

ALEPH GRAB BAG

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AGENDA

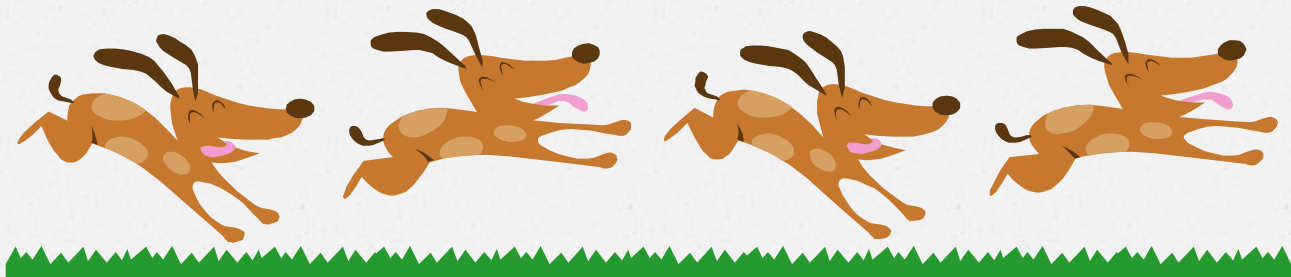
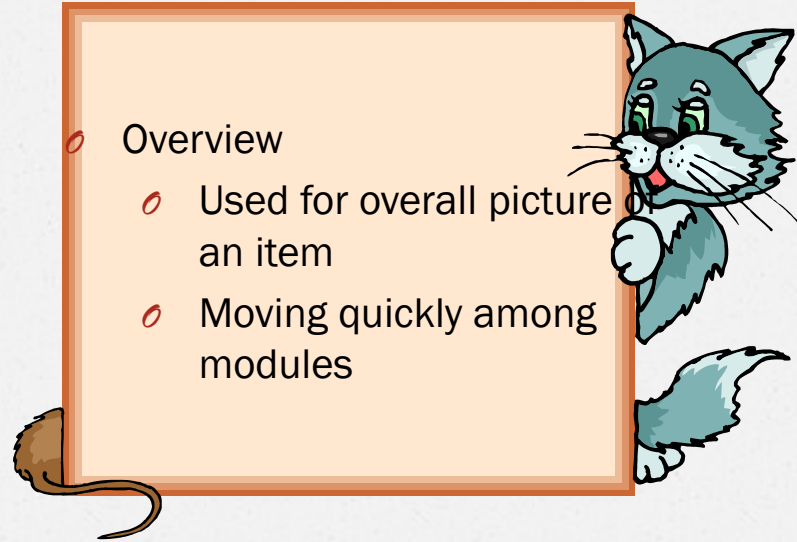
- o Functional vs Overview
- o Module Logs
- o Tips
- o Shortcuts
- o Print History
- o Aleph Barcode Printing
- o Item Process Status – unavailability vs availability
- o Navigating Aleph modules

Functional vs Overview

- o Functional
 - o Where all work is performed

Overview

- o Used for overall picture of an item
- o Moving quickly among modules



Module Logs

- o Acquisitions module –
 - o Order Log (order)
 - o Invoice Payment (invoice)
 - o EDI Load Log & Action Log Messages (administration)
 - o Subscription Log & Circulation Log (serials)
- o Cataloging module –
 - o Circulation Log (items)
- o Circulation module –
 - o Circulation Log (patrons)
 - o Circulation Log (items)
- o Interlibrary Loan module –
 - o Request Log (borrowing & lending)
- o PC/Server Log
- o Task Manager – Batch Log



TIPS

Top Five

- o **#5** Keep java up-to-date for printing
- o **#4** Report RSE (Remote Service Errors) promptly
- o **#3** Job List
- o **#2** Keep up with Aleph version checks & windows updates
- o **#1** Dialogue with ODIN Office staff

It's good to know:

- o How to submit an ODIN Help Desk ticket
- o Where to find training materials & Did You Knows (DYKs)
- o Listserv addresses so you may send out questions/comments to peers

Submit an ODIN Help Desk Ticket:

<http://www.odin.nodak.edu/webticket>

Training materials, Did You Knows, etc –

http://www.odin.nodak.edu/lib_staff

Listserv Addresses:

<http://www.odin.nodak.edu/staff/Lists.html>

ODIN-LIBS@LISTSERV.NODAK.EDU

ODIN-ACQ-SER@LISTSERV.NODAK.EDU

ODIN-CAT@LISTSERV.NODAK.EDU

ODIN-CIRC@LISTSERV.NODAK.EDU

ODIN-ILL@LISTSERV.NODAK.EDU

ODIN-REFERENCE@LISTSERV.NODAK.EDU

ODIN-DIRECTORS@LISTSERV.NODAK.EDU

ODIN-SYSLIBRARIANS@LISTSERV.NODAK.EDU

SHORTCUTS

- Ports & Maintenance
Parallel Transactions
- x in lower right hand corner
- Copy - Highlight column data & ctrl/c
- Grab multiple lines – hold down ctrl key & click on line
- **Task Manager**
Batch Log/Service form



Print History

alephcom/tab/alephcom.ini

[Print]

SaveHistoryNumberOfDays=7

;0 is normal, 1 is preview, 2 is view xml, 3 is browse xml

DefaultPrintConfig=1

TempDir=c:\temp\Aleph

TempFileCounter=22

NewPrintType=Y

Overdue Notices

Holds Notices

Reports

Etc.



ALEPH Barcode Printing

- o On July 16, 2012, changes will be put in place to allow barcode printing to work with win7 and IE9
 - o For any pc you wish to print barcodes on:
 - o Make sure you have win7 loaded
 - o Make sure you have IE9 loaded

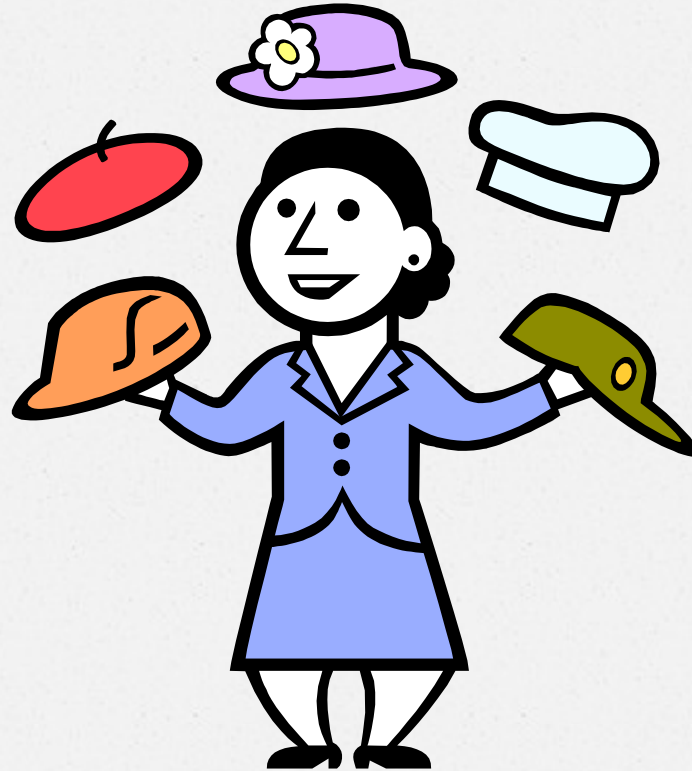
ITEM Process Statuses

- o Unavailable vs Available
- o Master List is @
http://www.odin.nodak.edu/staff/ODIN_Master_List_of_Item_Process_Statuses.pdf
- o You can use any code you wish as long as you agree with availability status
- o Contact ODIN Office if you need to add because you've exhausted all codes in list

Navigating Aleph Modules

- o Know your server address
- o Know your libraries
 - o xxx01 – bib library
 - o xxx60 – holdings library
 - o xxx50 – adm library
 - o xxx40 – ill library
 - o xxx30 – course library
 - o xxx00 – user library
 - o xxx10 – authorities
- o Know how to “user break”
- o Lower right-side icons
- o Menus
- o Tabs
- o Left/Right panes
- o Upper, Lower, Middle panes
- o Left-side informational nodes
- o Right-side transactional buttons

OPEN DISCUSSION





Did this session help you?

What could be done to improve things?

Would you attend another ODIN Work Day?