TO: Aleph Liaisons
FROM: Kathleen Anderson / OIS
SUBJECT: Historical acquisitions data from HULPR

The enclosed CD-ROM products include files of acquisitions data that was not converted to Aleph. There are two CDs which include:

1. Unweeded orders not converted to Aleph (CD labelled Report Group: Closed Orders.)

NOTE: the second disc is actually labelled Closed Orders Approved Payments by Vendor. Ignore the Closed Orders on this CD—they’re incorrect and incomplete. Use this CD for searching Approved Payments only. Use the first CD for searching Closed Orders.

These files closely resemble the similar HULPR fiche products. The files contain a “snapshot” of the data as it existed on the last day of HULPR.

Installation instructions and searching instructions are included with this memo and will be posted on the web.

Before you begin

Please consult with your IT department and follow local procedures for installing new software. HCL staff should contact HCL ITS to arrange installation.

OIS has tested the reader on Windows NT, Windows 2000 and Windows XP.