



1 Brief Description

1.1 This edition

This edition of the documentation is a working version for the period of Summer '87. It includes a description of each file structure and all the menu options which are hard to follow. It is not finished however, and the structure of some of the files may change.

As of the end of May there are five sites where the software is being used. Depending on each experience there may be some small changes before the autumn when a revised edition of this documentation will be issued.

The information on boroughs and regions is common to several files and is given towards the end in section 13.

This text is available as a Framework II file.

1.2 The Files

The Co-ops File

This includes the name, address, phone, region, borough and a short description which can be used for catalogues and directories. The sector codings are compatible with Standard Industrial Classifications. Programmes can print mailing labels selected for area or sector and listings, also selected, in a number of formats.

The Associated Organisations File

This started with co-op support organisations but now includes all the organisations which attended Co-op '85 or have ordered from Co-Publications. Also companies interested in buying from co-ops and publishers of books with co-op interest. The information includes the address and phone. Local CDAs are coded to indicate whether they are funded, voluntary or part of a local authority. The file is used for the mailings of Co-op Development News .

The Individuals File

This shows name address and phone when known and includes ICOM's individual members, those who attended Co-op '85 and those who have ordered from Co-Publications. The list is not for sale except as part of the Buyers File.

The Media File

This shows name of publication or organisation, address and phone and name and title of news and review editors plus several specialist correspondents. It is coded for type of media and coverage. The trade journals are coded by sector.

The Information Resources File

This is mostly books but also includes videos, games etc. A keywords system is used for selections. At present there are about 250 records.

The Buyers File

This has the name, address and phone of people interested in buying from co-ops. About two-thirds are individuals, one third from organisations. It started with those attending Co-op '85. The sectors buyers are interested in are coded for the same categories used for Co-op '85.

1.3 Background

The database started with a file on co-ops maintained by Consumers United Group Services in 1983. This was on a bureau mainframe. A grant from the Greater London Enterprise Board allowed London ICOM to work with CUGS on developing a system in Basic on an CPM Epson which supplied the directory in the catalogue for Co-op '84.

London ICOM has been mainly interested in information about London co-ops and organisations. It took on a function of maintaining UK data at a time when micros were not as available as they are now. The GLC as well as funding London ICOM generally, made available an IBM XT in 1984 and software was developed in dBase III, later in dBase III Plus.

An inspiration was the series of meetings in 1985 convened by ELISE in Brussels. The project of linking micros through telecommunications still has not been realised but the direction was set at that time. Benedict Harlin MEP arranged a meeting at the European Parliament which considered a range of possibilities. A grant from ELISE allowed us to demonstrate the software at the Exposition in May '85 at the Brussels Institute of Sociology. The feedback from the event allowed further development of the files on organisations.

The National Co-operative Development Agency have contributed to the costs of maintaining the data and also done a thorough check as part of their work on the directories 'The New Co-operatives', published in 1984 and 1986.

The ICOM Pilot Project paid for the development of the software on training. The data is available from ICOM in Leeds.

The sale of labels and directories has allowed London ICOM to continue to develop the project. Although London ICOM is now funded by the London Boroughs Grant Scheme, there is no capital budget and London ICOM is budgeted to cover 40% of its costs from its own income.

London ICOM continues to want a database both on London and outside London but the further development of software and information technology will be done by Information Technology Co-op. London ICOM Council wishes to concentrate on issues of immediate concern, but will benefit from software developments once they are working properly.

The long term hope is that software will be used by a number of organisations relating to worker co-operatives in such a way that data can be exchanged allowing for distributed and accurate information.

2 The Menu

2.1 The Main Menu

The Menu displays options to select one of the files. Each of these menus then displays options for that file, such as printing out labels, adding or deleting records etc.

The menu can be altered if you are using dBase III Plus rather than a compiled version. There can be up to 26 sub-menus with up to 26 options on each.

To start the system, enter 'DO ICOMENU' at the dot prompt. This calls up the main menu.

Sub-menus and options are selected by an alphabetic key. During a procedure the user may be required to follow instructions on the screen, entering responses and data as requested.

On completion of the specific procedure, the same sub-menu from which the procedure was requested is displayed. At this point, either another option may be selected or the Main Menu may be

recalled by pressing the 'Esc' key.

4

17 Jul, 1998

2.2 The Numeric Options

At the bottom of the screen there are the numbers '1' to '7' . These are for options not specific to the database in use, and are made available both on the main menu and on each sub-menu.

0. Updates the menu. Check out section below first.

1. Help

This provides help on specific commands and database terms.

2. Assist

This guides you through commands and introduces you to alternatives.

3. Quit

This leaves dBase and returns you to the operating system.

4. Dot Prompt

This allows you to enter commands directly.

5. Tables

This option offers the information on all of the tables used on any of the menus.

6. Esc

The 'esc' option returns you to the main menu from any sub-menu.

2.3 Why is it as it is?

The menu system allows the user to perform standard operations without knowing about dBase III programs or commands. However this is limited to thje options foreseen when the program was written. Usually as well as working from the menus, users are entering commands from the dot and developing these into programmes- a series of commands which can be operated by saying 'DO SUCH-AND-SUCH' at the dot. The facility to alter the menu allows these new programmes to be added to the menu.

2.4 Updating Menus

2.4.1 Updating Menus

To add or remove an entry in either the main or sub-menu, select '0' (zero) displayed at the bottom of the screen. All the options are displayed and available for editing. For each entry, three items are required:

Description	As displayed on menu
Option key	Any letter A-Z

5

17 Jul, 1998

Job Name	The name of the .PRG file to be executed
----------	--

2.4.2 Adding to Main Menu

Move the cursor down to the last line and press the cursor down key, then press 'Y' to add a new record. Enter the three items as above, using a .PRG (programme) name not already in use. Press 'Esc' to finish. The item will be added to the Main Menu, and a new sub menu will be created with the same name as specified in the JOBNAM field.

2.4.3 Removing from Main Menu

Locate the cursor on the entry to be removed. Press 'Ctrl' and 'U' together to delete. Press 'Esc' to finish. The Sub-Menu files with the same name as the Job Name are deleted and the entry is removed from the Main Menu.

2.4.4 Adding to Sub-Menu

Move the cursor down to the last line and press the cursor down key, then press 'Y' to add anew record. Enter the Description and Option in the same manner as adding to the Main Menu. The Job Name should be the name of a .PRG (programme) file.

2.4.5 Removing from Sub-Menu

Locate the cursor on the entry to be removed. Press 'Ctrl' and 'U' together to delete. Press 'Esc' to finish. The entry is removed from the Sub-Menu, though no program files are deleted.

3 Worker Co-ops

3.1 Introduction

3.1.1 What can the software be used for?

The co-ops menu can be used as a directory of worker co-ops and for mailing labels. The options allow you to view current

information, alter it and add new information, and to print out selections of information for selected co-ops.

3.1.2 Hardware and Storage requirements

This documentation covers the system at London ICOM and requires a hard disc and at least 512k RAM on an IBM clone. To run the whole co-ops file needs at least two megabytes of storage. It would be possible to include co-ops for London or a similar region on one floppy so it would run on a two-floppy system.

Jul 1998

6

The co-ops software will be available in a compiled version, but if you have dBase III Plus you can do additional things using the dot prompt for direct commands. Please don't alter the programmes or the file structures. The existing programmes assume the existing file structure. Suggestions on future changes are always welcome.

3.2 File Structure and tables

3.2.1 File Structure

COMPANY Character field, 52 bytes
Name of the co-operative

ADDR_1 Character field, 35 bytes
First line of the address

ADDR_2 Character field, 30 bytes
Second line of the address

ADDR_3 Character field, 30 bytes
Third line of the address

ADDR_4 Character field, 30 bytes
Fourth line of the address

POSTCODE Character field, 10 bytes
Postcode as used by the Royal Mail
Please add the second bit

BOROUGH Numeric field, 3 bytes
A local area; called borough as the file started in London
Use 1 - 133 See Borough table

REGION Numeric field, 2 bytes
One of twelve regions for different parts of the UK
Use 1 - 12 See Region table

PHONE Character field, 20 bytes
Phone number Please show STD code,
Show a dash after the STD code ie. 0506-871370

STATUS Character field, 1 byte
Used to exclude records for certain purposes
Use 1 - 8 see Status table

REGISTERED Numeric field, 4 bytes
Year of Registration
Number in the form 1984 etc.

REGIST_NO Character field, 7 bytes
Registered Number
As shown by Companies House or Registrar

ID_NO Numeric field, 4 bytes
An identity number used by the Worker Co-op Database

Jul 1998

7

A four figure number

ORIGIN Character field, 1 byte
Origin of co-operative

FOLDED Numeric field, 4 bytes
Year in which a co-op ceased trading
Four numbers in form 1984 etc.

SECTOR Numeric field, 2 bytes
The sector in which the co-op trades
1 - 51 as in the Sectors Table

SIC Numeric field, 3 bytes
Standard Industrial Classification

WHOLEFOOD Logical field, 1 byte
Indicates an interest in wholefoods
'T' for true : 'F' for false

RULES Numeric field, 2 bytes
The legal form the registration takes
1-30 as in the Rules table

MEMBERS Numeric field, 4 bytes
The number of members
A number less than 10,000

FULL_TIME Numeric field, 3 bytes
The number of full time workers
A number less than a thousand

PART_TIME Numeric field, 3 bytes
The number of part-time workers
A number less than a thousand

WOMEN Logical field, 1 byte
Indicates a women only co-op
'T' for true : 'F' for false

ETHNIC Logical field, 1 byte
Indicates an ethnic minority co-op
'T' for true : 'F' for false

DISABLED Logical field, 1 byte
Indicates a co-op for people with disabilities
'T' for true : 'F' for false

ICOM_MBR Logical field, 1 byte
Indicates the co-op is or has been an ICOM member
'T' for true: 'F' for false

ICOM_SUB Logical field, 1 byte
Indicates that the sub to ICOM is up to date
'T' for true : 'F' for false

W_PRESS Logical field, 1 byte
Indicates that the co-op welcomes contact from the press

Jul 1998

8

'T' for true : 'F' for false

W_ACAD Logical field, 1 byte
Indicates the co-op welcomes academics
'T' for true : 'F' for false

W_COOP Logical field, 1 byte
Indicates the co-op welcomes visits from other co-ops
'T' for true : 'F' for false

W_VISIT Logical field, 1 byte
Indicates a welcome for other visitors
'T' for true : 'F' for false

COPUB Logical field, 1 byte
Indicates the co-op would welcome mailings from Co-Publications
'T' for true : 'F' for false

IMP_EXPORT Logical field, 1 byte
Indicates an interest in import and export
'Y' for true : 'F' for false

IM_EX_MEM Memo field
Text to describe an interest in import and export
Free text up to 5,000 characters

TECHNOLOGY Logical field
Indicates an interest in technology transfer
'T' for true : 'F' for false

TECH_MEM Memo field
Text on interest in technology transfer

Free text less than 5,000 characters

ACTIVITY Character field, 254 bytes
Description of the co-op's activity
Can be used for advertising

COOP85 Logical field, 1 byte
Indicates attendance at Co-op '85
'T'for true: 'F' for false

UPDATE Date field, 8 bytes
Date of last update
British format- day/month/year

Q_REPLY Logical field, 1 byte
Indicates the co-op has replied to the latest questionnaire
'T'for true : 'F' for false

Jul 1998

9

3.2.2 Tables

3.2.2.1 Boroughs

Code	Borough
1	Argyllshire
2	Caithness
3	Grampian
4	Ross-shire
5	Highlands (other)
6	Inverness-shire
7	Borders
8	Dumfries & Galloway
9	Fife
10	Central
11	Lothian
12	Orkney Islands
13	Outer Hebrides
14	Glasgow
15	Renfrewshire
16	Strathclyde (other)
17	Tayside
21	Belfast
22	Rest of Northern Ireland
23	Dublin
24	Rest of Eire

26 Cleveland
27 Cumbria
28 County Durham
29 Northumberland
30 Newcastle
31 Tyne & Wear (other)
32 York
33 North Yorkshire (other)
34 Humberside
35 Bradford & West Yorkshire
36 Calderdale
37 Kirklees
38 Leeds
39 Sheffield
40 South Yorkshire (other)
41 Lancaster
42 Lancashire (other)
43 Greater Manchester
44 Merseyside
45 Cheshire
46 Staffordshire (north)
50 Clwyd
51 Gwynedd
52 Powys
53 Dyfed
54 Gwent
55 Mid Glamorgan
56 South Glamorgan
57 West Glamorgan
61 Staffordshire (south)

Jul 1998

10

62 Shropshire
63 Hereford & Worcestershire
64 Warwickshire
65 Birmingham
66 Black Country
67 Coventry
68 Black Country
70 Derbyshire
71 Leicestershire
72 Lincolnshire
73 Northamptonshire
74 Nottinghamshire
75 Buckinghamshire
76 Bedfordshire
77 Cambridgeshire
78 Essex
79 Hertfordshire
80 Norfolk
81 Oxfordshire
82 Suffolk
83 Berkshire
84 Portsmouth
85 Southampton
86 Other Hampshire

87 Kent
88 East Sussex
89 West Sussex
90 Surrey
91 Bristol
92 Avon (other)
93 Cornwall
94 Devon
95 Dorset
96 Somerset
97 Wiltshire
98 Gloucestershire
101 Hillingdon
102 Harrow
103 Barnet
104 Enfield
105 Hounslow
106 Brent
107 Ealing
108 Hammersmith & Fulham
109 Kensington & Chelsea
110 City of Westminster
111 City of London
112 Camden
113 Islington
114 Haringey
115 Waltham Forest
116 Hackney
117 Tower Hamlets
118 Newham
119 Redbridge
120 Havering
121 Barking & Dagenham
122 Bexley

Jul 1998

11

123 Bromley
124 Croydon
125 Greenwich
126 Lewisham
127 Southwark
128 Lambeth
129 Wandsworth
130 Richmond upon Thames
131 Kingston upon Thames
132 Merton
133 Sutton

3.2.2.2 Regions

1 Greater London
2 South East
3 East Anglia
4 South West

- 5 Wales
- 6 West Midlands
- 7 East Midlands
- 8 Yorkshire/Humberside
- 9 North West
- 10 North
- 11 Scotland
- 12 N Ireland

3.2.2.3 Status

- 0 Registered, not yet trading
- 1 Currently trading
- 2 Ceased trading
- 3 Subsidiary
- 4 Missing - Address not traced
- 5 Converted to share company
- 6 Not a co-op
- 7 Registered but never traded
- 8 Insufficient information
- X Sector Crossreference
- A Pre-start
- B Enquiry

3.2.2.4 Origin

- 1 New start from idea by members or past member
- 2 New start from idea by CDA or other agency
- 3 Conversion from established conventional company
- 4 Rescue from closure- same line of business
- 5 Rescue from closure- new line of business
- 6 Conversion from MSC or job creation project
- 7 Other

Jul 1998

12

3.2.2.5 Sector

Table of Sectors

- 1 Fishing, Forestry & Agriculture
- 2 Energy & Water Supply
- 3 Mining & Metal Manufacture
- 4 Mining & Manufacture of Mineral Products (Glass, Cement etc)
- 5 Building & Construction - general
- 6 Building & Construction - civil engineering
- 7 Building - Insulation, plumbing, electrical, heating work
- 8 Building - Plastering, painting, decorating, glazing etc
- 9 Manufacturing - Chemical Industry
- 11 Manufacturing - Mechanical Engineering
- 12 Manufacturing - Office Machinery and Computers

- 13 Manufacturing - Electrical and Electronic Engineering
- 10 Manufacturing - Metal Goods
- 14 Manufacturing - Motor vehicles
- 15 Manufacturing - Shipbuilding and Shiprepairing
- 16 Manufacturing - Transport Equipment (including cycles)
- 17 Manufacturing - Instrument Engineering
- 18 Manufacturing - Food, Drink and Tobacco
- 19 Manufacturing - Timber & Wooden Furniture
- 20 Manufacturing - Paper & Paper Products
- 21 Manufacturing - Rubber & Plastics
- 22 Manufacturing - Textiles
- 23 Manufacturing - Footwear & Leather Goods
- 24 Manufacturing - Clothing & Furnishings
- 25 Manufacturing - Other
- 26 Services - Restaurants, Catering, Bars, Clubs
- 27 Services - Hotels & Other Accommodation
- 28 Services - Vehicle Repair
- 29 Services - Repairs & Restoration
- 30 Services - Financial, Accountancy and Insurance
- 31 Services - Legal & Property
- 32 Services - Architects & Surveyors
- 33 Services - Advertising
- 34 Services - Computing & Business Services
- 35 Services - Renting & Hiring
- 36 Services - Cleaning
- 37 Services - Education, Training, Research
- 38 Services - Medical & Veterinary
- 39 Services - Entertainment and Cultural (Film, theatre, TV etc)
- 40 Services - Printing
- 41 Services - Publishing
- 42 Services - Miscellaneous
- 43 Transport & Communication
- 44 Wholesale - Food, Drink & Tobacco
- 45 Wholesale - Books
- 46 Wholesale - Other
- 47 Retail- Food (not catering)
- 48 Retail- Clothing, Footwear and Fabrics
- 49 Retail- Books and Stationary
- 50 Retail- Other
- 51 Community Services

Jul 1998

13

3.2.2.6 S.I.C.

The sector codings are consistent with the Standard Industrial Classifications. A list of the SIC classifications relating to each sector code is given in the guide to the statistical programmes.

3.2.2.7 CDA headings

In the 1986 edition of the CDA Directory the above categories are combined for the purpose of display

	Building	
1	General building and allied services	5,6,8
2	Insulation	7
3	Miscellaneous	
4	Fishing, Agriculture & Forestry	1
	Manufacture	
5	Chemicals	9,21
6	Clothing and Textiles	22,24
7	Crafts	23
8	Engineering	11,13,14 15,16,17
9	Food Processing	18
10	Footwear	23
11	Furniture and Woodwork	19, 24
12	Office and Electronic Equipment	12
13	Miscellaneous	10,20,25
	Services	
14	Community Services and Job Creation	51
15	Architecture	32
16	Arts- Film, Theatre, Casting Agencies	39
17	Business, Professional, Computing	30,31 33,34
18	Cleaning and Laundry Services	36
19	Landscape Design and Gardening	
20	Education and Training	37
21	Media, Production, Photography, Advertising	
22	Printing, Graphic Design, Signs	40
23	Publishing	41
24	Repairs and Restoration	29
25	Vehicle Repair	28
26	Hotels, Restaurants, Cafes and Catering	26,27
27	Renting and Hiring	35
28	Miscellaneous	42,38
	Retail and Wholesale	
29	Foods	47,44
30	Books and Stationary	49,45
31	Crafts	50

Jul 1998

14

32	Clothing, Footwear and Fabrics	48
33	Miscellaneous	50
34	Transport Services	43

0	Worker co-op- rules unknown	Worker Co-op
1		
2	I&PS ICOM Model	Worker Co-op
3	I&PS ICOM Model amended	Worker Co-op
4	I&PS CPF	Worker Co-op
5	I&PS CDA 1982	Worker Co-op
6	I&PS CDA 1982 amended	Worker Co-op
7	I&PS JOL	Worker Co-op
8	I&PS JOL amended	Worker Co-op
9	I&PS own rules	Worker Co-op
10	Limited by Guarantee	Worker Co-op
11	Limited by Guarantee ICOM	Worker Co-op
12	Limited by Guarantee Leicester	Worker Co-op
13	Limited by Guarantee JOL	Worker Co-op
14	I&PS Co-op Union	Worker Co-op
15	I&PS Own Rules	Worker Co-op
16	Limited by guarantee - ICOM amended	Worker Co-op
17	SCDC Limited by Guarantee	Worker Co-op
18		
19	Co-op Partnership	Worker Co-op
20		
21	CDA Equity Participation	EPC
22		
23	Unincorporated Collective	Collective
24	Other Collective	Collective
25	Collective Partnership	Collective
26		
27	I&PS ICOM 1984	Community Co-op
28	I&PS Welsh Agricultural	Community Co-op
29	HIDB	Community Co-op
30	CDA 1984 Community	Community Co-op
31	I&PS CDA Neighborhood 1980	Community Co-op
32	CDA 1984 Community	Community Co-op
33		
34	Community business- charity limited by guarantee	Community Business
35	Community Business- limited by guarantee	Community Business
36	Community business- company limited by shares	Community Business
37		
38	Intending to convert	Miscellaneous
39	Co-op status doubtful	Miscellaneous
40	Instant Muscle	Miscellaneous
41	Sole Trader	Miscellaneous
42	Company	Miscellaneous
43		

3.3 Menu Options

3.3.1 Update

Please enter the date you use this in the 'Update' space. This gives an idea how recent the information is.

'Esc@' gets you back to the Co-ops Menu but if you use 'Esc' none of the changes you make will be saved.

'PageUp' gets you to a previous record. 'PageDown' gets you to the second screen or the next record.

To use the memo fields, use 'Control' and 'PageDown'. When you finish the memo, use 'Control' and 'PageUp'.

Use 'Control' and 'End' to finish. Don't use 'Esc' unless you don't want your changes to be saved.

3.3.2 Print Extract

The report may be listed in any order required. If you don't use the indexing option at the beginning it will default to a listing alphabetically by name of co-op. If this is all you need, press 'Esc' to skip the indexing.

Indexing

If you use the indexing there are up to three fields which can be used as the sort/index key. For example, to sort on Sector within Region, enter REGION in the first key and SECTOR in the second key, ignoring the third key by pressing return without making an entry. Thus the order of printing will begin with Region Code 1, Sector Code 1 and go on to Region Code 1, Sector Code 99 before starting with Region Code 2, Sector Code 1 etc.

Field types permitted are Character, Date and Numeric. Logic and Memo fields may not be used.

Having selected the sort/index field(s), the dBase III index command is displayed for confirmation. Pressing 'N' at this point will abandon the operation. To continue, press 'Y'. The database is then indexed, which may take some time if a long or complex index is used.

Selecting Records

The next stage is to make the selection criteria on records to be included in the list. The dBase Set Filter routine is used for this purpose. Chapter 5 in the manual 'Learning dBase III Plus' explains the procedure.

After exiting from the Set Filter menu, the records which match the criteria are counted and the total displayed.

Selecting the information printed out

You are given the choice of which data to include in each printout. The first option is to include a report heading which if entered will appear at the head of each page. Data groups may then be selected for inclusion by pressing 'Y' for each group required. Any combination may be selected.

Fields always included in the printout are Company, Origin and ID_No.

The fields included in each group are-

Group 1, ADDRESS	Address lines 1-4 + Postcode, Phone, Region, Borough
Group 2, REGISTRATION	Date Registered, Date Folded Trading Status, Registration Number, Rules
Group 3, MEMBERSHIP	Members, Full and Part Time Workers, Disabled, Ethnic, Wholefood, Women, Visitors
Group 4, TRADING	SIC, Sector, Activity
Group 5, ADMINISTRATION	ICOM Member, ICOM Subs, Co-Publications, Co-op '85
Group 6, NARRATIVES	Import/Export, Technology

The program attempts to optimize the amount of paper used according to the number of groups printed. E.g. if all six groups are printed, each page will contain one record, whereas if only one group is selected, the page will contain between five and eight records.

The final option is to specify the number of copies of the report to print. The default is 1 copy; any number up to 99 is permitted. (To abandon the whole operation at this point, enter 0 (zero) for number of copies).

Once the paper is lined up and the printer is on-line, hit any key to begin printing.

While printing is in operation, a counter is displayed on the screen to indicate the progress.

3.3.3 Print Labels

The first screen offers you a choice of 'All' labels, 'London' labels or making a selection.

To make a selection use the 'set filter' routine, as described in Chapter 5 of the dBase III Plus manual. This is something best demonstrated, and is quick once you are used to it. It is a way of combining conditions made on several fields. A few points worth remembering are

- the lefty and right cursor keys select the menu options at the top of the screen
- you need to highlight a fieldname and press return before you can enter a value in it
- you need to use the right cursor key and select save as you leave.

You will be asked to ready the printer before printing labels. Line the ribbon level with the top of the labels. You will be asked if the samples printed out ok on the labels. Keep saying 'N' till it works out.

3.3.4 Display

Enter enough of the name you want to identify it. You can use lower case. The first record including what you entered will be displayed. There could be others.

'Esc' gets you back to the co-ops menu.

As indicated at the bottom of the screen, the Space Bar moves you on to screen 2 or 3 of each set of information. 'PageUp' and 'PageDown' move you to the previous one or the next.

3.4 Updating

There are some aspects of the software which can be useful when updating the information and which make it easier for the new information to be added to the database. Information on worker co-ops is in constant need of updating, and can be checked both by sending current information to co-ops and to organisations likely to know about particular sectors or areas. There is a menu option, 'Questionnaire Mailing' which prints information on co-ops one co-op to a page (A4 size) which is useful for mailings to co-ops. The option to select an index by borough can be used on the report option to produce a list by local area where a co-op support organisation could check the information. The 'Gemma' option produces a list of co-ops and phone numbers in update order which is useful when you need to chase up that final few who may or may not exist. Have the printer ready and answer 'Y' when you are asked if you want the update index updated.

Each printed record has a reference number. This is different to the record number in the database as the record numbers alter when the database is reorganised. It is very helpful if altered

information is available to whoever is maintaining the database with this reference number mentioned. Better still is if the alteration comes on a printout from the same database so it is obvious what needs to be altered.

3.5 The rules categories

The rules categories are designed so that selections can be made to meet various selections depending on what you think of as a worker co-op or if you want to include related organisations as well.

Rules below 20 are those which allow for worker control, over that are on a spectrum. We include companies and sole traders as the Everywoman directory includes Virago and it is only a matter of time before the National CDA tell us that BP and Unilever should be on the list as well.

When selecting records the 'WHILE' condition can be more useful than the 'FOR' condition if the file is indexed. So the lower numbers are the ones most likely to be used. The missing numbers are there in case new rules are invented .

4 Associated Organisations

4.1 Essential Information

4.1.1 File Structure

COMPANY Character field, 50 bytes
Name of the organisation

CONTACT Character field, 25 bytes
Name of person to contact

ADDR_1 Character field, 35 bytes
First line of address

ADDR_2 Character field, 30 bytes
Second line of address

ADDR_3 Character field, 30 bytes
Third line of address

ADDR_4 Character field, 30 bytes
Fourth line of address

POSTCODE Character field, 8 bytes
Postcodes as used by the Royal Mail
Please add the second bit

BOROUGH Numeric field, 3 bytes
A local area; called borough as the file started in London
Use 1-133 See Borough table

REGION Numeric field, 2 bytes

Use 1-12 See Region table

PHONE Character field, 20 bytes
Phone number Please show STD code
Show a dash after the STD code ie. 0506-871370

CDATYPE Character field, 1 byte
Indicates whether a CDA is funded, voluntary, or part of a local authority. See table.

ORGANISE Character field, 1 byte
Indicates the type of organisation. See table.

COOP Logical field, 1 byte
Indicates a primary interest in worker co-operatives.
'T' for true, 'F' for false.
This can be used for a wider selection than a selection of CDAs.

ICOM_MBR Logical field, 1 byte
Indicates membership of ICOM at some time.

ICOM_SUB Logical field, 1 byte
Indicates current sub is up to date

COPIES Numeric field, 3 bytes
Number of copies of *The New Co-operator* to be mailed.

CDN Logical field, 1 byte
Indicates a sub to *Co-op Development News* at some time.
'T' for true, 'F' for false.

CDN_SUB Logical field, 1 byte
Indicates the sub is up to date.
'T' for true, 'F' for false.

NNLCDA Logical field, 1 byte
Indicates membership of the National Network of Local CDAs at sometime.
'T' for true, 'F' for false.

NNLCDA_SUB Logical field, 1 byte
Indicates sub is up to date
'T' for true, 'F' for false.

COPUB Logical field, 1 byte
Indicates the organisation has purchase mail order from Co-Publications.
'T' for true, 'F' for false.

COOP85 Logical field, 1 byte
Indicates attendance at Co-op '85
'T' for true, 'F' for false.

COMPUTER Logical field, 1 byte

Indicates an interest in computers
'T' for true, 'F' for false.

ADD_WRONG Logical field, 1 byte

20

17 Jul, 1998

Indicates the address cannot be delivered to.
'T' for true, 'F' for false.

CLOSED Logical field, 1 byte
Indicates the organisation has closed down
'T' for true, 'F' for false.

UPDATE Date field, 8 bytes
The date on which this record was last updated
Please don't forget to alter it.

ID_NO Numeric field, 4 bytes
An identity number used by the Worker Co-op Database
A four figure number

4.1.2 Tables

Organisation

A	Local Enterprise Agency
B	Library
C	Local CDA
E	Educational
F	Firms, Consultants, Banks
G	Central Government
H	Housing Associations
K	Co-op Union
L	Local Authority
N	National Co-op Support
O	Other National
P	Political
Q	Bookshops
U	Unions
V	Voluntary
Z	Community Business

Type of CDA

F	Funded
L	Within Local Authority
V	Voluntary

4.1.3 Menu Options

4.2 Additional Information

4.2.1 Purpose

Two files exist which show additional information on organisations and special projects they are working on. The specification was worked out at meetings convened by ELISE in 1985. In practice data on the files has not been maintained other than for demonstration purposes. ELISE has some of the

21

17 Jul, 1998

information available but on the IBM PC standard in the UK these files have yet to be widely used. They could be developed as more organisations begin using the files within the Worker co-op Database which are already maintained.

Both make use of memo fields, a facility within dBase III Plus whereby large amounts of text are linked to a database record through a ten byte reference.

4.2.2 File Structure

ELISE.DBF is the name for the file with additional information on projects.

COMPANY	Character field	50 bytes
Name of organisation, used to relate to Assocs. file		
OBJECTIVES	Memo field	10 bytes
Description of the organisation's objectives		
REG_ACT	Memo field	10 bytes
Description of regular activities		
SPEC_PROG1	Character field	50 bytes
Title of a special project		
SPEC_PROG2	Character field	50 bytes
Title of another special project		
SPEC_PROG3	Character field	50 bytes
Title of a third special project		
STRUCTURE	Memo field	10 bytes
The way the organisation is structured		
TARGET	Memo field	10 bytes
The people intended to benefit from the organisation's activity		
AREA	Memo field	10 bytes
The area covered by the organisation		
CONTACT_1	Character field	50 bytes
The name of a person to contact		

CONTACT_2	Character field	50 bytes
The name of another person to contact		
OTHER_CONT	Memo field	10 bytes
Other people to contact		
COLLAB	Memo field	10 bytes
Organisations worked with closely		
INFO_COLL	Memo field	10 bytes
Information collected and stored		

22

17 Jul, 1998

INFO_PROD	Memo field	10 bytes
Information produced and made available		
INCOME	Memo field	10 bytes
Sources of income from own activities		
OTHER_FIN	Memo field	10 bytes
Other finance, such as grants		
ORD_LOG	Logic field	1 byte
Indicates whether or not the organisation has a computer 'Y' for yes, 'N' for no. Used as a link to the ORD_LOG file.		

4.2.3 Menu Options

4.3 Projects

4.3.1 Purpose

This is another file from a specification worked out at an ELISE meeting. The purpose is to allow experience and ideas on projects, especially those which are innovatory and/or exemplary, to be easily identified and for information on them to be easily available.

4.3.2 File Structure

PROJ_TITLE	Character field	30 bytes
Title of project		
COMPANY	Character field	50 bytes
Name of organisation, used to link to ASSOCS file		
UPDATE	Date field	8 bytes
Date record last updated. Please don't forget to alter this.		

PROJ_OBJ	Memo field	10 bytes
Objectives of the project		
DESCRIPTN	Memo field	10 bytes
Description of the project		
TRAINING	Logical field	1 byte
Indicates the project involves training 'T' for true, 'F' for false		
WOMEN	Logical field	1 byte
Indicates the project involves women 'T' for true, 'F' for false		
NEW_TECH	Logical field	1 byte
Indicates the project involves new technology		

23

17 Jul, 1998

'T' for true, 'F' for false

RESTRUCT	Logical field	1 byte
Indicates the project involves restructuring 'T' for true, 'F' for false		

LONG_UNEMP	Logical field	1 byte
Indicates the project involves people who have been unemployed a long time 'T' for true, 'F' for false		

YOUTH	Logical field	1 byte
Indicates the project involves young people. 'T' for true, 'F' for false		

LOAN_FUND	Logical field	1 byte
Indicates the project involves a loan fund. 'T' for true, 'F' for false		

MIGRANT	Logical field	1 byte
Indicates the project involves migrants. 'T' for true, 'F' for false		

ETHNIC	Logical field	1 byte
Indicates the project involves ethnic minorities. 'T' for true, 'F' for false		

DEVELOPMEN	Logical field	1 byte
Indicates the project involves development. 'T' for true, 'F' for false		

COMMENCED	Date field	8 bytes
Date when the project commenced		

DURATION	Character field	10 bytes
Period for which the project will last		

TIME TABLE	Memo field	10 bytes
------------	------------	----------

Timetable of intended progress

EVALUATION	Memo field	10 bytes
Details of any evaluation which has already been done.		
PARTNER_1	Character field	30 bytes
An organisation also involved in the project		
PARTNER_2	Character field	30 bytes
Another organisation also involved in the project		
PARTNER_3	Character field	30 bytes
Another organisation also involved in the project		
OTHER_PART	Memo	10 bytes
Other partners in the project		
PERSONNEL	Memo field	10 bytes
The people working on the project		

24

17 Jul, 1998

FINANCE	Memo field	10 bytes
How the project is financed		
BUDGET	Memo field	10 bytes
The budget for the project		
DOCUMENTS	Memo field	10 bytes
Documents available on the project		
CONTACT	Character field	25 bytes
Name of person to contact about the project.		

4.3.3 Menu Options

5 Individuals

5.1 File Structure

TITLE	Character field, 5 bytes
Form of address, such as 'MS', 'LORD', etc	
FIRST_NAME	Character field, 20 bytes
First name	
SURNAME	Character field, 20 bytes
Surname	
ADDR_1	Character field, 30 bytes
First line of address	

ADDR_2 Character field, 25 bytes
Second line of address

ADDR_3 Character field, 25 bytes
Third line of address

POSTCODE Character field, 10 bytes
Postcodes as used by the Royal Mail
Please add the second bit

BOROUGH Numeric field, 3 bytes
A local area; called borough as the file started in London
Use 1-133 See Borough table

REGION Numeric field, 2 bytes
Use 1-12 See Region table

PHONE Character field, 20 bytes
Phone number Please show STD code
Show a dash after the STD code ie. 0506-871370

BEG_PACK Logical field, 1 byte
Indicates purchase of the Beginners Pack

25

17 Jul, 1998

COPUB Logical field, 1 byte
Indicates the organisation has purchase mail order from
Co-Publications.
'T' for true, 'F' for false.

ICOM_MBR Logical field, 1 byte
Indicates membership of ICOM at some time.
'T' for true, 'F' for false.

ICOM_SUB Logical field, 1 byte
Indicates current sub is up to date
'T' for true, 'F' for false.

WOMEN Logical field, 1 byte
Indicates the individual is a woman
'T' for true, 'F' for false.

ETHNIC Logical field, 1 byte
Indicates the individual is part of an ethnic minority

COOP85 Logical field, 1 byte
Indicates attendance at Co-op '85
'T' for true, 'F' for false.

ACADEMIC Logical field, 1 byte
Indicates the individual is an academic
'T' for true, 'F' for false.

COMPUTER Logical field, 1 byte

Indicates an interest in computers
'T' for true, 'F' for false.

ADD_WRONG Logical field, 1 byte
Indicates the address cannot be delivered to.
'T' for true, 'F' for false.

UPDATE Date field, 8 bytes
The date on which this record was last updated
Please don't forget to alter it.

ID_NO Numeric field, 4 bytes
An identity number used by the Worker Co-op Database
A four figure number

5.2 Menu options

6 Buyers

6.1 Purpose

6.2 File Structure

26

17 Jul, 1998

TITLE	Character field	5 bytes
Form of address, such as 'Lady' or 'Mr'		
FIRST_NAME	Character field	20 bytes
First name of the buyer		
SURNAME	Character field	20 bytes
Surname of the buyer		
SOURCE	Character field	1 byte
'C' for co-operative; 'A' for associated organisation; 'I' for individual.		
Used to link this file to the main files for co-ops, individuals and associated organisations.		
COMPANY	Character field	50 bytes
Name of the organisation, either a co-op or associated organisation.		
PHONE	Character field	20 bytes
Phone, please show STD code ie 01-981 1407		
ADDR_1	Character field	30 bytes
First line of address		
ADDR_2	Character field	30 bytes

Second line of address		
ADDR_3	Character field	30 bytes
Third line of address		
ADDR_4	Character field	20 bytes
Fourth line of address		
POSTCODE	Character field	8 bytes
Postcode		
ADVERTISNG	Logic field	1 byte
'T' for true , 'F' for false		
Indicates an interest in advertising		
ARCHITECT	Logic field	1 byte
'T' for true , 'F' for false		
Indicates an interest in architecture.		
BUILDING	Logic field	1 byte
'T' for true , 'F' for false		
Indicates an interest in building		
CLOTHING	Logic field	1 byte
'T' for true , 'F' for false		
Indicates an interest in clothing		
COMPUTERS	Logic field	1 byte
'T' for true , 'F' for false		
Indicates an interest in computers		
DRINK	Logic field	1 byte

27

17 Jul, 1998

'T' for true , 'F' for false
Indicates an interest in computers

ENGINEERING	Logic field	1 byte
'T' for true , 'F' for false		
Indicates an interest in engineering		

FANCY_GOOD	Logic field	1 byte
'T' for true , 'F' for false		
Indicates an interest in fancy goods		

FOOD	Logic field	1 byte
'T' for true , 'F' for false		
Indicates an interest in food		

FOOTWEAR	Logic field	1 byte
'T' for true , 'F' for false		
Indicates an interest in footwear		

FURNITURE	Logic field	1 byte
'T' for true , 'F' for false		
Indicates an interest in furniture		

GEN_MANU	Logic field	1 byte
'T' for true , 'F' for false		
Indicates an interest in general manufacture		
GEN_SERV	Logic field	1 byte
'T' for true , 'F' for false		
Indicates an interest in general services		
LEISURE	Logic field	1 byte
'T' for true , 'F' for false		
Indicates an interest in leisure		
MUSIC	Logic field	1 byte
'T' for true , 'F' for false		
Indicates an interest in music		
PRINT_DES	Logic field	1 byte
'T' for true , 'F' for false		
Indicates an interest in print and design		
PUBLISHING	Logic field	1 byte
'T' for true , 'F' for false		
Indicates an interest in publishing		
TOYS	Logic field	1 byte
'T' for true , 'F' for false		
Indicates an interest in toys		
VIDEO	Logic field	1 byte
'T' for true , 'F' for false		
Indicates an interest in video		
UPDATE	Date field	8 bytes
Date on which the record was last updated		
Please don't forget this one		

ID_NO	Numeric field	4 bytes
Reference number used by the Worker Co-op Database		

6.3 Menu Options

7 Information Resources

7.1 File Structure

TITLE	Character field	50 bytes
Title of the information resource		
AUT1_SUR	Character field	20 bytes
Surname of first author		
AUT1_PRE	Character field	15 bytes
Part of the first author's name preceding surname		
AUT2_SUR	Character field	20 bytes
Surname of second author		

AUT2_PRE	Character field	15 bytes
Part of the second author's name preceding surname		
AUT3_SUR	Character field	20 bytes
Surname of third author		
AUT3_PRE	Character field	15 bytes
Part of the third author's name preceding surname		
ORG_AUTHOR	Character field	30 bytes
Name of organisation involved in editorial		
PUBLISHER	Character field	30 bytes

Name of publisher			
FORM	Character field		1 byte
Form the resource takes, see table			
KEY1	Numeric field		3 bytes
Numeric reference to keywords as on the list			
KEY2	Numeric field		3 bytes
Numeric reference to keywords as on the list			
KEY3	Numeric field		3 bytes
Numeric reference to keywords as on the list			
KEY4	Numeric field		3 bytes
Numeric reference to keywords as on the list			
KEY5	Numeric field		3 bytes
Numeric reference to keywords as on the list			
PRICE	Numeric field	5 bytes, 2 places	of decimals
Price of resource, in UK £ and pence			
PUBN_DATE	Date field		8 bytes
Date of publication			
ISBN	Numeric field		9 bytes
International Standard Book Number			
NUMBER_PGS	Numeric field		3 bytes
Number of pages			
COUNTRY	Character field		3 bytes
Country of publication			
LANGUAGE	Character field		2 bytes
Language used			
ABSTRACT	Memo field		10 bytes
Abstract			
TEXT	Memo field		10 bytes
Full text if needed			

UPDATE	Date field		8 bytes
Date of last update, please remember to alter			
ID_NO	Numeric field		4 bytes
Reference number used by the Worker Co-op Database			

7.2 Tables

Form

News Cutting	N
Journal/Periodical	J
Pamphlet/Booklet	P
Book	B
Audio Cassette	C
Film	F
Slide	S
Microfiche	M
Gramophone Record	G

Language

LANGUAGE	CODE
ALBANIAN	ALBA
ARABIC	ARAB
BULGARIAN	BULG
CHINESE	CHIN
CZECH	CZEC
DANISH	DANH
DUTCH	DUTH
ENGLISH	ENGL
FINNISH	FINN
GREEK	GREK
FRENCH	FREN
GERMAN	GERM
HEBREW	HEBR
HUNGARIAN	HUNG
ITALIAN	ITAL
JAPANESE	JAPN
LITHUANIAN	LITH
NORWEGIAN	NORG
PERSIAN	PERS
POLISH	POLH
PORTUGUESE	PORT
RUMANIAN	ROMN
RUSSIAN	RUSS
SLOVAK	SLOE
SPANISH	SPAN
SERBO-CROTIAN	SRCR
SWEDISH	SWED

TURKISH	TURK
UKRAINIAN	UKRN

Keywords

ACCOUNTING
AGENCIES
AGRICULTURE
ALTERNATIVE
ANTHROPOLOGY
ATTITUDES
BIBLIOGRAPHIES
BIOGRAPHY
CENTRAL GOVERNMENT
CHARITY
CO-OPERATIVE
COLLECTIVE
COMMUNICATIONS
COMMUNITIES
COMMUNITY CO-OPERATIVES
COMPUTERS
CONSUMER CO-OPERATIVES
CONTROL
CONVERSIONS
CREDIT UNIONS
DECISION MAKING
DEMOCRACY
DEVELOPMENT
DIRECTORIES
Disabled
ECONOMICS
EMPLOYMENT
ETHNIC MINORITIES
FEDERATIONS
FINANCE
FOOD
FUNDING
Government
HISTORY
HOUSING
INDUSTRIAL RELATIONS
INFORMATION
INSURANCE
LAW
LOCAL GOVERNMENT
MANAGEMENT
MARKETING
MARKETING CO-OPERATIVES
MARXIST
METHODOLOGY
NETWORKS
ORGANISATION
OWNERSHIP
PARTICIPATION
PENSION FUNDS

Use PHYSICALLY HANDICAPPED PERSONS

Use CENTRAL or LOCAL GOVERNMENT

PLANNING
 POLITICAL PARTIES
 POLITICS
 PRODUCTION
 REDUNDANCY
 REGISTRATION
 RESEARCH
 SCHOOLS
 SELF-MANAGEMENT
 SMALL BUSINESSES
 SOCIAL AUDIT
 SOCIAL SERVICES
 SOCIOLOGY
 START-UPS
 STATISTICS
 SYSTEMS
 TAXATION
 TECHNOLOGY
 TELECOMMUNICATIONS
 TENANT CO-OPERATIVES
 TRADE UNIONS
 TRAINING
 WAGES
 WOMEN
 WORKER CO-OPERATIVES
 YOUNG PEOPLE T

7.3 Menu Options

8 Media

8.1 File Structure

NAME	Character field	35 bytes
Name of medium		
NEWS	Character field	30 bytes
Name of person responsible for news		
NEWS_TITLE	Character field	30 bytes
Job title of person responsible for news		
REVIEW	Character field	30 bytes
Name of person responsible for reviews		
REV_TITLE	Character field	30 bytes
Job title of person responsible for reviews		
FEATURE	Character field	30 bytes
Name of person responsible for features		
FEAT_TITLE	Character field	30 bytes
Job title of person responsible for features		

PHONE	Character field	20 bytes
Phone number for media		
Please show STD code ie 01-486 7611		
ADDR_1	Character field	30 bytes
First line of address		
ADDR_2	Character field	30 bytes
Second line of address		
ADDR_3	Character field	30 bytes
Third line of address		
POSTCODE	Character field	8 bytes
Postcode		
FREELANCE	Logical field	1 byte
Indicates whether the named person is a freelance		
'T' for true, 'F' for false		
COVERAGE	Character field	1 byte
Indicates the coverage of the medium, see table		
SECTOR	Numeric field	2 bytes
Indicates the sector covered by a trade publication		
See table		
MEDIUM	Character field	1 byte
The type of medium, TV or magazine etc. See table		
REGION	Numeric field	2 bytes
See table in section 13		
BOROUGH	Numeric field	3 bytes
See table in section 13		
CITY	Character field	30 bytes
Name of person responsible for city news		
CITY_TITLE	Character field	30 bytes
Job title of person responsible for city news		
INDUSTRY	Character field	30 bytes
Name of person responsible for industrial news		
IND_TITLE	Character field	30 bytes
Job title of person responsible for industrial news		
LOC_GOV	Character field	30 bytes
Name of person responsible for local government news		
LG_TIT	Character field	30 bytes
Job title of person responsible for local government news		
LABOUR	Character field	30 bytes
Name of person responsible for labour news		
LABOUR_TIT	Character field	30 bytes

Job title of person responsible for labour news

SMALL_BUS Character field 30 bytes
Name of person responsible for small business news

SB_TITLE Character field 30 bytes
Job title of person responsible for small business news

ECONOMICS Character field 30 bytes
Name of person responsible for economics news

ECON_TITLE Character field 30 bytes
Job title of person responsible for small business news

ID_NO Numeric field 4 bytes
REference number used by the Worker Co-op Database

8.2 Tables

Medium

Magazine	M
Press	P
Radio	R
TV	T

Coverage

Co-op Support	C
Local/National Government	G
Local	L
National	N
Trade	T
Union	U

8.3 Menu Options

9 Agenda

9.1 Menu Options

9.2 File structure

NAME Character field 30 bytes
Name of committee member

COMPANY Character field 35 bytes
Organisation represented or connected to

ADDR_1 Character field 30 bytes
First line of address

ADDR_2 Character field 30 bytes

Second line of address

ADDR_3	Character field	25 bytes
Third line of address		

ADDR_4	Character field	15 bytes
First line of address		

POSTCODE	Character field	10 bytes
Postcode		

REGION	Numeric field	3 bytes
See table in section 13		

BOROUGH	Numeric field	3 bytes
See table in section 13		

LICOM_COUN	Logical field	1 byte
Indicates membership of London ICOM Council		

EDUCATION	Logical field	1 byte
Indicates membership of London ICOM Education Committee		

COPUBS	Logical field	1 byte
Indicates membership of Co-Publications Committee		

10 Diary

10.1 Menu Options

10.2 File Structure

DATE	Date field	8 bytes
Date of event		

DATE_DESC	Character field	29 bytes
Description of date in characters and numbers Used for display		

TIME	Numeric field	4 bytes
Time on a twenty-four hour clock ie 1530		

EVENT	Character field	70 bytes
Description of the event		

PLACE	Character field	70 bytes
Place of event		

SUMMARY	Character field	100 bytes
Note within 100 characters on the event		

ICOM_CO Logical field 1 byte
'T' for true, 'F' for false

36

17 Jul, 1998

Indicates the event is of interest to ICOM Council

LICOM_CO Logical field 1 byte
'T' for true, 'F' for false

Indicates the event is of interest to London ICOM Council

TNC Logical field 1 byte
'T' for true, 'F' for false

Indicates the event should be notified in *The New Co-operator*

CDN Logical field 1 byte
'T' for true, 'F' for false

Indicates the event should be notified in *Co-op Development News*

LICOMNEWS Logical field 1 byte
'T' for true, 'F' for false

Indicates the event should be notified in *London ICOM News*

11 Training

11.1 Trainers

11.1.1 File Structure

11.1.2 Tables

11.1.3 Menu Options

11.2 Venues

11.2.1 File Structure

11.2.2 Tables

11.2.3 Menu Options

11.3 Courses

11.3.1 File Structure

11.3.2 Tables

12 Computer equipment

12.1 File Structure

COMPANY	Character field	50 bytes
Name of the organisation.		
AIMS	Memo field	10 bytes
What the computer equipment is intended for		
COMP_TYPE	Character field	30 bytes
The type of hardware		
DISC_SIZE	Character field	10 bytes
Extent of memory		
PRINT_TYPE	Character field	30 bytes
Type of printer used		
SOFTWARE	Memo field	10 bytes
Software used		
ACC_CON	Memo field	10 bytes
Conditions of access to information held on disc		
FILES	Memo field	10 bytes
The files in which information is held		
NETWORK	Memo field	10 bytes
Form of a local network		
DATA_EXCH	Memo field	10 bytes
Means available for exchanging data		
PLANS	Memo field	10 bytes
Plans for future developments		
COLLAB	Memo field	10 bytes
Plans/intentions for collaboration with other computer sites		
SOURCE	Character field	1 byte
Indicates whether the organisation is on the c-ops file or the associated organisations file.		

12.2 Menu Options

At present you have to use the dot.

13 Places Tables

13.1 Boroughs

Code	Borough
1	Argyllshire

38

17 Jul, 1998

2	Caithness
3	Grampian
4	Ross-shire
5	Highlands (other)
6	Inverness-shire
7	Borders
8	Dumfries & Galloway
9	Fife
10	Central
11	Lothian
12	Orkney Islands
13	Outer Hebrides
14	Glasgow
15	Renfrewshire
16	Strathclyde (other)
17	Tayside
21	Belfast
22	Rest of Northern Ireland
23	Dublin
24	Rest of Eire
26	Cleveland
27	Cumbria
28	County Durham
29	Northumberland
30	Newcastle
31	Tyne & Wear (other)
32	York
33	North Yorkshire (other)
34	Humberside
35	Bradford & West Yorkshire
36	Calderdale
37	Kirklees
38	Leeds
39	Sheffield
40	South Yorkshire (other)
41	Lancaster
42	Lancashire (other)
43	Greater Manchester
44	Merseyside
45	Cheshire
46	Staffordshire (north)
50	Clwyd
51	Gwynedd
52	Powys

53 Dyfed
54 Gwent
55 Mid Glamorgan
56 South Glamorgan
57 West Glamorgan
61 Staffordshire (south)
62 Shropshire
63 Hereford & Worcestershire
64 Warwickshire
65 Birmingham
66 Black Country
67 Coventry
68 Black Country
70 Derbyshire

39

17 Jul, 1998

71 Leicestershire
72 Lincolnshire
73 Northamptonshire
74 Nottinghamshire
75 Buckinghamshire
76 Bedfordshire
77 Cambridgeshire
78 Essex
79 Hertfordshire
80 Norfolk
81 Oxfordshire
82 Suffolk
83 Berkshire
84 Portsmouth
85 Southampton
86 Other Hampshire
87 Kent
88 East Sussex
89 West Sussex
90 Surrey
91 Bristol
92 Avon (other)
93 Cornwall
94 Devon
95 Dorset
96 Somerset
97 Wiltshire
98 Gloucestershire
101 Hillingdon
102 Harrow
103 Barnet
104 Enfield
105 Hounslow
106 Brent
107 Ealing
108 Hammersmith & Fulham
109 Kensington & Chelsea
110 City of Westminster
111 City of London
112 Camden

- 113 Islington
- 114 Haringey
- 115 Waltham Forest
- 116 Hackney
- 117 Tower Hamlets
- 118 Newham
- 119 Redbridge
- 120 Havering
- 121 Barking & Dagenham
- 122 Bexley
- 123 Bromley
- 124 Croydon
- 125 Greenwich
- 126 Lewisham
- 127 Southwark
- 128 Lambeth
- 129 Wandsworth
- 130 Richmond upon Thames

40

17 Jul, 1998

- 131 Kingston upon Thames
- 132 Merton
- 133 Sutton

13.2 Regions

- 1 Greater London
- 2 South East
- 3 East Anglia
- 4 South West
- 5 Wales
- 6 West Midlands
- 7 East Midlands
- 8 Yorkshire/Humberside
- 9 North West
- 10 North
- 11 Scotland
- 12 N Ireland

13.3 Country

Alphabetically

- 175 AFGHANISTAN
- 121 ALBANIA
- 252 ALGERIA
- 20 ANDORRA
- 365 ANGOLA
- 705 ANGUILLA
- 546 ANTARCTIC AUSTRALIAN TERRITORY
- 711 ANTIGUA

820 ARGENTINA
831 ASCENSION
538 AUSTRALIA
55 AUSTRIA
7 AZORES
659 BAHAMAS
223 BAHRAIN
440 BANGLADESH
723 BARBADOS
30 BELGIUM
305 BENIN
438 BHUTAN
794 BOLIVIA
378 BOTSWANA
784 BRAZIL
703 BRITISH VIRGIN ISLANDS
515 BRUNEI
116 BULGARIA
296 BURKINA
445 BURMA
313 CAMEROUN
592 CANADA

41

17 Jul, 1998

18 CANARY ISLANDS
270 CAPE VERDE ISLANDS
727 CARRIACOU
355 CENTRAL AFRICAN EMPIRE
316 CHAD
548 CHATHAM ISLANDS
800 CHILE
450 CHINA
537 CHRISTMAS ISLAND
536 COCOS ISLANDS
762 COLUMBIA
358 CONGO
551 COOK ISLANDS
649 COSTA RICA
664 CUBA
83 CYPRUS
141 CZECHOSLOVAKIA
40 DENMARK
327 DJIBOUTI
717 DOMINICA
684 DOMINICAN REPUBLIC
770 ECUADOR
237 EGYPT
634 EL SALVIDOR
1 ENGLAND
363 EQUATORIAL GUINEA
324 ETHIOPIA
105 FAROE ISLANDS
45 FEDERAL REPUBLIC OF GERMANY
555 FIJI
101 FINLAND
21 FRANCE

733 FRENCH GUIANA
550 FRENCH POLYNESIA
361 GABON
146 GERMAN DEMOCRATIC REPUBLIC
299 GHANA
 10 GIBRALTER
 78 GREECE
111 GREENLAND
729 GRENADA
715 GUADELOUPE
562 GUAM
629 GUATEMALA
276 GUINEA
274 GUINEA BISSAU
747 GUYANA
679 HAITI
589 HAWAI
639 HONDURAS
471 HONG KONG
136 HUNGARY
106 ICELAND
421 INDIA
530 INDONESIA
180 IRAN
187 IRAQ
 5 IRISH REPUBLIC

210 ISRAEL
 65 ITALY
285 IVORY COAST
674 JAMAICA
484 JAPAN
215 JORDAN
500 KAMPUCHEA
332 KENYA
565 KIRIBATI
222 KUWAIT
495 LAOS
203 LEBANON
391 LESOTHO
282 LIBERIA
242 LIBYA
 59 LICHTENSTEIN
 29 LUXEMBOURG
472 MACAO
 6 MADEIRA
397 MALAGASAY REPUBLIC
370 MALAWI
510 MALAYSIA
288 MALI REPUBLIC
 75 MALTA
563 MARSHALL ISLANDS
719 MARTINIQUE
267 MAURITANIA
400 MAURITIUS

622 MEXICO
574 MICRONESIA
580 MIDWAY ISLAND
17 MONACO
27 MONACO
258 MOROCCO
371 MOZAMBIQUE
381 NAMIBIA
559 NAURU
435 NEPAL
35 NETHERLANDS
732 NETHERLANDS ANTILLES
557 NEW CALEDONIA
547 NEW ZEALAND
644 NICARAGUA
291 NIGER
308 NIGERIA
552 NIUE ISLAND
549 NORFOLK ISLAND
4 NORTHERN IRELAND
96 NORWAY
228 OMAN
415 PAKISTAN
561 PALAU
654 PANAMA
534 PAPUA NEW GUINEA
807 PARAGUAY
476 PEOPLES DEM REP OF KOREA
777 PERU
520 PHILLIPINES

150 POLAND
8 PORTUGAL
694 PUERTO RICO
224 QATAR
480 REPUBLIC OF KOREA
403 REUNION
131 ROMANIA
337 RWANDA
830 SAINT HELENA
707 SAINT KITTS AND NEVIS
721 SAINT LUCIA
725 SAINT VINCENT AND BEQUIA
590 SAINT-PIERRE & MIQUELON
525 SAIPAN
553 SAMOA (US TERRITORY)
73 SAN MARINO
362 SAO TOME AND PRINCIPE
220 SAUDI ARABIA
3 SCOTLAND
273 SENEGAL
279 SIERRA LEONE
517 SINGAPORE
559 SOLOMAN ISLANDS
329 SOMALI REPUBLIC

386 SOUTH AFRICA
828 SOUTH ATLANTIC
11 SPAIN
319 SUDAN
738 SURINIAM
394 SWAZILAND
91 SWEDEN
60 SWITZERLAND
194 SYRIA
473 TAIWAN
340 TANZANIA
505 THAILAND
271 THE GAMBIA
302 TOGO
556 TONGA
731 TRINIDAD AND TOBAGO
829 TRISTAN DA CUNHA
247 TUNISIA
86 TURKEY
566 TUVALU
336 UGANDA
225 UNITED ARAB EMIRATES
600 UNITED STATES
814 URUGUAY
155 USSR
558 VANUATU
74 VATICAN CITY
755 VENEZUELA
490 VIETNAM
699 VIRGIN ISLANDS (US)
564 WAKE ISLAND
2 WALES
264 WESTERN SAHARA
554 WESTERN SAMOA

44

17 Jul, 1998

234 YEMEN ARAB REPUBLIC
231 YEMEN PDR
126 YUGOSLAVIA
350 ZAIRE
369 ZAMBIA
373 ZIMBABWE

Almost adjacently

1 ENGLAND
2 WALES
3 SCOTLAND
4 NORTHERN IRELAND
5 IRISH REPUBLIC
6 MADEIRA
7 AZORES
8 PORTUGAL
10 GIBRALTER

11 SPAIN
17 MONACO
18 CANARY ISLANDS
20 ANDORRA
21 FRANCE
27 MONACO
29 LUXEMBOURG
30 BELGIUM
35 NETHERLANDS
40 DENMARK
45 FEDERAL REPUBLIC OF GERMANY
55 AUSTRIA
59 LICHTENSTEIN
60 SWITZERLAND
65 ITALY
73 SAN MARINO
74 VATICAN CITY
75 MALTA
78 GREECE
83 CYPRUS
86 TURKEY
91 SWEDEN
96 NORWAY
101 FINLAND
105 FAROE ISLANDS
106 ICELAND
111 GREENLAND
116 BULGARIA
121 ALBANIA
126 YUGOSLAVIA
131 ROMANIA
136 HUNGARY
141 CZECHOSLOVAKIA
146 GERMAN DEMOCRATIC REPUBLIC
150 POLAND
155 USSR
175 AFGHANISTAN
180 IRAN

187 IRAQ
194 SYRIA
203 LEBANON
210 ISRAEL
215 JORDAN
220 SAUDI ARABIA
222 KUWAIT
223 BAHRAIN
224 QATAR
225 UNITED ARAB EMIRATES
228 OMAN
231 YEMEN PDR
234 YEMEN ARAB REPUBLIC
237 EGYPT
242 LIBYA
247 TUNISIA

252 ALGERIA
258 MOROCCO
264 WESTERN SAHARA
267 MAURITANIA
270 CAPE VERDE ISLANDS
271 THE GAMBIA
273 SENEGAL
274 GUINEA BISSAU
276 GUINEA
279 SIERRA LEONE
282 LIBERIA
285 IVORY COAST
288 MALI REPUBLIC
291 NIGER
296 BURKINA
299 GHANA
302 TOGO
305 BENIN
308 NIGERIA
313 CAMEROUN
316 CHAD
319 SUDAN
324 ETHIOPIA
327 DJIBOUTI
329 SOMALI REPUBLIC
332 KENYA
336 UGANDA
337 RWANDA
340 TANZANIA
350 ZAIRE
355 CENTRAL AFRICAN EMPIRE
358 CONGO
361 GABON
362 SAO TOME AND PRINCIPE
363 EQUATORIAL GUINEA
365 ANGOLA
369 ZAMBIA
370 MALAWI
371 MOZAMBIQUE
373 ZIMBABWE
378 BOTSWANA
381 NAMIBIA

386 SOUTH AFRICA
391 LESOTHO
394 SWAZILAND
397 MALAGASAY REPUBLIC
400 MAURITIUS
403 REUNION
415 PAKISTAN
421 INDIA
435 NEPAL
438 BHUTAN
440 BANGLADESH
445 BURMA

450 CHINA
471 HONG KONG
472 MACAO
473 TAIWAN
476 PEOPLES DEM REP OF KOREA
480 REPUBLIC OF KOREA
484 JAPAN
490 VIETNAM
495 LAOS
500 KAMPUCHEA
505 THAILAND
510 MALAYSIA
515 BRUNEI
517 SINGAPORE
520 PHILLIPINES
525 SAIPAN
530 INDONESIA
534 PAPUA NEW GUINEA
536 COCOS ISLANDS
537 CHRISTMAS ISLAND
538 AUSTRALIA
546 ANTARCTIC AUSTRALIAN TERRITORY
547 NEW ZEALAND
548 CHATHAM ISLANDS
549 NORFOLK ISLAND
550 FRENCH POLYNESIA
551 COOK ISLANDS
552 NIUE ISLAND
553 SAMOA (US TERRITORY)
554 WESTERN SAMOA
555 FIJI
556 TONGA
557 NEW CALEDONIA
558 VANUATU
559 NAURU
559 SOLOMAN ISLANDS
561 PALAU
562 GUAM
563 MARSHALL ISLANDS
564 WAKE ISLAND
565 KIRIBATI
566 TUVALU
574 MICRONESIA
580 MIDWAY ISLAND
589 HAWAI
590 SAINT-PIERRE & MIQUELON

592 CANADA
600 UNITED STATES
622 MEXICO
629 GUATEMALA
634 EL SALVIDOR
639 HONDURAS
644 NICARAGUA
649 COSTA RICA

654 PANAMA
 659 BAHAMAS
 664 CUBA
 674 JAMAICA
 679 HAITI
 684 DOMININCAN REPUBLIC
 694 PUERTO RICO
 699 VIRGIN ISLANDS (US)
 703 BRITISH VIRGIN ISLANDS
 705 ANGUILLA
 707 SAINT KITTS AND NEVIS
 711 ANTIGUA
 715 GUADELOUPE
 717 DOMINICA
 719 MARTINIQUE
 721 SAINT LUCIA
 723 BARBADOS
 725 SAINT VINCENT AND BEQUIA
 727 CARRIACOU
 729 GRENADA
 731 TRINIDAD AND TOBAGO
 732 NETHERLANDS ANTILLES
 733 FRENCH GUIANA
 738 SURINIAM
 747 GUYANA
 755 VENEZUELA
 762 COLUMBIA
 770 ECUADOR
 777 PERU
 784 BRAZIL
 794 BOLIVIA
 800 CHILE
 807 PARAGUAY
 814 URUGUAY
 820 ARGENTINA
 828 SOUTH ATLANTIC
 829 TRISTAN DA CUNHA
 830 SAINT HELENA
 831 ASCENSION

14 Index keys and files

14.1 Indexes

FILE NAME	DATABASE	FIELD
=====		
ASSOC.NDX	ASSOC.DBF	COMPANY
BN.NDX	BOROUGH.TBL	BOROUGH_NAME

BOROUGH.NDX	BOROUGH.TBL	BOROUGH
BUYERCO.NDX	BUYERS.DBF	TRIM(COMPANY)
CDATYPE.NDX	CDATYPE.TBL	CDATYPE
CO-OPS.NDX	CO-OPS.DBF	COMPANY

CO-OPS.NDX	CO-OPS.DBF	COMPANY
COMMAIL.NDX	COMMAIL.DBF	NAME
COUNTRY.NDX	COUNTRY.TBL	NAME
COU_LAN.NDX	COU_LAN.TBL	LANGUAGE
COU_NUX.NDX	COUNTRY.TBL	NUMBER
COVERAGE.NDX	COVERAGE.TBL	COVERAGE
DATE.NDX	DIARY.DBF	DATE
FILEDIR.NDX	FILEDIR.DBF	EXTENSION+FILENAME
FILEEXT.NDX	FILEEXT.DBF	EXTENSION
FORM.NDX	FORM.TBL	FORM_CODE
INDIVIDS.NDX	INDIVIDS.DBF	TRIM(SURNAME)+TRIM(FIRST_NAME)
INFO.NDX	INFO.DBF	TITLE
INSTYPE.NDX	INSTYPE.TBL	INST_TYPE
KEYNO.NDX	KEYWO.DBF	RECNO()
KEYWO.NDX	KEYWO.DBF	WORD
KEYWORD.NDX	KEYWO.DBF	WORD
KGRSECT.NDX	LOOKS LIKE	ONE OF KEITH'S
MEDIA.NDX	MEDIA.TBL	NAME
MEDIUM.NDX	MEDIUM.TBL	MEDIUM
MENUMENU.NDX	MENUMENU.DBF	OPTION
ORGANISE.NDX	ORGANISE.TBL	ORGANISE
ORGTYPE.NDX	ORGTYPE.TBL	TYPE
PRESS.NDX	?	?
REGION.NDX	REGION.TBL	REGION
RULES.NDX	RULES.TBL	RULES
SALES.NDX	?	?
SECTOR.NDX	SECTOR.TBL	SECTOR
SET.NDX	?	?
STATUS.NDX	STATUS.TBL	STATUS
UPDATE.NDX	CO-OPS.DBF	UPDATE
VARMENU.NDX	?	?

14.1 Files

- 1 Greater London
- 2 South East
- 3 East Anglia
- 4 South West
- 5 Wales
- 6 West Midlands
- 7 East Midlands
- 8 Yorkshire/Humberside
- 9 North West
- 10 North
- 11 Scotland
- 12 N Ireland

15 Index keys, files and extensions

15.1 Explanation of indexes

The table below shows the name of the index files, the database they relate to, and the key field or fields used to construct the index. This is a useful reference if you want to know which index to use with which database for a particular purpose or if you need to reconstruct the index files which the programmes are expecting.

15.2 Index keys listing

FILE NAME	DATABASE	FIELD
=====		
ASSOC.NDX	ASSOC.DBF	COMPANY
BN.NDX	BOROUGH.TBL	BOROUGH_NAME
BOROUGH.NDX	BOROUGH.TBL	BOROUGH
BUYERCO.NDX	BUYERS.DBF	TRIM(COMPANY)
CDATYPE.NDX	CDATYPE.TBL	CDATYPE
CO-OPS.NDX	CO-OPS.DBF	COMPANY
CO-OPS.NDX	CO-OPS.DBF	COMPANY
COMMAIL.NDX	COMMAIL.DBF	NAME
COUNTRY.NDX	COUNTRY.TBL	NAME
COU_LAN.NDX	COU_LAN.TBL	LANGUAGE
COU_NUX.NDX	COUNTRY.TBL	NUMBER
COVERAGE.NDX	COVERAGE.TBL	COVERAGE
DATE.NDX	DIARY.DBF	DATE
FILEDIR.NDX	FILEDIR.DBF	EXTENSION+FILENAME
FILEEXT.NDX	FILEEXT.DBF	EXTENSION
FORM.NDX	FORM.TBL	FORM_CODE
INDIVIDS.NDX	INDIVIDS.DBF	TRIM(SURNAME)+TRIM(FIRST_NAME)
INFO.NDX	INFO.DBF	TITLE
INSTYPE.NDX	INSTYPE.TBL	INST_TYPE
KEYNO.NDX	KEYWO.DBF	RECNO()
KEYWO.NDX	KEYWO.DBF	WORD
KEYWORD.NDX	KEYWO.DBF	WORD
KGRSECT.NDX	LOOKS LIKE	ONE OF KEITH'S
MEDIA.NDX	MEDIA.TBL	NAME
MEDIUM.NDX	MEDIUM.TBL	MEDIUM
MENUMENU.NDX	MENUMENU.DBF	OPTION
ORGANISE.NDX	ORGANISE.TBL	ORGANISE
ORGTYP.NDX	ORGTYP.TBL	TYPE
PRESS.NDX	?	?
REGION.NDX	REGION.TBL	REGION
RULES.NDX	RULES.TBL	RULES
SALES.NDX	?	?
SECTOR.NDX	SECTOR.TBL	SECTOR
SET.NDX	?	?
STATUS.NDX	STATUS.TBL	STATUS
UPDATE.NDX	CO-OPS.DBF	UPDATE
VARMENU.NDX	?	?

15.3 Explanation of files

15.4 Files listing

FILE	EXT	SIZE	COMMENT
=====			
AILEEXT		178	
CO-OPS	TBK	1536	
INFO	TBK	1026	
H	D	53760	
A	H	15223	
CONFIG	SYS	22	
CONFIG	DB	256	
DBASE	MSG	12420	
DBASEINL	OVL	27648	
DBASE	OVL	266240	
WSMSG	OVR	32256	
WSOVLY1	OVR	46080	
MAILMRGE	OVR	12800	
WSU	COM	25600	
INSTALLH	COM	40128	
HELP	DBS	66560	
DBASE	EXE	133632	
ASSIST	HLP	17642	
WS	INS	52992	
VENUE	DBF	85811	
CONTROL	DBF	326	
BACKMENU	DBF	512	
BIGSECT	DBF	4608	
COMMAIL	DBF	8704	
CO-OPS	DBF	1422826	
FILEDIR	DBF	5345	
FILEEXT	DBF	178	
KEYWO	DBF	4921	
LBLTEMP	DBF	997	
MEMDEM	DBF	2219	
MENUMENU	DBF	512	
ORD_LOG	DBF	1460	
ASSOC	DBF	174747	
MEDIA	DBF	166698	
INDEX	DBF	2220	
BUYERS	DBF	153476	
ELISE	DBF	3712	
INDIVIDS	DBF	231482	
DIARY	DBF	36261	
T1	DBF	1314	
TRAMNU	DBF	1382	
INDEXX	DBF	2220	
INFO	DBF	63829	
RULES	DBF	2972	
DIARYX	DBF	6238	
CO-OPS	DBT	1536	
TEMP	DBT	1536	
ELISE	DBT	39635	
INFO	DBT	90624	
MEMDEM	DBT	8845	

ORD_LOG	DBT	9728
ASSOC	DTF	3925
CO-OPS	DTF	5706
DTF	DTF	226
BUYERS	DTF	4473
DIARY	FMT	896
ASSOC	FMT	1408
DTF	FMT	640
MEDIA	FMT	1123
BUYERS	FMT	1408
INDIVIDS	FMT	1408
INFO	FMT	1536
COMMAIL	FMT	1024
CO-OPS	FMT	2816
SECT_LIS	FRM	1990
ICOCREG	FRM	1990
BORINDX	FRM	1990
BOROUGH	FRM	1990
BORTOT	FRM	2048
BPLDATES	FRM	1990
CDACHEK	FRM	1990
CDATYPE	FRM	2048
CO-OPDTF	FRM	2048
COUNTRY	FRM	1990
COVERAGE	FRM	2048
INDIVIDS	FRM	1990
MEDIUM	FRM	2048
MEMBERS	FRM	1990
NSECT	FRM	1990
ORGANISE	FRM	2048
ORGDTF	FRM	1990
ORGTYP	FRM	2048
REGION	FRM	1990
REGTOT	FRM	2048
RULES	FRM	1990
SECTOR	FRM	0
STATUS	FRM	1990
DTF	FRM	1990
KICOMCO	LBL	1034
ALISON	LBL	1034
BUY	LBL	1034
CDA_LIST	LBL	1034
CITY	LBL	1034
CO-OP	LBL	1034
ECONOMIC	LBL	1034
INDIVIDS	LBL	1034
INDUSTRY	LBL	1034
IND_LIST	LBL	1034
IND_TITL	LBL	1034
LABOUR	LBL	1034
LBLTEMP	LBL	1034
LG TITLE	LBL	1034

NEWS	LBL	1034
PRACTLAB	LBL	1034
REV	LBL	1034
SMALL	LBL	1034
SMALL_BU	LBL	1034
ASSOC	LBL	1034
ALISON	LBL	1034
BUY	LBL	1034
CDA_LIST	LBL	1034
CITY	LBL	1034
CO-OP	LBL	1034
COMLIST	LBL	1034

ALIVE	MEM	41
MTOTALS	MEM	5472
REPTTL	MEM	142

COOPMAIL	MNU	165
LIST	MNU	165
AREATOT	MNU	165
ICOMCH	MNU	165
GEMMA	MNU	165
AGENMENU	MNU	200
ASSOMENU	MNU	376
BACKMENU	MNU	512
BUYMENU	MNU	512
COOPMENU	MNU	446
DIAMENU	MNU	235
ICOMENU	MNU	512
INDIMENU	MNU	305
UPDATE	MNU	165
INFOMENU	MNU	270
MEDIMENU	MNU	445
TEMPMENU	MNU	131
TEMPPROG	MNU	1326
DISPLAY	MNU	165
TRAINMNU	MNU	550
TBLMENU	MNU	550
LABELS	MNU	165

COOPMAIL	MNX	1024
LABELS	MNX	1024
LIST	MNX	1024
AREATOT	MNX	1024
ICOMCH	MNX	1024
GEMMA	MNX	1024
UPDATE	MNX	1024
BUYMENU	MNX	1024
COOPMENU	MNX	1024
DIAMENU	MNX	1024
ICOMENU	MNX	1024
INDIMENU	MNX	1024
INFOMENU	MNX	1024
MEDIMENU	MNX	1024

TRAINMNU	MNX	1024
TBLMENU	MNX	1024
AGENMENU	MNX	1024
ASSOMENU	MNX	1024

53

17 Jul, 1998

BACKMENU	MNX	1025
DISPLAY	MNX	1024

INSTYPE	NDX	1024
BN	NDX	5632
KGRSECT	NDX	2048
COUNTRY	NDX	11264
INDIVIDS	NDX	88576
PRESS	NDX	135168
CO-OPS	NDX	193024
FILEDIR	NDX	8704
FILEEXT	NDX	1024
FORM	NDX	1024
INFO	NDX	16384
KEYWO	NDX	4096
MEDIUM	NDX	1024
MENUMENU	NDX	1152
ORGANISE	NDX	1024
ORGTYP	NDX	1024
REGION	NDX	1024
RULES	NDX	2048
SECTOR	NDX	2048
STATUS	NDX	1024
VARMENU	NDX	1025
SALES	NDX	3584
KEYWORD	NDX	4096
COU_NUX	NDX	6656
SET	NDX	0
ASSOC	NDX	52224
BACKMENU	NDX	1025
BOROUGH	NDX	3072
BUYERCO	NDX	54784
CDATYPE	NDX	1024
COMMAIL	NDX	3584
COU_LAN	NDX	2560
COVERAGE	NDX	1024
DATE	NDX	4608
KEYNO	NDX	2560
UPDATE	NDX	45568
MEDIA	NDX	13824

VEN_PRIN	PRG	1086
COOPMAIL	PRG	1222
KLCCOUNT	PRG	2020
DCHOICE	PRG	258

BIGHEAD	PRG	873
KLCSECT	PRG	1961
KLCREG	PRG	1646
KCFAIL	PRG	1041
LONHEAD	PRG	873
TRAMENU	PRG	1248
GEMMA	PRG	1222
V_ADD	PRG	122

54

17 Jul, 1998

LABELS	PRG	1222
LIST	PRG	1222
AREATOT	PRG	1222
LSTATS	PRG	2944
UPDATE	PRG	1222
KU	PRG	512
RULEREP	PRG	640
ICOMCH	PRG	1280
COOPMENU	PRG	20864
BACKMENU	PRG	3968
BOR_CT	PRG	530
BOR_DISP	PRG	549
COU_PRIN	PRG	1024
DTF	PRG	1152
IM1	PRG	1664
LONBOR	PRG	128
LBLTEMP	PRG	896
AGENMENU	PRG	2048
KICOMMP	PRG	128
TEMP	PRG	128
NEWMENU	PRG	1280
NEWPROG	PRG	512
ICOMENU	PRG	896
ASSOMENU	PRG	11392
TEXTDISP	PRG	384
SCOTLAND	PRG	128
SUBMENU	PRG	384
KCSIZE	PRG	1405
DISPLAY	PRG	1222
MEDPRINT	PRG	940
MENUMENU	PRG	128
MENUSTAT	PRG	26496
NEWM	PRG	1038
KLCSIZE	PRG	1426
TBLMENU	PRG	896
BUYMENU	PRG	10368
KCCOUNT	PRG	1978
DIAMENU	PRG	6656
IM2	PRG	1152
INDIMENU	PRG	8320
INFOMENU	PRG	11264
MEDIMENU	PRG	3584
KHEADER	PRG	823
STATS	PRG	1024
NATSTATS	PRG	2938
RULES	PRG	256

KLICOCRE	PRG	1712
TRAINMNU	PRG	25344
KICOCREG	PRG	1697
KCSECT	PRG	1883
KCREG	PRG	1620
COOPX	QRY	32
INFOX	QRY	30
BUYX	QRY	21
INDIX	QRY	35

55

17 Jul, 1998

INSTYPE	TBL	164
ORIGIN	TBL	427
COUNTRY	TBL	7374
COU_LAN	TBL	1148
BOROUGH	TBL	4091
CDATYPE	TBL	179
COVERAGE	TBL	261
FORM	TBL	318
MEDIUM	TBL	207
ORGANISE	TBL	530
ORGTYP	TBL	180
REGION	TBL	455
SECTOR	TBL	3362
STATUS	TBL	512
RULES	TBL	2856
WDIRLST	TXT	2855
SECT	TXT	512
STATUS	TXT	364
BOROUGH	TXT	3601
DIR	TXT	9614
KRETURNS	TXT	512

15.5 Explanation of extensions

15.6 Extensions listing

16 Function keys

17 Sites

17.1 Note

For exchanging data it is useful to keep a record of the sites which are using the software. The table below is a start. It will be expanded later to show address, box numbers etc

17.2 Site numbers

SITE_NO NAME

=====

1	London ICOM
2	Malcolm Roberts
3	Keith Jefferis
4	ICOM
5	Central London CDA
6	Will Pollard
7	Bolton NEDA
8	Roving Eye Electronics
9	Phil Hobbs