



USING THE CLEANUP UTILITY

ABOUT CLEANUP

CleanUp is a maintenance utility that allows you to find and remove records. You can find bibliographic records without holding records, find holding records without bibliographic records, and delete records by barcode. To use CleanUp, M3 1.6 must be installed on your workstation.

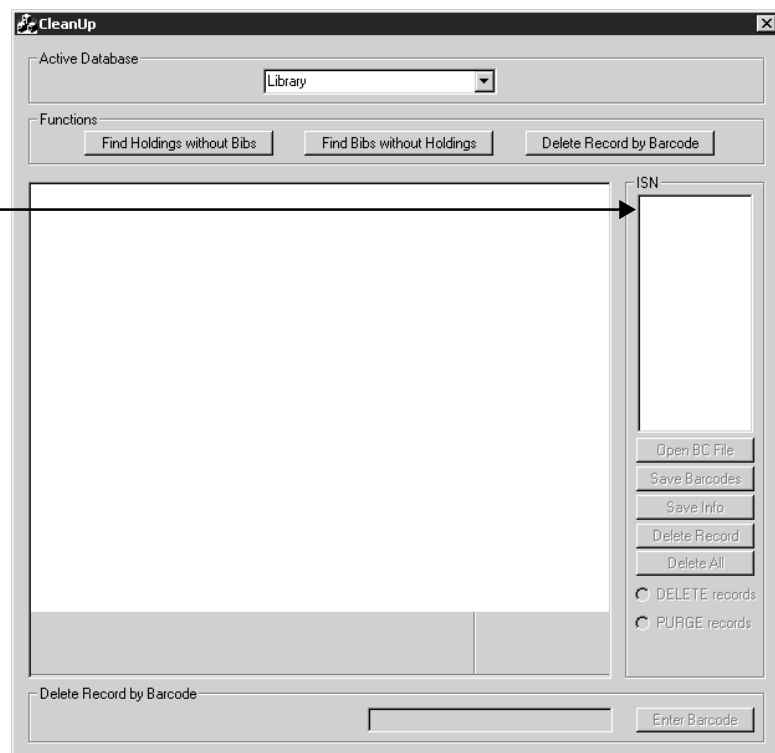
USING CLEANUP

To use the CleanUp utility:

1. In your M3 directory, double-click **CleanUp.exe** (the default path is **C:\Program Files\Mandarin M3**). This displays the CleanUp window (Figure 1).

FIGURE 1

Note: The name of the **ISN** box changes according to the function you choose.

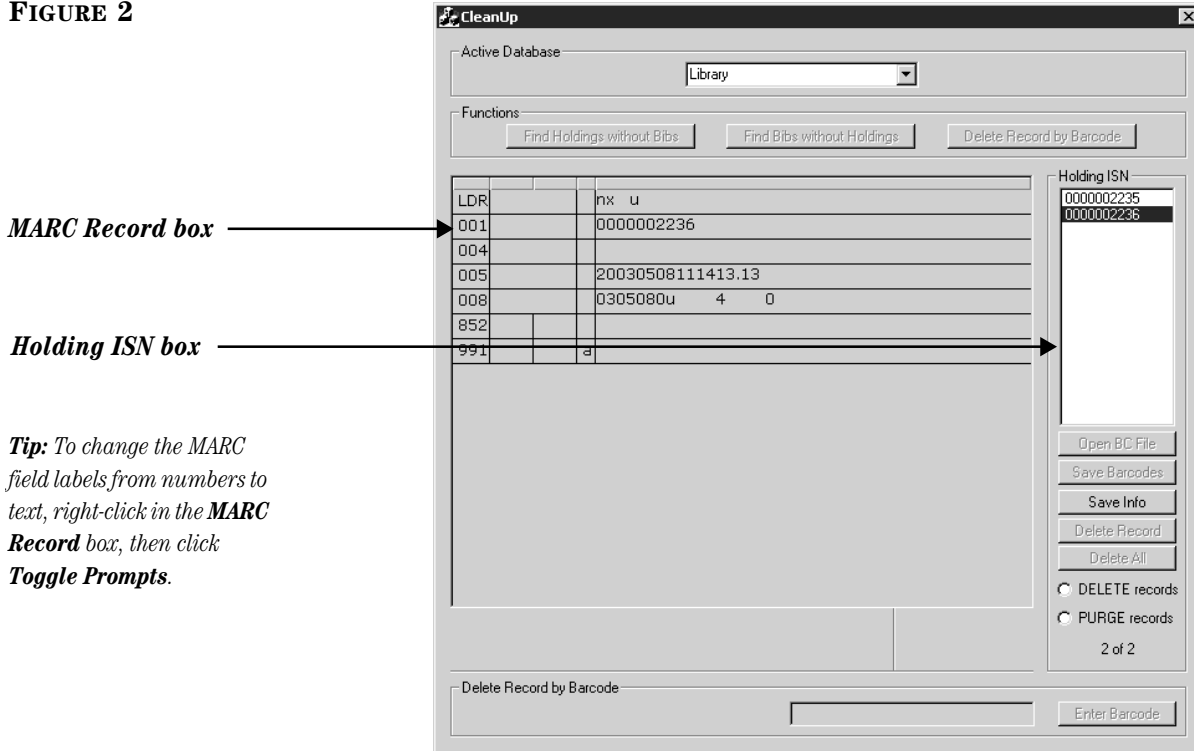


2. In the **Active Database** list, select the database you want to search.
3. In the **Functions** group, select an option: **Find Holdings without Bibs**, **Find Bibs without Holdings**, or **Delete Record by Barcode**. These functions are explained in the following sections.

Finding Holding Records without Bibliographic Records

1. In the **Functions** group, click **Find Holdings without Bibs**. The utility searches for holding records without bibliographic records. This may take a while.
2. If records are found, their ISNs appear in the **Holding ISN** box. You can select an ISN to display the full MARC record in the **MARC Record** box (Figure 2).

FIGURE 2



Tip: To change the MARC field labels from numbers to text, right-click in the **MARC Record** box, then click **Toggle Prompts**.

3. You can save record information to a file and delete or purge records.
 - To save the record's barcode and call number, click the record in the **Holding ISN** box, then click **Save Info**. This displays the Save As dialog box. Navigate to the desired location, type a name for the file in the **File name** box, and then click **Save**. This saves the information in text format.
 - To delete records, click **DELETE records**, then:
 - To delete one record, click the record in the **Holding ISN** box, then click **Delete Record**. This marks the record for deletion.
 - To delete all records listed in the **Holding ISN** box, click **Delete All**. In the confirmation dialog box, click **OK**. This marks the records for deletion.
 - To purge records, click **PURGE records**, then:
 - To purge one record, click the record in the **Holding ISN** box, then click **Purge Record**. This deletes and purges the record.
 - To purge all records listed in the **Holding ISN** box, click **Purge All**. In the confirmation dialog box, click **OK**. This deletes and purges the records.

Finding Bibliographic Records without Holding Records

1. In the **Functions** group, click **Find Bibs without Holdings**. The utility searches for bibliographic records without holding records. This may take a while.
2. If records are found, their ISNs appear in the **Bibliographic ISN** box. You can select an ISN to display the full MARC record in the **MARC Record** box (Figure 3).

FIGURE 3

MARC Record box

Bibliographic ISN box

Tip: To change the MARC field labels from numbers to text, right-click in the **MARC Record** box, then click **Toggle Prompts**.

The screenshot shows the 'CleanUp' utility window. At the top, there's a dropdown for 'Active Database' set to 'Library'. Below it is a 'Functions' group with three buttons: 'Find Holdings without Bibs', 'Find Bibs without Holdings', and 'Delete Record by Barcode'. The main area is divided into two panes. The left pane, labeled 'MARC Record box', displays a MARC record with fields: LDR, 001 (0000001951), 005 (2003051294046.46), 008 (030512n xx 000 0), 020 (a 1009387650), 100 1 (a Conant, Roger.), 260 (b Houghton Mifflin.), and 245 1 0 (a Field guide to reptiles and amphibians :). The right pane, labeled 'Bibliographic ISN box', shows a list of ISNs: 0000001951 and 0000001952. Below the list are buttons: 'Open BC File', 'Save Barcodes', 'Save Info', 'Delete Record', 'Delete All', 'DELETE records', and 'PURGE records'. At the bottom, there's a 'Delete Record by Barcode' section with an input field and an 'Enter Barcode' button.

3. You can save record information to a file and delete or purge records.
 - To save the record's call number, title, and author, click the record in the **Bibliographic ISN** box, then click **Save Info**. This displays the Save As dialog box. Navigate to the desired location, type a name for the file in the **File name** box, and then click **Save**. This saves the information in text format.
 - To delete records, click **DELETE records**, then:
 - To delete one record, click the record in the **Bibliographic ISN** box, then click **Delete Record**. This marks the record for deletion.
 - To delete all records listed in the **Bibliographic ISN** box, click **Delete All**. In the confirmation dialog box, click **OK**. This marks the records for deletion.
 - To purge records, click **PURGE records**, then:
 - To purge one record, click the record in the **Bibliographic ISN** box, then click **Purge Record**. This deletes and purges the record.
 - To purge all records listed in the **Bibliographic ISN** box, click **Purge All**. In the confirmation dialog box, click **OK**. This deletes and purges the records.

Deleting a Record by Barcode

1. In the **Functions** group, click **Delete Record by Barcode**. This displays a dialog box explaining this function. Click **OK**.
2. In the **Delete Record by Barcode** box, type or scan the barcode, then click **Enter Barcode**. This places the barcode of the record in the **Barcode** box (Figure 4). Repeat this step for each record you want to delete.

***Note:** If you want to delete barcodes that were previously saved to a file, skip this step.*

FIGURE 4

MARC Record box

Barcode box

***Tip:** To change the MARC field labels from numbers to text, right-click in the **MARC Record box**, then click **Toggle Prompts**.*

The screenshot shows the 'CleanUp' dialog box with the 'Delete Record by Barcode' function selected. The 'Active Database' is set to 'Library'. The 'Functions' group includes 'Find Holdings without Bibs', 'Find Bibs without Holdings', and 'Delete Record by Barcode'. The 'MARC Record box' displays a table of records:

LDR		hx u
001		0000000034
004		0000000025
005		20030109134656.0
008		0301090u 4 0
852		hF
		i DAN
		p B34
		x c.1
991		a 0000000001

The 'Barcode box' on the right lists the barcodes: B34, B12, and B67. Below the list are buttons: 'Open BC File', 'Save Barcodes', 'Save Info', 'Delete Record', and 'Delete All'. At the bottom, there are radio buttons for 'DELETE records' and 'PURGE records', and a '1 of 3' indicator. The 'Delete Record by Barcode' section at the bottom has a text input field and an 'Enter Barcode' button.

3. You can open a previously saved barcode file, save barcodes to a file, save record information to a file, and delete or purge records.
 - To open a barcode file, click **Open BC File**. This displays the Open dialog box. Navigate to the location of the barcode file and click **Open**. This lists the barcodes in the **Barcode** box, ready to be deleted or purged.
 - To save the barcodes listed in the **Barcode** box to a file, click **Save Barcodes**. This displays the Save As dialog box. Navigate to the desired location, type a name for the file in the **File name** box, and then click **Save**. This saves the list in text format.
 - To save the record's barcode, call number (of the holding), title, and author, click **Save Info**. This displays the Save As dialog box. Navigate to the desired location, type a name for the file in the **File name** box, and then click **Save**. This saves the information in text format.
 - To delete records, click **DELETE records**, then:
 - To delete one record, click the record in the **Bibliographic ISN** box, then click **Delete Record**. This marks the record for deletion.

- To delete all records listed in the **Bibliographic ISN** box, click **Delete All**. In the confirmation dialog box, click **OK**. This marks the records for deletion.
- To purge records, click **PURGE records**, then:
 - To purge one record, click the record in the **Bibliographic ISN** box, then click **Purge Record**. This deletes and purges the record.
 - To purge all records listed in the **Bibliographic ISN** box, click **Purge All**. In the confirmation dialog box, click **OK**. This deletes and purges the records.
- To save the list of ISNs to a file, click **Save As**. This displays the Save As dialog box. Navigate to the location in which you want to save the list, type a name for the file in the **File name** box, and then click **Save**. This saves the list in text format.

Note: You can only save the list of ISNs if you have not deleted all the records in the list.

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Mandarin M3 may also be referred to herein as M3.

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