

DATABASE FILES Required from the BiblioTECH system

BIBLIOTECH Data	DESCRIPTION
BiblioTECH v8 library data backup file	<p>Default backup location is “c:\ProgramData\BiblioTECH\v8\Backup” This may be different in your installation.</p> <p>Required file is named BT8_D_xx.bak where xx is the day of the month the backup was taken (e.g. BT8_D_10.bak)</p>

INSTRUCTIONS FOR EXTRACTING DATA FROM BIBLIOTECH

Create a BiblioTECH v8 library data manual Backup file from BiblioTECH.

Create a manual backup from a computer that has access to BiblioTECH as follows.

Manual backups can be initiated via either the

- **Circulation module** (“File – Backup BiblioTECH” menu option),
- or **System Utilities module** (“General – Backup & Restore” page).



In both cases, a request is sent to the BiblioTECH server asking for a backup to be performed. Once the server has completed a manual backup, the ‘daily’ backup file will be copied to your computer and you will be asked to save a copy of the backup to another location (e.g the computers Desktop or a folder you have created to save the backup to).

Save the BT8_D_xx.bak file AND the screenshots below and upload them to the Softlink FTP site that has been provided to you separately.

SCREEN CAPTURES + BARCODES Required

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

CATEGORY	DETAIL OF WHAT IS REQUIRED	NO. OF EXAMPLES REQUIRED	COMPLETED
RESOURCES	Report showing a few records in the catalogue with title and barcode and data in as many fields as possible. Preferred screen: Resource Manager > Resources tab ("Single Record" display).	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	Report showing a few records in the system with data in as many fields as possible for each type of borrower – E.G. students, staff. Preferred screen: Editing Patron screen.	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	Report showing the loans for borrowers. Minimum information displayed should be: <ul style="list-style-type: none"> Borrower barcode or name Resource title Resource barcode Due date 	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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