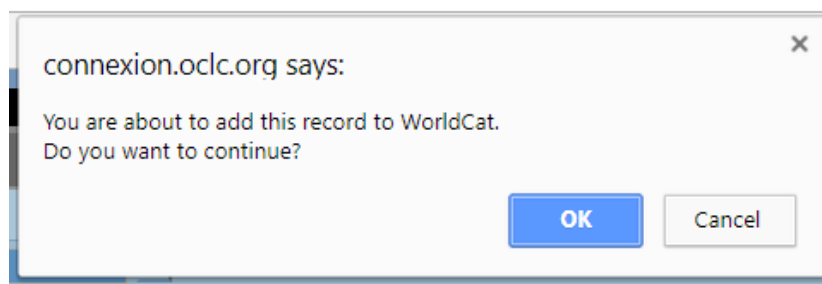


After you have created a new bibliographic record using Connexion Browser, you will want to add it to the OCLC WorldCat catalog. We call this Producing a record. After you have added the record to the WorldCat catalog, you are able to export the record and add it to the Symphony WorkFlows catalog.

Producing a record in Connexion Browser

1. Create your new bibliographic record in Connexion Browser.
2. Validate the record.
3. In the Action dropdown, choose **Produce**. You will receive a confirmation box.
4. Click OK.



5. A confirmation will display at the top of the screen.

Action

Record Produced and Added and 1 Holdings Set.

Exporting and Downloading a record from Connexion Browser

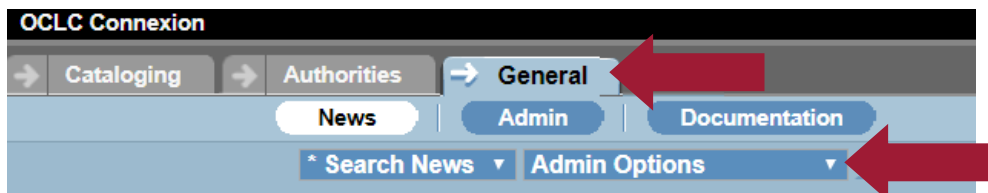
1. Open the record you wish to export.
2. Click the Action dropdown and choose **Export Record in MARC**.
3. At the top of the screen, you will receive a confirmation that your record was exported.

Action

Export completed

4. This process stores your record in the Download File until you perform the next step.

5. To download the record, click the **General Tab**.



Search

News

You can search for all News records by not specifying any criteria.

Search for in

with Category

6. Next, click the **Admin Options** dropdown and select **Download Export Files**.

7. In the page that opens, **check the box next to the file with YOUR Authorization code**.

Download Export Files

Download export files for: SRB

Bibliographic Records					
Select	Authorization	Created	Format	Bytes	Downloaded
<input checked="" type="checkbox"/>	100258627	03/08/2018,09:10	MARC	1758	Not Downloaded
<input type="checkbox"/>		03/06/2018,11:03	MARC	1126	03/08/2018,08:54
<input type="checkbox"/>	100258628	03/07/2018,10:44	MARC	2341	03/08/2018,08:54
<input type="checkbox"/>	100258475	03/07/2018,11:27	MARC	865	03/08/2018,08:54

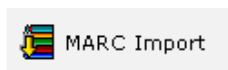
8. Click **Download**.

<input type="checkbox"/>		02/12/2018,12:00	MARC	985	02/12/2018,12:00
<input type="checkbox"/>		02/12/2018,10:46	MARC	3558	02/12/2018,10:46
<input type="checkbox"/>		02/12/2018,10:43	MARC	3558	02/12/2018,10:43

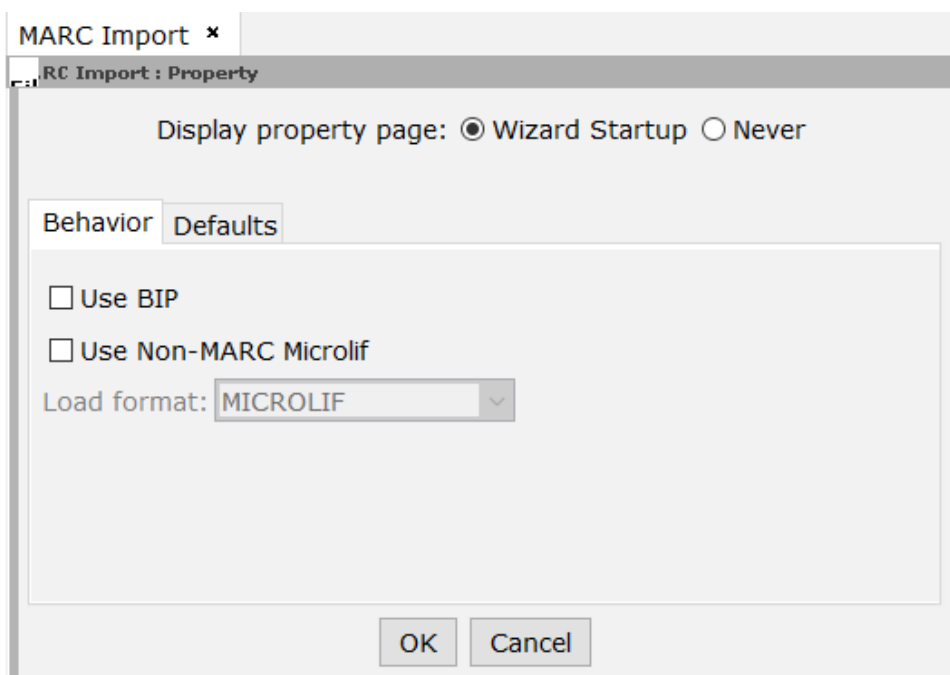
9. **The record has now been downloaded to your computer.** You are now ready for the next process, importing the record into WorkFlows.

Importing MARC Records into WorkFlows

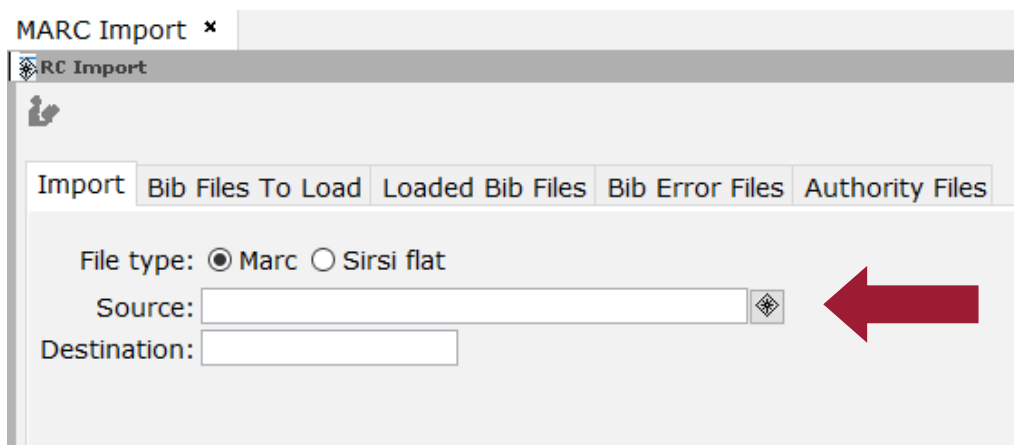
1. Open WorkFlows.
2. Open the **TECH3 Module**.
3. On the left side of the screen, select **MARC Import**.



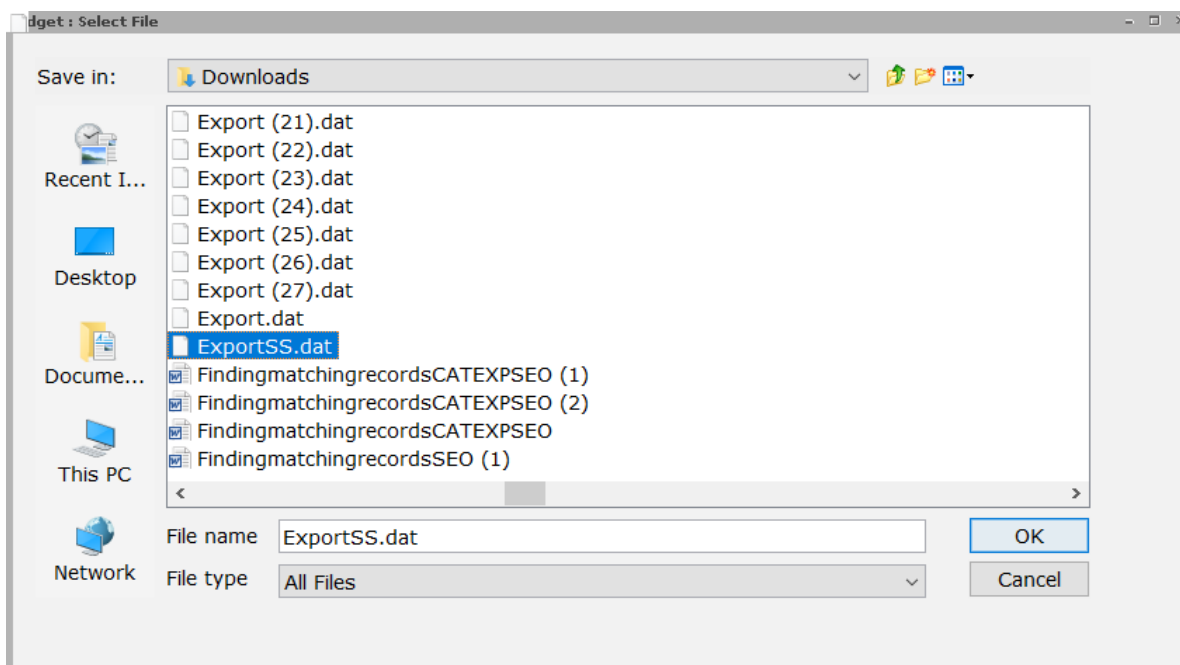
4. On the **MARC Import Property page**, click **OK**.



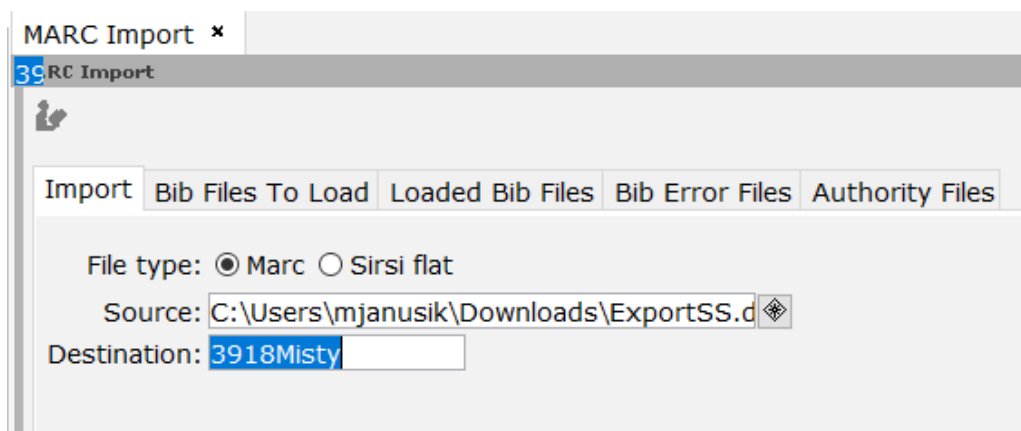
5. In the MARC Import window, you need to retrieve the file to be loaded. Click on the gadget next to the Source field.



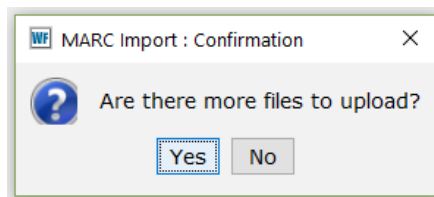
6. Navigate to the location of the downloaded Connexion export**.dat file. Select the file and Click OK.



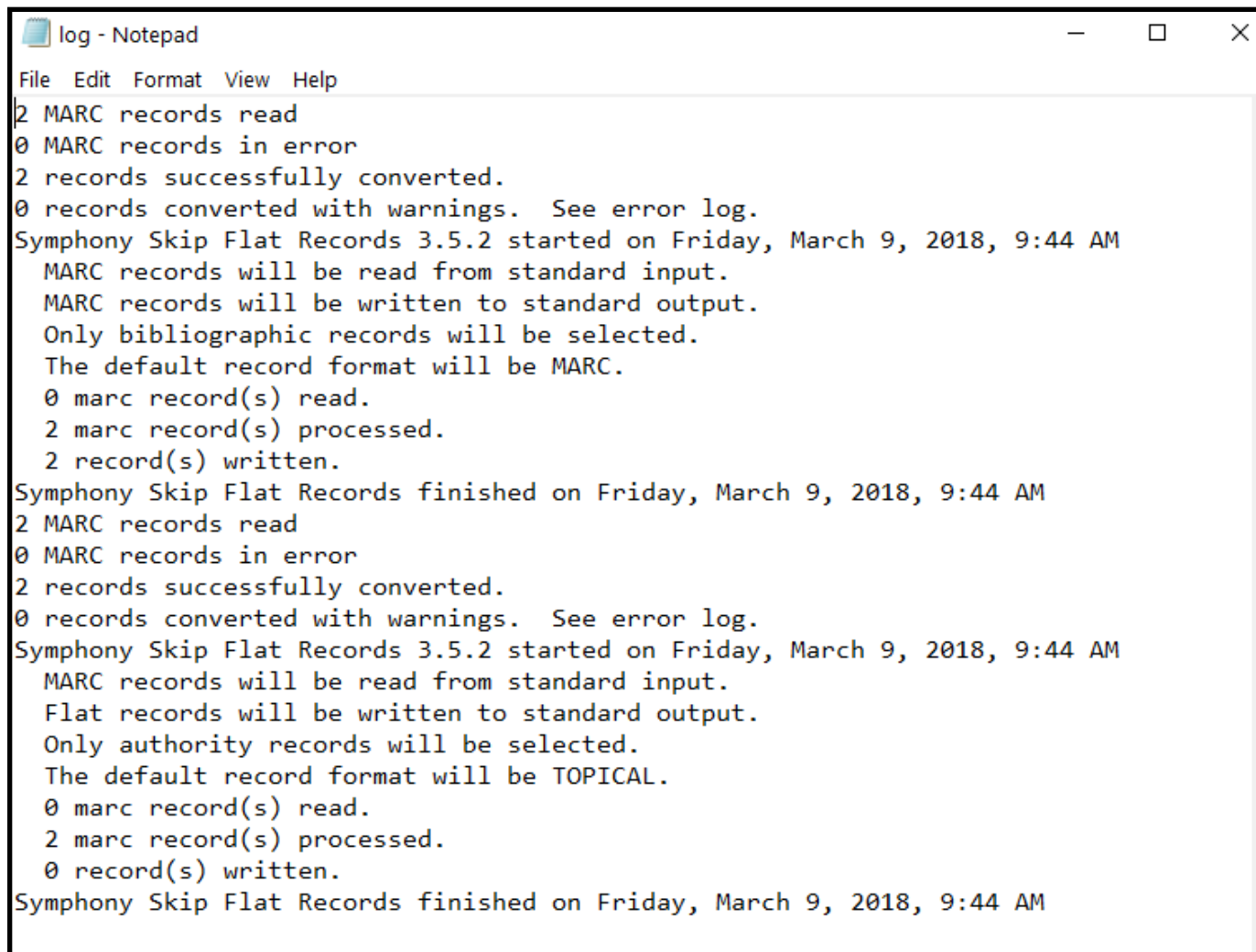
7. In the Destination field, enter the date and your first name. For example: 3918Misty would represent March 3, 2018.



8. Click **Import**.
9. In the confirmation box that opens, select **No, there are no more files to upload**.

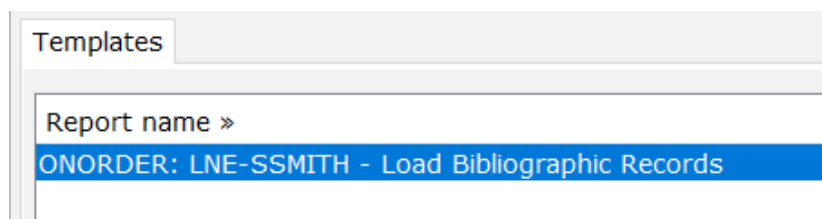


10. The import log will open. This log will show you how many records were successfully processed and if there were any errors.

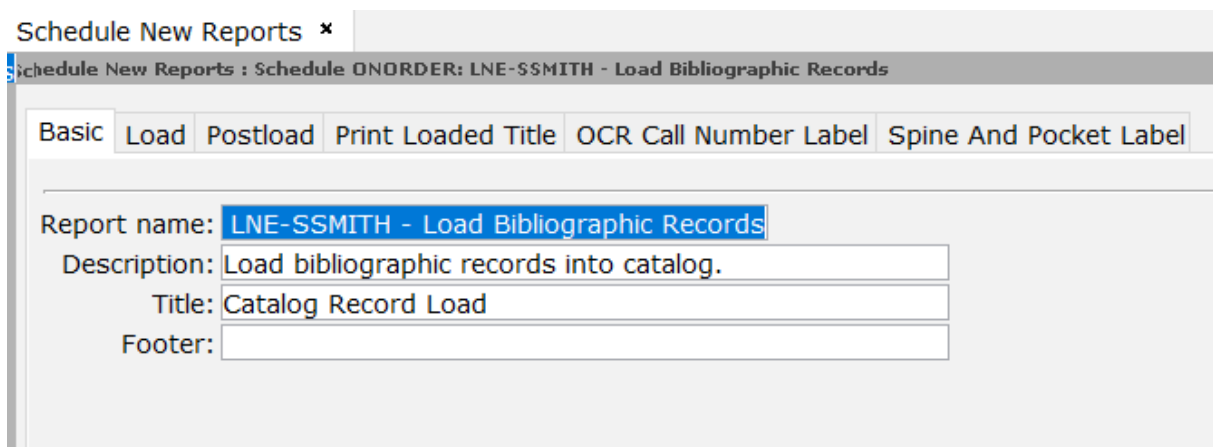


```
log - Notepad
File Edit Format View Help
2 MARC records read
0 MARC records in error
2 records successfully converted.
0 records converted with warnings. See error log.
Symphony Skip Flat Records 3.5.2 started on Friday, March 9, 2018, 9:44 AM
MARC records will be read from standard input.
MARC records will be written to standard output.
Only bibliographic records will be selected.
The default record format will be MARC.
0 marc record(s) read.
2 marc record(s) processed.
2 record(s) written.
Symphony Skip Flat Records finished on Friday, March 9, 2018, 9:44 AM
2 MARC records read
0 MARC records in error
2 records successfully converted.
0 records converted with warnings. See error log.
Symphony Skip Flat Records 3.5.2 started on Friday, March 9, 2018, 9:44 AM
MARC records will be read from standard input.
Flat records will be written to standard output.
Only authority records will be selected.
The default record format will be TOPICAL.
0 marc record(s) read.
2 marc record(s) processed.
0 record(s) written.
Symphony Skip Flat Records finished on Friday, March 9, 2018, 9:44 AM
```

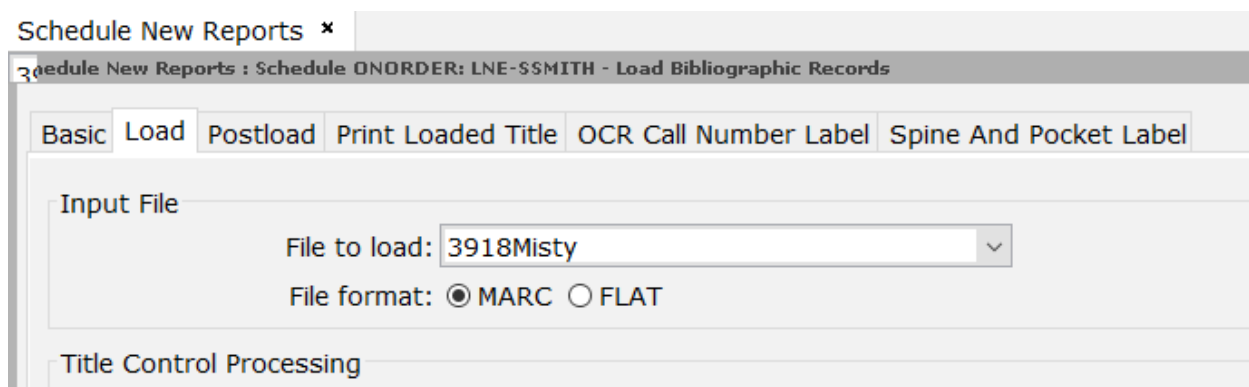
11. Open the **Template Reports** module.
12. On the left side of the screen, select Schedule New Reports. In the window that opens, find the report named **ONORDER; Load Bibliographic Records**.
13. **Select the report and click Setup & Schedule located at the bottom of the screen.**



14. In the Schedule New Reports window, click the **Load tab**.

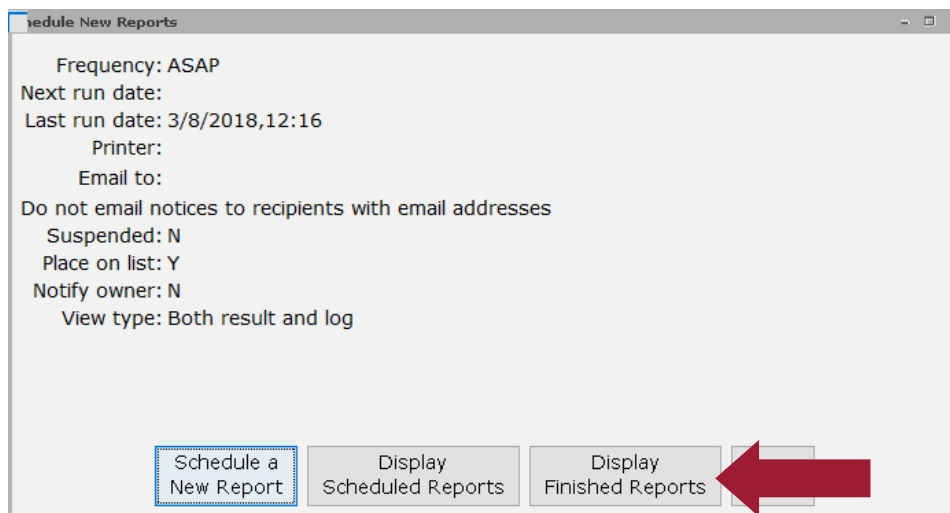


15. In the Load tab, click the **File to Load dropdown and choose your file**.

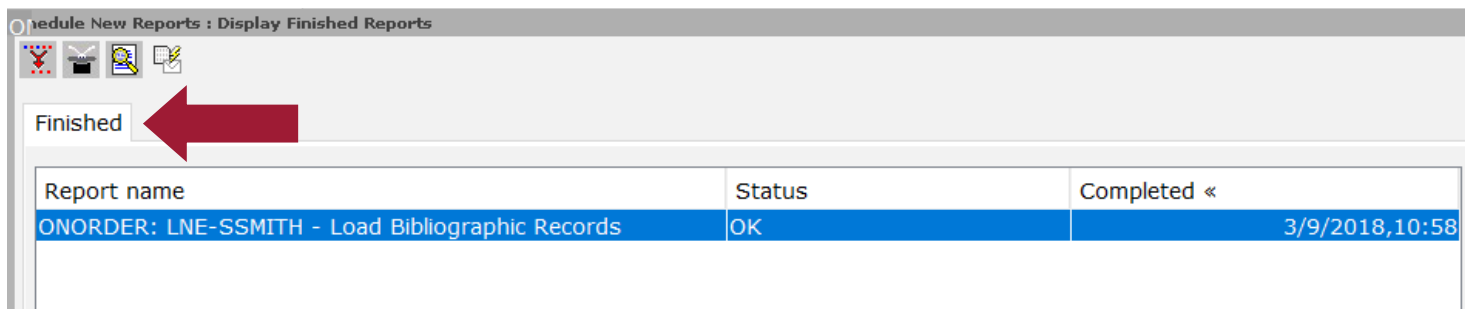


16. Click **Run Now**.

17. In the window that opens, select **Display Finished Reports**.

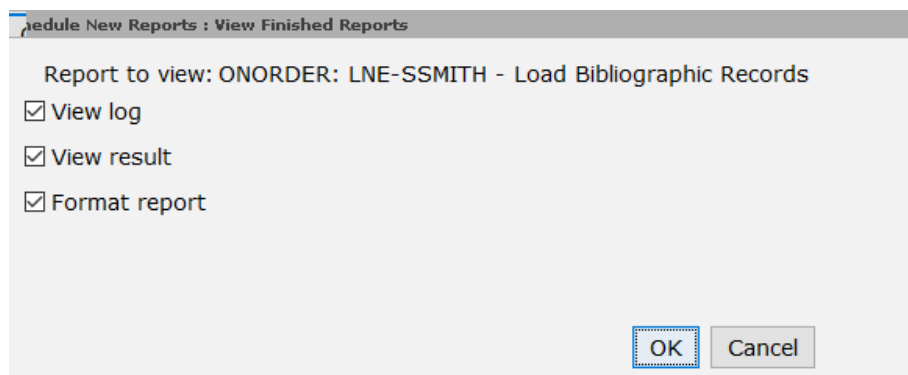


18. In the Finished Reports, select the report that you just ran.



19. At the bottom of the page, click **View** to review the list of the titles imported and to check for any errors.

20. In the window that opens, leave all the boxes checked and **click OK**.



21. Look at the report to determine how many records were successfully created in symphony WorkFlows. Check for any errors. If you see records that are in error, please contact SEO.

```
2 SEO SEO_ONORDR item(s) created.
2 Total item(s) created.
0 Total item(s) ignored.
2 bib record(s) read.
0 bib record(s) in error.
2 bib record(s) loaded.
0 bib record(s) cancelled.
0 bib record(s) deleted.
0 full bib record(s) replaced.
```

22. You did it! Smile and pat yourself on the back.