

# **Using Create Lists to Import Records**

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# Import records using

- Import Records
- Enhanced query
- JSON query
- Add
- Mobile Worklists
- Decision Center

#### **Import Records via Import Records Tab**

- Click Import Records
- Options to import:
- Barcode
- Record number
- Index

All Search Records Sort Records List Records Export Records Show Records Show Info	Review	Files							
		All 🗸 Search Records So	t Records	ds	Import Records	Export Re	cords Show <u>R</u> e	ecords	Show Info
Hie Name Current Records Iype Status Login Coreador	File	Name	Current Records	50	Max Records	Туре	Status	Login	Created [da

Import Records (into	review file #1)
Revie <u>w</u> File Name:	
Identifier:	Barcode      Record Number      Index      TITLE
Store Record Type:	ITEM i
	Choose <u>Fi</u> le
	Import Cancel



#### **Import Records via Barcode**

- Enter a File name
- Select Barcode
- Store Record Type
  - Patron
  - Item
- Choose File that contains data

Import Records (inte	review file #1) 🛛 🔀
Revie <u>w</u> File Name:	Items to weed
Identifier:	Barcode      Record Number      Index      tTITLE
Store Record Type:	ITEM i
	ITEM i Choose File
	PATRON p
	Immort Caucal
	<u>import</u> <u>Cancer</u>

#### NOTE: Must enter file name before clicking "Choose File"



## **Import Records via Barcode**

File	Edit	Format	View	Help
"31	2980	017722	246''	
"31	2980	013209	905''	
"31	2980	013209	913"	
"31	2980	013209	921"	
"31	2980	013209	947''	
"31	2980	013209	954''	
"31	2980	013209	962''	
"31	3070	127749	966''	
"31	3070	127749	974''	
"31	3070	127748	300''	
"31	3070	127749	982''	

Revie <u>w</u> File Name:	Items to weed	1			
Identifier:	Barcode	Record Numbe	r 🔵 Index 🕅	TTLE	-
Store Record Type:	ITEM i				-
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31298001320905					
31298001320913					
31298001320921					
31298001320947					
31298001320954					
31298001320962					
31307012774966					
31307012774974					
31307012774800					
31307012774982					
				Import	Cancel
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# **Import Records**

Import Records (into	o review file #2)		X
Revie <u>w</u> File Name:	TITLE		
ldentifier:	🔘 Barcode 🔘 R	leco	rd Number 🔘 Index t TITLE 📃 💌
Store Record Type:	BIBLIOGRAPHIC b		-
	BIBLIOGRAPHIC b	^	Choose File
	ORDER o		Choose File
	HOLDINGS c		
	AUTHORITY a	=	
	ITEM i		
	PATRON p	-	
	COURSE r		
	INVOICE n		Import <u>C</u> ancel
	VENDOR V	¥	



#### Import Records via Record Number

File	Edit	Format	View	Help
"b1	1075	521"		
"b1	1282	99x"		
"b1	1383	549"		
"b1	1005	737"		
"b1	1005	737"		
"b1	1005	786"		
"b1	1005	981''		
"b1	1005	804''		
"b1	1005	889"		
"b1	1005	890"		
"b1	1005	993"		
"b1	1005	798''		
"b1	1005	907''		
"b1	1006	031"		





#### Import Records via Index

All indexes can be used to store records in Bibliographic and Authority Records.

Import Records (into	review file #2)				X
Revie <u>w</u> File Name:	TITLE				
Identifier:	🔘 Barcode 🔘 Reco	ord Number	• Index	t TITLE	-
Store Record Type:	BIBLIOGRAPHIC b			t TITLE	
	BIBLIOGRAPHIC b			a AUTHOR	
	AUTHORITY a			C LC CALL NO	
				h Local Classification	
				d SUBJECT	
				g GOVI DOC NO i ISBN/ISSNs	
			1	imbour d	ancel



# **Import Records**

A bridge built halfway : a history of Memorial University	CO Import Records (into review file #1)
A bit of Hogarth history / by Doreen L. Armstrong."	Review File Name: TITLE
	Identifier: Barcode Record Number Index TITLE
	Store Record Type: BIBLIOGRAPHIC b
	Choose <u>Fi</u> le
	A bibliography of works published by Estonian historians in exile 1945-1969 : history, archaeology, his A bridge built halfway : a history of Memorial University College, 1925-1950 / Malcolm Macleod. A bit of Hogarth history / by Doreen L. Armstrong.

#### **Enhanced Query**

Create a list by adding multiple values at the same time

#### Classic

Classic	Classic	:				
Enhanced			Group	Ungroup Insert Line	Duplicate Line Append L	ine Delete Clear All
ISON	Term	Operator	Туре	Field	Condition	Value A
5501	1		ITEM	Barcode	equal to	30102000308252
	2	OR	ITEM	Barcode	equal to	30102000103174
	3	OR	li se	Barcode	equal to	30102000073286

#### Enhanced





# **JSON** Query

Create a list by adding multiple values using JSON

Enhanced	Enhanced			
JSON	ITEM Barcode			+ ⊃ & ×
	in	Enhanced	JSON	+ ⊋ & × + ×
		JSON	{ "meries": [	
	File Edit Format View Help "30102000073286", "30102000103174", "30102000308252"		<pre>{     "target": {         "record": {             "type": "item"         },         "field": {             "tag": "b"         },         "expr": [         {             "top": "in",             "operands": [             "3010200073286",             "30102000308252"         }         ]         ]         ]</pre>	





	All 🗾 Search Rec	ords Sort Record	ls List Records	Import Records	Export R	ecords Sł	ow <u>R</u> ecords	
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					D 🗸			<u>S</u> earch +
				Browse W KEYWOR	D	^		
				t TITLE				
				s JOURNAL	TITLE	=		
				a AUTHOR	~			
				h Local Clas	sification			
				W KEYWOR	D			



‡

As the records are searched and selected, use the option "Use Bib" and add it to the list.

Add A Record to File · b1041017x					×	
<u>F</u> ile <u>E</u> dit <u>V</u> iew <u>G</u> o <u>T</u> ools <u>H</u> elp						
t TITLE green	Search +	Save All View	Edit PPro Summ	ary Export Pri	nt Close	
b1041017x						
Authors Ostriker, Alicia. TITLE Green age / Alicia Suskin Ostriker. Call Number PS3565.S84.G7 1989					×	
Summary Summary Record 010007556	Attach	New Order Cance	el New Record Creatio	n Use Bib	Select	
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	All Record			Description		
	1 b1095126x 2 b1041017x	The green bay tree : a Green age / Alicia Sus	novel a mystery / by Lo skin Ostriker.	ouis Bromfield.		
UG2023						



## Import from Mobile Worklist





#IUG2023

## Import from Mobile Worklist



Select file to copy from	×
148 Item Worklists: Weeding_1_13_21 jb 20210105112133 (2)	
141 URL Verification Errors (643)	~
142 URL Verification Errors (Interactive) (6)	
143 Load: Inserted records for 100eBookSampleann.mrc (b) (100)	
144 ERM tickler for TEST (13)	
145 Global update busy records for jb (initials jb, rectype o) (1)	
146 Item Worklists: inventory ndepp1 20211018104126 (39)	
147 Item Worklists: HB List: ALL PATRONS 120304 to_091319_0 nde	epp1 20211018103959 (26)
148 Item Worklists: Weeding_1_13_21 jb 20210105112133 (2)	
151 MetaData load for dcmodele_20100402075931 (1)	~
<u>OK</u> <u>C</u> ancel	



## **Import from Decision Center**

S decision c	ente	r													Welcome	e, iiisierra   <u>4</u>	Admin Tools	<u>Help</u>   <u>Sign o</u>	<u>.1t</u>			
Collection Tools > Mainte	enance :	Low Circulation V	Veeding												1 <u>Ini</u>	tial Filters 2	Output and add	itional filtering	Ţ			
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		Less Than	#		Item 🗘	Shelf Location	Call Number	Barcode 👙	Title			Author	≎ Tot Cir	tal 😄	Circs Last 12 Months	Copies in Branch	Copies in System	Last Checkin Date	Crea Date	Adobe PDF     Microsoft Excel	(*.pdf) (*.xls)	
			1		Main Campus Library	University Main Stacks	658.15 21	3456000000270	Business accounting an	nd finance for non-specialis	<u>ts</u>	Gowthorpe, Catheri 1956-	<u>ne,</u> 6		0	2	6	2/12/17	1/23/	O Microsoft Excel 2007	(*.xlsx)	^
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	020		3		Main Campus Library	University Reserves	QD31.2 .M62 1996	3456000000107	Chemistry : a guided inc	quiry		Moog, Richard San	nuel. 8		0	1	1	5/23/19	1/23/		K Cancel	



## **Import from Decision Center**



Select file to copy from	X
1 DC Weeding Report	
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133. Itom Workliste: gardening aonoe 20210322121530 (2)	
134 Decision Center: low_circulation_weeding, dc_low_circulation_weeding, reviewfile, weeding_report]-ae (17668)	
435 Decision Conter: missing_itoms, dc_missing_itoms, roviewfile, excel_list_report] mlaude 20210001 045 (1274)	
136 Decision Center: high_circulation_weeding, dc_high_circulation_weeding, reviewfile, weeding_report]- (11)	
137 Decision Center: supply_and_demand_weeding, dc_supply_and_demand_weeding, reviewfile, weeding_report (4150)	
138 Decision Center: missing_items, dc_missing_items, reviewfile, excel_list_report]-mlaude 20200921 201 (1235)	
139 Decision Center: low_circulation_weeding, dc_low_circulation_weeding, reviewfile, weeding_report]-ae (19354)	
140 Decision Center: high_circulation_weeding, dc_high_circulation_weeding, reviewfile, weeding_report]- (71)	*
<u>OK</u> <u>C</u> ancel	





**Questions?** 

