

**DATABASE FILES** Required from the AIMS system**Data Required:**

- a) AIMS Microsoft SQL Database Backup (\*.bak file), or  
 b) AIMS Microsoft SQL Database (both \*.mdf and \*.ldf files)

*Please compress the files before sending by using a zip utility.*

**SCREEN CAPTURES + BARCODES** Required

*Please save all screen captures and barcodes in a single file and send to Softlink via ftp together with the AIMS data.*

CATEGORY	DETAIL OF WHAT IS REQUIRED	NO. OF EXAMPLES REQUIRED	COMPLETED
RESOURCES	Screen capture / report showing a few records in the catalogue with title and barcode and data in as many fields as possible. Suggested screens are the “ <b>Add Monograph</b> ” and “ <b>Add Audio Visual</b> ” screens (all tabs containing data - E.G. “Details”, “Subjects”, “Sticky notes”, etc).	5	<input type="checkbox"/>
	A list of several resource barcodes with title. (Resource barcodes can be scanned from an actual copy: see the instructions below).	5	<input type="checkbox"/>
BORROWERS	Screen capture / report showing a few records in the system with data in as many fields as possible for each type of borrower – students, staff. Minimum information displayed should be: <ul style="list-style-type: none"> <li>• Barcode</li> <li>• Name</li> <li>• Year (for students)</li> <li>• Roll Class (for students)</li> </ul> Suggested screen is the “ <b>Add borrower</b> ” screen (“Details” tab and also “Address” and “Notes” tabs if they contain data).	3 students, 3 staff	<input type="checkbox"/>
	A list of several borrower barcodes, with name. (Borrower barcodes can be scanned from a student card or barcode list: see instructions below).	5	<input type="checkbox"/>
LOANS	Screen capture / report showing the loans for borrowers. Minimum information displayed should be: <ul style="list-style-type: none"> <li>• Borrower barcode</li> <li>• Resource title</li> <li>• Resource barcode</li> <li>• Due date</li> </ul>	5	<input type="checkbox"/>

## Screen Capture Instructions:

Go to the screen you want to 'capture' and press ALT+PRINTSCREEN. Then open Word and press CTRL+V to 'dump' the image into the document. (The PRINTSCREEN key is usually on the top right hand side of your keyboard.) Softlink requests that you enter all screen captures into a single Word document.

## Barcode Scanning Instructions:

Open the MS Word document in which you are saving the screen captures. Use a **barcode scanner** on the resource or student card to capture the barcode information in the MS Word document. Barcodes will appear as numeric or alphanumeric representations (2187143401 / TR0008587), not as actual barcodes.



- For resources, please enter the title of the resource next to each scanned barcode.
- For borrowers, please enter the borrower name next to each scanned barcode.

Do NOT use a photocopier/scanner to scan an image of the actual barcode.

If different barcode formats are used in the library, please provide examples of **ALL the different barcode formats**. Old and recent item barcodes should be included in the sample.

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### • Softlink Australia

- Brisbane
- t: +61 7 3124 6111
- e: sales@softlinkint.com

### • Softlink Europe

- Oxford
- t: +44 1993 883 401
- e: sales@softlink.co.uk

### • Softlink America

- Seattle
- t: +1 877 454 2725
- e: sales@softlinkamerica.com

### • Softlink Pacific

- Auckland
- t: +64 9 415 7790
- e: sales@softlinkpacific.co.nz