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Helpful Hints For Searching the Interior IG Reports Online via *GPO Access*

Content and file format:

The Interior IG Reports database online via *GPO Access* contains various reports of the Office of the Inspector General, Department of the Interior. Documents are available as ASCII text and as Adobe Acrobat Portable Document Format (PDF) files.¹ The database is updated irregularly as IG reports are released.

Fields:

The database contains the following fields:

| | |
|----------------|------------------------|
| title: | title of report |
| date: | date of report |
| number: | report number |

A field can be searched by typing the field name followed by an equals sign (=), followed by the term or terms that are sought. Numeric fields, such as the date field, can use the greater than (<) and less than (>) symbols to search a range of numbers. All queries that do not specify a field search the entire document.

Identification Code

Each record will display in the results list with the database code, followed by the initial words of the title. The identification code for the Interior IG Reports is the report number, followed by the initial words of the title. (For example: [No 96-I-223] Final Audit Report on Department of the Interior...)

Maximum Responses:

The default settings for SWAIS and for the WinWAIS/MacWAIS client software, is to return a maximum of 40 responses to a query. To locate a larger number of documents, you will need to change the setting. In SWAIS type a lower case o at the SOURCE SELECTION menu to change your options. In WinWAIS, select *Edit* and then *Preferences* from the pull down menu. In MacWAIS, select *File* and then *Preferences* from the pull down menu. On the *GPO Access* Web Searching Pages a box is provided in which you may change the number of documents returned.

Sample Searches: 2

Subject

Query: "economic development"
Alternative: economic ADJ development
Results: [No. 97-I-40] Audit Report on the Division of Agriculture, Department...
[No 95-I-41] Final Audit Report for Your Information - "Division..."

This search demonstrates how to search for a subject in the Interior IG Reports database. The quotations surrounding a phrase produce the same results as the use of the Boolean operator ADJ.

Date

Query: date=3/29/96
Results: [No. 96-I-547] Final Survey Report on Controls Over Violation Notices...
[No. 96-I-638] Final Inspection Report on Selected Administrative ...

This search demonstrates how to search for a report of a specific date. You must know the exact release date of the report to get accurate results. You can also search for a date range by using the word TO or by using the < and > signs. For example", " the search: date=9/30/96 TO 10/30/96 will retrieve all reports between the dates 9/30/96 and 10/30/96. To use the < or > sign simply follow this example: date=<12/03/96. This search will retrieve only reports issued before 12/03/96.

Number

Query: number=97-I-36
Results: [No. 97-I-136] Survey Report on Judgment Funds Awarded to the...

This search demonstrates how to search for a Report Number in the Interior IG Reports database using the report number field. The Report Number contains no spaces and you must include the hyphens. You can also surround the number in quotation marks and exclude the field name. Ex: "97-I-36"

Title

Query: title="Regulatory Grant Programs"
Results: [No. 97-I-56] Survey Report on State Reclamation and Regulatory Grant...

This search demonstrates how to search for a particular Interior IG Report title. Quotation marks are necessary to treat the title as a phrase. You do not need to use the full report title, simply use phrases from it.

Additional GPO Access Materials:

GPO Access User's Guide & Helpful Hints - Available via:

Dial-in: 202-512-1387- From the Main Menu type B for *GPO Access*; type 4 *GPO Access* WAIS User Documentation & Helpful Hints; select 2 for Helpful Hints. The guide is available in sections or in its entirety & hints are listed by database name. Files are available in ASCII and PDF formats.

FTP: fedbbs.access.gpo.gov or point your browser to <http://fedbbs.access.gpo.gov>. The file is in the HELP directory. Check 00INDEX.txt for the file descriptions.

Online via *GPO Access*: The User's Guide is available as a database online via *GPO Access* and can be accessed through the Web, WAIS and SWAIS. Documents are available in ASCII and PDF formats. The Helpful Hints are available online by searching for the word hints in each database.

The Superintendent of Document's World Wide Web Home Page: The User's Guide and Helpful Hints are available at: http://www.access.gpo.gov/su_docs/aces/desc004.html.

GPO Access Training Booklet

Electronic copies of the training booklet are available on the Federal Bulletin Board via:

Dial-in: 202-512-1387- From the Main Menu select B for *GPO Access*; select # 4 *GPO Access* WAIS User Documentation and Helpful Hints; select 1 for User Documentation. The self-executing file names are traintxt.exe for the text version and trainpdf.exe for the Adobe Acrobat PDF version (traintxt.sea or trainpdf.sea for Macintosh).

Web/FTP: fedbbs.access.gpo.gov or point your browser to <http://fedbbs.access.gpo.gov> The file is in the HELP directory. Check 00INDEX.txt for file descriptions.

ENDNOTES:

(1) Users with SWAIS access will not be able to retrieve PDF files. Users with WAIS or Web access and the free Adobe Acrobat Reader software can view and print and typeset documents.

(2) The results of these sample searches are described as they will appear using SWAIS or the WAIS or Web client software customized for use with GPO Access. The searches can be performed with other WAIS client software, but the display of the results may vary.