DATABASE FILES Required from the Inmagic DB/TextWorks system

Catalogue
Copies
Borrowers (if Circulation / Borrowers are included in your conversion)
Current Loans (if Circulation / Loans are included in your conversion)
Acquisitions (if included in your conversion)
Serial Predictions / Subscriptions (if included in your conversion)
Data from any other modules specifically included in your conversion

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

INSTRUCTIONS FOR EXTRACTING DATA FROM DB/TEXTWORKS

Extracting the existing data is performed by the current library staff. The following instructions will create the appropriate extracts for the conversion program.

Data from each customised DB/TextWorks module is exported to CSV format
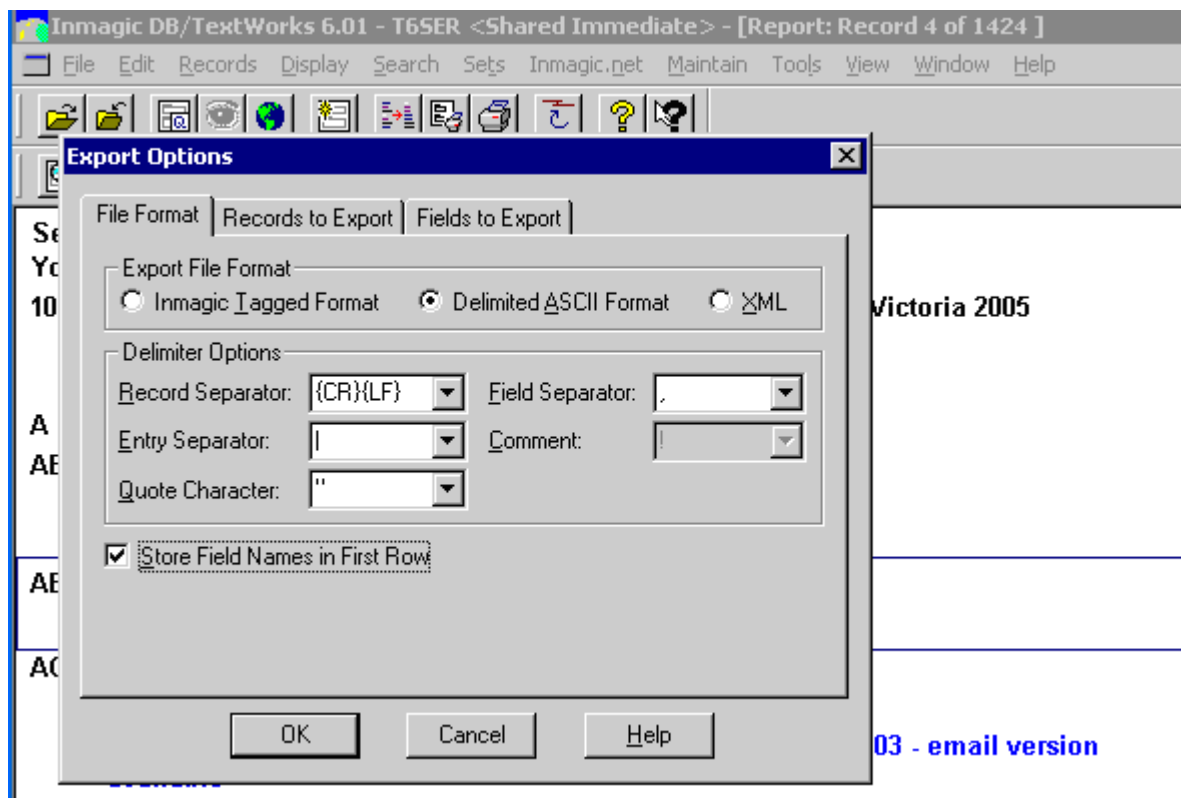
1. Save as → all files
2. File name *.csv
3. Export File Format: Delimited ascii
4. All fields
5. All records
6. Check box to store field names

SCREEN CAPTURES + BARCODES Required

Please save all screen captures and barcodes in a single file and send to Softlink via ftp together with the DB/TextWorks 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.	5	☐
	A list of several resource barcodes with title. (Resource barcodes can be scanned from an actual copy: see the instructions below).	5	☐
BORROWERS	Report showing a few records in the system with data in as many fields as possible for each type of borrower. Minimum information displayed should be: • Barcode • Name	5	☐
	A list of several borrower barcodes, with name. (Borrower barcodes can be scanned from a borrower card or barcode list: see instructions below).	5	☐
LOANS	Report showing the loans for borrowers. Minimum information displayed should be: • Borrower barcode • Resource title • Resource barcode • Due date	5	☐

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 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.