

OCLC CONNEXION: SETUP & RSA EXPORT PROCEDURES

Prepared by Ron Winner; Revised 3/25/2003

ACCESS:

<http://connexion.oclc.org>

Enter: Authorization
 Password

DEFAULT EXPORT DESTINATION – SETUP:

Click on: General
 Administrative Options
 Preferences
 Export Options
 Flagged Bib Records ... MARC
 Default Export Dest ... Export to file
 Save as Default

WORK PROCESSES (SEARCH/EDIT/SAVE):

Proceed through search process:

Cataloging

Search

World Cat

Display

Select Bib Record

Edit Bib Record

Can edit using View: MARC Text Area OR
 MARC Template

NOTE: Use the \$ as the delimiter (not control d)

Action: Save Record; Yes or Enter
Record Saved; Save File # _____

Continue the work process: searching, editing, and saving records until you are ready to download to a disc.

TO SELECT RECORDS TO EXPORT TO DISC:

NOTE: You MUST export the records as a batch ... you MUST NOT export the records one at a time to the disc.

Cataloging

Save File Search Results OR

Save File; then enter requested information or click on search (to the left of reset) at the bottom of save file screen

Select the records to be exported to disc.

Check the box (flag) before each record to be exported.

Action/Sort

Export Flagged Records

Choose Save

Change the file name from ClientTag to export.dat (This is required ... the file name must be export.dat)

Click Save

Close

Once you have performed the export function, then you cannot export any other records to the current disc.

Send it to the RSA to be loaded. RSA will return it formatted ready for your next batch of exports.

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