

**INFLIBNET Centre (An IUC of UGC)**  
**Ahmedabad – 380 009**

**SOUL 2.0**  
**Flow Chart for Catalogue Module**

- Administration → Catalogue Master → Leaders → Fixed Fields → Classification Scheme → Data Entry Template → Report Template → Global Search → Delete Bibliography.
- Catalogue → Cataloguing → Data Operation → Predefined data entry → Books → ok.
- Import/ Export  
First of all you have to download marc record from various sites like, <http://catalog.loc.gov/>, <http://indcat.inflibnet.ac.in/>  
  
Click on Import/ Export → Import from MARC → Select MARC file to import data from where you have saved earlier → Click on Import → Add Accession no. to Imported data → Enter title which is imported by you → click on search → select record → fill (852 MARC tag) Location related information and click on save.
- To export Data from SOUL to MARC format follow the steps:  
Click on Export to marc → Enter the location of the marc file in which you want to export data → Enter starting record and ending record → click on export.
- If you have a data in iso format or CCF format then you can convert in to SOUL 2.0 through **CCF to MARC**  
Click on CCF to MARC → Select ISO file → click on import → Add Accession no. to Imported Data.
- You can also import data from XML format.  
Click on Import form MARCXML to SOUL → Select XML file → click on Import XML → Add Accession no to Imported data.
- You can provide user services like CAS, SDI and Bibliographic services through sub module of catalogue module Click on User services → Current Awareness services → enter subject in which you want to provide CAS → Author → Language → Report Template → Show → Save into PDF/Excel or Mail it to concerned user through send mail button.
- You can provide Bibliographic services same as CAS.
- You can generate almost all type of reports through Sub module of catalogue.
- Reports can be generated through different marc tag by clicking on ‘Advanced’.

- Catalogue → Reports → Advanced → Select MARC Tag → Select subfield → Enter Query → select operator → another MARC tag → search term or query → select report template → click on search.
- You can also generate Barcode, Spine and Book card by clicking on 'spine'/Bookcard'.

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