

BIREME / PAHO / WHO

Latin American and Caribbean Center on Health Sciences Information

LILACS Methodology

LILDBI-Web Procedures Manual

Version 1.7, updated

Sao Paulo – July 2008

Copyright © July 2008 - BIREME / PAHO / WHO

LILDBI-Web Procedures Manual

Permission is granted to copy, distribute and/or modify this document under the terms of the GNU Free Documentation License, Version 1.2 or any later version published by the Free Software Foundation; with no Invariant Sections, no Front-Cover Texts, and no Back-Cover Texts. A copy of the license is included in the section entitled "GNU Free Documentation License".

Card Catalog

BIREME / PAHO / WHO (Brazil)

LILDBI-Web Procedures Manual. / BIREME / PAHO / WHO.

Sao Paulo : BIREME / PAHO / WHO, July 2008.

98 p.

1. User manual. 2. Information access. 3. Information systems. 4. Information management. 5. Public health. 6. Public Health services. I. BIREME II. Title

Warning - Any mention in this document to companies, institutions, persons or products are not an endorsement or recommendation given by BIREME / PAHO / WHO, thus it does not mean a preference to a similar one, cited or not.

BIREME / PAHO / WHO

Latin American and Caribbean Center on Health Sciences Information

Rua Botucatu 862 V Clementino

This document was produced with the Documents Conformation Methodology (NorDoc) developed by BIREME.

Methodology document set

The complete series comprises **four** documents:

1. Document Selection Guide for LILACS Database;
2. Bibliographic Description Manual;
- 3. LILDBI-Web Procedure Manual;**
4. Document Indexing Manual for LILACS Database.

Table of Contents

Methodology document set	I
Abbreviations used	V
How to use this manual	VII
1 Preface	1
1.1 About Bireme	1
1.2 About the Virtual Health Library (VHL)	2
1.3 About LILACS Methodology.....	3
2 Introduction	5
3 Program features	7
4 Operating the LILDBI-Web	8
4.1 Database administration	8
4.2 Search.....	9
5 Functions common to the three profiles.....	11
5.1 Function Change profile.....	11
5.2 Function Exit	11
6 Administrator Profile	12
6.1 Function System	12
6.1.1 <i>Availability</i>	12
6.1.2 <i>Users notify</i>	13
6.2 Function Users	14
6.2.1 <i>Adding User</i>	15
6.2.2 <i>Eliminating User</i>	16
6.2.3 <i>Modifying User data</i>	17
6.3 Function Database	18
6.3.1 <i>Definitions</i>	18
6.3.1.1 General Definitions	18
6.3.1.2 Types of records.....	23
6.3.1.2.1 Adding a new type of record	23
6.3.1.2.2 Eliminating existing record types.....	25
6.3.1.2.3 Modifying Types of Existing Records	26

6.3.1.3	Complements	26
6.3.1.3.1	Adding Types of Complements	27
6.3.1.3.2	Eliminating Types of Complements	28
6.3.1.3.3	Modifying Types of Complements	28
6.3.1.4	Fields	29
6.3.1.4.1	Adding New Fields	30
6.3.1.4.2	Eliminating Existing fields	33
6.3.1.4.3	Modifying Existing fields	34
6.3.1.4.4	Consistencies	35
6.3.1.4.5	Auxiliary database	36
6.3.1.5	FST	37
6.3.1.6	Messages	38
6.3.1.6.1	Adding New Messages	39
6.3.1.6.2	Eliminating Existing messages	40
6.3.1.6.3	Modifying Existing messages	41
6.3.2	<i>Generating inverted file</i>	42
6.3.3	<i>Unlocking</i>	42
6.3.4	<i>Restarting Database</i>	43
6.4	Function Reports	43
7	Documentalist Profile	45
7.1	Function Documents	45
7.1.1	<i>New Record</i>	46
7.1.1.1	Bibliographic description without Indexing	46
7.1.1.2	Bibliographic description with Indexing	50
7.1.2	<i>Editing Record</i>	50
7.1.3	<i>Indexing Document</i>	51
7.1.4	<i>Certifying Document</i>	54
7.2	Notes on form filling related to items 7.1.1, 7.1.2 and 7.1.3	55
7.3	Function Utilities	55
7.3.1	<i>Importing Records</i>	55
7.3.1.1	Import file type LILACS methodology version 2006	55
7.3.1.2	Import file type LILACS methodology used up to 2005	57
7.3.1.3	Import file type SciELO	60
7.3.2	<i>Exporting Records</i>	60
7.3.3	<i>Reorganizing the Database</i>	62
7.3.4	<i>Reinverting the Database</i>	62
7.3.5	<i>Unlocking Records of the Database</i>	62
7.3.6	<i>Restarting the Database</i>	63
7.4	Function Configuration	63
8	Editor Profile	65
8.1	Function Quality	65
8.2	Function Search	66
8.2.1	<i>Sending Records</i>	67
8.2.1.1	Sending Records to LILACS Database	67
8.3	Function Statistics	69
8.3.1	<i>Executing a Statistic</i>	70
8.3.1.1	Adding a New Statistic	70
8.3.1.2	Modifying a Statistic	71
8.3.1.3	Eliminating a Statistic	72
9	Adapting LILDBI-Web for local databases	73
10	Database Structure	75
10.1	PARAM Database	75
10.1.1	<i>PARAM.FST</i>	76

10.2	User Database	76
10.2.1	<i>USERS.FST</i>	76
10.3	Database CONTROL = xLILACS	76
10.3.1	<i>CONTROL.FST</i>	79
10.3.2	<i>IMPORT.FST</i>	79
10.4	DATABASE MESSAGES	79
10.4.1	<i>MESSAGES.FST</i>	80
10.5	DATABASE CENTERS	80
10.5.1	<i>CENTERS.FST</i>	80
10.6	DATABASE CODES9, CODES10, CODES11, CODES12, CODES13, CODES14, CODES15, LANG, RELATION	80
10.7	DATABASE INFDESCR	81
10.8	DATABASE PRECOD	81
10.9	DATABASE TPALL	82
10.10	DATABASE TPLIL	82
10.11	DATABASE TITLE	82
11	Bibliographic references	83
12	Glossary	85

Abbreviations used

- ANSI. American National Standards Institute.
- ASCII. American Standard Code for Information Interchange.
- BIREME. Latin American and Caribbean Center on Health Sciences Information.
- VHL. Virtual Health Library.
- DeCS. Health Sciences Descriptors.
- FST. Field Selection Table.
- iAH. Interface for Access on Health Information.
- ISO. International Organization for Standardization.
- LILACS. Latin American and Caribbean Literature in Health Sciences.
- LILDBI-DOS. LILACS Bibliographic description and Indexing - DOS Version.
- LILDBI-Web. LILACS Bibliographic description and Indexing - Web Version.
- MARC21. Machine-Readable Cataloging.

- WHO. World Health Organization.
- PAHO. Pan-American Health Organization.
- SciELO. Scientific Electronic Library Online.
- SeCS. Health Sciences Series.
- UNESCO. United Nations Educational, Scientific and Cultural Organization.
- UNIFESP. *Universidade Federal de São Paulo*.
- UNISIST. United Nations Information System in Science and Technology.

How to use this manual

This Manual comprises, in its core body, a section named "Operating LILDBI-Web", which explains how the system performs and brings detailed instructions for its operation.

Its main objective is to enable users to operate bibliographic databases, maintain these databases, and also ensure control of the quality of data entry and export to LILACS Database, one of the VHL Information Sources.

It contains instructions such as: including and eliminating users, general database definitions, adding, eliminating, and editing records, importing and exporting files, searching the database, executing statistics, and others.

Last, but not least, it introduces a topic with instructions to adapt LILDBI-Web for local databases.

1 Preface

1.1 About Bireme

Year after year BIREME has been carrying out its mission as a specialized center in scientific and technical health information for Latin America and the Caribbean. Established in Brazil in 1967, with the name of Regional Medicine Library (which originated the acronym BIREME), it has since the beginning catered to the increasing demand for updated scientific literature by national health systems and communities of researchers, professionals, and students. Later, in 1982, it changed its name to Latin American and Caribbean Center on Health Sciences Information to better express its functions directed at strengthening and expanding the flow of scientific and technical health information throughout the region, but preserving its acronym.

Actions on the web, based on decentralization, development of local capacities, sharing of information resources, development of cooperated products and services, and design of common methodologies, have always been the pillars of BIREME's technical cooperation work. It is thus that the center consolidates itself as an international model that privileges the qualification of information professionals at managerial and technical levels for the adoption of information and communication paradigms that can better meet local needs.

The main pillars that originated and support BIREME's existence are the following:

- ❖ access to scientific-technical health information is vital for the development of health;

- ❖ the need to develop the capacity of Latin American and Caribbean countries to operate sources of scientific-technical health information in a cooperative and efficient manner;
- ❖ the need to promote the use and meet the demands for scientific-technical health information of governments, health systems, and teaching and research institutions.

BIREME, as a specialized center of the Pan-American Health Organization (PAHO)/World Health Organization (WHO), coordinates and performs technical cooperation activities in the management of information and scientific knowledge with the objective of strengthening and expanding the flow of scientific health information in Brazil and other Latin American and Caribbean countries as a key condition for the development of health, including its planning, management, promotion, investigation, education, and care.

The agreement that provides the legal grounds for BIREME is renewed every five years by the members of the institution's National Advisory Committee (PAHO, Brazil Ministry of Health, Brazil Ministry of Education and Culture, Department of Health of the State of São Paulo and Federal University of São Paulo – Unifesp). The latter provides the necessary physical structure to the establishment of the institution.

In 2004, BIREME took over the responsibility of becoming a knowledge-based institution.

1.2 About the Virtual Health Library (VHL)

With the rise and consolidation of the internet as a predominant medium of information and communication, BIREME's technical cooperation model evolved as of 1998 to the construction and development of the Virtual Health Library (VHL) as a common space of convergence for the cooperative work of information producers, mediators, and users. The VHL promotes the development of a network of sources of scientific and technical information with universal access on the internet. For the first time, there is a real possibility of providing equalitarian access to health information.

A BIREME has the Virtual Health Library as a model for information and knowledge management, which involves cooperation and convergence of institutions, systems, networks, and initiatives of producers, mediators, and users in the operation of local, national, regional, and international networks of information sources, privileging open and universal access.

Currently, all Latin American and Caribbean countries (Region) take direct or indirect part in the cooperative products and services promoted by the VHL, involving more than one thousand institutions in more than 30 countries.

VHL is simulated in a virtual internet space comprising the collection or network of the region's sources of health information. Users from different levels and locations can interact and navigate the space of one or several sources of information, regardless of their physical location.

Information sources are generated, updated, stored, and operated on the internet by producers, integrators, and mediators in a decentralized manner, complying with common methodologies for integration to the VHL.

The VHL organizes information in a structure that integrates and interconnects referential databases, specialists' directories, events and institutions, information resource catalogs available on the internet, collections of full texts, particularly the SciELO collection (Scientific Electronic Library Online) of scientific magazines, information selective dissemination services, sources of information to support education and decision-making, news, discussion lists, and support virtual communities.

The VHL space is, therefore, a decentralized and dynamic network of information sources from which one can retrieve and extract information and knowledge to subsidize decision-making processes in health.

The Virtual Health Library is visualized as a distributed database of recorded and organized scientific and technical health knowledge, stored in electronic format in the region's countries, and accessible universally on the internet in a manner that is compatible to international databases.

1.3 About LILACS Methodology

The LILACS Methodology is a component of the Virtual Health Library and is in continuous development. It is composed of standards, manuals, guides and applications for the collection, selection, description and indexing of documents and also for database generation.

The methodology emerged in 1982 from the need of a common methodology for the scientific-technical literature produced in the Latin America and the Caribbean area.

By using the methodology, all countries that integrate the Latin American and Caribbean System on Health Information Sciences are able to create local and national databases as well as to cooperate with records for LILACS database, this way contributing with bibliographic control and the spread of scientific-technic literature in the Region, as established by the Virtual Health Library model of technical cooperation.

The set of databases that use the patterns and rules established by the LILACS Methodology is entitled as LILACS System. The system is currently integrated by the following databases: LILACS, BBO, BDENF, MEDCARIB and national databases from Latin America and the Caribbean.

2 Introduction

LILDBI-Web is a program developed by BIREME that aims at facilitating bibliographic description, helping the Documentalist of creating bibliographic records according to LILACS standards.

The main objectives of the program are to permit a decentralized input to the bibliographic databases, their maintenance, and also guarantee a strong quality control of the data, either in their input or export to LILACS.

Currently, many Cooperating Centers use the MicroISIS or LILDBI-DOS to feed local or regional databases. Frequently, these databases do not follow LILACS Methodology thoroughly, making use of different fields to store other types of information.

The Web version of LILDBI is configurable to permit that each Center can adapt it, creating its own fields, but within mechanisms to guarantee the compatibility of the methodology rules when sending its data to LILACS.

This software can be installed in a server with external or restricted access.

If you have documents in electronic format (DOC, PDF, etc...) and want to make them available on the Internet, you can choose:

a) External Access:

The document in electronic format will be available in Full Text for consultation as soon as the record is certified.

b) Restricted Access for internal consultation:

The document in electronic format will be available in Full Text for consultation as soon as the record is certified.

c) Restricted Access for external consultation:

The database generated by LILDBI-Web should be transferred to another server. Replicate the database and files in electronic formats to another server and reorganize all notes.

3 Program features

When the LILDBI-Web is installed, a database following LILACS standards is created, with no records. Then the Administrator profile is created and named ADMLILACS, with an ADMLILACS password that permits registration of new users that will have access to the system's three functions: Administrator, Editor, and Documentalist.

Each one of these three access licenses corresponds to a user profile and each profile has specific functions within the program. A person can have one or more access licenses, that is, many run the program holding different profiles.

4 Operating the LILDBI-Web

On the first page of the program, the user chooses the language. Language options are on the right corner of the upper bar.

Once the appropriate language is chosen, the user has to choose between one of two modules: Database Administration or Search.

4.1 Database administration

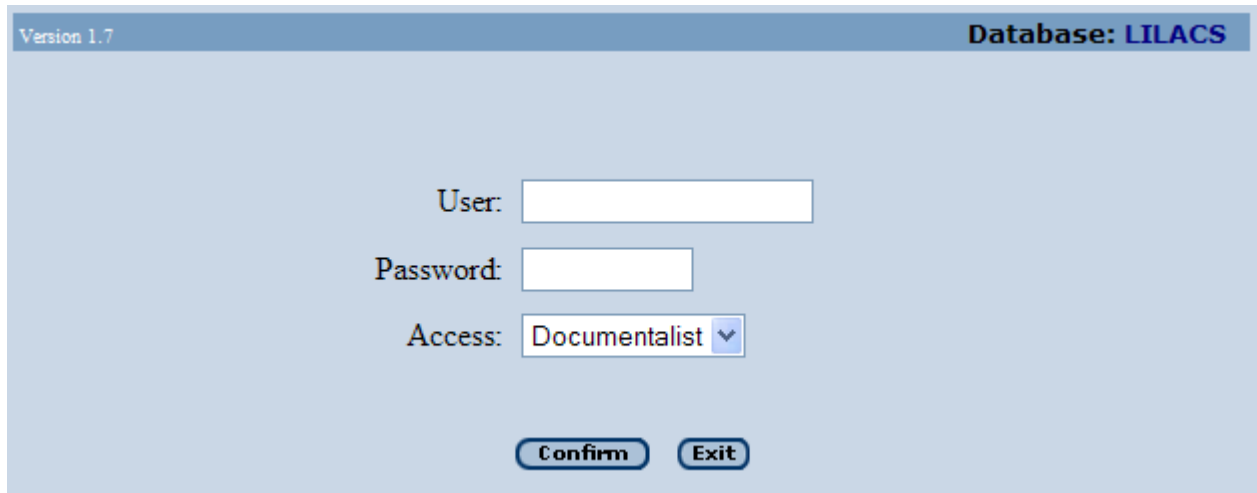
Restricted access to the people who administer and feed the database.



By clicking Database Administration, the program immediately displays the lildbi-web in a new window of your browser, which is the program's access page. The first step is to enter the user name and password and then choose from the three access profile options and click on Confirm.

After entering data and if the user, password, and profile are right, you will be inside lildbi-web.

If you click Database Administration and the window does not open, check your browser to see if the anti-popup is off.



Lildbi-web comes with a standard ADMLILACS user, ADMLILACS password, and Administrator Profile.

When you use the lildbi-web for the first time, it is recommendable you create new users. You should at least create a new user for the Administrator function, one for Documentalist, and one for Editor (see 6.2.).

From the record of new users created by the Administrator, each user will enter the program by typing his password and the access option he is qualified for. A same user can have different profiles, as long as he is registered by the Administrator for one or more profiles (see [6.2.1](#)).

4.2 Search

Local database available to library users.



Database search

Database : **LILACS** Free form

Search for : [Advanced form](#)

Enter one or more words

☒ All words (**AND**) ☐ Any word (**OR**)

Search engine: [IAH](#) powered by [WWWISIS](#)

BIREME/PAHO/WHO - Latin American and Caribbean Center on Health Sciences Information

5 Functions common to the three profiles

There are two functions in the LILDBI-Web program that can be used by the Administrator, Editor, and Documentalist at any time.

These functions enable exiting the program or just modifying the access license, that is, the Profile.

5.1 Function Change profile

This function enables a user profile being used to be changed to another to which he has an access license.

To change access profiles, click on the menu *Changing profile*, enter your password, and select the new profile.

5.2 Function Exit

This function should be used whenever you wish to exit the program or change users.

6 Administrator Profile

The *Administrator* profile has the functions of registering users and defining their access licenses, and defining database fields and consistencies to be carried out in each field. In order to fulfill these functions, the Administrator has access to the functions: *System, Users, Database, Reports, Change Profile, and Exit*.

When the LILDBI-Web is installed, the data fields and their consistencies follow LILACS Methodology standards, but if relevant to the Cooperating Centers, the *Administrator* can create new fields. It must be reminded here that these new fields cannot be exported to the LILACS database; they are only to be used locally.

6.1 Function System

The function System in the Administrator Profile encompasses the options *Availability* and *Users notify*:

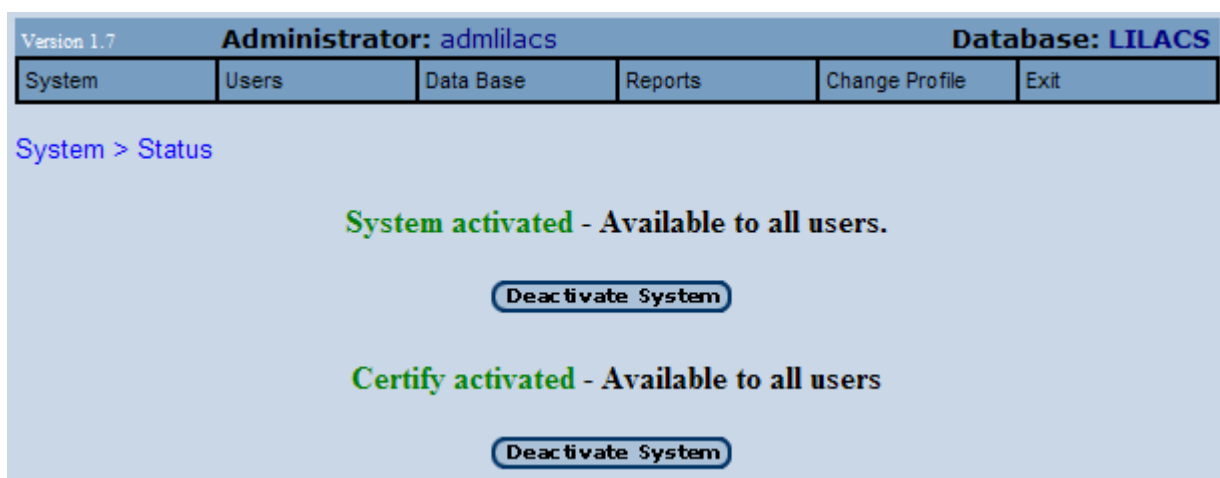
6.1.1 Availability

The item Availability presents two options:

- activates or deactivates the system, any maintenance in the item Base de Dados must be performed with the system deactivated. After maintenance, activate the system again so that documentalists and editors can use it normally.

- activates or deactivates the records certification, when the documentalist certifies the record the system verifies if other user is certifying or if the administrator, for some reason, has temporarily deactivated the certification to make some maintenance of the LILACS Database.

Note: If for some reason during the certification by the documentalist the system blocks before ending the process it will be necessary Activate the Certification by the Administrator profile.



These information are in the Database \bases\lildbi\config\param. See more details in item 10 Database Structure.

6.1.2 Users notify

The option *Users notify* should be used to inform the period in which the database will be in maintenance.

The message can be informed in the three languages of LILACS System: Portuguese, Spanish, and English.

Version 1.7 **Administrator: admilacs** **Database: LILACS**

System	Users	Data Base	Reports	Change Profile	Exit
--------	-------	-----------	---------	----------------	------

System > Notify Users

Type a warning message to the entry screen of the system, in three languages:

Spanish:

Portuguese:

English:

This information is in field [8] of the Database bases\lildbi\config\param and is composed by the subfields ^e Spanish; ^i English; ^p Portuguese. See more details in item 10 Database Structure.

When the user enters Lildbi-web and the system is deactivated or when he tries to use other functionalities when the system is deactivated, the message in this field will appear.

Database: LILACS

Message

System in maintenance. Resume expected at 12:00

6.2 Function Users

The item *Users* must be used whenever you wish to include, eliminate, or modify the user data.

It presents the options: Add, Eliminate or Modify and a list with all Users registered at the lildbi-web.

6.2.1 Adding User

This option should be used when you wish to include a new user, defining his profile to operate the program. User profile options are Administrator, Editor, and Documentalist.

A user can hold different profiles and, in such case at, one or more profiles can be selected for the same user.

Filling fields

Name: should include the user name. (e.g.: Bruno)

Initials: should include user name initials or equivalent acronym. With this information, field 92 (documentalist) will be automatically filled by the system (e.g.: BNA).

Password: should include the password defined by the user;

Code of Cooperating Center: should include the code of the Cooperating Center the user belongs to, provided by BIREME. With this information, field 01 (Code of Cooperating Center) will be automatically filled by the system (e.g.: BR1.1).

Uncertified Database: if the user has a Documentalist profile, filling this field is mandatory, and should be done with the user name (e.g.: Bruno). The program then immediately creates a database without any records (zeroed) with the user name. Two databases cannot have the same name or two different users using the same uncertified database.

After filling the necessary fields, click on *Record*.

The option *Cancel* will undo the entire operation.

Administrator: admlilacs		Database: LILACS			
System	Users	Data Base	Reports	Change Profile	Exit

Users

Edit users

Cancel
Save

☒ Administrator
☒ Editor
☒ Documentalist

Name:

Initials:

Password:

Center Code:

Non-Certified database:

This information is recorded on the Users Database. See more details in item 10 Database Structure.

Tag	Description
1	Name
2	Initials
3	Password
4	Profile
5	Code of Center
6	Uncertified Database
7	Database

6.2.2 Eliminating User

This option should be used when you wish to eliminate a user from the list of registered users.

To eliminate a user, select the user name with the mouse and click on *Eliminate*, and then *Confirm*.

The option *Cancel* will undo the entire operation.

Administrator: bruno			Database: LILACS		
System	Users	Data Base	Reports	Change Profile	Exit

Users

Message

The user will be eliminated:
 Name: spinak
 Administrador Editor Documentalist
 Initials: ELS
 Instituição: BR1.1
 Non-certified database: /home/grupo1/bvs/bases/lildbi/dbnotcertif/lilacs/spinak

6.2.3 Modifying User data

This option should be used when you wish to modify any data regarding a registered user.

To modify user data, select the user name with the mouse and click on *Modify*.

After filling the necessary fields, click on *Record*.

The option *Cancel* will undo the entire operation.

Administrator: admililacs			Database: LILACS		
System	Users	Data Base	Reports	Change Profile	Exit

Users

Edit users

☒ Administrator
 ☒ Editor
 ☒ Documentalist

Name:

Initials:

Password:

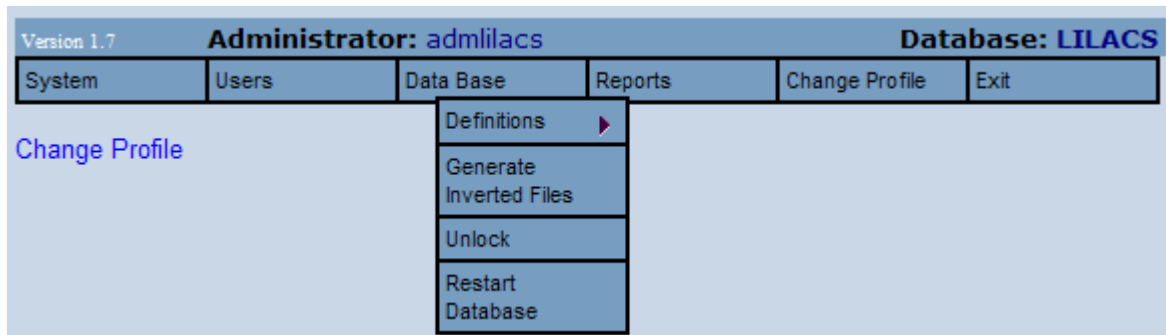
Center Code:

Non-Certified database:

6.3 Function Database

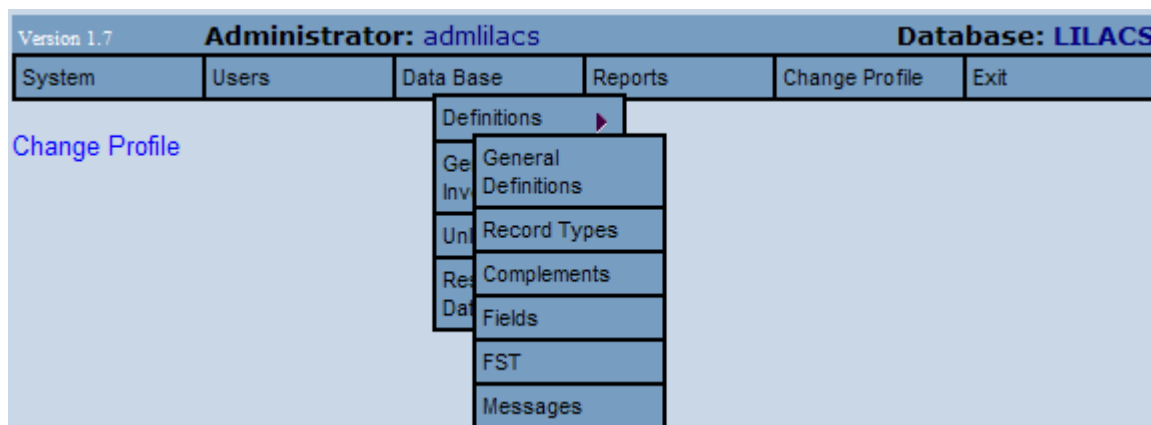
The *Administrator* can use this function to define or modify the definitions of a database, generate the inverted file, to unlock or restart the database.

This option can only be used when the system is deactivated.



6.3.1 Definitions

The option *Definitions* encompasses several other options: *General Definitions*, *Types of records*, *Complements*, *Fields*, *FST*, and *Messages*.



6.3.1.1 General Definitions

The option *General Definitions* enables creating or adapting sections of the data entry form, the format for presentation of records, the format for identification of duplicate records and the key-field(s) for identification of duplicates.

The program is configured based on definitions of LILACS Methodology.

Administrator: bruno			Database: LILACS		
System	Users	Data Base	Reports	Change Profile	Exit

Data Base > Definitions > General Definitions

Fields of definition of the types of records

Sections of the form:

General Informations
 Collective Level
 Serial Level
 Monographic Level
 Analytical Level
 Complements Informations
 Thesis Notes

Format of presentation of the records:

```
if v6='as' then
  if s(mpu,v98,mpl)='FONTE' or a(v98) then
    replace(s(v30^*.60 if size(v30^*)>60 then '...'
fi),' ',''),": "v31," ("v32")",if p(v14^f) and p(v14^l)
then ' 'v14^f'-'v14^l else,if p(v14) then ' 'v14 fi,fi,
```

Format of identification of duplicated records:

```
mhu,
if p(v12)
then v12^[1].20,v14,v65
else v18^[1].20,v20,v65
fi,
```

Spreadsheet sections – enable creating or adapting sections of the system's data entry spreadsheet.

Form sections:

General Informations
 Collective Level
 Serial Level
 Monographic Level
 Analytical Level
 Complements Informations
 Thesis Notes


Each section is used to group fields that have descriptive data related in the data entry form.

Documentalist: bruno		Database: LILACS
Documents	Utilities	Config
Change Profile		Exit

Documents > New > WITHOUT Indexing

Processing 01 Monograph Series

Field	Bibliographic description:	tag
	General Informations	
Identification Number	1	[02]
Call Number		[03]
<input type="button" value="Assist"/>		
Database	LILACS	[04]
Inventory Number		[07]
Electronic Address		[08]
<input type="button" value="Assist"/>		



To insert or modify the field on the desired spreadsheet, follow the steps below:

1. in the Administrator Profile
2. menu Database\Definitions\Fields
3. if you want to modify, pick LILACS field and click on Modify; If you want to add, click on Add
4. in the form, choose the spreadsheet name from the item "Section Name"

Editing fields

Fields' characteristics

Number:
 Name:
 Type:
 Link:

01 Monograph Series MS ams
 01 Monograph Series MS ms
 02 Monograph in a Collection M ams
 02 Monograph in a Collection M ms

 Name of the section:

General Informations
 General Informations
 Collective Level
 Serial Level
 Monographic Level
 Analytical Level
 Complements Informations
 Thesis Notes
 Conference Notes
 Project Notes
 Other Notes
 Imprint

 Number of Lines:
 Mandatory:
 Repetitive:
 Hidden:
 Cannot be edited in the analytics
 Copy contents of the parent record
 Sequential identification number:
 Verify space in the end of the field: ☒

The information recorded in the Spreadsheet Section field is in field [12] of the Database \databases\lildbi\config\param and have subfield ^e Spanish; ^i English; ^p Portuguese. See more details in item 10 Database Structure

Format of records presentation – defines the presentation format of the records selection list used in the Documentalist Profile, items: Edit, Index, Certify, Export and in the Quality Control Report of the Editor Profile, through CDS/ISIS formatting language.

Format of presentation records:

```

if p(v6) then
  if v6='as' then
    if s(mpu,v98,mp1)='FONTE' or a(v98) then
      replace(s(v30^*.60 if size(v30^*)>60 then '...')
fi),'',',','; "v31," ("v32")',(if p(v14^f) then if p(v14^l)
  
```

The information recorded in the field Record Presentation Format is in field [11] of the Database \databases\lildbi\config\param. See more details in item 10 Database Structure.

```

11  "if v6='as'
    then
      if s(mpu,v98,mpl)='FONTE' or a(v98)
        then replace(s(v30^.60 if size(v30^*)>60 then '...' fi),' ',''),"; "v31,"
        ("v32")",if p(v14^f) and p(v14^l) then ' 'v14^f'-v14^l else,if p(v14) then ' 'v
14 fi,fi,
        else ' - ' replace(s(v12^.60 if size(v12^*)>60 then '...' fi),' ',''),if p
(v14^f) and p(v14^l) then ' 'v14^f'-v14^l else,if p(v14) then ' 'v14 fi,fi,
        fi,
      else
        if v6='c'
          then
            replace(s(v25^.60 if size(v25^*)>60 then '...' fi),' ','')
          else
            if p(v12)
              then ' - ' replace(s(v12^.60 if size(v12^*)>60 then '...' fi),' ',''),i
f p(v14^f) and p(v14^l) then ' 'v14^f'-v14^l else,if p(v14) then ' 'v14 fi,fi,
              else replace(s(v18^.60 if size(v18^*)>60 then '...' fi),' ',''),if p(v2
0) then ' 'v20 fi,
              fi,
            fi,
          fi,"

```

Format of identification of duplicate records - defines the format used to check duplicity of records. It is defined by CDS/ISIS formatting language.

Key-field(s) to identify duplicate records – these are fields used to verify the duplicity of records. Defined by CDS/ISIS formatting language.

Administrator: bruno			Database: LILACS		
System	Users	Data Base	Reports	Change Profile	Exit

Data Base > Definitions > General Definitions

Fields definition of record types

Cancel Save

Form sections:

General Informations
Collective Level
Serial Level
Monographic Level
Analytical Level
Complements Informations
Thesis Notes

Format of presentation records:

```

if p(v6) then
  if v6='as' then
    if s(mpu,v98,mpl)='FONTE' or a(v98) then
      replace(s(v30^.60 if size(v30^*)>60 then '...'
fi),' ',''),"; "v31," ("v32")",if p(v14^f) and p(v14^l)

```

Format of identification duplicated records:

```

mhu,
if p(v12)
  then v12^[1].20,v14,v65
  else v18^[1].20,v20,v65
fi,

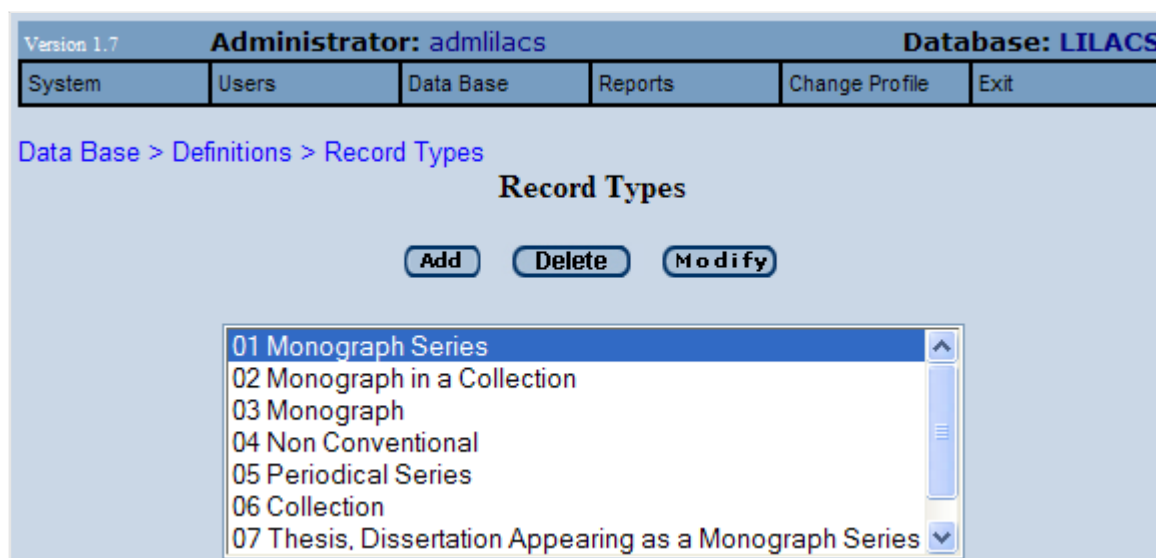
```

The information recorded in the field Format of Identification of Duplicate Records and Key Fields(s) to Identify Duplicate Records is in field [13] and [14] respectively of the Database \databases\lildbi\config\param. See more details in item 10 Database Structure

6.3.1.2 Types of records

The option *Types of records* brings previously configured *types of literature* that will be described in the LILACS databases standards.

The *Administrator* can add a new *type of literature*, which will be valid only for use of the local database.



6.3.1.2.1 Adding a new type of record

This option should be used when you wish to add to the database a new *type of literature*.

Filling fields

Name of type of record: should bring the name of the new *type of literature* to be described in the database. E.g.: Video

Contents of type of record field: should define the acronym to identify the *type of literature*. E.g.: V.

Corresponds to field 5 of LILACS methodology.



Do not use already existing acronyms of LILACS Methodology (M, MC, MCP, MP, MS, MSC, MSP, T, TS, N, NC, NP, S, SC, SCP, and SP).

Contents of treatment field for source record: a letter or acronym in lowercase should be used to identify the bibliographic level of the source record. In LILACS database, the identification of the source record is "m," which indicates treatment of the whole document (monographic level). Corresponds to field 6 of LILACS methodology.



Do not use already existing acronyms of LILACS Methodology (m, ms, mc, or c).

Contents of treatment field for analytical records: an acronym in lowercase should be used to identify the bibliographic level of the source record. In LILACS database, analytical identification always starts with an "a..." (am, as, amc) to indicate the analytical level.

Corresponds to field 6 of LILACS methodology.



Do not use already existing acronyms of LILACS Methodology (am, as, amc, ams).

After Filling the necessary fields, click on *Record*.

The option Cancel will undo the entire operation.

Administrator: bruno			Database: LILACS	
System	Users	Data Base	Reports	Change Profile

Data Base > Definitions > Records Types

Record Types

Record Types [05]

Name:

Code:

Treatment Level [06]

Code of the source:

Code of the analytics:

Complements [05]

☒ Conference
☒ Project

6.3.1.2.2 *Eliminating existing record types*

This option should be used when you wish to eliminate one or more Type(s) of Literature.

To eliminate a type of literature, select the type with the mouse and click on *Eliminate*, then *Confirm*. It is important to note that at least one type of literature according to LILACS methodology should be maintained.

The option *Cancel* will undo the entire operation.

Administrator: bruno			Database: LILACS		
System	Users	Data Base	Reports	Change Profile	Exit

Data Base > Definitions > Records Types

Message

The record will be deleted: 01 Monograph Series

6.3.1.2.3 *Modifying Types of Existing Records*

This option should be used when you wish to modify any data of a new type of record registered by the Administrator.

To modify a *Type of Record*, select with the mouse and click on Modify.

After filling the necessary fields, click on *Record*.

The option *Cancel* will undo the entire operation.

Administrator: bruno		Database: LILACS		
System	Users	Data Base	Reports	Change Profile
Data Base > Definitions > Records Types				
Record Types <input type="button" value="Cancel"/> <input type="button" value="Save"/>				
Record Types [05]				
Name:	<input type="text" value="01 Monograph Series"/>			
Code:	<input type="text" value="MS"/>			
Treatment Level [06]				
Code of the source:	<input type="text" value="ms"/>			
Code of the analytics:	<input type="text" value="ams"/>			
Complements [05]				
<input checked="" type="checkbox"/> Conference <input checked="" type="checkbox"/> Project				

6.3.1.3 Complements

The *Administrator* can use this option to Add, Eliminate or Modify the complementary data of the *Types of Records*.

Version 1.7		Administrator: admilacs		Database: LILACS	
System	Users	Data Base	Reports	Change Profile	Exit

Data Base > Definitions > Complements

Complement types of record

List of complement types of record

Conference
Project

6.3.1.3.1 Adding Types of Complements

This option should be used when you wish to add a *new Type of Complement* for a record.

Filling fields

Name of type of Complement: should bring the name of the new *type of Complement* to be described in the database.

Code: should define an acronym (only a letter) to identify the Type of Complement.

After filling the necessary fields, click on Record.



The option Cancel will undo the entire operation.

Administrator: bruno			Database: LILACS		
System	Users	Data Base	Reports	Change Profile	Exit

Data Base > Definitions > Complements

Edit complements for record types

Complement [05]

Name:

Code:

6.3.1.3.2 *Eliminating Types of Complements*

This option should be used when you wish to eliminate one or more *Type(s) of Complement(s)* already registered.

To eliminate a *Type of Complement*, select with the mouse and click on *Eliminate*, and then *Confirm*.

The option Cancel will undo the entire operation.

Administrator: bruno			Database: LILACS		
System	Users	Data Base	Reports	Change Profile	Exit

Data Base > Definitions > Complements

Message

The complement of the record will be eliminated: **Project**

6.3.1.3.3 *Modifying Types of Complements*

This option should be used when you wish to modify any data of a *Type of Complement* already registered.

To modify a *Type of Complement*, select with the mouse and click on *Modify*.

After filling the necessary fields, click on Record.

The option Cancel will undo the entire operation.

The screenshot displays the 'Administrator Profile' interface. At the top, a navigation bar shows 'Administrator: bruno' and 'Database: LILACS'. Below this is a menu bar with options: System, Users, Data Base, Reports, Change Profile, and Exit. The main content area shows a breadcrumb trail 'Data Base > Definitions > Complements' and the title 'Edit complements for record types'. There are 'Cancel' and 'Save' buttons. Below these is a section titled 'Complement [05]' with two input fields: 'Name:' containing 'Project' and 'Code:' containing 'P'.

6.3.1.4 Fields

The *Administrator* can, with this option Add, Eliminate or Modify already existing fields, define the consistencies of each field, and define the auxiliary bases for Filling fields.

Version 1.7 **Administrator: admilacs** **Database: LILACS**

System	Users	Data Base	Reports	Change Profile	Exit
--------	-------	-----------	---------	----------------	------

Data Base > Definitions > Fields

Database fields

List of fields

- 01 Center Code
- 02 Identification Number
- 03 Call Number
- 04 Database
- 07 Inventory Number
- 08 Electronic Address
- 09 Record Type
- 10 Individual Author
- 110 Item Form
- 111 Type of Computer File
- 112 Type of Cartographic Material
- 113 Type of Journal
- 114 Tipe of Visual Material
- 115 Specific Designation of the Material (Non Projectable Material)
- 11 Corporate Author

6.3.1.4.1 Adding New Fields

This option should be used when you wish to add *New Field(s) to the database*.

Filling fields

Number: Identification of the field [tag] in the database.

Name: Name of identification field.

Type: Select one of the default options.

Link: Select the Type(s) of Literature(s) that should link to this field (for which types of Literature this field should be displayed).

Name of section: Select one of the sections available for field presentation on the screen.

Number of Lines: Quantity of lines in the spreadsheet for field filling.

Mandatory: Select this option when the field has mandatory filling.

Repetitive: Select this option when the field has more than one occurrence;

Hidden: To be used by the LILACS Methodology fields. These are the fields that are automatically filled by the system;

Not editable in analytics: To be used by LILACS Methodology fields. If the field is displayed in an analytics, its contents cannot be modified by the Documentalist;

Source content copy: To be used by LILACS Methodology fields. If it is an analytic, the contents of the field indicated in the source record will be copied;

Sequential identification number: Select this option when the field is an identifier that must have its number sequentially attributed by the system;

Verify space in the end of the field: Select this option when you cannot add a space at the end of the field;

Verify point in the end of the field: Select this option when you cannot add a period at the end of the field;

Read Only: Makes field not editable by Documentalists.

Type of contents of the field: Select one of the System defaults.

Field content

Format for automatic filling: You can indicate a fixed character for automatic filling of this field. Fixed characters are indicated using a single quotation mark, For example: 's.n'

Subfields: To use the "Assist" option in the form it is necessary to fill in this field with the following subfields:

Subfield	Description
l	Subfield letter
b	Auxiliary database
p	Mandatory
k	Text and list
t	Check Box (English%Spanish\$Portuguese)
s	Legend (English%Spanish\$Portuguese)

Example: If you fill the field in this way:


```

40  "^lu^pl^sSearch locator%Localizador de la fuente%Localizador da fonte"
40  "^li^bcomum/codes/lang^pl^sLanguage code%Código del idioma%Código do idioma"
40  "^lq^bcomum/cpo08/extensarq^pl^kl^sFile extension%Extensión del archivo%Extensão do arquivo"
40  "^ly^bcomum/cpo08/tipoarq^pl^kl^sFile type%Tipo de archivo%Tipo de arquivo"
40  "^lg^tFull Text%Texto Completo%Texto Completo^sFull Text%Texto Completo%Texto Completo"
40  "^lz^sPublic note%Nota pública%Nota pública"
40  "^lx^sNo public note%Nota no pública%Nota não pública"
40  "^ls^sFile length%Tamaño del  archivo%Tamanho do arquivo"
40  "^lk^sPassword%Clave%Senha"
40  "^ll^sLogon%Logon%Logon"

```

The “Assist” will present:

Campo 8 - Endereço Eletrônico

Adicionar campo Gravar

8 X

u

i

q

y

g ☐ Texto Completo

z

x

s

k

l

Adicionar campo Gravar

Cancelar Gravar

Previous JavaScript: Space to include a JavaScript code in the selected field, indicated only if the *Administrator* user is familiarized with JavaScript programming language

JavaScript Onclick: Space to include a JavaScript Onclick command in the selected field, indicated only if the *Administrator* user is familiarized with JavaScript programming language

After filling the necessary fields, click on Record.

The option Cancel will undo the entire operation.

Administrator: bruno			Database: LILACS		
System	Users	Data Base	Reports	Change Profile	Exit

Data Base > Definitions > Fields

Editing fields

Fields' characteristics

Number:	<input type="text" value="04"/>
Name:	<input type="text" value="Database"/>
Type:	<input type="text" value="Description"/>
Link:	<div style="border: 1px solid black; background-color: #002060; color: white; padding: 2px;"> 01 Monograph Series MS ams 01 Monograph Series MS ms 02 Monograph in a Collection M ams 02 Monograph in a Collection M mc </div>
Name of the section:	<input type="text" value="General Informations"/>
Number of Lines:	<input type="text" value="3"/>
Mandatory:	<input type="checkbox"/>
Repetitive:	<input checked="" type="checkbox"/>
Hidden:	<input type="checkbox"/>
Cannot be edited in the analytics	<input type="checkbox"/>
Copy contents of the parent record:	<input checked="" type="checkbox"/>

6.3.1.4.2 Eliminating Existing fields

The option *Eliminate* should be used when you wish to exclude already registered fields.

To eliminate a *Field* already registered, select with the mouse a New field created by the Administrator and click on *Eliminate*, and then *Confirm*.

The option Cancel will undo the entire operation.

Administrator: bruno			Database: LILACS		
System	Users	Data Base	Reports	Change Profile	Exit

Data Base > Definitions > Fields

Message

The field will be eliminated: **01**

6.3.1.4.3 *Modifying Existing fields*

This option should be used when you wish to modify the characteristics of a *Field* already registered.

To modify a *Field*, select with the mouse and click on no *Modify*.

After filling the necessary fields, click on Record.

The option Cancel will undo the entire operation.

Administrator: bruno		Database: LILACS			
System	Users	Data Base	Reports	Change Profile	Exit

Data Base > Definitions > Fields

Editing fields

Fields' characteristics

Number:	<input type="text" value="04"/>
Name:	<input type="text" value="Database"/>
Type:	<input type="text" value="Description"/>
Link:	<div style="border: 1px solid black; padding: 2px;"> 01 Monograph Series MS ams 01 Monograph Series MS ms 02 Monograph in a Collection M ams 02 Monograph in a Collection M mc </div>
Name of the section:	<input type="text" value="General Informations"/>
Number of Lines:	<input type="text" value="3"/>
Mandatory:	<input type="checkbox"/>
Repetitive:	<input checked="" type="checkbox"/>
Hidden:	<input type="checkbox"/>
Cannot be edited in the analytics	<input type="checkbox"/>
Copy contents of the parent record:	<input checked="" type="checkbox"/>

6.3.1.4.4 Consistencies

This option should be used when you wish to modify the *Consistencies* of a Field.

To modify the *Consistency*, select with the mouse the Field desired and click on *Consistencies*.

The Consistencies for a field are defined through CDS/ISIS formatting language.

After filling the necessary fields, click on Record.

The option Cancel will undo the entire operation

Administrator: bruno			Database: LILACS		
System	Users	Data Base	Reports	Change Profile	Exit

Data Base > Definitions > Fields

Consistencies of the field: 01

Format of specification of the condition for error messages Predefined according to the specifications of the field:

```

if a(v1) then '^mMANDATORY' fi,
if nocc(v1)>1 then '^mREPEATABLE' fi,
if right(v1,1)=' ' then '^mSPACE' fi,
if right(v1,1)='.' then '^mPOINT' fi,

```

Format of specification of the condition for error messages:

```

if p(v1) and l(['CENTROS']v1)<1
  then '^mNOT VALID^d',v1,/
fi,

```

6.3.1.4.5 *Auxiliary database*

This option should be used when you wish to modify or add an Auxiliary Database to a field.

The Auxiliary Database helps filling the field, showing the default values for a certain type of information. For example: Portuguese - Pt; English - En; Spanish - Es.

The database must be in the server where the system is installed and must be the standard CDS/ISIS database. The auxiliary databases, by default, are in the directory bases\lildbi\comum.

To modify the *Auxiliary database*, select with the mouse the field you want to modify and click on *Auxiliary database*.

In Logical Name of the Auxiliary Database, indicate the database name.

In Location and physical name of the auxiliary database, add the database name at the end of existing field information (if the default path is to be maintained).

In type, indicate if the field should be presented only as a selection list or as a selection list with a box for free text.

The two subsequent text boxes are used to indicate, respectively, how the data will be presented and registered from an auxiliary database. CDC/ISIS formatting language is used for the definitions.

The option Cancel will undo the entire operation.

After filling the necessary fields, click on *Record*.

Eliminate removes from the field the *Auxiliary database* that was being used.

Administrator: bruno Database: LILACS

System	Users	Data Base	Reports	Change Profile	Exit
--------	-------	-----------	---------	----------------	------

Data Base > Definitions > Fields

Auxiliary database of field: 01

Cancel Save Eliminate

Logical Name of the auxiliary database:
CENTROS

Location and physical name of the auxiliary database:
/home/grupo1/bvs/bases/lilddb/comum/centros/centros

Type: List

Format of presentation of the auxiliary database:
v1

Format for recording data of the auxiliary database:
v1

6.3.1.5 FST

In the option FST, the Administrator can define the Field Inversion Table, which sets up the access keys in the inverted file (table of contents).

Use the CDS/ISIS formatting language to define the fields, sizes and types of access keys (word by word, group of words, etc.).

After installation, more information can be obtained in the LILDBI_WEB System Installation Manual - Appendix A in Techniques of Indexing and on the system's initial page.

After filling the field, click on *Record*.

The screenshot shows the LILDBI-Web Administrator interface. At the top, it says 'Version 1.7', 'Administrator: admililacs', and 'Database: LILACS'. Below this is a navigation bar with buttons: 'System', 'Users', 'Data Base', 'Reports', 'Change Profile', and 'Exit'. The main content area shows the path 'Data Base > Definitions > FST' and the title 'Definition of index access keys'. There are 'Cancel' and 'Save' buttons. Below the buttons, it says 'Field: Inversion table'. A text area contains the following CDS/ISIS formatting language code:

```

2 0 "ID_"v02/
2 0 "ID="v02/
3 0 ,mpu, (|LO_|v03^*/)
4 0 ,mpl, (|DB_|v4/)
5 0 v05,v06/
5 0 ,mpl, (|TL_|v05/)
6 0 ,mpl, (|NB_|v06/)
8 0 ,mpl, (|EA_|v08^q/)
8 0 ,mpl, (|AR_|v08^y/)
8 0 ,mpl, (|IE_|v08^i/)
8 0 ,mpl, (|FT_|v08^g/)
8 0 if p(v08) then, if s(mpu,v08^*,mpl):'INTERNET' or p(v08^u)

```

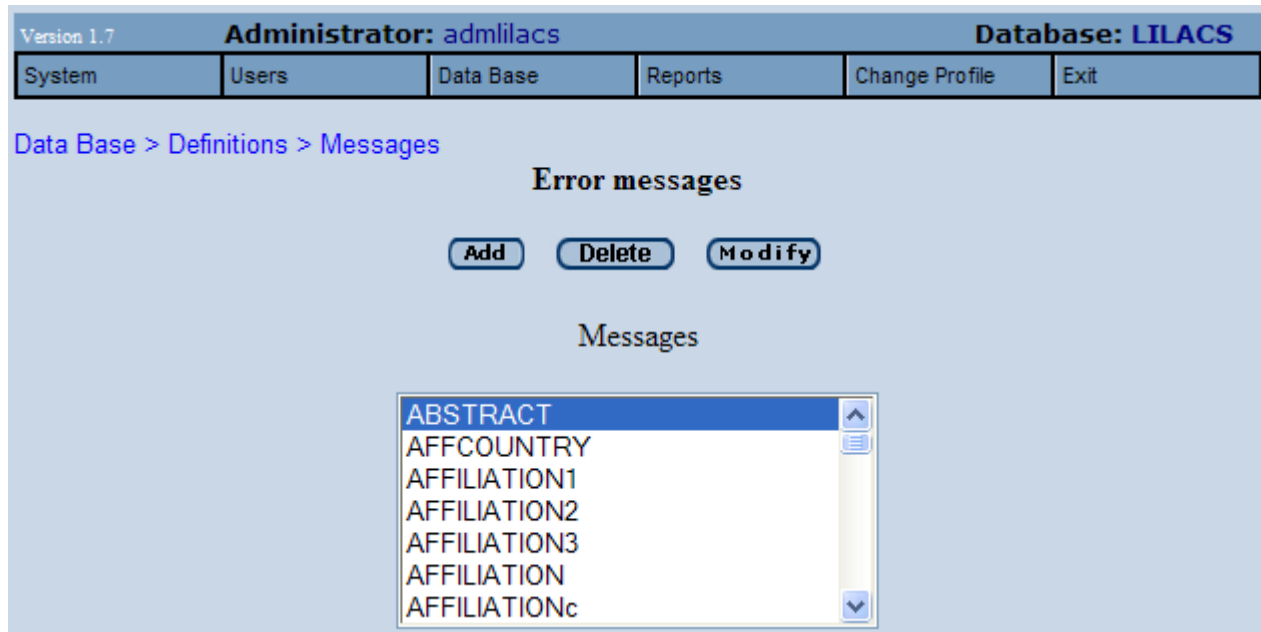
6.3.1.6 Messages

In the option *Messages*, the *Administrator* can define what inconsistencies Messages the system will send to the *Documentalist* when the bibliographic description is being generated with errors or inconsistencies concerning field contents.

The definitions related to LILACS Methodology are a system default; it is not necessary to modify these values.

O add the new *Message*, click on *Add*.

To remove an already registered *Message*, select with the mouse the item you want and click on *Eliminate*.



6.3.1.6.1 Adding New Messages

The option *Add New Messages* to include a new message to be used in the new fields created by the *Administrator*.

Filling fields

Message Identifier: Unique acronym that enables identification of the message.

Message in English: Report the Error or Alert Message in English; the Documentalist must be informed.

Message in Spanish: Report the Error or Alert Message in Spanish; the Documentalist must be informed.

Message in Portuguese: Report the Error or Alert Message in Portuguese; the Documentalist must be informed.

The option Cancel will undo the entire operation.

After filling the necessary fields, click on *Record*.

Version 1.7		Administrator: admilacs		Database: LILACS	
System	Users	Data Base	Reports	Change Profile	Exit

Data Base > Definitions > Messages

Message

Message

Identifier:

Message in English:

Message in Spanish:

Message in Portuguese:

6.3.1.6.2 Eliminating Existing messages

The option *Eliminate* should be used when you wish to exclude a new message registered by the *Administrator*.

To eliminate an already registered message, select with the mouse the message you want to eliminate and click *Eliminate* and then *Confirm*.

The option Cancel will undo the entire operation.

After filling the necessary fields, click on Confirm.

Administrator: bruno			Database: LILACS		
System	Users	Data Base	Reports	Change Profile	Exit

Data Base > Definitions > Messages

Message

The following message will be eliminated: **AFFCOUNTRY**

6.3.1.6.3 *Modifying Existing messages*

This option should be used when you wish to modify any data of a new message registered by the Administrator.

After filling the necessary fields, click on Record.

The option Cancel will undo the entire operation.

Administrator: bruno			Database: LILACS		
System	Users	Data Base	Reports	Change Profile	Exit

Data Base > Definitions > Messages

Message

Message

Identifier:

Message in English:

Message in Spanish:

Message in Portuguese:

6.3.2 Generating inverted file

The option *Generating inverted file* generates a new table of content (file inverted file), from the formats selected in the Field Inversion Table - FST ([6.3.1.5](#)).

See the example below:

Version 1.7		Administrator: admlilacs		Database: LILACS	
System	Users	Data Base	Reports	Change Profile	Exit

Data Base > Unlock

Generating new index of access keys

Using the following inversion table:

```

98 0 if p(v98) then "LK="v98/,"LKE="v101/,"LKP="v102/,"LKT="v103/, else 'LK=FORTE'/ fi
98 0 v1,"-v2
99 0 mhu,if p(v12) then v12^[1].20,v14,v65 else v18^[1].20,v20,v65 fi,
2 0 "ID_"v02/
2 0 "ID="v02/
3 0 ,mpu,(|LO_|v03^*/)
4 0 ,mpl,(|DB_|v4/)
5 0 v05,v06/
  
```

6.3.3 Unlocking

The option *Unlocking* will unlock records that, for some reason, for example, a power outage, were blocked during system use.

Version 1.7		Administrator: admlilacs		Database: LILACS	
System	Users	Data Base	Reports	Change Profile	Exit

Data Base > Restart Database

Menu Unlock

6.3.4 Restarting Database

The option Restarting Database enables you to eliminate all records of the certified Database.



It is important to be very careful with this function, because if records are eliminated by mistake and there is no backup copy of the Database, it won't be possible to recover them.

Version 1.7		Administrator: admilacs		Database: LILACS	
System	Users	Data Base	Reports	Change Profile	Exit

Data Base

Restart database

Are you sure you want to delete all the database records?

☐ Yes
 ☒ No

Database: /home/lildbi-web/www/bases/lildbi/dbcertif/lilacs/LILACS

Database status: Unblocked

Number of records: 18

6.4 Function Reports

The function *Reports* gives you a general view of the system by indicating the status of the Certified Database (locked/unlocked), the status of the system (activated/deactivated), the total number of records on the Certified Database, the registered users, the individual work databases, the total of records in each personal databases (Uncertified), and the auxiliary databases used for filling the data fields.

Version 1.7

Administrator: admililacs

Database: LILACS

System	Users	Data Base	Reports	Change Profile	Exit
--------	-------	-----------	---------	----------------	------

Reports

General Information

Database: /home/lildbi-web/www/bases/lildbi/dbcertif/lilacs/LILACS

Database Status: UNBLOCKED

System Status: DEACTIVATED

Number of Records: 18

Users:

Name	Permissions	Non-certified database	Unvalidated MFN
admililacs	Administrador	/home/lildbi-web/pac/bases/lildbi/dbnotcertif/lilacs/	0
bruno	Administrador Editor Documentalist	/home/lildbi-web/www/bases/lildbi/dbnotcertif/lilacs/bruno	30
katia	Administrador Editor Documentalist	/home/lildbi-web/www/bases/lildbi/dbnotcertif/lilacs/katia	13
selma	Administrador Editor Documentalist	/home/lildbi-web/www/bases/lildbi/dbnotcertif/lilacs/selma	0

Auxiliary databases used for field input

Location	Number of MFN	Campos alimentados na base principal
/home/grupo1/bvs/bases/lildbi/comum/cpo51/cpo51	6	Academic Title
/home/grupo1/bvs/bases/lildbi/comum/centros/centros	735	Center Code
/home/grupo1/bvs/bases/lildbi/comum/precod/precod	40	Check Tags
/home/grupo1/bvs/bases/lildbi/comum/country/paises	268	Country of Publication
/home/grupo1/bvs/bases/lildbi/comum/codes/paismarc	247	Country
/home/grupo1/bvs/bases/lildbi/comum/codes/codes10	9	Item Form
/home/grupo1/bvs/bases/lildbi/decs/decs	51930	Major Descriptor
/home/grupo1/bvs/bases/lildbi/decs/decs	51930	Minor Descriptor
/home/grupo1/bvs/bases/lildbi/comum/tip_publ/tplil	47	Publication Type
/home/grupo1/bvs/bases/lildbi/comum/codes/codes9	15	Record Type
/home/grupo1/bvs/bases/lildbi/comum/codes/codes15	15	Specific Designation of the Material (Non Projectable Material)
/home/grupo1/bvs/bases/lildbi/comum/codes/codes14	22	Type of Visual Material
/home/grupo1/bvs/bases/lildbi/comum/title/liltitle	731	Title
/home/grupo1/bvs/bases/lildbi/comum/codes/codes12	11	Type of Cartographic Material
/home/grupo1/bvs/bases/lildbi/comum/codes/codes11	15	Type of Computer File
/home/grupo1/bvs/bases/lildbi/comum/codes/codes13	6	Type of Journal

7 Documentalist Profile

The Documentalist Profile can Create, Edit, Index, Certify, Import and Export new records. To fulfill these activities, this user profile has the following options available Documents, Utilities, Configuration, Change Profile, and Exit

The records generated by the Documentalist are only visible to him, because they are on the uncertified database. To be part of your Institution's database, records should be Certified.

For good system performance, the Documentalist database should not have more than 300 records. For this reason, it is recommended that each document described and indexed is Certified.

A good way: is recommended always to Restart the Documentalist Database when certificate the records.

7.1 Function Documents

The function *Documents* has the following options:

7.1.1 New Record

This option is exclusively used for the bibliographic description of the new documents that will enter the database.

When you select this option, the program displays two more options:

7.1.1.1 Bibliographic description without Indexing


The option *Bibliographic description without Indexing* should be used when you wish to only make the bibliographic description of the document, postponing indexing to another time.

After selecting either one of the two options, the program displays a *menu* for the documentalist to select the type of document to be described: Monograph, Monograph belonging to Collection, Non-Conventional Monograph, Periodical Series, etc., and then click on *Confirm*.

The screenshot shows the LILACS Documentalist interface. At the top, there is a header bar with 'Version 1.7' on the left, 'Documentalist: bruno' in the center, and 'Database: LILACS' on the right. Below this is a navigation bar with buttons: 'Documents', 'Utilities', 'Config', 'Change Profile', and 'Exit'. The main area displays the breadcrumb 'Documents > New > WITHOUT Indexing' in blue. Below this is a 'Confirm' button. The prompt 'Select the document type' is centered. A list box is open, showing the following options: '01 Monograph Series' (highlighted in blue), '02 Monograph in a Collection', '03 Monograph', '04 Non Conventional', '05 Periodical Series', '06 Collection', '07 Thesis, Dissertation Appearing as a Monograph Series', and '08 Thesis, Dissertation'.

On the next screen, the *Documentalist* should fill the fields as per LILACS methodology.

Mandatory fields are identified with the tag number in red.

Documentalist: bruno		Database: LILACS	
Documents	Utilities	Config	Change Profile
Exit			
Documents > New > WITHOUT Indexing			
Processing 01 Monograph Series			
<input type="button" value="Cancel"/> <input type="button" value="Confirm"/>			
Field	Bibliographic description:	tag	
General Informations			
Identification Number	1	[02]	
Call Number		[03]	
<input type="button" value="Assist"/>			
Database	LILACS	[04]	
Inventory Number		[07]	
Electronic Address		[08]	
<input type="button" value="Assist"/>		 <input type="button" value="Publish Document"/>	

After filling at least all mandatory fields, the user should click on *Confirm*.

Some fields have an *Assist* option to help users. It is located in the field column below the field name.

Documentalist: bruno		Database: LILACS	
Documents	Utilities	Config	Change Profile
Exit			

Documents > New > WITHOUT Indexing

Processing 01 Monograph Series

Field	Bibliographic description:	tag
General Informations		
Identification Number	1	[02]
Call Number		[03]
Assist		
Database	LILACS	[04]
Inventory Number		[07]
Electronic Address		[08]
Assist		



When you click it, a new window opens bringing all necessary subfields to fill out this field. After that, click on *Confirm* to fill out the fields or *Cancel* to go back to the main screen without filling out subfields.

Field 8 - Electronic Address

Add field
 Save

8

u

i

q

y

g

☐ Full Text

z

x

s

k

l

Add field
 Save

Cancel

Save

Assistant to fill out field 8, subfields in red are mandatory.


If the *Documentalist* has any doubts about how to fill out the field, he can click on the field name, which is a *help* file and brings a small field description, defining the data element and some examples.

Documentalist: bruno		Database: LILACS	
Documents	Utilities	Config	Change Profile
Exit			

Documents > New > WITHOUT Indexing

Processing 01 Monograph Series

Field	Bibliographic description:	tag
General Informations		
Identification Number	1	[02]
Call Number		[03]
<input type="button" value="Assist"/>		
Database	LILACS	[04]
Inventory Number		[07]
Electronic Address		[08]
<input type="button" value="Assist"/>		



The arrow in red indicates the link for field 08 help

7.1.1.2 Bibliographic description with Indexing

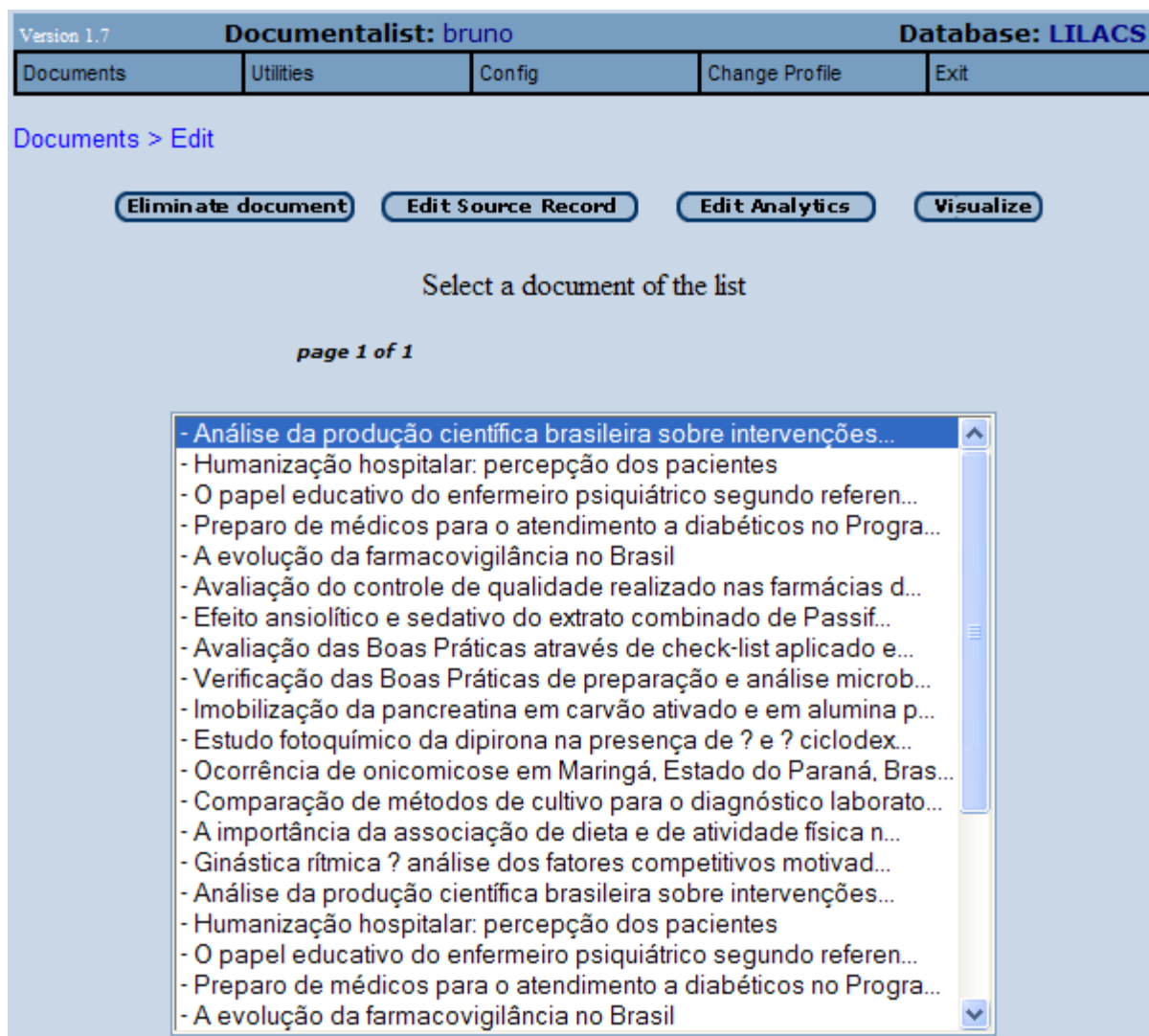
The option *Bibliographic description with Indexing* should be used when you wish to enter the bibliographic description and indexing of a document at the same time.

For *Bibliographic description without Indexing*, follow the same rules described above in the item *Bibliographic description with Indexing*.

7.1.2 Editing Record

Use this option to edit/correct a previously described record.

When the option is selected, the program opens a menu displaying the documents already described in the database and four commands: *Eliminate document*, *Edit Source Record*, *Edit Analytics*, and *Visualize*. To use any of the options, the Documentalist should select the document wanted and then click on the corresponding command.




7.1.3 Indexing Document

Use this option to describe the thematic content of the documents using DeCS Server.

When the Documentalist selects this option, the program opens a *menu* displaying the documents already described in the database and two commands: *Indexing Source Record* and *Indexing Analytics*.

The *Documentalist* must select the document to be indexed and choose one of the commands. When the option *Indexing Analytics* is chosen, the program displays another menu with a list of the analytics of the document. The Documentalist can then select an analytic from the list and

click *Indexing analytics*. The program immediately displays a screen with the data fields used for indexing and access to DeCS Server.



When the Documentalist clicks  **DeCS Server**, if there are terms selected in the listbox next to the command, the program will search for the term(s) selected in DeCS and will present the result of the search in a new window. If the window does not open, verify in your browser if anti-popup is disconnected:

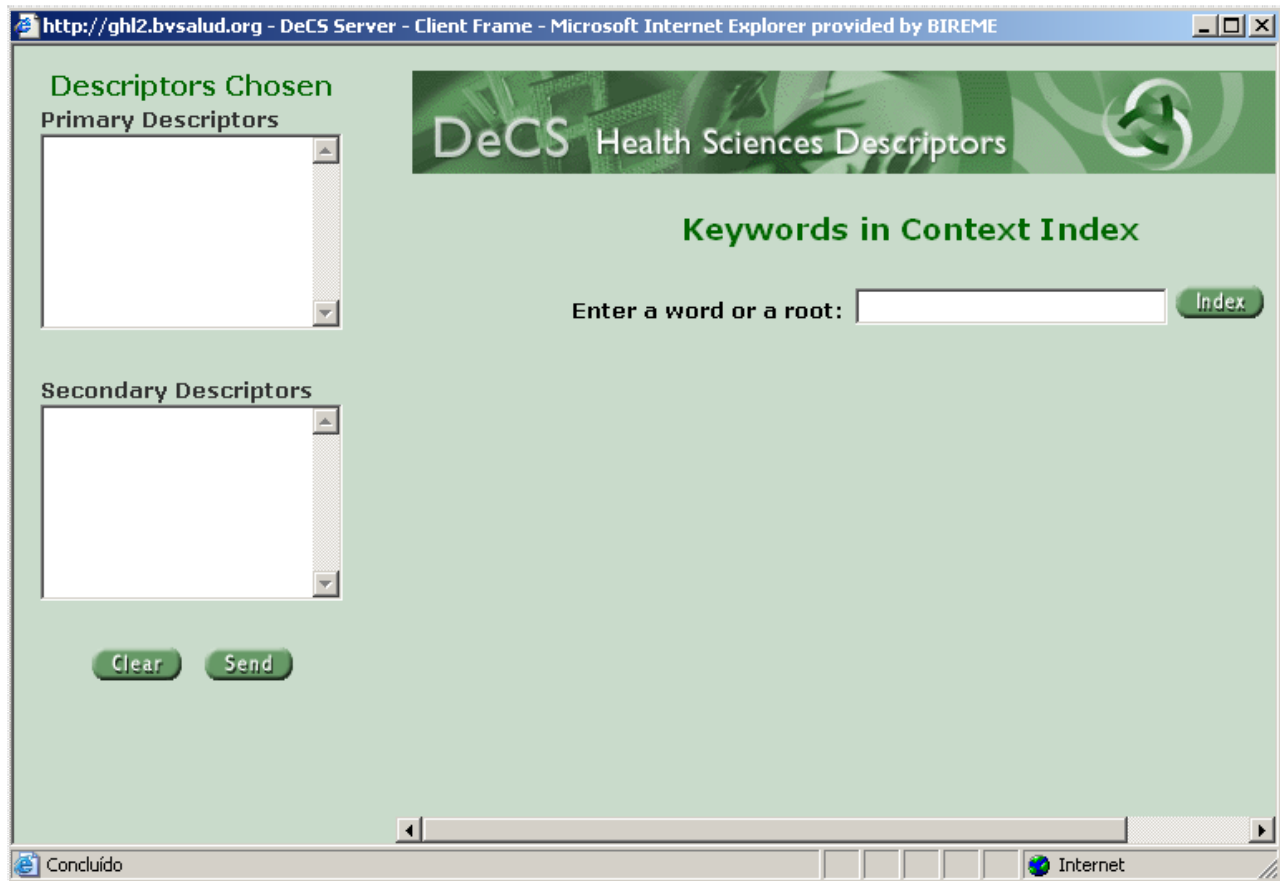


The screenshot displays the DeCS Health Sciences Descriptors web interface. At the top, there is a header with the 'bvs' logo, 'DeCS Health Sciences Descriptors' text, and a 'virtual health library' logo. Navigation buttons for 'New Search', 'Config', and 'V' are visible. The search results section shows 'Search on: CLASSICAL ARTICLE', 'Descriptors Found: 1', and 'Displaying: 1 .. 1'. Below this, a table lists the details for the descriptor 'DeCS' (1/1).

DeCS	
Publication Type English:	Classical Article
Publication Type Spanish:	Artículo Clásico
Publication Type Portuguese:	Artigo Clássico
Tree Number:	V02.255 V02.530.250
Definition English:	Works consisting of a current presentation of a previously printed seminal article marking a milestone in the history of medicine or science. It is usually accompanied by introductory remarks heralding its reprinting, often on the anniversary of its original publication or on an anniversary of the author's birth or death. It is usually reprinted in full, with complete bibliographical reference to the original appearance.
Indexing Annotation English:	this heading is used as a Publication Type; CATALOG: do not use
History Note English:	2008(1991)
Record Number:	29621
Unique Identifier:	D016419

At the bottom of the interface, there are buttons for 'New Search', 'Config', and a small icon.

If there is not *listbox* next to  **DeCS server** but rather *textarea*, by clicking on  **DeCS Server** the program will open on a new window the page of this controlled vocabulary. If the new window does not open, verify in your browser if anti-popup is disconnected.



To start a search in the Descriptors, type a word or its root and click on *Index*. The program displays a menu with a list of the descriptors holding the keyword. Choose one and click *View*. The program displays a screen with the definition of the descriptor and its indexing notes and also the appropriate qualifiers:

Select the descriptor and the permitted qualifiers when needed and click on either *Add Primary* or *Add Secondary*. The program automatically fills in the "boxes" at the left side of the screen. When more descriptors are needed, the Documentalist can click *New Search* and repeat the sequence. When finished, click *Send* to send the chosen descriptors and their respective qualifiers to the indexing form.

7.1.4 Certifying Document

During the description and indexing of a document, the system stores the data in an Uncertified database (temporary). To conclude the task, the *Documentalist* has to certify these records so that they can be sent to a definitive database.

After certifying a record, the system carries out the consistency in each field as defined by the *Administrator*. When *inconsistencies* are identified, the *Documentalist* must modify the records until an approval report is obtained. Upon identification of errors, the records will be stored in the *Documentalist* working database until their correction. After the quality control, the records will be transferred to the definitive database and eliminated from the Documentalist database.

For good system performance, the Documentalist database should not have more than 300 records.

7.2 Notes on form filling related to items [7.1.1](#), [7.1.2](#) and [7.1.3](#)

The rules for filling in a specific field can be accessed through the help texts. To access them, just click on the field name.

By specifying LILACS on the Field Databases [04], the program verifies the compatibility of contents of each data field with bibliographic description of LILACS Methodology. This verification takes place when the record is being registered. If incompatibilities are detected, LILDBI sends an error message informing about the type of error and interrupting the saving process until the error is corrected. The purpose of this feature is to contribute to a better control on the quality of information in LILACS database.

7.3 Function Utilities

The function Utilities brings the options:

7.3.1 Importing Records

The *Documentalist* can use this option to import file records in ISO format.

By selecting this option, the program displays a screen, where the *Documentalist* has the option to enter an ISO, which can be types: LILACS methodology version 2006, LILACS methodology used up to 2005, or SciELO.

7.3.1.1 Import file type LILACS methodology version 2006

Import files type **LILACS methodology version 2006** are files with LILACS standard format used in the current Methodology (February 2006). To carry out the import, click on *Import ISO (Step 1)*.

Version 1.7 Documentalist: bruno Database: LILACS

Documents	Utilities	Config	Change Profile	Exit
-----------	-----------	--------	----------------	------

Utilities > Import

Importing ISO file

Step 1: Input ISO

Step 2: Import ISO file

Options:

Types of Records in the ISO file:

- ☒ LILACS Methodology version 2006
- ☐ LILACS Methodology used until 2005
- ☐ SciELO

Characters into:

- ☒ ANSI
- ☐ ASCII850
- ☐ ASCII437

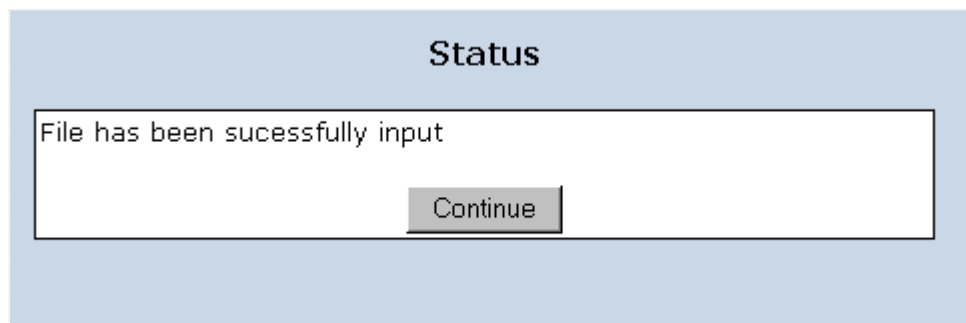
In browsers in Portuguese look for the file to be imported in the option “File...”; in browsers in English look for the file to be imported in the option “Browse...”; select the file to be added and finalize the action clicking on *Import file*.

Input File

Select a file

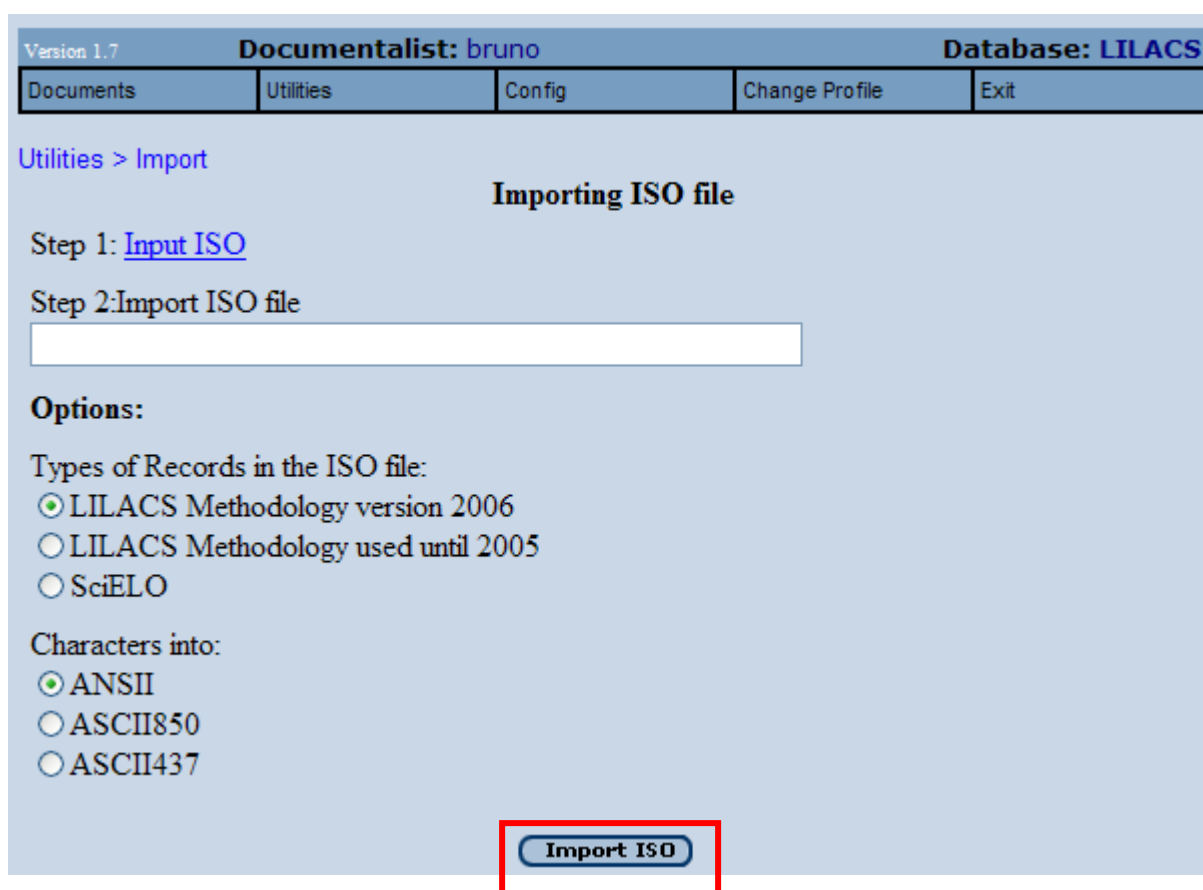
File:

After the file is imported, click on *Continue*.



A status dialog box with a light blue background. At the top, the word "Status" is centered. Below it, a white rectangular box contains the text "File has been sucessfully input". At the bottom right of this box is a button labeled "Continue".

File data will be automatically included in *Importing ISO file* located in the lower part of the screen (Step 2).



The "Importing ISO file" screen from the LILDBI-Web application. At the top, a header bar shows "Version 1.7", "Documentalist: bruno", and "Database: LILACS". Below this is a navigation menu with buttons for "Documents", "Utilities", "Config", "Change Profile", and "Exit". The main content area is titled "Importing ISO file" and shows "Step 1: [Input ISO](#)" and "Step 2: Import ISO file" with an empty text input field below it. Under the heading "Options:", there are two sections of radio buttons. The first section, "Types of Records in the ISO file:", has three options: "LILACS Methodology version 2006" (selected), "LILACS Methodology used until 2005", and "SciELO". The second section, "Characters into:", has three options: "ANSII" (selected), "ASCII850", and "ASCII437". At the bottom center, a button labeled "Import ISO" is highlighted with a red rectangular border.

LILDBI-WEB generates records in ANSI.

7.3.1.2 Import file type LILACS methodology used up to 2005

Import files type LILACS methodology used up to 2005 are files with LILACS standard format used in the Methodology previous to February 2006. To carry out the import, click on *Import ISO* (Step 1).

Version 1.7 Documentalist: bruno Database: LILACS

Documents	Utilities	Config	Change Profile	Exit
-----------	-----------	--------	----------------	------

Utilities > Import

Importing ISO file

Step 1: Input ISO

Step 2: Import ISO file

Options:

Types of Records in the ISO file:

- ☒ LILACS Methodology version 2006
- ☐ LILACS Methodology used until 2005
- ☐ SciELO

Characters into:

- ☒ ANSI
- ☐ ASCII850
- ☐ ASCII437

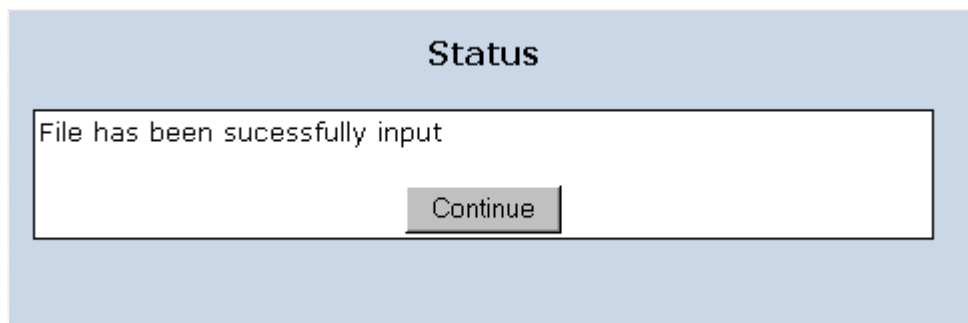
In browsers in Portuguese, look for the file to be imported in the option “File...”, in browsers in English, look for the file to be imported in the option “Browse...”, select the file to be added and finalize the action clicking on *Import file*.

Input File

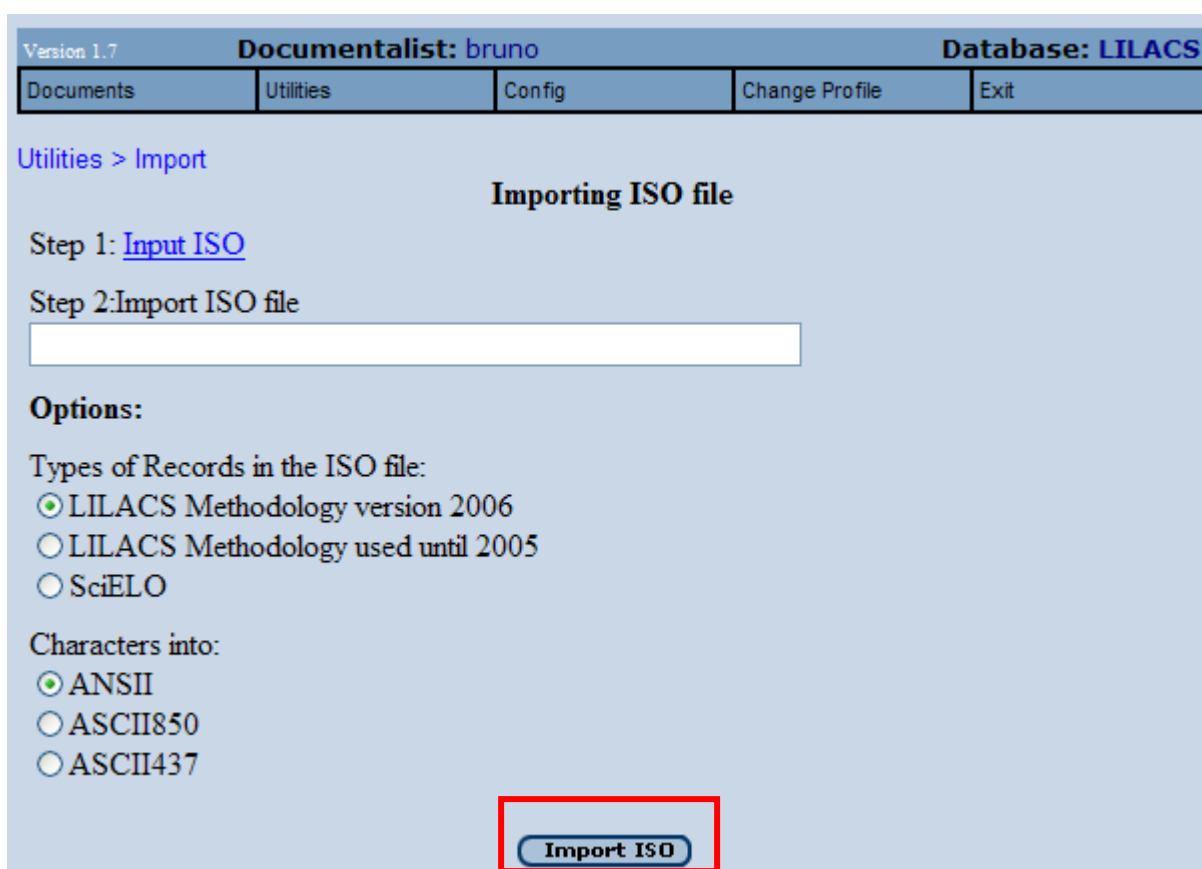
Select a file

File:

After the file is imported, click on *Continue*.



File data will be automatically included in *Importing ISO file* located in the lower part of the screen (Step 2).



It is necessary to know the format that the file was generated to make the option of the format to be used in the importation. Finally, click on *Import ISO*.

Examples of the formats used by our applications include:

LILDBI-DOS and MicroISIS generate records in ASCII 850 or ASCII 437.

LILDBI-WEB generates records in ANSI.

In case of doubt concerning the generation of an ISO file, opt for ASCII 850 format

7.3.1.3 Import file type SciELO

The journals that are part of the database SciELO - Scientific Electronic Library Online <http://www.scielo.br/scielo.php?script=sci_alphabetic&lng=pt&nrm=iso> can have their bibliographic descriptions imported, since there is a program that converts SciELO files into LILACS format files.

To import a SciELO compatible file, follow the same previously described steps, but before clicking *Import ISO*, convert the characters of the record to be imported from ASCII 850 to ANSI.

7.3.2 Exporting Records

This option enables the *Documentalist* to export records to directory in the chosen format.

To export records it is necessary to select one or more documents from the list and choose the option of the format in the option *Convert characters into*: ANSI; ASCII 850 or ASCII 437 (always use this option when the records to be exported are imported through LILACS Methodology programs in DOS format

After selecting the document to be exported, click on **OK**. The program displays a screen for sending records. Click *OK* once more and choose the directory and the name you want the file to be saved.

Version 1.7		Documentalist: katia		Database: LILACS	
Documents	Utilities	Config	Change Profile	Exit	

Utilities > Export


OK

Select one or more documents of the list

page 1 of 1

- Aspectos éticos no tratamento do paciente oncológico 29-30
- Diagnóstico e estadiamento dos tumores 31-35
- Cirurgia oncológica baseada na evidência 36-38

ACIMED; 1 (2) [12]

Characters conversion to:  help

☒ ANSI

☐ ASCII850

☐ ASCII437

See below more information about character conversion.

Help "Characters Conversion"

ANSI: If you want to export to LILDBI-WEB.

ASCII: If you want to export to LILDBI-DOS or MicroISIS.

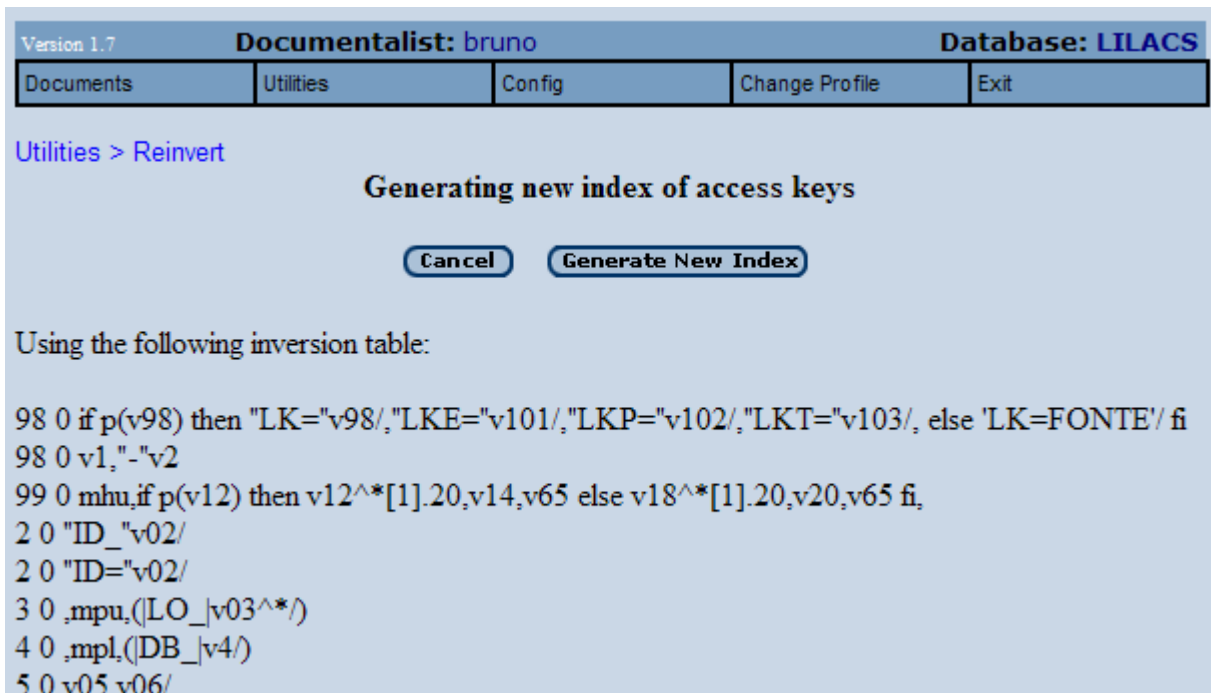
If you are in doubt, choose **ASCII850**.

7.3.3 Reorganizing the Database

This option frees disk space, optimizing the uncertified database. To perform it, just click on **Confirm**.

7.3.4 Reinverting the Database

This option should be used when you wish to generate a new index of access keys (inverted file), based on the built-in formats of the Field Select Table – FST. Click *Generate new index* to perform this task.



7.3.5 Unlocking Records of the Database

This option should be used when you wish to unlock records that for some reason – power failure or leaving the program without using the option *Exit* - became blocked. Click *Unlock Records* to perform this task.

7.3.6 Restarting the Database

This option should be used when you wish to restart the database, that is, to eliminate all database records. When you select this option, the program displays a screen with this information on the database: directory; status; and the number of records. To restart (eliminate all database records) click on *Confirm*.



For good system performance, this option should come after Record Certification.

Version 1.7	Documentalist: bruno	Database: LILACS		
Documents	Utilities	Config	Change Profile	Exit

Utilities > Restart Database

Restart database

Are you sure you want to delete all the database records?

☐ Yes
 ☒ No

Database: /home/lildbi-web/www/bases/lildbi/dbnotcertif/lilacs/bruno
 Database status: Unblocked
 Number of records: 30

7.4 Function Configuration

The function Configuration should be used when the *Documentalist* wishes to modify the program language, the identification number or the quantity of records in the list (Edit, Index, Certify and Export).

Version 1.7		Documentalist: bruno		Database: LILACS	
Documents	Utilities	Config	Change Profile	Exit	

Config

Configurations of the Documentalist

[Save](#)

Language of the interface

☐ Portuguese
☐ Spanish
☒ English

Identification Number

Next ID:

Result display

Show up references per page.

8 Editor Profile

The *Editor* has the function of modifying, correcting, or completing the records filled in by the Documentalists, and sending them, once certified, to BIREME or another Database Coordinating Center. The *Editor* can also generate reports on the database(s) he certifies.

There are five options in this function: Quality, Search, Statistics, Change Profile, and Exit.

8.1 Function Quality

This function should be used when you wish to carry out the quality control of the database, of part of it, or of any field of specific data.

When this option is selected, the program displays a menu with the list of data fields and the available verifications (duplicates, errors, and alert messages). To carry out the control of quality in parts of the database, indicate the numbers of the first and last records (MFN).

After selecting the first and last MFN, the fields, and the kind of verification you want to carry out, click on *Verify*. The program generates a report with the existing inconsistencies and incompatibilities with LILACS Methodology, if any.

The screenshot shows a web interface for the LILDBI-Web Editor. At the top, a blue header bar contains the text "Version 1.7" on the left, "Editor: bruno" in the center, and "Database: LILACS" on the right. Below this header is a navigation bar with five buttons: "Quality", "Search", "Statistics", "Change Profile", and "Exit". The "Quality" button is currently selected, and the word "Quality" is also displayed in blue text below the navigation bar. In the center of the page, there is a "Verify" button. Below this button are two input fields: "Initial MFN:" followed by a text box, and "Final MFN:" followed by a text box. Underneath these fields is the text "Types of Verifications:". Below this text are three checkboxes, each with a green checkmark icon: "Duplications", "Errors", and "Warnings". At the bottom, there is a label "Select the field(s) to check:" followed by a list box. The list box has a blue header with the word "ALL" and a list of fields: "01 Center Code", "02 Identification Number", "03 Call Number", "04 Database", "07 Inventory Number", and "08 Electronic Address". The list box has a scroll bar on the right side.

8.2 Function Search

This option should be used to search the database.

When you select the function *Search*, the program displays a screen offering the possibility to access, via Web (IAH), a database retrieval interface. The searches in the database can be carried out either by performing a Boolean query or by accessing specific indexes.

bvs
virtual health
library

LILDBI web

LILACS Metodology

Database : LILACS

Advanced form

Search for : [Free form](#) [Basic form](#)

	Search	in field	
1	<input type="text"/>	Words	index
2	and <input type="text"/>	Words	index
3	and <input type="text"/>	Words	index

[config](#) [clear](#) [search](#)

Search engine: [IAH](#) powered by [WWWISIS](#)

BIREME/PAHO/WHO - Latin American and Caribbean Center on Health Sciences Information

8.2.1 Sending Records

In addition to being a tool to search the database, the function Search can be used whenever the Cooperating Center wants to send records to LILACS database or to any other database of the LILACS System.

8.2.1.1 Sending Records to LILACS Database

To send records to LILACS Database, it is necessary to search the database to retrieve the records containing LILACS in the database field, and click on the command *Send Result* located just above the result of the search.

your selection	send result	new search	config	page bottom
--------------------------------	-----------------------------	----------------------------	------------------------	-----------------------------

Database : **LILACS**
 Search on : \$ **[Words]**
 References found : **116** [[refine](#)]
 Displaying: **1 .. 20** in format **[Detailed]**

page 1 of 6 **go to page** [1](#) [2](#) [3](#) [4](#) [5](#) [6](#)

1 / 116	LILACS	
----------------	---------------	--

☐ *select*

to print

Edit

Id: 169

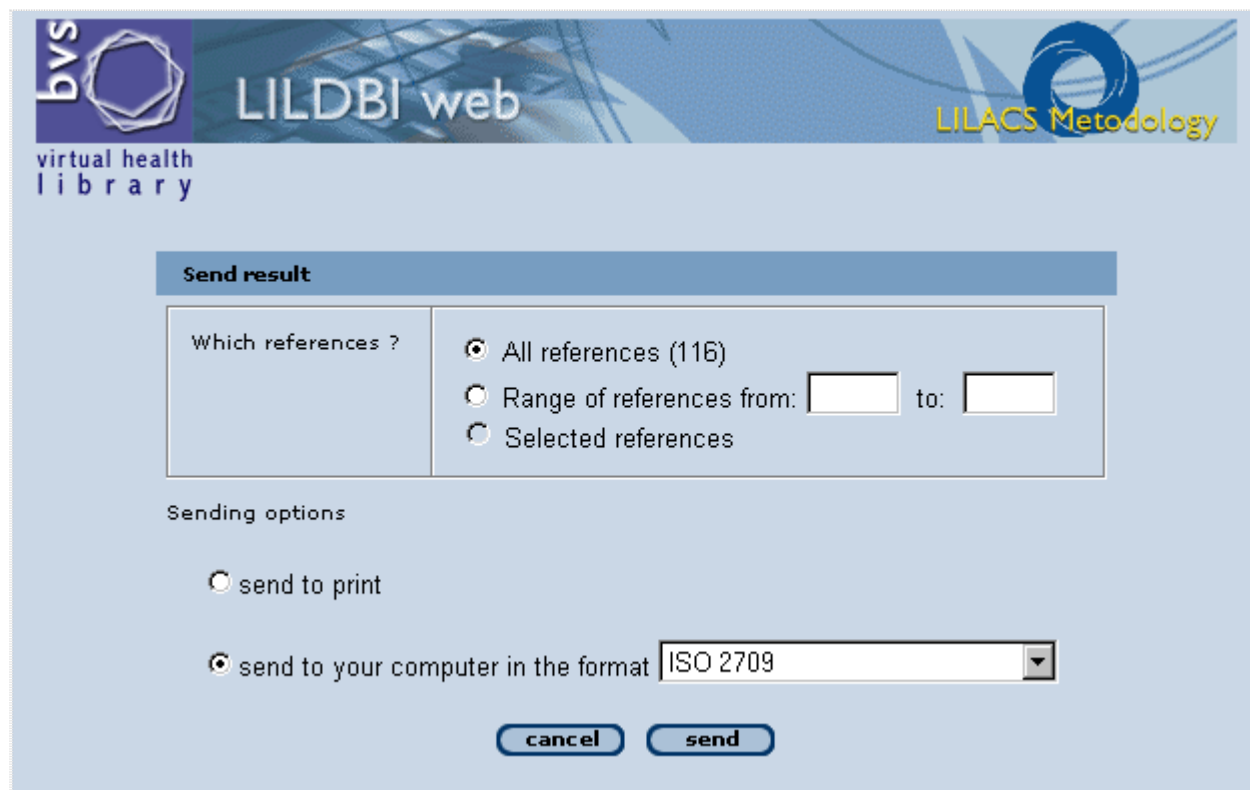
Author: Aguirre Jaramillo, Olga Helena; Jiménez Soto, Milton F; Cornejo Ochoa, William; Botero López, Jorge E; Zapata Muñoz, Carmen T; Durango Galván, Harold; Bernal Parra, Carlos A.

Title: Frecuencia de infección urinaria en lactantes con fiebre sin foco infeccioso evidente que consultan a la Unidad Vida Infantil de la Universidad de Antioquia del Hospital Francisco Valderrama, Turbo (Antioquia)[^]ies / Frequency of urinary tract infections in febrile infants without evidence of an infectious source, from the clinic of the unidad vida infantil of the university of antioquia, hospital francisco valderrama, Turbo, Colombia

Source: latreia;19(1):29-32, mar. 2006. ^btab^c21 cm.^eatlas (37 p., 19 folhas de placas : 19 col. mapas ; 37 cm.), ^bilus, ^bmapas

Abstract(s): OBJETIVO: establecer la frecuencia de infección urinaria en

Each Cooperating Center must have control on the data already sent to LILACS or to LILACS database, so that a record is sent to LILACS only once. To carry out this task, the program displays the screen of sending records, where the Cooperating Center must either specify their interval (first and last MFN) or send a record of all records that have been already searched. ISO 2709 is the only format to be used when sending records to LILACS database.

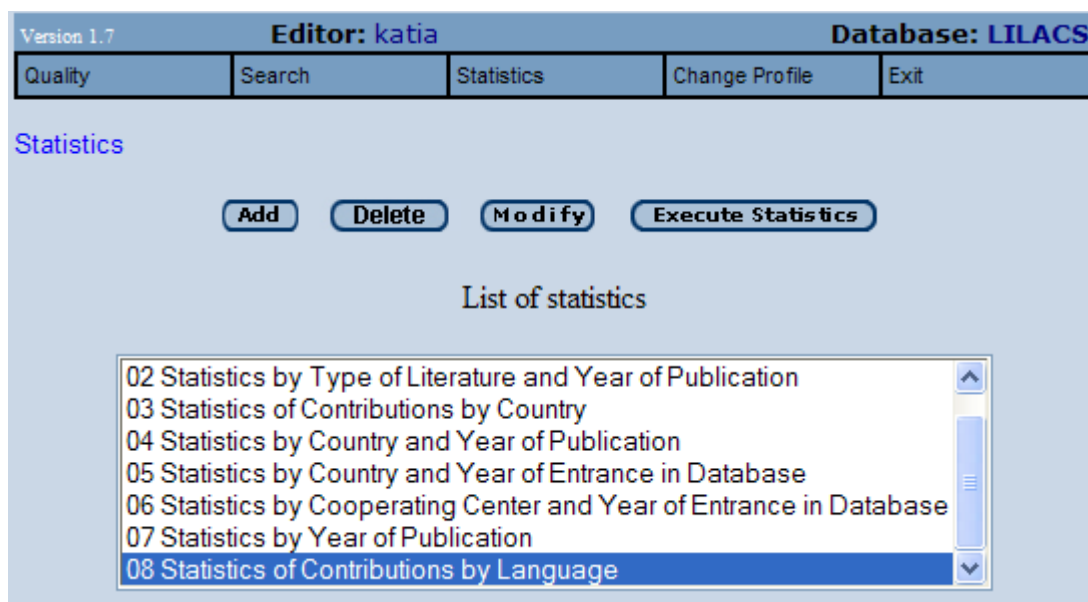


The screenshot shows the LILDBI web interface. At the top, there are logos for 'bvs virtual health library', 'LILDBI web', and 'LILACS Metodology'. Below these, a 'Send result' dialog box is displayed. The dialog has a section titled 'Which references ?' with three radio button options: 'All references (116)' (which is selected), 'Range of references from: [] to: []', and 'Selected references'. Below this, under 'Sending options', there are two radio button options: 'send to print' and 'send to your computer in the format' (which is selected). The 'send to your computer in the format' option has a dropdown menu showing 'ISO 2709'. At the bottom of the dialog are two buttons: 'cancel' and 'send'.

After specifying the references and formats to be sent, click on *Send*. The program, at this moment, displays a Windows dialog box that will enable saving the file in the computer. The ISO file must to be sent attached to an email.

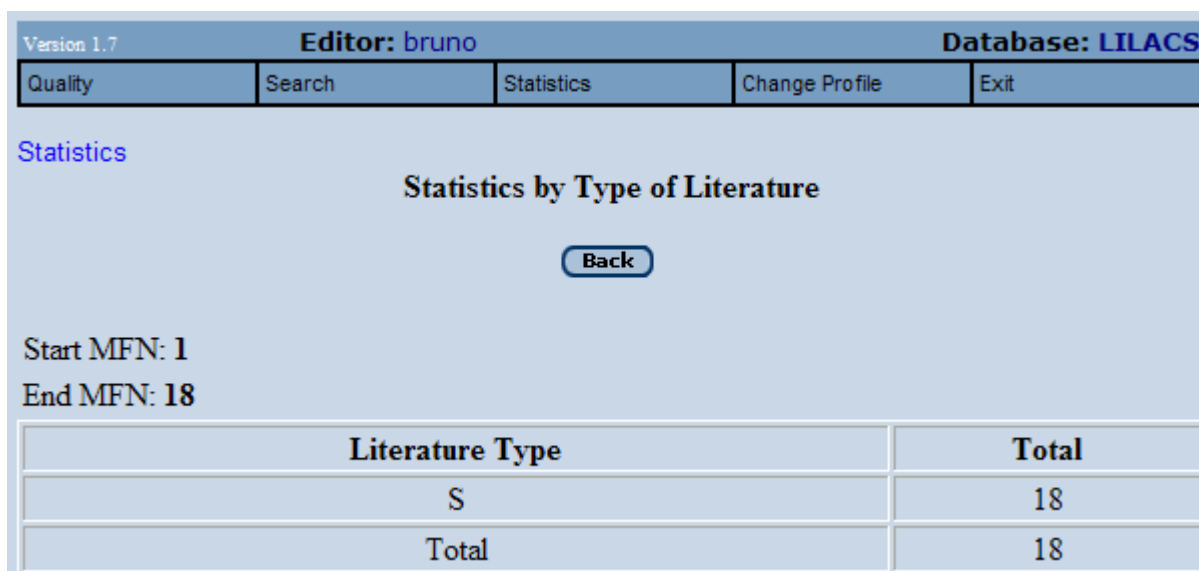
8.3 Function Statistics

This option should be selected when you wish to make a statistical analysis of the database. When you select this option, the program displays a menu with several predefined types of statistics that can be automatically performed, displaying also the options *Add*, *Eliminate*, or *Modify Statistics*.



8.3.1 Executing a Statistic

To execute a statistic, select from the *menu* the type of statistics you want and click on *Perform Statistic*. The program will show the table with the result of the statistics requested.



8.3.1.1 Adding a New Statistic

The program enables defining new statistics. A screen where fields with the definitions of the new statistics you wish to define will open and you should fill in the requested data.

Editor: bruno		Database: LILACS		
Quality	Search	Statistics	Change Profile	Exit

Statistics

Edit Statistics

Estatística

Name

Number

Cols/Rows

Initial MFN

Final MFN

Percentage ☐ Cols ☒ Rows

Rows definition format

mpu, v5.1, "--"n5,

Cols definition format

8.3.1.2 Modifying a Statistic

You can also modify an existing statistics. Click this option and the program displays a screen with information on the statistics to be modified. After making the necessary modifications, click on *Record* to save.

To create or to modify an already existing statistical analysis, you have to know the database fields to be searched and the CDS/ISIS formatting language.

8.3.1.3 Eliminating a Statistic

It is possible to eliminate an existing statistical analysis by starting its name and then by clicking on *Eliminate*. The program will then display a message with the number and the name of the analysis to be removed. After verifying this information, click on *Confirm*.

9 Adapting LILDBI-Web for local databases

LILDBI-Web can be adapted to the needs of the management of the local databases. For such, read the definitions below:

1. If LILDBI-Web will be used to add the same type of materials defined by LILACS Methodology, but for local collections, this indication can be made in the field 4 (Database). This field indicates of which databases the record is part.

Example:

[04]: COLLECTION

[04]: LILACS

This way, the separation of the records, when necessary, can be made by a search in field 4.

2. If LILDBI-Web will be used to add other types of bibliographic materials, it is necessary to previously study these types of materials, establishing a field definition table that will be used locally, its tags and ways of filling.

The instructions for the creation of new types of records and fields are specified in [item 6 – Profile of Administrator](#) of this manual.

3. To create HELP pages for these fields, simply create an HTML file and store it in the directory `htdocs\lildbi\p\help` (if the standard is to be maintained and if it is in Portuguese. The directory for English is `\lildbi\i\help` and `\lildbi\and\help` for Spanish. The file name should be as follows:

`help[tag_do_field].htm`

Once the field is created and stored in this directory, it will be automatically recognized by the system.

4. Some adjustments may be necessary in the exhibition formats used by the system search interface. By default, the formats used by iH! from LILDBI-Web are stored in the directory `cgi-bin\lildbi\iah\styles\online`, in the subdirectory that indicates the corresponding language. These formats are made according to CDS/ISIS formatting language. For more information about this format, please consult < <http://bvsmodelo.bvsalud.org/download/cisis/CISIS-LinguagemFormato4-en.pdf>>.

10 Database Structure

10.1 PARAM Database

Tag	Field description	Subfield(s) description
01	Database name	
02	Directory where database is	
03	System status(Activated/Deactivated)	
04	Sending address - Deactivated	^t –type of address (FTP, EMAIL or DIRECT)
05	Number of record type field	
06	Number of record treatment level field	
08	Message to user on system entrance screen	^i – English, ^and – Spanish, ^p Portuguese
09	Number of link field	
10	Format of link field	
11	Format of document presentation	
12	Sections of spreadsheet	^i – English, ^and – Spanish, ^p Portuguese
13	Format to verify duplicated records	
14	Fields that cannot be equal for the purposes of checking duplicates	
15	Formats of record presentation	
18	Message to Certification user	^i – English, ^e – Spanish, ^p Portuguese
19	Certification status(Activated/Deactivated)	
20	Last number used as ID on Certified Database	

10.1.1 PARAM.FST

1 0 v1/

10.2 User Database

Tag	Field description	Subfield(s) description
01	User name	Without subfield
02	Initials	Without subfield
03	Password	Without subfield
04	Access licenses (A=administrator, AND=editor, D=Documentalist)	Without subfield
05	Institution belongs to	Without subfield
06	Directory/Database name not certified for Documentalist license	Without subfield
07	Database where user is registered	Without subfield
20	Last number used with ID on Uncertified Database	Without subfield
31	Last ISO file imported by Documentalist	Without subfield

10.2.1 USERS.FST

1 0 v1/

2 0 if s(mpu,v4)='G' then v1/ fi,

4 0 v7/ ,

8 0 if s(mpu,v4)<>'G' then v7'-'v1/ fi,

10.3 Database CONTROL = xLILACS

There are 4 types of records

- C – Fields of the Certified Database
- R – Type of record of Database
- S – Complement of type of record of Database
- E – Statistic

Each record refers to a field registered by the Administrator v5='C'

Tag	Field description	Subfield(s) description
01	Name of Field	^i – English, ^and – Spanish , ^p - Portuguese
02	Number of Field	Without subfield
03	Repetitive	Without subfield
04	Mandatory	Without subfield
05	Identifies the type record of the control Database, in this case “Field” - C	Without subfield
06	Hidden	Without subfield
07	Type - Description or Indexing	Without subfield
08	Link – Type of record the field belongs to	^5 – type of literature, ^6 - level of treatment
09	Format for automatic filling	Without subfield
10	Not editable in analytics	Without subfield
11	Copies content from source	Without subfield
12	Name of section	^i – English, ^and – Spanish , ^p - Portuguese
13	Auxiliary database	^l – Logical name, ^f location and physical name, ^t TEXT+LIST
14	Presentation format of auxiliary database	Without subfield
15	Record format of auxiliary database data	Without subfield
16	Reserved for help – NONEXISTENT	
17	Number of lines occupied on screen by field	Without subfield
19	Type of content(ALPHABETICAL, NUMERIC, ALPHANUMERIC, DATE, NORMALIZED DATE, WITHOUT TYPE)	Without subfield
20	Sequential number of identification of automatic control	Without subfield
21	Verifies space at field end	Without subfield
22	Verifies point at field end	Without subfield
23	Read only	Without subfield
30	Consistency automatically created due to characteristics of field defined by user. (Format that generates error messages. E.g.: Mandatory Field)	Without subfield
31	Error consistency	Without subfield
32	Warning consistency	Without subfield
40	Subfield	^l – letter, ^p – Mandatory, ^s – Name English% Name Spanish \$Name Portuguese, ^b – location (\databases\lildbi\) and physical name, ^k – text and list, ^t option of radio English%Spanish\$Portuguese
41	Control style – NONEXISTENT	
42	Previous JavaScripts	Without subfield
43	JavaScripts OnClicks	Without subfield

Each record refers to a type of record registered by the Administrator v5='R'

Tag	Field description	Subfield(s) description
01	Name of Type of record	^i – English, ^and – Spanish , ^p - Portuguese
02	Content to be stored in the field Type of record – field 5 of the Certified Database	Without Subfield
03	Content to be stored in the field level of treatment – field 6 of the Certified Database	^f - source record (first record of each document), ^a analytical record (other records of document)
04	Complements of Type of record	^i – English, ^and – Spanish , ^p – Portuguese, ^t – acronym of Complement to be included in field 5 of LILACS
05	Identifies if record of the control database, in this case “Type of record” - R	Without subfield

Each record refers to a Complement registered by the Administrator v5='S'

Tag	Field description	Subfield(s) description
01	Name of Type of record	^i – English, ^and – Spanish , ^p - Portuguese
02	Content to be stored in the field Type of record – field 5 of the Certified Database	Without subfield
03	Content to be stored in the field level of treatment – field 6 of the Certified Database	^f - source record (first record of each document), ^a analytical record (other records of document)
05	Identifies if record of the control Database, in this case “Complement” - S	Without subfield

Each record refers to a Statistic registered by the Editor v5='AND'

Tag	Field description	Subfield(s) description
01	Name of Statistic	^i – English, ^and – Spanish , ^p - Portuguese
02	Number of Statistic	Without subfield
03	Initial mfn for Statistic	Without subfield
04	Final Mfn for Statistic	Without subfield
05	Identifies if the record of control the Database , in this case “Statistic” – E	Without subfield
06	Percentage: Column and/or Line	^c – Column, ^l - Line
07	Enunciated Column/Line	^i – English, ^and – Spanish , ^p - Portuguese
10	Format of line definition	Without subfield
11	Format of column definition	Without subfield

10.3.1 CONTROL.FST

```

1 0 if v5='C' then v5,"-"v2,v1^i/,v5,"-"v2,v1^and/,v5,"-"v2,v1^p/, else v5,"-
"v1^i/,v5,"-"v1^and/,v5,"-"v1^p/ fi

2 0 if v5='C' then v5,'-'f(val(v2),1,0)/ else v5,"-"v2/ fi

3 0 if v5='R' then 'TYPE='v2/,('TYPE='v2[1],v4^t/),'TYPE='v2[1],(v4^t)/ fi

4 0 if v5='R' then "NIVEL="v3^f/,"NIVEL="v3^a/ fi

```

10.3.2 IMPORT.FST

```

1 0 "ID="v1,"-"v2/

2 0 'LK='if a(v98) then 'SOURCE' else v98 fi/

3 0 "LKE="v101/

4 0 "LKP="v102/

5 0 "LKT="v103/

6 0 "UI=" ,v2/

18 0 v18[1]/

30 0 v30[1]/

```

10.4 DATABASE MESSAGES

Tag	Field description
01	Message in English
02	Message in Spanish
03	Message in Portuguese
05	Logical name

10.4.1 MESSAGES.FST

1 0 v5/

10.5 DATABASE CENTERS

Code of Cooperating Center of LILDBI-WEB, registered at NMAIL. In user record it is necessary to indicate the existing code of Cooperating Center in the list.

Tag	Field description
01	Code of Cooperating Center

10.5.1 CENTERS.FST

1 0 v1/

10.6 DATABASE CODES9, CODES10, CODES11, CODES12, CODES13, CODES14, CODES15, LANG, RELATION

Tag	Field description
01	Note
02	Code
03	Name English
04	Name Spanish
05	Name Portuguese

CODES9 – Type of record [9]

CODES10 – Form of item [110]

CODES11 – Type of computer file [111]

CODES12 – Type of Visual Material [112]

CODES13 – Type of Journal [113]

CODES14 – Type of Visual Material[114]

CODES15 – *Specific designation* of Material (Non designable material) [115]

LANG – Language, subfield ^i dos fields [08], [12], [18], [25], [40], [83]

RELATION – List of degree of responsibility of authorship, subfield ^r dos fields [10], [11], [16], [17], [23], [24]

10.7 DATABASE INFDESCR

Tag	Field description
01	Note
02	Code
03	Name English
04	Name Spanish
05	Name Portuguese

Descriptive Information [38] subfield b

Gizmo for record import

GIZDUPL redtt, humans

GIZLANGUAGE En, Es, Fr, Pt

GIZPAIS name of country, by acronym MARC

GIZPRCTP pre-coded and type of publication

GIZRELAT red, comp

GIZMO14 - replaces points with commas and removes blank spaces in import

GIZMO8788 – removes subfield s in import

10.8 DATABASE PRECOD

Pre-coded [76]

Tag	Field description
-----	-------------------

Tag	Field description
01	Pre-coded in English
02	Pre-coded in Spanish
03	Pre-coded in Portuguese

10.9 DATABASE TPALL

Type of publication [71] – all DeCS

Tag	Field description
01	Type of publication in English
02	Type of publication in Spanish
03	Type of publication in Portuguese
04	LILACS – Type of publication enabled in LILACS

10.10 DATABASE TPLIL

Type of publication [71] – LILACS

Tag	Field description
01	Type of publication in English
02	Type of publication in Spanish
03	Type of publication Portuguese

10.11 DATABASE TITLE

Title [30] – LILACS

Tag	Field description
150	Abbreviated Title - SeCS
920	Cooperating Center responsible for indexing

11 Bibliographic references

1. BIREME. *Descritores em Ciências da Saúde*. 2.ed. rev. São Paulo, 1992. 1111 p.
2. BIREME. *Manual do Sistema SeCS*. São Paulo, 1992. 88p.
3. Centro Panamericano de Ingeniería Sanitaria y Ciencias del Ambiente. *Manual para el llenado de la hoja de entrada de la REPDISCA*. 3. ed. Lima: CEPIS, 1984. 129p.
4. Comisión Económica para América Latina. *Sistema de Información Bibliográfica: uso de hojas de trabajo (HDB y HAC) y tarjeta de registro Bibliográfico (TRB)*. Santiago: NU/CEPAL, 1984. 169p.
5. DIERICKX, H.; HOPKINSON, A. (Ed.) *Reference manual for machine-readable bibliographic descriptions*. 2nd ed. rev. Paris: UNESCO, 1981. 341p.
6. GORMAN, Michael; WINKLER, Paul W. (Ed.) *Anglo American cataloguing rules*. 2nd ed. Chicago: American Library Association, 1988. 677p.
7. International Organization for Standardization. *ISO 2108:1992: International standard book numbering*. Genève: ISO, 1988.
8. International Organization for Standardization. *ISO 3166:1997: Codes for the representation of names of countries*. Genève: ISO, 1988.

9. International Organization for Standardization. *ISO 3297:1998*: International standard serial numbering. Genève: ISO, 1988.
10. International Organization for Standardization. *ISO 639:1967*: Code for the representation of names of languages : Symbols for languages, countries and authorities. Genève: ISO, 1988.
11. International Organization for Standardization. *ISO 8601:1988*: Data elements and interchange formats - Information interchange - Representation of dates and times : Writing of calendar dates in all-numeric. Genève: ISO, 1988.
12. International Serials Data System; International Organization for Standardization. *List d'abréviations de mots des titres de publications en série = List of serial title word abbreviations*. Paris: ISDS, Genève: ISO, 1985. 215p.

12 Glossary

- **Affiliation.** Institution to which the author belongs or to which he/she is subordinated.
- **Analytical Level.** Bibliographic description of part of a document. See also Analytical.
- **Analytical.** Part of a document, such as the article of a periodical or the chapter of a book.
- **Backup.** Procedure used to duplicate one or more files and/or directories in another storing device (tape or disc), thus producing a backup copy that may be restored in the event of accidental deletion or physical damage to the original data.
- **Bibliographic Database.** Electronic version of a catalog or bibliographic index.
- **Bibliographic Description.** Description of a bibliographic item by using attributes such as author, title, edition, size, etc.
- **Browser.** Internet page navigator, such as Internet Explorer and Netscape Navigator.

- **Category.** A very generic class.
- **CDS/ISIS - MicroISIS.** Software programs developed and maintained by UNESCO to treat bibliographic data.
- **Controlled or structured vocabulary.** Collection of related terms, organized according to a methodology, in order to facilitate the access to the information previously indexed with those terms.
- **Cooperating Center.** Institution that participates in the VHL and/or contributes bibliographic records to Bireme.
- **Cutter.** Table created by Charles Cutter with symbols that are used to organize documents according to the author or title.
- **Database.** Collection of data that are structured to be easily accessed and handled. It is formed by units called records whose attributes are represented by fields. For example, in a file called "customer base", each customer is a record, with several fields such as "NAME", "CUSTOMER CODE", "TELEPHONE" etc.
- **DeCS Server.** Application developed by Bireme using the IsisScript language to manage the database of health descriptors (DeCS).
- **Editorial Committee.** Group of professionals and specialists of the publication area of a periodical whose objective is to establish the rules and editorial conventions and to evaluate the contributions received by the publication to guarantee a certain quality standard.
- **Electronic Format.** Any form of storage, retrieval or presentation of information that may be transmitted on-line or recorded in magnetic or optical media.
- **Epigraph.** A quotation from a third person at the beginning of a piece of writing and whose meaning is usually related to the piece of writing. See quotation.

- **File.** In computing, a set of data that may be saved into some type of storing device. The data files are created by applications, such as a text processor for example.
- **Glossary.** Vocabulary for specific or controlled use, used in publications to clarify the meaning of technical or restricted terms which are not widely used.
- **Guide.** Defines the processes needed for the production of a source of information or phases of a methodology.
- **ID.** ID number assigned to a specific register in the database.
- **Indexing.** Procedure to identify and describe the content of a document with terms that reflect the corresponding subject matters to allow the document to be retrieved later.
- **ISO Code.** Code created under the typology of ISO 2709 standard within ILO - International Labour Organization.
- **ISO Format (of files).** Standard established by the ISO to allow the exchange of data between institutions, networks and users.
- **Lato sensu.** Graduate course, specialization course. This is a more flexible, market-oriented course. It also prepares students for Stricto Sensu graduate courses (master's and PHD degrees).
- **LILACS Format.** A bibliographic description format established by BIREME, based on the UNISIST Reference Manual for Machine-readable Bibliographic Descriptions.
- **LILDBI-DOS.** DOS version of the "LILACS Bibliographic Description and Indexing" system.
- **LILDBI-Web.** Web version of the "LILACS Bibliographic Description and Indexing" system.

- **Manual.** Set of steps and operations, whether automatic or manual, required to provide users with instructions on a certain application, program or methodology.
- **Methodology.** Set of rules and conventions used to standardize a process or the production of a source of information.
- **Monographic Level.** Bibliographic description of a document that is a unit in itself.
- **National Coordinating Center.** Institution that cooperates with the VHL and whose primary role is the coordination of a region's cooperating centers.
- **PDF.** File format developed by Adobe whose objective is to maintain the presentation format of a document designed for printing when this document is stored in digital media.
- **PHA.** Table created by Heloísa de Almeida Prado with symbols that are used to organize documents according to the author or title of these documents. Is an adaptation of the Cutter table for Portuguese names.
- **Quotation.** Excerpt originally written by a third person. Quotations appear between inverted commas in a publication, with a mention to the author.
- **Scientific production.** Collation (gathering and analysis) of all the literature on a certain theme or literature produced by a specific author for the purpose of analysis, especially of a quantitative nature.
- **Specialized Center.** Institution that specializes in a determined subject within the area of health.
- **Stricto sensu.** Graduate course at the master's or doctorate level that prepares students for an academic career.
- **TCP/IP Protocol.** Standard that defines the method of communication between digital equipment. It employs a single number of identification.

- **Technical Cooperation.** Exchange between developing countries or between developing countries and developed countries to enable cooperation in certain areas, such as the exchange of specialists and faculty members, development or transfer of technology, exchange of information, exchange of information and experiences to improve sanitary conditions.
- **Template.** File which contains the basic definition of the type of document that will be used, with style, predefined text, etc.
- **Thematic area.** Specific set of information on the subject matter of a VHL which allows user topic-based navigation.
- **Treatment Level.** Codified definition of the degree of depth applied to the document upon its bibliographic description.
- **URL.** Standard defined for the addressing of data contents via the TCP/IP protocol. Internet browsers use the URL to access Web pages.