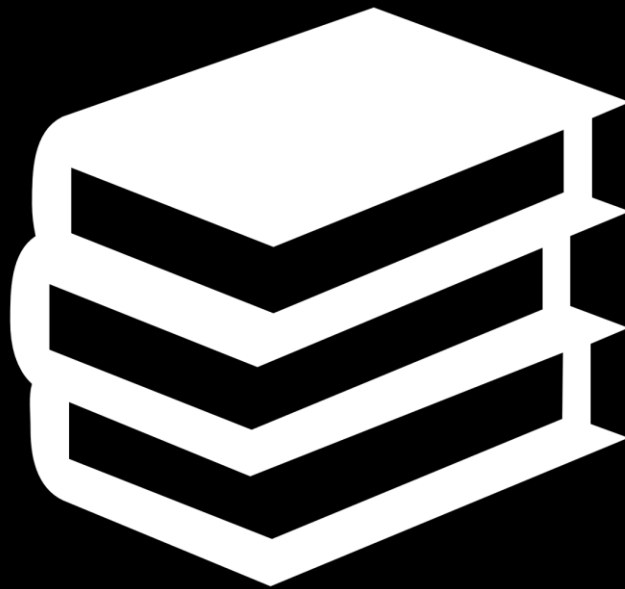


**[KOS]**  
**Literature Manager**



**[User Manual]**  
**[Version 9.7]**



**[KOS] LitMan Version 9.7**

**Program by:**

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## **I. Disclaimer:**

The author of the [KOS] Literature Manager program, Kurtis Stanistreet-Welsh, cannot guarantee that the software and the associated documentation are free from error. The author does not accept any responsibility for any loss or damage that may result from the use of this software. Any user that downloads this software accepts that they are solely responsible for any damage or loss that may result.

## **II. About [KOS] Literature Manager:**

[KOS] Literature Manager is part of the [KOS] System Operations family of software. This program is designed to automate the storage of academic literature in such a way as to allow users to efficiently search and find the stored literature later. The program also allows users to assign notes to publications and these too can be searched for efficiently. Publication data is stored in an organized database and the program automatically creates LaTeX-ready reference lists when you store BibTeX information in the program. The program has a user interface and automates many processes, but further automation and customization are planned for the future.

The ultimate goal for this program is to handle literature management for extensive projects such as literature reviews or academic paper writing.

## **III. Features List for [KOS] Literature Manager Version 9.7:**

### Easy Installation:

- Easy download and installation. The program has an installation program to handle this aspect.
- Program is written in Python, but no python is required as User version runs from an EXE file.

### Automated and Organised Literature & Notes Management:

- Program stores literature in an organized file system.
- Program allows user to easily submit literature information into an organized and automated database which can be searched in later.
- Program automatically processes data into a database when a BibTeX file is submitted.
- Program automatically sets up your notes either in text files or in word documents and stores them in a manner that makes them easy to search for later. All note making on literature can take place in one place.
- Program allows users to submit BibTeX files, the program then automatically codifies the BibTeX files and creates a LaTeX ready Reference document.

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Built-in Literature Search Capabilities:

- The program keeps all submitted literature information in a database which allows literature to be easily searched for later.
- A built-in Search Engine allows users to search for literature or notes. No more searching and opening long lists of publication documents to find the literature you need or trying to remember literature based on the file name.

Extensive Program Settings Menu:

- Ability to reset the program at three different levels, one of which includes a backup procedure.
- Ability to edit all program files even critical files.
- Multiple options to manage literature, backups, and more.

Built-in updater:

- Program will automatically detect if an update package has been placed in the UpdateArea DIR and will apply the update. There is an update available to upgrade Version 9.5 to Version 9.7.

## **IV. Features that are still in their prototype stages and have reduced functionality:**

Search UI:

- At the moment the search UI, where the user can use a search engine to find literature information to obtain LitCodes is still a work in progress and needs more work in terms of functionality and ease of use. The search engine still needs to be coded so it is more effective at searching and find strings that the user enters. Users may find using the search menu option [0] (zero) in the main menu is a more user-friendly experience.

Custom LitCodes:

- At the moment the main menu option [3] has not been fully finalized. This option is therefore not recommended for use yet, though some users may find some utility in using it in specific instances. At present this option is there as a placeholder for a future update that will flush out this feature.

## V. Updates for Version 9.7:

### New Features:

- Users now have the ability to submit paper-submission forms using a BibTex file. Now users can submit their BibTex files and the program will automatically detect certain information such as the title, year and authors. This saves time for users.
- Users can assign definitions to their LitCodes, helping users understand why they assigned a LitCode to a set of literature. This allows for more user organisation, allowing users to create and define LitCodes for literature that is to be used for specific reasons or group literature that falls into a particular category that will allow the literature to be found more easily in the future.
- Users can now multi-assign LitCodes to multiple papers at once, saving time for users as they no longer have to do this process one paper at a time.
- Users can now process single papers that are stored in the Waiting Room rather than having to process them all at once. This enables more flexibility for users.

### Updates to existing Features:

- Made viewing the Waiting Room and Process Space more visually appealing.

### Bug Fixes:

- When submitting paper-submission forms (Option [K] in main menu), the "Month" and "Additional Authors", categories were not being stored properly within the database, meaning users could lose this information and where unable to search for literature using these categories. This has now been resolved, users can input this information and it is stored in the database properly. Users can now search for literature using these categories.
- Major bug occurred when entering a paper number into the LitCode assignment (Option [A] in main menu), if users entered a paper number for a paper that did not exist in the ProcessSpace DIR or one that had already been assigned, the program would terminate abruptly. This issue has now been resolved, the program will recognise an incorrect paper number submission and will notify the users that this mistake has occurred, this stops the program from abrupt termination.

## **1.0 Installation Instructions:**

### **1.1 Installing [KOS] Literature Manager Version 9.7: General Users:**

The only program that users will need to ensure they have to run the program without issues is the Microsoft Word.exe program, this is used to make notes and create a backup log for the program. Future updates will aim to allow users to by-pass Word.exe if they do not own it.

After downloading the [KOS]LitManV9.7\_User\_Installer from [kosopensoftware.wordpress.com](http://kosopensoftware.wordpress.com), simply click on the application. Next, you will need to tell the installer where to put the program files. You want the program to be placed somewhere you can easily access its folders to place publications in them. Once this is done the installer will place all the files in the correct place. Then enter the folder area and click on [KOS]LitManLauncher.exe or if this does not work, enter the ProgramFiles DIR and click on the [KOS]LitMan.exe application (This is the main application EXE). It is then advised to place a shortcut of this [KOS]LitMan.exe and a shortcut to the WaitingRoom DIR on the desktop if the program does not automatically do this for you. This should be everything and the program should run without issues.

### **1.2 Installing [KOS] Literature Manager Version 9.7: Developers:**

Users using this route will need to change the shebang lines (`#!/example1/example2/python.exe`) for all the python scripts if they wish to run them on their systems, they will also have to ensure they have all the necessary extra modules installed. Unless you're a developer looking to make alterations to the code, the user version is recommended as python is not essential. Alternatively, developers could just use the .exe application provided with the developer installation if they face issues with python.

Users will need to ensure they have the Microsoft Word.exe program to run the program without issues is, this is used to make notes and create a backup log for the program. Future updates will aim to allow users to by-pass Word.exe if they do not own it.

After downloading the [KOS]LitManV9.7\_Dev\_Installer from [kosopensoftware.wordpress.com](http://kosopensoftware.wordpress.com), simply click on the application. Next, you will need to tell the installer where to put the program files. You want the program to be placed somewhere you can easily access its folders to place publications in them. Once this is done the installer will place all the files in the correct place. Then enter the folder area and click on [KOS]LitManLauncher.exe or if this does not work, enter the ProgramFiles DIR and click on the [KOS]LitMan.exe application (This is the main application EXE). It is



then advised to place a shortcut of this [KOS]LitMan.exe and a shortcut to the WaitingRoom DIR on the desktop if the program does not automatically do this for you. This should be everything and the program should run without issues.

To run the python version of the program, the developer will need to ensure that the following python packages are installed:

os | shutil | datetime | subprocess | time | docx | ctypes | sys | re | copy | msvcrt | win32com.client | pythoncom

The Launch.py script is capable of running the program, but the main.py script is the highest priority script for running the program. The setup.py script may also be useful for developers; this script will create a desktop and file area shortcut for the program. If developers have issues with downloading python files or if the full python version does not run, then it may be easier to contact the KOS developer at:

[www.kosopensoftware.wordpress.com](http://www.kosopensoftware.wordpress.com) or email: [kosopensoftware@gmail.com](mailto:kosopensoftware@gmail.com)  
[kosopensoftware@outlook.com](mailto:kosopensoftware@outlook.com)

## **2.0 How [KOS] Literature Manager Works: General Overview/Quick Start Guide**

### **2.1 Main Program Processes:**

The program has three main features that the user will find useful:

1. Submitting literature to the Literature Store. See section 2.2.
2. Retrieving Literature from the Literature Store. See section 2.3.
3. Managing Literature, storing data, and managing Literature Notes. See section 2.4.

### **2.2 Submitting Literature**

This section will explain the steps required to submit literature into the program properly. If at any stage the user wants to cancel an operation or wishes to return to the main menu, entering "q" will normally either return the user to the main menu or will exit the program without saving changes.

NOTE: The user should be assured that if any mistakes are made when entering information in the literature submission form, the user can edit any information entered into the database for a publication when they return to the main menu. The option "e" allows users to edit literature submission form data.

### **2.2.1 Preparing and Processing Literature:**

#### Downloading and preparing Literature:

Step 1: Download your literature and export the BibTex file (if you want to download the reference as well)

Step 2: Move the downloaded publication into the WaitingRoom DIR in your program area. There is no need to rename this publication, the program will handle this for you.

Step 3: Return to/start up the [KOS] Literature Manager program.

#### Processing Literature:

Step 4: In the Main Menu area, enter the number "1" to see the literature in the WaitingRoom if you would like. Next enter "p" to process the literature. Enter "y" or "yes" to agree to the processing. If you enter the number "1" again you will see the WaitingRoom DIR is empty.

Step 5: If you enter the number "2" you will now see that the literature is in the ProcessSpace DIR and has been named in the format of Paper\_X.pdf where X is a paper number.

Step 6: Now if you have yet to make a LitCode, you will need to make one before you continue. This will be explained in step 8 (Skip to step 9 if you already have LitCodes made)

To see the currently active LitCode type the number "4" in the main menu. By default, there is no active LitCodes when you first load up this program.

#### Making LitCodes:

Step 7: To make a LitCode enter the letter "c" in the main menu. The program will ask you to enter the LetterCode. The LetterCode will be the letters that make up your LitCode. See section 2.5 for greater detail on LitCode Formats. Enter a three to four-letter code, for example, you could type "TEST" or "PHD" if the literature you wish to submit is for a test project or a Ph.D. assignment (DO NOT INCLUDE ANY NUMBERS IN YOUR LITCODE). After doing this the code and the number of times it has been used can be viewed by inputting "4" into the Main Menu input.

#### Assigning LitCodes:

Step 9: After creating or identifying a LitCode for the Literature, the user will now be required to assign the LitCode of choice to the publication downloaded. To do this the user should enter the letter "a" to assign the literature with a LitCode. The user is presented with a list of the Papers currently in the ProcessSpace DIR.

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Step 10: The user should enter only the number of the Paper they wish to assign a LitCode to. For example, the user would enter the number "3" if they wish to assign Paper\_3.pdf with a LitCode.

Step 11: The user is then presented with the currently active LitCodes. The user should pick a LitCode they wish to be assigned to the paper number they just inputted.

After doing so the program will return to the Main Menu. To check everything has worked as it should, enter "2" into the Main Menu input and the publication file in format Paper\_X.pdf will be in the ProcessSpace and will be renamed in the LitCode.pdf format.

### **2.2.2 Submitting Literature with or without BibTex file (Default Method):**

#### Submitting Literature to the DataBase:

Step 12: To submit a piece of literature to the Literature Store and enter details in the database, the user will need to fill out a Literature Submission form. To do this the user should enter the letter "k" into the Main Menu input.

Step 13: The user will be presented with the papers that are ready for submission. The user should write the entire LitCode (LetterCode and NumberCode) into the input space (leave out any extensions).

Step 14: After entering a LitCode for the paper, the paper itself should automatically be loaded and opened for you to easily extract information from. Once the paper file is open, enter "y" and press enter.

Step 15: Now fill out the required submissions fields. For the "Title:" submission the user can enter "paste" and a plain text file will open where the user can copy and paste the title in rather than type it all out. Ensure that if this method is used that the plain text file is saved before closing. Please take care to answer any yes or no questions with either "y" or "n" when they appear. Furthermore, ensure that the publication is closed once you have inputted all the information. The program will alert the user to close pdf files if open, ensure that you click "ok" when you have closed the pdf files.

Step 16: The program will ask the user if they would like to create note files for the publication. If the user decides to answer "yes" then the program will present options for creating plain text or Microsoft word documents.

This should complete the literature submission procedure. To check if literature has been submitted correctly the user can enter "5" in the main menu input. This presents the contents of the LiteratureStore DIR where all submitted literature is stored.

NOTE: The user should be assured that if any mistakes are made when entering information in the literature submission form, the user can edit any information entered

the database for a publication when they return to the main menu. The option "e" allows users to edit literature submission form data.

### **2.2.3 Automated Submission of Literature using BibTex file (Newer Method):**

#### Submitting Literature to the DataBase:

Step 12: To submit a piece of literature to the Literature Store and enter details in the database, the user will need to run the automated Literature Submission form. To do this the user should enter the letter "b" into the Main Menu input to submit via BibTex file.

Step 13: The user will be presented with the papers that are ready for submission. The user should write the entire LitCode (LetterCode and NumberCode) into the input space (leave out any extensions).

Step 14: After entering a LitCode for the paper, the paper itself should automatically be loaded and opened for you to easily extract information from. Once the paper file is open, enter "y" and press enter.

Step 15: A plain text file should now load up. This is where you should paste the contents of the BibTex file. Paste the BibTex information into the plain text file and then save and close the file. Closing the plain text file is an essential step as leaving it open could cause crashes. Once this is done, enter "c" into the program command line to continue. The program will then run the automatic extraction of information from the BibTex file submitted and will fill out most of the paper-submission form.

Step 16: After the program has automatically filled in parts of the paper-submission form, the program will request that the user fills in the last parts of the form, those parts that are not obtainable from BibTex information. The user should now fill in the required fields. Please take care to answer any yes or no questions with either "y" or "n" when they appear. Furthermore, ensure that the publication is closed once you have inputted all the information. The program will alert the user to close pdf files if open, ensure that you click "ok" when you have closed the pdf files.

Step 17: The program will ask the user if they would like to create note files for the publication. If the user decides to answer "yes" then the program will present options for creating plain text or Microsoft word documents.

This should complete the literature submission procedure. To check if literature has been submitted correctly the user can enter "5" in the main menu input. This presents the contents of the LiteratureStore DIR where all submitted literature is stored.

NOTE: The user should be assured that if any mistakes are made when entering information in the literature submission form, the user can edit any information entered

into the database for a publication when they return to the main menu. The option "e" allows users to edit literature submission form data.

## 2.3 Retrieving Literature

This section will explain to the user the steps required to find literature that has been submitted to the LiteratureStore. This is where the usefulness of this program comes to light, rather than search through folders and opening lots of files to check if it is the right paper you need for an assignment or to look something up quickly for research, this program has an effective search-engine to find literature quickly. If at any stage the user wants to cancel an operation or wishes to return to the main menu, entering "q" will normally either return the user to the main menu or will exit the program without saving changes.

There are two routes users can take to searching for and retrieving literature. The first is slightly more user friendly and involves using the Search menu, the other allows users to input command to the search engine.

Using the Search Menu to find and open Literature you have previously submitted and stored:

Step 1: In the Main Menu enter the number zero ("0") into the input line. Doing this will bring up the search menu area.

Step 2: The user will see that they now have the ability to choose between a few search options. If the paper you wish to retrieve has a LitCode that you remember, then you can simply enter the letter "l" to the input line of the search menu to search via LitCodes. The user can now choose a search option by inputting between numbers one and five or by entering the letter "l" to search by LitCode. For more details on the search menu see section 3.5.

Step 3: After picking a search option the user should enter a relevant string to be searched. For the LitCode search, the string entered should be a LitCode, for the Author Search the string should be an author name.

Step 4: After entering strings, if a publication file has any information that matches the search string the program will present the text the string matched with along with the LitCode of the file the match was found in. The user can now choose to either return to the Search Menu area or can choose to enter a LitCode.

Step 5: Once a LitCode is known and entered into the program in the correct spaces, the program will load up the publication file with the LitCode name. The user can then decide whether they wish to try and open any note files that may be associated with the publication. Using the Search-Engine to find and open literature you have previously submitted and stored:

Step 1: Entering the search-engine command line. To open the search engine command lines, the user can take two routes. In the Main Menu, the user can enter the letter "s". Alternatively, the user can enter "s" in the Search Menu area.

Step 2: Once the user has access to the search UI, the user can now use search commands to find literature they wish to open. See section 3.5 for more details.

Step 3: Once literature has been found a LitCode can be entered by the user to open the Literature file and then they will also have the option to open any associated note files.

NOTE: Remember that the user can exit the search engine or almost every menu by entering "q" into the search line. Entering "q" into the Search UI command line will return the user to the Search Menu and will not exit the program like it does in other places in the program.

## **2.4 Managing Literature, storing data and managing Literature Notes**

If at any stage the user wants to cancel an operation or wishes to return to the main menu, entering "q" will normally either return the user to the main menu or will exit the program without saving changes.

### Editing a Literature Submission Form:

Step 1: In the Main Menu area enter "e" into the input line to access the literature submission editing area.

Step 2: The program will ask the user if they wish to view the current literature store, the user may choose "y" or "n".

Step 3: The user will now need to enter the LitCode for the literature they wish to edit the data for. Further questions will be asked by the program. Once questions are answered the user will enter the edit menu for the LitCode's submission form.

Step 4: The user should then enter the number or letter for the data they wish to alter. For example, if the user wishes to alter the Title data, then the user should enter "1" in the input line. The user will be able to observe the changes they have made in real-time. To open the publication in question the user can enter the number zero ("0") in the input line.

Step 5: To see the changes you have made and what the data used to be, the user can enter "v", to save and exit the user should enter "s", to leave and not save any changes the user should enter "q" into the input line.

### Opening Notes and Literature files:

Step 1: The user should enter the Literature Manager Menu by entering "m" in the main menu input line.

Step 2: The user can then pick between option [N] or [L] for either Notes or Literature.

Step 3: The user will then be required to enter the LitCode of the file they wish to open, and in some cases, the file extension will be asked for. Thankfully the program presents a menu that allows you to easily see the file extensions when needed.

NOTES: The user may find it easier to search for literature using the [L] option, after which the program will ask if you want to also open the Notes files.

#### Creating a new Note file:

Step 1: The user should enter the Literature Manager Menu by entering "m" in the main menu input line.

Step 2: The user can create note files for submitted publications by entering "c" into the input line of the Literature Manager menu. Then entering "c" again to confirm when asked.

Step 3: If note files do not already exist the user will be able to make either a plain text file or a Microsoft word document or both.

#### Removing Notes and Literature Files:

Step 1: The user should enter the Literature Manager Menu by entering "m" in the main menu input line.

Step 2: The user should either enter [3] or [4] depending on whether they wish to remove notes or literature files.

Step 3: The user will then be required to enter the LitCode of the file they wish to remove, and in some cases, the file extension will be asked for. Thankfully the program presents a menu that allows you to easily see the file extensions when needed.

NOTE: When removing files, the program will not delete them, but rather stores them in the RecyclingBin DIR. Furthermore, the program removes the data of the removed file from the database but creates a restorable backup file that can be used if you wish to restore the literature.

#### Recovering Notes and Literature Files:

Step 1: The user should access the Settings Menu by entering "x" in the input line of the Main Menu.

Step 2: The user should then enter "r" into the setting menus input line.

Step 3: At the moment the user is only able to recover a single file at once. For multiple files, the user will be required to repeat these steps. The user should enter "1" to recover a single file.

Step 4: The user will be asked to enter a LitCode for the file they wish to recover.

Step 5: Next the user will be asked to enter the file extension of the file. This should be easily observable above the menu. Extensions should be added in the lower case.

Finished: Once the user has entered the filename and extension the program will attempt to recover the file. If a file is a note then the note file will be moved back into the notes DIR. If the file is a Publication, the file will be moved back into the LiteratureStore DIR, furthermore, the publication data will be restored into the database files and so the publication will be searchable again.

## **2.5 LitCode Formats:**

LitCodes are used to represent a piece of literature, their notes, and their literature-submission form. LitCodes are used by the manager to keep literature and its information organized. A LitCode consists of two elements. The first is the LetterCode which is a string of letters recommended to be uppercase and only between three and five letters long, the second is the NumberCode, a count number that represents the number of times the LetterCode has been assigned to literature. The LitCode combines these two elements as follows: {LetterCode} + {NumberCode} = LitCode

An example of a LetterCode could be "TEST" to represent literature you are using to test out this program or you could have a descriptive LetterCode such as "PHD" or "MSTR" for literature you are using for your Ph.D. (PHD) or your Masters (MSTR). The NumberCode is assigned and kept track of by the program itself and will let you know how many pieces of literature have been assigned a LetterCode.

## **3.0 User guide for menus: Advanced Guide Breakdown:**

### **3.1 Inputting commands:**

Inputs can be entered into the program when "<INPUT>" appears on the screen. In some minor cases, this will not appear, but it should be obvious when you can enter a command. Normally the command line will flicker or blink when waiting for an input. In many cases, the menus will request a number be entered to perform a certain action, other times however the program may ask for a letter; in these cases, the menu will show the letters in their capitalized form for ease of reading but the program will accept the capitalized or the non-capitalized forms of the letters. In rare occasions

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where important function is to be performed, the program will ask for an entire word be typed; if so, you may enter the word as shown or just type the word in the lower-case form.

#### Answer program questions:

In some places, the program will ask a question where the user is expected to enter "yes" or "no" to the question. The user may enter short form "y" or "n" instead of full "yes" or "n" in most cases.

### **3.2 Main menu:**

The main menu is the first menu area that loads on running the program.

#### Top action inputs:

[Q] Quits the program entirely.

[M] Takes the user to the Literature Manager menu. See 3.3 for more details.

[X] Takes the user to the settings menu. See 3.4 for more details.

#### Middle section general inputs:

[0] Takes the user to the Search Menu. See 3.5 for more details.

[1] Presents the user with the contents of the waiting room DIR.

[2] Presents the user with the contents of the process space DIR.

[3] Allows the user to enter custom LitCodes for processed literature. This feature is not 100% finalized and so is not yet recommended for common use. This option may be useful for assigning a custom code to a very particular piece of literature that you want to easily find in the future. See 3.2.1 for information on how this feature works.

[4] Presents the User with the current LitCode information. This includes the LetterCodes and their timestamps, along with the usage count information.

[5] Presents the User with the contents of the Literature Store DIR.

[B] Allows users to auto-submit literature-submission forms using a BibTex file. See 3.2.8 for more information on using this feature.

[6] Allows the user to assign a LitCode to multiple papers in the ProcessSpace DIR rather than one at a time when using Option [A]. See 3.2.9 for further details.

[7] Allows user to process a single paper in the WaitingRoom DIR rather than process them all at once as is the case when choosing Option [P]. See 3.2.10 for further details.

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Quick Tool inputs:

[S] Allows the user to search for a piece of literature by entering strings to search for. See 3.2.2 for further information on using this feature.

[P] Allows the user to process the literature stored in the literature store DIR and move it to the process space DIR. See 3.2.3 for further information on this feature.

[A] Allows user to assign a LitCode to a piece of literature in the process space DIR. See 3.2.4 for more information on this feature.

[E] Allows the user to edit a literature submission form. See 3.2.5 for further details on using this feature.

[C] Allows the user to create a new LitCode. See 3.2.6 for further details on this feature.

[K] Allows the user to submit a literature-submission form. See 3.2.7 for more information on using this feature.

**3.2.1 Main Menu Option [3]: Custom LitCodes:**

This feature allows the user to enter custom LitCodes for processed literature. This feature is not 100% finalized and so is not yet recommended for common use. This option may be useful for assigning a custom code to a very particular piece of literature that you want to easily find in the future.

How it works:

1. After entering "3" in the main menu, the contents of the Process Space DIR will be displayed. If nothing is presented then there is no content within the process space and so you will need to first process literature in the waiting room by using option [P]. Content within the Process Space DIR should be in the format: Paper\_X.pdf where "X" will be a paper number.
2. Enter the number of the paper you want to assign a custom LitCode to. Ensure you only enter the paper number and not any letters.
3. You will next have to enter the LetterCode (see A.1 for more information on the format of LitCodes)
4. At the moment you have to manually enter the NumberCode, in future updates, the program will handle this for you, but for now, enter the number code for. The Number code should have the numerical value of the number of times you have used this custom Letter code. You may want to check the Literature Store DIR using option [5] to see how many times the LetterCode has been used.
5. After entering all this information the process is complete and the program will return the user to the main menu.

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### 3.2.2 Main Menu Option [S]: Search:

This feature allows the user to search for a piece of literature by entering strings to search for. If using this feature confuses the user, a more structured search can be performed using the search menu area, this can be accessed by inputting the number "0" at the Main Menu. See 5.0 for more details on the Search Menu.

#### How it works:

1. After entering "S" into the programs main menu the user is redirected to the Search UI interface.
2. The Search UI has a space next to "[KOS] Search" for the user to enter strings and search commands. See later section for further details on entering orders or help with entering search strings.
3. Once the order or string is entered then the program will use its search engine to find the most relevant literature relating to your search. The program will search through the database once a result is found the program will present the information found along with the LitCode of the literature that the search relates to. You can then enter the LitCode to bring up the literature found in the search or you can return to the search UI to try again.
4. To leave the search UI enter "q" to quit and the program will return the user to the Main Menu. The orders that can be used to search for a particular string in a specified database are now given:

#### SEARCH ORDERS:

Orders are useful if you want to search for a string in a particular database. So for example, if you know the literature you want to find has a publication date in 2020, instead of searching all the databases for the "2020" string you can just search the Year.data database. To do this you first type in the order, which corresponds to a database, then you enter your string after this. For the example in question, you would first enter "year" and a space and then write "2020". This will tell the search engine to look for the "2020" string in the Year.data database file. This will save the user time. Possible orders are listed below (More orders may be added in future updates):

#### ORDERS:

"title" "author" "year" "type" "label" "comm" "litcode" "note" "month" "addauthor"

All these orders must be written as shown in lowercase and then a space should be added after them followed by the search string.

#### Searching by string only:

It is possible to simply search by string. This feature would be useful for those users that want to search for any literature that has a particular submission data aspect in common. For example, you may want to bring up all the LitCodes for literature that was published in the year "1996" or you may want to bring up all literature that has the string "chemistry" appearing in the title or in the comments you wrote for the literature. Instead of placing an order before the search "string", if the user simply just enters the search string, the program will search for that string database by database. If a result is found, the search interface will ask whether the user wants to enter a LitCode or return. The return option will either return the user to the initial user interface if no other results for the search string where found or take the users to the next database where a result was found and so on until the search is complete. The user will ultimately end at the search interface where entering "q" will return them to the Main Menu.

### **3.2.3 Main Menu Option [P]: Process:**

This feature allows a user to process the literature stored in the Waiting Room DIR and move it to the process space DIR.

#### How it works:

1. After entering "p" in the Main Menu, the user is presented with the contents of the WaitingRoom DIR. This is the location the user should put their raw publication downloads.
2. If there are publications to be processed, the user should enter "y"/"yes"/"Yes" to proceed.
3. After proceeding the program will take the literature and assign them all-new file names in the format: Paper\_X.pdf, here X is a number that depends on the number of papers that have been submitted to the Literature Store. If the Process Space DIR has three papers already present, "Paper\_0", "Paper\_1" and "Paper\_2" and if the user is wanting to process three papers in the waiting room DIR, then the papers will be named "Paper\_3", "Paper\_4" and "Paper\_5" as the program automatically recognizes if papers have yet to be submitted to the Literature store DIR. This avoids papers being named the same. Once all papers of the format Paper\_X are submitted to the Literature Store, the program will reset "X" in Paper\_X to zero again.

### **3.2.4 Main Menu Option [A]: Assign:**

This feature allows users to assign an already created LitCode to a piece of literature in the process space DIR. To create LitCodes enter "C" in the main menu. See 3.2.6 for more details.

#### How it works:

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1. After entering "A" in the main menu, the user is presented with the contents of the Process Space which should give any publications in the form of Paper\_X.pdf, where "X" is a number. You may also see any custom-named files which are products of the custom LitCode option accessed by entering "3" in the main menu (not recommended). Any custom-named literature that does not have the format of Paper\_X should not be assigned using this option. Only literature in the format of Paper\_X can be assigned this way.
2. Enter only the number of the paper you wish to assign a LitCode to.
3. After entering a number, the LetterCodes available will be presented. The user should then enter just the LetterCode they wish the paper to be assigned to.
4. The program will then assign the paper with the LetterCode entered and will automatically assign a NumberCode. After following these steps, if the user views the process space DIR by entering "2" in the main menu, the user will see the paper has changed from the Paper\_X.pdf format to the LitCode.pdf format.

### **3.2.5 Main Menu Option [E]: Edit:**

This feature allows the user to edit a literature submission form. This can only be done on literature that has been submitted previously using the "k" option in the main menu.

#### How it works:

1. After the user has entered "e" in the main menu area, the program will ask the user whether they wish to view the currently available literature. It is recommended to answer "yes" to this question.  
  
If you know the LitCode of the paper you wish to edit the submission form of, then you can answer "no" and proceed.
2. The program will request the LitCode of the literature-submission form you wish to alter. The user should only enter the LitCode and not the file extension.
3. After entering the LitCode, the program will present the user with the current literature-submission form data.
4. The program will ask the user whether they would like to check for an associated BibTex submission. Answering "yes" will present the top line of a BibTex submission otherwise answering "no" will not present any such information. The program will however do a self-check to see if a BibTex submission exists.
5. The program will ask the user if they would like to edit the submission form for the LitCode, answering "yes" will progress the user to the Edit Menu, while answering "no" will return the user to the Main Menu.

6. The edit menu will present the current literature-submission form data for the LitCode in question. If no BibTex submission exists, the program will allow the user to add one via the entering of "a" to "Add BibTex Submission". If, however, a BibTex submission does already exist the user will be allowed to enter "7" to "Edit Bibtex Submission". For more information on adding BibTex submissions see 2.7 on literature-submission forms. After following the above instructions, the Edit Menu present on-screen allows for a multitude of option that will be covered:

Edit Menu Input Options:

- [1] Allows the user to change the title.
  - [2] Allows the user to change the author.
  - [3] Allows the user to change the publication year.
  - [4] Allows the user to change the publication type.
  - [5] Allows the user to change the literature labels.
  - [6] Allows the user to change the literature comments.
  - [7] Allows the user to change additional authors.
  - [8] Allows the user to change the month.
  - [e] Allows the user to change the BibTex submission file. (option only shows if a BibTex Submission exists)
  - [a] Allows the user to add a BibTex Submission to the BibTex submission file. (option only shows if a BibTex Submission does not exist)
7. By entering one of these options the user can edit the form. The edits will appear and replace the old data that was present before the edit (replaces the current data held in the database).
8. To aid in the edits, the user can enter "0" to bring up the Literature assigned with the LitCode in question.
9. To view any edits that have been made so far, the user can input "v" to see a list of changes made. The list will give the current stored data and underneath will present the newly inputted data that will replace the currently stored data if the edits are saved.
10. To save the edits and the changes made, the user should enter "s", this will start the replacement procedure and save the changes. The user is then returned to the main menu.
11. To exit the editing menu without applying any of the changes, the user should enter "q". This will return the user to the main menu without applying changes.

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### 3.2.6 Main Menu Option [C]: Create:

This feature allows the user to create a new LitCode.

How it works:

1. After entering "c" in the main menu input, the user will be shown the existing LitCodes.
2. To create a new LitCode, the program will request the user type a new LetterCode.
3. After the user enters a new LetterCode, the code will be saved and is now active to be used. Enter "4" in the main menu to view the current active LitCodes and the count information.

### 3.2.7 Main Menu Option [K]: Submit:

This feature allows the user to submit a literature-submission form. This is the proper procedure for submitting literature to the literature store DIR.

How it works:

1. After the user enters "k" in the main menu section, the program will present the list of papers to be submitted.
2. The user should now enter the full LitCode of the literature they wish to submit. This means the LetterCode and the NumberCode. The file extension should be ignored.
3. The program should then load the literature with the corresponding LitCode. This is done so the user can view the needed information that must be supplied to the submission form.
4. Users should enter "yes" when asked to "continue?"
5. Now the user must enter the details requested. For the title section, the user may type "paste", this will open a plain text file for you to copy and paste the title of the publication rather than type it out in full. If this method is used to supply the title, the user should ensure the plain text file is saved and closed before moving on with the rest of the form.
6. From here the program will request further details.

literature-submission form data requested:

Title: Enter the title of the publication or type the "paste" command to paste the title into a plain text file.

LitAuthor: Enter the main authors name.

Publication Year: Enter the publish date.

Publication Type: Here the user can define the type of literature the publication may fall under, for example, publications are often: Communications, papers or reviews.

7. The program will ask if you wish to supply additional information. If you type "yes", the program will continue to ask for further information:

Additional information:

Add Labels/Tags: Here the user can add keywords that may make it easier to search and find the literature later.

Add Additional Authors: The user can add any additional authors that are on the paper if they have not been included in the main author information request category.

Add Publication month: User can define the month the publication was published.

8. The program will request if the user wishes to "Add Comments", this is a space for the user to add any comments that may make it easier for the user to search for the literature for a particular reason. For example, a publication may have a useful diagram that could be recreated for a Literature review, the user can write this in a comment and could be searched for later.

9. The program will request if the user would like to add a BibTex submission. Here any references must be in the correct BibTex format to be submitted correctly. To copy and paste the BibTex information, the user can type "paste" and then paste the information to a plain text document. The user should ensure the plain text file is saved and closed properly before continuing. This program will take the BibTex and assign the LitCode to the reference.

10. The program will check with the user that the submitted information is correct, then enter "yes" to continue. You can cancel the submission at this stage by entering "no". If you spot a mistake it is recommended that the user just continue and then edit the form later via the edit function in the main menu (enter "e").

IT IS CRITICAL THAT THE USER CLOSE THE PDF BEFORE THE PROGRAM SAVES AND SUBMITS THE FORM. THE PROGRAM WILL ALERT THE USER TO CLOSE THE PDF. IF THIS INSTRUCTION IS NOT FOLLOWED THE PROGRAM WILL ATTEMPT TO CLOSE THE PROGRAM FOR THE USER TO AVOID SUBMISSION FAILURE.

11. After closing the PDF, the program will ask the user if they wish to create note files for the publication. These will be placed in the Notes DIR and the user can write in these files. They will be named after the LitCode.



### 3.2.8 Main Menu Option [B]: Submit via BibTex:

Before using this feature, ensure that you are familiar with the default method, section 3.2.7, as this submission method is very similar to the method described in this section. Section 3.2.7 offers information about how paper-submission works in the [KOS] Literature Manager.

This feature allows the user to submit a BibTex file which will then be used by the program to automatically fill-in some of the paper-submission form, saving time.

#### How it works:

1. The user should enter "b" into the programs main menu to access the submit by Bibtex feature. The program will present the user with the contents of the ProcessSpace DIR.
2. The user should then enter the LitCode of the literature they wish to submit to the database. After doing this, the program will launch open the literature so the user can view it. The program will ask if the user wishes to continue.
3. After the user indicates they wish to continue by entering "yes" into the command line, the program will automatically launch open a plain text file.
4. The user should paste the contents of the BibTex file for the literature in question into the plain text file, save the file and then close it. After doing so the user should then enter "c" into the program command line to continue with the submission process.
5. The program will then automatically extract information from the BibTex submission and auto fill some of the paper-submission form. Users will then be asked to provide some additional information that is not present within the BibTex file. Users should enter the information or answer the questions the program asks to proceed further with literature submission.
6. After filling-in the additional information, the user will be asked if the information submitted is correct, by answering "yes", the user will be prompted to close the PDF literature file. After closing the literature file, the user should then click "OK" on the pop-up message window.

IT IS CRITICAL THAT THE USER CLOSE THE PDF BEFORE THE PROGRAM SAVES AND SUBMITS THE FORM. THE PROGRAM WILL ALERT THE USER TO CLOSE THE PDF. IF THIS INSTRUCTION IS NOT FOLLOWED THE PROGRAM WILL ATTEMPT TO CLOSE THE PROGRAM FOR THE USER TO AVOID SUBMISSION FAILURE.

7. The program will then submit the information to the database and will ask the user whether they wish to create note files for the literature.

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After the literature submission is complete the program will return the user to the main menu. The user can check that the literature is submitted correctly by viewing the Literature Store, by entering "5", into the main menu.

### **3.2.9 Main Menu Option [6]: Multi-Assign Papers:**

This feature allows the user to assign a LitCode to multiple papers in the ProcessSpace DIR rather than one at a time such as is the case when using Option [A] (see section 3.2.4).

#### How it works:

1. The user should enter "6" into the main menu input line. After doing so the program will present users with two options, the instructions will continue in order under each option, users should refer to the option that suits them best in the situation:

[1] Enter multiple paper numbers: This option allows users to create a list of papers in any order to be assigned a LitCode pre-chosen by the user.

2. After entering "1" into the option menu, the user will be presented with the existing and active LitCodes. The user should type the LetterCode for the LitCode they wish to use.

3. The user will now be presented with the papers that are awaiting assignment in the ProcessSpace DIR. The user should enter only the number of the papers they wish to assign the LitCode they choose in step 2. Each paper number should be entered one at a time, so users enter the number of the 1<sup>st</sup> paper they wish to assigned and press enter, then the next and so on.

4. The user will be able to see the updated list of paper numbers that will be assigned the pre-selected LitCode as they add papers. The user should enter "f" when they have finished entering the numbers of the papers they wish to assign.

After entering "f" the list of papers will then be assigned the LitCode specified by the user in step 2. The program will ignore paper numbers of papers that have already been assigned or do not exist and will return the user to main menu when the assignment procedure is complete.

[2] Enter paper range: This option allows users to define a range in which the papers that have Paper numbers that fall within the range will be assigned a LitCode pre-chosen by the user.

2. After entering "2" into the option menu, the user will be presented with the existing and active LitCodes. The user should type the LetterCode for the LitCode they wish to use.

3. The user will now be presented with the papers that are awaiting assignment in the ProcessSpace DIR. The program will ask the user to enter the paper number they wish the range to start at, the user should enter this when asked. See below the instructions for an example of how to properly assign a range.

4. The program will then ask the user to enter the paper number they wish the range to end at, the user should enter this when asked. The start number must be smaller in value than the end number to have a normal increasing in value range. The program will detect if ranges are not "normal". Note that the range includes the start and end paper numbers within the list of papers that will be assigned.

5. After entering the range of papers to be assigned the program will assign all the papers within the range with the pre-selected LitCode chosen in step 2. The program will ignore paper numbers of papers that have already been assigned or do not exist and will return the user to main menu when the assignment procedure is complete.

Example of a range selection:

For example, if a user wants to assign the following processed papers with the LitCode "TEST":

Paper\_1

Paper\_2

Paper\_3

Paper\_4

The user should enter the start range number as "1" and the end range number as "4", then the program will assign the LitCode "TEST" to all the paper within and including 1-4.

If for example paper\_3 did not exist within the ProcessSpace DIR as it may have been previously assigned, the program will simply ignore and skip this paper and would only apply the LitCode to papers 1,2 and 4, those papers that exist in the DIR.

### **3.2.10 Main Menu Option [7]: Processing a Single Paper:**

This feature allows users to process a single paper in the WaitingRoom DIR rather than process them all at once as is the case when choosing Option [P] (see section 3.2.3)

How it works:

1. The user should enter "7" in the main menu input line. Doing so will present the user with a numbered list of the available literature awaiting processing in the Waiting Room DIR.

2. The user should enter the list number of the literature they wish to process. After entering the number the literature will be processed, renamed in the format of Paper\_X.pdf where X is a number, and then placed in the ProcessSpace DIR.

3. Users can view their processed paper by entering "2" into the main menu.

This completes the single paper processing; users will likely now want to assign the literature which can be done by entering "a" into the main menu.

### **3.3 Literature Manager Menu:**

This menu is accessed from the main menu by entering the letter "m" into the input for the main menu.

#### Top action inputs:

[Q] Quits the program entirely.

[M] Takes the user to the Main Menu.

#### General Actions:

[1] Will present the contents of the Literature store DIR to the user.

[2] Will present the contents of the Notes DIR to the user.

[3] This option allows the user to remove a note file. See 3.3.1 for more details.

[4] This option allows the user to remove a literature file. See 3.3.2 for more details.

[A] This option will open the DIR Access Bar allowing users to open certain DIRs.

[D] This option allows users to define meaning to LitCode. See 3.3.6 for more details.

#### Quick Tool options:

[N] Will allow the user to open a note file. See 3.3.3 for more details.

[L] Will allow the user to open a literature file. See 3.3.4 for more details.

[S] Takes the user to the search menu area. See 5.0 for details on the search options available.

[C] Allows the user to create note files for literature submitted to the literature store DIR. See 3.3.5 for further details.

#### DIR Access Bar:

Viewable by entering "a" into Literature Manager Menu

[5] Will open the WaitingRoom DIR in file explorer.

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[6] Will open the ProcessSpace DIR in file explorer.

[7] Will open the LiteratureStore DIR in file explorer.

[8] Will open the Notes DIR in file explorer.

[9] Will open the RecycleBin DIR in file explorer.

### **3.3.1 Literature Manager Menu Option [3]: Remove Notes:**

This option allows the user to remove a note file.

#### How it works:

1. After entering "3" in the menu, the program will present the contents of the Notes DIR.
2. To remove a note file, the user will first enter the LitCode of the note file.
3. The user will then need to enter the file extension type; this will be either a docx or txt file. The extension is presented next to the LitCode and note by "EXT="
4. The user will then need to confirm with the answer "yes" that they would like to remove the file in question. The file will be moved to the recycling DIR. Files can be restored in the Settings Menu, see 3.4.0 for details. After successful removal, the program will return the user to the Literature manager menu.

### **3.3.2 Literature Manager Menu Option [4]: Remove Literature:**

This option allows the user to remove a literature file.

#### How it works:

1. After entering "4" on the menu, the program will present the contents of the Literature store DIR.
2. To remove a publication file, the user will enter the LitCode of the literature file.
3. The user will then need to confirm with the answer "yes" that they would like to remove the file in question. The file will be moved to the recycling DIR. Files can be restored in the Settings Menu, see 3.4.0 for details. The program will remove the literature data from the databases, but the restore in the settings menu allows a user to restore this data. After successful removal, the program will return the user to the Literature manager menu.

### **3.3.3 Literature Manager Menu Option [N]: Open Notes:**

Will allow the user to open a note file.

#### How it works:

1. After entering "n" in the menu area, the user is presented with the contents of the Notes DIR.
2. The user should then enter the LitCode of the note file they wish to open.
3. The user will then be asked whether they wish to open the file in question. Entering "yes" will open the file and then return the user to the Literature Manager Menu.

PLEASE CLOSE THE NOTE FILES ONCE THEY HAVE BEEN VIEW TO AVOID ACCIDENTAL DELETIONS OR MISTAKEN EDITING.

### **3.3.4 Literature Manager Menu Option [L]: Open Literature:**

Will allow the user to open a literature file.

#### How it works:

1. After entering "l" in the menu area, the user is presented with the contents of the Literature Store DIR.
2. The user should then enter the LitCode of the literature file they wish to open. Entering will launch the literature file.
3. The user will then be asked whether they wish to open note files corresponding to the LitCode in question. Entering "yes" will open the note files and then return the user to the Literature Manager Menu.

PLEASE CLOSE THE NOTE AND OR LITERATURE FILES ONCE THEY HAVE BEEN VIEW TO AVOID ACCIDENTAL DELETIONS OR MISTAKEN EDITING.

### **3.3.5 Literature Manager Menu Option [C]: Create:**

Allows the user to create note files for literature submitted to the literature store DIR.

#### How it works:

1. After entering "c" in the menu area, the user is presented with the contents of the Literature StoreDIR. A menu is then presented.
2. The user can decide whether to return to the manager menu "r" or to create a note file "c".

3. After pressing "c", the user will then be required to enter the LitCode of the literature they wish to make a note file for.

4. This will bring up another options menu, the user should pick the option that meets their needs:

Create Notes Options Menu:

[1] This option will create a .txt file in the Notes DIR. The file will be named in the format LitCode.txt

[2] This option will create a .docx file in the Notes DIR. The file will be named in the format LitCode.docx

[3] This option will create a .txt and .docx file in the Notes DIR.

[R] Will return the user to the Literature Manager Menu.

### **3.3.6 Literature Manager Menu Option [D]: Define LitCode:**

This feature allows users to define meaning to LitCode.

How it works:

1. The user should enter "d" into the literature manager menu to access the define litcode feature.

2. The program will present the user with a list of currently active LitCodes. The user should enter the LetterCode of the LitCode they wish to see the definition of or they wish to alter.

3. If a definition already exists, the program will ask the user if they wish to change the current definition. If a definition does not exist, the program will ask the user whether they wish to add one. The user should then make any changes or additions they wish to by following and answering the questions asked by the program.

Once complete, the program will return the user to the Literature Manager menu.

### **3.4 Settings Menu: Recommended area for developers or Users in rare circumstances:**

The only option that may be of importance to casual users is the Recycling features which include either removing or restoring files.

IT IS RECOMMENDED THAT USERS CONTACT THE [KOS] OPEN SOFTWARE DEVELOPER BEFORE USING CERTAIN SETTING OPTIONS.

Top action inputs:

[Q] Quits the program entirely.

[M] Takes the user to the Main Menu.

Advanced user setting tools:

[1] This will take users to a menu where it is possible to open .data files for editing.  
[RECOMMENDED FOR DEVS ONLY!]

[2] This will take users to a menu where it is possible to open ".count" files for editing.  
[RECOMMENDED FOR DEVS ONLY!]

[3] This will take users to a menu where it is possible to open Backup files and edit them. [RECOMMENDED FOR DEVS ONLY!]

[4] This will present the Alterations Log. This will show when and if files have been removed or recovered.

Quick Tool Options:

[Crit] This will allow users to alter program critical files essential to the program when it comes to counting files processed. [HIGHLY RECOMMENDED FOR DEVS ONLY!]

[Reset] This feature allows users to reset the program. Resets come in three variations which are shown at the end of this section. To access the reset capabilities a safety code (AC56-7HKI-954D) needs to be entered. This ensures that this option was not chosen by accident. Enter the on-screen safety code to continue. You can alternatively enter "dev\_override" instead of the safety code.

[E] This option will delete files within the RecyclingBin DIR. This is not recommended unless the user is sure that the files in the DIR are not needed. For any needed files, these should be restored or should be moved out of the RecyclingBin DIR. See 3.4.1 for more details.

[R] This option allows the user to recover and restore information on files in the RecyclingBin. See 3.4.2 for more details.

[V] Allows users to view the contents of the RecyclingBin DIR.

Reset Options:

[1] Shore Reset Level 1: [RECOMMENDED FOR DEVS ONLY!] This option resets the process.count.data and process.idel.data files. No data is lost, or files deleted.

[2] Shallow Reset Level 2: [RECOMMENDED FOR DEVS ONLY!] This option resets the process.count.data and process.idel.data files, creates a backup folder containing all



literature, notes and data. After backing up the data and files, all nonessential files are then wiped or deleted, and data files are reset to factory settings.

[3] Deep Reset Level 3: Users may want to use this in rare circumstances. This option returns the program to factory settings. Wipes all data and deletes all literature and notes.

#### **3.4.1 Settings Menu Option [E]: Empty Recycling:**

This option will delete files within the RecyclingBin DIR. This is not recommended unless the user is sure that the files in the DIR are not needed. For any needed files, these should be restored or should be moved out of the RecyclingBin DIR.

##### How it works:

1. After the user has entered "e" in the settings menu, the program will present the user with the contents of the RecyclingBin.
2. The user will have the choice to delete a single file [1] or to wipe all the files [Wipe].
3. The user should pick the option they wish to proceed with. For wiping of all files, the program will check that the user is sure they want to proceed with the permanent deletion of all the files.
4. For single files, the program will ask for the LitCode of the file you wish to delete followed by the file extension which is indicated next to the LitCode by "EXT="
5. The program will prompt the user to ensure they are sure as to whether they wish to carry out the permanent deletion.

#### **3.4.2 Settings Menu Option [R]: Recover Recycling:**

This option allows the user to recover and restore information on files in the RecyclingBin.

##### How it works:

1. After the user has entered "r" in the settings menu, the program will present the user with the contents of the RecyclingBin DIR.
2. At the moment the user can only recover one file at a time via option [1].
3. For single files, the program will ask for the LitCode of the file you wish to recover followed by the file extension which is indicated next to the LitCode by "EXT="

4. The program will prompt the user to ensure they are sure as to whether they wish to carry out the recovery process. This process can take some time. On completion, the user enters "yes" to continue, and then user is taken back to the Settings Menu.

### **3.5 Search Menu:**

This menu is accessed from the main menu by entering the number zero ("0") into the main menu input.

#### Top action inputs:

[Q] Quits the program entirely.

[M] Takes the user to the Main Menu.

#### General Actions:

[0] This option will allow the user to enter strings that will be searched for in the Authors.data database file.

[1] This option will allow the user to enter strings that will be searched for in the Years.data database file.

[2] This option will allow the user to enter strings that will be searched for in the PaperType.data database file.

[3] This option will allow the user to enter strings that will be searched for in the Titles.data database file.

[4] This option will allow the user to enter strings that will be searched for in the Labels.data database file.

[5] This option will allow the user to enter strings that will be searched for in the Comments.data database file.

[6] This option will allow the user to enter strings that will be searched for in the Month.data database file.

[7] This option will allow the user to enter strings that will be searched for in the AddAuthors.data database file.

[C] This option will search the Ref.data database to see if a BibTex submission has been stored. The program will present the user with a list of "True" or "False" next to each LitCode. True signifies that a BibTex submission is stored, while false means there is no BibTex submission.

#### Quick Tool options:

[S] Takes the user to the Search-Engine command interface. See section 3.5.1 for more details on using this feature. This feature is still a work in progress and may sometimes be the most efficient way of searching but may also be the least efficient. The user is recommended to use the Search by data files method of searching for a more user-friendly experience. This can be done by searching strings using inputs "1-5".

[B] This option will load up a Word document that contains all the backup information from every Literature Submission.

[L] Allows the user to enter and search for Literature using the literature's unique LitCode. This is the most efficient method of finding Literature so long as the LitCode is known.

[V] Takes the user to a menu where they can view the contents of any of the literature databases. The user can manually search through the database files.

[A] Allows the user to search for a string in the AuthorYear.data database file. This can be the quickest method for searching when either a year or author name is known.

[N] This option allows the user to enter the LitCode for a particular piece of literature and then allows the user to open any associated Note files.

### **3.5.1 The Search-Engine AI command line:**

Takes the user to the Search-Engine command interface. This feature is still a work in progress and may sometimes be the most efficient way of searching but may also be the least efficient. The user is recommended to use the Search by data files method for a more user-friendly experience. This can be done by searching strings using inputs "1-5". This feature allows the user to search for a piece of literature by entering strings to search for. If using this feature confuses the user, a more structured search can be performed using the search menu area, this can be accessed by inputting the number "0" at the Main Menu.

#### How it works:

1. After entering "S" into the programs main menu the user is redirected to the Search UI interface.

2. The Search UI has a space next to "[KOS] Search" for the user to enter strings and search commands.

See below for further details on entering orders or help with entering search strings.

3. Once the order or string is entered then the program will use its search engine to find the most relevant literature relating to your search. The program will search through the database once a result is found the program will present the information found along with the LitCode of the literature that the search relates to. You can then

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enter the LitCode to bring up the literature found in the search or you can return to the search UI to try again.

4. To leave the search UI enter "q" to quit and the program will return the user to the Main Menu. The orders that can be used to search for a particular string in a specified database are now shown:

#### SEARCH ORDERS:

Orders are useful if you want to search for a string in a particular database. So for example, if you know the literature you want to find has a publication date in 2020, instead of searching all the databases for the "2020" string you can just search the Year.data database. To do this you first type in the order, which corresponds to a database, then you enter your string after this. For the example in question, you would first enter "year" and a space and then write "2020". This will tell the search engine to look for the "2020" string in the Year.data database file. This will save the user time. Possible orders are listed below (More orders may be added in future updates):

#### ORDERS:

"title" "author" "year" "type" "label" "comm" "litcode" "note" "addauthor" "month"

All these orders must be written as shown in lowercase and then a space should be added after them followed by the search string.

#### Searching by string only:

It is possible to simply search by string. This feature would be useful for those users that want to search for any literature that has a particular submission data aspect in common. For example, you may want to bring up all the LitCodes for literature that was published in the year "1996" or you may want to bring up all literature that has the string "chemistry" appearing in the title or in the comments you wrote for the literature. Instead of placing an order before the search "string", if the user simply just enters the search string, the program will search for that string database by database. If a result is found, the search interface will ask whether the user wants to enter a LitCode or return. The return option will either return the user to the initial user interface if no other results for the search string were found or take the users to the next database where a result was found and so on until the search is complete. The user will ultimately end at the search interface where entering "q" will return them to the Main Menu.

## **4.0 Updating your Current Program Download to a Newer Version:**

### **4.1: Updating vs Downloading New Versions:**

If you have not downloaded or used any version of [KOS] Literature Management, then you are advised to download the newest version available. For current users who have downloaded the program already, downloading newer versions may be useful if a user wishes to add [KOS] LitMan to a new system. For most users who already have a version of the program downloaded, they should resort to using updates to achieve new versions of the program. Updating will not affect any of the data, notes or literature that you have produced during your current use of the program. This makes updating the best option for current users who have an already downloaded version of [KOS]LitMan.

### **4.2: How to Obtain New Updates:**

New updates can be downloaded from [kosopensoftware.wordpress.com](https://kosopensoftware.wordpress.com). Simply search for the latest update package and follow the updater instructions to update your current version to the newest version.

### **4.3: Using the Built-in Updater:**

Before downloading new updates, users should check that their UpdateArea folder (located in their current [KOS]LitMan directory, the same area as their LiteratureStore DIR) is empty. There should be no files or folders in this UpdateArea DIR by default. If files exist in this folder then they could impact on the update and lead to errors.

After downloading an update-package from [kosopensoftware.wordpress.com](https://kosopensoftware.wordpress.com), users should extract the contents of the package to their UpdateArea folder. Inside the UpdateArea folder there should be two important files: An UpdateID file and a Update.exe application. These files are essential for the update to work.

Some other files could also be provided in the package such as: An update manual, additional files that are required for the update and sometimes CMD batch files.

Once these files are in the UpdateArea DIR, the user should run their current [KOS]LitMan program version as normal. If correctly extracted, the program should then automatically detect an update package is present in the UpdateArea DIR and will prompt the user to run the built-in updater.

Most updates will finish by emptying the UpdateArea folder ready for the next update; if this fails, the next time you use your [KOS]LitMan program, it will detect files in the UpdateArea and will prompt the user to initiate a clean, the user should accept the programs prompt to clean so as to avoid messages every time you run the program. Alternatively, users could check that their UpdateArea folder is empty after each update is installed to ensure that it is ready for future updates.

**[End of Manual]**

[KOS] Literature Manager

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**[KOS] LitMan Version 9.7**

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