

Initial Set-up for Batch Exports

[Download the file "where-clause.txt"](#)

Modify the "where-clause.txt" file

1. Open the "where-clause.txt" file in Notepad
2. Edit the dates in four (4) places

create_date between (select datediff(dd,'1 Jan 1970','1 Feb 2011')) and (select datediff(dd,'1 Jan 1970','28 Feb 2011')) or change_date between (select datediff(dd,'1 Jan 1970','1 Feb 2011')) and (select datediff(dd,'1 Jan 1970','28 Feb 2011'))

Set up the Export Target

1. Open the Horizon Client
2. Click Cataloging
3. Click Export
4. Double click Batch Bib Export
5. The Code Lookup: Export Target dialog box opens
6. Click the Add button
7. The Edit: Export Target opens
8. Type a short name in "Target" (such as SILO Export)
9. Type a short description in "Description" (bibs exported for SILO)
10. Click the Save button

Set up the Batch Export

1. The Select Bibs for Batch Export dialog box opens
2. Type bib_control in the from box
3. Paste the text from the file "where-clause.txt" into the where box
4. Click OK
5. The Save to File dialog box opens
6. Navigate to a specific folder on your computer where you can save the exported bibs file (such as Desktop)
7. Type a file name in the File Name: box (such as feb-export)
8. Click on the Save button
9. The Batch Bibs Export Status dialog box opens and you can watch the progress of the export.
10. Click the OK button when it is finished.

Upload File of Exported Records for Inclusion in the Locator

1. Login to SILO Interlibrary Loan System
2. Select Manage MARC Files

3. Click the Submit Request button
4. Click Upload MARC Data Files of records to be added
5. Click the Submit Request button
6. Click on the Browse button to select a single MARC file from your computer. Navigate the file selector to the disk or folder on your computer to where you saved your exported MARC file
7. From the Choose File window, navigate to the file that contains the saved MARC records
8. Select the file then click the Open button
9. To receive feedback on the MARC records, type an e-mail address in the box. Feedback will be delivered to the recipient's e-mail the next weekday.
10. Click on the Upload Files button
11. A confirmation page will appear with the file name, and number of records.
12. To upload more files of MARC data records, click the Submit More MARC files link at the bottom.

13. If you need further assistance contact the SILO Help Desk:
E-mail: helpdesk@silolibia.us
Phone: 800-981-9131

Ongoing monthly exports

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Set up the Export Target

1. Open the Horizon Client
2. Click Cataloging
3. Click Export
4. Double click Batch Bib Export
5. The Code Lookup: Export Target dialog box opens
6. Click on the SILO Export (or whatever you named it) entry
7. Click OK

Set up the Batch Export

1. The Select Bibs for Batch Export dialog box opens

2. Type bib_control in the from box
3. Paste the text from the file "where-clause.txt" into the where box
4. Click OK
5. The Save to File dialog box opens
6. Navigate to a specific folder on your computer where you can save the exported bibs file(such as Desktop)
7. Type a file name in the File Name: box (such as feb-export)
8. Click on the Save button
9. The Batch Bibs Export Status dialog box opens and you can watch the progress of the export.
10. Click the OK button when it is finished.