DATABASE FILES Required from your Athena system

The data conversion from Athena requires at least the following Athena data files:

- *CR.COL (i.e. all files ending in "CR.COL")
- Circ.cir
- Circcd.cir
- Fines.cir
- Patron.cir
- Reserve.cir
- Stat.cir

However, we prefer to receive the <u>entire Athena directory/folder</u> containing the above files.

Please compress the Athena folder or files before sending by using a zip utility.

SCREEN CAPTURES + BARCODES Required

Please save all screen captures or reports in a single file and send to Softlink via ftp together with the Athena data.

CATEGORY	DETAIL OF WHAT IS REQUIRED	NO. OF EXAMPLES REQUIRED	COMPLETE
RESOURCES	Screen capture / report showing a few records in the catalogue with title and barcode and data in as many fields as possible. Preferred screens are the "FULL DESCRIPTION" ("Show Full" tab), "COPY INFORMATION" ("Show Copies" tab) and "MARC DESCRIPTION" ("Show MARC" tab) screens in Athena.	5	☐
	A list of several "physical barcodes" with title. (Physical barcode can be scanned from an actual copy, see the instructions below).	5	☐
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: • Barcode • Name • Year (for students) • Roll Class (for students) Preferred screen is the "CHANGE OR DELETE PATRONS" screen in Athena – "General" tab + other tabs if they are used.	3 students, 3 staff	☐
	A list of several borrower barcodes, with name. (Borrower barcodes can be scanned from a student card or barcode list: see instructions below).	5	☐

LOANS	Screen capture / report showing the loans for borrowers. Minimum information displayed should be: • Borrower barcode • Resource title • Resource barcode • Due date	5	☐
LOANS HISTORY	Screen capture / report showing the loan history for borrowers. Minimum information displayed should be: • Borrower barcode • Title • Resource barcode • Due date • Return date	5	☐
OTHER	Screen capture showing the version number of your Athena system.	1	☐

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.

PLEASE NOTE:

If you have more than 1 Collection in your Athena system, please nominate 1 Collection to be the primary/master Collection during the conversion. The primary/master Athena Collection will be the first Collection converted, so records from this Collection will take priority over other records if any record merging takes place.

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