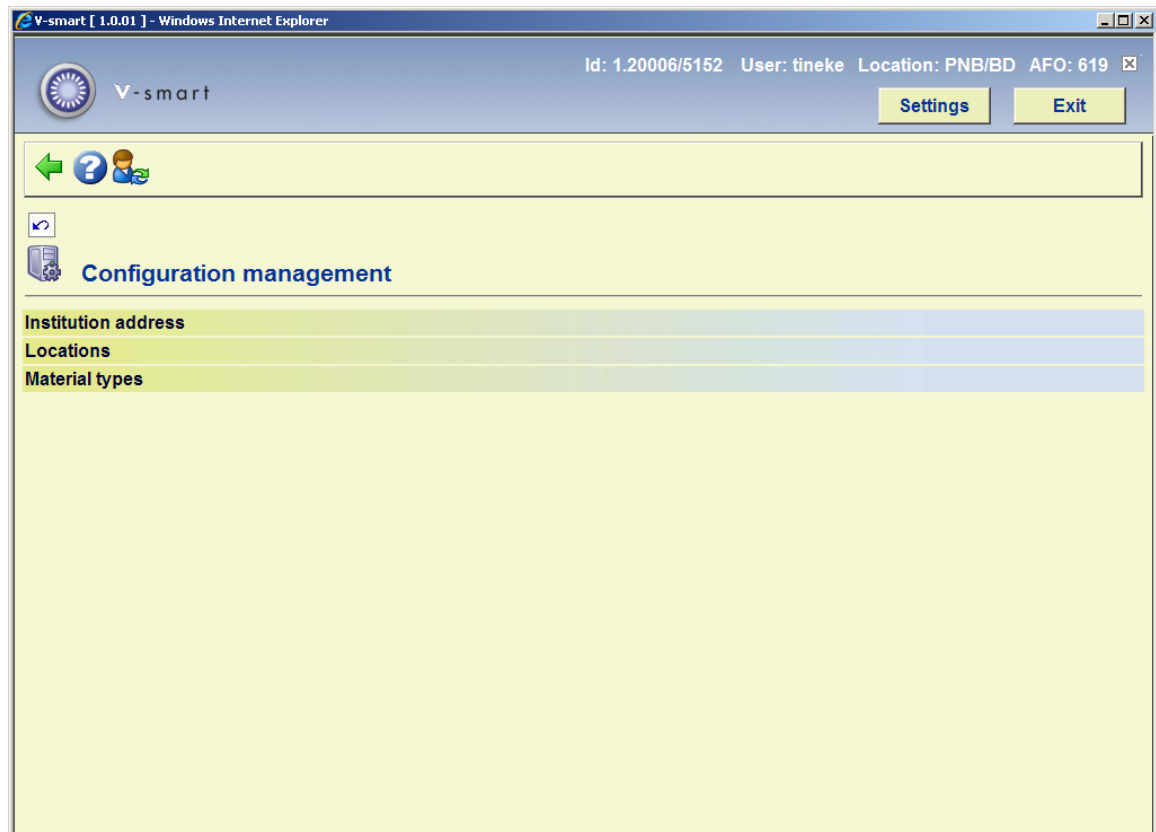


AFO 619 Configuration management

619.1 Introduction

This AFO offers you various options related to general configuration of the system. After selecting this AFO the following menu will be displayed:

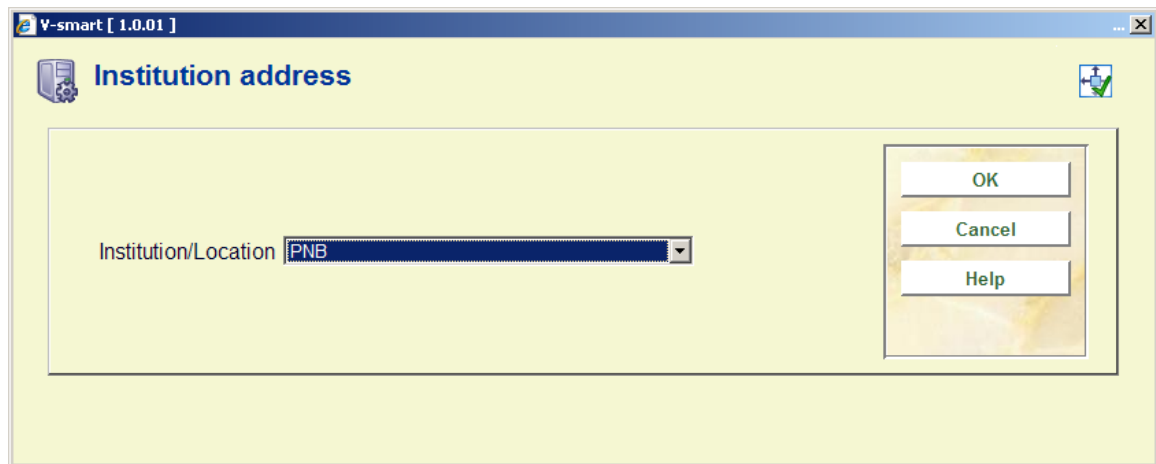


The various options are described in the next sections.

619.2 Institution address

When defining the layouts for the circulation module (in AFO 483) the variable \$\$ADRES can be used. This variable will then print the address details as defined here.

After choosing this option a selection form will be displayed:



When you have more than one meta institution, you need to choose an institution from the dropdown list. The following form will be displayed:

- Enter the required details and click **OK**.

Note

This option is the same as the option **Institution address** in AFO 617.

619.3 Locations

With this option you can maintain the locations used by the system.

After selecting this option you will see the locations for the institution you are currently at:

The screenshot shows the v-smart web application interface. At the top, the browser title is "v-smart [1.0.01] - Windows Internet Explorer". The user information bar displays "Id: 1.20006/5152 User: tineke Location: PNB/BD AFO: 619". There are "Settings" and "Exit" buttons. Below the navigation icons, the "Circulation Meta Institution" and "Institution" are both set to "PNB". The main section is titled "Location management" and contains a table with the following data:

No	Institution	Location	Wording	In use
<input type="checkbox"/>	1 PNB	BACK	BACKOFFICE	Yes
<input type="checkbox"/>	2 PNB	BD	BD	Yes
<input type="checkbox"/>	3 PNB	BRA	BRA	Yes
<input type="checkbox"/>	4 PNB	CEN	CENTRAL LIBRARY	Yes
<input type="checkbox"/>	5 PNB	EAST	EAST	Yes
<input type="checkbox"/>	6 PNB	MIKECNEW	Out of UseMIKEC NEW LOC	No
<input type="checkbox"/>	7 PNB	NLD	Nederland	Yes
<input type="checkbox"/>	8 PNB	NORTH	Nord in 617	Yes
<input type="checkbox"/>	9 PNB	NOTINUSE	Do Not Use Me-Copied from WP	No
<input type="checkbox"/>	10 PNB	SCH	SCHOOL	Yes
<input type="checkbox"/>	11 PNB	SOUTH	SOUTH	Yes
<input type="checkbox"/>	12 PNB	SUBSRETEST	Out of UseRetest Sublocations from BD	No
<input type="checkbox"/>	13 PNB	TESTCOPY	Out of Use New Location Copied from WP	No
<input type="checkbox"/>	14 PNB	TO	Toronto	Yes
<input type="checkbox"/>	15 PNB	VUBISSMART	New from VubisSmart	Yes
<input type="checkbox"/>	16 PNB	WP	 WP WEBOPAC 	Yes
<input type="checkbox"/>	17 PNB	ZZZ	ZZZ Location	Yes

Options on the screen

New: Use this option to add a new location. See section 619.3.1 for more information.

Select no.: Select a line and then this option to view/modify the details for the chosen location. See section 619.3.2 for more information.

Change institution: Select this option to view the defined locations for a different institution. See section 619.3.3 for more information.

619.3.1 Add a location

After selecting the option **New** an input form will be displayed:

Fields on the screen

Code: a unique code to identify the location. This code will appear on various screens throughout the system.
You can only use letters and numbers, punctuation and special characters are NOT allowed.

Wording: additional wording to clarify the code. This wording may also appear on various screens throughout the system.

In use: check this option if the location is in use. Locations, once defined, cannot be deleted. They can only be placed out of use by unchecking this option. Code and wording will then no longer appear on various screens throughout the system. Or they may appear with an asterisk (*) against them, to denote they should not be used. They will always be visible in this AFO.

Location to copy settings from: When adding a new location the parameters can be copied from an existing one. Select the location to copy parameter information from.

Also copy the sublocations: Check this option to copy sublocations as defined for the existing location selected in the field above to the new location.

Address details: these are the address details for the location (which can of course be different from the institution address as defined in the first option of the AFO 619 menu). When defining the layouts for the acquisitions module (in AFO 271) the variable \$\$ADRES can be used. This variable will then print the address details as defined here. This variable can be used together with or instead of SHIPTO addresses. When defining the layouts for the circulation module (in AFO 483) the variable \$\$ADLOC can be used. This variable will then print the address details as defined here.

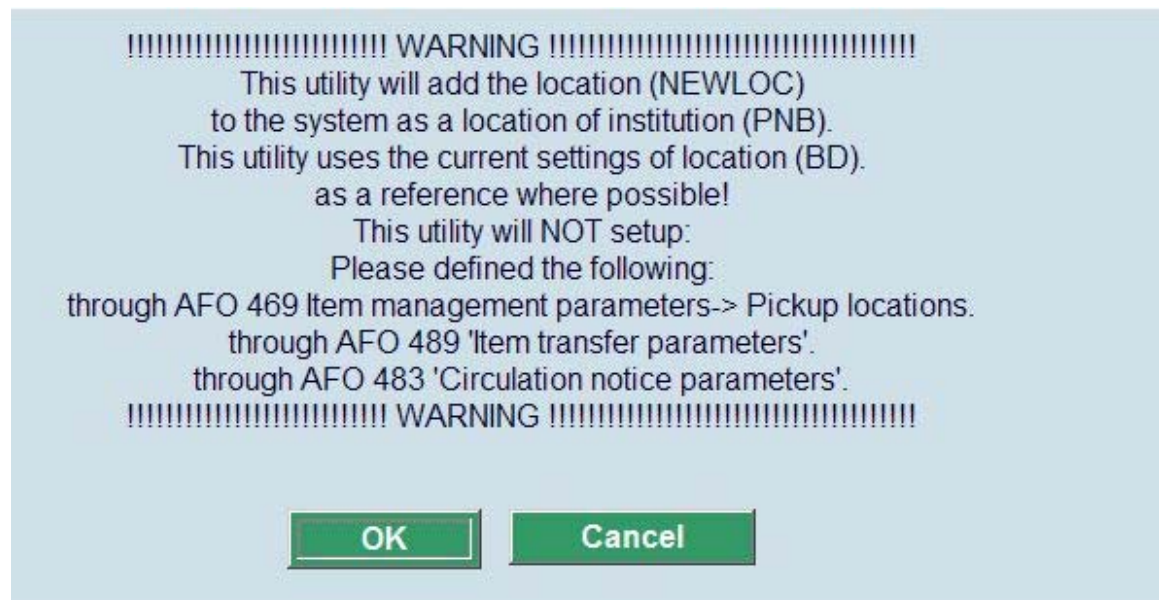
Note

These details are the same as under the option **Location address** in AFO 617.

After clicking **OK** to save the newly added location the system displays a warning message reminding users that they still need to update:

- AFO 469 - item management parameters - Pickup locations.
- AFO 489 - Item transfer parameters.
- AFO 483 - Circulation notice parameters.

in order to be able to use the new location.



Once the location is created, it will be available from all screens in the circulation module (settings like 481, 482, 483 and functions 423, 111, 141, etc.).

In AFO 141/SSP, the list of all locations displays.

Once the location code is created, it will be available in all modules.

619.3.2 Modify a location

After selecting the option **Select no.** an input form will be displayed:

Location maintenance

Code

Wording

In use

Location to copy settings from

Also copy the sublocations

Address Line 1

Address Line 2

Place/City/Town

County/State/Province

Postcode

Phone Number

OK
Cancel
Help

On this form you can only modify the **Wording**, **In use** and **Address details** fields. The other fields are protected.

619.3.3 Change institution

After selecting the option **Change institution** the following form will be presented:

Change Institution

Institution

OK
Cancel
Help

You can select another Institution (as defined for your circulation meta institution) from the dropdown list. The new Institution will be shown in the header panel of the screen:

Circulation Meta Institution	PNB
Institution	ACQ

619.4 Material types

With this option you can maintain the material types used by the system.

After selecting this option you will see the material types for the institution/location you are currently at:



No	Institution	Material type	Wording	In use item maintenance	In use system functions
<input type="checkbox"/>	1 PNB	ANN	Annual reports	Yes	Yes
<input type="checkbox"/>	2 PNB	AVM	Audiovisual materials	Yes	Yes
<input type="checkbox"/>	3 PNB	BIB	Bibliographies	Yes	Yes
<input type="checkbox"/>	4 PNB	BLURAY	bluray	Yes	Yes
<input type="checkbox"/>	5 PNB	BO	Books	Yes	Yes
<input type="checkbox"/>	6 PNB	BRO	Pamphlets	Yes	Yes
<input type="checkbox"/>	7 PNB	CB	Children's Book	Yes	Yes
<input type="checkbox"/>	8 PNB	CD	CDs	Yes	Yes
<input type="checkbox"/>	9 PNB	CDADULT	Adult CDs	Yes	Yes
<input type="checkbox"/>	10 PNB	CDCHILD	Children's CDs	Yes	Yes
<input type="checkbox"/>	11 PNB	CDR	CD-ROMs	Yes	Yes
<input type="checkbox"/>	12 PNB	DONOTUSE	Category Out Of Use	No	No
<input type="checkbox"/>	13 PNB	ELECTRONIC	electronic	Yes	Yes
<input type="checkbox"/>	14 PNB	INF	Information bulletins	Yes	Yes
<input type="checkbox"/>	15 PNB	LAW	Law / jurisdiction NOW OUT OF USE	No	No
<input type="checkbox"/>	16 PNB	MAP	Maps	Yes	Yes
<input type="checkbox"/>	17 PNB	MISC	Miscellaneous	Yes	Yes
<input type="checkbox"/>	18 PNB	NOR	Norms	Yes	Yes
<input type="checkbox"/>	19 PNB	PAPER	PAPER	Yes	Yes
<input type="checkbox"/>	20 PNB	PER	Periodicals	Yes	Yes
<input type="checkbox"/>	21 PNB	PERBIB	Periodic bibliographies	Yes	Yes
<input type="checkbox"/>	22 PNB	PLAW	Parliament laws	Yes	Yes
<input type="checkbox"/>	23 PNB	REF	Reference works	Yes	Yes
<input type="checkbox"/>	24 PNB	REP	Reports	Yes	Yes
<input type="checkbox"/>	25 PNB	SER	Series	Yes	Yes
<input type="checkbox"/>	26 PNB	STACK	stacks	Yes	No
<input type="checkbox"/>	27 PNB	STAT	Statistics	Yes	Yes
<input type="checkbox"/>	28 PNB	TALKBOOK	Talking book	No	Yes

Options on the screen

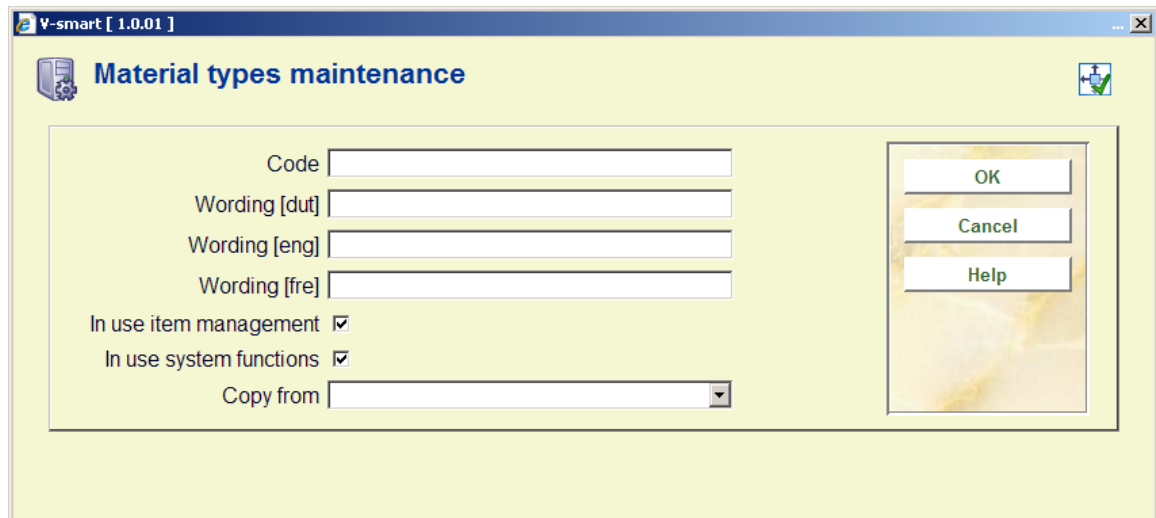
New: Use this option to add a new material type. See section 619.4.1 for more information.

Select no.: Select a line and then this option to view/modify the details for the chosen material type. See section 619.4.2 for more information.

Change institution/location: Select this option to view the defined material types for a different institution/location combination. See section 619.4.3 for more information.

619.4.1 Add a material type

After selecting the option **New** an input form will be displayed:



The screenshot shows a window titled "V-smart [1.0.01]" with a sub-window titled "Material types maintenance". The sub-window contains the following fields and controls:

- Code:
- Wording [dut]:
- Wording [eng]:
- Wording [fre]:
- In use item management:
- In use system functions:
- Copy from:
- Buttons: OK, Cancel, Help

Fields on the screen

Code: a unique code to identify the material type. This code will appear on various screens throughout the system.

You can only use letters and numbers, punctuation and special characters are NOT allowed.

Wording : additional wording (in each language) to clarify the code. This wording may also appear on various screens throughout the system.

In use item management: check this option if the material type is in use for creation and modification of items in AFO 111, 211, 216, 311 and 423.

In use system functions: check this option if the material type is in use with the parameters in AFO 481/482.

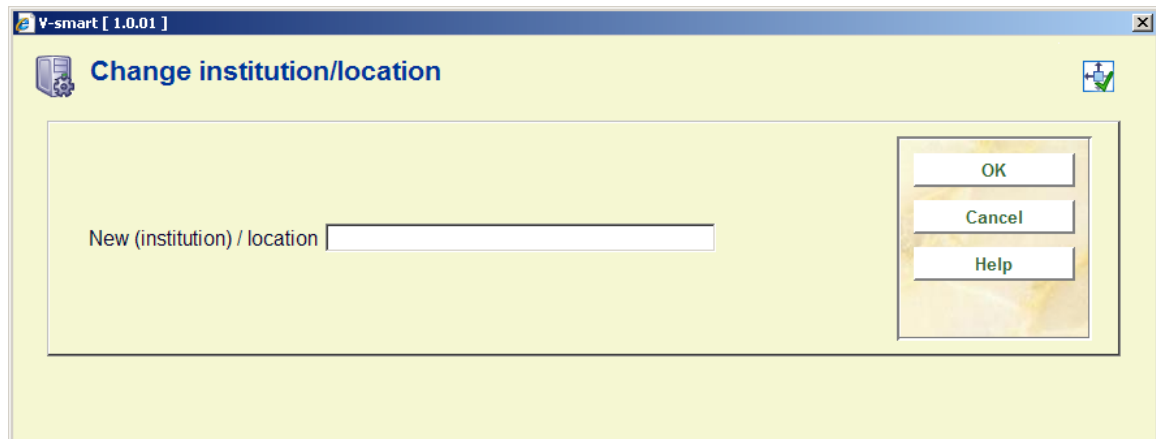
Note

Material types, once defined, cannot be deleted. They can only be placed out of use by unchecking these options. Code and wording will then appear on various screens throughout the system with an asterisk (*) against them to denote they should not be used. They will always be visible in this AFO.

Copy from: When adding a new item material type the parameters can be copied from an existing one. Select the material type to copy parameter information from.

After clicking **OK** to save the newly added material type the system displays a warning message reminding users that they still need update

After selecting the option **Change institution/location** the following form will be presented:



The screenshot shows a dialog box titled "Change institution/location" from the application "V-smart [1.0.01]". The dialog features a light green background and a white text input field with the placeholder text "New (institution) / location". To the right of the input field is a button panel containing three buttons: "OK", "Cancel", and "Help".

Enter an institution/location combination (as existing within your circulation meta institution).
The new Institution/location combination will be shown in the header panel of the screen:

Circulation Meta Institution	PNB
Institution/Location	PNB/CEN

- **Document control - Change History**

Version	Date	Change description	Author
1.0	August 2008	Creation New AFO in 2.4.3	
2.0	November 2009	clarification of Code fields part of 2.0 updates	