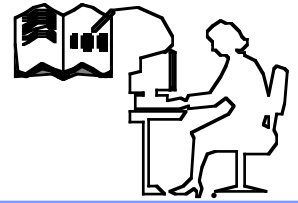


Book Mark Library Services Newsletter



Issue 4 November 2018

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Latest Version:

Bookmark 10.4.21 (280)

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BOOKMARK has several startup files that allow different computers to perform different tasks. Your computer guru should be able to set this up but please ring for help. Instructions in the **Manual** under startup & networking (from the Main Menu)

BM.EXE access to all parts of Bookmark typically used by library staff.

BMCIRC.EXE access to Loans, returns, searching typically for borrowing desk

BMSEARCH.EXE access to searches only, typically any other computer.

The Circulation and Search options can have up to 3 configurations so for example a Search computer in the junior school can be setup to only search the books that the junior school can borrow, the senior school computer can only search senior books and the staff computers can search all.

WebOPAC - Bookmark also contains a webserver which can be setup to allow searching from any web enabled device (Macintosh, ipad, smart phones, tablets etc) and can be used on the school website.

REPORTS - BORROWINGS FOR A CLASS

Borrowers - Borrower Lists - List Histories

Choose the class (do one at a time to print each on a separate page)

Set earliest date (start of year or start of term?)

Choose List titles or Just number of entries

OK - Print

STOCKTAKE

Basically Bookmark keeps track of the last time an item went through the system (last scanned date). This date could be the date it was lent out or returned. So when stocktaking if you return a book its last scanned date changes and does not have to be scanned again in stocktake.

Step 1 Setup stocktake by entering your start date.

Step 2 Scan items

Step 3 List not found - search for books.

Step 4 Finish stocktake - set not found to missing.

WINDOWS ERRORS

A few schools have been receiving errors such as **BMCAT.EXE** has stopped working (or similar). This is due to an issue with Windows. If you are seeing this error on a daily basis please call for details to fix the issue.

FINAL DUE DATE

You can set a final due date for when all items should be back. **Controls - Due dates - Final due dates** enter the final due date on the first line, next year you can enter final due dates for all terms if required. Click on **Holiday dates** if you wish to enter holiday dates so books do not become overdue during the holidays.

SUPPORT

Please call if you have any queries regarding Bookmark no matter how small or trivial you may think they are - we are here to help.