



# Using Create Lists to Import Records

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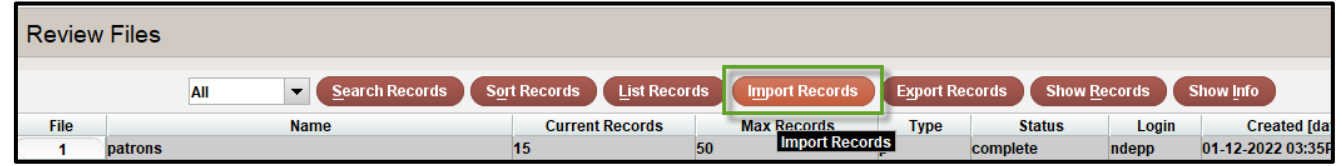
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# Import records using

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

# Import Records via Import Records Tab

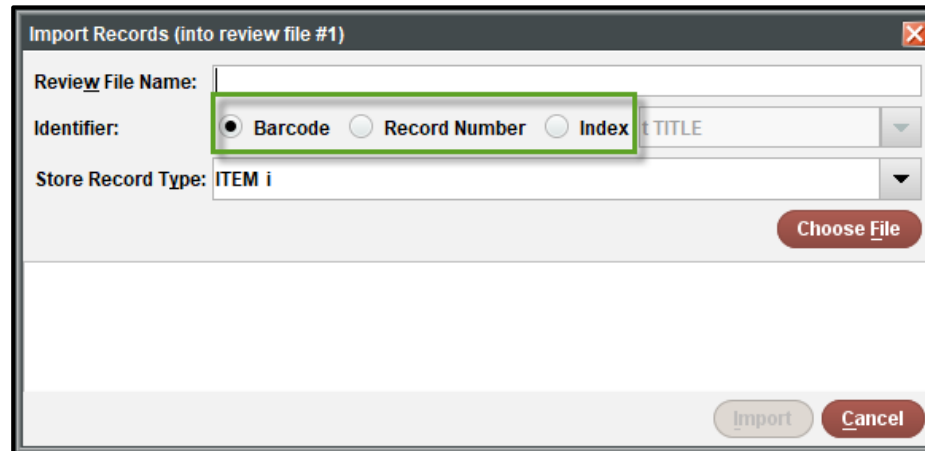
- Click Import Records
- Options to import:
  - Barcode
  - Record number
  - Index



Review Files

All Search Records Sort Records List Records **Import Records** Export Records Show Records Show Info

File	Name	Current Records	Max Records	Type	Status	Login	Created [da
1	patrons	15	50	Import Records	complete	ndepp	01-12-2022 03:35



Import Records (into review file #1)

Review File Name:

Identifier:  Barcode  Record Number  Index TITLE

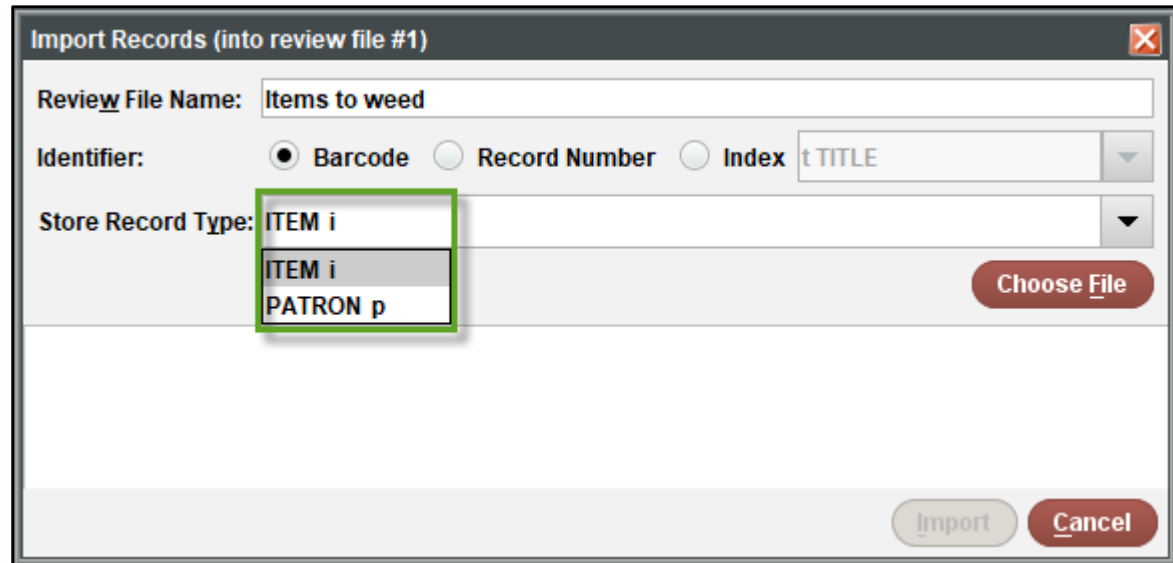
Store Record Type: ITEM i

Choose File

Import Cancel

# Import Records via Barcode

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



Import Records (into review file #1)

Review File Name: Items to weed

Identifier:  Barcode  Record Number  Index t TITLE

Store Record Type: ITEM i

ITEM i

PATRON p

Choose File

Import Cancel

**NOTE: Must enter file name before clicking “Choose File”**

# Import Records via Barcode

File Edit Format View Help

**"31298001772246"**  
**"31298001320905"**  
**"31298001320913"**  
**"31298001320921"**  
**"31298001320947"**  
**"31298001320954"**  
**"31298001320962"**  
**"31307012774966"**  
**"31307012774974"**  
**"31307012774800"**  
**"31307012774982"**

Import Records (into review file #1)

Review File Name: Items to weed

Identifier:  Barcode  Record Number  Index t TITLE

Store Record Type: ITEM i

Choose File

31298001772246  
31298001320905  
31298001320913  
31298001320921  
31298001320947  
31298001320954  
31298001320962  
31307012774966  
31307012774974  
31307012774800  
31307012774982

Import Cancel

# Import Records

Import Records (into review file #2)

Review File Name: TITLE

Identifier:  Barcode  Record Number  Index t TITLE

Store Record Type: BIBLIOGRAPHIC b

BIBLIOGRAPHIC b  
ORDER o  
HOLDINGS c  
AUTHORITY a  
ITEM i  
PATRON p  
COURSE r  
INVOICE n  
VENDOR v

Choose File

Import Cancel

# Import Records via Record Number

```
File Edit Format View Help
"b11075521"
"b1128299x"
"b11383549"
"b11005737"
"b11005737"
"b11005786"
"b11005981"
"b11005804"
"b11005889"
"b11005890"
"b11005993"
"b11005798"
"b11005907"
"b11006031"
```

Import Records (into review file #1)

Review File Name: TITLE

Identifier:  Barcode  Record Number  Index t TITLE

Store Record Type: BIBLIOGRAPHIC b

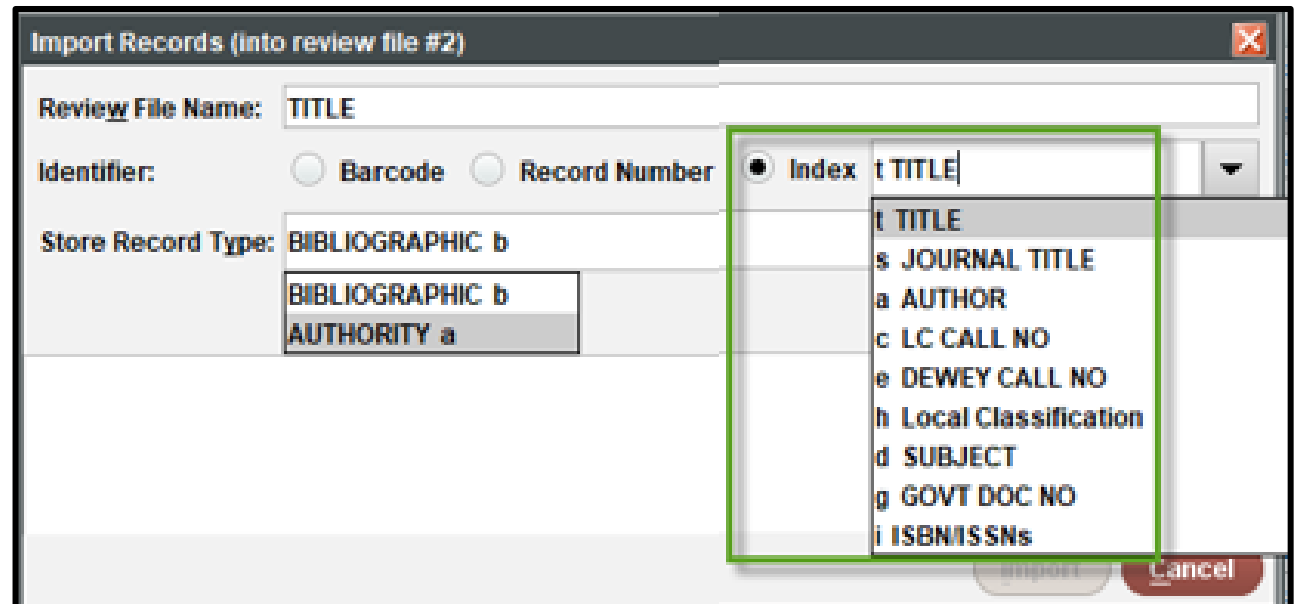
Choose File

b1107552  
b1128299  
b1138354  
b1100573  
b1100573  
b1100578  
b1100598  
b1100598  
b1100580  
b1100588  
b1100589  
b1100599  
b1100579  
b1100590  
b1100603  
b1126646  
b1136397  
b1157560  
b1259084  
b1147316  
b1135216

Import Cancel

# Import Records via Index

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





# Import Records

File Edit Format View Help

"A Bibliography of psychohistory / edited by Lloyd deMause."  
"A bibliography of works published by Estonian historians in exile 1945-1969 : history, archaeology, history of art, music, the Church and law."  
"A bridge built halfway : a history of Memorial University College, 1925-1950 / Malcolm Macleod."  
"A bit of Hogarth history / by Doreen L. Armstrong."

Import Records (into review file #1)

Review File Name: TITLE

Identifier:  Barcode  Record Number  Index t TITLE

Store Record Type: BIBLIOGRAPHIC b

Choose File

A Bibliography of psychohistory / edited by Lloyd deMause.  
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.

Import Cancel

# Enhanced Query

Create a list by adding multiple values at the same time

## Classic

Term	Operator	Type	Field	Condition	Value A
1		ITEM	Barcode	equal to	30102000308252
2	OR	ITEM	Barcode	equal to	30102000103174
3	OR	ITEM	Barcode	equal to	30102000073286

## Enhanced

ITEM	Barcode
in	
	30102000308252
	30102000103174
	30102000073286

# JSON Query

Create a list by adding multiple values using JSON

The image shows a screenshot of a JSON query editor interface. The main window is titled "Enhanced" and contains a "JSON" tab. The query is being edited in a field labeled "ITEM Barcode". Below the field, there is a preview window showing the results of the query. The preview window has a menu bar with "File", "Edit", "Format", "View", and "Help". The results are displayed as a list of three barcode values: "30102000073286", "30102000103174", and "30102000308252".

```
File Edit Format View Help
"30102000073286",
"30102000103174",
"30102000308252"
```

The JSON query editor shows the following JSON structure:

```
{
  "queries": [
    {
      "target": {
        "record": {
          "type": "item"
        },
        "field": {
          "tag": "b"
        }
      },
      "expr": [
        {
          "op": "in",
          "operands": [
            "30102000073286",
            "30102000103174",
            "30102000308252"
          ]
        }
      ]
    }
  ]
}
```

# Add

Review Files

All

File	Name	Current Records	Max Records	Type	Status	Logi
1	patrons	15	50	p	complete	ndepp
2	TITLE	1	50	b	complete	ndepp
3	Boolean Review File:TITLE					
4	File Tools					
5	Boolean Review File:TITLE					
6						
7						
8						
9						
10						
11	All	Record				
12	<input checked="" type="checkbox"/>	1	b1095126x	The green bay tree : a novel a mystery		

Add A Record to File

File Edit View Go Tools Help

Browse

W KEYWORD

- W KEYWORD
- t TITLE
- s JOURNAL TITLE
- a AUTHOR
- c LC CALL NO
- e DEWEY CALL NO
- h Local Classification
- W KEYWORD
- d SUBJECT

# Add

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

The screenshot displays a software interface for adding records to a file. The main window is titled "Add A Record to File - b1041017x". It features a search bar with "t TITLE" and "green" entered, and a "Search" button. Below the search bar, there are several icons for actions like Save All, View, Edit, PPro, Summary, Export, Print, and Close. The main content area shows a record summary for "b1041017x" with details: Authors: Ostriker, Alicia.; TITLE: Green age / Alicia Suskin Ostriker.; Call Number: PS3565.S84 .G7 1989. Below this, there is a "Summary" section with a "View" dropdown set to "o Order". A table of records is visible, with the following data:

#	Record Number	Location	Fund	Status	Identity
✓ 1	o10007556	is3	iu2f	a	

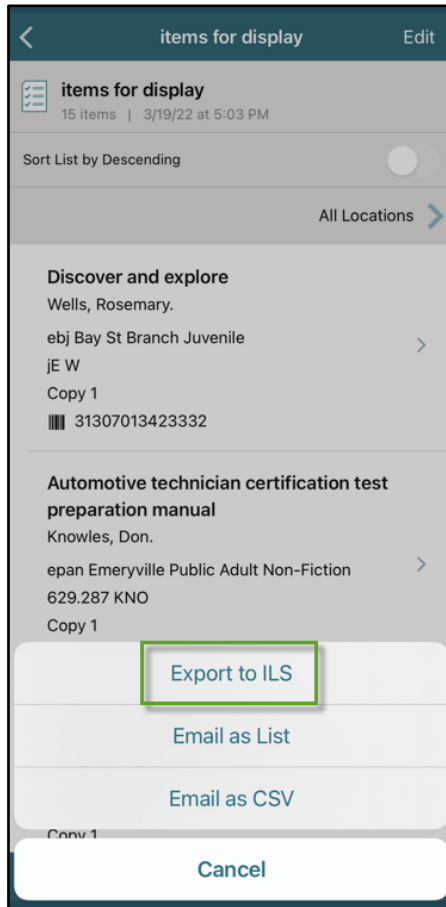
At the bottom of the main window, there are buttons for "Attach New Order", "Cancel New Record Creation", "Use Bib" (highlighted with a green box), and "Select".

A secondary window titled "Boolean Review File: TITLE" is overlaid on the bottom right. It contains a table with the following data:

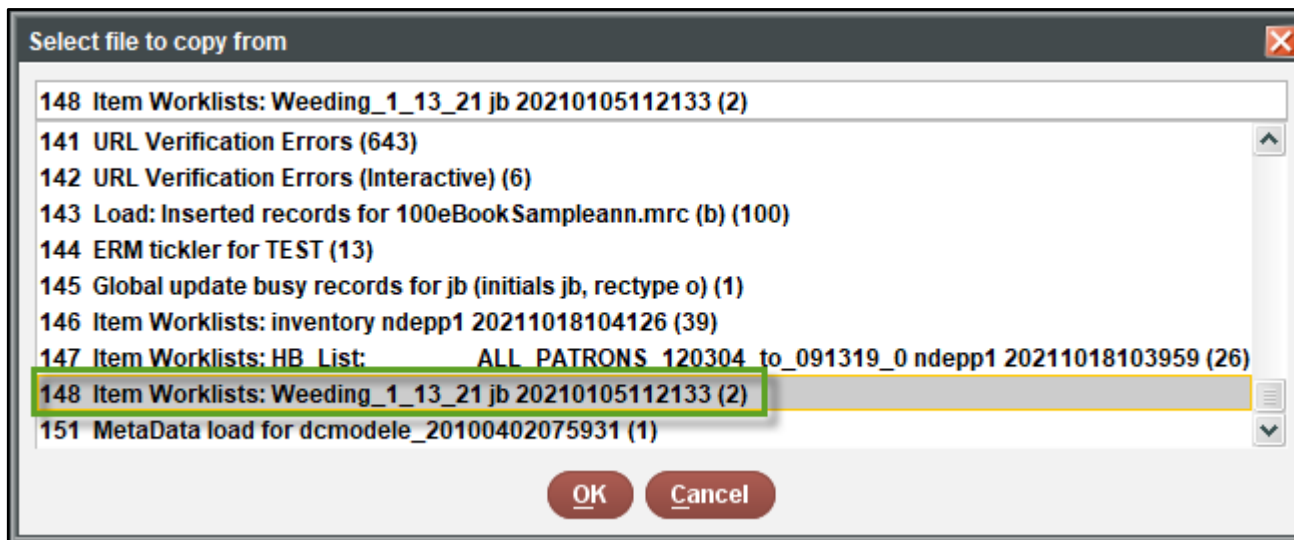
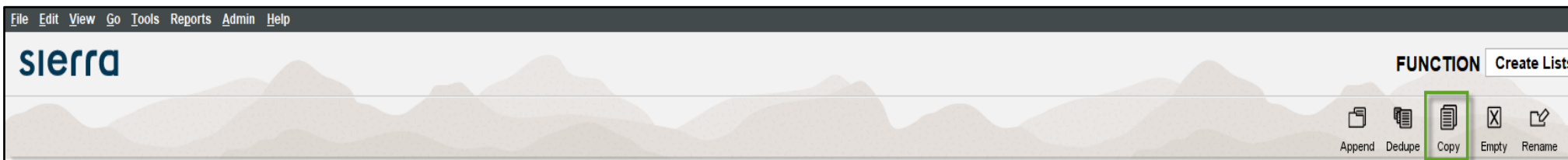
All	Record	Description
1	b1095126x	The green bay tree : a novel a mystery / by Louis Bromfield.
2	b1041017x	Green age / Alicia Suskin Ostriker.

The second row of this table is highlighted with a green box.

# Import from Mobile Worklist



# Import from Mobile Worklist



# Import from Decision Center

**Low Circulation Weeding**

Showing 1 to 500 of 44912 entries

#	Item Location	Shelf Location	Call Number	Barcode	Title	Author	Total Circs	Circs Last 38 Months	Copies in Branch	Copies in System	Last Checkin Date	Create Date
1	East Campus Library	East Campus Periodicals	RA421 .H4184		American journal of health behavior		0	0	9	9		4/5/2007
2	Main Campus Library	Main Campus Library	305.9 MAR 2013		Great NSW stories	Marsh, Bill, 1950-	0	0	1	1		3/4/2013
3	Main Campus Library	Main Campus Library	t		A Year in a Bottle: How to Make Your Own Delicious Preserves All Year Round	Wise, Sally, 1951-	0	0	1	1		3/4/2013

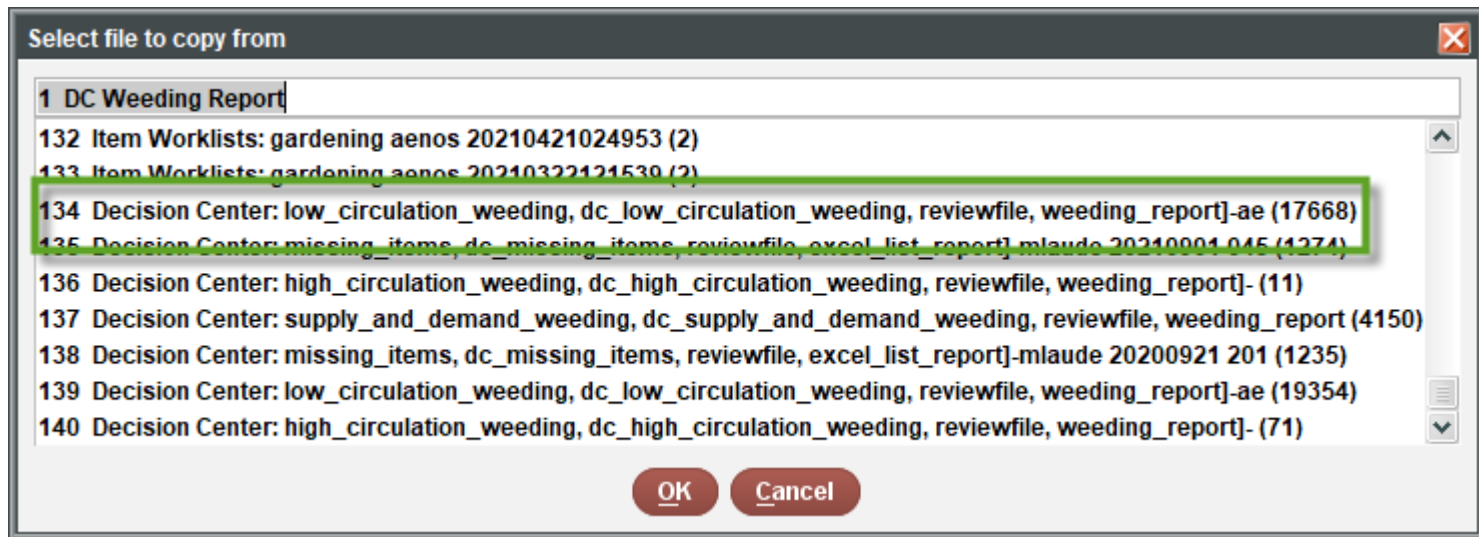
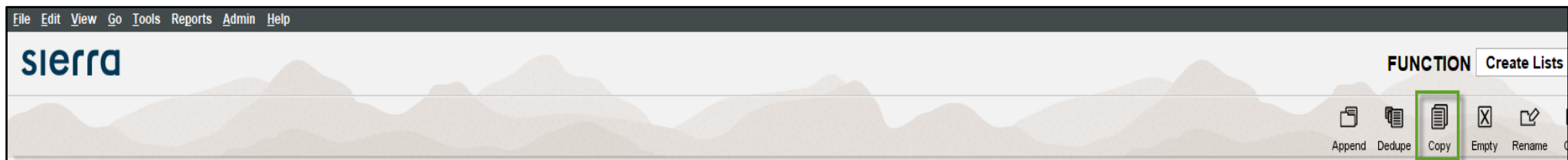
**High Circulation Weeding**

Showing 1 to 100 of 100 entries

#	Item Location	Shelf Location	Call Number	Barcode	Title	Author	Total Circs	Circs Last 12 Months	Copies in Branch	Copies in System	Last Checkin Date	Create Date
1	Main Campus Library	University Main Stacks	658.15 21	34560000000270	Business accounting and finance for non-specialists	Gowthorpe, Catherine, 1956-	6	0	2	6	2/12/17	1/23/17
2	Main Campus Library	Main Campus Library		34560000000976	The organization ecology of interest communities: assessment and agenda		5	0	1	1	1/25/17	12/2/17
3	Main Campus Library	University Reserves	QD31.2 .M62 1996	34560000000107	Chemistry : a guided inquiry	Moog, Richard Samuel,	8	0	1	1	5/23/19	1/23/19



# Import from Decision Center





**THANK YOU**

Questions?