EZ ACCESS TO INTEGRATED PROGRAMS

by

Sam A. Khosh-khui, Ph.D.
Albert B. Alkek Library
Southwest Texas State University

The AMIGOS FALL 1992 Conference
Dallas, Texas
EZ Access to Integrated Programs

As libraries become involved with more sophisticated library automated systems, library staff members have access to various application programs that are available through the main frame. To successfully benefit from the many features that a large main frame can offer, one needs not only to be aware of these programs but should know how to use them. Although many libraries have excellent staff development programs regarding their computer system use, not everybody may have time or the appropriate background to benefit from the many features of a large system. Or, there simply may be too many details to remember.

Many systems allow the creation of command files to simplify complex procedures. Simplified procedures encourage those who would like to access various programs without having to spend extra time and energy learning the many complexities of access commands.

The EZ program is a menu driven software written in VMS 5.5 on the VAX computer. As its name implies, it is intended to provide "easy" access to a variety of integrated programs, either provided by the system or developed in-house, by simply selecting a letter from the menu. This allows the average user to access a variety of programs without having to type access commands for each program.

This program is restricted to only library staff whose names are listed on the library staff roster. Although at the present it is only used by some of the library staff at the Albert Alkek Library at the Southwest Texas State University, the concept can be very useful to all libraries and institutions. Many institutions can do so by following the same model used for the EZ program.

The command for accessing "Easy Menu" may be incorporated into one's LOGIN.COM file in such a way that whenever that user logs into the system, the EZ program is activated and that menu appears. Alternatively, one could simply add the access information to the LOGIN.COM file and then type EZ at the dollar prompt.

In any event, when the EZ software is activated, the following menu displays and one can choose the available options.
The following is a short description of each option in the above menu:

**All-In-1**

Option "A" invokes a system program known as All-In-1. It is an office automation system that provides a number of integrated office applications, such as electronic mail, word processing, desk and time management, etc. The following screen is one of many options available to users.
ALL-IN-1

WP  World and document processing
EM  Electronic massaging
DM  Desk management
TM  Time management
IM  Information management
BA  Business applications
COM Communications
M   More menu options

TR  Training
EX  Exit workstation

Enter option and Press RETURN.
or Press NEXT SCREEN for more options (more)

Cataloging Services

Option "C" invokes another menu that allows the user to assign Cutter numbers or view "Cutter Tables", access a selected DRA contact list, check a list of commonly used telephone numbers, get a list of "Special Characters Composition", and find "Terminal Information" for all terminals in the library.
DRA Atlas

Option "D" invokes DRA software and allows access to the Data Research Software. Once that program is up, one can get to the following programs, depending on the security clearance required for each program, by entering the name of one of the following programs at the "Program Selection" prompt:

Program/QUIT/LIST/!

ACQ BIBLIO CARDS CAT CIRCLE DEMAND
FINE FIXITM INVA INVC ITEM LABELS
NETCAT PAC RAC REQUEST RESERVES RPTS
SENDI SETUP SUPCAT

Electronic Library Conferences

This program is designed to save some steps in accessing library oriented electronic conferences. One can subscribe/unsubscribe, get list of other lists, and set some of the options available by selecting choices from a menu. The program basically consists of two menus, the "ACTION MENU" and the "LIST SELECTION MENU":

Please Enter Your Choice and Press RETURN>>
1. THE ACTION MENU

The Action Menu is the top level menu that lets you choose the action to be performed. The Action Menu provides you with the following options:

```
A Add/Subscribe
B Back Issues of a List
C Create/Edit/Send a Memo to a List
D DIRECTORY List of Bitnet
F Set FORWARD E-Mail to All-in-1 (NF = NOFORWARD)
G GLOBAL Listing of all Bitnet Conferences
L LIST Library Conferences and E-Journals
M MAIL (Resume a Temporary stop)
N NOMAIL (Temporary stop)
Q QUERY of List Options
R REPRO (Receive Copies of your own messages)
S SIGNOFF/unsubscribe
V REVIEW/Receive Subscribers List

Help REceive Files EXIT
```

Please Enter Your Choice and Press RETURN>>

2. LIST SELECTION MENU

Once an action is selected, the list of library oriented electronic conferences will be displayed. If the user already knows the code (which is generally the first three letters of the conference), he/she won't need to view the entire list. The choice can be entered at any time. If one is sending a request to an e-conference that is not included in the list provided by the program, he/she can use the "O" (Other) option to enter the name of the e-conference and its remote node address.
Library Roster

This program is an in-house program that allows one to see the library staff birthday calendar, and also an office directory for the staff members listed either by name or job title, etc.

LIBRARY ROSTER MAIN MENU

C   Birthday Calendar
H   Help
L   List Names
R   Office Directory
S   Search Menu
T   Telephone Directory
X   Exit Library Roster Program

Enter Option and Press RETURN:

Library Bulletin Board

This option invokes the Alkek Library Bulletin Board (LBB) conference on Vax Notes. LBB is a private conference for which access is restricted to the Alkek library staff members. This Bulletin Board is intended to be used to provide a medium for communicating library related information among the library staff. Any staff member can post library related information that could be useful to other staff members. Also, a staff member could respond to a particular issue. The following is a sample list of some of the notes posted on this Bulletin Board:
Alkek Library Bulletin Board
Directory of Notebook class MAIN

34  SWT::SK03  17-JUN-1992  0  GATEWAY TO GOVERNMENT (A BILL)
35  SWT::SK03  18-JUN-1992  0  Positions
36  SWT::SK03  22-JUN-1992  0  Position openings
37  SWT::SK03  23-JUN-1992  0  Cataloger
38  SWT::SK03  25-JUN-1992  0  Node Name
39  SWT::SK03  29-JUN-1992  0  position openings
40  SWT::SK03  29-JUN-1992  0  Serials Cataloger
43  SWT::SK03  13-JUL-1992  0  Library Hours
44  SWT::SK03  15-JUL-1992  0  LIBRES 2.7 NOTES & QUERIES
45  SWT::SK03  15-JUL-1992  0  LIBRES 2.7 ANNOUNCEMENTS
46  SWT::SK03  16-JUL-1992  0  Chief Cataloger Job Announcement
47  SWT::MT02  20-JUL-1992  0  IT'S A BOY!!!!
48  SWT::MT02  20-JUL-1992  0  Position Announcements

Mail/gMail

This option invokes the VMS Personal Mail Utility, which is used to send messages to other users of the system. GM option invokes the gMail facility, which is used primarily to send letters to users on other systems which are not directly accessible by either DECnet or BITnet. This is mostly used to send messages to the Internet addresses.

Library Operating Letters (OLs)

This option allows one to read and/or print all of the official "Library Operating Letters (OLs)". Entering "LOL" at other menus is the same as option "O" in EZ menu. Both will display the list of library operating letters. To print the list, one may enter "PO" or "PLOL". When the list is displayed, entering the number of the desired OL will display the text of that operating letter. Preceding the number by the letter "p" will allow printing that operating letter.
SOUTHWEST TEXAS STATE UNIVERSITY
ALBERT B. ALKEK LIBRARY

LIBRARY OLS

Page 1

101 *Library Operating Letter System.
201 *Evaluations.
202 *Enrollment in Academic Courses.
204 *Access to Library Employee's Personnel Files.
205 *Miscellaneous Personnel Policies and Procedures.
206 *Hiring Classified and Unclassified Employees.
207 *Travel.
402 *Library Opening and Closing on Weekends and Holidays.
403 *Reporting Maintenance Problems.

(more)

Please Enter Your Choice and Press RETURN>>

SOUTHWEST TEXAS STATE UNIVERSITY
ALBERT B. ALKEK LIBRARY

LIBRARY OLS

Page 2

602 *Calculation of Departmental Allocations for Learning Resources by the University Library.
603 *Replacement of Learning Resources.
605 *Periodical Routing Policy and Procedures.
606 *Annual Serials Review Process Conducted by the University Library.
607 *Collection Development Policy.
701 *Paging Policy for Public Services Personnel.
702 *Library Schedule for Dead Weeks, Examination Days, Holidays & ...
703 *Use of Microcomputers and Computer Software.
901 *Abandoned Property.

Please Enter Your Choice and Press RETURN>>
Public Access

This option presents a menu with the following options; allowing not only accessing Public Access Program of DRA, but also additional useful information, such as library hours, library floor maps, etc.:

---

**SOUTHWEST TEXAS STATE UNIVERSITY**

**ALBERT B. ALKEK LIBRARY**

**PUBLIC ACCESS**

1. Online Catalog
2. Library Hours
3. Calendar of Events
4. Location Information
5. Library Loan Policy
6. Suggestions
7. Library Directory
8. CD ROM Indexes List
9. Library Floor Plans

**E = EZ Menu  H = Help  Q = Quit/Logoff  X = Exit**

Please Enter Your Choice and Press RETURN>>

---
Reference Services

This is a menu that provides the opportunity for public service people to have access to the information that they frequently need. The options of this menu are:

- B Bibliographic Services
- D Reference Desk Schedule
- F OCLC EPIC/First Search
- I Information File
- L Library Student Workers
- P Most Commonly Used Phone Numbers
- R Record Terminal Output in a File
- S Schedule of Other Offices

Please Enter Your Choice and Press RETURN>>

System Services

This allows one to benefit from a selected list of system commands such as creating, editing, listing, printing, and reading files, looking at available quota, finding information about other users in the system, and getting to a file sharing utility program.
Library Network (LNET)

Direct access to larger collections can be very useful in literature searching and facilitates compiling more comprehensive bibliographies for research. This option is intended to help in this regard. It invokes a program called LNET that stands for Library NETwork. LNET allows users to directly search the Albert B. Alkek Library online catalog as well as selected national and international Online Public Access Catalogs in several university and research libraries on THENet and Internet. One can search alternative on-line library catalogs when a title is not available in the Alkek Library. Although this program is primarily for the Southwest Texas State University community, it may be used by others as long as it is used for academic research and development activities.

LNET is a menu driven program that includes national, international, and system-access menus. The default menu is the Texas Libraries menu. Access to other libraries are possible through National, International, and System access menus. One can navigate between these menus by entering the first letter of each menu.
One can easily switch back and forth between various screens using Backward, Forward commands. Entering "T" at any menu will re-display the Texas Libraries menu. Entering "I" will display the International Libraries Menu which lists selected countries to choose from:
Entering "N" or "US" lists all states in the United States and lets users choose the state of their choice. Once a state is selected, the program will display a menu that lists the libraries that are directly accessible.
Similarly, entering "S" will invoke a System-Access Menu which lists different types of software and the libraries that use them, such as DRA, GEAC, NOTIS, etc.

<table>
<thead>
<tr>
<th>Key</th>
<th>Libraries</th>
<th>Key</th>
<th>Libraries</th>
</tr>
</thead>
<tbody>
<tr>
<td>BLC</td>
<td>BLCMP Libraries</td>
<td>NOT</td>
<td>NOTIS Libraries</td>
</tr>
<tr>
<td>BUC</td>
<td>BUCAT Libraries</td>
<td>PAL</td>
<td>PALS Libraries</td>
</tr>
<tr>
<td>CAT</td>
<td>CATS Libraries</td>
<td>UNI</td>
<td>UNIX Libraries</td>
</tr>
<tr>
<td>DRA</td>
<td>DRA Libraries</td>
<td>URI</td>
<td>URICA Libraries</td>
</tr>
<tr>
<td>DYN</td>
<td>DYNIX Libraries</td>
<td>UTC</td>
<td>UTCAT Libraries</td>
</tr>
<tr>
<td>GEA</td>
<td>GEAC Libraries</td>
<td>VTL</td>
<td>VTLS Libraries</td>
</tr>
<tr>
<td>INL</td>
<td>INLEX Libraries</td>
<td>Z39</td>
<td>Z39.58 Libraries</td>
</tr>
<tr>
<td>INN</td>
<td>Innovative Interfaces Libraries</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LIB</td>
<td>LIBERTAS Libraries</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Help is available in all menus. Entering "H" or the word "help" at any point will invoke the Help Menu which provides a general introduction to the LNET program and lists of help on the different software used by libraries, such as DRA, GEAC, NOTIS, etc. Availability of help on different library software will enable users to be more prepared when searching the online catalog of remote libraries.
LNET HELP

ALL    LNET Introduction
BLA    BLCMP Software
BUC    BUCAT Software
CAT    CATS Software
DRA    DRA Atlas Software
DYN    DYNIX Software
GEA    GEAC Software
INL    INLEX Software
INN    INNOVATIVE INTERFACES Software
JAN    JANET Network
LIB    LIBERTAS Software
LSS    LS/2000 System
NOT    NOTIS Software
PAL    PALS Software
UNI    UNICORN Software
URI    URICA Software
UTC    UTCAT Software
VTL    VTLS Software
Z39    Z39.58 Software
ZCD    Escape Codes

International  National  SysAccess  Texas  Exit

Enter your choice and press RETURN>>

In addition, SWT users can send their comments to the author of the program at any time in the menu by entering "C".

When an online catalog is selected, the connection information will appear. A "HOST SYSTEM INFORMATION" screen generally provides information on the name, location of the online catalog, the OPAC Name (if any), network name (THENet or INTERNET), system's software (DRA, NOTIS, etc.), terminal type required, and logon/logout information.

Generally speaking, for THENet libraries one does not have to type a username and/or a password. THENet software allows such information to be incorporated as part of the LNET program. However, for most of the INTERNET libraries this information has to be typed by the user unless the system does not require doing so. For proper connection to the host system make a note of the information provided to you by the "HOST SYSTEM INFORMATION" screen before you hit <RETURN> to connect. Option "P" will allow one to print the information on the terminal attached to the port.

Entering "H" at the "HOST SYSTEM INFORMATION" screen will bring up the help for that particular software used by that library. However, if the system software is not known, the general help will be activated.
Other Features of the EZ Program

There are several features that are added to the EZ Program to make it a more friendly and personable program. These features include:

a) Upon invoking the EZ program a greeting acknowledges the user.

b) On each staff member's birthday, a "card" displays, greeting that individual for the occasion.

c) One can set the terminal to "no-broadcast" to eliminate regular broadcast messages without eliminating urgent system operator messages as recommended by system managers.

d) It allows for creation of a sub-process by typing "SP". This facilitates access to other application programs from within the EZ program, such as accessing other mailing systems. Type the command that you would like to execute.

e) At any menu "E" will return the user to the main menu, "X" will exit from the program, and "Q" will logoff. Up to two levels of commands can be stack together.

f) All listed files within the EZ Software may be directly printed by typing letter "p" followed by the letter from the menu.

g) Allows locking the keyboard while the user temporarily is away from the terminal to prevent unauthorized access to one's terminal.

h) At any of the menus within EZ software where the word "List" appears, the following "TOP EZ COMMANDS" can be used:
BYE To logout (LOG, LOGOUT, Q, QUIT are the same).
CASH To get Location codes of Computer Assisted Serials
Handling Program.
CAT To go to Cataloging Services.
DATE To get date/time.
DRA To go to the DRA Atlas Program.
DIR To get a list of files in your Directory.
EDIT To edit a file.
EXIT To exit to $ prompt.
FIRST To go to OCLC First Search.
GM To invoke the gMail facility.
HELP To get EZ help.
LBB To open Alkek Library Bulletin Board.
LIST To list global commands.
LK To lock Keyboard.
LOG To logout (Bye, Q, QUIT are the same).
LOL To list Library Operating Letters (OLs)
MAC To List Macintosh keyboard equivalent values on VTxxx
Terminals.
MAIL To invoke the VMS Personal Mail Utility.
NEWS To run Library News Program.
NODE To show current node.
NOTES To open Vax General Notes.
PRINT To print a file on your printer.
PUB To go to Public Services menu.
QUIT To logout.
READ To read a file.
REF To go to Reference Services menu.
RENAME To rename a file.
SETP To change password.
SHQ To Show Quota.
SYS To go to System Services menu.
TIME To get date/time.
UDIR To go to USE DIRECTORY.
WHO To find Vax users information.