

## 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.

Data Transfer from Organizer Pro to Librarian Pro

Databases | Data Mapping | Import Scope | Import

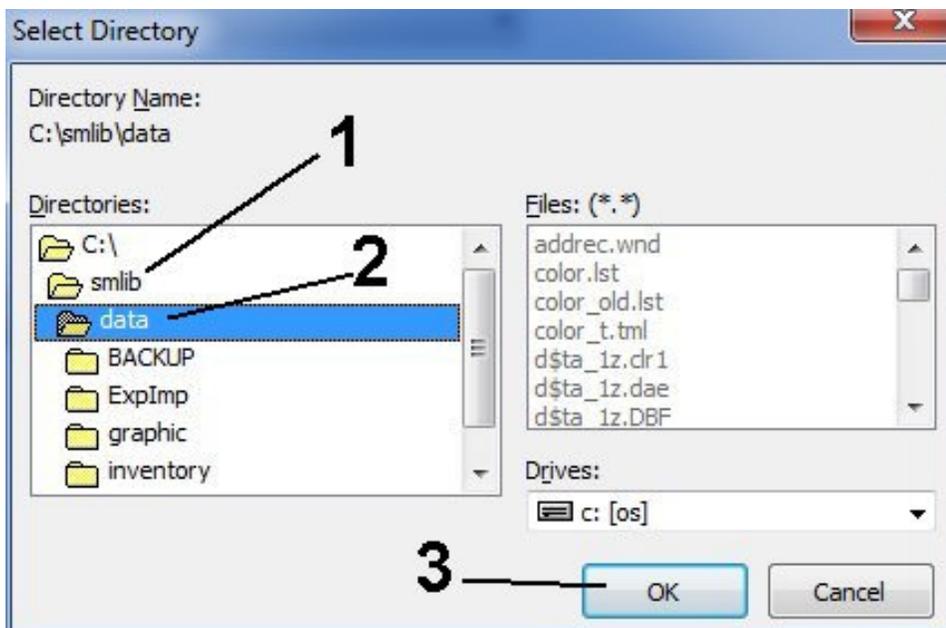
Organizer Pro DATA folder: **1** — Select Folder

Table to Import From:

Librarian Pro DB folder: Select Folder  
C:\handy\_lib\db\

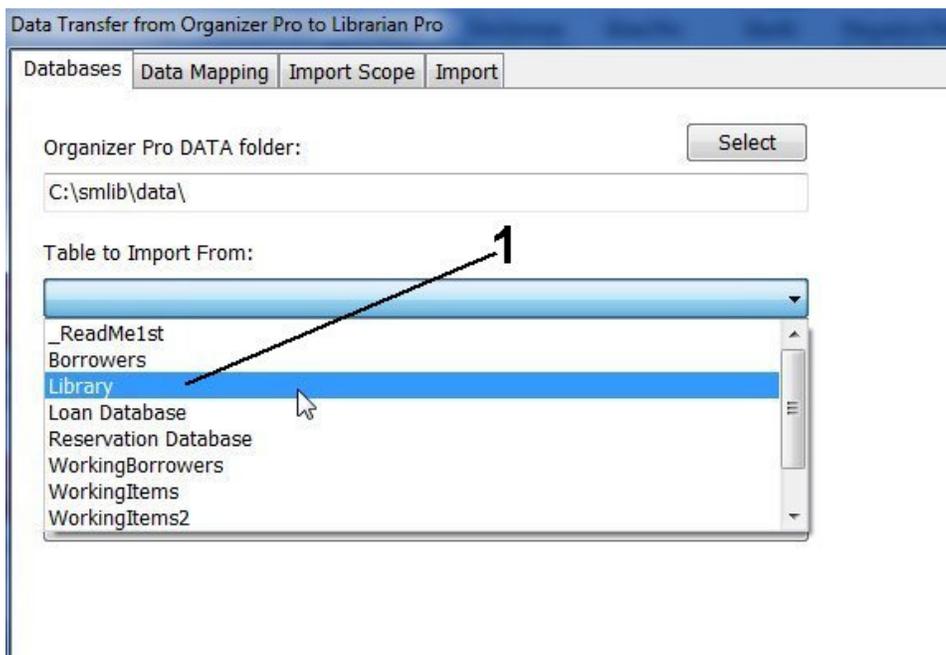
Table to Import Into:

1. In the **Data Transfer** window click **Select Folder**.



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)



1. Click on the **Table to Import From** and select **Library**.

## Select import into library database (Handy Library Manager)

The screenshot shows the 'Data Transfer from Organizer Pro to Librarian Pro' dialog box with the 'Import' tab selected. The 'Table to Import From' is set to 'Library'. The 'Table to Import Into' dropdown is highlighted with a blue bar and a large number '2' pointing to it. The dropdown shows 'BORROWERS\_NEW' and 'LIBRARY\_NEW'.

1. Verify the data folder for the Handy Library Manager.
2. Click on the **Table to Import Into** box and select **LIBRARY\_NEW**.
3. 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

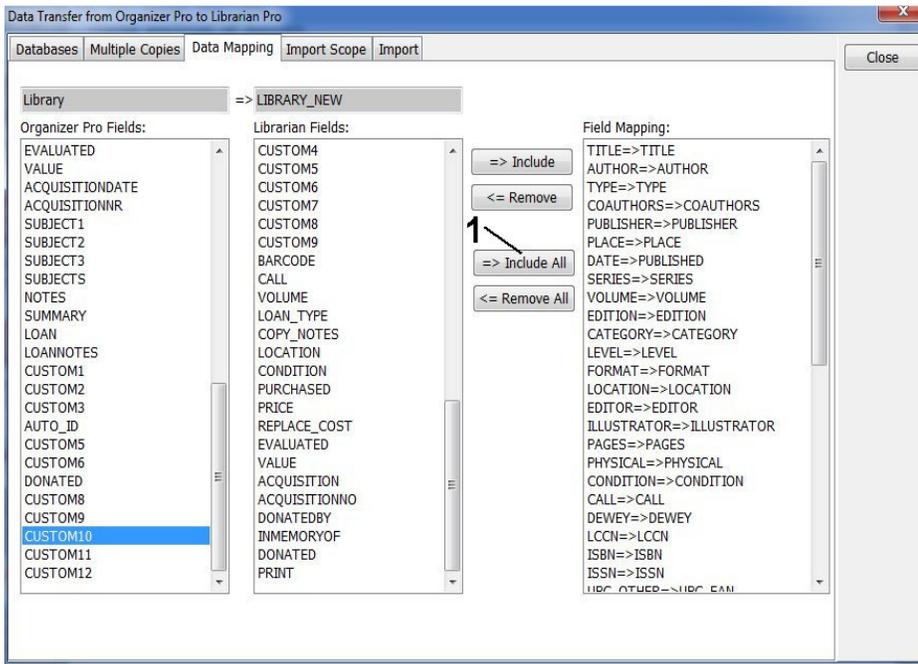
In our Library Pro application we suggested to use “-” character and a number for multiple copies of the same book. Handy Library Manager takes care of your multiple copies in a better way. In order to create items with multiple copies the copy indicator should be removed. If you are not sure about how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

The screenshot shows the 'Data Transfer from Organizer Pro to Librarian Pro' dialog box with the 'Multiple Copies' tab selected. The 'Multiple Copy Symbol' text box contains a hyphen character '-' and is highlighted with a blue bar and a large number '2' pointing to it.

1. In our Library Pro application we suggest to use “Title”, “-”, and “number” for multiple copies.
2. 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.

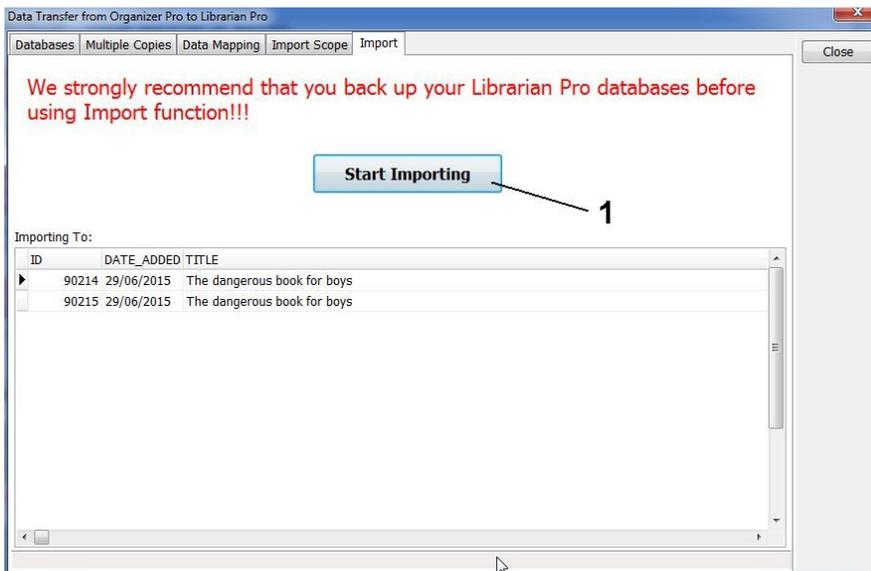
## Define field mapping



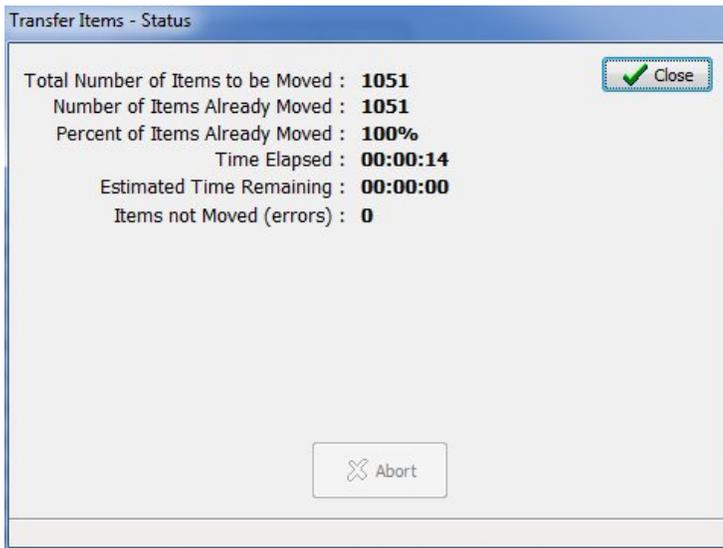
1. Click **Include All**. Data fields from the Library Pro will be paired with fields that have the **same name** in the Handy Library Manager.
2. Handy Library Manager has some data fields with different names. Those pairings (mappings) have to be defined manually:  
DATE => PUBLISHED  
UPC\_OTHER=>UPC\_EAN  
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

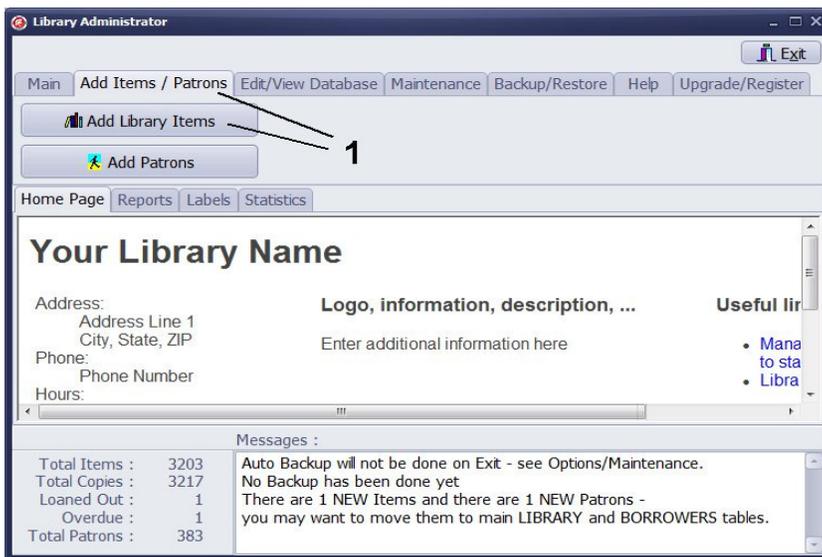


1. To transfer your data to Handy Library, click **Start Importing**.

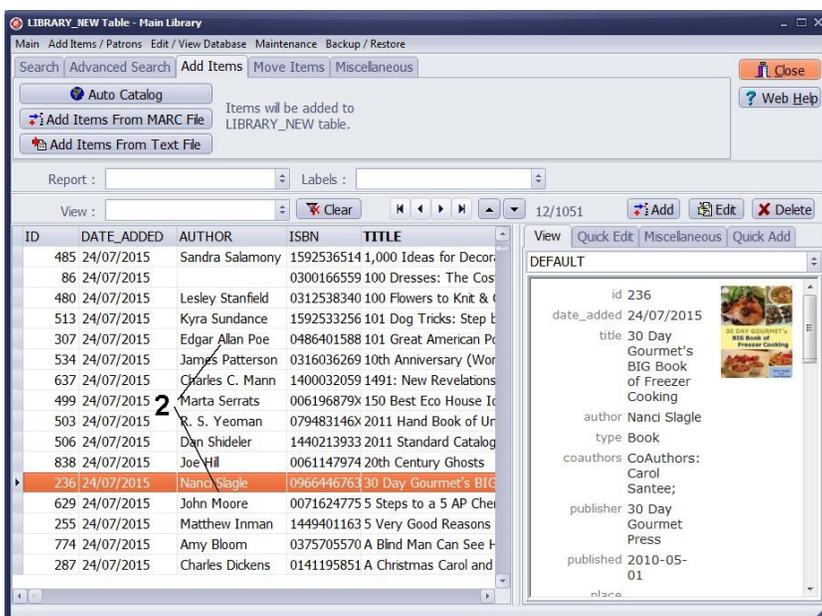


1. Review messages in the **Transfer Items Status** window.
2. Click **Close**.

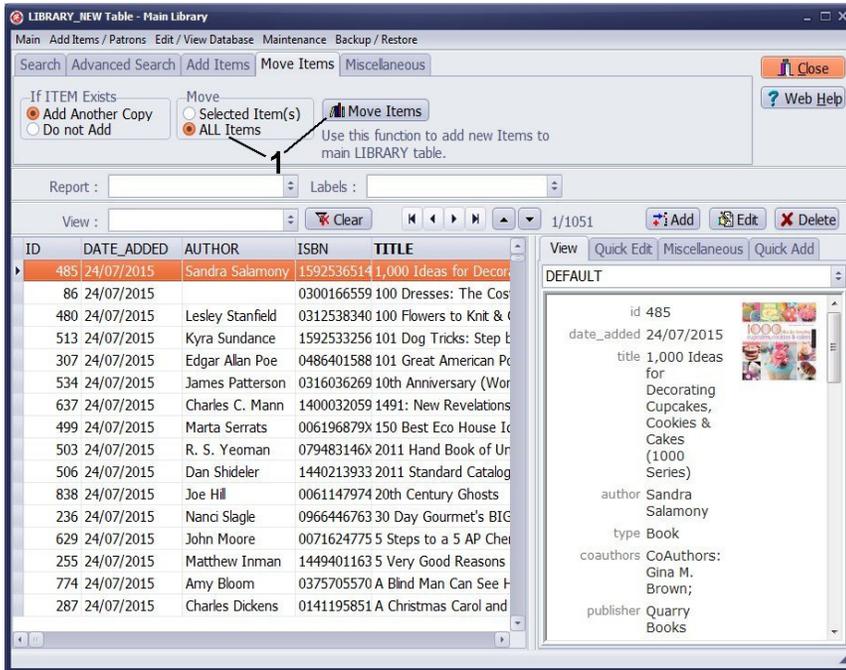
Start Handy Library Manager, open **LIBRARY\_NEW** table and verify your records



1. 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

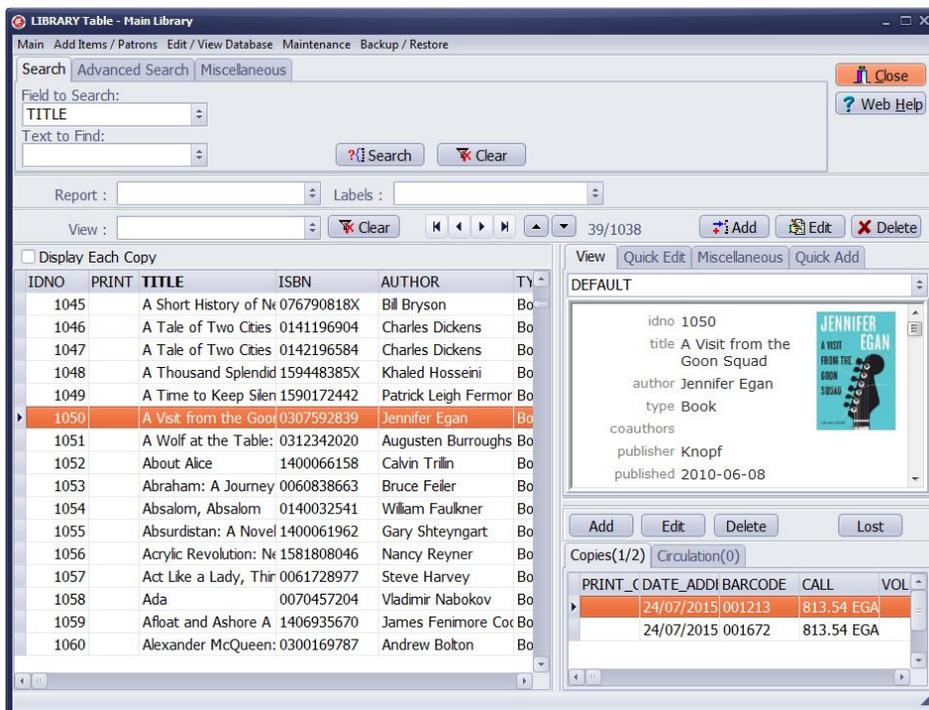


1. On the Move Items tab, select **All Items**, and click **Move Items**.



1. Review messages in the **Moving Items – Status** window.
2. 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



1. In the **Library Administrator**, on the **Main** tab, click **Library**.
2. 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