Western Australian Herbarium

WAHERB Specimen Database

BEGINNERS GUIDE

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RESOURCES AVAILABLE TO ASSIST DATA ENTRY

To help begin using the WAHERB specimen database the *WAHERB Beginners Guide* outlines the all the major procedures and commands available. For visitors to the W.A. Herbarium who have a valid requirement for browsing and reporting data only from the WAHERB specimen database, the *WAHERB Visitors Guide* is the preferred guide to be provided.

The protocol for data formats in the WAHERB specimen database is detailed in the *WAHERB User Guide*. That document details the type, format and style of data to be entered in each field of the Insertion Form (see Appendix 2 for an image of this).

TO START USING THE WAHERB DATABASE

Turn on the terminal (and bar code reader, if attached) and hit **RETURN**. At the login prompt type your user name and password (if you dont have a user name, see the Database Administrator who will provide one), i.e.:

login: **your_user_id**
password: **your_password**

Informative messages will then appear.

At the unix prompt, type **waherb** i.e.:

{herbarium:your_user_id:1} **waherb**

After the title screen hit **spacebar** as instructed on the message line at the bottom of the screen. The main menu then appears showing the major commands available.

```
[Titan] '=' for menus, '?' for help            ["waherb" database]
In menu: h=left j=down k=up l=right


        ^I      Insert records          ^U      Database usage
  ⟶ ^Y      Query database          ^O      User options
        ^F      Create/edit forms       ^TL     List directory
        ^L      List forms              ^X      Exit


WWW             WWW   AAAA      HHH   HHH                      bbb
WWW             WWW   AA  AAA   HHH   HHH                      bbb
WWW             WWW  AAA   AAA  HHH   HHH                      bbb
  Western       WWW  Australian    Herbariums specimen database bbbbbbbb
WWW             WWW  AAA     AAA HHH   HHH eee     eee rrr   rrr bbb  bbb
  WWW    W  WWW AAA       AAA HHH   HHH eeeeeeeeee rrr         bbb  bbb
  WWWWWWWWWWW  AAA        AAA HHH   HHH eee         rrr        bbb  bbb
    WWW   WWW  AAA        AAA HHH   HHH eeeeeeee    rrr        bbbbbbbb

              The database of plant collections residing
              at the Western Australian Herbarium, PERTH
```

NB.   To view the available commands at any point, simply type = to access the pull-down menus. Appendix 1 provides a full command summary of the 4 main modes.

Insertions, Querys, Display and Edits

^I   to enter **Insert mode** to *add* new records to the database. A copy of the Insertion Form (see Appendix 2) will appear showing all the fields that can be filled.

> **RETURN** to move *forward* between fields, or
> ^Tf to move *to* a certain field by entering its prompt
> ^B to move *backward* a field.

Enter all available specimen information, using the *WAHERB User Guide* as a guide to content and protocol. PERTH sheet number *must* be entered, either manually, or with a bar code reader if available.

^W to write the finished entry & move to next form
^X to exit Insert mode and return to tne main menu.

^Y   to enter **Query mode** and *retrieve* records from WAHERB.
     RETURN to move *forward* between fields, or
     ^Tf to move *to* a certain field by entering its prompt
     ^B to move **backward** a field.

Once in a field, enter appropriate data on which to query database, ending with **RETURN**; move on to next field to fill. Once all data specifying query entered:
^Y to perform query.

All matches to a query are shown in **Display mode**:
        ^F or **spacebar** to move *through* matching records
        ^B to move *back* through matching records
        RETURN to move *down* an individual record
        ^K to move *up* an individual record
        ^Tc to select *report generation* (see page 3).

^E to enter **Edit mode** and *modify* an existing database record.
   RETURN to move *forward* between fields, or
   ^**Tf** to move *to* a certain field by entering its prompt
   ^**B** to move *backward* a field.

Once in a field, enter or re-enter data, ending with **RETURN**. Alternatively, edit existing data by moving *within* a field with the following commands:

^**L** to move *right*
^**H** to move *left*
^**I** to *insert to the left* of the cursor position
^**A** to *append to the right* of the cursor position
^**O** to *overstrike* the character under the cursor with another
^**D** to *delete* the character under the cursor.

^**W** to *write* the finished entry, exit edit mode and return to Display mode.

Report Generation

^**L** at the main menu lists available report forms for generating concise output of record information from the Display mode. Other report form commands are listed in the pull-down menu (press = then move to Report menu). It is suggested that for general enquiry of the database that the report form **genquery** provides the all most commonly required label information.

Perform a **query** to capture all the records for specimens required.

 eg1. for consecutive collections by a single collector, queries could be
   done on collectors name and a range of collection numbers or dates.
   (**Nb.** "*" matches any number of characters, including none;
   "?" matches any single character).

 eg2. for mixed collections the PERTH sheet numbers can be read using
   the bar code reader.

 eg3. In most cases a query on genus and species or locality is most useful.

 Remember: records can be `dropped' from a displayed set of query
   matches if not required by using ^**Td**.

Prior to report generation ensure that the printer in the 'SUN room' is on, A4 paper is in place and that the printer interface is **parallel** (refer to Appendix 3).

^Tc to select the report generation menu.

To Print A Report.

To print a report using, for example, the genquery report form, fill in the fields as shown below:

```
                    Report generation for "waherb" database
                    ----------------------------------------




Records per page : Infinite          Terse output? [y/n] No

Report form    : genquery

Output file    :

Output command : print

Wait for completion? [y/n] Yes









[Rpt gen] Yes-^Y  No-^N  Fwd-^F  Bwd-^B  Perform-^P  Exit-^X  Help-?
```

^P performs report generation, sending the report direct to the printer.

Nb.   If there is a *problem* with the report output and the number of pages left to produce is considerable, take the printer off-line and use the commands in the following section to *remove* the print job (see page 7).

To view a report.

To *view* a report on screen to verify the the output is suitable prior to sending the report to the printer, substitute **more** for **print** in the Output command field. This will send the report output to your terminal screen one screenful at a time. Use:

spacebar is used to view the next screen
RETURN to view the next line
q to quit the more command and return to the display of matching records.

If the output is suitable then proceed from Step 3 above.

To produce a DOS-format file.

To produce a DOS-format file using, for example, the genquery report form, fill in the fields as shown below:

```
┌──────────────────────────────────────────────────────────────────┐
│                  Report generation for "waherb" database           │
│                  ----------------------------------------          │
│                                                                    │
│                                                                    │
│  Records per page : Infinite         Terse output? [y/n] No        │
│                                                                    │
│  Report form     : genquery                                        │
│                                                                    │
│  Output file     : myquery                                         │
│                                                                    │
│  Output command :                                                  │
│                                                                    │
│  Wait for completion? [y/n] Yes                                    │
│                                                                    │
│                                                                    │
│                                                                    │
│                                                                    │
│                                                                    │
│                                                                    │
│  [Rpt gen] Yes-^Y  No-^N  Fwd-^F  Bwd-^B  Perform-^P  Exit-^X  Help-? │
└──────────────────────────────────────────────────────────────────┘
```

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^P performs report generation, sending the report direct to the file *myquery*.

When report generation has completed, hit **spacebar**, and ^X to exit WAHERB to the Unix prompt.

Insert a formatted 720Kb or 1.44Mb floppy disk in the top drive in the Sparcstation-ipc in the Sun-room.

At the unix prompt type: *(su [root])*   SPACE

{herbarium:your_user_id:2} /usr/etc/mount /pcfs

{herbarium:your_user_id:3} dos2unix *myquery* /pcfs/myquery.txt   *(doc)*   u2d myquery

{herbarium:your_user_id:4} **eject**

The last command ejects the diskette form the drive.

delete file from disc
load disc, in su [...]
at prompt (1) mount△/pcfs
(2) ls△/pcfs
(3) rm△/pcfs/filename
                        ↑space.

If file full,
check
cd△/spec/REPORTS
enter, pwd

* *Delete*   To remove a print job once it is has been submitted.

Return to the Unix prompt and type:

lpq to show the print job queue, including job number and the user who submitted it.

lprm *jobno.* to dequeue the appropriate job number.

To Finish a WAHERB session.

^X will exit from any mode, the main menu and WAHERB.

To end the session, type **logout** at the Unix prompt.

*   *Delete / all files once they are on disc*

rm△.........
      ↑
filename

Insert Mode

NL	Move forward a field	^O	Overstrike a character	^T^C	Clear the form
^F	Move forward a field	^C	Copy string into buffer	^T^A	Display item's attributes
^B	Move backward a field	^E	Enter string from buffer	^T^T	Write record to temporary file
^N	Move forward an item	ESC	Remove string	^T^N	Assign next available Key
^P	Move backward a item	^U	Undo the last change(s)	^T^D	Change the ditto record
^T^F	Find item by prompt	^W	Write the record	^T^I	Copy all from previous record
BS	Move left a character	^X	Exit from Edit mode	^T^V	Validate form contents
^L	Move right a character	^V	Copy from prev. insertion	^T^L	Load default value into field
^I	Insert characters	^T^Y	Edit the comments	^T^P	Display field edit message
^A	Append characters	^T^B	Move to start of form	^G	Copy screen to file
^D	Delete a character	^T^E	Move to end of form	^R	Redraw the screen

Query Mode

NL	Move forward a field	^D	Delete a character	^T^E	Move to end of form
^F	Move forward a field	^O	Overstrike a character	^T^C	Clear the form
^B	Move backward a field	^C	Copy string into buffer	^T^A	Display item's attributes
^N	Move forward an item	^E	Enter string from buffer	^T^L	Load default value into field
^P	Move backward a item	ESC	Remove string	^T^P	Display field edit message
^T^F	Find an item by its prompt	^U	Undo the last change(s)	^G	Copy screen to file
BS	Move left a character	^Y	Perform the query	^R	Redraw the screen
^L	Move right a character	^X	Exit from Edit mode	^Z	Return to Unix shell
^I	Insert characters	^T^Y	Edit the comments search string		
^A	Append characters	^T^B	Move to start of form		

Display Mode

^F	Forward a record	^C	Copy all records	^T^V	Verify that records match
^B	Backward a record	^Y	Perform an additional query	^T^D	Discard this record
^E	Edit this record	^P	Peruse neighbouring records	^T^O	Set default ordering criteria
NL	Move form window down	^X	Exit from Display mode	^G	Copy screen to file
^K	Move form window up	^T^L	Re-order records	^R	Redraw the screen
^N	Select a new Report form	^T^C	Report these records	^Z	Return to Unix shell
^O	Copy this record	^T^E	Globally edit records		

Edit Mode

NL	Move forward a field	^O	Overstrike a character	^T^C	Clear the form
^F	Move forward a field	^C	Copy string into buffer	^T^A	Display item's attributes
^B	Move backward a field	^E	Enter string from buffer	^T^D	Change the ditto record
^N	Move forward an item	ESC	Remove string	^T^I	Copy all from previous record
^P	Move backward a item	^U	Undo the last change(s)	^T^V	Validate form contents
^T^F	Find an item by its prompt	^W	Write the record	^T^L	Load default value into field
BS	Move left a character	^X	Exit from Edit mode	^T^P	Display field edit message
^L	Move right a character	^V	Copy from prev. insertion	^G	Copy screen to file
^I	Insert characters	^T^Y	Edit the comments	^R	Redraw the screen
^A	Append characters	^T^B	Move to start of form	^Z	Return to Unix shell
^D	Delete a character	^T^E	Move to end of form		

CREATED ON __ __ ___   WAHERB SPECIMEN DATABASE   LAST EDIT __ __ ___
TIME __:__ USER _____   INSERTION FORM   TIME __:__ USER _____
SHEET NO. ____ _____   ORIGIN _____   NUMBER _____
Current determination   Scroll? _
GENUS _____ FAMILY _____ _____
SPECIES _____ SUPRA-GROUP _____
AUTHOR _____ DET _____
INFRASP _____ RANK _____ DATE DET __ __ ___
INFAUTH _____ MS __ Previous determinations? _
PLANT DESCRIPTION _____
_____
_____
_____

SITE DESCRIPTION _____
_____
_____
VEGETATION _____
_____
_____
OTHER NOTES _____
_____
LOCALITY _____

   LAT __ Deg __ Min __ Sec _ LONG ___ Deg __ Min __ Sec _ MAN/AUTO _ PREC __
COLLECTORS NAME _____ COLL NO. _____
DATE1 __ __ ___   DATE2 __ __ ___   BOT DIST _____ STATE ___ ALT _____ _
LOC1 _____ LOC2 _____ PREQ _
APRX _   DIST _____   UNIT _ DIR ___ HWY ___ SGU _____
Associated data
VOUCHER _____
FL AUST _   REF HERB _   CONSERVATION STATUS _____   MAP _____
DUPLICATES _____ NO. __ MULTI SHEET NO. ___
        SPEC COLL _____ REC BASIS _ OTHER DATA _
TYPE OF _____ _____
                               _____
TYPE STATUS ___ _   _____
         D _   _____
LOAN NO. __-___   INSTITUTION _____ LOAN OUT __ __ ___ LOAN IN __ __ ___
P:COM _____ P:HOST _____
Previous determinations
1.GENUS _____ FAMILY _____ _____
SPECIES _____ SUPRA-GROUP _____
AUTHOR _____ DET _____
INFRASP _____ RANK _____ DATE DET __ __ ___
INFAUTH _____ MS __   More _
2.GENUS _____ FAMILY _____ _____
SPECIES _____ SUPRA-GROUP _____
AUTHOR _____ DET _____
INFRASP _____ RANK _____ DATE DET __ __ ___
INFAUTH _____ MS __   More _
3.GENUS _____ FAMILY _____ _____
SPECIES _____ SUPRA-GROUP _____
AUTHOR _____ DET _____
INFRASP _____ RANK _____ DATE DET __ __ ___
INFAUTH _____ MS __   MORE _
COMMENTS _____

Setting the Printer to Parallel.

1. The printer on which output from WAHERB appears is a Laserjet III, located in the 'Sun-room' next to the entrance to the Laboratory.

2. To check that it is set to accept data from the Sun, i.e. that it is set to receive data from its parallel port:

3. Take the printer off-line by pressing the **On-line** button once so that its light goes out.

4. Hold the **Menu** button down continuously for approximately 5 seconds, until the display reads "AUTO CONT=OFF".

5. Release the button, then hold it down momentarily to change to the next item on the menu. This is the interface setting and will either read SERIAL or PARALLEL.

6. If it reads PARALLEL, then the printer is already set correctly and you can simply press **On-line** to return it to a ready state.

7. If it reads SERIAL, then press the + button once to change the display to PARALLEL.

8. Now press the **Enter** button to record this configuration change in the printer memory (the setting is acknowledged by an asterisk to the right of the display).

9. Press **On-line** to return the printer to a ready state.

10. Ensure the correct paper is in the printer. Except for the special paper used in herbarium label generation, the standard tray is to be filled with A4 photocopy paper.

11. If an error message is displayed and the printer is off-line, consult the blue Laserjet III Manuals for specific information on correcting the problem, or try these tips:

12. Paper jam: press the button on top of the printer to open its lid, and remove any jammed paper (be careful to avoid any hot components inside) then close the lid and wait for the printer to warm up and return on-line automatically. The printer will usually continue with any suspended print job, and if so, will start by making an attempt to correctly reprint the page which jammed.

13. 40. ERROR: press the Continue/Reset button.

14. Incorrect font: hold the Continue/Reset button down until the following message is displayed: 07 RESET. This should return the printer to its default font setting, which is: Font source I(nternal) and Font number **10.** If this does not reset the font then consult the handy guide on the board next to the printer on how to do this.