Contents

ISYS Utilities window

The ISYS Utilities window is for maintaining and configuring <u>ISYS databases</u>. Select the options you want from the menu bar.

The major part of the window is used to show the progress of the various maintenance activities.

See Also:

<u>Database overview</u>
<u>File formats</u>
<u>Indexing rules</u>
<u>Database options</u>
<u>Update</u>
<u>Reindex</u>
<u>Optimize</u>
<u>Statistics</u>
<u>Word frequency</u>
<u>List Documents</u>
<u>Common words (viewing)</u>
<u>Query by concept</u>
<u>Restrictions</u>
<u>Auditor</u>

Database overview

The <u>database</u> is the most important part of ISYS, and its correct maintenance is very important to the smooth operation of ISYS.

An <u>update</u> scans the documents on your hard disk and determines which ones have been changed, added, or deleted since the last update. It then updates the database so that it accurately reflects the documents on the disk. You should perform an update at regular intervals, for instance, daily, at a maximum weekly if your documents do not change often.

A <u>reindex</u> completely reconstructs the database files, and then performs an update to the index. You should perform a reindex if the database becomes damaged or corrupt, or if you change the <u>common words</u>, <u>significant</u>, or <u>insignificant</u> characters lists. The reindex writes the changes into the database files.

Most other options can be changed without a reindex becoming necessary - the changes will come into effect at the next database update.

<u>Optimize</u> is a special type of reindex that optimizes the database for size and speed of access. However, because it is somewhat slower to actually run an Optimize than a normal reindex, you are given the option between the reindex and Optimize.

An <u>Add</u>is a special type of Update that scans the directories looking for only those documents that have been **added** since the last update.   This is a quick method of adding new documents - you will still need to use the Update facility for integrating any changed or deleted document references.

See Also:

<u>Setup Wizard</u>

<u>File formats</u>

<u>Indexing rules</u>

<u>Database options</u>

Selecting a database

To select a database, select the File menu, then the Select Database item.   ISYS will show you the Select Database Window.   You can use this to select a drive and directory.

If there is an ISYS database present in the directory you have selected, its name will be shown in the top box on the window.

When the window is showing the database you want to work with, choose the OK button.

Setup Wizard

Setup Wizard is used to configure a basic set of database rules for your database. If you have created any complex rules with the Indexing Rules window you should not use this procedure.   Any complex rules you have configured will be lost if you save the Setup Wizard configuration.

In the Where would you like your index.. window, select the directory where you wish your index filesto reside.

In the "What types of documents.." window, select the file formats you have by clicking on each type so that there is a check mark next to it.   ISYS will have already located and checked off one file format on your system.

In the "Under where are your documents ..." window ISYS will have already selected a default directory.   Use the Add another directory button to choose another directory from the directory selection box.   Use the Remove directory button to delete directories from the list.   The directories selected will be searched for documents to be indexed.

In the How would you like to name... window enter a meaningful name for the database. The Add index to Catalog button should be checked if you wish the database to be added to the Catalog.

See Also:

Database options

File formats

Indexing rules

Database overview

File formats

The File Formats window is used to select the types of <u>documents</u> that you have on your hard disk(s). To maintain the <u>file formats</u>, select the File menu then the File Types item.

In the "File formats installed" box, select the file formats you have by clicking on each type so that there is a check mark next to it.

See Also:

<u>Indexing rules</u>

<u>Database options</u>

<u>Database overview</u>

Indexing rules

To add or change a <u>database rule</u>, select the File menu, and then the Indexing Rules item. The Indexing Rules window is used to add, change and display the indexing rules for each disk drive and directory.

To create or view the rules for a drive, select the appropriate drive button.

The "Rules" box (on the lower left of the window) shows you each rule for the selected drive. The directory and file pattern for the rule are shown here as well as on the status line at the bottom of the window. The file patterns are normal DOS file patterns, however, the directory patterns are:

dirname\ filename.ext
Include or exclude just this directory and file pattern

dirname**\ filename.ext
Include or exclude documents matching the file pattern *in and under* this directory

dirname***\ filename.ext
Include or exclude documents matching this file pattern *under, but not in*, this directory.

The "Directories" box (the lower middle part of the window) displays the directories on the selected drive. To <u>create a rule for a directory</u>, select the directory in this box, then click on the Create button below it.

The "Files" box shows you the files in the currently selected directory. To <u>create a rule for a file</u>, select the file in this box, then click on the Create button below it.

See Also:

<u>File formats</u>

<u>Database options</u>

<u>Database overview</u>

Create rule - directory rule

From the Indexing Rules window, select the directory to index from the directory list in the "Directory" box. Then, click on the Create Rule button below the "directory" box. The Create Rule window is shown to you.

Select the options you want for the directory in this window.

The options are explained below:

Create a rule to ...

Include documents in <directory>
Use this to include documents in the current directory, but not any documents in any sub-directories.

Include documents in & under <directory>
Use this to include documents in the directory and any sub-directories of this directory.

Include documents under, but not in <directory>
Use this to tell ISYS that you want to index documents in the sub-directories of this directory, but not any documents which are in the directory itself.

Exclude documents in <directory>
Use this to tell ISYS not to include documents in this directory. Documents in sub-directories may be included in the index if there are other rules which apply to them.

Exclude documents in & under <directory>
Use this to tell ISYS not to include any documents in this directory or any of its sub-directories.

Exclude documents under, but not in <directory>
Use this to tell ISYS not to include any Documents in any sub-directories of this directory. Documents in this directory may be included in the index if there are other rules which apply to them.

Using ...

Select the file type that the documents in this directory are in the "Using ..." box, unless the rule is an exclude rule, as file types are unnecessary.

The file types displayed are the file types you selected with the Select File Types window. If you select "Best Guess" ISYS will try to automatically work out the format of the documents.

Document Options

Plain - This is the default setting to indicate that your documents are regular text files with no special formatting as indicated below.

Ventura - If you use Ventura Publisher, this option alerts ISYS to the possible inclusion of the special Ventura paste up markers.

Hardspaced - If your documents contain hard returns at the end of each line, use this option to indicate that **two** hard returns denote a paragraph break.

Doublespaced - If your documents are entirely doublespaced, i.e. two hard returns at the end of each line, use this option to indicate that **three** hard returns denote a paragraph break.

Presentation Quality

Speed - Use this option to ensure that ISYS will perform at optimum speed during indexing and document browsing.

Quality - Use this option if you wish ISYS to index your documents using WYSIWYG document formatting.   This option will increase the indexing time and the time taken to open a document for browse.   However during browse, the document will more closely resemble how it looks in the word processor.   This would be of particular value if your documents contain a large number columns, tables, etc.

Document pattern

Type the pattern for the Documents you want this rule to apply to. This is a normal DOS file name specification..

Directory pattern

When this setting is combined with the document pattern it gives the specification for the rule, which is displayed in the Indexing Rules window. The directory patterns are:

   dirname
include or exclude just this directory

   dirname**
include or exclude documents in and under this directory

   dirname***
include or exclude documents under, but not in, this directory

See Also:

Create rule - file rule

Create rule - file rule

From the <u>Indexing Rules window</u>, select the file to index from the file list in the "Files" box. Then, click on the Create Rule button below the "Files" box. The Create Rule window is shown to you.

Select the options you want for the file in the window.

The options are explained below:

Create a rule to ...

Include <document>
Use this to include only the selected <u>document</u> in the index.

Include *.<ext> in <directory>
Use this to include documents of the matching extension type in the current directory, but not any documents in any sub-directories.

Include *.<ext> in & under <directory>
Use this to include documents of the matching extension type in this directory and any sub-directories of this directory.

Exclude <document>
Use this to include only the selected document in the index.

Exclude *.<ext> in <directory>
Use this to tell ISYS not to include documents of the matching extension type in this directory. Documents in sub-directories may be included in the index if there are other rules which apply to them.

Exclude *.<ext> in & under <directory>
Use this to tell ISYS not to include any documents of the matching extension type in this directory or any of its sub-directories.

Using ...

Select the <u>file type</u> that the <u>documents</u> in this directory are in the "Using ..." box, unless the <u>rule</u> is an <u>exclude rule</u>, as file types are unnecessary..

The file types displayed are the file types you selected with the <u>Select File Types window</u>. If you select "Best Guess" ISYS will try to automatically work out the <u>format of the document</u>**Document Options**

Plain - This is the default setting to indicate that your documents are regular text files with no special formatting as indicated below.

Ventura - If you use <u>Ventura Publisher,</u> this option alerts ISYS to the possible inclusion of the special Ventura paste up markers.

Hardspaced - If your documents contain hard returns at the end of each line, use this

option to indicate that **two** hard returns denote a paragraph break.

Doublespaced - If your documents are entirely doublespaced, i.e. two hard returns at the end of each line, use this option to indicate that **three** hard returns denote a paragraph break.

Presentation Quality

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Document pattern

Type the pattern for the documents you want this rule to apply to. ISYS automatically makes this the extension of the selected files, but you can change it if you want. For instance, if you wanted only your .DOC files to be included, type *.DOC.

Directory pattern

When this setting is combined with the document pattern it gives the specification for the rule, which is displayed in the Indexing Rules window. The directory patterns are:

dirname
include or exclude just this directory

dirname**
include or exclude documents in and under this directory

dirname***
include or exclude document under, but not in, this directory

See Also:

Create rule - directory rule

Update

The <u>database</u> must be regularly updated so that it accurately reflects the contents of your <u>documents</u>.

To update the database, select the Update menu. ISYS shows you the Update window.

Presort documents prior to indexing

Normally ISYS displays the documents in the default database order i.e. the most recently indexed documents appear first.   If you want your documents sorted by another criteria, click on the Presorting Options button to view the list of choices.

If you generally wish to have your documents presented in a particular order during queries (other than the default database order), then it is more efficient to pre-sort the documents prior to indexing rather than at query time.

ISYS shows you the progress of the update in the <u>ISYS Utilities window</u>.

See Also:

<u>Reindex</u>

<u>Optimize</u>

<u>Database overview</u>

Reindex

When your ISYS <u>database</u> becomes corrupted or otherwise damaged, or if you are upgrading from another version of ISYS, or if you have changed certain database options or rules, you must reindex the database. A reindex completely recreates all the database files, scans your hard disk for <u>documents</u>, and updates the index.

Sometimes, if your database contains many documents that have been modified or deleted, it is more efficient to do a Reindex rather than and Update, because during the Update process ISYS has to first remove all references to those changed and deleted documents prior to reindexing the changed documents.

To reindex the database files, select the Utilities menu.

ISYS shows you the progress of the reindex in the <u>ISYS Utilities window</u>.

See Also:

<u>Update</u>

<u>Optimize</u>

<u>Database overview</u>

Optimize

You can enhance the performance of the <u>database</u> by performing an Optimize. This rebuilds the database index and optimizes it for both disk space and speed of access. This procedure is normally only recommended if you intend to publish your database. A Reindex is usually sufficient for removing slack bytes from the index files.

You will have to have enough free disk space to perform an Optimize. In practice, this is as much disk space free as the database files currently occupy.

To Optimize the database, select the Utilities menu, and then the Optimize item.

ISYS shows you the progress of the Optimize in the <u>ISYS Utilities window</u>.

See Also:

<u>Update</u>

<u>Reindex</u>

<u>Database overview</u>

Add

Use the Add function to incorporate references to the <u>database</u> for **new** documents only. To use the Add function, select Add from the Utilities menu.

The Add feature is intended for use as a quick method of incorporating new documents when you dont have time for a full Update.   The Update facility will still need to be run to incorporate references to documents which have been changed or deleted.

See Also:

<u>Update</u>

<u>Reindex</u>

<u>Optimize</u>

Statistics

Use the statistics to obtain an overview of the <u>database</u> and its contents. To look at the database statistics, select the Utilities menu, and then the Statistics item. ISYS compiles the statistics for the current database and shows them to you in the <u>ISYS Utilities window</u>.

This shows you, in order from the top:

- the number of <u>documents</u> in the database

- the total number of words in all the documents

- the number of <u>common words</u>

- the number of words which are included in the database index

- the total number of different words in the database

- the characters which have been defined as <u>significant</u>

  (when the database was created or last reindexed)

- the characters which have been defined as <u>insignificant</u>

  (when the database was created or last reindexed)

- the size of the three index files

- the amount of slack bytes of the index files B and C

- the percentage of slack bytes in the index files (at say 15% a

  Reindex would be recommended to recover the space)

- the directory where the database is located

See Also:

<u>Word frequency</u>

<u>List documents</u>

<u>Common words (viewing)</u>

<u>Database overview</u>

Word frequency

The word frequency report lists the words that are indexed in the <u>database</u> and how often they occur. This is of interest when designing a database, since the frequency of words highlights possible <u>common word</u> candidates, <u>synonyms</u>, etc. Peculiar words also show up any potential problems with <u>significant</u> and <u>insignificant</u> characters.

To view the word frequency, select the Utilities menu, and then the Word frequency item. ISYS shows you the Word Frequency window. Enter the minimum number a word has to occur and the characters the words must start with to be included in the report.

ISYS will compile the list and display it in the <u>ISYS Utilities window</u>.

See Also:

<u>Statistics</u>

<u>List documents</u>

<u>Common words (viewing)</u>

<u>Database overview</u>

List documents

To view the list of <u>documents</u> held in the <u>database</u>, select the Utilities menu, and then the Document List item. ISYS shows you the Document List window:

Choose the sort method from one of the three radio buttons. You can choose:

- Reverse chronological order

- Chronological order
- Alphabetical order

To view the documents in the order they are in the database, don't select any of the radio buttons.

You can also choose to only view those documents which start with certain characters by entering them into the "Document names containing the characters" field.

Click on the OK button, and ISYS will compile the list and display it in the <u>ISYS Utilities window</u>. This list shows you the database document number, the format type of the document, the number of words in the document, and the <u>path</u> and <u>file name</u> of the document. At the bottom of the list ISYS shows you the total number of documents and total number of words in the database.

See Also:

<u>Statistics</u>

<u>Word frequency</u>

<u>Common words (viewing)</u>

<u>Database overview</u>

Common words (viewing)

This <u>common words</u> list shows you the common words as they apply to the <u>database</u> *now* (that is those that were defined when the database was created or last reindexed). Note that these may have been changed with the <u>Common Word List window</u> since the last <u>reindex</u>. However, the new list will not apply until a reindex is performed.

To view the list of common words, select the Utilities menu, and then the Common Words item. ISYS builds the list of common words and displays them to you in the <u>ISYS Utilities window</u>.

You cannot edit the list in this window. <u>Editing the common words</u> is performed with the Common Word List window.

See Also:

<u>Common words (maintaining)</u>

<u>Statistics</u>

<u>Word frequency</u>

<u>List documents</u>

<u>Database overview</u>

Query by concept

To maintain the concept tree, click on the Concepts menu. ISYS will show you the Query by Concept window, with any part of the tree previously entered displayed.

For information on how to use concept trees when running a query, see the *Query-by-Concept* help entry in ISYS Query help, or consult your manual.

You can add, edit, delete, change the level of, search for or print components of concepts.

See Also:

Concept Tree Overview

Concept tree overview

Using the concept tree, you can set up the equivalent of a corporate thesaurus, a database table of contents, or simply an outline of the contents of the <u>database</u>. For information on how to use concept trees when running a query, see the *Query-by-Concept* help entry in ISYS Query help, or consult your manual.

Concept trees are useful to new users to find out what sort of information generally is available in a database. They let you, the database administrator, draw a conceptual map of the information in the database, and provide a number of relevant working queries for users to run on the database.

The concept tree is organized hierarchically or in a "tree" format. The highest levels of the tree are for the most general categories, with each subsequent level down becoming more specific:

Art movements

--**Modernism**
    --Impressionism
    --Expressionism
    --Cubism

--**Postmodernism**
    --Pop art
    --Conceptual art

Art Theory

--**Structuralism**

   ...

Thus, using our example above, if you want information about art movements generally, you can use the concept "Art movements". The concept can be set up to also search for the concept levels below it: "Modernism", "Postmodernism", "Impressionism", etc, because these are all "art movements".

See Also:

<u>Query by concept</u>

Adding a concept

To add a concept to the tree, click on the Add button. ISYS shows you the Concept Entry window. Enter the options you want here. Click on OK to save the new concept.

If the new concept in not in the position you want, you can change the level of the concept.

The options in the Concept Entry window are:

Concept name
The concept name.

Query
Enter the query command for the concept. Enter this as if you were typing the query into the Command-Based Query window in ISYS Query. The command based reference contains the details of each command operator.

Options: Include all lower levels
If you want to include the lower levels of a tree in the query, click in the "Include all lower levels in query" box. This means that if this concept has any sub-concepts, the sub-concept's query will be included in this query.

Options: Filters... button
You can filter the results of a query in order to make your document list more manageable, or to exclude documents or paths of your choice.

If you enter a filter, it will temporarily replace, for the duration of the query, any existing query filters that you or any users set up in their preferences.

Description
The description of the concept. Be as detailed as possible as users will use this description as a guide when browsing the concept tree.

See Also:

Query by concept

Editing a concept

Deleting a concept

Changing the level of a concept

Finding a conceptPrinting Concept Trees

Concept tree overview

Editing a concept

To make changes to a concept, click on the concept you want to edit from the <u>Query by Concept window</u> and click on the Edit button. ISYS will show you the Concept Entry window with the options for the concept in it.

Type the changes that you want to make. See <u>Adding a concept</u> for an explanation of all the selection boxes.

When have finished making your changes, click on the OK button. If you want to abandon your changes, click on the Cancel button.

See Also:

<u>Query by concept</u>

<u>Adding a concept</u>

<u>Deleting a concept</u>

<u>Changing the level of a concept</u>

<u>Finding a conceptPrinting Concept Trees</u>

<u>Concept tree overview</u>

Deleting a concept

From the Query by Concept window, click on the concept you want to delete from the tree and then click on the Delete button. ISYS will only delete the concept that you selected. Any concepts that are lower in the hierarchy will remain.

See Also:

Query by concept

Adding a concept

Editing a concept

Changing the level of a conceptPrinting Concept Trees

Concept tree overview

Changing the level of a concept

Use these buttons (pictured above) in the <u>Query by Concept window</u> to change the position of concepts in the tree. To move a concept, click on the concept that you want to move and click on the appropriate button.

The left and right arrow buttons change the level of a concept. The left arrow moves the concept *up* a level. The right arrow button moves the concept *down* a level.

The up and down arrow buttons move the concepts up and down the tree within the same level.

See Also:

<u>Query by concept</u>

<u>Adding a concept</u>

<u>Editing a concept</u>

<u>Deleting a concept</u>

<u>Finding a conceptPrinting Concept Trees</u>

<u>Concept tree overview</u>

Printing Concept Trees

If you wish to print the various components of a concept tree, from the Query By Concept window, click on the Print button.   A selection list will display from which you can choose to print the concept name, the concept queries, query descriptions, lower levels of the queries and any filters that apply to queries.

See Also:

Query by concept

Adding a concept

Editing a conceptChanging the level of a concept

Deleting a concept

Finding a concept

Concept tree overview

Finding a concept

If your concept tree is large, it is easier to use find rather than scrolling through the tree. From the Query By Concept window, click on the Find button. ISYS will show you the Find concept window.

Enter the string of characters that you want to search for and click on the OK button. ISYS will highlight the next concept that contains the string of characters in the Query by concept window.

After ISYS has completed the find, you can use the Next button to find the next concept that contains the string of characters that you entered. Click on the Next button. ISYS will highlight the next match.

See Also:

Query by concept

Adding a concept

Editing a concept

Deleting a concep

Changing the level of a conceptPrinting Concept Trees

Concept tree overview

Database options

To change the <u>database</u> options, click on the Options menu. The options are arranged in card tab form.   Choose the tab of the group of options you wish to define.

The options are:

Database name

Type the name for this database in the "Database Name" field.

Characters & Words

- Special Characters - enter any characters you want to make <u>significant</u> into the "Significant characters" field, and any you want to make <u>insignificant</u> into the "Insignificant characters" field.   Any character that is not defined in either of the above categories is regarded by ISYS as a <u>punctuation character</u>. These serve to indicate the end of one word and the beginning of a next.

- <u>Common words</u> are not included in the ISYS database to save disk space. If you want to treat pure numbers as common words, select the "Treat pure numbers as common" check box.   To edit the list of common words, click on the <u>Edit List button</u>.
- If you change the <u>common words</u> or the special characters you will have to <u>reindex</u> the database for the changes to take effect.

Indexing options

- Intelligently recognize/process dates.   Check this option if you want ISYS to intelligently recognize dates expressed in a variety of formats.   Note that selecting the Intelligent Date Handling option will slightly increase the size of your indexes, the exact amount depending on the nature of your data. Unless your data is mostly dates, the increase in index size should not be significant.   Enabling the feature may also slightly reduce indexing performance.

- Index dots when embedded in words or numbers.   Use this option for smart dot handling, wherein dots are significant in cases like 3.2.12, but not significant at the end or start of a word.

- Index filenames.   If you choose to index filenames, ISYS will allow you to search for files by their names, extensions, or any portion thereof.   In effect ISYS will actually index each portion of the filename as though it were a word located at the top of the document.

- <u>Fuzzy precompensation</u> for OCR/scanning errors. The use of this option is only really appropriate when you know your source data is likely to have a high proportion of errors as a result of being captured by means of OCR/scanning (optical character recognition). The use of this feature will slightly increase your index size and indexing time.

  Changes to handling of Dates, Dots and Fuzzy precompensation will require a reindex of the database for changes to take affect.

- Concurrency.   If you want to allow query users to query the database while the index is being updated, select the "Allow query users" check box.

- Document update latency   The <u>document</u> latency determines how old (in minutes) a document must be before it is considered in the indexing process. This value may be changed without having to reindex the <u>database</u>.

Annotations

- Searchable/Indexed Annotations.   If selected, ISYS will automatically detect and index any <u>annotations</u> that have been created for documents in the database.   Only the text annotations are indexed   not hyperactivities, images or linked queries.

  Because this option affects which files will and will not be indexed (much like an indexing rule), rather than affecting **how** previously indexed documents should be read (like date handling or dot handling), you can change it without reindexing the database. Changes will just be reflected in the next UPDATE run, just like a rule change.

-     Annotaton Storage.   If you want the <u>annotations</u> files to be stored in the same place as the <u>document</u> the annotations are for, click on the "Same as document" radio button. If you want the annotation file to be stored in a specified drive, click the "On nominated drive" radio button, and   type the drive and path into the box to the right of the button description.

If you choose another drive, ISYS will "mirror" the database directory structure on that drive, creating directories as needed.

Document titles

The <u>document title</u> can be either the first non-blank line of the document or another line can be defined as the title. To change the title line, enter the line number into the "After line number" field. You can also specify a string that will occur in the title line. Enter the string into the "That contains the string" field.

For example, if you are indexing memos, then you could tell ISYS to make the title the first line, that occurs after the third, in the document that contains the string "Re:".   If you change this option, you will need to reindex your database for it the change to take affect.

Hypertext/Front Page

The front page feature provides a method of informing your users about the contents of the database and the ability to provide links to other documents, via queries, embedded links, images, etc.   In many instances this feature may replace the use of a *concept tree*.   All you need do is set up a document with all the links you want, and declare it to be your front page

The front page document should be stored in your ISYS database directory, and its filename entered here *EXACTLY* as it appears in the databse directory.   Once a front page has been declared a new menu option appears in the ISYS query program and a button is available for selection on the Main toolbar.

See Also:

Common words (maintaining)

To edit the common word list, click on the Options menu from the ISYS Utilities menu. ISYS shows you the Database Options window with groups of options arranged in card tab form.   Choose the tab of the group Characters & Words.   Click on the Edit List button.   ISYS will show you the Common Word List window.

Make the changes to the common word list.

After making changes to common words, you have to reindex the database for the new common words list to take effect.

See Also:

Database options

Common words (viewing)

Restrictions

The restrictions option restricts users to particular directories, or limits the functions they have access to with the ISYS Query program.

To set up restrictions, click on the Restrictions option from the ISYS Utilities window. ISYS shows you the Restrictions window. Enter the options you want and click on the OK button to save them.

The options are:

Constrain user files in and under

Type the directory name that you want to restrict user to. If you do not the know the directory name, click on the Browse button. ISYS shows you the Constrain users to window, where you can select the drive and directory that you want to restrict the user to.

Print line limit

By default this option is set to No limit.   Should you wish to limit your users to printing a specific number of lines, just enter the appropriate number in the Print Line Limit box. If you wish you can disallow printing completely by checking the No Printing box.

Feature access

By default, all these options are available to users when you first install ISYS. To restrict an option, click on the check box such that it is not selected. If a check box has a cross in it, then users have access to that feature.

Document activation
Whether users can activate the document in its application.

Synonym editing
Whether users can edit synonyms.

Saved query editing
Whether users can edit the saved query list.

Annotation editing
Whether users can annotate documents in IQ Browse.

Document file copying
Whether users can copy the entire file using the File menu Copy item.

Switch between database catalog/directory
Whether users can alternate between the catalog (if created) and the directory tree.

Catalog Editing
Whether users are able to edit the database catalog .

Auditor

The auditor logs the activities of ISYS Query users. You can select what activities you wish to have logged.

From the ISYS Utilities window, click on the Auditor menu and ISYS will show you the Auditor Options window. Enter the options you want and click on the OK button to save them.

The options are:

ID information

Log File

This is the name of the file that the auditor sends the activity log to. All users must have read/write access to this file. ISYS keeps adding information to the same log file until you delete the file. You can use DOS environment variables by enclosing the variable name in curly braces, e.g. "{LOGFILE}".

User Ident

This is the information which identifies each user of ISYS in the log file. If you are the only user, type your name in here. You can include DOS environment variables by enclosing the variable name in curly braces, e.g. "{USR}".

Master Control

This controls whether the auditor is on or off.

Audit events

Select what types of user activity you want to be added to the log file. To log an activity, click on the check box so that the box is selected. The options are:

Queries

This logs the query commands that users run.

Results of queries

Logs the result of all the queries that users run. This will also list how many hits per query.

Errors

Logs all the error messages that ISYS produces.

Documents browsed

Logs the number of times and the name of documents that   users viewed using the ISYS document viewer.

Document activated with WP

Logs the number of times and the name of documents users viewed using a word processing package.

Document annotated

Logs <u>annotations</u> users enter into documents using the ISYS document viewer.

Program loads/unloads

Logs when a user starts or quits ISYS Query.

Database opens

Logs the databases which have been queried.

Filters

The filters allow you to configure ISYS to only display particular <u>documents</u> in the <u>document list</u>.

To filter the <u>query results</u>, click on the Filter button. Alternatively, select the File menu, and then the Filter Results item, or you can press CTRL-F on your keyboard.

The Filter window is displayed to you. The drop down boxes on the fields in the Filter window allow you to choose from earlier filter settings.

See Also:

<u>Filter options reference</u>

<u>Adding a concept</u>

Filter options reference

File path contains

Type the string that the <u>file path</u> **must** contain for the <u>document</u> to be displayed. You can enter multiple entries delimited by a semicolon.

File path omits

Type the string that the <u>file path</u> must **not** contain for the document to be displayed. You can enter multiple entries delimited by a semicolon.

File name like

Type the <u>MS-DOS file specification</u> which documents must match to be displayed. You can also enter multiple entries delimited by a semicolon.

For more information on MS-DOS file naming conventions, and wildcards, see your MS-DOS and Windows manuals.

File name unlike

Type the <u>MS-DOS file specification</u> which documents must match to be displayed. You can also enter multiple entries delimited by a semicolon.

For more information on MS-DOS file naming conventions, and wildcards, see your MS-DOS and Windows manuals.

File date from; To

To only include files between certain dates, enter the dates into the "File Date From" and "To" fields. The dates are inclusive.

See Also:

<u>Filters</u>

<u>Adding a concept</u>

Command-based operator reference

The following is a list of the <u>operators</u> you can use in your <u>queries</u>. Although they are written here in all capitals, it is not necessary to enter them as such.

AND

The AND operator is used to locate <u>documents</u> which contain *both* of the entered words or phrases anywhere in the text of the document.

OR

The OR operator is used to locate documents which contain *any one* of the entered words or phrases.

NOT

The NOT operator is used to locate documents which contain the first word or phrase, *but not* the second.

XOR

The XOR operator is used to locate documents which contain *either* the first word or phrase, *or* the second, *but not both*.

EXCEPT

The EXCEPT operator is used to locate documents in which the first word or phrase appears, but only if the second term or phrase is *not in the same <u>paragraph</u>* as the first. This is a more specific version of NOT.

...

The FAR FOLLOW operator is used to locate documents where the first word or phrase is subsequently followed by the second. That is, both words or phrases occur in the document, but the second one must occur after the first.

..

The CLOSE FOLLOW operator is used to locate documents where the first word or phrase is followed by the second word or phrase in pairs.

\x,y\

The IN PARAS operator is used to locate documents where both words or phrases occur within the specified number of <u>paragraphs</u> of each other.

You can use the form "\\" to specify "within a paragraph of". You can also specify negative paragraph numbers.

The default for *x* is 1, and *y* defaults to *-x*.

/x,y/ or W/n

The NEAR BY operator is used to locate documents where both words or phrases appear in the same <u>paragraph</u>, within the number of words specified by *x* and *y*, or *n* (in the second case).

You can use the form "//" to specify "in the same paragraph".

The default for *y* is the end of the paragraph, and the default for *x* is *-y* (i.e. the beginning of the paragraph). You can also specify negative ranges.

IN

The IN operator is used to locate documents which contains the first word or phrase in a paragraph that is <u>labelled</u> with the second word or phrase.

LABEL

The LABEL operator is used to find documents which contain a paragraph that is <u>labelled</u> with the word or phrase.

TO

The TO operator specifies an alphabetic or numeric range. The TO operator can be used to search for dates if they are expressed in *YYMMDD* format.

AFTER

For use in conjunction with the Intelligent Date Handling option, this operator allows you to search for any documents containing dates *After* a specific date.

BEFORE

For use in conjunction with the Intelligent Date Handling option, this operator allows you to search for any documents containing dates *Before* a specific date.

See Also:

<u>Special Symbols</u>

<u>Adding a concept</u>

<u>Database Options</u>

Special symbols * ! ~ +

There are a number of special symbols which change the meaning of the commands entered in a query. They are:

* or !

The "*" or "!" symbols tell ISYS to find any number of significant characters. They are similar to the DOS wildcard character. The wildcard * can also be used at the *beginning* of a word, however only one wildcard can be used per word.   Note that the amount of time to complete the query will increase as the position of the * moves toward the left.

~

The "~" symbol tells ISYS to apply conflation to a word.

By default conflation is set to off in the Preferences section of ISYS Query.   Using this symbol in a query will turn it *on* for this word.   If you change your preference so that conflation is always turned on, use this symbol to turn conflation *off*.

You can also use the conflation operator at the beginning of a word, or at both ends of word.

+

The "+" symbol is the toggle switch for the synonym expansion setting.   When you enter a word into a query that is defined in a synonym ring, depending on this operator and the automatic synonym setting in the Preferences window, ISYS will also search for all the other words in the ring.

By default, synonyms are turned on in the Preferences section of ISYS Query.   If synonym expansion is *on*, using this symbol in a query will turn it *off* just for this word, and *vice versa*.

See Also:

Command-based operator reference

Adding a concept

File menu

Select Database
Allows you to change the <u>database</u> you are working with

Setup Wizard
Activates the <u>Setup Wizard facility</u>

File Types
Displays the <u>File Formats window</u>

Indexing Rules
Displays the <u>Indexing Rules window</u>

Exit
Exits ISYS Utilities

Utilities menu

Create
Creates the database files

Preview
Allows you to preview the next <u>update</u>

Reindex
<u>Reindexes the database</u>

Optimize
<u>Optimizes the database</u> for optimum access time and index file size

Statistics
Displays <u>statistics</u> about the database

Add
<u>Add</u> incorporates references to the database for **new** documents only

Word Frequency
Displays the <u>word frequency list</u>

Document List
Displays the <u>list of documents</u> in the database

Common Words
Displays the <u>common word list</u>

Users
Displays ISYS users

ISYS Scheduler
The <u>ISYS Scheduler</u> allows you to have ISYS automatically Update, Reindex or optimize your database.

ISYS Scheduler

The ISYS Scheduler allows you to have ISYS automatically Update, Reindex or Optimize your database.   From Utilities menu of the ISYS Utilities program, select the ISYS Scheduler option.

To schedule an activity choose the Add button and ISYS will display the Scheduled Activity Window.   Select the type of activity for scheduling, the name of the database and optionally the log file you wish to use.

Enter the time of day for the activity to be performed and the day(s) of the week on which it should be performed.   Choose OK to return to the Scheduler window.

If you want ISYS to prompt you before performing the scheduled item, check the appropriate box.

Once the scheduler is activated, it will only actually perform the task if ISYS Utilities is loaded.   Check the appropriate box if you want the Scheduler to resume when ISYS Utilities is loaded.

Activate the Scheduler by checking the Scheduler Currently Active box.

See Also:

Update

Reindex

Optimize

Operator - a word or symbol such as AND or OR used in a query, which ISYS treats differently from the rest of the query text

Synonyms - words which have similar meaning

Synonym expansion setting - a setting in the Preferences Window which tells ISYS whether to automatically search for the words entered in synonym rings.

Synonym rings - ISYS stores a synonym as a series of words in a ring. If any word in a ring is entered in a query, then any occurrences of the other words in the ring are also found by the query.

Document list - The document list shows you the documents which match your query.

Hit List - The hit list shows you each of the words in your query ISYS found, and the total number of matches for that word.

Paragraph - For word processor files, a paragraph is considered to end at the next hard return. For ASCII files, a paragraph is up to the next blank line (i.e. two carriage returns in a row).

Significant characters - characters which are included in the ISYS database and are treated as an important part of any word in which they appear. E.g if the hyphen is defined as significant, then "nucleic-acid" is indexed as "nucleic-acid"

Insignificant characters - characters which are not included in the database and treated as if non-existent. E.g if the hyphen is defined as insignificant, then "nucleic-acid" is indexed as "nucleicacid".

Punctuation characters - characters which are neither significant or insignificant and are treated as the end of a word and the start of another. E.g if the hyphen is a punctuation character, then "nucleic-acid" is indexed as two words - "nucleic" and "acid".

Word tense conflation - conflation allows ISYS to find different tenses of a word, e.g. "build", "built", "building".

Command-based query - a query which is typed directly into ISYS using the built in command language.

Saved query list - a list of commonly run queries which are stored in a list for easy recall.

Preferences - a number of settings which enable you to customize ISYS operation.

Hits - words which match the query you have entered

Hit in context -   a word which matches the query you entered displayed with the words which occur around it (in its "context").

Filters - a way to make ISYS display only certain documents it finds to you in the document list.

Query Results - the documents and words which are found by your query, displayed to you as the document and hit lists in the ISYS Query window.

File Path - the MS-DOS directory path to the document

File Name - the MS-DOS file name of the document

Annotations - extra information you can add to a document, which can then be viewed or run by clicking on the symbol which is inserted into the text in IQ Browse.

Text note - a text annotation. When you click on the symbol in IQ Browse you see the text in a window.

Graphic Image - a picture annotation. When you click on the symbol in IQ Browse you see the graphic in a window.

Hyperactivity - an annotation which is a program that is activated when you click it.

Embedded Queries - attaching or linking a query allows you to store a query in the ISYS browse screen that may be relevant to the text displayed.

Hyperlinks - allow you to create links between documents that you consider to be related.

Query - a query is the process of telling ISYS what you want to find.

Document - documents are the files on your computer or in your network which contain information that is included in the ISYS database. Documents may be almost any type of file (e.g. spreadsheet or database), but are usually word processor files or plain text.

Hypertext query - the query is first stripped of any common words or operators, and word tense conflation is also turned on for each remaining word before being passed to ISYS to run.

Exact query - the query is passed to ISYS as is, with no prior processing for operators or common words, etc.

Common Word - a word that is defined as commonly occurring in your documents, excluded to save disk space and unnecessary matches.

Label - the words a paragraph starts with

Document Titles - a specified line in each document can be defined to be the *title* of the document.

Database - ISYS stores the index to your documents in a database. Queries are run against the database rather than searching your disk for documents.

Rules - Rules tell ISYS which documents to include in or exclude from your database

Exclude rule - a rule that tells ISYS not to include the document in the database.

Reverse chronological order - from newest to oldest

Chronological order - from oldest to newest

Ventura Publisher - a desktop publishing program which inserts special markers into documents for the control of formatting. If alerted to their presence, ISYS knows how to handle with the markers.

Dos Environment Variable - a special command used in DOS with the SET = command. See your DOS manual for further detail.

Document format - the type of file the document is, determined by its application, e.g. Word for Windows .DOC document, dBase .DBF database, etc.

Catalog - a catalog of databases provides the user with an easy way to select a database for querying, rather than navigating the directory tree to locate where the database resides.

Index Files - An ISYS database is contained within the index and configuration files i.e., ISYS.IXA, ISYS.IXB, ISYS.IXC and ISYS.CFG.   Where these files reside is known as the database root node.

Fuzzy precompensation - ISYS uses sophisticated heuristical, algorithmic and statistical means to determine which words are likely errors of other words.   When the option is active ISYS queries will automatically and transparently retrieve words that it considers may be OCR scanning errors or other typographical errors.