

REQUEST DATABASE (Rev. 7/20/2011 TPS)

Holdings in Connecticut's Request database should be updated quarterly. This can be done by sending a copy of the library's entire database to Auto-graphics, the company that maintains Request.

Creating a file of MARC records to be sent:

Open Millennium Cataloging.

Open Data Exchange.

In the Select Process dropdown menu, choose "Output MARC records to another system using FTS. (out)."

The system will show any existing files ready for transfer. Most likely the previous file created for Auto-graphics. This old file can be removed. Select it and click the "Delete" button.

When the old file is gone, make a new one by clicking the "Create" button.

Name it **libraryname.mmddyyyy.full** --for example libraryname.07202011.full for the file sent July 20, 2011.

Use the complete range of bibliographic record numbers for your file. (This is the default.) Click the "Start" button. It will take a few minutes to build the file.

When the file is complete, go back to the screen that shows files ready for transfer. Your new file should be there.

Select the file, and click the "Put PC" button. Save it to "My Documents".

Sending the File to Auto-graphics by FTP:

Open Windows Explorer (in Programs/Accessories) and link to:

<ftp://ftprqst:rkg09t@ftp.auto-graphics.com>

The Auto-graphics FTP screen should open up.

Open a second Windows Explorer window ("My Documents") and drag the database file into an empty space in the Auto-graphics window. The file will copy over—it will take an hour or so, depending on the size of your database.

E-mail Ramiro Castillo rcr@auto-graphics.com and let him know the database has been sent. He'll send you a confirmation.

Auto-Graphics help desk: 800-852-8686
Gail Hurley 860-704-2222/888-256-1222