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Applied Information Management Systems, Inc.

TECHNICAL MEMORANDUM

(TM Series)

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Applied Information Management System User's Manual

by

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23 April 1963

SYSTEM

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APPLIED INFORMATION MANAGEMENT SYSTEM USER'S MANUAL

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I. INTRODUCTION

What is AIMS?

AIMS is offered as your information storage and retrieval system. The acronym AIMS stands for Applied Information Management System, a more accurate name than information retrieval because it emphasizes application and the broader approach of information management. You now have new routes of access and visibility into your personal store of information. Your most important working tools need no longer be buried, forgotten or lost in your files and you can vastly simplify your filing.

You need no special background to use AIMS. You do not require technical or professional knowledge of the information you are managing. Administrators and technologists take advantage of this to delegate even the modest tasks of indexing and to exercise checking only through actual retrieval use.

AIMS provides you with special indexes to locate the information you use or store. The most important is the Permuted Descriptor Index, or Descriptor Index. The Name Index ranks second. These two are called Standard Indexes and you get them periodically. There are others called Requested Indexes. All are generated for you on the IBM 1401 computer. As later phases of AIMS become operational, additional stores of information from other groups, activities and departments may be made available to you.

The most common information handled by AIMS consists of SDC documents, technical articles, manuals and catalogs, correspondence, and the standard office files. Uses for AIMS are limited only by your ingenuity. A few unusual applications now in process are: a directory of transistor characteristics, and Engineering Department directory of manpower skills and experience, and a PPG index in depth.

The Engineering Department operates AIMS primarily for its own use, but extends this service to a limited number of interested people to insure that AIMS will neither develop too narrowly nor overlook some hidden capability. You become a user when assigned an originator's code.

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Just Know This and Start

Pick four words (or less, but for more see "How Many Descriptors to Use," Section III) that describe a document important to you. Write these subject or key words in this Descriptor Fields of the Log Sheet. A sample Log Sheet, Figure 1, illustrates the most commonly encountered situations. In the Name Field write the author's name or company name and then file the document under that name. Complete the rest of the Log Sheet and mail it to AIMS, Room 29022. You will receive a Verification Listing about two days later. Complete, updated indexes will be sent to you every two weeks on the Monday before payday. There will be no need to retain any old indexes.

Questions demonstrating document retrieval might be: Who makes stepper motors? or, what's in the file on Optical Character Readers? Look up any of the underlined words in the Sample Descriptor Index, Figure 2. (The second one is tricky but very useful. See the first two entries on the Sample Log Sheet, or Defined Abbreviations, under "Fine Points," Section III.) It doesn't matter which words you look up or in what order you search, you get the same information, all of it.

Now, to retrieve information, let us use the detailed Descriptor Index to this document (Section VIII). We will ask a question about using AIMS: Why do we put a green check mark on a document? Look up "green" or "check" in the Index Field of Descriptor Index.

The rest of this manual only amplifies and explains these basic ideas. The manual's arrangement first gives you the most frequently used tools and then works toward the fine points which will make more sense as you gain experience.

What Are Descriptors?

Descriptors are words you use to find the documents you need. They are tools for searching. The group of descriptors belonging to one document summarizes and forms an abstract of that document's content.

When you need information, think of the words that describe it and look them up in the Descriptor Index. When you find an entry or line of descriptors that satisfies your requirements, the NAME will give you the location of the physical document in your file.



Figure 1. Manuscript Log Sheet

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AIMS NAME INDEX				DATE 30416		
CLAS	DESCRIPTOR1	DESCRIPTOR2	DESCRIPTOR3	DESCRIPTOR4	NAME	NUMERICAL
HA	A FHP	FRACTIONAL	HORSE	POWER		
HA	A IR	INFORMATION	RETRIEVAL			
HA	A MTR	MOTOR				
HA	A OCR	OPTICAL	CHARACTER	READER		
HAI	ASTRONOMY	PERTURBATION	THEORY	BARRAR	ALLEN	FN 3655
HAH	IR	VERAC	IMAGE MEMRY	WALLACE EM	AVCO	M22355 20928
HAI	ASTRONOMY	PERTURBATION	THEORY	ALLEN	BARRAR	FN 3655
HA	MTR FHP	SERVO			BECKMAN	WE 71771
HA	MTR FHP	GEARED	TORQUE		BODINE	EA 43161
HA	SERVO	STEPPER	MTR		GIANNINI	CH 55701
HA	TOPOLOGY OF	SYSTEMS AND	ORGANIZTNS		GORDON CK	N 17429
HAE	OCR	MULTI FONT +	PAGE READING	RABINOW ENGR	HARDY N	+14497 21217
HAG	OCR VS	FLEXOWRITER	COST	PITTSBURG U	HORTY JF\$	L19642 21023
HA	MTR FHP	TORQUE AND	DC LARGE		INLAND MOTOR	
HAC	MOTOROID	STEPPER	PERM MAG	MTR FHP	LEETRONICS	WE 82541
HA	WEAPON TO	TARGET	ALLOCATION	MINIMIZATION	LUSTER PK	NLO 2081
HAG	OCR VS	FLEXOWRITER	COST	HORTY JF\$	PITTSBURG U	L19642 21023
HAE	MULTI FONT +	RESISTOR	MASK		RABINOW ENGR	+14497 21217
HAE	OCR	MULTI FONT +	PAGE READING	HARDY N	RABINOW ENGR	+14497 21217
HAH	IR	VERAC	IMAGE MEMRY	AVCO	WALLACE EM	M22355 20928



Figure 2. Sample Name Index

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AIMS DESCRIPTOR INDEX

DATE 30416

CLAS	INDEX	FIELD	DESCRIPTOR	DESCRIPTOR	DESCRIPTOR	NAME	NUMERICAL
HA	A	FHP	FRACTIONAL	HORSE	POWER		
HA	A	IR	INFORMATION	RETRIEVAL			
HA	A	MTR	MOTOR				
HA	A	OCR	OPTICAL	CHARACTER	READER		
HA	ALLOCATION		MINIMIZATION	WEAPON TO	TARGET	LUSTER PK	NLO 2081
HAI	ASTRONOMY		PERTURBATION	THEORY	BARRAR	ALLEN	FN 3655
HA	CHARACTER		READER	A OCR	OPTICAL		
HA	DC LARGE		MTR FHP	TORQUE AND		INLAND MOTOR	
HAG	FLEXOWRITER		OCR VS	COST	HORTY JFS	PITTSBURG U	L19642 21023
HA	FRACTIONAL		HORSE	POWER	A FHP		
HA	GEARED		TORQUE	MTR FHP		BODINE	EA 43161
HA	HORSE		POWER	A FHP	FRACTIONAL		
HA	INFORMATION		RETRIEVAL	A IR			
HAH	IR		VERAC	IMAGE MEMRY	AVCO	WALLACE EM	M22344 20928
HAE	MASK		MULTI FONT +	RESISTOR		RABINOW ENGR	L14497 21217
HA	MINIMIZATION		WEAPON TO	TARGET	ALLOCATION	LUSTER PK	NLO 2081
HA	MOTOR		A MTR				
HAC	MOTOROID		STEPPER	PERM MAG	MTR FHP	LEETRONICS	WE 82541
HA	MTR		SERVO	STEPPER		GIANNINI	CH 55701
HA	MTR FHP		GEARED	TORQUE		BODINE	EA 43161
HAC	MTR FHP		MOTOROID	STEPPER	PERM MAG	LEETRONICS	WE 82541
HA	MTR FHP		SERVO			BECKMAN	WE 71771
HA	MTR FHP		TORQUE AND	DC LARGE		INLAND MOTOR	
HAE	MULTI FONT +		PAGE READING	OCR	HARDY N	RABINOW ENGR	L14497 21217
HAE	MULTI FONT +		RESISTOR	MASK		RABINOW ENGR	L14497 21217
HAG	OCR VS		FLEXOWRITER	COST	PITTSBURG U	HORTY JFS	L19642 21023
HAE	OCR		MULTI FONT +	PAGE READING	RABINOW ENGR	HARDY N	L14497 21217
HA	OPTICAL		CHARACTER	READER	A OCR		
HA	ORGANIZATNS		TOPOLOGY OF	SYSTEMS AND		GORDON CK	N 17429
HAE	PAGE READING		OCR	MULTI FONT +	RABINOW ENGR	HARDY N	L14497 21217
HAC	PERM MAG		MTR FHP	MOTOROID	STEPPER	LEETRONICS	WE 82541
HAI	PERTURBATION		ASTRONOMY	THEORY	ALLEN	BARRAR	FN 3655
HA	POWER		A FHP	FRACTIONAL	HORSE		
HA	READER		A OCR	OPTICAL	CHARACTER		
HAE	RESISTOR		MASK	MULTI FONT +		RABINOW ENGR	L14497 21217
HA	RETRIEVAL		A IR	INFORMATION			
HA	SERVO		MTR FHP			BECKMAN	WE 71771
HA	SERVO		STEPPER	MTR		GIANNINI	CH 55701
HA	STEPPER		MTR	SERVO		GIANNINI	CH 55701
HAC	STEPPER		PERM MAG	MTR FHP	MOTOROID	LEETRONICS	WE 82541
HA	SYSTEMS AND		ORGANIZATNS	TOPOLOGY OF		GORDON CK	N 17429
HA	TARGET		ALLOCATION	MINIMIZATION	WEAPON TO	LUSTER PK	NLO 2081
HA	TOPOLOGY OF		SYSTEMS AND	ORGANIZATNS		GORDON CI	N 17429
HA	TORQUE		MTR FHP	GEARED		BODINE	EA 43161
HA	TORQUE AND		DC LARGE	MTR FHP		INLAND MOTOR	
HAH	VERAC		IR	IMAGE MEMRY	WALLACE EM	AVCO	M22355 20928
HA	WEAPON TO		TARGET	ALLOCATION	MINIMIZATION	LUSTER PK	NLO 2081



Figure 3. Sample Descriptor Index

II. YOUR PART IN AIMS

You usually have two roles, both builder and user.

Using AIMS

Using AIMS to find documents is almost intuitively obvious. The Descriptor Index is searched when you don't know the author. Look in the Index Field where all descriptors appear in alphabetical order regardless of how they were written originally. If you can't find a useful document under the first word that occurs to you, try: 1) synonyms, 2) specific words, 3) more general words or, 4) an associated subject. Read the descriptors in the neighborhood of a look-up hints concerning where to look next. Hints come from the subjects, special terms, and types of documents indexed. If you know the author, go directly to the files because you file the documents by author. You still might look first at the Name Index to check if you have the document at all, or if it is kept in an unusual place. Often there is enough information in the Name Index to spare you retrieving the original. One of the most interesting features of the AIMS indexes are the natural groupings that form as your information base grows. Be alert to use them as search tools and expand them as classifying lists with future entries.

Building AIMS

As a builder of AIMS, you put information into the system by indexing documents. This process consists of writing descriptors, identifiers, and control information on the Log Sheet. Descriptors tell the subject or document content. Your selection of descriptors automatically builds the main information structure for you, but, as your information base grows, you may want to put the system's powerful list forming and classifying capabilities to work.

Identifiers such as author's name, document number, and date specify and locate the document and are entered in the Name and Numerical fields. Control information consists of your Originator's Code and Requested Index Codes written in the Classifier Field. You may request Restricted Originator's Codes from the AIMS office for classified and sensitive indexes.

After indexing, file the original document according to the Name entry as standard procedure. Sometimes you may prefer filing by a descriptor that you designate with the Special Symbol "\$." The original should be marked with a green¹ check to show that it has been entered. Send each

¹Green is used simply because it is less common than red or blue and so distinguishes an AIMS document better.

completed Log Sheet to the AIMS office as soon as completed. Each line of your Log Sheet is punched on an IBM card. To avoid misunderstanding, you must adhere to the SDC lettering standards as shown in Figure 4 and in PPG 4732/403. If you prefer typing over hand lettering, you may use the Log Sheet shown in Figure 5. Line up the Log Sheet carefully and double check the exact location of characters so the keypuncher will see clearly in what column each character is to be punched.

Your Log Sheet with a Verification Listing is returned to you for final check, but the cards themselves are retained in the AIMS office. The Verification Listing will not have spaces between the fields as will the indexes.

III. THE DESCRIPTOR INDEX

The Descriptor Index is the heart of AIMS. Descriptors are powerful information retrieval tools and these descriptors are permuted. The computer performs the permutation for you. It plays a sort of musical chairs, rearranging every descriptor written on one line. Each descriptor has a turn to be first and all are retained:

Index Field (Always use this field for look up)	Descriptor 2	Descriptor 3	Descriptor 4
Weapon to	Target	Allocation	Minimization (Your original version)
Target	Allocation	Minimization	Weapon to (First permutation)
Allocation	Minimization	Weapon to	Target (Second permutation)
Minimization	Weapon to	Target	Allocation (Third permutation)

Each of the above lines is then merged with all your other lines and the Index Field is printed in alphabetical order.

What the Descriptor Index Does for You

1. Enables you to search effectively, simply and quickly by using concepts and words natural to you.

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2. Brings together, associates and suggests ideas that may not have occurred to you.
3. Facilitates browsing or refining your search objectives and methods as you go along.
4. Automatically provides cross references.
5. Classifies and forms useful groups and lists.
6. Gives you visibility into your store of information from many angles.

How to Choose Descriptors

- A. Descriptors should be words selected from the document that answer these questions:
 1. What are all the words I would use to look up this document?
 2. What is this document about?
 3. What are the subjects of this document?
 4. What are all the important concepts mentioned or referred to here?
- B. Since descriptors are search tools, use only the best. Some descriptor choices may be eliminated by testing them with these questions:
 1. Would I normally use this word in asking for this document? Eliminate if "no."
 2. Does the word apply only to this document and a few closely related ones? Eliminate if "no."
 3. Could this word call for many irrelevant papers as well as the fewest I intend? Eliminate if "yes."
- C. Good descriptors are one of these:
 1. Name (not personal or company)
 2. Idea, concept, subject
 3. Material, equipment, device
 4. Property, characteristic

5. Process, action, operation
 6. Relation, result, cause
 7. Location
- D. The best places to look for descriptors are:
1. Title (Be very selective. Not all title words are good descriptors.)
 2. Abstract
 3. Summary
 4. Introduction
 5. Recommendations
 6. Conclusions
 7. Headings of articles and paragraphs
 8. Index
 9. Table of contents
- E. Use as many descriptors as necessary. Some documents contain only one topic of interest to you and one or two descriptors are adequate. Study the Sample Name Index, Figure 2. Other documents, containing details of great importance to you, require many descriptors, or deep indexing as illustrated by the Descriptor Index to this manual, Section VIII. Use your own good judgment, and if you wish, you may always add to or change the next edition of the indexes. A rough rule of thumb is four descriptors per document. If more than four descriptors are required, continue on the next line of the Log Sheet. Make sure you repeat the identification of the document, usually the Name, or Number, if you have included one. You may also find it helpful to repeat an important descriptor. Use the Special Symbol +, explained in Section VI. Later, when the index is used, the + tells you that there are other entries concerning this document.
- F. Fine Points
- Descriptors usually are single words, but often one idea may consist of a group of words. Write each key, or content, word as a separate descriptor on the Log Sheet. Very short words (of, for, is, are, and) sometimes fit in the same space with the descriptor, add much meaning,

F. Fine Points (Continued)

and tie the descriptors together. (See example, "State of the Art," below.) This device can also help eliminate confusion and ambiguity. For instance, what does "Cooling Water" mean? Two answers are given below.

<u>Idea</u>	<u>Descriptor 1</u>	<u>Descriptor 2</u>
Atomic Energy	Atomic	Energy
Data Processing	Data	Processing
State of the Art	State of the	Art
Cooling Water	Cooling of	Water
Cooling Water	Water for	Cooling

Words eliminated as inefficient descriptors may still carry much meaning. Write them as Comments by skipping the first space as shown on the Log Sheet. Comments will not appear in the alphabetized column of the Descriptor Index. Remember, however, that you cannot begin a line with a comment nor follow a comment with a descriptor on the same line.

If you must use a multiple word descriptor very often, it might be convenient to use a Defined Abbreviation for it. A Defined Abbreviation is set up by writing in a descriptor field the letter "A" followed by a space (A) and a three letter abbreviation of the entire term. Then enter each word of the term as a separate descriptor. The purpose of the "A " is to make defined abbreviations appear alphabetically at the beginning of the Descriptor Index and to tell you, wherever you see it, that the three letters following it are the Defined Abbreviation. For example:

Descriptor 1	Descriptor 2	Descriptor 3	Descriptor 4
A OCR	Optical	Character	Reader

A list of Defined Abbreviations will always appear at the head of your Descriptor Index, and looking up the descriptor will lead to the abbreviation. Unorthodox and undefined abbreviations will be forgotten in the course of a few months. If your indexing is used by others, they may not understand your personal symbology.

Be Careful of These

1. Spell Correctly. Misspelled words are alphabetized as spelled and will be hard to look up because they appear out of place. Key-punchers copy exactly what they see and cannot tell the difference between mistakes and coding.

2. Use only Defined Abbreviations or this Abbreviation Rule: Drop vowels from the end of a word but retain correct spelling of at least the first six letters to retain its alphabetical place. If the term is still too long to fit the 12 character field, drop consonants from the end. For instance:

Accelerometer - Accelerometr

Implementation - Implementatn

Don't Worry About These

1. No error or mistake is catastrophic. There is no single correct set of descriptors. There are many different sets of useful descriptors. If it is very difficult to choose between two good descriptors, use both.
2. Hindsight is so much better than foresight that we recommend it. Select your descriptors with reasonable care but don't spend unwarranted time on them. Improvements seen later are so simply and quickly made that you get the best mix of quality and economy with the trial and error, or iterative, approach.
3. A piece of information does not have the same value or meaning for all people. In choosing descriptors, take the point of view of the people who possess and use the information: yourself, your supervisor, your immediate colleagues. Don't try to anticipate every far-fetched question. A few descriptors chosen to represent the most frequent need are best.

IV. THE ADDITIONAL INDEXES

What the Name Index Does for You

- A. The Name Index will list all entries with the Name Field in alphabetical order. An entry is one line on the Log Sheet or one line of an Index. Names may be proper, personal, or business names, and in unusual cases the name may be a specifying number.
- B. The Name directs you to the physical document which is filed by that Name except as explained in the Special Symbol section.
- C. The Name Index is used for updating and to indicate corrections and deletions. To delete, draw a red line through the entire entry. For

C. (Continued)

minor corrections of a word or two, write the correct information in red immediately above and cross out the wrong material. For more extensive corrections, cross out the entry as for a deletion and write the entire entry anew on the Log Sheet. Send the Log Sheets and only the marked pages of the Name Index to the AIMS office before the deadline, Wednesday morning following payday. Use your duplicate Name Index until the following Monday when you will receive all your new indexes.

- D. Names may be associated, or permuted, similarly to descriptors. For example, suppose you have a document with two co-authors, or a letter from Mr. N. Hardy of the Rabinov Engineering Company. (See Sample Log Sheet, Figure 1.) In either case, the pair of names can be written on one line, and both will appear in the Name Field properly alphabetized. This is explained under Multiple Name and Correspondence Indexes, Section V.

V. THE REQUESTED INDEXES

Requested Indexes break your store into smaller and more convenient groupings. There are five types of Requested Indexes: Combined, Numerical, Correspondence, Multiple Name, and Assignable. To get a particular index, write your requests on the Index Request Form, Figure 6, and send it to the AIMS office. An entry will be included in a Requested Index when you write the Index Code Letter in the Classifier Field as explained below.

- A. You may also request a Combined Index including indexes of other originators, but only when they authorize the AIMS office in writing to do so.
- B. The Numerical Index arranges entries in numerical order. Lists according to contract, project, and SDC document number are common applications. Accession number and date are particularly useful for correspondence and limited-life material that should be purged when too old. If arranging your documents numerically is not important to you, you may use the Numerical Field as you please, for your personal coding, comments, or references. You have two choices in requesting the Numerical Index, the Standard and the Double Numerical Index. The Standard Numerical Index considers the whole Numerical field of 12 characters as one number. Request it by writing A in column 5 of the Classifier Field.
- C. The Double Numerical Index gives you two separate and independent indexes by dividing the Numerical Field in half, with 6 characters in each. You will notice that a heavy vertical line divides the Numerical Field on the Log Sheet to make this convenient. By using this index, you can arrange letters according to both accession number and date. Request it by writing "B" in column 5 of the Classifier Field.

Keep These in Mind

1. Only numbers (no alphabetical characters) are allowed in the right half, (columns 75-80), of the Numerical Field.
2. Alphabetical characters in the left half of the Numerical Field will be sorted alphabetically and will precede numbers in the same column. You may think of letters as smaller than digits. An example listing numbers from small to large is:

1
A 1
B 1
Z 1
O 1
2
99 A
99 B
100

3. The ADMS standard way of writing dates puts the last digit of the year first, then the month in two digits, and finally two digits, and finally two digits for the day of the month. For instance, September 12, 1962, is written 20912.
 4. SDC document numbers are written without slashes or the revision number. You may omit the issue number if it consists of all zeros, but leave three spaces for it. The sample Log Sheet, Figure 1, shows an example.
- D. Very often you will index documents with more than one name as author, or source. For this use, the Correspondence Index and Multiple Name Index are at your disposal. Suppose that Allen and Barrar are co-authors of a document as illustrated on the Sample Log Sheet. Enter either one in the Name Field and the other in the Descriptor 4. Field and enter the letter "I" in column 4 of the Classifier Field. "I" is the Multiple Name Index Code. Both names will appear in proper order in the Name Index with the other name in the forth descriptor column. They will not be permuted into other descriptor columns. When using this trick, you can only use three descriptors on that line.
- E. Correspondence is another application requiring access through two names, personal and business. This is shown on the Sample Log Sheet by the letter from Mr. N. Hardy of Rabinow Engineering. Both names are entered with the signal in column 4 causing them to appear in turn on the Name Index. To distinguish correspondence addressed to specific individuals from published documents, write in column 4 the Correspondence Index Code letters:

E. (Continued)

E for incoming correspondence from external source (outside SDC)

F for incoming correspondence from internal source (inside SDC)

G for outgoing correspondence to external addressee

H for outgoing correspondence to internal addressee

With two names, how do we know where to file the original? Use these rules:

1. File under the business name rather than the personal name.
2. With two personal names, use the first in alphabetical order.
3. The special symbol "\$" is always a friend in need.

F. You may choose to separate your catalogs, (C), from books, (B), and keep documents, (D), in a file drawer separate from administrative files, (A). The Assignable Index Codes A, B, C, D come in handy here. Enter them in Column 4. You are not restricted to the preceding example, but may use these code letters in any manner you please.

VI. SPECIAL SYMBOLS

Special Symbols are for your convenience and help. When they are written in the columns designated on the Log Sheet, they will not affect sorting or order of the indexes.

A. Continuation +

Use the + sign when a document requires more than a one-line entry. You encounter this situation when you use more than four descriptors, or more than two names. Put the + in the Special Symbol column of the field that is most convenient to look up and in the field that singles out only that document that you intend. To single out your intention may require you to use two or more +'s on a line. Repeat terms marked + on all continued entries.

B. Location \$

The \$ sign tells you that the original document is not stored according to standard procedure which is to file by name or item appearing in the Name Field. The item marked with \$ gives the location. For instance,

B. (Continued)

Bookshelf 2 \$ tells you that the document is not in the file cabinet, but on bookshelf number 2.

C. Principal Descriptor *

The * makes your intention clear and eliminates uncertainties due to synonyms. First write your preferred terms concluding them with * followed by the equivalents illustrated below. Defined Abbreviations are always considered principal descriptors.

<u>Descriptor 1</u>	<u>Descriptor 2</u>	<u>Descriptor 3</u>
Document * (principal descriptor)	Paper (equivalent)	Report (equivalent)

VII. AUTOMATIC CLASSIFICATION, LISTS, AND CROSS REFERENCES

Classifications, Lists and Cross References form automatically in the Descriptor Index. This takes place whenever you write a descriptor more than once because all entries and occurrences of this descriptor appear together, forming a list of identical descriptors. As important as this is, this Descriptor Index does another clever trick. When there is a list of identical descriptors in the first field, the second Descriptor Field is arranged alphabetically. You can exploit this by writing a Classifying Descriptor in every entry that is to form a list. An entry may be part of several lists simultaneously by using several Classifying Descriptors.

A most convenient form of the Classifying Descriptor is the Defined Abbreviation. It saves much writing and is easily recognized on look-up. The example below will show that you need not be terrified by the complicated names. You will find more illustrations in the Sample Descriptor Index, Figure 3, under the Defined Abbreviations for MOTOR and OPTICAL CHARACTER READERS.

<u>Descriptor 1</u>	<u>Descriptor 2</u>	<u>Descriptor 3</u>	<u>Name</u>
A MTR (Defined Abbreviation)	Motor (Definition)	---	
MTR (Classifying Descriptor)	Stepper	---	Giannini
MTR FHP	Torque	---	Inland Motor

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When lists grow long, it becomes worthwhile to break them up with sub-classifications such as the FHP (fractional horse power) following MTR in the example above.

As a last word, you will learn a great deal by carefully looking over the sample indexes. An Index in depth of this manual forms Section VIII. It is identified by the originator's code, AIM.

DESCRIPTOR INDEX TO THIS MANUAL

PAGE NUMBERS FOLLOW DESCRIPTORS.
NUMBERS IN NAME FIELD INDICATE ARRANGEMENT IN ORDER OF CONCEPTS.

INDEX FIELD	DESCRIPTOR	DESCRIPTOR	DESCRIPTOR	NAME
A + 12,17	CONTINUATION	SPECIAL SYM	SYMBOL 17	27
A \$ 9,17	LOCATION	SPECIAL SYM		26
A * 18	PRINCIPLE	DSCR	SPECIAL SYM	28
A AIMS	APPLIED	INFORMATION	MANAGMNT SYS	01
A DF	DEFINITION			30
A DSCR	DESCRIPTOR			02
A IDX	INDEX,ING 9			29
A LIST OF	DEFINED	ABBREVTN 13	ABBREVTN 14	25
A RFO	REFERENCE	ONLY. NOT	KEPT IN FILE	31
A SYM	SYMBOL			32
A SYS	SYSTEM			33
ABBREVIATN	RULE 14			04
ABBREVTN 13	A LIST OF	DEFINED	ABBREVTN 14	25
ADDITION 15	DEADLINE 15	UPDATE 14	+ DELETE 14	11
AIMS	OFFICE 4	RM 29022	BLDG 5 X7914	HELLER EW
ALPHABETICAL	NUMERICAL	ORDER 16		23
APPLIED	INFORMATION	MANAGMNT SYS	A AIMS	01
ASSIGNABL 17	IDX REQST15+	CODE LETTR15	ASSIGNABL15	18
CHECK DOCUMT	GREEN	ENTERED ON	LOG SHEET 9	07
CHOOSING 11	NUMBER OF 12	DSCR	SOURCES 12	03
CLASSIFIED 9	SENSITIVE 9	IDX	CODE FOR +	21
CLASSIFIER	FIELD 9,15	CODE	IDX REQST	15
CLASSIFYNG18	LISTFORMG18	DSCR		19
CODE	IDX REQST	CLASSIFIER	FIELD 9,15	15
CODE FOR +	CLASSIFIED 9	SENSITIVE 9	IDX	21
CODE FOR +	RESTRICTD 9	ORIGINATR 4		20
CODE LETTR15	ASSIGNABL 17	IDX REQST15+	ASSIGNABL15	18
COMMENT 13	UNPERMUTED			09
COMPUTER 3	PROGRAM 4C18	FOR IBM1401		22
CONTINUATION	SPECIAL SYM	SYMBOL 17	A + 12,17	27
CORRECTING14	UPDATE 14 +			12
CORRESPNDC16	MULTIPL NM16	IDX REQST15+	REQUESTED	16
DATE STANDRD	6,16			24

DESCRIPTOR INDEX TO THIS MANUAL (CONTINUED)

PAGE NUMBERS FOLLOW DESCRIPTORS.

NUMBERS IN NAME FIELD INDICATE ARRANGEMENT IN ORDER OF CONCEPTS.

INDEX FIELD	DESCRIPTOR	DESCRIPTOR	DESCRIPTOR	NAME
DEADLINE 15	UPDATE 14 +	DELETE 14	ADDITION 15	11
DEFINED	ABBREVTN 13	A LIST OF	ABBREVTN 14	25
DEFINITION	A DF			30
DELETE 14	ADDITION 15	DEADLINE 15	UPDATE 14 +	11
DESCRIPTOR	A DSCR			02
DOUBLE 15	NUMERICAL	IDX REQST15+	STANDARD 15	17
DSCR	CLASSIFYNG18	LISTFORMG18		19
DSCR	IDX NAME 7	NAME 9,14	IDX DSCR8,10	14
DSCR	SOURCES 12	CHOOSING 11	NUMBER OF 12	03
DSCR	SPECIAL SYM	A * 18	PRINCIPLE	28
DSCR DF 4	PERMUTED 10	DSCR IDX10,8	FUNCTIONS 10	13
DSCR IDX10,8	FUNCTIONS 10	DSCR DF 4	PERMUTED 10	13
ENTRY IS ONE	LINE ON	INDEX OR	LOG SHEET 14	05
FIELD 9,15	CODE	IDX REQST	CLASSIFIER	15
FILING	STANDARD	METHOD.4,9	14,17	08
FUNCTIONS 10	DSCR DF 4	PERMUTED 10	DSCR IDX10,8	13
GREEN	CHECK DOCUMT	ENTERED ON	LOG SHEET 9	07
IDX	CODE FOR +	CLASSIFIED 9	SENSITIVE 9	21
IDX DSCR8,10	DSCR	IDX NAME 7	NAME 9,14	14
IDX NAME 7	NAME 9,14	IDX DSCR8,10	DSCR	14
IDX REQST	CLASSIFIER	FIELD 9,15	CODE	15
IDX REQST15+	CODE LETTR15	ASSIGNABL 17	ASSIGNABL15	18
IDX REQST15+	REQUESTED	CORRESPNDC16	MULTIPL NM16	16
IDX REQST15+	STANDARD 15	DOUBLE 15	NUMERICAL	17
INDEX OR	LOG SHEET 14	ENTRY IS ONE	LINE ON	05
INDEX,ING 9	A IDX			29
INFORMATION	MANAGMNT SYS	A AIMS	APPLIED	01
LETTERING	STANDRD10,24	PPG4732/403		06
LINE ON	INDEX OR	LOG SHEET 14	ENTRY IS ONE	05
LISTFORMG18	DSCR	CLASSIFYNG18		19
LISTING 4,10	VERIFICATION			10
LOCATION	SPECIAL SYM	A \$ 9,17		26
LOG SHEET 14	ENTRY IS ONE	LINE ON	INDEX OR	05

DESCRIPTOR INDEX TO THIS MANUAL (CONTINUED)

PAGE NUMBERS FOLLOW DESCRIPTORS.
NUMBERS IN NAME FIELD INDICATE ARRANGEMENT IN ORDER OF CONCEPTS.

INDEX FIELD	DESCRIPTOR	DESCRIPTOR	DESCRIPTOR	NAME
MANAGMNT AND RECORD	FILING	RFO	BOOK	ODELL,STRONG
MANAGMNT SYS A AIMS	APPLIED	INFORMATION		01
MULTIPL NM16	IDX REQST15+	REQUESTED	CORRESPNDC16	16
NAME 9,14	IDX DSCR8,10	DSCR	IDX NAME 7	14
NUMBER OF 12	DSCR	SOURCES 12	CHOOSING 11	03
NUMERICAL	IDX REQST15+	STANDARD 15	DOUBLE 15	17
NUMERICAL	ORDER 16	ALPHABETICAL		23
OFFICE 4	AIMS	RM 29022	BLDG 5 X7914	HELLER EW
ORDER 16	ALPHABETICAL	NUMERICAL		23
ORIGINATR 4	CODE FOR +	RESTRICTD 9		20
PERMUTED 10	DSCR IDX10,8	FUNCTIONS 10	DSCR DF 4	13
PPG4732/403	LETTERING	STANDRD10,24		06
PRINCIPLE	DSCR	SPECIAL SYM	A * 18	28
PROGRAM 4C18	COMPUTER 3	FOR IBM1401		22
RECORD	MANAGMNT AND	FILING	RFO	BOOK
REFERENCE	A RFO	ONLY. NOT	KEPT IN FILE	31
REQUESTED	CORRESPNDC16	MULTIPL NM16	IDX REQST15+	16
RESTRICTD 9	ORIGINATR 4	CODE FOR +		20
RULE 14	ABBREVIATN			04
SENSITIVE 9	IDX	CODE FOR +	CLASSIFIED 9	21
SOURCES 12	CHOOSING 11	NUMBER OF 12	DSCR	03
SPECIAL SYM	A \$ 9,17	LOCATION		26
SPECIAL SYM	A * 18	PRINCIPLE	DSCR	28
SPECIAL SYM	SYMBOL 17	A + 12,17	CONTINUATION	27
STANDARD	FILING	METHOD 4,9	14,17	08
STANDARD 15	DOUBLE 15	NUMERICAL	IDX REQST15+	17
STANDRD10,24	PPG4732/403	LETTERING		06
SYMBOL	A SYM			32
SYMBOL 17	A + 12,17	CONTINUATION	SPECIAL SYM	27
SYSTEM	A SYS			33
UPDATE 14 +	CORRECTING14			12
UPDATE 14 +	DELETE 14	ADDITION 15	DEADLINE 15	11
VERIFICATION	LISTING 4,10			10

DESCRIPTOR INDEX TO THIS MANUAL (CONTINUED)

DESCRIPTORS IN ORIGINAL WORD ORDER WITH LINES IN ORDER OF CONCEPTS.

DESCRIPTOR1	DESCRIPTOR2	DESCRIPTOR3	DESCRIPTOR4	NAME
AIMS	OFFICE 4	RM 29022	BLDG 5 X7914	HELLER EW
RECORD	MANAGMNT AND	FILING	RFO	BOOK ODELL,STRONG
A AIMS	APPLIED	INFORMATION	MANAGMNT SYS	01
A DSCR	DESCRIPTOR			02
SOURCES 12	CHOOSING 11	NUMBER OF 12	DSCR	03
ABBREVIATN	RULE 14			04
ENTRY IS ONE	LINE ON	INDEX OR	LOG SHEET 14	05
LETTERING	STANDRD10,24	PPG4732/403		06
GREEN	CHECK DOCUMT	ENTERED ON	LOG SHEET 9	07
STANDARD	FILING	METHOD 4,9	14,17	08
COMMENT 13	UNPERMUTED			09
VERIFICATION	LISTING 4,10			10
UPDATE 14 +	DELETE 14	ADDITION 15	DEADLINE 15	11
UPDATE 14 +	CORRECTING14			12
DSCR DF 4	PERMUTED 10	DSCR IDX10,8	FUNCTIONS 10	13
IDX DSCR8,10	DSCR	IDX NAME 7	NAME 9,14	14
CLASSIFIER	FIELD 9,15	CODE	IDX REQST	15
IDX REQST15+	REQUESTED	CORRESPNDC16	MULTIPL NM16	16
IDX REQST15+	STANDARD 15	DOUBLE 15	NUMERICAL	17
IDX REQST15+	CODE LETTR15	ASSIGNABL 17	ASSIGNABL15	18
DSCR	CLASSIFYNG18	LISTFORMG18		19
RESTRICTD 9	ORIGINATR 4	CODE FOR +		20
CODE FOR +	CLASSIFIED 9	SENSITIVE 9	IDX	21
COMPUTER 3	PROGRAM 4C18	FOR IBM1401		22
ALPHABETICAL	NUMERICAL	ORDER 16		23
DATE STANDRD	6,16			24
A LIST OF	DEFINED	ABBREVTN 13	ABBREVTN 14	25
A \$ 9,17	LOCATION	SPECIAL SYM		26
A + 12,17	CONTINUATION	SPECIAL SYM	SYMBOL 17	27
A * 18	PRINCIPLE	DSCR	SPECIAL SYM	28
A IDX	INDEX,ING 9			29
A DF	DEFINITION			30
A RFO	REFERENCE	ONLY. NOT	KEPT IN FILE	31
A SYM	SYMBOL			32
A SYS	SYSTEM			33

LETTERING GUIDE

A	B	C	D	E	F	G	H
I	J	K	L	M	N	O	P
Q	R	S	T	U	V	W	X
Y	Z	1	2	3	4	5	6
7	8	9	0	-	+	/	\$
MINUS				PLUS		SLASH	DOLLAR
*	▽	(	)	.	,	^	=
ASTERISK	PRIME	PARENTHESES		PERIOD	COMMA	CARET	EQUAL

SDC 2804 REV. (8/60)

Figure 4. Lettering Guide



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(LAST PAGE)

AIMS INDEX REQUEST

NAME			ROOM		PHONE	
ORIGINATOR'S CODE			REQUESTED INDEX			
Log Sheet Column Numbers						
	1	2	3	4	5	
1						☐
2						☐
3						☐
4						☐
5						☐
6						☐
7						☐
8						☐
9						☐
10						☐
11						☐
12						☐
13						☐
14						☐
15						☐

Connect to specify requested indexes —

Figure 6. Index Request

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DISTRIBUTION LIST:

<u>Name</u>	<u>Room No.</u>
E. Adams	1017A
C. Bare	1021
R. Bare	1815A
H. Barker	4657
R. Barnett	29028
R. Barrett	Dayton
R. Bartindale	3531
F. L. Behan	4452
H. Berns	24007
C. Bok	3067
H. Borko	9431
T. Braun	2380A
V. J. Braun	2338B
H. K. Brown	10159
J. M. Brown	1145
J. Brosal	29025
W. I. Butler	1226B
J. C. Campbell	20016
W. J. Condon	12150A
C. Cuadra	2050
R. Davison	10176
L. Doyle	9630
B. Dysart	20036
H. Friedeberg	29030
V. Galati	20012
W. Gardner	29006
R. N. Gifford	4457B
W. Gutcheon	29026
L. Guthrie	29025
R. W. Harris	3067
J. Hawkins	29026
E. Heller	29022
E. Herd	20042
M. Hersh	29038
H. Isaacs	1107
G. Jacobs	2143
D. H. Kearin	20148
C. Kellog	9527
R. Lamoureux	20150
R. S. Laymon	4564B
R. G. Leitner	29012
S. Lessler	20021
R. Lunney	29031
D. Manning	20028
B. L. Mathers	20154

<u>Name</u>	<u>No.</u>
B. L. Mathers	20154
L. J. Matteson	1376
D. McDermott	20151
C. W. Missler	1015
R. Montavon	3515
G. Neil	10087
J. Olney	9631
R. Osick	29004
K. Overturf	29020
R. Rhine	2362
R. Rodheim	20045
T. Rowan	2101
W. Rutherford	20023
J. C. Rombach	22062
G. Sanders	10168
W. C. Schaefer	Washington
L. Schultz	4747
S. Schwartz	29034
R. Scoffone	20021
D. Scott	20034
M. Selman	29012
R. Shaw	20040
H. Stark	29034
C. Starkey	3527
S. Stern	29034
S. Stevenson	29035
V. J. Storey	12089
J. Symans	20034
P. Vlahos	20046
N. Vogel	24007
R. Watson	20040
B. Willis	20024
R. C. White	4454
L. Travis	9732

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System Development Corporation,
Santa Monica, California
APPLIED INFORMATION MANAGEMENT
SYSTEM USER'S MANUAL.
Scientific rept., TM-1201/000/00,
by E. W. Heller. 23 April 1963,
26p., 6 figs.

Unclassified report

DESCRIPTORS: Information Retrieval.

Describes AIMS (Applied Information
Management System), an information
storage and retrieval system, used by
the Engineering Department at

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System Development Corporation. AIMS
inputs are descriptors manually
selected from the body and title of
documents by a technique not requiring
professional subject matter or
abstracting skill. Outputs are special
computer generated indexes to locate
information stored. The most important
is the Permuted Descriptor Index. States
that the most common information handled
by AIMS consists of SDC documents,
technical articles, manuals and catalogs,
correspondence, and the standard office
files.

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