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P. How to Display Recent Footnote Text Updates

This function may be used to review footnote text record updates that have been updated or added within a specific period of time. It is useful in reviewing your own updates and/or updates to your footnotes performed by other staff at your institution. It also may be useful in reviewing updates that other institutions have made to their footnotes.

The following steps are recommended to display footnote text record updates:

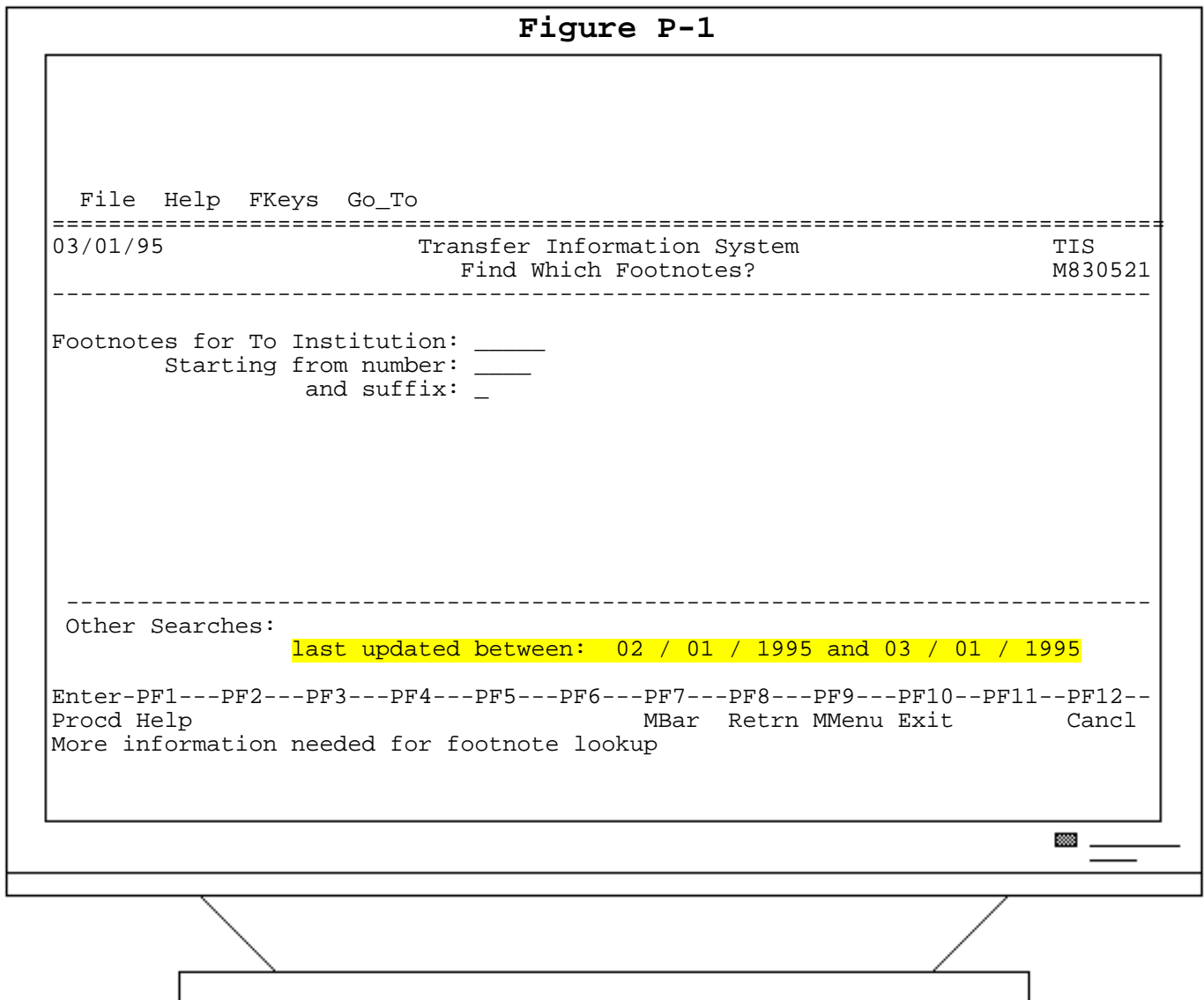
1. Select the "Recent Footnote Updates" option from the Maintenance Menu. (Refer to "How to Use the Maintenance Menu" [Sect. A] for help.)
2. The "Find Which Footnotes" screen is returned with the Beginning and Ending Dates filled in (Figure P-1). The Beginning Date will default to the date of your last TIS Login. The Ending Date will default to the current date. You may change the Beginning Date and/or the Ending Date to search for updates during a different time period.
3. Enter any other search criteria in the other key fields. At a minimum, the To Institution must be entered (Figure P-2). Press ENTER to start the search.
4. The "Footnote Text" screen will be returned listing the footnote text records that were updated during the specified range (Figure P-3).

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FIGURES P-1 THROUGH P-3 SHOW HOW TO DISPLAY RECENT FOOTNOTE TEXT UPDATES:

Figure P-1 shows that when the "Recent Footnote Updates" option is selected from the Maintenance Menu, a date range is automatically entered beginning with the date of your last TIS Login and ending with the current date. This range may be adjusted as desired.

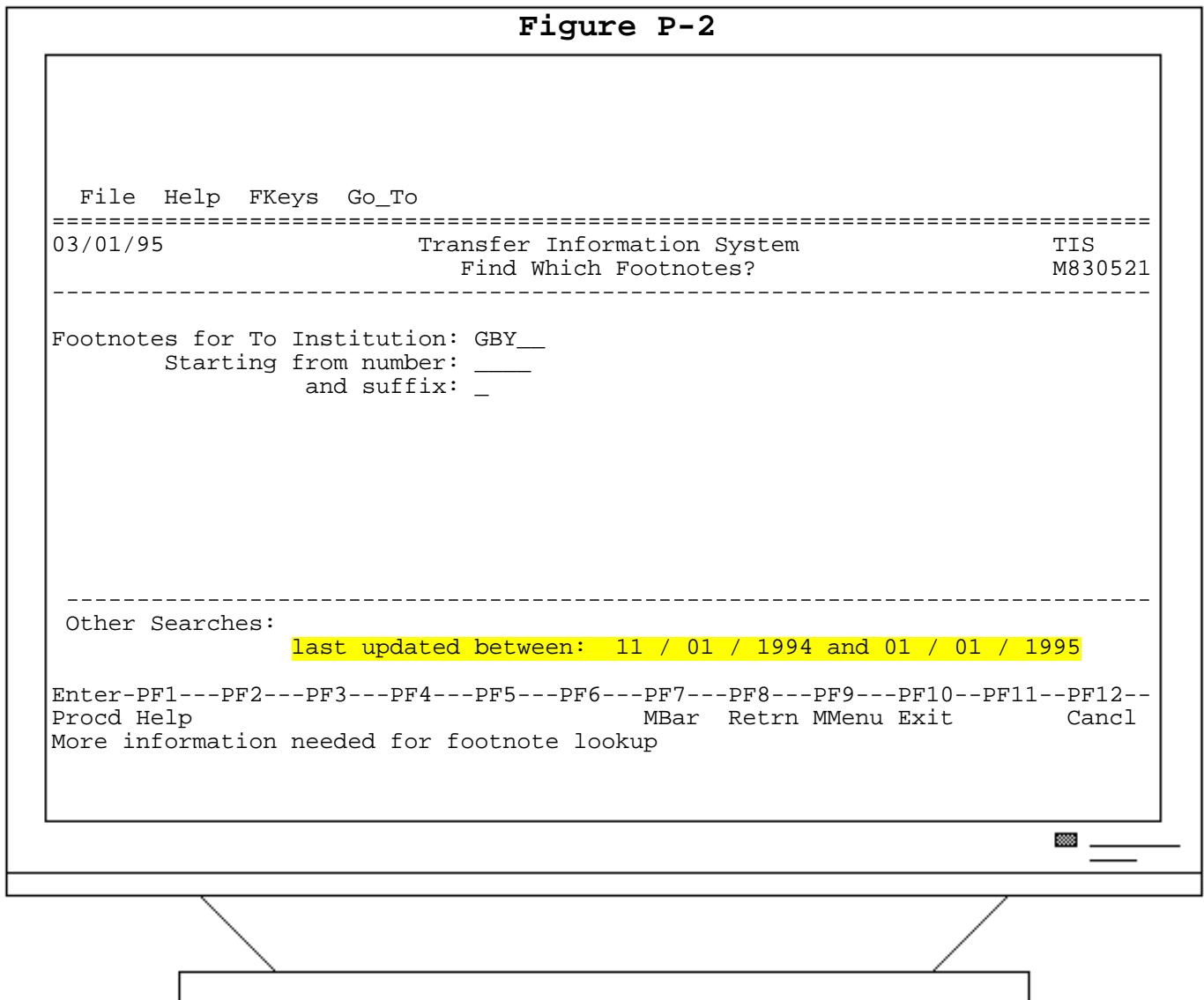
Figure P-1



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Figure P-2 shows how to search for footnote text updates at UW-Green Bay transacted between November 1, 1994 and January 1, 1995.

Figure P-2



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Figure P-3 shows a list of footnote text updates transacted by UW-Green Bay between November 1, 1994 and January 1, 1995.

Figure P-3

