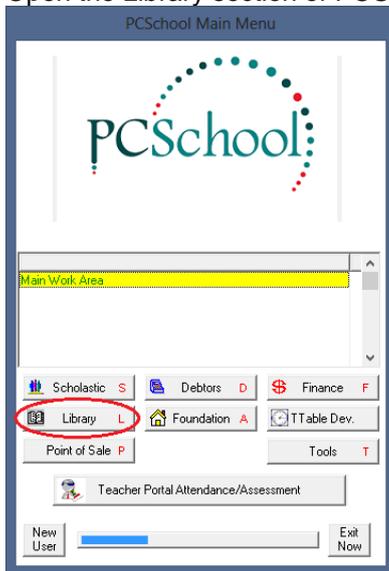


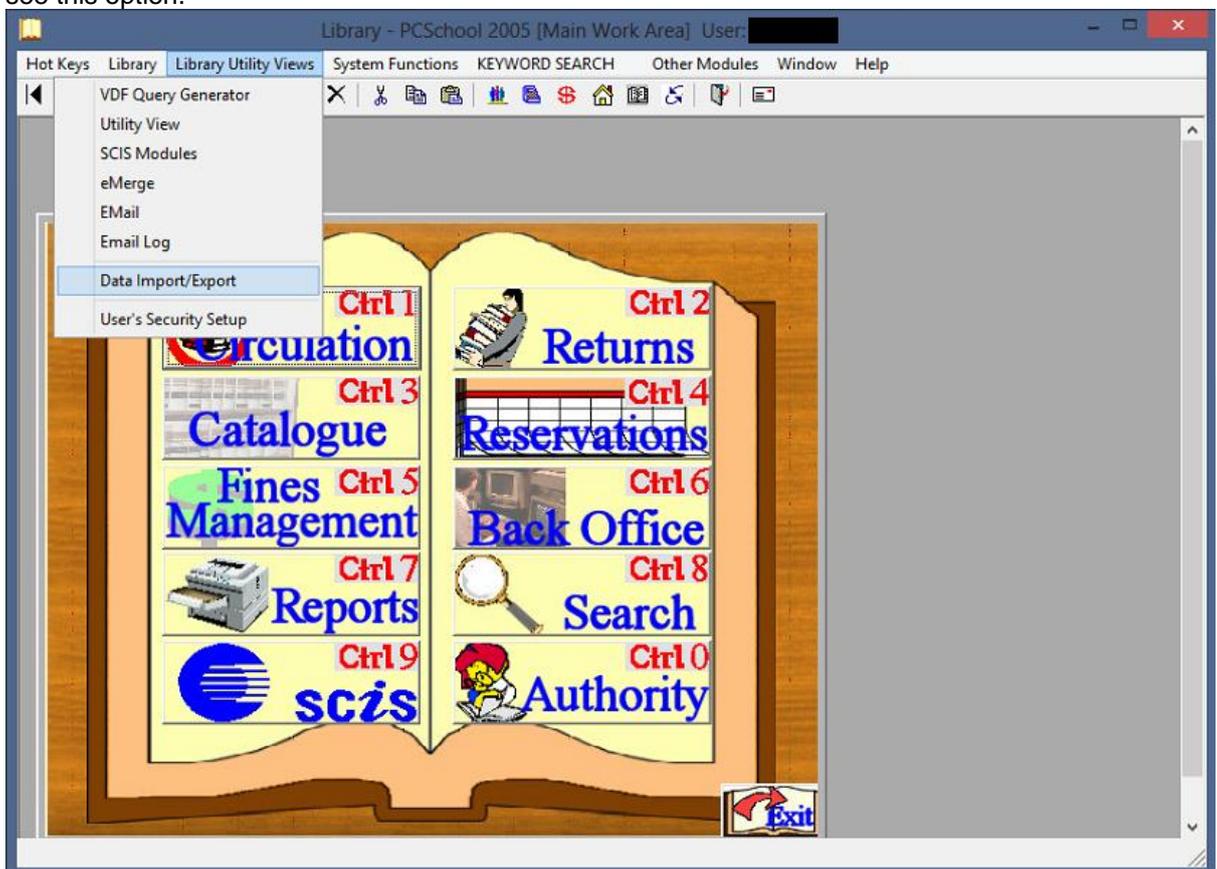
## DATABASE FILES Required from your PCSchool System

You will need to export the main Library data files through the PCSchool user interface as follows:

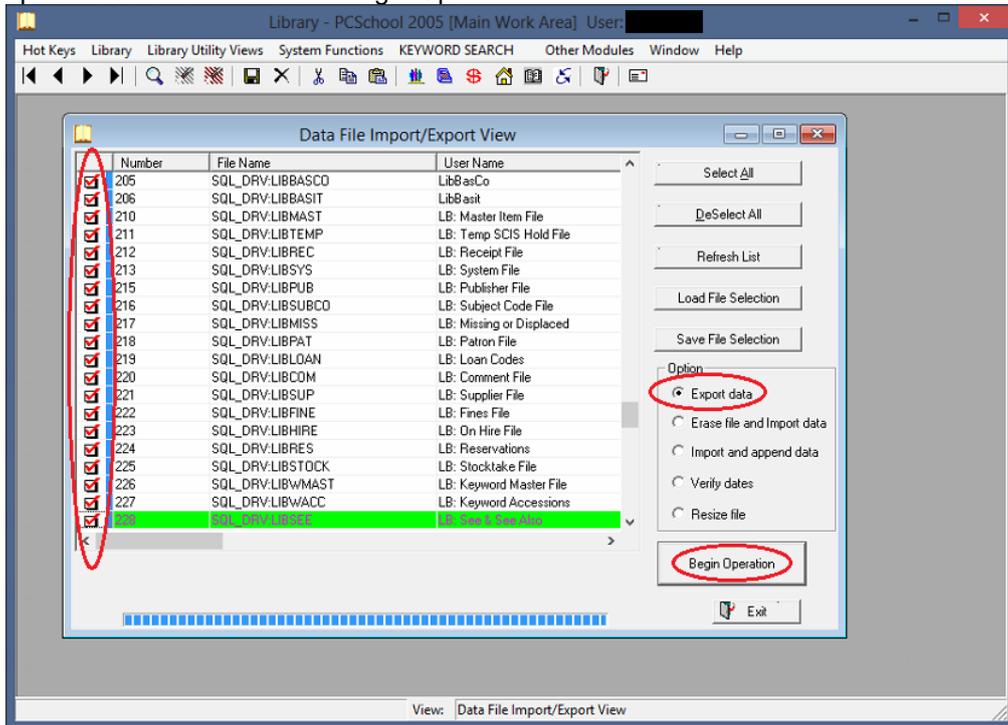
1. Open the Library section of PCSchool.



2. Under the "Library Utility Views" menu item, click the "Data Import / Export" option. You may need to be logged in to PCSchool as a user with administrator, IT staff or similar privileges to see this option.



3. Tick the checkbox on the left of each File Name that begins with "LIB" (or alternatively click "Select All", which may make the export process take longer). Ensure the "Export data" option is selected and click "Begin Operation".



4. Locate the exported "LIB\*.tmp" files on the PCSchool server. These would usually be located in a directory similar to "...\PCSchool\Data". Ensure that the "Date modified" value is today's date for all of these files. Compress these files into a \*.zip archive and send this to Softlink using either the FTP details provided or via email if the \*.zip file is small enough (< 10 MB).



If sending data via FTP, Softlink recommends using an FTP client (such as FileZilla). Windows File Explorer can be used as an alternative, if you are not familiar with using an FTP client.

The following table shows the minimum files required for Softlink's standard PCSchool data conversion process, however Softlink recommends sending all "LIB\*.tmp" as per the instructions given above.

PCSCHOOL FILE	DESCRIPTION
LIBMAST.tmp	Catalogue (Resources & Copies)
LIBMASTT.tmp	Title, Sub-title, Author, Co-author, Illustrator, Description, Series, Year Level
LIBHIRE.tmp	Loans
LIBPAT.tmp	Borrowers
LIBPUB.tmp	Publisher to Place mappings
LIBSUBCO.tmp	Subject ID's
LIBSUBS.tmp	Resource - Subjects
LIBLOAN.tmp	Loan Types

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

## SCREEN CAPTURES / REPORTS + BARCODE SAMPLES Required from your PCSchool system

*Please save all screen captures / reports and barcode samples in a single file (E.G. an MS Word document) and send to Softlink via ftp or email together with the PCSchool 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> : "Library Master Book View" (at least the first 2 tabs – "Title Information" and "Item Details").	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 – E.G. students, staff. <u>Preferred screen</u> : "Library Setup Views" > "Patron" tab.	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"> <li>• Borrower barcode</li> <li>• Resource title</li> <li>• Resource barcode</li> <li>• Due date</li> </ul> <u>Preferred screen</u> : "Borrowing/Returning".	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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