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NTB

**Information
Resource Management
System**

USER'S MANUAL

Version 1.0



**UNITED NATIONS
INDUSTRIAL DEVELOPMENT ORGANIZATION**

Vienna, 1995

ABSTRACT

IRXIS - Database Administrator Guide

The last decade has brought a growing awareness, among government institutions as well as information systems as a key element in industrial development. There is an awareness that the quality and adequacy of industrial information are prerequisites for the policy planning process. The Information Resource Management System (IRXIS) is a computerized system developed for national Industrial and Technological Information Bank (INTIB) centres. It is designed to support information activities of the centres. The general objective of the system is to provide factually accurate, rapid and up-to-date responses to various queries from national users of industrial information.

The system is implemented as a multi-purpose database system. Data are collected at various cooperating centres where the information is available, whereas the end-users have access to the common database maintained at the INTIB focal points.

The present manual provides a technical description of the IRXIS system, which runs on 386 or 486 PC microcomputers. It covers such issues as searching and browsing within the IRXIS database, data input and update, as well as export and import procedures to be used for sending and receiving the collected data to and from the other centres and the INTIB main database. The problems of database reorganization are also discussed in the manual.

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1. Introduction

1.1 About the system

The last decade has brought a growing awareness, among government institutions as well as in the industrial world, of the necessity to develop appropriate industrial and technological information systems as a key element in industrial development. There is an awareness that the quality and adequacy of industrial information are prerequisites for the policy planning process. The Information Resource Management System (IRMS) is a computerized system developed for national Industrial and Technological Information Bank (INTIB) centres. It is designed to support information activities of the centres. The general objective of the system is to provide factually accurate, rapid and up-to-date responses to various queries from national users of industrial information.

The system is implemented as a multi-purpose PC application. It allows one to collect the following types of data:

- Institutions (factories, governmental and non-governmental bodies involved in industrial activities etc.)
- Industrial processes
- Experts/consultants
- Training
- Information sources (databases and systems and networks).

Between records of particular types some links may occur. The meaning of the links is explained in figure 1.1.

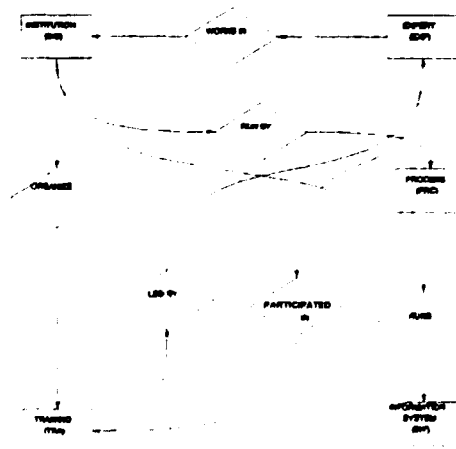


Figure 1.1. Entity relationship diagram for IRMS

The package has been developed in addition to the UNESCO software Micro-CDS/ISIS as a set of PASCAL programs, which add substantial value to the standard ISIS shell functions. The IRMS application is, to a large extent, self-explanatory and user-friendly due to its menu-driven, pop-up and pull-down menu philosophy. The main functions – edit, browse, search, display and print – are especially designed for the less experienced user with the objective of providing support for all possible system functions.

For example, special support is given to the formulation of a query by offering tables of terms, accessible through the menu system. All search terms are kept in one large dictionary which is subdivided into specific tables according to the field and record type in which they appear. This means that tables which present the indexed content of specific fields can be preselected for a specific search. The terms in these tables are presented in alphabetical sequence, and may be viewed starting from any point of the alphabet by specifying the first letter(s) of the term at which the table should start.

The data entry and update subsystem facilitates maintenance of the IRMS database. The subsystem provides control on the field level as well as on the record level. The contents of some of the fields are controlled by special tables. The tables may contain predefined codes, descriptors from a thesaurus, pointers to other records etc. In addition, global validation procedures ensure the high quality of data. The user, however, is still responsible for the quality of input and, consequently, the final output from the application. That is why the data entry staff must be familiar with the requirements for data entry and, to this end, the support document on IRMS record types should be consulted.

1.2 About the manual

The outline of the manual is as follows. The main options of the IRMS system are listed later in the present chapter. Chapter 2 presents the search, browse and display procedures. Chapter 3 is entirely devoted to the data input and update. Chapter 4 contains a description of the Mailing subsystem. In Chapter 5 the export and import procedures are described. Chapter 6 presents observations on the reorganization of the database and on the training facilities, and describes a procedure for user registration. Chapter 7 contains comments on troubleshooting.

Depending on the organizational means available, the system may be run by one person, and in larger centres it may be used by various categories of users. The following categories may be distinguished:

- Database administrator
- Data entry staff
- End-user.

The manual is devoted to all the user categories, however, for the end-user it will be sufficient to become familiar with chapters 1 and 2. The data entry staff should additionally become acquainted with chapters 3 and 4. Moreover, the *IRMS Field Specifications Handbook* should be available for data entry staff. The database manager should be fluent with all chapters of the manual.

To obtain a clearer idea of the various functions of the IRMS application, it is recommended to use this manual interactively with the IRMS software.

1.3 How to install the system

A special installation procedure has been prepared in order to simplify installation of the system. The system is provided on one diskette. It contains all the files needed for the installation of the system at the national level. The procedure does not require the prior installation of the MICRO-CDS/ISIS software by the user of the computer. If the system has not been installed before, it will be installed automatically during the installation procedure. Specific measures to be undertaken for successful installation of the IRMS software are dealt with below.

Procedure

Insert the IRMS installation diskette into a floppy disk drive, and type

```
drv  
install arg1 arg2 arg3 arg4
```

where:

- *drv* stands for the name of the floppy disk drive where the installation diskette is read. It may be a: or b:.
- *arg1* is the name of the hard disk where the system is intended to be installed. It may be c:, d:, e: etc.
- *arg2* is the code of the centre (four characters in upper case, assigned by UNIDO when delivering the installation diskette).
- *arg3* is the path (including the disk specification) where ISIS.EXE and *.OVL are kept (usually it is C:\ISIS\SYS). If the ISIS system is not found in the indicated directory.

the installation procedure will automatically reinstall the system in the directory \ISIS\SYS on the disk drive indicated as *arg1*.

- *arg4* is the path to the directory where the system is to be installed. If left empty, the directory IRMS is attached to the root.

Example

```
a:
install c: IPCT c:\isis\sys3 \isis [RETURN]
```

In this case, the system directory IRMS will be attached to the directory \ISIS on the disk c:. It is assumed that the files ISIS.EXE and *.OVL are stored in C:\ISIS\SYS3. If not, the ISIS program will be loaded to C:\ISIS\SYS3. In this case, the procedure will prompt the user if he or she wants to continue installing the system.

In installing the IRMS software, the IRMS subdirectory is attached to the ISIS directory. The installation procedure also creates a special directory \$IRMS.BAT, which is added to the root of the disk c:. It contains all the necessary batch jobs to run IRMS.

The system requires at least 2 MB of main memory. It also requires a disk space greater than 6.0 MB for the installation. It is necessary that the IRMS software be run under DOS 5.0 or higher. In addition, the EMM386 memory should be active. In such a case, the RAM memory requirements are 460 KB. To be sure that the system configuration is correct, check the following in the CONFIG.SYS:

- Number of files defined should be 30 or more, e.g. FILES=30.
- Number of buffers defined should be 30 or more, e.g. BUFFERS=30.
- The EMM statement should activate at least 256 RAM; this may be done by the following statement: DEVICE=c:\DOS\EMM386.EXE RAM 256.

1.4 Getting started

The IRMS system consists of two databases:

- ENV.M, which keeps the records of various types, as shown in figure 1.1.
- TEST, which has exactly the same structure as IRMS and may be used for training.

Having installed the system successfully, the user can try to navigate through the IRMS menus. As all the maintenance functions, as well as UPLOAD/IMPORT functions have to be

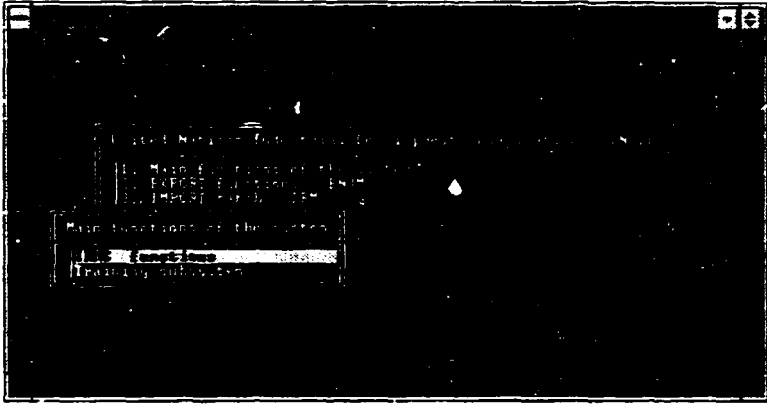


Figure 1.3. DOS menu – main entrance to IRMS

When option 2 is selected the EXPORT function is activated. The option allows the selection of records to be exported.

When option 3 is selected, the IMPORT procedure is invoked. The recovery procedure may be needed, if a failure of the system occurs during the upload/download procedure.

When option 4 is selected the reorganization procedure is activated. Two suboptions are available in the submenu, namely IRMS reorganization and TEST reorganization.

To exit from the menu the user has to press ESC. The functions available when the option "IRMS" is selected are discussed below (see figure 1.3).

Log in (login)

Once the system is started it prompts the user for the User Id and the appropriate password (see figure 1.4). The User Id and the password is set up by the database manager when registering the user. Whenever login is performed, the user may change the password.

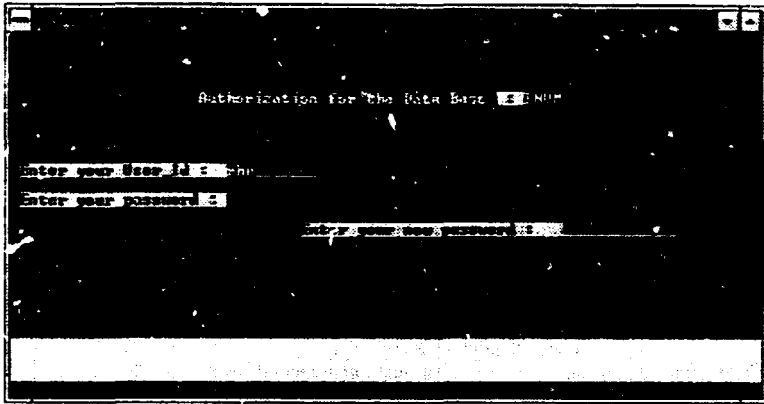


Figure 1.4. Login

If the password is correct the system starts up with the system panel (see figure 1.5) and then brings a pull-down menu. The menu shown in figure 1.6 is designed for the user authorized to act as database manager.

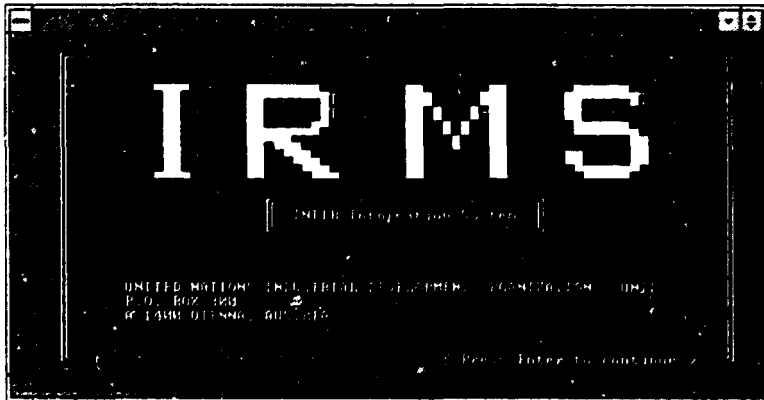


Figure 1.5. Main system panel

In the following chapters of the manual the functions in the menu will be described in more detail. Some hints are given below on how to move around and what kind of function keys are available.



Figure 1.6. Main menu

1.5 Some hints

Before proceeding further into the IRMS system some hints are presented that may be useful in working with the system. They relate to various conventions in using special keys in the system.

Keys on the menu level

1. The selection from the pull-down menus is made by pressing an option key or by using ← and → arrows. There are also pop-up menus. In this case you can also select an option by pressing an assigned key, though additionally you can use the arrows ↑ and ↓ to move up and down and point out the option, and then press <CR> to select it.
2. The ESC key is used to leave the selected menu and return to the previous point of the interaction within the IRMS database software. It is also equivalent with the option X on most of the menus.
3. The key F1 may provide an additional HELP or explanation.

Keys on the edit level

When editing a text, one may use the following keys:

- F1 Provides a help message. In some cases it may give you a table (usually on the right side of the screen) where you can locate appropriate values, select them and transfer automatically to the field. The selected values may replace a given field (option R on HELP menu). In addition sometimes you may insert data to your field (option I), or add data to the end of your field (option A).
- F2 Clears the field, leaving it empty.
- F3, F4 Serve as *cut-and-paste* marking keys to get a portion of data to an internal ISIS buffer. F3 is used to indicate the beginning of the string to be cut, F4 cuts the text to the cursor. Thus, to get a portion of data to the buffer you should position the cursor at the beginning of a text, press F3, then position the cursor at the end of the text and press F4. This will cause the portion of text to disappear (cut function).
- F5 Inserts the text from the buffer into the field starting from the cursor position. To rebuild a portion of text that was cut by F3 ... F4, you may simply press the key F5.
- F6 Clears a portion of the field starting from the cursor position to the end of the field.
- CTRL → Moves the cursor one word forward.
- CTRL ← Moves the cursor one word backward.
- CTRL-W Delete: a word at the cursor position.

In addition, the **Home** key positions the cursor at the beginning of a field; the **End** key positions the cursor at the end of the field. Some of the fields may be scrolling, that is, they may keep a text with the length longer than the length of the field.

2. Search, browse and display services

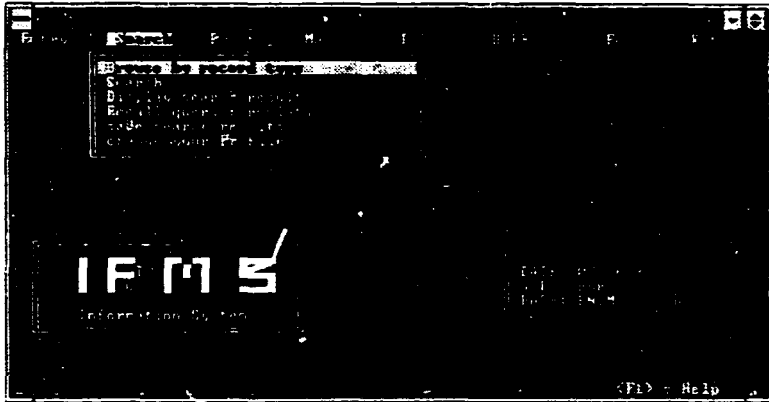


Figure 2.1. Options of search submenu

Searching and browsing functions are the most frequently used functions of the system. In the IRMS system these functions are available to any IRMS user group. In figure 2.1 the search submenu is shown. Independently of the user privileges (database administrator, data entry clerk or end-user) the search submenu is the same for all cases. The following functions are provided:

- Browse records of a given type. The function provides quick access to a record of a given type by specific field (e.g. access to an institution record by its name).
- Search records by types. This function provides more powerful tools, enabling retrieval of the requested information (e.g. search by classification codes, descriptors and many other aspects specific for the given type of information).
- Display search results. This function enables one to display the result of a given search.
- Recall query results. If a number of queries were run during a session, one can recall the queries and search results.
- Save search query results. This function can be used if one wants to save an answer for further processing, e.g. producing a report or export of selected records.

In addition, the user can change his or her default parameters (such as the default display format or the name of the output file).

The above-mentioned functions are described below in detail.

2.1 Browse

The purpose of using the browse function is to take a brief look at a desired part of the database. This function allows one to browse records ordered in a given way, for example, to see a table with the names of all the relevant institutions or experts, ordered alphabetically.

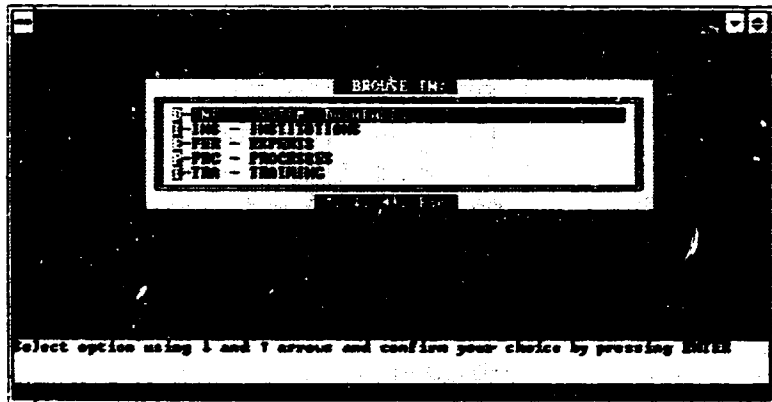


Figure 2.2. Selection of record type for browsing

Steps

- To start browsing the records one selects the option B from the menu as in figure 2.1. This will bring the menu as in figure 2.2.
- The record type that the user wants to browse is selected. A table will be provided, in which appear the possible fields by which the browse table is sorted. For example, for the type EXPERTS (PER), one can browse by "Person name" or "Record ID".
- When the ordering type is selected, the selected browse table with all possible values ordered alphabetically appears. The right column in the table contains the record numbers (see figure 2.3).

The ways of moving around the table are as follows:

1. To select a given position one has to position the cursor on the title and press <CR>. If the title is followed in the table by the record number (master file number), the character "+" will appear at the selected position to confirm your choice;
2. If the position you are looking for is not on the page, you can change the page. To move one page forward use the key PgDn, then proceed as in (1);
3. The option T allows you to specify the title stem to go directly to the given title, then proceed as in (1);
4. Having selected a number of records, press R (Run) to display the selected records one by one, in the same manner as described in this section. Thus, having displayed the record, you may change a format to see the document in the most desired form. You can also move forward and backward among selected records.

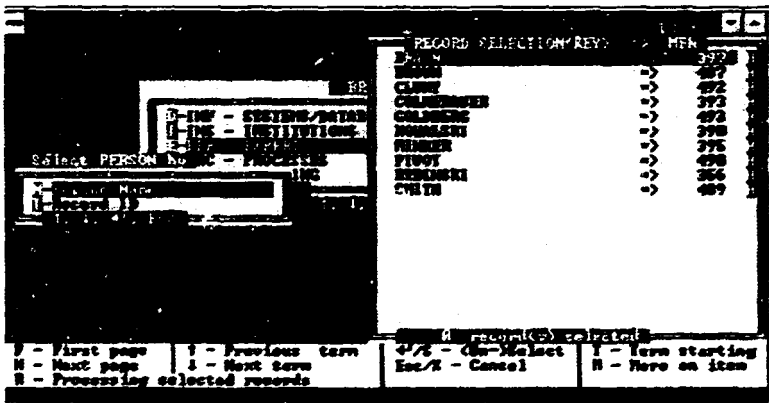


Figure 2.3. Browse table of experts (sorted by name)

Instead of selecting a group of records for browsing, you can see the contents of a specific record immediately. To do so, you have to position the cursor on the document and press the key "M" (for "more"), then the record is displayed. In this case, however, the format of the display cannot be changed.

2.2 Search

To start the search function, the option S from the search menu (see figure 2.1) is used. The system provides a menu offering various search strategies (see figure 2.4). There are two ways of performing the search. First, we can make a search by particular type (the options A, B, I, N, M...etc.). Secondly, we can perform a search through the whole database, independently of the record types (the option All). In the first case, all the retrieved records compose a homogeneous answer, whereas in the second case the answer may consist of the various information types (for example, INSTITUTIONS, PROCESSES and EXPERTS).

In addition, we can also get a *ready to use* query from the QUERY database which contains previously defined queries addressed to the IRMS database

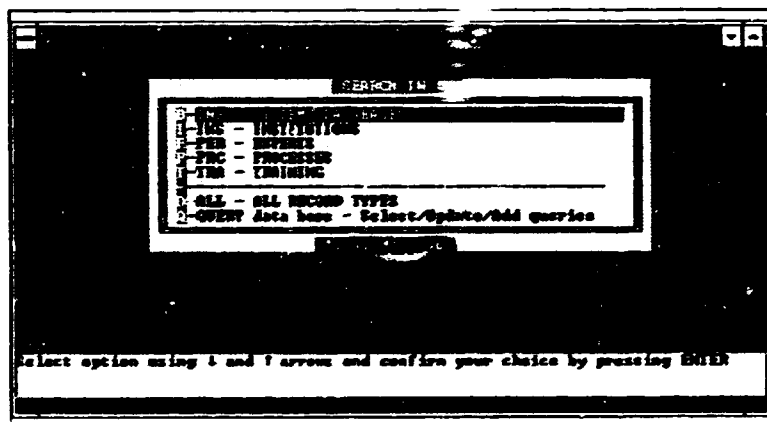


Figure 2.4. Search by record types

Assume that a search is to be performed in the INSTITUTIONS. When the option N is selected from the menu as in figure 2.4, another menu appears, showing all possible *search keywords* (see figure 2.5).

Once a search aspect is selected, a table appears (*dictionary* of a given field – see figure 2.6). The terms from the dictionary can be picked up to construct a query. They can be assigned to the standard CDS ISIS Boolean operators (+ for OR, * for AND, ^ for ANDNOT etc.). At the same time, the automatically constructed query is shown on the screen within a query

window (see figure 2.6). The navigation within a dictionary can be performed by using standard paging facilities, in particular:

- F leads to the first page of a selected dictionary.
- N provides the next page.
- T enables you to specify a root from which a new page is to be displayed.

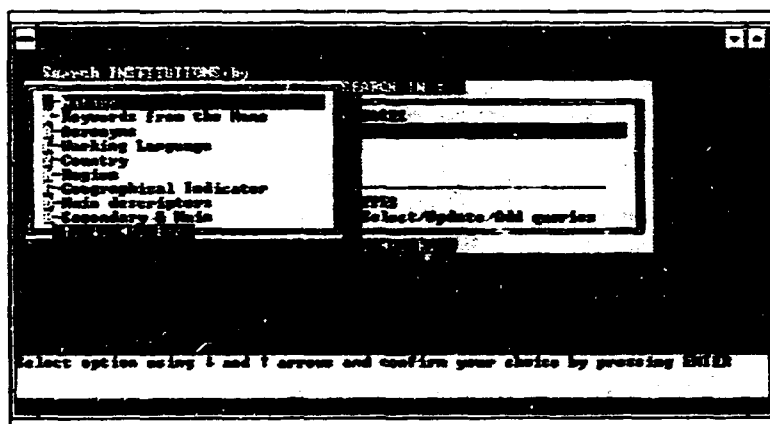


Figure 2.5. Selection of search keywords

In order to create a query, you can combine the terms belonging to the various dictionaries within a record type or attached to different record types.

Example

If you want to know all INSTITUTIONS in Poland which in their name have "Agriculture", "Agricultural" etc., proceed as follows:

Steps

- Select the S option (from the search menu (see figure 2.1))
- Choose the INS record type.
- Select the keyword "Country" and pick up the term "POLAND".

→ If you do not feel firm at this point, press the HELP key F1 and select one of the possible HELP screens (see figure 2.7).

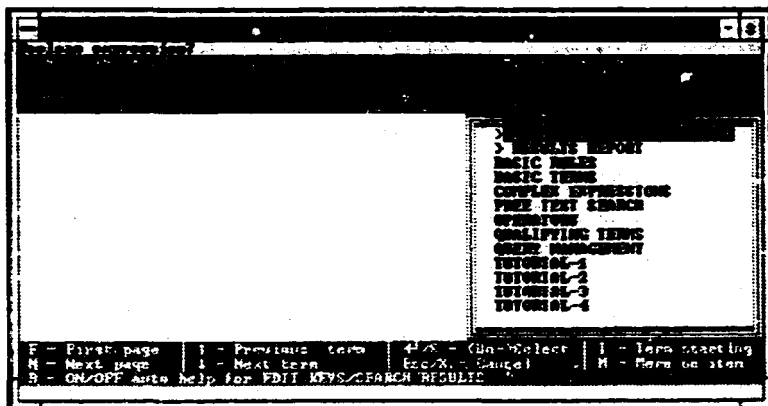


Figure 2.7. HELP options

→ To execute the query, press <CR> (possibly exiting from HELP).

Two other useful functions that deserve attention are as follows:

- SAVE QUERY (the option PgDn), which allows you to save the constructed query in the special QUERY database. The created query can be activated repeatedly whenever needed
- GET QUERY (the option TAB) which allows you to get a predefined query from the QUERY database. The query can be modified or edited using all the facilities of the supported search construction tools.

After executing the query, you can display the search results by using the DISPLAY function (see next section).

2.3 Other functions

Display

Having run a number of queries, you can refer to them and display results of a specific query. To do so, you can use the display option (menu as in figure 2.1). When the option D is used, the system prompts for the query number the user wants to display. If it is the last query, press <CR>. Otherwise, you have to recall the queries run during the session by use of the function RECALL (see below).

In order to move around displayed records you can use special options (see figure 2.8):

- To move down to the next record (up to the previous record), use the DOWN arrow ↓ (or UP arrow ↑).
- To see the next page of the same record, press <CR> or PgDn.
- To return back one page, press PgUp.
- To get back to the first record, one may use the combination CTRL-Home.
- To jump to the last record, press CTRL-End.

Additionally, you can change the *display format* and/or print a selected record. The first option is denoted by the code M, the second by P. If the M option is selected, a table with available formats is displayed, from which a requested format can be selected.

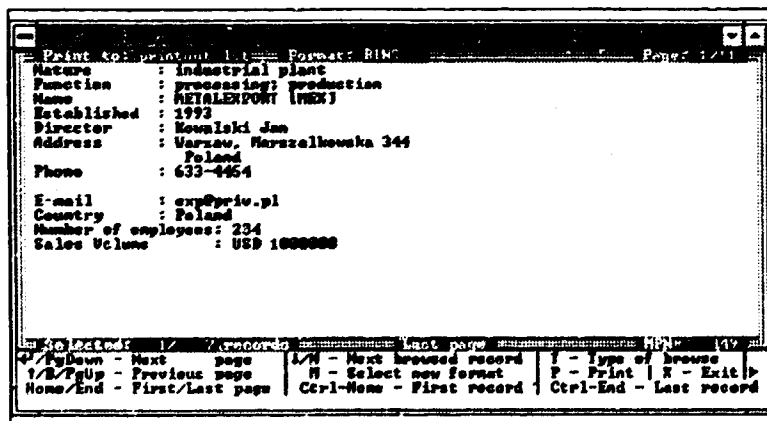


Figure 2.8. Display menu

Recall

The RECALL function can be used to see all the queries and results. When the option is selected the system displays the screen as in figure 2.9.

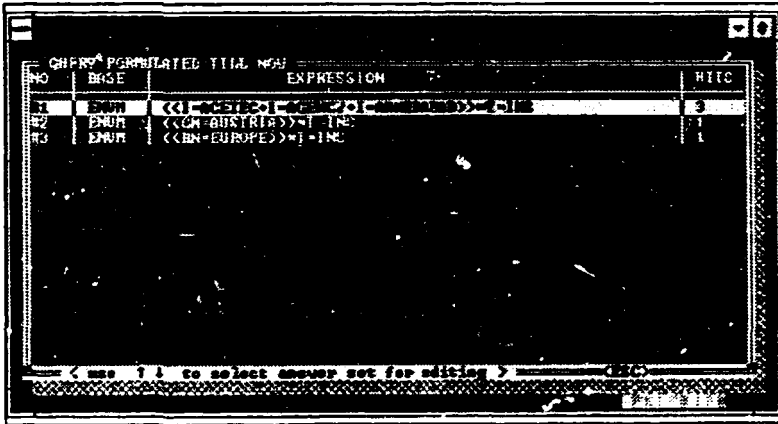


Figure 2.9. Recall function

If needed, you can easily select a query to edit and then run it. The selection may be done by using the arrows.

Save

This option allows you to save the result of a query for further processing (to run upload of selected records or print a special report).

Change profile

This option allows you to change the configuration parameters of the user profile (e.g. default display formats, browse formats, default name for the output file). Under this option only the profile of the logged user is available.

It is recommended that the option be used only when the user is familiar with the system.

```

-----
Press F1 for help      Y U C - USER CONFIGURATION FILE      Page 1 of 2
-----
USER NAME:  Kobinski Henryk
TELEPHONE(S):  2 4 5

-----
                        CONFIGURATION DATA
-----
DEFAULT FORMAT FOR SOURCE:  YES      DEFAULT FORMAT FOR DISPLAY:  YES
DEFAULT HOME - PRINTOUT FILE:  printout.lst  DEFAULT PRINTER DEVICE NAME:  PRN
DEFAULT PRINT LINE WIDTH :  32
DEFAULT HELP USED (Yes/No) :  YES

| < - Next page | B - Previous page | M - Modify | N - New record |
| X - Exit      | D - Delete       | C - Cancel | T - End revision |
| Here ...     |                                     |           | 1
  
```

Figure 2.10. User profile

3. Entry and update services

3.1 General information

Having selected the option E from the main menu, you are brought to the data entry and update services. The submenu which appears on the screen is presented in figure 3.1.



Figure 3.1. Data entry menu

The functions available on this menu are briefly discussed below.

N - Create new records

One of the record types may be created by invoking a corresponding option from the table of types.

Note. Once a record is selected an appropriate worksheet is automatically provided for data entry.

E - Revise, range and last record

After selecting this option, the menu appears as in figure 3.2, and is used as follows:

- If a range of records specified by master file number (MFN) is to be selected, the option E has to be used.
- If the record can be identified by an acronym or the title or name field, the option T is used. When selected, the menu with record types appears; then for the selected type a table with titles, names and acronyms comes out. The table is presented in the same way as for the BROWSE function described in section 2.1. After selecting records from the table, you can modify them one by one.

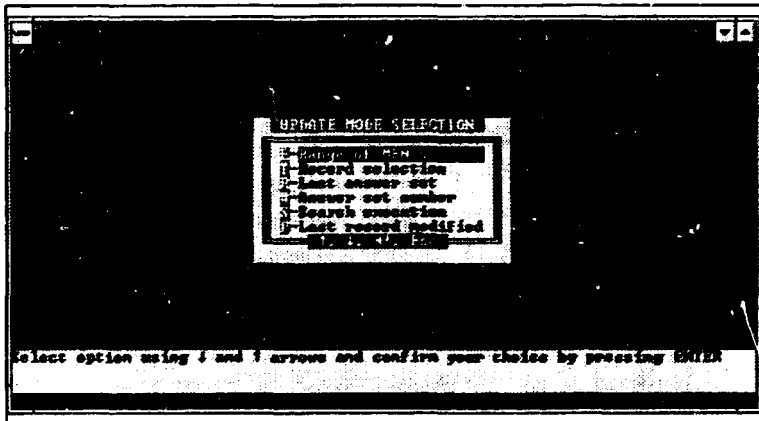


Figure 3.2. Selection of records for update

- If you want to revise a set of records being an answer to the last query, you can use the option R.
- If you want to revise a set of records being an answer to one of the previous queries, you can use the option #.
- You can also specify a query using the option S, and then use the option R to revise the answer.
- If you intend to modify the last record updated, the option P can be used.

While editing a record, the user may be in one of two possible modes – EDIT mode and MENU mode. The two modes are briefly described below.

3.2 EDIT mode

In the EDIT mode the user has the cursor in one of the fields of a worksheet. While staying in this mode you can:

- Move around between record fields.
- Edit a particular field.

To move to the next field, press <CR>, whereas to return to the previous field the TAB key should be pressed.

When editing particular fields, you can use the function keys:

- | | |
|--------|---|
| F1 | Provides a help message. In some cases it may give a table (usually on the right side of the screen) from which you can locate appropriate values, select them and transfer automatically to the field. The selected values may replace a given field (option R on HELP menu). In addition, you may sometimes insert data to a field (option I), or add data to the end of a field (option A). |
| F2 | Clears the field, leaving it empty. |
| F3, F4 | Serve as <i>cut-and-paste</i> marking keys to get a portion of data to an internal ISIS buffer. F3 is used to indicate the beginning of the string to be cut, and F4 cuts the text to the cursor. Thus, to insert data in the buffer, you should position the cursor at the beginning of a text, press F3, then position the cursor at the end of the text and press F4. This will cause the portion of text to disappear (cut function). |
| F5 | Inserts the text from the buffer into the field, starting from the cursor position. To rebuild a portion of text that was cut by F3 ... F4, you may simply press the key F5. |
| F6 | Clears a portion of the field, from the cursor position to the end of the field. |
| CTRL → | Moves the cursor one word forward. |
| CTRL ← | Moves the cursor one word backward. |
| CTRL-W | Deletes a word at the cursor position. |

In addition, the **Home** key positions the cursor at the beginning of a field, and the **End** key positions the cursor at the end of the field. Some of the fields may be scrolled, i.e. they may keep a text with the length longer than the length of the field.

The **F1** key (Help and Pop-up) is described in detail later. Generally, if a field is *supported*, then by pressing **F1** a table can be invoked containing all possible values from the field domain. There are two distinct cases:

- The values from the table may be selected and transferred to the field.
- The field has to be unique and the values in the table indicate what cannot be entered.

More details will now be presented about the tables which can be invoked using the **F1** key. There are two types of tables:

- The first is a simple table that contains only the values (e.g. descriptors).
- The second is composed of two columns, with the first column providing an explanation of the code which is stored in the second column. In this case the selected value is from the *code* column. As an example of the table of the second type, you can invoke a table from the *link* fields, e.g. link to INSTITUTIONS.

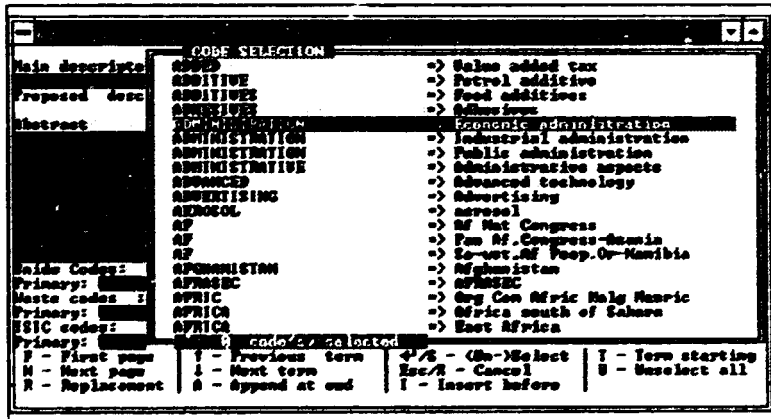


Figure 3.3. A table with descriptors

The table comes up along with its menu (see figure 3.3). Moving around the table is exactly the same as explained in the case of browsing the records (see description of the BROWSE function). The most important options serve as follows:

- The option T is recommended to move directly to a given page of a table which allows one to avoid unnecessary scrolling.
- The M option provides more information on items from the table. Thus, if you position the cursor on the first item and press M, a screen with more details on this item will be shown.

An item may be selected from the table by positioning the cursor at the item and pressing the key <CR> or S. To cancel the command, you may strike again the key (the key works as a toggle). In some cases, it is possible to make a multiple choice, in others, only one selection can be made. Having selected data, you can return with the data to the field. There are three options available:

- R - this option cleans the contents of the field, replacing it by the new data selected from table.
- A - this option appends selected data to the end of the contents of the field.
- I - this option inserts selected data at the beginning of the field.

In some cases, the table may provide links to other records. For example, a record of the type PERSON may be linked to an INSTITUTION record, reflecting "affiliation" of the person (see figure 3.4). If the required information is not in the table, one may fill out the gap. It means that a new record may be created (the option C on the table menu - see figure 3.4). Selection of this option causes the current record to be put on the stack (for further processing) and a new record to be opened. Practically, the number of records on the stack is unlimited. To illustrate the stack idea, assume that a PERSON (PER) record is being entered and that you are at the affiliation link to INSTITUTION. Having pressed F1, you get the table of all INSTITUTION records available. If it is found that the INSTITUTION record needed is not in the table, the C option is selected. As a result, you leave for a while the PERSON record in order to enter the INSTITUTION record where you find the missing data. Exiting the INSTITUTION record, you automatically return to the PERSON record, the link field having been filled out with an appropriate value. It should be noted that cancelling a record on the stack (the level higher than zero) causes a return to the starting field, and the table connected to the field remains unchanged.

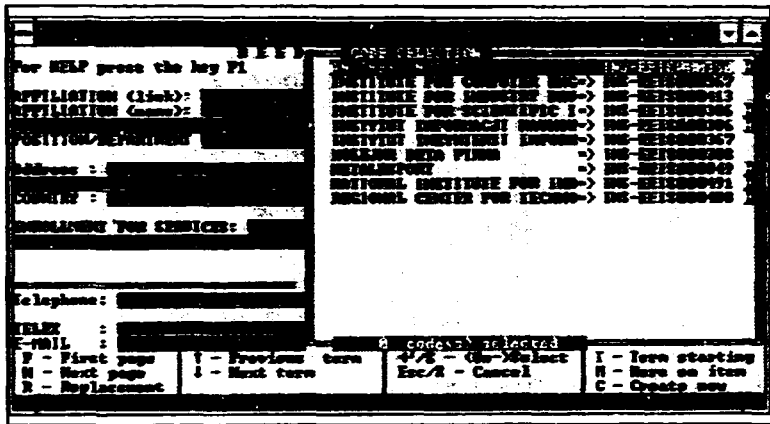


Figure 3.4. Adding a link from PERSON to INSTITUTION

Notes on the escape feature

As some of the fields are validated, it may happen that an attempt to leave the field fails, if the system detects an error. In such a case, a message is displayed to the user, explaining the error. If the field is obligatory, the message is:

The field is obligatory

In such a case, it is recommended that the key F1 be pressed. This usually brings up a table with possible values, or provides an explanation on what should be entered to the field. If the field is obligatory and no table is assigned to it, any text can be entered (for example, XX). If a table is displayed, it is recommended that the field be left with a proper value selected from the table.

3.3 MENU mode

To switch from the EDIT mode to the MENU mode you should press the key PgDn. In the MENU mode, the last two lines are as indicated below:

<N - Next page	B - Previous page	M - Modify	N - New record	P - Page
X - Exit	D - Delete	C - Cancel	T - Type select	

The MENU modes for data entry and for modifications are slightly different. All the possible options are explained in detail below.

For both cases (new and update) the common options are as follows:

(<CR>) To be used when the next worksheet page is requested for the given record type.

B May be used whenever you want to go back to the previous page.

Note: When you are on the first page of the record while performing UPDATE, by pressing B you are returned to the preceding record (from the list of records selected for processing), having saved the current record.

M Allows you to switch to EDIT mode when the need arises to correct a field. The option sets the user on the first non-protected field on the worksheet.

Note: Another option is available that allows you to switch to the EDIT mode. By pressing TAB, you are also moved to the EDIT mode, but the cursor is positioned at the last available field on the worksheet.

N Allows you to terminate work with the given record, saving it on the disk. The option does not break the work with a data entry/update program, i.e. for the next step you will be automatically provided with a new worksheet and/or record.

P May be used if you want to jump directly to a given page. When used, the system prompts the user for the desired page number.

X Ends the session with a given record, saving it on the disk. In comparison with the option N, this option ends the entry/update procedure and causes a return to the main menu for database modifications.

Note: For the options N and X, the global validation is activated and the options are executed only if no errors are detected in the record. Otherwise, the option is ignored and you are returned to the position where an error was detected.

D Deletes a record from the database.*

*To delete a new record, select the option D from the menu. If the record has been exported to the central database at UNIDO, you cannot delete it by using this option. Instead, you set the record status to D and exit.

C Cancels the changes provided to the record. Thus, when a new record is being entered, C is equivalent to deletion of the record (option D). When the record is being modified, the option enables you to get back to the previous version of the record. If a set of records is being modified, this option will provide the next record from the record list.

T Has two different meanings:

- i) When entering a record, you complete it and go back to the menu for selection of a new record type. Then you continue to enter data.
- ii) When modifying a group of records, you skip remaining records in the group, and cancel the changes in the current record.

Note: The option X also ends a group of records, but X leaves changes made on current record, while T cancels the changes in the record.

More on the escape feature

To avoid global validation of the record, you can cancel the changes by using the option C from the EDIT menu and leave the record. This, however, means that you lose the changes already entered to the record. Therefore, another possibility is foreseen that allows you to exit the record without validation, storing the changes in the record. It is possible to escape from the record leaving the SEND FLAG status set up to H ("Pending"). To do so:

- Enter H to the field SEND FLAG (the field is on the first page of any worksheet). This value switches off most of the global validations.
- Switch to Menu mode (PgDn), and press N or X or T to store the record as pending. Later, you have to come back to the record and complete it.

Note: The records having the SEND FLAG equal to H are marked in the BROWSE/UPDATE selection table by H on the right side. It is therefore easy to identify the records that need intervention.

3.4 Example of entry procedure

Data entry errors are controlled at either the field level (i.e. an incorrect value has just been entered or no value has been entered to an obligatory field, and you wish to proceed to the next data item) or at the worksheet exit level.

A sequence of steps for entering an INSTITUTION record is presented below:

- Select INSTITUTION from the type menu (see figure 2.2) by positioning the cursor and pressing <CR>.
- At the field SEND FLAG press F1, and a table of predefined values appears. If you are not going to enter a complete record, select the code H, which will reduce the validation procedure at exit.
- At the field NATURE press F1, and a table of predefined values appears.
- If in doubt about what to enter, F1 triggers assistance for all fields in the form of either textual advice or a table of controlled terms.
- Move the cursor to highlight the appropriate term and press <CR>.
- Fill in the remaining blank fields on the first page of the worksheet, moving forward by <CR>.
- Note that you must enter information in compulsory fields. If you try to move to another field before doing so, the application will not allow the move.

At the end of each page, the application automatically switches to MENU mode. When reaching the MENU mode you may continue as follows:

- Either press <CR> to continue to the next page, or choose M to return and correct any mistakes. Before changing the page, try also TAB. It is possible to switch to EDIT mode not only by means of M but also by TAB.
- Continue with data entry for all subsequent pages. Keep the above notes in mind, and pay extra attention to the compulsory data elements, using the F1 key (HELP) whenever in doubt.

Abstract, descriptors and codes

The abstract, descriptors and codes, which always appear together in the same sequence, usually on the last page of a worksheet, require special care.

Abstract

- Carefully read or scan the material which is being entered.
- Prepare and enter a clear and concise résumé for the abstract field, either in regular textual form or in telegraphic form.

Note that correct punctuation and simple sentence structure is an important aid to understanding a computer abstract.

- Include descriptors in the abstract wherever appropriate (based upon the UNIDO *Thesaurus of Industrial Development Terms*) enclosed within angular brackets <...>.

By pressing F1, a table of valid descriptors is made available for selection.

- With the cursor at the start of the abstract field, press F1 for the table of descriptors
- Move to the appropriate term(s) and press <CR> to select.
- When all required terms have been selected, press I to insert.

The descriptors should be embedded in the text of the abstract. It is thus advisable to select and enter the terms at the point they are required during the typing of the abstract.

Descriptors

With the cursor at the start of the descriptor field, press F1 for the table of descriptors which should be selected according to the previously prepared abstract.

Move to the appropriate term(s) and press <CR> to select.

When all required terms have been selected, press I to insert.

Codes

- Only the primary UNIDO codes are compulsory.
- With the cursor at the start of the code field, press F1 for the table of codes which should be selected according to the previously prepared abstract.
- Move to the appropriate code(s) and press <CR> to select.
- When all required terms have been selected, press I to insert.

When data entry is completed:

- Ensure that the information you have entered in the field designed for it (important for the non-controlled fields) and check that the abstract makes sense.
- At the end of the final page of the worksheet, there will be a message **Last Page**. Select X to finish (or N to start a new INSTITUTION record).

Note that the record can only be saved if no errors are detected when exiting. If there are errors, you will be returned to the position in the worksheet where an error has been detected. This will be repeated until all controlled items are correctly entered.

As a practical exercise, follow the above steps for various record types. Before entering any new record, it is advisable to search/browse as a routine procedure to avoid duplication of record entries.

Note that dates of entry and modification as well as the unique record identifiers are automatically assigned and cannot be changed by the user.

4. Mailing subsystem

4.1 General information

The mailing subsystem is designed to simplify management of mailing in carrying out system activities. The system enables you to keep the IRMS customer addresses along with their characteristics, regular services requested etc. Having the customer characteristics makes it easy to select addresses satisfying certain criteria and to produce a merge file for a word processor, or sticky labels.

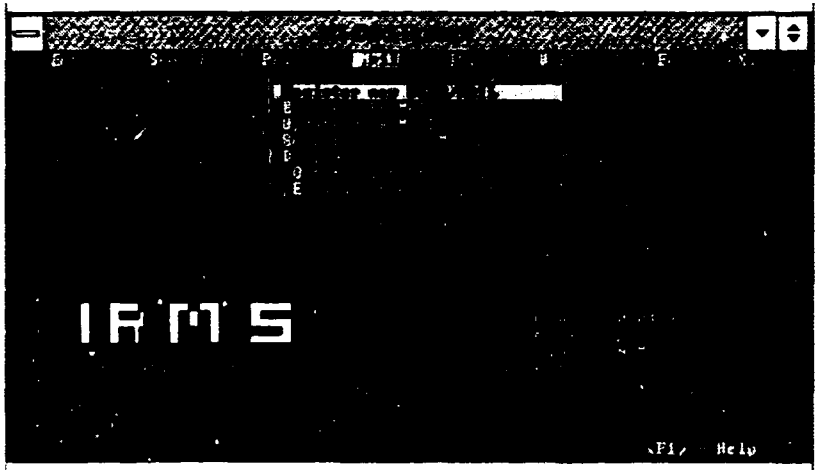


Figure 4.1. Main mail menu

The mailing subsystem also stores the incoming mail, enabling one to control activities dealing with the mail. The basic functions of the subsystem are described below. To access the subsystem you have to select the option M from the main menu, as in figure 4.1.

Register users and mail

This option allows you to register a new IRMS customer and/or the customer letter. In addition, one can describe a hard copy file where the mail is kept. Two types of customer are distinguished, namely INDIVIDUAL and CORPORATE. The process of entering and updating data is the same as described in section 3.

Display

Any search result may be visualized by the use of the option D. Standard formats provide the display as designed for the labels.

Sort print sticky labels

This option allows you to produce a *merge* file for use with WordPerfect or to generate sticky labels in the WordPerfect format. The merge file can be used to generate a set of letters and labels. If no letter is to be generated, a simpler WordPerfect file for producing sticky labels may be created.

Pending letters report

You can use this option to produce a hard copy report of all pending letters.

4.2 Example of mail registration

To register mail, you select the option R from the MAIL subsystem menu. Then, from the menu as in figure 4.3, you select the option L (correspondence LOG record). The system loads a special worksheet for mail logging.

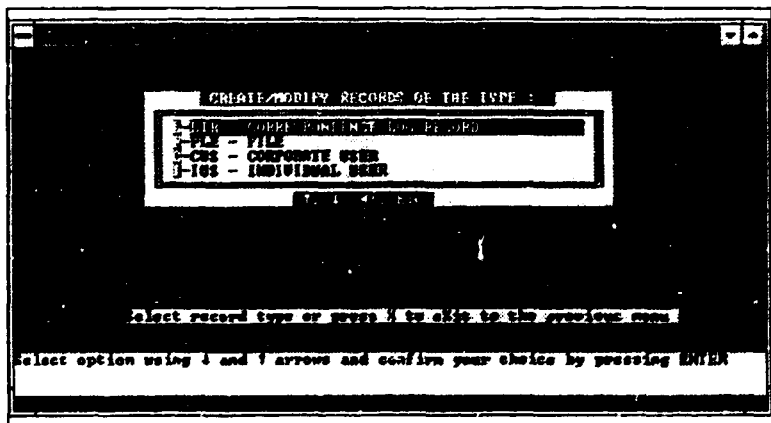


Figure 4.3. Data types of the MAIL subsystem

The first available field on the worksheet "LOG number" should be given a unique number which is officially assigned to the incoming mail. The system controls for the uniqueness of the number selected. If in doubt, press F1 to see the preceding LOG numbers.

R E E S - MAIL LOGGING SUBSYSTEM Page 1 of 2
Correspondence Log Record

Access code: [REDACTED] Log Number: [REDACTED]

Sender Ref. Number: [REDACTED]

Stored in the File: [REDACTED]

File number/subj. : [REDACTED]

Date correspondence sent: [REDACTED] Date reached unit: [REDACTED]

Link to Sender (Corporate): [REDACTED] .. or Individual: [REDACTED]

Sender name : [REDACTED]

Subject : [REDACTED]

← - Next field | <Tab> - Previous field | <F9> - End of modifications

EDIT: Replace

Figure 4.4. LOG worksheet - page 1

The field "Sender Ref. Number" should be filled by the sender reference number as specified on the correspondence. The field is also controlled for duplicates. In this case, however, only a warning may be issued, so that if by any chance two letters have the same reference number, more than one record could have fields with the same values.

The field Stored in the File (see figure 4.4) stores a link to the record describing a file where the correspondence is physically stored. It is therefore necessary to enter here only a value from the table invoked by the key F1. If the FILE record to which you would like to connect a LOG record does not exist in the table, you use the option C (Create) to create the requested FILE record. Otherwise, you select the record from the table by pressing <CR>, and option R is used to return to the LOG record.

The next field "File number/Subj." will be filled automatically.

The fields "Date correspondence: Sent" and "Date reached Unit" are filled with the *equal* sign. If the *equal* sign is left, the system provides the today's date automatically.

Of the next two fields ("Link to Sender Corporate", "Individual"), one is selected. By pressing F1, the names of all users (corporate or individual respectively) can be seen. Usually, the

name of the requested user should be found. If not, a new record must be created. The field "Sender Name" will be filled out automatically by the system.

In the field "Subject", the subject of the letter is briefly described. Essential keywords should be inserted in triangular brackets (< and >). The keywords may be also taken from the table accompanying the field (using the key F1).

Next page

The screenshot shows a terminal window titled "R E E B - MAIL LOGGING SYSTEM Correspondence Log Record" with "Page 2 of 2" in the top right. The interface contains several fields: "Action required:" followed by a redacted line; "Deadline : [redacted]"; "Date action completed : [redacted]"; "Follow-up on (date)" with a list of dates; "Subject" with a redacted line; "STATUS : [redacted]"; and "Forwarded to:" with a redacted line. Below these is a "Comments :" field with a redacted line. At the bottom, there are navigation instructions: "← - Next field | <tab> - Previous field | /Fgn - End of modifications" and "EDIT: Replace".

Figure 4.5. LOG worksheet - page 2

On the next page all the fields are self-explanatory (figure 4.5). In the field "STATUS" you can enter a value from the table {*acknowledged, action completed, for action, for comments, for info, pending*}.

5. EXPORT and IMPORT

5.1 EXPORT

Data entered to the local ENVM database are to be exported periodically to the IRMS central database at UNIDO headquarters and/or a cooperating information centre. It is therefore a special job designed to simplify selection of records to be exported and to control all the phases of the export process.

The export file is generated in the CDS format, which is the most suitable for updating the target database IRMS at UNIDO headquarters. To avoid confusion and human mistakes and to protect data against hardware and software failure, the procedure of data exchange with the mainframe is fully automatic. The procedure may be activated from the IRMS DOS menu (see figure 1.2).

The user may use the search facilities in order to select a subset of the database. In the query you can specify the type of records to be sent, the subject, country codes etc. Thus, as a first step, the procedure prompts for a query. The answer for this query will be the subject of export. By default, the query is created in such a way that only the records flagged "for export" are selected. The query may be manually edited, so that any range of records may be the subject of export.

Although the procedure runs automatically, it is recommended that before activating it, the IRMS manager should browse the records which are planned to be sent.

The EXPORT procedure results in creating the output file in the directory EXPORT. As a next step, you have to copy the file EXPORT.CDS to a diskette.

In summary, to export data from a local ENVM database, proceed as follows:

- Attach to the directory \$IRMS.bat
 cd \ \$IRMS.bat
- Issue the command
 menu IRMS
- Select option (2) – EXPORT/IMPORT FUNCTION – from the menu as in figure 1.2, and then select the option EXPORT.
- When finished, go to the directory EXPORT, and copy the file EXPORT.CDS to a floppy disk.
- Make a copy of the diskette, label it, and send the original to UNIDO.*

*If e-mail facilities are available, one may instead mail the file to UNIDO.

5.2 IMPORT

A special procedure has been designed to import data from another centre. The imported data may be used locally for linking external records with local ones. Note, however, that you cannot update external records at the local installation.

The procedure can be run from the DOS menu (see figure 1.2). The data may be provided on a diskette or via e-mail. They should be prepared in the CDS format. The main feature of the procedure is that the imported records automatically update the old versions of the records (the exception is that local records cannot be updated during the IMPORT process).

6. Miscellaneous

This section is devoted to the presentation of the topics which are closely connected to the operation of the IRMS package. A few comments are made below on such functions as reorganization and training.

6.1 Reorganization

This option is available from the IRMS entering menu displayed in figure 1.2. Reorganization was conceived for data security and consistency reasons. Reorganization is a self-driven function which does not require particular intervention by the user. It is recommended that reorganization should be done a few times a week. The backup files produced as a result of the reorganization are kept in the RORG directory. Additionally, the procedure removes the unused holes from the master file.

6.2 Training

The IRMS system is equipped with a special training component which can be used to train new users and to upgrade the qualifications of the IRMS staff. To invoke the training facilities, one has to pick up the option "Main Functions of the System" from the IRMS entering menu; then the option "Training Database" on the menu which shows up has to be chosen. The training environment is a compatible emulation of the actual IRMS application. The training database is kept in the TEST directory.

6.3 Registering a user

Before any end-user starts to work with the system, he or she has to be registered by DBA. To do so, DBA selects the option U on the main ENVVM menu. At this point, you have the following standard functions:

- Create new profiles.
- Browse and modify profiles.
- Search in profiles.
- Display last search result (user profiles).

When creating a new profile, you can define a set of user parameters which will be used by the system as a default (see figure 6.1).

```

-----
                USERS CONFIGURATION FILE                               Page 1 of 2
Press F1 for help          RECORD IDENTIFIER: 187-218846          DATE ENTERED: 11/11/88
-----
USER NAME:
SYSTEM ACCESS CODE:
USER IDENTIFIER:          USER PASSWORD:
LAN ID:
-----
                CONFIGURATION DATA
-----
DEFAULT FORMAT FOR BROWSE:  B???          DEFAULT POINT FOR DISPLAY:
DEFAULT NAME - PRINTOUT FILE:  Printout184  DEFAULT PRINTER DEVICE NAME:
DEFAULT PRINT LINE WIDTH :    28
DEFAULT HELP USED (Yes/No) :  No
^ - Next field | <Tab> - Previous field | <Pgdn> - End of modifications
EDIT: Replace
    
```

Figure 6.1. Definition of a new user

In particular, you can define:

- Default format for BROWSE. If instead of the name only the first letter followed by three question marks is specified (say B), the system will get as a default the format starting with the letter followed by the record type (BPER, BPRC, BINS etc.)
- Default format for display search result.
- Default names of the printout file and printer device.
- Default line width.
- Toggle for HELP option, possibly activated when the search functions are active.

7. Troubleshooting

In case the system fails (for example, if there is a power cut, or DOS is reset when running ISIS), the first steps to be taken should be to reorganize the master file and to generate the inverted file immediately. This ensures that none of the situations described below will occur.

The IRMS system intensively uses its inverted file for data validation. It is therefore one of the weakest points of the system, if the inverted files fail. Another problem appears when the master file has an EOF mark before the real end of the file. The basic symptoms resulting from inconsistencies in the ISIS databases are as follows:

- The system halts during the validation process of a field (that is, when the field is filled and the ENTER or TAB key is pressed, no activity is observed and the system does not react on any key).

Action: The inverted file has to be regenerated.

- A newly entered record is not visible in the appropriate table.

Action: Possibly an end-of-file mark is inserted before the real end of the file. To be sure that this is the case, try the old browse function for a few ranges to see if the records are displayed before the real end of the master file. If you find the first MFN which is not seen by the system, take ISO for the REED records below this MFN and another ISO behind it. Then clean the database, load the validation tables, and merge two ISO files. Finally generate the inverted file.

References

United Nations publication (ID/172/Rev.1).

NTB

**Information
Resource Management
System**

Fields Specification

Version 1.0



**UNITED NATIONS
INDUSTRIAL DEVELOPMENT ORGANIZATION**

Vienna, 1995

ABSTRACT

The present manual contains the data worksheets and descriptions of fields of the IRMS system (Information Resources Management System) which runs on 386 or 486 PC microcomputers, under the software MICRO CDS/ISIS. The manual is primarily addressed to the information officers who are supposed to collect, compile and input the data into the IRMS system.

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Some hints

A schematic diagram of the IRMS record types covered in the present manual is provided in figure 1.1. The role played by some of the function keys is explained below.

The ESC key is used to leave the selected option at the menu level and to return to the previous point of the interaction within the IRMS database software (note that it does not work when entering the data at the worksheet level).

Very often one may use the following keys for editing texts (strings of characters) in order to make the work more efficient:

- F1 Provides a help message. In some cases it may give a pull-down screen (usually on the right side of the screen) where you can locate appropriate values, select them and transfer automatically to the field. The selected values may replace a given field (option R on HELP menu). In addition, you may sometimes insert data in your field (option I), or add data to the end of the field (option A):
- F2 Clears the field leaving it empty;
- F3, F4 Serves as marking keys to insert a portion of data in an internal ISIS buffer. In addition, F4 cuts the text from the field. To insert a portion of data in the buffer, you should position the cursor at the beginning of a text, press F3, then position the cursor at the end of the text and press F4. This will cause the portion of text to disappear (cut function);
- F5 Inserts the text from the buffer into the field starting from the cursor position. To rebuild a portion of text that was cut by F3 .. F4, you may simply press F5;
- F6 Clears a portion of the field starting from the cursor position to the end of the field;
- F9 Generates the ; sign, which is an occurrence separator for repeatable fields;
- CTRL --> Moves the cursor one word forward;
- CTRL <-- Moves the cursor one word backward;
- CTRL-W Deletes a word at the cursor position.

In addition, the Home key positions the cursor at the beginning of a field; the End key positions the cursor at the end of the field. Some of the fields may be scrolled, i.e. they may contain a text longer than the length of the field concerned.

Very often the data to be input into a field may be selected from a pull-down screen or from the validation database which can be invoked by pressing F1. In the description of fields which are equipped with the pull-down screens, the field is validated by a table. The pull-down screens and the VALID database are not printed in the present document because their contents are subject to change by the IRMS database administrator.

Guidelines for data entry

For a complete guide to data entry and retrieval, please refer to the *Mini-micro CDS/ISIS Reference Manual* (version 2.3).¹ The brief summary below applies specifically to IRMS.

Rule 1. Repeatable field

Each occurrence must be separated by the | sign. The sign can be entered by pressing the key F9.

Note: No space before and after the | sign. For example:

IOM|Organisation Internationale pour les Migrations|OIM

The formatting language allows occurrences to be displayed in different ways. In some cases, each occurrence can also be inserted into the inverted file.

Rule 3. Field with keywords in sorting brackets

In some fields in IRMS, keywords are enclosed in triangular brackets '<.....>'. Each keyword is inserted into the inverted file. When displaying the field, the brackets will be ignored and **not replaced by spaces**.

For example, in the ABSTRACT field:

Institution publishes studies relating to <industrial development> and <traditional African manufacture>

will be displayed as:

Institution publishes studies relating to industrial development and traditional African manufacture

If the field contains only a list of keywords, do not enter spaces around brackets, as the special combination '<>' will be replaced by ';' for output. Thus:

<sociology><industrial development><women>

will be displayed as:

sociology; industrial development; women

Rule 4. Filing rules

In order to replace or ignore any sequence of data when sorting a field, CDS/ISIS uses the following specifications:

<text> text will be ignored when sorting and only used to display the field. For example:

Enter: <The> Hudson Institute

Sorted as: Hudson Institute

Displayed as: The Hudson Institute

<text=textb> text will be replaced by textb when the field is used in sorting, but when displaying the field only text will appear, and textb will be ignored. For example:

Enter : <Mc=mac>Pherson

Sorted as : Macpherson

Displayed as : McPherson

Inverted as : McPherson

To force the apostrophe to be sorted as a space:

Enter : Centre d' = >Etudes sur le Développement Social

Sorted as : Centre d Etudes sur le Développement Social

Displayed as : Centre d'Etudes sur le Développement Social

Rule 5. Language

Enter in English all the data except for the special fields foreseen for original names, e.g. "Original Name of Institution". For original names enter, if known, all the accents.

Rule 6. Upper and lower case

For names, capitalize the first letter of each significant word. Keywords must be entered in lower case, except for geographical names and languages.

Rule 7. Linking the records

The IRMS data bank fully exploits the linking possibilities of CDS/ISIS (REF function), which allows data to be gathered together and stored in different records. Linking records is a semi-automatic process controlled by the system. The various look-up tables may be used when establishing links. A mechanism similar to linking, namely viewing, is also available. Viewing allows you to see the records which are already linked to the record in question.

2. INSTITUTION record

The worksheets of the INSTITUTION record are dealt with in this section. In the case of industrial plant records, some auxiliary subrecords provide more detailed data. A general schema of links between industrial plant records and other subrecords is given in figure 1.2 below.

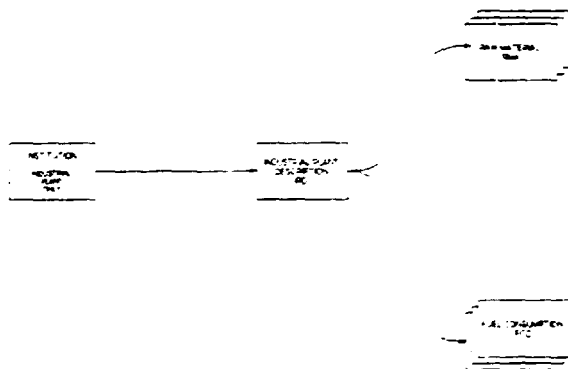


Figure 2.1. Industrial plant relationship diagram

The worksheets for the INSTITUTION record are described in subsection 2.1. Subsections 2.2 - 2.4 describe fields contained in subrecords IPD RMA and FCO. The subrecords are applicable only for the description of industrial plant. Printouts of institution worksheets are shown in figures 2.2 to 2.5.

2.1. INSTITUTION worksheets

Page 1 of INSTITUTION

Access code

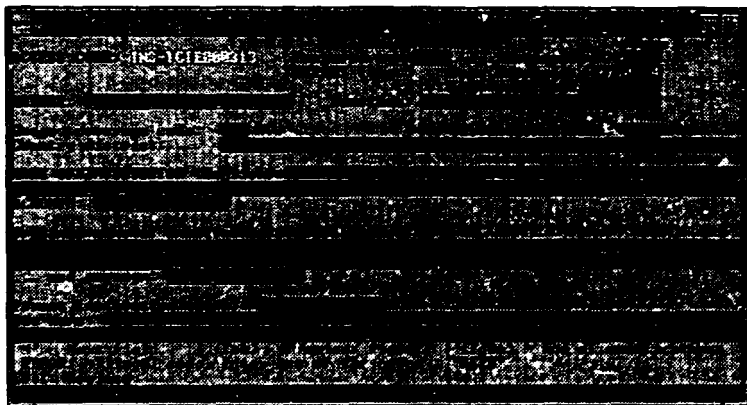
Present also in all other record types

Purpose: Internal record identifier, used for links between records, also may be used for references in correspondence with system users.

Characteristics: Mandatory; the field is protected; filled out automatically by the system.

Example:

INS-IPCD000559



INS-1

Figure 2.2. Institution worksheet page 1 (INS-1)

Prepared by

Present also in: PER, TRA, INF, PRC

Purpose: To enter initials of the person responsible for the compilation of the information contained in the record.

Characteristics: Free text.

Example:

RHR

Entered by

Present also in: PER, TRA, INF, PRC

Purpose: To enter initials of the person responsible for entering data into the record.

Characteristics: Free text.

Example:

ACH

Export flag

Present also in: PER, TRA, INF, PRC

Purpose: To indicate the *export* status of the record.
Values to be taken from a table by pressing F1:

- N - to be exported (after validation)
- L - local (after validation)
- H - not finished, may be erroneous (no validation)
- B - brief record (only name and address data are needed)

Note: Brief records are not subject of exporting. They are mainly used for mailing purposes.

Characteristics: Code selected from the validation table.

Date entered

Present also in: PER, TRA, INF, PRC

Purpose: To indicate the date of entering the record.

Characteristics: System field, filled automatically.

Last modified

Present also in: PER, TRA, INF, PRC

Purpose: To indicate the date of last modification of the record.

Characteristics: System field, filled automatically.

Nature

Present also in: PER. TRA. INF. PRC

Purpose: To indicate subtype of the record. Values may be taken from a table invoked by pressing the key F1.

Characteristics: The field is mandatory. Possible values are:

INDUSTRIAL PLANT
INTERGOVERNMENTAL ORG
INTERNATIONAL ORG
NATIONAL ORGANIZATION
REGIONAL ORGANIZATION
UN ORGANIZATION

Function

Present also in: PER. TRA. INF. PRC

Purpose: To emphasize role of the described object. The values may be taken from a table invoked by pressing F1. They are dependent on the NATURE field.

Characteristics: The field is repeatable, not mandatory.

Example: For the value "NATIONAL ORGANIZATION" it may be:

research|information|training

Geographic coverage code

Present also in: INF

Purpose: The code indicates geographic coverage of the institution activities. For the INDUSTRIAL PLANT it should be the country code of the location; the same is valid for national organizations. For INTERNATIONAL or REGIONAL organizations (as indicated in the field NATURE) the code 950 for GLOBAL or region code will be appropriate.

Characteristics: The field is mandatory, non-repeatable. Value provided from the CODE Table.

Established year

Purpose: Year of establishing the organization.

Characteristics: Non-repeatable.

Syntax:

Four-digit year.

Example:

1935

Country district

Purpose: For national organizations, district or state may be added.

Characteristics: Non-repeatable.

Example:

Bengal

Name of institution

Purpose: Official name of institution in English.

Characteristics: The field is mandatory, non-repeatable.

Syntax:

First character of each word in upper case, other characters in lower case.

Example:

International Organization for Migration

Note: To avoid entering an organization twice, press F1 and browse other institutions in the invoked table.

Acronym

Purpose: Acronym of the institution in English under which it is also well known.

Characteristics: Non-repeatable.

Syntax:

All characters in upper case.

Examples:

IOM

Note: To avoid entering an organization twice, press F1 and browse other institutions from the invoked table.

Original name of institution

Purpose: Full name of the institution in original language if not English.

Characteristics: Non-repeatable.

Syntax:

First character of each word in upper case, other characters in lower case.

Note: To avoid entering an organization twice, press F1 and browse other institutions from the invoked table.

Acronym

Purpose: Acronym in original language if not English.

Characteristics: Non-repeatable.

Syntax:

All characters in upper case.

Note: To avoid entering an organization twice, press F1 and browse other acronyms from the invoked table.

Parent institution (link)

Purpose. To link the record to the parent institution record. The links are available from a table invoked by F1.

Characteristics: Non-repeatable.

Note: It is recommended to enter the institution in the order "*top down*", i.e. starting from the higher level, then entering subordinated institutions.

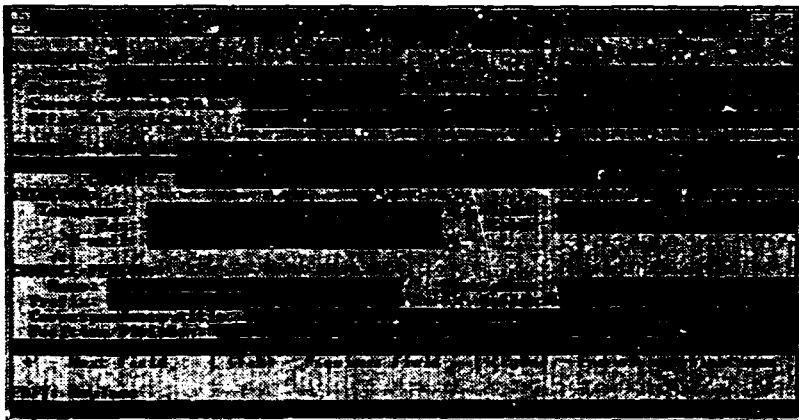
Parent institution name

Purpose: To show the meaning of the link field (only informative role).

Characteristics: Non-repeatable, virtual (filled automatically by the system when the link is settled).

Note: It is recommended to enter the institution in the order "*top down*", i.e. starting from the higher level, then entering subordinated institutions.

Page 2 of INSTITUTION



INS-2

Figure 2.3. Institution worksheet page 2 (INS-2)

Group of fields for the name of director

Name

Purpose: Family name of the director.

Characteristics: Non-repeatable.

Syntax:

For compound surnames containing prefixes, do not enter prefixes into this field (see EX 1 and 2).

Examples:

EX1: For van der Meulen Johan enter

Meulen

EX2: For De Boischevalier Jean, Charles enter

Boischevalier

First name

Purpose: First name of the director, or initials.

Characteristics: Non-repeatable

Syntax:

One can enter initials separated by comma.

Examples:

EX1: For van der Meulen Johan enter

J.

EX2: For De Boischevalier Jean, Charles enter

J., Ch.

Prefix

Purpose: Prefix of the name of the director.

Characteristics: Non-repeatable.

Examples:

EX1: For van der Meulen Johan enter

van

EX2: For De Boischevalier Jean, Charles enter

De

Group of fields for the address

Present also in: PER, TRA, INF, PRC

Address

Purpose: Official address for correspondence with the institution.

Characteristics: Repeatable.

Syntax:

Every line of the address separate by ";" (use F9). **Do not enter to this field the country name** (see the field "Country Name" below).

Examples:

EX1: 23, Washington Street|Amsterdam

EX2: Prague|Vaclavske Namesti, 345

Country

Purpose: Country name being the part of the official address of the institution.

Characteristics: Non-repeatable, controlled by the table (may be invoked by F1)

Syntax:

As provided by the system from the table.

End of address group

Group of fields for telecommunication

Telephone

Purpose: To provide the telephone number of the addressee.

Characteristics: Non-repeatable.

Telex

Purpose: To provide the telex address of the addressee.

Characteristics: Non-repeatable.

Note: Precede the number with the relevant area code.

Fax

Purpose: To provide the fax number of the addressee.

Characteristics: Non-repeatable.

Note: Precede the number with the relevant area code.

Cable

Purpose: To provide the cable.

Characteristics: Non-repeatable.

E-mail

Purpose: To provide the electronic mail address.

Characteristics: Non-repeatable.

End of telecommunication group =====

Group of fields for the name of contact person

Name
First name
Prefix
Suffix
Correspondence title

Position/Division:

Purpose: To indicate the person to which the correspondence should be addressed for acquiring more information about the Institution. If left empty, the correspondence will be addressed to the director.

For **characteristics, syntax and examples**, see the group of fields for the name of director (page 13).

End of group name of contact person =====

Page 3 of INSTITUTION

Number of employees

Purpose: To describe staff of the institution.

Characteristics: Not-repeatable, free text.

Note: Do not use for those INSTITUTION records that are industrial plant.

Examples:

25 professionals, 5 technicians, 4 economists

Ownership

Purpose: To describe ownership status of the institution.

Characteristics: Non-repeatable, free text.

Examples:

EX1: private

EX2: public

Infrastructure

Purpose: To describe briefly the infrastructure of the institution.

Characteristics: Non-repeatable, free text.

Geographic Indicator

Purpose: To describe geographic indicator of the institution.

Characteristics: Non-repeatable, free text.

Working Languages

Present also in: PER, INF, TRA

Purpose: To specify working languages of the institution.

Characteristics: Repeatable, mandatory, validated by a table (may be invoked by F1).

Examples:

EX1: English

EX2: English French

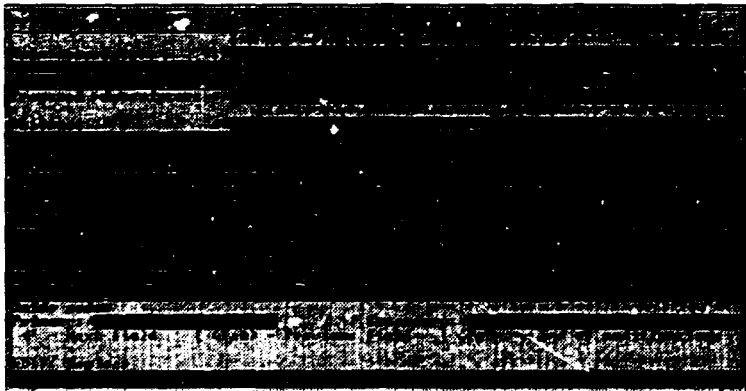
Comments

Present also in: PER, INF, PRC, TRA

Purpose: Any comments giving additional explanation: It may contain embedded keywords in triangular brackets <...>. Searchable by KEYWORDS FROM NOTES.

Characteristics: Non-repeatable, free text with embedded keywords (a cumulative table available by pressing F1).

Page 4 of INSTITUTION



INS-4

Figure 2.4. Institution worksheet page 4 (INS-4)

Main Descriptors

Present also in: PER, INF, PRC, TRA

Purpose: To describe subject and area of activities of the institution, using controlled vocabulary (thesaurus).

Characteristics: Repeatable, mandatory, controlled by a table of descriptors. The table is provided when F1 is pressed.

Note: The multi-word keywords are available in the table under every component (a KWOC-like list ordered alphabetically), so that COST ACCOUNTINT may be found both under COST and under ACCOUNTING.

Example:

NITRIC ACID|PHOSPHORIC ACID|SULPHURIC ACID

Proposed descriptors

Present also in: PER. INF. PRC. TRA

Purpose: To describe subject and area of activities of the institution, using keywords which cannot be found in the thesaurus table.

Characteristics: Repeatable. A cumulative table is provided when F1 is pressed.

Example:

INDUSTRIAL REGULATIONS

Abstract

Present also in: PER. INF. PRC. TRA

Purpose: To provide a text describing the subject and area of activities of the institution in greater detail.

Characteristics: Repeatable, mandatory; may contain embedded descriptors controlled by the table of descriptors. The table is provided when F1 is pressed.

Examples:

EX1: Its purpose is to promote regional cooperation between institutions responsible for industrial research and documentation. Deals with <industrial development>, <rural development>, and <industrialization> problems in <Africa region>.

EX2: Specializes in <environmental engineering> and <environmental law>.

Primary UNIDO codes

Present also in: PER, INF, PRC, TRA

Purpose: To provide a top-level classification of the record.

Characteristics: Repeatable, mandatory, (1-3 codes); validated by a table of codes. The table is provided when F1 is pressed.

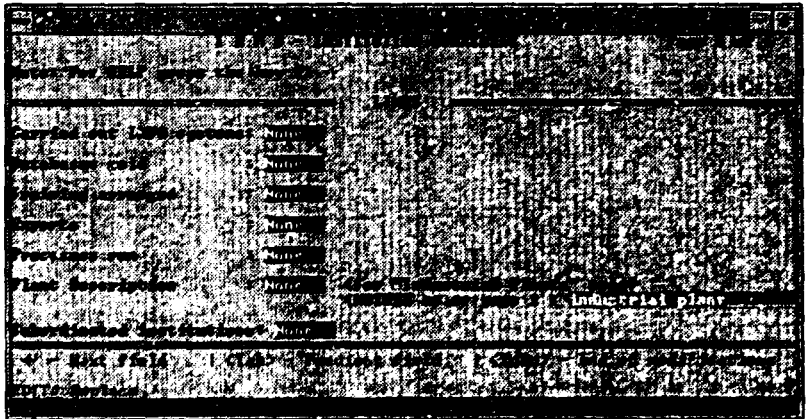
Secondary UNIDO codes

Present also in: PER, INF, PRC, TRA

Purpose: To provide secondary top-level classification of the record.

Characteristics: Repeatable, (1-3 codes); validated by a table of codes. The table is provided when F1 is pressed.

Page 5 of INSTITUTION



INS-5

Figure 2.5. Institution worksheet page 5 (INS-5)

Group of view links

Carried out INFO systems
Databases sold
Training arranged
Experts
Processes run
Subordinated institutions

Purpose: To provide "View" facility of the records linking to the current record.

Characteristics: Only two values possible. EXIST or NONE.

Note: Views are the fields which are maintained by the system. If the contents of the "View" field is *None*, it means that there are no records of the given type in the IRMS database. For instance, the field

Training arranged: None

means that there are no TRAINING records referring to the INSTITUTION record as organizer.

If the content of the "View" field is *Exist*, it means that there are records referring to the given record. They can be seen by pressing F1.

End of view links group =====

Plant description

Purpose: To provide a view of and link to auxiliary records describing technical details of the INSTITUTION being INDUSTRIAL PLANT.

Characteristics: Non-repeatable, the only two values are EXIST and NONE. For INDUSTRIAL PLANT, the mandatory value is EXIST.

IRMS Fields Specification

How to proceed:

Case 1. The field value is None, however the record describes an INDUSTRIAL PLANT:

1. Press F1. For the prompt
The table is empty - Create a new table entry? (Y/N)
you should answer: Y.
2. The system loads an auxiliary worksheet which should be filled as explained in the section describing the IPD level.
3. When the auxiliary worksheets are filled, by exiting from the IPD record you return to the PLANT DESCRIPTION field, and by pressing Enter you will change the field value to EXIST.

Case 2. The field value is Exist. In this case you can view the auxiliary record and, if needed, update it:

1. Press F1. When a table appears the cursor is positioned on the message
PRESS M TO VIEW
2. To view the record, press M. You can browse through all the pages.
3. To update the record, press <CR> and then press the option R(un). This will bring you the auxiliary worksheet which can be updated. When the updating of the auxiliary worksheets is completed, by exiting from the IPD record you return to the PLANT DESCRIPTION field.

2.2 INDUSTRIAL PLANT DESCRIPTION - IPD (level 1)

Page 1 of IPD

The image shows a terminal window with a form titled 'IPD-1'. The form contains several fields, some of which are partially legible despite the heavy noise and low resolution. The fields include:

- Access code: IPD-IC1E00310
- Prepared by: [illegible]
- Entered by: [illegible]
- Export flag: [illegible]
- Date entered: [illegible]
- Last modified: [illegible]

At the bottom of the form, there are instructions for navigating between fields: 'Next field', 'Prev field', and 'End of page'.

IPD-1

Figure 2.2.1. Industrial plant description page 1 (IPD-1)

For the following, please see above, subsections 2.1, Page 1 of INSTITUTION.

Access code:
Prepared by:
Entered by:
Export flag:
Date entered:
Last modified:

Institution described (link)

Purpose: Keeps a link to the INSTITUTION record.

Characteristics: Automatically filled by the system when entering the record from the INSTITUTION record.

Name of the Institution

Purpose: Keeps a name of the linked INSTITUTION record (for information purposes).

Characteristics: Automatically filled by the system when leaving the link field.

Sales volume

Purpose: To provide a description of the volume of sales per year by the INSTITUTION.

Characteristics: Free text, non-repeatable.

Productivity

Purpose: The field should contain numbers and text describing productivity of the plant.

Characteristics: Free text, non-repeatable.

Cost of investment

Purpose: To give estimates on the investment cost of the plant, preferably in US dollars.

Characteristics: Free text, non-repeatable.

Capacity rate

Purpose: To describe the capacity rate of the plant (provide the numbers and units).

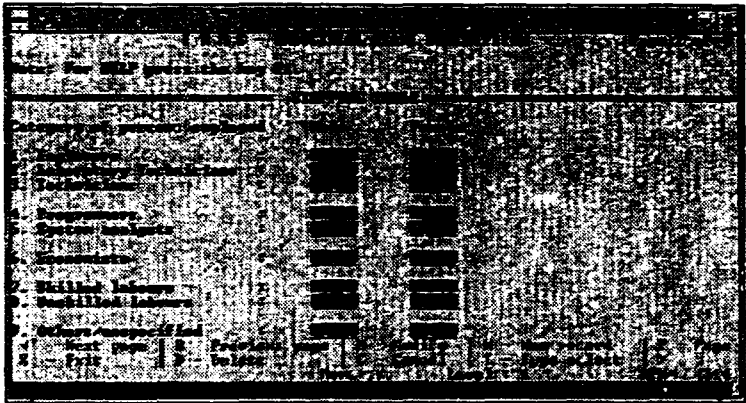
Characteristics: Free text, non-repeatable.

Stream hours

Purpose: To provide the number of stream hours of the plant.

Characteristics: Free text, non-repeatable.

Page 2 of IPD



IPD-2

Figure 2.2.2 Industrial plant description page 2 (IPD-2)

Group of fields for staffing table

- Engineers
- Laboratory technicians
- Technicians
- Programmers
- System analysts
- Economists
- Skilled labourers
- Unskilled labourers

Purpose: To provide numbers of the staff categories split by men and women.

Note: If a category is not represented, enter hyphen (-) to the corresponding field, otherwise enter the number of staff for the given category.

End of staffing table group =====

Page 3 of IPD

Group of fields for INPUT

Water source

Present also in: PRC

Purpose: To provide the source of the water used by the plant for production.

Characteristics: Free text, non-repeatable. A cumulative table of used sources is provided by the system (key F1).

Example:

tap water

Units per month

Present also in: PRC

Purpose: The field specifies units per months of the water used by the plant for production.

Characteristics: Free text, non-repeatable. A cumulative table of used sources is provided by the system (key F1)

Examples:

EX1 HL

EX2 Tons

Volume

Present also in: PRC

Purpose: The field specifies the volume of the water used per month by the plant.

Characteristics: Numeric.

Examples:

EX1: 2000

EX2: 3000

Raw materials

Present also in: PRC

Purpose: To provide a view of and link to an auxiliary record describing input raw materials for the plant.

Characteristics: Non-repeatable. The only two values are "F1 to View Table" and "NONE".

How to proceed: See p. 23, Plant description.

The auxiliary record for RAW MATERIALS (RMA) is described in section 2.3.

Electricity per month

Purchased

Generated

Consumed

Present also in: PRC

Purpose: To provide numbers in thousands of KWH referring to electricity purchased, generated and consumed.

Characteristics: Non-repeatable, numeric.

Fuel consumption

Present also in: PRC

Purpose: To provide a view of and link to an auxiliary record describing fuel consumption by the plant.

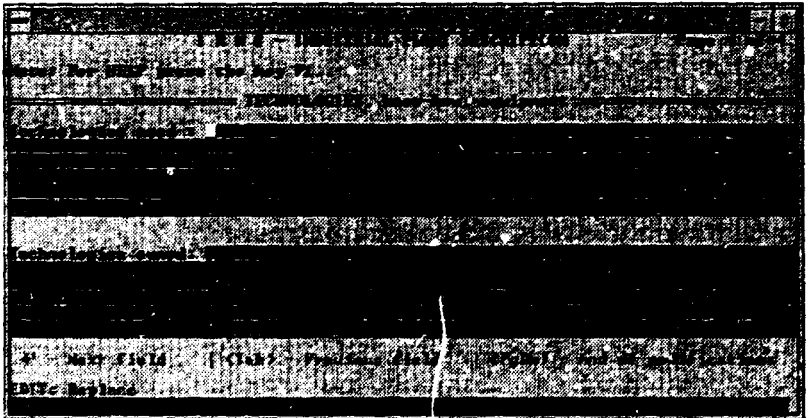
Characteristics: Non-repeatable. The only two values are "F1 to View Table" and "NONE".

How to proceed: See p. 23. Plant description.

The auxiliary record for FUEL CONSUMPTION (FCO) is described in section 2.4.

End of the INPUT group

Page 4 of IPD



IPD-4

Figure 2.2.3. Industrial plant description page 4 (IPD-4)

Technologies used

Present also in: PRC

Purpose: To give information on used technologies. Some patent information may be also provided.

Characteristics: Free text, non-repeatable.

Technologies owned

Purpose: To give information on technologies which are owned by the plant. Some patent information may be also provided.

Characteristics: Free text, non-repeatable.

2.3 RAW MATERIAL worksheet

Page 1 of RMA

The image shows a screenshot of a computer terminal window displaying a form titled 'RAW MATERIALS'. The form has a header section with the title 'RAW MATERIALS' and a table with four columns. The table contains several rows of data, but the text is mostly obscured by heavy black redaction bars. At the bottom of the form, there are navigation controls: '< Prev. Field', '| Clear', 'Previous Field', '| Tab', and 'End of modification'. The overall appearance is that of a legacy terminal-based application.

RMA -1

Figure 2.3.1. Raw material worksheet page 1 (RMA-1)

Group of fields for raw materials specification table

Name (of raw material)

Purpose: Specifies the name of a raw material in the row.

Characteristics: Non-repeatable, cumulative. A table of names contained in the database appears when F1 is pressed.

Units per month

Purpose: Specifies units in which the amount per month is expressed in the next column.

Characteristics: Non-repeatable, cumulative. A table of units contained in the database appears when F1 is pressed.

Volume used

Purpose: Specifies the volume of the raw material in units declared in the preceding row.

Characteristics: Non-repeatable, numeric.

Imported

Purpose: Specifies the volume of imports of the raw material.

Characteristics: Non-repeatable, numeric.

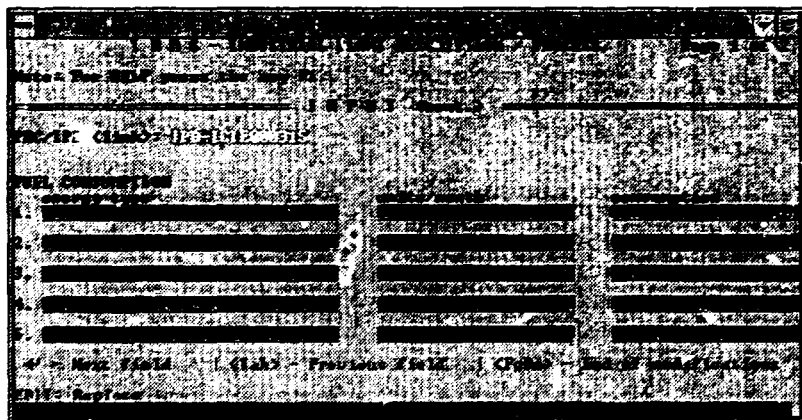
Example (for one row)

Name	Units/month	Volume used	Imported
Iron	Tonnes	5000	1000

Note: The record allows eight rows of raw materials to be entered. If more room is needed for the input raw material, you can create another auxiliary record RAM. The number of the RAM records connected to one IPD record is unlimited.

2.4 FUEL CONSUMPTION record - FCO (level 2)

Page 1 of FCO



FCO-1

Figure 2.4.1. Fuel consumption record page 1 (FCO-1)

Group of fields for fuel consumption specification table

Energy type

Purpose: Specifies a name of fuel in the row.

Characteristics: Non-repeatable, cumulative. A table of name: contained in the database appears when F1 is pressed.

Units per month

Purpose: Specifies units in which the consumption per month is expressed in the next column.

Characteristics: Non-repeatable, cumulative. A table of units contained in the database appears when F1 is pressed.

Consumption

Purpose: Specifies the volume of the consumption in units declared in the preceding row.

Characteristics: Non-repeatable, numeric.

Example (for one row)

Name	Units/month	Consumption
Coal	Tonnes	2000

3. PERSON record

The PERSON worksheets are designed to describe experts. They may be linked to INSTITUTION records (affiliation), and to TRAINING records (to indicate training received).

Page 1 of PERSON

For HELP press the key F1

ACCESS CODE: PER-10000010 Prepared by: Entered by: EXPERT FLAG: Date entered: 11/03/2011 Last modified:

NAME OF PERSON: NATIONALITY: LANGUAGES: Date of birth: 1978

← - Next field | <F6> - Previous field | <F6> - End of modification

EXIT: Anytime

PER-1

Figure 3.1. Person record page 1 (PER-1)

For the following, please see above, subsection 2.1. Page 1 of INSTITUTION.

Access code:

Prepared by:

Entered by:

Export flag:

Date entered:

Last modified:

Nature: The only possible value in this field for the PERSON record is Expert.

Function: The possible values in this field are Information, Research and Training.

Group of fields for the name of expert

Name of the person

First name

Name prefix

Suffix

Correspondence title

Purpose: The field specifies all necessary parts for the name of the expert.

Characteristics, syntax and examples: see above subsection 2.1, page 2 of INSTITUTION, above.

Note: To avoid entering a duplicate, check if a given name is already in the database. With the cursor in the field NAME, press F1 to see all the EXPERT names in your database in alphabetical order.

Nationality

Purpose: To indicate the nationality of the expert.

Characteristics: Non-repeatable, mandatory. Validated by the COUNTRY/REGION CODE table.

Syntax:

Three-digit code as received from the table.

Languages

Purpose: To indicate the languages in which the expert is fluent.

Characteristics: Repeatable, mandatory. Validated by the language table.

Syntax:

If known, enter mother tongue as first language.

Characteristics: Link field, non-repeatable, not mandatory. Validated by the table of INSTITUTION access codes

Note: The INSTITUTION access codes are available from the table invoked by pressing the key F1. The table is sorted by institution names.

Affiliation (name)

Purpose: To display the name of the INSTITUTION to which the expert is affiliated.

Characteristics: Virtual field,* for information only, filled automatically by the system when leaving the link field.

Position/Department

Purpose: To provide the position of the expert in the institution to which he or she is affiliated.

Characteristics: Free text, not mandatory, used when a label for mailing is generated.

Example:

Information Systems Division, Head

Group of fields for the address

Present also in PER, TRA, INF, PRC

Address

Country

Purpose: Official address for correspondence with the expert.

*A field provided to inform the user of a link with another field

Characteristics, syntax and examples: see subsection 2.1. page 2 of INSTITUTION, above.

Note: The address is not mandatory if the AFFILIATION link is present. In this case for mailing purposes the INSTITUTION address is used. If, however, the ADDRESS group is used, this address will be used by the system for generating the expert address.

End of address group

Group of fields for telecommunication

See subsection 2.1. page 2 of INSTITUTION, above.

End of telecommunication group

Page 3 of PERSON

Publications

Purpose: To describe briefly the main publications of the expert.

Characteristics: Free text, repeatable (one field occurrence per publication), not mandatory.

Syntax:

Author surname and initials (without delimiter);

Title of document in quotation marks followed by comma and date;

When several co-authors, separate each one by a semicolon;

If more than 3 authors, write the first author's name followed by the expression "et al.";

Use the ! sign to separate each occurrence (see rule 1).

Examples:

EX1: Smith J.L., "Impact of new food technologies on food industry development", 1990; Smith J.L.; Brown, B "Economics of food industry", in: Industrial Development Journal, 1991, vol. 3, No. 4

EX2: Anderson, B; Brown, B. "Mouvement social en Tunisie", 1990

EX3: Urriola, R. et al. "Agroindustria alimentaria en el Ecuador en los años 80", 1990; Urriola, R. "Critica a una visión neoliberal del sector informal", 1991, UNIDO

Other outputs

Purpose: To describe briefly the main achievements of the expert (participation in research projects, patents, licences etc.).

Characteristics: Free text, repeatable (one field occurrence per output description), not mandatory.

Syntax:

Project titles preceded by the text: **Projects (participated in/directed)**, in quotation marks followed by comma and date:

Patent details (title, number, country, year);

When several co-authors, separate each one by a semicolon:

Use the | sign to separate each occurrence (see rule 1).

Comments

See subsection 2.1, Page 3 of INSTITUTION, above.

Page 4 of PERSON

PERSON - PERSON WORKSHEET			
Meeting attended name :			
TRAINING received (links) :			
TRAINING received (title) :			
TRAINING provided - (links) :			
TRAINING provided (title) :			
← - Next page	← - Previous page	M - Modify	N - New record
⌫ - Exit	D - Delete	C - Cancel	I - Type select
Name ...		Level : 8	
		Page 295	

PER -4

Figure 3.3. Person record page 4 (PER-4)

Meetings attended

Purpose: To describe briefly the meetings and conferences in which the expert actively participated.

Characteristics: Free text, repeatable (one field occurrence per one meeting description), not mandatory.

Syntax:

Meeting title in quotation marks followed by comma, date and place;

Use the | sign to separate each occurrence (see rule 1).

Training received (links)

Purpose: The field links the PERSON record to the training in which the expert participated as a trainee

Characteristics: Repeatable, validated by a table. The links are available from the table sorted alphabetically by TRAINING title. The table is invoked by pressing F1.

Training received (titles)

Purpose: The field shows titles of training linked by the previous field.

Characteristics: Repeatable, virtual. The titles are provided automatically by the system.

Training provided (links)

Purpose: The field links the PERSON record to the training in which the expert participated as a trainer.

Characteristics: Repeatable, validated by a table. The links are available from the table sorted alphabetically by the TRAINING title. The table is invoked by pressing F1.

Training provided (titles)

Purpose: The field shows titles of training linked by the previous field.

Characteristics: Repeatable, virtual. The titles are provided automatically by the system.

Page 5 of PERSON

See screen INS4 (see subsection 2.1, page 4 of INSTITUTION, above).

Main descriptors

Proposed descriptors

UNIDO codes

Primary

Secondary

Purpose: The descriptors show the specialization of the person, and the UNIDO codes show the general classification.

Abstract

Present also in: PER, INF, PRC, TRA

Purpose: To provide a text describing the employment history and the subject and area of activities of the person.

Characteristics: Repeatable, mandatory. May contain embedded descriptors controlled by the table of descriptors. The table is invoked when F1 is pressed.

Note: Each occurrence is devoted to a paragraph of the text.

4. TRAINING record

The TRAINING worksheets are designed to describe training. The TRAINING record may be linked to INSTITUTION records (organizer).

Page 1 of TRAINING

See subsection 2.1. Page 1 of INSTITUTION, above.

Access code:

Prepared by:

Entered by:

Export flag:

Date entered:

Last modified:

Nature:

The possible values in the field for this record type are group training, in-plant training, training course.

Function:

For the time being not applicable.

Project number

Purpose: If the training is organized in frames of a project, enter project number.

Characteristics: Free text.

COUNTRY code

Purpose: The code indicates geographic coverage of the training. If the training is available to national experts, it should be the country code; otherwise, it may be a region code.

Characteristics: The field is mandatory, non-repeatable. Value provided from the country code table.

Country district

Purpose: Provides additional information on the coverage of the training, if relevant.

Characteristics: Free text.

Name of the training (in English)

Purpose: Provides title of the training in English.

Characteristics: Free text, non-repeatable.

Original name of the training if not in English

Purpose: Provides original title of the training, if not in English.

Characteristics: Free text, non-repeatable.

Page 2 of TRAINING

Group of fields for the name of CONTACT PERSON

Name

First name

Prefix

Suffix

Correspondence title

Position/Division

Purpose: To indicate the person to which the correspondence should be addressed for acquiring more information about the training.

Characteristics, syntax and examples: see the group of fields for the name of director (see subsection 2.1, page 2 of INSTITUTION, above).

End of group name of contact person =====

Group of fields for the address

Present also in: PER. TRA. INF. PRC

Address

Country

Purpose: Official address for correspondence referring to the training.

Characteristics, syntax, examples: see subsection 2.1, Page 2 of INSTITUTION, above.

Note: The address is mandatory.

End of address group

Group of fields for telecommunication

See subsection 2.1, page 2 of INSTITUTION, above.

End of telecommunication group

Page 3 of TRAINING

Organizing institution (link)

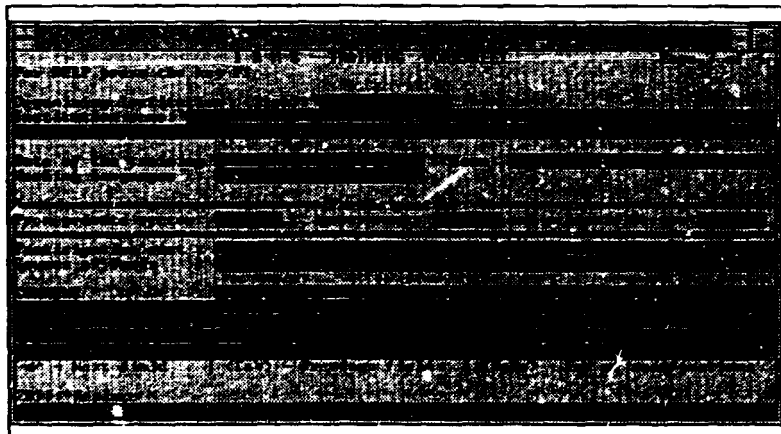
Purpose: To provide a link to the INSTITUTION record describing the organizer of the training.

Characteristics: Non-repeatable, validated. Link available from a table after pressing F1.

Institution name

Purpose: To provide a name of the linked INSTITUTION record.

Characteristics: Virtual field. Filled automatically by the system.



TRA-3

Figure 4.1. Training record page 3 (TRA-3)

Date of the training

Purpose: Describes starting and ending dates of the training.

Characteristics: Non-repeatable.

Examples.

EX1: 5 May - 24 May 1994

EX2: Start to be agreed with trainee, 2 months

Town

Purpose: To provide the place of training.

Characteristics: Non-repeatable.

Working languages

Purpose: Provides the working languages used in training.

Characteristics: Repeatable. Validated by the language table (invoked by pressing F1).

Participant(s) from the private sector

Participant(s) from government

Participant(s) from the academic sector

Purpose: Provides the number of training participants from the private sector, government and the academic sector.

Characteristics: Non-repeatable, numeric.

Participation cost

Purpose: Describes financial terms of participation in training.

Characteristics: Repeatable, free text.

Example:

Students: USD 200; Others: USD 500

Source of funds

Purpose: Describes source of funds.

Characteristics: Non-repeatable.

Comments

Present also in INS.PER.PRC

Purpose: To be used for any other relevant information referring to the described training. For syntax, see subsection 2.1, Page 3 of INSTITUTION, above.

Page 4 of TRAINING

See screen INS4 (see subsection 2.1. Page 4 of INSTITUTION, above).

Main descriptors

Proposed descriptors

UNIDO codes

Primary

Secondary

Purpose: The fields show the classification and descriptors referring to the training.

Abstract

Present also in: PER, INF, PRC, TRA

Purpose: To provide a text describing the training (topic, programme, prerequisites for participation etc.).

Characteristics: Repeatable, mandatory. May contain embedded descriptors controlled by the table of descriptors. The table is provided when F1 is pressed.

Note: Each occurrence is devoted to a paragraph of text.

5. INFORMATION record

The INFORMATION worksheets are designed to describe information systems and/or TRAINING available. They may be linked to INSTITUTION records (organizer).

Page 1 of INFORMATION

For the following, see subsection 2.1, Page 1 of INSTITUTION, above.

Access code:

Prepared by:

Entered by:

Export flag:

Date entered:

Last modified:

Nature:

Function:

Year established:

System name

Purpose: Name of the system/database in English.

Characteristics: Mandatory, non-repeatable.

Syntax:

First character of each word in upper case, other characters in lower case.

Examples:

National Industrial Information System

Note: To avoid entering a system twice, press F1 and browse other systems in the invoked table.

Original name (if not in English)

Purpose: Name of the system/database in original language, if not English.

Characteristics: Mandatory, non-repeatable.

Syntax:

First character of each word in upper case, other characters in lower case.

Institution responsible (link)

Purpose: To link the record to the record of the responsible institution. The links are available from a table invoked by pressing F1.

Characteristics: Non-repeatable.

Institution responsible (name)

Purpose: To show the meaning of the link field (only informative role).

Characteristics: Non-repeatable, virtual (filled automatically by the system when the link is settled).

Page 2 of INFORMATION

Group of fields for the name of CONTACT PERSON

Name

First name

Prefix

Suffix

Correspondence title

Position/Division

IRMS Fields Specification

Purpose: To indicate the person to which the correspondence should be addressed for acquiring more information about the system.

Characteristics, syntax, examples: see the group of fields for the name of director (see subsection 2.1. page 2 of INSTITUTION, above).

End of group name of contact person =====

Group of fields for the address

Present also in: PER, TRA, PRC

Address

Country

Purpose: Official address for correspondence referring to the system/database.

Characteristics, syntax, examples: see page 15.

Note: Either address or link to INSTITUTION record is mandatory. If the address is missing, the institution address is used for mailing purposes.

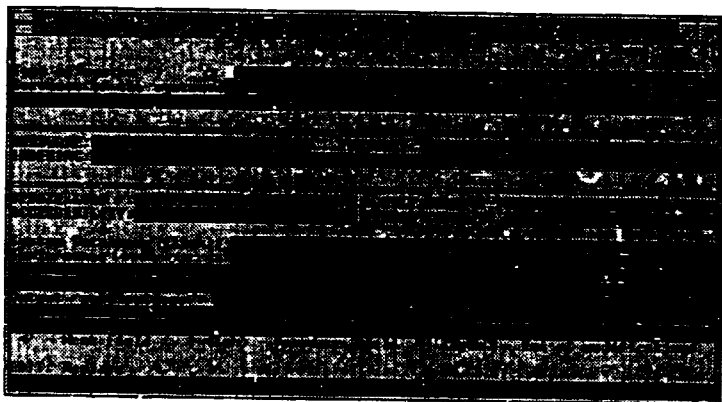
End of address group =====

Group of fields for telecommunication

See subsection 2.1. page 2 of INSTITUTION, above.

End of telecommunication group =====

Page 3 of INFORMATION



INF-3

Figure 5.1. Information record page 3 (INF-3)

Type of system

Purpose: To provide a characteristic of the system by a predefined set of keywords. The keywords are available from a table invoked by pressing F1.

Characteristics: Repeatable. Validated by the table.

Services of the system

Purpose: To describe services provided by the system. A predefined set of keywords may be used. The keywords are available from a table invoked by pressing F1.

Characteristics: Repeatable. Validated by the table.

Hardware

Purpose: To describe hardware used to run the system.

Characteristics: Free text.

Software

Purpose: To describe software used to run the system. Tools may also be described.

Characteristics: Free text.

Examples:

EX1 MICRO-CDS/ISIS

EX2 ovr. made software; implemented with Clipper

Indexing

Purpose: To describe linguistic tools used for indexing.

Characteristics: Free text.

Examples:

ISIC codes, INFOTERRA thesaurus, free text search by titles

Update load

Purpose: To describe the dynamics of change in the database, e.g. by the yearly increase of the database in the number of records, or the frequency of updating the factual data.

Characteristics: Free text.

Example:

1000 new records per year

File size

Purpose: To describe the size of the files maintained by the system.

Characteristics: Free text.

Examples:

120,000 bibliographic records; 7,000 of technology records

Accessibility

Purpose: To describe accessibility of the data.

Characteristics: Free text.

Examples:

EX1: On-line
EX2: via INTERNET

Period covered

Purpose: To describe periods covered by the system files.

Characteristics: Free text.

Examples:

Bibliographic data since 1977; meeting records since 1989.

System databases (link)

Purpose: To link the system description to the database description (if the system runs a number of databases).

Characteristics: Free text.

Names

Purpose: To provide the names of linked information systems.

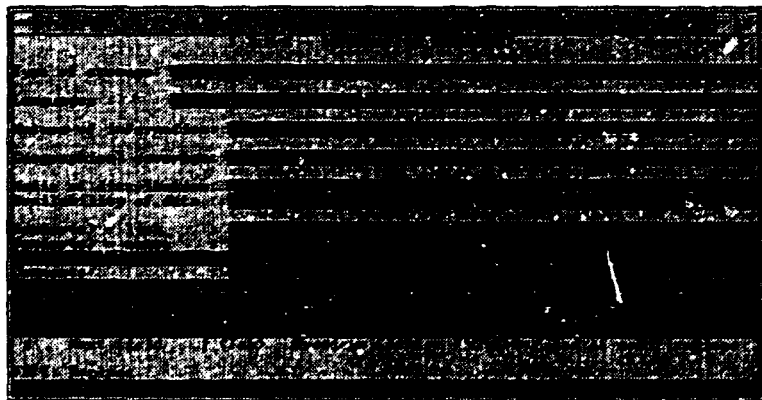
Characteristics: Virtual field, filled automatically by the system.

Output publications

Purpose: To describe publications generated by the system (newsletters for the users, directories etc.).

Characteristics: Free text.

Page 4 of INFORMATION



INF-4

Figure 5.2. Information record page 4 (INF-4)

Type of storage

Purpose: To describe types of storage. A predefined set of keywords has to be used. The keywords are available from a table invoked by pressing F1.

Characteristics: Repeatable. Validated by the table.

Languages

Purpose: To provide languages in which information is recorded in the databases.

Characteristics: Repeatable. Validated by the table of languages.

Nature of the information

Purpose: To describe the nature of the stored data. A predefined set of keywords may be used. The keywords are available from a table invoked by pressing F1.

Characteristics: Repeatable. Validated by the table.

Geographical coverage

Purpose: To specify the scale of the system activity: national, regional or worldwide.

Characteristics: Repeatable. Validated by the table.

Media of distribution

Purpose: To describe the media for distributing the information.

Characteristics: Repeatable. Validated by the table.

Availability of data

Purpose: To describe the availability of data.

Characteristics: Free text.

Examples:

Bibliographic data available to external users free of charge; for technologies 0,25 USD is charged per record.

Vendor(s) (link)

Purpose: To provide links to official vendors of the information products of the system.

Characteristics: Repeatable. Link data. Validated.

Vendor(s) (names)

Purpose: To show the relation between the vendor link and the vendor name.

Characteristics: Virtual. filled automatically by the system. Repeatable.

Comments

See page 18.

Page 5 of INFORMATION

See screen INS4 (see subsection 2.1, page 4 of INSTITUTION. above).

Main descriptors

Proposed descriptors

UNIDO codes

Primary

Secondary

Purpose: The field shows the classification and descriptors referring to the information system/database.

Abstract

Present also in: PER, INF, PRC, TRA

Purpose: To provide a text describing the information system/database (subject covered by the system, record types etc.).

Characteristics: Repeatable, mandatory. May contain embedded descriptors controlled by the table of descriptors. The table is provided by pressing F1.

Note: Each occurrence is devoted to a paragraph of text.

6. PROCESS record

The present section describes the worksheets of the PROCESS record type. In this case some auxiliary subrecords provide more detailed data. A general schema of links between PROCESS record and other subrecords is given in figure 6.1 below.

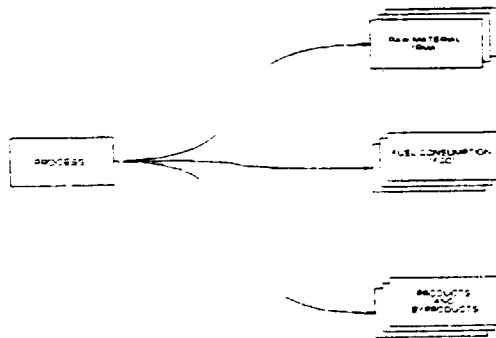


Figure 6.1. Process relationship diagram

The worksheets for the PROCESS record are described in section 6.1. Sections 6.2 - 6.4 describe fields contained in subrecords RMA, FCO and OPR. Optionally, the PROCESS record may indicate INSTITUTION records (running the process and/or owning the process).

6.1 PROCESS worksheets

Page 1 of PROCESS

For following data, see subsection 2.1, page 2 of INSTITUTION, above:

Access code:
Prepared by:
Entered by:
Export flag:

Date entered:
Last modified:
Nature:
Function:

Process name

Purpose: Name of the process.

Characteristics: Mandatory, non-repeatable.

Reported period group

Starting date

Purpose: To provide the starting date of reporting.

Characteristics: Mandatory, non-repeatable.

Ending date

Purpose: To provide ending date of reporting.

Characteristics: Mandatory, non-repeatable.

Note: The system requires entering the *ending date* and *starting date*. In addition, the ending date cannot go beyond the current day.

Process status

Purpose: To describe the status of the process.

Characteristics: Mandatory, non-repeatable. Values available from a validation table.

Group of fields for the name of contact person

Name

First name

Prefix

Suffix

Correspondence title

Position/Division

Purpose: To indicate the person to which the correspondence should be addressed for acquiring more information about the process.

Characteristics, syntax, examples: see the group of fields for the name of director (see subsection 2.1, page 2 of INSTITUTION, above).

End of group name of contact person =====

Page 2 of PROCESS

Group of fields for the address

Present also in: PER, TRA, PRC

Address

Country

Purpose: To provide the official address for correspondence referring to the process.

Characteristics, syntax, examples: See subsection 2.1 page 2 of INSTITUTION, above.

Note: Either the address of the institution or the link to the INSTITUTION record is mandatory. If the address is missing, the institution address is used for mailing purposes.

End of address group =====

Group of fields for telecommunication

See subsection 2.1. Page 2 of INSTITUTION, above.

End of telecommunication group =====

INSTITUTION running the process (link)

Purpose: To provide the link to the institution running the process.

Characteristics: Non-repeatable. Link data. Validated.

INSTITUTION name

Purpose: To show the relation between the institution running the process link and the institution name.

Characteristics: Virtual field. Filled automatically by the system.

INSTITUTION which owns the technology (link)

Purpose: To provide the link to the institution owning the process.

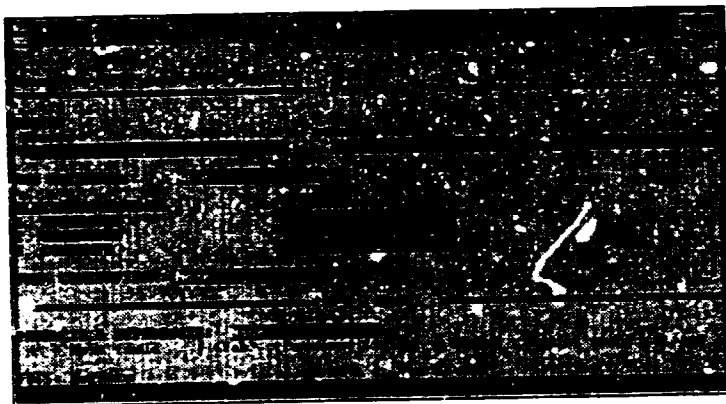
Characteristics: Non-repeatable. Link data. Validated.

INSTITUTION Name

Purpose: To show the relation between the institution which owns the technology and the institution name.

Characteristics: Virtual field. Filled automatically by the system.

Page 3 of PROCESS



PRC-3

Figure 6.1. Process record page 3 (PRC-3)

Group of fields for input

- Water source
- Units per month
- Volume
- Raw materials
- Electricity per month
- Purchased
- Generated
- Consumed
- Fuel consumption

For syntax and semantics, see subsection 2.2, Page 3 of IPD, above:

For the description of the RMA record, see section 2.3, RAW MATERIAL worksheet.

For the description of the FCO record, see section 2.4, FUEL CONSUMPTION record

End of the input Group

Output

Present also in: IPD

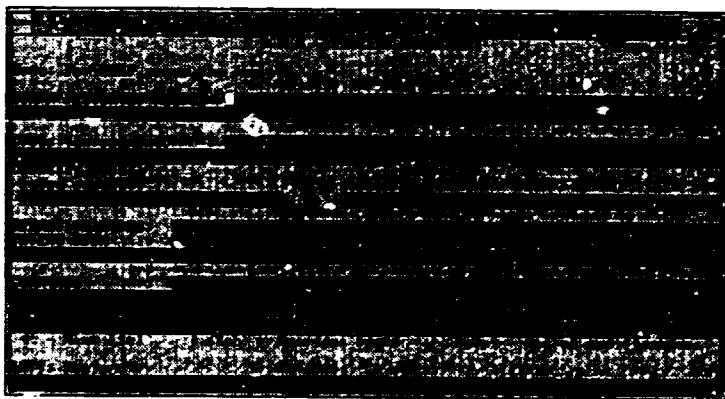
Purpose: To provide a view of and link to auxiliary records describing output products (and by-products) of the process

Characteristics: Non-repeatable. The only two values are "F1 to View Table" and "NONE".

How to proceed: See subsection 2.1, Page 5 of INSTITUTION, above.

The auxiliary record for output products and by-products is described in section 5.2, OUTPUT PRODUCTS worksheets.

Page 4 of PROCESS



PRC-4

Figure 6.2. Process record page 4 (PRC-4)

Human resources needed

Purpose: To describe staff required to run the process.

Characteristics: Non-repeatable, free text.

Example:

5 technicians

Costs (investment)

Present also in: IPD

Purpose: To give estimates on the investment cost of the plant, preferably in US dollars.

Characteristics: Non-repeatable, free text.

Capacity rate group

Rated capacity

Present also in: IPD

Purpose: To provide the capacity rate of the process.

Characteristics: Non-repeatable, free text.

Stream hours

Present also in: IPD

Purpose: To provide the stream hours of the process.

Characteristics: Non-repeatable, free text.

End of capacity rate group

Operation hours

Purpose: To show the required operating hours.

Characteristics: Non-repeatable, free text.

Patent data

Purpose: To provide details concerning patent information relating to the process.

Characteristics: Non-repeatable, free text.

Comments

See above subsection 2.1. Page 3 of INSTITUTION.

Page 5 of PROCESS

See screen INS-4 (page 20)

Main descriptors

Proposed descriptors

UNIDO codes

Primary

Secondary

Purpose: The field shows the classification and descriptors relating to the process.

Abstract

Present also in: PER, INS, INF, TRA

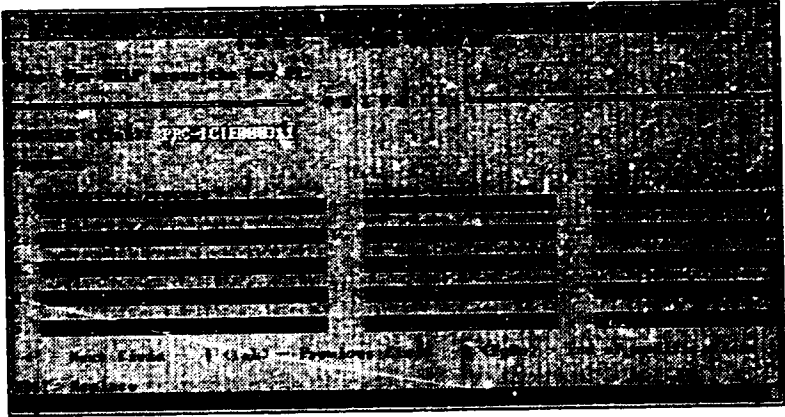
Purpose: To provide a text describing the process.

Characteristics: Repeatable, mandatory. May contain embedded descriptors controlled by the table of descriptors. The table is provided by pressing F1.

Note: Each occurrence is devoted to a paragraph of text.

6.2 OUTPUT PRODUCTS worksheets (OPR)

Page 1 of OUTPUT PRODUCT



OPR -1

Figure 6.2.1. Output products worksheets page 1 (OPR-1)

Group of fields for output specification (table)

Name (of product)

Purpose: To specify a product name in the row.

Characteristics: Non-repeatable, cumulative. A table of names contained in the database appears when F1 is pressed.

Volume per month

Purpose: To specify the volume of production per month in the units expressed.

Characteristics: Non-repeatable, numeric.

Units

Purpose: To specify units in which the volume of production in the previous column is expressed.

Characteristics: Non-repeatable, cumulative. A table of units contained in the database appears when F1 is pressed.

Example (for one row):

Name	Volume	Units
bottled milk	10,000	bottles

Note: The group is repeated four times on one page. If more room is needed for the output production, you can create another auxiliary record OPR. The number of the OPR records connected to one PRC record is **unlimited**.

End of group of fields for output specification =====

Page 2 of output record

Group of fields for by-products specification (table)

Name (of by-product)

Purpose: To specify the name of a by-product in the row.

Characteristics: Non-repeatable, cumulative. A table of names contained in the database appears when F1 is pressed.

Volume per month

Purpose: To specify the volume of production per month in the units expressed in the next column.

Characteristics: Non-repeatable, numeric.

Units

Purpose: To specify the units in which the volume of production in the previous column is expressed.

Characteristics: Non-repeatable, cumulative. A table of units contained in the database appears when F1 is pressed.

Example (for one row):

Name	Volume	Units
Cream	100	Litres

End of group of fields for by-products specification =====

Notes

¹UNESCO. *Mini-micro CDS/ISIS Reference Manual (version 2.3)* (Paris, 1989).

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IRMS QUESTIONNAIRE

IRMS - INFORMATION WORKSHEET

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ACCESS CODE: INFO-EMCS0000_ Prepared by: _____ Entered by: _____
 EXPORT flag: _____ Date Entered : _____
 Last modified: _____

NATURE: _____ Function: _____

Year established: _____ Country code: _____

SYSTEM NAME (in English): _____

ORIGINAL NAME (if not Eng): _____

INSTITUTION RESPONSIBLE (LINK): _____

INSTITUTION RESPONSIBLE (NAME): _____

IRMS - INFORMATION WORKSHEET

Page 2 of 5

CONTACT PERSON:

Name: _____ First name: _____
 Prefix: _____ Suffix: _____
 Correspondence title: _____
 Position/Division: _____

ADDRESS : _____

COUNTRY : _____

TELECOMM:

Telephone: _____ Telex: _____
 Fax: _____ Cable: _____
 E-mail: _____

IRMS - INFORMATION WORKSHEET

Type of system : _____

Services of the system: _____

Computer tools:

HARDWARE: _____ SOFTWARE: _____

INDEXING: _____

File/system parameters:

UPDATE LOAD : _____ FILE SIZE : _____

ACCESSIBILITY: _____ PERIOD COVERED: _____

System Databases (link): _____

Their names : _____

Output publications _____

IRMS - INFORMATION WORKSHEET

Type of storage: _____

Languages : _____

Nature of information: _____

Geographical coverage: _____

Media of distribution: _____

Availability of data : _____

Vendor(s) - link : _____

Vendor(s) - names : _____

Comments : _____

IRMS - INFORMATION WORKSHEET

Main descriptors : _____

Proposed descriptors : _____

Abstract : _____

Unido codes:

Primary: _____ Secondary: _____

IRMS - INSTITUTION WORKSHEET

ACCESS CODE: INS-EEIS000000 Prepared by: _____ Entered by: _____

EXPORT flag: _____ Date Entered : _____
Last modified: _____

NATURE: _____ Function: _____

Geogr. coverage code : _____ Established Year: _____

Country district: _____

NAME OF INSTITUTION (English): _____

ACRONYM: _____

Original name of Institution if not English: _____

.. and acronym: _____

Parent Institution (link): _____

Its Name: _____

IRMS - INSTITUTION WORKSHEET

DIRECTOR:
Name: _____ First name: _____
Prefix: _____ Suffix: _____

Correspondence title: _____

Official position: _____

ADDRESS : _____

COUNTRY: _____

TELECOMM:
Telephone: _____ Telex: _____
Fax: _____ Cable: _____
E-mail: _____

CONTACT PERSON:
Name: _____ First Name: _____
Prefix: _____ Suffix: _____
Correspondence title: _____
Position/Division: _____

IRMS - INSTITUTION WORKSHEET

Note: For HELP press the key F1.

Company Profile

Number of employees: _____
(Total number of employees - use only for non-industrial plant)

Ownership : _____

Infrastructure : _____

Geographic Ind. : _____

Working languages : _____

Comments : _____

IRMS - INDUSTRIAL PLANT DESCRIPTION

Page 1 of 4

ACCESS CODE: INS-11CD000000 Prepared by: _____ Entered by: _____
EXPORT flag: _____ Date Entered: _____
Last modified: _____

INSTITUTION DESCRIBED (link): _____
NAME OF INSTITUTION (English): _____

SALES VOLUME: _____

PRODUCTIVITY: _____

COSTs (investment) : _____

CAPACITY RATE

rated capacity : _____ steam hours : _____

IRMS - INDUSTRIAL PLANT DESCRIPTION

Page 2 of 4

Note: For HELP press the key F1.

STAFFING TABLE

Category of persons employed	Male	Female
1. Engineers :	_____	_____
2. Laboratory Technicians :	_____	_____
3. Technicians :	_____	_____
4. Programmers :	_____	_____
5. System analysts :	_____	_____
6. Economists :	_____	_____
7. Skilled labours :	_____	_____
8. Unskilled labours :	_____	_____
9. Others/unspecified :	_____	_____

I R M S - PROCESS WORKSHEET

Note: For HELP press the key F1.

O U T P U T S

PROCESS (link): _____

PRODUCTS

	product of process	units	volume/month
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

I R M S - PROCESS WORKSHEET

Note: For HELP press the key F1.

O U T P U T S (cont.)

BYPRODUCTS

	byproduct of process	units	volume/month
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

I R M S - INDUSTRIAL PLANT DESCRIPTION/PROCESS

Note: For HELP press the key F1.

I N P U T (cont.)

PRC/IPD (link): _____

FUEL CONSUMPTION
energy type

units/month

consumption

1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

I R M S - INDUSTRIAL PLANT DESCRIPTION/PROCESS

Note: For HELP press the key F1.

I N P U T (cont.)

FUEL CONSUMPTION (cont.)

energy type

units/month

consumption

6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____

I R M S - INDUSTRIAL PLANT DESCRIPTION/PROCESS

Note: For HELP press the key F1.

I N P U T

PRC/IPD (link): _____

RAW MATERIALS			
name	units/month	volume used	imported
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____

I R M S - INDUSTRIAL PLANT DESCRIPTION/PROCESS

Note: For HELP press the key F1.

I N P U T (cont.)

RAW MATERIALS (cont.)

name	units/month	volume used	imported
5. _____	_____	_____	_____
6. _____	_____	_____	_____
7. _____	_____	_____	_____
8. _____	_____	_____	_____

I R M S - PERSON WORKSHEET

For HELP press the key F1

ACCESS CODE: PERS-EMCS0000_ Prepared by: _____ Entered by: _____
EXPORT flag: _____ Date Entered: _____
Last modified: _____
NATURE: expert _____ Function: _____

NAME OF PERSON: _____ FIRST NAME: _____
NAME PREFIX : _____ SUFFIX: _____
CORRESPONDENCE TITLE: _____

NATIONALITY : _____ LANGUAGES: _____ Date of birth: 19__

I R M S - PERSON WORKSHEET

For HELP press the key F1

AFFILIATION (link): _____
AFFILIATION (name): _____

POSITION/DEPARTMENT: _____

Address : _____

COUNTRY : _____

TELECOMMUNICATION

Telephone: _____ FAX: _____

TELEX : _____ CABLE: _____

E-MAIL : _____

IRMS - PERSON WORKSHEET

Publications : _____

Other outputs : _____

Comments : _____

IRMS - PERSON WORKSHEET

Meeting attended names : _____

TRAINING received (links) : _____
TRAINING received (titles): _____

TRAINING provided - (links): _____
TRAINING provided (titles): _____

IRMS - PERSON WORKSHEET

SPECIALIZATION : _____

Proposed terms for specialization: _____

CURRICULUM VITAE : _____

Unido codes

Primary: _____ Secondary: _____

IRMS - PROCESS WORKSHEET

ACCESS CODE: _____ Prepared by: _____ Entered by: _____

EXPORT flag: _____ Date Entered : _____
Last modified: _____

NATURE: _____ Function: _____

PROCESS NAME (ENG): _____

REPORTED PERIOD

Starting date : _____ Ending date: _____

PROCESS STATUS : _____

CONTACT PERSON: (Use only if different than Contact in Plant record)

NAME: _____ First Name: _____
Prefix: _____ Suffix: _____
Title for correspondence: _____
Position/Division: _____

I R M S - PROCESS WORKSHEET

Page 2 of 5

ADDRESS, COUNTRY & TELECOMMUNICATION
(enter only when different than address of the industrial plant)

ADDRESS: _____

COUNTRY: _____

Telephone: _____ FAX: _____
TELEX : _____ CABLE: _____
E-MAIL : _____

INSTITUTION running the process (link): _____
INSTITUTION NAME: _____

INSTITUTION which owns the technology (link): _____
INSTITUTION NAME: _____

I R M S - PROCESS WORKSHEET

Page 3 of 5

Note: For HELP press the key F1.
I N P U T

WATER:

source	units/month	volume
_____	_____	_____

RAW MATERIALS: None _____

ELECTRICITY/MONTH Vol. in thousands of KWh

1. PURCHASED _____
2. GENERATED _____
3. CONSUMED _____

FUEL CONSUMPTION: None _____

O U T P U T

PRODUCTS & BYPRODUCTS: None _____

I R M S - PROCESS WORKSHEET

Note: For HELP press the key F1.

HUMAN RESOURCES NEEDED: _____

COSTs (investment) : _____

CAPACITY RATE

rated capacity

steam hours

OPERATION HOURS: _____

PATENT DATA : _____

COMMENTS : _____

I R M S - PROCESS WORKSHEET

Main descriptors : _____

Proposed descriptors : _____

Abstract : _____

nido codes

Primary: _____

Secondary: _____

I R M S - TRAINING WORKSHEET

ACCESS CODE: TRAI-EMCS0000_ Prepared by: _____ Entered by: _____

EXPORT flag: _____ Date Entered : _____
Last modified: _____

Nature: _____ Function: _____

Project Number: _____

COUNTRY cod : _____

Country district: _____

Name of the training (in English): _____

Original name of the training if not English:

I R M S - TRAINING WORKSHEET

CONTACT PERSON:

Name: _____ First name: _____
Prefix: _____ Suffix: _____

Correspondence title: _____

Position/Division: _____

ADDRESS : _____

COUNTRY: _____

TELECOMM:

Telephone: _____ Telex: _____
Fax: _____ Cable: _____
E-mail: _____

IRMS - TRAINING WORKSHEET

For HELP press the key F1

Organizing Institution (link): _____
Institution name: _____

Date of the training _____ Town: _____

Working languages : _____

Participant(s):

From private sector: _____ government: _____ and academic sector: _____

Participation cost : _____

Source of Funds : _____

COMMENT : _____

IRMS - TRAINING WORKSHEET

Main descriptors : _____

Proposed descriptors : _____

Abstract : _____

Unido codes

Primary: _____ Secondary: _____

