

**DATABASE FILES** Required from your Winnebago Spectrum system

Winnebago Spectrum file	Description
m_marcdt.dat	Resources
m_locltd.dat	Resource Copies
s_matset.dat	Collection, Resource Categories
s_patset.dat	Borrower Categories
p_patron.dat	Borrowers
c_crcdta.dat	Current Loans
c_crclog.dat	Loan History

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

**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.

## 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.  <u>Preferred screens are:</u> <ul style="list-style-type: none"> <li>• Easy Entry and/or Edit MARC screen</li> <li>• Holdings screen</li> </ul>	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.  <u>Preferred screen is:</u> <ul style="list-style-type: none"> <li>• Patron Edit screen</li> </ul>	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"/>
CURRENT LOANS	Screen capture / report showing the current loans for borrowers.  <u>Preferred screen is:</u> <ul style="list-style-type: none"> <li>• Circulation screen</li> </ul>	5	<input type="checkbox"/>
LOANS HISTORY	Screen capture / report showing the loans history for borrowers. Minimum information displayed should be: <ul style="list-style-type: none"> <li>• Borrower Barcode and/or Name</li> <li>• Resource Barcode and/or Title</li> <li>• Returned Date or Lent Date</li> </ul>	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.

### • 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