



4. SCISWEB ORDERING

Orders for SCIS catalogue records are placed using *Create orders* or *Upload order file*. *Create orders* allows you to order catalogue records by entering ISBN, ISSN, ISMN, TLF or SCIS numbers.

Upload order file allows you to load a file of ISBN, ISSN, ISMN, TLF or SCIS numbers that have been created and saved as a text file.

Create orders method

1. Click on the *Create orders* button from the *SCISWeb Menu* page.

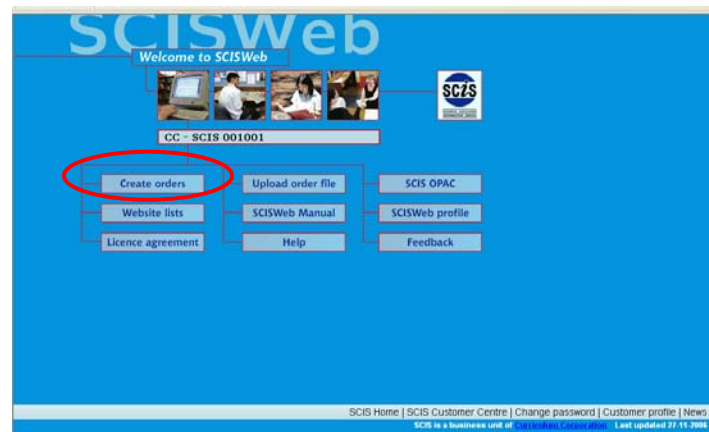


Figure 4.1 SCISWeb Menu page

2. Place the cursor in the *Enter orders here* box.

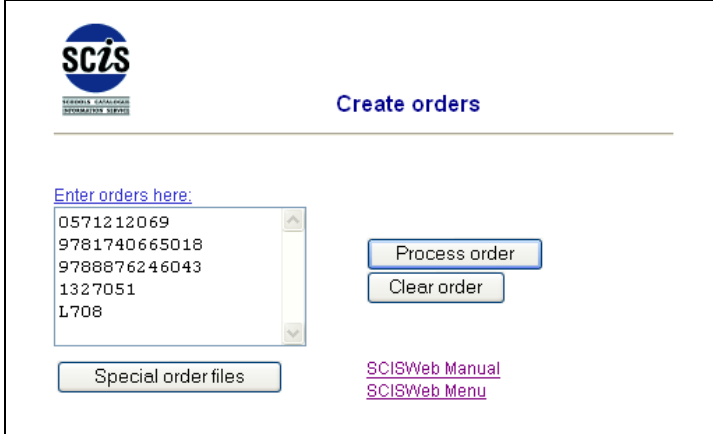


Figure 4.2 Create orders page

3. Enter 10-digit ISBNs, 13-digit ISBNs, 8-digit ISSNs, 10-digit ISMNs, SCIS numbers or TLF numbers. Any number of these order numbers and any combination of order numbers can be entered. If keying in the numbers then press the *Enter* key after each number.

Hint:

A barcode scanner should be used where possible to enter the ISBN, ISSN or ISMN. Scanning numbers is recommended, as it is more efficient and accurate than typing. The cursor automatically moves to the next line.

4. Click on the *Process order* button. *SCISWeb* commences matching the order file numbers with the SCIS database catalogue records. Once this process is complete, details of the order are listed in the *ORDERS TABLE*. The most recent order appears at the top of the table.

Clear order

To delete the numbers entered in the *Enter orders here* box, click on the *Clear order* button. All the order numbers will be cleared from the *Enter orders here* box.

Orders table

The *ORDERS TABLE* provides details about the order and enables the user to download the MARC file.

The screenshot shows the 'Create orders' page. At the top left is the SCIS logo. The main heading is 'Create orders'. Below this is a text input area with the prompt 'Enter orders here:'. To the right of the input area are two buttons: 'Process order' and 'Clear order'. Below the input area is a button labeled 'Special order files'. To the right of this button are two links: 'SCISWeb Manual' and 'SCISWeb Menu'. At the bottom of the page is a table titled 'ORDERS TABLE' with a 'Note' link. The table has four columns: 'DATE AND TIME', 'ORDER FILE', 'SCIS DATA', and 'RESULTS'. The table contains three rows of data, with the most recent order at the top.

DATE AND TIME	ORDER FILE	SCIS DATA	RESULTS
2007-04-26 09:05:15	Order file	usmarc.dat	results
2007-04-24 12:53:30	Order file	usmarc.dat	results
2007-04-18 15:08:29	Order file	usmarc.dat	results

Figure 4.3 *ORDERS TABLE*

The first column (see Figure 4.3), *DATE AND TIME*, displays the year, month, day and time the order was created. The most recent order is at the top of the table.

The second column, *ORDER FILE*, links to the *SCISWeb order* page (see Figure 4.4), which lists the numbers originally entered.

The screenshot shows the 'SCISWeb order' page. At the top left is the SCIS logo. The main heading is 'SCISWeb order'. Below this are two links: 'Return to Create order page' and 'Return to Upload order page'. In the center of the page is the text '- Your SCIS order file -'. Below this text is a list of numbers: 0140387978, 0143001302, 074456591X, 1238494, and 1708. At the bottom of the page are two links: 'Return to Create order page' and 'Return to Upload order page'.

Figure 4.4 *SCISWeb order* page

The third column, labelled *SCIS DATA*, links to the *usmarc.dat* which is the file of matched catalogue records.

The fourth column, labelled *RESULTS*, links to the *SCISWeb Results* page (see Figure 4.5), which displays information about the order such as *Statistics*, *Matched orders* and *Unmatched orders*.



The screenshot shows the SCISWeb Results page. At the top left is the SCIS logo. The main heading is "SCISWeb Results" followed by a sub-heading "- Your SCIS order file RESULTS -". Underneath is a section titled "Statistics" with the following data: Number of unique orders : 8, Produced : 8, and Unmatched : 0. Below the statistics are two links: "Return to Create order page" and "Return to Upload order page". The next section is titled "Matched orders" and states "Your order matched the following records on the SCIS database. [Go to list of Unmatched orders](#)". A table follows with columns for SCIS no, Title, Author, ISBN/SN/MN, and Call Number. The table contains three rows of data.

SCIS no	Title	Author	ISBN/SN/MN	Call Number
1149168	India /	Ledger, Richard.	1863665684	954.007 LED
859849	The best batsman in the world /	Lockett, Dave.	186291284x	F LUC
1312363	A study in scarlet; and, The sign of the four /	Doyle, Arthur Conan.	9781840224115	F DOY

Figure 4.5 SCISWeb Results page

To return to the *Create order* page, click on the link *Return to Create order page* or *Return to Upload order page* to return to *Upload order page*.

Hint:

If your order fails to find any match, it is likely that the order file is not in the format required. By using the *Order file* link, you can view the original file details and look for obvious errors. The most common problem is when the barcode scanner has not been configured properly.

High *Unmatched* rates could be a result of errors when typing in ISBN, ISSN, ISMN and SCIS numbers. The use of barcode scanners is recommended to ensure accuracy when entering ISBNs, ISSNs and ISMNs.

To download the SCIS DATA file

The next step is to download or save the *usmarc.dat* file from the SCIS server to your computer.

1. Click on *Create orders* located on *SCISWeb Menu* page to locate the file required using the *DATE AND TIME* information, within the *ORDERS TABLE*.
2. Click on the *usmarc.dat* link in the *SCIS DATA* column of the *ORDERS TABLE* to download the file.

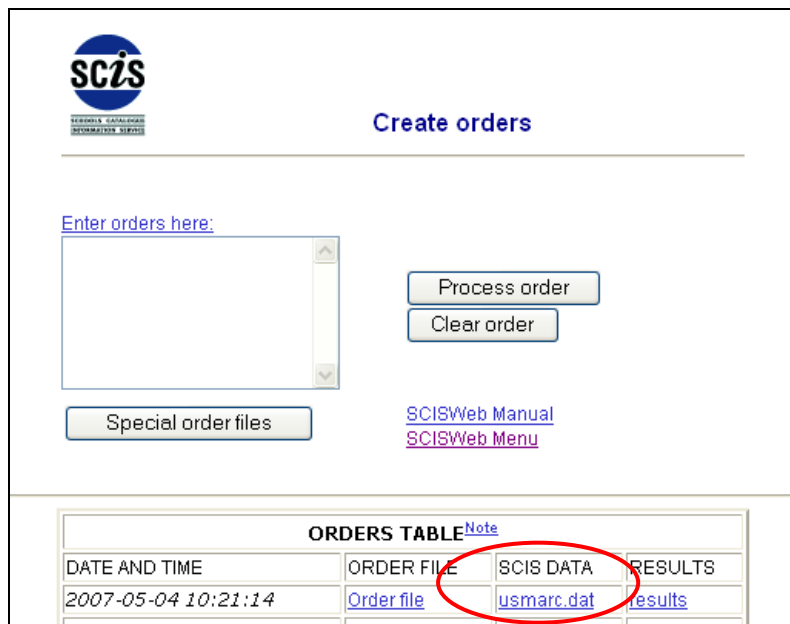


Figure 4.7 SCIS DATA column in ORDERS TABLE

3. From the *File Download* dialogue box, click on the *Save* button.

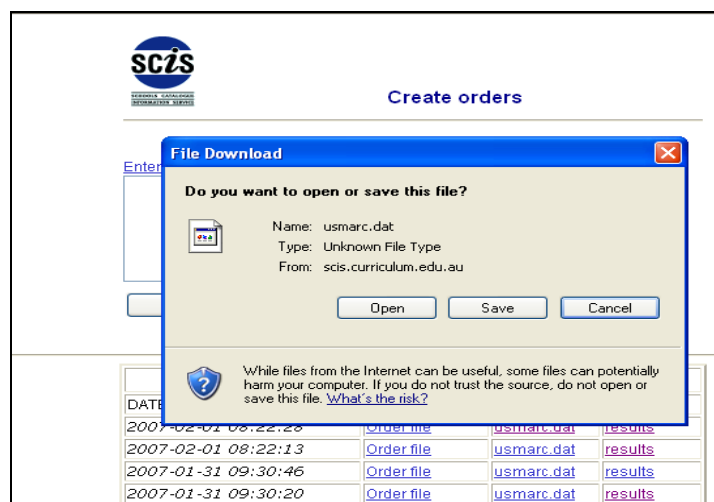


Figure 4.8 File Download dialogue box

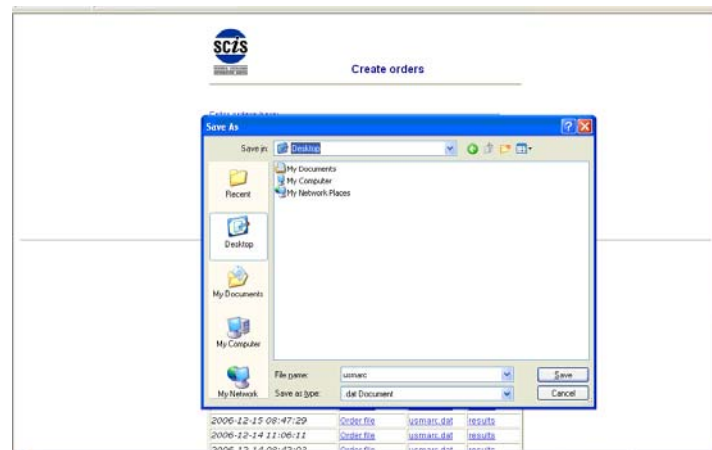


Figure 4.9 Save As dialogue box

4. In the *Save in* box ensure *Desktop* or an appropriate location on the network drive is selected. In the *File name* box ensure *usmarc* is displayed. Click on the *Save* button.
5. After the file has been downloaded, a *Download complete* dialogue box may appear to advise on the status of the download process. Click on the *Close* button to close the dialogue box.

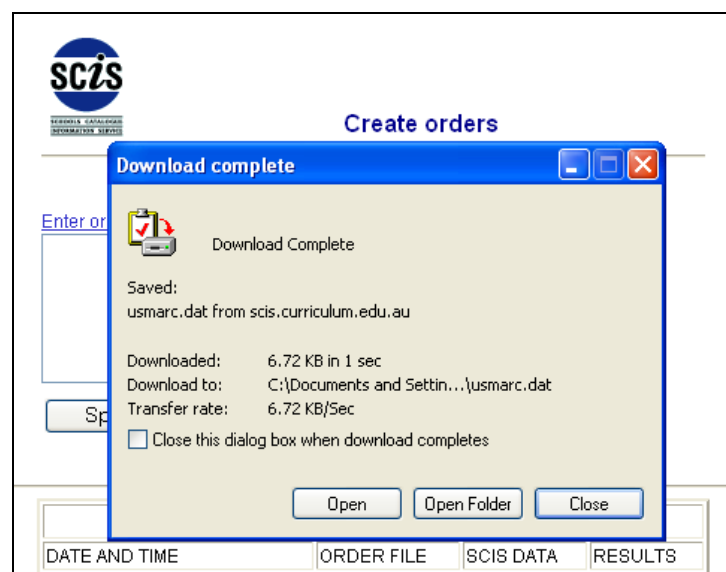


Figure 4.10 Download complete dialogue box

The default file name is *usmarc.dat*. It is essential that this file name is retained. If you have an existing *usmarc.dat* file on your Desktop or drive, or using the same location for subsequent *usmarc.dat* files, the following message will appear:

C:\Documents and Settings\Desktop\usmarc.dat already exists. Do you want to replace it? (see Figure 4.11).

6. Click on *Yes* if you wish to overwrite the previous file with the new *usmarc.dat* file.
Click the *No* button if you wish to retain the previous *usmarc.dat* file.
7. To save the new file, you will need to use a different location.

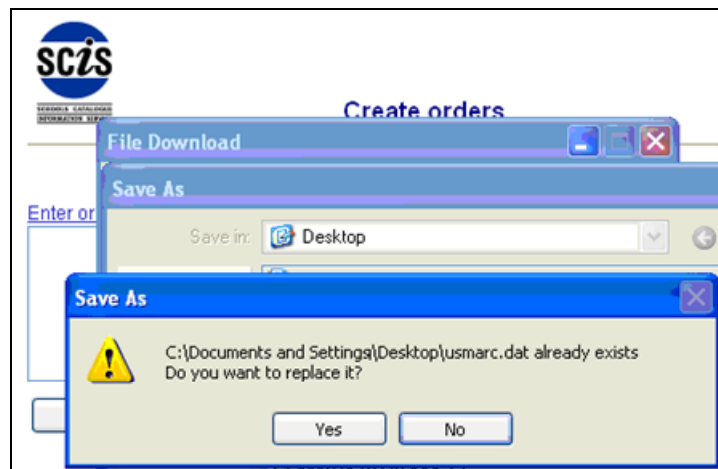


Figure 4.11 Save As dialogue box

Hint:

An alternative method to download the *usmarc.dat* file is to place the cursor on the *usmarc.dat* link in the *ORDERS TABLE* and click on the right-hand mouse button. From the drop-down menu, choose *Save Target As* and the *Save As* window appears. At the *Save in* box, select *Desktop* or an appropriate location on the network drive. In the *File name* box, ensure *usmarc* is displayed and click on the *Save* button.

Upload order file method

The *Upload order file* method enables the user to reduce online time through the creation and loading of a text file of ISBN, ISSN, ISMN or SCIS numbers in a word processing package or in a text editor such as *Notepad*. This process enables the user to create the order file offline.

Creating the text order file

1. Open a new word processing file or *Notepad*.
2. Type the 10-digit ISBN, 13-digit ISBN, 8-digit ISSN, 10-digit ISMN or 6- or 7-digit SCIS numbers, without spaces or punctuation (eg 0140387978).
3. Press the *Enter* key on the keyboard to move to the next line.

4. Repeat this procedure for each number.



Figure 4.12 Example of text file containing a list of order numbers.

Hint:
 It is much quicker to use a barcode scanner to scan in the ISBN, ISSN or ISMN barcodes. The cursor automatically moves to the next line when using a barcode scanner.

The *Upload order file* button is available on the *SCISWeb Menu* page (see Figure 4.1 SCISWeb Menu page).

5. Click on the *Upload order file* button to bring up the *Upload order file* page (see Figure 4.13).

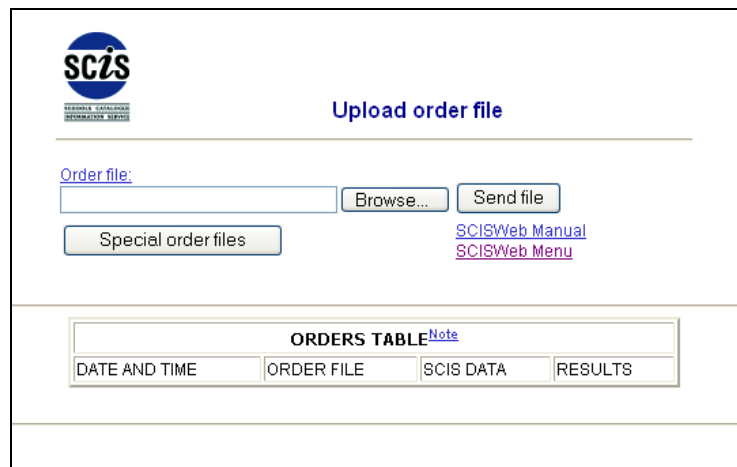


Figure 4.13 Upload order file page

6. Search for the file of order numbers by clicking the *Browse* button (See Figure 4.14 *File Upload* dialogue box).

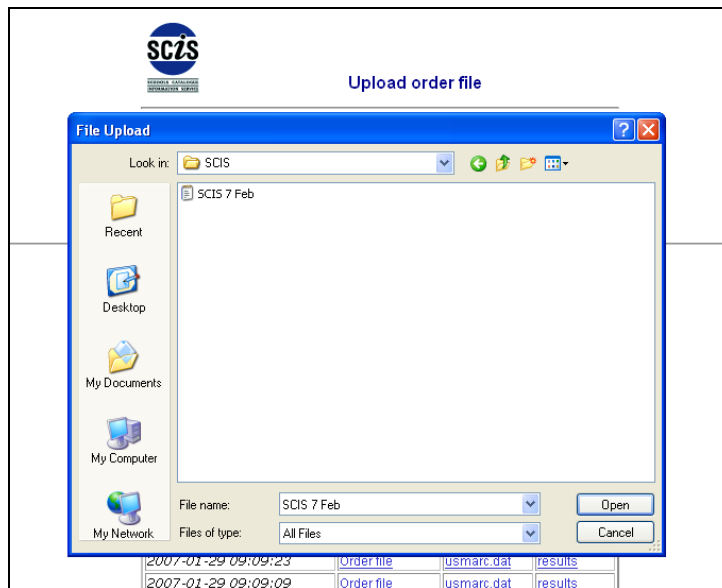


Figure 4.14 *File Upload* dialogue box

7. In the *Look in* field, select *Desktop* or type in the drive and file name of the text order file (eg A:\SCIS 7 Feb.txt).
8. Click on the file name in the large window.
9. Once the uploaded file is selected click on the *Open* button. The file name is inserted automatically in the *Order file* box on the *Upload order file* page (see Figure 4.15).
10. Click on the *Send file* button on the *Upload order file* page to process the order. A new line will appear at the top of the *ORDERS TABLE*.

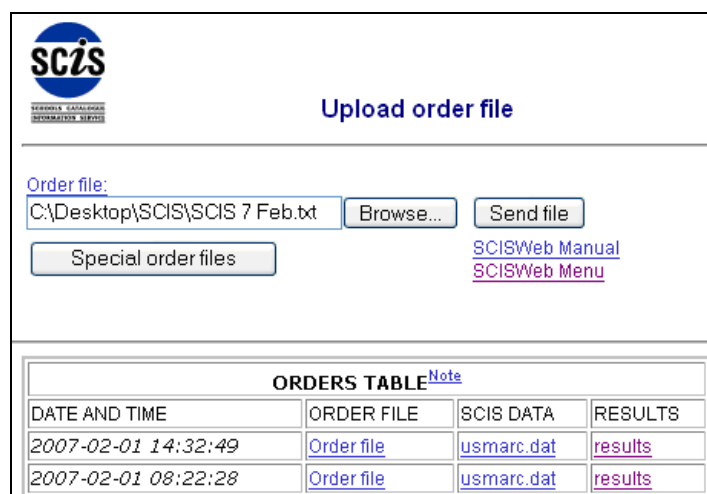


Figure 4.15 *Upload order file* page

SCIS OPAC method

Some resources do not have an ISBN, ISSN or ISMN so it is necessary to obtain a SCIS number to order the catalogue record. The quickest method is to use two browser windows simultaneously.

1. Open two windows of the browser. These will appear on the toolbar at the bottom of the screen.

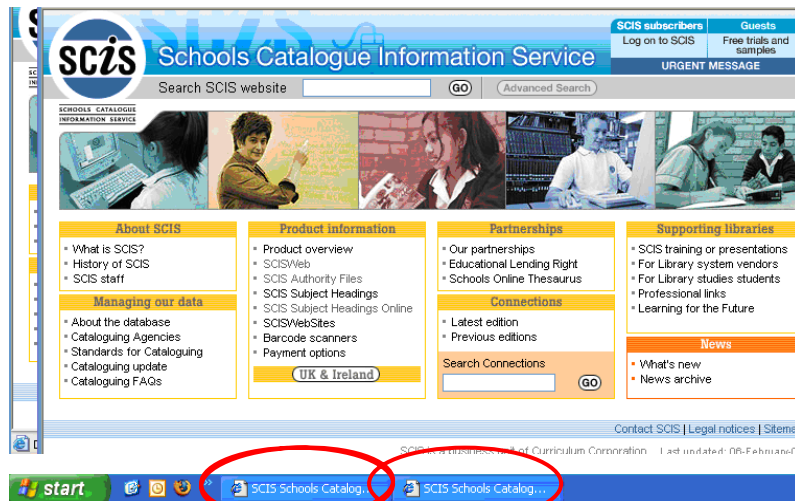


Figure 4.16 Two browser windows opened simultaneously

2. Place the cursor over a blank area of the lower toolbar and click the right-hand mouse button.

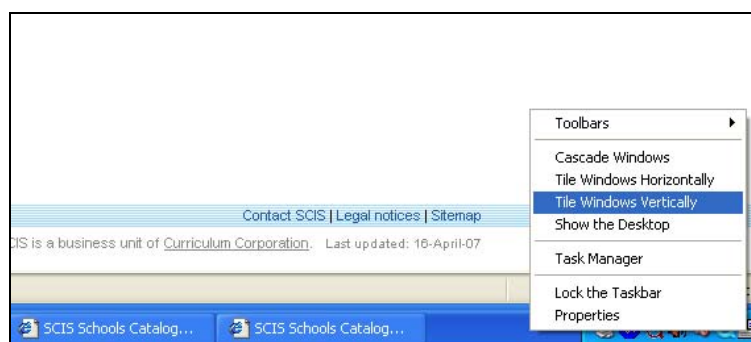
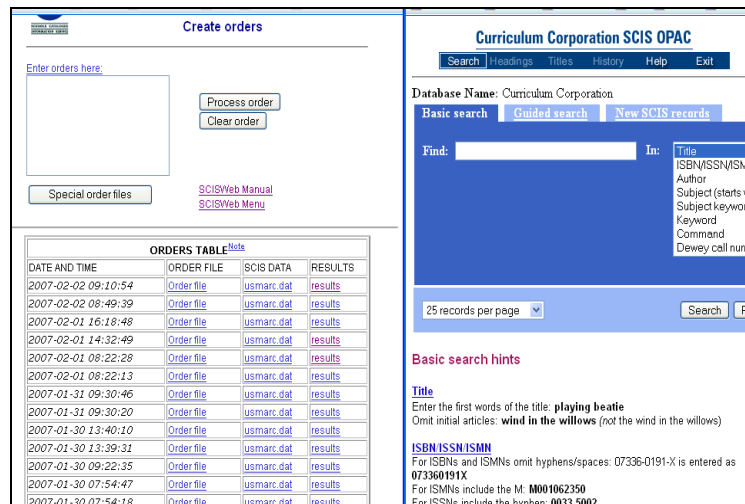


Figure 4.17 *Tile Windows Vertically* box

3. From the drop down menu select *Tile Windows Vertically*. All applications that are open will appear on screen.
4. Click on the *Minimize* icon on all screens displayed except the two browse screens.

5. On the left half of screen, log on to *SCISWeb* as usual and open the *Create orders* screen (see Figure 4.18).
6. On the right half of screen, log on to *SCISWeb* as usual and open the *SCIS OPAC Basic search* screen (see Figure 4.18).



SCIS OPAC screen dumps © Ex Libris Inc

Figure 4.18 Ordering files through two browser windows

7. In *SCIS OPAC* undertake a search to locate the catalogue record required.

Please note: The Help button on any page of *SCIS OPAC* gives detailed instructions for using *SCIS OPAC*.
8. Highlight the *SCIS* number.
9. On the top menu bar select *Edit* then select *Copy*.
10. Move the cursor to the browser window on the left-hand screen and place in *Enter orders here* box.
11. On the top menu bar select *Edit* then select *Paste*.
12. Continue to locate records in *SCIS OPAC* and copy and paste them into the *Create orders* page on the left screen.
13. Once searching is finished, click on the *Process order* button.
14. To download catalogue records, click on the *usmarc.dat* link in the *ORDERS TABLE*.

Exiting SCISWeb

To exit *SCISWeb*, use the web browser menu.

1. Choose *File*.
2. Select *Exit*.

Alternatively click the white cross in the red box in the top right corner of the browser.

Customer support

For assistance with *SCISWeb Ordering*, contact SCIS Customer Support staff:

Email: scisinfo@curriculum.edu.au

Telephone: 1800 337405 (free call within Australia outside the Melbourne metropolitan area)
9207 9600 (Melbourne metropolitan area)
+61 3 9207 9600 (international)