

EOS.Web User Guide



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A New Digital Repository and Annotated Bibliography for GDOT R&D Projects

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Introduction

EOS.Web is a library cataloging system that maintains digital records of physical and digital resources, like books, reports, and other artifacts.

Using EOS.Web, users can search, browse, download, and print cataloged GDOT resources. Users can also select resources from search results to generate customized annotated bibliographies.

EOS.Web is independently licensed to the Georgia Department of Transportation (GDOT) and is maintained by select GDOT staff. These staff members enter new resource records into the EOS.Web database, control the EOS.Web public interface, and export records in bulk to partner agencies.



This user guide is a step-by-step reference for completing all of these processes. The procedures are developed for the current versions of the following browsers: Chrome, Firefox, Safari, and Edge. Microsoft Internet Explorer is not supported. Any requests for updates to this guide or the EOS.Web system interface should be directed to the appropriate GDOT staff.

Finding a Report Using Advanced Search

1. Access EOS.Web in one of two ways:
 - Visit the public EOS.Web website (www.dot.ga.gov > About GDOT > GDOT Library, OR <http://g92018.eos-intl.net/G92018/OPAC/Index.aspx>).
 - Login to the EOS.Web back-end website (<http://g92018.eos-intl.net/G92018Staff>).
2. If using the back-end website, click **Search > Advanced Search**.
3. Select the search type from the **Select Fields** drop-down menu. You can choose up to three search types per search; some of the most relevant search types are listed in the following table.

Frequently Used Search Types

Search Field Types	Criteria Notes
Word(s)	Searches your entry against all fields to determine possible related records
Subject	Searches the GDOT Subjects (Appendix A); criteria must be entered exactly; all final reports are classified as “Research”
Year	Searches the exact calendar year of publication; use Publication Year range fields to search a span of time (e.g., 1998 – 2001)
Call Number	RB is the call number for all GDOT final reports

4. Enter the criteria for each search field type.
5. Click **Go**. Your search results will be displayed at the bottom of the page.
6. Click a record title to view the record.
7. Click the **Linked Media** icon  to view a PDF of the report. From the PDF, you can read, print, or search the report.
NOTES: Only records with attached files will contain the Linked Media icon . If the linked media is in JPG format, you will not be able to search the text.

TIP Targeting Search Results




Use AND/AND NOT/OR selections to broaden or narrow search results within the specified search criteria.

Creating an Annotated Bibliography

1. Visit the public EOS.Web website (www.dot.ga.gov > About GDOT > GDOT Library, OR <http://g92018.eos-intl.net/G92018/OPAC/Index.aspx>).
2. Search for reports using the advanced search process described previously. Search results will be displayed on a new page.
3. On the first page of results, check the boxes next to each desired record to select it.
4. Click the **Add Citation(s)** button to add the citations to a virtual citation report. A temporary pop-up window will display the progress as citations are added.
5. Advance to the next page(s) of records and repeat steps 3 and 4 to add each page's desired records to the virtual citation report.
6. When all of the desired records have been added to the virtual citation report, click the **View Citation(s)** button. A pop-up window with all added citations will appear.
7. Click the **Copy Citations** button to add the entire list to your clipboard.
8. Open Microsoft Word.
9. Paste (CTRL+V) the list of citations from the clipboard into a new Word document.
10. To sort the records alphabetically, select all (CTRL+A) of the records and sort the records alphabetically by paragraph. Additional formatting (title page, page numbers, etc.) may be added as necessary.
11. Back on the public EOS.Web website, click the **Clear Citation Report** button to empty the virtual citation report and start a new record collection.

Entering a New Research Report



1. Login to the EOS.Web back-end website (<http://g92018.eos-intl.net/G92018Staff>).
2. Create a blank record:
 - a. Click **Cataloging>Bibliographic File**.
 - b. Click the **Add** button (under Browse Search). A pop-up window will appear. (Disable pop-up blockers on your browser as necessary.)
3. Select the new record properties:
 - a. Select **Record Format: MARC 21 Bibliographic**.
 - b. Select **Material Format: Computer files**.
 - c. Select **Editor: EasyMARC**.
 - d. Select **OPAC Display: Yes**.
 - e. Select **Record Display: Single Part**, unless there are multiple files that need to be attached to the record. In that case, select **Multi Part**.
 - f. Click **Proceed**.

4. Enter the record data using the **EasyMARC** tab:
 - a. Enter the record's author(s) from the report's title page:
 - i. Enter the first/main author in the **Author/Main Entry** field from the report title page: Last name, First name.
NOTE: Only use a period in the name if it follows an initial.
NOTE: If the author is not named, but is instead a corporate entity:
 1. Next to the **Author/Main Entry** field, click the **MARC Detail Edit** icon .
 2. Select **Tag Number: 110 Main Entry--Corporate Name**.
 3. Select **Type of Corporate Name Entry Element: Name in direct order**.
 4. In the **Corporate name** field, enter the corporate name: Georgia Department of Transportation.
 5. Click **OK**.
 - ii. Enter all other authors in the **Added Entry** field:
 1. Scroll to **Added Entry** section.
 2. Next to the **Added Entry** field, click the **MARC Detail Edit** icon .
 3. Select the **Tag Number: 700 Added Entry--Personal Name**.
 4. In the **Personal name** field, enter the next author's name: Last name, First name.
NOTE: Only use a period in the name if it follows an initial.
 5. Click **OK**.
 6. Add additional authors by adding extra **Added Entry** fields (next to **Added Entry**, click **Add**) and adding authors as described above.
NOTE: Each field should only contain one author.
 - b. In the **Title Statement** field, enter the record's title. Capitalize the first word of the title and proper nouns only.
 - c. Enter the number of **nonfiling characters**:
 - i. Next to the **Title** field, click the **MARC Detail Edit** icon .
 - ii. Enter the number of **nonfiling characters** in the box.
NOTE: Nonfiling characters are the letters and spaces that come before the first major word of a title. The nonfiling characters for a report title starting with "The" would be 4, and the nonfiling characters for a report title starting with "A" would

TIP Quick Reference Available

A one-page quick reference is available in Appendix B to aid in quickly entering required fields for a new record in MARC format.




be 2. If the report does not begin with an article, the number will be 0.

- iii. Click **OK**.
- d. In the **Call Number** field, enter the record's **Call Number**. **RB** is the call number for all GDOT final reports.
- e. Indicate that the call number is assigned by an entity other than the Library of Congress:
 - i. Next to the **Call Number** field, click **MARC Detail Edit** icon .
 - ii. Choose **Source of Call Number: Assigned by agency other than LC**.
 - iii. Click **OK**.
- f. Enter the record's **Edition: Final Report**.
- g. Enter the record's **Publisher: Georgia Department of Transportation**.
- h. Enter the record's **Place of Publication: Atlanta**.
- i. Enter the record's **Date of Publication**: Four-digit calendar year of publication (Example: 1991).
- j. Enter the record's **Physical Description**: Number of pages (Example: 28 pages).
- k. Enter the record's GDOT Subjects:
 - i. Next to the **Subject** field, click the **MARC Detail Edit** icon .
 - ii. Select the **Level of Subject: Primary**.
 - iii. Select the **Thesaurus: Source not specified**.
 - iv. Enter one subject for the report from the GDOT Subjects (Appendix A).
 - v. Click **OK**.
 - vi. Add additional subjects by adding extra **Subject** fields (next to **Subject**, click **Add**) and adding subjects as described above.

NOTES: Each field should only contain one subject. At least three GDOT Subjects must be included per record.
- l. Enter the record's notes:
 - i. Add the following report numbers and affiliations in separate **Notes** fields:
 1. In the **Notes** field, enter the **GDOT RP number** from report title page. (Example: GDOT RP 6209)
 2. Next to **Notes**, click **Add**.
 3. In the second (new) **Notes** field, enter the **report number** (found on GDOT Form 1700.7 (8-69), item #1). (Example: FHWA-GA-19-2259)

TIP Adding GDOT Subjects

- GDOT subjects are controlled keywords that are managed by GDOT.
- Subjects must be selected (and entered precisely) from GDOT subjects (Appendix A).
- At least three GDOT subjects must be included per record. There is no limit.
- Research reports must contain the GDOT subject "Research."
- Each field should contain only one GDOT subject.

4. Next to **Notes**, click **Add**.
 5. In the third (new) **Notes** field, enter the **affiliation** (found on GDOT Form 1700.7 (8-69), item #15).
(Example: “Prepared in cooperation with the Department of Transportation Federal Highway Administration”)
- ii. Add the report abstract:
 1. Next to **Notes**, click **Add**.
 2. Next to the (new) **Notes** field, click **MARC Detail Edit** icon .
 3. Select the **Tag Number: 520 Summary, Etc.**
 4. Select the **Display constant controller: Abstract**.
 5. Copy and paste the abstract in the **Summary** field.
 6. Click **OK**.
 - iii. Indicate the report language:
 1. Next to **Notes**, click **Add**.
 2. Next to the (new) **Notes** field, click **MARC Detail Edit** icon .
 3. Select the **Tag Number: 546 Language Note**.
 4. Enter the **Language note: English**.
 5. Click **OK**.
 - iv. Indicate the issuing body:
 1. Next to **Notes**, click **Add**.
 2. Next to the (new) **Notes** field, click **MARC Detail Edit** icon.
 3. Select the **Tag Number: 550 Issuing Body Note**
 4. Enter the **Issuing body note: GDOT Research Reports**.
 5. Click **OK**.
 - v. Indicate the data source:
 1. Next to **Notes**, click **Add**.
 2. Next to the (new) **Notes** field, click **MARC Detail Edit** icon .
 3. Select the **Tag Number: 786 Data Source Entry**.
 4. Select the **Note controller: Display note**.
 5. Select the **Display constant controller: Data Source**.
 6. In the **Main entry heading** field, enter GDOT’s address: Georgia Department of Transportation, Office of Performance-Based Management and Research, 15 Kennedy Drive, Forest Park, Georgia, 30297
 7. Click **OK**.

TIP No Abstract Limits
There is no word limit for abstract length.

TIP Adding Author-Provided Keywords


- Author-provided keywords are uncontrolled keywords that are selected by independent researchers/authors.
- At least one author-provided keyword should be included per record. There is no limit.
- Each field should contain only one keyword.

TIP Blank Fields

The record's URL, ISBN, and Series are left blank. These are not needed for cataloging GDOT research reports.

TIP Selecting Multiple Records

- Advance through the pages of records using the red arrows at the right-top of the browse list. Your previous selections will remain checked as you browse.
- Selecting more than 1,000 records at a time is not advised. The system may crash or slow down your computer.

- m. Enter the author-selected keywords:
 - i. Next to **Added Entry**, click **Add**.
 - ii. Next to the (new) **Added Entry** field, click the **MARC Detail Edit** icon .
 - iii. Select the **Tag Number: 720: Added Entry-Uncontrolled Name**.
 - iv. Select the **Type of name: Not Specified**.
 - v. In the **Name** field, enter the report's keyword from the user-provided list. Each field can only contain one keyword.
 - vi. Click **OK**.
 - vii. Add additional keywords by adding extra **Added Entry** fields (next to **Added Entry**, click **Add**) and adding keywords as described above. Each field should only contain one keyword.
5. Click **Save**.
6. Enter additional record data using the **MARC** tab:
 - a. Click the **MARC** tab.
 - b. Click **Add Tag** at bottom of window.
 - c. Enter tag code **040** and type **|aGDOT|cGDOT** in the corresponding field.
7. Click **Save**.

Exporting Bulk Records

1. Login to the EOS.Web back-end website login page (<http://g92018.eos-intl.net/G92018Staff>).
2. Select **Cataloging>Bulk Browse**. All cataloging records will be displayed.
3. (Optional) Search for the desired records using the search tool at the top of the screen.
4. Select the desired records for export:
 - a. Select an individual record by clicking the **checkbox** next to the record.
 - b. Select an entire page of records by clicking the **checkbox** next to **Selected**.
5. Click the **List** button. A Title List is generated of all selected records.
6. Select the records to export. Select all of the Title List records by clicking the **checkbox** next to **Selected**. Or, select individual records by clicking the **checkbox** next to the record title.

7. Click the **To Excel** button.
 - a. In Windows:
 - i. A pop-up window appears. (Turn off pop-up blockers on your browser, as necessary.)
 - ii. From the **Print Options** drop-down menu, select **Selected Titles** or **All Titles**. **Selected Titles** will only export your selection; **All Titles** will export all titles on the Title List.
 - iii. Click the **Run** button. You do not have to enter an email address, subject, or note.
 - iv. Download the Excel file from the confirmation window.
 - b. On Mac:
 - i. The Excel file is downloaded automatically.

TIP Exporting Large Record Batches

- To minimize heavy processing loads, use the **Schedule** button to schedule the export to run after business hours.
- Exporting more than 1,000 records at a time is not advised. The system may crash or slow down your computer.

Appendix A: GDOT Subjects

GDOT has established the following list of subjects based on the Transportation Research Board (TRB) standing committees. These subjects have been applied to all GDOT catalogued research reports. While author-provided keywords are somewhat useful, there is no consistency across all records in their application, format, etc. Thus, the GDOT subjects provide a way for users to consistently sort, and then find, related records. For the sake of consistency and searchability, all GDOT subjects must be entered exactly as shown below.

GDOT Subjects
Administration and Management
Bridges and Structures
Construction
Data and Information Technology
Design
Economics
Energy
Environment
Finance
Freight Transportation
Geotechnology
History
Hydraulics and Hydrology
Law
Maintenance and Preservation
Materials
Operations and Traffic Management
Passenger Transportation
Pavements
Planning and Forecasting
Policy
Research
Resilience and Sustainability
Safety and Human Factors
Security and Emergencies
Society
Terminals and Facilities
Transportation (General)
Vehicles and Equipment

Appendix B: Quick Reference for New Record Entry

This table summarizes the key data entry fields and respective contents for creating a new record in the EOS.Web back-end. After creating a new blank record and setting new record properties, follow the data entry guidelines below to quickly enter the record in MARC format.

Content	Field	Subfields	Entry	Format Notes
First Author	Author/Main Entry	n/a	[Last name, First name]	Don't include a period unless it follows an initial
Subsequent Authors	Added Entry	700	[Last name, First name]	Don't include a period unless it follows an initial
Corporate Author	Author/Main Entry	110 Name in direct order	Georgia Department of Transportation	n/a
Title	Title Statement	Nonfiling Characters	[Record's title]	Capitalize the first word of the title and proper nouns only
Call Number	Call Number	Assigned by agency other than LC	RB	RB is the call number for all GDOT final reports
Edition	Edition	n/a	Final Report	n/a
Publisher	Publisher	n/a	Georgia Department of Transportation	n/a
Place of Publication	Place of Publication	n/a	Atlanta	No state name is required for "Atlanta"
Date of Publication	Date of Publication	n/a	[Publication date]	Four-digit year of publication
Number of Pages	Physical Description	n/a	[Number] pages	n/a
GDOT Subjects	Subject	Primary Source not specified	[single GDOT subject]	Include three subjects per record; Research reports must contain the subject "Research"; Each field should contain only one subject; Subjects must be selected from GDOT Subjects
GDOT RP Number	Notes	n/a	[GDOT RP number]	Found on report title page
Report Number	Notes	n/a	[Report number]	Found on GDOT Form 1700.7 (8-69), item #1
Affiliations	Notes	n/a	Prepared in cooperation with the [Affiliation Entity]	Found on GDOT Form 1700.7 (8-69), item #15
Abstract	Notes	520	[Abstract]	Found in original report
Language	Notes	546	English	n/a
Issuing Body	Notes	550	GDOT Research Reports	n/a
Data Source	Notes	786	Georgia Department of Transportation, Office of Performance-Based Management and Research, 15 Kennedy Drive, Forest Park, Georgia, 30297	n/a
Author-Selected Keywords	Added Entry	720 Not specified	[single author keyword]	Each field should contain only one keyword; Found in original report
Tag Code (MARC tab)		040	aGDOT cGDOT	n/a

