

EZ ACCESS TO INTEGRATED PROGRAMS

by

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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.

SOUTHWEST TEXAS STATE UNIVERSITY
ALBERT B. ALKEK LIBRARY

EASY MENU

A All-in-1
C Cataloging Services
D DRA Atlas
E Electronic Library Conferences
L Library Roster
M Mail (GM = gMail)
N Library Bulletin Board (LBB)
O *Library Operating Letters (OLs)
P Public Access
R Reference Services
S System Services
T Library Network (LNET)

Broadcast/NB EXit Help List Quit/Logout SPawn

Please Enter Your Choice and Press RETURN>>

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.

John Doe	Job Title	Date
SOUTHWEST TEXAS STATE UNIVERSITY		
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.

SOUTHWEST TEXAS STATE UNIVERSITY
ALBERT B. ALKEK LIBRARY

CATALOGING SERVICES

- A Abbreviations Used in DRA Item Records
- C Cutter Table
- D DRA Contact List
- L DRA Location Codes
- M DRA Material Codes
- N DRA Status Codes
- P Commonly Used Phone Nos.
- S Special Characters Composition
- T Terminal Information
- V Departmental Code
- Z CASH Location Codes

EXIT EZ-Menu Help List PUB-Menu Quit REF-Menu SPawn SYS-Menu

Please Enter Your Choice and Press RETURN>>

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":

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:

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                                     SOUTHWEST TEXAS STATE UNIVERSITY
                                     ALBERT B. ALKEK LIBRARY
                                     BITNET LIBRARY E-CONFERENCES
                                     ACTION MENU

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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>>
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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.

DATE: 21-JUL-1992

TIME: 15:15:12.41

Southwest Texas State University
Albert B. Alkek Library
Library Roster Program

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:

Notes>dir

Alkek Library Bulletin Board

Created: 19-MAY-1992 10:57 49 topics Updated: 20-JUL-1992 07:59
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 Announceme
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.
- 203 *Filling Librarian positions.
- 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)

Downward CAT-Menu EXit EZ-Menu Help REF-Menu Quit SPawn SYS-Menu

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.

Upward CAT-Menu EXit EZ-Menu Help REF-Menu Quit SPawn SYS-Menu

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 additonal useful information, such as libray 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:

SOUTHWEST TEXAS STATE UNIVERSITY
ALBERT B. ALKEK LIBRARY

REFERENCE SERVICES

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

CAT-Menu EXit EZ-Menu Help List PUB-Menu Quit SPawn SYS-Menu

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.

SOUTHWEST TEXAS STATE UNIVERSITY
ALBERT B. ALKEK LIBRARY

SYSTEM SERVICES

B Broadcast (NB=Nobroadcast) Incoming E-Mail Messages
C Create/Edit a File
D List Files in Directory
F Find SWTSU VAX/VMS User
G GADGETS
K Show Quota
P Print a File R=Read a File Y=Rename a File
S Show Terminal Status
T Date/Time
U User Directory File Sharing Utility
V VAX Notes Computer Conference

CAT-Menu Exit EZ-Menu Help List PUB-Menu Quit REF-Menu SPawn

Please enter Your Choice and Press RETURN>>

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.

SOUTHWEST TEXAS STATE UNIVERSITY
ALBERT B. ALKEK LIBRARY
INTERNET/THE NET LIBRARY NETWORK
TEXAS LIBRARIES

AMM Audie L. Murphy Memorial Veterans' Administration Hospital Library
CAC Carleton College Library
LPA Lunar and Planetary/Antarctic Meteorite Literature Bibliography
LAM Lamar University Library
LPI Lunar and Planetary Institute: NASA
RIU Rice University Library
SHU Sam Houston State University Library
SMU Southern Methodist University Library
SWT Southwest Texas State University, Albert B. Alkek Library
STM St. Mary's University Library
TAM Texas A&M Library System
TCU Texas Christian University Library

(More)

Forward Help International National SysAccess EXit

Enter your choice and press RETURN>>

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:

SOUTHWEST TEXAS STATE UNIVERSITY
 ALBERT B. ALKEK LIBRARY
 INTERNET/THE NET LIBRARY NETWORK
 INTERNATIONAL LIBRARIES

AUS	Australia	NZ	New Zealand
CAN	Canada	PUR	Puerto Rico
FIN	Finland	SPA	Spain
GER	Germany	UK	United Kingdom
IRE	Ireland	US	United States
ISR	Israel	SWE	Sweden
MEX	Mexico	SWI	Switzerland
NED	Netherlands	WAL	Wales

International National SysAccess Texas EXit

Enter your choice and press RETURN>>

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.

SOUTHWEST TEXAS STATE UNIVERSITY
 ALBERT B. ALKEK LIBRARY
 INTERNET/THE NET LIBRARY NETWORK
 UNITED STATES LIBRARIES

AL	Alabama	IN	Indiana	NV	Nevada	TN	Tennessee
AK	*Alaska	IA	Iowa	NH	New Hampshire	TX	Texas
AZ	Arizona	KS	Kansas	NJ	New Jersey	UT	Utah
AR	*Arkansas	KY	Kentucky	NM	New Mexico	VT	Vermont
CA	California	LA	*Louisiana	NY	New York	VA	Virginia
CO	Colorado	ME	Maine	NC	North Carolina	WA	Washington
CT	Connecticut	MD	Maryland	ND	*North Dakota	WV	West Virginia
DE	Delaware	MA	Massachusetts	OH	Ohio	WI	Wisconsin
DC	Washington DC	MI	Michigan	OK	Oklahoma	WY	Wyoming
FL	Florida	MN	Minnesota	OR	Oregon		
GA	Georgia	MS	Mississippi	PA	Pennsylvania		
HI	Hawaii	MO	Missouri	RI	Rhode Island		
ID	Idaho	MT	Montana	SC	South Carolina		
IL	Illinois	NE	Nebraska	SD	*South Dakota		*NOT AVAILABLE

Help International National Texas EXit

Enter your choice and press RETURN>>

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.

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SOUTHWEST TEXAS STATE UNIVERSITY
ALBERT B. ALKEK LIBRARY
INTERNET/THENET LIBRARY NETWORK
SYSTEM ACCESS LIBRARIES

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BLC      BLCMP Libraries          NOT      NOTIS Libraries
BUC      BUCAT Libraries        PAL      PALS Libraries
CAT      CATS Libraries         UNI      UNIX Libraries
DRA      DRA Libraries          URI      URICA Libraries
DYN      DYNIX Libraries        UTC      UTCAT Libraries
GEA      GEAC Libraries         VTL      VTLS Libraries
INL      INLEX Libraries        Z39      Z39.58 Libraries
INN      Innovative Interfaces
LIB      LIBERTAS Libraries

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Help  International  National  Texas  EXit

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Enter your choice and press RETURN>>

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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.

SOUTHWEST TEXAS STATE UNIVERSITY
ALBERT B. ALKEK LIBRARY
INTERNET/THE NET LIBRARY NETWORK

LNET HELP

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