Dawson Shelf Ready
Best Practices

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Case Description

This best practice document has been created in order to describe how to work with Dawson as a vendor for an automatic shelf ready process.

This document describes the process from the creation of the order line and the item until the item is marked as received by the vendor's shelf ready process.

This document is aimed for Alma customers' purchase operators and catalogers that receive material and are customers of Dawson.

Note that this is a best practice document whose purpose is to recommend the best way to work with Dawson's shelf ready process. You can choose to work without Dawson's shelf ready process or work with a different vendor's shelf ready process.

Alma Ordering Workflow

When creating orders using Dawson the orders may be created in the following ways:

- Manually by searching the bibliographic record in CZ. Create the order (physical or Electronic OT) and send it to Dawson. (Dawson usually uses an EDI format for orders). With this method:

    - Alma creates the bibliographic record (full or brief).

    - Alma creates the item record (for physical resources) or the portfolio (for electronic resources).

    - For physical items, Alma can generate a barcode (depending on the institution's configuration).

    - Item location and policy can be set at this point.

- Using Dawson's portal and import EOD (MARC profile). With this method:

    - Alma loads the orders sent from Dawson.

    - Alma creates the bibliographic record (as sent by Dawson).

- For physical items, Alma creates the items with a generated barcode. Barcodes can be sent by Dawson, but that is not likely, currently.

- For electronic resources, Alma creates the portfolios with predefined URLs. (They can be created as activated, but that is not likely, currently.

When PO lines are created in Alma and sent to Dawson, Dawson sends the item information when the items are available for the institution (as part of the shelf ready service). Note that some institutions may load the PO lines from EOD and still send them to the vendor.

Note: If more than one physical item is ordered in the same PO line, Dawson may send the items with shelf ready in more than one record/process. Alma can receive these records and update the relevant information.

Dawson's and Alma Shelf Ready Integration

In order to be able to use Dawson's shelf ready process using the Update Inventory import process, Dawson can send either the full bibliographic record (in order to update a brief local one) or a skeleton bibliographic record. Both record types contain the PO line and item information. Different records are sent for physical resources and electronic resources and they are sent from two different directories, using a different naming convention.

In order to be able to handle these input records, you need to define four different update inventory profiles:

- Physical Full record

- Physical Skeleton record

- Electronic full record

- Electronic skeleton record

Each profile contains the following information:

- Where to get the files from (defined in the input directory)

- The schedule of the import job

- How to differentiate between electronic records and physical records (full P/E and skeleton P/E use the same input directory). Use a different naming convention for electronic records and physical records

- The definition of the matching methods for full and skeleton records so that the local brief bibliographic record is override by the input full record and does not override any skeleton record that may be imported on the same day.

- The definition of the inventory information for the following:

- Physical resources (Library, location, call number, barcode, item policy receive indicator etc.)
- Electronic resources
- PO line match points (PO Line reference and/or vendor reference number)

The following are examples of the four different Update Inventory import profiles:

Physical Full Record Profile

The Physical Full Record profile is intended to handle input records that hold both full bibliographic records (override the local brief record) and physical item shelf ready (fulfillment) information:

1 From **Alma > Acquisitions > Acquisitions Configuration > Configuration Menu**, click **Import Profile**.

2 Click **Add New Profile**. The following is displayed:

3 Select **Update Inventory** and click **Next**. The following is displayed:

4   Enter a profile name. (For example, `<Vendor> - P/E Full/Skeleton record` or `DAWSON - P Full record`.)

5   From the File Upload Method field, select **FTP**. (You need to have an FTP account set up with Dawson.)

6   Set the naming convention to differentiate between E and P records (for P it is usually `D*.usm` but should be determined with Dawson).

7   In the **Imported File Processing** section:

   a   For Files to import, select **New**.

   b   Select a time for the Scheduler.

   c   For the Scheduler status, select **Active**.

    d   Click **Email Notifications** to add users or emails if you want the user to be notified when the job is completed (successfully and/or with errors).

8   In the FTP Information section, define the FTP connection details with the following :

- Server

- Port

- Username

- Password

- Input directory – Do not leave this empty. If you are using the root directory, insert a slash (/).

9   Verify by clicking **Test connection**.

10   Click **Next**.

11   Add your institution's normalization and validation exception profile methods (these should be the same as your EOD profile, if you have one) and click **Next**. The following is displayed:

12 In the Match Profile section, it is important to differentiate between full and skeleton records. Use the following setup for full records:

    a   For Handling method, select **Automatic**.

    b   For Upon match, select **Overlay**

    c   For the Merge method, select **Overlay all fields but local**.

    d   Select **Do not override/merge a non-brief record with a brief version** to insure that no full records are overridden by brief ones.

    e   In the Automatic Multi Matches Handling section, select the check boxes according to your policy.

13 Click **Next**. The following is displayed:

14 In the Inventory Operations section, select **Physical**.

15 For the Material type field, select the material type (Book is the default).

16 For the Mapping policy, select **Basic**.

17 Map the fields and subfields for input inventory information:

    a Select the library field and subfield.

    b Select the Location field and subfield – a default library location can be used.

    c Set the number of items field and subfield (you can set a default number of items).

    d Set the Barcode field and subfield. (Note that if the current barcode already exists in the PO line, this item is skipped).

    e Set the item policy field and subfield.

    f Select the **Receive item?** checkbox to set the items as received (items remain in the Acquisition department but are set with the arrival date).

18 Click **Next** to fill in PO line information. The following is displayed:

    a From the Vendor field, select **Dawson**. Do not select a vendor account.

    b Set the Additional PO Line reference field and subfield. These fields hold the PO line reference number used as a match point.

    c Set the Vendor Reference Number field and subfield. This is the vendor reference for the PO line that can also be used as a match point.

    d Click **Save** to save the profile as active or **Save Draft** to save it as a draft.

When the profile is saved as active, you can run an import manually by clicking **Actions > Run Import** and view the job history like any other import profile.

Physical Skeleton Record Profile

The Physical Skeleton Record profile is intended to handle input records that hold both skeleton bibliographic records (that should NOT override any local record) and physical item shelf ready (fulfillment) information.

The following are the differences in the workflow between setting up physical full records and physical skeleton records:

- In the first step, set the correct input directory (Dawson uses two directories) 1 for Full records (both E and P) and another for skeleton (both P and E).

- the naming convention may be different

- In the Matching profile you should not allow for overriding existing bibliographic records.
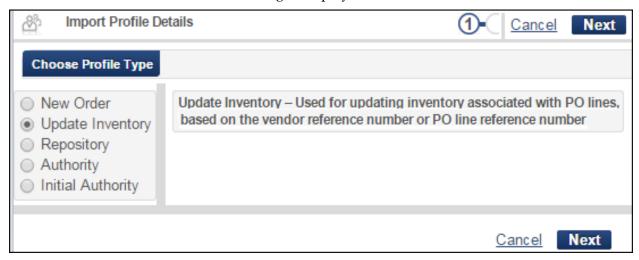
In the Match Actions section, use the following setup for the skeleton record:

1 For the Handling method, select **Automatic**.

2 For the Upon match option, select **Merge**.

3 For the merge method, select **Keep only old value**.

4 Select **Do not override/merge a non-brief record with a brief version** to insure that no full record is overridden by a brief one.

5 In the Automatic Multi Matches Handling section, select the check boxes according to your policy.

6 Click **Next.**

Electronic Full Record Profile

The Electronic Full Record profile is intended to handle input records that holds both full bibliographic records (this should override the local brief record) and electronic resource local information:

1 From **Alma > Acquisitions > Acquisitions Configuration > Configuration Menu**, click **Import Profile**.

2 Click **Add New Profile**. The following is displayed:

3 Select **Update Inventory** and click **Next**. The following is displayed:

4 Enter a profile name. (For example, `<Vendor> - P/E Full/Skeleton record` or `DAWSON - E Full record`)

5 From the File Upload Method field, select **FTP**. (You need to have an FTP account set up with Dawson.)

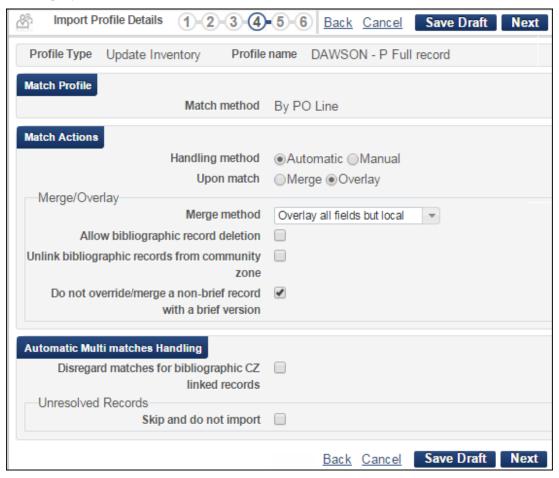6 Set the naming convention to differentiate between E and P records (for P it is usually `E*.usm`. Determine this with Dawson).

7 In the **Imported File Processing** section:

   a For Files to import, select **New**.

   b Select a time for the Scheduler.

   c For the Scheduler status, select **Active**.

   d Click **Email Notifications** to add users or emails if you want the user to be notified when the job is completed (successfully and/or with errors).

8   In the FTP Information section, define the FTP connection details with the following :

- Server

- Port

- Username

- Password

- Input directory

9   Verify by clicking **Test connection**.

10 Click **Next**.

11 Add you institution's normalization and validation exception profile methods (these should be the same as your EOD profile, if you have one) and click **Next**. The following is displayed:
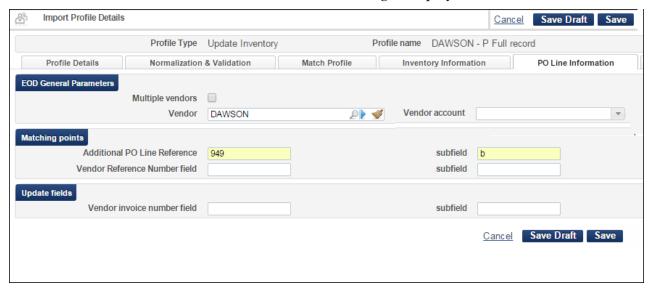

12 In the Match Profile section, it is important to differentiate between full and skeleton records. Use the following setup for full records:

a   For Handling method, select **Automatic**.

b   For Upon match, select **Overlay**

c For the Merge method, select **Overlay all fields but local**.

d Select **Do not override/merge a non-brief record with a brief version** to insure that no full records are overwridden by brief ones.

e In the Automatic Multi Matches Handling section, select the check boxes according to your policy.

13 Click **Next**. The following is displayed:

14 In the Inventory Operations section, select **Electronic**.

15 Set the E-book mapping section:

a Select a portfolio type.

b For the Material type field, select the material type (Book is the default).

c Set the Enable Proxy field. (The default is **False**). If you set it to **True**, select the Proxy in the Proxy selected field.

d Set the Extract access URL from field and subfield (this URL is usually from 856 $u.)

    e   Fill in mapping for all other fields as necessary.

    f   Select **Activate resource** if you want to activate the resource.

16 Click **Next** to fill in PO line information. The following is displayed:

    a   From the Vendor field, select **Dawson**, but do not select a vendor account.

    b   Set the Additional PO Line reference field and subfield. These fields hold the PO line reference number used as a match point.

    c   Set the Vendor Reference Number field and subfield. This is the vendor reference for the PO line that can also be used as a match point.

    d   Click **Save** to save the profile as active or **Save Draft** to save it as a draft.

When the profile is saved as active, you can run an import manually by clicking **Actions > Run Import** and view the job history like any other import profile.

Electronic Skeleton record Profile

The Electronic Skeleton Record profile is intended to handle input records that hold both skeleton bibliographic records (that should NOT override any local record) and electronic resource information:

The following are the differences in the workflow between setting up electronic full records and electronic skeleton records:

- In the first step, set the correct input directory (Dawson uses two directories) 1 for Full records (both E and P) and another for skeleton (both P and E).

- The naming convention may be different.

- In the Matching profile you should not allow for overriding existing bibliographic records.

In the Match Actions section, use the following setup for the skeleton record:

1 For the Handling method, select **Automatic**.

2 U For the Upon match option, select **Keep only old value**.

Note: The naming convention and the input directories must be determined with Dawson.