Importing in Polaris

1. From main Polaris Toolbar, choose Utilities. Click on Importing, Express Import.

2. Highlight 1-IHLS OCLC Import—USE THIS ONE from the Import profile list.

3. Click on the ADD… button in the lower part of the screen.

4. A screen like the following will appear:
5. Highlight the appropriate drive in the left hand sidebar (usually E or F).

6. Next change the file extension to data files from the dropdown menu.

7. Then highlight the OCLC data file that you wish to import.

8. Click Open.

9. Now the Import screen will add your file to the list as seen below.
10. Now click on Record Sets tab.
11. Rename all three record sets to your initials, and you as owner. For example: JCB_Final, JCB_Problems, and JCB_Deleted would be the names for the record sets; owner would be jbauer or your library. Please note, one can reuse the same record set by clicking the Save to existing record set and either Append or Replace.

12. Click Import.

13. A new screen will pop up that says:

Your files have been submitted for importing. Refresh the import job queue periodically to track the job status.

14. Click OKAY.

The Import Job Queue screen will pop up and the list of import jobs will be displayed, with the file name highlighted. Status may be Processing or Completed.

15. Once Status is Completed, you may press Report to see the Import Report for that job.