

DATABASE FILES Required from your Dynix system

| Dynix File | DESCRIPTION |
|------------------------|---|
| ACC.BIB.BASE\bib | Resources |
| ACC.BIB.BASE\holdings | Resource copies |
| ACC.CIRC1\codes | Resource category, Borrower Category, Collection, etc |
| ACC.CIRC.BASE\patron | Borrowers |
| ACC.CIRC.BASE\circ.out | A separate export for each roll class |

Please compress the files before sending by using a zip utility

SCREEN CAPTURES + REPORTS Required

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

| CATEGORY | DETAIL OF WHAT IS REQUIRED | No. OF EXAMPLES REQUIRED | COMPLETED |
|-----------|---|--------------------------------|--------------------------|
| RESOURCES | Screen capture / report showing a few records in the catalogue with title and barcode and data in as many fields as possible. | 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 | 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: <ul style="list-style-type: none"> Barcode Name Year (for students) Roll Class (for students) | 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 | Screen capture / 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 | 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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