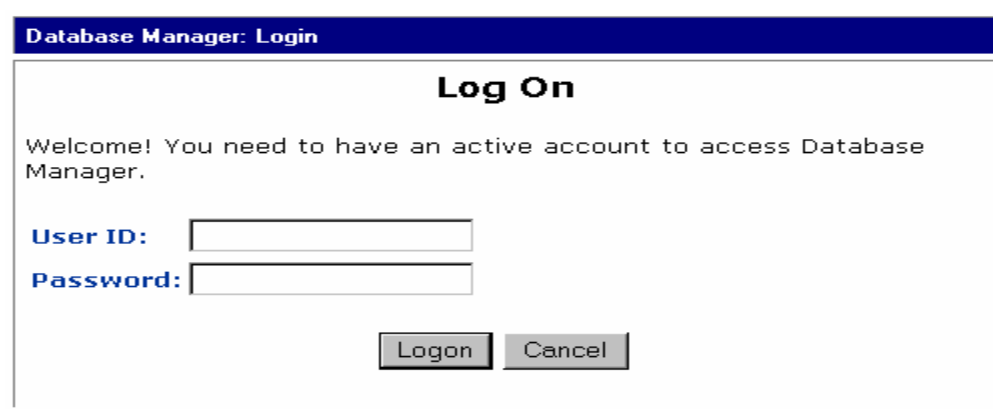


Procedures for Inputting Reports into Database

NAMING THE TEXT FILE

- View the report either from the NMRT website or from an e-mail attachment (If the report is in HTML format follow the steps for Section A. If the report is in a Word document follow the steps for Section B.)
- Assign a filename if one has not been provided. (Do not use capital letters or spaces; use underscores instead of spaces; abbreviate wherever possible; add the date.) The example used is **ssra_plan02-03** for Self-Study & Resource Allocation Planning Report.

LOGGING ON TO DATABASE MANAGER



Database Manager: Login

Log On

Welcome! You need to have an active account to access Database Manager.

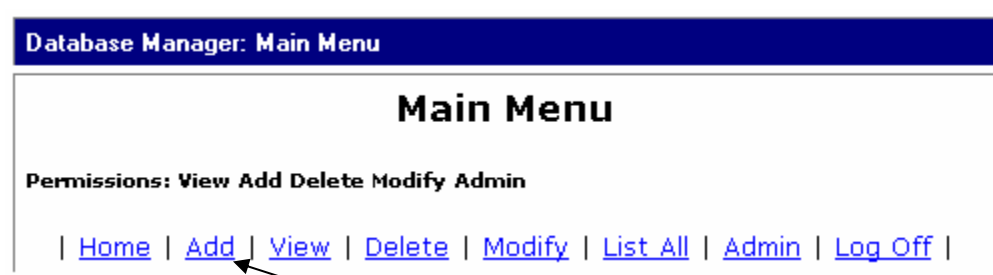
User ID:

Password:

Logon Cancel

- Access database via <http://www.lib.lsu.edu/cgi-bin/dbmansql/nmrt/nmrt.cgi>
- User ID is “*****”
- Password is “*****”

INPUTTING RECORDS INTO THE DATABASE



Database Manager: Main Menu

Main Menu

Permissions: View Add Delete Modify Admin

| [Home](#) | [Add](#) | [View](#) | [Delete](#) | [Modify](#) | [List All](#) | [Admin](#) | [Log Off](#) |

- At “Main Menu” screen, select **ADD** to input a new record.
- Type the information pertaining to each report into the Database Template (below):

Database Template

- Follow the examples below for inputting the data into each field:

Title: use the committee’s full name, followed by its acronym, if it uses one.

Title:	Self-Study and Resource Allocation (SSRA) Committee Planning Report
---------------	--

Author: this should be the name of the committee member submitting the report. (Check the “Report submitted by” entry at the end of the report if this is not clear.)

Author/Creator:	Robinson, Carla
------------------------	-----------------

Subject/Keywords: take keywords from the title and give the general terms shown below pertaining to the type of report.

Committee description: include the type of committee (advisory, standing, ad hoc) if known (*see NMRT Handbook, Table of Contents, Sec. 6.*).

Keywords:	self-study, resource allocation, SSRA, planning report, NMRT Advisory committee report
------------------	--

Description: use this basic description for each record. Be sure to change the terms that pertain to each specific report, i.e., author, date, committee name.

Description:	Annual planning report submitted on December 1, 2002 by the chair of SSRA, recording the committee's charge, project descriptions, goals and objectives for the coming year.
---------------------	--

Contributor: include the name of the Supervising Board Member. Also give the name of the committee co-chair, if there is one.

Other Contributor:	Kraemer, Beth (Supervising Board Member)
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Date: use the date that is given in the report.

Date (YYYY-MM-DD):	2002-12-01
--------------------	------------

- The following fields will be identical for each report:

Publisher:	ALA, NMRT
Resource Type:	Report
Format:	html
Language:	English
Rights Management:	open access
Status:	Final copy of committee planning report

- Certain fields may be left blank (i.e., Source, Identifier, Coverage, Addressee)
- In the URL string, include the filename you have assigned to the following address: http://www.lib.lsu.edu/ALA/nmrt/ssra_plan02-03.htm.

Url:	www.lib.lsu.edu/ALA/nmrt/ssra_plan02-03.htm
------	--

FOLLOW THESE STEPS TO INSERT THE TEXT OF THE REPORT INTO THE “Cut and Paste” FIELD

(These steps are used in order for some characters to read properly within the database.)

SECTION A: (For HTML formatted reports only)

1. “Select all” and then “Copy” the text from the HTML document.
2. Open WordPad from the Accessories in your Start Menu.



3. “Paste” the text into WordPad.
4. “Save as” a text document and use the filename for the report.

File name:	ssra_plan02-03	Save
Save as type:	Text Document	Cancel

5. “Select,” “Copy” and “Paste” this *raw* text file into the **Cut and Paste** field of the database.



6. Click on **Add Record** at the bottom of the database template to insert the record into the database.

7. When modifying this record, the button will change to **Modify Record**

8. Log off the Database Manager.

SECTION B: *(For Word formatted reports only.)*
You will have to save the report in both text and HTML format.

1. “Select all” and then “Copy” the text from the Word document.

2. Open WordPad from the Accessories in your Start Menu.



3. “Paste the text into WordPad.

4. “Save as” a Text Document and use the filename for the report.



5. “Paste” this *raw* text file into the **Cut and Paste** field of the database.



6. Click on **Add Record** at the bottom of the database template to insert the record into the database.

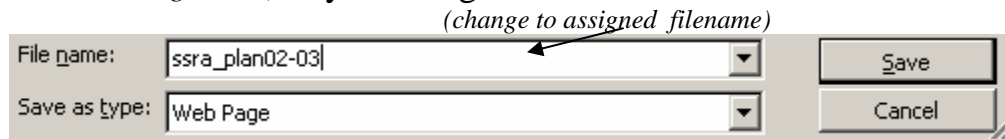
7. When modifying this record, the button will change to **Modify Record**

8. Log off the Database Manager.

To convert the Word file to HTML

1. Open the Word document in Microsoft Word.

2. Save as a **“web page.”** *(The web page will display appropriately in both Netscape and Internet Explorer. If you skip the WordPad stage, and simply save as a web page in Word, dashes will read as question marks in Netscape, even though they will display correctly in IE.)*
3. Make sure to change the default file name *(usually the first words of the document being saved)* to your assigned filename.



4. E-mail the HTML file as an attachment to ***** at LSU (*****@lsu.edu). *(NOTE: If your e-mail account is through Yahoo, convert the file to a zipped format first before sending it as an attachment; otherwise, Yahoo will reformat the html coding and incorporate the file into the e-mail message.)*