

CURRENT SYSTEM: BOOKMARK (v10 and above)

DATABASE FILES Required from your Bookmark system

PLEASE COMPRESS AND SEND YOUR ENTIRE BOOKMARK INSTALLATION DIRECTORY. THIS SHOULD INCLUDE ALL FILES AND SUBFOLDERS.

PLEASE COMPRESS THE FILES BEFORE SENDING BY USING A ZIP UTILITY

SCREEN CAPTURES + BARCODES Required

Please save all reports in a single file and send to Softlink via ftp together with the Bookmark data.

| CATEGORY | DETAIL OF WHAT IS REQUIRED | NO. OF EXAMPLES REQUIRED | COMPLETED |
|---------------|--|--------------------------|--------------------------|
| RESOURCES | (A) Report showing a few records in the catalogue with title and barcode and data in as many fields as possible. Preferred screen is the “ Add / Edit Items ” screen in Bookmark. | 5 | <input type="checkbox"/> |
| | (B) A list of several resource barcodes with title. (Resource barcodes can be scanned from the school barcode attached on the actual books: see the instructions below). | 5 | <input type="checkbox"/> |
| BORROWERS | (A) 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"> Barcode Name Year (for students) Roll Class (for students) Preferred screen is the “ Add / Edit Borrowers ” screen in Bookmark. | 3 students, 3 staff | <input type="checkbox"/> |
| | (B) A list of several borrower barcodes, with name. (These can be scanned from a student card or barcode list: see instructions below. If you do not scan a barcode for the borrower when lending, this step is not required, but please advise). | 5 | <input type="checkbox"/> |
| CURRENT LOANS | Report showing the loans for borrowers. Minimum information displayed should be: <ul style="list-style-type: none"> Borrower barcode Resource title Resource barcode Due date Preferred screen is the “ Loans ” page from the “ Add / Edit Borrowers ” screen in Bookmark Circulation (for borrowers that have current loans). | 5 | <input type="checkbox"/> |

| CATEGORY | DETAIL OF WHAT IS REQUIRED | NO. OF EXAMPLES REQUIRED | COMPLETED |
|---------------------|---|--------------------------|--------------------------|
| LOAN HISTORY | Report showing the loan history for items. Minimum information displayed should be: <ul style="list-style-type: none"> • Borrower barcode • Resource title • Resource barcode • Lent date Preferred screen is the “ History ” page, from the “ Add / Edit Items ” screen in Bookmark Cataloguing. | 5 | <input type="checkbox"/> |
| ADDITIONAL | System Controls > “Barcode Label Setup” / “Barcode Label Specifications” page. | 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 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.

Please 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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