

## 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".

		Library - PCSchool 2005 [Main Work Area] User:								
Hot Keys l	ibrary Librar	ry Utility Views System Functions KEYWORD SEARCH Other Modules Window Help								
14 4 b	N Q 8									
		Data File Import/Export View								
	Number	File Name User Name Select All								
l	205	SQL_DRV:LIBBASCO LIBBasCo								
	206	SQL_DRV:LIBBASTI LIDBasit								
	210	SQL_DHV:LIBMAST LB: Masteritem File Deselect All								
	211	SQL_DRV/LIGTEMP LIS: Temp SUS Hold File								
	212	SQL_DRV:LIDREC LD: Heceptine Refresh List								
	213	SQL_DRV/LIDSTS LD. System rate								
	215	COLIDEVILIES DE LES Frances de Sine Load File Selection								
	017	SQL_DRV/LBS/BCCO								
	218	SQL_DRV-LIBRAT LB: Patron File Selection								
	219	SQL_DRV1IBLOAN IB: Loan Codes								
	220	SQL_DRV:LBCOM LB:Conrect File Option								
	221	SQL_DRV:LBSUP LB: Sunnier Fie Export data								
	222	SQL DRV:LIBFINE LB: Fines File								
	223	SQL DRV-LIBHIRE LB: On Hire File C Erase file and Import data								
	224	SQL DRV:LIBRES LB: Reservations C Import and append data								
	225	SQL_DRV:LIBSTOCK LB: Stocktake File								
	226	SQL_DRV:LIBWMAST LB: Keyword Master File C Verify dates								
	227	SQL_DRV:LIBWACC LB: Keyword Accessions								
	228	SQL_DRV_LIBSEE LB: Soo & See Alto								
k	1									
	/	Begin Operation								
1000										
		UP Exit								
View: Data File Import/Export View										

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).

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File Home Share View Search	1		<u> </u>	× 🔞
			✓ C [LIB <sup>*</sup> .tmp]	) ×
★ Favorites ■ Desktop	LIBAUTH.tmp \\pcschools\PcSchoolSQ\PCSchool\Data	Type: TMP File	Date modified: 06/01/2015 2:04 PM Size: 10.4 KB	^
Downloads     Recent places     Google Drive	LIBBASCO.tmp \\pcschools\PcSchoolSQL\PCSchool\Data	Type: TMP File	Date modified: 06/01/2015 2:03 PM Size: 30 bytes	
Dropbox	LIBBASIT.tmp \\pcschools\PcSchoolSQL\PCSchool\Data	Type: TMP File	Date modified: 06/01/2015 2:03 PM Size: 23 bytes	
Contraction Libraries	LIBDISCD.tmp \\pcschools\PcSchoolSQL\PCSchool\Data	Type: TMP File	Date modified: 06/01/2015 2:03 PM Size: 483 bytes	
Music     Pictures     Videor	LIBREC.tmp \\pcschools\PcSchoolSQL\PCSchool\Data	Type: TMP File	Date modified: 06/01/2015 2:03 PM Size: 0 bytes	
Nueus	LIBSTOCK.tmp \\pcschools\PcSchoolSQL\PCSchool\Data	Type: TMP File	Date modified: 06/01/2015 2:03 PM Size: 972 bytes	
	LIBTEMP,tmp \\pcschools\PcSchoolSQL\PCSchool\Data	Type: TMP File	Date modified: 06/01/2015 2:03 PM Size: 2,74 KB	
	LIBCLASS.tmp \\pcschools\PcSchoolSQL\PCSchool\Data	Type: TMP File	Date modified: 06/01/2015 1:59 PM Size: 71 bytes	
	LIBCLSUB.tmp \\pcschools\PcSchoolSQL\PCSchool\Data	Type: TMP File	Date modified: 06/01/2015 1:59 PM Size: 0 bytes	
	LIBFIND.tmp \\pcschools\PcSchoolSQL\PCSchool\Data	Type: TMP File	Date modified: 06/01/2015 1:59 PM Size: 0 bytes	
	LIBPERIO.tmp \\pcschools\PcSchoolSQL\PCSchool\Data	Type: TMP File	Date modified: 06/01/2015 1:59 PM Size: 32 bytes	
🗣 Network	LIBSER.tmp \\pcschools\PcSchoolSQL\PCSchool\Data	Type: TMP File	Date modified: 06/01/2015 1:59 PM Size: 63.0 KB	
	LIBABSTR.tmp \\pcschools\PcSchoolSQL\PCSchool\Data	Type: TMP File	Date modified: 06/01/2015 1:59 PM Size: 0 bytes	
	LIBMASTT.tmp \\ncschools\PcSchoolSQL\PCSchool\Data	Type: TMP File	Date modified: 06/01/2015 1:59 PM Size: 30 3 KR	~
60 items 30 items selected 7.29 MB				8E 🖿

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.

		NO. OF	
CATEGORY	DETAIL OF WHAT IS REQUIRED	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> : " <b>Library Master Book View</b> " (at least the first 2 tabs – "Title Information" and "Item Details").	5	
	A list of several resource barcodes with title. (Resource barcodes can be scanned from an actual copy: see the instructions below).	5	
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	
	A list of several borrower barcodes, with name. (Borrower barcodes can be scanned from a student card or barcode list: see instructions below).	5	
Loans	Screen capture / report showing the loans for borrowers. Minimum information displayed should be: Borrower barcode Resource title Resource barcode Due date Preferred screen: "Borrowing/Returning".	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 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.

#### Softlink Australia

#### Brisbane

- t: +61 7 3124 6111
- e: sales@softlinkint.com

## Softlink Europe

- Oxford
- t: +44 1993 883 401
- e: sales@softlink.co.uk

#### Softlink America

### Seattle

- t: +1 877 454 2725
- e: sales@softlinkamerica.com

### Softlink Pacific

- Auckland
- t: +64 9 415 7790
- e: sales@softlinkpacific.co.nz