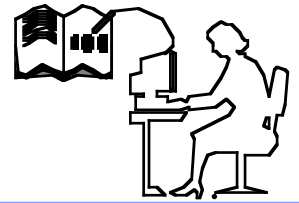


Book Mark Library Services Newsletter



November 2019

In this issue:

Updating Problem

Backups

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Borrower Histories

Latest Versions:

Bookmark 10.5.11 (399)

Contact:

Ph: 03 9504 5454

Gary 0427 045 896

email:

bookmarklibrary

@optusnet.com.au

Updating

If you have any issues updating please let us know.

Backups

A few schools have recently received an error (**Temporary file is leaved**) which prevents a backup. Please call if this happens to you.

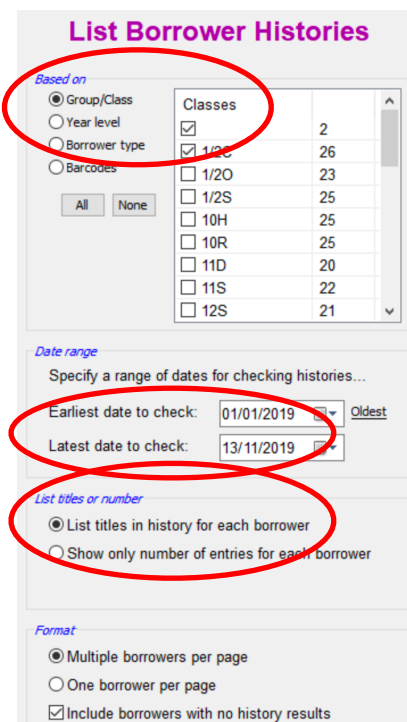
On **rare** occasions a glitch (dead computer, power outage or surge etc) can cause a **loss of Bookmark** data. We still hear excuses such as the tech people do the backup or no-one told me. Please do **your own backups to USB** and take it home for safety. The manual has a chapter on backups. Please call if you would like further advice for your specific situation.

Stocktake

A very good **Fact sheet** is available from the **Main Menu**. A more detailed explanation is in the Manual. **Note** many new features have been added which may not be in the fact sheet. When you stocktake a section Bookmark can check if the item is in the correct Location or Call No.. Bookmark can also change all items scanned to a particular Item type or Location.

Reports - Borrower histories

You can get a report of all borrower histories for the last year or term. **Borrowers - Borrower lists - List Histories** choose the class or classes, dates, titles or number of items and OK. If you choose the Preview printer you can save the report as a PDF for emailing to staff.



List Borrower Histories

Based on

Group/Class

Year level

Borrower type

Barcodes

All None

Classes	
<input checked="" type="checkbox"/> 1/2C	26
<input type="checkbox"/> 1/2O	23
<input type="checkbox"/> 1/2S	25
<input type="checkbox"/> 10H	25
<input type="checkbox"/> 10R	25
<input type="checkbox"/> 11D	20
<input type="checkbox"/> 11S	22
<input type="checkbox"/> 12S	21

Date range

Specify a range of dates for checking histories...

Earliest date to check: 01/01/2019 Oldest

Latest date to check: 13/11/2019

List titles or number

List titles in history for each borrower

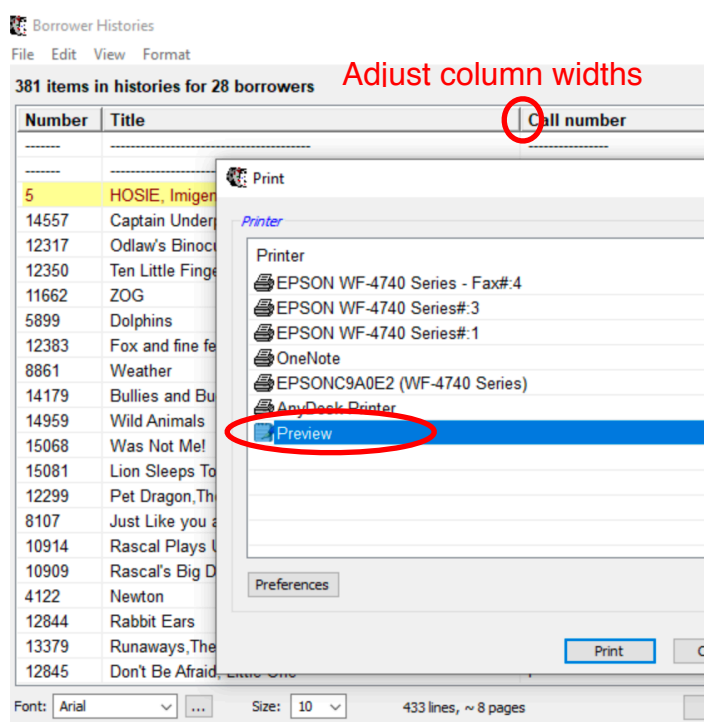
Show only number of entries for each borrower

Format

Multiple borrowers per page

One borrower per page

Include borrowers with no history results



Borrower Histories

File Edit View Format

381 items in histories for 28 borrowers

Adjust column widths

Number	Title	Call number
5	HOSIE, Imigen	
14557	Captain Under	
12317	Odlaw's Binoc	
12350	Ten Little Fing	
11662	ZOG	
5899	Dolphins	
12383	Fox and fine fe	
8861	Weather	
14179	Bullies and Bu	
14959	Wild Animals	
15068	Was Not Me!	
15081	Lion Sleeps To	
12299	Pet Dragon, Th	
8107	Just Like you a	
10914	Rascal Plays U	
10909	Rascal's Big D	
4122	Newton	
12844	Rabbit Ears	
13379	Runaways, The	
12845	Don't Be Afraid	

Printer

EPSON WF-4740 Series - Fax#:4

EPSON WF-4740 Series#:3

EPSON WF-4740 Series#:1

OneNote

EPSONC9A0E2 (WF-4740 Series)

AmyDesk Printer

Preview

Print

Font: Arial Size: 10 433 lines, ~ 8 pages

End of Year

Read the **Fact sheet** available under the **Circulation** heading for some suggestions.