

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

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LILDBI-Web Procedures Manual

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# 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.

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# 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

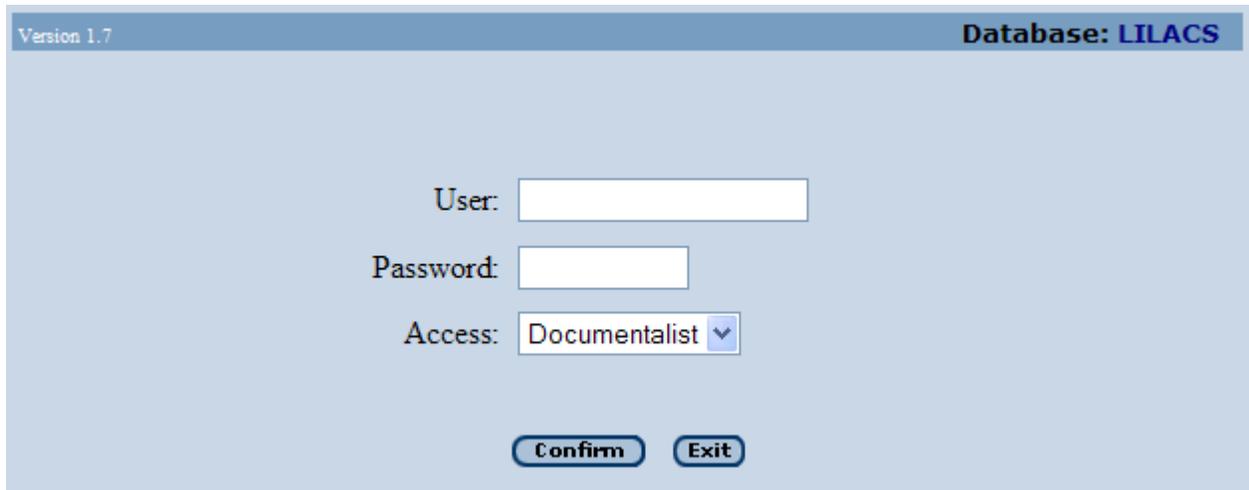
Restricted access to the people who administer and feed the database.



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.



The screenshot shows a web application window with a blue header. On the left, it says 'Version 1.7'. On the right, it says 'Database: LILACS'. The main area is light blue and contains a login form. The form has three rows: 'User:' followed by a text input field; 'Password:' followed by a text input field; and 'Access:' followed by a dropdown menu with 'Documentalist' selected. Below the form are two buttons: 'Confirm' and 'Exit'.

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.

bvs  
virtual health  
library

# 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](#)

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# 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*:

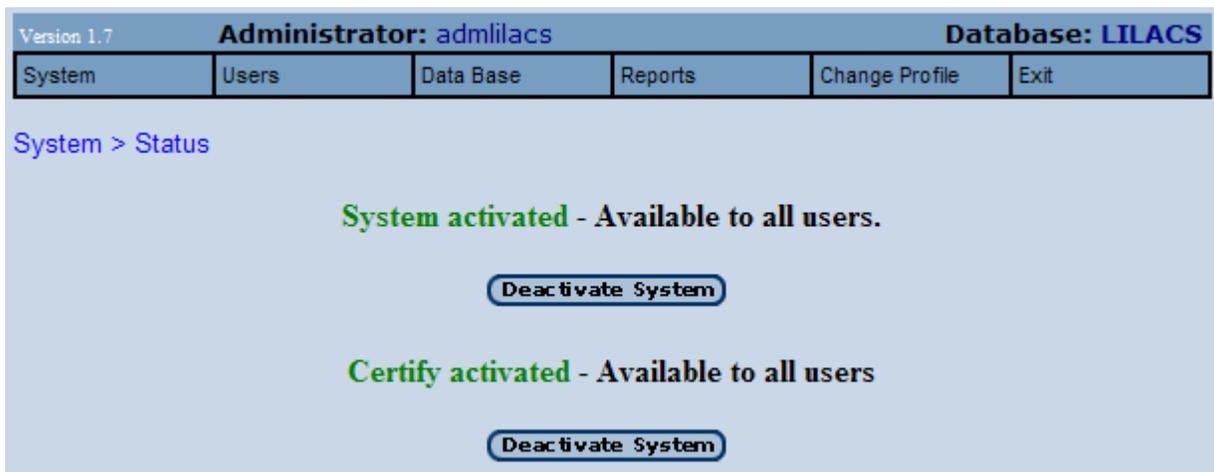
### 6.1.1 Availability

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

Users

**Edit users**

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:

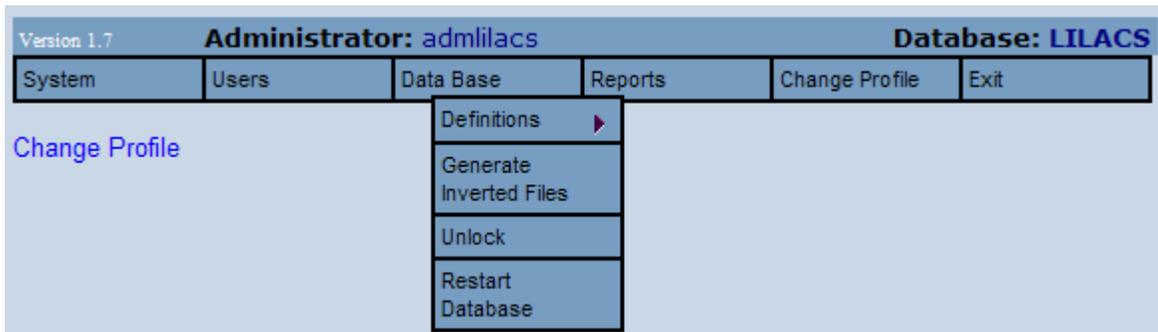
Center Code:

Non-Certified database:

## 6.3 Function Database

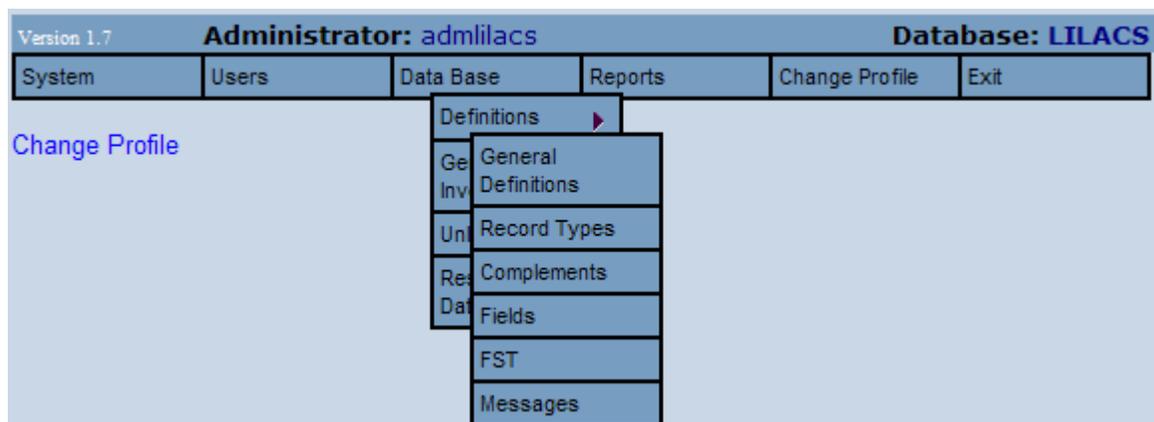
The *Administrator* can use this function to define or modify the definitions of a database, generate the inverted file, to unlock or restart the database.

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

[Cancel](#) [Confirm](#)

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

 [Publish Document](#)

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:

**Name of the section:**

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,mpl)='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.

```

ll "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
  l4 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,"
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

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,

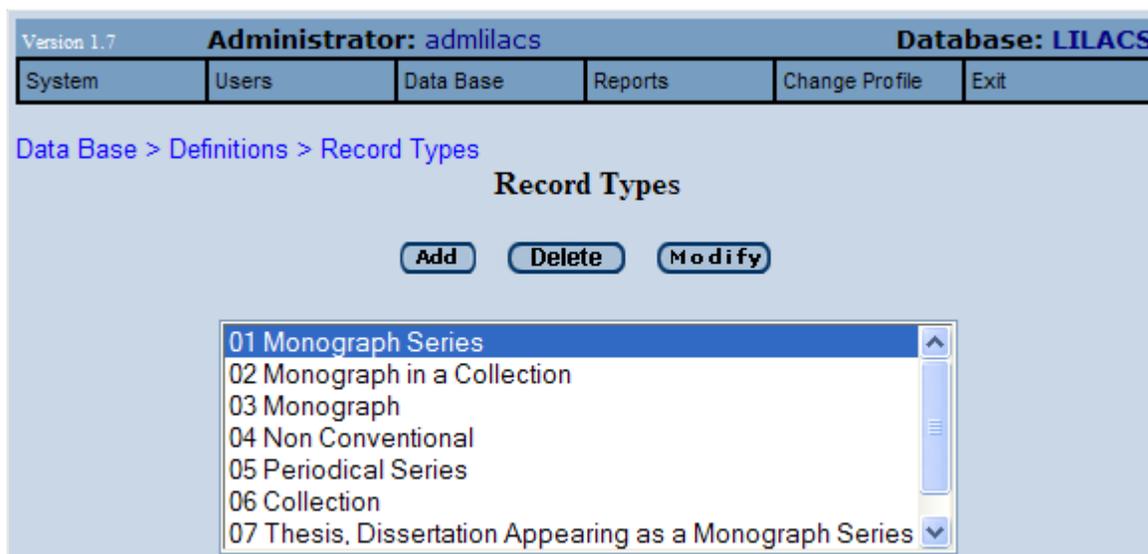
```

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				
<b>Record Types</b>				
<input type="button" value="Cancel"/> <input type="button" value="Save"/>				
<b>Record Types [05]</b>				
Name:	<input type="text" value="01 Monograph Series"/>			
Code:	<input type="text" value="MS"/>			
<b>Treatment Level [06]</b>				
Code of the source:	<input type="text" value="ms"/>			
Code of the analytics:	<input type="text" value="ams"/>			
<b>Complements [05]</b>				
<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*.



### 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*.

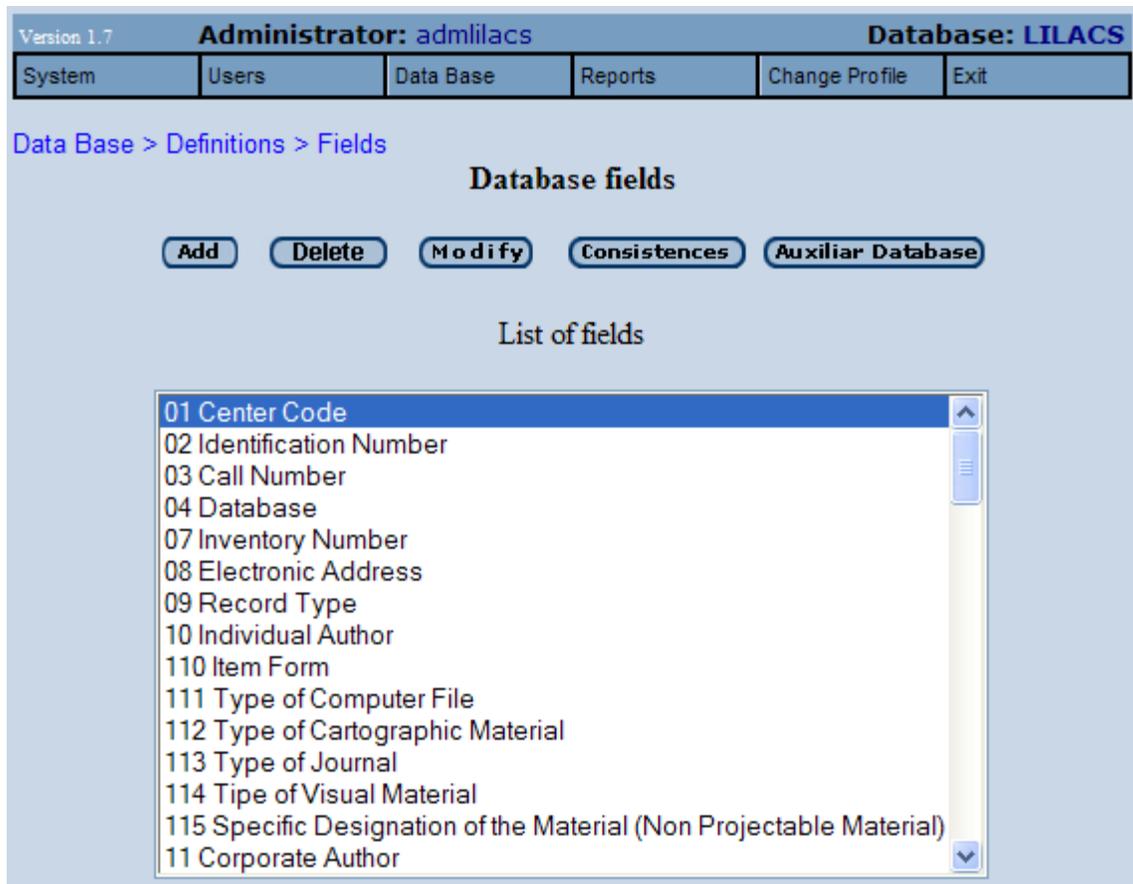
After filling the necessary fields, click on Record.

The option Cancel will undo the entire operation.

The screenshot displays the Administrator Profile interface. At the top, there is a navigation bar with the following elements: Administrator: bruno, Database: LILACS, System, Users, Data Base, Reports, Change Profile, and Exit. Below the navigation bar, the breadcrumb path is Data Base > Definitions > Complements. The main heading is 'Edit complements for record types'. There are two buttons: 'Cancel' and 'Save'. Below the buttons, there is a section titled 'Complement [05]'. This section contains two input fields: 'Name:' with the value 'Project' and 'Code:' with the value '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.



#### 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:

Name:

Type:

Link:
 

- 
- 
- 
-

Name of the section:

Number of Lines:

Mandatory:

Repetitive:

Hidden:

Cannot be edited in the analytics:

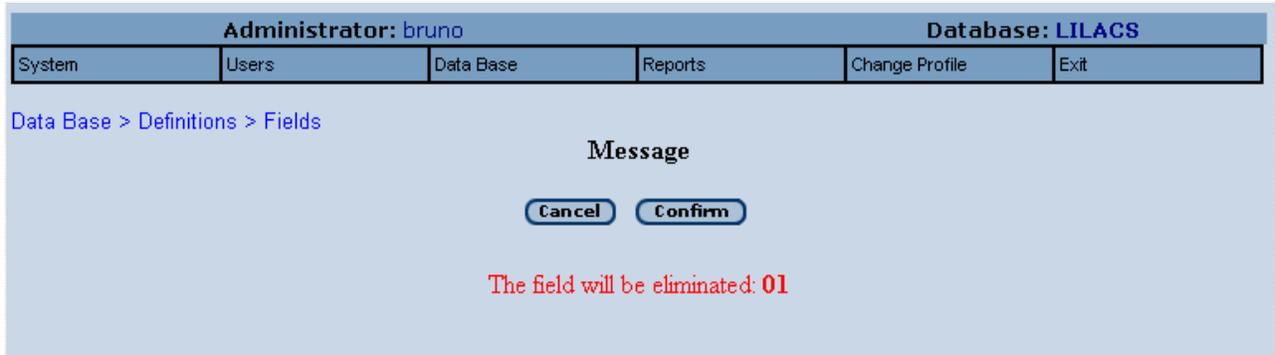
Copy contents of the parent record:

### 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.



### **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:

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 mc

Name of the section:

Number of Lines:

Mandatory:

Repetitive:

Hidden:

Cannot be edited in the analytics:

Copy contents of the parent record:

#### **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**

Logical Name of the auxiliary database:

Location and physical name of the auxiliary database:

Type:

Format of presentation of the auxiliary database:

Format for recording data of the auxiliary database:

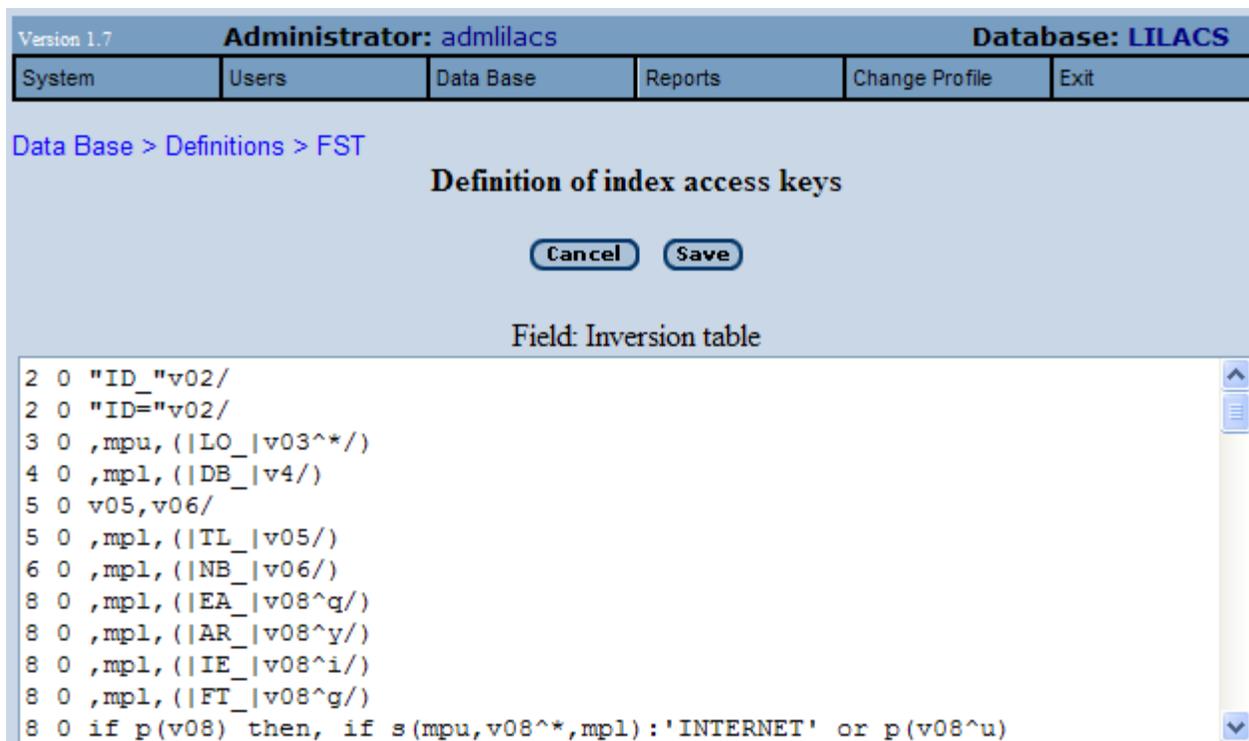
### 6.3.1.5 FST

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*.



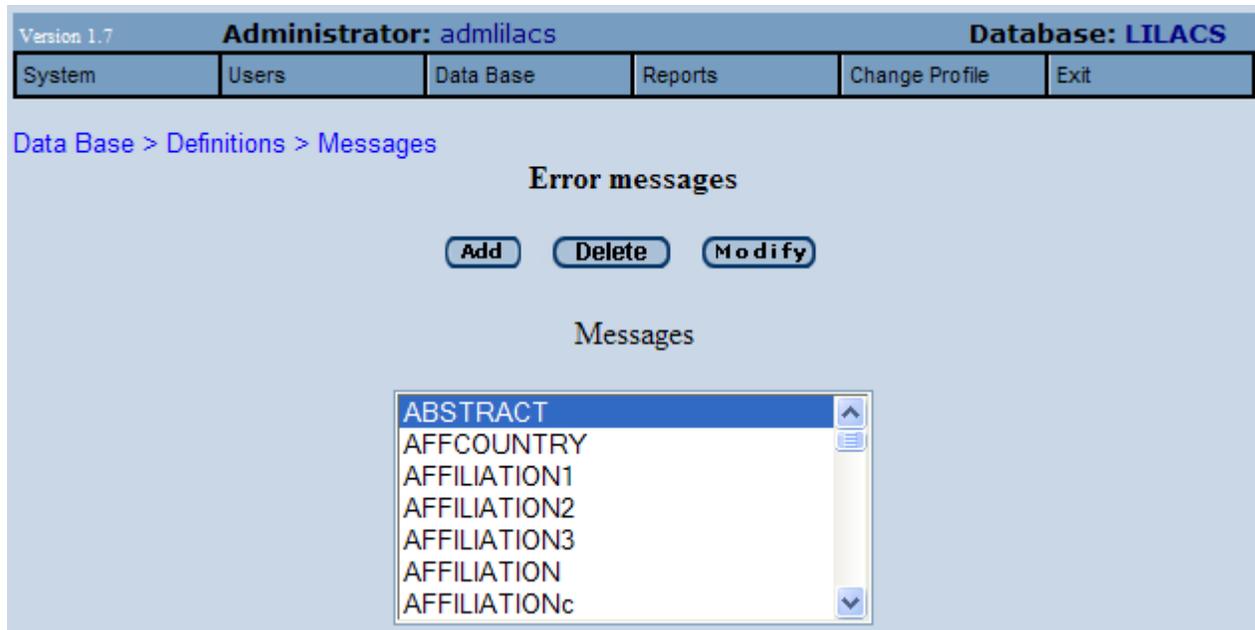
### 6.3.1.6 Messages

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.

To 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*.

The screenshot displays the LILDBI-Web Administrator Profile interface. At the top, it shows 'Version 1.7', 'Administrator: admilacs', and 'Database: LILACS'. Below this is a navigation menu with options: System, Users, Data Base, Reports, Change Profile, and Exit. The main content area shows the breadcrumb 'Data Base > Definitions > Messages' and the title 'Message'. There are 'Cancel' and 'Save' buttons. The form contains four text input fields labeled: 'Message', 'Identifier:', 'Message in English:', 'Message in Spanish:', and '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: admililacs		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=FONTE'/ 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 ,mp1,(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: admililacs		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: admililacs		Database: LILACS	
System	Users	Data Base	Reports	Change Profile	Exit
Data Base					
<b>Restart database</b>					
<input type="button" value="Cancel"/> <input type="button" value="Confirm"/>					
Are you sure you want to delete all the database records? <input type="radio"/> Yes <input checked="" type="radio"/> 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

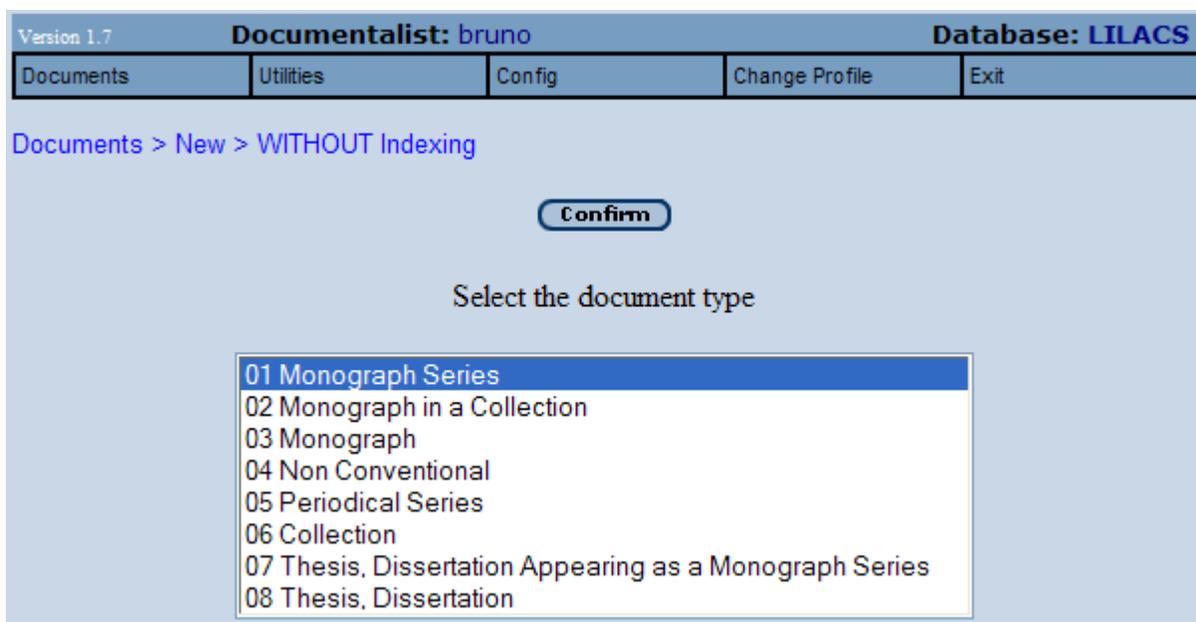
This option is exclusively used for the bibliographic description of the new documents that will enter the database.

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*.



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				
<b>Processing 01 Monograph Series</b>				
<input type="button" value="Cancel"/> <input type="button" value="Confirm"/>				
Field	Bibliographic description:	tag		
General Informations				
<a href="#">Identification Number</a>	<input type="text" value="1"/>	[02]		
<a href="#">Call Number</a>	<input type="text"/>	[03]		
<input type="button" value="Assist"/>	<input type="text"/>			
<a href="#">Database</a>	LILACS	[04]		
<a href="#">Inventory Number</a>	<input type="text"/>	[07]		
<a href="#">Electronic Address</a>	<input type="text"/>	[08]		
<input type="button" value="Assist"/>	<input type="text"/>	 <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			
<b>Processing 01 Monograph Series</b>			
<input type="button" value="Cancel"/> <input type="button" value="Confirm"/>			
Field	Bibliographic description:	tag	
General Informations			
<a href="#">Identification Number</a>	1	[02]	
<a href="#">Call Number</a>		[03]	
<input type="button" value="Assist"/>			
<a href="#">Database</a>	LILACS	[04]	
<a href="#">Inventory Number</a>		[07]	
<a href="#">Electronic Address</a>		[08]	
<input type="button" value="Assist"/>		 <input type="button" value="Publish Document"/>	

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			
<b>Processing 01 Monograph Series</b>			
<input type="button" value="Cancel"/> <input type="button" value="Confirm"/>			
Field	Bibliographic description:	tag	
	General Informations	▼	
<a href="#">Identification Number</a>	1	[02]	
<a href="#">Call Number</a> <input type="button" value="Assist"/>		[03]	
<a href="#">Database</a>	LILACS	[04]	
<a href="#">Inventory Number</a>		[07]	
<a href="#">Electronic Address</a> <input type="button" value="Assist"/>		[08]	
		<input type="button" value="Publish Document"/>	

The arrow in red indicates the link for field 08 help

### 7.1.1.2 Bibliographic description with Indexing

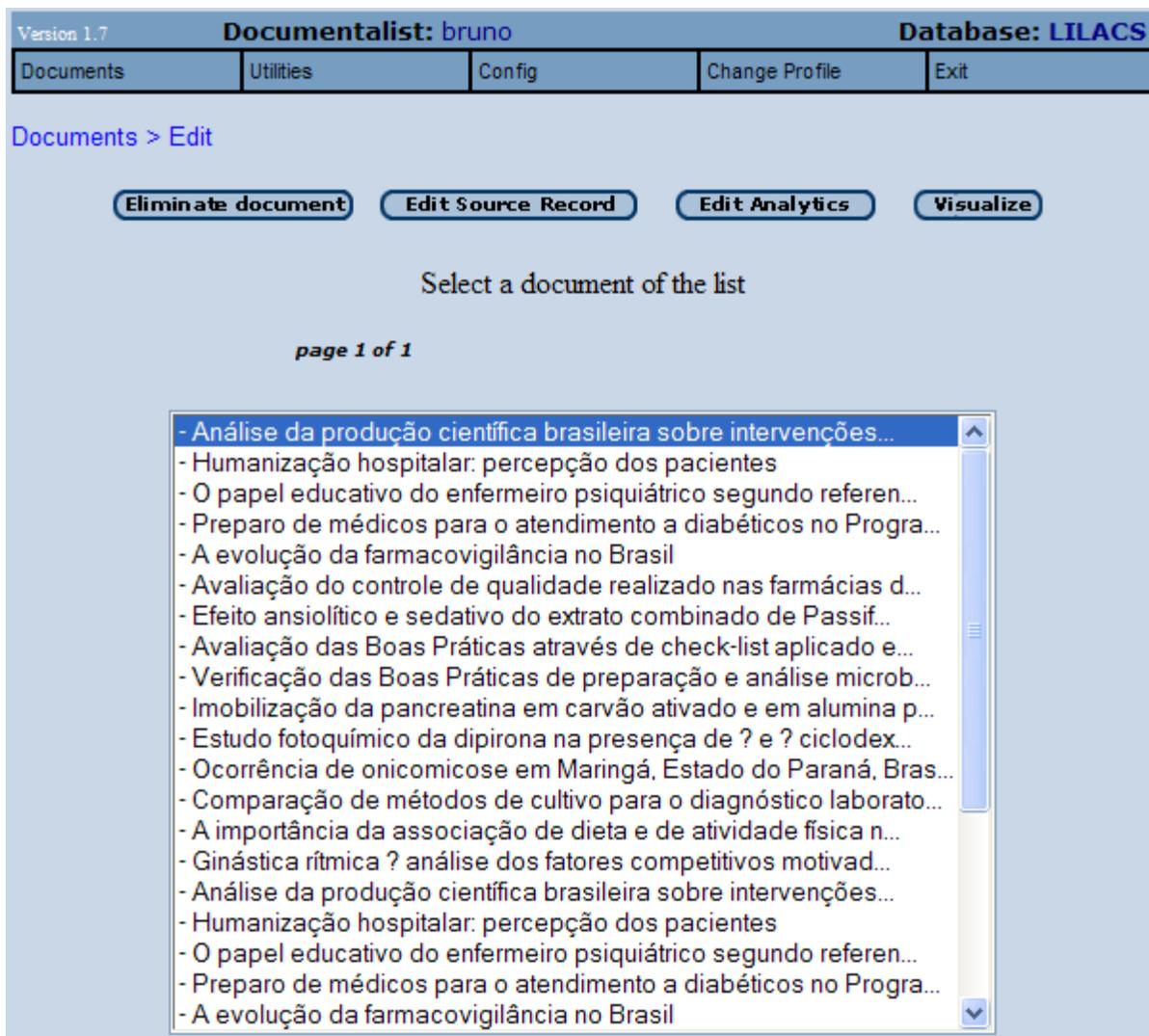
The option *Bibliographic description with Indexing* should be used when you wish to enter the bibliographic description and indexing of a document at the same time.

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:

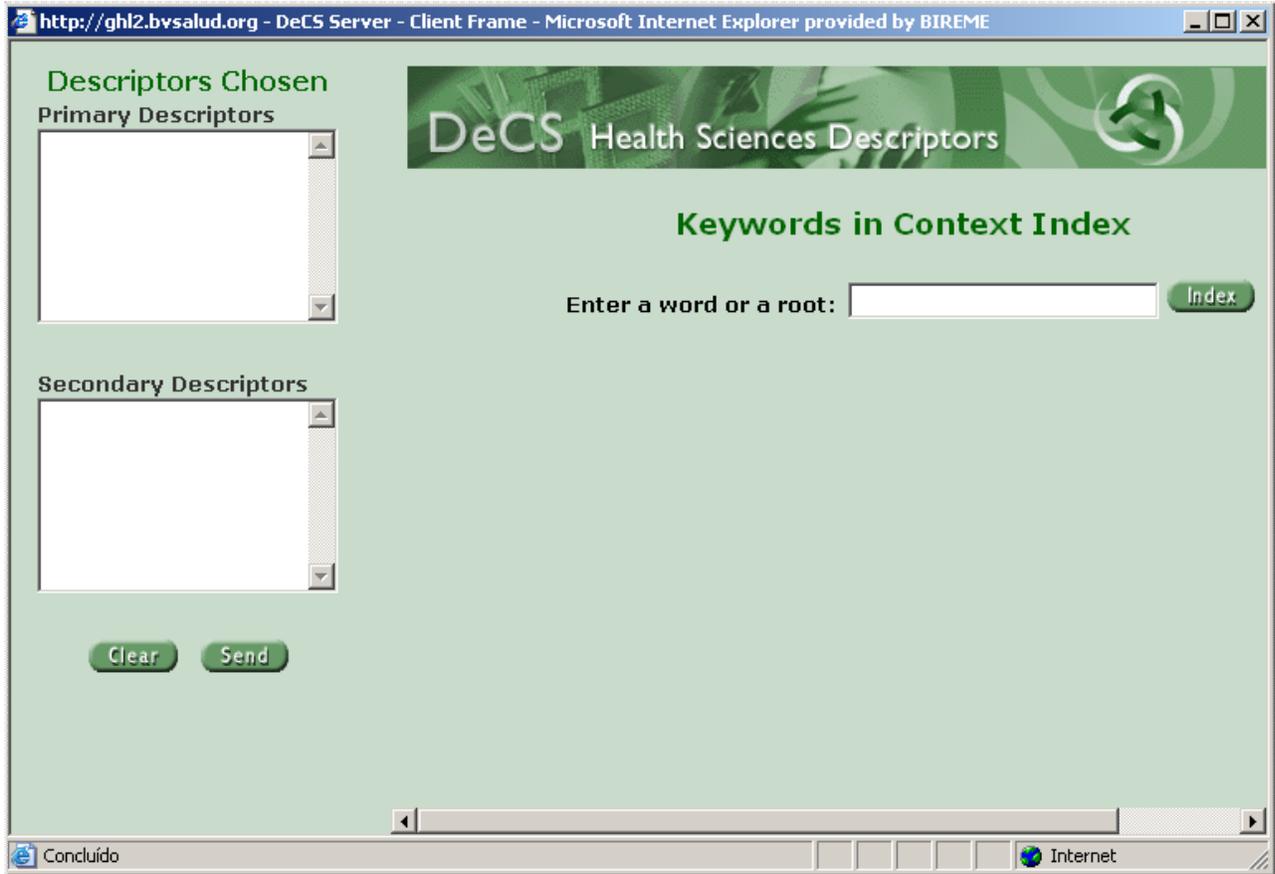


The screenshot displays the DeCS Health Sciences Descriptors interface. At the top, there is a header with the 'bvs' logo, 'DeCS Health Sciences Descriptors', and 'virtual health library'. Below the header, there are three buttons: 'New Search', 'Config', and 'V'. The main content area shows the search results for 'CLASSICAL ARTICLE'. It indicates 'Descriptors Found: 1' and 'Displaying: 1 .. 1'. The results are displayed in a table with the following fields:

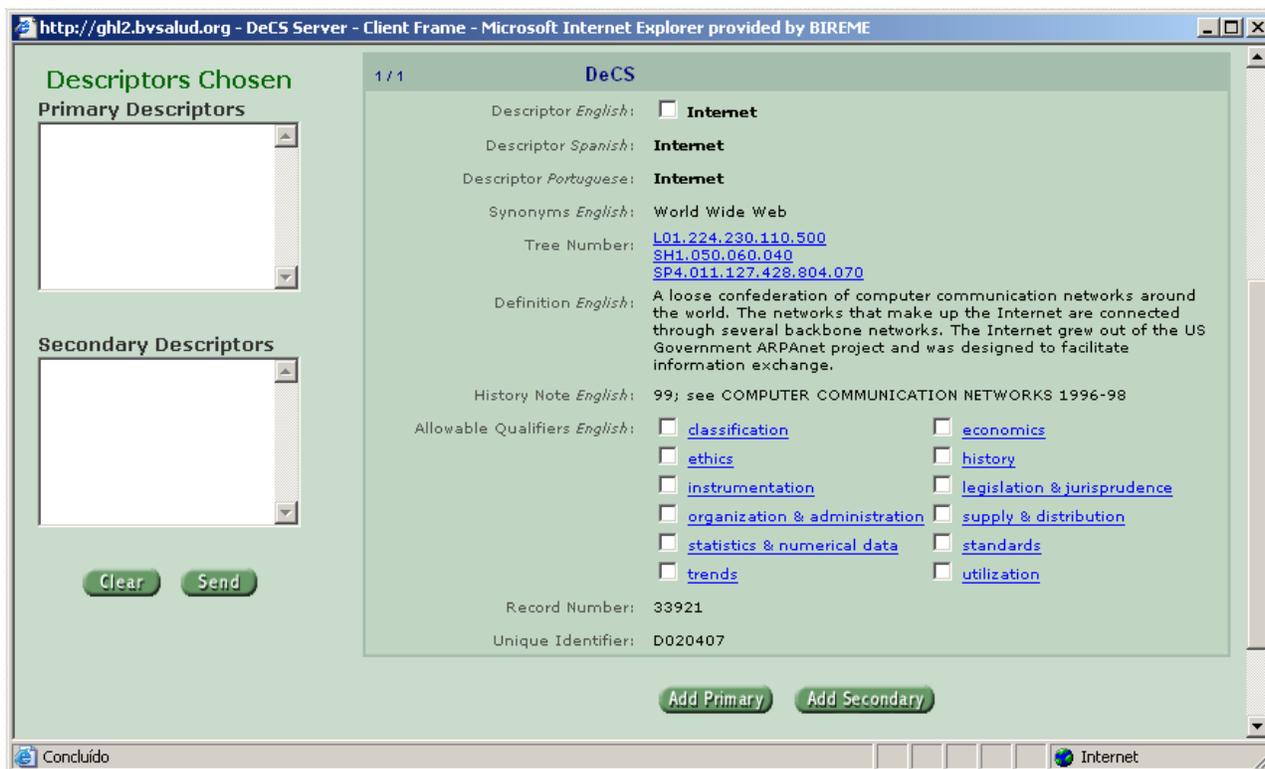
1 / 1		DeCS
Publication Type <i>English</i> :	<b>Classical Article</b>	
Publication Type <i>Spanish</i> :	<b>Artículo Clásico</b>	
Publication Type <i>Portuguese</i> :	<b>Artigo Clássico</b>	
Tree Number:	<a href="#">V02.255</a> <a href="#">V02.530.250</a>	
Definition <i>English</i> :	Works consisting 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 <i>English</i> :	this heading is used as a Publication Type; CATALOG; do not use	
History Note <i>English</i> :	2008(1991)	
Record Number:	29621	
Unique Identifier:	D016419	

At the bottom of the interface, there are three buttons: 'New Search', 'Config', and 'A'.

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

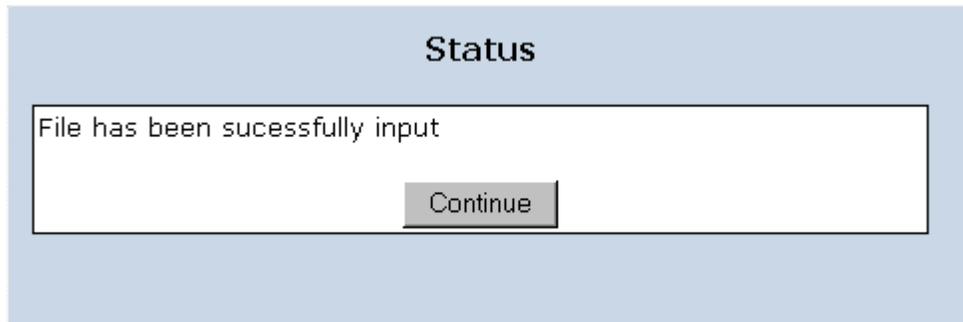
Import files type **LILACS methodology version 2006** are files with LILACS standard format used in the current Methodology (February 2006). To carry out the import, click on *Import ISO (Step 1)*.

The screenshot shows a web interface for 'Importing ISO file'. At the top, it displays 'Version 1.7', 'Documentalist: bruno', and 'Database: LILACS'. Below this is a navigation menu with 'Documents', 'Utilities', 'Config', 'Change Profile', and 'Exit'. The main content area is titled 'Importing ISO file' and shows 'Step 1: [Input ISO](#)' (highlighted with a red box) and 'Step 2: Import ISO file' with an empty text input field. Under 'Options:', there are two sections: 'Types of Records in the ISO file:' with radio buttons for 'LILACS Methodology version 2006' (selected), 'LILACS Methodology used until 2005', and 'SciELO'; and 'Characters into:' with radio buttons for 'ANSII' (selected), 'ASCII850', and 'ASCII437'. An 'Import ISO' button is at the bottom.

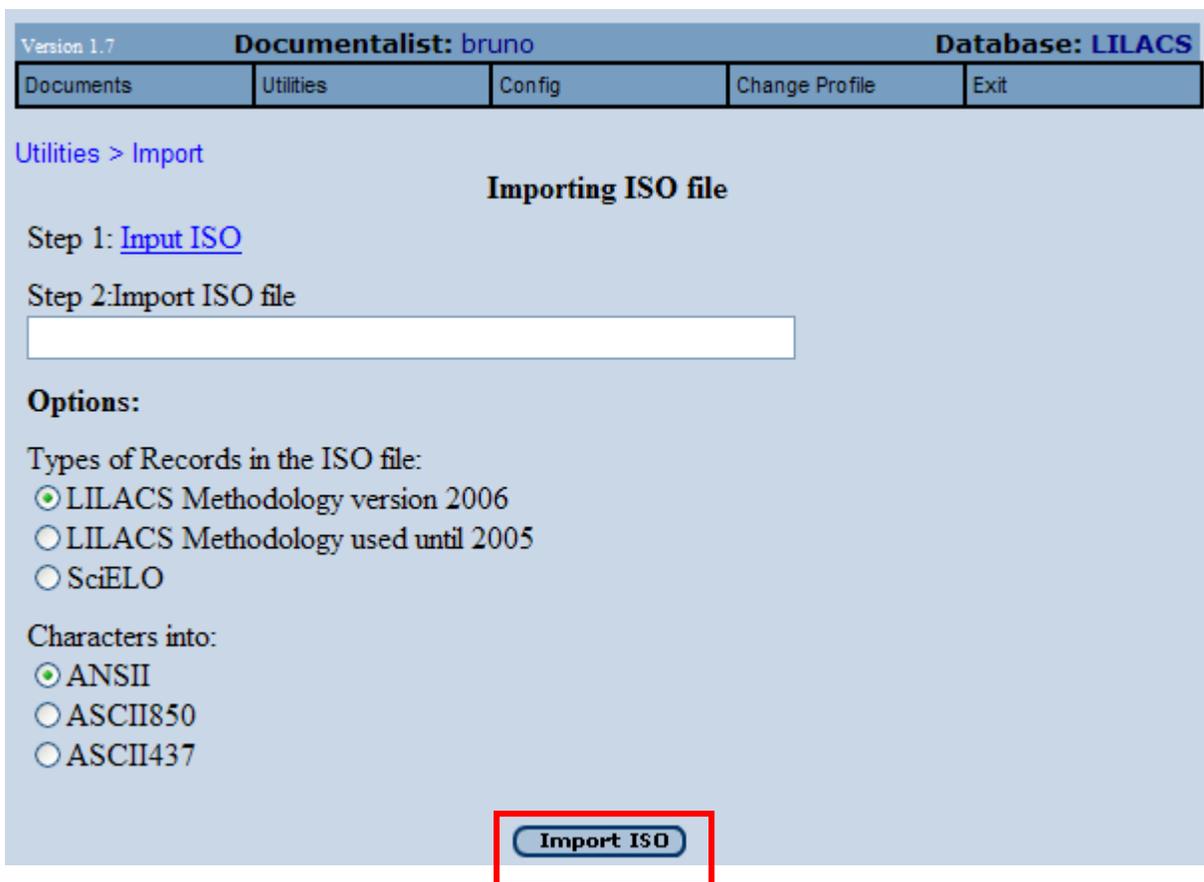
In browsers in Portuguese look for the file to be imported in the option “File...”; in browsers in English look for the file to be imported in the option “Browse...”; select the file to be added and finalize the action clicking on *Import file*.

The screenshot shows a dialog box titled 'Input File'. It has a header 'Select a file' and a 'File:' label next to an empty text input field. To the right of the input field is a 'Browse...' button. Below the dialog box is an 'Input File' button.

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).



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

**Import ISO**

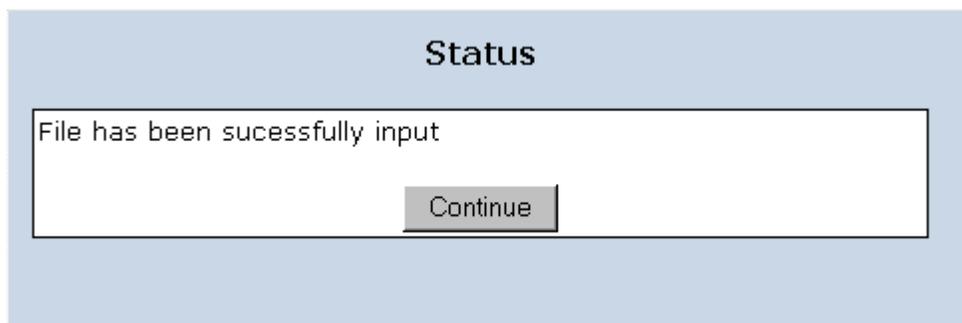
In browsers in Portuguese, look for the file to be imported in the option “File...”, in browsers in English, look for the file to be imported in the option “Browse...”, select the file to be added and finalize the action clicking on *Import file*.

### Input File

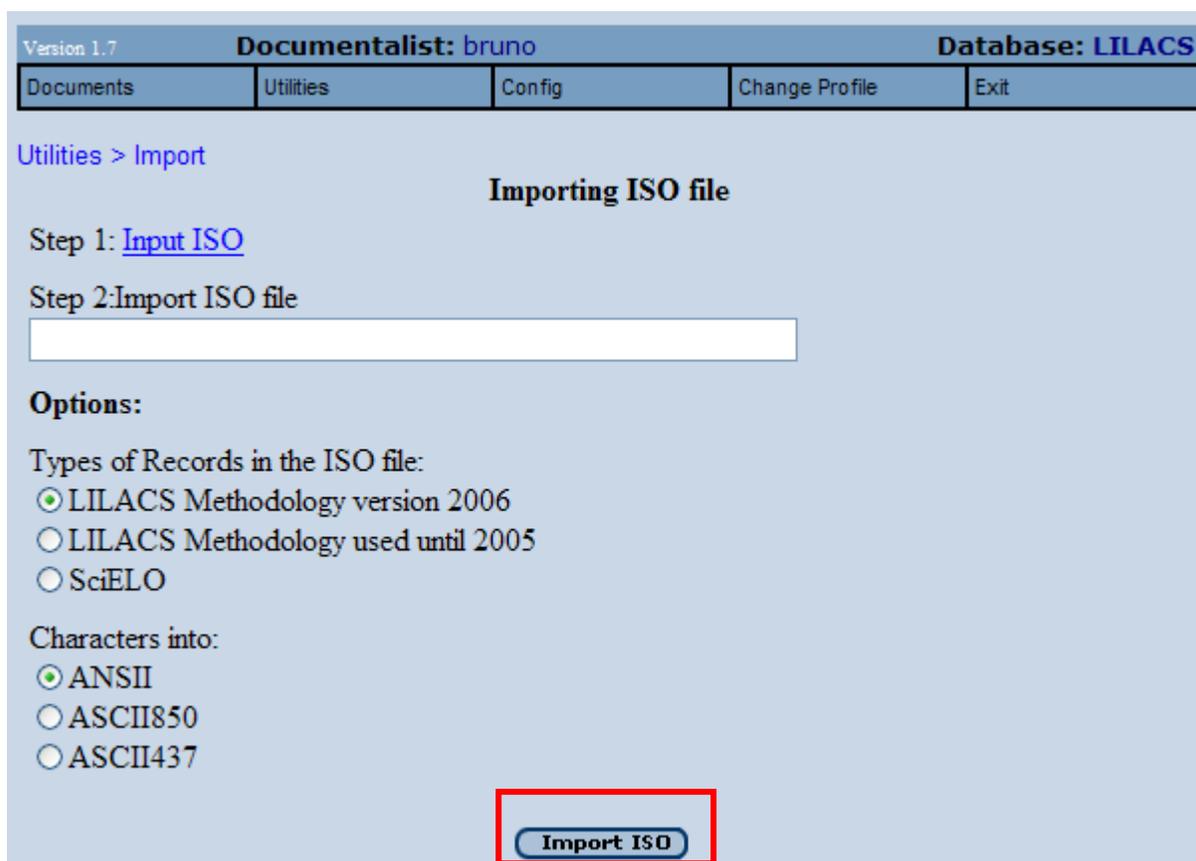
**Select a file**

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](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	<b>Documentalist: katia</b>	<b>Database: LILACS</b>		
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

ANSII

ASCII850

ASCII437

See below more information about character conversion.

### Help "Characters Conversion"

**ANSII:** 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**.

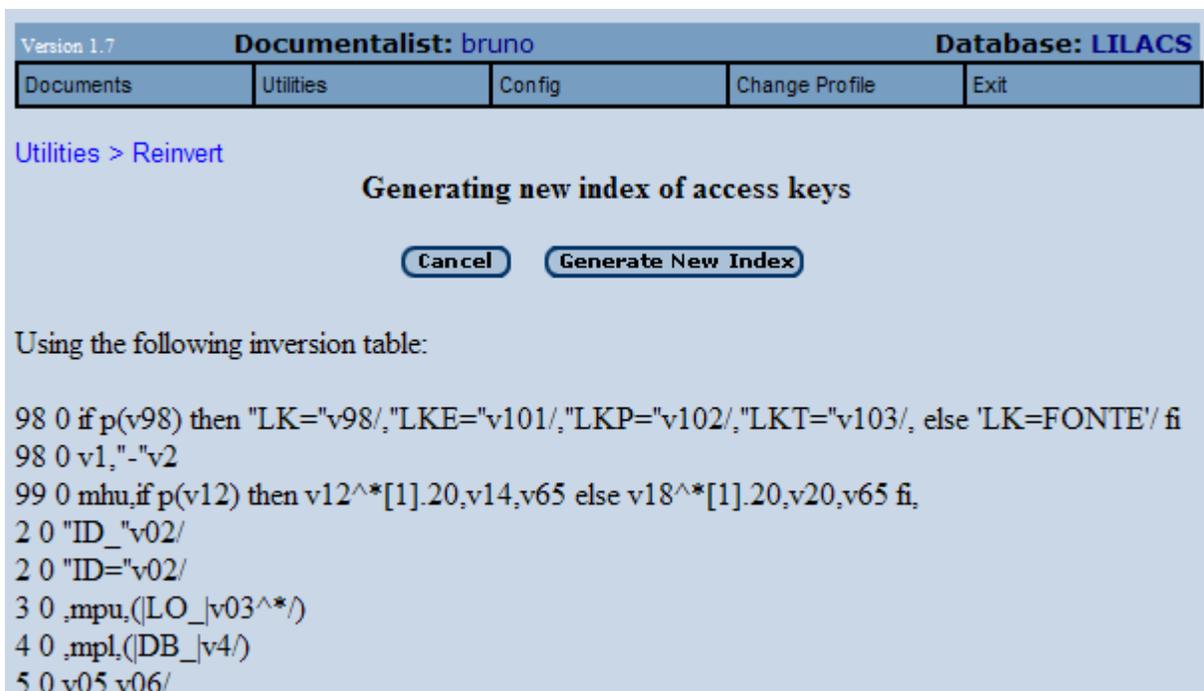
---

### 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	<b>Documentalist:</b> bruno	<b>Database:</b> LILACS		
Documents	Utilities	Config	Change Profile	Exit

Config

### Configurations of the Documentalist

**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 displays the 'Quality' verification screen within the LILDBI-Web Editor. The interface includes a top navigation bar with 'Quality', 'Search', 'Statistics', 'Change Profile', and 'Exit' buttons. The main area features a 'Verify' button, input fields for 'Initial MFN' and 'Final MFN', and a section for 'Types of Verifications' with checked boxes for 'Duplications', 'Errors', and 'Warnings'. A dropdown menu titled 'Select the field(s) to check:' is open, listing options: 'ALL', '01 Center Code', '02 Identification Number', '03 Call Number', '04 Database', '07 Inventory Number', and '08 Electronic Address'.

## 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.

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

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](#)

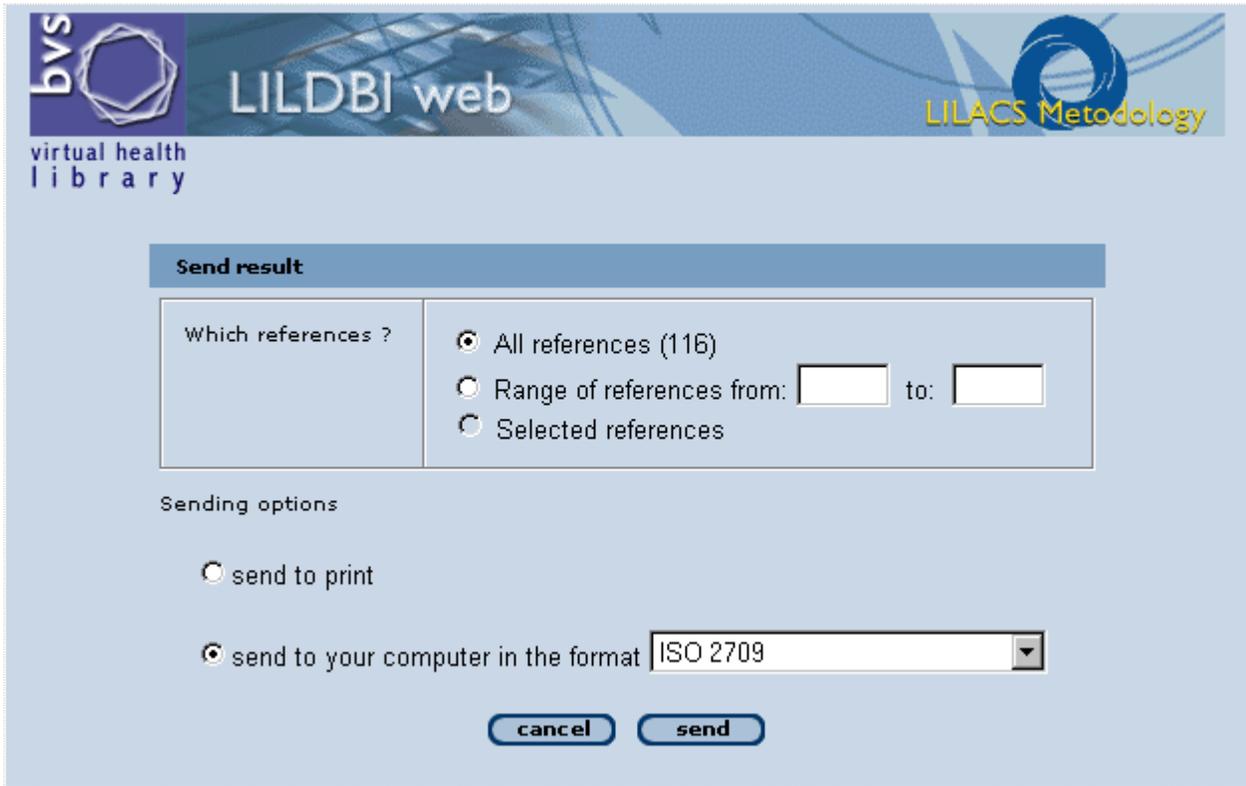
---

**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)<sup>ies</sup> / 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:** Iatreia;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.



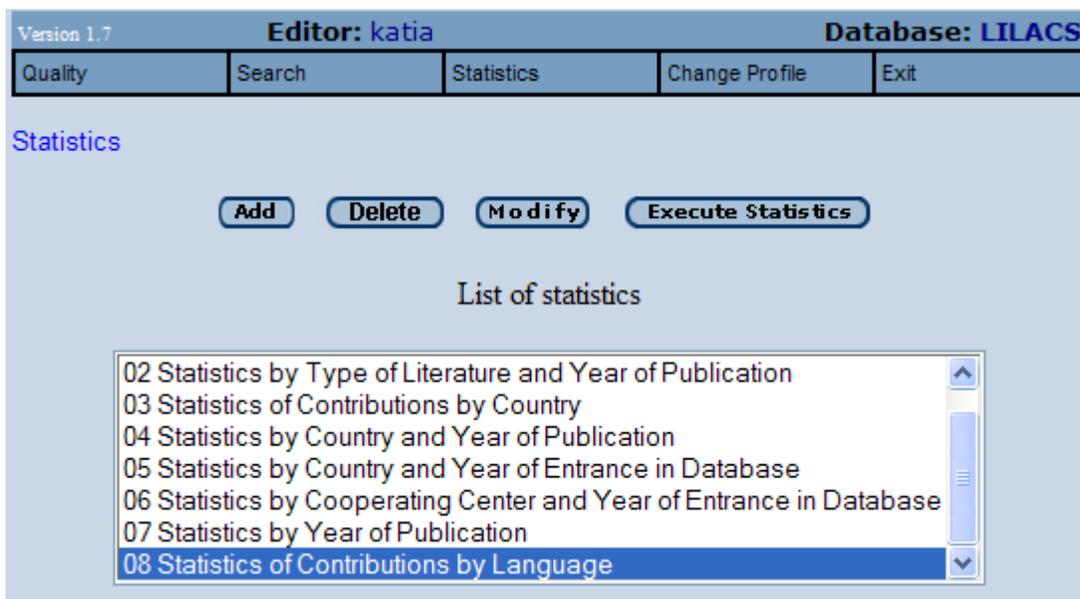
The screenshot shows the LILDBI web interface. At the top left is the 'bvs virtual health library' logo. In the center is the 'LILDBI web' logo. At the top right is the 'LILACS Metodology' logo. Below these logos is a blue header bar. The main content area is white and contains a 'Send result' dialog box. The dialog box has a title bar 'Send result' and a main area with the following elements:

- A label 'Which references ?' on the left.
- Three radio button options:
  - All references (116)
  - Range of references from:  to:
  - Selected references
- A section titled 'Sending options' with two radio button options:
  - send to print
  - send to your computer in the format
- Two buttons at the bottom: '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.

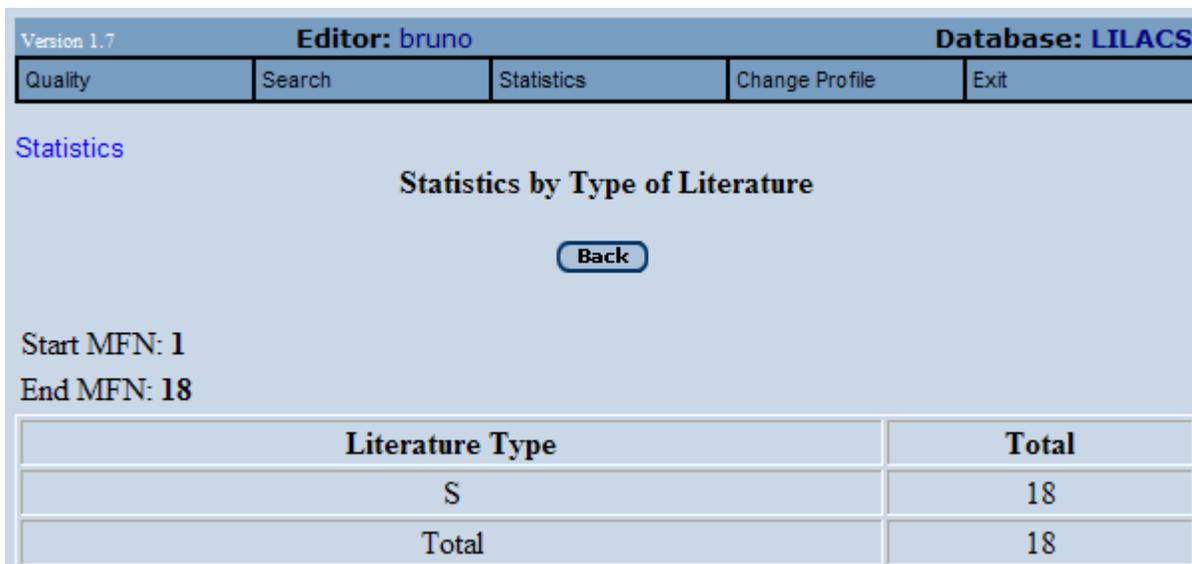
## 8.3 Function Statistics

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**

**Estatistica**

Name

Number

Cols/Rows

Initial MFN

Final MFN

Percentage  Cols  Rows

Rows definition format

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'

<b>Tag</b>	<b>Field description</b>	<b>Subfield(s) description</b>
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'

<b>Tag</b>	<b>Field description</b>	<b>Subfield(s) description</b>
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'

<b>Tag</b>	<b>Field description</b>	<b>Subfield(s) description</b>
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'

<b>Tag</b>	<b>Field description</b>	<b>Subfield(s) description</b>
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
-----	-------------------

<b>Tag</b>	<b>Field description</b>
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

<b>Tag</b>	<b>Field description</b>
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

<b>Tag</b>	<b>Field description</b>
01	Type of publication in English
02	Type of publication in Spanish
03	Type of publication Portuguese

## 10.11 DATABASE TITLE

Title [30] – LILACS

<b>Tag</b>	<b>Field description</b>
150	Abbreviated Title - SeCS
920	Cooperating Center responsible for indexing

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# 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.