## BACKGROUND INFORMATION

**INMAGIC** Database Software

Internet

**Web Communications Network** 

## INMAGIC Plus Image Version for Document Management



# Imaging without high costs or headaches

Taking control of the documents that flood the workplace has become a high priority for organizations of every shape and size. It's clear to most that imaging technology can play a vital role in this effort, offering a wide variety of benefits, including:

- · Faster access to information
- Data integrity
- · Less duplication of effort
- Elimination of lost, misplaced, or damaged documents
- Reduced physical storage
- · Access to documents stored offsite
- Portability

And yet, a survey of available imaging technologies quickly uncovers three major obstacles: (1) no way to quickly and easily store and retrieve images; (2) high cost, proprietary hardware and software; (3) difficult to integrate and maintain.

The image-enabled version of INMAGIC Plus addresses these obstacles head on, enabling you to build databases that

#### Fast, easy retrieval

Scanning documents and putting the images on CD or other storage media is only part of the imaging equation. Without an effective way to index and retrieve images, you're probably better off with a manual document management system (also known as a file cabinet or storage room).

Of course, there is a better way . . . a faster, easier, less expensive way. It's called INMAGIC Plus.

INMAGIC Plus combines a powerful and easy-to-use search engine with the flexibility to handle full and abstracted text as well as fielded information. As a result, you can use and combine a variety of criteria (dates, abstracted text, names . . . even full text) to index and retrieve documents and the corresponding images.

Why so flexible? Unlike a traditional database system, *all* fields within a record can hold *any* amount of information. Just as important, *any* field can be indexed, whether you plan to fill it with a 10-character name or a 10-page contract.

Why so powerful? Unlike a text retrieval system, you can search across multiple fields. You can search within a date range. And you can search for words, word stems, and phrases. All at the same time.

#### An open system lowers costs

By adhering to industry standards, such as TIFF and Group IV compression, the image

With INMAGIC Plus, everything is open:

#### Open input

Virtually any scanner or scanning service bureau that can write images in TIFF format is compatible with INMAGIC Plus. By avoiding proprietary file formats, you always have complete freedom to use whatever system you want.

#### Open storage

Based on volume, store your images wherever it makes most sense. You may want to start out on a file server or even a hard disk drive. Or it may be more practical to use CD-ROM or read-write optical drives.

The point is, you're not locked in to a single media or a single manufacturer.

#### Open display

Many imaging systems require an add-on hardware board that decompresses images, enabling them to display on a monitor. In fact, some systems require a special monitor.

With INMAGIC Plus, you can display on standard EGA and VGA monitors. Moreover, the image version of INMAGIC Plus requires less than 500K of conventional RAM. No extra boards. No extra costs.

#### Open printing

Print images on a wide cross-section of printers, including the Hewlett Packard LaserJet series. In fact, with the LaserJet IV, you can expect output speeds ranging from six to seven pages per minute. Again, additional hardware boards or specialized software are unnecessary.

## Search, view, and print in a matter of seconds

Y ou can retrieve documents and the corresponding images using ranges, names, phrases . . . whatever combination of fielded and full-text information is necessary to broaden or narrow a search.

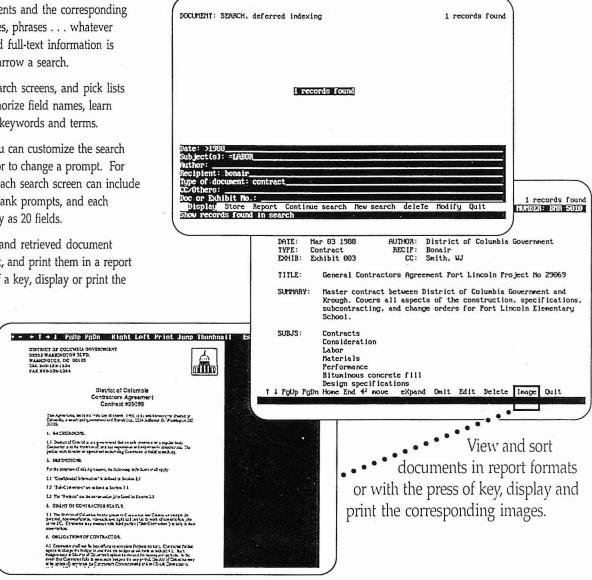
Menus, fill-in-the-blank search screens, and pick lists eliminate the need to memorize field names, learn search syntax, or guess at keywords and terms.

In a matter of minutes, you can customize the search screen to add a field to it or to change a prompt. For maximum search power, each search screen can include as many as 10 fill-in-the-blank prompts, and each prompt can search as many as 20 fields.

Once you've searched for and retrieved document records, you can view, sort, and print them in a report format or with the press of a key, display or print the corresponding images.

A thumbnail view and zoom function help you quickly locate and inspect margin notes, signatures, etc.

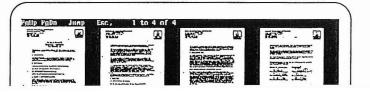
If a document was scanned upsidedown or sideways, you can rotate the image in 90-degree increments, saving the time and trouble of re-scanning.



Finding documents is fast and easy.

• - • f • 1 Pally Path Right Left Print Juny Thunbmail Esc. 4 of 4 with respect to each other in carrying out this Agreement.

> IN WITNESS WHEREOF, the parties have caused this A their duly authorized representatives:



## A quick look at INMAGIC Plus Image Version for Document Management

#### Database information

- · Field length: variable and unlimited
- Maximum number of repeating fields: unlimited
- Maximum number of fields: 75
- · Maximum record size: unlimited
- · Maximum number of indexes: 100
- Maximum number of databases: unlimited

#### Searching

- · Field specific
- Keyword
- · Word stem
- Phrase
- Proximity (within and preceded by)
- · Nested Boolean (AND, OR, NOT)
- Comparisons (<, <=, >, >=, =)
- Ranges
- · Unindexed fields
- Ignore leading articles and stop words
- Save and reuse search strategies

#### Image display, print, and navigation

- · Zoom in and out
- Rotate in 90-degree increments
- Scroll within page
- Jump to page
- · View in thumbnail display
- Reverse video (white on black)
- Adjust contrast
- · Sort images by any field
- Print by:

- page

#### Data entry

- Validation options:
  - date
  - number
  - user-defined mask
  - look-up table
  - within range
  - entry required
  - unique entry required
  - non-repeating entry only
  - trailing text allowed
  - override allowed
- · Batch modify and delete
- Batch import to load or amend records
- Full screen editor with default fields

#### Database definition

- Add new fields without reloading database
- Change indexing without reloading database
- Field-level password protection (read, write)

#### Reporting

- To printer, screen, or file
- Columns and paragraphs with word-wrap
- Calculations with totals, counts,
   4-function arithmetic, and dates
- Conditionals at selected points within report
- Runtime literals
- Added text

Cartina

## System requirements DOS-compatible microcomputer:

- Operating system: DOS 3.0 or above
- Memory: Less than 500K conventional RAM
- Disk storage: Less than 1.2 Mb

#### Image requirements:

- · Black-and-white only
  - TIFF (Group IV recommended)
  - PCX

#### Printer:

- Hewlett Packard LaserJet series (LaserJet IV recommended)
- Some Canon, Epson, and IBM models also supported.

#### Display:

- EGA
- VGA

#### Network versions:

- DOS-compatible (3.1 or above)
- Number of users searching or modifying a database simultaneously: limited by license only

## Commonly asked questions about imaging

How do I create images?

You can purchase a scanner or use an imaging service bureau. Like most hardware products, scanners are available at a variety of price and performance points. Manufacturers include Hewlett Packard, Fujitsu, Canon, and others. Scanning software is usually bundled with a scanner, but you can also purchase off-the-shelf software if appropriate.

What's the difference between image scanning and OCR?

Image scanning and OCR (optical character recognition) both rely on a scanner and scanning software to capture information. With OCR, however, the final product is an ASCII file, similar to a word processing file, that contains the full text of the document. With image scanning, the final product is a "picture" of the document itself. One of the unique aspects of INMAGIC Plus is that you can take advantage of both technologies. You can find a document by searching within the full text of the document (captured through OCR) and then view an image of the document (captured through image scanning).

What image file format is required for the image version of INMAGIC Plus? INMAGIC Plus uses the TIFF image format. The TIFF format was first developed for use with facsimile technology and has emerged as the de facto standard for black and white images. TIFF images are based on the CCITT specification. The CCITT specified several "Groups" for TIFF images. These groups provide various levels of compression. INMAGIC Plus supports Group III and IV compression. Inmagic Inc recommends Group IV compression because it is the most compressed of these formats and therefore

is a concern, and you only want to display (not print) images 200, 150 or 75 dpi will probably suffice. The lower the resolution, the smaller the file size of the image.

How big are images and where can I store them?

Image files can be quite large. For example, an 8.5 x 11-inch memorandum scanned at 200 dpi requires approximately 30K after compression. The size of image files varies according to the input resolution (75 to 300 dpi) as well as the density of the information on the document. Because the files are large, they can fill up a hard disk very quickly. Larger image databases may warrant the use of optical storage, such as CD-ROM.

One CD-ROM can hold up to 650 megabytes of information (thousands of images). If you need to store a large number of images (100,000 or more), an optical jukebox might be appropriate. An optical jukebox can contain multiple CD-ROMs and thus provides storage for very large image databases.

In addition, other optical media such as WORM (Write-Once-Read-Many) or Read-Write-Optical platters can be used for storage. You will need to determine your application needs before making a choice for your image storage.

How are my images linked to my database? Images are linked to an INMAGIC Plus database by adding the names of image files to a designated field within database records. Once this process has occurred, the software automatically handles image display, navigation, printing, etc.

How do I add the names of the image files to

ASCII "add" file that will link your images to your database. This makes building your database very easy and quick.

2. You can manually type image file names into existing database records.

Note, at any time you can continue to add other information (such as Date, Type of Document, Author, etc) to your database. This can be done before your images are scanned or after.

How do I display my images?

After a search, you can display images with the press of a command key. Some image systems require high-end graphics monitors and image decompression boards. Because INMAGIC Plus works with standard EGA and VGA monitors and the TIFF image format, you do not need special monitors or decompression boards for image display.

How do I print my images?

Printing images can be slow. This is because decompressed images are very large, often 300 to 800K. You can greatly accelerate printing by using an HP LaserJet IV. Designed specifically to handle images, the HP IV can print 300 dpi images at a rate of six to seven pages per minute.

Can I run the image version of INMAGIC Plus on a network?

Yes, DOS-compatible networks such as Novell, Banyan, and Lantastic are supported.

How do I find out more?

You can contact an INMAGIC dealer or call Inmagic Inc directly at 617-661-8124.

INMAGIC is a registered trademark and Plus is a trademark of Inmagic Inc. Banyan, Canon, Fujitsu, Hewlett Packard, Lantastic, Laserlet, and Novell are

Table 1
Total Integrated System Installations by Type of Library

Large Systems	Public	Academic	Special	Gov't	TOTAL
BASIS see TECHLIBplus					
BEST-SELLER'	11	2	3	16	32
BiblioTech			2		2
BuCAT	1	14			15
CLSI LIBS 1005	3	3			6
Data Research - Atlas <sup>2</sup>	3	3			6
- LBPH			1		1
DOBIS/LIBIS <sup>3, 5</sup>	1	4		2	7
Dynix²	44	2	2	4	52
Geac - ADVANCE	. 1 .				1
- GLIS	17	10		2	29
INLEX/3000	6	. 2	1.		9
INMAGIC			1	. 1	2
INNOPAC	1 ·	4	2 :	× 6.	13
MINISIS	2		2	11	15
multiLIS <sup>2</sup>	67	. 26	3	4	100
NOTIS	100	2 7	(		7
PALS	1	-1			2
Sydney <sup>2, 4</sup>		~ 2 %	4	11	17
T/Series 50 <sup>s</sup>	22.2	1			1
TECHLIBplus <sup>5</sup>		1	9	2 .	12
ULISYS	3	1 :			4
UNICORN		1.5		\$-755 6 6 741 2 4	1
VTLS	1.5				1
TOTAL	- 162	84	30 -	59	335

- <sup>1</sup> Includes 9 shared CPU/software installations with separate licences.
- <sup>2</sup> Includes additional pre-1991 systems not reported in past.
- Includes official IBM version plus versions of DOBIS developed by College BiblioCentre and the National Library of Canada.
- Unreliable data as installations cannot be verified.
- 5 Taken from prior surveys.

PC-Based Systems	Public	Academic	Special	Gov't	TOTAL
The Assistant	.,		1		1
BEST-SELLER <sup>1</sup>			5	5	10
BIBLIOTRAC	* 5 1	. 1	2		3
Columbia Library System <sup>2</sup>	27	19	29	6	81
Data Trek	3 .	3	13	9	28
DAVEXPC	4	4	7	12	27
DAVEXPLUS			8	- 3.	11
EdiBase <sup>3</sup>	1	- 31 -	75	111	217
The Eloquent Librarian	. 1 ÷	2	40	. 20	63
The Information Navigator	<u> </u>	2.00	2	2	4
INMAGIC <sup>4</sup>	- 18	112	830	370	1330
LEXIFILE*	750	1.	1		2
The Library Corporation	\$1 £			+ .	1 .
LibraryWorks <sup>4</sup>		4.7	8	1	- 9

over 90 percent of all BuCAT systems are in Western college libraries. Dynix is strong in public libraries in Ontario and the West, reflecting the location of its offices. MultiLIS is mostly installed in public and academic libraries in Quebec and Ontario, and Geac has traditionally been strong in public and academic libraries in Ontario (both again reflecting the location of marketing staff). Minisis has appealed most strongly to government libraries in Ontario.

The West accounts for over a quarter of the total large library systems, Quebec also for over a quarter of the total, and Ontario for over 40 percent. The Atlantic provinces now represent 3 percent of all the installations.

#### Déjà vu for 1991 PC market

There was very little shift in the PC library system positioning from last year (see Figure 3). INMAGIC again reported an amazing number of installations, 305, for two-thirds of the market share (an increase of 2 percent). It has to be noted that as the vendor of INMAGIC did not submit a client list, the number of INMAGIC installations cannot be verified. An added fact is that the number of library systems it reported is based on the assumption that 80 percent of its sales are to libraries. Also worth keeping in mind is that some organizations have multiple licenses for INMAGIC rather than the network version.

Although the vendor of EDIBASE provided a list of 1991 clients, it is not possible to determine if the system was installed in a library or in some other part of the organization. Moreover, a complete client list has not been provided. On the basis that EDIBASE had 78 installations during 1991, it took 17 percent of the market — a

## INMAGIC® Plus™

Textbase software for micro- and mini-computers

#### System Requirements

- DOS, DEC VAX and Micro VAX compatible
- Network versions: DOS-compatible

#### Database Information

- Variable length fields
- Repeating fields
- No records size limit
- No limit to number of databases
- Maximum 75 fields
- Maximum 100 indexes
- Image version available

#### Database Definition

- Change indexing without reloading database
- Password protect fields (read, write)
- Data validation
- Screen search prompts

#### Data Entry & Editing

- Data validation options
- Pop-up pick lists
- Batch modify and delete
- Full screen editor
- Data entry defaults
- Edit from formatted displays
- Paste information from other records

#### Sorting

- Five sort levels
- Multi-field interfilling
- Ascending and descending order

#### Reporting

- To printer, screen or file
- Word wrap
- Calculations
- Conditionals
- Added text
- Automatic punctuation
- Arabic or Roman numerals
- User-defined page length
- User-prompted questions

#### Searching

- Menu-driven or command mode
- Keyword
- Word Stem
- Phrase
- Proximity
- Boolean (AND, OR, NOT) & nested logic
- Comparisions (<, >, >=, <=, =)
- Ranges
- Unindexed field searching
- Save and reuse strategy
- Index browsing
- Customized search prompt screens

#### Utilities

- Import from ASCII
- Export to ASCII
- Maintain a usage log
- Print or write data structures to file
- database backup

## INMAGIC Software A Select Canadian Client List

IBM Canada

Nova Scotia Dept. of the Environment

CBC Record Library

Crown Life Assurance Company H.A. Simons International Ltd.

Asia Pacific Foundation University of Calgary

CanTox Mutual Life

Montreal General Hospital Carswell Legal Publications

Canada Development Corporation

Ontario Ministry of the Attorney General

Domtar

Transport Canada Clarkson Gordon Price Waterhouse

Peat Marwick & Partners

Laval University Parks Canada

Royal Military College Ontario Bible College Foster Research

Ontario Hydro

Dene Nation Library and Archives Greater Vancouver Library Federation

Hay Management Consultants

Davies, Ward & Beck McMillan Binch

Uniroyal Chemical Ltd. Albright & Wilson

Southam Communications Ltd.

Goodman & Carr

Insurance Bureau of Canada Alberta Energy Company

Johnson & Johnson

Nova Husky Deloitte & Touche

Forintek Canada Corporation

Toronto, ON

Halifax, NS Toronto, ON

Toronto, ON

Vancouver, BC

Vancouver, BC

Calgary, AB

Oakville, ON

Kitchener, ON

Montreal, PQ

Toronto, ON

Toronto, ON

Toronto, ON

Montreal, PQ

Winnipeg, MB

Calgary, AB

Toronto, ON

Calgary, AB

Quebec City, PQ

Louisbourg, NS

Kingston, ON

Willowdale, ON

Calgary, AB

Toronto, ON

Yellowknife, NT

Vancouver, BC

Toronto, ON

Toronto, ON

Toronto, ON

Elmira, ON

Mississauga, ON

Don Mills, ON

Toronto, ON

Toronto, ON

Edmonton, AB

Guelph, ON Calgary, AB

Toronto, ON



## M.E. PHIPPS & ASSOCIATES INC.

#### LIBRARY AND INFORMATION CONSULTANTS

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#### **INMAGIC Plus for Libraries**

Vendor:

Inmagic, Inc.

2067 Massachusetts Avenue

Cambridge, Massachusetts 02140 (617) 661-8124; (617) 661-6901 Fax

Demo Available:

Yes

Version:

1.0

Number of Customers: Modules & Prices: 6,000+ (10,000+ end users)

INMAGIC Plus for Libraries, \$1,400; SearchMAGIC (search-only online catalog), \$395; MARC Adaptor (for download of MARC records), \$125; MULTI Adaptor

(for download of online search records), \$175.

Quantity discounts available

#### PRODUCT REQUIREMENTS

Micro:

IBM PC or compatible with minimum 640K RAM

Operating System:

PC/MS-DOS 3.0+ C. Fortran

Language: LANs Supported:

Novell and other DOS-based LANs

#### LTR REPORT CARD

Poor Fair Good Excellent
0 1 2 3 4 5 6 7 8 9 10

Features
Data Storage
Performance
Ease of Use
Documentation
Customer Support

6 6 7 16 8 8

Overall Rating

maintaining text databases. It provides an upgrade program for the more than 6,000 customers of the older INMAGIC (Release 7.2).

From the moment the manuals are reviewed until the software has been loaded and the user is looking at the screen, it is very clear that INMAGIC Plus is not a typical automated library system. It has been designed to be a general purpose text management tool with additional capabilities built around it for a library.

A customer can establish multiple databases using a database design tool to create the data structure. The data structure establishes what fields are found in each record within the database. In addition, the library can control access to the various databases using passwords.

The data itself are stored in a separate file. Records can be imported into the database or they can be manually entered one by one. The software allows a library to build in consistency and validity checking to ensure that a high quality database is built and maintained.

INMAGIC Plus screens are designed so that the bottom of every screen presents the menu options, e.g., open database, define, utilities, help, and quit. The user can move to any option by pressing the first letter of the word or by using the arrow keys. In some cases INMAGIC Plus provides options in the form of function keys. Messages on the bottom line reveal what action will result when the highlighted option is selected.

#### Online Catalog

The search screen is simple to use with five search options presented to the user: subject, date, title, abstract, names. The cursor is placed immediately to the right of the first prompt. After the search request has been entered, the system identifies the number of records found. The user must then request the display of these records. If too many records have been retrieved, the search can be modified.

A single line or brief display of the record is provided to assist the user in selecting a record for further display. If no record format is specified, INMAGIC Plus displays the complete record with the different elements labeled. The search argument (word or words) is highlighted in the display of the record. (See figure 3.)

The user can specify boolean AND, OR, and NOT search terms, but must enter the characters "&, /, &-" for the boolean AND, OR, and NOT, respectively. Truncation and proximity searching are available when a

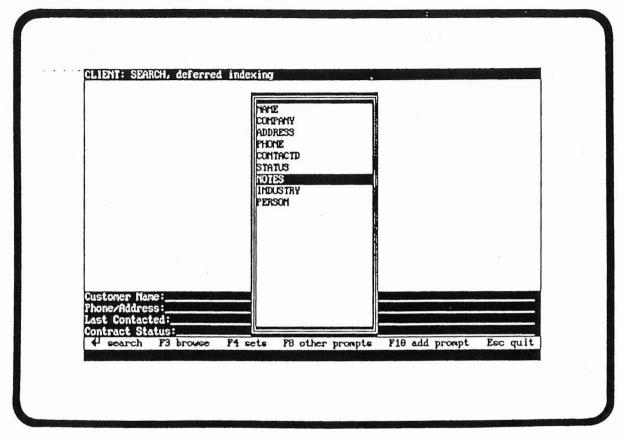
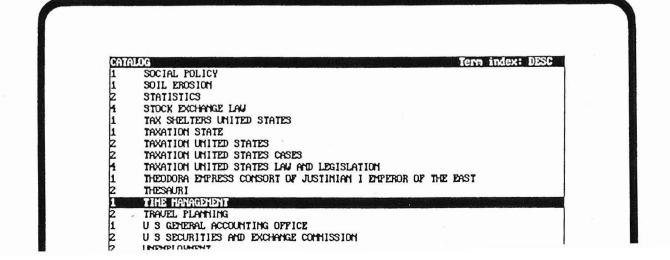


Fig. 1. Search entry screen-online catalog



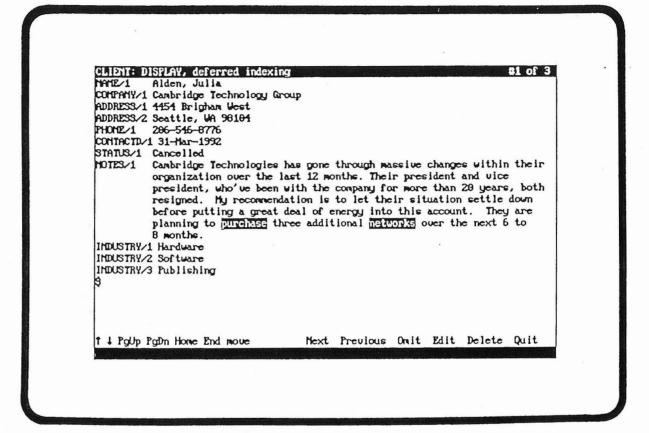


Fig. 3. Bibliographic record display-online catalog

	ORDER REQUEST
TO: Baker & Taylor	FROM: Information Center Any Company, Inc.
ORDER NUMBER: 1105-92	15 Central St.
ORDER DATE : D∞ 22,1992	Anytown, State 11222 123-555-6666
Supplier	
HUMBER TITLE	COPIES PRICE TOTAL

It is also possible to browse a list of index entries if a precise search argument is not known.

INMAGIC Plus for Libraries provides a number of predefined reports. These include book catalogs, research reports and bibliographies, catalog cards, labels, authority lists, and validation look-up files.

One of the real strengths of this product is a very flexible Report Writer, which allows the user to specify that existing predefined reports be run or that user-specified reports be created and printed.

#### Order Management

Typically the library establishes two files for Order Management or Acquisitions: supplier file and order file. INMAGIC Plus for Libraries supplies a default or suggested data structure for both these files but they can be altered to fit a local library's needs. Bibliographic information for an order file can be downloaded from an online search service or from a bookseller. The MARC adaptor will convert records from the MARC format to the INMAGIC format.

Funds accounting is not provided with the system although it is possible to track expenditures by fund or account number. Order information is entered into the order file and the orders are printed on demand. Orders and other Order Management activities can be sorted, e.g., by supplier, prior to printing.

The predefined Order Management Reports include management tools, e.g., acquisitions list, master list of orders, etc.; ordering and claiming, order financial reports, and validation look-up files. Note that the report can be displayed on the screen or queued to a printer.

As items are received, their status is changed and the records can then be subsequently deleted (or written to a file for subsequent analysis and then deleted).

#### Serials Management

The library can adopt a centralized approach to Serials Management by using the order database or using a separate Serials Management database. Inmagic supplies a default Serials Management data structure which can be used as is or altered by the customer library. The library may download MARC data or Ebsco holdings and ASCII invoice data to create a serials database.

simultaneously. As each issue is checked in, the routing information is displayed and a route slip may be printed in one of several formats. Missing issues can be claimed.

The predefined reports include the route lists options and reports pertaining to route lists and claiming.

#### Loan Management

The library can use INMAGIC Plus to manage the loan of materials. Two databases are provided by Inmagic—loans and borrower databases. The library may use barcodes if they choose to do so.

While the system manages loans, it does not provide for recall, reserves, Reserve Book Room, and other loan management activities normally found in an automated library system.

The predefined Loan Management reports include asking a borrower to return a book, listing titles out on loan, sending overdue reminders, asking a borrower if an item is still needed, and informing a borrower that a desired item is now in the library.

#### DATA STORAGE

INMAGIC Plus does not limit the size of a field or the record. Records may be repeated. The library is able to define what fields are used to create what indexes and how many indexes are created for each record. Thus, the customer has great flexibility in how and what data are stored.

While MARC records can be imported into INMAGIC Plus for Libraries, they are not stored nor can they be output. Thus, fixed fields, indicators, and subfield information are not preserved within INMAGIC Plus.

Data stored in the INMAGIC Plus for Libraries system

Data Element	Field Length (No. of characters)	Data Element	Field Length (No. of characters)
Bibliographic &	varies,	Order Record	varies,
Item Record	library-defined		library-defined

#### EASE OF USE

The combination of the menu bar at the bottom of the screen, with either word or function key options, and the option to use commands to move about when searching makes using INMAGIC Plus easy. When there are several choices, as when choosing a database, a window opens up in the center of the screen and the user can use the arrow keys to move quickly to find what is desired.

The information on the screens is displayed in a straight-forward manner and is easy to read. However, when displaying a complete record, the field label is repeated when the field contents are repeated, e.g., subject. This makes the screen more cluttered than need be.

Requiring the user to remember the use codes, i.e., &, / &-, when conducting a boolean search is difficult to understand.

It was not clear from the system or user manuals how to move from INMAGIC Plus to the various library-related functions, e.g., ordering, serials check-in, etc. This required a call to Inmagic for assistance.

In addition, INMAGIC Plus for Libraries is much more paperoriented, i.e., the availability and variety of standard reports, than the majority of other systems included in this series of reviews. Whether this is bad or good will depend upon the needs of the library.

#### DOCUMENTATION

One of the strengths of this product is the extensiveness and high quality of users' manuals. All of the manuals are bound,  $9" \times 7-3/4"$  and fit neatly into an attractive box. The manuals include:

- INMAGIC Plus User's Manual. 542-page, two-color manual complete with table of contents, index, glossary, and a comprehensive list of error messages
- INMAGIC Plus Command Reference. 112-page, two-color manual providing a description and example of each command
- INMAGIC Plus Installation Booklet. 24-page
- INMAGIC Plus Library Guide. 492-page, single color manual with a table of contents and index

#### **CUSTOMER SUPPORT**

A toll-free telephone number for support is not provided. The cost of support on an annual basis is \$300. Two calls for support were handled in a timely and professional manner.

A quarterly newsletter, *Inmagic News*, is published. Approximately 40 users' groups are active around the world.

#### APPLICABILITY '

INMAGIC Plus for Libraries is clearly designed for generalized text management applications. The additional functionality provided for libraries makes this product appealing to special, corporate, and government libraries.

#### **OVERALL ASSESSMENT**

INMAGIC Plus for Libraries is an easy-to-use generalized text management product that has additional functionality provided to make it appealing to special and government libraries. The strength of the product—its flexibility—also makes it necessary for users to perform a variety of activities, even repetitive activities, as for example, remembering to enter codes when doing a boolean search.

INMAGIC Plus receives high marks for ease of use and its documentation, but some libraries will find the product lacking some of the automatic features taken for granted in other automated library systems such as recalls, reserves, Reserve Book Room, and other loan management activities.

#### Internet

#### What is Internet?

- \* the hub of global networks
- \* provides high-speed electronic links for people in educational, government, and commercial establishment
- \* consists of 45,000 networks and counts 20 million users internationally
- \* increases in use at 15 percent per month
- \* a tool for communications and research
- \* a cost-effective way to share information and ideas

#### What can I benefit from Internet?

- \* exchange information and ideas with researchers electronically
- \* join online discussion groups or create one of your own
- \* keep up with the latest development in your research field
- \* search library catalogues, data bases and software libraries worldwide
- \* transmit your data at very high speed and low cost
- \* access free journals, books, documents, software, etc.
- \* log on to a remote computer for various purposes
- \* ask questions and get help from people in your neighbourhood or thousands of miles away

#### What do I need to connect to Internet?

\* a personal computer

#### Some groups already online:

#### Environmental

: from all

s lations ntal projects

l economics ergy

t the

liberties

1 Africa

policies, the

on any

xd d lrd Greenpeace
Friends of the Earth
Canadian Environmental Network
Pollution Probe
Sierra Club
World Wildlife Fund

#### Peace

Beyond War

Canadian Institute for International Peace and
Security

Peace Magazine

North Atlantic Peace Organization

Canadian Voice of Women for Peace

Veterans Against Nuclear Arms

#### Human Rights

Amnesty International
Anti-Apartheid Network
Jesuit Centre for Social Faith and Justice
Human Rights Watch
Central American Resource Network

#### International Development

International Development Research Centre Canadian Council for International Cooperation Institute of Cultural Affairs CERLAC Oxfam

#### And others...

Permaculture International Social Investment Organization Unitarian Church Council United Nations Association Non-profits are Communicating with Canada's Non-profit Communications Network



"Communication and Information for a Better World"

Web, a service of

Niry Community Resource Centre
401 Richmond St. W., Suite 104
Toronto, Ontario
M5V 3A8
tel: (416) 596-0212
fax: (416) 596-1374

### what Web can do for you...

#### Communication

Web can connect you like no other system.

Electronic mail and file transfer

You can reach over 5 million other people via Web.

Computer conferences

You can join over 750 public discussion forums or set up a private one to suit your needs.

Connections to other networks

APC Networks — sharing conferences and e-mall with Web's 'sister' networks around the globe.

Research networks — links to major academic networks like Bimet, with 2100 sites worldwide.

Commercial networks — e-mail connections to dozens of systems, including fax and telex.

#### Information

Web is a constantly growing, user-created database.

#### Conferences

Web has over 3 years worth of accumulated information on hundreds of topics:

- > environment
- > peace
- > human rights
- > international development
- > social concerns

#### News

Web offers the latest in news reports from people involved in the events all over the planet.

#### Contacts Database

Listings of thousands of concerned activists and groups are available online.

### for so little cost...

Web can save you money through reductions in postal, telephone, and travel expenses. Web provides more for less...

Web has two basic rates:

#### Individuals and non-profit groups

Membership fee

\$25 (one-time)

Subscription

\$180/year (\$120/year if income is below \$30,000)

System usage.

\$6.00/hour with 2

hours/month free

Datapac connection \$7.70/hour

#### Public (government) and private sectors

Membership fee

\$40 (one-time)

Subscription

\$270/year

Connect charge

\$19/hour (includes Datapac)

"Web is my one-stop information source for breaking environmental stories and background information. The Web is high-powered networking made easy and affordable."

- Peter Ronald, Environmental News Service

"ReSysToM is a non-profit organization working with Third World partners. We use Web all the time and find it indispensible:"

- Bruce Girard, Resystom

m-profit
the non-profit
formation

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receiving your

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around the world.

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## **INMAGIC** Database Program

### **SAMPLE REPORT FORMATS**

for

Library, archival & document records

T.A.R.R. Centre of Manitoba

Union of B.C. Indian Chiefs

#### T.A.R.R. Centre

#### Example of full-format catalog records as they are displayed to anyone searching the INMAGIC Database for maps

#### TARR CENTRE OPAC display:

1. Location: MAIN Y20 .132 .L2 c.1-2

Title: Land capability for wildlife--ungulates: Cross Lake 63 I,

Norway House 63 H = Possibilités des terres pour la faune--ongulés : Cross Lake 63 I, Norway House 63 H

Author(s): Canada. Lands Directorate. Canada Land Inventory Corpname(s): Canada. Lands Directorate. Canada Land Inventory

Environment Canada

MATH-DATA: Scale 1:250,000

Publisher: Ottawa: Environment Canada

Date: 1975 Description: 1 map.

Library has: c.1-2

Subjects: 1. Land capabilities. 2. Wildlife management.

3. Ungulata. 4. Land use. 5. Cross Lake (Man.). 6. Norway House (Man.). 7. Maps. 8. Manitoba.

9. Canada.

2. Location: MAIN Y20 .132 .L25

Title: Land capability for forestry: Cross Lake 63 I, Norway

House 63 H = Possibilités des terres pour la forêt : Cross

Lake 63 I, Norway House 63 H

Author(s): Canada Lands Directorate. Canada Land Inventory Corpname(s): Canada. Lands Directorate. Canada Land Inventory

Environment Canada

MATH-DATA: Scale 1:250,000

Publisher: Ottawa: Environment Canada

Date: 1975

Description: 1 map.

Subjects: 1. Land capabilities. 2. Forests and forestry. 3. Cross

Lake (Man.). 4. Norway House (Man.). 5. Maps.

6. Manitoba. 7. Canada.

Location: MAIN Y20 .132 .L3 3.

Title: Land capability for wildlife -- waterfowl : Cross Lake 63 I =

Possibilités des terres pour la faune--sauvagine : Cross

Lake 63 I

Author(s): Canada. Lands Directorate. Canada Land Inventory

Corpname(s): Canada. Lands Directorate. Canada Land Inventory

Environment Canada

MATH-DATA: Scale 1:250,000

#### T.A.R.R. Centre

## Example of a subject BIBLIOGRAPHY format generated from the INMAGIC database

#### Bibliography

Page 1

- Assembly of First Nations. ABORIGINAL AND TREATY RIGHTS TO EDUCATION: TOWARDS A VISION OF OUR FUTURE. Ottawa: Education Secretariat, Assembly of First Nations, 1991.
- Barman, Jean, ed.; Hébert, Yvonne, ed.; McCaskill, Don, ed. INDIAN EDUCATION IN CANADA: VOLUME 1: THE LEGACY. Vancouver: University of British Columbia Press, 1986.
- Barman, Jean, ed.; Hébert, Yvonne, ed.; McCaskill, Don, ed. INDIAN EDUCATION IN CANADA: VOLUME 2: THE CHALLENGE. Vancouver: University of British Columbia Press, 1987.
- Canada. Parliament. House of Commons. Standing Committee on Aboriginal Affairs. "YOU TOOK MY TALK": ABORIGINAL LITERACY AND EMPOWERMENT: FOURTH REPORT OF THE STANDING COMMITTEE ON ABORIGINAL AFFAIRS. [Ottawa]: The Committee, 1990.
- Dominion Bureau of Statistics. A GRAPHIC PRESENTATION OF CANADIAN EDUCATION. Ottawa: Queen's Printer and Controller of Stationery, 1961.
- Federation of Saskatchewan Indians. LOCAL CONTROL OF INDIAN EDUCATION IN CANADA. 1975.
- Haig-Brown, Celia. RESISTANCE AND RENEWAL: SURVIVING THE INDIAN RESIDENTIAL SCHOOL. Vancouver: Tillacum Library, 1989.
- Mackie, Campbell; Manry, Cynthia. POST-SECONDARY EDUCATION IN NORTHERN MANITOBA: AN ENGINE FOR ECONOMIC GROWTH. Thompson, Man.: Northern Manitoba Economic Development Commission, 1993.

#### Union of B.C. Indian Chiefs Resource Centre

## Example of full-format catalog records as they are displayed to anyone searching our INMAGIC database

Page 1

Ap con nat 1994 c.1 CONSOLIDATED NATIVE LAW STATUTES, REGULATIONS AND TREATIES. -- Scarborough, Ontario: Carswell, 1993.

440 pages.

1. Treaties - Canada. 2. First Nations - Canada - Law. 3. Statutes and/or regulations . 4. Royal Proclamation of 1763. 5. Indian Act. 6. Constitution Act, 1867. 7. Constitution Act, 1982.

Includes Index; and, Table of Contents.

LOCATION: RESOURCE CENTRE

Ap CONSOLID con nat TREATIES. 1994 c.2 440 pages.

CONSOLIDATED NATIVE LAW STATUTES, REGULATIONS AND TREATIES. -- Scarborough, Ontario: Carswell, 1993.

1. Treaties - Canada. 2. First Nations - Canada - Law. 3. Statutes and/or regulations . 4. Royal Proclamation of 1763. 5. Indian Act. 6. Constitution Act, 1867. 7. Constitution Act, 1982.

Includes Index; and, Table of Contents.

LOCATION: MILLIE POPLAR'S DESK

Mbxg DEL QUE rea jud 1991 DELGAMUUK VS. THE QUEEN: REASONS FOR JUDGEMENT OF THE HONOURABLE CHIEF JUSTICE ALLAN MCEACHERN IN THE SUPREME COURT OF BRITISH COLUMBIA, MARCH 8, 1991.

-- Smithers, B.C.: Supreme Court of British Columbia, 1991.

#### Union of B.C. Indian Chiefs Resource Centre

## Example of brief-format catalog records as they are displayed to anyone searching our INMAGIC database by subject

#### NUXALK NATION

THE BELLA COOLA INDIANS. / McIlwraith, Thomas Forsyth. -- Toronto: University of Toronto Press, 1948, Reissued 1992.

Bg MCI THO bel coo 1948 V.1

THE BELLA COOLA INDIANS. / McIlwraith, Thomas Forsyth. -- Toronto: University of Toronto Press, 1948, Reissued 1992.

Bg MCI THO bel coo 1948 V.2

OJIBWAY SEE ANISHNABWE.

PAUL, PHILLIP

BROTHERHOOD TO NATIONHOOD: GEORGE MANUEL AND THE MAKING OF THE MODERN INDIAN MOVEMENT. / McFarlane, Peter. -- Toronto: Between The Lines, 1993.

Ys MCF PET bro nat 1993 c.1-10

PAULL, ANDREW SEE PAULL, ANDY

PAULL, ANDY

BROTHERHOOD TO NATIONHOOD: GEORGE MANUEL AND THE MAKING OF THE MODERN INDIAN MOVEMENT. / McFarlane, Peter. -- Toronto: Between The Lines, 1993.

Ys MCF PET bro nat 1993 c.1-10

THE FOURTH WORLD.: An Indian reality. / Manuel, George and Michael Posluns. -- Don Mills, Ontario: Collier-Macmillan, 1974.

### INMAGIC Database Program

## SAMPLE DATA STRUCTURE & REPORT FORMATS

for

Claims research tracking & management

Union of B.C. Indian Chiefs

Define Data Structure

Name of structure: UBCIC

Description line (optional): Specific Claims Research Record Record ID field(s): REF\_NO Order key field(s): BAND REF\_NO

Mey Licia,	37. DE	7111	ILLI IIO	
NAME	INDEX		SORT	<b>EMPHASIS</b>
REF NO	$\mathbf{T}$		2	1
BAND	Y		9	1
DESCRIPT	Y NOI		9	1
BASIS	$\mathbf{T}$		2	1
*	$\mathbf{T}$		9	1
SUBJECT	Y	1	9	1
*	$\mathbf{T}$		4	1
*	$\mathbf{T}$	6	4	1
INDEPTH	T		4	1
LEGAL	${f T}$		4	1
WRITING	$\mathbf{T}$		4	1
TO_BAND	$\mathbf{T}$	-	4	1
TO_GOVT	${f T}$	19	4	1
TO_ADMIN	T		4	1
CLARIFIC	CATION	T ·	4	1
VALIDATE	ED T		4	1
SETTLED	${f T}$		4	1
STATUS	${f T}$	1	9	1
*	Y		4	1
*	Y		9	1
PAST_YR	Y	!	9	1
NEXT_YR	Y		9	1
	NAME REF_NO BAND DESCRIPT BASIS * SUBJECT * * INDEPTH LEGAL WRITING TO_BAND TO_GOVT TO_ADMIN CLARIFIC VALIDATE SETTLED STATUS * * PAST_YR	NAME INDEX REF_NO T BAND Y DESCRIPTION Y BASIS T * T SUBJECT Y * T INDEPTH T LEGAL T WRITING T TO_BAND T TO_BAND T TO_ADMIN T CLARIFICATION VALIDATED T SETTLED T STATUS T * Y PAST_YR Y	NAME INDEX REF_NO T BAND Y DESCRIPTION Y BASIS T * T SUBJECT Y * T INDEPTH T LEGAL T WRITING T TO_BAND T TO_BAND T TO_ADMIN T CLARIFICATION T VALIDATED T SETTLED T STATUS T * Y PAST_YR Y	REF_NO T 2 BAND Y 9 DESCRIPTION Y 9 BASIS T 2 * T 9 SUBJECT Y 9 * T 4 * T 4 INDEPTH T 4 LEGAL T 4 WRITING T 4 TO_BAND T 4 TO_BAND T 4 TO_ADMIN T 4 CLARIFICATION T 4 VALIDATED T 4 SETTLED T 4 STATUS T 9 * Y 9 PAST_YR Y 9

Stop words: A AN AND BY FOR FROM IN OF ON THE TO WITH Leading articles: THE A AN

#### NOTE:

If this data structure looks familiar, that's because it is partially based on the Research Funding Division's former "Claims Resolution Charts" !

Create/Edit Record in Database INMAGIC\RESEARCH\CLAIMS

```
REF NO
            071
BAND/1
DESCRIPTION/1
                Alienation of reserved graveyard - Lot 118.
BASIS/1
NEW/1
            Yes
SUBJECT/1
            Reserved graveyard
SUBJECT/2
            Burial site
            Reserve establishment
SUBJECT/3
SUBJECT/4
            Reserve cut-off
BCR/1
            5 November 1981
BCR/2
            12 December 1992
START/1
            11/81
INDEPTH/1
            01/84
LEGAL/1
            06/87
WRITING/1
            01/93
TO BAND/1
            09/93
TO GOVT/1
            11/93
TO ADMIN/1
CLARIFICATION/1
                  2/94
VALIDATED/1
SETTLED/1
STATUS/1
            ACTIVE;
STATUS/2
            Govt;
            Jan. 93, NOTE: Claim emerged from research on 071X-5XX. DHG.
LOG/1
LOG/2
            23 Nov. 92, Memo from LCR re. follow-up research for graveyard
            claim. DHG.
            24 July 93, Follow-up documents gathered by CM and DH; forwarded to
LOG/3
            LCR on July 22. DHG.
IR/1
            Graveyard - Lot 118
            Writing of claim; claim submitted to band; claim submitted to SCB.
PAST YR/1
NEXT YR/1
            Supplementary research/legal analysis for clarification with SCB.
```

#### Define Search Prompts

Search prompt file: INMAGIC\RESEARCH\CLAIMS

Data structure: UBCIC Display format: DISPLAY

Search prompt/1 BAND: [BD]

Search prompt/2 SUBJECT: [SUBJ,DES,IR]

Search prompt/3 DATE TO BAND/GOVT/ADMIN: [TOBD, TOGOV, TOADM]

Search prompt/4 STATUS/PRIORITY: [STAT]

Search prompt/5 LOG: [LOG]
Search prompt/6 BCR: [BCR]

### DISPLAY Report Format

Page 1.

U.B.C.I.C. SPECIFIC CLAIMS RESEARCH: FILE SEARCH DISPLAY

Date: 02/20/94

SUBJECT SEARCH:

BAND

REF\_NO

IR: IR

DESCRIPTION

#### Define Report Format

```
Name of format: INMAGIC\RESEARCH\DISPLAY
Name of data structure: UBCIC
Date created: 05/03/93 15:24:28
Date last modified: 02/20/94 11:56:59
A. PAGE DEFINITION
Physical page length (number of lines): 60
Top header margin (number of lines): 8
Bottom footer margin (number of lines): 4
Maximum page width (number of characters): 75
Number of blank lines between records: 2
Break record across pages if needed (Y/N): N
Print underline characters as spaces (Y/N): N
Pause between pages (Y/N): N
B. USER QUESTION DEFINITIONS
Type a name for the user response, followed by the question.
B/1
C. CALCULATION DEFINITIONS
Type a name for the result, followed by the calculation.
C/1
D. PAGE LAYOUT
Type specifications for the page.
D/1
      '^027E', LINE 1, COLUMN 1 - 75, ONLY REPBOT
D/2
      @PAGE, LINE 1, COLUMN 68 - 75, BEGIN 'Page ', END PUNCT '.'
D/3
      'U.B.C.I.C. SPECIFIC CLAIMS RESEARCH: FILE SEARCH DISPLAY', LINE 2,
      COLUMN 20 - 60, JUSTIFY MIDDLE
      @DATE, LINE 4, COLUMN 6 - 26, BEGIN 'Date: '
D/4
      'SUBJECT SEARCH: ', LINE 6, COLUMN 20 - 60
D/5
D/6
                                           ', LINE 7, COLUMN 5 - 75
D/7
                                            ', LINE 7, COLUMN 40 - 75
E. RECORD LAYOUT
Type specifications for each record.
E/1
     BAND, LINE 1, COLUMN 10 - 30
E/2
     REF NO, LINE 1, COLUMN 35 - 45
E/3
     IR, LINE 1, COLUMN 50 - 75, BEGIN 'IR: '
E/4
     DESCRIPTION, LINE + 1, COLUMN 15 - 75
```

Page 1.

#### U.B.C.I.C. SPECIFIC CLAIMS RESEARCH: FILE SEARCH DISPLAY

Date: 02/20/94

SUBJECT SEARCH: Roads, ACTIVE

070 IR: 3, 3A Alienation of road R/Ws, IRs 3 and 3A 070 IR: 1, 2, Alienation of road R/Ws, IRs 1-2, 071 IR: 1 Alienation of road R/Ws, IR 1 068 IR: All Alienation of road R/Ws, all IRs IR: 1 Alienation of road R/Ws, IR 1 061 IR: 1 Cut-off of road and telegraph R/W, IR 1 IR: 5, Alienation of road R/W, IR 5 IR: All Alienation of road R/Ws, all IRs 068 IR: 1 Improper taking of road R/W, IR 1

059

Alienation of road R/Ws, all IRs

IR: All

CLAIMS RESEARCH: WORK SUMMARY

Date: 02/20/94

BAND

REF\_NO

IR: IR

DESCRIPTION

BCR: BCR

NEW?: NEW

RESEARCH BEGUN: START

INDEPTH RESEARCH BEGUN: INDEPTH

SUBMITTED TO BAND: TO\_BAND

SUBMITTED TO GOVT: TO\_GOVT

PRIORITY/STATUS: STATUS

\* \* \* RESEARCH WORK LOG \* \* \*

LOG

\* \* \*

#### Define Report Format

```
Name of format: INMAGIC\RESEARCH\WORKSUM
Name of data structure: INMAGIC\RESEARCH\UBCIC
Date created: 08/13/93 09:54:40
Date last modified: 02/20/94 11:52:40
A. PAGE DEFINITION
Physical page length (number of lines): 60
Top header margin (number of lines): 8
Bottom footer margin (number of lines): 6
Maximum page width (number of characters): 75
Number of blank lines between records: 2
Break record across pages if needed (Y/N): N
Print underline characters as spaces (Y/N): N
Pause between pages (Y/N): N
B. USER QUESTION DEFINITIONS
Type a name for the user response, followed by the question.
B/1
C. CALCULATION DEFINITIONS
Type a name for the result, followed by the calculation.
C/1
D. PAGE LAYOUT
Type specifications for the page.
D/1
      '^027E', LINE 1, COLUMN 1 - 75, ONLY REPBOT
      'UNION OF B.C. INDIAN CHIEFS', LINE 2, COLUMN 20 - 60, JUSTIFY MIDDLE
D/2
D/3
      'CLAIMS RESEARCH: WORK SUMMARY', LINE 4, COLUMN 20 - 60, JUSTIFY
      MIDDLE
D/4
      @DATE, LINE 6, COLUMN 6 - 26, BEGIN 'Date: '
                                           ', LINE 7, COLUMN 5 - 75
D/5
                                           ', LINE 7, COLUMN 40 - 75
D/6
E. RECORD LAYOUT
Type specifications for each record.
     BAND, LINE 2, COLUMN 10 - 30
E/1
     REF NO, LINE 2, COLUMN 35 - 45
E/2
     IR, LINE 2, COLUMN 50 - 75, BEGIN 'IR: '
E/3
E/4
     DESCRIPTION, LINE 4, COLUMN 20 - 75, INDENT -5
E/5
      BCR, LINE 7, COLUMN 10 - 25, BEGIN 'BCR: '
     NEW, LINE 7, COLUMN 50 - 75, BEGIN 'NEW?: '
E/6
E/7
      START, LINE 9, COLUMN 10 - 40, BEGIN 'RESEARCH BEGUN: '
E/8
      INDEPTH, LINE 9, COLUMN 45 - 75, BEGIN 'INDEPTH RESEARCH BEGUN: '
E/9
     TO BAND, LINE 11, COLUMN 10 - 35, BEGIN 'SUBMITTED TO BAND: '
     TO GOVT, LINE 11, COLUMN 45 - 75, BEGIN 'SUBMITTED TO GOVT: '
```

CLAIMS RESEARCH: WORK SUMMARY

Date: 02/20/94

071/--

IR: Graveyard - Lot 118

Alienation of reserved graveyard - Lot 118.

BCR: 5 November 1981

RESEARCH BEGUN: 11/81

NEW?: Yes

12 December 1992

INDEPTH RESEARCH BEGUN: 01/84

SUBMITTED TO BAND: 09/93

SUBMITTED TO GOVT: 11/93

PRIORITY/STATUS: ACTIVE ; Govt ;

\* \* \* RESEARCH WORK LOG \* \* \*

24 July 93, Follow-up documents gathered by CM and DH; forwarded to LCR on July 22. DHG.

\* \* \*

CLAIMS RESEARCH: WORK SUMMARY

Date: 02/20/94

anishimminaha)

071

IR: All

Alienation of road R/Ws, all IRs

BCR: 13 July 1992

RESEARCH BEGUN: 11/92

INDEPTH RESEARCH BEGUN: 07/93

PRIORITY/STATUS: INACTIVE ; ACTIVE ;

\* \* \* RESEARCH WORK LOG \* \* \*

Sept. 93, RESEARCH REPORT SUBMITTED. LO.

Sept. 93, All documents forwarded to Band's lawyer at request of Band. Research suspended. To be deleted from 94-95 workplan. DHG.

\* \* \*

Ref. No.	Band	Work to be carried out
REF NO	BAND	NEXT YR

Note: for use with

#### Define Report Format

```
Name of format: INMAGIC\RESEARCH\WEXTYEAR
Name of data structure: INMAGIC\RESEARCH\UBCIC
Date created: 01/11/94 23:36:15
Date last modified: 02/20/94 12:05:26
A. PAGE DEFINITION
Physical page length (number of lines): 60
Top header margin (number of lines): 8
Bottom footer margin (number of lines): 4
Maximum page width (number of characters): 75
Number of blank lines between records: 1
Break record across pages if needed (Y/N): N
Print underline characters as spaces (Y/N): N
Pause between pages (Y/N): N
B. USER QUESTION DEFINITIONS
Type a name for the user response, followed by the question.
B/1
C. CALCULATION DEFINITIONS
Type a name for the result, followed by the calculation.
C/1
D. PAGE LAYOUT
Type specifications for the page.
D/1
      '^027E', LINE 1, COLUMN 1 - 75, ONLY REPBOT
D/2
      @PAGE, LINE 1, COLUMN 70 - 75
D/3
      'UNION OF B.C. INDIAN CHIEFS', LINE 3, COLUMN 20 - 55
D/4
      'Ref. No.', LINE 5, COLUMN 6 - 15
D/5
      'Band', LINE 5, COLUMN 20 - 35
D/6
      'Work to be carried out', LINE 5, COLUMN 40 - 75
D/7
               ', LINE 6, COLUMN 6 - 15
D/8
            , LINE 6, COLUMN 20 - 35
                             ', LINE 6, COLUMN 40 - 75
D/9
E. RECORD LAYOUT
Type specifications for each record.
     REF NO, LINE 1, COLUMN 6 - 15
E/1
E/2
    BAND, LINE 1, COLUMN 20 - 35
     NEXT YR, LINE 1, COLUMN 40 - 75
E/3
```

Ref. No.	Band ———	Work to be carried out
070		Pending direction, writing of claim and submission to band.
070		<pre>In-depth research, legal analysis &amp; writing of claim.</pre>
071		(ALIENATION OF ROAD R/Ws, IR 1) In-depth research, legal analysis.
068		<pre>In-depth research, legal analysis &amp; writing of claim.</pre>
059		Pending direction, revisions to claim and submission of claim to SCB.
061		Pending direction, revisions to claim & submission of claim to SCB.
055		Pending direction, submission of claim to SCB.
059		Pending direction, revisions to claim & submission to SCB.
068		Writing of claim; submission of claim to band and SCB.
069		Writing of claim; submission of claim to band.
053		In-depth research, legal analysis & writing of claim.
068		In-depth research, legal analysis & writing of claim.
065	<u> </u>	In-depth research, legal analysis & writing of claim.