATORS, THEIR AFFILIATIONS AND CONTRIBUTIONS:

YEAR STARTED: EXPECTED YEAR OF COMPLETION:

PROGRAM: GREEN PLAN PROJECT: F

PROJECT SUMMARY:

LONG TERM OBJECTIVES:

CURRENT YEAR OBJECTIVES:

CURRENT STATUS:

PROJECT DESCRIPTION

a) RATIONALE, RELEVANCE AND CLIENTS

b) QUESTIONS, HYPOTHESES

c) APPROACHES AND METHODS

d) MILESTONE DATE AND CORRESPONDING MILESTONE

i) 6-Month Milestones

6-Month Results

ii) 12-Month Milestones

12-Month Results

e) ANTICIPATED REPORTS AND PUBLICATIONS

RISKS:

ENVIRONMENTAL ASSESSMENT: F

ANIMAL CARE: F

Projet_SCF

FEUILLE DE PROJET SCF 1993-94

NO.DU PROJET SCF: 12345
NO.DU PROJET CNRF:

TITRE DU PROJET:

RESPONSABLE(S):

TEL:
FAX:

RÉGION: **BRANCHE:** **DIV:**

PERSONNEL DU SCF ET CONTRIBUTIONS:

AUTRES PARTICIPANTS ET CONTRIBUTIONS:

ANNÉE DÉBUTÉE: **ANNÉE DE COMPLÉTION:**

PROGRAMME:

SOMMAIRE:

OBJECTIFS - LONG TERME:

OBJECTIFS - COURT TERME:

DESCRIPTION DU PROJET:

a) JUSTIFICATION, PERTINENCE ET CLIENTS

b) QUESTIONS, HYPOTHESES

c) MÉTHODES

d) FAITS SAILLANTS ET DATES

i) Faits saillants - 6 mois

Résultats - 6 mois

ii) Faits saillants - 12-Mois

Résultats - 12 mois

e) RAPPORTS ET PUBLICATIONS ANTICIPÉS

Resources

Canadian Wildlife Service

RESOURCES:

PROJECT TITLE -

PROJECT NUMBER - 12345

	Current Year 1992-93		Budget Year 1993-94		Forecast Year 1994-95	
A-base						
PY	1.50		1.50		1.50	
Sal		45.00		48.00		50.00
O&M		16.00		5.00		50.00
Cap		10.00		4.00		12.00
G&C		0.00		5.00		0.00
A-base Total	1.50	71.00	1.50	62.00	1.50	112.00

Source of A-base Funds:

-

	Current Year 1992-93		Budget Year 1993-94		Forecast Year 1994-95	
Non A-base						
PY	1.00		2.50		5.00	
Sal		10.00		0.00		15.00
O&M		18.00		15.00		0.00
Cap		0.00		1.00		50.00
G&C		0.00		0.00		0.00
Non A-base Total	1.00	28.00	2.50	16.00	5.00	65.00

Source of Non A-base Funds (e.g. Green Plan):

- Green Plan

Canadian Wildlife Service

RESOURCE TOTALS (Running Total of Project Resources)

	Current Year 1992-93		Budget Year 1993-94		Forecast Year 1994-95	
	PY	$	PY	$	PY	$
A-base:	1.50	71.00	1.50	62.00	1.50	112.00
Non A-base	1.00	28.00	2.50	16.00	5.00	65.00

RESOURCES ($K):

		La période 1992-93		Année budgétaire 1993-94		Année prochaine 1994-95	
Base-A	**PY**	1.50		1.50		1.50	
	Sal		45.00		48.00		50.00
	O&M		16.00		5.00		50.00
	Cap		10.00		4.00		12.00
	G&C		0.00		5.00		0.00
Total Base-A		1.50	71.00	1.50	62.00	1.50	112.00

Sources Base-A:

Autres Que Base-A	**PY**	1.00		2.50		5.00	
	Sal		10.00		0.00		15.00
	O&M		18.00		15.00		0.00
	Cap		0.00		1.00		50.00
	G&C		0.00		0.00		0.00
Total Autres Que Base-A		1.00	28.00	2.50	16.00	5.00	65.00

Sources autres que Base-A:

Green Plan

APPROBATIONS:

ÉVALUATION D'IMPACT ENVIRONNEMENTAL: F

ANIMAUX: F

COMMENTAIRES:

APPROBATION:

	Responsable	**Chef du section**	**Chef**	**Directeur**
Signature:				
Date:				

Summary

Project

Administration of Machias Seal Island Migratory Bird Sanctuary

Summary

Since 1973, Canadian Wildlife Service has had a summer caretaker on Machias Seal Island. Duties of that individual include: maintaining regular contact with the three charter boat captains who annually take 1200+ visitors to the Sanctuary; advising visitors of the sanctuary regulations; regulating visitor activity; issuing visitor permits; and providing information and documentation on visitor use. The project provides for the annual monitoring of the nesting seabird populations, banding of puffins and terns, and research aspects of the nesting ecology of
the various species.

Rationale

Machias Seal Island is the most important seabird nesting colony in the Bay of Fundy as it contains the largest Atlantic Puffin colony (800 pairs) south of Newfoundland, and the largest Arctic Tern colony (1800 pairs) known in eastern North America. The island continues to attract large numbers of birdwatchers (1000+/year) whose activity needs to be regulated. Machias Seal Island is disputed territory between the U.S. and Canada. CWS must maintain an active presence on the island to ensure the welfare of the breeding populations.

Current Status

Ongoing. The Island was established as an MBS in 1944. CWS has an active involvement with the Island since then, and continous summer staff there since 1973. The visitor permit system initiated in 1987 will be continued.

Region	Project Leader
ATLANTIC	MacKinnon C.

Titles

	Project Title	Leader
	ATLANTIC Region	
2	Waterfowl Population monitoring - Prince Edward Island	Bateman M.
3	Non-toxic Shot Program	Bateman M.
4	Migratory Game Bird Management (general) - Maritimes	Bateman M.C.
5	Waterfowl population monitoring - New Brunswick, Nova Scotia and New Brunswick	Bateman M.C.
6	Pelagic Seabirds	Brown R.G.B.
7	Marine Site Gazateer	Brown R.G.B.
8	Office Support - St. John's	Burgess B.
9	Pesticides - Impact of Pesticides on Migratory Birds	Burgess N.
10	Toxic Chemicals - Impact of Toxic Chemicals on Migratory Birds	Busby D.
11	Office Support - BIO	Byrnes I.
12	Conservation and Management of Newfoundland Seabirds	Chardine J.W.
13	Murre Management - Newfoundland	Chardine J.W.
14	Human Resource Development Labrador Cooperation Agreement	Chardine J.W.
15	Operation Clean Feather and oiled bird response	Chardine J.W.
16	Black Duck Research (outside studies)	Elliot R.
17	Electronic Data Processing Support	Elliot R.
18	Program management - Chief	Elliot R.D.

Labrequest

CWS PROJECT SHEET
REQUEST FOR LAB SERVICES ANALYSES
1993-94

TOXICS PROJECT NO.: 92C90C01

SPECIES: Herring gull
TISSUES: liver
 # Specimens: 5 **# Tissues:** 5 **# Pools:**

ANALYSES

ChE/brain:	**Vitamin A/plasma:**	**Metals/ICP**
ChE plasma:	**Vitamin A/liver:** 5	**Multi-element**
Microsomes:	**Porphyrins/liver:**	**Screen:**
EROD:	**ALA-D:**	
Protein:	**UDPGT:**	**Lead:**
	AHH:	**Mercury:**
		Selenium:
	OC/PCBs:	**Arsenic:**
	Dioxin/Furan, non-ortho PCBs:	**Cadmium:**
	Pesticides:	

COMMENTS:

Labsummary

PROJECT NO. 92R91N01

CWS PROJECT SHEET
REQUEST FOR LABORATORY SERVICES ANALYSES
1993-94

					ORGANOCHLORINES			METALS						BIOMARKERS										
SPECIES	TISSUETYPE	# Spec	# Tiss	# Pools	OCs PCB	Diox/ Furan	Pest.	Mtl ICP	Pb	Hg	Se	As	Cd	Brn ChE	Pls ChE	Micro some	EROD	Prot.	Pls VitA	Liv VitA	Por	ALAD	UD PGT	AHH
Hawk	liver	99																						
	muscle																							
	TOTALS »	99	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Copying User Files to the NDB

The above list represents the names of project leaders and their associated **Database filename.**

In general, each surname is concatenated with the year each user is to update their project sheets. This means that each file has the format: **93<username>.dbf**

Because of the DOS eight character filename limit, each users filename is limited to six surname characters plus the year marker "93".

Each leader will receive two (2) files:

93<username>.dbf - database file
93<username>.dbt - associated memo file

Both these files should be copied into the directory where the NDB program is installed (usually C:\NDB). You may copy as many names as you wish into your directory. For example; Chiefs or Directors could look at or edit any of their staff's projects. It is up to individuals on how they wish to distribute the files.

To copy your files into the correct directory, at the DOS prompt type:

copy d1:\<username>.* d2:\<dir> where,

d1 = source drive
d2 = target drive
<username> = your filename from the list
<dir> = where the NDB is installed

ie. G. Finney would type the following:

copy a:\93finney.* c:\ndb

☞ If your name does not appear on the list, it means we did not receive your project sheets in the past. Therefore ,in the program you must use: **Add a New Leader** in the **'Update Menu'**. This function will assign you a new empty database file from which you can add project sheets and access the NDB.

Should you require further clarification, please contact technical support.

1993 User filename list (based on 1992 project sheets)

ATLANTIC

Leader's Name	Leader's Filename
Bateman M.	93Batema.dbf
Brown R.G.B.	93Brown.dbf
Burgess N.	93Burges.dbf
Busby D.	93Busby.dbf
Byrnes I.	93Byrnes.dbf
Chardine J.W.	93Chardi.dbf
Elliot R.	93Elliot.dbf
Erskine A.J.	93Erskin.dbf
Finney G.	93Finney.dbf
Gilliland S.	93Gillil.dbf
Hanson A.	93Hanson.dbf
Hicklin P.W.	93Hickli.dbf
Hiscock E.H.J.	93Hiscoc.dbf
Hounsell R.	93Hounse.dbf
Johnson B.C.	93Johnso.dbf
Kerekes J.J.	93Kereke.dbf
Knoll L.G.	93Knoll.dbf

Leader's Name	Leader's Database Filename
Lafranchise G.	93Lafran.dbf
Lawson J.C.	93Lawson.dbf
Lock A.R.	93Lock A.dbf
MacKinnon C.	93MacKin.dbf
Nettleship D.N.	93Nettle.dbf
Parker G.R.	93Parker.dbf
Prescott W.H.	93Presco.dbf
Sealy J.	93Sealy.dbf
Smith A.D.	93Smithd.dbf
Turpin W.T.	93Turpin.dbf

HQ-NWRC

Baril A.	93Baril.dbf
Boutin C.	93Boutin.dbf
Braune B.	93Braune.dbf
Coordinator-Acid Rain	93Coordi.dbf
Fox G.	93Fox.dbf
Grasman K.	93Grasma.dbf
Honour S.	93Honour.dbf
Kennedy S.	93Kenned.dbf

Leader's Name	Leader's Database Filename
Learning J.	93Learni.dbf
Lloyd K.	93Lloyd.dbf
Marshall K.	93Marsha.dbf
Mineau P.	93Mineau.dbf
Norstrom R.	93Norstr.dbf
Pauli B.	93Pauli.dbf
Payne R.	93Payne.dbf
Scheuhammer A.	93Scheuh.dbf
Shutt L.	93Shutt.dbf
Trudeau S.	93Trudea.dbf
Wakeford B.	93Wakefo.dbf

ONTARIO (based on 1991 sheets)

Bishop C.	93Bishop.dbf
Blokpoel H.	93Blokpo.dbf
Carreiro J.	93Carrei.dbf
Dennis D.	93Dennis.dbf
Giesche A.	93Giesch.dbf
McCullough G.B.	93McCull.dbf

Leader's Name	Leader's Database Filename
McNicol D.K.	93McNico.dbf
Pratt R.	93Pratt.dbf
Ross R.K.	93Ross R.dbf
Various (see others)	93Variou.dbf
Welsh D.	93Welsh.dbf
Weseloh D.V.	93Weselo.dbf

P&Y

Boyd S.	93BoydS.dbf
Butler R.W.	93Butler.dbf
Dunn M.	93Dunnm.dbf
Elliott J.	93Elliot.dbf
Elner R.W.	93Elner.dbf
Hawkings J.	93Hawkin.dbf
Moore K.	93Moore.dbf
Nixon W.	93Nixon.dbf
Russell D.	93Russel.dbf
Savard J.P.	93Savard.dbf
Smith G.E.J.	93Smithg.dbf
Vermeer K.	93Vermee.dbf

Leader's Name	Leader's Database Filename
Ward P.	93Ward.dbf
Whitehead P.	93Whiteh.dbf

W&N

ADAMS G.D.	93ADAMS.dbf
ALISAUSKAS R.	93ALISAU.dbf
BARRY S.	93BARRY,.dbf
BOGDAN G.	93BOGDAN.dbf
BOYD H.	93BOYD.dbf
BROMLEY R.G.	93BROMLE.dbf
CARBYN L.N.	93CARBYN.dbf
CASWELL D.	93CASWEL.dbf
CLARK R.G.	93CLARK.dbf
COLEMAN T.	93COLEMA.dbf
COOKE F.	93COOKE.dbf
DIAMOND A.W.	93DIAMON.dbf
DICKSON D. Lynne	93DICKSO.dbf
DICKSON H.L.	93DICKSO.dbf
DRIVER E.A.	93DRIVER.dbf

Leader's Name	Leader's Database Filename
EDWARDS R.	93EDWARD.dbf
FERGUSON R.	93FERGUS.dbf
FORSYTH D.J.	93FORSYT.dbf
GIERMAN D.M.	93GIERMA.dbf
GOODMAN A.S.	93GOODMA.dbf
GOOSSEN J.P.	93GOOSSE.dbf
GRATTO-TREVOR C.	93GRATTO.dbf
GREGOIRE P.E.	93GREGOI.dbf
HINES J.	93HINES,.dbf
HOCHBAUM G.S.	93HOCHBA.dbf
HOLROYD G.	93HOLROY.dbf
Incumbent	93Incumb.dbf
JOHNS B.	93JOHNS.dbf
KERBES R.H.	93KERBES.dbf
LEARMONTH D.B.	93LEARMO.dbf
McCORMICK K.	93McCORM.dbf
McKEATING G.	93McKEAT.dbf
McKELVEY R.	93McKELV.dbf
MILLER F.L.	93MILLER.dbf
RAKOWSKI P.	93RAKOWS.dbf

Leader's Name	Leader's Database Filename
REED A.	93REED,.dbf
REGNIER M.	93REGNIE.dbf
REYNOLDS H.W.	93REYNOL.dbf
RODGER C.	93RODGER.dbf
SHANDRUK L.	93SHANDR.dbf
SMITH A.R.	93SMITHA.dbf
STIRLING I.	93STIRLI.dbf
TAYLOR P.	93TAYLOR.dbf
TELFER E.S.	93TELFER.dbf
THOMAS D.C.	93THOMAS.dbf
TROTTIER G.	93TROTTI.dbf
VACANT	93VACANT.dbf
WAYLAND M.	93WAYLAN.dbf
WEST P.	93WEST.dbf
WOODSWORTH E.J.	93WOODSW.dbf

Survey/Registration Form

Please send in the form after receiving your copy of the NDB. It is important that we receive feedback from everyone so we know how to enhance the program. As well, by returning this form it is easier for us to send you updates as the program develops and get in contact with if any problems occur.

Name: Region:

Title:

Phone: ( )

Please tell us what hardware you are equipped with:

Computer type: XT 286 386 486 PS/2 Apple

RAM memory <1 Meg <2 Meg <4 Meg >4 Meg (type "chkdsk")

What size diskettes do you use ? 360K 720K 1.2M 1.44M 2.88M

Do you use Windows? Never For a specific application only Often Always

Do you use OS/2 ? Yes No

What type of Printer do you use ? (be specific)

Cartridges installed ?

Are you on a network? Yes No What kind?

Do you have a modem ? Yes No If no, do you have access to one nearby ? Yes No

Your DOS version (type "ver" at DOS prompt)

Did you have any problems installing the NDB ?

Do you find the program user-friendly ?

Do you use the manual often when you are working with the program ?

Have you experienced any bugs or problems ? If so, please describe.

Do you find the program slow? Explain.

Would you be interested in Windows version of this program (or Apple) ?

How do you see the NDB system as being beneficial?

Comments: Please use other paper

Thanks for your comments, patience and co-operation

KEYWORDS

The *KEYWORDS* field will be used to locate projects both at a general subject area level (eg. ecosystem type; DOE priority Program such as GLAP; general taxonomic group; toxic class), and at specific level (e.g., wildlife species, toxic compound, etc.). The general subject areas should include the following keywords, where appropriate:

1. Wildlife Taxonomic Grouping:

Class or Type of Animal/Plant	**Group Category**	**Taxonomic Category**	**Species or Population**
(bird) *- game bird* *- non-game bird*	*- seabird* *- shorebird* *- songbird* *- raptor* *- waterfowl*	*eg. terns, puffins, gulls, ducks, etc.*	*eg. Caspian Tern, Herring Gull, etc.*
mammal	*eg., cats, seals, caribou, bears, etc.*		*eg., eastern cougar, Porcupine Caribou, polar bear, etc.*
reptile	*snakes, lizards, turtles*		
amphibian	*frogs, salamanders, newts*		
fish			
invertebrate	*- insect* *- mollusc* *- crustacean* *- etc*		
plants			

2. Region/Province/Ecosystem

Country/Province	Region/Biome	Ecotype/Ecosystem	
(Canada) *- Nfld* *- Nova Scotia* *- New Brunswick* *- PEI* *- Quebec* *- Ontario* *- Manitoba* *- Saskatchewan* *- Alberta* *- British Columbia*	*- north - arctic* *- subarctic* *- boreal* *- montane* *- prairies* *- maritime - Atlantic* *- Pacific* *- temperate* *- montane* *- Great Lakes* *- St. Lawrence* *- Fraser*	*- tundra* *- taiga* *- grasslands* *- parkland* *- estuarine* *- coastal* *- marine* *- forest* *- watershed*	 *- wetlands* *- lotic* *- lentic* *- woodlot* *- urban* *- rural* *- industrial* *- agricultural* etc.
United States			
Other Country			

3. Strategy/Program

Strategy	General C&P Program	Specific Program
- legislation *- enforcement* *- research* *- monitoring* *- communication (education)* *- partnership* *- M&A*	*- migratory birds* *- habitat* *- endangered species* *- transboundary wildlife* *- aboriginal* *- toxics* *- acid rain* *- socioeconomics* *- environmental assessment* *- management*	*- NAWMP - PHJV* *- EHJV* *- AGJV* *- BDJV* *- PCJV* *- GLAP (Great Lakes)* *- FRMP (Fraser)* *- PASL (St. Laurent)* *- NRAP (Northern Rivers)* *- ACAP (Atlantic Canada)* *- BBS* *- Latin American Program* *- Pesticides* *- etc.*

4. Wildlife Toxicology

Toxic Contaminant	Toxic Group	Toxic Chemical
pesticide	*- insecticide* *- herbicide* *- fungicide*	
toxics	*- dioxin/furan*	
acid rain		
biotechnology		

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IMPORTANT UPDATE TO THE USER'S MANUAL

The following items were not available at time of printing of the CWS NDB User's Manual.

✓ ***Backup*** - The 'Backup' option (**F10**) for the data input screens should not be confused with the Update menu 'Backup' option.

The former option (**F10**) is a temporary means of saving data in case of power disruptions, computer malfunctions, program bugs, etc. A file named 93BACKUP is created and will contain information from the current session (ie. whatever database is currently being edited). This backup file is overwritten each time the F10 key is pressed. The later option, using the Update Menu, writes your database file(s) directly to a diskette on either A: or B: drives. You should use this option often as a data security/integrity measure.

✓ ***Memo Field Window*** - When you enter a memo field (**F9**), you now enter a editing window. If needed, this window can be zoomed to full screen to give you more "work area" by pressing (**F9**), pressing (**F9**) again will return you to the original window. Ctrl-End is still used to save a memo.

✓ ***New Report Format*** - As Regions may wish to create a complete book of all of their project sheets, a new Report Format has been added to the system to aid in this process. The ***Text_expor*** report was specifically designed to decrease the editing that would normally be required when exporting the information from other report formats. This report is identical to the Proj_Sheet format with regard to the information it will depict, however, it is much easier for editing in a word processor such as WordPerfect. This report should only be exported as ASCII text; it will not appear too pleasing on paper. To use this report to create a file which you can edit in a word processor, see the section on report formats (page 42).

GETTING STARTED

You will receive a package which contains:

2 copies of the program (on each size of disk). The program itself requires two disks for installation

2 copies of the User's Manual [1 bound, 1 unbound]

Please distribute and/or copy as required. If you require extra copies of any item please contact technical support. The translated manual and program will follow as soon as possible.

Installing:

To install the program, read Section 1 of the user's manual entitled '*System Requirements and Installation*' (pages 2-5). If you have any questions, do hesitate to contact technical support; the numbers which appear in the program and manual.

Note: The Toxics users who have the earlier version of this program, will find some significant enhancements to the program. To install the program you have two options. Delete the old version - be careful not to delete your lab services and project databases. Alternatively, while re-installing the program, respond Yes to the "overwrite file?" messages that will appear (there are 32 files). **Many thanks for your cooperation and patience in "beta-testing" the system.**

We are sure you will find the National Database System (NDB) useful for yourselves, as well as easy to use. We are also sure that some of you will have recommendations which we will try to incorporate into next year's version of the NDB. After you have used the system, please take a few minutes to fill in the survey form in the manual.

It is recommended that users read the section entitled '*NDB Concepts*' to understand how the database system functions.

Running DOS' Check Disk (chkdsk) utility:

We cannot emphasize enough the need to use this utility before running the program; this will help ensure the integrity of your data. See page 4 of the manual for details.