# OhioLINK errors notification instructions

How to import records into Sierra's "create lists" function

Sierra allows users to "import" bibliographic numbers to create a review file to easily correct thousands of records at once.

1. OhioLINK will send a list of your institution's local bibliographic numbers
2. Add an "a" to the end of all "local bib numbers". This functions as the "check digit" in your local catalog. You can do this in Excel by using the following formula
   =CONCATENATE([cell # you want to modify]),"a")
   Example: using the formula   =CONCATENATE(C2,"a") [you'll need to retype the quotation marks in Excel due to formatting] in cell D2 will produce *b1056491a*

|	A	B	C	D
1	**Central Bib #**	**Central 001**	**Local bib #**	
2	b284095825	zoc4bg b1056491	b1056491	*b1056491a*
3	b411915654	zda3ug b4792363	b4792372	

3. Copy all local bibliographic numbers into a .txt file (Notepad is a common program to use) and save the .txt file to your computer
4. Go to Sierra's "create lists" function. Click on an empty review file and use the "import records" button.
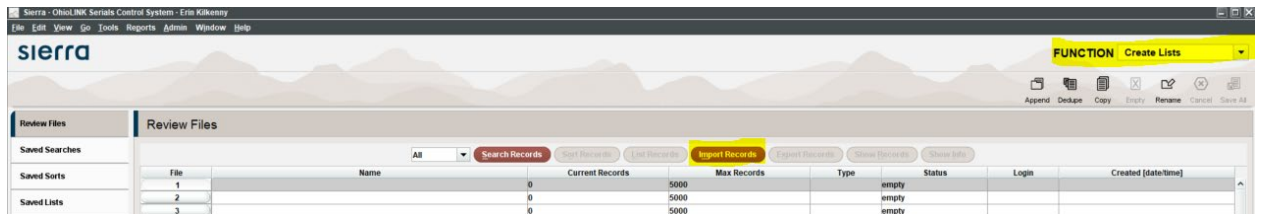
5. An "import records" popup will appear. Name the review file and click "choose file" and find the saved .txt file. Click "import".

How to report "stuck" records

1. Open the review file. Records that are already deleted in your local system will appear with a blank "description". In the below screenshot, record #4 has already been deleted in the local catalog.
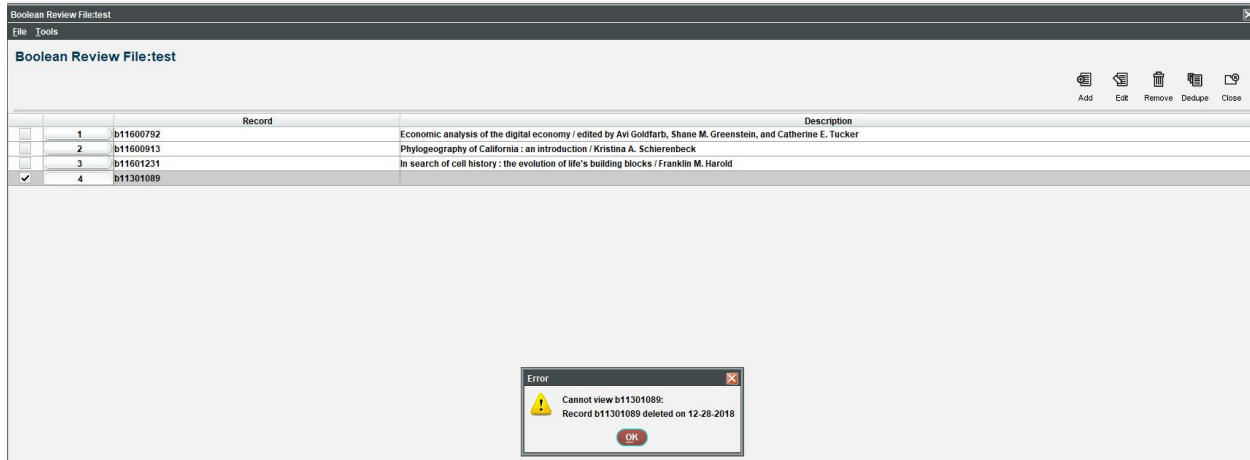
2. Highlight <u>all</u> records in the review file. Copy all using "ctrl + C" keyboard shortcut
3. "Paste" into a new Microsoft Excel spreadsheet
4. Send the spreadsheet back to the OhioLINK staff member

How to suppress local records from appearing in the Central Catalog using "Global Update"

1. Go to Sierra's "global update" function
2. Under "select records", choose "review" and find the review file with the imported records. Click "search". A list of highlighted records should appear.
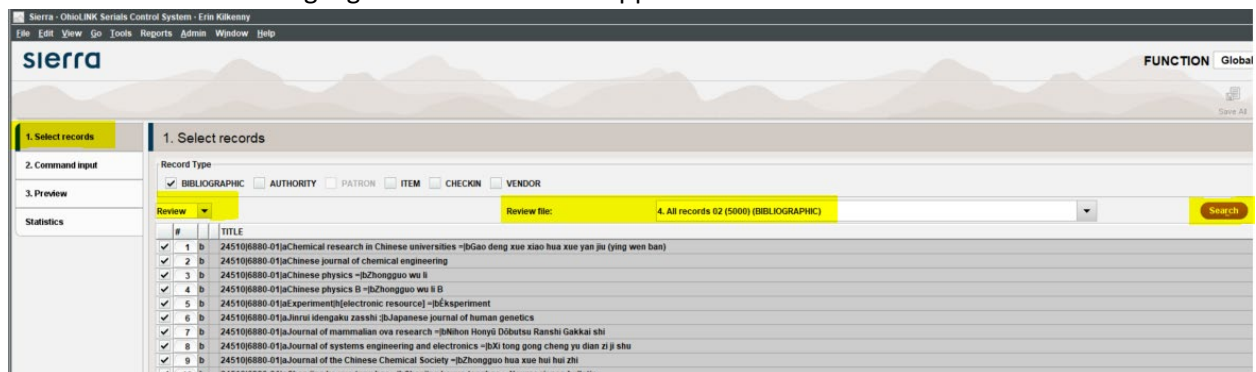
3. Choose "2. command input" on the left hand menu
4. Click "add" – a "choose command type" popup will appear
5. Click "change fixed length field" and "ok"
6. A pop up "changed fixed-length field(new command)" will appear.
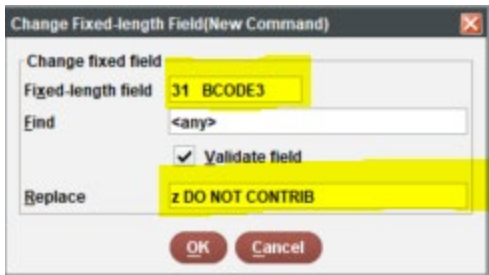
     a. For "fixed-length field" choose "31   BCODE3" (some systems may use "suppression code" or something similar instead of "BCODE3"

     b. For "replace" choose "z DO NOT CONTRIB" (some systems may use different wording for "do not contribute"

7. Click "3. Preview" on the left hand menu. You should see the changes the system will make to each record. Click "process"