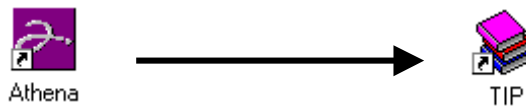


## Athena to TIP Export/Import Instructions



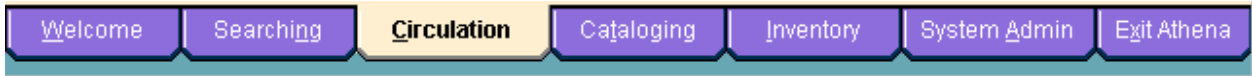
**These are instructions for extracting the Patrons and Textbooks from the Athena library system. These instructions should work for versions 7.1 or 8.1 of Athena.**

## **TABLE OF CONTENTS**

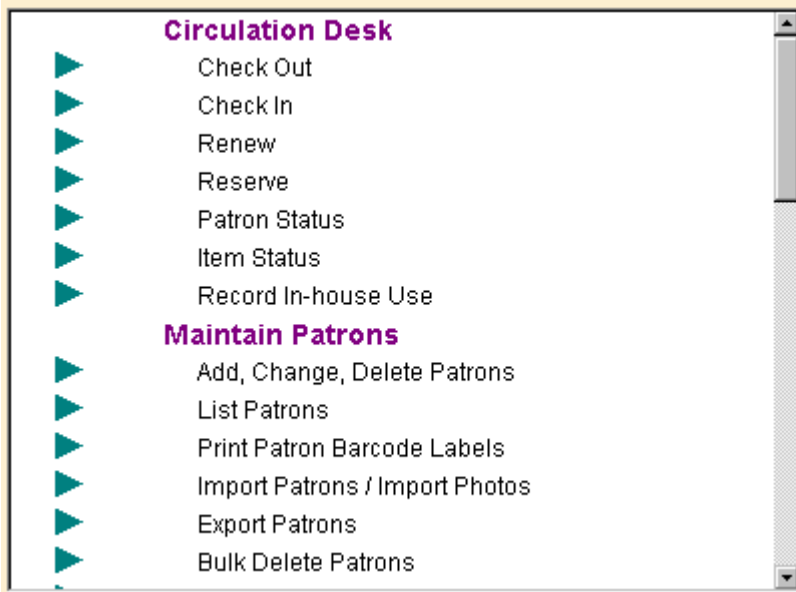
- A.) Extracting Patron Records**
- B.) Extracting Textbook Records**
- C.) Importing Athena Extracts to TIP**

## A.) Extracting Patron Records

- 1) From the main menu select the “Circulation” tab.



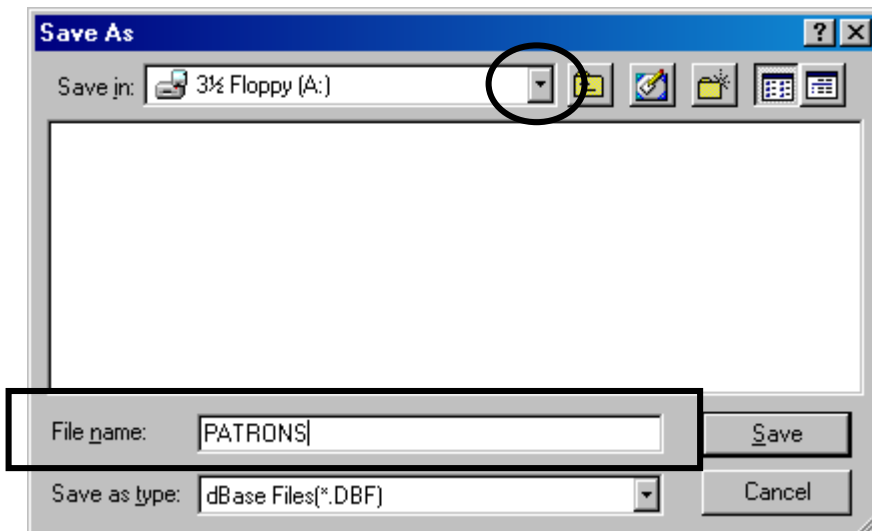
- 2) From the “Maintain Patrons” category select Export Patrons.



- 3) You should now be on the Export Patrons screen.
- 4) Click on the  browse button to select where to save the file.

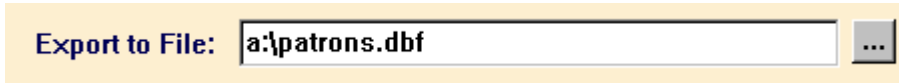



- 5) It is suggested that you save to a disk to limit the chances of forgetting where you saved the file.



6) Title the file “PATRONS” and press “Save.”

7) The “Export to File” should now read similar to pictured.



8) You are now ready to press the  button .

9) Congratulations you are done with the Students/Patrons and can export the Textbooks next or go to the section on “Importing Athena Extracts to TIP.”

## B.) Extracting Textbook Records

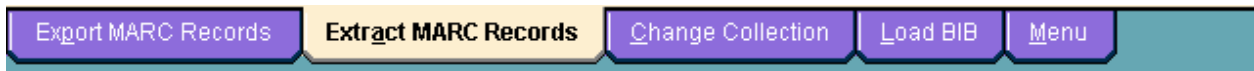
- 1) From the Main Menu select the “Cataloging” Tab.



- 2) You should now have the have the “Cataloging Menu” screen displayed and can select the “Export/Extract MARC Records” option under the “Maintain Items in a Collection” category.



- 3) With the Export Marc Records screen displayed select the “Extract Marc Records” tab at the bottom.



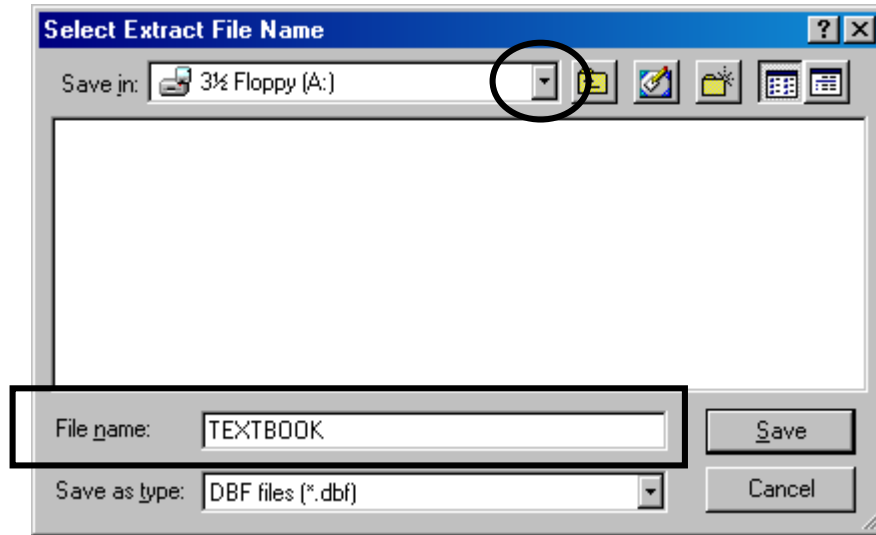
- 4) With the Extract Marc Records screen displayed fill out the center section as follows.

	Tag	Sub	Length	Field Name
1	020		20	ISBN
2	245	a	100	TITLE
3	260	b	50	PUBLISHER
4	260	c	20	PUBDATE
5	852	9	10	COST
6	521	a	20	TARGET

- 5) Click on the  browse button to select where to save the file.



6) It is suggested that you save the file to a disk to avoid forgetting where it has been saved.



7) You must name it TEXTBOOK and then press “Save.”

8) The “Extract to File” should now look similar to pictured.

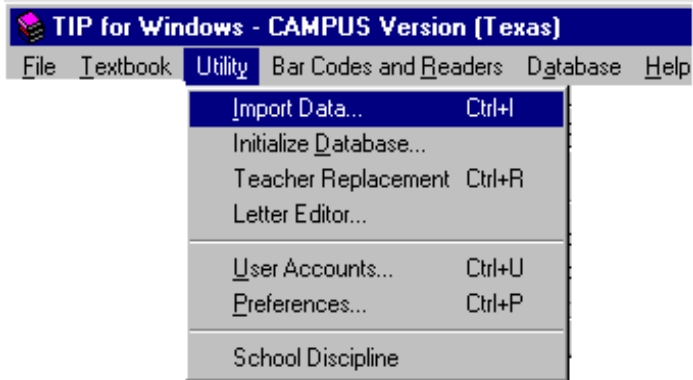


9) You can now press the  button.

10) Congratulations you are now ready to import the files in to TIP. Go to the section entitled “Importing Athena Extracts to TIP.”

## C.) Importing Athena Extracts to TIP

1. Start **TIP** and select “**Utility**” and then “**Import Data**”

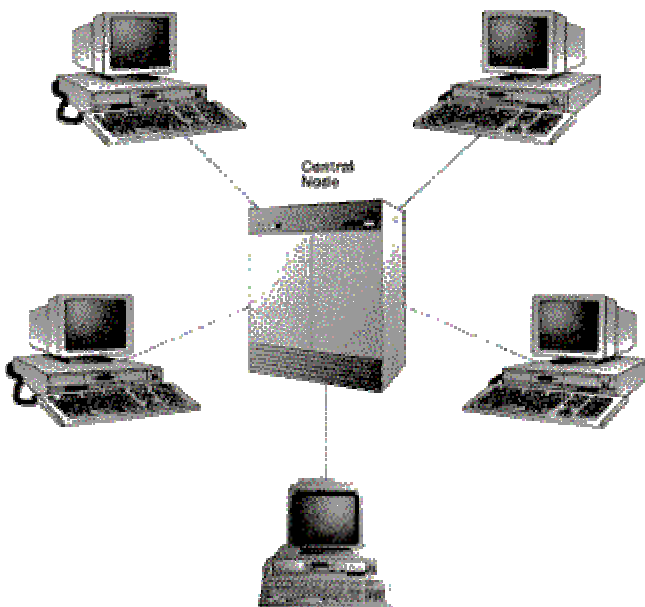


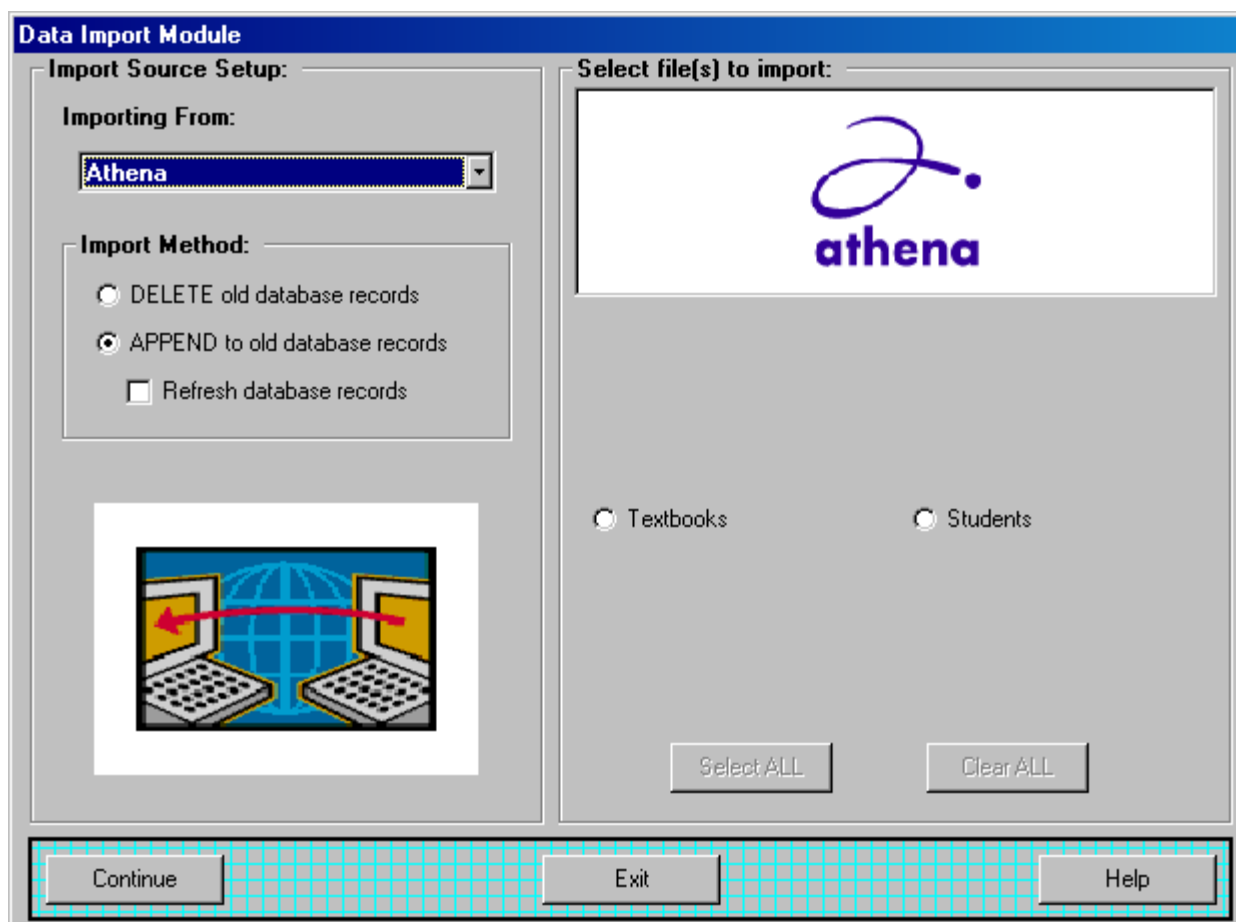
2. Determine where the files are located.
  - a. If on diskette – insert the diskette into drive A.



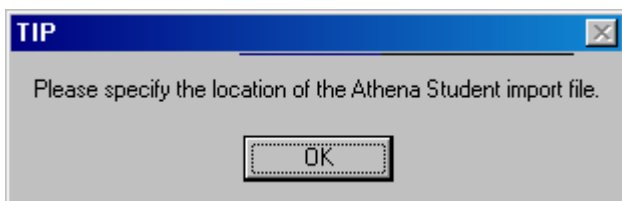
- b. If on a server-- find out the path. (ie, S:\textbook)

Write it down!!!!

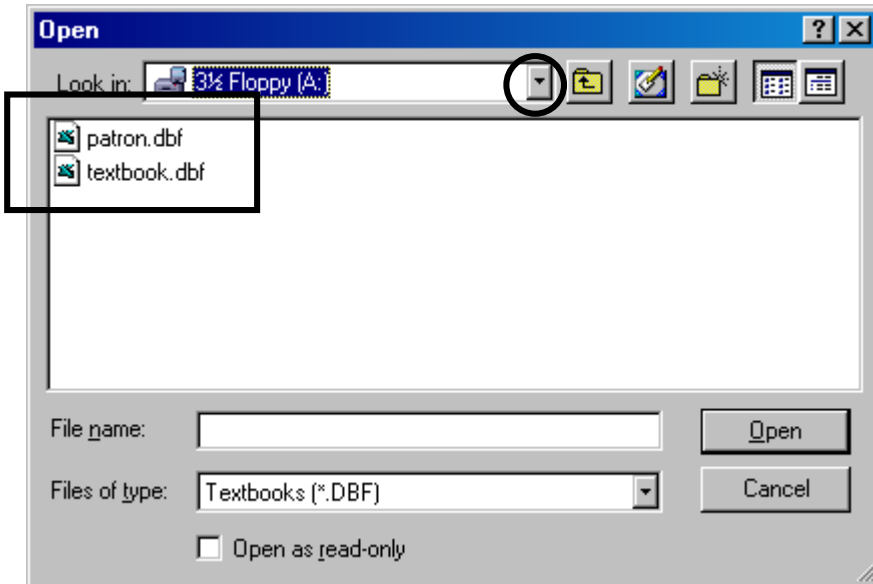




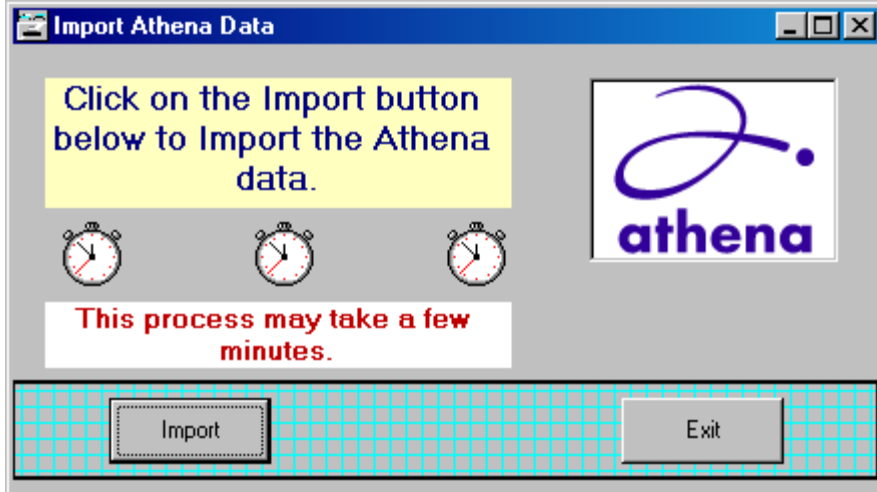
3. With the “**Data Import Module**” screen displayed.
  - Change “**Importing From**”: to Athena
  - Change “**Import Method**” to **Append and Refresh**
  - Change “**Location of Import Files**” to the **A Drive -- (a) or the network drive the files are located on.**
  - Select the file type being imported from the right (select one file at a time) and press “**Continue**”
    - Select file types in the following order:
      1. Students
      2. Textbooks
4. Press “**OK**” to specify the location.



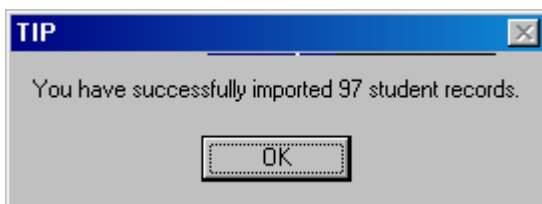
5. Select the corresponding file to be imported.
  - PATRONS.DBF for the TIP STUDENTS
  - TEXTBOOK.DBF for the TIP TEXTBOOKS



6. Press “Open.”
7. When the Verification screen appears press “Import”



8. Once Finished TIP will display a success screen, Press “OK”.



9. Press “**OK**” to the message that “All files marked for import have been processed.”, but **DO NOT** press “**Exit**”.



10. Return to step 3 to continue importing the remaining file.