

Exporting Records from Softlink

You should be able to do a Marc Export by following these steps:

1. Go to Cataloging/Biblios.
2. Either do a search for the records you want to export, or if you want to do your whole catalog skip to step 3.
3. Click on the side Biblios menu and select Marc Export.
4. You will get a popup asking if you want to save the file or open it.
5. Click on Save and select where you want to save the file and you can rename it and give it an extension if you want to.
6. To send your exported file to Auto-Graphics, for inclusion in reQuest, please follow the FTP instructions found at <http://iconn.auto-graphics.com/staff/documents/FTPprocedure.pdf>

When it is finished the screen will go away and you will get a message at the top of the biblios table saying "Exporting # records".

The only thing the export does not give you is the local holdings information, which is usually in the 852 tag. So, your holdings in reQuest will be blank unless you add a call number directly on reQuest or use a different field for the call number.