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ADDITIONAL TOPICS (ADVICE FREELY AVAILABLE)

PART 1

FIRST TIME INSTALLATION WHEN SUPPLIED BY E-MAIL

From the desktop Select My Computer followed by C: drive (Local Disk).

Select File New Folder and type (the new folder name) OJ.

Double click on OJ to reveal empty folder C:\OJ

Open the e-mail, go to the ZIP attachment(s) and select "save as" to save to the destination folder C:\OJ

Please use Winzip to install the OJEU program. Winzip is free from

<http://www.winzip.com>

Winzip will list the OJEU program files as they are inflated/copied to new folder C:\OJ

Please check you save the contents of the zip file to the OJ folder on the C: drive and not to another location.

Similarly use Winzip to install the weekly OJEU database

To appreciate the tiny size of the OJEU program review the contents of the OJ folder. Select View Details, followed by View Refresh.

Close folder C:\OJ

Next we need to setup a Desktop Shortcut in order to start the OJEU program. This can be done in a couple of ways but one option is to move the mouse pointer into an empty part of the Desktop screen and Right click, scroll down the menu to New and move across to Select Shortcut. In the Command line box type

```
c:\oj\iread.exe /h
```

Select Next. Delete Iread.exe as the name for the shortcut and substitute Start OJ. Select Next and choose an icon other than the MS-DOS icon to be associated with starting the OJEU program. Click Finish and return to the Desktop.

Upon completing the installation routine you are ready to start the OJEU program by double clicking on the Desktop Shortcut Start OJ.

SUBSEQUENT INSTALLATIONS WHEN SUPPLIED BY E-MAIL

Open the e-mail, go to the ZIP attachment(s) and select "save as" to save to the destination folder C:\OJ

Use WINZIP to extract the OJEU database files and copy to C:\OJ

PART 2

HOW TO START THE OJEU PROGRAM AND OPEN A DATABASE

From the Desktop with the left mouse button double click on the Shortcut Start OJ.

You are presented with a plain blue screen, a menu bar along the top and at the bottom of the frame the message "No database".

Select **File** **O**pen <enter>

At File Specification? DO NOT TYPE ANYTHING simply press <return>

A vertical box opens, listing previously installed OJEU databases

Select (or begin to type) the required *database number* <return >

DATABASE FUNCTIONS - SOME KEY POINTS

When starting the OJEU program you are presented with a plain blue screen and the message "No database" on screen. This is a normal condition as the program has started but an OJEU database is not yet open.

When querying the OJEU database on occasions you may be presented with a plain blue screen and the message "No hit list" on screen. This is a normal condition to indicate there is no database record containing the last used search term.

To restore the OJEU database to its original condition:

Select	Type
F5	*<enter>

To exit the OJEU program Select File Exit

You can record your search parameters within the OJEU program/database and you can use NOTEPAD.EXE and other text editors to create/amend search routines (to alter export formats and the macro file too).

Please note, it is possible to collapse the left margin containing field names and move field names to the record count/hit list line at the bottom of the frame in order to bring long lines into full view.

When designing search parameters it is recommended you adopt the following sequence of actions:

1. Anchor search on a single record with Find (F5). :Terms is common to each database.
2. Repeatedly use of Widen (F6) as necessary to retrieve an increasing number of OJEU notices.
3. Selectively use Exclude (F8) to drop specific types of OJEU notices beginning with :Terms.
4. Narrow (F7) to obtain country report.

After completing actions 1-4 put the search parameter into practice. Review the result (known as “hit list”). Note by title and common threads that point to irrelevant OJEU notices. Compile a list of robust exclusion terms by title and, later, it is possible to update the search parameters with the following action:

5. Exclude (F8) title=<*irrelevant term(s)*>

An example search routine can be found on Page x

HOW TO RECORD AND REPLAY A SEARCH ROUTINE

It is recommended you record frequently used search routines so they are available to be replayed in OJEU databases whenever necessary. Thereby saving time, repetitive keystrokes and avoiding the possibility of typos.

RECORD

With an OJEU database open Select Search Record and press <enter> on the box named "Directory?"

Next you are offered a box entitled "Record to?". Here type a file name, such as **draft** and press <enter>

The OJEU program is ready now to record your query.

To turnoff the Record function (which now displays ¹ when on) simply Select Search Record and press <enter>

An example search routine will be found on Page x

REPLAY

To play a previously recorded search routine Select Search Replay and press <enter>

When offered the box "File specification?" press <enter>

Highlight the search routine **draft.sch** and press <enter>

Within seconds the hit list will be produced ready for your review.

AN EXAMPLE SEARCH ROUTINE

Function Key	Type the following
F5 Find	:Terms
F6 Widen	*comput*
F6 Widen	it-*
F6 Widen	it service
F6 Widen	it services
F6 Widen	it equipment
F6 Widen	it consumables
F6 Widen	information technology
F6 Widen	information system
F6 Widen	information systems
F6 Widen	*software*
F6 Widen	*hardware*
F8 Exclude	:Terms
F8 Exclude	document=awards
F7 Narrow	country=gb

TIP

Use the wild card symbol * to truncate a term. For instance *comput* will retrieve terms like “mobile-computing” and “computers”.

The wild card symbol is to be used when entering a single term only (not two terms).

HOW TO REVIEW THE OJEU HIT LIST

To move within a record Select <Page Down> or <Page Up> as appropriate

Note: <Ctrl-Home> takes you to the top of a record, to the Title field

Alternatively use the mouse

to scroll down and click the left mouse button on the bottom of the frame

to scroll up left click on the top of the frame

To move between records use the Numeric Keypad Select <+> or <-> keys

Alternatively use the mouse

to move to the next record left click on right side of the frame

to move back a record left click on the left side of the frame

MARK AS YOU GO THE RELEVANT OJEU NOTICES

At a relevant record select Record and specify Mark

Note. At the bottom of the frame the record count indicator x of x is replaced by the message MARKED.

After reviewing all OJEU notices in the hit list drop all the unmarked records

Go to Record and select Drop unmarked

HOW TO EXPORT RELEVANT OJEU NOTICES

To Export previously selected marked OJEU notices

Select **Export Formatted** hit <enter>

At **File Specification?** DO NOT TYPE ANYTHING simply press <enter>

Select **FULL.EXP** <enter>

At **Export to?** type **report** <enter>

Note. You may add the file extension .TXT (ie report.txt) to enable the report to be opened directly from the folder C:\OJ

Select **File Exit** to close the OJEU program

HOW TO PRINT EXPORTED OJEU NOTICES

Use your favourite text editor/word processor for printing purposes. Such as Microsoft Word but the process works equally well in Lotus Word Pro etc..

Start Word select **File** **O**pen Look in My Computer select Drive C: and locate working directory C:\OJ

Go to Files of type and select All Files (*.*) and open the file named "**report**" (or report.txt)

Option to type header at top of document, i.e.. "OJEU report week ended DD/MM/YYYY"

Option to Insert Page numbers and put Page breaks at the top of each OJEU notice using Edit Replace or <Ctrl-H>

Note. Each OJEU notice begins with the lines
The following notice is supplied by

At this stage you have the opportunity to edit the document, cut irrelevant lines and customise layout.

Print as normal Word document

HOW TO CREATE AN INDEX TO ALL OR SELECTED OJEU NOTICES

From the Desktop Select Shortcut **Start OJ**

You are presented with a plain blue screen "**No database**" is shown at bottom of the frame.

Select **File Open** <enter>

At File Specification? DO NOT TYPE ANYTHING simply press <return>

All previously installed OJEU databases are listed.

Select (or begin to type) the relevant <file number> and press <return >

Option 1. To work with selected notices either use the hit list produced by <filename>.SCH or a shorter hit list of previously marked records

Option 2. To work with ALL records
Select <F5> and type * <enter>
Select <F8> and type **:Terms** <enter>

Select **View Sort** <enter>

When presented with the box Sort fields? type **title** <enter>

The OJEU notices have been sorted by location

TO EXPORT SELECTED OJEU NOTICES

Select **Export Formatted** hit <enter>

At File Specification? hit <enter>

Select **TITLE.EXP** <enter>

At Export to? type **index** <enter> (or type index.txt)

Select **File Exit** to close the OJEU program

Note. TITLE.EXP exports the information published in the title field only. The OJEU helpline can provide an additional EXP format should you need the title field plus other selective information for an index (such as deadline date, name of awarding authority, OJEU reference, publication date).

HOW TO SEARCH FOR A SPECIFIC OJEU NOTICE

Here are some examples:

By Document Number

F5 doc_no=12345-2001

By Town

F5 *bristol*

By Name of Awarding Authority

F5 authority=ministry of defence
F6 mod

TIP

Remember, when looking for an invitation to tender you can exclude the award notices with:

F5 *bristol*
F8 document=awards

Also, it is possible to set-up a query by Post Codes and Towns. For instance, the North East of England may be represented by the following Post Codes: NE DH DL SR and TS. The Post Codes and Towns query may look something like this:

F5 :Terms
F6 *Newcastle*
F6 *Durham*
and so on
F6 NE1
F6 NE2
and so on
F8 :Terms
F7 country=gb

Note. doc_no= authority= country= are field names

HOW TO SORT THE OJEU HIT LIST

By Location

Select View Sort <enter>

In the box entitled Sort field? type title <enter>

By Deadline Date

Select View Sort <enter>

In the box entitled Sort field? type deadline <enter>

AFTER SORTING OBTAIN AN OVERVIEW OF THE OJEU HIT LIST

By Location

Select View Overview <enter>

In the box entitled Overview field type title <enter>

By Deadline Date

Select View Overview <enter>

In the box entitled Overview field type deadline <enter>

To close the Overview listing press <Esc>

ADDITIONAL TOPICS (ADVICE FREELY AVAILABLE)

Macros - the benefits

Files to backup

Reveal the full length of each line by collapsing the Field Names (left) column

How to search by Date

The F1 function provides access to online Help and the Index

The History box (cursor key up) and what it offers

The OJEU database Field Names explained

Moving all or selected OJEU records to different software application

Isolate OJEU notices by the EC Institutions

Your suggestions are most welcome

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