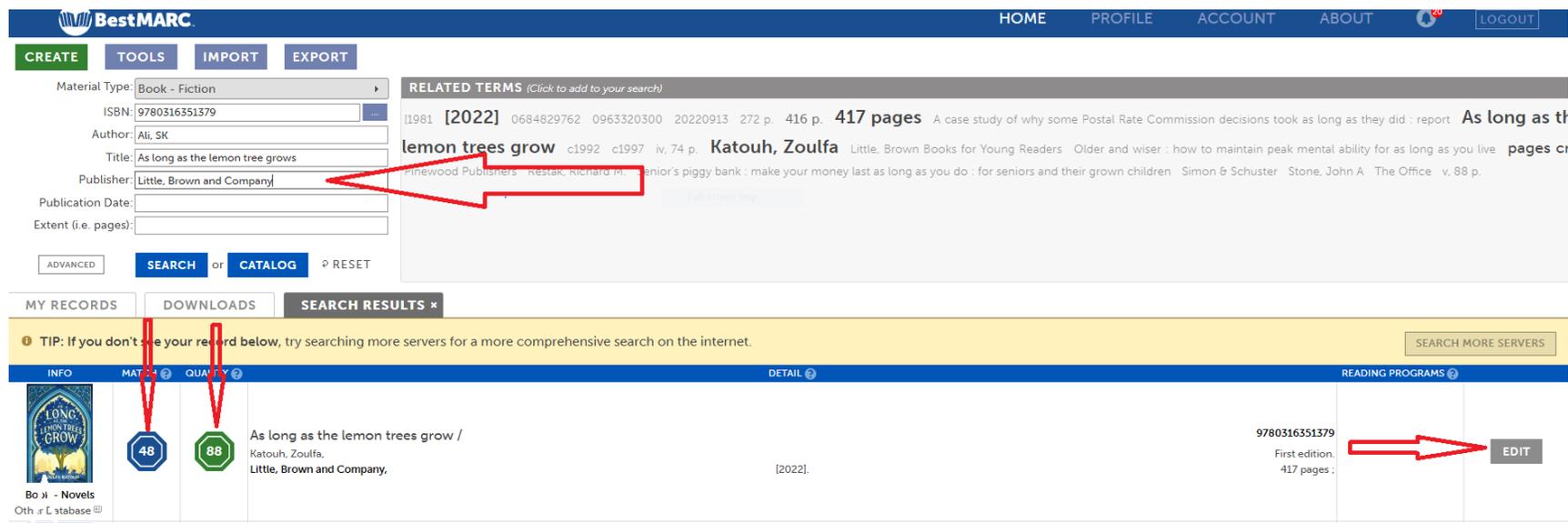# Unprocessed Records

Log in to BestMARC: www.best-marc.com

- Enter your username and password
- Search for the MARC records
  - Enter ISBN
  - Title
  - Author
  - Publisher
- Search
- Visually confirm the image of the material is correct
- Choose the record that has the best match and quality rating (blue or green)
- Edit

All of the items you find and save will be held in the My Records Grid. Next, we want to run those records through the workflow created to enhance and update those records.

- Click on Tools
- Click on the Shared Folder
- Click on New York City School Library System
- Click on the workflow *"NYCSLS Record Update and Enhancement"*

- Click Run
- Choose All Records
- Click Run
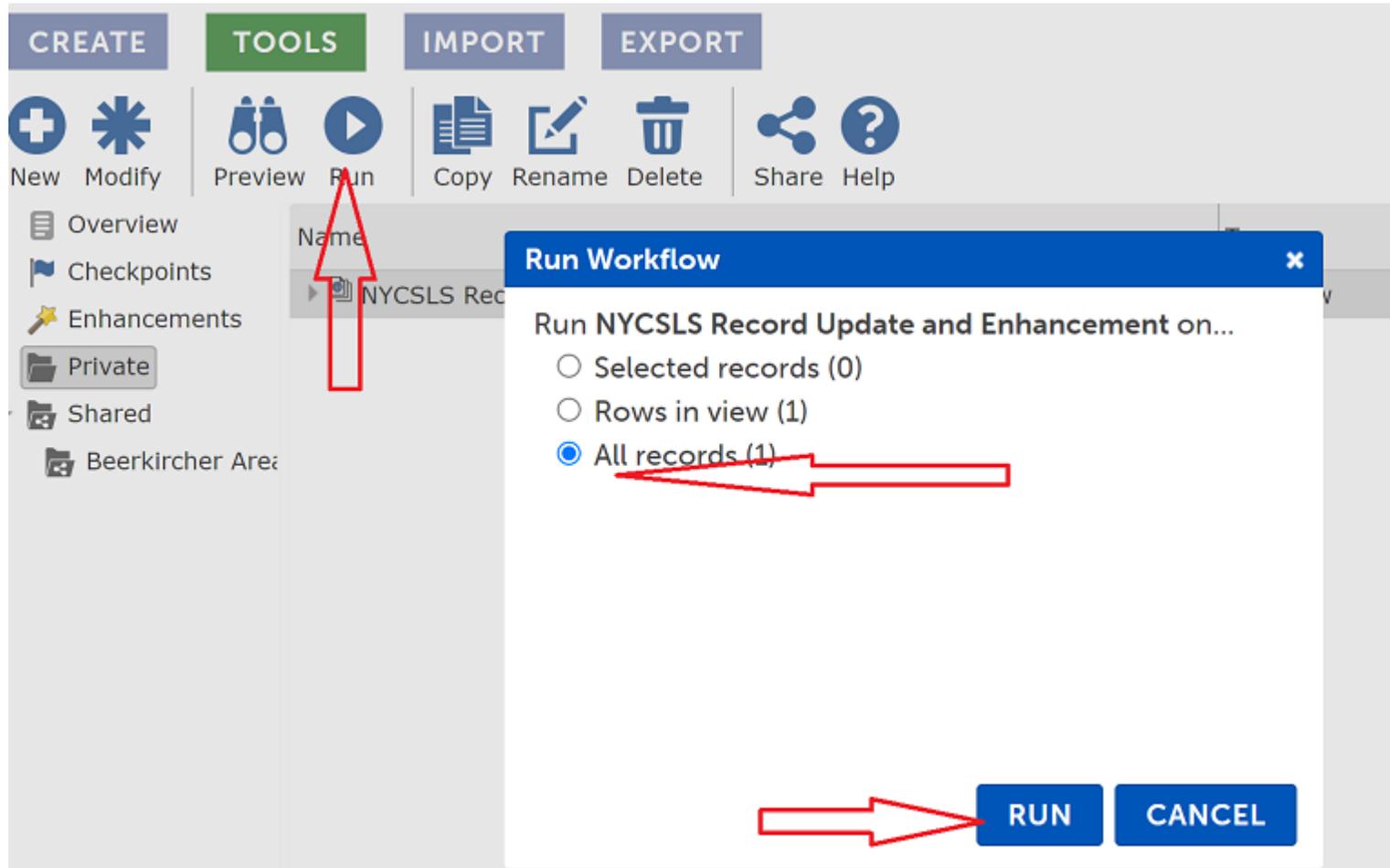
Your files have been updated.

Now we can get those new records into Alexandria

- Click on Export
- Name the file
  - Make sure the **Import into Alexandria** box is checked
- Click Export

Those records will now be in your database.