

WISCAT CAT Administration

Quick Reference Guide

This guide is intended as a *quick reference* to the use of features and functions available through the WISCAT Cataloging Administration module. Detailed procedures are contained in the *WISCAT CAT Administration User Guide*.

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GETTING STARTED

Logging In

Staff Login to WISCAT

1. Enter your library code in the **Library** text box, if necessary.
 - By default, the system will pre-fill your library code if it is in the web address
2. Enter the **library code** in the **Username or Barcode** text box.
3. Enter the password in the **Password** text box.
 - Contact WISCAT Support staff if you need the password.
4. Click the **Go** button to submit your Staff Login request.
 - If you enter incorrect login information, an error message displays. Click the **Try Again** button to return to the Login screen.
 - On occasion, instead of an error message, the system will simply log you in to the public access WISCAT. If the User Menu tab is located under the WISCAT banner, go back to the staff login to enter the correct Username and Password.

Logging Off

1. Select **Sign Out** from the menu bar located under the WISCAT banner or on the Staff Menu.

MANAGING LOCATIONS

Adding a Location

1. Access the Full Record Display for the title you want to add a location.
2. From the **CAT Options** menu, select **Add a Location**; the Add Location Information screen displays.
3. Enter call number information in the **\$a Call Number** text box; enter appropriate information in any other text box(es) on the form.
4. Click the **Submit** button to submit the location addition; the "Transaction Completed Successfully" message displays.
5. Click the **Add Another Location** button to add *additional* locations or click the **Close** button to close the message.

Modifying Locations

1. Access the Full Record Display for the title you want to modify a location.
2. From the **CAT Options** menu, select **Modify a Location**; the Update a Location Record screen displays.
 - If *multiple* locations are attached to the record, a List of Locations displays; select the radio button for the location you want to modify then click the **Submit** button.
3. Add, change, or delete information from any text box(es) on the form.
4. Click the **Submit** button to submit the changes to the location; the "Transaction Completed Successfully" message displays.
5. Click the **Update Another Location** button to modify *additional* locations, or, click the **Close** button to close the message.

Deleting Locations

1. Access the Full Record Display for the title you want to delete a location.
2. From the **CAT Options** menu, select **Delete a Location**; the Delete a Location Record screen displays.
 - If *multiple* locations are attached to the record, a List of Locations displays; select the radio button for the location you want to delete, and then click the **Submit** button.
3. Click the **Submit** button to submit the location deletion; the "Transaction Completed Successfully" message displays.
4. Click the **Delete Another Location** button to delete *additional* locations, or, click the **Close** button to close the message.

DOWNLOADING RECORDS


Downloading Single Records

1. Access the Full Record Display for the record you want to download.
2. In the **CAT Options** menu click the *right-hand* mouse button on **Download Record**, a shortcut menu displays.
3. Using the *left-hand* mouse button, select **Save Target As** (Internet Explorer) or **Save Link Target As** (Netscape); a Save As dialog displays.
 - From the **Save as type** menu, select **All Files**.
 - Check the name in the **File Name** text box to be sure the **.mrc** extension was automatically added. If you rename the file, remember to add the **.mrc** extension.
 - Select the location in which you want to save the record.
4. Click the **Save** button to download the record.


Downloading Multiple Records

Adding Records to the Download List


To add records from a Title List:

1. Access the Title List from which you want to select the records.
2. Click in the box on the left-hand side of the Title List and then click on the **Add to Cart** button on the toolbar to add the desired record(s) to your Download List.
 - The  icon indicates the associated record *is selected* for download.

To add a record from a Full Record Display:

1. Access the Full Record Display for the record you want to download.
2. Use the *left-hand* mouse button to select **Add to Cart** from the **CAT Options** menu or the button on the toolbar at the top of the record.
3. To remove the record from the Download List, use the left-hand mouse button to select **View Cart** then click on the  icon to the left of the record you want to delete.

Managing the Download List

1. From the **toolbar** select **View Cart** or from a Full Record Display open the **CAT Options** menu and select **View Cart**; the Download List displays.
2. To remove a *single record* from the list, click the  icon to the left of the record you want to remove.
3. To remove *all records* from the list, click the **Empty List** button. *Do not* empty the Download List until the records have been downloaded.

Downloading the Records File

1. Display the Download List by selecting **View Cart**.
2. Using the *right-hand* mouse button, click the **Download** button; a shortcut menu displays.
3. Using the *left-hand* mouse button, select **Save Target As** (Internet Explorer) or **Save Link Target As** (Netscape); a Save As dialog displays.
 - From the **Save as type** menu, select **All Files**.
 - Check the name in the **File Name** text box to be sure the **.mrc** extension was automatically added. If you rename the file, remember to add the **.mrc** extension.
 - Select the location in which you want to save the record.
4. Click the Save button to download the records file.
5. Return to the Download List and click on **Empty List** to clean out the cart.

A Download List in WISCAT is **only active during the day that it was created**. You can continue adding to the download cart throughout the day. It will remain even if you log out of and log back into WISCAT during the day. All Download Lists are deleted from the server each night. It is not possible to rescue a deleted Download List.

Note: It is a good idea to get into the habit of reviewing or emptying your Download List before you close each WISCAT session and/or before you leave for the day.