Transferring data from Library Organizer Pro to Handy Library Manager.

Steps:

- 1. select Organizer Pro DATA folder;
- 2. select import from library database;
- 3. select import into library database;
- 4. define multiple copy character(optional);
- 5. define field mapping;
- 6. execute transfer;
- 7. start Handy Library Manager;
- 8. open LIBRARY_NEW table and verify your records;
- 9. if everything is correct move records from LIBRARY_NEW to LIBRARY MAIN CATALOG;
- **10.** if there are errors (mapping error, wrong multiple copy indicator, ...), delete all records in the LIBRARY_NEW, and repeat the above steps again;

Select Organizer Pro data folder	•
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atabases	Data Mapping	Import Scope	Import			
Organizer	Pro DATA folde	er:	1—	Select Folder	1.	In the Data Transfe window click Selec t Folder.
Table to I	import From:					
				•		
Librarian	Pro DB folder:			▼ Select Folder		
Librarian I C:\handy	Pro DB folder: lib\db\			▼ Select Folder		
Librarian I C:\handy Table to I	Pro DB folder: lib\db\ import Into:			▼ Select Folder		

Directory <u>N</u> ame: C:\smlib\data	1	
Directories:	- <u>F</u> iles: (*.*)	
C:\ smlib data BACKUP ExpImp graphic	2 addrec.wnd color.lst color_old.lst color_t.tml d\$ta_1z.dr1 d\$ta_1z.dae d\$ta_1z.DBF	•
inventory	+ Drives:	
	С: [os] 3 — ОК	▼ Cancel

- **1.** Find your Library Pro installation folder.
- 2. Double click on the DATA folder to select the folder.
- 3. Click OK to close the window.

Select import from library database (Library Pro)

tabases	Data Mapping	Import Scope	Import	
Organize	r Pro DATA fold	er:		Select
C:\smlib	\data\			
	IIIIDUILIIUIII.			
_ReadMe	e1st			•

 Click on the Table to Import From and select Library.

Select import into library database (Handy Library Manager)

Salact Folder
Select Folder
•
Select Folder
•

- 1. Verify the data folder for the Handy Library Manager.
- 2. Click on the Table to Import Into box and select LIBRARY_NEW.
- Transfer Manager imports new records to a temporary database (LIBRARY_NEW). You will review all transferred items before you move them to the main library catalog.

Define multiple copy character

In our Library Pro application we suggested to use "-" character and a number for multiple copies of the same book. Handy Library Manager takes care of your multiple copies in a better way. In order to create items with multiple copies the copy indicator should be removed. If you are not sure about how to do that you can create a backup file of your library pro system and send the backup file to us.

Databases	Multiple Copies	Data Mapping	Import Scope	Import
Check S	ource Database f	or Multiple Copi	es (remove cop	y #)
Multiple Co	py Symbol (usua	lly a "-" characte	er at the end of	TITLE followed by a copy #)
		(used only	for Library/Item	ns database)
	2			
	2			

- In our Library Pro application we suggest to use "Title", "-", and "number" for multiple copies.
- Enter your multiple copy character into the Multiple Copy Symbol box.

If you did not use the multi copy symbol don't use this option.

Define field mapping

Library
Organizer Pro Fields:
EVALUATED VALUE VALUE ACQUISITIONDATE ACQUISITIONNR SUBJECT1 SUBJECT2 SUBJECT3 SUBJECTS NOTES SUMMARY LOAN LOANNOTES CUSTOM1 CUSTOM2 CUSTOM4 CUSTOM5 CUSTOM6 DONATED CUSTOM6 CUSTOM6 CUSTOM8 CUSTOM9 CUSTOM1

- Click Include All. Data fields from the Library Pro will be paired with fields that have the same name in the Handy Library Manager.
- Handy Library Manager has some data fields with different names. Those pairings (mappings) have to be defined manually: DATE => PUBLISHED UPC_OTHER=>UPC_EAN ACQUISITIONDATE=>ACQUISITION ACQUISITIONNR=>ACQUISITIONNO

If you modified field names in your Library Pro Organizer then you have to define your mapping definitions manually.

Execute transfer

ataba	ses Mu	Itiple Copies	Data Mapping Import Scope Import	Clo
We	stroi	ngly reco	mmend that you back up your Librarian Pro databases before	
aon	ig in	ipore rui		
			Start Importing	
orti	na To:		- 1	
D	ng ro.	DATE ADDED	TITLE	
	90214	29/06/2015	The dangerous book for boys	
	90215	29/06/2015	The dangerous book for boys	
			E	
			F.	

1. To transfer your data to Handy Library, click Start Importing.



- 1. Review messages in the Transfer Items Status window.
- 2. Click Close.

Start Handy Library Manager, open LIBRARY_NEW table and verify your records



() LIBR	ARY_NEW Table - Main L	ibrary							-	□ x
Main A	dd Items / Patrons Edit	/ View Database Maint	enance Backup /	Restore						
Searc	h Advanced Search	Add Items Move	Items Misce	laneous					Los	se
(71A (1)	Auto Catalog dd Items From MAF Add Items From Tex	C File Items will LIBRARY_ ct File	be added to NEW table.						? Web <u>I</u>	Help
F	leport :	•	Labels :			\$				
	View :	•	🐺 Clear	H + H	•	12/10	51	Add 🕻	🛾 Edit 🛛 🗶 Dek	ete
ID	DATE_ADDED	AUTHOR	ISBN 1	TITLE	-	View	Quick Ec	lit Miscellane	ous Quick Add	
	485 24/07/2015	Sandra Salamony	1592536514	1,000 Ideas for Dec	or	DEFAU	LT			¢
	86 24/07/2015		0300166559	100 Dresses: The O	05	-				
	480 24/07/2015	Lesley Stanfield	0312538340	100 Flowers to Knit 8	<u>k</u> (id	236		<u></u>
	513 24/07/2015	Kyra Sundance	1592533256	101 Dog Tricks: Step	o k	dat	e_added	24/07/2015	いしい	-
	307 24/07/2015	Edgar Allan Poe	0486401588	101 Great American	Pc		title	30 Day	30 DAY GOURMET's BIG Book of Freezer Cooking	=
	534 24/07/2015	James Patterson	0316036269	10th Anniversary (W	/or			Gourmet's	1999 SE	-
	637 24/07/2015	Charles C. Mann	1400032059	1491: New Revelatio	ns			of Freezer	And	
	499 24/07/2015 🤈	Marta Serrats	006196879X	150 Best Eco House	Ic			Cooking		
	503 24/07/2015	R. S. Yeoman	079483146X	2011 Hand Book of	Ur		author	Nanci Slagle		
	506 24/07/2015	Dan Shideler	1440213933	2011 Standard Catal	oq		type	Book		
	838 24/07/2015	Joe Hill	0061147974	20th Century Ghosts		c	oauthors	CoAuthors:		
•	236 24/07/2015	Nanci Slagle	0966446763	30 Day Gourmet's B	IC			Carol		
	629 24/07/2015	John Moore	0071624775	5 Steps to a 5 AP Ch	nei		nublishor	20 Day		
	255 24/07/2015	Matthew Inman	1449401163	5 Very Good Reason	IS		publisher	Gourmet		
	774 24/07/2015	Amy Bloom	0375705570	A Blind Man Can See	e F			Press		
	287 24/07/2015	Charles Dickens	0141195851	A Christmas Carol ar	nd	1	oublished	2010-05-		
1					-			01		-
Later and							7. B			12251

- Start Handy Library Manager. On the Add Items/Patrons tab click Add Library Items.
- 2. Review new items in the LIBRARY_NEW table.

Move records from LIBRARY_NEW to MAIN CATALOG

() LIBR	ARY_NEW Table - Main L	ibrary				- 🗆 X
Main	Add Items / Patrons Edit	/ View Database Maint	enance Backup / Restore			
Sear	ch Advanced Search	Add Items Move	Items Miscellaneous			<u><u> </u></u>
	TEM Exists dd Another Copy io not Add	Move Selected Item(s ALL Items	s) Mit Move Items Use this function to main LIBRARY table	add new Items to		? Web <u>H</u> elp
	Report :		Labels :	\$		
	View :		K Clear	• H • • 1/	1051 🚺 🕅	Edit 🗙 Delete
ID	DATE_ADDED	AUTHOR	ISBN TITLE	- Vie	w Quick Edit Miscellaneou	Is Quick Add
•	485 24/07/2015	Sandra Salamony	1592536514 1,000 Idea	s for Decor	FAULT	\$
	86 24/07/2015		0300166559 100 Dresse	s: The Cos		
	480 24/07/2015	Lesley Stanfield	0312538340 100 Flowers	s to Knit & (id 485	
	513 24/07/2015	Kyra Sundance	1592533256 101 Dog Tr	icks: Step t	date_added 24/07/2015	10000 de la terrar oupcultur, constant à contra
	307 24/07/2015	Edgar Allan Poe	0486401588 101 Great A	American Pc	title 1,000 Ideas	9 4 4
	534 24/07/2015	James Patterson	0316036269 10th Annive	ersary (Wor	for	
	637 24/07/2015	Charles C. Mann	1400032059 1491: New	Revelations	Cupcakes,	
	499 24/07/2015	Marta Serrats	006196879X 150 Best Ed	co House Ic	Cookies &	
	503 24/07/2015	R. S. Yeoman	079483146X 2011 Hand	Book of Ur	Cakes (1000	
	506 24/07/2015	Dan Shideler	1440213933 2011 Stand	ard Catalog	Series)	
	838 24/07/2015	Joe Hill	0061147974 20th Centur	ry Ghosts	author Sandra	
	236 24/07/2015	Nanci Slagle	0966446763 30 Day Gou	urmet's BIG	Salamony	
	629 24/07/2015	John Moore	0071624775 5 Steps to a	a 5 AP Chei	type Book	
	255 24/07/2015	Matthew Inman	1449401163 5 Very Goo	d Reasons	coauthors CoAuthors:	
	774 24/07/2015	Amy Bloom	0375705570 A Blind Man	Can See F	Gina M. Brown	
	287 24/07/2015	Charles Dickens	0141195851 A Christmas	s Carol and	publisher Quarry	

1. On the Move Items tab, select All Items, and click Move Items.

Moving Items - Status	
Total Number of Items to be Moved : 10 Number of Items Moved : 10 Percent of Items Processed : 10 Time Elapsed : 00 Estimated Time Remaining : 00 Items not Moved : 0	53 53 0% :02:32 :00:00
New barcode count : 2 New Items created : 10	30
NOTE: If a barcode of a moved item already exists be created. Barcode labels for such items will have those items will contain "new barcode" text and wil	s in main LIBRARY table a new barcode will e to be reprinted. COPY_NOTES field of l have PRINT_C marker set.
🖉 Abo Moving Item: Zombie Spaceship Wasteland: A	ort Book by Patton Oswalt

- 1. Review messages in the Moving Items Status window.
- Important: check New barcode count (number of new copies with a new barcode value). If a barcode of a moved item already exists in the main library catalog, a new barcode will be created. Barcode labels for such items will have to be reprinted. COPY_NOTES field of those items will contain "new barcode" text. PRINT_C marker of those items will be set.

Library main catalog, verify new items/copies

	ms / Patr	rons Edit / View Database	Maintenance Ba	ckup / Restore							
Search Ad	vanced	Search Miscellaneou	IS						ſ	in Cha	60
Field to Sea	rch:	+								Web	<u>H</u> elp
Fext to Find	d:				_						
		\$?{] 9	Search K Clear							
Report	t : 🚺		Labels	:		\$					
View	ı:		÷ 🐺 Cle	ear K · · H		39/1	038	7 Add	👸 Edit	X Del	lete
Display E	ach Co	ру				View	Quick Edit	Miscellaneous	Quick A	bb	
IDNO F	RINT	TITLE	ISBN	AUTHOR	TY	DEFAU	LT				
1045		A Short History of Ne	076790818X	Bill Bryson	Bo	-					
1046		A Tale of Two Cities	0141196904	Charles Dickens	Bo		idno 10	50	JENI	IFER	1
1047		A Tale of Two Cities	0142196584	Charles Dickens	Во		title A	Visit from the	e A VISIT	EGAN	
1048		A Thousand Splendid	159448385X	Khaled Hosseini	Bo		G	oon Squad	GOON GOON	10	
1049		A Time to Keep Silen	1590172442	Patrick Leigh Fermor	Bo		author Je	nnifer Egan	SQUAD	5	
1050		A Visit from the Goor	0307592839	Jennifer Egan	Во		type BC	DOK		-	
1051		A Wolf at the Table:	0312342020	Augusten Burroughs	Bo	C	oautnors			anna .	
1052		About Alice	1400066158	Calvin Trillin	Bo		publisher Kr	nopr			
1053		Abraham: A Journey	0060838663	Bruce Feiler	Bo		oublished 20	10-06-08			
1054		Absalom, Absalom	0140032541	William Faulkner	Bo				_		_
1055		Absurdistan: A Novel	1400061962	Gary Shteyngart	Bo	Add	Edit	Delete		Lost	
1056		Acrylic Revolution: Ne	1581808046	Nancy Reyner	Bo	Copies(1/2) Circula	tion(0)			
1057		Act Like a Lady, Thin	0061728977	Steve Harvey	Bo	PRIM			CALL	VC	
1058		Ada	0070457204	Vladimir Nabokov	Bo	- Nully	24/07/2	015 001213	813 54	EGA	1
1059		Afloat and Ashore A	1406935670	James Fenimore Co	Bo		24/07/2	015 001672	813 54	EGA	-
1060		Alexander McQueen:	0300169787	Andrew Bolton	Bo		21/01/2	015 0010/2	013.34	LUA	
					-						

- In the Library Administrator, on the Main tab, click Library.
- In the Library main catalog window verify new items and copies.
- **3.** New copies for the selected item.

Moving items from LIBRARY_NEW to LIBRARY main catalog, things to know:

- the program checks if the new item already exists in the main library catalog
- if the item does not exist a new item with one copy is created
- if the item is already in the main library catalog (the same title and the same ISBN) then only a new copy is created for the existing item
- if the new item does not have a barcode number then a new (unique) barcode value is created
- if the new item has a barcode value then the program checks if this number is correct (not a duplicate value), if barcode is already used then the moving procedure assigns a new (unique) barcode value