

SDM



User Guide

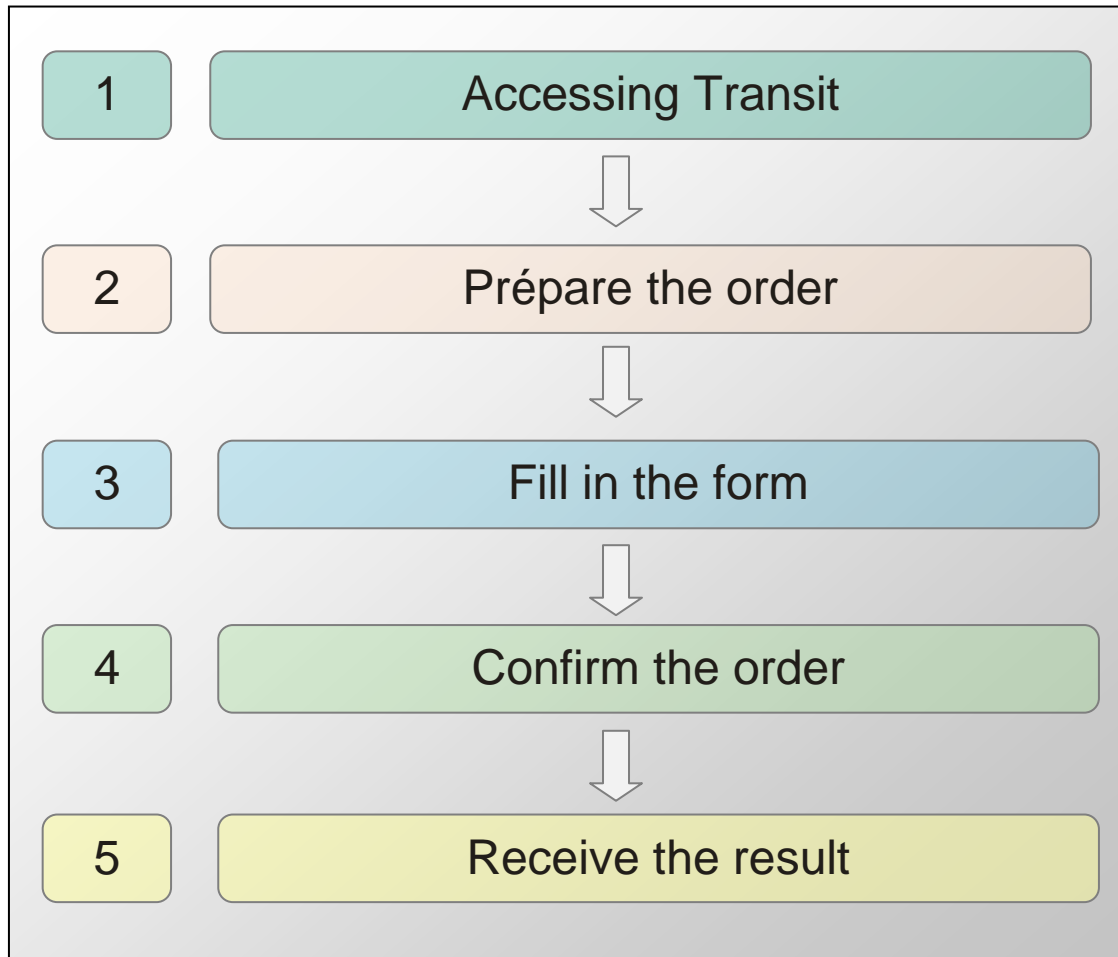
2012

TRANSIT XT

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The path to obtaining records



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1. Accessing Transit

1.1 Accessing Transit - subscription

Transit handles the online management of your orders for bibliographic records in MARC21 format, and sends them to you via the Internet the same day. The records you receive can then quickly be incorporated into your library catalogue.

Transit offers you access to the entire [ChoixMédia](#) and Choix databases, which contain substantially all French-language books, CD-ROMs, DVDs and other works.

To access Transit, you will need to [subscribe](#) to create a user based on an email address. This subscription is free.

Pricing is based on the records retrieved at an affordable unit price. To know the pricing for your organization, please consult the following fee schedule : <http://www.sdm.qc.ca/Tarification.cfm?P=14>.

1.2 Accessing Transit - logon

Transit logon page is available at this address : transit.sdm.qc.ca

To gain access to the order form, simply enter a valid and duly registered email address and the associated password.

To simplify future access, it is possible to memorize the email address by checking the "Remember my email address" box. To clear it, uncheck the box and click « submit ».

SPECIAL NOTICE FOR CLIENTS OF SDM'S ASCII AND VERIF FORMAT

In the current version of Transit XT, only the MARC format is available. VERIF format is no longer available. Final decision concerning the integration of ASCII format has not been reached yet. Users of this format will be able to continue using the old version of Transit to obtain records for the time being. The old version is available at : <https://www.sdm.qc.ca/secure/transit/transitlogin.cfm?ancien=oui>

2. Prepare your order

To get records from the TRANSIT service, you must send SDM a list of

- ISBN numbers
- Barcodes
- or SDM numbers.

The order in which you list the numbers you are requesting does not matter, and you can use three different types of numbers in a single order. For example:

97100323
2261033117
75-123
9782742907489

2.1 Prepare your order - ISBN numbers

ISBN numbers have 10 or 13 digits.

The use of hyphens is optional (9782895952848 or 978-2-89595-284-8).

To order the record for a multiple-volume document, use the ISBN number that applies to the document in its entirety, not the ISBN numbers of individual volumes. If there is no ISBN number for the document in its entirety, enter an ISBN number from one volume only. If you use the ISBN numbers from all the volumes, duplicate records will be created.

For joint editions, enter only one of the ISBN numbers.

DUPLICATE RECORDS

It is possible that several ISBN numbers are used to identify a single record. When that happens, Transit will produce one record that corresponds to the ISBN number in your order. The other records will be listed under the heading, "Duplicated records".

2.2 Prepare your order – barcodes

Book barcodes

All book barcodes have **13 digits**, and always begin with 978 or 979. We strongly recommend that you use your scanner to avoid any input errors that would return false or no results.



Be careful to select the "real" ISBN barcode, and not the stock number, which can also sometimes be displayed in barcode format on bookstore stickers.

You must not enter the publisher's recommended price, which appears in barcode format at the end of the actual 13-digit ISBN number.

Barcodes for audiovisual and electronic documents

Barcodes that appear on audiovisual and electronic documents have **12 or 13 digits**, depending on the UPC or EAN/JAN standard used. You may also, more rarely, find 8-digit barcodes.



The appearance of the barcode may vary from document to document. If you are transcribing the numbers manually, please ensure that you have a total of 12 or 13 digits. The size and placement of the numbers does not matter. And you must omit any dashes contained in the number.

Audiovisual and electronic documents may also have barcodes that start with 978, if their publishers also publish books and opt for a uniform numbering style for all of their products. You can obtain records using either the barcode or ISBN number.

Free search in the audiovisual- and electronic-documents database

If the audiovisual or electronic documents do not have an ISBN or UPC number, you must find their SDM numbers using [CHOIXmédia](#), if you have a subscription, or by using the limited version of the audiovisual and electronic documents database, available free to Transit users. Non-subscribers may use, free of charge, the audiovisual- and electronic-document database available from a link in the Transit order form.

2.3 Prepare your order – SDM numbers

Since 2000, SDM numbers are made up of a letter (**A**), followed by 6 digits. These must be entered without any spaces or hyphens. The first digit indicates the year in which the record was created. For example: **A8**12345 (2008), **B1**01234 (2011).

For numbers between 1978 and 1999.

The first two digits of the SDM number indicate the year in which the record was created. These two digits are the last two of the four-number year (ex. 98 for 1998).

Numbers created before 1978, which do not have 7 characters, must be transcribed using a hyphen, in the same way that they appear in catalogue records or old printed directories. For example: 75-123, 910-10. However, do not include the letters that are sometimes found before or after the number, unless that letter is C, J or P. Thus, AV77-12345 becomes 77-12345, but **C**840-12, **J**-17 and **P**-145 must be transcribed as they appear.

Full documentation concerning changes to the SDM number structure through out the years is available here (*in French*):

http://www.sdm.qc.ca/Politiques/Annexes/Numeros_SDM_structure.html

3. Fill in the form

3.1 Filling in the form - Service requested

Transit offers two levels of service:

- Full records
- Pre-evaluation records

The **full records** service lets you get validated SDM records that include a rating index (that evaluates the target audience and value/usefulness) and, in most cases, annotations.

The **Pre-evaluation records** offers the option of receiving records as soon as cataloguing and subjects/classification are completed, without waiting for evaluation to be added.

This service can save you time because, in some cases, it can take several days for in-process records to receive their final approval, with the rating index and annotations. It is important to notice that the "Pre-evaluation records" service mainly makes two categories of documents available faster: youth books and novels.

TRANSIT X7
Bibliographic Records Order Form

Service requested	Records Format	Character set
<input checked="" type="radio"/> Full records <input type="radio"/> Pre-evaluation records	<input type="radio"/> AACR <input checked="" type="radio"/> MARC <input type="radio"/> VERP	<input type="radio"/> ASCII MS-DOS <input checked="" type="radio"/> ISO 8859-1 [Windows, Unix]

Transfer Method

File with SDM numbers, ISBN numbers or Barcodes

OR

Manual entry of SDM numbers, ISBN numbers or Barcodes

Follow-up Options

No Follow-up OR

Follow-up and...
keep my order on file for
 1 2 3 4 5
 6 7 8 9 10
 weeks

and send records and follow-ups
 at the end of the period indicated
 weekly
 every two weeks
 every day

for records
 being processed, are undefined or unknown
 only records that are being processed

3.2 Fill in the form – Records Format

The [MARC 21](#) format

The MARC21 format is an international format that is recognized by nearly all types of documentary software, and is used by most of our clients.

SPECIAL NOTICE FOR CLIENTS OF SDM'S ASCII AND VERIF FORMAT

In the current version of Transit XT, only the MARC format is available. VERIF format is no longer available. Final decision concerning the integration of ASCII format has not been reached yet. Users of this format will be able to continue using the old version of Transit to obtain records for the time being. See also "Accessing Transit" section above.

The character set option

This option is not available in Transit XT because it only applies to the ASCII and VERIF formats.

The screenshot shows the 'Bibliographic Records Order Form' interface. The 'Records Format' section is highlighted with a red circle, containing three radio button options: 'ASCII', 'MARC' (which is selected), and 'VERIF'. To the left, the 'Service requested' section has 'Full records' selected. To the right, the 'Character set' section shows 'ASCII 850-DOS' and 'ISO 8859-1 (Windows, Unix)'. Below this is the 'Transfer Method' section with two options: 'File with SDM numbers, ISBN numbers or Barcodes' and 'Manual entry of SDM numbers, ISBN numbers or Barcodes'. The 'Follow-up Options' section includes 'No Follow-up' (selected), 'Follow-up and... keep my order on file for' (with radio buttons 1-10 weeks), and 'and send records and follow-ups' (with radio buttons for 'at the end of the period indicated', 'weekly', 'every two weeks', and 'every day'). There are also options for 'for records' (selected) with radio buttons for 'being processed, are undefined or unknown' and 'only records that are being processed'. 'Submit' and 'Cancel' buttons are at the bottom.

3.3 Fill in the form – Transfer Method

There are two possible ways of submitting the information in your order:

- **Manual data entry**
- **Sending a file**

Sending a file

A file containing a list of numbers can be prepared in advance and sent to Transit via the form.

Using a word-processing software, enter the numbers, one under the other. Each number must be followed by a return.

Save the file in text only format (".txt"), not in a ".doc" format, which would retain formatting information.

In your browser, you can find the file on your workstation, using the form's « Browse » ("*Parcourir*" in French) button.

Manual data entry

You can also enter your list of numbers in the box provided for that purpose. The barcodes can be scanned or typed directly into the on-screen form. You can also "copy-paste" the content of a local file into the manual data entry box.

The screenshot shows the 'Bibliographic Records Order Form' interface. The 'Transfer Method' section is highlighted with a red circle. It contains two options: 'File with SDM numbers, ISBN numbers or Barcodes' with a 'Parcourir...' button, and 'Manual entry of SDM numbers, ISBN numbers or Barcodes' with a text input field. Other sections include 'Service requested' (Full records, Pre-evaluation records), 'Records Format' (ADCK, MARC, VERIF), 'Character set' (ASCII 95-003, ISO 8859-1), and 'Follow-up Options' (No Follow-up, Follow-up and...).

3.4 Fill in the form - Follow-up Options

Transit can automatically re-process an order and return any newly created records, without you having to manually resubmit.

Your requests can be held for a **period of one to ten weeks**. If the records become available in that time, they will automatically be sent to you.

Four options are available for scheduling the records delivery, according to the period requested above :

1. At the end of the indicated period
2. Weekly
3. Every two weeks
4. Daily ; with this option, the follow-up period is limited to two weeks

Two group of record status can also be specified to follow-up :

1. Records that are being processed or have a undetermined or unknown status
2. Only records that are being processed at the time of the first original order.

Transit reports help users get more information on the documents that are in-process at SDM. In the **In-process** section of the Transit report, a column gives the day on which the completed record should become available in Transit.

For faster delivery, we encourage Transit users to use the follow-up option, to receive automatically the records they want as soon as they become available.

The screenshot shows the 'Bibliographic Records Order Form' in the TRANSIT X7 interface. The 'Follow-up Options' section is circled in red. It contains the following elements:

- Service requested:** Radio buttons for 'Full records' (selected) and 'Pre-evaluation records'.
- Records Format:** Radio buttons for 'AD', 'MARC' (selected), and 'METS'.
- Character set:** Radio buttons for 'ASCII 15-003' and 'ISO 8859-1 (Windows, Unix)'.
- Transfer Method:** Two options separated by 'OR': 'File with SDM numbers, ISBN numbers or Barcodes' (with a 'Parcour...' button) and 'Manual entry of SDM numbers, ISBN numbers or Barcodes'.
- Follow-up Options:**
 - No Follow-up** (radio button)
 - Follow-up and...** (radio button, selected)
 - keep my order on file for** (radio buttons 1-10 weeks)
 - and send records and follow-ups** (radio buttons: 'at the end of the period indicated' (selected), 'weekly', 'every two weeks', 'every day')
 - for records** (radio buttons: 'being processed, are undefined or unknown' (selected), 'only records that are being processed')

Buttons for 'Submit' and 'Cancel' are located at the bottom of the form.

3.5 Fill in the form – Submit

When you have finished filling in the form, simply click the **Submit** button.

Please note that, at this stage, your order has not yet been sent. **You need to confirm the order in the upcoming step to complete the order process.**

TRANSIT X7
Bibliographic Records Order Form

Service requested	Records Format	Character set
<input checked="" type="radio"/> Full records <input type="radio"/> Pre-evaluation records	<input type="radio"/> ADONIS <input checked="" type="radio"/> MARC <input type="radio"/> VERP	<input type="radio"/> ASCII HE-DOS <input type="radio"/> ISO 8859-1 (Windows, Unix)

Transfer Method

File with SDM numbers, ISBN numbers or Barcodes:

OR

Manual entry of SDM numbers, ISBN numbers or Barcodes:

Follow-up Options

No Follow-up

OR

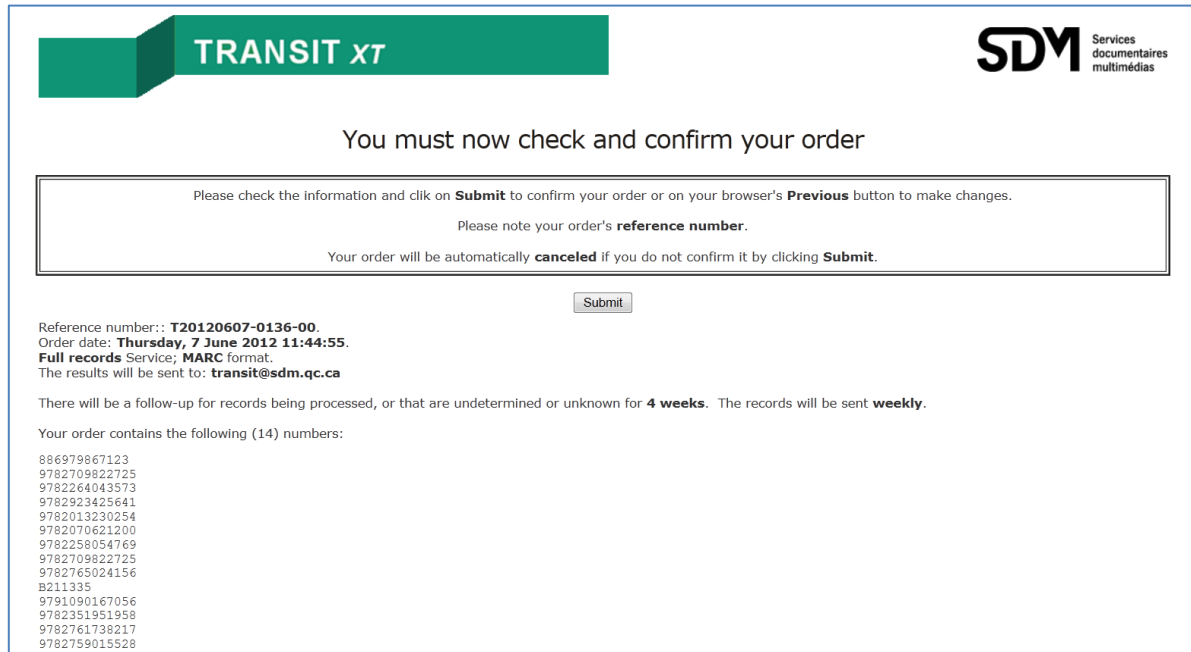
Follow-up and...
keep my order on file for
 1 2 3 4 5
 6 7 8 9 10
 weeks

and send records and follow-ups
 at the end of the period indicated
 weekly
 every two weeks
 every day

for records
 being processed, are undefined or unknown
 only records that are being processed

4. Confirm the order

Please take a moment to review the options you have chosen and hit the « Submit » button when ready to confirm and send your order. If this step is not completed, your order will not be processed and will have a status of "not confirmed".



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You must now check and confirm your order

Please check the information and click on **Submit** to confirm your order or on your browser's **Previous** button to make changes.

Please note your order's **reference number**.

Your order will be automatically **canceled** if you do not confirm it by clicking **Submit**.

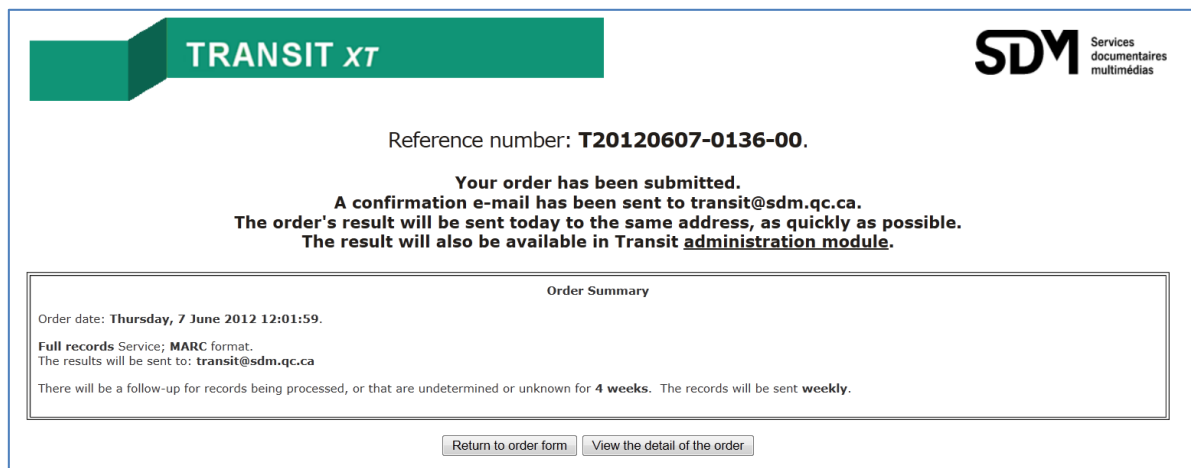
Reference number:: **T20120607-0136-00**.
 Order date: **Thursday, 7 June 2012 11:44:55**.
Full records Service; **MARC** format.
 The results will be sent to: **transit@sdm.qc.ca**

There will be a follow-up for records being processed, or that are undetermined or unknown for **4 weeks**. The records will be sent **weekly**.

Your order contains the following (14) numbers:

886979867123
 9782709822725
 9782264043573
 9782923425641
 9782013230254
 9782070621200
 9782258054769
 9782709822725
 9782765024156
 B211335
 9791090167056
 9782351951958
 9782761738217
 9782759015528

Once the order is confirmed, a summary page (*see below*) will be displayed as a final indication that the order was received. This page gives the reference number for the order with a reminder of the options. The reference number is a combination of the date of the order, followed with an order sequential number and a follow-up sequential number. All those informations are also sent by email in a confirmation message. At this stage, the process of the order has already started.



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Reference number: **T20120607-0136-00**.

Your order has been submitted.
A confirmation e-mail has been sent to transit@sdm.qc.ca.
The order's result will be sent today to the same address, as quickly as possible.
The result will also be available in Transit administration module.

Order Summary

Order date: **Thursday, 7 June 2012 12:01:59**.

Full records Service; **MARC** format.
 The results will be sent to: **transit@sdm.qc.ca**

There will be a follow-up for records being processed, or that are undetermined or unknown for **4 weeks**. The records will be sent **weekly**.

From this page, as the next step, you can go directly to the detail / result for the order. But, a link to the administration module and a button to return to the order form are also available.

5. Receive the results

The results of your order are sent by email to the address you have specified when you logged in. It is also available in Transit "Administration" module.

In general, orders are processed completely in less than 20 seconds. This delay could vary depending on the size and complexity of the request but also depending on the workload on Transit at the time. For the email, other delays could be added by the exchange between servers on the Internet. In the administration module however, results of the orders are available as soon as their process ends.

Some adjustments to the SPAM filters could be necessary to receive Transit's email and their attachments correctly.

The result contains three components:

1. A report in text format listed in the same order as the numbers in your request (RN)
2. A report in text format grouped by status of the numbers requested (RS)
3. A MARC21 file containing the records (N).

The name of the files begins with the prefix above, followed by the order number and have the extension of .TXT for the reports and .MRC for the MARC file.

5.1 Receive the results – Order reports

The two reports begin with a heading giving the order number and date as well as the options you have chosen. This is followed by a table summarizing the results of your order.

The first report (*example on the next page*) has a filename beginning with **RN**. It gives the **status of your order**, with the numbers listed in the **same order as in your request**.

The report includes::

- the requested number
- the SDM number (if the document was received at SDM)
- the status of the document at SDM (read more on this topic in the section below)
- the first part of the title and the statement of responsibility
- the document's date of publication (for identified documents)
- the record's anticipated availability date, where applicable.

Meaning of the status codes :

- DELIVERED/ABBREVIATED records (DLV/ABR) [*french : livrées/abrégées*]
- DUPLICATED records (DUP) [*french : doubles*]
- Numbers to SPECIFY (SPE) [*french : à préciser*]
- IN-PROCESS records (PRO) [*french : en cours de traitement*]
- UNDETERMINED status in hand/not in hand (UND/UNX) [*french : indéterminé*]
- UNKNOWN numbers (UNK) [*french : inconnu*]
- OUTSIDE MANDATE (OM) [*french : hors-mandat*]

More information on the status code can be found in section 5.3 further in this document.

Receive the results – the first report (RN)

SDM Abonnements gratuits
 transit@sdm.qc.ca
 Order number: T20120607-0136-00
 Date: June 7, 2012

Selected options:

- * MARC format
- * with weekly follow-up until July 5, 2012
- * follow-up on records being processed, undetermined and unknown
- * delivery of completed records only

Numbers requested: 14

Result:

DELIVERED/ABBREVIATED records (DLV/ABR)	6
DUPLICATED records (DUP)	1
Numbers to SPECIFY (SPE)	1
IN-PROCESS records (PRO)	2
UNDETERMINED status (UND/UNX)	2
documents OUTSIDE MANDATE (OM)	1
UNKNOWN numbers (UNK)	1

***** ORDER SORTED BY THE NUMBERS REQUESTED *****

Requested no	SDM no	Status	Title	Publ. date	Available
886979867123	B203162	DLV	Old ideas [enregistrement sonore	2012	
9782709822725	B128940	DLV	Guide des chats.	2011	
9782264043573	A731548	SPE	Les cerfs-volants de Kaboul / Kh	2007	
9782264043573	A631630	SPE	Les cerfs-volants de Kaboul / Kh	2006	
9782923425641	B211324	DLV	Le coeur en héritage / Sylvie Ma	2012	
9782013230254		UNX	Le Cercmeurtrier.	2012	
9782070621200	A942257	DLV	Samedi suprême / Garth Nix ; tra	2009	
9782258054769	A103712	DLV	L'affaire du lieutenant Scott :	2001	
9782709822725	B128940	DUP	Guide des chats.	2011	
9782765024156	A904466	OM	Apprendre-- une question de stra	2009	
B211335	B211335	DLV	Brothers / Sylvie Allouche ; [il	2012	
9791090167056		UNK			
9782351951958	B217489	UND	Danse avec la vie.		
9782761738217	B218160	PRO	La vache laitière / Koliny Chhim	2012	
9782759015528	B215942	PRO	50 règles essentielles, grammair	2012	2012-06-15

The **second report** with the filename beginning with **RS**, gives the **status of your order**, sorted by the processing status for the record or document. The requested numbers are grouped by status and then sorted alphabetically by title, to make it easier to find a given item.

The report includes:

- The requested number
- The SDM number (if the document was received by SDM)
- The first part of the title and the statement of responsibility
- The document's date of publication (for identified documents)
- The record's anticipated availability date, where applicable.

Receive the results : the second report **(RS)** - *section 1*

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SDM Abonnements gratuits
transit@sdm.qc.ca
Order number: T20120607-0136-00
Date: June 7, 2012

Selected options:
* MARC format
* with weekly follow-up until July 5,2012
* follow-up on records being processed, undetermined and unknown
* delivery of completed records only

Numbers requested: 14

Result:

      DELIVERED/ABBREVIATED records (DLV/ABR)           6
      DUPLICATED records (DUP)                          1
      Numbers to SPECIFY (SPE)                          1
      IN-PROCESS records (PRO)                          2

      UNDETERMINED status (UND/UNX)                     2
      documents OUTSIDE MANDATE (OM)                    1
      UNKNOWN numbers (UNK)                             1
    
```

Receive the results : the second report (RS) - section 2

***** ORDER SORTED BY RECORD STATUS AT SDM *****

Records DELIVERED (full record): 6

9782258054769	A103712	L'affaire du lieutenant Scott :	2001
B211335	B211335	Brothers / Sylvie Allouche ; [il	2012
9782923425641	B211324	Le coeur en héritage / Sylvie Ma	2012
9782709822725	B128940	Guide des chats.	2011
886979867123	B203162	Old ideas [enregistrement sonore	2012
9782070621200	A942257	Samedi suprême / Garth Nix ; tra	2009

DUPLICATED records: 1

9782709822725	B128940	Guide des chats.	2011
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Numbers to SPECIFY (use SDM numbers to order): 1

9782264043573	A631630	Les cerfs-volants de Kaboul / Kh	2006
9782264043573	A731548	Les cerfs-volants de Kaboul / Kh	2007

IN-PROCESS records: 2

9782759015528	B215942	50 règles essentielles, grammair	2012	* 2012-06-15
9782761738217	B218160	La vache laitière / Koliny Chhim	2012	

UNDETERMINED status - DOCUMENT AVAILABLE AT SDM: 1
(no decision has yet been taken)

9782351951958	B217489	Danse avec la vie.	
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UNDETERMINED status - DOCUMENT NOT AVAILABLE AT SDM: 1
(no decision has yet been taken)

9782013230254		Le Cercmeurtrier.	2012
---------------	--	-------------------	------

Documents OUTSIDE MANDATE (will not be processed): 1

9782765024156	A904466	Apprendre-- une question de stra	2009
---------------	---------	----------------------------------	------

UNKNOWN numbers (we cannot identify the request): 1

9791090167056

5.2 Receive the results – the MARC21 records file

If one or many completed records corresponding to your order were found, you will receive a file containing the MARC records (example of the filename : N20120607013600.MRC). Save the records file on your workstation in order to use it with your cataloguing software.

5.3 Receive the results – about the record status

The record statuses listed in the Transit report describe how SDM responds to client requests. A requested number may be allocated one of the following statuses:

1. Delivered record
 - a. Delivered (complete)
 - b. Delivered pre-evaluation
 - c. Delivered "abbreviated"
2. Duplicated records
3. Numbers to specify (multiple choices possible)
4. In-process records
5. Undetermined status - document available in hand
6. Undetermined status - document unavailable, not in hand
7. Documents outside mandate
8. Unknown numbers
9. Cancelled numbers

Delivered records

The records delivered include complete records and pre-evaluation records, and are contained in the attached file. In the report sorted by status, **complete records** are listed separately from **pre-evaluation records or abbreviated records**. Currently, the only records with abbreviated cataloguing level are a specific group of audiovisual records for a category of art music spanning several periods. For more information, see (*in French*) [*De la musique avant toute chose*](#).

Duplicated records

When a number is requested more than once in a single order, or when several requested numbers correspond to a single record, **only one of these numbers will be processed and one record delivered** if available. This number will be listed in the report, in the section corresponding to the processing status of that record. Thus, only one record will be delivered. The other numbers corresponding to that record will be flagged in the **Duplicated records** section.

Numbers to specify

No record is delivered when several documents correspond to a single ISBN or UPC number. The titles of the documents found are listed in the report, in a way that makes it easy for you to order the appropriate document(s) using SDM numbers. The client must identify for the desired document and re-order it using the corresponding SDM number.

In-process records

This only includes records for which processing has begun. If the user has selected order follow-up options, these records will be delivered automatically at the user-appointed time, when completed. If SDM knows the date on which the record should become available, it will be given in the report.

Undetermined status - document currently available in hand at SDM

This includes the records for documents available at SDM currently, but for which no processing decision has yet been made.

Undetermined status—document not currently available at SDM

The records for documents that SDM does not currently have, and for which no processing decision has been made.

Documents outside mandate

Documents that SDM will not process because they do not meet the following eligibility criteria:

1. Documents published in the current or previous year
2. Documents requested by at least three clients
3. Documents considered to be of general interest.

Unknown numbers

Documents that SDM has not been able to identify using the number supplied by the client. The reasons for this can include the following:

- documents not yet listed at SDM
- the number provided is incorrect
- the document is in a language other than French.

Numbers cancelled

Numbers for which a user has decided to stop the processing in a follow-up. Although those numbers are not processed anymore, they still appear in the reports as "cancelled numbers". If not all the numbers in a follow-up are cancelled, it is still possible to again include a cancelled number. See also "Managing follow-ups" in the [administration module](#) documentation.

6. View the orders - administration

Transit XT administration module gives access to a tracking list of all orders made. The first choice in the menu at the top of the order form will link you to this module.

SDM Services documentaires multimédias

QUEBEC - ENGLISH User: transit@sdm.qc.ca

ADMINISTRATION AUDIOVISUALS USER'S GUIDE CONTACT US

TRANSIT XT Bibliographic Records Order Form

Service requested: Full records Pre-evaluation records

Records Format: ASCII MARC

Character set: ASCII MS-DOS ISO 8859-1

The administration module mainly consists of a list of the orders made by the currently logged in user. By default, only the orders and schedule follow-up for the current day are listed.

SDM Services documentaires multimédias

QUEBEC - ENGLISH Usager: transit@sdm.qc.ca

BACK TO ORDER FORM USER'S GUIDE CONTACT US

TRANSIT XT Administration Transit - Friday, 25 November 2011 12:17:05

All type of order Orders only Orders with follow-up only Follow-up only Next scheduled follow-up

The order type can be combined with only one of the three following criteria :

Enter date (inclusive) from 2011-11-30 to 2011-11-30 (yyyy-mm-dd)

Transit order number: UPC or SDM:

User : transit@sdm.qc.ca (SDM Abonnements gratuits)

	Transit order number ↓	Type ↓	Follow up ↓	Date ↓	Time ↓	Records ordered	Records delivered	Order status
1	T20111118-0203-05	S		2011-11-25				Scheduled for 2011-11-25 at 19h00
2	T20111118-0159-05	S		2011-11-25				Scheduled for 2011-11-25 at 19h00
3	T20111118-0203-04	S		2011-11-24	19:01:16	21	0	Delivered 2011-11-24 at 19h01
4	T20111118-0159-04	S		2011-11-24	19:01:01	4	1	Delivered 2011-11-24 at 19h01
5	T20111117-0291-01	S		2011-11-24				Cancelled on 2011-11-17 at 16h12
6	T20111117-0276-01	S		2011-11-24				Cancelled on 2011-11-17 at 16h14
7	T20111124-0188-00	C		2011-11-24	12:33:47	5	5	Delivered on 2011-11-24 at 12h33
8	T20111124-0185-00	C		2011-11-24	12:25:32	36	33	Delivered on 2011-11-24 at 12h25
9	T20111124-0182-00	C		2011-11-24	12:22:40	24	20	Delivered on 2011-11-24 at 12h22

Summary :

Total of orders : 9

- 5 delivered
- 2 pending follow-up
- 2 cancelled

Total of records ordered : 90
Total of records delivered : 59

TRANSIT XT

Orders and follow-ups are sorted in reverse date order so it will show the latest requests first. It is possible to filter and sort the orders by different criteria.

Detail of an order can be displayed by clicking on Transit order number in the list. The detail page gives full access to the results files. It also allows to resend the order result by email or **to download the files individually directly from the web.**

Furthermore, follow-ups management functionalities are available to cancel a follow-up completely or in part for a specific document.

For more information on Transit administration module, please refer to the documentation at this address : https://www.sdm.qc.ca/TransitXT/TransitXT_administration_eng.pdf.

7. Getting help

If you need additional information or if you experience any difficulty, do not hesitate to contact us by [email](#).

If you are having a problem with a specific order, please enter the order number in the subject line or body of your email message.

Some answers regarding SDM products may also be found in the FAQ section of our web site.

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If you having difficulties reading the order form in this document, here is an enlarged copy

TRANSIT X7

Records Order Form

Service requested	Records Format	Character set
<input checked="" type="radio"/> Full records <input type="radio"/> Pre-evaluation records	<input type="radio"/> ASCII <input checked="" type="radio"/> MARC <input type="radio"/> VÉRIF	<input type="radio"/> ASCII MS-DOS <input type="radio"/> ISO 8859-1 (Windows, Unix)

Transfer Method

File with SDM numbers, ISBN numbers or Barcodes <input type="text"/> <input type="button" value="Parcourir..."/>	OR	Manual entry of SDM numbers, ISBN numbers or Barcodes <input type="text"/>
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Follow-up Options

<input checked="" type="radio"/> No Follow-up	OR	Follow-up and... keep my order on file for <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6 <input type="radio"/> 7 <input type="radio"/> 8 <input type="radio"/> 9 <input type="radio"/> 10 weeks and send records and follow-ups <input checked="" type="radio"/> at the end of the period indicated <input type="radio"/> weekly <input type="radio"/> every two weeks <input type="radio"/> every day for records <input checked="" type="radio"/> being processed, undetermined or unknown <input type="radio"/> only records that are being processed
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If you need help in filling your order, please read the [User Guide](#).