

# WISCAT CAT Administration

## Quick Reference Guide for Macintosh Users

This guide for Macintosh computer users is intended as a *quick reference* in the use of features and functions available through the WISCAT Cataloging Administration module. The following instructions are based upon use of Internet Explorer (IE) 5.1 and Netscape 7.1 on a Macintosh computer. Instructions for earlier web versions are included but may not work for all.

### **System Requirements**

The WISCAT union catalog can be accessed by a computer with Internet access, using a Java-enabled Web browser. The system is best viewed with Netscape Communicator version 7.1 or Microsoft Internet Explorer version 5.5. It can also be viewed with earlier Java-enabled browser versions. The previous WISCAT interface was optimized for Internet Explorer version 5.5 or Netscape Communicator version 4.77. Libraries using Netscape 4.77 or lower as their browser are encouraged to upgrade to a newer version.

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## GETTING STARTED

### *Logging In*

#### **Staff Login**

1. Your library code prefills in the **Library** text box if the library code is in the WISCAT web address.
2. Enter the library code in the **Username** text box.
3. Enter the password in the **Password** text box.
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 menu bar located under the WISCAT banner is User Menu, 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 wish to add a location.
2. From the **CAT Options** menu to the left of the record [**Select Options** menu in earlier web versions], 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 wish to modify a location.

2. From the **CAT Options** menu [**Select Options** menu in earlier web versions], 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 wish 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 for which you want to delete a location.
2. From the **CAT Options** menu [**Select Options** menu in earlier web browsers], 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 wish to delete, 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 MARC record you want to download.
2. Hold down the Ctrl button and click the mouse button on **Download Record** in the **CAT Options** menu [in earlier web browsers select **Download Now** from the **Select Options** menu] ; a shortcut menu displays.
3. Hold down the Ctrl button and click the mouse button, select **Save Target As** or, if that is not available, select **Download Link to Disk** (Internet Explorer) or **Save Link As** (Netscape); a Save window displays.
  - If a **Save as type** menu is shown, select **All Files**.
  - Check the Name (or File Name) text box:
    - If your web browser is **Internet Explorer** and the file name showing is **DownloadPage.asp**, clicking on the Save button should save the MARC record(s) as a numbered file with an .mrc extension.

- If your web browser is **Netscape** or some other browser and the file name showing is **DownloadPage.asp**, clicking on the Save button may NOT save it as a .mrc file.
    - Rename (alpha and/or numeric) the file in the **Name** text box; add the **.mrc** extension prior to saving the file.
  - If the name showing is a number and includes the **.mrc** extension but you choose to rename the file, remember to add the .mrc extension.
    - Some uploading software does not recognize .mrc and the file may need to be renamed **microlif. 001**
  - If no name is automatically assigned, enter a name (alpha and/or numeric) for the file in the **Name** text box; add the **.mrc** extension.
    - Select the location in which you wish 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 a Title List to select the records.
2. Click in the box on the left-hand side of the Title List to add the desired records 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. Click the mouse button to select **Add to Cart** from the **CAT Options** menu or the button on the toolbar at the top of the record [select **Add/Remove item To/From List** from the **Select Options** menu in earlier web browsers].
  - If you wish to remove the record from the Download List, hold down the Ctrl button and click the mouse button to select **Remove Item from List** from the **CAT Options** menu [select **Add/Remove item To/From List** from the **Select Options** menu in earlier web browsers].

### **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. [Select Options menu in earlier web browsers]; the Download List displays.
2. To remove a *single record* from the list, click the  icon to the left of the record you wish 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.
2. Hold down the Ctrl button and use the mouse button to click the **Download**; a shortcut menu displays.
3. Click the mouse button to select **Download Link to Disk** (Internet Explorer) or **Save Link As** (Netscape); a Save or Save File dialog displays.
  - If a **Save as type** menu is visible, select **All Files**.
  - Enter a name for the file in the **File Name** or **Name** text box; make sure the **.mrc** extension has been added. If .asp is the extension, it may convert automatically to a .mrc after saving. If experimentation proves .asp does not change to .mrc upon saving, replace .asp with the .mrc prior to saving the file.
  - Select the location (Desktop or a folder) in which you want to save the record.
4. Click the Save button to download the records file.