Standard Conversion Datasheet

Access-It Library

Summary

The standard Access-It conversion has yielded excellent results; here is an outline of the process…

- You supply us with your data and screenshots via our secure FTP service.
- In consultation with you, Softlink will produce an analysis report including agreed mappings for the conversion.
- A trial conversion is run for you to evaluate the conversion of your data.
- Any corrections that might be required can be discussed with Softlink.
- You stop using your Access-It Library and send Softlink your live data via our secure FTP service
- The final conversion is run.

What is a Standard Conversion..?

A standard data conversion includes conversion of data 'as is'. This means one to one field and record mapping is assumed, no data cleansing will be performed, and changes outside the scope of the agreed analysis will not be possible.

What is data cleansing..?

Data cleansing is any activity not specifically defined in this data sheet and the agreed conversion analysis that changes, merges, deletes or filters data, or converts different records from the same place in different ways. Data cleansing outside the scope of a standard conversion is available via Softlink's Premium Conversion Service.

What do we Convert..?

Cataloguing

Resources and Copies

The following areas of Access-It are included in the standard conversion of records.

- **Data Entry – Resources** (Includes selected fields from the *Book (1); Contents (2); Catalogue (3) and Other Information (6)* tabs as defined in the standard Analysis Field Mappings section.
- **Data Entry – Copies** (Includes selected fields from the *Copies* tab.)

Data from these areas of Access-It will be converted into appropriate Resource and/or Copy record fields in your Softlink product, though some exceptions may apply.

Circulation

Borrowers

The following areas of Access-It are included in the standard conversion of Borrower records.

- Borrowers screen ((Includes selected fields from the *Borrower Data (1); Other Information (4); and Authentication (6)* tabs)

Data from these tabs will be converted into appropriate Borrower record fields in your Softlink product, though some exceptions may apply.

Current Loans

In general, Current Loans that appear against a Borrower record in the Access-It "***Borrowers" screen - "Borrowing Details (2)" tab in the "Items on loan*" table, will be converted as Current Loans attached to the converted Borrower record in your Softlink product. Current Loans related to Borrower or Copy records not present in the Access-It data will not be converted.

Loans History

In general, Loan Histories that appear against a Borrower record in the Access-It *"**Borrowers" screen - "Borrowing Details (2)" tab in the "Borrowing History*" table, will be converted as Loan Histories attached to the converted Borrower record in your Softlink product.

Field Mappings

Field mappings are standard and are hardcoded into the conversion program to migrate data into the most appropriate field in your new system. An outline of the standard Field Mappings is available on request. These mappings have been developed based on Softlink's lengthy experience converting library data, and are designed to assist you in making the most effective use of your library data in your new Softlink Product.

Changes to these mappings are not part of the standard conversion, but can be arranged as part of a Premium Data Conversion Service.

Data from other Access-it Data Entry screens or tabs may be able to be converted upon request, although this may incur an additional charge depending on complexity.

Data required

The Access-It database is required in either Microsoft SQL database backup format (*.bak file), Microsoft SQL database format (*.mdf & *.ldf files), or Firebird database format (*.fdb).

If the Access-It database is running in a non-Windows environment (E.G. Macintosh or Linux), some further steps may need to be taken by the customer to provide the data in a format that is compatible with Windows.

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