

DATABASE FILES REQUIRED FROM CURRENT LIBRARY MANAGEMENT SYSTEM

- Informatif MS SQL Database Backup (*.bak file), or
- Informatif MS SQL Database (both *.mdf and *.ldf files)

Please compress the files before sending by using a zip utility

SCREEN CAPTURES + BARCODE SAMPLES Required

Please save all screen captures / reports and barcode samples in a single file and send to Softlink via ftp together with the Informatif 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. <u>Preferred screens:</u> Accessioning, Cataloguing (Basic View) , and Edit Copy Details screens.	5	<input type="checkbox"/>
	A list of several resource barcodes with title. (Resource barcodes should 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) <u>Preferred screen:</u> Patron Details screen.	3 students, 3 staff	<input type="checkbox"/>
	A list of several borrower barcodes, with name. (Borrower barcodes should 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 <u>Preferred screens:</u> Loans and Returns screen and/or Patron Circulation Status screen's Loans tab.	5	<input type="checkbox"/>

CATEGORY	DETAIL OF WHAT IS REQUIRED	NO. OF EXAMPLES REQUIRED	COMPLETED
LOANS HISTORY	<p>Screen capture / report showing the loan history for borrowers. Minimum information displayed should be:</p> <ul style="list-style-type: none"> • Borrower barcode • Title • Resource barcode • Due date • Return date <p><u>Preferred screens:</u> Loans and Returns screen and/or Patron Circulation Status screen's Loan History tab.</p>	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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