

Downloading Prompcat records

1. An email will come from OCLC with the subject EDX Transfer notification
2. Open FTP Software
3. Open a session in InfoLinks and follow these steps:
O > ORDERING and receiving subsystem

A > ADDITIONAL ordering and receiving functions

P > PROCESS data from book/serial vendors

R > Receive Approvals and Firm Order data from book vendor

I > Get an approval file via INTERACTIVE fts

Vender = 1yke (press space)

Choose: edx.oclc.org

C> Change Directory

E > ENTER a path name / don't forget the single quotes
'EDX.PCAT.AFU.RCD.YDX'

Press Enter

V > VIEW files

Choose your file / Match files to the EDX email

T > TRANSFER files

C > CONTINUE

You will then see a screen telling you how many records downloaded.

Press <SPACE> to continue

From this menu:

P > PROCESS Approvals and Firm Orders received into INNOPAC

M > Approval Plan Interface Bib and Order Record (m2btab.pcat)

P > PROCESS all shipments

Use today's date as order date? (y/n) N

Use the invoice date instead. If you are not sure what it is it can be found at this website under reports:

http://psw.oclc.org/psw/psw.pway?action=html_frame_dir&dir=pcat

You will need your OCLC authorization #, and password to access the reports.

Perform Duplicate Checking? Yes

Copy and paste invoice summary from the following page into an email to Doris, and Ann.

Check the R > RECORD Loading Statistics to see if there are errors listed. If so view the error file. V > VIEW error file

Tell Patty about the errors or copy and paste to the email already started

Q > QUIT

Check to see if records loaded ok.

Should look similar to this.

