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Impressions Mandarin Library Automation Newsletter

July 2012 - Vol 5, Num 07

Importing pictures using OASIS (*)

In Cataloging --

Search for the item you want to attach a picture to and click "Attach Picture."

	E LeFrak, Karen. LEF Best in Show / New York : W. [32] p. :		
	My Bookbag	Edit Attach Picture Duplicate Delete	
	Comments(0)		
Click "Im	port Picture" and k "Batch		
Upload"	and select Browse.	Select Files to upload	Clearlist
		Browse Remove item	Crearnist



You will now see the picture you want in a list. Click "Select" and then click "Attach" and the picture will now be attached to that record.

bestinshow		
beatinahow.jpg	Select Remove Import Attach	BEST

Note: After clicking "**Batch Upload**" you can select more than one picture to upload. Then they will all appear in the list and you can Select and Attach without having to upload each time.

In Circulation --

Click on "Status" and search for the record.

Click on the icon for "Attach/Modify Picture"

Barcode	C	urrent Database	User			
	Mandar	in Library 💌	admin			
Patron		Item	oi 🗸 4 🚺			
		B43701 Call No.: 636.7 SOU Title Southern dogs & their people / Author: Publisher: Algonquin Books of Chapel Hill, Date: 2000. Date Due:				
		Transactions: 1 - 1 of	f1 🖂			
		Item Transactions	1			

Select "**Upload Picture**" and click on "**Choose File**" to look for the picture on your computer.

		Catalog	Circulation	Crougs	Ŷ	Reports	<u> </u>	wentory
					_		Picture	s Search
Pictur	ne Rec	cond	Search R	esurts				
Leader Control Number	LDR 001	d 2200109 4500 0000008994			Title		¥	
Date And Time O Latest Transaction	1005	20100930152825	.0			- 1000		
Creation Date	008	20060607152323	.0		LOR L	12604		
Picture Source Name	035	a 1565122682.jpg					18	
International Standard Book Number	020	a 1565122682			OR	* Anywhere		w
Title	245	a Southern dogs & Davis ; edited by by Clyde Edgerto	their people / photo Roberta Gamble ; w n.	graphs by P.S. with an introduction		Search (Jear	
Picture Type	991	ab						
		b020#a						
					O AE	O Patrons		· Bibliogra
-								
	Image	e Source						
O Local Picture Ta	ble		New					
Upload Picture			Save					
Choose File No fil	e cho	sen U	pload					

After selecting the picture click on "Upload" and then "Save."



The picture will display on the record in Circulation and in Cataloging.

MANDARIN OASI	IS***	343 Workstation						
· (Catalog	Circulation Barcode	- ton	Curr	Peperta ent Database	Inventory		
Loas Return	1			West		👻 admin		
Renew	Patron				item 🚰 🖉 🎸 🖏			
Booking Stells Self-Check				6	C.	22976 Il No.: 745.5 BAN Title: 100 crafts under \$10 / uthor: Banker, Susan M		
Duick Return	Transactions			Re.	Pub Dati	Better Homes Isher: and Gardens Books, Date: c2003.		
Payment				Transactions	Due	10		

(*) To download this document in pdf format <u>click here</u>

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To request a live webinar <u>click here</u>

To request a sample data conversion, click here

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