

Tips for transferring Information from the Old Magic Windows to the New Workflow Tool

First, and very important: Please read the [Instructions for BCs and DPLs](#) carefully to be sure you understand how the new system works. If you are not sure what to do, ASK!

When you are ready to begin,

1. go to one of your projects in the forum and click the BC admin link to open the current magic window.
2. In a separate browser window, log on to the LibriVox Management Dashboard.
3. You should see a list of your active projects.
4. Click once in SC column for the project you wish to edit. This will open the Section Compiler which is where all the info for the Magic Windows is entered in the new system.

LibriVox Management Dashboard

My Profile Logout

Projects People Stats Links Admin Help

Search by Project ID, Title, Author Go

Search by reader/user Go

Show only active projects: ☒ Show all projects: ☐

Refine your search:

Show 10 entries

Id	SC	V	Title	Author	Status	Forum Url	Catalog Url	as BC	as MC	as PL	as Reader
6698	Q	Q	Adventures of a Grain of Dust	Hallam Hawksworth	Fully Subscribed	link	link	x	x		x
6585	Q	Q	Children of the Ghetto	Israel Zangwill	Fully Subscribed	link	link		x		
6319	Q	Q	One of My Sons	Anna Katharine Green	Fully Subscribed	link	link		x		
6735	Q	Q	Organic Evolution	Richard Swann Lull	Open	link	link				x
7863	Q	Q	Short Nonfiction Collection Vol. 030	Various	Open	link	link		x		
2763	Q	Q	Song of the Lark	Willa Sibert Cather	Fully Subscribed	link	link				

Showing 1 to 6 of 6 entries (filtered from 430 total entries)

First Previous 1 Next Last

If one of your projects is not in this list, contact your MC

5. Carefully compare the information for each section to what is in the current MW.
6. Update the information by copying and pasting from the old MW so that the information in the Section Compiler in the new system matches what is currently in the old Magic Window. ** Note: Follow the guidelines in the [Instructions for BCs and DPLs](#) to edit the old entries to be compatible with the new cataloging system. Enter readers as described. **Give priority to group projects.** Your solos can be done next week since they only affect you and your Pler.

7. Repeat for each of the remaining projects for which you are BC.

The new Magic Windows won't be visible in the forum until sometime on Saturday, August 10th. After that, if you need to go back to refer to the old magic windows, they will be visible using the following link where #### is the project id number.

https://catalog.old.librivox.org/public_readers_iframe.php?ProjectID=####

or

<https://catalog.old.librivox.org/readers.php?ProjectID=####&tableview=1>

(the second link will require you to login with your **old** MW username and password)