Environmental Information Repository (EIRS) - Catalogue Help

1. Introduction

The Ministry of Environment has a large number of publications available on-line, accessible through a number of different sites, many through searchable catalogues. Among these sites are the Reports and Publications link from the main ministry site, but also EIRS Biodiversity Publications, EIRS Environmental Protection, EcoCat, the Ministry Technical Library, Government Publications Service (Queen/s Printer), and regional or headquarters ministry websites. You can access information on a range of topics, e.g., EIRS-EP: air quality, water quality, climate change and community waste reduction; EIRS Biodiversity: wildlife, endangered species, wildlife health, ecosystem (habitat) information; Ecocat: fisheries and groundwater; Ministry Library: a wide variety of ministry published documents); Government Publications Services: a variety of documents published by the province.

This **Catalogue Help document** provides help for **EIRS** only.
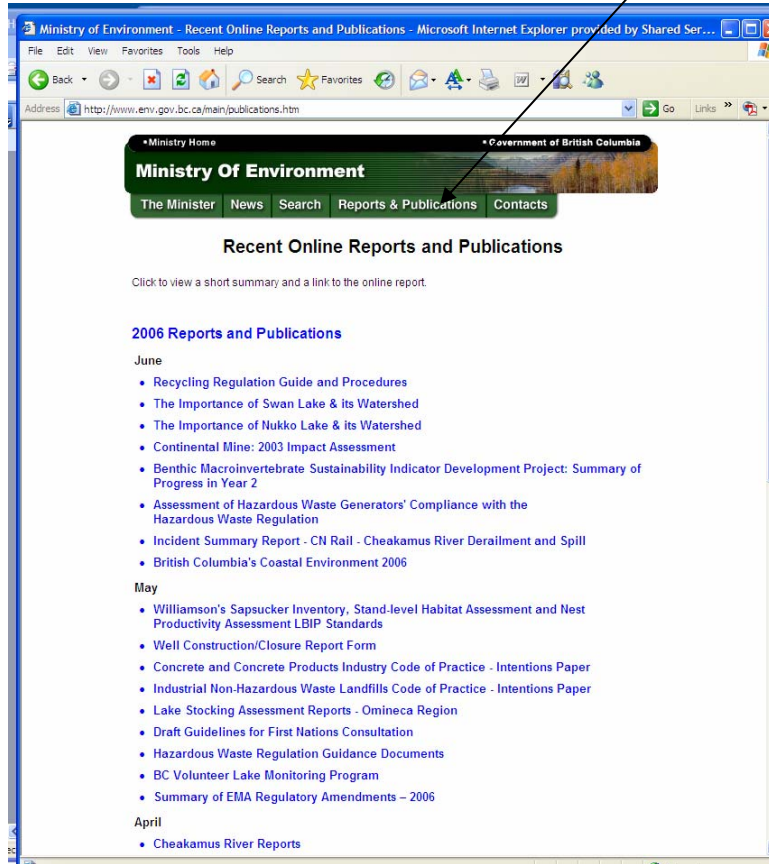
2. Launching EIRS

Users can access the **Environmental Information Repository (EIRS)** several different ways:

- from the **Ministry of Environment Home Page** by clicking on the **Subject Index A-Z** You can now access **EIRS Environmental Protection Catalogue or EIRS Biodiversity Publications Catalogue**
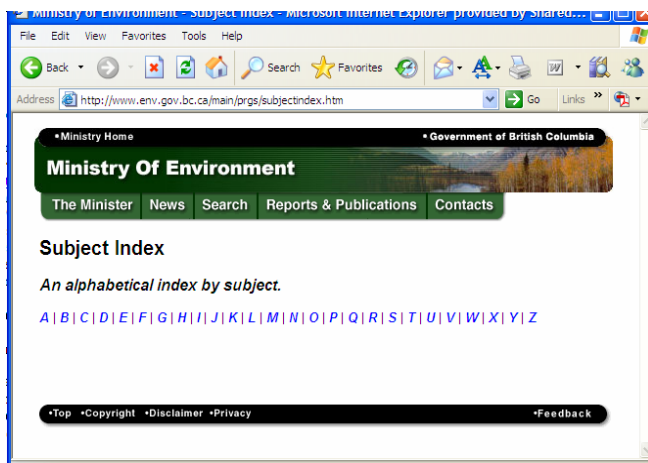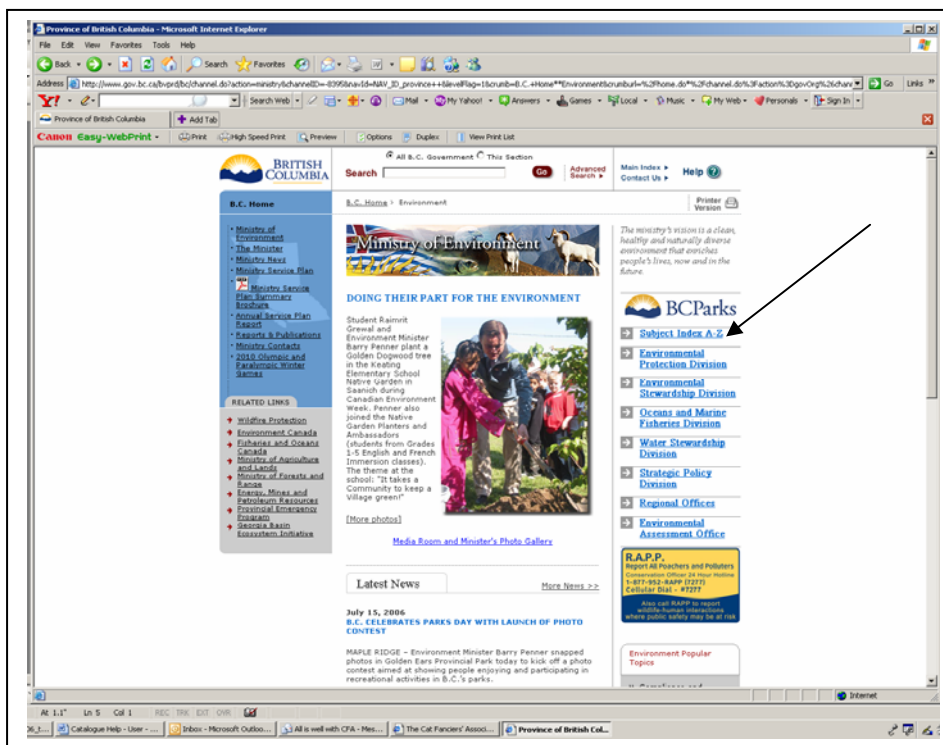
- Through the Ministry [Reports and Publications](#):

Select EIRS to go directly to the **EIRS Application Launch Page** for **Public** or **Staff Catalogues** as shown below.

- Directly through the URL:
  - EIRS - Biodiversity Publications Catalogue
    http://slkux9.env.gov.bc.ca/apps/eirs/enterEirs.do?repository=BDP
  - EIRS - Environmental Protection Publications Catalogue
   http://slkux9.env.gov.bc.ca/apps/eirs/enterEirs.do?repository=EPD

EIRS Home Page (Application Launch Page)

The **EIRS Home Page** provides an overview of what you can expect to find in the repository. Note that there are also direct links to many of our partner sites from the left navigation bar, as well as to other Ministry repositories, including the main Ministry Library. You can also find Search Tips and a Glossary of Terms for EIRS here.

Select Launch Public Catalogue or **Launch Staff Catalogue** as appropriate. Note that you can launch from either the right side navigation bar or from the bottom of the screen.

The **Public Catalogue** gives access to all published Ministry documents.

The **Staff Catalogue** gives staff additional access to documents such as ministry documents that are unpublished or superseded, as well as third party documents contracted by the Ministry for which we are no longer able to acquire copyright privileges. Staff access requires government user authorization.
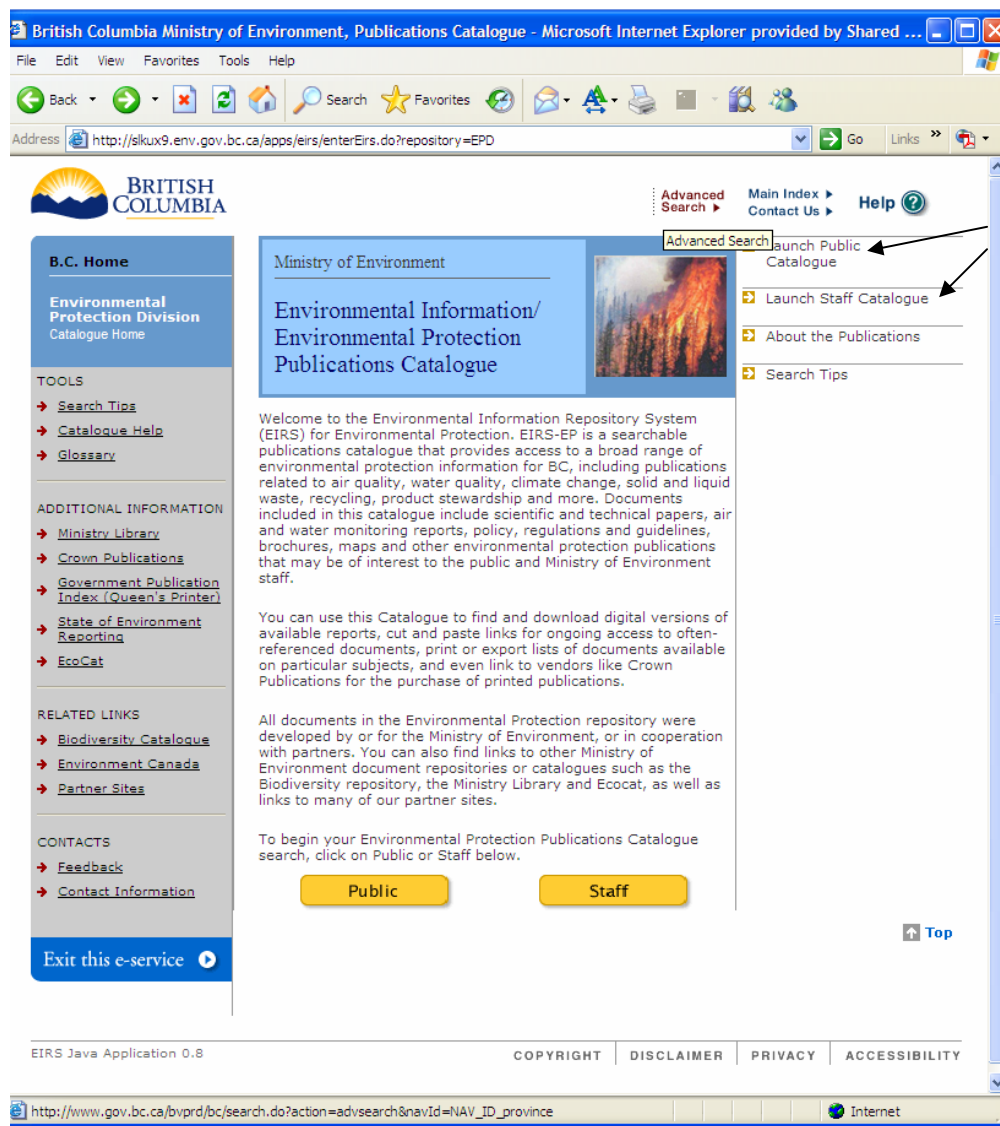
You can now access either the **Basic Search** or **Advanced Search** as described in the following sections.

Top Navigation Bar

The Top Navigation Bar provides links to the general BC Government Web Site. The following outlines what to expect for each link.

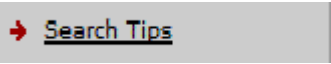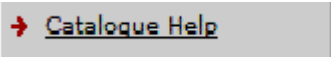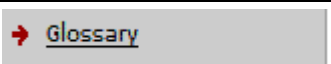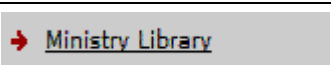| Button Description	Procedure	Results
Advanced Search ▶	**Click on** Note: The BACK button returns you to the main page.	Links to the BC Government Advanced Search page
Main Index ▶	**Click on** Note: The BACK button returns you to the main page.	Links to the BC Government main page.
Contact Us ▶	**Click on** Note: The BACK button returns you to the main page.	Links to the contact page for the BC Government
Help ❓	**Click on** Note: The BACK button returns you to the main page.	Links to the BC Government's main help page

Right Navigation Bar
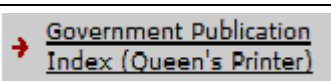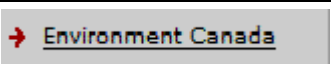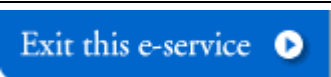
The Right Navigation Bar provides immediate access to launch the EIRS application. The following outlines what to expect for each link.

Launch Public Catalogue

Launch Staff Catalogue

About the Publications

Search Tips

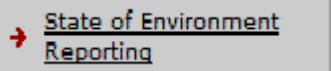| Button Description	Procedure	Expected Results
Launch Public Catalogue	**Click on link**	Links to the **Basic Search**.
Launch Staff Catalogue	**Click on link and enter a correct IDIR account name and password.** Note: The BACK button returns you to the main page.	An authentication challenge will be presented. Links to the **Basic Search**.
About the Publications	**Click on link** Note: The BACK button returns you to the main page.	Links to information describing the EIRS application.
Search Tips	**Click on link** Note: The BACK button returns you to the main page.	Links to quick help tips to search the Publication Catalogue effectively.
Top	**Click on link**	Links back to the top of the EIRS Home Page.

Left Navigation Bar

The Left Navigation Bar provides access to the EIRS search tips, glossary and user help, as well as direct links to other Ministry document repositories and partner sites. The following outlines what to expect for each link.

| Button Description	Procedure	Results
→ Search Tips	**Click on link** Note: The BACK button returns you to the main page.	Links to quick tips to help search the Publication Catalogue effectively
→ Catalogue Help	**Click on link** Note: The BACK button returns you to the main page.	Links back to the top of the EIRS Home Page.
→ Glossary	**Click on link** Note: The BACK button returns you to the main page.	Links to the EIRS Glossary page.
→ Ministry Library	**Click on link** Note: The BACK button returns you to the main page.	Links to the Ministry Library site.
→ Crown Publications	**Click on link** Note: The BACK button returns you to the main page.	Links to the Crown Publications site.
→ Government Publication Index (Queen's Printer)	**Click on link** Note: The BACK button returns you to the main page.	Links to the general BC Provincial Government - Queen's Printer site.
→ State of Environment Reporting	**Click on link** Note: The BACK button returns you to the main page.	Links to the Ministry's State of Environment Reporting site.
→ EcoCat	**Click on link** Note: The BACK button returns you to the main page.	Links to the Ministry's EcoCat repository of fisheries and groundwater documents published by the Ministry.
→ Environment Canada	**Click on link** Note: The BACK button returns you to the main page.	Links to the Environment Canada site.
Exit this e-service ▶	Click on link	Links to the EIRS Launch Page

3. Basic Search

The basic search allows you to do a quick search for documents in EIRS based on the entry of one or more terms that you would expect the desired document(s) to contain. Each document stored in EIRS is tagged with searchable information. The Basic Search EIRS looks for the terms you enter in the following "tagged" metadata fields:

- Title
- Author
- Contributing Author
- Year
- Series Title
- Topic
- Abstract
- Other Identifier
- Species English Name and
- Species Scientific Name.

EIRS does not search within the body of the document itself. Note that if you are looking for a particular document and know some of the key information above, the Advanced Search function will narrow the search and give you quicker, more relevant results.

Following is the Basic Search screen, accessible directly from Public Launch, Staff Launch, or the Left Navigation Bar either on the Home Page or on any page within the EIRS application.
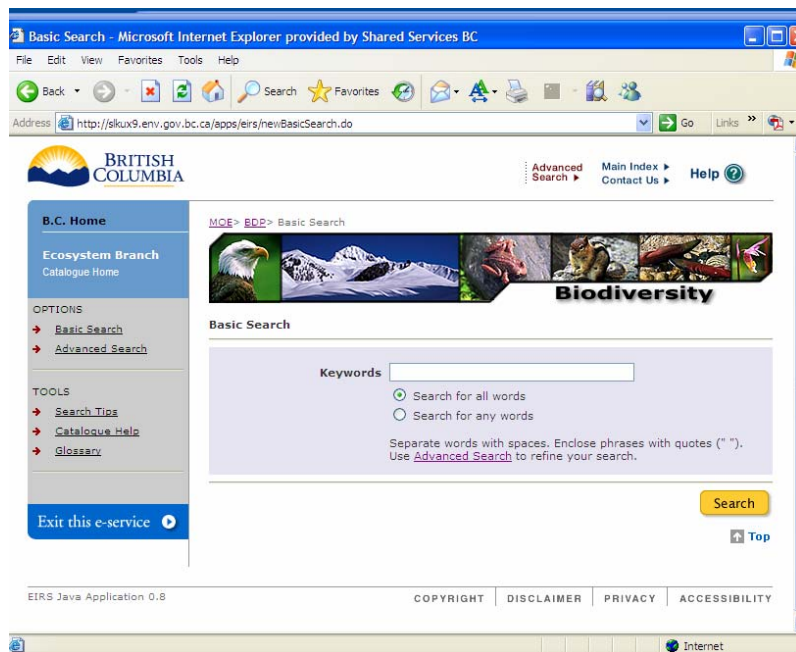
Basic Search Process

To start a Basic Search, please follow these steps:

1. **Enter words or phrases directly relevant to your search in the keyword field**.
   Separate words with spaces. Enclose phrases with quotes ("").

Narrow the search by entering specific terms that you expect to find in the document(s) you want. e.g. "air quality" emissions 2002 particulate "Prince George"

2. **Choose either "Search for all words" or "Search for any words".**

"**Search for all words"** searches for documents that include <u>all</u> of the terms entered.

Using the example search terms above, the search results would include only those documents that included <u>all</u> of the terms "emissions" and "particulate", and the phrases "air quality" and "Prince George", as well as the year "2002", significantly limiting the likely hits, but targeting exactly the information desired.

Note that the terms must be found in the fields noted in point 1. If the terms are in the body of the document, but not in at least one of these fields, they will not appear in your **<u>Search Results</u>**.
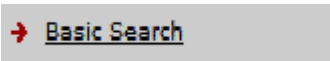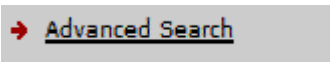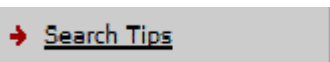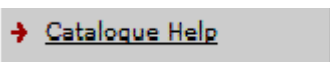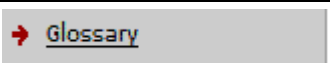
"**Search for any words**" searches for documents with any of the search terms present.
Using the example search terms above, the search results would include all the documents that included <u>any</u> of the terms "emissions" or "particulate", or the phrases "air quality" or Prince George", or any document published in the year "2002", significantly increasing the likely hits.

3. **Click Search** – initiates the search

For help related to the left navigation bar, see below:

Left Navigation Bar (Basic and Advanced Search screens)

Button Description	Procedure	Results
→ Basic Search	**Click on link** Note: The BACK button returns you to the main page	Links to the Basic Search page.
→ Advanced Search	**Click on link** Note: The BACK button returns you to the main page	Links to the Advanced Search page.
→ Search Tips	**Click on link** Note: The BACK button returns you to the main page.	Links to quick tips to help search the Publication Catalogue effectively
→ Catalogue Help	**Click on link** Note: The BACK button returns you to the main page.	Links back to the top of the EIRS Home Page.
→ Glossary	**Click on link** Note: The BACK button returns you to the main page.	Links to the EIRS Glossary page.
Exit this e-service ◉	Click on link	Links to the EIRS Launch Page

4. Advanced Search

The Advanced Search is designed to help the user narrow their search results to documents that closely match what you are looking for. The advanced search works on the principle that the more criteria entered, the fewer the number of documents that will match those criteria. A sample screen follows:

Advanced Search Process

To start an Advanced Search, please follow these steps:

1) Enter/select any information you are certain of for the fields shown. Specifically:

- Title
- Series Title
- Topic
- Author *
- Year *
- Report Number *
- Species Name

* Search tips are available online for **Author**, **Year** and **Report Number** when you hover over the question mark beside the field.

Field	Description	Notes
Series Title [dropdown]	Specific MOE Technical Series e.g. Water Quality Objectives	Choose from the drop down list to find all documents in a particular series, or restrict your search to documents that match your other criteria and are in a specific series.
Topic [dropdown]	Topic assigned to a document (Note: not all publications have a topic assigned).	Use with caution as documents without assigned topics will be missed.
Author [text field]	Author associated with the document	Searches both primary Author and Contributing Authors fields, but the result set displays only the Primary Author.
Year [text field]	Publication Year	Search tips: • "199*": Publication year starts with "199"; • 1992-1996: Publication year from 1992 to 1996 inclusive • 1992, 1994: Publication year 1992 or 1994
Report Number [text field]	MOE assigned Report Number.	Search tip: • "R27*" returns all reports starting with "R27" • WR returns **all** reports starting with WR, e.g., WR6, WR103
Species Name [text field] ○ Scientific ○ English ⊙ Either	Scientific or English species name, or both, as requested in the radio buttons beneath.	Entering the complete name restricts the search and reduces the number of results significantly

2) "**Search Abstracts and Keywords**..." is an option that can be used alone or combined with advanced search fields, allowing you to be very specific in your search.

The **"With all** of these words**"** field will search multiple words in the abstracts and keywords fields.

The "**With any** of these words**"** field will search and find any documents that have any of these words in their abstracts and keywords fields.

The **"Without** the words" field will result in searching documents that do not have these words in their abstract or keywords fields.

with all of these words [ ]	Search the Document Abstract and Keywords with all of the terms in this text area.	All documents must contain all search terms specified in the Document Abstract or Keywords.
with any of these words [ ]	Search the Document Abstract and Keywords with any of the terms in this text area.	All documents may contain any of the search terms specified in the Document Abstract and Keywords. At least one match must be found.
without the words [ ]	Search the Document Abstract and Keywords but exclude documents that contain any of the terms in this text area.	All documents in the result set may not contain any of the search terms specified in the Document Abstract and Keywords.
Search	Initiates the Advanced Search application, using the parameters specified by the user.	

5. Search Results

A sample Search Results screen is shown below:

Use the following guide to view multiple results pages, re-sort results by author or date, or capture your results by printing them or exporting them to your workstation.
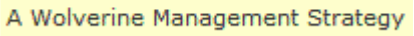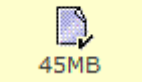
Field	Procedure	Results
⏮ ◀ 12345678910 ▶ ⏭	Click on individual result pages or the forward and back arrow keys.	Double arrows on the far left and right sides skip to either the first or last page of the search results. The single arrows link to the previous and next pages. The numbers link to specific results pages. Tip: Only one page displays if you have 10 or fewer search results.
Title ⬆⬇ Weasels I Have Known	On the right side of Title, click on the up and down arrow.	Click the up arrow to display results from Z-A. Click the down arrow to display results from A-Z.
Primary Author ⬆⬇ W. E. Woodbridge	On the right side of Primary Author click on the up and down arrow	Click the up arrow to display results from Z-A. Click the down arrow to display results from A-Z.
Date ⬆⬇ 2003	On the right side of date click on the up and down arrow	Click the up arrow to display dates from oldest to newest (1999-2006). Click the down arrow to display dates from newest to oldest (2006-1999).
Abstract ✔	Click on a green check mark	Clicking once will display the document abstract. Clicking again will close the abstract. Tip: If no abstract exists, no check mark will appear.
🗐	Click the multi page icon to access details of the component pieces.	Links to the document details page that lists the component parts of the document. Refer to **Document Details**.
📄 658K	Click a Single page icon to download the document Note: Close the document to return to results screen.	Displays the document requested in a separate window. Tip: The window can be resized.
Buy $	Click on the "Buy" icon The $ icon indicates that this document is available for purchase. Note: Close the email to return to results screen.	Clicking the "$" icon produces a pre-populated email message to a publication vendor, providing sufficient information for them to identify the document and provide you with further purchase information

Search Results - Document Details

When you click on a multi-part icon, component parts of a document are displayed in a new window. The **Search Results Document Details** page provides an Abstract (when available) for the document, and lists components of a document that may be downloaded individually. This is typically provided for large documents that might be time-consuming or problematic to download in their entirety. An example screen follows:
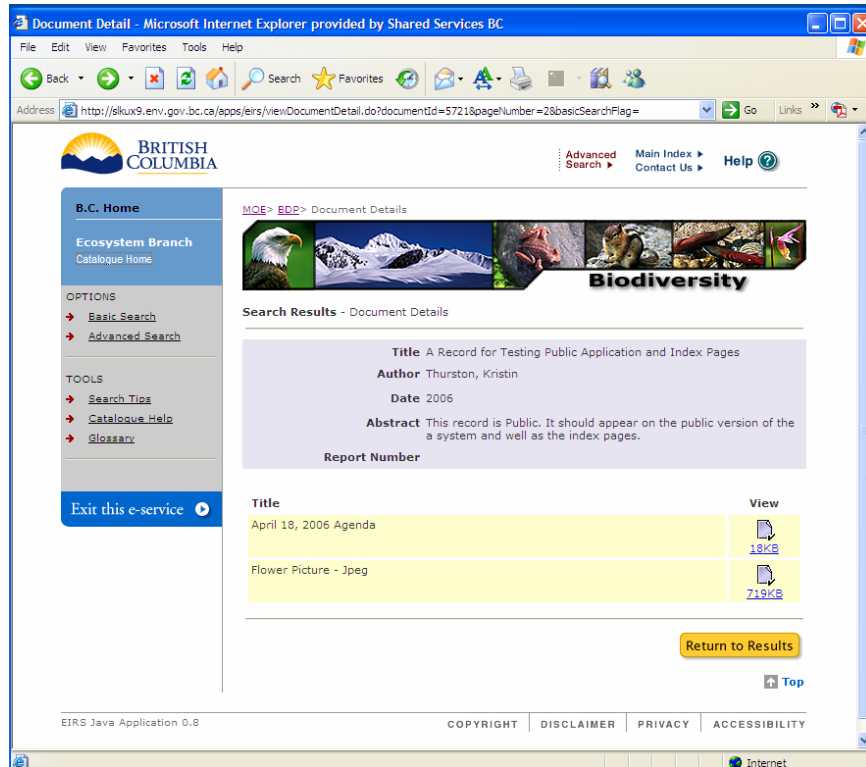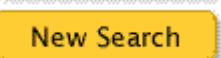
Object	Description	Additional Notes
Title	Title of the composite document.	
Author	Primary Author of the composite document.	
Date	Publication year of the composite document.	
Abstract	Document abstract (if available).	If an abstract of the document is not available, the Abstract attribute is not shown.
Report Number	Document Report Number (if available).	If a report number for the document is not available, the Report Number attribute is not shown.

	Title of individual document components.	Document components are displayed in the order that they appear in the full document.
Title A Wolverine Management Strategy		
View 45MB	Links to the document component. The size of the component is provided for information.	
Close	Closes the document detail page and returns to the previous search result page.	

Modify Search/New Search

To modify your search, or start a new search, please use the following guide:

Modify Search	Returns you to the Basic or Advanced search screen. Search values entered remain set.	If you used the Basic Search, you will return to the Basic Search screen with the search variables used still set. If you used the Advanced Search, you will return to the Advanced Search screen with the search variables used still set.
New Search	Returns you to the Basic or Advanced Search screen. Search values are reset to default values.	If you used the Basic Search, you will return to the Basic Search screen with the search variables reset to the default values. If you used the Advanced Search, you will return to the Advanced Search screen with the search variables reset to their default values.

Print/Export Results

To print your results, or to export them for later use in other applications such as MS Word or MS Excel, please use the following guide:

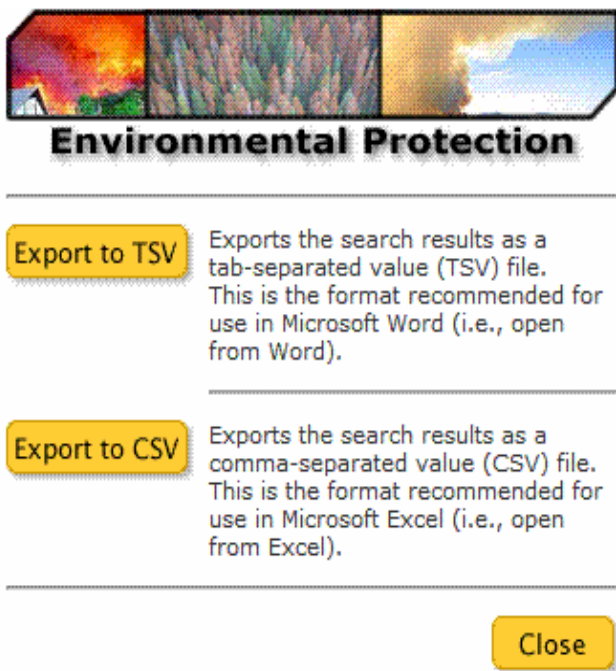|		
Printer-Friendly	Produces a printer-friendly, letter-size report that contains the result set in its entirety.	The result set is recreated without page breaks or other output-limiting controls.
Export Results	Opens a window that allows you to choose between a tab-delimited or comma-delimited result set to import to your workstation.	The entire result set is recreated in the file, with either tabs or commas delimiting the form elements. **See TSV and CSV Export** screen below.

The Export Results options screen is shown and explained below.

Environmental Protection

Export to TSV — Exports the search results as a tab-separated value (TSV) file. This is the format recommended for use in Microsoft Word (i.e., open from Word).

Export to CSV — Exports the search results as a comma-separated value (CSV) file. This is the format recommended for use in Microsoft Excel (i.e., open from Excel).

Close

Export to TSV
Choose to save the file, and a tab-separated file will be created. When opening in MS Word, make sure you select All File Types in the drop down list at the bottom of the "Open File dialogue box in order to see the file. Select the .tsv file. You will then be prompted to choose File Conversion – choose Windows Default. Once the file is open in Word, Save the file as a Word doc. Next, choose Edit> Select All, then choose Table>Convert>Text to Table. When prompted, choose Separate text with tabs. You will be asked

to specify the number of columns in the table – leave it at the default of 7, and DO NOT specify number of rows. This will create a table with a heading row containing the following terms.

Title	Author	Publisher	Year	ISSN	ISBN	Abstract

Report Number, Series Title, Topic, Contributing Author, Scientific Name, English Name, Keywords fields are not currently saved. This will be added in the future.

Export to CSV
Choose to save the file, and a comma-separated file will be created. You will then be prompted to Open/Open Later/ Close. If you choose Open, MS Excel will automatically open the file as a spreadsheet. You will need to save it as an Excel (.xls) file to preserve any changes you make.You can then work with the file the same way you would any Excel spreadsheet.

6. Tools
On-screen Mouse-over Help
Mouse-over help is provided in the Advanced Search Screen for Author, Year, and Report Number.

Author: This field Searches both primary and contributing author. Search results will display only the primary author.

Year:

- ”199*”: Publication year starts with “199”;

- 1992-1996: Publication year from 1992 to 1996 inclusive

- 1992, 1994: Publication year 1992 or 1994

Report Number:

- “R27*” returns all reports starting with “R27”

- WR returns **all** reports starting with WR, e.g., WR6, WR103

User Help Manual
On-line Help Manuals are provided for EIRS users – this “Catalogue Help” for public and staff and a second one “Administration Help” for system administrators and data editors.

Search Tips
On-line Search Tips provide quick assistance for Basic and Advanced Searching
Glossary
A glossary of terms used in EIRS, plus some of the more commonly used terms found in Ministry documents is available. Clisk on Glossary in the left navigation pane to view.

7. Additional Information / Related Links
Additional sources of publications and information, as well as websites that contain environmental / natural resource information, are linked from the left navigation pane.

8. Feedback
An email address is provided for feedback on the EIRS application and the website. Emails received will be reviewed and if appropriate, included in discussions re future enhancements/revisions.