

## **ISO Procedure**

*The ISO file adds patrons to the Circulation database for checkout.*

A file will be brought to us via a flash drive by the Student Card office. Find the file on the flash drive and drag it to the desktop.

Rename the file to: **allisos**

Open fetch and log in to favorites called: **Library.sdsu.edu – iso**

(Details in case shortcut doesn't work:

hostname: library.sdsu.edu, username – **lsupport**, password – **circ\*adm**.

Initial folder: /home/adm/lsupport/coded/file\_extracts)

Drag file into fetch.

Open browser. Go to bookmark titled: **ISOS scripts**

(If not doing this from Sandy's Mac, the URL is:

<http://library.sdsu.edu/circ/login/cgi-bin/login.cgi?start+capture+1>)

This will take you to a Circ log in page. Username is: **sneer**, password: **circ**

This will take you to another webpage. Mouseover on **A&R Overlay**, select **Advanced User**, then select **Run Scripts**.

Scroll to the bottom of the page and next to the label ISO COPY, click on the **Run Script** button.

This will take a few minutes. When done, refresh Fetch window to see if the allisos file disappeared and the #allisos file appeared with today's date.

The file has now been updated successfully. Close the fetch and browser windows.

Send an email to Brian Lenz, stating The ISO file was updated today, XX/XX/XX.

*\*\*Please note: Favorites and Bookmarks are set up on Sandy's Mac.*