

Batch Processing in the Client: Overview

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Revision History

Date	Section title	Description of changes
April 2011	New guide	<ul style="list-style-type: none">• This guide provides an overview of batch processing within the Connexion client.• It provides all basic instructions for batch processing in a single document.• Batch processing itself has not changed.

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1 Batch process searches and record actions

What is batch processing in the client?

Batch processing runs searches and record actions on multiple records and/or files automatically all at once (in a "batch"). Batch processing in the client follows this general pattern:

	Action
1	You do this: Enter WorldCat searches and/or set actions you want to take on bibliographic records in your local bibliographic save file. And/or You enter LC authority file searches and/or set actions you want to take on authority records in your local authority save file.
2	You do this: Run batch processing on the local file(s) you prepared.
3	The client does this: 1. Automatically logs on to the OCLC system using a default authorization and password that you set up. 2. Runs the searches and/or processes actions on records. 3. Downloads records from searches. 4. Produces separate reports on the results of searches and record actions.

Batch processing in the client is different from Batchload services from OCLC. In the Connexion client, you set up and initiate batch processing. It is under your control. The Batchload service, run by OCLC Batch Services staff, can process much larger amounts of records/data on behalf of libraries (see more about the Batchload service at <http://www.oclc.org/us/en/batchprocessing/>).

The sections below provide brief instructions for batch processing in the client. See the last section below for more about which client system guides have more detailed instructions.

Set up for batch processing

The table below shows the menus and commands to access settings and options for batch processing. In each of the windows that these commands open, click the **Help** button for detailed instructions.

Go to...	To ...
Tools > Options > Batch	Set options for: <ul style="list-style-type: none"> • Maximum number of matched records to download (up to 150) • Keeping batch search keys if too many matches are found, no records are found, or errors occur in searches • Deleting attached local holdings records and/or bibliographic institution records when holdings are deleted • Taking export and label print actions on records in local files via batch processing rather than export or print labels immediately. • Displaying or printing batch reports as soon as processing is finished

Go to...	To ...
Batch > Process Batch ; click Search Options	Set options to assign a My Status or apply default constant data to records downloaded from a search.
<p>Required: A default logon authorization and password:</p> <p>Tools > Options > Authorizations (general logon) Or File > Local File Manager; click Authorizations (file-specific logon)</p>	You must enter either a general default authorization and password or a local-file-specific authorization and password for automatic logon for batch processing.

Manage local files

You use local save files on your workstation or on a shared drive for offline cataloging and for batch processing. This section covers the highlights of managing local save files for batch processing. The client provides other types of local files and many other functions for local file management than is covered here. See details in Basics: Manage Local Files.

Default local save files. At installation, the client supplies one default local save file for bibliographic records and one for authority records:

- Click **File > Local File Manager** to open the Local File Manager window and work with your local files, including:
 - Default local bibliographic save file: **DefaultBib.bib.db**
 - Default local authority save file: **DefaultAuth.auth.db**

Default file location.

- Local files are stored in X:\Documents and Settings\[*your user name*]\Application Data\OCLC\Connex\Db (where X represents the letter of your hard drive), unless you change the location.

Use the Local File Manager

- Click **File > Local File Manager** to work with your local files, including:
 - Creating multiple files.**
Many catalogers use and re-use only one bibliographic and/or one local authority save file. If needed, however, you can create more local files for different purposes or for individual staff members:
 - In the Local File Manager window, under **File Type**, select **Bibliographic** or **Authority**, and click **Create File**. Give the file a name (the client will add the correct file extension, **.bib.db** or **.auth.db**) and click **Open**. The new file is added to the list.

If you have multiple files, you must designate a file as the default to open and use it: Select a file in the **Files** list, and click **Set as Default**.

—**Setting a logon authorization for a file.**

- In the Local File Manager window, select a file in the **Files** list, and click **Authorization**. Enter the authorization and password you want the client to use when you run batch processing using that file.

If you do not assign an authorization to a file, the client uses the authorization you enter and designate as the default in **Tools > Options > Authorizations**. If you do assign an authorization to a file, it overrides any default you have set in the Options/Authorizations window. Setting one or the other type of default authorization is required for batch processing.

—**Viewing reports from the most current batch processing sessions.**

- In the Local File Manager window, select a file in the **Files** list, select the type(s) of batch reports you want to see (**Searches, Online Actions, Exports, and/or Label Printing**) and click **View Reports**.

This method of viewing reports lets you see reports from any file, whether designated the default or not. When you view reports from **Batch > View Reports > [report type]**, the reports are always from batch processing using the default file.

Prepare searches for batch processing

Enter WorldCat searches

	Action
1	Click Batch > Enter Bibliographic Search Keys .
2	Check to be sure the local file file you want to use is selected in the Local File list, if you use more than one local authority save file.
3	In the Query box, enter a search using full search syntax, as you would enter a Command Line search for an interactive LC Names and Subjects authority file search (logged on). (See the Search Authority Files client system guide for more information.)
4	Optional. Select a default index in the Use default index list. The index is used for all searches unless you override it by including a different index in a search string.
5	Optional. Click to select the Apply default WorldCat qualifiers check box and enter qualifier(s) in the box. The qualifier(s) are applied to all searches unless you override by including different qualifier(s) in a search string.
6	Click Add or press <Enter>.
7	Repeat steps 3 and 6 to add more searches.
8	When finished, click Save , and then click Close .
9	When ready, run batch processing. (See instructions below.)

Alternative: Import a file of searches

Create a text file of searches and import them into the Enter Bibliographic Search Keys window:

1. Create an ASCII text file (file extension ***.txt**) using a basic text editor such as Windows Notepad.
2. Enter searches in command line format, each on a separate line. Save the file.
3. In the Enter Bibliographic Search Keys window of the client, click **Import**.
4. In the Windows Open window, type the full path and file name of the text file, or click **Browse** and navigate to the file, and then click **Open**. The client appends the searches in the text file to any searches already in the Enter Bibliographic Search Keys window.

Enter Library of Congress (LC) authority file searches

	Action
1	Click Batch > Enter Authority Search Keys .
2	Check to be sure the local file you want to use is selected in the Local File list, if you use more than one local bibliographic save file.
3	In the Query box, enter a search using full search syntax, as you would enter a Command Line search for an interactive WorldCat search (logged on). (See the Search WorldCat client system guide for more information.)
4	Optional. Select a default index in the Use default index list. The index is used for all searches unless you override it by including a different index in a search string.
5	Click Add or press <Enter>.
6	Repeat steps 3 and 5 to add more searches.
7	When finished, click Save , and then click Close .
8	When ready, run batch processing. (See instructions below.)

Alternative: Create a text file of searches and import them into the Enter Authority Search Keys window (see instructions following the procedure above for bibliographic records).

Prepare record actions for batch processing

For batch processing record actions, you "mark" or "set" the actions on records.

Set actions on bibliographic records

	Action
1	Save the records you want to mark with actions for batch processing in the local bibliographic save file: Click Action > Save Record to Local Save File or <F4>.
2	While offline, display a bibliographic record from the local save file (Cataloging > Search > Local Save File or <F3>). Or Select records in the local bibliographic save file list.
3	On the Action menu, including the Holdings submenu, click the action you want to batch-process for the record(s). Batch-supported actions for bibliographic records are: <ul style="list-style-type: none"> • Holdings > Update Holdings • Holdings > Delete Holdings • Holdings > Produce • Replace Record • Export (must have the option for batch export selected in Tools > Options > Batch) • Label Print (must have the option for batch label printing selected in Tools > Options > Batch) • Submit for Review The status for the action you set changes to R (Ready) in: <ul style="list-style-type: none"> • The status bar at the bottom of the displayed record. Or <ul style="list-style-type: none"> • The column for the action in the displayed bibliographic local save file list.
4	When finished marking records, run batch processing. (See instructions below.)

Remove record(s) from batch processing

Remove the "Ready" status to remove actions from records that you marked for batch processing:

1. Display the record or select records in the file list.
2. Click **Action > Set Status** or press <Alt><Shift><S>.
3. In the Set Status window, under **Remove ready status for batch**, click the check boxes next to action(s) you want to remove.
4. Click **OK**.

Set actions on authority records

	Action
1	Save the records you want to mark with actions for batch processing in the local authority save file: Click Action > Save Record to Local Save File or <F4>).
2	While offline, display an authority record from the local save file (Authorities > Search > Local Save File or <Shift><F3>). Or Select records in the local authority save file list.
3	On the Action menu, click the action you want to batch-process for the record(s). Batch-supported actions for authority records are: <ul style="list-style-type: none"> • Add to Authority File (supported for NACO-affiliated libraries only) • Replace Record (supported for NACO-affiliated libraries only) • Export (must have the option for batch export selected in Tools > Options > Batch) • Submit for Review The status for the action you set changes to R (Ready) in: <ul style="list-style-type: none"> • The status bar at the bottom of the displayed record. Or • The column for the action in the displayed authority local save file list.
4	When finished marking records, run batch processing. (See instructions below.)

See instructions for removing record(s) from batch processing following the procedure above for setting actions on bibliographic records.

Run batch processing After you prepare searches and/or record actions, run batch processing:

	Action
1	Click Batch > Process Batch (or press <Alt><P>).
2	In the Local Files list, click check boxes to select as many local files as you want to process. You can batch process any or all local save files, whether they are bibliographic or authority, and whether they are set as default or not.
3	Under Process , click one or more check boxes to select the types of processing you want to run: <ul style="list-style-type: none"> • Online Searches • Online Record Actions When selected, the check box for Check date in Replaced becomes available. Select it to have the system check the master record in WorldCat for a more recent date. If one is found, the Replace action fails and the client downloads the more recent version of the record to your local file. • Exports (must have the option for batch export selected in Tools > Options > Batch) • Label Printing (must have the option for batch export selected in Tools > Options > Batch)

	Action
4	Select the processing order for actions on records and for returning search results. Under Process : For bibliographic records, select one of the following: <ul style="list-style-type: none"> • Date/Time Added (default) • Save File Number • OCLC Control Number • Name • Title For authority records, select one of the following: <ul style="list-style-type: none"> • Date/Time Added (default) • Save File Number • OCLC ARN • Heading
5	When finished, click OK to run batch processing for the selected local files. The client shows the progression of the batch in the Connexion Client Batch in Progress window. To cancel processing during a batch run, click Cancel Batch in the Connexion Client Batch in Process window.
6	For records marked for some actions, the client may ask if you want to save the records to the local file after the batch is finished. Click Yes to save or No to delete after the batch is completed.

Results of batch processing

- The batch runs immediately and includes all selected local files.
- The client closes all local file records and lists.
- The Connexion Client Batch in Process window shows the type of processing and the full path and file name of the file in process. For searches, the window shows the number of records being downloaded of the total retrieved.
- If you selected the option to display and/or print batch reports in **Tools > Options > Batch**, the reports display and/or print as soon as processing is completed.
- The status of record actions is updated from **R** (Ready) to **C** (Completed) or **F** (Failed) in the local save file records and on the local save file list the next time you open them.
- The client does **not** keep your settings in the Process Batch window (helps prevent re-running a batch by mistake). You must select the processes you want to run each time.

Exception: The client retains your file selection, if you clicked to select the Retain file selection check box in the Process Batch window.

- Searches are deleted from the local file unless you set options to keep searches that failed (**Tools > Options > Batch**).

Quick batch for holdings actions

You can batch-process setting or deleting holdings using OCLC numbers only without the system having to download the records to your workstation:

	Action
1	Click Batch > Holdings by OCLC Number .
2	In the Batch Holdings by OCLC Number window, enter a list of OCLC numbers, each on a separate line. Or In the Input File of OCLC Numbers box, enter the full path and file name of a file you prepared, or click Browse to locate the file, and then click Import . (See how to prepare an import file below.)
3	Click OK to start batch processing right away. Note: You must process the numbers immediately. The client does not store them.

To prepare an import file:

1. Create a text file (file extension ***.txt**) in a text editor such as Notepad, entering each OCLC number on a separate line.
Or
Output a text file of OCLC numbers from your local system.

Note: Enter the numbers only. The system ignores any characters preceding the OCLC numbers, such as an index label (**no:**), an asterisk (*), a number sign (**#**), or a prefix such as **ocm**.

2. Import the file in the client Batch Holdings by OCLC Number window, as described in step 1 of the procedure above.

Roadmap of more detailed instructions for batch processing

Detailed procedures for the various steps in preparing for and running batch processing are integrated into the relevant client guides on searching and taking actions on WorldCat and LC authority file records. See the following topics in client guides on the Web (or see the same topics in Help) for more details:

- In the Cataloging: Search WorldCat guide—"Enter WorldCat batch search keys"
- In the Authorities: Search Authority Files guide—"Enter LC authority file batch search keys"
- In the Cataloging: Take Actions on Bibliographic Records guide—"Take actions on bibliographic records" topic, "Set actions on records for batch processing" section
- In the Authorities: Take Actions on Authority Records guide—"Take actions on authority records" topic, "Set actions on authority records for batch processing" section
- In any of the guides listed above—"Run batch processing"