OJEU Database

This tutorial's objective is to assist a subscriber setup and use the basic functions of the OJEU Program. Advanced tutorials are provided after a few weeks once the user is used to the basic functions of the OJEU Program. Further tutorials will look at the setup of Macro search and export functions, searching by particular fields and trying to locate a particular notice.

If you have any particular questions, please don't hesitate to contact OJEU Reporter Ltd and we would be happy to help.

OJEU Reporter Ltd

CONTENTS

PART ONE - INSTALLATION

Downloading & Organising OJEU Database

The preparation of storing your OJEU Data is important. From the desktop, select "My Computer" followed by the "C:" Drive (your local drive). Select "File", "New Folder" and then type in the new folder name such as "OJEU".

As seen below, double click on the OJEU to reveal an empty folder – C:\OJEU
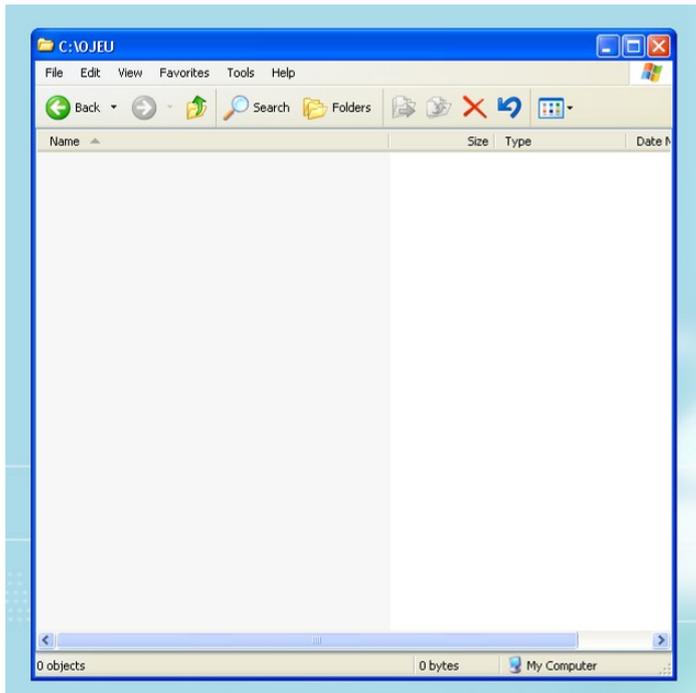
Download the OJEU Database files, they are available here:

http://www.ojeu.com/download/OJEU%20Program/OJEU%20Program.zip

Unzip into your OJEU Directory. The .zip file contains the following OJEU program files to be copied to path C:\OJEU (your computer's local hard drive):

File Name(s)
CONTACT.EXP
FIRM.EXP
FULL.EXP
IDEALIST.DEF
IDEALIST.HLP
IDEALIST.HLX
IDEALIST.INI
IREAD.EXE
MACRO.LST
STOPWORD.LST
SYNONYM.LST
TITLE.EXP
12 Files
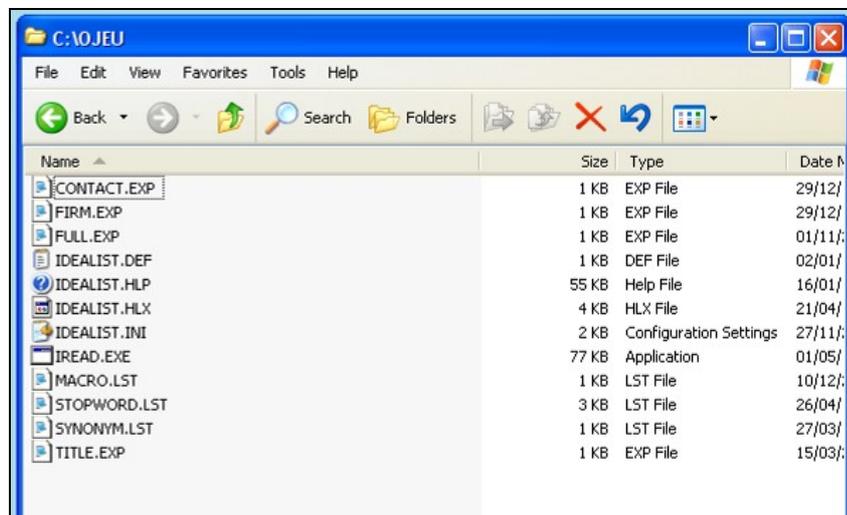
Desktop Shortcut

It is advisable to setup a shortcut that starts the OJEU program. The Shortcut can be created in a couple of ways but a favourite option is to move the mouse pointer into an empty part of the Desktop screen and with the mouse Right click, scroll down the menu to New and move across to Select Shortcut. In the Command line box type

c:\ojeu\iread.exe /h
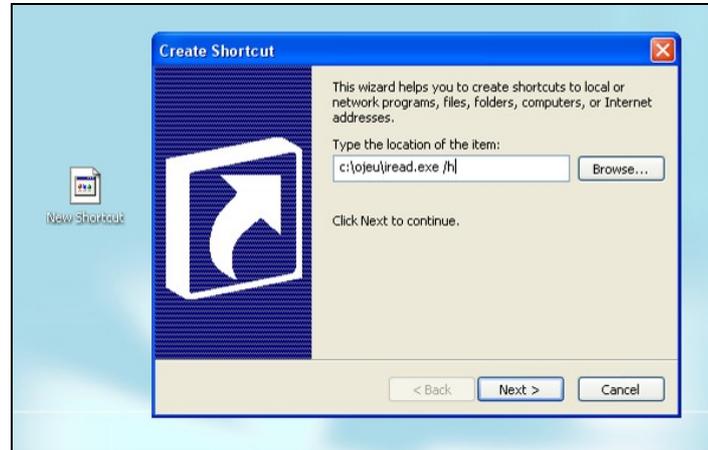

Select Next > Delete Iread.exe as the suggested name for the shortcut and substitute 'Start OJEU'. Select Next and then choose an icon to be associated with starting the OJEU database program. Click Finish to return to the Desktop.
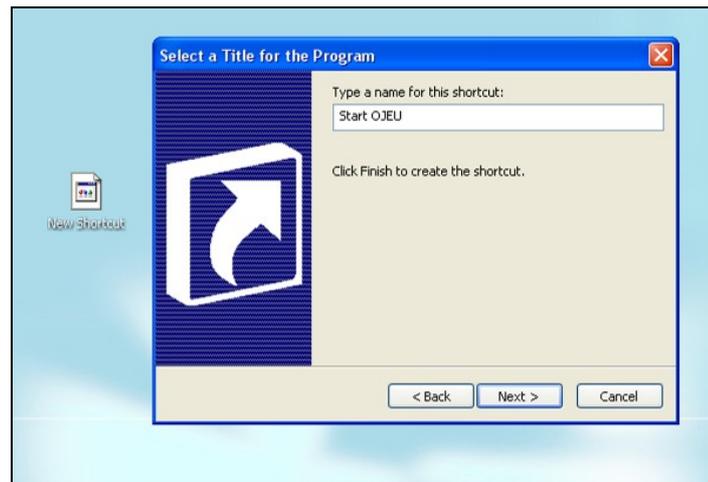
After installing the OJEU program you are ready to start the program by double clicking on the Desktop Shortcut which we previously named 'Start OJEU'.
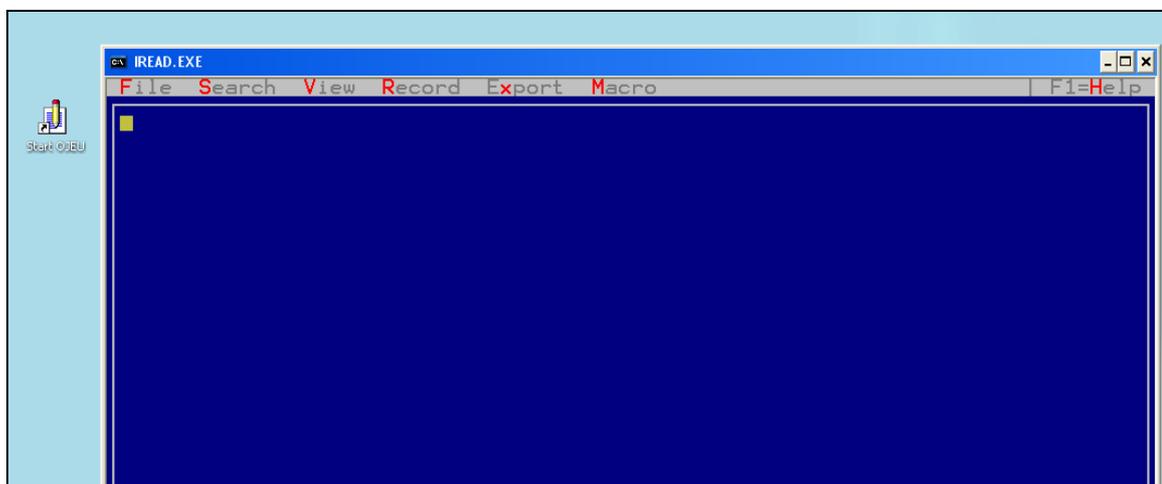
PART TWO – DATABASE USAGE

Starting the OJEU Program & Opening the OJEU Database

Each week you will be provided, by email, a downloadable link for the OJEU Database. However, to continue with this tutorial, download the sample OJEU Database (from week ending 1st August 2009) from the following link:

http://www.ojeu.com/download/OJEU%20Program/142-146F.zip

Once you have downloaded the OJEU Database, unzip the database files into your OJEU Directory (C:\OJEU). The five files that should be unzipped into the OJEU Directory should be:

File Name(s)
142-146F.HIT
142-146F.KEY
142-146F.OCC
142-146F.ROT
142-146F.TEX
5 Files
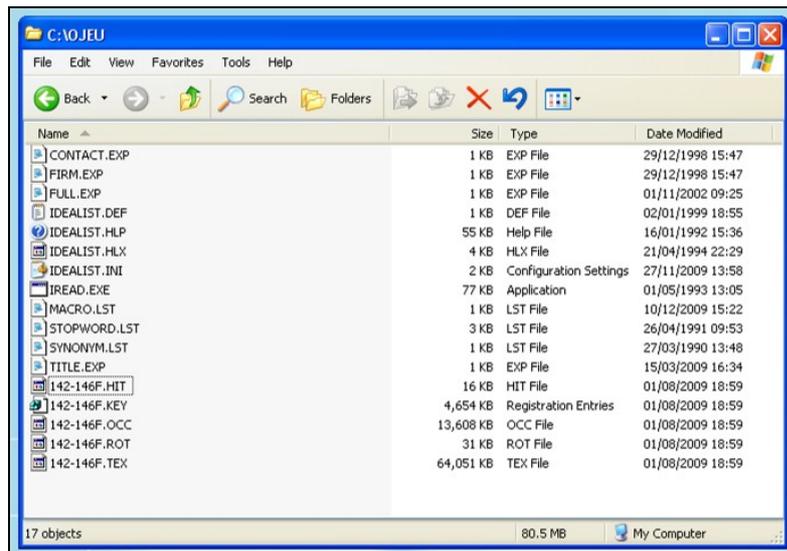
From the Desktop with the left mouse button double click on the Shortcut Start OJEU. You are presented with a plain blue screen, a menu bar along the top and at the bottom of the frame the message "No database".
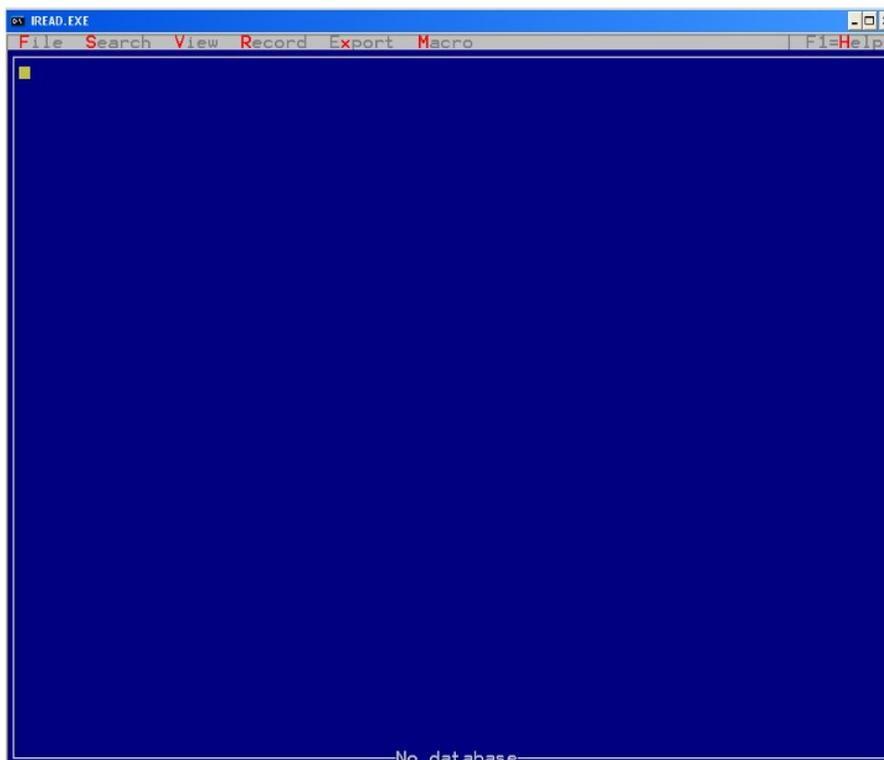
On the menu bar select (or press Alt-F) "File". From the drop-down menu, by using the cursor keys, choose "Open".
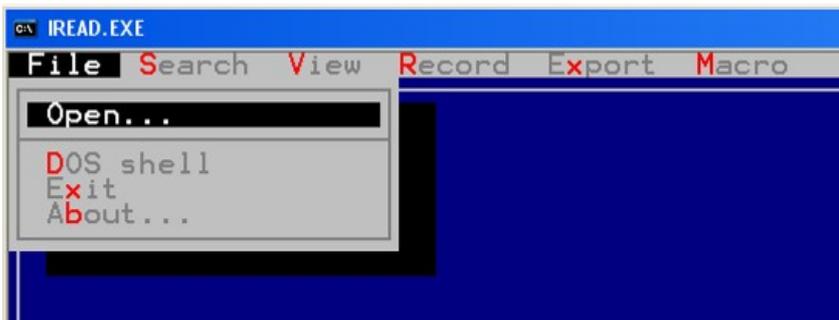
You will then be presented with "File Specification?" Do not type anything just simply press "Enter".
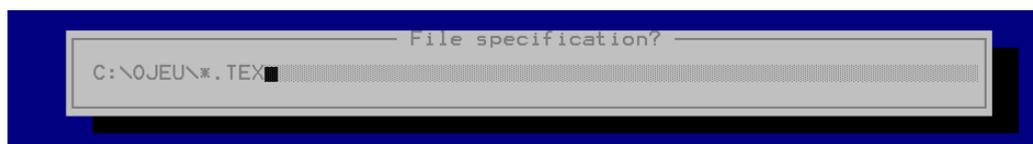
A vertical box opens, listing previously all the installed OJEU Databases. In this case, the only Database available to view would be 142-146.TEX. Select (or begin to type) the required database number (in this case 142-146) and then press "Enter".
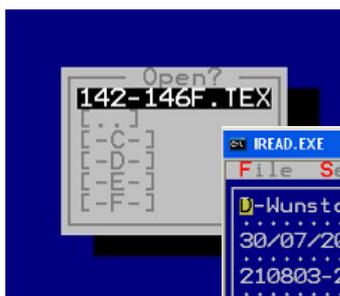
After pressing "Enter", the database will open and you will see the first notice.
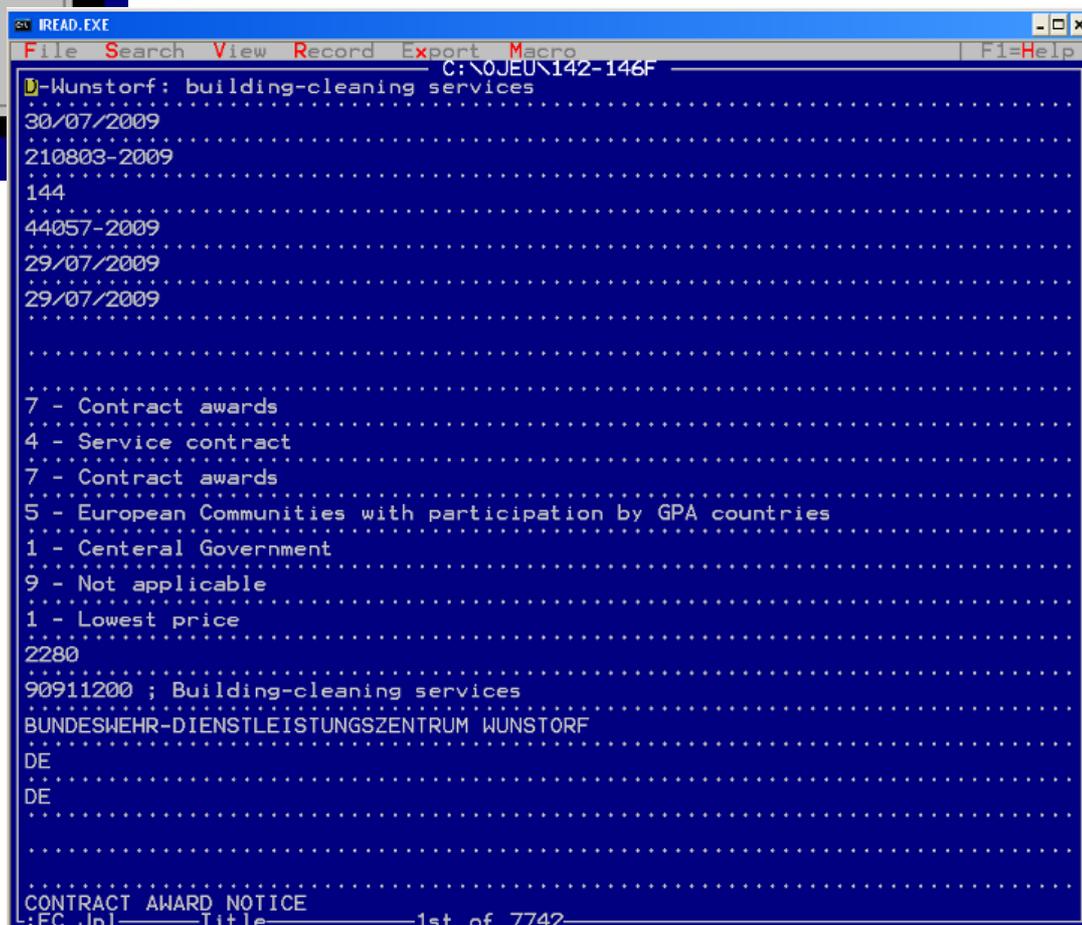
Database Functions – Some Key Points

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.

To search the OJEU Database for relevant records, there are some hotkeys that you can use to help. The table below illustrate some keys that could be used:

Hotkey	Function
F5	**Search:** Searches the database for the keyword that has been used.
F6	**Widen:** Used to retrieve an increasing number of OJEU notices.
F7	**Narrow:** To limit number of notices by country type, location, etc.
F8	**Exclude:** Used to remove specific notices with the keyword used.

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.

Searching the OJEU Database

To search for particular and relevant notices, press "F5" and type in "cleaning[1]" and then press "Enter".
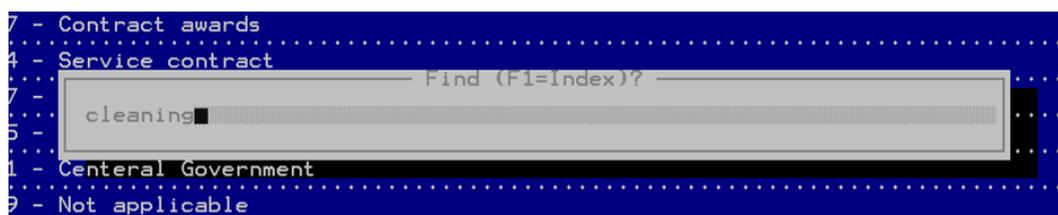
You will be displayed with the results, as illustrated below:

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[1] Keywords can be replaced to suit.

From the Sample OJEU Database, 268 notices with the term "cleaning" are produced. This includes a variety of notices from all EU Member States. To narrow the results to those only published in the UK, press "F7 and then type "country=gb".
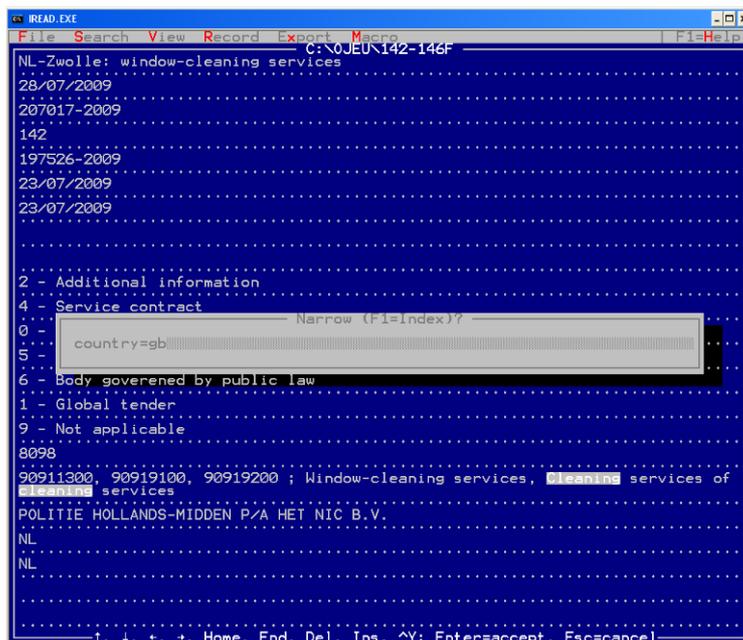

You will notice that the database has found notices with the term "cleaning" within each record and these terms are highlighted. This can be useful for understanding why results are produced. Finally, the narrowing of results for those notices in the UK produced 26 relevant notices. Just to note, when exiting the database ("File" → "Exit") the database remains in the original state when you left it (once you open the database such as 142-146). To return to the original database press "F5" and then "*".

Widening Search Results

You can widen your search results to include other suitable notices. To widen your search results, press "F6" and type in a suitable keyword such as "refuse" then press "Enter".

Again, you will notice that the database has widened its search to include any notice from any Member State. If you would like to view notices from just the UK, press "F7" and then type in "country=gb". You will notice that it has found 42 UK notices with the terms "cleaning" and "refuse".

You can widen the search any number of times but remember if you would like to view country based notices that you can narrow notices by a particular country. If you view the OJEU Database, you will notice a country code at the top of the screen, make a note of countries that are of interest to you; for example UK-Newcastle, IE-Dublin, etc.

Exporting Notices

Before exporting notices you must create a directory. Return to your OJEU folder and, with the mouse, right click and select "New" → "Folder" and then left click with the mouse. A new folder will appear and rename the folder "Reports". You OJEU Directory will now look like below.

One can export notices, into TXT files, from search, narrow and widen parameters. So for example, if you would like to export the notices that have been retrieved please follow below.
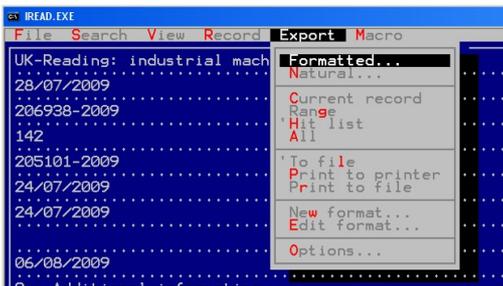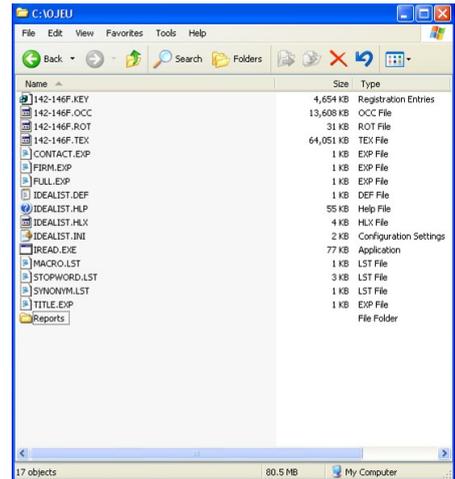
Press "Alt X" and the "Export" menu bar will drop down. Highlight "Formatted" and press "Enter". You will be presented with "File specification?" menu, just press "Enter". The next menu is the "Export Format", with the cursor keys choose "FULL.EXP" and press "Enter".
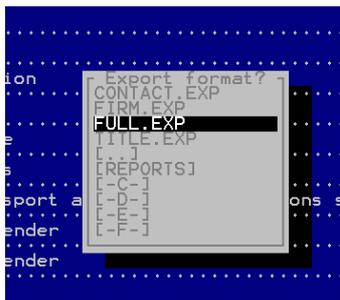
You are then provided with a choice to export the notices. Type the path of your "Reports" directory (see above for details) for example: "**C:\OJEU\Reports\Clean.TXT**" and then press "Enter".
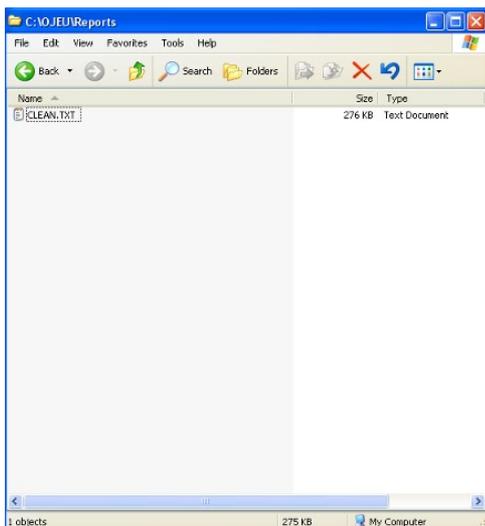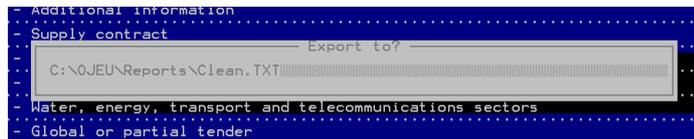
You will notice that the selected notices (such as using the terms "cleaning" and "refuse") have been exported and are now available to view in your "Reports" directory. The TXT file can be opened in a variety of word processors, such as MS Word, to be edited.

Editing the TXT File

The TXT file can be opened with you favourite word processor. To do this, right click with the mouse on the TXT file and select "Open with" → then choose your word processor such as "Word". If you cannot see your word processor, select "Choose Program …" and then find it from the program list.

In your text editor you should be able to insert page numbers to the .TXT file. Also you might want to insert page breaks at the top of each OJEU notice to ensure each new notice starts at the top of a page. To insert page breaks, for example, using my version of Word the procedure would be:

> Select Edit > Find and Replace > Find what:
>   The following OJEU notice is provided
>
> > Replace with: > More > Special > Manual Page Break
> >   ^mThe following OJEU notice is provided
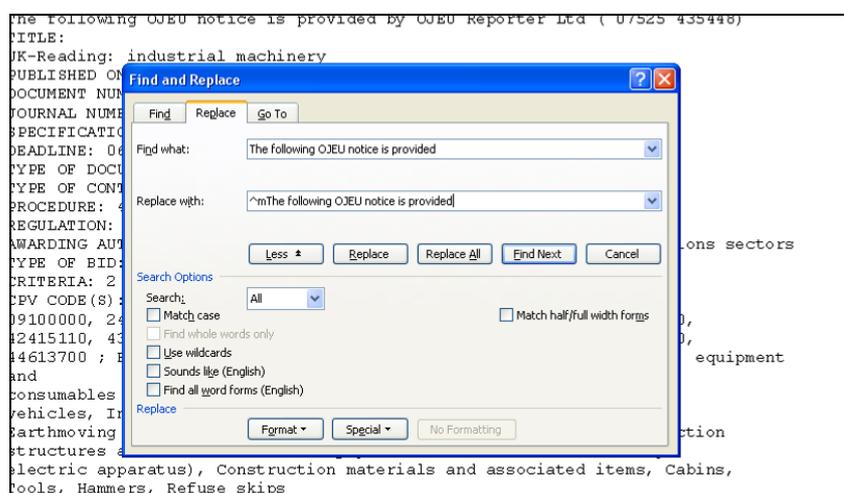
You will be able to save this document as a new file and rename it to reflect the week of publication. For example, click "File" → "Save as" → 141-146.doc (or the week ending; 090801.doc) and you will be able to keep the raw TXT file for backup. You can then save this file in any location that you believe is suitable or share it with colleagues if your company has a network.