

DATABASE FILES Required from Access-It**Data Required:**

- a) Access-It MS SQL database (*.mdf and *.ldf) or database backup (*.bak) **or**
 b) Access-It Firebird database (*.fdb) **or**
 c) Access-It MySQL database

IMPORTANT: Files MUST be compressed using a zip utility before sending to Softlink.

SCREEN CAPTURES AND BARCODES REQUIRED

Please save all screen captures and barcodes in a **single file** and send to Softlink via FTP.

| CATEGORY | DETAIL OF WHAT IS REQUIRED | NO. OF EXAMPLES REQUIRED | DONE |
|-----------|---|--------------------------|--------------------------|
| RESOURCES | Screen captures showing records in the Access-It catalogue with title and barcode values and other data representative of your use of Access-It <i>in as many fields as possible</i> . | 5 | <input type="checkbox"/> |
| | Screen captures required for each resource include the Book (1); Contents (2); Catalogue (3) and Other Information (6) tabs from the "Data Entry - Resources" screen and the Copies tab from the "Data Entry - Copies" screen. | | |
| | Sample copy barcodes listed along with their corresponding title. <i>Copy barcodes must be scanned from an actual copy. See the barcode scanning instructions below.</i> | 5 | <input type="checkbox"/> |
| BORROWERS | Screen captures from the Access-It system displaying Borrower name, barcode and other data representative of your use of Access-It, <i>in as many fields as possible</i> , for each type of borrower (e.g. students, staff). Minimum information displayed should be: <ul style="list-style-type: none"> • Barcode • Name • Year (for students) • Roll Class (for students) Required screens for each borrower include the Borrower Data (1); Other Information (4); and Authentication (6) tabs from the " Borrowers " screen. | 3 students, 3 staff | <input type="checkbox"/> |

• **Softlink Australia**

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• **Softlink Europe**

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|-------------------------------|---|--------------------------|--------------------------|
| | Sample borrower barcodes, listed alongside the corresponding borrower name. <i>Borrower barcodes must be scanned from an actual borrower card or sheet: See the barcode scanning instructions below.</i> | 5 | <input type="checkbox"/> |
| LOANS | Screen capture showing the loans for each borrower. Minimum information displayed should be: <ul style="list-style-type: none"> • Borrower barcode • Resource title • Resource barcode • Due date Required screen is the “Borrowers” screen - “Borrowing Details (2)” tab showing current loans in the “Items on loan” table. | 5 | <input type="checkbox"/> |
| LOANS HISTORY | Screen capture showing the loan history for each borrower. Minimum information displayed should be: <ul style="list-style-type: none"> • Borrower barcode • Title • Resource barcode • Due date • Return date Required screen is the “Borrowers” screen - “Borrowing Details (2)” tab showing past loans in the “Borrowing History” table. | 5 | <input type="checkbox"/> |
| ADDITIONAL INFORMATION | Screen capture showing the “Access-It Library: System Diagnostics” screen. | 1 | <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 copy or borrower 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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