

Importing ClickView Records



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Heritage Helpsheet HT32

Heritage Version 4.2.8 and later
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Introduction

ClickView Ltd. produces digital media storage and playback software, allowing multiple simultaneous access to video and other media files (e.g. podcasts, graphics files), which are stored at a central storage point. ClickView supply educational videos but it is also possible to add your own media. For further information about ClickView see <http://www.clickview.co.uk>

ClickView records can be exported in MARC XML format for import into Heritage. The resulting catalogue records contain links to the ClickView media so they can be viewed (using the ClickView player) via Heritage search results.

This helpsheet describes how to import MARC XML files exported from ClickView into Heritage.

Setting up a prefix to use for the standard numbers

The standard numbers of the catalogue records created can either be the ClickView video ID alone, or the ID plus a specified prefix. We suggest that you use a prefix. The prefix will be specified on the import form as described in the next section, but initially it needs to be defined on the `MAIN_CAT` file. To do this:

1. Select **Management menu—System menu—File data** to open the File data form.

2. Select `MAIN_CAT` in the **File name** field to open the `MAIN_CAT` file data record. The **Defined series** table contains a list of codes which can be used as ID prefixes.
3. If the prefix you want to use is already listed in the **Code** column, then you can exit this form and continue from the section "Importing the records" on page 2. If it is not present then continue from step 4 below.

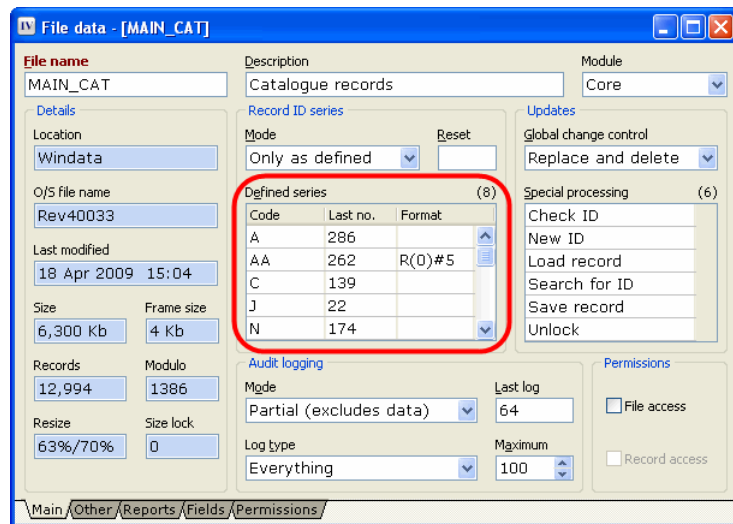


Figure 1

4. Create a new line in the **Defined series** table by right-clicking anywhere in the table then selecting **Insert line** from the right-click menu.
5. Enter the prefix you wish to use in the **Code** row on the new line.
6. Click **Save**.

Importing the records

This section describes how to import the ClickView XML file into Heritage.

1. Select **Management menu—Import/Export menu—ClickView Import** to open the form shown in Figure 2.
2. Select the ClickView file in the **Import file** field. Use the **Browse** button to navigate to the file.

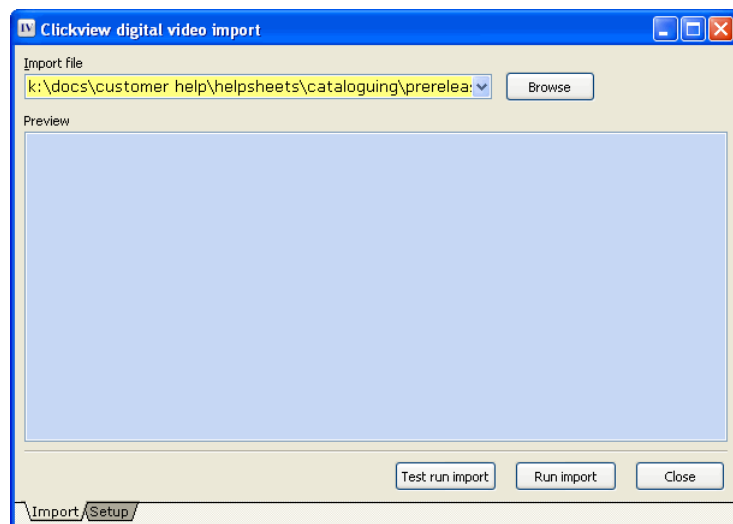


Figure 2

- Click the **Setup** tab to open the page shown in [Figure 3](#).
- Select the prefix to use for the standard numbers in the **Enter a prefix...** field.
- The media type of the imported records will be, by default, *Online resource*. If you wish the record to have a different media type, select the media type required in the **Medium** field.

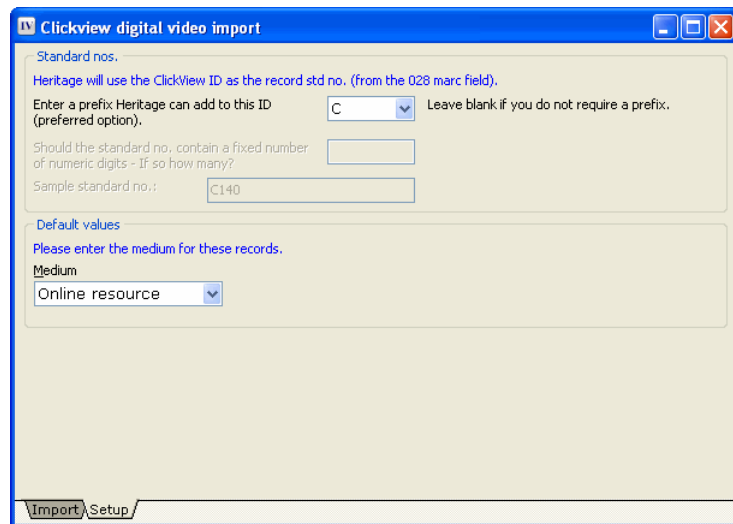


Figure 3

- Click the **Import** tab to return to the screen shown in [Figure 2](#).
- Before running the import, we suggest that you check you click the **Test run import** button to display a preview of the data in the **Preview** field, as shown in [Figure 4](#). This displays each field from the ClickView record next to the Heritage field it will be imported into. See the section ["ClickView import mapping"](#) on page 4 for a list of the Heritage fields data is imported into.

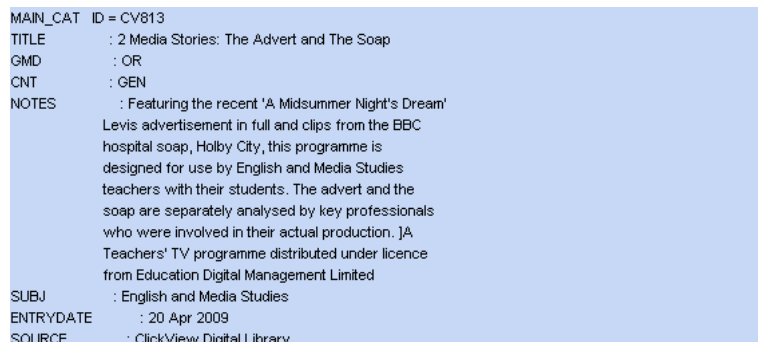


Figure 4

- If the data looks correct, click **Run import** to import the records. You will see the progress bar shown in [Figure 5](#).

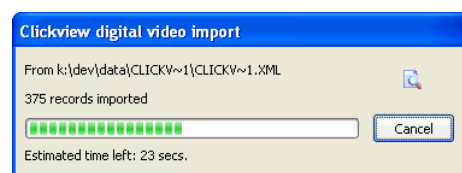


Figure 5

This will be followed by the message shown in [Figure 6](#).

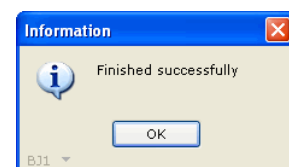


Figure 6

9. Click **OK**. You will then see the message shown in [Figure 7](#).
10. The new records will not be retrievable in Enquiry searches until the Enquiry indexes have been rebuilt. Either:

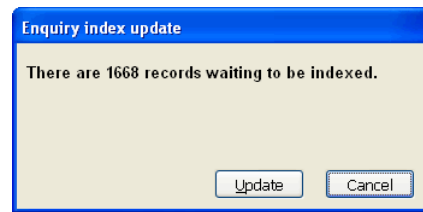


Figure 7

- a. click **Update** to rebuild the indexes now, or
- b. click **Cancel** to close the box without rebuilding the indexes: the records will be available from Enquiry the next time the Enquiry indexes are rebuilt.



ClickView records which have already been imported into Heritage will not be overwritten when the next XML file is imported: any record in the import file which already exists in Heritage will be ignored.

If you want to re-import a ClickView record you should first delete the existing record: see helpsheet [HM12 Global Delete](#) for information on deleting batches of records.

ClickView import mapping

The following mapping is used to determine which Heritage fields the data from the ClickView record are imported into.

ClickView MARC tag	Heritage field
028	Standard number
245	Title
440	Source, Subjects
500	Notes (general)
856	Associated file