



Arthur Procedure on Dividing MARS Reports

Created by: Arthur Technical Services Committee

Approved: N/A

Effective date: July 1, 2009

Reviewed: N/A

Revised: N/A

Replaces: N/A

Purpose of the procedure: To divide up quarterly MARS reports among cluster members appropriately.

Scope: MARS Reports resulting from quarterly Backstage authority processing.

Background: Arthur libraries divide MARS Reports to share the load of processing. When MCO stopped this service, the cluster took up the task.

Responsible party: Procedure should be reviewed as necessary as changes to the reports are discovered by the Technical Services Committee.

Content of the procedure:

1. Downloaded all reports from Brazil server to computer.
2. Open files in web browser (as all are html files). Where easily noted, count the number of entries per file. If not easily noted, follow steps 3 through 10.
3. Copy all content and paste into Notepad. The html files are comprised of many tables which are difficult to separate and manipulate in Word. This step removes all formatting.
4. Save as .txt file.
5. Open in Microsoft Word.
6. If necessary, change orientation from Portrait to Landscape.
7. If the file is a 'change' file:
 - a. Use the 'Find & Replace' feature to add page breaks for each entry. This allows me to see how many entries there really are per file in order to more accurately divide it up.
 - b. Find: Old version
 - c. Replace: ^mOld version
 - i. ^m is the shorthand for page break
8. If the file is a 'delete' file:
 - a. Use the 'Find & Replace' feature to add page breaks for each entry. This allows me to see how many entries there really are per file in order to more accurately divide it up.
 - b. Find: Deleted record
 - c. Replace: ^mDeleted record

9. Note the number of pages or entries where applicable for each file. Steps 7 and 8 make each page approximately one entry (save for a few long entries which carry over to multiple pages).
10. Save each file.
11. Divide the largest files up evenly among all members by pages (as each page is approximately an entry). The shorter files were divided up by either approximate number of entries and/or pages among libraries.
12. When dividing up the larger files, open it in Word and go to Print -- PDFcreator.
 - a. My machine has Vista so this option had to be downloaded from the Microsoft website.
13. Choose the page range (if necessary) under the Page Range option on the left of the screen.
 - a. For the larger files I decided that each member received x amount of pages and divided the page numbers ahead of time. Thus, for example, CC got pages 1-85 of a large file.
 - b. Name each file according to the type of report and school receiving it.
14. Repeat with the other subsequent pages until a file was separated.
15. Repeat with all files until they are evenly divided.

Compliance: N/A

Training: No training necessary. A familiarity with Microsoft Word is helpful.

Forms: No specific forms are needed.

Related documents: N/A