



BOOKMARK FACT SHEET

Importing from SCIS

August 2017

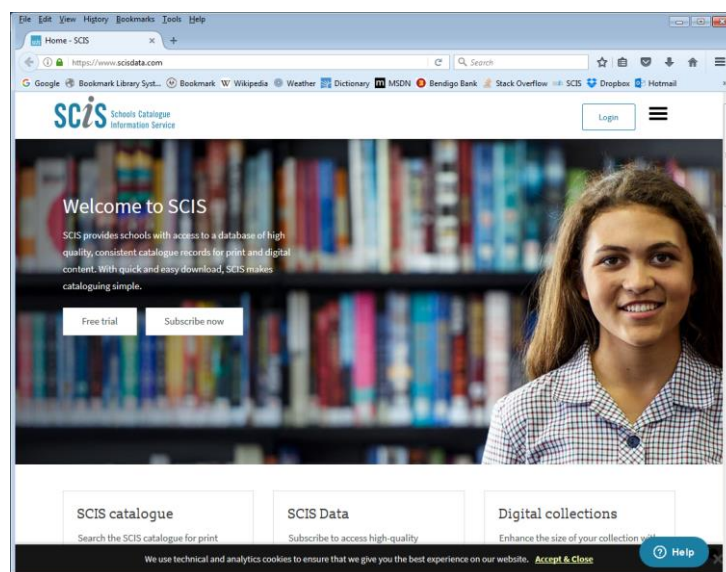
First, Check Controls / General Controls for the default switches which determine how the data is to look when imported.

For problems creating or downloading the orders file, ring SCIS on 1800 337 405.

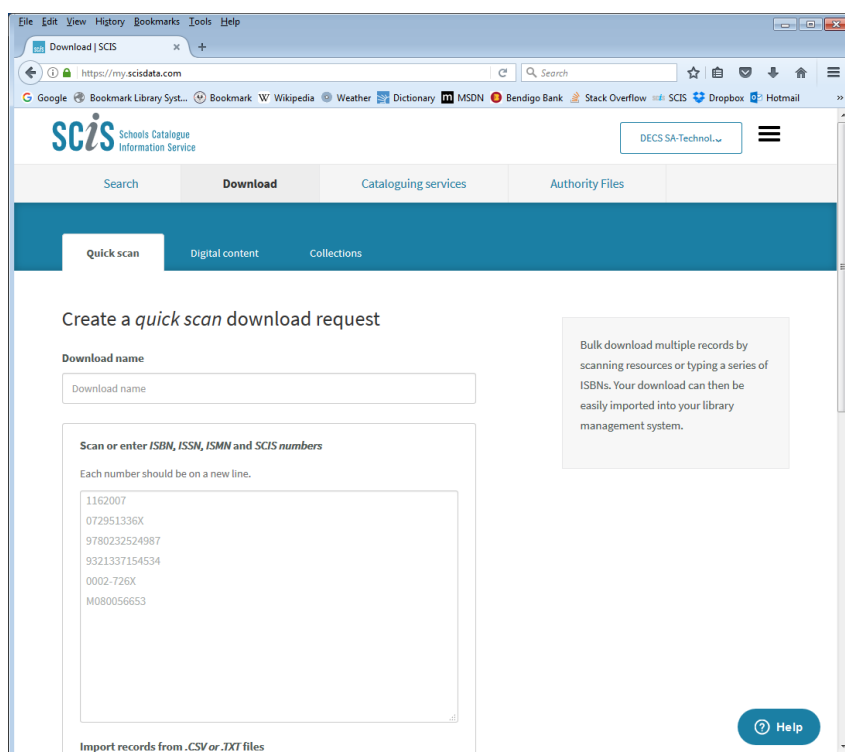
For problems importing the data ring the Bookmark help Desk.

SCIS has two websites. The older one – "MySCISWeb" – will be phased out at the end of 2017. It is being replaced by the newer one – "SCISData". This document covers the SCISData website. Bookmark users are encouraged to use the new site.

The easiest way to go online is to open Bookmark, go to Cataloguing then Import Items. Click on the SCIS Website button.

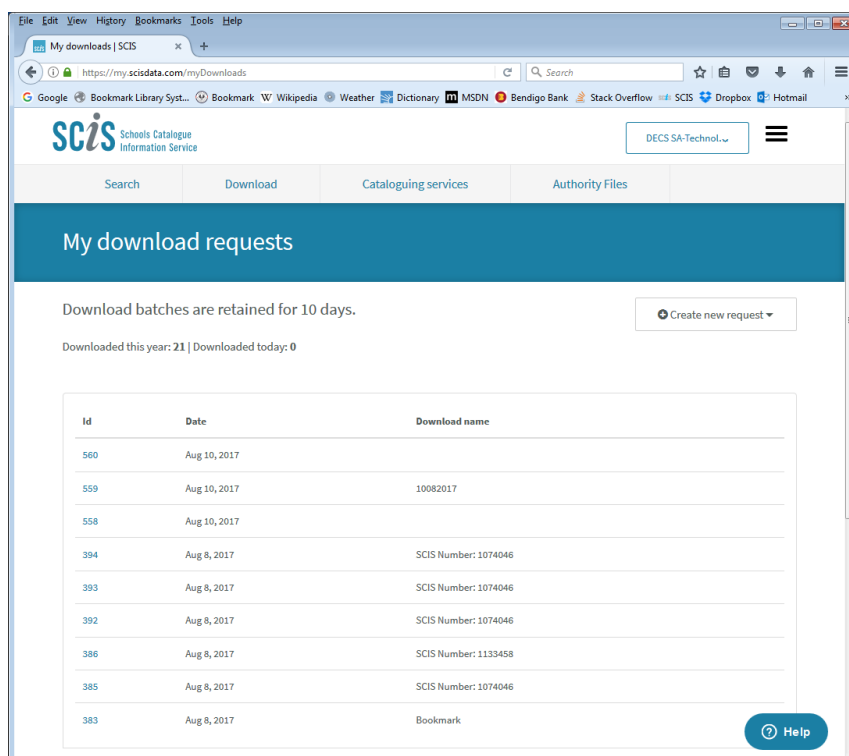


Click on Login and sign in with your SCIS ID and password.



Use the above to place an order for catalogue records. Contact SCIS for help with this stage.

The result will be an order. These are found in "My Download Requests".



Click on the number of the order.

email
decd.bookmark@sa.gov.au

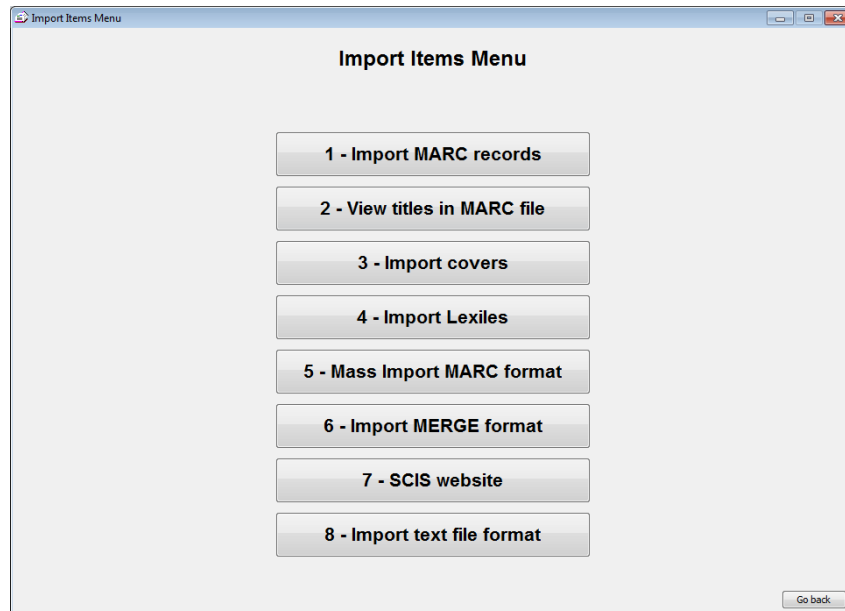
website
<http://bookmark.central.sa.edu.au/>

Save the file.

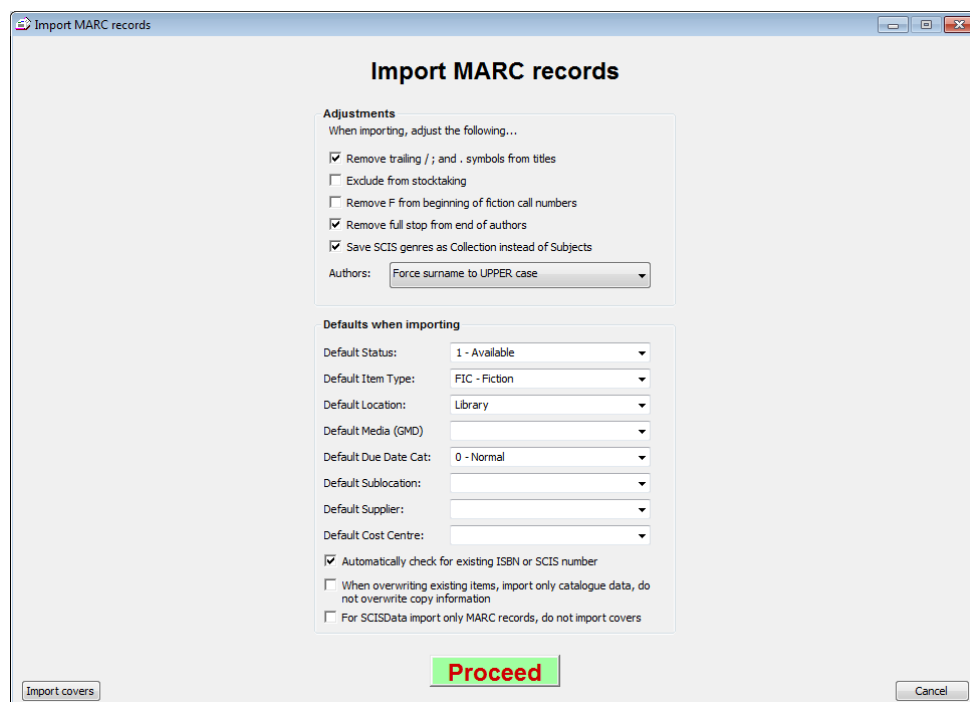
Keep track of where the file is saved and its filename!

The filename will be something like 523.zip or ScisData_523.zip.

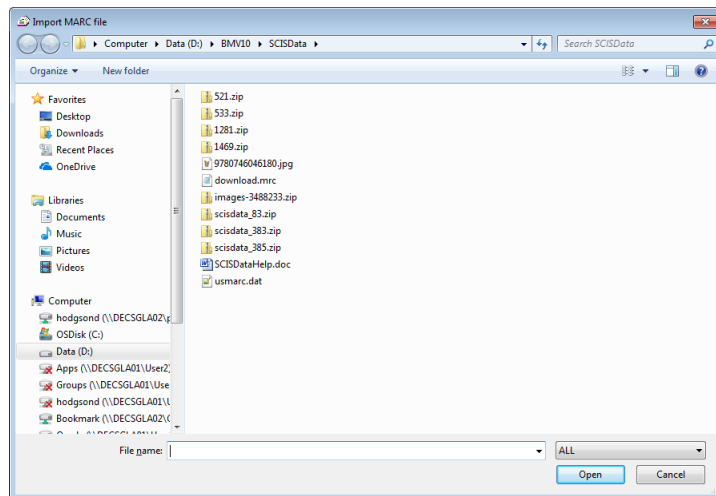
Close the browser to go back to the Import Items menu.



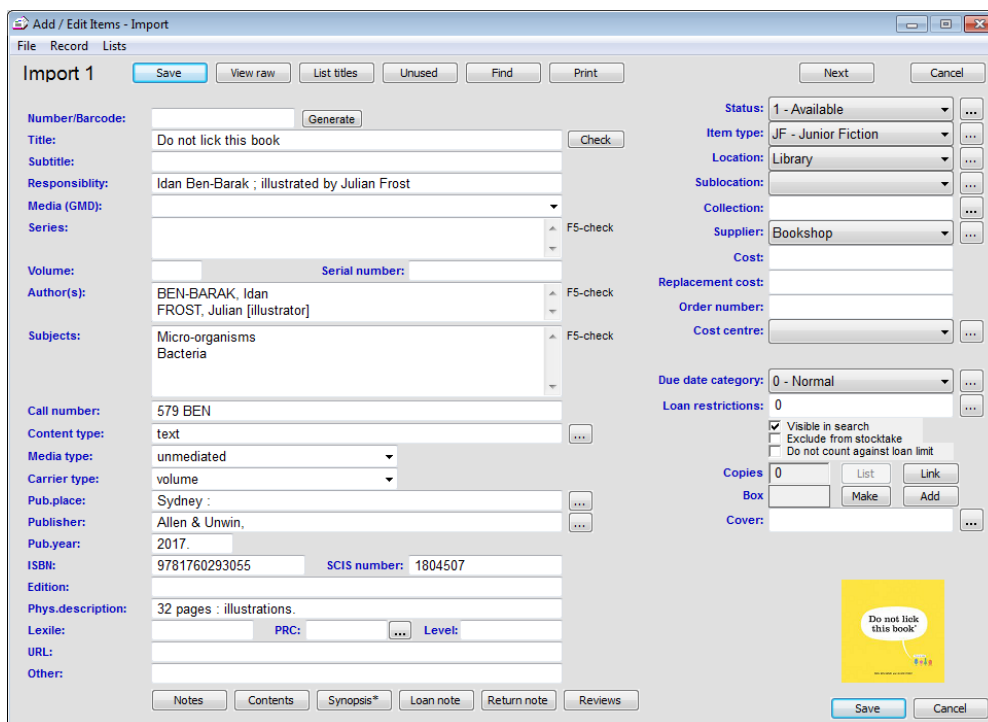
Click on Import MARC Records.



When the defaults are set correctly, click on PROCEED.



Use the file requester to locate the saved SCIS file. Click on it to highlight then click on Open.



Bookmark will fill in the information as much as it can from the SCIS data.

The parts pertaining to the specific library copy must be filled manually – **i.e. the barcode, the item type, the location, the cost, etc.** Check for copies and link them.

Press the Save button to save.

It should move to the next record if the item number is correct. Repeat for each ordered record.