



## SIERRA SYSTEM ADMINISTRATION

# How to Export Data

---

### Introduction

This how to guide provides a general overview on the following methods for outputting data.

- Create Lists Export
- Printing to File Save
- Output MARC Records
- Related Resources

### WebPAC Export

Modify the default settings for the export function in the WebPAC by making changes to the Web Options (WWWOPTIONS) file. Web Options control the types of export formats and delivery methods available to the user.

- For more information, see [Exporting Records in the WebPAC](#) > [Saving and Exporting Options](#) in the Sierra Help.

### Create Lists Exports

Sierra system offers the ability to export selected fields from a review file to a delimited file that is sent to the client PC. This exported file can be imported into many PC applications, such as spreadsheets and databases.

Sierra Create Lists Export is the functional equivalent to INNOPAC Create Lists Output.

Steps:

1. Select Create List function in function.
2. Select the review file that contains the data you want to export.
3. Choose the "Export Records" button located at the top of the Review Files screen.
4. In the Export Format dialog, choose the "Append" button.
5. Double-click in the "Type" cell and choose a record type from the pop-up window.
6. Double-click in the "Field" cell and choose a field from the pop-up window.
7. Choose the "Append" button to add another field to be listed, and repeat steps 5 and 6.  
Alternatively, choose the "Insert" button to add a field before the selected field, and repeat

# Training

steps 5 and 6. You may select an unlimited number of fields. The fields will be exported in the order in which they appear in the "Fields To Be Exported" table.

8. Choose the formatting details of the exported list.
9. Choose the "OK" button to export the list.

About Output Filename (Entering the name and path to the exported file on the client PC): You may either type a path and filename (e.g., C:\ExportFiles\SpanishBooks) or use the Browse button to pop up a file selection dialog box, which allows you to select a directory and enter a filename.

## Printing to File Save

1. Choose "Print", making sure that you select or have previously selected the FTS File Save printer.
2. Access Millennium Data Exchange.
3. Choose to transfer print files. (The wording on your library's drop-down menu list may vary.)
4. A listing of the existing print files on your system will be displayed.
5. Select the file you wish to send and choose "[Put PC](#)" or "[Put FTP](#)" depending on whether you want to move the file to your PC or to a remote machine.

## Outputting MARC Records

You may output a file of MARC records. This option uses a load table called "b2mtab" to create the MARC file from the records on your system. You may need to discuss configuring this table for your particular application with the Help Desk. The output table is visible in Management Information.

1. In Data Exchange, choose the appropriate process from the "Select Process" drop-down list, for example "Output MARC Records".
2. When you are ready to create the output file, choose "Create".
3. Enter an output file name.
4. Define the parameters for the records to be included in the output file.
5. Choose "Start".
6. Choose "Close" when you are finished.
7. Your file will be present in the listing of output files. Select the file you wish to send and choose "Put PC" or "Put FTP" depending on whether you want to move the file to your PC or to a remote machine.

Step-by-step instructions for exporting an individual MARC record are given in the Sierra WebHelp at [Exporting an Individual MARC Record](#).

## Related Resources

- [Exporting Records in the WebPAC](#)

# Training

- [Saving and Exporting Options](#)
- [Search Results Options](#)
- [Book Cart Form](#)
- [Exporting Records from a Review File](#)
- [Transferring Files in Data Exchange](#) - Put PC section
- [Transferring Files Using FTS](#)
- [Importing and Exporting Files](#)

This publication is supplied for the exclusive use of customers of Innovative Interfaces with the understanding that it shall not be shown or distributed to anyone outside of the customer's organization without the prior written permission of Innovative Interfaces. This publication may be copied only if the copies are for the exclusive use of staff members of libraries that have purchased the Innovative system.

© 2022, Innovative Interfaces, Inc.