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Connect to Databases Online via GPOAccess via:

Web: http://www.access.gpo.gov/su_docs

Internet WAIS client software

Telnet: [swais.access.gpo.gov](telnet://swais.access.gpo.gov)

Modem: 202-512-1661

Connect to the Federal Bulletin Board/FTP site via:

Telnet/FTP: [fedbbs.access.gpo.gov](telnet://fedbbs.access.gpo.gov) or dial 202-512-1387

For General Information:

Call: toll-free 1-888-293-6498 or 202-512-1530 (local)

Email: gpoaccess@gpo.gov

Helpful Hints For Searching the Commerce Business Daily Online via GPO Access

Content and file format: The *Commerce Business Daily* (CBD) lists notices of proposed government procurement actions, contract awards, sales of government property, and other procurement information. Each notice appears in the print CBD only once. Notices stay "active" in the CBD database online via *GPO Access* for 15 days and are then moved to an "archived" database. Each notice is available as an ASCII text and HTML file. The database is updated continuously.

Identification Code: Each CBD notice in the database will display in the results list with the identification code followed by the subject of the notice. The identification code for the Commerce Business Daily database is "CBD". For example: CBD: 51--SCREW THREADING SET

Maximum Responses: The default setting for SWAIS and the WinWAIS/MacWAIS client software is to return a maximum of 40 responses to a query. The default for the Web interface is to return a maximum of 40 documents to a CBD query. To locate a larger number of documents, you will need to change the setting. In SWAIS type a lower case o at the *Source Selection* menu to change your options. In WinWAIS, select *Edit* and then *Preferences* from the pull-down menu. In MacWAIS, select *File* and then *Preferences* from the pull-down menu. On the *GPO Access* Web Searching Pages a box is provided in which you may change the number of documents returned.

Fields: Fields in the *Commerce Business Daily* online via *GPO Access* are:

classcod	Classification Code	offadd	Office Address
subject	Subject	sol	Solicitation Number
due	Response Date	poc	Point of Contact
cnt	Award Number	amt	Award Amount
line	Line Number	dtd	Award Date
awardee	Awardee	desc	Description
linkurl	Link URL	linkdesc	Link Description
emailadd	EMAIL Address	emaildesc	EMAIL Description
part	Part	subpart	Subpart
cite	Submission No.		

Please note: Not all fields are mandatory some fields are included at the discretion of the issuing agency. For example, notices that have HTML coding in the *linkdesc* and *emaildesc* fields have been put into the notice by the issuing agency and as a result will link to a page that agency wants you to visit.

When searching via SWAIS (dial-in or telnet session) or a WAIS client, a field can be searched by typing the field name, followed by an equals sign (=), followed by the term or terms that are sought. Similarly, when searching via the World Wide Web, you may type in the field name, followed by an equals sign (=), followed by the search term(s) sought or link to the ADVANCED searching pages which contain established fields. All queries that do not specify a field search the entire database.

Note: The CBD Web application allows users to browse all active notices without performing a search. To activate the browse function, click on the [Browse the CBD](#) link

Sample Searches

If you perform these sample searches you may have to use the "archive of expired notices". This is due to the fact that notices in the CBD database are only "active" for 15 days. These samples are meant to serve as examples for creating your own searches in both the "active notices" and "archive of expired notices" database.

Subject

Query: "preventive maintenance"
Results: CBD: J-SOURCES SOUGHT FOR PREVENTIVE MAINTENANCE
CBD: J-SOURCES SOUGHT FOR SIEMAN'S LFOV SYSTEM...

This search demonstrates how to search the CBD by subject matter. Because you would like the words "preventive maintenance" next to each other, you surround the phrase by quotation marks. No fields were designated in this search, therefore it is a full text search and searches every field for the phrase "preventive maintenance". To search specifically the subject field simply type in: subject="preventive maintenance"

Note: When searching by email address or WWW URL, enter the entire address enclosed in quotation marks. Example: "http://www.access.gpo.gov". Similarly, when searching for an award amount, enclose the amount in quotation marks. Example: amt="50,702.30" or amt="\$50,702.30" (Use of the dollar sign is optional).

Cite number

Query: cite="I-338 SN00788"
Result: CBD: 10-- GUARD SAFETY

This search demonstrates how agencies submitting notices can search for a notice by cite number. The cite number is the number provided as a reference after an electronic submission has been accepted. It is best to enclose the entire cite in quotation marks and include hyphens and spaces.

Solicitation number

Query: sol= "6fes-96-f8fwk-f8"
Result: CBD: 51--SCREW THREADING SET

When searching for a specific solicitation number in the CBD, enclose the entire number in quotation marks. Remember to include all dashes and do NOT add any spaces.

Part and Subpart

Query: part= "contract awards" AND subpart=services
Result: CBD: Q--DENTAL HYGIENIST
CBD: Q--DENTALSERVICE

This search demonstrates how to restrict your search to a specific type of notice. In this example, you are searching only contract awards for services. You can choose to limit your search to any type of CBD notice.

Award Number

Query: cnt="sp0460-97-m-2226"
Result: CBD: 15--PANEL ASSEMBLY, CANOPY

This search demonstrates how to restrict your query to a specific award number. Remember to enclose the award number in quotation marks, do NOT add spaces and remember to include hyphens.

Restricting by date

Query: due=1/31/97
Result: CBD: F -- PLANTATION THINNING
CBD: S - JANITORIAL SERVICES

This demonstrates how to restrict your search by date. In this case you are searching for all notices with a response date of 1/31/97. You can also use greater or less signs (< or >), as well as search for date ranges using the word "TO" (uppercase). Examples: due>1/31/97 or due=1/1/97 TO 1/31/97 The same technique can be used for the field award date. Example: dtd=12/02/96

Note: Date should be entered in MM/DD/YY format.

Award Line Number

Query: line="0001AA-0002A"
Query: line="0001AA through 0002A"
Result: CBD: 84--COVERALLS, UTILITY, BLUE (3329).
CBD: 15--WINDOW ASSEMBLY

When searching the award line number enclose the numbers in quotation marks. You can either use a hyphen (-) or the word "through".

Additional *GPO Access* Materials:

GPO Access User's Guide & Helpful Hints - Available via:

Dial-in: 202-512-1387. From the Main Menu type B for *GPO Access*; type 4 GPO Access WAIS User Documentation & Helpful Hints; select 2 for Helpful Hints. The guide is available in sections or in its entirety & hints are listed by database name. Files are available in ASCII and PDF formats.

FTP: fedbbs.access.gpo.gov or point your browser to <http://fedbbs.access.gpo.gov>. The file is in the HELP directory. Check 00INDEX.txt for the file descriptions.

Online via *GPO Access*: The User's Guide is available as a database online via *GPO Access* and can be accessed through the Web, WAIS and SWAIS. Documents are available in ASCII and PDF formats. The Helpful Hints are available online by searching for the word hints in each database.

The Superintendent of Document's World Wide Web Home Page: The User's Guide and Helpful Hints are available at: http://www.access.gpo.gov/su_docs/aces/desc004.html.

GPO Access Training Booklet Electronic copies of the training booklet are available on the Federal Bulletin Board via:

Dial-in: 202-512-1387- From the Main Menu select B for GPO Access; select # 4 *GPO Access* WAIS User Documentation and Helpful Hints; select 1 for User Documentation. The self-executing file names are traintxt.exe for the text version and trainpdf.exe for the Adobe Acrobat PDF version (traintxt.sea or trainpdf.sea for Macintosh).

Web/FTP: fedbbs.access.gpo.gov or point your browser to <http://fedbbs.access.gpo.gov> The file is in the HELP directory. Check 00INDEX.txt for file descriptions.

ENDNOTES:

1. Users with SWAIS access will not be able to retrieve PDF files. Users with WAIS or Web access and the free Adobe Acrobat Reader software can view and print and typeset documents.
2. The results of these sample searches are described as they will appear using SWAIS or the WAIS or Web client software customized for use with *GPO Access*. The searches can be performed with other WAIS client software, but the display of the results may vary.