URL Checker – Directions

It's all about a sequence of reports to run.

STEP ONE – Run ret-03 (In Cataloging)

Log into the <u>Aleph Cataloging Client</u> Click Services, then Retrieve Catalog Records, then Retrieve Records using CCL (ret-03). A **ret-03** service window will pop up. In Command Language Phrase, use own=[LibraryCode] (ex. own=VSP) and an output filename of [LibraryCode]own (ex. vspown) Make sure "Add to History" is checked Click Submit This service will produce an output file of all of your records. File will be in alephe/scratch which you cannot see!

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Check the Cataloging Task Manager, Batch Log node to see when the service has finished. You'll see Success in the status column when it has finished. The service runs fast.

STEP TWO - Run ret-01 (in Cataloging)

Use the output from ret-03 in ret-01 to find records with 856## \$\$u tag

Click Services, then Retrieve Catalog Records, then Retrieve Catalog Records (ret-01).

A **ret-01** service window will pop up. In Input File, use [LibraryCode]own In Output File, use [LibraryCode]own_856_[Date]

(ex. vspown)
(ex. vspown_856_20mar2012)

In Tag, use 856##

In Subfield, use u

Make sure "Add to History" is checked

Click Submit

This service will produce an output file of your records with an 856## \$\$u tag. File will be in alephe/scratch which you cannot see!

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Check the Cataloging Task Manager, Batch Log node to see when the service has finished. You'll see Success in the status column when it has finished. The service runs longer.

STEP THREE – Run print-03 (in Cataloging)

Use the output from ret-01 in print-03

which you cannot see!

Click Services, then Retrieve Catalog Records, then Download Machine Readable Records (print-03). A **print-03** service window will pop up. In Input File, use [LibraryCode]own_856_[Date] (ex. vspown_856_20mar2012) In Output File, use [LibraryCode]own_856_[Date]_p03 (ex. vspown_856_20mar2012_p03) In Field1, use 856## Make sure "Add to History" is checked Click Submit This service will produce a print file of your records with an 856## \$\$u tag. File will be in odn01/scratch

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Check the Cataloging Task Manager, Batch Log node to see when the service has finished. You'll see Success in the status column when it has finished. The service runs fast.

STEP FOUR - Run print-11 (in Cataloging)

Use the output from print-03 in print-11

Click Services, then Retrieve Catalog Records, then URL Check (print-11).

A print-11 service window will pop up.

In Input File, use [LibraryCode]own_856_[Date]_p03

In Output File Correct, use [LibraryCode]own_856_[Date]_correct

In Output File Error, use [LibraryCode]own_856_[Date]_error

In out File Redirect, use [LibraryCode]own_856_[Date]_redirect

Make sure "Add to History" is checked

(ex. vspown_856_20mar2012_p03) (ex. vspown_856_20mar2012_correct) (ex. vspown_856_20mar2012_error) (ex. vspown_856_20mar2012_redirect)

Click Submit

This service will produce a three output files – even if you don't want the files you need to put filenames in. File will be in odn01/scratch which you cannot see!

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Check the Cataloging Task Manager, Batch Log node to see when the service has finished. You'll see Success in the status column when it has finished. The service runs longer.

STEP FIVE - Run cust-90 (in Circulation)

Move files from alephe/scratch to ADM print so you can judge results. Move only those you want. No file means no data in file!

Go to Circulation module

Click Services, then ODIN Custom – Move Files, then Move file to an input directory (cust-90).

A **cust-90** service window will pop up.

(Note: Most likely you will want the error report for sure, so that is the example we will use)

In File name to move, use [LibraryCode]own_856_[Date]_error (ex. vspown_856_20mar2012_error)

Click option: Move a file from the odn01/scratch directory to the ADM

Make sure "Add to History" is checked

Click Submit

This service moves the .../error file to the ADM print directory in your own ADM so you may retrieve the reports and view/print them. You decide what to move and what not to move. If you move the error one and nothing comes across, assume there was no data in the error file. To move the other two files, just replace _error with either _correct OR _redirect!

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Check the Circulation Task Manager, Batch Log node to see when the service has finished. You'll see Success in the status column when it has finished. The service runs pretty quick and if data is in the file, you'll see the file in File List.

If you encounter any problems, please put an ODIN Help Desk ticket in @ http://www.odin.nodak.edu/webticket