

Database structure

The companyreps.mdb holds the company and collection content of SCoRe.

Company

This table holds information on the companies for which reports are being collected.

CompanyID	autonumber, mandatory	Unique id for the company. Searchable from the admin search form.
CompanyName	text, 255, mandatory	Name of the company. Searchable from the public and admin search forms.
CompaniesHouseNumber	text, 10	Registered number of the company
SEDOL	text, 50	SEDOL code
Address1	text, 200	First line of address. Searchable from the admin search form.
Address2	text, 200	Second line of address. Searchable from the admin search form.
Address3	text, 200	Third line of address. Searchable from the admin search form.
City	text, 100	Town or city. Searchable from the admin search form.
CountyOrState	text, 100	County or state. Searchable from the admin search form.
Postcode	text, 50	Postcode. Searchable from the admin search form.
Country	text, 100	Country. Searchable from the public and admin search forms. Values in this field are used to create a dropdown list on the edit pages to ensure consistency of future entries.
Website	text, 255	Full URL of website, including http://
Email	text, 255	Email address
IndustryCode1	text, 100	FT sector to which the company belongs (FTSectors. IndustryCode1). Searchable from the public and admin search forms.
IndustryCode2	text, 50	SIC code. No longer used.
IndustryCode3	text, 50	SIC code. No longer used.
IndustryCode4	text, 50	SIC code. No longer used.
IndustryCode5	text, 50	SIC code. No longer used.
FinancialYearEnd	text, 50	End date of company's financial year.
RankingLBS	text, 50	Used by LBS to assign companies to the rankings collected by them.
RankingMBS	text, 50	Used by MBS to assign companies to the rankings collected by them.
RankingWarwick	text, 50	Used by Warwick to assign companies to the rankings collected by them.
Notes	memo	Notes about the company.
LSPDNumber	number	LSPD number. No longer used.
EditName	text, 20	Username of the user who last edited this record (Users.UserName).
EditInst	number	Collection id of the institution of the user who last edited this record (Collection.CollectionID).
EditDate	date	Date when this record was last edited. Searchable from the admin search form.

CompanyRelationships

This table holds information on the relationship between companies, e.g. mergers, takeovers, changes of name.

RelationshipID	autonumber, mandatory	Unique id for the record.
EarlierCompanyID	number, mandatory	Id of the earlier company name in this relationship (Company.CompanyID).
LaterCompanyID	number, mandatory	Id of the later company name in this relationship (Company.CompanyID).
NatureOfRelationship	memo, mandatory	Notes explaining the relationship.
EditName	text, 20	Username of the user who last edited this record (Users.UserName).
EditInst	number	Collection id of the institution of the user who last edited this record (Collection.CollectionID).
EditDate	date	Date when this record was last edited. Searchable from the admin search form.

DocumentSeries

This table holds information on the document series issued by a company.

DocumentSeriesID	autonumber, mandatory	Unique id for the series.
CompanyID	number, mandatory	Id of the company name (Company.CompanyID).
DocumentTypeID	number, mandatory	Id of the document type (DocumentType.DocumentTypeID). Searchable from the admin search form.
SeriesName	text, 255, mandatory	Name of the document series.
EditName	text, 20	Username of the user who last edited this record (Users.UserName).
EditInst	number	Collection id of the institution of the user who last edited this record (Collection.CollectionID).
EditDate	date	Date when this record was last edited. Searchable from the admin search form.

DocumentSeriesCollection

This table holds information on collections of document series by different institutions.

DSCID	autonumber, mandatory	Unique id for the collection of this document series.
CompanyID	number, mandatory	Id of the company name (Company.CompanyID).
DocumentSeriesID	number, mandatory	Id of the document series (DocumentSeries.DocumentSeriesID).
DocumentTypeID	number, mandatory	Id of the document type (DocumentType.DocumentTypeID). Searchable from the public and admin search forms.
CollectionID	number, mandatory	Id of the collection (Collection.CollectionID). Searchable from the public and admin search forms.
StartingDate	text, 10, mandatory	The earliest year for which there are document holdings for this series collection, in the format yyyy or yyyy/yy. Can be updated automatically from the collection's DocumentHoldings table via Perform Updates. Searchable from the public and admin search forms.
EndDate	number	The final year for which there are document holdings for this series collection, if it is no longer being collected.
MailingDate	date	Date when the company was last mailed. Can be updated automatically via Export for Mailing.
LatestReceivedDate	date	Date when the latest document holding was received. Can be updated automatically from the collection's DocumentHoldings table via Perform Updates.
SeriesName	text, 255	Field used by LBS. Not required by SCoRe system.
EditName	text, 20	Username of the user who last edited this record (Users.UserName).
EditInst	number	Collection id of the institution of the user who last edited this record (Collection.CollectionID).
EditDate	date	Date when this record was last edited. Searchable from the admin search form.

DocumentHoldings n

Each institution with holdings on SCoRe has a separate DocumentHoldings table. The collection id is used to identify the different tables, e.g. DocumentHoldings1 for LBS, DocumentHoldings2 for MBS.

These tables hold information on individual documents collected by the institution.

HoldingID	autonumber, mandatory	Unique id for the document.
CompanyID	number, mandatory	Id of the company name (Company.CompanyID).
DocumentSeriesID	number, mandatory	Id of the document series (DocumentSeries.DocumentSeriesID).
CollectionID	number, mandatory	Id of the collection (Collection.CollectionID).
IndividualYear	text, 10, mandatory	The year of the document, in the format yyyy or yyyy/yy.
Format	text, 50	Format of the document. Values in this field are used to create a dropdown list on the edit pages to ensure consistency of future entries.
Location	text, 100	Location of the document. Values in this field are used to create a dropdown list on the edit pages to ensure consistency of future entries.
HoldingsNotes	memo	Notes about the document.
SeriesName	text, 255	Field used by LBS. Not required by SCoRe system.
DateReceived	date	Date the document was added to SCoRe.
EditName	text, 20	Username of the user who last edited this record (Users.UserName).
EditInst	number	Collection id of the institution of the user who last edited this record (Collection.CollectionID).
EditDate	date	Date when this record was last edited. Searchable from the admin search form.

DocumentType

This table is a lookup table providing text descriptions of document types.

DocumentTypeID	autonumber, mandatory	Id of the document type.
DocumentType	text, 50, mandatory	Description of the document type.

FTSectors

This table is a lookup table listing the FT sectors to which companies can be assigned (Company.IndustryCode1).

IndustryCode1	text, 100, mandatory	FT sector.
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FTCSTerms

This table maps Concept Space terms to FT sectors. This enables SCoRe to be searched from Concept Space.

IndustryCode1	text, 100, mandatory	FT sector (FTSectors.IndustryCode1).
CSSclass	text, 15, mandatory	Classmark from Concept Space (thesaurus.mdb, MT.class). Not used for searching, but included for ease of maintenance.
CSTerm	text, 60, mandatory	Preferred term from Concept Space (thesaurus.mdb, MT.term). See note below.

Note: Concept Space processes certain terms before using them to search external databases. In particular, it removes the words 'industry', 'industries' and 'transport' when these appear as the second or later word in the term. The terms entered in this table must match the modified terms Concept Space uses for external searches, e.g. 'Car' rather than 'Car industry'. If in doubt, perform an external search on the term in Concept Space, then select 'Modify search' to see what search string is being used.

Collection

This table holds information on collections of company reports.

CollectionID	autonumber, mandatory	Unique id for the collection. Searchable from the public search form.
LibraryID	number, mandatory	Id of the library to which the collection belongs (Library.LibraryID).
CollectionName	text, 200	Full name of the collection.
CollectionShortname	text, 200	Name to display on the map of collections.
CollectionSearchName	text, 50	Short form of name to display in dropdown lists of collections.
Subject	text, 200	Subjects represented in the collection.
Description	memo	Description of the collection.
Coverage	text, 200	Coverage of the collection.
BriefCollectionPolicy	memo	Description of the collection policy.
Administrator	text, 50	Name of the collection administrator.
CollectionNotes	memo	Notes on the collection.
CollectionWebsite	text, 255	Full URL of collection's website, including http://
Address1	text, 50	First line of address.
Address2	text, 50	Second line of address.
Address3	text, 50	Third line of address.
Address4	text, 50	Fourth line of address.
City	text, 50	Town or city.
Postcode	text, 50	Postcode.
Telephone	text, 50	Phone number.
Email	text, 50	Email address
AccessTimesURL	text, 255	Full URL of webpage describing access times, including http://
AccessTimes	text, 200	Description of access times.
AdmissionRulesURL	text, 255	Full URL of webpage describing admission rules, including http://
AdmissionRules	memo	Description of admission rules.
Catalogue	text, 255	Full URL of library catalogue, including http://
Participation	number	The level at which the collection participates in SCoRe (Participation.Participation).
FullCollectionPolicy	text, 255	Filename of document describing collection policy. (The document must be located within SCoRe's pdf folder.)

Library

This table holds the names of libraries. A library may have more than one collection.

LibraryID	autonumber, mandatory	Id of the library.
LibraryName	text, 200, mandatory	Full name of the library.

Participation

This table defines the levels at which collections may participate in SCoRe.

Participation	autonumber, mandatory	Code for the level of participation.
ParticipationText	text, 100, mandatory	Description of the level of participation.

CollectionMap

This table holds the information required to display collections on the collection map.

Note that the positions are relative to the underlying map graphic. Offsets relating to the map graphic's position on the page are added automatically.

CollectionID	number, mandatory	Id of the collection (Collection.CollectionID).
ImageLeft	number, mandatory	The horizontal position (in pixels) of the graphic representing the collection.
ImageTop	number, mandatory	The vertical position (in pixels) of the graphic representing the collection.
TextLeft	number, mandatory	The horizontal position (in pixels) of the collection name.
TextTop	number, mandatory	The vertical position (in pixels) of the collection name.