



Scratch It

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Library Types - data within Input Files

- | <u>ODIN</u> | <u>CODE</u> | <u>LIBRARY TYPE</u> |
|-------------|-------------|--------------------------|
| ▶ ODN01 | - BIB | - BIBliographic library |
| ▶ ODN60 | -HOL | - Holdings Library |
| ▶ XXX50 | - ADM | - ADMinistrative library |
-
- ▶ Each library has a SCRATCH directory to store files
 - ▶ XXX is the library code - ex. LEA or MPS or NBJ, etc.
 - ▶ It's important because some input files need to be in xxx50/scratch
 - ▶ Most often though it's alephe/scratch, ODN01 or ODN60 that are used

SCRATCH directory - where Input Files reside

- ▶ alephe/scratch (system)
 - ▶ odn01/scratch
 - ▶ odn60/scratch
 - ▶ xxx50/scratch
-
- ▶ Input & Output filenames should always be lower case
 - ▶ No Spaces Allowed - Acceptable characters (underscore & dash)
 - ▶ May use numbers
 - ▶ Including library code in filenames is encouraged

- Input files need to contain “correct” data in “correct” format and reside in “correct” scratch directory
- again, Input & Output filenames need to be all lower-case, no spaces & may contain space/underscore/numbers
- Most services do “not” require an input file

General Retrieval Form (ret-adm-01) - NBJ50

Input File:

* Output File:

Retrieve By:

Buttons: Submit, View History, Cancel, Help

Help for Fixed Fields:

- **Input File**

Enter the name of an input file only if you want to narrow a previously retrieved group of item record numbers. The input file must include the ADM record number and the item sequence number. The input file must exist in the \$salephe_scratch directory.

If no input file is necessary, leave the field blank.

- **Output File**

Enter the name of the file in which you want the information saved. The file may be found later in the \$salephe_scratch directory.

Help Files for Services usually identify where input files need to reside!

CREATING

an input file!



- Patron Activity
 - [L] Loans
 - [C] Cash
 - [H] Hold Requests
 - [P] Photocopy Requests
 - [I] ILL Requests
 - [X] Proxies/Sponsor
 - [R] Reading Room
 - [U] Routing Lists
 - [S] Circulation Summary
 - [Z] Circulation Log
 - [K] Booking List
 - [A] Title Req
- Patron Registration
 - [G] Global Patron Information
 - [O] Local Patron Information
 - [D] Address Information
 - [T] Additional IDs

- History
- Notices to Patrons
- Maintenance
- Renew / Recall Loans
- Requests
- Reports
- Advance Booking
- Remote Storage
- Patron Records
- Cash Transactions
- Statistics
- General
- Manage Database Tables
- Items
- Staff
- Course Reading
- ODIN Custom - Usage and Statistics
- ODIN Custom - Items
- ODIN Custom - Bib Records
- ODIN Custom - Patrons
- ODIN Custom - Cash
- ODIN Custom - Overdues
- ODIN Custom - Move Files

- General Retrieval Form (ret-adm-01)
- Update Item Records (manage-62)
- Report of Missing Items (ret-item-02)
- Inventory Definition (item-01)
- Print Items Labels (item-03)
- Shelf Reading Report (item-04)
- Shelf List (item-05)
- Rebuild Call Number Sort Key (item-06)
- Inventory List (item-07)
- Inventory Marking (item-08)
- Inventory Summary (item-09)
- Inventory Report (item-10)
- Smart Barcode Export (export-03)
- Delete Item Records (item-11)
- Clean HOL number from Item (item-12)

1. List of Loans 2. Patron's Loans

1. Loan Details 2. Renew All Log

will become input filename



General Retrieval Form (ret-adm-01) - LEA50

Input File:

* Output File:

Retrieve By:

Retrieve By:

Retrieve By:

Submit

View History

Cancel

Help

Add to History

Online

Five empty text input fields, each with a small icon on the right side.

Retrieve By: None [dropdown arrow]

Five empty text input fields, each with a small icon on the right side.

Retrieve By: None [dropdown arrow]

Five empty text input fields, each with a small icon on the right side.

Build Batch Report

Yes

No

Report Format: Doc Number | Sublibrary | Collection | Call No | Barcode | Title [dropdown arrow]

Sort Report By: Doc Number | Sublibrary | Collection | Call No | Barcode | Title [dropdown arrow]

Runtime: Barcode | Title | Publication Year | Call No | Number of Loans [dropdown arrow]

At: Call No | Barcode | Author | Title | Desc | Item Status | Item Processing Status [dropdown arrow]

Library: LEA50 [dropdown arrow]

Print ID: [empty] [dropdown arrow]

Report Language: [empty] [dropdown arrow]

Submit

View History

Cancel

Help

Add to History

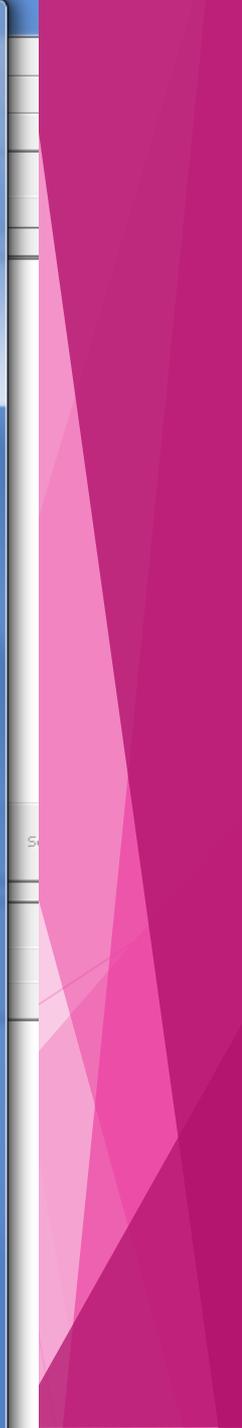
Online

ative

*Se

can Su

Log



General Retrieval Form

Sorted By: Title

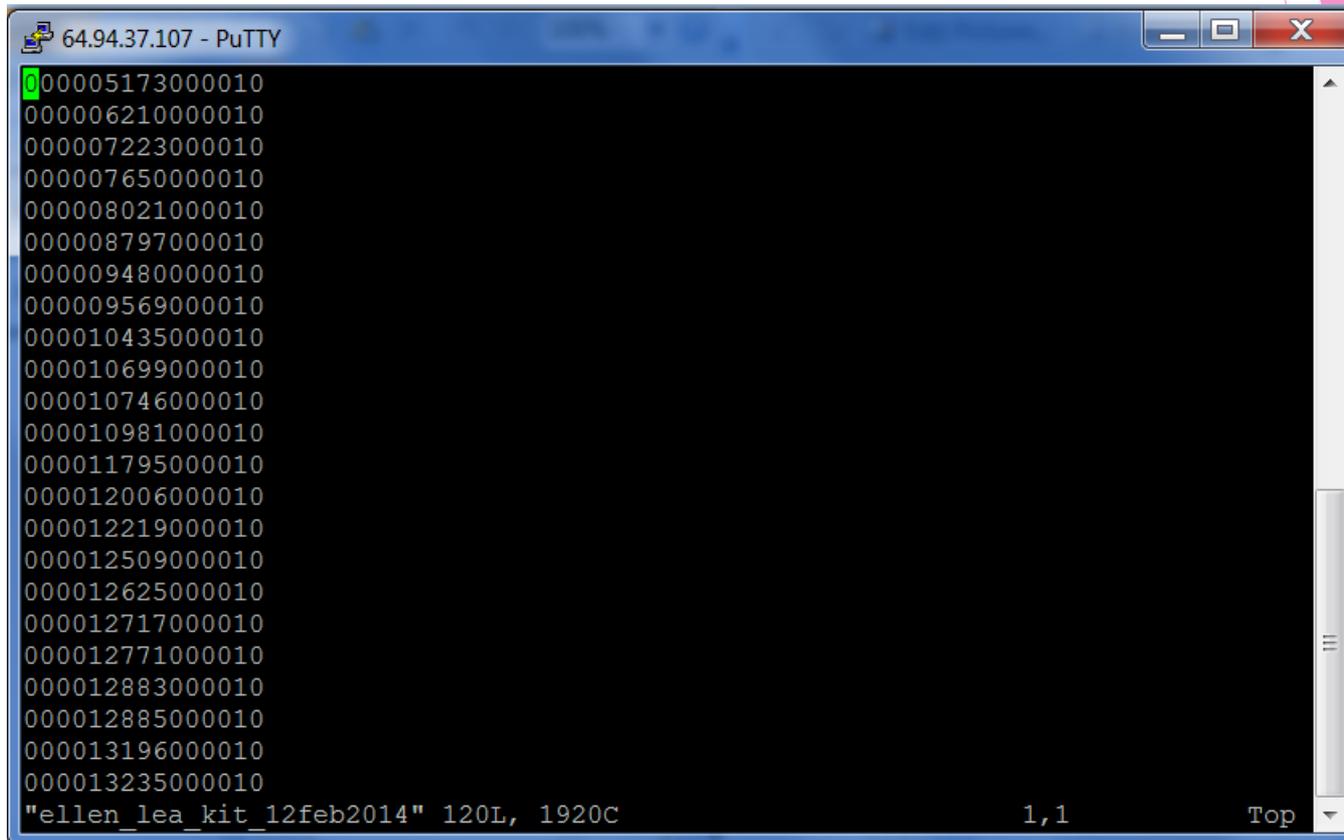
Doc Number	Item Sequence	Title	Item Process Status	Sublibrary	Collection	Call No.	Barcode	Item Update Date
6422535	10	Alphabet rescue		Leach Public Library	Juvenile Kits	KIT WOO	33132000366981	02/25/2009
6210	10	Animals at the zoo		Leach Public Library	Juvenile Kits	KIT GRE	33132000208886	07/12/2004
6422538	10	Anything for you		Leach Public Library	Juvenile Kits	KIT WAL	33132000366973	10/08/2008
6422312	10	Apple-picking day!		Leach Public Library	Juvenile Kits	KIT BRO	33132000366619	04/28/2010
6435125	10	Apple trouble!		Leach Public Library	Juvenile Kits	KIT SCA	33132000367518	02/13/2008
6138823	10	April foolishness		Leach Public Library	Juvenile Kits	KIT BAT	33132000335762	03/28/2011
19582	10	Arthur's baby		Leach Public Library	Juvenile Kits	KIT BRO	33132000208738	06/02/2010
13772	10	Arthur's Christmas cookies		Leach Public Library	Juvenile Kits	KIT HOB	33132000208159	12/27/2004
18066	10	Arthur's tooth		Leach Public Library	Juvenile Kits	KIT BRO	33132000208720	03/02/2009
6113957	10	Bear stays up for Christmas		Leach Public Library	Juvenile Kits	KIT WIL	33132000330763	03/08/2006
13235	10	The Berenstain Bears' moving day		Leach Public Library	Juvenile Kits	KIT BER	33132000210007	07/17/2001
6113963	10	Best Thanksgiving ever!		Leach Public Library	Juvenile Kits	KIT SLA	33132000330789	11/16/2007
19971	10	Biscuit		Leach Public Library	Juvenile Kits	KIT CAP	33132000208167	11/13/2009
6113960	10	Bumposaurus		Leach Public Library	Juvenile Kits	KIT MCK	33132000330771	09/19/2007
6863766	10	The carnival of the animals /		Leach Public Library	Juvenile Kits	KIT PRE	33132000422917	09/07/2010
16943	10	The Cat in the hat		Leach Public Library	Juvenile Kits	KIT CAT	33132000211294	05/18/2010
6138396	10	Chameleon's colors		Leach Public Library	Juvenile Kits	KIT TAS	33132000336034	03/14/2006
6113812	10	Christmas in the barn		Leach Public Library	Juvenile Kits	KIT BRO	33132000330839	12/05/2011
6085256	10	Click, clack, moo cows that type /		Leach Public Library	Juvenile Kits	KIT CRO	33132000327017	03/29/2006
12717	10	Clifford takes a trip ; Clifford's travels		Leach Public Library	Juvenile Kits	KIT BRI	33132000208126	09/12/2007
10699	10	Clifford the small red puppy		Leach Public Library	Juvenile Kits	KIT BRI	33132000210171	09/13/2007
10435	10	Clifford's Christmas		Leach Public Library	Juvenile Kits	KIT BRI	33132000211245	12/05/2011
10981	10	Come back, Amelia Bedelia		Leach Public Library	Juvenile Kits	KIT PAR	33132000209249	11/13/2009
6441693	10	The cow who clucked		Leach Public Library	Juvenile Kits	KIT FLE	33132000367377	11/13/2008
6634261	10	THE CRANKY DAY		Leach Public Library	Juvenile Kits	KIT CRA	33132000394314	08/02/2011
18064	10	Curious George flies a kite		Leach Public Library	Juvenile Kits	KIT REY	33132000209884	10/11/2004
6782177	10	CURIOUS GEORGE GOES TO A MOVIE		Leach Public Library	Juvenile Kits	KIT CUR	33132000409682	02/09/2010
14346	10	Curious George visits the zoo		Leach Public Library	Juvenile Kits	KIT REY	33132000209140	03/02/2009
8021	10	Days with Frog and Toad		Leach Public Library	Juvenile Kits	KIT LOB	33132000208985	05/07/2010
13196	10	Disney's Beauty and the beast	Lost	Leach Public Library	Juvenile Kits	KIT BEA	33132000211252	11/03/2004
6138388	10	Down on the farm		Leach Public Library	Juvenile Kits	KIT KUT	33132000335721	08/03/2010
11795	10	Dr. Seuss's ABC		Leach Public Library	Juvenile Kits	KIT SEU	33132000208993	10/08/2008
12509	10	Dumbo		Leach Public Library	Juvenile Kits	KIT WAL	33132000311367	10/07/2004
16679	10	Father bear comes home		Leach Public Library	Juvenile Kits	KIT MIN	33132000209314	06/25/2003

Print

Close

Close All

Over in the alephe/scratch directory, the file looks like this -
also called an input file



A screenshot of a PuTTY terminal window titled "64.94.37.107 - PuTTY". The window displays a list of 20 lines of hexadecimal data, each consisting of 16 characters. The first line is highlighted in green. At the bottom of the window, the text "ellen_lea_kit_12feb2014" 120L, 1920C is visible, along with the coordinates "1,1" and the word "Top".

```
000005173000010  
000006210000010  
000007223000010  
000007650000010  
000008021000010  
000008797000010  
000009480000010  
000009569000010  
000010435000010  
000010699000010  
000010746000010  
000010981000010  
000011795000010  
000012006000010  
000012219000010  
000012509000010  
000012625000010  
000012717000010  
000012771000010  
000012883000010  
000012885000010  
000013196000010  
000013235000010  
"ellen_lea_kit_12feb2014" 120L, 1920C 1,1 Top
```

ALEPH View Patrons Items Circulation Requests Reports *Services Help ?

33132000522534 BIB= 7703765 ADM= 7703765 - Pogue's basics : essential tips and shor (Pogue, David, 1963-) Year: 2015.

Items List

Loan Filter

Sublibrary	Collection	Status	Due Date	Item Barcode	Requests	Loans	Last Return
Leach Public Library	Adult Nonfiction	3 Week Loan		33132000522534		1	04/27/15

Sort Opti

Item Details

Item Bib Info

Doc Number (Item Sequence) 7703765 10
 Item Sublibrary Leach Public Library
 Item Collection Adult Nonfiction
 Item Call No. 004 POG
 Item Call No. 2
 Item Description
 Item Status 3 Week Loan
 Item Barcode 33132000522534
 Item Copy No. 1
 Last return date 04/27/2015
 Last return hour 11:37 AM
 Last return station 165.234.100.112

Doc Number (Item Sequence) - in above example:
 7703765 10 translates to.... Doc number 007703765000010

There are Other Options to get an input file

- ▶ Binoculars search in the client & then save results
 - ▶ Need to visualize what's in the file
- ▶ Manage-70 - can take one file such as Doc No's and create another file with other needed input
 - ▶ Examples
 - ▶ Doc No to ODN01 (ADM-to-BIB)
 - ▶ Barcode to ODN01 (BARCODE-to-BIB)
 - ▶ ODN01 to Barcode (BIB-to-BARCODE)
 - ▶ Etc.

EXAMPLES

using Binoculars Search/Save



Leach Public binoculars search yields an input file with ODN01

The screenshot displays the ALEPH Circulation software interface. The main window shows search results for the query "Collection/Location= KIT". The results table is as follows:

Request	Database	No Records
(Collection/Location= KIT)	LEA	120
Alph Own Field= LEA AND Collection/Location= KIT	ODN01	120

In the bottom-left corner, a PuTTY terminal window is open, displaying a list of ODN01 identifiers. A blue arrow points from the "Save" button in the software interface to the terminal window.

```
64.94.37.107 - PuTTY
003268072ODN01
003276298ODN01
003277378ODN01
003265595ODN01
003272931ODN01
003266632ODN01
003275333ODN01
003280808ODN01
003267645ODN01
003272641ODN01
003273657ODN01
003271121ODN01
003268443ODN01
003280659ODN01
003274194ODN01
003271403ODN01
003269219ODN01
003271168ODN01
003269991ODN01
003270857ODN01
003280795ODN01
003269902ODN01
003277365ODN01
"kit_lea" 120L, 1800C
1,1
Top
```

Click Save to
Save File to Server -

Filename shows upper-case
but is really lower-case
on server

All ODIN binoculars search yields an input file with ODN01

The screenshot displays the ALEPH Circulation software interface. The title bar indicates the version (20.01) and user (LEASTAFF1). The main window shows search results for the query "Collection/Location= LEA AND Collection/Location= KIT". The results table shows 120 records in the ODN01 database. A terminal window in the foreground displays a list of 20 ODN01 identifiers.

Search Criteria:

- Base: All ODIN
- Words Adjacent:
- Titles: [Empty]
- AND/OR/NOT: AND
- Aleph Own Field: LEA
- AND/OR/NOT: AND
- Collection: KIT

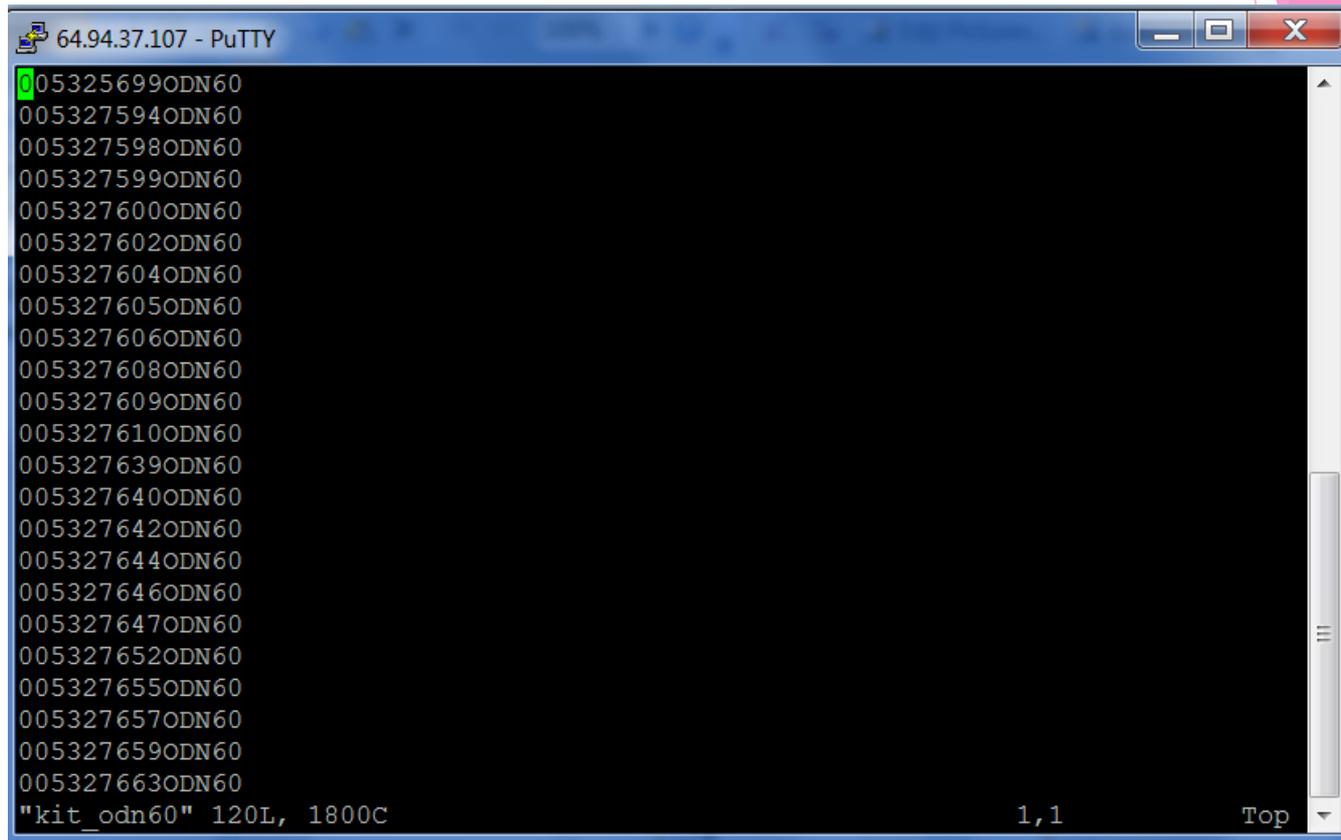
Refine Options:

- Field: Titles
- Words Adjacent:
- AND/OR/NOT: AND
- Refine Query: [Empty]
- Cross: AND Sets

Request	Database	No Records
(Collection/Location= KIT)	LEA	120
Aleph Own Field= LEA AND Collection/Location= KIT	ODN01	120

```
64.94.37.107 - PuTTY
003268072ODN01
003276298ODN01
003277378ODN01
003265595ODN01
003272931ODN01
003266632ODN01
003275333ODN01
003280808ODN01
003267645ODN01
003272641ODN01
003273657ODN01
003271121ODN01
003268443ODN01
003280659ODN01
003274194ODN01
003271403ODN01
003269219ODN01
003271168ODN01
003269991ODN01
003270857ODN01
003280795ODN01
003269902ODN01
003277365ODN01
"kit_odn01" 120L, 1800C
1,1 Top
```

ODIN Holdings binoculars search yields an input file with ODN60

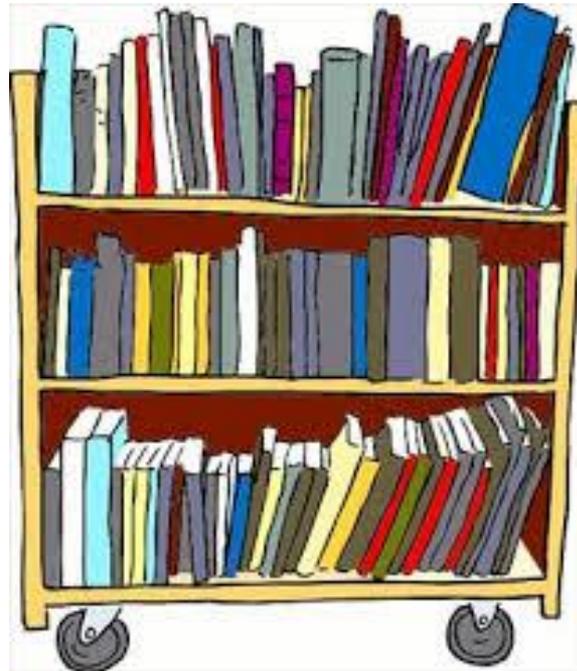


A screenshot of a PuTTY terminal window titled "64.94.37.107 - PuTTY". The terminal displays a list of 20 identifiers, each consisting of a 12-digit number followed by "ODN60". The first identifier is highlighted with a green cursor. At the bottom of the terminal, the text `"kit_odn60" 120L, 1800C` is visible, along with the coordinates `1,1` and the word `Top`.

```
005325699ODN60
005327594ODN60
005327598ODN60
005327599ODN60
005327600ODN60
005327602ODN60
005327604ODN60
005327605ODN60
005327606ODN60
005327608ODN60
005327609ODN60
005327610ODN60
005327639ODN60
005327640ODN60
005327642ODN60
005327644ODN60
005327646ODN60
005327647ODN60
005327652ODN60
005327655ODN60
005327657ODN60
005327659ODN60
005327663ODN60
"kit_odn60" 120L, 1800C
```

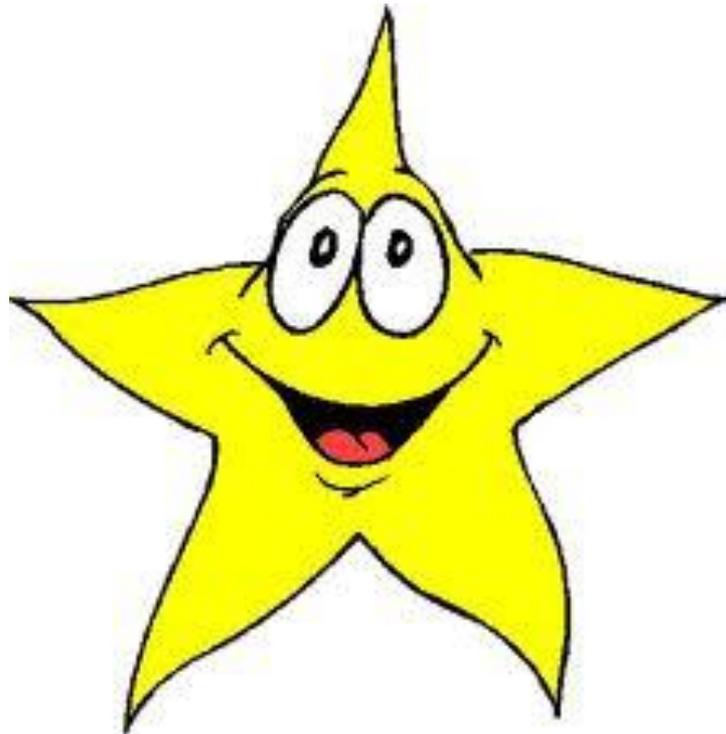
EXAMPLES

using `manage_70`



manage-70

- ▶ Used when you already have an input file from another library type (odn01, odn60, xxx50, etc) yet you need a different set of numbers as an input file for the service you want to run



Retrieve Record Keys (manage-70) - LEA50

* Input File: kit_odn01

* Output File: kit_odn01_item

* Convert Type: BIB-TO-ITEM

Convert Library: ODN01

Runtime: Today

At: O'clock:

Library: LEA50

Submit

View History

Cancel

Help

Add to History

Online

64.94.37.107 - PuTTY

```
000007650000010LEA50
000015876000010LEA50
000016956000010LEA50
000005173000010LEA50
000012509000010LEA50
000006210000010LEA50
000014911000010LEA50
000020386000020LEA50
000007223000010LEA50
000012219000010LEA50
000013235000010LEA50
000010699000010LEA50
000008021000010LEA50
000020237000010LEA50
000013772000010LEA50
000010981000010LEA50
000008797000010LEA50
000010746000010LEA50
000009569000010LEA50
000010435000010LEA50
000020373000010LEA50
000009480000010LEA50
000016943000010LEA50
"kit_odn01_item" 120L, 2520C
```

1,1 Top

Retrieve Record Keys (manage-70) - LEA50

* Input File: kit_odn01

* Output File: kit_odn01_doc_no

* Convert Type: BIB-TO-ADM

Convert Library: ODN01

Runtime: Today

At: O'clock:

Library: LEA50

Submit

View History

Cancel

Help

Add to History

Online

```
64.94.37.107 - PuTTY
000007650LEA50
000015876LEA50
000016956LEA50
000005173LEA50
000012509LEA50
000006210LEA50
000014911LEA50
000020386LEA50
000007223LEA50
000012219LEA50
000013235LEA50
000010699LEA50
000008021LEA50
000020237LEA50
000013772LEA50
000010981LEA50
000008797LEA50
000010746LEA50
000009569LEA50
000010435LEA50
000020373LEA50
000009480LEA50
000016943LEA50
"kit_odn01_doc_no" 120L, 1800C 1,1 Top
```

Retrieve Record Keys (manage-70) - LEA50

* Input File: kit_odn01

* Output File: kit_odn01_barcode

* Convert Type: BIB-TO-BARCODE

Convert Library: ODN01

Runtime: Today

At: O'clock:

Library: LEA50

Submit

View History

Cancel

Help

Add to History

Online

64.94.37.107 - PuTTY

```
33132000209306
33132000311383
33132000209173
33132000209017
33132000311367
33132000208886
33132000208969
33132000209108
33132000208977
33132000222770
33132000210007
33132000210171
33132000208985
33132000208787
33132000208159
33132000209249
33132000209009
33132000211229
33132000209520
33132000211245
33132000209280
33132000262925
33132000211294
"kit_odn01_barcode" 120L, 1800C
```

1,1 Top

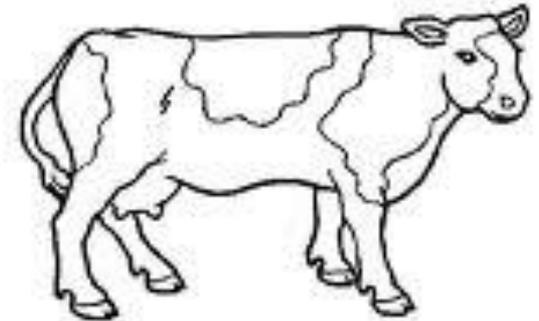
Once you have the right file, it needs to be in right scratch directory

- ▶ alephe/scratch
 - ▶ Most services use this directory
- ▶ adm/scratch (xxx50)
 - ▶ item-11 (delete item records)
 - ▶ However, if file is not in xxx/scratch, Aleph will look in alephe/scratch
- ▶ odn60/scratch
 - ▶ manage-37 (fix catalog records)
- ▶ Alephe/scratch or odn01/scratch or odn60/scratch
 - ▶ manage-21 (global changes)

How do you know which scratch?

- ▶ HELP files for Services
- ▶ Common sense

- ▶ Let's examine some HELP files



- **Input File**

Enter the name of an input file only if you want to narrow a previously retrieved group of item record numbers. The input file must include the ADM record number and the item sequence number. The input file must exist in the \$alephe_scratch directory.

If no input file is necessary, leave the field blank.

- **Output File**

Enter the name of the file in which you want the information saved. The file may be found later in the \$alephe_scratch directory.

manage-62 Update Item Records

- **Input file & Item Record Number**

There are three options:

- You can enter the name of the file that contains the Item record numbers that were previously retrieved by the "General Retrieval Form" and saved in a file which is located in the \$alephe_scratch directory. In this case, you would leave the ADM Record Number field blank.
- You can enter a single ADM number in "ADM Record Number", and leave the Input File field blank. Substitutions will be made for all copies that are registered under the ADM number.
- You can leave both fields blank, in which case ALL ITEM RECORDS WILL BE CHANGED.

ret-01 Retrieve Catalog Records

- **Input File**

Enter the name of an input file only if you want to narrow a previously retrieved group of document numbers. The input file must exist in the \$alephe_scratch directory. If no input file is necessary, leave the field blank.

- **Output File**

Enter the name of the file in which you want the information saved. The file can be found later in the \$alephe_scratch directory.



print-08 Print Catalog Records

- **Input File**

Enter the name of the output file that you created using the "Retrieve Catalog Records" service or the "Sort Catalog Records" service, or that you saved in the Search module or Web OPAC using the "Save on Server" function. The input file must exist in the \$alephe_scratch directory.

- **Output File**

Enter the name of the file in which you want the bibliographic records saved. The file can be found later in the library's PRINT directory.



URL Check (print-11) - ODN01

* Input File

* Output File Correct

* Output File Error

* Output File Redirect

Error Subfield

Runtime: Today

At:

Library: ODN01

Print ID:

Report Language:

Submit

View History

Cancel

Help

Add to History

- **Input File**

Enter the name of the output file that you created using p_print_03 (using records retrieved by p_ret_01) with fields containing URL's in ALEPH sequential format. The input file must exist in the library's data_scratch directory.
- **Output File Correct**

Enter the name of the file in which you want the fields containing correct URLs saved. The file can be found later in the library's data_scratch directory.
- **Output File Error**

Enter the name of the file in which you want the fields containing incorrect URLs saved. The file can be found later in the library's data_scratch directory.
- **Output File Redirect**

Type the name of the file in which you want the fields containing redirected URLs saved. If the file name is left empty, then the file name will be the "Output File Correct" name concatenated with "_redirected". The file can be found later in the library's data_scratch directory. Note that the redirected URLs are considered correct URLs and they reside also in the output file of correct URLs.

print-11 URL Check

MOVING FILES



Upload/Download Files

ALEPH Circulation - Version 22 Library: LEA50 - LEA Administrative (LEA50) Server: 64.74.237.109:6333 User: LEASTAFF1

Administration
 [B] Booking
 Task Manager
 [J] File List
 [A] Batch Log
 [Q] Batch Queue
 [O] Print Daemon
 [F] Upload/Download files
 [C] List Of Courses
 [R] Course
 [L] Course Doc List

Upload/Download Files

Remote Files
 Library: LEA50
 Directory: Scratch

Remote Name	Date	Time	Size
util_e_23_stop	01/25/16	05:28 AM	0
util_e_21_stop	01/25/16	05:28 AM	0
util_e_19_stop	01/25/16	05:28 AM	0
util_e_17_stop	01/25/16	05:28 AM	0
util_e_13_stop	01/25/16	05:28 AM	0
util_e_11_stop	01/25/16	05:28 AM	0
util_e_08_stop	01/25/16	05:28 AM	0
util_e_06_stop	01/25/16	05:28 AM	0
util_e_03_stop	01/25/16	05:28 AM	0
util_e_01_stop	01/25/16	05:28 AM	0
ret_adm_01_2	01/26/16	09:06 AM	564680
ret_adm_01_1.sorted	01/26/16	09:06 AM	6633
ret_adm_01_1	01/26/16	09:06 AM	6633

Local Files
 Choose Directory: C:\Users\ellen.kotrba\ODIN\0 Screensprints\NDS\Global\Kristen Northrup

Local Name	Date	Time	Size
650_to_655.xlsx	05/01/15	11:56 AM	19094

ALEPH Circulation - Version 22 Library: LEA50 - LEA Administrative (LEA50) Server: 64.74.237.109:6333 User: LEASTAFF1

Administration
 [B] Booking
 Task Manager
 [J] File List
 [A] Batch Log
 [Q] Batch Queue
 [O] Print Daemon
 [F] Upload/Download files
 [C] List Of Courses
 [R] Course
 [L] Course Doc List

Upload/Download Files

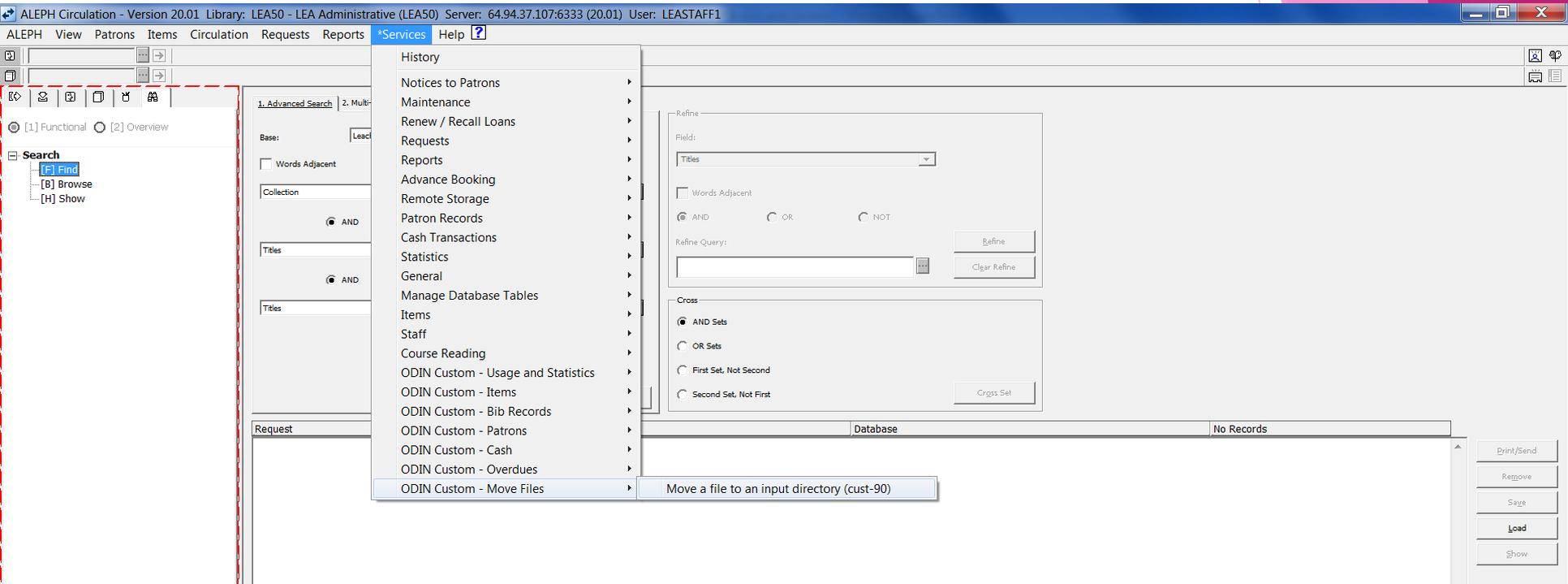
Remote Files
 Library: LEA50
 Directory: Scratch

Remote Name	Date	Time	Size
util_e_23_stop	01/25/16	05:28 AM	0
util_e_21_stop	01/25/16	05:28 AM	0
util_e_19_stop	01/25/16	05:28 AM	0
util_e_17_stop	01/25/16	05:28 AM	0
util_e_13_stop	01/25/16	05:28 AM	0
util_e_11_stop	01/25/16	05:28 AM	0
util_e_08_stop	01/25/16	05:28 AM	0
util_e_06_stop	01/25/16	05:28 AM	0
util_e_03_stop	01/25/16	05:28 AM	0
util_e_01_stop	01/25/16	05:28 AM	0
ret_adm_01_2	01/26/16	09:06 AM	564680
ret_adm_01_1.sorted	01/26/16	09:06 AM	6633
ret_adm_01_1	01/26/16	09:06 AM	6633
650_to_655.xlsx	01/26/16	11:17 AM	679

Local Files
 Choose Directory: C:\Users\ellen.kotrba\ODIN\0 Screensprints\NDS\Global\Kristen Northrup

Local Name	Date	Time	Size
650_to_655.xlsx	05/01/15	11:56 AM	19094

cust-90 exists to move a file from one input directory to another
IF NECESSARY - do not use unless needed



If file is already on the server, this service moves a file to where the file needs to reside!

filename example: zzz_ellen_lea_hol_doc_19apr2016

Move file to/from the alephe scratch directory (cust-90) Must run in your XXX50 library - LEA50

* File name to move:

Where do you want to move the file?

- Move a file from the ADM files directory to the alephe/scratch directory
- Move a file from the alephe/scratch directory to the ADM scratch directory
- Move a file from the alephe/scratch directory to the ODN01 scratch directory
- Move a file from the alephe/scratch directory to the ADM print directory
- Move a file from the odn01/scratch directory to the alephe/scratch directory

Runtime:

At: O'clock:

Library:

Print ID:

Report Language:

May move .txt or .mrc or .cvs files

Up to 25mb

Filename should begin with library code, contain no spaces & be all lower-case with the exception of underscore or dash
Ex. lea_barcode_one.txt

Submit
View History
Cancel
Help
 Add to History
 Online

File retention on server is minimum 30 days

Move to alephe/scratch

Special Characters & Wildcards



WILD CARDS & RESTRICTED CHARACTERS

* - used in place of words [referred to as a truncation mark]

Restricted Characters:

<http://lcweb2.loc.gov/diglib/codetables/42.html>

enter \% followed by 2-character UTF-8 column value - examples:

For { (opening curly bracket)	-- enter \%7B
For } (closing curly bracket)	-- enter \%7D
for ? (question mark)	-- enter \%3F
for , (comma)	-- enter \%2C
for ' (apostrophe)	-- enter \%27
for & (ampersand)	-- enter \%26
for % (percent)	-- enter \%25
for ! (exclamation)	-- enter \%21
for ^ (circumflex)	-- enter \%5E
for > (greater than)	-- enter \%3E
for @ (at sign)	-- enter \%40 (that's a zero)

Example of Special Characters

Would enter as:
\\%7BHoudini%7D

The screenshot shows a software interface for global changes. The main window is titled "Global Changes (manage-21) - ODN01". On the left, there is a sidebar with a search filter set to "leahoudini" and a list of search results. The main area contains a form with the following fields:

- Input File:** leahoudini
- Output File:** ellen_check_houdini_to_kotrba_19apr2016
- Update Database:** Yes, No
- Line in Record:** (empty)
- Tag:** 505
- First Indicator:** #
- Second Indicator:** #
- Subfield and Contents:** (empty)
- Changes:** (empty)
- Delete Field:** Yes, No
- Delete Subfield (1):** (empty)
- Delete Subfield (2):** (empty)
- Delete Subfield (3):** (empty)
- Delete Subfield (4):** (empty)
- Delete Subfield (5):** (empty)
- Add Subfields and:** (empty)
- Replace this Text:** {[Houdini]}
- With this Text:** Kotrba
- Add Field:** (empty)
- Tag:** (empty)

On the right side of the form, there are buttons for "Submit", "View History", "Cancel", and "Help". Below these buttons are checkboxes for "Add to History" (checked) and "Print To ADM Lib" (unchecked).

A blue arrow points from the search results in the sidebar to the "Replace this Text" field. A yellow callout box contains the text: "The following characters can not be used ? { ' ' ^ > , }".

Example of *

Global Changes (manage-21) - ODN01

* Input File: ndsnlib

* Output File: check_ellen_ndslib_update_856_

* Update Database: Yes No

Line in Record

Tag: 856

First Indicator: #

Second Indicator: #

Subfield and Contents: \$\$zAn electronic book*information

Changes

* Delete Field: Yes No

Delete Subfield (1):

Delete Subfield (2):

Delete Subfield (3):

Delete Subfield (4):

Delete Subfield (5):

Add Subfields and Contents:

Replace this Text: \$\$zAn electronic book*information

With this Text: \$\$zAn online book available through EBSCO E-book Collection. This book CANNOT be downloaded to an e-reader device. Click for more inform

Add Field

Tag:

First Indicator:

Second Indicator:

Subfield and Contents:

Submit

View History

Cancel

Help

Add to History

Print To ADM Lib

REAL

LIFE

EXAMPLES



Example - a library in May 2015

- ▶ Had a file with ODN01 system numbers
- ▶ Wanted to use manage-62 or manage-63 - both need an input file with adm system numbers/sequence
- ▶ Used Manage-70 to convert ODN01 sys numbers to Item/Sequence numbers
- ▶ Converted file went to alephe/scratch
- ▶ Ran manage-62 or manage-63

Example - another library in August 2014

- ▶ Had a file with barcode numbers on their PC
- ▶ Wanted to print bib records - which needs an input file with ODN01 system number and ODN01 suffix
- ▶ Earlier, the librarian had used Upload/Download - to upload file from their PC to the server into lea50/scratch
- ▶ Used Manage-70 - Convert File
 - ▶ Used Convert Type of BARCODE-TO-BIB (new file goes into alephe/scratch)
- ▶ Print-08 (file needs to be in alephe/scratch)

Downsizing Project - 2015

- ▶ Scan books to be discarded
- ▶ Save file as a text file
- ▶ Uploaded saved file to xxx50/scratch
- ▶ Used Manage-70 to create new files - used convert type: BARCODE-to-ITEM & for other file - used convert type: BARCODE-to-HOL
 - ▶ both files will save to alephe/scratch
- ▶ Updated Item Records (Manage-62) - to change item status - used new file created with BARCODE-to-ITEM
- ▶ Updated Holding Records (Manage-21) - ODN60 to change collection codes - used new file created with BARCODE-to-HOL
- ▶ Deleted Item Records (item-11) - use original barcode file

OPEN DISCUSSION



Questions



ODIN Help Desk ticket

- ▶ <http://www.odin.nodak.edu/webticket>
 - ▶ One issue per ticket
 - ▶ Reaches all ODIN Office staff
- ▶ Follow up on tickets if no answer or resolution is received in a timely manner
- ▶ You should receive email after you initially submit ticket
- ▶ You might receive email as your ticket is being worked on
- ▶ You will see an email when ticket is resolved and should come with a resolution answer

THANK YOU !

