DEPARTMENT OF
CONSERVATION AND LAND MANAGEMENT

PARLIAMENTARY QUESTIONS
COMPUTER DATA BASE

USER INSTRUCTIONS

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USER INSTRUCTIONS

1. INTRODUCTION

The Parliamentary Questions Data Base has the parliamentary questions that have been referred to CALM for an answer, and the answer given. For the last year or so, only the keywords have been stored along with the Hansard volume and page reference, but prior to that, the full text of questions and answers was stored. If questions are being referred to in official correspondence, then the Hansard copy should be obtained.

Jeanette Gilmore at CALM's Crawley office is responsible for maintaining the currency of data in the data base. She also holds the Department's copies of Hansard and can supply copies of the official question and answer on request.

Users of this data base should be aware that each entry is named by the question number, its origin in the Legislative Assembly (AN) or Legislative Council (CN) and by the month and year it was asked. For example a question with the following name '15950AN1192' means it is question 1595 of the Legislative Assembly asked in November 1992.

If you or your staff would like to access this data base, please fill out the attached Vax Account Request form sections 1, 2 and 5 and return to
> P Walsh
> Information Systems Branch

It will take about 1 week to arrange access after the form is received.

The data base stores text (words) and searches are based on the text in the data base. Each question and answer is stored in an article which contains all the words in that question and answer. The data base does not have fields or records found in a DBASE, Oracle or Paradox data base. The actual words are looked for and the questions and answers containing the required words can be displayed or printed.

2. HOW TO START

2.1 HOW TO SIGN ON

Turn on the PC or terminal.

At the prompt C:> type
> CC [Enter]

At the STEM screen type
> [Enter]

At the blank screen type
> Ctrl+P (hold Ctrl down and press P)

The following screen will appear

CALM Information Systems - Services Menu
Como SHQ - Node

Enter One of the following:
  /FI   - Financial & RMS Vax 6520
  /CO - Scientific Vax 6410
  /GI   - GIS Intergraph Vax 3500
  /PE - Concurrent 3280
  /I   - Bureau Services IBM
  /H   - CALM Herbarium
  /M   - UWA Micom Services
  /DT - Document Transfer Computer
  /D   - DEC Server 300
  /A   - Auxiliary Service

To select the RMS Vax type
     /FI [Enter]

The Vax Username screen is displayed

         COMMERCIAL VAX 6520
            NODE FISCAL
%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%

Operator messages

%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%

Username:

Type your Vax username.

The Vax computer then displays
     Password:
Type your Vax password.

If you do not have a Vax username and password, complete the attached Vax Account Request form and send it to Operations Administrator, ISB, Como. A Vax username and password will be returned to you.

If the computer then displays
  FISCAL >

Type
     CALM_MENU

2.2 Vax Information Systems screen

The following Vax Information Systems screen will then be displayed.

```
                    Conservation and Land Management
[calm1]
                    C.A.L.M. Information Systems

Username:              Acc:                Date/Time:
     Node: FISCAL   PID: 20201815    Terminal: NTY5

     1. Exit to DCL              5. UTILITIES
     2. ORACLE                   6. SYSTEM INFORMATION
     3. RMS
     4. SAS Version 6.06
                                 7. LOG OFF SYSTEM


                  Enter selection and press RETURN:
```

Type
    3 [Enter]

2.3 RMS system menu

The RMS system menu will then be displayed.

```
                    Conservation and Land Management
[rms1]
          RMS RECORDS MANAGEMENT SYSTEM MENU

Username:            Acc:            Date/Time:
     Node: FISCAL    PID: 20201815    Terminal: NTY5:


     1. Exit to previous menu
     2. Head Office Records Management System
     3. Research Reference RMS
     4. Parliamentary Questions RMS


                  Enter selection and press RETURN:
```

To select the Parliamentary Questions Data base type
    4 [Enter]

2.4 Computer Power RMS screen .

The Computer Power RMS screen is then displayed.

```
┌─────────────────────────────────────────────────────┐
│                                                       │
│              COMPUTER POWER'S                         │
│                                                       │
│         Records Management System V)3.03.02           │
│         ─────────────────────────────────             │
│                                                       │
│            Database name is : PARLIMNT                 │
│                                                       │
│                                                       │
│                                                       │
└─────────────────────────────────────────────────────┘
```

To continue type
[Enter]

2.5 RMS User Menu

The RMS User Menu will be displayed

Records Management System   Database - PARLIMNT

60 User Menu

61 Search for parliamentary question details
62 Not available
63 Not available
64 Not available
65 Not available
66 Not available
99 Exit from RMS

Press enter when details are complete
01=abandon, 99=menu, or new transaction code [   ]

To search the Parliamentary questions type
61 [Enter]

The computer then starts the Status Text Retrieval system and
displays a search heading and prompt   Database: PARLIMNT
    >
    Records Management System
    61 Search for File/Document/Folio
    >

3. PARLIAMENTARY SEARCHES

The Status Text Retrieval system is used to quickly find any word or phrase in a stored database of text. In the Parliamentary database, the stored text is the questions referred to CALM and the answers given. Unfortunately Status does not have any menu or help for the user but just displays the prompt and expects you to know what to type.

3.1 Searching Commands

Each question and its answer is stored in an 'article'. A retrieval Question is asked with a word or phrase. The system finds all the articles (Parliamentary questions and answers) with that word, words or phrases in them. This list is called the current retrieval list (CRL).

If there are many articles in this list, a further SUBQuestion can be asked with different words and phrases. Only articles satisfying the first Question and subsequent SUBQuestions will remain on the CRL (current retrieval list) and so the number of articles found will be reduced each time a SUBQuestion is asked.

3.2 Questions

The format of a Question command is
        Q criteria ? [Enter]

'Criteria' is the search criteria to be used to find the Parliamentary questions and answers required. It can be a single word, a truncated word, a phrase or logical operators. There are questioning techniques that can be used to locate the particular questions and answers you are interested in. By carefully composing a question it is possible to identify all the relevant articles. Upper and lower case letters are treated the same in the search and in your questions.

eg   Q Shannon?
This is a question with a single word and will find all articles with the word 'Shannon' in them (eg Shannon River basin). At present there are 62 Parliamentary questions and answers containing the word Shannon.

3.3 Truncated Words

A truncated word allows the user to search for the first part of a word and find all different endings after the specified start. It is specified by the symbol * at the end of the first word part.

eg   Q COMP*?
This will find all words starting with COMP. It will include complete, compel, computer, complicate etc. Because it retrieves many words, the number of articles found will be greater, but should include all articles of interest.

eg   Q COMPUT*?

This will find all words starting with COMPUT. It will include compute, computer, computerisation. This list is smaller than for COMP*.

The first part of the word specified in a truncation should be at least 4 characters, otherwise too many articles are retrieved.

3.4 Phrases

Phrases are sequences of words separated by spaces and may include truncated words.

eg   Q Public Service Board?
      Q Leave without pay?
      Q General Ledger comput*?

The search will find all articles that include the whole phrase exactly as specified.

3.5 Logical Operators

When several different words (or phrases) are required in a search, logical operators are used to express the various combinations of them. The 3 logical operators used are + (AND), , (OR) and - (NOT).

+   AND   Retrieves articles with word1 AND word2 in them. If articles contain 1 word and not the other, they will be ignored. This is the same as doing a Question with the first word and then a SUBQuestion with the second word.

                        eg   Q Shannon + karri?
                        Finds articles with both the word Shannon AND the word karri.

,   OR   Retrieves articles with either word1 OR word2. If an article has both words or 1 word and not the other it will still be included in the retrieval list. It is a good way of handling synonyms.

                        eg   Q jarrah , marginata?
                        Finds the articles with either the word jarrah OR the word marginata.

-    NOT   Ignores all articles that include the words or phrases after the -. It should be used carefully because it can exclude articles with a single or minor reference to the unwanted words.

3.6 Result of a Question

A list will be produced of all articles satisfying the search criteria (Current Retrieval List). The user is informed how many articles (Parliamentary questions) are included on the list.

One of the following messages will be displayed.

> No articles satisfy this question.

or

> Question is satisfied by n articles.
>   (where n is the number found)

3.7 SUBQuestions

To reduce the number of articles found, the user may now enter a SUBQuestion. This is ANDed with the last Current Retrieval List from the previous Question or SUBQuestion. To be included in the new Current Retrieval List, the articles must include the words or phrases in the SUBQuestion as well as those in the original Question.

The format of the SUBQuestion command is:

> SUBQ criteria? [Enter]

The 'criteria' is the same as for a question.

eg   Q Shannon?
          Question is satisfied by 451 articles
      SUBQ karri?
          Question is satisfied by 5 articles
This is the same as the question:
      Q Shannon + karri?

3.8 Displaying Articles

Once the retrieval list of articles is a reasonable size, the user may display the titles of them or the entire contents of each one. The articles on the Current Retrieval List are numbered by the computer from 1 up to the number of articles and are referred to by this number.

The title is up to 5 lines describing the article. These are a good way to review the Parliamentary question and answer articles without having to view the entire text.

The format of the command to display titles is
      T ALL
      T n
      T m-n

Only the titles of articles on the Current Retrieval List are displayed. The first command will display the titles of all articles on the list, one screen at a time, the second will display the title of article number n on

the list and the third the titles of articles numbered m through to n on the list.

eg   T 1
     This will display the title of the first article.

eg   T 2-5
     Displays the titles of articles 2 through to 5.

If there are more than 1 screen required to display all titles, the computer will show the first screen and then ask:
MORE ? Reply YES, NO or QUIT.
Type
     Y
to continue, or
     X
to quit the display and return to the search prompt >. Unfortunately N and QUIT do not work properly.

To display the complete text of the Parliamentary question and answer articles use the Display command which has the formats

     D ALL
     D n
     D m-n

The first displays all articles, the second article number n on the Current Retrieval List and third displays articles numbered m through to n.

The articles are displayed 1 screen at a time. At the end of each screen the computer will ask:
MORE ? Reply YES, NO or QUIT.
Type
     Y
to continue or
     N
or
     X
to stop the display and return to the search prompt >. Unfortunately QUIT does not work so it should not be used.

3.9 Printing Articles

After the required Parliamentary questions and answers have been found in a Current Retrieval List using Q, SUBQ, T and D, they can be printed. Care should be used because a large number of articles can be found with a single Question and would result in a large printout.

The format of the commands to print articles is:
     D PRINT n
     D PRINT m-n
The first will print article number n on the Current Retrieval List and the second will print articles numbered m through to n.

4 TO END AN RMS SESSION

After you have completed your search you end the RMS session by typing at the search prompt
         END [Enter]
instead of a question.

The User Menu is then displayed. Type
         99 [Enter]
to exit.

The Computer Power RMS Data Base screen is displayed. Type
         END [Enter]
as the database name

The RMS Menu screen is displayed. Type
         1
to exit.

The Information Systems Menu is then displayed. Type
         7
to logout from the Vax.   This should automatically end the STEM program if you are using a PC and display the menu. If it does not type
         Alt C   (hold down Alt and also press C)
to return to you PC menu.